



Notice

City Commission Regular Meeting

7:00 pm

Monday, February 2, 2015

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published 01-29-2015

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

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

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

City Commission:
c/o Benjamin C. Marentette, CMC, City Clerk
(231) 922-4480
Email: tcclerk@traversecitymi.gov
Web: www.traversecitymi.gov
400 Boardman Avenue
Traverse City, MI 49684

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

Welcome to the Traverse City Commission meeting!

Agenda

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

Pledge of Allegiance

1. Roll Call

2. Consent Calendar

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the Commission; 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 City Commission meetings of January 20, 2015, and January 26, 2015. (Jered Ottenwess, Benjamin Marentette)

- b. Consideration of authorizing the sale of vehicles and equipment through an online auction service for public agencies, provided they have been declared surplus by the City Commission. (Approval recommended) (Jered Ottenwess, Dave Green)
- c. Consideration of terminating a specialized legal services agreement in connection with class action litigation and authorizing a replacement agreement to retain the attorney who has switched firms. (Approval recommended) (Jered Ottenwess, Lauren Tribble-Laucht) (5 affirmative votes required)
- d. Consideration of adopting a resolution approving the codification of previously-enacted ordinances so they may be included in the official compilation of ordinances, which is a housekeeping matter. (Adoption recommended) (Jered Ottenwess, Benjamin Marentette)
- e. Consideration of introducing an amendment to the Traverse City Code of Ordinances which would allow hard-edge barriers for sidewalk cafes to be anchored to the adjacent building with the building owner's permission as an alternative to the requirement for such barriers to be anchored into the sidewalk. (Introduction and schedule for possible enactment on February 17, 2015, recommended) (Jered Ottenwess, Benjamin Marentette)
- f. Consideration of introducing an amendment to the Traverse City Code of Ordinances which makes various housekeeping changes to the ordinance establishing the Brown Bridge Advisory Committee. (Introduction and schedule for possible enactment on February 17, 2015, recommended) (Jered Ottenwess)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Consideration of approving the design, phasing and project budget for the Traverse City Public Pier Project. (Jered Ottenwess, Russell Soyring)
- b. Consideration of authorizing an agreement for the 2015 Water Treatment Plant Monitoring and Control Improvements Project, authorizing a related contingency and an amendment to an existing agreement to provide for construction administration services. (Jered Ottenwess, Timothy Lodge, Dave Green) (5 affirmative votes required)

4. New Business

- a. Consideration of authorizing an agreement for a feasibility and conceptual design study to complete a Union Street Dam Betterment Plan. (Jered Ottenwess, Timothy Lodge)
- b. Consideration of a request from Commissioner Carruthers for the City Commission to consider adopting a resolution recognizing the second Monday in October as Indigenous Peoples Day, which does not remove its designation by the United States government as Columbus Day. (Commissioner Jim Carruthers)

5. Appointments

- a. Consideration of appointing an ad hoc interview committee to make a recommendation regarding appointment to the Election Commission. (Jered Ottenwess, Katie Stroven)

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. Report from the Code Enforcement Officer for October-December 2014.
 - 3. Capital Improvement Program Quarterly Project Update from the Planning Director and City Engineer dated January 26, 2015.
 - 4. Minutes of the Traverse City Light and Power Board meeting of December 9, 2014.
- e. Reports and correspondence from non-City officials.
 - 1. Monthly Operations Report from CH2M Hill for the Wastewater Treatment Plant for December 2014.
 - 2. Minutes of the Traverse Area District Library Board of Trustees meeting of December 18, 2014.

7. Public Comment

- a. Reserved.

None.

- b. General.

- c. Mayor and City Commissioners.

8. Adjournment

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

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The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF FEBRUARY 2, 2015

DATE: JANUARY 29, 2015

FROM: ^{JO}JERED OTTENWESS, CITY MANAGER

SUBJECT: MINUTES

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

- January 20, 2015, Regular Meeting
- January 26, 2015, Study Session

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

that the minutes of the January 20, 2015, Regular Meeting and January 26, 2015, Study Session, be approved.

JJO/kes

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**Minutes of the
City Commission for the City of Traverse City**

Regular Meeting

January 20, 2015

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 Barbara D. Budros, James Carruthers, Jeanine Easterday, and Ross Richardson.

The following Commissioners were absent: Gary L. Howe and Tim Werner.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

There being no objection, Mayor Michael Estes referred Agenda Item 4(c) to a future meeting.

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

2. Consent Calendar

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

- a. the minutes of the January 5, 2015, Regular Meeting and January 12, 2015, Study Session, be approved.
- b. the City Clerk be authorized to issue a Major Street Use Permit to the National Cherry Festival for the 2015 Traverse City Winter Comedy Arts Festival, for the closure of Front Street between Park and Cass Streets, as

outlined in the City Clerk's January 13, 2015, communication.

- c. the Mayor, Police Chief and City Treasurer/Finance Director execute the Byrne Memorial Justice Assistance Grant (Byrne JAG) Program Subcontract to accept funds in the amount of \$8,000 and provide matching funds in the same amount, for Traverse Narcotics Team Funding, with matching funds available in the Police Department Budget.
- d. that various revolvers and hand gun parts as outlined in the January 5, 2015, communication from the Chief of Police be declared surplus and authorized for sale.
- e. Removed from the Consent Calendar.
- f. the Mayor and City Clerk execute a Permission of Encroachment Agreement with Big Olives 2, LLC, which authorizes an approximately 2.25' encroachment over the right-of-way at 101 North Park Street for the installation of a sign by Hatlem Churchill and authorizes the City Manager to approve the installation of future signs provided they are within the scope of the encroachment, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney; and that the December 5, 2011, City Commission action authorizing a Permission of Encroachment Agreement with Wet Mitten Surf Shop be superseded.
- g. the City Commission waive competitive bidding as being in the best interest of the City and authorize a Service Order for professional GIS services to InfoGeographics at a not to exceed cost of Twenty-Two Thousand, Eight Hundred Eighty dollars (\$22,880), with funding to come from the GIS Fund through cost savings realized by the delay in hiring a GIS Administrator.
- h. the City Manager be authorized to issue a purchase order to Douglass Safety Systems, in the amount of \$9,620 for the purchase of an ISG-X380 Thermal Imager package, with funds available in the 2014-2015 Capital Outlay budget for the Fire Department.
- i. the City Manager be authorized to issue a confirming purchase order in the amount of \$17,337.50 to Brenner Oil Co. for 10,000 gallons of dyed #2 diesel fuel without additives priced at \$1.73375 per gallon with funds available in the Garage Fund.

- j. the independent auditors report as provided by representatives of Abraham and Gaffney for Fiscal Year 2013-2014, which ended June 30, 2014, be accepted.

CARRIED unanimously (Howe and Werner absent)

Items removed from the Consent Calendar

a.

Consideration of extending the loan from the Economic Development Fund related to the Duncan L. Clinch Marina Improvement Project and removing Traverse City Light and Power as the other loan source.

The following addressed the Commission:

Jered Ottenwess, City Manager

William Twietmeyer, City Treasurer/Finance Director

Moved by Budros, seconded by Easterday that the City Commission authorize the advance of \$1,075,000 from the Economic Development Fund to the Marina Fund; and that this advance of \$1,075,000 shall be paid back over a five-year period at the rate of 1.45%; and that this advance of \$1,075,000 shall be reflected as a Long-Term Advance to Other Funds on the Economic Development Fund balance sheet and reflected as an Advance from Other Funds of \$1,075,000 on the Marina Fund balance sheet.

Roll Call:

Yes – Carruthers, Easterday, Budros, Estes.

No – Richardson.

FAILED. (5 affirmative votes required) (Howe and Werner absent)

3. Old Business

3(a).

Consideration of introducing an amendment to the Traverse City Code of Ordinances, Public Art, Chapter 299, as recommended by the Downtown Development Authority Board of Trustees.

The following addressed the Commission:

Jered Ottenwess, City Manager
Lauren Tribble-Laucht, City Attorney

Moved by Easterday, seconded by Budros, that an amendment to the Traverse City Code of Ordinances, *Public Art*, Chapter 299, which would establish an Arts Commission and certain guidelines for placement of public art in Traverse City as recommended by the Downtown Development Authority Board of Trustees, be introduced and scheduled for possible enactment on February 17, 2015.

Michael Jackson, 217 Sixth Street – expressed support
Marcia Bellinger, 8485 South West Bay Shore Drive – expressed support
Brian Haas, 227 East Tenth Street – made general comments
Deb Lake, 1122 Lake Ridge Drive – expressed support
Eugene Jenneman, Dennon Museum Executive Director, 177 Mathison Road, Peninsula Township – expressed support
Chuck Judson, 6861 Franklin Woods Drive, Peninsula Township – expressed support
Mary Bevans Gillett, 1800 Wayne Street – expressed support

CARRIED unanimously. (Howe and Werner absent)

4. New Business

4(a).

Consideration of authorizing a lease for use of space at the Carnegie Building for the Youth Art Show.

Moved by Easterday, seconded by Richardson, that the Mayor and City Clerk be authorized to execute a Lease Agreement with the Crooked Tree Arts Council, Inc. for the use of the Cornwell Addition of the Carnegie Building for the purpose of a Youth Art Show from February 1, 2015 through February 28, 2015, such lease subject to approval as to its substance by the City Manager, and as to its

form by the City Attorney.

CARRIED unanimously. (Howe and Werner absent)

4(b).

Consideration of a resolution requesting street lighting funding participation from Traverse City Light and Power for the 2015 West Front Street Reconstruction Project.

The following addressed the Commission:

Jered Ottenwess, City Manager
Timothy Lodge, City Engineer
Nate Elkins, Influence Design Forum

Moved by Carruthers, seconded by Richardson, that the Resolution Requesting Street Lighting Funding Participation from Traverse City Light and Power for the 2015 West Front Street Reconstruction Project to provide \$652,000 in funding for street lighting improvements as part of the project, be adopted.

Roll Call:

Yes – Carruthers, Easterday, Richardson Estes.

No – Budros.

CARRIED. (Howe and Werner absent)

5. Appointments

5(a).

None.

6. Reports and Communications

The following were received and filed:

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

- b. Announcements from the Deputy City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 - 1. Reports from members of the Commission serving on boards.
 - 2. Quarterly Financial Report from the City Treasurer/Finance Director for the first quarter which ended September 30, 2014.
 - 3. Minutes of the Human Rights Commission meeting of November 10, 2014.
 - 5. Minutes of the Act 345 Retirement System Board meeting of November 19, 2014.
 - 4. Minutes of the Planning Commission meeting of December 2, 2014.
 - 5. Annual Report of the Planning Commission for 2014.
- e. Reports and correspondence from non-City officials.
 - 1. Fractile Emergency Response Reports from North Flight for December, 2014.

7. Public Comment

The following addressed the Commission:

- 1. Reserved.

None.

- 2. General.

Timothy Grey, 123 ½ East Front Street

Margaret Patchin, 878 Centre Street
Randy Day, 820 Boon Street
Angeline Antoine, No address given
Steve Perry, 5515 Bunker Hill Road, Acme Township
Tonia Bailey, No address given
Mark Wilson, 826 Bates Street

3. Mayor and City Commissioners.

Commission Jeanine Easterday
Mayor Pro Tem Barbara Budros
Commissioner Ross Richardson
Commissioner Jim Carruthers

There being no objection, Mayor Michael Estes declared the meeting adjourned at 8:17 pm.



Katelyn Stroven
Deputy City Clerk

Approved: _____, _____
(Date) (Initials)



Minutes of the
City Commission for the City of Traverse City
Study Session
January 26, 2015

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

The following Commissioners were absent: None.

Mayor Michael Estes presided at the meeting.

1.

Discussion regarding allocation of Brown Bridge Trust Parks Improvement Fund.

The following addressed the Commission:

Jered Ottenwess, City Manager
Lauren Tribble-Laucht, City Attorney

2.

Discussion regarding budget priorities for the Fiscal Year 2015/2016 Budget.

The following addressed the Commission:

Jered Ottenwess, City Manager

3.

Public comment.

The following addressed the Commission:

Lauren Vaughn, Parks and Recreation Superintendent
Larry Gerschacher, 925 Kelley Street
Justin Reid, 630 Cottageview Drive, Apartment 1B
Commissioner Ross Richardson
Commissioner Jeanine Easterday

There being no objection, Mayor Michael Estes declared the meeting adjourned at 8:23 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 FEBRUARY 2, 2015

DATE: JANUARY 29, 2015

FROM: ^{JD} JERED OTTENWESS, CITY MANAGER

SUBJECT: SALE OF SURPLUS VEHICLES AND GARAGE DIVISION
EQUIPMENT

Attached is a memo from Director of Public Services Dave Green recommending the City Commission authorize staff to sell vehicles and Garage Division equipment declared surplus by the Commission through an online auction service. As indicated by Mr. Green, the online auction service would retain up to 10% of the sales price. If the City ever elected to utilize a different service, we could simply stop using this service – we are not ‘locked in’ to using the service for a specified period of time.

I recommend the following motion:

that the City Commission approves the use of Public Surplus online auction service for the sale of vehicles and Garage Division equipment that has been declared surplus by the Commission, with Public Surplus to retain up to 10% of the sale price as compensation.

JJO/bcm

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copy: Dave Green, Director of Public Services

Memorandum

The City of Traverse City
Department of Public Services



TO: Jered Ottenwess, City Manager
FROM: Dave Green, DPS Director *DG*
DATE: January 26, 2015
SUBJECT: Sale of Surplus Rolling Stock and Equipment via Internet Auctions

As you are aware, we have been discussing the option of holding Internet Auctions as a means to sell surplus vehicles and/or equipment that the Garage Division collect's as replacements are purchased. Currently, surplus vehicles and equipment are stored in the yard until such time as a big City wide auction would be held, taking up a lot of time and causing extra work for the DPS staff. An internet auction is ongoing so as you acquire items you can immediately post them on line for sale eliminating the "junk yard" look at our facility and getting the proceeds from the sale back into the Garage fund for future use. The Internet Auctioneer will charge a seller's fee to the buyer in an amount not to exceed 10% of the sale price which is a pretty standard fee in the business.

We have researched numerous sites and believe Public Surplus is the best candidate because they offer their services to only public agencies that join through a registration process. Various local governmental agencies currently use this site, including the Grand Traverse County Sheriff's Department, the City of Marquette and TBAISD to name a few. We would like to begin selling our surplus rolling stock and equipment on this web site and ask that you help me follow the proper steps in order to allow us to do so. Everything that we end up selling using this process will have been declared surplus via City Commission action, typically when a replacement vehicle or piece of equipment is purchased.

If you go to the website, www.publicsurplus.com you can read through the process to register.

Please request City Commission approval to allow surplus City vehicles and equipment to be sold through an online auction service, particularly, Public Surplus, including charging a seller's fee to the buyer in the amount not to exceed 10% of the sale price of any City owned surplus vehicle or equipment.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF FEBRUARY 2, 2015

DATE: JANUARY 29, 2015

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: LEGAL SERVICES AGREEMENT – CLASS ACTION
LITIGATION

Attached is a memo from City Attorney Lauren Tribble-Laucht recommending the City Commission terminate the previously-authorized legal services agreement associated with price fixing of automotive wire harnesses. As indicated by the City Attorney, the attorney who has been providing the services has switched firms; and we recommend authorizing a replacement agreement with the new firm.

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

that the City Attorney be authorized to take the steps necessary to terminate the Agreement for Legal Services with Green & Noblin PC for legal services associated with the City's claims of price fixing of wire harnesses (authorized March 17, 2014); and that the Mayor and City Clerk execute an Agreement for Legal Services with Block & Leviton LLP for legal services associated with the City's claims of price fixing of wire harnesses against affiliated wire harness systems and related product manufacturers under the terms provided in the Agreement for Legal Services dated March 24, 2014, with Green & Noblin PC provided that such representation is at no cost to the City, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

JJO/bcm

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Memorandum

The City of Traverse City



TO: City Commission

COPY: Jered Ottenwess, City Manager

FROM: Lauren Tribble-Laucht, City Attorney *LJL*

DATE: January 27, 2015

SUBJECT: Legal Services Agreement

As you are aware the City Commission approved an Agreement for Legal Services with the firm of Green & Noblin PC at its meeting of March 17, 2014. This agreement allowed the firm to represent the City in class action litigation regarding price fixing of automotive wire harnesses, with no cost for legal services to the City. Since that time this Office has been working closely with Lesley Weaver, formerly of Green & Noblin PC, regarding this matter. Ms. Weaver recently notified me that she has changed law firms and is now a partner with the firm of Block & Leviton LLP. Since Ms. Weaver has been the primary attorney working on this matter for the City, I recommend the City terminate the agreement with Green & Noblin PC (dated March 24, 2014) and enter into a new agreement with Block & Leviton LLP under the same terms and conditions in order to continue working with Ms. Weaver. If the Commission wishes to carry out this recommendation the following motion would be appropriate:

That the City Attorney be authorized to take the necessary steps to terminate the Agreement for Legal Services with Green & Noblin PC dated March 24, 2014 and the Mayor and City Clerk execute an Agreement for Legal Services with Block & Leviton LLP for representation by that firm of the City as a plaintiff in regard to the City claims of price fixing of wire harnesses against affiliated wire harness systems and related product manufacturers under the terms provided in the Agreement for Legal Services dated March 24, 2014 with Green & Noblin PC, provided that such representation is at no cost to the City of Traverse City and subject to approval as to form by the City Attorney and as to substance by the City Manager.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF FEBRUARY 2, 2015

DATE: JANUARY 29, 2015

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: CODIFICATION RESOLUTION

Attached is a resolution which will approve the codifying of various ordinances that have been previously enacted by the City Commission. This is a housekeeping matter that allows the amendments to be placed in proper format for insertion into the official compilation of ordinances.

I recommend the following motion:

That the Resolution Approving the Editing and Inclusion of Certain Ordinances as Part of the Various Component Codes of the Codified Ordinances, be adopted.

JJO/kes

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RESOLUTION APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PART OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES.

WHEREAS, the City Clerk has completed another updating of the Codified Ordinances of the City; and

WHEREAS, City Charter Section 34 requires by resolution a general revision and compilation of ordinances; and

WHEREAS, various ordinances of a general and permanent nature have been passed by the City Commission since the date of the last updating of the Codified Ordinances of the City;

THE CITY OF TRAVERSE CITY ORDAINS:

1. That the editing, arrangement and numbering or renumbering of the following ordinances and parts of ordinances are hereby approved as parts of the various component codes of the Codified Ordinances of the City, so as to conform to the classification and numbering system of the Codified Ordinances:

<u>Ord. No.</u>	<u>Eff. Date</u>	<u>C.O. Section</u>	<u>Brief description</u>
998	7/17/2014	1320.07	Emergency Shelter Definition
999	7/17/2014	1364.01	Transitional Housing and Emergency Shelter Special Land Use Permit Review
1000	7/17/2014	1364.08	Transitional Housing and Emergency Shelter Special Land Use Permit Review
1001	7/17/2014	1338.02	Transitional Housing and Emergency Shelter Special Districts
1002	7/17/2014	1340.02	Transitional Housing and Emergency Shelter Special Districts
1003	7/17/2014	1342.02	Transitional Housing and Emergency Shelter Special Districts
1004	7/17/2014	1344.02	Transitional Housing and Emergency Shelter Special Districts
1005	7/17/2014	1347.02	Transitional Housing and Emergency Shelter Special Districts
1006	7/17/2014	1356.02	Transitional Housing and Emergency Shelter Special Districts
1007	7/17/2014	1358.02	Transitional Housing and Emergency Shelter Special

			Districts
1008	7/31/2014	834.06	Redevelopment Liquor License Clarification
1009	8/14/2014	1020.07, 1020.08	Sidewalk Café Regulation Changes
1010	9/12/2014	1320.07	Recreational Facility Definition Amendment and Elimination of the Definition of Mechanical Amusement Arcades
1011	1/5/2015	484.02, 484.03, 484.04	Parking Meter Clarifications

2. That all ordinances or parts thereof which are in conflict or inconsistent with any provision of the Codified Ordinances are hereby repealed as of the effective date of these ordinances except as follows:

- (a) The enactment of such sections and subsections shall not be construed to affect a right or liability accrued or incurred under any legislative provision prior to the effective date of such enactment, or an action or proceeding for the enforcement of such right or liability. Such enactment shall not be construed to relieve any person from punishment for an act committed in violation of any such legislative provision, nor to affect an indictment or prosecution therefore. For such purposes, any such legislative provision shall continue in full force notwithstanding its repeal for the purpose of revision and re-codification.
- (b) The repeal provided above shall not affect any legislation enacted subsequent to February 2, 2015.

The effective date of this Resolution shall be February 2, 2015.

I hereby certify that the above Resolution was adopted by the Traverse City City Commission at its regular meeting held on February 2, 2015, in the Commission Chambers, Governmental Center, 400 Boardman, Traverse City, Michigan.

Benjamin C. Marentette, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF FEBRUARY 2, 2015

DATE: JANUARY 29, 2015

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: SIDEWALK CAFÉ ORDINANCE – ANCHORING SYSTEM FOR BARRIER

Attached is a memo from City Clerk Benjamin Marentette recommending the Commission amend the Sidewalk Café Ordinance to allow the required barrier for Sidewalk Cafés to be attached to the adjacent building with the building owner's permission. This would provide an alternative to anchoring the barrier into the sidewalk.

