

**Traverse City Downtown
Development Authority Regular
Meeting
Zoom Meeting
April 16, 2021
8:30 am**

The Downtown Development Authority Meeting Will Not
Be Held At the Governmental Center. The Downtown
Development Authority Meeting Will Be Conducted
Remotely Via Zoom Webinar

Quick Highlights for Viewing and Participating
(Finer Details Below)

The Downtown Development Authority Meeting will be
broadcast live on Cable Channel 191 and streamed at:
<https://www.tacm.tv/govtvnow.asp>

Anyone wishing to give public comment will need to call
in and wait in a "virtual waiting room" where their
microphones will be muted until they are called upon:

Dial: 312-626-6799

Meeting ID: 810 2283 6015

Participant ID: # (yes just #)

Posted and Published



The DDA recognizes the importance of not bringing people together unnecessarily in an effort to stop the spread of COVID-19. The Governmental Center has been closed to walk-in traffic and will be closed for DDA meetings for the foreseeable future. Members of the DDA will not be present in the Governmental Center for official DDA meetings.

For the foreseeable future, the DDA does not intend to convene other committees of the DDA unless there is critical action to be taken; meetings that do not need to be held will not be held. The meeting is being conducted remotely to assist in stopping the spread of COVID-19. Individuals with disabilities may participate in the meeting by calling-in to the number as though they were going to be giving public comments as outlined below or by calling the TDD#. Individual members of the DDA may be contacted via email. Member email addresses can be found at the DDA website: dda.downtowntc.com

DDA meetings will continue to be broadcast live on Cable Channel 191 and will be streamed live at: <https://www.tacm.tv/govtvnow.asp>.

For members of the DDA and key staff, their name will appear on screen when they are speaking. For individuals who may wish to give public comment, the method for providing

public comment during these remote-participation meetings is to call: 312-626-6799 and enter the Meeting and Participant ID.

Callers wishing to give public comment may call in before the meeting starts and wait in a "virtual waiting room." Going forward, these instructions will be included in every published agenda of the DDA. Those calling in will be able to hear the audio of the DDA meeting, yet their microphone will be muted.

When the DDA accepts public comment, in the order calls were received, the meeting facilitator will identify the caller by the last four digits of their telephone number and ask them if they would like to make a comment. While not required, but so we do not have to go through an unnecessarily long list of callers, we ask, if possible, that those who do not wish to give public comment refrain from calling in and instead listen to the meeting online at: <https://www.tacm.tv/govtvnow.asp> or on Cable Channel 191.

The DDA CEO has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA Office

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.dda.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

4. OPENING PUBLIC COMMENT

5. 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 March 19, 2021 (approval recommended)
Downtown Development Authority Regular Meeting - 19 Mar 2021 - Minutes - Pdf | 7 -
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| B. | Consideration of approving the Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for March 2021 (approval recommended)
DDA Financial March 2021 - PDF
TC Arts Commission Financials March 2021- PDF
TC Parking Services Financials March 2021- PDF | 15 -
23 |
| C. | Consideration of approval of the minutes from the March 8, 2021 Finance Committee meeting (approval recommended)
March 8, 2021 Finance Committee Meeting Minutes - PDF | 25 |
| D. | Consideration of the Banners and Decorations Agreement with Traverse City Light and Power (approval recommended)
Banner and Decorations Agreement Memo (Derenzy) - PDF
DDA/Light and Power Banner and Decorations Agreement - PDF | 27 -
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6.	ITEMS REMOVED FROM CONSENT CALENDAR	
7.	OLD BUSINESS	
A.	Appointment of Damion Lockhart to Finance Committee (approval recommended) Finance Committee Appointment Memo (Derenzy) - PDF	33
B.	Appointment of Steve Nance to the Arts Commission (approval recommended) Arts Commission Appointment Memo (Derenzy) - PDF	35
C.	2021/2022 Budget Review and Schedule Public Hearing 2021/2022 Budget Review Memo (Derenzy) - PDF DDA 2021/2022 Budget & CIP Parking 2021/2022 Budget	37 - 51
D.	Final Report on Lower Boardman Riverwall Assessment (approval recommended) Boardman Riverwall Assessment/Final Report Memo (Derenzy) - PDF Boardman Riverwall Assessment, Bob Doyle Presentation - PDF Boardman Riverwall Assessment Final Report	53 - 116
8.	NEW BUSINESS	
A.	Emergency Declaration - Remote Meetings (approval recommended) Emergency Declaration and Remote Meetings Memo (Derenzy) - PDF City of Traverse City Emergency Declaration - PDF	117 - 122
B.	City Opera House Light Replacement (approval recommended) Opera Housing Lighting Replacement Memo (Derenzy) - PDF	123
9.	CEO REPORT	
A.	CEO Report CEO Report - Project Updates (Derenzy) - PDF	125 - 126
10.	BOARD MEMBER UPDATES	
A.	Arts Commission Board Member Update (Bagdon-McCallum) Arts Commission Board Member Update Memo (Bagdon-McCallum) - PDF	127
B.	Lower Boardman (Kirkwood) Lower Boardman Leadership Team Board Update Memo (Kirkwood) - PDF	129

11. STAFF REPORTS

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| A. | Community Development Director (McCain) | 131 - |
| | Community Development Director Report (McCain) - PDF | 132 |
| B. | Downtown Experience Coordinator (Viox) | 133 |
| | Downtown Experience Coordinator Report (Viox) - PDF | |
| C. | Parking Services Report (VanNess) | 135 - |
| | Transportation Mobility Director Report (VanNess) - PDF | 136 |
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12. RECEIVE AND FILE

- | | | |
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| A. | Lower Boardman Leadership Team March 17, 2021 Meeting Minutes | 137 - |
| | Lower Boardman Leadership Team March 17, 2021 Meeting Minutes | 138 |
| B. | DTCA March 11, 2021 Meeting Minutes | 139 - |
| | DTCA March 2021 Minutes - PDF | 140 |
| C. | Arts Commission March 17, 2021 Meeting Minutes | 141 - |
| | Arts Commission March 2021 Minutes - PDF | 145 |
-

13. PUBLIC COMMENT

14. ADJOURNMENT



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, March 19, 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 Secretary Richard Lewis, and Board Member Pam Marsh

The following Board Members were absent: Board Member Jeff Joubran

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

(b) **ROLL CALL**

(1)

Bagdon-McCallum arrived at 10:30am. Lewis left the meeting at 11:42 am. Lockhart left meeting at 11:45am.

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

(1) Motion to approve the agenda with the modification to add a virtual meeting discussion to item 8A.

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, Richard Lewis, and Pam Marsh

Absent: Leah Bagdon-McCallum and Jeff Joubran

CARRIED. 10-0-2 on a recorded vote

(d) **OPENING PUBLIC COMMENT**

(1)

- Mitchell Treadwell - Requested faster turnaround in replacing removed trees from the tree canopy and recommended a greater diversity of trees within our Downtown.
- Mayor Carruthers - Discussed the update from Governor Whitmer this morning regarding the upward direction of viral spread of COVID-19 and the recommendations to help prevent a rise in cases.

(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 minutes for the Regular Meeting of February 19, 2021
- (2)** Approval of the Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for February 2021
- (3)** Approval of the minutes from the February 8, 2021 Governance Committee
- (4)** Approval of the minutes for the February 8, 2021 Finance Committee
- (5)** Sarah Hardy Farmers Market 2021 Rules

Motion to approve the consent calendar as presented.

Moved by T. Michael Jackson, Seconded by Scott Hardy

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

Absent: Leah Bagdon-McCallum and Jeff Joubran

CARRIED. 10-0-2 on a recorded vote

(f) **SPECIAL PRESENTATIONS**

- (1)** Tree Management Plan Presentation - Davey Resource Group, Kerry Gray
Gray had powerpoint presentation asking questions.
Board members provided input.

Do you feel trees are an identifying characteristic of Downtown?

- Jackson - Inquired about a public outreach to business owners, residents, and other stakeholders.
- Carruthers - Expressed the importance of trees to our community and our Downtown.
- Schneider - Conveyed that the entire Board believe that trees are important to the character of our Downtown.
- Lewis - Stated that the balance of an urban core and a tree canopy is ideal.
- Marsh - Questioned about how tree selection has been done in the past and the implications of those selections.
- Kirkwood - Stressed the importance of the trees to the charm and character of a city. Reminded the transformative powers of some landmark trees in our community and recommended considering that when reviewing our tree planning.

Are there streetscapes/downtown areas with trees that you like and think Traverse City should look into for inspiration?

- Carruthers - Recommended that the plan consider the maintenance and staff time to clean up after the selected trees.
- Hardy - Cautioned the Board to consider when trees begin to infringe on the infrastructure of Downtown.
- Schneider - Suggested that college campuses (i.e. MSU) be a good source of inspiration.
- Marsh - Supported the Mayor's comments on clean up on the current trees of Downtown.
- Nance - Suggested we consider climate change when selecting trees.

After shown photos of other tree canopies from other Downtowns:

- Carruthers - Supported tree lined streets within Downtown.
- Schneider - Urged the board to consider tree heights for second level businesses when selecting trees. Recommended a staggered replant to avoid all trees of the same age class, but still with some uniformity (i.e. tree training, where they are planted, etc.)
- Kirkwood - Cautioned against the maintenance of Locust trees. Commented on the branding of our tree canopies with our Downtown.
- Jackson - Reminded the Board of maintenance concerns of trees.
- Lewis - Expressed interest in large trees, but was hesitant with the maintenance of them.
- Nance - Expressed interest in the smaller trees as to show off the architecture and retail of our Downtown.
- McCallum - Indicated that she prefers to see less "brick and gray" and more tree canopy. Expressed preference for trees that compliment the space.
- Hardy - Reminded the board that we cannot have the tree canopy obscure the facade of our retail.
- Marsh - Agreed with Hardy regarding the tree canopy not impeding the visuals of our retail and that our Parks would be more suited for larger or

- fruit bearing trees.
- Colburn (City Manager) - Commented that fruit bearing trees offer a great deal of beauty, but also provide maintenance and issues from mess.

(2) DDA Annual Report - Community Development Director, Katy McCain

- Kirkwood - Expressed appreciation to the DDA staff for all of the hard work that we have done to weather the storm of the pandemic.

(g) ITEMS REMOVED FROM CONSENT CALENDAR

(h) OLD BUSINESS

(1) Consideration of DDA Board Meeting Time

- Schneider - Suggested that the DDA meeting time move back to 8:30am on Fridays.
- Carruthers - Indicated that a move back to 8:30am would be better suited for City staff.
- Kirkwood - Expressed interest in staff input on the time of the meeting.
- Hardy - Acknowledged the move of meeting times was to accommodate the needs of younger Board members with childcare needs.
- McCallum - Indicated interest in a 9am meeting start time.

Motion to move the regular DDA Board meeting times to 8:30am.

Moved by Jim Carruthers, Seconded by Richard Lewis

Yes: Jim Carruthers, Richard Lewis, Gabe Schneider, Steve Nance, T. Michael Jackson, and Pam Marsh

No: Peter Kirkwood, Scott Hardy, Damian Lockhart, and Leah Bagdon-McCallum

Absent: Jeff Joubran

CARRIED. 6-4-1 on a recorded vote

(2) Update on meetings via Zoom.

- Schneider - Notified the Board that our online meetings are allowed to be held through April.

(i) COMMITTEE BUSINESS

(1) Governance Committee

- Derenzy - provided overview of Governance Committee's review of a youth

liaison for the DDA Board.

- Hardy - Informed the Board of TCAPS programs that are similar that have proven success.

Motion that the recommendations of the Governance Committee presented in the March 15, 2021 memorandum be approved.

Moved by Richard Lewis, Seconded by Stephen Constantin

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

Absent: Jeff Joubran

CARRIED. 11-0-1 on a recorded vote

Motion that the Downtown Development Authority Board of Directors approve having one (1) youth student liaison position. Further, the liaison position will be recommended through the Government of Tomorrow youth-led non-profit process.

Moved by Richard Lewis, Seconded by T. Michael Jackson

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

Absent: Jeff Joubran

CARRIED. 11-0-1 on a recorded vote

(2) Finance Committee

- Jackson - Inquired about Honor Bank's investment into the streetscapes.
- Carruthers - Asked about pushing efforts of snowmelt within "premier blocks" of Downtown and that new developments consider having snowmelt considered within their plans.
- Schneider - Asked about how the agreements between the property owners and the DDA will be created and requests that future packets have those agreements in them.

Motion that the DDA Board enter into agreement with Honor State Bank to pay for half of the new streetscaping features, for a cost not to exceed \$44,729.

Moved by Scott Hardy, Seconded by Stephen Constantin

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

Absent: Damian Lockhart, Jeff Joubran, and Richard Lewis

CARRIED. 9-0-3 on a recorded vote

(j) **CEO REPORT**

(1) Neighborhood Enterprise Zone (NEZ) - 309 W. Front Street

- Schneider - Inquired about the difference between the nine parcels versus the ten platted parcels. Raised the point that this is a valuable tool to increase the amount of affordable housing units within our Downtown, but encourages the review of "blight" identification for tax abatement. Noted that these developments would be for rental units, not purchased.
- Carruthers - Expressed concern about what is identified as medium income housing developments and how developments like this fit within the intent of the law.
- Jackson - Indicated that the Traverse City community may not be the appropriate community for an NEZ classification. Questioned how current affordable housing units, such as Innovo, can be done without this assistance.
- Constantin - Inquired about other tools to incentivize developers to create more affordable housing options. Informed the board of incentive programs that he is aware of.
- Kirkwood - Asked about the determining entity for the NEZ classification and about how this determination will impact other City projects, infrastructure, and needs. Indicated that work done by the Lower Boardman Leadership team could be assisted by these zones.
- Hardy - Commented that affordable housing may not be best to be subsidized by developers unless we want very small dwellings for our residents.

(2) Uptown Riverwalk - Change Order

- Carruthers - Asked about the implications of the fallen willow in the design of the riverwalk.

Motion that the DDA Board approves a change order for Elmer's for the Uptown Riverwalk realignment for a cost not to exceed \$21,560.

Moved by T. Michael Jackson, Seconded by Jim Carruthers

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

Absent: Damian Lockhart, Jeff Joubran, and Richard Lewis

CARRIED. 9-0-3 on a recorded vote

(3) Lower Boardman Leadership Team Appointments

Motion that the DDA Board appoint City Planner, Shawn Winter to the Lower Boardman Leadership Team.

Moved by Jim Carruthers, Seconded by Peter Kirkwood

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

Absent: Damian Lockhart, Jeff Joubran, and Richard Lewis

CARRIED. 9-0-3 on a recorded vote

(4) 2021/2022 Budget

- Jackson - Asked about the impact of the pandemic on office workers returning to our Downtown.
- Carruthers - Inquired about the work on the East Front Street bridge and asked to have all documents be presented in landscape mode.

(5) Project Updates

- Jackson - Asked about revisiting the development of the TCF Bank parcel for parking developments.
- Carruthers - Expressed that the City Commission will be reviewing parking on Lots X, L, G & O.

(k) RECEIVE AND FILE

- (1)** Board Member Reports
- (2)** Staff Reports
- (3)** DTCA February 2021 Meeting Minutes
- (4)** Arts Commission February 2021 Meeting Minutes
- (5)** Parking Subcommittee Meeting (no February Meeting)
- (6)** Lower Boardman Leadership Team (no February Meeting)

(l) PUBLIC COMMENT

(1)

- Mark Urban - Indicated that it is not Honor State Bank, just Honor Bank.

(m) ADJOURNMENT

- (1)** Motion to adjourn the meeting at 12:34pm.

Moved by Jim Carruthers, Seconded by T. Michael Jackson

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood,

Absent: Stephen Constantin, Scott Hardy, T. Michael Jackson, Leah Bagdon-McCallum, and Pam Marsh
Damian Lockhart, Jeff Joubran, and Richard Lewis

CARRIED. 9-0-3 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO

Draft

Traverse City DDA - General

Balance Sheet Summary

As of March 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	3,138,344.42
Accounts Receivable	80,331.42
Other Current Assets	-59,004.36
Total Current Assets	\$3,159,671.48
Other Assets	58,710.00
TOTAL ASSETS	\$3,218,381.48
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	23,849.76
Credit Cards	-3,312.14
Other Current Liabilities	2,258,022.91
Total Current Liabilities	\$2,278,560.53
Total Liabilities	\$2,278,560.53
Equity	939,820.95
TOTAL LIABILITIES AND EQUITY	\$3,218,381.48

Traverse City DDA - TIF 97

Balance Sheet
As of March 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 CASH AND CASH EQUIVALENTS	
1001 Fifth Third Checking - 8026	5,162,187.43
Total 1000 CASH AND CASH EQUIVALENTS	5,162,187.43
Total Bank Accounts	\$5,162,187.43
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
Undeposited Funds	0.00
Total Other Current Assets	\$292,933.23
Total Current Assets	\$5,903,746.84
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	\$5,903,746.84
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 ACCOUNTS PAYABLE	13,084.04
Due to City - Capital Projects	0.00
Total Accounts Payable	\$13,084.04
Other Current Liabilities	
2100 DUE TO OTHER FUNDS	48,290.00
2200 DEFERRED REVENUE	672,248.19
Accounts Payable - DO NOT USE	0.00
Total Other Current Liabilities	\$720,538.19
Total Current Liabilities	\$733,622.23
Total Liabilities	\$733,622.23
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	2,995,400.29
Net Income	2,195,924.32
Total Equity	\$5,170,124.61
TOTAL LIABILITIES AND EQUITY	\$5,903,746.84

DDA Old Town TIF

Balance Sheet
As of March 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 CASH AND CASH EQUIVILENTS	
1001 Fifth Third Checking - 0650	532,674.92
Total 1000 CASH AND CASH EQUIVILENTS	532,674.92
Total Bank Accounts	\$532,674.92
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	\$625,735.34
TOTAL ASSETS	\$625,735.34
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 ACCOUNTS PAYABLE	3,802.44
Total Accounts Payable	\$3,802.44
Other Current Liabilities	
2100 DUE TO OTHER FUNDS	3,500.00
Total Other Current Liabilities	\$3,500.00
Total Current Liabilities	\$7,302.44
Total Liabilities	\$7,302.44
Equity	
Retained Earnings	219,377.21
Net Income	399,055.69
Total Equity	\$618,432.90
TOTAL LIABILITIES AND EQUITY	\$625,735.34

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	ACTIVITY FOR MONTH 03/31/21	YTD BALANCE 03/31/2021	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	30,000.00	0.00	0.00	0.00	30,000.00	0.00
282-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	10,500.00	0.00	0.00	0.00	10,500.00	0.00
282-000-677.000	REIMBURSEMENTS	0.00	0.00	14,895.00	0.00	(14,895.00)	100.00
282-000-695.000	TRANSFERS IN	35,000.00	30,000.00	30,000.00	0.00	5,000.00	85.71
282-000-699.000	PRIOR YEARS' SURPLUS	37,700.00	0.00	0.00	0.00	37,700.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		113,200.00	30,000.00	44,895.00	0.00	68,305.00	39.66
TOTAL REVENUES		113,200.00	30,000.00	44,895.00	0.00	68,305.00	39.66
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-727.000	OFFICE SUPPLIES	2,200.00	0.00	0.00	0.00	2,200.00	0.00
282-282-801.000	PROFESSIONAL AND CONTRACTUAL	19,000.00	0.00	1,578.83	20,209.50	(2,788.33)	114.68
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	20,000.00	0.00	0.00	0.00	20,000.00	0.00
282-282-970.000	CAPITAL OUTLAY	72,000.00	0.00	0.00	0.00	72,000.00	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		113,200.00	0.00	1,578.83	20,209.50	91,411.67	19.25
TOTAL EXPENDITURES		113,200.00	0.00	1,578.83	20,209.50	91,411.67	19.25
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		113,200.00	30,000.00	44,895.00	0.00	68,305.00	39.66
TOTAL EXPENDITURES		113,200.00	0.00	1,578.83	20,209.50	91,411.67	19.25
NET OF REVENUES & EXPENDITURES		0.00	30,000.00	43,316.17	(20,209.50)	(23,106.67)	100.00

04/12/2021 12:26 PM
User: nvanness
DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	ACTIVITY FOR MONTH 03/31/21	YTD BALANCE 03/31/2021	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	235.00	0.00	(235.00)	100.00
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	800,000.00	33,595.58	847,022.69	0.00	(47,022.69)	105.88
585-000-653.000	PERMITS-SURFACE LOTS	150,000.00	12,668.50	181,904.50	0.00	(31,904.50)	121.27
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	1,160.00	0.00	(1,160.00)	100.00
585-000-653.010	DESTINATION DOWNTOWN	200.00	0.00	0.00	0.00	200.00	0.00
585-000-656.010	PARKING FINES	50,000.00	6,547.99	139,474.52	0.00	(89,474.52)	278.95
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	40,000.00	0.00	23,311.39	0.00	16,688.61	58.28
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	1,217.04	0.00	(1,217.04)	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	0.00	1,578.06	0.00	(1,578.06)	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	1,455,500.00	0.00	0.00	0.00	1,455,500.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,495,700.00	52,812.07	1,195,903.20	0.00	1,299,796.80	47.92
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	100,000.00	2,435.20	106,405.70	0.00	(6,405.70)	106.41
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	175,000.00	1,352.00	128,501.00	0.00	46,499.00	73.43
585-586-668.000	RENTS AND ROYALTIES	26,300.00	918.00	16,878.00	0.00	9,422.00	64.17
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		301,300.00	4,705.20	251,784.70	0.00	49,515.30	83.57
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	25,000.00	0.00	35,991.25	0.00	(10,991.25)	143.97
585-587-653.005	PERMITS-PARKING DECK	325,000.00	3,650.00	253,046.00	0.00	71,954.00	77.86
585-587-677.000	REIMBURSEMENTS	0.00	0.00	205.00	0.00	(205.00)	100.00
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		350,000.00	3,650.00	289,242.25	0.00	60,757.75	82.64

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	ACTIVITY FOR MONTH 03/31/21	YTD BALANCE 03/31/2021	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
TOTAL REVENUES		3,147,000.00	61,167.27	1,736,930.15	0.00	1,410,069.85	55.19
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	17,800.00	172.02	7,221.16	0.00	10,578.84	40.57
585-585-704.000	EMPLOYEE OVERTIME	0.00	0.00	988.91	0.00	(988.91)	100.00
585-585-714.000	HEALTH SAVINGS ACCT EXPENSE	0.00	(0.59)	29.76	0.00	(29.76)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	1,400.00	12.67	122.23	0.00	1,277.77	8.73
585-585-716.000	EMPLOYEE HEALTH INSURANCE	200.00	10.18	95.34	0.00	104.66	47.67
585-585-717.000	EMPLOYEE LIFE/DISABILITY INS	100.00	2.60	23.46	0.00	76.54	23.46
585-585-718.000	RETIREMENT FUND CONTRIBUTION	200.00	0.00	135.52	0.00	64.48	67.76
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	70.58	2,153.90	0.00	3,846.10	35.90
585-585-740.000	OPERATION SUPPLIES	37,000.00	28.20	18,209.63	19,900.46	(1,110.09)	103.00
585-585-801.000	PROFESSIONAL AND CONTRACTUAL	1,232,500.00	1,962.09	730,461.54	389,786.29	112,252.17	90.89
585-585-810.000	COLLECTION COSTS	2,000.00	0.00	40.32	0.00	1,959.68	2.02
585-585-850.000	COMMUNICATIONS	25,000.00	2,196.60	13,063.48	66,365.00	(54,428.48)	317.71
585-585-854.000	CITY FEE	169,200.00	0.00	0.00	0.00	169,200.00	0.00
585-585-860.000	TRANSPORTATION	5,000.00	0.00	1,305.91	0.00	3,694.09	26.12
585-585-862.000	PROFESSIONAL DEVELOPMENT	8,000.00	0.00	0.00	0.00	8,000.00	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	66,000.00	0.00	8,719.50	0.00	57,280.50	13.21
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	0.00	3,551.97	0.00	10,448.03	25.37
585-585-910.000	INSURANCE AND BONDS	9,000.00	0.00	9,398.40	0.00	(398.40)	104.43
585-585-920.000	PUBLIC UTILITIES	20,000.00	667.33	6,857.06	0.00	13,142.94	34.29
585-585-930.000	REPAIRS AND MAINTENANCE	121,000.00	618.72	28,882.25	6,056.14	86,061.61	28.87
585-585-930.005	RAMSDELL GATE REPAIR & MAINT	1,000.00	0.00	848.00	0.00	152.00	84.80
585-585-940.000	RENTAL EXPENSE	90,000.00	2,838.00	89,920.88	27,902.72	(27,823.60)	130.92
585-585-956.000	MISCELLANEOUS	600.00	0.00	3,726.42	0.00	(3,126.42)	621.07
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	149,000.00	0.00	49,238.12	47,738.00	52,023.88	65.08
585-585-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		2,112,000.00	8,578.40	974,993.76	557,748.61	579,257.63	72.57
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	51.23	8,531.30	2,657.11	(2,188.41)	124.32
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	89,000.00	56.02	36,930.11	17,068.55	35,001.34	60.67
585-586-850.000	COMMUNICATIONS	3,500.00	0.00	2,048.00	0.00	1,452.00	58.51
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	7,000.00	0.00	5,425.20	0.00	1,574.80	77.50
585-586-920.000	PUBLIC UTILITIES	55,000.00	5,163.56	26,062.34	0.00	28,937.66	47.39
585-586-930.000	REPAIRS AND MAINTENANCE	117,000.00	3,362.12	59,436.94	28,701.87	28,861.19	75.33
585-586-940.000	RENTAL EXPENSE	13,000.00	0.00	1,971.18	0.00	11,028.82	15.16
585-586-956.000	MISCELLANEOUS	10,000.00	0.00	8,266.75	0.00	1,733.25	82.67
585-586-959.000	DEPRECIATION EXPENSE	220,000.00	0.00	0.00	0.00	220,000.00	0.00
585-586-977.000	EQUIPMENT	5,000.00	0.00	0.00	(228.80)	5,228.80	(4.58)
Total Dept 586 - HARDY DECK		529,500.00	8,632.93	148,671.82	48,198.73	332,629.45	37.18

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	ACTIVITY FOR MONTH 03/31/21	YTD BALANCE 03/31/2021	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	54.98	1,832.57	2,573.45	3,593.98	55.08
585-587-801.000	PROFESSIONAL AND CONTRACTUAL	69,500.00	615.00	14,720.04	21,015.00	33,764.96	51.42
585-587-850.000	COMMUNICATIONS	6,000.00	0.00	2,621.53	0.00	3,378.47	43.69
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	4,841.44	0.00	1,158.56	80.69
585-587-920.000	PUBLIC UTILITIES	50,000.00	3,602.75	23,535.89	0.00	26,464.11	47.07
585-587-930.000	REPAIRS AND MAINTENANCE	167,000.00	7,790.26	25,264.30	12,645.08	129,090.62	22.70
585-587-940.000	RENTAL EXPENSE	13,000.00	0.00	1,746.18	0.00	11,253.82	13.43
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	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Total Dept 587 - OLD TOWN DECK		505,500.00	12,062.99	74,561.95	36,233.53	394,704.52	21.92
TOTAL EXPENDITURES		3,147,000.00	29,274.32	1,198,227.53	642,180.87	1,306,591.60	58.48
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		3,147,000.00	61,167.27	1,736,930.15	0.00	1,410,069.85	55.19
TOTAL EXPENDITURES		3,147,000.00	29,274.32	1,198,227.53	642,180.87	1,306,591.60	58.48
NET OF REVENUES & EXPENDITURES		0.00	31,892.95	538,702.62	(642,180.87)	103,478.25	100.00

Minutes
Traverse City Downtown Development Authority
Finance Committee
9:30am
March 8, 2021
Virtual Zoom Meeting

Scott Hardy called the meeting to order at 9:32 am

Present: Scott Hardy, Damion Lockhart, Richard Lewis, Gabe Schneider, Steve Constantin

Attendees: Jean Derenzy, Harry Burkholder

Opening Public Comment: None

Approval of Minutes of February 8, 2021: **MOVED** by Hardy seconded by Lewis to approve minutes of February 8, 2020. **APPROVED** unanimously.

Discussion – Building 2021/2022 Budget. Derenzy provided overview of draft 2021/2022 budget. Committee members discussed the intent and merits of the retail incubator and well as other components of the proposed budget and projects.

Participation in Streetscapes – Honor State Bank: **MOVED** by Constantin seconded by Hardy to approve to enter into an agreement with Honjor State Bank to pay for one-half of the streetscape for a cost not to exceed \$44,729. **APPROVED** unanimously.

Other Business: None.

Closing Public Comment: None.

Adjournment: **MOVED** by Constantin seconded by Lewis to adjourn the meeting **APPROVED** unanimously.

Scott Hardy, Chair



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

MEMORANDUM

To: DDA Board of Directors

From: Jean Derenzy, CEO

Date: April 12, 2021

Re: Banner Agreement

The DDA and Traverse City Light and Power (TCLP) have worked together for many years to facilitate a robust Downtown Banner Program. I have attached a Banner Agreement that will allow the DDA to keep attaching banners to the light poles (owned by TCLP) in the Downton District. The banners that are displayed by the DDA shall be considered free of charge and shall conform to all requirements as outlined in the Agreement.

In exchange, 12 banners shall be placed (once annually) throughout the DDA District that promote TCLP at no cost. This Agreement documents the historical use of light poles owned by TCLP in contract form and provides future consideration for utilizing these poles.

Recommended Motion

The the DDA Board approve the Agreement regarding banners, signs and decoration attachments, subject to approval as to substance by the DDA CEO and as to form by the DDA Attorney.

AGREEMENT REGARDING BANNERS, SIGNS AND DECORATION ATTACHMENTS

This Agreement for Banners, Signs and Decoration Attachments is made and entered into as of the _____ day of _____, by and between the DOWNTOWN DEVELOPMENT AUTHORITY, a Michigan Authority, of 303 East State Street, Suite C, Traverse City, Michigan, 49685 (the "Applicant") and TRAVERSE CITY LIGHT AND POWER, a Michigan municipal electric utility, of 1131 Hastings Street, Traverse City, Michigan 49686 ("TCL&P").

RECITALS

WHEREAS the Applicant is authorized by law to create, operate, and fund marketing initiatives that benefit the downtown districts; and

WHEREAS in furtherance of that authority, the Applicant has developed and is operating a banner, sign and decoration program (the "Program"); and

WHEREAS, the Applicant intends to contract with competent and qualified contractors (the "Contractor") for the installation and maintenance of decorative banners, signs or decorations ("Attachments") as part of the Program; and

WHEREAS, the Applicant wishes to install the Attachments on TCL&P Poles on a continuous basis;

NOW THEREFORE, the parties agree as follows:

1. Display. The Applicant shall install and maintain the Attachments on Poles in locations and with physical characteristics pre-approved by TCL&P Engineering in writing before installation.

Installed Attachments shall:

- Conform to the requirements of the Michigan Manual on Uniform Traffic Control Devices requirements and/or all superseding local, state or federal codes.
- Not block visibility for vehicles or pedestrians.
- Use banding as the appropriate method of mounting the Attachments to the poles; pole surfaces shall not be penetrated under any circumstances. Banding must be of a suitable strength for the items being attached.
- Only be mounted to pre-approved TCL&P Poles.
- Be maintained by the Applicant and kept in reasonably good condition

2. Approval Process. For all future Attachment requests under this agreement, the Applicant shall submit the 'Pole Attachment Request Form' to TCL&P for engineering review a minimum of 15 days prior to desired date of attachment. At a minimum, the application must

indicate which poles are being requested to attach to, physical characteristics of the items to be attached, height of the Attachment, and the desired timeframes for the Attachment to be on the pole. Attachment may not be made until approval is provided in writing by TCL&P Engineering. No more than one banner may be installed per pole; approvals are on a first-come first-served basis. For requests requiring more than two hours of engineering time, TCL&P reserves the right to invoice for actual engineering charges.

3. Consideration. Applicant shall provide TCL&P with no less than 12 banners at the commencement of this agreement and every 5 years thereafter, unless another schedule and amount is agreed upon by the parties, from artwork provided by TCL&P. Applicant shall install TCL&P's banners no more than twice per year in conjunction with installation of other banners on a schedule as determined by Applicant at Applicant's expense.

4. Non-Compliance with Agreement. TCL&P reserves the right to remove, at the Applicant's expense, any Attachments that pose a danger to the public, to its facilities, or that does not comply with the other requirements of this Agreement.

5. Term of Agreement. This Agreement shall remain in effect for 10 years and shall automatically renew for additional five year terms thereafter unless termination is requested in writing by either party no less than 90 days prior to the end of a term.

6. Damages. Any damage to TCL&P facilities resulting from the Attachments, their installation or maintenance, will be repaired at the expense of the Applicant.

