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TO: Mayor and Council

FROM: Howard S. Lazarus, City Administrator

CC: Tom Crawford, CFO  
Derek Delacourt, Community Services Area Administrator  
Jason Forsberg, Interim Police Chief  
John Fournier, Assistant City Administrator  
Matt Kulhanek, Fleet & Facilities Manager  
Raymond Hess, Transportation Manager  
Craig Hupy, Public Services Area Administrator  
Nick Hutchinson, City Engineer  
Molly Maciejewski, Public Works Manager  
Mark Perry, City Assessor  
Marti Praschan, Chief of Staff Public Services  
Cresson Slotten, Systems Planning Manager

SUBJECT: June 17 Council Agenda Responses

DATE: June 13, 2019

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**CA-1 – Resolution Authorizing Road Improvement Charges for 685 S. Wagner Rd. (\$1,283.85)**

**Question:** Regarding CA-1, is the \$1,043 the cost that would have been assessed at the time of the improvement to this property and is the cost forwarding factor (1.23) the cumulative inflation since the improvement? (Councilmember Lumm)

**Response:** Yes. City Code (Chapter 12, 1:279) states ‘The local public improvement charges shall be adjusted to be brought current using the most recently published “Engineering News Record-Construction Cost Index.” This is what today’s costs would be for the improvement charge originally levied in 2007.

## **CA-5 - Resolution to Waive Penalties for Non-Filing of Property Transfer Affidavits**

**Question:** MCL 211.27b(5) allows a waiver of the PTA penalty by resolution and it has traditionally been the City's practice not to levy this penalty. The Act was last amended in 2012. Is there a reason why the City has not waived the penalty by resolution previously? (Councilmember Eaton)

**Response:** Staff discovered the need for this resolution during its preparation for an audit.

## **CA-7 – Resolution to Release an Easement for Sanitary Sewer at 115 N. First Street (8 Votes Required)**

**Question:** What is the nature of this sanitary sewer easement 115 N. First? Underground? I'm curious: what is the property owner's interest in taking it back? (Councilmember Nelson)

**Response:** It is a broad, blanket easement that allows the City to install and maintain sewer anywhere on the property. Staff cannot speak to the owner's motives, but it is likely that such a broad easement would inhibit development of the property. The property is currently a parking lot.

## **CA-9 – Resolution to Approve the License and Services Agreement with Tyler Technologies, Inc. for Energov, a Permitting, Licensing, Plan Review and Land Management Replacement Software (\$1,489,684.00) (8 Votes Required)**

**Question:** Q1. Replacing TRAKIT is a fairly big deal, and I'm wondering why this was not budgeted for FY20? Is there another Planning project that can be deferred to offset this unbudgeted expenditure? (Councilmember Lumm)

**Response:** It was not budgeted because the final dollar amount was being finalized. There is no need to offset any other project to cover the expenditure, 90% of the funding is coming from the construction fund balance. If this had been a general fund item competing with other project staff would have brought it as part of the budget, even if it was just a place holder. The money to cover the project has been saved up over time with the intent of replacing the software. There are no projects being delayed to fund the replacement. The fund balance will remain healthy with a minimum one year operating still available after the expense.

**Question:** Q2. The cover memo states that Tyler was not the low-cost bid, but the table indicates that for the 5 years, Tyler was the lowest of the three finalists at \$1,233,559. What am I missing? (Councilmember Lumm)

**Response:** Tyler's initial quote in the RFP was slightly higher however, there were some items not purchased that brought the overall contract cost down. We elected not to purchase their finance module, custom reports and other add-ons.

**Question: Q3.** The cost table lists Tyler's five-year cost at \$1,233,559 but the resolution approves \$1,489,684. Can you please reconcile the two numbers? (Councilmember Lumm)

**Response:** The actual contract amount is \$1,233,559.00, \$1,356,914.90 /w a 10% contingency. The total cost of the project including plan review software for five years is detailed in the attached table. There is also a one-time \$100,000 for hardware.

**Question: Q4.** The cover memo mentions 200 licenses – does that mean 200 employees use this software or is the number of licenses based on something else? (Councilmember Lumm)

**Response:** The 200 licenses are in reference to the plan review software, we have approximately 165 employees and outside associates that we anticipate using the digital plan review software. We were presented a cost for 100 users and 200 users, we fall somewhere in the middle.

**Question:** The five-year pricing comparison in the memo indicates that the Total Investment in the Tyler software is \$1,233,559, but the memo later states “The estimated cost of the service is \$1,489,684, for a five-year contract (as noted above).” Can you explain the different cost estimates? (Councilmember Eaton)

**Response:** See previous response to Q3.

**CA-10 - Resolution to Approve Street Closure of Washington Street between State and Fletcher for the University of Michigan Center for Campus Involvement's Festifall Event on Friday, September 6, 2019 from 5:00 AM until 11:00 PM**

**Question:** Regarding CA-10, the cover memo indicates this is the 2<sup>nd</sup> year of this event on a football weekend. Were there any issues last year? (Councilmember Lumm)

**Response:** No issues were reported at last year's event.

**CA-13 - Resolution to Approve a Purchase Order with Dell Computers (\$86,594.40) and a Purchase Order with CDW-Government, LLC (\$57,691.88) (\$144,286.28 Total)**

**Question:** Regarding CA-13, the cover memo indicates this purchase was included in the FY19 IT budget, and if that's the case, why are 8 votes required? (Councilmember Lumm)

**Response:** The “8 votes required” was included in error and has been removed.

**CA-15 - Resolution to Approve FY 20 Allocations to Non-Profit Entities for Human Services - \$1,247,529.00 (General Fund)**

**Question:** Regarding CA-15 (City's FY20 human service allocations to non-profits), the cover memo indicates the \$1.247M is the same as FY19. The city budget for FY20 reflected extra dollars for mental health services and can you please remind me of the specific amounts and recipients of those additional dollars and confirm those allocations are incremental to these coordinated funding allocations? (Councilmember Lumm)

**Response:** The city budget for mental health services in FY20 will be committed to supportive services for Ann Arbor Housing Commission residents, through the AAHC's existing process). Those funds will be distributed through the AAHC's non-profit to again provides services to residents of housing commission run properties. Those additional funds are not part of the Coordinated Funding process.

The funds will be going to:

<b>AGENCY</b>	<b>AAHC PROGRAM/LOCATION</b>	<b>\$300K Mental Health</b>	<b>Other AAHC funding</b>	<b>TOTAL</b>
Avalon	West Arbor	\$30,957	\$50,679	\$81,636
Avalon	State Crossing (formerly White/State/Henry)	\$0	\$68,684	\$68,684
Avalon	Miller Manor	\$97,980	\$0	\$97,980
SOS Food	Voucher Program Eviction Prevention	\$22,000	\$32,660	\$54,660
Gatherers	Baker Meal Program	\$0	\$33,800	\$33,800
WCCMH	Baker, Broadway, 7th, WW	\$0	\$40,000	\$40,000
CAN	Green-Baxter Court	\$8,794	\$10,000	\$18,794
CAN	Hikone	\$17,769	\$10,000	\$27,769
CAN	Creekside Court (formerly Platt)	\$82,500	\$0	\$82,500
Ozone	Family Unification Vouchers	\$20,000	\$0	\$20,000
PNC	Maple Meadows & West Arbor	\$20,000	\$10,000	\$30,000
		<b>\$300,000</b>	<b>\$255,823</b>	<b>\$555,823</b>

I note that the coordinated funding process is not contributing to the Safe House Center, Domestic Violence Project. Does the City contribute any direct funding to Safe House? (Councilmember Eaton)

**Response:** SafeHouse is receiving Coordinated Funding grants and are listed as Domestic Violence Project, Inc. dba SafeHouse Center. It can be easy to miss.

Funding amounts are:

SafeHouse Center Shelter	
\$15,000.00	United Way
\$78,972.00	Washtenaw County Urban County

## **CA-16 – Resolution No. 3 Establishing a Public Hearing for the Single Lot Special Assessment - 1425 Pontiac Trail**

**Question:** Why is the owner still listed as David and Bethany Steinberg? (Councilmember Bannister)

**Response:** The property changed ownership during the course of preparation of the resolutions to going to Council. It is important to note, special assessments are assessed and attached to the property, not the owner or taxpayer of the property; and there is no special assessment created until passage of Resolution #4. There was no special assessment owed on the date of closing and won't be created until Resolution #4 has been enacted.

**Question:** Please forward staff correspondence with the new owners, including their contact information. (Councilmember Bannister)

**Response:** See attached emails between Assessing and the property owner. Staff did not have time to determine if there was correspondence between any other service unit and the new property owners.

**Question:** The new owner spoke during public comment at Council's last meeting and expressed objection to the sidewalk. Have they been informed of ways to formally oppose the special assessment? (Councilmember Bannister)

**Response:** The public notice appearing in Resolution #3 advises the public of their recourse if they wish to appeal the proposed special assessment.

“TAKE FURTHER NOTICE That appearance and protest at this hearing is required in order to appeal the amount of the special assessment to the State Tax Tribunal if an appeal should be desired. A property owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment or may file his or her appearance by letter delivered to the clerk prior to the close of said hearing and his or her personal appearance shall not be required. The property owner of any person having an interest in the subject to the proposed special assessment may file a written appeal of the special assessment with the State Tax Tribunal within thirty days after confirmation of the special assessment roll if that special assessment was protested at this hearing.”

## **CA-17 – Resolution to Accept Road Certification and Transfer from Washtenaw County for E. Huron River Dr.**

**Question: Q1.** The cover memo indicates that city staff reviewed the segment's condition and related infrastructure and found them “acceptable”. What does “acceptable” mean, and is it envisioned that any significant road repair/re-surfacing will be needed in the next 5 years or so? (Councilmember Lumm)

**Response:** The Washtenaw County Road Commission just resurfaced the street at the same time that bridge repairs were done. The road is currently in good condition, and no resurfacing is expected to be needed for at least the next 5 years.

**Question:** Q2. What was the genesis of this transfer? Was it requested by the City, the County, AA Township? (Councilmember Lumm)

**Response:** It was requested by the Washtenaw County Road Commission.

**Question:** Q3. The cover memo also indicated that the city's practice has been to accept these road segment transfer when 50% of the properties are city parcels and that this segment met the criteria. What is the percentage in this instance? (Councilmember Lumm)

**Response:** 65% of the adjacent parcels are City parcels. By frontage, approximately 81% is City.

**CA-18 – Resolution to Proceed with a Road Reconfiguration and Safety Enhancement Project for Earhart Road, from US-23 to South Waldenwood Drive and Appropriate \$34,500.00 and \$40,500.00 Respectively from the General Fund and Alternative Transportation Fund Balances (8 Votes Required)**

**Question:** Q1. The cover memo states that the temporary actions here would be made permanent “if the test is determined to have achieved the desired results.” Please provide the specific criteria that will be used to measure the outcomes and please also provide the specific numbers/levels/measures in each of those criteria that would then result in a positive recommendation on permanency of the action? (Councilmember Lumm)

**Response:** Staff provided the metrics for evaluating this project during the public engagement effort. The quantifiable measures of effectiveness for the design will be vehicular queuing and delay field measures as well as crash evaluation for before design change and post-implementation prior to the planned resurfacing project in calendar year 2023.

**Question:** Q2. On several occasions, council members have requested data on the effectiveness of other road diets implemented in terms of three key measures/outcomes (1) crash data (2) vehicle delays/LOS and (3) level of traffic diverted to area neighborhood streets. While some before/after crash data has been provided, it has not been extensive and I've not seen any data on items 2 and 3. Please provide whatever data is available on previous key road diets on these three items? If no data is available, please explain why no post-action follow-up was planned or done and what it would take (council resolution, etc.) for staff to obtain that follow-up data/analysis? (Councilmember Lumm)

**Response:** Examples of older lane conversions completed by the City of Ann Arbor include Glazier Way from Earhart Road to Green Road; Platt Road from Packard Street to I-94; Maple Road from M-14 to Miller Avenue (the reconfiguration associated with

Skyline); and Stadium Boulevard from Pauline Boulevard to Seventh Street. These projects were monitored informally by City staff and did not include any formal reports of performance measures. However, based on staff observations, there does not seem to be any notable adverse impacts of these lane reconfigurations.

The most recent examples of lane conversions include Stone School Road from Eisenhower Boulevard to Packard Street, and Maple Road from M-14 to Dexter Street (the reconfiguration associated with last year's street resurfacing). Each of these projects have been installed for slightly under a year. Staff have been monitoring travel times on the N. Maple corridor periodically since the placement of final pavement markings. Travel times have been consistent with those expected on the basis of project modeling. Certified crash data for 2018 has not been released by the State of Michigan at this time. Staff have been waiting for this data to conduct preliminary post installation crash analysis.

**Question: Q3.** While I'm assuming the \$25K allocation to the streetlight fund simply reflects the projected streetlight cost, it is not clear what the basis was for allocating the remaining \$75K (\$34,500 General Fund; \$40,500 Alt Transportation Fund) – can you please clarify the basis for the allocations? (Councilmember Lumm)

**Response:** Because Earhart is not part of programmed resurfacing project this year (as is the case for Traverwood and Green), the proposed improvements need to be funded through other means. The breakdown of these improvements and costs is as follows:

- Streetlight improvements are estimated to cost \$25,000 and would be funded from the approved FY20 General Capital Fund. This work is anticipated to include 6 new streetlights and 1 relocated streetlight;
- Bikelane improvements are estimated to cost \$34,500 and would be funded from the Alternative Transportation Fund. This work is anticipated to include delineators and pavement markings;
- Roundabout improvements are estimated to cost \$40,500 and would be funded from the General Fund. General Fund is requested for this pilot phase – if the improvements are made permanent in the future they would be funded from Street, Bridge, Sidewalk Millage. This work is anticipated to include delineators and pavement markings.

**Question: Q4.** What are the rough cost estimates to implement the changes permanently and please provide estimates for the various elements (lane reductions themselves; roundabouts; other improvements)? (Councilmember Lumm)

**Response:** City staff have not begun design for the Earhart Rd. resurfacing project planned for FY 2023. Staff will not begin preparing designs for this project until 2022. Staff plan to have evaluated the queuing and delay results as well as crash data prior to the start of this design process.

**Question: Q5.** Attachment B states that the traffic data was collected in 2018. When, specifically, in 2018 was the data collected (month, day of week, and please confirm if it was when school was in session)? (Councilmember Lumm)

**Response:** Count data utilized for this analysis includes intersection counts taken on Thursday, November 30, 2017, and Wednesday, May 23, 2018, and corridor counts taken on Tuesday – Friday, November 28 - December 1, 2017. Each of these counts were conducted during “normal” school session periods. Where traffic counts varied, the higher vehicle volume counts were used.

**Question: Q6.** As part of the 2018 traffic analysis, was any data obtained on the number of cyclists using the road segment? If so, can you please share the data and if not, do we have any sense at all of how many cyclists use this section of Earhart Road? (Councilmember Lumm)

**Response:** The City’s non-motorized reporting program does not have full day bicyclist counts for this corridor. The intersection count data collected at this location tallies people riding bicycles as vehicles if they are legally operating as a vehicle or as pedestrians if they are legally operating as a pedestrian. Staff involved in the project noted the most frequent observation of people bicycling on this corridor occurs in the afternoon, as observed on weekdays.

**Question: Q7.** Attachment B indicates that a characteristic that discourages a road diet is that the intersection of Earhart and Glazier Way has a peak LOS of E/F with the proposed changes. Doesn’t city policy preclude taking actions that result in E/F LOS (or at least discourages taking the actions)? If so, why is this being proposed? (Councilmember Lumm)

**Response:** Detailed capacity analysis conducted by staff shows the EB approach of Glazier Way will operate in a manner consistent with current operations or with an improvement in operations throughout the peak hours. Side street operations over the entire day will be improved with decreased off peak delays and overall improvement in safety. The design is also expected to improve pedestrian level of service by limiting the crossing distance where the person crossing the street is exposed and creating more uniform speed selection by people driving vehicles.

**Question: Q8.** Attachment B references the Federal Highway Administration road diet considerations and a MDOT road diet checklist. The FHWA guide considerations were listed, but the MDOT checklist items were not. It was also noted that MDOT’s concern related to the segment’s status as a Freeway Emergency Route was not reviewed. Can you please provide the MDOT checklist and also, please explain why the Emergency Route status was not considered in the analysis and recommendation? (Councilmember Lumm)

**Response:** The [MDOT checklist](#) includes three specific items that are additional to the FHWA guidelines. These items, which are directed towards specific MDOT initiatives,



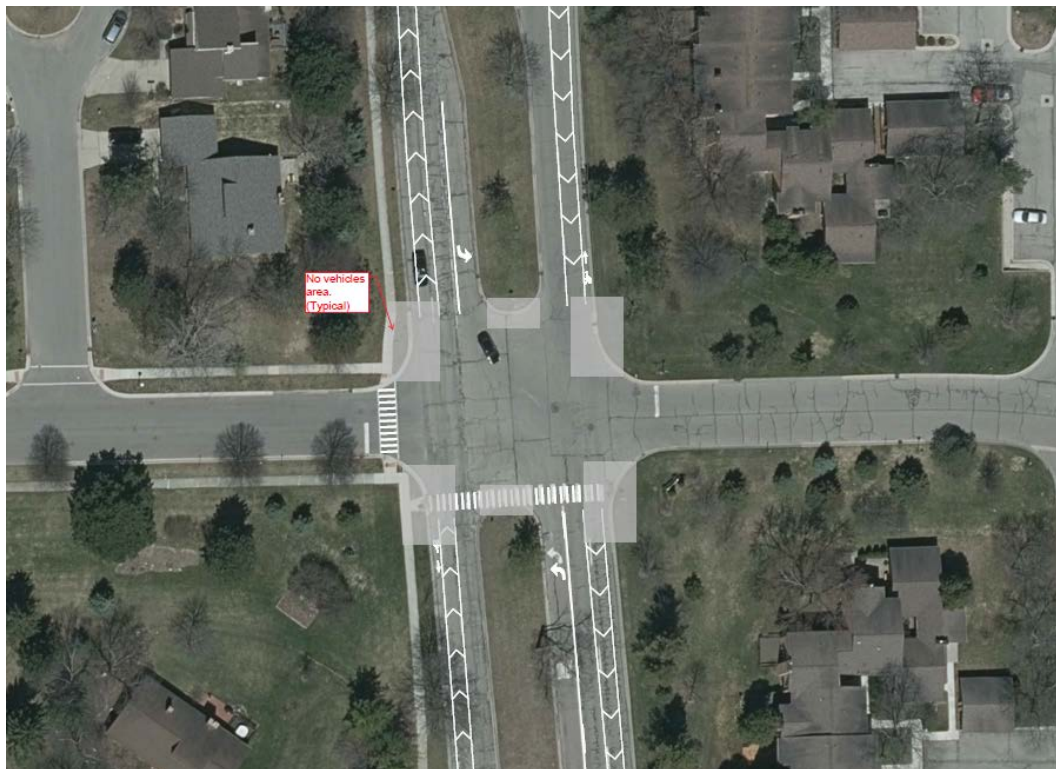
were included in the as part of City staff's analysis. These items include road segment status as a "Freeway Emergency Route", a designation made by MDOT and typically posted along the route – frequently a non-freeway route under MDOT jurisdiction, designation of "non-attainment" through the Federal Congestion Mitigation and Air Quality program, and use of federal funds for the road diet implementation.

These categories do not apply to the Earhart Road corridor. The street is not part of an MDOT managed incident response plan to detour freeway traffic. The City is not in a designated "non-attainment" area by the CMAQ program. Federal funds will not be used to implement the pilot project.

**Question: Q9.** In the section of Attachment B listing characteristics favoring the changes there was a statement related to the Earhart/Waldenwood intersection that "the current intersection configuration is unusual and would become more awkward with the lane reduction." Can you please elaborate on what that means? (Councilmember Lumm)

**Response:** The intersection is over-sized with a large amount of ambiguous paved area. If the bike lanes are installed without the roundabout intersection control, the ambiguity of the intersections will not be resolved although sight distance concerns will be improved. The median in this area is not wide enough for proper storage of a person's vehicle if they are attempting their left turn in two stages. Please refer to the provided drawings below.

Earhart/Waldenwood/Greenhills



Earhart/Glazier Way



**Question: Q10.** There are several references to reducing crashes - crash severity and certain crash types – in the materials provided. Can you please provide the crash data history (number, severity) for the segment and the reductions that would be expected with the proposed changes? (Councilmember Lumm)

**Response:**

Crash Type	2013-2017 Crash History	Reduction % for Lane Conversion	Reduction % for Roundabout	Expected Performance
Angle	11	50% All crash types	57%	0
Fixed Object & Other*	3		57%	0
Rear-end	2			1
Side-Swipe Same	4			2
Side-swipe Opposite	1			0

*\*Associated with intersections*

**Question: Q11.** The cover memo indicates that, “additionally, enhancements such as new crosswalk pavement markings and crosswalk lighting would be included in the

project.” I’m assuming these improvements are not dependent on doing the road diet and could be made with the existing configuration – correct? (Councilmember Lumm)

**Response:** Crosswalk markings would continue to be maintained throughout the corridor. Crosswalk signage, which currently meets or exceeds the crosswalk design guidelines for the street, would continue to be maintained. Pedestrian gateway treatment elements, i.e. in-street signs, would not be installed unless a speed study found that 85th percentile vehicular speeds had reduced to 35 mph.

**Question:** Regarding Glazier/Earhart changes, I appreciate that this is a “test road reconfiguration” and paint/devices installed are removable, so I wonder: what is the anticipated process for evaluation of its success after implementation? What would trigger removal/reversal of the reconfiguration? Where has this process happened before, e.g. temporary “test road reconfiguration” that is removed after an assessment? (Councilmember Nelson)

**Response:** Staff provided the metrics for evaluating this project during the public engagement effort. The quantifiable measures of effectiveness for the design will be vehicular queuing and delay field measures as well as crash evaluation for before design change and post-implementation. The trigger for removal would be if the reconfiguration is not performing acceptably related to these metrics. The City has not embarked on test road reconfigurations in the past which is why staff thinks this approach is worth trying before permanent changes are made.

**Question:** The memo indicates that among the MDOT concerns that were not reviewed is the road segment status as a Freeway Emergency Route. Please explain why the freeway emergency route status was not reviewed. (Councilmember Eaton)

**Response:** The [MDOT checklist](#) includes three specific items that are additional to the FHWA guidelines. These items, which are directed towards specific MDOT initiatives, were included in the as part of City staff’s analysis. These items include road segment status as a “Freeway Emergency Route”, a designation made by MDOT and typically posted along the route – frequently a non-freeway route under MDOT jurisdiction, designation of “non-attainment” through the Federal Congestion Mitigation and Air Quality program, and use of federal funds for the road diet implementation.

These categories do not apply to the Earhart Road corridor. The street is not part of an MDOT managed incident response plan to detour freeway traffic. The City is not in a designated “non-attainment” area by the CMAQ program. Federal funds will not be used to implement the pilot project.

### **CA-19 - Resolution to Proceed with a Road Reconfiguration for Traverwood Drive, from Huron Parkway to Plymouth Road**

**Question:** Regarding CA-19, the cover memo indicates that adding parking on one side of Traverwood is to address resident needs. While I recognize it was a very small sample

size (25 or so), more respondents were opposed to adding the parking on-street than supported it. What input/data led us to conclude there was a resident need for additional parking? (Councilmember Lumm)

**Response:** City staff have received requests for more on-street parking from the Michigan Islamic Center and the Ann Arbor District Library, Traverwood location. City staff have also received individual requests from residents with concerns about how steep the ground is next to the existing library parking spaces as well use of the existing parking spaces by individuals who are not patronizing the library. Each of these sources indicate that additional parking would be utilized. Additionally, the proposed design would allow grading to provide more gradual slopes adjacent to the library.

**Question:** Also on CA-19, given the limited input/feedback and relatively mixed survey results (not strong support for either the lane re-configuration OR the added on-street parking in the small sample), postponing this action for the purposes of obtaining more feedback may make sense. What are staff's views on the mixed feedback so far, and on the potential value added of obtaining additional feedback from neighbors? (Councilmember Lumm)

**Response:** City staff gathered information as detailed below and presents it to City Council for their consideration and direction. City staff utilized a multi-faceted approach to public engagement for the lane conversion being considered as part of the 2019 resurfacing project on Traverwood drive. The first time the design was presented to the public was during Project Manager David Dykman's presentation of the 2019 pavement renewal program to the Transportation Commission on 1/16/2019. The second time the project was presented to the public was when Transportation Engineer Cynthia Redinger presented the lane conversion analysis findings, for various projects including Traverwood Drive, to the Transportation Commission on 2/20/2019. The third time information regarding this project was presented to the public was during the general public meeting for the 2019 pavement renewal program, held on 4/4/2019 at the Ann Arbor District Library Downtown location. A special public meeting for Traverwood Drive, and Green Road, was held on 5/9/2019 at Logan Elementary. This meeting was advertised through direct mailings and social media. Following the public meeting an online survey was available for two weeks. Staff reached out again to neighborhood groups mid-way through the online survey period due to lack of community response.

**Question:** The memo indicates that among the MDOT concerns that were not reviewed is the road segment status as a Freeway Emergency Route. Please explain why the freeway emergency route status was not reviewed. (Councilmember Eaton)

**Response:** The [MDOT checklist](#) includes three specific items that are additional to the FHWA guidelines. These items, which are directed towards specific MDOT initiatives, were included in the as part of City staff's analysis. These items include road segment status as a "Freeway Emergency Route", a designation made by MDOT and typically posted along the route – frequently a non-freeway route under MDOT jurisdiction,

designation of “non-attainment” through the Federal Congestion Mitigation and Air Quality program, and use of federal funds for the road diet implementation.

