

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, April 1, 2013 - 7:00 p.m.
210 State St, City Hall, Second Floor City Council Chambers, Charlevoix, MI

- I. Invocation or Pledge of Allegiance**
- II. Roll Call of Members Present**
- III. Inquiry Regarding Possible Conflicts of Interest**
- IV. Consent Agenda**
 - A. City Council/Planning Commission/DDA Meeting Minutes – March 11, 2013 **PG 1-6**
 - B. City Council Meeting Minutes – March 18, 2013 Regular Meeting **PG 7-12**
 - C. Accounts Payable Check Register **PG 13-18**
 - D. Payroll Check Register **PG 19-21**
- V. Public Hearings**
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Presentation Regarding Draft Wastewater Treatment Plant Evaluation and Consideration to Approve Revised Change of Engineering Scope **PG 22- 84**
 - B. Liquor License Transfer, Family Fare, LLC 103 M-66 (Glen's) **PG 85-95**
 - C. Consideration to Approve Agreement with Wachs Water Services **PG 96-108**
 - D. Consideration to Approve a Donation Acceptance Policy **PG 109-113**
 - E. Approval of Job Descriptions **PG 114-117**
 - F. Approval of Annual Health Savings Account Incentive Program, Part 2 (April 1, 2013 to September 30, 2013) **PG 118-119**
 - G. Appointments
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. Resolutions**
 - A. Resolution -- Liquor License Transfer, Family Fare, LLC 103 M-66 (Glen's) **PG 95**
- X. Ordinances**
- XI. Miscellaneous Business**
- XII. Audience – Non-Agenda Input (written requests take precedent)**
- XIII. Adjourn**

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Presentation Regarding Draft Wastewater Treatment Plant Evaluation and Consideration to Approve Revised Change of Engineering Scope

DATE: April 1, 2013

PRESENTED BY: Mark Prein, Prein & Newhoff

ATTACHMENTS:

1. Draft Wastewater Treatment Plant Evaluation
2. Letter from Prein & Newhoff Regarding Change of Engineering Scope

BACKGROUND INFORMATION: Engineers from Prein & Newhoff have completed their initial draft of the Wastewater Treatment Plant Evaluation. The study has been fully reviewed by Staff members. Presentation is to inform and educate City Council and the community regarding substantial wastewater treatment improvements that must be initiated in the next two years.

The evaluation includes two major parts:

1. Review of the City's 2011-2014 National Pollutant Discharge Elimination System (NPDES) permit whereby the Michigan Department of Environmental Quality (MDEQ) is requiring for the first time treatment of ammonia nitrogen. Our current plant is not designed for ammonia treatment. Further treatment challenges are associated with the temperature of wastewater and removal of ammonia. In the winter months, wastewater entering the treatment plant is often too cold to treat for ammonia inhibiting the nitrifying process that removes ammonia. This is a major engineering challenge and will require major changes to the treatment processes.
2. Prein & Newhoff engineers have also completed an initial Wastewater Treatment Plant Assessment of the plant constructed in 1972. Because the plant is over 40 years old, some of the plant's equipment requires modernization and upgrading to meet current design and safety standards. Some of these improvements will create more efficient operations reducing time and expense of the treatment operations. It is important to note that current Wastewater Treatment Plant Staff have done a commendable job working with antiquated equipment while fully complying with discharge regulations!

To complete the Project Plan, Prein and Newhoff are recommending the City Council approve the attached March 6, 2013 letter from the engineering firm. Letter approves an additional

\$25,000 to complete Project Plan, with City paying 10% of this amount or \$2,500. Additional work includes finalizing the draft report, holding public hearings, addressing public comments, and working with State officials.

RECOMMENDATION: Discussion with any questions regarding Draft Wastewater Treatment Plant Evaluation. Motion to approve additional Scope of Work for Engineering Services in the Amount of \$25,000 as stated in the attached March 6, 2013 Prein & Newhoff Letter.

Prein&Newhof

Engineers ■ Surveyors ■ Environmental ■ Laboratory

March 6, 2013
2110372

Mr. Robert Straebel, Manager
City of Charlevoix
210 State Street
Charlevoix, MI 49720

RE: Wastewater Treatment Plant, Engineering Services

Dear Mr. Straebel:

The City of Charlevoix has been pursuing a two track approach to the evaluation of the wastewater treatment plant and review of permit issues, followed by the preparation of an S-2 grant application, and State Revolving Loan Fund project plan to provide a sound preliminary plan for proceeding with improvements to the WWTP that will meet the current and anticipated revised NPDES permit limits.

At this time the condition assessment and permit review is nearing completion, the S-2 planning grant application has been submitted to the State, and the draft project plan is well underway.

Based on the work completed to date and correspondence with the State, we are anticipating needing to complete additional work activities related to finalizing the project plan. Following draft plan completion, we will need to meet with the City, publish the draft plan, hold a public hearing, address public comments, and answer information requests from the State. Additionally, work completed to date has exceeded the anticipated level of effort of the original scope.

As part of the S-2 planning grant application currently in process, we are proposing to include anticipated engineering services related to completing the project plan and obtaining final approval from the State of Michigan. During the S-2 review process, the State indicated that this additional work needed to be approved by the City prior to being included in the S-2 application. As such, we are requesting that the City authorize an increase in scope of work to complete the project plan in the amount of \$25,000. If approved by the State, the City's portion of the change in scope would be the 10% match.

We understand that the request will be presented to the City Council during its April 1st meeting. In order to be included in the current S-2 application, the State is requesting that the City acknowledge the request and the intent to bring to the Board in April 2013.

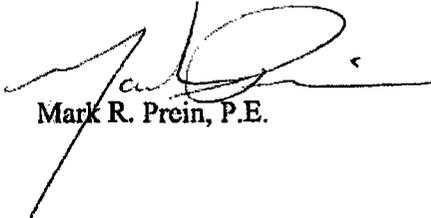
If the proposal is acceptable, and to meet the State intent requirement, please sign below and return to us for inclusion in the support documentation which will be submitted to the State.

Mr. Straebel
March 6, 2013
Page 2 of 2

If you have any questions related to the matter, please feel free to call me.

Sincerely,

Prein&Newhof



Mark R. Prein, P.E.

Accepted _____
City of Charlevoix

Wastewater Treatment Plant Evaluation

City of Charlevoix
Charlevoix County, Michigan

NPDES Permit Issues and Plant Assessment

March 2013

2110372

Prein&Newhof

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I. INTRODUCTION

The City of Charlevoix wastewater treatment plant was constructed in 1972 to serve the City of Charlevoix and neighboring townships. Discharge of the treated wastewater is to Lake Michigan.

The plant provides secondary treatment using the activated sludge process with anaerobic digesters to treat the biosolids. After the plant was constructed, some modifications to the treatment process were made including addition of the screening process and provision for chemical storage. The original micro strainer was eliminated and the building that housed it was modified to provide for laboratory and office space.

The purpose of this report is to comply with the proposal letter from Prein&Newhof to Mr. Robert Straebel, City Manager, dated May 16, 2012, which proposed a two track investigation. Track One was related to the National Pollution Discharge Elimination System (NPDES) permit and Track Two related to an engineering assessment of the wastewater treatment plant. The results of both tracks of the investigation are described in this report.

II. NPDES PERMIT ISSUES

At the present time, the City of Charlevoix wastewater treatment plant discharge is regulated by NPDES permit number MI0057737. The permit took effect on January 1, 2011, and it expires on October 1, 2014. However, in the case of ammonia nitrogen, more restrictive discharge limits are contained in the permit with an effective date beginning on October 1, 2014, and still more restrictive limits beginning on December 1, 2015. Also, the permit has a schedule of compliance which requires an evaluation of options by September 1, 2013, and construction of corrective facilities by October 1, 2015.

In an April 20, 2012, letter report, several options were presented to the City to evaluate the best method of compliance with the coming NPDES limits on ammonia. Those options are discussed further below:

A. Reduce or Eliminate the Ammonia

Investigation of a source of ammonia in the wastewater treatment collection system service area has not resulted in the identification of a single large source or multiple sources that could be controlled.

B. Shift the Permit Time Limits

Treatment of Ammonia is accomplished by nitrifying bacteria which convert ammonia (NH_3) to nitrate (NO_3). This conversion is accomplished at water temperatures above 45° F. The City of Charlevoix water supply is taken from Lake Michigan with its seasonal variation in temperature. Because the water supply temperature drops below 40°F in the winter and because the temperature of the wastewater drops further as it passes through the treatment plant, removal of ammonia using the nitrifying bacteria process will not occur during the winter months.

However, modifying the dates in the NPDES permit so that the lowest limit occurs when the temperature is highest and the highest limit occurs when the water is coolest would enable better compliance with the permit. The Michigan Department of Environmental Quality (MDEQ) staff has indicated that they are willing to consider adjusting the permit schedule so that the cycle of the permit limits more closely matches the cycle of water temperature at the plant.

C. Discharge Location Specific Conditions

The NDPES permit discharge criteria are influenced by the characteristics of the water body into which the effluent is released. The current discharge parameters appear to be calculated using generic conditions for Lake Michigan. The MDEQ staff has indicated that they are willing to consider adjusting the permit limits based on actual receiving water conditions.

D. Multiple Discharge Points

Because ammonia is toxic to microorganisms, it is suggested that the toxicity of the effluent containing ammonia be reduced by discharging the water into Lake Michigan through multiple discharge points. However, discussion with MDEQ staff has met with the resounding disapproval of this approach.

E. Other Methods of Ammonia Removal

MDEQ staff has suggested trying air stripping during the cold winter months to remove ammonia. However, this is likely to cool the water even further promoting freezing of the effluent.

F. Plant Modifications

The aeration process can be modified to promote the growth of nitrifying bacteria as described below in Section III.B.3. However, since these bacteria will not function in water cooler than 45°F, additional changes may be necessary to maintain a temperature above 45°F. One potential change would be to cover the primary settling tanks to minimize heat loss. Heating the water would be a last resort because of the expected high operating cost.

III. WASTEWATER TREATMENT PLANT ASSESSMENT

A. Plant Description

When the Charlevoix Wastewater Treatment Plant was constructed in 1972, it was a state of the art plant using the activated sludge process to provide secondary treatment. The plant units include: some preliminary treatment units collectively known as headworks, primary settling tanks for removal of suspended solids, aeration followed by final settling, collectively known as activated sludge, and finally followed by chlorine disinfection. The solids that are removed by the primary and secondary settling tanks are treated in sludge digesters and disposed by land application. In 1997, screening and grit removal equipment was moved from the main lift station to the plant headworks.

Figure 2 is a schematic diagram of the existing plant processes.

B. Process Unit Assessment

The Wastewater Treatment Plant Assessment is a description of each of the process units in the Plant, including a discussion of its performance compared with modern design criteria expressed in the “Recommended Standards for Wastewater Facilities,” 2004 edition (Ten States), a description of its present condition and an evaluation of its performance related to current NPDES limits.

Table 1 contains the Basis of Design both for the present (based on 2009 to 2012 data) and 20-year projected conditions. This table can be used to evaluate the various process units in the plant. Figure 1 shows the historical and projected flows to the plant.

1. Headworks

The Headworks is comprised of three individual units that are collectively called "pretreatment". These units include a screen, a flow meter and a grit collector. Those units are described in further detail below along with a comparison to the Ten States Standards. The reference section is shown in parentheses. The process unit condition is evaluated and the process unit performance is compared with NPDES limits.

a. Screen

The screen is an automatic, mechanical 3/8" screen with a 2" manual bar screen as backup or bypass.

1) Ten States

Ten States (61) describes coarse screens as larger than 1" openings. Fine screens are 1/16" (2mm) or smaller. The plant screen has smaller openings than a coarse screen but larger than a fine screen.

2) Condition

Condition of the units is satisfactory. Screen upgrade to duplicate units with maximum opening of 1/4" will be considered for any plant process upgrade.

3) NPDES Limits

Performance of the screen does not affect the effluent quality related to the NPDES permit.

b. Flow Meter

The plant flow meter is a 12" parshall flume with a capacity of 4.0 mgd.

1) Ten States

The meter capacity is more than adequate and meets Ten States Standards Requirements (56.6) except the plant does not have a redundant unit.

2) Condition

The parshall flume is in satisfactory operating condition. A redundant effluent meter will be considered for any plant process upgrade.

3) NPDES

The meter does not affect the effluent quality related to the NPDES permit.

c. Grit Collector

The existing grit collector is a single, vortex grit collector with a collection sump and grit pump to remove the grit.

1) Ten States

Ten States (63) requires multiple units. For small plants, a single, mechanically cleaned grit chamber with a bypass is acceptable.

2) Condition

The present grit collector is operating adequately. During the time this unit may be out of service, grit is carried into the primary settling basins and then to the digesters. Upgrade or replacement of the grit classifier is recommended.

3) NPDES Limits

The function of the grit collector is to prevent grit from clogging the primary clarifier and the digesters. There is no adverse effect on the NPDES limits.

2. Primary Settling

The plant has two primary settling tanks of 45 feet diameter and an area of 1,590 square feet each.

a. Ten States (71)

1) Side Water Depth

The settling basins have a side water depth of 8 feet which is less than the Ten States recommended minimum of 10 feet. The shallower depth will result in less capture of suspended solids.

2) Overflow Rate

Using both settling tanks with an area of 3,200 sf, the overflow rate is 187 gpd/sf on the design average day of 0.60 mgd and 300 gpd/sf on the design maximum day of 0.95 mgd. Ten States recommends a maximum of 1,000 gpd/sf and 1,200 gpd/sf, respectively. The settling tanks are well below the Ten States recommended maximum. The result is improved removal of the suspended solids.

It is possible to operate the plant using only one primary settling tank. In that case, the overflow rate will be double the amount shown above and still well below the recommended Ten States maximum. With both tanks in service, their capacity is 3.75 mgd based on maximum day flow, or 3.15 mgd based on average day flow.

b. Condition

The primary settling tank mechanisms are 40 years old. One tank has been drained and the mechanism cleaned, repaired and repainted. A similar procedure should be

performed on the second tank. Settling tank mechanical equipment should be replaced.

At the present time, the primary effluent is divided between two aeration tanks and their respective final settling tanks. Some minor piping and control changes should be made to combine the aeration tank effluents as well as the final tank effluent and return sludge lines.

c. NPDES Limits

The primary settling tanks are performing well within the plant process and they enable the plant to meet the NPDES permit.

3. Aeration

The plant employs the activated sludge process using complete mix aeration. There are two tanks, each with capacity of 15,600 cubic feet for a total of 31,200 cubic feet.

Primary effluent averages 495 lbs/day of BOD with a maximum of 1,240 lbs/day of BOD. The proposed design values are 800 lbs/day and 1870 lbs/day respectively.

Digester supernatant has a design average of 40 lbs/day of BOD with a maximum of 70 lbs/day of BOD which is returned to the primary settling tanks and is included in the primary effluent.

a. Ten States

Ten States Standards (92) specifies 40 pounds of BOD per 1,000 cubic feet of aeration tank volume as the maximum loading for the conventional activated sludge process. This results in a capacity of the existing aeration tanks of 1,248

lbs/day of BOD. This is enough for the present maximum day but much less than the capacity required for the design maximum day.

Alternatively, Ten States specifies 15 pounds of BOD per 1,000 cubic feet as the maximum loading for the nitrification process. When the plant was built, nitrification was not required. However, MDEQ now advises that it will be required. As a result of the reduced allowable loading for nitrification, the existing aeration tanks have a total capacity of 468 lbs/day of BOD using the nitrification process.

Considering the Ten States Standards for Aeration Tank Design, 124,000 cubic feet of aeration tank volume will be required for a design average of 800 lbs/day of BOD and a design maximum of 1,870 lbs/day of BOD.

Compared with the present volume of 31,200 cubic feet, an increase of 92,800 cubic feet is required which will result in nearly triple the present capacity.

b. Condition

At the present time, the aeration tanks are using coarse bubble aeration which is not an efficient way of transferring oxygen to the wastewater. The aeration tanks should be drained and inspected, and the aeration diffusers should be replaced with fine bubble aeration.

Increased blower capacity will be required to accommodate the increase in aeration tank volume, the change to fine bubble aeration, the potential increase in depth of the new tanks and the change to ammonia removal described below.

c. NPDES Limit

The MDEQ has proposed strict limitations on ammonia which will require the plant to use the nitrification process whereby ammonia is converted to nitrate. In addition, consideration should be given to denitrification which is the conversion of nitrate to nitrogen gas. This process will improve plant efficiency, reduce the need for chemical pH adjustment and produce a better effluent.

4. Final Settling

Final settling is provided by two tanks of 35 feet diameter. The surface area is 962 square feet in each tank for a total of 1,924 square feet. The side water depth is 10.5 feet.

a. Ten States

Ten States (71) requires a maximum overflow rate of 1,000 gpd/sf. This will allow for a flow rate of 1.9 mgd. Ten States (92.41) requires a return activated sludge (RAS) rate of 150% of the design average flow. For the design average flow rate of 0.60 mgd, the final settling flow rate is 1.5 mgd and for the maximum month the average flow rate is 0.80 mgd and the final settling tank flow rate is 2.0 mgd. Thus, the surface area of the existing tanks is adequate.

Further, Ten States requires a minimum side water depth of 12 feet. The present tanks have less than adequate side water depth (10.5 feet) which will result in less efficient settling of the secondary sludge.

b. Condition

The condition of the mechanisms below the water level is unknown. The secondary settling tanks should be dewatered, inspected, repaired and repainted as necessary. Settling tank mechanical equipment should be replaced.

c. NPDES

The final clarifiers are performing satisfactorily by meeting the requirements of the NPDES permit.

5. Disinfection

Disinfection for the plant is provided by chlorine which is fed to the chlorine contact tanks. Two tanks operate in parallel each with a volume of 2,522 cubic feet. Detention time is 53 minutes at the peak hour using both tanks.

a. Ten States (102)

Ten States requires a minimum detention time of 15 minutes at the peak hour flow. The existing contact tanks meet that requirement.

b. Condition

The condition of the tanks appears to be adequate. Harbor air mixers have been placed in the tank to prevent freezing and debris accumulation.

Because of the hazard in storing and handling chlorine and because it is necessary to dechlorinate before discharging the final effluent, consideration should be given to converting from chlorine disinfection to ultra-violet (UV) light disinfection.

This change will improve safety conditions, will eliminate the use of chlorine and will eliminate the need to use dechlorination chemicals.

c. NPDES Limits

The plant has been meeting the NPDES requirements for disinfection satisfactorily. A change to UV disinfection also would be satisfactory.

6. Sludge Digesters

Waste activated sludge is pumped to the primary clarifiers. Primary clarifier sludge is pumped to the primary digester which overflows to the secondary sludge digester. A sludge thickening process should be considered along with any improvements to the plant. The solids concentration in the primary sludge is approximately 2 percent. Increasing the solids concentration to 4 percent would reduce by half the volume of sludge needing further treatment.

The primary digester is 35 feet in diameter with 23 feet side water depth. The volume is approximately 166,000 gallons. This digester is equipped with a heat exchanger and a gas mixer to improve its effectiveness.

The secondary digester is 35 feet in diameter with 20 feet side water depth. The volume is approximately 144,000 gallons.

a. Ten States (84)

The Ten States Standards require multiple digester units with minimum side water depth of 20 feet. The plant digesters meet those criteria satisfactorily.

Loading for completely mixed systems (digesters that are heated and mixed) is recommended to be 80 lbs/day/ 1,000 sf. The plant digesters are sized adequately for this loading.

b. Condition

The digesters are full of sludge and have not been drained recently. They should be drained, inspected, repaired if necessary and placed back in service.

c. NPDES

The digesters return supernatant containing a moderate load of BOD and suspended solids to the treatment plant. This increased load requires more air and affects the treatment plant's capability to meet the NPDES limits. Although plant performance has been satisfactory, efficiency could be improved by reducing the concentration of volatile suspended solids and BOD in the supernatant which is returned to the plant.

7. Sludge (Biosolids) Disposal

Digested biosolids are removed from the secondary digester and applied to farm land as weather and crop conditions permit. Additional biosolids storage capacity should be considered to provide more flexibility for the plant operators to choose the optimum time for land application.

IV. ALTERNATIVE PLANT UPGRADES

A. Basic Plant Improvements

Because the plant is about 40 years old, some of the plant units require modernizing and upgrading to meet current design and safety standards. Also, some improvements will be cost effective to reduce the time and expense required for operation and maintenance.

The following is a description of proposed improvements. They are called Basic Plant Improvements because they are recommended for all the alternatives that are being

considered. In addition to the description below, Table 2 contains a listing of the plant units that need improvement, a reference to the reason for the improvement and a cost estimate for each unit.

1. Headworks

a. Screens

Dual screens are proposed to provide redundant screen capacity. Finer mesh is proposed to improve the removal of particulate material. In the case of the MBR alternate (described below) a second set of screens with much finer mesh is proposed.

b. Grit Classifier

Repair or replacement of the grit classifier is recommended to improve plant performance.

c. Meter

A redundant meter is proposed to be located at the effluent flume in conjunction with the proposed UV disinfection chamber.

d. Bio-Filter

A bio-filter is proposed to control odors that originate in the headworks and the sludge holding tanks.

2. Primary Settling

a. Repairs

As described above, it is recommended that the second primary settling tank be drained, repaired, recoated and the mechanical equipment be replaced.

b. **Piping**

Piping revisions are proposed so that the plant will perform as a single unit rather than two separate trains as it is configured at present.

c. **FRP Covers**

Covering the primary settling tanks is recommended to maintain wastewater temperatures and to facilitate odor control.

3. Aeration

Aeration improvements will depend on the alternate chosen from those described below.

4. Final Settling

As described above, it is proposed that both final settling tanks be drained, repaired and recoated, and the mechanical equipment be replaced. However, if Alternate 3 (MBR) is selected, final settling tanks will not be required to be part of the process and they could be removed from service.

5. Disinfection

As described above, it is proposed that disinfection be converted from chlorine to ultra-violet.

6. Sludge Digesters

As described above, it is proposed that the sludge digesters be drained, repaired if necessary, and recoated. In addition, the transfer pumps should be replaced.

7. Sludge Thickening

It is proposed that a new process unit be added to the plant to provide thickening of the sludge prior to digestion. This process will reduce the sludge volume in the digestion process and will reduce the volume of supernatant that must be returned and treated in the plant process.

8. Sludge Storage

Storage for digested sludge is proposed so that the plant operators will have more ability to choose the timing of sludge disposal to farm land. This will allow the operators to avoid disposal to farm land when the time of year makes it inconvenient or impossible. Preliminary calculations indicate that 200,000 gallons to 300,000 gallons storage tank will provide adequate volume.

9. Administrative Functions and SCADA

At the present time, plant administrative functions including record keeping, office functions, laboratory and Supervisory Control and Data Acquisition (SCADA) facilities are accommodated in cramped quarters that have been remodeled from previous uses.

It is proposed to construct a separate administration building that could include the functions described above as well as a conference room, lunch room, restroom facilities and other conveniences of modern business technology. In addition, it is proposed that the plant SCADA facilities be upgraded with the server housed in the proposed administration building.

10. Odor Control

Odors associated with the treatment processes can be very obnoxious. Plant processes that produce odors include the headworks, the primary settling tanks and the biosolids treatment units. A bio-filter is recommended to control the odors. Foul air will be collected and discharged through a biologically active filter.

11. Site Lift Station Force Main

The onsite lift station receives various flows from within the wastewater treatment plant. The force main discharge is currently to the primary clarifiers. It is proposed to reconfigure the lift station and force main to redirect flows to the headworks for preliminary treatment and solids removal.

12. Electrical and HVAC

Appendix A contains detailed assessment of the plant's electrical, heating and ventilation facilities. Recommendations for improvement of these facilities are contained in this appendix.

B. Alternate 1: Conventional Activated Sludge Upgrade

The schematic design for this alternate is shown in Figure 3. Table 3 contains a listing of the process units that would be included in this alternate including the reference for their inclusion in the process and cost estimate for comparison purposes.

Alternate 1 considers maintaining the present activated sludge process but upgrading some of the units to accommodate the new NPDES limits.