7. Release and Indemnification. The Applicant shall obtain the Contractor's agreement to release, indemnify, defend, and hold harmless TCL&P, its board members, officers, agents and employees (Indemnitees) from and against any and all claims, liabilities, losses, damages, or expenses (including costs of investigation and defense, actual attorney fees and expenses, and settlement expenses) arising from or related to any claim (whether or not a third-party claim) alleging (1) bodily injury or death of any persons and damage or loss of any property, (2) breach of any representation, warranty, or covenant by the Contractor, (3) a hazardous environmental condition resulting or arising out of or in connection with the performance of any work relating to this Agreement, and (4) any negligent (or more culpable) act or omission of the Contractor in connection with the the installation, maintenance, removal, or repair of the Attachments based upon any act, omission, or negligence of Contractor or its employees, agents, servants, subcontractors, or any other person or persons, including but not limited to Indemnitee's. The obligations to indemnify, defend, and hold harmless shall exclude only those matters in which the claim arises out of allegations of the sole negligence of the Indemnitees. This indemnification provision shall not be limited by reason of insurance coverage of any type. This provision is not intended to waive the defense of governmental immunity that may be asserted by TCL&P in an action against it.

8. Insurance. The Applicant shall assure that any Contractors retained by the Applicant to install and maintain the Attachments shall obtain Comprehensive General Liability coverage and insurance with limits of \$1,000,000.00 per occurrence, which policy shall include an endorsement naming TCL&P as an additional insured.

9. Prohibition Against Assignment. This Agreement is not assignable in whole or in part by either party without the other party's consent. However, in its sole discretion, the Applicant may retain suitable Contractors to install and maintain the Attachments.

10. Amendments. This Agreement may be modified from time to time, but such modifications will not be effective unless in writing and signed by both parties.

11. No Third Party Beneficiaries. This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement, and their respective successors and permitted assigns.

12. Dispute Resolution. If either party has a dispute with another regarding the meaning, operation, or enforcement of any provision of this Agreement, the disputing parties agree to meet and confer to negotiate a resolution of the dispute. They further agree as follows:

- (a) Mediation. If they are unable to resolve the dispute themselves and before formally instituting any other dispute mechanism, they shall utilize the services of a mutually acceptable neutral mediator, who meets the qualifications of MCR 2.411, to bring them together in at least one mediation session.
- (b) Venue. All meetings, hearings and actions to resolve the dispute shall be in Grand Traverse County.
- (c) Notice. Written notice of a dispute shall be given to the other party no later than 90 days after the occurrence having given rise to the dispute becomes known, or should have become known. Negotiations and mediation shall occur within 60 days after such notice.

13. Entire Agreement. This Agreement contains all agreements between the parties. There are no other representations, warranties, promises, agreements or understandings, oral, written or implied, among the parties, except to the extent reference is made thereto in this Agreement. The November 10, 2009, Agreement Regarding Wayfinding Signs between the parties is hereby terminated and replaced in its entirety by this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates below.

Dated: _____, 2021

DOWNTOWN DEVELOPMENT
AUTHORITY

Gabe Schneider, Chair

Dated: _____, 2020

TRAVERSE CITY LIGHT AND
POWER DEPARTMENT

John Taylor, Chair

Approved as to Substance:

Timothy J. Arends, Light & Power Executive Director

Jean Derenzy, DDA CEO

Approved as to Form:

Scott Howard, DDA Attorney

Karrie A. Zeits, General Counsel



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

Memorandum

To: DDA Board

From: Jean Derenzy, DDA CEO

Date: April 9, 2021

Re: Finance Committee Appointment

The Finance Committee is currently made up of four DDA Board members, including: Gabe Schneider (chair), Scott Hardy (vice-chair), Steve Constantin (treasurer) and Richard Lewis. Up to five members can sit on the Finance Committee. A discussion on adding a fifth member to the committee was discussed at your February meeting, but no formal action taken. Since that discussion, Damion Lockhart has expressed interest and a willingness to join the Finance Committee.

Recommended Motion:

That the DDA Board appoint Damion Lockhart to the DDA Finance Committee.



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

Memorandum

To: DDA Board
From: Jean Derenzy, CEO
Date: April 9, 2021
SUBJECT: Arts Commission Appointment

Leah Bagdon-McCallum has indicated that she would like to step down from the Arts Commission. Steve Nance has indicated a willingness to serve on the Arts Commission.

The Traverse City Arts Commission is charged with promoting arts in the community, advising the City Commission on matters pertaining to art programs within the city, including the review of requests for support (monetary or otherwise), submitted to the City and advising on the priority of such requests for placement of Public Art.

The Traverse City Arts Commission meets the third Wednesday of each month at 3:30. The Traverse City Arts Commission consists of seven members, one of which shall be from the Downtown Development Authority. Commissioners serve for a period of three-years.

A motion is required from the Board for nominations for this appointment, with the suggested motion as follows:

Recommended Motion:

That the DDA Board appoint Steve Nance to the Traverse City Arts Commission.



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

MEMORANDUM

To: DDA Board of Directors

From: Jean Derenzy, CEO

Date: April 12, 2021

Re: 2021/2022 Budget

Attached is the recommended 2021/2022 budget for your discussion. The Finance Committee has approved the following budget for your review and consideration and recommends a public hearing on the budget be set for the May 21, 2021 board meeting and formally approved at the June 18, 2021 meeting.

The Downtown Development Authority budget is comprised of three separate budgets: TIF 97; Old Town; and DDA general administration. The DDA Board of Directors is also responsible for presenting and recommending the Parking Budget and the Arts Commission budget.

Following is an overview of each budget:

TIF 97

There has been steady growth within the TIF 97 District, with significant projects completed in 2020. The taxable value of TIF 97 District is projected to be \$155,687,150 - bringing in \$3,108,422 of revenue for TIF 97.

As discussed last month, the Capital Improvement Plan (CIP) starts the budget discussion and is a guideline to build your TIF budgets. The CIP that was approved in December is attached and is the basis for my recommended budget.

Recommended in TIF 97:

Under Professional Services:

- A. I am proposing to budget for a retail start-up program. This type of program is available with the DDA legislation to help start-up businesses in the Downtown area. As discussed at our last meeting, other communities that have established a retail incubator that I have looked at in Michigan include: Grand Rapids, Ann

Arbor, and Sparta. Outside of Michigan, I have investigated similar programs in Portland Oregon and Miamisburg, Ohio.

As we begin to cautiously exit the pandemic, it is important to provide the opportunity for people wanting to start or expand their business, and to assist them in getting off to a good start and become self-sufficient and successful within our Downtown. I am suggesting the DDA work with Traverse Connect, Creative Coast, and SCORE to look at outreach, policy, guidelines etc. This would certainly take time to organize, but the key is to start the investigation on feasibility.

- B. Continuing with our community police officer remains high for me and the Chief of Police. Currently there are two years left on the current contract and we will continue working on the “matrix of success” for the Board.
- C. Maintenance and Repair: The recommendation is to increase this line item, as staff reviews the needs of on-going repairing and cleaning of infrastructure (e.g. cracked sidewalks, new benches, etc.). It is important to put the more heavily utilized infrastructure at the top of the needs list for cleaning and repairs to keep our Downtown looking fresh, clean and cared for.

Under “professional services” there will be a 2% administrative fee for: the DDA and 1% for the City of Traverse City; Legal Services; restroom stipend; and WIFI payment to Light and Power which has another 3 years remaining on the debt.

Public Infrastructure:

This will be a busy year for construction for public infrastructure.

- A. Bids have been received to begin identifying costs associated with the bridges. Costs are higher than originally identified and staff will be working to bring back a full budget on each bridge as soon as feasible.
- B. The tree management plan is moving forward with anticipated tree plantings occurring next budget year. As previously reported, there are a significant number of trees that need to be replaced and we will work with the Davey Group report that is forthcoming on implementation next year.
- C. I anticipate that the Lower Boardman River Leadership Team will have a unified plan for the Lower Boardman ready for approval (by DDA, City Planning and City Commission) in the Fall of 2021. Therefore, I anticipate being able to implement components of the Unified Plan this upcoming fiscal year.

This remains a high priority for the Board and I anticipate that the stormwater line-item of \$100,000 could be utilized for projects related to the Lower Boardman for stormwater improvements.

- D. The Farmer's Market is a line item that I am recommending that we work to identify within the Lower Boardman River Plan. This would be an added component of the work that SmithGroup is doing currently for the Lower Boardman Unified Plan. This project is one that needs to be identified (once the costs have been identified with this study) as a project to be implemented *after* the study is completed.
- E. State Street: This is a study that I am recommending based on the success of having State Street two-way, slowing the traffic and being utilized as a downtown street and one that is pedestrian friendly and retail/business friendly. This is only a study to determine the feasibility and costs associated with such a conversation.
- F. Streetscapes will remain important as new development continues within the District leading to the overall connected network of sidewalks (which is paramount for walkability), space for sidewalk cafes and the larger dynamic of a healthy thriving Downtown.
- G. It is also important to look at the future long-term goals (and financing options) of the West End Parking Structure. The timing, coordination with other projects, and anticipated needs need to be clearly identified and discussed to determine the best approaches.

Old Town TIF

This District continues to see steady growth and opportunity. The taxable value is \$68,412,780 with projected revenue of \$565,959.

Under "professional services" there will be a 2% administrative fee for: the DDA and 1% for the City of Traverse City; Legal Services; and miscellaneous contingency.

Public Infrastructure

- A. Bridges continues to be the focus in the Old Town TIF, with the 8th Street and South Cass Street Bridges. As previously indicated, the costs have increased, and staff will bring back the full cost analysis as soon as feasible.
- B. The Midtown Riverwalk, which was put in over 20 years ago, is due for replacement. The cost listed is conservative and we will work to determine with the Lower Boardman Unified Plan and with the public to determine best approaches for this Riverwalk.

DDA General Fund

The larger pieces for the DDA General include:

- Continuing with the Traverse Connect contract, as they are the organization leading Economic Diversity in Traverse City (and the region) and it is important to ensure that we are at the table for discussion. This remains a critical piece for the future success of Downtown, including efforts to:
 - Bring office workers back to the Downtown
 - Identify opportunities to bring new businesses (and office workers) to Downtown.
- Planning for the future. For 2021/2022 I am recommending that the Board and staff work to determine a possible new administrative and funding structure for the DDA, which includes different funding mechanisms/tools (including TIF), which is supported by a comprehensive business plan, market analysis, and trend analysis. Part of this effort will include analyzing best practices from throughout the United States and what the DDA could improve and implement to create a downtown ready to complete in the 21st century.
- Conferences and Membership. The newest membership I am recommending to be part of is the International Downtown Association (IDA), which will help us connect with international expertise and best practices. This is also the year that we connect with other communities through conferences to network; if it is determined safe.

Parking

The Parking Budget for 2021/2022 reflects a decrease in revenue, recognizing the COVID-19 crisis. The decreased revenue for the General Parking Fund is specific to reduced utilization as meters and changes to limit permit parking to designated permit parking lots. The expenses remain consistent with annual routine maintenance.

Prior years' surplus funds are required to balance the budget for a second year to cover parking structure expenses. The decreased revenues for both the Hardy and Old Town Parking Garages are expected due to reduced permit purchases for downtown employees. We do not anticipate the Hardy or Old Town revenues to meet minimum operational expenses until employees begin to return to downtown offices. The admission revenue is expected to increase from the 2020/21 fiscal year, but still be below the 2019/20 fiscal year. The expenses are increased due to planned capital improvement projects to maintain the structures.

Capital Improvements

Hardy Parking Deck: (Hardy Parking Fund)

1. Pedestrian stair tower window maintenance (CIP-1199)
2. Pedestrian stair tower interior maintenance (CIP-1209)

3. Repaint all entrances/exits

Old Town Parking Garage:

1. Replacement of two (2) boilers (CIP-1072)
2. Pedestrian stair tower window maintenance (CIP-1200)
3. Re-set egress pavers (CIP-1211)

General Parking Fund:

1. Lot C Resurfacing
2. Bicycle/mobile amenities
3. Destination Downtown contribution program through BATA.
4. Contribution to Bayline Program through BATA.

DDA Parking Management Agreement Fee

The management fee covers the full costs of the employee's assigned specifically to parking. The fee for this year will remain the same as 2020/21 and will be \$800,000. There are no costs for this contract that is paid to the DDA General administrative operation.

City Fee

The City Fee for the administrative oversight of the parking budget is \$120,000 which is 10% of the projected revenue received, that fee may increase or decrease based on revenue received.

Arts Commission

The Arts Commission will be meeting on April 21st to identify their projects for 2021/2022. Their budget will be presented to the DDA at our May meeting.

Recommended Motion

That the DDA Board approves a public hearing for the 2021/2022 budget be set for the May 21, 2021 board meeting.

City of Traverse City, Michigan
DDA COMPONENT UNIT
TAX INCREMENT FINANCING 97 FUND
For the Budget Year 2021-22 (April 12, 2021 Draft - Finance Committee Review)

	FY 18/19 Actual	FY 19/20 Actual	FY20/21 Budget	FY 20/21 Prioritized Projected	FY 21/22 Requested
REVENUES					
Property Taxes	\$2,224,531	\$2,534,458	\$2,872,538	\$2,740,598	\$3,106,550
Grant and Reimbursements	0	0	0	0	0
Reimbursements	182,877	187,752	130,000	130,000	130,000
Interest Income	7,832	5,179	4,500	4,500	4,500
TOTAL REVENUES	2,415,240	2,727,389	3,007,038	2,875,098	3,241,050
EXPENDITURES					
Professional Services	488,583	592,863	725,863	603,711	739,300
Printing and Publishing	184	401	200	200	200
Repair & Maintenance	0	0	15,000	15,000	15,000
Contribution to District Construction Project	420,671	40,390	1,275,601	635,600	1,708,000
Contribution to City - Debt Service	828,719	858,819	893,586	893,586	931,550
Capital Outlay/Engineering Costs for Public Projects	120,756	0	61,750	0	0
TOTAL EXPENDITURES	1,858,913	1,492,473	2,972,000	2,148,097	3,394,050
EXCESS OF REVENUES OVER/UNDER EXPENDITURES	556,327	1,234,916	35,038	727,001	(153,000)
OTHER FINANCING SOURCES (USES)					
Operating Transfer	0	0	0	0	0
NET CHANGE IN FUND BALANCE	556,327	1,234,916	35,038	727,001	(153,000)
Beginning Fund Balance	1,182,958	1,739,285	2,974,201	2,974,201	3,701,202
Ending Fund Balance	\$1,739,285	\$2,974,201	\$3,009,239	\$3,701,202	\$3,548,202

Note: All Construction Projects include estimated Engineering cost either to the City or consultants.

Property Taxes:		
Property Taxes	3,156,529	
Less Allowance for Tribunal Refund	(50,000)	3,106,529

DDA Administration	311,174	
City Administration	155,587	
Legal	20,000	
Community Police	52,531	
Arts Commission	15,000	
Downtown WIFI	65,000	
Downtown Restrooms	20,000	
Retail Startup Program	50,000	
Contingencies/Miscellaneous	50,000	739,292
Capital Projects: includes Engineering Cost		
Park Street Bridge Repair	150,000	
South Cass Street Bridge Repair	66,000	
West Front Street Bridge Replacement	220,000	
Civic Square	25,000	
Farmer's Market	25,000	
Lower Boardman River Unified Plan	300,000	
Stormwater Management	100,000	
State/Boardman/Pine St Two Way Conversion	25,000	
Front St Streetscape/Snowmelt Projects	336,000	
State St Streetscape/Snowmelt Projects	336,000	
Tree Replacement	25,000	
Contingencies/Miscellaneous	100,000	1,708,000

CITY OF TRAVERSE CITY Six Year Capital Improvement Plan (DRAFT)

Budget Year 2021-2022 by Fund

All Projects Submitted for 2021-2022 (as of Dec 18, 2020 DDA Approved)

Bold - indicates projects occurring in the first year of the Plan.

* - indicates projects with multiple funding sources

Project ID		Cat	Fiscal Year Previous	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024	Fiscal Year 2024-2025	Fiscal Year 2025-2026	Fiscal Year 2026-2027	Fiscal Year Future	Project Cost	City Funds	Non-City Funds
TIF 97 FUND													
BRIDGES													
* 885-21-CIP	North Cass Street Bridge Rehabilitation	M	45,000		201,500						1,343,000	246,500	913,500
* 586-21-CIP	Park Street Bridge Repair	M		150,000							640,965	150,000	807,500
* 187-21-CIP	South Cass Street Bridge Repair	M		66,000							939,500	132,000	807,500
* 186-21-CIP	South Union Street Bridge Repair	M			93,000						1,323,000	260,500	1,057,500
* 535-21-CIP	West Front Street Bridge Replacement	M		220,000							1,829,550	220,000	1,181,500
CIVIC													
* 870-21-CIP	Civic Square	V		25,000		1,000,000					6,025,000	1,025,000	5,000,000
* 781-21-CIP	Farmers Market	V		25,000							TBD	100,000	TBD
* 82-21-CIP	Lower Boardman River Unified Plan	V		300,000							TBD	300,000	TBD
* 1141-21-CIP	Stormwater Management	V		100,000		56,000	56,000				TBD	268,000	TBD
* 1158-21-CIP	Workforce Housing	V			200,000						200,000	200,000	TBD
PARKING													
645-21-CIP	West Front Parking Structure	V				21,715,600					21,715,600	21,715,600	-
STREETS													
1157-21-CIP	East Front Street Improvements	C					4,200,000				4,200,000	TBD	TBD
New	State/Boardman/Pine Street Two-way Conversion	V		25,000	400,000						400,000	25,000	425,000
1087-20-CIP	Front Street Streetscapes/Snow Melt Projects	M		336,000	280,000						1,232,000	616,000	616,000
713-21-CIP	Grandview Parkway Pedestrian Crossing	V			560,000						TBD	560,000	TBD
1088-21-CIP	State Street Streetscapes/Snow Melt Projects	M		336,000	280,000						1,232,000	616,000	616,000
1089-21-CIP	Tree Replacement	M		25,000	25,000	25,000	25,000	25,000	25,000		-	150,000	-
Total TIF 97 FUND			45,000	1,608,000	2,095,500	22,796,600	4,281,000	25,000	25,000		41,080,815	26,584,600	11,424,500

Note: Hardy Parking Structure (Debt Service)

931,504 973,160 953,440 913,720 874,459 825,656 782,541

While the Hardy Parking Structure line item is not considered a Capital Improvement Project, it has been noted to highlight the yearly debt service payments required from TIF 97 in order to cover the General Obligation Bonds issued by the City of Traverse City.

CIP Project Breakdown - Informational	Project Cost			TIF 97 Allocation		
	Construction	Engineering	Total	Construction	Engineering	Total
North Cass Street Bndge Rehabilitation	1,160,000	183,000	1,343,000	63,500	183,000	246,500
Park Street Bndge Repair	616,260	24,705	640,965	125,295	24,705	150,000
South Cass Street Bndge Repair	744,142	62,578	806,720	34,711	31,289	66,000
South Union Street Bndge Repair	1,134,000	189,000	1,323,000	4,170	88,830	93,000
West Front Street Bndge Replacement	1,791,133	38,405	1,829,538	181,595	38,405	220,000
Civic Square	5,880,000	120,000	6,000,000	880,000	120,000	1,000,000
Farmers Market	TBD	25,000	TBD	TBD	25,000	TBD
Lower Boardman River Unified Plan	TBD	TBD	TBD	TBD	300,000	TBD
Stormwater Management	238,000	30,000	268,000	238,000	30,000	268,000
Workforce Housing	200,000	-	200,000	200,000	-	200,000
West Front Parking Structure	21,715,600	1,258,750	20,400,000	19,200,000	1,258,750	20,400,000
East Front Street Improvements	3,696,000	504,000	4,200,000	TBD	TBD	TBD
State/Boardman/Pine Street Two-Way Conversion	TBD	TBD	TBD	400,000	25,000	425,000
Front Street Streetscapes/Snow Melt Projects	1,100,000	132,000	1,232,000	550,000	66,000	616,000
Grandview Parkway Pedestrian Crossing Enhancement	TBD	TBD	TBD	500,000	60,000	560,000
State Street Streetscapes/Snow Melt Projects	1,100,000	132,000	1,232,000	550,000	66,000	616,000
Tree Replacement	150,000	-	150,000	150,000	-	150,000
Total	38,365,135	2,516,438	38,282,223	23,013,771	2,133,979	24,764,000

City of Traverse City, Michigan
DDA COMPONENT UNIT
OLD TOWN TAX INCREMENT FINANCING FUND
For the Budget Year 2021-22 (April 12, 2021 Draft - Finance Committee Review)

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Requested
REVENUES					
Property Taxes	\$260,732	\$406,555	\$447,800	\$479,197	\$555,000
Reimbursements	0	0	0	0	0
Interest Income	186	138	100	100	100
TOTAL REVENUES	260,918	406,693	447,900	479,297	555,100
EXPENDITURES					
Professional Services	83,784	187,316	238,973	200,700	215,750
Printing and Publishing	0	0	100	100	100
Contribution to District Construction Project	356,065	0	282,900	0	562,000
Capital Outlay/Engineering Cost for Public Projects			9,927	0	0
TOTAL EXPENDITURES	439,849	187,316	531,900	200,800	777,850
EXCESS OF REVENUES OVER/UNDER EXPENDITURES	(178,931)	219,377	(84,000)	278,497	(222,750)
OTHER FINANCING SOURCES (USES)					
Operating Transfer	0	0	0	0	0
NET CHANGE IN FUND BALANCE	(178,931)	219,377	(84,000)	278,497	(222,750)
Beginning Fund Balance	178,931	0	219,377	219,377	497,874
Ending Fund Balance	\$0	\$219,377	\$135,377	\$497,874	\$275,124

Property Taxes:

Property Taxes	569,999	
Less Allowance for Tribunal Refund	(15,000)	554,999

Professional Services:

DDA Administration	136,825	
City Administration	68,413	
Legal	10,000	
Contingencies/Miscellaneous	500	215,738
Capital Projects: includes Engineering Cost		
Eighth Street Bridge Repair	150,000	
South Cass Street Bridge Repair	66,000	
Midtown Riverwalk	338,000	
Contingencies/Miscellaneous	10,000	562,000

Note: All Construction Projects include estimated Engineering cost either to the City or consultants.

CITY OF TRAVERSE CITY Six Year Capital Improvement Plan (DRAFT)

Budget Year 2021-2022 by Fund

All Projects Submitted for 2021-2022 (as of Dec 18, 2020 - DDA Approved)

Bold - indicates projects occurring in the first year of the Plan.

+ - indicates projects with multiple funding sources

Project ID	Cat	Fiscal Year Previous	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024	Fiscal Year 2024-2025	Fiscal Year 2025-2026	Fiscal Year 2026-2027	Fiscal Year Future	Project Cost	City Funds	Non-City Funds
Old Town TIF FUND												
BRIDGES												
+ 58-21-CIP	M		150,000							1,520,426	644,717	712,500
+ 187-21-CIP	M		66,000							806,720	132,000	807,500
+ 186-21-CIP	M			93,000						1,323,000	260,500	1,057,500
PARKS												
1195-21-CIP	V		336,000	336,000						672,000	672,000	
1196-21-CIP	V					392,000	392,000			784,000	784,000	
1194-21-CIP	V				336,000					336,000	336,000	
STREETS												
1197-21-CIP	V							369,600	369,000	1,478,400	739,200	
WALKWAYS												
1025-21-CIP	M			119,700						119,700	119,700	
Total Old Town TIF FUND			552,000	548,700	336,000	392,000	392,000	369,600	369,000	7,040,246	3,688,117	2,577,500

CIP Project Breakdown - Informational	Project Cost			Old Town TIF Allocation		
	Construction	Engineering	Total	Construction	Engineering	Total
Eighth Street Bridge Project	\$ 1,484,920	\$ 35,506	\$ 1,520,426	\$ 122,305	\$ 27,695	\$ 150,000
South Cass Street Bridge Repair	744,142	62,578	806,720	34,711	31,289	66,000
South Union Street Bridge Repair	1,134,000	189,000	1,323,000	4,170	88,830	93,000
Midtown Riverwalk	600,000	72,000	672,000	600,000	72,000	672,000
Riverne Riverwalk	700,000	84,000	784,000	700,000	84,000	784,000
Hannah Park Improvements	300,000	36,000	336,000	300,000	36,000	336,000
Union Street Streetscapes	1,320,000	158,400	1,478,400	660,000	79,200	739,200
Rivers Edge Riverwalk Decking Replacement	106,869	12,824	119,693	106,900	12,800	119,700
Total	6,283,062	637,484	6,920,546	2,421,186	419,014	2,840,200

City of Traverse City, Michigan
DDA COMPONENT UNIT
DDA GENERAL FUND
For the Budget Year 2021-22 (April 12, 2021 Draft - Finance Committee Review)

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Requested
REVENUES					
Taxes	\$134,996	\$129,391	\$137,500	\$133,400	\$137,500
Grants and Reimbursements	117,200	134,243	3,450,000	2,100,000	438,000
Reimbursements	957,343	1,318,204	1,358,204	1,317,450	1,321,000
Rental Income	56,175	43,910	42,000	125,000	90,000
Interest Income	732	948	500	13,000	600
Miscellaneous	0	0	0	0	0
TOTAL REVENUES	1,266,446	1,626,696	4,988,204	3,688,850	1,987,100
EXPENDITURES					
Salaries and Wages	695,358	767,555	917,593	890,065	858,000
Fringe Benefits	242,177	265,388	308,878	299,600	310,000
Office Supplies and Utilities	29,052	40,111	81,800	79,350	81,800
Professional Services	222,216	362,933	657,000	55,000	836,000
Travel and Conferences	6,637	10,475	25,000	17,000	35,000
Repairs and Maintenance	3,011	3,910	3,000	3,500	3,000
Rentals	8,626	12,222	9,000	125,000	80,000
Civic Square	0	0	3,000,000	2,000,000	100,000
TOTAL EXPENDITURES	1,207,077	1,462,594	5,002,271	3,469,515	2,303,800
EXCESS OF REVENUES OVER/UNDER EXPENDITURES	59,369	164,102	(14,067)	219,335	(316,700)
Beginning Fund Balance	551,359	610,728	774,830	744,830	964,165
Ending Fund Balance	\$610,728	\$774,830	\$760,763	\$964,165	\$647,465

Note:

Reimbursements:	
TIF 97 Fund	311,175
Old Town TIF Fund	136,825
Auto Parking System Fund	800,000
Downtown Traverse City Association	73,000 1,321,000

Office Supplies and Utilities:	
Dues & Membership	4,000
Office/Operating Supplies	13,000
Communications	50,000
Printing & Publishing	6,000
Insurance & Bonds	1,800
Utilities	9,000
Contingencies/Miscellaneous	2,000 81,800

Professional Services:	
Professional Services	172,000
Contract Services	31,000
Legal Services	35,000
Farmer's Market	90,000
Community Promotions	20,000
Capital Outlay	438,000
Contingencies/Miscellaneous	50,000 836,000

Travel and Conferences:	
Transportation	5,000
Lodging/Meals	10,000
Training	20,000 35,000

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BUDGET REPORT FOR TRAVERSE CITY

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FY 2020-21
Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET THRU 06/30/21	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET	2021-22 COMMENDED BUDGET
Expenditure							
585-585-702.000	SALARIES AND WAGES	13,772	17,800	7,307	4,800	8,900	
585-585-704.000	EMPLOYEE OVERTIME			989	800	2,200	
585-585-714.000	HEALTH SAVINGS ACCT EXF	27		29			
585-585-715.000	EMPLOYER'S SOCIAL SECUR	505	1,400	128	200	200	
585-585-716.000	EMPLOYEE HEALTH INSURA	121	200	105	100	100	
585-585-717.000	EMPLOYEE LIFE/DISABILITY	31	100	23			
585-585-718.000	RETIREMENT FUND CONTRIB	335	200	136	200	700	
585-585-727.000	OFFICE SUPPLIES	3,970	6,000	2,154	25,000	6,000	
585-585-740.000	OPERATION SUPPLIES	46,778	37,000	18,210	21,000	37,000	
585-585-801.000	PROFESSIONAL AND CONTR	1,155,726	1,232,500	730,462	1,138,000	1,180,804	
585-585-810.000	COLLECTION COSTS		2,000	40	100	500	
585-585-850.000	COMMUNICATIONS	18,898	25,000	13,063	16,500	21,560	
585-585-854.000	CITY FEE	296,541	169,200		140,000	120,000	
585-585-860.000	TRANSPORTATION	2,674	5,000	1,306	1,700	5,000	
585-585-862.000	PROFESSIONAL DEVELOPME	40	8,000			1,000	
585-585-863.000	TRAINING		2,000			2,000	
585-585-880.000	COMMUNITY PROMOTION	25,788	66,000	8,720	13,600	65,000	
585-585-900.000	PRINTING AND PUBLISHING	5,083	14,000	3,552	5,500	14,000	
585-585-910.000	INSURANCE AND BONDS	12,732	9,000	9,398	11,200	13,000	
585-585-920.000	PUBLIC UTILITIES	11,258	20,000	6,857	9,700	15,000	
585-585-930.000	REPAIRS AND MAINTENANC	17,459	121,000	28,882	40,800	99,750	
585-585-930.005	RAMSDELL GATE REPAIR &	480	1,000	848	1,400	1,000	
585-585-940.000	RENTAL EXPENSE	115,273	90,000	89,921	117,100	83,000	
585-585-956.000	MISCELLANEOUS	6,542	600	3,726	5,800		
585-585-959.000	DEPRECIATION EXPENSE	103,399	135,000		135,000	135,000	
585-585-977.000	EQUIPMENT	17,590	149,000	49,238	77,000	165,000	
585-586-727.000	OFFICE SUPPLIES	6	1,000			1,000	
585-586-740.000	OPERATION SUPPLIES	14,941	9,000	8,531	13,200	9,000	
585-586-801.000	PROFESSIONAL AND CONTR	54,613	89,000	36,930	57,600	125,843	
585-586-850.000	COMMUNICATIONS	3,261	3,500	2,048	2,800	3,300	
585-586-910.000	INSURANCE AND BONDS	7,416	7,000	5,425	6,300	8,000	
585-586-920.000	PUBLIC UTILITIES	55,585	55,000	26,062	32,700	55,000	
585-586-930.000	REPAIRS AND MAINTENANC	162,293	117,000	59,437	87,400	318,150	
585-586-940.000	RENTAL EXPENSE		13,000	1,971	1,000	16,550	

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BUDGET REPORT FOR TRAVERSE CITY

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FY 2020-21 Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET THRU 06/30/21	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET	2021-22 COMMENDED BUDGET
Expenditure							
585-586-956.000	MISCELLANEOUS	8,198	10,000	8,267	12,900	10,000	
585-586-959.000	DEPRECIATION EXPENSE	205,964	220,000		206,000	206,000	
585-586-977.000	EQUIPMENT		5,000				
585-587-740.000	OPERATION SUPPLIES	15,065	8,000	1,833	2,800	8,000	
585-587-801.000	PROFESSIONAL AND CONTR	43,225	69,500	14,720	22,000	107,468	
585-587-850.000	COMMUNICATIONS	4,992	6,000	2,622	3,700	5,100	
585-587-910.000	INSURANCE AND BONDS	6,619	6,000	4,841	5,700	6,000	
585-587-920.000	PUBLIC UTILITIES	27,808	50,000	23,536	31,100	55,000	
585-587-930.000	REPAIRS AND MAINTENANC	61,282	167,000	25,264	27,200	294,400	
585-587-940.000	RENTAL EXPENSE		13,000	1,746	1,000	14,300	
585-587-959.000	DEPRECIATION EXPENSE	181,012	181,000		181,000	181,000	
585-587-977.000	EQUIPMENT	414	5,000				
TOTAL EXPENDITURE		2,707,716	3,147,000	1,198,327	2,459,900	3,400,825	
Transfers-In							
585-000-699.000	PRIOR YEARS' SURPLUS		1,455,500		1,455,500	1,770,600	
TOTAL TRANSFERS-IN			1,455,500		1,455,500	1,770,600	
Revenue							
585-000-451.073	RAMSDELL GATE FEES			235	300		
585-000-652.000	PARKING FEES-COIN	1,280,465	800,000	856,151	800,000	900,000	
585-000-653.000	PERMITS-SURFACE LOTS	236,739	150,000	182,186	150,000	150,000	
585-000-653.005	PERMITS-PARKING DECK	48					
585-000-653.007	PERMITS - NEIGHBORHOOD	1,040		1,160	1,800		
585-000-653.010	DESTINATION DOWNTOWN	415	200				
585-000-656.010	PARKING FINES	253,872	50,000	141,430	150,000	150,000	
585-000-664.000	INTEREST & DIVIDEND EARN	99,869	40,000	23,311	40,000	60,000	
585-000-677.000	REIMBURSEMENTS	8,510		1,217	1,900		
585-000-683.000	RECOVERY OF BAD DEBTS	349					
585-000-686.000	MISCELLANEOUS INCOME	1,855		1,578	1,900		
585-586-651.000	PARKING DECK PROCEEDS	263,663	100,000	107,097	115,000	120,000	
585-586-653.000	PERMITS-SURFACE LOTS	324					
585-586-653.005	PERMITS-PARKING DECK	261,738	175,000	129,257	140,000	150,000	
585-586-668.000	RENTS AND ROYALTIES	26,584	26,300	16,878	18,000	13,000	

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BUDGET REPORT FOR TRAVERSE CITY

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FY 2020-21
Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET THRU 06/30/21	2020-21 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET	2021-22 COMMENDED BUDGET
Revenue							
585-587-651.000	PARKING DECK PROCEEDS	52,897	25,000	36,947	40,000	35,000	
585-587-653.005	PERMITS-PARKING DECK	473,892	325,000	253,046	260,000	40,000	
585-587-677.000	REIMBURSEMENTS	10		675	700		
585-587-686.000	MISCELLANEOUS INCOME	75					
TOTAL REVENUE		2,962,345	1,691,500	1,751,168	1,719,600	1,618,000	



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

Memorandum

To: Downtown Development Authority

From: Jean Derenzy, CEO

Date: April 9, 2021

Subject: Lower Boardman – Retaining Wall Assessment

As you may recall, Bob Doyle from SmithGroup (the project consultant) provided an update on the findings/draft report of the stabilization assessment for the south edge of the Boardman River between Union Street and Park Street (the 100 and 200 block alley) at our February Board meeting.