I recommend the following motion:

that an amendment to the Traverse City Code of Ordinances, *Amendment to Sidewalk Café Ordinance Anchoring System Requirement*, Sections 1020.07, and 1020.08, which would allow the required barrier surrounding a sidewalk café to be anchored into the adjacent building with the building owner's permission as an alternative to anchoring the barrier into the sidewalk, be introduced and scheduled for possible enactment on February 17, 2015.

JJO/bcm

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Copy: Rob Bacigalupi, Downtown Development Authority Executive Director
Russ Soyring, City Planning Director
Timothy Lodge, City Engineer

Memorandum

The City of Traverse City



TO: Jered Ottenwess, City Manager

COPY: Penny Hill, Assistant City Manager/ADA Coordinator

FROM: Benjamin Marentette, City Clerk *(Signature)*

DATE: Tuesday, January 27, 2015

SUBJECT: SIDEWALK CAFES – REQUIRED ANCHORING OF HARD-EDGE BARRIER

As I indicated in my January 27 email to you, which you forwarded to the City Commission, substantive changes to the Sidewalk Café Ordinance go into effect this season. The key changes are that all cafes must ensure there is a five foot clear pedestrian pathway, including trees, grates, etc. To ensure the clear pathway, cafes must install a hard-edge barrier anchored into the sidewalk. The requirement for the barrier can be waived if Assistant City Manager / ADA Coordinator Penny Hill determines the barrier is not necessary for maintaining the five foot clear zone.

When the City Commission Ad Hoc Committee deliberated these changes that were ultimately enacted by the City Commission, I understood the purpose of requiring the barrier be anchored into the sidewalk to be so that it would not move. In some cases, anchoring a barrier into the sidewalk could be problematic – for example if there is a snow melt system within the sidewalk. Therefore, as an alternative, I recommend that the cafes be allowed to anchor the barrier into the adjacent building with the building owner's permission. This should accomplish the goal of ensuring the barrier doesn't move, while providing some flexibility in terms of method.

Attached is an ordinance amendment which would implement this recommendation. As always, please let me know if you have any questions.

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____

Effective date: _____

TITLE: AMENDMENT TO SIDEWALK CAFÉ ORDINANCE ANCHORING SYSTEM REQUIREMENT

THE CITY OF TRAVERSE CITY ORDAINS:

That Chapter 1020, *Streets*, of the Traverse City Code of Ordinances, be enacted/amended to read in its entirety as follows:

1020.01 STREET MAP.

- (a) Adoption. All streets shall be known and designated by the names applied thereto, respectively, on the map of the City filed with the City Clerk, which map is hereby adopted and made a part of this section by reference. The naming of any new street or the changing of the name of any street shall be done by resolution, which resolution shall amend the map.
- (b) Vacated Streets. Vacated portions of streets and alleys shall be shown on the map. The vacating of any street or alley shall be done by resolution, which resolution shall amend the map. (1976 Code Sec. 9.01)

1020.02 VACATING.

- (a) Resolution. When the City Commission deems it advisable to vacate, discontinue or abolish any street, alley, public ground or part thereof, it shall by resolution so declare, and in the same resolution shall appoint a time, not less than four weeks thereafter, when it will meet and hear objections to such action.
- (b) Notice. Notice of such meeting, with a copy of the resolution, shall be published in the official newspaper three times, at least one week apart, before the time appointed for such meeting. Notice of such meeting shall also be mailed to all abutting property owners, based on current assessment records, at least seven days prior to such meeting.
- (c) Objections. Objections to such proposed action of the Commission may be filed with the City Clerk, in writing, and if any objection is filed, the street, alley, public ground or any part thereof shall not be vacated or discontinued, except by a concurring vote of five members of the Commission.
- (d) Fee. Before any action is taken as provided in this section, the party proposing, recommending or petitioning for the vacation, discontinuance or abolishment of any street, alley, public ground or part thereof shall pay to the City Treasurer a fee as fixed from time to time by resolution of the City Commission. Under no condition shall such fee or any part thereof be refunded for failure of such vacation, discontinuance or abolishment to be approved by the City Commission.

(1976 Code Sec. 9.02; Ord. 12. Passed 2-21-77; Ord. 39. Passed 11-7-77; Ord. 322. Passed 12-16-91.)

1020.03 OBSTRUCTIONS.

- (a) Prohibitions. No person shall encumber, obstruct or endanger the proper use of any street, sidewalk or alley.
- (b) Liability. Any person having the care, either as owner or occupant, of any premises bordered by a public street or alley shall be liable to the City for any legal liability that may be adjudged against the City as a result of the placing of obstructions of any nature in the public street or alley by such person.

(1976 Code Sec. 9.04)

1020.04 PLAYING IN STREETS AND ALLEYS; TOY VEHICLES.

- (a) No person shall play ball or any other game upon any public street or alley.
- (b) No person upon roller skates or riding any coaster, toy vehicle or similar device shall go upon any roadway except while crossing a street on a crosswalk. (1976 Code Sec. 9.06)
- (c) A person who violates this section is responsible for a civil infraction.

(Ord. No. 410. Passed 12-19-94).

1020.05 CLOSING STREETS; PERMIT REQUIRED.

No person other than a police officer or firefighter shall close any street without a permit. A person who violates this section is responsible for a civil infraction.

(1976 Code Sec. 9.18. Ord. 411. Passed 12-19-94.)

1020.06 MATERIALS OVERHANGING STREETS.

- (a) In General. No person shall suspend or support any article which will overhang any portion of a public street or alley, except as provided in these Codified Ordinances or except as authorized by written permission in the sound discretion of the City Commission.
- (b) Ropes and Pulleys. No person shall raise anything from or lower anything to any street, alley or public place by means of a rope, chain, pulley or similar device without first obtaining a permit therefor from the City Engineer. Protection for pedestrians using the street or alley shall be provided. A bond in an amount determined by resolution of the City Commission shall be posted with the City Engineer.
- (c) Awnings. No person shall install any awning overhanging any public street or alley unless such awning is of a type that will permit rolling up, elevating or otherwise withdrawing at will or unless authorized by written permission in the sound discretion of the City Commission. No awning shall have less than seven feet of clearance between its lowest projection and the surface of the public street or alley, nor shall it project into the street or alley more than nine feet from the lot line of the premises adjacent thereto.
- (d) Poles and Wires. No person, other than a recognized public utility company, shall place or remove any pole or string or remove any wire in the public streets or alleys without first obtaining a permit therefor from the City Engineer. The issuance of such permit shall be contingent upon the requirement that the placement of such pole or wire shall not be detrimental to the public safety and that the amount of tree trimming required shall be held to a minimum. A bond in an amount determined by resolution of the City Commission shall be posted with the City Engineer to protect the City and the public from damages from such operation.
- (e) Violation. A person who violates this section is responsible for a civil infraction.

(1976 Code; Adopting Ordinance; Ord. 412. Passed 12-19-94. Ord. No. 434. Passed 2-5-96.)

1020.07 SIDEWALK CAFE PERMITS.

(a) Permit Conditions. The City Clerk may issue to an adjacent food service establishment a revocable sidewalk cafe permit to occupy a portion of adjacent City right-of-way to place tables and chairs, planters and windscreens adjacent to the tables and chairs in conjunction with selling and consuming food and beverages under the following terms and conditions:

(1) Prohibitions. The occupancy must not:

- A. Interfere with the use of the right-of-way for pedestrian or vehicular travel.
- B. Unreasonably interfere with the view, access to, or use of property adjacent to said street.
- C. Reduce the pedestrian travel area of any sidewalk to less than (4) feet in width; a clear linear path at least four (4) feet in width must be maintained at all times; and effective April 1, 2015, not reduce the pedestrian travel area of any sidewalk to less than five (5) feet in width; a clear linear path at least five (5) feet in width shall be maintained at all times. The pedestrian travel area shall not include trees, bushes, walls, parking meters, fire hydrants, tree grates or any other fixtures permanently located in the right-of-way.
- D. Cause damage to the street or sidewalk or to trees, benches, landscaping, or other objects lawfully located in the right-of-way. The sidewalk anchoring system to secure an item in the sidewalk shall be approved by the City Engineer in writing prior to installation. Anchoring systems secured to adjacent buildings and approved by the building owner, do not require approval by the City Engineer.
- E. Cause a violation of any state or local laws.
- F. Be used for off-premises advertising. All signs must conform to the Sign Ordinance.
- G. Conceal or detract from the appearance of landscaping features in or adjacent to the street.
- H. Be in or adjacent to property zoned exclusively for residential purposes.
- I. Be attached to or reduce the effectiveness of or access to any utility pole, sign or other traffic control device.
- J. Cause increased risk of theft or vandalism.
- K. Violate regulations adopted by the City Manager pursuant to this Code.
- L. Serve alcohol unless the business holds a Sidewalk Café with Alcohol Permit issued by the City Clerk.
- M. Leave any furniture or equipment associated with the Sidewalk Café on public property when the café is not in operation. This subsection shall be effective April 1, 2015.
- N. May not operate beyond 11 p.m.

- (2) Notice. Notice to the adjacent property owners or occupants on both sides of the applicant's property shall be required before issuing a permit to occupy any right-of-way area between the edge of the vehicle use area of the right-of-way and the right-of-way property line. Said notice should include an enumeration of the conditions or rights provided under Section 1020.07(1) of this Code.
- (3) Fee. Prior to the issuance of a permit, a fee in an amount established by resolution of the City Commission shall be paid to the City Clerk. This fee shall be tripled if any such occupancy occurred prior to the issuance of a permit.
- (4) Insurance. The Permittee shall show proof of and maintain comprehensive general liability insurance and have the City as an additional named insured. The amount of such insurance shall be determined by the City Clerk.
- (5) Waste. Any holder of a Sidewalk Café Permit shall be responsible for the proper disposal of all waste associated with their Sidewalk Café occupancy and shall ensure that the waste is removed on a daily basis.
- (6) Food Service Establishment. Food service establishment shall be defined in accordance with its meaning in the Food Law of 2000, as amended. MCLA 289.1101.
- (7) Regulations. The City Manager may adopt an executive order controlling the occupancy pursuant to a sidewalk cafe permit.
- (8) Site Plan and Barrier Requirement. A site plan shall be submitted with the application showing where a barrier will be placed to maintain an unobstructed foot path five (5) feet wide for pedestrians at all times, to ensure compliance with the Americans with Disabilities Act. A barrier shall delineate the sidewalk café and generally be 36" in height and be approved by the City Planning Director. Barriers shall be anchored to the sidewalk upon approval by the City Engineer; alternatively, barriers can be anchored to the adjacent building with the building owner's approval. The placement of any required barriers shall be marked on the sidewalk by the Code Enforcement Officer and shall include ~~the sidewalk an~~ anchoring system ~~approved by the City Engineer;~~ the barrier shall be such that it is sufficient to ensure compliance with the approved site plan. The barrier shall be removed when the business closes each day. If the city's ADA Coordinator determines that existing conditions are such that a barrier is not required to maintain an unobstructed foot access path at least five (5) feet wide for pedestrians, the requirement for the barrier may be waived by the city's ADA Coordinator. This subsection shall be effective April 1, 2015.
- (9) Compliance with Approved Site Plan. The café shall, at all times, comply with the approved site plan.
- (b) Duration. Permits shall be for the period of April 1 to November 1 for the year in which granted.
- (c) Display. A permit shall only be valid if displayed in a manner visible to the public.
- (d) Permit Revocation. Any permit may be revoked by the City Clerk upon a finding that the occupancy does not meet the standards of this Code, any other provisions of this Code, or other applicable law or regulation, or that the right-of-way is needed for other street or utility purposes. Upon such revocation, the fee paid for any period after termination of the street occupancy shall be refunded.

- (e) Appeal. Persons who are refused a permit or have had their permit revoked may request in writing a hearing on that determination before the City Manager. The decision of the Manager may be appealed to the City Commission. Requests for a hearing or an appeal must be made within five (5) days of the questioned decision.
- (f) Non-renewal of permit. If a permit holder has two (2) or more violations in a permit year, the City Clerk shall not renew the permit the following permit year.
- (g) Appearance Tickets. The Police Chief and the appointed officers of the Police Department, or such other officials as are designated by the City Manager, are hereby authorized to issue and serve appearance tickets with respect to a violation of this chapter pursuant to Section 1 of Act 147 of the Public Acts of 1968, as amended (MCLA 764.9c(2); MSA 28.868(3)(2)). Appearance tickets shall be in such form as determined by the City Attorney and shall be in conformity with all statutory requirements.
- (h) Violations. A person who violates this section is responsible for a civil infraction. (Ord. 368. Passed 8-16-93. Ord. 539. Passed 7-16-01. Ord. 570. Passed 7-1-02. Ord. 658. Passed 12-6-04 Ord. 700. Passed 4-3-06. Ord. 1009. Passed 8-4-14.)

1020.08 SIDEWALK CAFÉ WITH ALCOHOL PERMIT.

- (a) Permit Conditions. The City Clerk may issue to a food service establishment a revocable Sidewalk Café with Alcohol Permit to occupy a portion of adjacent City right-of-way to place tables and chairs, planters and windscreens in conjunction with selling and consuming food and alcoholic beverages, provided the following terms and conditions are met:
 - (1) May not operate beyond 11 p.m.
 - (2) Service of alcohol at the Sidewalk Café does not violate any state, federal or local laws, promulgated rules, or policies or executive orders of the city.
 - (3) A barrier shall surround the sidewalk café; it shall be approved by the City Planning Director, generally be 36" in height, and shall be removed when the establishment closes each day.
 - (4) A site plan shall be submitted with the application showing where a barrier will be placed to maintain an unobstructed foot path five (5) feet wide for pedestrians at all times, to ensure compliance with the Americans with Disabilities Act. Barriers shall be anchored to the sidewalk upon approval by the City Engineer; alternatively, barriers can be anchored to the adjacent building with the building owner's approval. The placement of any required barriers shall be marked on the sidewalk by the Code Enforcement Officer and shall include the sidewalk an anchoring system approved by the City Engineer; the barrier shall be such that it is sufficient to ensure compliance with the approved site plan. The barrier shall be removed when the business closes each day. If the city's ADA Coordinator determines that existing conditions are such that a barrier is not required to maintain an unobstructed foot access path at least five feet wide for pedestrians, the requirement for the barrier may be waived by the city's ADA Coordinator. This subsection shall be effective April 1, 2015.
 - (5) The business must post a sign in a prominent location that is one (1) square foot that indicates, "No beverages beyond the barrier of this Sidewalk Café." Specifically, the sign shall be posted within the perimeter of the Sidewalk Cafe.
 - (6) Prohibitions. The occupancy must not:

- A. Interfere with the use of the right-of-way for pedestrian or vehicular travel.
 - B. Unreasonably interfere with the view, access to, or use of property adjacent to said street.
 - C. Reduce the pedestrian travel area of any sidewalk to less than four (4) feet in width; a clear linear path at least four (4) feet in width must be maintained at all times. Effective April 1, 2015, the occupancy must not reduce the pedestrian travel area of any sidewalk to less than five (5) feet in width; a clear linear path at least five (5) feet in width must be maintained at all times. The pedestrian travel area shall not include trees, bushes, walls, parking meters, fire hydrants, tree grates or any other fixtures permanently located in the right-of-way.
 - D. Cause damage to the street or sidewalk or to trees, benches, landscaping, or other objects lawfully located in the right-of-way. The sidewalk anchoring system to secure an item in the sidewalk shall be approved by the City Engineer in writing prior to installation. Anchoring systems secured to adjacent buildings and approved by the building owner, do not require approval by the City Engineer.
 - E. Cause a violation of any state or local laws.
 - F. Be used for off-premises advertising. All signs must conform to the Sign Ordinance.
 - G. Conceal or detract from the appearance of landscaping features in or adjacent to the street.
 - H. Be in or adjacent to property zoned exclusively for residential purposes.
 - I. Be attached to or reduce the effectiveness of or access to any utility pole, sign or other traffic control device.
 - J. Cause increased risk of theft or vandalism.
 - K. Leave any furniture or equipment associated with the Sidewalk Café on public property when the café is not in operation. This subsection shall be effective April 1, 2015.
 - L. Violate regulations adopted by the City Manager pursuant to this Code.
- (7) Notice. Notice to the adjacent property owners or occupants on both sides of the applicant's property shall be required before issuing a permit to occupy any right-of-way area between the edge of the vehicle use area of the right-of-way and the right-of-way property line. Said notice should include an enumeration of the conditions or rights provided under Section 1020.08(1) of this Code.
- (8) Fee. Prior to the issuance of a permit, a fee in an amount established by resolution of the City Commission shall be paid to the City Clerk. This fee shall be tripled if any such occupancy occurred prior to the issuance of a permit.
- (9) Insurance. The Permittee shall show proof of and maintain comprehensive general liability insurance and liquor liability insurance and have the City of

Traverse City as an additional named insured. The amount of such insurance shall be determined by the City Clerk.

- (10) Waste. Any holder of an Sidewalk Café with Alcohol Permit shall be responsible for the proper disposal of all waste with their Sidewalk Café occupancy and shall ensure that the waste is removed on a daily basis.
 - (11) Compliance with Approved Site Plan. The café shall, at all times, comply with the approved site plan.
 - (12) Food Service Establishment. Food service establishment shall be defined in accordance with its meaning in the Food Law of 2000, as amended. MCLA 289.1101.
 - (13) Regulations. The City Manager may adopt an executive order controlling the occupancy pursuant to a Sidewalk Café with Alcohol Permit.
 - (14) Agreement For Cafes not Directly Adjacent to Building Required. For Sidewalk Cafes where the café area is on sidewalk that is adjacent to the building but configured so that the pedestrian walkway is between the building and the café area, the owner of the Sidewalk Café shall enter into an Sidewalk Café License Agreement with the city further specifying the terms and conditions of the permit. The City Clerk is authorized to execute such agreements on behalf of the city.
 - (15) Duration. Permits shall be for the period of April 1 to November 1 for the year in which granted.
 - (16) Display. A permit shall only be valid if displayed in a manner visible to the public.
 - (17) Permit Revocation. Any permit may be revoked by the City Clerk upon a finding that the occupancy does not meet the standards of this Code, any other provisions of this Code, or other applicable law or regulation, or that the right-of-way is needed for other street or utility purposes. Upon such revocation, the fee paid for any period after termination of the street occupancy shall be refunded.
 - (18) Appeal. Persons who are refused a permit or have had their permit revoked may request in writing a hearing on that determination before the City Manager. The decision of the Manager may be appealed to the City Commission. Requests for a hearing or an appeal must be made within five (5) days of the questioned decision.
 - (19) Non-renewal of permit. If a permit holder has two (2) or more violations in a permit year, the City Clerk shall not renew the permit the following permit year.
 - (20) Appearance Tickets. The Police Chief and the appointed officers of the Police Department, or such other officials as are designated by the City Manager, are hereby authorized to issue and serve appearance tickets with respect to a violation of this chapter pursuant to Section 1 of Act 147 of the Public Acts of 1968, as amended (MCLA 764.9c(2); MSA 28.868(3)(2)). Appearance tickets shall be in such form as determined by the City Attorney and shall be in conformity with all statutory requirements.
 - (21) Violations. A person who violates this section is responsible for a misdemeanor.
- (Ord. 700. Passed 4-3-06. Ord. 1009. Passed 8-4-14)

1020.09. NEWSRACK PERMITS

(a) Purpose. It is the intent of this Section to place reasonable time, place, and manner restrictions on the location of newsracks or newspaper vending machines to further the City's objective in preserving the public health, safety and welfare by providing for the proper and efficient maintenance and intended use of the public rights-of-way and aesthetics while also leaving open adequate means of distribution of newspapers and other publications in public places in a manner that treats all equally regardless of their size, content, circulation, or frequency of publication.

(b) Definitions. The following words, terms and phrases, when used in this Section, shall have the meanings ascribed to them in this subsection.

“Newsrack” means any self-servicing or coin-operated box, container, vending machine, storage unit or other dispenser installed, used or maintained for the display, sale, or dissemination of any newspaper, news periodicals, or magazines, including the dissemination of any real estate or other publications. “Owner” means the person who is responsible for installing or maintaining a Newsrack.

“Right-of-Way” means lands, by deed, conveyance, agreement, easement, grant, dedication, usage or process of law, dedicated to the general public for street, highway, alley, pedestrian walkway, storm drainage, bicycle path or other purposes.

“Sidewalk” means any surface primarily intended for the use of pedestrians on any Right-of-Way.

(c) Newsracks Prohibited. No person shall install, use or maintain any newsrack or other structure that projects onto, into or over any part of the Right-of-Way except the Sidewalk.

(d) Permit Required. No Owner shall place or install, use or maintain any Newsrack on a Sidewalk without first obtaining a permit from the City Clerk therefore. The City Clerk may issue a revocable Newsrack permit under the following terms and conditions:

(1) The Newsrack shall be maintained in a clean, neat and attractive condition and in good repair at all times.

(2) No Newsrack shall exceed a maximum height of 48 inches, 22 inches in depth, and 26 inches in width.

