

Traverse City Downtown Development Authority Regular Meeting

Friday, February 21, 2020

8:00 am

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



The City of Traverse City does not discriminate on the basis of disability in the admission to, access to, treatment in, or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, phone 231-922-4440, TDD/TTY 231-922-4412, VRS 231-421-7008, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

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

The City of Traverse City and Downtown Development Authority are committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with board members honor these values.

Downtown Development Authority:
c/o Jean Derenzy, CEO
(231) 922-2050
Web: www.downtowntc.com
303 East State Street, Suite C
Traverse City, MI 49684

Welcome to the Traverse City Downtown Development Authority meeting!

Agenda

Page

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT CALENDAR

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

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|----|---|---------|
| A. | Consideration of Minutes for the Regular Meeting of January 17, 2020 (approval recommended)
DDA January 17, 2020 Minutes | 5 - 7 |
| B. | Consideration of approving financial report and disbursements for DDA, TIF 97, Old Town TIF, Parking Services and Arts Commission for January 2020 (approval recommended)
DDA, TIF 97 and Old Town TIF Financials January 2020
Traverse City Parking Services Financials January 2020
TC Arts Comm Financials January 2020 | 9 - 17 |
| C. | Strategic Plan Program Dashboard (approval recommended)
Strategic Plan Dashboard | 19 - 28 |
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4. CEO REPORT

- | | | |
|----|---|---------|
| A. | DDA District Expansion, 8th Street
8th Street DDA District Expansion CEO Report
8th Street DDA District Expansion Map | 29 - 33 |
| B. | Acceptance of EGLE Grant
EGLE Grant CEO Report Revised
Eagle Letters/Agreement | 35 - 51 |
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C.	Farmers Market Management Agreement Farmers Market Management Agreement CEO Report SEEDS Proposal	53 - 68
D.	Farmers Market Advisory Board Appointment Farmers Market Advisory Board Appointment CEO Report	69 - 70
E.	Project Updates Project Updates CEO Report Planning Commission Memo	71 - 76
F.	TCLP Fiber Agreement for Hardy Parking Garage Fiber Installation License Agreement Memo Fiber Installation Overview Hardy	77 - 80
G.	Recodified Tax Increment Financing Act (Amendment) TIF Act Amendment And Draft Bills	81 - 88
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5.	SPECIAL ORDER OF BUSINESS	
A.	Annual Report Presentation	
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6.	BOARD MEMBER UPDATES	
A.	Arts Commission (Hershey) Arts Commission Update Memo	89 - 90
B.	Parking Subcommittee (Hardy) Parking Subcommittee Update Memo	91
C.	Farmers Market (Hardy) Farmers Market Advisory Board Memo feb	93
D.	Special Request - Cruise Ship Discussion (Carruthers)	
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7.	STAFF REPORTS	
A.	Community Police Officer	
B.	Commuter Programs Update Commuter Programs Update Memo	95 - 96
C.	Parking Services Update Parking Services Update Memo	97
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8.	CLOSED SESSION FOR POSSIBLE PROPERTY PURCHASE MCL 15.268(D) MOTION REQUIRED	
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9.	RECEIVE AND FILE	
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A.	DTCA Minutes January 2020 DTCA Minutes January 9, 2020	99 - 100
B.	Parking Subcommittee Minutes January 2020 Parking Subcommittee Minutes January 9, 2020	101 - 102
C.	Farmers Market Advisory Board Minutes January 2020 Farmers Market Advisory Board January 27, 2020	103 - 104
D.	Lower Boardman River Leadership Team Minutes January 2020 Lower Boardman River Leadership Minutes January 29, 2020	105 - 107
E.	Traverse City Arts Commission Minutes January and February 2020 TC Arts Commission Minutes January 15, 2020 TC Arts Commission Minutes February 7, 2020	109 - 113

10. PUBLIC COMMENT

11. ADJOURNMENT

Minutes
Traverse City Downtown Development Authority
Regular Meeting
January 17, 2020
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

1. Chair Bagdon-McCallum called the meeting to order at 8:00 a.m.

2. Roll Call

Present: Leah Bagdon-McCallum, Mayor Jim Carruthers, Collette Champagne, Steve Constantin, Scott Hardy, Debbie Hershey, T. Michael Jackson, Jeff Joubbran, Richard Lewis, Steve Nance, Gabe Schneider

Absent: Pete Kirkwood

3. Consent Calendar. **Motion by Lewis, seconded by Joubbran that the consent portion of the agenda be approved as presented. Motion carried unanimously.**

- A. Approval of minutes of the Annual Meeting of November 22, 2019
- B. Approval of Financial Reports and disbursements for DDA General, TIF 97, and Old Town dated November 2019, and Arts Commission and Parking Services for November and December 2019
- C. Approval of a Rotary SEED Grant in support of the Lower Boardman Unified Plan and acceptance applicable signatures.
- D. Approval of meeting dates for 2019

4. Special Order of Business

- A. Traverse City Light Power
 - 1. Jake Hardy discussed programs such as Energy Saver within the Traverse City Light & Power Organization that can benefit business and property owners to reduce energy use.

5. CEO Report

- A. RFP for Christmas Lights
 - 1. **Motion by Lewis, seconded by Schneider to authorize issuance of a Request for Proposal for Seasonal Lighting installation in Downtown. Motion carried unanimously.**
- B. DDA District Expansion
- C. DDA TIF 97 Development Area Citizens Council
 - 1. **Motion by Schneider, seconded by Champagne to appoint Lewis, Hershey, and Hardy serve on the TIF 97 Development Area Citizens Council Ad Hoc Committee. Motion Carried Unanimously.**

- D. 2020/2021 Capital Improvement Plan
 - 1. Review of the draft Capital Improvement Plan
- E. Progress on Strategic Plan
 - 1. Review of top priorities for the Strategic Plan
 - i. Extend TIF 97
 - ii. Adopt the Unified Plan for the Lower Boardman River
 - iii. Move forward on plans for a parking structure for 145 West Front Street
 - iv. Move forward with securing the location and develop a master plan for the Civic Square
 - v. Support alternative modes of transportation into downtown and examine redevelopment options for surface parking lots
 - vi. Develop a comprehensive responsive retail program
 - 2. Provide Dashboard for DDA Board in packet monthly and provide a "progress meter"
- F. Lower Boardman - Update of Activities
 - 1. Burkholder gave a review on Lower Boardman initiatives
- G. West Front Street Intersection with Hall Street and Wadsworth
 - 1. **Motion by Schneider, seconded by Constantin to approve to support efforts to improve mobility at the intersection of Hall and Wadsworth and authorize the CEO to work with BATA. Motion carried unanimously.**
- 6. Board Member Reports
 - H. Arts Commission
 - I. Farmers Market
 - J. Parking Subcommittee
- 7. Staff Reports
 - A. Community Police Officer Report
 - B. Parking Update
- 8. Closed Session for Possible Property Purchase MCL
 - A. **Motion by Lewis, seconded by Joubbran to enter into Closed Session at 9:24 a.m.**
Roll Call: Joubbran, Lewis, Carruthers, Hershey, Bagdon-McCallum, Schneider, Hardy, Jackson, Nance, Constantin, Champagne
Motion carried unanimously.
- 9. Receive & File
 - A. DTCA Minutes December 2019
 - B. Parking Subcommittee Minutes
 - C. Lower Boardman River Leadership Team Minutes
 - C. Traverse City Arts Commission Minutes

10. Public Comment

A. None at this time.

11. Adjournment. The meeting officially adjourned at 9:58 a.m.

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02/10/20

Accrual Basis

Downtown Development Authority Balance Sheet

As of January 31, 2020

	Jan 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	2,548,824.52
Fifth Third Savings - 6740	202,303.69
Petty Cash	298.19
Total Checking/Savings	2,751,226.40
Accounts Receivable	
Accounts Receivable	229,761.45
Total Accounts Receivable	229,761.45
Other Current Assets	
Due From APS	-684.35
Due From Arts Council	164.00
Due From DTCA	274.88
Payroll Advance	2,001.86
Total Other Current Assets	1,756.39
Total Current Assets	2,982,744.24
Other Assets	
Due From Other Funds	55,572.32
Pre-Paid Expense	9,729.00
Total Other Assets	65,301.32
TOTAL ASSETS	3,048,045.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	500.00
Total Accounts Payable	500.00
Credit Cards	
First National - 8889	480.00
First National - 8870	563.70
Total Credit Cards	1,023.70
Other Current Liabilities	
Accrued Payroll Liabilities	1,959.64
Accrued Salaries	14,356.00
Deposits Payable	
Double Up Food Bucks	5,268.00
EBT Bridge Card	7,110.66
Ironman	-2,180.00
NCF Reimbursements	346.00
Prescriptions for Health	2,700.00
Project Fresh	4,926.00
Senior Project Fresh	-6,847.00
Deposits Payable - Other	4,406.00
Total Deposits Payable	15,991.66
Direct Deposit Liabilities	-66.96
Due to Other Funds	199,720.48
GRANTS	
Coastal Zone Management	-240.00
Lower Boardman	-3,239.83
MEDC (Civic Square)	1,000,000.00
Professional Development	4,000.00
Tech Incubator Fund	22,200.00
Total GRANTS	2,012,720.17
Payroll Liabilities	
457k Payable	-3,564.36
Health Insurance Payable	654.76
Life Insurance Payable	1,957.19
State Income Tax Payable	2,159.20
State Unemployment Tax Payable	-576.99
Total Payroll Liabilities	829.80
Total Other Current Liabilities	2,245,510.97
Total Current Liabilities	2,247,034.67
Total Liabilities	2,247,034.67
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	531,743.67
Net Income	161,660.75
Total Equity	801,010.69
TOTAL LIABILITIES & EQUITY	3,048,045.56

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Accrual Basis

**DDA Old Town TIF
Balance Sheet
As of January 31, 2020**

	Jan 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 0650	221,707.85
Total Checking/Savings	221,707.85
Total Current Assets	221,707.85
TOTAL ASSETS	221,707.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due To Other Funds	3,500.00
Total Other Current Liabilities	3,500.00
Total Current Liabilities	3,500.00
Total Liabilities	3,500.00
Equity	
Retained Earnings	-27,183.66
Net Income	245,391.51
Total Equity	218,207.85
TOTAL LIABILITIES & EQUITY	221,707.85

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Accrual Basis

DDA - TIF97
Balance Sheet
As of January 31, 2020

	Jan 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	3,730,927.68
Total Checking/Savings	3,730,927.68
Accounts Receivable	
Accounts Receivable	805,000.00
Total Accounts Receivable	805,000.00
Total Current Assets	4,535,927.68
Fixed Assets	
Land	5,000.00
Total Fixed Assets	5,000.00
Other Assets	
Due From Other Funds	11,968.65
Total Other Assets	11,968.65
TOTAL ASSETS	4,552,896.33
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Revenue	805,000.00
Due To Other Funds	18,317.94
Total Other Current Liabilities	823,317.94
Total Current Liabilities	823,317.94
Total Liabilities	823,317.94
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	1,908,719.11
Net Income	1,842,059.28
Total Equity	3,729,578.39
TOTAL LIABILITIES & EQUITY	4,552,896.33

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/20	YTD BALANCE 01/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
585-000-451.073	RAMSDELL GATE FEES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-502.000	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-651.000	PARKING DECK PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-652.000	PARKING FEES-COIN	1,500,000.00	103,340.30	1,002,090.11	0.00	497,909.89	66.81
585-000-653.000	PERMITS-SURFACE LOTS	200,000.00	60,878.00	199,347.90	0.00	652.10	99.67
585-000-653.005	PERMITS-PARKING DECK	0.00	0.00	48.00	0.00	(48.00)	100.00
585-000-653.007	PERMITS - NEIGHBORHOOD	0.00	240.00	800.00	0.00	(800.00)	100.00
585-000-653.010	DESTINATION DOWNTOWN	0.00	0.00	120.00	0.00	(120.00)	100.00
585-000-656.010	PARKING FINES	300,000.00	26,952.50	192,247.07	0.00	107,752.93	64.08
585-000-656.020	PARKING FINES-AIRPORT	0.00	0.00	0.00	0.00	0.00	0.00
585-000-656.030	PARKING FINES-COLLEGE	0.00	0.00	0.00	0.00	0.00	0.00
585-000-664.000	INTEREST & DIVIDEND EARNINGS	25,000.00	0.00	64,316.31	0.00	(39,316.31)	257.27
585-000-668.000	RENTS AND ROYALTIES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-677.000	REIMBURSEMENTS	0.00	0.00	6,745.97	0.00	(6,745.97)	100.00
585-000-683.000	RECOVERY OF BAD DEBTS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-686.000	MISCELLANEOUS INCOME	79,800.00	72.50	1,377.50	0.00	78,422.50	1.73
585-000-687.000	REFUNDS AND REBATES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00
585-000-699.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,104,800.00	191,483.30	1,467,092.86	0.00	637,707.14	69.70
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-653.005	PERMITS-PARKING DECK	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		0.00	0.00	0.00	0.00	0.00	0.00
Dept 586 - HARDY DECK							
585-586-651.000	PARKING DECK PROCEEDS	325,000.00	20,241.55	220,104.60	0.00	104,895.40	67.72
585-586-653.000	PERMITS-SURFACE LOTS	0.00	0.00	108.00	0.00	(108.00)	100.00
585-586-653.005	PERMITS-PARKING DECK	250,000.00	82,506.00	221,208.00	0.00	28,792.00	88.48
585-586-668.000	RENTS AND ROYALTIES	26,300.00	1,530.00	13,292.00	0.00	13,008.00	50.54
585-586-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
585-586-686.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00
585-586-687.000	REFUNDS AND REBATES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 586 - HARDY DECK		601,300.00	104,277.55	454,712.60	0.00	146,587.40	75.62
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	50,000.00	4,349.42	41,261.81	0.00	8,738.19	82.52
585-587-653.005	PERMITS-PARKING DECK	400,000.00	116,070.00	341,766.00	0.00	58,234.00	85.44
585-587-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
585-587-686.000	MISCELLANEOUS INCOME	0.00	0.00	75.00	0.00	(75.00)	100.00
585-587-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 587 - OLD TOWN DECK		450,000.00	120,419.42	383,102.81	0.00	66,897.19	85.13

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/20	YTD BALANCE 01/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
TOTAL REVENUES		3,156,100.00	416,180.27	2,304,908.27	0.00	851,191.73	73.03
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	23,200.00	167.10	6,309.58	0.00	16,890.42	27.20
585-585-704.000	EMPLOYEE OVERTIME	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-585-714.000	HEALTH SAVINGS ACCT EXPENSE	0.00	(0.57)	29.83	0.00	(29.83)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	2,100.00	12.29	434.95	0.00	1,665.05	20.71
585-585-716.000	EMPLOYEE HEALTH INSURANCE	100.00	10.13	70.87	0.00	29.13	70.87
585-585-717.000	EMPLOYEE LIFE/DISABILITY INS	100.00	2.60	17.93	0.00	82.07	17.93
585-585-718.000	RETIREMENT FUND CONTRIBUTION	200.00	14.92	116.38	0.00	83.62	58.19
585-585-719.000	RETIRES HOSPITALIZATION INS	0.00	0.00	0.00	0.00	0.00	0.00
585-585-720.000	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00
585-585-721.000	WORKERS COMPENSATION INS	0.00	0.00	0.00	0.00	0.00	0.00
585-585-727.000	OFFICE SUPPLIES	6,000.00	430.50	2,668.27	0.00	3,331.73	44.47
585-585-740.000	OPERATION SUPPLIES	37,000.00	1,689.32	27,443.53	9,075.00	481.47	98.70
585-585-801.000	PROFESSIONAL AND CONTRACTUAL	1,200,000.00	76,659.03	503,716.51	105.00	696,178.49	41.99
585-585-810.000	COLLECTION COSTS	2,000.00	0.00	0.00	0.00	2,000.00	0.00
585-585-850.000	COMMUNICATIONS	41,000.00	1,855.56	10,070.34	0.00	30,929.66	24.56
585-585-854.000	CITY FEE	307,600.00	0.00	0.00	0.00	307,600.00	0.00
585-585-860.000	TRANSPORTATION	8,000.00	325.37	2,034.23	0.00	5,965.77	25.43
585-585-862.000	PROFESSIONAL DEVELOPMENT	8,000.00	0.00	40.00	0.00	7,960.00	0.50
585-585-863.000	TRAINING	2,000.00	0.00	0.00	0.00	2,000.00	0.00
585-585-880.000	COMMUNITY PROMOTION	66,000.00	6,380.49	13,914.63	0.00	52,085.37	21.08
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	60.00	2,060.00	0.00	11,940.00	14.71
585-585-910.000	INSURANCE AND BONDS	9,000.00	0.00	6,365.82	0.00	2,634.18	70.73
585-585-920.000	PUBLIC UTILITIES	30,000.00	1,127.48	7,798.95	0.00	22,201.05	26.00
585-585-930.000	REPAIRS AND MAINTENANCE	65,000.00	0.00	8,682.03	75.00	56,242.97	13.47
585-585-930.005	RAMSDELL GATE REPAIR & MAINT	1,000.00	0.00	0.00	0.00	1,000.00	0.00
585-585-940.000	RENTAL EXPENSE	93,000.00	6,621.12	73,352.09	0.00	19,647.91	78.87
585-585-956.000	MISCELLANEOUS	500.00	45.15	6,541.53	0.00	(6,041.53)	1,308.31
585-585-959.000	DEPRECIATION EXPENSE	135,000.00	0.00	0.00	0.00	135,000.00	0.00
585-585-964.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00
585-585-977.000	EQUIPMENT	50,000.00	0.00	17,589.99	0.00	32,410.01	35.18
585-585-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		2,104,800.00	95,400.49	689,257.46	9,255.00	1,406,287.54	33.19
Dept 586 - HARDY DECK							
585-586-727.000	OFFICE SUPPLIES	1,000.00	0.00	6.29	0.00	993.71	0.63
585-586-740.000	OPERATION SUPPLIES	5,000.00	172.57	7,375.30	4,300.00	(6,675.30)	233.51
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	143,800.00	6,363.22	24,316.13	1,770.00	117,713.87	18.14
585-586-850.000	COMMUNICATIONS	3,500.00	256.00	1,981.11	0.00	1,518.89	56.60
585-586-900.000	PRINTING AND PUBLISHING	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-586-910.000	INSURANCE AND BONDS	7,000.00	0.00	3,708.00	0.00	3,292.00	52.97
585-586-920.000	PUBLIC UTILITIES	55,000.00	11,873.54	27,195.06	0.00	27,804.94	49.45
585-586-930.000	REPAIRS AND MAINTENANCE	50,000.00	9,052.88	142,091.69	1,334.00	(93,425.69)	286.85
585-586-940.000	RENTAL EXPENSE	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-586-956.000	MISCELLANEOUS	10,000.00	0.00	7,555.27	0.00	2,444.73	75.55
585-586-959.000	DEPRECIATION EXPENSE	220,000.00	0.00	0.00	0.00	220,000.00	0.00
585-586-977.000	EQUIPMENT	89,000.00	0.00	0.00	0.00	89,000.00	0.00
Total Dept 586 - HARDY DECK		601,300.00	27,718.21	214,228.85	7,404.00	379,667.15	36.86

