

Traverse City Downtown Development Authority Regular Meeting

Friday, November 19, 2021

8:30 am

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted: November 16, 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 October 15, 2021 (approval recommended) (Jean Derenzy) | 5 - 10 |
| | October 15, 2021- Downtown Development Authority Regular Meeting Minutes - PDF | |
| B. | Consideration of approving Financial Reports and Disbursements for the DDA, TIF 97, Old Town TIF, Parking Services, and Arts Commission for October 2021 (approval recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess) | 11 - 21 |
| | DDA General, TIF 97, Old Town TIF Financials - October - PDF | |
| | TC Parking Financials - October 2021 - PDF | |
| | TC Arts Commission Financials - October 2021 - PDF | |
| C. | Old Town Paver Project (approval recommended) (Jean Derenzy, Nicole VanNess) | 23 |
| | Old Town Garage Paver Restoration Project Memo (Derenzy, VanNess) - PDF | |
| D. | After Hour Permit Rate (approval recommended) (Jean Derenzy, Nicole VanNess) | 25 - 26 |

	Establish After-Hours Permit Rate Memo (Derenzy, VanNess) - PDF	
E.	Luke II Payment Security Software Update (approval recommended) (Jean Derenzy, Nicole VanNess) Pay Station Security Payment Update Memo (Derenzy, VanNess) - PDF	27
F.	Luke II Software and Communication Subscription (approval recommended) (Jean Derenzy, Nicole VanNess) Pay Station Software and Communication Service Order Memo (Derenzy, VanNess) - PDF	29
5.	ITEMS REMOVED FROM CONSENT CALENDAR	
6.	SPECIAL ORDER OF BUSINESS	
A.	East Front Street Update (Information/Update) (Jean Derenzy, Chris Zull - Progressive AE) East Front Street Memo Final Final East Front Street Project Update Memo (Progressive AE) - PDF	31 - 34
B.	Presentation of Grandview Parkway 2023 Work (MDOT Representatives) Grandview Parkway Presentation Memo (Derenzy, Burkholder) - PDF Preliminary Design Concepts - PDF	35 - 37
7.	CEO REPORT	
A.	Consideration of Paid Time off for Staff Appreciate Week (approval recommended) (Derenzy) Staff Appreciation Week Memo (Derenzy, Burkholder) - PDF	39
B.	Concept Plan for Trail & Parkway (approval recommended) (Derenzy) Concept Trail and Parkway Memo (approval recommended) (Derenzy, Burkholder) - PDF TART Letter of Intent (Julie Clark) - PDF	41 - 43
C.	Scheduling or Planning/Strategy Session Strategic Planning Scheduling Memo (Derenzy, Burkholder) - PDF	45
D.	Project Updates Project Updates Memo (Derenzy, Burkholder) - PDF	47 - 48
8.	BOARD MEMBER UPDATES	
A.	Arts Commission Update (Steve Nance)	49

9. STAFF REPORTS

- | | | |
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| A. | Transportation Mobility Director Report (Nicole VanNess) | 51 - |
| | Transportation Mobility Director Report (VanNess) - PDF | 52 |
| B. | Community Development Director (Katy McCain) | 53 - |
| | Community Development Director Report - PDF | 54 |
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10. RECEIVE AND FILE

- | | | |
|----|---|------|
| A. | October 14, 2021 DTCA Meeting Minutes | 55 - |
| | October 14, 2021 DTCA Meeting Minutes - PDF | 56 |
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11. CLOSING PUBLIC COMMENT

12. ADJOURNMENT



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, October 15, 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 Jeff Joubran, Commissioner Richard Lewis, and Board Member Pam Marsh

The following Board Members were absent: Board Member Leah Bagdon-McCallum

Chairperson Bagdon-McCallum presided at the meeting.

(a) **CALL TO ORDER**

Schneider called the meeting to order at 8:31 AM.

(b) **ROLL CALL**

Audrey Michael, TCAPS Student attended the meeting.

(c) **ELECTION OF OFFICERS**

(1) Election of Officers (Approval Recommended)

Floor nomination of Schneider for Chairperson.

Moved by Scott Hardy, Seconded by T. Michael Jackson

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

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

Floor nomination of Hardy for Vice-chairperson.

Moved by Richard Lewis, Seconded by Stephen Constantin

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

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

Floor nomination of Joubran as Treasurer.

Moved by Stephen Constantin, Seconded by Steve Nance

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

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

Floor nomination of Lewis as Secretary.

Moved by Jeff Joubran, Seconded by Steve Nance

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

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

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

- (1) Consideration of approving the agenda.
Approval of the agenda as presented.

Moved by Scott Hardy, Seconded by Peter Kirkwood

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

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

(e) **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) Approval of the minutes of the Regular Meeting of September 17, 2021 (Approval Recommended) (Jean Derenzy)
- (2) Approval of the Financial Reports and Disbursements for DDA, TIF 97, Old Town TIF, Parking Services, and Arts Commission for September 2021 (Approval Recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess)
- (3) Approval of the a three-year service order for Parking Garage Window Washing (Approval Recommended) (Jean Derenzy, Nicole VanNess)
- (4) Approval of an agreement for the purchase and installation of Parking Garage Occupancy Count Signage (Approval Recommended) (Jean Derenzy, Nicole VanNess)
- (5) Removed from Consent - Healthy Drinking Culture
- (6) Approval of the Downtown Tree Management Plan (Approval Recommended) (Jean Derenzy, Harry Burkholder)
That the DDA Board approve the Consent Calendar as presented.

Moved by Scott Hardy, Seconded by Jeff Joubran

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

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

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

- (1) Approval of the Healthier Drinking Culture Strategic Plan (Approval Recommended) (Jean Derenzy)

The following addressed the Board:

Jim Carruthers

Gabe Schnieder

T Michael Jackson

Approval of the Healthy Drinking Culture Plan as presented.

