

To: DDA Board of Directors  
From: Colleen Paveglio, Acting Director  
Re: February 16, 2018 Board Meeting & Miscellaneous  
Date: February 13, 2018



AGENDA ITEM 2C - CONSIDERATION OF REQUEST TO UTILIZE THE OLD TOWN GARAGE ON JUNE 1 AND 2 FOR THE ANNUAL TART RECYCLE A BICYCLE BIKE SWAP

Enclosed is a request from Don Cunkle requesting permission to use the ground floor of the Old Town Garage for the 8th Annual Recycle-A-Bicycle Bike Swap. This event is a fundraiser for TART, where they sell donated bikes. We are asking that the event not have access to the space until 6 p.m., which is when permit parking ends. However, parking staff has agreed to allow staging in the center rows beginning at 4 pm, which is the same agreement as the 2017 event. The Old Town Garage is under high pressure in terms of demand due to the many employees in the Old Town District. Therefore I recommend that **DDA Board of Directors authorize the use of the ground level of the Old Town Parking Deck at 6 p.m. on June 1, 2018 to 9 p.m. on June 2, 2018 for the Eighth Annual Recycle a Bicycle Swap event to be managed by the Traverse Area Recreational and Transportation Trails (TART) organization as described in their proposal dated January 9, 2018; provided that TART provides proof of insurance naming the City of Traverse City and the DDA as additional insured and signs a hold harmless waiver stating they are responsible for any injury or loss that might occur, and further subject to final approval by the City Clerk's office; furthermore, that Traverse City Parking Services is authorized to bill an hourly rate of \$36.38, for a minimum of one hour, for cleaning associated with restroom use at the Old Town Parking Garage, and that event organizers be required to provide their own consumables.**

AGENDA ITEM 2D - CONSIDERATION OF AMENDING THE EMPLOYEE HANDBOOK

There are a number of edits to the Employee Handbook that are outlined in Parking Administrator, Nicole VanNess' memorandum. A few of the items are being added due the City of Traverse City having in their policy. The others are specifically relating to parking employees. I recommend that the **DDA Board of Directors amend the DDA Employee Handbook as outlined in Parking Administrator, Nicole VanNess' memorandum.**

AGENDA ITEM 2E - CONSIDERATION OF APPOINTMENTS TO THE FARMERS MARKET ADVISORY BOARD

Attached is a memorandum from Communications and Projects Coordinator, Nick Viox explaining the Farmers Market Advisory Board member's terms that are expiring and the applicants. Appointments are by the Chairperson, with confirmation by the DDA Board. Chairperson, Bill Golden has approved the recommendation, that the **DDA Board of Directors confirm Chair Golden's appointment of Linda Grigg, Brenin Wertz-Roth, Nic Welty, and Courtney Lorenz to the Farmers Market Advisory Board.**

AGENDA ITEM 2F - CONSIDERATION OF AUTHORIZING AGREEMENT/SERVICE ORDER WITH VALLEY CITY SIGN FOR WAYFINDING SIGNAGE MAINTENANCE

The wayfinding sign system has been in place since 2009 and we've contracted to maintain per the agreement with the City and Traverse City Light & Power who make their poles available for

the signs. The contract with Valley City Signs had expired and the DDA Board approved going to bid in November. Please see the attached memorandum with a bid tabulation and recommendation to continue services with Valley City Sign. I recommend that the **DDA Board of Directors authorize an agreement/service order with Valley City Sign for wayfinding sign maintenance for \$1,925 for general services and \$75 per hour for additional service with funds to come from available funds in TIF 97 and Old Town TIF professional/contractual.**

AGENDA ITEM 3A - DISCUSSION REGARDING DRAFT CAPITAL IMPROVEMENT PLAN (CIP) FOR TIF 97, OLD TOWN TIF, HARDY DECK BOND FUND, AND TRAVERSE CITY PARKING SYSTEM

Placed on your desks at the meeting will be the draft capital improvement plans for the DDA TIFs, the Hardy Deck Bond Fund, and Traverse City Parking. Jean Derenzy will lead the discussion and look for feedback. There is no need for action on this item.

AGENDA ITEM 4A - CONSIDERATION OF AMENDING THE RULES FOR THE SARA HARDY DOWNTOWN FARMERS MARKET AS RECOMMENDED BY THE FARMERS MARKET ADVISORY BOARD

The rules for the Sara Hardy Downtown Farmers Market state the days and times that the market is hosted. The attached memorandum from Nick Viox, Communications and Projects Coordinator, outlines the recommendation from the Farmers Market Advisory Board on changing Wednesdays from a morning market to late afternoon/evening. I recommend the **DDA Board of Directors amend the rules for the Sara Hardy Downtown Farmers Market as outlined in the Communications and Projects Coordinator, Nick Viox's memorandum and recommended by the Farmers Market Advisory Board to change the Wednesday market time to 4 pm to 7 pm, subject to change due to special circumstances.**

AGENDA ITEM 4B - CONSIDERATION OF AWARDING A CONTRACT WITH T2 SYSTEMS FOR LICENSE PLATE RECOGNITION SOFTWARE

Attached is a memorandum from Parking Administrator, Nicole VanNess pertaining to License Plate Recognition and how this tool can achieve several goals for the TCPS. If approved, this item will go before the City Commission on February 20, 2018. I recommend the **DDA Board of Directors approve a recommendation to modify the existing contract with T2 Systems to include the Genetec LPR equipment and software in the amount of \$63,340 for year 1 and \$4,680 for each subsequent year for the life of the contract.**

AGENDA ITEM 4C - COMMENTS OR QUESTIONS REGARDING WRITTEN REPORTS

**Front Street**

EAST FRONT PLANNING - A committee to go over initial design and feedback met in late January. We hope to have update on the progress in the near future.

UPTOWN RIVERWALK CONNECTION - Our consultants are preparing an update on the Scope of Work and items for the Phase 1

**WEST FRONT PARKING GARAGE** - As you may recall, we are working with Rich & Associates on the engineering design for the parking garage. A management team is being formed and we be meeting on February 21 to plan dates for a public charette.

**Park Street**

**PUBLIC RESTROOMS** - The public restrooms are in need of the locking mechanisms and sign fabrication. These projects take 4-6 weeks. We are looking at a potential opening in March 2018.

**Other**

**2017 ANNUAL REPORT** - We will have the Annual Report completed this week and will send a link when available.

**COMMUNITY DEVELOPMENT** - Grand Traverse County will be discussing the Community Development Agreement at their meeting on February 14th. We are looking to have a discussion when Jean Derenzy is on board in March.

**PRESIDENTS' DAY WEEKEND SALE** - Downtown Traverse City will be hosting a sale event on Presidents' Day Weekend. See the attached flyer for the deals!

**TRAVERSE CITY RESTAURANT WEEK**-We have 40 restaurants on board for Traverse City Restaurant Week, February 25-March 3, 2018. Three course meals will be offered at \$25 or \$35 per person. Menus may be viewed on the downtown website.

**TRANSPORTATION DEMAND MANAGEMENT STUDY** - The study in it's entirety has been placed on the downtown website.

**PARKING SYSTEM UPDATE** - Nicole has provided a parking update.

**DTCA MINUTES** - Enclosed are the minutes from the January meeting.

**FARMERS MARKET ADVISORY BOARD** - Attached are minutes from their January meeting.

## **DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA**

**Friday, February 16, 2018, 8:00 a.m.**

**Commission Chambers, Second Floor**

**Governmental Center, 400 Boardman Avenue, Traverse City**

**[www.downtowntc.com](http://www.downtowntc.com)**

Information and minutes are available from the DDA Director, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA Director as soon as possible.

1. Roll Call
2. Consent Calendar - The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the board, staff, or public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.
  - A. Consideration of minutes for the Regular Meeting of January 19, 2018 (approval recommended)
  - B. Consideration of approving Financial Reports and disbursements for DDA, TIF 2, TIF 97, and Old Town TIF dated January 31, 2018 (approval recommended)
  - C. Consideration of request to utilize the Old Town Garage on June 1 and 2 for the Annual TART Recycle-A-Bicycle event
  - D. Consideration of amending the Employee Handbook
  - E. Consideration of appointments to the Farmers Market Advisory Board
  - F. Consideration of authorizing agreement/service order with Valley City Signs for Wayfinding Signage Maintenance
3. Vice Chairperson's Report
  - A. Discussion regarding draft Capital Improvement Plan (CIP) for TIF 97, Old Town TIF, Hardy Deck Bond Fund, and Traverse City Parking System
4. Acting Director's Report
  - A. Consideration of amending the rules for the Sara Hardy Downtown Farmers Market as recommended by the Farmers Market Advisory Board
  - B. Consideration of awarding contract to T2 Systems for License Plate Recognition software.
  - C. Comments or Questions regarding Written Reports
5. Public Comment
6. Adjournment

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA Executive Director has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.



**Minutes**  
**Traverse City Downtown Development Authority**  
**Regular Meeting**  
January 19, 2018  
Commission Chambers, Second Floor  
Governmental Center, 400 Boardman Avenue, Traverse City

Bill Golden called the meeting to order at 8:00 a.m.

1. Roll Call

**Present:** Leah Bagdon-McCallum, Allison Beers, Harry Burkholder, Mayor Jim Carruthers, Collette Champagne (arrived at 8:04am) Steve Constantin, Scott Hardy, Debbie Hershey, Bill Golden, T. Michael Jackson, Gabe Schneider

**Absent:** Jeff Joubran

2. Consent Calendar. **Motion by Jackson, second by Schneider that the consent portion of the agenda be approved. Motion carried unanimously.**

- A. **Approval of minutes for the Regular Meeting of December 15, 2017**
- B. **Approval of Financial Reports and disbursements for DDA, TIF 2, TIF 97, and Old Town TIF dated December 31, 2017, and Financial Reports for Traverse City Parking Services dated October 31, 2017, November 30, 2017, and December 31, 2017.**
- C. **Acceptance of the audited financial statements for fiscal year 2016-2017. Approved that the DDA Board of Directors accept the audited financial statements for the DDA, TIF 2, Old Town TIF, TIF 97, for fiscal year 2016-17, as presented.**

**Champagne arrived at this point of the meeting.**

3. Chairperson's Report

- A. Consideration of awarding contract with Jean Derenzy as the Chief Executive Officer of the Traverse City Downtown Development Authority.
  - i. **Motion by Beers, second by Burkholder that Jean Derenzy be appointed as Chief Executive Office (CEO) of the Downtown Development Authority effective March 1, 2018 and execute an Employment Agreement as amended for CEO with Jean Derenzy which specifies the terms and conditions of employment; with the agreement subject to approval as to its form by the City**

**Attorney; and that DDA Board recommend the salary approval to the Traverse City Commission. Motion carried unanimously.**

- B. Consideration of a resolution authorizing Chief Executive Officer to do banking on behalf of the Traverse City Downtown Development Authority upon execution of the contract for employment.

**i. Motion by Beers, second by Hershey that the DDA Board of Directors adopt the Resolution Authorizing the Chief Executive Officer to Conduct Banking, subject to execution of Jean Derenzy's employment agreement. Motion carried unanimously.**

4. Acting Director's Report

- A. Farmers Market Presentation by Nate Elkins of IDF-Farmers Market

i. Elkins discussed latest concepts and presentation for Farmers Market redesign.

- B. Comments or Questions regarding Written Reports.

i. Nicole VanNess, Parking Administrator, discussed TDM study.

5. Public Comment

- A. None at this time.

6. Adjournment. The meeting officially adjourned at 9:17 a.m.

Respectfully submitted,

Nina Talarico  
Office Manager

## DDA Financial Report

			January 31, 2017	January 31, 2018	Budget 17-18 as Approved	Budget 17-18 with Amendments	% of Budget	Budget Variance
REVENUE								
Property Taxes			85,145	403,955	141,000	141,000	286.5%	-262,955
Interest and Dividends			370	973	200	200	486.5%	-773
Miscellaneous			948	983	0	0	-	-983
Rents and Royalties			38,595	40,160	53,000	53,000	75.8%	12,840
Administrative Services			395,470	434,169	776,366	776,366	55.9%	342,197
Prior Year Surplus			0	0	0	0	-	0
TOTAL REVENUE			\$520,528	\$880,240	\$970,566	\$970,566	90.7%	\$90,326
EXPENSES								
Payroll Expense			416,324	427,603	752,023	752,023	56.9%	324,420
Health Insurance			34,361	27,960	106,700	106,700	26.2%	78,740
Workers Compensation			13,651	3,534	0	0	-	-3,534
Office Supplies			2,106	5,490	10,000	10,000	54.9%	4,510
Operation Supplies			1,295	1,788	0	0	-	-1,788
Professional/Contractual			42,891	22,095	44,775	56,775	38.9%	34,680
Communications			2,824	3,621	4,800	4,800	75.4%	1,179
Transportation			183	2,405	2,000	2,000	120.2%	-405
Lodging/Meals			1,919	2,901	5,000	5,000	58.0%	2,099
Training			1,415	1,218	2,000	2,000	60.9%	782
Community Promotion			572	3,995	11,500	11,500	34.7%	7,505
Printing/Publishing			446	2,098	1,500	1,500	139.9%	-598
Insurance & Bonds			1,297	0	1,800	1,800	0.0%	1,800
Utilities			4,232	3,263	7,100	7,100	46.0%	3,837
Repairs & Maintenance			975	975	2,200	2,200	44.3%	1,225
Rentals			5,513	4,979	9,000	9,000	55.3%	4,021
Legal Expense			0	0	4,500	4,500	0.0%	4,500
Miscellaneous			205	156	400	400	39.0%	244
Equipment			2,555	995	6,000	6,000	16.6%	5,005
TOTAL EXPENSE			\$532,764	\$515,075	\$971,298	\$983,298	52.4%	\$468,223
								thru fiscal year ↓
NET INCOME/(LOSS)			(\$12,236)	\$365,164	(\$732)	(\$12,732)	41.7%	

### Payroll & Fringes

	January 31, 2017	January 31, 2018	Budget 17-18 as Approved	Budget 17-18 with Amendments	% of Budget
Payroll Expense	416,324	427,603	752,023	752,023	56.9%
Health Insurance	34,361	27,960	106,700	106,700	26.2%
Workers Compensation	13,651	3,534	0	0	-
<b>TOTAL</b>	464336	459,097	858,723	858,723	53.46%

2:33 PM

02/06/18

Accrual Basis

**Downtown Development Authority**  
**Balance Sheet**  
 As of January 31, 2018

	Jan 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Fifth Third Checking - 3112	485,637.98
Fifth Third Savings - 6740	201,857.73
Petty Cash	298.19
<b>Total Checking/Savings</b>	<b>687,593.90</b>
Accounts Receivable	
Accounts Receivable	87,836.36
<b>Total Accounts Receivable</b>	<b>87,836.36</b>
<b>Other Current Assets</b>	
Due From DTCA	372.78
Due From APS	679.42
<b>Total Other Current Assets</b>	<b>1,052.20</b>
<b>Total Current Assets</b>	<b>776,482.46</b>
<b>Other Assets</b>	
Due From Other Funds	28,885.44
Pre-Paid Expense	6,434.00
<b>Total Other Assets</b>	<b>33,319.44</b>
<b>TOTAL ASSETS</b>	<b>809,801.90</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	-425.98
<b>Total Accounts Payable</b>	<b>-425.98</b>
<b>Other Current Liabilities</b>	
Due to Other Funds	4,452.80
Bryan Crough Memorial Fund	200.00
Accrued Salaries	17,005.30
Accrued Payroll Liabilities	4,400.23
Deposits Payable	
NCF Reimbursements	93.00
Senior Project Fresh	382.00
Double Up Food Bucks	7,867.00
EBT Bridge Card	13,584.55
Project Fresh	-7,020.00
Deposits Payable - Other	-18.00
<b>Total Deposits Payable</b>	<b>14,888.55</b>
<b>Payroll Liabilities</b>	
State Income Tax Payable	1,418.68
State Unemployment Tax Payable	45.79
Health Insurance Payable	531.78
<b>Total Payroll Liabilities</b>	<b>1,996.25</b>
<b>Total Other Current Liabilities</b>	<b>42,943.13</b>
<b>Total Current Liabilities</b>	<b>42,517.15</b>
<b>Total Liabilities</b>	<b>42,517.15</b>
<b>Equity</b>	
Opening Bal Equity	107,606.27
Retained Earnings	294,451.78
Net Income	385,226.72
<b>Total Equity</b>	<b>767,284.75</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>809,801.90</b>

2:26 PM

02/06/18

Accrual Basis

**Downtown Development Authority**  
**Profit & Loss**  
**January 2018**

	<u>Jan 18</u>
<b>Ordinary Income/Expense</b>	
Income	
Administrative Services	52,416.87
Interest & Dividends	137.56
Property Taxes	<u>108,941.51</u>
Total Income	<u>161,495.94</u>
Gross Profit	161,495.94
Expense	
Communications	595.99
Health Insurance	3,297.20
Lodging, meals	77.44
Office Supplies	794.09
Operation Supplies	25.00
Payroll Expenses	
457 Company Matching	2,405.35
Hourly Wage Expense	21,910.93
Medicare Tax Expense	625.73
Salaries & Wages	20,106.24
Social Security Tax Expense	2,675.51
SUTA Tax Expense	<u>789.90</u>
Total Payroll Expenses	48,513.66
Professional/Contractual	573.00
Utilities	<u>979.50</u>
Total Expense	<u>54,855.88</u>
Net Ordinary Income	<u>106,640.06</u>
Net Income	<u><u>106,640.06</u></u>

2:26 PM

02/06/18

Accrual Basis

## Downtown Development Authority

## Profit &amp; Loss

July 2017 through January 2018

	Jul '17 - Jan 18
<b>Ordinary Income/Expense</b>	
Income	
Administrative Services	434,098.87
Interest & Dividends	972.90
Miscellaneous Revenue	983.08
Property Taxes	403,954.76
Rents	40,160.00
<b>Total Income</b>	<b>880,169.61</b>
<b>Gross Profit</b>	<b>880,169.61</b>
Expense	
Communications	3,621.44
Community Promotion	3,994.98
Equipment	994.93
Health Insurance	27,959.89
Lodging, meals	2,901.38
Miscellaneous Expense	156.00
Office Supplies	5,489.99
Operation Supplies	1,787.98
Payroll Expenses	
Direct Deposit Fee	194.25
457 Company Matching	20,710.54
Hourly Wage Expense	162,674.72
Medicare Tax Expense	5,628.19
Salaries & Wages	212,665.12
Social Security Tax Expense	24,065.45
SUTA Tax Expense	1,450.89
Payroll Expenses - Other	213.50
<b>Total Payroll Expenses</b>	<b>427,602.66</b>
Printing & Publishing	2,098.03
Professional/Contractual	21,962.10
Rentals	4,979.19
Repairs & Maintenance	975.00
Training	1,218.00
Transportation	2,404.79
Utilities	3,262.53
Workers Compensation	3,534.00
<b>Total Expense</b>	<b>514,942.89</b>
<b>Net Ordinary Income</b>	<b>365,226.72</b>
<b>Net Income</b>	<b>365,226.72</b>

1:44 PM

02/06/18

**Downtown Development Authority**  
**Reconciliation Summary**  
**Fifth Third Checking - 3112, Period Ending 01/31/2018**

---

	Jan 31, 18	
Beginning Balance		442,767.96
Cleared Transactions		
Checks and Payments - 44 items	-194,248.40	
Deposits and Credits - 39 items	163,271.81	
Total Cleared Transactions	-30,976.59	
Cleared Balance		411,791.37
Uncleared Transactions		
Checks and Payments - 32 items	-26,871.12	
Total Uncleared Transactions	-26,871.12	
Register Balance as of 01/31/2018		384,920.25
New Transactions		
Checks and Payments - 7 items	-24,694.34	
Deposits and Credits - 18 items	0.00	
Total New Transactions	-24,694.34	
Ending Balance		360,225.91

1:44 PM

02/06/18

## Downtown Development Authority

## Reconciliation Detail

Fifth Third Checking - 3112, Period Ending 01/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						<b>442,767.96</b>
<b>Cleared Transactions</b>						
<b>Checks and Payments - 44 items</b>						
Bill Pmt -Check	11/14/2017	13007	Middle Branch Farm	X	-162.00	-162.00
Bill Pmt -Check	11/14/2017	13015	ONA Mission Honey...	X	-135.00	-297.00
Liability Check	12/12/2017	13049	City of TC - Vendor	X	-5,890.94	-6,187.94
Bill Pmt -Check	12/22/2017	13067	Rotary Charities/Nor...	X	-6,840.00	-13,027.94
Bill Pmt -Check	12/22/2017	13069	Team Financial Gro...	X	-640.98	-13,668.92
Bill Pmt -Check	12/22/2017	13059	CDW Government	X	-620.01	-14,288.93
Bill Pmt -Check	12/22/2017	13060	Charter Communica...	X	-595.68	-14,884.61
Bill Pmt -Check	12/22/2017	13072	Wyant Computer Se...	X	-493.00	-15,377.61
Bill Pmt -Check	12/22/2017	13071	Trend Windows	X	-460.00	-15,837.61
Bill Pmt -Check	12/22/2017	13061	City of TC - Vendor	X	-382.70	-16,220.31
Bill Pmt -Check	12/22/2017	13070	Traverse City Light ...	X	-324.68	-16,544.99
Bill Pmt -Check	12/22/2017	13073	First National Bank -...	X	-323.07	-16,868.06
Bill Pmt -Check	12/22/2017	13065	Norte! Youth Cycling	X	-250.00	-17,118.06
Bill Pmt -Check	12/22/2017	13068	Rotary Club of Trave...	X	-247.00	-17,365.06
Check	12/22/2017	13074	First National Bank -...	X	-233.39	-17,598.45
Bill Pmt -Check	12/22/2017	13066	Pitney Bowes Global...	X	-148.08	-17,746.53
Bill Pmt -Check	12/22/2017	13063	Google Inc.	X	-65.00	-17,811.53
Check	12/22/2017	13058	Robert Bacigalupi - V	X	-61.21	-17,872.74
Bill Pmt -Check	12/22/2017	13064	LIAA	X	-60.00	-17,932.74
Bill Pmt -Check	12/22/2017	13062	Copy Central	X	-57.00	-17,989.74
Liability Check	12/27/2017	13078	ICMA Retirement Tr...	X	-2,208.38	-20,198.12
Paycheck	12/29/2017	13076	Dwyer, Joseph M	X	-567.91	-20,766.03
Paycheck	12/29/2017	13077	McArthur, Lee	X	-370.67	-21,136.70
Paycheck	12/29/2017	13075	Brett, Steven J	X	-345.30	-21,482.00
Liability Check	01/03/2018	EFTPS	United States Treas...	X	-12,171.84	-33,653.84
Liability Check	01/03/2018	EFTPS	United States Treas...	X	-5,215.10	-38,868.94
Check	01/05/2018		World Pay	X	-1.25	-38,870.19
Liability Check	01/10/2018	EFTPS	United States Treas...	X	-4,687.48	-43,557.67
Liability Check	01/11/2018		QuickBooks Payroll ...	X	-14,137.07	-57,694.74
Check	01/12/2018	13081	Old Town TIF	X	-5,215.92	-62,910.66
Liability Check	01/12/2018	13084	ICMA Retirement Tr...	X	-2,212.57	-65,123.23
Paycheck	01/12/2018	13080	Dwyer, Joseph M	X	-529.41	-65,652.64
Bill Pmt -Check	01/12/2018	13083	Bottomline Bookkee...	X	-280.00	-65,932.64
Paycheck	01/12/2018	13079	Brett, Steven J	X	-151.09	-66,083.73
Check	01/12/2018	13085	City of TC - Vendor	X	-25.00	-66,108.73
Liability Check	01/22/2018	EFTPS	State of Michigan - ...	X	-3,341.38	-69,450.11
Liability Check	01/23/2018	13087	ICMA Retirement Tr...	X	-2,211.87	-71,661.98
Bill Pmt -Check	01/23/2018	13092	Bottomline Bookkee...	X	-248.00	-71,909.98
Liability Check	01/25/2018		QuickBooks Payroll ...	X	-15,639.74	-87,549.72
Liability Check	01/25/2018	EFTPS	MESC	X	-451.20	-88,000.92
Paycheck	01/26/2018	13089	Dwyer, Joseph M	X	-549.35	-88,550.27
Paycheck	01/26/2018	13088	Brett, Steven J	X	-241.40	-88,791.67
Liability Check	01/31/2018	EFTPS	United States Treas...	X	-4,739.00	-93,530.67
Check	02/06/2018	13082	TIF-97	X	-100,717.73	-194,248.40
<b>Total Checks and Payments</b>					<b>-194,248.40</b>	<b>-194,248.40</b>
<b>Deposits and Credits - 39 items</b>						
Deposit	01/10/2018			X	133,174.02	133,174.02
Paycheck	01/12/2018	DD1795	Brown, Tyler A	X	0.00	133,174.02
Paycheck	01/12/2018	DD1810	Viox, Nicholas D	X	0.00	133,174.02
Paycheck	01/12/2018	DD1808	Talarico, Nina	X	0.00	133,174.02
Paycheck	01/12/2018	DD1809	VanNess, Nicole	X	0.00	133,174.02
Paycheck	01/12/2018	DD1801	McArthur, Lee	X	0.00	133,174.02
Paycheck	01/12/2018	DD1804	Merica, Kenneth N	X	0.00	133,174.02
Paycheck	01/12/2018	DD1811	Wilson, Deidra A	X	0.00	133,174.02
Paycheck	01/12/2018	DD1800	Lewis, Corey D	X	0.00	133,174.02
Paycheck	01/12/2018	DD1806	Posler, Marianne	X	0.00	133,174.02
Paycheck	01/12/2018	DD1796	Burbee, Elizabeth C	X	0.00	133,174.02
Paycheck	01/12/2018	DD1802	Merica, Gregory J	X	0.00	133,174.02
Paycheck	01/12/2018	DD1798	Golden, McKenzie L	X	0.00	133,174.02
Paycheck	01/12/2018	DD1799	Helferich, Michael D	X	0.00	133,174.02
Paycheck	01/12/2018	DD1812	Wright, Krista S	X	0.00	133,174.02
Paycheck	01/12/2018	DD1805	Pavglio, Colleen M.	X	0.00	133,174.02
Paycheck	01/12/2018	DD1797	Gaskin, James	X	0.00	133,174.02



1:44 PM

02/06/18

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 01/31/2018**

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	01/12/2018	DD1807	Russell, Amy K	X	0.00	133,174.02
Paycheck	01/12/2018	DD1803	Merica, John A	X	0.00	133,174.02
Paycheck	01/26/2018	DD1820	Merica, Gregory J	X	0.00	133,174.02
Paycheck	01/26/2018	DD1819	McArthur, Lee	X	0.00	133,174.02
Paycheck	01/26/2018	DD1818	Lewis, Corey D	X	0.00	133,174.02
Paycheck	01/26/2018	DD1816	Golden, McKenzie L	X	0.00	133,174.02
Paycheck	01/26/2018	DD1815	Gaskin, James	X	0.00	133,174.02
Paycheck	01/26/2018	DD1821	Merica, John A	X	0.00	133,174.02
Paycheck	01/26/2018	DD1822	Merica, Kenneth N	X	0.00	133,174.02
Paycheck	01/26/2018	DD1824	Posler, Marianne	X	0.00	133,174.02
Paycheck	01/26/2018	DD1813	Brown, Tyler A	X	0.00	133,174.02
Paycheck	01/26/2018	DD1825	Russell, Amy K	X	0.00	133,174.02
Paycheck	01/26/2018	DD1829	Wilson, Deldra A	X	0.00	133,174.02
Paycheck	01/26/2018	DD1814	Burbee, Elizabeth C	X	0.00	133,174.02
Paycheck	01/26/2018	DD1830	Wright, Krista S	X	0.00	133,174.02
Paycheck	01/26/2018	DD1823	Paveglio, Colleen M.	X	0.00	133,174.02
Paycheck	01/26/2018	DD1826	Talarico, Nina	X	0.00	133,174.02
Paycheck	01/26/2018	DD1827	VanNess, Nicole	X	0.00	133,174.02
Paycheck	01/26/2018	DD1817	Heferich, Michael D	X	0.00	133,174.02
Paycheck	01/26/2018	DD1828	Viox, Nicholas D	X	0.00	133,174.02
Deposit	01/29/2018			X	8.09	133,182.11
Deposit	01/31/2018			X	30,089.70	163,271.81
Total Deposits and Credits					163,271.81	163,271.81
Total Cleared Transactions					-30,976.59	-30,976.59
Cleared Balance					-30,976.59	411,791.37
Uncleared Transactions						
Checks and Payments - 32 items						
Bill Pmt -Check	09/27/2013	7141	Up North Global, LLC		-12.00	-12.00
Paycheck	03/28/2014	7662	Balk, Bradley R		-27.57	-39.57
Bill Pmt -Check	08/04/2015	11418	Clous, Gerald		-2.00	-41.57
Bill Pmt -Check	09/08/2015	11534	Birch Point Farm, LLC		-803.00	-844.57
Bill Pmt -Check	09/15/2015	11575	Old Time Wooden N...		-488.62	-1,333.19
Bill Pmt -Check	11/10/2015	11759	Wunsch Farms		-151.00	-1,484.19
Bill Pmt -Check	04/26/2016	11986	Nicole VanNess - V		-24.73	-1,508.92
Bill Pmt -Check	10/04/2016	12292	9 Bean Rows, LLC		-534.00	-2,042.92
Bill Pmt -Check	11/08/2016	12389	Green Bird Organic ...		-9.00	-2,051.92
General Journal	06/13/2017	1129	Fifth Third Bank		-5,595.70	-7,647.62
Bill Pmt -Check	07/12/2017	12687	Bowman Fruitfull Ac...		-10.00	-7,657.62
Bill Pmt -Check	07/12/2017	12692	Harry's Cherries		-2.00	-7,659.62
Bill Pmt -Check	09/05/2017	12831	9 Bean Rows, LLC		-264.00	-7,923.62
Liability Check	01/23/2018	13086	City of TC - Vendor		-5,394.38	-13,318.00
Bill Pmt -Check	01/23/2018	13091	Maple Ridge Orchards		-154.00	-13,472.00
Bill Pmt -Check	01/23/2018	13090	Harbor View Lavend...		-15.00	-13,487.00
Bill Pmt -Check	01/30/2018	13108	Traverse City Light ...		-1,730.19	-15,217.19
Bill Pmt -Check	01/30/2018	13103	Michigan Office Solu...		-1,589.83	-16,807.02
Bill Pmt -Check	01/30/2018	13107	Team Financial Gro...		-1,306.96	-18,113.98
Bill Pmt -Check	01/30/2018	13094	Charter Communica...		-1,191.98	-19,305.96
Bill Pmt -Check	01/30/2018	13098	First National Bank -...		-1,153.24	-20,459.20
Bill Pmt -Check	01/30/2018	13099	First National Bank -...		-1,109.22	-21,568.42
Bill Pmt -Check	01/30/2018	13105	Morsels		-946.00	-22,514.42
Bill Pmt -Check	01/30/2018	13104	Milk and Honey		-900.00	-23,414.42
Bill Pmt -Check	01/30/2018	13093	Brew		-900.00	-24,314.42
Bill Pmt -Check	01/30/2018	13097	Espresso Bay		-900.00	-25,214.42
Bill Pmt -Check	01/30/2018	13100	Great Lakes Bath & ...		-750.00	-25,964.42
Bill Pmt -Check	01/30/2018	13101	Integrity Business S...		-746.09	-26,710.51
Bill Pmt -Check	01/30/2018	13096	Copy Central		-60.42	-26,770.93
Bill Pmt -Check	01/30/2018	13102	LIAA		-40.00	-26,810.93
Bill Pmt -Check	01/30/2018	13095	Colleen Paveglio - V		-31.44	-26,842.37
Bill Pmt -Check	01/30/2018	13106	Ollar Consulting Lim...		-28.75	-26,871.12
Total Checks and Payments					-26,871.12	-26,871.12
Total Uncleared Transactions					-26,871.12	-26,871.12
Register Balance as of 01/31/2018					-57,847.71	384,920.25

1:44 PM

02/06/18

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 01/31/2018**

Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Checks and Payments - 7 Items</b>						
Liability Check	02/06/2018	13109	ICMA Retirement Tr...		-2,215.27	-2,215.27
Liability Check	02/08/2018		QuickBooks Payroll ...		-15,284.13	-17,499.40
Paycheck	02/09/2018	13111	Dwyer, Joseph M		-602.13	-18,101.53
Paycheck	02/09/2018	13112	Wood, Mark S		-281.40	-18,382.93
Paycheck	02/09/2018	13110	Brett, Steven J		-173.15	-18,556.08
Liability Check	02/14/2018	EFTPS	United States Treas...		-4,719.58	-23,275.66
Liability Check	02/20/2018	EFTPS	State of Michigan - ...		-1,418.68	-24,694.34
<b>Total Checks and Payments</b>					<b>-24,694.34</b>	<b>-24,694.34</b>
<b>Deposits and Credits - 18 Items</b>						
Paycheck	02/09/2018	DD1838	Merica, Gregory J		0.00	0.00
Paycheck	02/09/2018	DD1837	McArthur, Lee		0.00	0.00
Paycheck	02/09/2018	DD1836	Lewis, Corey D		0.00	0.00
Paycheck	02/09/2018	DD1834	Golden, McKenzie L		0.00	0.00
Paycheck	02/09/2018	DD1839	Merica, John A		0.00	0.00
Paycheck	02/09/2018	DD1840	Merica, Kenneth N		0.00	0.00
Paycheck	02/09/2018	DD1842	Posler, Marianne		0.00	0.00
Paycheck	02/09/2018	DD1832	Burbee, Elizabeth C		0.00	0.00
Paycheck	02/09/2018	DD1843	Russell, Amy K		0.00	0.00
Paycheck	02/09/2018	DD1831	Brown, Tyler A		0.00	0.00
Paycheck	02/09/2018	DD1847	Wilson, Deidra A		0.00	0.00
Paycheck	02/09/2018	DD1833	Gaskin, James		0.00	0.00
Paycheck	02/09/2018	DD1845	VanNess, Nicole		0.00	0.00
Paycheck	02/09/2018	DD1841	Paveglio, Colleen M.		0.00	0.00
Paycheck	02/09/2018	DD1846	Viox, Nicholas D		0.00	0.00
Paycheck	02/09/2018	DD1844	Talarico, Nina		0.00	0.00
Paycheck	02/09/2018	DD1835	Hefferich, Michael D		0.00	0.00
Paycheck	02/09/2018	DD1848	Wright, Krista S		0.00	0.00
<b>Total Deposits and Credits</b>					<b>0.00</b>	<b>0.00</b>
<b>Total New Transactions</b>					<b>-24,694.34</b>	<b>-24,694.34</b>
<b>Ending Balance</b>					<b>-82,542.05</b>	<b>360,225.91</b>

2:21 PM

02/06/18

Accrual Basis

**DDA-TIF2**  
**Balance Sheet**  
**As of January 31, 2018**

	Jan 31, 18
<b>ASSETS</b>	
Other Assets	
Accounts Receivable	1,834.57
Total Other Assets	1,834.57
<b>TOTAL ASSETS</b>	<b>1,834.57</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	821,400.14
Net Income	-819,565.57
Total Equity	1,834.57
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,834.57</b>

2:21 PM  
02/06/18  
Accrual Basis

DDA-TIF2  
Profit & Loss  
January 2018

	Jan 18
Income	0.00
Expense	
Adm/Eng Services	208.53
Total Expense	208.53
Net Income	-208.53

2:21 PM

02/06/18

Accrual Basis

**DDA-TIF2**  
**Profit & Loss**  
July 2017 through January 2018

---

	Jul '17 - Jan 18
<b>Income</b>	
Interest	669.58
Property Taxes	-793,320.17
<b>Total Income</b>	-792,650.59
<b>Expense</b>	
Adm/Eng Services	208.53
Printing & Publishing	123.00
Professional/Contractual	26,583.45
<b>Total Expense</b>	26,914.98
<b>Net Income</b>	-819,565.57

2:04 PM

02/06/18

**DDA-TIF2**  
**Reconciliation Summary**  
**Fifth Third Checking - 4378, Period Ending 01/31/2018**

---

	<u>Jan 31, 18</u>
Beginning Balance	208.53
Cleared Transactions	
Checks and Payments - 1 item	<u>-208.53</u>
Total Cleared Transactions	<u>-208.53</u>
Cleared Balance	<u>0.00</u>
Register Balance as of 01/31/2018	0.00
Ending Balance	0.00

2:04 PM

02/06/18

DDA-TIF2

**Reconciliation Detail****Fifth Third Checking - 4378, Period Ending 01/31/2018**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						208.53
Cleared Transactions						
Checks and Payments - 1 item						
Check	01/08/2018	1043	DDA	X	-208.53	-208.53
Total Checks and Payments					-208.53	-208.53
Total Cleared Transactions					-208.53	-208.53
Cleared Balance					-208.53	0.00
Register Balance as of 01/31/2018					-208.53	0.00
Ending Balance					-208.53	0.00

2:24 PM

02/06/18

Accrual Basis

**DDA - TIF97**  
**Balance Sheet**  
**As of January 31, 2018**

	<u>Jan 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Fifth Third Checking - 8026	1,915,996.58
<b>Total Checking/Savings</b>	1,915,996.58
Accounts Receivable	
Accounts Receivable	966,777.52
<b>Total Accounts Receivable</b>	966,777.52
<b>Total Current Assets</b>	2,882,774.10
<b>Other Assets</b>	
Due From Other Funds	10,048.50
<b>Total Other Assets</b>	10,048.50
<b>TOTAL ASSETS</b>	<b>2,892,822.60</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	55,054.78
Due to City - Capital Projects	1,830,105.03
<b>Total Accounts Payable</b>	1,885,159.81
<b>Other Current Liabilities</b>	
Deferred Revenue	1,205,000.00
Due To Other Funds	27,145.44
<b>Total Other Current Liabilities</b>	1,232,145.44
<b>Total Current Liabilities</b>	3,117,305.25
<b>Total Liabilities</b>	3,117,305.25
<b>Equity</b>	
Opening Bal Equity	-21,200.00
Retained Earnings	-1,619,746.67
Net Income	1,416,464.02
<b>Total Equity</b>	-224,482.65
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,892,822.60</b>



2:24 PM

02/06/18

Accrual Basis

DDA - TIF97  
Profit & Loss  
January 2018

	Jan 18
Income	
Interest	811.81
Property Taxes	100,210.38
Total Income	101,022.19
Expense	
Professional/Contractual	39,992.00
Total Expense	39,992.00
Net Income	61,030.19

2:24 PM

02/06/18

Accrual Basis

**DDA - TIF97**  
**Profit & Loss**  
**July 2017 through January 2018**

---

	Jul '17 - Jan 18
<b>Income</b>	
Interest	-114,368.19
Property Taxes	1,692,676.29
<b>Total Income</b>	1,578,308.10
<b>Expense</b>	
Capital Outlay	1,990.83
Professional/Contractual	159,853.25
<b>Total Expense</b>	161,844.08
<b>Net Income</b>	1,416,464.02

1:58 PM

02/06/18

DDA - TIF97

## Reconciliation Summary

Fifth Third Checking - 8026, Period Ending 01/31/2018

	Jan 31, 18
Beginning Balance	1,724,966.39
Cleared Transactions	
Checks and Payments - 2 Items	-38,942.00
Deposits and Credits - 3 Items	231,022.19
Total Cleared Transactions	192,080.19
Cleared Balance	1,917,046.58
Uncleared Transactions	
Checks and Payments - 1 Item	-1,050.00
Total Uncleared Transactions	-1,050.00
Register Balance as of 01/31/2018	1,915,996.58
Ending Balance	1,915,996.58

1:58 PM

02/06/18

# DDA - TIF97 Reconciliation Detail

Fifth Third Checking - 8026, Period Ending 01/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,724,966.39
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 Items</b>						
Bill Pmt -Check	01/10/2018	1172	Gourdie-Fraser, Inc.	X	-35,651.00	-35,651.00
Bill Pmt -Check	01/10/2018	1174	Valley City Sign	X	-3,291.00	-38,942.00
<b>Total Checks and Payments</b>					-38,942.00	-38,942.00
<b>Deposits and Credits - 3 Items</b>						
Deposit	01/12/2018			X	130,000.00	130,000.00
Deposit	01/31/2018			X	304.46	130,304.46
Deposit	01/31/2018			X	100,717.73	231,022.19
<b>Total Deposits and Credits</b>					231,022.19	231,022.19
<b>Total Cleared Transactions</b>					192,080.19	192,080.19
<b>Cleared Balance</b>					192,080.19	1,917,046.58
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 Item</b>						
Bill Pmt -Check	01/10/2018	1173	IDF		-1,050.00	-1,050.00
<b>Total Checks and Payments</b>					-1,050.00	-1,050.00
<b>Total Uncleared Transactions</b>					-1,050.00	-1,050.00
<b>Register Balance as of 01/31/2018</b>					191,030.19	1,915,996.58
<b>Ending Balance</b>					191,030.19	1,915,996.58

2:17 PM

02/06/18

Accrual Basis

**DDA Old Town TIF**  
**Balance Sheet**  
**As of January 31, 2018**

	Jan 31, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Fifth Third Checking - 0650	158,432.36
Total Checking/Savings	158,432.36
Total Current Assets	158,432.36
<b>TOTAL ASSETS</b>	<b>158,432.36</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	154,208.44
Net Income	4,223.92
Total Equity	158,432.36
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>158,432.36</b>

2:16 PM

02/06/18

Accrual Basis

**DDA Old Town TIF**  
**Profit & Loss**  
January 2018

---

	Jan 18
Income	
Interest	6.50
Property Taxes	5,209.42
Total Income	5,215.92
Expense	
Professional/Contractual	992.00
Total Expense	992.00
Net Income	4,223.92

2:19 PM

02/06/18

Accrual Basis

**DDA Old Town TIF**  
**Profit & Loss**  
July 2017 through January 2018

---

	<u>Jul '17 - Jan 18</u>
<b>Income</b>	
Interest	37.54
Property Taxes	<u>158,425.97</u>
<b>Total Income</b>	158,463.51
<b>Expense</b>	
Office Supplies	39.15
Professional/Contractual	<u>992.00</u>
<b>Total Expense</b>	<u>1,031.15</u>
<b>Net Income</b>	<u><u>157,432.36</u></u>

2:11 PM  
02/06/18

**DDA Old Town TIF**  
**Reconciliation Summary**  
**Fifth Third Checking - 0650, Period Ending 01/31/2018**

---

	<u>Jan 31, 18</u>
Beginning Balance	154,208.44
Cleared Transactions	
Checks and Payments - 1 Item	-992.00
Deposits and Credits - 1 Item	<u>5,215.92</u>
Total Cleared Transactions	<u>4,223.92</u>
Cleared Balance	<u><u>158,432.36</u></u>
Register Balance as of 01/31/2018	158,432.36
Ending Balance	158,432.36





## City of Traverse City Application for Park and Public Land Use Permit Low Impact Events

Name of Applicant: TART Trails Recycle-A-Bicycle (bike swap)

Address: 148 E. Front St, Suite 201 Traverse City, MI 49684  
\_\_\_\_\_Street \_\_\_\_\_City \_\_\_\_\_State \_\_\_\_\_Zip

Phone No: 231-941-4300 E-Mail: chris@traversetrails.org

Authorized co-representative: Don Cunkle

Phone No: 231-922-2050 E-Mail: ycunkle@charter.net

Actual date(s) of event: Friday, June 1<sup>st</sup> from 4-8 pm & Saturday, June 2<sup>nd</sup> from 9 am – 8 pm

All date(s) requested, including set up and tear down: Friday, June 1<sup>st</sup> & Saturday June 2<sup>nd</sup>

Time(s) of Event: Friday, June 1<sup>st</sup> from 4-8 pm & Saturday, June 2<sup>nd</sup> from 9 am – 8 pm

Name of Park(s) or Public Land(s) Requested: Old Town Parking Garage (Ground Floor)

Brief description of use: Bicycles in safe working condition are sold to the public during a 5 hour event

Expected number of participants: 300 - 400

All applicants, please answer the following questions:

1. Are you setting up any equipment such as tables, portable toilets, public address, systems, chairs, tents, etc.? \_\_\_\_\_ Yes ☒ No

2. Are you staking any tents, or driving anything into the ground? \_\_\_\_\_ Yes ☒ No

***If yes, you must provide a map of the park (maps available from the Parks and Recreation Office) showing where these items will be located, and contact MISS DIG (1-800-482-7171) and the City's Parks and Recreation Supervisor (231) 922-4900, extension 122) at least five (5) days prior to such staking. It is the applicant's sole responsibility to ensure this is done and that all staking is removed immediately following the event.***

3. Will you be utilizing any signs at the event? \_\_\_\_\_ Yes ☒ No

***If yes, approval must be provided by the Zoning Administrator. Please contact the Zoning Administrator at (231) 922-4464. If yes, please note the location of the signs on the park map.***

4. Will alcohol be served? \_\_\_\_\_ Yes ☒ No ***If yes, the entity serving the liquor is required to provide a Certificate of Host Liquor Liability Insurance in the amount of \$1M per occurrence,***

***naming the City of Traverse City as additional insured. The certificate must list the following as certificate holder: City of Traverse City, c/o City Clerk, 400 Boardman Avenue, Traverse City, MI 49684 ([tcclerk@traversecitymi.gov](mailto:tcclerk@traversecitymi.gov))***

***Note: some parks do not allow alcohol. In all cases, no glass is permitted on beaches. Please check with the City's Parks and Recreation Division for any clarification (231) 922-4900, extension 144. Additionally, if the entity that will be serving the alcohol is different from the applicant, please provide the following information:***

Contact person's name: Christine Deyo  
Organization name: TART Trails, Inc. Recycle-a-Bicycle  
Organization mailing address: PO Box 252  
Contact telephone number: 231-941-4300

5. Will there be any water events? \_\_\_\_\_ Yes X No

***If yes, DNR (Michigan Department of Natural Resources) Permits may need to be obtained; please contact the local DNR Office at (231) 775-9727***

6. Do you need extra trash receptacles? \_\_\_\_\_ Yes X No If yes, how many? \_\_\_\_\_

Do you need extra picnic tables? \_\_\_\_\_ Yes X No If yes, how many? \_\_\_\_\_

***Please indicate on the park map where the tables and/or barrels should be placed. Extra trash receptacles and picnic tables are not always available upon request; however, the City tries to accommodate requests. Please contact the Parks and Recreation Division with any questions at (231) 922-4900, extension 144.***

7. Are any City barricades needed? \_\_\_\_\_ Yes X No

If yes, for what purpose? \_\_\_\_\_

How many are needed? \_\_\_\_\_

***If yes, all barricades must be retrieved from, and returned to, the City Streets Division at 625 Woodmere Avenue. Please contact the Streets Division Superintendent at (231) 922-4900, extension 112 for information on renting barricades.***

8. Is electrical service needed? \_\_\_\_\_ Yes X No For how many days? \_\_\_\_\_

***If yes, please note that some parks do not offer electricity. If using an extension cord, you must use a UL Listed Commercial Grade Extension Cord.***

9. Will there be any food served or vendors present? \_\_\_\_\_ Yes X No

***If yes, you may need a permit from the Grand Traverse County Environmental Health Department Office. Please contact them at (231) 995-6051.***

10. Will there be any entertainment or amplified music? \_\_\_\_\_ Yes X No

***If yes, you must comply with the City's Noise Ordinance. For questions, please contact the City's Noise Control Officer at (231) 995-5151***

11. Please attach the necessary application fee. The following outlines the fees:



**Low Impact Event Permit:**

**If no City services are needed and only minimal infrastructure is set up in park: No Fee**

**All other Low Impact Event Permits – City resident \$15.00**

**All other Low Impact Event Permits – non-City resident \$25.00**

**ALL EVENTS** - Please also note the following requirements:

- a. If alcohol is being served, the applicant shall furnish to the City a certificate of insurance for liquor liability in the amount of \$1 million per occurrence policy naming the City of Traverse City as additional insured. The City Clerk may require additional insurance coverage.
- b. The Applicant shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, liabilities, losses, damages, actual attorney fees, and settlement expenses resulting or arising out of or in connection with the performance of the act for which this permit is issued. The obligations to defend, indemnify and hold harmless shall exclude only those matters in which the claim arises out of allegations of the sole negligence or act of the City, its officers, agents or employees.
- c. The Applicant shall reimburse the City for expenses such as police, fire, streets, and others as agreed upon between the City and the applicant and will be billed accordingly.
- d. The tent/canopy membrane material shall be non-combustible, flame resistant, or treated in an approved manner in accordance with the Michigan Building Code. On-site inspection will be done by the Fire Marshal. You must contact the Fire Marshal at least 7 days before the event at (231) 922-4930.
- e. The applicant is responsible for any cleanup following this event and any damage done to City property and will be billed accordingly.
- f. The rights granted by this permit are revocable at the will of the City of Traverse City, and the Applicant waives any right to claim damages or compensation in the event that this permit is revoked.
- g. If issued, a permit may not be transferred or assigned.

**Please submit your application; and if applicable, the application fee to:**

**City of Traverse City Parks and Recreation Division  
c/o Sheila Dodge  
625 Woodmere Avenue  
Traverse City, MI 49686  
(231) 922-4900, extension 144  
sdodge@traversecitymi.gov**

The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, he/she will comply with all provisions of the ordinances of the City of Traverse City (hereafter "City") relative to the operation, service or act for which the permit is requested, and agrees to hold the City free and harmless from all liability which may be imposed upon it, to reimburse the City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued. The undersigned acknowledges that the City may revoke a permit if the city determines information regarding the event was not accurately conveyed to the City on this application document or if the City's ordinances or policies are violated; and by signing, waives any claims of liability, financial or otherwise, against the City should a permit be revoked. The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Date: 1/9/2018

Authorized Applicant Representative:

(Please print) Don Cunkle

(Signature) Don Cunkle





TO: Downtown Development Authority (DDA) Board  
148 E. Front St., Suite 201  
Traverse City, MI 49684

FROM: Chris Deyo, TART Trails, Inc.  
231.941.4300  
[chris@traversetrails.org](mailto:chris@traversetrails.org)  
[www.traversetrails.org](http://www.traversetrails.org)

DATE: Tuesday, January 9, 2018

SUBJECT: Proposal for use of space for Recycle-A-Bicycle Bike Swap

Dear DDA Board,

TART Trails is excited to partner with the DDA again for this year's 24<sup>th</sup> annual Smart Commute Week occurring Saturday, June 2<sup>nd</sup> - Friday, June 8<sup>th</sup> 2018. Smart Commute Week energizes downtown Traverse City in celebration of active and alternative transportation. TART Trails Smart Commute program is intentionally designed with the purpose of celebrating working and playing in and around downtown Traverse City.

The 8<sup>th</sup> Annual Recycle-A-Bicycle Bike Swap will kick-off Smart Commute Week on Saturday, June 2<sup>nd</sup>. The preferred venue for the Swap is to return to the ground floor of the Old Town Parking Garage. The attached proposal outlines our request to re-use the space in close partnership with you and the City. We would begin use of the garage at 4:00 pm by claiming spaces as they are vacated and using them for bicycle storage. Recycle-A-Bicycle would need the entire lower level starting at 6:00 pm.

Thank you for the opportunity to present our request and hopefully your unanimous support for this proposal. I look forward to continuing this conversation and strengthening our partnership and collaborative efforts as the event date approaches. Please don't hesitate to contact me if you have any questions or considerations. A reply in writing confirming TART's use of the space would be greatly appreciated.

Sincerely,

*Don Cunkle*  
Don Cunkle

Attachments: (1)

- 8th Annual Recycle-A-Bicycle Bike Swap Proposal

*Enriching the Traverse region by providing a network of trails, bikeways and pedestrian ways; and encouraging their use.*



# Memorandum

---

To: Colleen Paveglio, Acting DDA Director  
From: Nicole VanNess, Parking Administrator *NW.*  
Date: February 12, 2018  
Re: Employee Handbook Changes

---

On February 1, 2018, we met with Jean Derenzy to discuss changes to the Employee Handbook to incorporate modifications that relate to Traverse City Parking Service's seven day operations and distinctions between full-time and part-time hourly employees.

Here is a summary of the changes:

- Replace Larry C Hardy Parking Deck with Traverse City Parking Services to reference all employees rather than just the Office Clerks.
- Create a Regular Full-time Employee Definition since there are now three full-time hourly employees and their benefits are different than part-time hourly benefits.
- Add Traverse City Parking Services Work Day definitions since they differ from traditional business day operations.
- Add Call-in and Remote Support Pay definitions to reference compensation for hourly employees who perform work outside their schedule.
- Create Regular Full-time Holiday definitions to include compensation of one-and-one-half their rate of pay and one future floating holiday to be used within the one year when they are asked to work on the observed holiday.
- Create an Equipment, Accidents, Injury and Reports Section to define procedures for the use of TCPS vehicles and provide information and documentation needed for injury and accident reports.
- Create a TCPS Uniform reimbursement definition for employees who require safety footwear.

# Downtown Development Authority Employment Handbook

The Employer is the Traverse City Downtown Development Authority (DDA).

This Employee Handbook is provided as a guide and is not to be considered a contract. Only written statements made by the DDA Executive Director are valid and binding employment contracts. The DDA Executive Director is the only official who can make binding employment contracts. These contracts must be in writing.

This employer reserves the right to make changes to the policies, procedures, and other statements made in this Employee Handbook. Business conditions, federal and state laws, and DDA needs are constantly in flux and may require that portions of the handbook be rewritten. This is necessary to successfully provide the appropriate employment relationship and to obtain the goals of the DDA.

## Employment At-Will

We are an “At-will” employer and operate under the provision that employees have the right to resign their position with or without notice and with or without cause at any time. We, the employer, have similar rights to terminate the employment relationship with or without notice and with or without cause at any time.

## Definition of Employees

Act 90, PA of 1978, The Youth Employment Standards Act provides for the legal employment of eighteen (18) years old to work in Traverse City Parking Services. The DDA complies with The Youth Employment Standards Act.

**Deleted:** in the Larry C. Hardy Parking Deck

### Regular Salaried Employees:

Employees normally scheduled on a regular basis to work forty (40) hours shall be considered as regular salaried employees and shall be subject to all terms of these policies.

**Deleted:** and Hourly

### Regular Full-time Employees:

Employees normally scheduled on a regular basis to work forty (40) hours shall be considered as regular full-time employees and shall be subject to all terms of these policies.

### Regular Part-time Employees:

Employees normally scheduled on a regular annual basis to work up to thirty-eight (38) hours per week, average based on employees anniversary date, shall be considered as regular part-time employees and shall not be subject to the terms of these policies.

### Temporary Employees:

Traverse City DDA February 2018 DRAFT

Approved Month Date, Year

Employees hired for special projects or needs and for a limited duration not to exceed six (6) consecutive months, shall be classified as temporary employees and not subject to the terms of these policies.

**Probationary Employees:**

New employees shall be on a probationary status until they have worked 6 months or 180 days. Upon completing the probationary period, an evaluation of the progress of the employee's performance will be made. The employer will determine if a written plan identifying specific job competencies which have yet to be reviewed should be prepared and scheduled.

## **Hours of Work and Premium Pay**

**Work Week:**

The normal work week schedule begins a 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.

**Work Day:**

The work day will vary for employees of the DDA to provide staff coverage for all activities the DDA provides.

Parking Services Field Operations: Regular scheduling for Parking Ambassadors will include coverage Monday-Saturday from 3 AM-7 PM. Sundays, holidays, and other activities may require additional coverage in addition to the regular schedule.

Parking Services Maintenance and Office Operations: Regular scheduling for Maintenance Technicians and Office Clerks will include coverage Sunday-Saturday 6 AM-12 AM (midnight). Holidays and other activities may require additional coverage in addition to the regular schedule.

**Breaks and Lunches:**

Regular full-time employees are required to punch out for a half hour (30 minute) lunch break.

**Premium Pay:**

Excluding employees classified as exempt under The Fair Labor Standards Act, all hourly employees for a week in excess of forty (40) hours shall receive time-and-one-half (1½) their regular rate of pay.

**Call-in Support Pay:**

A call-in is an order to report to and commence work at a time other than the regular schedule in response to an emergency, maintenance request or unexpected situation. A call-in does not apply to picking up a shift for an ill employee. Employees who respond to a call-in shall receive a minimum of two (2) hours.

**Remote Support Pay:**

Remote support is a phone call that is taken when an employee is in need of assistance for an emergency or unexpected situation and the solution may be handled



over the phone. Employees who respond to remote support shall receive their current rate of pay. The call shall be rounded up in increments of five (5) minutes.

## Benefits

### Hospitalization and Medical Insurance:

The employer shall provide for all regular salaried and full-time hourly employees health care, dental and vision coverage of its choosing and in accordance with P.A. 197 of 1975. The employee shall contribute 20% of the premium cost as a payroll deduction.

The employer shall contribute to a Health Savings Account (HSA) for all regular salaried and full-time hourly employees. The employee shall contribute 20% of the HSA cost as a payroll deduction.

The employer retains the right to review alternate health care coverage and to implement such programs provided that the carrier is licensed to do business in the state of Michigan and is recognized and accepted by the Health Care Community.

The employer shall provide the employees with 30 days written notice prior to any increase in health insurance premiums or any change in health insurance provider. The employees may request that the employer not change providers or request that it seek alternative coverage in lieu of a premium increase whereby they would be responsible to contribute to the premium.

New employees shall be entitled to hospitalization and medical insurance coverage the first of the month following the date of hire (anniversary date) in accordance with the Health Carriers agreement.

The employer agrees to compensate qualified employees who have other hospitalization and medical insurance coverage available to them elsewhere. This Opt-Out compensation will be \$300 per month and will be payable after the end of the health insurance year for eligible employees, including those who terminate during the year. Eligible employees will be required to sign a Payment In Lieu of Insurance Waiver and Release form annually.

### Retirement:

The employer will provide all regular salaried and full-time hourly employees with deferred compensation by providing a 100% match of their contribution not-to-exceed 6% of the employee's gross pay, except that City ACT-equivalent employees also have a guaranteed 4% contributed by the DDA regardless of what they match, and City GME and GME-CT-equivalent employees get a 6% DDA contribution regardless of what they match: such compensation to be invested at the direction of the employee in the ICMA Retirement Fund

**Worker's Compensation Insurance:**

The employer shall provide Worker's Compensation protection for all employees as required by law.

**Sick Leave:**

All regular salaried and regular full-time hourly employees shall earn paid sick leave at the rate of one (1) work day for each completed month of service with the employer.

For each day the employee is absent from work because of a bonafide illness, one (1) day shall be deducted from his/her sick leave accumulation.

Accumulated sick leave may be used by the employee for bonafide illness or injury only as follows:

- A. In the event a member of the employee's immediate family living in the same household is ill and a doctor has recommended that the employee remain at home during the illness. Written verification of the doctor's recommendation must be provided to the employer in order to be eligible to use accumulated sick leave for this purpose.
- B. Where the illness or injury arises out of or in the course of employment with the DDA; to provide the difference between the employee's regular pay, based on their normal work week, and the weekly benefit provided through Worker's Compensation insurance. Provided, however, only the amount of sick leave required to make up this difference shall be deducted for the date of injury.

An employee who has exhausted the paid leave available to them under the provision of this policy may apply for a leave of absence without pay.

**Sick Leave Accumulation:**

One-half (½) of an employee's unused sick leave up to maximum of one hundred twenty (120) days (sixty paid days) shall be paid to an employee at separation or retirement.

**Vacation Benefits:**

Vacation accrues by pay period and each regular salary and regular full-time employee shall be allowed annual leave as follows:

- A. Ten (10) workdays for less than five (5) years of continuous service.
- B. Fifteen (15) workdays after five (5) years of continuous service.
- C. Twenty (20) workdays after fifteen (15) years of continuous service.

Vacation may be accumulate but not to exceed five (5) weeks carried over on October 1 of each year. Upon separation of service, employees shall be entitled to compensation for any unused portion of accumulated vacation.

Requests for vacation shall be approved or denied by the DDA CEO and/or  
Traverse City Parking Services Parking Administrator.

**Deleted:** Executive Director.

**Funeral Leave:**

Emergency leave shall be granted in case of the death of any relative living within the household of the employee, of for the death of a spouse, child, father, mother, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, grandparents, or grandchildren. Leave will be granted from the date of death to the date of the funeral not-to-exceed three (3) working days. Employees may be permitted up to two (2) additional days for a funeral more than 300 miles from Traverse City.

**Holidays:**

Regular salaried employees are permitted to be absent from work without deductions in pay on the following holidays:

**Deleted:** and hourly

New Year's Day  
President's Day  
Good Friday  
Memorial Day  
4<sup>th</sup> of July  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Christmas Eve Day  
Christmas Day

Regular full-time hourly employees are permitted to be absent from work without deductions in pay if approved by DDA Executive Director or Parking Administrator. For holidays that the employee is required to be at work, the employee shall receive one-and-one-half (1½) their regular rate of pay and receive a floating holiday that shall be used within a 12 month period. Floating holidays shall not accrue from year-to-year or be paid out for any reason. The actual day the employee chooses to take off must be approved by the DDA Executive Director or Parking Administrator.

New Year's Day  
President's Day  
Good Friday  
Memorial Day  
4<sup>th</sup> of July  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Christmas Eve Day  
Christmas Day

Regular part-time employees who work during the pay period that includes a holiday will receive pay at the rate of 4 hours for:

President's Day  
Good Friday  
Memorial Day  
4<sup>th</sup> of July  
Labor Day  
Day after Thanksgiving Day  
Christmas Eve Day

The offices of the DDA and the Traverse City Parking Services are closed on the following holidays:

Deleted: Larry C. Hardy Parking Deck

New Year's Day  
Easter Sunday  
Thanksgiving Day  
Christmas Day

#### **Jury Duty:**

When an employee is absent from work because of being summoned, and/or serves on a jury, or because of being subpoenaed as a witness at court, the employee shall be paid the difference between his/her regular salary and the fees received as a juror or as a witness for time lost from the employee's regular scheduled workdays.

#### **Personal Time Off:**

Regular salary and regular full-time hourly employees are allowed three (3) personal days per fiscal year (July through June). Arrangements for personal time off will be agreed upon by the employee and the DDA Executive Director, and/or Traverse City Parking Services Parking Administrator.

Deleted: .

## **Information Security**

### **General**

Employees and contractors/agents of the DDA are able to access customer's personal information only in the course of conducting business for the DDA and Traverse City Parking Services (TCPS). Any employee or contractor/agent found in violation of this policy is subject to disciplinary action up to and including termination and legal action.

Deleted: Auto

Deleted: System

Deleted: A

### **Credit Card Data Handling**

Only employees and contractors/agents of the DDA explicitly authorized are permitted to process credit and debit cards provided it is done in compliance with this

Traverse City DDA February 2018 DRAFT

Approved Month Date, Year

policy. Card numbers, security codes and other related data may be used only to run charges requested by the cardholder. Once the charge has been processed, all account numbers and security codes must be destroyed immediately, or must be fully blacked out on both sides of the page on retained forms. No credit card data are allowed to be transmitted via end-user messaging technologies. Employees and contractors/agents of the DDA may not use this data for any other purpose.

#### Driver, Vehicle and/or Related Data

Driver, vehicle and/or related information obtained from the Michigan ~~Secretary~~ of State may only be used by employees in the conduct of enforcing or processing parking violations. Only employees explicitly authorized by the Parking Administrator may access this information.

Deleted: Department

#### Equipment, Accidents, Injury and Reports

##### Department Vehicles:

All Traverse City Parking Services motorized vehicles (maintenance equipment, enforcement vehicles, golf cart, etc.) require the employee to maintain a valid state issued driver's license. The employee shall notify the employer if their driver's license validity has lapsed or been suspended. Motorized vehicles may be assigned to any employee as needed to complete job tasks, and may not be operated by non-employees.

##### Accident Reports:

Any employee involved in an accident shall report the accident, and the damage to their supervisor. The supervisor may assess the accident and request the employee to contact the Traverse City Police Department. When required by the Employer, the employee shall complete an accident report in writing to include available names and addresses of witnesses, and decprition of the accident and supporting details. The written report shall be submitted to the employer prior to the beginning of the employee's next shift following the accident.

##### Injury Reports:

Any employee involved in an injury shall report the injury to their supervisor. The supervisor may assess the severity of the injury and request the employee seek medical attention. If medical care is refused by employee, a form of refusal must be submitted and filed. For non-threatening injuries, the employee shall make the employer aware of their intent to seek medical attention. Employees are required to complete specific injury forms and seek medical attention at Munson Community Health Center at 550 Munson Avenue. For any and all injuries, the Employer requires the employee complete an accident report in writing to include available names and addresses of witnesses, and description of the accident and supporting details. The written report shall be submitted to the employer prior to seeking medical treatment and no later than the beginning of the employee's next shift following the injury.

Deleted: .

Deleted: p

#### Other

**Dress Code:**

Although no formal dress code exists, employees are asked to wear articles of clothing suitable to the type of work they do and the environment in which they work. Articles of clothing should be neat, clean, in good taste, and not constitute a safety hazard. Interpretation of this code will be left to the DDA Executive Director.

Deleted: ,

**Traverse City Parking Services Uniforms:**

The employer shall furnish at its expense short-sleeved and long-sleeved shirts that have the TCPS logo. Employees in all TCPS operational areas shall wear them during their scheduled shifts. Employees are not permitted to wear open-toed footwear in any of the operation areas. In addition to shirts, overalls and winter coats may be provided based on job functions. All furnished uniforms shall remain the property of the employer. Some employees will be provided uniform reimbursement up to a maximum of one hundred fifty dollars (\$150.00) per fiscal year toward the purchase of approved safety shoes or footwear that is used as work-related clothing. Reimbursible uniform items shall remain the property of the employee.

Deleted: .

Deleted: .

**Gifts:**

The employer prohibits its employees and administrators from accepting gifts of a value in excess of \$25, or gratuities from individuals and firms with which the employer does business. We believe that acceptance of such gifts is unprofessional, unbusinesslike, and places administrators and employees in compromising positions which are not in the best interests of the employer, its employees, or the citizens. It is also against policy to give gifts to those with whom the employer does business.

**Performance Evaluation/Goal Setting:**

All DDA personnel will be appraised periodically, no less than annually, at the anniversary date of hire on their job performance. This evaluation is deemed necessary for goal setting purposes and all evaluations are confidential and performed for information and goal-setting purposes between supervisors and employee. The appraisals may be utilized when determining job performance or assessing personnel problems.

**Separation of Employment:**

Upon an employee leaving his/her position with the Traverse City DDA, all keys, proximity cards, uniforms (other than those items purchased under the uniform allowance policy), and parking permits, shall be surrendered to Executive Director and Traverse City Parking Services.

## Employee Handbook Acknowledgment Form

I, \_\_\_\_\_, acknowledge that I have received the Downtown Development Authority (DDA) Employment Handbook. I also understand it

Traverse City DDA February 2018 DRAFT

Approved Month Date, Year

is my responsibility to read and understand the policies as outlined in the Employment Handbook.

I shall return this acknowledgment form within five (5) working days.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)

Upon return of this acknowledgment form to your supervisor

I agree to conform to the rules and regulations of the DDA as described in the handbook which is intended as a guide to human resource policies and procedures. I understand that the DDA has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book and that employees will be notified of such changes through normal communication channels.

I also understand and agree that the information contained in these materials does not constitute an employment contract between the DDA and me, and the either I or the DDA may terminate our employment relationship at any time, with or without cause. I understand that no supervisor or representative of the DDA, other than the Executive Director of the DDA, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Initials

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

| Traverse City DDA February 2018 DRAFT

Approved Month Date, Year



To: Downtown Development Authority

From: Nick Viox, Projects & Communications Coordinator

Re: Farmers Market Advisory Board Appointments

Date: February 7, 2018

This year, 4 Advisory Board members will have met the end of their term. This list of four includes Chairperson Jan Chapman, Vendor Representatives Tom Brodhagen and Linda Grigg, and Customer Representative Brenin Wertz-Roth.

After sending out the application to get involved to all vendors from the 2017 season and having the applications posted by the City Clerk's office, we had received eight applicants. For this round of applicants, we were looking for people that had diverse farming knowledge (to assist with the vendor audit protocol), those that are established in our farmers market as an individual that garners feedback naturally, and those that would bring unique and healthy perspectives to the board. I am happy to say the four recommended board applicants fill all of these requirements.

Nic Welty - ***Vendor Representative*** - 9 Bean Rows

Courtney Lorenz - ***Vendor Representative*** - Cultured Ferments

Linda Grigg - ***Vendor Representative*** - Forest Garden Organic Farm

Brenin Wertz-Roth - ***Customer Representative***

This slate has been reviewed and recommended by DDA Chairperson, Bill Golden and applications are attached for further review.



**City of Traverse City**  
**Application to Become Involved**



*Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk*

Board/Committee you are interested in serving (indicate up to three): \_\_\_\_\_

**Sara Hardy Downtown Farmers Market Advisory Board**

Name: Nic Welty

Residential Address: 102 N St Joseph St Lake Leelanau MI 49654  
(Street) (City) (State) (Zip)

E-Mail Address: nic@9beanrows.com

Preferred Phone No.: 330.317.8368 Additional Phone No.: \_\_\_\_\_

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

***Before submitting your application, please be sure to attach a brief letter indicating the following:***

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

***While it is not required, a resume is helpful in the recruitment process for City boards and committees.***

YES ☐ NO ☒ Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.

YES ☐ NO ☒ Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES ☐ NO ☒ Are you or immediate family members currently employed by any branch of any level of government?  
If yes, how so? \_\_\_\_\_

☒ YES ☐ NO Did you attach the required letter outlining the items requested above?

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

  
Signature

8-31-2017  
Date

*Please return your application, letter, and optional resume to Benjamin C. Marentette, City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!*

-Why I am applying for a city board or committee seat =

I want to improve our local food system and build a better community in the Traverse City area.

-I believe my appointment would benefit the city by engaging my talent, experience, networking and passion for excellence with a committee that focuses on improving the Sarah Hardy farmers market.

- **Board experience**

- VP Michigan food and farming systems for several years
- Current board member MI Farm Co-op
- Prior board member on 20/20 food and farming fund
- Prior board member Grand Traverse Foodshed Alliance
- Prior board member Michigan Farmers Market Association
- Prior board member Michigan Farm market and Tourism association
- Prior board president CSAfarms.org

Please consider my application for the farmers market board. I have great interest in our community and helping our local farmers. As owner operator of 9 Bean Rows farm, 9 Bean Rows farm to table restaurant (operated for several years on downtown front street Traverse City), 9 Bean Rows bakery. I have also been a vendor at the farmers market since 2007. As a member of the Traverse City Area Chamber of commerce I am invested in the future of Traverse City as well as the Grand Traverse area community.

City of Traverse City  
Application to Become Involved



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): \_\_\_\_\_

Farmers Market Advisory Board

Name: Linda Grigg

Residential Address: 2272 W. Bordickville Rd Maple City MI 49664  
(Street) (City) (State) (Zip)

E-Mail Address: griggmoses@yahoo.com

Preferred Phone No.: 231 228 6497 Additional Phone No.: 231 633 6497

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

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City boards and committees.

YES ☒ NO Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.

☒ YES NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? Farmers Market Advisory Board

YES ☒ NO Are you or immediate family members currently employed by any branch of any level of government?  
If yes, how so? \_\_\_\_\_

☒ YES NO Did you attach the required letter outlining the items requested above?

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

Linda J. Grigg  
Signature

2/2/2018  
Date

Please return your application, letter, and optional resume to Benjamin C. Marentette, City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

I am applying for the Farmers Market Advisory Board because I serve on that board currently and I would like to continue serving on that board. I am a farmer who sells at the Sara Hardy Farmers Market and have sold there since 1990. I am committed to making the farmers market the best market that it can be, serving the interests of both vendors and customers. I believe that the farmers market is an essential part of the downtown experience, enhancing the Traverse City community. I want to help in maintaining and improving the market.

**Brief Resume:**

1971 – 1975: University of Michigan, Ann Arbor, Bachelor of Science in Zoology

1976 – 1979: University of Michigan, Laboratory Technician in Physiology

1979 – 1981: University of Michigan Hospital, Catheterization Technician

1981 – 1986: Travel

1986 – 1991: Cook, Oryana kitchen

1986 – Present: Farmer, Leelanau County, MI    Farm produces Certified Organic vegetables, transplants, mushrooms

# RECEIVED

FEB 01 2018

## City of Traverse City Application to Become Involved



CITY OF TRAVERSE CITY  
CITY CLERK'S OFFICE

*Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk*

Board/Committee you are interested in serving (indicate up to three): Farmers Market

Advisory Board

Name: Bresin Wertz-Roth

Residential Address: 4839 Birdie Ln TC MI 49685  
(Street) (City) (State) (Zip)

E-Mail Address: bresinw@gmail.com

Preferred Phone No.: 231 409 4651 Additional Phone No.: \_\_\_\_\_

Occupation: Builder, Farmer (if retired, please provide your career)

**Before submitting your application, please be sure to attach a brief letter indicating the following:**

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

**While it is not required, a resume is helpful in the recruitment process for City boards and committees.**

- YES ☒ NO Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.
- YES ☒ NO Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_
- YES ☒ NO Are you or immediate family members currently employed by any branch of any level of government?  
If yes, how so? \_\_\_\_\_
- ☒ YES NO Did you attach the required letter outlining the items requested above?

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

[Signature]  
Signature

2/1/2018  
Date

*Please return your application, letter, and optional resume to Benjamin C. Marentette, City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!*

Application to City of Traverse City Board  
1/31/2018

To Whom it May Concern,

I am writing this letter to reapply as a member of the Farmer's Market Advisory Board. It has been an honor to be involved over the past years as the market has grown and gone through some significant changes. I would love to continue to serve in the years to come. As a past vendor who is still very much involved with the local food and farming community, I think I have a valuable combination of experience and perspective that I bring to my role as a member of the board. As a grower who has a first hand familiarity with production and marketing of vegetables, I am able to offer informed input to the rest of the board and as a participant in the market's farm audit process. As a past board member I have a familiarity with the board's role and policies, as well as the discussions and reasoning that shaped those policies.

I am excited by some of the transformations that are happening with the market at the moment. With potential infrastructure and scheduling changes as serious possibilities for the market in the years to come, I would love to advocate for farmers and the community through a continued presence on the board.

Sincerely,  
Brenin Wertz-Roth

**City of Traverse City  
Application to Become Involved**



*Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk*

Board/Committee you are interested in serving (indicate up to three): \_\_\_\_\_

**Sara Hardy Downtown Farmers Market Advisory Board**

Name: Courtney Lorenz

Residential Address: 680 Bass Lake Rd Traverse City MI 49685  
(Street) (City) (State) (Zip)

E-Mail Address: courtneyklorenz@gmail.com

Preferred Phone No.: 517-206-1960 Additional Phone No.: NA

Occupation: self - employed (if retired, please provide your career)

***Before submitting your application, please be sure to attach a brief letter indicating the following:***

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

***While it is not required, a resume is helpful in the recruitment process for City boards and committees.***

YES ☒ NO ☒ Are you in default to the City?  
If yes, please note applicants in default to the City are not eligible for consideration.

YES ☒ Do you or immediate family members currently serve on a City board or committee?  
If yes, which board? \_\_\_\_\_

YES ☒ Are you or immediate family members currently employed by any branch of any level of government?  
If yes, how so? \_\_\_\_\_

☒ YES ☐ NO Did you attach the required letter outlining the items requested above?

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

Courtney K Lorenz  
Signature

9/1/17  
Date

*Please return your application, letter, and optional resume to Benjamin C. Marentette, City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!*



# COURTNEY KATHLEEN LORENZ

## SKILLS

Public speaking and engagement  
Business structure and organization tactics  
Project management  
Marketing and sales forecasting

## OBJECTIVE

Foster healing and wellness within the community through education, agronomy, and functional nutrition.

## EXPERIENCE

### Owner Operator | Cultured Ferments Co. | 2015-Present

Founder of Northern Michigan's first kombucha tea brewery producing probiotic tonics with locally sourced ingredients. Guided company in 3000x production growth in 1 years' time. Educating the community on health and fermentation with workshops.

### Owner Operator | Un-Cork LLC | 2013 - Current

Manufacturer of hybrid wine corks combining synthetics and oak cork to promote proper permeability and elasticity in temperature/humidity variations. Company mission to target and lower waste streams within the wine industry and stave unsustainable farming practices.



@drinkcultured



517-206-1960



www.linkedin.com/in/courtney-lorenz-958a1463



courtneyklorenz@gmail.com

## VOLUNTEER AND LEADERSHIP EXPERIENCE

### Safe House

Volunteer - 2018

Providing companionship, aid, and cleaning duties at our local shelter for those who need it most.



## EDUCATION

### **Bachelor of Applied Arts | 2013 | Central Michigan University**

3.75 GPA – Magna Cum Laude  
Major: Entrepreneurship and Small Business Operations  
Minor : Hospitality and Nutrition

### **Associate of Applied Science | 2011 | Northwestern Michigan College**

3.85 GPA - Magna Cum Laude  
Honors college graduate  
Major : Culinary Arts  
Minor Focus: Nutrition

### **Certificate of Culinary Arts | 2011 | Great Lakes Culinary Institute**

3.85 GPA - Magna Cum Laude  
Honors College graduate  
Focus : Pastry and Viennoiserie

## REFERENCES

### **Fred Laughlin**

Director - Great Lakes Culinary Institute  
flaughlin@nmc.edu 231-995-1197

### **Charlie Bumb**

Director of Community – Cultured Ferments Co.  
231-590-0258 cjbumb@gmail.com

### **Thomas McElgunn**

Attorney – McElgunn Law  
313-475-9249 mcelgunnlaw@gmail.com

## Campus Grow

Vice President 2013-2014  
Organize and distribute local garden plots to low income community members while providing organic agriculture education.

## Plant a Row

Volunteer 2013-2014  
Organizing volunteers to tend and harvest fresh produce from donation garden plots to local area food pantries.

## Volunteer

Humane Animal Treatment Society  
2012-2014  
Socialization, training, grooming, and walking animals to raise successful adoption rates and lower euthanization statistics.

## PUBLICATIONS

### **Kombucha Tea: A nutritious and effervescent business**

February 2017 Edible Grand Traverse

### **Food Hub Businesses to Watch 2017**

November 2016  
Traverse City Business News

Sara Hardy Downtown Farmer's Market Advisory Board  
P.O. Box 42  
Traverse City Mi 49685

To: Market Advisory Board,

I read about the Market Advisory Board position via email contact and am submitting a letter of interest as suggested by the application.

My involvement in the market began as a young child when visiting with my grandmother. We would frequent Hall's corn and the D.O.G bakery booth to take family treats home. Since transition back to the area, my goal has long been to be involved and work to enhance our market from the bottom up. My desire to serve has grown over the years as my involvement in community farms and businesses has grown. Contributing as a member of the market board is a personal goal.

Taking on an important responsibility --helping to plan the implementation of our city's nutrition and agricultural access point--is not something I take lightly. These are critical times for public food system troubled with challenges from larger corporate food sources. I find gratification in meeting challenges and working together to overcome them. In addition to meeting the requirements to hold this seat, I feel I can bring many other valuable traits to this position, such as:

- Community Participant – Enjoy fostering diversity at our market, comfortable identifying the community's key communicators and reaching out through them
- Effective Communicator – Able to describe both what is needed and what others want; a good listener
- Leader – Keen on taking risks, be supportive of board members, city staff, community leaders, and our market participants
- Team Player – Will help promote the board's vision and goals for the growth of our market.

I fully appreciate our focus on fostering health and wellness through locally products. I will work with other board members to create and maintain the shared vision for market morale; building strategic partnerships; sustain the market's continual progress through improvements; and maintain strong ethical standards.

My degrees in Culinary Arts, business administration, and focus on nutrition make me a prime candidate for the position available. As a small business owner who enjoys the market on a personal and professional level, I look forward to being involved with its continual growth. As such, I have built relationship with both vendors and customers which I feel can play a key role in gathering information to build the best market experience possible.

In closing, I am happy to provide letters of recommendation from various residents and business owners in Traverse City as well as a brief snapshot of my involvement with various farmers markets to aid you in your decision. I hope these will show my passion and ability serve in a variety of areas to not only enhance vendor experience, but customer experiences at market as well.

Thank you for your time and consideration. I look forward to your decision about this exciting opportunity.

Cheers,

Courtney Lorenz



# Memorandum

---

To: DDA Board of Directors  
From: Colleen Paveglio  
Re: Wayfinding Sign Maintenance Agreement  
Date: February 13, 2018

As you may recall, the DDA has had agreement for maintenance services for the wayfinding sign system since the installation in 2009. The most recent agreement was with Valley City Sign. An RFP was prepared in December 2017 and we received to two bids from Valley City Sign and Pro-Image Design. I am recommending that that the DDA award the agreement with Valley City Sign. They are the lowest bidder and the fabricators of the signs originally.

## Bid Tabulation

	General Services	Hourly Cost of Welding Services	Hours cost of Painting Services	Cost Per Unit for Signage Fabrication	Cost Per Unit for Pedestrian Signage Fabrication	Cost per unit for Pedestrian Kiosk Fabrication
Pro Image Designs	\$5,478.33	\$75	\$75	\$3,526 Sign & Pole	\$2,820 Sign & Pole	\$2,210 Sign & Pole
Valley City Sign	\$1,925	\$75	\$75	\$2,272: Large \$1,010: Small	\$2,246: Large \$1,695: Small	\$2,251

# VALLEY CITY SIGN

January 17, 2018

Dear Colleen Pavaglio,

We would like to thank you for the opportunity to provide a proposal for the wayfinding maintenance contract. Valley City Sign is 100% employee owned, and we pride ourselves with the value our team adds to every sign project. We are a value managed, quality oriented, progressive sign manufacturer of custom, commercial and architectural signs. Located in Comstock Park, our 75,000 square foot manufacturing facility is capable of managing your complete signage requirements which includes fabricating custom monument signs.

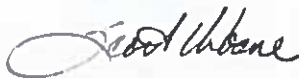
In business since 1948, Valley City Sign has produced comprehensive exterior and interior signage programs for major complexes and public spaces. We take great pride in our work record and reputation as an innovator in the sign industry.

Our manufacturing capability is enhanced with modern equipment, and our fleet of crane trucks, service trucks and other installation vehicles are run by licensed sign specialists with extensive experience. We are able to successfully fabricate and execute any size project you may need. Please visit our website ([www.valleycitysign.com](http://www.valleycitysign.com)) to view many examples of our projects, as well as our capabilities in multiple sign types.

Our understanding of our scope of work is to inspect all 70 signs for damage, straighten and tighten any loose bands or other connections as needed and report our findings of any additional work required. Additional work required may be painting, fixing deteriorated welds or replacing a sign completely at specified rates or unit costs. Any required municipal permits will be secured and any/all equipment required to install a sign falls within our responsibility. Our project manager will be coordinating the installation schedule as needed, to be sure the work is done on time and to your satisfaction. Please see attached information for additional details.

Thank you for considering Valley City Sign for your signage needs, and we look forward to working with you.

Sincerely,



Scott Urbane

Account Manager/Owner  
Valley City Sign  
5009 West River Drive  
Comstock Park, MI 49321  
Phone: (616) 785-5711  
[surbane@valleycitysign.com](mailto:surbane@valleycitysign.com)



Michelle Walma

Sales Support/Owner  
Valley City Sign  
5009 West River Drive  
Comstock Park, MI 49321  
Phone: (616) 785-5711  
[mwalma@valleycitysign.com](mailto:mwalma@valleycitysign.com)

**Susan Sear****Production Control Manager**

Susan Sear came to Valley City Sign in 1991 as an Order Entry Clerk in the accounting department. She quickly demonstrated organizational skills in handling the significant amount of detailed information to communicate orders to the plant. In 1994 Susan was promoted to Production Control Manager, a new position responsible for the implementation and operation of the computerized scheduling system. The system utilizes detailed labor routings for each order, employee labor hour capacity, and order deadlines to schedule all factory operations. Dispatch reports are generated one to two times per week with bar codes to track time. It is Susan's responsibility to input, maintain, and analyze the system to meet customer deadlines. Prior to her employment at Valley City Sign, Susan worked in order entry and purchasing for six years at Bossert Industrial Supply and Lakeshore Industrial Supply. She has three years of business administration courses toward her BA degree from Calvin College and Aquinas College. Susan holds a Northern Computer Systems Resource Scheduling System Course Certificate and an APCIS Continuing Education Certificate of Achievement.

**Scott Urbane****Account Manager**

Scott began his sign career in 1976 and was one of the original employees at Valley City Sign after Sam Kovalak purchased the company. For 16 years Scott handled sign production--from estimating to fabrication to installation, with Hi-Rise signs being his specialty. Later he moved into the plant to focus on managerial aspects as the company had grown from 8 employees to more than 70. For the past 8 years Scott has moved into Sales and leads the team that specializes in Casinos and larger projects. Scott carries the Sign Specialist License for the company for the State of Michigan and is a licensed contractor.

**Michelle Walma****Project Manager**

Michelle came to Valley City Sign in 2016 bringing years of Project Management experience to Valley City Sign. Michelle handles all aspects of project management including information management, expediting, technical support, onsite direction, and customer service. If you have a question on your project, Michelle has the answer or will get it for you. She has proven to be a great asset to our company.

# VALLEY CITY SIGN

## **Methodology, approach or work plan**

Visually inspect all signs for damage, weld deterioration, paint peeling and chipping, loose attachment mechanisms and other safety and aesthetic issues. Identify each sign with a # and take photo. A checklist for each sign will be filled out to be sure each sign has been thoroughly inspected.

During inspection, tighten any bands found loose, clean signs and touch up any peeling or chipping paint. Note work done on checklist.

Provide list and proposal of additional work needed to repair signs that could not be done at time of inspection.

## **Timeline**

Once customer approves repairs, work can be scheduled. Schedule will vary depending on how much production may be needed.

Weather will be a factor. Need to be sure no rain is in the forecast so that any touch up paint needing to be done can be done. Initial inspection should happen no later than June/July so there is enough time to complete final repairs by September before the weather starts to turn.

# VALLEY CITY SIGN

## **Sign Maintenance References**

City of Traverse City  
Contact: Colleen Paveglio  
[colleen@downtowntc.com](mailto:colleen@downtowntc.com)  
231-922-2050

Spectrum Health  
Contact: Bill Van Skiver  
[william.vanskiver@spectrum-health.org](mailto:william.vanskiver@spectrum-health.org)  
616-486-6731

Grand Valley State University  
Contact: James Moyer  
[moyerj@gvsu.edu](mailto:moyerj@gvsu.edu)  
616-331-3853

Firekeepers Casino  
Contact: Jack DeMik  
[jdemik@firekc.com](mailto:jdemik@firekc.com)  
269-660-5690

Odawa Casino  
Contact: Barry Laughlin  
[blaughlin@odawacasino.com](mailto:blaughlin@odawacasino.com)  
231-330-6508

West Michigan Whitecaps  
Contact: Jim Jarecki  
[jjarecki@whitecapsbaseball.com](mailto:jjarecki@whitecapsbaseball.com)  
616-784-4131 ext 106



**ATTACHMENT A:  
PROPOSAL SHEET**

**TITLE:** REQUEST FOR PROPOSAL: WAYFINDING SIGN MAINTENANCE

**DUE DATE:** 2:00 p.m., Thursday, January 18, 2018

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the DDA or the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse City's and DDA's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

1. Conviction of a criminal offense incident to the application for or performance of a contract;
2. Conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
3. Conviction under state or federal antitrust statutes;
4. Attempting to influence a public employee to breach ethical conduct standards; or
5. Conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:
  - A. The Natural Resources and Environmental Protection Act.
  - B. A persistent and knowing violation of the Michigan Consumer Protection
  - C. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
  - D. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations
  - E. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.
6. The loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to



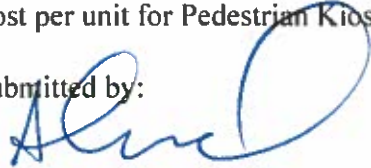
perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

General Services including inspection and tightening	\$ 16,435.00
Hourly cost for welding services including all incidental costs	\$ 75/ hr.
Hourly cost for painting services including all incidental costs	\$ 75/ hr.
Cost per unit for sign Vehicular Signage Fabrication	\$ 3526.00 sign & pole*
Cost per unit for sign Pedestrian Signage Fabrication	\$ 2820.00 sign & pole**
Cost per unit for Pedestrian Kiosk Fabrication	\$ 2210.00 sign & pole

Submitted by:



(Signature)

Alan Hubbard

(Name & Title - print)

Pro Image Design, Inc.

(Company Name)

331 South Airport Rd.

(Company Address)

231-322-8052

(Telephone Number)

Traverse City, MI 49686

(City, State, Zip Code)

\*Outside District Sign & Pole

\$3770.00 Front Street District Sign & Pole w/ finial

\$3975.00 In District w/ custom Gussets

Vehicular Sign Only \$2420

\*\* Pedestrian Sign Only \$1830



To: Downtown Development Authority

From: Nick Viox, Projects & Communications Coordinator

Re: Farmers Market - Wednesday Markets

Date: February 7, 2018

In the past few years, the Farmers Market Advisory Board has noticed a decline in both participation from vendors and customers at Wednesday markets. At some points within the season on Wednesdays, we would have as few as 7 vendors and vendors going home with less than \$20 in sales. After years of discussion on this decline, the Farmers Market Advisory Board created a programming committee help address this issue. This committee consists of Farmers Market Advisory Board members Meghan McDermott, Gary Jonas, Brenin Wertz-Roth, Tricia Phelps, Sue Kurta, and Jeff Joubran (DDA Board representative). Also present within these committee meetings were Parking Administrator Nicole VanNess, Marketing & Deputy Director of the DDA Colleen Paveglio, and myself.

This committee reviewed all factors that are currently inhibiting the success of the Wednesday markets. Accessibility with both time and parking seemed to be the leading causes. With this in mind, the clearest solution was one that has been asked of by customers for quite some time - host an afternoon/evening market from 4pm to 7pm. With the decreasing success of Wednesday markets, they appear to be the perfect candidate for the change. Not only will the market be able to capture the post-work downtown employee, but it will be able to capitalize and assist in the creation of the pre-dinner shopping crowd. The Sara Hardy Farmers Market Advisory Board made the following motion at the their January 22, 2018 meeting.

**Motion by Lori Buchan, seconded by Brenin Wertz-Roth that the Farmers Market Advisory Board recommends to the DDA Board the change of the hours of the Sara Hardy Downtown Farmers Market to 4pm - 7pm on Wednesdays.**

The Programming Committee has met three times to review the pros and cons of a Wednesday evening market. When reviewing the change, a number of issues were discussed by the committee:

- **Communication to Customers & Vendors**

- **Signage** - It is requested by the Magistrate that we have signs on each meter post. We plan on addressing this through a proposed sticker (similar to ParkMobile) that will also go on the pay stations in Lot B. The committee has also discussed a banner to be present in the lot during Wednesday mornings to help communicate the message of the evening market.
- **Events** - We would like to kick off Wednesday evening markets with a bang! For our first Wednesday market (June 6th), the Programming Committee would like to host an event at the market based around the available products at our market. For this event, we would like to possibly have food vendors to create more activity within the space. The Programming Committee, with help from Taste the Local Difference, will base the curation of Food Vendors in similar fashion to our Farmers Market Brunch during the National Cherry Festival.
- **Additional Communication** - Farmers Market Advisory Board members have volunteered to be down in Lot B during the month of June at noon on Wednesdays to tell people that are paying for parking of the lot closure at 3pm. We are aware that a communications plan will need to be in place to the businesses, customers, and vendors. The DTCA Board has reviewed this proposal and approved it for the DDA Board.
  - **Cherry Festival** - During the Cherry Festival, the Wednesday Market in 2018 (that falls on July 4th) is recommended to be held from 8am - Noon because of the holiday.


- **Parking**

- **Revenues** - Parking revenue should have a minimal impact. Based on 2017's transactions initiated after 3 pm in Lot B, nearly \$5,000 was calculated in revenue. However, the meters in Lot B will now be available for use from 8 am to 3 pm.
- **Time & Layout** - We have considered how this will impact the area, neighboring activities (i.e. Bijou the Bay, the splash pad, etc.), and the historical turnover cycle of parking in this lot to find the best time frame in which to hold this market. With all of this in mind, 3pm was the ideal time on a Wednesday afternoon for lot closure. We will also try to have a minimal impact on space by consolidating the market to the southern aisle only and only expanding to the northern aisle for vendors when we have enough vendors to justify the expansion.
- **Towing** - Traverse City Parking Services will close the market at 3pm. All vehicles in violation will be ticketed and towed. Towing will take the vehicles in violation to Lot N and/or the Old Town Garage. Tow charges will remain the same as they currently are for our current Wednesday & Saturday markets.



# Memorandum

---

To: Colleen Paveglio, Acting DDA Director  
From: Nicole VanNess, Parking Administrator   
Date: February 12, 2018  
Re: License Plate Recognition (LPR) Contract

---

The Transportation Demand Management (TDM) Study performed by Nelson/Nygaard (N/N) identified License Plate Recognition (LPR) as a tool that may be used to achieve more than one of their recommendations. LPR utilizes a set of cameras that are mounted on an enforcement vehicle. The cameras collect data as the vehicle drives down the street or through the lot. The data is used to report utilization, and enforce permits and scofflaws.

## **Occupancy & Utilization Data**

The cameras have the ability to capture the number of vehicles parked on a block face. The data is stored and used to generate utilization reports. N/N recommended that the consistent collection of utilization data would provide a more definite picture of the occupancy within areas of downtown and adjacent residential streets. The information would improve our understanding of seasonal and daytime capacity.

## **Virtual Permits**

The cameras have the ability to read license plates. The integration with T2 Systems will allow for physical permits to eventually be eliminated. The license plate would serve as the "virtual permit" which would be read as enforcement drives through the lot. This will decrease staff time to check for valid permits.

## **Residential Permit Program**

With all of the same benefits of the cameras reading license plates for virtual permits, LPR brings us closer to implementing a residential permit program (RPP). One of the existing concerns related to implementing a RPP is the increase in staff time to enforce RPP permits. The increase in staff time would be minimal if permits do not have to be enforced manually.

## **Virtual Chalk and Scofflaw**

The cameras will allow auto-chalk the vehicles in time restricted zones. The cameras take images of the vehicle placement as the vehicle is in motion and the time the images were captured. When the block face is checked for vehicles in violation of the posted time limit, the vehicle is flagged and the images can be stored for supplemental evidence. For vehicles that meet scofflaw criteria, the vehicle is flagged when the license plate is read.

As we look to gain a better understanding of true occupancy utilization, we issued a RFP and received two proposals. The prices below include the upfront equipment purchase, year 1



# Memorandum

---

software, and installation. Both proposals require a separate cellular data agreement that we will arrange with our current data provider.

Company	Cost
T2 Systems, Inc. (Genetec)	\$63,340
Traffic & Safety Control Systems (Tannery Creek)*	\$60,000
*LPR System does not integrate with permit and enforcement management software.	

While Traffic & Safety's bid was \$3,500 less, the Tannery Creek LPR System does not have a real-time integration with T2 Systems to read permit and enforcement (citation) data, but they do have an integration with the Luke II pay stations. The RFP had a requirement that there must be a successful integration with T2 Systems for permit and enforcement. Utilizing the Tannery Creek autoChalk database would establish a second and separate enforcement database. Over time, the management of the secondary database would increase staff time in both the office and the field. We would have to create a process to get the citations issued in the Tannery Creek system into the T2 System in order to avoid duplicate/separate accounts. It is in the best interest of the City to avoid managing a secondary system.

T2 Systems, Inc. is our current Parking Management Software provider with whom we have a five year agreement that became effective January 1, 2018. We have the ability to align the LPR contract so the annual subscription fees may be billed on the existing schedule and the contract will expire at the same time. I request ***the DDA Board approve a recommendation to modify the existing contract with T2 Systems to include the Genetec LPR equipment and software in the amount of \$63,340 for year 1 and \$4,680 for each subsequent year for the life of the contract.***





# Memorandum

---

To: Colleen Paveglio, Acting DDA Executive Director  
From: Nicole VanNess, Parking Administrator *NVN*  
Date: February 12, 2018  
Re: Parking Services Updates – February 2018

---

## ***Bayline BATA Partnership - New***

You may have seen or taken part in the public input pop-ups hosted by BATA to gather feedback related to the Bayline. BATA is anticipating starting their Bayline route which will run from Tom's East Bay to Meijer on Division. The bus will run on a 12-15 minute loop and is anticipated to run from 6 AM-1 AM seven days a week. The best part is that it is planned to be FREE. In order to offer this new free route, BATA is seeking partnerships to offset fare box revenues. This actually comes at a near perfect time for us as we move towards the development of the West Front Parking Garage which will require that we displace parkers and potentially waitlist surface parking. We will continue discussions with BATA and include this item in our upcoming budget.

## ***Hardy and Old Town Restoration Repair Project - Existing***

Rich and Associates are in town this week. We are behind schedule with getting the bid package ready. The owner set should be delivered Monday, February 19<sup>th</sup>, and we hope to have the RFP published by the end of the month. Due to the nature of the repairs, we will need to be able to start as soon as the weather warms up so we can avoid our peak use in the summer months. Given the timing of upcoming Commission and Board dates, we may have to send this item to the City Commission before the DDA Board.

## ***Hardy Parking Access and Revenue Control (PARCs) Equipment Replacement RFP – Existing***

The RFP was issued earlier this month and is due back February 27, 2018. We will have a recommendation for the March meeting.

## ***Scheduled Vehicle Replacement – Existing***

Now that the LPR bids have been received, we have determined that we will move forward with replacing the Ford Explorer with a Ford Escape. The LPR equipment will be mounted on this new vehicle. This is a scheduled replacement and Dave Courtad from the City Garage will proceed with placing the order.

# Parking Services

Quarters 1 & 2

Fiscal Year 2017-2018

## Our Mission Statement

Traverse City Parking Services promotes commerce and quality of life for Downtown, NMC Campus, Munson Hospital and residential neighborhoods by providing, maintaining, and developing parking, for present and for future bicyclist and motorists, through efficient and effective management.

## Q1 & Q2 at a Glance

### Transportation Demand Management Study

Nelson/Nygaard spent the first week of August meeting with stakeholder groups and collecting data. Midweek, the State Theatre hosted our *Are your wheels turning?* public input forum. Over 80 participated. The discussion included many of the initial findings related to parking supply, utilization, and non-driving mobility conditions. At the end of the presentation, attendees were able to provide input for key strategies that they were interested in having explored.

In November, the final report was delivered. The priority recommendation is to gain a better understanding of actual use of the parking spaces. By reporting on the physical capacity we will have more insight into utilization which will allow for redistribution of demand during constrained times creating better efficiency. Suggested quick wins include performance based pricing, rates based on locational demand, rates by season, extending meter hours into the evenings, expanding employee parking options, implementing a residential permit program, and more.



## Current Projects

### Parkmobile Rebranded

In September, Parkmobile spent a week replacing all of the existing stickers as part of their rebranding efforts. The new stickers include space number. This change allows parkers to park in multiple spaces within the same zone whereas before they would need to relocate out of the zone. We added the surface parking lots and the daily \$2 permits. This addition will allow parkers to use their Parkmobile app rather than creating an online account which reduces the number of steps to purchase the daily permit. With the rebrand, the mobile app offers an interactive map which makes it easier to locate your zone and the available zones around you.

We are continuing to review the report to develop a short and long-term roadmap. The presentation, employee survey results, and final report can be viewed on our website <http://www.downtowntc.com/maps-parking/TDM>.

## Parking System Fund Financials

The table below highlights the majority of our revenue and expense line items as of 12/31/2017 which is the most current available report. Please refer to the Parking System Fund monthly report for details on all revenue and expense line items.

	INITIAL BUDGET	THIS YEAR	% EXPENDED REALIZED
<b>651.00 DECK PROCEEDS</b>	370,000.00	253,601.30	68.54
<b>652.00 FEES COIN</b>	1,300,000.00	825,850.97	63.53
<b>653.00 SURFACE PERMITS</b>	240,000.00	53,121.00	22.13
<b>653.05 DECK PERMITS</b>	580,000.00	67,083.00	11.57
<b>656.10 FINES</b>	335,000.00	240,035.10	71.65
<b>740.00 OPERATION SUPPLIES</b>	46,000.00	14,697.30	31.95
<b>801.00 PROFESSIONAL AND CONTRACTUAL</b>	940,000.00	448,704.40	47.73
<b>900.00 PRINTING AND PUBLISHING</b>	22,000.00	726.14	3.30
<b>920.00 PUBLIC UTILITIES</b>	130,000.00	29342.86	22.57
<b>930.00 REPAIRS AND MAINTNENACE</b>	400,000.00	19,777.25	4.94
<b>940.00 RENTAL EXPENSE</b>	119,000.00	70,905.38	59.58
<b>977.00 EQUIPMENT</b>	234,000.00	0.00	.00
<b>GRAND TOTALS</b>	5,709,700.00	2,280,127.00	39.93



### Lot D Reopens

The newly reconstructed lot and boat launch reopened in time for the Cherry Festival. There were issues with the dimensions of the vehicle and trailer spaces, but they have been resolved.

### Lot X and Lot H Close

The two parking lot leases with 5/3 Bank have been terminated effective July 31, 2017. The loss of lot X off of Garland Street west of Union reduces the number of permit spaces by 72 and the loss of lot H on the corner of 100 W Front and 100 N Union reduces the number of metered spaces by 18.

### Lot P Expands

We have a new lease to expand lot P at 100 W State which will add 60 spaces. The lot will be reconstructed in spring 2018 to incorporate the two parcels to the east.

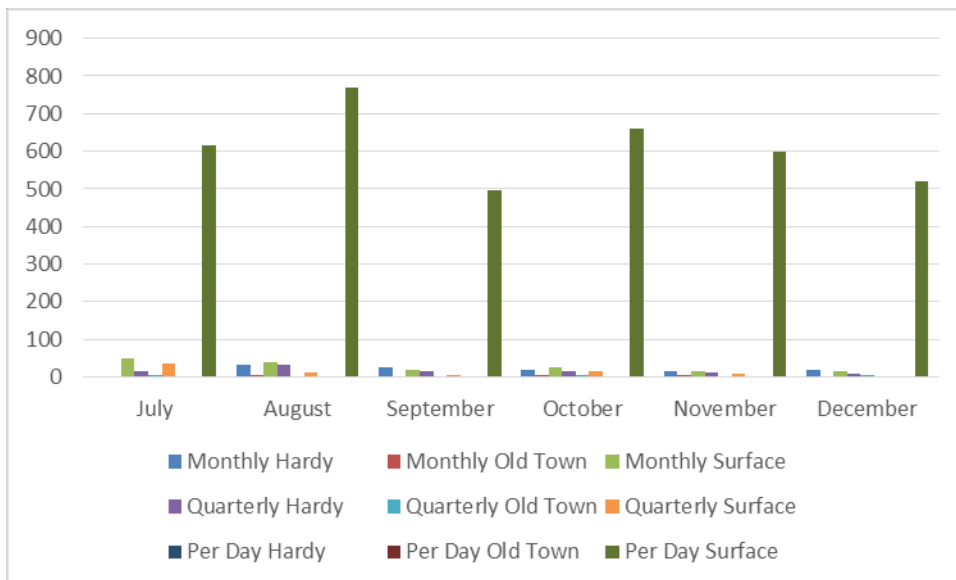


## Big Data

We would like to begin providing information based on actual data collected in our systems. Our goal is to help decision makers have the information they need to make sound decisions and to better inform the general public about the parking system.

### Permits Sold

The graph provides a breakdown on the types of permits sold by revenue line item and amount of time purchased. Quarterly permits sold outside the calendar quarter are pro-rated, but still reflected as a quarterly permit sale.



### Citations Issued by Violation Code

The graph provides an overview of the types of citations written. Each category is violation specific except the category Prohibited/Improper which is compiled of multiple violation codes, such as: in bus or taxicab area, in front of driveway, in alley, where prohibited by sign, obstructing traffic, for a prohibited purpose, direction parked & along curb, etc. The violations are not location specific and include citation issued in Cherry Capital Airport, the Downtown District, Munson Medical Area, Northwestern Michigan College, and Residential Areas.



## Upcoming Projects

### Meter Violation Discount

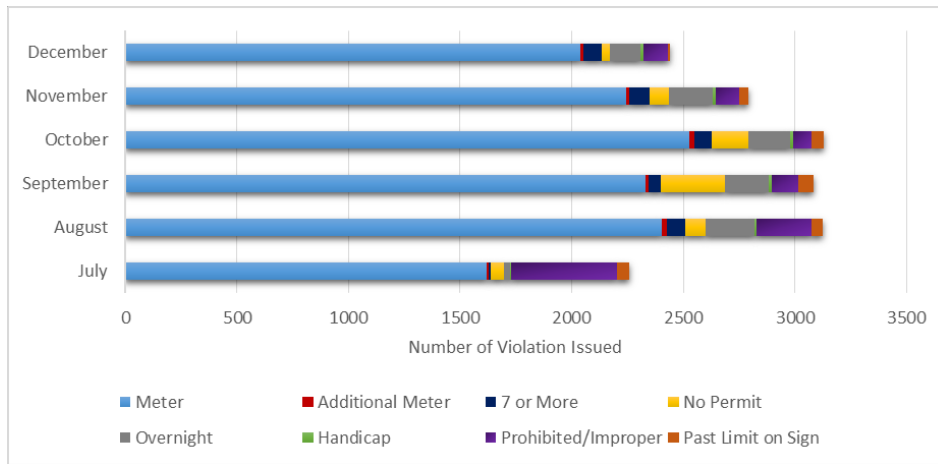
Effective January 1, 2018, a discount of \$5 will be offered for the first five meter violations received in a calendar year when the violation is paid same day in person at the parking office or online. The discount does not apply to drop box or mailed payments.

### \$75 Meter Violations

Effective January 1, 2018, the \$75 meter violation count is increasing from 7 or more in a calendar year to 11 or more in a calendar year.

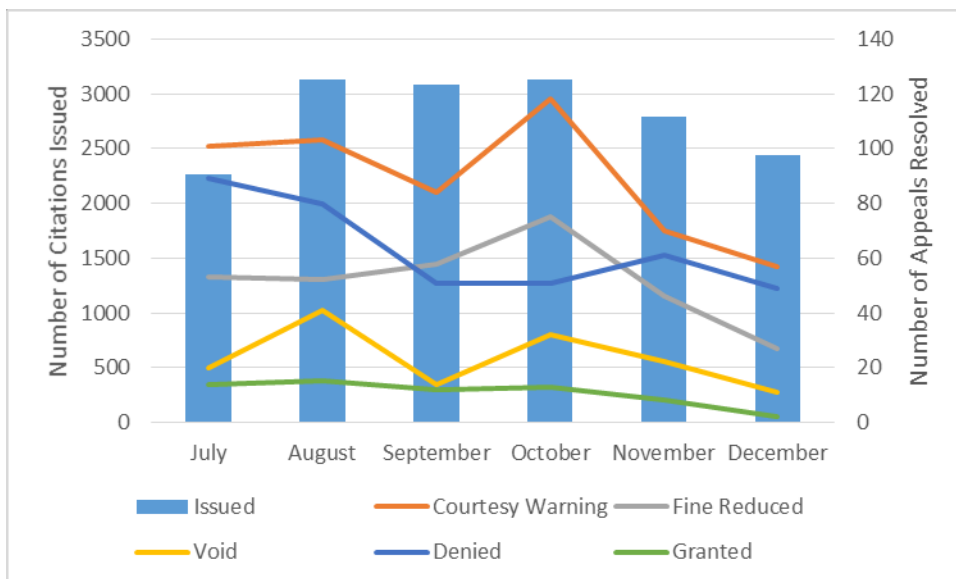
## Fluctuating Inventory

In these quarters, we have bagged 1,276 on-street and off-street metered spaces for varying projects like Park Place Conference Center, Park Street Condominiums, TC Lofts, and general requests for smaller events and general contractors.



## Citations Issued and Appeals by Result

This graph shows the total number of citations issued and appealed with a breakdown by appeal result. We continue to provide new parkers with a Courtesy Warning in an effort to address concerns and answer questions related to parking throughout Traverse City.



## Current Rates

### Meter Rates

0-4 Hour Meters \$1.00/hour

10 Hour Meters \$0.60/hour

Oversized Vehicle \$2.00/hour

### Garage Transient Rates

Per Hour \$1.00

Daily Max \$10.00

### Permit Rates

#### Surface

Monthly \$44.00

Quarterly \$113.75

Calendar Year \$390.00

#### Garage

Monthly \$55.00

Quarterly \$146.25

Calendar Year \$520.00

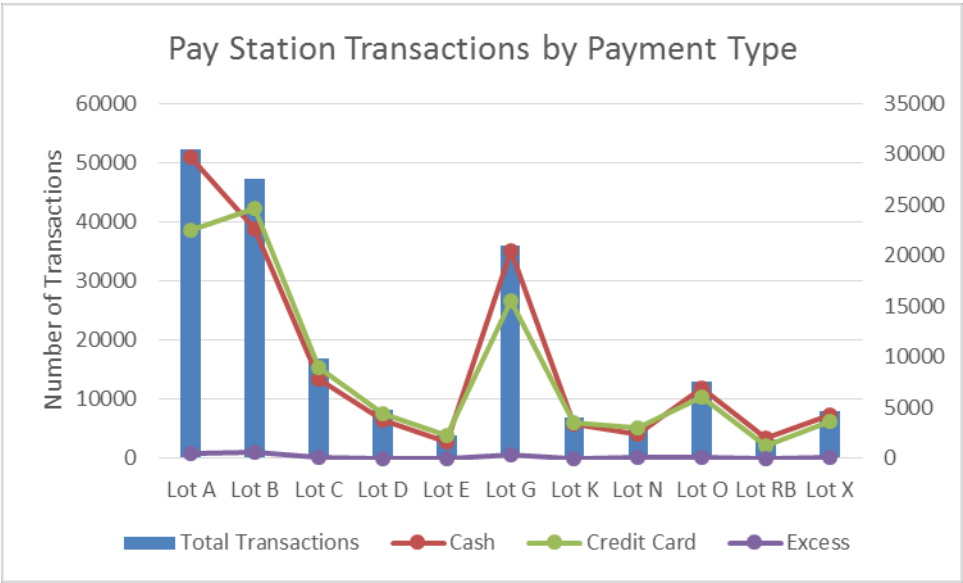
### Meter Bags

With Right-of-way \$12.00

Without Right-of-way \$15.00

Pay Station Transactions by Payment Method

The graph shows the number of transactions at the 24 pay stations, and the breakdown of payment methods used. Excess payments refer to cash overpayments since the devices do not give refunds.



Hours of Operation

Permit Holders

Surface Lots are enforced Monday-Friday 8 AM-6 PM. 24 hour access 7 days a week at both garages.

Old Town Transients

Upper levels – Sunday–Saturday 7 AM-12 AM.  
Ground level is enforced Monday–Saturday 8 AM-6 PM.  
Overnight parking is allowed 6 PM-8 AM.

Hardy Transients

Monday-Saturday 7 AM-12 AM and Sundays 7 AM-10 PM.  
Overnight vehicles will be locked in until the next business day.

Suggestions

We welcome constructive feedback to improve the content that is included in the quarterly report. Please email your comments to [nicole@downtowntc.com](mailto:nicole@downtowntc.com).

**Downtown Traverse City Association**  
**Regular Board Meeting**  
**January 11, 2018**

**Minutes**

**Present:** Alyssa Bright, Dave Leonhard, Jake Kaberle, Liz Lancashire, Jeffrey Libman, John McGee, Misha Neidorfler

**Absent:** Kim Bazemore, Todd McMillen

**Staff/Others:** Colleen Paveglio

1. **Call to Order:** President Neidorfler called the meeting to order at 8:32 a.m.
2. **Approval of Minutes of the DTCA Board Meeting of December 14, 2017:** Minutes from the December 14, 2017 board meeting were approved upon motion by Libman and second by Kaberle. Motion carried unanimously.
3. **Marketing Report (Paveglio)**
  - a. **Holidays**
    - i. Downtown Light Parade, Santa's Arrival
      1. Large attendance and good feedback regarding the event.
        - a. Approximately 9,000 in attendance versus previous years of about 3,000
        - b. Meetings with City Police and Cherry Festival Parade Committee have been set to address crowd control, security and management for the 2018 event
        - c. Event to take place on the Saturday prior to Thanksgiving
          - i. 2018: November 17
      2. Walking in a Window Wonderland & Cocoa Crawl
        - a. Event to take place the weekend following the Thanksgiving weekend
    - b. **Chili Cook-Off**
      - i. Saturday, January 13th at the State Street Marketplace
        1. Seating inside and a heated tent in the alley behind to accommodate more seating
        2. Expect total seating to exceed 300
      - ii. Registration has been sent to various restaurants
      - iii. Sponsors are C.H. Robinson, Golden Shoes, Pepsi, MyNorth Media, BARC, and Monstrey MacDonald
    - c. **Traverse City Restaurant Week**
      - i. February 25th - March 3rd
      - ii. Two Tier option: Three course dinner for \$25 or \$35
      - iii. Great Lakes Wine & Spirits has committed to \$2,000
    - d. **Miscellaneous**

- i. Social Media: As of January 9, 2018
  - 1. Facebook: 17,737
  - 2. Instagram: 18,665
  - 3. Twitter: 17,290
- ii. Newsletter Report: January 2018
- iii. Website Update
- iv. Gift Certificate Volunteer Times
  - 1. Thank you to those who have been able to sign gift certificates.
  - 2. We exceed our goal and sold over \$623,000 in 2017!

**4. Committee Reports**

- a. None at this time

**5. President's Report (*Neidorfler*)**

- a. Certificate of Deposit and Stabilization Fund
  - i. **Motion by Leonhard and second by Libman to establish a DTCA restricted stabilization fund. Motion carried unanimously.**

**6. DDA Report (*Paveglio*)**

**a. Financial Report**

- i. None at this time

**b. DDA Report**

- i. New CEO: Jean Derenzy
- ii. Public Restaurants
- iii. Farmers Market
- iv. West Front Parking Deck
- v. Riverwalk at Uptown

**7. New Business**

**a. Farmers Market**

- i. The Board directed staff to provide an opinion based on the DTCA recommendation that the Farmers Market extend invitations to DTCA members first to food vend at Wednesday markets should they create a program to allow food vendors.

**b. New Members**

- i. None at this time

**c. Board Vacancy**

- i. Niedorfler, McGee, and Libman will work with staff regarding an appointment.

**8. Adjournment**

- a. The meeting adjourned at 9:47 a.m.



## Hardy Farmers Market Advisory Committee Meeting

January 22, 2018 9:00 AM

### I. Roll Call

- A. Tricia Phelps, Tim Werner, Sue Kurta, Brenin Wertz-Roth, Gary Jonas, Linda Grigg, Chuck Korson, Lori Buchan
- B. Absent: Jan Chapman, Tom Brodhagen, Jeff Joubran, Meghan McDermott

### II. Approval of Minutes

- A. Lori Buchan made a motion to approve the minutes as seen, Chuck Korson seconded the motion. (8 yays, 0 nays)

### III. Monthly Financials

- A. Comparable financial position from 2016 and 2017

### IV. Advisory Board Applications

- A. The Applications are due February 2nd. There are currently four positions up for renewal at this time.

### V. Barricade Requirements

- A. Required to have industrial strength barrier at each end of the markets. A vehicle will be necessary, Wednesday and Saturdays. This is coming from the local Fire Department and Police Department who want to be ahead of the curve. Can we choose something that is more appealing then a junky car? Like a food truck or a coffee vendor.
- B. A transient food vendor is the best use of this space. This can be outlined in the rules and submitted to the DDA.

### VI. Programming Subcommittee Minutes

- A. Meeting regularly to discuss new programming, including Wednesday evening markets. Met with parking and discussed new market time for Wednesdays, 4-7 PM. Along with this the committee would like to host 1 event a month, kick-off party in June to start the Wednesdays.
- B. Lori Buchan makes a motion to recommend this proposal to the DDA Board, Brenin Wertz-Roth seconded the motion. (8 yays, 0 nays)

### VII. Operations Subcommittee Minutes

- A. Recommendations for edits to the rules were shared from this committee meeting mostly highlighting potential changes and removing redundancies. It is still possible that we would be adding transient food vendors and the Wednesday market time.
- B. Final approval for these will be in February.

### VIII. Public Comment

- A. Layout - 10 ft tents, 8 ft spaces: marking spaces with tape for this back row so that vendors know they are not in the parking spaces, but rather in the 10 ft areas.
- B. Market Renovation Presentations: The city meeting presentations will likely be in the next month, when the CEO is on the job.
- C. Ticker Article: People are ready for this. In conversations, they are also wondering what the space could be used for besides the Farmers Market too.
- D. Food/Food Trucks: Our mission is farm to table quality so maybe we shouldn't limit it to food trucks only. Should we work within the farmers market first? How do we cap it?

## **Sara Hardy Farmers Market Advisory Committee Meeting**

January 22, 2018 9:00 AM

### **IX. Adjournment**

A. Lori Buchan moved to adjourn.

**2ND LEVEL GOODS** Buy one, get one 50% off entire store

**ACOUSTIC TAP ROOM** 10% off all in stock logo wear

**BACKCOUNTRY NORTH** Up to 40% off on brands such as Patagonia, North Face, Prana, Toad & Co, Marmot, Reef, Osprey & more

**BOYNE COUNTRY SPORTS** Buy an adult jacket, get double rewards points on your entire purchase • 30% off all junior winter apparel

**CALI'S** 16th & 17th - 20% off jewelry • 18th & 19th - 20% off home decor

**CAPTAIN'S QUARTERS** 40% off sport coats, suits, sweaters & outerwear

**CHERRY HILL BOUTIQUE** Extra 20% off all winter apparel & accessories • Brighton sale - handbags and jewelry

**CHERRY REPUBLIC** February is National Cherry Month. Many of your favorites at the best prices of the year.

**ELEVEN** End of season sale - select clothing up to 60% off

**ELLA'S** Donate jars of Peanut Butter for TC High School, get 20% off one full price item • 25% off custom furnishing orders

**ESPRESSO BAY** \$1 off all drinks from the "Secret" Reserve Menu

**THE EXCHANGE** 30% to 50% off select items

**FLEA** 30-50% off select items

**FUSTINI'S** 30% off varietal oils from the Southern hemisphere

**GLITZ & SPURS** 40% off winter accessories • 40% off boots • 15% off storewide

**GOLDEN SHOES** Final markdowns on shoes & boots for men & women

**KILWIN'S CHOCOLATE SHOP** Buy one, get one free - fudge & ice cream

**MAMA LU'S** Up to 50% off all merchandise while supplies last

**MONKEY FIST BREWING CO.** \$3 Wiezenshine on draft • Pair your pint with 10% off all Monkey Fist Brewing Co. gear

**MY SECRET STASH** Buy one, get one free on select items - including tee shirts

**NIFTY THINGS!** 23% off all Smitten jewelry, Signature tumblers, Tandem for Two pillows & accessories, Meissenburg signs/barrel ends in stock, & Dune jewelry in stock

**ORVIS STREAMSIDE** Select clothing & outerwear priced 25%-60% off • Orvis leader 2 packs - buy 2, get 1 free

**PLAMONDON SHOES** Save an additional 10% on all clearance items

**POSH - A HOUSE OF STYLE** 75% off clearance & 20% off storewide

**ROBERT FROST** Up to 70% off select merchandise. Mention this ad & receive VIP 50% off any/all sale items

**ROTH SHIRT CO.** Sweatshirts clearance & other specials • New designs release

**SUHM-THING** Select merchandise 50% off

**SUNGLASS SHOPPE & UNIQUE OPTICS** Purchase a pair of prescription frames & progressive lenses, get the second pair of frames & computer lenses half off

**SWEET PEA** Brand new Spring Tea Collection - Buy 3 get, 1 free • All in-stock Melissa and Doug toys are 40% off • Take an additional 10% off all clearance items

**TEE SEE TEE** 20% off storewide • Free candy with purchase of \$20 +

**TOY HARBOR** 20% off storewide

**UNPARALLELED APPAREL** 10% off storewide & new items marked down

**VOTRUBA LEATHER GOODS**

Luggage trade-in sale | Save \$50 - \$100 on Briggs & Riley Luggage. Save 15% on other brands with a trade in

*(All trade ins must be roller bags in workable condition and are 1 for 1 on the trade in. Trade in Bags are donated to the Father Fred Foundation. Ends Feb 28th.)*



**DOWNTOWN PRESIDENTS' DAY  
WEEKEND  
SALE FEB 16-19**

WWW.DOWNTOWNTC.COM





Presented By Great Lakes Wine & Spirits

# TCRW

*Traverse City Restaurant Week*

**FEBRUARY 25 - MARCH 3**

Take a culinary excursion during Traverse City Restaurant Week February 25 - March 3, 2018.  
Traverse City's finest restaurants will offer a three course dinner menu for \$30 per person. Reservations are encouraged.  
Menus may be viewed at [downtowntc.com](http://downtowntc.com)

## THREE COURSE DINNER MENU \$25 OR \$35 PER PERSON

7 Monks Tap Room • Aerie Restaurant & Lounge • Amical • Apache Trout Grill • Bistro Foufou  
Blue Tractor • Boathouse Restaurant • Bourbons 72 • Burritt's Fresh Markets • Calypso Mediterranean Grill  
The Cooks' House • FireFly • The Franklin • Gaijin • Georgina's • Harrington's by the Bay • Jolly Pumpkin  
Mammoth Distilling • McGee's 31 • McGee's 72 • Minervas • Mode's Bum Steer • North Peak Brewing Co.  
Patisserie Amie • Peninsula Grill • PepeNero Ristorante Italiano • Poppycocks • Raduno • Rare Bird Brewpub  
Red Ginger • Red Mesa Grill • Reflect Bistro at Cambria • Smoke & Porter • Sorellina • Taproot Cider House  
The Towne Plaza • Trattoria Stella • Tuscan Bistro • Warehouse KitTchen • Cork • West End Tavern



GREAT LAKES  
*Wine & Spirits*



downtown traverse city | [downtowntc.com](http://downtowntc.com) | 231.922.2050