These categories do not apply to the Traverwood Drive corridor. The street is not part of an MDOT managed incident response plan to detour freeway traffic. The City is not in a designated “non-attainment” area by the CMAQ program. Federal funds will not be used to implement the project.

**Question:** It is my understanding that the Transportation Commission packet for this project did not include public input from the survey or public meetings. Is it advisable to refer this matter back to the Commission with instructions to consider the full record? (Councilmember Eaton)

**Response:** The resolution for Traverwood Drive was presented to the Transportation Commission as an action item at their May meeting. During the discussion of the item staff reiterated to the Commission that the Traverwood Drive and Green Road public engagement was ongoing. No concerns were voiced by Transportation Commission members at the meeting over lack of access to this information, and the Transportation Commission chose to take action (approval) on the item.

#### **CA-20 – Resolution to Proceed with a Road Reconfiguration for Green Road, from Burbank Drive to Plymouth Road**

**Question: Q1.** On page 4 of the May 13 memo from Transportation Engineering, there is a list of the characteristics of the road segment that discourage the implementation of the road diet. A couple of questions on those items.

**Question: Q1A.** The second to last bullet states that, “There is a high concentration of southbound rear-end crashes at Plymouth Rd intersection and CVS parking lot, which may worsen with a lane reduction.” Can you please elaborate on and quantify that heightened safety risk? (Councilmember Lumm)

**Response:** Locations with a concentration of rear-end type crashes could see an increase in the frequency of crashes if a lane reduction was carried through that area. The proposed design does not include a lane reduction for southbound trips in this area. The proposed design includes a lane reduction for northbound through this area. The proposed northbound design is expected to have a reduction in the number of crashes associated the CVS driveway due to the improved sight lines.

**Question: Q1B,** The last bullet states, “Nixon Road could be affected by vehicles avoiding the new lane configuration.” Can you please elaborate on that risk given that diversion to Nixon only exacerbates that already problematic corridor? (Councilmember Lumm)

**Response:** There is a very slight possibility that this behavior change could occur, and it was an item that staff considered in developing the proposed design. The proposed

design minimizes this possible behavior change by maintaining the current number of southbound lanes at the intersection with Plymouth Road. This street segment's ability to carry people who travel in vehicles is not determined by the number of lanes on the segment but by the capacity of the intersection with Plymouth Road.

**Question: Q1C.** Two bullets – the second and the fourth – make reference to the proposed actions becoming a “source of friction”. What does “friction” mean and is “friction” a safety risk? (Councilmember Lumm)

**Response:** “Friction” is a term used by transportation engineers to identify anything that may cause discomfort for people driving vehicles. Friction is not categorically a “bad” thing. Some types of friction, such as narrow lanes and street trees, are used strategically to create an environment where people driving choose lower speeds. In this case “friction” describes a potential for people driving vehicles to be displeased at the need to wait for a bus unloading or loading people riding the bus or for another person turning into a driveway.

**Question: Q1D.** Also, can you please elaborate on the third bullet that mentions freight traffic and the concern that lane reductions will decrease drivers perceived of level of comfort? (Councilmember Lumm)

**Response:** Regular sources of freight travel through the corridor include deliveries for businesses, such as Plum Market and CVS, as well as the US Postal Service. People who travel by vehicles, especially those who are driving personal vehicles, may not feel comfortable with driving closely to these vehicles. Staff considered this point while developing the proposed design.

**Question: Q2.** Perhaps I missed it, but I did not see any mention on Attachment B to reductions in crashes and if that’s correct, coupled with the safety risks identified on page 4, on what basis did staff conclude the proposal improves safety? (Councilmember Lumm)

**Response:** Please see chart below.

Segment	Crash Type	2013-2017 Crash History	Reduction %	Expected Performance
4 to 3 Lanes	Angle	8	50% All crash types	8
	Fixed Object	1		
	Head-on	1		
	Other Object	1		
	Rear-end	4		
	Side-Swipe Same	1		
5 to 4 Lanes at CVS shared Driveway	Angle	7		7
	Backing	1		1
	Bicycle	0		0

Segment	Crash Type	2013-2017 Crash History	Reduction %	Expected Performance
	Fixed Object	1	No reductions predicted	1
	Head-on	2		2
	Other	1		1
	Rear-end	4	15% for Improved Sight Distance	3
	Side-swipe Opposite	0	NA	0
<b>5 to 4 Lanes at Plymouth Road Intersection</b>	Angle	8	No reductions predicted	8
	Backing	1		1
	Bicycle	0		0
	Fixed Object	0		0
	Head-on	0		0
	Other	0		0
	Rear-end	12		12
	Side-swipe Opposite	0		0
	Side-swipe Same	3		3

**Question: Q3.** Page 4 of Attachment B indicates that, “an evaluation of the lane reduction will be conducted in fall 2020.” What criteria/metrics will be used in that evaluation? (Councilmember Lumm)

**Response:** Please refer to the response for Q1 of CA-18.

**Question: Q4.** In the verbatim comments, it was suggested that the city should not make any decisions on road diets or traffic flows until the full build-out of Nixon developments has occurred (and the full traffic conditions are known). Can you please comment on that suggestion? (Councilmember Lumm)

**Response:** As stated above, this street segment’s ability to carry people who travel in vehicles is not determined by the number of lanes on the segment as much as by the capacity of the intersection with Plymouth Drive. The vehicular travel volumes used have been adjusted to reflect approved and proposed developments within City limits.

**Question: Q5.** On Attachment C (public survey results), while the number of respondents wasn’t huge, 57% of the respondents did not support/had low support for the 4>3 lane reduction and 72% did not support/had low support for Option C. Is there a level of public opposition that would result in staff changing a road diet recommendation? (Councilmember Lumm)

**Response:** Many of the residents who attended the public open house were able to give very thoughtful input about the proposed designs as people who sometimes drive or ride in vehicles through the corridor, people who sometimes walk through the corridor, and people who sometimes bicycle through the corridor. Staff developed Option C in response to needs expressed by residents at that meeting.

**Question: Q6.** Is Green Road also a Freeway Emergency Route and if so, what impact (if any) did that have on the recommendation? (Councilmember Lumm)

**Response:** Green Road is not a designated Freeway Emergency Routes designated by MDOT, nor is it part of an actively managed incident response corridor.

**Question: Q7.** On page 3 of Attachment B, it states that “southbound peak directional is within a less ideal range but still acceptable.” Attachment B also indicates the counts are from 2018. Isn’t it reasonable to conclude the volume has increased (and will increase more) with the full build-out of the Nixon residential developments, and assuming it is reasonable to conclude that, do we have a sense of how much higher than the 754 measured in 2018 the southbound peak directional volume will be? (Councilmember Lumm)

**Response:** Updated analysis with newest projected trips was performed after the most recent site plan submission.

The FHWA guidelines include three levels of consideration regarding traffic volumes (daily, peak hour, and peak hour directional) which are all supplemental to the site specific capacity analysis conducted by staff. The corridor is under the daily traffic limit and peak hour traffic limit for consideration of a lane conversion. Directional peak hour volume is advised to be under 750 vehicles per hour, but the guidance notes that directional peak hour volumes between 750 and 875 are still reasonably within the range of installing a lane conversion. Locations within this range need to have detailed operational modeling, which staff conducted, to determine viability of the project. Staff worked to address this concern by developing a design that maintains the current southbound lanes south of Commonwealth Drive, where traffic volumes are higher.

**CA-24 - Resolution to Approve an Increase to the Purchase Order with Shrader Tire & Oil for the Purchase of Heavy Equipment/Truck Tires and Tire Repair Services (Not to Exceed \$15,000.00)**

**Question:** Regarding CA-24, the cover memo indicates that up until April 2018, RAA purchased or repaired the tires on the city-owned vehicles RAA uses and now the city is handling to avoid excise taxes. Obviously that makes sense, and can you please confirm the payments to RAA were reduced at that point to reflect the change? (Councilmember Lumm)

**Response:** Payments to RAA are not impacted by repair costs to City owned vehicles operated by RAA. When RAA was purchasing the tires directly, they just submitted the



bill (including the excise taxes) to the City for payment from the solid waste fund. With Fleet purchasing the tires, we charge the solid waste fund directly.

**CA-30 – Resolution to Approve Amendment Number 1 to Services Agreement with Aptim Environmental and Infrastructure, LLC. (APTIM) for the Solid Waste Resources Management Plan and Appropriate Funds from Solid Waste Fund Fund Balance (\$24,250.00) (8 Votes Required)**

**Question:** What services is the City receiving for \$24,250? (Councilmember Nelson)

**Response:** The City will receive added services in two areas. First, an additional Advisory Committee meeting will be added to the project, including: developing the meeting agenda; preparation of meeting materials; distribution of the agenda and any pre-meeting materials to the Advisory Committee; facilitation of the committee meeting; development of the meeting summary and any related documents for distribution to the committee members and use on the project webpage. This service has a budget of \$9,250. Second, if Recycle Ann Arbor's unsolicited proposal for redevelopment of the MRF moves forward, APTIM will provide technical expertise services to review and provide comments on submitted materials and assist the City in discussions/ negotiations if they occur with a budget of \$15,000. Separate budget amounts were specified by APTIM in the event that Council supports approval of only one of these added services.

**Question:** Will the approval of this contract amendment and expenditure, which will permit an additional meeting of the Advisory Committee, further delay the completion of the consultant's drafting of the Solid Waste Plan? (Councilmember Eaton)

**Response:** The drafting of the plan document for staff review is anticipated by early July, with or without approval of the amendment.

**Question:** What is the expected date for receiving the solid waste plan? (Councilmember Eaton)

**Response:** If there is no additional meeting of the Advisory Committee, the draft plan is anticipated to be presented to the Environmental Commission at their July 25<sup>th</sup> meeting and the final plan would be expected in August/September. If there is an additional 5<sup>th</sup> meeting of the Advisory Committee to review and discuss the draft plan, the final draft plan would be presented to the Commission in August (or likely September based on low attendance by Commissioners in August), with the final plan expected in September/October.

**CA-35 – Resolution to Approve a Contract with Governmental Consultant Services, Inc. for Lobbying Services (\$48,000.00)**

**Question:** How does the work of GCSI coordinate or overlap with policy/lobbying work done by the Assistant City Administrator? (Councilmember Nelson)

**Response:** Kirk Profit's work at GCSI is an important tool in the tool box we use to lobby our state officials in Lansing, which is coordinated by the Assistant City Administrator as part of his efforts to effectuate the city's legislative agenda in Lansing. GCSI provides important information to us on the movement of legislation, impending appointments to state boards, and on the general forecast of political events that may influence our legislative agenda. Mr. Profit was particularly helpful to the city during the lame duck session in 2018 when we were tracking and attempting to lobby multiple bills, and has been instrumental in reviving and funding the state's Fire Protection Grant Program, which provides substantial public safety funding to the City of Ann Arbor.

**Question:** When was the last time the City conducted a competitive bid for its lobbying contract? (Councilmember Eaton)

**Response:** According to City records, the GCSI contract was last competitively bid in August of 2001. The RFP "Government Representation Services" was advertised on August 7, 2001 and GCSI was the winning bidder.

**Question:** Has GCSI considered other ways to inform Council of updates from Lansing? Currently they send numerous individual emails, and perhaps a summary of priority issues would be more effective? (Councilmember Bannister)

**Response:** We have not asked GCSI to consider revising their strategies for communicating with Council, however we can do so if Council desires. Some members may value the news alerts that are sent to them, others may not. Therefore, if we engaged in a project to alter how GCSI communicates with Council we would want to do so in a way that reflects the consensus of Council.

### **CA-36 - Resolution to Amend Ann Arbor City Budget for Fiscal Year 2019 (8 Votes Required)**

**Question:** Regarding CA-36, one of the items listed in the \$1.2M of General Fund expenditure increases is \$50K identified as wages for sustainability manager. I thought we approved that spending mid-year or am I confused/missing something? (Councilmember Lumm)

**Response:** The mid-year amendment for Sustainability (R-18-464) funded \$250,000 as follows:

- \$200,000 – Net Zero Affordable Housing
- \$15,000 – Electric Vehicle Charging Stations
- \$10,000 – Resilience Hubs
- \$25,000 – Municipal Clean and Renewable Energy Strategy Implementation

The amendment did not include any funds for the Sustainability and Innovations Manager position, which was unbudgeted for FY19. The position was partially covered by the workforce planning program, however, not enough funding was available in the program

to cover the entire salary and benefits of the position. This year-end true-up of the budget requests the \$50k remaining amount.

**Question:** The memo attached to the resolution notes that \$50,000 in expenditures were for wages for sustainability manager (which are partially offset by a grant of \$21,000), membership dues, and staff training 50,000. During the budget year, the office of sustainability sought a budget amendment that included these items but Council did not approve that funding. Did the OSI spend funds that had been denied by Council and if so, who authorized that spending? (Councilmember Eaton)

**Response:** No because the funds requested by OSI were for the sustainability analyst positions. The \$50k shortfall relates to the OSI manager, which was already employed when council considered the resolution referenced.

### **C-3 – An Ordinance to Amend Sections 1:311, 1:316, 1:317, 1:319, and 1:324 in Chapter 14 (Purchasing, Contracting and Selling Procedure) of Title I of the Code of the City of Ann Arbor**

**Staff background information:** Under the existing ordinance, competitive bidding is not required for purchase of *supplies and equipment* where the City Administrator makes the recommendation and Council approves. **The exception does not cover purchase of general services or professional services.** Currently, Section 4.5 of [APP 204](#) (enacted pursuant to City Code Chapter 14, [Section 1:311](#)) authorizes best source/sole source procurement for such purchases and outlines the process.

The proposed code section codifies and clarifies the current procedure. For purchases over \$25,000, the City Council still maintains authority to disapprove purchases where the Council wants to see competitive bidding if it disagrees with the City Administrator's decision. For purchases under the \$25,000 threshold, the procedure exempts certain purchase from the requirement to get three quotes if the City Administrator agrees that the purchase constitutes a best source or sole source purchase.

**Question: Q1.** The May 15 email from Administrator Lazarus to Councilmembers Smith and Bannister about the unsolicited RAA proposal for the MRF stated that, "I have reached out to the City Attorney's Office about proceeding with RAA on a non-competitive, sole-source basis. This discussion has identified the need to revise the city code Section 1:316 (Exception to competitive bidding) to add 'procurement where competitive bidding is not required by law or Charter, and where the City Administrator determines that competitive bidding is not practical or of no advantage to the city'." Why wasn't this specific trigger for the change not referenced in the cover memo? (Councilmember Lumm)

**Response:** The City Attorney's office worked with Finance to prepare several code changes (including changes to Chapter 11 and Chapter 13). All of the accompanying memos focus on the broad purpose behind the proposed changes, not specific instances that brought the issues to light. While the unsolicited RAA proposal brought

focus on Section 1:316, the proposed changes seek to clarify and codify the City's practice broadly.

**Question: Q2.** The cover memo states that this change reflects current practice. Please provide the instances over the last 5 years where the Administrator determined that competitive bidding was not practical or of any advantage to the city? (Councilmember Lumm)

**Response:** All purchases over \$25,000 (whether they are sole source or competitively bid) are provided to Council for approval and the revised ordinance keeps this requirement. The City Administrator has delegated authority to the respective Service Area Administrators for purchases \$25,000 and below where competitive bidding was not practical or of any advantage to the City. Below is a summary below representing the data since December 2015 (which is the time period that was readily available):

592 purchases where competitive bidding was not practical or of any advantage to the city since December 2015. Attached is a list of the last 10 as an example.

2% - 15<sup>th</sup> District Court

7% - City Administrator

9% - Community Services

9% - Financial and Administrative Services

5% - Fire

8% - Police

59% - Public Services

The use of sole sourcing reflects a very small portion of the City's purchases 3.7% in FY2017 and 4.4% in FY2018.

**Question: Q3.** The existing ordinance paragraph (4) allows the competitive bidding requirement to be waived if recommended by the Administrator and approved by council (joint authority). Presumably, occurs infrequently so what is the rationale/benefit for allowing the Administrator to solely make that decision? (Councilmember Lumm)

**Response:** As noted above, Section 1:316's exception only covers waiver of competitive bidding for **supplies and equipment**; it does not address the purchase of **services**. All purchases over \$25,000 (whether they are sole source or competitively bid) will continue to be provided to Council for approval. If Council disagrees with the City Administrator's best source/sole source determination for such purchases, they can still disapprove the purchase and require competitive bidding. For purchases under the \$25,000 threshold, the changes: 1) improve efficiencies by enabling such best source/sole source purchases to proceed without going to Council; 2) take administrative burdens off of Council and place them on the City Administrator; and 3) codify and clarify the current practice (in accord with Section 4.5 of [APP 204](#)).

**Question: Q4.** Under the existing ordinance paragraph (4), the authority to waive the competitive bidding requirement is established as a joint authority (Administrator and Council) which provides a check & balance, solid internal control, and protections against fraud. The new paragraph (4) granting the Administrator the sole authority to award contracts/business without bidding eliminates those very same controls, checks & balances, and protections. Can you please explain how that makes sense and please explain what mitigating internal controls will be put in place to compensate for the loss? (Councilmember Lumm)

**Response:** For all purchases over \$25,000, Council will still review the City Administrator's determination and can disapprove the purchase if they disagree with a best source/sole source determination. The proposed ordinance codifies the current practice. For purchases under the \$25,000 threshold, there are still several controls in place to protect against abuse – the SAA, Attorney's office, City Administrator's office, Purchasing, and Accounting all have roles in overseeing and approving the purchases. Council's oversight of the purchases in question (which total 4% of the City's total purchases) would come at a great cost as certain purchases could be slowed substantially pending Council review of the sole source/best source determination.

**Question: Q5.** Can you please share with Council the April 25<sup>th</sup> proposal from RAA related to operating the MRF? (Councilmember Lumm)

**Response:** The proposal is attached.

**Question: Q6.** Can you also please provide a history of the City's contracts with RAA for the last 25 years including amendments to contracts, adjustments to contracts, and which were competitively bid. (I recognize this may take more than a day to compile, but please provide by Monday's meeting.) (Councilmember Lumm)

**Response:** The information will be provided separately.

**Question: Q7.** Finally, and perhaps most importantly, Councilmembers have a fiduciary responsibility to taxpayers. Given that responsibility, coupled with the fact that competitive bidding is a core element of financial discipline and efficiency, how can council's relinquishing its right and authority to ensure competitive bidding whenever possible/practical be interpreted as anything other than an abdication of that fundamental fiduciary responsibility? (Councilmember Lumm)

**Response:** These updates have no impact on Council's responsibility to provide oversight as all purchases over \$25,000 (whether they are sole source or competitively bid) are provided to Council for approval. The use of sole source/best source purchasing is commonplace in public procurement. If Council wishes to have greater oversight of its use, one option would be to require the City Administrator or Purchasing Agent to report to Council all contracts entered into pursuant to a sole or best source justification.

**Question:** As I read 1:311, it looks like the administrator's approval is displacing certification/oversight from both finance and administrative service areas. In that past, has it been cumbersome to gather the input from finance and service areas? Why would we not want their input moving forward? (Councilmember Nelson)

**Response:** Service Area Administrators are responsible for their own Service Area's budgets therefore approval should ideally be provided by the Service Area Administrators and codified as such to match current practice. Budgetary adjustments (when needed) are approved by Council and this practice will continue as usual.

**Question:** I'm curious about recent examples where competitive bidding was deemed impractical. What kind of situations are we anticipating where it would not be helpful for Council to weigh the value of a no-bid process? Without explicit Council discussion and approval of a no-bid process, would such contracts be identified in our agendas and minutes as that (i.e. "this contract was not subject to a competitive bidding process") when they reach us for approval? (Councilmember Nelson)

**Response:** All purchases over \$25,000 (whether they are sole source or competitively bid) are provided to Council for approval; Council can still disapprove contracts where it believes competitive bidding is appropriate. Some examples of sole source and best source purchases are: [Resource Exploration LLC](#) (for priority-based budgeting), contracts for outside legal counsel, [Community Action Network](#) for operation of the Bryant and Northside Community Centers, and [Ann Arbor SPARK](#) for economic development services. It is generally the City's practice to identify the procurement method in resolutions approving purchases and contracts (for contracts over \$25,000). For contracts and purchases under the \$25,000 threshold, contract administrators are required to complete the [sole source/best source justification form](#), which is reviewed by the Purchasing Agent before the purchase is approved. Because this review is largely administrative, it has been conducted by staff (including the City Administrator) in accordance with [APP 204](#), Section 4.5.

**Question:** The memo states that the ordinance changes conform with current practice, including the City's practice of allowing procurement of goods and services without competitive bidding or formal solicitation when the City Administrator determines the contractor is either a best source or sole source. Can you give a few examples of when the City Administrator allowed procurement of goods and/or services without a competitive bid? Please provide an explanation why these example procurements did not include competitive bidding. (Councilmember Eaton)

**Response:** All purchases over \$25,000 are provided to Council for approval and the requirement for Council approval for such contracts will remain if these changes are approved. Situations where competitive bidding was not practical or of no advantage to the City include situations where the product is manufactured by a single vendor, or sold through a single distributor, that the product or service must match or be compatible with current equipment or services, it would not be economically feasible for another vendor to provide the product of service needed or that a single vendor is uniquely qualified to

fulfill the City's need. Examples include specific replacement or service of waste water treatment pumps that fit the City's unique requirements, service/maintenance to an existing HVAC unit is best done by the authorized manufacturer representative otherwise any warranty provided at initial purchase may be voided and replacement parts for existing standardized equipment are sold through one distributor.

**Question:** Would it be better practice to have the City Administrator seek Council approval for procurement of goods or services without competitive bid? (Councilmember Eaton)

**Response:** All purchases over \$25,000 (whether they are sole source or competitively bid) will continue to be provided to Council for approval; Council can disapprove any contract where it believes the sole source/best source justifications are improper. For purchases under the \$25,000 threshold, it would likely slow critical purchases considerably to seek prior Council authorization of a sole source/best source justification. Currently, contract administrators are required to complete and sign the [sole source/best source justification form](#), which is reviewed and processed by the Purchasing Agent. Because this review is largely administrative, it has been conducted by staff in accordance with [APP 204](#), Section 4.5.

**Question:** Please provide an amendment to that would strike this section, "Codify the City's practice of allowing procurement of goods and services without competitive bidding or formal solicitation when the City Administrator determines the contractor is either a best source or sole source." (Councilmember Bannister)

**Response:** The amendment will be provided separately.

## **DC-2 – Resolution to Approve the City's Constituent Membership in the Washtenaw Regional Resource Management Authority (WRRMA)**

**Question: Q1.** On March 4<sup>th</sup>, Council tabled this action of joining a regional authority in order to review and discuss the Solid Waste Resource Management Plan (SWRMP) once it's completed. Council concluded then it would be premature to make any long-term commitments or decisions without the benefit of the SWRMP the city is paying \$250K for. What (if anything) has changed substantively that warrants re-consideration at this time? (Councilmember Lumm)

**Response:** All of the other communities that participated on the County's Authority Formation Committee have approved the Authority's Articles of Incorporation and will be constituent members of the Community. Delegates and alternatives have a meeting scheduled for July 11<sup>th</sup>. At this meeting, the group will begin forming, determine initial priorities, direction, and will determine the timing for filing of papers required by the State to become an authority. Once filed and accepted, the municipalities' legislative boards would determine whether or not to accept new members. If any municipality's legislative

board does not accept the proposed change to the Articles of Incorporation, Ann Arbor would not be able to be a member of the Authority at that time.

**Question: Q2.** Similarly, after Council tabled the decision in March, the Environmental Commission voted again to join the authority. What, other than simply not liking the council decision, prompted that second vote (CM Smith’s email alluded to “unearthing new specifics”?) (Councilmember Lumm)

**Response:** Staff cannot speak to what was intended by CM Smith in his e-mail, however the Environmental Commission’s resolution of April 25, 2019, which may be what CM Smith was thinking of, included the following items within its Whereas clauses:

- Regional recycling authorities permit members to manage multiple materials in order to increase community diversion rates and decrease landfill amounts; to save costs through economies and efficiencies of scale that cities and counties cannot attain on their own; to share risk and investment among community partners; and to consolidate educational efforts and provide consistent messages to all residents within the authority.
- The benefits that would accrue to Ann Arbor and its community partners by achieving an economy of scale through a regional authority would benefit Ann Arbor and its community partners rather than private or contract hauler.
- The first-year dues for joining the authority is a relatively modest \$5,000 and defines a period in which the authority would coordinate communications, improve outreach to increase the quality and quantity of the recycling streams, gather and analyze member communities’ concerns, define priorities, elect officers, and develop relevant metrics.
- Prospective authority representatives have expressed a strong desire to increase the quantity and quality of the recycling stream first, with a desire to move closer to zero waste over the long-term.
- If Ann Arbor does not join WRRMA by June 1, 2019, the City must either submit a petition to each member to be added to the Authority or join as a non-voting member, a status that will eventually be offered to area institutions, such as the University of Michigan.
- Each member of the authority initially receives one vote, as the authority evolves and makes multi-year commitments, capital financing or long-term risk programming can be governed by weighted votes that protect the city’s interests and offer the City commensurately greater influences.
- The Authority is not empowered to impose unilateral directions or change contracts that affect members without gaining approval.
- WRRMA intends to integrate each charter community’s current and future solid waste plans and assessments into WRRMA discussions on an ongoing basis, which means there is no benefit to waiting until the City’s Solid Waste Resource Management Plan update is completed in July, 2019.
- The City’s ability to determine specific contracts that meet Ann Arbor’s living wage ordinance, require unionized employees, and other existing requirements would remain within the City’s purview and would not be decisions over which the authority would have any governing power.



**Question: Q3.** The March 4 resolution tabled by council included a specific reference to signing the articles of incorporation, but this resolution does not. Can one become a constituent member without accepting the Articles of Incorporation, and if yes, what is the process to revise the Articles? Also have the Articles of Incorporation changed since March 4<sup>th</sup>? (Councilmember Lumm)

**Response:** A municipality cannot become a constituent member without signing the Articles of Incorporation. Constituent members can revise the Articles of Incorporation by having a proposed revision approved by each constituent member's legislative body through resolution. The Articles have not changed since March 4<sup>th</sup>.

