



# Notice

## City Commission Regular Meeting

7:00 pm

Monday, October 6, 2014

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published 10-02-04

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](mailto:tcclerk@traversecitymi.gov)  
Web: [www.traversecitymi.gov](http://www.traversecitymi.gov)  
400 Boardman Avenue  
Traverse City, MI 49684

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

**Welcome to the Traverse City Commission meeting!**

**Agenda**

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

**Pledge of Allegiance**

**1. Roll Call**

**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 15, 2014, Regular Meeting and September 22, 2014 Study Session. (Approval recommended) (Jered Ottenwess, Benjamin Marentette)

- b. Consideration of appointing Assistant City Manager Penny Hill as the Official Delegate to cast votes on behalf of the City at the Michigan Municipal League Annual Convention. (Approval recommended) (Jered Ottenwess)
- c. Consideration of authorizing a purchase order for winter sand for City operational use. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)
- d. Consideration of authorizing an amendment to the public parking lease for 305 West Front Street (Lot S), to increase the rent paid to the property owner, as recommended by the Downtown Development Authority Board of Directors. (Approval recommended) (Jered Ottenwess, Rob Bacigalupi) (5 affirmative votes required)
- e. Consideration of authorizing a construction contract for the 2014 Opera House Dressing Room Project, with the costs of the project, less \$10,000, to be paid for by funds from the City Opera House Heritage Association. (Approval recommended) (Jered Ottenwess, Timothy Lodge) (5 affirmative votes required)
- f. Consideration of authorizing a service order for the Fire Station #2 Emergency Electrical Repair Project. (Approval recommended) (Jered Ottenwess, Timothy Lodge) (5 affirmative votes required)
- g. Consideration of authorizing a contract for urban design services for the street improvements to West Front Street between Division Street and Hall Street, with the costs to be reimbursed by the Michigan Roads and Reserve Fund Program. (Approval recommended) (Jered Ottenwess, Timothy Lodge) (5 affirmative votes required)
- h. Consideration of a request from Falconer Holdings, LLC for an encroachment at 144 Hall Street, for two awnings that will encroach 18 inches by 16 feet on the north side of the existing building. (Approval recommended) (Jered Ottenwess, Timothy Lodge) (5 affirmative votes required)

- i. Consideration of authorizing a purchase order for two alum rapid mixing units for the Water Treatment Plant. (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 entering into closed session regarding an attorney-client privileged communication associated with the Brown Bridge Dam litigation, with possible action following the closed session. (Jered Ottenwess, Lauren Tribble-Laucht) (5 affirmative votes required to enter into closed session)

### **4. New Business**

- a. Consideration of authorizing power and space agreements with Traverse City Light and Power for it to place equipment and use electrical power to operate a wireless internet system in downtown Traverse City at certain City-owned buildings. (Jered Ottenwess) (5 affirmative votes required)
- b. Consideration of authorizing a contract for 2014 Phase Two Paving and Resurfacing Projects and authorizing related agreements for reimbursement for portions of this project which specifically benefit certain property owners, with the projects to commence in the Spring of 2015. (Jered Ottenwess, Timothy Lodge) (5 affirmative votes required)

## **5. Appointments**

- a. Consideration of appointing a City Commission representative to serve on the Grand Traverse County Criminal Justice Coordinating Committee. (Jered Ottenwess, Benjamin Marentette)
- b. Consideration of appointing an ad hoc interview committee to make a recommendation regarding appointments to the Brown Bridge Advisory Committee. (Jered Ottenwess, Benjamin Marentette)
- c. Consideration of reappointment of Commissioner Howe as the City Commission representative on the Brown Bridge Advisory Committee. (Jered Ottenwess, Benjamin Marentette)

## **6. Reports, Announcements and Correspondence**

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

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  1. Reports from members of the Commission serving on boards.
  2. Minutes of the Act 345 Retirement System meeting of July30, 2014.
  3. Minutes of the Historic Districts Commission meeting of August 28, 2014.

- e. Reports and correspondence from non-City officials.
  - 1. Fractile emergency response report from North Flight for August 2014.
  - 2. Monthly operations report for the wastewater treatment plant from CH2M Hill for August 2014 – revised.
  - 3. Annual client report from the City’s wastewater treatment plant operator for 2013-2014.
  - 4. Minutes of the Traverse Area District Library Board meeting of August 21, 2014.

## **7. Public Comment**

- a. Reserved.
  - 1. Reserved public comment: Paul A. Soma, Traverse City Area Public Schools, regarding an "informational presentation regarding Traverse City Area Public Schools non-homestead operating millage proposal."
- b. General.
- c. Mayor and City Commissioners.

## **8. Adjournment**



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# Communication to the City Commission

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FOR THE CITY COMMISSION MEETING OF OCTOBER 6, 2014

DATE: OCTOBER 2, 2014

FROM: <sup>SD</sup> JERED OTTENWESS, CITY MANAGER

SUBJECT: MINUTES

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

- September 15, 2014, Regular Meeting
- September 22, 2014, Study Session

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

**that the minutes of the September 15, 2014, Regular Meeting and the September 22, 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 15, 2014**

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

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

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

**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 September 2, 2014, Regular Meeting, September 5, 2014, Quorum of the City Commission, and the September 8, 2014, Study Session, be approved.
- b. the City Commission Policy for Senior Citizens Center Use, be rescinded.
- c. 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 for the purchase of a new trailer-mounted 2014 Sullivan DF250PJD Air Compressor, with funds available in the Garage fund.

- d. 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, more or less, and an additional amount of \$71.05 per ton for approximately 500 tons of backup salt, totaling approximately \$35,525, more or less, for the 2014/2015 season, with funds available in the highway maintenance accounts.
- e. 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.
- f. 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.
- g. 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.
- h. 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 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.
- i. 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.

CARRIED unanimously.

**Items removed from the Consent Calendar**

None.

### **3. Old Business**

#### **3(a).**

Consideration of increasing the allocation for services and materials in connection with the Eighth Street Pilot Restriping Project.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Budros, seconded by Werner, 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.

CARRIED unanimously.

#### **3(b).**

Consideration of possible recommendations from the City Commission Ad Hoc Committee regarding Carnegie Building / City Assets.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Richardson, seconded by Easterday, that the City Manager be authorized to pay direct costs incurred by the History Center for security system, maintenance and repair, gas, water, sewer, and electric utilities and storage costs related to operations and maintenance for the City-owned Carnegie Building and Con Foster Collection for the period October 1, 2014, through December 31, 2014, with a cost not-to-exceed \$10,000, with funds available in the General Fund.

Rick Buckhalter, 932 Kelley Street – expressed opposition

CARRIED unanimously.

**4. New Business**

None.

**5. Appointments**

None.

**6. Reports and Communications**

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  1. Reports from members of the Commission serving on boards.
  2. 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**

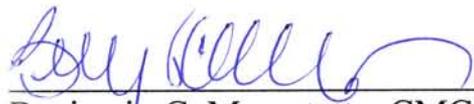
The following addressed the Commission:

- 1. General.

Rick Buckhalter, 932 Kelley Street  
Andy Marek, 2875 East Railroad Avenue, Interlochen  
Commissioner Gary Howe  
Mayor Pro Tem James Carruthers  
Jered Ottenwess, City Manager

- 2. Mayor and City Commissioners.

There being no objection, Mayor Michael Estes declared the meeting adjourned at 7:35 pm.



Benjamin C. Marentette, CMC  
City Clerk

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



**Minutes of the**  
**City Commission for the City of Traverse City**  
**Study Session**  
**September 22, 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, Gary Howe, Ross Richardson, Tim Werner.

The following Commissioners were absent: None.

Mayor Michael Estes presided at the meeting.

1.

Discussion regarding the National Cherry Festival.

There being no objection from the City Commission, Mayor Michael Estes indicated that he would open the floor for public comment regarding any issue, including the National Cherry Festival now rather than later in the agenda.

The following addressed the Commission:

Tom Mair, 612 Fifth Street

Trevor Tkach, National Cherry Festival Executive Director, 250 East Front Street

Rick Buckhalter, 932 Kelley Street

David Barr, National Cherry Festival Board of Governors President, 936 Wood

Maria LaCross, 318 West Seventh Street

Carol Bauer, 255 East Arbutus Lake Road, East Bay Township

Jay Hooper, 9674 Montague Road, Peninsula Township, TC Boom Boom Club  
Lisa Danto, 8800 East Erdt Road, Suttons Bay, Coordinator of Traverse Area Tobacco Coalition  
Gary Kaberlie, 1937 West Outer Drive, Long Lake Township  
Bryan Dornbusch, 6918 Logan Lane, city business owner  
Seamus Shinnors, 410 Seventh Street  
Dave Amon, 410 West 13<sup>th</sup> Street  
Bill Golden, 4125 Summerhill Road, Garfield Township, city business owner  
Steven Wade, 3668 Holiday Village Road, East Bay Township  
Michael Jackson, 217 Sixth Street  
Patty James, 1860 Oakland Drive, Mount Pleasant, Grand Valley State University  
Denny Braun, 602 Washington Street, National Cherry Festival volunteer  
Mark Jensen, 7676 East Harrys Road, East Bay Township, City business owner  
Margaret Morse, 6594 Mission Ridge, Park Place Hotel Director of Sales and Marketing  
Matt Hill, 803 Randolph Street, Robinson Electric owner  
Andrew Gale, 8025 South Good Harbor Trail, Cedar, Bay Area Recycling for Charities  
Kathleen Hoffmeister, 625 June Court, Garfield Township  
Deb Lake, 1122 Lake Ridge Drive, Traverse City Film Festival  
Polly Gray, 1287 East River Road, East Bay Township  
Julie Millen, 1926 Seneca, City Business owner  
Harold Edmonson, 12414 Center Road, Peninsula Township  
Peter Garthe, 217 Fair Street

2.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

3.

Public Comment.

The following addressed the Commission:

Commissioner Gary Howe  
Mayor Pro Tem James Carruthers

There being no objection, Mayor Michael Estes declared the meeting adjourned at 9:06 pm.



Benjamin C Marentette, CMC  
City Clerk

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



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 6, 2014

DATE: OCTOBER 2, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: MICHIGAN MUNICIPAL LEAGUE ANNUAL MEETING –  
OFFICIAL DELEGATE

Annually, the City Commission selects the Michigan Municipal League Annual Meeting Official Delegate and Alternate Official Delegate. The Official Delegate votes at the annual meeting on behalf of the city.

Items up for vote are: 1) Election of trustees; 2) The Core Legislative Principles Document; and 3) Other Business.

In the past, a member of the City Commission or City Administration has been designated as official delegate, and one as alternate delegate. This year, Assistant City Manager Penny Hill is the sole city representative attending the meeting. I recommend that she be designated as Official Voting Delegate. We cannot designate an Alternate Voting Delegate as there are no other city representatives attending.

I recommend the following motion:

**That Assistant City Manager Penny be designated as Official Delegate for the City of Traverse City for the 2014 Annual Meeting of the Michigan Municipal League; and that the City Clerk certify Ms. Hill's designation.**

JJO/bcm

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The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF OCTOBER 6, 2014

DATE: OCTOBER 2, 2014

FROM: <sup>30</sup>JERED OTTENWESS, CITY MANAGER

SUBJECT: ANNUAL SAND FOR WINTER SEASON

Attached are memos from Dave Green, DPS Director, and Mark Jones, Street Superintendent, requesting that a purchase/service order be issued to Kasson Sand and Gravel for the 2014/2015 winter season.

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

**that the City Manager be authorized to issue a blanket purchase/service order to Kasson Sand and Gravel in the total approximate amount of \$11,640, more or less, for approximately 2,000 tons of winter sand at \$5.82 per ton delivered, to be mixed with road salt for winter ice control for the 2014/2015 season, with funds available in the Streets Fund.**

JO/jd

cc: Dave Green, DPS Director

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# Memorandum

The City of Traverse City  
Department of Public Services



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TO: Jered Ottenwess, City Manager  
FROM: Dave Green, DPS Director *DSG*  
DATE: September 29, 2014  
SUBJECT: 2014-15 Sand Purchase

Attached is a memorandum from Mark Jones, Streets Superintendent, requesting purchase of sand for winter ice control. Kasson Sand and Gravel has once again submitted the low bid for 2014-15.

Please request City Commission approval of a purchase/service order to Kasson Sand and Gravel in the amount of \$11,640.00 for winter sand with funds available in the highway maintenance accounts.

# Memorandum

**To:** Dave Green, DPS Director  
**From:** Mark Jones, Street Superintendent  
**Date:** 09-19-14   
**Subject:** Winter Sand

The Streets Department purchases sand to help our snow fighting capabilities. The Winter Sand meets a certain specification allowing for a fine gritty substance that will create traction and aid in ice melt on winter pavement conditions. The sand is usually combined with road salt in a 50/50 mixture to aid in traction when temperatures prevent using straight salt.

Last year due to the cold temperatures and the long winter season we used approximately 2044 tons of sand. Therefore we went out for bids for 2000 tons for the 2014 / 2015 season.

We received two bids for 2000 tons of winter sand on September 18<sup>th</sup> 2014 to be delivered to 625 Woodmere Ave.

Kasson Sand and Gravel	\$5.82 per ton	\$11,640.00
Elmer's	\$10.30 per ton	\$20,600.00

I would recommend purchasing 2000 tons of winter sand from Kasson Sand and Gravel at \$5.82 per ton (\$11,640.00). We have been very satisfied with Kasson's products and delivery service through the past years. Will you kindly request City Commission approval for a purchase order for 2000 tons of winter sand from Kasson Sand and Gravel at a cost of \$5.82 per ton, for a total of \$11,640.00 Funds are available in Streets Department Major, Local and Highway maintenance accounts for this purchase.





# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 6, 2014

DATE: OCTOBER 2, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: AMENDMENT TO PARKING LEASE – 305 WEST FRONT STREET

Attached is a memo from Downtown Development Authority (DDA) Executive Director Rob Bacigalupi, regarding the city's lease of 305 West Front Street, which provides 84 public parking permit spaces. As indicated by Mr. Bacigalupi, the owner has requested, and the DDA Board recommends, that the monthly lease payment be increased from \$23.82 per space to \$28.04 per space (an increase of \$354.48 per month, or \$4,253.76 annually).

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

**that the Mayor and City Clerk execute the third amendment to the parking area lease (lease originally authorized November 3, 2008, and amended January 4, 2010, and February 1, 2010), with Pine Street Development One for the provision of public parking spaces at 305 West Front Street, which increases the monthly rent per space from \$23.82, to \$28.04, subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Parking System Fund.**

JJO/bcm

K:\tcclerk\city commission\agreements\parking lease amendment 305 west front w pine street development one

copy: Rob Bacigalupi, Downtown Development Authority Executive Director



To: Jered Ottenwess, City Manager

From: Rob Bacigalupi, Executive Director

RMB

Re: Parking Lease Amendment for 305 West Front

Date: Wednesday, September 24, 2014

The City has maintained a lease with the owner of 305 West Front to provide surface parking on the west end of downtown. This lot, called Lot S, provides 84 permit spaces which are mostly full during the workweek. The DDA Board of Directors, at their meeting in August and in response to a request from the property owner, recommended an increase in rent from \$23.82 to \$28 per space for the 84 spaces. Specifically there was a *motion by Jackson, seconded by Golden that DDA Board of Directors recommend to the City Commission an amendment to the Parking Area Lease for 305 West Front, subject to review as to form by the City Attorney and substance by the Executive Director.* Attached is the draft amendment to the lease reflecting the rent increase.

CITY OF TRAVERSE CITY  
AUTOMOBILE PARKING SYSTEM

THIRD AMENDMENT TO PARKING AREA LEASE

The Parking Area Lease entered into on the 4<sup>th</sup> day of November, 2008 ("Lease") between PINE STREET DEVELOPMENT ONE, LLC, a Michigan limited liability company, of TRAVERSE CITY, a Michigan municipal corporation, of 400 Boardman Avenue, Traverse City, Michigan 49684 ("City") is hereby amended as follows:

1. Paragraph 2) shall be amended as follows:

Rent. City shall pay Owner, as rent, on or before the first day of each month for the term of this Lease, as amended, the sum of Two Thousand Three Hundred Fifty-five dollars (\$2,355.00) per month. Payment shall be made to Owner to the above address.

All other terms and conditions of the Lease shall remain unchanged.

IN WITNESS WHEREOF, the undersigned have executed this Amendment to Lease as of the \_\_\_\_ day of \_\_\_\_\_, 2014.

OWNER:

CITY OF TRAVERSE CITY

\_\_\_\_\_  
Pine Street Development One, LLC  
By: Joe Sarafa  
Its: Managing Member

\_\_\_\_\_  
Michael Estes, Mayor

\_\_\_\_\_  
Benjamin Marentette, City Clerk

APPROVED AS TO SUBSTANCE:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jared Ottenwess, City Manager

\_\_\_\_\_  
Lauren Tribble-Laucht, City Attorney



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 6, 2014

DATE: OCTOBER 2, 2014

FROM: <sup>50</sup> JERED OTTENWESS, CITY MANAGER

SUBJECT: 2014 OPERA HOUSE DRESSING ROOM PROJECT

Attached is a memo from City Engineer Timothy Lodge regarding the 2014 City Opera House Dressing Room Project, which includes adding to the scope of work for the project.

Mr. Lodge recommends an agreement with the low bidder for this project. As indicated, the \$158,200 low bid came in above the preliminary estimate of \$118,000 for multiple reasons, including \$10,000 in additional work added by the City. For the additional work added by the City, following a review of the Opera House Lease, we have determined the costs of the additional work should be borne by the Opera House Fund.

In May 2014, the Commission authorized a funding agreement providing that the City Opera House Heritage Association would reimburse the City for all construction costs. That agreement indicated the construction costs were estimated at \$117,750; and if the actual construction costs were greater that COHHA would reimburse the city for the additional amount. The City Engineer has communicated with COHHA that the bids came in above the estimated amount and that COHHA will be responsible for reimbursing the City for the actual contracted amount, less \$10,000, which represents the work added by the City.

Therefore, there are two components to the action needed from the City Commission:

1. To authorize the City Manager to expend \$10,000 for the additional work included in the contract from the Opera House Fund, with no reimbursement by City Opera House Heritage Association; and
2. Authorize the construction contract for the 2014 Opera House Dressing Room Project.

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

**that the Mayor and City Clerk execute a unit prices contract with Eckler Building Solutions in the amount of \$158,200, more or less, at the unit prices indicated in its bid, for the 2014 Opera House Dressing Room Project, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Opera House Fund, with the cost of the contract to be reimbursed by the City Opera House Heritage Association as outlined in the May 20, 2014, agreement to provide funds, less \$10,000 which represents the cost of additional work items, with the Opera House Fund to fully cover the \$10,000 for this additional work.**

JJO/bcm

K:\tcclerk\city commission\agreements\opera house dressing room project

copy: Timothy Lodge, City Engineer  
Page Graves, City Opera House Heritage Association Co Chair

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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Jered Ottenwess, City Manager  
FROM: Timothy J. Lodge, City Engineer *Lodge*  
DATE: September 24, 2014  
SUBJECT: 2014 Opera House Dressing Room Project

The City has been working with the City Opera House Heritage Association (COHHA) for the Opera House Dressing Room Project. We have worked with the architectural firm of Quinn Evans and the engineering firm of Nealis Engineering to prepare plans and specifications for the project. Sealed bids were advertised for and were received on September 17, 2014 for the above referenced project. Plans and specifications were available to contractors through The Builders Exchange of Northwest Michigan. Ten contractors inquired and viewed the plans and specifications online with three bids being received for this work including the option to add hot water to the tenant space below the proposed dressing room space as follows:

Contractor		Bid Amount
Eckler Building Solutions, LLC	Traverse City	\$ 158,200.00
Spence Brothers	Traverse City	\$ 182,300.00
Comstock Construction Co	Traverse City	\$ 189,378.00

The project includes the renovation of the second floor Saddle Shop spaces into chorus dressing rooms with connecting toilet rooms and showers. This will include construction of new gypsum board partitions and a new raised floor, construction of dressing room countertops, replacement of deteriorated windows, installation of new ceilings and lighting, and the extension of the existing mechanical, electrical, and plumbing systems to include distribution into the renovated spaces. The preliminary estimate for this work from the COHHA is \$118,000. Several factors including additional work items for window replacement, more extensive electrical, mechanical and plumbing work than initially anticipated, and working around the active Opera House schedule along with a very busy local construction outlook have resulted in costs greater than estimated. However, upon review by the Architect, Engineer, COHHA and the City we have concluded that bids received reflect the work that is required and re-bidding the project would not result in lower costs. We have pledged to the COHHA to consider any cost savings mutually agreeable with the Contractor, Architect and Engineer if found during the execution of the work.

Finally, after reviewing the lease between the City and COHHA we have found that work including the window replacement, adding the hot water to the lower floor tenant space and related items in the amount of \$10,000 should be borne by the City's Opera House Fund. Therefore, it is recommended that this work be awarded to the low bidder, Eckler Building Solutions, LLC. and that the proper City officials be authorized to execute a unit price contract with the above-mentioned low bidder, in the amount of \$158,200.00, more or less, with funds therefore available in the Capital Projects Fund with reimbursement from the COHHA as stipulated in the funding agreement.



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF OCTOBER 6, 2014

DATE: OCTOBER 2, 2014

FROM: <sup>JO</sup> JERED OTTENWESS, CITY MANAGER

SUBJECT: 2014 FIRE STATION #2 EMERGENCY ELECTRICAL  
UPGRADE PROJECT

Attached is a memo from Tim Lodge, City Engineer, requesting that a service order be issued to Windemuller for emergency electrical upgrade at Fire Station #2.

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

**that the City Manager be authorized to issue a unit prices service order to Windemuller in the total approximate amount of \$29,895.00, more or less, at the unit prices indicated in its bid, for emergency electrical upgrades at Fire Station #2, with funds available in the Fire Department budget.**

JO/jd

cc: Jim Tuller, Fire Chief

Timothy Lodge, City Engineer

K:\tcclerk\city commission\purchase orders\fire station emergency electrical upgrade

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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Jered Ottenwess, City Manager  
FROM: Timothy J. Lodge, City Engineer *Lodge*  
DATE: September 26, 2014  
SUBJECT: 2014 Fire Station #2 Emergency Electrical Upgrade Project

The City was in the process of repairing in the concrete flooring in Fire Station #2 and upon removal of a portion of the concrete floor discovered that the electrical wiring in the entire facility has been compromised and no longer has a safe grounding system. This is due to the corrosion of the metal conduit which was providing the grounding. Also, many of the wires were found to be corroded and beyond repair. We sought the advice of two electrical contractors to repair the system and found the repairs to be extensive, replacing much of the electrical wiring in the facility. The work is anticipated to re-route the electrical wiring across the ceiling from beneath the concrete floor.

The two costs we received are noted below. They are essentially a cost on a time and expense basis with a maximum dollar amount because the extent of the work is not quantifiable until the repairs are started. We have worked with both electrical contractors in the past and have had good experiences with each.

<b>Contractor</b>		<b>Amount</b>
Windemuller	Traverse City	\$ 29,895.00
Spence Brothers	Traverse City	\$ 35,000.00

Therefore, it is recommended that this work be awarded to the low bidder, Windemuller and that the proper City officials be authorized to execute a service order with the above-mentioned low bidder, in the amount of \$29,895.00, more or less, with the cost charged to repair and maintenance of the Fire Department budget.



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 6, 2014

DATE: OCTOBER 2, 2014

FROM: <sup>10</sup> JERED OTTENWESS, CITY MANAGER

SUBJECT: URBAN DESIGN SERVICES – STREET IMPROVEMENTS ON  
WEST FRONT STREET

Attached is a memo from City Engineer Timothy Lodge recommending an agreement for urban design services for street improvements to West Front Street between Division Street and Hall Street. As indicated by the City Engineer, the cost of these services will be covered by the Michigan Roads and Risks Reserve Fund.

We did not obtain competitive bids because Influence Design Forum has been involved in the initial stages of this work and is familiar with the project and the relationship has been working well.

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

**that the competitive bidding process be waived; and that the Mayor and City Clerk execute a consultant agreement with IDF, LLC, in the not-to-exceed amount of \$35,100 for urban design services in connection with street improvements on West Front Street between Division Street and Hall Street, with funds available in the Capital Projects Fund, to be reimbursed by the Michigan Roads and Risk Reserve Fund, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.**

JJO/bcm

K:\tcclerk\city commission\agreements\west front street urban design services

copy: Timothy Lodge, City Engineer

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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Jered Ottenwess, City Manager  
FROM: Timothy J. Lodge, City Engineer *TJL*  
DATE: September 29, 2014  
SUBJECT: Urban Design Services-West Front Street RRR Funded Project

The City of Traverse City is the recipient of \$1,000,000 funding through the State of Michigan Roads and Risks Reserve Fund (RRR Program) for Street Improvements of West Front Street between Division Street and Hall Street in conjunction with the planned replacement of the West Front Street Bridge. We have been working with Nate Elkins of Influence Design Forum, LLC (IDF) over the past few months and have completed a Schematic Design which was reviewed and approved by the planning commission on September 3.