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/20	YTD BALANCE 01/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
Dept 587 - OLD TOWN DECK							
585-587-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
585-587-740.000	OPERATION SUPPLIES	4,000.00	2,910.78	6,783.60	2,780.00	(5,563.60)	239.09
585-587-801.000	PROFESSIONAL AND CONTRACTUAL	100,000.00	5,696.00	15,808.51	1,770.00	82,421.49	17.58
585-587-850.000	COMMUNICATIONS	6,000.00	637.61	2,939.04	0.00	3,060.96	48.98
585-587-863.000	TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
585-587-900.000	PRINTING AND PUBLISHING	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-587-910.000	INSURANCE AND BONDS	6,000.00	0.00	3,309.42	0.00	2,690.58	55.16
585-587-920.000	PUBLIC UTILITIES	50,000.00	4,180.75	10,454.36	0.00	39,545.64	20.91
585-587-930.000	REPAIRS AND MAINTENANCE	75,000.00	2,244.17	51,244.39	0.00	23,755.61	68.33
585-587-940.000	RENTAL EXPENSE	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-587-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
585-587-959.000	DEPRECIATION EXPENSE	171,000.00	0.00	0.00	0.00	171,000.00	0.00
585-587-977.000	EQUIPMENT	21,000.00	0.00	414.06	0.00	20,585.94	1.97
Total Dept 587 - OLD TOWN DECK		450,000.00	15,669.31	90,953.38	4,550.00	354,496.62	21.22
TOTAL EXPENDITURES		3,156,100.00	138,788.01	994,439.69	21,209.00	2,140,451.31	32.18
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		3,156,100.00	416,180.27	2,304,908.27	0.00	851,191.73	73.03
TOTAL EXPENDITURES		3,156,100.00	138,788.01	994,439.69	21,209.00	2,140,451.31	32.18
NET OF REVENUES & EXPENDITURES		0.00	277,392.26	1,310,468.58	(21,209.00)	(1,289,259.58)	100.00






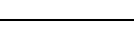
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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY









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







PERIOD ENDING 01/31/2020


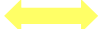


GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/20	YTD BALANCE 01/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	15,000.00	0.00	0.00	0.00	15,000.00	0.00
282-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	35,000.00	0.00	836.35	0.00	34,163.65	2.39
282-000-695.000	TRANSFERS IN	30,000.00	0.00	0.00	0.00	30,000.00	0.00
282-000-699.000	PRIOR YEARS' SURPLUS	32,900.00	0.00	0.00	0.00	32,900.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		112,900.00	0.00	836.35	0.00	112,063.65	0.74
TOTAL REVENUES		112,900.00	0.00	836.35	0.00	112,063.65	0.74
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-727.000	OFFICE SUPPLIES	2,200.00	0.00	0.00	0.00	2,200.00	0.00
282-282-801.000	PROFESSIONAL AND CONTRACTUAL	35,700.00	0.00	8,934.61	3,910.73	22,854.66	35.98
282-282-970.000	CAPITAL OUTLAY	75,000.00	0.00	53,679.14	0.00	21,320.86	71.57
282-282-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 282 - PUBLIC ARTS COMMISSION		112,900.00	0.00	62,613.75	3,910.73	46,375.52	58.92
TOTAL EXPENDITURES		112,900.00	0.00	62,613.75	3,910.73	46,375.52	58.92
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		112,900.00	0.00	836.35	0.00	112,063.65	0.74
TOTAL EXPENDITURES		112,900.00	0.00	62,613.75	3,910.73	46,375.52	58.92
NET OF REVENUES & EXPENDITURES		0.00	0.00	(61,777.40)	(3,910.73)	65,688.13	100.00

Traverse City Downtown Development Authority				2019-2024 Strategic Plan Dashboard	
February 2020					
Mission: To create, support and promote critical infrastructure and other improvements that enhance the downtown experience, promote business growth, serve as a catalyst for private investment and contribute to the year-round vitality and unique sense of place of downtown Traverse City.					
Vision: Serve as the regional hub for commerce, culture, arts and entrepreneurship. By 2030, downtown Traverse City will make needed infrastructure and institutional investments that will provide for added business, residential and retail capacity in the downtown. These investments will attract new private investment and create jobs.					
Metrics					
Key	In progress/on track	In progress/slow	Stalled	Achieved	
Increase public parking capacity while reducing surface parking needs			Decrease incidents of unlawfulness by 50%		
Decrease vacant land by 30%			Attract \$200 million in new investment in the downtown district		
Be home to at least two 500 person companies			Increase public art installations		
Increase public/greenspace by 10%			Increase workforce housing stock in the downtown district		
Increase the quality/rating of our sidewalks and roads			Continue to manage and maintain critical infrastructure investments		
			Increase connectivity and enhance the relationship with the Boardman River		
Values					
Long-term sustainability of the TCDDA and the Downtown District.				An economically healthy and vital TCDDA and Downtown District.	
Inclusivity and collaboration in developing and implementing this Strategic Plan				Transparency in the TCDDA's strategies, priorities and plans for Downtown.	
Strategic Plan Areas of Focus					
1. Real Estate and Placemaking		2. Mobility - Parking and Transportation		3. Business Recruitment and Retention	
4. Leadership		5. Marketing and Promotion		6. Partnership and Collaboration	
Priorities for 2020		Percent Complete	Progress from Previous Month		Notes
1. Extend TIF 97		15%			We continue to develop "talking pieces" regarding TIF, make presentations and talk with community stakeholders. It is anticipated the City Commission will appoint citizens to the Development Area citizens Council (one of the first steps in the process to extend TIF) in March
2. Adopt the Unified Plan for the Lower Boardman		50%			We should have a draft Unified Plan ready by April and a final Unified plan by June/July.
3. Move forward on parking structure for 145 West Front Street		25%			We continue to seek opportunities to build a parking structure.
4. Move forward with Civic Square		10%			We continue to seek opportunities to secure a location for the civic square.
5. Support alternative modes of transportation and examine redevelopment of surface parking lots		35%			We recently hosted a workshop with Destination Downtown coordinators to discuss opportunities to improve and expand the program.
6. Develop comprehensive responsive retail program		5%			We are aggregating data sets.

Traverse City Downtown Development Authority				2019 - 2024 Strategic Plan Dashboard			
				February 2020			
Key				In progress/on track	In progress/slow	Stalled	Achieved
Real Estate and Placemaking							
	Goals and Action Steps	Target Year	% Complete	M/Progress	Notes		
A. Extend TIF 97		2020	15%		We are currently working with the City Commission to establish the Development Area Citizens Council.		
One. Develop a strategic campaign to extend TIF 97, including the following components: a communication plan; marketing materials; presentations; fact sheets and talking points.		2020	40%		We have developed a one-pager, talking-points summary and powerpoint presentations. We are working to develop a more comprehensive communications plan and fine tune our "marketing materials". We have also established a "friends committee" that is helping spread the word and garner support on TIF 97.		
Two. Work with neighborhoods and stakeholders to implement the strategic campaign and plan and recruit supporters to participate.		2020	50%		DDA staff and the Friends Committee is actively meeting with and talking with stakeholders.		
Three. Continue to meet with taxing authorities, neighborhoods, and stakeholders to discuss the benefit of TIF 97		2020	50%		We have (and continue to) met with most taxing jurisdictions, including: BATA, GT County, NMC, Rec. Authority		
B. Establish process to identify and acquire properties for reuse and redevelopment.		2020	5%				
One. Complete a process to inventory and identify key properties for acquisition and reuse or redevelopment.		2020	5%		We have identified the data needs and will be working with the city to identify what we already have and gaps.		
Two. Identify internal or external capacities needed to carry out the inventory and potentially find new funding to support the process.		2020	5%		We are researching where to source data gaps.		
C. Finalize the Unified Plan for the Boardman River while complimenting the Union Street Dam work.		2020	75%		We are working on visioning the six "reaches" of the river and hope to have a draft plan in March.		
One. Continue to support the planning efforts of the Lower Boardman Leadership Team, including extensive civic engagement.		2020	100%		We continue to hold and facilitate monthly meetings of the Leadership Team.		
Two. Continue to research and apply for external funding sources to provide needed intelligence and background information about potential physical limitations and opportunities along the Lower Boardman corridor.		2020	50%				





Three. Continue to work with the City of Traverse City and the Fishery Commission to support and compliment the planning efforts of the Unified Plan and the Union Street Dam.	2022	25%		We participated in two public open houses in January and continue to be participate in team meetings.
D. Establish design standards and guidelines for new development in the downtown district.	2020	20%		We drafted and continue to refine zoning language.
One. Work with the planning commission to amend zoning ordinance language about design standards.	2020	10%		
Two. Meet with developers and property owners to discuss goals of the zoning amendments.	2020	0%	Not Started	
E. Explore opportunities to develop workforce housing within Downtown Traverse City.	2020	5%		We have met with MEDC to explore different approaches for workforce housing.
One. Work with Housing North, MEDC and other stakeholders to create innovative approaches to provide for workforce housing in downtown Traverse City.	2020	5%		
F. Explore opportunities to incorporate stormwater management.	2021	2%		We met with City Engineering to discuss mutual priorities and opportunities.
One. Utilize the AECOM stormwater report to guide and make strategic infrastructure improvements.	2021	0%	Not Started	
G. Identify process to move forward with the Farmers Market and Civic Square.	2020	2%		We continue to work with property owners to secure the location for the civic square.
One. Continue to examine the feasibility of site locations for the Farmers Market and Civic Square.	2020	2%		We are meeting with stakeholders to discuss the 2018 plan for the farmers market and possible next steps.
Two. Develop a strategic plan to implement the development of a refined Farmers Market and new Civic Square.	2020	0%	Not Started	




Traverse City Downtown Development Authority				2019 - 2024 Strategic Plan Dashboard		
				February 2020		
		Key	In progress/on track	In progress/slow	Stalled	Achieved
Mobility - Parking and Transportation						
Goals and Action Steps	Target Year	% Complete	M/Progress	Notes		
A. Ensure that parking infrastructure and parking programs support the vision and mission of the TCDD, as well as the needs of businesses, organizations and events.	2024	5%				
One. Update definitive parking strategy and develop parking business plan using results of Transportation Demand Management Study.	2020	5%		We are working on a new strategy for parking in downtown.		
Two. Continue to explore opportunities to eliminate surface parking lots, if feasible, especially along the Boardman River.	2022	5%		We are exploring options for eliminating surface parking lots. Under the Lower Boardman Unified Planning process, we are exploring options to remove parking from the 100 block of Front Street.		
B. Construct a West End Parking Deck.	2021	0%				
One. Secure extension of TIF 97.	2020	0%		Working on campaign and legislative process.		
Two. Continue to use the results of the TIF 97 Ad Hoc Committee Final Report and Financial Analysis as the foundation for moving forward with a West End Parking Deck.	2020	10%				
Three. Continue to facilitate civic engagement around the need for a West End Parking Deck.	2020	10%		We continue to meet with constituents on TIF and attend community/neighborhood meetings.		
C. Continue to explore options for alternative modes of transportation.	2024	25%				
One. Work with regional stakeholders, BATA, Groundworks, NORTE and TART to set guidelines and regulatory standards for alternative modes of transportation.	2020	10%		We are currently working on drafting an ordinance for e-scooters and a bike-share program.		
D. Provide leadership for regional commuting strategy.	2024	50%				
One. Continue to work with BATA to expand the use of the Destination Downtown Program and the Bayline.	2020	100%		We hosted a discussion forum with Destination Downtown business coordinators to help determine who we can increase the use of the program. In addition, we are currently renewing passes for 2020.		







Traverse City Downtown Development Authority				2019 - 2024 Strategic Plan Dashboard		
				February 2020		
Key				In progress/on track	In progress/slow	Stalled
Business Recruitment and Retention						
Goals and Action Steps	Target Year	% Complete	M/Progress	Notes		
A. Goal. Develop Responsive Retail Program, which includes the retention and protection of existing businesses.	2020	2%				
One. Develop an Action Plan, in collaboration with Downtown Traverse City stakeholders to address key issues and opportunities facing Traverse City's downtown retail base and how the DDA will respond.	2020	0%	Not started			
Two. Develop a comprehensive retail factbook and dash-board.	2020	0%	Not started	We have identified the data needs and will be working with the city to identify what we already have and gaps.		
B. Recruit two major employers into downtown Traverse City.	2024	0%				
One. Work with local and regional economic development stakeholders to determine where existing business may be looking to expand and develop materials that will aid in the recruitment of major employers.	2021	0%	Not started			
C. Expand Redevelopment Ready Certification and attain true development readiness.	2020	0%	Not started			
One. Work with the city to complete the Redevelopment Readiness Certification.	2020	0%	Not started			
D. Assess all the commercial properties within the downtown district.	2020	2%		We have developed a database to get us started.		
One. Identify and map commercial properties - noting their locations/address, dimensions, amenities, owner and other important pedigree information.	2020	2%		We have developed a database and map to get us started. We are starting to aggregate the pedigree information.		
Two. Work with a consultant to develop a market analysis of the retail and commercial market, noting potential opportunities and gaps.	2021	0%	Not Started			

Three. Develop a retail ambassador program that would assist with identifying retail and business needs, providing trainings and certifications, discussing best practices, and helping with job recruitment.	2021	0%	Not Started	
Four. Continue to work with downtown business owners and merchants to study needs and opportunities.	2020	0%	On-going	

Traverse City Downtown Development Authority				2019 - 2024 Strategic Plan Dashboard		
				February 2020		
Key				In progress/on track	In progress/slow	Stalled
Achieved						
Leadership						
Goals and Action Steps	Target Year	% Complete	M/Progress	Notes		
A. Establish experience and qualification criteria for the TCDDA Board representation	2020	0%	↔			
One. Work with DDA subcommittees to determine experience and qualification criteria.	2020	0%	↔			
B. Implement a Board Development Program to ensure board capacity	2020	0%	↔			
One. Hold an annual retreat (or meeting) to discuss short-term and long-term DDA activities and initiatives and determine the progress (and needed revisions) to this Strategic Plan.	2020	0%	➡			
C. Continue to educate staff and board on emerging trends and best practices.	2020 - 2024	100%	↻			
One. Provide opportunities for staff members and board members to attend conferences on topics related to downtowns and the initiatives outline in the strategic plan.	2020- 2024	100%	↻			
Two. Invite experts and community stakeholders to present on topics related to initiatives outlined in the strategic plan at monthly board meetings.	2020-2024	100%	↻			
D. Create capacity to seek grants or other funding to support implementation of the strategic plan.	2021	10%	➡			
One. Look at internal capacity for grant writing opportunities .	2021	10%	➡			
Two. Look at opportunities for diversification of revenue opportunities to fund projects.	2020 - 2024	100%	↻			
E. Work to incorporate the 8th Street Corridor into core DDA activities.	2020 - 2024	50%	➡	Formal recommendation to include 8th Street in the DDA District set to be approved in February.		
One. Continue to meet with the North Boardman Lake District Association to discuss DDA activities and their needs.	2020 - 2024		↔			

Two. Continue to seek redevelopment opportunities along the 8th Street Corridor.	2020 - 2024		Not Started	
Three. Explore if and how the DDA staff may work with the North Boardman Lake District Association on business promotion and marketing.	2020 - 2024		Not Started	
F. Develop Revenue Diversification.	2020 - 2024	100%		
One. Identify opportunities for diversification by obtaining foundation and philanthropic opportunities.	2020 - 2024	100%		
Two. Meet with model DDA's around the United States to explore alternative organizational and revenue models.	2020 - 2024	100%		
Three. Assess options, approaches and needs to create a fund development function of the TCDDA that identifies, secures and manages public and private funding sources and take advantage of collaborative opportunities with local partners. This may also establish a process by which the TCDDA entities could seek capital and other formats of financing from a variety of local business and philanthropic sources.	2020 - 2024	100%		

Traverse City Downtown Development Authority				2019 - 2024 Strategic Plan Dashboard		
				February 2020		
Key				In progress/on track	In progress/slow	Stalled
Marketing and Promotion						
Goals and Action Steps	Target Year	% Complete	M/Progress	Notes		
A. Clearly delineate the marketing and communications of the DDA, DTCA and the North Boardman Lake District (NOBO)	2020	5%				
One. Work internally to set a direction for the operation of marketing and communication for the DDA and the two business associations of DTCA and NOBO.	2020	5%				
B. Create a comprehensive communication plan for the DDA.	2020		Not Started			
One. Work to set communication goals and activities for the DDA.	2020		Not Started			
C. Develop marketing for the DDA.						
One. Work with a branding and marketing firm to develop the "look and feel" framework for DDA marketing materials.	2020		Not Started			
Two. Work to incorporate the "look and feel" into existing marketing and promotion activities.	2020		Not Started			
D. Determine if added processes are needed to assess the costs/benefits of promotional events and programs.	2020		Not Started			
One. Meet with property owners and the DTCA to determine the need and desire for events and programs within the downtown.	2020		Not Started			

Traverse City Downtown Development Authority				2019 - 2024 Strategic Plan Dashboard		
				February 2020		
Key				In progress/on track	In progress/slow	Stalled
Partnership and Collaboration				Achieved		
Goals and Action Steps	Target Year	% Complete	M/Progress	Notes		
A. Continue to work closely with city and regional economic development agencies and stakeholders to support and retain existing business and recruit new business and development opportunities.	2020- 2024	100%				
One. Continue to meet with TraverseConnect, Venture North and others to discuss business development needs and resources.	2020- 2024	100%				
B. Continue to communicate with regional entities about the role of the DDA in city-wide and regional economic development activities.	2020- 2024	100%				
One. Regularly present on DDA activities and initiatives to regional jurisdictions, taxing entities and community stakeholders	2020- 2024	100%				
C. Use multiple channel's of outreach to invite partnership and collaboration in on-going development and refinement of this Strategic Plan and in programs and activities to implement the Strategic Plan.	2020- 2024	100%				
One. Regularly communicate the DDA's desire to partner and collaborate on programs and activities with local and regional stakeholders and the public.	2020- 2024	100%				



303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority

From: Jean Derenzy, DDA CEO

Date: February 13, 2020

Re: DDA District Expansion - 8th Street Recommendation

This agenda item was discussed at your January meeting.

