



Notice

City Commission Regular Meeting

7:00 pm

Monday, March 3, 2014

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published 02-27-14

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

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

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

City Commission:

c/o Benjamin C. Marentette, CMC, City Clerk

(231) 922-4480

Email: tcclerk@traversecitymi.gov

Web: www.traversecitymi.gov

400 Boardman Avenue

Traverse City, MI 49684

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

Welcome to the Traverse City Commission meeting!

Agenda

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

Pledge of Allegiance

1. Roll Call

2. Consent Calendar

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

- a. Consideration of approving minutes of the Regular Meeting of February 18, 2014. (Approval recommended) (Jered Ottenwess, Katie Lowran)

- b. Consideration of adopting a resolution placing a special assessment on property commonly referred to as 712 and 714 Barlow Street for emergency sewer repair work which was necessitated by the homeowner. (Adoption recommended) (Jered Ottenwess, Karrie Zeits) (5 affirmative votes required)
- c. Consideration of authorizing the purchase of hazardous materials response equipment, with the cost to be reimbursed by the State of Michigan and approving a related budget amendment. (Approval recommended) (Jered Ottenwess, James Tuller) (5 affirmative votes required)
- d. Consideration of adopting a resolution naming the alley between Wellington Street and Railroad Avenue, south of East Eighth Street, "Station Street" as requested by the Neighborhood Depot, LLC developer. (Adoption recommended) (Jered Ottenwess, Polly Cairns)
- e. Consideration of authorizing a service order for the annual painting of street centerlines, edge lines, markings, legends and parking areas. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)
- f. Consideration of adopting and making permanent the following traffic control orders: #560, for no parking signs on the north side of Garland Street, from Hall Street to Grandview Parkway; #561, for no parking signs on both sides of the alley east of Cass street, between 15th and 16th Streets; #563, for two-hour parking signs in the 200 block of Eighth Street from Union Street to Pine Street between 8 a.m. and 6 p.m., except Saturdays, Sundays and holidays; and #564, for no parking signs on both sides of Cass Street, between Fourteenth Street and Eighth Street, to prevent parking in the designated bike lane. (Adoption recommended) (Jered Ottenwess)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

None.

4. New Business

- a. Consideration of a request from Maritime Heritage Alliance to use Traverse City Light and Power's Coal Dock Property on June 20, 2014, for a Fundraising Event. (Jered Ottenwess)
- b. Consideration of authorizing an amendment to the Vendor Agreement with The River for Clinch Park concessions to modify the arrangement. (Jered Ottenwess, Karrie Zeits) (5 affirmative votes required)

5. Appointments

None.

6. Reports, Announcements and Correspondence

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

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

- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 - 1. Report from the Mayor serving on the Downtown Development Authority.
 - 2. Report from Commissioners serving on the Light and Power Board.
 - 3. Report from the Mayor and Commissioner serving on the Planning Commission.
 - 4. Report from Commissioners serving on other boards.
 - 5. Report from the Acting City Attorney regarding the Option Agreement for Washington Place with SNAFU, LLC, dated February 25, 2014.
 - 6. Minutes of the Board of Zoning Appeals Meeting of August 13, 2013.
 - 7. Minutes of the Planning Commission meeting of January 7, 2014, and Study Session of January 22, 2014.
 - 8. Minutes of the Traverse City Light and Power Board meeting of January 28, 2014.
- e. Reports and correspondence from non-City officials.
 - 9. Minutes of the Traverse Area District Library Board of Trustees meeting of December 19, 2013.
 - 10. Monthly Operations Report for the Wastewater Treatment Plant from CH2MHILL for January 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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Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 3, 2014

DATE: FEBRUARY 26, 2014

FROM: ^{JO}JERED OTTENWESS, CITY MANAGER

SUBJECT: MINUTES

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

- February 18, 2014, Regular Meeting

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

that the minutes of the February 18, 2014, Regular Meeting, be approved.

JJO/kes

k:\tcclerk\city commission\minutes

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



Regular Meeting

February 18, 2014

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

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

The following Commissioner was absent: Barbara D. Budros.

The Pledge of Allegiance was recited.

Mayor Estes presided at the meeting.

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

As requested by Rick Buckhalter, 932 Kelly Street, Agenda Item 2(g) 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 February 3, 2014, Regular Meeting, February 8, 2014, Study Session, and February 10, 2014 Joint Study Session, be approved.
- b. Removed from the Consent Calendar.
- c. The City Manager be authorized to issue a confirming purchase/service

order in the amount of \$33,792.64 to Lemmen Oil Company for 10,003 gallons of dyed #2 ultra-low sulfur diesel fuel without additives priced at \$3.37825 per gallon with funds available in the Garage Fund.

- d. An amendment to the Traverse City Code of Ordinances, *Rules of Procedure*, Section 1324.04, which will remove the Board of Zoning Appeals Rules of Procedure from the Zoning Code and establish the Rules of Procedure as a separate document of the Board of Zoning Appeals as recommended by the City Planning Commission, which was introduced on January 21, 2014, be enacted with an effective date of February 28, 2014.
- e. The City Manager be authorized to approve payment in the amount of \$7,000 per year, for three years to Traverse City Light and Power for the city's share of the software license agreement with ESRI for asset inventory and management, with funds available in the GIS Fund.
- f. The competitive bidding process be waived and that the Mayor and City Clerk execute a change order to the contract with Harper Industrial Construction, Inc. (originally authorized January 6, 2014), in the amount of \$69,500 for removal of the existing wall coating system and installation of a new wall coating system in two filter tanks at the Water Treatment Plant, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney and the City Manager be authorized to issue a service order to Prein and Newhof in the not-to-exceed amount of \$7,800 for the evaluation, design, permitting administration and installation oversight in connection with the change order, with funds available in the Water Fund.
- g. Removed from the Consent Calendar.

CARRIED unanimously. (Budros absent)

Items removed from the Consent Calendar

- a. Consideration of authorizing placement of the winter 2014-2015 Road Salt Order.

The following addressed the Commission:

Jered Ottenwess, City Manager

Dave Green, Department of Public Services Director

Moved by Werner, seconded by Howe, that the City Manager be authorized to approve ordering 2,000 tons of bulk salt and 500 tons of backup salt through the State of Michigan's MIDeal program.

CARRIED unanimously. (Budros absent)

b.

Consideration of concurring with the Traverse City Light and Power Board's recommendation to remove restrictions from Traverse City Light and Power's Self-Insurance Bank Account, which will make these funds available for operational or capital uses if authorized in future budgets.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street – spoke in opposition

Moved by Easterday, seconded by Werner, that the City Commission concurs with the Traverse City Light and Power Board action removing the restrictions over its self-insurance account established at the June 24, 1985, joint meeting of the City Commission and Traverse City Light and Power Board.

Roll Call:

Yes – Easterday, Richardson, Werner, Carruthers, Estes.

No – Howe.

CARRIED. (Budros absent)

3. Old Business

3(a).

Consideration of authorizing a contract for the procurement of a train of 500 D membrane technology at the Wastewater Treatment Plant.

The following addressed the Commission:

Jered Ottenwess, City Manager

Casey Rose, Wastewater Treatment Plant Project Manager (CH2MHILL)

Moved by Richardson, seconded by Werner, that the competitive bidding process be waived; and that the Mayor and City Clerk execute a service agreement with ZENON Environmental Corporation in the not-to-exceed amount of \$811,000 for the installation of a train of 500D membranes at the Wastewater Treatment Plant, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Sewer Fund.

CARRIED unanimously. (Budros absent)

4. New Business

4(a).

Consideration of authorizing a purchase order for a new refuse truck for use by the Parks and Streets divisions.

The following addressed the Commission:

Jered Ottenwess, City Manager

Dave Green, Department of Public Services Director

Rick Buckhalter, 932 Kelley Street – made general comments

Moved by Richardson, seconded by Easterday to table item for a future meeting.

CARRIED unanimously. (Budros 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 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. Report from the Mayor serving on the Downtown Development Authority.
 2. Report from Commissioners serving on the Light and Power Board.
 3. Report from the Mayor and Commissioner serving on the Planning Commission.
 4. Report from Commissioners serving on other boards.
 5. Minutes of the Traverse City Light and Power Board Meeting of January 14, 2014.
 6. Capital Improvement Program Plan Update from the City Planning Director and City Engineer dated January 28, 2014.
 7. Minutes of the Human Rights Commission Meeting of January 13, 2014.
- e. Reports and correspondence from non-City officials.

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

7. Public Comment

The following addressed the Commission:

1. Reserved.

None

2. General.

Mark Breederland, 9483 Harbor Hills Drive, Michigan Sea Grant Extension Educator Northwest District – made general comments
 Rick Buckhalter, 932 Kelley Street – made general comments

3. Mayor and City Commissioners.

Commissioner Tim Werner
 Commissioner Gary Howe
 Mayor Pro Tem James Carruthers

There being no objection, Mayor Estes declared the meeting adjourned at 7:59 pm.

Katie Lowran
Deputy City Clerk

Approved: _____,
(Date) (Initials)



Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 3, 2014

DATE: FEBRUARY 27, 2014

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: SPECIAL IMPROVEMENT DISTRICT [SID 2014-02] 712 AND
714 BARLOW STREET – EMERGENCY SEWER REPAIRS

Attached are two memos previously prepared by City Attorney Lauren Tribble-Laucht regarding a sewage incident which occurred at 712 and 714 Barlow Street which necessitated emergency repairs by the city to the sewer line in the city's right of way. The affected properties were purchased by the current owner Leon Quigley from Thomas Franklin on November 13, 2013, which is also the date of the sewer line break. The original property owner, Mr. Franklin, submitted a Project Application Form on October 16, 2013. At time of submission, Mr. Franklin consented to a special assessment.

Due to the costs incurred by the city for the emergency repairs, I recommend the current property owner (Leon Quigley) be specially assessed by the city for the cost of such repairs.

Attached is a "worksheet" prepared by City Assessor Polly Cairns, outlining the specific costs to the property owner, including amortizing the payments over the customary five years. City Treasurer/Finance Director William Twietmeyer indicated that the current rate for a five-year treasury note is 1.53% and as specified by City Commission policy an additional 2% is applied equaling 3.53%; that interest rate has been incorporated. The City Charter states that interest rates may go as high as 6%.

(Continued on page 2)

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

that a Resolution Approving Special Improvement District SID 2014-02 for a special assessment for emergency sewer repairs made by the city, be adopted; and that a budget amendment be made to increase the budgeted revenues in the SID Fund by \$12,500 to reflect the revenues for the project.

JJO/kjl

k:\tcclerk\city commission\special improvement district\ sidwaiver_SID 2014_02 712_714 Barlow

copy: Leon Quigley, Property Owner 712 and 714 Barlow Street
Polly Cairns, City Assessor
William Twietmeyer, City Treasurer/Finance Director
Brian Postma, Deputy City Treasurer
Timothy Lodge, City Engineer

March 3

The City of Traverse City

Office of the City Attorney

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4404
(231) 922-4476 Fax



January 27, 2014

Leon Quigley
P.O. Box 1445
Traverse City, MI 49685

RE: Emergency Sewer Repair in front of 712 & 714 Barlow Street

Dear Mr. Quigley,

On November 13, 2013 a sewage incident occurred at the above referenced addresses which necessitated an emergency repair to the sewer line in the City's right-of-way in front of 712 and 714 Barlow Street. Please see the attached letter to Mr. Thomas Franklin, the previous owner of the property who initiated the work and obtained the permit for the work which eventually necessitated the emergency repairs. Mr. Franklin consented to a special assessment on the Project Application Form when he applied for the permit pursuant to City Ordinance Section 232.04, a copy of which is enclosed for your reference. Due to the costs incurred by the City for the emergency repairs necessary the property for which the permit was obtained will be specially assessed by the City for the cost of the emergency repair pursuant to the City's ordinances. The City's records indicate that you purchased this property from Mr. Franklin on November 13, 2013 (Warranty Deed recorded at 2013R-21216).

Enclosed is an invoice for the total amount of services incurred by the City to repair the damaged sewer main. This reflects the invoice from Molon Excavating, which was included with my previous letter to Mr. Franklin. At the City Commission meeting scheduled for Monday, March 3, 2014 the Commission will consider adopting a resolution placing a special assessment upon the lot or tax parcel for the charges unless the charges are paid prior to the date of the meeting. The Commission may authorize installment payments, and if installment payments are authorized, shall determine the number of installments and the rate of interest to be charged, but not to exceed six percent per annum. Typically installment payments over a period of five years are authorized in these situations. In the event the City does not receive payment within the time set by resolution the amount due, together with a penalty as allowed by Charter shall be placed as a lien upon the tax roll for these parcels

Please contact me if you have questions regarding this process. Thank you.

Sincerely,

Lauren Frible-Laucht
City Attorney

CC: Jered Ottenwess, City Manager
Tim Lodge, City Engineer
Bill Twietmeyer, City Treasurer
Benjamin C. Marentette, City Clerk

The City of Traverse City

Office of the City Attorney

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4404
(231) 922-4476 Fax



January 6, 2014

Thomas Franklin
Thunderhead Construction
716 Barlow
Traverse City, MI 49686

via First Class Mail
and e-mail ThomasFranklin26@gmail.com

RE: Emergency Sewer Repair in front of 712 & 714 Barlow Street

Dear Mr. Franklin,

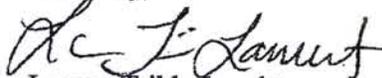
As you are aware a sewage incident occurred at the above referenced address on November 13, 2013 which necessitated an emergency repair to the sewer line in the City's right-of-way in front of 712 and 714 Barlow Street. The City Water/Wastewater Maintenance Superintendent became aware of the incident on the evening of November 13, 2013 when he was notified by the operator of the wastewater treatment plant there had been a report that a sewer being excavated on Barlow Street was falling apart and sewage was leaking into the excavation. The City Water/Wastewater Maintenance Superintendent met with the contractors who were doing the work (Kreiser Excavating) on site within the hour of having been notified. Because the damaged pipe was a critical 12-inch main trunk line sewer that collects a large portion of the Traverse Heights Neighborhood and because the status of the excavation at that time was not safe enough to allow a permanent repair to be made, a temporary repair was completed and the sewer line was buried again so it would be safe from further damage.

Subsequently it was discovered that that the contractor who had been doing the work was not registered or bonded with the City of Traverse City. Therefore, due to safety concerns and the fact that further damage to the sewer line in question could cause a major event in the Traverse Heights Neighborhood it was determined that an emergency sewer repair must be undertaken by a qualified and experienced contractor engaged by the City so that the City could ensure the safety of the people on the jobsite as well as the safety and integrity of the sewer system. The repair was completed on November 14 and 15, 2013 by Molon Excavating Inc.

Attached is the invoice from Molon Excavating Inc. for the work completed in order to repair the damaged sewer line. The City will pay Molon Excavating Inc. for this work upon authorization from the City Commission, which is anticipated at its next regular meeting. Because you are the property owner and the permit holder on this project it is up to you to reimburse the City for the

cost of the emergency repairs undertaken by Molon Excavating Inc. You indicated on your Project Application Form you consent to a special assessment on the property in lieu of posting a bond. Therefore the City will specially assess the subject property pursuant to City Ordinance Section 232.04. Alternatively, you may remit payment in the entire amount to the City immediately. You should be aware that the City did incur additional costs in staff time related to this emergency repair, reimbursement for which it will not pursue. Please contact me if you have questions regarding this process. Thank you.