**Question: Q4.** Also on the Articles, the 16<sup>th</sup> whereas clause indicates that each member of the authority receives one vote, but that whereas clause also states that "as the authority evolves and makes multi-year commitments, capital financing or long-term risk programming can be governed by weighted votes that protect the city's interests and offer the City commensurately greater influences." While that sounds more reasonable, what is the mechanism that would enable the evolution to occur and isn't that likely to meet resistance with one vote per member as the starting point? (Councilmember Lumm)

**Response:** A change in voting structure would require an amendment of the Articles of Incorporation. The one vote per community doesn't prevent the City from taking the lead on an important issue and having other municipalities on board with a fair cost-sharing approach in place. Projects or programs that have a disproportionate cost share would not be equally allocated as 1/8 per community. Cost share would be determined at the outset of a new initiative.

**Question: Q5.** For the other authorities in Michigan, how are their governance/voting structures set up among the participating governmental entities - one vote per member, volume based, population based, something else? (This was touched on in the March 4<sup>th</sup> Q&A which referenced start-up structures, but the response wasn't a comprehensive listing and I'm more interested in ongoing voting/governance structure than start-up structure.) (Councilmember Lumm)

**Response:** Authorities in Michigan have various voting structures. Some have changed their voting structure over time, others have kept the same voting structure since inception. The structure is determined by the members through approval or amending the Articles of Incorporation. Below is a list of some publicly available voting structures or structures obtained by the County.

- **WWRA:** 1 vote per municipality
- **Delta Solid Waste Management Authority:** 1 vote per municipality
- **RRRASOC:** mixed voting structure depending on issue, 1 vote per municipality, in some cases vote by volume determined by amount of solid waste generated in the prior year
- **SOC CRA:** Weighted: 1 vote granted per every 3,000 tons of Solid Waste during prior year, minimum of 1 vote

**Question: Q6.** The 18<sup>th</sup> whereas clause states that the WRRMA intends to integrate each charter community’s current and future solid waste plans and assessments into WRRMA discussions on an ongoing basis, which means there is no benefit to waiting until the City’s SWRMP is completed in July.” While WRRMA can ensure a discussion, it certainly can’t ensure each community’s plans are incorporated – correct? Also, isn’t it only accurate to say there is no benefit in Ann Arbor waiting IF one has already concluded the optimal structural solution for Ann Arbor is a regional authority? (Councilmember Lumm)

**Response:** As legislation only requires counties to have established solid waste plans, many of the WRRMA member communities do not have actual local solid waste plans to be incorporated. However, the methods and manners in which each of the members provide solid waste services to their communities should be incorporated into discussions by their board representatives. If Ann Arbor were a member of WRRMA, as the largest provider/utilizer of services among the member communities, it would be extremely improbable that the WRRMA board would not consider and incorporate the City’s plans into its discussions and directions.

**Question: Q7.** There was a recent email exchange regarding what APTIM was told/instructed with regard to a regional authority/structure that was not entirely clear. What exactly was APTIM told? (Councilmember Lumm)

**Response:** With regards to a potential regional authority, the Request for Proposals (RFP) documents which gave direction to all proposers, including APTIM, stated the following:

**Key Work Plan Elements**

**Documentation Review**

In order to gain the broader regional context for this plan, the consultant shall gain background and understanding of recent and current planning efforts by Washtenaw County in areas that directly relate to, or impact, the City’s solid waste programs by performing a review of pertinent documents, including:

- *Washtenaw County Solid Waste Management Plan Amendment*
- *Waste Diversion Site Feasibility Study: An Assessment of Recovery Facilities to Manage Recyclables*
- *Results of Washtenaw County’s Examination of Potential for Regional Approach to Recycling and Solid Waste (anticipated March 2018)*

**Identify and Evaluate Opportunities and Recommendations**

With the understanding and context gained in the Document Review element of the work and utilizing the community engagement process, the consultant is to identify and evaluate potential opportunities and recommendations for the Solid Waste Resource Management Plan. Through its current operation and management of the current solid waste area programs, the City has identified interest in examination of the following specific items as part of this element of the plan:

- Service Delivery

- Review the City’s current use of both staff and contracted services for delivery of solid waste, recycling and compost/organics management.
- Benchmark approaches and methods used by other cities to provide these services
- In the event that the results of Washtenaw County’s “Examination of Potential for Regional Approach to Recycling and Solid Waste” does not result in the emergence of a regional entity that the City could participate, examine potential for delivery of solid waste, recycling and compost/organics services for the City through cooperative contracting with other agencies within the City and neighboring communities
- Provide recommendations to provide efficient and cost effective delivery of services to the City of Ann Arbor community

APTIM’s proposed scope of services responsive to the RFP and incorporated into their contract for development of the Solid Waste Resources Management Plan states:

To evaluate service delivery options, APTIM will:

- Document existing service delivery methods in place in the City, including clear delineation of entities responsible for managing each material stream from individual generator sectors (e.g., single-family residential, multi-family residential, downtown, commercial, etc.).
- For contracted services, compile current contract termination dates and options for extension. Current contracts vary in duration and dates of expiration, and this may impact the timing of or ability to modify service delivery methods or implement program changes. For example, to the extent the City may consider privatizing its residential organic waste collection operations, it may be beneficial to combine residential (as an existing, potentially expanded, service) and commercial organics collection (as a new service) into a single contract for service. Implementation of this potential option may therefore be dependent in part on the commercial waste franchise, which will expire in 2019.
- Benchmark service delivery methods in other communities and document operational and cost parameters under varying service delivery models.
- Review and incorporate findings of the ongoing regionalization analysis being completed by Washtenaw County. If the County’s analysis does not result in continued effort toward regionalization or a regional entity, identify additional regional strategies for collaborative contracting and program services.
- Identify recommended service delivery methods to increase the cost-efficiency and effectiveness of the City’s services.

**Question: Q8.** Also on APTIM’s scope of analysis, the March 4 Q&A wasn’t clear. The response indicated that, “the decision by the city of whether or not to join the authority will

be a factor in the direction and recommendations of the SWRMP, including the financial analysis, rather than a plan recommending whether or not the city should become a member of the Authority.” Can you please clarify exactly what that means – will there be a financial analysis comparing the alternatives of joining an authority vs. Ann Arbor remaining independent? Will the SWRMP evaluate any other structure alternatives (public-private; partnership with UM, etc.)? (Councilmember Lumm)

**Response:** To clarify the prior response, it was not the intent of the SWRMP to evaluate or recommend whether or not the City should join a regional authority. Based on the scope of work requested in the RFP and proposed to be performed by APTIM (see response to Q7. above), the SWRMP was intended to report on the outcome of the regionalization effort, which at this time has been the establishment of WRRMA. The SWRMP was not intended to, and will not, include specific financial analysis of the City joining the authority. Given that the regionalization effort referenced at the time of the RFP has in fact resulted in the establishment of WRRMA as a regional authority, and that the City has not yet determined its membership in the authority, the SWRMP is currently planning to identify recommendations that would be enhanced by the City’s membership in WRRMA. In addition, the SWRMP will identify where there is benefit to collaborating with the County or other entities such as U of M to achieve certain goals or implement recommendations.

If the City elects to join WRRMA prior to completion of the SWRMP, that decision will be reflected in the phrasing of recommendations where a regional approach would be beneficial. In such instances, the SWRMP would be expected to assist the City in discussions with other WRRMA members as the authority develops goals and programs, establishes its future initiatives, and implements regional strategies.

**Question: Q9.** The 13<sup>th</sup> whereas clause states that, “If Ann Arbor does not join WRRMA as a constituent member, 2019, the City ....” I’m assuming that should read “in 2019” – correct? Also, if Ann Arbor submitted a petition subsequently to be added and it was approved, would the rights be any different than if Ann Arbor joined now? (Councilmember Lumm)

**Response:** The rights of the members are the same regardless of when they are accepted, provided that the Articles of Incorporation have not been amended prior to the City joining at a later date. Ann Arbor would lose the ability to influence the direction of the Authority from the outset by not being at the initial meetings.

**Question:** How does the consulting work included in CA-30 relate to our decision to join the Washtenaw Regional Resource Management Authority? (Councilmember Nelson)

**Response:** The SWRMP will report on the outcome of the regionalization effort. As the City has not yet determined its membership in the authority, the SWRMP is currently planning to identify recommendations that would be enhanced by the City’s membership in WRRMA. If the City elects to join WRRMA prior to completion of the SWRMP, that decision will be reflected in the phrasing of recommendations where a regional approach

would be beneficial. In such instances, the SWRMP would be expected to assist the City in discussions with other WRRMA members as the authority develops goals and programs, establishes its future initiatives, and implements regional strategies.

**Question:** What new information do we have since we last visited the topic of the regional authority? (Councilmember Nelson)

**Response:** All of the other communities that participated on the County's Authority Formation Committee have approved the Authority's Articles of Incorporation and will be constituent members of the Community. Delegates and alternatives have a meeting scheduled for July 11<sup>th</sup>. At this meeting, the group will begin forming, determine initial priorities, direction, and will determine the timing for filing of papers required by the State to become an authority. Once filed and accepted, the municipalities' legislative boards would determine whether or not to accept new members. If any municipality's legislative board does not accept the proposed change to the Articles of Incorporation, Ann Arbor would not be able to be a member of the Authority at that time.

In addition, the Environmental Commission's resolution of April 25, 2019 included the following items within its Whereas clauses:

- Regional recycling authorities permit members to manage multiple materials in order to increase community diversion rates and decrease landfill amounts; to save costs through economies and efficiencies of scale that cities and counties cannot attain on their own; to share risk and investment among community partners; and to consolidate educational efforts and provide consistent messages to all residents within the authority.
- The benefits that would accrue to Ann Arbor and its community partners by achieving an economy of scale through a regional authority would benefit Ann Arbor and its community partners rather than private or contract hauler.
- The first-year dues for joining the authority is a relatively modest \$5,000 and defines a period in which the authority would coordinate communications, improve outreach to increase the quality and quantity of the recycling streams, gather and analyze member communities' concerns, define priorities, elect officers, and develop relevant metrics.
- Prospective authority representatives have expressed a strong desire to increase the quantity and quality of the recycling stream first, with a desire to move closer to zero waste over the long-term.
- If Ann Arbor does not join WRRMA by June 1, 2019, the City must either submit a petition to each member to be added to the Authority or join as a non-voting member, a status that will eventually be offered to area institutions, such as the University of Michigan.
- Each member of the authority initially receives one vote, as the authority evolves and makes multi-year commitments, capital financing or long-term risk programming can be governed by weighted votes that protect the city's interests and offer the City commensurately greater influences.
- The Authority is not empowered to impose unilateral directions or change contracts that affect members without gaining approval.

- WRRMA intends to integrate each charter community's current and future solid waste plans and assessments into WRRMA discussions on an ongoing basis, which means there is no benefit to waiting until the City's Solid Waste Resource Management Plan update is completed in July, 2019.
- The City's ability to determine specific contracts that meet Ann Arbor's living wage ordinance, require unionized employees, and other existing requirements would remain within the City's purview and would not be decisions over which the authority would have any governing power.

**Question:** The Environmental Commission recommended the approval of this resolution at its April 25 meeting before the solid waste advisory committee meeting on May 21, where the members of the committee asked for another meeting to finish their work. Why is this resolution being brought to Council before the work of the advisory committee and the consultant is concluded? (Councilmember Eaton)

**Response:** As this item is a Council sponsored agenda item, the answer would be provided by the sponsor.

**Question:** Please describe the process by which "weighted votes" would be brought forward to the WRRMA and whether a change from one vote to weighted votes would likely be successful. (Councilmember Bannister)

**Response:** Weighted votes could be brought forward to amend the voting structure of the Articles of Incorporation. The process would require each municipalities' legislative body to approve the amendment. Determining if the success of such an amendment is conjecture and subject to the biases of the individual making the conjecture. As such, it would be imprudent to offer the likelihood of success.

**Question:** Please describe the process for "gaining approval" from the WRRMA to protect the City's rights to not be subject to unilateral decisions or problems with making our own contracts, and to what degree potential efforts to "gain approval" are likely to be successful. (Councilmember Bannister)

**Response:** The Authority is not permitted to make contracts on behalf of the municipality without the municipality's approval. For example, the Authority will contract with the individual municipalities, and then have a master contract reflecting those service needs with a provider.

**DC-3 – Resolution to Exercise a Right of First Refusal to Purchase 1146 South Maple Road for \$260,000.00 (8 Votes Required)**

**Question:** Q1. How did the city obtain the right of first refusal in the first place? (Councilmember Lumm)

**Response:** It appears that the owner/seller may have originally approached the City about donating or selling the land to the City for park purposes and that the right was

granted while the City evaluated that potential. However, the right that the owner/seller provided to the City does not contain any limitation about using the land for park purposes.

**Question:** Q2. Did the city's \$250K appraisal assume it was hooked up to city water/sewer? (Councilmember Lumm)

**Response:** No. It assumed private well and septic.

**Question:** Q3. If the city were to do a deal with Avalon for affordable housing, would the city likely have to donate the property to make the economics work? (Councilmember Lumm)

**Response:** Avalon provided the following response: It is always advantageous to receive donated property both because it lowers the total cost and because there can be some competitive advantage to projects with donated land. At the same time, Avalon has generally not relied on donated land in our previous projects. It is certainly not a requirement at this time.

**Question:** Q4. I recognize we don't know, but do we have any sense of the extent/cost of the necessary repairs to the well/septic and whether the repairs are needed urgently? (Councilmember Lumm)

**Response:** The seller's agent reported the following: the well has a new pump and has passed inspection, therefore no repair should be needed; the septic field failed inspection, but the inspection was done at a time of heavy and unnatural flooding in the backyard due to the new well pump being tested, and therefore the test may have been inaccurate; the septic system may pass a subsequent test and repairs may not be required, otherwise the septic system would likely require total replacement; the owner reported the septic system functioning without issue prior to the flooding.

**Question:** Q5. The cover memo mentions that the owner of the property would need to pay a \$19K sanitary sewer extension charge, but what is the estimated out-of-pocket cost (not allocated) for the city to get sanitary sewer to the house? What are the out-of-pocket costs to get city water to the house? (Councilmember Lumm)

**Response:** The estimated cost for the City to extend public sanitary sewer main from Avalon's Hickory Way site to 1146 S Maple is approximately \$500,000, based on the City's planning level (not location specific) estimates, which include survey/design/construction/construction management costs. If the City were to pay Avalon's contractor to perform the work in coordination with the Hickory Way project, we anticipate it would be much less. City water main already exists in front on 1146 S Maple, so there would be no out-of-pocket City costs. A water capital recovery charge will be due from the property owner at the time of connection. The water capital recovery charge varies based on the size of the water meter. The water capital recovery charge for the existing home to connect (typical residential 0.75" water meter) is \$5,274.

**Question:** Q6 What does the statement, “the city is considering paying for the incremental cost of the extension” mean? (Councilmember Lumm)

**Response:** The City will eventually be responsible for paying the up-front cost of extending public sewer to 1146 S. Maple. The required public sewer being built for the Hickory Way project (at Avalon’s cost) will be the closest public sewer to 1146 S. Maple, so City staff began discussions with Avalon’s contractor to obtain an estimated cost for building an extension to 1146 S. Maple at the same time. If the cost is reasonable, the City would pay Avalon’s contractor to extend the public sewer to 1146 S. Maple now, as this would be less expensive than extending this or another public main to 1146 S. Maple at a later time. Note that this will also require an easement over the Hickory Way property. The City’s decision depends on cost, timing, and availability of an easement.

**Question:** Q7. If the finances could be worked out, what’s the minimum amount of time it would take to hook-up to city water and sewer? (Councilmember Lumm)

**Response:** City water main already exists in front on 1146 S Maple. Connection to the water main could occur as soon as an application is submitted for annexation, an Outside City Service Agreement is signed, and required permits are obtained. Connection to sanitary sewer could not occur until the sewer is extended. If the sewer is extended as part of the Hickory Way project, this would likely be done within the calendar year. Otherwise, a sewer extension project for this area would need to be programmed into the City’s Capital Improvement Plan.

**Question:** Q8. I share staff’s concern that the city will acquire the property and end up holding it. I don’t believe the city should be in the real estate business regardless of the motivation and given that, did we discuss with Avalon the possibility of obtaining a commitment from them to purchase the property, and if so, what the terms might look like? (Councilmember Lumm)

**Response:** Avalon provided the following response: Avalon's commitment to purchasing the property from the City would be similar to our commitments when we buy property from the private market; we need enough time to complete our due diligence and to secure public entitlements and financing commitments--probably about a 2 year contingency period.

**Question:** If the City does not exercise its right of first refusal, will this property be annexed? (Councilmember Eaton)

**Response:** Yes, likely within the next couple of years. If the site is redeveloped with a site plan petition or if the owner requests to connect to City water, annexation would be completed at that time.

**Question:** If annexed, what will the cost of utilities connections and other public improvements be for the new owner? (Councilmember Eaton)



**Response:** There is a historical storm sewer improvement charge of \$5,617 and a historical sidewalk improvement charge of \$5,641 that will become due upon annexation. These charges are adjusted annually. There will also be a water capital recovery charge which varies based on the water meter size. The water capital recovery charge for a typical residential home (0.75" water meter) is \$5,274. Once sanitary is extended, the Sanitary Extension Charge of \$19,972 would be due, as well as a Sanitary Capital Cost Recovery Charge of \$5,982 (based on a typical residential water meter size of 0.75"). These charges do not include the City Water Tap Fee, which varies based on service size (July 1, 2019 rates for a 1" service are: City dug: \$6868; Contractor dug: \$845) or the private costs to hire a contractor to make the connections from the house to the mains.

**Question:** Has that purchaser been notified of the public fees that would be due when the property is annexed? (Councilmember Eaton)

**Response:** This information would be provided at the time of annexation or upon request. We have received inquiries regarding this property, which were answered. However, we do not know if the current prospective purchaser was one of those who inquired.

#### **DS-1 - Resolution No. 2 - Dhu Varren Road Sidewalk Project - Special Assessment**

**Question:** Regarding DS-1, I'm assuming that since this is back on the agenda, the open issues with regard to the properties assessed have been worked out. Can you please summarize the outcome and have the impacted property owners been informed? (Councilmember Lumm)

**Response:** The original assessment was \$123.20 per property to the 359 homeowners in Foxfire and Foxfire 2. The revised assessment district removed the 59 homes in Foxfire 2, as the documents pertaining to that development were less clear in terms of their participation in future improvements along Dhu Varren Road. The revised assessment for the remaining 296 homes in Foxfire is \$147.76. Letters have been sent to all affected property owners with the revised assessment amounts.

	Year 1		Year 2		Year 3		Year 4		Year 5		Total	
	Quote	w/Contingency	Quote	w/Contingency	Quote	w/Contingency	Quote	w/Contingency	Quote	w/Contingency	Quote	w/Contingency
Tyler	\$ 777,871.00	\$ 855,658.10	\$ 105,725.00	\$ 116,297.50	\$ 111,011.00	\$ 122,112.10	\$ 116,562.00	\$ 128,218.20	\$ 122,390.00	\$ 134,629.00	\$ 1,233,559.00	\$ 1,356,914.90
BlueBeam	\$ 4,140.00	\$ 4,554.00	\$ 4,140.00	\$ 4,554.00	\$ 4,140.00	\$ 4,554.00	\$ 4,140.00	\$ 4,554.00	\$ 4,140.00	\$ 4,554.00	\$ 20,700.00	\$ 22,770.00
Hardware	\$ 100,000.00	\$ 110,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 110,000.00
											\$ 1,354,259.00	\$ 1,489,684.90

**Start-up Costs**

	Year 1	
	Quote	w/Contingency
Tyler	\$ 777,871.00	\$ 855,658.10
BlueBeam	\$ 4,140.00	\$ 4,554.00
	\$ 782,011.00	\$ 860,212.10

**From:** [Weber, Annette](#)  
**To:** [Allen, Jane \(Engineering\)](#); [Hutchinson, Nicholas](#); [Beaudry, Jacqueline](#); [Perry, Mark](#)  
**Subject:** RE: 1425 PONTIAC TRAIL SPECIAL ASSESSMENT FILE #19-0541, Parcel 09-09-21-214-003  
**Date:** Wednesday, May 22, 2019 10:01:46 AM  
**Attachments:** [09-21-214-003 Robert Vanrenterghem 5-20-19.pdf](#)

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Thank you for the input everyone. As I stated in my earlier email Mr. Vanrenergem is the owner of 1425 Pontiac Trail as of May 7, 2019.

*Annette M. Weber, MAAO, CPPE  
Appraiser  
City of Ann Arbor  
Assessor Office  
301 E. Huron St  
Ann Arbor, MI 48104*

*Office PH: 734-794-6530  
Desk PH#: 734-794-6530 x45330  
Fax: 734-997-1437  
E-Mail: [aweber@a2gov.org](mailto:aweber@a2gov.org)*

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**From:** Allen, Jane (Engineering) <[JAllen2@a2gov.org](mailto:JAllen2@a2gov.org)>  
**Sent:** Wednesday, May 22, 2019 8:23 AM  
**To:** Hutchinson, Nicholas <[NHutchinson@a2gov.org](mailto:NHutchinson@a2gov.org)>; Beaudry, Jacqueline <[JBeaudry@a2gov.org](mailto:JBeaudry@a2gov.org)>; Weber, Annette <[AWeber@a2gov.org](mailto:AWeber@a2gov.org)>; Perry, Mark <[MPerry@a2gov.org](mailto:MPerry@a2gov.org)>  
**Subject:** RE: 1425 PONTIAC TRAIL SPECIAL ASSESSMENT FILE #19-0541, Parcel 09-09-21-214-003

I have spoken to Mr. Vanrenterghem on various occasions, and told him Resolution 2 was scheduled for June 3, 2019. I felt that this would be the first opportunity for him to speak at Council, as he is not the current homeowner and Resolution 1 states that we will contact affected property owners and brings their thoughts to Resolution 2.

**Jane Allen, P.E., Civil Engineer IV**  
Engineering, Public Services

City of Ann Arbor | Guy C. Larcom City Hall | 301 E. Huron, 4th Floor · Ann Arbor · MI · 48104  
734.794.6410 Extension 43678  
[jallen2@a2gov.org](mailto:jallen2@a2gov.org) | [www.a2gov.org](http://www.a2gov.org)

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**From:** Hutchinson, Nicholas <[NHutchinson@a2gov.org](mailto:NHutchinson@a2gov.org)>  
**Sent:** Wednesday, May 22, 2019 7:33 AM  
**To:** Beaudry, Jacqueline <[JBeaudry@a2gov.org](mailto:JBeaudry@a2gov.org)>; Weber, Annette <[AWeber@a2gov.org](mailto:AWeber@a2gov.org)>; Allen, Jane (Engineering) <[JAllen2@a2gov.org](mailto:JAllen2@a2gov.org)>; Perry, Mark <[MPerry@a2gov.org](mailto:MPerry@a2gov.org)>  
**Subject:** RE: 1425 PONTIAC TRAIL SPECIAL ASSESSMENT FILE #19-0541, Parcel 09-09-21-214-003

Resolution #2 is at the June 3 meeting. Jane can probably tell you when Resolution #3 is scheduled

for, and thus when the public hearing would be scheduled.

Nick

---

**From:** Beaudry, Jacqueline <[JBeaudry@a2gov.org](mailto:JBeaudry@a2gov.org)>

**Sent:** Tuesday, May 21, 2019 4:51 PM

**To:** Weber, Annette <[AWeber@a2gov.org](mailto:AWeber@a2gov.org)>; Hutchinson, Nicholas <[NHutchinson@a2gov.org](mailto:NHutchinson@a2gov.org)>; Allen, Jane (Engineering) <[JAllen2@a2gov.org](mailto:JAllen2@a2gov.org)>; Perry, Mark <[MPerry@a2gov.org](mailto:MPerry@a2gov.org)>

**Subject:** RE: 1425 PONTIAC TRAIL SPECIAL ASSESSMENT FILE #19-0541, Parcel 09-09-21-214-003

Looks like this is still in the earlier steps. Thanks for letting us know!

**Jacqueline Beaudry, City Clerk**

Ann Arbor City Clerk's Office | Guy C. Larcom City Hall | 301 E. Huron, 2nd Floor · Ann Arbor · MI · 48104  
734.794.6140 (O) · 734.994.8296 (F) |  
[jbeaudry@a2gov.org](mailto:jbeaudry@a2gov.org) | [www.a2gov.org](http://www.a2gov.org)



Think Green! Please don't print this e-mail unless absolutely necessary.

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**From:** Weber, Annette <[AWeber@a2gov.org](mailto:AWeber@a2gov.org)>

**Sent:** Tuesday, May 21, 2019 4:33 PM

**To:** Beaudry, Jacqueline <[JBeaudry@a2gov.org](mailto:JBeaudry@a2gov.org)>; Hutchinson, Nicholas <[NHutchinson@a2gov.org](mailto:NHutchinson@a2gov.org)>; Allen, Jane (Engineering) <[JAllen2@a2gov.org](mailto:JAllen2@a2gov.org)>; Perry, Mark <[MPerry@a2gov.org](mailto:MPerry@a2gov.org)>

**Subject:** 1425 PONTIAC TRAIL SPECIAL ASSESSMENT FILE #19-0541, Parcel 09-09-21-214-003

The new property owner, Robert (Rob) VanRenterghem Jr., as of May 7, 2019 contacted our office today. He called in regards to the special assessment under File #19-0541 to get information as to when he would have the opportunity to speak in regards to the special assessment. He wanted to make sure he did not miss his opportunity to speak. I sent him the link below with the information that I found. Below is his contact information if any additional information needs to be sent to him or notifications.