Efforts to develop a vision for the 8th Street corridor have been many years in the making. In addition to the re-design of the corridor, in 2018 the North Boardman Lake Business Association asked the DDA and City to assist in developing an identifying overarching goals and objectives for the corridor. In response, the DDA partnered with the Community Foundation and Perkins-Wills (the "Team") to develop a "planning framework" for the corridor. As part of this effort, the Team identified/studied barriers and opportunities of connectivity between the businesses on the corridor, the surrounding neighborhoods and public assets within the area (e.g., TART Trail).

As part of the planning framework significant outreach occurred to businesses and property owners along the corridor, residents from the surrounding neighborhoods and key community partners (e.g., BATA, Goodwill, Chamber, Munson Healthcare, Disability Networks, and others) to identify ways to better position, promote and develop the corridor. Based on these conversations and other findings in the study, action steps were identified for the corridor:

1. Provide safe connections between neighborhoods and public trails and recreational amenities along 8th Street.
2. Green the 8th Street Corridor.
3. Create places and policies to attract young talent and companies to host health technology innovation on 8th.
4. Provide "missing middle" housing options to make the car-free, healthy urban lifestyle attainable.
5. Promote compact, pedestrian-oriented development with nodes of concentrated activity.
6. Provide access to affordable produce, and family-friendly, healthy dining options on 8th Street.

7. Provide access to primary/preventative care and mental health support services.
8. Empower residents to take ownership of their health and make the right decisions.

Following the completion of the study, and per the direction of the DDA Board, staff-initiated efforts to explore the potential expansion of the DDA Boundary along the corridor. The efforts identified the boundary extension outline, the process to be followed and communicating with the North Boardman Lake Business Association, as well as holding public meetings to discuss with the property owners the pros and cons of expanding the DDA District.

Attached to this memorandum are the comments received from those sessions. There was support for the DDA to focus on new investment, new opportunity and implementing a vision for the 8th street area. The largest concern was the 2 mills associated with the DDA (currently at 1.6772 mills due to headlee rollback).

I believe the DDA is uniquely positioned to help implement the vision for the corridor as well as organize, support and advocate on behalf of business owners and residents within this proposed extension area. I have attached a copy an outline of the District Boundary Map along with the cost associated with the mills for each property owner.

The issues that I bring to the Board for consideration:

District Boundary: The proposed District Boundary map is included in this memo. The most notable parcels not included in the proposed district expansion include the HomeStretch and Habitat for Humanity development, Safe Harbor, and a handful single-family homes on Washington Street. The proposed district boundary expansion is roughly from Lake Avenue, (including Oryana) down Barlow, and portions of Woodmere to the Library.

2-Mill Levy (which is currently 1.6772): One of the most frequent questions that we received from property owners within the proposed district over the last several months pertained to the “value” of the 2-mill levy. That is, what do property owners get for that 2-mill tax levy?

Much like we have done for the existing downtown district, we believe the DDA will a direct focus on redevelopment efforts for the corridor – providing leadership and helping to implement the vision for the corridor. I believe the DDA will provide tremendous value to the corridor. I believe the expansion of the DDA District will allow the DDA to better serve the businesses along Lake Avenue and Eighth Street. This will not only be good for the corridor, but for all of Traverse City. I believe we are ready to move this proposal forward for your consideration.

This past November, the DDA Board voted to extend the District. However, since that time, we have amended the geographic extent of the proposed district (e.g., Home Stretch, the Habitat for Humanity Development and Safe Harbor) Therefore, two motions are required:

RECOMMENDATION: That the DDA Board of Directors:

1. Rescind the November 22, 2019 motion to amend the DDA District Boundaries.
2. Approve the expansion of the Downtown Development Authority District boundary along 8th street as outlined on the map dated December 3, 2019. Further, that the recommendation be forwarded to the City Commission for their consideration.



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

Revised Memorandum for February 21, 2010 Meeting

To: DDA Board
From: Jean Derenzy, CEO
Date: February 18, 2020
SUBJECT: EGLE Grant Award

In June 2019, the DDA Board provided authorization to submit an application to the Michigan Department of Environment, Great Lakes & Energy (EGLE) for a grant regarding environmental work at 401 East Front Street. The parcel is owned by Bob Cornwell. Mr. Cornwell was looking to redevelop this property and for opportunities to improve the environmental conditions of the parcel with a private/public partnership, through an EGLE grant.

The original grant application was for \$300,000, however EGLE staff suggested \$400,00 to ensure all of the environmental conditions were sufficiently addressed. There are no matching funds required for this grant. Our office was notified in January that the DDA was awarded a 2-year \$400,000 Brownfield Redevelopment Program Grant for this property.

The grant would be used for: assessment, due care, environmental response activities, demolition and asbestos abatement, and a third-party environmental oversight professional.

The third-party oversight will assist the DDA in ensuring that the work has been completed and all proper paperwork has been completed for EGLE.

As indicated prior to making this application, our on-going planning efforts for the Lower Boardman River have noted that improving the environmental conditions in and around the river are critical and. In addition, we anticipate we'll be working with the property owner for an easement along the river for public access.

RECOMMENDATION: That the DDA accept the grant and that the Chairperson and Chief Executive Officer execute the documents necessary for acceptance of the grant, with such documents subject to approval as to form by the DDA Attorney and its substance by the DDA CEO.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
LANSING



LIESL EICHLER CLARK
DIRECTOR

February 6, 2020

Ms. Jean Derenzy, CEO
Traverse City Downtown Development Authority
302 East State Street
Traverse City, Michigan 49684

Dear Ms. Derenzy:

I am pleased to inform you that the Michigan Department of Environment, Great Lakes, and Energy (EGLE) has completed its review of your January 2020 application for funding under the Brownfield Redevelopment Program. Your application for the Cornwell Building Redevelopment Project was awarded a \$400,000 Brownfield Redevelopment Grant. The grant was approved by Chief Deputy Director Aaron B. Keatley on February 3, 2020.

Your brownfield coordinator, Ms. Julie Lowe, will forward a grant agreement for your signature. The agreement describes the terms and conditions for the expenditure of funds. Ms. Lowe will work with you to initiate the project once the agreement is signed by you and EGLE.

If you have questions regarding your award, please contact Mr. Ryan Londrigan, Supervisor, Brownfield Redevelopment Unit, Remediation and Redevelopment Division, at 989-891-6072; LondriganR@Michigan.gov; or EGLE, P.O. Box 30426, Lansing, Michigan 48909-7926.

Sincerely,

Mike Neller, Director
Remediation and Redevelopment Division
517-284-5144

cc: Senator Wayne Schmidt
Representative Larry Inman
Ms. Liesl Eichler Clark, Director, EGLE
Mr. Aaron B. Keatley, Chief Deputy Director, EGLE
Ms. Sarah M. Howes, Legislative Liaison, EGLE
Mr. Hugh C. McDiarmid Jr., Communications Manager, EGLE
Ms. Carrie Geyer, EGLE
Mr. Ryan Londrigan, EGLE
Ms. Julie Lowe, EGLE
File #2020-2424



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
LANSING



LIESL EICHLER CLARK
DIRECTOR

February 6, 2020

Ms. Jean Derenzy, CEO
Traverse City Downtown Development Authority
302 East State Street
Traverse City, Michigan 49684

Dear Ms. Derenzy:

SUBJECT: Brownfield Redevelopment Grant
Cornwell Building Redevelopment
Tracking Code: 2020-2424
Location Code: 6F48

Congratulations on your recent Brownfield Redevelopment grant award for the Cornwell Building Redevelopment project. I've attached an electronic agreement for your signature. The grant will be available to the Traverse City Downtown Development Authority (DDA) once the agreement is signed by an authorized representative of the DDA and the Department of Environment, Great Lakes, and Energy (EGLE).

Please return agreement via email:

1. Print and sign the attached document
2. Scan the signed version
3. Email the scanned file to EGLE-Brownfields@Michigan.gov and to me.

After the agreement is signed, a work plan describing the proposed work must be submitted and approved prior to undertaking any activities or incurring any other expenses. Expenses incurred prior to the date that the grant agreement is signed by EGLE are not eligible for payment under the Brownfield Redevelopment Grant and Loan Program, unless specific prior approval is made by the Director of EGLE.

If you have any questions or concerns, please feel free to contact me. I look forward to working with you on this project.

Sincerely,

Julie Lowe, Brownfield Redevelopment Coordinator
Brownfield Assessment and Redevelopment Section
Remediation and Redevelopment Division
989-619-0617
LoweJ2@Michigan.gov

Enclosures

cc: Ms. Carrie Geyer, EGLE
Mr. Ryan Londrigan, EGLE
Ms. Dawn Austin, EGLE
Mr. Mark Kussro, EGLE
File #2020-2424



BROWNFIELD GRANT AGREEMENT
BETWEEN THE
MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT
LAKES, AND ENERGY
AND THE
TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY

This Grant Agreement ("Agreement") is made between the Michigan Department of Environment, Great Lakes, and Energy, Remediation and Redevelopment Division (hereafter "State"), and **Traverse City Downtown Development Authority** (hereafter "Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to the funding sources identified in Appendix A. This Agreement is subject to the terms and conditions specified herein.

Project Name: **Cornwell Building Redevelopment**
Amount of Grant: **\$400,000**
Start Date: **Date executed by the State**

Location Code: **6F48**
Tracking Code: **2020-2424**
End Date: **Two years after Start Date**

GRANTEE CONTACT:

Name/Title

Jean Derenzy, CEO

Organization

Traverse City Downtown Development Authority

Address

302 East State Street
Traverse City, Michigan 49684

Telephone number

231-992-2050

E-mail address

jean@downtowntc.com

Federal ID number

38-2289035

STATE'S CONTACT:

Name/Title

Julie Lowe, Brownfield Coordinator

Division

Remediation and Redevelopment Division

Address

2100 West M-32
Gaylord, Michigan 49735

Telephone number

989-619-0617

E-mail address

Lowej2@michigan.gov

The individuals signing below certify by their signatures that they are authorized to sign this Grant Agreement on behalf of their agencies, and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

FOR THE GRANTEE:

Jean Derenzy, CEO

Date

FOR THE STATE:

Mike Neller, Director
Remediation and Redevelopment Division
Michigan Department of Environment, Great Lakes,
and Energy

Grant Execution Date / Agreement Start Date
Agreement End Date is two years after this date

Rev. 5-22-19

I. PROJECT SCOPE

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

III. CHANGES

Any changes to this Agreement other than budget line item revisions less than 20 percent of the total Agreement amount shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit quarterly progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

Reporting Period	Due Date
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	Before October 15*
October 1 – December 31	January 31

*Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State's contact at the address on page 1. All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report.

(B) The Grantee shall provide a final project report in a format prescribed by the State. The Grantee shall submit the final status report, including all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days from the End Date of the Agreement.

(C) The Grantee must provide electronic copies of all products and deliverables in accordance with Appendix A.

(D) All products shall acknowledge that the project was supported in whole or in part by the State, per the guidelines provided by the program.

(E) If 15 percent (15%) or more of the grant amount is expended in a single quarter, payment requests may be submitted once monthly during that quarter.

V. GRANTEE RESPONSIBILITIES

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

VI. USE OF MATERIAL

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

VII. ASSIGNABILITY

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

VIII. SUBCONTRACTS

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

IX. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

X. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

XI. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

XII. CONFLICT OF INTEREST

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

XIII. ANTI-LOBBYING

If all or a portion of this Agreement is funded with federal funds, then in accordance with OMB Circular A-21, A-87, or A-122, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or

federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XIV. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies to the best of its knowledge and belief that it, its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

XV. AUDIT AND ACCESS TO RECORDS

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of ten (10) years after the final payment has been issued to the Grantee by the State.

XVI. INSURANCE

- (A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.
- (B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

XVII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.

XVIII. COMPENSATION

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement, unless otherwise specified in Appendix A.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the SIGMA Vendor Self-Service website (<http://www.michigan.gov/sigmavss>).

(F) An amount equal to ten percent (10%) of the grant award will be withheld by the State until the project is completed in accordance with Section XIX, Closeout, and Appendix A.

XIX. CLOSEOUT

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

XX. CANCELLATION

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the State and the State will no longer be liable to pay the grantee for any further charges to the grant.

XXI. TERMINATION

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

- a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
- b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.
- c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
- d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
- e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d above, and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

- a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
- b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
- c. Convicted under State or federal antitrust statutes; or
- d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
- e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XXII. IRAN SANCTIONS ACT

By signing this Agreement the Grantee is certifying that it is not an Iran-linked business, and that its contractors are not Iran-linked businesses, as defined in MCL 129.312.

XXIII. ACCESS AGREEMENTS

A voluntary access agreement or court-ordered access must be secured by the Grantee prior to performance of the scope of work described in Appendix A for any portion of the project area or property where grant activities will be undertaken and that is not owned by the Grantee. Evidence of access must be provided to the State at its request.

XXIV. GRANT ADMINISTRATION

The use of a Grant Administrator to review work plans, reports, and other documents prepared by the contractor(s), review invoices, write project status reports, and coordinate project activities and

communications is eligible for reimbursement conditional upon the State's approval of a scope of work and budget prior to incurring grant administration costs. Grant administration costs will be limited to three percent (3%) [ten percent (10%) (for areawides only)] of the total grant amount.

XXV. INELIGIBLE EXPENSES

Although the following costs may be related to the scope of work described in Appendix A, the following are ineligible for reimbursement under the grant:

Office equipment; software; insurance, except liability insurance required pursuant to this Agreement; taxes, except sales taxes; replacement or purchase of equipment; drinking water supply replacement, defined as but is not limited to, providing bottled water, constructing a new well, and extending or constructing a water supply system; operation and maintenance, defined as the activities necessary to provide for continued effectiveness and integrity of a response activity after construction of the response activity means or measures. The term includes activities such as groundwater removal and treatment; restoration of property or infrastructure, unless included in Appendix A; fees for attorneys or legal advice; grant recipient staff time for application submittal; costs incurred for environmental activities under a local Brownfield Redevelopment Authority Plan; costs incurred for activities outside a State-approved work plan; labor overtime; and training.

Travel costs for either vehicle use or vehicle mileage will be reimbursed, but not both. Vehicle mileage will be reimbursed at a maximum of the federal rate allowed by the Internal Revenue Service at the time the costs are incurred. Fees, such as those incurred for state or local permits; underground storage tank registration; late fees; or other fees may be eligible at the State's discretion. Other expenses may be determined ineligible in the course of invoice reviews.

XXVI. BIDS. CONTRACTORS

(A) For contracts over \$20,000, the Grantee shall provide, or cause to be provided, the qualifications of the selected contractor(s) to the State. The State reserves the right to object to the selected contractor(s) or their qualifications. If the State has objections, it will inform the Grantee in writing within 30 days of receipt of the selected contractor's qualifications.

(B) For any contract over \$20,000, except professional services, the Grantee shall solicit, or cause to be solicited, bids from at least three qualified contractors. The Grantee shall provide to the State copies of all bids received. If the contractor that submitted the lowest bid is not the contractor selected, the Grantee must submit written justification for the selection.