1. Basic Elements

The Basic Plant Improvements described above are included in this alternate.

2. Additional Aeration Tanks

In order to comply with Ten States Standards, the aeration tanks must be increased to 84,000 cubic feet from their present volume of 31,200 cubic feet.

3. Air Systems

Blowers, air diffusers and air piping assemblies must be increased in proportion to the increase in the aeration tank volume.

4. Ammonia Removal Limitation

Alternate 1 will address ammonia removal issues during those periods when wastewater temperatures are favorable. This alternate is not viable during low water temperature periods without supplemental means of maintaining wastewater temperatures.

C. Alternate 2: Activated Sludge with Fixed Film Aeration

This alternate considers maintaining the activated sludge process but using a fixed film media to improve biological growth within the aeration tanks in order to enhance ammonia removal to meet the new NPDES limits.

The schematic diagram illustrating the proposed Alternate 2 process is shown on Figure 4.

The plant units, reference and cost estimates are shown on Table 4.

1. Basic Elements

The Basic Plant Improvements described above are included in Alternate 2.

2. Additional Aeration Tanks

The additional aeration tanks described in Alternate 1 will also be included in Alternate 2.

3. Air Systems

Additional blower capacity, air diffusers and air piping systems will be required in proportion to the increase in aeration tank volume.

4. Piping Systems

Piping systems are required for the aeration tank expansion including influent, effluent, return activated sludge, waste activated sludge and the air systems. In addition, return activated sludge and waste activated sludge pumps will be required.

5. Fixed Film Media

Various forms of fixed film media are available in the market. The critical issue for Charlevoix is selecting a fixed film that will perform satisfactorily under their relatively cool water conditions that prevail during the winter.

D. Alternate 3: Membrane Bio-Reactor (MBR)

A schematic diagram showing the proposed MBR alternate is shown in Figure 5. Additional detail including references and cost estimates are shown on Table 5.

The MBR system would use microfiltration and/or ultrafiltration membranes to replace the final settling tanks. An advantage to the MBR system is a much reduced footprint for the aeration tanks and a much improved effluent quality. The higher concentration of microorganisms and the MBR system will enhance the ability to remove ammonia.

V. Conclusions and Recommendations

The City of Charlevoix Wastewater Treatment Plant is presently performing adequately within the limits of its NPDES permit. However, that permit demands much more restrictive ammonia limits by October 2014 and still more restrictive limits by December, 2015.

The Wastewater Treatment Plant was constructed in 1972 and headworks equipment was added in 1997. Most of the process units within the plant are now about 40 years old. Many of those units are in need of repair and upgrading. Basic plant element upgrades needed at the facility were identified and are recommended for improvement during the project.

Three alternative processes have been examined to provide for upgrade and repair of the plant units where necessary and also to improve the ammonia removal. Two of the options, fixed film aeration and membrane bioreactor, can address the ammonia permit limit issue. During the Project Plan and subsequent Preliminary Design, further evaluation will be made of the Fixed Film Media, and MBR process options.

Due to the anticipated project cost, it is recommended that phasing of the work be considered to allow the City to meet the specified permit conditions and upgrade the entire plant, while minimizing the risk of plant breakdown and minimizing the overall financial impact on the community.

It is recommended that the City secure the assistance of a financial planner early in the planning process to develop a strategy for financing the necessary improvements.

Currently, the State of Michigan has a design grant program known as S-2 which provides for 90 percent of the cost of planning and design. In addition, the State has a loan program known as SRF which provides for low interest (currently 2.0%) loans for construction projects. It is recommended that the City of Charlevoix continue to take the necessary steps to qualify for both of these programs. Items to be complete to meet the SRF requirements include completion of the Project Plan, holding of Public Hearings, and submittal of the Project Plan in June 2013.

City of Charlevoix
Wastewater Treatment Plant
Table 1
Basis of Design

	Existing, 2010 - 2012		Projected, 2033	
	Mgd	Gpd	Mgd	Gpd
1. Flow				
a. Annual Avg Day	0.37	260	0.60	420
b. Summer Avg Day	0.53	370	0.80	560
c. Peak Day	0.89	620	0.95	665
2. BOD, Influent				
	mg/L	lb/day	mg/L	lb/day
a. Annual Avg Day	240	740	240	1,200 ¹
b. Summer Avg Day	280	1,235	280	1,870 ²
c. Peak Day	600	2,650	600	4,750 ²
3. BOD Primary Effluent				
a. Annual Avg Day	160	495	160	800 ¹
b. Summer Avg Day	235	1,040	235	1,570 ²
c. Peak Day	280	1,240	280	1,870 ²
4. Influent Ammonia				
a. Annual Avg Day	31	95	31	155 ¹
b. Summer Avg Day	35	154	35	232 ²
c. Peak Day	40	177	40	267 ²
5. Influent Temperature				
	°F			
a. Minimum	46			
b. Average	58			
c. Maximum	72			
6. Raw Biosolids				
	Existing		Proposed 2033	
a. Volume	190,000 gal/mo 6,330 gal/day		300,000 gal/mo 10,000 gal/day	
b. Total Solids	2.2% = 1,162 lb/day		2.2% = 1,835 lb/day	
c. Volatile Solids	76% = 883 lb/day		76% = 1,395 lb/day	
d. Loading on Primary Digester (22,000 cf)	40 lb/1,000 cf		63 lb/1,000 cf	
7. Digested Biosolids				
a. Volume	1,260 gal/day		2,015 gal/day ¹	
b. Total Solids	3.83%		3.83%	
c. Volatile Solids	58%		58%	
d. Supernatant				
1) Volume	6,300 gal/mo		10,080 gal/mo	
2) BOD	740 mg/L		740 mg/L	
3) Loading	40 lb/day		70 lb/day	

Notes

1. Based on 0.60 Mgd
2. Based on 0.80 Mgd

City of Charlevoix
Wastewater Treatment Plant
Table 2

A. Basic Plant Improvements

<u>Plant Unit</u>	<u>Purpose</u>	<u>Cost Estimate</u>
1. Headworks		
a. Dual Screens, Finer Mesh	10 States	\$200,000
b. Grit Classifier	Improved Performance	\$60,000
c. Redundant Meter (Effluent w/ UV)	10 States	\$30,000
2. Primary Settling		
a. Drain, Repair, Re-coat, Replace Mechanical Eq.	10 States, Routine O&M	\$420,000
b. Revise Piping: 2 Trains, Scum, WAS	Improved Performance	\$50,000
c. FRP Covers	Improved Performance	\$240,000
3. Aeration - See Alternatives		
4. Final Settling		
Drain, Repair, Re-Coat, Replace Mechanical Eq. Except Alt. 3	Routine O&M	\$400,000
5. Disinfection		
Convert to UV	Safety, Improved O&M	\$200,000
6. Sludge Digesters		
Drain, Repair, Re-Coat Both Tanks	Routine O&M	\$300,000
Replace Transfer Pumps	Improved O&M	\$85,000
7. Sludge Thickening	Improved O&M	\$750,000
8. Sludge Storage 300,000 gal	Improved O&M	\$500,000
9. Admin. Building (2,000 sf) & SCADA	Improved O&M	\$1,000,000
10. BioFilter	Odor Control	\$500,000
11. Site Lift Station Force Main	Improved O&M	\$60,000
12. Mechanical (HVAC)	Improved O&M & Meet Codes	\$175,000
13. Generator	Improved O&M	\$150,000
14. Electrical Improvements	Improved O&M & Meet Codes	\$575,000
Construction Total		<u>\$5,695,000</u>

City of Charlevoix
Wastewater Treatment Plant

Table 3

B. Alternate 1: Conventional Activated Sludge, Upgrade (See Figure 3)*

<u>Plant Unit</u>	<u>Purpose</u>	<u>Cost Estimate</u>
1. Basic Elements	Table 2	\$5,695,000
2. Additional Aeration Tanks	10 States	\$300,000
3. Air Systems	10 States	\$250,000
a. Air diffuser assemblies		
b. Blowers		
4. Piping Systems	10 States	\$500,000
a. Piping for Influent, Effluent, RAS, WAS, Air		
b. RAS/WAS Pumps		
Construction Total		\$6,745,000
Contingency, Legal, Engineering, and Fiscal		\$2,000,000
Project Total		\$8,745,000

* May not be able to meet NPDES permit during cold weather.

City of Charlevoix
Wastewater Treatment Plant

Table 4

C. Alternate 2: Activated Sludge with Fixed Film Aeration (See Figure 4)

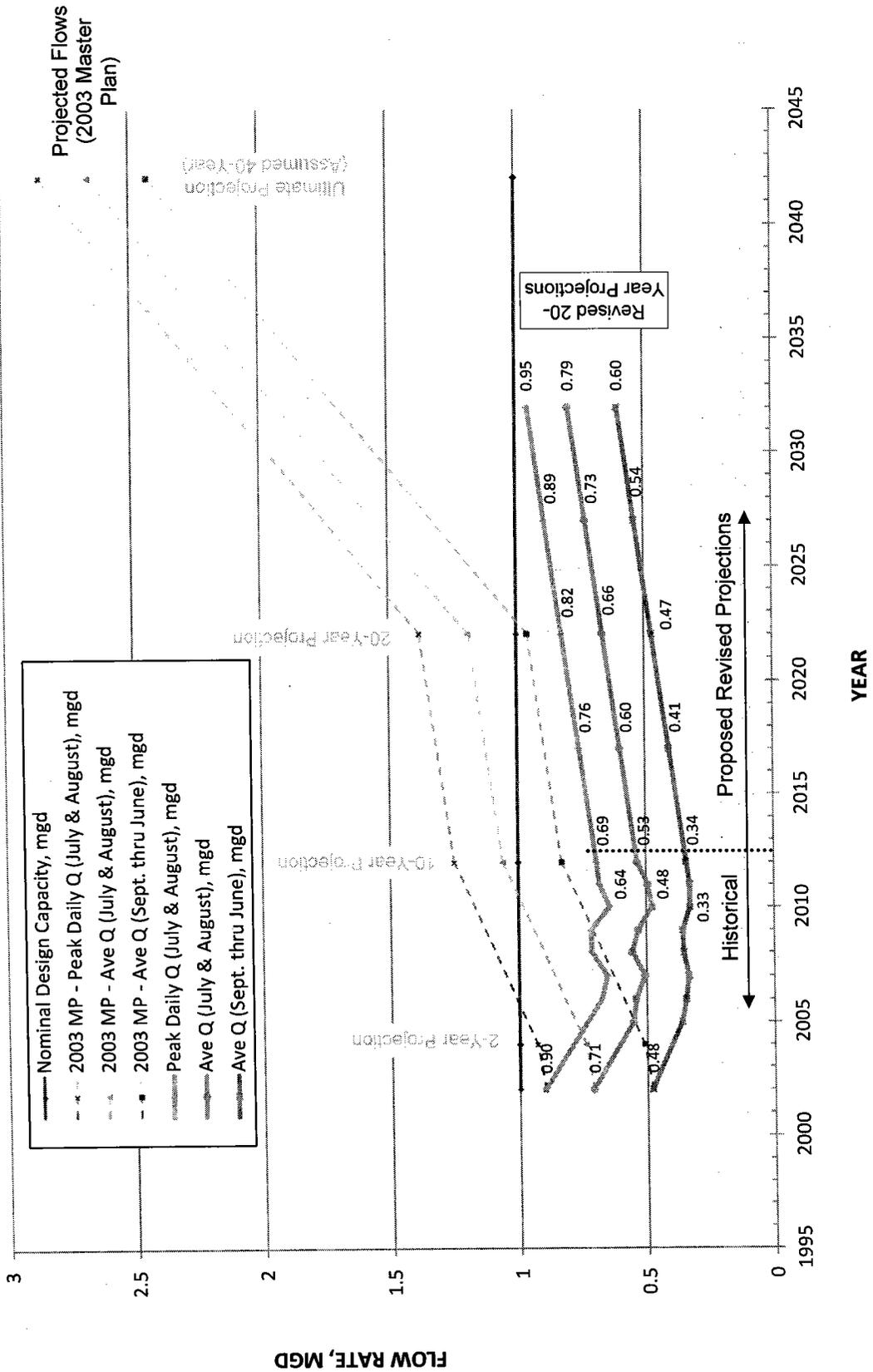
<u>Plant Unit</u>	<u>Purpose</u>	<u>Cost Estimate</u>
1. Basic Elements	Table 2	\$5,695,000
2. Additional Aeration Tanks	10 States	\$300,000
3. Air Systems	10 States	\$250,000
4. Piping Systems	10 States	\$500,000
5. Fixed Film Media	Alternate	\$500,000
Total		<hr/> \$7,245,000
Contingency, Legal, Engineering, and Fiscal		\$2,200,000
Project Total		<hr/> \$9,445,000

City of Charlevoix
Wastewater Treatment Plant

Table 5
D. Alternate 3: MBR (See Figure 5)

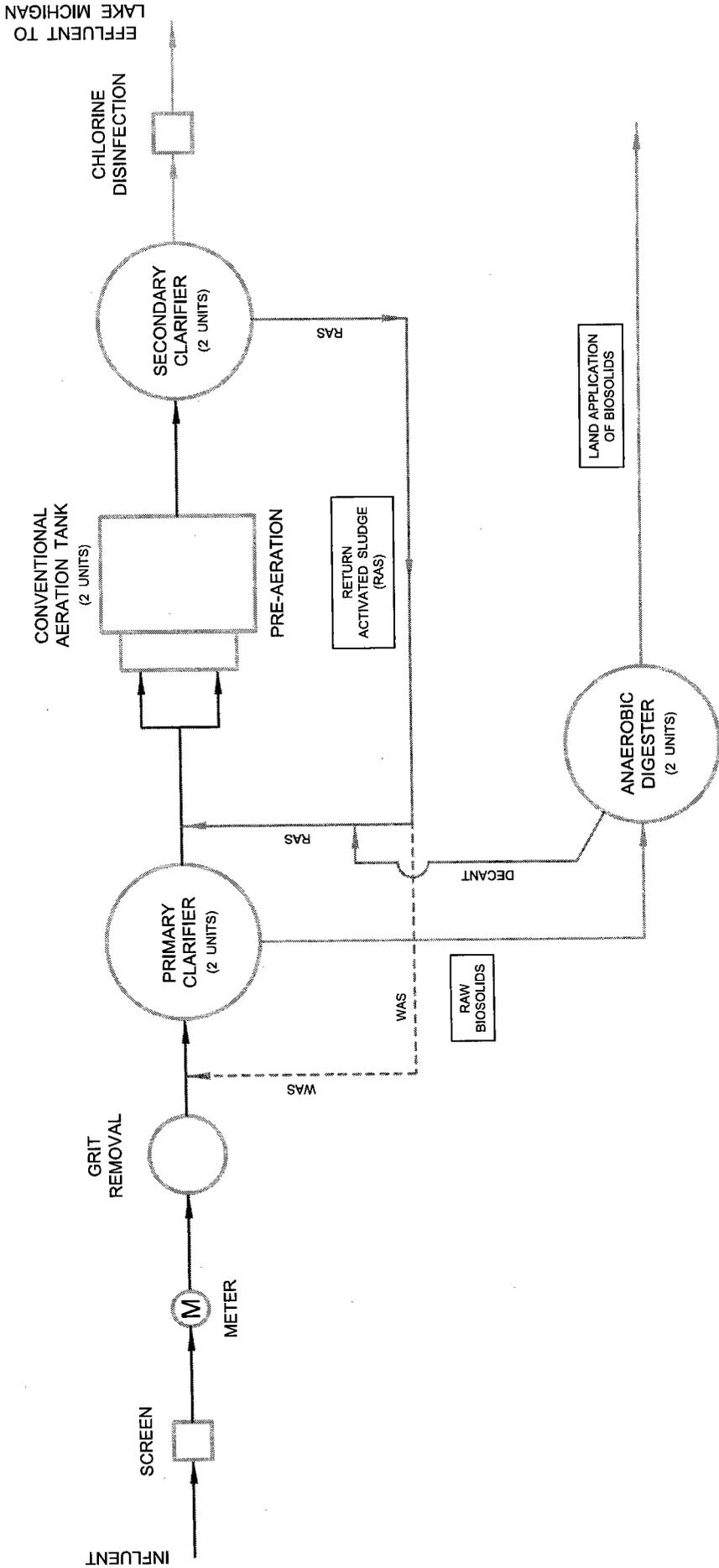
<u>Plant Unit</u>	<u>Purpose</u>	<u>Cost Estimate</u>
1. Basic Elements	Table 2	\$5,695,000
2. Additional Aeration (Membrane) Tanks	Alternate	\$200,000
3. Complete Membrane System Concrete		\$1,650,000
a. Blowers (PAB & MAB)		
b. Diffusers, Chemical Skid		
c. RAS & WAS pumps		
d. Valves		
4. Fine Screens		\$350,000
5. Piping Systems	10 States	\$500,000
Total		\$8,395,000
Contingency, Legal, Engineering, and Fiscal		\$2,500,000
Project Total		\$10,895,000

FIGURE 1
City of Charlevoix - WWTP Evaluation
HISTORICAL AND PROJECTED WWTP FLOWS



Note: Historical flow data through October 2012.

EFFLUENT TO LAKE MICHIGAN



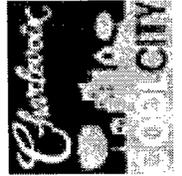
LEGEND

	EXISTING PROCESS UNIT
	INFLUENT
	BIOSOLIDS
	RETURN ACTIVATED SLUDGE (RAS)
	WASTE ACTIVATED SLUDGE (WAS)
	EFFLUENT

CITY OF CHARLEVOIX
CHARLEVOIX COUNTY, MICHIGAN

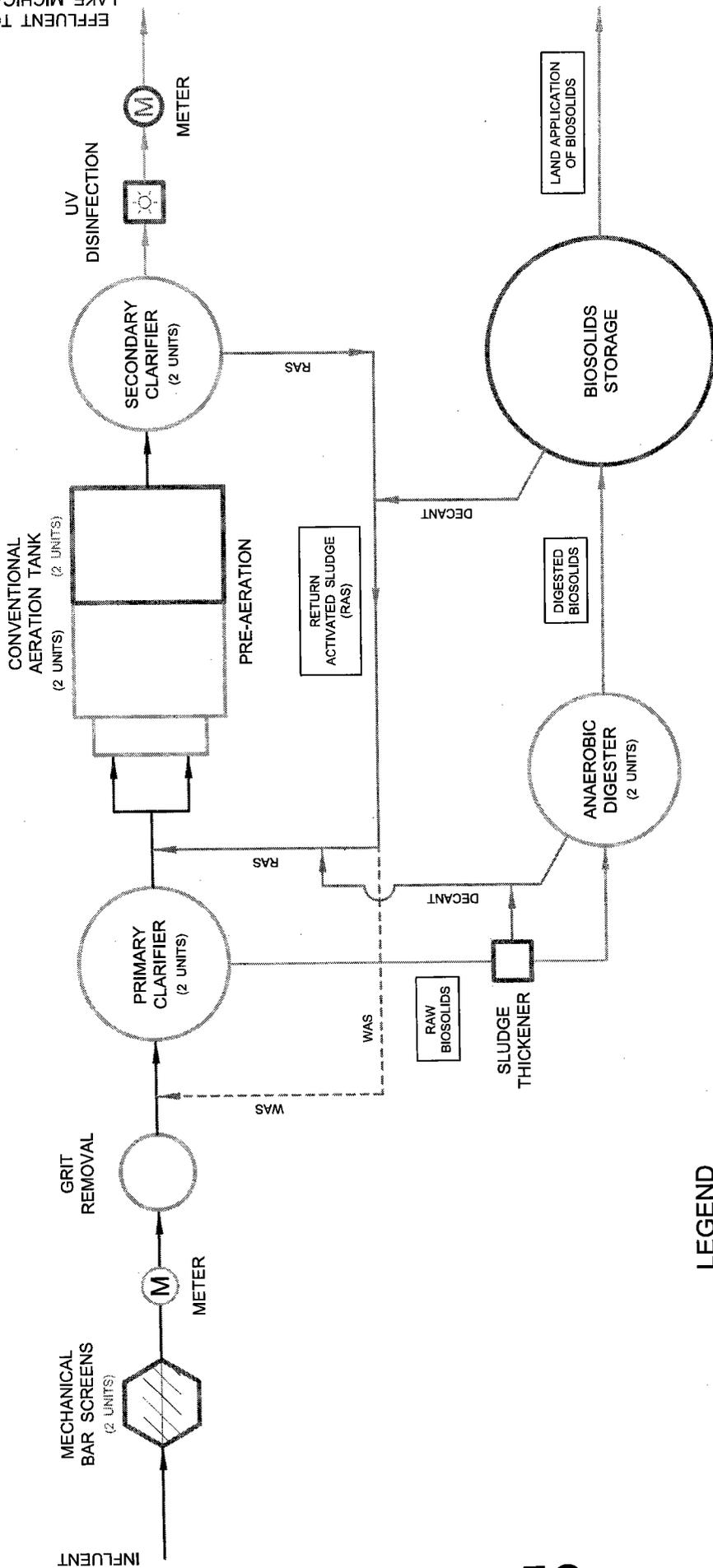
**WASTEWATER TREATMENT PLANT
EXISTING PROCESS SCHEMATIC**

FIGURE 2



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2110372

EFFLUENT TO LAKE MICHIGAN



LEGEND

	EXISTING PROCESS UNIT
	NEW PROCESS UNIT
	INFLUENT
	BIOSOLIDS
	RETURN ACTIVATED SLUDGE (RAS)
	WASTE ACTIVATED SLUDGE (WAS)
	EFFLUENT

CITY OF CHARLEVOIX
CHARLEVOIX COUNTY, MICHIGAN

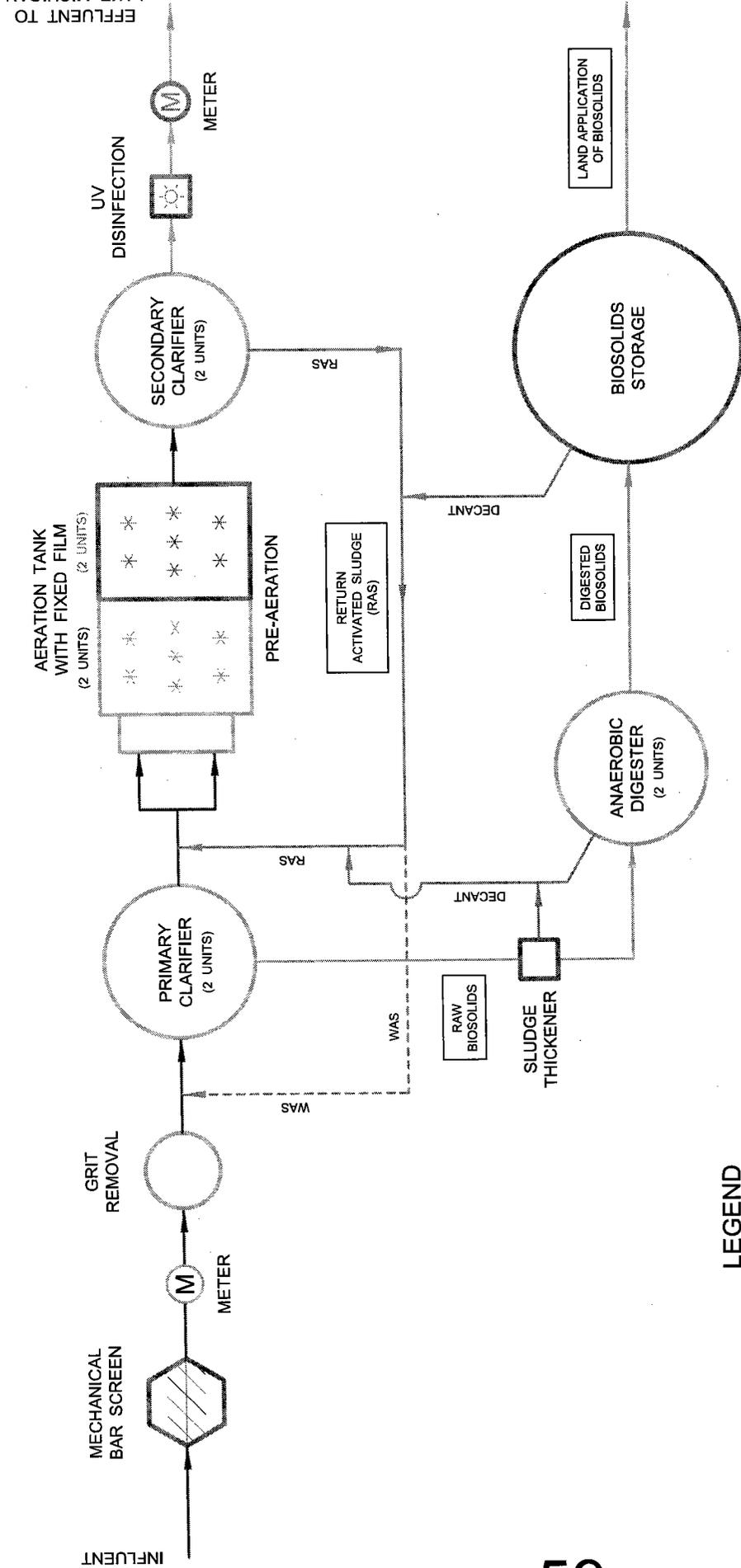
**WASTEWATER TREATMENT PLANT
PROCESS SCHEMATIC**