Robert Vanrenterghem Jr. & Cynthia Vanrenterghem  
1425 Pontiac Trail  
Ann Arbor, MI 48105  
616-581-8900  
[robvanrenterghem@gmail.com](mailto:robvanrenterghem@gmail.com)

Thanks

*Annette M. Weber, MAAO, CPPE  
Appraiser  
City of Ann Arbor  
Assessor Office*

301 E. Huron St  
Ann Arbor, MI 48104

Office PH: 734-794-6530  
Desk PH#: 734-794-6530 x45330  
Fax: 734-997-1437  
E-Mail: [aweber@a2gov.org](mailto:aweber@a2gov.org)

---

**From:** Weber, Annette  
**Sent:** Tuesday, May 21, 2019 1:51 PM  
**To:** Rob VanRenterghem <[robvanrenterghem@gmail.com](mailto:robvanrenterghem@gmail.com)>  
**Subject:** 1425 PONTIAC TRAIL SPECIAL ASSESSMENT FILE #19-0541

<http://a2gov.legistar.com/LegislationDetail.aspx?ID=3908205&GUID=FB5F5A56-BDFD-426C-849A-74B637287CFB&Options=ID%7Ctext%7C&Search=19-0541&FullText=1>

**1425 PONTIAC ST** Ann Arbor, MI 48105 (Property Address)

Parcel Number: 09-09-21-214-003



Item 1 of 2

[1 Image / 1 Sketch](#)**Property Owner: VANRENTERGHEM ROBERT, JR & CYNTHIA****Summary Information**

- > Residential Building Summary
  - Year Built: 1901
  - Full Baths: 1
  - Sq. Feet: 2,440
- Bedrooms: 4
- Half Baths: 1
- Acres: 0.711
- > Assessed Value: \$271,800 | Taxable Value: \$186,664
- > Property Tax information found

**Owner and Taxpayer Information**

<b>Owner</b>	VANRENTERGHEM ROBERT, JR & CYNTHIA 1425 PONTIAC ST Ann Arbor, MI 48105	<b>Taxpayer</b>	SEE OWNER INFORMATION
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**General Information for Tax Year 2019**

<b>Property Class</b>	Residential	<b>Unit</b>	09 City of Ann Arbor
<b>School District</b>	No Data to Display	<b>Assessed Value</b>	\$271,800
<b>Map #</b>	No Data to Display	<b>Taxable Value</b>	\$186,664
<b>User Num Idx</b>	1	<b>State Equalized Value</b>	\$271,800
<b>User Alpha 1</b>	251	<b>Date of Last Name Change</b>	05/17/2019
<b>User Alpha 3</b>	No Data to Display	<b>Notes</b>	Not Available
<b>Historical District</b>	No	<b>Census Block Group</b>	No Data to Display
<b>User Alpha 2</b>	00500	<b>Exemption</b>	No Data to Display

**Principal Residence Exemption Information**

Homestead Date 05/07/2019

Principal Residence Exemption	June 1st	Final
2019	100.0000 %	-
2018	100.0000 %	100.0000 %

**Previous Year Information**

Year	MBOR Assessed	Final SEV	Final Taxable
2018	\$258,200	\$258,200	\$182,290

**Land Information**

<b>Zoning Code</b>	R2A	<b>Total Acres</b>	0.711
<b>Land Value</b>	\$115,251	<b>Land Improvements</b>	\$0
<b>Renaissance Zone</b>	No	<b>Renaissance Zone Expiration Date</b>	No Data to Display
<b>ECF Neighborhood</b>	026 Pontiac Traver & Broadway	<b>Mortgage Code</b>	No Data to Display
<b>Lot Dimensions/Comments</b>	No Data to Display	<b>Neighborhood Enterprise Zone</b>	No

Lot(s)	Frontage	Depth
Lot 1	172.00 ft	180.00 ft
<b>Total Frontage: 172.00 ft</b>		<b>Average Depth: 180.00 ft</b>

**Legal Description**

LOTS 24 AND 25 ASSESSORS PLAT NO 31

**Land Division Act Information**

<b>Date of Last Split/Combine</b>	No Data to Display	<b>Number of Splits Left</b>	Not Available
<b>Date Form Filed</b>	No Data to Display	<b>Unallocated Div.s of Parent</b>	0
<b>Date Created</b>	No Data to Display	<b>Unallocated Div.s Transferred</b>	0
<b>Acreage of Parent</b>	0.00	<b>Rights Were Transferred</b>	No
<b>Split Number</b>	0	<b>Courtesy Split</b>	No
<b>Parent Parcel</b>	No Data to Display		

## Sale History

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page	Comments
05/07/2019	\$612,000.00	Q	STEINBERG DAVID P & BETHANY V	VANRENTERGHEM ROBERT, JR & CYNTHIA	Warranty Deed	5303/559	
12/30/2015	\$0.00	U	STEINBERG DAVID P & BETHANY V	STEINBERG VAN DUYN TRUST	PTA	5132/275	
07/07/1997	\$315,000.00	Q	DIRKS NICHOLAS & BAKHLE JANAKI	STEINBERG DAVID (SPOUSES)	Warranty Deed	3458:0114	
04/12/1991	\$1.00	U	WOOD LEELA A	DIRKS NICHOLAS B	Warranty Deed	2487:0217	
08/24/1987	\$1.00	U	GHITALLA A A & P A	DIRKS N & WOOD L	Warranty Deed	2172:0025	

## Building Information - 2440 sq ft 2 STORY, C-BC (Residential)

## General

<b>Floor Area</b>	2,440 sq ft	<b>Estimated TCV</b>	<i>Not Available</i>
<b>Garage Area</b>	814 sq ft	<b>Basement Area</b>	1,360 sq ft
<b>Foundation Size</b>	1,360 sq ft		
<b>Year Built</b>	1901	<b>Year Remodeled</b>	<i>Not Available</i>
<b>Occupancy</b>	Single Family	<b>Class</b>	C + 15
<b>Effective Age</b>	44 yrs	<b>Tri-Level</b>	No
<b>Percent Complete</b>	0%	<b>Heat</b>	Forced Air w/ Ducts
<b>AC w/Separate Ducts</b>	No	<b>Wood Stove Add-on</b>	No
<b>Basement Rooms</b>	0	<b>Water</b>	Public Water
<b>1st Floor Rooms</b>	4	<b>Sewer</b>	Public Sewer
<b>2nd Floor Rooms</b>	4	<b>Style</b>	2 STORY, C-BC
<b>Bedrooms</b>	4		

## Area Detail - Basic Building Areas

Height	Foundation	Exterior	Area	Heated
2 Story	Basement	Siding	1,080 sq ft	2 Story
1 Story	Basement	Siding	280 sq ft	1 Story

## Exterior Information

<b>Brick Veneer</b>	2,368 sq ft	<b>Stone Veneer</b>	0 sq ft
---------------------	-------------	---------------------	---------

## Basement Finish

<b>Recreation</b>	0 sq ft	<b>Recreation % Good</b>	0%
<b>Living Area</b>	0 sq ft	<b>Living Area % Good</b>	0%
<b>Walk Out Doors</b>	1	<b>No Concrete Floor Area</b>	0 sq ft

## Plumbing Information

<b>3 Fixture Bath</b>	1	<b>2 Fixture Bath</b>	1
<b>Ceramic Tile Floor</b>	1		

## Built-In Information

<b>Cook Top</b>	1	<b>Dishwasher</b>	1
<b>Oven</b>	1		

## Fireplace Information

<b>Interior 1 Story</b>	2
-------------------------	---

## Garage Information

<b>Area</b>	418 sq ft	<b>Exterior</b>	Brick
<b>Foundation</b>	42 Inch	<b>Common Wall</b>	1 Wall
<b>Year Built</b>	<i>No Data to Display</i>	<b>Finished</b>	No
<b>Auto Doors</b>	0	<b>Mech Doors</b>	0
<b>Area</b>	396 sq ft	<b>Exterior</b>	Siding
<b>Foundation</b>	18 Inch	<b>Common Wall</b>	Detached
<b>Year Built</b>	<i>No Data to Display</i>	<b>Finished</b>	Yes
<b>Auto Doors</b>	0	<b>Mech Doors</b>	0

## Porch Information

<b>CGEP (1 Story)</b>	72 sq ft	<b>Foundation</b>	Standard
<b>CSEP (1 Story)</b>	224 sq ft	<b>Foundation</b>	Standard
<b>CCP (1 Story)</b>	40 sq ft	<b>Foundation</b>	Standard

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# Standard Crash Report - Milepoints

## Ann Arbor (CityVillage)

**Report Module:** Safety Management Analysis

**Today's Date:** Thursday, June 13, 2019

**Dates:** 1/1/2013 to 12/31/2017

**Animal Crashes:** Excluded

**PR/RoadName:** 1442503 : Earhart Rd

**Milepoints:** From 0.523 to 1.362

**Sort Order:** Road Name, Milepoint, Date of Crash

### Milepoint Intersection Name

0.523 Waldenwood Dr & Earhart Rd

0.879 Earhart Rd & Green Hills Dr & Waldenwood Dr

1.198 Earhart Rd & Kipling Dr

### Milepoint Intersection Name

0.674 Earhart Rd & Green Hills Dr

0.957 Earhart Rd & Glazier Way

1.246 Glacier Hills Dr & Earhart Rd

### Milepoint Intersection Name

0.747 Ridgmaar Square Dr & Earhart Rd

1.002 Earhart Rd & Glacier Hills Dr

1.362 Earhart Rd & S US 23

# Standard Crash Report - Milepoints

MilePoint	UD-10				Crash Type	Severity	Greatest Injury Severity	Date	Weekday	Hour of Occurrence	Number of			Environmental Condition			Relationship To Road	
	Number	City/Township	Crossroad Reference	Location							Veh Occup	Fat	Inj	Weather	Lighting	Surface		
<b>PR Number: 1442503</b>		<b>Road Name: Earhart Rd</b>																
0.664	1200564	Ann Arbor	GREEN HILLS	52' S	Side-Swipe Opposite	PDO	No Injury	11/5/2017	Sunday	08PM-09PM	2	2	0	0	Cloudy	Dark,Lighted	Wet	On Road
0.674	9884867	Ann Arbor	GREEN HILLS	1' N	Misc. Multiple Vehicle	Injury	Non-Incapacit Inj	11/23/2016	Wednesday	05PM-06PM	2	2	0	1	Clear	Dark	Dry	On Road
0.879	8723183	Ann Arbor	GREEN HILLS	2' N	Angle Turn	PDO	No Injury	9/3/2013	Tuesday	03PM-04PM	2	2	0	0	Clear	Daylight	Dry	On Road
0.879	8781231	Ann Arbor	GREEN HILLS	0' X	Angle Straight	Injury	Non-Incapacit Inj	11/3/2013	Sunday	10AM-11AM	2	2	0	2	Cloudy	Daylight	Dry	On Road
0.929	9033008	Ann Arbor	GLAZIER	150' S	Rear End Straight	PDO	No Injury	8/21/2014	Thursday	04PM-05PM	3	4	0	0	Cloudy	Daylight	Dry	On Road
0.954	8714723	Ann Arbor	GLAZIER	15' S	Fixed Object	PDO	No Injury	8/23/2013	Friday	04PM-05PM	1	2	0	0	Clear	Daylight	Dry	On Road
0.957	8579714	Ann Arbor	GLAZIER	0' X	Fixed Object	PDO	No Injury	2/15/2013	Friday	08AM-09AM	1	2	0	0	Clear	Daylight	Dry	Out Shou/Curb
0.957	9900814	Ann Arbor	GLAZIER	0' X	Angle Straight	Injury	Non-Incapacit Inj	12/5/2016	Monday	03PM-04PM	2	6	0	1	Cloudy	Daylight	Dry	On Road
0.957	9944985	Ann Arbor	GLAZIER	0' X	Angle Turn	Injury	Non-Incapacit Inj	1/20/2017	Friday	08AM-09AM	2	2	0	1	Rain	Daylight	Wet	On Road
0.957	1066430	Ann Arbor	GLAZIER	0' X	Side-Swipe Same	PDO	No Injury	6/8/2017	Thursday	05PM-06PM	2	1	0	0	Clear	Daylight	Dry	On Road
0.957	1140637	Ann Arbor	GLAZIER	0' X	Angle Straight	Injury	Possible Inj	9/5/2017	Tuesday	03PM-04PM	2	5	0	2	Cloudy	Daylight	Dry	On Road
0.985	9231680	Ann Arbor	GLAZIER	90' N	Angle Straight	PDO	No Injury	3/18/2015	Wednesday	11AM-NOON	2	3	0	0	Clear	Daylight	Dry	On Road
0.995	8907068	Ann Arbor	GLAZIER	37' N	Angle Driveway	PDO	No Injury	2/24/2014	Monday	07AM-08AM	2	2	0	0	Cloudy	Daylight	Dry	On Road
0.995	9656202	Ann Arbor	GLAZER	37' N	Angle Turn	PDO	No Injury	3/4/2016	Friday	02PM-03PM	2	2	0	0	Clear	Daylight	Dry	On Road
1.004	8929600	Ann Arbor	GLAZIER WAY	11' N	Side-Swipe Same	PDO	No Injury	3/26/2014	Wednesday	09AM-10AM	2	2	0	0	Clear	Daylight	Dry	On Road
1.122	9787267	Ann Arbor	KIPLING	400' S	Angle Driveway	PDO	No Injury	8/10/2016	Wednesday	07PM-08PM	2	4	0	0	Cloudy	Daylight	Dry	On Road
1.146	9472509	Ann Arbor	GLAZIER WAY	275' N	Rear End Straight	Injury	Possible Inj	12/15/2015	Tuesday	09AM-10AM	2	2	0	1	Cloudy	Daylight	Dry	On Road
1.179	9755260	Ann Arbor	KIPLING	100' S	Angle Driveway	PDO	No Injury	7/6/2016	Wednesday	02PM-03PM	2	2	0	0	Cloudy	Daylight	Dry	On Road
1.194	1141545	Ann Arbor	KIPLING	20' SW	Angle Straight	PDO	No Injury	9/8/2017	Friday	05PM-06PM	2	3	0	0	Clear	Daylight	Dry	On Road
1.198	8819617	Ann Arbor	KIPLING	0' X	Side-Swipe Same	PDO	No Injury	12/10/2013	Tuesday	10AM-11AM	2	3	0	0	Cloudy	Daylight	Dry	On Road
1.207	9703103	Ann Arbor	KIPLING	50' N	Side-Swipe Same	PDO	No Injury	5/6/2016	Friday	04PM-05PM	2	2	0	0	Clear	Daylight	Dry	On Road

**Total crashes for PR 1442503: 21 (0 Fatal, 6 Injuries, and 15 PDO)**

# Standard Crash Report - Milepoints

## Ann Arbor (CityVillage)

**Report Module:** Safety Management Analysis

**Today's Date:** Thursday, June 13, 2019

**Dates:** 1/1/2013 to 12/31/2017

**Animal Crashes:** Excluded

**PR/RoadName:** 4603567 : Traverwood Dr

**Milepoints:** From 0.000 to 0.512

**Sort Order:** Road Name, Milepoint, Date of Crash

**Milepoint Intersection Name**

0.000 Traverwood Dr & Plymouth Rd

**Milepoint Intersection Name**

0.512 Traverwood Dr & S Huron Pkwy

**Milepoint Intersection Name**

## Standard Crash Report - Milepoints

MilePoint	UD-10				Crash Type	Severity	Greatest Injury Severity	Date	Weekday	Hour of Occurrence	Number of			Environmental Condition			Relationship To Road	
	Number	City/Township	Crossroad Reference	Location							Veh	Occup	Fat	Inj	Weather	Lighting		Surface
<b>PR Number: 4603567</b>		<b>Road Name: Traverwood Dr</b>																
0.000	1059933	Ann Arbor	PLYMOUTH	0' X	Bicycle	Injury	Possible Inj	5/26/2017	Friday	11AM-NOON	1	2	0	1	Unknown	Daylight	Unknown	On Road
0.004	8865211	Ann Arbor	PLYMOUTH	20' N	Misc. Multiple Vehicle	PDO	No Injury	1/14/2014	Tuesday	06PM-07PM	2	2	0	0	Cloudy	Dark,Lighted	Wet	On Road
0.057	9310390	Ann Arbor	PLYMOUTH	300' N	Side-Swipe Same	PDO	No Injury	6/10/2015	Wednesday	NOON-01PM	2	3	0	0	Clear	Daylight	Dry	On Road
0.095	8748671	Ann Arbor	PLYMOUTH	500' N	Misc. Multiple Vehicle	PDO	No Injury	10/4/2013	Friday	09AM-10AM	2	2	0	0	Cloudy	Daylight	Dry	On Road
0.095	9200890	Ann Arbor	PLYMOUTH	500' N	Rear End Driveway	PDO	No Injury	2/12/2015	Thursday	10AM-11AM	2	2	0	0	Clear	Daylight	Wet	On Road
0.503	9760854	Ann Arbor	HURON	50' S	Parking	PDO	No Injury	7/14/2016	Thursday	11AM-NOON	2	2	0	0	Clear	Daylight	Dry	On Road
0.512	9192295	Ann Arbor	HURON	0' X	Side-Swipe Opposite	PDO	No Injury	2/3/2015	Tuesday	08AM-09AM	2	2	0	0	Clear	Daylight	Icy	On Road

**Total crashes for PR 4603567: 7 (0 Fatal, 1 Injuries, and 6 PDO)**

# Standard Crash Report - Milepoints

## Ann Arbor (CityVillage)

**Report Module:** Safety Management Analysis

**Today's Date:** Thursday, June 13, 2019

**Dates:** 1/1/2013 to 12/31/2017

**Animal Crashes:** Excluded

**PR/RoadName:** 4603133 : Green Rd

**Milepoints:** From 1.175 to 1.706

**Sort Order:** Road Name, Milepoint, Date of Crash

### Milepoint Intersection Name

1.175 Plymouth Rd & Green Rd

1.706 Green Rd & Burbank Dr

### Milepoint Intersection Name

1.410 Green Rd & Commonwealth Blvd

### Milepoint Intersection Name

1.619 Green Rd

# Standard Crash Report - Milepoints

MilePoint	UD-10				Crash Type	Severity	Greatest Injury Severity	Date	Weekday	Hour of Occurrence	Number of			Environmental Condition			Relationship To Road	
	Number	City/Township	Crossroad Reference	Location							Veh	Occup	Fat	Inj	Weather	Lighting		Surface
<b>PR Number: 4603133</b>		<b>Road Name: Green Rd</b>																
1.175	8582571	Ann Arbor	PLYMOUTH	2' N	Angle Straight	PDO	No Injury	2/18/2013	Monday	10AM-11AM	2	3	0	0	Clear	Daylight	Dry	On Road
1.175	8988342	Ann Arbor	PLYMOUTH	0' X	Rear End Straight	PDO	No Injury	6/13/2014	Friday	08AM-09AM	2	2	0	0	Clear	Daylight	Dry	On Road
1.175	9758965	Ann Arbor	PLYMOUTH	0' X	Side-Swipe Same	PDO	No Injury	7/12/2016	Tuesday	05PM-06PM	2	2	0	0	Clear	Daylight	Dry	On Road
1.175	1068392	Ann Arbor	PLYMOUTH	0' X	Angle Straight	Injury	Possible Inj	6/6/2017	Tuesday	09AM-10AM	2	2	0	2	Clear	Daylight	Dry	On Road
1.175	1115503	Ann Arbor	PLYMOUTH	0' X	Angle Straight	Injury	Possible Inj	8/8/2017	Tuesday	06AM-07AM	2	2	0	1	Clear	Daylight	Dry	On Road
1.177	8562472	Ann Arbor	PLYMOUTH	8' N	Rear End Straight	PDO	No Injury	1/25/2013	Friday	NOON-01PM	2	3	0	0	Snow	Daylight	Snowy	On Road
1.177	8941128	Ann Arbor	PLYMOUTH	11' N	Backing	PDO	No Injury	4/10/2014	Thursday	04PM-05PM	2	2	0	0	Clear	Daylight	Dry	On Road
1.177	1033227	Ann Arbor	PLYMOUTH	10' N	Rear End Straight	PDO	No Injury	4/28/2017	Friday	01PM-02PM	2	2	0	0	Unknown	Unknown	Unknown	On Road
1.177	1162746	Ann Arbor	PLYMOUTH	10' N	Rear End Straight	PDO	No Injury	9/29/2017	Friday	05PM-06PM	2	3	0	0	Clear	Daylight	Dry	On Road
1.178	1182985	Ann Arbor	PLYMOUTH	15' N	Rear End Straight	PDO	No Injury	10/19/2017	Thursday	05PM-06PM	2	1	0	0	Clear	Daylight	Dry	On Road
1.180	8709553	Ann Arbor	PLYMOUTH	25' N	Rear End Straight	PDO	No Injury	8/15/2013	Thursday	NOON-01PM	2	2	0	0	Clear	Daylight	Dry	On Road
1.180	9358862	Ann Arbor	PLYMOUTH	25' N	Rear End Straight	PDO	No Injury	8/14/2015	Friday	05PM-06PM	2	1	0	0	Clear	Daylight	Dry	On Road
1.181	8551801	Ann Arbor	PLYMOUTH	30' N	Rear End Straight	PDO	No Injury	1/15/2013	Tuesday	09AM-10AM	2	2	0	0	Clear	Daylight	Dry	On Road
1.181	9130245	Ann Arbor	PLYMOUTH	31' N	Side-Swipe Same	PDO	No Injury	11/30/2014	Sunday	02PM-03PM	2	2	0	0	Cloudy	Daylight	Wet	On Road
1.183	8978582	Ann Arbor	PLYMOUTH	41' N	Rear End Straight	PDO	No Injury	6/3/2014	Tuesday	03PM-04PM	2	2	0	0	Clear	Daylight	Dry	On Road
1.189	9447552	Ann Arbor	PLYMOUTH	76' N	Rear End Straight	PDO	No Injury	11/18/2015	Wednesday	02PM-03PM	2	3	0	0	Rain	Daylight	Wet	On Road
1.194	1089260	Ann Arbor	PLYMOUTH	101' N	Angle Driveway	PDO	No Injury	7/5/2017	Wednesday	04PM-05PM	2	2	0	0	Clear	Daylight	Dry	On Road
1.194	1150749	Ann Arbor	PLYMOUTH	101' N	Angle Straight	PDO	No Injury	9/18/2017	Monday	03PM-04PM	2	2	0	0	Cloudy	Daylight	Dry	On Road
1.194	1150755	Ann Arbor	PLYMOUTH	101' N	Side-Swipe Same	PDO	No Injury	9/19/2017	Tuesday	09AM-10AM	2	2	0	0	Cloudy	Daylight	Dry	On Road
1.213	9747145	Ann Arbor	PLYMOUTH	201' N	Angle Driveway	PDO	No Injury	6/27/2016	Monday	NOON-01PM	2	2	0	0	Clear	Daylight	Dry	On Road
1.213	9854707	Ann Arbor	PLYMOUTH	199' N	Angle Turn	PDO	No Injury	10/26/2016	Wednesday	06PM-07PM	2	2	0	0	Rain	Dark,Lighted	Wet	On Road
1.213	1070233	Ann Arbor	PLYMOUTH	201' N	Angle Driveway	PDO	No Injury	6/12/2017	Monday	05PM-06PM	2	2	0	0	Clear	Daylight	Dry	On Road
1.222	8589105	Ann Arbor	PLYMOUTH	250' N	Angle Straight	PDO	No Injury	2/27/2013	Wednesday	07AM-08AM	2	2	0	0	Cloudy	Daylight	Slush	On Road
1.222	9147956	Ann Arbor	PLYMOUTH	250' N	Rear End Straight	PDO	No Injury	12/19/2014	Friday	05PM-06PM	2	3	0	0	Clear	Dark,Lighted	Icy	On Road
1.232	9028180	Ann Arbor	PLYMOUTH	300' N	Rear End Straight	PDO	No Injury	8/12/2014	Tuesday	09AM-10AM	2	2	0	0	Cloudy	Daylight	Dry	On Road
1.232	9124821	Ann Arbor	PLYMOUTH	300' N	Head-On Left-Turn Not Associated with	PDO	No Injury	11/20/2014	Thursday	05PM-06PM	2	2	0	0	Clear	Dusk	Wet	On Road
1.232	9701708	Ann Arbor	PLYMOUTH	300' N	Angle Turn	PDO	No Injury	5/4/2016	Wednesday	05PM-06PM	3	3	0	0	Cloudy	Daylight	Wet	On Road
1.270	8865210	Ann Arbor	PLYMOUTH	500' N	Other Driveway	PDO	No Injury	1/14/2014	Tuesday	06PM-07PM	2	2	0	0	Rain	Dark,Lighted	Wet	On Road
1.270	9037986	Ann Arbor	PLYMOUTH	500' N	Side-Swipe Same	PDO	No Injury	8/26/2014	Tuesday	10AM-11AM	2	2	0	0	Clear	Daylight	Dry	On Road
1.270	9403060	Ann Arbor	PLYMOUTH	500' N	Rear End Right Turn	PDO	No Injury	10/7/2015	Wednesday	NOON-01PM	3	6	0	0	Clear	Daylight	Dry	On Road
1.270	9671743	Ann Arbor	PLYMOUTH	500' N	Angle Driveway	Injury	Possible Inj	3/24/2016	Thursday	10AM-11AM	2	2	0	1	Rain	Daylight	Wet	On Road