Moved by Richard Lewis, Seconded by Stephen Constantin

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

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

(g) **OLD BUSINESS**

(1) Reimagine East Front Street Project Update

The following addressed the Board:

Chris, Progressive AE

Gabe Schnieder

Pete Kirkwood

Scott Hardy

Audrey Michael

Jim Carruthers

Steve Nance

Jeff Joubran

Jean Derenzy

(h) **NEW BUSINESS**

(1) CEO Report - Project Updates

The following addressed the Board:

Jean Derenzy, DDA CEO

Gabe Schnieder

Richard Lewis

Pam Marsh

Jeff Joubran

Jim Carruthers

Commissioner Tim Werner

T Michael Jackson

(2) Consultant Work and RFP For DDA (Input Requested)

The following addressed the DDA Board:

Jean Derenzy, DDA CEO

Gabe Schneider

Richard Lewis

Jim Carruthers

Scott Hardy

Pete Kirkwood

Motion to move forward

Moved by Richard Lewis, Seconded by Stephen Constantin

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

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

(i) **BOARD MEMBER UPDATES**

- (1) Arts Commission Update (Steve Nance)

The following addressed the Board:
Steve Nance

- (2) Parking Subcommittee Update (Scott Hardy)

The following addressed the Board:
Scott Hardy

(j) **STAFF REPORTS**

- (1) Transportation Mobility Director Report (Nicole VanNess)

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

- (2) Community Development Director Report (Katy McCain)

(k) **RECEIVE AND FILE**

- (1) October 1, 2021 Special Arts Commission Meeting Minutes
(2) September 9, 2021 DTCA Meeting Minutes
(3) October 7, 2021 Parking Subcommittee Minutes

(l) **Recognition of Board Members**

Plaques provided to T Michael and Steve Constantin

(m) **CLOSED SESSION FOR POSSIBLE PROPERTY PURCHASE MCL 15.268 (MOTION REQUIRED)**

- (1) Motion to enter into closed session

Entered into closed session at 10:24 AM.

Motion to enter into closed session.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

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

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

Motion to adjourn closed session.

(2) Motion to enter back into regular session at 10:28 AM.

(n) **CLOSING PUBLIC COMMENT**

No public comment.

(o) **ADJOURNMENT**

(1) Motion to adjourn.

Meeting adjourned at 10:29 AM.

Motion to adjourn

Moved by Jeff Joubran, Seconded by T. Michael Jackson

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

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO

Traverse City DDA - General

Balance Sheet

As of October 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Fifth Third Checking - 3112	5,639,473.84
1072 Bill.com Money Out Clearing	0.00
Fifth Third Savings - 6740	202,487.66
Petty Cash	548.19
Total Bank Accounts	\$5,842,509.69
Accounts Receivable	
1200 Accounts Receivable	741,063.03
Total Accounts Receivable	\$741,063.03
Other Current Assets	
1220 Grants Receivable	83,404.30
1480 Payroll Advance	0.00
1499 Undeposited Funds	0.00
Deposits in Transit	0.00
Due From APS	1,288.89
Due From Arts Council	352.00
Due From DTCA	10,013.70
Total Other Current Assets	\$95,058.89
Total Current Assets	\$6,678,631.61
Fixed Assets	
1500 Property	55,000.00
Total Fixed Assets	\$55,000.00
Other Assets	
Due From Other Funds	51,790.00
Pre-Paid Expense	4,701.00
Work in Progress	0.00
Total Other Assets	\$56,491.00
TOTAL ASSETS	\$6,790,122.61

Traverse City DDA - General

Balance Sheet

As of October 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	23,538.47
Total Accounts Payable	\$23,538.47
Credit Cards	
2150 First National Bank Card	
2153 First National - 8689	0.00
Total 2150 First National Bank Card	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
2110 Direct Deposit Liabilities	0.00
2200 Payroll Liabilities	0.00
2205 457b Payable	3,597.82
2210 Federal Income Tax Payable	0.00
2215 Health Insurance Payable	-6,739.49
2220 Life Insurance Payable	3,939.72
2225 Medicare Tax Payable	0.00
2230 Social Security Tax Payable	0.00
2235 State Income Tax Payable	0.00
2240 State Unemployment Tax Payable	196.28
2245 Wage Garnishment Payable	0.00
Total 2200 Payroll Liabilities	994.33
2400 GRANTS	
2401 Coastal Zone Management	0.00
2402 Destination Downtown	0.00
2403 EGLE -- Cornwell Development	-12,000.50
2404 Healthy Drinking Culture Grant	-28,742.64
2405 Lower Boardman	0.00
2406 Match on Main MEDC Grant	0.00
2407 MEDC (Civic Square)	0.00
2408 Professional Development	0.00
2409 Rotary Charities	0.00
2410 Seed Grant	0.00
2411 Tech Incubator Fund	0.00

Traverse City DDA - General

Balance Sheet

As of October 31, 2021

	TOTAL
Total 2400 GRANTS	-40,743.14
Accrued Payroll Liabilities	5,957.53
Accrued Salaries	25,907.43
Bryan Crough Memorial Fund	0.00
Bumpout Project Funds Collected	0.00
Buy Local Give Local Campaign	0.00
Deferred Income	1,980,719.06
Deposits Payable	0.00
Double Up Food Bucks	6,832.61
EBT Bridge Card	-10,571.84
Ironman	0.00
NCF Reimbursements	-551.00
Prescriptions for Health	1,522.64
Project Fresh	6,673.00
Senior Project Fresh	-8,869.00
Total Deposits Payable	-4,963.59
Due to Oldtown TIF	543,156.10
Due to Other Funds	385,993.65
Due to TIF 97	2,604,334.32
Suspense	0.00
Total Other Current Liabilities	\$5,501,355.69
Total Current Liabilities	\$5,524,894.16
Total Liabilities	\$5,524,894.16
Equity	
3000 Opening Bal Equity	107,606.27
3900 Retained Earnings	731,281.73
Net Income	426,340.45
Total Equity	\$1,265,228.45
TOTAL LIABILITIES AND EQUITY	\$6,790,122.61

Traverse City DDA - TIF 97

Balance Sheet
As of October 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 CASH AND CASH EQUIVALENTS	
1001 Fifth Third Checking - 8026	3,480,710.57
Total 1000 CASH AND CASH EQUIVALENTS	3,480,710.57
Total Bank Accounts	\$3,480,710.57
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	304,283.42
1104 Due From DDA	1,930,691.89
Total 1100 OTHER CURRENT ASSETS	2,234,975.31
Undeposited Funds	0.00
Total Other Current Assets	\$2,234,975.31
Total Current Assets	\$6,164,312.06
Fixed Assets	
Land	0.00
Total Fixed Assets	\$0.00
Other Assets	
Accounts Rec - DO NOT USE	0.00
Pre-Paid Expense	0.00
Work in Progress	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$6,164,312.06
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 ACCOUNTS PAYABLE	284,411.04
Due to City - Capital Projects	0.00
Total Accounts Payable	\$284,411.04
Other Current Liabilities	
2100 DUE TO OTHER FUNDS	48,290.00
2200 DEFERRED REVENUE	300,237.86
Accounts Payable - DO NOT USE	0.00
Total Other Current Liabilities	\$348,527.86
Total Current Liabilities	\$632,938.90
Total Liabilities	\$632,938.90
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	3,832,812.60
Net Income	1,719,760.56
Total Equity	\$5,531,373.16
TOTAL LIABILITIES AND EQUITY	\$6,164,312.06