Sincerely,



Lauren Tribble-Laucht
City Attorney

CC: Jered Ottenwess, City Manager
Tim Lodge, City Engineer
Bill Twietmeyer, City Treasurer
Benjamin C. Marentette, City Clerk

MEMORANDUM

CITY OF TRAVERSE CITY

ASSESSING DEPARTMENT



TO: Jered Ottenwess, City Manager
cc: Benjamin C. Marentette, City Clerk
Tim Lodge, City Engineering
FROM: Polly Cairns, City Assessor
SUBJECT: Emergency Sewer Repairs - (Assessors SID Reference 2014-002)
DATE: February 25, 2014

An invoice has been issued for a special improvement district for repairs to the property owner of record and is now ready for City Commission action.

SID Charges: Emergency Sewer Repairs – 712 & 714 Barlow St

Total Parcels	1
Total Cost Spread	\$12,125.96
City Share	0.00%
City's Cost	\$0.00
Own.'s Cost	\$12,125.96
Owner's Fr Ft Rate	\$269.47
Annual Int.	3.5300%
Period (Yrs.)	5

Parcel #	Owner	Address	SID		Approx		Adjustment	Total	Annual
			Footage	Depth	Site Size	Reason			
			Frontage		Acres MOL			Assessment	Estimate
28-51-666-008-22	QUIGLEY LEON	712 & 714 BARLOW ST	45.00	100.00	0.10	Repairs	\$12,125.96	\$12,125.96	\$2,687.96

**Two addresses are assigned to this parcel is being developed as a duplex*

Tax Description: PARCEL "A"

PART OF LOTS 10 AND 11, HANNAH LAY AND CO'S THIRTEENTH ADDITION TO TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN MORE FULLY DESCRIBED AS BEGINNING AT NORTHEAST CORNER OF SAID LOT 10; THENCE SOUTH 0°19'30" WEST, 45.00 FEET ALONG EAST LINE OF SAID LOTS 10 AND 11; THENCE NORTH 89°25'12" WEST, 100.00 FEET PARALLEL TO NORTH LINE OF SAID LOT 10; THENCE NORTH 0°19'30" EAST, 45.00 FEET PARALLEL TO EAST LINE OF SAID LOTS 10 AND 11; THENCE SOUTH 89°25'12" EAST, 100.00 FEET ALONG NORTH LINE OF SAID LOT 10 TO POB

SUBJECT TO A PRIVATE SANITARY SEWER EASEMENT OVER NORTH 8 FEET OF EAST 100 FEET OF LOT 10, HANNAH LAY AND CO'S THIRTEENTH ADDITION TO TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN.

Location map following for reference.





Resolution Approving Special Improvement District No. 2014-02

Because, the property owner hereinafter named, owning the property set forth opposite name, to wit:

Leon Quigley 28-51-666-008-22 712 and 714 Barlow Street

has been assessed for an emergency sewer repairs on 712 and 714 Barlow Street in a Special Improvement District to be known as Special Improvement District No. 2014-02; and

Because, consent was given by property owner for a special assessment pursuant to Section 232.04 of the city's Codified Ordinances in the amount of the labor, material or services incurred by the city in restoring the public right-of-way, street, alley, or public property to its former condition in the event that the right-of-way, or public property is not restored to its former condition and therefore a special assessment was applied in connection with the project and the confirmation thereof; now, therefore be it

Resolved, that Special Improvement Roll No. SID 2014-02 for covering the cost and expense of emergency sewer repairs in and along the following described premises to wit:

PARCEL "A"

PART OF LOTS 10 AND 11, HANNAH LAY AND CO'S THIRTEENTH ADDITION TO TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN MORE FULLY DESCRIBED AS BEGINNING AT NORTHEAST CORNER OF SAID LOT 10; THENCE SOUTH 0°19'30" WEST, 45,00 FEET ALONG EAST LINE OF SAID LOTS 10 AND 11; THENCE NORTH 89°25'12" WEST, 100,00 FEET PARALLEL TO NORTH LINE OF SAID LOT 10; THENCE NORTH 0°19'30" EAST, 45,00 FEET PARALLEL TO EAST LINE OF SAID LOTS 10 AND 11; THENCE SOUTH 89°25'12" EAST, 100,00 FEET ALONG NORTH LINE OF SAID LOT 10 TO POB

SUBJECT TO A PRIVATE SANITARY SEWER EASEMENT OVER NORTH 8 FEET OF EAST 100 FEET OF LOT 10, HANNAH LAY AND CO'S THIRTEENTH ADDITION TO TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN.

in the sum of \$12,125.96 be and the same is adopted and confirmed and the City Clerk is directed to endorse upon such roll the date of its confirmation and to file such in the Office of the City Treasurer; and therefore

(Resolution Approving Special Improvement District 2014-02)

BE IT FURTHER RESOLVED, that the Special Assessment contained in such roll are ordered to be collected in the same manner provided by the Charter of the City of Traverse City and the statutes of the State of Michigan, and the City Clerk is hereby authorized to attach his warrant to a certified copy of the special assessment roll commanding the City Treasurer to collect from each of the persons assessed in such roll the amounts of money assessed to and set forth opposite his name therein; and therefore be it

RESOLVED FURTHER, that the amount of such special assessment roll be divided into 5 Year annual installments with an interest rate 3.53% per annum. The first installment shall be due August 31, 2015, and the remaining installments in 4 years respectively after the due date of the first installment; and therefore be it

RESOLVED FURTHER that the whole assessment may be paid to the City Treasurer at any time in full, with the proportionate interest rate thereon.

I hereby certify that the above Resolution was adopted by the City Commission for the City of Traverse City at its regular meeting of March 3, 2014, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Katie Lowran, Deputy City Clerk

Prepared by: Katie Lowran
Deputy City Clerk



Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 3, 2014

DATE: FEBRUARY 27, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: HAZARDOUS MATERIALS RESPONSE EQUIPMENT

Attached is a memo from Fire Chief James Tuller recommending the purchase of hazardous materials response equipment and the purchase of a related warranty and laboratory assistance. While it would be kept and maintained at the Fire Department for use by the Traverse City Fire Department HAZMAT Team, the equipment will be made available to other emergency responders in the region if needed. As explained by Chief Tuller, the costs will be reimbursed by the State of Michigan. The equipment will be purchased through the state's competitive MIDEAL procurement program.

The following summarizes the acquisitions that would be made through the funds being provided by the State of Michigan (totaling \$67,100):

- Two flow stop kits for the containment and abatement of hazardous materials within storm drains or pipe transfer devices (\$21,850)
- A replacement lightweight chemical detector – used for detecting chemicals used as weapons and toxic industrial chemicals, etc. (\$10,500)
- One-year warranty and laboratory assistance for a 1st Defender RMX – used to identify unknown liquids and solids (\$4,750 – within the City Manager's spending authority – and not included in recommended motion)
- Replacement of various hazardous materials response team equipment – such as air monitors, air pack tanks, chemical sensors (\$30,000 in funding – purchases from various vendors within the City Manager's spending authority – and not included in recommended motion)

The motion on the following page seeks authorization for the first two items, which are outside of the City Manager's spending authority – as a technical budget procedure, it also seeks to adjust the Fire Department's Budget by \$67,100, to reflect receipt of the funds being provided by the State of Michigan for all of the equipment referenced above, including that within the City Manager's spending authority.

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

That the City Manager be authorized to issue a purchase order to Flow Stop in the amount of \$21,850 for the purchase of three flow stop kits for the containment and abatement of hazardous materials within storm drains or other pipe transfer devices; and a purchase order to Smiths Detection in the amount of \$10,500 for the purchase of a lightweight chemical detector, with funds available in the Fire Department Budget, with the costs to be reimbursed by the State of Michigan; and that the Fire Department Budget be amended in the amount of \$67,100 to reflect the receipt of \$67,100 in funds available for the purchase of Hazardous Materials Response Team equipment as outlined in the City Manager's February 27, 2014, communication.

JJO/bcm

K:\tcclerk\city commission\purchase orders\fire dept hazamat equipment 20140303

copy: James Tuller, Fire Chief

Communication

From the Office of the Fire Chief

The City of Traverse City
Fire Department



Station 01, 500 West Front Street, Traverse City MI 49684
February 25, 2014

(231) 922-4930 Ext. 2

TO: Jered Ottenwess, City Manager

REF: Purchase of hazardous materials response equipment

Jered,

The purpose of this communication is to inform you of changes enacted by the Federal Government relating to the purchasing process that is part of the Homeland Security program.

With respect to Region 07 Homeland Security grants, all purchase requests went through an approval process, and once approved, were performed by a county that was designated as the fiduciary for that particular grant. The county was then reimbursed by the Michigan State Police Homeland Security Division with FEMA funds that MSP is overseeing. The rules have changed in that the responsibility for purchasing now falls to the governing body of the agency requesting the equipment.

Under the new grant rules, the City of Traverse City would be responsible for the purchase of equipment that is used to support the TCFD Hazmat Team. Submission for full reimbursement would then be made to the Michigan State Police Emergency Management and Homeland Security Division using the current Federal/State process in place. All the projects below have been approved for purchase by:

- The Grand Traverse County Local Planning Team:
 - The LPT is responsible for approving Homeland Security grant requests at the local level by insuring that the request meets the criteria set forth by the Federal Emergency Management Administration (FEMA) for local emergency planning initiatives.
- Region 07 Homeland Security Planning Board:
 - The Region 07 HSPB is responsible for reviewing LPT approved projects for conformance to Regional Homeland Security Goals, Objectives and Implementation Planning steps.
- Michigan State Police Emergency Management Homeland Security Division:
 - The MSP EMHSD is responsible for reviewing all grant requests submitted by the Regions for conformance to State and Federal Homeland Security directives and guidelines.

As part of the above process, the equipment would be available for use within Region 07 upon request. It will be housed and maintained by the TCFD Hazmat Team.

A brief description of the requested projects follows:

- Packet 01 - Flow Stop Kits:
 - The Flow Stop equipment is rated for all hazardous materials that may find their way into a storm drain or other pipe transfer device and is used to plug the drain pipe. This serves 2 purposes: 1) The Flow Stop will keep the product in the pipe to prevent a discharge into a body of water or onto the ground. 2) The pipe itself is used as a containment vessel precluding the need for other containment measures. After the incident is stabilized, the Flow Stop can be used to pump off the product through the use of valve and discharge controls which are built into the unit. After a survey was conducted of what pieces were needed to protect the Boardman River and the Bays, we find that 3 Flow Stops in 3 sizes would be sufficient. It is also important to note that this equipment, if on hand, would have been used during the Arrow Roofing and Century Sun fires to prevent suppression water that entered the storm drain system from traveling to the Boardman River and Mitchell Creek respectively.
 - Total cost for this equipment package is \$21,850.00.

- Packet 02 - LCD 3.3 Lightweight Chemical Detector:
 - The LCD is being requested to replace a previous detector that was provided through the grant process that went out of service in the spring of 2012. This provides for the detection/identification and the determination of concentration and dosage of exposures to humans relating to chemicals used as weapons and also toxic industrial chemicals. It can also be used to survey cargo, equipment, facilities and people that may have been exposed to the above described chemicals. There is an annual Partnership program cost of \$800.00 which will be covered by TCFD Hazmat funds or other grant funds.
 - Total cost for this equipment package is \$10,500.00.

- 1st Defender RMX Warranty/Reach-Back support:
 - The RMX is used to identify unknown liquids and solids. It can also detect and identify explosives, narcotics, white powders, and other materials. 1 RMX is currently in service with the Hazmat Team. The warranty covers the cost of any needed repairs. The Reach-Back support enables us to send information back to the manufacturer's support laboratory to assist us with an unknown substance located at a scene that is beyond the capability of the RMX to determine.
 - Total cost of the support package is \$4,750.00.

- Maintenance funds:
 - \$30,000 has been set aside at the Homeland Security Planning Board for use to maintain current Hazmat Team equipment and materials. Projects under this heading are to replace air monitors, air pack tanks, chemical sensors, and other items to maintain readiness.

The total for the above project is \$67,100.00. Again, this project would be at no cost to the City other than a certain amount of administrative time which is covered by my office.

I have briefly discussed this project with City Treasurer Bill Twietmeyer and he indicated it can be accomplished through a budget amendment.

In closing, information provided by the Region 07 Grant Administrator is that reimbursement funds are being received back from the State of Michigan in a time range of 30 – 60 days.

I am available at any time to discuss this project further.

Respectfully,

A handwritten signature in cursive script that reads "Chief Tuller".

Chief Tuller,
T.C.F.D.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 3, 2014

DATE: FEBRUARY 27, 2014

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: RESOLUTION – NAMING THE ALLEY BETWEEN WELLINGTON AND RAILROAD AVENUE SOUTH OF EAST EIGHTH STREET “STATION STREET”

Attached is a memo from City Assessor Polly Cairns, outlining the attached request from Depot Neighborhood, LLC Developer Attorney Mr. R. Edward Kuhn, to change the name of the alley lying west of Railroad Avenue, east of Wellington Street and south of East Eighth Street to *Station Street*. This request has been reviewed by appropriate officials to ensure there isn't conflict or confusion with other street names, i.e. for emergency response purposes. As Ms. Cairns indicated in her memo, all adjacent property owners have been notified of the proposed change, and no objections have been received.

Acting City Attorney Karrie Zeits has reviewed this item and finds all to be in order.

I recommend the following motion:

that the Resolution for Naming of an Alley to *Station Street*, be adopted.

JJO/kjl

k:\tcclerk\city commission\resolutions\resolution_namealley_station street.doc

copy: Polly Cairns, City Assessor
James Tuller, Fire Chief
Rainer Reichert, Grand Traverse County GIS Analyst
R. Edward Kuhn, Attorney Depot Neighborhood, LLC



Benjamin Marentette <bmarente@traverscitymi.gov>

Depot Neighborhood Concominium

1 message

Ward Kuhn <rekuhn@kdbqlaw.com>

Wed, Feb 12, 2014 at 11:59 AM

To: "bmarente@traverscitymi.gov" <bmarente@traverscitymi.gov>

Cc: "wendyi@habitatgr.org" <wendyi@habitatgr.org>, "Bill Merry (bill@homestretchhousing.org)" <bill@homestretchhousing.org>

Ben,

As we discussed last week our client, Depot Neighborhood LLC would like to adopt a new name for the alley presently running along the north side of the property our client is developing as a site condominium. I'm enclosing a survey which depicts the ally which currently has no name. The proposed name is "Station Street" which fits in nicely with the street to the south and the overall theme of the project.

We are anxious to move forward with the construction required of our client by its agreement with the city. If there is anything else that you need to process this request please let me know as soon as possible. We understand that this request will have to be approved by the City Commission. Please let us know when the matter is scheduled for the Commission's consideration.

Thank you for your kind help in this matter.