(C) Any contractor(s) retained for corrective action on regulated underground storage tanks shall be a qualified underground storage tank consultant that meets the requirements of Section 21325 of Part 213, Leaking Underground Storage Tanks of the NREPA.

(D) Any contractor(s) retained for asbestos abatement shall possess appropriate qualifications to perform asbestos abatement.

(E) Contractor markup on subcontractors and equipment is limited to a maximum of ten percent (10%) of the original cost, and subject to approval by the State.

XXVII. WORK PLANS AND PROJECT IMPLEMENTATION

(A) Prior to conducting any activities except property acquisition under the Agreement, the Grantee or its contractor shall submit a detailed work plan to the State for its approval. Work plans must include a description of the proposed activities, a budget, and a schedule for conducting the activities under Appendix A. A supplementary work plan, budget, and schedule are required for each subsequent phase of work. The Grantee and its contractor shall not proceed with grant-funded activities until the State approves the work plan, budget, and schedule in writing. The State may approve, modify and approve, or require amendments to the work plan.

(B) The Grantee or its contractor shall implement the work plan upon the State's written approval and according to the schedules contained therein. Changes or additions to the work plan may be submitted in writing and are subject to approval by the State. Changes to work plans without prior approval from the State, or performance of activities that are not part of an approved work plan or an amendment to a work plan, are considered ineligible expenses and may result in the Grantee being responsible for payment of unapproved activities.

XXVIII. ECONOMIC DEVELOPMENT

(A) The Grant Recipient acknowledges by its signature of this Agreement that there have been no material changes in the economic development proposal, property ownership, or other conditions of the property or project since the date the grant funds were awarded.

(B) In the event the proposed development changes or is not implemented, the Grantee shall immediately notify the State in writing and shall secure a new development project for the property within six (6) months after such notification. The Grantee shall then notify the State in writing of the proposed development. The alternate development project is also subject to approval by the State.

XXIX. OTHER TERMS AND CONDITIONS

(A) The State may withhold the grant until the State determines that the Grantee is able to proceed with the project scope described in Appendix A, pursuant to Part 196, Section 19612(3), of the NREPA.

(B) Following completion of the project, the State may conduct annual compliance inspections for two (2) years to determine whether the project is being maintained for the use specified in this Agreement.

(C) The Grantee acknowledges, by signature of this Agreement, that the State is not obligated to provide additional funding beyond the Agreement amount should additional environmental costs be necessary to complete the project.

(D) If necessary to allow for completion of the project, the Grantee and State may mutually agree to extend the term of the Agreement. Agreement extensions should be requested by the Grantee or the State in writing, prior to the Agreement end date. The term of the Agreement may be extended up to a maximum of four additional 1-year periods. This Agreement may only be extended by a signed agreement between both parties.

**BROWNFIELD REDEVELOPMENT
GRANT / LOAN
APPENDIX A**

Project Details			
Project name and address	Cornwell Building Redevelopment 401 East Front Street Traverse City, Michigan 49684	Grantee / Borrower	Traverse City Downtown Development Authority
Tracking code	2020-2424	Location Code	6F48
Capital investment	\$2,400,000	Jobs created	3 full-time 4 part-time
Grant amount	\$400,000	Loan amount	\$0
Funding Source	Renew Michigan Grant (RMG)		

PROJECT DESCRIPTION:

The Traverse City Downtown Development Authority (DDA) is receiving a grant to facilitate the redevelopment of the existing Cornwell Building in downtown Traverse City. The property was once a dry cleaner and believed to be the source of soil and groundwater contamination which pose a vapor intrusion risk to the future building. The grant funding will be used for assessment, demolition, due care planning and implementation, possible remedial actions, and the installation of a vapor mitigation system.

The developer, MME2, LLC, will construct a 6,500 square foot, mixed use commercial-residential development.

ANTICIPATED SCOPE OF WORK / BUDGET:

1. Assessment including, but not limited to Phase I, Phase II, and development of a baseline environmental assessment for MME, LLC to operate the site.
2. Due care including, but not limited to, due care planning and documentation, additional sampling for due care purposes, a feasibility study, a sub-slab depressurization system for vapor mitigation, contaminated soil disposal, and incremental cost of managing contaminated groundwater during construction.
3. Environmental response activities if determined needed by the feasibility study including but not limited to additional soil and groundwater remediation beyond due care.
4. Demolition and asbestos abatement, including, but not limited to, partial demolition and asbestos abatement of the on-site building, pavement, and other site features as well as bidding, oversight, and reporting.
5. During the time of the grant funded activities, the Grantee is required to install a sign on the property displaying the EGLE logo. A full color, 48" by 96" grommited vinyl sign, or

equivalent is required to be installed on the brownfield site. An image file with the sign design will be provided to the Grantee by the brownfield coordinator.

6. Third-party oversight professional including, but not limited to, assisting the Grantee with grant management, review of technical work plans and reports, meetings and communications of a technical nature, site inspections, and other technical oversight, as needed.
7. Grant administration including, but not limited to, the grant management, tracking, and reporting activities by Grantee.
8. Contingency for unanticipated conditions that may be encountered during the performance of eligible activities. Contingency will not be utilized without authorization from the Department of Environment, Great Lakes, and Energy (EGLE).

PROJECT BUDGET	
Eligible Activity	Grant
1. Assessment	\$4,000
2. Due Care	\$191,000
3. Environmental Response Activities	\$80,000
4. Demolition and Asbestos Abatement*	\$38,000
5. EGLE Sign	\$1,000
6. Third-party environmental oversight professional	\$15,000
7. Grant administration (up to 3 percent of grant amount)	\$12,000
8. Contingency (up to 15 percent of grant amount)	\$59,000
Total	\$400,000

* Demolition costs cannot exceed 50% of the total project cost. Since demolition will occur before other eligible activities, demolition reimbursement will be deferred until other eligible project costs equal or exceed 50% of the total project cost.

In addition to the broad budget items above, the grant may be used for work plan and budget development, bid solicitation, technical specifications, and other administrative tasks approved by the Department of Environment, Great Lakes, and Energy (EGLE) brownfield coordinator. All grant-eligible work, including tasks not listed above, must be approved in advance. Work completed without an approved work plan may not be eligible for grant reimbursement.

Prior to the start of any grant eligible work, a work plan must be submitted to EGLE for review and approval. Work plan development will be paid for under the budget items listed above. A budget up to \$2,500 each is pre-approved for work plan development. If development of a work plan is expected to cost more than the pre-approved budgets, the anticipated cost to develop the work plan must be approved by the brownfield coordinator in advance, or the excess cost will not be eligible for reimbursement.

Progress reports must be submitted quarterly even if no expenses were incurred during the quarter. Progress reports must include invoices for expenses incurred during the quarter and copies of checks or statements showing all consultants / contractors were paid.

SCHEDULE: Work will be initiated on approved projects within two weeks of State approval unless otherwise approved by the State. The project will proceed on the following schedule:

Task	Schedule
Due Care Investigation and VI Design	1 st quarter after start date
Response Activities and Demolition	2 nd quarter after start date
Construction	3 rd quarter after start date

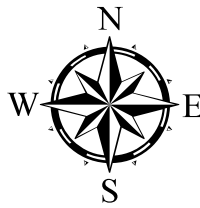
CORNWELL BUILDING



MICHIGAN
BROWNFIELD
REDEVELOPMENT
PROGRAM

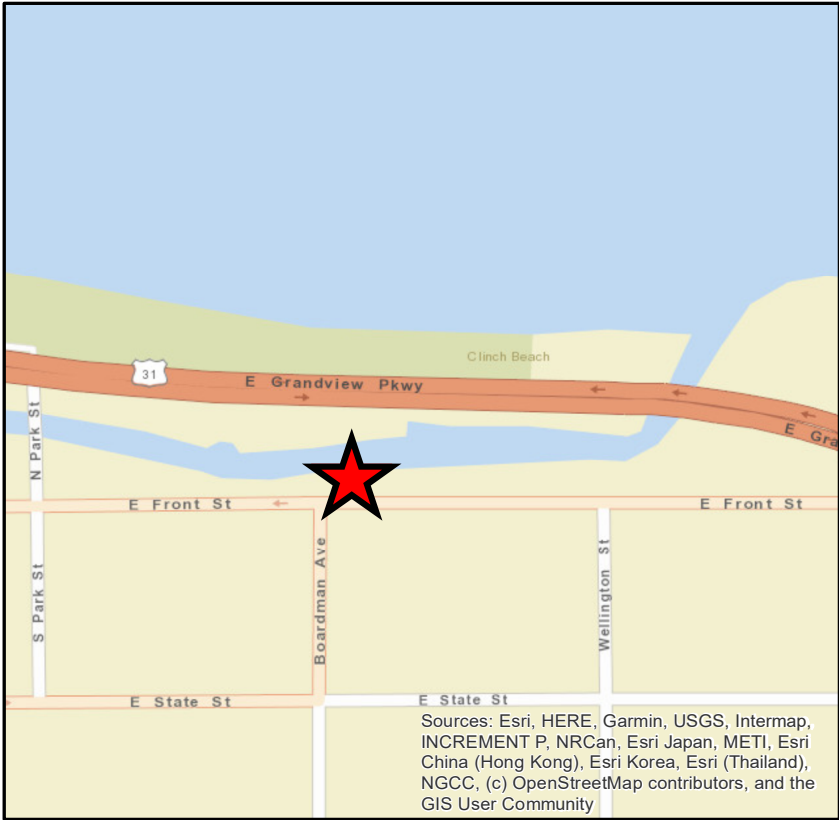
Datum: WGS_1984 Photo Source: MIS Date:2010 Resolution:1ft

Project Scope



0 10 20 40 60 80 100 Feet

401 EAST FRONT STREET
TRAVERSE CITY, GRAND TRAVERSE COUNTY
SEC 3 T27N R11W
FIGURE 1
EGLE Remediation & Redevelopment
Division
January 2020





303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority

From: Jean Derenzy, DDA CEO

Date: February 13, 2020

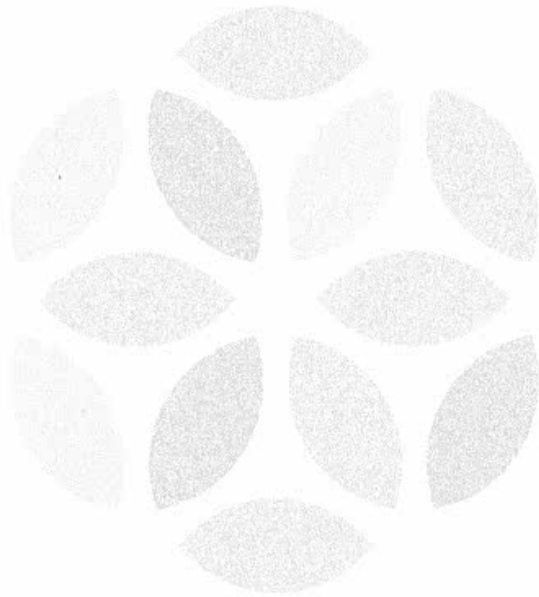
Re: Farmers Market Management Agreement

Early this winter, the DDA issued an RFP for management services of the Farmers Market. We received one proposal (see attached) – from SEEDS. On January 27, 2020, the Farmers Market Advisory Board met to discuss the proposal and voted unanimously in favor of recommending SEEDS for this contract.

RECOMMENDATION: That the DDA Board approve the management agreement with SEEDS to provide management services of the Traverse City Farmers Market.

seeds

Ecology + Education + Design



Proposal:

Sara Hardy Downtown Farmers Market

January 9, 2020

Prepared For:

Downtown Development Authority of Traverse City



For a given number of people, the number of people is always a perfect square.

For a given number of people, the number of people is always a perfect square.



Ecology + Education + Design



Nick Viox Events and Projects Coordinator
303 E. State Street, Suite C
Traverse City, MI 49684

January 9, 2020

To the Sara Hardy Downtown Farmers Market Advisors:

Enclosed, please find a proposal in response to the RFP for Market Manager.

Since 2011, SEEDS has been honored to serve the Downtown Development Authority, the Sara Hardy Vendors, and the Traverse City community as the Sara Hardy Downtown Farmers Market Manager. There can be no doubt that SEEDS is familiar with the rules, structure, and culture of the Market. In these years, we have smoothly hired and transitioned four Market Managers, proving our organizational capacity to provide consistent services even as managers change.

SEEDS is a 501c3 nonprofit organization formed in 1999 to implement local solutions at the intersection of ecology, education, and design. Our mission inspires us to invest in community structures that support quality of life through food, shelter, water quality, and inter-generational enrichment. The Sara Hardy Downtown Farmers Market Manager position fits within our mission in a number of integrated ways ranging from supporting the economy of local growers and vendors, to investing in the next generation of agricultural leaders who serve as SEEDS Market Assistants.

We view our relationship with the DDA as one of partnership. As you may know, SEEDS hosts an award winning Youth Conservation Corps program and we have recruited Market Assistants who are interested in learning more about farming – particularly drawing from the TBA-ISD Career Tech Center's Agri-Science program. By partnering with SEEDS, the DDA directly supports the next generation, adding value to local academic programs in this experiential on-the-job format.

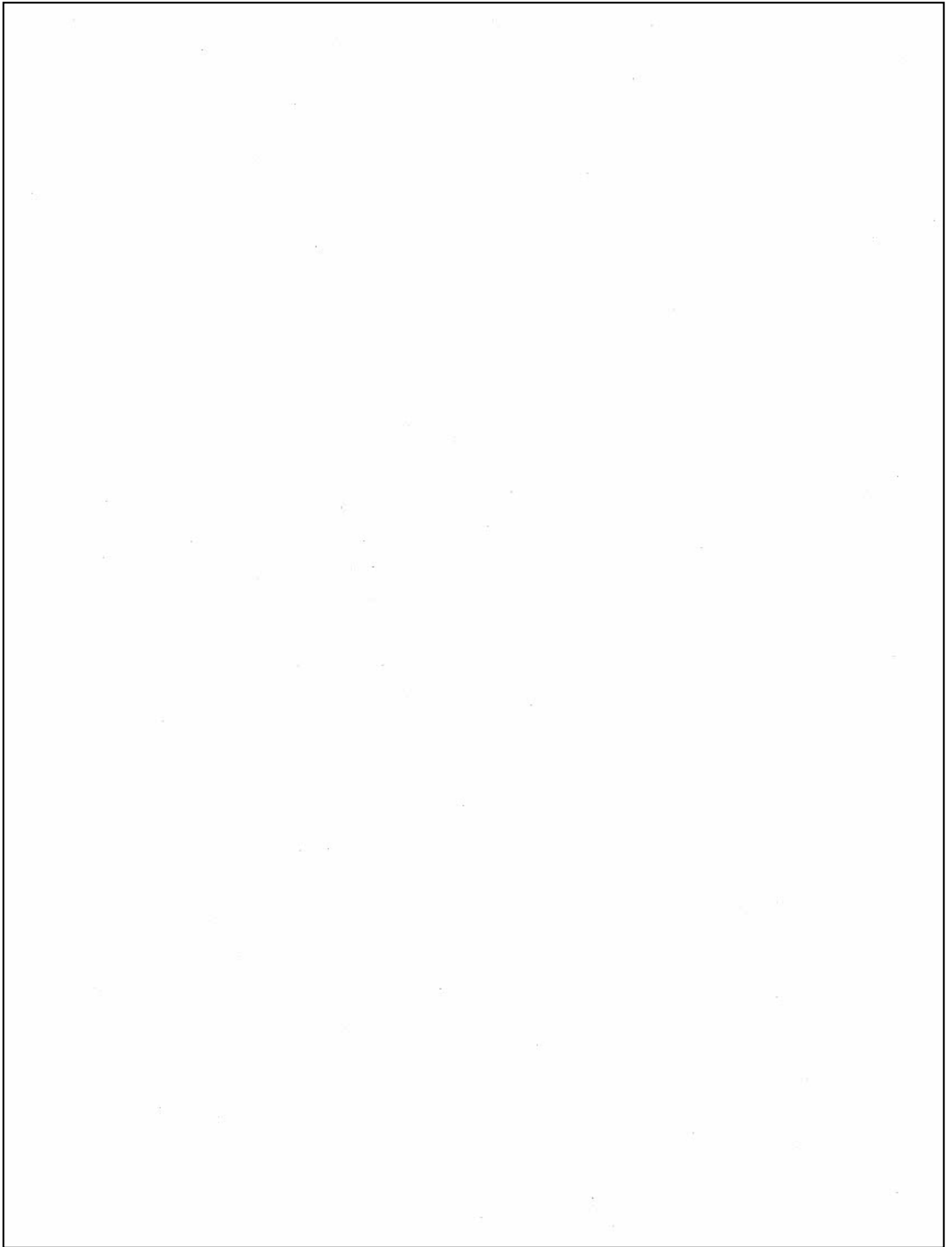
With DDA staff and the Market Advisory committee, recent years have brought improved process management, rule clarity, and decision-making transparency. This work has helped foster stronger ties and affinity between vendors, Downtown Businesses, and the broader community, which has been shown in survey data trends. SEEDS has been proud to support the development and implementation of this behind-the-scenes work! Similarly, we look forward to the coming infrastructure improvements. Our visible role as well as our mission-driven focus will add value to the DDA's stakeholder outreach and communications activities.

We hope you choose to accept our proposal to continue serving as your Market Manager. I am available to respond to any of your questions or contract adjustment ideas.