## Standard Crash Report - Milepoints

MilePoint	UD-10				Crash Type	Severity	Greatest Injury Severity	Date	Weekday	Hour of Occurrence	Number of			Environmental Condition			Relationship To Road	
	Number	City/Township	Crossroad Reference	Location							Veh	Occup	Fat	Inj	Weather	Lighting		Surface
1.270	1013616	Ann Arbor	PLYMOUTH	500' N	Angle Driveway	PDO	No Injury	4/6/2017	Thursday	04PM-05PM	2	2	0	0	Blwng Snow	Daylight	Wet	On Road
1.289	1233589	Ann Arbor	PLYMOUTH	600' N	Head-On Left-Turn <i>Not Associated with</i>	PDO	No Injury	12/1/2017	Friday	03PM-04PM	2	2	0	0	Clear	Daylight	Dry	On Road
1.317	9903474	Ann Arbor	PLYMOUTH	491' N	Fixed Object	PDO	No Injury	12/5/2016	Monday	09PM-10PM	1	1	0	0	Cloudy	Dark,Lighted	Dry	On Road
1.327	8546979	Ann Arbor	PLYMOUTH	438' N	Rear End Straight	PDO	No Injury	1/11/2013	Friday	08AM-09AM	2	2	0	0	Rain	Daylight	Wet	On Road
1.364	9779496	Ann Arbor	PLYMOUTH	243' N	Backing	PDO	No Injury	8/4/2016	Thursday	04PM-05PM	2	2	0	0	Clear	Daylight	Dry	On Road
1.410	9156679	Ann Arbor	COMMONWEALTH	25' E	Angle Turn	Injury	Non-Incapacit Inj	12/18/2014	Thursday	NOON-01PM	2	4	0	2	Cloudy	Daylight	Wet	On Road
1.419	8973317	Ann Arbor	COMMONWEALTH	45' N	Rear End Straight	Injury	Possible Inj	5/29/2014	Thursday	11AM-NOON	2	2	0	1	Clear	Daylight	Dry	On Road
1.425	9258307	Ann Arbor	COMMONWEALTH	80' N	Angle Turn	PDO	No Injury	4/29/2015	Wednesday	NOON-01PM	2	2	0	0	Cloudy	Daylight	Dry	On Road
1.429	1248536	Ann Arbor	COMMONWEALTH	100' N	Angle Turn	PDO	No Injury	12/14/2017	Thursday	05PM-06PM	2	2	0	0	Clear	Dark,Lighted	Wet	On Road
1.438	8544527	Ann Arbor	COMMONWEALTH	150' N	Side-Swipe Same	PDO	No Injury	1/8/2013	Tuesday	01PM-02PM	2	2	0	0	Cloudy	Daylight	Dry	On Road
1.438	8854665	Ann Arbor	COMMONWEALTH	150' N	Angle Straight	PDO	No Injury	1/10/2014	Friday	07AM-08AM	2	2	0	0	Fog	Dawn	Snowy	On Road
1.438	9878492	Ann Arbor	COMMONWEALTH	150' N	Rear End Driveway	PDO	No Injury	11/17/2016	Thursday	02PM-03PM	2	2	0	0	Clear	Daylight	Dry	On Road
1.486	9037175	Ann Arbor	COMMONWEALTH	400' N	Head-on	PDO	No Injury	8/25/2014	Monday	03PM-04PM	2	2	0	0	Clear	Daylight	Dry	On Road
1.599	1213554	Ann Arbor	COMMONWEALTH	1,000' N	Angle Driveway	Injury	Incapacit Inj	10/27/2017	Friday	NOON-01PM	2	3	0	3	Cloudy	Daylight	Dry	On Road
1.659	8559535	Ann Arbor	BURBANK	211' S	Fixed Object	PDO	No Injury	1/21/2013	Monday	10PM-11PM	1	1	0	0	Cloudy	Dark,Lighted	Slush	Out Shou/Curb
1.675	8762449	Ann Arbor	PLYMOUTH	164' N	Angle Straight	PDO	No Injury	10/17/2013	Thursday	11AM-NOON	2	2	0	0	Rain	Daylight	Wet	On Road

**Total crashes for PR 4603133: 47 (0 Fatal, 6 Injuries, and 41 PDO)**

Control#	Date Processed	Purchase Order#	Unit	Amount	Logos Vendor#	Vendor Name	Description
583	5/22/2019	2019-*753	WWTP	\$7,902.00	12106	Royal Arc Welding	CRANE REPAIRS
584	5/23/2019	2019-*745	Assessor	\$21,000.00	15935	Heinowski Appraisal and Consulting	APPRAISAL SERVICES - 413 E HURON STREET
585	5/23/2019	2019-*754	Water Treatment	\$12,980.00	14143	Shaw Electric Compnay	ARGO DAM GATE 3 ELECTRICAL REPAIRS
586	5/23/2019	2019-*755	Water Treatment	\$15,805.00	10508	Heco, Inc	BARTON PUMP STATION MOTOR 1 REPAIR
587	5/24/2019	2019-*758	Parks & Rec	\$4,470.45	9289	Belfor USA Group	CLEANUP OF 5 ENCAMPMENTS WITHIN THE CITY OF ANN ARBOR PARKS
588	5/24/2019	2019-*757	Public Works	\$12,500.00	10762	Jack Doheny Supplies	SANITARY VACTOR RENTAL
589	6/3/2019	2019-*768	Transportation	\$8,500.00	15575	Cinemassive Displays	GUARDIAN CARE (CUSTOMER SUPPORT) FOR THE VIDEO DISPLAY WALL
590	6/4/2019	2019-*777	Engineering	\$10,000.00	10221	Fonson Inc.	SCIO CHURCH/S SEVENTH INTERSECTION
591	6/6/2019	2019-*778	Public Works	\$7,986.00	9988	Dubois-Cooper Assoc.	CABLES AND PUMPS REPAIR
592	6/11/2019	2019-*789	Systems Planning	\$12,500.00	15562	TexHahn Media	SOCIAL MEDIA STORMWATER CAMPAIGN





## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

April 25, 2019

Mr. Howard Lazarus  
City Administrator  
City of Ann Arbor  
301 E. Huron Street  
Ann Arbor, MI 48104

Dear Howard,

Per our earlier discussions, I am pleased to present you with a revised proposal for Recycle Ann Arbor (RAA) to invest private capital in the 4150 Platt Road Materials Recovery Facility (MRF) to enable it to operate and process recyclables. **This plan would save the City an estimated \$250,000 to \$400,000 per year, reduce the City's climate emissions from its solid waste programs, and restore badly needed processing capacity to the region's recycling infrastructure.**

In this proposal, we are requesting that the City of Ann Arbor enter into an agreement with RAA to independently operate the MRF and undertake the following activities:

- RAA will remove all inoperable equipment from the MRF and salvage or discard it.
- RAA will install equipment for processing recyclables.
- RAA will process the City of Ann Arbor's recyclables for a ten-year period, seeking the highest possible environmental value for materials.
- RAA will process recyclables from other sources, which would lower the City's processing costs through a host fee agreement.
- RAA will allow the contract with Ann Arbor to be transferred to the Washtenaw Regional Resource Management Authority, if that intergovernmental authority is established and is willing to assume responsibility.

Recycle Ann Arbor is not asking the City to invest any capital improvement funds in the MRF. Instead, RAA is requesting (1) use of the facility at no cost and (2) a 10-year commitment to process a minimum of 13,500 tons per year of single stream recycling at the rate set out in the proposal.

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As a non-profit organization, Recycle Ann Arbor's mission is to develop and operate innovative reuse, recycling, and zero waste programs that improve the environmental quality of our community.



## **Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF**

As a result of these activities, the City of Ann Arbor and our community stand to gain the following benefits over its current situation, in which single-stream recyclables are transferred from the MRF and hauled to Cincinnati, Ohio:

- Lower processing fees and transportation expenses, which will save the City at least \$250,000 per year (with additional savings as tonnage grows);
- The creation of 10-20 new union FTE positions;
- Reduced transportation climate emissions related to long-haul trucking of materials to the Ohio MRF;
- Reutilization of an important and valued community asset; and
- A long term commitment to capture the highest environmental value for materials, promoting the City's goals of zero waste and a circular economy.

Over the last three years, the recycling landscape has changed dramatically in Ann Arbor and across the globe. While China's National Sword policy has strained the current economics of recycling, it has also created an opportunity to improve recycling in the long run by bringing local governments, residents, haulers, processors and end markets together to ensure that materials are locally recycled for their highest and best use.

This proposal does precisely that. RAA is creating relationships with end markets, processors, and haulers that optimize economic value to the City's existing recycling assets and promote a circular economy. As a result, RAA is able to offer a service that would save the city hundreds of thousands of dollars per year and make Ann Arbor an innovative leader in recycling once again. This proposal explains the current landscape and provides our vision for a sustainable recycling future.

RAA has integrated its local, non-profit recycling education, collection and processing services with the best private sector players in the industry, playing to the strengths of the non-profit and for-profit sectors. The assembled Recycle Ann Arbor team is uniquely qualified to maximize recovery, master operational efficiencies, minimize contamination and empower Ann Arbor's citizens to respond accordingly, inspired by a creative partnership assembled to re-energize our community's zero waste efforts.



**Recycle Ann Arbor Proposal to the City of Ann Arbor  
Privately Financed Retrofit and Operation of the Ann Arbor MRF**

Finally, we are seeking grant funding currently available for this project from the State in the amount of \$1,000,000 and hope to include a letter of support from the City. Every \$100,000 received in grant funds would save the City an additional \$5,000 per year in reduced capital interest and principal expenses. We would need this letter of support by April 29th.

Thank you in advance for considering this proposal. Please contact me at any time to discuss.

Sincerely,

Bryan Ukena, CEO Recycle Ann Arbor



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

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## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### Introduction to the MRF Project

Recycle Ann Arbor proposes to secure private financing to remove all inoperable equipment from the MRF and salvage or discard it; install equipment for processing recyclables; and independently operate a MRF that will process the City of Ann Arbor's recyclables for a ten-year period, seeking the highest possible environmental value for the materials. RAA is asking the City for the following:

1. Use of the MRF building free of charge;
2. A ten-year commitment to process all of the City's recyclables (minimum of 13,500 tons per year) and additional merchant tons; and
3. The City to pay the residue disposal costs.

This proposal will provide significant savings compared with Ann Arbor's current recycling program, with additional savings to the City as tonnage increases at the facility. Recycle Ann Arbor would work with the City to transfer the contract to the Washtenaw Regional Resource Management Authority, if that authority is established and is willing to assume responsibility.

RAA has integrated its education, collection, and processing services with the best private sector players in the industry, playing to the strengths of each enterprise. The assembled Recycle Ann Arbor team is uniquely qualified to maximize recovery and empower Ann Arbor's citizens to respond accordingly, inspired by a creative partnership assembled to re-energize our community's zero waste efforts.

A high-performing MRF is the linchpin in achieving consistently high recovery rates, controlling costs, and maximizing highest and best use for recyclables. This facility would drive Ann Arbor's larger zero waste goals and climate action targets. Recycle Ann Arbor and its partners look forward to working with the City to reinvest in this vital recycling function.



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF



### Connecting the dots in our local recycling landscape

#### ● **City of Ann Arbor**

RAA has been a partner of the City for decades. We are already involved in several innovative contracts together that share the risk and reward. RAA is committed to working together to meet the City's goals.

#### ● **Hauler**

As the City's collection contractor, RAA will be able to align collections to maximize efficiency and recovery of materials at the MRF. In addition, RAA will continue to work closely with the City on education and contamination.

#### ● **Residents**

As a locally-based nonprofit, RAA is a trusted community resource that can be held accountable to keep the recycling program environmentally impactful while meeting community needs.

#### ● **Processing**

Our MRF will be rebuilt with specific local end markets in mind, ensuring that the equipment specified and labor scoped will meet the end market quality requirements. An RAA-owned and operated MRF will provide union jobs.

#### ● **End Markets**

Pratt Industries has been secured as the end market for fiber, which is 2/3 of Ann Arbor's material stream. Rumpke has been secured as the end market for glass. Revital Polymers and OmniSource are secured as end markets for plastic & metal.

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## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### **Rationale**

This proposal offers a timely and cost effective solution to the City of Ann Arbor's recycling needs and challenges by taking advantage of current recycling assets. It makes good financial sense, supports the City's values and long-term planning goals, and benefits the region in a number of ways.

#### **1. The proposal mitigates the scarcity of recyclables processing capacity in Southeast Michigan, specifically our region.**

There is virtually no additional MRF processing capacity in Southeast Michigan, limiting recycling processing options for Ann Arbor and eastern Washtenaw County. The absence of processing capacity has forced the long-distance transfer of recyclables since the closure of Ann Arbor's MRF. The continuing transfer of Ann Arbor's recyclables and residuals to Cincinnati, Ohio is a significant financial and environmental burden to the City. By processing materials locally, the proposal reduces climate emissions from transportation.

The renovated MRF would significantly improve Southeast Michigan's recycling infrastructure. A regional facility would provide added sustainability benefits by offering processing services to recyclers outside of Ann Arbor. Offering processing services beyond Ann Arbor would drive down the City's costs, as every extra ton brought to the facility would lower the City's cost per ton.

The MRF would provide a cornerstone for the proposed new intergovernmental authority in eastern Washtenaw County. The authority, if launched, would have an excellent processing solution as it is established and organized. By having access to an existing operational MRF, a regional authority could enhance recycling performance for the region with greater efficacy.

#### **2. By responding to unique local and global market conditions, the proposal provides the most economically and environmentally sustainable approach to recycling possible.**

The closing of the Chinese market to most U.S. scrap materials has created a new reality for recycling systems in the United States. We believe that these challenges can offer new opportunities, especially in pushing the recycling industry to develop cleaner materials and stronger domestic markets. This proposal emphasizes both.

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## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

With a renewed community MRF, our community will decide the fate of the materials. In the future, the success of MRFs in the U.S. will rely on selling high-quality commodities to domestic end markets.

The opening of a major new market in our region has created an additional opportunity. Pratt Industries -- the world's largest 100% recycled paper and packaging company -- is in the process of constructing a \$310 million paper mill in Wapakoneta, Ohio that will need over 25,000 tons per month of paper and cardboard to adequately stock its facility. Paper (fiber) makes up over two-thirds of Ann Arbor's current material mix, and Pratt has agreed to purchase Ann Arbor's fiber product for the life of the agreement. With Pratt Industries as a partner of this project, the design, construction and operation of the facility will be undertaken with this specific end market for fiber in mind. This integration will ensure that market specifications will be consistently met.

In addition, three other major processors -- Revital, OmniSource and Rumpke -- have been secured as markets for the non-paper components of our recycling stream, with the new facility able to meet their specifications for the effective recovery of plastics, metals and glass as well.

### **3. The proposed facility is optimally designed for the existing building, given its size.**

The MRF building is small by modern standards, but this proposal turns those space constraints into an advantage. The facility is designed as a single-stream MRF taking in primarily residential recyclables.

The facility's equipment will be designed to extract the purest fiber stream possible to be sent to Pratt. Based on the last audit, the City's recycling stream is two-thirds fiber.

MRFs that have analyzed their feedstock and residue are able to invest accordingly in the appropriate technologies that are likely to reap financial benefits from increased resale volume. We've done just that - and this is the type of facility that makes sense for this community.

Given the financial capital and physical space at the MRF, a simplified design best enables involvement and control in the processing at a level that is appropriate and economically feasible for the City.





## **Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF**

### **4. The proposal offers the City multiple long-term economic and environmental benefits.**

The proposal will save the City between \$250,000 and \$400,000 per year for the next ten years, and a 10-year agreement will provide the City long-term financial stability and assurance that its recycling program will remain environmentally impactful. Ten-year municipal agreements are increasingly common, especially when building a MRF, and other cities such as Omaha, NE and Houston, TX have recently made long-term commitments to ensure their recycling programs' stability and significance. The proposal also benefits our community by providing for 10-20 FTE permanent, local, high-paying union jobs.

### **5. The proposal would allow the restoration of popular and important community education programs.**

The MRF building has an existing education room that, with a little updating, is a huge asset to our community. Thousands of visitors attended programs at Ann Arbor's MRF during its 20 years of operation, and many members of the community are eager to access the education center again.

Under this proposal, school groups and others would be able to tour the facility again. RAA's restoration and operation of the MRF will equip our community's youth with valuable knowledge and understanding about how to be ecologically responsible citizens. This opportunity will teach them what the City values.

### **6. With community control of recycling processing, RAA can help the City with the data it needs to better target waste reduction efforts.**

Beyond recyclable processing and community education, this proposal will also help the City meet its waste reduction goals by monitoring and quantifying the environmental impacts of recycling.

Although recycling is an important tool in the City's waste reduction goals, reduction provides significantly more environmental impact and reduction of costs to the City. RAA can help categorize and provide analysis to the City of what is recycled and what could potentially be reduced.

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## **Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF**

RAA will further be able to quantify the climate emission impacts of the current recycling program based on the composition of collected materials and will be able to provide the potential carbon and cost savings impact from targeting certain items (such as single-use plastic) for reduction rather than recycling (or disposal).

### **RAA Overview and Organizational Description**

Recycle Ann Arbor (RAA) is the lead agent on this proposal, located at 2420 South Industrial Highway, Ann Arbor, Michigan, 48104. Recycle Ann Arbor is a wholly owned subsidiary of the Ecology Center, a 501(c)(3) non-profit corporation licensed to operate in the State of Michigan and headquartered at 339 East Liberty, Suite 300, Ann Arbor, Michigan, 48104. RAA has been a contracting partner with the City of Ann Arbor to grow the City's recycling infrastructure and provide recycling services for over 35 years.

Founded in 1977, Recycle Ann Arbor is nationally recognized as a leader in providing community-based recycling services for over 40 years. Recycle Ann Arbor offers easy and convenient recycling programs to the residents and businesses of Ann Arbor, as well as surrounding communities in southeast Michigan. As a private non-profit organization, Recycle Ann Arbor is dedicated and experienced in providing education and innovative services in the collection, processing, and marketing of recyclable materials.

Recycle Ann Arbor started Michigan's first and the nation's fourth curbside recycling program in 1978, and RAA currently operates the state's most comprehensive community Drop-Off Station, as well as the ReUse Center, the Ann Arbor Curbside Recycling program, Zero Waste Special Event Program, and the Recovery Yard. Additionally, Recycle Ann Arbor provides outreach and education services to all Ann Arbor residents and businesses who currently have curbside recycling or who want to further explore waste diversion solutions.

Recycle Ann Arbor has been in the materials processing business since its inception in 1978. In the early years, RAA transported and marketed its collected materials directly via Nelson Paper Company, Owens Illinois and other buyers. From 1983 to 1995, RAA operated its own processing facility at the site of the current Drop-Off Station, under the auspices of the City of Ann Arbor, sorting, baling, crushing, and marketing collected source-separated and dual-stream materials.

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## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

Today, RAA continues to sort, process and ship recyclables collected curbside and through its Drop-Off, Reuse Center and Recovery Yard (construction/demolition) operations. This amounts to over 12,000 tons processed per year through these combined operations, excluding reuse tons. In addition, RAA staff, led by Bryan Ukena, has decades of experience successfully building and operating MRFs across the country.

Recycle Ann Arbor is uniquely qualified to develop and manage a cutting-edge recycling facility that will maximize recovery, minimize contamination, and assist Ann Arbor in achieving its goals of sustainability and responsible resource management. RAA provides access to the local labor market, understands the culture and recycling experience of our community and has decades of operational experience in all phases of recycling and waste services.

Following is a listing of the executive and professional personnel by skill and qualification that will be employed in this work:

- **Bryan Ukena, CEO, Recycle Ann Arbor**  
Bryan has 30 years of experience that span a cross-section of public and private solid waste fields, including collections, transfer, processing, financing and policy expertise. Prior to his appointment as CEO of RAA, Bryan served as Co-President of Eureka Recycling, the nation's largest non-profit recycler located in Minnesota, where he led the successful award of the processing contracts for the two largest cities, Saint Paul and Minneapolis. He led all aspects of the \$10 million expansion of the Materials Recycling Facility (MRF), which now processes over 110,000 tons per year of high quality recyclables. Bryan was also involved in all aspects of financing, design, construction and commissioning of MRFs in Northwest and South Arkansas. He also contributed to materials marketing and the operations of the Boulder, Colorado MRF, owned by Boulder County and operated by Eco-Cycle, the nation's second largest private non-profit recycler. Bryan will lead the MRF project.

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## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

- **Bryan Weinert**, Director of Strategy, Recycle Ann Arbor  
Prior to his role at RAA, Bryan served for over twenty years as the City of Ann Arbor's Manager of Resource Recovery and Solid Waste Coordinator. He was the City's lead on the procurement, construction and opening of Ann Arbor's current MRF. He was also the chair of the Planning Committee for the recent update to the Washtenaw County Solid Waste Management Plan and previous Chair of the Michigan Recycling Coalition Board of Directors. Bryan will lead in building a collaborative partnership with the City, the County, and the newly forming Solid Waste Authority. He will also lead in Community Engagement.
- **Sean Adams**, Recycle Ann Arbor Operations Manager  
Sean brings a wealth of knowledge related to all operational aspects of Public Works projects, including experience as Chief Administrator of the Village of Lexington and as Assistant Superintendent and DPW Supervisor for the City of Dearborn. Since joining RAA, Sean has overseen our Recovery Yard, radically transforming its operations to maximize efficiency, financial sustainability and environmental impact. Sean will be invaluable in managing the day-to-day construction and facility operations.

### Contributions from the City

To fully realize the benefits of this project, RAA requests the City grant it use of the facility and site at no cost and make a 10-year commitment to process a minimum of 13,500 tons per year of single stream recycling at the rate set out in this proposal. RAA also asks that the City pay for disposal of residue, that material, which cannot be recycled or recovered in the MRF. RAA notes that conveyor feed pits, all mechanical, electrical and fire suppression systems are in good working condition and would not need significant improvements for the purposes of this project. The City would continue to provide funding to maintain and operate the scale/office and the Education Center.

### Assignment of Contract

In order to obtain funding, RAA requires that the City remain bound to all promises and performance that will be required of it under the Agreement unless specifically released from the requirement, in writing, by RAA. The City may, however, assign its rights and responsibilities to the newly formed Solid Waste Authority, provided all terms and conditions are agreed to by the Solid Waste Authority and RAA's funders receive all assurances needed to maintain funding under the terms in place at the time of assignment.

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## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### Scale Operation

The current proposal does not include costs associated with staffing and maintenance of the scale/office. However, RAA understands that a new scale has been planned which would be operated by the City. RAA proposes that, for an additional charge, it operate and maintain the scale/office. In the instance that RAA assumes operation and maintenance of the scale office, we will require a data download from the scale operation in order to track and bill 3<sup>rd</sup> party MRF users.

### Sources of Recycled Material

RAA's intent is to accept all recyclables that the City program generates that comply with quality standards. This includes 1) City curbside material that is collected from single family, multi-family, and smaller commercial and institutional sites; and 2) commercial material generated from the DDA area and all other commercial recycling pickups that the city and/or RAA services that conform to quality standards; and 3) similar materials from Authority communities and other communities in the larger region. RAA defines these materials as "primarily residential recyclables".

### Materials Accepted

RAA will use the Institute for Scrap Recycling Industries' Scrap Specifications Circular 2018, "Guidelines for inbound Curbside Recyclables for Materials Recovery Facilities" [www.scrap2.org/specs/files/assets/basic-html/page-1.html#](http://www.scrap2.org/specs/files/assets/basic-html/page-1.html#) as a guidance document for acceptance of materials. The following items will be accepted:

- #11 Old Corrugated Containers (OCC)
- #54 Mixed Paper (MP)
- #56 Sorted Residential Paper & News (SRPN)
- Used Beverage Containers (UBC)
- 3-color mixed container glass (MRF glass)
- PET bottles
- HDPE colored and natural bottles
- HDPE and PP Tubs
- HDPE bulky rigid Plastic
- LDPE and PP bottles and small rigid plastic
- Tin (steel) cans
- Aseptic containers (i.e. paper milk cartons)
- Up to 10% non-recyclable/non-conforming materials (residue)

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**Recycle Ann Arbor Proposal to the City of Ann Arbor  
Privately Financed Retrofit and Operation of the Ann Arbor MRF**

**City of Ann Arbor Materials Composition**

The following inbound percentages reflect April 5<sup>th</sup>, 2019 materials audit conducted by Rumpke. This materials composition informed this proposal through the facility design and fee schedule.

<b>Material</b>	<b>Inbound Percentage</b>
UBC	0.26%
Steel Cans	1.61%
Misc. Scrap Metal	0.67%
#1 PETE	2.47%
#2 HDPE Combo	1.04%
#1-7 Mixed Plastics	1.17%
Mixed Paper	49.32%
OCC	20.38%
Cartons	0.03%
Mixed Glass	13.34%
Residue/non-recoverable	9.91 %
Total*	100.20%
Total w/o Residue	
<i>*Numbers reported rounded to the nearest hundredths place.</i>	



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### Capital Upgrades

#### Facility Development and Operation

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##### **MRF Development Team**

Recycle Ann Arbor is the lead agent in this proposal. Rumpke Waste and Recycling Services, Pratt Industries, and Machinex will serve as our primary subcontractors and partners. RAA is responsible for overall management, operations, reporting, invoicing and communication with the City of Ann Arbor and other parties, as identified.

Machinex, along with subcontractors, will be responsible for the deconstruction and disposal of the existing equipment currently on-site and for the installation and testing of the new equipment, including all necessary electrical, fire suppression, safety and software systems, as well as for coordination of all required permits and submittals.

Rumpke will assist RAA in marketing materials processed at the “new” facility and will also provide operational, safety, and logistical support to RAA in the transition to full operation, and as a third-party operational consultant thereafter.

Pratt Industries has been identified as the guaranteed market for all paper and as a potential capital partner to RAA for this project. Collaboration with Pratt Industries will ensure that the new facility meets all of the necessary specifications to provide mill-ready bales to be received at their new recycled paper mill in Wapakoneta, Ohio.

In addition to Pratt Industries, RAA is also securing long-term markets for glass (Rumpke’s beneficiation plant in Dayton, Ohio), plastics (Revital in Sarnia, Ontario) and metals (OmniSource in Jackson, Michigan).