R. Edward Kuhn

PO Box 987

Traverse City, Michigan 49685

231 947-7901 ext 109

231 947-7321 Fax

**Scan0010.pdf**

330K

MEMORANDUM

CITY OF TRAVERSE CITY

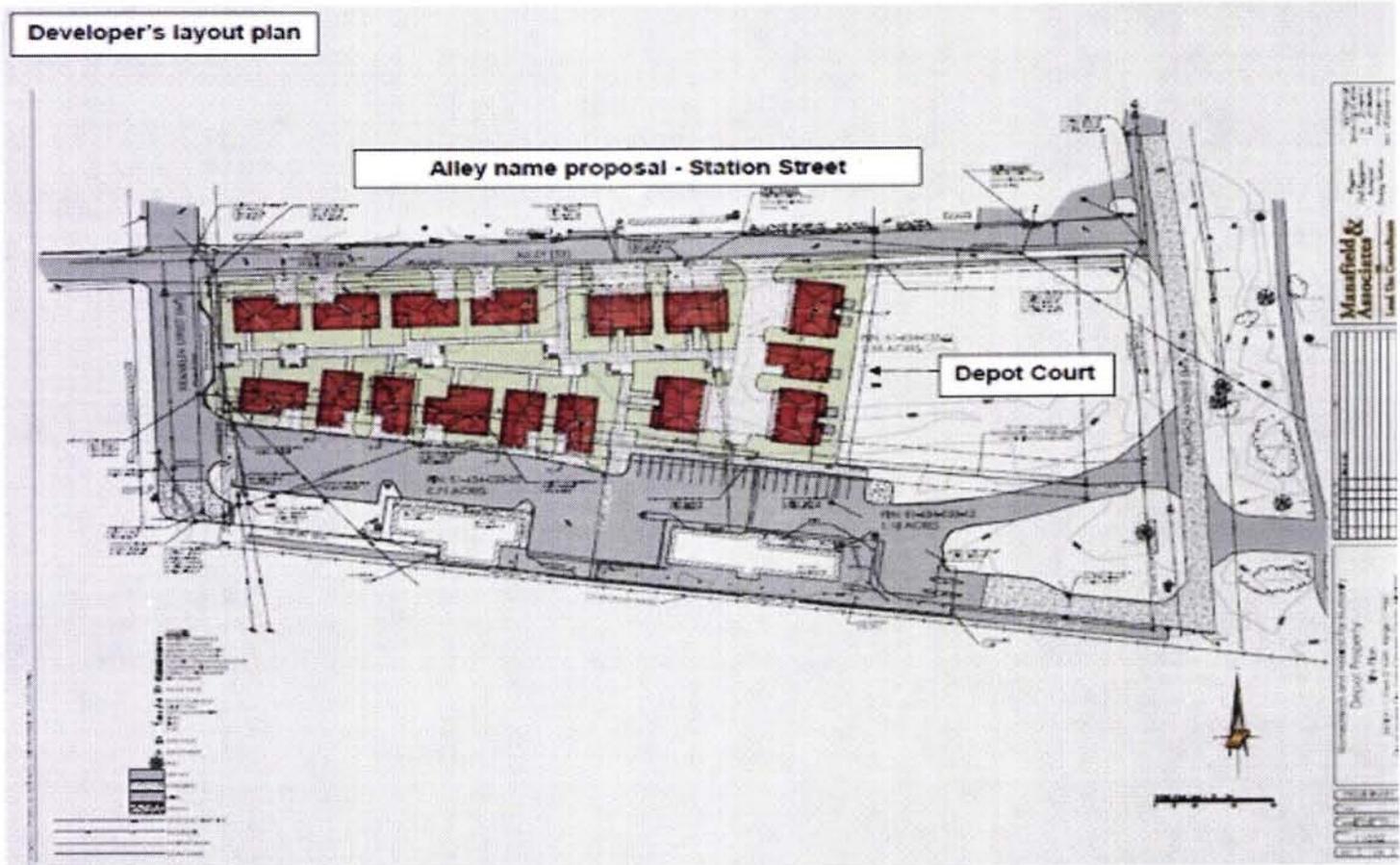


ASSESSING DEPARTMENT

TO: Jered Ottenwess, City Manager
CC: Benjamin C. Marentette, City Clerk
FROM: Polly Cairns, City Assessor
APPLICANT: Depot Neighborhood, LLC
SUBJECT: Proposed name change of a public street or alley
(City Ordinance 1010.01 - Changing the name of a public street or alley)
DATE: February 24, 2014

Mr. R. Edward Kuhn, has submitted a request on behalf of Depot Neighborhood LLC, for street name adoption of "Station Street", for the alley running from Wellington Street to Railroad Avenue.

Assessing Department has sent notification to adjacent property owners.



Rainer Reichert, Grand Traverse County GIS Analyst, has reviewed and reserved the requested proposed street names per Grand Traverse Count Ordinance No 6 – amended 1998).

“Depot Court”, is included for informational purposes only. It is a private street within the development and does not require City Commission approval.





RESOLUTION NAMING AN ALLEY AS "STATION STREET"

- Because, Depot Neighborhood, LLC has purchased property located between Franklin Street and Railroad Avenue; and
- Because, Traverse City has received a request from Depot Neighborhood, LLC to name the east/west alley running along the northside of the property lying west of Railroad Avenue and east of Wellington Street and south of East Eighth Street; and
- Because, the property owners hereinafter named, owning the property set forth opposite their names, to wit:
- Because, the legal description of the alley properties are:

Parcel A 28-51-634-033-02 – No address yet off current alley waiting on name approval
THAT PART OF BLOCK 5 OF HANNAH LAY AND COMPANY'S FIFTH ADDITION, GRAND TRAVERSE COUNTY, MICHIGAN DESCRIBED AS: BEGINNING AT NORTHWEST CORNER OF LOT 53, BLOCK 5, HANNAH LAY AND COMPANY'S FIFTH ADDITION; THENCE NORTH 88° 06' 07" EAST ALONG THE SOUTH RIGHT OF WAY OF ALLEY, 254.12 FEET; THENCE SOUTH 02° 07' 53" EAST, 79.49 FEET; THENCE NORTH 88° 14' 25" EAST, 48.41 FEET; THENCE SOUTH 07° 30' 01" WEST, 74.62 FEET; THENCE NORTH 83° 59' 45" WEST, 293.39 FEET TO EAST RIGHT OF WAY LINE OF FRANKLIN STREET; THENCE NORTH 01° 55' 54" WEST ALONG EAST RIGHT OF WAY LINE OF FRANKLIN STREET, 112.89 FEET TO POB SUBJECT TO AND TOGETHER WITH A PEDESTRIAN AND UTILITY EASEMENT IN THAT PART OF BLOCK 5 OF HANNAH LAY AND COMPANY'S FIFTH ADDITION AND VACATED ELM STREET DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF LOT 53, BLOCK 5, HANNAH LAY AND COMPANY'S FIFTH ADDITION; THENCE SOUTH 01° 55' 54" EAST ALONG THE EAST RIGHT OF WAY OF FRANKLIN STREET, 46.57 FEET TO THE POINT OF BEGINNING; THENCE NORTH 88° 04' 06" EAST, 244.28 FEET; THENCE NORTH 02° 08' 07" WEST, 46.43 FEET TO THE SOUTH RIGHT OF WAY LINE OF ALLEY; THENCE NORTH 88° 06' 07" EAST ALONG THE RIGHT OF WAY OF ALLEY, 30.00 FEET; THENCE SOUTH 02° 08' 07" EAST, 61.54 FEET; THENCE NORTH 88° 14' 25" EAST, 108.64 FEET; THENCE NORTH 07° 39' 25" EAST, 62.67 FEET TO THE SOUTH RIGHT OF WAY LINE OF ALLEY; THENCE NORTH 88° 06' 07" EAST ALONG THE RIGHT OF WAY OF ALLEY, 30.42 FEET; THENCE SOUTH 07° 39' 25" WEST, 197.96 FEET TO THE NORTH EASEMENT LINE OF A PRIVATE ROAD; THENCE NORTH 82° 40' 53" WEST ALONG THE NORTH LINE OF A PRIVATE ROAD, 30.00 FEET; THENCE NORTH 07° 39' 25" EAST, 100.01 FEET; THENCE SOUTH 88° 14' 25" WEST, 56.74 FEET; THENCE SOUTH 07° 25' 10" WEST, 91.05 FEET TO THE NORTH EASEMENT LINE OF A PRIVATE ROAD; THENCE NORTH 82° 40' 53" WEST ALONG THE NORTH EASEMENT LINE OF A PRIVATE ROAD, 15.58 FEET; THENCE CONTINUING ALONG THE NORTH EASEMENT LINE OF A PRIVATE ROAD, 14.78 FEET ALONG THE ARC OF A 325.00 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 2° 36' 23", AND THE LONG CHORD OF WHICH BEARS NORTH 69° 56' 33" WEST, 14.78 FEET; THENCE NORTH 07° 25' 10" EAST, 83.00 FEET; THENCE SOUTH 88° 14' 25" WEST, 66.88 FEET; THENCE NORTH 84° 20' 53" WEST, 113.48 FEET; THENCE SOUTH 88° 04' 06" WEST, 111.42 FEET TO THE EAST RIGHT OF WAY OF FRANKLIN STREET; THENCE NORTH 01° 55' 54" WEST ALONG THE EAST RIGHT OF WAY OF FRANKLIN STREET, 30.00 FEET TO THE POINT OF BEGINNING. TOGETHER WITH A PRIVATE ROAD AND UTILITY EASEMENT IN THAT PART OF BLOCK 5 AND BLOCK 4 OF HANNAH LAY AND COMPANY'S FIFTH

ADDITION AND VACATED ELM STREET DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF LOT 53, BLOCK 5, HANNAH LAY AND COMPANY'S FIFTH ADDITION; THENCE SOUTH 01° 55' 54" EAST ALONG THE EAST RIGHT OF WAY OF FRANKLIN STREET, 118.39 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 64° 55' 27" EAST, 9.33 FEET; THENCE SOUTH 82° 30' 01" EAST, 210.27 FEET; THENCE 78.62 FEET ALONG THE ARC OF A 325.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 13° 51' 39", AND THE LONG CHORD OF WHICH BEARS SOUTH 75° 34' 11" EAST, 78.43 FEET; THENCE SOUTH 82° 40' 53" EAST, 195.92 FEET; THENCE 218.80 FEET ALONG THE ARC OF A 310.40 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 40° 23' 16", AND THE LONG CHORD OF WHICH BEARS NORTH 74° 42' 00" EAST, 214.30 FEET TO THE WEST RIGHT OF WAY OF RAILROAD AVENUE; THENCE SOUTH 02° 57' 23" EAST ALONG THE WEST RIGHT OF WAY OF RAILROAD AVENUE, 50.33 FEET; THENCE SOUTH 75° 14' 00" WEST, 156.63 FEET; THENCE NORTH 82° 40' 53" WEST, 548.18 FEET TO THE EAST RIGHT OF WAY OF FRANKLIN STREET; THENCE NORTH 01° 55' 54" WEST, 39.74 FEET TO THE POINT OF BEGINNING. SPLIT ON 01/27/2014 INTO 28-51-634-133-16, 28-51-634-133-17, 28-51-634-133-18, 28-51-634-133-19, 28-51-634-133-20, 28-51-634-133-21;

Parcel B 28-51-634-033-03 – No address yet off current alley waiting on name approval
THAT PART OF BLOCK 5 OF HANNAH LAY AND COMPANY'S FIFTH ADDITION AND VACATED ELM STREET DESCRIBED AS: COMMENCING AT NORTHWEST CORNER OF LOT 53, BLOCK 5, HANNAH LAY AND COMPANY'S FIFTH ADDITION; THENCE NORTH 88° 06' 07" EAST ALONG SOUTH RIGHT OF WAY OF ALLEY, 254.12 FEET TO POB; THENCE NORTH 88° 06' 07" EAST CONTINUING ALONG SAID SOUTH LINE OF ALLEY, 237.75 FEET; THENCE SOUTH 07° 39' 25" WEST, 179.51 FEET; THENCE NORTH 83° 59' 45" WEST, 173.05 FEET; THENCE NORTH 07° 30' 01" EAST, 74.62 FEET; THENCE SOUTH 88° 14' 25" WEST, 48.41 FEET; THENCE NORTH 02° 07' 53" WEST, 79.49 FEET TO POB SUBJECT TO AND TOGETHER WITH A PEDESTRIAN AND UTILITY EASEMENT IN THAT PART OF BLOCK 5 OF HANNAH LAY AND COMPANY'S FIFTH ADDITION AND VACATED ELM STREET DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF LOT 53, BLOCK 5, HANNAH LAY AND COMPANY'S FIFTH ADDITION; THENCE SOUTH 01° 55' 54" EAST ALONG THE EAST RIGHT OF WAY OF FRANKLIN STREET, 46.57 FEET TO THE POINT OF BEGINNING; THENCE NORTH 88° 04' 06" EAST, 244.28 FEET; THENCE NORTH 02° 08' 07" WEST, 46.43 FEET TO THE SOUTH RIGHT OF WAY LINE OF ALLEY; THENCE NORTH 88° 06' 07" EAST ALONG THE RIGHT OF WAY OF ALLEY, 30.00 FEET; THENCE SOUTH 02° 08' 07" EAST, 61.54 FEET; THENCE NORTH 88° 14' 25" EAST, 108.64 FEET; THENCE NORTH 07° 39' 25" EAST, 62.67 FEET TO THE SOUTH RIGHT OF WAY LINE OF ALLEY; THENCE NORTH 88° 06' 07" EAST ALONG THE RIGHT OF WAY OF ALLEY, 30.42 FEET; THENCE SOUTH 07° 39' 25" WEST, 197.96 FEET TO THE NORTH EASEMENT LINE OF A PRIVATE ROAD; THENCE NORTH 82° 40' 53" WEST ALONG THE NORTH LINE OF A PRIVATE ROAD, 30.00 FEET; THENCE NORTH 07° 39' 25" EAST, 100.01 FEET; THENCE SOUTH 88° 14' 25" WEST, 56.74 FEET; THENCE SOUTH 07° 25' 10" WEST, 91.05 FEET TO THE NORTH EASEMENT LINE OF A PRIVATE ROAD; THENCE NORTH 82° 40' 53" WEST ALONG THE NORTH EASEMENT LINE OF A PRIVATE ROAD, 15.58 FEET; THENCE CONTINUING ALONG THE NORTH EASEMENT LINE OF A PRIVATE ROAD, 14.78 FEET ALONG THE ARC OF A 325.00 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 2° 36' 23", AND THE LONG CHORD OF WHICH BEARS NORTH 69° 56' 33" WEST, 14.78 FEET; THENCE NORTH 07° 25' 10" EAST, 83.00 FEET; THENCE SOUTH 88° 14' 25" WEST, 66.88 FEET; THENCE NORTH 84° 20' 53" WEST, 113.48 FEET; THENCE SOUTH 88° 04' 06" WEST, 111.42 FEET TO THE EAST RIGHT OF WAY OF FRANKLIN STREET; THENCE NORTH 01° 55' 54" WEST ALONG THE EAST RIGHT OF WAY OF FRANKLIN STREET, 30.00 FEET TO THE POINT OF BEGINNING. TOGETHER WITH A PRIVATE ROAD AND UTILITY EASEMENT IN THAT PART OF BLOCK 5 AND BLOCK 4 OF HANNAH LAY AND COMPANY'S FIFTH ADDITION AND VACATED ELM STREET DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF LOT 53, BLOCK 5, HANNAH LAY AND COMPANY'S FIFTH ADDITION; THENCE SOUTH 01° 55' 54" EAST ALONG THE EAST RIGHT OF WAY OF FRANKLIN STREET, 118.39 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 64° 55' 27" EAST, 9.33 FEET; THENCE SOUTH 82° 30' 01" EAST, 210.27 FEET; THENCE 78.62 FEET ALONG

THE ARC OF A 325.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 13° 51' 39", AND THE LONG CHORD OF WHICH BEARS SOUTH 75° 34' 11" EAST, 78.43 FEET; THENCE SOUTH 82° 40' 53" EAST, 195.92 FEET; THENCE 218.80 FEET ALONG THE ARC OF A 310.40 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 40° 23' 16", AND THE LONG CHORD OF WHICH BEARS NORTH 74° 42' 00" EAST, 214.30 FEET TO THE WEST RIGHT OF WAY OF RAILROAD AVENUE; THENCE SOUTH 02° 57' 23" EAST ALONG THE WEST RIGHT OF WAY OF RAILROAD A VENUE, 50.33 FEET; THENCE SOUTH 75° 14' 00" WEST, 156.63 FEET; THENCE NORTH 82° 40' 53" WEST, 548.18 FEET TO THE EAST RIGHT OF WAY OF FRANKLIN STREET; THENCE NORTH 01° 55' 54" WEST, 39.74 FEET TO THE POINT OF BEGINNING.