(3) Newsracks shall not be placed, installed, used or maintained:

A. Within 10 feet of any crosswalk.

B. Within 10 feet of any fire hydrant or other fire department connection.

C. Within 10 feet of any driveway.

D. Within 10 feet of any designated bus stop.

E. At any location whereby the clear space for the passageway of pedestrians is reduced to less than 4 feet.

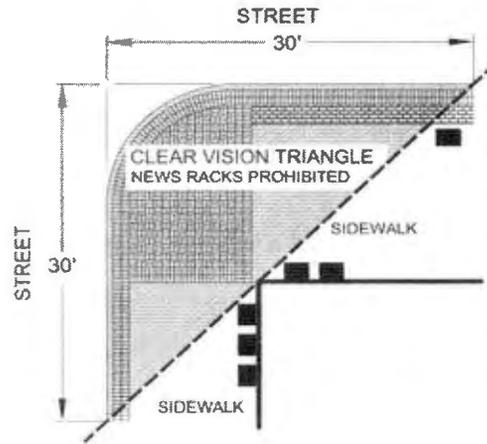
F. On or within 4 feet of any street sign, parking meter, streetlight, water valve, manhole, utility pole or other similar structure.

G. Within 4 feet from outside edges of designated emergency exit or Knox Box.

H. Within the clear vision triangle.

I. Over utility covers.

- (4) All Newsracks placed where on-street parking is permitted shall be placed parallel to and not less than 18 inches or more than 42 inches from the face of the curb.
 - (5) All Newsracks shall be stable and made of durable material.
 - (6) Newsracks shall not be secured to any public property.
 - (7) Newsracks shall not be secured to any private property without the permission of the owner or person in possession of the property.
 - (8) Newsracks shall contain a clearly legible, weather resistant identification plate, not less than 10 square inches in area, stating the name of the Owner along with the installation date and permit number.
- (e) Expiration. Once issued a Permit shall be valid provided that all terms and conditions of the Permit are met and the Newsrack is not otherwise deemed abandoned pursuant to this Section.
- (f) Fee. The permit fee shall be as established, and as may be changed from time to time, by resolution of the City Commission and shall be paid at the time of the application.
- (g) Insurance. Prior to the issuance of the Permit, the Owner shall provide the City with proof of general liability insurance naming the City as an additional insured. Such insurance shall be maintained and the Owner shall provide the City with proof thereof for the term of the Permit. The amount of insurance shall be determined by the City Clerk.
- (h) Permit Revocation. Any permit may be revoked by the City for any of the following reasons:
- (1) The occupancy does not meet the terms and conditions of this Section.
 - (2) The Newsrack has been abandoned. A Newsrack shall be deemed abandoned when no publication is in the Newsrack for a period of more than 30 consecutive days.
 - (3) If the Newsrack constitutes a threat to public health or safety.



If the City determines that any of the above conditions exist, the City shall notify the Owner in writing of the determination. The notice shall specify a reasonable time, not to exceed 10 days, in which the Owner may cure the condition. In addition, a copy of the Notice shall be affixed on the Newsrack. In the event that the Owner fails to take corrective action and does not appeal the determination as provided in subsection (i), the Permit shall be deemed revoked and the City may remove the Newsrack pursuant to subsection (j)(2).

- (i) Appeal. An Owner, who receives notification as provided in subsection (h), may request in writing a hearing on that determination before the City Manager. The City Manager's determination is final. Requests for a hearing or an appeal must be made within 10 days of the date of the notice.
- (j) Removal of Newsrack.

- (1) By Owner. In the event that an Owner desires or is required to remove a Newsrack, the Owner shall notify the City Clerk, completely remove the machine, and restore the Right-of-Way to a safe condition.
 - (2) By City. If the Permit is revoked pursuant to subsection (h), and the Owner fails to remove the Newsrack within 10 days from receipt of notice of such revocation or appeal the determination, the City shall remove the Newsrack. Upon removal, the City shall deliver a notice of removal to the Owner describing the location from which the Newsrack was removed and the address of the location where the Newsrack is being stored.
 - (k) Release of Newsrack. After Removal by the City, a Newsrack shall be released to its Owner, upon proof of ownership and payment of a pick-up and collection charge. If any Newsrack is not claimed within 30 days, the Newsrack shall be deemed abandoned and shall become the property of the City for disposal; and a disposal charge plus the pick-up and collection charge shall be assessed to the owner. The fees shall be as established, and as may be changed from time to time, by resolution of the City Commission.
 - (l) Emergency Removal. Should any Newsrack constitute a threat to the public health or safety, the Newsrack shall be subject to immediate removal by the City. In the event that the Newsrack is so removed the City shall provide the Owner with notice of the removal as soon as practical thereafter.
 - (m) Severability. The provisions of this Section are severable. If any provision of this Section or its application to any person or circumstance is held invalid, such invalidity shall not affect other provisions or application of this Section that can be given effect without the invalid provisions or application.
 - (n) Penalty. Any person in violation of this Section shall be responsible for a Municipal Civil Infraction, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.
- (Ord. 823. Passed 1-19-09.)

1020.99 PENALTY.

(EDITOR'S NOTE: See Section 202.99 for general Code penalty if no specific penalty is provided).

The effective date of this Ordinance is the _____ day of _____, 2015.

I hereby certify the above ordinance amendment was introduced on _____, at a regular meeting of the City Commission and was enacted on _____, at a regular meeting of the City Commission by a vote of Yes: _____ No: _____ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Michael Estes, Mayor

Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on _____.

Benjamin C. Marentette, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF FEBRUARY 2, 2015

DATE: JANUARY 29, 2015

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: ORDINANCE AMENDMENT – BROWN BRIDGE ADVISORY COMMITTEE

Attached is a memo from Steve Largent of the Grand Traverse Conservation District, recommending on behalf of the Brown Bridge Advisory Committee an amendment to Chapter 1065 of the Traverse City Code of Ordinances. This amendment would modify the composition and organization of the Brown Bridge Advisory Committee in conjunction with ordinance amendment 872 which removed the requirement that one member should be a representative of Traverse City Light and Power. This amendment would also make various other housekeeping changes to the ordinance.

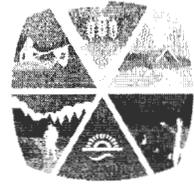
I recommend the following motion:

that an amendment to the Traverse City Code of Ordinances, *Brown Bridge Conservation*, Sections 1065.02 and 1065.03, which modifies the composition and organization of the Brown Bridge Advisory Committee and makes various housekeeping changes, as recommended by the Brown Bridge Advisory Committee, be introduced and scheduled for possible enactment on February 17, 2015.

JJO/kes

K:\tcclerk\city commission\ordinance amendments\BBAC_intro_20150202

copy: Steve Largent, Grand Traverse Conservation District
Dave Green, Director of Public Services



MEMO

TO: Jered Ottenwess, City Manager, City of Traverse City
FROM: Steve Largent, Grand Traverse Conservation District
SUBJECT: **Chapter 1065, Traverse City Code of Ordinances**
DATE: January 27, 2015

This memo is at direction of the Brown Bridge Advisory Committee (BBAC).

Subsequent to the removal of Brown Bridge Dam in 2012 the BBAC reviewed Chapter 1065, Brown Bridge Conservation, of the Traverse City Code of Ordinances and recommends the following changes be made to the Chapter to reflect the following:

1. Re-establishes the BBAC as an eleven member Committee given the removal of the requirement by the City Commission (Ordinance Amendment 872) that one member of the BBAC be a Traverse City Light & Power representative.;
2. Amends the required number to be City residents from "No less than fifty percent of the members to be City residents" that it be changed to "No less than six of the members to be City residents";
3. Revises the number of BBAC members needed to establish a quorum from seven members to six;
4. Establishes the City Manager as a "non-voting" member since the BBAC advises the City Manager and therefore the City Manager retains the final decision regardless.

Cc: Brown Bridge Advisory Committee
Katelyn Stroven, Deputy City Clerk

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____

Effective date: _____

TITLE: HOUSEKEEPING CHANGES TO BROWN BRIDGE CONSERVATION

THE CITY OF TRAVERSE CITY ORDAINS:

That Chapter 1065, *Brown Bridge Conservation*, of the Traverse City Code of Ordinances, be enacted/amended to read in its entirety as follows:

1065.01 PURPOSE.

The purpose of this chapter is to assure that the City's property commonly known as the "Brown Bridge Quiet Area" will be preserved in its predominantly natural, scenic, forested and open space condition and to:

- (a) Restore, preserve and protect the integrity of the natural environment, including its inhabitants, yet allow managed public use for generations to come;
- (b) Protect its natural resource and watershed values;
- (c) Maintain and enhance biodiversity, serenity and solitude;
- (d) Retain quality habitat for native plants and animals;
- (e) Maintain and enhance its natural features;
- (f) Prohibit any uses which may impair or interfere with the Management Plan.
- (g) Provide for limited oil and gas extraction.

(Ord. 651. Passed 8-16-04.)

1065.02 ESTABLISHMENT.

~~The~~ Brown Bridge ~~property~~ Pond was established as a natural area for quiet recreation by City Commission resolution on March 21, 1977, and July 1, 1991, on the City-owned property including ~~the entire Brown Bridge Pond and~~ frontage on the Boardman River commonly known as "Brown Bridge Quiet Area" and legally described as: All of Section 15 and Section 14, except the North $\frac{1}{2}$ of the Northeast $\frac{1}{4}$, East Bay Township (T.26N., R.10W.) and the Northeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 22, Paradise Township (T.26N., R.10W.), Grand Traverse County, Michigan. The Brown Bridge Quiet Area consists of the following described areas shown in the Brown Bridge Management Plan on a map entitled ~~A~~Brown Bridge Quiet Area:

- (a) **Core Area**, described generally as that portion of the Brown Bridge Quiet Area consisting of all City-owned land south of Hobbs Highway and Ranch ~~Rudolph~~ Road and north of Brown Bridge Road, extending to the east and west property lines of the Quiet Area.
- (b) **Grasshopper Ranch Area** purchased by the City on July 21, 1993.
- (c) **Perimeter Area** described generally as that portion of the Brown Bridge Quiet Area consisting of all City-owned lands outside of the Core area and the Grasshopper Ranch Area.

(Ord. 651. Passed 8-16-04.)

1065.03 BROWN BRIDGE ADVISORY COMMITTEE.

- (a) **Established.** Upon recommendation of the City Manager, the Brown Bridge Advisory Committee is established pursuant to Section 30 of the City Charter. This Committee shall be a committee advisory to the City Commission and City Manager.
- (b) **Composition; terms; expenses; vacancies.** The Brown Bridge Advisory Committee shall consist of ~~twelve~~ eleven voting members. No less than ~~six~~ sixty percent of the members ~~shall~~ to be City residents. Appointments shall be for three-year terms and shall be made by the City Commission, ~~provided that a~~ One additional member shall be the City Manager or his or her designee ex officio ~~without~~ with voting authority and one member shall be a City Commissioner with voting authority. Members shall serve without compensation, but may be reimbursed for actual expenses incurred in Committee activities.
- (c) **Organization.** The Brown Bridge Advisory Committee shall hold regular meetings at least quarterly. All meetings shall be open to the public. The Committee may develop rules governing their operations. ~~Six~~ Seven members shall be considered a quorum.
- (d) **Duties.** The Brown Bridge Advisory Committee shall make recommendations to restore, preserve and protect the integrity of the Brown Bridge Quiet area under the direction of the City Manager. The Committee shall make recommendations regarding the Brown Bridge Quiet Area Management Plan.

(Ord. 651. Passed 8-16-04. Ord. 872. Passed 8-16-10.)

1065.04 MANAGEMENT PLAN.

A Brown Bridge Quiet Area Management Plan shall be prepared by the Brown Bridge Advisory Committee and adopted by the City Commission. The Plan shall be reviewed by the Brown Bridge Advisory Committee every five years or as directed by the City Commission. Any amendments shall be adopted by City Commission.

(Ord. 651. Passed 8-16-04.)

1065.05 REAL PROPERTY DISPOSITION RESTRICTIONS.

The following restrictions apply to disposition of real property in the Brown Bridge Quiet Area:

- (a) **Core Area.** The City Commission may sell, donate, or long-term lease real property in the Core Area only after a public hearing and upon a unanimous vote. Such proposed action shall be introduced and scheduled for a public hearing at least two weeks after introduction. Notice of the public hearing shall be published in an official newspaper of general circulation in the City.
- (b) **Perimeter Area.** The City Commission may sell, donate or long-term lease real property in the Perimeter Area only after a public hearing and upon a vote of at least five affirmative votes. Such proposed action shall be introduced and scheduled for a public hearing at least two weeks after introduction. Notice of the public hearing shall be published in an official newspaper of general circulation in the City.
- (c) **Grasshopper Ranch Area.** Real property in the Grasshopper Ranch Area may only be sold, donated or leased according to the terms of the City Charter and the Michigan Natural Resources Trust Fund Land Acquisition Project Agreement between the Department of Natural Resources and the City of Traverse City dated July 21, 1993.
- (d) **Utility Easements.** The City Commission may grant an easement for utility or related purposes according to its usual procedures.

(Ord. 651. Passed 8-16-04.)

The effective date of this Ordinance is the _____ day of _____, 2015.

I hereby certify the above ordinance amendment was introduced on _____, at a regular meeting of the City Commission and was enacted on _____, at a regular meeting of the City Commission by a vote of Yes: _____ No: _____ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Michael Estes, Mayor

Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on _____.

Benjamin C. Marentette, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF FEBRUARY 2, 2015

DATE: JANUARY 29, 2015

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: TRAVERSE CITY PUBLIC PIER PROJECT – PHASE ONE
SCHEMATIC DESIGN APPROVAL

Attached is a memo from City Planning Director Russell Soyring regarding the work that has been done by SmithGroup JJR, who was retained by the City to provide professional services associated with the design of a public pier.

Representatives of SmithGroup JJR will be in attendance at the meeting Monday evening to present the Phase One Schematic Design which they have prepared working with the Pier Study Working Group, of which Mayor Estes is a member. They will also briefly discuss some general concepts for funding this project.

Section 2 of the City's agreement with SmithGroup JJR requires that the City approve Phase One design and budget before they begin Phase Two Preliminary Design Documents, which will also require the City's approval.

I recommend the following motion:

That the City Commission approves Phase One Site Investigation and Design and the proposed project and authorizes Smith Group JJR to proceed with Phase Two Preliminary Design, to be presented to the City Commission for approval before proceeding with Phase Three Final Design.

JJO/bcm

K:\tcclerk\city commission\agreements\public pier phase one approval

copy: Russell Soyring, City Planning Director



City Planning Department

TO: JERED OTTENWESS, CITY MANAGER
FROM: RUSS SOYRING, PLANNING DIRECTOR *RS*
SUBJECT: PUBLIC PIER- PHASE ONE SCHEMATIC DESIGN APPROVAL
DATE: January 26, 2015

On August 4, 2014, the City Commission authorized a Consultant Agreement with SmithGroupJJR for services associated with the Traverse City Public Pier project including field investigation, shoreline studies, public outreach, design development, preliminary engineering, and permitting and construction drawings. The project is fully funded by a \$232,000 Great Lakes Fisheries Trust Grant.

This briefly summarizes the progress since the agreement was authorized: SmithGroupJJR has convened three public meetings regarding the Public Pier project. At those meetings: criteria for selecting a pier location was established; ultimately a pier location on the west side of the river mouth was chosen as the preferred location; programming and uses were determined, connectivity and emergency access were discussed, etc. A project website has been established at www.tcpublicpier.com In addition, many additional meetings with key stakeholders were held.

SmithGroupJJR has submitted a Phase One Schematic Design Summary and plans on making a presentation to the City Commission on February 2, 2015.

The project Consultant Agreement documents identify that the project will be implemented in three distinct phases: Phase One- Site Investigation and Schematic Design; Phase Two- Preliminary Design; and Phase Three- Final Design.

The Agreement document further stipulates that City approval is required to move from one phase to the next. The Pier Study Group is asking for City Commission approval to move into Phase Two- Preliminary Design.

RAS/ml

Attachments: Phase One Schematic Design Summary submittal from SmithGroupJJR

Schematic Design Summary

Traverse City, Michigan
Public Pier at Boardman River
West Bay

February 2, 2015
SmithGroupJJR 20412.000

SMITHGROUP JJR

salmon

laker

steelhead

walleye

smallmouth

imagine a pier.



E B A Y

W A Y

R O M A N R I V E R

INTRODUCTION /

Traverse City has long been a forward thinking waterfront community. The management and access to its waterfront has been at the forefront of planning throughout Traverse City's history, though the growth of industry had a significant impact on the public access to the waterfront for many decades. In the past 40 years the fabric and economy of the community has changed, and increasing public waterfront access for recreation and tourism has become the guiding principal for the community and the region.

In 2006, after urban design efforts by The University of Michigan and Michigan State University re-imagined the Traverse City waterfront, the City conducted an urban waterfront master planning effort to explore opportunities for improving the waterfront and the downtown. The core principles of the resulting 2006 Bayfront Master Plan were connectivity, recreation and economy.

In 2010, the City furthered the waterfront planning efforts to explore in more depth the opportunities described in the 2006 Bayfront Master Plan, facilitate project implementation and gain a more detailed understanding of the future opportunities of the waterfront.

Imagined in the 2006 Bayfront Master Plan, and confirmed in the 2010 Bayfront Plan was the proposal for a fishing and public access pier at the mouth of the Boardman River. In 2013, the City applied for a grant with the Great Lakes Fishery Trust and the grant was awarded to the City in 2014.

Funded by the Access to the Great Lakes Fishery Grant, the purpose of the current project is to explore the feasibility of a public fishing pier in the west bay at the mouth of the Boardman River, and to develop bidding and construction documents for the purpose of implementation.

The key goals for this project include:

- Increase visual and physical access to the Great Lakes and Boardman River
- Create a new "place" in Traverse City through thoughtful design and planning
- Link the pier to the community economically, physically and culturally
- Provide a cost effective, sustainable design solution that will endure and is maintainable

The approach and workplan for this project was developed with the City and included an initial feasibility analysis which engaged the public and resulted in a determination and recommendation to the City regarding the feasibility of a public pier. The approach was to be fiscally responsible with the grant to allow a recommendation be made prior to spending the full grant amount.



PROCESS /

The planning and design results of the project is based on a considerable public engagement effort. A series of public work sessions allowed the project team and community to first look at the most desirable location for a public fishing pier, then explore opportunities and options for the pier design and, finally, develop a preferred plan for the public fishing pier.

Prior to developing the grant application, the City established a Study Group that was charged with managing the selection of a design consultant and the subsequent design process. Working with City staff, the Study Group was engaged to ensure the objectives of the previous planning efforts and the community were met throughout the planning, design and implementation of a public pier.

As the team organized and the project moved forward, it was apparent that the future public fishing pier needed to be connected to the downtown and Clinch Park, and should provide passive interpretive space on the east side of the river.

FRAMING THE PLAN /

The first public work session was a community discussion and group exercise designed to develop the goals and objectives of the project, establish criteria to use for weighing options for the location of the pier and develop a list of the desired program elements.

The second work session focused on the exploration of the location options for the public fishing pier, and resulted in a confirmation of the location along the west side of the Boardman River mouth in the bay.

The third work session explored options to the pier design at the preferred location and established a design direction that was the basis of the schematic design effort.



Three public work sessions were conducted, and a website established to share information, and gather public comment and feedback. Along with the website and work sessions, flyers were distributed, radio and television public information and service spots were implemented and stakeholder meetings were conducted, all to gain insight, information and comment on the planning process as well as to set the stage for the design plan of the public pier. Throughout this facilitated process, the Study Group and City Staff were kept apprised as to the process, findings and conclusions of the design team.

In all, the project has gone through an extensive public engagement process, and communication has been seamless and constant between the design team, City Staff, Stakeholders and the community.

These public work sessions were conducted in October, November and December. Follow-up meetings with the Study Group in December and January were held (electronically) to confirm the direction of the design and obtain comment on the initial recommendation for the preferred schematic design plan.



RECOMMENDED PIER DESIGN + CONNECTIVITY PLAN /

The design team has had a very exciting and busy time over the past several months, working with the Study Group, City Staff and the community in developing what we believe to be a game changer for the City. Providing public access to fishing opportunities within the west bay, and expanding public access to the waterfront of the Great Lakes is nothing short of awesome. Although there are locations along the Bayfront with great access to the water, the public pier will be a spectacular opportunity to walk out over the bay, look back to the downtown, engage in the activities of the waterfront such as boating, fishing, viewing, and to provide a place to contemplate and learn about the Great Lakes and their fisheries resources.

The design will allow easy access to the pier and downtown, engage the adjacent stakeholders and activities in a more cohesive and connected way and provide another opportunity for Traverse City to capture the imagination of the community and its visitors.



SCHEMATIC COST ESTIMATE /

A schematic level statement of probable construction costs has been prepared for the proposed improvements. The cost summary below is based on 2015 dollars and is for construction costs only. We have included

a design contingency typically used at this level of design and have assumed that each project area will be developed with its own set of documents on its own time frame for implementation. (See Figure 1)

1. Public Pier	\$5,360,000
2. Beach Improvements	\$660,000
3. Boardman River + Downtown	\$1,150,000
4. East Connections	\$630,000
5. Clinch Marina Connection	\$910,000
Grand Total	\$8,710,000

IMPLEMENTATION APPROACH /

A project of this complexity is typically implemented over a multi-year time frame, correlated with community goals and coordinated with other municipal construction projects and funding. We recommend this project be phased based on priorities of the City and the types of funding opportunities available which align with elements of the project.

The plan below (Figure 1) is a recommended phasing plan that will allow the City to target specific funders for each project area. Our recommendation is to

implement the public pier as the first phase which will align with the community goals of providing public access into the bay and fishing opportunities in both the bay and at the mouth of the Boardman River.