ALTERNATE No. 1
CONVENTIONAL ACTIVATED SLUDGE
FIGURE 3



Prein&Newhof
2110372

EFFLUENT TO LAKE MICHIGAN



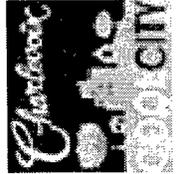
LEGEND

	EXISTING PROCESS UNIT
	NEW PROCESS UNIT
	INFLUENT
	BIOSOLIDS
	RETURN ACTIVATED SLUDGE (RAS)
	WASTE ACTIVATED SLUDGE (WAS)
	EFFLUENT

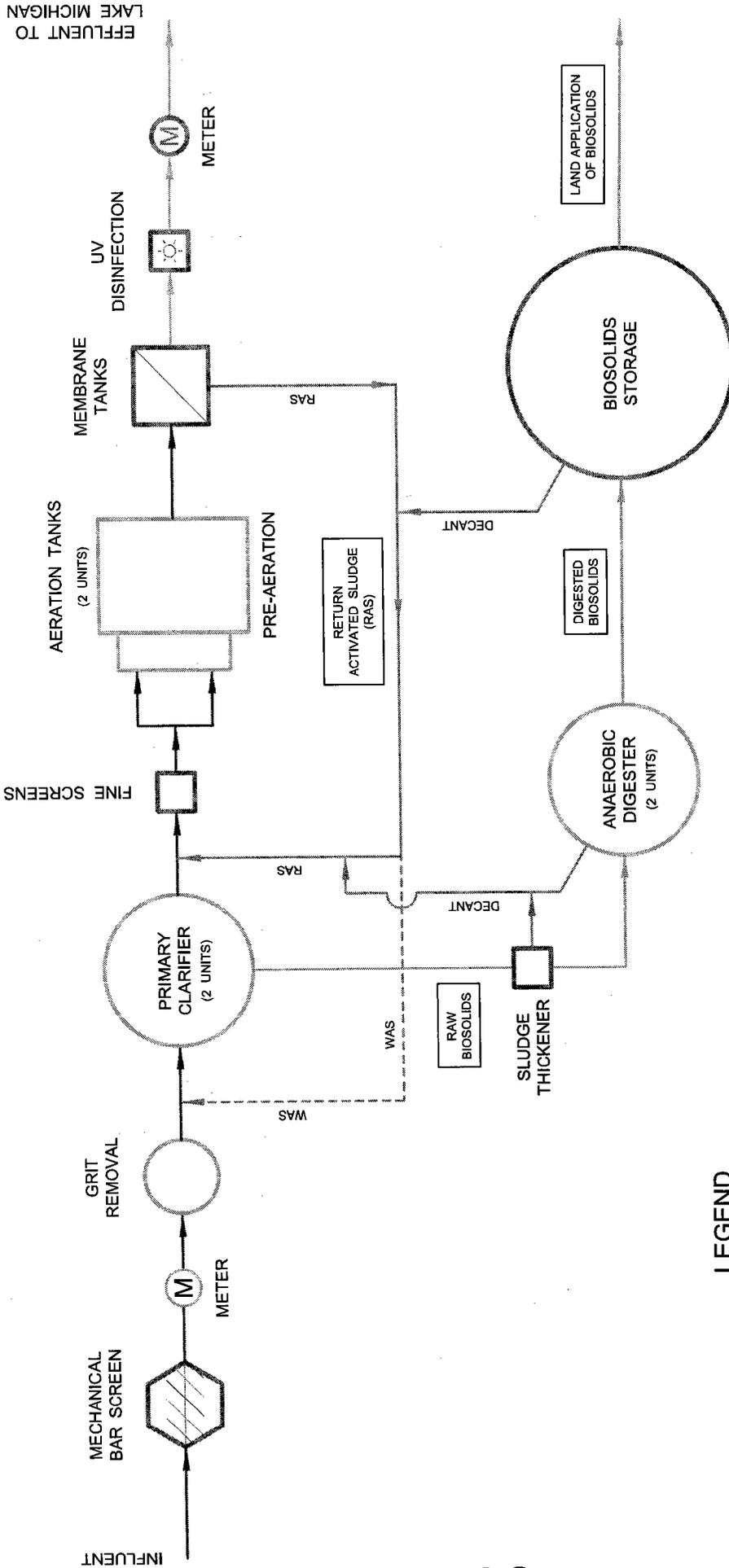
CITY OF CHARLEVOIX
CHARLEVOIX COUNTY, MICHIGAN

**WASTEWATER TREATMENT PLANT
PROCESS SCHEMATIC**

ALTERNATE No. 2
ACTIVATED SLUDGE WITH FIXED FILM SURFACES
FIGURE 4



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2110372



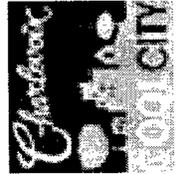
LEGEND

	EXISTING PROCESS UNIT
	NEW PROCESS UNIT
	INFLUENT
	BIOSOLIDS
	RETURN ACTIVATED SLUDGE (RAS)
	WASTE ACTIVATED SLUDGE (WAS)
	EFFLUENT