Parcel C 28-51-634-033-04 – No address yet off current alley waiting on name approval

THAT PART OF BLOCK 5 OF HANNAH LAY AND COMPANY'S FIFTH ADDITION AND VACATED ELM STREET DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF LOT 53, BLOCK 5, HANNAH LAY AND COMPANY'S FIFTH ADDITION; THENCE NORTH 88° 06' 07" EAST ALONG THE SOUTH RIGHT OF WAY OF ALLEY, 491.87 FEET TO THE POINT OF BEGINNING; THENCE NORTH 88° 06' 07" EAST CONTINUING ALONG SAID SOUTH RIGHT OF WAY LINE OF ALLEY, 193.21 FEET TO THE WEST RIGHT OF WAY LINE OF RAILROAD AVENUE; THENCE 160.93 FEET ALONG THE ARC OF A 2641.14 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 3° 29' 29", AND THE LONG CHORD OF WHICH BEARS SOUTH 04° 42' 07" EAST, 160.91 FEET ALONG THE WEST RIGHT OF WAY LINE OF RAILROAD AVENUE; THENCE SOUTH 02° 57' 23" EAST, 42.17 FEET; THENCE SOUTH 87° 49' 53" WEST, 43.83 FEET; THENCE NORTH 83° 59' 45" WEST, 189.63 FEET; THENCE NORTH 07° 39' 25" EAST, 179.51 FEET TO THE POINT OF BEGINNING.

SUBJECT AND TOGETHER WITH A PRIVATE ROAD AND UTILITY EASEMENT IN THAT PART OF BLOCK 5 AND BLOCK 4 OF HANNAH LAY AND COMPANY'S FIFTH ADDITION AND VACATED ELM STREET DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF LOT 53, BLOCK 5, HANNAH LAY AND COMPANY'S FIFTH ADDITION; THENCE SOUTH 01° 55' 54" EAST ALONG THE EAST RIGHT OF WAY OF FRANKLIN STREET, 118.39 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 64° 55' 27" EAST, 9.33 FEET; THENCE SOUTH 82° 30' 01" EAST, 210.27 FEET; THENCE 78.62 FEET ALONG THE ARC OF A 325.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 13° 51' 39", AND THE LONG CHORD OF WHICH BEARS SOUTH 75° 34' 11" EAST, 78.43 FEET; THENCE SOUTH 82° 40' 53" EAST, 195.92 FEET; THENCE 218.80 FEET ALONG THE ARC OF A 310.40 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 40° 23' 16", AND THE LONG CHORD OF WHICH BEARS NORTH 74° 42' 00" EAST, 214.30 FEET TO THE WEST RIGHT OF WAY OF RAILROAD AVENUE; THENCE SOUTH 02° 57' 23" EAST ALONG THE WEST RIGHT OF WAY OF RAILROAD A VENUE, 50.33 FEET; THENCE SOUTH 75° 14' 00" WEST, 156.63 FEET; THENCE NORTH 82° 40' 53" WEST, 548.18 FEET TO THE EAST RIGHT OF WAY OF FRANKLIN STREET; THENCE NORTH 01° 55' 54" WEST, 39.74 FEET TO THE POINT OF BEGINNING.

28-51-634-002-00 - TRAVERSE CITY MI 49684 400 BOARDMAN AVE BLK 2 HANNAH LAY & CO'S 5TH ADD CITY CLERK OF LOT 31 TH N ON SAID LINE & E LINE OF LOT 31 TO S LINE OF ALLEY TH W TO POB FORMERLY BOYS & GIRLS CLUB C/L OF WELLINGTON ST EXT TO N'LY LINE OF C & O R/W TH E'LY ALONG R/W TO E LINE TRAVERSE CITY CITY OF 2655-A COM AT NW COR OF LOT 42 BLK 2 TH W 33 FT TO C/L OF WELLINGTON ST TH S ON A

28-51-634-003-00 - JENTEES CUSTOM SCREEN PRINTING LLC THE S 91.61' OF LOTS 1 & 2 OF BLK 2 H & L CO 5TH ADD

28-51-634-004-00 - CONRAD DAVID P LOTS 3-4 BLOCK 2 HANNAH LAY & CO'S 5TH ADD

28-51-634-005-00 - WATKINS JUDY & SAMUEL E EVANS LOT 5 BLOCK 2 HANNAH LAY & CO'S 5TH ADD

28-51-634-006-00 - RICE DAVID G & BUNNY K LOT 6, BLOCK 2 HANNAH LAY & CO'S 5TH ADD

28-51-634-007-00 - JENTEES CUSTOM SCREEN PRINTING LLC LOT 7 BLOCK 2 HANNAH LAY & CO'S 5TH ADD

28-51-634-009-00 -HUNT FAMILY HOLDINGS LLC LOTS 8 9 10 BLOCK 2 HANNAH LAY & CO'S 5TH ADD

28-51-634-010-00 - ROBB G BARBARA LOTS 11-12, BLOCK 2 HANNAH LAY & CO'S 5TH ADD

28-51-634-011-00 - JONES NORMAN R LOTS 13-14 BLOCK 2 HANNAH LAY & CO'S 5TH ADD

28-51-634-012-00 - RENAISSANCE GOLF PROPERTIES LLC LOTS 15-16 BLOCK 2 HANNAH LAY & CO'S 5TH ADD

28-51-634-013-00 - NORTH & SOUTH LLC & LOTS 17 & 18 BLK 2 HANNAH LAY & CO'S 5TH ADD

28-51-634-014-00 - SOONER LAND AND CATTLE LLC 2666 LOTS 19 & 20 BLOCK 2 HANNAH LAY & CO'S 5TH ADD

28-51-634-017-00 - TRAVERSE CITY CITY VACANT LAND - BEHIND BOYS & GIRLS C OF LOTS 24 TO 30 INCLUSIVE BK 2 HANNAH & LAY CO'S FIFTH.

28-51-634-018-15 - JUNIORS DISCOUNT CENTER INC LOTS 1-2-3 EXC S 50 FT THEREOF AND LOT 4 ALL OF BLOCK 5 AND LOT 21 OF BLOCK 2,

28-51-634-019-00 - WHITEFORD CHARLES A S 50 FT OF LOTS 1-2-3 BLOCK 5 HANNAH LAY & CO'S 5TH ADD.

28-51-634-024-01 - MURPHY UPNORTH PROPERTIES LLC UNIT 1 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-02 - KRZYWOSINSKI KRIS S UNIT 2 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-03 - DROSTE NORMAN K & JO ANN UNIT 3 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-04 - LANE MICHAEL R UNIT 4 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-05 - COMER MATTHEW G & PATRICIA C UNIT 5 AND 7 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128.

AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-06 - NOIROT ANTHONY J UNIT 6 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-08 - TREECE DOUGLAS & ENSMAN TAMMY UNIT 8 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-09 - DENNIS DIANE L TRUST UNIT 9 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-10 - ACOSTA TYSON UNIT 10 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-11 - TCCB INVESTMENTS LLC UNIT 11 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-12 - ENSMAN TAMMY UNIT 12 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-13 - NORTHERN VISIONS PROPERTIES LLC UNIT 13 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-14 - TREECE DOUGLAS J UNIT 14 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-15 - POINTE THOMAS F & EVA VERES UNIT 15 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-16 - TEAL GROUP LLC UNIT 16 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-17 - DONBERG WILLIAM R & PHYLLIS A UNIT 17 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-18 - WEBER KRISTIN L TUNIT 18 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-19 - RUSSELL PROPERTY HOLDINGS LLC UNIT 19 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-20 - SHAMROE LOUISE A AND FRANCIS J UNIT 20 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-21 - HAGEN LAW OFFICES PLC UNIT 21 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-024-22 - HARROLD JOHN F & MCEACHIN MARY M UNIT 22 THE STATIONS RESIDENTIAL/COMMERCIAL CONDOMINIUM ACCORDING TO THE MASTER DEED RECORDED IN LIBER 1386 PAGES 961/1002 GRAND TRAVERSE COUNTY RECORDS AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 128. AS AMENDED 12/28/2000 L:1458 P:843

28-51-634-026-00 - RIEBSCHLEGER MICHAEL E & LOT 17 & W 8 1/3FT OF LOT 18 BLOCK 5 HANNAH LAY & CO'S 5TH ADD.

28-51-634-027-00 - ATS FACILITIES INC LOT 18 EXCEPT W 8 1/3 FT THEREOF & LOT 19 EXCEPT E 8 1/3 FT THEREOF BLOCK 5 HANNAH LAY & CO'S 5TH ADD

28-51-634-028-00 - ATS FACILITIES INC LOT 20 & E 8 1/3 FT OF LOT 19 BLOCK 5 HANNAH LAY & CO'S 5TH ADD

28-51-634-029-00 - SOCKS D MANAGEMENT LLC LOTS 21-22 BLK 5 HANNAH LAY & CO'S 5TH ADD

28-51-634-030-00 - CORNWELL GORDON & SUZANNE ALL OF LOT 23 & W 1/2 OF LOT 24, BLOCK 5 HANNAH LAY & CO'S 5TH ADD.

28-51-634-031-00 - ATS FACILITIES INC 2010 LOT 25 & E 1/2 OF LOT 24 BLOCK 5 HANNAH LAY & CO'S 5TH ADD

28-51-634-032-00 - CAMP CHEFALO PROPERTIES LLC LOT 26 BLOCK 5 HANNAH LAY & CO'S 5TH ADD

Because, the Depot Neighborhood, LLC has requested that said alley be named "Station Street"; and

Because, after research, the proposed name was found not to conflict or cause confusion with other street names; and

Because, staff, after review, found the alley naming to be appropriate; now, therefore, be it

RESOLVED, that the City Commission of Traverse City directs that the east/west alley running along the northside of the property lying west of Railroad Avenue and east of Wellington Street and south of East Eighth Street, be named Station Street and all affected persons be notified.

I hereby certify that the above resolution was adopted by the Traverse City City Commission at its regular meeting held on March 3, 2014, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Katie Lowran, Deputy City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF MARCH 3, 2014

DATE: FEBRUARY 27, 2014

FROM: ^{JO}JERED OTTENWESS, CITY MANAGER

SUBJECT: 2014 STREET PAVEMENT MARKINGS, CENTERLINES,
EDGELINES, LEGENDS AND PARKING AREAS

Attached are memos from Dave Green, DPS Director, and Mark Jones, Street Superintendent, requesting that the City issue a service order to M&M Pavement Markings, Inc. for the annual painting of Street Markings, Centerlines, Edgelines, Legends and Parking Areas.

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

that the competitive bidding policy be waived; and further that the City Manager be authorized to issue a service order in the amount of \$52,171.40 to M&M Pavement Markings, Inc. for 2014 Street Pavement Markings, Centerlines, Edgelines, Legends and Parking Areas, with funds available in the various Street and Auto Parking Funds.

JO/jd

cc: Dave Green, DPS Director
Mark Jones, Street Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Jered Ottenwess, City Manager
FROM: Dave Green, DPS Director 
DATE: February 24, 2014
SUBJECT: 2014 Street Pavement Marking Program

Attached is a request from Mark Jones, Street Superintendent, for the approval of a service order for the annual painting of street centerlines, edgelines, markings, legends and parking areas. His request is asking that we get approval from the City Commission to waive the competitive bid process so that we may continue to use the low bidder from last year, M & M Pavement Markings, Inc., to do our street pavement markings. M & M has requested that we extend the 2013 contract to cover the 2014 contract year and that they will honor the 2013 low bid unit prices for the work in 2014. We are very satisfied with their work and believe last year's low bid prices are very competitive prices for the City to get this necessary work completed before the summer season begins.

Therefore, please request City Commission approval to waive the competitive bidding policy and issue a Service Order in the amount of \$52,171.40 to M & M Pavement Markings, Inc. for painting of street centerlines, edgelines, markings, legends and parking areas for our 2014 Street Pavement Marking Program with funds available in various Street and Traverse City Parking System Funds.

Memorandum

To: Dave Green, DPS Director
From: Mark Jones, Street Department Superintendent
Date: 02-20-14
Subject: M&M Pavement Marking Inc.

The City executed two service orders with M&M Pavement Marking Inc. for the 2013 maintenance season. One for painting of center lines, lane lines, edge lines and bike lines, and the other for painting of various parking areas, crosswalks and legends. We were very satisfied with the job performance of M&M Pavement Marking Inc. and they are willing to extend last years rates for the 2014 maintenance season. It is anticipated that the cost of painting would increase if we were to seek new bids at this time. I feel it is in the best interest of the City to renew the current service orders for the 2014 maintenance season.

Please request that the City Commission waive the competitive bidding process and renew the service order for painting of center lines, lane lines, edge lines and bike lines along with the service order for painting of various parking areas, crosswalks and legends to M&M Pavement Marking Inc.

Painting of Center Lines, Lane Lines, Edge Lines and Bike Lines \$14,405.40

Painting of Various Parking Areas, Crosswalks and Legends \$37,766.00

Funds available in various Street, Parks and Traverse City Parking System accounts.

Streets	202-202-801.00	\$26,994.07	(\$14,405.40 + \$12,588.67 = \$26,994.07)
TCPS	585-585-801.00	\$12,588.67	
Parks	101-691-801.00	\$12,588.66	
Service order total		\$52,171.40	



February 13, 2014

To: Council Members
City of Traverse City

From: David Lawler
M & M Pavement Marking, Inc.

Re: Street Markings and Legend Markings Contract Extension

Dear Council Members,

M & M Pavement Marking agrees to extend the 2013 unit prices for the Street Markings and Legend Markings for your 2014 Pavement Marking program. Thank you for your consideration of this proposal and we look forward to working with your staff again in 2014.

Sincerely,

David A. Lawler
Vice President



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 3, 2014

DATE: FEBRUARY 27, 2014

FROM: ^{JO}JERED OTTENWESS, CITY MANAGER

SUBJECT: TRAFFIC CONTROL ORDERS TO BE MADE PERMANENT

Attached is a memo from Makayla Vitous, Assistant City Manager, regarding Temporary Traffic Control Orders 560, 561, 563, and 564.

The following motion is recommended:

That Temporary Traffic Control Orders:

#560 authorizing “No Parking” signs on the north side of Garland Street, between Hall Street and Grandview Parkway;

#561 authorizing “No Parking” signs on both sides of the alley east of Cass Street, between 15th and 16th Streets;

#563 authorizing “2 Hour Parking 8am to 6pm except Saturdays, Sundays and Holidays” signs in the 200 block of Eighth Street, between Union Street and Pine Street; and

#564 authorizing “No Parking” signs on both sides of Cass Street, between Fourteenth Street and Eighth Street;

be adopted to be made permanent.

RBB/mv

Memorandum

The City of Traverse City



TO: JERED OTTENWESS, CITY MANAGER

FROM: MAKAYLA VITOUS, ASSISTANT CITY MANAGER

DATE: February 26, 2014

RE: TRAFFIC CONTROL ORDERS 560, 561, 563, and 564
TO BE MADE PERMANENT

The following Temporary Traffic Control Orders have been in effect for at least 90 days and are ready to be made permanent.

#	What	Where
560	No Parking	on the north side of Garland Street, between Hall Street and Grandview Parkway
561	No Parking	on both sides of the alley east of Cass Street, between 15 th and 16 th Streets
563	2 Hour Parking 8am to 6pm Except Saturdays, Sundays and Holidays	in the 200 block of Eighth Street, between Union Street and Pine Street
564	No Parking	on both sides of Cass Street, between Fourteenth Street and Eighth Street

TCO 560 was in response to a request from staff due to concerns with parking on the north side of Garland Street, especially with construction beginning on Hotel Indigo. This request was reviewed by Traffic Committee and it was the consensus to place the "No Parking" signs on the north side of Garland, between Hall Street and the Grandview Parkway.

TCO 561 was in response to a request from staff due to parking problems around Right Brain Brewery. This request was reviewed by Traffic Committee and it was

the consensus to approve the “No Parking” signs on both sides of the alley east of Cass Street, between 15th and 16th Streets.