A list of funding opportunities and potential funders are included in the schematic design report, including a detailed list of the types of projects typically funded by each and the suggested matching requirements associated with a grant.

RECOMMENDATION/

SmithGroupJJR has determined that a public pier is feasible at the west side of the Boardman River extending in to the bay approximately 500 feet. Our recommended design (Figure 2) is based on the public outreach and work sessions with the community. We recommend the City of Traverse continue with the

development of the design and engineering documents in accordance with the grant and workplan developed by SmithGroupJJR for the first phase project, which is the development of the public pier as described within the schematic design report.

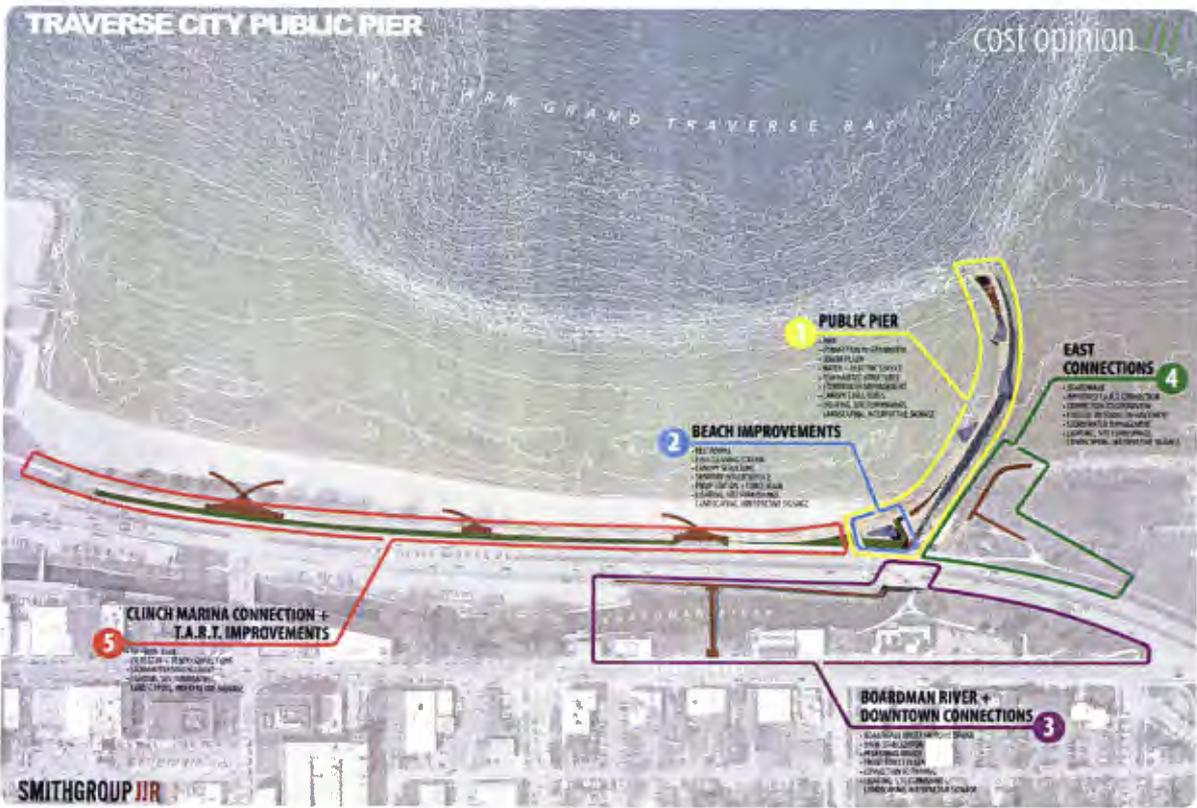


Figure 1. Cost Opinion

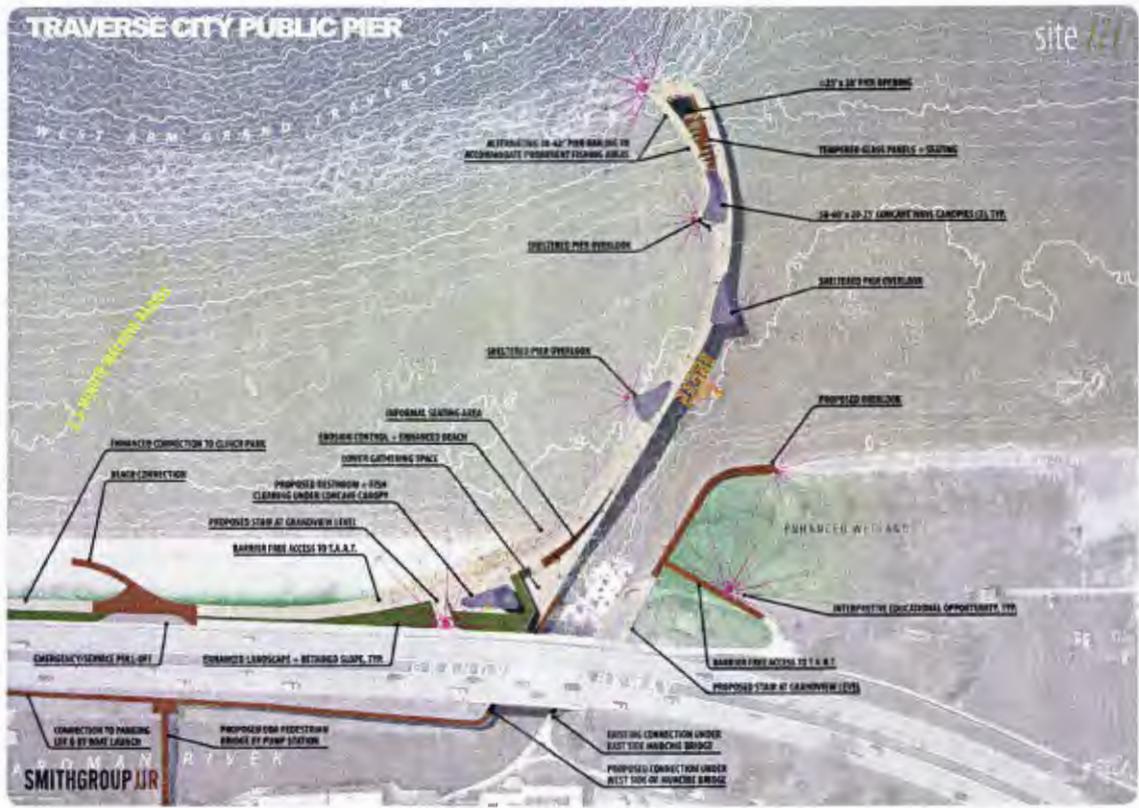


Figure 2. Site



Birdseye View South



View North From Murchie Bridge

Traverse City Public Pier Improvements

Schematic Design
Opinion of Probable Construction Costs

23-Jan-15

<i>Public Pier</i>	\$5,360,000
<i>Beach Improvements</i>	\$660,000
<i>East Connections</i>	\$630,000
<i>Boardman River + Downtown</i>	\$1,150,000
<i>Clinch Marina Connection</i>	\$910,000
GRAND TOTAL	\$8,710,000



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF FEBRUARY 2, 2015

DATE: JANUARY 29, 2015

FROM: ³⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: 2015 WATER TREATMENT PLANT MONITORING AND
CONTROL IMPROVEMENTS PROJECT

Attached is a memo from City Engineer Timothy Lodge regarding the above project. As indicated by Mr. Lodge, and also by Director of Public Services Dave Green in previous memos regarding related action, the monitoring and control systems at the Water Treatment Plant are over 50 years old. The Water System Reliability Study recommends that these systems be upgraded to current technology. We refer to these controls as SCADA – or Supervisory Control and Data Acquisition.

The City's Six-Year Capital Improvement Plan includes Project # 103 – SCADA, Including Filter Valves and Master Meter Replacement (CIP page attached). The proposed agreement and recommended contingency with Windemuller Electric would implement this project. Additionally, the City Engineer recommends an agreement with the project's consultant, Prein & Newhof for construction administration services. I recommend the following motion (5 affirmative votes required):

that the Mayor and City Clerk execute a unit prices agreement with Windemuller Electric, Inc., for the 2015 Water Treatment Plant Monitoring and Control Improvements Project (SCADA) , in the amount of \$871,640, more or less, at the unit prices indicated in its bid, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Water Fund; and further that the City Manager be authorized to approve additional payments to Windemuller Electric, Inc., not-to-exceed \$14,200, with the Mayor and City Clerk to execute any related necessary documents; and

-Motion continued on following page-

further that the competitive bidding process be waived; and that the Mayor and City Clerk execute an agreement with Prein & Newhof in the amount not-to-exceed \$96,300 for construction administration and other services related to the 2015 Water Treatment Plant Monitoring and Control Improvements Project as outlined in the City Engineer's January 26, 2015, communication, with funds available in the Water 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\SCADA Project Contract

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

Memorandum

The City of Traverse City
Engineering Department



TO: Jered Ottenwess, City Manager

FROM: Timothy J. Lodge, City Engineer *Lodge*

DATE: January 26, 2015

SUBJECT: 2015 Water Treatment Plant Monitoring and Control Improvements Project

In 2011 the City Commission authorized a consultant agreement with Prein & Newhof to prepare an engineering report on the status of the current water treatment plant control and monitoring system. This report was completed in December of 2012. An inventory of existing major control components for control and monitoring was conducted. Some components of the existing system are over 20 years old and are not serviceable by the manufacturer and have limited communication capabilities. Furthermore, portions of the plant control system are only capable of manual operation. The report recommends phased improvements to establish a comprehensive Supervisory Control and Data Acquisition (SCADA) system that will provide operators improved monitoring and control of the water treatment plant and distribution system.

In April of 2014 Prein & Newhof completed the 5-year update of the City of Traverse City Water System Reliability Study in accordance with MDEQ requirements for public water systems. As stated in Section IV, *Water System Infrastructure*, "The water treatment plant currently has no facility wide monitoring and control system". Section VII, *Recommendations for Improvements*, lists plant monitoring and controls improvements as the top priority for short term (0-5 years) projects. The Project is identified as Project P-1 and was estimated at \$800,000 in the Study.

These improvements will provide more current technology benefitting the operators and City residents through less manual operation and more automation. The improvements will quickly detect alarm issues ensuring safer operation of the plant and distribution system and adherence to State rules and regulations.

Prein & Newhof completed the design plans and specifications for the project and it was advertised for bids on December 10, 2014. The bid package was available through the local Builder's Exchange as well as Prein & Newhof's plan room. During the design we identified some important controls, alarms and operating features that needed to be incorporated into the project, increasing the estimated project cost to \$850,000.

Sealed bids were received on January 15, 2015 for the above referenced project. Three bids were received for this work as follows:

Windemuller Electric, Inc.	Traverse City	\$871,640.00
Spence Brothers	Traverse City	\$968,500.00
J. Ranck Electric, Inc.	Mt. Pleasant	\$1,048,412.00

Prein & Newhof has reviewed the bids, and the low bid contractor has worked with their clients on similar projects in the past and, based on past experience, is capable of performing the work for this project. The City has worked successfully with the low bid contractor in the past as well. Therefore, it is recommended that this work be awarded to Windemuller Electric, Inc. and that the proper City officials be authorized to execute a contract with the above-mentioned low bidder, in the amount of **\$871,640.00**, more or less, with funds available in the Water Fund.

Furthermore, there may be unforeseen items of work that may arise during the modification of the existing facility, equipment and controls. To effectively manage any unforeseen items within this Construction Contract, we recommend that authorization be given to the City Manager to manage an additional contingency amount of **\$14,200** should the need arise.

Finally, it is recommended that the City authorize an amendment to the existing Consultant Agreement with Prein & Newhof for the amount not to exceed \$96,300 for construction administration, site visits to observe the contractor's work and other construction related services to ensure the contractor's compliance with the plans, specifications and MDEQ Permit requirements. Prein & Newhof has completed the design and is most familiar with the requirements of the project. City Staff will assist Prein & Newhof as may be required. This amount is in addition to the \$117,860 that has been approved for the design and bidding portion of the project to date for a total cost for consulting engineering services of **\$214,160**.

In summary, the total project cost for the construction contract, contingency and consulting engineering services is \$1,100,000. The project is in the 2014/15 CIP and is referenced as Project 103 and budgeted for the amount of \$1,100,000. Therefore, funds are available in the Water Fund as part of Project 103 and budgeted for the amount of \$1,100,000 in our 2014/15 CIP.

CITY OF TRAVERSE CITY, MICHIGAN
 SIX YEAR CAPITAL IMPROVEMENT PLAN
 Budget Year 2014-2015 by Fund

All Projects Submitted for 2014/15

Date/Time Printed: 4/21/2014 4:36:51 PM

Project ID		Carry Forward 2013-14	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Funding Sum	Non-City Funds	Project Cost
WATER FUND											
884	*Water/Sewer Maintenance Building Fiber Connection	\$0.00	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00	\$0.00	\$25,000.00
Total		\$0.00	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00	\$0.00	\$25,000.00
Water Distribution System											
367	Annual Water Rehab/Replace	\$0.00	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$2,700,000.00	\$0.00	\$2,700,000.00
288	Automated Meter Reading System (AMR) (+WasteWater)	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$240,000.00	\$0.00	\$240,000.00
113	Barlow Reservoir Structural/Coating Rehabilitation	\$0.00	\$300,000.00	\$300,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$1,400,000.00	\$0.00	\$1,400,000.00
799	*Huron Hills Booster Station Demolition Project	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00
801	*Replacement - Large Diameter Water Tapping Machine	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00
171	Union Street Dam: Move or Sleeve Waterline	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00
533	Water Meters	\$0.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$450,000.00	\$0.00	\$450,000.00
Total Water Distribution System		\$0.00	\$970,000.00	\$865,000.00	\$765,000.00	\$765,000.00	\$765,000.00	\$815,000.00	\$4,945,000.00	\$0.00	\$4,945,000.00
Water System Reliability Projects											
116	Carter Road Water Main Extension (+Elmwood Twp SID)	\$0.00	\$0.00	\$0.00	\$0.00	\$130,000.00	\$0.00	\$0.00	\$130,000.00	\$130,000.00	\$260,000.00
770	*High Service Pump Bearing Repair	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00
115	Midtown Water Transmission Line	\$0.00	\$0.00	\$280,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$280,000.00	\$0.00	\$280,000.00
123	Plant - Low Service Pump Upgrade - Plant	\$0.00	\$0.00	\$0.00	\$2,150,000.00	\$0.00	\$0.00	\$0.00	\$2,150,000.00	\$0.00	\$2,150,000.00
119	Plant - Raw Water Intake	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000,000.00	\$4,000,000.00	\$0.00	\$4,000,000.00
122	Regional Water Storage	\$0.00	\$0.00	\$245,000.00	\$0.00	\$4,000,000.00	\$0.00	\$0.00	\$4,245,000.00	\$0.00	\$4,245,000.00
803	*Valve Maintenance Trailer - Water System	\$0.00	\$57,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57,000.00	\$0.00	\$57,000.00
Total Water System Reliability Projects		\$0.00	\$87,000.00	\$525,000.00	\$2,150,000.00	\$4,130,000.00	\$0.00	\$4,000,000.00	\$10,892,000.00	\$130,000.00	\$11,022,000.00
Water Treatment											
731	*Generator Plug Receptacle for Low Service Pump Station	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
121	Plant - Freight Elevator Compliance	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00
103	Plant - SCADA, Including Filter Valves and Master Meter Replacement	\$0.00	\$1,100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100,000.00	\$0.00	\$1,100,000.00
507	Replacement of Air Compressors	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
769	*Security System Upgrade	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
508	Sump Pump Replacement	\$0.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,000.00	\$0.00	\$80,000.00
747	*Variable Frequency Drive for High Service Pump	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00
Total Water Treatment		\$0.00	\$1,100,000.00	\$125,000.00	\$60,000.00	\$20,000.00	\$0.00	\$0.00	\$1,305,000.00	\$0.00	\$1,305,000.00
TOTAL WATER FUND		\$0.00	\$2,169,500.00	\$1,515,000.00	\$2,975,000.00	\$4,915,000.00	\$765,000.00	\$4,815,000.00	\$17,154,500.00	\$130,000.00	\$17,297,000.00



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF FEBRUARY 2, 2015

DATE: JANUARY 29, 2015

FROM: ^{to} JERED OTTENWESS, CITY MANAGER

SUBJECT: UNION STREET DAM BETTERMENT PLAN

Attached is a memo from City Engineer Timothy Lodge recommending that the City enter into an agreement with the consulting firm John Anderson/McLaughlin Whitewater to prepare a feasibility and conceptual design study for an alternate, passive spillway system, which could include a whitewater park feature, at the Union Street Dam, referred to as a Betterment Plan. The scope of the work includes 1) a conceptual design that shows how the project would look, function, and fit within the community; 2) a detailed report that documents information gathered, conclusions made, and steps to project implementation and completion; and 3) a cost estimate which details the costs of the project to implement.

The City's Six-Year Capital Improvement Plan includes Project# 170 – Union Street Betterment Plan (CIP page attached) and the proposed agreement would implement this project.

Although the dam has been inspected and rated as in good condition, the City's inspection report from 2008 (excerpts included as attachment to memorandum from City Engineer) made several short and long-term recommendations, including repair or replacement of the corrugated metal pipes that function as the principal spillway outlet pipes. The report also recommended considering a natural spillway system, which would not require mechanically operated gates to regulate flows and maintain lake levels in Boardman Lake.

The City's Six-Year Capital Improvement Plan has included projects identified in the 2008 inspection report since FY2010-11. The CIP now includes Union Street Dam Outlet Relining (CIP Project# 172) and Union Street Dam Toe Drain (CIP Project# 168). Both of these projects are impacted by and will be planned based on the outcomes of the Betterment Plan.

The U.S. Army Corps of Engineers (USACE) completed the Feasibility Study for the Boardman River in June 2014 that includes a Detailed Project Report (DPR) describing proposed modifications to the Union Street Dam as part of the Corps' ecosystem restoration project for dams on the Boardman River. The DPR describes modifications to the Union Street Dam for the selected alternative as including the alteration or replacement of the existing auxiliary spillway and developing inlet characteristics that would attract sturgeon and accommodate downstream passage. The DPR selected alternative would maintain the existing fish ladder and hydraulic conditions.

The proposed Betterment Plan is an important step in order to determine whether or not a natural spillway would conform to the DPR selected alternative and other federal agencies' (namely U.S. Fish and Wildlife Service) interest in restricting passage of invasive species such as sea lamprey. Conformance to the DPR selected alternative will guide the City's planning efforts with respect to funding dam modifications, whether that is in conjunction with the Corps project, solely with City funds, or some other combination of funding sources.

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

that the Mayor and City Clerk execute an agreement with John Anderson/McLaughlin Whitewater in the amount of \$19,800 for the preparation of a Union Street Dam Betterment Plan (analysis of project feasibility and the creation of a conceptual design and detailed cost estimate), such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Projects Fund.

k:\tcclerk\city commission\agreements\union dam betterment plan
copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Jered Ottenwess, City Manager
FROM: Timothy J. Lodge, City Engineer *Lodge*
DATE: January 7, 2015
SUBJECT: Request for Proposals- Union Dam Betterment Plan

In 2008 the City commissioned a \$60,000 Inspection of the Union Street and Brown Bridge dams in response to concerns of the condition of the dams from consultants and representative of the Army Corp of Engineers expressed during the Boardman River Restoration considerations. The purposes of the detailed inspection for the Union Street Dam were to:

- evaluate the current physical condition of the dam,
- identify any deficiencies that, if left uncorrected, could lead to failure of the dam,
- develop recommendations for repair,
- identify required on-going monitoring,
- identify additional field investigations or studies required to bring the dam into compliance with State of Michigan dam safety requirements.

The Inspection Report was completed in September 2008 and noted that the Union Street Dam was in generally good condition. The Conclusions and Recommendations and Cost Estimate sections of this Report are attached for your reference. This good condition was noted again in the 2012 MDEQ Staff Inspection of the Dam. Several short term and long term recommendations from the 2008 Inspection Report for the dam have been included in the City's CIP since the 2010/11 fiscal year. One of the recommended projects, Union Dam Betterment Plan (CIP Project #170), will help determine if we should fix and maintain the dam in its current configuration, or if we should consider an alternate, passive spillway system which does not require the use of mechanically operated gates to regulate flows and maintain the lake level of Boardman Lake. The existing dam was constructed in 1867 and subsequently modified in 1955, 1965 and 1987 and can be considered functionally obsolete, that is, the design has outdated its useful life.

An alternate, passive spillway system for the dam is considered in the 2013 Boardman River Plan, a conceptual plan created by University of Michigan School of Natural Resources and Environment, includes a design for a whitewater park on pages 107-119 in the Union Street Dam location. The report can be found here:

<http://www.traversecitymi.gov/downloads/boardmanriverplan.pdf>

Furthermore, the U.S. Army Corps of Engineers (USACE), Detroit District has completed a Detailed Project Report (DPR) and Environmental Assessment (EA) addressing a proposed ecosystem restoration project on the Boardman River, Grand Traverse County, Michigan. The report can be found here:

<http://www.lre.usace.army.mil/Missions/EnvironmentalServices/FeasibilityStudyforBoardmanRiver.aspx>

The USACE plans on redesigning portions of the Union Street Dam modifying the functions of the existing fish ladder and fish weir (located approximately 0.4 mile downstream from the Union Street Dam). The City of Traverse City wishes to leverage the modification of the Union Street Dam funded by USACE to include improvements that enhance public access to the river and fishing opportunities, enhance the park atmosphere (seating, lighting, recreation activity areas), promotes a safer, continuous recreational water craft passage through the dam, and strengthens fish habitat in the vicinity of the dam.