Sincerely,

A handwritten signature in green ink, appearing to read "Sarina".

Sarina Salzman, Executive Director



1 INTRODUCTION

ABOUT THE SARA HARDY DOWNTOWN FARMERS MARKET:

The purpose of the Market is to create a sales venue for local area farmers, provide opportunity for consumers to purchase quality farm-grown goods, to provide a community gathering place, and to promote and stimulate economic development and create traffic in the Downtown area. Named after one of the area's leading philanthropists, the market has grown to be one of the top 3 largest markets in the state (and the largest growers only market)! The market also firmly believes in food accessibility in our region and supports the following Food Assistance Programs: EBT/SNAP, Double Up Food Bucks, Senior Project Fresh, Project Fresh, & event based programs.

ABOUT SEEDS:

Formed in 1999, SEEDS is a 501c3 nonprofit organization whose mission is to implement local solutions to global issues at the intersection of ecology, education, and design. Food and Farming issues and people have been core to our mission and values since our inception. SEEDS helped Taste the Local Difference populate their very first database of local farmers and markets!

The SEEDS Youth Conservation Corps program specifically targets youth 16-25 and offers them opportunities to thrive in a hands-on, experiential format. Our members are motivated to learn because they earn paychecks and scholarships. Our partners are motivated to invest in local youth by providing valuable job training and workforce development. As Market Assistants the Corps members gain a stronger connection to local food systems and local business development.

Since 2011, SEEDS has been honored to serve the Downtown Development Authority, the Sara Hardy Vendors, and the Traverse City community as the Sara Hardy Downtown Farmers Market Manager. SEEDS develops redundancies to support institutional knowledge of operations in each program area. This is also the case with multiple staff trained on Market operations and management. With every year of involvement SEEDS has been proud to support the development and implementation of this work!

2 OBJECTIVES

To ensure that the Farmers Market runs smoothly and efficiently by supporting the Downtown Development Authority in decision-making, providing diplomatic rule enforcement, and by being the point of contact for all vendors and customers during market hours.

To support DDA efforts to develop and improve the parkland infrastructure that hosts the Downtown Market.



To support the next generation of farmers and farm advocates by engaging youth ages 16-25 as Market Assistants and part of the SEEDS Youth Corps, adding value to academic programs through this first-hand, experiential, and on-the-job format.

3 WORK PLAN

SEEDS agrees to follow all Market Management rules and guidelines, providing leadership on:

1. All opening and closing procedures for all Downtown Farmers Markets
2. Food Assistance Program transactions
3. Vendor fee collection and deposits
4. Customer service during market hours to vendors and customers
5. Monitoring and enforcing market rules
6. Scheduling and coordinating vendor assessments (audits)
7. Working proactively and transparently with DDA staff during the entire year

4 PROPOSAL TEAM

Our staff is experienced managing a variety of programs and projects with a variety of partners including federal, state and local governments, schools, for-profit corporations, non-profit organizations, community groups, and individuals.

Leadership & Supervision: The project team will be personally overseen by SEEDS Executive Director, Sarna Salzman, with support from the SEEDS Leadership Team including the Youth Conservation Corps Director, Jennifer Flynn; Accountant, Nora Cosnowski; Human Resources Manager, Katie Corona; and current SEEDS Market Manager, Elizabeth Dunham. Resumes are available upon request.

Market Manager: Upon award of contract, SEEDS will immediately identify the 2020 Farmers Market Manager whose job description mirrors the accountabilities identified in this RFP by the DDA and the Market Advisory Committee. Training and orientation begin immediately as necessary, both internal training as well as in conjunction with DDA staff ensuring a market season that is as smooth and productive as expected by the Advisory Committee, the DDA board, staff, vendors, and customers. Training will include:

- Introduction of key contacts
- Attendance at Market Advisory Meetings
- Market policies, rules, and procedures
- Vendor Assessment (Audit) procedures
- Cash management
- Employee supervision training, serving as a Team Leader for seasonal Market Assistants



DDA Sara Hardy

Page | 3

Deputy Market Manager: In addition to the Market Manager, SEEDS will identify and cross-train a Deputy Market Manager in order to provide additional 'bench-strength' and emergency management.

Market Assistants: Assistants to the Manager will be primarily recruited as members of the nationally recognized SEEDS Youth Conservation Corps program. SEEDS has a tradition of successful recruitment from the students of the TBAISD Career Technology Center's Agri-Science Program and youth who are specifically interested in careers in agriculture and farming industries. Becoming Market Assistants, helping with the SEEDS Farm at Historic Barns Park, and pursuing an education-to-career track offers these youth a valuable *Farm-to-Market-to-Table* perspective and resume-building experience unique to the partnership network offered by the DDA, the TBAISD-CTC, local agricultural mentors, and SEEDS.

5 SCHEDULE / TIMELINE

	JAN	FEB	MAR	AP	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Market Manager Training												
Identification of Deputy Manager												
Market Assistant Recruitment												
Farm Assessor Subcontractor Recruitment												
Saturday Markets												
Wednesday Markets												
Farm Assessments (3/month)												
Monthly Advisory Meetings												

6 ESTIMATED BUDGET

As an estimate, SEEDS billed approximately \$21,000 for the 2019 year, including all billable and subcontracted services. The below details billing items:

Two-person staffed markets	\$300 ea. *
Three-person staffed markets (e.g. Saturdays, data collection days)	\$390 ea. *
Farm Assessment (Audit) Coordination (NTE 3 audits/month)	\$30/hour
Subcontracted Farm Assessor	\$50+mileage/audit
Federal Mileage Reimbursement for travel related to Farm Assessments	\$0.58/mile or current rate
Attendance at DDA required meetings	\$30/hour



DDA Sara Hardy

Page | 4

* Based on the following calculation:

Manager wage (7 hours per market *\$19.25) + Assistant wage (7 hours per market *\$10.10 per assistant) + Supervision (40 hours per year *\$28.85) + Fringe (30% *Total Wages) + Overhead (12% of Direct Costs)

Additional services of food waste management and recapture at Saturday markets has been investigated by SEEDS. Food Rescue estimates 500 pounds of produce are not captured at Saturday markets. Coordination of delivery to Food Rescue is an add-on service for which SEEDS would charge \$60 per Saturday market.

Negotiable additional services in collaboration with the market and the DDA include zero waste management at the market and Birdhouse maintenance.



DDA Sara Hardy

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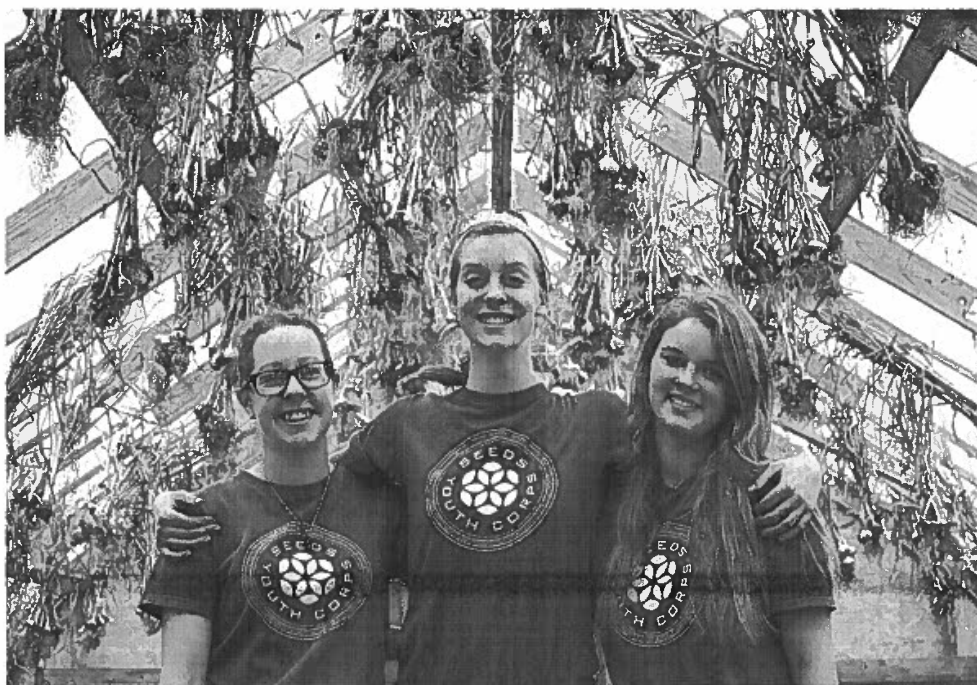
Rachel Geyer told us...

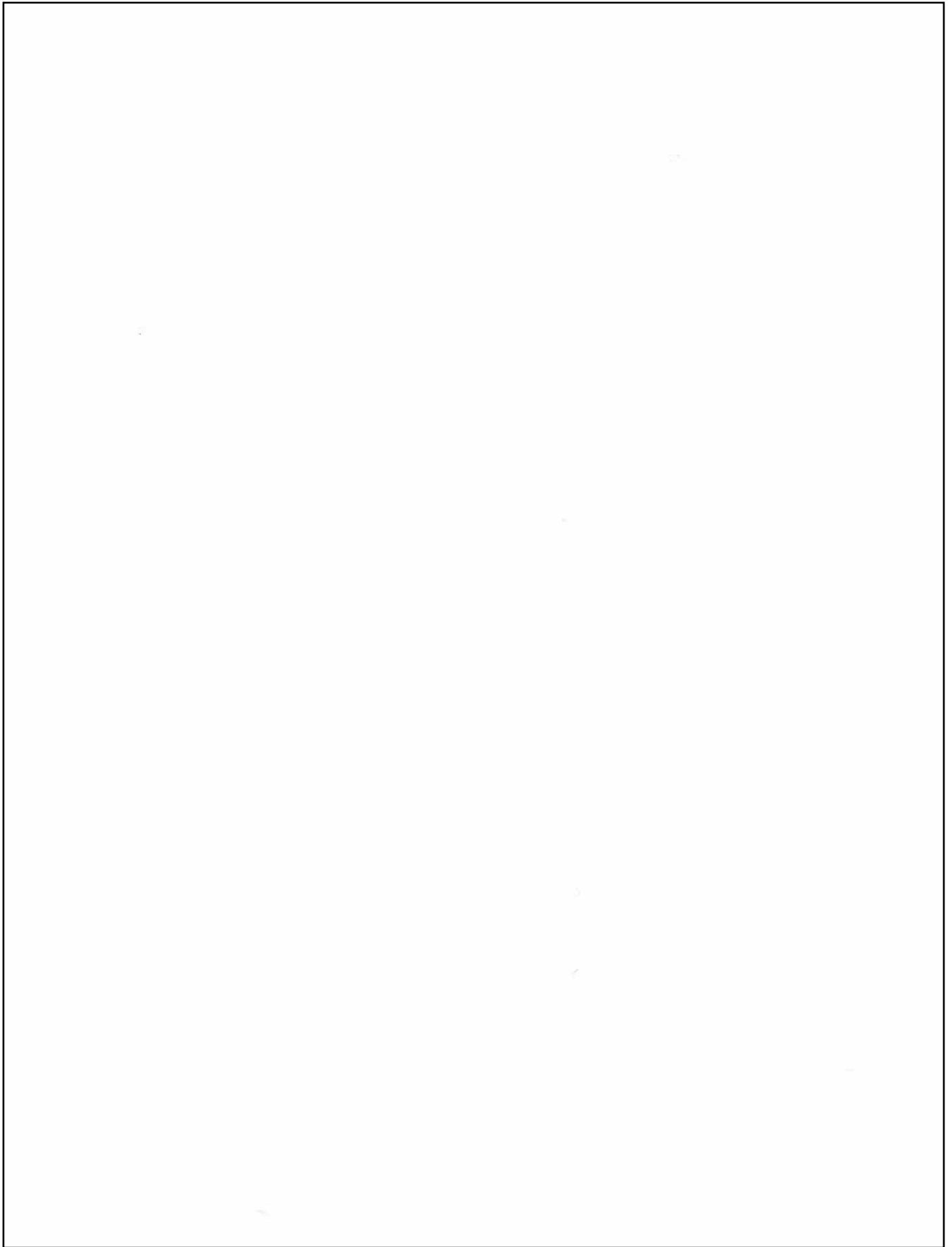
In my last two years of high school I have been part of the SEEDS Youth Corp on the SEEDS Farm through the Agri-science & Natural Resources program at the Career Tech Center.

Through SEEDS, I have learn many different things, things such as food nutrition, food & tool safety, teamwork, problem solving and, most importantly, new knowledge and work based skills. I have probably learned more about real world agriculture, teamwork and problem solving with SEEDS then I had ever in the classroom or at home because of the experiences I got to be a part of while working on the farm and also at the local downtown Farmers Market.

I've also gotten to know a variety of different people while working with SEEDS. People such as the local farmers who provide us with healthy, nutritious, non-GMO foods and also people from other life changing organizations like Archangel, Food Rescue, Botanical Gardens and more. This past year, as a bike team, was an amazing experience that not only gave my team and me a new way to get around town and to promote healthy habits, but also a way to show how much fun and pride we have while working with SEEDS.

SEEDS has changed me in so many good way and has help me become the person I am today. SEEDS has truly been like another family to me that contains most of the coolest people I've met in my entire life and I hope to keep that experience with me for the rest of my life.





Bidder - Please complete and return

BID SUMMARY

TITLE: SARA HARDY DOWNTOWN FARMERS' MARKET MANAGEMENT

DUE DATE: FRIDAY, JANUARY 10, 2020 @ 2 PM

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

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

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

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

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

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

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;
- (d) attempting to influence a public employee to breach ethical conduct standards; or
- (e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the DDA indicates that the bidder is unable to perform responsibility or which

reflects a lack of integrity that could negatively impact or reflect upon the DDA, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
- ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
- iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
- iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
- v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

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

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

Submitted by:


Signature

SARNA SALZMAN
Name and Title (Print) EXECUTIVE DIRECTOR

231) 947-0512
Phone Fax same

EMAIL ADDRESS:

sarna@ecoseeds.org

SEEDS Ecology + Education Centers
Company Name

PO Box 2454
Company Address

IL MI 49685
City, State, Zip

SOLEC3
Sole proprietorship/partnership/corporation

MI
If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. Traverse City & Gagefield Township Recreational Authority
Contact Person: Matt Cowall Telephone: 231-360-8304

2. Leelanau Gourmet
Contact Person: Frank Ditzler Telephone: 616-889-6446

3. Omyana Food Co-op
Contact Person: Steve Nance Telephone: 231-947-0191

SUBCONTRACTORS: (include name of organization, contact person, daytime phone number, and services to be performed).

1. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____

2. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____

3. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____

The first part of the paper is devoted to the study of the asymptotic behavior of the solutions of the system (1) as $t \rightarrow \infty$. It is shown that the solutions of the system (1) are bounded and tend to zero as $t \rightarrow \infty$.

In the second part of the paper, the asymptotic behavior of the solutions of the system (1) is studied as $t \rightarrow 0$. It is shown that the solutions of the system (1) are bounded and tend to zero as $t \rightarrow 0$.

The third part of the paper is devoted to the study of the asymptotic behavior of the solutions of the system (1) as $t \rightarrow \infty$. It is shown that the solutions of the system (1) are bounded and tend to zero as $t \rightarrow \infty$.

In the fourth part of the paper, the asymptotic behavior of the solutions of the system (1) is studied as $t \rightarrow 0$. It is shown that the solutions of the system (1) are bounded and tend to zero as $t \rightarrow 0$.

The fifth part of the paper is devoted to the study of the asymptotic behavior of the solutions of the system (1) as $t \rightarrow \infty$. It is shown that the solutions of the system (1) are bounded and tend to zero as $t \rightarrow \infty$.



303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority

From: Leah Bagdon-McCallum, Chair & Jean Derenzy, CEO

Date: February 12, 2020

Re: Farmers Market Advisory Board Appointment

Terms for three positions on the Farmers Market Advisory Board have come up as of February 2020. Two of our current Board Members would like to re-up their terms. After discussing the applications with Nick Viox, Events & Programming Coordinator and Tricia Phelps, chair of the Farmers Market Advisory Board, we are recommending the following slate to the DDA Board:

Meghan McDermott - she is our current secretary and her unique position with Groundwork provides a perspective of the statewide agricultural community (including grant programs, educational resources, etc.) that has been incredibly helpful in decision making.

Lori Buchan - As our current Vice Chair and one of the longest lasting members of our Advisory Board and market, Lori provides a wealth of history and knowledge that is incredibly valuable, especially for a lot of our newer vendors. In addition, her background as a previous Downtown business owner has provided more perspective to our conversations at the Advisory Board level.

Keith Adler - A newer applicant and a customer representative, he has a unique background in marketing and horticulture - two areas where our Advisory Board needs more support. In addition, his previous experience working with on on boards includes Michigan Farmers Market Association, Michigan Asparagus Board, Michigan Potato Industry Commission, Michigan Grape & Wine Council, MSU Agricultural Extension and more. As we try and attract new customers (to Wendesdays in particular) and try and strengthen our Vendor Visit process with a broader pool of knowledge, we believe his expertise will prove well.

We had other strong applicants, but we believe the variety that this slate will bring to the board will be incredibly helpful. It should be noted that Linda Grigg, a mainstay on the Advisory Board, has resigned effective after the February meeting, in hopes of

allowing newer vendors to get involved. Applications will be sent out to all vendors with the applications after the February Advisory Board Meeting and an appointment is hopeful for March.

Recommendation: That the DDA Board of Directors appoint Meghan McDermott Lori Buchan, and Keith Adler to the Farmers Market Advisory Board.