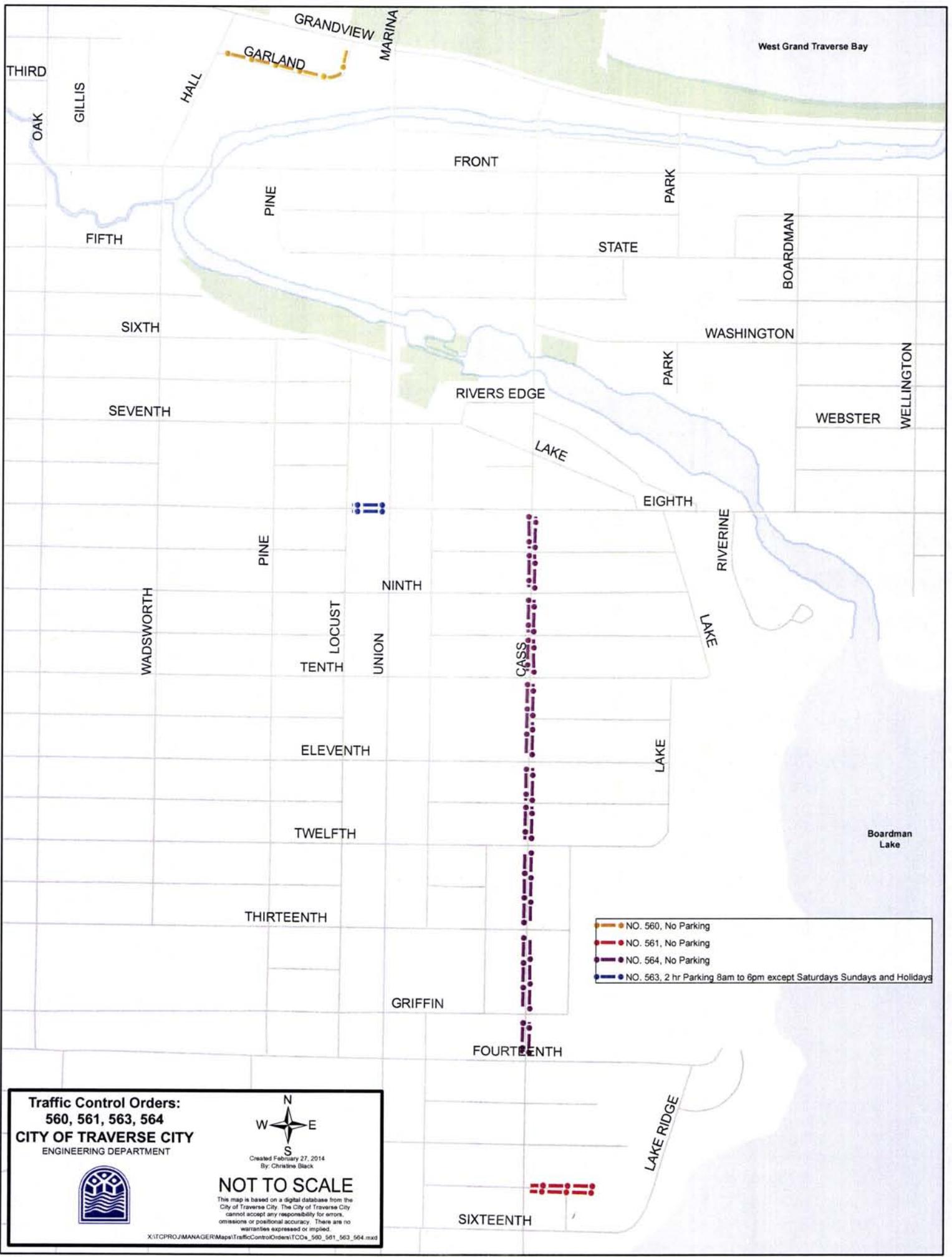
TCO 563 was in response to a request from Eighth Street residents for two hour parking signs. Staff surveyed the residents. This request and survey results were reviewed by Traffic Committee and it was the consensus to place 2-Hour parking signs in the 200 block of Eighth Street.

TCO 564 was in response to a request from staff due to the request from the neighborhood for bike lanes, necessitating the removal of the on street parking. This request was reviewed by Traffic Committee and it was the consensus to place “No Parking” signs on both sides of Cass Street, between Fourteenth Street and Eighth Street.

The authority of the City Manager for these Temporary Traffic Control orders has expired and they must be extended or made permanent by the City Commission in order to continue. The City Commission can always rescind a Traffic Control Order at a later date if they so choose.

Staff is recommending that TCOs 560, 561, 563, and 564 be made permanent.

Temporary Traffic Control Orders are on file with the City Clerk’s office.



- NO. 560, No Parking
- NO. 561, No Parking
- NO. 564, No Parking
- NO. 563, 2 hr Parking 8am to 6pm except Saturdays Sundays and Holidays

Traffic Control Orders:
560, 561, 563, 564
CITY OF TRAVERSE CITY
 ENGINEERING DEPARTMENT



NOT TO SCALE

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

X:\TCPROJ\MANAGER\Maps\TrafficControlOrders\TCOs_560_561_563_564.mxd



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 3, 2014

DATE: FEBRUARY 27, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: MARITIME HERITAGE ALLIANCE REQUEST FOR
SPECIAL EVENT USE OF COAL DOCK

The Maritime Heritage Alliance (MHA) submitted a request dated February 17, 2014 to Traverse City Light & Power (TCL&P) to use the coal dock property for a special event to be held on June 20, 2014. The special event is called View 360° - "a sail champion and beer tasting event." MHA intends to use the event as a fundraiser for their SAIL Champion Program, which "helps youth from at-risk environments through learning to sail."

Based on discussion at the joint study session with the City Commission on February 10th, the TCL&P Board considers it appropriate to send requests for special event use of the coal dock to the City Commission for consideration. Thus at their February 25th meeting the TCL&P Board passed a motion to refer the request to the City Commission. Attached to this memorandum are the packet materials from the TCL&P meeting.

Please keep in mind that the City's Park and Public Land Use Policy does not apply to the coal dock property and the property is not located within city limits.

Action for consideration this evening is:

1. Does the City Commission wish to make a recommendation as to whether or not TCL&P should consider allowing special events at the coal dock?
2. If the City Commission wishes to make a recommendation as to whether events should be allowed at the coal dock, what is that recommendation?
3. If the City Commission recommends to TCL&P that special events should be allowed, how should special event requests for that location be handled in light of the Park and Public Land Use Policy?

A couple issues to consider as you deliberate:

- ~ I have reviewed the request with the Acting City Attorney and she has concerns about allowing the coal dock to be used for special events similar to other parkland. As you know parkland is subject to Charter provisions which prohibit disposal without a vote of the electorate.
- ~ The proposed MHA event is time sensitive. Their event planning requires approval for use within the next 30-60 days. The TCL&P Board generally supported the request for use of the coal dock and they respectfully requested prompt attention by the City.

I recommend the following motions for your consideration:

- 1) that the City Commission recommends that the Maritime Heritage Alliance request for use of the coal dock be denied.**
- 2) that the City Commission recommends that the Maritime Heritage Alliance request for use of the coal dock be approved by Traverse City Light & Power subject to the review and approval process in the Park and Public Land Use Policy in coordination with Elmwood Township and Leelanau County officials as appropriate.**

cc: Tim Arends, TCL&P Executive Director
Ben Marentette, City Clerk
Jack Kelly, Elmwood Township Supervisor
Chet Janik, Leelanau County Administrator
Rod Jones, Maritime Heritage Alliance Vice President



TRAVERSE CITY
LIGHT & POWER

To: Jered Ottenwess, City Manager
Copy: Benjamin Marentette, City Clerk
From: Tim Arends, Executive Director 
Date: February 26, 2014
Subject: MHA Coal Dock Fundraiser Request

Enclosed is a request from Maritime Heritage Alliance to use the TCL&P Coal Dock for a fundraising event in June. The request was considered by the TCL&P Board at its meeting last evening. Based on the recommendations from the recent joint study session with the City Commission, the Board approved a motion to refer this request to the City Commission for its consideration of approval.

Please place this item on a future City Commission agenda for its consideration.

Thank you.

FOR THE LIGHT & POWER BOARD MEETING OF FEBRUARY 25, 2014



TRAVERSE CITY
LIGHT & POWER

To: Light & Power Board
From: Tim Arends, Executive Director 
Date: February 20, 2014
Subject: MHA Request to Use Coal Dock for Fundraising Event

Attached is a letter and proposal from Maritime Heritage Alliance to use the Coal Dock for its View360° Fundraising Event to be held of June 20, 2014. The proposal addresses traffic, alcohol, tickets, security, restrooms, trash, and other relevant details. Also included is a map of how the event would be situated on the Coal Dock.

In the past, TCL&P has offered use of the Coal Dock and parkland for minor events through a Letter of Understanding with the requesting party; however, this request goes well beyond the extent of those previously approved events, therefore, I am requesting the Board's input on consideration of this request.

Due to recent restrictions and fee increases imposed by the City Commission on the Open Space use, I am concerned that more event organizers will look to the Coal Dock property as a viable alternative to the Open Space. Another concern I have with approving this request is that I believe authorizing events or festivals at the Coal Dock exceeds the duties described in the Executive Director job description, as they have no relevance to running an electric utility.

Based on the summary comments from the recent Joint Study Session with the City Commission concerning the Coal Dock property, I believe this request should be forwarded to the City for its consideration and application of its policies/procedures surrounding similar events in the City.

MHA is planning a short presentation for the Board to explain the request and answer any questions you may have. I have also asked General Counsel to be in attendance to assist the Board with any specific legal questions.

If the Board agrees with staff's recommendation to forward this request to the City for its consideration the following motion would be appropriate:

(RECOMMENDED MOTION ON FOLLOWING PAGE)

FOR THE LIGHT & POWER BOARD MEETING OF FEBRUARY 25, 2014

MOVED BY BUDROS, SECONDED BY PALISIN, THAT THE BOARD REFERS THE REQUEST FROM MHA TO HOLD A FUNDRAISING EVENT AT THE COAL DOCK TO THE CITY OF TRAVERSE CITY FOR ITS CONSIDERATION.

Motion passed unanimously (Carruthers and Spence Absent)



Where History Sets Sail 13268 S. West Bayshore Dr. • Traverse City, MI 49684 • 231-946-2647

February 17, 2014

Tim Arends, Executive Director
Traverse City Light & Power
1131 Hastings St.
Traverse City, MI 49686

Re: Maritime Heritage Alliance

Dear Tim:

Maritime Heritage Alliance is seeking TCL&P approval to hold a fundraising event on the Coal docks the evening of Friday June 20, 2014 for our SAIL Champion Program. Enclosed is the information you requested for your Board packets for our meeting on February 25, 2014 at 5:15 pm.

The SAIL Champion Program is a therapeutic sailing program for youth from at-risk environments in Northern Michigan. Created in 2008 by the Maritime Heritage Alliance and Mental Wellness Counseling, the program combines traditional sailing skills with one-on-one therapy with a licensed counselor to help youth learn leadership, responsibility, and self-awareness. This program is the only one of its kind in the country and has been extremely successful.

Our Tall Ships Madeline and Welcome have been operating from the Coal docks for over 10 years and Champion for five years, thus we are familiar with TCL & P requirements necessary to accommodate the public at the docks. Hopefully, our enclosed event proposal addresses all your concerns and questions. We are prepared to make a short presentation to your Board if needed, or to just answer questions they may have. Please let me know how you would like to proceed at your earliest convenience.

Thank you for your consideration.

Sincerely,

Rod Jones, Vice President
Maritime Heritage Alliance

Enclosures

Cc Jay Ruzak, President, MHA
Joe Sanok, Mental Wellness Counseling

sf

VIEW360°

A SAIL CHAMPION FUNDRAISER AND BEER TASTING EVENT

EVENT PROPOSAL

Jay Ruzak, MHA Board President

Rod Jones, Previous MHA Board President

Joseph R. Sanok, MHA Clinical Director

Prepared for Traverse City Light and Power

February 25, 2014



MARITIME HERITAGE ALLIANCE



Where History Sets Sail

EVENTSUMMARY

Event Proposal: An evening event on June 20, 2014 from 5:00-9:00 pm will be focused as a fundraiser for the Maritime Heritage Alliance's *SAIL Champion* program. This program helps youth from at-risk environments through learning to sail the traditionally rigged *Champion* and participating in individual counseling onboard the boat.

This event would be a paying event that takes place on the Traverse City Light & Power coal dock. Details of the event:

- 1 event tent 40'x40' would be on site for potential weather issues, music, and microbrew sales.
- Portable Restrooms would be on site to reduce the need to crossing M-22
- Food trucks would be invited and will have their own food license
- Total of 300 tickets would be sold

EVENT DETAILS

TRAFFIC AND PARKING

The primary concern of this event is the safety of the customers, volunteers, and community. This is one of the guiding principles of all decisions. With the unique layout of the Discovery Center campus, parking is a clear concern.

This concern is being addressed in several manners:

1. Planning for a bus to transport individuals across M-22 from parking lots on the west side of M-22.
2. Working with neighboring businesses to provide parking solutions.
3. Creating a clear system for handicapped drop off.
4. Creating and implementing signage indicating parking locations and no parking zones, as well as bus pick-up locations.

ALCOHOL

With significant discussions in the Traverse City area about the frequency of festivals and events, MHA is keenly aware of working closely with local officials and leaders to create a positive framework for this event.

MHA is coordinating with local brewers to align the alcohol sales plan with other events that have alcohol as a focal-point. Further, MHA will be applying for a *Special License for Consumption on the Premises* permit which includes board resolution, licensing process, and diagram of area for law enforcement.

TICKETS

Tickets will be issued through www.eventbright.com or a similar ticket sales website.

TENT, TRASH AND BATHROOMS

Tents will be rented through GJ's rentals. A 40'x40' tent will be located in the southwest corner of the coal docks, ensuring emergency access and Manitou transport access. The site will be restored to the previous condition.

SECURITY

Per the *Special License for Consumption on the Premises* and MHA's commitment to safety, local police and Elmwood Township Supervisor will be consulted in planning the event. Further, volunteer security will be on-site to reduce unsafe behavior.

In the event of the removal of an individual from the event, local police will be made aware of the situation when it escalates and trained de-escalation licensed counselors will be on-site.

MUSIC

Music will occur from 5:30-8:45 pm. Musicians will be of folk nature. So as to reduce noise complaints, music will conclude at 8:45 pm.

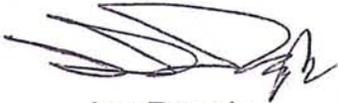
FOOD

Local food trucks will be invited to participate in the event so as to meet the food needs of customers. Only licensed vendors will participate.

Thank you in advance for assisting in making VIEW360 a successful event. This event will spotlight the ability of the property to be used for the common good of the community. This event will put a spotlight on the collaboration of The Discovery Center campus, Traverse City Light and Power, and local non-profits that serve the most vulnerable and at-risk youth in northern Michigan.

We look forward to discussing questions and concerns to create a positive, safe, and successful event!