DDA Old Town TIF

Balance Sheet
As of October 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 CASH AND CASH EQUIVILENTS	
1001 Fifth Third Checking - 0650	454,859.34
Total 1000 CASH AND CASH EQUIVILENTS	454,859.34
Total Bank Accounts	\$454,859.34
Other Current Assets	
1100 OTHER CURRENT ASSETS	
1103 Due From Other Funds	93,060.42
1104 Due From DDA	327,625.36
Total 1100 OTHER CURRENT ASSETS	420,685.78
Total Other Current Assets	\$420,685.78
Total Current Assets	\$875,545.12
TOTAL ASSETS	\$875,545.12
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 ACCOUNTS PAYABLE	135,651.41
Total Accounts Payable	\$135,651.41
Other Current Liabilities	
2100 DUE TO OTHER FUNDS	3,500.00
Total Other Current Liabilities	\$3,500.00
Total Current Liabilities	\$139,151.41
Total Liabilities	\$139,151.41
Equity	
Retained Earnings	522,467.68
Net Income	213,926.03
Total Equity	\$736,393.71
TOTAL LIABILITIES AND EQUITY	\$875,545.12

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/21	YTD BALANCE 10/31/2021	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	69,146.21	865,694.00	0.00	134,306.00	86.57
585-000-653.000	PERMITS-SURFACE LOTS	150,000.00	4,360.50	34,332.00	0.00	115,668.00	22.89
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	45.00	595.00	0.00	(595.00)	100.00
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	6,592.53	78,462.29	0.00	71,537.71	52.31
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	15,743.45	0.00	44,256.55	26.24
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	(1,677.03)	1,682.97	0.00	(1,682.97)	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	0.00	3,157.12	5,364.97	0.00	(5,364.97)	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	81,624.33	1,001,874.68	0.00	2,040,825.32	32.93
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	9,950.00	158,146.40	0.00	(38,146.40)	131.79
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	2,598.50	41,364.00	0.00	108,636.00	27.58
585-586-668.000	RENTS AND ROYALTIES	13,000.00	0.00	2,754.00	0.00	10,246.00	21.18
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	12,548.50	202,264.40	0.00	80,735.60	71.47
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	35,000.00	402.25	33,632.55	0.00	1,367.45	96.09
585-587-653.005	PERMITS-PARKING DECK	40,000.00	0.00	26,554.13	0.00	13,445.87	66.39
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	402.25	60,186.68	0.00	14,813.32	80.25

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/21	YTD BALANCE 10/31/2021	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
TOTAL REVENUES		3,400,700.00	94,575.08	1,264,325.76	0.00	2,136,374.24	37.18
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	8,900.00	276.61	740.92	0.00	8,159.08	8.32
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	(0.58)	32.68	0.00	(32.68)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	200.00	20.52	54.63	0.00	145.37	27.32
585-585-716.000	EMPLOYEE HEALTH INSURANCE	100.00	9.15	36.59	0.00	63.41	36.59
585-585-717.000	EMPLOYEE LIFE/DISABILITY INS	0.00	1.86	8.93	0.00	(8.93)	100.00
585-585-718.000	RETIREMENT FUND CONTRIBUTION	700.00	0.00	154.97	0.00	545.03	22.14
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	238.81	988.53	0.00	5,011.47	16.48
585-585-740.000	OPERATION SUPPLIES	37,000.00	241.99	7,807.09	23,899.48	5,293.43	85.69
585-585-801.000	PROFESSIONAL AND CONTRACTUAL	1,180,800.00	1,764.96	100,794.43	1,128,878.59	(48,873.02)	104.14
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	2,207.16	6,634.56	129,406.00	(114,440.56)	629.82
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	184.24	938.27	0.00	4,061.73	18.77
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	1,353.06	1,433.76	97.94	12,468.30	10.94
585-585-910.000	INSURANCE AND BONDS	13,000.00	0.00	997.41	0.00	12,002.59	7.67
585-585-920.000	PUBLIC UTILITIES	15,000.00	180.97	2,576.25	0.00	12,423.75	17.18
585-585-930.000	REPAIRS AND MAINTENANCE	99,700.00	306.24	4,380.16	4,631.99	90,687.85	9.04
585-585-930.005	RAMSDALL 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	4,768.68	23,405.26	56,167.63	3,427.11	95.87
585-585-956.000	MISCELLANEOUS	0.00	0.00	10,218.87	0.00	(10,218.87)	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	45,225.00	4,679.26	115,095.74	30.25
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	11,553.67	206,428.31	1,347,760.89	422,510.80	78.63
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	138.63	465.75	6,973.17	1,561.08	82.65
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	125,800.00	237.05	21,341.82	49,475.28	54,982.90	56.29
585-586-850.000	COMMUNICATIONS	3,300.00	256.00	1,024.00	0.00	2,276.00	31.03
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	606.24	0.00	7,393.76	7.58
585-586-920.000	PUBLIC UTILITIES	55,000.00	35.58	5,847.78	0.00	49,152.22	10.63
585-586-930.000	REPAIRS AND MAINTENANCE	318,100.00	10,474.39	29,265.48	74,725.75	214,108.77	32.69
585-586-940.000	RENTAL EXPENSE	16,500.00	1,348.29	5,393.16	0.00	11,106.84	32.69
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	30,616.50	30,387.70	(61,004.20)	100.00
Total Dept 586 - HARDY DECK		752,700.00	12,489.94	94,560.73	161,561.90	496,577.37	34.03

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/21	YTD BALANCE 10/31/2021	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	0.00	528.93	10,126.17	(2,655.10)	133.19
585-587-801.000	PROFESSIONAL AND CONTRACTUAL	107,500.00	(185.63)	35,813.62	56,524.25	15,162.13	85.90
585-587-850.000	COMMUNICATIONS	5,100.00	391.77	1,432.44	1,591.56	2,076.00	59.29
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	541.02	0.00	5,458.98	9.02
585-587-920.000	PUBLIC UTILITIES	55,000.00	936.97	3,280.06	0.00	51,719.94	5.96
585-587-930.000	REPAIRS AND MAINTENANCE	294,400.00	715.34	12,539.47	171,422.05	110,438.48	62.49
585-587-940.000	RENTAL EXPENSE	14,300.00	1,169.16	4,676.64	0.00	9,623.36	32.70
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	20,330.75	20,330.75	(40,661.50)	100.00
Total Dept 587 - OLD TOWN DECK		671,300.00	3,027.61	79,142.93	259,994.78	332,162.29	50.52
TOTAL EXPENDITURES		3,400,700.00	27,071.22	380,131.97	1,769,317.57	1,251,250.46	63.21
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		3,400,700.00	94,575.08	1,264,325.76	0.00	2,136,374.24	37.18
TOTAL EXPENDITURES		3,400,700.00	27,071.22	380,131.97	1,769,317.57	1,251,250.46	63.21
NET OF REVENUES & EXPENDITURES		0.00	67,503.86	884,193.79	(1,769,317.57)	885,123.78	100.00

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/21	YTD BALANCE 10/31/2021	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	1,500.00	1,500.00	0.00	(1,500.00)	100.00
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	30,000.00	0.00	0.00	100.00
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	1,500.00	31,500.00	0.00	18,500.00	63.00
TOTAL REVENUES		50,000.00	1,500.00	31,500.00	0.00	18,500.00	63.00
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	(4,000.00)	8,502.53	27,395.78	(20,898.31)	239.32
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	4,000.00	0.00	26,000.00	13.33
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	(4,000.00)	12,502.53	27,395.78	10,101.69	79.80
TOTAL EXPENDITURES		50,000.00	(4,000.00)	12,502.53	27,395.78	10,101.69	79.80
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		50,000.00	1,500.00	31,500.00	0.00	18,500.00	63.00
TOTAL EXPENDITURES		50,000.00	(4,000.00)	12,502.53	27,395.78	10,101.69	79.80
NET OF REVENUES & EXPENDITURES		0.00	5,500.00	18,997.47	(27,395.78)	8,398.31	100.00



Memorandum

To: DDA Board of Directors
From: Nicole VanNess, Transportation Mobility Director
Copy: Jean Derenzy, DDA CEO
Date: November 9, 2021
Re: Old Town Paver Restoration Project

The Eighth Street entrance and exit of the Old Town Parking Garage is a pervious surface with pavers. Over time, ruts have formed in the lanes due to continuous driving patterns of motorists entering and exiting the structure. Restoration work is needed in order to level the area and improve pedestrian safety and snow removal efforts.

This item was first added to the Capital Improvement Projects (CIP) Plan in 2019, and is a budgeted item in the current fiscal year. The RFP was issued in October and two proposals were received. The scope includes removing all existing pavers without disrupting or damaging the snow melt system, adding crushed stone to level the base and reinstalling the existing pavers.

Bidder	Proposal
Inhabitect	\$31,945
Northern Michigan Hardscapes	\$22,665

Recommended Motion: That the DDA Board of Directors recommend the City Commission approval to issue a contract in an amount more-or-less of \$22,665 to Northern Michigan Hardscapes, LLC for the restoration of pavers at the Old Town Garage with funds budgeted in the Old Town Auto Parking Funds.



Memorandum

To: DDA Board of Directors
From: Nicole VanNess, Transportation Mobility Director
CC: Jean Derenzy, DDA CEO
Date: November 9, 2021
Re: Establish After-hours Permit Rate

This item was introduced to the Parking Subcommittee at their October meeting. The general consensus showed support for moving forward with providing an after-hours permit option. A recommendation was prepared for their November meeting, but their meeting was cancelled for not having a quorum.

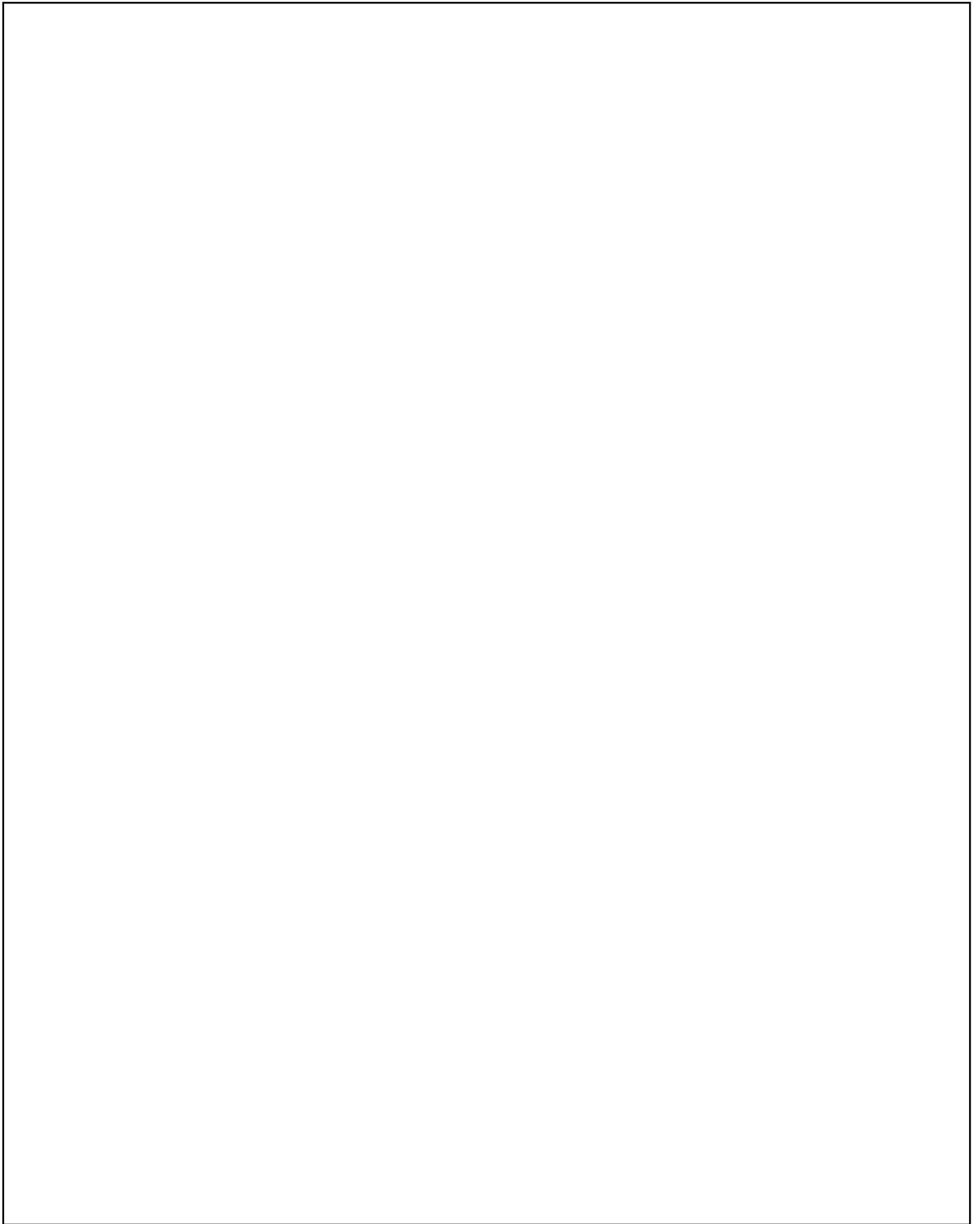
In gathering information from other communities with regards to parking permits, there were two that offer an after-hours permit for their parking garages. The purpose of establishing an after-hours permit for use at the parking garages would provide a reduced rate permit for employees whose shifts are during lower occupancy periods which are typically in the later afternoons, evenings, and weekends. This permit will be aimed towards service industry employees. The goal is to reduce their on-street parking for the last couple of hours that meters are enforced and free up more on-street customer parking.

After-hours Permit Details

- Valid for use at parking garages from 3:30 PM-7:30 AM Monday-Friday and all day on Saturdays and Sundays.
- Use outside of after-hours time will be billed monthly at the hourly rate.
- After-hours permits are not available for use by Shared Account program.

The recommendation is to establish a rate based on the percentage of the current garage rate. The current garage rate is \$50 per month. Establishing this new rate at 75% of the regular rate would equate to \$37.50 per month. Any time the regular rate increases the after-hours would increase at the 75% rate.

RECOMMENDATION: The DDA Board of Directors establish an after-hours parking permit rate for parking garages at the rate of 75% of the regular permit rate.





Memorandum

To: DDA Board of Directors
From: Nicole VanNess, Transportation Mobility Director
Copy: Jean Derenzy, DDA CEO
Date: November 9, 2021
Re: Pay Station Security Payment Update

On October 15, 2021, our multi-pay station vendor, T2 Systems, notified us of a security payment update needed to retain PCI Compliance for credit cards effective December 31, 2021. This announcement means all Luke II pay stations will have to be updated with new software in order to be compatible with the new modems that were converted from 3G to LTE in the summer.

This expenditure is required to avoid any credit card processing issues. While these replacement costs were not planned for this fiscal year, we are required to move forward in order to stay PCI compliant for credit card processing at all of the pay station lots. Traffic & Safety is the authorized reseller/installer for T2 Systems in the state of Michigan. They have confirmed that this work can be completed by December 31, 2021.

Recommended Motion: That the DDA Board of Directors recommend the City Commission approval to issue a service order in the amount more-or-less of \$13,880 to Traffic & Safety Control System for the installation and testing of a Luke II pay station security payment software update with funds available in the Auto Parking Fund.



Memorandum

To: DDA Board of Directors
From: Nicole VanNess, Transportation Mobility Director
Copy: Jean Derenzy, DDA CEO
Date: November 9, 2021
Re: Pay Station Software and Communication Service Order

The first multi-space pay stations were purchased in 2014 with additional purchases in 2016 and 2017. Each purchase has included additional software subscription and communication fees that are billed monthly per pay station. The most recent purchase reduced the software fees from \$70 to \$55 per month. There are currently 29 units that incur software fees of \$55 per unit per month and 27 of the units incur communication fees of \$20 per unit per month. The two that do not have communication fees are hardwired with an ethernet connection at the Old Town Parking Garage. The software fees include the PCI compliant batch processing of credit card transactions which reduce credit card fees as they are not billed per transaction but rather per unit.

The software and communication fees are included every year in the Auto Parking Fund budget. A service order is issued for the fiscal year and invoices for the subscription fees are applied monthly. There is not an agreement. The fees are based on the activation and use of each unit.

Since there is not an agreement for the fees and we have reached year five of operations, this item is being brought back for approval as a housekeeping item. The fees will continue until 1) the pay stations are decommissioned and replaced with newer models, 2) the pay stations are taken out of service when a lot is closed, or 3) the pay stations are replaced by another payment device, i.e., single space meters.

Recommended Motion: That the DDA Board of Directors recommend the City Commission approve a service order in the amount more-or-less of \$26,100 per fiscal year to T2 Systems Inc for the software and communications for Luke II pay station with funds budgeted in the Auto Parking Fund.



.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: November 15, 2021

Subject: Reimagine East Front Street Project Update

Attached is an overview of the progress that has been made on the Reimagine East Front Street Project. Chris Zull, from the Progressive AE consulting team will be in attendance to provide an overview of the findings and recommendations for downtown circulation as well as the preliminary design for East Front Street. These preliminary recommendations are based on the survey's received, public outreach completed, meetings with elected officials and appointed Board members, neighborhood (specifically Boardman) as well as business and property owners.

Our third round of public engagement meetings for this project will be held on Thursday, November 18th and Friday, November 19th. This next round of public and stakeholder meetings will provide an opportunity to review, discuss and deliberate on the findings and recommendations for downtown circulation as well as a preliminary design for East Front Street.

The DDA Board has been invited and is encouraged to attend the **"Elected and Appointed Officials Meeting"** on **Thursday, November 18th at 12:00 – 1:30 PM** in the Minerva's Boardroom at the Park Place Hotel.



DATE: November 15, 2021
TO: Jean Derenzy, CEO
Traverse City Downtown Development Authority
FROM: Christopher Zull, PE
Infrastructure Practice Leader
RE: **East Front Street and Downtown Circulation Study Project**

The next engagement opportunity for the East Front Street Project and Downtown Circulation Study is November 18th and 19th. The consultant team will be presenting the results of the traffic circulation study and providing an update on the preferred concept for the redesign of East Front Street. The following meetings are scheduled:

- **November 18 – Park Place Hotel**
 - 10-11:30am – Municipal & Community Partners
 - 12-1:30pm – Elected & Appointed Officials
 - 3:30-5pm – Boardman Neighborhood
 - 6-7:30pm – Community Workshop
- **November 19 – Government Center**
 - 12-1pm – Community Workshop
 - 1:30-2:30pm – Virtual Workshop (Zoom)

In the last month, DDA staff and the Progressive AE team have synthesized feedback from the September engagement sessions, the second online survey, and other stakeholder meetings to arrive at a preferred concept for the East Front Street redesign. The online survey was open for three weeks and received almost 400 responses. Of the three concepts presented, Concept A is the preferred design, reflected in both the survey results and input at meetings.

Concept A is a pedestrian-focused design which features wider sidewalks, raised intersections, and new midblock pedestrian crossings. While Concept A serves as the basis for the final preferred design, favored elements from the other concepts have been incorporated as well – such as flexible parking spaces and the inclusion of a dedicated bicycle facility in the downtown network. PAE is presently preparing the engineering drawings and will have a refined concept to share during the November engagement sessions. Suggested gateway treatment designs will also be shared.

Additionally, the traffic circulation study is now wrapping up. Existing conditions and two circulation alternatives were modeled: one alternative with all one-way streets converted to two-way, and another with a hybrid approach with some street segments remaining one-way. Results indicate that both alternatives, as well as existing circulation, are feasible from a level of service standpoint. Engagement next week will center on the pros and cons of each option, as well as associated infrastructure improvements, maintenance impacts, and costs for each. The PAE

recommendation is for a pilot that encompasses a winter season, likely to be conducted 2022-23 to test an alternative traffic circulation pattern under snowy conditions.

Next Steps

- Complete engineering plans.
- Develop Downtown Circulation summary report.
- Prepare alternate traffic circulation pilot if desired.

Action

No Board action is being requested at this time.



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Traverse City, MI 49684
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231-922-2050

Memorandum

To: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO

Date: November 15, 2021

Subject: Grandview Parkway 2023 Construction

The reconstruction of Grandview Parkway (from Garfield to Division) is scheduled for the summer of 2023. MDOT is currently working through their planning and design process in preparation for construction. MDOT is considering several changes to the roadway (and intersections) throughout the project corridor. In addition, the city is working with MDOT to install new underground infrastructure along a large portion of the project corridor.

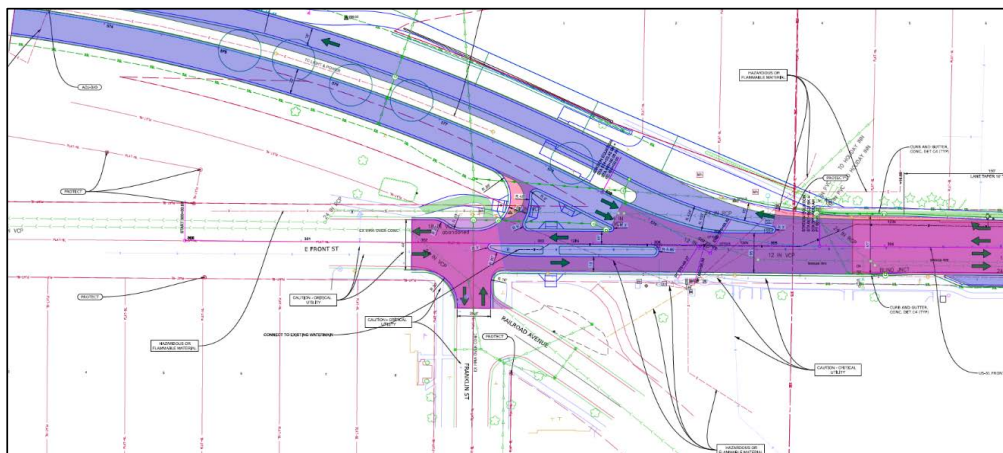
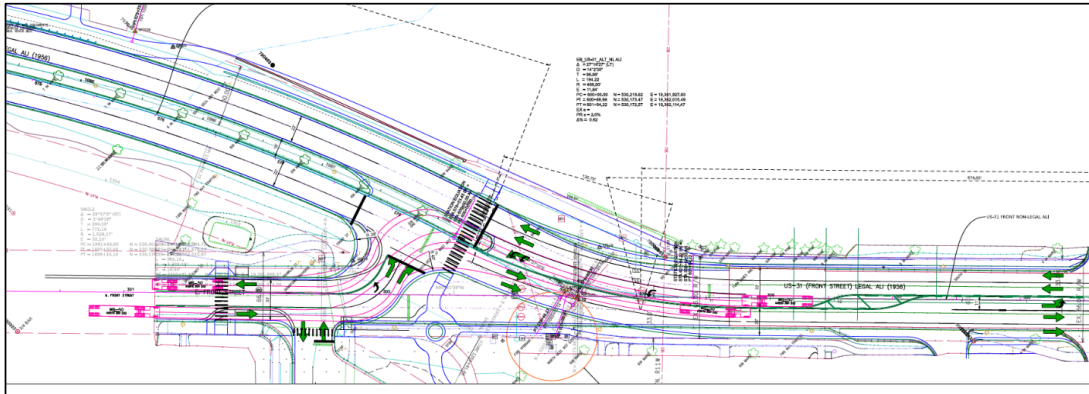
As you are aware, at the same time, we are currently working on the redesign of East Front Street. The redesign and ultimate reconstruction of East Front Street is a significant project. Due to it's connection to Grandview Parkway, it is critical that we understand the design framework and considerations for Grandview Parkway, as well as the interconnectivity of both projects.

With that in mind, we reached out and invited MDOT (specifically Traverse City Transportation Service Center Manager Dan Wagner and Cost and Scheduling Engineer Lucas Porath) to meet with city (including Light and Power) staff and the DDA on a weekly basis to provide all parties the ability to discuss and inform the design elements. These meetings have proved to be productive and meaningful.

Chris Zull, from Progressive AE is working with the City to lead the weekly discussions between all parties and will be introducing the project and turning the presentation over to Dan Wagner and Lucas Porath who will provide a project update and overview of the design elements. Some of the elements of the preliminary design(s) (from September) is attached for your review and discussion, specifically the area contained within the DDA District boundary.

MDOT will be completing public outreach meetings on the preliminary designs at the end of November/beginning of December so this is a great opportunity for MDOT to hear from the DDA Board.

Preliminary Design Alternatives – Grandview Parkway and East Front Street



Preliminary Design – Grandview Parkway, Between Union and Hall Street





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

Memorandum

To: Downtown Development Authority Board Meeting

From: Finance Committee
Jean Derenzy, DDA CEO

Date: November 15, 2021

Subject: Consideration of Paid Time Off for Staff Appreciation Week

At their October 25th meeting, the City Commission discussed and approved a request from Mayor Pro Tem Amy Shamroe to give additional paid time off for "staff appreciation week" during the week between Christmas and New Years to full-time city employees, including Light and Power and DDA employees. As discussed at the meeting, the benefit serves as a "thank you" to all the full-time employees who have endured difficult circumstances over the last 1-2 years.

The Finance Committee discussed this benefit for DDA employees at their November 8th meeting and subsequently is making a recommendation to the DDA Board to offer the benefit to DDA employees, following the same protocols that were established by the city, including:

- The total hours awarded to each employee for appreciation shall be 24 hours.
- Employees will be paid out 24 hours of time or provided 24 hours of Paid Time Off (PTO), and allowed to use those hours until June 30, 2022.
- This additional benefit is one time only in nature.
- Funds will come out of the DDA general fund payroll budget.

The cost (value of time) for this one-time benefit is approximately \$11,000. The Finance Committee and I believe this is an awesome way to say thank you and to allow our employees to focus on wellness and family during the holidays.

Recommendation

That the DDA Board of Directors approve a one-time benefit for DDA employees as part of "staff appreciation week", congruent with the protocols established by the city.



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: November 15, 2021

Subject: Trail and Parkway Concept Plan

As previously mentioned, the DDA, City and Progressive AE have been working closely with MDOT to determine a design for the East Front Street/Grandview Parkway intersection. The primary focus of the discussion regarding this intersection has been providing a gateway into Downtown, more clearly defined entrance opportunities to Downtown and an accessible way for pedestrians to cross the parkway and access both the downtown and the waterfront/TART Trail.

As part of our effort to discuss the potential improvements to Grandview Parkway, the project team (as well as TART) has been examining and discussing the entire transportation network, including the strengths and weaknesses of our current non-motorized transportation assets and how they support and connect with downtown. As you might imagine, the TART trail is a critical pedestrian/non-motorized connection to (and through) downtown, supporting over one-million users each year. Typically, trails with this type of volume are much wider (the existing trail in some areas along Grandview Parkway is as narrow as six feet). While the trail width is serviceable, it is hardly ideal.

Given the on-going planning efforts for the East Front Street and Grandview Parkway, as well as the anticipated reconstruction of Grandview Parkway, there is the potential for significant cost savings (for construction) by including a trail expansion project with the roadway project. This proposed expansion would also help establish a safer and more pedestrian-friendly intersection at East Front Street.

To that end, I am proposing that the DDA (in partnership with TART and the City) enter into an agreement with Progressive AE for professional engineering services to expand the TART Trail from Division to Garfield. The end result would be a concept level design for a 16-foot-wide trail facility that could comfortably accommodate both cyclists and pedestrians (with separated uses) along the entire study area. The design would also address the East Front Street/Grandview Parkway intersection. Costs for this scope of

services are \$27,000. The DDA, TART and the City would split the cost for these services - \$9,000 for each entity. (a conformation letter from TART regarding this arrangement is attached).

The scope of work from Garfield Avenue to Division is approximately 2.2 miles; with 1 mile specifically contained in the DDA District. Splitting the cost by 3 is approximately .733 miles per entity, which is within the district boundaries. Based on the importance of the Grandview Parkway Project work and the understanding that work on Grandview Parkway will likely not occur again within the next 30 years the following recommendation is being made:

Recommendation

That the DDA board approve to enter into a contract with Progressive AE for engineering services for a TART Trail Expansion for a not-to-exceed cost of \$27,000, which will be split with TART Trails Inc., and the city, subject to approval and substance by the DDA CEO and form by the DDA Attorney.

Traverse Area Recreation
and Transportation Trails Inc.



PO Box 252
Traverse City, MI 49685

231-941-4300

traversetrails.org

**Connecting
Communities**

November 12, 2021

Re: Grandview Parkway Design

Dear Ms. Derenzy:

We are excited to be working with the DDA and City of Traverse City on efforts to engage Progressive AE on preliminary engineering services specific to the Traverse Area Recreational Trail (TART) within MDOT's 2023 Grandview Parkway project limits (Division to Garfield). The goal is to develop a vision for an improved trail footprint and provide safe, comfortable and convenient access across the Parkway to the trails from neighborhoods and downtown Traverse City. TART Trails will contribute up to \$9,000 for the effort.

Julie Clark, CEO TART Trails

BOARD OF DIRECTORS

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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: November 15, 2021

Subject: Scheduling of Planning & Strategic Planning Session

At their November 8th meeting, the City Commission discussed a desire to facilitate a strategic planning session to determine the City Commission's goals and objectives through November 2023. A date for the planning session was not set, but will likely take place before the end of the year.

Given the number (and significant nature) of projects the DDA is working on, as well as the future of TIF 97, I feel it is important that the DDA conduct its own strategic planning session so that we can identify our project priorities and give them to the city commission prior to their goal setting session

Please have your calendars available on Friday so that we can determine a date to meet. I'm hoping to scheduled our strategic planning session in early December.



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Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO

Date: November 15, 2021

Subject: Project Updates

Civic Square

I am very pleased to announce that on Monday, November 15th we signed the final purchase agreement with Huntington Bank for the parcel that will become the civic square. As many of you know, the civic square is a long standing project identified in the TIF 97 Plan. The signed purchase agreement marks the culmination of years of hard work and determination by everyone involved!

Clean & Green Initiatives

Staff continues to work on options to keep downtown "clean and green", especially throughout the spring and summer months.

Last month, we hosted a demo for a mobile sidewalk cleaner (made by Madvac) that has the ability to apply a "dry and wet" sweep of sidewalks. It was also fashioned with a power-washer to clean especially dirty and sticky areas. The demonstration proved to be very impressive and we continue to have discussions with city staff about sharing in the costs (and man-power) of such equipment.