RAA will oversee all facility upgrades and be responsible for all operations. A seasoned plant manager and maintenance/operations supervisor will be hired to oversee staffing and management, maintenance, safety, and commodities marketing.

##### **Detail of Facility Modifications**

The proposed system is a single stream system (upgrade), which features a new OCC screen along with other benefits to address processing challenges previously faced by the Ann Arbor facility. The facility will be designed to process approximately 20 tons per hour or 130 tons per 8-hour shift. All components of the facility have been designed



## **Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF**

to process this volume of material. All building and equipment modifications will be the responsibility of RAA.

With RAA oversight, Machinex and subcontractors will redesign or salvage all equipment on site and the City will not be responsible for any of the equipment. In general terms, the front end processing system will be removed and recycled, the front end transfer conveyors will be removed and recycled, the (second) pre-sort house and conveyor will be refurbished and reused, one of the OCC decks may be reused (depending on internal condition) and the second OCC screen will be removed and recycled. The glass fines screen will be reused but the cyclone system will either be replaced or redesigned. The final sorting conveyor system, OCC surge hopper and conveyors will be refurbished and reused. The baler will also be reused. A detailed execution plan with drawings will be made available upon execution of a contract. Planned improvements include:

### *Tipping Floor*

The existing metering hopper and existing feed conveyors and (first) pre-sort station will be removed to allow the tipping floor to be expanded. The tip floor space will be a guiding factor for RAA in the acceptance of additional material. The proposed layout of equipment for the facility is designed to accept additional material beyond the volume of City generated tonnage.

Specifically, the installation of the single stream sorting line in 2010 resulted in a tipping floor with a relatively shallow depth for the unloading of recyclable from collection vehicles. It was also noted during one of the equipment audits “the way the system is currently laid out, it is nearly impossible to safely reach many of the main system components to service them. These deficiencies will be remedied by removing all “front end” equipment, including the drum feeder, feed conveyors and (first) pre-sort area above the existing main feed conveyor. They will be replaced with a single hopper and drum-metering device that will carry material into the primary pre-sort house. By replacing the existing feed system with a single hopper and feed drum and re-positioning the new feed system, the pushwall can be moved back approximately fifteen feet, allowing for easier loading and freeing up several hundred square feet of tip floor space. This will also allow for the equipment to be available for easy access and safe servicing– increasing overall cleanliness and safety within the facility.





## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### *Upfront System Replacement*

Machinex will install a new feed system which will help free up the loader operator time to manage other items on the tipping floor. This new feed system includes a 33' long drum feeder that the loader operator can stage material and let the drum feeder meter the materials into the new processing system.



### *Pre-sort system*

The existing enclosure will be reused and a new pre-sort conveyor along with new sorting chutes will be installed so sorters can target & remove materials before they reach downstream equipment. To help with double handling of material, the system includes transfer conveyors for the large rejects directly to the existing trash compactor located outside the building. The sorted rigid plastics and bulky metals will be dropped through sorting chutes which will direct the materials to roll-off bins below the platform area.



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## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### *OCC screen*

The material will pass over a new two deck OCC screen where RAA staff will remove the larger OCC. The overs from the OCC screen will pass by a QC station where a final inspection of the material can be done before going to either a storage bunker or storage conveyor depending on which operator loads materials.



### *Unders*

The existing fines screen will be reused in a new location under the OCC screen. The unders that fall through the OCC screen decks will feed onto an existing fines screen, which will be relocated under the OCC screen. The fines screen will remove the 2" minus materials (fines/glass) from the rest of the OCC under material and direct that material to the glass clean up system.

### *Glass Clean-up System*

A portion of the existing glass clean up system will be repurposed, and a new section of glass clean up system will be installed to help remove the 2" minus fraction before being stored in the glass bunker.

### *Overs*

The material that rides over the fines screen will be directed back through the pre-sort enclosure where a final inspection can be completed before the material is loaded into a transfer compactor.

### *Fiber Container Separation Equipment*

Fiber/container separation screens and optic sorter for recovering plastics and 3-D fibers will be modified and/or installed.

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## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### *Controls*

A completely new control system will include a control panel along with a field wiring for the new portions of the processing system.

### *Baler Reclaim Conveyor Replacement*

A new baler reclaim conveyor, which will extend to the head of the OCC storage conveyor, will be installed. This will allow the operator to be able to use the OCC storage conveyor. The current reclaim conveyor has been shortened which doesn't allow the OCC storage conveyor to be used so it will need to be modified as well.

### **Dismantling of Existing System**

This proposal includes the removal of the existing "front end" of the system through the finishing screens. This will allow enough room for the base system package to be installed and leave the rest of the system in place but not functional. The dismantled equipment will be removed from the processing areas and placed outside the building where it will be cut up and recycled.

### **Salvage Value of Existing Equipment**

RAA has priced modification refurbishing of existing equipment and new equipment that RAA would own. RAA is willing to be granted ownership of any rolling stock currently assigned to the facility at the time of contract signing. RAA would then evaluate, rebuild, use or salvage existing rolling stock.

### **Building Modifications, Road Network and Scale Office**

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RAA has collaborated with the equipment manufacturer (Machinex) to address any needed building modifications. This proposal does not indicate any major building modifications are necessary. Minor building modifications will be the responsibility of RAA, provided the conveyor pits are sealed from water infiltration and the mechanical, electrical and fire suppression systems are in good working condition as part of the lease agreement. Further, CBI consulting recommended that a building audit be conducted to determine the condition of the building (see CBI Memorandum dated July 18, 2017), which RAA will require as part of the lease agreement.



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### **Building Footprint**

The building footprint was originally designed for dual stream recycling. When the single stream equipment was added in 2010, the processing line was designed and manufactured to fit within the existing building envelope and a bale storage area was added. The current building is 37,700 square feet and is not projected to change. The proposed equipment redesign does not require additional building modifications.

### **Road Network for MRF**

The City will be responsible for the road network leading to the MRF site. RAA will be responsible for the paved surfaces inside the MRF gated areas.

### **Scale Office**

As noted earlier, the current proposal does not include costs associated with staffing and maintenance of the scale/office. This proposal assumes that the City will continue to operate the scale office. However, RAA understands that a new scale has been planned which would be operated by the City. RAA proposes that, for an additional charge, it could operate and maintain the scale/office.

### **Maintenance**

Adequate maintenance staffing, resources, and a comprehensive maintenance program are essential to maintain established run times and quality parameters at the MRF and to increase the life of equipment. Safety is also critically important to an effective maintenance program.

RAA's maintenance protocols will involve:

- Outlining needed modifications upon construction and shake-out to maximize throughput
- Developing daily, weekly, monthly, and quarterly maintenance checklists on equipment, rolling stock and building
- Implementing a digital-based maintenance program to increase run time and ensure safety
- Applying critical success factors--tons per person hour, direct labor costs per ton, maintenance and capital cost per ton, residue percentage of processed tons, down-time, and plant residue--in maintenance evaluation

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## **Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF**

### **Safety**

Establishing and maintaining a safety culture is crucial to reducing risks associated with processing recyclables. RAA has a robust safety process employed throughout its five divisions. Safety measures include a safety/oversight investigation committee, quarterly facility walk-throughs, incident and near-miss reporting, accident investigation, lock-out/tag-out procedures, OSHA compliance and audits, MSDS process and postings, PPE policies, DOT compliance, and employee safety manuals and training.

RAA has consistently enjoyed strong industry safety ratings across all of its divisions and has not had a reportable safety injury at the MRF since our contract began.

Key safety procedures at the MRF will include the following:

- Providing initial and quarterly safety training for all MRF personnel
- Developing safety programs for lock-out/tag-out, confined spaces, fire prevention/protocols and appropriate safety equipment
- Conducting quarterly mock OSHA audits to assess compliance
- Establishing fire drill procedures
- Applying critical success safety indicators for evaluation
- Updating written safety protocols and keeping detailed records of safety-related training, near misses, and incidents/accidents

### **Staffing and Management**

RAA will provide management oversight and will bring in Rumpke, Pratt, and other expert partners as needed to assist with implementation and assessment activities.

One of the most important features of MRF management is use of critical success factors to manage the facility. To operate a successful and cost-effective single-stream MRF, key production components must be measured. These include processed tons per person hour, direct labor costs per ton, maintenance and capital cost per ton, residue as percentage of processed tons, downtime, and plant residue. These measurements are tracked daily, weekly, and monthly in order to understand the financial health and operational efficiency of the facility.



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

Staffing levels will be determined based on anticipated daily, weekly, and monthly throughput and on the market; specifications required by Pratt and other end markets. Current estimates that 20-25 positions will be needed at the facility, with job descriptions and hiring to be coordinated by RAA. In order to process the city tonnage (13,500 tons per year) the facility is expected to operate 2-3 eight-hour shifts per week.

RAA will hire and, using recommendations from Rumpke, train all employees. RAA pays living wages or better. All eligible staff will be fully benefited Union employees. RAA has a long history of retaining high quality staff through its agreements with the UAW, with the average tenure of RAA driver being with approximately 7 years. A similar tenure is true for most other RAA positions. This benefit is especially important when retaining sorting staff at a MRF. RAA is pleased that MRF operator trends are to pay living wages or better with full benefits. This issue has plagued other MRFs that continue to use a temporary, un-benefitted labor force.

### **Technical Specifications**

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Machinex will supply the equipment, engineering and installation for the project. Others will provide the dismantling and recycling services.

Machinex and Resource Recycling Systems (RRS) have conducted a thorough assessment of the existing building and facility in order to provide the cost estimates and initial drawings for this project.

The planned equipment includes the following:

- A front-end drum feeder with an incline conveyor leading to the pre-sort conveyor
- An OCC screen with a gearbox upgrade and an OCC QC conveyor and platform
- 2 transfer conveyors and a residue conveyor
- A fines conveyor leading to the air knife and cyclone glass clean-up systems
- Modifications to the baler conveyor
- A platform package
- Enclosure modifications and all controls

Planned upgrade work includes the following:

- Removal of the old equipment
- Engineering and installation

Additional detail including the overall project budget is available in Appendix A.



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### **Material Markets**

#### **Commodity Marketing**

While China's National Sword policy has strained the current economics of recycling, it has also created an opportunity to improve recycling in the long run by bringing local governments, residents, haulers, processors and end markets together to ensure that materials are locally recycled for their highest and best use.

The plant manager in consultation with RAA's CEO will coordinate commodities marketing. In contrast to most large recycling and solid waste companies' materials marketing philosophy, RAA's approach is to build long-term relationships with local mills that maximize the highest and best use of the commodities it is supplying. A critical strength of this proposal is that two-thirds of the materials processed have a long term, guaranteed market in Pratt Industries. If, for some reason, Pratt is unable to accept RAA's paper, the facility is able to market to dozens of alternative markets, allowing for maximum resilience of the facility.

CEO Bryan Ukena has over 30 years' experience marketing materials under ordinary and extreme market conditions (high and low). Working with our end market outlets, RAA is directly incentivized to provide materials marketing services to ensure competitive paybacks and quality specifications for commodities processed at the Ann Arbor facility.

The RAA Ann Arbor MRF approach has considered and incorporated a well-designed supply chain for recovering material. The secondary raw materials generated by the MRF are "commodity level" outputs that are all in demand from many different secondary processors to ensure that RAA will be able to move materials should primary market disruptions occur. RAA continues to develop a robust set of aligned and long term relationships with end users to provide a sustainable solution to current and future market challenges.

The RAA Ann Arbor MRF approach is part of a well-designed supply chain for recovering material. The facility will produce an output of secondary raw materials, including up to 3 grades of paper, a 3 color mix of clean glass (through a MRF glass clean up system), #1, #2 and #4-7 containers and rigid plastics, UBCs, Steel Cans and metals, and other commodities that are in demand and can be sold to multiple secondary markets.



## **Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF**

Glass, for example, is not generally color sorted at the MRF level, but instead will be sent to the Rumpke beneficiation facility, where it will be cleaned of ceramics and other contaminants, color sorted and sold to furnaces for bottle-to-bottle recycling or made into insulation.

Through the capabilities and processes identified below (Technical Specifications), all loads and materials arriving from the City of Ann Arbor and other parties for processing will be subject to monitoring and reporting after scaling in at the City-operated scalehouse.

All outbound shipments of paper, glass, metals, plastics and residue leaving the plant will be documented through the scale system, including date, time and truck number associated with the load.

### **Environmental Impact**

Through analyzing and tracking the composition of Ann Arbor's recyclables, Recycle Ann Arbor will provide an annual recycling impact report. The yearly impact report will inform the City and the community of our progress toward the City's zero waste goals. RAA will calculate both the GHG reductions from recycling compared to landfill or incineration and the GHG reductions from processing materials locally versus hauling them to Ohio. The recyclable composition analysis results will inform RAA's zero waste education materials, highlighting the top contaminants and providing recycling tips to produce the cleanest recycling stream.

With an over-40-year commitment of capturing the highest environmental, social and economic value for the materials it collects and processes, RAA continues to develop innovative community-based recovery and education programs that promote the City's zero waste, circular economy goals.

Recycle Ann Arbor demonstrates its zero waste mission through its programs: the ReUse Center, Drop-Off Station, Zero Waste events, construction & demolition debris processing at the Recovery Yard, and Curbside collection of residential and commercial recyclables.





## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

Our proposal positively impacts the Responsible Resource Use goals outlined in the City's Sustainability Framework. By ecologically responsible coordination of end markets and close monitoring of contaminants through their collection and processing, we will develop targeted outreach campaigns to increase citywide waste diversion rates above the current 30% rate. If adopted this proposal provides a symbiotic demonstration of the power a partnership between City and community-based organizations has towards reaching sustainability goals.

The MRF and its education center set us on a stronger path towards producing zero waste and optimizing the use and reuse of our resources.

	Goal
<b>Climate and Energy</b> 	<b>Sustainable Energy</b>
	<b>Energy Conservation</b>
	<b>Sustainable Buildings</b>
<b>Community</b> 	<b>Engaged Community</b>
	<b>Diverse Housing</b>
	<b>Human Services</b>
	<b>Safe Community</b>
	<b>Active Living and Learning</b>
	<b>Economic Vitality</b>
	<b>Transportation Options</b>
<b>Land Use and Access</b> 	<b>Sustainable Systems</b>
	<b>Integrated Land Use</b>
	<b>Clean Air and Water</b>
<b>Resource Management</b> 	<b>Healthy Ecosystems</b>
	<b>Responsible Resource Use</b>
	<b>Local Food</b>

As a non-profit organization, Recycle Ann Arbor's mission is to develop and operate innovative reuse, recycling, and zero waste programs that improve the environmental quality of our community.



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<b>Carbon Impact of Local MRF and Avoided Transfer</b>			
<b>Carbon Savings from Recycling Comp/Ton (over WTE) Source: EPA WARM model</b>			
<b>Current transfer assumptions</b>			
Transfer Miles	240		
mpg	5		
gallons/transfer	48		
tons/load	22		
gallons/ton	2.18		
pounds GHG/gallon	23		
GHG/ton	0.025		
<b>Ann Arbor Added Benefit</b>	<b>Tons</b>	<b>Tons</b>	<b>Tons</b>
tons	13,500	20,000	30,000
GHG savings over incineration	30,240	44,800	67,200
Avoided impact of transfer	331	491	736
<b>Equivalent Impacts of Avoided transfer</b>	<b>Tons</b>	<b>Tons</b>	<b>Tons</b>
passenger vehicles off the road	73	108	161
homes energy use for a year	37	54	81
barrels of oil	785	1,163	1,744
<b>Equivalent total GHG Impacts From Overall MRF Processing</b>	<b>Tons</b>	<b>Tons</b>	<b>Tons</b>
passenger vehicles off the road	6,625	9,815	14,723
homes energy use for a year	3,340	4,948	7,422
barrels of oil	71,639	106,131	159,197

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## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### **Community Education and Promotion**

Recycle Ann Arbor aims to educate Ann Arbor residents, businesses, and the surrounding communities about their local options for recycling, reuse, and living a more sustainable life through waste awareness. A robust outreach and education program is critical to fulfilling our collective mission to develop and operate innovative reuse, recycling, and zero waste programs that improve the environmental quality of our community.

The key to maintaining viable domestic outlets and making the quality specs they command is dependent on the quality of the inbound stream. Residents should feel confident that if they were following the guidelines of acceptable materials, these materials would be recovered and recycled domestically.

Independent RAA efforts already include an online searchable A-Z Recycling Guide, social media outreach, and monthly email newsletter to approximately 2000 subscribers, community presentations, educational brochures, a zero waste special events program, and exhibiting at community events. RAA would look to develop additional core educational resources and tools that would include fresh graphics for recycling guidelines (translated in multiple languages), comprehensive written materials, and the opportunity to embed our A-Z recycling guide on the City's website.

As the MRF processor we would get real-time access to the specific commodity stream coming in from our community. This would provide us with a unique opportunity to create targeted educational resources and campaigns around waste reduction, reuse, recycling, and composting that are in alignment with the Zero Waste Vision in the City's new 5-year Solid Waste Plan.

In addition to existing community education and outreach services, the MRF project would enable RAA to offer the following, fee-based, educational options:

**Ann Arbor Public Schools Outreach:** For a fee to be negotiated as part of the proposed agreement, RAA will provide and enhance the recycling and zero waste educational services currently being offered by the Ecology Center and the City.

**GOAL:** Continue and enhance programs that emphasize the importance of recycling and zero waste education within the Ann Arbor Public Schools.



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

RAA will continue and enhance the recycling and zero waste educational services currently being offered by the Ecology Center through the Ann Arbor Public Schools. Under the existing Ecology Center provided services, they have received consistently high ratings on their educational programming in the schools from both faculty and students. They, like us, are mission driven and motivated to push the envelope on creative and comprehensive approaches to zero waste education. RAA will look to integrate its own educational efforts with those of the Ecology Center to ensure consistent messaging and focus within the community.

Specific services include but are not limited to:

- 250 classroom presentations per year
- 35 school staff education sessions per year
- 3 school assemblies/events

**MRF Tours:** For a fee to be negotiated as part of the proposed agreement, RAA will facilitate tours of the MRF.

**GOAL:** Provide ample opportunity for direct observation of the MRF operations to educate and empower the community about our local recycling system.

The current MRF building has facilitated education for thousands of Ann Arbor residents over the last two decades. With this planned upgrade, RAA plans to leverage the renewed education space to provide opportunities for community members to learn about natural resources and the importance of recycling. Elementary school groups would be able to tour the facility again, equipping our community's youth with valuable knowledge and understanding about how to be responsible ecological citizens. The need for MRF tours has been reinforced by the increasing number of requests RAA has been receiving about what happens to materials after the curb. The ability to see the actual process at a MRF helps residents understand why certain materials cannot be accepted in a single-stream recycling system. This serves as a powerful tool to reduce wishful recycling (putting materials in a bin that one isn't sure can be recycled but hopes will be recycled) and the consequent contamination.

Use of the community education space at the MRF would allow us to expand our current outreach efforts significantly. An upgrade of the education space would give us the opportunity to incorporate a holistic display of responsible resource use that would



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

demonstrate the role of recycling in the larger context of sustainable materials management. We believe that with our long-term leadership in reuse, recycling, and zero waste that we are optimally prepared to conduct this demonstration. We would leverage Washtenaw County and Michigan Department of Environmental Quality grant funding and create an advisory committee comprised of local environmental educators to support and guide the development of new educational displays.

Specific services include but are not limited to:

- 50 pre-scheduled MRF tours for schools and community groups
- 12 monthly public open house events

**Residential Outreach:** For a fee to be negotiated as part of the proposed agreement, RAA will facilitate outreach and create educational resources for various residential classifications.

**GOAL:** Increase participation and reduce contamination in the residential recycling stream while simultaneously reinforcing the priority of waste reduction and reuse.

- Single family homes
  - Bi-annual development and mailing of Waste Watcher (or an equivalent resource) that includes recycling guidelines.
  - Annual mailer highlighting top three recycling issues specific to single-family homes.
- Multi-family Units
  - Bi-annual mailer that includes recycling guidelines and reminder of educational offerings available
  - Annual mailer highlighting top three recycling issues specific to multi-family units
- Property Managers
  - Bi-annual communication leading up to move-in and move-out time with important information to share with tenants about how to properly dispose and recycle materials.
- Volunteer Ambassador Program
  - Host quarterly events to train and empower community members to share information and resources with their micro-communities (neighborhood group, workplace, clubs, congregations, etc.)
  - Incentivize door-to-door volunteer efforts.

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## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

**Business Outreach:** For a fee to be negotiated as part of the proposed agreement, RAA will provide outreach and educational services to businesses.

**GOAL:** Increase participation and reduce contamination in the business recycling stream and recognize good business recyclers.

- New business recycling set-up and direct education program
- Develop a business recycling tool-kit (potential to create variations specific to small retail, large retail, restaurant, etc.)
- Develop and disseminate large recycling dumpster decals for clarity.
- Bi-annual mailer that includes recycling guidelines and reminder of educational offerings available.
- Annual mailer highlighting the top three recycling issues specific to businesses (potential to create variations specific to business types)
- Local spotlight article in our monthly email newsletter to highlight businesses that are reducing their waste and recycling properly.

**Public Space Outreach:** For a fee to be negotiated as part of the proposed agreement, RAA would develop educational displays for use in public spaces.

**GOAL:** Reinforce the City's commitment to sustainable materials management to community members and out-of-town visitors.

This is an area where we would look to leverage funds from the DDA and/or merchant associations and outside funding sources (foundations, governmental grants, etc.)

Examples of public space outreach include:

- Increase presence of uniformly labeled and paired recycling bins in public spaces - namely parks, downtown street corners, and bus stops.
- Zero waste services at City of Ann Arbor right-of-way special events
- Educational displays on buses, recycling trucks, public space bins, etc.



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### **Business Proposition**

RAA has worked to develop a proposal that meets the City's request for a fixed price that protects them from market fluctuations in the recycling markets. The pricing model that RAA has proposed to the City reflects a price that will assure both the City and RAA long-term sustainability throughout low and high recycling markets. RAA will ensure that the City maintains the lowest processing fees for similar long term fixed processing fee contracts. Other customers may choose to take the risk of floating with the markets and would therefore potentially have lower or higher costs at various times (through revenue share agreements or door pricing). RAA needs to maintain flexibility in attracting additional tons, which will ultimately bring city costs down (see host fees in the chart below) and increase the environmental impact of recycling. This model reflects the fact that RAA is making the significant capital and resource investment in this project.

### **Business and Cost Proposal, Financial Impact, and Risk Management Benefits**

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In order to provide 100% of the capital and operational financing for the MRF with assured savings to the City of at least \$250,000 and up to \$400,000 per year, RAA requires a 10-year processing agreement and the use of the MRF building, along with no-cost disposal of residual via the City's transfer station. City savings will range from \$250,000 to \$400,000 per year, depending on the amount of merchant tons received by the MRF.

#### Capital Funds

Recycle Ann Arbor will provide all the capital for the MRF retrofit. Our proposal does not require any capital funding from the City.

#### Operating Fees

Recycle Ann Arbor will charge the City of Ann Arbor a fixed per-ton fee of \$115.40 for processing City recyclables for a ten-year period. The fixed per-ton fee will be adjusted according to the BLS index annually. The fee is structured to save the City at least \$250,000 per year relative to its current processing agreement based on January 2019 commodity values. This fixed processing fee eliminates the risk of market fluctuations.

In addition, Recycle Ann Arbor will provide the City a host fee of \$10.00/ton for all tons processed from sources outside the City of Ann Arbor. These merchant ton revenues will allow the City to save up to an additional \$150,000 per year, providing a \$400,000 annual savings relative to its current processing agreement. The savings on processing

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**Recycle Ann Arbor Proposal to the City of Ann Arbor  
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and additional revenue from host fees are not dependent on market conditions, however the host fees are dependent on RAA sourcing additional tons.

In addition to the capital funds, operating fees, and cost projections, the City would be relieved of the cost of oversight, liability, insurance\* and maintenance costs associated with the MRF equipment.

<b>City Pricing Proposal and Benchmarking</b>					
	<b>Processing Cost/Ton</b>	<b>Rev Share/Ton</b>	<b>Net Cost/Ton</b>	<b>Tons</b>	<b>Total Cost</b>
<b>Benchmark</b>	\$ 162.00	\$ 28.00	\$ 134.00	13,500	\$ 1,809,000
<b>Proposed*</b>	\$ 115.40	\$ 0	\$ 115.40	13,500	\$ 1,557,900
<b>Annual Savings</b>					\$ 251,100
<b>Additional Host Fee Potential</b>					
	<b>Host Fee/Ton</b>	<b>Potential 3rd Party Tons</b>	<b>Total Potential Host Fee Payments to City</b>		
	\$10.00	16,500	\$165,000		
<b>NET Potential Annual Savings to City</b>					<b>\$416,100</b>
<i>*processing fee will be tied to an annual CPI escalator</i>					
<i>*assumes a minimum of 13,500 tons guaranteed delivery from City</i>					
<i>*assumes the city is responsible for the cost related to residual disposal</i>					

**Fixed Processing Rate**

RAA guarantees a fixed tip fee and host community fee as part of an agreement. We have worked to develop a proposal that meets the Cities request for a fixed price that protects them from market fluctuations in the recycling markets. The pricing model that RAA has proposed to the City reflects a price that will assure both the City and RAA long-term sustainability throughout low and high recycling markets. RAA will ensure that the City maintains the lowest processing fees for similar long term fixed processing fee contracts. Other customers may choose to take the risk of floating with

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## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

the markets and would therefore potentially have lower or higher costs at various times (through revenue share agreements or door pricing). RAA needs to maintain flexibility in attracting additional tons, which will ultimately bring city costs down (see host fees in chart) and increase the environmental impact of recycling. This model reflects the fact that RAA is making the significant capital and resource investment in this project. The savings of \$250,000-\$400,000 per year are demonstrated in the chart above

### **Benchmarks for the MRF Success**

RAA has worked with their team of experts as well as equipment vendors and other MRFs to establish baseline assumptions for key metrics such as tons per hour, residual rate, labor costs and operating costs. A plan is in place to implement regular tracking of key metrics to ensure the successful operation of an impactful and sustainable MRF.