303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority

From: Jean Derenzy, DDA CEO

Date: February 14, 2020

Re: Updates

As each board member is aware, we are actively working on several important projects and initiatives. This communication is my attempt to bring you up to speed on those activities.

Lower Boardman River

Project Progress

The Lower Boardman Leadership Team has made significant progress on the Unified Plan. We are currently reviewing the six unique "reaches" of the river, identifying alternative development options and preferred goals. We anticipate having a draft of the Unified Plan ready for another round of citizen feedback by April and a completed Plan by June/July.

In addition to this effort, the DDA is participating in an exploratory Boardman River Watershed Collaborative initiative, aimed at establishing a collaborative network of agencies doing work on the Boardman River.

Brief Summary Points

- Draft Unified Plan completed by April
- Completed Unified Plan completed by June/July

Bridge Projects

Project Progress

At the February 10th City Commission meeting, City Engineer Tim Lodge provided an update on the timing of the four bridge projects in downtown. The construction dates (listed below) are contingent on MDOT plan acceptance in April and a formal bid letting in June. As you know, TIF 97 funds are being allocated toward each bridge project.

- South Cass Street Bridge: Aug. 2020 – Nov. 2020 (4-months)
- Park Street Bridge: Sept. 2020 – Nov. 2020 (3-months)
- West Front Street Bridge: Dec. 2020 – June 2021 (6-months)
- 8th Street Bridge: May 2021 – July 2021 (3-months)

TIF 97 Extension

Project Progress

On February 13, 2020, members of a special ad-hoc committee (made up of three DDA board members and three city commissioners) interviewed candidates for the Development Area Citizens Council (DACC). A second round of interviews is being scheduled for later this month or early March.

Required by state statute, the DACC would serve as an advisory body to the DDA and the City Commission on the TIF 97 Plan and proposed extension.

Following a recommendation from the ad-hoc committee, we anticipate the city commission will formally appoint citizens to the DACC in March/April.

Electric Scooters

Project Progress

This past fall, DDA staff members met with staff from the City Planning Department and the Groundwork Center for Resilient Communities to discuss a potential regulatory framework and policy best-practices for Electric Scooters (often referred to as “E-Scooters”) and shared bike systems in downtown Traverse City.

Since that time, DDA staff have been working to develop a draft e-scooter/bike share ordinance that would address several components, including: permitting, operation, location, parking, fees, data, customer service and safety.

DDA staff plans to complete draft ordinance language by the end of February and then will conduct a thorough review with the city attorney. This item could potentially be presented to the DDA Board for discussion early this spring.

Downtown Building Design Standards

Project Progress

Also this past fall, DDA staff members, working with the City Planning Department, initiated efforts to develop more comprehensive building standards in the C-4 zoning district (downtown). The zoning ordinance already has some language devoted to building standards. DDA staff have completed a draft of the zoning changes and are working with City Planning to refine language.

DDA staff plans to meet with local architects/developers in March to receive feedback on the draft zoning changes and will also review the changes with the city attorney.

Short-term Rentals

Attached is a memorandum that was sent to the Planning Commission for their January meeting regarding short term rentals in the C-1 and C-2 Districts. As identified in my memorandum, my recommendation is to use a percentage/based formula within a housing development for year-round living and short-term rentals. This is for your information – you are not required to take a position on this issue as the DDA has not been asked to provide one. This only reflects my opinion relating to the overall benefit of having year-round residents in downtown.



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Russ Soyring, City Planner
From: Jean Derenzy, DDA CEO
Date: January 2, 2020
Re: Vacation Home Rentals in C-1, C-2

You have requested input from the Downtown Development Authority (DDA) relating to vacation home rentals in the C-1 and C-2 Development Districts following your December meeting. I appreciate the opportunity to provide input regarding vacation home rentals, as housing – of all types - has been and continues to be a key element in the DDA strategic plan.

Please note that your January Planning Commission meeting will occur *prior* to the next DDA meeting (scheduled for January 17th). While the DDA Board is familiar with the on-going community discussion regarding vacation rentals, the Board has not formally discussed the topic and/or provided any formal recommendations. This memo is intended to provide my input regarding vacation rentals. Additional input and/or recommendations from the DDA Board regarding vacation rentals may be provided at our January 17th meeting.

One of the goals of the DDA 5-year Strategic Plan is to, *develop workforce housing within Downtown Traverse City*. To achieve this goal, the DDA will be working with MEDC, Housing North and private developers (among others), to pursue and create innovative approaches (e.g., grants, loans, public/private partnerships) to provide workforce housing. We believe housing, of all types, will help create a more vibrant year-round downtown for people of all ages and financial means. The TC Lofts apartment complex is a great example of the type of diverse housing we want to encourage in the downtown. (Note: TC Lofts is in the C-4 District which allows for vacation home rentals).

Allowing for vacation home rentals in commercial areas seems appropriate. However, I believe in taking a more balanced and site-specific approach. In regards to the proposal to eliminate vacation home rentals in the C-1 and C-2 Districts, one approach that I believe is worthy of consideration is to establish regulations that identify that 60% of all units must be made by 12-month living, in other words only 40% (or less) of the units can be vacation home rentals.

As you are aware, the DDA is working on efforts to expand its district along the newly constructed 8th Street Corridor (Lake Avenue to Barlow Street). Over the last five years, this important corridor has been the subject of several plans and studies (Corridor Master Plan 2013, envision 8th 2016, and Perkins Wills 2019). Each plan has identified the need for housing along the corridor. However, the plans also state that new housing needs to support and compliment the surrounding neighborhoods. It is my recommendation that the planning commission consider (for the time being) eliminating vacation home rentals in this part of the city. I believe the elimination of vacation rental homes would better compliment the neighboring Boardman Neighborhood as well as the multi-family developments in the “depot” neighborhood. In addition, I believe this part of the city is prime for new year-round rental housing. I understand that the 8th Street Corridor includes the C-1, C-2, D-1 and D-2 zoning districts. Perhaps this provides an opportunity to discuss other zoning options (e.g., overlay, new district) for the corridor, which would still eliminate vacation rentals.

In conclusion, I believe an outright elimination of vacation rentals in the C-1 and C-2 Districts is not the appropriate approach (except along the 8th Street Corridor). Doing so would likely push the vacation rentals debate further into the neighborhoods which continues to cause much community debate and consternation. Rather, I would like the Planning Commission to consider a “percentage approach” regarding vacation rentals.

I will be asking the DDA Board to weigh-in on this topic at their January 17th meeting. I will also be at your January 7th meeting to provide any additional input on this important housing issue.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Re: February 11, 2020
Date: TCLP Fiber Installation License Agreement

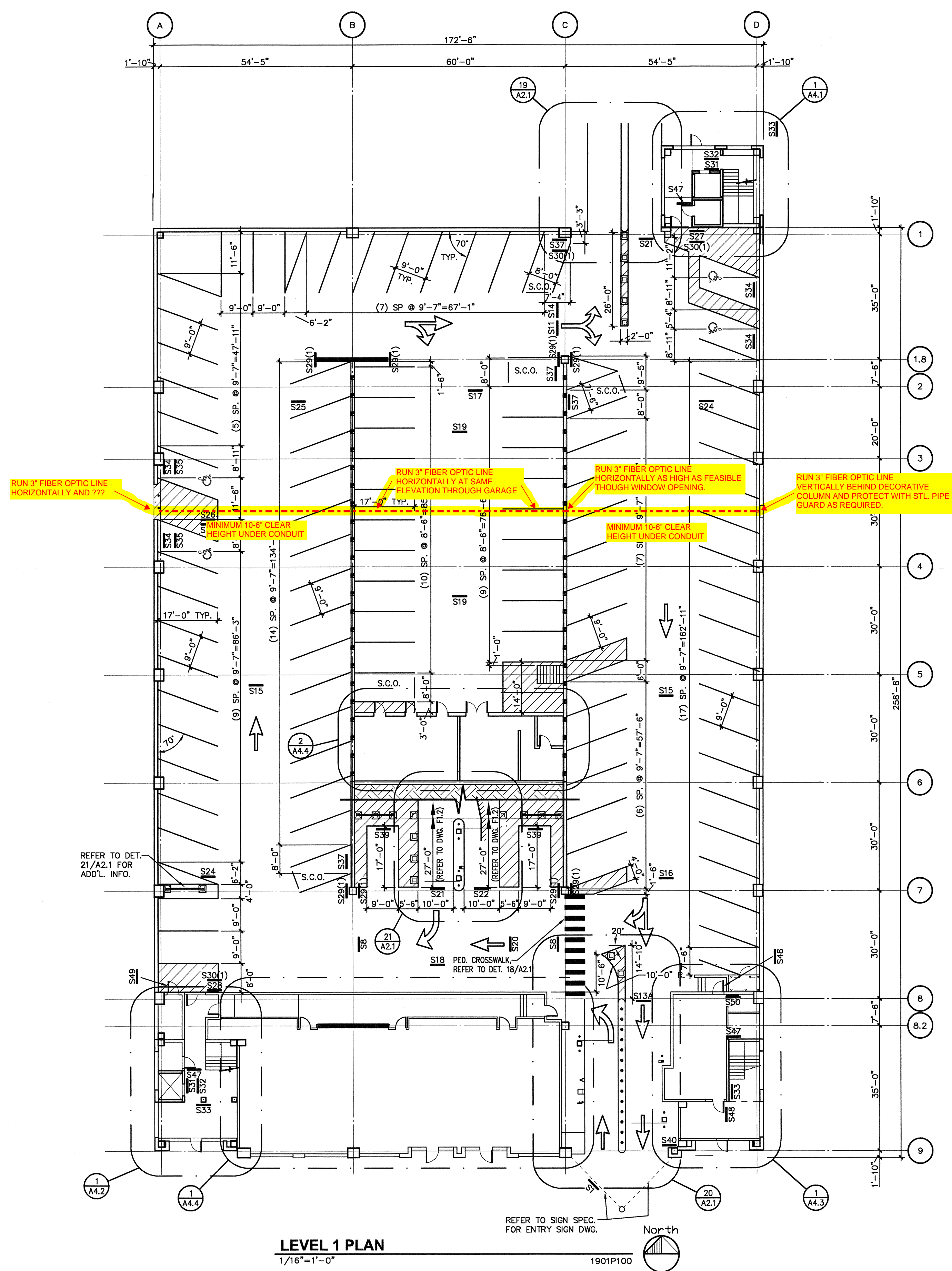
TCLP is in the planning stage of their fiber implementation that will run in the alley between Front and State Streets through downtown. The buried fiber will not be routed below the Hardy Parking Garage, and will need to go through the building. The greatest concern with the fiber routing through the garage is the structural integrity of the building.

We are following restoration guidelines to perform routine repairs every 5 years in order to extend the life of the facility and delay major repairs. At some point, the garage will require significant repairs which may include slab replacements. For this reason, we are requesting to have an agreement with TCLP with considerations to include: identify implementation plan; ensure the conduit that is installed to house the fiber does not damage the precast tees; overview a plan for damage or replacement of the conduit; and the City is held harmless when decking/slabs/tees are replaced and interfere with fiber conduit.

The City Attorney has been in contact with TCLP, and has requested additional information on their timeline to ensure an agreement is in place prior to installing conduit.

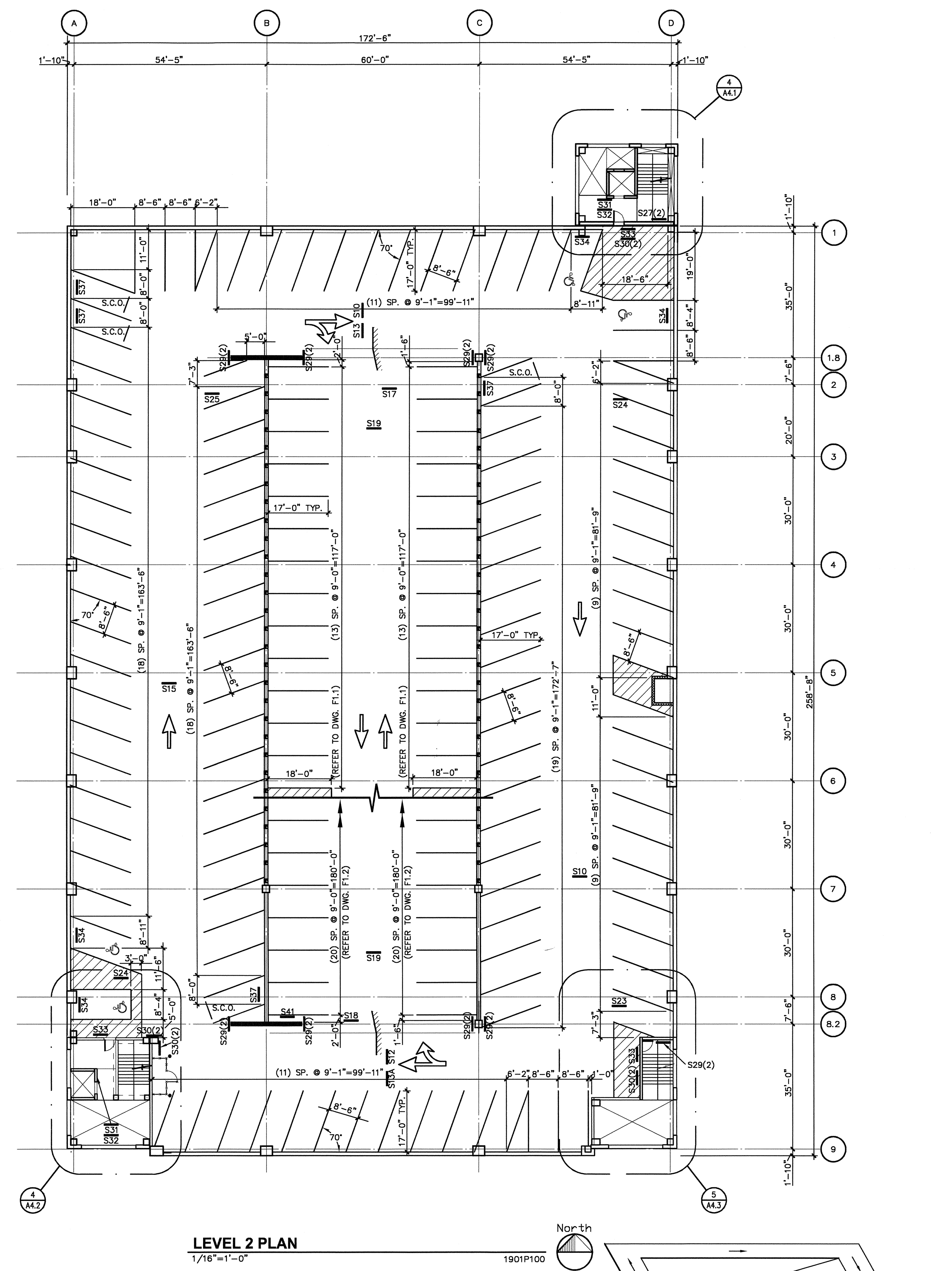
RECOMMENDED MOTION: The DDA Board approve the TCLP Fiber Installation License Agreement for the Hardy Parking Garage subject to content approval by the City Attorney.

Carl Walker, Inc. : DRAWING: C:\1997\1901 Park Street\1901A1.dwg, Thursday, January 10, 2002, 10:01am, garyc



LEVEL 1 PLAN
1/16"=1'-0"

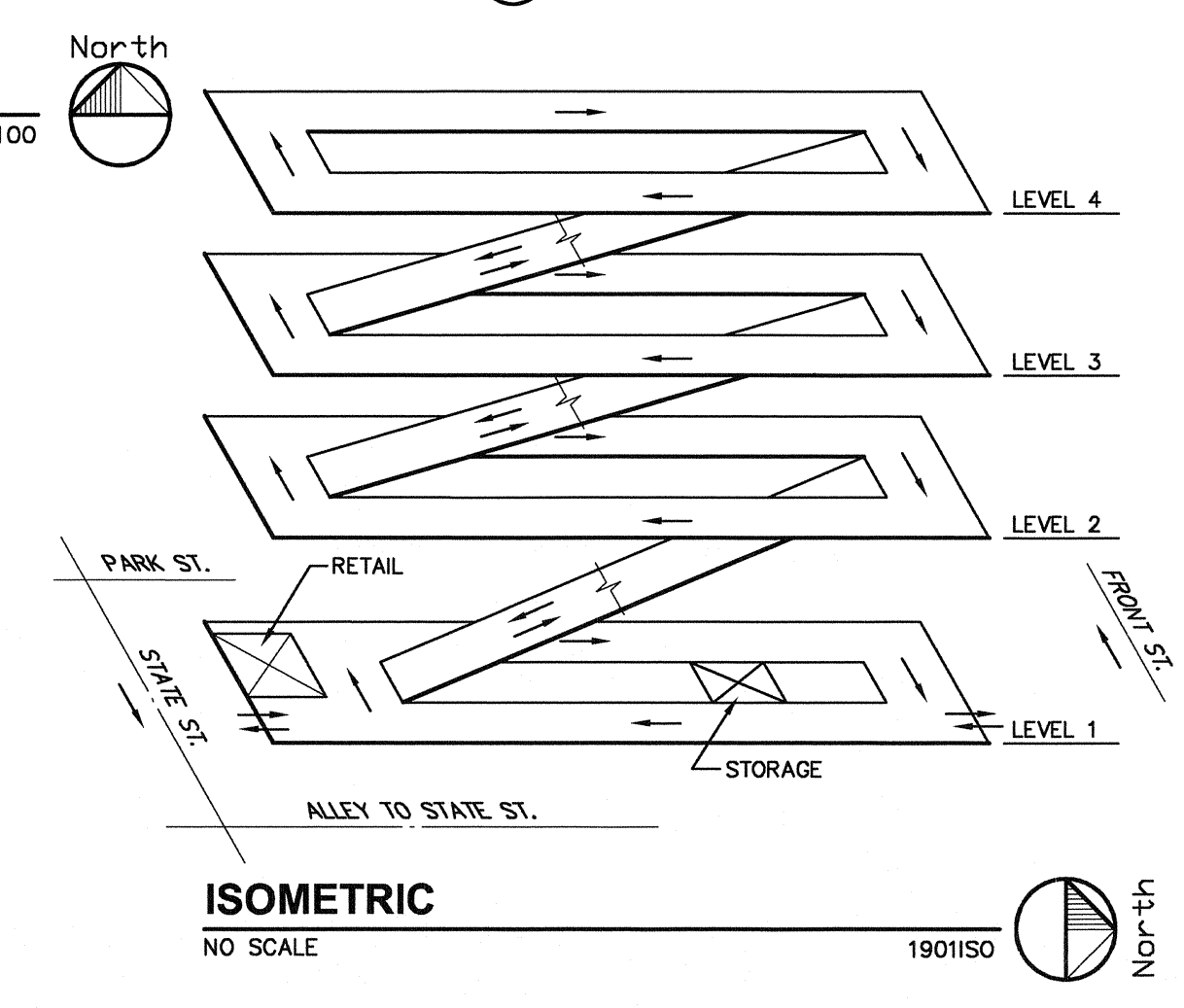
SHEET NOTES:
1. REFER TO DWG. C1.2 FOR ADD'L. SIGNAGE & PAVEMENT MARKINGS.