Because of the aggressive schedule of the RRR Program we wish to continue working with IDF to further develop the plans for the project. Specifically we have requested a cost for IDF to:

- Gather additional information relating to the project
- Continue with property owner and relevant stakeholder meetings
- Review the schematic design with key stakeholders in regards to operation and maintenance.
- Prepare cost estimates
- Review the schematic design for conformance with key documents and regulations
- Design development
- Weekly project meetings

This scope of work is more fully explained in the attached letter proposal. We appreciate the work that IDF has completed and found them to be very responsive to meet the needs of the project even given the tight deadlines. Therefore, we recommend executing a consultant agreement with IDF, LLC in the amount not to exceed \$35,100 with funds reimbursed in accordance with the RRR Program Guidelines, subject to approval as to substance by the City Manager and as to form by the City Attorney.

studio

120 East Front St.  
2nd Floor Lull  
PO Box 1507  
Traverse City MI 49685  
(231) 944-4114

influence  
design  
forum

LLC

September 29, 2014

Mr. Tim Lodge, P.E.  
Traverse City Engineering Department  
400 Boardman Avenue  
Traverse City, MI 49684

**RE: West Front Street Urban Design Services - Design Development Services**

Dear Mr. Lodge:

Influence Design Forum (IDF) is pleased to submit our proposal as an indication of our interest in providing a continuation of services to the City of Traverse City as it relates to urban design services. We have recently completed planning for West Front Street that included background and research, cross-section study, schematic layout alternatives, stakeholder input, and planning commission review and approval.

We look forward to continuing our collaborative effort together with the City Planning and Engineering Departments. We understand funding for the project is tied to a strict schedule and we will work with you to develop a project schedule in order to ensure meetings and submittals occur on a strict timeline.

We propose the following services to assist The City of Traverse City with design development and preliminary layout for West Front Street - Division Street east to the Bridge between Wadsworth and Pine Streets.

1.0 Additional background information and data collection as needed

2.0 Connecting With the Community & Property Owner Coordination

We understand that planning and design for any public space project in Traverse City needs to be transparent and community-driven to succeed, therefore, we will be prepared to collaborate with the DDA to solicit input and engage stakeholders. We will use different techniques as needed to connect with a broad spectrum of users, stakeholder groups, and property owners. Techniques may include developing web/online presence, connecting through social media, micro pop-up workshops, workshops & charrettes, one-on-one meetings, and presentations.

- 2.1 Meetings as needed with project stakeholders (TART, others)
- 2.2 Meetings with property owners to discuss the opportunity for driveway closures and access management
- 2.3 Work together with the City to secure driveway closures or change agreements
- 2.4 Meetings with property owners to discuss the opportunity to contribute to the urban renewal project by special assessment or other means identified

3.0 Operations & Maintenance Review

We will review the preferred schematic design plan with the City, DDA, and City Maintenance Departments to determine maintenance costs associated with improvements and any additional staffing requirements.

#### 4.0 Preliminary Cost Analysis & Project Boundaries

We will assist with identifying project boundaries and complete a preliminary cost analysis of the preliminary layout.

#### 5.0 Conformance Review

Conformance review will include taking the necessary steps to ensure the design will accommodate existing planning documents and regulations. We will complete a review of the following:

- Master Plan (Completed)
- Zoning Ordinance
- Building Code
- Funding Agency Requirements
- Other Applicable Documents

#### 6.0 Design Development

Preliminary layout for a project will be completed after a final meeting is held to verify the scope and boundaries of the first phase of construction, preliminary cost analysis has been prepared and reviewed by the City, and a preferred design schematic is selected.

Design development documents will be developed and consist of preliminary layout drawings and other documents to fix and describe the size and character of the entire project for approval by the City. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, economic analysis of construction and operations, user safety and maintenance requirements, and energy conservation.

Preliminary layout will verify final measurements, quantities, and layout and provide an opportunity to make adjustments based on surveyed conditions. Preliminary layout will include final street cross-sections, paving and hardscape types, street furniture layout including street trees and lighting.

We will also develop design detailing for the project to facilitate discussion of final materials and products as it relates to sustainability and long-term maintenance. Final engineered construction details will be completed during the development of the construction documents.

Design development includes the following:

- 6.1 Project Administration: Services consisting of design development administrative functions including consultation, meetings and correspondence, and progress design review conferences with City.
- 6.2 Disciplines Coordination: Coordination of the architectural work and the work of engineering with other involved consultants for the project.
- 6.3 Document Checking: Review and coordination of documents prepared for the project.
- 6.4 Permitting Authority Consulting: Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. Assist in obtaining approval from approving agencies as required.
- 6.5 User Agency Data Coordination: Review and coordination of data furnished for the project by the City.
- 6.6 Architectural Design: Services consisting of continued development and expansion of architectural schematic design documents to establish the final scope, relationships, forms, size, and appearance of the project through plans, sections and elevations, typical construction details, three-dimensional sketches, materials selections, and equipment layouts.
- 6.7 Structural Design: (Limited)\* Services limited to the development of schematic design documents for those items that may require structural design. Services do not include structural design for the bridge located on the east end of the project.

- 6.8 Mechanical Design: (Limited)\* Services consisting of coordination and assisting Traverse City Light and Power to facilitate continued development and establish approximate equipment sizes, capacities, preliminary layouts, required space for equipment, conduit and clearances, access hand-holes, visual impacts, and energy conservation measures.
- 6.9 Electrical Design: (Limited)\* Services consisting of coordination and assisting Traverse City Light and Power to facilitate continued development of electrical schematic design documents and development of outline specifications or materials lists to establish criteria for lighting, electrical and communication raceways, approximate sizes and capacities of major components, preliminary equipment layouts, required space for equipment, chases, and clearances.
- 6.10 Specifications: Services consisting of coordination and assisting with the preparation of proposed development of architectural design outline specifications, coordination of outline specifications of other disciplines, and production of design manual including design criteria, and outline specifications of materials lists.
- 6.11 Scheduling: Services consisting of reviewing and updating previously established schedules for the project.
- 6.12 Cost Estimating: Services consisting of development of a probable construction cost from quantity surveys and unit costs of elements for the project. Parametric cost effect the level of design elements presented in the design development documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule and budget options.
- 6.13 Services consisting of appropriate presentation(s) of design development documents to City representatives.

7.0 Weekly project coordination meetings with City Staff

Review meetings with the City Project Manager, City Planning and Engineering, and staff will occur as-needed. At a minimum, we would recommend weekly project updates.

Our professional fee to complete the above services will be hourly with a not-to-exceed cost of \$ 35,100.

We are excited and look forward to collaborating with you to complete design development and preliminary layout for West Front Street! As always, please call if you have any questions.

Sincerely,

INFLUENCE DESIGN FORUM



Nathan G. Elkins, ASLA  
Studio Director

att

## Hourly Breakdown

The following cost breakdown has been developed to estimate the hourly cost breakdown of the project fellows and design team.

PROPOSED TASK	Studio Director	Urban Designer	Project Engineer	Planner	Graphic Designer I	3D Artist	CAD Operator	Administrative	
1.0 Additional background information and data collection as needed	04	16	08	08	08		08	04	56
2.0 Connecting With the Community & Property Owner Coordination	16	16		08	24			04	68
3.0 Operations & Maintenance Review	08	16	16	08				04	52
4.0 Preliminary Cost Analysis & Project Boundaries	08		24	08			08	04	52
5.0 Conformance Review	02		08	08				04	22
6.0 Design Development	16	40	30	30	16	24	40	04	200
7.0 Weekly project coordination meetings with City Staff	16		16	08				04	44
<b>Total Hours</b>	<b>70</b>	<b>88</b>	<b>102</b>	<b>78</b>	<b>48</b>	<b>24</b>	<b>56</b>	<b>28</b>	<b>494</b>

## Hourly Rate Schedule

### 2014 Professional Rates by Classification

Technical Staff	\$ 55.00
CAD Operator	\$ 55.00
Graphic Designer	\$ 55.00
Graphic Designer I	\$ 75.00
Photographer	\$ 110.00
Project Designer	\$ 55.00
Urban Designer	\$ 75.00
3D Artist	\$ 85.00
Planner	\$ 55.00
Planner I	\$ 75.00
Associate Architect	\$ 75.00
Architect I	\$ 90.00
Landscape Architect	\$ 75.00
Landscape Architect I	\$ 90.00
Project Engineer	\$ 75.00
Project Engineer I	\$ 90.00
Project Manager	\$ 90.00
Studio Director	\$ 90.00
Senior Architect / Engineer / Planner	\$ 250.00

\*The above rates are subject to annual adjustments.

## Authorized Negotiators

Influence Design Forum LLC

Nathan G. Elkins, ASLA

Influence Design Forum LLC  
120 E. Front St., 2nd Flr. Loft  
P.O. Box 1507  
Traverse City, MI 49685

[nate@influencedesignforum.com](mailto:nate@influencedesignforum.com)

(231) 944.4114



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 6, 2014

DATE: OCTOBER 2, 2014

FROM: <sup>50</sup> JERED OTTENWESS, CITY MANAGER

SUBJECT: REQUEST FOR ENCROACHMENT – 144 HALL STREET

Attached is a memo from City Engineer Timothy Lodge regarding a request from Falconer Holdings, LLC for an encroachment at 144 Hall Street (the building where the Lighting Center is located), which would encroach 18 inches by 16 feet on the north side of the existing building for the purpose of installing two awnings.

As indicated by the City Engineer, his department's default position is to generally oppose encroachments that do not result in a direct public benefit. However, the proposed work will improve the aesthetics of the property; and therefore, the City Engineer recommends approval of this request.

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

**that the Mayor and City Clerk execute a Permission of Encroachment Agreement with Falconer Holdings, LLC for an encroachment into the City right-of-way as described in the memo from the City Engineer dated September 29, 2014, (property known as 144 Hall Street and generally located on the north side of the building), such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, contingent upon the City's receipt of new legal descriptions of the actual encroachments including a survey drawing prepared by a professional surveyor, and the appropriate insurance documentation being provided to the City Clerk.**

JJO/bcm

K:\tcclerk\city commission\agreements\encroachment 144 hall street

copy: Timothy Lodge, City Engineer  
Michael Fitzhugh, Architect

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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Jered Ottenwess, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: September 29, 2014

SUBJECT: Falconer Holdings, LLC Encroachment Request for a building awning and building encroachment at 144 Hall Street

Michael Fitzhugh, architect acting behalf of the owner of 144 Hall Street, Falconer Holdings, LLC, is requesting permission for an encroachment over the City right-of-way on Garland Street. City Engineering has reviewed the attached application and survey. The encroachment request is a result of the desire to install two (2) building awnings that will encroach 18 inches by 16 feet on the north side of the existing building. The awnings are designed to be retractable.

City Engineering's position is to generally oppose encroachments that do not result in a public benefit. The encroachment will not result in a public benefit directly. However, the work proposed will allow the property owner to improve the aesthetics of the property. Also this property has an existing encroachment for the north building wall, a distance of 99.29 feet in length, that encroaches over the property line 0.88 feet at the east end of the building and extends to 1.32 feet at the west end of the building. Because the property already has an encroachment, and applicant is planning architectural improvements to the property, we recommend the encroachment be approved as requested.

This matter is subject to the direction of the City Commission. Should the City Commission find that the request is in the best interest of the public and decide to approve this request for a "Permission of Encroachment", then an Agreement should be prepared by the City Attorney and should include the following:

1. A legal description of the actual encroachments.
2. A survey drawing prepared by a professional surveyor.
3. The permission of encroachment is granted on the basis of the character of the encroaching structure, provided the owner complies with all building codes and zoning ordinances and in no event shall any encroachment be enlarged or modified to create a greater degree of horizontal encroachment than what was approved.
4. The owner, its successors and assigns, shall hold the City harmless for all damages of any kind whatsoever suffered as a result of the encroachments. Furthermore, the owner, its successors and assigns, shall maintain adequate

insurance on the structure for damages caused to third persons by virtue of the encroachments and shall name the City as an additional insured on such policy.

Should the City Commission decide to approve this "Permission of Encroachment" request, we suggest the following motion:

**The Mayor and City Clerk be authorized to execute a Permission of Encroachment Agreement with Falconer Holdings, LLC for an encroachment into the City right-of-way as described in the memo from the City Engineer dated September 29, 2014 (known as 144 Hall Street and generally located on the north side of Garland Street) subject to approval as to substance by the City Manager and as to form by the City Attorney, and further contingent upon the City's receipt of new legal descriptions of the actual encroachments including a survey drawing prepared by a professional surveyor, and a copy of the required insurance policy.**

TJL/ml

Attachments: Application for Encroachment from Michael Fitzhugh, on behalf of Falconer Holdings, LLC, dated 8/20/14



City of Traverse City

RECEIVED

AUG 20 2014

APPLICATION FOR ENCROACHMENT/ SALE OF CITY PROPERTY/  
RELINQUISHMENT OF CITY EASEMENT

City of Traverse City, 400 Boardman Avenue, Traverse City, MI 49684 (231) 922-4460 Fax (231) 922-4467

ENGINEERING DEPT.  
~~CITY OF~~  
TRAVERSE CITY

Applicant Name: Michael Fitzhugh Architect Phone: 08/20/14  
499-6965

Applicant Email: Michael@MFarchitect.com

Address: 413 East Brk St. T.C. MI 49686  
Street City State Zip

Property Owner Name: Falconer Holdings LLC Phone: (231) 392-1963

Authorized Signatory of Property Owner: [Signature] Title: owner

- Type of request (please check one):  Encroachment  
 Sale of City Property  
 Relinquishment of City Easement

Description/location/nature of request: Encroachment of  
building awning 18" into Garland street  
public way. Awning designed to be retractable.  
Existing north wall of building (99.29' length) encroaches property  
line 0.88' at East end and extending to 1.32' at West end.

Applicant Signature: [Signature] Date: 08/20/14

The following are required in order to be considered for this request:

- Letter describing your request addressed to the City Engineer.
- Survey prepared by a Licensed Surveyor detailing the nature and the extent of the request.
- Legal description of the property owned.
- Legal description of proposed encroachment/ city property/ city easement.
- Certification that property owner is not delinquent in paying any debt owed to or collected by the City.

(Office Use Only)

Non-refundable \$475.00 Application Fee received on: 8/20/14

Staff review by Engineering, Clerk's Office, Planning/ Zoning, Assessor, Light & Power, Streets, Water/ Sewer Maintenance, Manager's Office completed on: \_\_\_\_\_

Approval of Permission by City Commission on: \_\_\_\_\_



**Michael Fitzhugh AIA – Architect**

413 East 8th Street  
Traverse City, MI 49686  
(231) 499-6965  
www.mfarchitect.com

Aug 20<sup>th</sup>, 2014

**application for encroachment**

City of Traverse City  
400 Boardman Ave  
Traverse City, MI 49684

Re:

Warehouse Mkt.

144 Hall St.

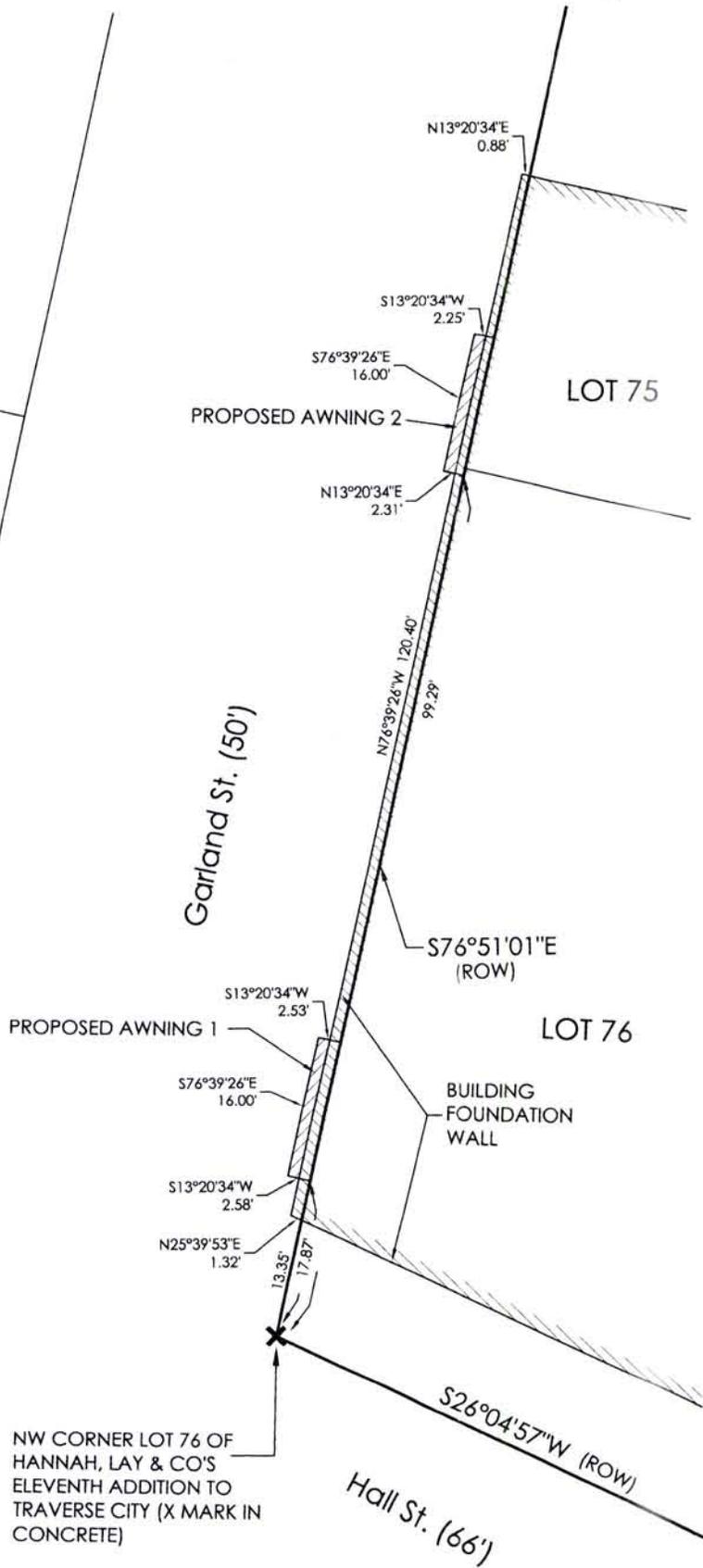
Traverse city, MI

Legal description: Lot 75 and Lot 76 Hannah lay Co 11<sup>th</sup> addition

This letter is a request for the construction of two new steel window awnings at the north exterior wall of the existing warehouse building at the corner of Hall and Garland Streets. The encroaching awnings are to replace existing awnings of roughly the same dimension – see elevation drawings. The awning will project 18" over the property line and will be designed to be either removed or folded down if the need is required.

Michael Fitzhugh Architect

# Survey Sketch



**AREA OF BUILDING ENCROACHMENT ON GARLAND STREET:**  
 PART OF LOTS 76 AND 75 OF HANNAH, LAY AND CO'S ELEVENTH ADDITION TO TRAVERSE CITY, GRAND TRAVERSE COUNTY MICHIGAN BEING MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 76 OF HANNAH, LAY AND CO'S ELEVENTH ADDITION TO TRAVERSE CITY; THENCE SOUTH 76° 51' 01" EAST ALONG THE SOUTHERLY RIGHT OF WAY OF GARLAND STREET, 13.35 FEET TO THE BUILDING FOUNDATION WALL AND THE POINT OF BEGINNING; THENCE NORTH 25° 39' 53" EAST ALONG THE BUILDING FOUNDATION WALL, 1.32 FEET TO THE FOUNDATION CORNER; THENCE SOUTH 76° 39' 26" EAST ALONG THE FOUNDATION WALL, 120.40 FEET TO THE FOUNDATION CORNER; THENCE SOUTH 13° 20' 34" WEST ALONG THE BUILDING FOUNDATION WALL, 0.88 FEET TO THE SOUTHERLY RIGHT OF WAY OF GARLAND STREET; THENCE NORTH 76° 51' 01" WEST ALONG THE SOUTHERLY RIGHT OF WAY OF GARLAND STREET TO THE POINT OF BEGINNING.

**AREA OF PROPOSED AWNING 1:**

PART OF LOT 76 OF HANNAH, LAY AND CO'S ELEVENTH ADDITION TO TRAVERSE CITY, GRAND TRAVERSE COUNTY MICHIGAN BEING MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 76 OF HANNAH, LAY AND CO'S ELEVENTH ADDITION TO TRAVERSE CITY; THENCE SOUTH 76° 51' 01" EAST ALONG THE SOUTHERLY RIGHT OF WAY OF GARLAND STREET, 17.87 FEET TO THE POINT OF BEGINNING; THENCE NORTH 13° 20' 34" EAST, 2.58 FEET; THENCE SOUTH 76° 39' 26" EAST, 16.00 FEET; THENCE SOUTH 13° 20' 34" WEST, 2.53 FEET TO THE SOUTHERLY RIGHT OF WAY OF GARLAND STREET; THENCE NORTH 76° 51' 01" WEST ALONG THE SOUTHERLY RIGHT OF WAY OF GARLAND STREET, 16.00 FEET TO THE POINT OF BEGINNING.

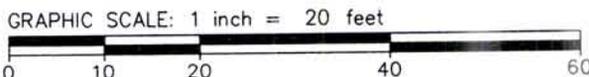
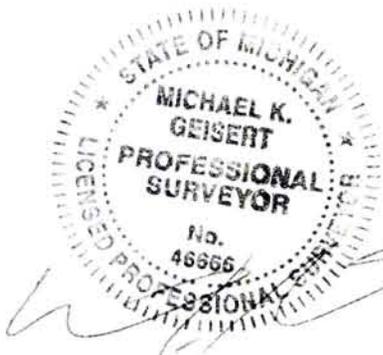
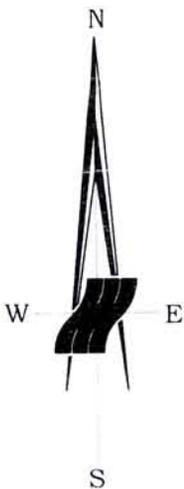
**AREA OF PROPOSED AWNING 2:**

PART OF LOTS 76 AND 75 OF HANNAH, LAY AND CO'S ELEVENTH ADDITION TO TRAVERSE CITY, GRAND TRAVERSE COUNTY MICHIGAN BEING MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 76 OF HANNAH, LAY AND CO'S ELEVENTH ADDITION TO TRAVERSE CITY; THENCE SOUTH 76° 51' 01" EAST ALONG THE SOUTHERLY RIGHT OF WAY OF GARLAND STREET, 99.29 FEET TO THE POINT OF BEGINNING; THENCE NORTH 13° 20' 34" EAST, 2.31 FEET; THENCE SOUTH 76° 39' 26" EAST, 16.00 FEET; THENCE SOUTH 13° 20' 34" WEST, 2.25 FEET TO THE SOUTHERLY RIGHT OF WAY OF GARLAND STREET; THENCE NORTH 76° 51' 01" WEST ALONG THE SOUTHERLY RIGHT OF WAY OF GARLAND STREET, 16.00 FEET TO THE POINT OF BEGINNING.

**NOTES:**

1. EAVES AND OTHER STRUCTURES FROM THE BUILDING ARE NOT SHOWN.
2. THE OUTERMOST BUILDING WALL IS SHOWN. THE UPPER WALL WHICH IS CLOSER TO THE RIGHT OF WAY IS NOT SHOWN.
3. THE PROPOSED AWNINGS ARE OFF OF THE UPPER WALL. THE PROPOSED AWNING DIMENSIONS FROM THE UPPER BUILDING WALL ARE 1.5 FEET BY 16 FEET.