CITY OF CHARLEVOIX
CHARLEVOIX COUNTY, MICHIGAN

**WASTEWATER TREATMENT PLANT
PROCESS SCHEMATIC**

ALTERNATE No. 3
ACTIVATED SLUDGE WITH MEMBRANE BIOREACTOR
FIGURE 5



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2110372

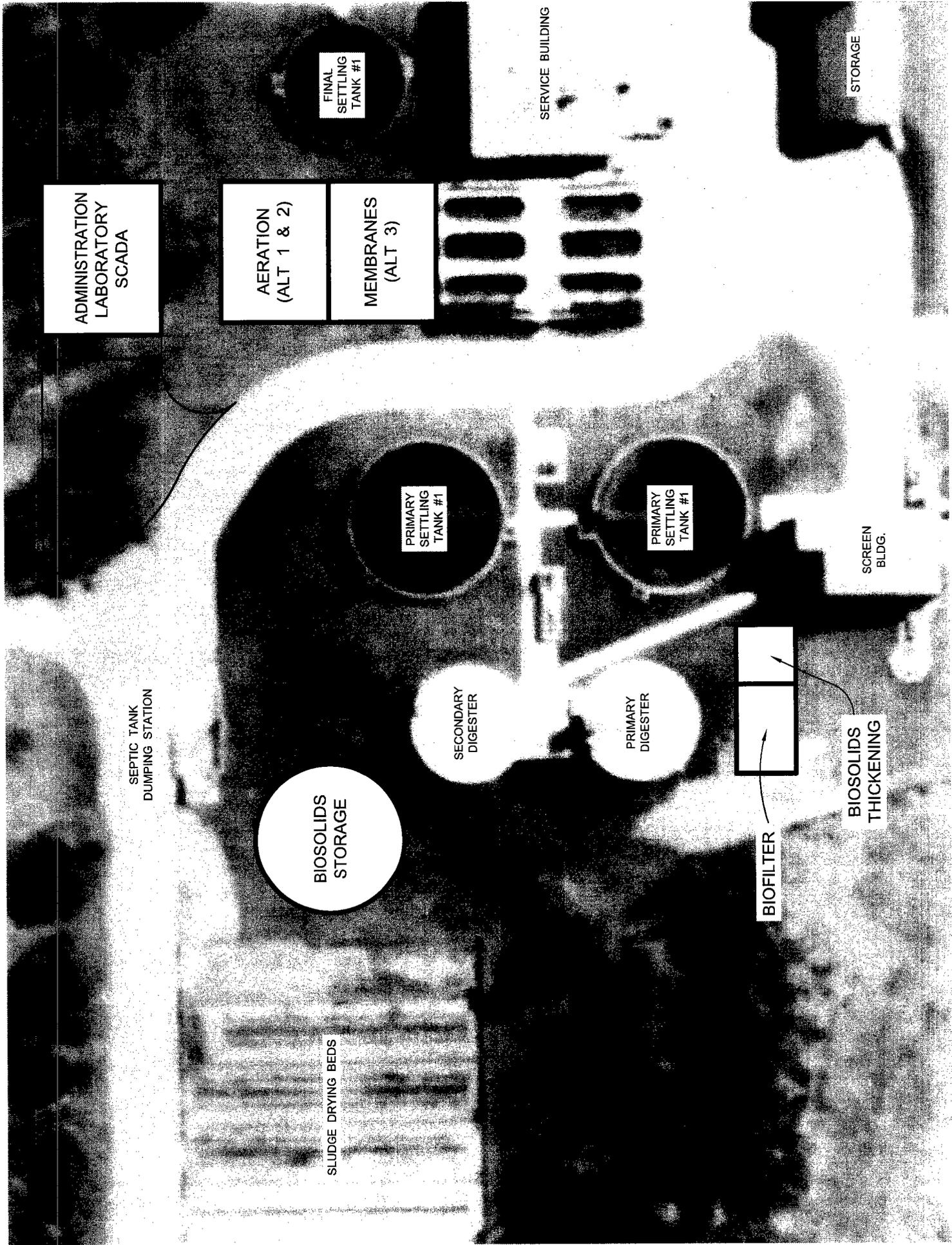


FIGURE 7
City of Charlevoix - WWTP Evaluation
INFLUENT FLOW, MGD

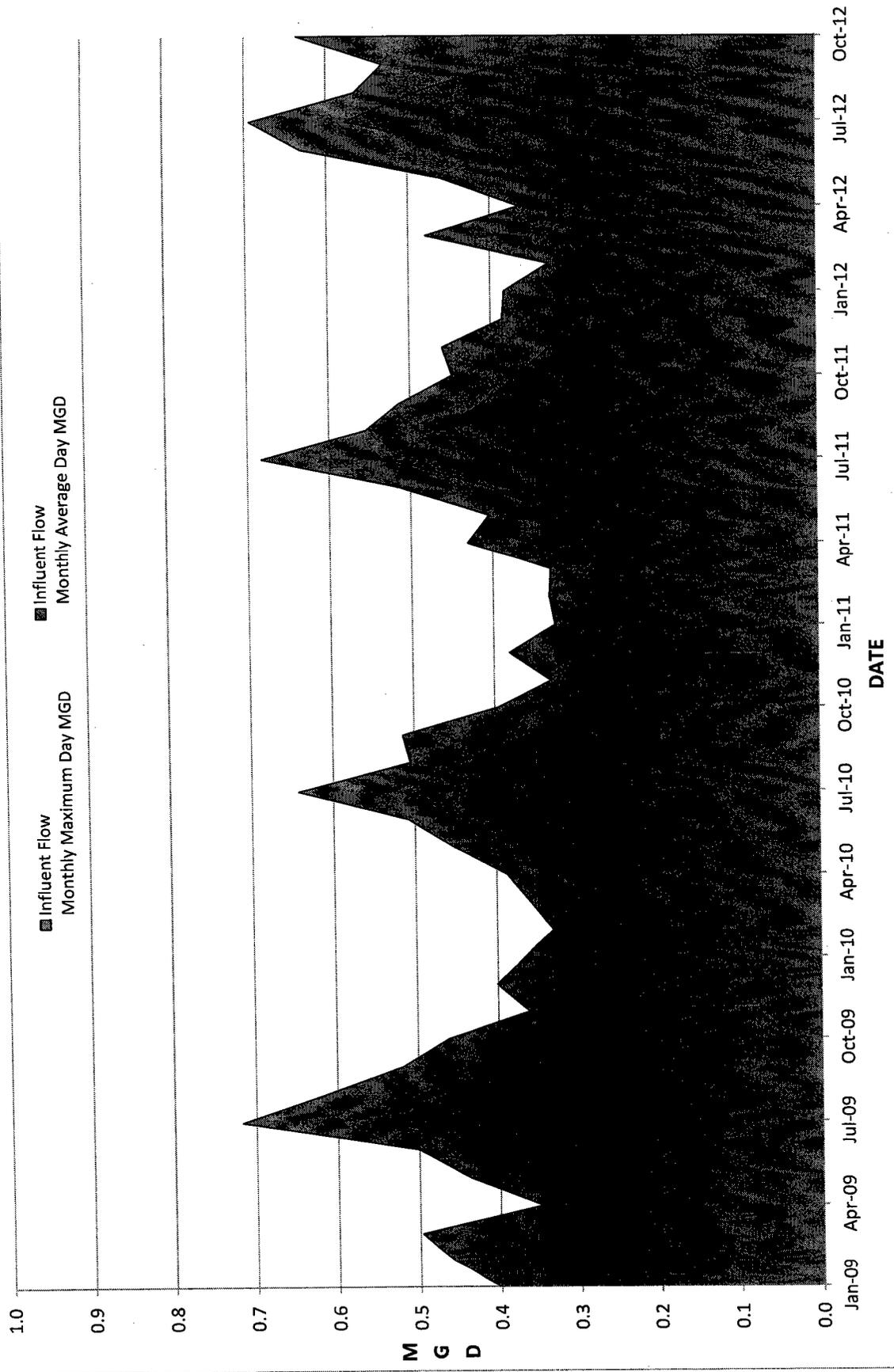


FIGURE 8
City of Charlevoix - WWTP Evaluation
INFLUENT BOD, MG/L

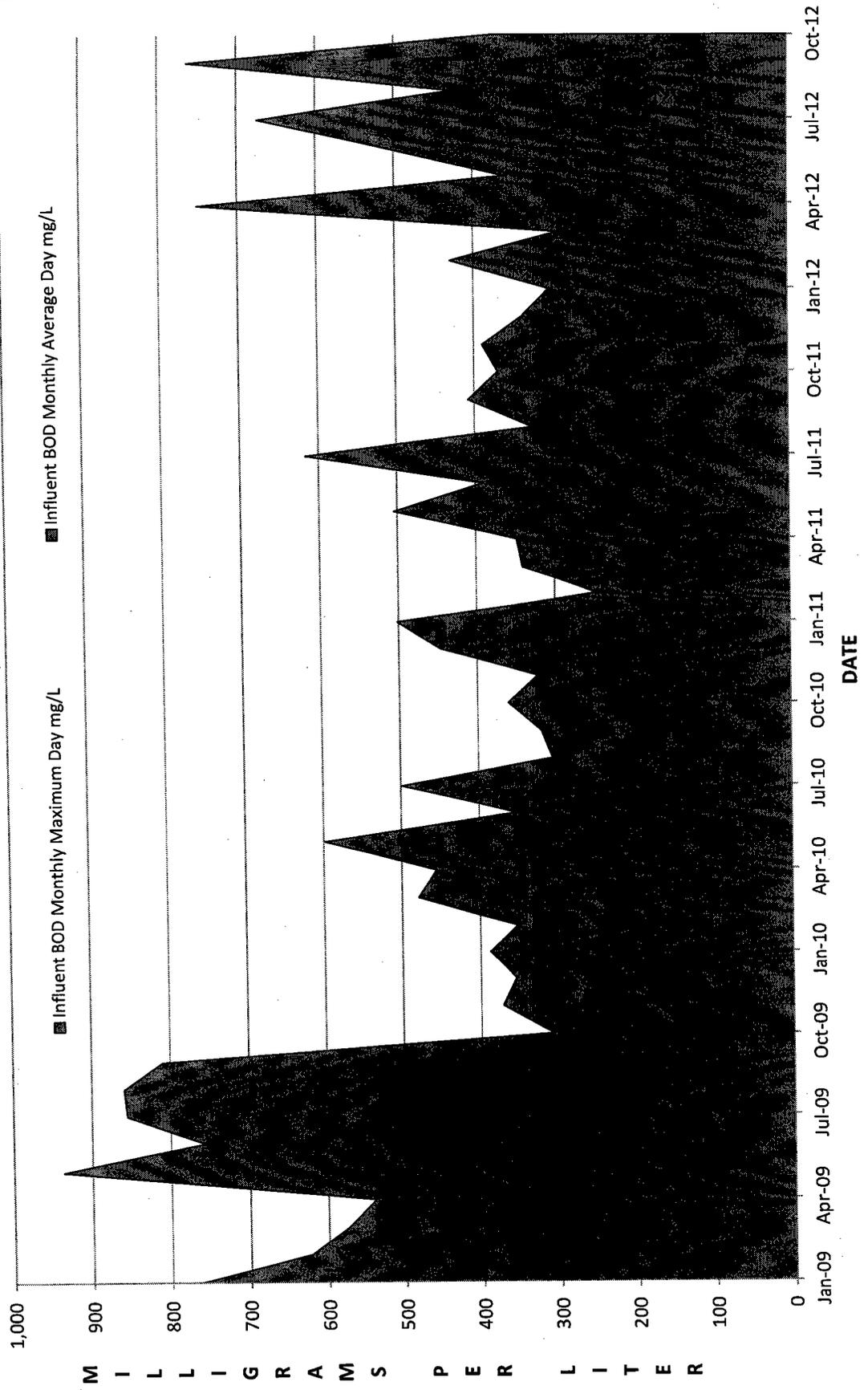


FIGURE 9
City of Charlevoix - WWTP Evaluation
INFLUENT BOD, LBS/DAY

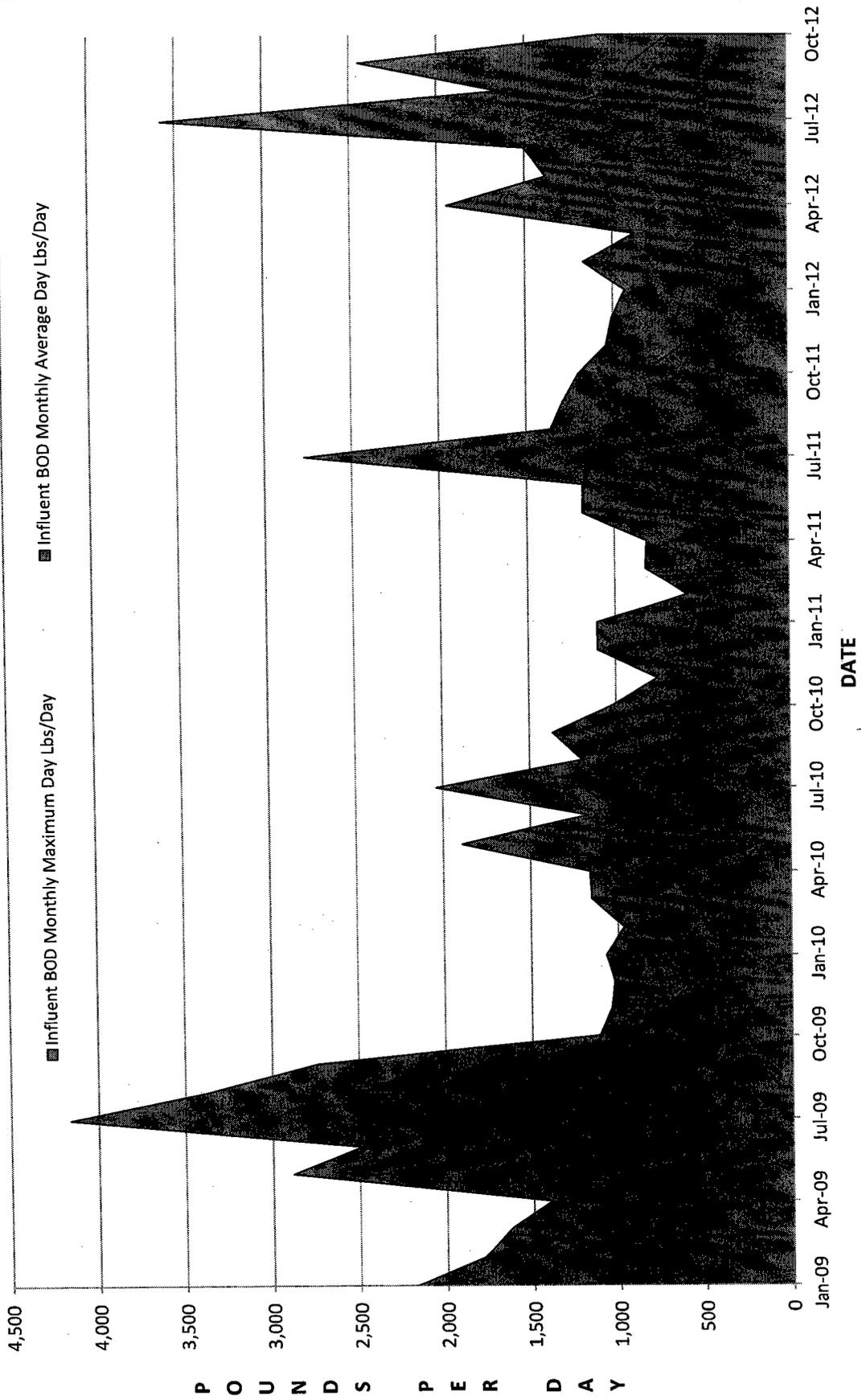


FIGURE 10
City of Charlevoix - WWTP Evaluation
PRIMARY EFFLUENT BOD, MG/L

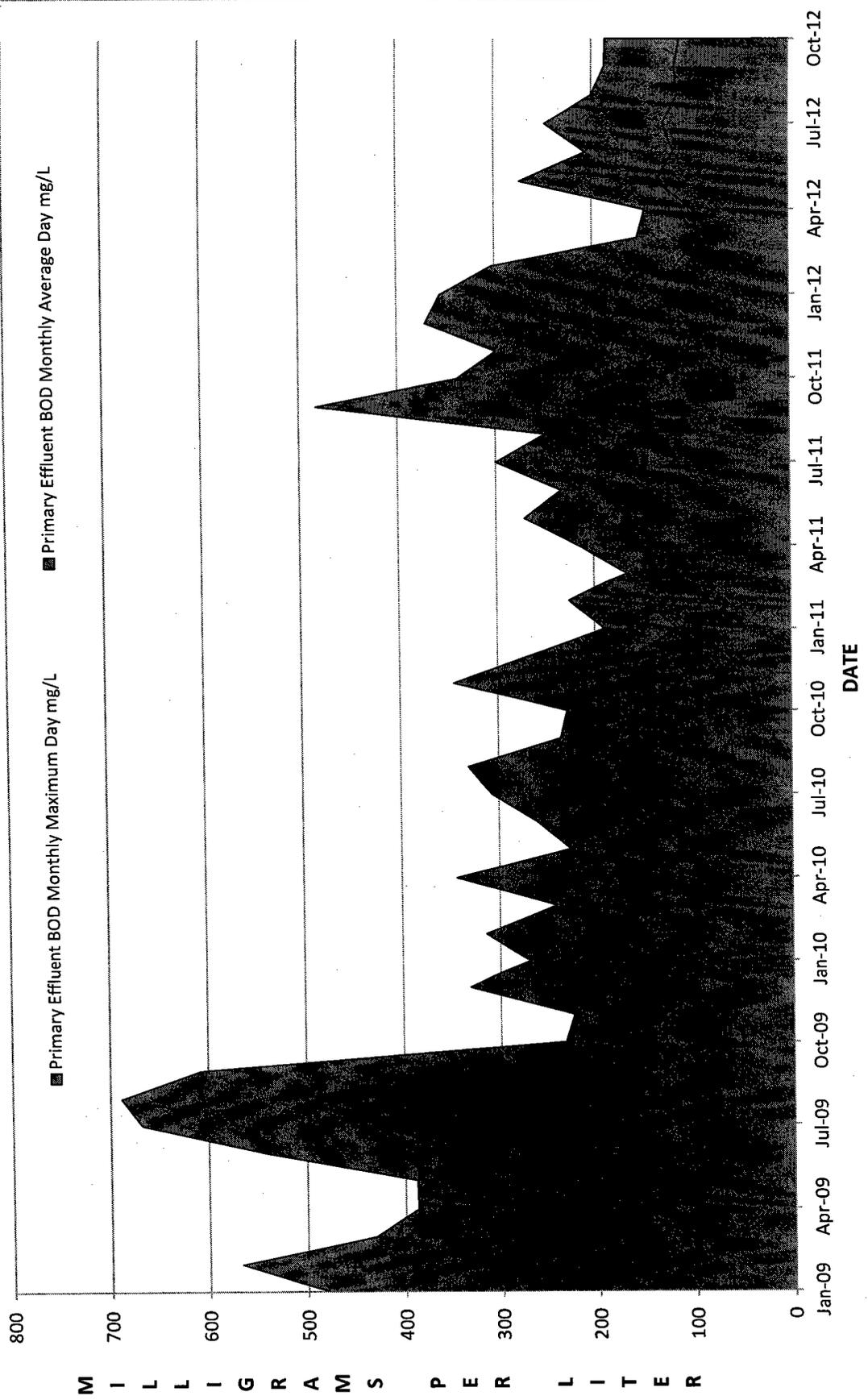


FIGURE 11
City of Charlevoix - WWTP Evaluation
PRIMARY EFFLUENT BOD, LBS/DAY

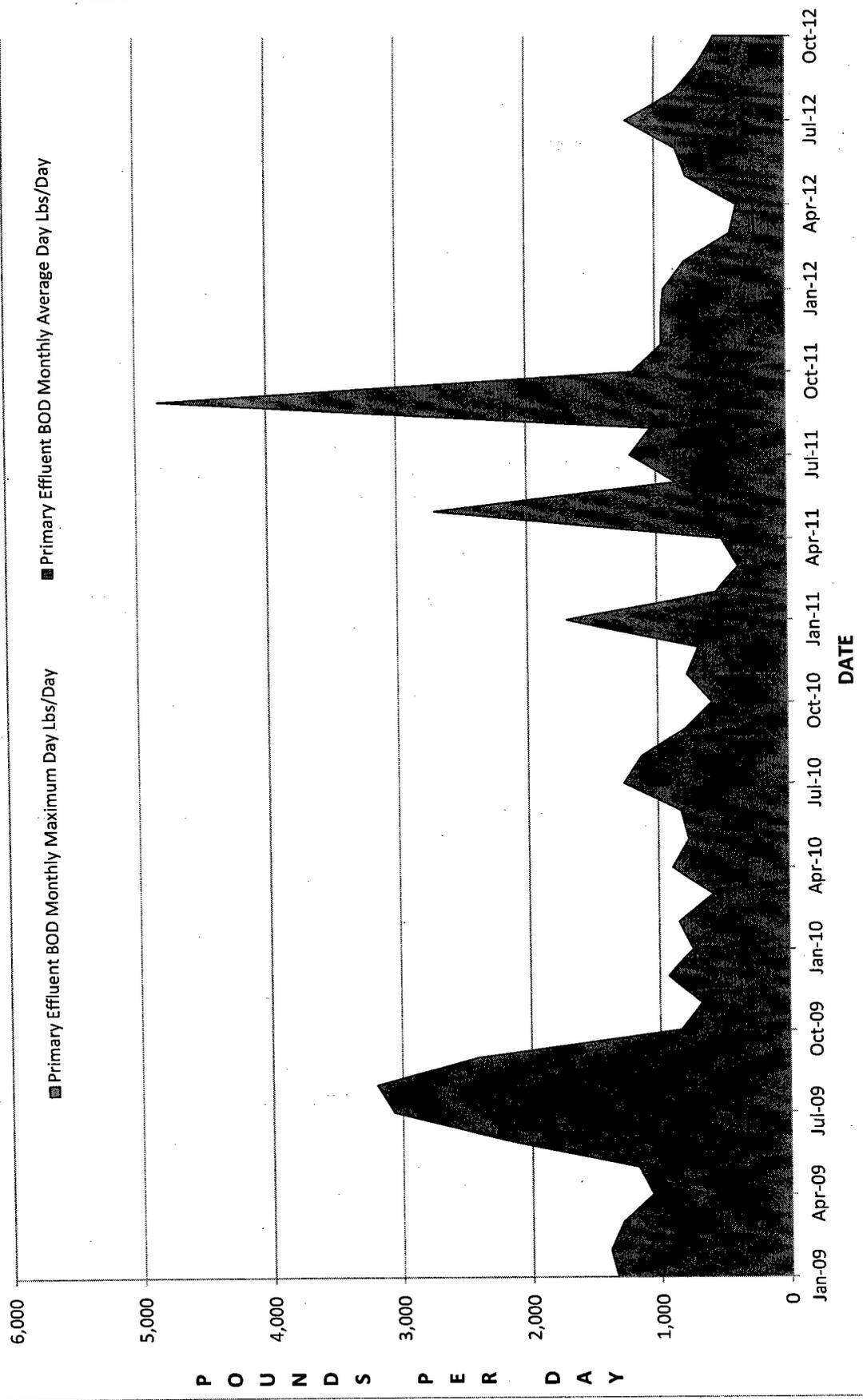


FIGURE 12
City of Charlevoix - WWTP Evaluation
INFLUENT AND EFFLUENT AMMONIA, MG/L

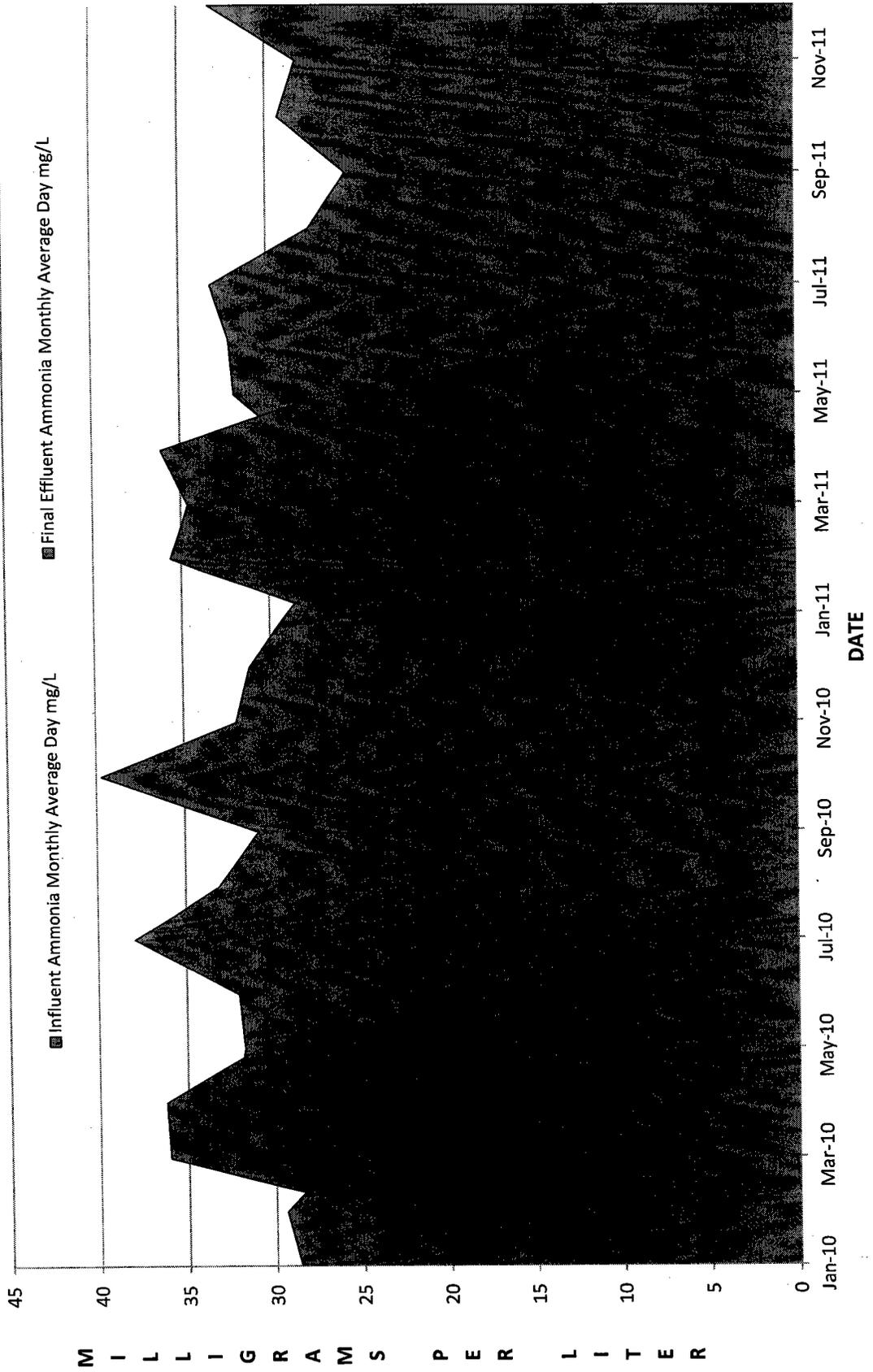


FIGURE 13
City of Charlevoix - WWTP Evaluation
INFLUENT AND EFFLUENT AMMONIA AND PROPOSED LIMITS, MG/L

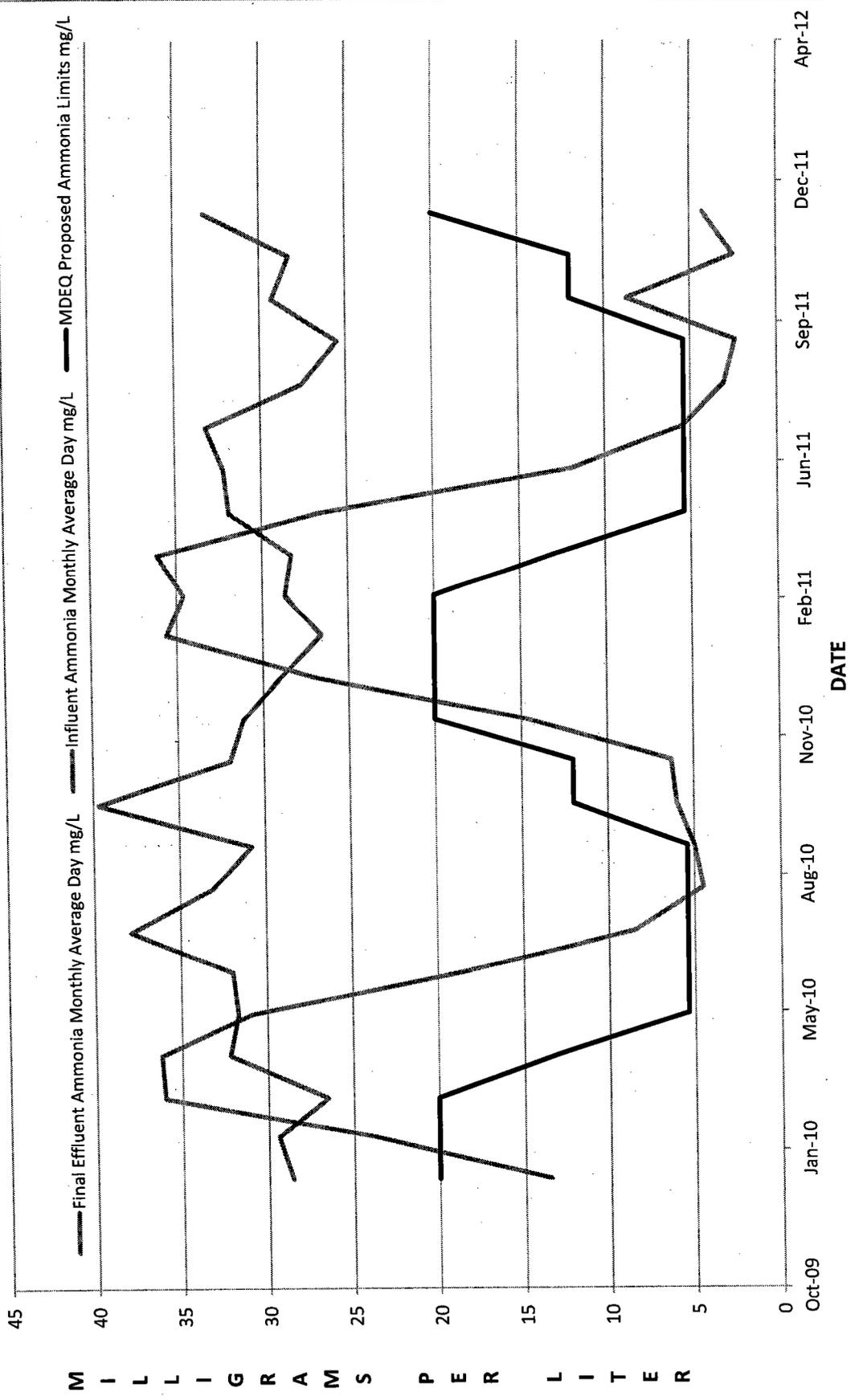


FIGURE 14
City of Charlevoix - WWTP Evaluation
INFLUENT TEMPERATURE, WATER PLANT TEMPERATURE AND PROPOSED
EFFLUENT AMMONIA LIMITS, MG/L

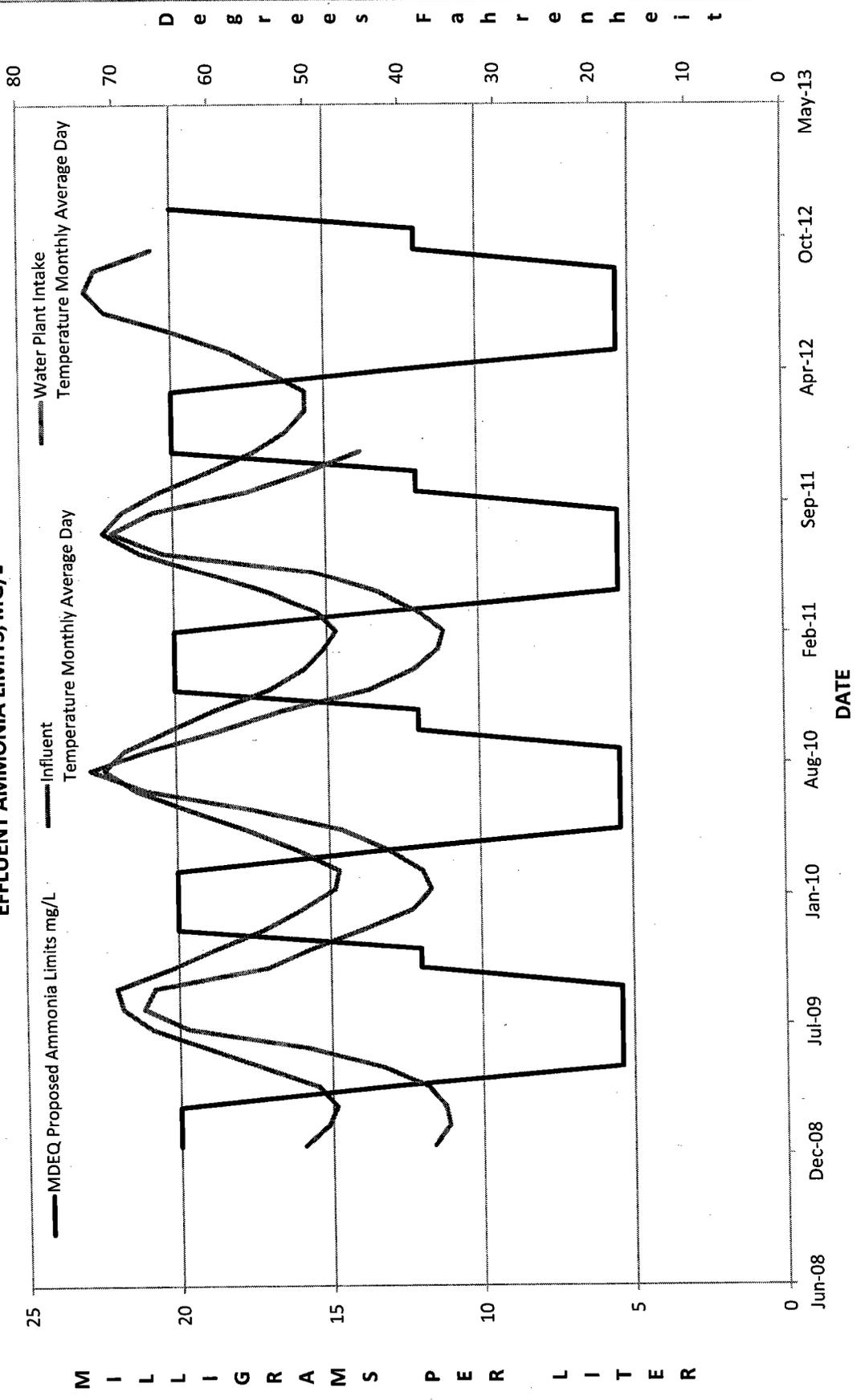


FIGURE 15
City of Charlevoix - WWTP Evaluation
INFLUENT TEMPERATURE,
DEGREES FAHRENHEIT