Therefore, to confirm the feasibility of an alternate, passive spillway system and develop concepts to complement the USACE project we solicited proposals from qualified firms to complete a Dam Betterment Plan. We have budgeted \$20,000 (CIP Project #170) for this work. The work will assist with the CIP Planning for projects #168, Toe Drain (\$50,000) and #172, Outlet Relining (\$400,000) which are planned for the 2016/17 fiscal year. It would allow time for developing funding options and detailed designs should it be recommended that a passive spillway system is preferred over repairs to the existing dam which is more than 60 years old.

The work will include a feasibility and conceptual design study. The purpose of the design is to establish feasibility, and, if possible, then to create a conceptual design, conceptual design report, and detailed cost estimate. The purpose of the study is to provide the City of Traverse City with: 1) a conceptual design that shows how the project would look, function, and fit within the community; 2) a detailed report that documents information gathered, conclusions made, and steps to project implementation and completion; and 3) a cost estimate which details the costs of the project to implement.

The RFP was issued on November 4, 2014 with five firms responding to our request on December 10, 2014 as follows:

Consultant	Location	Cost
S2O Design and Engineering	Lyons, CO	\$ 13,500.00
John Anderson/McLaughlin Whitewater	Kensington, MD	\$ 19,800.00
Conservation Design Forum	Elmhurst, IL	\$ 20,000.00
Northwest Design Group	Petoskey	\$ 18,068.00
Johnson Hill Land Ethics Studio	Ann Arbor	\$ 48,900.00

A staff committee made up of the Planning Director, DPS Director, Parks and Recreation Superintendent, DDA Director and City Engineer reviewed the submittals and recommend that the Mayor and City Clerk be authorized to execute an agreement with John Anderson/McLaughlin Whitewater, in the amount of \$ 19,800.00 with funds available in the Public Improvements Fund, subject to approval as to substance by the City Manager and as to form by the City Attorney. The recommendation is based on the familiarity of the existing dam and the USACE plans for enhanced fish passage and the level of experience with similar projects that this team presented in their proposal.

3.0 Conclusions and Recommendations

Overall, the dam is well-maintained and in generally good condition and the structures appear to be stable. However, the spillway capacity and freeboard are in question for the current hazard rating of the dam.

During the diving inspection, a failure of the joint between sections of corrugated metal pipe (CMP) in Outlet Pipe No. 10¹ of the principal spillway was discovered. The CMP joint failure was located approximately 10 feet downstream from the slide gate and was approximately 24 inches long at the invert of the pipe. A small sand boil was observed moving embankment material into the pipe. Left untreated, the boil could progress leading to the development of a sinkhole. The decision was made to keep slide gate No. 10 closed until repairs could be made. Two days later, the diver returned to the site to install a neoprene seal and expansion band over the failed joint. This repair successfully sealed the failed joint.

An approximately 3-inch wide gap was observed between the upstream sheet piling and the upstream, right end of the concrete approach wall to the auxiliary spillway inlet. There was a minor amount of settlement of the ground surface behind this gap, indicating some ground loss has occurred. Although this is not considered a dam-safety concern, the gap should be monitored. If additional ground loss occurs, the gap should be repaired.

No other conditions were observed which were considered an imminent threat to dam safety. However, the following conditions were identified which should be addressed within the timeframes listed:

3.1 Immediate (by end of 2008)

The only immediate deficiency identified was the failure of Outlet Pipe No. 10, as noted above, which was repaired immediately following the inspection. No other deficiencies were identified that require immediate attention.

3.2 Short-Term (within 1 to 2 years)

1. Construct a properly engineering toe drain just upstream of the principal spillway outlet headwall. The toe drain should be composed of properly-graded granular materials to prevent piping of material into the drain. A slotted PVC collector pipe encased in drainage stone should be used to convey collected water to the spillway tailrace. The use of filter socks or fabric-wrapped stone is not recommended for toe drains. A Toe Drain Concept Sketch is included in Appendix B.
2. Trees and woody vegetation on embankment dams have been demonstrated to pose a threat to long-term integrity, particularly when they die off. As roots decay, they leave passages for seepage and piping to initiate. Under windstorms, uprooted trees can scar the embankment, and intercept the phreatic

¹ Principal spillway CMP pipes are numbered 1 through 10 as viewed from left to right, looking downstream.

surface, leading to progressive slope failure. The trees and woody shrubs located on the upstream slope near the left and right abutments should be removed. In addition, the large trees located on the downstream slope groins on either side of the principal spillway should be removed. In addition to removing the trunks, the roots should be grubbed out and the voids filled with compacted soil. Upon removal of the trees, place additional topsoil, seed and mulch on the downstream slope.

3. Evaluate the project spillway capacity for the 200-year design inflow, which takes into account the capability of removing stoplogs and the head loss due to the trash racks (including some amount of clogging). The modeling should be conducted to include tailwater effects, exit losses, and entrance losses caused by the stoplog weir and trashracks. We also recommend that the top of the dam be surveyed to confirm the elevation of the entire crest length.
4. Update the Operations and Maintenance Plan to include procedures required to operate and maintain the spillway during a flood event.
5. Install a staff gage on the dam to monitor reservoir elevation. The staff gage should be set to National Geodetic Vertical Datum (NGVD 1929).

3.3 Long-Term (within 5 years)

1. The principal spillway CMP outlet pipes have reached the end of their design life. The typical design life of CMP outlet pipes for this application is 30 to 50 years. The CMP outlets at Union Street Dam are more than 60 years old. The asphaltic lining has deteriorated and many of the expansion bands are missing and gasket material is being lost. Because the CMP pipes have retained their shape, we recommend that the CMP outlets be slip-lined with either a heat-cured epoxy liner (Insitu-form or equal) or a smooth-lined pipe be installed and grouted into place. The slip-lining system needs to be properly designed so that there is no net loss in principal spillway capacity. Damaged surface concrete at the base of the concrete inlet structures should also be repaired during the slip-lining program.

Rather than extending the life of the current spillway outlet pipes, consideration should also be given to alternate, passive spillway systems which do not require the use of gates to regulate flows and maintain pool level. These include a labyrinth spillway, chute spillway, or possibly a "natural" spillway system. A natural system involves constructing a series of cascading boulder-lined pools which mimic a natural-flowing stream. A natural system could be designed to be a water recreation park or kayak park. The costs of all these alternate concepts are likely to be significantly higher than maintaining the existing spillway pipes. For any alternate spillway system, consideration must also be given to maintaining the invasive species barrier.

2. The water main on top of the dam consists of old bell-and-spigot tile pipe and sits exposed on the top of the dam. Failure of this pipe would result in pressurized water impinging on erodible embankment soils. Significant damage to the embankment could occur before City crews shut off the water. Although this pipe does not currently represent a significant hazard to dam safety, the City should consider relocating this main, or sleeving it within a protective casing above or below ground.

10.0 Cost Estimates

Concept-level opinions of probable cost for the recommendations provided in Section 3.0 are summarized in the table below.

Table 10.1 - Concept-level Opinions of Probable Cost

Recommendation	Estimated Cost	Comments
Immediate (by end of 2008)		
Repair CMP No. 10 leak	\$1,500 to \$2,000	Repaired during inspection
Short Term (next 1 to 2 years)		
Toe drain installation	\$50,000 to \$80,000	Includes design, construction engineering, and construction
Remove Trees	None	No materials. Labor provided by Parks department staff
Develop spillway rating curve, evaluate freeboard adequacy, and stoplog operational requirements	\$10,000 to \$15,000	Does not include design or construction of new stoplog handling system, if required
Update O&M Plan	None	To be completed by City staff
Install staff gage	<\$500	Installed by City staff
Long Term (within 5 years)		
Reline spillway CMP outlets	\$300,000 to \$400,000	Includes engineering and construction
New chute or labyrinth spillway	\$1,000,000 to \$1,500,000	Including design, construction engineering, and construction
Relocation of water main	\$50,000 to \$100,000	To be completed by City staff

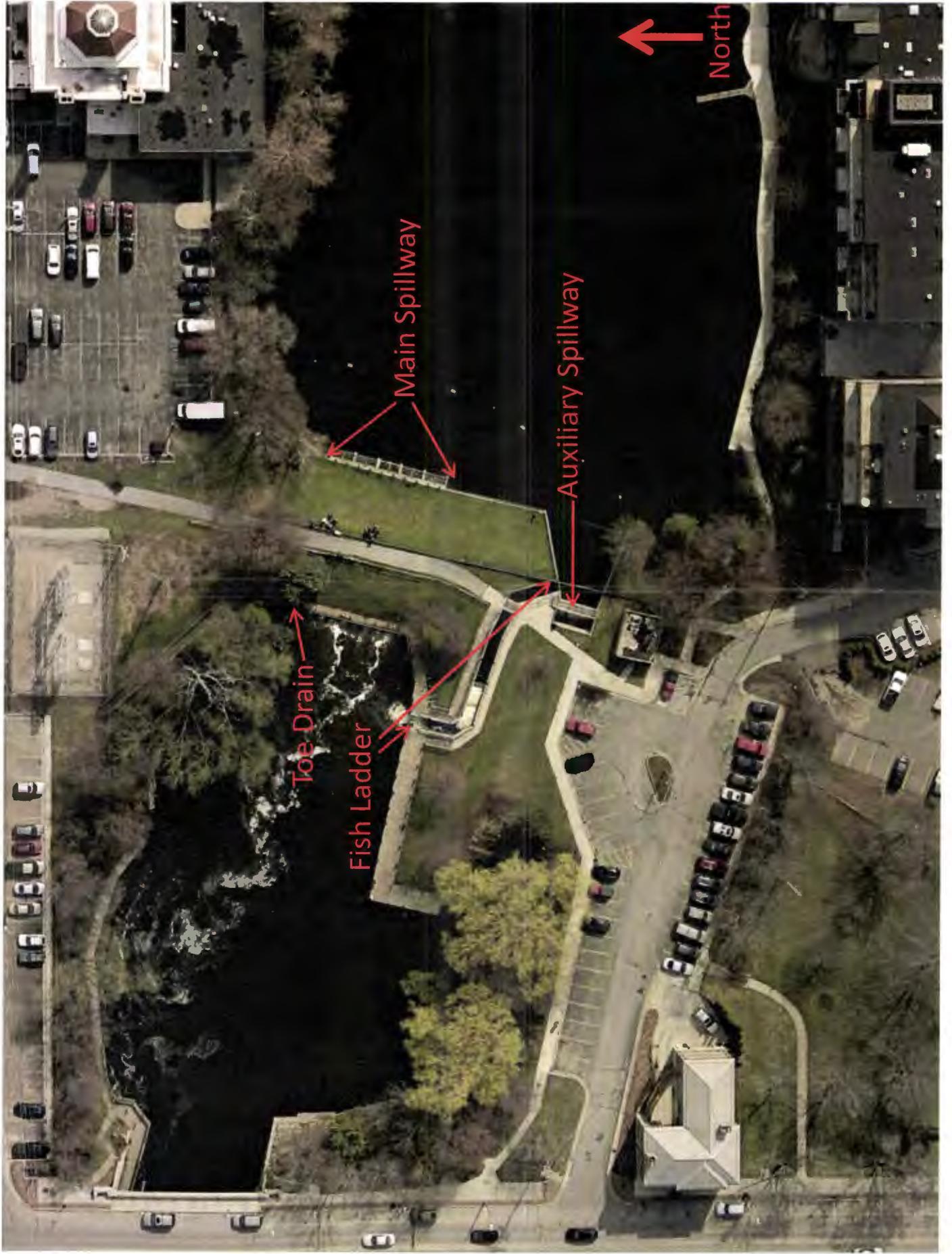
These opinions are based upon 2008 unit costs for similar projects and engineering judgment based on experience with similar projects. They are not based on any actual designs, engineering analysis, quantity calculations, or contractor bids. Actual costs will vary based on design, permit conditions, contractor's perceived risk, site access, weather, and market conditions. No warranty concerning the accuracy of these costs are expressed or implied.

CITY OF TRAVERSE CITY, MICHIGAN
 SIX YEAR CAPITAL IMPROVEMENT PLAN
 Budget Year 2014-2015 by Fund

All Projects Submitted for 2014/15

Date/Time Printed: 4/21/2014 4:36:51 PM

Project ID		Carry Forward 2013-14	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Funding Sum	Non-City Funds	Project Cost
GENERAL FUND											
Cemetery											
48	Oakwood Cemetery Paving of Main Loop in First Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
45	Oakwood Cemetery: Construct New Maintenance Facility	\$154,270.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$154,270.00	\$0.00	\$154,270.00
47	Oakwood Cemetery: Install Cremation Niches in Mausoleum	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
Total Cemetery		\$154,270.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$194,270.00	\$0.00	\$194,270.00
Fire											
370	Overhead Garage Doors (FF#1 & FF#2)	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
841	*TCFD: Replacement of portable radios	\$0.00	\$0.00	\$0.00	\$24,800.00	\$0.00	\$0.00	\$0.00	\$24,800.00	\$0.00	\$24,800.00
840	*TCFD: Replacement phone system	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
839	*TCFD: Tablets for emergency response vehicles	\$0.00	\$0.00	\$13,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,600.00	\$0.00	\$13,600.00
Total Fire		\$0.00	\$15,000.00	\$23,600.00	\$24,800.00	\$0.00	\$0.00	\$0.00	\$63,400.00	\$0.00	\$63,400.00
General Government											
784	*Annual City Computers	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$210,000.00	\$0.00	\$210,000.00
843	*Capital Improvement Program software purchase	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
4	City Document Management System	\$0.00	\$0.00	\$46,500.00	\$54,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$175,500.00	\$0.00	\$175,500.00
777	*City Wide Bench Elevation Survey - Engineering	\$10,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
Total General Government		\$40,000.00	\$30,000.00	\$101,500.00	\$84,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$420,500.00	\$0.00	\$420,500.00
Parks & Rec.											
306	Ashton Park Playground	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$3,000.00	\$15,000.00
539	Boon Street Park Playground Improvements	\$0.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$2,000.00	\$10,000.00
26	Bryant Park Retaining Wall	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$40,000.00	\$90,000.00
538	Clancy Park Improvements - Phase 1 and Phase 2	\$0.00	\$33,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,000.00	\$37,000.00	\$70,000.00
3	Hannah Park improvements	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$105,000.00	\$155,000.00
34	Hickory Hills Booster Pump and Well	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$20,000.00	\$50,000.00
28	Hickory Hills Lodge Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$500,000.00	\$500,000.00	\$1,000,000.00
328	Hickory Hills Pole Barn	\$0.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$5,000.00	\$80,000.00
309	Indian Woods Playground	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$5,000.00	\$20,000.00
33	Lay Park Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00	\$0.00	\$0.00	\$65,000.00	\$65,000.00	\$130,000.00
785	*Natural Features Inventory (Planning)	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00
684	*Park Sign Replacement	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00
543	Rose and Boyd Park (Triangle Park)	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$10,000.00
170	Union Street Dam Betterment Plan	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
172	Union Street Dam: Outlet relining	\$0.00	\$0.00	\$0.00	\$400,000.00	\$0.00	\$0.00	\$0.00	\$400,000.00	\$0.00	\$400,000.00
168	Union Street Dam: Toe Drain	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00
Total Parks & Rec.		\$0.00	\$53,000.00	\$145,000.00	\$595,000.00	\$80,000.00	\$500,000.00	\$0.00	\$1,373,000.00	\$787,000.00	\$2,160,000.00





The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF FEBRUARY 2, 2015

DATE: JANUARY 29, 2015

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: RESOLUTION RECOGNIZING THE SECOND MONDAY OF
OCTOBER AS INDIGENOUS PEOPLES DAY

At the June 2, 2014, Regular Meeting, public comment was given asking that the Commission adopt a resolution recognizing the second Monday in October as *Indigenous Peoples Day*.

At the request of Commissioner Carruthers, the Human Rights Commission considered the request. Attached is a letter from Human Rights Commission Chairman Lee Hornberger with the resolution adopted by the Human Rights Commission supporting this request. Additionally, attached is a similar resolution of The Grand Traverse Band of Ottawa and Chippewa Indians Tribal Council adopted in December.

On January 20, 2015 at the request of Commissioner Carruthers this item was placed on the City Commission agenda for consideration. However, due to the fact that not all Commissioners were present at this meeting, Mayor Estes removed the item for placement on a future meeting agenda where all Commissions would be present to discuss this item.

Commissioner Carruthers is requesting that the Commission discuss and consider adopting a resolution that would recognize the second Monday of October as *Indigenous Peoples Day*. At the request of Commissioner Carruthers, Human Rights Commission Chairman Lee Hornberger will be in attendance to make some introductory remarks regarding this matter.

See motion on following page

The following motion would adopt the resolution:

that the Resolution Recognizing the Second Monday of October as Indigenous Peoples Day, be adopted.

JJO/bcm

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copy Alvin Pedwaydon, Grand Traverse Band of Ottawa and Chippewa
 Indians Tribal Chairman
 Lee Hornberger, Human Rights Commission Chairman
 Timothy Grey

THE CITY OF TRAVERSE CITY HUMAN RIGHTS COMMISSION
c/o LEE HORNBERGER, CHAIR
6730 MISSION RIDGE
TRAVERSE CITY, MICHIGAN 49686-6131
leehornberger@leehornberger.com
231-941-0746

January 13, 2015

The Honorable Michael Estes
Mayor
1023 Nakoma Drive
Traverse City, MI 49686

The Honorable Barbara Budros
Mayor Pro Tem
718 Bloomfield Road
Traverse City, MI 49686

The Honorable Jim Carruthers
Commissioner
218 West Eleventh Street
Traverse City, MI 49684

The Honorable Jeanine Easterday
Commissioner
1011 Lake Ridge Dr. #102
Traverse City, MI 49684

The Honorable Gary L. Howe
Commissioner
926 Lincoln Street
Traverse City, MI 49686

The Honorable Ross Richardson
Commissioner
873 Washington Street
Traverse City, MI 49686

The Honorable Tim Werner
Commissioner
400 Boardman Avenue
Traverse City, MI 49684

Re: Indigenous Peoples Day Resolution

Dear Mayor Estes, Mayor Pro Tem Budros, and Commissioners:

Please find enclosed a copy of the Indigenous Peoples Day Resolution that was passed by the Traverse City Human Rights Commission on January 12, 2015.

The idea of such a Resolution was first considered by the Human Rights Commission during the summer of 2014. Subsequently the proposed Resolution was considered by the Commission at several meetings. The proposal was studied by a committee. The committee recommended approval of such a Resolution. In the meantime on December 2, 2014, the Grand Traverse Band of Ottawa and Chippewa Indians passed its Resolution Urging Governments to Recognize Indigenous Peoples Day.

Indigenous Peoples Day is celebrated in various localities in the United States. The purpose of the day is to promote Native American culture and commemorate the history of Native American peoples. The celebration began in Berkeley, California, and Denver, Colorado.

In October 2014 the Seattle City Council unanimously voted to recognize Indigenous Peoples Day, to celebrate "the thriving cultures and values of Indigenous Peoples in our region." This followed in the footsteps of Minneapolis, which made the same decision in April 2014, "to reflect upon the ongoing struggles of Indigenous people on this land, and to celebrate the thriving culture and value that Dakota, Ojibwa and other indigenous nations add to our city." Berkeley, California, in 1992 was the first city to formally recognize Indigenous Peoples Day.

In addition, South Dakota celebrates Native American Day in "remembrance of the great Native American leaders who contributed so much to the history of our state." Hawaii observes Discoverers' Day, in which Polynesian explorers are honored.

The Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians has passed a Resolution officially recognizing Indigenous Peoples Day on the second Monday in October, and that Indigenous Peoples Day shall be used to reflect upon the ongoing struggles of indigenous peoples on this land, and to celebrate the thriving culture and value that Odawa, Ojibwe, Potawatomi, and other indigenous peoples add to communities throughout and beyond the Grand Traverse region.

The Human Rights Commission recommends that the City Commission give appropriate consideration to passing a Resolution officially recognizing Indigenous Peoples Day.

Your cooperation and courtesy are appreciated. If there are questions, please advise.