The update provided an opportunity for board members to learn more about - and ask questions regarding - the findings of the assessment as well as alternative mitigation measures. A similar update was provided to the City Commission.

Based on questions and feedback from the DDA Board and the City Commission, as well as some additional analysis from the SmithGroup team, we have asked Bob to provide a presentation on the final report. A power-point summary of the assessment will be presented at your meeting and is attached for context and your review as well as the final report, and recommendations

Project History

In the fall of 2018, the DDA, in cooperation with the Lower Boardman River Leadership Team, initiated a formal planning process to develop a comprehensive plan (referred to as the "Unified Plan") for the 1.6 miles of Boardman River that meanders through Downtown.

Over the last two-plus years, the Leadership Team, in cooperation with SmithGroup worked to complete an inventory and understanding of the current conditions of the river corridor, identify guiding values and a general vision for the river corridor and develop preliminary recommendations around zoning regulations, land use, capital and habitat improvements and management. Throughout this planning effort, the Leadership Team hosted and facilitated several engagement activities with the community. Once complete, the Unified Plan will be approved by the DDA Board as well as the Planning Commission and City Commission.

As part of the due diligence process, this past June, SmithGroup conducted a site inspection of the retaining wall and the surrounding areas along the south edge of the Boardman River between Park and Union Streets (the 100 and 200 block alleys). The field inspection noted significance subsidence and settling along the back of the retaining wall (evidenced by sloped parking areas, cracked sidewalks and reoccurring sink holes).

Based in this field inspection, as well as a review of the original wall design and the results of a 2018 dive inspection, the SmithGroup team determined that the subsidence and settling was likely 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 believed the loss of soil was likely 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.

The SmithGroup team noted 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 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.

Based on these preliminary findings, the DDA and the City of Traverse City entered into a contract with SmithGroup to conduct a stabilization assessment project for the south edge of the Boardman River between Union Street and Park Street (the 100 and 200 block alley). The assessment also included hydraulic modeling under different “treatment” options to better understand potential impacts (up and down stream), permitting needs and other possible land-use modifications

The assessment was important to the city as it provided an opportunity to address the structural integrity of the retaining wall (and associated sewer infrastructure) **and** the hydraulic modeling was important to the Lower Boardman Leadership Team as it provided the foundation for potentially significant pedestrian, placemaking and habitat restoration elements to this portion of the river – a long-held desire for downtown to “turn and embrace” the river.

This contract with SmithGroup for the assessment totaled \$79,190; of which \$65,870 would be split evenly between the DDA and the City for the assessment work and \$13,320 would be solely borne by the DDA for the hydraulic modeling.

Recommended Motion

That the DDA Board accept the findings of the Boardman Riverwall Assessment and Final Report.

BOARDMAN RIVER WALL STABILIZATION PROJECT

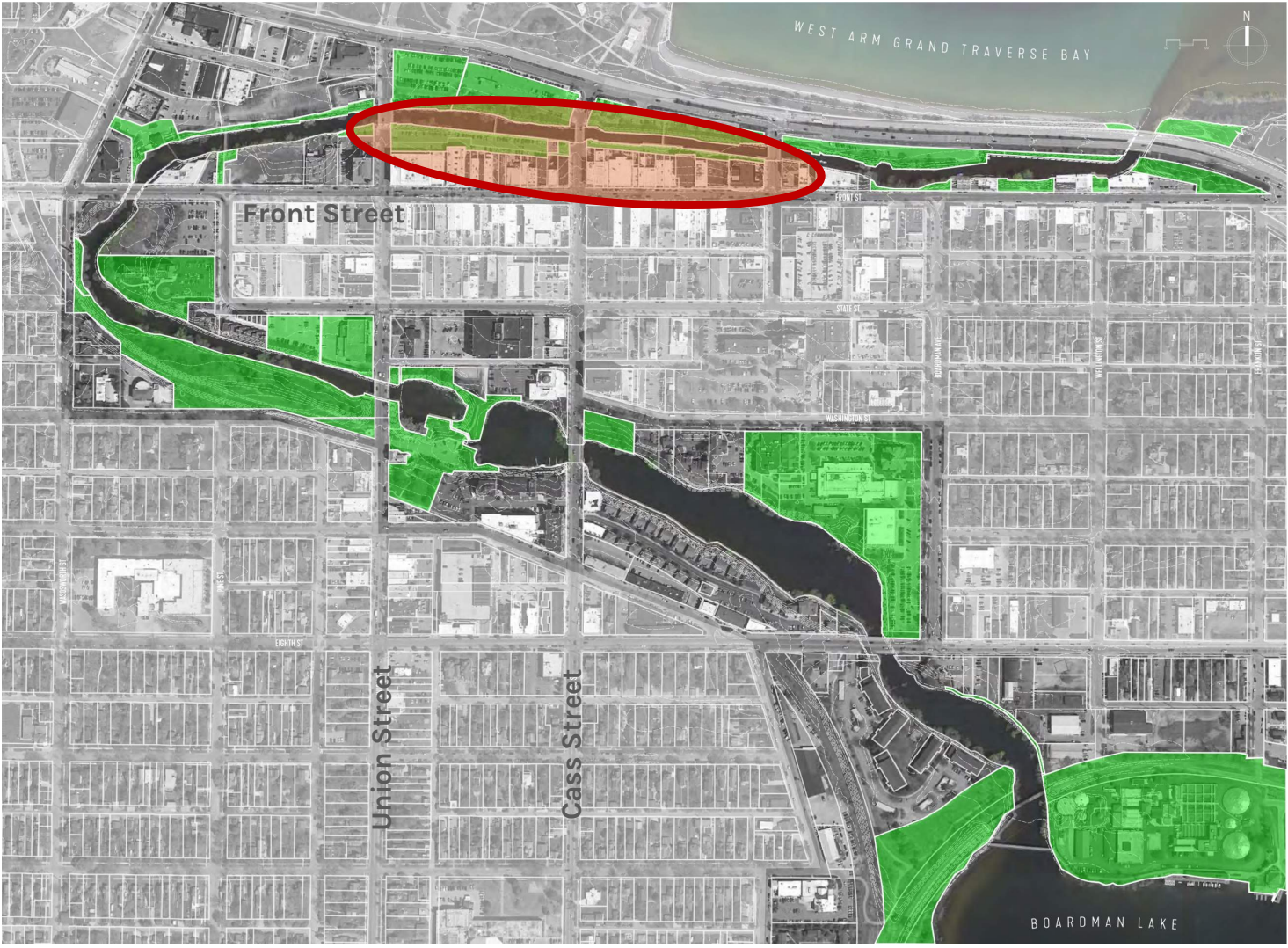
DOWNTOWN DEVELOPMENT AUTHORITY MEETING
APRIL 16, 2021

LimnoTech 

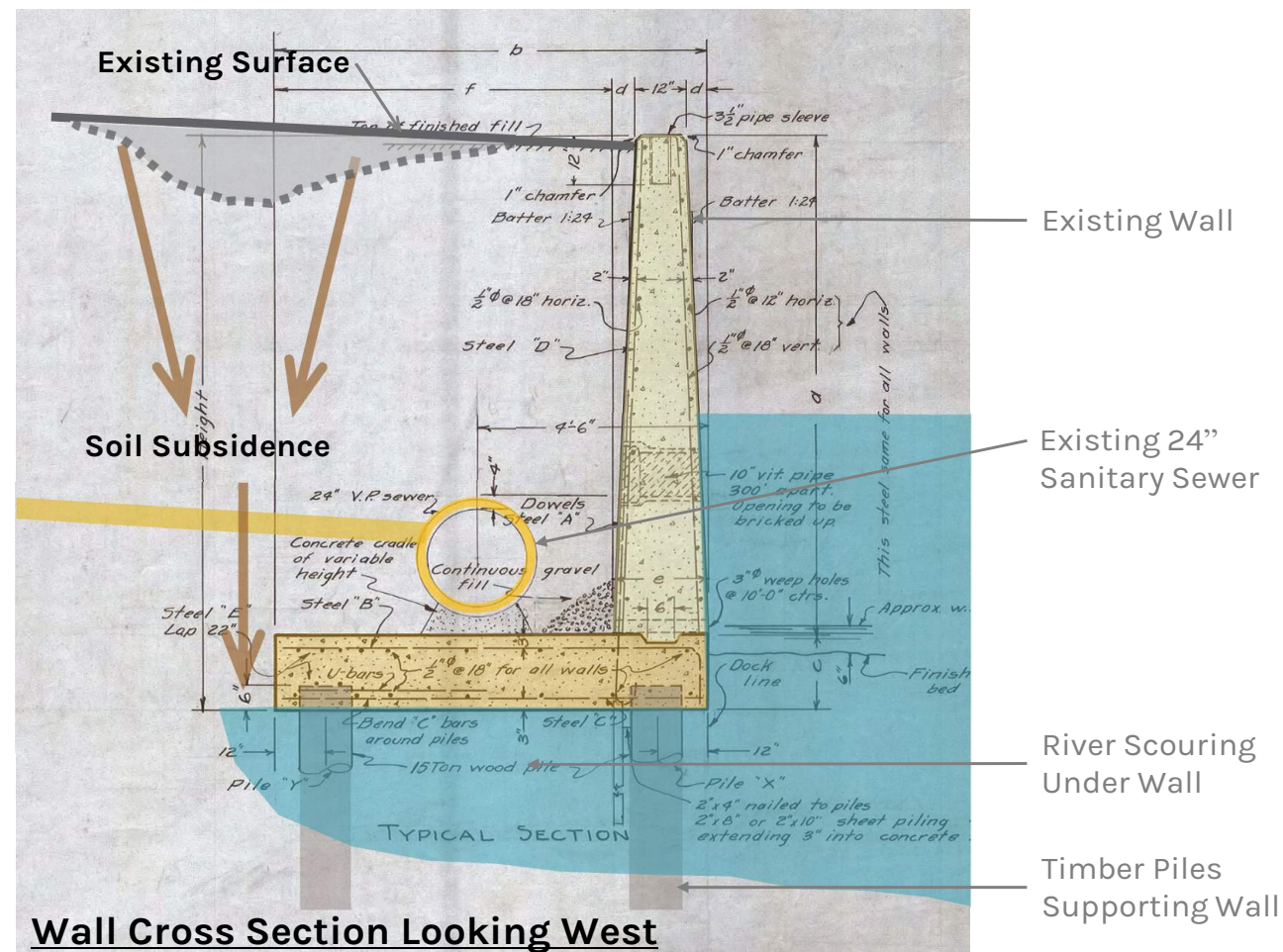
SMITHGROUP

PROJECT CONTEXT

Study Area-
100 and 200 blocks of
East Front Street

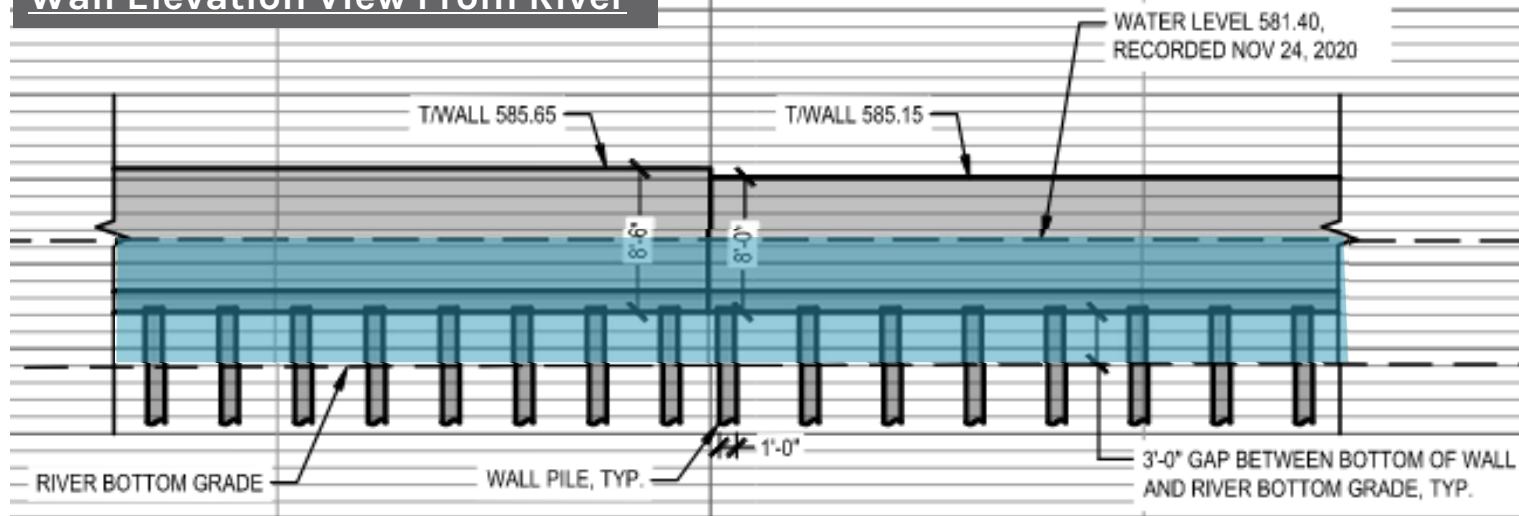


WALL CONDITIONS



WALL CONDITIONS

Wall Elevation View From River



Summary of Issues

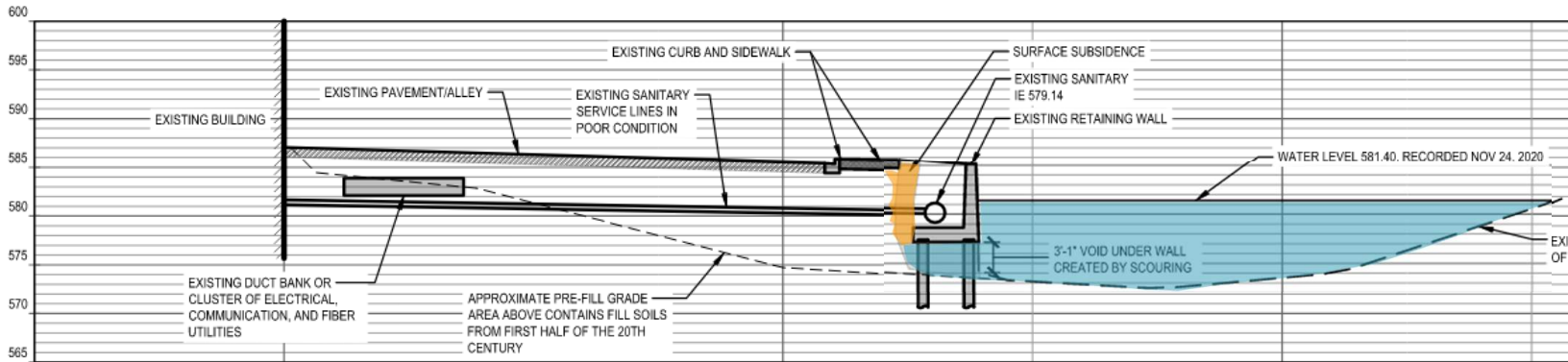
- Continued soil subsidence = pavement failure and disappearing parking signs.
- Issues with multiple sanitary sewer service line failures and river pollution.
- Ground water infiltration into sanitary sewer increases treatment plant costs and potential for sewage releases into river.
- Long term destabilization of wall and sewer main.



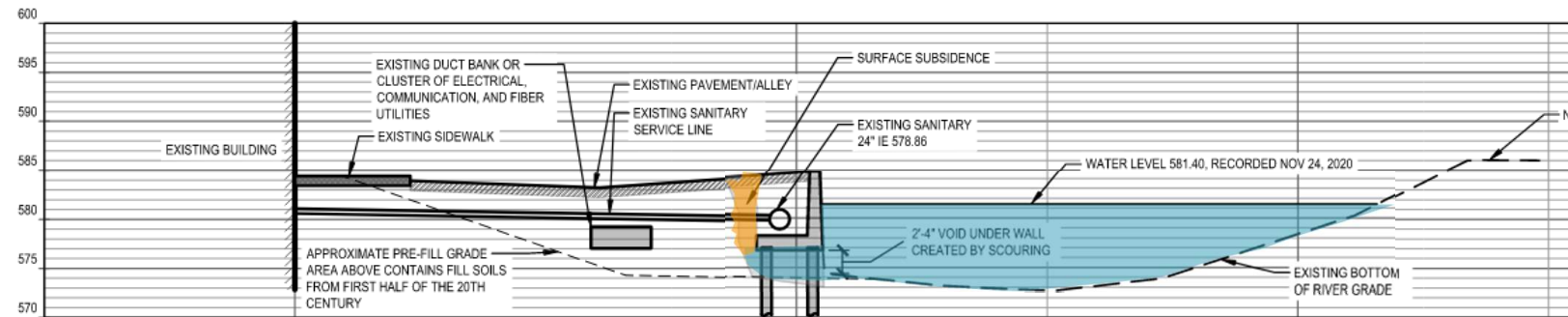
WALL ASSESSMENT PROCESS

Elements of the Study

- Topographic Survey
- Geotechnical Soil Borings
- Inspection of wall and review of existing documents
- Engineering Alternatives
- Hydraulic Modeling
- Evaluation and Recommendations



1 EXISTING CROSS SECTION - 100 BLOCK

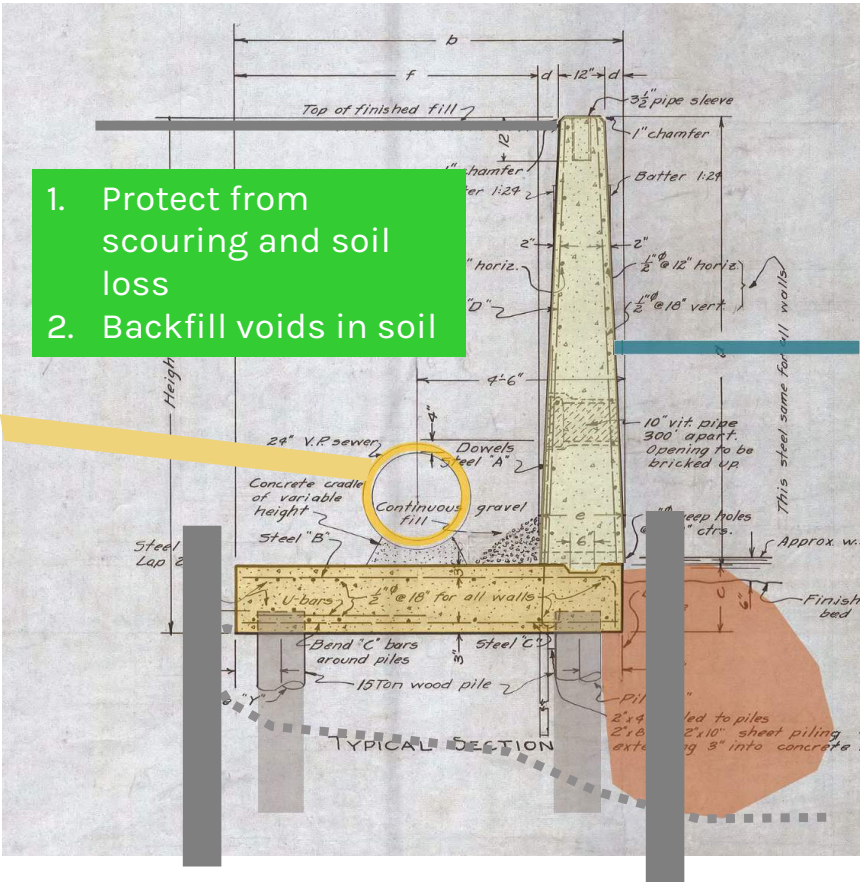


2 EXISTING CROSS SECTION - 200 BLOCK

ALTERNATIVES CONSIDERED

Criteria for Evaluation of Alternatives

1. Provide long term protection for adjacent properties and sanitary sewer.
2. Maintain the alley and service access on the north side of the commercial buildings.
3. Limit impact on the flooding elevation of the river; especially upstream of the project area.
4. Preserve opportunities in the future to achieve the developing goals of the UNIFIED PLAN
5. Be cost effective.



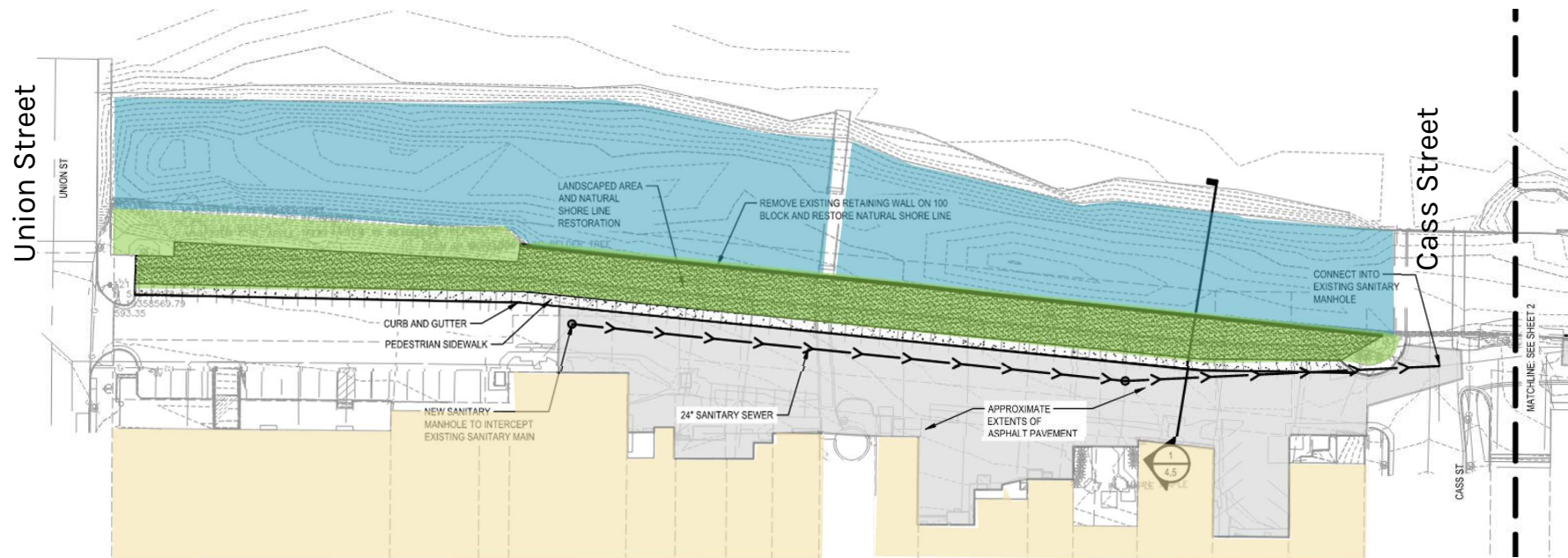
Alternatives Considered Include-

- Sheet Pile on Land Side of the Wall
- Concrete Filled Geotextile Tube
- Cores in the Footer
- Wall Removal and Sewer Relocation
- Sheet Pile Wall Protection

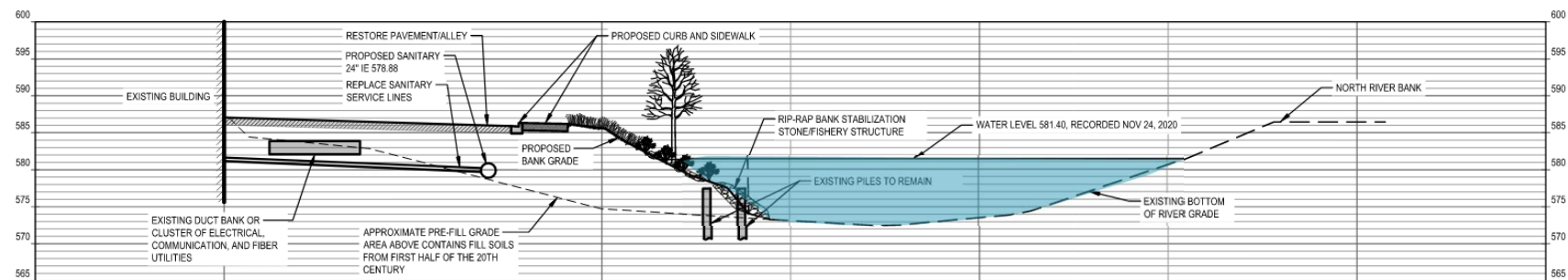
ALTERNATIVES EVALUATION

Alternatives	Long Term Protection – Adjacent Properties and Sanitary Sewer	Maintain Alley and Service Functions	Limit Flood Impacts to Project Area	Achieves goals of the Unified Plan	Cost Effective*	Overall Rating
Sheet Pile – Land Side	2	3	3	1	2	2
Concrete Filled Geotextile	1	3	1	1	1	1
Cores in Footer	1	3	3	1	1	2
Wall Removal & Sewer Relocation	3	2	3	3	3	3
Sheet Pile – River Side	3	3	2	1	3	2.5