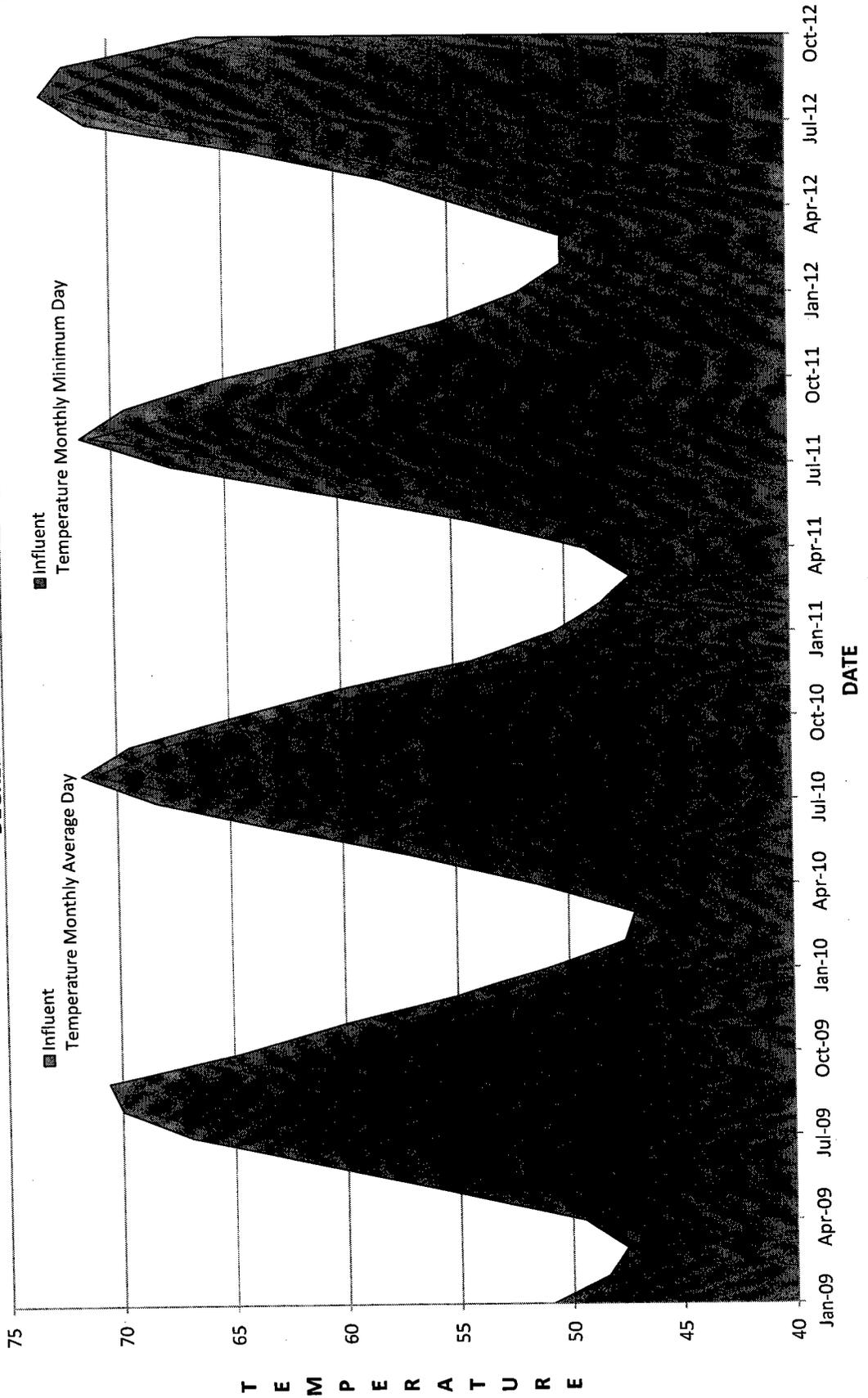


FIGURE 16
City of Charlevoix - WWTP Evaluation
INFLUENT pH

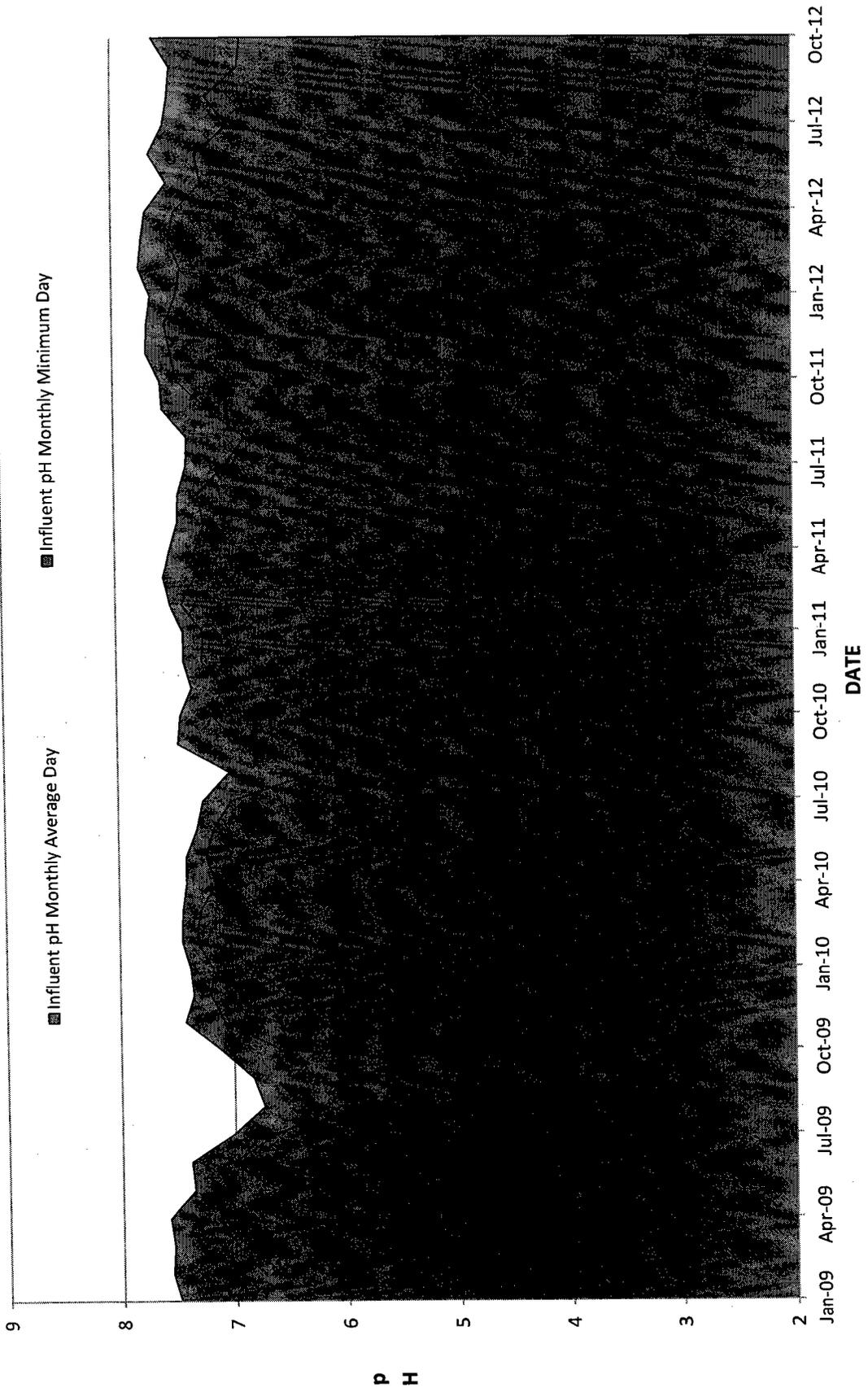


FIGURE 17
City of Charlevoix - WWTP Evaluation
EFFLUENT pH

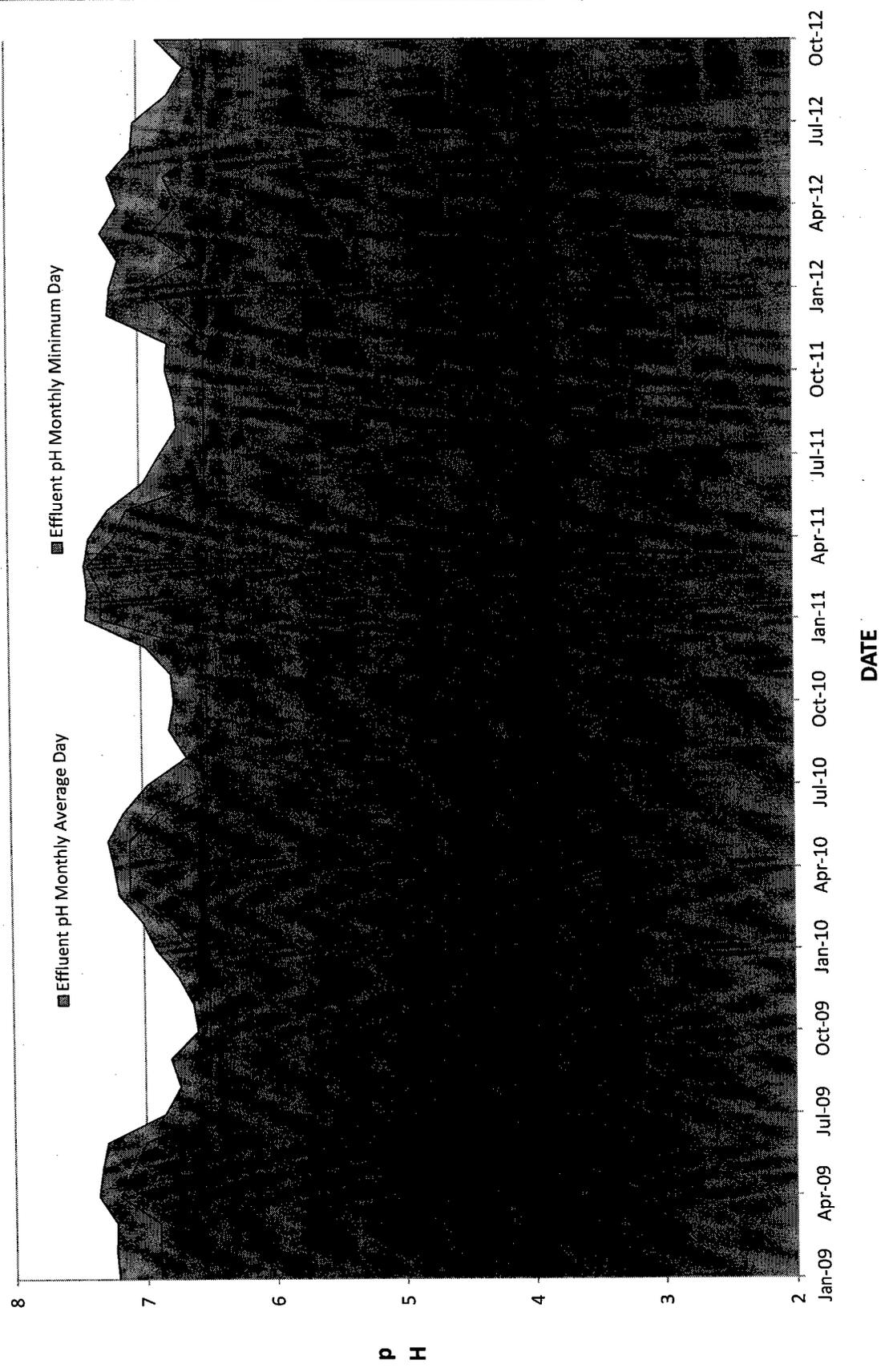


FIGURE 18
City of Charlevoix - WWTP Evaluation
ACTIVATED SLUDGE FOOD TO MICRO-ORGANISM (F/M) RATIO

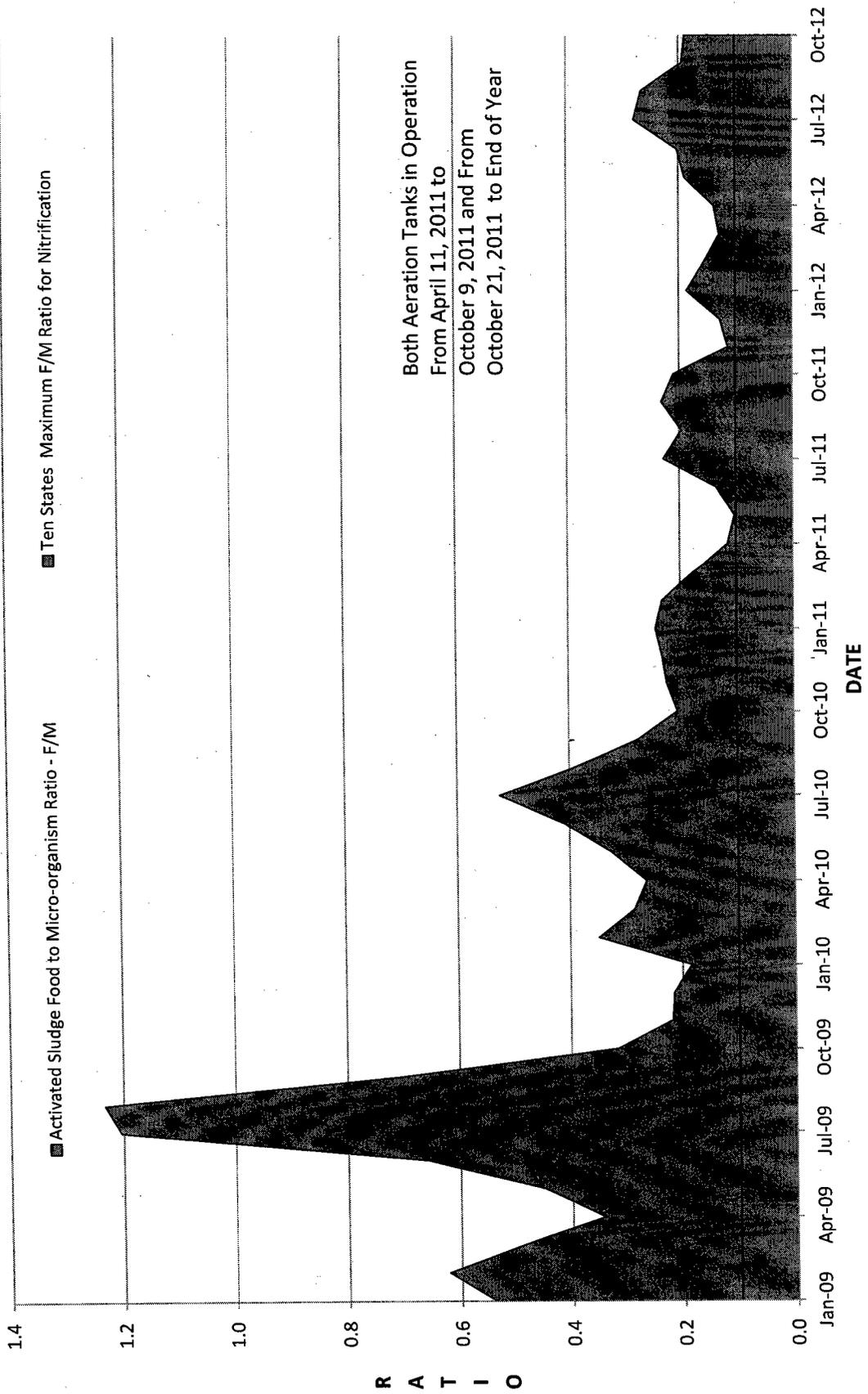


FIGURE 19
City of Charlevoix - WWTP Evaluation
AERATION TANK BOD LOADING, LBS/1000 CF

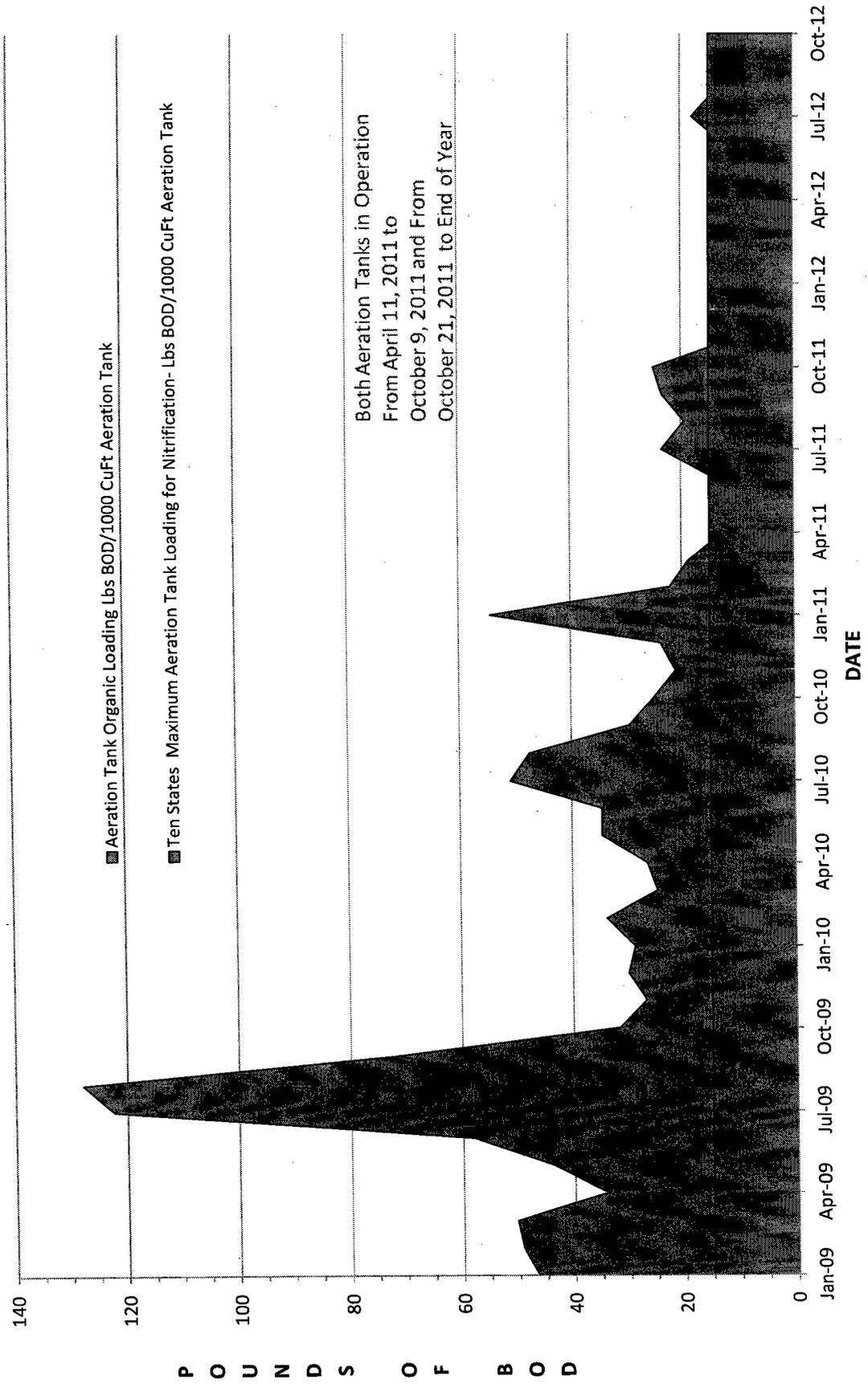


FIGURE 20
City of Charlevoix - WWTP Evaluation
DIGESTER SUPERNATANT, 1000 GAL/DAY

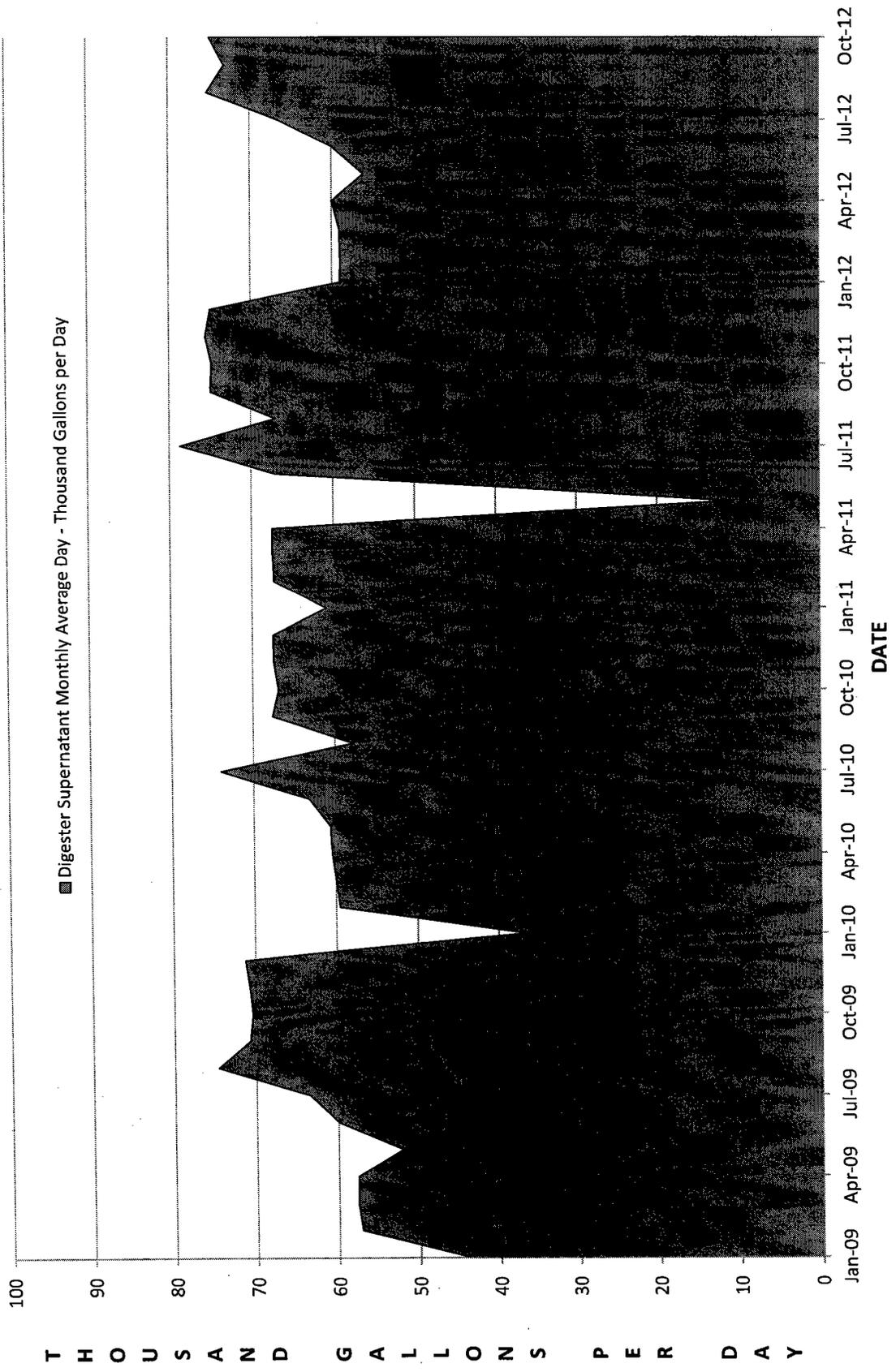


FIGURE 21
City of Charlevoix - WWTP Evaluation
DIGESTER SUPERNATANT BOD, MG/L

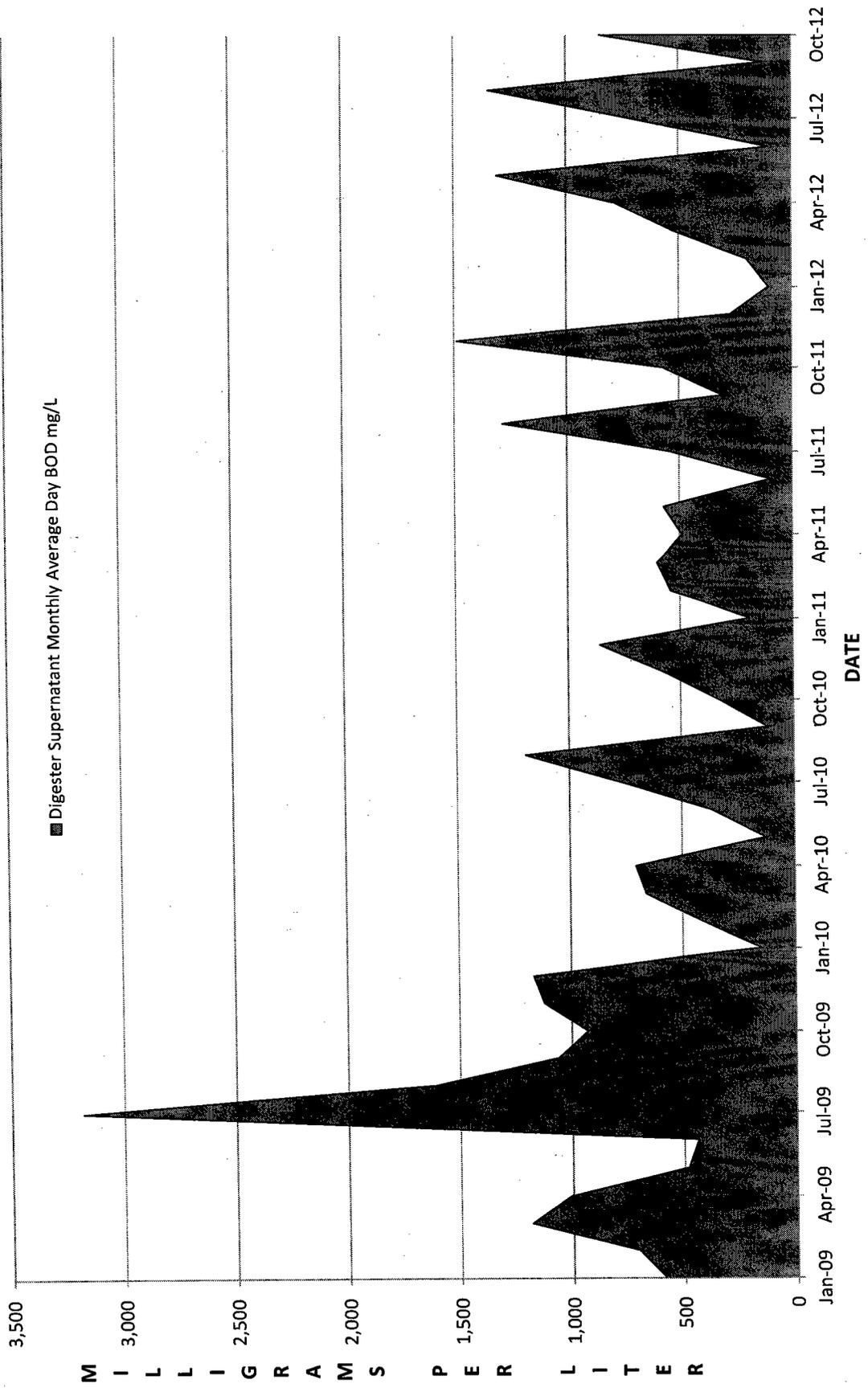
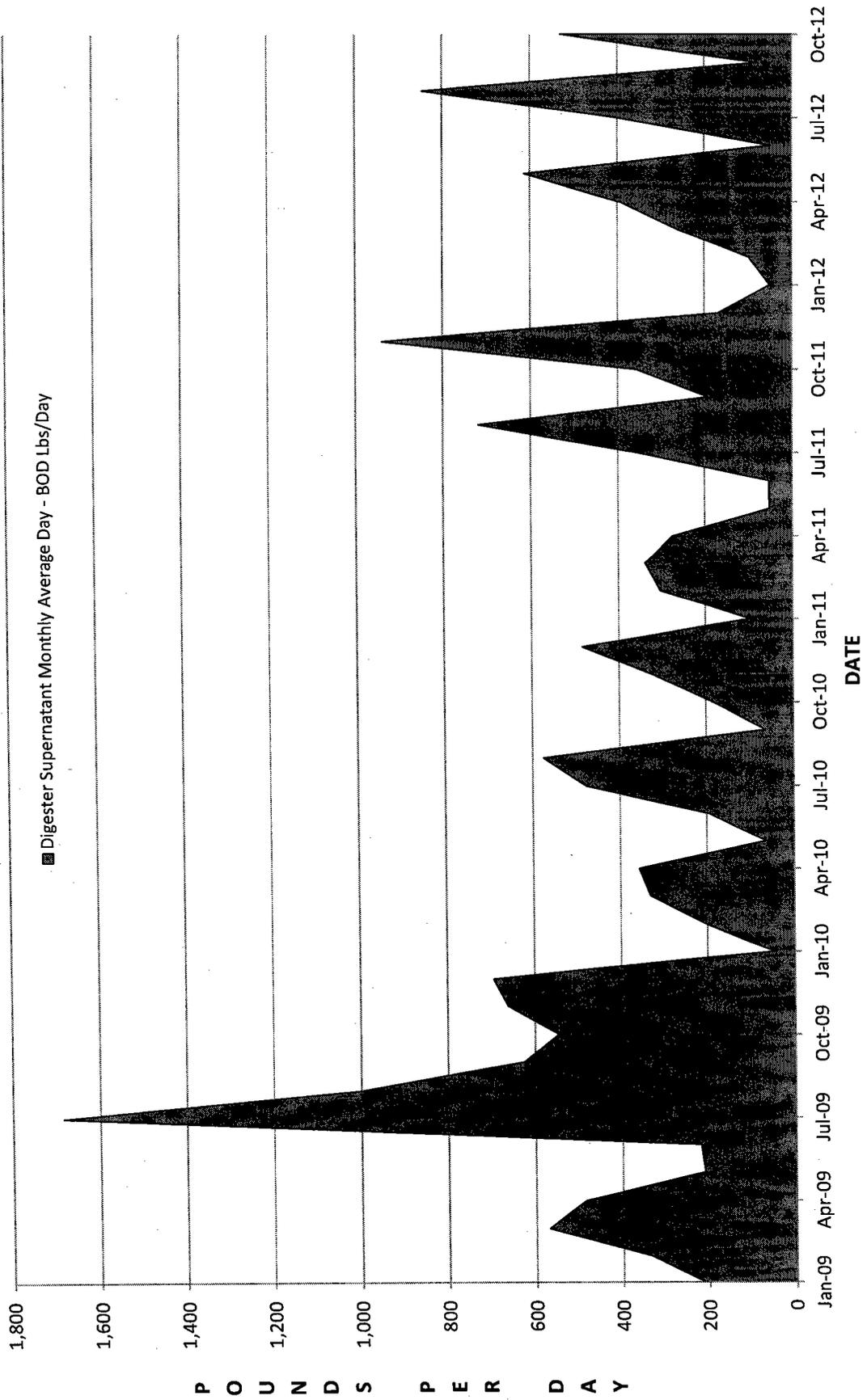


FIGURE 22
City of Charlevoix - WWTP Evaluation
DIGESTER SUPERNATANT BOD, LBS/DAY



Memo

Date: August 3, 2012

To: Mark Prein

cc: Matt Tipping

From: Century A&E – Rich Ducham & Jamie Hagerman

Re: City of Charlevoix, MI. Waste Water Treatment Plant Evaluation –
Electrical/Mechanical

ELECTRICAL

Electrical evaluation performed on 7/13/12 by Rich Ducham (Century A&E):

Main Building

The existing WWTP main electrical service is a 480V, 3 Wire, Delta configuration. The main electrical service is comprised of a medium voltage pad mount transformer, standby diesel generator with manual transfer switch and a 600 amp main breaker located in the Main Building electrical room motor control center.