**Mansfield**  
 Land Use Consultants  
 Planners - Civil Engineers - Surveyors

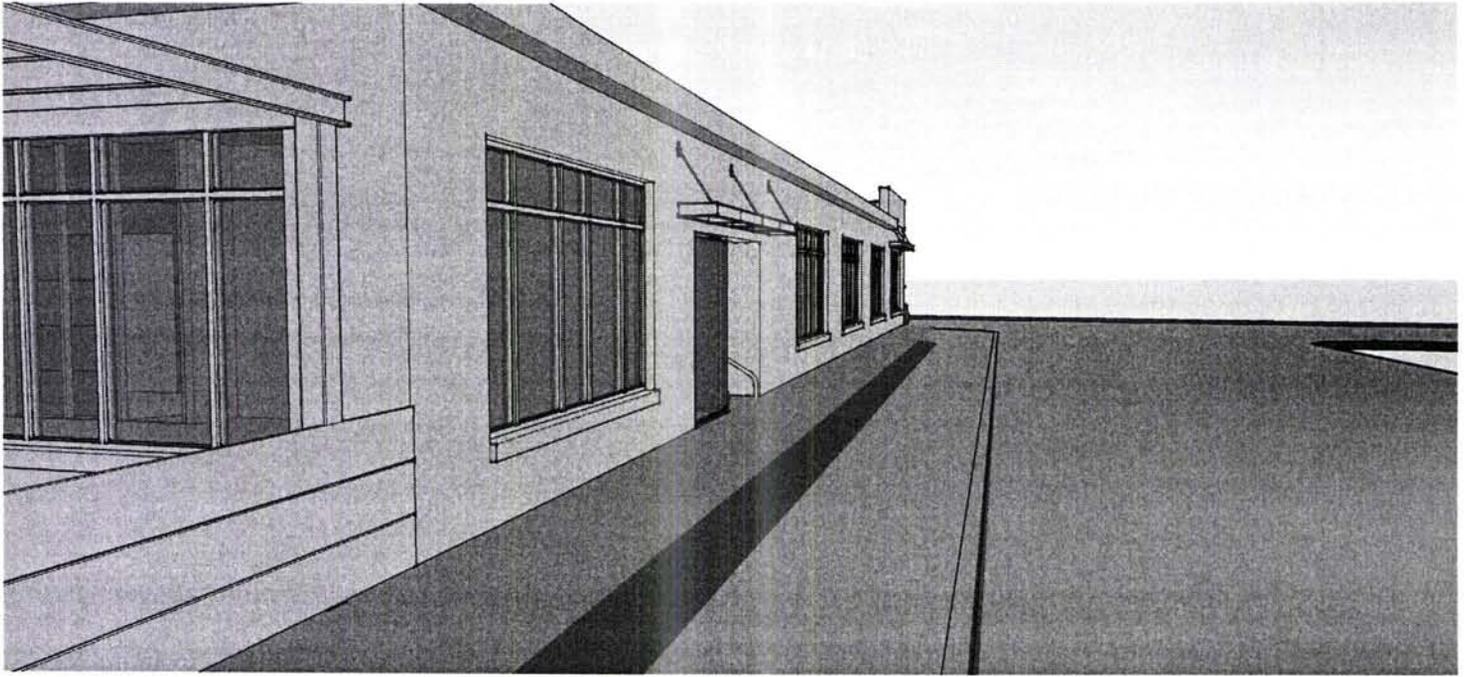
PO Box 4015  
 830 Cottageview Dr., Suite 201  
 Traverse City, MI 49685  
 Ph: (231) 946-9310  
 Fax: (231) 946-8926  
 www.maaeps.com

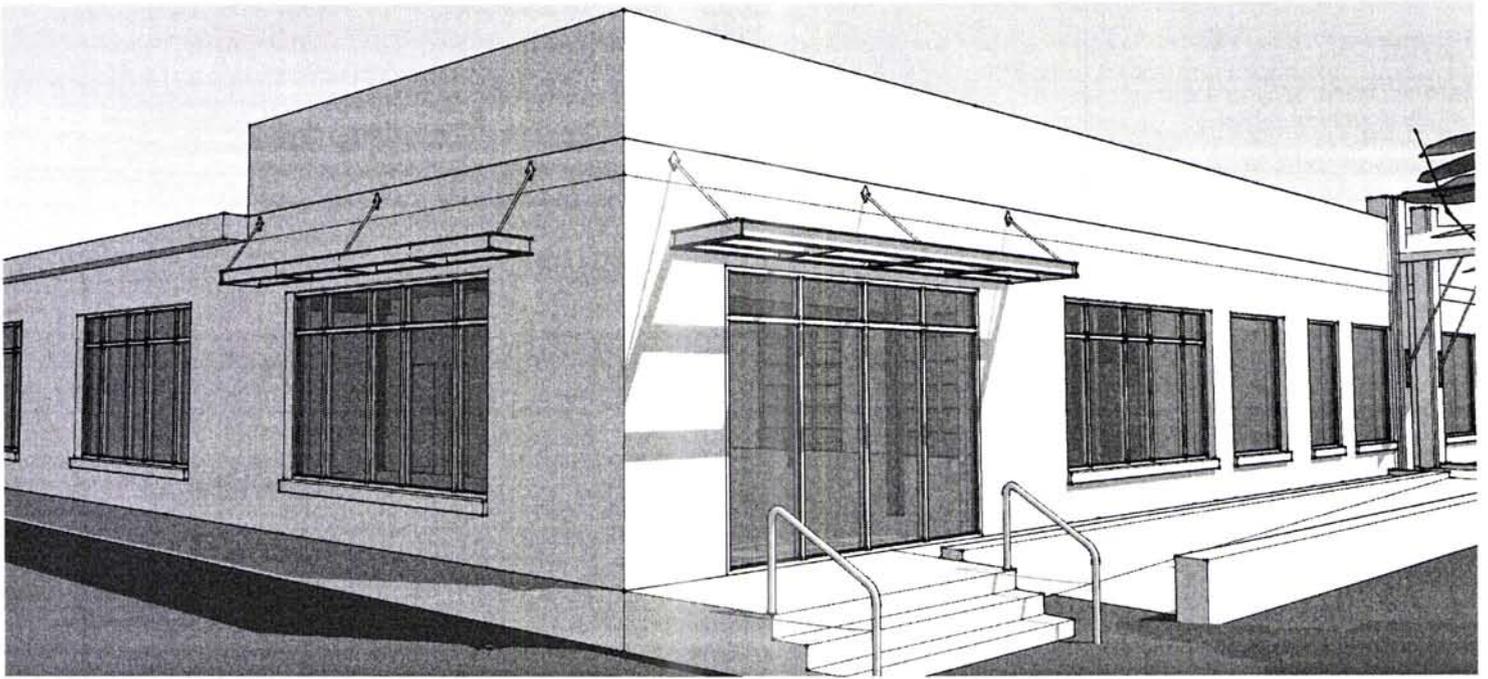
Michael Fitzhugh AIA

Part of lots 76 & 75  
 Hannah, Lay & Co's Eleventh Addition  
 Traverse City, Grand Traverse County, Michigan

DRN: MKG	CKD: MKG
9/19/14	
14079	
SHEET 1 OF 1	









The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF OCTOBER 6, 2014

DATE: OCTOBER 2, 2014

FROM: <sup>50</sup> JERED OTTENWESS, CITY MANAGER

SUBJECT: 2014 WATER TREATMENT PLANT ALUM RAPID  
MIXING UNIT REPLACEMENT

Attached are memos from Dave Green, DPS Director, and Art Krueger, Water Treatment Plant Superintendent, requesting that a purchase order be issued to Dubois-Cooper Associates, Inc., for two Alum Rapid Mixing Unit Replacements at the Water Treatment Plant. Competitive bids were not sought in this instance for the various reasons outlined in the DPS Director's memo.

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

**that the competitive bidding process be waived; and that the City Manager be authorized to issue a purchase order to Dubois-Cooper Associates, Inc., in the amount of \$18,310.00 to purchase two Walker Alum Rapid Mixing units for use at the Water Treatment Plant, with funds available in the Water Fund.**

JO/jd

cc: Dave Green, DPS Director  
Art Krueger, Water Treatment Plant Supervisor

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# Memorandum

The City of Traverse City  
Department of Public Services



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TO: Jered Ottenwess, City Manager  
FROM: Dave Green, DPS Director *DSG*  
DATE: September 30, 2014  
SUBJECT: 2014 Water Treatment Plant Alum Rapid Mixing Unit Replacement

Attached is a memorandum from Art Krueger, Water Treatment Plant Superintendent, explaining the status of the original Alum Rapid Mixing units that are beginning to show serious signs of reaching the end of their expected service life cycle. One has failed and the other is not far behind. These units are critical to our safe production of drinking water at the plant and need to be replaced. The manufacturer of the unit that fits our particular parameters at the plant only sells through a sole source vendor, Dubois-Cooper Associates, Inc. I concur with our Water Plant Superintendent on his decision to order replacement mixers to be installed upon delivery to the Plant.

Therefore, please request City Commission approval to waive the competitive bid process and approval for a purchase order to be issued to Dubois-Cooper Associates, Inc. in the amount of \$18,310.00 for two, Walker Alum Rapid Mixing units for use at the Water Treatment Plant with required funds available in the Water Fund.

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Memorandum

City of Traverse City  
Water Treatment Plant

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TO: Dave Green, DPS Director

FROM: Art Krueger, Water Treatment Plant Superintendent 

DATE: September 29, 2014

SUBJECT: Replacement of Alum Rapid Mixing Units

The two (2) existing Alum Rapid Mixing units were originally installed in 1994 at the Water Treatment Plant (WTP). Their proper function is critical to instantaneously mix the Alum as it enters the raw water line, beginning the flocculation process as required by Act 399, The Safe Drinking Water Act and enforced by the MDEQ. After 20 years of nearly continuous operation, they have become worn out and have reached the end of their useful life cycle. One unit has already failed and the other is showing signs of near-term failure. The current WTP staff has the ability to remove and install these new units.

Therefore, we request the City Commission's approval to purchase two (2) new Alum Rapid Mixing Units in order to restore reliability at the Water Treatment Plant and protect the health, safety and welfare of the public. The anticipated product delivery date is 10 to 12 weeks from order date.

**Recommendation:** Approval for the purchase of two (2) Alum Rapid Mixing Units from a sole source vendor in the amount of \$9,155.00 each for a total purchase price of \$18,310.00.



The City of Traverse City

## Communication to the City Commission

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FOR THE SPECIAL CITY COMMISSION MEETING OF OCTOBER 6, 2014

DATE: OCTOBER 1, 2014

FROM: <sup>50</sup>JERED OTTENWESS, CITY MANAGER

SUBJECT: CLOSED SESSION – *BROWN BRIDGE DAM LITIGATION*

Under separate cover, City Attorney Lauren Tribble-Laucht will be distributing an attorney-client privileged communication in connection with the Brown Bridge Dam Litigation, as authorized by MCL 15.268(e) and (h) (Case No. 14-30150-CZ Consolidated).

The City Commission may take action Monday evening after it adjourns the closed session.

I recommend the following motion to go into closed session (requires a *roll call vote* with five affirmative votes):

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

JJO/bcm

K:\tcclerk\city commission\closed session\Brown Bridge Dam Deconstruction



The City of Traverse City

## Communication to the City Commission

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FOR THE REGULAR CITY COMMISSION MEETING OF OCTOBER 6, 2014

DATE: OCTOBER 2, 2014

FROM: <sup>JO</sup>JERED OTTENWESS, CITY MANAGER

SUBJECT: COMMUNICATIONS EQUIPMENT POWER & SPACE  
AGREEMENT WITH TRAVERSE CITY LIGHT & POWER  
FOR WI-FI EQUIPMENT

***Background:***

Traverse City Light & Power (TCL&P) is collaborating with the Traverse City Downtown Development Authority (DDA) to install a network of wireless internet equipment within Traverse City. This installation is an integral part of the DDA TIF 97 and TIF 2 Capital Improvement Plans for the downtown and other areas. Strategic locations for the placement of the Wi-Fi equipment have been identified by Aspen Wireless, the Wi-Fi contractor, throughout the proposed Wi-Fi network area. Some of these locations include City-owned property. In order to install the equipment, it is necessary to enter into a Communications Equipment Power and Space Lease with TCL&P.

Conceptual renderings (Power and Space Diagrams) of each site are attached to this memo, including specifications for representative equipment which would be installed. The cost to the City would be zero, since the rent paid by TCL&P to the City for the use of City-Owned property will be calculated to be equal to the cost of electricity to each unit, measured by TCL&P by placing a tracking unit on each piece of wireless equipment. (The tracking unit measures the KiloWatt Hours (KWH) used by the equipment.) The term of the proposed agreement is for ten (10) years, which is the duration of the DDA Wi-Fi project.

I believe this cooperative effort to be in the best interest of all entities concerned, both in terms of cost effectiveness and coordination of effort. It is my recommendation that the City Commission enter into a "Communications Equipment Power and Space Agreement" with TCL&P. If the City Commission is in agreement, the following motion would be appropriate, (5 affirmative votes required):

**that the Mayor and City Clerk execute the a "Communications Equipment Power and Space Agreement" with Traverse City Light & Power, which agreement shall be for a ten year period, such agreement subject to approval as to its substance by the City Manager and as to its form by the City Attorney.**

e-copy: Tim Arends, Director, TCL&P  
Rob Bacigalupe, Director, Traverse City DDA  
Dave Green, DPS Supervisor  
T. Lodge, City Engineer

## COMMUNICATIONS EQUIPMENT SPACE AND POWER LEASE

THIS LEASE ("Lease") is entered into on \_\_\_\_\_, 2014 ("Effective Date"), by and between \_\_\_\_\_ ("Owner"), and **TRAVERSE CITY LIGHT AND POWER DEPARTMENT**, a Michigan municipal electric utility ("**TCL&P**"). TCL&P and Owner may also be referred to herein as the "Parties" and each as a "Party." Owner and TCL&P agree as follows:

- 1. LEASED PREMISES.** In accordance with the provisions herein, Owner does hereby lease to TCL&P the space described on Attachment A as, and referred to herein as, the "Leased Premises," located in Owner's building described on Attachment A ("Building"), for the purposes of installing, operating, maintaining, repairing and replacing communications equipment, radios, antennas and related equipment and fixtures (collectively, "Equipment"). TCL&P shall also have the right to use ducts, conduit, risers and other areas of the Building as reasonably necessary to install, operate and maintain facilities to connect the Equipment with other TCL&P facilities, including without limitation TCL&P's facilities in any public right of way adjacent to the Building. TCL&P shall have the right to install, mount and otherwise configure the Equipment and related facilities to ensure that TCL&P's operational and engineering requirements are met. TCL&P shall have the right to use means reasonably necessary to affix the Equipment and related facilities to the Building, including without limitation installation of mounting bolts or screws. Owner shall ensure that any equipment of Owner or any other person in or on the Building does not interfere with the Equipment and related facilities. Owner shall not allow access to, or any use of, the Leased Premises by any person other than TCL&P and its agents and contractors, except as may be required in an emergency or as necessary for maintenance of the Building by Owner.
- 2. ELECTRIC POWER.** Owner shall provide continuous electric power as required to operate, maintain and repair any Equipment or facilities in or on the Leased Premises and other facilities referenced in this Lease. TCL&P shall have the right to use such power for the operation of any Equipment or facilities referenced in this Lease. If a tenant in the Building is paying for electric power and fails to make payments which may result or have resulted in a shutoff, Owner agrees to maintain or promptly restore electric power to the Leased Premises.
- 3. TERM.** This Lease shall begin on the Effective Date and continue for the number of years specified on Attachment A ("Initial Term"). After the Initial Term, this Lease shall automatically renew for additional one (1) year periods (each, a "Renewal Term"), on the same terms and conditions, until terminated by either Party, effective upon the next occurring anniversary of the Effective Date, by notice of termination given not less than one hundred and eighty (180) days prior to such next occurring anniversary of the Effective Date. Notwithstanding any other provision of this Lease, TCL&P shall have the right to terminate this Lease without any penalty or further liability upon thirty (30) days notice to Owner if (i) TCL&P determines that the Leased Premises is not appropriate or suitable for its operations for economic, environmental or technological reasons, or (ii) TCL&P is unable to obtain or maintain any license, permit or other governmental approval necessary or desirable for the installation or operation of the Equipment,

or (iii) the Building or Leased Premises is, in TCL&P's reasonable judgment, damaged or destroyed so as to interfere with the effective use of the Equipment.

**4. RENT.** The rent for this Lease shall be the rental amount specified on Attachment A ("Rent"), which shall be payable as specified on Attachment A. No fee, charge, payment or additional rent shall be required to be paid by TCL&P, other than the Rent. Rent for any partial period shall be prorated. TCL&P may prepay all or any portion of the Rent for the Initial Term and/or any Renewal Term.

**5. USE.** TCL&P may use the Leased Premises for installation, operation, maintenance, repair and replacement of the Equipment and related facilities. Owner covenants and agrees that TCL&P shall lawfully and quietly hold, occupy and enjoy the Leased Premises during the term of this Lease, without disturbance or interference by Owner or any other person, subject to the terms and conditions of this Lease. TCL&P and its agents, contractors and third parties authorized by TCL&P shall have access to the Leased Premises at all times during the term of this Lease, which access shall include, without limitation, access to any Equipment or facilities referenced in this Lease. Owner shall maintain the Building in good condition during the term of this Lease. Owner shall deliver possession of the Leased Premises to TCL&P on the Effective Date.

**6. TENANT COOPERATION.** If the Building is occupied by a tenant or tenants, the Owner agrees to use its best efforts to have all affected tenants execute a Tenant Cooperation Agreement in substantially the form as attached hereto. If under the terms of a lease between the Owner and a tenant, the tenant is responsible for payment of electricity. Owner agrees that part of the rent shall be paid by TCL&P to the tenant, and the amount paid to the Owner shall be reduced by that amount. The tenant's allocation of rent for electricity is shown on Attachment A.

**7. REPRESENTATIONS AND WARRANTIES.** Owner represents and warrants that (i) it is a duly organized and validly existing Michigan \_\_\_\_\_, (ii) it has full power and authority to enter into this Lease and perform its obligations hereunder, and (iii) it has all permits, authorizations and consents necessary to lease the Leased Premises to TCL&P as provided herein. TCL&P represents and warrants that (i) it is a duly organized and validly existing Michigan municipal electric utility (ii) it has full power and authority to enter into this Lease and perform its obligations hereunder, and (iii) it has all permits, authorizations and consents necessary to use the Leased Premises as provided herein.

**8. HOLD HARMLESS.** TCL&P will be responsible for, and shall promptly repair, any damage to the Leased Premises or Building caused by the installation, operation or maintenance of TCL&P's Equipment or facilities. TCL&P agrees to indemnify, defend and hold harmless Owner from and against any claim for personal injury or property damage caused by TCL&P or its agents or contractors while on site at the Leased Premises or Building in connection with TCL&P's exercise of its rights under this Lease.

**9. INSTALLATION AND OPERATION OF EQUIPMENT.** Owner agrees that (i) TCL&P or its contractor(s) shall have the right to install, operate, administer, configure,

maintain, repair, protect, replace, remove and manage the Equipment and related facilities at mutually agreed upon locations(s) and at TCL&P's sole expense, including the right to install, mount and otherwise configure the Equipment and related facilities to ensure that TCL&P's operational and engineering requirements are met, (ii) Owner shall allow TCL&P or its contractors access to the Equipment and related facilities on a 24 hours per day, 7 days per week basis, (iii) upon termination of this Lease, TCL&P shall have the right, for a period of ninety (90) days after such termination, to remove the Equipment and related facilities and/or abandon in place any such Equipment or related facilities; and (iv) Owner shall not install any amplifier, enhancer, repeater or other device in or on the Equipment or related facilities. Owner also agrees that it (i) shall, prior to installation of the Equipment and related facilities, have TCL&P obtain all required permits and approvals to allow TCL&P or its contractors to install, maintain, replace, remove and operate the Equipment and related facilities, (ii) shall ensure that all modifications, handling, maintenance and repair of the Equipment and related facilities, and access to the Equipment and related facilities, is restricted solely to TCL&P and its contractors, (iii) shall not use or allow any use of the Building in any way that interferes with the Equipment or related facilities (including without limitation any radio frequency interference), or TCL&P's ability to exercise its rights under this Lease, (iv) shall not use or allow any use of the Building for installation or operation of radio equipment operating in any frequency that interferes with, or creates the likelihood of interference with, TCL&P's Equipment, including without limitation any radio equipment operating in any frequency exempt from FCC licensing and/or any radio equipment operating in the 900MHz, 2.4GHz, 3.65GHz, 4.9GHz, 5.1 – 5.9GHz, 24GHz and/or 60GHz frequencies, (v) shall provide to the Equipment and related facilities, at Owner's sole cost, all required commercial electric power, (vi) shall allow TCL&P to connect the Equipment and related facilities to other TCL&P equipment and facilities by cabling and other appropriate means.

**10. RECORDING.** TCL&P may record this Lease or a Memorandum of Lease.

**11. TAXES.** Owner shall pay all real property taxes and assessments upon the Leased Premises, provided, however, that TCL&P shall pay or request an exemption from any taxes or proportion thereof attributable to the Equipment and related facilities of TCL&P in or on the Building and the Property.

**12. ELECTRONIC NOTICE.** The parties agree to conduct this transaction by electronic means. This Agreement may be executed by providing an electronic signature under the terms of the Uniform Electronic Transactions Act. This Agreement may not be denied legal effect or admissibility as evidence solely because it is in electronic form, permits the completion of the business transaction referenced herein electronically instead of in person, or has been stored electronically. As an alternative to physical delivery, any document, including any signed document or written notice may be delivered in electronic form only by email. Documents with original signatures shall be provided upon request of any party.

**13. BINDING EFFECT.** This Lease and the provisions herein shall be binding upon and shall inure to the benefit of the Parties hereto and their respective heirs, successors and assigns.

**14. TRANSFER OF LEASED PREMISES.** This Lease shall run with the Leased Premises and any transfer by Owner shall be promptly reported to TCL&P.

**15. NO PARTNERSHIP OR JOINT VENTURE.** This Lease does not render either Party the agent or legal representative of the other Party and does not create a partnership or joint venture between TCL&P and Owner.

**16. NO THIRD-PARTY BENEFICIARY.** This Lease shall not be deemed to provide any person not a Party hereto (including without limitation any customer, guest, invitee or licensee of Owner) with any remedy, claim, right of action, or other right. The parties do not intend by this Lease to create any third-party beneficiaries.

**17. MICHIGAN LAW.** The rights, obligations and remedies of the Parties as specified under this Lease shall be interpreted and governed in all respects by the laws of the State of Michigan.

**18. COST AND ATTORNEY FEES.** If any suit or action is instituted or prosecuted to interpret or enforce any provision of this Lease, the prevailing Party in such suit or action shall be entitled to recover from the other Party costs, expenses and reasonable attorney fees, in addition to all other sums allowed by law, both at trial and on appeal.

**19. AMENDMENT.** This Lease may not be changed orally, but only by an agreement in writing signed by TCL&P and Owner in accordance with this Section 19. No agreement hereafter made between the Parties shall be binding on either Party unless reduced to writing and signed by an authorized officer of the Party sought to be bound thereby.

**20. NO WAIVER.** Any waiver of any term or condition of this Lease shall not operate as a waiver of any other such term or condition or as any continuing waiver, nor shall any failure to enforce any provision hereof operate as a waiver of such provision or of any other provision hereof.

**21. SEVERABILITY.** Any provision of this Lease that is invalid or unenforceable in any jurisdiction shall be ineffective to the extent of such invalidity or unenforceability without invalidating or rendering unenforceable the remaining provisions hereof, and any such invalidity or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction.

**22. SURVIVAL.** The terms and provisions of this Lease that by their nature require performance by either Party after the termination or expiration of this Lease, including, but not limited to, limitations of liability and exclusions of damages, shall be and remain enforceable notwithstanding such termination or expiration of this Lease for any reason whatsoever.

**23. GOVERNMENTAL IMMUNITY.** Nothing in this Lease shall be construed as limiting or waiving any of the rights and immunities that state or federal law grants to TCL&P and its affiliates.

**24. ENTIRE AGREEMENT.** This Lease constitutes the entire agreement between TCL&P and Owner with respect to the subject matter hereof, and supersedes all prior and contemporaneous communications, representations or agreements whether oral or written with respect to the subject matter hereof and has been induced by no representations, statements or agreements other than those herein expressed.

**IN WITNESS WHEREOF,** Owner and TCL&P have each caused this Lease to be duly executed as of the date first written above.

**OWNER** \_\_\_\_\_

\_\_\_\_\_  
(signature)  
By: \_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature)  
By: \_\_\_\_\_  
(printed name)

Title: \_\_\_\_\_  
(printed)

Title: \_\_\_\_\_  
(printed)

STATE OF MICHIGAN )  
) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2014, by \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_ corporation.

Given under my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_  
\_\_\_\_\_ County, \_\_\_\_\_  
Acting in \_\_\_\_\_ County  
My commission expires: \_\_\_\_\_

**TRAVERSE CITY LIGHT AND POWER DEPARTMENT**

By: \_\_\_\_\_  
Timothy J. Arends  
Its: Executive Director

STATE OF MICHIGAN                    )  
  ) ss.  
COUNTY OF GRAND TRAVERSE        )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by Timothy J. Arends, Executive Director, Traverse City Light and Power Department, a Michigan municipal electric utility.

Given under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_  
  County, Michigan  
Acting in Grand Traverse County  
My commission expires: \_\_\_\_\_

**Attachment A**

Locations:

- Hardy Parking Deck
- Old Town Parking Deck
- The Opera House
- Clinch Park Marina (Building)
- Clinch Park Marina (Dock)
- Clinch Park Concessions

Leased Premises: Attached diagrams (including space for conduits)

Initial Term of Lease: From October 2014 to October 2024 inclusive.