RECOMMENDATION – 100 BLOCK



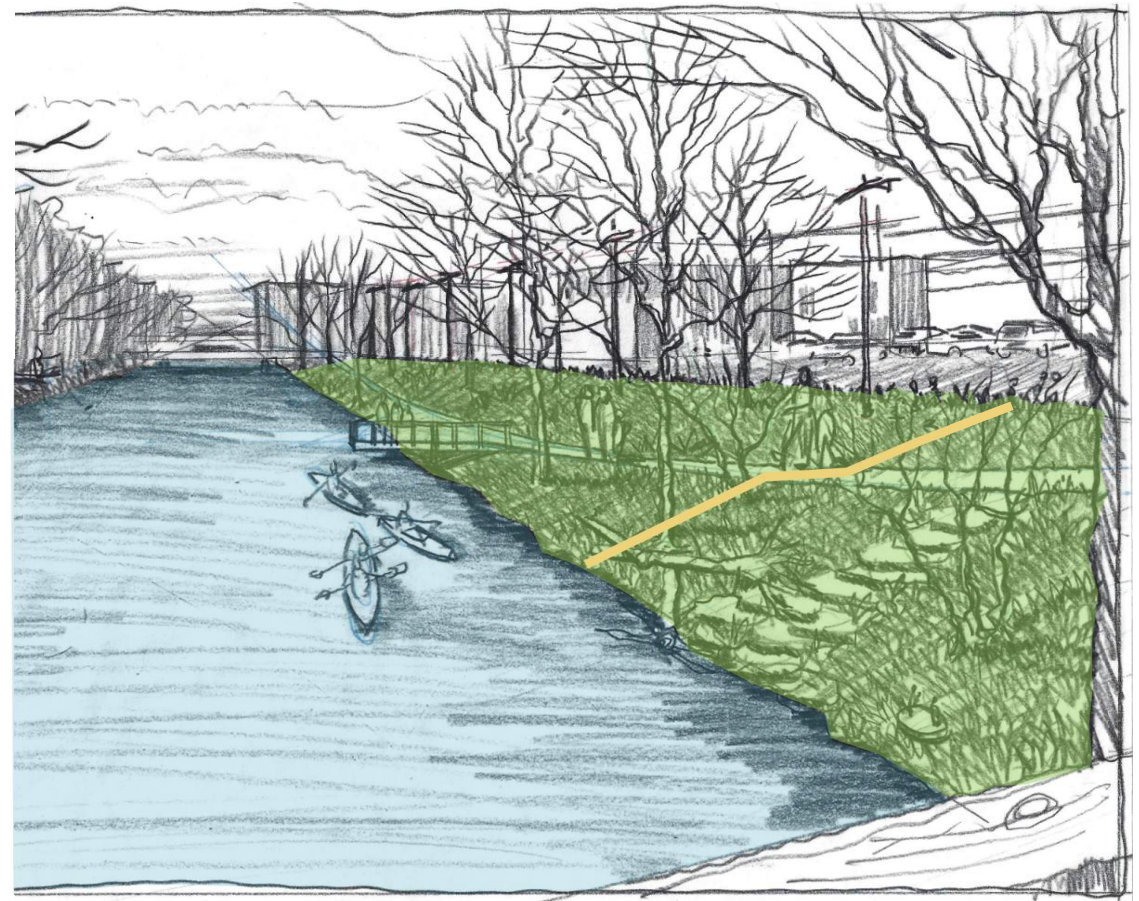
Plan of 100 Block



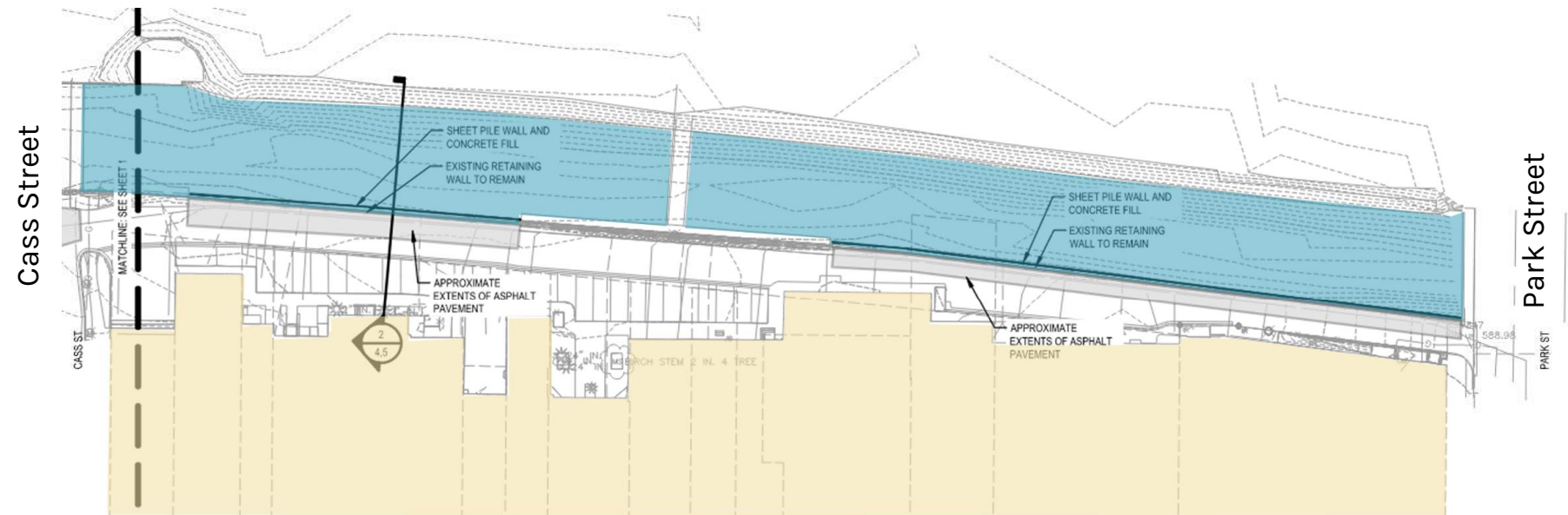
Section of 100 Block

RECOMMENDATION – 100 BLOCK

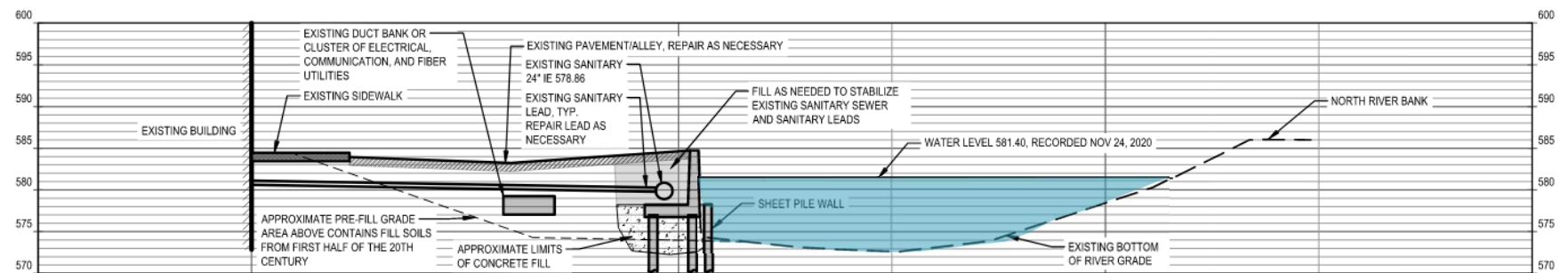
100 Block of Front St, looking east



RECOMMENDATION – 200 BLOCK

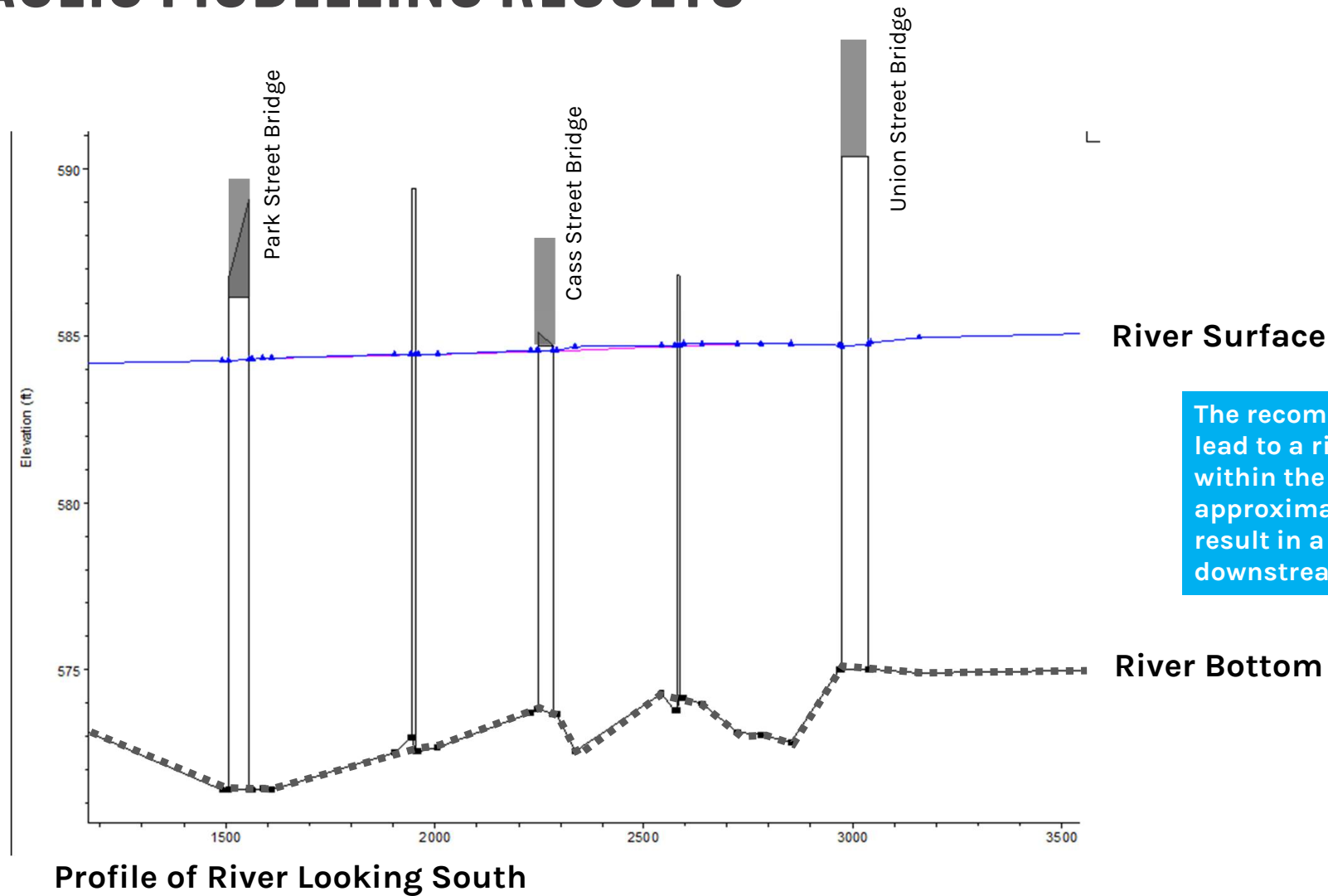


Plan of 200 Block



Section of 200 Block

HYDRAULIC MODELLING RESULTS



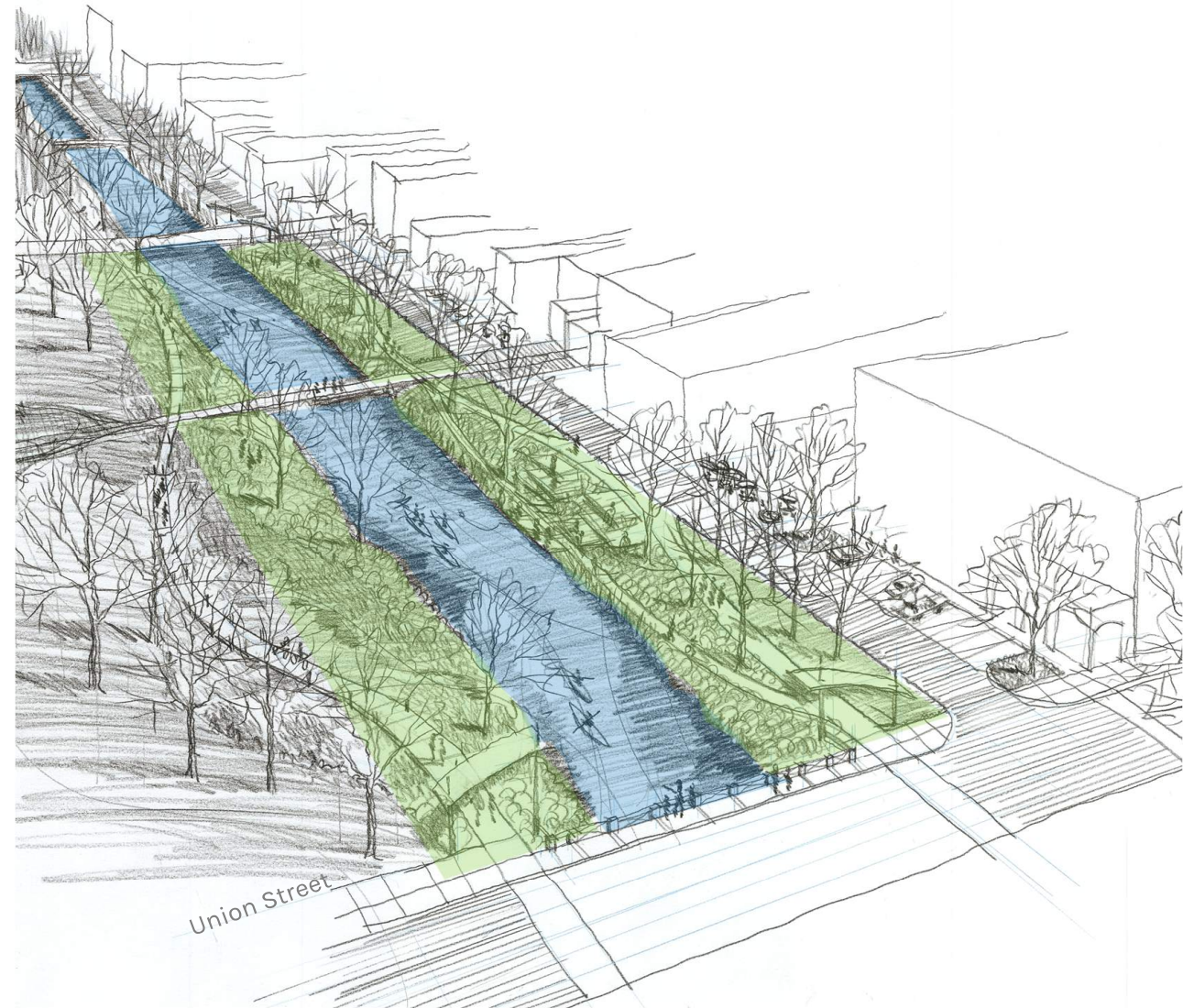
The recommended approach will lead to a rise in flood elevation within the project area of approximately 0.10 feet but does not result in a change upstream or downstream from the project area.

UNIFIED PLAN

DISCUSSIONS TO DATE

Key priorities from the Community Engagement Process

- Providing public access
- **Soften shore treatment/restore natural edge**
- **Remove/Limit parking from riverbanks**
- Utilize best practices to manage stormwater and other means of improving water quality.
- Shift the balance towards habitat and nature over human recreation and economic development
- Keep river corridor natural and passive



SHORT-TERM MEASURES

1. Coordinate potential FEMA permitting with the Fish Pass project
2. Enact a monitoring program to track potential infrastructure failures between now and construction, including-
 - Survey of the existing wall and monitoring the wall's cant biannually
 - Place benchmark nails in the pavement to the south of the wall and track their elevation fluctuations monthly
 - Measure the width of pavement cracks monthly
 - Measure point locations of scour depth monthly
 - Conduct annual underwater scour inspections
 - Monitor flows in the wastewater line to identify new infiltration resulting from a break in the sewer line
 - Televis the existing 24" sanitary sewer main and sewer service connections in both the 100 and 200 blocks

STEPS FORWARD

- Seek support for project by elected and appointed officials.
- Find source(s) of funding to limit financial impact to residents
- Submit for Permits
- Prepare Final Engineering Plans and Specifications
- Bidding and Construction



SMITHGROUP

BOARDMAN RIVER WALL STABILIZATION MEMORANDUM OF FINDINGS

City of Traverse City and Traverse City DDA
April 12, 2021

PROJECT BACKGROUND

Along the frontage of the Lower Boardman River in the 100 and 200 block of Front Street a concrete retaining wall built in the 1930's supports a sanitary sewer main and surface parking and sidewalks. The wall is a cantilevered retaining wall, itself supported by a series of timber piles. In recent years it has become apparent that the river is scouring out the soil underneath the wall footing, which was confirmed by an underwater video inspection of the wall. During the spring of 2020, depressions formed in the landscape areas, paving showed signs of failure, and signposts began falling over, all of which indicated that soil stability issues exist adjacent to the wall.

Issues

The loss of soils is problematic to the community and the river because the support for the sewer service connections is being lost and/or weakened, which could potentially contribute to the release of raw sewage into the river. In addition, the impact to the sewer system pipes and connections encourages ground water infiltration into the sewer pipes which increases the community costs to treat sewage on typical days and contributes to the failure of the sanitary sewer on larger storm event days as were experienced on three occasions in the spring of 2020. The 24" sewer main resting on the foundation of the wall was lined which aids in preventing ground water infiltration but the numerous sewer service connections are not lined, and ground water can infiltrate the pipes. The 24" sewer main was lined in 2003 and the lining has a life expectancy of 40 years.

The sanitary sewer service lines connecting the commercial businesses along Front Street and the sewer main built on the wall foundation are threatened by the soil subsidence, particularly on the 100 block. Within the past decade the service lines were updated on the 200 block with modern sewer pipes with sealed fittings and fewer joints, making the service lines more ridged. On the 100 block it is assumed that the service lines are predominately clay pipe, many of which likely date back to the construction of the wall and sewer main in the 1930s. These pipes are susceptible to failure at the joints, particularly in the area where soil is settling adjacent to the main to which the service lines connect.

If a sewer service connection were to break, the damage could be detrimental to the Boardman River and the surrounding area. A sewer service connection could leak raw sewage into the Boardman River and into Grand Traverse Bay. While currently ground water may create pressure on the service connection pipe and limit the quantity of effluent escaping the pipe, there remains concern that discharges could negatively impact habitat, wildlife, and water quality. A leak could also cause the ground to become saturated and unstable causing pavement failure to the parking area and unstable soil near building foundations, eventually leading to settlement, if a service connection broke near the buildings. A failure of a service connection can also compound and create a failure in the sanitary main as well. These failures can be dangerous to the infrastructure but also to pedestrians and other users of the public alley.

The soil subsidence has posed risks to the public infrastructure and those who use the sidewalks, parking, and alley. The amount of annual subsidence has increased over the past decade, and this trend is unlikely to slow. In 2020, the loss of soil support caused a parking station to overturn and a hole to open up in the landscape area between the sidewalk and the wall on the 100 block. While the loss of soil is typically incremental over time, the paving in the area can mask over areas of underground soil failure until the issue is made apparent by a sizeable collapse or settlement of pavement. Larger areas of failure can lead to destabilizing events which may threaten the condition of the wall and lead to more significant damage to the sanitary sewer main.

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Study Process

In June of 2020, the Traverse City Downtown Development Authority (DDA) authorized an inspection of the wall by SmithGroup to investigate the soil stability issue and sought recommendations on how to stabilize the soils and wall.

Based on the review of the video of the dive inspection of the concrete wall, the review of the wall engineering plans and details (Appendix B), and the observations of the field review, it is apparent that there has been little to no movement of the concrete retaining wall. There is no evidence the wall has settled or canted, and no major cracking of the wall was evident (other than in locations that had been modified by subsequent construction along the wall). The timber piles supporting the wall's foundation are fully submerged and are driven to a bearing capacity of 15 tons. According to the dive inspection, the timber piles appeared to be stable and did not show signs of degradation. Fully submerged timber piles can be expected to maintain structural integrity indefinitely (FHWA).

The inspection also found that the subsidence and settling along the back side of the wall is due to a loss of soil material within the backfill of the wall, specifically within a zone of 10 feet +/- behind (south) of the wall. These soils are being lost due to scouring and undermining of the retaining wall footing. The material loss is exacerbated by high water levels of the Great Lakes and connecting channels which causes soil saturation, loss of consolidation of the backfill soils, and loss of the soils through gaps below the footing and through the walls at penetrations.

The inspection concluded that soils would continue to be lost due to these conditions, and even as water levels recede the soil loss will continue due to the lack of consolidation.

It was agreed that an assessment of options and then the determination of best and most feasible approaches should be determined. The key components of this study include the topographic, bathymetric and utility survey of the area (Appendix C), geotechnical borings (Appendix D) and analysis of the soils on the south side of the river, the development and feasibility assessment of alternative solutions, the refinement of the river's hydraulic model, and testing of alternative solutions to determine the impacts of the alternatives on the river system.

The DDA is in the process of creating a Unified Plan for the Lower Boardman/Ottaway River, and this study is developing recommendations on, among other topics, the restoration and management of the shoreline of the river to create habitat improvements in support of riparian wildlife and fisheries and provide for public access to the waterfront. Extensive public engagement has been conducted as part of this planning effort and the greening of the river's edge and increasing the setback of parking and development along the river have each been significant interests of the community.

ALTERNATIVES CONSIDERED

SmithGroup explored many options to mitigate the undermining of the existing retaining wall due to scour. The options are detailed below.

A. Sheet Pile on Land Side of the Wall

This option would require excavation behind the wall to expose the footer of the wall, the sanitary sewer and the sewer service leads. Sewer services could be repaired, and areas of settlement due to scour identified. As needed, a sheet pile wall would be driven into the earth behind the footing of the wall, sealed against the footing with tremie concrete and the excavation backfilled with engineered fill.

Although this option would have no impact on the flood levels of the river, this option was found unsuitable because scour may continue to undermine new areas of the shoreline where sheet pile was not installed, limiting the value of the solution in the long term. Further, the construction logistics of

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installing sheet pile in and around the sewer, service lines, and other utilities is problematic, and would increase construction costs. The sewer service connections could be repaired within the construction limits which would benefit businesses on the 100 block; however, the sewer connections on the 200 block have already been updated and would add costs to the project without benefit to this infrastructure. Storm sewer and roof drain outfalls would need to be rebuilt on both blocks. On the 100 block, it is desired to recreate a natural shoreline for habitat restoration in the future and the investment in this solution would not further the long-term goals of the DDA and the Unified Plan.

B. Concrete Filled Geotextile Tube

This option would place a geotextile tube at the river bottom elevation on a bed of scour stone and filled with sand or concrete to close the gap between the river bottom and bottom of the existing wall footing.

This option was deemed unsuitable because this work would not be a long-term solution and does not address the sanitary sewer main and service connections. Scour could continue to occur at the bottom of the river and could eventually expose and create another gap between the concrete filled geotextile sock and river bottom. Due to the size of the tube and the extent to which the tube would intrude into the river, this option will result in raising to the flood elevation of the river more significantly than the other options. This option would also be abandoned or removed if the 100 block's shoreline is restored in the future.

C. Cores in the Footer

This option would require excavation of a trench behind the existing retaining wall and coring into the existing footer to pump concrete. The concrete would fill the gap due to scour below the concrete footer. A temporary dam would need to be placed in the river to create a dry area for pumping of concrete under the existing footer. Conventional concrete formwork would be used to contain the poured concrete on the river side of the wall foundation.

This option was deemed unsuitable for many reasons. The first being the potential damage to existing utilities and wall. Coring into the footer could create issues in the currently sound footer and existing piles. It could also result in damage to the existing sewer line that is behind the wall. This option also risks the occurrence of additional scour at the riverbed.

D. Wall Removal and Sewer Relocation

This option would remove the wall and leave the wall footing and timber piles in place. The sanitary sewer would need to be relocated to the south (closer to the buildings), sanitary sewer connections can be replaced back to the source, and a slope installed with landscape and erosion and scour protection (likely, stone riprap). As a consequence of this option, the northern 20-30 feet of paving would need to be removed, and the pedestrian bridge would need to be replaced with a single span structure. Depending on the final design of the alley, the pavement demolition may remove approximately (44) parking spaces in the alley. Designed correctly, this option could provide meaningful habitat benefits and align with the Unified Plan.

This option is feasible on the 100 block as adequate space exists to create the landscape slope without impacting the service function of the alley. However, on the 200-block, space is constricted and this approach could not be used without removing the service alley completely.

The study also included an assessment of the potential to lower grades in the parking lot/alley on the 100 block to reduce the restored slope steepness and/or flood elevation. Assuming the pedestrian/vehicular shared use of the alley, the future design needs to consider the need for Universal Access, which may restrict the ability to add slope to the paved area. This investigation also identified two additional key considerations; the need to add steps and walls in the alley to access businesses, and the potential impact to communications and electrical infrastructure in the alley which would be sensitive to changes in

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grade due to limited burial depths. This idea merits further creative problem solving in future design and engineering efforts.

E. Sheet Pile Wall Protection

As described below, this option uses sheet pile along the face of the wall to prevent further scouring and allow for any voids below and next to the wall to be filled. This option is feasible for both the 100 and 200 blocks, although it would not forward the goals of the DDA and the Unified Plan and would cause some change to the flood elevation outside of the project area if completed for both blocks.

ASSESSMENT OF ALTERNATIVES

The criteria to assess the efficacy and suitability of the solutions includes:

- 1. Provide long term protection for adjacent properties and sanitary sewer.
- 2. Maintain the alley and service access on the north side of the commercial buildings facing Front Street to preserve the function and integrity of the historic structures.
- 3. Limit impact on the flooding elevation of the river; especially upstream of the project area.
- 4. Preserve opportunities in the future to achieve the developing goals of the Unified Plan, greening the river edge while creating opportunities for pedestrian access to the river.
- 5. While considering long term goals for the project area, ensure that improvements are prudent and cost effective.

For each alternative we assume the need to replace the sanitary sewer service lines from the sewer main to the building connection on the 100 block.

The table below summarizes the results of our assessment of the alternative approaches. A more detailed description of the cost analysis and hydraulic modelling reflected in the table is provided in Appendix A.

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Alternatives	Long Term Protection – Adjacent Properties and Sanitary Sewer	Maintain Alley and Service Functions	Limit Flood Impacts to Project Area	Achieves goals of the Unified Plan	Cost Effective*	Overall Rating
Sheet Pile – Land Side	2	3	3	1	2	2
Concrete Filled Geotextile	1	3	1	1	1	1
Cores in Footer	1	3	3	1	1	2
Wall Removal & Sewer Relocation	3	2	3	3	3	3
Sheet Pile – River Side	3	3	2	1	3	2.5

Ratings:

1. Does not meet defined criteria, or meets criteria in a minimal way
2. Meets defined criteria satisfactorily or meets a portion of the defined criteria
3. Exceeds defined criteria

*** Cost Effectiveness Ratings:**

1. Meets less than or equal to 25% of long-term criteria (Unified Plan, scour, sanitary sewer protection, alley service function, constructability)
2. Meets less than or equal to 50% of long-term criteria
3. Meets greater than or equal to 75% of long-term criteria

RECOMMENDED APPROACH

Our analysis and assessment determined that the most prudent solution to the issues outline in this report is to treat the two blocks uniquely and respond to the evaluation criteria and the site conditions and constraints of each. Preliminary plans and cross sections are provided (see Appendix E) to illustrate the recommendations described below.

100 Block

SmithGroup recommends the removal of the wall on the 100 block. Removing the existing retaining wall allows for a natural shoreline and restoration of habitat along the riverfront. The existing stem of the wall would be removed with the existing footing and timber piles to remain. Riprap would be placed along the river bottom and up the shoreline to protect the shoreline from erosion and scouring while creating habitat for fish and other aquatic and riparian wildlife. Plantings, trees, grasses, and other landscape items will be added to protect the new bank from erosion and promote habitat.

We recommend removing only the vertical stem of the existing concrete wall, leaving the horizontal footing of the old wall in place as a shelter habitat for fish. Methods of creating a stable, scour resistant toe of the slope near the wall foundation will require further consideration during final design.

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This approach requires the existing sanitary sewer line behind the wall to be rerouted further south within the alley. The 100 block has many sanitary leads that need to be replaced and this reroute provides the opportunity to fix and stabilize the leads (some of which may be dating back to the wall construction), which will reduce the infiltration of ground water into the sewer system. Replacing the numerous sanitary service connections is also an opportunity to ensure the most effective infrastructure is in place to minimize any opportunity for raw sewage leaks.

In order to do this construction, an easement or purchase of land would be required for a riparian private parcel of land on the 100 Block. This parcel is on the east end of the block and is existing private property. An easement may be agreed upon between the landowner and the City of Traverse City if the owner is willing or the city may be required to purchase the land if the owner is willing. This has potential to delay the construction schedule if not addressed in a timely manner.

200 Block

SmithGroup recommends installing a sheet pile wall on the river side of the wall in the 200 block. A sheet pile wall would be driven into the earth on the river side of the retaining wall. The top of the sheet pile would coincide with the top of the wall footing. Once the sheet pile is driven into the river bottom, concrete would be pumped between the sheet pile and the existing retaining wall and fill under the existing footer as well to completely fill the gap. The sheet pile would protect the wall from further scour. Rip rap could be placed into the river bottom to provide some fisheries habitat benefit.

The sanitary leads on this block were replaced about 10 years ago and their condition is likely to be good. As a precaution, we recommend that removing the asphalt alley behind the concrete wall to locate any signs of soil subsidence and backfill with compacted aggregate material, as well as excavate and repair any storm or sanitary sewer service leads that appear compromised.

This option may be constructed with a temporary dam in the river and dewatering between the dam and the existing retaining wall. The concrete that would be pumped between the sheet pile and the wall, and underneath the wall, will create similar conditions long term protection for the timber piles because the concrete and piles will be saturated from the river and ground water. The timber piles should not experience large amounts of degradation and remain structurally sound.

RECOMMENDATIONS FOR IMMEDIATE ACTION

There are two intermediate recommendations that could be acted on immediately:

1. Coordinate potential FEMA permitting with the Fish Pass project
2. Enact a monitoring program to track potential infrastructure failures between now and construction

As will be discussed in the modelling portion of this report, we currently anticipate that additional FEMA floodplain permits will be required. The Fish Pass project is also going through the FEMA permitting process for the upstream reach. Coordinating with the Fish Pass project may allow the City to complete the permitting process one time for both projects.

It is also recommended that the following monitoring activities be implemented. The goal of these activities is to check for potential soil loss behind the wall, condition of the existing sanitary sewer and leads, and understand how this soil loss may be impacting the wall's integrity.

- Survey of the existing wall and monitoring the wall's cant
 - Every 6 months, preferably Spring and Fall (after winter freeze and thaw cycles and after spring and summer rain)
- Place benchmark nails in the pavement to the south of the wall and track their elevation fluctuations
 - Monthly and immediately after every larger flow events

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- Measure the width of pavement cracks
 - Monthly and immediately after every larger flow events
- Measure point locations of scour depth
 - Monthly and immediately after every larger flow events
- Conduct underwater scour inspections
 - Annually
- Monitor flows in the wastewater line to identify new infiltration resulting from a break in the sewer line
 - Continuous monitoring with weekly evaluation
- Televis the existing 24" sanitary sewer main and sewer service connections in both the 100 and 200 blocks to understand the existing conditions of the pipes and assess the areas in most urgent need of repair
 - Perform this task within the next 2 to 4 months

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APPENDICES

APPENDIX A. Technical Analysis (Project Costs and Hydraulic Modelling)

APPENDIX B. Record Drawings of Existing Retaining Wall

APPENDIX C. Topographic, Bathymetric, and Utility Survey

APPENDIX D. Geotechnical Report

APPENDIX E. Plans and Cross Sections

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APPENDIX A. Technical Analysis

PROJECT COSTS

A cost analysis was performed for the above-mentioned recommendations for the 100 and 200 block. The cost analysis includes (8) main components which will be broken down below. The cost estimate does not account for any permitting fees.

1. Construction Mobilization
 - a. This cost is estimated to be 5% of the total construction cost, and include temporary utilities, facilities, and management to support construction
2. Site Preparation
 - a. All demolition items (tree, pavement, landscape, curb, wall, and utility removals) plus an additional allowance for miscellaneous items found in the field. This section also includes soil erosion control measures.
3. Utility Systems
 - a. New storm and sanitary piping, structures, excavation and installation, and storm water quality items (swirl chambers and infiltration landscape beds).
4. Earthwork and Wall Rehab
 - a. All materials being hauled off site and all materials brought to site (aggregate, riprap, backfill, tremie concrete, and sheet pile wall).
5. Hardscape Improvements
 - a. Concrete for sidewalks, concrete for curbing, HMA, and an allowance for additional base material for HMA (asphalt) pavement to meet final grades.
6. Lighting and Electrical Systems
 - a. Conduit and wiring for re-installing the existing pedestrian lighting along the sidewalk and parking lot.
7. Signage and Pavement Markings
 - a. This section includes 2 allowances for signage and pavement markings and traffic management devices.
8. Landscaping
 - a. All items for restoring any disturbed areas along with all landscaping materials to create a shoreline suitable for habitats (trees, grasses, seeding, etc.) This does not include habitat structures, boardwalks, water access stairs/ramps, special alley paving, or pedestrian amenities, but accounts of the basic restoration of the site.

These components created the cost analysis for both the 100 and 200 block. The cost analysis accounts for a 20% contingency for unforeseen construction related costs. The 100 block estimated construction cost is \$1.4 million and the 200 block estimated construction cost is \$1.0 million with a total construction cost for the entire project area being approximately \$2.4 million.

As noted below, the modelling of the river considered the option of utilizing the sheet pile approach on the 100 Block. This would have some impacts to the flood elevation as noted below. From a cost perspective, this approach is considered "cost neutral" to the recommended approach of removing the wall on the 100 block, since the cost of the sheet pile, removal of the 200 block boardwalk, and other modifications to make this option viable offset the savings from leaving the sewer main in place on the 100 block.

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HYDRAULIC MODELLING OF THE RIVER

Recommended Option – 100 Block Wall Removal

Combining the removal of the retaining wall and laying the slope back to create a more natural shoreline on the 100 block and use of the sheet pile on the 200 block does increase the flood elevation in the project area but eliminates the impacts upstream of the site. All other approaches were modeled, and all the other approaches raise the flood water levels upstream to the Boardman dam.

This approach has been modelled in several configurations, with slopes ranging from 3:1 to 4:1, with the installation of fish habitat, and with the preservation of the horizontal footing. While some impacts to the flood elevations occur within the project extents (up to 0.1 ft), none of the configurations tested resulted in upstream flood impacts.

Due to the rise of flood levels, the recommended approach will require a Letter of Map Revision (LOMR) and Conditional Letter of Map Revision (CLOMR) which involves seeking approval of all impacted landowners. LOMRs and CLOMRs are required by the Federal Emergency Management Agency (FEMA) whenever a design project causes a rise in the 100-year flood elevation of more than 0.01 foot within a FEMA designated floodplain. This process should be reasonably expeditious since the City of Traverse City is the predominate riparian landowner.

Additional alternatives were tested in an attempt to mitigate the predicted rise and eliminate the need for a LOMR. These alternatives included modifying the northern shoreline, removing the boardwalk, dredging a portion of the channel, and repairing the existing scour damage; however, none of these alternatives successfully mitigated the predicted rise.

Other considerations for this alternative include:

- Consistent with emerging Unified Plan and community input
- Relocates a segment of the sewer away from the river and allows for upsizing of the sewer in this area
- Facilitates the addition of storm water management best practices to 15 storm leads in this area
- Provides closer access to water
- Adds habitat for fisheries and riparian mammals
- The grades in the alley parking area could be lowered such that the green slope would require less slope
- Easements or property purchase may be required from the single privately held riparian parcel in the project area, as referenced above

100 Block – Sheet Pile Alternative

It was found that the addition of a sheet pile wall in the 100 and 200 block will cause a rise in river flood elevations in the project area as well as upstream (to the Union Street Dam/FishPass) of the project area by up to 0.02'. Although the rise is limited, such an impact would require a Letter of Map Revision (LOMR) and Conditional Letter of Map Revision (CLOMR) which involves seeking approval of all impacted landowners between the project site and the Union Street Dam/Fish Pass.

This alternative also requires the removal of the boardwalk on the 200 block. It should be noted that the city believes that the boardwalk was installed with grant money, and such grants often include penalties for removing the improvements. The inclusion of a wetland bench on the north side of the river helped mitigate – but not eliminate – the flood impacts, and the inclusion of a constructed wetland would exceed the cost of a LOMR.

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Additional alternatives were tested in an attempt to mitigate the predicted rise and eliminate the need for a LOMR. These alternatives included dredging the channel, repairing scour, replacing the 100-block pedestrian bridge with a single span structure. None of these alternatives yielded a positive effect.

Other considerations for this alternative include:

- Does not preclude future opportunity to green the bank but does add cost to this idea if the community is going to do this at some future date.
- Requires the removal of the boardwalk on the 200 block to eliminate upstream flood level impacts.
- This approach assumes we would still upgrade sewer service leads on the 100 block.
- This approach would preserve public parking on the south side of the river.

Modelling Process & Discussion

The original source model for this assessment is the FEMA Flood Insurance Study (FIS) model, which was further refined by the Boardman Dam project. A copy of the existing conditions model for the Boardman Dam project was provided by the Great Lakes Fisheries Commission. The model was further updated by the design team using the survey data collected on 11/24/2020. This updated, existing conditions model served as the baseline model upon which all of the design alternatives were evaluated.