1. The existing transfer switch associated with the standby generator is manually controlled. The branch circuit protection associated with the transfer switch, generator and standby power feeder is 200 amp. The manual transfer switch should be replaced with an automatic transfer switch. The branch circuit protection should be re-sized for the loads required during a utility power outage to minimize standby power system branch circuit protection trips experienced by the plant during power outages.
2. In main electrical room there are several National Electrical Code working clearance issues:
 - a. Overall there is inadequate electrical working space between the existing motor control center and the walls on either side of the motor control center. 41" or working space was observed during the electrical evaluation. The National Electric Code requires 42" of clear working space in front of electrical equipment for this installation. This issue may have been issued a variance from the local Inspector since it affects the main power supply to the plant and would have been very costly to remedy during the original construction of the plant.
 - b. There is inadequate electrical working clearance between the existing main motor control center, the existing rack mounted variable frequency drive enclosures attached to the back of the main motor control center and the existing manual transfer switch. Less than 36" or working space was observed during the electrical evaluation. The National Electric Code requires 42" of clear working space in front of electrical equipment for this installation.
 - c. There is inadequate electrical working space between the existing motor control center and the existing water fountain. 41" or working space was observed during the electrical evaluation. The

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National Electric Code requires 42" of clear working space in front of electrical equipment for this installation. If the existing motor control center is to remain in its current location water fountain should be removed or relocated.

3. The existing main motor control center had a nameplate date of 1972. Although the existing motor control center has been well maintained, as the equipment continues to age replacement/repair components will become less available. Considering the current age of the motor control center and the working clearance issues noted above the motor control center should be replaced and possibly relocated.
4. The lighting in the Main Buildings main floor has recently been replaced with newer T8, 2x4 lay-in troffer light fixtures in the main corridor and lab areas and newer T8 1x4 surface mount vapor wraps in the chlorine room. Lighting levels appear adequate and light fixtures are in good condition, recommend current lighting stays as is except for the following:
 - a. The light fixtures in the stairwell leading to the pipe gallery are type T12, 2-lamp wrap light fixtures and should be replaced.
 - b. In the restroom the vanity light fixture lamp lens is missing needs to be replaced.
5. The lighting in the main building lower level piping gallery has recently been replaced with newer T8, 2-lamp, 1x4, chain hung, shop style light fixtures. Lighting levels appear adequate and light fixtures are in good condition, recommend current lighting stays as is. Would recommend vapor wrap type fixtures for any future upgrades in this area.
6. The existing plant main control panel controls are of the pneumatic type. Control panel level, flow, pressure indication is done via paper chart recorders and pneumatics along with some newer electronic digital indicators. Plant alarming and motor status indication is done via annunciator. I would recommend the existing control panel be replaced with a PLC based SCADA control and monitoring system for all plant control, monitoring, alarming and logging functions.

Digester Building

1. The existing main motor control center had a nameplate date of 1972. Although the existing motor control center has been well maintained, it is showing signs of rust deterioration around the bottom support frame and as the equipment continues to age replacement/repair components will become less available. During my evaluation it was brought to my attention by plant personnel that the Headworks Building main feeder breaker compartment bus stabs had welded to the vertical bus of the motor control center section it is installed in making the breaker compartment irremovable from the motor control center for servicing or maintenance purposed. Considering the current age of the motor control center, deteriorating condition and bus damage the motor control center should be replaced or at minimum the damaged bus section repaired/replaced and areas of rust deterioration be restored.
2. The lighting in the upper and lower levels has recently been replaced with newer T8, 2-lamp, 1x4, surface mounted, shop style light fixtures. Lighting levels appear adequate and light fixtures are in good condition, recommend current lighting stays as is. Recommend vapor wrap type light fixtures for any future lighting upgrades in this area.
3. Anaerobic Digester facilities carry an electrical hazardous location classification rating because of the bio-gas piping inside of the building. This building appears to have a single bio-gas tap point located in the lower level that penetrates approximately 2' into the building from the exterior below grade. The building rating should be reviewed in more detail.

Headworks Building

1. The building and electrical installation is approximately 10 years old. The motor control center and all electrical components located in the electrical room are in great condition. One issue in the electrical room is that a surface wall mounted junction box is installed in front of the motor control center wireway

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opening near the main breaker compartment making it almost impossible to open wireway for access to service the installed wiring. The junction box in question should be relocated to allow proper access the motor control center wireway.

2. Lighting levels in electrical room appear adequate and light fixture is in good condition, recommend current lighting stays as is.
3. In the process area the electrical installations is in good condition with the exception of the following.
 - a. On the upper level over the open grated channel most legends and equipment identification plates on control stations and safety disconnect switches have deteriorated to the point of being illegible for someone new to the plant not knowing what the control stations and safety disconnect switches are connected to.
 - b. On the upper level the flexible connection on the lower screen motor is not hazardous location rated. Change flexible connection to a C.I.I, Div.1, explosion proof flexible conduit coupling.
 - c. At grade level replace existing frayed explosion proof flexible conduit coupling with new at motor on lower end of grit classifier.

Storage Building

1. Newer building no changes required.

Chemical Storage Building

1. Newer building with no electrical, no changes required.

Standby Generator & Fuel Tank

1. Replace existing fuel tank. The following areas related to the fuel tank do not meet current MDEQ requirements for fuel tanks:
 - a. Fuel tank is not double lined.
 - b. Fuel tank does not have interstitial space leak sensing.
 - c. Fuel tank does have proper venting and emergency venting.
 - d. Fuel tank does not have proper fill port containment or fill alarm.
2. Existing generator and enclosure is well past its useful life expectancy and are in overall poor condition. As the generator and its components continue to age replacement/repair of those components will become less available or cost effective maintain. Replacing the existing generator would be of high importance to provide the plant with a dependable standby power source during a prolonged utility power outage.

Primary Clarifiers

1. East Primary Clarifier:
 - a. Area inside of clarifier walls is a Cl. 1, Div. 2 hazardous location. Conduit seals were not provided in conduits from below grade to the clarifier mechanism motor, lights or control station. This is an outdoor installation, the conduits, conduit supports, conduit clamps, control station and junction boxes are rust deteriorated and in poor condition. At one point in the horizontal conduit installation along the clarifier mechanism bridge the conduits have completely rusted through with conductors exposed to damage. All associated electrical should be replaced.
2. West Primary Clarifier:
 - a. Area inside of clarifier walls is a Cl. 1, Div. 2 hazardous location. Conduit seals were not provided in conduits from below grade to the clarifier mechanism motor, lights or control station.

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This is an outdoor installation, the conduits, conduit supports, conduit clamps, control station and junction boxes are rust deteriorated and in poor condition. All associated electrical should be replaced.

Final Clarifiers

1. North Final Clarifier:
 - a. This is an outdoor installation, the conduits, conduit supports, conduit clamps, control station and junction boxes are rust deteriorated and in poor condition. All associated electrical should be replaced.
2. South Final Clarifier:
 - a. This is an outdoor installation, the conduits, conduit supports, conduit clamps, control station and junction boxes are rust deteriorated and in poor condition. All associated electrical should be replaced.

MECHANICAL

Mechanical evaluation performed on 7/13/12 by Jamie Hagerman (Century A&E):

Main Building

1. Garage:
 - a. Unit heater Dunham Bush hydronic type: Currently works but is old and corroded. Recommend replace in kind.
 - b. Floor Sink: Functioning well, no work.
2. Conference Room/Break Room
 - a. Newer Mini Split AC Unit with baseboard hot water fin tube heating. Functioning well.
 - b. Kitchen sink. Functioning well.
3. Lab/Electrical Room/Corridor/Office/Restroom
 - a. Existing split DX AHU is fairly new but does not maintain desired temperatures for the spaces being served. The units only T-stat is located in the lab. The unit cannot keep up with the lab loads. Each room is different and recommend that each room have its own controls.
 - b. Possible solutions:
 - i. Use the existing unit to handle the lab only and install a dedicated mini split to handle the office. The electrical gear space could be just heat relief.
 - ii. Install a new larger system with VAV boxes with reheat for each space.
 - c. The drinking fountain is located too close to the electrical gear and needs to be relocated
 - d. No changes for the restroom plumbing or HVAC are recommended at this time.
4. Area on the level below and in the storage place next to the Conference /Breakroom
 - a. There is an exhaust fan on the roof that pulls from both spaces. Condition of fan unknown. Not sure what the purpose to exhaust is or if there is a source for the makeup air. Need to evaluate more.
5. Lower level pipe gallery
 - a. The existing domestic water heater and distribution is in good condition.
 - b. The south end of the existing below slab sanitary has been abandoned in place, a pipe snake was used to clean out the pipe and broke off in the pipe and could not be removed.. The floor needs to

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Facsimile: (616) 456-5228

- be sawcut and piping and floor drains replaced. The existing above ground sanitary that is cast iron is gradually being replaced with PVC when leaks occur.
- c. The level is ventilated all the time in the summer and 2 – 3 hours per day in the winter. Depending on the future designation of the space, Ten States Standards may require continuous ventilation. There are two intake louvers at the north end in window type wells with insect screens and hot water coils and an inline exterior exhaust fan at the south end. The client thinks the hot water coils work, but need to verify both function and capacity. Intake louver insect screens need to be cleaned.
 - d. The exhaust fan works and does not appear to be corroded.
 - e. At one time, there was fin tube all thru the lower level but has since been removed without causing any issues with heating.
6. Chlorine Gas Room
- a. The ventilation system operates when the room is occupied. There are two intake louvers with insect screens and hot water coils. The exhaust is ducted low with an explosion proof exhaust fan on the roof. One of the intake louvers has been sealed off because the hot water coil was leaking. The coil needs to be replaced. The room is also heated via a hot water cabinet heater.
7. Chemical Feed Room (next to office and Chlorine Gas Room)
- a. The intake louver with a hot water coil has been sealed off. There is no ventilation air intake. A hydronic unit heater serves the space and is in decent condition. A new exhaust fan and intake louver need to be installed.

Digester Building

1. Upper & Lower Levels:

- a. Hydronic Unit heaters serving the upper and lower levels Trane S-CU 38S are functional but old. Recommend replacing in kind
- b. Hot water boilers are new Lochinvar Knights and are of sufficient capacity for the current conditions. The hot water pumps are working but look pretty old and could be replaced. Piping should be reinsulated. The hot water boilers serve both the main building and the digester building heating hot water systems. If the digesters are no longer used, the boilers should be relocated to the Main Building. Currently the hot water is piped underground to the main building and the operators feel they lose a lot of heat along the way.
- c. The exhaust fan serving the gas room digester room works but the curb leaks and the unit is old. Repair roof and replace fan in kind.
- d. The exhaust fan serving the upper and lower levels is functional but old. Recommend replace in kind.

Screen Building

1. Screening area:

- a. Three 25 KW unit heaters explosion proof are functional but old and corroded. Recommend to replace in kind
- b. Two wall type exhaust fans with XP motors are functional but old and corroded. Recommend to replace in kind
- c. The wall mounted thermostats and exhaust fan switches need replacing.
- d. Four wall louvers appear in good condition, however the damper and actuator are corroded should be replaced.

2. Sample Room:

- a. Unit heater, intake louver and exhaust fan in good condition.

CENTURY A&E

Facilities Design

277 Crahen Avenue NE
Grand Rapids, Michigan 49525-3459
Telephone: (616) 456-5227
Facsimile: (616) 456-5228

3. Electrical Room:

- a. Unit heater, intake louver and exhaust fan in good condition.

Storage Building

1. Newer building no changes required.

Chemical Storage Building

1. Newer open building with no doors. The exterior safety shower is not always active. In the winter, the piping is drained so it doesn't freeze. However, it needs a better self draining valve since there was still water in the system and the shower valve cracked. If the chlorine tanks need to be filled in the winter, the water to the safety shower is turned on during the filling and then turned off after the truck leaves.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Liquor License Transfer, Family Fare, LLC, 103 M-66 (Glen's)

DATE: 04.01.13

PRESENTED BY: Stephanie Brown, Deputy Clerk

ATTACHMENTS: Copies of liquor license application, including building and site plan. Additional documentation has been filed in the Clerk's office, but has not been included in the packet for privacy reasons. Resolution for local approval.

BACKGROUND INFORMATION: This is a routine request for liquor license transfer, not a new license. This will transfer the package liquor SDD license from the Galway (Don's IGA) from escrow to the Glen's location on M-66. The State does not require local approval for this license, but will hold the license if we have any issues. There are no outstanding issues with the Glen's location. Council has the local right to set a public hearing, if they so desire.

RECOMMENDATION:

1. Council must choose whether or not to set a public hearing. If they choose to set a public hearing, they may make a motion to set a public hearing for Monday, April 15, 2013 at 7:00 p.m. in Council Chambers of City Hall.
2. If Council chooses not to hold a public hearing, the action will be a resolution later in the meeting.
 - a. Motion to [approve/disapprove] Resolution 2013-04-xx, Local Government Approval as presented.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
MICHIGAN LIQUOR CONTROL COMMISSION
ANDREW J. DELONEY
CHAIRMAN

STEVE ARWOOD
DIRECTOR

March 4, 2013

RECEIVED

Charlevoix City Council
Attn: Clerk
210 State Street
Charlevoix, MI 49720-1345

MAR 11 2013

City of Charlevoix

The purpose of this letter is to notify this local legislative body that the Michigan Liquor Control Commission has received an application for a license, as follows:

Request ID#: 676711

Transfer ownership and location of Escrowed 2012 SDD License

Name of applicant(s): Family Fare, LLC

Business address and phone: 103 M-66, Charlevoix, MI 49720, Charlevoix County

Home address and phone number of partner(s)/subordinates:

Contact: Michael J. Gallagher / Spartan Stores, Inc., P.O. Box 8700, Kentwood, MI 49518-8700, PO: Grand Rapids, (616) 878-2469 / C (616) 299-7565.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit. Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor.

Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

CITY OF CHARLEVOIX

Liquor License Application

You MUST answer all questions and include all attachments or this application will be returned to you. Bring or mail this application to the City Clerk, City of Charlevoix, 210 State Street, Charlevoix, Michigan 49720.

This form is designed to conform to the Michigan Liquor Control Code of 1998 being Public Act 1998 No. 58 (MCL 436.1101, et seq), and the City of Charlevoix Liquor License Ordinance.

Approval of a new liquor license or the transfer of an existing license is not a determination that the applicant has complied with other ordinances or regulations.

I. APPLICANT INFORMATION (if more than one applicant, please attach separate sheet):

Name of individual or business entity: Family Fare, LLC

- A. If the business entity is a partnership or a limited liability company provide the name of person or persons entitled to share in the profits of the partnership or limited liability company (attach separate sheets if needed):

Seaway Food Town, Inc Sole member

- B. If the business entity is a corporation, provide the names and addresses of the officers and directors of the corporation (attach separate sheets if needed)

If a majority interest in the stock of such corporation is held by one person or one person's nominee, please provide the name and address of such person:

N/A

CITIZENSHIP

Provide proof of the citizenship of the applicant and all persons listed in Paragraph I, above. Attach copy of current passport OR attach copies of two forms of identification, such as Driver's License, State ID, or Social Security card.

If the applicant or any of the parties listed in Paragraph I above is/are a naturalized citizen of the United States, please provide the date(s) and place(s) of where citizenship was received.

N/A

All of the following attachments **MUST** be included. Label each attachment as shown.

- A. Character of the proposed business including a description of services to be provided to patrons and the manner in which intoxicating liquor will be sold.

Existing full service grocery store with existing MLCC SDM license (#109259) Applying for an MLCC SDD transfer.

- B. The length of time the applicant has been in the business of selling intoxicating liquor, either in a retail business or in a tavern or restaurant establishment.

13 years.

- C. A statement including a map showing a location of the premises or place of business which is to be operated under the liquor license, including:

See attached lease; Site Plan

- (i) Street address and, if applicable, post office box number;

Glen's Market #1506
103/North M 66
Charlevoix, Michigan 49720

- (ii) A legal description of the premises or place of business including the applicant's ownership interest in the premises and business, and the zoning district in which the premises or place of business is located;

See attached lease; Exhibit A

- (iii) A statement as to whether the applicant will offer entertainment at the licensed premise or place of business, and a description of the kind(s) of entertainment to be offered. This statement must address whether any entertainment will include public nudity. If the applicant is a corporation, attach the corporation's Articles of Incorporation, state in which incorporated, and proof of the date such a corporation was approved by the incorporating state.

N/A

- D. A copy of the building and site plan showing the entire structure and premises, specifically the areas within the building or structure where the license is to be utilized. Such site plan should demonstrate adequate off-street parking, lighting, refuse disposal facilities and plans, if any, for screening and noise control. A copy of a development plan which has previously been approved by the City is acceptable.

See attached lease of existing business

- E. All copies of financial information and documents provided to the Michigan Liquor Control Commission regarding financial responsibility.

See attachment

- F. Please state whether the applicant has made an application for a similar liquor license on any premises other than the one described in this application and the disposition of that application.

Currently licensed at this location.

II. CONVICTION AND DISQUALIFICATION

Applicant certifies that the applicant or the individuals named in Paragraph I of this application with applicant being a duly authorized disclosed agent of any corporation or partnership listed in this application certifies applicant and all listed individuals listed on this application have never been convicted of a felony and that applicant and other individuals listed in this application are not disqualified and have never been disqualified to receive a license by reason of any matter or thing contained in this ordinance or in the laws of the State of Michigan.

III. STATEMENT OF GOOD FAITH

Applicant certifies that applicant or the individuals named in Paragraph I of this application with applicant being a duly authorized disclosed agent of the corporation and/or partnership listed in this application states that applicant and all named individuals listed in Paragraph I will not violate any of the laws of the State of Michigan or the United States or any ordinances of the City of Charlevoix in the conduct of the business.

IV. AFFIDAVIT AND PERMISSION FOR CITY, COUNTY AND STATE OFFICIALS TO ENTER THE PROPERTY FOR INSPECTIONS:

I agree the statements made above are true, and if found not to be true, this application and any approval will be void. Further, I agree to comply with the conditions and regulations in the Michigan Liquor Control Code of 1998 and the Charlevoix City Code. Further, I agree to give permission for officials of the City of Charlevoix, Charlevoix County, and the State of Michigan to enter the property and any structures thereon where the licensed premises is located for purposes of inspection during normal business hours. Further, I understand that this is only a liquor license application and that such license conveys certain rights under the Charlevoix City Code and the Michigan Liquor Control Code, being Public Act 1998 No. 58, MCL 436.1101 et seq, and does not include any representation or conveyance of rights in any other statute, zoning under the City of Charlevoix's Code, or other property rights.

Finally, even if this liquor license is approved, I understand the City of Charlevoix Code and state statutes change from time to time. Therefore, I hereby acknowledge that any approval of this liquor license is subject to any change in the Charlevoix City Code or state statute as authorized by law.

Applicant's Signature: Michael J. Pellegrino Date: 3/20/13

For office use only

Reviewer's action: Total fee: \$ _____ Check # _____ Date received: _____

This matter was: Approved / Denied by action of the City Council on _____

Signature: _____

Title: _____

FD2501



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

Business ID: _____
Request ID: _____
(For MLCC use only)

**Application for New Licenses, Permits, or Transfer of Ownership or Interest in License
(Retail License Applicants)**

PLEASE READ! A copy of this completed application should be submitted to the local legislative body and local law enforcement agency where the license is/will be held so your request can be processed correctly.

Part 1 - Please answer both questions below (if you are requesting a license as a part of your application)

Are you requesting a new license as a part of your application? Yes No (if yes, cashier is instructed to use fee code 4012)

Are you transferring an existing license as a part of your application? Yes No (if yes, cashier is instructed to use fee code 4034)

If you answer yes to both questions, which type of license is to be transferred? _____

Part 2 - Definitions

Off-premise licenses - Licenses that are issued for the type of business where alcoholic beverages are sold for consumption elsewhere, and where consumption on the premises is not allowed. There are two main types; SDD (spirits and mixed drink spirits) and SDM (beer and wine). Please check the appropriate box for your request. Note: Any additional transfer or license fees may be calculated and collected at a later date.

On-premise licenses - Licenses that are issued to allow alcoholic beverages to be sold, served and consumed on the premises. Note: Any additional transfer or license fees may be calculated and collected at a later date.

Part 3 - Inspection Fees (Check box applicable to your application)

Inspection fee - 1 license (4036) \$70.00 Inspection fee - 2 licenses (4036) \$140.00 Inspection fee - 3 licenses (4036) \$210.00

Part 4 - Transaction Information (Check boxes applicable to your application)

New license Transfer stock/interest Add/Drop space Transfer location Transfer classification Change status (self incorporation)

New permit Transfer ownership Transfer limited partnership interest

Name(s) of current licensee: Don Haney

Current licensed address: 402 Petoskey St. Charlevoix Michigan 49720

Part 5 - License Types and Permits (Check boxes applicable to your application)

MCL 436.1525(1) provides that license fees shall be paid at the time of filing applications. (All checks/money orders should be made payable to the State of Michigan)

Off Premise License Type:	Base Fee:	Off Premise Permits:	Base Fee:
<input type="checkbox"/> SDM License	\$100.00	<input checked="" type="checkbox"/> Sunday Sales Permit (AM)	\$160.00
<input checked="" type="checkbox"/> SDD License	\$150.00	<input checked="" type="checkbox"/> Sunday Sales Permit (PM) (Held with SDD license)	\$22.50
<input type="checkbox"/> Resort SDD License	Upon Licensure	<input type="checkbox"/> Catering Permit	\$100.00
<input type="checkbox"/> Transfer Resort SDD license	\$150.00	<input checked="" type="checkbox"/> Beer and Wine Sampling	No charge *
		<input type="checkbox"/> Living Quarters	No charge *

*Note: MCL 436.1529(5)(b) provides that an inspection fee shall not be required for the issuance of a new permit, or the transfer of an existing permit, if the permit is issued or transferred simultaneously with the issuance or transfer of a license or an interest in a license.