Very truly yours,



Lee Hornberger
Chair, Traverse City Human Rights Commission



The Traverse City Human Rights Commission

A Resolution Recognizing the Second Monday of October as Indigenous Peoples Day

- WHEREAS,** the City of Traverse City recognizes the annexation of Ottawa and Chippewa homelands for the building of our City, and knows Indigenous nations have lived upon this land since time immemorial and values the progress our society has accomplished through American Indian technology, thought, and culture; and
- WHEREAS,** the City of Traverse City understands that in order to help close the equity gap, government entities, organizations and other public institutions should change their policies and practices to better reflect experiences of American Indian people and uplift our country's Indigenous roots, history, and contributions; and
- WHEREAS,** the idea of Indigenous Peoples Day was first proposed in 1977 by a delegation of Native nations to the United Nations – sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and
- WHEREAS,** in 1990, representatives from 120 Indigenous Nations at the First Continental Conference on 500 Years of Indian Resistance unanimously passed a resolution to transform Columbus Day into an opportunity to educate the rest of the country about pre-existing Indian cultures that have survived an often violent colonization process and continue to exist and thrive in present day America; and
- WHEREAS:** The Seattle City Council on October 6, 2014, followed the lead of municipalities including the City of Berkeley, California, and City of Minneapolis, Minnesota, in voting to rename Columbus Day as Indigenous Peoples Day to honor the culture, heritage, and contributions of Native Americans; and
- WHEREAS:** The Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians has passed a Resolution (1) officially recognizing Indigenous Peoples Day on the second Monday in October, (2) that Indigenous Peoples Day shall be used to reflect upon the ongoing struggles of indigenous peoples on this land, and to celebrate the thriving culture and value that Odawa, Ojibwe, Potawatomi, and other indigenous peoples add to communities throughout and beyond the Grand Traverse region

WHEREAS, the City of Traverse City has a strong history of over eight decades of American Indian activism, which the City celebrates and honors; and

WHEREAS, the United States Federal Government recognizes Columbus Day on the second Monday of October, in accordance with the Federal holiday established in 1937; now, therefore, be it

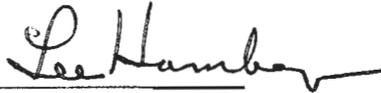
RESOLVED, by the Human Rights Commission that the City of Traverse City shall recognize Indigenous Peoples Day on the second Monday of October; and, further be it

RESOLVED, that the City of Traverse City shall continue its efforts to promote the well-being and growth of the Traverse City American and Indigenous community; and further be it

RESOLVED, that Indigenous Peoples Day shall be used to reflect upon the ongoing struggles of Indigenous people on this land, and to celebrate the thriving culture and value that that Odawa, Ojibwe, Potawatomi, and other indigenous peoples add to communities throughout and beyond the Grand Traverse region; and, further be it

RESOLVED, the City of Traverse City encourages other businesses, organizations and public entities to recognize Indigenous Peoples Day.

I hereby certify that the above Resolution was approved and adopted by the Traverse City Human Rights Commission at its regular meeting held on January 12, 2015, in the County Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan 49684.



Lee Hornberger, Chair



The Grand Traverse Band of Ottawa and Chippewa Indians

2605 N. West Bay Shore Drive • Peshawbestown, MI 49682-9275 • (231) 534-7750

TRIBAL COUNCIL RESOLUTION Resolution # 14-32.2583

Resolution Urging Governments to Recognize Indigenous Peoples Day

- WHEREAS:** The Grand Traverse Band of Ottawa and Chippewa Indians (GTB) became a federally-recognized Indian Tribe having a government-to-government relationship with the United States effective May 27, 1980 (see 45 Fed. Reg. 18321-322 (March 25, 1980)); and
- WHEREAS:** GTB is organized under a Tribal Constitution approved by the Secretary of the Interior on March 29, 1988; and
- WHEREAS:** GTB has a governmental Tribal Council consisting of Alvin V. Pedwaydon, Tribal Chairman; JoAnne Cook, Vice Chair; David Arroyo, Secretary; Thomas P. Shomin, Treasurer; Derek J. Bailey, Councilor; Frank Wilson, Councilor; and Mark L. Wilson, Councilor; and
- WHEREAS:** Article IV, Section (1)(h) of the Tribal Constitution provides that a power of the Tribal Council is “[t]o manage and control the economic affairs, enterprises, property, and all other interests of the Band;” and
- WHEREAS:** The Indigenous Peoples Day concept was first proposed in 1977 by a delegation of Native nations to the United Nations-sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and
- WHEREAS:** In 1990, representatives from 120 Indigenous Nations at the First Continental Conference on 500 Years of Indian Resistance unanimously passed a resolution to transform Columbus Day into an opportunity to educate the rest of the country about pre-existing Indian cultures that have survived an often violent colonization process and continue to exist and thrive in present day America; and
- WHEREAS:** The United States federal government, the State of Michigan, and many local governments recognize Columbus Day as the second Monday in October, in accordance with the federal holiday established in 1937; and
- WHEREAS:** The Seattle City Council on October 6, 2014 followed the lead of municipalities including the City of Berkeley, California and City of Minneapolis, Minnesota in voting to rename Columbus Day as Indigenous Peoples Day to honor the culture, heritage, and contributions of Native Americans; and

WHEREAS: The Grand Traverse Band of Ottawa and Chippewa Indians Tribal Council desires to continue its strong and productive relationship with fellow governmental bodies based on mutual respect and trust.

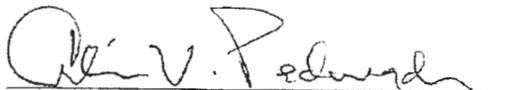
THEREFORE BE IT RESOLVED, that the Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians officially recognizes Indigenous Peoples Day on the second Monday in October.

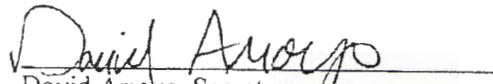
BE IT FURTHER RESOLVED, that Indigenous Peoples Day shall be used to reflect upon the ongoing struggles of indigenous peoples on this land, and to celebrate the thriving culture and value that Odawa, Ojibwe, Potawatomi, and other indigenous peoples add to communities throughout and beyond the Grand Traverse region.

BE IT FINALLY RESOLVED, that the Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians urges governmental bodies to officially recognize Indigenous Peoples Day, and encourages other businesses, organizations, and public entities to recognize Indigenous Peoples Day as well.

APPROVED:

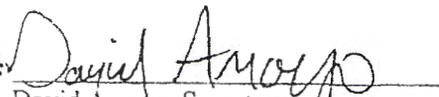
ADOPTED:


Alvin V. Pedwaydon, Chairman


David Arroyo, Secretary

CERTIFICATION

As Secretary of the Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians, I hereby certify that the above Poll was approved and adopted on December 2, 2014, by way of the polling procedures authorized in the Legislative Procedures Act of GTB by a vote of: 5 FOR, 0 AGAINST, 0 ABSTAINING, and 1 ABSENT.

ATTEST: 
David Arroyo, Secretary



**A Resolution Recognizing the
Second Monday of October as
Indigenous Peoples Day**

- Because, the City of Traverse City recognizes the annexation of Ottawa and Chippewa homelands for the building of our City, and knows Indigenous nations have lived upon this land since time immemorial and values the progress our society has accomplished through American Indian technology, thought, and culture; and
- Because, the City of Traverse City understands that in order to help close the equity gap, government entities, organizations and other public institutions should change their policies and practices to better reflect experiences of American Indian people and uplift our country's Indigenous roots, history, and contributions; and
- Because, the idea of Indigenous Peoples Day was first proposed in 1977 by a delegation of Native nations to the United Nations – sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and
- Because, in 1990 representatives from 120 Indigenous Nations at the First Continental Conference on 500 Years of Indian Resistance unanimously passed a resolution to transform Columbus Day into an opportunity to educate the rest of the country about pre-existing Indian cultures that have survived an often violent colonization process and continue to exist and thrive in present day America; and
- Because, the Seattle City Council on October 6, 2014, followed the lead of municipalities including the City of Berkeley, California and the City of Minneapolis, Minnesota, in voting to rename Columbus Day as Indigenous Peoples Day to honor the culture, heritage and contributions of Native Americans; and
- Because, the Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians has passed a Resolution (1) officially recognizing the Indigenous Peoples Day on the second Monday in October, and (2) that Indigenous Peoples Day shall be used to reflect upon the ongoing struggles of indigenous peoples on this land, and to celebrate the thriving culture and value that of Odawa, Ojibwe, Potwatomi, and other indigenous peoples add to communities throughout and beyond the Grand Traverse Region; and
- Because, the City of Traverse City has a strong history of over Eight decades of American Indian activism, which the City celebrates and honors; and

- Because the United States Federal Government recognizes Columbus Day on the second Monday of October, in accordance with the Federal holiday established in 1937; now, therefore, be it
- Resolved,** by the City Commission that the City of Traverse City shall recognize Indigenous Peoples Day on the second Monday of October; and, further be it
- Resolved,** that the City of Traverse City shall continue its efforts to promote the well-being and growth of the Traverse City American and Indigenous community; and further be it
- Resolved,** that Indigenous Peoples Day shall be used to reflect upon the ongoing struggles of Indigenous people on this land, and to celebrate the thriving culture and value that that Odaawa, Ojibwe, and other Indigenous nations add to our city; and, further be it
- Resolved,** the City of Traverse City encourages other businesses, organizations and public entities to recognize Indigenous Peoples Day.

I hereby certify that the above Resolution was adopted by the Traverse City City Commission at its regular meeting of February 2, 2015, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF FEBRUARY 2, 2015

DATE: JANUARY 29, 2015

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: ELECTION COMMISSION – TERM EXPIRATION

Attached is a memo from Deputy City Clerk Katelyn Stroven regarding one expired term on the Election Commission, seat held by John Walton. Ms. Stroven has indicated that Mr. Walton is interested in being reappointed and that this is a City Commission appointment. As disclosed in the past, City Clerk Benjamin Marentette is a personal friend of Mr. Walton.

The following are sample motions:

1 – to reappoint John Walton

that John Walton (seat previously held by John Walton) be reappointed, to one three-year term expiring December 11, 2017, on the Election Commission.

2 – to establish an ad hoc interview committee

that an ad hoc interview committee be established to make recommendation regarding one three-year term (seat previously held by John Walton) expiring December 11, 2017, on the Election Commission; and that Commissioners _____, _____ and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

JJO/kes

K:\tcclerk\city commission\appointments\Election Comm_20150202.doc

copy Benjamin Marentette, City Clerk

Memorandum

The City of Traverse City



TO: Jered Ottenwess, City Manager

FROM: Katelyn Stroven, Deputy City Clerk *KS*

DATE: Thursday, January 29, 2015

SUBJECT: ELECTION COMMISISON – TERM EXPIRATION

There is one expired term on the Election Commission, seat held by John Walton. Mr. Walton, who attended two out of two meetings in 2014 and two out of two meetings in 2013, is seeking reappointment to the Election Commission.

City Clerk Benjamin Marentette originally disclosed when John Walton was appointed to the Election Commission that Mr. Walton is a personal friend of his. Because there is a new Commission that may consider Mr. Walton's reappointment, the City Clerk requested that I inform you, and therefore the City Commission, of the City Clerk's personal relationship with Mr. Walton. Respectfully, please keep in mind that the Election Commission holds no supervisory authority over the City Clerk in terms of elections - rather, the Election Commission's primary function is to approve the City Clerk's appointment of election inspectors.

Appointments to the Election Commission are made by the City Commission.

Currently, we have no applications on file for this board.

As always, please let me know if you have any questions.

Thank you!

Election Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
Benjamin Marentette - City Clerk Chair/Secretary 922-4480	09/19/11	Continuous
Kris Elliott 619 Monroe St, TC, 49684 360-0183 (Res) 421-8505 (Bus) kris-elliott@sbcglobal.net	12/16/13	12/12/16
Chris Campbell 116 N. Monroe St, TC, 49684 935-1873 (Res) 941-5109 (Bus) ccampbell@lsnm.org	07/06/99	12/14/15
John Walton 228 W. Seventh St, TC, 49684 932-2298 (Res) 941-2713 (Bus) jw9419@att.com	07/17/06	12/08/14 12/11/17

Seeking Reappointment

Established December 17, 1998

Resolution No. 469; Chapter 280 Codified Ordinances of the City of Traverse City.

ELECTION COMMISSION: is a neutral body and has no policy decision making authority. City Charter, ordinances and state law mandate election procedures. The Election Commission consists of three registered voters and the City Clerk who serves as Chair and Secretary and calls all meetings. The Election Commission meets approximately twice a year. Examples of duties: to appoint election inspectors and to approve printing of City election ballots. All appointments are for three years with the first appointments being staggered.

All appointments expire the second Monday in December.

The City Commission shall appoint the three registered voter members of the Election Commission. In order to be eligible for appointment, these persons shall not be in default to the city, meaning that they do not owe any delinquent bill or back taxes to the City. No member shall be appointed or continue to sit on the Elections Commission if they or any member of their immediate family are a candidate to be voted on at the upcoming election. Upon discovering such candidacy, an Elections Commissioner shall immediately notify the City Clerk.

2/2/15 cc report City Commission

The City of Traverse City

Governmental Center
400 Boardman Ave
Traverse City MI 49684
(231) 922-4414
www.traverscitymi.gov



Code Enforcement

COMPLAINTS for 2014	October	November	December	
Lawns				
Sign Violations	4	1		
Sidewalk Café Inspections				
Brush/ Streets Dept.	4	5	23	
Parking violations	9	2	3	
Neighbor Disputes		5	3	
Street Performer inspections/compl.				
Chickens				
Trash/garbage/junk	7	5	3	
Smoking Violation				
Dilapidated Homes/buildings		2		
Food Trucks/Vendors				
Noise		1		
Health/Safety		2	1	
News Racks				
DDA issues/complaints				
Miscellaneous Compl.	6	5	4	
Rental Housing Insp.	134	73		
Snow Complaints			2	
TOTALS	168	101	39	

The above chart shows the type and amount of each complaint that was handled. No citations were issued, only warnings, as almost all violations were corrected after one warning. Approximately 90% of the above complaints were call generated, and 10% self initiated.

Memorandum

The City of Traverse City
Planning and Engineering Departments



TO: Jered Ottenwess, City Manager

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

DATE: January 26, 2015

SUBJECT: CAPITAL IMPROVEMENT PROGRAM- QUARTERLY PROJECT UPDATE

Parking System

- **#550: Lot D Reconstruction/Boardman River Boatlaunch** - Asphalt surface is aging. Scope of work includes installation of new launch and piers, dredging, a universally accessible canoe/kayak launch, resurfacing the parking lot, installation of retaining walls near the launch and turnaround to stabilize eroding site banks, installation of trees and native plantings, and boat cleaning/invasive species education signage. A \$156,250 Waterways Grant received in December 2013, a \$80,000 Coastal Management Program grant, and local foundation grant of \$50,000 received in 2012 for project construction. *Update: Joint permit applied for in July- a request for additional information was received in September. Environmental soil contamination caused project design delays. Coastal Management Program grant was lost due to change requests and inadequate time to complete project. City reapplied for CZM funding on December 30, 2014. MDEQ construction permit received. Awaiting ACOE permit. Construction pending further funding, likely to occur in 2016.*
- **#708: Lot O Remediation** - Mitigation of contamination that likely is affecting adjacent properties and the water table in close proximity to the Boardman River. Five underground storage tanks exist at Lot O and likely are contributing to soil contamination. This project would remove the tanks and contain soil contamination at the lot. *Update: No activity.*
- **#729: Lot P Reconstruction** - Repair asphalt. Required in lease agreement with property owner. West State Street just west of barber shop. *Update: No activity.*
- **#728: Lot V Reconstruction** - Mill and replace asphalt, replace curbs, new drainage structure. Required in lease agreement with property owner. *Update: Lot V is included in Paving and Resurfacing Phase 2.*
- **#133: Lots W and N** - Consolidate parking in these lots in conjunction with the development of the northeast corner of Washington and Cass. *Update: Lot N pending Washington Place ongoing discussions*

Bayfront Plan Non-TIF Implementation Fund

- **#568 West End Beach Trail Extension and Access** - The scope of work includes the extension of a non-motorized trail along the north side of M-72/West Grandview Parkway from the parking lot at West End Beach to Elmwood Avenue, a distance of

approximately 1,100 feet; a pedestrian crossing of M-72/West Grandview Parkway near the alignment of Elmwood Avenue connecting the trail extension with neighborhoods and trail networks to the south. North of the trail crossing intersection, a small viewing platform and ramped access to the beach will be constructed; also a stormwater treatment structure will be installed to separate oil and grit street runoff and reduce this current form of point-source pollution directly into Grand Traverse Bay. A \$173,931.87 MDOT Transportation Alternative grant was awarded in 2012 for the construction of the project. *Update: Project approved for consistency with Master Plan by the Planning Commission on 11/16/11. Decisions by ACOE and MDEQ on beach grooming request August 2013. MDOT bid letting process occurred in August, Construction began September 2014 and was complete in November except for the lights which will be installed later.*

- **#778 Public Pier: Bayfront Plan** – Great Lakes Fisheries Trust Grant received to complete the design, preliminary engineering, studies and construction drawings and details to build an approx. 550 foot, universally accessible fishing pier at the mouth of the Boardman River on Grand Traverse Bay. The pier will provide unique, outstanding access for people of all ages, needs and abilities to fish for migratory and other species, and to learn about the Great Lakes, the importance of stewardship and the value, challenges and opportunities involving the fishery. *Update: City Commission authorized acceptance of the \$232,000 Great Lakes Fishery Trust Fund Grant for the study and design of a public pier. A contract has been awarded to Smith Group JJR as the consultant for the study and design for the public pier. Three public meetings have been held. At those meetings: criteria for selecting a pier location was established; ultimately a pier location on the west side of the river mouth was chosen as the preferred location; programming and uses were determined, connectivity and emergency access were discussed, etc. A project website has been established: www.tcpublicpier.com A schematic design deliverable including: basis of design, plan graphic of proposed pier, cross sections and images defining the pier geometry and elements, written narrative of pier design, phasing plan, cost estimate of plan by phase and possible funding sources will be discussed at the February 2, 2015 City Commission meeting.*
- **#551 Holiday Inn Phase: Bayfront Plan** - The proposed Holiday Inn promenade consists of a 10-foot expansion of the existing seawall. Preliminary cost projections for the promenade seawall are conditioned on assumptions made without design wave conditions analysis, soil borings and determination of regulatory constraints. For estimating purposes the new seawall will consist of a new 40-foot long steel sheet piling bulkhead with a 10 foot wide concrete cap over new fill. Along Grand Traverse Bay shoreline, between Boardman River and Sunset Park. (FY2014-15) *Update: Easement needed, initial meeting with new owners held in 2013. Meeting planned with ownership regarding both the Public Pier project as well as the access easement needed for the Holiday Inn Phase in February 2015.*

Brown Bridge Maintenance Fund

- **#51 Upper Trail Connector Bridge (east end)** - This proposed pedestrian bridge over the Boardman River is located at the site of a former bridge that was constructed by the Boy Scouts in the 70's near the outlet of Grasshopper Creek. Highwater and the lack of maintenance caused the bridge to fail and it was removed in the 80's. Recently a riverfront property owner donated a bridge that can be used at the site. This bridge

combined with the Historic Brown's Bridge (West-end) will provide a 9-mile loop trail. Work items: Abutment design, site plan development, state and local permits, and installation. *Update: Project moved to FY 2015-16 in current CIP. Preliminary approval for location has been given by the Natural Rivers Program Coordinator. A \$7500 donation from a private citizen has been used for sandblasting and painting the bridge as well as for hiring GFA for the abutment design work. The City has sent a letter to Sen. Levin requesting use of the National Guard helicopter for bridge placement. Permits will be applied for winter of 2014/2015 with construction in the summer of 2015.*

- **#847 Historic Brown Bridge West End-** Most people don't know that in 1869 William Walter Brown purchased 80 acres from the state of Michigan for \$50. Soon thereafter Mr. Brown and his neighbors constructed a bridge across the Boardman that became one of the area's first State Roads. The site was also home to an inn called the "Half-Way House" because of its mid-point position between Grand Rapids and the Straits. Today there is great interest in constructing a foot bridge at the original site of the historic Brown's Bridge. Not only would the bridge provide a critical recreational trail connection across the Boardman River but it will also serve as an important bridge to the past. *Update: Will conduct project feasibility and study in 2016-17 with planned construction in 2017-18. No activity.*

General Fund

- **#760: Annual Crosswalk Maintenance** - This is a new annual program, providing funds to maintain or replace existing brick crosswalks; probably 3-4 crosswalks per year. Approximately 52 Crosswalks: 90% in need of replacement: *Update: The pilot thermol plastic crosswalk replacement project on Woodmere Avenue is complete at the intersections of Carver, Hannah and Eighth. We replaced the real brick with a brick print thermoplastic pavement marking material. So far we are encouraged by both the product and positive comments and are gearing up to finish the two crosswalks left on Woodmere Avenue as well as using the same technique at the intersection of Boardman and State Street next summer.*
- **#14: Annual Streets Program** – Placeholder: Actual determined through budget process. This is an annual program that provides funds to resurface major and minor streets within the city limits. These funds are also to be used for bridge, sidewalk, and storm water system repair and new sidewalk infill projects.
 - Paving and Resurfacing 2014
 - Santo, Santo Alley, Barlow, Birchwood/Kewaunee intersection and Lot V- *Contract awarded with construction in Spring 2015*
 - West Front Street Reconstruction (west city limits to Elmwood Ave)- *Project is complete with punch list items remaining. The pedestrian flashing beacon and select (dead) tree removal to be installed as weather allows.*
- **#320: Division Street** –\$500,000 Roads and Risk Reserve funds were allocated to MDOT in December 2013 for Planning and Environmental Linkages (PEL) process (part of the NEPA process) *Update: PEL project area includes Division Street from 14th Street to Grandview Parkway; 1.2 miles. The PEL process will engage the community and evaluate project alternatives for improvements that consider the environmental, community and economic goals. MDOT hired CDM Smith as a consultant to lead the PEL process. Local*

Agency Committee formed, Public Input Sessions planned. PEL process to be complete by Summer 2015.