Annual Rent: Increase in Cost of Power at each Location

Tenant allocation of above Rent: \$0 Rent

Payments due:

TCL&P Contact Information:

Contact	Scott Menhart
Person:	Manager of Telecom & Technology
Title:	1131 Hastings Street
Address:	Traverse City, MI., 49686
Telephone:	231-932-4575
Email:	Scott.Menhart@tclp.org

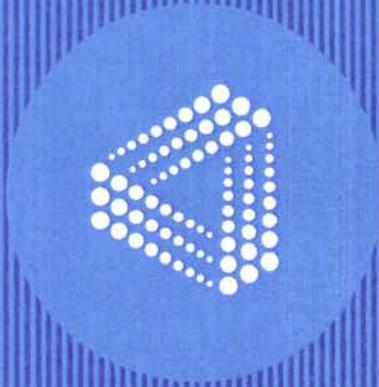
Owner Contact Information:

Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Legal Description of Locations:

- Hardy Parking Deck
  - 28-51-794-134-02
  - COMMENCING AT NW CORNER OF SAID BLK 11; TH S89.5911E 231.43 FT ALG N LINE OF SAID BLK 11; TH S00.0703W 71.37 FT TO POB; TH CONT S00.0703W 94.38 FT; THENCE N89.5826W 174.50 FT; TH N00.0703E 70.76 FT; TH S89.5911E 133.58; THENCE N00.0703E 23.58FT; THENCE S89.5911E 40.92 FT; TO POB. ALSO THAT PART OF A 33 FT VACATED ALLEY LYING ADJACENT TO ABOVE DESCRIBED PARCEL EXC THAT PORTION OF ALLEY W OF A LINE PARALLEL TO AND 59 FT E OF PARK ST. ALSO LOTS 13-14-15-16 BLK 11, ORIGINAL PLAT, EXCEPT PART OF LOT 16 MORE FULLY DESCRIBED AS COM AT NW CORNER OF BLK 11, TH S00.0614W 198.70 ALG W LINE OF BLK 11 TO NW CORNER OF LOT 16 AND POB; TH S00.0614W 165.81 FT ALG W LINE OF BLK 11 TO SW CORNER OF LOT 16; TH S89.5954E 46.76 FT ALG S LINE BK 11; TH N00.0703E 165.78 FT TO S ROW LINE OF ALLEY; TH N89.5732W 46.80 FT TO POB.
  
- Old Town Parking Deck
  - 28-51-618-094-01
  - PART OF LOTS 11- 18 AND A 33 FOOT ALLEY IN BLK 5, HANNAH, LAY & CO'S FIRST ADDITION MORE FULLY DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF LOT 33, BLOCK 5; THENCE SOUTH 00.1414 EAST, 198.65 FEET ALONG THE EASTERLY LINE OF A 33 FOOT ALLEY, TO THE NW CORNER OF LOT 18 AND POINT OF BEGINNING; THENCE NORTH 89.3819 EAST, 213.17 FEET TO THE NE CORNER OF LOT 11; TH S00.0029E ALG THE EAST LINE OF LOT 11 165.18 FT TO THE N ROW LINE OF 8TH ST, TH S89.2935W ALG THE N ROW LINE OF 8TH ST 82.97 FT; TH N00.0531W 43.56 FT; THENCE SOUTH 89.4546 WEST, 88.64 FEET; THENCE SOUTH 00.2109 EAST 5.71 FEET; THENCE SOUTH 89.3851 WEST 38.56 FEET; THENCE N00.2109 WEST 5.61 FEET; THENCE SOUTH 89.2933 WEST 2.80 FEET TO THE EASTERLY LINE OF A 33 FOOT VACATED ALLEY; TH S00.0531E 44.17 FT TO THE NLY LINE OF 8TH ST; TH S89.2933W 33 FT ALG THE NLY LINE OF EIGHTH ST; TH N00.1414W 165.76 FT ALG W LINE OF VACATED ALLEY; TH N89.3807E 33 FT TO THE POINT OF BEGINNING. ALSO THE SOUTH 117 FEET OF LOTS 33 - 39, THE SOUTH 117 FEET OF THE WEST 32 FEET OF LOT 40, BLOCK 5, HANNAH, LAY AND COMPANY'S FIRST ADDITION AND A PART OF THE NORTH 48 FEET OF SAID LOTS 38, 39 & 40 FURTHER DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF LOT 33; THENCE NORTH 89.3851 EAST ALONG THE NORTH LINE OF BLOCK 5 AND THE SOUTHERLY RIGHT-OF-WAY OF LAKE AVENUE A DISTANCE OF 127.03 FEET; THENCE SOUTH 68.0829 EAST ALONG SAID NORTH LINE A DISTANCE OF 11.92 FEET; THENCE SOUTH 68.0942 EAST ALONG SAID NORTH LINE A DISTANCE OF 10.01 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 68.0942 EAST A DISTANCE OF 78.80 FEET; THENCE SOUTH 00.0809 EAST A DISTANCE OF 9.95 FEET; THENCE SOUTH 89.3851WEST A DISTANCE OF 72.92 FEET; THENCE NORTH 00.2109 WEST A DISTANCE OF 39.71 FEET TO THE POINT OF BEGINNING.
  
- The Opera House
  - 28-51-794-034-00 - E 8FT OF LOT 1 & W 17FT OF LOT 2 BLK 5 EXC S 48FT THEREOF EXC PARTY WALL RIGHTS ORIGINAL PLAT
  - (Retail portion- Brew Coffee Shop - 28-51-794-035-00 - 33 THE 25 FT NEXT E OF W 17 FT OF LOT 2 BLOCK 5 ORIGINAL PLAT.

- Clinch Park Marina (Building & Dock), Clinch Park Concessions
  - 28-51-103-001-00
  - THT PRT OF LOT 1 SEC 3 LYING BETWEEN BDMAN RIVER & G.T. BAY & E OF A LINE BETWEEN LOTS 5 & 6 BLK 6 ORIG PLAT EXTEN'D N TO G.T. BAY PRT LYING 20 FT N OF N ROW LINE OF GRANDVIEW PKWY BET C/L OF BOARDMAN AVE EXTENDED TO A LINE BET LOTS 5 & 6 BLK 6 ORIG PLAT EXTENDED & 28-51-658-003-00
  - ALL OF LOTS 2-7 H.L. & CO'S 11TH ADD EXC W 16 FT OF LOT 7. ALSO ALL THT PRT OF SEC 3 GOVT LOT 2 T27N R11W LYING N OF THE N LINE OF H L & CO'S 11TH ADD, BETWEEN E LINE OF SAID LOT 2 EXTENDED, AND A LINE COM AT W ¼ COR OF SAID SEC 3, THN S 0°35'55" W 284.58 FT ALG W SEC LINE, THN S 89°21'05" E 2,569.53 FT TO A PT ON N LINE OF LOT 7 BEING 29.5 FT E M/L FROM NW COR OF LOT 7 AND POB, THN N 12°38'45" E 55.75 FT, THN N 25°44'00" W 33.65 FT, THN N 12°59'20" E 326.13 FT MOSTLY ALG W LINE OF OPEN SPACE TO POE. SOME OF ABOVE DESC BEING UNPATENTED FILLED LAKE BTM LANDS. EXCEPT HWY ROW.



**A S P E N**  
WIRELESS

## Power and Space Diagrams

Presented to:

**TC Staff**

City of Traverse City

Submitted by:

**Jim Selby**

**Aspen Wireless**

408.412.9434

[jim@aspennwireless.net](mailto:jim@aspennwireless.net)

Dimensions  
189 x 189 x 125 mm  
(7.44 x 7.44 x 4.92 in)

Weight  
0.530 kg  
(1.17 lb)

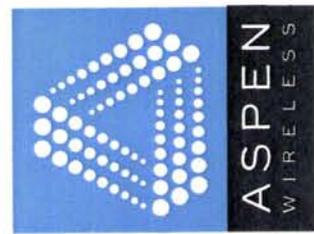
Power Supply  
24V, 0.5A PoE

Power Method  
Passive PoE  
(Pairs 4, 5+; 7, 8 Return)

Max. Power Consumption  
8W



BH Radios



## General

### Weight

- 68 Lbs. assembled
- 138 Lbs. shipping weight

### Doors

- 2, Secured quarter turn HD hasp
- Locks via customer supplied padlocks
- Sealed with .875" aluminum filled gaskets

### Material

- .125" Alumiflex®
- Finish: Painted cream
- RF properties: Non-ferrous

### Vents

- 30 louvers per door
- 14 top louvers – In top cover, under Alumishield®
- One removable filter panel per door
- 14 fixed filter pads in top cover

### Handles

- Zinc, padlocking

## Racking Specifications

### Rails

- One set standard (for additional rails see accessories)
- Alodine coated
- Holes tapped for 10-32 threads
- Each rail supported by two R-STRUTS™
- .125" Material (Alumiflex®)

### Spacing

- 19" or 23" Racking available

### Useable Height

- Usable racking height has been revised to only fit in the opening of the door jam which is cabinet height minus 4.25"
- Maximum: 12.75"
- Number of rack units per rail set: 7
- Total number of rack units: 7

### Useable Depth

- Maximum: 21.5" Minimum: 19.75"

## Inside Clearance - Less Rails

### Height

- 16.73"

### Width

- 23.625"

### Depth

- See racking specifications
- Useable depth

## Ratings

### NEMA Class Types available

- NEMA 3R (Vented), NEMA 4 (closed loop-a/c), NEMA 4X

### Paint Tested

- 1000 Hour salt spray (textured)
- 1000 Hour immersion

## Door Opening Clearance

### Height

- 12.75"

### Width

- 19.5"

## Exterior Cabinet Dimensions

### Main Body

- Height: 16.98"
- Width: 25.5"
- Depth: 25"

### Alumishield®

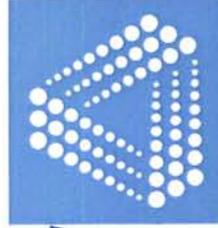
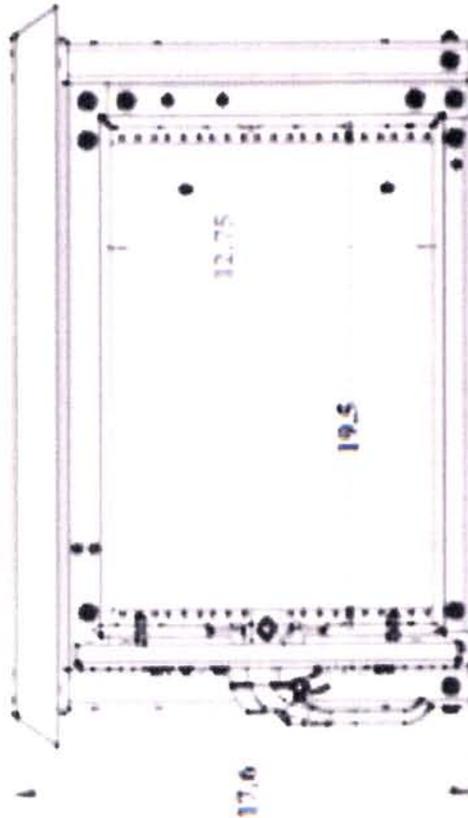
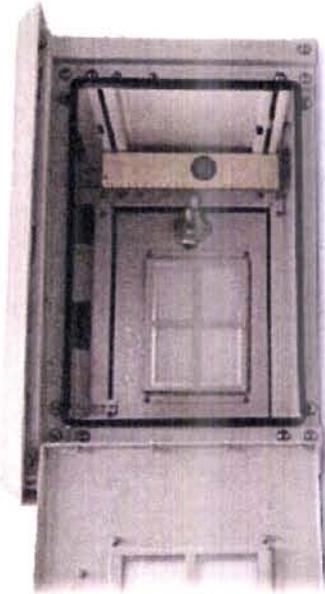
- Hang down height: 1.71"
- Width: 28.46"
- Depth: 27.67"

### Handles

- Protrude 2.2"

### Total Space Occupied

- Height: 17.605"
- Width: 28.46"
- Depth: 28.75"

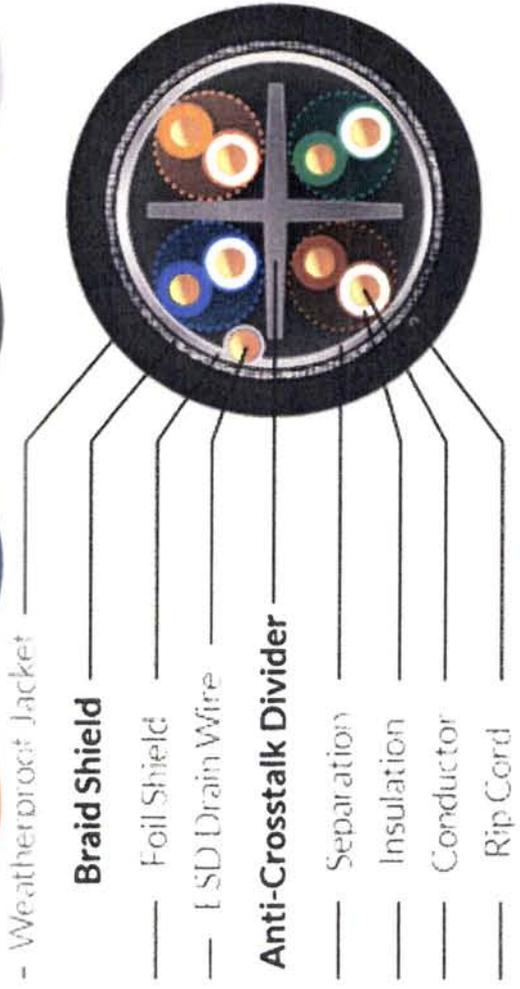
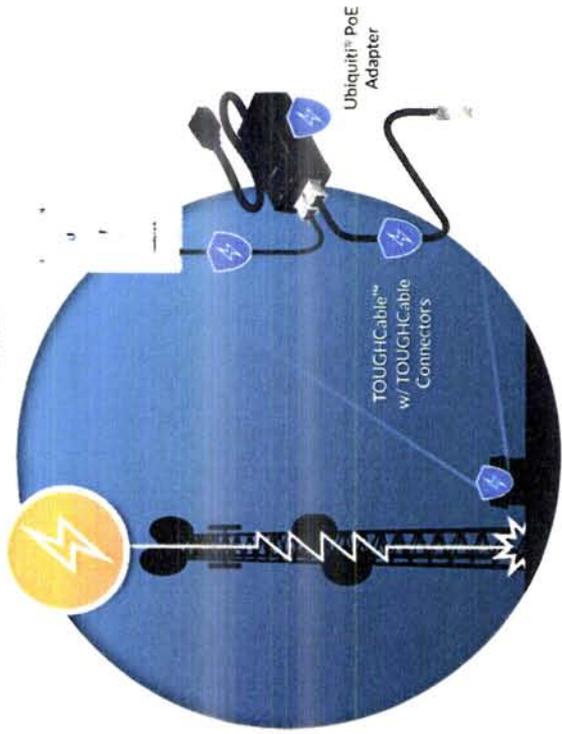
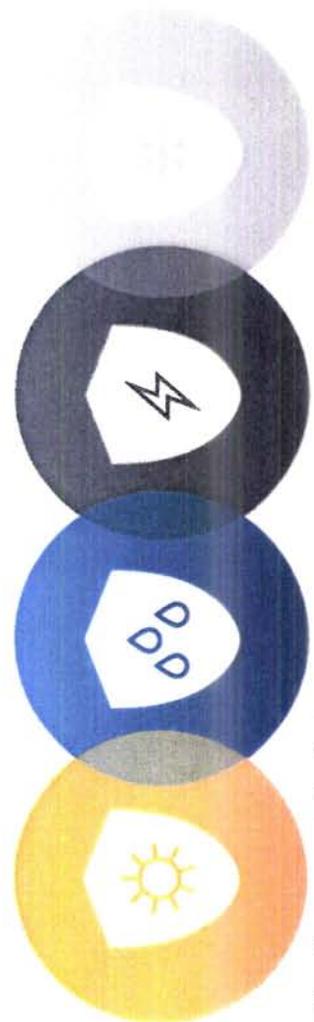


ASPEN  
WIRELESS

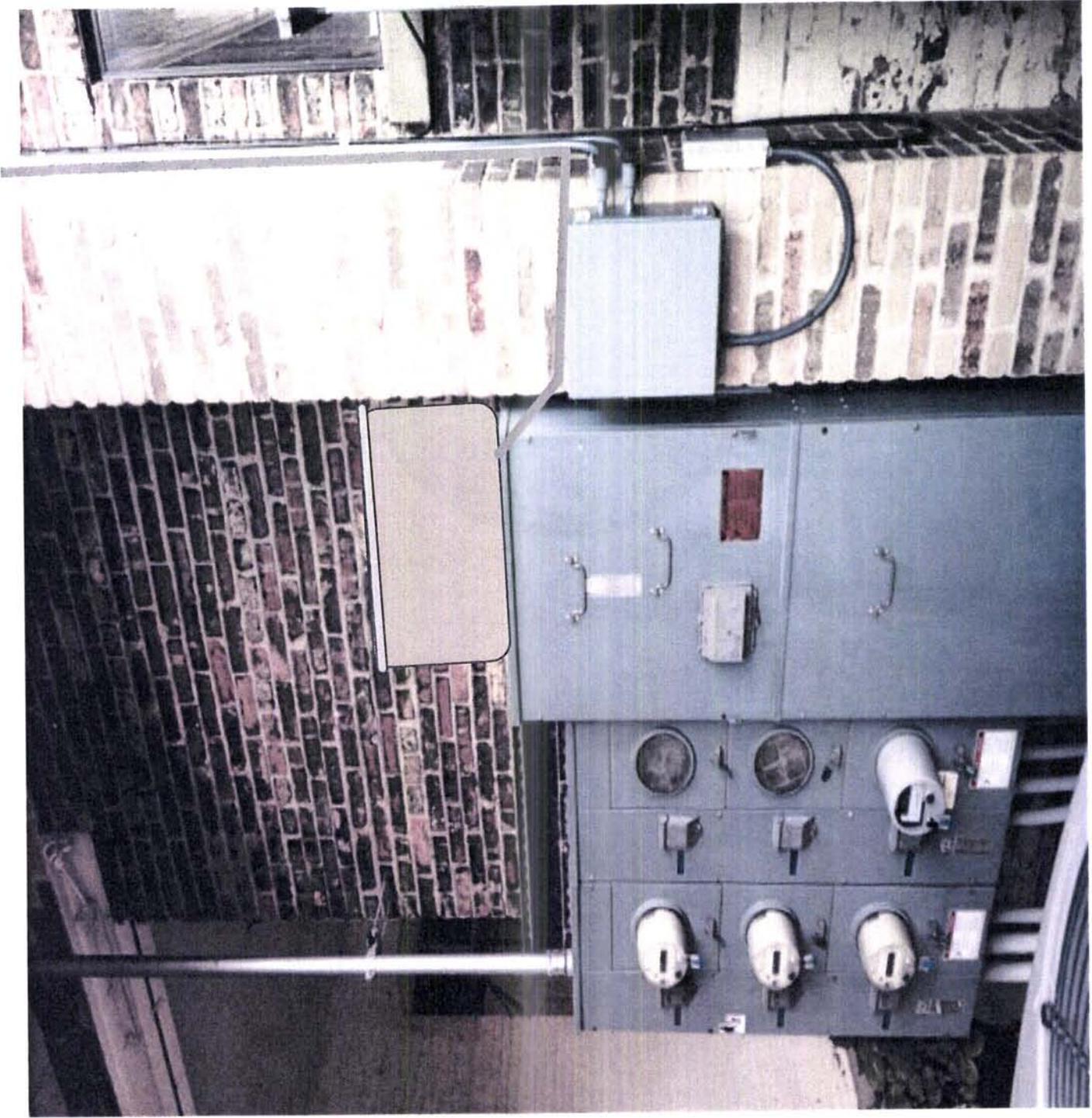
## Enclosure for Operahouse

## Conduits and cabling

- Low Voltage - No electrical permits required
- Grounding suppression built-in
- Low power consumption
- All work done by Master Electrician