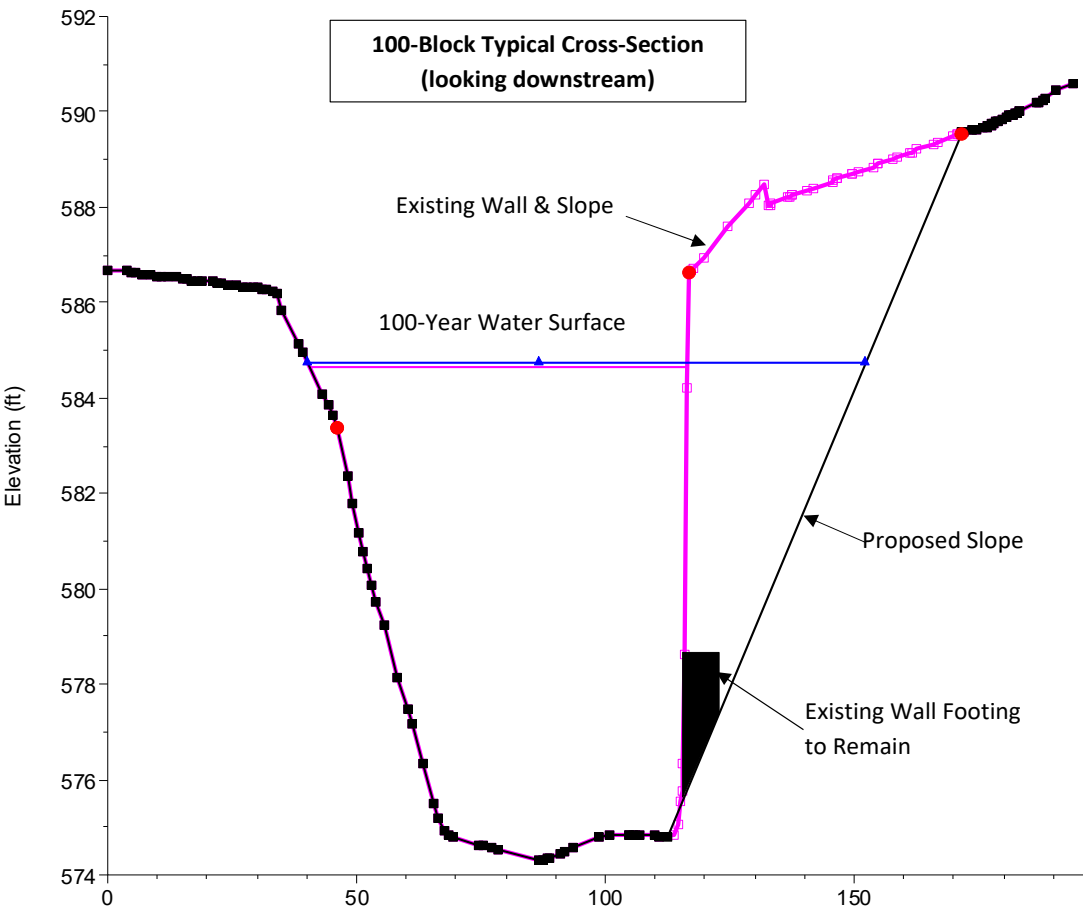
The boardwalk was included in the model as ineffective flow areas. Ineffective flow areas exclude any flow conveyance under the boardwalk; consequently, this analysis cannot assess potential impacts/benefits yielded by adjusting the elevation of the boardwalk.

The existing pedestrian bridges were updated in the model based on the survey data. We do not anticipate any additional scour risk around the piers resulting from the proposed project.

The images below will present typical cross-sections for the proposed design (as represented in HEC-RAS) and a profile plot of the 100-year flood water surfaces (as predicted by HEC-RAS).

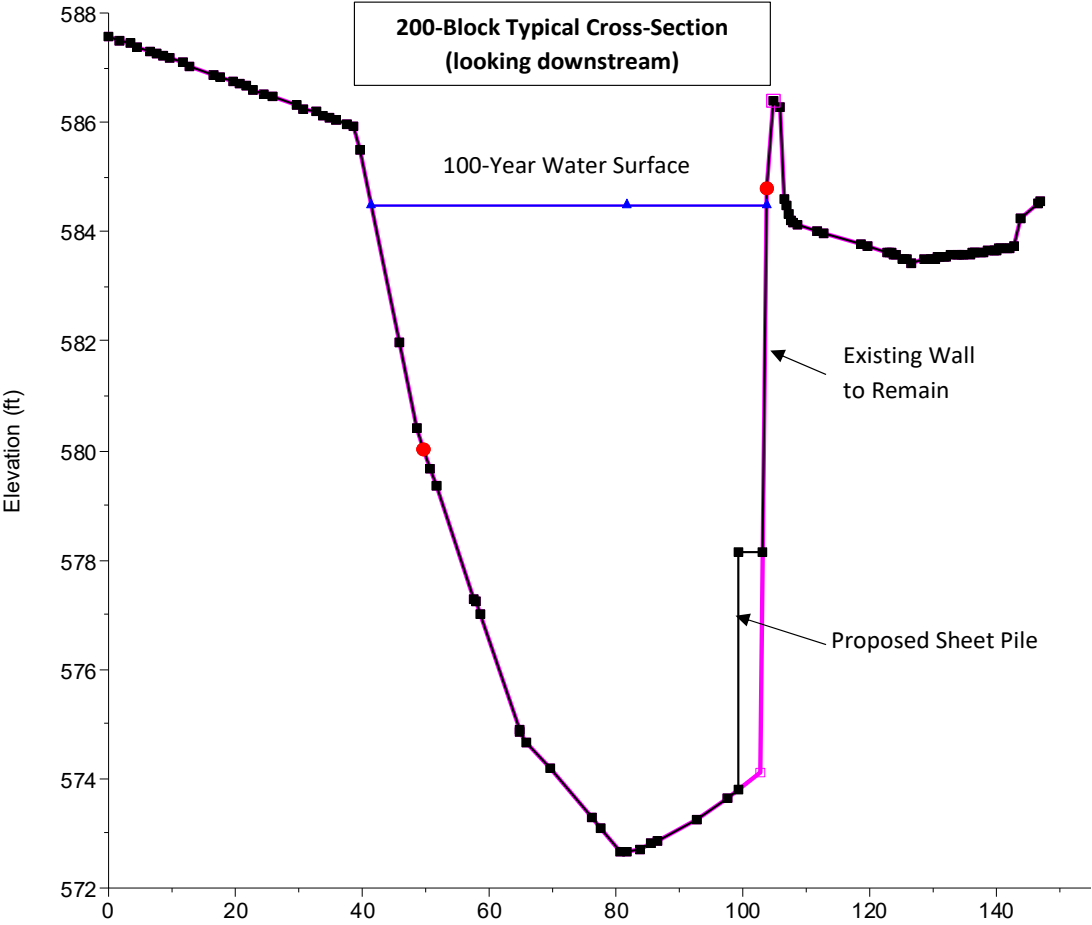
SMITHGROUP

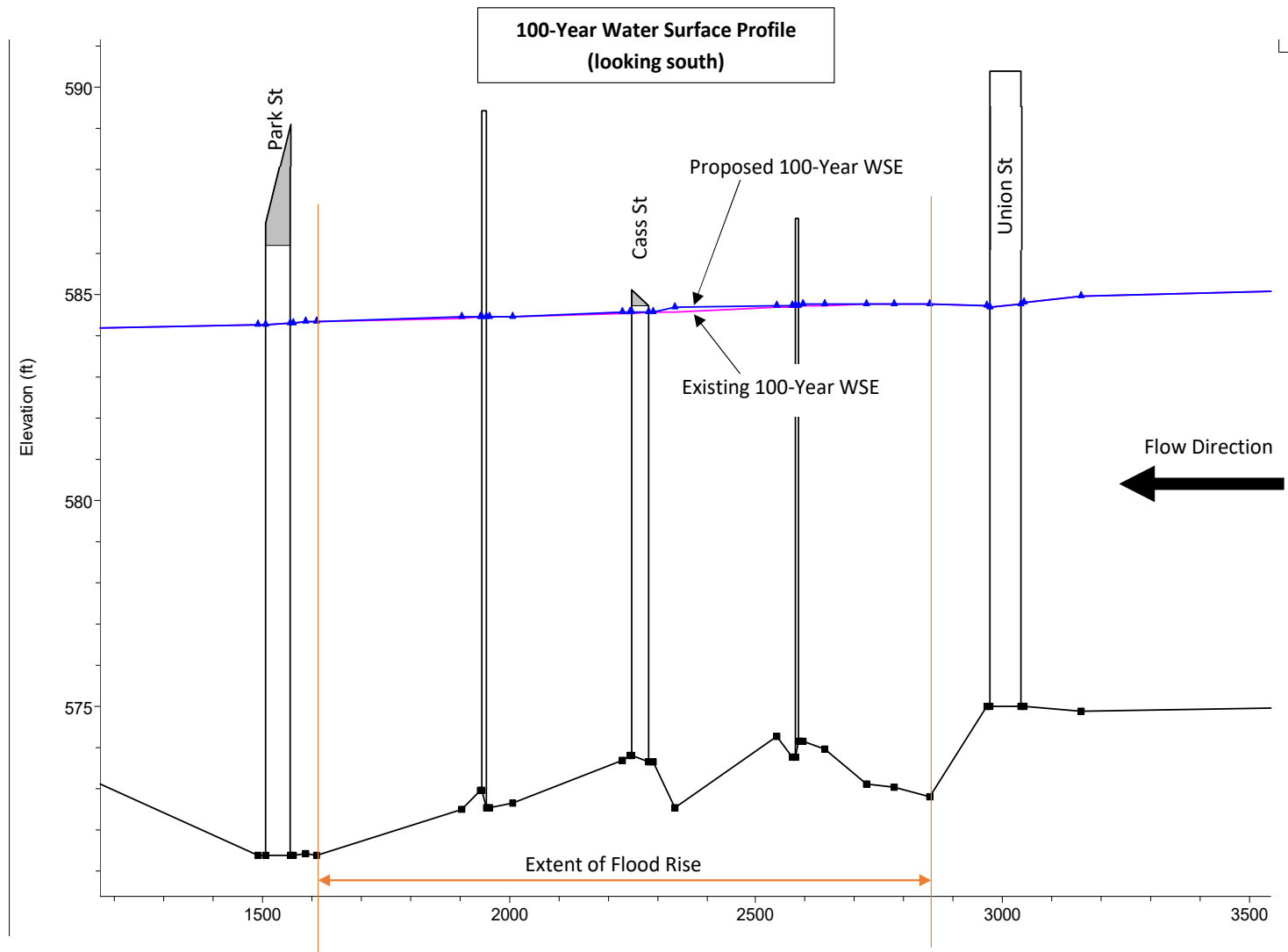
A typical cross-section from the 100 Block is presented below. This example utilizes a 4:1 side slope and extends the toe of the slope 3 feet in front of the retaining wall foundation.



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A typical cross-section of the 200 Block is presented below. The sheet pile extends up to the base of the wall and slightly constricts the channel.



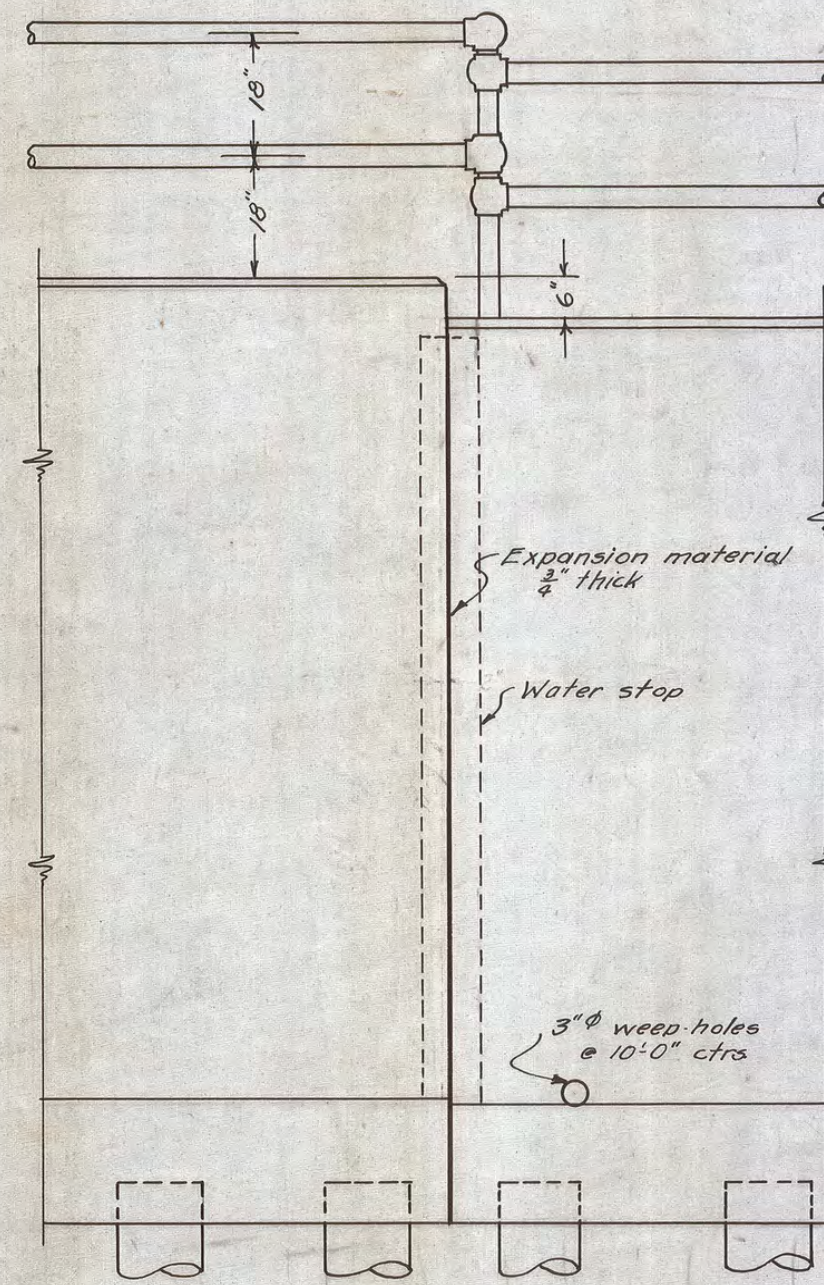


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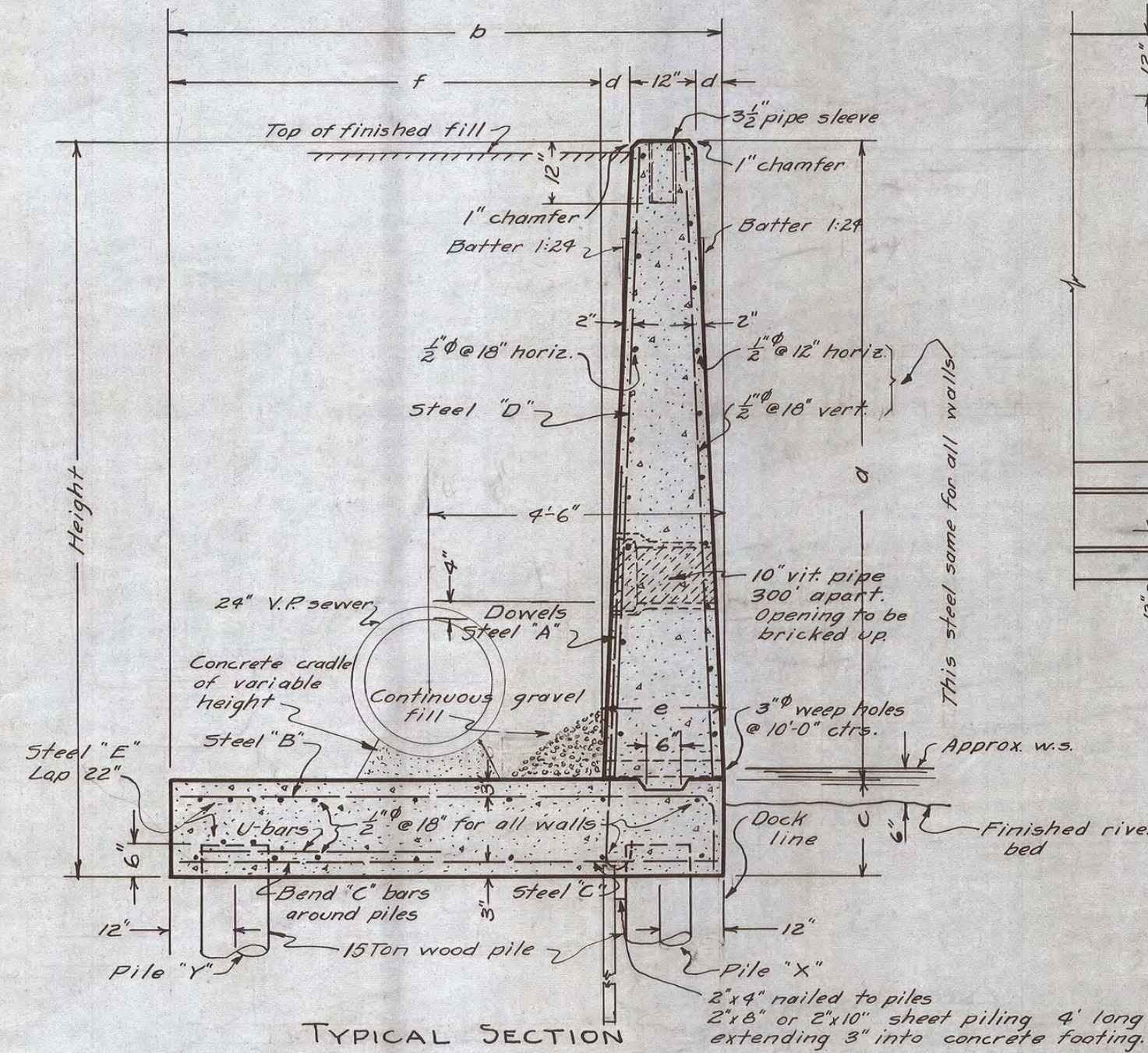
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APPENDIX B. Record Drawings of Existing Retaining Wall

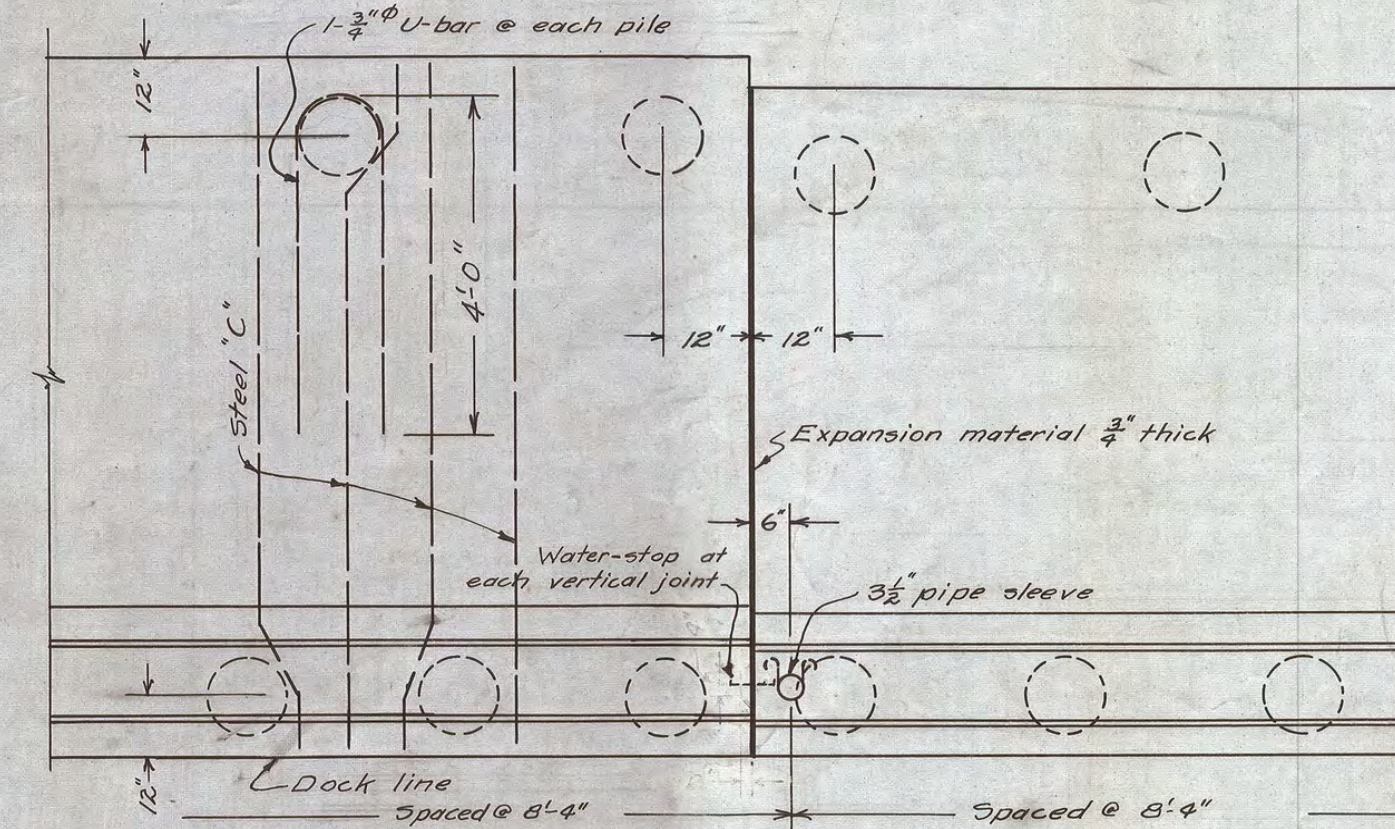
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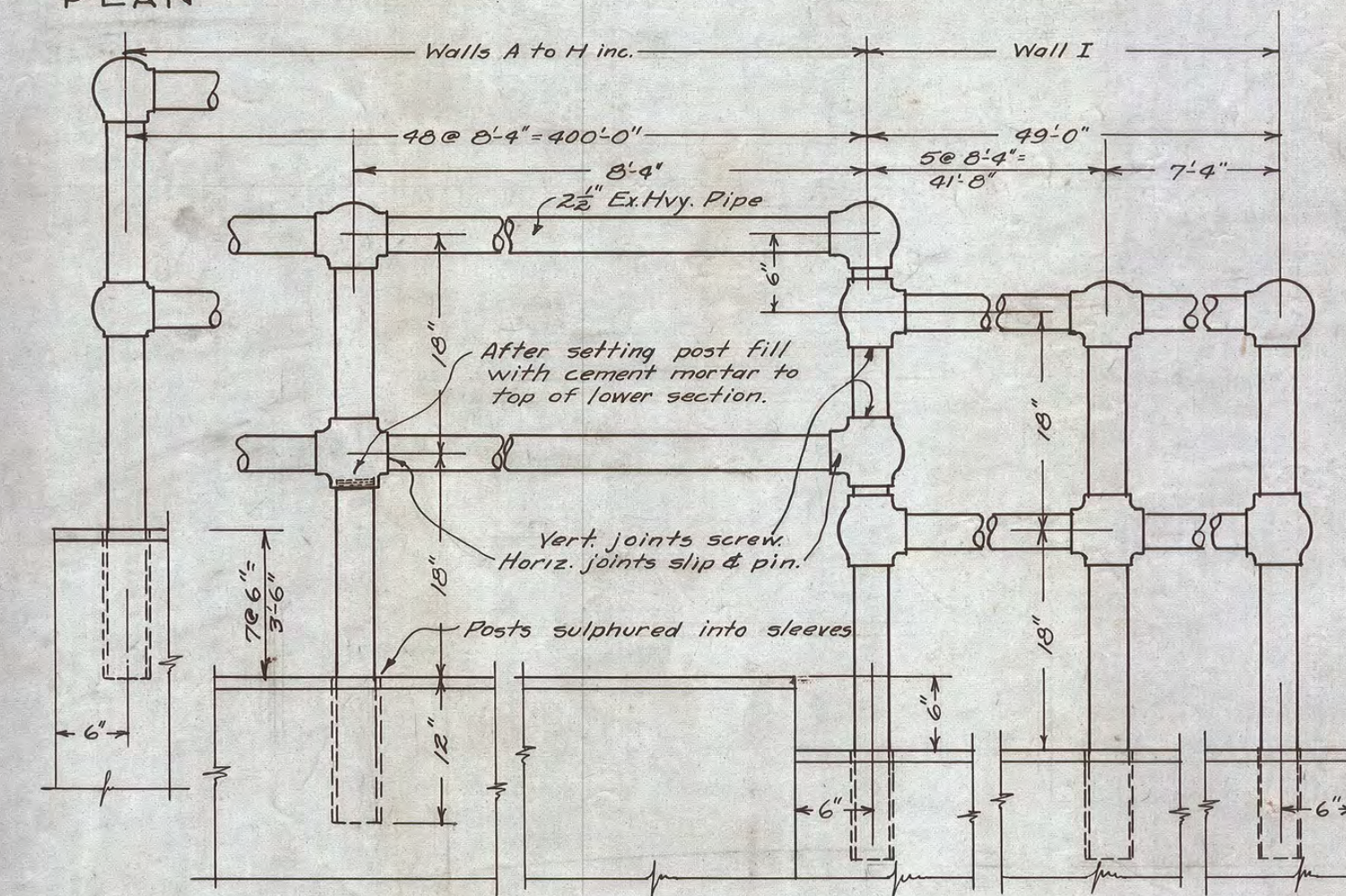
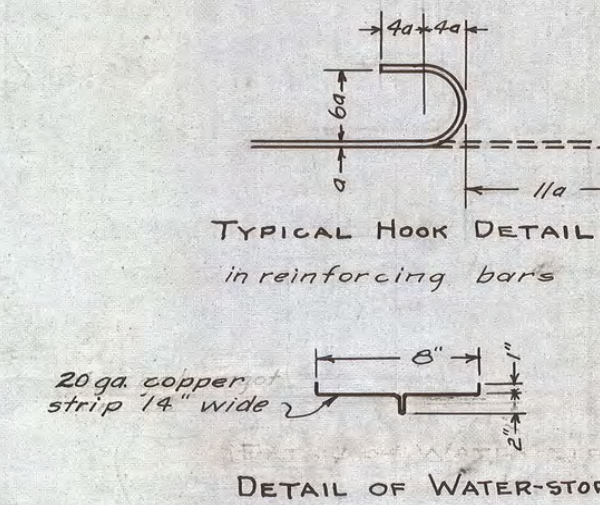
ELEVATION



TYPICAL SECTION



TYPICAL DETAIL AT JUNCTION OF WALL SECTIONS
PLAN



DETAIL OF PIPE RAILING
Scale: 1"=1'-0"

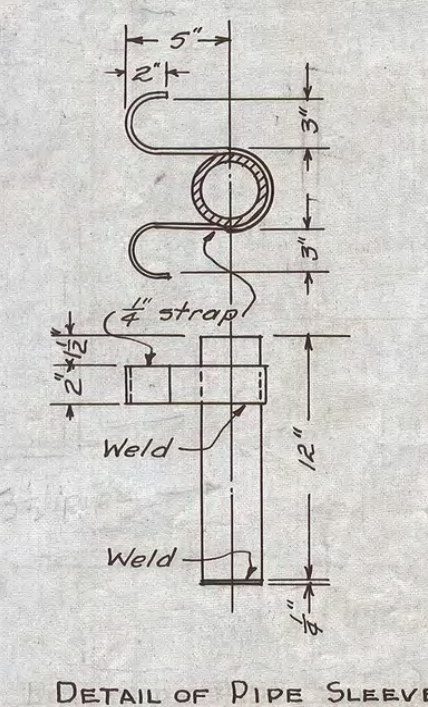


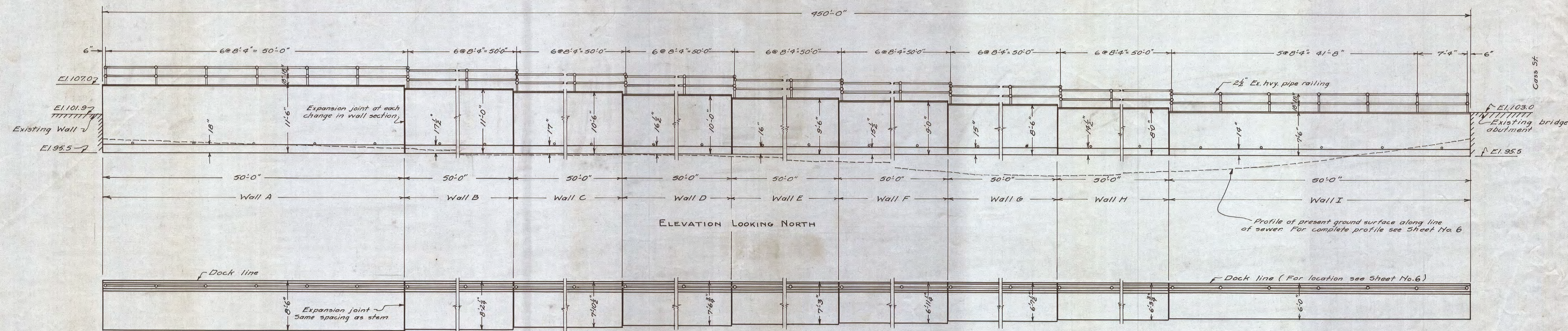
TABLE OF DIMENSIONS								PILE SPACING		STEEL REINFORCING													
Wall	Height	a	b	c	d	e	f	"X"	"Y"	"A"			"B"			"C"			"D"			"E"	
										Size	Spac.	Length	Size	Spac.	Length	Size	Spac.	Length	Size	Spac.	Length	Size	Number
A	11'-6"	10'-0"	8'-6"	18"	5"	22"	6'-8"	2'-6"	3'-9"	3/4"	8"	7'-10"	3/4"	9'-0"	3/4"	12"	8'-0"	3/4"	15"	9'-10"	1/2"	4	
B	11'-0"	9'-6"	8'-2 1/4"	17 1/2"	4 3/4"	21 1/2"	6'-4 3/4"	2'-9"	4'-3"	3/4"	7 1/2"	6'-9"	3/4"	6"	8'-7"	3/4"	12"	7'-8"	3/4"	16"	9'-4"	1 1/2"	4
C	10'-6"	9'-1"	7'-10 1/2"	17"	4 1/2"	21"	6'-1 1/2"	3'-0"	4'-6"	3/4"	9"	6'-5"	3/4"	7 1/2"	8'-3"	3/4"	12"	7'-4"	3/4"	18"	8'-11"	1 1/2"	4
D	10'-0"	8'-7 1/2"	7'-6 3/4"	16 1/2"	4 1/4"	20 1/2"	5'-10 1/4"	3'-3"	3'-0"	3/4"	10"	6'-2"	3/4"	8"	7'-11"	3/4"	11"	7'-0"	3/4"	20"	8'-5"	1 1/2"	4
E	9'-6"	8'-2"	7'-3"	16"	4"	20"	5'-7"	3'-6"	5'-6"	3/4"	12"	5'-11"	3/4"	9"	7'-7"	3/4"	11"	6'-9"	3/4"	24"	8'-0"	1 1/2"	5
F	9'-0"	7'-8 1/2"	6'-11 1/4"	15 1/2"	3 3/4"	19 1/2"	5'-3 3/4"	3'-9"	6'-0"	3/4"	9"	5'-6"	3/4"	8"	7'-3"	3/4"	12"	6'-5"	3/4"	18"	7'-6"	1 1/2"	5
G	8'-6"	7'-3"	6'-7 1/2"	15"	3 1/2"	19"	5'-0 1/2"	4'-3"	6'-9"	3/4"	10"	5'-3"	3/4"	10"	6'-10"	3/4"	12"	6'-1"	3/4"	20"	7'-1"	1 1/2"	5
H	8'-0"	6'-9 1/2"	6'-3 3/4"	14 1/2"	3 1/4"	18 1/2"	4'-9 1/2"	4'-9"	7'-3"	3/4"	12"	5'-0"	3/4"	9"	6'-6"	3/4"	10"	5'-9"	3/4"	24"	6'-7"	1 1/2"	5
I	7'-6"	6'-9"	6'-0"	14"	3"	18"	4'-6"	5'-3"	6'-3"	3/4"	12"	4'-9"	3/4"	8"	6'-2"	3/4"	12"	5'-6"	3/4"	24"	6'-2"	1 1/2"	6

DETAIL OF RIVER WALL
Scale: 1/2"=1'-0"