- **#633: West Front Street** (Elmwood to City Limits) - Reconstruct West Front Street from City Limits to Elmwood Avenue using MDOT Small Urban Funds. Small Urban Funds \$375,000 for 2014. In kind is for engineering. General fund cost is for match and required consultants to administer funds. *Update: See Project #14 above.*
- **#365: Annual Sidewalk Replacement Program**— Placeholder: actual amount determined by Annual Street allocation. The Infrastructure Strategy Policy outlines 10% of total infrastructure spending is for sidewalk and bike-way improvements. The Replacement program replaces existing sidewalks. This program is in addition to sidewalks that are installed or replaced in conjunction with the annual Streets Program. The actual location of the sidewalks to be replaced under this program is determined during the fall prior to the construction year. *Update: Sidewalk replacement locations are on 9th between Lake and Union Streets and between Pine and Division Streets; and Maple between 10th and Griffin Streets. Gap infill locations are 1) Maple between Griffin and 14th Streets, 2) Fourteenth Street between Division and Maple on the north side and between Oak and Pine on the north side, 3) Bay Street between M72 and Ramsdell, 4) Division Street from Bay to north of Randolph Street, 5) Barlow Street between Carver and Boon, and 6) Eighth Street between Terrace and Cromwell. Construction planned 2014-15. Sidewalk replacement sections complete. Infill locations 1 and 3 complete, location 2 complete pending agreement with 5/3 Bank. Locations 5 and 6 to be completed in the Spring.*
- **#864 Boardman Lake Avenue**- a new road between 8th Street and 14th Street that consists of four basic components: Railroad Wye Relocation, Street Right-of-way acquisition, Street Construction and the Boardman Lake Trail (detailed below). *Project discussions continue.*
- **#347 Boardman Lake Trail West extension**-Project scope includes the extension of the Boardman Lake non-motorized trail from approximately 10th Street to 14th Street (2,900 linear feet), a connection to the Old Towne Neighborhood, and the addition of a lakefront recreational area that will feature a fishing dock, kayak/canoe small watercraft launch, shelter, picnic areas and seating. A \$210,000 Natural Resources Trust Fund Grant was received in October 2012. *Project approved for consistency with Master Plan by the Planning Commission on 11/6/12. Plans approved by the State in March 2014. Plans approved by the State in March 2014. Construction contract awarded in July, construction began in August, project substantially completed in December with railings to be installed when weather allows.*
- **#628: Boardman Lake Trail: West: Transportation Alternate:** Alternate transportation trail along railroad corridor on west side of Boardman Lake; need to acquire MDOT property. Creates trail options. West side of Boardman Lake from 12th to 14th Streets. *Update: Project approved for consistency with Master Plan by the Planning Commission on 11/6/12. Property acquisition in negotiation with MDOT rail; See project #347 above.*

Fiber Fund

- **#834 WIFI** – Public wireless network in downtown to serve visitors and parking control. *Update: \$700,000 included in 2014-15 FY fiber fund budget. Wi-fi has been deployed in the downtown area as of the end of 2014. TCL&P just negotiated an agreement with*

TCAPS to install an antenna on its administration building to serve the Riverine area. In addition, MDOT ROW issues have prevented activation into Clinch Park and the Open Space/West End Beach. We hope to have those issues resolved before the spring of 2015.

- **TIF 2**

- **#61: Cass & Lake: Streetscape Improvements** – Approximately 810 feet of streetscape improvements on Cass and Lake Streets. Improvements include trees, curb & gutter, benches, trash cans and other improvements. SID; city match TIF2. *Update: Property owner participation lacking. No activity*
- **#58: Eighth Street Bridge Repair** – Replace bridge deck using MDOT Critical Bridge Funds for the 2013 fiscal year. Prevent further deterioration resulting in more costly repair/replacement and ultimately bridge failure. Receiving MDOT Critical Bridge Funds for FY2013 for \$750,000. *Update: Project approved for consistency with Master Plan by the Planning Commission on 3/4/14. Design and Development with a planned 2015 construction.*

TIF 97

- **#714: 200 Block Alley Enhanced Improvements** – Pedestrian bridge, riverwalk and pedestrian improvements to north East Front alley between Cass and Park. *Update: No activity.*
- **#369: East Front Street - 300 block mid-block crosswalk** – Install mid-block crosswalk in 300 block of E. Front St. including bump-outs, a brick paver crosswalk and signage. Downtown's second largest employer sits across the street from the deck, where most of their employees park. This crosswalk will provide a safe crossing as well as calm traffic in this downtown block. *Update: No activity.*
- **#63: Garland St. Reconstruction/streetscapes** - Infrastructure improvement; realign street; improved access. Redirect Garland Street from Grandview Parkway to Union Street on the east end; provide a shared space street for pedestrians and motor vehicles. *Update: Fleis and Vandenbrink has been hired for design and engineering. Property/Right-of-way acquisition; 2015 planned construction.*
- **#586: Park St. Bridge Repair** – Rehabilitate bridge superstructure. *Update: Funding from MDOT Bridge Program approved for 2017 fiscal year.*
- **#66: Pine Street Pedestrian Way** – Pedestrian walkway and bridge over the Boardman River connecting West Front Street with Grandview Parkway. *Update: Project approved for consistency with Master Plan by the Planning Commission on 3/4/14. 2015 planned construction in coordination with TCLP and Uptown development.*
- **#646: Public Restrooms at Lot O** – Provide public restroom for shoppers and other visitors in Downtown; tentatively planned near Cass Street. *Update: No activity.*
- **#645: West Front St. Redevelopment (BOND)** - Build an approximately 410 space parking deck to serve the west side of downtown. This project would organize parking currently housed in surface lots and would. Corner of West Front and Pine. *Update: Discussions with property owners.*
- **#535: West Front Street Bridge Replacement and Streetscape** - Prevent further deterioration resulting in more costly repair/replacement and ultimately bridge failure. Receiving MDOT Critical Bridge Funds for the FY2013. *Update: Project approved for consistency with Master Plan by the Planning Commission on 3/18/14 and 9/3/14.*

Design and Development with planned spring 2015 construction for the street portion; however, the project design for the bridge is behind schedule and may be scheduled for fall 2015 construction.

Special Assessment Fund:

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

**TRAVERSE CITY
LIGHT AND POWER BOARD**

2/2 - cc report

Minutes of Regular Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, December 9, 2014

Board Members -

Present: Jim Carruthers, Pat McGuire, Jeff Palisin, Jan Geht, John Taylor

Absent: Barbara Budros, Bob Spence

Ex Officio Member -

Present: Jered Ottenwess, City Manager

Others: Tim Arends, Karla Myers-Beman, Stephanie Tvardek

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

Item 2 on the Agenda being Consent Calendar

None.

Item 3 on the Agenda being Unfinished Business

None.

Item 4 on the Agenda being New Business

a. Consideration of approving minutes of the Regular Meeting of November 25, 2014.

Moved by McGuire, seconded by Geht, that the minutes of the Regular Meeting of November 25, 2014 be approved.

CARRIED unanimously. (Budros, Spence absent)

b. Consideration of awarding bid for LED street lights.

The following individuals addressed the Board:

Tom Olney, Operations Manager
Tim Arends, Executive Director

Moved by Carruthers, seconded by Palisin, that the Board authorizes a purchase order to Resco for the purchase of 400 LED street light fixtures in the amount of \$112,200.

CARRIED unanimously. (Budros, Spence absent)

Item 5 on the Agenda being Appointments

None.

Item 6 on the Agenda being Reports and Communications

a. From Legal Counsel.

None.

b. From Staff.

1. Mark Beauchamp, Utility Financial Solutions, presented and discussed the Rate Study Board Goals.

The following individuals addressed the Board:

Tim Arends, Executive Director

c. From Board.

1. With the consensus of the Board, Chairman Taylor announced the December 23, 2014 Regular Board meeting is canceled.

Item 7 on the Agenda being Public Comment

No one from the public commented.

There being no objection, Chairman Taylor declared the meeting adjourned at 6:53 p.m.



Tim Arends, Secretary
LIGHT AND POWER BOARD

/st



CH2MHILL

3/2 cc RBA

MONTHLY OPERATING REPORT

TO: Jered Ottenwess, Traverse City Manager
John Divozzo, 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, Project Manager 

DATE: January 15, 2015

SUBJECT: Monthly Operations Report for December 2014

Attached to this report are the following items: a copy of the report to the state which has been electronically submitted, a financial summary of the TCRWWTP and the Septage Facility, and the monthly loadings for each Township within Grand Traverse County, the Septage Facility and the City.

TRAVERSE CITY

OPERATIONS AND PROJECTS

The Treatment Plant was in compliance through the month of December.

Synagro was able to haul and land apply 1.35 MG of Bio-solids from the Facility in December. This created enough Bio-solids Storage Capacity to get us to the end of March.

Coma shaped gram positive bacteria are currently dispersed in the plant biomass resulting in a decline in membrane permeability. (Refer to Graph 1 and Figure 1 at the end of this report) To eliminate this problematic bacteria from our biomass, the Gravity Belt Concentrator filtrate diversion pipe was set up and started on 12-30-14. We believe that this latest outbreak maybe a result of adjusting the angle at which our mixers hang in the aeration basin. This adjustment may have mixed up corners of the basin that, in the past, were not getting mixed and stirred up the Coma Shaped Gram Positive Bacteria. If this is the case, it is actually good news because we would have effectively addressed and eliminated a variable that could contribute to the growth of the Coma Shaped Gram Positive Bacteria in the future.

In December, we received the necessary down legs to add 2 of the old cassettes from train 1 to train 8. We moved 1 of 16 cassettes in train 5 to train 8, and one of 15 cassettes in train 6 to train 8. Membrane train 8 now has 15 of the old 500C cassettes. We left train 6 with 14 cassettes, because it performs better than all the other trains that currently have 500C cassettes. (Refer to Figures 2-4 at the end of the Report)

The odor control canisters in the Phoenix odor control building are indicating replacement will be needed before spring.

TCRWWTP Items of Importance

TCRWWTP Action Items	Status
Membrane Replacement	CH2MHill recommends replacing 4 trains of Membranes in 2015. CH2MHill developed corresponding memorandum and addendum, and answered questions in 2 study sessions in 2014, and 2015. The City Commission will vote on membrane replacement on 1/19/15.
Coma Shaped Gram Positive Bacteria	CH2MHill has been working on finding the source and eliminating Coma Shaped Gram Positive Bacteria since 2011. This bacteria is not commonly found in Waste Water Treatment Plants, and there is not much known about it. We are working with microbiologist and the DEQ to try and solve the issue-Solution Pending.
Mixing in the Aeration Basin is in adequate leading to solids buildup in corners, under pipes and along tank walls-maybe variable in growing Coma Shaped Gram Positive	CH2MHill recognized problem changed position, and angle of mixers in the basin. Mix hard problem areas weekly with compressed air system constructed from PVC by maintenance Dept. Continue to Monitor solids depth in problem areas for effectiveness of solutions.-On Going
Compressed Air Backup needed for Membrane Building	Compressed air is vital to the proper operation of our membrane system. Failure of the air compressors could result in an inability to permeate. We have two compressors in the Membrane Building, but wanted to add additional backup. CH2MHill developed a strategy to get the compressed air from the screw compressors in the administration building to the membrane building for use in emergency. CH2MHill is currently implemented the plan.-Final Stages
Digester 4 Needs Improved Mixing	City Commission approve the replacement of the Digester 4's centrifugal pump in 2014. CH2MHill ordered the Pump, and it arrived in December of 2014. CH2MHill is working on installing the new Vaughn pump for mixing Digester 4.
The Membrane Gates need Replacing	City Commission approved the replacement of 4 Membrane gates in 2014. CH2MHill ordered the gates in 2014. The gates are currently being manufactured. CH2MHill will install gates in the Spring of 2015. CH2MHill will recommend the approval of the purchase of 4 additional Membrane gates in 2015.
3-Archimedes Screw Pumps need to be Upgraded, and Trough Reconditioned-Screws are failing and troughs need to be recoated.	CH2MHill recommends replacing 1 screw/yr. until the screws have been replaced, and reconditioning the troughs at the same time. This recommendation is included in the 5 yr. Capital Improvement Plan for the next three years.
West SST needs a new Bio-solids pump	The plant is required to have a pump that can fill Bio-solids Hauling trucks at a certain rate, and the piston pump that is currently in use has been in place since the late 80's and fails often. CH2MHill recommends replacing the current West SST piston pump with a new pump. This recommendation is included in year 2015 of the City's 5 year capital Improvement Plan.
TBA Lift Station Pumps, Check Valves, Pump pit needs reconditioning.	Pumps have been repaired multiple times and are at the end of their life. Pump Pit needs to be relined because it is rusting through to the ground in some spots. CH2MHill recommends replacing the pumps, check valves and relining the pump pit. This recommendation is included in year 2015 of the City's 5 year capital Improvement Plan.

YCRWWTP Continued...

Maintenance

Windemuller has started installing the new control panels for the Sieve Drum Concentrator.

Windemuller installed a new cable for the radio communication at Front Street's Lift Station on 1/12/15. The first cable that they installed was kinked and they believe this could have been the cause of the communication errors we were experiencing. If the communication failures continue Windemuller will increase the height of the antennae.

The sump pumps in the Membrane Building basement were short cycling. Maintenance adjusted the control floats and the pumps are now cycling on and off as they should.

The West SST sump pump failed. It has been repaired.

3N primary valve was repaired and returned to service.

Screw Pump #1 was repaired and returned to service.

ADP pump A was repaired.

The west boiler recirculation pump was repaired.

Aeration basin mixers 3N and 3S GFCI protection installation has been completed.

IPP

We met with Jered Ottenwess and Lauren Tribble-Laucht to discuss the Cities Industrial Pretreatment Program. As discussed in the meeting, we have revised the IMH (Inspection Manhole) policy guide and sent the guide to Jered and Lauren for review.

The annual SIU inspections were conducted in December. We have sent out the follow-up letters and sampling results for all the SIUs except for Munson because we are still waiting for a BOD result from that location.

There was a sewer backup in the alley near Union Street and between Front Street and State Street. Several businesses in the area were visited including Brew, Union Street Cantina, Cousin Jenny's, Bootleggers, Dillinger's, and Great Lakes Bath and Body. None of these buildings have Inspection Manholes. Based on the video footage taken by Justin Roy's crew, there was no one business that could be assigned responsibility for the backup.

Roaming Harvest submitted a signed quote for the installation of their Inspection Manhole.

IPP Continued.....

We received responses from Applebee's and La Senorita for the NOV's that were issued to them in November.

GRAND TRAVERSE SEPTAGE FACILITY

GTSF ITEMS OF IMPORTANCE

GTSF Action Items	Status
Bio-Filter Media Replacement	CH2MHILL put together a Scope of work and is currently obtaining competitive bids. Included in year 2015 of the 5 year Capital Improvement plan.
Coarse Screens Intermittently Bypassing	East Coarse Screen brushes replaced and Bellows rotated. West Coarse Screen Brush replaced and Bellows rotated. [Complete]
Pump Pulling Capabilities Needed	CH2M HILL found solution submitted details and costs to John Divozzo. John and Sam reviewed and found solution reasonable. John approved the purchase. CH2MHILL will order a crane, and 4 mounting bases for the Septage Facility. CH2MHill will install upon receipt.
SNDR Pump Seal is Leaking	CH2MHill maintenance staff is inspecting and creating action plan.
Pumps are Aging	CH2MHill looking into having wear plates machined. Pump Replacement Included in 5 Year Capital Improvement plan. (2016-2019) CH2MHill looking at operational solutions to reduce amount of grit getting to pumps. CH2MHill included the addition of grit removal in 5 year capital plan. (feasibility study needed) Included in 5 yr. Capital improvement plan for 2018.
Fine Screens Modification Needed to remove rags and not impede forward flow	CH2MHill has developed a modification strategy, and budget included in 5 yr. Capital Improvement Plan for 2016.
ATAD needs to be cleaned	CH2MHill included in 5 year Capital Improvement plan for 2016. CH2MHill will develop Scope of work and obtain competitive bids.
Rock Trap for Grease Pump-Needed to protect pump from large debris	CH2MHill developed a plan for installing a Rock Trap in the suction line of the Grease pump, and provided a rough budgeting number included in the 5 yr. Capital plan for 2017.
Bio-solids Load out Pipe Needed	CH2MHill recommends a sludge Load out pipe be installed so semis can be loaded with bio- solids from outside the building. CH2MHILL included this recommendation in the 5yr Capital Improvement Plan for the facility in 2017.
Sludge Storage Capacity	CH2MHill recommends a feasibility Study be done on the expansion of Sludge Storage. This Recommendation was included in the 5yr Capital Improvement Plan.(2019)

GTSF Continue

Operations

The Septage Facility discharged 455,070 gallons of water from the Post EQ with an average BOD concentration of 54.06 mg/L resulting in a daily average BOD loading of 6.76 lbs/day.

The Influent Equalization Tank (Influent EQ Tank) was taken out of service for a week to be cleaned. PCS removed about 240 yards of grit and debris. The incoming flows were diverted to the Post Equalization Tank (Post EQ Tank) and held during this time. Once the Influent tank was cleaned and the pumps put back into service, we pumped the material being held in the Post EQ back to the Influent EQ and processed it through the plant. The Post EQ will require grit removal in fall of 2015. PCS also cleaned out the Rock traps and floor drains in the unloading bay last month.

Maintenance

We continue to work on obtaining competitive quotes for the Bio-Filter Media Replacement project. The holidays slowed the process. We will have more information soon.

We changed the brushes and rotated the bellows on the East Coarse Screen and West Coarse Screen.

We pulled and cleaned the #1 Influent Equalization Tank pump. We also cleaned out the suction line leading to the pump at that time.

Other

Work on the SCADA is nearly complete. Windemuller is addressing any quirks or issues as we discover them.

Graph 1.