Off Premise Permission(s): **Base Fee:**

Off-premise Storage No charge

Direct Connection(s) No charge

Gas Pumps No charge



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

Business ID: _____
 Request ID: _____
 (For MLCC use only)

Application for New Licenses, Permits, or Transfer of Ownership or Interest in License
(Retail License Applicants)

Part 5 Continued - License Types and Permits (Check boxes applicable to your application)			
On Premise License Type:	Base Fee:	On Premise Permits:	Base Fee:
<input type="checkbox"/> B-Hotel License	\$600.00	<input type="checkbox"/> New Banquet Facility Permit	\$600.00
<input type="checkbox"/> A-Hotel License	\$250.00	<input type="checkbox"/> Sunday Sales Permit (AM)	\$160.00
<input type="checkbox"/> Brewpub license	\$100.00	<input type="checkbox"/> Sunday Sales Permit (PM)	15% of license fee
<input type="checkbox"/> Class C License	\$600.00	<input type="checkbox"/> Catering Permit	\$100.00
<input type="checkbox"/> Club License	\$300.00	<input type="checkbox"/> Outdoor Service	No charge *
<input type="checkbox"/> Resort License	Upon Licensure	<input type="checkbox"/> Entertainment Permit	No charge *
<input type="checkbox"/> Redevelopment License	Upon Licensure	<input type="checkbox"/> Dance Permit	No charge *
<input type="checkbox"/> Tavern License	\$250.00	<input type="checkbox"/> Topless Activity Permit	No charge *
<input type="checkbox"/> G-1 License	\$1,000.00	<input type="checkbox"/> Banquet Facility Permit	No charge *
<input type="checkbox"/> G-2 License	\$500.00	<input type="checkbox"/> Living Quarters	No charge *
<input type="checkbox"/> Aircraft License	\$600.00	<input type="checkbox"/> Specific Purpose Permit (list activity below):	No charge *
<input type="checkbox"/> Watercraft License	\$100.00	Hours requested: _____	
<input type="checkbox"/> Train	\$100.00	<input type="checkbox"/> Extended Hours Permit (check type below):	No charge *
<input type="checkbox"/> Continuing Care License	\$600.00	<input type="radio"/> Dance <input type="radio"/> Entertainment	
		Hours requested: _____	
		<input type="checkbox"/> New Additional Bar Permit (s)** Indicate #: _____	\$350.00
On Premise Permission(s):	Base Fee:	*Note: MCL 436.1529(5)(b) provides that an inspection fee shall not be required for the issuance of a new permit, or the transfer of an existing permit, if the permit is issued or transferred simultaneously with the issuance or transfer of a license or an interest in a license.	
<input type="checkbox"/> Off-premise Storage	No charge	**Note: \$350.00 is due for each additional bar requested. This fee must also be included when calculating the total amount due for Sunday Sales Permit (PM).	
<input type="checkbox"/> Direct Connection(s)	No charge		
<input type="checkbox"/> Gas Pumps	No charge		

Part 6 - Applicant Information

Name of entity/person that will hold the license: Family Fare, LLC

- Corporations/Limited Liability Company(s) - State the name as it is filed with the State of Michigan Corporation Division and provide a copy of your articles.
- Corporations/Limited Liability Company(s) must provide a list of stockholders/members in Part 8 of this form.
- If your company has not filed with the State of Michigan, you must submit a copy of a filed certificate of authority to transact business in Michigan along with your application.

Street address of proposed licensed establishment: 103 North/M-66 Zip Code: 49720

City, Village: Charlevoix Township: _____ County: Charlevoix

Contact person for your company: Michael J. Gallagher

Business Phone: 616.878.2469 Cell Phone: 616.299.7565 E-mail address: mike_gallagher@spartanstores.com

Do you have an attorney that you would like us to contact? Yes - See below No

Attorney name and address: _____

Office Phone: _____ Cell Phone: _____



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

Business ID: _____
 Request ID: _____
 (For MLCC use only)

Application for New License, Permits, or Transfer of Ownership or Interest in License
(Retail License Applicants)

Part 7a - Name and Address

- Each stockholder/member/partner must complete Part 7b of the application.
 (For companies with multiple stockholders/members/partners, please make copies of this section for each individual to complete)
- Administrative rule R 436.1115 provides that an applicant for a license shall submit fingerprints and undergo investigation by the Commission. Fingerprints are not required for an applicant previously fingerprinted for a license with the Commission. If your local police agency does not have paper fingerprint cards, please contact the MLCC today at (866) 813-0011 and we will send them to you right away.
- Please attach the the fingerprint card and \$30.00 fee payable (for each card) to the State of Michigan and return them to the Lansing office of the Michigan Liquor Control Commission.

Name: _____
 Home address: _____
 Business Phone: _____ Cell Phone: _____ E-mail address: _____

Part 7b - Personal Information (Individuals)

Date of Birth: _____ Social Security Number: _____

Are you a citizen of the United States of America? Yes No (If you answered "no", you will be asked to provide documentation to verify citizenship)
 Have you ever legally changed your name? Yes No (If you are/were married remember to list your prior name(s) or during naturalization or court process.)

If you answered yes, please state your prior name(s) (including maiden): _____

Have you ever been arrested? Yes No If yes, list below (attach additional pages if necessary)

Date	City/State	Charge	Disposition

If you are currently married, what is your spouse's full name? _____ (first, middle, last)

Spouse's date of birth: _____

Is your spouse a citizen of the United States of America? Yes No (If you answered "no", you will be asked to provide documentation to verify your spouse's citizenship)

Has your spouse ever been arrested? Yes No If yes, list below (attach additional pages if necessary)

Date	City/State	Charge	Disposition

Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan (civil defense volunteer policeman, mayors, village presidents, and members of city councils are not considered to be law enforcement officers).

Yes No

Do you or your spouse hold any class of license for the manufacture or sale of alcoholic beverages at wholesale in Michigan?

Yes No

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing false or fraudulent information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

 Date Individual signature



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

Business ID: _____
 Request ID: _____
 (For MLCC use only)

**Application for New Licenses, Permits, or Transfer of Ownership or Interest in License
 (Retail License Applicants)**

Part 8 - Report of Stockholders/Members/Limited Partners

Corporations - Please complete this section and attach more copies of this page if more room is needed.

Name and Address of all Stockholders:	Total Number of Shares Held:
Seaway Foodtown	1

Name and address of Corporate Officers and Directors, pursuant to administrative rule R 436.1109

President, Dennis Eidson 850 76th Street SW Grand Rapids, Michigan 49518
 Vice-President and Treasurer David M. Staples, 850 76th Street SW Grand Rapids, Michigan 49518
 Vice-President, Secretary and Resident agent, Alex J. DeYonker 850 76th Street, Grand Rapids, Michigan 49518

What is the total number of shares that the corporation has issued to its stockholders? 1

Limited Liability Companies - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all members:	Total Percent (%) of interest held
Family Fare, LLC	100%
President, Dennis Eidson 850 76th Street SW Grand Rapids, Michigan 49518	
Vice-President and Treasurer David M. Staples, 850 76th Street SW Grand Rapids, MI 4951	
Vice-President, Secretary and Resident agent, Alex J. DeYonker 850 76th Street	

Name and address of Managers and Assignees, pursuant to administrative rule R 436.1110

Michael J. Gallagher, Michael Brown, Rick Perkins, Marc Lamberies, Derek Jones, Bruce Emery



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

Business ID: _____
 Request ID: _____
 (For MLCC use only)

**Application for New Licenses, Permits, or Transfer of Ownership or Interest in License
 (Retail License Applicants)**

Part 8 Continued - Report of Stockholders/Members/Limited Partners

Limited Partnerships - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all partners:	Total Percent (%) of interest held

Name and address of Managers, pursuant to administrative rule R 436.1111

Signature of Applicant:

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false or fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Feb 13, 2013	Michael J. Gallagher Government & Regulatory Affairs	
Date	Print name of applicant/licensee and title	Signature of applicant/licensee



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

Business ID: _____
 Request ID: 676711
 (For MLCC use only)

Local Government Approval

(Authorized by MCL 436.1501)

Instructions for Applicants:

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

Instructions for Local Legislative Body:

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

At a _____ regular _____ meeting of the _____ City of Charlevoix City Council _____ council/board
(regular or special) (township, city, village)
 called to order by _____ Mayor Pro Tem Jill Picha _____ on _____ April 1, 2013 _____ at _____ 7:00 p.m. _____
(date) (time)
 the following resolution was offered:

Moved by _____ Councilmember _____ and supported by _____ Councilmember _____
 that the application from _____ Family Fare LLC (Glen's Market #1506) _____
(name of applicant)
 for the following license(s): _____ SDD, with AM/PM Sunday sales, Beer & Wine Sampling _____
(e.g. Class C, Tavern, B-Hotel, Micro Brewer)

and the following permits, if applied for: Dance Permit Entertainment Permit Topless Activity Permit
 Extended Hours Dance Permit Hours Required: _____
 Extended Hours Entertainment Permit Hours Required: _____

to be located at _____ 103 M-66, Charlevoix, MI _____
 be considered for _____ approval _____
(approval or disapproval)

<u>Approval</u>	<u>Disapproval</u>
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

It is the consensus of this body that it _____ recommends _____ this application be considered for
(recommends/does not recommend)
 approval by the Michigan Liquor Control Commission.

I hereby certify that the foregoing is true and is a complete copy of th resolution offered and adopted by the _____ City of Charlevoix
 council/board at a _____ regular _____ meeting held on _____ April 1, 2013 _____
(regular or special) (date) (township, city, village)

Name and title of authorized officer (please print): Stephanie C. Brown, Deputy Clerk
 Signature and date of authorized clerk: _____
 Phone number and e-mail of authorized officer: 231-547-3260

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to approve agreement with Wachs Water Services

DATE: April 1, 2013

PRESENTED BY: Patrick Elliott

ATTACHMENTS: 1. Proposal submitted by Wachs Water Services

BACKGROUND INFORMATION: In the approved 2013/14 budget we allocated monies to commence a comprehensive valve exercising program. This program would include the exercising of main line valves throughout the entire water distribution system. Overall this will be a two year program. We anticipate being able to exercise approximately half of our total main line valves this spring and, contingent upon funding, would complete the other half of our valves next year.

The details of the valve exercising program are listed in attachment number one, the proposal submitted by Wachs Water Services. In general there are many benefits to completing this work and are as follows; we will determine which valves are working properly and which are not, are they opening/closing entirely, exact locations of the valves, that GPS information will then be able to be transferred into our GIS system, how many turns it takes to open/close the valve, identify valves that have been inadvertently closed, is the valve a right or left turn valve etc., etc. Throughout this process, as we identify valves that have issues we will then generate a work order for the repair/replacement of that valve. All of this data is very important to know in the event of an emergency. To know where specific valves are located and to know they operate properly, greatly reduces the amount of time required to isolate an area of the system in the event of a water main break. To know this information also reduces the amount of citizens that would be without water while the main repairs are completed.

The City of Petoskey is also using Wachs Water Services to complete similar work for them this spring. By scheduling the work during the same time frame we will see a cost savings between \$1,500.00 and \$2,000.00 for mobilization cost.

RECOMMENDATION: It is staff's recommendation that we accept the proposal from Wachs Water Services in the amount of \$19,170.00, and schedule them to complete the work starting this spring.



City of Charlevoix, MI

Valve Asset Management Program



March 27, 2013



www.WachsWS.com



March 27, 2013

Pat Elliot
Public Works Superintendent
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Subject: **Valve Asset Management Program Proposal**

Mr. Elliot,

Enclosed is our scope of services and pricing for a system-wide Valve Asset Management Program to be executed over multiple years. This Program will provide condition assessment, usability improvement and information for water valves throughout the City of Charlevoix water distribution system. The program plan and pricing approach enclosed is for year one (1) of a multi-year program, that can be renewed for up to four (4) additional one year periods.

Additionally, Wachs Water Services (WWS) acknowledges that all service activities are to be executed only at the direction and agreement of the City of Charlevoix. The end game for this Valve Program is to improve the operability and reliability of the water system valves, provide usable and meaningful valve information, and create work orders for valve repairs to be completed by others. This program includes the following big bucket actions (see attached scope for more detail):

1. Wachs Water Services will locate, clean out, assess, test, operate, document and GPS map approximately 250 valves annually for the Charlevoix water system.
2. Utilizing Charlevoix provided water system maps, WWS will assess assets geographically by working to complete map sections (or aerials) on a systematic basis.
3. Wachs will safely perform valve testing and documentation using proven operating processes and procedures.
4. Wachs will create work orders for valve repairs and improvements that can return assets to full operability, and will execute select repairs as directed by City Personnel at the hourly rate.
5. Wachs will collect mapping grade GPS and attribute data on all valves assessed. Attribute data to be collected will be agreed upon in advance with the City PM.
6. Wachs will provide data deliverables including a valve database containing all program data, and will supply recommendations for water system enhancements based on our findings.

Attached is the anticipated scope of services that gives a more detailed view of the Program we will provide. This document comprises the whole of our proposal and is executable by Charlevoix (see pricing page). The pricing for this Program is totaled on the pricing page and includes all personnel, equipment, reporting, coordination and project management. Any materials necessary will be provided by the City of Charlevoix. Thanks for your consideration of my firm - Wachs Water Services.

Sincerely,

Paul Schumi
National Sales Manager
Direct: (312) 884-1602
pschumi@wachsws.com

Scope of Services

Valve Assessment, Rehabilitation and Information Program

GENERAL

Overall Summary

The City of Charlevoix desires to initiate this Professional Services agreement for a Valve Assessment, Rehabilitation and Information Program which serves three primary purposes:

- To evaluate and improve the operability and reliability of valves in the water distribution system through hands on field activities
- To document, integrate and analyze locational, operational and physical information of valves in the water distribution system through professional services activities
- To define and refine the scope and value of an ongoing system wide program through consulting activities

This agreement is for a 1-year, 250 valve program to be executed over a 2-4 week (10-20 day work period), and is renewable for an additional 4 annual work periods as agreed with the City of Charlevoix.

Program Description

The City of Charlevoix desires Wachs to develop, plan and execute a valve assessment, rehabilitation and information Program. This program will include the following activities: locate, identify, assess, clean out, inspect, exercise, record mapping grade GPS data, document, create a deliverable database, perform minor repairs, create work orders and analyze the results of the valves in the Charlevoix water distribution system. The following scope of services details specific functions to be provided by Wachs Water Services (hereinafter as, "Wachs", or "WWS").

SPECIFIC FUNCTIONS OF WACHS

Locate the Valve

The City of Charlevoix will provide Wachs with a minimum of two copies of their most current water distribution maps for the project area. Wachs will locate all water distribution valves using the following guidelines:

- Wachs will search for all valves visually using the maps provided.
- Wachs will search for water valves shown, but not identified by visual inspection, using a magnetic locator, probing rods and other tools.
- If the valve cannot be located after searching for twenty minutes, the valve will be labeled "cannot locate" and documented as a work order creating a mapping grade GPS position at the location where searched and otherwise treated as a standard valve assessment.
- Cannot Locate (CNL) work orders for valves deemed critical and not locatable by investigation based on available data can be addressed by Wachs Water Services by providing in-service video inspection services that can locate valve structures in real time from within the pressurized pipe. In-service video inspections will be executed in pressurized 4" and larger pipelines as requested and agreed by the City. Each video insertion and inspection will be offered on a per project basis separate from this agreement.

Identify the Valve

Each valve will be identified by its corresponding Charlevoix identification number. In cases where Asset ID's are not available, Wachs will create a temporary asset identification number as agreed with the City at the Project startup meeting.

Access the Valve

The valve cover shall be removed by Wachs in order to access the valve. If, after attempting to remove the valve cover it is clear that the cover is "stuck" the cover will be broken, the valve accessed and the cover replaced. Covers are to be provided by the City.

Clean Out Valve Box/Vault

Wachs will vacuum out debris or pump out water from the box/vault in order to allow access to the valve operating nut and bonnet bolts where possible. In every case the operating nut must be exposed and clearly visible (not under water or debris) when the valve is exercised. In order to provide this service Wachs will provide a vacuum and water pump with every work crew. The City will provide a location for discarding materials vacuumed out of the valve structures.

Inspection

Wachs will execute a visual inspection of the valve and valve structure. This inspection will be conducted from street level and is intended to discover discrepancies that are readily visible from above ground. The specific inspection information to be documented is noted in the documentation section.

Valve Exercising

Wachs will exercise each valve a minimum of two full cycles. (Exercise is defined as a full cycle, from open to shut to open again). All valves will be exercised with the minimum torque required so as to minimize the possibility of damaging the valve. Wachs will share, as part of coordinating work startup our operating guidelines for the following:

- 4" and smaller gate valves
- butterfly valves of various sizes
- 6" to 12" gate valves
- 16" and larger gate valves that are not geared
- 16" and larger geared valves
- Controlling torque using hydraulic valve turning devices
- Valves found in the wrong position
- Procedures for valves that do not cycle at the proposed torque limit
- Procedures for large valves with inoperable bypass valves

Torque charts will be submitted to the City in .JPG format named by the Asset ID and Date; this name will appear in both the ESRI GIS feature class for valves and in the corresponding work order and asset table record fields where directed by the City of Charlevoix.

Valve Asset Revisits, Inspections & Testing

Wachs Water Services will revisit valves not located, or previously assessed valve assets at the request of Charlevoix project management. Revisits will be grouped by map sections when possible and executed in a timely fashion. Revisits will include all standard valve assessment procedures and will be added to the valve database, marked as a revisit and are included in the daily crew rate for services.

Torque Limits - Frozen Valves

The following torque limit specifications (Figure A - Torque Limit Guidelines) have been gathered from the Wachs Valve Operations Database, the AWWA and manufacturer specifications. In order to carefully manage the operation of project valves, valves requiring additional torque will be considered frozen and a work order will be created. At the direction of the City project manager, Wachs crews will work to free up frozen valves, with a historical record of returning 88% of these valves to full operability. Wachs will document all frozen valves, and these activities are included in the daily crew rate for services.

FIGURE A – Torque Limit Guidelines

Maximum Industry Standard Torque Limit Guidelines (in ft#'s)				
Valve Size	Non-Geared	Bevel Geared	Spur Geared	Butterfly
2 inch	225			
4 inch	225			
6 inch	225			
8 inch	225			
10 inch	225			
12 inch	225	132	123	
14 inch	225	75	118	
16 inch	225	162	118	
18 inch	225	162	144	
20 inch	300	177	157	300
24 inch	325	127	120	300
30 inch	450	177	167	300
36 inch	550	162	156	300
42 inch	700	206	199	300
48 inch	800	235	227	300
54 inch	850	240	227	300
60 inch	900	250		300
72 inch				300
96 inch				300

Out of Position - Valve Protocol

Out of position valves create unintended dead ends and water quality problems requiring hydrants to be flushed when they are re-opened. The City may choose to review out of position valves and request Wachs to open these valves to improve system hydraulics. Hydrants may be required to be flushed under these conditions and will be manually documented and these activities are included in the daily crew rate for services. Wachs and the City of Charlevoix will agree to a standard operating protocol to be executed when out of position valves are encountered for both open and closed valves PRIOR to startup of field operations.

Valve Marking

Valve lid covers will be marked, as the inspection and exercising process is completed, with blue marking paint. The mark is intended to provide field evidence of work completed at an individual valve and will also assist any future crews in locating the valve in a timely manner.

Minor Repairs

Wachs Water Services will complete minor repairs as they are encountered in this program and as requested by the City of Charlevoix. Minor repairs are defined as repairs that can return an asset to full operability and does not require backhoe excavation or breaking the pressure barrier of the water system. While many different repairs may be necessary in order to restore full operability, Wachs Water Services is to only complete the minor repairs noted below, or as requested by City personnel.

Wachs will execute the following select repairs, as necessary:

- Raising valve boxes in asphalt
 - Locate the paved over valve, cut asphalt (small cut), jackhammer down to the cover, apply risers, raise to existing street level, backfill with compacted material and patch with cold patch material. Materials (risers and cold patch) will be provided by the City.
- Raising valve boxes in concrete

- Locate the paved over valve, cut concrete (small cut), jackhammer down to the cover, apply risers, raise to existing street level, partial backfill with compacted material and replacement with concrete material to match existing depth of concrete roadway surface. Materials (risers) will be provided by the City.
- Raising valve boxes in dirt, grass, sand or gravel
 - Locate the buried valve, dig down to the cover, apply risers, raise to existing ground level, backfill with compacted soil. Materials (risers) will be provided by the City.
- Re-aligning valve boxes in dirt, grass, sand or gravel
 - Locate the misaligned valve and re-adjust misaligned valve boxes to make the valve operable. Alignments will be executed by digging or potholing in dirt, sand, grass or gravel up to 24" in depth (not requiring a backhoe) and re-adjust or replace the valve box as necessary, and backfill with compacted soil or material. Materials (valve boxes, lids) are to be provided by the City.
- Other valve repairs (non-backhoe)
 - These repairs are to be executed as agreed with the City, and are intended to return repairable valves to full operability and save the cost of replacement. Materials are to be provided by the City. Valve repairs from street level or in vaults which allow direct accessibility to the asset may include but are not limited to: operating nut repair/replace, pinion gear repair/replace, bull gear repair/replace, external shaft replacement, external bushings repair/replace, packing gland repair/replace, bonnet bolt replacement, misaligned valve box repairs, raising valve vault structures and other repairs that may be necessary and agreed with the City of Charlevoix.

Equipment and Software

Wachs agrees to provide the necessary materials, equipment and labor (unless otherwise noted in the scope) to complete the Valve Asset Management Program in accordance with the provisions, instructions and specifications for the City of Charlevoix. Wachs will use a microprocessor controlled valve turner with a minimum torque limit of 750 ft. lb. with the capability to assure that all large valves over 12" can be safely operated. Wachs will use an industrial vacuum with at least a 12 cu. ft. holding capacity and a water pump with a minimum pumping capacity of 100 GPM for valve box and vault cleanouts to make valve operating nuts visible and accessible PRIOR to operating the asset.

GPS Equipment

Wachs will utilize mapping grade GPS survey instruments for collecting coordinate and observational data for this program. Specific software systems for data collection, post processing, filtering and editing positional data, including version information will be shared and coordinated with Charlevoix data and information personnel in advance of the work startup.

Valve Exercising Equipment

Wachs will make available to operations personnel in advance of work startup a list of the make, model, year and operating system version for proposed hydraulic valve turning equipment. We will identify software system used for creating torque charts - including version.

Vacuuming and Pumping Equipment

Wachs will make available to operations the make, model, year of the industrial vacuum with at least a 12cu.ft. holding capacity and a pump with a minimum pumping capacity of 100 GPM

Mapping Software

Wachs will identify the software system to be utilized to create supporting map documents listed under the Reports section, including software versions. This will be coordinated in advance of work startup.

Business Systems

Wachs Water Services will analyze Charlevoix's current business systems and processes (GIS and CMMS for work order management) and subsequently provide MS Access databases and a personal geodatabase deliverable for Charlevoix to integrate project data into these systems. It is critical that all

project data reside in the planned final resting place, and is accurate and usable for ongoing planning and asset management implementation by City of Charlevoix stakeholders.

GPS Data

All the water valves encountered in this program are to be GPS mapped with mapping grade accuracy and the attribute data will be delivered in a database compatible with the City's existing data schema. Coordinate data shall be field collected with autonomous GPS readings and subsequently differentially corrected via post-processing. Wachs shall further refine positions through filtering and inspection to eliminate noise, problematic satellite geometry and multi-path degradation. Point valve features shall be collected at an epoch of 1 second with a minimum occupation of 20 seconds. Specific parameters include;

- Elevation mask: 15 degrees above the horizon
- Coordinate system: as agreed with the City GIS group
- Satellites: ≥ 4
- Position Dilution of Precision (PDOP): < 6
- Minimum number of raw positions collected: 20

At a minimum, and in addition to database attribute requirements, the following coordinate data items shall be generated as a result of this process.

- PDOP value
- HDOP value
- Correction Status
- Date Recorded
- Time Recorded
- Total Positions
- Filtered Positions
- Horizontal Precision
- Vertical Precision
- Standard Deviation
- .cor File Name
- X-coordinate
- Y-coordinate

Documentation

Data will be documented on each valve and will be agreed upon in advance of work startup with the City. Data documentation will include, at a minimum;

- Physical data
 - ID number, map number, valve size, type of valve, use of valve, valve structure, depth of valve, if clean out was necessary, valve discrepancies (by category and details), box/vault discrepancies (by category and details), additional physical information as necessary
- Location data
 - Mapping grade GPS coordinate data parameters noted in the GPS mapping section.
- Operational data
 - Turns, torque, close direction, torque chart for larger valves or valves that are initially difficult to turn, specific operational discrepancies, additional operational comments as necessary
- Discrepancies
 - Details on discrepancies so that a work order (as described below) can be concisely created.