TRAVERSE CITY, MICHIGAN
SEWAGE DISPOSAL SYSTEM
MAIN INTERCEPTING SEWER
RIVER WALL DETAILS

C.E. SAWYER, CITY ENGINEER
HOAD, DECKER, SHOCRAFT AND DRURY
CONSULTING ENGINEERS

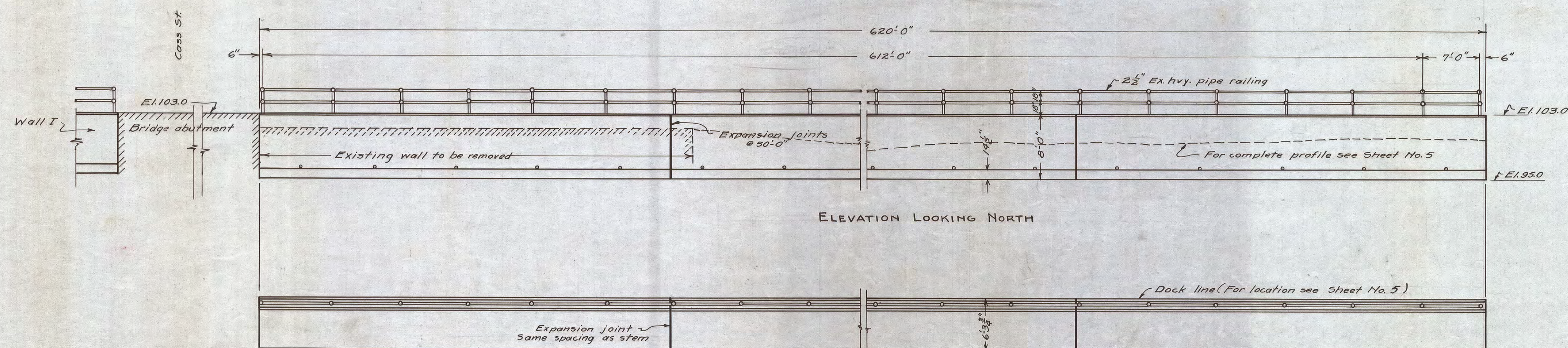
SCALES AS INDICATED
NOVEMBER 1931



PLAN

RIVER WALL WEST OF CASS STREET

Note: For dimensions and structural details see Sheet No. 11



PLAN

RIVER WALL EAST OF CASS STREET

Note: For dimensions and structural details see Wall H, Sheet No. 11

TRAVERSE CITY, MICHIGAN
SEWAGE DISPOSAL SYSTEM
MAIN INTERCEPTING SEWER
GENERAL LAYOUT OF RIVER WALL

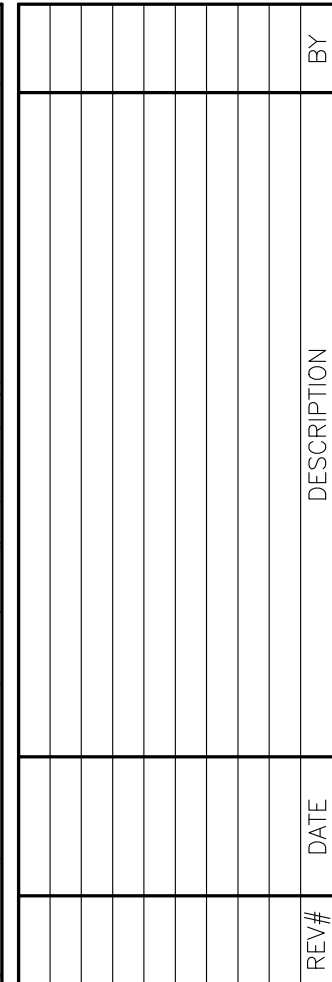
C.E. SAWYER, CITY ENGINEER
HOAD, DECKER, SHOEKRAFT AND DRURY
CONSULTING ENGINEERS

SCALE: $\frac{1}{8}'' = 1'-0''$
NOVEMBER 1931

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APPENDIX C. Topographic, Bathymetric, and Utility Survey

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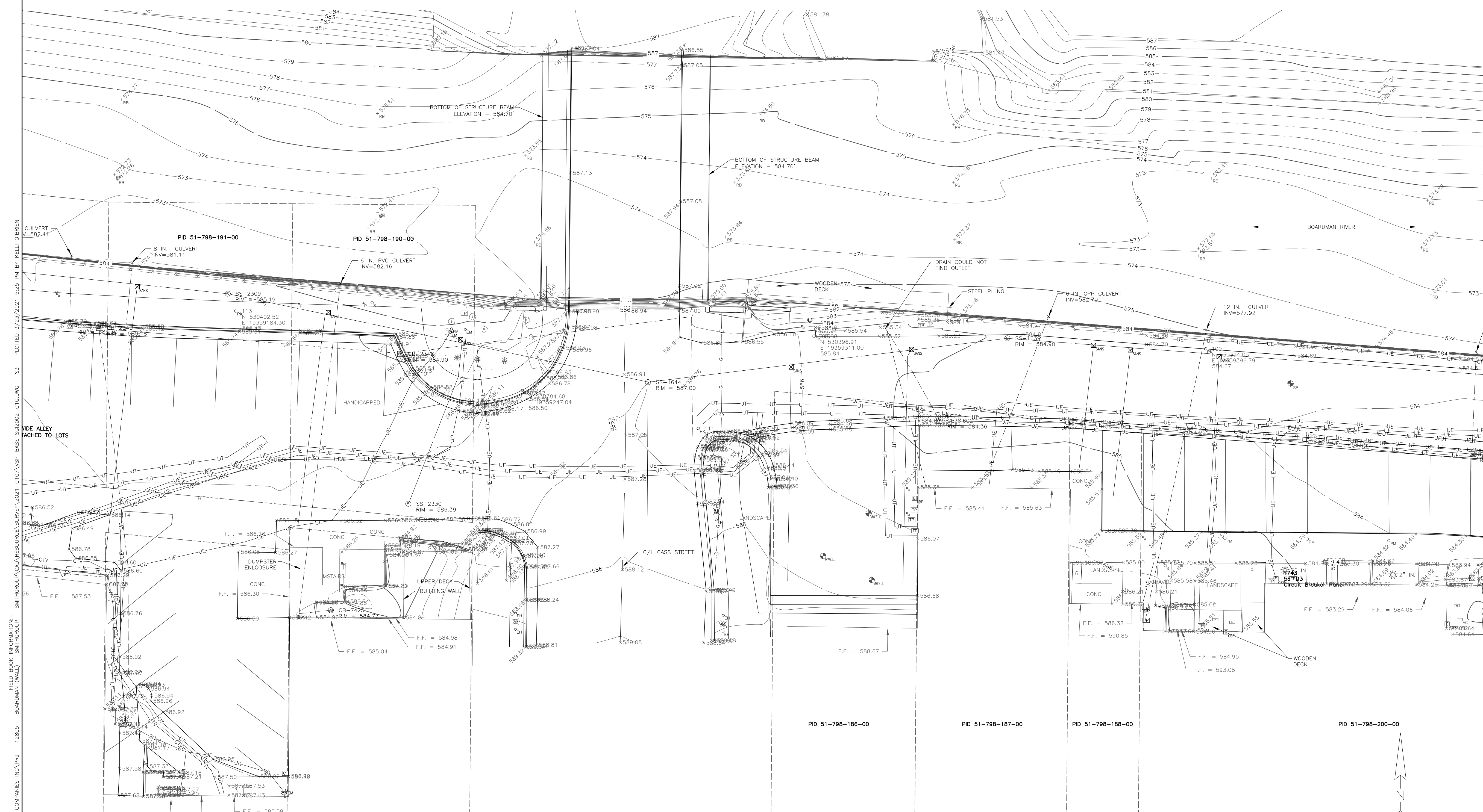


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BOARDMAN RIVER IMPROVEMENT PROJECT
STREET TO PARK STREET, TRAVERSE CITY, MICHIGAN

SHEET

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Call before you dig.

SMITH GROUP INC

BOARDMAN RIVER IMPROVEMENT PROJECT
FROM CASS STREET TO PARK STREET, TRAVERSE CITY MICHIGAN

ISSUED FOR: DATE: BY:

JOB NO.
SGI2002-01G

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APPENDIX D. Geotechnical Report

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856 E. Eighth Street, Suite 1
Traverse City, MI 49686-2784

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www.sme-usa.com

January 25, 2021

Mr. Bob Doyle, AIA
Landscape Architect
SmithGroup
201 Depot Street, Second Floor
Ann Arbor, Michigan 48104

Via E-mail: Bob.Doyle@smithgroup.com (PDF file)

RE: Geotechnical Evaluation
100 and 200 Block Subsidence
Traverse City, Michigan
SME Project No. 085455.00

Dear Mr. Doyle:

We have completed the geotechnical evaluation for the subsidence along the alley of the 100 and 200 blocks of East Front Street in Traverse City, Michigan. This report presents the results of our observations and analyses, our geotechnical recommendations, and general construction considerations based on the information disclosed by the borings.

This evaluation was conducted in general accordance with the scope of services outlined in SME Proposal No. P03228.20 dated October 12, 2020. However, one of the proposed borings was omitted due to access considerations. SmithGroup authorized our services.

PROJECT DESCRIPTION

The project site is located along the alley of the 100 and 200 blocks of East Front Street, between Union Street and Park Street. The project site location is depicted on the attached Boring Location Diagram (Figure No. 1).

We understand there has been ongoing subsidence of the alley and parking spaces adjacent to the existing retaining wall along the Boardman River. The existing retaining wall extends about 480 feet along the 100 block, and about 580 feet along the 200 block. The retaining wall is about 7.5 to 11.5 feet high and is supported on driven timber piles. We understand the retaining wall has not exhibited discernable movement or distress. Evaluation of the existing retaining wall was not included in our scope of services.

The project consists of stabilizing the soil beneath and behind (retained side of retaining wall) the retaining wall to mitigate future subsidence of the alley and parking spaces adjacent to the existing retaining wall.

Due the limited depth of embedment of the wall below the river bottom, scour is suspected as the primary cause of the subsidence behind the wall. The preliminary plan prepared by SmithGroup to address the potential scour is to drive steel sheet piles along the front (riverside) of the retaining wall, and place toe protection (rip rap) in front of the sheeting. The gap between the new sheeting and the retaining wall will be filled with concrete that will be placed using tremie methods. In addition, flowable fill will be pumped into the void spaces behind the retaining wall and below the pile cap, if feasible.

EVALUATION PROCEDURES

FIELD EXPLORATION

SME completed three borings (B1 through B3) on November 10, 2020. Each boring extended 45 feet beneath the existing ground surface. The approximate locations of the borings are shown on Figure No. 1.

The planned number and locations of the borings were determined jointly by SME and SmithGroup. SME determined the depths of the borings and located the borings in the field by referencing existing site features. The existing ground surface elevations at the boring locations were estimated to the nearest 1-foot based on the referenced topographic plans.

The borings were performed with a truck-mounted rotary drill rig and were advanced to the sampling depths using continuous-flight, hollow-stem augers. The borings included soil sampling based upon the Split-barrel Sampling Procedure. Recovered split-barrel samples were sealed in glass jars by the driller.

Groundwater observations were recorded during and upon completion of drilling at each boring. After completion of drilling and collection of groundwater observations, the boreholes were backfilled with auger cuttings.

Soil samples recovered from the field exploration were returned to the SME laboratory for further observation and testing.

LABORATORY TESTING

The laboratory testing program consisted of performing visual soil classification on recovered samples in general accordance with ASTM D2488. Since cohesive soils were not encountered, SME did not perform additional laboratory testing. The attached Laboratory Testing Procedures provides descriptions of these laboratory tests. Based on the laboratory testing, we assigned a Unified Soil Classification System (USCS) group symbol to each of the various soil strata encountered.

Upon completion of the laboratory testing, boring logs were prepared that include information on materials encountered, penetration resistances, pertinent field observations made during the drilling operations, and the results of the laboratory tests. The boring logs are attached to this report. Explanations of symbols and terms used on the boring logs are provided on the attached Boring Log Terminology sheet.

Soil samples retained over a long time, even sealed in jars, are subject to moisture loss and are no longer representative of the conditions initially encountered in the field. Therefore, we normally retain soil samples in our laboratory for 60 days and then dispose of them, unless instructed otherwise.

SUBSURFACE CONDITIONS

SOIL CONDITIONS

The soil conditions encountered at the borings generally consisted of asphalt pavement underlain by very loose to loose existing sand fill overlying loose to very dense natural sands that extended to the explored depth of the borings.

The soil profiles described above, and included on each of the attached boring logs, are a generalized description of the conditions encountered. The stratification depths shown on the boring logs indicate a zone of transition from one soil type to another and do not show exact depths of change from one soil type to another. Soil conditions may vary away from the boring locations from those conditions noted on the logs.

Thickness measurements of surficial pavement should be considered approximate since mixing of the pavement with the underlying subgrade can occur during drilling. If accurate pavement thickness are required, pavement cores should be performed.

GROUNDWATER CONDITIONS

Groundwater was encountered about 2 to 8 feet beneath the existing surface during drilling, corresponding to approximate elevations 582 to 583 feet. Groundwater was observed in the boreholes about 2 to 10 feet beneath the existing surface upon completion of drilling, corresponding to approximate elevations 577 to 585 feet. The water surface elevation of the Boardman River will approximately match the water surface elevation of West Grand Traverse Bay (Lake Michigan), which is about 581 feet in January 2021.

Hydrostatic groundwater levels, perched groundwater conditions, and the rate of infiltration into excavations should be expected to fluctuate throughout the year, based on variations in precipitation, the water level of the Boardman River, evaporation, run-off, and other factors. The groundwater observations recorded on the boring logs represent conditions at the time the readings were taken. The groundwater depths/elevations at the time of construction may vary from those conditions noted on the logs.

ANALYSIS AND RECOMMENDATIONS

SHEET PILING FOR SCOUR PROTECTION

Driving steel sheet piles along the front (riverside) of the retaining wall is a feasible approach to mitigate the loss of soil from beneath and behind the existing retaining wall due to possible scour. Suitable scour protection (such as riprap) should be placed in front of the sheeting to prevent future scour in front of the sheeting.

We understand a hydraulic and scour analysis is being performed. The presence and extent of scour beneath the existing retaining wall should be verified prior to final design. Depending on the anticipated depth of scour, other types of scour protection or mitigation may be considered.

Placing concrete between the new sheeting and the retaining wall is also feasible to fill the gap between those structures. Based on the relatively "clean" sand encountered at the borings, we do not anticipate significant voids are present behind the retaining wall, since the sands will collapse relatively quickly as soil is lost from beneath the retaining wall. Therefore, there will likely not be voids to fill. However, some future subsidence behind the retaining wall should be anticipated since the very loose sands will continue to collapse and densify over time.

However, future subsidence will decrease over time after the scour protection has been installed. The risk of future subsidence could be reduced by excavating a portion of the soil behind the retaining wall, compacting the exposed subgrade, and replacing the excavated soil as engineered fill. Compaction grouting of sands beneath critical structures could also be considered to stabilize the subsoils in these areas. However, grouting the soil along the entire stretch of the retaining wall is likely cost prohibitive.

For sheeting below the water level, an equivalent active fluid pressure of 30 pcf and an equivalent passive fluid pressure of 160 pcf should be used for the design of the flexible sheet pile walls. Rip-rap placed against the base of the sheeting will also provide passive resistance to support the sheeting. The amount of passive resistance from the rip-rap will depend on the size and shape of the rip-rap berm. This earth pressure is based on the walls being flexible enough to permit the active earth pressure condition to be reached. An inward movement equal to approximately 0.001 times the height of the wall is generally required to achieve the active earth pressure condition. We anticipate the sheet piles will deflect enough to achieve the active condition.

Care must be exercised during the sheet pile installation so that excessive vibrations do not cause settlement of nearby existing structures, roadways, and utilities. Some localized settlement should be expected around the sheeting. Installing the sheeting with an impact hammer rather than a vibratory hammer may mitigate some potential for settlement.

Although not encountered at the borings, cobbles and/or boulders are common in the area and could be encountered during sheet pile installation. The engineer preparing the project specifications should carefully outline what constitutes an obstruction and how the contractor will be paid for removal of such obstructions. SME would be pleased to provide additional assistance in developing specifications.

The contractor must provide a safely-sloped excavation or an adequately constructed and braced shoring system in accordance with federal, state, and local safety regulations for individuals working in an excavation that may expose them to the danger of moving ground. If material is stored or heavy equipment is operated near an excavation, use appropriate shoring to resist the extra pressure due to the superimposed loads.

We appreciate the opportunity to be of service. If you have questions regarding this report, or if you require additional information, please contact us.

Very truly yours,


SME

Report prepared by:

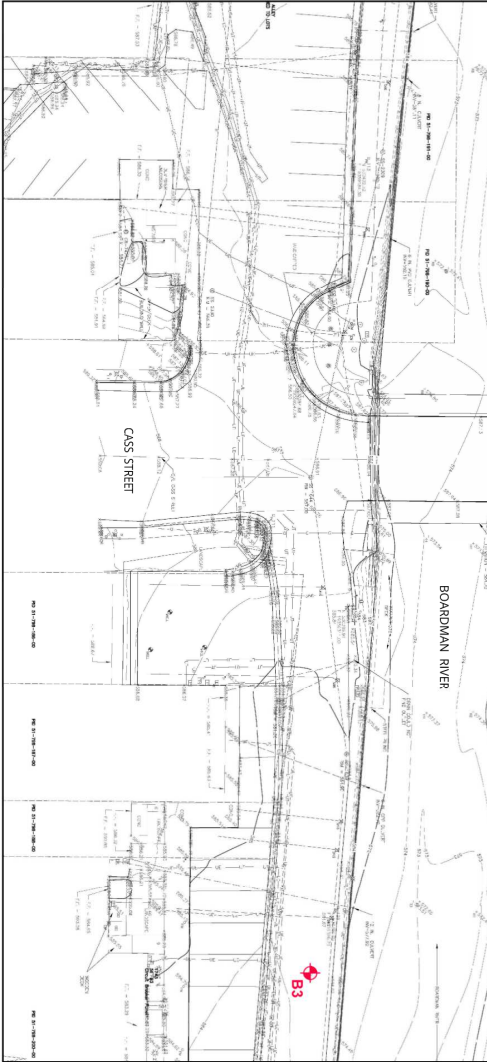
 **Paul Anderson**
Jan 25 2021 3:49 PM

Paul E. Anderson, PE
Senior Project Engineer

Report reviewed by:

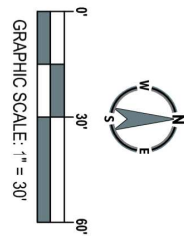

Timothy H. Bedenis, PE
Principal Consultant

Attachments: Boring Location Diagram (Figure No. 1)
Boring Log Terminology
Boring Logs (B1 through B3)
Important Information About This Geotechnical-Engineering Report
General Comments
Laboratory Testing Procedures



LOCATION MAP
NOT TO SCALE

NOTE:
BASE DRAWING INFORMATION TAKEN FROM THE PLAN
TITLED "BOARDMAN RIVER IMPROVEMENT PROJECT"
(SHEET NOS. 2 AND 3) PREPARED BY WADE TRIM.



LEGEND

APPROXIMATE BORING LOCATION



Project

**100 AND 200 BLOCK
SUBSIDENCE**

Project Location

**TRAVERSE CITY,
MICHIGAN**

Sheet Name

**BORING LOCATION
DIAGRAM**

No.	Revision Date
-----	---------------

Date 1-15-2021

CADD JAB

Designer PEA

Scale AS NOTED

Project 085455.00

Figure No. 1

DESIGNED WITH SOLID REVISIONS IS SHOWN FOR 12" X 18" AND SHALL BE PRINTED ON A 12" X 18" SHEET. NO DIMENSIONS SHALL BE MADE WITHOUT THE PROVISION OF A DIMENSION LINE.



BORING LOG TERMINOLOGY

UNIFIED SOIL CLASSIFICATION AND SYMBOL CHART		
COARSE-GRAINED SOIL (more than 50% of material is larger than No. 200 sieve size.)		
GRAVEL More than 50% of coarse fraction larger than No. 4 sieve size	Clean Gravel (Less than 5% fines)	
		GW Well-graded gravel; gravel-sand mixtures, little or no fines
		GP Poorly-graded gravel; gravel-sand mixtures, little or no fines
	Gravel with fines (More than 12% fines)	
		GM Silty gravel; gravel-sand-silt mixtures
		GC Clayey gravel; gravel-sand-clay mixtures
SAND 50% or more of coarse fraction smaller than No. 4 sieve size	Clean Sand (Less than 5% fines)	
		SW Well-graded sand; sand-gravel mixtures, little or no fines
		SP Poorly graded sand; sand-gravel mixtures, little or no fines
	Sand with fines (More than 12% fines)	
		SM Silty sand; sand-silt-gravel mixtures
		SC Clayey sand; sand-clay-gravel mixtures
FINE-GRAINED SOIL (50% or more of material is smaller than No. 200 sieve size)		
SILT AND CLAY Liquid limit less than 50%		ML Inorganic silt; sandy silt or gravelly silt with slight plasticity
		CL Inorganic clay of low plasticity; lean clay, sandy clay, gravelly clay
		OL Organic silt and organic clay of low plasticity
SILT AND CLAY Liquid limit 50% or greater		MH Inorganic silt of high plasticity, elastic silt
		CH Inorganic clay of high plasticity, fat clay
		OH Organic silt and organic clay of high plasticity
HIGHLY ORGANIC SOIL		PT Peat and other highly organic soil

OTHER MATERIAL SYMBOLS		

LABORATORY CLASSIFICATION CRITERIA		
GW	$C_u = \frac{D_{60}}{D_{10}}$ greater than 4; $C_c = \frac{D_{30}^2}{D_{10} \times D_{60}}$ between 1 and 3	
GP	Not meeting all gradation requirements for GW	
GM	Atterberg limits below "A" line or PI less than 4	Above "A" line with PI between 4 and 7 are borderline cases requiring use of dual symbols
GC	Atterberg limits above "A" line with PI greater than 7	
SW	$C_u = \frac{D_{60}}{D_{10}}$ greater than 6; $C_c = \frac{D_{30}^2}{D_{10} \times D_{60}}$ between 1 and 3	
SP	Not meeting all gradation requirements for SW	
SM	Atterberg limits below "A" line or PI less than 4	Above "A" line with PI between 4 and 7 are borderline cases requiring use of dual symbols
SC	Atterberg limits above "A" line with PI greater than 7	

Determine percentages of sand and gravel from grain-size curve. Depending on percentage of fines (fraction smaller than No. 200 sieve size), coarse-grained soils are classified as follows:

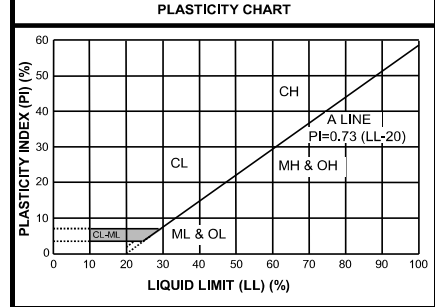
Less than 5 percent.....GW, GP, SW, SP
More than 12 percent.....GM, GC, SM, SC
5 to 12 percent.....Cases requiring dual symbols

- SP-SM or SW-SM (SAND with Silt or SAND with Silt and Gravel)
- SP-SC or SW-SC (SAND with Clay or SAND with Clay and Gravel)
- GP-GM or GW-GM (GRAVEL with Silt or GRAVEL with Silt and Sand)
- GP-GC or GW-GC (GRAVEL with Clay or GRAVEL with Clay and Sand)

If the fines are CL-ML:

- SC-SM (SILTY CLAYEY SAND or SILTY CLAYEY SAND with Gravel)
- SM-SC (CLAYEY SILTY SAND or CLAYEY SILTY SAND with Gravel)
- GC-GM (SILTY CLAYEY GRAVEL or SILTY CLAYEY GRAVEL with Sand)

PARTICLE SIZES	
Boulders	- Greater than 12 inches
Cobbles	- 3 inches to 12 inches
Gravel- Coarse	- 3/4 inches to 3 inches
Gravel- Fine	- No. 4 to 3/4 inches
Sand- Coarse	- No. 10 to No. 4
Sand- Medium	- No. 40 to No. 10
Sand- Fine	- No. 200 to No. 40
Silt and Clay	- Less than (0.074 mm)



VISUAL MANUAL PROCEDURE	
When laboratory tests are not performed to confirm the classification of soils exhibiting borderline classifications, the two possible classifications would be separated with a slash, as follows:	
For soils where it is difficult to distinguish if it is a coarse or fine-grained soil:	
<ul style="list-style-type: none">• SC/CL (CLAYEY SAND to Sandy LEAN CLAY)• SM/ML (SILTY SAND to SANDY SILT)• GC/CL (CLAYEY GRAVEL to Gravelly LEAN CLAY)• GM/ML (SILTY GRAVEL to Gravelly SILT)	
For soils where it is difficult to distinguish if it is sand or gravel, poorly or well-graded sand or gravel; silt or clay; or plastic or non-plastic silt or clay:	
<ul style="list-style-type: none">• SP/GP or SW/GW (SAND with Gravel to GRAVEL with Sand)• SC/GC (CLAYEY SAND with Gravel to CLAYEY GRAVEL with Sand)• SM/GM (SILTY SAND with Gravel to SILTY GRAVEL with Sand)• SW/SP (SAND or SAND with Gravel)• GP/GW (GRAVEL or GRAVEL with Sand)• SC/SM (CLAYEY to SILTY SAND)• GM/GC (SILTY to CLAYEY GRAVEL)• CL/ML (SILTY CLAY)• ML/CL (CLAYEY SILT)• CH/MH (FAT CLAY to ELASTIC SILT)• CL/CH (LEAN to FAT CLAY)• MH/ML (ELASTIC SILT to SILT)	

DRILLING AND SAMPLING ABBREVIATIONS	
2ST	- Shelby Tube - 2" O.D.
3ST	- Shelby Tube - 3" O.D.
AS	- Auger Sample
GS	- Grab Sample
LS	- Liner Sample
NR	- No Recovery
PM	- Pressuremeter
RC	- Rock Core diamond bit. NX size, except where noted
SB	- Split Barrel Sample 1-3/8" I.D., 2" O.D., except where noted
VS	- Vane Shear
WS	- Wash Sample

OTHER ABBREVIATIONS	
WOH	- Weight of Hammer
WOR	- Weight of Rods
SP	- Soil Probe
PID	- Photo Ionization Device
FID	- Flame Ionization Device

DEPOSITIONAL FEATURES	
Parting	- as much as 1/16 inch thick
Seam	- 1/16 inch to 1/2 inch thick
Layer	- 1/2 inch to 12 inches thick
Stratum	- greater than 12 inches thick
Pocket	- deposit of limited lateral extent
Lens	- lenticular deposit
Hardpan/Till	- an unstratified, consolidated or cemented mixture of clay, silt, sand and/or gravel, the size/shape of the constituents vary widely
Lacustrine	- soil deposited by lake water
Mottled	- soil irregularly marked with spots of different colors that vary in number and size
Varved	- alternating partings or seams of silt and/or clay
Occasional	- one or less per foot of thickness
Frequent	- more than one per foot of thickness
Interbedded	- strata of soil or beds of rock lying between or alternating with other strata of a different nature

DESCRIPTION OF RELATIVE QUANTITIES	
The visual-manual procedure uses the following terms to describe the relative quantities of notable foreign materials, gravel, sand or fines:	
Trace	- particles are present but estimated to be less than 5%
Few	- 5 to 10%
Little	- 15 to 25%
Some	- 30 to 45%
Mostly	- 50 to 100%

CLASSIFICATION TERMINOLOGY AND CORRELATIONS			
<u>Cohesionless Soils</u>		<u>Cohesive Soils</u>	
<u>Relative Density</u>	<u>N₆₀ (N-Value)</u> <u>(Blows per foot)</u>	<u>Consistency</u>	<u>N₆₀ (N-Value)</u> <u>(Blows per foot)</u> <u>Undrained Shear</u> <u>Strength (kips/ft²)</u>
Very Loose	0 to 4	Very Soft	<2 0.25 or less
Loose	5 to 10	Soft	2 - 4 > 0.25 to 0.50
Medium Dense	11 to 30	Medium	5 - 8 > 0.50 to 1.0
Dense	31 to 50	Stiff	9 - 15 > 1.0 to 2.0
Very Dense	51 to 80	Very Stiff	16 - 30 > 2.0 to 4.0
Extremely Dense	Over 81	Hard	> 30 > 4.0 or greater
Standard Penetration 'N-Value' = Blows per foot of a 140-pound hammer falling 30 inches on a 2-inch O.D. split barrel sampler, except where noted. N60 values as reported on boring logs represent raw N-values corrected for hammer efficiency only.			

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BORING B1

PAGE 1 OF 2

BORING DEPTH: 45 FEET

PROJECT NAME: 100 and 200 Block Subsidence

PROJECT NUMBER: 085455.00

CLIENT: SmithGroup

PROJECT LOCATION: Traverse City, Michigan

DATE STARTED: 11/10/20

COMPLETED: 11/10/20

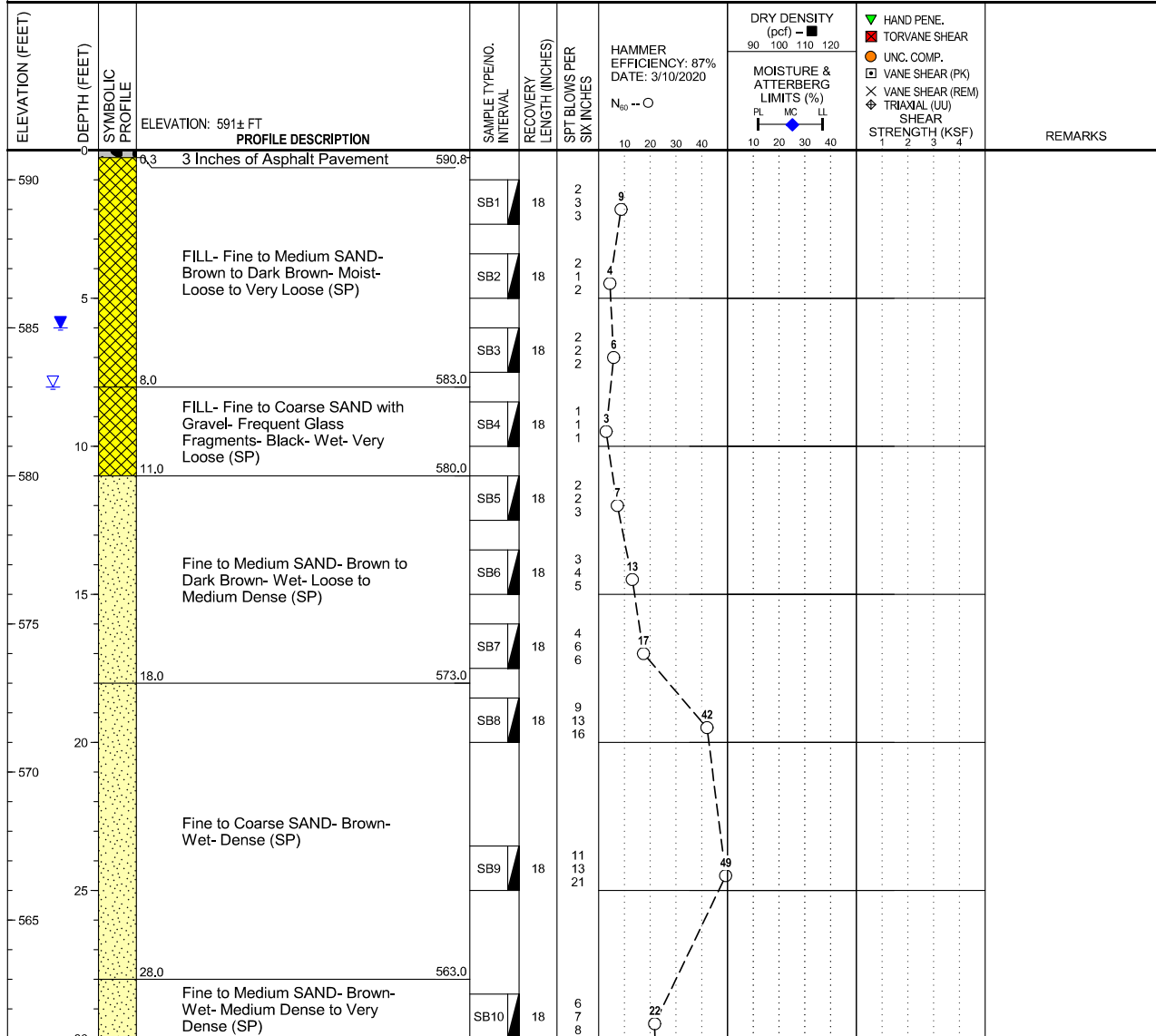
BORING METHOD: Hollow-stem Augers

DRILLER: DB/WN

RIG NO.: 552 (CME 55)

LOGGED BY: BAB

CHECKED BY: JLN



GROUNDWATER & BACKFILL INFORMATION

DURING BORING: 8.0 583.0
 AT END OF BORING: 6.0 585.0

BACKFILL METHOD: Auger Cuttings & EPCO Hole Plug

NOTES: 1. The indicated stratification lines are approximate. The in-situ transitions between materials may be gradual.
 2. The colors depicted on the symbolic profile are solely for visualization purposes and do not necessarily represent the in-situ colors encountered.
 3. Borehole was patched with asphalt after backfilling.

(Continued Next Page)

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BORING B1

PAGE 2 OF 2

BORING DEPTH: 45 FEET

PROJECT NAME: 100 and 200 Block Subsidence

PROJECT NUMBER: 085455.00

CLIENT: SmithGroup

PROJECT LOCATION: Traverse City, Michigan

ELEVATION (FEET)	DEPTH (FEET)	SYMBOLIC PROFILE	PROFILE DESCRIPTION	SAMPLE TYPE/NO. INTERVAL	RECOVERY LENGTH (INCHES)	SPT BLOWS PER SIX INCHES	HAMMER EFFICIENCY: 87% DATE: 3/10/2020 N ₆₀ -- O	DRY DENSITY (pcf) 90 100 110 120	MOISTURE & ATTERBERG LIMITS (%) PL MC LL	▼ HAND PENE. ✖ TORVANE SHEAR ○ UNC. COMP. ⊠ VANE SHEAR (PK) × VANE SHEAR (REM) ⊕ TRIAXIAL (UU) ⊗ SHEAR STRENGTH (KSF)	REMARKS
560	30		ELEVATION: 591± FT								
			PROFILE DESCRIPTION								
555	35		Fine to Medium SAND- Brown-Wet- Medium Dense to Very Dense (SP) (continued)	SB11	18	7 7 9	23				
550	40			SB12	18	13 15 17	46				
545	45		45.0	SB13	18	15 18 23	59				
			END OF BORING AT 45.0 FEET.								
545											
540											
535											
530											
525											
70											

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BORING B2

PAGE 1 OF 2

BORING DEPTH: 45 FEET

PROJECT NAME: 100 and 200 Block Subsidence

PROJECT NUMBER: 085455.00

CLIENT: SmithGroup

PROJECT LOCATION: Traverse City, Michigan

DATE STARTED: 11/10/20

COMPLETED: 11/10/20

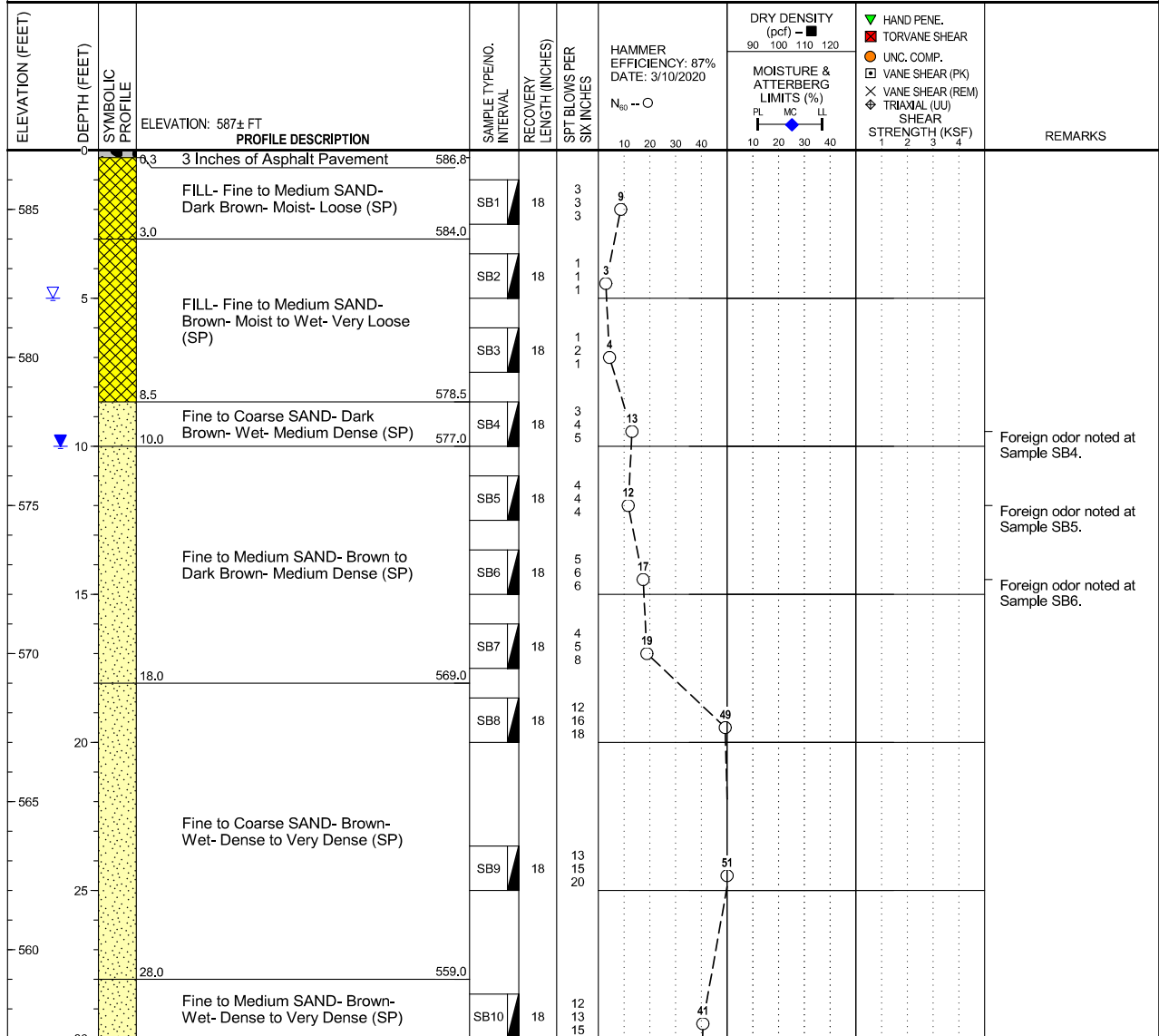
BORING METHOD: Hollow-stem Augers

DRILLER: DB/WN

RIG NO.: 552 (CME 55)

LOGGED BY: BAB

CHECKED BY: JLN



GROUNDWATER & BACKFILL INFORMATION		
	DEPTH (FT)	ELEV. (FT)
▽ DURING BORING:	5.0	582.0
▽ AT END OF BORING:	10.0	577.0
BACKFILL METHOD: Auger Cuttings & EPCO Hole Plug		

NOTES: 1. The indicated stratification lines are approximate. The in-situ transitions between materials may be gradual.
 2. The colors depicted on the symbolic profile are solely for visualization purposes and do not necessarily represent the in-situ colors encountered.
 3. Borehole was patched with asphalt after backfilling.

(Continued Next Page)

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BORING B2

PAGE 2 OF 2

BORING DEPTH: 45 FEET

PROJECT NAME: 100 and 200 Block Subsidence

PROJECT NUMBER: 085455.00

CLIENT: SmithGroup

PROJECT LOCATION: Traverse City, Michigan

ELEVATION (FEET)	DEPTH (FEET)	SYMBOLIC PROFILE	PROFILE DESCRIPTION	SAMPLE TYPE/NO. INTERVAL	RECOVERY LENGTH (INCHES)	SPT BLOWS PER SIX INCHES	HAMMER EFFICIENCY: 87% DATE: 3/10/2020 N ₆₀ -- O	DRY DENSITY (pcf) 90 100 110 120	MOISTURE & ATTERBERG LIMITS (%) PL MC LL	<ul style="list-style-type: none"> HAND PENE. TORVANE SHEAR UNC. COMP. VANE SHEAR (PK) VANE SHEAR (REM) TRIAxIAL (UU) SHEAR STRENGTH (KSF) 	REMARKS
30			ELEVATION: 587± FT								
35			Fine to Medium SAND- Brown-Wet- Dense to Very Dense (SP) (continued)	SB11	18	9 11 16	39				
40				SB12	18	14 16 21	54				
45			END OF BORING AT 45.0 FEET.	SB13	18	10 15 19	49				
45.0											
540											
50											
535											
55											
530											
60											
525											
65											
520											
70											

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BORING B3

PAGE 1 OF 2

BORING DEPTH: 45 FEET

PROJECT NAME: 100 and 200 Block Subsidence

PROJECT NUMBER: 085455.00

CLIENT: SmithGroup

PROJECT LOCATION: Traverse City, Michigan

DATE STARTED: 11/10/20

COMPLETED: 11/10/20

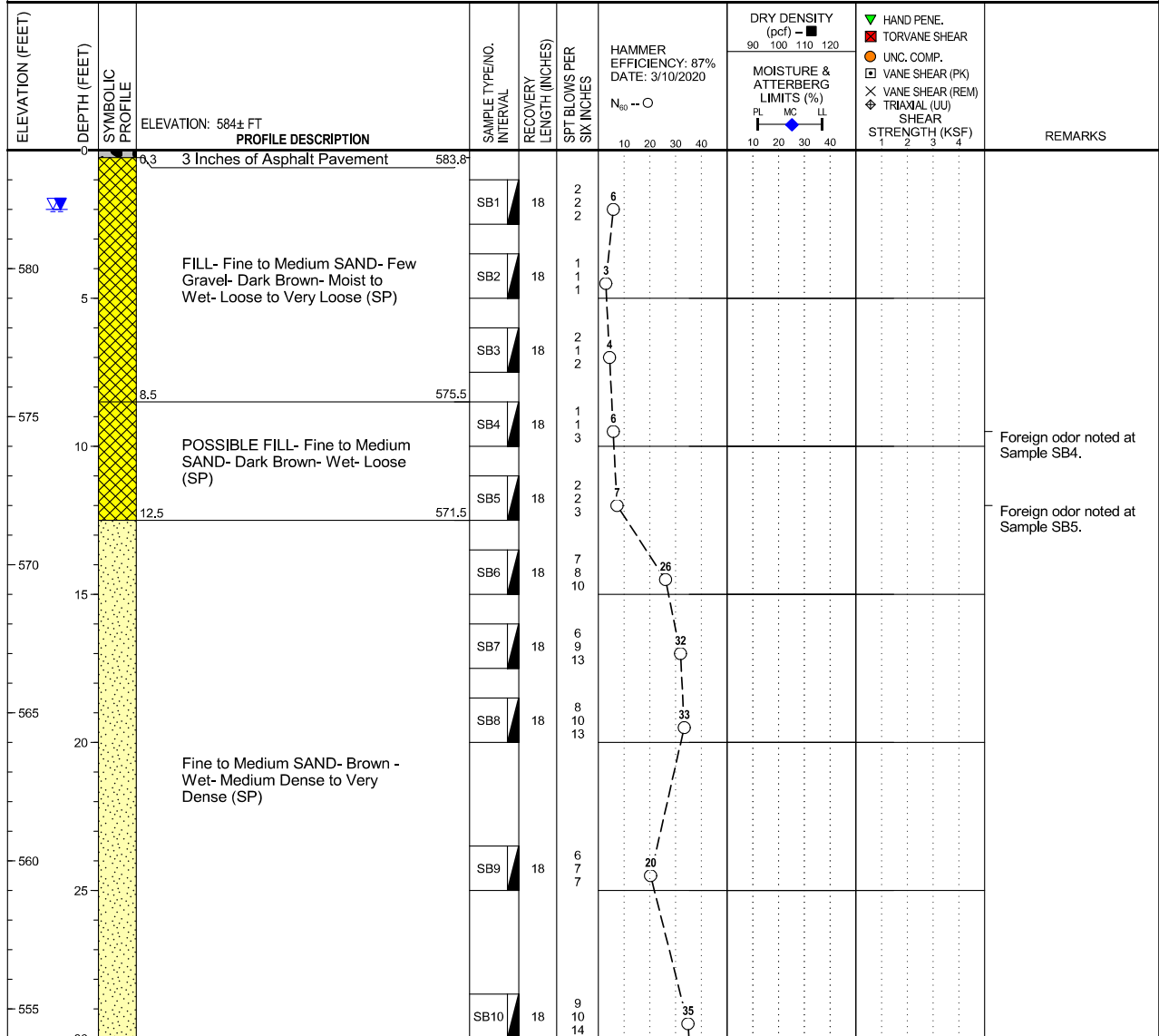
BORING METHOD: Hollow-stem Augers

DRILLER: DB/WN

RIG NO.: 552 (CME 55)

LOGGED BY: BAB

CHECKED BY: JLN



GROUNDWATER & BACKFILL INFORMATION

DURING BORING: 2.0 582.0
 AT END OF BORING: 2.0 582.0

BACKFILL METHOD: Auger Cuttings & EPCO Hole Plug

NOTES: 1. The indicated stratification lines are approximate. The in-situ transitions between materials may be gradual.
 2. The colors depicted on the symbolic profile are solely for visualization purposes and do not necessarily represent the in-situ colors encountered.
 3. Borehole was patched with asphalt after backfilling.

(Continued Next Page)

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BORING B3

PAGE 2 OF 2

BORING DEPTH: 45 FEET

PROJECT NAME: 100 and 200 Block Subsidence

PROJECT NUMBER: 085455.00

CLIENT: SmithGroup

PROJECT LOCATION: Traverse City, Michigan

ELEVATION (FEET)	DEPTH (FEET)	SYMBOLIC PROFILE	PROFILE DESCRIPTION	SAMPLE TYPE/NO. INTERVAL	RECOVERY LENGTH (INCHES)	SPT BLOWS PER SIX INCHES	HAMMER EFFICIENCY: 87% DATE: 3/10/2020 N ₆₀ -- O	DRY DENSITY (pcf) 90 100 110 120	MOISTURE & ATTERBERG LIMITS (%) PL MC LL	<ul style="list-style-type: none"> HAND PENE. TORVANE SHEAR UNC. COMP. VANE SHEAR (PK) VANE SHEAR (REM) TRIAxIAL (UU) SHEAR STRENGTH (KSF) 	REMARKS
550	35		Fine to Medium SAND- Brown - Wet- Medium Dense to Very Dense (SP) (continued)	SB11	18	7 10 17	39				
545	40			SB12	18	12 16 19	51				
540	45			SB13	18	10 14 16	44				
45.0	45.0		END OF BORING AT 45.0 FEET.								
535	50										
530	55										
525	60										
520	65										
515	70										

Important Information about This Geotechnical-Engineering Report

Subsurface problems are a principal cause of construction delays, cost overruns, claims, and disputes.

While you cannot eliminate all such risks, you can manage them. The following information is provided to help.

The Geoprofessional Business Association (GBA) has prepared this advisory to help you – assumedly a client representative – interpret and apply this geotechnical-engineering report as effectively as possible. In that way, you can benefit from a lowered exposure to problems associated with subsurface conditions at project sites and development of them that, for decades, have been a principal cause of construction delays, cost overruns, claims, and disputes. If you have questions or want more information about any of the issues discussed herein, contact your GBA-member geotechnical engineer. Active engagement in GBA exposes geotechnical engineers to a wide array of risk-confrontation techniques that can be of genuine benefit for everyone involved with a construction project.

Understand the Geotechnical-Engineering Services Provided for this Report

Geotechnical-engineering services typically include the planning, collection, interpretation, and analysis of exploratory data from widely spaced borings and/or test pits. Field data are combined with results from laboratory tests of soil and rock samples obtained from field exploration (if applicable), observations made during site reconnaissance, and historical information to form one or more models of the expected subsurface conditions beneath the site. Local geology and alterations of the site surface and subsurface by previous and proposed construction are also important considerations. Geotechnical engineers apply their engineering training, experience, and judgment to adapt the requirements of the prospective project to the subsurface model(s). Estimates are made of the subsurface conditions that will likely be exposed during construction as well as the expected performance of foundations and other structures being planned and/or affected by construction activities.

The culmination of these geotechnical-engineering services is typically a geotechnical-engineering report providing the data obtained, a discussion of the subsurface model(s), the engineering and geologic engineering assessments and analyses made, and the recommendations developed to satisfy the given requirements of the project. These reports may be titled investigations, explorations, studies, assessments, or evaluations. Regardless of the title used, the geotechnical-engineering report is an engineering interpretation of the subsurface conditions within the context of the project and does not represent a close examination, systematic inquiry, or thorough investigation of all site and subsurface conditions.

Geotechnical-Engineering Services are Performed for Specific Purposes, Persons, and Projects, and At Specific Times

Geotechnical engineers structure their services to meet the specific needs, goals, and risk management preferences of their clients. A geotechnical-engineering study conducted for a given civil engineer

will not likely meet the needs of a civil-works constructor or even a different civil engineer. Because each geotechnical-engineering study is unique, each geotechnical-engineering report is unique, prepared *solely* for the client.

Likewise, geotechnical-engineering services are performed for a specific project and purpose. For example, it is unlikely that a geotechnical-engineering study for a refrigerated warehouse will be the same as one prepared for a parking garage; and a few borings drilled during a preliminary study to evaluate site feasibility will not be adequate to develop geotechnical design recommendations for the project.

Do not rely on this report if your geotechnical engineer prepared it:

- for a different client;
- for a different project or purpose;
- for a different site (that may or may not include all or a portion of the original site); or
- before important events occurred at the site or adjacent to it; e.g., man-made events like construction or environmental remediation, or natural events like floods, droughts, earthquakes, or groundwater fluctuations.

Note, too, the reliability of a geotechnical-engineering report can be affected by the passage of time, because of factors like changed subsurface conditions; new or modified codes, standards, or regulations; or new techniques or tools. *If you are the least bit uncertain about the continued reliability of this report, contact your geotechnical engineer before applying the recommendations in it. A minor amount of additional testing or analysis after the passage of time – if any is required at all – could prevent major problems.*

Read this Report in Full

Costly problems have occurred because those relying on a geotechnical-engineering report did not read the report in its entirety. Do not rely on an executive summary. Do not read selective elements only. *Read and refer to the report in full.*

You Need to Inform Your Geotechnical Engineer About Change

Your geotechnical engineer considered unique, project-specific factors when developing the scope of study behind this report and developing the confirmation-dependent recommendations the report conveys. Typical changes that could erode the reliability of this report include those that affect:

- the site's size or shape;
- the elevation, configuration, location, orientation, function or weight of the proposed structure and the desired performance criteria;
- the composition of the design team; or
- project ownership.

As a general rule, *always* inform your geotechnical engineer of project or site changes – even minor ones – and request an assessment of their impact. *The geotechnical engineer who prepared this report cannot accept*

responsibility or liability for problems that arise because the geotechnical engineer was not informed about developments the engineer otherwise would have considered.

Most of the “Findings” Related in This Report Are Professional Opinions

Before construction begins, geotechnical engineers explore a site's subsurface using various sampling and testing procedures. *Geotechnical engineers can observe actual subsurface conditions only at those specific locations where sampling and testing is performed.* The data derived from that sampling and testing were reviewed by your geotechnical engineer, who then applied professional judgement to form opinions about subsurface conditions throughout the site. Actual sitewide-subsurface conditions may differ – maybe significantly – from those indicated in this report. Confront that risk by retaining your geotechnical engineer to serve on the design team through project completion to obtain informed guidance quickly, whenever needed.

This Report's Recommendations Are Confirmation-Dependent

The recommendations included in this report – including any options or alternatives – are confirmation-dependent. In other words, they are not final, because the geotechnical engineer who developed them relied heavily on judgement and opinion to do so. Your geotechnical engineer can finalize the recommendations *only after observing actual subsurface conditions* exposed during construction. If through observation your geotechnical engineer confirms that the conditions assumed to exist actually do exist, the recommendations can be relied upon, assuming no other changes have occurred. *The geotechnical engineer who prepared this report cannot assume responsibility or liability for confirmation-dependent recommendations if you fail to retain that engineer to perform construction observation.*

This Report Could Be Misinterpreted

Other design professionals' misinterpretation of geotechnical-engineering reports has resulted in costly problems. Confront that risk by having your geotechnical engineer serve as a continuing member of the design team, to:

- confer with other design-team members;
- help develop specifications;
- review pertinent elements of other design professionals' plans and specifications; and
- be available whenever geotechnical-engineering guidance is needed.

You should also confront the risk of constructors misinterpreting this report. Do so by retaining your geotechnical engineer to participate in prebid and preconstruction conferences and to perform construction-phase observations.

Give Constructors a Complete Report and Guidance

Some owners and design professionals mistakenly believe they can shift unanticipated-subsurface-conditions liability to constructors by limiting the information they provide for bid preparation. To help prevent the costly, contentious problems this practice has caused, include the complete geotechnical-engineering report, along with any attachments or appendices, with your contract documents, *but be certain to note*

conspicuously that you've included the material for information purposes only. To avoid misunderstanding, you may also want to note that “informational purposes” means constructors have no right to rely on the interpretations, opinions, conclusions, or recommendations in the report. Be certain that constructors know they may learn about specific project requirements, including options selected from the report, *only* from the design drawings and specifications. Remind constructors that they may perform their own studies if they want to, and *be sure to allow enough time* to permit them to do so. Only then might you be in a position to give constructors the information available to you, while requiring them to at least share some of the financial responsibilities stemming from unanticipated conditions. Conducting prebid and preconstruction conferences can also be valuable in this respect.

Read Responsibility Provisions Closely

Some client representatives, design professionals, and constructors do not realize that geotechnical engineering is far less exact than other engineering disciplines. This happens in part because soil and rock on project sites are typically heterogeneous and not manufactured materials with well-defined engineering properties like steel and concrete. That lack of understanding has nurtured unrealistic expectations that have resulted in disappointments, delays, cost overruns, claims, and disputes. To confront that risk, geotechnical engineers commonly include explanatory provisions in their reports. Sometimes labeled “limitations,” many of these provisions indicate where geotechnical engineers' responsibilities begin and end, to help others recognize their own responsibilities and risks. *Read these provisions closely.* Ask questions. Your geotechnical engineer should respond fully and frankly.

Geoenvironmental Concerns Are Not Covered

The personnel, equipment, and techniques used to perform an environmental study – e.g., a “phase-one” or “phase-two” environmental site assessment – differ significantly from those used to perform a geotechnical-engineering study. For that reason, a geotechnical-engineering report does not usually provide environmental findings, conclusions, or recommendations; e.g., about the likelihood of encountering underground storage tanks or regulated contaminants. *Unanticipated subsurface environmental problems have led to project failures.* If you have not obtained your own environmental information about the project site, ask your geotechnical consultant for a recommendation on how to find environmental risk-management guidance.

Obtain Professional Assistance to Deal with Moisture Infiltration and Mold

While your geotechnical engineer may have addressed groundwater, water infiltration, or similar issues in this report, the engineer's services were not designed, conducted, or intended to prevent migration of moisture – including water vapor – from the soil through building slabs and walls and into the building interior, where it can cause mold growth and material-performance deficiencies. Accordingly, *proper implementation of the geotechnical engineer's recommendations will not of itself be sufficient to prevent moisture infiltration.* Confront the risk of moisture infiltration by including building-envelope or mold specialists on the design team. *Geotechnical engineers are not building-envelope or mold specialists.*



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e-mail: info@geoprofessional.org www.geoprofessional.org

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GENERAL COMMENTS

BASIS OF GEOTECHNICAL REPORT

This report has been prepared in accordance with generally accepted geotechnical engineering practices to assist in the design and/or evaluation of this project. If the project plans, design criteria, and other project information referenced in this report and utilized by SME to prepare our recommendations are changed, the conclusions and recommendations contained in this report are not considered valid unless the changes are reviewed, and the conclusions and recommendations of this report are modified or approved in writing by our office.

The discussions and recommendations submitted in this report are based on the available project information, described in this report, and the geotechnical data obtained from the field exploration at the locations indicated in the report. Variations in the soil and groundwater conditions commonly occur between or away from sampling locations. The nature and extent of the variations may not become evident until the time of construction. If significant variations are observed during construction, SME should be contacted to reevaluate the recommendations of this report. SME should be retained to continue our services through construction to observe and evaluate the actual subsurface conditions relative to the recommendations made in this report.

In the process of obtaining and testing samples and preparing this report, procedures are followed that represent reasonable and accepted practice in the field of soil and foundation engineering. Specifically, field logs are prepared during the field exploration that describe field occurrences, sampling locations, and other information. Samples obtained in the field are frequently subjected to additional testing and reclassification in the laboratory and differences may exist between the field logs and the report logs. The engineer preparing the report reviews the field logs, laboratory classifications, and test data and then prepares the report logs. Our recommendations are based on the contents of the report logs and the information contained therein.

REVIEW OF DESIGN DETAILS, PLANS, AND SPECIFICATIONS

SME should be retained to review the design details, project plans, and specifications to verify those documents are consistent with the recommendations contained in this report.

REVIEW OF REPORT INFORMATION WITH PROJECT TEAM

Implementation of our recommendations may affect the design, construction, and performance of the proposed improvements, along with the potential inherent risks involved with the proposed construction. The client and key members of the design team, including SME, should discuss the issues covered in this report so that the issues are understood and applied in a manner consistent with the owner's budget, tolerance of risk, and expectations for performance and maintenance.

FIELD VERIFICATION OF GEOTECHNICAL CONDITIONS

SME should be retained to verify the recommendations of this report are properly implemented during construction. This may avoid misinterpretation of our recommendations by other parties and will allow us to review and modify our recommendations if variations in the site subsurface conditions are encountered.

PROJECT INFORMATION FOR CONTRACTOR

This report and any future addenda or other reports regarding this site should be made available to prospective contractors prior to submitting their proposals for their information only and to supply them with facts relative to the subsurface evaluation and laboratory test results. If the selected contractor encounters subsurface conditions during construction, which differ from those presented in this report, the contractor should promptly describe the nature and extent of the differing conditions in writing and SME should be notified so that we can verify those conditions. The construction contract should include provisions for dealing with differing conditions and contingency funds should be reserved for potential problems during earthwork and foundation construction. We would be pleased to assist you in developing the contract provisions based on our experience.

The contractor should be prepared to handle environmental conditions encountered at this site, which may affect the excavation, removal, or disposal of soil; dewatering of excavations; and health and safety of workers. Any Environmental Assessment reports prepared for this site should be made available for review by bidders and the successful contractor.

THIRD PARTY RELIANCE/REUSE OF THIS REPORT

This report has been prepared solely for the use of our Client for the project specifically described in this report. This report cannot be relied upon by other parties not involved in the project, unless specifically allowed by SME in writing. SME also is not responsible for the interpretation by other parties of the geotechnical data and the recommendations provided herein.

LABORATORY TESTING PROCEDURES

VISUAL ENGINEERING CLASSIFICATION

Visual classification was performed on recovered samples. The appended General Notes and Unified Soil Classification System (USCS) sheets include a brief summary of the general method used visually classify the soil and assign an appropriate USCS group symbol. The estimated group symbol, according to the USCS, is shown in parentheses following the textural description of the various strata on the boring logs appended to this report. The soil descriptions developed from visual classifications are sometimes modified to reflect the results of laboratory testing.

MOISTURE CONTENT

Moisture content tests were performed by weighing samples from the field at their in-situ moisture condition. These samples were then dried at a constant temperature (approximately 110° C) overnight in an oven. After drying, the samples were weighed to determine the dry weight of the sample and the weight of the water that was expelled during drying. The moisture content of the specimen is expressed as a percent and is the weight of the water compared to the dry weight of the specimen.

HAND PENETROMETER TESTS

In the hand penetrometer test, the unconfined compressive strength of a cohesive soil sample is estimated by measuring the resistance of the sample to the penetration of a small calibrated, spring-loaded cylinder. The maximum capacity of the penetrometer is 4.5 tons per square-foot (tsf). Theoretically, the undrained shear strength of the cohesive sample is one-half the unconfined compressive strength. The undrained shear strength (based on the hand penetrometer test) presented on the boring logs is reported in units of kips per square-foot (ksf).

TORVANE SHEAR TESTS

In the Torvane test, the shear strength of a low strength, cohesive soil sample is estimated by measuring the resistance of the sample to a torque applied through vanes inserted into the sample. The undrained shear strength of the samples is measured from the maximum torque required to shear the sample and is reported in units of kips per square-foot (ksf).

LOSS-ON-IGNITION (ORGANIC CONTENT) TESTS

Loss-on-ignition (LOI) tests are conducted by first weighing the sample and then heating the sample to dry the moisture from the sample (in the same manner as determining the moisture content of the soil). The sample is then re-weighed to determine the dry weight and then heated for 4 hours in a muffle furnace at a high temperature (approximately 440° C). After cooling, the sample is re-weighed to calculate the amount of ash remaining, which in turn is used to determine the amount of organic matter burned from the original dry sample. The organic matter content of the specimen is expressed as a percent compared to the dry weight of the sample.

ATTERBERG LIMITS TESTS

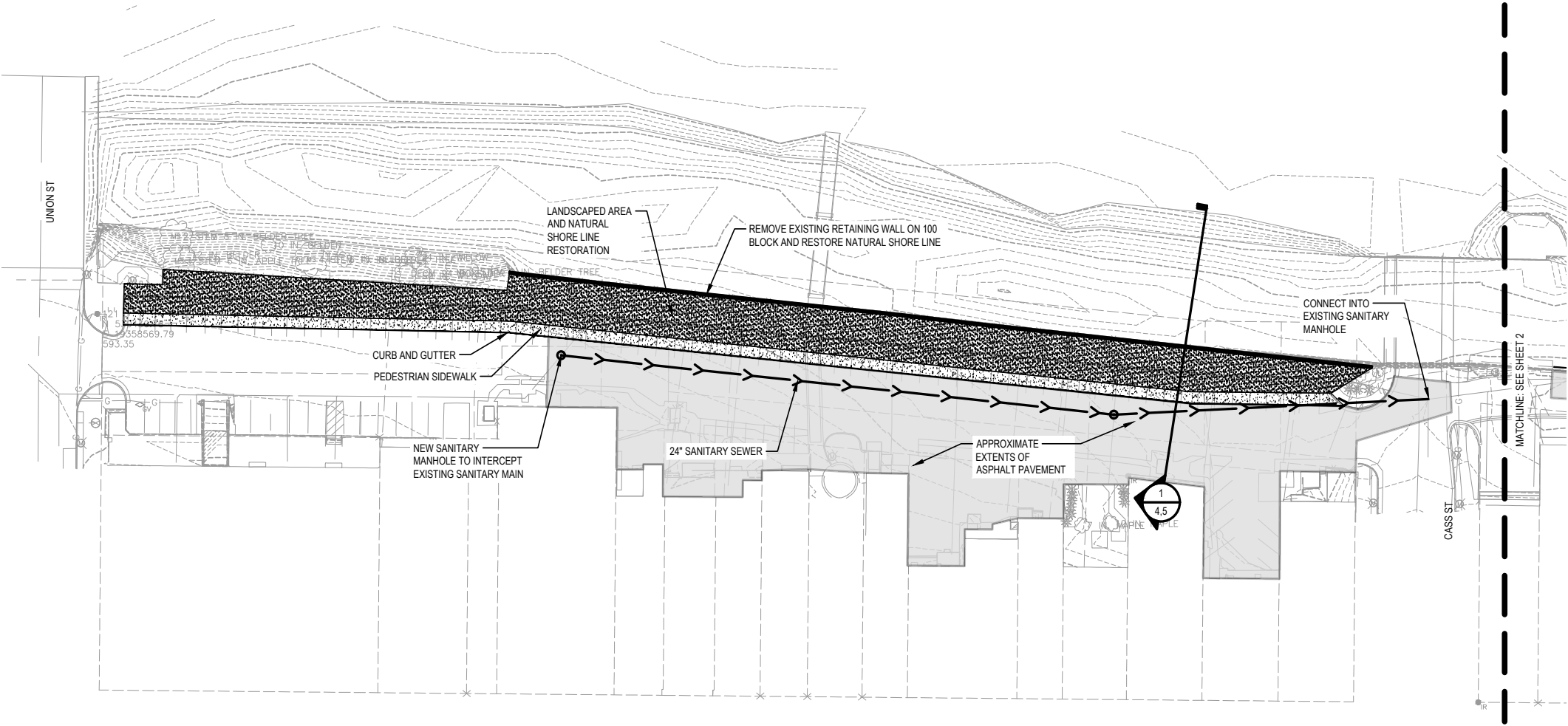
Atterberg limits tests consist of two components. The plastic limit of a cohesive sample is determined by rolling the sample into a thread and the plastic limit is the moisture content where a 1/8-inch thread begins to crumble. The liquid limit is determined by placing a 1/2-inch thick soil pat into the liquid limits cup and using a grooving tool to divide the soil pat in half. The cup is then tapped on the base of the liquid limits device using a crank handle. The number of drops of the cup to close the gap formed by the grooving tool 1/2 inch is recorded along with the corresponding moisture content of the sample. This procedure is repeated several times at different moisture contents and a graph of moisture content and the corresponding number of blows is plotted. The liquid limit is defined as the moisture content at a nominal 25 drops of the cup. From this test, the plasticity index can be determined by subtracting the plastic limit from the liquid limit.