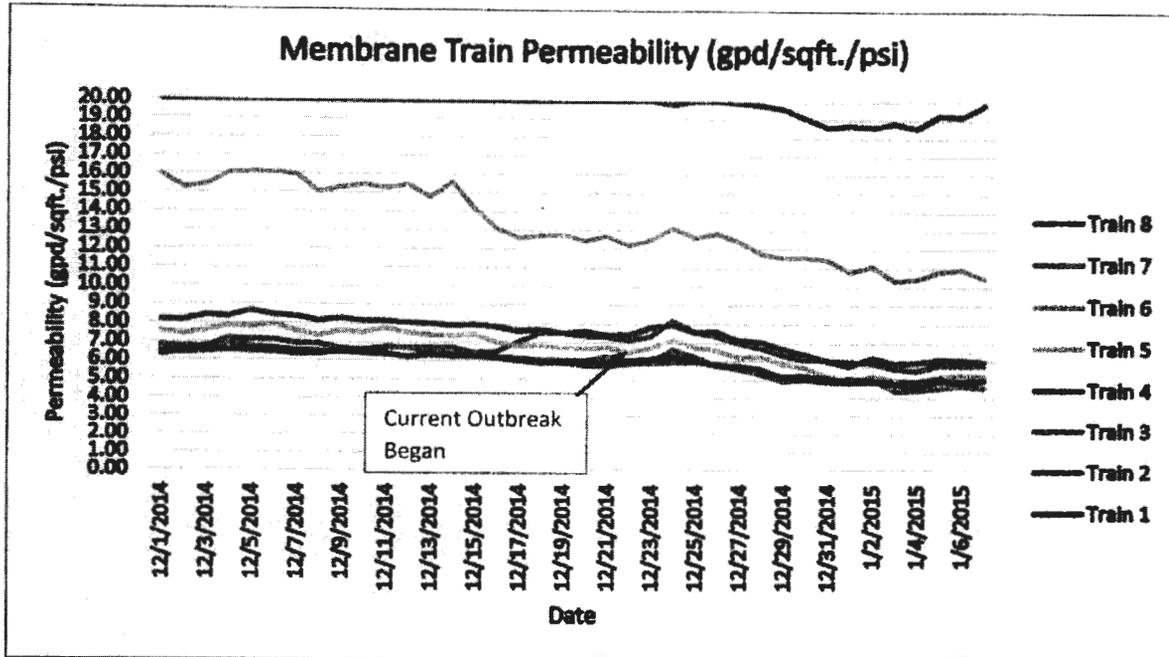


Figure 1.
Microscope Slide showing Dispersed Coma Shaped Gram Positive Bacteria



Figure 2.
Membrane Train Cassette map before 500Ds were installed in Train 1

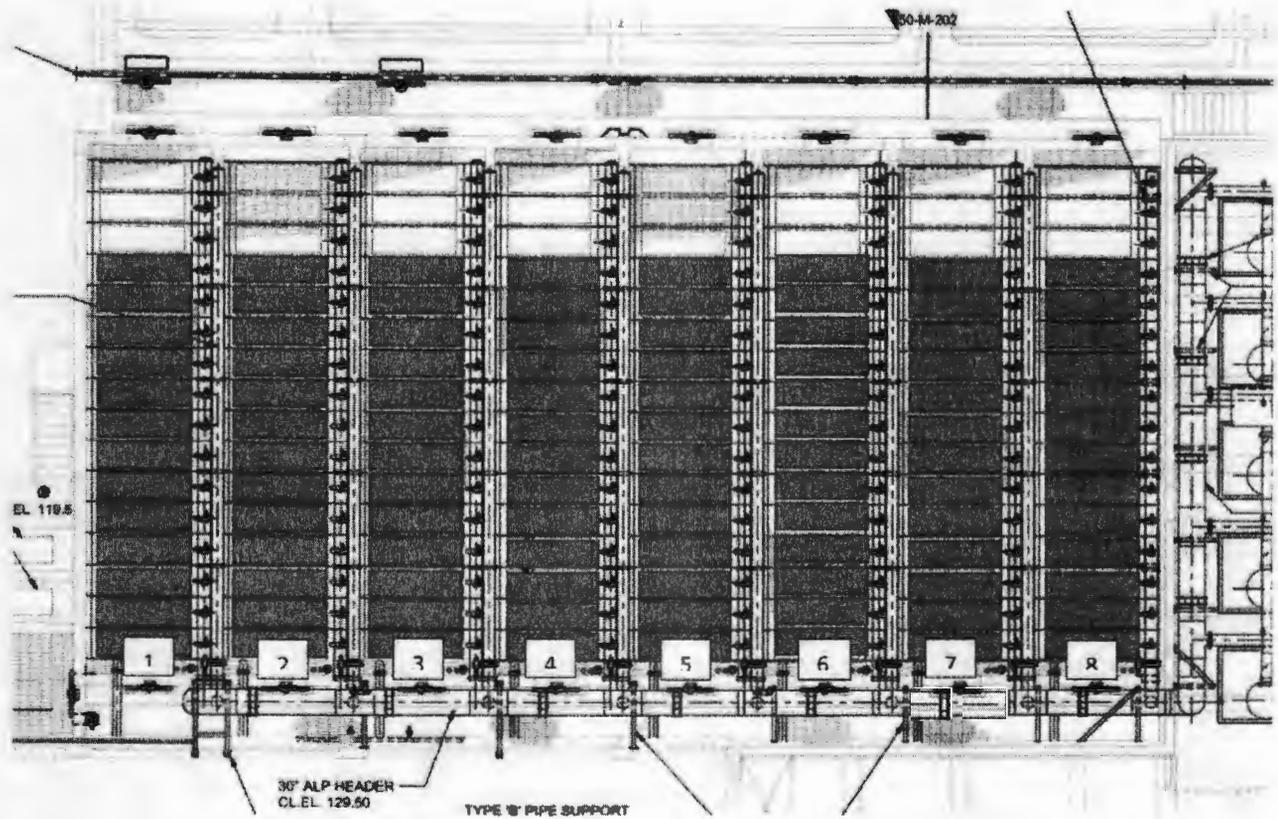
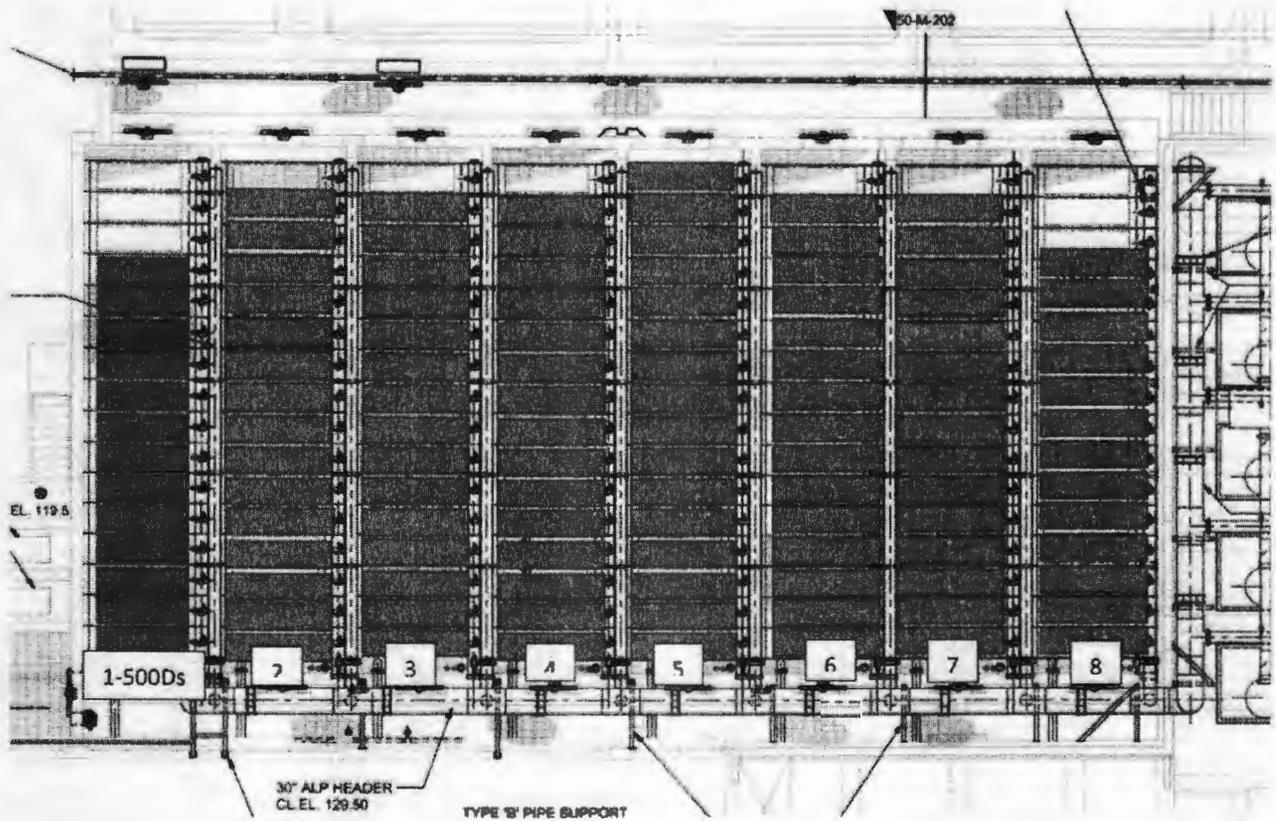
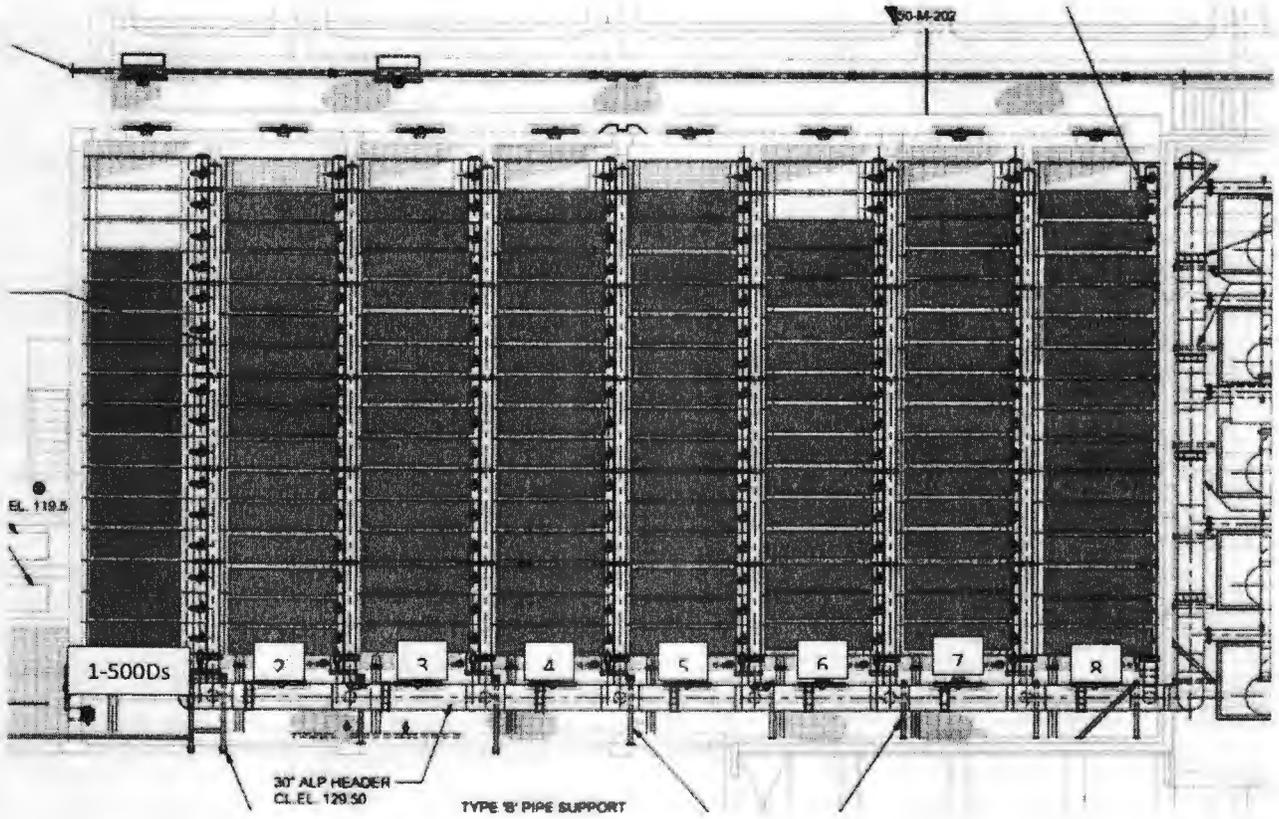


Figure 3.
Membrane Train Cassette Map after 500Ds Installation in Train 1



Trains 2-8 contain 500C Cassettes. Waiting for connections to arrive so we can move 16th cassettes from train 5 to train 8, and 15th cassettes from train 6 to train 8. Train 6 is our best performing 500C train so it can afford to have one less cassette than all the other 500C Trains.

Figure 4.
Membrane Train Cassette Map-Currently



We moved the 16th cassette from train 5 to train 8, and the 15th cassettes from train 6 to train 8. All 500C trains have 15 cassettes except for train 6 which has 14 cassettes. Train 6 is our best performing 500C train so we chose to leave that train with one less cassette.

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

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

PERMIT NUMBER: MI0027481
MONITORING POINT: 001A
Monitoring Period: 2014-12-01 To: 2014-12-31

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

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
		Average	Maximum		Minimum	Average	Maximum				
Flow PARAM CODE: 50050 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	4.813	5.250	MGD	*****	*****	*****	*****	0	Daily	Report Total Daily Flow
	Permit Requirement	(report) Maximum Monthly Average	(report) Maximum Daily		*****	*****	*****		Daily	Report Total Daily Flow	
Total Suspended Solids PARAM CODE: 00530 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	0.00	59	lbs/day	*****	0.00	1.5	mg/l	0	3X Weekly	24-Hr Composite
	Permit Requirement	Maximum Monthly Average	Maximum 7-Day Average		*****	30 Maximum Monthly Average	45 Maximum 7-Day Average		3X Weekly	24-Hr Composite	
Carbonaceous Biochemical Oxygen Demand (CBOD5) PARAM CODE: 80082 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	0.00	85	lbs/day	*****	0.00	2.00	mg/l	0	3X Weekly	24-Hr Composite
	Permit Requirement	Maximum Monthly Average	Maximum 7-Day Average		*****	25 Maximum Monthly Average	40 Maximum 7-Day Average		3X Weekly	24-Hr Composite	
Total Phosphorus (as P) PARAM CODE: 00665 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	12.3	*****	lbs/day	*****	0.31	*****	mg/l	0	3X Weekly	24-Hr Composite
	Permit Requirement	Maximum Monthly Average	*****		*****	0.5 Maximum Monthly Average	*****		3X Weekly	24-Hr Composite	
Total Copper PARAM CODE: 01042 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	*****	*****	*****	*****	*G	*****	ug/l	0	Quarterly	24-Hr Composite
	Permit Requirement	*****	*****		*****	(report) Maximum Monthly Average	*****		Quarterly	24-Hr Composite	
Total Mercury PARAM CODE: 71900 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	*****	*****	*****	*****	*G	*****	ng/l	0	Quarterly	Calculation
	Permit Requirement	*****	*****		*****	(report) Maximum Monthly Average	*****		Quarterly	Calculation	
Fecal Coliform PARAM CODE: 74055 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	*****	*****	*****	*****	2.02	6.58	cts/100 ml	0	3X Weekly	Grab
	Permit Requirement	*****	*****		*****	200 Max Monthly Geometric Mean	400 Max 7-Day Geometric Mean		3X Weekly	Grab	
Name/Title of Principal Executive Officer Or Authorized Agent	I certify under penalty of law that I have personally examined and am familiar with the information submitted herein, and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.						Signature of Principal Executive Officer Or Authorized Agent	Telephone No	Date (MM/DD/YY)		
Mark Huggard/Operations Supervisor CH2M HILL							Elizabeth Hart	231-922-4922	2015-01-15		

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

Michigan Department of Environmental Quality Discharge Monitoring Report (DMR)

PERMITTEE NAME: Traverse City WWTP

PERMIT NUMBER: MI0027481

DISTRICT: Cadillac

CADILLAC

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

MONITORING GROUP: 001A
 Monitoring Period: 2014-12-01 To: 2014-12-31

COUNTY: Grand Traverse
 NO DISCHARGE FROM SITE: ()

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type	
		Average	Maximum		Minimum	Average	Maximum					
pH PARAM CODE: 00400 Mon. Site No.: 001A Stage Code: I	Sample Measurement	*****	*****		7.0	*****	7.6		0	3X Weekly	Grab	
	Permit Requirement	*****	*****	*****	6.0 Minimum Daily	*****	9.0 Maximum Daily	S.U.		3X Weekly	Grab	
Dissolved Oxygen PARAM CODE: 00300 Mon. Site No.: 001A Stage Code: I	Sample Measurement	*****	*****		9.5	*****	*****		0	3X Weekly	Grab	
	Permit Requirement	*****	*****	*****	4.0 Minimum Daily	*****	*****	mg/l		3X Weekly	Grab	
CBOD5 Minimum % Removal PARAM CODE: 80091 Mon. Site No.: 001A Stage Code: K	Sample Measurement	*****	*****		98.9	*****	*****		0	Monthly	Calculation	
	Permit Requirement	*****	*****	*****	85 Minimum Monthly % Removal	*****	*****	%		Monthly	Calculation	
Total Suspended Solids Minimum % Removal PARAM CODE: 81011 Mon. Site No.: 001A Stage Code: K	Sample Measurement	*****	*****		99.4	*****	*****		0	Monthly	Calculation	
	Permit Requirement	*****	*****	*****	85 Minimum Monthly % Removal	*****	*****	%		Monthly	Calculation	
Name/Title of Principal Executive Officer Or Authorized Agent		I certify under penalty of law that I have personally examined and am familiar with the information submitted herein; and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.					Signature of Principal Executive Officer Or Authorized Agent		Telephone No		Date (MM/DD/YY)	
Mark Huggard/Operations Supervisor CH2M HILL							Elizabeth Hart		231-922-4922		2015-01-15	

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

Traverse City Regional Wastewater Treatment Plant 2014-2015

	December			Year-to-date		
	Budget	Actual	Variance	Total Budget	Total Forecast	Total Variance
CHEMICALS	15,018	15,297	-279	180,210	174,194	6,016
CLIENT PLANT AND EQUIPMENT	9,583	28,291	-18,708	115,000	134,021	-19,021
DUES AND SUBSCRIPTIONS	66	0	66	788	924	-136
EDUCATION, TRAINING, MEETINGS	650	92	558	7,802	7,574	228
ELECTRICITY	38,974	52,078	-13,104	467,690	489,663	-21,972
EMPLOYEE EXPENSE	786	4,717	-3,931	9,431	19,226	-9,795
INSURANCE	2,754	4,118	-1,364	33,044	34,982	-1,938
LABOR	74,354	60,835	13,519	875,456	776,270	99,186
OPERATING EXPENSES	9,066	8,495	571	108,066	124,881	-16,815
OUTSIDE SERVICES	917	15,783	-14,867	11,000	76,249	-65,249
SOLIDS HANDLING	50,070	55,646	-5,576	155,340	154,467	873
SUPPLIES	2,326	3,251	-925	27,906	39,997	-12,091
TRAVEL COSTS	1,460	2,826	-1,366	17,517	24,702	-7,185
UTILITIES-OPERATIONS	1,213	1,294	-82	14,550	10,835	3,715
Total Cost	207,235	252,723	-45,488	2,023,802	2,067,984	-44,183
REPAIRS (included in the above)	9,583	29,595	-20,012	115,000	109,186	5,814

Grand Traverse County Septage Treatment Facility 2014-2015

December

Year-to-date

	Budget	Actual	Variance	Total Budget	Total Forecast	Total Variance
CHEMICALS	120	882	-762	1,440	2,484	-1,044
CLIENT PLANT EQUIPMENT	833	32,629	-31,795	10,000	43,143	-33,143
DUES AND SUBSCRIPTIONS	1	0	1	7	3	3
EDUCATION, TRAINING, MEETINGS	21	0	21	250	125	125
EMPLOYEE EXPENSE	66	0	66	793	459	334
INSURANCE	277	523	-246	3,324	2,789	534
LABOR	10,210	15,791	-5,581	120,211	111,530	8,680
OPERATING EXPENSES	985	820	165	11,719	12,611	-892
OUTSIDE SERVICES	2,167	64	2,103	26,000	14,846	11,154
SOLIDS HANDLING	2,525	9,534	-7,009	30,300	25,781	4,519
SUPPLIES	155	299	-145	1,855	1,868	-13
TRAVEL COSTS	172	362	-190	2,068	1,415	652
UTILITIES-OPERATIONS	216	382	-166	2,588	1,995	593
<u>Total Cost</u>	<u>17,747</u>	<u>61,285</u>	<u>-43,539</u>	<u>210,553</u>	<u>219,051</u>	<u>-8,497</u>
REPAIRS (included in the above)	833	32,644	-31,811	10,000	38,257	-28,257

Township and City Loadings 2014-2015

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

	Limit owned	BOD Loadings in pounds per day											
		Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
Blair	404	60	59	45	39	35	32	0	0	0	0	0	0
Garfield Twp	3624	2784	2973	3853	3258	2880	3230	0	0	0	0	0	0
Elmwood Twp	780	383	380	414	355	348	418	0	0	0	0	0	0
East Bay Twp	1309	536	592	1065	1337	317	785	0	0	0	0	0	0
Acme Twp	1557	431	507	431	344	274	273	0	0	0	0	0	0
Peninsula Twp	406	77	72	82	78	77	87	0	0	0	0	0	0
Septage	0	49	17	11	94	99	7	0	0	0	0	0	0
City	12120	5752	5244	3203	3845	5129	4159	0	0	0	0	0	0
Total		10071	9844	9104	9350	9156	8991	0	0	0	0	0	0

Flow values used in loading calculations for the Townships were provided by the County, and the same as the flow values the County sends to the City.

Concentrations (mg/L) Used to Calculate Loadings 2014-2015

	Average BOD Concentration											
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
Plant	259	258	233	228	230	224	0	0	0	0	0	0
Garf 1 Lift Station	231	208	262	248	246	311	0	0	0	0	0	0
Garf US 31 meter	311	366	500	382	296	359	0	0	0	0	0	0
Garf 6th St meter	188	247	214	292	200	287	0	0	0	0	0	0
Elmwood LS	252	258	278	213	183	259	0	0	0	0	0	0
East Bay LS	202	232	324	486	196	304	0	0	0	0	0	0
Bunker Hill	159	188	171	141	99	133	0	0	0	0	0	0
Acme	180	229	190	165	207	176	0	0	0	0	0	0
Peninsula LS	160	149	147	143	137	153	0	0	0	0	0	0

Septage Loadings (lb/day)

	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
Septage	49	17	11	94	99	7	0	0	0	0	0	0

The BOD concentrations reported above are for each separate sample collection site within Grand Traverse County. These are the concentrations used in the calculations of Township loadings. Going forward, in an effort to more purely represent the process, we will report the raw data we generate directly from our sampling and analysis as shown above. The concentrations previously reported were not the raw data we used to calculate BOD loadings, but a product of the Loadings calculations themselves. (a back calculation)



TRAVERSE AREA DISTRICT
LIBRARY

**Board of Trustees Special Board Meeting
Minutes**

Thursday, December 18, 2014 – 5:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

Call to Order

The meeting was called to order by President Kachadurian at 5:03pm. Present were Kachadurian (President), Gillman (Vice President), Streit (Treasurer), Beasley (Secretary), Marek, Jones, and Payne (Trustees). Also present were Judson and Adams (Counsel), Parsons (Interim Director), and Carpenter (Staff).

Approval of agenda

It was MOVED by Gillman, with SUPPORT by Beasley to approve the agenda as presented. Motion CARRIED.

Public Comment

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

Discussion of written attorney/client privileged communication RE employment related matter (possible closed session)

It was MOVED by Gillman, with SUPPORT by Jones to immediately enter into closed session to consider a written, attorney-client communication regarding an employment related matter pursuant to MCL 15.268(h) as authorized by MCL 15.243(1)(g). A roll call vote was taken with the following responses:

Beasley - yes	Payne - yes
Gillman - yes	Jones - yes
Kachadurian - yes	Marek - yes
Streit - yes	

Motion CARRIED. Closed session began at 5:05pm.

President Kachadurian resumed open session at 5:14pm.

It was MOVED by Gillman, with support from Beasley, to approve the substantive terms of a retirement and separation agreement with Metta Lansdale, as reviewed by the board, and to authorize Adams (Counsel) to make non-substantive modifications to the Agreement, as necessary, to finalize the Agreement with Lansdale. Motion CARRIED.

Public Comment

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

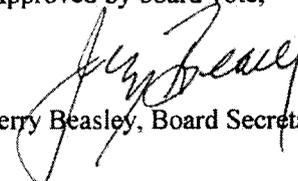
Adjournment

President Kachadurian adjourned the meeting at 5:17pm.

Respectfully submitted,


V. Carpenter, Recording Secretary

Approved by board vote,


Jerry Beasley, Board Secretary

1/15/2015
Date