

Traverse City Downtown Development Authority Regular Meeting

August 20, 2021

8:30 am

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted: August 17, 2021



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. REVIEW AND APPROVAL OF AGENDA

- A. Consideration of approving the agenda as presented.
-

4. 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.

- A. Consideration of approving the minutes of the Regular Meeting of July 16, 2021 (approval recommended) (Jean Derenzy) 5 - 11
[Downtown Development Authority Regular Meeting - 16 Jul 2021 - Minutes - PDF](#)
- B. Consideration of approving Financial Reports and disbursements for DDA, TIF 97, Old Town TIP, Parking and Arts Commission for July 2021 (approval recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess) 13 - 23
[DDA, TIF 97 and Old Town TIF Financials July 2021 - PDF](#)
[TC Parking Services Financials July 2021 - PDF](#)
[Arts Commission Financials July 2021 - PDF](#)
-

5. ITEMS REMOVED FROM CONSENT CALENDAR

6. SPECIAL ORDER OF BUSINESS

- A. Annual Informational Meeting (Verbal and Power-Point Presentation Will Be Provided) (Jean Derenzy) 25
[Annual Informational Meeting Memo \(Jean Derenzy\) - PDF](#)
-

7. NEW BUSINESS

- A. Parking Subcommittee Appointment 27
[Parking Subcommittee Appointment Memo \(Scott Hardy, Pam Marsh\) - PDF](#)
-

8. CEO REPORT

- A. Project Updates 29 - 31
[CEO Report Project Updates \(Jean Derenzy\) - PDF](#)
-

9. BOARD MEMBER UPDATES

- A. Parking Subcommittee (Scott Hardy) 33
[Parking Subcommittee Update Memo \(Hardy\) - PDF](#)
- B. Arts Commission (Steve Nance) 35 - 36
[August Arts Commission Board Member Update Memo \(Nance\) - PDF](#)
-

10. STAFF REPORTS

- A. Transportation Mobility Director (Nicole VanNess) 37 - 41
[Transportation Mobility Director Report \(VanNess\) - PDF](#)
[Employee Parking Rack Card Front](#)
[Employee Parking Rack Card Back](#)
- B. Community Development Director (Katy McCain) 43 - 44
[Community Development Director Report \(McCain\) - PDF](#)
-

11. RECEIVE AND FILE

- A. East Front Street Project Update (Jean Derenzy, Suzanne Schultz, Progressive AE) 45 - 55
[East Front Street Memo \(Jean Derenzy, Harry Burkholder\) - PDF](#)
[Progressive AE DDA Board Project Update Memo \(Suzanne Schulz\) - PDF](#)
- B. Healthier Drinking Culture Project Update (Jean Derenzy) 57
[Healthy Drinking Culture Project Update Memo - PDF](#)
- C. Arts Commission July 21, 2021 Meeting Minutes 59 - 61
[Arts Commission July 21, 2021 Meeting Minutes - PDF](#)
- D. Parking Subcommittee July 2021 Meetings Minutes 63 - 64
[Parking Subcommittee August 12, 2021 Meeting Minutes - PDF](#)
-

12. PUBLIC COMMENT

13. ADJOURNMENT



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, July 16, 2021**

A regular meeting of the Downtown Development Authority of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 8 a.m.

The following Board Members were in attendance: Mayor Jim Carruthers, Board Chair Gabe Schneider, Board Member Steve Nance, Board Member Peter Kirkwood, Board Treasurer Stephen Constantin, Board Vice Chair Scott Hardy, Board Member Damian Lockhart, Board Member T. Michael Jackson, Board Member Leah Bagdon-McCallum, Board Member Jeff Joubran, Board Secretary Richard Lewis, and Board Member Pam Marsh

The following Board Members were absent: None

Chairperson Bagdon-McCallum presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Schneider called the meeting to order at 8:30 AM.

(b) **ROLL CALL**

(c) **REVIEW AND APPROVAL OF AGENDA**

(1) Consideration of approving the agenda as presented.

That the agenda be approved as presented.

Moved by T. Michael Jackson, Seconded by Jeff Joubran

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael

Jackson, Leah Bagdon-McCallum, Jeff Joubran, Richard Lewis, and Pam Marsh

Absent: None

CARRIED. 12-0-0 on a recorded vote

(d) **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.

- (1) That the minutes for the Regular Meeting of June 18, 2021 be approved.
- (2) That the financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for June 2021 be approved.

That the consent calendar be approved as presented.

Moved by T. Michael Jackson, Seconded by Pam Marsh

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, Richard Lewis, and Pam Marsh

Absent: None

CARRIED. 12-0-0 on a recorded vote

(e) **ITEMS REMOVED FROM CONSENT CALENDAR**

(f) **OLD BUSINESS**

- (1) East Front Street Project Update (Suzanne Schultz - Progressive AE) No Action Required, Information Only

The following addressed the board:
Suzanne Schultz, Progressive AE

- (2) Healthier Drinking Culture Project Update (Elise Crafts, Statecraft)

The following addressed the board:
Elise Crafts, Statecraft
Megan Olds, Parallel Solutions

Jeff O'Brien, Chief of Traverse City Police Department

[Healthy Drinking Culture Project Update Memo Update - PDF](#)

(g) **NEW BUSINESS**

- (1) Consideration to Purchase a Video Management System for Parking Services (Approval Recommended) (Derenzy, VanNess)

The following addressed the board:

Nicole VanNess, Transportation Mobility Director

That the DDA Board of Directors recommend the City Commission approval to issue a contract in an amount more-or-less of \$207,965 to Traffic and Safety Control Systems for the purchase and installation of a Video Management System with funds available in the Auto Parking Fund.

Moved by Stephen Constantin, Seconded by Leah Bagdon-McCallum

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, Richard Lewis, and Pam Marsh

Absent: None

CARRIED. 12-0-0 on a recorded vote

- (2) Consideration of New Railing for Union Street Platform Along The Lower Boardman River (Approval Recommended) (Derenzy, Burkholder)

The following addressed the board:

Jean Derenzy, DDA CEO

No action was taken on this item and will be brought back to the DDA Board following input from the Lower Boardman Team.

- (3) Consideration of New Signage for Farmers Market (Approval Recommended) (Derenzy, McCain)

The following addressed the board:

Jean Derenzy, DDA CEO

That the DDA Board approves to purchase new signs for the Sara Hardy Downtown Farmer's Market from Nuart Signs for a cost not to exceed \$13,130.

Moved by Peter Kirkwood, Seconded by Pam Marsh

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, Richard Lewis, and Pam Marsh

Absent: None

CARRIED. 12-0-0 on a recorded vote

- (4) Consideration of entering into a contract with SmithGroup for a cost not to exceed \$40,000 to update and prepare perspective model and construction cost estimates for the Sara Hardy Farmers Market (Approval Recommended) (Derenzy, Burkholder)

The following addressed the board:
Jean Derenzy, DDA CEO

That the DDA Board of Directors approve to enter into a contract with SmithGroup for a cost not to exceed \$40,000 to update and prepare perspective model and construction cost estimates for the Sara Hardy Farmer's Market. And Furthermore, that the cost shall come from TIF 97.

Moved by Leah Bagdon-McCallum, Seconded by Scott Hardy

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, Richard Lewis, and Pam Marsh

Absent: None

CARRIED. 12-0-0 on a recorded vote

(h) **CEO REPORT**

Community Policing Update provided by Officer Culver

- (1) Project Updates

The following addressed the board:
Jean Derenzy, DDA CEO
Harry Burkholder, DDA COO

(i) **BOARD MEMBER UPDATES**

- (1) Parking Subcommittee (Hardy)

The following addressed the board:
Scott Hardy, DDA Board Member and Parking Subcommittee Chair
Jean Derenzy, DDA CEO

(2) Arts Commission (Nance)

The following address the board:
Steve Nance, DDA Board Member and Arts Commission Chair

(j) STAFF REPORTS

(1) Transportation Mobility (VanNess)

The following address the board:
Nicole VanNess, Transportation Mobility Director

(2) Community Development (McCain)

The following addressed the board:
Katy McCain, Community Development Director

(k) RECEIVE AND FILE

- (1) DTCA Board June 10, 2021 Meeting Minutes**
- (2) Arts Commission June 16, 2021 Meeting Minutes**
- (3) Arts Commission June 25, 2021 Special Meeting Minutes**
- (4) Parking Subcommittee July 1, 2021 Meeting Minutes**

(l) PUBLIC COMMENT

No public comment

(m) ADJOURNMENT

- (1) Consideration of adjourning the meeting.**

Chairperson Schneider adjourned the meeting at 10:31 AM.

That the meeting be adjourned.

Moved by T. Michael Jackson, Seconded by Steve Nance

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood,
Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael
Jackson, Leah Bagdon-McCallum, Jeff Joubran, Richard Lewis, and
Pam Marsh

Absent: None

CARRIED. 12-0-0 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO

HEALTHIER DRINKING CULTURE

Healthier Drinking Culture Project Update July 2021

Engagement Update

- High-level results from community survey, stakeholder interviews, and listening sessions will be presented at the meeting. A complete engagement report will be distributed to all project stakeholders, including the City Commission, in July.

Strategic Planning Update

- Based on the results of the engagement process, the project team is facilitating eight strategy development sessions with representatives from the City, DDA, and local stakeholders, around the topics of policy, training and education, and community experience, as follows:
 1. Public policy: *licensing, planning, community safety*
 2. Training and education: *hospitality employee wellness support*
 3. Training and education: *restaurant, bar, and tour operators*
 4. Experience management: *outdoor activities and neighborhood impact*
 5. Experience management: *storytelling and marketing*
 6. Experience management: *events and celebrations*
 7. Experience management: *menus and offerings*
 8. Experience management: *transportation*

These sessions will be held during the week of August 2. Sessions will be facilitated by the project team for the purpose of identifying the needs and opportunities within each topic and the first draft of the strategic plan will be developed based on these conversations.

Project Next Steps

- Share engagement themes report (July 2021)
- Facilitate strategy development sessions (August 2021)
- Draft strategic plan (August 2021)
- Make application to NMRE for phase 2—implementation (August 2021)
- Approve strategic plan (September 2021)



Downtown Development Authority • 303 East State Street Suite C • Traverse City, MI • 49684

Balance Sheet
As of July 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Fifth Third Checking - 3112	2,640,888.24
Fifth Third Savings - 6740	202,477.46
Petty Cash	548.19
Total Bank Accounts	\$2,843,913.89
Accounts Receivable	
1200 Accounts Receivable	537,227.66
Total Accounts Receivable	\$537,227.66
Other Current Assets	
2120 Payroll Advance	3,881.05
Due From APS	1,288.89
Due From Arts Council	352.00
Due From DTCA	2,214.71
Total Other Current Assets	\$7,736.65
Total Current Assets	\$3,388,878.20
Other Assets	
Due From Other Funds	51,790.00
Pre-Paid Expense	4,701.00
Total Other Assets	\$56,491.00
TOTAL ASSETS	\$3,445,369.20

Traverse City DDA - General

Balance Sheet
As of July 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	12,307.15
Total Accounts Payable	\$12,307.15
Credit Cards	
2150 First National Bank Card	
2153 First National - 8689	-3,312.14
Total 2150 First National Bank Card	-3,312.14
Total Credit Cards	\$ -3,312.14
Other Current Liabilities	
2200 Payroll Liabilities	21,300.26
2205 457k Payable	-20,914.23
2215 Health Insurance Payable	2,560.63
2220 Life Insurance Payable	3,250.35
2225 Medicare Tax Payable	19.42
2230 Social Security Tax Payable	83.00
2235 State Income Tax Payable	949.19
Total 2200 Payroll Liabilities	7,248.62
2400 GRANTS	
2403 EGLE -- Cornwell Development	-11,152.71
2404 Healthy Drinking Culture Grant	-36,499.06
2405 Lower Boardman	-6,750.00
2407 MEDC (Civic Square)	-19,280.94
2409 Rotary Charities	2,600.00
2411 Tech Incubator Fund	5,000.00
Total 2400 GRANTS	-66,082.71
Accrued Payroll Liabilities	1,462.28
Accrued Salaries	9,701.14
Buy Local Give Local Campaign	-326.72
Deferred Income	2,000,000.00
Deposits Payable	494.43
Double Up Food Bucks	-2,679.39
EBT Bridge Card	-2,751.84
NCF Reimbursements	346.00
Prescriptions for Health	2,300.64
Project Fresh	7,835.00
Senior Project Fresh	-7,213.00

Traverse City DDA - General

Balance Sheet
As of July 31, 2021

	TOTAL
Total Deposits Payable	-1,668.16
Due to Oldtown TIF	22,740.06
Due to Other Funds	335,993.65
Due to TIF 97	-109,088.69
Suspense	-12,321.45
Total Other Current Liabilities	\$2,187,658.02
Total Current Liabilities	\$2,196,653.03
Total Liabilities	\$2,196,653.03
Equity	
3000 Opening Bal Equity	107,606.27
3900 Retained Earnings	1,246,045.62
Net Income	-104,935.72
Total Equity	\$1,248,716.17
TOTAL LIABILITIES AND EQUITY	\$3,445,369.20

Traverse City DDA - TIF 97

Balance Sheet
As of July 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 CASH AND CASH EQUIVALENTS	
1001 Fifth Third Checking - 8026	3,984,509.99
Total 1000 CASH AND CASH EQUIVALENTS	3,984,509.99
Total Bank Accounts	\$3,984,509.99
Accounts Receivable	
1200 ACCOUNTS RECEIVABLE	448,626.18
Total Accounts Receivable	\$448,626.18
Other Current Assets	
1100 OTHER CURRENT ASSETS	
1103 Due From Other Funds	292,933.23
Total 1100 OTHER CURRENT ASSETS	292,933.23
Total Other Current Assets	\$292,933.23
Total Current Assets	\$4,726,069.40
TOTAL ASSETS	\$4,726,069.40
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 ACCOUNTS PAYABLE	216,969.12
Total Accounts Payable	\$216,969.12
Other Current Liabilities	
2100 DUE TO OTHER FUNDS	48,290.00
2200 DEFERRED REVENUE	672,248.19
Total Other Current Liabilities	\$720,538.19
Total Current Liabilities	\$937,507.31
Total Liabilities	\$937,507.31
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	3,835,980.42
Net Income	-26,218.33
Total Equity	\$3,788,562.09
TOTAL LIABILITIES AND EQUITY	\$4,726,069.40

DDA Old Town TIF

Balance Sheet
As of July 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 CASH AND CASH EQUIVALENTS	
1001 Fifth Third Checking - 0650	467,478.92
Total 1000 CASH AND CASH EQUIVALENTS	467,478.92
Total Bank Accounts	\$467,478.92
Other Current Assets	
1100 OTHER CURRENT ASSETS	
1103 Due From Other Funds	93,060.42
Total 1100 OTHER CURRENT ASSETS	93,060.42
Total Other Current Assets	\$93,060.42
Total Current Assets	\$560,539.34
TOTAL ASSETS	\$560,539.34
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 ACCOUNTS PAYABLE	72,548.13
Total Accounts Payable	\$72,548.13
Other Current Liabilities	
2100 DUE TO OTHER FUNDS	3,500.00
Total Other Current Liabilities	\$3,500.00
Total Current Liabilities	\$76,048.13
Total Liabilities	\$76,048.13
Equity	
Retained Earnings	485,100.43
Net Income	-609.22
Total Equity	\$484,491.21
TOTAL LIABILITIES AND EQUITY	\$560,539.34

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 07/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/21	YTD BALANCE 07/31/2021	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	1,000,000.00	142,087.63	142,087.63	0.00	857,912.37	14.21
585-000-653.000	PERMITS-SURFACE LOTS	150,000.00	905.50	905.50	0.00	149,094.50	0.60
585-000-653.005	PERMITS-PARKING DECK	0.00	0.00	0.00	0.00	0.00	0.00
585-000-653.007	PERMITS - NEIGHBORHOOD	0.00	0.00	0.00	0.00	0.00	0.00
585-000-653.010	DESTINATION DOWNTOWN	0.00	0.00	0.00	0.00	0.00	0.00
585-000-656.010	PARKING FINES	150,000.00	7,385.26	7,385.26	0.00	142,614.74	4.92
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	60,000.00	0.00	0.00	0.00	60,000.00	0.00
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	0.00	0.00	0.00	0.00
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	0.00	(50.00)	(50.00)	0.00	50.00	100.00
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	1,682,700.00	0.00	0.00	0.00	1,682,700.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		3,042,700.00	150,328.39	150,328.39	0.00	2,892,371.61	4.94
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	120,000.00	28,622.05	28,622.05	0.00	91,377.95	23.85
585-586-653.000	PERMITS-SURFACE LOTS	0.00	0.00	0.00	0.00	0.00	0.00
585-586-653.005	PERMITS-PARKING DECK	150,000.00	2,721.00	2,721.00	0.00	147,279.00	1.81
585-586-668.000	RENTS AND ROYALTIES	13,000.00	918.00	918.00	0.00	12,082.00	7.06
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		283,000.00	32,261.05	32,261.05	0.00	250,738.95	11.40
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	35,000.00	3,095.80	3,095.80	0.00	31,904.20	8.85
585-587-653.005	PERMITS-PARKING DECK	40,000.00	1,403.13	1,403.13	0.00	38,596.87	3.51
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	0.00	0.00	0.00	0.00
585-587-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 587 - OLD TOWN DECK		75,000.00	4,498.93	4,498.93	0.00	70,501.07	6.00

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 07/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/21	YTD BALANCE 07/31/2021	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
TOTAL REVENUES		3,400,700.00	187,088.37	187,088.37	0.00	3,213,611.63	5.50
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	8,900.00	174.05	174.05	0.00	8,725.95	1.96
585-585-704.000	EMPLOYEE OVERTIME	2,200.00	0.00	0.00	0.00	2,200.00	0.00
585-585-714.000	HEALTH SAVINGS ACCT EXPENSE	0.00	34.43	34.43	0.00	(34.43)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	200.00	12.85	12.85	0.00	187.15	6.43
585-585-716.000	EMPLOYEE HEALTH INSURANCE	100.00	9.14	9.14	0.00	90.86	9.14
585-585-717.000	EMPLOYEE LIFE/DISABILITY INS	0.00	2.61	2.61	0.00	(2.61)	100.00
585-585-718.000	RETIREMENT FUND CONTRIBUTION	700.00	0.00	0.00	0.00	700.00	0.00
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	0.00	0.00	0.00	6,000.00	0.00
585-585-740.000	OPERATION SUPPLIES	37,000.00	1,042.53	1,042.53	26,829.33	9,128.14	75.33
585-585-801.000	PROFESSIONAL AND CONTRACTUAL	1,180,800.00	3,178.75	3,178.75	222,853.94	954,767.31	19.14
585-585-810.000	COLLECTION COSTS	500.00	0.00	0.00	0.00	500.00	0.00
585-585-850.000	COMMUNICATIONS	21,600.00	0.00	0.00	130,117.00	(108,517.00)	602.39
585-585-854.000	CITY FEE	120,000.00	0.00	0.00	0.00	120,000.00	0.00
585-585-860.000	TRANSPORTATION	5,000.00	0.00	0.00	0.00	5,000.00	0.00
585-585-862.000	PROFESSIONAL DEVELOPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0.00
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	65,000.00	0.00	0.00	0.00	65,000.00	0.00
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	0.00	0.00	97.94	13,902.06	0.70
585-585-910.000	INSURANCE AND BONDS	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-585-920.000	PUBLIC UTILITIES	15,000.00	36.68	36.68	0.00	14,963.32	0.24
585-585-930.000	REPAIRS AND MAINTENANCE	99,700.00	28.70	28.70	4,694.95	94,976.35	4.74
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	83,000.00	2,240.00	2,240.00	72,939.72	7,820.28	90.58
585-585-956.000	MISCELLANEOUS	0.00	2,480.60	2,480.60	0.00	(2,480.60)	100.00
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	165,000.00	0.00	0.00	47,738.00	117,262.00	28.93
585-585-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		1,976,700.00	9,240.34	9,240.34	505,270.88	1,462,188.78	26.03
Dept 586 - HARDY DECK							
585-586-727.000	OFFICE SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
585-586-740.000	OPERATION SUPPLIES	9,000.00	0.00	0.00	4,250.49	4,749.51	47.23
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	125,800.00	174.82	174.82	16,343.23	109,281.95	13.13
585-586-850.000	COMMUNICATIONS	3,300.00	0.00	0.00	0.00	3,300.00	0.00
585-586-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00
585-586-910.000	INSURANCE AND BONDS	8,000.00	0.00	0.00	0.00	8,000.00	0.00
585-586-920.000	PUBLIC UTILITIES	55,000.00	0.00	0.00	0.00	55,000.00	0.00
585-586-930.000	REPAIRS AND MAINTENANCE	318,100.00	2,212.07	2,212.07	47,586.09	268,301.84	15.65
585-586-940.000	RENTAL EXPENSE	16,500.00	0.00	0.00	0.00	16,500.00	0.00
585-586-956.000	MISCELLANEOUS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
585-586-959.000	DEPRECIATION EXPENSE	206,000.00	0.00	0.00	0.00	206,000.00	0.00
585-586-977.000	EQUIPMENT	0.00	0.00	0.00	(228.80)	228.80	0.00
Total Dept 586 - HARDY DECK		752,700.00	2,386.89	2,386.89	67,951.01	682,362.10	9.34

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 DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 07/31/2021

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GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/21	YTD BALANCE 07/31/2021	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	8,000.00	17.99	17.99	4,762.21	3,219.80	59.75
585-587-801.000	PROFESSIONAL AND CONTRACTUAL	107,500.00	5,340.00	5,340.00	15,345.00	86,815.00	19.24
585-587-850.000	COMMUNICATIONS	5,100.00	0.00	0.00	0.00	5,100.00	0.00
585-587-863.000	TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
585-587-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00
585-587-910.000	INSURANCE AND BONDS	6,000.00	0.00	0.00	0.00	6,000.00	0.00
585-587-920.000	PUBLIC UTILITIES	55,000.00	0.00	0.00	0.00	55,000.00	0.00
585-587-930.000	REPAIRS AND MAINTENANCE	294,400.00	721.65	721.65	21,458.32	272,220.03	7.53
585-587-940.000	RENTAL EXPENSE	14,300.00	0.00	0.00	0.00	14,300.00	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	181,000.00	0.00	0.00	0.00	181,000.00	0.00
585-587-977.000	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 587 - OLD TOWN DECK		671,300.00	6,079.64	6,079.64	41,565.53	623,654.83	7.10
TOTAL EXPENDITURES		3,400,700.00	17,706.87	17,706.87	614,787.42	2,768,205.71	18.60
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		3,400,700.00	187,088.37	187,088.37	0.00	3,213,611.63	5.50
TOTAL EXPENDITURES		3,400,700.00	17,706.87	17,706.87	614,787.42	2,768,205.71	18.60
NET OF REVENUES & EXPENDITURES		0.00	169,381.50	169,381.50	(614,787.42)	445,405.92	100.00

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 07/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/21	YTD BALANCE 07/31/2021	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-664.000	INTEREST & DIVIDEND EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00
282-000-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
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	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		50,000.00	0.00	0.00	0.00	50,000.00	0.00
TOTAL REVENUES		50,000.00	0.00	0.00	0.00	50,000.00	0.00
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-727.000	OFFICE SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00
282-282-801.000	PROFESSIONAL AND CONTRACTUAL	15,000.00	0.00	0.00	10,314.50	4,685.50	68.76
282-282-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00
282-282-930.000	REPAIRS AND MAINTENANCE	4,500.00	0.00	0.00	0.00	4,500.00	0.00
282-282-970.000	CAPITAL OUTLAY	30,000.00	0.00	0.00	0.00	30,000.00	0.00
282-282-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 282 - PUBLIC ARTS COMMISSION		50,000.00	0.00	0.00	10,314.50	39,685.50	20.63
TOTAL EXPENDITURES		50,000.00	0.00	0.00	10,314.50	39,685.50	20.63
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		50,000.00	0.00	0.00	0.00	50,000.00	0.00
TOTAL EXPENDITURES		50,000.00	0.00	0.00	10,314.50	39,685.50	20.63
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(10,314.50)	10,314.50	100.00



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

Memorandum

To: DDA Board

From: Jean Derenzy, DDA CEO

Date: August 13, 2021

Re: Informational Meeting

Per the requirements of the Recodified Tax Increment Finance Act, the DDA must hold two (2) informational meetings for each taxing jurisdiction levying taxes that is subject to capture by the Authority under this Act (MCL 125.4910(4)). Official notice for this meeting was sent to each taxing jurisdiction (see below) and posted on the DDA website.

- City of Traverse City
- Grand Traverse County
- NMC
- Commission on Aging
- Road Commission
- Veterans
- Recreational Authority
- District Library
- BATA
- Animal Control
- Soil Conservation District

This informational meeting will include an overview of the approved budget for 2021/2022; a review of projects within both tax increment finance districts, and the capital improvement plan within each TIF districts. All of these documents can also be found on the DDA website: dda.downtowntc.com.

Please note, this is not a public hearing, but rather an informational overview of the DDA budget and TIF Projects.



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

Memorandum

To: Downtown Development Authority Board

From: Scott Hardy, DDA Vice-Chair
Pam Marsh, DDA Board Member

Date: August 16, 2021

Subject: Appointment to Parking Subcommittee - Member-at-Large

The last round of interviews to fill an open member-at-large vacancy for the Parking Subcommittee was conducted in June, with the intent to make a recommendation the Board. Subcommittee member Rick Brown resigned as the member-at-large on the Parking Subcommittee.

Based on the interviews conducted in June, we are comfortable and have confirmed that the candidate remains interested to serve on the subcommittee. Doug Hickman is the owner of Nifty Things. Doug has been a business owner in downtown for many years, and is familiar of the parking needs for businesses, employees and the public. His input will be valuable as we discuss issues and new initiatives for all users of the Parking System.

RECOMMENDATION:

That the DDA Board of Directors appoint Doug Hickman to the Parking Subcommittee.



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

Memorandum

To: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO

Date: August 16, 2021

Subject: Project Updates

Downtown Tree Management Plan

As you recall, last winter, the DDA hired the Davey Resource Group to develop a Tree Management Plan for Downtown Traverse City. The final plan was recently completed and we are in the process of reviewing the document. Among other things, the Tree Management Plan included a comprehensive update to the existing tree inventory, several outreach and engagement activities (which you participated in) to understand the community's values and preferences related to trees and a detailed four-year tree management plan for on-going planting, maintenance and care.

We will be meeting with the City's DPS department over the next month to discuss potential opportunities for collaboration for both tree and stump removal as well as tree planting and pruning.

A more detailed summary of the Tree Management Plan, as well as your consideration for adoption, will be presented at your September meeting.

Youth Liaison

Earlier this year, the Governance Committee was provided an overview of a youth-directed non-profit organization called *Government for Tomorrow*, which provides opportunities for organizations such as the Downtown Development Authority to have a local student serve as a "board liaison".

The student liaison would provide an opportunity for the DDA to get youth viewpoints regarding our vision, future projects and placemaking activities, something the DDA has been working to secure for years. To be clear, the board liaison would participate in all DDA board meetings, but would not have the authority to vote on formal motions.

In March, following a recommendation from the Governance Committee,

the Downtown Development Authority Board approved one youth student liaison position.

I am pleased to announce that (with the help of *Government for Tomorrow*) Audrey Michael has been selected to serve as the DDA Board Liaison for 2021/2022. Audrey is a senior at TC West High School and will begin her term at the September board meeting.

Lot O:

On August 5th, the City and DDA staff convened interviews with four (4) Development Teams regarding the redevelopment of Lot O (the surface parking lot on the corner of State and Cass). Following the interviews, the interview team decided to recommend that the project team consisting of HomeStretch and the Goodwill Inn be selected as the partner organization(s) for this redevelopment project. The HomeStretch/Goodwill Inn Development Team will be working to construct a five-story mixed-use building with ground-floor retail and four floors (64 units) of a unique variety of housing types.

Lower Boardman:

As you recall, the DDA's consultants, SmithGroup conducted a stabilization assessment of the retaining wall along the south edge of the Boardman River between Union Street and Park Street (the 100 and 200 block alley).

The study was initiated after an initial SmithGroup site inspection noted significance subsidence and settling along the back of the retaining wall (evidenced by sloped parking areas, cracked sidewalks and reoccurring indentations).

The stabilization assessment concluded that the subsidence and settling is due to a loss of soil material (i.e. backfill) within about a 10-foot zone from the wall through a gap below the footing and through the wall at locations of penetrations. The SmithGroup team noted the loss of soil was due to continuous scouring and undermining of the wall footing by the river. Furthermore, the SmithGroup team noted that soil material loss was likely exacerbated by the high-water level of the Great Lakes, which causes soil saturation and loss of consolidation of the backfill soils, as well as when the water recedes will cause subsidence behind the wall.

The SmithGroup team concluded that the continued subsidence of the backfill soil south of the retaining wall could have serious implications for the structural integrity of critical infrastructure in this area, including a large sanitary sewer main that resides just south of the retaining wall. In addition, the sewer connections (into the sewer main) from businesses along the 100 and 200 blocks could be become damaged or compromised.

As part of their assessment, the SmithGroup team examined several potential approaches to provide long-term protection to the adjacent property owners and existing sanitary sewer. After weighing each option, the final report outlines the following recommendations for the 100 and 200 block alleys:

For the 100 Block

- Relocate (set-back) the sanitary sewer main closer to the existing buildings and away from the retaining wall
- Replace the sanitary service lines to the relocated sanitary sewer
- Remove the retaining wall and restore the natural shoreline

For the 200 Block

- Add additional sheet-pile wall and backfill as needed

There continues to be evidence of soil subsidence along the 100 and 200 blocks in the alley. Recently, this has become a more urgent concern as one business in the 100 block experienced a sewer backup on their private sewer service from a broken service line near the river wall. Later this month, the Department of Municipal Services will be cleaning and video inspecting the 24-inch sanitary sewer main along the river wall to review the current condition of the sewer main and the connections from the private businesses sewer services along the alley. The city is planning to utilize grant and/or low-interest loan funding to implement the recommendations of the SmithGroup report (highlighted above).

The subsequent work on the 100 block alley provides the foundation and opportunity for potentially significant pedestrian, placemaking and habitat restoration elements to this portion of the river – “turning and embracing” the river has been a focus and priority identified by the Lower Boardman Leadership Team through the Unified Planning Process.

Understanding that there are many infrastructure and project priorities for the Board (as well as limited funding), *and* that this project has been discussed by the Board and the community, *and* that there appears to be an impending convergence of needed infrastructure improvements along the retaining wall and the completion of the Unified plan, I feel we have a tremendous opportunity – that this project is one that rises to the top. To that end, we continue to meet with property owners along the 100 block to solicit input and make them aware of the process and timing of the Unified Plan and potential infrastructure needs.

The draft Unified Plan has identified support for a “riverfront plaza” concept (i.e., what it could look like) that would feature significant pedestrian, placemaking and habitat restoration elements along the 100 block alley. In order to move this concept forward, we will need to issue an RFP for design and engineering services to develop a formal riverfront plaza plan (i.e., what it will look like). The formal plan would include a design, a formal site plan (with construction ready plans) and succinct cost estimate. Identifying how much the riverfront plaza will cost will be critically important as we look for funding opportunities through grants and other loans programs.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
CC: Scott Hardy, Parking Subcommittee Chair
Date: August 16, 2021
Re: Board Member Report: Parking Subcommittee – August 2021

The Parking Subcommittee continued the discussion on permit waitlists. Staff worked through the process to release surface permits for sale over the month and monitor utilization. As of August 9, 2021, all 76 of the remaining waitlist requests had been released. The oversell percentage increased to 54% and the utilization remained consistent with no less than 30 spaces available in surface lots. The waitlist may be eliminated if the utilization of the lots does not increase. In the event that there is an influx of seasonal use once the snow begins to fly, the ground level of the Old Town Parking Garage has been identified as the designated overflow location for surface permit holders.

The data obtained from the 100 and 200 blocks of Front Street where the new progressive rate structure was implemented reflects the space are turning over even with the increased time limit with 92% of transactions being 2 hours or less.



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

Memorandum

To: Downtown Development Authority Board of Directors

From: Harry Burkholder, DDA COO & Katy McCain, Comm. Dev. Director
Steve Nance

For Meeting Date: August 20, 2021

Memo Date: August 13, 2021

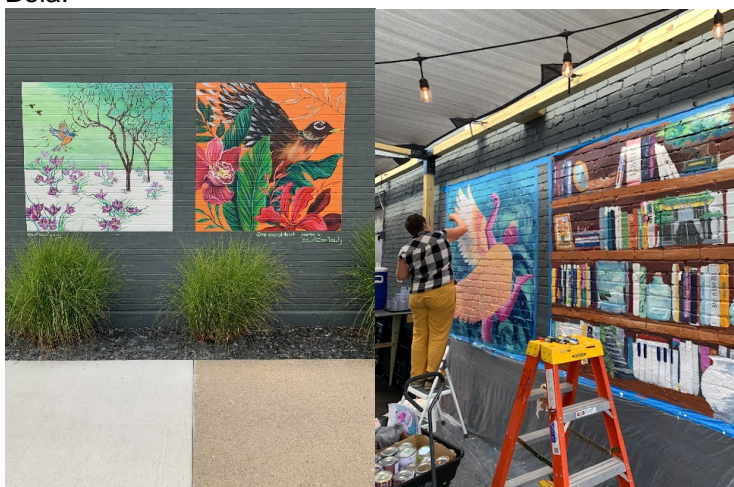
SUBJECT: Arts Commission Update

10 Street Trailhead – Arts on the Tart

At its July meeting, the Arts Commission selected Sous la Ciel as the preferred artist(s) for the 10th Street Trailhead art piece (part of TART's Art on the TART initiative). Sous la Ciel proposed a series of murals and painted objects tying in the local environment (animals, plants, agriculture).

Mural Project Update

The two mural parings have been completed and look great. We plan on a more formal ribbon-cutting ceremony for both installations in September. Again, the sites receiving murals are the AT&T Building and the Dish Café. Both properties are owned by Terry Beia.



Strategic Plan RFP

Last month, we issued a formal RFP to hire a consultant to assist in the development of a new strategic plan for the Arts Commission. We received three proposals and are working with the Arts Commission to decide on the preferred consultant.



Memorandum

To: DDA Board of Directors
CC: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
Date: August 16, 2021
Re: Staff Report: Parking Services – August 2021

July Parking Revenue

Meter revenue increases this month may be attributed to increased utilization, but is likely the result of the increased fees while the admission fees at both garages are likely a combination of increased fees and additional transient availability caused by a decline in permit usage.

- Meter revenues increased by 30% compared to July 2019. The 30% reflected a breakdown of coin increasing by 27% and pay-by-cell increasing by 39%.
- Hardy admissions increased by 31%.
- Old Town admissions increased by 17%.

Upcoming Projects

In the coming weeks, we will issue RFPs or obtain quotes for the following projects:

- Reset Pavers at Old Town
- Window Washing – 3-year
- Garage Washdown – 3-year

Smart Meter Data

The available transactions and revenue data that we have collected over the past seven weeks is below:

Transaction Counts

- 65% Cash
- 28% Credit
- 7% Pay-by-cell

Revenue

- 45% Cash
- 42% Credit
- 13% Pay-by-cell

Progressive Rate Structure Transaction Counts

- 92% 1 minute – 2 hours
- 8% 2 hours, 1 minute – 4 hours

Employee Parking Advisory Subcommittee

Last month, the DDA advertised for volunteers for the Employee Parking Advisory Subcommittee. Three individuals have expressed interest in joining the subcommittee.

Meter Rate Seasonal Decrease

We first mentioned in the DDA packet for the May Updates that the programming handheld malfunctioned and is no longer operable. This unit was the last of its generation, and was used to program the old digital single space parking meter rates. The unit is unable to be replaced and the meters are obsolete and incompatible to use with another programming device. We are unable to decrease the non-premium rate meters back to \$1.00 per hour as previously planned for October 1, 2021 and non-premium rates will remain at \$1.25 per hour.

Locations have been reviewed and in areas where pay stations exist and time limits have been adjusted. Lot X (off Hall Street) increased from 4-hour to 10-hour, Lot B (Farmers Market Lot at Cass/Grandview) 2-hour parking eliminated, Lot N 10-hour (Washington Street) 10-hour expanded.



DOWNTOWN EMPLOYEE PARKING



Downtown Traverse City has several parking options and we want you to park safely and enjoy your day of work.

The Old Town and Hardy Parking Garages are conveniently located and never more than a few blocks from your destination.

Permit Only Lots and 10 Hour meters are conveniently located as an affordable option and easy walk to work.

Check out our interactive maps on the website!



ALTERNATIVE MODES OF TRANSPORTATION

Downtown Traverse City encourages the use of alternative transportation.

DESTINATION DOWNTOWN

Destination Downtown provides easily accessible public transportation by providing BATA Commuter Passes for free to employees in the DDA District. Commuter Passes are valid for all BATA City and Village Loop routes. Interested in learning more? Email destination@downtowntc.com

CYCLISTS

There are over 150 public bike parking options to assist you while getting around on two wheels. Bike lockers are available for rent in the Hardy and Old Town Parking Garages.

PARKING.DOWNTOWNTC.COM • 231.922.0241 • PARKING@DOWNTOWNTC.COM

PARKING PERMIT INFORMATION

PARKING GARAGE PERMIT RATE

Larry C. Hardy Parking Garage
Old Town Parking Garage
MONTHLY: \$50.00

SURFACE PARKING LOT RATE

MONTHLY: \$38.00

LONG TERM PARKING METER INFORMATION

METERS ARE ENFORCED MONDAY - SATURDAY, 8 AM - 6 PM

10 HOUR METERS ARE AVAILABLE

Lot B, C, D, E, J, K, M, N, RB and X

4 HOUR METERS ARE AVAILABLE

Lot B, C, N and X

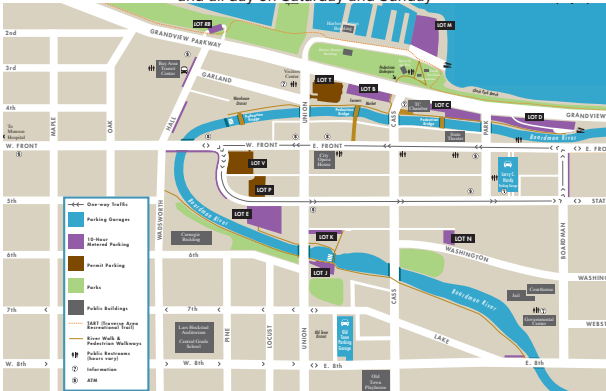
PART TIME OR EVENING HOUR PARKING INFORMATION

WORKING ONLY A LIMITED NUMBER OF HOURS A WEEK?

Park in the Garages
Rates vary from \$1.00-\$1.50 per hour
Daily maximum \$20.00 per day

FREE PARKING OPTIONS

Permit lots are free after 4 pm, Monday - Friday,
and all day on Saturday and Sunday



PLEASE DO NOT ABUSE THE METERS

On-street meters that are two and three hour time limits are designed for customers to frequent businesses within Downtown Traverse City with ease.

FEEDING METERS:

Feeding meters beyond their designated hour limit is not permitted and carries a \$15 fine. In addition, City Ordinance states that your 12th meter violation, and every one after, in a calendar year is \$75 per meter offense. Long term meters have been placed strategically for employee use.

PARKING.DOWNTOWNTC.COM • 231.922.0241 • PARKING@DOWNTOWNTC.COM



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

Memorandum

To: Downtown Development Authority Board of Directors

From: Katy McCain, DDA Director of Community Development

Date: August 12, 2021

Re: Community Development & Events Update

Street Sale

The 64th Annual Street Sale took place on Friday, August 6, 2021. Despite sporadic rain storms and some traffic congestion due to ongoing bridge construction, the event was highly successful. We received a lot of great feedback from merchants and they were excited to have the event back in its normal capacity. The DDA team worked very diligently with the city to have proper wayfinding signs placed around the city to help alleviate some of the traffic issues and confusion associated with the bridge construction. Yard signs, sandwich boards and two electronic signs, helped guide shoppers throughout the detours and to convenient parking locations.

Last Slice of Summer

The Last Slice of Summer Old Town Celebration will be taking place on Friday, August 27. Lake Street will be closed off from just east of the Brady's/Maxbauer's lot all the way to Eighth Street. Cass will also be closed from the bridge construction to the south side of Lake Street. The band Blue Footed Boobies will be featured, area non-profits will be represented, and children's activities will occur. This event is meant to recognize the businesses most affected by the construction/bridge closures, as well as give back to the community for being so loyal to our Downtown during COVID-19. All marketing for the event will strongly encourage the use of masks to better ensure public safety.

Social Media Update

July's social media numbers were lower across the board from June's number – primarily because the Neighborhood Celebration posts in July were so high. The DDA Facebook page had a net gain of 21 likes, with the Reimagine East Front post receiving the most engagement. The DTCA Facebook page had a net gain of 71 page likes, with the Barrio grand opening post having the highest engagement. The DTCA Instagram account had a net growth of 343 new followers, with the Cherry Festival Duck Race post having the highest engagement.

Downtown Art Fair Series

The Downtown Art Fair will be taking place on Saturday, August 21 from 10am-5pm in the eastern quadrant of the Open Space. Fine art, jewelry, pottery, and other crafts will be on sale from 50 local and regional vendors. The Downtown Art Fair is sponsored by McMillen's Custom Framing. This is the last art fair of Downtown Traverse City's three show summer series. We have Norte's Liderato Youth volunteering to set up and tear down on a donation basis. Due to its new location, we have also rented golf carts to help transport vendors with mobility limitations.

Increase in Marketing and Communication Resources

We are working closely with our marketing and social media agency Lake Effect on enhanced communication strategies. A new concept we will be implementing is a weekly (or-bi-weekly) short video update from Jean on major projects and events that are occurring. The videos will be posted on our social media platforms, as well as on our website. We are also in the process of updating both DDA and DTCA focused photo catalogs. These photos will include: events, office spaces, and infrastructural projects. Both of these partnerships will aid in more effective storytelling and communication throughout the community.



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

Memorandum

To: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO

Date: August 15, 2021

Subject: Envision East Front Street Project

Last week, in cooperation with the Progressive AE consultant team, we facilitated a series of stakeholder and public meetings to better understand the issues of and vision for East Front Street. In addition, we facilitated several meetings on the potential conversion of one-way streets to two-way streets throughout the downtown.

Suzanne Schulz from Progressive AE (our consultant and project lead) has provided a detailed memo (see attached) summarizing the results of the stakeholder and public meetings, as well as the results of the community survey, their on-going design activities and next steps.



TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY AGENDA ITEM

TO: Jean Derenzy, CEO
Traverse City Downtown Development Authority

FROM: Suzanne Schulz, AICP
Urban Planning Practice Leader

DATE: August 13, 2021

SUBJECT: **EAST FRONT STREET AND DOWNTOWN CIRCULATION STUDY PROJECTS UPDATES**

The Community Engagement Plan is in full operation mode! There were eight (8) meetings held between Monday, August 9th and Tuesday, August 10th. The Progressive AE Team and DDA staff met with:

- East Front Street business owners
- City staff
- Community leaders (City Commission, DDA, and Planning commission members)
- Boardman Neighborhood residents
- Downtown property and business owners
- Community stakeholders (Disability Network, BATA, Norte, TART, Groundwork)
- City operations staff responsible for snow removal
- Community members (public)

There were approximately 80 individuals who participated in discussions. Twenty persons identified as business and/or downtown property owners. Detailed meeting summaries are attached. In general, there were several recurring themes:

- It is important to design for pedestrians and a safe, high-quality walking environment. The word “congestion” (the sidewalks are not big enough) frequently came up in discussions and the community survey.
- East Front Street is at minimum dimensions for sidewalk, on-street parking, bike lane, and travel lane dimensions. Designers should focus on creating high-quality facilities and not try to fit everything in a sub-standard space.
- Many people bike. Bicyclist safety is a concern with rising “dooring” incidents (car doors opening as bikes are passing by). If bicycling facilities are provided on East Front Street they should be substantially better than what is currently there, or an alternate location for an improved bicycle facility should be provided.
- Several strategies should be employed to address parking. Some individuals expressed a desire for a no net loss of spaces. Discussions included strategies on how to optimize existing parking resources, such as more community education on the parking token program and a coordinated after-hours parking management district for private parking lots. The concept of revisiting a neighborhood parking permit program was also mentioned.
- Traffic modeling will be important to understand how traffic circulation works for any new configuration in downtown. Safety and crash data will also be important to understand.
- Snow removal and street sweeping is a point of pride for the community and city staff. Several people commented on how the downtown looks like it did not even snow after some snowfalls. A prescribed level of service does not exist for these operations.
- People enjoy the intermittent street closure of Front Street for events such as Friday Night Live and during Covid. It was noted by retailers that this would not be a desirable permanent condition and that current staff shortages have hampered the ability of restaurants to realize the benefit of additional outdoor seating.

To date, there have been 445 responses to the community survey which is circulating via postcards in the community to Downtown business owners, property owners, and Boardman Neighborhood residents. Survey responses are included in the attached PowerPoint.¹ The survey will stay “live” until Monday, August 30th. When the three Design Concepts (Task 3) are prepared, a new survey will be released to provide an easy way for the community to engage in providing their thoughts. The process for creating alternative Design Concepts is now underway.

Task 3 – In Progress

The aggregation of information from prior efforts, information and feedback collected from the project walk, key stakeholder discussions, and survey responses have begun to inform three alternative design concepts that demonstrate potential improvements, uses, costs and approaches to placemaking that will provide a welcoming and pedestrian friendly experience for users. The following elements will be considered in design: accessibility, grading, stormwater, traffic lane configurations, public gathering spaces, street lighting, landscape design, trail connections, gateway treatments, decorative walls and planters, parking recommendations, street furniture, snowmelt, transit stops, and pedestrian crossings. Engagement, coordination, and dialogue will continue to occur with MDOT regarding Grandview Parkway.

Next Steps

The Project Team will be returning for additional stakeholder and community workshops to be held on Monday, September 27th and Tuesday 28th for a review of the three concepts. It is expected that there will be a variety of ideas used from each of the concepts to create the final preferred design concept which will serve as the basis for engineering drawings. Following the in-person meetings, virtual meetings will be offered on Wednesday, September 29th.

Action

No Board action is being requested at this time.

¹ It is worth noting that at the time the survey was inserted into the PowerPoint presentation that there were 325 respondents. Updated survey results are very much aligned with the addition of new responses.

ENGAGEMENT MEETING NOTES

East Front St – Business Owner Input 8/9/21 – 9am

There were ten attendees, comprised of both property and business owners.

- The need for public restrooms was strongly identified. There was an opportunity to install restrooms in the Hardy parking deck, but they were not constructed.
- Parking – keep it all or at a minimum replace anything you take away somewhere else. One business uses the Hardy deck exclusively for employees to keep the 2 street spaces in front of the business open for customers. Free parking doesn't work because employees will take all the best spots not leaving anything open for customers.
- Businesses say the parking structure seems underutilized – post COVID it is. Additional wayfinding is needed to ensure people know the deck is available. Parking permits for the deck are available for less than the cost to feed a meter all day. It costs about \$10/day to feed a meter.
- Knowledge and use of the token program and free parking needs to be increased.
- Office use since the pandemic has changed. Even though spaces are currently available, businesses hesitate to sign a 5 year lease because of unknown future of parking.
- Definitions regarding parklets and screening were asked. A parklet occupies one or more parking spaces for outdoor dining and parking lot screening is typically comprised of a fence, landscape hedge, or wall, to block the first 30-36" of a pedestrian's view of parked cars. Discussion occurred about the possibility of allowing parklets in the summer and then removed in the winter to facilitate snowplowing.
- Increasing the number of amenities and beautification in public space, and making downtown more user-friendly, held greater weight with a business owner than providing parking. Visitors will walk blocks to go to destinations, so parking is not such a big concern because creating a great place with draw them in.
- Is there an app to find available parking in TC? Could a digital sign be added to show how many vacant spaces are in the Hardy ramp better communicate availability?
- How can we educate visitors about the bus routes downtown to provide parking relief?
- 2-way operations on State St under the COVID at Union was an issue said an attendee.
- What is the distance people are willing to walk from the parking decks? 1 owner suggested 2 blocks and that wayfinding was important.
- Could building owners get assessments for infrastructure improvements? Future fire suppression stub as an assessment? Sanitary laterals? This would help defray the costs over a greater period of time, but provide future investment needed for future redevelopment while also preserving the street with fewer future cuts.
- A strong vision for the corridor will assist in supporting redevelopment. Commercial real estate businessman suggested many of the parcels are redevelopment ready along the corridor.
- Concern was posed regarding making the riverfront park handicap accessible as shown in a previous TC plan as compared to the simplicity of going down the steps for able bodied users.
- Approximately 15 locations were cited as having grade issues (slopes, steps). Not everywhere may be able to have successful accommodations.
- Getting people across Grandview Parkway is important for trail connectivity and economic activity.
- Concern was raised about the construction timing being in the prime retail summer season.
- A strong sense of arrival to the district is important.

East Front St and Circulation – Input from City Staff 8/9/21 – 11am

- Employees park in neighborhoods and causes parking friction with residents. In general, parking has always been viewed as a problem for decades but it is seasonally driven for 3-4 months.
- It is \$2.30/day to park in the Hardy ramp the whole year via an annual pass. The Park Mobile app is used in downtown.
- Pay stations could be used to clear up/declutter the sidewalk area and make snow clearing more efficient.

- Parking utilization data is generally from 2019. They do have license plate reader technology to collect data however, due to staffing it has not been collected consistently.
- A neighborhood parking permit policy has been established for residents only. This is something that the Boardman neighborhood could access. Complications arose in trying to figure out who gets permits (e.g. contractors, visitors). But, it may be worth additional discussion especially if it could become a neighborhood parking benefits district where permit parking revenues for non-residents could be shared with the neighborhood to fund enhancements.
- Look for opportunities to reduce curb cuts whenever possible. It appears that all properties on the south side of East Front Street have alley access.
- Loading zone on the North side of East Front Street needed.
- MMUTCD says no parking on the far side of a T intersection so an opportunity exists to expand curb lines to reduce crossing distance and/or incorporate placemaking elements. This could cause winter maintenance issues. Widen sidewalks everywhere and then bumpouts would not be needed. Tim L has a template of the existing street sweeper radius to be able test on bumpouts.
- Snowmelt should be examined, need to better understand how Holland does it. What are the expectations for clearing when it snows?
- We are a tourist town and want the City to be the best it can be.
- 8th Street reconstruction has led to redevelopment and increased tax base. Describe correlation between building value and economic development and tourism; understanding of benefit and how it contributes towards vibrancy/sustainability and how public investments spur private development.
- Consider an adaptable design for the street such as not having a raised curb, like a woonerf. It would provide ultimate flexibility to allow multiple spaces to be loading zones, parklets, and parking all in one. Need policy about operations on shared streets. A concern was expressed about potential flooding in that scenario and that it requires a high level of maintenance to ensure leaves, ice, silt sacks, etc are cleared from catch basins all the time.
- Consider how Wellington Plaza connects to the street as an dining location/use of space for active use.
- Watermain alignment vs existing trees. How will that look? Can the trees survive? Look at tree well design and alternatives such as a raised planter.
- Front St should be a destination, not a fast through street. Communities should want level of service F in downtown, not A. it should be flexible to provide economic redevelopment opportunities. Bring in amenities and increase attractiveness.
- The street should be maintenance friendly; make sure the design meets recommended clearance for fire apparatus.
- Consider the use of a bike shadow system using alleys as streets for bicycles, bike boulevards on adjacent residential streets rather than on State Street. Washington Street is part of the TART Trial system.
- Connection to the river and availability of public space should be evident.

East Front St and Circulation – Public Input from Community Officials 8/9/21 – 3:30pm

- Has an existing parking count been done along E Front Street? Not yet.
- Biking as it currently exists on E Front St is not safe. Consider a 2-way bicycle facility on the N side of Front Street and remove the parking there. E Front is a gateway to downtown shopping district and TART trail is at the entry point.
- Wider sidewalks were noted as a priority all along Front Street.
- What is the advantage of 2-way travel vs 1 way? A concern was noted about 2-way traffic for Front Street since it could conceivably be 1 way, 1 lane in the future and switching back to 1 way would be difficult. Front Street travel speeds are already slow and people know to stop for pedestrians.
- A concern was expressed about 2-way on Front St being more dangerous due to more crash points as a driver and places to have to look and think about traffic wise. Concerns about blocking traffic with left turns or parallel parking were expressed for a 2-way change; as well as increased points of conflict for accidents, ADT, average speed for circulation study. PAE will check crash data to understand existing crash patterns. Also look at crash data from other places where conversions have occurred.

- Consider treating State Street differently than Front Street; uncouple them. Could they be looked at independently? Can 1-way work on State if Front is closed? State 2-way, close Front Street on occasion?
- Demand for café space was discussed. Closing the street for COVID was noted as a positive. A restaurant owner did not think any restaurants on E Front would want outdoor dining in the current employment market as it would just force their work outside with the same number of staff. There are not enough food service workers to serve the existing footprint, let alone adding more outdoor tables.
- More parking decks are needed and make sure they are easy to find. It was noted that currently parking is not an issue. Data shows there is not a lack of parking. More stacked population is desirable. Directional signs on Grandview Parkway to parking facilities is needed.
- Need to optimize walkability so people will walk longer distances after parking. Tourists are better at this than locals for being willing to walk farther. Is there a shuttle that could take people from parking?
- Maintenance, level of service and what are the expectations.
- There are 6 city-owned parcels on the Front St corridor– could additional trees or greening happen on those parcels? What opportunities do they present? Is there a maintenance strategy for them (currently overgrown by the river).
- ADA handicap parking, bumpouts, and benches should be incorporated into the design.
- Suspect that the greatest parking issues in the Boardman neighborhood stem from Little Fleet customers, but there are likely other businesses contributing.
- Need to incentivize bus ridership and use of remote parking lots. Bus circulator to hotels where visitors can ride. Need to educate visitors and hotel about leaving the car behind. Getting more people on busses would help reduce parking demand. Example is Hilton Head.
- Be sure to be able to incorporate change for future autonomous vehicles.
- Consider district parking management plan to access underutilized private parking lots after 5pm.

East Front St – Public Input from Boardman Neighborhood 8/9/21 – 630pm

- A rumor was posted on Facebook by a neighborhood resident that Front St and circulation decisions had already been made. A resident admitted stating that she was responsible. The rumor was put to rest that input was being collected now and no decisions about either project have been made.
- Resident suggested widening sidewalk along the city property on the river. Near Morsels, this would be a good location for an overlook.
- Stop signs and/or speed bumps on State Street are desired during the time Front Street is closed for construction because of anticipated additional traffic. There are more children in the neighborhood and residents are concerned about safety.
- Washington has a lot of non-motorized traffic.
- A cyclist suggested wider bike lanes (protected) would be helpful and also wider parking spaces, as many trucks don't fit within the parallel spaces. A protected biking facility like 8th Street was also suggested.
- Merge project ideas from W Front Street without the lighting with the 8th Street project for the E Front Street project. W Front is comfortable to bike on. 8th Street is softer, friendly, bike lanes and sidewalk are comfortable, mid-block elevated crossing provided.
- Make sure any new business provides parking for its workers and patrons as part of development. Continued parking spread into historic residential streets is not wanted.
- There is not a neighborhood parking permit program now. Introducing one could help.
- Turnover of the parked cars in the neighborhood is high with people frequently coming and going.
- What if BATA had improved ridership for Front St? Should another parking deck be built?
- General consensus among residents they would not be in favor of 2-way traffic. Concern it would lead to increased traffic along their section of State St.
- Could Front Street be totally closed more often? Residents liked it closed to traffic. It is under study, but input from businesses is very important.
- Install a bridge from the end of Boardman Avenue across the Boardman river to access parking and boat launch.

- Think about parking strategies: modify parking ramp usage to be more available to the public, private parking strategy, BATA, neighborhood parking permit program, could parking be on both sides of residential streets to slow cars down – would need to check street width and feasibility.

Circulation Study – Downtown Property Owners Meeting notes 8/10/21 - 9am

- The question was asked whether modeling includes changes to parking areas, new development, and driveway operations that the City has planned? There are 4 new projects proposed near State and Pine. Yes, we will need to work this into the model.
- Is the study based on peak times and prime season? Yes, the data was collected in July and August in the summer peak.
- How is the data collected affected by the bridge closures? It does affect the traffic counts but we also reference historical data and use engineering judgement to provide the most accurate estimation of traffic in any given year.
- One person commented that they don't use Front Street now because it takes so long to get anywhere. Making more streets 2-way is expected to further slow speeds.
- People driving on State Street accelerate on Pine Street by J&S and as they go through the curve towards Union. There is parallel parking on a blind curve to the left. A parking meter was hit shortly after installation. The recently installed crosswalk (unmarked) does not slow cars down. Cars frequently go out of their lane/cross lanes because of travel speed.
- A mid-block crossing by the post office and the permit lot by Uptown would make sense but need to make sure people are visible as drivers come around the curve.
- Traffic flow on the one-way pairs is efficient. Streets should be treated as a unit.
- Does anyone think that Front Street speeds are too fast? No, they are very slow.
- Does anyone think that State Street speeds are too fast? Yes, the character is much different and people accelerate and brake aggressively. Speed has led to accidents at the Pine and State St curve. Mid block crosswalks slow traffic and State St doesn't have any leading to higher speeds – business owner. Crosswalks with lights may be able to help reduce travel speed? The built environment on State St is much different than Front St leading to different driver comfort. On Friday nights some car enthusiasts gather adjacent to State St and they like to drive fast.
- Concern if State was 2-way, how would the functionality of the 1 way pair of Front and State be affected with total traffic flow? Concern and encouragement not to change State St for this reason from owner.
- Example of Kalamazoo and 1 way negatively affecting economic development. 2-way traffic is better for retail as they are going slower to see the stores and have additional options to get to a business.
- Concern whether other cities data translate to Traverse City. Other cities probably have many more lanes than TC for instance. Is it apples to apples and a reasonable comparison?
- If you look at zones 5 and 8, could a traffic hump be installed to calm traffic speeds just past the curve?
- Has MDOT been a good partner to work with on the circulation study? It seems like they would need to be part of this conversation and perhaps difficult to engage.
- The light on Union and Grandview only allows 1 car to make it on a left turn.
- Retail business owner stated that closing street completely to vehicles is not desired and did not result in additional sales. But, he would like to see sidewalks wider.
- Could just 1 lane of traffic on Front Street be a good idea to provide additional pedestrian space? Downtown Holland is a good example of 1 lane, 1 way. Maintenance and emergency response would need to be heavily considered as part of that potential change.
- How would a new parking ramp near Pine and State change traffic flow? When might it be constructed?
- One owner like State being 2-way last year. Didn't notice it being extremely disruptive. Seems like Front St will continue to grow and be more popular. If State St being 2-way makes it have more utility and popularity, then it would be a good change.
- Concern the system breaks down when potentially unpaired. Look at other treatments to slow speeds on State St vs a 2 way conversion as a speed reduction measure. Look at the left turn configuration at Union and State.

- Can we pilot changes before making full changes? Yes, for sure.
- Could a partial State Street conversion to 2 way between Union and Boardman be done?
- Making large changes for localized problems/challenges is a concern.
- A scramble (or barn dance) is an all-pedestrian phase at a traffic signal allowing all pedestrians to cross anywhere in an intersection with all red for vehicle traffic. During summer months it may make sense at Cass and Front.
- Take out parking on the curve of Pine and State and put a landscaping island in between the lanes.
- Parking perception. What is ok? Parking at Meijer, walking to the entrance and throughout the store is as long or longer than most people walk when parking in TC.
- Scenario #1 – existing condition; Scenario #2 – Front Street 1-way, State Street 2-way; Scenario #3 – partial State Street all Front Street? Look at Union and State intersection
- 100-200 blocks of Front Street function well
- If Front Street is closed for events and activities to provide bigger sidewalks/shared space then having State as a 2-way is a benefit for people to circulate around downtown; provides more utility

Front St and Circulation Study – Community Stakeholders Meeting 8/10/21 at 11am

- Front St comments – go all in with whatever you choose. Trying to make all modes work with such little space will provide everybody something, but not a useful something. Pedestrians should be the focus.
- Input from the disability community important. Alana can connect sight and hearing impaired to process.
- Need to make sure there is a sense of arrival for downtown.
- Bay Line route travels is a free bus route that travels on Front St every 15 minutes. It was growing dramatically in 2019 (40% increase) but COVID set it back. It is starting to rebound. They are getting more riders from the hotel district and at designated park and ride locations at Meijer and Woodland Creek furniture. There are programs they are looking to emulate like Ann Arbor. Need to overcome the community stigma that the bus is for everyone.
- Need to make sure the bus doesn't pass waiting riders in dense areas where it is hard for the driver to tell who might be waiting for the bus vs other folks in the area? Consider using a floating bus stop so that it is clear who the riders are (and not in travel zone of sidewalk walkers) while also making it more obvious that the bus is being used.
- BATA is increasing its partnership with airport. The rental car shortage has helped build the relationship. BATA has an app for payment.
- Make sure freight is involved in the layout of what is done with E Front relative to buses and bikes.
- In thinking about parking, better relationships with underutilized parking lots on the south side of Front St is desired.
- Bike mobility versus bike access is important to consider. Washington and TART provide mobility, then would need to look at side streets (Worthington, Boardman) to increase access to East Front. If the design is successful in slowing down traffic it will be safe for pedestrians and bicyclists to use.
- Cycling infrastructure probably doesn't make sense on Front St. A nearby corridor is probably better suited for it. Put bikes in traffic with cars due to slow speeds. Provide bike racks at bumpouts. They are hard to see when cars are parked next to the racks.
- Consider 15-minute parking to encourage turnover and allow quick food pickup/takeout.
- How is the long-range capacity of State St affected by a potential 2 way change? Could that limit development or redevelopment in the future? We want to encourage "to" trips and not "through" trips without complete gridlock/breakdown.
- What if the Front St was modeled as just 1 lane way in its current configuration?
- The width of the street would be important for the bus. Bumpouts and/or parking would need to be reviewed. Left turns in particular at intersections is the challenge. There is likely some benefit to the buses by having 2 way. Stop time should be considered and how that may back up traffic.
- Suggestion to implement traffic calming on streets in the Boardman neighborhood if there are any directional changes to State or Front will be needed to ensure residents the City is ahead of the change and not reacting afterwards. Report should layout the order of implementation.

- It will be important in circulation discussions and report to layout expectations and logic of the traffic analysis and the parameters that were established, be clear it doesn't solve all problems.
- Consider raised plaza/speed table at intersections to create access/connections, reinforce N-S access from the neighborhood to the river, improve grades for wheelchairs.
- Provide accessible parking spaces
- Look at TART alignment and sidewalk at East end/gateway. It does not feel like a trail.

Front St and Circulation Study – Community Workshop Meeting 8/10/21 at 4pm

- Has there been any consideration about closing driveways/curb cuts? Yes, best practice is to review each driveway and there are some great alley connections which may allow for some curb cuts to be closed on the south side.
- Many people on bikes near Front Street are not there to shop. They are riding through to somewhere else. Suggest bigger sidewalks for improved pedestrian experience, less emphasis on bikes.
- What is the status of parking for this project? How do the businesses feel about parking? No decisions have been made, we are gathering input. Parking ramp is underutilized currently, businesses could incentivize ramp use or help spread the word. Boardman neighborhood noted parking issues overflowing into their neighborhood.
- There needs to be more room for pedestrians.
- Concern was noted by public about taking parking away from Front Street for pedestrians. Individual had bad experiences with parking and drunk tourists near State St.
- Removing parking could be ok to improve the pedestrian experience. It seems to be the only way to improve street walkability.
- A street is intended to move people. The most vulnerable people are pedestrians and bicyclists. Individual would prefer to see less parking and improved pedestrian and bike experience to help move those people.
- Front street – individual concerned about getting doored as a bicyclist. It is a corridor he avoids due to that safety concern. He would like to explore the idea of using alleys as a bicyclist.
- How do people who cannot bike or walk get downtown? The DDA is working with BATA and Disability network to ensure our design is inclusive of people with mobility needs.
- What about having peds, bikes, and cars separated? Additional space between bikes and car doors with parking meters, etc in between. Space is at a premium and it would be difficult to squeeze that into the cross section successfully.
- How many cyclists per day does it take to make a bike lane worth the investment? The biking community is not unified on having bike lanes on E Front St. The nature and character of this section of Front Street is different and does not support the need for bikes in the cross section.
- Are there bike racks at the parking deck? Yes.
- How will pedestrians get across near the Holiday Inn? MDOT and our project team are working through design options to provide the safest traffic signal controlled option across Grandview Parkway possible.
- An individual was in favor of less parking for improved pedestrian development.
- Could parking be more accessible from the rear of shops?
- Parking lot where farmer's market is and pedestrian bridge is a good example of creating more connectivity in the downtown.
- Circulation discussion – Delivery trucks, parallel parking, left turns, etc could really block traffic if Front Street was 2-way.
- What if you had 2 way traffic on State Street with improved parking? This was beneficial for restaurants, but not for retail under the COVID test change.
- Would a traffic signal be needed at JS if the streets went 2 way? What would the impacts of a traffic signal be? Traffic signals are expensive and cause more accidents overall.
- Wouldn't 2 way traffic cause increased accidents/injuries? It does cause more conflict points, but not necessarily more accidents.
- Resident - We have to be visitor friendly. The one-way streets confuse visitors. The response time for emergency vehicles is increased because they cannot take the most direct route to sites downtown. What if we had no traffic signals downtown and instead used 4-way stop signs?

- Speeds on Front Street between 6:30-9 as business starts to die down are dangerous from people racing their cars and circling the blocks.
- Boardman Street as a one-way just to get to government center is inefficient. One-way streets are not fair. 2-way streets show improved circulation and fairness to travelers.
- Drivers should not need to zigzag through neighborhoods, try to create more direct connections, simplicity in the network, less circling the block (more miles being travelled). Supports converting all streets.
- Will there be more input meetings? Yes, more in September.
- Has there been coordination/input from the Fire Department? Concern about if there was an emergency then the traffic would prevent access. Representatives were invited but did not attend. Additional meetings will need to be set to get their input.
- Will the Boardman River plan be incorporated into these plans? Where there is overlap/crossover, yes.
- Consider using HAWK signals for pedestrians crossing on State Street.



Downtown Development Authority
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231-922-2050

Memorandum

To: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO

Date: August 15, 2021

Subject: Healthy Drinking Culture

Last month, Chief O'Brien, Megan Olds and Elise Crafts provided an overview of the preliminary findings of the Healthier Drinking Culture Study. These findings will be further refined and incorporated into a Healthier Drinking Culture Strategic Plan. Completion of the Strategic Plan marks the first phase of this comprehensive initiative.

In anticipation of the completion of the strategic plan, the DDA recently submitted a grant application to the Northern Michigan Regional Entity (NMRE) for Phase Two - \$100,000 to implement the strategic plan. Funding under this second grant will be used to hire a consultant to support and implement updates to local policy, continue to convene and educate community stakeholders, and facilitate training programs.

As a reminder, no DDA dollars are required for this grant. The local match is entirely provided through staff time. If awarded, the grant would run from October 2021 through September 2022.



**Minutes of the
Arts Commission for the City of Traverse City
Regular Meeting
Wednesday, July 21, 2021**

A regular meeting of the Arts Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:30 p.m.

The following Commissioners were in attendance: Commissioner Ashlea Walter, Commissioner Chelsie Niemi, Commissioner Roger Amundsen, Board Member Mi Stanley, Board Member Caitlin Early, and Board Member Steve Nance

The following Commissioners were absent: Board Member Joshua Hoisington

Chairperson Amundsen presided at the meeting.

(a) **CALL TO ORDER**

(b) **ROLL CALL**

(c) **CONSENT CALENDAR**

- (1) Consideration of approving the minutes from the June 16, 2021 Regular Meeting (approval recommended) (Burkholder, McCain)
- (2) Consideration of approving of June Financials (approval recommended) (Burkholder, McCain)
Single motion for entire consent calendar.

Moved by Steve Nance, Seconded by Caitlin Early

Yes: Ashlea Walter, Mi Stanley, Caitlin Early, and Steve Nance

Absent: Chelsie Niemi and Joshua Hoisington

CARRIED. 4-0-2 on a recorded vote

(d) **OLD BUSINESS**

- (1) Art on the TART - 10th Street Trailhead (approval recommended) (Burkholder, McCain)

- Niemi shared her thoughts with chair Amundsen, as she was unable to make the meeting and is in favor of Sous la Ciel
- Amundsen leaning towards Sous la Ciel option A but did like Petrakovitz's tie in with using biking trail parts from the YoPlait plant as part of his piece
- Nance things Sous la Ciel option A is great for the space.
- Walter asks if it truly will be hand painted
 - Those who attended the meeting with Sous la Ciel said yes, that the info given in the proposal was just a concept mockup
 - Group liked the QR code concept but need to make sure that the QR codes are ADA accessible and compliant

That the Traverse City Arts Commission enter into a contract with Sous la Ciel for option A to provide their proposed art for the Tenth Street Trailhead Project

Moved by Steve Nance, Seconded by Caitlin Early

Yes: Ashlea Walter, Roger Amundsen, Mi Stanley, Caitlin Early, and Steve Nance

Absent: Chelsie Niemi and Joshua Hoisington

CARRIED. 5-0-2 on a recorded vote

(2) Mural Project

- Walter asks for clarification that the project is totally approved by City Commission or if design needs to go back
 - Burkholder states he is sure that it is but will verify
- Walter asks what the promotion plan is
 - McCain states that info will go out to the community once we know the exact dates of the art install

(3) Strategic Plan

- Burkholder mentions that after the deadline he will be in touch if it needs to be extended or to expect to discuss the bids received at the August meeting

(e) NEW BUSINESS

(f) PUBLIC COMMENT

(1) General

(2) Commissioners

(g) ADJOURNMENT

(1) Motion to Adjourn at 4:41pm

Moved by Roger Amundsen, Seconded by Ashlea Walter

Yes: Ashlea Walter, Roger Amundsen, Mi Stanley, Caitlin Early, and Steve Nance

Absent: Chelsie Niemi and Joshua Hoisington

CARRIED. 5-0-2 on a recorded vote

Roger Amundsen, Chair

Draft



**Minutes of the
Parking Subcommittee for the Downtown Development Authority
Regular Meeting
Thursday, August 12, 2021**

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 Vice Chair Scott Hardy, Board Member T. Michael Jackson, Board Member Pam Marsh, and Michelle Jones

The following Members were absent: Committee Member Todd Knaus and Board Secretary Richard Lewis

Chairperson Hardy presided at the meeting.

(a) **CALL TO ORDER**

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

(b) **ROLL CALL**

(c) **CONSIDERATION OF MINUTES**

- (1) Consideration of the approval of the July 1, 2021 meeting minutes.
That the meeting minutes of the July 1, 2021 Parking Subcommittee meeting be approved.

Moved by T. Michael Jackson, Seconded by Pam Marsh

Yes: Scott Hardy, T. Michael Jackson, Pam Marsh, and Michelle Jones

Absent: Todd Knaus and Richard Lewis

CARRIED. 4-0-2 on a recorded vote

(d) **TRANSPORTATION DEMAND MANAGEMENT**

- (1) Permit Waitlist

The following address the subcommittee:
Nicole VanNess, Transportation Mobility Director
Jean Derenzy, DDA CEO

(e) **NEW BUSINESS**

- (1) Meter Time Limits on Front Street (Hardy)

The following addressed the subcommittee:
Nicole VanNess, Transportation Mobility Director

(f) **UPDATES**

- (1) August Updates and Information

The following addressed the subcommittee:
Nicole VanNess, Transportation Mobility Director

(g) **PUBLIC COMMENT**

No public comment.

(h) **ADJOURNMENT**

- (1) Motion to adjourn the meeting.
That the meeting be adjourned at 12:08 PM

Moved by T. Michael Jackson, Seconded by Pam Marsh

Yes: Scott Hardy, T. Michael Jackson, Pam Marsh, and Michelle Jones

Absent: Todd Knaus and Richard Lewis

CARRIED. 4-0-2 on a recorded vote

Scott Hardy, Chairperson