Respectfully,



Jay Ruzak

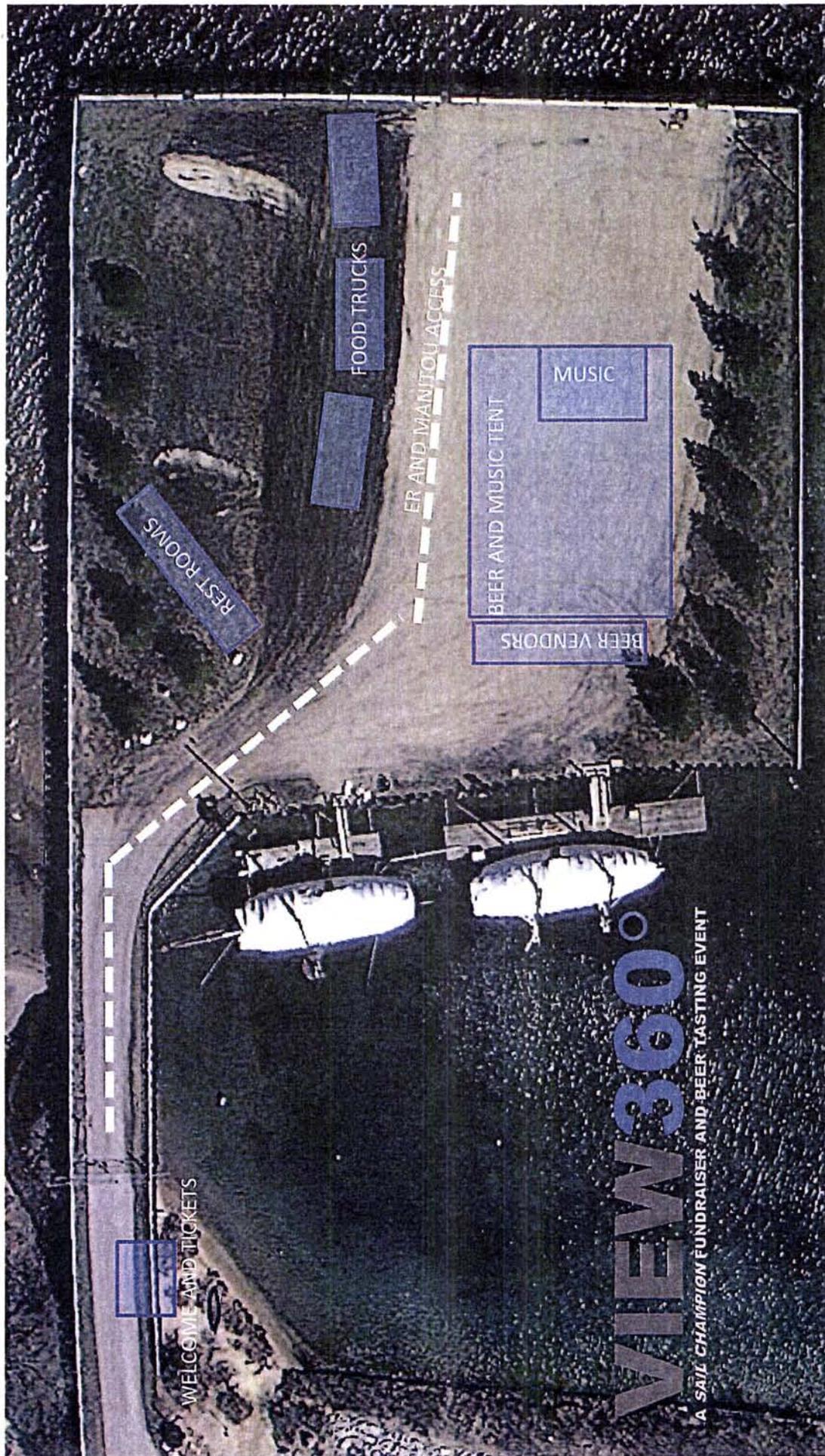


Rod Jones



Joseph R. Sanok

MHA Board President MHA Board Member MHA Clinical Director



WELCOME AND TICKETS

REST ROOMS

FOOD TRUCKS

BEER VENDORS

BEER AND MUSIC TENT

MUSIC

RIVER AND MANITOAU ACCESS

VIEW 360°

A SAIL CHAMPION FUNDRAISER AND BEER TASTING EVENT



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 3, 2014

DATE: FEBRUARY 27, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: CLINCH PARK CONCESSION AGREEMENT

The City has had an agreement with Mike Sutherland and his Company, The River Traverse City LLC, to operate the concession stand at Clinch Park for four years. The original agreement was for the 2010, 2011 and 2012 seasons, with an amendment in October 2012 that extended the agreement for three one-year terms, with each renewal to be approved by the City Manager upon satisfactory performance. Mr. Sutherland was the third operator of the concession stand since the Clinch Park Zoo closed, and staff felt that he had been the most successful. In addition, due to the renovations at Clinch Park it was thought that continuing with the same vendor offered some stability for the concession.

Now that both parties have had a chance to observe the 2013 concession operations in light of the renovations, City staff and Mike Sutherland have discussed the operations. As the recommended changes are significantly different than what the City Commission approved on October 15, 2012, staff is bringing the amendment back to the City Commission for approval. The changes to the agreement include:

- The name of the LLC is now Sweetwater Sea LLC dba The River.
- Compensation is recommended to be a set amount paid in four installments. Originally the compensation was a % of gross revenues. A set amount will be easier to budget and administer.
- The vendor will monitor and maintain the public restrooms in the concession building during operating hours. A separate agreement for the major cleaning services with a third party will continue to be provided.

- New map addressing the areas of the park that can be specifically utilized including parking, storage, bike racks, etc. with vendor emptying the trash receptacles specified on the map.
- The timetable of activities commencing May 1, 2014 and continuing through October 31, 2014.
- There would be one term for 2015 left under the original approval.

In addition Mike Sutherland has recently requested to rent beach chairs and umbrellas. Staff is currently reviewing the request as to how it would work in terms of display, fit with the renovations, and storage. Assuming agreement is reached on these items, we should be able to amend the amendment administratively.

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

That the Mayor and City Clerk execute the third amendment to the agreement with Sweetwater Sea LLC (originally authorized May 7, 2010) for it to provide concessions at Clinch Park, which would extend the agreement for the second of three one-year terms, with each renewal to be authorized by the City Manager, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.



TO: Jered Ottenwess, City Manager
City Commissioners

CC: Benjamin C. Marentette, City Clerk

FROM: Karrie Zeits, Acting City Attorney

DATE: February 25, 2014

SUBJECT: Update on Option Agreement for "Washington Place"

The City entered into an Option Agreement with Snafu, LLC in February 2006 regarding the subject properties (221 Cass Street, 223 Washington Street and 215 Washington Street). Since then the Option Agreement has been amended twice (in 2009 and 2012) in order to extend its term.

The option agreement expires February 22, 2014.

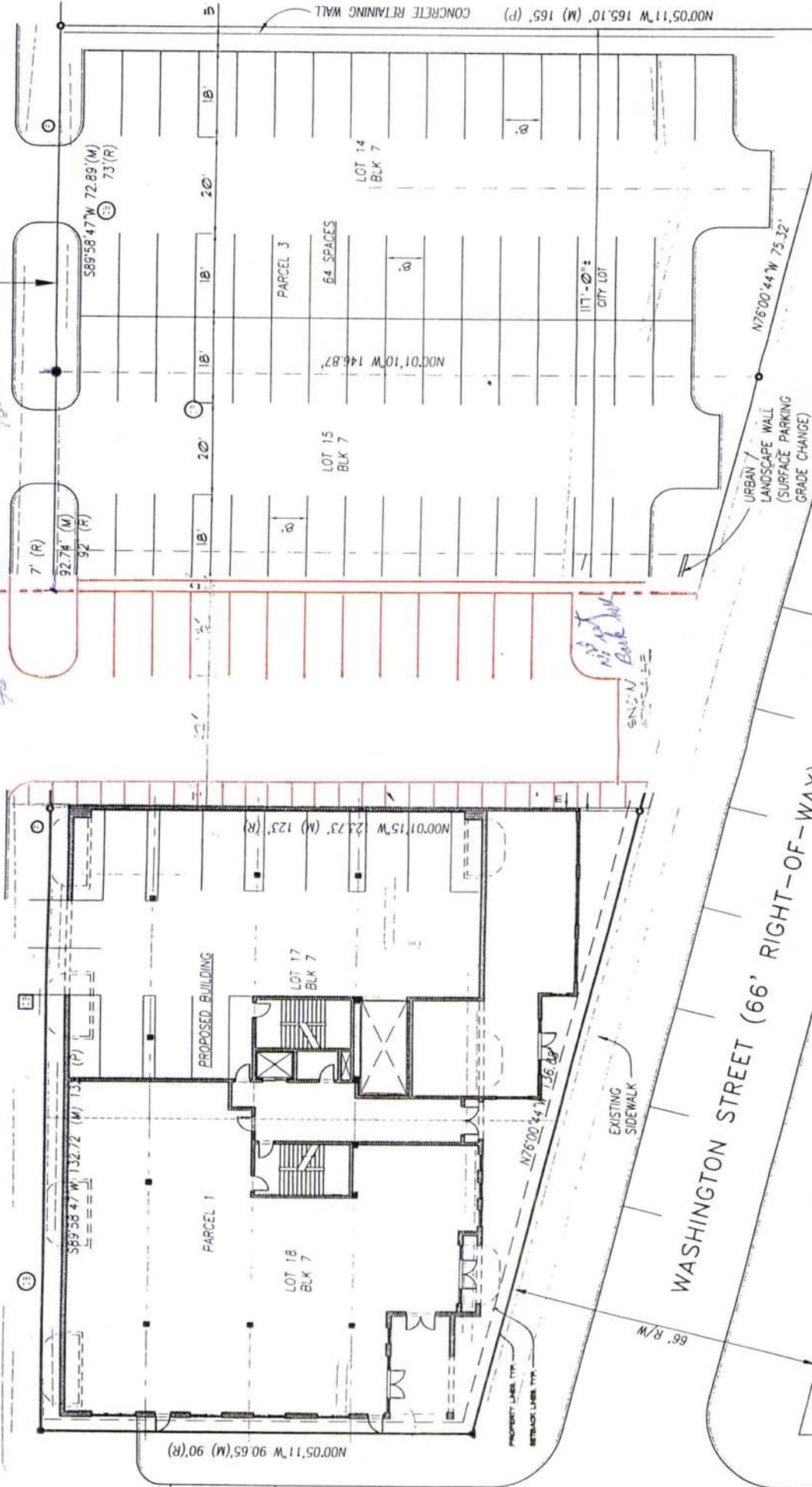
On February 4, 2014, Snafu, LLC gave written notice of its intent to exercise its option to purchase Lot W pursuant to the agreement. Section 5 of the agreement requires Snafu to seek and receive approval of the City Commission for an approved project for Lot W and any adjacent property. The City Commission approved the development plans in its December 2, 2013 meeting.

We are agreed that the portion of Lot 2 that will be exchanged as part of the purchase price is 46.74 feet as measured for the north property line. We are working towards a March 12, 2014 closing date.

Attached to this update is a copy of the site plan depicting the part of Lot 2 to be awarded to the City as part of the purchase price for Lot W.

ALLEY (33' RIGHT-OF-WAY)

NO LET BACK SIGNATURE



NOT A SCIENTIFIC SURVEY INTENDED FOR GENERAL DISCUSSION ONLY. PROPERTY LINES AND DIVISIONS OF LOTS TO BE VERIFIED BY SURVEYOR.



RICHMOND ARCHITECTS • 2/18/2014

ARCHITECTURAL SITE & PARKING PLAN
SCALE: 1" = 20'-0"

* PRELIMINARY *

**MINUTES
TRAVERSE CITY BOARD OF ZONING APPEALS
REGULAR MEETING
TUESDAY, AUGUST 13, 2013
7:00 P.M.**

**Committee Room, Governmental Center, 2nd Floor
Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684
231-922-4464**

PRESENT: Members Warren (7:05), Wegener, Jones, Szajner, Grant, Raftery, Donaldson, Vice-Chairperson Callison and Chairperson Cockkfield.

ABSENT: Member Lomasney

1. CALL MEETING TO ORDER

The meeting was called to order at 7:00 p.m.

2. APPROVAL OF MINUTES- Approval of the July 9, 2013 regular meeting minutes.

Motion by Member Donaldson, seconded by Member Wagner to approve the July 9, 2013 regular meeting minutes as presented. Upon vote the motion carried 8-0.

3. REQUEST 13-BZA-14 – A REQUEST FROM DEBORAH AND PAUL NEWHOUSE, 532 SIXTH STREET, TRAVERSE CITY, MICHIGAN, for:

A dimensional variance of 9 feet, 9 ½ inches to allow for an addition to the south side of the home to encroach in the 20 foot minimum front yard setback along Chippewa Street for the property commonly known as **420 South East Bay Boulevard**. Traverse City, Michigan.

Dave Heim, 2304 Leisure Lane, Traverse City, Michigan, presented and answered questions from the Board.

Deborah Newhouse 532 Sixth Street, Traverse City, Michigan, presented and answered questions from the Board.

Richard Purvuis, 608 East Orchard, Traverse City, Michigan, spoke in favor of granting the variance.

Eric Stehouwer, 2017 Chippewa, Traverse City, Michigan, spoke in favor of granting the variance,

Charles Svec, 414 South East Bay Blvd., Traverse City, Michigan, spoke in favor of granting the Variance.

Motion by Member Callison, seconded by Member Szajner, to grant a dimensional variance of 9 feet, 9 ½ inches to allow for an addition to the south side of the home to encroach in the 20 foot minimum front yard setback along Chippewa Street for the property commonly known as 420 South East Bay Boulevard, Traverse City, Michigan based on the Statement of Conclusions and Finding of Fact contained in the Order Granting for Variance No. 13-BZA-14. Upon vote the motion carried 8-1, with Member Grant voting in opposition.

4. PUBLIC COMMENT

None.

5. ADJOURNMENT

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,



David Weston, Planning and Zoning Administrator

Date: 2-11-14

**CITY OF TRAVERSE CITY
ORDER AUTHORIZING
VARIANCE NO. 13-BZA-14**

Pursuant to the City of Traverse City Code of Ordinances § 1324.05(d), Variances, the Board of Zoning Appeals hereby authorizes a dimensional variance for the following:

Street Address: 420 South East Bay Boulevard
Property Description: E 100 FT OF LOT 44 & E 100 FT OF S 1/2 OF LOT 45 KEZIS MOKESA ADD ALSO THT PRTOF GOV LOT 4 SEC 1 T27N R11W LYING DIRECTLY E OF ABOVE DESC PARCEL & E BAY BLVD S BOUNDED ON E BY E GT BAY & ON WBY E BAY BLVD S HAVING EXCLUSIVE RIPARIAN RIGHTS ONLY
Variance Granted: A dimensional variance of 9 feet, 9 ½ inches to allow for an addition to the south side of the home to encroach in the 20 foot minimum front yard setback along Chippewa Street
Applicant: Deborah and Paul Newhouse, 532 Sixth Street, Traverse City, Michigan.

It is determined that the Applicant has demonstrated a hardship as well as showing of good and sufficient cause authorizing a variance by the City of Traverse City Code of Ordinances. The findings of fact and reasons upon which this determination is based are as follows:

1. The attached Statement of Conclusions and Finding of Fact are incorporated herein by reference.
2. The procedures and requirements for variance decisions by law and ordinance have been followed.

This Order shall not be deemed to be City approval for anything other than the variance authorized by this order and shall not relieve the owner or occupier of the land from obtaining any other license, permit or approval required by law or ordinance.

I hereby certify that the above Order was adopted on February 11, 2014, at a regular meeting of the Board of Zoning Appeals for the City of Traverse City at the County Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Date: 2-11-14


David Weston, Planning and Zoning
Administrator

Note: A decision of the Board of Zoning Appeals shall be final. However, any party having a substantial interest affected by an order, determination or decision by the Board of Zoning Appeals may appeal to the Circuit Court, if made to the Court within twenty-eight (28) days after rendering the final decision or upon grant by the Court of leave to appeal. Codified Ordinances of Traverse City Michigan §1324.07(a).

STATEMENT OF CONCLUSION AND FINDINGS OF FACTS 13-BZA-14

The following are the Statements of Conclusions supported by evidence submitted to the Board of Zoning Appeals in connection with a request for a dimensional variance, Request No. 13-BZA-14, for the property commonly known as **420 South East Bay Boulevard**, Traverse City, Michigan, from Deborah and Paul Newhouse.

1. Practical Difficulty. There are exceptional or extraordinary circumstances or physical conditions that do not generally apply to other properties or used in the same district.
2. In granting the variance, the spirit of the Zoning Code is observed, public safety is secured and substantial justice is done.
3. No substantial adverse effect on property values in the immediate vicinity or in the district where the property is located will occur as a result of granting this variance.
4. The difficulty presented by the applicant in support of the request for a variance is not so general or recurrent in nature that a formulation of a general regulation for such condition is preferable.
5. The practical difficulty is unique to the property and not to the general neighborhood and shall apply only to property under control of the applicant.
6. Granting the variance is necessary for the preservation of a substantial property right possessed by other properties in the same zoning district.
7. The difficulty is not solely economic and is based on the reasonable use of a particular parcel of land.
8. The difficulty was not the result of an act of the applicant or a person in privity or concert with the applicant.

The foregoing Statement of Conclusions are supported by the following Findings of Fact No 13-BZA-14:

1. The parcel is a small corner lot.
2. The existing home is in the front yard setback along Chippewa Street and S. East Bay Boulevard Street and is considered a Class 2 nonconforming use
3. The lot is irregular in shape and the existing house is not situated square on the lot.
4. The building codes would not let the house be rebuilt as it was prior to the fire damage (i.e. bathrooms and bedrooms are too small).
5. The applicant's are trying to preserve the view of the bay for the neighbor to the east.
6. Three people from the neighborhood spoke in favor of granting the variance.

MINUTES
TRAVERSE CITY PLANNING COMMISSION

Tuesday, January 7, 2014

7:00 P.M.

Commission Chambers
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

PRESENT: Vice-Chairperson Jody Bergman, Commissioners Michael Dow, Jeanine Easterday, Janet Fleshman, Chairperson John Serratelli, Bill Twietmeyer, Janice Warren and Tim Werner

ABSENT: Commissioner Cecil McNally

STAFF PRESENT: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

1. **CALL MEETING TO ORDER-** The meeting was called to order by Chairperson Serratelli at 7:00 p.m.
2. **ROLL CALL**
3. **ANNOUNCEMENTS-** Chairperson Serratelli announced that item 5A in Old Business "Brief overview of Freedom of Information Act, Open Meetings Act, Planning Commission Rules, Capital Improvement Plan Review, Ethics & Conflict presentation" will be deferred to a future meeting.
4. **ELECTION OF OFFICERS**
 - A. **Chairperson**

Motion by Commissioner Warren, second by Commissioner Twietmeyer to nominate Commissioner Serratelli to serve as Chairperson. Motion carried 8-0 (Commissioner McNally absent.)
 - B. **Vice-chairperson**

Motion by Commissioner Warren, second by Commissioner Easterday to nominate Commissioner Bergman to serve as Vice-Chairperson. Motion carried 8-0 (Commissioner McNally absent.)
 - C. **Secretary**

Motion by Commissioner Bergman, second by Commissioner Easterday to nominate Commissioner Warren to serve as Secretary. Motion carried 8-0 (Commissioner McNally absent.)

5. 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 be placed elsewhere on the agenda for full discussion. 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. December 3, 2013 Regular Meeting and December 18, 2013 Study Session minutes (Approval recommended)
- B. Reappointment of Planning Director's Designee as the Recording Secretary for the City of Traverse City Planning Commission (Approval recommended)
- C. Consideration of an amendment to the Planning Commission Bylaws revised November 25, 2013 to change the Planning Commission meeting schedule to the 1st and 3rd Tuesdays (Approval recommended)

Motion by Commissioner Twietmeyer, second by Commissioner Warren, that the Consent Calendar be approved as presented.

Motion carried 8-0 (Commissioner McNally absent.)

5. OLD BUSINESS

- A. Brief overview of Freedom of Information Act, Open Meetings Act, Planning Commission Rules, Capital Improvement Plan Review, Ethics & Conflicts of Interest (Benjamin Marentette, Lauren Tribble-Laucht)

This agenda item was deferred to a future meeting.

- B. Public Hearing to consider an amendment to the Traverse City Code of Ordinances, Section 1324.04, *Rules of Procedure*, regarding removing the Rules of Procedure section from the zoning code and establishing a separate Rules of Procedure document adopted by the Board of Zoning Appeals

Mr. Soyryng explained the details of his memo to the Commission.

Commission discussion.

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

Motion by Commissioner Werner, second by Commissioner Warren, that an amendment to the Traverse City Code of Ordinances, Section 1324.04 *Rules of Procedure*, to remove the rules and procedure content from the Zoning Code and establish Rules of Procedure as a separate document of the Board of Zoning Appeals be recommended by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration.

Motion carried 8-0 (Commissioner McNally absent.)

- C. Public Hearing to consider a rezoning request initiated by the Planning Department to rezone the property located 10597 East Traverse Highway from R-9 (A) (Multiple Family Dwelling Districts) to MU (Mixed Use PUD Morgan Farm)

Mr. Soyring explained that on December 3, 2013 the Planning Commission scheduled a public hearing to begin a reversionary process to change the zoning at 10597 East Traverse Highway from R-9 (A) (Multiple Family Dwelling Districts) to MU (Mixed Use PUD Morgan Farm). This action was prompted by a request from Michael Dakoski, Vice President of Traverse City State Bank to cancel the conditional rezoning so a new conditional zoning request could begin. Traverse City State Bank holds the deed for the property.

Mr. Dakoski, representing the bank is now asking that the reversionary process be cancelled so the interested developer for the property can make a formal submission to MSHDA for financing in February. MSHDA will require a letter from the City that states that the project has zoning and site plan approval in place for the project. If the property zoning reverts back to MU (Mixed-Use /PUD the multiple family buildings planned for the property could not be built by right. The R-9 zoning will expire in May 2014.

Commission discussion.

Kevin Endres of Three West Commercial Real Estate, with offices located at 4020 Copper View, spoke representing the buyer. Mr. Endres explained the reasoning as to why the bank is requesting that the City defer action tonight so the developer can apply for MSHDA financing for the project.

Commission discussion.

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

Motion by Commissioner Bergman, second by Commissioner Twietmeyer, to defer a decision on the matter until the March 4, 2014 meeting.

Motion carried 8-0 (Commissioner McNally absent.)

6. NEW BUSINESS

A. Annual Report

Mrs. Luick briefly explained that an Annual Report is required by State Law. The report in the packet included all actions taken by the Planning Commission as well as topics of discussion for the year 2013. Mr. Soyring acknowledged Chairperson Serratelli's perfect attendance for 2013 and presented him with a gift.

B. Goal Setting

Mr. Soyring and Chairperson Serratelli explained the draft goals document.

Commission discussion.

Commissioner Werner gave a status update on the Active Transportation Plan.

Chairperson Serratelli requested that the commission review the goals document and send staff comments by January 14. The goals will be discussed further at the January study session with the hope that they will be accepted by the Planning Commission at the February study session.

C. Board of Zoning Appeals Planning Commission representative

Chairperson Serratelli explained that Commissioner Warren has a meeting conflict and can no longer serve on the Board of Zoning Appeals.

Motion by Commissioner Warren, second by Commissioner Twietmeyer to nominate Commissioner Bergman to serve as the Planning Commissions representative on the Board of Zoning Appeals. Motion carried 8-0 (Commissioner McNally absent.)

7. CORRESPONDENCE – None.

8. REPORTS

- A. City Commission-** Commissioners Easterday and Werner reported
- B. Board of Zoning Appeals-** Commissioner Warren reported.

PLANNING COMMISSION
REGULAR MEETING MINUTES
JANUARY 7, 2014
Page 5

- C. Grand Traverse Commons Joint Planning Commission- Commissioner Warren reported.
- D. Planning Commission
 - 1. Housing Building Committee— No report.
 - 2. Active Transportation Committee—Commissioner Werner reported.
- E. Planning Department—Mrs. Luick gave a brief presentation on the City's new website and demonstrated the new content on the Planning Department pages. Commission discussion.
 - 1. Capital Improvement Program—Chairperson Serratelli reported.

9. PUBLIC COMMENT

- Frank Dituri, 2800 Riverbank Rd, made general comments

10. ADJOURNMENT- Meeting was adjourned at 7:51 p.m.

Respectfully submitted,

Date: _____

2-4-14



Jan Warren, Secretary

STUDY SESSION MINUTES TRAVERSE CITY PLANNING COMMISSION

WEDNESDAY, January 22, 2014

7:00 P.M.

Training Room

Governmental Center, 2nd Floor

400 Boardman Avenue

Traverse City, Michigan 49684

PRESENT: Vice-Chairperson Jody Bergman, Commissioners Michael Dow, Jeanine Easterday, Janet Fleshman, Cecil McNally, Chairperson John Serratelli, Bill Twietmeyer, Janice Warren and Tim Werner

ABSENT: None.

STAFF PRESENT: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

1. **CALL MEETING TO ORDER-** The meeting was called to order by Chairperson Serratelli at 7:00 p.m.
2. **ROLL CALL**
3. **ANNOUNCEMENTS-** None.
4. **MULIT-USE BUILDING DEVELOPMENT AT W. FRONT/PINE STREETS CONCEPTUAL PROJECT- DAVID HANAWALT (DISCUSSION)**

Chairperson Serratelli noted that this agenda item is for discussion only and that a formal application has not yet been submitted for the project.

Mr. Soyring requested that the conceptual plans be brought to the Commission for early discussion and review to give the potential buyer and developer a sense for the Commission's initial thoughts on a mulit-use building development on the corner of West Front and Pine Streets. Mr. Soyring summarized his memo to the Commission that was included in the packet. Mr. Soyring further stated that if a building of the proposed height is formally requested, then it would go through a public Special Land Use Permit process and must meet all of the general and specific standards of the Special Land Use Permit requirements for taller buildings §1364.02 and §1364.08(m).

David Hanawalt, architect for the project, who resides at 9929 E. Valley Hills, Elmwood Township, introduced himself and gave a project overview. Mr. Hanawalt identified Michael Niedzielski of Traverse City as the project developer. Mr. Hanawalt described the project, which has an address of 305 W Front Street to be 1.7 acres in size and with current

zoning of C4-c (Regional Center District). Mr. Hanawalt explained the details in the conceptual drawings that were provided in the packet including:

- A series of multi-use buildings including a fitness center, restaurant, specialty foods store, café space and several retail spaces
- Buildings to range in height from 4-9 stories, up to 100 feet in height
- Approximately 150 residences (mix of studio, 1-3 bedroom units)
- Approximately 450 parking spaces (public or private is up for discussion)
- A riverwalk along the Boardman River (public or private is up for discussion)
- A green roof is planned on the parking deck and behind buildings to manage stormwater

Commission discussion.

The following made public comment on the topic:

- Rick Buckhalter, 932 Kelley Street, made general comments

Commission discussion.

5. **PLANNING COMMISSION GOALS (DISCUSSION)**

Mr. Soyring explained the goals document to the Commission. Chairperson Serratelli explained that since the last meeting, we added the review committee for the Master Plan as well as the Redevelopment Ready Community certification to the goals.

Commission discussion.

6. **PUBLIC COMMENT-** None.

7. **ADJOURNMENT-** Meeting adjourned at 7:47 p.m.

Respectfully submitted,

Date: 2-4-14

Jan Warren
Jan Warren, Secretary

TRVERSE CITY
LIGHT AND POWER BOARD

313-cc Rep. A

Minutes of Regular Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, January 28, 2014

Board Members -

Present: Barbara Budros, Jim Carruthers, Jan Geht, Jeff Palisin, Bob Spence, John Taylor, Patrick McGuire

Ex Officio Member -

Absent: Jered Ottenwess, City Manager

Others: Tim Arends, W. Peter Doren, Scott Menhart, Karla Myers-Beman, Tom Olney, Stephanie Tvardek, Jessica Wheaton

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

As requested by Spence, Agenda Item 2(b) was removed from the Consent Calendar for full discussion.

Item 2 on the Agenda being Consent Calendar

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

- a. Minutes of the Regular Meeting of January 14, 2014.
- b. *Removed from the Consent Calendar.*

CARRIED unanimously.

Items removed from the Consent Calendar

- a. Consideration of a Resolution in Support of Closing the Self Insurance Fund.

The following individuals addressed the Board:

Karla Myers-Beman, Controller
Tim Arends, Executive Director
W. Peter Doren, General Counsel

Moved by Palisin, seconded by Taylor, that the Board adopts the Resolution requesting removal of restrictions on Traverse City Light & Power's self insurance bank account; and further requests of the Executive Director to forward the Resolution to the City Commission for its consideration of concurrence.

CARRIED unanimously.

Item 3 on the Agenda being Unfinished Business

None.

Item 4 on the Agenda being New Business**4(a).** Consideration of Strategic Plan adoption.

The following individuals addressed the Board:

Tim Arends, Executive Director
Tim Blodgett, Hometown Connections

Budros requested the word "purchased" be removed from the following sentence "...therefore reducing the amount of purchased capacity..." on page 18 of the Strategic Plan.

Moved by Budros, seconded by Taylor, that the Traverse City Light & Power Strategic Plan be adopted as amended.

The following individuals from the public addressed the Board:

Michael Estes, Ratepayer

CARRIED unanimously.

4(b). Consideration of Key Accounts proposal from the Chamber of Commerce.

The following individuals addressed the Board:

Tim Arends, Executive Director
Doug Luciani, President & CEO, Chamber of Commerce
W. Peter Doren, General Counsel

Moved by Taylor, seconded by Budros, that the Board authorizes the Executive Director to enter into an Agreement through December 31, 2014 with the Chamber of Commerce for key accounts relationship services as outlined in its proposal.

The following individuals from the public addressed the Board:

Michael Estes, Ratepayer

Moved by Budros, seconded by Geht, the motion be deferred until Tim Arends and Doug Luciani can revise the proposal to include more detail regarding the benefits to TCL&P and metrics to be used in measuring the success of the program.

CARRIED unanimously.

Item 5 on the Agenda being Appointments

None.

Item 6 on the Agenda being Reports and Communications**A.** From Legal Counsel.

1. W. Peter Doren provided an overview of the Open Meetings Act, Freedom of Information Act and Conflicts of Interest.

The following individuals addressed the Board:

Tim Arends, Executive Director

B. From Staff.

1. Staff distributed the 2014 Six Year Capital Plan to the Board.
2. Jessica Wheaton spoke regarding upcoming Public Service Announcements that will be aired.

C. From Board.

1. Jim Carruthers asked W. Peter Doren about property owner's liability for injuries sustained by meter reading employees due to snow and ice build up on and around the house.
2. Pat McGuire reminded the Board of the upcoming joint study session with the City Commission scheduled for February 10, 2014.
3. Bob Spence asked about the status of the undergrounding project near the Uptown Development.

Item 7 on the Agenda being Public Comment

No one from the public commented.

There being no objection, Chairman McGuire declared the meeting adjourned at 7:24 p.m.



Tim Arends, Secretary
LIGHT AND POWER BOARD

/st



TRAVERSE AREA DISTRICT
LIBRARY

Board of Trustees Regular Meeting
Minutes
Thursday, December 19, 2013
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. Call to Order

The meeting was called to order by President Kachadurian at 5:30 pm. Present were Kachadurian, Galic, Fowle, Luyt and Thompson. Beasley and Gillman were absent. Also present were Judson (Counsel), Lansdale, Parsons, and Carpenter (Staff).

2. Approval of agenda

It was MOVED by Fowle and SUPPORTED by Luyt to accept the agenda as presented. Motion CARRIED.

3. Approval of minutes

It was MOVED by Luyt and SUPPORTED by Fowle to approve the regular board meeting minutes of November 21, 2013 as presented. Motion CARRIED.

4. Public Comment

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

5. Reports and Communications

- a. *Director Report* – Lansdale confirmed her written report and added the following:
 - All 6 district library locations will be closed December 27th for routine upgrades of Evergreen’s online catalogue service and its circulation system.
 - Promotional materials will be distributed this week for the upcoming library technology Impact Survey to be conducted December 30, 2013 thru January 18, 2014.
 - Lansdale expressed well wishes to 4 board members (Fowle, Luyt, Galic, Thompson) concluding their service on the TADL Board at the adjournment of the meeting. Lansdale also expressed that the TADL board has been the finest board she has worked for.

- b. *Financial Report* – Parsons-Doughty provided highlights for November 2013 month end:
 - Revenues – At November’s end, revenue goals were nearly met. Property taxes were higher than anticipated, as well as State Aid. Penal fines, difficult to predict, were down \$44,000 from last year. Recent changes to TADL’s investment portfolio should improve revenues from interest and dividends in 2014.
 - Expenses – Salaries and benefits are at 86.4% and in good standing. Communications were a bit higher than expected, however should come down in 2014 with the new phone system that was recently installed. Building maintenance is nearly at its budgeted maximum.

- c. *Member Library Reports*
Written reports were provided in the board packet from Fife Lake Public Library, Interlochen Public Library, and Peninsula Community Library.

- d. *Committee Reports*
 - Finance – Galic reported that the committee had met and reviewed revenue and expense projections for the coming year. The 2014 budget resolution would be discussed later in the agenda.

- Kachadurian noted that the Facilities and Services, Policy, and Personnel committees had not met.
- e. *Other Reports and Communications*
- TADL Friends Report – Ruth bay, TADL Friends President, indicated that they were finalizing their 2014 budget for approval. The TADL Friends have donated \$25,000 to TADL for upcoming programming in the library.
 - County Appointments to the Board – Lansdale noted 3 official new appointments from the County to the TADL Board of Trustees beginning in January: Andy Marek, District 5; Mark Payne, District 4; Joe Jones, Fife Lake. Lansdale noted one new appointment will also be made from the City in early January.

6. Introduction of the 2014 Budget

Budget Overview and Details - Lansdale introduced the 2014 budget request with a brief narrative, emphasizing that the proposed budget is balanced and will be able to meet projected expenses within the expected revenues. The main objectives of the budget are to maintain stable operations and a strong financial position as well as to assure the highest possible return on public investment through full use of the public library. Parsons reviewed administrative processes supporting revenue and expense figures of the proposed budget and gave satisfactory responses to trustee questions.

7. Public Hearing on the 2014 Budget

Kachadurian opened the floor for public comment on the proposed 2014 budget prior to a call for adoption. There was none. Kachadurian then closed the public hearing.

8. Discussion and Action to adopt the 2014 Budget

Board members agreed that the proposed budget was balanced and healthy, noting that there were no reductions in services, but rather improvements and new developments in services were planned. Within difficult economic times, TADL has remained a leader among peer libraries. It was MOVED by Galic, SUPPORTED by Fowle to adopt the 2014 budget resolution as drafted. Motion CARRIED.

9. New Business

a. *Resolution – 2013 Budget Adjustment*

It was MOVED by Luyt and SUPPORTED by Galic to approve the 2013 Final Budget Adjustment resolution as presented. Motion CARRIED.

b. *Resolution – MERS additional credited service request*

Lansdale explained that this resolution, requiring board signature from MERS, relates to an employee wishing to make a onetime purchase of service credits which would provide the employee with the option of an earlier retirement. It was MOVED by Luyt, SUPPORTED by Fowle to adopt the resolution put forth on behalf of the employee. Motion CARRIED.

c. *Trustee Recognition*

Kachadurian expressed his pleasure in serving on the TADL Board of Trustees with the 4 exiting board members. They will be missed. He presented a plaque that will be on public display, which will include all TADL board of trustee names and years of service since the District formation in 1982 as well as future trustees, to recognize their distinguished service to the TADL and the community. Fowle expressed that, for him, serving on the board was a privilege and had enjoyed it very much. Luyt echoed Fowle and added a special thank you to the staff and senior administrators, noting his service on the board was made easy because of the outstanding work and commitment of the staff.

10. Public Comment

Kachadurian opened the floor for public comment. Gloria VanHoose, Blair Township, expressed her sadness at losing 4 exiting trustees who had enhanced the board over the years. Karen Giddis, Blair

Library Committee, agreed with VanHoose and discussed upcoming fundraising efforts for a library in Blair Township. Kristen Talaga, TADL Marketing and Communications Coordinator, presented a short film preview that would be shared the following morning via TADL's website and other social medium. It tells TADL's story by telling the story of TADL patrons and how they are finding value in what the library offers and the resulting improvement in their quality of life.

11. Adjournment

Upon a motion by Luyt, with support from Galic, the meeting adjourned at 6:32 pm.

Respectfully submitted,


Victoria Carpenter, Recording Secretary

Approved by board vote,


Jason Gillman, Board Secretary

01/10/14

Date



MONTHLY OPERATING REPORT

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

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

FROM: Casey Rose, CH2M HILL Project Manager *CR*

DATE: February 14, 2014

SUBJECT: Monthly Operations Report for January 2014

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

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

TRAVERSE CITY

OPERATIONS AND PROJECTS

The treatment plant continued to be in compliance for January 2014.

Gram Positive bacteria numbers have decreased and the diversion pipe is no longer in use.

The dedicated phone line for the Front Street Liftstation has been terminated with AT&T and radio communication is working well.

Maintenance

Compressed air dryer project is complete.

Radio telemetry equipment has been in service at the Front Street Lift Station for a month without loss of service. Termination of the leased line service has been started. There is a form and a process to go through with the phone company.

Staff worked with remote programmer to identify software issues that kept MBR control system from reacting to inputs from operators.

The 200-HP aeration blower motor has been rebuilt, and is back in service.

IPP

We delivered supporting documents for the Notice of Violation (NOV) to the City, regarding Ambrosia Café. The City is beginning civil enforcement on them for non-compliance with the Sewer Use Ordinance.

We prepared an NOV to Brewery Ferment for failing to install an Inspection Manhole (IMH). We've been in contact with them and their contractor, and are expecting the signed quote by the end of February 11, 2014.

Site visits to State Street Grille and Sorellinia's were performed. They received NOV's with cost recovery measures for a sewer back up in November and they haven't responded. We are planning to follow up again in the coming weeks.

We visited Birchwood and Tendercare nursing homes after George Camplin reported they were getting rags in the Garfield 1 lift station.

We met with Jena Hullman, who is opening a new restaurant on Union Street, and spoke with her and her General Manager about Best Management Practices for grease. Later we sent her an email with a link to a video on the subject. We also told her that she was probably going to need to install an IMH, if we can't find one in her lot after the snow melts.

Munson Medical Center reported an ammonia violation in their self-monitoring report. We spoke with Jeff Heroux, of our compliance team, and we determined that the parameter in the discharge permit that we should be monitoring for is TKN instead of ammonia. Based on this conversation, we rescinded the NOV and rewrote all of the SIU discharge permits so they are all monitoring TKN. We also changed all of their expiration dates so they are on the same renewal schedule.

OTHER

We are working with GE on a Purchase Agreement for membrane replacement.

GRAND TRAVERSE SEPTAGE FACILITY

Operations

Total flow from the Septage Facility to the Regional Plant was 333,955 gallons in January.

We began training additional operators for the Septage Facility. Ken Stawowy will continue to oversee the process, but daily operations will be covered by a weekly rotation.

We met with Windemuller to discuss the card reader system and upgrades to the system. Windemuller will have a proposal for review at March meeting.

Monthly Operating Report
February 14, 2014
Page 2

Maintenance

There have been many power outages in the RDT building caused by the tripping of a 400-amp main breaker. Windemuller Electric has installed a used, temporary replacement and has a new breaker on order.

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

DISTRICT: Cadillac
COUNTY: Grand Traverse

PERMIT NUMBER: M10027481
MONITORING POINT: 001A

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

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

NO DISCHARGE FROM SITE: ()

Parameter	Quantity or Loading		Units	Quality or Concentration		Units	No. Ex.	Frequency of Analysis	Sample Type
	Average	Maximum		Minimum	Average				
Flow	4.511	4.291		*****	*****		0	Daily	Report Total Daily Flow
PARAM CODE: 50050 Mon. Site No.: 001A Stage Code: 1	(report) Maximum Monthly Average	(report) Maximum Daily	MGD	*****	*****			Daily	Report Total Daily Flow
Total Suspended Solids	0.0	0.0		*****	0.0		0	3X Weekly	24-Hr Composite
PARAM CODE: 00530 Mon. Site No.: 001A Stage Code: 1	2100 Maximum Monthly Average	3200 Maximum 7-Day Average	lbs/day	*****	30 Maximum Monthly Average	mg/l		3X Weekly	24-Hr Composite
Carbonaceous Biochemical Oxygen Demand (CBOD5)	0.0	0.0		*****	0.0		0	3X Weekly	24-Hr Composite
PARAM CODE: 80082 Mon. Site No.: 001A Stage Code: 1	1800 Maximum Monthly Average	2800 Maximum 7-Day Average	lbs/day	*****	25 Maximum Monthly Average	mg/l		3X Weekly	24-Hr Composite
Total Phosphorus (as P)	14	*****		*****	0.40		0	3X Weekly	24-Hr Composite
PARAM CODE: 00665 Mon. Site No.: 001A Stage Code: 1	36 Maximum Monthly Average	*****	lbs/day	*****	0.5 Maximum Monthly Average	mg/l		3X Weekly	24-Hr Composite
Total Copper	*****	*****		*****	9.0		0	Quarterly	24-Hr Composite
PARAM CODE: 01042 Mon. Site No.: 001A Stage Code: 1	*****	*****	*****	*****	(report) Maximum Monthly Average	ug/l		Quarterly	24-Hr Composite
Total Mercury	*****	*****		*****	0.0		0	Quarterly	Grab
PARAM CODE: 71900 Mon. Site No.: 001A Stage Code: 1	*****	*****	*****	*****	(report) Maximum Monthly Average	ng/l		Quarterly	24-Hr Composite
Fecal Coliform	*****	*****		*****	1.45		0	3X Weekly	Grab
PARAM CODE: 74055 Mon. Site No.: 001A Stage Code: 1	*****	*****	*****	*****	200 Max Monthly Geometric Mean	cts/100 ml		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)		
Casey Rose/ Project Manager				Elizabeth Hart		231-922-4922	2014-02-12		

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)

DISTRICT: Cadillac

PERMIT NUMBER: M10027481

PERMITTEE NAME: Traverse City WWTP

Grand Traverse

COUNTY:

001A

MONITORING GROUP:

MAILING ADDRESS: 606 Franklin Street
Traverse City, MI 49684

FACILITY: Traverse City WWTP

LOCATION: 606 Hannah
Traverse City, MI 49686

NO DISCHARGE FROM SITE: ()

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

Parameter	Quantity or Loading		Quality or Concentration		Units	No. Ex.	Frequency of Analysis	Sample Type
	Average	Maximum	Minimum	Maximum				
pH	*****	*****	6.9	7.3		0	3X Weekly	Grab
PARAM CODE: 00400 Mon. Site No.: 001A Stage Code: 1	*****	*****	6.0	9.0	S.U.		3X Weekly	Grab
Dissolved Oxygen	*****	*****	9.0	*****		0	3X Weekly	Grab
PARAM CODE: 00300 Mon. Site No.: 001A Stage Code: 1	*****	*****	4.0	*****	mg/l		3X Weekly	Grab
CBOD5 Minimum % Removal	*****	*****	98.2	*****		0	Monthly	Calculation
PARAM CODE: 80091 Mon. Site No.: 001A Stage Code: K	*****	*****	85	*****	%		Monthly	Calculation
Total Suspended Solids Minimum % Removal	*****	*****	99.4	*****		0	Monthly	Calculation
PARAM CODE: 81011 Mon. Site No.: 001A Stage Code: K	*****	*****	85	*****	%		Monthly	Calculation
Signature of Principal Executive Officer Or Authorized Agent					Telephone No		Date (MM/DD/YY)	
Casey Rose/ Project Manager					231-922-4922		2014-02-12	

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.

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

GENERAL REPORT COMMENT:
 Effluent concentrations reported above for 1/2/2014 and 1/5/2014 are flow weighted concentrations calculated from two effluent streams per Scott Blairs letter to the DEQ on 3/11/2013 and approved by John Draminski on 3/11/2013 via e-mail. On the week of 1/5/2014, we analyzed four Total Phosphorus samples. The Fecal Coliform result reported above for 1/2/2014 had the highest counts/100mls of the two samples set that day.

Non-Numeric Code Legend (for monthly data entry purpose)	
*A	Sampling Equipment Failure
*B	Insufficient Flow for Sampling
*C	Laboratory Problem/Error
*D	Laboratory Results Not Received in Time for Report
*E	This Effluent Limit Not Applicable this Reporting Period
*F	No Operations this Reporting Period
*G	Monitoring is a Permit Condition/Not Required this Reporting Period
*Y	Fecal Coliform (too numerous to count)
*T	Alternative to TTO Monitoring

Stage Code Legend	
I	Final Effluent
K	Percent Removal

Traverse City Regional Wastewater Treatment Plant 2013-2014

	January			Year-to-date	
	Budget	Actual	Variance	Total Budget	Total Actual
CHEMICALS	15,583	21,993	-6,410	109,078	111,846
DUES AND SUBSCRIPTIONS	40	0	40	281	389
EDUCATION, TRAINING, MEETINGS	465	250	215	3,255	5,951
ELECTRICITY	33,170	39,420	-6,250	232,190	245,622
EMPLOYEE EXPENSE	602	1,638	-1,036	4,212	10,410
INSURANCE	2,534	2,725	-191	17,735	18,824
LABOR	71,464	75,705	-4,241	495,640	533,607
OPERATING EXPENSES	19,578	42,088	-22,510	136,847	204,560
OUTSIDE SERVICES	2,458	441	2,017	17,208	51,359
SOLIDS HANDLING	460	560	-100	99,820	50,091
SUPPLIES	1,417	111	1,306	9,917	3,689
TELECOMMUNICATIONS	739	15	725	5,174	4,324
TRAVEL COSTS	1,725	355	1,370	12,076	30,483
UTILITIES-OPERATIONS	1,713	1,730	-18	11,988	4,923
Total Cost	151,947	187,031	-35,083	1,155,420	1,276,078

REPAIRS (included in the above)

64,167

17,567

9,167

76,082

Grand Traverse County Septage Treatment Facility 2013-2014

	January			Year-to-date	
	Budget	Actual	Variance	Total Budget	Total Actual
CHEMICALS	494	0	494	3,458	0
DUES AND SUBSCRIPTIONS	15	0	15	104	0
EDUCATION, TRAINING, MEETINGS	49	0	49	345	0
ELECTRICITY	12,500	16,992	-4,492	87,500	90,176
EMPLOYEE EXPENSE	56	0	56	389	11
INSURANCE	443	381	62	3,103	1,804
LABOR	8,779	9,140	-361	60,889	49,145
OPERATING EXPENSES	2,065	1,920	145	14,432	45,586
OUTSIDE SERVICES	2,121	570	1,551	14,846	1,060
SOLIDS HANDLING	2,421	17,139	-14,717	16,949	20,046
SUPPLIES	17	0	17	117	22
TELECOMMUNICATIONS	123	0	123	863	617
TRAVEL COSTS	327	0	327	2,289	808
UTILITIES-OPERATIONS	300	611	-311	2,100	863
Total Cost	29,711	46,753	-17,043	207,383	210,136

REPAIRS (included in the above)

5,831

265

833

568

7,446