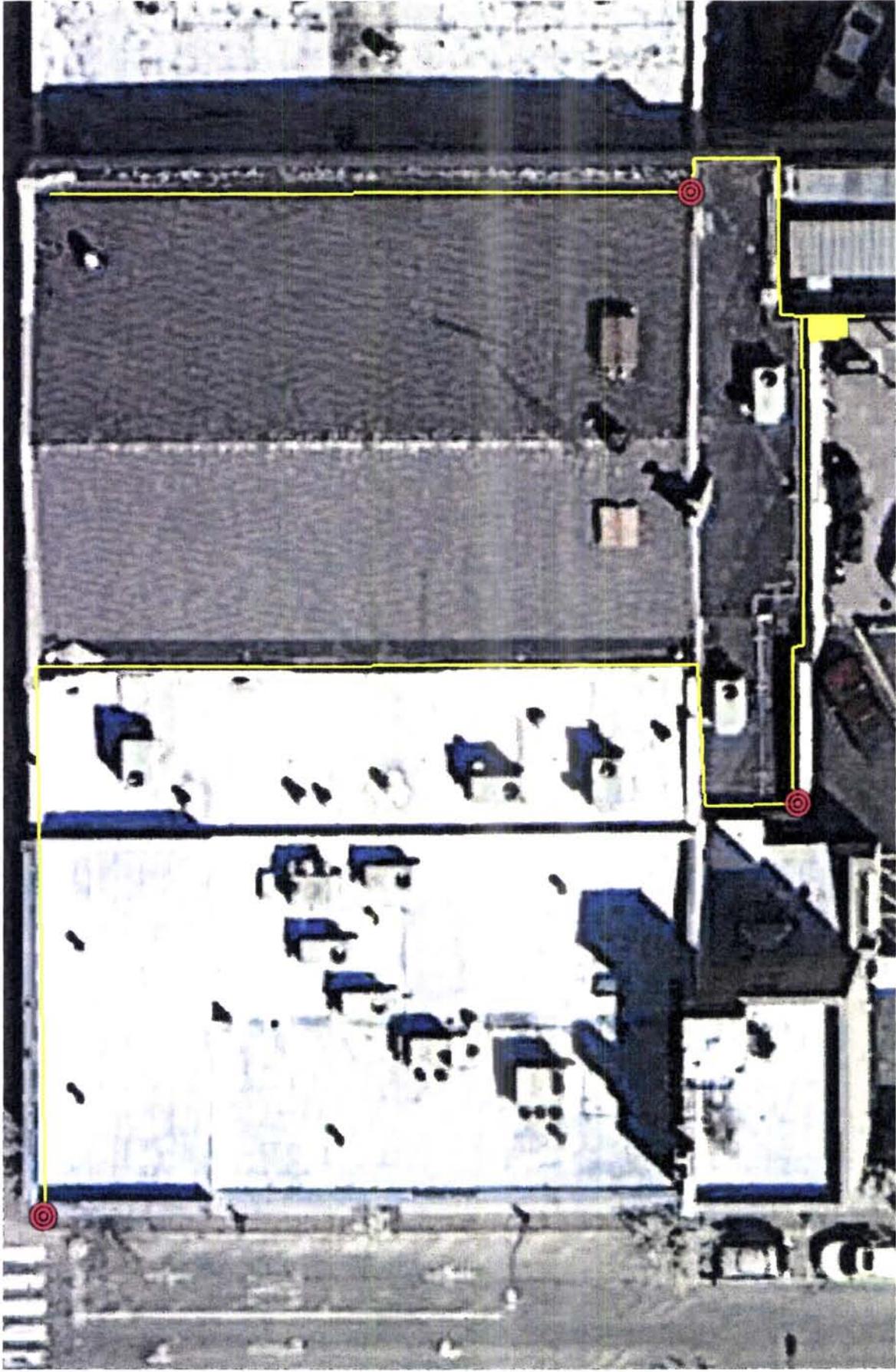
**TOUGH**Cable**CARRIER**



**Operahouse  
Enclosure**



**ASPEN**  
WIRELESS



Operahouse Cabling - Top View

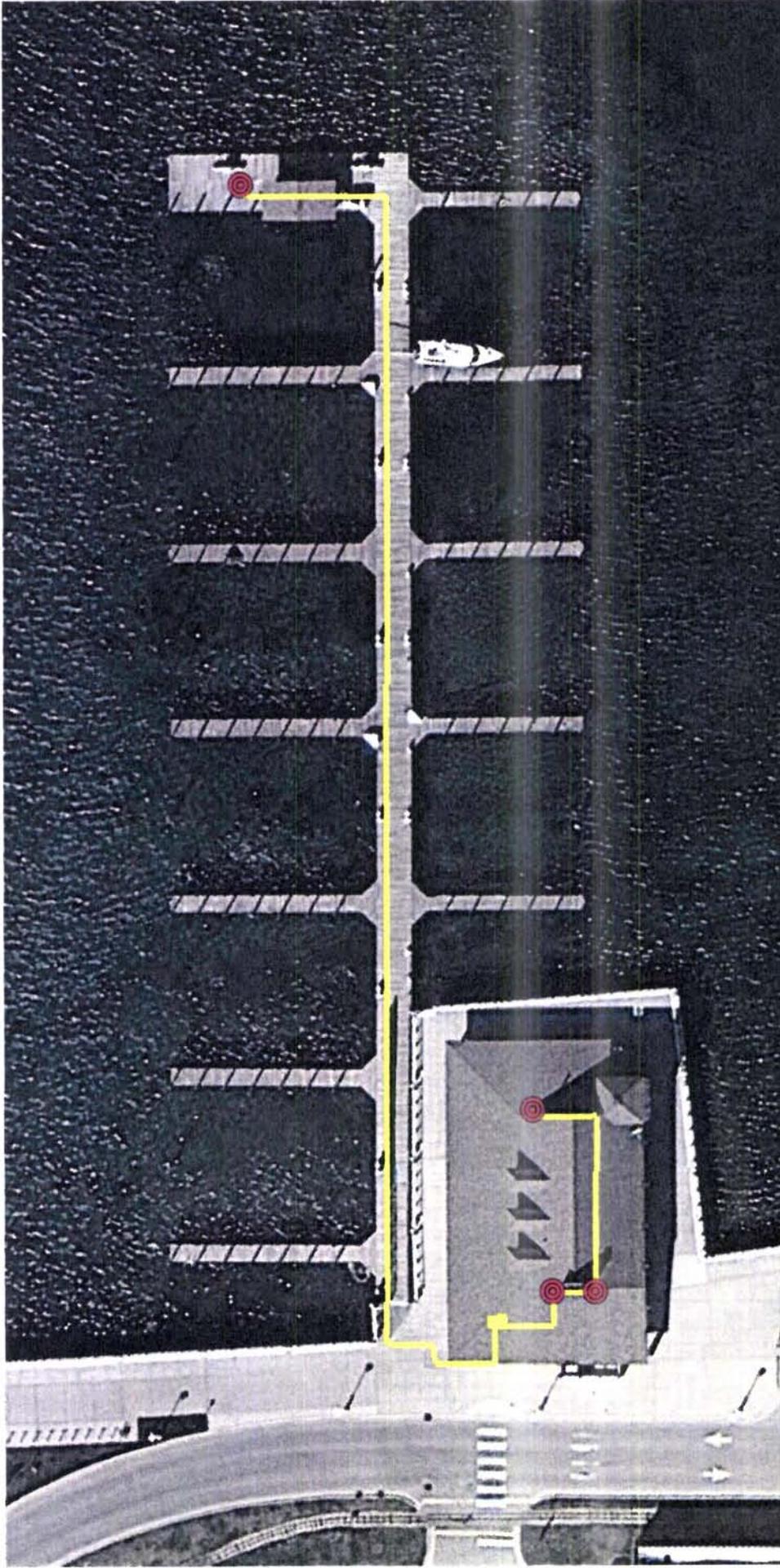


## Operahouse Roof

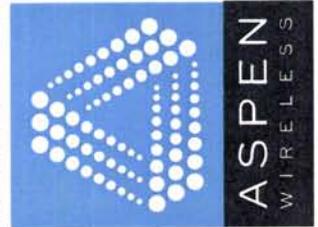
Flush Wall Mount

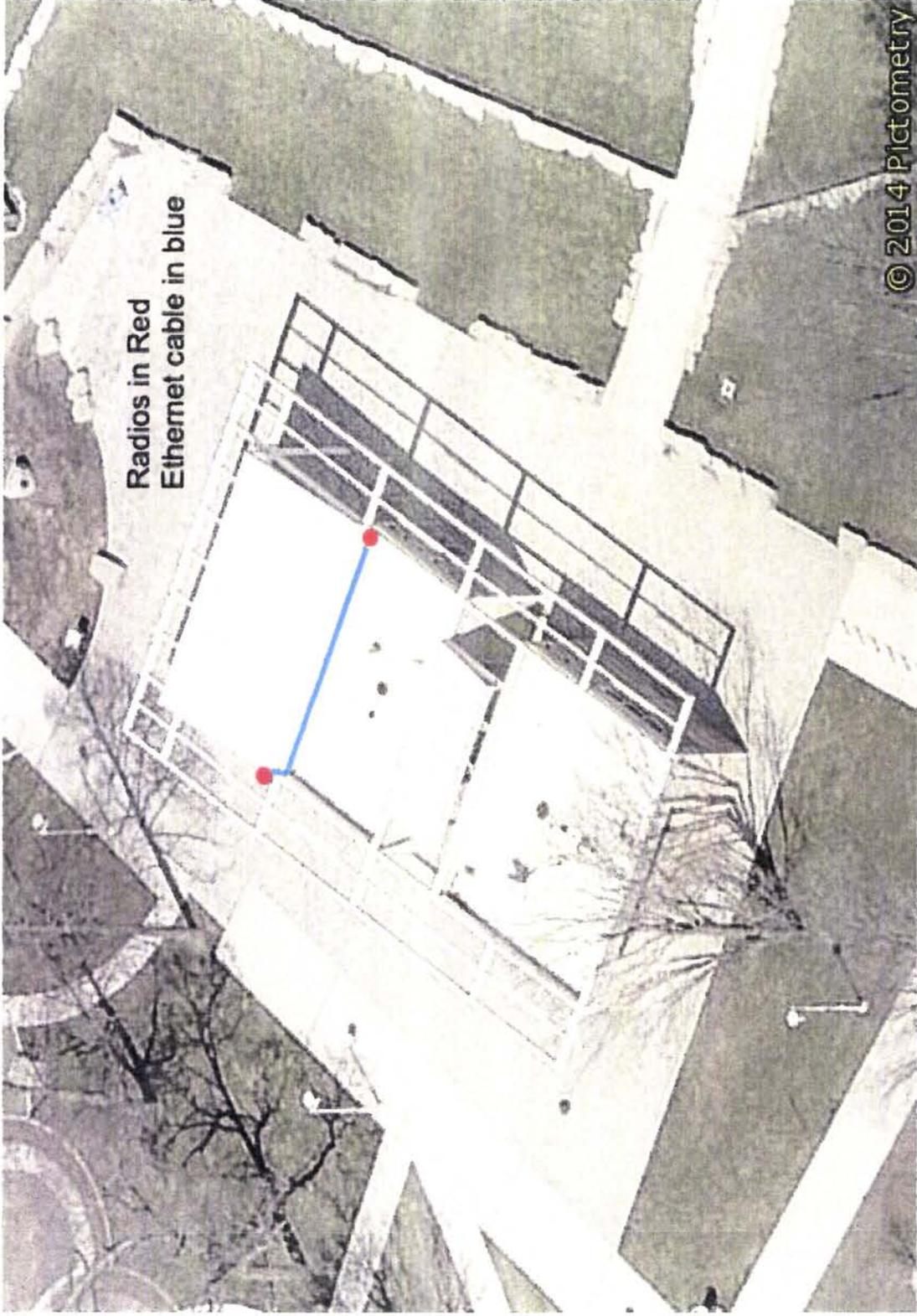
No roof penetrations



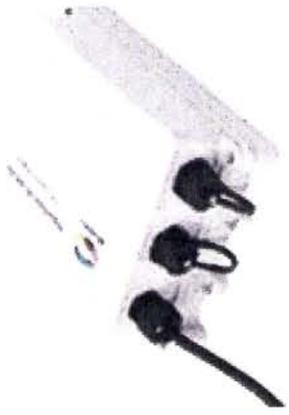


**Marina Cable Run**





Radios in Red  
Ethernet cable in blue

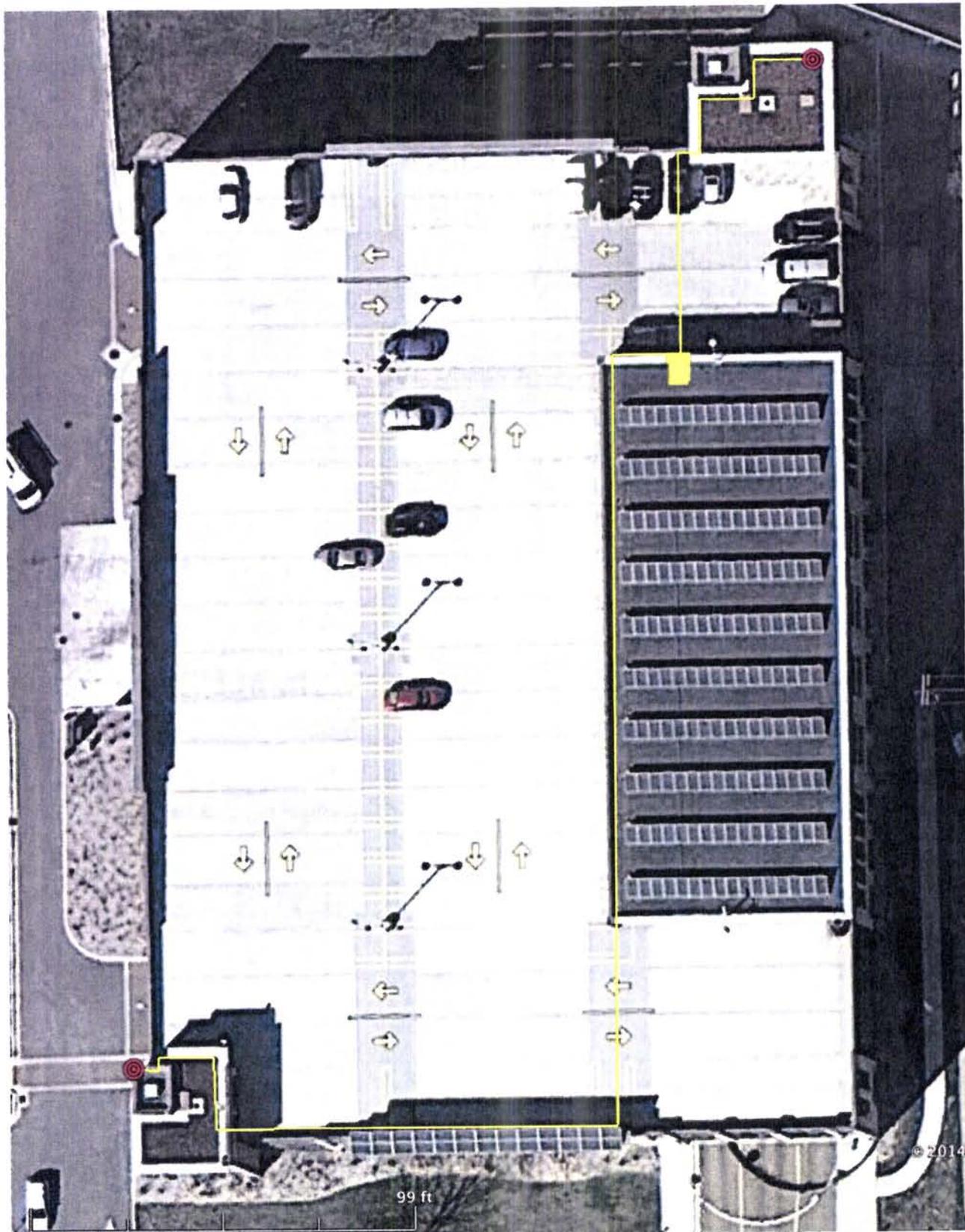


### Hardy Parking

Powerdaisy outdoor switches

Power radios via daisy chain  
Only 3 cables required.





**Old Town Fiber Demarc @ Level 1 shares  
existing ethernet conduit**



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 6, 2014

DATE: OCTOBER 2, 2014

FROM: <sup>SD</sup> JERED OTTENWESS, CITY MANAGER

SUBJECT: 2014 PHASE TWO PAVING AND RESURFACING PROJECTS

Attached is a memo from City Engineer Timothy Lodge recommending a contract with ATP Precision Paving for the 2014 Phase Two Paving and Resurfacing Projects. As explained below and in two additional memos from the City Engineer, we recommend reimbursement agreements for two components of the Project as follows:

- Regarding the Depot Neighborhood Project – the developers hired a contractor to install curb and gutter and drainage improvements for the portion of Station Street that is adjacent to their home sites. The City has bid work to complete all of Station Street, including curb and gutter work. The cost of this unit prices work is \$81,184.25; and the developer has \$32,000 to contribute to this project, which represents approximately 40% of the project costs. In the meantime, we will be seeking funding from other sources to bring us to 50% funding from non-City sources. Therefore, we recommend entering into a reimbursement agreement for Depot Neighborhood LLC to reimburse the city \$32,000.
- Regarding improvements to 750 East Eighth Street – at McClain Cycle – we have been working with the property owner to make improvements including public parking, drainage and sidewalks along Barlow Street in front of their store. The cost of this unit prices work is \$13,129.50, more or less; and we have determined that 50% of the cost of the project should be reimbursed by McClain Management, LLC. We recommend entering into an agreement for McClain Management, LLC to reimburse the City for 50% of the cost of this work, over a five-year period at an interest rate of 3.80%. (Interest rate is based on a five-year Treasury Note, plus 2%, which is consistent with the City's interest rate policy for special improvement districts.)

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

**that the Mayor and City Clerk execute a unit prices contract with ATP Precision Paving in the amount of \$400,793, more or less, at the unit prices indicated in its bid, for the 2014 Phase Two Paving and Resurfacing Projects, with funds available in the Capital Projects and Special Assessments Funds, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney; and further**

**that the Mayor and City Clerk execute an agreement with The Depot Neighborhood LLC (Habitat For Humanity / Homestretch) for payment and reimbursement in the amount of \$32,000, as outlined in the September 29, 2014, communication from the City Engineer, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney; and further**

**that the Mayor and City Clerk execute an agreement with McClain Management, LLC for it to reimburse the city in the amount of 50% of the public parking, drainage and sidewalk improvement work near its property at 750 East Eighth Street, not-to-exceed \$6,564.74, to be paid back within 5 years, plus interest at the annual rate of 3.80%, as outlined in the September 29, 2014, communication from the City Engineer, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.**

JJO/bcm

K:\tcclerk\city commission\agreements\paving and resurfacing projects phase two

Copy: Timothy Lodge, City Engineer

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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Jered Ottenwess, City Manager  
FROM: Timothy J. Lodge, City Engineer *Hodge*  
DATE: September 29, 2014  
SUBJECT: 2014 Phase Two Paving and Resurfacing Projects

Sealed proposals were advertised for and were received on September 8, 2104 for the above referenced project. Plans and specifications were available to contractors thru The Builders Exchange of Northwest Michigan. Two contractors inquired and viewed the plans and specifications online with two bids being received for this work as follows:

ATP Precision Paving	Interlochen	\$ 400,793.00
Elmer's Crane and Dozer, Inc.	Traverse City	\$ 438,231.63

The Engineering Department's preliminary estimate for this work is \$409,976.83. The project includes work on the following streets and alleys:

1. Barlow Street, from 8<sup>th</sup> Street to Boyd Avenue, consisting of an SID to construct curb and gutter, complete the sidewalk along the west side of the street and resurface the street. There is also a portion of the project to construct public parking, sidewalk and drainage improvements along McLain Cycle.
2. Santo Street, north of Baldwin Street and including the east-west alley to Barlow Street, consisting of bituminous pavement on the existing gravel street and alley.
3. Birchwood Avenue, near the Kewaunee Drive Intersection, consisting of the construction of drainage improvements and bituminous pavement repair to address flooding conditions that create a hazard.
4. North Orchard, from Sheridan Road to West Orchard, consisting of an SID for the re-construction of a bituminous pavement.
5. Alley SID Paving, consisting of paving the alley between Bates, Grant and Grove Street.
6. Alley SID Paving, consisting of paving the alley North of East Front and East of Monroe Street.
7. Parking Lot V, resurfacing of the existing leased parking lot.
8. Stations Street, from Railroad Avenue to Franklin Street, working collaboratively with the Depot Neighborhood LLC, construct curb and gutter, drainage improvements, and bituminous pavement repair.

Therefore, it is recommended that this work be awarded to the low bidder, ATP Precision Paving and that the proper City officials be authorized to execute a unit price contract with the above-mentioned low bidder, in the amount of \$400,793.00, more or less, with funds therefore available in various Capital Projects and Special Improvement Funds. Furthermore, locations 1, 4 and 8 will require additional funding agreements or completion of the SID process through the City Commission before they can be implemented.

# CONSTRUCTION PLANS FOR THE CITY OF TRAVERSE CITY 2014 PHASE II PAVING AND RESURFACING PROJECTS



WEST  
GRAND TRAVERSE BAY

LOCATION #3  
BIRCHWOOD AVE.

LOCATION #4  
N. ORCHARD

LOCATION #6  
ALLEY

LOCATION #7  
LOT V

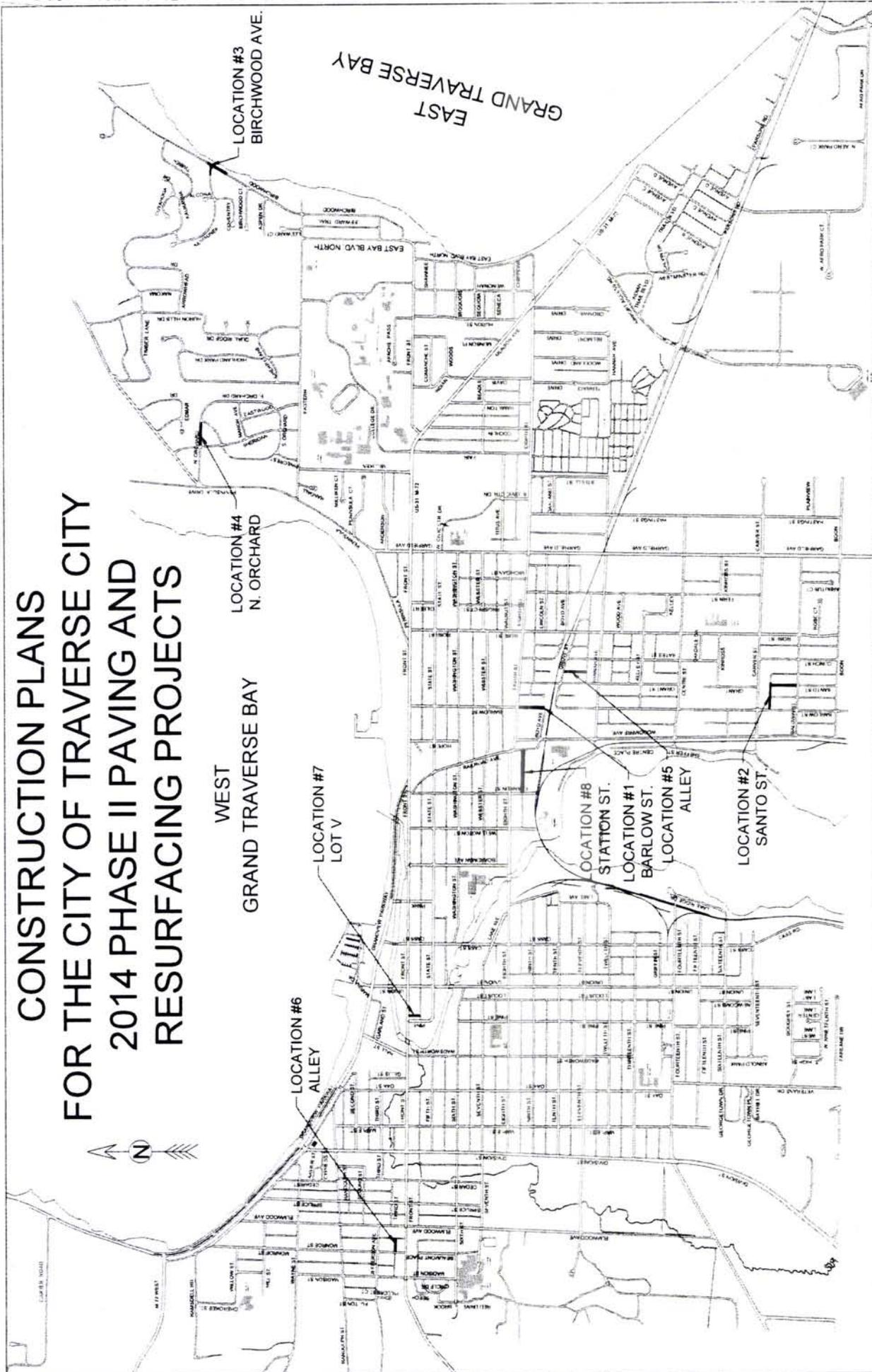
LOCATION #8  
STATION ST.

LOCATION #1  
BARLOW ST.

LOCATION #5  
ALLEY

LOCATION #2  
SANTO ST.

EAST  
GRAND TRAVERSE BAY



LOCATION PLAN  
NO SCALE

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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Jered Ottenwess, City Manager  
FROM: Timothy Lodge, City Engineer   
DATE: September 29, 2014  
SUBJECT: Depot Neighborhood Project  
Cost Reimbursement for Public Street Improvements

As part of the Depot Neighborhood Project the consultant for the project prepared plans for work along the property adjacent to Stations Street between Railroad and Franklin Streets including concrete curb and gutter and drainage for only the portion of the street adjacent to their home sites. They secured pricing through competitive bidding and have hired Alper's Excavating to complete the work.

This project is part of the emerging redevelopment of the Depot Neighborhood which includes the area from Woodmere to Franklin and the railroad tracks to Stations Street. The improvements proposed by The Depot Neighborhood LLC. (Habitat for Humanity/Homestretch) along Stations Street should be paired with completing the entire street to create a cost effective solution for this part of the Neighborhood. The City Engineering Department prepared plans for completing this work and has received unit pricing from ATP Precision Paving in the amount of \$81,184.25 (more or less) as part of the bidding for the Phase 2 Paving and Resurfacing Project. A second bid of \$95,454.70 was received from Elmer's Crane and Dozer and a third cost was received from Alper's Excavating in the amount of \$96,724.68 independently of the bid process.

The Depot Neighborhood Development includes a multi-phase approach to build 21 affordable owner occupied homes, retail and commercial space. The Development also includes improvements to Railroad Avenue and a Public Space component. These additional improvements in the public right of way and public property are currently estimated to cost \$150,000. We are working with the County Planning and Development Department to secure funding for these additional improvements.

To complete the initial phase of the improvements for this neighborhood we recommend that the proper City officials be authorized to execute an Agreement with The Depot Neighborhood LLC (Habitat for Humanity/Homestretch) for payment and reimbursement of the cost for this work in the not to exceed amount of \$32,000.00. This amount represents about 40% of the cost of the project and will substantially improve the street to create a cost effective solution for this part of the Neighborhood. The work is anticipated to be completed during next year's construction time frame.

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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Jered Ottenwess, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: September 29, 2014

SUBJECT: Public Parking, Drainage and Sidewalk Improvements  
McLain Cycle, 750 E. 8<sup>th</sup> Street

We have been working with the property owner to consider improvements including public parking, drainage and sidewalks along the Barlow Street frontage of their store at 750 E. 8<sup>th</sup> Street in conjunction with the SID project to install curb and gutter on Barlow Street between 8<sup>th</sup> Street and Boyd Avenue. The work will include five public parking spaces, drainage improvements including a drywell and sidewalks connecting between the sidewalk on 8<sup>th</sup> Street and the sidewalk along Barlow Street. We included this work in the Phase 2 Paving and Resurfacing Project and received unit pricing from ATP Precision Paving in the amount of \$13,129.50, more or less. A second bid of \$18,212.90 was received from Elmer's Crane and Dozer and the Engineering Department's cost estimate is \$17,910.50.

We believe that these improvements will significantly benefit the adjacent property as well as City right of way. Therefore we have suggested that the property owner share in one half of the costs with the condition that the City up-fronts the entire cost and will be paid back with interest over a 5 year period.

Therefore it is recommended that the proper City officials be authorized to execute an agreement with the owner, McLain Management, LLC for the aforementioned work in the amount of \$13,129.50 with reimbursement payments not to exceed one half of the cost of \$6,564.75 plus an interest rate as established by City Policy over a five year period. Funds for the work are available from the Special Assessments Fund.



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 6, 2014

DATE: OCTOBER 2, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: CRIMINAL JUSTICE COORDINATING COMMITTEE –  
CITY COMMISSION REPRESENTATIVE MEMBER

Attached is a memo from Grand Traverse County Administrative Secretary Chris Cramer regarding the establishment of the Criminal Justice Coordinating Committee.

Also attached is the Resolution to Create a Criminal Justice Coordinating Committee which outlines the purpose of this committee. In summary, this committee is being established with various members (10 members) to develop a criminal justice needs assessment and master plan and to make recommendations regarding Grand Traverse County Correctional Facility improvements. One member of the City Commission is sought for this committee; and the length of the term has not been formalized, but is estimated to be for 24 months.