RAA maintains a “triple bottom line” approach to building successful metrics for measuring the success of its enterprises:

- **Economic** – Making a key investment now and planning intentionally for careful stewardship of this resource will allow the MRF to be profitable enough to reinvest in its ongoing economic success while maintaining cost effective programs for its customers.
- **Community/Social** – Because the MRF will pay living wages and offer good working conditions, the MRF intends to provide important social capital. The management team will continue to operate ethically and supportively to build a strong team and treat employees well. Additional community benefits are anticipated with the addition of education and outreach programs – RAA will measure participation as well as changes in knowledge, behaviors, and attitudes to ensure there is a significant community benefit from the MRF. As the MRF transitions into a regional facility, education and processing will be harmonized. This will increase the regional community’s understanding and confidence in their recycling practices, which will lead to higher participation and lower contamination.
- **Environmental** – The MRF and its upgrade will help RAA and the City achieve highest and best use of materials, greater recycling in A2, and reduce negative impacts of the waste stream (e.g., carbon footprint).



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### **Timing and Commitment to Firm Pricing**

End-market processing infrastructure for recyclables in the Midwest is growing in response to the changes in the global recycling landscape. This presents an opportunity to proactively develop relationships with these end-users and establish long-term commitments with them. RAA will develop concurrent Agreements to develop the City agreement with Pratt/other end users and is able to commit to firm pricing with the City prior to executing a fiber purchase agreement with Pratt or other end users. Therefore, this proposal represents a firm commitment to processing fees.

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### **City Sole Source Contracting**

RAA understands that, in order for the City to enter Sole Source Agreements, they must meet the requirements of the City Charter. As the City has mentioned in the past, working with a (501(c)3) non-profit organization provides flexibility in the procurement process while still meeting the requirements of the City Charter. This proposal meets the requirements of the City Charter related to community benefit and cost effectiveness. RAA appreciates the opportunity to suggest possible avenues as part of the process of developing an agreement. RAA has many associates that are familiar with the unique benefits a non-profit recycler can offer the City in its pursuit of meeting the requirements of the City Charter.

### **Long-Term Planning**

RAA understands that the City seeks to reconcile the approach of contracting with RAA, through a sole source contract with the ongoing Solid Waste Management Plan. We can offer a few suggestions that may help address these issues:

1. Many of the members of the Solid Waste Resource Management Plan (SWRMP) working group have suggested the concept of a “bridge processing strategy” for recycling processing by transitioning from Ann Arbor to the newly forming Solid Waste Authority (WRRMA) as part of the City’s Solid Waste Management Plan. We have discussed this approach with the County and there is agreement that this approach is viable and may provide the bridge strategy without any further public capital investment.
2. As part of building a long term plan, the City could also suggest that the plan include a provision to work with the existing service providers (RAA and WMI) to develop and execute a bridge solution that provides enough time for the WRRMA to get organized, take care of its initial priority tasks (education, governance, and collection contract rationalization) and to prepare for the eventual Solid Waste Authority procurement of a long term regional solution.



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### Key Partnerships

This proposal draws strength from the team of partners that RAA has assembled to provide MRF and transfer station services, particularly Rumpke Waste and Recycling, Machinex Equipment, Pratt Paper Industries, Resource Recycling Systems, Nothing Left to Waste, S&H Business Solutions and the United Auto Workers.

- **Rumpke Waste and Recycling**

Rumpke is a family-owned company based in Ohio that has been providing recycling services since their founding in 1932. Rumpke currently owns and operates eight recycling facilities in the Midwest, including three state-of-the-art MRFs similar in concept to the proposed Ann Arbor MRF. Rumpke processes and markets over 400,000 tons of recyclables each year and operates one of the few glass processing systems in the US. Their system model would help the City of Ann Arbor recycle its glass into new bottles and insulation instead of using it as landfill cover. Rumpke will provide the MRF employee training, scale software, facility maintenance support, and some materials marketing services.

- **Pratt Industries**

Pratt Industries is America's fifth largest corrugated packaging company and the world's largest, privately-held 100% recycled paper and packaging company, with sophisticated manufacturing facilities in more than 25 states. Through a supply agreement, they will provide a guarantee to recycle the material collected in Ann Arbor, provide technical expertise in the design and operation of the facility, and pay a premium for the higher quality material coming from RAA's facility (reflected in the lowered processing cost).

- **Machinex**

Machinex is an industry leader in engineering, manufacturing, and installing equipment systems for Material Recovery Facilities all around the world. As an expert in sorting technologies, Machinex provides turnkey systems along with custom-built facilities and equipment. They designed and constructed the Rumpke MRF in Cincinnati currently used to process Ann Arbor's materials, as well as the SOCRRA MRF in Metro Detroit. Project leader and Recycle Ann Arbor CEO Bryan Ukena has many years of experience working with the Machinex team on retrofit and new construction projects.



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

- **Resource Recycling Systems (RRS)**  
Resource Recycling Systems, founded in 1986, is a nationally recognized consultant in materials recovery, life cycle management and applied sustainable design. They will use such experience to provide ongoing logistical analysis to maximize MRF productivity, materials marketability and emerging opportunities for greater recovery. RRS provided the initial MRF modeling, and projected capital and operating costs for this project and will play an important role in the design of the facility.
- **Alex Danovitch, Senior Consultant, Nothing Left to Waste**  
Nothing Left to Waste (NL2W) brings over 30 years of experience in the recycling, policy and zero waste fields. Alex will be engaged in the finance modeling and coordination of project funders. With a strong operational, policy and entrepreneurial background, he has over 20 years' experience in business and zero waste planning, finance evaluation and projections, recycling contracting, and program design.
- **S & H Business Solutions**  
S&H has three decades of local accounting experience and has been Recycle Ann Arbor's accounting firm and contract Chief Financial Officer since 2006. S & H will provide all necessary bookkeeping, financial analysis/reporting and invoicing for this agreement.
- **United Auto Workers (UAW Local 174)**  
UAW Local 174 will be the recognized collective bargaining unit at the Ann Arbor MRF, as they are currently. 10-20 new union jobs will be created through this proposal. Beyond living wages, UAW Local 174 will ensure safe working conditions, health and wellness benefits, and ongoing employee input to maximize the success of facility operations. Community values built on environmental, social *and* economic justice are the cornerstone of everything UAW does. UAW Local 174 will be the recognized collective bargaining unit at the RAA MRF ensuring beyond living wages, safe working conditions and ongoing employee input to maximize the success of facility operations. Community values built on both environmental and economic justice are the cornerstone of RAA's identity, with 10-20 union jobs created through this proposal.



**Recycle Ann Arbor Proposal to the City of Ann Arbor  
Privately Financed Retrofit and Operation of the Ann Arbor MRF**

**Timeline**

This proposal will see full operations begin at the renovated MRF between late 2020 and early 2021, according to the timeline below. A number of these next steps can happen concurrently.

	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021
RAA provides answers to initial questions from City officials	█							
City receives the approvals to enter into formal discussions with RAA to build and operate a MRF using the existing building	█							
RAA provides detailed technical, financial, and operational drawings	█							
City and RAA negotiate contract		█						
Finalize facility and equipment design		█						
Fabricate and manufacture equipment		█	█	█	█			
Deconstruct and remove existing equipment and prepare site					█	█	█	
Install equipment							█	█
Test and Shake-Out Equipment								█
MRF reaches full operation								█

**Budget**

For reference purposes, the overall budget for planned upgrades is included in Appendix A.

Recycle Ann Arbor is not asking the City to invest any capital improvement funds in the MRF. Instead, RAA is requesting (1) use of the facility at no cost and (2) a 10-year commitment to process a minimum of 13,500 tons per year of single stream recycling at the rate set out in the proposal.

This proposal offers a timely and cost effective solution to the City of Ann Arbor’s recycling needs and challenges by taking advantage of current recycling assets.

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## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### **Appendix A - Technical Description of New Equipment**

Drum-Feeder BFD-1

#### FRAME DESCRIPTION

- 1) Frame type: Open frame construction will be designed for ease of maintenance. All frames shall be made of formed steel plate with reinforcements. Frames will be made of minimum 3/16" formed steel plate.
- 2) Conveyors will be designed in sections no longer than 12'-0" with gusset reinforcements every 72" (3/16" plate minimum)
- 3) Side skirts: will be 72" high minimum or otherwise specified. All side skirts shall be made of 3/16" steel plate minimum with reinforcing gussets and horizontal bends on top.
- 4) Conveyor chain tracks shall be made of 30# RAILS, minimum.
- 5) Connecting plates: will be made of 3/8" thick precision cut steel plate for ease of assembly. All sections shall be bolted together (Minimal welding on site).
- 6) Impact areas: All frame sections in impact areas shall have reinforcements every 36" minimum, with 2 impact rails.
- 7) Impact rails: Must be made of formed "C" channels with 3/8" thick UHMW on top to minimize possible friction of steel on steel. UHMW shall be held in place by small brackets with 2 countersunk bolts at one end. Impact bars shall be slightly lower than the lowest point of the metal belt.
- 8) Conveyor tail section details: All conveyor tail sections shall have bolt on type side skirts with bolt on type rubber flaps. All above ground tail sections shall be equipped with all necessary guards.

#### SAFETY GUARDS AND OTHERS

- 9) All safety guards will be bolt on type for ease of maintenance (Color: safety yellow)
- 10) Protective guards or "dribble pans" shall be provided (As per OSHA requirements). All shields will be bolted on frame for ease of removal and cleaning.
- 11) Two (2) chain oilers will be included with each conveyor

#### BEARINGS, SHAFTS AND SPROCKETS

- 12) All tail section bearings will have greaseable take up type mounted on a bolt on take up mechanisms (tensioning with travel screws) for ease of maintenance. Minimum bearing size will be 2 15/16" or larger depending on conveyor length. Sprockets shall be 18" pitch diameter cast iron (6 teeth).
- 13) Tail shaft size will be 2 15/16" minimum or larger depending on conveyor length.
- 14) All head section bearings shall be greaseable pillow block type mounted on heavily reinforced flanges. Sprockets will be 18" pitch diameter cast iron (6 teeth).
- 15) Head shaft size will be 3 7/16" minimum or larger depending on conveyor length.



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

16) Head and tail shaft sprockets to have hubs with keyways and set screws. One (1) of the tail sprockets will be floating on the shaft.

### BELT ASSEMBLY

17) Pan details: Flat pan will be made of minimum 1/4" formed steel plate, bolt on type (Overlapping).

18) Cleats: Will be made of 1/4" flat bar welded on pans every 36" on center.

19) Chain details: 9" pitch minimum. 4" diameter roller, single flange with solid bushing hardened 50/60 RC, 2" high x 3/8" thick sidebars and 4" high x 3/8" thick overlap side wings. Pan attachment will be welded on chain. Chain will have minimum 50,000 pound rating.

### Technical Description

### DRIVES AND MOTORS

20) All gear reducers and motors will be helical in line shaft mount types, only sized for the applications. Motors will be mounted on gear reducers. (See equipment list)

21) All motors must be HIGH efficiency type, 1.15 Service factor, 460/3/60

### STRUCTURAL SUPPORTS

22) All equipment structural supports to be made of square tubing and/or structural steel.

23) All legs will have boot adjustments. Each boot to be attached using "Red Head anchors" through 2 to 4 holes in each footpad. (No grouting)

24) Support bracings to be made of angle iron and/or structural steel.

### TRANSFER PANELS

25) All transfer panels will be made of formed steel plate. Transfer panels to be bolt on type for easy access to head shafts. (No rubber strip transfer acceptable)

26) Transitions to be equipped with rubber skirting, where necessary, to avoid material spillage.

27) Appropriate adapter skirts or shields, chutes and transfer panels to be provided at all transfer points to assure that all transitions are sufficiently enclosed to minimize spillage or dust emissions.

### FLOW REGULATOR ROTATING DRUM

28) Width : conveyor belt width minus 11" minimum or wider

29) Diameter : 4'-6"

30) Motor : Shaft mounted 10 HP minimum, 460/3/60 (Soft start in VFD)

31) Speed : 24 minimum VFD



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

32) Equipment will be ready to ship in one (1) piece with extension walls and support legs separate

### FEATURES & BENEFIT

→ Super Heavy Duty conception → Ring to prevent Glass infiltration on drum edges → Reversible option for drum access → Doors with safety switch for safe access behind drum → Easily removable flat metal pan belt (4 bolts) → Electrical Oilers → All speed parameters are variable

### Chain-Roller INFEED & BALER FEED, FRAME DESCRIPTION

- 1) Frame type: Open frame design for ease of maintenance. Frames made of minimum 3/16" formed plate;
- 2) Conveyors are designed in sections no longer than 12'-0" with gusset reinforcements every 72";
- 3) Side skirts: 36" high minimum or otherwise specified. All side skirts will be made of 3/16" plate;
- 4) Conveyor chain tracks will be made of flat bar;
- 5) Connecting plates: Will be made of 3/8" thick. All sections bolted together (Minimal welding on site);
- 6) Impact rails: Will be made of formed "C" channels;
- 7) Conveyor tail section details: Tail sections will have bolt on type side skirts with bolt on type rubber flaps. Above ground tail sections will be equipped with all necessary guards;

### SAFETY GUARDS AND OTHERS

- 8) Safety guards will be bolt on type for ease of maintenance;
- 9) Protective guards up to 7'-0" above slab or platforms will be provided (as per OSHA requirements);
- 10) Two (2) chain oilers and a mechanical back stop will be included with conveyor when required;

### BEARINGS, SHAFTS AND SPROCKETS

- 11) Tail bearings are greaseable take up. Bearing & shaft size of 2 15/16" or larger when required;
- 12) Sprockets of 12" pitch diameter cast iron or larger when required;
- 13) Head bearings are greaseable pillow block. Bearing & shaft size of 2 15/16" or larger when required;
- 14) Sprockets of 12" pitch diameter cast iron (6 teeth) or larger when required;

### BELT ASSEMBLY

- 15) Z-shape pan 1/4" thick bolted on each side for easy removal.
- 16) Chain details: 9" Pitch.





## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### DRIVES AND MOTORS

- 17) Gear reducers and motors should be helical in line shaft mount types, sized for the applications;
- 18) All motors will be HIGH efficiency type, 1.15 Service factor;

Slider Bed (Type I) Sorting conveyor and heavy-duty transfer conveyor

### FRAME DESCRIPTION

- 1) Closed formed 3/16" plate frame construction design for sorters safety and ergonomics;
- 2) Conveyor beds are 3/16" steel plate minimum, slotted type for self-cleaning;
- 3) Conveyors are designed in sections no longer than 12'-0" with gusset reinforcements every 72";
- 4) All conveyors will be 3" trough type conveyors;
- 5) 6" high minimum side skirts, 12 GA. formed steel plate when required;
- 6) Connecting plates: Will be made of 3/16" thick. All sections bolted together (Minimal welding on site);
- 7) Tail sections have bolt on type rubber flaps;
- 8) 5" diameter return rollers (steel-CEMA "C") with sealed tapered roller bearings and slide in type brackets. Return rollers to be spaced on 12' centers, maximum.

### SAFETY GUARDS AND OTHERS

- 9) Safety guards will be bolt on type for ease of maintenance (Color: yellow);
- 10) Protective guards up to 7'-0" above slab or platforms will be provided (as per OSHA requirements);

### BEARINGS, SHAFTS AND PULLEYS

- 11) Tail bearings greaseable. Bearings & shafts size of 2 15/16" or larger when required;
- 12) Tail shaft pulleys to be 10" diameter minimum, winged, crowned and self-cleaning;
- 13) Head bearings greaseable. Four (4) bolt flange type. Bearings & shafts of 2 15/16" or larger when required;
- 14) Head shaft pulleys are 8" diameter minimum, crowned with 1/4" lagging;
- 15) All pulleys to be held on shafts by taper hub bushings with key ways and set screws.

### RUBBER BELT

- 16) Rubber belt: One (1) piece with one mechanical belt splice; (unless otherwise specified)
- 17) Belt minimum of 3-ply 330 low friction back with 3/16" top cover.

### DRIVES AND MOTORS

- 18) Gear reducers and motors are helical in line shaft mount type, sized by application;



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

19) All motors are mounted on reducers and are HIGH efficiency type, 1.15 Service factor;

Slider Bed (Type II) All medium duty transfer and sorting conveyors

### FRAME DESCRIPTION

- 1) Closed formed 3/16" plate frame construction design for sorters safety and ergonomics;
- 2) Conveyor beds are 3/16" steel plate minimum, slotted type for self-cleaning;
- 3) Conveyors are designed in sections no longer than 12'-0" with gusset reinforcements every 72";
- 4) All conveyors will be 3" trough type conveyors;
- 5) 6" high minimum side skirts, 12 GA. formed steel plate when required;
- 6) Connecting plates: Will be made of 3/16" thick. All sections bolted together (Minimal welding on site);
- 7) Tail sections have bolt on type rubber flaps;
- 8) 2 3/8" diameter return rollers (steel-CEMA "C") with sealed tapered roller bearings and slide in type brackets. Return rollers to be spaced on 12' centers, maximum.

### SAFETY GUARDS AND OTHERS

- 9) Safety guards will be bolt on type for ease of maintenance (Color: yellow);
- 10) Protective guards up to 7'-0" above slab or platforms will be provided (as per OSHA requirements);

### BEARINGS, SHAFTS AND PULLEYS

- 11) Tail bearings greaseable. Bearings & shafts size of 1 15/16" or larger when required;
- 12) Tail shaft pulleys to be 8" diameter minimum, winged, crowned and self-cleaning;
- 13) Head bearings greaseable. Four (4) bolt flange type. Bearings & shafts of 1 15/16" or larger when required;
- 14) Head shaft pulleys are 8" diameter minimum, crowned with 1/4" lagging;
- 15) All pulleys to be held on shafts by taper hub bushings with key ways and set screws.

### RUBBER BELT

- 16) Rubber belt: One (1) piece with one mechanical belt splice; (unless otherwise specified)
- 17) Belt minimum of 2 -ply 220 low friction back with 3/16" top cover.

### DRIVES AND MOTORS

- 18) Gear reducers and motors are helical in line shaft mount type, sized by application;
- 19) All motors are mounted on reducers and are HIGH efficiency type, 1.15 Service factor;

OCC SCREEN SEPARATOR (2 FIXED DECKS) S-4



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### FRAME DESCRIPTION

- 1) Closed frame construction design with hinged access doors for ease of maintenance. Frame is made of minimum ¼" formed steel plate with reinforcements;
- 2) Side skirts are 36" high above shaft, 3/16" steel plate with reinforcing gussets and horizontal bends on top;
- 3) Driving chains are lubricated by an automatic oiler;
- 4) Separator will have two (2) fixed decks with six (6) shafts per deck;
- 5) The first three (3) shafts are equipped with glass breaking metal disks (TBD);
- 6) The minimum inside width of each screen deck is 7'-0" with a screening area of 6'-9";
- 7) Refer to layout for screen maintenance access setup;

### SAFETY GUARDS AND OTHERS

- 8) All safety guards to be bolted on type for ease of maintenance (Color: yellow);
- 9) One (1) chain oiler included;
- 10) Optional electronic device to control the angle of the machine from the control panel.

### BEARINGS AND SHAFTS

- 11) All bearings to be heavy-duty type for intense services;
- 12) Bearing minimum size of 2 7/16".

### DRIVES AND MOTORS

- 13) All gear reducers and motors to be helical in line shaft mount type, sized by application;
- 14) All motors are mounted to reducer and HIGH efficiency type, 1.15 Service factor,
- 15) Each deck is powered by one (1) 5 HP gear motor;

### MECHANICAL INSTALLATION

#### ARE INCLUDED

- All necessary labor, travel expenses to install all the listed equipment and associated;
- All necessary tools for the technicians are included;
- Touch-up & Start-up included;
- Fork lift, Crane, and Scissors lift are included.

### 8. ELECTRICAL INFORMATION

Machinex has provided this section to cover the system controls and field wiring for the proposed system upgrade. Included in the Machinex proposal is a new control panel which will include motor/equipment controls and programming to insure the system starts up, shutdowns, and processes correctly.



## Recycle Ann Arbor Proposal to the City of Ann Arbor Privately Financed Retrofit and Operation of the Ann Arbor MRF

### 8.1.1 CONTROLS & WIRING INFORMATION

Infeed wiring: Bringing main power from the MCC room to all control panels is NOT part of Machinex scope of supply. Field wiring: Bringing power and control wiring from all control panels to each piece of equipment is however part of Machinex scope of supply.

#### Item Make Model

Communica Safety Over Network Nema/ IP Rating MMC #

PLC (Programmable Logic Controllers) Siemens S7-1500 YES 1 HMI (Human-Machine Interface) Schneider 15" Widescreen YES 1 HMI (Human-Machine Interface) Schneider 15" Widescreen YES 2 VFD (Variable Frequency Drive) SIEMENS G120 YES 0 VFD (Variable Frequency Drive) SIEMENS G120 YES 2 Motor Starter Schneider TsysU YES 0 Motor Starter Schneider TsysU YES 2

#### Automation Components

#### Item Make Model Comment Nema / IP Rating

Cabinet RITTAL Air Conditioning Rittal Air Conditioning 12 Fan Heater Main Disconnect Circuit Breaker Square D Power Distribution Block Manual Starter / protector Schneider TsysU Push button Circuit Breakers Relays Power supplies PHOENIX CONTACT Ethernet Switch Terminal Block Wire identification and insulator wire ferrule

#### Item Make Model Comment Nema / IP Rating

Field Wiring Rigid conduit

Push Button & Emergency Stop Push Button Station Push Button & Emergency Stop

ELES-EMERG-COMPLET Emergency Stop Pull-Cord STI Safety Door Switch (Magnetic) Allen-Bradley Safety Door Switch (Mechanical) Local Motor Disconnect Trapped Key Photocell SICK Time-Delay Pull-Cord Schneider Zero Speed Switch Proximity Switch

#### Field Components

#### Panel Components

### 8.1.2 ELECTRICAL DROPS AND POWER REQUIREMENTS

Electrical loads are estimated at this time. Final loads will be provided once final engineering is completed and site visit from a Machinex electrical controls specialist.



**Recycle Ann Arbor Proposal to the City of Ann Arbor  
Privately Financed Retrofit and Operation of the Ann Arbor MRF**

**8.1.3 CONTROLS OPERATIONS PHILOSOPHY**


Machinex has a controls operations philosophy to help the customer understand more about the control system and operation included in this proposal. Additional details can be provided if required.

<b>Estimated Cost of Capital Elements Included</b>	
<ul style="list-style-type: none"> <li>• A front end drum feeder with an incline conveyor leading to the pre-sort conveyor</li> <li>• An OCC screen with a gearbox upgrade and an OCC QC conveyor and platform</li> <li>• 2 transfer conveyors and a residue conveyor</li> <li>• A fines conveyor leading to the air knife and cyclone glass clean-up systems</li> <li>• Modifications to the baler conveyor</li> <li>• A platform package</li> <li>• Fiber container separation equipment modification and/or installation</li> <li>• Enclosure modifications and all controls</li> <li>• Removal of the old equipment</li> <li>• Engineering and installation</li> </ul>	
<b>Total</b>	<b>\$4,640,000</b>

As a non-profit organization, Recycle Ann Arbor's mission is to develop and operate innovative reuse, recycling, and zero waste programs that improve the environmental quality of our community.



## Administrative Policies and Procedures

Policy Title: Purchase of Goods and Services	Policy Number: 204
Effective: 3/17	
Supersedes: APR #208, dated 9/92, revised APP#208, dated 2/08, revised APP#204 dated 4/13, 12/13, 10/16	
Approval: 	Page 1 of 12

### 1. Purpose

To define the general process and procedures by which the City purchases materials, supplies, equipment, and contractual services in accordance with the applicable statutes, City Charter and City Code. Procurement of goods and services through federally funded contracts must conform to APP 207, where APP 207 and APP 204 conflict, APP 207 controls.

### 2. Policy

The City of Ann Arbor is committed to securing the best products, repairs and services available for the purposes intended in the most efficient and economical manner.

### 3. Definitions

3.1 Contractor means any person having a contract with the City.

3.2 Invitation to Bid (ITB) - a formal request to prospective vendors soliciting price quotations or bids; contains, or incorporates by reference, the specifications or scope of work and all contractual terms and conditions.

3.3 Procurement - buying, purchasing, renting, leasing, or otherwise acquiring any supplies, services, or construction. It also includes all functions that pertain to the obtaining of any supply, service, or construction, including description of requirements, selection, and solicitation of sources, preparation, and award of contracts, and all phases of contract administration.

3.4 Professional Services - services rendered by members of a recognized profession which involve extended analysis, exercise of discretion, and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise or training customarily acquired either by a prolonged course of study or equivalent experience in the field, and for these reasons are unique

and not subject to price competition in the usual sense. Examples of “professional services” typically acquired by the City include appraisal, architectural and engineering services, software development/design, legal services and medical service.

3.5 Qualified bidder - a person who has the capability in all respects to perform fully the contract requirements and who fits the criteria identified in the invitation for bids.

3.6 Quote - an informal solicitation or request for information, where oral or written quotes are obtained from vendors, without formal advertising or receipt of “sealed” bids. Used only where Ordinance does not require formal “sealed” bids, such as small emergency purchases, but price competition is desired.

3.7 Request for Information (RFI) - a request to potential bidders for information concerning an item or service that will assist the responsible Service Area of the City in the development of specifications.

3.8 Request for Qualification (RFQ) - a solicitation or request for information, where written qualifications are obtained from vendors.