100 & 200 Block Alley RFP

Last week, we issued an RFP for consulting services to develop full design and engineering plans for a "riverwalk/pedestrian plaza" along the 100-block alley. Additional design considerations will also be requested for the 200-block alley.

Lower Boardman Unified Plan

The final bit of feedback on the draft Unified Plan was collected last week and SmithGroup is now assembling the Final Unified Plan. We are planning to bring the Final Plan for your consideration at your December meeting. The Plan will also be submitted to the City Commission, Planning Commission and Parks and Rec. Commission for their consideration and support.

Bridge Construction

We are all looking forward to the conclusion of construction for the Eighth Street and Cass Street bridges soon!



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, DDA Board Member

Memo Date: November 15, 2021

Subject: Arts Commission Update

10 Street Trailhead – Arts on the Tart

The selected artists Sous la Ciel have completed and installed their artwork at the Tenth Street Trailhead. Their pieces include a series of painted panels and two picnic benches, containing murals of local flora and fauna from throughout the Grand Traverse Region and Boardman Watershed. The ribbon cutting for this art installation is scheduled for December 3rd at 3:30.





Memorandum

To: DDA Board of Directors
CC: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
Date: November 11, 2021
Re: Staff Report: Parking Services – November 2021

October Parking Revenue

The revenues below are compared to October 2019.

Meter Revenues

	2021	2020
Total Revenue	70%	55%
Coin	18%	68%
Pay-by-cell	99%	77%

Hardy Admissions

	2021	2020
Total Revenue	3%	-49%

Old Town Admissions

	2021	2020*
Total Revenue	26%	0%

*Monthly revenue was a \$14 difference from 2019 to 2020.

Project Updates

Video Management System (VMS)

The cameras have configured and setup in the software. The vendor will be onsite December 7th for a walk-through with the City Engineer to review the submitted conduit plans. Once we have obtained sign-off of the plan, the conduit installation will begin. We do not have a go-live date at this time.

Parking Garage Occupancy Count Signage

The DDA Board approved this item last month pending the City Engineer's approval of the conduit plans. Since the same vendor installing the VMS has been awarded the project, we are going to take advantage of their December 7th site visit to finalize plans before sending to City

Commission for final approval. We do not have a tentative installation date for the signs at this time.



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Memorandum

To: Downtown Development Authority Board of Directors
Jean Derenzy, DDA CEO

From: Katy McCain, DDA Director of Community Development

Date: November 12, 2021

Re: Community Development

Neighborhood Engagement

Central Neighborhood Association had their quarterly meeting on Monday, November 8. Through coordination with their new association president, it was organized to have Jean give an update on current and upcoming projects that affect the neighborhood. She spoke on lighting and safety, Healthier Drinking Culture, and answered questions that neighborhood residents had.

Consumers Energy Our Town Match

Consumers Energy has graciously accepted the DDA into their state-wide Our Town gift certificate match program again for the holiday season. We have received \$15,000 to match gift certificate orders the week of 11/29. Any certificate purchased (while supplies last) under \$100 will receive a direct match. Last year's match program sold out in under 15 minutes.

Coffee With the CEO

Coffee with the CEO will be held on Wednesday, December 15. This will be the last in the series for 2021. As always, Jean will be on hand to answer merchant and community questions and to talk about our upcoming projects. Location for the December Coffee with the CEO is TBD.

Santa Claus On Tour

The DDA is working closely with the Traverse City Firefighters Union to plan a "Santa Tour" the first three Fridays in December. Santa will ride on the antique fire engine from Station 2 (near the Civic Center), through Boardman Neighborhood and on to Front Street, up Union, past Thirlby Field and down Oak back to Front Street and Fire Station 1. This will allow children to see Santa and give him their letters even though he will not have his house downtown this year due to the pandemic.

Social Media Update

The DDA Facebook page's post link clicks were up 406% in October, thanks to the East Front Street Survey post. Net page likes were also up, as the DDA gained 36 new followers. The most popular posts were the East Front Street Survey and the introduction of our new Downtown Experience Coordinator, Abby Taylor.

The DTCA Facebook had a net gain of 83 new page likes. The most popular posts were the introduction to the new downtown restaurant, Big Salad, as well as, areal photos of downtown.

The DTCA Instagram had a great month for new engagement, gaining 364 net followers. The most popular posts were the downtown aerial photos and Big Salad post. A post/feature on J&S Hamburg received great engagement as well. We are doing features on the businesses mostly affected by the West Front Bridge construction and J&S was a part of that series.

DOWNTOWN TRAVERSE CITY ASSOCIATION

BOARD MEETING

THURSDAY, Oct 14, 2021
8:30 AM • Hotel Indigo

1. Call to Order
 - a. Called to order at 8:39am
 - i. Present: Susan Fisher, Dawn Gildersleeve , Margaret Morse , Karen Hilt
Jeffrey Libman, Amanda Walton, Liz Lancashire
 - ii. Absent: Blythe Skarshaug and Jake Kaberle
2. CEO Report
 - a. DTCA Financials and Minutes to be passed out at meeting
 - i. Motion to approve the September meeting minutes by Margaret,
Seconded by Karen
 - b. Board Election Update (Jean)
 - i. We received 7 eligible nominations for the DTCA board of directors. They are as follows:
 1. Dawn Gildersleeve (incumbent) GM of Cherry Republic
 2. Jeff Joubran Owner of Sweet Pea
 3. Tracy Mayer Owner/President Backcountry North
 4. Trish Wiltse Owner of Bubba's/Firefly
 5. Libby Barnes Owner of Lilies of the Alley
 6. Sebastian Garbsch Owner of Formative Fitness
 7. Jennifer Case Chief Marketing Officer of Traverse City Tourism
 - ii. **Recommended Motion: To slate ~~the following~~ all the above candidates for the 2021/22 board election to be voted on by members of the DTCA**
 1. **Motioned by Jeff and seconded by Margaret. Motion passes.**
3. [Events & Communications Review](#) (McCain)
 - a. Coffee w/the CEO
 - b. A Toast to Downtown
 - c. Halloween Walk
 - d. SYC Day
 - i. The spreadsheets for the retailers to tally worked well last year and should be used again

- e. Light Parade/Tree Lighting/Santa
- f. Social Media Report

- 4. Executive Committee Report (*Fisher*)
 - a. *None*

- 5. Adjourn
 - a. *Adjourned at 9:26*