I recommend the following motion:

**that \_\_\_\_\_ be appointed to serve as a Regular Member for a period of up to 24 months, as the City Commission representative on the Grand Traverse County Criminal Justice Coordinating Committee, be approved.**

JJO/bcm

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copy: Chris Cramer, Grand Traverse County Board Administrative  
Secretary



## Memo

Grand Traverse County  
County Administration  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4780

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TO: Traverse City Commission

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

DATE: September 8, 2014

SUBJECT: Criminal Justice Coordinating Committee

*Chris*

On August 27, 2014, the County Board of Commissioners approved the creation of a Criminal Justice Coordinating Committee. This Committee shall be directly involved in developing a criminal justice needs assessment and master plan and will then make recommendations to appropriate local officials for action and implementation related to improving the jail and the criminal justice system.

The make-up of the committee (10 members) consists of various members of the courts, law enforcement, City and County Commissioners, the County Administrator/controller and a member of the public.

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

A copy of our Resolution #104-2014 is attached. If you have any additional questions, please feel free to contact me.

Thank you!

104-2014

**RESOLUTION TO CREATE A CRIMINAL JUSTICE COORDINATING COMMITTEE**

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

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

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

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

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

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

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

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

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

APPROVED: August 27, 2014



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 6, 2014

DATE: OCTOBER 2, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: BROWN BRIDGE ADVISORY COMMITTEE – TERM EXPIRATIONS

Attached is a memo from City Clerk Benjamin Marentette, regarding two upcoming term expirations on the Brown Bridge Advisory Committee.

As indicated by Mr. Marentette, these are City Commission appointments.

The following are sample motions:

1 – to establish an ad hoc interview committee

**that an ad hoc interview committee be established to make recommendation regarding two three-year terms (seats previously held by Margaret Forgoine and Robert Hortsman) expiring October 2, 2017, on the Brown Bridge Advisory Committee; and that Commissioners \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed to such Committee, with Commissioner \_\_\_\_\_ to serve as Chair.**

2 – To reappoint Margaret Forgoine and to establish an ad hoc interview committee

**that Margaret Forgoine (seat previously held by Margaret Forgoine) be reappointed, to one three-year term expiring October 2, 2017, on the Brown Bridge Advisory Committee, and that an that an ad hoc interview committee be established to make a recommendation regarding one three- year term**

[Motion continued on page 2]

**(seat previously held by Robert Hortsman) expiring October 2, 2017, on the Brown Bridge Advisory Committee; and that Commissioners \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed to such Committee, with Commissioner \_\_\_\_\_ to serve as Chair.**

3 – To reappoint Margaret Forgoine and appoint Edward Flees

**that Margaret Forgoine (seat previously held by Margaret Forgoine) be reappointed and that Edward Flees (seat previously held by Robert Hortsman) be appointed respectively, each to one three-year term expiring October 2, 2017, on the Brown Bridge Advisory Committee.**

JJO/kjl

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copy            Steve Largent, Grand Traverse Conservation District Boardman River  
Program Coordinator

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# Memorandum

The City of Traverse City



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TO: Jered Ottenwess, City Manager

COPY:

FROM: Benjamin Marentette, City Clerk

A handwritten signature in blue ink, appearing to read "Benjamin Marentette", written over the "FROM:" line.

DATE: Wednesday, October 1, 2014

SUBJECT: BROWN BRIDGE ADVISORY COMMITTEE – TERMS EXPIRING

Two terms on the Brown Bridge Advisory Committee expire October 6, 2014; and the seats are currently held by Margaret Forgione and Robert Horstman – Ms. Forgione is seeking reappointment and Mr. Horstman is not. The appointments are for three years and will expire October 2, 2017.

These are City Commission appointments.

The following have applied:

Margaret Forgione – incumbent, seeking reappointment; attended 6/6 meetings in 2013  
Edward Flees

The purpose of the Brown Bridge Advisory Committee is to make recommendations to the City Manager to restore, preserve and protect the integrity of the Brown Bridge Quiet Area.

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

**Brown Bridge Advisory Committee**

	<u>Initial Apt. Date</u>	<u>Termination</u>
Nelson Asper 1590 River Dr, TC, 49696 <a href="mailto:nasper@mainstreammkt.com">nasper@mainstreammkt.com</a>	05/02/11	10/03/16
Gary Howe (City Commission Rep, City Res) 926 Lincoln St, TC, 49684 715-1017 (Res) <a href="mailto:glhowe@travcrsccitymi.gov">glhowe@travcrsccitymi.gov</a>	11/18/13	10/06/14
David Downer 1965 River Rd. TC, 49686 941-7122 (Res) 357-4592 (Cell) <a href="mailto:briverdown@charter.net">briverdown@charter.net</a>	09/07/10 (Eff. 10/04/10)	10/05/16
Margaret Forgione (City Resident) 605 W. Seventh St, TC, 49684 946-8525 (Res) <a href="mailto:backhome@earthlink.net">backhome@earthlink.net</a>	10/02/07	10/06/14
Paul Maxbauer (City Resident) 409 W. 12th St, TC, 49684 409-7807 (Cell) 941-7621 (Bus) <a href="mailto:pmaxba@gmail.com">pmaxba@gmail.com</a>	03/18/13	10/05/15
Robert Horstman 1571 Lake Dr, TC, 49684 946-8698 (Res)	09/16/02 (Eff. 10/02)	10/06/14
Michael Kreft (City Resident) 701 Cherokee St, TC, 49684 357-1515 (Res) 932-1512 (Bus) <a href="mailto:kreftengr@charter.net">kreftengr@charter.net</a>	03/05/07	10/05/15
Larry Gerschbacher (City Resident) 925 Kelley St, TC, 49686 946-1592 (Res) <a href="mailto:gerschtc@charter.net">gerschtc@charter.net</a>	10/07/13	10/03/16
Judith Nemitz 4572 Albert Courtade Rd 632-9009 (Res) 995-1755 (Bus) <a href="mailto:jjnemitz@yahoo.com">jjnemitz@yahoo.com</a>	03/24/05	10/05/15

Deni Scrudato (City Resident) 09/07/10 10/05/15  
422 E. State St, TC, 49686  
922-5938 (Res)  
[deniscrudato@yahoo.com](mailto:deniscrudato@yahoo.com)

Jim Tuller (City Resident) 09/07/10 10/03/16  
220 W. 13th St, TC, 49684 (Eff. 10/04/10)  
342-0650 (Cell) 922-4930 (Bus)  
[jtuller@tcfire.org](mailto:jtuller@tcfire.org)

Dave Green, Staff (Ex-Officio; no voting authority) Indefinitely (non-TC resident)

Resources:

Steve Largent  
Boardman River Program Coordinator  
Grand Traverse Conservation District  
1450 Cass Road  
Traverse City, MI 49685  
Office: 941-0960  
Fax: 941-0837  
E-mail: [slargent@gtcd.org](mailto:slargent@gtcd.org)

All appointments are three-year terms expiring the first Monday in October.

The Committee meets quarterly on the third Thursday of that month.

**This Committee consists of twelve members (half of which must be city residents). They are selected as follows:**

One member of the City Commission – selected by it

One member is the City Manager or its designee – selected by City Manager

All other members appointed by the City Commission (again, half of all members must be city residents)

**Purpose:** To make recommendations to restore, preserve and protect the integrity of the Brown Bridge property under the direction of the City Manager.

Committee established by the City Commission on October 4, 1993.

Resolution establishing the Brown Bridge Advisory Committee as a twelve-member committee, to allow for the establishment of a seat to be nominated by the Traverse City Light and Power Board was adopted by the City Commission on June 4, 2001 - - this Resolution supersedes the April 3,

1993, action of the City Commission relating to the establishment and composition of the Committee.

Ordinance Amendment 651 (enacted 8-16-04) revised manner in which appointments are made; the method for appointments in light of this change is reflected above. Ordinance Amendment 872 (enacted 8-16-2010) revised manner in which appointments are made; therefore removing the provision for a Traverse City Light and Power Board seat nomination.

RECEIVED

AUG 15 2014

CITY OF TRAVERSE CITY  
CITY CLERKS OFFICE

August 13, 2014

Benjamin C. Marentette  
City Clerk  
400 Boardman Ave.  
Traverse City, Michigan 49684

Dear Benjamin:

I am interested in applying to the Brown Bridge Advisory to volunteer my services to be on that committee.

My name is Edward E Flees and, I live and own property at 3022 Brown Bridge Rd since 1967. I am a native of Traverse City graduated High School in 1956 and Ferris in 1958. I am retired and, was employed in the Traverse City area.

In the past I was on the Brown Bridge Advisory Committee from 2001 to 2011. I am very interested in preserving our Brown Bridge Land for the future children of our area and, living in the Brown Bridge area I feel I could make a difference for the future of Brown Bridge area.

Sincerely,

*Edward E Flees*

Edward E. Flees  
3022 Brown Bridge Rd  
Traverse City, Michigan 49696  
231-9479157



# City of Traverse City Application to Become Involved

Board(s)/Committee(s) on which you are interested in serving: Brown Bridge Advisory

(Please limit to three boards/committees)

Name: Edward E Flees E-Mail Address: MARY-flees@yahoo.com

Address: 3022 Brown Bridge Rd Traverse City, Mich 49696  
(Street) (City) (State) (Zip)

Occupation: Retired (if retired, please provide your career)

Home telephone number: (231) 9479157 Work telephone number: ( ) NA

We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

Are you a registered City voter? NA Do you reside within the city limits? NA  
Do you own taxable property within the City? NA Are you a downtown district (DDA) resident? NA Do you have ownership interest in downtown district (DDA) property? NA Are you in default to the City? NA Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? NA  
Are you a resident of a complex operated by the City? NA Do you live within the Traverse City Light and Power service area? YES Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? NA  
Are you or are any of your immediate family members a member of any other City board or Committee? NA If yes, which? \_\_\_\_\_

Please attach a brief letter sharing with us the following information:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Any other helpful information relevant to your application.

**The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

Edward E Flees  
Signature

8/13/014  
Date

Thank **you** for your application.... volunteers secure our community's beauty and promote its enhancement!  
- Benjamin C. Marentette, City Clerk



## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 6, 2014

DATE: OCTOBER 2, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: APPOINTMENT TO BROWN BRIDGE ADVISORY  
COMMITTEE- CITY COMMISSION REPRESENTATIVE

The term of Commissioner Howe will expire on October 6, 2014. Commissioner Howe has indicated his willingness to continue serving in this capacity. As you may recall in 2013, Commissioner Carruthers submitted his resignation on the Brown Bridge Advisory Committee and indicated his desire to have Commissioner Howe serve in this capacity. Commissioner Howe was appointed to one-unexpired term in November, 2013. This term is set to expire on October 6, 2014.

This is a City Commission appointment.

I recommend the following motion:

**that Commissioner Howe be reappointed to one three-year term expiring October 2, 2017, (seat previously held by Commissioner Howe), on the Brown Bridge Advisory Committee.**

JJO/kjl

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copy Steve Largent, Grand Traverse Conservation District Boardman River  
Program Coordinator

## Brown Bridge Advisory Committee

	<u>Initial Apt. Date</u>	<u>Termination</u>
Nelson Asper 1590 River Dr, TC, 49696 <a href="mailto:nasper@mainstreammkt.com">nasper@mainstreammkt.com</a>	05/02/11	10/03/16
Gary Howe (City Commission Rep, City Res) 926 Lincoln St, TC, 49684 715-1017 (Res) <a href="mailto:glhowe@traversecitymi.gov">glhowe@traversecitymi.gov</a>	11/18/13	10/06/14
David Downer 1965 River Rd. TC, 49686 941-7122 (Res) 357-4592 (Cell) <a href="mailto:briverdown@charter.net">briverdown@charter.net</a>	09/07/10 (Eff. 10/04/10)	10/05/16
Margaret Forgione (City Resident) 605 W. Seventh St, TC, 49684 946-8525 (Res) <a href="mailto:backhome@earthlink.net">backhome@earthlink.net</a>	10/02/07	10/06/14
Paul Maxbauer (City Resident) 409 W. 12th St, TC, 49684 409-7807 (Cell) 941-7621 (Bus) <a href="mailto:pmaxba@gmail.com">pmaxba@gmail.com</a>	03/18/13	10/05/15
Robert Horstman 1571 Lake Dr, TC, 49684 946-8698 (Res)	09/16/02 (Eff. 10/02)	10/06/14
Michael Kreft (City Resident) 701 Cherokee St, TC, 49684 357-1515 (Res) 932-1512 (Bus) <a href="mailto:kreftngr@charter.net">kreftngr@charter.net</a>	03/05/07	10/05/15
Larry Gerschbacher (City Resident) 925 Kelley St, TC, 49686 946-1592 (Res) <a href="mailto:gerschtc@charter.net">gerschtc@charter.net</a>	10/07/13	10/03/16
Judith Nemitz 4572 Albert Courtade Rd 632-9009 (Res) 995-1755 (Bus) <a href="mailto:jjnemitz@yahoo.com">jjnemitz@yahoo.com</a>	03/24/05	10/05/15

Deni Scrudato (City Resident) 09/07/10 10/05/15  
422 E. State St, TC, 49686  
922-5938 (Res)  
[deniscrudato@yahoo.com](mailto:deniscrudato@yahoo.com)

Jim Tuller (City Resident) 09/07/10 10/03/16  
220 W. 13th St, TC, 49684 (Eff. 10/04/10)  
342-0650 (Cell) 922-4930 (Bus)  
[jtuller@tcfire.org](mailto:jtuller@tcfire.org)

Dave Green, Staff (Ex-Officio; no voting authority) Indefinitely (non-TC resident)

Resources:

Steve Largent  
Boardman River Program Coordinator  
Grand Traverse Conservation District  
1450 Cass Road  
Traverse City, MI 49685  
Office: 941-0960  
Fax: 941-0837  
E-mail: [slargent@gtcd.org](mailto:slargent@gtcd.org)

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One member of the City Commission – selected by it

One member is the City Manager or its designee – selected by City Manager

All other members appointed by the City Commission (again, half of all members must be city residents)

**Purpose:** To make recommendations to restore, preserve and protect the integrity of the Brown Bridge property under the direction of the City Manager.

Committee established by the City Commission on October 4, 1993.

Resolution establishing the Brown Bridge Advisory Committee as a twelve-member committee, to allow for the establishment of a seat to be nominated by the Traverse City Light and Power Board was adopted by the City Commission on June 4, 2001 - - this Resolution supersedes the April 3,

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**MINUTES**

**ACT 345 RETIREMENT SYSTEM**

DATE: July 30, 2014  
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684  
TIME: 12:00 Noon.  
PRESENT: W. Kuhn, W. Twietmeyer, J. Jenkins, C. Rueckert, J. Bussell  
ABSENT:  
GUESTS:  
STAFF: B. Postma

J. Bussell called the regular meeting to order at 12:06 pm.

Moved by C. Rueckert, seconded by W. Kuhn that the minutes of the June 25, 2014 regular meeting be approved.

**Motion approved 5-0.**

Warrant No. 579 in the amount of \$185,611.29 for Retirees Benefits for August 2014 was approved and signed by W. Kuhn and J. Bussell.

Chris Kuhn of Gray & Company gave a report via telephone conference call to the Board covering the current market value and allocation by money manager along with a proposed target market value and allocation. The Board asked various questions.

W. Twietmeyer reported that the first meeting of the Retiree Health Care Trust Board will be scheduled as early as next month and certainly within the next two months.

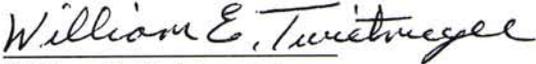
Moved by J. Jenkins, seconded by J. Bussell that the Board authorize up to \$1,100 to send up to four members of the Retirement System to the MAPERS Conference on September 14-16, 2014 in Acme, Michigan.

**Motion approved 5-0.**

Moved by W. Kuhn, seconded by C. Rueckert to adjourn.

**Motion approved 5-0.**

Meeting adjourned at 12:30 pm.

  
William E. Twietmeyer  
Secretary/Treasurer

**MINUTES**  
**TRAVERSE CITY HISTORIC DISTRICTS COMMISSION**  
**REGULAR MEETING**  
**THURSDAY, AUGUST 28, 2014**  
**7:00 P.M.**  
**Committee Room, Governmental Center, 2<sup>nd</sup> Floor**  
**400 Boardman Avenue**  
**Traverse City, Michigan 49684**  
**231-922-4464**

**PRESENT:** Commissioners Andres, Zacks, Crane and Chairperson Callahan.  
**ABSENT:** Commissioner Mansuy and Vice-Chairperson Tobin.  
**STAFF PRESENT:** David Weston

**1. CALL MEETING TO ORDER**

**2. APPROVAL OF MINUTES:**

Approval of the July 31, 2014 regular meeting minutes and the August 19, 2014 special meeting minutes.

*Motion by Commissioner Zacks, seconded by Commissioner Andres to approve the July 31, 2014 regular meeting minutes as presented. Upon vote the motion carried 4-0.*

*Motion by Commissioner Andres, seconded by Commissioner Zacks to approve the August 19, 2014 special meeting minutes as presented. Upon vote the motion carried 4-0.*

**3. REQUEST 14-HDC-15 - FROM SANDRA BARGIEL, 212 WADSWORTH STREET, TRAVERSE CITY, MICHIGAN for:**

Approval of plans for the removal of an enclosed back porch and the construction of a single story rear addition located at the property mentioned. (Central Neighborhood Historic District)

*Sandra Bargiel presented drawings and answered questions from the Commission. Motion by Commissioner Andres, seconded by Commissioner Crane to approve the drawings as presented. Upon vote the motion carried 4-0. Commissioner Zacks will serve as the project liaison.*

4. **REQUEST 14-HDC-16 – FROM RORIE LEWIS AND DAVID FRIAR, 525 SIXTH STREET, TRAVERSE CITY, MICHIGAN** for:

Approval of plans for the removal of a one car attached garage and single story addition and construct a single story rear addition located at the property mentioned. (Central Neighborhood Historic District)

*Rorie Lewis presented drawings and answered questions from the Commission. Motion by Commissioner Zacks, seconded by Commissioner Crane to approve the drawings as presented. Upon vote the motion carried 4-0. Commissioner Zacks will serve as the project liaison.*

5. **REQUEST 14-HDC-17 – FROM NICK KOWALSKI, NORTHSKY EXTERIORS, 7230 BARNEY ROAD, TRAVERSE CITY, MICHIGAN** for:

Approval of plans for the reframing of the front entryway to include a new gable roof and the addition of french doors located at the property commonly known as **513 South Oak Street**, Traverse City, Michigan. (Central Neighborhood Historic District).

*Suzanna Connor, 513 South Oak Street, 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. Upon vote the motion carried. 4-0. Commissioner Callahan will serve as the project liaison.*

6. **REQUEST 14-HDC-18 FROM JOHN KITTLE, DESIGN DEPOT, 3163 CREST HILL LANE, TRAVERSE CITY, MICHIGAN** for:

Approval of plans for the demolition and reconstruction of a detached garage located at the property commonly known as **602 Fifth Street**, Traverse City, Michigan. (Central Neighborhood Historic District)

*John Kittle presented drawings and answered questions from the Commission. Motion by Commissioner Andres, seconded by Commissioner Crane to approve the drawings as presented. Upon vote the motion carried 4-0. Commissioner Andres 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 presented drawings and answered questions from the Commission.*

*Marilyn Flaherty, 2210 Birchwood Court, Traverse City, Michigan spoke against the proposed marquee/canopy.*

*Nancy Cobb, 5028 Lautner Road, Williamsburg, Michigan spoke against the proposed marquee/canopy.*

*Josette Hoskey, 4367 Deewood, Traverse City, Michigan spoke against the proposed marquee/canopy.*

*Barbra Fitzpatrick, P.O. Box 65, Kewadin, Michigan spoke against the proposed marquee/canopy.*

*Lois Orth, 822 Fern Street, Traverse City, Michigan spoke against the proposed marquee/canopy.*

**8. OTHER BUSSINESS**

*None.*

**9. ADJOURNMENT**

*The meeting was adjourned at 8:45 p.m.*

Respectfully submitted

  
David M. Weston, Secretary

Date 9/25/14

OCT 6

### Fractile Emergency Response Times

Trip Date IS BETWEEN 08/01/2014 AND 08/31/2014; AND Call Types IS Prehospital; AND Initial Priorities IS P - 1, Lights and Sirens; AND Response Zones IS TRAVERSE CITY, CITY OF-28

Response Time Minutes
Call Count
Cumulative Call Count
Percentage of Total Calls
Cumulative Percentage
<b>Negative Times</b>
14
11
9.00%
9%
<b>00:00 - 00:59</b>
4
15
3.00%
12%
<b>01:00 - 01:59</b>
4
19
3.00%
15%
<b>02:00 - 02:59</b>
4
23
3.00%
18%
<b>03:00 - 03:59</b>
13
36
10.00%
28%
<b>04:00 - 04:59</b>
18
54
14.00%
42%
<b>05:00 - 05:59</b>
25
79
19.00%
61%
<b>06:00 - 06:59</b>
12
91
9.00%
71%
<b>07:00 - 07:59</b>
7
98
5.00%
76%
<b>08:00 - 08:59</b>
10
108
8.00%
84%
<b>09:00 - 09:59</b>
8
116
6.00%
90%
<b>10:00 - 10:59</b>
5
121
4.00%
94%
<b>11:00 - 11:59</b>
1
122

1.00%  
95%  
**12:00 - 12:59**  
3  
125  
2.00%  
97%  
**13:00 - 13:59**  
1  
126  
1.00%  
98%  
**14:00 - 14:59**  
1  
127  
1.00%  
98%  
**15:00 - 15:59**  
2  
129  
2.00%  
100%  
**Total Calls:**  
**129**

RescueNet™

Printed on: 9/10/2014 at 12:11:20

Page 1 of 1

\\NFH-PINPNT\RESCUENET\REPORTS32\CUSTOM\JOHNBAKER\FRACTILE EMERGENCY RESPONSE TIMES.RPT

BCT 6

## **MONTHLY OPERATING REPORT**

**TO:** Jered Ottenwess, Traverse City Manager  
Mike Slater, Grand Traverse County

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

**FROM:** Elizabeth Hart, Operation's Supervisor

**DATE:** September 12, 2014

**SUBJECT:** Monthly Operations Report for August 2014 - REVISED

Attached to this report are the following items: a copy of the report to the state which has been electronically submitted, a data sheet showing flows and loadings from the Townships, the City and the Septage Plant, and finally financial information as of the last Friday in August.

## **TRAVERSE CITY**

### **OPERATIONS AND PROJECTS**

The treatment plant experienced an Unauthorized Discharge on August 20, 2014. An equipment failure in the treatment plant's Biosolids Storage Building resulted in 4,500 gallons of biosolids spilling out on to the ground between the building and the Boardman Lake, 20 gallons of which ended up reaching the lake. Very low levels of Fecal Coliform were present at the point the biosolids entered Boardman Lake. Northern A-1, Synagro and Williams pumping assisted in cleaning up the spill. The efforts of Justin Roy and the rest of the City DPW crew were instrumental in stopping the spill and cleaning up the spilt Biosolids. I cannot express our gratitude enough for the assistance they gave us during this emergency. We have begun the repair of equipment that was effected by the spill into the basement of the Biosolids Storage Building, and developed and action plan to prevent an event of this nature from occurring in the future.

Synagro hauled 930,000 gallons of sludge from the plant last month.

The population of the Coma Shaped Gram Positive Bacteria in our sludge decreased through the month of August allowing us to stop using the GBC filtrate diversion pipe.

We received and installed the first new cassette for train 1. The installation went smoothly, however, it was noted at that time that the tank coating was peeling. We have found a vendor that could apply the appropriate coating to the tank by October 6<sup>th</sup> which is when we will begin installing the rest of the new cassettes.

## **Maintenance**

The retired equipment inventory list was completed.

We repaired the flights in primary tank 3S.

The controls for the Primary Effluent gates were repaired. The gates once again will operate in auto.

The motor for Waste Activated Sludge pump B was repaired.

The motor for Aeration Blower 2 was repaired.

We are in the process of purchasing a new pump for Vacuum pump A.

The seal water seleniod for RAS pump A was repaired.

The UPS for Trains 1 and 2 was replaced. The old UPS has been repaired and will be used for backup.

The new pressure ring for the CWAS pump high pressure shut off system has been installed.

The pressure ring for the SDC high pressure shut off system has been repaired.

The hot water line in the Fine Screen building still needs to be repaired. ABI should be working on that repair in September.

The timer in the control switch for Screw Pump 2 was replaced. To get through the winter, We are working on a temporary repair for the crack in the screw for Screw Pump 1. We currently have two fully operationally Screw Pumps.

We have begun the procurement of a new Digester 4 recirculation pump.

We are working on our Dissolved Oxygen controls for the aeration basin. Currently, we adjust the aeration manually and we are attempting to regain the capability to control aeration with the SCADA program.

## **IPP**

We revisited the back loading dock at Right Brain Brewery this month, as there had been several complaints about their spent grains draining from the storage barrels on to the ground and potentially into the storm sewer. We had spoken with Russell Springstead in July and asked him to keep the barrels inside until the farmer arrived to take them away. When the area was checked again this month, the grains were still being stored on the back loading dock and still draining onto the ground. We informed Tim Lodge.