Deliverable Database

Wachs will provide applicable valve data in a spatially accurate format compliant with the City's existing data structure. Metadata, including a detailed citation describing field data collection practices, equipment settings, post processing procedures, base stations used for differential correction and

expected accuracy, are to be submitted with final data deliveries. The database shall contain the information agreed with the City and at a minimum the following attribute data:

- A Unique Identification Number
- Date of Operation
- Valve Size
- Valve Type
- Use of valve
- Valve Structure
- Boolean indicating whether vacuumed/pumped
- Operating Nut Depth
- Boolean indicating whether exercised
- Close Direction
- Number of Turns
- Final Torque
- Torque chart for large valves
- Valve Condition (operable, inoperable)
- Valve discrepancies (categories and details)
- Structure discrepancies (categories and details)
- Other value added attribute items as agreed

Before field operations commence, a meeting to be attended by Wachs and the City will be held to reach alignment on specific data schemas to be employed. (NOTE: This meeting may be held via phone conference). It is at this juncture that Wachs and the City will reach agreement on which specific features will be collected, the format this feature data will conform to, and the final resting place for all collected and calculated information within the City's data infrastructure so that it can be appropriately mapped and accessed by the City of Charlevoix staff. In addition, Wachs will integrate field collected GIS data into the City's enterprise data infrastructure.

ADDITIONAL PROGRAM OBJECTIVES

GIS QA / QC Plan

Wachs includes a detailed QA / QC plan identifying quality checkpoints throughout the program lifecycle. At a minimum, we will utilize leading edge methods for developing mapping grade horizontal accuracy and accurate attribute data.

Work Orders

Wachs will create work orders for all required repairs that are needed in order to bring the valves in the system up to 100% operability. These work orders will be captured and managed in a database to be provided by Wachs. Work orders will specifically note the discrepancy of the valve and the repair activity required to return the valve to full operability. Work orders will contain, at a minimum, the following information:

- Valve ID
- Map number
- Specific valve discrepancy (category and details)
- Specific repair activity required to return the valve to full operability

Scheduling

Wachs will develop an overall schedule of work to be approved by the City prior to the commencement of work. The work plan currently includes a 10-20 work day period, working 5 days per week and 8 hours per day. The City shall approve the work schedule before allowing Wachs to proceed.

Safety

Wachs will abide by all OSHA safety regulations in the fulfillment of this scope of services. Wachs shall provide all traffic control services necessary to ensure a safe working environment for the fulfillment of the contract. As a requirement to perform this scope of work safely, each truck crew will have a minimum of two (2) crew members. All work vehicles will be equipped with amber warning lights, strobe lights, directional arrow board lights, communications equipment and will clearly identify Wachs. If necessary, Wachs will switch to night time operations if traffic control and safety become a factor in the completion of services.

Professionalism

Wachs will ensure that all activities are conducted in a professional manner. At a minimum Wachs will ensure all personnel are in an approved uniform; all field equipment is maintained clean and neat; all trucks are clearly identified with Wachs name and contact phone number and written procedures for field operations and information management processes are contained within the vehicle in an operations manual.

Evaluation report

Wachs will evaluate and analyze the results of the program and develop an evaluation report for the City. This evaluation report will include an analysis of the results of the program, findings, learning's, suggestions and recommendations for the City.

Reports

At a minimum the following deliverable reports will be presented to the City;

- Validated compliant database
- Annotated maps which depict the program area
- A list of recommended valve repairs
- Work orders for these repairs
- A list of recommended valve replacements
- Evaluation report

Contract Extension Years

After the initial term, unit prices shall be adjusted once per calendar year effective on the anniversary date of the Contract based on the previous month's Consumer Price Index-Urban (CPIU) data available for reference at www.bls.gov. (Example: If the anniversary month is September 2008, then the second year's rates are based on CPIU for July 2007 - July 2008).

Deliverable Presentation

Wachs Water Services will evaluate and analyze the results of the program and develop a final Deliverable Presentation for the City of Charlevoix. This Deliverable Presentation will include an analysis of the results of the program, findings, learning's, suggestions and recommendations for the City. The analysis and recommendations shall include a scope, value proposition and plan for ongoing system wide Asset Management.

PRICING

The pricing agreement below is for year one (1) of a system-wide valve assessment, rehabilitation and information management Program which will be executed over a multiple years, and is a renewable agreement. All pricing below is on a "per asset" or "per activity" basis and is for a sole source agreement between Wachs Water Services and the City of Charlevoix. All quantities are estimates only, and the final quantity will be agreed with City of Charlevoix Project Personnel. This pricing plan is for a year one of a multi-year system wide program, and can be renewed up to four additional one (1) year periods. Mobilization is included provided that Wachs' services crew mobilize from within 25 miles of the City of Charlevoix. Mobilization will be determined and agreed in advance of project startup.

ITEM #	ESTIMATED ANNUAL QUANTITY *	UNIT	DESCRIPTION OF SERVICE	UNIT PRICE (\$) (B)	TOTAL ITEM PRICE (\$) (C) = (A) x (B)
	(A)				
1	250	EACH	PERFORM VALVE ASSESSMENT, TESTING & SURVEY (INCLUDES GPS)	\$ 59	\$ 14,750
2	16	HOUR	HOURLY CREW RATE (AS AGREED WITH CITY)	\$ 245	\$ 3,920
3	1	EACH	MOBILIZATION	\$ included	\$ included
4	1	EACH	DE-MOBILIZATION	\$ included	\$ included
5	1	EACH	REPORTS / DATA DELIVERABLES / GIS DATA	\$ 500	\$ 500
6	0	EACH	CMMS DATA INTEGRATION	\$ n/a	\$ n/a

TOTAL AMOUNT (ITEMS 1 THROUGH 6): \$ 19,170.00

Signing this Letter of Agreement, by each party, constitutes an agreement to provide and perform the services summarized within.

This Contract is entered into this, the _____ day of _____, 20_____.

(PLEASE THOROUGHLY EXECUTE THIS INSTRUMENT)

THE CONSULTANT
WACHS WATER SERVICES

THE OWNER
CITY OF CHARLEVOIX

BY: _____
(NAME)

BY: _____
(NAME)

Print Name

Print Name

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve a Donation Acceptance Policy

DATE: April 1, 2013

PRESENTED BY: Rob Straebel

ATTACHMENTS: Draft Donation Acceptance Policy

BACKGROUND INFORMATION: Per Council's direction, Staff has developed a Donation Acceptance Policy. The draft policy would be applicable to the fireplace proposal and any new donations to the City. The policy addresses on-going maintenance and operation costs associated with donated items. The policy also gives the City Council the flexibility to have these costs paid by private donations or other sources or have the City pay for the costs. **As the ongoing maintenance and operation costs of the proposed fireplace have been an issue with residents, Staff recommends that private donations pay for annual maintenance/operational costs of the fireplace.** In other cases, the value of the donation may be greater than the annual maintenance/operation costs (ex: vehicles, land, etc.). Hence, Staff has made the policy flexible to address many different donation scenarios.

Some highlights of the policy include:

- ❖ When in the City's best interest, the City reserves the right to restore, relocate, remove, or relinquish gifts that are not longer suited for their original purpose;
- ❖ Ongoing maintenance/operational costs may need to be covered by outside sources depending upon Council's decision. This allows for flexibility considering the uniqueness of each future donation. See Part 3, D 1-3.
- ❖ There are Guidelines established for each donation that Council may choose to use when deciding merits of each donation element. See Part 5 A, 1-5.
- ❖ Acknowledgements/Plaques shall be tasteful and subtle.

RECOMMENDATION: City officials have fielded many questions from the public regarding donations and their on-going operation and maintenance costs. The draft Donation Acceptance Policy was developed to address these questions for the fireplace project and for future donations. The policy will clarify the options for City Council when accepting future donations. **To reiterate, Staff continues to strongly recommend that all operation/maintenance costs of the fireplace be paid by non-tax dollar funds.**

City of Charlevoix

Donation Acceptance Policy

1. Introduction

The City truly appreciates the generosity of donors who wish to make Charlevoix a finer community for all. The residents of the City of Charlevoix have a proven track record in not only volunteering for many community initiatives and serving on various boards but also making generous donations. These efforts further enhance our quality of life and contribute to making "Charlevoix the Beautiful" a truly unique and special community. These invaluable efforts often make the difference between a good community and a great community. Examples of past donations include art work, vehicles, benches, trees and other items. The current list of donated amenities that have been partially or fully funded by the generosity of an individual, organization, or foundation is a long one. Charlevoix and its residents are very fortunate.

2. Purpose

The purpose of this policy is to establish guidelines, standards and procedures for the acceptance of personal property to the City, including the installation, long-term maintenance and operation of donated elements to the City. The City of Charlevoix (hereinafter the "City") desires to encourage donations while at the same time consider aesthetic impacts and on-going maintenance and operational costs. Any donated items become property of the City of Charlevoix.

Acceptance Guidelines and Standards established by this policy will apply to all donations made after the effective date of this policy, and shall also include the current proposal to construct a Community Fireplace in East Park.

3. Standards for New Donations

A. Definitions

Donation-an act or instance of presenting something as a gift or contribution.

New Donations-New donations are those made after the adoption of this policy, but shall include the current proposal to construct a Community Fireplace in East Park.

B. Appearance and Aesthetics

The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public lands and facilities. Donated elements and their associated acknowledgments should reflect the character of the park or facility. All

elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

C. Maintenance/Repair

Donated elements and their associated acknowledgement become City property. The community has an interest in ensuring that all elements remain in good repair. In addition, the community has an interest in ensuring that the short and long-term repair costs are reasonable and that repair parts and materials must be readily available. Donated elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

D. Cost

The City has an interest in ensuring that the donor covers the full cost for the purchase, installation, and maintenance and operation during the expected life cycle of donated elements. Conversely, the City may determine the value of a donated element far exceeds the maintenance and operational costs. Each donation is unique and should be evaluated on its own merits. Consequently, the City shall consider the following options when considering donations:

1. Require all estimated annual maintenance and operation costs be paid in advance by private donations or funding sources other than taxpayer dollars prior to use of the donated item;
2. At the time of the donation, the City must receive sufficient funds or financial commitments to cover anticipated on-going maintenance and operation costs of donated elements during their expected life expectancy.
3. The inherent value of the donation exceeds the annual maintenance and operational costs requiring no funds be contributed to the City.

4. Procedure for Making a Donation

The City Council shall have the authority to approve, deny or modify all donations. Prior to preparing a written proposal, the donor or donor's representative shall contact the City Manager's Office to discuss a proposed donation. A pre-application meeting may assist the potential donor in determining if a gift will meet the criteria contained in this policy. City Staff or City Council may request additional information such as but not limited, to scaled drawings, artist's rendition or other documents or submittals to better illustrate the exact nature of the donated elements. All submittal materials shall be paid by donor or donor's representative. The City may choose to consult with other agencies or organizations in the review process. The City Council may also send any donation proposal to the appropriate board or committee for review and subsequent recommendation to the City Council.

If a gift appears to be in accordance with this policy, the donor or donor's representative will then submit a written proposal and meet with City Staff members to determine the specific nature of the donation, location, and yearly maintenance and operational costs for review and processing. The written proposal, including a Staff report, will be sent to City Council for their decision.

5. Acceptance Guidelines, Acknowledgements/Memorial Plaques

A. Acceptance Guidelines

Based upon the City's best interests, the City may accept a donation element for a specific facility. When considering donations, the City Council shall consider the following criteria in its decision-making process:

1. Does the proposed donation substantially interfere with the intended current or future use of the land or facility where it is being proposed to be located;
2. Uniqueness of the proposal and its ability to attract visitors to the community;
3. Whether the donated element requires relocation or installation of other equipment or infrastructure to accommodate the donation;
4. A plan exists showing the available locations for donated elements;
5. Any substantial impacts on public health, safety or welfare.

The City Council is not obligated to accept donations but will consider each donation based upon its own merits. Some City facilities may be fully developed and the opportunity for donations may not be available.

B. Acknowledgements/Memorial Plaques

Donation acknowledgments and memorial plaques shall be made of bronze and be of the highest quality, life and durability. In cases where bronze plaques are not feasible, other alternative types may be considered. Donation acknowledgements/memorial plaques and its text will be approved by the City Council with all acknowledgments being tasteful and subtle.

6. Installation

If the donated element, including donor acknowledgements/memorial plaques, requires any type of installation, the installation shall be completed by a licensed contractor and/or City Staff. The donor shall select and pay for the licensed contractor and the selection of the contractor shall be approved by the City. The licensed contractor shall assume all responsibility for construction or placement of a donated element and shall hold the City harmless for any damages to property or

buildings. If installation includes City Staff, the City may require reimbursement for personnel and equipment costs associated with installation of donated element. The installation will be scheduled at a time and date as determined by City Staff so as not to unnecessarily interfere with routine maintenance activities and in a manner that minimizes impacts to the community. City Staff shall oversee the installation process to ensure compliance with the proposal.

7. Removal and/or Relocation

This section applies to both existing and new donations. When it is in the City's best interest, the City reserves the right to restore, relocate, remove or relinquish donations that are no longer suited for their original purpose. Donations do not confer special privilege or rights for the donor or any other person or entity. Donations are graciously and unconditionally accepted without obligation.

DRAFT

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Approval of Job Descriptions

DATE: April 1, 2013

PRESENTED BY: Rob Straebel, City Manager

ATTACHMENTS: Two Job Descriptions for Various City Positions*

BACKGROUND INFORMATION:

Job descriptions for all employees are approved by City Council. A review is done either on a periodic basis or at the time the position becomes vacant. This review helps ensure the descriptions accurately reflect the job duties, skills, knowledge, abilities, and requirements.

The City Treasurer position currently does not have an approved job description. The job description before you now was created based on several similar job descriptions and customized to reflect the uniqueness of the City of Charlevoix.

The seasonal Golf position - Pesticide Applicator/Grounds Maintenance – was created to emphasize the expertise required at the Charlevoix Golf Club.

RECOMMENDATION: To adopt the two job descriptions as written.

* Treasurer - City Treasurer (regular, full-time) and Golf – Pesticide Applicator/Grounds Maintenance (seasonal)

CITY OF CHARLEVOIX

Title: Treasurer
FLSA: Exempt
STATUS: Full-time, non-union
Appointed position
Department: Treasurer
Reports To: City Manager
Date: March 27, 2013

Position Purpose

Performs a wide range of complex professional finance and accounting duties: Plans, organizes, and directs the City of Charlevoix financial, accounting, budget, and treasury functions.

Scope

In accordance with the City Charter, the incumbent is appointed by the City Council but reports organizationally to the City Manager. The treasurer exercises considerable independent judgment within Council policy guidelines but is subject to local, state, and federal laws and regulations. The incumbent's activities are also subject to community, political, legal, and media scrutiny. This position carries significant accountability and decision-making responsibility with impact on the daily, short-term, and long-term financial viability of the City. The treasurer supervises professional and clerical staff. Duties are performed in an office environment but may necessitate irregular hours and use of personal vehicle for travel.

Essential Job Functions

- Manage the organization and operation of the Treasury Department consistent with the City's commitment to provide a strong and comprehensive customer-service orientation. This includes delivery of accurate, prompt, and courteous oral and written assistance to internal and external customers.
- Exercise hire/fire authority over designated Treasury Department staff: interview candidates and select direct reports; set performance standards; oversee quality of work; distribute assignments; train and develop department employees; monitor and evaluate performance; and discipline staff in accordance with City policies and union contract procedures. Coordinates management of shared personnel with the City Clerk.
- Review, develop, and implement internal policies, guidelines, procedures, processes to protect the financial interests of the City and to maintain the integrity of financial records/comply with legislation, regulations, and policies of governing bodies. For example, develop and administer internal controls and departmental policies that conform with GAAP, GASB, and the City's mission, goals, and values.
- Responsible for strategic financial planning, monitoring outcomes, providing timely financial analysis, and maintaining cost allocation plans.
- Provide budget and financial information to the City Manager and department heads: compile information for the annual budget; review and prepare budget estimates/revenue forecasts; make recommendations; assist in/support presentation. Prepare monthly and quarterly reports assessing actual performance to budget. Respond to budget issues and questions.
- Calculate property tax rates and administer City's tax collection fund: collaborate with applicable agencies including the Michigan tax tribunal regarding tax collections, homestead denials, and Board of Review changes. Oversee annual settlements for delinquent taxes, distribute amounts to taxing units; prepare and record associated documents.

- Manage/supervise collection and balancing of cash receipts, payroll, general ledger, accounting, accounts payable and receivable activities as well as utility billing consistent with City and other (state and federal) governmental standards. Maintain all fixed asset and depreciation schedules; approve all purchase orders. Direct required recordkeeping including governmental and regulatory (FERC) reporting.
- Calculate appropriations limits and fixed charge assessments for bonded indebtedness. Collaborate with bond counsel and financial consultants to prepare documents for the sale or refund of bonds. Direct the issuance, refund, and payment of debt for the City. Guided by the investment policy, direct the investment of City funds, maintain data, monitor performance, and issue periodic reporting. Perform cash flow/cash management analyses and review the risk/stability of banks. (Depositories approved by Council.)
- Responsible for risk management: oversee City's liability, property, fleet, and workers' compensation insurances. Support Health Insurance Committee to ensure cost-effective health, dental, and vision coverages are offered to employees. Provide costing and financial expertise for labor negotiations.
- Oversees and works with Staff members or consultants directing telecommunications functions for the City, including sizing, purchase, licensing, et al. Manage daily information systems for the City, including backup and storage of all data, monitoring system integrity, ensuring safety and security of the network and all software modules. Work with vendors and technology experts to ensure currency and effectiveness of all hardware and software.
- Coordinate internal and external audits of the City's accounting records, financial statements, and special funds.
- Participate in various meetings, committees, and professional associations to maintain currency.

Minimum Qualifications

- Bachelor's degree in accounting, finance, business or public administration or related field preferred.
- Eight-ten years of progressively responsible experience in governmental accounting and information systems preferred.
- Knowledge of principles and practices of fund and governmental accounting, including financial statement preparation and methods of financial control and reporting; principles and practices of cost and fixed asset accounting; GAAP and GASB accounting standards and requirements; laws and ordinances relating to the financial administration of public agencies; City functions and associated financial management and reporting issues; principles and practices of public information systems, particularly accounting/financial applications; public purchasing and contracting, such as competitive bidding processes; human resource management and the principles, practices, laws and regulations governing the investment and management of public funds.
- Strong written and oral communication skills, including interpersonal/public relations, presentation, facilitation, collaboration, and negotiation skills. Must be able to work effectively within the community as well as with vendors, auditors, governmental agencies, and City management.
- Computer proficiency including MS Office (Word, Excel, PowerPoint, and Outlook).
- Strong statistical and analytical skills required by detailed nature of work.
- Professional demeanor and the ability to project a positive public image of the City of Charlevoix.
- Customer service/ citizen satisfaction orientation.
- Ability to multi-task and to meet important deadlines.
- High level of honesty and integrity required by position of trust.

CITY OF CHARLEVOIX

Title: Pesticide Applicator/Grounds Maintenance

FLSA: Non-exempt
STATUS: Seasonal

Department: Golf

Reports To: Director of Golf & Grounds

Date: February 25, 2013

Position Purpose and Objectives

Under the supervision of the director, this individual maintains grounds and building facilities, operating various tools and equipment. This individual is responsible for use of pesticides.

Essential Job Functions

- Apply pesticide(s) and fertilizer(s).
- Maintain daily record of labor and time distribution.
- Operated various types of motorized and non-motorized equipment and tools.
- Assist in basic equipment service needs.
- Perform general landscaping, adhering to general practices.
- Provide necessary labor to maintain grounds and building facilities.
- Ensure on a daily basis that the shop areas and tools are cleaned and that all cleaned tools are returned to their designated areas.
- Maintain daily record of labor and time distribution.
- Abide by all applicable OSHA, MIOSHA, MDA, and City safety practices.

Knowledge, Skills and Abilities Required

- Ability to determine the kinds of tools and equipment needed to do a job task.
- Ability to operate various types of motorized and non-motorized equipment and tools.
- Positive attitude.
- Flexibility regarding work hours.
- Ability to communicate with public in a courteous and effective manner.
- Strong interpersonal and public relations skills.

Required Certifications

- Must maintain a Michigan Department of Agriculture commercial pesticide certificate category 3A.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. All seasonal positions are non-union, at-will, and with no benefits.

City Council Approval:

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Approval of Annual Health Savings Account Incentive Program, Part 2 (April 1, 2013 – September 30, 2013)

DATE: April 1, 2013

PRESENTED BY: Rob Straebel

ATTACHMENTS: Annual HSA Incentive Program Part 2, April 1, 2013-September 30, 2013

BACKGROUND INFORMATION:

One of the options available to employees during health care open enrollment is the High Deductible Health Plan with Health Savings Account. The City is generous in giving HSA participants a contribution into their HSA account based on the participant's number of years in the plan. The contribution amounts and parameters are contained in the City's Health Savings Account Policy. No changes are being made to this policy.

For the 2011/12 benefit year, the City also provided an incentive program for HSA plan participants to earn up to an additional \$500 City contribution by completing certain positive health behaviors. This 12-month program was well-received. For the 2012/13 benefit year, which began October 1, 2012, Council approved a six-month program with up to \$250 in incentives. The shorter program was developed to address budget considerations.

We are pleased to report that the results are positive. For example, 60% of the participants received a dental exam and took a diabetes risk test and 43% had a dependent receive a physical exam. Healthier City employees and their families cannot be measured or quantified at this time. We cannot show reduced insurance premiums or a reduction in sick time usage. However, through conversations with employees we know that our programs have made a positive difference in their lives. National studies report improving health generates savings long-term.¹ Prevention is key to reducing and eliminating a health risk before it emerges. Our programs are based on education and prevention for the family.

A total of \$6500 has been budgeted for FY2013/14, a 50% reduction from FY2012/13. Our program for the next six-month period takes this reduction into consideration by offering a \$100 total possible incentive award. The incentive goals once again focus on educating the employee and family, and reward for positive preventative behaviors.

RECOMMENDATION:

To adopt the Annual HSA Incentive Program, April 1, 2013 – September 30, 2013 as presented.

¹The research report, "Association Between Changes in Health Risk Status and Changes in Future Health Care Costs: A Multi-Employer Study," was published in the November 2012 issue of *Journal of Occupational and Environmental Medicine* (JOEM).

Annual HSA Incentive Program – Part 2
Earn Additional \$100 in City Contributions to Your HSA!
April 1, 2013 to September 30, 2013

Achieve any or all of these significant wellness activities:

1. Earn a **\$20 City contribution** by completing a dental exam during the program timeframe!³
2. Earn a **\$20 City contribution** by completing one of the quizzes available on the American Heart Association website.³
 - a. www.heart.org/heartorg/
 - b. Click on “Getting Health” in the upper left corner --under the AHA logo;
 - c. Position cursor over “Nutrition Center”
 - d. Position cursor on first listing “Healthy Diet Goals”;
 - e. Click on the second bullet down -- “Nutrition Quizzes”;
 - f. Take one of the quizzes; when completed and at the last page, press Ctrl/P to bring up the print dialog box. Keep this to submit as documentation.
3. If not earned in the October 1, 2012 – March 31, 2013 (Part 1) incentive program, earn a **\$30 City contribution** by having a preventive physical exam during the program timeframe! Earn another **\$10 City contribution** by having your spouse and/or covered dependent receive a preventive physical exam during the program timeframe!^{3, 4}
4. Earn a **\$20 City contribution** by being a safe driver – no moving violations and no at-fault accidents during the program timeframe! ²

¹ Up to the maximum allowed annually by the IRS; effective with the 2012/13 benefit year; applicable to the employee only. The City contribution for each incentive is paid only once during the program timeframe but may be subject to change in subsequent timeframes. Contribution made in October, 2013. Subject to City Council approval.

² Contribution made in October, 2013.

³ Contribution made in October, 2013 -- documentation required.

⁴Physical exam protocols for gender and age provided in the Priority Health “Preventive Health Care Guidelines” booklet. Suggested services may not be covered at 100% by your insurance plan. If you are uncertain as to coverage, consult Priority Health before you have any exam or test.

Approved by City Council: