

To: DDA Board of Directors
From: Jean Derenzy, CEO
Re: March 16, 2018 Board Meeting & Miscellaneous Memo
Date: March 13, 2018

AGENDA ITEM 3A – REVIEW OF THE FISCAL YEAR '18-'19 CAPITAL IMPROVEMENT PLAN (CIP) FOR TIF 97, OLD TOWN TIF, AND TRAVERSE CITY PARKING SERVICES

The CIP has been changed to reflect the Board's comments from your February meeting. There will be a hard copy of the CIP placed on your desks at the meeting. Changes include:

TIF 97:

- Changing Public Bathrooms in Lot O to *Redevelopment of Lot O*.
- Changing Boardman River to *Lower Boardman River Universal Access*.
- Keeping Civic Square in as Visionary Plan within the CIP.

Civic Square was presented to the City Planning Commission on Tuesday, March 6th with request to keep this in the CIP. Final determination will be made at the April meeting.

The total infrastructure improvements proposed for 2018/2019 is \$1,611,000. Revenue projections will be made at your meeting available to identify how the improvements will be paid for.

Old Town TIF:

- \$1,000,000 was removed from the Union Street Dam, park improvements and stabilization.

Total projects for 2018/2019 is \$891,700. As stated at the February meeting, Lake and Cass streetscape improvements will be made with borrowing from the Parking Fund and paying back the Parking Fund with TIF. Revenue projections will be available at your meeting.

Parking System:

Total projects for 2018/2019 are \$100,000. The camera project is to add to the Old Town Parking Garage and to have new cameras throughout the Hardy Parking Garage. You may notice that garage lane equipment is now at \$0. These items will be addressed further in the agenda.

This CIP will be part of the overall budget recommendation and will be brought back to the Board for final approval. **No action is needed at this time.**

AGENDA ITEM 3B – UPDATE ON UPTOWN RIVERWALK PHASE I

Attached is a memorandum from Gourdie Fraser reviewing the steps that have been completed. At this time, bid documents will be prepared and sent out in order to receive the costs associated with the replacement and extension of the Riverwalk from Union to the Housing Commission property line.

I am discussing Phase 2 and Phase 3 with Gourdie Fraser to determine best approaches to finish the work that has been completed on (Phase 2 and Phase 3). At this time, it is my recommendation that until a more strategic vision is identified for the Riverwalk that no additional work be completed for the additional 2 Phases.

City Engineer, Tim Lodge will be working with me on forming the bid documents with bids brought back for award. This project is identified as a priority project for the DDA and contained in the CIP.

AGENDA ITEM 3C - CONSIDERATION TO AUTHORIZE MATCHING FUNDS FOR THE CZM PROGRAM COASTAL WATER TRAILS GRANT FOR THE BOARDMAN RIVER WATER TRAIL SIGNAGE AND INTERPRETIVE DEVELOPMENT PROJECT

Grant application was submitted to Coastal Zone Management in the amount of \$10,000, with matching funds of \$10,000 from the DDA (thereby a total project of \$20,000). The grant will allow the DDA to hire a consultant to help develop a comprehensive signage and interpretation plan for the Boardman River Water Trail. The signage and interpretation plan will address way-finding and access site signage, specifically developing the aesthetic and dimensional framework for all signage as well as content. Some of the content will address public safety, the recreational route (w/map), interpretive descriptions (e.g. history, public features, and the natural environment) and trail town connections. In addition, we will develop a site plan for a portage around one of the primary obstacles on the water trail.

This project is a start to beginning to bring more focus on the lower Boardman river to become more accessible (part of your CIP) and begin developing a more strategic vision for this section of the Boardman.

The match of \$10,000 is recommended to be split \$5,000 from DDA and \$5,000 from a foundation (foundation has yet to be identified). Although the CEO's spending limit is \$7,000 I felt it important that the Board be aware of this grant that was applied for to achieve some of the implementation goals of the DDA. As well as being my first meeting I felt that the direction being taken is supported and authorized by the Board.

Following Motion is recommended: **Approval to authorize a match funds for the Coastal Zone Management Grant in the amount of \$5,000 for the lower Boardman river water trail comprehensive signage and interpretation plan.**

AGENDA ITEM 3D - CONSIDERATION OF AUTHORIZING A PURCHASE/SERVICE ORDER FOR PARKING AND REVENUE CONTROL SYSTEMS

Included in the packet is a memorandum from Nicole VanNess outlining the recommendation to purchase replacement equipment at both the Hardy Garage and the Old Town Garage. The current equipment at the Hardy Garage is 5 years past its expected life, and is now ineligible for the latest security compliance requirements for credit card payments. Because of this, we would not be able to accept credit card payments for parking services after June 30, 2018 without replacing the current equipment. An RFP for replacement equipment was published in February with three bid submissions. Traffic and Safety Control was the lowest bid for the Hardy Garage in the amount of \$106,072 with an additional \$2,000 for QR code reader capabilities, and they provided a price for the Old Town Garage in the amount of \$83,626 (this component was not in bid).

This item was presented to the City Commission on March 5 prior to the DDA, due to the timing of securing the equipment.

Based on the need for the equipment, and the reasonable and necessary costs, the following motion is recommended: **DDA Board of Directors authorize a purchase/service order to Traffic and Safety**

Control Systems in the amount of \$108,072 for the replacement of Parking Access and Revenue Control Equipment at the Hardy Garage and QR reading capabilities and the competitive bidding process be waived for a purchase/service order with Traffic and Safety Control Systems in the amount of \$83,626 for the Old Town Garage with funds available in the Parking System Fund.

AGENDA ITEM 3E- CONSIDERATION TO APPROVE AN AGREEMENT WITH MUNSON HEALTH CENTER TO IMPLEMENT THE FRUIT AND VEGETABLE PRESCRIPTION PROGRAM AT THE SARA HARDY DOWNTOWN FARMERS MARKET

In February, the Farmers Market Advisory Board reviewed a grant funded food assistance program proposed by Munson Health Center called the Fruit & Vegetable Prescription Program. The agreement in your packet outlines the term, scope, disbursements, guidelines, and standards of the program. The Farmers Market Advisory Board voted unanimously in support of recommendation of this program to the DDA Board, pending review by the City Attorney.

Following motion is recommended: **DDA Board of Directors approve an agreement with Munson Health Center to implement the Fruit and Vegetable Prescription Program at the Sara Hardy Downtown Farmers Market.**

AGENDA ITEM 3F - 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 continuing the Wednesday markets from 8 am to Noon.

As you will recall last month, the DDA approved changing the time to the evenings, however as identified within Mr. Viox's memorandum, the timing for the Farmers/Vendors is not conducive to the growers. It would be recommended that the DDA staff work with the Farmers Market Advisory Board to have a longer term approach in changing the time of the Market when working on the new Farmer's Market design etc.

Following motion is recommended: **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 8 am to Noon.**

AGENDA ITEM 3G – BATA PRESENTATION ON THE BAYLINE

Tyler Bevier, BATA Transportation Planner, will be at the meeting to give a short presentation on the Bayline, a service that will be launched this June.

AGENDA ITEM 3H - COMMENTS OR QUESTIONS REGARDING WRITTEN REPORTS

EAST FRONT PLANNING – An update on the Plan-It East will be provided by Missy Luick, Assistant Planner at your April meeting.

WEST FRONT PARKING GARAGE – We are working with Rich and Associates for preliminary design/schematics and anticipate these will be ready in May.

PUBLIC RESTROOMS - The public restroom signage is being fabricated. We are looking toward a late March opening.

BREAKWATER PROJECT (location better known as the old 5/3rd Parking Lot on Garland and Union): Developer has provided an overview of the site plan and will be presenting to the Planning Commission on March 20th. At this time, a request was made for an exception for a private surface parking lot. Based on the information there was no exception provided. It is important to note that surface parking would be more appropriate for public parking (see attached excerpt from TDM) which meets the TDM study as well. An exception may be able to be provided should additional information be provided. Should an exception be provided, an overview of the project will be provided to the DDA in April.

PARKING:

TRANSPORTATION DEMAND MANAGEMENT STUDY – Nicole VanNess gave a presentation on the TDM to the Planning Commission in late February with an overview of the residential parking permit program. Further, the residential parking permit program was provided to the City Commission at their study session on February 12th.

Based on the information received, Nicole and I will be meeting to provide a one page strategy for implementing the TDM recommendations. This strategy will be a 1 to 2 year strategy which can be approved and recommended to the City Commission. Further, the TDM study will be presented to the City Commission

DDA STRATEGIC PLAN: I anticipate bringing back to the DDA at your April meeting an overview of your Strategic Plan along with my Work plan based on your strategies.

OTHER:

2017 ANNUAL REPORT – The 2017 Annual Report was completed in February. A digital copy was emailed and is also on the Downtown website. A hard copy will be made available at the meeting.

TRAVERSE CITY RESTAURANT WEEK-The week long culinary event wrapped up last week. We are pleased with the feedback that has been received from the participating restaurants.

DTCA MINUTES - Enclosed are the minutes from the February meeting.

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

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA

Friday, March 16, 2018, 8:00 a.m.

Commission Chambers, Second Floor

Governmental Center, 400 Boardman Avenue, Traverse City

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 February 16, 2018 (approval recommended)
 - B. Consideration of approving Financial Reports and disbursements for DDA, TIF 97, and Old Town TIF dated February 28, 2018 and Financial Reports for Traverse City Parking Services through January 31, 2018 and February 28, 2018. (approval recommended)
3. CEO Report
 - A. Review the Fiscal Year '18-'19 Capital Improvement Plan (CIP) for TIF 97, Old Town TIF, and Traverse City Parking Services
 - B. Update on Uptown Riverwalk Phase I
 - C. Consideration to authorize matching funds for the CZM Program Coastal Water Trails Grant for the Boardman River Water Trail Signage and Interpretive Development Project
 - D. Consideration of authorizing a purchase/service order for Parking and Revenue Control Systems
 - E. Consideration to approve an agreement with Munson Health Center to implement the Fruit and Vegetable Prescription Program at the Sara Hardy Downtown Farmers Market
 - F. Consideration of amending the rules for the Sara Hardy Downtown Farmers Market as recommended by the Farmers Market Advisory Board
 - G. BATA Presentation on the Bayline
 - H. 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
February 16, 2018
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Leah Bagdon-McCallum called the meeting to order at 8:01 a.m.

1. Roll Call

Present: Leah Bagdon-McCallum, Allison Beers, Harry Burkholder, Mayor Jim Carruthers, Collette Champagne (arrived at 8:08a.m.) Scott Hardy, Debbie Hershey, T. Michael Jackson, Jeff Joubran, Gabe Schneider

Absent: Bill Golden & Steve Constantin

2. Consent Calendar. **Motion by Jackson, seconded by Beers that the consent portion of the agenda be approved as amended. Motion carried unanimously.**

a. Approval of minutes for the Regular Meeting of January 19, 2018

b. Approval of approving Financial Reports and disbursements for DDA, TIF 2, TIF 97, and Old Town TIF dated January 31, 2018

c. Approval of request to utilize the Old Town Garage on June 1 and 2 for the Annual TART Recycle-A-Bicycle event

a. 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.

d. Approval of amending the Employee Handbook

a. DDA Board of Directors amend the DDA Employee Handbook as outlined in Parking Administrator, Nicole VanNess' memorandum.

e. Approval of appointments to the Farmers Market Advisory Board

- a. *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.*

f. Approval 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
 - a. Public Restrooms at Lot O - TIF97
 - a. Renamed to "Redevelopment of Lot O"
 - b. Union Street Dam, park improvements and riverbank stabilization - Old Town TIF
 - a. Amount should be reduced

Collette Champagne arrives at 8:08 a.m.

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
 - a. **Motion by Schneider, seconded by Hershey that 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 p.m. to 7 p.m., subject to change due to special circumstances.**
- b. Consideration Of Awarding A Contract With T2 Systems For License Plate Recognition Software
 - a. **Motion by Jackson, seconded by Joubran that 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.**
- c. Comments or Questions regarding Written Report
 - i. **Front Street**
 - i. East Front Planning
 - ii. Uptown Riverwalk Connection
 - iii. West Front Parking Garage
 - ii. **Park Street**
 - i. Public Restrooms
 - iii. **Other**
 - i. 2017 Annual Report

- ii. Community Development
- iii. Presidents' Day Weekend Sale
- iv. Traverse City Restaurant Week
- v. Transportation Demand Management Study
- vi. Parking System Update
- vii. DTCA Minutes
- viii. Farmers Market Advisory Board

5. Public Comment

- a. None at this time

6. Adjournment. The meeting officially adjourned at 8:58 a.m.

Respectfully submitted,

Nick Viox
Projects & Communications Coordinator

DRAFT

DDA Financial Report

		February 28, 2017	February 28, 2018	Budget 17-18 as Approved	Budget 17-18 with Amendments	% of Budget	Budget Variance
REVENUE							
Property Taxes		131,914	317,134	141,000	141,000	224.9%	-176,134
Interest and Dividends		397	416	200	200	207.9%	-216
Miscellaneous		2,696	983	0	0	-	-983
Rents and Royalties		38,595	40,160	53,000	53,000	75.8%	12,840
Administrative Services		443,866	486,377	776,366	776,366	62.6%	289,989
Prior Year Surplus		0	0	0	0	-	0
TOTAL REVENUE		\$617,468	\$845,070	\$970,566	\$970,566	87.1%	\$125,496
EXPENSES							
Payroll Expense		467,954	477,585	752,023	752,023	63.5%	274,438
Health Insurance		38,799	32,316	106,700	106,700	30.3%	74,384
Workers Compensation		13,651	3,534	0	0	-	-3,534
Office Supplies		3,397	5,660	10,000	10,000	56.6%	4,340
Operation Supplies		1,295	1,638	0	0	-	-1,638
Professional/Contractual		53,986	24,821	44,775	56,775	43.7%	31,954
Communications		3,094	3,621	4,800	4,800	75.4%	1,179
Transportation		335	2,405	2,000	2,000	120.2%	-405
Lodging/Meals		2,199	2,936	5,000	5,000	58.7%	2,064
Training		1,415	1,218	2,000	2,000	60.9%	782
Community Promotion		582	3,995	11,500	11,500	34.7%	7,505
Printing/Publishing		504	2,098	1,500	1,500	139.9%	-598
Insurance & Bonds		1,297	0	1,800	1,800	0.0%	1,800
Utilities		5,159	3,344	7,100	7,100	47.1%	3,756
Repairs & Maintenance		975	975	2,200	2,200	44.3%	1,225
Rentals		6,154	4,979	9,000	9,000	55.3%	4,021
Legal Expense		0	0	4,500	4,500	0.0%	4,500
Miscellaneous		123	156	400	400	39.0%	244
Equipment		2,255	995	6,000	6,000	16.6%	5,005
TOTAL EXPENSE		\$603,174	\$572,277	\$971,298	\$983,298	58.2%	\$411,021
						thru fiscal year↓	
NET INCOME/(LOSS)		\$14,293	\$272,793	(\$732)	(\$12,732)	41.7%	

03/09/18

Downtown Development Authority
Balance Sheet
As of February 28, 2018

	Feb 28, 18
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	394,719.74
Fifth Third Savings - 6740	201,882.47
Petty Cash	298.18
Total Checking/Savings	596,700.40
Accounts Receivable	
Accounts Receivable	88,265.48
Total Accounts Receivable	88,265.48
Other Current Assets	
Due From DTCA	615.77
Due From APS	-697.08
Total Other Current Assets	-81.29
Total Current Assets	684,884.57
Other Assets	
Due From Other Funds	26,885.44
Pre-Paid Expense	6,434.00
Total Other Assets	33,319.44
TOTAL ASSETS	718,204.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-425.88
Total Accounts Payable	-425.88
Other Current Liabilities	
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	83.00
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
Total Deposits Payable	14,888.55
Payroll Liabilities	
State Income Tax Payable	1,471.81
State Unemployment Tax Payable	828.81
Health Insurance Payable	531.78
Total Payroll Liabilities	2,832.00
Total Other Current Liabilities	43,778.88
Total Current Liabilities	43,352.90
Total Liabilities	43,352.90
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	294,451.78
Net Income	272,793.08
Total Equity	674,851.11
TOTAL LIABILITIES & EQUITY	718,204.01

03/09/18

Downtown Development Authority
Profit & Loss
February 2018

	<u>Feb 18</u>
Ordinary Income/Expense	
Income	
Administrative Services	52,208.34
Interest & Dividends	-557.01
Property Taxes	-86,820.73
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Total Income	-35,169.40
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Gross Profit	-35,169.40
Expense	
Health Insurance	4,355.86
Lodging, meals	35.03
Payroll Expenses	
457 Company Matching	2,416.71
Hourly Wage Expense	23,270.49
Medicare Tax Expense	645.60
Salaries & Wages	20,106.24
Social Security Tax Expense	2,760.51
SUTA Tax Expense	782.82
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Total Payroll Expenses	49,982.37
Professional/Contractual	360.25
Utilities	81.58
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Total Expense	54,815.09
	<hr/>
Net Ordinary Income	-89,984.49
	<hr/>
Net Income	-89,984.49
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03/09/18

Downtown Development Authority

Profit & Loss

July 2017 through February 2018

	Jul '17 - Feb 18
Ordinary Income/Expense	
Income	
Administrative Services	486,377.21
Interest & Dividends	415.89
Miscellaneous Revenue	983.08
Property Taxes	317,134.03
Rents	40,160.00
Total Income	845,070.21
Gross Profit	845,070.21
Expense	
Communications	3,621.44
Community Promotion	3,994.98
Equipment	994.93
Health Insurance	32,315.75
Lodging, meals	2,936.41
Miscellaneous Expense	156.00
Office Supplies	5,660.14
Operation Supplies	1,637.99
Payroll Expenses	
Direct Deposit Fee	194.25
457 Company Matching	23,127.25
Hourly Wage Expense	185,945.21
Medicare Tax Expense	6,273.79
Salaries & Wages	232,771.36
Social Security Tax Expense	26,825.96
SUTA Tax Expense	2,233.71
Payroll Expenses - Other	213.50
Total Payroll Expenses	477,585.03
Printing & Publishing	2,098.03
Professional/Contractual	24,821.34
Rentals	4,979.19
Repairs & Maintenance	975.00
Training	1,218.00
Transportation	2,404.79
Utilities	3,344.11
Workers Compensation	3,534.00
Total Expense	572,277.13
Net Ordinary Income	272,793.08
Net Income	272,793.08

9:39 AM

03/09/18

DDA - TIF97
Balance Sheet
 As of February 28, 2018

	<u>Feb 28, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	2,019,569.07
Total Checking/Savings	2,019,569.07
Accounts Receivable	
Accounts Receivable	966,777.52
Total Accounts Receivable	966,777.52
Total Current Assets	2,986,346.59
Other Assets	
Due From Other Funds	10,048.50
Total Other Assets	10,048.50
TOTAL ASSETS	2,996,395.09
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	55,054.78
Due to City - Capital Projects	1,830,105.03
Total Accounts Payable	1,885,159.81
Other Current Liabilities	
Deferred Revenue	1,205,000.00
Due To Other Funds	27,145.44
Total Other Current Liabilities	1,232,145.44
Total Current Liabilities	3,117,305.25
Total Liabilities	3,117,305.25
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	-1,619,746.67
Net Income	1,520,036.51
Total Equity	-120,910.16
TOTAL LIABILITIES & EQUITY	2,996,395.09

9:40 AM

03/09/18

DDA - TIF97
Profit & Loss
February 2018

	Feb 18
Income	
Interest	374.44
Property Taxes	103,198.05
Total Income	103,572.49
Expense	0.00
Net Income	103,572.49

9:40 AM

03/09/18

DDA - TIF97
Profit & Loss
July 2017 through February 2018

	<u>Jul '17 - Feb 18</u>
Income	
Interest	-113,993.75
Property Taxes	1,795,874.34
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Total Income	1,681,880.59
Expense	
Capital Outlay	1,990.83
Professional/Contractual	159,853.25
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Total Expense	161,844.08
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Net Income	1,520,036.51

9:43 AM

03/09/18

Accrual Basis

**DDA Old Town TIF
Balance Sheet
As of February 28, 2018**

	<u>Feb 28, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 0650	<u>168,588.08</u>
Total Checking/Savings	<u>168,588.08</u>
Total Current Assets	<u>168,588.08</u>
TOTAL ASSETS	<u><u>168,588.08</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	1,000.00
Net Income	<u>167,588.08</u>
Total Equity	<u>168,588.08</u>
TOTAL LIABILITIES & EQUITY	<u><u>168,588.08</u></u>

9:44 AM

03/09/18

Accrual Basis

DDA Old Town TIF

Profit & Loss

February 2018

	<u>Feb 18</u>
Income	
Interest	17.10
Property Taxes	<u>10,138.62</u>
Total Income	<u>10,155.72</u>
Expense	<u>0.00</u>
Net Income	<u><u>10,155.72</u></u>

9:43 AM

03/09/18

Accrual Basis

DDA Old Town TIF
Profit & Loss
July 2017 through February 2018

	<u>Jul '17 - Feb 18</u>
Income	
Interest	54.64
Property Taxes	<u>168,564.59</u>
Total Income	<u>168,619.23</u>
Expense	
Office Supplies	39.15
Professional/Contractual	<u>992.00</u>
Total Expense	<u>1,031.15</u>
Net Income	<u><u>167,588.08</u></u>

RUN DATE: 3/12/18

CITY OF TRAVERSE CITY
LINE ITEMS AS OF 01/31/2018

PAGE 1

SELECTION: FUND RANGE 585 TO 585
LINE ITEM RANGE 499.00 TO 699.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
502.00 FEDERAL GRANTS	.00	.00	.00	.00	.00	.00	.00	N/A
651.00 PARKING DECK PROCEEDS	370000.00	.00	370000.00	24249.55	286305.35	.00	83694.65	77.38
652.00 PARKING FEES-COIN	1300000.00	.00	1300000.00	87387.84	980651.36	.00	319348.64	75.43
653.00 PERMITS-SURFACE LOTS	240000.00	.00	240000.00	101970.00	179837.50	.00	60162.50	74.93
653.05 PERMITS-PARKING DECK	580000.00	.00	580000.00	203047.75	303253.25	.00	276746.75	52.29
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	335000.00	.00	335000.00	34976.00	295078.60	125.00-	40046.40	88.08
656.20 PARKING FINES-AIRPORT	.00	.00	.00	.00	.00	.00	.00	N/A
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	.00	.00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	3500.00	.00	3500.00	890.01	16340.80	.00	12840.80-	466.88
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	1500.00	18048.00	.00	8252.00	68.62
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00	.00	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	.00	.00	.00	.00	.00	.00	.00	N/A
675.00 CONTRIBUTIONS-PRIVATE SOURCE	.00	.00	.00	.00	.00	.00	.00	N/A
677.00 REIMBURSEMENTS	.00	.00	.00	.00	2091.67	.00	2091.67-	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	.00	.00	.00	216.00	1593.30	100.00-	1493.30-	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	.00	.00	.00	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	200.00-	.00	200.00	N/A
699.00 PRIOR YEARS' SURPLUS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2854800.00	.00	2854800.00	454237.15	2082999.83	225.00-	772025.17	72.96

RUN DATE: 3/12/18

CITY OF TRAVERSE CITY
LINE ITEMS AS OF 01/31/2018

PAGE 1

SELECTION: FUND RANGE 585 TO 585
LINE ITEM RANGE 700.00 TO 999.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	70000.00	.00	70000.00	112.58-	8654.19	.00	61345.81	12.36
704.00 EMPLOYEE OVERTIME	6000.00	.00	6000.00	1780.69	3444.49	.00	2555.51	57.41
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACCT EXPENSE	2700.00	.00	2700.00	.00	2700.41	.00	.41-	100.02
715.00 EMPLOYER'S SOCIAL SECURITY	5700.00	.00	5700.00	122.01	898.81	.00	4801.19	15.77
716.00 EMPLOYEE HEALTH INSURANCE	5300.00	.00	5300.00	719.18	3001.63	.00	2298.37	56.53
717.00 EMPLOYEE LIFE/DISABILITY INS	700.00	.00	700.00	50.11	241.48	.00	458.52	34.50
718.00 RETIREMENT FUND CONTRIBUTION	9500.00	.00	9500.00	13.62	887.83	.00	8612.17	9.35
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	150.00	.00	150.00	80.78-	14.31	.00	135.69	9.54
721.00 WORKERS COMPENSATION INS	1400.00	.00	1400.00	39.15	274.05	.00	1125.95	19.58
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	103.92	1810.72	.00	5189.28	25.87
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	377.07	15074.37	.00	30925.63	32.77
801.00 PROFESSIONAL AND CONTRACTUAL	940000.00	.00	940000.00	74903.03	529948.08	34753.98-	444805.90	56.38
810.00 COLLECTION COSTS	2000.00	.00	2000.00	.00	320.07	.00	1679.93	16.00
850.00 COMMUNICATIONS	50500.00	.00	50500.00	1653.74	11179.99	.00	39320.01	22.14
854.00 CITY FEE	285500.00	.00	285500.00	.00	.00	.00	285500.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	352.57	1790.92	.00	6209.08	22.39
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	.00	5282.82	.00	2717.18	66.04
863.00 TRAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
860.00 COMMUNITY PROMOTION	200.00	.00	200.00	.00	30.00	.00	170.00	15.00
900.00 PRINTING AND PUBLISHING	22000.00	.00	22000.00	.00	726.14	.00	21273.86	3.30
910.00 INSURANCE AND BONDS	21000.00	.00	21000.00	1977.21	13840.47	.00	7159.53	65.91
920.00 PUBLIC UTILITIES	130000.00	.00	130000.00	12566.62	41909.48	.00	88090.52	32.24

RUN DATE: 3/12/18

CITY OF TRAVERSE CITY
LINE ITEMS AS OF 01/31/2018

PAGE 2

SELECTION: FUND RANGE 585 TO 585
LINE ITEM RANGE 700.00 TO 999.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
930.00 REPAIRS AND MAINTENANCE	400000.00	.00	400000.00	2777.79	22951.44	390.00	376658.56	5.74
930.05 RAMSDALL GATE REPAIR & MAINT	1000.00	.00	1000.00	.00	.00	.00	1000.00	.00
940.00 RENTAL EXPENSE	119000.00	.00	119000.00	9067.37	86581.45	.00	32418.55	72.76
956.00 MISCELLANEOUS	10500.00	.00	10500.00	.00	11329.63	.00	829.63	107.90
959.00 DEPRECIATION EXPENSE	429000.00	.00	429000.00	42187.33	295311.31	.00	133688.69	68.84
964.00 TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 EQUIPMENT	234000.00	.00	234000.00	.00	.00	.00	234000.00	.00
988.00 UNALLOCATED FUNDS	37750.00	.00	37750.00	.00	.00	.00	37750.00	.00
GRAND TOTALS	2854900.00	.00	2854900.00	148498.05	1058204.09	34363.98	1831059.89	37.07

RUN DATE: 3/12/18

CITY OF TRAVERSE CITY
LINE ITEMS AS OF 02/28/2018

PAGE 1

SELECTION: FUND RANGE 585 TO 585
LINE ITEM RANGE 499.00 TO 699.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
502.00 FEDERAL GRANTS	.00	.00	.00	.00	.00	.00	.00	N/A
651.00 PARKING DECK PROCEEDS	370000.00	.00	370000.00	12270.25	298575.60	.00	71424.40	80.70
652.00 PARKING FEES-COIN	1300000.00	.00	1300000.00	77158.28	1057809.64	.00	242190.36	81.37
653.00 PERMITS-SURFACE LOTS	240000.00	.00	240000.00	1682.00	181519.50	.00	58480.50	75.63
653.05 PERMITS-PARKING DECK	580000.00	.00	580000.00	6936.00	310189.25	.00	269810.75	53.48
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	335000.00	.00	335000.00	14327.00	309405.60	125.00-	25719.40	92.36
656.20 PARKING FINES-AIRPORT	.00	.00	.00	.00	.00	.00	.00	N/A
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	.00	.00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	3500.00	.00	3500.00	.00	16310.80	.00	12840.80-	466.88
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	.00	18048.00	.00	8252.00	68.62
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00	.00	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	.00	.00	.00	.00	.00	.00	.00	N/A
675.00 CONTRIBUTIONS-PRIVATE SOURCE	.00	.00	.00	.00	.00	.00	.00	N/A
677.00 REIMBURSEMENTS	.00	.00	.00	.00	2091.67	.00	2091.67-	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	.00	.00	.00	100.00	1693.30	100.00-	1593.30-	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	.00	.00	.00	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	200.00-	.00	200.00	N/A
699.00 PRIOR YEARS' SURPLUS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2854800.00	.00	2854800.00	112473.53	2195473.35	225.00-	659551.64	76.90

RUN DATE: 3/12/18

SELECTION: FUND RANGE 585 TO 585
LINE ITEM RANGE 700.00 TO 999.00
DEPARTMENTS

CITY OF TRAVERSE CITY
LINE ITEMS AS OF 02/28/2018

PAGE 1

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	70000.00	.00	70000.00	2208.32	10862.51	.00	59137.49	15.52
704.00 EMPLOYEE OVERTIME	6000.00	.00	6000.00	179.52	3624.01	.00	2375.99	60.40
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACCT EXPENSE	2700.00	.00	2700.00	.00	2700.41	.00	.41	100.02
715.00 EMPLOYER'S SOCIAL SECURITY	5700.00	.00	5700.00	181.28	1080.09	.00	4619.91	18.95
716.00 EMPLOYEE HEALTH INSURANCE	5300.00	.00	5300.00	557.25	3558.88	.00	1741.12	67.15
717.00 EMPLOYEE LIFE/DISABILITY INS	700.00	.00	700.00	43.42	284.90	.00	415.10	40.70
718.00 RETIREMENT FUND CONTRIBUTION	9500.00	.00	9500.00	13.62	901.45	.00	8598.55	9.49
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	150.00	.00	150.00	.00	14.31	.00	135.69	9.54
721.00 WORKERS COMPENSATION INS	1400.00	.00	1400.00	39.15	313.20	.00	1086.80	22.37
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	1212.59	3023.31	.00	3976.69	43.19
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	.00	15074.37	.00	30925.63	32.77
801.00 PROFESSIONAL AND CONTRACTUAL	940000.00	.00	940000.00	76677.99	606626.07	34753.98	368127.91	64.53
810.00 COLLECTION COSTS	2000.00	.00	2000.00	.00	320.07	.00	1679.93	16.00
850.00 COMMUNICATIONS	50500.00	.00	50500.00	1882.63	13062.62	.00	37437.38	25.87
854.00 CITY FEE	285500.00	.00	285500.00	.00	.00	.00	285500.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	240.49	2031.41	.00	5968.59	25.39
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	.00	5282.82	.00	2717.18	66.04
863.00 TRAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
880.00 COMMUNITY PROMOTION	200.00	.00	200.00	.00	30.00	.00	170.00	15.00
900.00 PRINTING AND PUBLISHING	22000.00	.00	22000.00	770.04	1496.18	.00	20503.82	6.80
910.00 INSURANCE AND BONDS	21000.00	.00	21000.00	2110.81	15951.28	.00	5048.72	75.96
920.00 PUBLIC UTILITIES	130000.00	.00	130000.00	16956.06	58865.54	.00	71134.46	45.28

RUN DATE: 3/12/18

CITY OF TRAVERSE CITY
LINE ITEMS AS OF 02/28/2018

PAGE 2

SELECTION: FUND RANGE 585 TO 585
LINE ITEM RANGE 700.00 TO 999.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
930.00 REPAIRS AND MAINTENANCE	400000.00	.00	400000.00	5720.96	28672.40	390.00	370937.60	7.17
930.05 RAMSDALL GATE REPAIR & MAINT	1000.00	.00	1000.00	.00	.00	.00	1000.00	.00
940.00 RENTAL EXPENSE	119000.00	.00	119000.00	7400.00	93961.45	.00	25018.55	78.98
956.00 MISCELLANEOUS	10500.00	.00	10500.00	.00	11329.63	.00	829.63	107.90
959.00 DEPRECIATION EXPENSE	429000.00	.00	429000.00	42187.33	337498.64	.00	91501.36	78.67
964.00 TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 EQUIPMENT	234000.00	.00	234000.00	.00	.00	.00	234000.00	.00
988.00 UNALLOCATED FUNDS	37750.00	.00	37750.00	.00	.00	.00	37750.00	.00
GRAND TOTALS	2854900.00	.00	2854900.00	158381.46	1216585.55	34363.98	1672678.43	42.61

TRAVERSE CITY DDA SIX YEAR CAPITAL IMPROVEMENT PLAN Budget Year 2018-2019 by Fund												
	Prioritization Rank (2015)	Project Type	Carry Forward 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Funding Sum	Other Funds	Project Cost

TAX INCREMENT FINANCING FUND

TIF 97												
200 Block Alley Enhanced Improvements	4	Visionary	\$0	\$0	\$0	\$0	\$817,000	\$0	\$0	\$817,000	\$0	\$817,000
Civic Square	6	Visionary	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$1,000,000	\$5,000,000	\$6,000,000
East Front Streetscapes (Boardman to Grandview Parkway)	7	Capital	\$0	\$0	\$0	\$0	\$257,500	\$0	\$0	\$257,500	\$257,500	\$515,000
Farmers Market	3	Capital	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$600,000	\$2,400,000	\$3,000,000
Grandview Parkway Pedestrian Crossing	7	Visionary	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000	\$0	\$500,000
Lower Boardman River Universal Access	4	Visionary	\$0	\$0	\$0	\$0	\$0	\$700,000	\$0	\$700,000	\$0	\$700,000
North Cass Street Bridge Rehabilitation	-	Maintenance	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000	\$935,000	\$1,035,000
Park Street Bridge Repair	-	Maintenance	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000	\$850,000	\$1,000,000
Redevelopment of Lot O	5	Visionary	\$0	\$0	\$0	\$0	\$0	\$316,000	\$0	\$316,000	\$0	\$316,000
South Cass Street Bridge Repair (+Old Town TIF)	-	Maintenance	\$0	\$66,000	\$0	\$0	\$0	\$0	\$0	\$66,000	\$916,000	\$982,000
South Union Street Bridge Repair (+Old Town TIF)	-	Maintenance	\$0	\$0	\$0	\$63,000	\$0	\$0	\$0	\$63,000	\$1,071,000	\$1,134,000
Uptown/West Front Riverwalk from Union Street Dam to West Front Bridge	4	Capital	\$710,000	\$490,000	\$0	\$0	\$0	\$0	\$0	\$1,200,000	\$0	\$1,200,000
Wellington Plaza Erosion Stabilization	-	Maintenance	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
Traffic Signal Mast Arm	-	Capital	\$0	\$0	\$140,000	\$0	\$0	\$0	\$0	\$140,000	\$0	\$140,000
West Front Street Bridge Replacement	-	Maintenance	\$0	\$220,000	\$0	\$0	\$0	\$0	\$0	\$220,000	\$1,100,000	\$1,320,000
West Front Street Redevelopment Bond (with Parking System)	2	Capital	\$317,500	\$635,000	\$635,000	\$635,000	\$635,000	\$635,000	\$635,000	\$4,127,500	\$875,000	\$5,002,500
Total TIF 97 CIP			\$1,027,500	\$1,611,000	\$1,375,000	\$698,000	\$2,709,500	\$2,251,000	\$635,000	\$10,307,000	\$13,404,500	\$23,711,500
Total TIF 97 excluding visionary			\$1,027,500	\$1,611,000	\$1,375,000	\$698,000	\$2,709,500	\$2,251,000	\$635,000	\$10,307,000	\$8,404,500	\$15,378,500
\$0												

Old Town TIF												
Eighth Street street and streetscape improvements ¹		Capital	\$0	\$0	\$475,000	\$475,000	\$475,000	\$0	\$0	\$1,425,000	\$9,075,000	\$10,500,000
Eighth Street Bridge Repair		Maintenance	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000	\$750,000	\$900,000
Lake & Cass: Streetscape Improvements		Capital	\$0	\$675,700	\$0	\$0	\$0	\$0	\$0	\$675,700	\$622,750	\$1,298,450
Rivers Edge riverwalk decking replacement		Maintenance	\$0	\$0	\$106,869	\$0	\$0	\$0	\$0	\$106,869	\$0	\$106,869
Union Street Dam, park improvements and riverbank stabilization		Visionary	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$10,000,000	\$10,100,000
Union Street and streetscape - Ninth Street		Maintenance	\$0	\$0	\$0	\$334,530	\$0	\$0	\$0	\$334,530	\$334,530	\$669,060
South Cass Street Bridge Repair (+TIF97)		Maintenance	\$0	\$66,000	\$0	\$0	\$0	\$0	\$0	\$66,000	\$916,000	\$982,000
South Union Street Bridge Repair		Maintenance	\$0	\$0	\$0	\$0	\$63,000	\$0	\$0	\$63,000	\$1,071,000	\$1,134,000
Boardman Riverwalk south of Eighth Street bridge		Capital	\$0	\$0	\$0	\$0	\$690,700	\$0	\$0	\$690,700	\$0	\$690,700
Total Old Town TIF			\$0	\$891,700	\$681,869	\$809,530	\$1,228,700	\$0	\$0	\$3,611,799	\$22,769,280	\$26,381,079
TOTAL TAX INCREMENT FINANCING FUND CIP			\$1,027,500	\$2,502,700	\$2,056,869	\$1,507,530	\$3,938,200	\$2,251,000	\$635,000	\$13,918,799	\$36,173,780	\$50,092,579
\$0												

The TIF 2 Plan has expired

The TIF 97 Plan also allows:

- Convention Center Parking Deck
- Bayfront Plan Improvements within TIF 97 District
- Park Improvements
- Hannah Park Pedestrian Bridge
- 100 East State Parking Structure
- Boardman Street Pedestrian Bridge
- Streetscape Improvements
- Boardman River Riverwalk and Mooring
- Street, Alley and Sidewalk Improvements

The Old Town TIF Plan also allows:

- Lay & Hannah Park Improvements
- Boardman Lake Avenue
- Midtown Riverwalk decking replacement
- Riverine Riverwalk
- Snowmelt
- Lake Ave-Locust to Eighth

CITY OF TRAVERSE CITY, MICHIGAN
SIX YEAR CAPITAL IMPROVEMENT PLAN
Budget Year 2018-2019 by Fund

	Carry Forward	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Funding	Other	Project	Project
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Sum	Funds	Cost	ID
PARKING SYSTEM FUND											
Auto Parking System											
Camera System Expansion	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000	
Lot B Rehab - Farmers Market Space (with TIF 97)	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$400,000	\$2,600,000	\$3,000,000	545
Lot C Resurfacing	\$0	\$0	\$0	\$80,000	\$0	\$0	\$0	\$80,000	\$0	\$80,000	
Lot J Resurfacing	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000	\$0	\$50,000	
Lot K Resurfacing	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000	\$0	\$30,000	
Lot O Resurfacing & Remediation	\$0	\$0	\$0	\$0	\$430,000	\$0	\$0	\$430,000	\$0	\$430,000	708
Lot T Resurfacing	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000	\$0	\$200,000	
Old Town Garage LED Light Conversion	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000	
Replace Old Town Garage Revenue Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Replace Old Town Garage Lane Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Replace Hardy Garage Lane Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Replace Hardy Garage Revenue Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	
Replace Hardy Garage Boilers	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0	\$60,000	\$0	\$60,000	
Replace Old Town Garage Boilers	\$0	\$0	\$0	\$0	\$0		\$70,000	\$70,000	\$0	\$70,000	
West Front Garage Bond Issue (with TIF 97)	\$0	\$0	\$0	\$125,000	\$250,000	\$250,000	\$250,000	\$875,000	\$4,060,000	\$4,935,000	
Total Auto Parking System	\$0	\$100,000	\$760,000	\$285,000	\$680,000	\$250,000	\$320,000	\$2,395,000	\$6,660,000	\$9,055,000	
TOTAL AUTO PARKING SYSTEM FUND	\$0	\$100,000	\$760,000	\$285,000	\$680,000	\$250,000	\$320,000	\$2,395,000	\$6,660,000	\$9,055,000	



Engineering
Surveying
Testing &
Operations

123 West Front Street
Traverse City, Michigan 49684
231 946 5874
231 946 3703

Jean Derenzy
DDA Director
PO Box 42
Traverse City, MI 49685

March 8, 2018

RE: Riverwalk Phase 1

Ms. Derenzy-

Thank you for the opportunity to work with the DDA and the City of Traverse City on the Riverwalk project. February 23rd GFA submitted a work plan progress update, phase 1 plans, specifications, estimates, and permit applications to the City of Traverse City for review. Comments were received back on the work plan progress update and the phase 1 plans on March 2nd. With this letter please find the revised documents incorporating those comments:

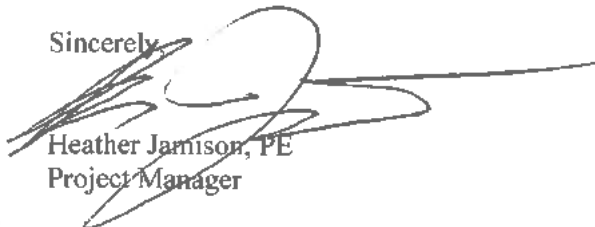
- Work Plan Progress Update rev 03/08/2018
- Engineer's Estimate for Phase 1 construction
- Technical Specifications for Phase 1 construction
- DNR Natural Rivers permit application
- DEQ/USACE Joint permit application
- Phase 1 plan set rev 03/08/2018

GFA has understood the City of Traverse City will be providing the front end proposal documents to accompany the technical specifications. GFA recommends identifying the construction time frame to include 90 work days, in accordance with DNR, and DEQ guidelines for river construction, and a completion date of October 31, 2018. The contractor will be responsible to obtain a permit from the City of Traverse City for construction.

As a reminder the Phase 2 and 3 visioning session is scheduled for March 14th, 10:00am-noon, at the GFA office, if you are available to attend.

Please let me know if you need any additional information, or if you would like .PDF versions of the above documents.

Sincerely,



Heather Jamison, PE
Project Manager

Cc: Tim Lodge, PE, City of Traverse City

enc

**CITY OF TRAVERSE CITY
2018 BOARDMAN RIVER WALK PHASE 1
TENTATIVE SCHEDULE
3-13-18**

Permit Submittal	March 23, 2018
Completed Bid Package	March 30, 2018
Advertise:	March 30, 2018
Pre-Bid Conference (Not Mandatory)	April 18, 2018 10:00AM CC Chambers
Bids Due:	May 3, 2018 1:00 PM Thursday
City Commission Memo Due:	May 14, 2018
DDA Meeting	May 18, 2018
City Commission Meeting:	May 21, 2018
Contract Executed (city):	June 4, 2018
Notice to Proceed:	June 4, 2018 (Pending Permits)
Work period	June 4 to September 21, 2018
Substantial Completion	September 7, 2018
Final Completion:	September 21, 2018

Project Description:

For maintenance and repairs to the existing wooden boardwalk and extension to the public stairway access at the Uptown Development and a replacement of the existing stairs with a new ADA ramp access off and stairs off of Parking Lot E and related work.





TC Riverwalk

Selected Native Shoreline Plants

See design sheets for Phase II/III identified planting areas.



COMMON BUTTONBUSH

Cephalanthus occidentalis L.

Buttonbush is an obligate wetland shrub suitable for wetland restoration, created wetlands, and riparian zones. It has exceptional wildlife benefits. The seed is eaten by eight species of waterfowl and the twigs by three species of mammals.



GOLDEN ALEXANDERS

Zizia aurea (L.)

Golden Alexanders has its greatest potential as a component of conservation mixes and wildflower gardens. In wet, sunny meadows and open woodlands it will naturalize. The flowers are attractive to many kinds of butterflies and many other insects. It is an excellent source of accessible pollen and nectar to many beneficial insects.

Golden Alexanders is a carefree plant which occurs naturally in small colonies on wet soils. It prefers wet sites, but is very tolerant of dry conditions in the summer.



GREAT BLUE LOBELIA

Lobelia siphilitica L.

Hummingbirds are attracted to the nectar.

The Iroquois used the plant as a cough medicine.

This plant is found in swamps and wet ground from Maine to Manitoba and Colorado, south to North Carolina and Texas.



NANNYBERRY

Viburnum lentago L.

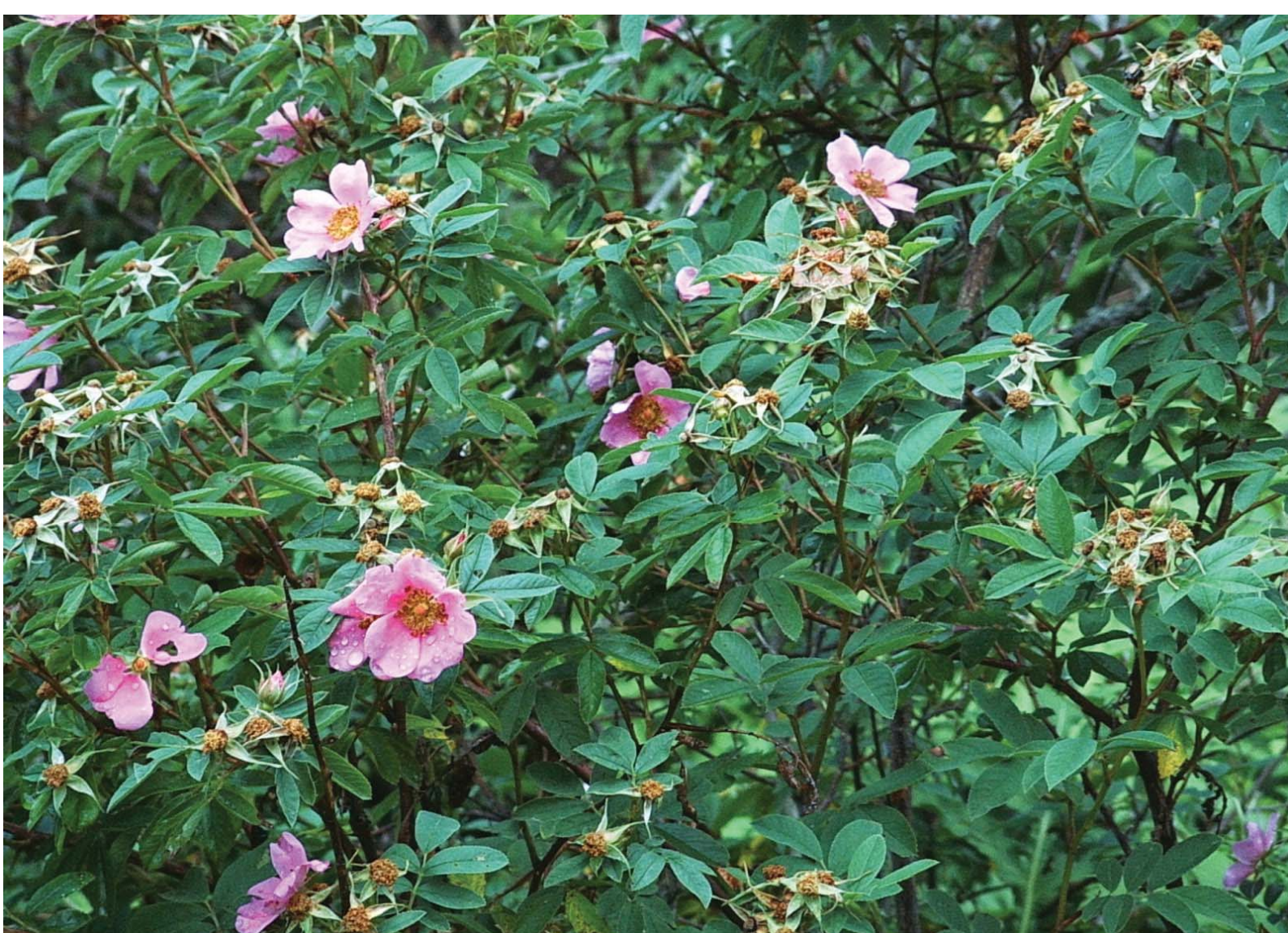
Nannyberry is a shade-tolerant, understory species useful in landscape plantings as shrub borders, taller barriers, hedges, and windbreaks. It produces good seasonal displays of flowers, fruits, and fall leaf color. The fruits are sweet and edible and are eaten by many species of birds and wildlife. Mature foliage is dark glossy green, becoming deep maroon to red in the fall.



INDIANGRASS

Sorghastrum nutans L.

Indiangrass is excellent for wildlife habitat and food for deer. Can be used on critical-area seeding, for roadside cover, and on areas subject to wind erosion. *Sorghastrum nutans* (L.) Nash, indiangrass, is a native, perennial, warm-season grass, and a major component of the tall grass vegetation which once dominated the prairies of the central and eastern United States.



SWAMP ROSE

Rosa palustris Marsh.

This species is an attractive shrub throughout the entire year. The fruits are eaten by wildlife. Rose family (Roseaceae). Swamp rose is a native, perennial shrub that grows up to seven feet tall. This species is abundant in swampy habitats and along ditches and streams. It grows best in damp or wet rich loamy soil, in full sun or partial shade.



CANADIAN WILD GINGER

Asarum canadense L.

Canadian wildginger is an alternate food source for the pipevine swallowtail butterfly.

Wild ginger is a native spring wildflower which occurs in rich woods and wooded slopes throughout the State. Basically a stemless plant which features two downy, heart-shaped to kidney-shaped, handsomely veined, dark green, basal leaves (to 6" wide). Cup-shaped, purplish brown flowers (1" wide) appear in spring on short, ground-level stems arising from the crotch between the two basal leaves.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Administrator
Date: March 2, 2018
Re: PARCS Equipment Replacement

The Parking Access and Revenue Control System (PARCS) equipment at the Hardy Garage is the original equipment installed when the garage was opened in 2003. We have held off on replacement as we have routinely maintain the equipment to stretch its lifespan. The typical life of PARCS equipment is 10 years, and we planned to allocate funds for the replacement of the as a capital improvement in the 2019/2020 fiscal year. The Old Town Garage has the original equipment from 2009, and its replacement was planned for 2023/2024.

In October 2017, the Park Place began the renovation of their new Conference Center. At that time, we anticipated having to move the equipment replacement for Hardy into the current fiscal year so we have held off on other budgeted equipment. On February 7, 2018, we posted the RFP for the PARCS equipment replacement. At a minimum, the requirements required replacement of existing equipment and software to provide current functionality. We also provided an option to provide additional software services that would allow us to offer the conference center expanded functionality.

On February 20th our current vendor informed us that the equipment at Hardy and Old Town would no longer have the ability to be upgraded to meet PCI and DSS (Payment Card Industry Data Security Standard) compliance. Not having the ability to upgrade the existing equipment means any credit card processed would not be transmitted in a secure environment. Operating a non-PCI environment opens customers up to security risks and can lead to fines.

We received three proposals, and have selected the lowest bid. We moved the approval of the Hardy PARCS Replacement to go before the City Commission on Monday, March 5th prior to seeking DDA Board approval. Our reason for moving forward is due to the current equipment being ineligible to accept credit cards as of June 30, 2018. We are optimistic the 2 additional weeks will increase our chances to avoid credit card downtime. Equipment has an 8-12 week lead time. Best case scenario, we will receive the equipment the first week of June. Depending on installation scheduling, we may be able to have the equipment in prior to Cherry Festival, but the timeline will be tight.

**TRAVERSE CITY DDA - FRUIT AND VEGETABLE
PRESCRIPTION PROGRAM SERVICES AGREEMENT**

THIS AGREEMENT is made effective as of _____, 2018 (“Effective Date”), by and between **MUNSON MEDICAL CENTER**, of 1105 Sixth Street, Traverse City, Michigan 49684 (the "Hospital"), and **TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY**, of 303 E. State Street, Suite C, PO Box 42, Traverse City, Michigan 49685-0042 (the "Contractor").

RECITALS

1. The Hospital is located in Traverse City, Michigan and desires the services of a Farm Market to establish a Fruit and Vegetable Prescription Program;
2. Contractor operates the Sara Hardy Farmers Market (the “Market”) in Traverse City, Michigan; and
3. The Hospital desires Contractor to perform certain services as further described in this Agreement.

TERMS

NOW, THEREFORE, in consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. SCOPE OF ENGAGEMENT

- A. Funds are to be used by the Contractor to reimburse participating vendors at the Sara Hardy Downtown Farmers Market for Fruit and Vegetable Prescriptions spent by customers at their stalls at the Market in exchange for eligible products.
- B. Products eligible for Fruit and Vegetable Prescriptions redemption are fresh, Michigan-grown fruits, vegetables, and fruit and/or vegetable bearing seedling plants.
- C. Fruit and Vegetable Prescriptions are used as currency proxy for redemption at the Market.
- D. Fruit and Vegetable Prescription Funds shall not qualify for the Fruit and Vegetable Prescriptions nor may they be used to reimburse a vendor at the Market if the vendor provided a customer with ineligible product.
- E. Fruit and Vegetable Prescription Funds may not be used to reimburse a vendor who is not participating in the Fruit and Vegetable Prescription Program or has not signed a Vendor Agreement with the Sara Hardy Farmers Market.
- F. Any portion of the funds not used within the term period or not used for the purposes stated above must be returned to Hospital within one month of when both the Contractor and Hospital have agreed upon a reconciliation statement, unless the Contractor receives express written consent from Hospital.
- G. Fruit and Vegetable Prescription funds shall be kept separately on the Contractor’s books of account as Fruit and Vegetable Prescription funds from Hospital; and accurate records

of the funds received and expenses incurred under the agreement should be kept in accordance with generally accepted accounting principles.

- H. Financial and program based records related to the Fruit and Vegetable Prescription Program will be retained for at least four years after the completion of the Contractor's use of the Fruit and Vegetable Prescription funds.
- I. Hospital, at its request, shall have reasonable access to the Contractor's and/or the Market's files, records, personnel and premises for the purposes of making financial audits, verifications, or program evaluations as it deems necessary concerning the Fruit and Vegetable Prescription Program.
- J. No part of the Fruit and Vegetable Prescription funds may be used to carry on propaganda, or otherwise attempt to influence legislation or to influence or to participate in or to intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.
- K. This agreement becomes null and void, and funds of the Fruit and Vegetable Prescription Program must be returned if the terms and conditions of the Fruit and Vegetable Prescription Program are not met by the Contractor.
- L. The Contractor should have the correct number of Fruit and Vegetable Prescriptions at the end of the Market season based on reporting provided. Within the direction of Hospital, Hospital may waive any return of Fruit and Vegetable Prescription funds if there is a small margin of error with the reconciliation of Fruit and Vegetable Prescriptions.

2. PROGRAM GUIDELINES AND STANDARDS

The Contractor is responsible for ensuring Fruit and Vegetable Prescription Program guidelines are followed at the Market and agrees to administer the Program as directed by Hospital. The Contractor will:

A. Vendor Education

- i. Provide Fruit and Vegetable Prescription Program information to all vendors at the Market, including those vendors who sell eligible products and those who do not sell eligible products.
- ii. Distribute a Fruit and Vegetable Prescriptions sign to each participating vendor and ensure the signs are visibly posted for customers during the Market's hours of operation.
- iii. Communicate a defined process and schedule for Fruit and Vegetable Prescriptions redemption and reimbursement with participating vendors at the Market.

B. Redemption and Reimbursement to Vendors

- i. Make reimbursement payments to participating vendors for the cash value of Fruit and Vegetable Prescriptions redeemed at the Market for eligible product within one month of redemption.

- ii. Prior to reimbursement, the Market must have a signed Fruit and Vegetable Prescriptions Vendor Agreement on file for each vendor for each year of this Fruit and Vegetable Prescription Program. The Contractor must provide a copy of this Agreement to Hospital upon request.
- iii. If the Contractor makes cash reimbursement payments for Fruit and Vegetable Prescriptions redemption by vendors, the Contractor must be able to verify to Hospital that these payments were made by providing a receipt by each vendor or obtaining vendor's signature at time of reimbursement.
- iv. The last day for vendors to accept Fruit and Vegetable Prescriptions in exchange for eligible product is the Market's closing day of the season, and the last day for the Contractor to reimburse vendors for redeemed Fruit and Vegetable Prescriptions is one week after the Market's closing day of the season.

3. RECORD-KEEPING AND REPORTING

A. Monthly Reports:

The Contractor will submit weekly totals of the following in monthly reports to Hospital:

- i. Cash value of Fruit and Vegetable Prescriptions redeemed by participating vendors and dispersed to customers

B. Verification of Monthly Reports

The Contractor will submit to Hospital the following supporting documentation records within one month of the Market's closing day:

- i. Vendor record sheets for each market day indicating cash value of Fruit and Vegetable Prescriptions redeemed by each vendor. Excel or spreadsheet document with required elements of Vendor Record sheet is allowable.
- ii. Reimbursement payments made to vendors for Fruit and Vegetable Prescriptions redeemed by the vendors as demonstrated by either:
 - a) Completed payment record column on Vendor Record Sheet provided by Hospital with date, check number, and total dollar value of check. Hospital only requires payment record for Fruit and Vegetable Prescriptions reimbursements.
 - b) Report from Contractor's accounting software verifying each reimbursement payment made to vendors, aligned with redemption documentation.
 - c) With Hospital permission, alternative forms of documentation may be acceptable.

C. Year-End Requirements

- i. Provide Hospital a copy of signed Fruit and Vegetable Prescriptions Vendor Agreements for participating vendors. Electronic copies and signatures are allowable.
- ii. The Contractor will complete a year-end market manager evaluation survey.

4. EVALUATION

- A. The Contractor may opt-in to distribute a questionnaire and/or survey to vendors provided by Hospital during the Market's season, and return completed surveys in an envelope provided with pre-paid postage within a month of collection.
- B. The Contractor will allow for additional evaluation methods at the Market as requested by Hospital, an independent evaluation firm, or the United States Department of Agriculture (USDA).

5. REPORT SCHEDULE

Due Date	Report Name	Report Format
Due the first Wednesday of each month for previous month's activity.	Monthly Report	
Due within one-month of completion	Vendor Surveys	Contractor may opt-in to participating and mail completed surveys in an envelope provided by Hospital with pre-paid postage.
Due within one month of 9/30/2018. Agreements must be made available upon request by Hospital.	Signed Vendor Agreements	Markets must submit hard copy records either in-person, via mail, or by scanning and sending electronically to Hospital.

6. DISBURSEMENT OF FUNDS

Hospital will disburse funds following the receipt of counter-signed agreement and a W-9 or copy of tax exempt letter from IRS for tax exempt organizations from the Contractor in the following method.

- a) Single Payment: Funds will be released to the Contractor in a single payment made by a check.

If Contractor violates any of its duties (including failing to make timely or accurate reports) then Hospital could require a refund from Contractor to Hospital of part of the Fruit and Vegetable Prescriptions Program that relates to or is impacted by the breach by the Contractor. Hospital reserves the right to discontinue, modify or withhold any payment due under the Fruit and Vegetable Prescription Program, to require repayment of expended Fruit and Vegetable Prescription funds, or a refund of unexpended Fruit and Vegetable Prescription Program funds, if, in its judgment, such action is necessary to comply with the requirements of any law or regulations affecting its responsibility with respect to the Fruit and Vegetable Prescription Program. If any of the conditions of the Fruit and Vegetable Prescription Program are violated by Contractor, in addition to requiring a refund of the amount giving rise to the violation,

Hospital will have no further obligation to continue to fund the Fruit and Vegetable Prescription Program.

The foregoing conditions comply with Hospital's obligation under U.S. law to make reasonable efforts and establish adequate procedures to see that the Fruit and Vegetable Prescription Program funds are spent solely for the purposes for which they have been granted and to obtain full and complete records on how the Fruit and Vegetable Prescription Program funds have been expended. Changes in the U.S. laws or regulations may require Hospital to ask that more detailed reports be submitted or other steps be taken. Hospital will inform the Contractor of any such changes. If the Contractor accepts the above stated conditions, please have a duly authorized representative of the Fiduciary or Contractor sign below and make a copy for the Organization's files. Electronic signatures are acceptable.

7. TERM AND TERMINATION.

A. This Agreement shall become effective as of the effective date and shall continue in effect until **September 30, 2018**, unless terminated by either party upon 90 days' written notice of termination.

B. Notice. Any notice under this Agreement shall be directed to:

For the Hospital: Munson Healthcare
1105 Sixth Street
Traverse City, MI 49684
Attention: Amanda Woods

For the Contractor: Traverse City DDA
P.O. Box 42
Traverse City, MI 49685
Attn: Nick Viox

C. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original copy of the Agreement, and all of which, when taken together, shall be deemed to constitute one and the same Agreement. Signatures to this Agreement transmitted by fax, by electronic mail in "portable document format" (".pdf"), or by any other electronic means intended to preserve the original graphic and pictorial appearance of the Agreement, shall have the same effect as physical delivery of the paper document bearing the original signature.

9. MISCELLANEOUS.

A. General Liability Insurance. Each party agrees to maintain, at its own cost, standard comprehensive general liability and property damage insurance coverage, or its equivalent (e.g., a lawful self-insurance plan), to insure against claims that may arise out of, or in connection with the performance of, this Agreement by the parties, their employees, and their

agents.

- B. Evidence of Coverage.** The Contractor agrees to provide to the Hospital, upon request, certificates or memoranda evidencing all coverage required under this Agreement and to notify such other party in writing at least thirty (30) days before any cancellation or termination of such insurance or any change in the dollar amount of coverage provided.
- C. Independent Contractor Status.** In performing its responsibilities pursuant to this Agreement, it is understood and agreed that the Contractor and its assigned workers are at all times acting as independent contractors of the Hospital. The workers shall not be considered employees of the Hospital and shall not be entitled to any benefits provided by the Hospital to its employees. The parties understand that the Hospital will not withhold taxes from any payments made by the Hospital pursuant to this Agreement or pay or withhold social security or other payroll taxes. Nothing contained in this Agreement shall be construed to create a partnership or joint venture between the Hospital and the Contractor, or to authorize any party to act as an agent of the other, except as specifically set forth in this Agreement
- D. Indemnification.** To the extent permitted by law, the parties agree to indemnify and to hold each other, their respective agents, and employees harmless from and against all claims, damages, losses, and expenses, including, but not limited to, reasonable attorney fees arising out of the performance of this Agreement which is caused in whole or in part by the other party's negligent act or omission, or that of an agent or employee of the other party, provided, however, neither party shall be obligated to provide indemnification to the other party if such other party would be prohibited by law from providing indemnification under like or similar circumstances and each parties' obligation to provide indemnification is limited to the extent and up to the limits of each parties' insurance coverage for such claims, damages, losses, and expenses.
- E. Non-Discrimination.** The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity. Breach of this covenant may be regarded as a material breach of this Agreement.

Additionally, in the event this Agreement is subject to Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted Programs for the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, the provisions contained in Contract Document S. Appendix A shall apply.

- F. Enforcement.** The parties agree that any action brought to enforce this Agreement or to recover amounts owed under this Agreement may be brought in any state court located in Grand Traverse County, Michigan, having subject matter jurisdiction, and the parties specifically consent to the exclusive personal jurisdiction and exclusive venue of such court.

The parties further agree that any expenses (including reasonable attorney fees) incurred by a party in enforcing this Agreement or in recovering amounts owed to said party shall be added to the amounts owed as principal under this Agreement if such party prevails, and that any judgment entered shall include such expenses.

G. Assignment. No party may assign or delegate its obligations under this Agreement without the prior written consent of the other party.

H. Third Parties. This Agreement shall be enforceable only by the Hospital and the Contractor and their successors in interest by virtue of an assignment which is not prohibited under the terms of this Agreement. No other person shall have the right to enforce any provision of this Agreement.

I. Entire Agreement. This Agreement contains the entire agreement of the parties, and supersedes all prior written or oral agreements, statements, discussions, and understandings, on matters described herein.

J. Amendment. This Agreement may be amended from time to time, in writing, signed by the parties.

K. Governing Law; Waiver. This Agreement is drawn to be effective in and shall be construed in accordance with the laws of the State of Michigan. A waiver of any of the terms and conditions hereof shall not be construed as a general waiver by the Hospital or the Contractor, and the Hospital or the Contractor shall be free to reinstate any such term or condition, with or without notice to the other party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the dates set opposite the signatures of the parties.

MUNSON MEDICAL CENTER

Date: _____, 2018

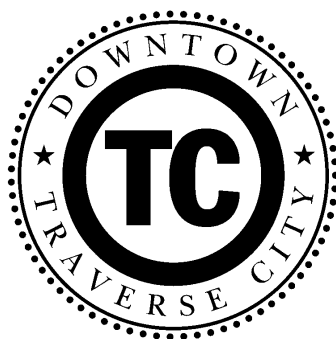
By: _____
Alfred E. Pilon, Jr.
Its President

**TRAVERSE CITY DOWNTOWN DEVELOPMENT
AUTHORITY**

Date: _____, 2018

By: _____

IC Traverse City DDA – Sara Hardy Farmers Market



To: Downtown Development Authority

From: Nick Viox, Projects & Communications Coordinator

Re: Farmers Market Advisory Board Postponing Wednesday Time Change

Date: March 6, 2018

Per an email sent in November, the Advisory Board has been reviewing ways to breathe life into our Wednesday markets that have seen noticeable decreases in both vendor and customer participation. After reviewing the feedback from that email, numerous meetings, and a firm communications and parking plan, the Advisory Board proposed to the DDA Board that we change the market times from the 8am - Noon slot to the 4pm-7pm slot. The DDA Board approved this proposal at the their February Meeting.

After the approval, the Advisory Board received a number of heartfelt and warranted concerns from over ten vendors about the time change. A good number of these vendors are what we consider our anchor vendors at our Wednesday markets. At the March Advisory Board meeting, the Advisory Board reviewed these concerns and letters at length. When reviewing, it appeared that there was absolute interest in the time change, but not at this late in the season for vendors. Many vendors have already begun staffing, crop selection and planning, and market/farm promotions that would simply not be conducive to the time change. With such a large number of newly provided input, the Advisory Board has now proposed a recommendation to the DDA Board to postpone the time change of Wednesday markets for a future time, after more vendor discussion and buy-in. There was a unanimously passed motion to recommend to the DDA Board to change the timing of Wednesday Markets to 8am - Noon, as in previous years, based on vendor feedback.

The Advisory Board thanks the DDA Board for their patience and review of this rule. The Advisory Board represents many stakeholders and, per our last meeting, will be more diligent about accessing our vendors for feedback when it comes to decisions like this.



CHANGING TRAVEL TO

DOWNTOWN TC

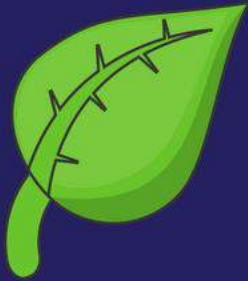
Bay Area Transportation Authority



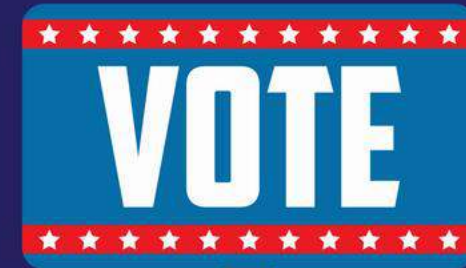
BATA
Bay Area Transportation Authority

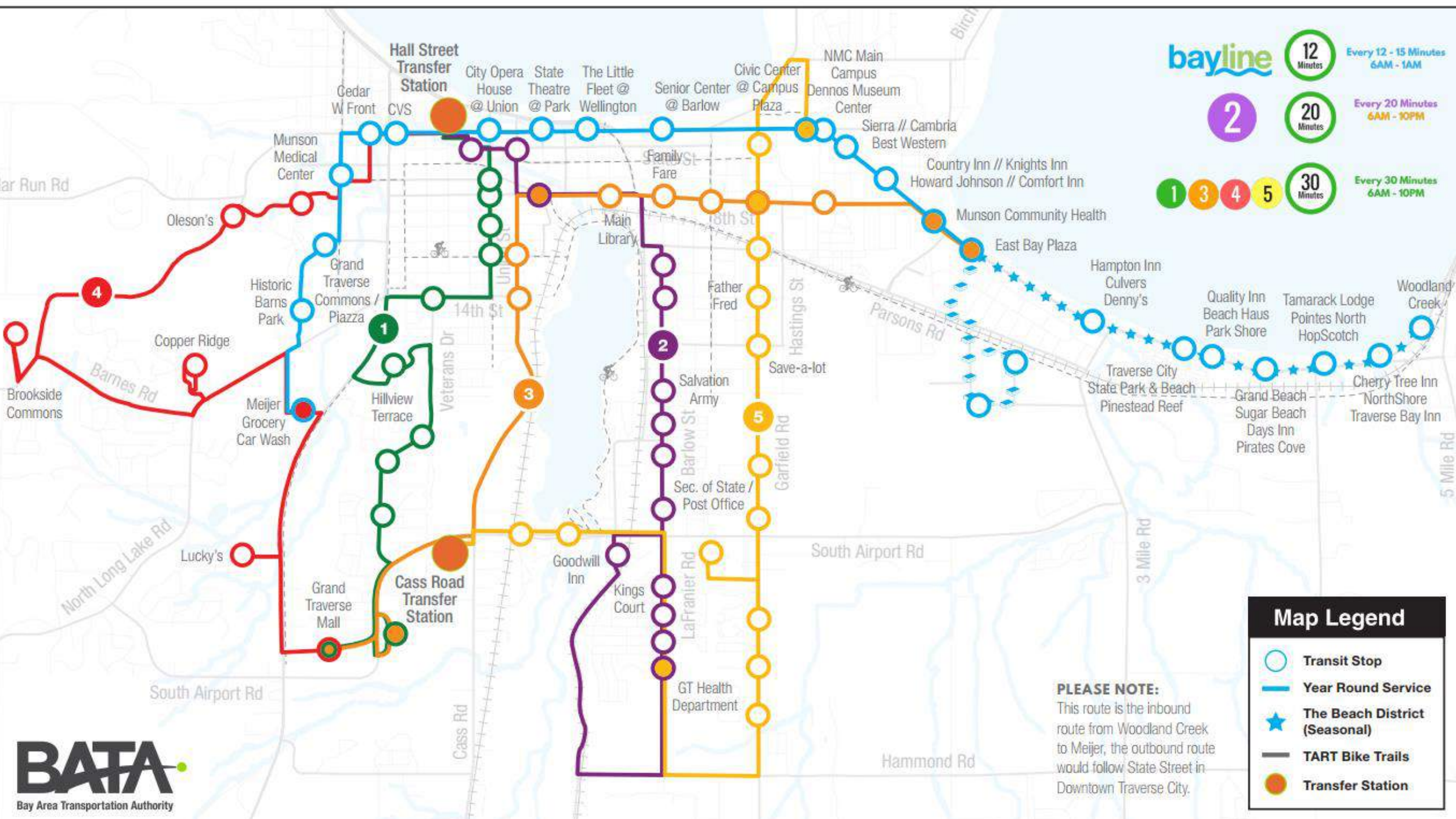
WHY IS BATA LAUNCHING NEW SERVICES?

Meeting Needs from
Community Assessment



Successful Millage increase
May 2017 (0.3447 -> 0.5)





bayline

12
Minutes

Every 12 - 15 Minutes
6AM - 1AM

20
Minutes

Every 20 Minutes
6AM - 10PM

30
Minutes

Every 30 Minutes
6AM - 10PM

1 3 4 5

Map Legend

Transit Stop

Year Round Service

The Beach District (Seasonal)

TART Bike Trails

Transfer Station

PLEASE NOTE:
This route is the inbound route from Woodland Creek to Meijer, the outbound route would follow State Street in Downtown Traverse City.

How will this help business & economic development efforts?



Increased options for travel around Traverse City

Attraction & Retention of businesses

Healthy Workforce

Increased parking for all

Supporting a park-once concept (TDM Study)

Increased options for residents



bayline

June 2018



Free on-board wi-fi

Hulu while commuting? *Yes, Please!*



Fare-Free?





\$150K+

Signature Sponsor



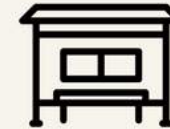
\$75K

Partner Sponsor



\$50K

Collaborative Sponsor



\$25K

Supportive Sponsor



\$10K

Associate Sponsor



\$5K

Friendship Sponsor



all sponsorships are annual



June 2018

Steering Committee

Thank You!

**City of TC
DDA
Hagerty Insurance
Munson Healthcare
MDOT**

**East Bay Township
Groundworks Center
Parking Services
Chamber of Commerce
TART Trails**

**City Commission
Neighborhood resident
Village at GT Commons
TC Tourism
NMC**

bayline

June 2018



Buses every
12-15 minutes



Service 6AM - 1AM



East/West
Connections



I am so excited to introduce you to BATA's first high-frequency, east-west transit line launching this summer - the *Bay Line*! The *Bay Line* is geared to meet the needs of residents and visitors alike, and has the potential to truly revolutionize transportation in our region. A map of the *Bay Line* is enclosed for your reference.

BATA's mission is to deliver safe, high-quality, efficient and reliable transportation services that link people, jobs, and communities, and the *Bay Line* is fully positioned to meet all of those goals. Whether it's your goal to improve transportation for your workforce, your customers, to reduce congestion on our roads, or to create a healthier community, the *Bay Line* is the answer.

The *Bay Line* has some exciting new features that will be firsts for public transit in the Grand Traverse region!

- An express, high-frequency route - running every 12-15 minutes, with a total end-to-end time of 28 minutes
- Extended hours from 6am – 1am, 7 days/week
- Wi-fi equipped buses
- Community sponsored fare-free line (contingent upon sponsorships)

BATA is seeking sponsors that will allow the *Bay Line* to be a fare-free transit option. Why fare-free? BATA believes, based on transit industry research, that fare-free is the tipping point to truly making a transit option successful. Systems such as those in Steamboat Springs, CO, Chattanooga, TN, Chapel Hill, NC, and many others report significant increases in ridership - some nearly double - on fare-free routes. This is important in our region because we are still trying to change behaviors. The *Bay Line* provides the opportunity to entice employees to use public transit rather than driving a car and worrying about the cost or space for parking. It offers an easy-to-use option for visitors to consider when leaving their hotel to go downtown, the Village at the Commons, or visit other popular destinations. NMC students living on campus needing to get around will also benefit from the *Bay Line*. The *Bay Line* has the potential to impact nearly every sector of business in our community, and nearly every demographic.

BATA can only allow this line to be fare-free through sponsorships from the community and partners like you. The sponsorships offer you the opportunity to be part of this first-ever community sponsored public transit line, and to demonstrate your commitment to literally hundreds of thousands of visitors and residents alike. With the varying level of sponsorships (attached) comes several different opportunities for:

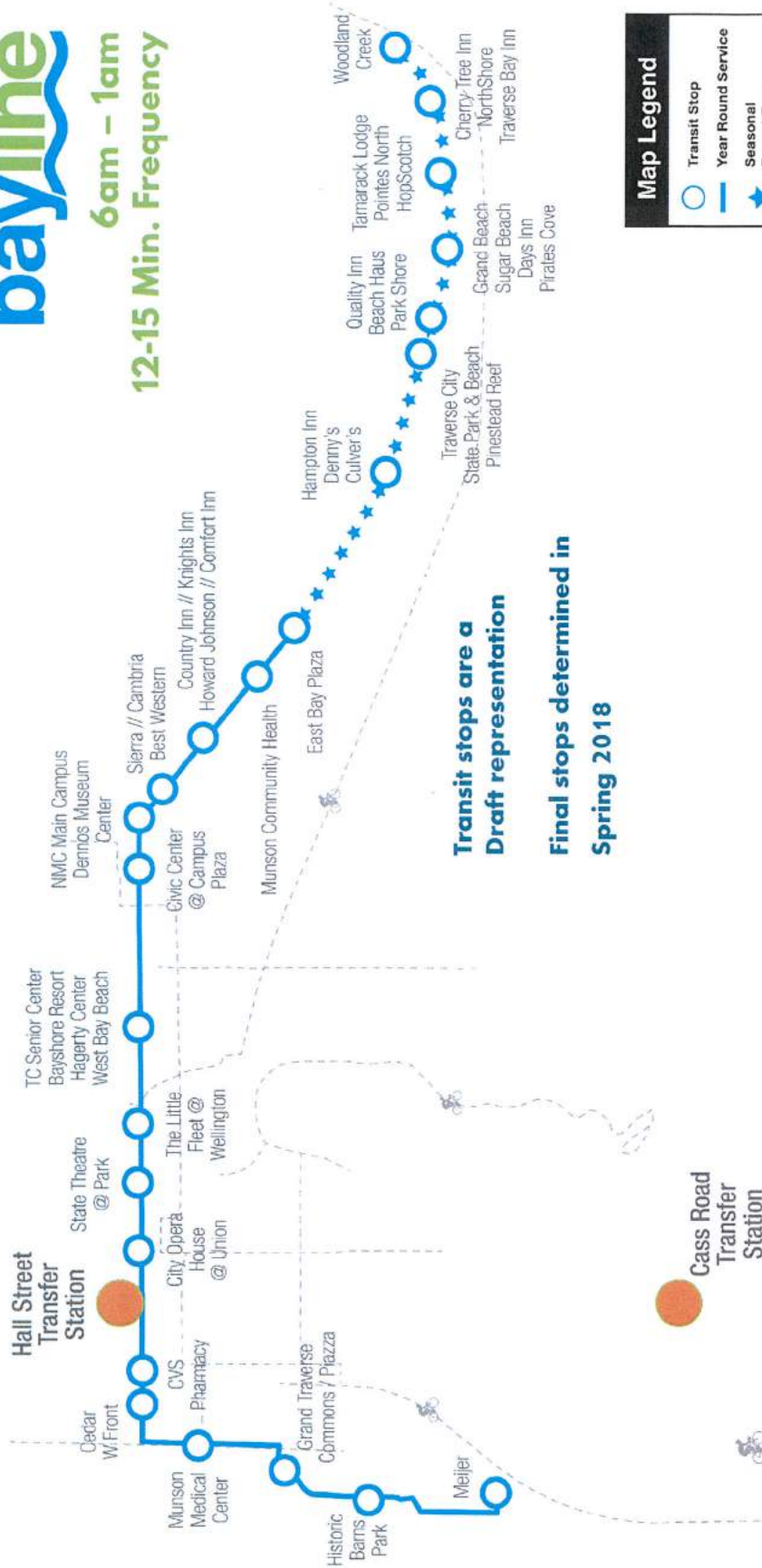
- marketing your business and your support of the *Bay Line*,
- visible recognition throughout the community,
- the ability to promote your sponsorship to your employees, customers and all those that you serve,
- and perhaps most importantly, the opportunity to be a part of something transformational in our region.

Please review the sponsorship options attached and consider what the *Bay Line* can do for your business and your community.

Thank you!

bayline

6am – 1am
12-15 Min. Frequency



**Transit stops are a
Draft representation**

**Final stops determined in
Spring 2018**

Map Legend

- Transit Stop
- Year Round Service
- Seasonal Resort Row
- TART Bike Trails
- Transfer Station

PLEASE NOTE: This route is the inbound route from Woodland Creek to Meijer. The outboard route would follow State Street in Downtown Traverse City.

BATA
Bay Area Transportation Authority



Signature Sponsor

\$150K+

Naming rights
as lead presenter



- Sponsoring party's name would be included in the name of the line (i.e., The Bayline presented by "Your Company Here")
- 1 year double sided bus wrap with your unique graphic on a Bayline bus
- Logo included on all Bayline printed and digital materials, promotional material, website, etc.
- Recognition included as the primary sponsor of the Bayline in all launch events

Partner Sponsor

\$75K



- 1 year double sided bus wrap with your unique graphic on a Bayline bus
- Logo included on all Bayline printed and digital materials
- Recognition included as partnering sponsor in all launch events

Additional options on the back -->

all sponsorships are annual

Collaborative Sponsor

\$50K



- 1 year single sided bus wrap with your unique graphic on a Bayline bus
- 1 year full size shelter ad on the Bayline with your unique graphic
- Your Logo included on all Bayline printed and digital materials
- Recognition included as Collaborative Sponsor in all launch events
- Sponsorship recognition of Bayline Stop w/ Shelter

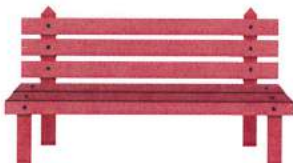
\$25K



Supportive Sponsor

- 1 year single sided bus wrap with your unique graphic on a supporting Loop
- 1 year half size shelter ad with your unique graphic
- Your Logo included on all Bayline printed and digital materials
- Recognition as Supportive Sponsor included in all launch events

\$10K



Associate Sponsor

- Bayline Stop Sponsorship of stop with basic amenities such as bench/bike rack

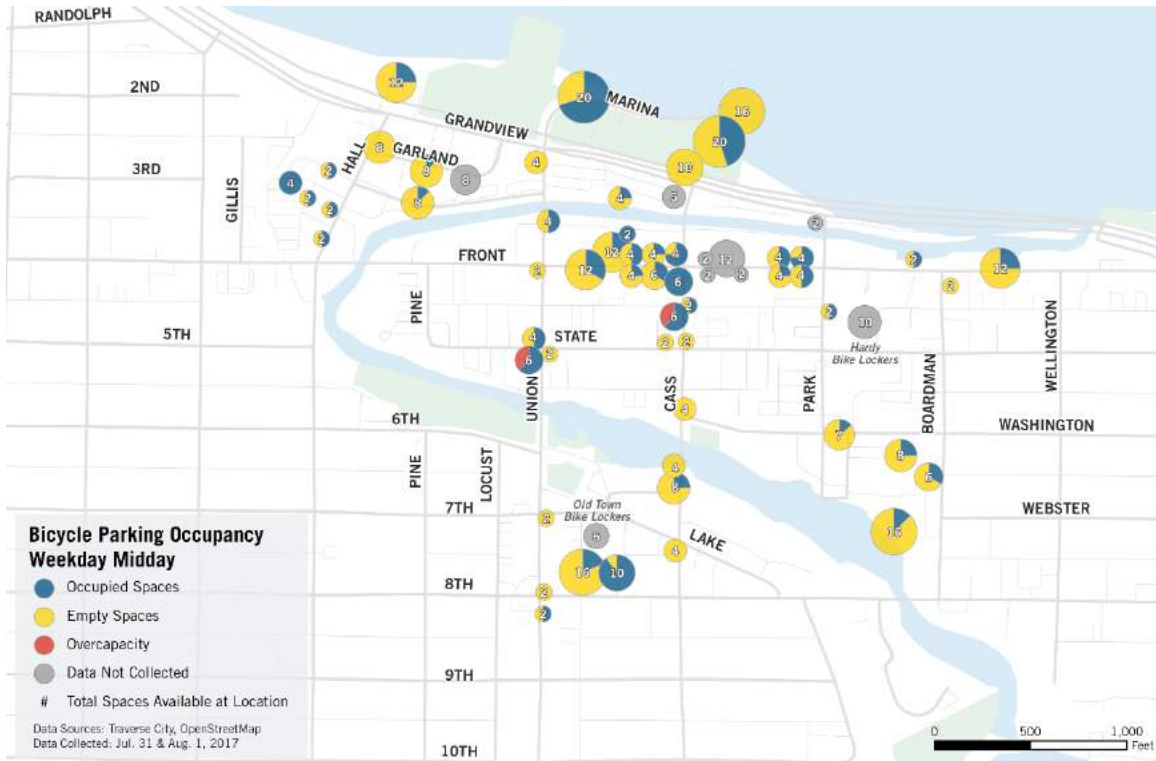
\$5K



Friendship Sponsor

- Organization name listed in recognition materials

Figure 12 Summer Utilization Measures



Shared-Use Path Systems: TART Trails

Traverse Area Recreation and Transportation (TART) Trails is a non-profit organization that builds and maintains shared-use trails in the greater Traverse City area. As of 2017, TART has built, or maintains, over 100 miles of trails in the region. The primary trail in the network is the TART Trail, which runs 10.5 miles from Acme Township, through downtown Traverse City, and up to Griellville.

KEY ISSUES & OPPORTUNITIES

Parking Supply & Demand

- During summer months, parking demand consistently overwhelms the downtown parking system, constraining availability across most of the system, and creating acute demand pressures on downtown-core blocks and facilities.
- Outside of these months, conditions of constrained availability tend to be limited to subsets of high-demand parking locations (on-street parking, particularly along Front Street and adjacent blocks) and facilities (commuter parking in the decks and centrally-located lots).

- On-street parking is the most-consistently constrained parking inventory, with high-demand blocks experiencing availability constraints throughout the year, and well-beyond the midday peak.
- Conditions, expectations, and preferences vary significantly among residents and neighborhoods regarding curbside parking and regulations.
 - This indicates that an opt-in process for adding new blocks to the program, and offering a suite of curbside-management options to choose from, will be key to successful resident-permit parking implementation.
- While some off-street facilities experience constrained availability beyond the summer, there is sufficient capacity for TCPS to offer commuter permits to anyone who wants one, without having to maintain a wait list for any individual facility.
- Seasonally limited constraints create an opportunity to focus TDM investments, programming, and resources on seasonal mode shifts that can reduce commuter-parking demand in order to increase capacities made available for visitors, while also ensuring that visitors can get to and around downtown without a car (and are aware of this).
 - Importantly, this focus would also align TDM efforts with the months during which drivers tend to be most inclined to adopt modes of travel that increase one's exposure to the elements, which includes transit.
- Year-round parking-management and TDM efforts are nonetheless critical to maintaining consistent parking availability, by:
 - Redistributing demand, provide a better and more-consistent parking experience across downtown.
 - Reducing parking demand by creating an environment in which most visitors who drive downtown will use just one parking space while downtown (Park Once).
 - Reducing parking demand by improving non-driving mobility to/from and within downtown.
 - ... This should include visitor-focused TDM strategies that can increase ride-service, transit, and cycling use among visitors in all seasons.

Projected Supply & Demand Changes

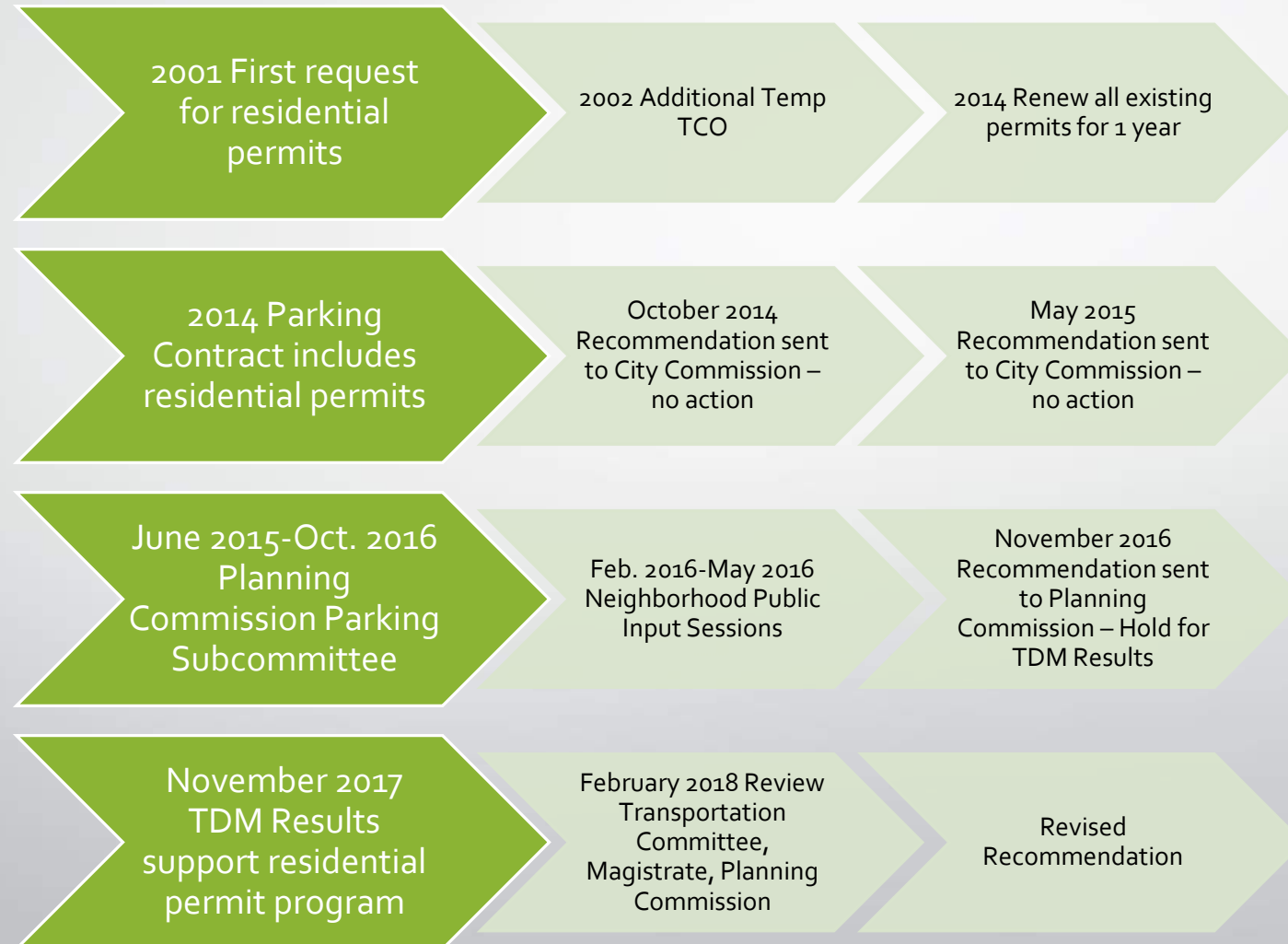
- Demand projections support the DDA's plan to develop a small parking garage on the west side of downtown to replace surface lots in that area that will be displaced by development.
- This presents an opportunity to focus supply-development investments on big-picture opportunities, rather than acute and pressing needs.
- This should provide leverage to the City, allowing it to seek strategically-important opportunities to:
 - Redevelop existing surface lots, either as mixed-use buildings with public parking or as parking-structures with street-level commercial uses, in line with the redevelopment vision for the downtown core.
 - Facilitate joint-development partnerships to bring targeted land-uses to the downtown.
 - Discourage on-site, private parking at new downtown development projects, by offering reliable access to shared, TCPS-managed parking structures.

Residential Parking Program Recommendations

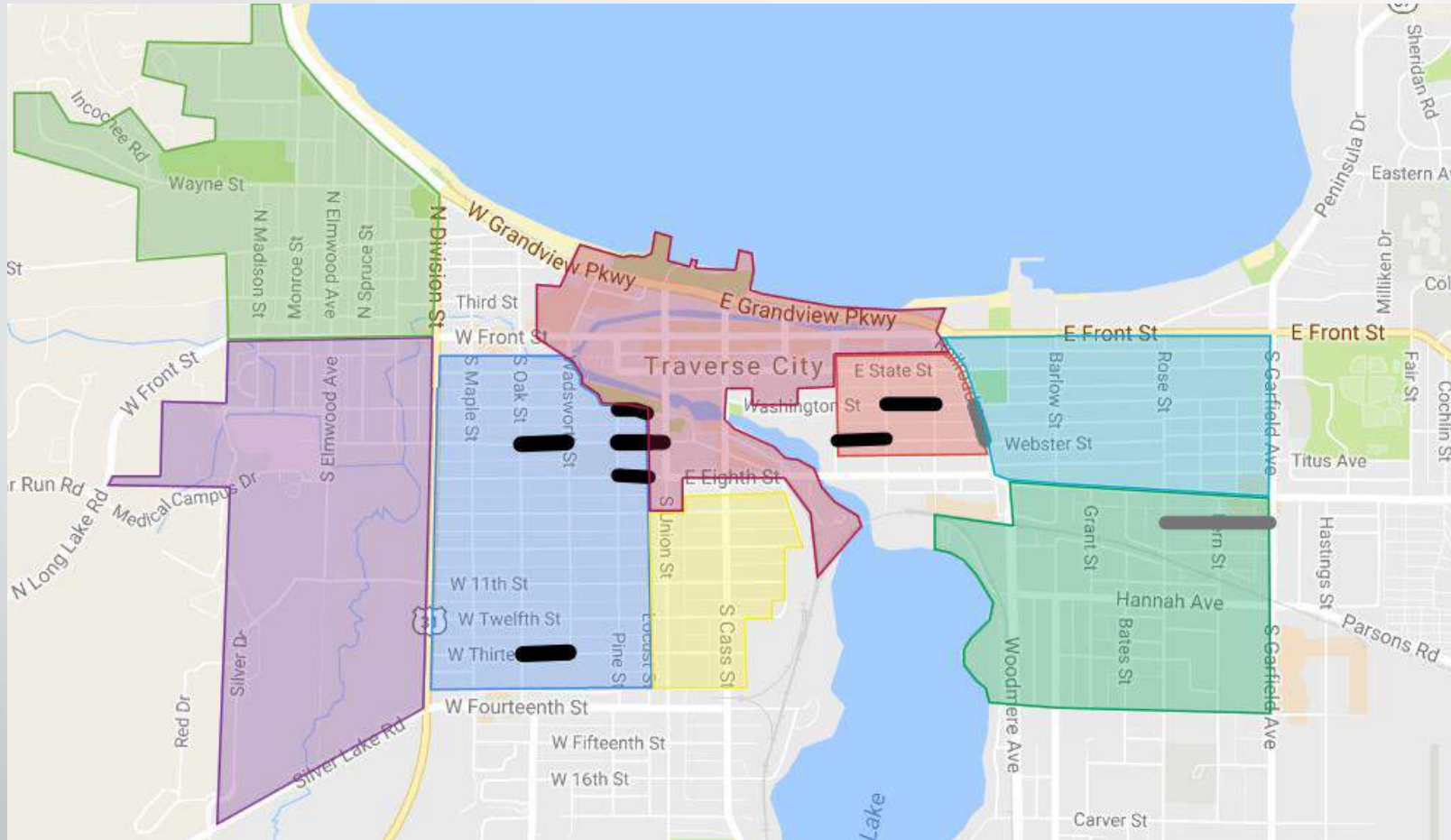


CITY of
TRAVERSE CITY MICHIGAN

Residential Parking History



Former RPP Blocks



<http://www.traversecitymi.gov/neighborhoods.asp>



Online Survey

- Survey available online February-September 2016
- Link provided in input session meeting notes, published online, and published in various Board/Committee packets.
- 178 responses as of September 1, 2016
- 169 Residents and 9 Commuters/Non-residents
- 139 Residents, 32 Property Owners, 5 Commuters, and 2 Business Owners/Operators
- <http://www.downtowntc.com/maps-parking/residential-parking>



Residential Parking Top 3

- Residential Parking
 - Access for residents
 - Access for resident's guests
- Overnight Parking
 - Overnight parking for residents
 - Overnight parking for resident's guests
 - Overnight parking for short-term rental properties
- Commuter Parking
 - Daytime access for non-residents and residents working or doing business in a residential area
 - Daytime access for businesses working in residential areas (home healthcare workers, contractors, teachers, etc.)



Prior RPP Recommendation

- Not Required. Opt-in Program.
- Requirements
 - Vehicle must be registered within Traverse City, City Limits
 - Proof of residency
- No Limit to the number of permits, as long as, the requirements are met.
- Permit Benefits
 - Allows resident to exceed posted hour limits
 - Allows resident to park overnight 3 AM-6 AM
 - Residents can park on-street to accommodate their guests
- Permit Restrictions
 - Not valid in metered zones
 - Not valid for RV/Motorhome, Boat/Tool Trailers, Motor Coaches/Oversized Vehicles
- Who Benefits
 - Residents and their guests
 - Tenants/Renters and their guests



Prior - Visitor (Overnight) Parking Recommendation

- Required for on-street overnight parking
- Maximum of 7 consecutive nights
- Permit Benefits - Allows visitor to park overnight 3 AM-6 AM
- Permit Restrictions
 - Not valid in metered zones, DDA District
 - Not valid for RV/Motorhome, Boat/Tool Trailers, Motor Coaches/Oversized Vehicles
- Who Benefits
 - Resident's guests
 - Tenants/Renters
 - Tenants'/Renters' guests



Prior Non-resident Parking Recommendation

- Not Required. Opt-in Program.
- Valid 1 month
- Permit Benefits - Allows non-residents to exceed posted hour limits
- Permit Restrictions
 - Not valid in metered zones
 - Not valid for RV/Motorhome, Boat/Tool Trailers, Motor Coaches/Oversized Vehicles
 - Not valid for overnight parking 3 AM-6 AM
- Who Benefits
 - Employees – Businesses, TCAPS, Munson
 - Construction Workers
 - Resident's guests
 - Tenants/Renters guests



Prior RPP Recommendation

Permit Type	Locations	Dates Valid	Fees
Resident	Daytime 8 AM-6 PM Mon-Fri and Overnight 3 AM-6 PM in Residential Parking Zones	One month from date of purchase	\$10 per month
	Daytime 8 AM-6 PM Mon-Fri and Overnight 3 AM-6 PM in Residential Parking Zones	12 months - coincides with MISOS Motor Vehicle Registration	\$120 per year
Non-Resident	Daytime 8 AM-6 PM in Residential Parking Zones	One month from date of purchase	\$50 per month
	Daytime 8 AM-6 PM in Residential Parking Zones	Daily from start to end date	\$5 per day
Overnight	Overnight 3 AM-6 PM in Residential Parking Zones	Maximum of seven consecutive days from date of purchase	\$5 per night

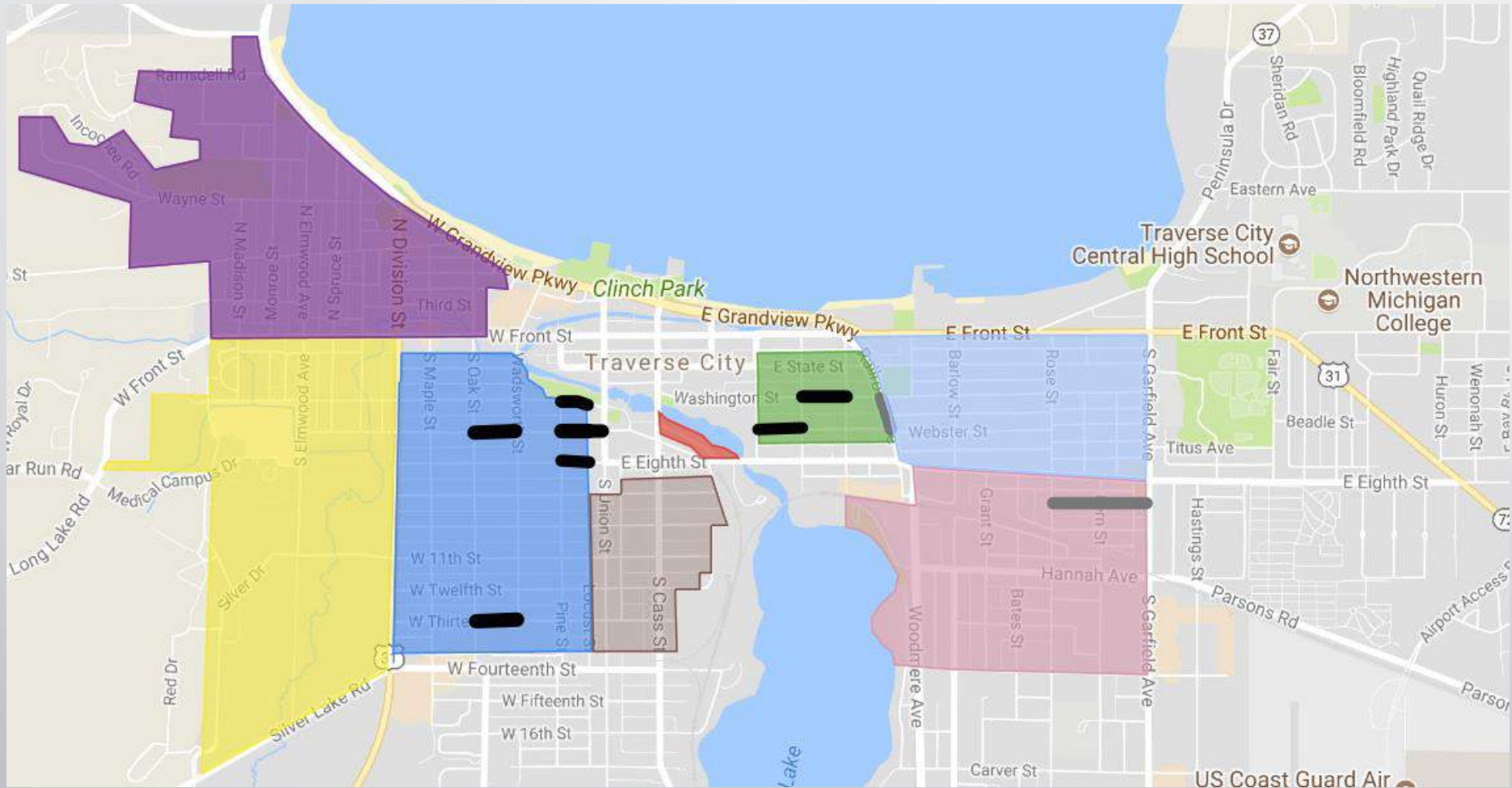


Revised Process

- Who is eligible? Residents Only
- Requests
 - Reviewed by Transportation Committee
 - Surveys
- How is a RPP implemented?
 - Review Survey Results – 51%+ must support
 - Install Signs
 - Issue Permits



Revised RPP Recommendation



Revised RPP Recommendation

- Permits offered to residents only.
- Not Required. Opt-in Program.
- Requirements
 - Vehicle must be registered to a resident who resides on an RPP block.
- No Limit to the number of permits, as long as, the requirements are met.
- Permit Benefits
 - Allows resident to exceed posted restricted time limit signs
 - Residents can park on-street to accommodate their guests
- Permit Restrictions
 - Not valid in metered zones
 - Not valid for RV/Motorhome, Boat/Tool Trailers, Motor Coaches/Oversized Vehicles
- Who Benefits
 - Residents and their guests
 - Tenants/Renters and their guests



Revised RPP Recommendation

- Overnight Parking
 - No recommendation, needs further review
 - Storm water management
 - Snow removal
- Non-resident Permits
 - No recommendation, needs further review
 - DDA permit program available



Considerations

- Ordinances
 - New Ordinance: Parking Permits
 - Residential Permits
- Signage Replacement – Proposed Signage Options
 - 2HR Parking Monday-Saturday 8 AM-6 PM Residential Permits Exempt
 - Parking by Residential Permit Only Monday-Friday 8 AM-6 PM
- Past Limit on Sign Violation – Rate Increase
- Residential Permit Fees
- Construction/Building Permits
 - Access for service workers





Questions?



Memorandum

To: Benjamin Marentette, City Clerk
From: Nicole VanNess, Parking Administrator
Date: March 5, 2018
Re: Residential Parking FAQ

Why is the DDA involved in residential parking?

The Operation and Management Contract between the City and DDA was amended on July 1, 2014 to include, "16. Residential Permits. The DDA shall administer the residential parking permit program on behalf of the City."

What areas/blocks are eligible for Residential Parking Program (RPP)?

Residents of blocks that have requested RPP will be surveyed. The survey results must show a 51% interest to move forward with RPP.

Who is eligible to be surveyed?

Surveys will be sent to residential property owners. Businesses, schools, medical facilities, etc. will not be surveyed.

How do we request to be surveyed?

Anyone interested, should contact Traverse City Parking Services at (231) 922-0241, or email rpp@downtowntc.com. The request will be submitted to the Transportation Committee to verify the block is eligible for a RPP. Once the block has been verified, surveys will be sent to the residents.

How is 51% calculated?

Surveys will be sent to each property owner of requesting block. The surveys will be sent to the address on file with the City Assessor's Office. Residents will have a minimum of two weeks to respond. 51% is calculated as the amount of responses in favor over those not in favor and those who did not respond.

Example: The block has 10 residences and 10 surveys were sent. Survey results: 3 yes, 2 no, 5 no response would calculate as $3/10 = 30\%$ Yes, $7/10 = 70\%$ No. RPP would not pass for this block.

If our block did not show support in a previous survey, how long do we have to wait to request another survey?

A block may request to be surveyed no more than three times in a 12 month period.

If the residents of my block show a 51% interest in RPP, what happens next?

Restricted parking signage (1 hour, 2 hour, No Parking School Days 8 AM-3 PM, etc.) will be installed on the RPP block. Residents may request residential permits through an RPP application once the signs have been installed.

How are permits assigned?



Memorandum

Permits will be assigned by neighborhood. Permits are valid on any block that has RPP within the neighborhood.

Example: Both the 300 block of Seventh and the 400 block of Thirteenth Street reside in Central Neighborhood. Both blocks have elected to participate in the RPP and may obtain a Central Neighborhood Permit. Posted signs for Seventh Street are 2 Hour Limit and Thirteenth Street are No Parking 8 AM-3 PM School Days. Residents from the 400 block of Thirteenth may park on the 300 block of Seventh or vice versa with their Central Neighborhood Residential Permit. Residents in the 500 block of Tenth Street have not elected to participate, therefore, are not eligible to obtain a Central Neighborhood permit.

Who is eligible to obtain a residential permit?

Only residents on blocks approved for RPP are eligible to obtain a permit. There is no limit to the number of permits. The resident must provide proof of vehicle registration that the vehicle is registered to an address on the RPP block.

If my vehicle is registered in another city or State, am I eligible to obtain a residential permit?

No. Michigan Secretary of State Vehicle registration must indicate that the vehicle is registered to an owner on the RPP block.

My block has an RPP, am I required to obtain a residential permit?

No. Residents may elect to obtain a permit to park past the posted restrictions, but residents are not required to have a permit.

Does my permit allow overnight parking?

No. Residential permits are valid for daytime hours only and do not include overnight parking.

I live in the DDA District, am I eligible for a RPP?

No. Only neighborhoods outside of the DDA District are eligible for a RPP. Both Hardy and Old Town Garages offer 24 hour access for daytime and overnight parking through the downtown permit program.

My block has meters, is my block eligible for a RPP?

No. RPP permits are not valid in metered spaces.

I own a business on a RPP block, am I eligible to purchase permits for my employees?

No. RPP permits are only offered to residents who reside on the RPP block.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Administrator *NV*
Date: March 13, 2018
Re: Residential Parking Permit Study Session Overview

Last night, we presented a revised version of the Residential Permit Program at the City Commission Study Session. This is the third rendition of the program to be discussed since October of 2014.

Our current recommendation meets resident's request for property owners and renters to obtain permits which would allow them to park beyond the posted time limits. Following the presentation, Commissioners shared mixed opinions on the version and would like additional details and information prior to submitting a final recommendation. Support included the opt-in approach, simple to understand and meets resident requests. Concerns ranged from determining applicable signage, accommodating guests and gathering community input.

In addition, Commissioners have requested a presentation of the Transportation Demand Management (TDM) Study. Here is a breakdown of how the current version relates to the TDM recommended strategies and areas where we may want to reevaluate. Ultimately, a keep component will be the ability to capture and report the actual utilization on the blocks and use the information to modify the program going forward.

	Meets Requirement	Partially Meets Requirement	Needs Additional Consideration
Define Zones		X	
Minimum Petition support of 51%	X		
Parking options for non-permitted vehicles	X		
Overnight parking			X
Non-resident permits			X
Regulations align with relevant conditions		X	
Address blocks with non-residential uses		X	



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Administrator *NV*
Date: March 12, 2018
Re: Parking Services Updates – March 2018

Hardy and Old Town Restoration Repair Project - Existing

Rich and Associates have provided the documentation for the repairs needed for Old Town and Hardy Garages. Due to the nature of the repairs in which we will have to close off parking areas on each level, 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. We will not have any repairs performed from Friday, June 29-Tuesday, September 4. Given the timing of upcoming Commission and Board dates, we will be sending this item to the City Commission before the DDA Board.

Projected Timeline:

March 8, 2018 – RFP Posted
March 21, 2018 – Optional Walk-through Meeting
April 5, 2018 – Proposals Due
April 27, 2018 – Contractor Selected
May 7, 2018 – Recommendation to City Commission
May 15, 2018 – Contract Fully Executed
May 16, 2018 – Restoration Work to Begin

Scheduled Vehicle Replacement – Existing

The Green Committee has an initiative for all departments to move towards fully electric vehicles. We are working to explore various electric models that may be used for maintenance activities. LPR will more than likely be installed on our Ford Escape rather than the vehicle replacement. If anyone has any suggestions on electric vehicles used for maintenance activities, please share so we can explore it as an option.

Old Town Charge Point Charging Stations – Update

As you may recall, one of the Charge Point charging stations on the ground level in the NE corner has been down for over a year. Charge Point has assigned Michigan as representative who came to visit last week. We reviewed our issues and inability to get timely responses, service and parts. She is going to have a new unit sent out and installed before the summer. We will keep you posted once the new unit is up and running.



Memorandum

Old Town NE Elevator - NEW

The elevator was taken out of service on March 1, 2018 due to leaks in the hydraulic cylinders. This particular elevator has been shut down by the State of Michigan, and repaired for the same issue twice within the past three years. Mike is working with our service provider KONE to determine the best course of action for repair or replacement.

GetDowntown Program - New

On February 19, I traveled with Eric, Kelly and Tyler of BATA to Ann Arbor to meet with their GetDowntown staff. We have gathered valuable lessons learned information as the program is on its third revision. We have budgeted funds in the 2018-2019 budget with anticipation of partnering with BATA on offering a similar program in Traverse City.

Downtown Traverse City Association

Regular Board Meeting

February 8, 2018

Minutes

Present: Kim Bazemore, Dave Leonhard, Jake Kaberle, Liz Lancashire, John McGee, Todd McMillen, Misha Neidorfler

Absent: Jeffrey Libman

Staff/Others: Colleen Paveglio

1. **Call to Order:** President Neidorfler called the meeting to order at 8:33 a.m.
2. **Approval of Minutes of the DTCA Board Meeting of January 11, 2018:** Minutes from the January 11, 2018 board meeting were approved upon **motion by Leonhard and second by Kaberle. Motion carried unanimously.**
3. **Marketing Report** (*Paveglio*)
 - a. **Chili Cook-Off**
 - i. Saturday, January 13th at the State Street Marketplace
 - ii. Served about 1,300
 - iii. Sponsors are C.H. Robinson, Golden Shoes, Pepsi, MyNorth Media, BARC, and Monstrey MacDonald
 - b. **Presidents' Day Weekend Sale**
 - i. Google form has been sent
 - ii. Promote through ads and social media
 - c. **Traverse City Restaurant Week**
 - i. February 25th - March 3rd
 - ii. 40 participants
 - iii. Two Tier option: Three course dinner for \$25 or \$35
 - iv. Great Lakes Wine & Spirits has \$2,000
 - d. **Miscellaneous**
 - i. Social Media: As of February 6, 2018
 1. Facebook: 17,925
 2. Instagram: 19,079
 3. Twitter: 17,638
 - ii. Newsletter Report: February 2018
4. **Committee Reports**
 - a. Nominating Committee
 - i. Dave Leonhard
 - ii. Misha Neidorfler

iii. Member at large

b. Good Morning Downtown Nominating Committee

i. February 7

1. The Dish
2. The New Denno's

ii. March 7

1. Park Place Hotel
2. Conference Center

iii. April 4

1. Mammoth Distilling
2. Farmers Market

iv. May 2

1. Sorellina

v. Bayline

1. Potentially add a GMD to introduce the Bayline

5. President's Report (*Neidorfler*)

- a. None at this time

6. DDA Report (*Paveglia*)

a. Financial Report

- i. Approval of the Financial Reports through January 31, 2018. **Financial Report through January 31, 2018 was approved upon motion by McMillen and seconded by Bazemore. Motion carried unanimously.**

b. DDA Report

- i. New CEO: Jean Derenzy start date is March 1, 2018
- ii. Public Restrooms
- iii. Farmers Market

7. New Business

a. Farmers Market

- i. New renderings and Wednesday evenings.

b. New Members

- i. None at this time

8. Adjournment

- a. The meeting adjourned at 9:19 a.m.

FARMERS MARKET ADVISORY BOARD

REGULAR MEETING AGENDA

Monday, February 21, 2018, 9:00 am

Committee Room, Second Floor

Governmental Center, 400 Boardman Avenue, Traverse City

www.downtowntc.com

1. Roll Call
 - a. Present - Lori Buchan, Tricia Phelps, Gary Jonas, Chuck Korson, Jeff Joubran, Linda Grigg, Nic Welty, Brenin Wertz-Roth
 - b. Absent - Sue Kurta, Tim Werner, Meghan McDermott, Courtney Lorenz
2. New Advisory Board Members / Advisory Board Executive Committee
 - a. New Members: Nic Welty & Courtney Lorenz
 - b. Proposed slate of Executive Committee Members:
 - i. Chair | Tricia Phelps
 - ii. Vice-Chair | Lori Buchan
 - iii. Secretary | Meghan McDermott
 - iv. Motion to Approve - Wertz-Roth, Second - Jonas
 - v. Unanimous Approval
3. Approval of Minutes
 - a. Motion - Buchan, Second - Korson
 - b. Unanimous Approval
4. Monthly Financials
 - a. Motion - Joubran, Second - Wertz-Roth
 - b. Unanimous Approval
5. Prescriptions for Health Contract Approval
 - a. **Recommendation that the DDA Board approve the Fruit & Vegetable Prescription Program Services Agreement proposed by Munson Medical Center , pending the City Attorney's review & approval.**
 - b. Motion - Joubran, Second - Welty
 - c. Unanimous Approval
6. Operations Committee Minutes / Application & Rules Approval

- a. Dates, prices, and terms updates to reflect the 2018 season and include amendments approved by DDA from 2018 (i.e. Coffee vendors)
 - b. **Motion to approve the edits to the 2018 Rules and Application proposed by the Farmers Market Advisory Board's Operations Committee, pending review of the City Attorney.**
 - c. Motion - Wertz-Roth, Second - Grigg
 - d. Unanimous Approval
7. Programming Committee Update - Wednesday Markets
- a. Vendor Concerns
 - i. Emails from Loma Farms & Providence Farms sent to Nick provided to Advisory Board
 - ii. Emails from Second Spring Farms, GreenRock Farm, Halls Farm, Middle Branch Farm, Shiloh's Garden, Morganic Farm, Bakkers Acres, La Casa Verde, Altonen Orchards, Ware Farm & 9 Bean Row sent to Tricia provided to Advisory Board
 - iii. **Motion to recommend to the DDA Board to change the timing of Wednesday Markets to 8am - Noon, as in previous years, based on vendor feedback.**
 - 1. Motion - Grigg, Second - Grigg
 - 2. Unanimous Approval
 - iv. Nick to send an email to all vendors with the applications, "pending approval" of Wednesday Evenings, introduction of board members
8. Food Vendors as Barricades Update
- a. **Recommendation for the DDA Board to approve the amendment to the 2018 Rules proposed by the Farmers Market Advisory Board's Operations Committee allowing the use of space at market for transient food vendors.**
 - b. Motion - Buchan, Second - Grigg
 - c. Unanimous Approval
9. Public Comment
10. Adjournment

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.