LEVEL 2 PLAN
1/16"=1'-0"

CAR TABULATION CHART

LEVEL	STANDARD CAR	SMALL CAR	TOTAL
4	140	2	142
3	138	4	142
2	140	4	144
1	77	5	82
TOTAL	495	15	510



Carl Walker
Parking
Planning Engineering Restoration

Carl Walker, Inc.
445 W. Michigan Ave.
Suite 101
Kalamazoo, MI 49007
U.S.A.

Phone (616) 381-2222
Fax (616) 381-2188

CONSULTANTS
aqi robert j. sommerville | AIA
robert l. holdeman | AIA
architecture | entry | interiors | inc.
1004 east 8th street
traverse city, michigan 49686
phone 616-947-0080
facsimile 616-947-4720

**THE PARK STREET
PROJECT
PARKING STRUCTURE**
TRAVERSE CITY, MICHIGAN

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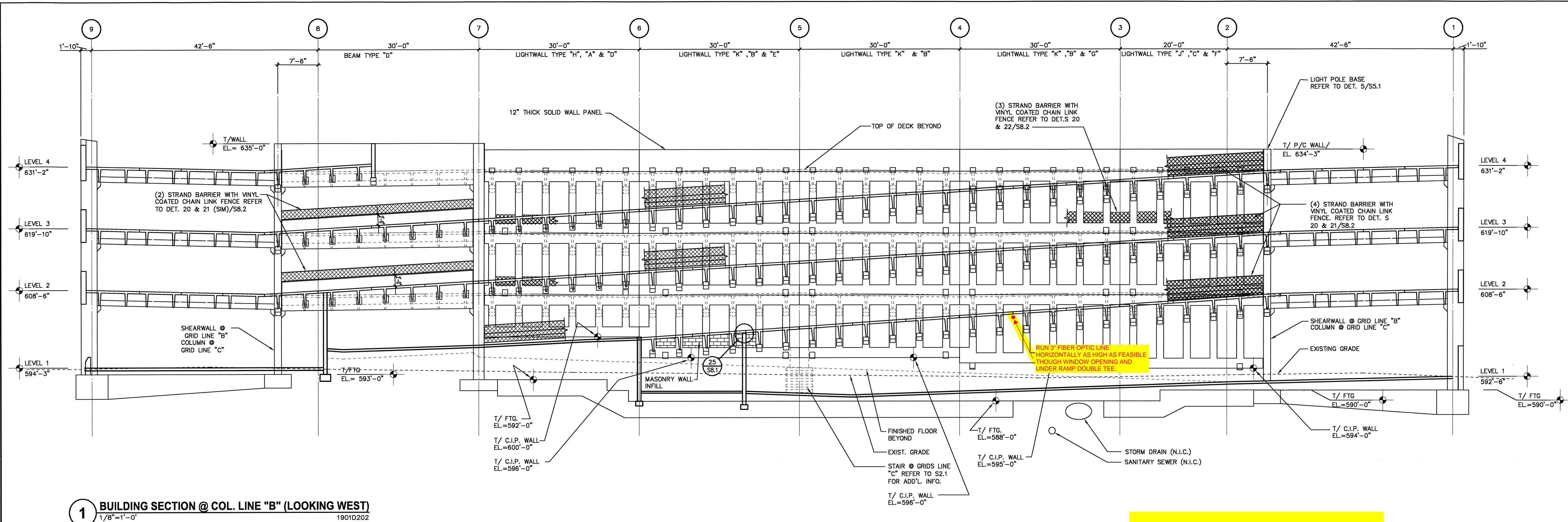
PROJECT MGR. G.A.C.
DESIGN ENG. A.Y.D.
DRAWN BY G.L.A.

ISSUED/REV. NO. DATE DESCRIPTION
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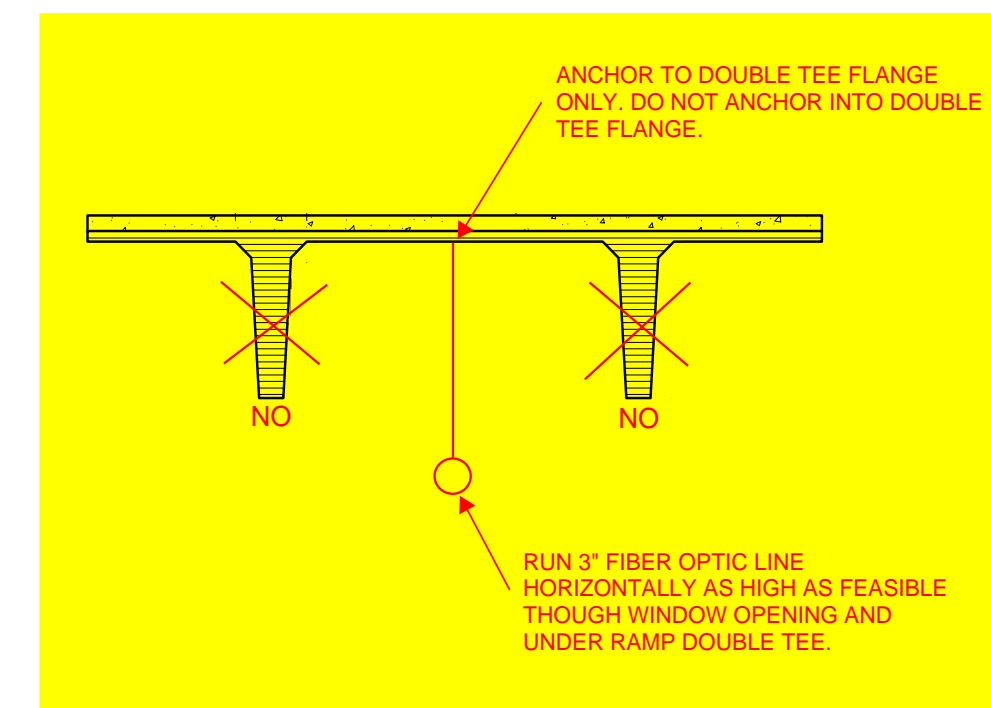
DRAWING TITLE
**LEVEL 1 PLAN &
LEVEL 2 PLAN
FUNCTIONAL**

PROJECT NO. DRAWING NO.
01-1997-901 A1.1

Carl Walker, Inc. : DRAWING: 01-1997-901 Park Street\1901\1901.dwg, Thursday, January 10, 2002, 10:15am, garye



1 BUILDING SECTION @ COL. LINE "B" (LOOKING WEST)
1/8"=1'-0"
19010202



Carl Walker
Parking
Planning Engineering Restoration

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445 W. Michigan Ave.
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**THE PARK STREET
PROJECT
PARKING STRUCTURE**
TRAVERSE CITY, MICHIGAN

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PROJECT MGR. G.A.C.
DESIGN ENG. A.Y.D.
DRAWN BY G.L.A.

ISSUED/REV. NO.	DATE	DESCRIPTION
1	01-07-02	ISSUED FOR BIDS

DRAWING TITLE
BUILDING SECTION

PROJECT NO. **01-1997-901**
DRAWING NO. **S3.1**



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: DDA Board
From: Jean Derenzy, CEO
Date: February 17, 2020
SUBJECT: House Bill 5330 and Senate Bill 723

This item will be added to your packet for Friday, February 21, 2020 meeting.

I was made aware by the Michigan Municipal League (MML) of H.B. 5330 and S.B. 723 that impacts all DDA's throughout Michigan. These two bills were requested by Grand Traverse County, which would require if a project generates revenue and less than half of that revenue is to be pledged to retire any debt related to the project that the taxing jurisdiction would have the ability to opt-out.

The Michigan Municipal League indicated that Grand Traverse County identified to Legislators that the City has a significant funds in the parking enterprise fund and should use those funds for bond repayment. I went to Lansing last week, along with Richard Lewis, to meet with Legislators to identify that the parking enterprise fund was established when the Hardy Parking Deck was built. That fund is used for operation, maintenance, repair and replacement, with no tax increment financing (TIF) being used for those identified needs. The reason was that the parking garages could not depend on TIF for the long-range needs of a parking facility. The parking enterprise fund protects the liability that is on the books for the City without burdening the city tax payer, requiring the user of the parking garages (through permits and transient payers) to pay for maintenance, repair, operations and replacement. Although the County does not agree with the approach that the City has taken on the parking enterprise fund, it is the conservative, and best practices that are being practiced.

The Michigan Downtown Association, MML, along with other DDA's in the State are opposed to this legislation and will be voicing that opposition when and if a hearing is scheduled. There are several reasons why the associations and DDA's are opposed, but the main point is that Public Act 57 was amended in 2018 (less than 2 years ago) requiring all DDA's to report to the State Treasurer. Although the City of Traverse City's DDA always reported, not all DDA's reported. The amended legislation in 2018 had significant work completed, along with approaches in two to three years after data has been compiled by the State Treasury on approaches for DDA's. Work that is currently underway looking long-term, not short term for Downtown's.

I anticipate that this will be a Ticker article before our Board meeting, as the County Commission will be acting to support both Bills at their meeting on February 19.

Should you have any questions relating to this legislation, please give me a call. I will also bring this to your board meeting on Friday.

I have attached both Bills for your information.

Pc: Marty Colburn, City Manager
William Twietmeyer, City Treasurer

Enc.

HOUSE BILL NO. 5330

January 15, 2020, Introduced by Rep. Lower and referred to the Committee on Local Government and Municipal Finance.

A bill to amend 2018 PA 57, entitled
"Recodified tax increment financing act,"
by amending section 219 (MCL 125.4219).

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

- 1 Sec. 219. (1) The governing body after a public hearing on the
- 2 development plan or the tax increment financing plan, or both, with
- 3 notice of the hearing given in accordance with section 218, shall
- 4 determine whether the development plan or tax increment financing
- 5 plan constitutes a public purpose. If it determines that the
- 6 development plan or tax increment financing plan constitutes a



JLB



H04837'19

1 public purpose, it shall then approve or reject the plan, or
2 approve it with modification, by ordinance based on the following
3 considerations:

4 (a) The findings and recommendations of a development area
5 citizens council, if a development area citizens council was
6 formed.

7 (b) The plan meets the requirements set forth in section
8 217(2).

9 (c) The proposed method of financing the development is
10 feasible and the authority has the ability to arrange the
11 financing.

12 (d) The development is reasonable and necessary to carry out
13 the purposes of this part.

14 (e) The land included within the development area to be
15 acquired is reasonably necessary to carry out the purposes of the
16 plan and of this part in an efficient and economically satisfactory
17 manner.

18 (f) The development plan is in reasonable accord with the
19 master plan of the municipality.

20 (g) Public services, such as fire and police protection and
21 utilities, are or will be adequate to service the project area.

22 (h) Changes in zoning, streets, street levels, intersections,
23 and utilities are reasonably necessary for the project and for the
24 municipality.

25 (2) Amendments to an approved development plan or tax
26 increment plan must be submitted by the authority to the governing
27 body for approval or rejection.

28 (3) Proposed amendments made to an approved development plan
29 to incorporate a catalyst development project plan shall be



JLB

H04837*19

1 submitted by the authority to the Michigan strategic fund for
2 approval or rejection of that part of the plan relating to the
3 catalyst development project. Amendments not approved or rejected
4 under this subsection by the Michigan strategic fund within 45 days
5 of submission for approval shall be considered approved.

6 (4) Beginning on the effective date of the amendatory act that
7 added this subsection, any amendment to an approved development
8 plan or tax increment financing plan, or both, which extends the
9 plan beyond the years specified in the original plan must be
10 approved by the governing body of any unit of government which has
11 taxes captured or to be captured under the amended plan if the
12 amended plan involves a project that generates revenue and less
13 than 1/2 of that revenue is to be pledged to retire any debt issued
14 to construct or equip that project.



SENATE BILL NO. 723

January 15, 2020, Introduced by Senator OUTMAN and referred to the Committee on Economic and Small Business Development.

A bill to amend 2018 PA 57, entitled
"Recodified tax increment financing act,"
by amending section 219 (MCL 125.4219).

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

1 Sec. 219. (1) The governing body after a public hearing on the
2 development plan or the tax increment financing plan, or both, with
3 notice of the hearing given in accordance with section 218, shall
4 determine whether the development plan or tax increment financing
5 plan constitutes a public purpose. If it determines that the
6 development plan or tax increment financing plan constitutes a

1 public purpose, it shall then approve or reject the plan, or
2 approve it with modification, by ordinance based on the following
3 considerations:

4 (a) The findings and recommendations of a development area
5 citizens council, if a development area citizens council was
6 formed.

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10 feasible and the authority has the ability to arrange the
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12 amended plan involves a project that generates revenue and less
13 than 1/2 of that revenue is to be pledged to retire any debt issued
14 to construct or equip that project.

Memorandum



To: Jean Derenzy, DDA CEO
From: Colleen Paveglio, Marketing & Communications Director
CC: Debbie Hershey, Arts Commission Chair
Re: Board Member Update: Arts Commission - February 2020
Date: February 14, 2020

Pitch Night

The Traverse City Arts Commission will host Pitch Night, a one-night event that's purpose is to engage and inform artists and the community about public art through a fun, dynamic, fast paced, democratic event wherein one artist will be selected and funded for an art installation in Lot B (Farmers Market) for a minimum of one month. Pitch Night is slated for Thursday, March 5, 2020 at the Workshop Brewing Co.

Artists Applications were published on January 22, 2020 and deadline on February 18, 2020

The Arts Commission was awarded a \$1,000 MCACA grant toward this project.

Up North Pride

The Arts Commission received approval for the budget and conceptual Up North Pride project in June 2020. A "Strolling Exhibition" is planned for the the Visibility March route and a "Pride by Numbers" community paint project on Union Street. The Arts Commission will receive a \$5,000 donation from Up North Pride toward this project.

Art on the TART

The Arts Commission is working with TART as they plan for the Boardman Loop to be completed in 2020. Public art installations are being planned from the trailhead near 16th Street and near 10th Street. Once details are finalized, the Arts Commission will go before City Commission seeking approval in the spring. A donation of \$20,000 from TART will go toward this project

Prioritization Exercise

A Prioritization Exercise and project review was completed by the Arts Commission. A special meeting was scheduled for February 7, 2020 and the Commission looked into a number of different public art projects and how they related to the City's Capital Improvement Plan, The DDA's Capital Improvement Plan and each project will impact the community in a positive way, bringing more visibility to public art and the Arts Commission. The Arts Commission will explore the feasibility of a mural exhibition in the city center.

Master Plan Review

A required 5 year review of the Master Plan has begun. Items being addressed are more detailed processes for collaborations, donations, and requests. The committee will also look at communications, fund development, and a review of the ordinance.

Fiscal Year 20-21 Budget

The Arts Commission will review a draft budget at their February meeting based on project discussion and future project commitments.

Key Points

- Community Engagement and local artist relationship building through Pitch Night
- Collaboration with Up North Pride
- Art on the TART at the Boardman Loop trailheads
- Future project development and refining processes
- Fiscal Year 20-21 Budget



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
CC: Scott Hardy, Parking Subcommittee Chair
Date: February 11, 2020
Re: Board Member Update: Parking Subcommittee – February 2020

The Parking Subcommittee has approved their guiding principles. The purpose of developing the principles is to have statements that we can refer back to as we move through each topic of the parking rate study. Within each area of parking, we may or may not be able to make changes, so we will use these principles to guide us to stay on track of what we can change or influence.

Goal: Develop and improve parking to enhance the experience and vibrancy of the city center.

1. Use incentives, as well as, disincentives.
2. Respect local ordinances and plans.
3. Encourage public/private partnerships.
4. Serve as an advocate for safe multi-modal access.