3.9 Request for Proposal (RFP) - means a bid solicitation method used for requirements exceeding authorized limits when it is expected that negotiations with one or more bidders may be required with respect to any aspect of the requirements, or other factors will be considered in the selection of the contractor/consultant in addition to price.

3.10 Responsive bidder - a person who has submitted a bid, which conforms in all respects to the requirements set forth in the invitation for bids.

3.11 Services - the furnishing of labor, time, or effort by a contractor not required to deliver a specific end product, other than reports which are merely incidental to required performance. This term includes consultant services other than architectural, engineering, land surveying, construction management, and related services.

3.12 Sole Source - the only known vendor possessing the unique and singularly available capability based on technical qualifications, time constraints, or personnel expertise, to meet the requirements of the service unit’s need.

3.13 Statement of Qualifications – identifies a prospective bidder’s experience, financial capacity, key personnel, current profile of the vendor’s activity, and other information pertinent to a particular project. This is often used in artist selection process.

3.14 Vendor - any person or entity that offers goods for purchase or services for hire.

4. Policy Implementation

4.1 Purchase of Goods and Services - No commitment of City funds shall be given for any purchase of materials or services exceeding \$3,000 until a purchase order has been issued in accordance with this policy. A purchase order may be used as the contract document for expenditures relating to supplies, materials, equipment, services, or similar items. A confirming purchase order also must be completed when another form of contract document is executed (i.e., professional services, construction or similar work). Depending on the amount and scope of the purchase, approval of the purchase and authorization to issue the purchase order may require administrative or Council actions. Purchase Orders are not required for a limited number of exceptions. See list in Section 4.4 below. If your purchase is funded by a Federal grant, please refer to APP# 207 for additional requirements.

4.1.1 Purchases Requiring Non-discrimination/Living Wage Compliance - All purchases of goods and services must comply with the requirements of the Non-discrimination and Living Wage Ordinances and APP #206 (e.g., LWO applies to contracts in excess of \$10,000; NDO applies to contracts \$25,000 and above).

4.1.2 Purchases Requiring City Council Approval - The City Charter requires City Council approval when supplies, materials, equipment, construction projects, or contract services purchased from a single vendor exceed \$25,000 per purchase per project. Emergency purchases of goods and services necessary to alleviate the emergency are exempt from this requirement if approved by the City Administrator in writing and reported to the City Council in accordance with the emergency procedures outlined in Section 4.3. Service Areas are expected to make accurate estimates of needs and quantities to be purchased. If a service area issues a purchase order to a single vendor distributed to several different accounts for the same project or purchase, the total of those accounts cannot exceed \$25,000 without being approved by the City Council.

4.1.2.1 Cumulative Purchases Exceeding \$25,000 – City Council approval applies to single purchases that exceed the specified limit (over \$25,000). Cumulative purchases that are individually (and competitively) bid and awarded to a vendor throughout the fiscal year shall not require City Council approval, if the cumulative total of those purchases exceeds \$25,000.

4.1.3 Purchases; Form of Contract - In general, if the purchase is \$25,000 or less, and the standard terms and conditions on the back of the purchase order are representative of the scope of services, a purchase order may be used as the sole contract document. If the purchase is in excess of \$25,000, or the scope of the service being



provided is complex, non-routine, or multi-divisional, a Purchase Order may not be used as the form of contract. See Section 5.1.3 for further details.

4.2 Quotes, Request for Proposals, or an Invitation to Bid – Except as provided below or where written bids are required by law, Charter or City ordinance or administrative policy, a minimum of three (3) competitive quotes are required for purchases exceeding \$3,000 and shall be awarded to the lowest responsive and qualified bidder. When it is deemed infeasible to obtain the minimum three competitive quotes, written documentation/explanation must be submitted by the requesting service unit to the Procurement Unit along with the purchase order request in order to obtain a waiver of the requirement. Purchase orders that are not accompanied with either a competitive quote or documentation/explanation for waiving the requirement for competitive quotes will not be processed. The following table illustrates when a service unit should use a quote, invitation to bid document, or request for proposal, in preparation of the purchase order:

<u>Type of Document Needed</u>	<u>Goods/Services</u>
Quote (i.e., documented by fax, e-mail, etc.)	Over \$3,000-\$25,000.00
Invitation to Bid (ITB)(Sealed) (i.e., The service unit has delineated specifications) (NOTE: A sealed bid process may be used for any amount to obtain the best cost through competitive bidding).	Can use for any amount
Request for Proposal (RFP) (i.e., The service unit does not have certain specifications but has a desired outcome).	Can use for any amount
Request for Qualifications (RFQ)/Statement of Qualifications (SOQ): Used to determine qualifications of proposed contractor.	Can use for any amount
Request for Information (RFI): Used to determine information to develop an RFP or sealed bid.	Can use for any amount

All Invitations to Bid, Request for Proposals, Request for Qualifications, and Request for Information must be issued by the Procurement Unit. If your purchase is funded by a Federal grant, please refer to APP# 207 for additional requirements.

4.3 Emergency Purchases - Exceptions to the above may be made only for emergency purchases. Emergency purchases must be made in the form and manner specified by City Code 1:317, which states:

**1:317 Emergency purchases and contract.**

***(1) In case of an emergency, any service area administrator, with the approval of the City Administrator, may purchase directly any supplies, materials, or equipment, the immediate procurement of which is necessary to the continuation of the work of his/her service area. Such purchases, and the emergency causing them, shall be reported in detail to the Purchasing Agent within a week from the time when made and such reports shall be preserved by the Purchasing Agent for a period of two (2) years.***

***(2) In case of an emergency, the City Administrator, without first having obtained Council approval, may when necessary to alleviate the emergency, contract for professional services where the limits of City Code section 1:321 are exceeded or for construction services. In these cases, the contract must be approved as to form and content by the City Attorney. The City Administrator shall report in detail to Council both the contract entered into under this provision and the emergency requiring entry into the contract within two weeks after entry into the contract.***

4.4 Exceptions

4.4.1 No bidding or solicitation is required for the following:

- Purchases Authorized by City Council on written recommendation of City Administrator (Ann Arbor City Code Section 1:316(4) See also APP 204 Sec 4.5 below)
- Professional Services Agreements (Ann Arbor City Code Section 1:316(3))
- Cooperative Purchasing Participation (Ann Arbor City Code Section 1:316(2))
- Software Maintenance Agreements on existing implemented software
- Conference and Training Expenses
- Dues, licenses, professional memberships and accreditation services
- Insurance Coverage and Third Party Administrator/Brokerage Services procured through a brokered process

4.4.2 No bidding, solicitation or the issuance of a purchase order is required for the following:

- Purchases of \$3,000 or less (See Section 5.1.3.1.1 Limit Exception for Vendors)
- Government Units and Public Entities (e.g. public schools, universities and taxing authorities) [a PO may be requested at the discretion of City Finance]
- Utilities (Gas, Water, Electricity, Telephone, etc.: inclusive of,

- pager/cellular telephone and/or related services)
- Debt Service Payments
- Refunds
- Interdepartmental Transfers of Goods or Services
- Postage
- Subscriptions and Publications (incl. newspapers)
- Rent for Leased Office Space (excluding storage and provided Finance has lease on file)
- Withholding Taxes
- Property Taxes

4.5 Sole Source or Best Source – Procurement of supplies or equipment where competitive bidding is not required by law or City Charter or otherwise is either clearly not practical or no advantage would result to the City by requiring competitive bidding may be sole or best sourced. (i.e., the specified item cannot be obtained from any other source or is not feasible to be obtained from another source (due to previous set-up work with vendor, familiarity with City's system, confidentiality concerns, or similar circumstances).

4.5.1 Subject to the approval of the contract form by the City Attorney, procurement of professional services may be sole or best sourced where deemed appropriate (e.g., quality or subject matter-based selection).

4.5.2 A service unit must submit written documentation that demonstrates the necessity of the purchase, and that the purchase may only be made from a sole source or otherwise document that it is not to the City's advantage to bid the purchase.

4.5.2.1 For purchases over \$25,000 the above documentation must be part of the City Administrator's written recommendation to City Council requesting Council authorization for the purchase (Ann Arbor City Code Section 1:316(4)). A copy of the resolution approving the sole or best source purchase must be attached to the purchase order for it to be processed by the Procurement Unit.

4.5.2.2 For purchases \$25,000 or less, the required documentation must be submitted to the Purchasing Manager for the purchase order to be processed.

4.5.2.3 If your purchase is funded by a Federal grant, please refer to APP# 207 for additional requirements. Service Units should also review the terms and conditions of the funding grant which may have project specific sole sourcing documentation requirements.

4.6 Conflict of Interest - The Procurement Unit is committed to providing an ethical, transparent and equitable purchasing process. It is the responsibility of all City employees involved in the procurement process to ensure that the City does not knowingly enter into any purchase commitment that results in a potential conflict of interest situation. All employees engaged in purchasing and related activities shall be thoughtful of their actions, decisions and relationships in order to avoid not only actual but also the appearance of unethical practices and prohibited conflicts of interest situations. Employees with questions about a particular situation should contact the City Attorney's Office before procurement interactions occur with a potential vendor.

4.6.1 Conflicts of Interest, Non-federally Funded Contracts No employee, officer or agent of the City shall participate in the selection of, or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. A City employee who willfully violates any of the provisions of this policy may be subject to appropriate discipline.

4.6.1.1 It is a prohibited conflict of interest for an employee to purchase or lease real property from the City or have any interest in or obligation to a company that purchases or leases real property from the City.

4.6.1.2 It is a prohibited conflict of interest for an employee to sell or lease real property to the City or have any interest in or obligation to a company that sells or leases real property to the City.

4.6.1.3 It is a prohibited conflict of interest for any officer, employee or agent of the City to solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to contracts with the City in connection with any City solicitation for goods or as administrator of any contract for goods or services.

4.6.1.4 It is a prohibited conflict of interest for any employee to participate directly or indirectly in the purchasing process for City goods or services when the employee is contemporaneously employed or has begun the application process to be employed at the time of bid by a bidder, or subsequently at the time of award to a vendor or contractor.

4.6.1.4.1 Such a conflict would arise when: (i) the employee, officer or agent, (ii) any member of his/her immediate family, (iii) his/her partner, or (iv) an organization that employs, or has begun the employment process to employ, any of the foregoing, has a financial, or other interest in the bidder or the vendor or contract awarded the contract for goods or services.

4.6.1.5 It may be a breach of ethical behavior for any employee to participate directly or indirectly in the purchasing process for City goods or services if a City employee's partner or immediate family member has an ownership interest in or receives financial gain from a procurement transaction.

4.6.2 Conflicts of Interest; Federally-Funded Contracts - No employee, officer or agent of the City shall participate in the selection of, or in the award or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. A City employee who willfully violates any of the provisions of this policy may be subject to appropriate discipline.

4.6.2.1 Such a conflict would arise when: (i) the employee, officer or agent, (ii) any member of his/ her immediate family, (iii) his/her partner, or (iv) an organization that employs, or has begun the employment process to employ, any of the foregoing, has a financial or other interest in the firm selected for award of the contract. Provided, that if the direct benefit to any of the foregoing is de minimus amount (based on the applicable federal regulation), the conflict may be waived.

4.6.2.2 It is a prohibited conflict of interest for any officer, employee or agent of the City will solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to contracts with the City in connection with any City solicitation for goods or as administrator of any contract for goods or services.

4.6.3 Conflicts of Interest; Vendors - Before any vendor may be awarded a contract for goods or services, the prospective vendor will be required to complete a Conflict of Interest Disclosure form. The contract may not be awarded to the selected vendor unless and until the Procurement Unit has received and reviewed the Disclosure form and determined no Conflict is disclosed or if a Conflict has been disclosed referred it to the City Administrator or his/her designee, who must approve the purchase. A copy of the Conflict of Interest Disclosure Form must be included in all bids and solicitations (see also Section 5.1.2.1 below).

4.6.3.1 For all purchases of \$25,000 or less: Where a conflict of interest is disclosed, documentation must be provided that demonstrates the vendor offers competitive pricing. Please note: this includes ALL purchases (over \$3,000). The City Administrator must approve the purchase with the proposed vendor.

4.6.3.2 For purchases in excess of \$25,000: Where a conflict of interest is disclosed, the information provided to Council in the approval resolution must include any conflicts of interest and the

recommendation of the City Administrator or his/her designee concerning the conflict and proposed purchase.

4.6.3.3. Conflict of Interest Disclosure Forms must be completed by all vendors or contractors annually during the life of an awarded contract. For purposes of this provision the annual term of the disclosure runs from date of the vendor's signature on the disclosure form submitted with the selected bid or solicitation.

4.6.4 Reporting - In the event you suspect a conflict of interest or fraud situation that has not been handled in accordance with Section 4.6.3., please contact the Internal Auditor via email: [internalauditor@a2gov.org](mailto:internalauditor@a2gov.org) or the EthicsLine at 877-741-4058. The EthicsLine service is a 3<sup>rd</sup> party anonymous hotline that employees can use to report suspected fraudulent activity.

## 5. Procedures

5.1. Components to execute a purchase order are as follows:

5.1.1 Quotation Sheet - A quotation form shall be prepared, completed by the solicited vendors and submitted with all purchase orders for purchases in excess of \$3,000 and equal to or less than \$25,000.00, if written bids were not required by law, Charter, City ordinance or administrative policy. All information shown on the quotation form shall be filled in, including but not limited to: service unit, name and signature of the person soliciting quotes, date of quotes, item(s) requested, vendors contracted, delivery date, terms, discount, delivery location, etc.

5.1.1.1 All Quote solicitations shall be electronic (e.g., by fax or email) on an approved Purchasing Quote form and shall include (a) PO terms and conditions and (b) Vendor Conflict of Interest Disclosure form, which must be completed and returned by the selected Vendor.

5.1.2 Request for Proposals or Invitations to Bid - For purchases in excess of \$25,000, the service unit shall prepare, when required by law, Charter, City ordinance or administrative policy, either a request for proposal or invitation to bid in conformance with the Procurement Unit specifications.

5.1.2.1 All ITB and RFP documents shall have a Vendor Conflict of Interest Disclosure form included as part of the ITB/RFP posting to the public. Failure to submit a completed Vendor Conflict of Interest Disclosure form with the ITB/RFP after being requested to do so shall be grounds for automatic disqualification for award of the ITB/RFP.

5.1.3 Contract Requirements - The form of any contract must be approved by the City Attorney. Purchase Order Standard terms and conditions have

been reviewed and preapproved and may not be modified without City Attorney approval (i.e. additional terms may not be inserted/attached or existing terms modified or deleted). All other types of contracts must be reviewed and approved before work can begin. The responsible service unit shall have the City Attorney review and approve the form of contract and the terms thereof.

5.1.3.1 For services of \$25,000 or Less – The service unit must obtain necessary approvals following the City Administrator’s procedures.

5.1.3.1.1 For services \$3,000 or less: Service Units may process services for routine repairs or general services as an Accounts Payable Invoice in the financial system. If a contract document is required by the Vendor or by law or regulation, the Service Area Administrator may execute it after approval as to form by the City Attorney.

5.1.3.1.2 For services over \$3,000 - \$25,000: Service Units may process services for routine repairs or general services on a Purchase Order, in lieu of a separate contract document unless another contract document is required by law, City Charter or City Code. After service area approval, the Purchase Order will route to the Procurement Unit for processing. (NOTE: The purchase order uses standard contract language on the back of the purchase order.

However, the scope of services must be clearly defined in the text of the purchase order, including the ITB/RFP number if applicable, or attached document clearly referenced in the text of the Purchase Order.)

5.1.3.1.3 For services where a specific deliverable(s) is required, professional services or there is some other specific legal requirement which calls for a separate signed and executed contract, the service area shall follow the provisions of Section 5.1.3.

5.1.3.2 For services over \$25,000 - The service unit must obtain City Council approval following the City Administrator’s procedures for City Council action. After approval, attach a copy of the contract signed by the service provider, the City Council resolution approving the purchase of services, and any required insurance and bond documents to the contract routing slip and forward to the following for signature: applicable service area administrator, City Attorney, City Administrator, Mayor and City Clerk, or their authorized representatives. Execute a purchase order in accordance with the contract terms. When a purchase order is used in connection with an

executed contract, the service unit MUST identify on the face of the purchase order that the purchase order is confirming and not a substitute for the contract's terms and conditions. The steps outlined above may be done concurrently.

5.1.4 City Council Approval - City Council approval is required when the cost of supplies, materials, equipment, construction projects or contract services purchased from a single vendor are in excess of \$25,000 per purchase per project. Obtain City Council approval following the City Administrator's procedures for submission of items for City Council action. State the date of City Council approval and the City Council resolution number on any purchase order submitted to the Procurement Unit. A copy of the adopted Council Resolution must be furnished to the Procurement Unit along with the purchase order.

5.1.5 Non-discrimination/Living Wage Compliance - Contractors providing goods and/or services to the City must comply with the requirements of the City's Non-discrimination and Living Wage Ordinances. Copies of Non-discrimination and Living Wage Declaration Forms must be included with all ITB/RFPs. See APP #206 for additional requirements.

5.1.6 Prevailing Wage Compliance - All solicitations for projects that include federal, state, and/or local government funds with a contract value in excess of \$10,000 for the construction, alteration, or repair of public buildings/facilities or public works shall include the requirement to pay the greater of local prevailing wages or living wages to the covered trades involved who are directly involved in construction activities. Solicitation documents will provide a plain and obvious reference or link to the appropriate resource with the applicable rates and will specify the appropriate wage rate classification(s) (i.e. heavy, highway, building, or residential). If multiple classifications pertain to a contract, the City will specify which rate will be applied. City project and contracting staff will include and highlight the requirement to pay the appropriate wage during all pre-bid/pre-solicitation meetings.

On contracts where prevailing wage rates apply, contractors will provide payroll records compliant with applicable laws and sufficient to demonstrate contractor compliance with prevailing wage requirements. City staff will review the payroll documents and will conduct required and appropriate wage rate interviews. In cases where there is no requirement to comply with federal or state law, the City will require contractors to provide payroll records for the prime contractor and all "first-tier" subcontractors.

## 5.2 Purchase Order Approval Process

5.2.1 Each service area will route purchase orders for approval according to their own workflow rules established and approved by their Service Area Administrator.



5.2.2 Once final service area approval is given, the Procurement Unit receives the purchase order for processing, including verification of Non-discrimination/Living Wage Compliance, executed vendor conflict of interest disclosure form and its authorization, and Council approval if applicable. Unless the purchase order is marked as confirming the terms of a contract, the purchase order shall then be mailed to the vendor.

5.3 Changes to Purchase Orders - The total increase due to change orders to existing purchase orders shall not exceed \$25,000, if the original amount was less than \$25,000, or if the original amount of the purchase order was in excess of \$25,000, the City Council approved amount with contingency, if applicable. When the cumulative total cost of any purchase of goods or services which, due to change orders or other contract modifications from a contractor/vendor, surpasses \$25,000 (plus any approved contingency if applicable), City Council approval is required. This requirement shall apply to the total dollar amount of the contract and not to the amount of the change or modification to the purchase order. It shall be a violation of this policy to divide a purchase over several purchase orders to a single vendor to avoid City Council approval.

5.4 Completion Dates - When contracting for the purchase of goods/service by an outside contractor or vendor, always include a completion period or date for delivery of service. If a completion period is needed, a beginning or ending date must be specified. This completion period or date must be part of any written contract, or if a purchase order is being used, the completion period or date must appear on the purchase order.

5.5 Tolerance - When a vendor invoice exceeds the purchase order by less than 10% of the purchase order amount, the vendor invoice can be paid and the purchase order can be closed with no further change orders. However, if the purchase order (including tolerance) exceeds the limit approved by Council, the service unit must seek approval from Council for the additional amount.

RAA Contracted Service	Item Type	Award Date	Competively Bid?	Terms/Description	Resolution No.
Commercial Sector Recycling Pilot	Contract	05/06/91	RFP No. 273		R-243-5-91
Drop-off Station Operations	Amendment	6/18/1990	n/a	One month extension (July, 1990)	R-361-6-90
Drop-off Station Operations	Amendment	7/16/1990	n/a	One month extension (August, 1990)	R-401-7-90
Drop-off Station Operations	Contract	8/20/1990	No	Retroactive to 7/1/1990; 5-year contract to 7/1/1995	R-451-8-90
Drop-off Station Operations	Amendment	10/1/1990	n/a	Addendum for battery disposal	R-538-10-90
Drop-off Station Operations	Amendment	6/19/1995	n/a	Contract Extension up to 8 months	R-292-6-95
Drop-off Station Operations	Contract	10/7/1996	RFP 350	Contract Approval thru 06/30/2000	R-466-10-96
Drop-off Station Operations	Addendum	5/3/1999	n/a	Thru 06/30/2000	R-258-5-99
Drop-off Station Operations	Contract	5/15/2000	RFP 469	Only proposal received; 2-yr; 3 one-year renewals	R-247-5-00
Drop-off Station Operations	Contract	6/3/2002	No	One-year contract; one-year option; County Partnership	R-234-6-02
Drop-off Station Operations	Contract	6/7/2004	No	Thru 12/31/05	R-227-6-04
Drop-off Station Operations	Contract	11/10/2005	No	Thru 01/01/08; Option to renew two add'l years	R-559-11-05
Drop-off Station Operations	Agreement	11/10/2005	Funding	Washtenaw County, Pittsfield Twp & RAA	R-560-11-05
Drop-off Station Operations	Amendment	3/5/2007	n/a	Amendment #1 Comprehensive Drop-Off	R-74-3-07
Drop-off Station Operations	Contract	12/3/2007	No	Two-year renewal w/\$20,000 for maintenance by City	R-07-580
Drop-off Station Operations	Agreement	12/3/2007	Funding	Washtenaw County, Pittsfield Twp & RAA	R-07-581
Drop-off Station Operations	Contract	12/19/2011	No	No fee contract; thru 06/30/16	R-11-547
Drop-off Station Operations	Contract	9/9/2018	RFP No. 986	Only proposal received; 3-yr; 3 one-yr renewals	No Fee
Interim MRF Operations	Contract Direction	3/6/2017	RFP No. 980	Negotiate contract with RAA	R-17-070
Interim MRF Operations	Contract	6/5/2017	RFP No. 980	(Not Staff Recommendation); 1-year with two 6-month extension options	R-17-210
Interim MRF Operations	Amendment #1	11/7/2017	n/a	Changed named OCC Processor; reduced OCC processing fee	Administrative
Interim MRF Operations	Amendment #2	7/9/2018	n/a	Authorized 6-month extension; added modified loose loading, bulky metal & waste	Administrative
Interim MRF Operations	Amendment #3	12/3/2018	n/a	2nd (and final) Council authorized 6-month extension	Administrative
Interim MRF Operations	Amendment #4	6/3/2019	n/a	Renewal one year; one-year ext	R-19-255
Multi-Family Incentive Pilot Program	Contract	6/16/2014	RFP 888	Only proposal received; 7/1/14 thru project completion in 12/31/16	R-14-219
Recycling Collection Services	Contract	8/20/1990	No	Retroactive to 7/1/1990; 3-month intervals, until competitive bids, no later than 6/30/91	R-451-8-90
Recycling Collection Services	Contract	2/21/1991	RFP No. 275	3-year contract; 2-year option to renew	R-82-2-91
Recycling Collection Services	Addendum	8/5/1991	n/a	Alternating weeks pick-up; U-M recycling curbsarts	R-475-8-91
Recycling Collection Services	Amendment	6/7/1993	Negotiated	Material adjustments; price reduction	R-252-6-93
Recycling Collection Services	Amendment	6/5/1995	Requested by RAA	Price Increase for Collections (Balanced by efficiencies in MRF)	R-256-6-95
Recycling Collection Services	Amendment #5	6/17/1996	n/a	Contract Extension up to 6 months; Revise Contract	R-286-6-96
Recycling Collection Services	Contract	6/15/1998	RFP 432	3-Yrs with 21-month option for renewal; escalator	R-284-6-98
Recycling Collection Services	Develop recommended amendment	8/6/2001	n/a	Switch to performance-based contracting	R-322-8-01
Recycling Collection Services	Amendment	9/6/2001	n/a	Thru 06/30/03; Increase payments 3%/year	R-387-9-01
Recycling Collection Services	Amendment	6/2/2003	n/a	Short-term Extension Thru 09/30/03	R-201-6-03
Recycling Collection Services	Amendment	9/15/2003	n/a	Short-term Extension Thru 11/30/03	R-383-9-03
Recycling Collection Services	Contract	12/6/2003	Extension	Thru 12/31/05	R-561-12-03
Recycling Collection Services	Contract	12/15/2003	No; negotiated	Thru 06/30/12; two five-year options	R-517-12-03
Recycling Collection Services	Amendment	7/19/2004	n/a	Contract Increase FY04	R-309-7-04
Recycling Collection Services	Amendment #2	3/15/2010	n/a	Modified compensation basis; extended contract for additional 5 years (2018)	R-10-071
Recycling Collection Services	Amendment #3	8/4/2011	n/a	Fee Adjustment	R-11-326
Recycling Collection Services	Amendment #4	8/17/2015	n/a	4% Escalator final 3 years	R-15-286
Recycling Collection Services	Amendment #5	6/4/2018	n/a	Extended contract for 1 additional year (6/30/2019)	R-18-218
Recycling Collection Services	Amendment #6	6/3/2019	n/a	Extended contract for 1 additional year (6/30/2020)	R-19-256
Student Move-In/Move-Out	Contract	6/16/2014	RFP 896	Only proposal received; 3-years; Thru 06/30/17	R-14-190
Student Move-In/Move-Out	Amendment	4/6/2015	n/a	Increase spending authority by \$15,000/year	R-15-099
Student Move-In/Move-Out	Contract	6/19/2017	RFP 17-04	Only proposal received; 3-yr; 2 one-year renewals	R-17-223