The City's Attorney and I met with Patty Dixon of Ambrosia Café. They are planning to remodel their building this fall and winter and have agreed that they will not open back up again next spring unless the inspection manhole (IMH) is installed.

We visited Rare Bird Brewery and verified that their inspection manhole was installed. It was and everything looked great.

We spoke with Paul Banish this month. They are installing a Subway in the TOM's Plaza on Munson Ave. They were told they needed to install an inspection manhole. It turns out their lead goes to a dead end in the sewer line, which can be used for the purpose of observing the discharged water, so a separate IMH does not need to be put in.

We received a follow-up letter from Slabtown Burgers this month. Mr. Pownall disagreed with our justification for issuing him a Notice of Violation (NOV) last month for discharging excessive grease to the sewer. We submitted a response to the City Manager, detailing our reasoning.

We sent a follow-up letter to Simon Joseph of Roaming Harvest last month, reminding him of his obligation to install an IMH at his establishment at 113 East State Street.

Elixir Café is no longer in business. They closed before the IMH was installed.

The Inspection Manhole for Brewery Ferment was installed this month. We inspected the work and everything is acceptable. The City Attorney has been advised, so she could dismiss the charges against them.

We received a tip in July about an internal sewer backup at one of the McDonalds restaurants. Based on this, we spent some time this month investigating the discharge points for all of the local McDonalds and Burger King Establishments and discovered that very few of them actually have inspection manholes. All of them have grease interceptors, but not all of them had visible discharges. Next month, we plan to begin taking fats, oil and grease (FOG) samples upstream and downstream of their discharge points to determine if they are discharging high amounts of grease into the sewer.

**Other**

We started repainting manhole covers, and relabeling the confined space entries.

We are once again fully staffed in our operations, and maintenance departments.

## **GRAND TRAVERSE SEPTAGE FACILITY**

**Operations**

Total flow from the Septage Facility to the Regional Plant was 884,300 gallons with an average of 17.32 lbs / day of BOD in August.

1,500 gallons of Influent Equalization Basin material overflowed from Lift Station #2 last month and spilled onto the ground. We recovered the majority of the spill and applied lime to the affected area. The source of the spill was traced back to a bad intrinsic relay and PLC logic. The relay was replaced and the logic changed.

Synagro hauled biosolids from the facility.

The software for the new card reader system will not have the capability to reprint old receipts.

To address the current odor issues, we are evaluating the operational options of biofilter and collecting quotes for changing out the media if it is found that this is the best course of action.

**Other**

We removed several dead trees from the facility grounds.

We reinstalled the hose reel for the hot water line in the unloading bay.

Annual Client Report

2013-2014

Traverse City Michigan



*Water Bottle Filling Station F&M Park*



*Jacks Creek Adopt a Stream Cub Scouts Pack 125*

**Project Description:**

The Traverse City Regional Wastewater plant is an 8.5 MGD, 20,200 lb. BOD/day activated sludge plant with membrane filtration serving Traverse City and the surrounding area. Average daily flow is 4.5 MGD, and the effluent continues to meet NPDES requirements. Management services include the administration of the pretreatment program, plus enforcement actions through preparation of notices of violation and support for additional actions. CH2M HILL OMI also performs a program of sampling individual townships to quantify BOD loadings.

The treatment process consists of influent screening, grit removal, primary clarification, University of Capetown process activated sludge, membrane filtration and ultraviolet disinfection. Solids treatment consists of waste activated sludge concentration by gravity belt, anaerobic digestion, further concentration by sieve drum concentrator, and storage followed by subsurface injection into farm fields by a land application subcontractor.

**Project Background:**

OMI began providing full contract operations services to the City of Traverse City including the operation, maintenance and management of the wastewater treatment plant and eight lift stations in October 1990, following a series of effluent violations in the late 1980s.

The Sara Lee Company (now Hillshire Brands) operates a large bakery in an adjacent, sewered township producing chiefly packaged deserts. This bakery contributed 25% of the organic loading to the Traverse City Regional Wastewater treatment plant until 1993 when they placed their own activated sludge pretreatment facility on line. They built this activated sludge plant to comply with an industrial pretreatment permit written by OMI and issued to Sara Lee by the City. Sara Lee's wastewater has been much less than domestic strength since then.

In 1982, the Michigan Department of Natural Resources added ammonia removal requirements to the NPDES permit under which the plant operates. Neither the owner's staff nor their design engineer recognized the impact of nitrification requirements on the plant capacity. When OMI began operating the plant, we recommended that the City conduct a capacity study to determine the true organic capacity of the wastewater treatment plant. The study, performed by CH2M HILL, determined the plant capacity is about 30% less while the plant is required to remove ammonia nitrogen.

CH2M HILL OMI wrote a Capital Improvements Plan for the City that was used as the basis for two construction contracts that added influent screening, replaced chlorine disinfection with disinfection by ultraviolet light and updated aging process equipment. These improvements increased the plant's reliability and safety, but were not intended to change the plant's capacity.

In 1998 CH2M HILL OMI and CH2M HILL evaluated options to restore the capacity lost due to the imposition of the ammonia nitrogen limit in 1982. The option that the City selected was

conversion of the aeration system from complete mix to a plug flow configuration with anaerobic and anoxic selectors (A2O). In addition to restoring capacity, this project allowed savings in electricity and chemical cost by achieving some level of biological nutrient removal. An emergency generator was installed to operate critical pumps in a power outage, and most of the older instrumentation and controls were modernized. The City chose to select CH2M HILL to provide the project through a design /build contract where CH2M HILL would provide engineering and construction services.

In 2002, CH2M HILL, with OMI's involvement, entered into a contract to convert the Traverse City Regional Wastewater Treatment Plant into a membrane bioreactor. The 31 million dollar project increased BOD and TSS capacity (hydraulic capacity remains the same) and greatly improve effluent quality. Construction began in summer of 2002. OMI Traverse City Staff involvement was critical throughout the execution of this project. It represents a tremendous effort by CH2M HILL OMI, Traverse City, and the family of companies. Our staff was consulted in the design, and then became expert operators of one of the newest and most effective wastewater treatment technologies on the planet.

Since Start-up of the MBR, Traverse City has been a destination for groups of engineers, municipal officials, and operators who are considering or anticipate building MBR systems. CH2M HILL OMI and CH2M HILL professionals involved with the Traverse City MBR conversion have been published and presented papers and lectures on the Traverse City system. Our experience here has significantly informed the future development of this expanding technology.

### **Project Staff**

Supervisory personnel report to Casey Rose, the Project Manager. Liz Hart is leading the Operations and Laboratory Departments at the Traverse City plant, and Scott Zenner is leading Maintenance. Ken Stawowy has primary responsibility the Industrial Pretreatment Program. Mark Huggard and Marcus Evans operate the satellite projects in the area and contribute operation support to Traverse City. Mark and Marcus report to Casey. Cynthia Mehig provides administrative support across all area projects and reports to Casey. Region staff supporting the project include Regional Manager John Bowman. We have technical support from Maribeth Wintercorn, and Steve Hutchings. Rock Raiford and Gary Wood support as higher level management and Regional Accountants Shelly Campbell and Jennifer Keola support with financial expertise.

There have been a few changes to staff over the past 12 months. Assistant Project Manager Chris Keister has retired, and operator Jack Rowell is no long with the project. Scott Zenner has assumed the role of Maintenance Supervisor, and Chris's position will not be filled. We have hired one new Operator in Training Andrew Peterson, who began June 2, 2014.

Traverse City Based staff :

- Project Manager: Casey Rose (MDEQ A)
- Operations Supervisor: Liz Hart (MDEQ A)
- Laboratory Analyst: Ryan Vedrode (MDEQ A)
- Administrative Specialist: Cynthia Mehig
- Operators: Joe Brown (MDEQ B), John Stout (MDEQ D), Ken Stawowy (MDEQ A), Mark Huggard (MDEQ A) , Marcus Evans (MDEQ B) ,and Operator in Training: Andrew Peterson
- Maintenance Supervisor: Scott Zenner (MDEQ C)
- Mechanics: Don Williams, Kerry Gensler, and Don Bonner

**Financials:**

Traverse City Regional Wastewater Treatment Plant 2013-2014

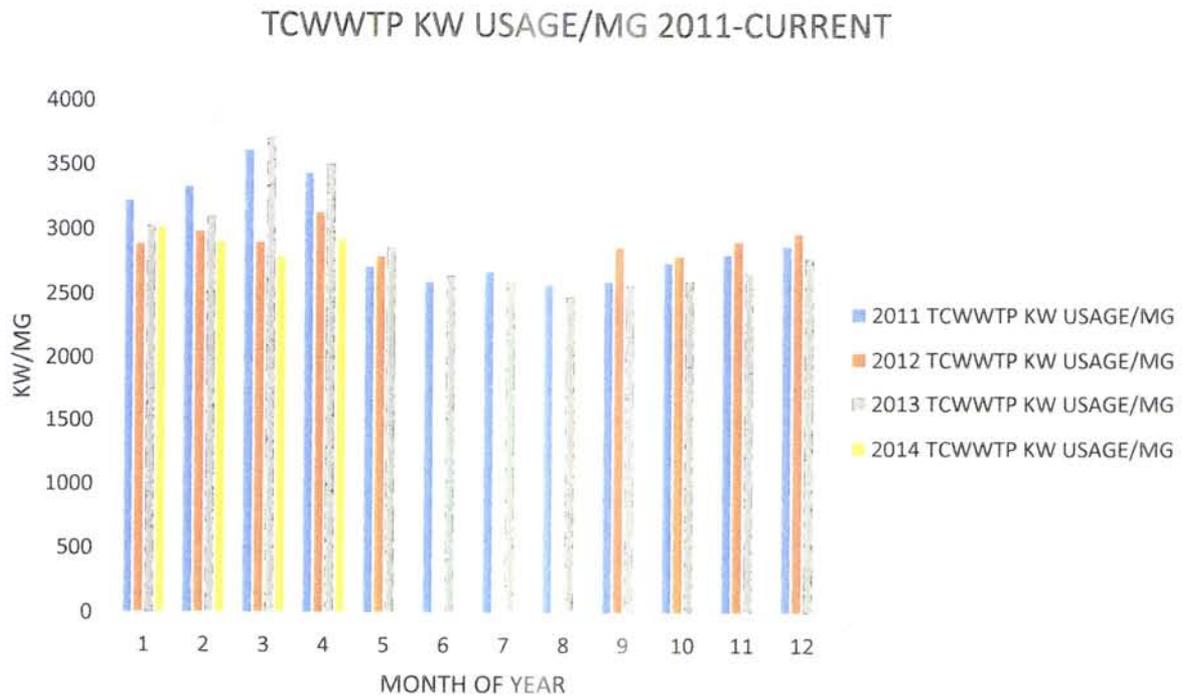
	Year-to-date		
	Total Budget	Total Actual	Total Variance
CHEMICALS	186,990	182,317	4,673
CLIENT PLANT AND EQUIPMENT	115,000	112,357	2,643
DUES AND SUBSCRIPTIONS	482	509	-27
EDUCATION, TRAINING, MEETINGS	5,581	8,126	-2,545
ELECTRICITY	398,040	455,409	-57,369
EMPLOYEE EXPENSE	7,220	14,464	-7,244
INSURANCE	30,404	31,557	-1,153
LABOR	841,435	830,817	10,617
OPERATING EXPENSES	112,833	208,592	-95,759
OUTSIDE SERVICES	29,500	76,444	-46,944
SOLIDS HANDLING	150,420	99,610	50,810
SUPPLIES	32,274	8,246	24,028
TELECOMMUNICATIONS	0	7,697	-7,697
TRAVEL COSTS	20,702	35,260	-14,557
UTILITIES-OPERATIONS	20,550	18,574	1,976
<b>Total Cost</b>	<b>1,951,430</b>	<b>2,089,978</b>	<b>-138,548</b>

**Performance:**

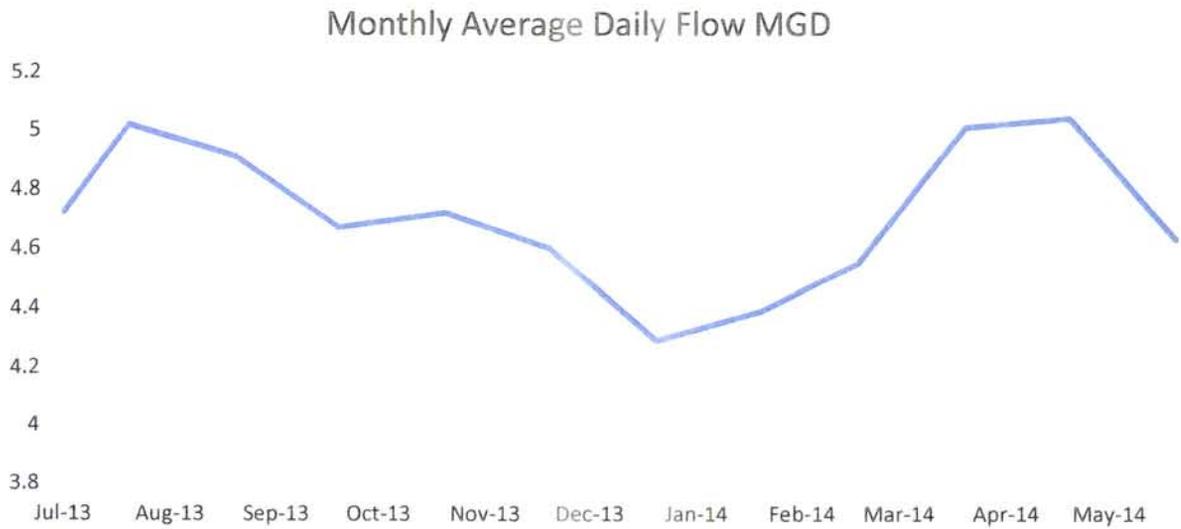
The Traverse City Regional Wastewater Treatment Plant continues to produce quality effluent. This is accomplished by completing preventive and corrective maintenance in a timely manner.

Staff utilizes our Maintenance Connect program to schedule daily, weekly, monthly, quarterly, and annually preventative maintenance tasks. During weekly operations meetings, these items are reviewed to ensure they are being completed and discussion of any upcoming maintenance items. Corrective maintenance items are performed by our qualified maintenance department. For items outside our area of knowledge the maintenance department seeks the advice of CH2M Hill regional support, or coordinates with qualified local professionals.

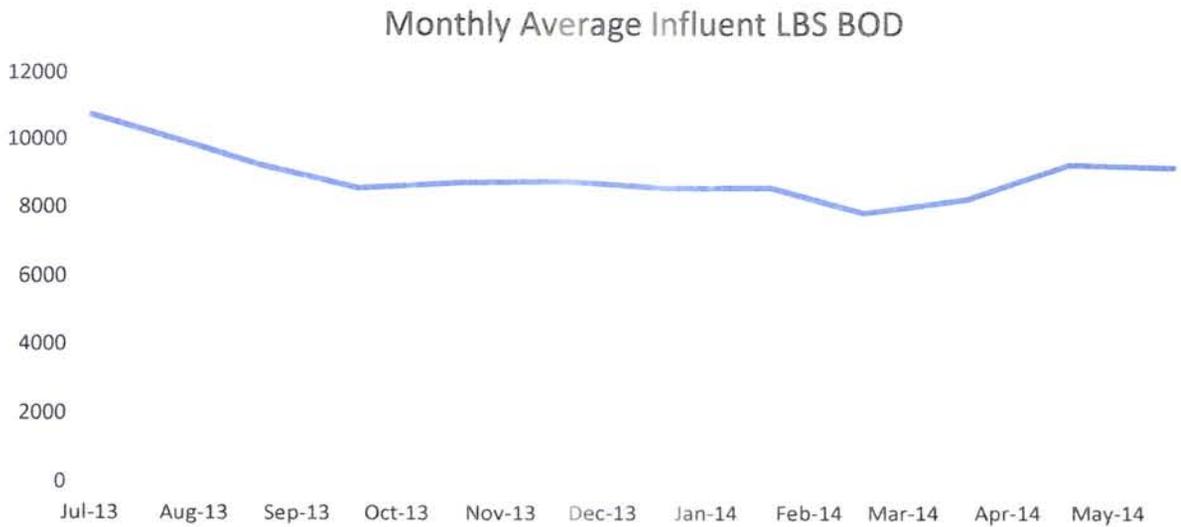
We continue to monitor electrical use and look for ways to reduce consumption. The following graph shows the amount of kwh used to treat 1 million gallons of flow.



Flow has increased this past year, mainly due to dewatering projects, and let run conditions over the winter.



BOD loadings remain below design.



**Safety:**

CH2M Hill strives for zero safety incidents. We continue to provide safety training to staff with weekly safety meetings, as well as safety tailgate meetings before any project. CH2M Hill had zero Recordable Incidences for the Traverse City project in Contract Year 24.

**Community Involvement:**

Each year the Staff selects several area non-profits to support with financial donations. Past years recipients have ranged from Munson Hospital Cancer Foundation to area Cub Scout Troops and we always support our areas water resources through Grand Traverse Bay Watershed and Inland Seas.

The Staff also was involved in providing tours of the plant to over 250 individuals in the past year. This spring we hosted our Second Annual Earth Day tour for 150 West Middle School students, the event not only included a tour of the facility but a discussion of the Grand Traverse Bay watershed facilitated by John Nelson, The Baykeeper.

We began working with the Cub Scouts and Traverse Bay Watershed's adopt a stream program.

CH2M Hill sponsored one of the water bottle filling stations for Traverse City. The station is located in F&M Park.

We are also supporting new research into virus removal at MBR plants conducted by Michigan State University and University of Illinois.

Spring 2015 we plan on supporting NMC's GIS program, by working with interns to map piping and valves around the treatment plant.

**Recent Projects:**

Replacement of the hot water, and gas lines associated with the boiler system for the anaerobic digesters was completed in December 2013.

We completed inspection and repairs to all membrane cassettes. We replaced permeate and air lines, cam locks, gaskets, and repaired loose PVC fittings.

The air drying system was replaced. The old system had failed and moisture in the air lines throughout the plant were causing problems with all air actuated equipment. The old system was installed in 1973 and had exceeded life expectance.

Radio Communication was installed at the Front Street Liftstaton. Prior communication was over a dedicated phone line. The line cost \$900/month and was a considerable operating expense. The radio communication was installed at a price of \$7,800 and will pay for itself in 9 months and will not have a monthly fee.

**Project Needs:**

CH2M Hill will be working with GE this coming year on the installation of one new membrane train. The project will begin in July 2014 and be completed by November 2014. This will be the first of 8 trains replace over the next several years.

As part of the Capital Improvement plan, we plan to replace 4 membrane train gates. The gates are made of aluminum and are deteriorating to the point of fail. The new gates will be made of stainless steel.

The controls for the Sludge Drum Concentrators need to be replaced. They are not functioning properly and are a safety hazard. There is stray voltage in the cabinet, and the emergency stop features do not work properly. Estimated cost for replacement is \$50,000-\$60,000.

Digester #4 recirculation pump needs replacement. Estimated cost will be \$20,000.

**Conclusion:**

We will manage, operate, and maintain the treatment plant in the best interest of the Community and Environment. We continue to monitor process performance and look for ways to reduce Energy Consumption for the betterment of the community. CH2M Hill has worked with the City for the past 24 years, and looks forward to working with the City for years to come.

Sincerely,

A handwritten signature in black ink, consisting of the letters 'C' and 'R' in a stylized, cursive font.

Casey Rose, Project Manager

Cc: John Bowman, Rock Raiford

# Michigan Industrial Pretreatment Program (MIPP) Annual Report Form

<b>Section I: General Information</b>			
1. Name of Facility: Traverse City Regional Wastewater Treatment Facility			
2. NPDES Number: MI0027481			
3. Contact Person: Casey Rose/CH2M HILL			Phone: 231-922-4921
4. Reporting Period: January 1, 2013 – December 31, 2013			E-mail: ken.stawowy@ch2m.com
5. Attach a summary of any sampling results for the influent, effluent, and sludge monitoring conducted during the reporting period.			
6. Total Number of Industrial Users: 23      SIUs: 3      CIUs: 1			
Have there been any additions, deletions, or any other modifications to the previous year's Significant Industrial User (SIU) list or industrial user inventory? If <i>NO</i> , check here. <input type="checkbox"/> If yes provide the following information: (Attach additional sheets if necessary.)			
Facility Name	Change Add/Delete	Explanation	CIU or SIU
Britten Banners, two locations	Added	Industrial Printers	NO
For all new or changed SIUs, provide: <ul style="list-style-type: none"> <li>○ Process description,</li> <li>○ Flow information; and</li> <li>○ Reason it is classified as an SIU.</li> </ul>			

I certify under penalty of law that all the information supplied in this report, including attachments, is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Signature \_\_\_\_\_ /CH2M HILL

Title     Project Manager, Traverse City WWTP

Date     \_\_\_\_\_

Michigan Industrial Pretreatment Program Annual Report Form (Continued)

Fill in one column for each SIU:

	SIU #S02-2013	SIU #S03-2013.1				
a. SIU Name	Hillshire Brands	Munson Medical Center				
b. Categorical Classification (if applicable)						
c. Date(s) Inspected	Inspected 12/11//13: Sampled 10/25/13	Inspected 12/5/13: Sampled: 11/11/13, 11/13/13, 11/15/13				
d. Permit Issued Date	11/01/13	3/1/13, Amended 12/01/13				
e. Permit Expiration	10/31/18	11/30/16				
f. Did this permittee have an expired permit at anytime during the reporting period?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
g. If yes, list dates.						
h. How often has the POTW sampled and analyzed for all regulated pollutants in accordance with 40 CFR 136 requirements?	1x	1x				
i. How often has the SIU sampled and analyzed for all regulated pollutants in accordance with 40 CFR 136 requirements?	12x	2 x				
j. Was this SIU in SNC (in non-compliance with limits, sampling, and reporting requirements) at any time during the reporting period? If 'No' go to l.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
k. If yes (in SNC), were notices *published in the newspaper? If 'Yes' attach copy of actual notice	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
l. List: <input type="checkbox"/> violations, <input type="checkbox"/> corresponding enforcement actions, and <input type="checkbox"/> whether or not the SIU has returned to compliance. (Attach extra sheets as necessary)	Violations	Enforcement Actions	In Compliance?	Violations	Enforcement Actions	In Compliance?
	None			None		
m. Additional Information	In Compliance 2013	In Compliance 2013				

\* Publication of CIUs required, non-CIUs optional

Michigan Industrial Pretreatment Program Annual Report Form (Continued)

Fill in one column for each SIU:

	SIU #S04-2013	SIU #C1101R				
a. SIU Name	Munson Support Services	CRM, Inc				
b. Categorical Classification (if applicable)		40CFR433 Metal Finishing				
c. Date(s) Inspected	Inspected 12/12/13: Sampled 11/07/13	Inspected 12/4/13: Sampled 10/16/13, 10/17/13				
d. Permit Issued Date	3/1/13	2/16/11				
e. Permit Expiration	2/29/16	1/31/14				
f. Did this permittee have an expired permit at anytime during the reporting period?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
g. If yes, list dates.						
h. How often has the POTW sampled and analyzed for all regulated pollutants in accordance with 40 CFR 136 requirements?	1x	1x				
i. How often has the SIU sampled and analyzed for all regulated pollutants in accordance with 40 CFR 136 requirements?	2x	2x				
j. Was this SIU in SNC (in non-compliance with limits, sampling, and reporting requirements) at any time during the reporting period? If 'No' go to l.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
k. If yes (in SNC), were notices *published in the newspaper? If 'Yes' and attach copy of actual notice	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
l. List: o violations, o corresponding enforcement actions, and o whether or not the SIU has returned to compliance. (Attach extra sheets as necessary)	Violations	Enforcement Actions	In Compliance?	Violations	Enforcement Actions	In Compliance?
	None			None		
m. Additional Information	In Compliance 2013	In Compliance 2013				

\* Publication of CIUs required, non-CIUs optional

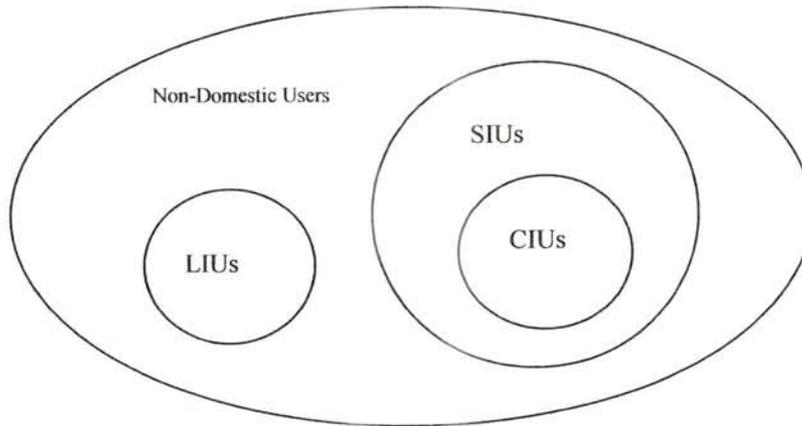
List of Attachments:

Attachment 1 – List of Light Industrial Users

Attachment 2 – 2011 Annual Averages of Pollutants

# Attachment 1

Traverse City's User Classification is represented here:



This is the list of "Light Industrial Users (LIU)" as of the end of 2013.

## Light Industrial Users:

AlcoTec Wire Company  
2750 Aero Park Drive  
Traverse City, Michigan

Normic Industries  
1733 Park Drive  
Traverse City, Michigan

Quality Time Components  
343 Hughes Drive  
Traverse City, Michigan

The Record Eagle  
1621 Keane Drive  
Traverse City, Michigan

Century Sun Metal Treating  
2411 Aero Park Drive  
Traverse City, Michigan

World Magnetics  
810 Hastings Street  
Traverse City, Michigan

Village Press  
2779 Aero Park Drive  
Traverse City, Michigan

Boride Engineered Abrasives  
2615 Aero Park Drive  
Traverse City, Michigan

Kennametal  
2879 Aero Park Drive  
Traverse City, Michigan

McCardel Culligan  
40 Hughes Drive  
Traverse City, MI 49686

Kennametal  
2880 Aero Park Drive  
Traverse City, Michigan

Northpeak Brewing Company  
400 West Front Street  
Traverse City, Michigan

Right Brain Brewery  
225 East 16<sup>th</sup> Street  
Traverse City, Michigan

Mackinaw Brewing Company  
161 East Front Street  
Traverse City, Michigan

Grand Traverse Distillery  
781 Industrial Circle, Suite 5  
Traverse City, Michigan

Brewery Ferment  
511 S. Union St  
Traverse City, Michigan

The Filling Station  
642 Railroad Place  
Traverse City, Michigan

Britten Banners  
2466 Cass Road  
Traverse City, Michigan

Britten Banners  
2662 Cass Road  
Traverse City, Michigan

## Summary of Changes From Last Report

Two LIU was added this year. Britten Banners is an industrial printer and has two locations.

All LIU's were inspected this year except Brewery Ferment and the Filling Station.

**Attachment 2 - 2013 Annual Averages of Pollutants**

Pollutant	Main Plant Influent	Main Plant Effluent	Main Plant Sludge	GT Septage Sludge
Antimony		2 PPB [2 PPB] (1)		
Arsenic		2 PPB [2 PPB] (1)	6.93 mg/dry Kg (4) [*]	10.5 mg/dry Kg (3) [*]
Barium		100 PPB [100 PPB] (1)		
Beryllium		1 PPB [1 PPB] (1)		
Boron		470 PPB [400 PPB] (1)		
Cadmium		1 PPB [1 PPB] (1)	2.09 mg/dry Kg (4) [*]	3.51 mg/dry Kg (3) [*]
Chromium		10 PPB [10 PPB] (1)	42.9 mg/dry Kg (4) [*]	28.0 mg/dry Kg (3) [*]
Copper	55.8 PPB [4.0 PPB] (4)	5.8 PPB [4.0 PPB] (5)	388 mg/dry Kg (4) [*]	772 mg/dry Kg (3) [*]
Lead		2 PPB [2 PPB] (1)	14.6 mg/dry Kg (4) [*]	41.1 mg/dry Kg (3) [*]
Mercury	0.5 PPT [0.5 PPT] (4)	0.6 PPT [0.5 PPT] (4)	3.4 mg/dry Kg (4) [*]	1.5 mg/dry Kg (3) [*]
Molybdenum			6.55 mg/dry Kg (4) [*]	15.6 mg/dry Kg (3) [*]
Nickel		20 PPB [20 PPB] (1)	27.0 mg/dry Kg (4) [*]	23.0 mg/dry Kg (3) [*]
Selenium		5 PPB [5 PPB] (1)	5.27 mg/dry Kg (4) [*]	8.34 mg/dry Kg (3) [*]
Silver		0.5 PPB [0.5 PPB] (1)		
Thallium		1 PPB [1 PPB] (1)		
Zinc		50 PPB [50 PPB] (1)	567 mg/dry Kg (4) [*]	3217 mg/dry Kg (3) [*]
Cyanide (available)		2 PPB [2 PPB] (1)		
1,2,4- Trimethylbenzene		1 PPB [1 PPB] (1)		
Bis-Phthalate		36 PPB [5 PPB] (1)		
Di-N-Butylphthalate		5 PPB [5 PPB] (1)		

NOTE: [\*] Level of Detection Varies

For the purposes of calculating the annual average, the limit of detection (LOD) value was used when a Non-Detect was reported.

Number of Samples in (parentheses)

[ ] - Level of Detection for analysis in brackets



**CH2MHILL**

**MEMORANDUM**

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**TO:** Bill Twietmeyer  
City Treasurer

**FROM:** Casey Rose  
Project Manager, TCWWTP

**DATE:** August 20, 2014

**SUBJECT:** 2013/2014 Lift Station Costs

The following table lists the CH2M HILL costs of operating, maintaining and repairing Front Street Lift Station and other Lift Stations.

Please let me know if you have any questions.

	<b>Front Street Lift Station</b>	<b>Other Lift Stations</b>
<b>Utilities</b>	\$30,696.41	\$13,881.76
<b>Labor</b>	\$ 6,252.60	\$12,203.27
<b>Repairs</b>	\$ 12,107.80	\$ 20,787.72
<b>Other Costs</b>	\$ 19,358.23	\$ 10,117.40
<b>Total Costs</b>	<b>\$68,415.04</b>	<b>\$56,990.15</b>

56,790.83

Expenditure Date	Raw Cost Project Currency	Vendor Name	Comment
7/11/2013	5,055.84	DEAN BOILER, INC	REMOVE BURNER AND REBUILD, REINSTALL BURNER, FIRE AND SET COMBUSTION #1 BURNER
7/19/2013	4,495.00	DETECTION INSTRUMENTS CORP	ODALOG LOW RANGE H2S GAS LOGGER
7/31/2013	2,316.03	WINDEMULLER ELECTRIC INC	ELECTRICIAN T&M TO REPAIR CLINCH PARK LIFT STATION
8/13/2013	2,315.85	GRAND TRAVERSE RUBBER SUPPLY	HOSE AND MISC FITTINGS FOR MEMBRANE CASSETTES
8/26/2013	1,784.19	GRAND TRAVERSE CRANE CORP	REPAIR BRAKE ASSEMBLY AND CONTROL BOX TRAVELING BRIDGE CRANE
8/31/2013	1,530.00	WINDEMULLER ELECTRIC INC	CLINCH PARK REPAIR/INSTALL ALARM SYSTEM COMMUNICATIONS
8/31/2013	6,116.97	WINDEMULLER ELECTRIC INC	ELECTRICAL, COMPUTER AND TELEPHONE SERVICE AS NEEDED
9/11/2013	2,762.00	GRAND TRAVERSE RUBBER SUPPLY	REPLACEMENT HOSE FOR MBR CASSETTES
9/25/2013	1,513.00	GRAND TRAVERSE RUBBER SUPPLY	RUBBER HOSE FOR MBR CASSETTES
9/30/2013	4,231.50	WINDEMULLER ELECTRIC INC	TECHNICIAN FOR PLC PROGRAMMING/AUTOMATION SUPPORT
10/28/2013	4,595.62	AIRLEX SERVICE & SALES INC	GREAT LAKES AIR REFRIGERANT DRYER, MODEL # GRF-125A-116
10/31/2013	5,214.40	WINDEMULLER ELECTRIC INC	ELECTRICAL, COMPUTER AND TELEPHONE SERVICE AS NEEDED
11/20/2013	2,707.28	STANDARD ELECTRIC CO	REPAIR COAST GUARD PUMP- CRITICAL EQUIPMENT
11/26/2013	3,874.50	JGM VALVE CORP	MECHANICAL SEAL KIT FOR VAUGHN PUMP FROM DISTRIBUTOR IN PROTECTED TERRITORY (SOLE SOURCED)
12/5/2013	2,773.20	SEAL ANALYTICAL INC	REPAIR LABORATORY AUTO-ANALYZER
12/13/2013	5,718.24	STANDARD ELECTRIC CO	FLYGT NP3085190
12/19/2013	3,400.00		REPLACEMENT CONTROL BOARD FOR VARIABLE FREQUENCY DRIVE PUMP 4 FRONT STREET LS
12/19/2013	3,400.00	ALL PHASE ELECTRIC SUPPLY	REPAIR FRONT STREET LIFT STATION PUMP #4 VFD - CONTROL BOARD
2/4/2014	1,545.54	CORROSION FLUID PRODUCTS CORP	REPAIR PARTS FOR AIR DIAPHRAGM PRIMARY SLUDGE PUMPS
5/7/2014	3,845.00	ABI MECHANICAL	EMERGENCY REPAIR BACK PULSE LINE
5/21/2014	1,868.58	D&W MECHANICAL SYSTEMS INC	HVAC REPAIR
7/11/2014	1,695.00	HAMMERSMITH EQUIPMENT COMPANY INC	4" TRASH PUMP REPLACEMENT

**Fuel Power Cost Adjustment (FPCA)**  
**TVC Main Plant Power**  
**Contract Year Commences July 1**  
**2013-2014**  
**CY 2**

Period Covered	KWH Usage	FPCA	Current Charge	Baseline FPCA	Baseline Charge	Difference to Recover
JUN 25, 2013 - JUL 25, 2013	378,000	0.01200	\$4,536.00	0.01200	\$4,536.00	\$0.00
JUL 25, 2013 - AUG 26, 2013	405,300	0.01200	\$4,863.60	0.01200	\$4,863.60	\$0.00
AUG 26, 2013 - SEP 25, 2013	380,100	0.01200	\$4,561.20	0.01200	\$4,561.20	\$0.00
SEP 25, 2013 - OCT 25, 2013	388,500	0.01900	\$7,381.50	0.01200	\$4,662.00	\$2,719.50
OCT 25, 2013 - NOV 25, 2013	392,700	0.02335	\$9,169.55	0.01200	\$4,712.40	\$4,457.15
NOV 25, 2013 - DEC 26, 2013	405,300	0.02106	\$8,535.62	0.01200	\$4,863.60	\$3,672.02
DEC 26, 2013 - JAN 24, 2014	384,300	0.02665	\$10,241.60	0.01200	\$4,611.60	\$5,630.00
JAN 24, 2014 - FEB 25, 2014	411,600	0.02607	\$10,730.41	0.01200	\$4,939.20	\$5,791.21
FEB 24, 2014 - MAR 25, 2014	363,300	0.02598	\$9,438.53	0.01200	\$4,359.60	\$5,078.93
MAR 25, 2014 - APR 25, 2014	451,500	0.02916	\$13,165.74	\$0.01200	\$5,418.00	\$7,747.74
April 25, 2014-May 23, 2014	375,900	0.02857	\$10,739.46	\$0.01200	\$4,510.80	\$6,228.66
MAY 23, 2014 - JUN 25, 2014	422,100	0.03219	\$13,587.40	\$0.01200	\$5,065.20	\$8,522.20

**TOTAL** **\$49,847.40**  
**Total All** **\$53,898.26**

Power Cost Recovery (PCR)  
 Front Street Lift Station  
 Contract Year Commences July 1

Period Covered	Consumption	PCR	Current Charge	Baseline PCR	Baseline Charge	Difference to Recover
JUN 24, 2013 - JUL 25, 2013	21240	0.01196	\$254.00	0.01200	\$254.88	-\$0.88
JUL 25, 2013 - AUG 22, 2013	21060	0.01200	\$252.72	0.01200	\$252.72	\$0.00
AUG 22, 2013 - SEP 25, 2013	25500	0.01200	\$306.00	0.01200	\$306.00	\$0.00
SEP 25, 2013 - OCT 24, 2013	21180	0.01900	\$402.42	0.01200	\$254.16	\$148.26
OCT 24, 2013 - NOV 25, 2013	25380	0.02335	\$592.62	0.01200	\$304.56	\$288.06
NOV 25, 2013 - DEC 26, 2013	23040	0.02106	\$485.22	0.01200	\$276.48	\$208.74
DEC 26, 2013 - JAN 22, 2014	19080	0.02665	\$508.48	0.01200	\$228.96	\$279.52
JAN 22, 2014 - FEB 24, 2014	22740	0.02607	\$592.83	0.01200	\$272.88	\$319.95
FEB 24, 2014 - MAR 24, 2014	19920	0.02598	\$517.52	0.01200	\$239.04	\$278.48
MAR 24, 2014 - APR 23, 2014	26700	0.02916	\$778.57	0.01200	\$320.40	\$458.17
APR 23, 2014-MAY 23, 2014	24660	0.02857	704.54	0.01200	\$295.92	\$408.62
MAY 23, 2014 - JUN 24, 2014	21240	0.03219	\$683.72	0.01200	\$254.88	\$428.84
		#DIV/0!			\$0.00	\$0.00
<b>TOTAL</b>						<b>\$2,817.76</b>



1500 International Drive  
Spartanburg, SC 29303  
1.864.699.4482

Bill To: Accounts Payable  
400 Boardman Ave  
PO Box 692  
TRAVERSE CITY MI 49685

Remit to:  
Operations Management International  
Department 1267  
Denver, CO 80291-1267

Wiring Information:  
Wells Fargo Bank  
ABA Number: (Domestic Wires) 121000248  
Swift Number: (International Wires) WFBUS66  
Beneficiary Acct # 4159678291

Invoice	
NUMBER	59698
DATE	20-Aug-14
PURCHASE ORDER NUMBER	1 of 1
OUR REFERENCE	TCWWT
CUSTOMER NUMBER	439201.24
LOCATION NUMBER	33582

TERMS	NET 30	DUE DATE	19-Sep-14	INVOICE DESCRIPTION				
ITEM NO.				LIMITS	EXPENSES	%	COST/REBATE	EXTENDED AMOUNT
1				Operations, maintenance, and management services provided according to the terms of Amendment No. 1 to our Agreement dated July 1, 2012.				
2				Rebate/Invoice Calculation:				
3				Repairs	\$ 145,481.84	100%	\$30,481.84	\$30,481.84
4				Total Direct Costs	\$ 1,840,597.62	0%	\$0.00	\$0.00
				Electric	\$ 53,898.26	100%	\$53,898.26	\$53,898.26
SPECIAL INSTRUCTIONS				SUBTOTAL	\$64,380.10			
				TAX	\$0.00			
				SHIPPING HANDLING	\$0.00			
				TOTAL	\$64,380.10			\$64,380.10
				CURRENCY:	USD			



Board of Trustees Regular Meeting  
Minutes  
Thursday, August 21, 2014 at 5:30pm  
Interlochen Public Library  
9700 Riley Rd., Interlochen, MI 49643

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**1. Call to Order**

The meeting was called to order by President Kachadurian at 5:32pm. Present were Kachadurian (President), Gillman (Vice President), Beasley (Secretary), Streit (Treasurer), Marek, Jones, and Payne (Trustees). Also present were Parsons (Interim Director) and Carpenter (Staff).

Kachadurian thanked Interlochen Public Library for hosting the TADL board meeting.

**2. Approval of agenda**

Kachadurian requested an amendment to the agenda removing items 7b and 7c under New Business. Streit requested an amendment adding item 7f Schmuckal Gift, under New Business. It was MOVED by Beasley, and SUPPORTED by Gillman, to accept the agenda with the aforementioned New Business amendments. Motion CARRIED.

**3. Approval of minutes**

It was MOVED by Marek, and SUPPORTED by Streit, to approve both the regular board meeting minutes and the closed session meeting minutes of June 19, 2014, as distributed. Motion CARRIED.

**4. Public Comment**

Kachadurian opened the floor for public comment. There was none.

**5. Reports and Communications**

a. *Director Report*

A written report was provided by Lansdale.

b. *Financial Report*

Parsons reviewed the July 2014 revenue and expense reports with the following highlights:

- Revenues – As of July 31<sup>st</sup> TADL has received 96.7% of the estimated budget. Penal fines have been decreasing over the past years, however, this year GT County penal fines are up approximately \$18K over budget. Leelanau and Benzie County penal fines as well as State Aid have been received and will be reflected in the August financial report. Overdue fines are on track as budgeted. Overall revenues are good.
- Expenses – Salaries and associated expenses are at 51%, as expected. Information on new health insurance rates indicates the rates will go up slightly, but less than in years past. The MERS retirement fund contribution is currently 13.75% of covered payroll and is expected to increase to 14.6% in January of 2015.

Parsons also noted that the Technology Services Project implementation at Kalkaska County Library (KCL) has been completed and expenses are within budget. The new services are running smoothly and KCL is happy with them. We are now ready to move forward with the annual service contract.

c. *Member Library Reports*

- Renee Kelchak, Director of Interlochen Public Library (IPL), added to her written report included in the board packet that the IPL Friends annual meeting is scheduled for September 15 at 6pm; IPL will participate in the community's Autumn Festival; and there will be an infant massage class in September. Kelchak introduced architect, John Dancer, from Cornerstone Architects, who presented an overview of plans for a new building structure for Interlochen Public Library and Community Center.
- Julie Kintner, Director of Fife Lake Public Library, reported lots of new faces and card registrants throughout the summer. The new Summer Reading Club was a huge success and Kintner appreciated seeing patrons from all over the district coming to FLPL to work on fulfilling their expedition reading experience. The FLPL recently held a silent auction, which was well attended.
- Vicki Shurly, Director of Peninsula Community Library, reported registering 32 new patrons last month, a record month for PCL. July programs had 804 attendees. The TCAPS summer day camp students all participated in the Summer Reading program and incorporated library time into their daily schedules. Preliminary fundraising figures for the PCL Friends book sale are about \$5000 and the leftover books have been donated world-wide to agencies such as the local Father Fred Foundation and to a preschool in Nigeria.

d. *Committee Reports*

- Facilities and Services Committee – Did not meet in June or July.
- Finance Committee – Streit reported that the committee had met and decided to move some funds from long-term investments to CDs, which they considered to be safer and more liquid and also brought down asset management fees. The growing gap in unfunded pension liability is a concern and the committee is seeking an actuarial evaluation and solutions to reduce the gap. The committee is recommending the board consider millage renewal for 5, 8, and 10 years as a straight renewal request with no increase in operating funds in August, 2016, with November as a back-up millage request date.
- Personnel Committee – Gillman reported that the committee had met and discussed administration staffing levels. They are in an information gathering mode and the committee is unable to make any recommendations to the full board at this time.
- Policy Committee – Did not meet in June or July.

e. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President, reported that the Friends funded bussing to the library for area elementary students, and Lawrence was proud to accept a certificate of appreciation awarded by TCAPS. The Friends Board now has 12 members who are all very enthusiastic and Lawrence is hoping to create a renewed organization level and clearer reporting that will move the group forward

over the years to come. A new donor software program has been adopted to track donations and membership. A new orientation packet, including library information, by-laws, etc., has been created to give to new members. The Fall annual book sale is September 20<sup>th</sup> and 21<sup>st</sup>, with a pre-sale event on the 19<sup>th</sup>.

## 6. Old Business

### a. *East Bay Lease Agreement*

The terms of the East Bay Lease Agreement were accepted by the board at the February 20, 2014, board meeting. Since that date, and prior to final signatures by both parties, some old language has been updated which does not affect the material provisions of the contract as explained by Judson (Counsel). Judson recommended that those changes be reviewed and approved by the TADL board before signature. It was MOVED by Beasley, with SUPPORT from Jones, to approve the East Bay Lease Agreement as presented to the board. Motion CARRIED.

### b. *Special meeting with member library representatives to discuss contract plan*

Kachadurian noted that the purpose of the September 25<sup>th</sup> special meeting with member libraries is to find out what member libraries want and discuss what direction everyone wants to take in the next contract negotiations. He emphasized that it was intended to be a non-binding discussion only and that no action would be taken. The TADL representatives chosen by President Kachadurian for the ad hoc committee are Kachadurian, Beasley, and Streit. Following discussion, it was suggested by Counsel that the board approve the committee before proceeding further. It was MOVED by Gillman, with SUPPORT from Streit to accept the committee members chosen by President Kachadurian to attend the discussion meeting. Motion CARRIED, with a 'no' vote by Payne.

## 7. New Business

### a. *Bonus for Gail Parsons for her duties as Interim Director*

Bonus compensation for Parsons serving as Interim Director, as has been set by precedent when past Director McGuire retired, was referred to the Finance Committee to allow for a more informed recommendation to the full board.

### b. (item removed in agenda amendment)

### c. (item removed in agenda amendment)

### d. *Millage Proposal from Finance Committee and millage results – Finance*

After a lengthy discussion of the Finance Committee's millage renewal recommendations it was agreed that an August, 2016, millage request with a November, 2016, back-up date was preferred. As for the millage renewal length, points were made supporting each of the choices of 5, 8, or 10 years, and it was MOVED by Gillman, with SUPPORT from Marek to postpone that decision until after the September member library contract meeting, with the possibility of a decision at the October board meeting. Motion CARRIED.

### e. *Library Staff Salaries in Michigan public class 6 libraries*

The document was included in the board packet for information purposes only.

### f. *Schmuckal Gift*

Streit, current Finance Committee Chair, noted possible accounting issues with the \$100,000 Schmuckal gift to TADL. After an in depth discussion of the background and evolution of the gift to TADL from the Arthur and Mary Schmuckal Trust in late 2013, it

was determined that all the details of use intent when Lansdale accepted the gift were not yet fully known to the committee. Judson noted that he and Lansdale had met with the family in prior months and offered further assistance under the current retainer agreement to provide the board with a better understanding of the Schmuckals' intent behind the gift and TADL's legal ability to operate within those parameters.

It was MOVED by Streit, and SUPPORTED by Marek to refer the matter of the Schmuckal gift distribution back to the Finance Committee and to include Counsel in that meeting. Motion CARRIED.

Beasley, current Policy Committee chair, noted that a gifting policy would also be in order for this type of gift and MOVED, with support from Gillman, to refer a review the current gifting policy back to the Policy Committee. Motion CARRIED.

**8. Public Comment**

Kachadurian opened the floor for public comment. The following people addressed the board: George Galic, Traverse City and former TADL board trustee, felt the board should proceed with caution in regards to the Schmuckal gift money until further guidance by Counsel. Per the millage renewal request, Galic's preference was a 4 or 8 year straight renewal request and supported meeting with TADL member libraries prior to making a final millage decision; Pat Thompson, IPL Board President, welcomed everyone to IPL, noted that the Friends group provided the refreshments for the TADL board meeting introducing those members who were present, and thanked Parsons for her Interim Directorship; Shirley Murray, Long Lake Township and life member of the IPL Friends group, expressed her pride to the current and previous board members and well as Lansdale and Parsons for all the accomplishments TADL has made over the past few years and believes TADL is a great library.

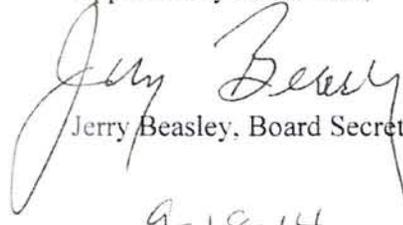
**9. Adjournment**

Upon a motion by Gillman, with support from Marek, President Kachadurian adjourned the meeting at 7:38pm.

Respectfully submitted,

  
Victoria Carpenter, Recording Secretary

Approved by board vote,

  
Jerry Beasley, Board Secretary

9-18-14  
Date



The City of Traverse City

## Communication to the City Commission

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FOR THE CITY COMMISSION MEETING OF OCTOBER 6, 2014

DATE: OCTOBER 2, 2014

FROM: <sup>50</sup>JERED OTTENWESS, CITY MANAGER

SUBJECT: PUBLIC COMMENT REQUEST – PAUL SOMA – TRAVERSE  
CITY AREA PUBLIC SCHOOLS

Attached is a reserved public comment request from Paul Soma, Traverse City Area Public Schools Interim Superintendent, to address the City Commission regarding “informational presentation regarding TCAPS non-homestead operating millage renewal.”

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

JJO/bcm

e-copy: Paul Soma, Traverse City Area Public Schools Interim Superintendent  
k:\tcclerk\city commission\public comment\reserved\_soma

The City of Traverse City

Office of the City Clerk

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



RECEIVED

AUG 07 2014

CITY OF TRAVERSE CITY  
CITY CLERKS OFFICE

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

Please Print or Type

I, PAUL A. SOMA, representing TRAVERSE CITY AREA PUBLIC SCHOOLS, pursuant to City Commission Rule 13 (see reverse side), request to be placed under "Public Comment - Reserved" on the Agenda of the Regular Meeting scheduled for Monday, OCTOBER 6, 2014.

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

I wish to address the Commission regarding the following matter:

INFORMATIONAL PRESENTATION REGARDING TCAPS  
NON-HOMESTEAD OPERATING MILLAGE RENEWAL.

8-4-14  
Date  
933-1727  
Daytime Phone  
somapa@tcaps.net  
E-mail

ROAJ  
Signature  
412 Webster St.  
Address  
Traverse City, MI  
City/Township

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

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