This month, we reviewed permits. The downtown permit program has not been modified since its inception. Downtown has morphed over the decades, and this is an area where changes will need to be made as we continue to develop the downtown area, and the number of parking spaces is reduced or as parking areas change. The majority of permits provide parking for employees, and it is critical we begin to move towards other modes of transportation to balance the number of parking spaces used for employees and patrons of downtown.



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
231-922-2050

Memorandum

To: Jean Derenzy, CEO

From: Nick Viox, Events & Projects Coordinator

For Meeting Date: February 13, 2020

SUBJECT: Farmers Market Advisory Board Update

The Farmers Market Advisory Board met on January 27, 2020. At this meeting we reviewed the upcoming open positions on the board, planned outreach to vendors in regards to shortening our Wednesday season, and reviewed all rule changes for the 2020 season. The biggest piece of discussion was the review of the recommendation from COO, Harry Burkholder, regarding the Market Management RFP. It was recommended by DDA Staff that the proposal from SEEDS be reviewed and approved by the Farmers Market Advisory Board, to help the DDA Board with their decision making. After reviewing the proposal in length, the Farmers Market Advisory Board voted unanimously to recommend the approval of the Market Management Proposal from SEEDS by the DDA Board.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Re: February 11, 2020
Date: Commuter Programs Update

The Destination Downtown and Bayline Agreement will auto-extend March 1, 2020. We are beginning to work on the 2020-2021 budget, and we are planning to include funding to continue both of these programs.

Bayline

Many of you are familiar with the free east-west circulator that originates at Meijer and terminates at Woodland Creek. A bulk of the stops are in the downtown area. Over the past year, we partnered with BATA to share the cost to install bus shelters at four of the stops to enhance the passenger experience by providing shelter from the elements. Additionally, the shelters help to identify stop locations. Last year, we budgeted \$25,000. This amount is combined with other partners to offset the fare-box revenue and maintain the fee free route. This route is beneficial for downtown as it services the residents, employees, and patrons. Our plan is to continue this partnership and building funding into the Parking Budget.

Destination Downtown

Industry data shows that commuter benefit programs rarely have a 100% rider usage rate. This is due to family commitments, appointments, errands, etc. We determined 5 rides per week to be the benchmark for full-time employees and 3 rides per week to be the benchmark for part-time employees. We do not have exact rider behavior and pattern data. In year 1 of the program, our ridership numbers decreased. We feel the following factors contributed to the decrease:

1. Bayline Launch – Bayline user data is not captured. Prior pilot riders may be using the Bayline.
2. Business Coordinator – We require each participating business to designate a coordinator to track and manage the program.

	Unique Riders	Full-time Riders	Part-time Riders	Rides Per Week	Parking Spaces Saved Per Week
36 Week Pilot	16	9	6	75	38
Year 1	8	2	4	32	16

Harry facilitated a meeting with business coordinators where we gathered feedback in order to grow the program in year 2. We are working with BATA to reengage businesses and provide them with information that can be shared with their employees.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Date: February 12, 2020
Re: Staff Report: Parking Services – February 2020

Camera RFP – New

Over the past three years, we have attempted to replace our existing camera system, but have not moved forward. There are multiple factors that have caused us to pause on the project. We are working to identify a consultant to assist us with the RFP process. We are seeking assistance to ensure contractors have experience with installing conduit in precast parking structures, network and security configurations and evaluate onsite servers versus hosted servers. We anticipate having the RFP issued by the end of the fiscal year.

Pedestrian Roofs – Maintenance Follow-up

Last month, we reported ongoing issues with the new roofs. Story Roofing was able to locate holes and have patched them. We are continuing to monitor.

Thank you, Greg Merica

Many of you may have worked with Greg. He has resigned, and his last day will be Friday, February 28, 2020. He has been a valuable team member, and a great co-worker over his nearly six years in the office. He will be missed, but we wish him the best as he moves on to his next chapter.

DOWNTOWN TRAVERSE CITY ASSOCIATION

BOARD MEETING

THURSDAY, JANUARY 9, 2020
8:30AM • DOWNTOWN OFFICE

MINUTES

1. Call to order (*Neidorfler*)
 - a. Present: *Blythe Skarshaug, Misha Neidorfler, Liz Lancashire, John McGee, Dawn Gildersleeve, Susan Fisher, Margaret Morse, & Jake Kaberle (9:10am)*
 - b. Absent: *Amanda Walton*
2. Approval of Minutes of the [Board Meeting of December 12, 2019](#) (*Neidorfler*)
 - a. Motion to approve the minutes, **motion by Gildersleeve and seconded by Morse. Motion carried unanimously.**
3. CEO's Report (*Derenzy*)
 - a. DDA Focus Strategies
 - i. Real Estate Placemaking
 - ii. Marketing & Promotions
 - iii. Parking
 - iv. Partnerships & Collaborations
 - v. Business Recruitment & Retention
 - b. Starting the 2020/21 Budget and infrastructure projects of the DDA already exceed budget, so Jean is prioritizing.
 - i. Walkability is a major focus for infrastructure needs
 - ii. Norte Winter Walks - promoting Downtown
 - c. \$100K Grant from Northern Michigan Entity for Better Drinking Culture for training - will launch in February
4. [Event Report](#) (*Viox*)
 - a. Chili Cook Off
 - b. Traverse City Restaurant Week
 - c. 2020 Art Fair Series
5. Financial & Marketing Report (*Paveglio*)
 - a. Financial Reports
 - i. No financial reports for this month
 - ii. \$5,000 put into stabilization fund
 - b. Marketing Report
 - i. By Spring we should have Google Business Hours back up on the website

6. President's Report (*Neidorfler*)
 - a. Good Morning Downtown February topic brainstorm
 - i. February (Indigo/Fustinis)
 1. Healthy Drinking Culture
 2. TCLP & Venture North Green Initiative
 - ii. March (State Theatre) - Downtown 101 Off of Annual Report
 - iii. April (On the Bus) - GMD on the Bus
 - iv. May (City Opera House) - Festival 101
 - b. Shovel reminder to neighbors
7. Adjourn (*9:13am*)



**Minutes of the
Parking Subcommittee for the Downtown Development Authority
Regular Meeting
Thursday, January 9, 2020**

A regular meeting of the Traverse City Parking Subcommittee of the City of Traverse City was called to order at the 2nd Floor Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 11 a.m.

The following Members were in attendance: Board Treasurer Scott Hardy, Commissioner Rick Brown, Board Member Debbie Hershey, Board Member Jeff Joubran, Board Secretary Stephen Constantin, Board Member T. Michael Jackson, and Committee Member Todd Knaus

The following Members were absent: None

Chairperson Hardy presided at the meeting.

(a) **CALL TO ORDER**

Hardy called the meeting to order at 11:01 AM.

(b) **ROLL CALL**

Present: Rick Brown, Steve Constantin, Scott Hardy, Debbie Hershey, T. Michael Jackson, and Todd Knaus

Absent: Jeff Joubran

(c) **CONSIDERATION OF MINUTES**

(1) Consideration of approving the minutes of the Parking Subcommittee Meeting of December 5, 2019. (Approval recommended)

Consideration of approving the minutes of the Parking Subcommittee Meeting of December 5, 2019.

Moved by T. Michael Jackson, Seconded by Todd Knaus

Yes: Scott Hardy, Rick Brown, Debbie Hershey, and Stephen Constantin

Absent: Jeff Joubran

CARRIED. 4-0-1 on a recorded vote

(d) **OLD BUSINESS**

Joubran joined at this point in the meeting 11:05 AM.

(1) TDM Rate Study - Introduction Follow-up

A. The subcommittee engaged in an exercise to identify the guiding principles the group will refer back to throughout the rate study discussion.

B. Staff will clean-up guiding principles list and provide a recommendation for adoption at the February meeting.

(e) **TRANSPORTATION DEMAND MANAGEMENT**

(1) Permit Rate Study

A. VanNess provided an introduction of the permit rate study.

(f) **INTRODUCTION TO AGENDA**

(1) February - Metered Parking

A. Depending on timing at the February meeting, this item may be moved to March.

(g) **PUBLIC COMMENT**

No public comment.

(h) **ADJOURNMENT**

The meeting officially adjourned at 12:03 PM.

Nicole VanNess, Parking Director

FARMERS MARKET ADVISORY BOARD DRAFT MINUTES

Monday, January 27, 2020, 9:00 am
Training Room, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City
www.downtowntc.com

1. Roll Call
 - a. Present: Lori Buchan, Linda Grigg, Courtney Lorenz, Meghan McDermott, Joanne Brown, Tricia Phelps, Sue Kurta, Scott Hardy
 - b. Absent: Brenin Wertz-Roth, Nic Welty, Gary Jonas, Tim Werner
2. [Approval of Minutes](#)
 - a. Motion: Lori Buchan
 - b. Second: Tricia Phelps
3. Public Comment
4. iCompass Update
 - a. DDA subcommittees may be adopting this software for agendas and meeting minutes, Nick will keep the Advisory Board informed.
5. Arts Commission Pitch Night
 - a. Pitch night is March 5, 2020 at the Workshop. Pitch night is open to the public, all are welcome to join. Arts Commission does the decision making.
6. Annual Meeting (February) & Open Board Positions
 - a. Required annual meeting to orient new board members will be taking place next month. Three board seats are open, Linda Grigg (appointed through Feb. 2021) intends to resign. Four seats will now be available. Applications will open following this meeting.
7. Farmers Market Management RFP
 - a. Motion to recommend the proposal for approval by the DDA Board.
 - i. Motion: Meghan McDermott
 - ii. Second: Lori Buchan
8. Operations Committee Update
 - a. Application & Rules Update
 - i. Largest change is truncation of Wednesday markets to June-September (Saturday markets run May-October).
9. Public Comment
 - a. Request for update regarding signage and budget
 - i. Pending meeting with DDA staff, hopeful that the meeting will take place next week.

10. Adjournment (9:30am)

- a. Motion: Lori Buchan
- b. Second: Tricia Phelps

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 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.

**DOWNTOWN DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER LEADERSHIP TEAM**
Wednesday, January 29, 2020, 5:30 p.m.
400 Boardman Avenue, Lower Level Cafeteria
Traverse City, MI 49684
dda.downtowntc.com
lowerboardman.downtowntc.com

Co-Chair Jay called the meeting to order at 5:30 p.m.

Present: Christine Crissman, Jean Derenzy, Frank Dituri, Brett Fessell, Jennifer Jay, Rick Korndorfer, Deni Scrudato (via phone), Russ Soyering, Mike Vickery, Tim Werner, Cindy Winslow

Absent: Elise Crafts, Tim Ervin, Pete Kirkwood

DDA Staff: Harry Burkholder, Colleen Paveglio

1. Meeting Minutes: **The meeting minutes from December 18, 2019 were approved as presented upon motion by Derenzy, seconded by Korndorfer. Motion carried unanimously**
2. 2020 Meeting Schedule
3. Opening Public Comment
 - a. None at this time
4. Brief Update on Public FishPass
 - a. Dituri gave a brief update on FishPass
5. Preliminary Action Plan
 - a. No discussion at this time
6. Review of Best Practices and Discussion of River Reaches
 - a. Review of Best Practice
 - i. Habitat & Restoration Best Practices
 - a. Shoreline Restoration,
 - b. Create Riverine Wetlands/Floodplain Connection
 - c. In-Stream Habitat Structures
 - d. Vertical wall enhancements
 - e. Native plant species in riparian corridor
 - f. Control Access

- ii. Connectivity and Open Space Best Practices
 - a. Development (setbacks)
 - b. Green infrastructure sites
 - c. Indirect discharges
 - d. Stormwater treatment systems
 - e. Park Systems
 - f. Connections: Controlled Recreation access Points, Fishing Access Points, Universal Access Points, Connection Points
 - g. Connectivity & Habitat
 - b. Review of Reach
 - i. Habitat and restoration conditions
 - ii. Connectivity and open space conditions
 - iii. Goal Meeting for each reach
 - iv. What don't we know
 - v. Current Conditions Reach by Reach
 - c. Reach Six
 - i. Habitat, connectivity, and current conditions review
 - ii. Goals: Enhanced wetland, embrace existing buildings (i.e. Fishtown), opportunity for public property (i.e. at the end of Boardman Avenue and Wellington Street), native species, native coastal environment, future development to scale, better use of triangle park (future MDOT project in the area), how to address high water in the Unified Plan, environmental impact (i.e. impervious pavement, tree box filters, stormwater), addressing boardwalk/boat dock
 - iii. Attendee Comments on Reach Six: Comments regarding the wall and extension of bridge area, MDOT questions regarding bridge
 - d. Reach Five
 - i. Habitat, connectivity, and current conditions review
 - ii. Goals: Addressing bridges, Potential for parking areas (Lot A, 200 block behind businesses, Lot B & T), funding infrastructure removal/how to move the sewer, planning for farmers market
 - iii. Attendee Comments on Reach Five: None at this time
7. Project Timeline and Next Steps
- a. February: Reach One through Four at February Meeting
 - b. March: Review Findings and begin Unified Plan development
 - c. April: Public input sessions
 - d. May: Incorporate public input
 - e. June: Approval from public bodies
 - f. Small working groups prior to March meeting
8. Public Comment

- a. Charlie Weaver commented on the 100 and 500 year flood levels and when addressing Reaches looking at the big picture
- b. Ann Rogers commented on a request of an environmental impact study for the whole river, the homeless, and the whole needs of the river
- c. Dustin Berry commented on infrastructure and how it will facilitate and incentivize to create connection

9. Adjournment. The meeting officially adjourned at 7:10 p.m.

Respectfully submitted,

Colleen Paveglio

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 CEO 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.



**City of Traverse City
Traverse City Arts Commission
DRAFT**

Minutes
Regular Meeting
Wednesday, January 15, 2020
Second Floor Committee Room
Governmental Center, 400 Boardman Avenue, Traverse City, Michigan

1. Co-Chairperson Walter called the meeting to order at 3:35 p.m. roll call and announcements.

Present: Roger Amundsen, Megan Kelto, Chelsie Niemi, Charlotte Smith, Ashlea Walter

Absent: Debbie Hershey, Matthew Ross

Staff: Colleen Paveglio

2. Welcome Chelsie
3. Opening Public Comment
 - a. Karen Anderson, 507 W. Ninth Street, commented on the Perry Hannah statue
 - b. Danial Walberry, 8200 E. Old Orchard Rd. commented on the Perry Hannah statue
4. Consideration of approving the minutes from the December 18, 2019 meeting.
 - a. **Moved by Kelto, seconded by Amundsen, that the minutes of the December 18, 2019 meeting as presented, be approved.**
AIF/MC
5. Project Update
 - a. Pitch Night
 - i. Project Description reviewed
 - ii. \$750 MCACA minigrant awarded
 - iii. Parks and Recreation Commission: December 5, 2019
 - iv. City Commission: December 16, 2019
 - b. Up North Pride
 - i. Project Description reviewed
 - ii. Smith, Ross
 - c. Art on the TART

- i. Project Description reviewed
 - d. Boathouse Project
 - i. Project complete and has been placed in storage
 - ii. Boathouse project to be installed in May 2020.
- 6. Financials
 - a. Budget review
 - b. December 2019.
 - i. **Motion by Smith, seconded by Amundsen to approve the financials through November 2019.**
AIF/MC
- 7. Old Business
 - a. Committee Review & Update
 - i. Several Committees to meet in the winter months
 - ii. A committee review and update to take place at January 2020 meeting
 - iii. Committee Update:
 - i. Pitch Night to meet in January
 - ii. MaGee Lopez Artwork Committee to meet
 - iii. Paveglio met with TART on January 9th. Committee to reconvene once a few items are addressed
 - iv. Cardboard Parade Committee
 - b. Master Plan Committee
 - a. Staff to review with Smith for further discussion with Commission
- 8. New Business
 - a. 20-21 Prioritization Exercise
 - i. Special meeting dates to be sent to the Commission
 - b. Budget Discussions
 - c. Miscellaneous
 - i. Digital Packet
 - ii. Donate
 - iii. Signage Update
- 9. Public Comment
 - a. General
 - i. Daniel Walberry, 8200 E. Old Orchard Rd., commented on the Perry Hannah statue
 - b. Commission
 - i. Subcommittee to be developed for signage at the Special Meeting
- 10. Adjournment. The meeting officially adjourned at 4:55 p.m.

Colleen Paveglio
DDA Marketing & Communications Director
Designated Secretary



**City of Traverse City
Traverse City Arts Commission
DRAFT**

Minutes
Special Meeting
Friday, February 7, 2020
Second Floor Committee Room
Governmental Center, 400 Boardman Avenue, Traverse City, Michigan

1. Chairperson Hershey called the meeting to order at 8:38 a.m. roll call and announcements.

Present: Roger Amundsen, Debbie Hershey, Megan Kelto, Chelsie Niemi, Matthew Ross, Charlotte Smith

Absent: Ashlea Walter

Staff: Colleen Paveglio

2. Opening Public Comment
 - a. None at this time
3. Project & Budget Discussion
 - a. The Commission reviewed a number projects and how they related to the City's Capital Improvement Plan and the Arts Commission's Fiscal Year 20-21 budget.
 - b. The Arts Commission will explore the concept and feasibility of a mural exhibition
 - c. Draft budget to be reviewed at the regular February meeting
4. Signage Subcommittee
 - a. Staff to bring information to the regular February meeting
5. Public Comments
 - a. None at this time
6. Adjournment. The meeting officially adjourned at 9:32 a.m.

Colleen Paveglio
DDA Marketing & Communications Director
Designated Secretary