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APPENDIX E. Plans and Cross Sections

201 Depot Street, 2nd Floor, Ann Arbor, MI 48104 T 734.662.4457 F 734.662.0779

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BOARDMAN RIVER
LAYOUT PLAN
DRAWING TITLE

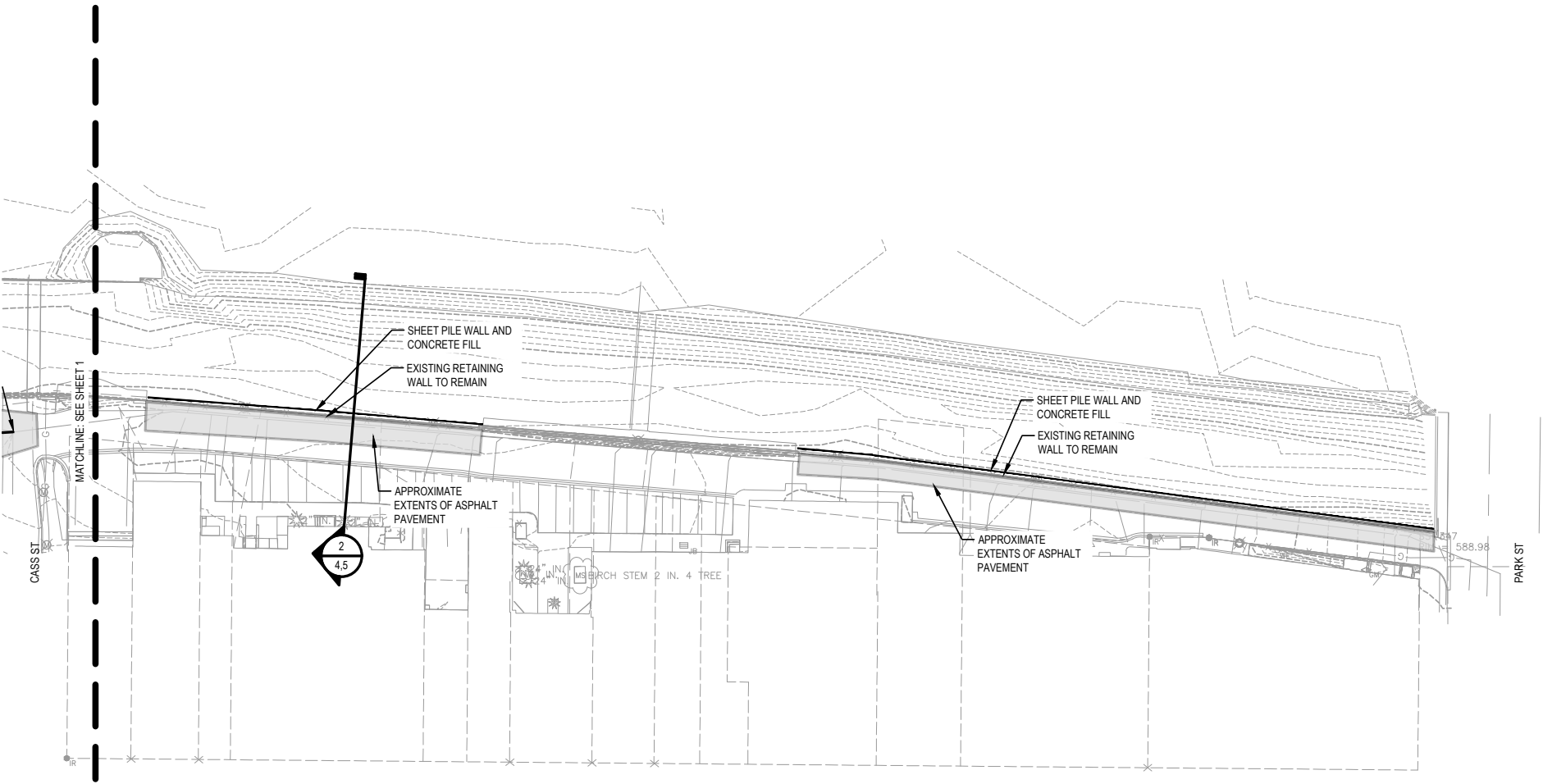
SCALE 0' 20' 40'
DRAWING SCALE

JANUARY 15, 2020
DATE

BOARDMAN RIVER WALL
PROJECT NAME

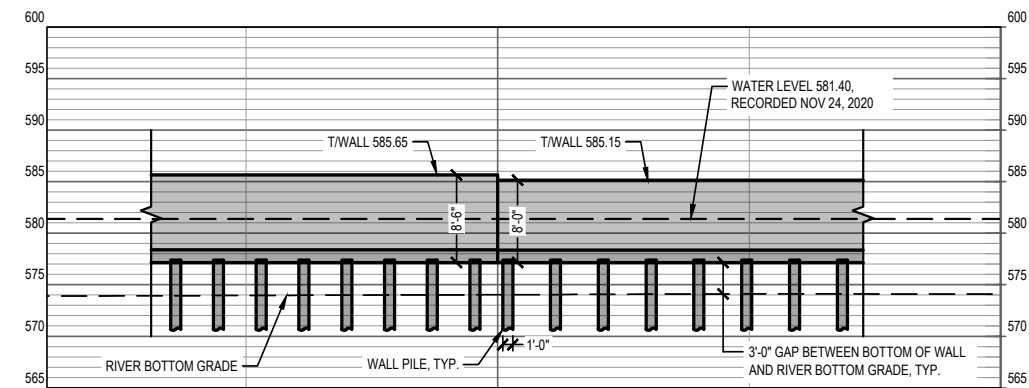
1
DRAWING NUMBER

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BOARDMAN RIVER
LAYOUT PLAN
DRAWING TITLE
SCALE 0' 20' 40'
DRAWING SCALE
JANUARY 15, 2020
DATE
BOARDMAN RIVER WALL
PROJECT NAME
2
DRAWING NUMBER

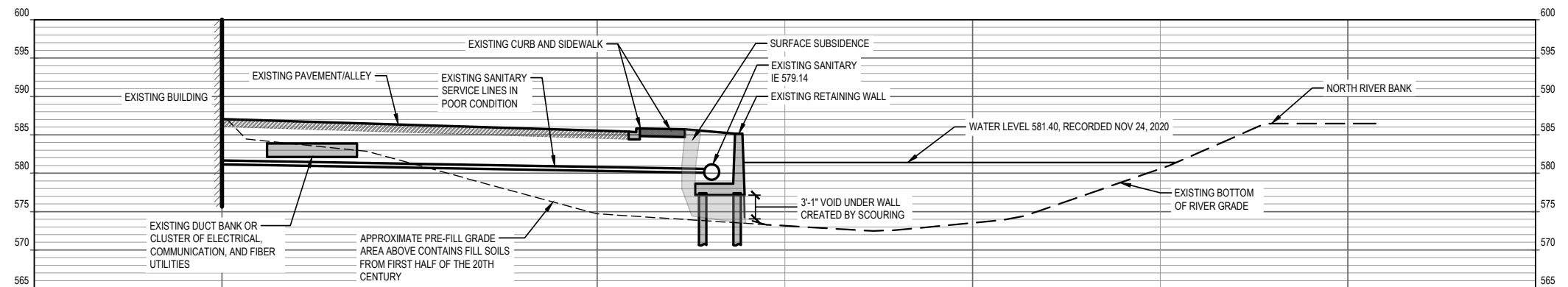
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1 TYPICAL WALL ELEVATION

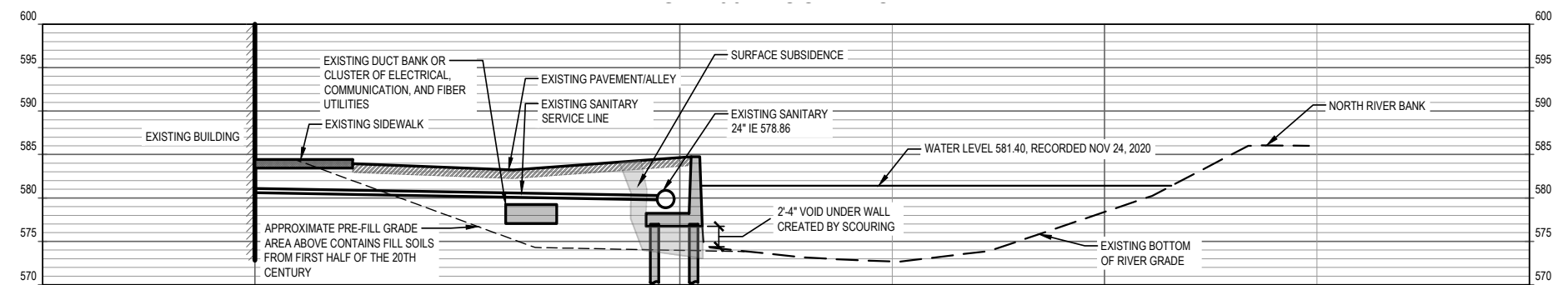
SCALE: 1" = 10'

BOARDMAN RIVER
TYPICAL WALL ELEVATION
DRAWING TITLE
SCALE 0' 5' 10'
DRAWING SCALE
JANUARY 15, 2020
DATE
BOARDMAN RIVER WALL
PROJECT NAME
3
DRAWING NUMBER



1 EXISTING CROSS SECTION - 100 BLOCK

SCALE: 1" = 10'



2 EXISTING CROSS SECTION - 200 BLOCK

SCALE: 1" = 10'

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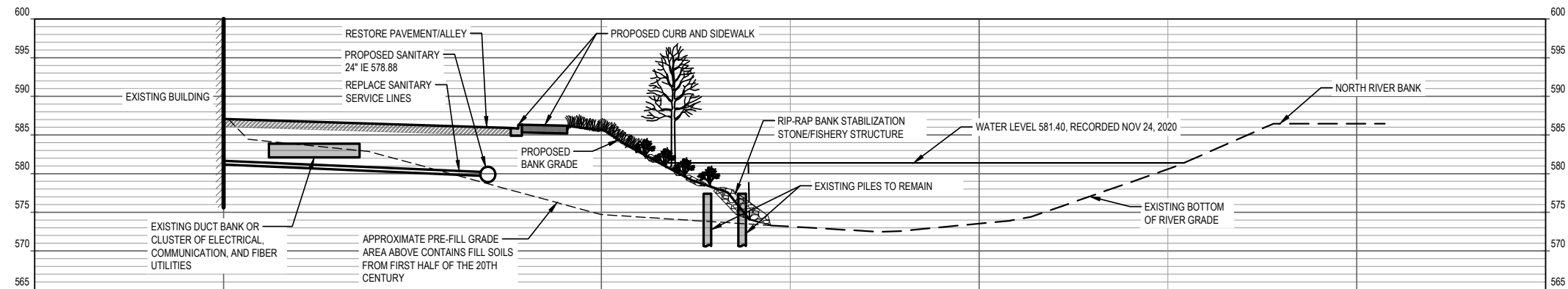
BOARDMAN RIVER
EXISTING CONDITION
SECTIONS

DRAWING TITLE
SCALE
0' 5' 10'

JANUARY 15, 2020
DATE

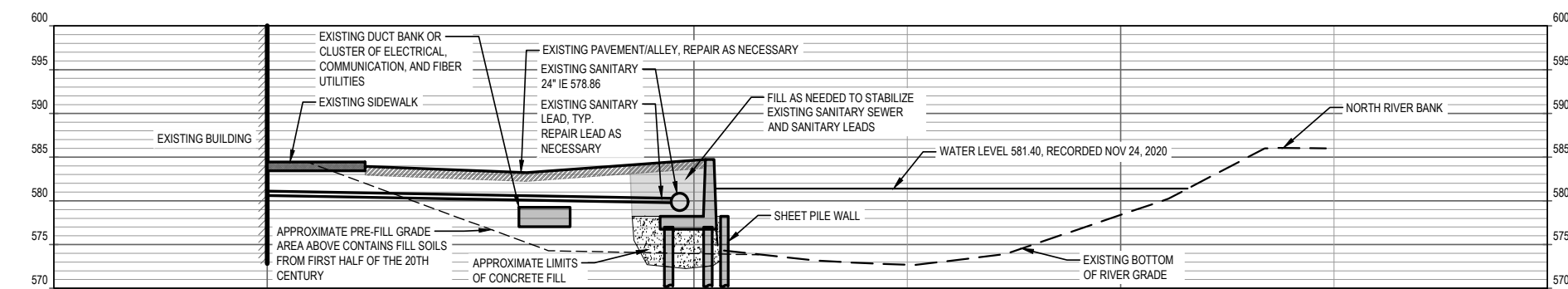
BOARDMAN RIVER WALL
PROJECT NAME

4
DRAWING NUMBER



1 PROPOSED CROSS SECTION - 100 BLOCK

SCALE: 1" = 10'



2 PROPOSED CROSS SECTION - 200 BLOCK

SCALE: 1" = 10'

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BOARDMAN RIVER
PROPOSED CONDITIONS
SECTIONS

DRAWING TITLE

SCALE

DRAWING SCALE

JANUARY 15, 2020

DATE

BOARDMAN RIVER WALL

PROJECT NAME

5

DRAWING NUMBER



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: April 9, 2021

Re: Remote Meetings

At their December 7, 2020 meeting, the City Commission affirmed Mayor Jim Carruthers' *Declaration of Local Emergency* for the purpose of allowing the City Commission and all public bodies of the city to continue meeting remotely. That declaration expires on April 30, 2021.

At their April 5, 2021 meeting, the City Commission affirmed a second *Declaration* (see attached) to allow all public bodies to meet remotely through July 31, 2021. The signed declaration, developed by City Attorney Ms. Tribble-Laucht and City Clerk Mr. Marentette, could be extended or rescinded if necessary; and if so, would be brought back to the City Commission for consent and affirmation.

The DDA Board has consistently consented to the Declaration to meet remotely.



Declaration by Traverse City Mayor Jim Carruthers

As the Mayor of Traverse City, Michigan, counties of Grand Traverse and Leelanau, I declare a state of emergency for the purpose of allowing public bodies of the City of Traverse City to convene remotely pursuant to law.

The Director of the Michigan Department of Health and Human Services has made the following findings:

“The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. COVID-19 spreads through close human contact, even from individuals who may be asymptomatic.

In recognition of the severe, widespread harm caused by epidemics, the Legislature has granted MDHHS specific authority, dating back a century, to address threats to the public health like those posed by COVID-19. MCL 333.2253(1) provides that:

If the director determines that control of an epidemic is necessary to protect the public health, the director by emergency order may prohibit the gathering of people for any purpose and may establish procedures to be followed during the epidemic to insure continuation of essential public health services and enforcement of health laws. Emergency procedures shall not be limited to this code.

See also In re Certified Questions from the United States District Court, Docket No. 161492 (Viviano, J., concurring in part and dissenting in part, at 20) (“[T]he 1919 law passed in the wake of the influenza epidemic and Governor Sleeper’s actions is still the law, albeit in slightly modified form.”); *id.* (McCormack, C.J., concurring in part and dissenting in part, at 12). Enforcing Michigan’s health laws, including preventing disease, prolonging life, and promoting public health, requires limitations on gatherings and the establishment of procedures to control the spread of COVID-19. This includes limiting the number, location, size, and type of gatherings, and requiring the use of mitigation measures at gatherings as a condition of hosting such gatherings.

On March 10, 2020, MDHHS identified the first two presumptive-positive cases of COVID-19 in Michigan. As of March 18, 2021, Michigan had seen 618,421 confirmed cases and 15,835 confirmed deaths attributable to COVID-19. Michigan was one of the states most heavily impacted by COVID-19 early in the pandemic, with new cases peaking at nearly 2,000 per day in late March. Strict preventative measures and the cooperation of Michiganders drove daily case numbers dramatically down to fewer than 200 confirmed cases per day in mid-June, greatly reducing the loss of life. Beginning in October, Michigan again experienced an exponential growth in cases. New cases peaked at nearly 10,000 cases per day in mid-November, followed by increases in COVID-19 hospitalizations and deaths.

Declaration by Traverse City Mayor Jim Carruthers

On November 15, 2020, MDHHS issued an order enacting protections to slow the high and rapidly increasing rate of spread of COVID-19. Cases, hospitalizations, and deaths remained high through early December, threatening hospital and public health capacity. On December 7, 2020, December 18, 2020, and January 13, 2021, MDHHS issued orders sustaining those protections. These orders played a crucial role in slowing the spread in Michigan and had brought new cases down to about 1,500 per day. This decrease in cases prevented Michigan's healthcare system from being overwhelmed with a holiday surge. On January 22, 2021, considering the reduction in cases, MDHHS issued an order permitting indoor dining. And on February 4, 2021, in light of continued decreases in cases of COVID-19 in the state, MDHHS issued an order permitting contact sports to be played.

Cases dropped to under 1,000 per day in mid-February. However, these trends have shifted and cases are once again increasing. The State of Michigan had a seven-day average of 1,825 daily cases on March 11, nearly 90% higher than the number of cases in mid-February. Test positivity has also increased 86% since the mid-February trough. The statewide positivity was 6.5% as of March 16. While metrics remain below all-time highs, progress has stalled and epidemiologists are concerned that this portends another spike with the presence of more infectious variants in Michigan and the United States. A high number of cases creates significant pressure on our emergency and hospital systems. Improvements in healthcare capacity have reversed and hospitalizations are once again increasing. An average of 168 daily hospital admissions was seen in Michigan in the past week, with individuals under the age of 60 accounting for nearly 50% of all new admissions. As of March 17, 1,226 Michiganders were hospitalized with COVID-19, and 5.0% of all available inpatient beds were occupied by patients who had COVID-19. During this time, the state death rate was 1.3 deaths per million people and there were approximately 95 weekly deaths in Michigan attributable to COVID-19. This is a 90% decrease from the second peak, which reached 13.7 deaths per million on December 10, 2020. However, deaths trends have historically lagged four to six weeks following trend shifts in cases and hospitalizations.

Even where COVID-19 does not result in death, and where Michigan's emergency and hospital systems are not heavily burdened, the disease can cause great harm. Recent estimates suggest that one in ten persons who suffer from COVID-19 will experience long-term symptoms, referred to as "long COVID." These symptoms, including fatigue, shortness of breath, joint pain, depression, and headache, can be disabling. They can last for months, and in some cases, arise unexpectedly in patients with few or no symptoms of COVID-19 at the time of diagnosis. COVID-19 has also been shown to damage the heart and kidneys. Furthermore, minority groups in Michigan have experienced a higher proportion of "long COVID." The best way to prevent these complications is to prevent transmission of COVID-19.

Since December 11, 2020, the Food and Drug Administration has granted emergency use authorization to three vaccines to prevent COVID-19, providing a path to end the pandemic. Michigan is now partaking in the largest mass vaccination effort in modern history and is presently working toward vaccinating at least 70% of Michigan residents 16 years of age and older as quickly as possible.

New and unexpected challenges continue to arise: in early December 2020, a variant of COVID-19 known as B.1.1.7 was detected in the United Kingdom. This variant is roughly 50 to 70 percent more infectious than the more common strain. On January 16, 2021, this variant was detected in Michigan. It is anticipated that the variant, if it becomes widespread in the state, will

Declaration by Traverse City Mayor Jim Carruthers

significantly increase the rate of new cases. Currently, Michigan is second in the nation with respect to the number of B.1.1.7 variants detected. To date, there are over 600 cases in Michigan. CDC modeling predicts B.1.1.7 could become the predominant variant by the end of March. At present, however, it appears that cases have plateaued. And on March 8, 2021, the first case of variant B.1.351 was detected in Michigan. A recent study suggests that B.1.351 may impair vaccine efficacy.

In the past four weeks, spread of COVID-19 has risen 105% amongst persons aged 10-19. As of March 11, local health departments had reported 162 new and ongoing outbreaks among K-12 schools, with 54 of those outbreaks reported in the week prior. Additionally, there are 135 identified outbreaks among minors participating in school and club sports. The social activities surrounding sports, such as team meals and parties, may be a major factor in this spread. To promote the continued safe operation of in-person schools, additional mitigation measures related to youth sports activities are warranted.” (Emergency Order Under MCL 333.2253 – Gathering Prohibition and Mask Order dated March 19, 2021)


Further, the MDHHS Director has provided indoor gatherings Are prohibited at non-residential venues, except where no more than 25 persons are gathered. (Emergency Order Under MCL 333.2253 – Gathering Prohibition and Mask Order dated March 19, 2021) This regulation applies to the Commission Chambers in Traverse City.

Finally, vaccines are now available and being administered to various segments of the population. According to analysis by the Center for Disease Control and Prevention, it is projected that 75% of citizens of the United States will have been vaccinated against COVID-19 as of July 2021, which many scientific experts believe will bring the population in the United States closer to herd immunity.

Based upon the foregoing, I declare that convening meetings of public bodies of the City of Traverse City would risk the personal health or safety of members of the public or the public body if the meeting were held in person. I make this declaration because of the presence of the novel COVID-19, a severe respiratory disease. This disease has been announced by public health experts as being particularly severe for those with certain medical conditions. There are members of the City Commission and members of their household; city staff and members of their household; and certainly the public and members of their household who have a medical condition.

Pursuant to the authority contained at § 3 of the Home Rule Cities Act, MCL 117.3 (j) authorizing cities to provide for the public health and safety of persons; §3 of the Open Meetings Act, MCL 15.263 (2) permitting a public body to meet by electronic or telephonic means upon declaration of a local state of emergency or state of disaster if meeting in person would place at risk the personal health or safety of members of the public or members of the public body; and §10 (b) of the Emergency Management Act permitting the Mayor to declare a local state of emergency, I declare this state of emergency as outlined in this declaration as of the date indicated next to my signature and request that the City Commission affirm it through July 30, 2021, and have asked the City Clerk to place consideration of such affirmation on the City Commission’s April 5, 2021, meeting, which meeting is to be conducted remotely.

Declaration by Traverse City Mayor Jim Carruthers



Mayor James C. Carruthers

3/31/21

Date

As City Clerk for the City of Traverse City,
I affirm that James Churchill Carruthers is the
Mayor of Traverse City and was elected to the
Office of Mayor by the electorate of Traverse City,
on November 5, 2019, according to the procedures
set forth in the City Charter of Traverse City as authorized
according to the Home Rule Cities Act of
Michigan.

Benjamin Marentette, City Clerk

I certify that the City Commission for the City of
Traverse City consented to this emergency declaration
at its regular meeting held April 5, 2021, and
conducted remotely as authorized by Michigan Law, which
consent was issued within seven days of this declaration's
issuance by Mayor Carruthers.

Benjamin Marentette, City Clerk



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, CEO
Date: April 12, 2021
Re: Replacement of Lights – City Opera House

Within the 2020/2021 Budget, the DDA included funding for the replacement of lights at the City Opera House. Last month, the DDA issued a RFP for this work and received bids from two qualified contractors

- Isenhardt Electric \$20,511
- Windemuller: \$ 9,400

After a careful review of each proposal, I recommend that the DDA enter into a contract with Windemuller for the following items:

- By-pass and removal of the existing fixtures ballast.
- Rewiring of the existing fixtures for the installation of the customer supplied LED Tubes.
- Disposal of the existing ballast and fluorescent lamps.
- Use of customers man lift to replace the stage lighting.

In total, this work will remove/retrofit 206 light fixtures and install 352 new LED lights at the historic Opera House.

Recommended Motion

That the DDA board approve to enter into a contract with Windemuller for the replacement of lights at the City Opera House for a cost not to exceed \$9,400, subject to approval and substance by the DDA CEO and form by the DDA Attorney.



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: April 9, 2021
Subject: Project Updates

East Front Street RFP

We received eight (8) bids in response to our Request for Proposals for the East Front Street Streetscape Design Plan. In addition to new streetscaping, the RFP includes substantial improvements to the existing sewer and water infrastructure along the corridor.

Each proposal has been reviewed and evaluated by DDA and city staff. Once we've notified the finalists, we hope to conduct interviews in the next tree weeks with a goal of having a recommendation before the board at your May meeting.

Lot G

We continue to receive positive responses and inquires from prospective developers regarding the RFI for Lot-G. The deadline to respond is April 15th. Based on the quality and potential of the responses and subsequent interviews with developers, the DDA will issue a formal RFP for Lot-G no later than June.

City Opera House

Late last month, the DDA issued a RFP to replace the rooftop generator on the City Opera House. Proposals are due April 23rd.

Tree Management Plan

Thank you for all your input at the last meeting. The team at Davey Group developed a google form (see link below) if you would like to provide any additional feedback regarding tree canopy in the downtown. <https://forms.gle/HDhN3vRrfqrj6Ty2A>

Additional opportunities to submit feedback will be provided at two public visioning sessions planned for early May.

Lower Boardman

The Lower Boardman Leadership will be providing an update on the progress of the Unified Plan, as well as future civic engagement activities to the board at your May Meeting. The Leadership Team will be conducting similar updates to the City Commission, Planning Commission and Parks and Recreation Committee throughout the month of May.

Honor Bank Robbin Cutting

The ribbon-cutting for the new Honor Bank building will take place on Friday April 16th at noon. Board members are welcome to join us as we celebrate this great addition to our downtown.

High Speed Fiber

The DDA will be working with TC Light and Power to facilitate a series of informational workshops for downtown constituents on the benefits of their new high-speed fiber network. Workshops are planned for early/mid May.



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

Memorandum

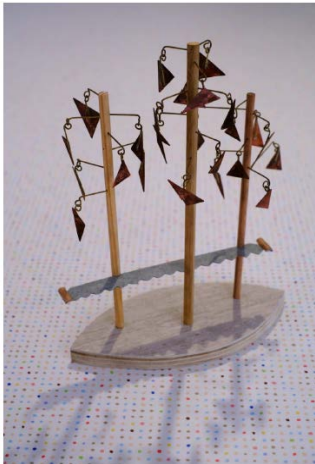
To: Downtown Development Authority Board of Directors

From: Harry Burkholder, DDA COO
Katy McCain, Community Development Director
Leah McCallum

For Meeting Date: April 16, 2021

Memo Date: April 9, 2021

SUBJECT: Arts Commission Update



Art on the TART

Landscaping for the Art on the TART project will begin April 12. Final approval for all elements of the project should go before City Commission in May.

Mural Project

The 'Union' Mural RFP is Wednesday, April 21. As of April 9, we have received 10 applications. Discussions with the potential site property owners will occur on Friday, April 23.



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

MEMORANDUM

To: DDA Board

From: Harry Burkholder, DDA COO
Pete Kirkwood

Date: April 12, 2021

SUBJECT: Review and Status of the Unified Planning Process

Unified Plan Components

Our March meeting was very productive, as the Leadership Team accepted the recommendations of the zoning subcommittee and agreed to include the recommendations (with varying points of view) into the spring civic engagement activities.

Our April meeting will feature a new interactive meeting tool designed to elicit more feedback and discussion. In addition, the Leadership Team will be finalizing its recommendations/draft plan to be ready for the next round of civic engagement beginning in June.

The Leadership Team will continue to work with our consultant to determine the best ways to move forward with public engagement, employing a number of different formats that will likely include both virtual and in-person activities.



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: April 9, 2021

Re: Community Development Update

Infill Communications Plan

A plan is being developed to promote potential infill projects in a positive light throughout the community. Currently the draft plan has two phases. Phase one consists of communications prior to the RFP opening for Lots O, X and T, and decisions being made on the Lot G RFI. The plan consists of reaching out to specific community stakeholders to voice their support publicly via letters to the editor and in conversation with their neighbors. These stakeholders will be given talking points on the positives that potential infill projects could have on our Downtown community and are encouraged to reach out to our office for further information. It might also include a quick Q&A session or other "training." Phase two will begin once RFPs are received on the infill projects and proposals are being taken out to the community for input. This step includes a potential presentation from Jean Derenzy and the developer chosen for lot G, where the public can give their feedback. It will also include public surveys and input sessions on the other possible infill projects.

Make It Rain

April 21-25: As a way to welcome a new tenant to Downtown and to support our local business community, the DTCA and Honor Bank are teaming up to "Make it Rain" for our businesses and patrons in Downtown Traverse City. During the last week of April, \$5,000 worth of Downtown TC Gift Certificates will be (rain)dropped around Downtown TC. Hidden in stores, in parks, in windows—all droplets will have at least \$10 in them. 100 envelopes will be hidden each day, April 21-25, with 20 being hidden at each "drop off" time. Drop offs will be 10am, noon, 2p, 3p, and 5p daily. Participating locations can be found at myhonorbank.com/rain and downtowntc.com. Lucky winners are encouraged to post a photo on social media with the hashtag #makeitraintc tagging the location, Honor Bank, and Downtown TC. In the spirit of giving, winners also have the option to purchase another certificate to "Make it Rain" for another lucky shopper. The link for businesses and individuals to purchase additional certificates will be live on the Honor Bank link.

Annual Report

Physical copies of the report are completed and available at the DDA office.

Social Media

The DTCA Facebook account had a net gain of 95 page likes in March. The Women's History Month post had the highest amount of engagement. The opening of Benedict in its new location and the street heaters were the second and third best performing posts. The Instagram account had a net gain of 349 followers. The spring blossom post had the highest engagement, with the "Stay Safe to Stay Open" reflection post and street heater post, rounding out the top three.

Downtown Employee Recognition

The DDA/DTCA is working on a promotion that will occur over Memorial Weekend. DDA Board Member, Scott Hardy brought the idea to us to publicly recognize the service community within our Downtown. Patrons can submit a message of gratitude or recognition for their favorite Downtown employee or business. Local artist Heather Spooner will paint these messages on the large "I Heart TC" letters, to be publicly displayed within our Downtown District. The campaign may also contain an element where the public can purchase Downtown Gift Certificates or "tip" their favorite downtown employees as a thank you for working so hard during trying times.



Memorandum

To: Jean Derenzy & DDA Board
From: Nick Viox
Re: Events Update
Date: March 8, 2021

Art Walk and Art Walk Jr.

Art Walk is moving full steam ahead. We are currently working on pairing up artists and businesses as well as graphics right now for the event. As a reminder, the event will span over two days and will bring the focus back to our arts community. The Art Walk will have merchants host artists in their shops for two great evenings May 7-8, 4pm - 7pm. Although no wine will be served between locations, participants can check out interactive community art activities from our partners at Crooked Tree Arts Center, Arts for All, & the Dennon Museum. Walking guides will be all digital this year as we focus on posters with QR codes and yard signs for our pop up exhibits.

Art Walk Jr., an event in partnership with the Great Lakes Children's Museum, has been officially postponed until fall. As both organizations navigate the rise in COVID-19 cases, particularly in our schools, we believe this to be the safest decision.

2021 Art Fair Series

Karen Hilt and Nick Viox will be sitting down in the coming weeks to review our first round of applicants to then share with the Events Committee (our jury) for final review. At this time, only the layout for the Old Town Arts Fair is close to complete. We will be using Lay Park and Lake Avenue, between Cass & Union, pending the approval from the City. We are waiting on the National Cherry Festival for maps of the Commons to start mapping out that location.

Sara Hardy Downtown Farmers Markets

Applications for the 2021 season were due April 1. SEEDS and DDA staff will be reviewing applications and layouts to be proposed to the Advisory Board at their April meeting. The first market day will be May 1, 2021.

303 E. State Street, Suite C
Traverse City MI, 39684
(231) 922-2050
@downtowntc.com



Memorandum

To: DDA Board of Directors
CC: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
Date: April 12, 2021
Re: Staff Report: Parking Services – April 2021

March Parking Revenue

We have completed our March revenue reports. Throughout the month, we continued to see an increase in revenue compared to prior months. Meter revenues are 52% above March 2020 revenues, and 88% of March 2019 revenues. Hardy admissions were down to 17% and Old Town admissions increased from 47% to 73% compared to last year. These numbers continue to be lower than what we had projected in March 2019.

Free Time Buttons

In conjunction with the smart meter installation, all meters in the downtown area with free time buttons will be replaced with meters that no longer offer free time.

Seasonal Meter Rate Increase

The seasonal rate increase for summer 2021 is planned for May 1, but will be implemented at the time of the new smart meter installation. The seasonal rate increase will consist of the Premium Zone increasing from \$1.25 per hour to \$1.50 per hour and the Non-premium Zone increasing from \$1.00 per hour to \$1.25 per hour. Both parking garages will remain at an hourly rate of \$1.00 per hour with a \$20.00 daily maximum. The seasonal rate increase will continue through September 30, 2021. (Attachment A)

Smart Meter Implementation

Smart meters are shipping the last week of April and should be delivered at the beginning of May with the installation to follow shortly after being received. They will be installed on the 100-400 blocks of East Front, 100-200 blocks of East State, 100 blocks of North and South Union, 100 block of North Cass, 100-200 blocks of South Cass, 100 block of Park, and 100 block of South Boardman. Sensors will be installed on the 100-200 blocks of East Front. (Attachment B)

The meter installation will consist of a small modification to the meter housing and swapping out the new mechanism. The sensor install will require closing parking spaces in order to install the

surface mount sensors. This installation is being planned for the south side on day 1 and the north side on day 2 which will ensure businesses retain storefront parking.

The new smart meters will continue to accept coin and Parkmobile mobile payments along with the addition of credit cards. For locations where sensors are installed, the sensors will zero out unused time when the space is vacated, and will not accept additional payments to extend time beyond the maximum time limit.

Surface Lot Permit Waitlist

We are continuing to evaluate permit sales (463) compared to surface lot spaces (297) and remain in an oversell situation. Visually, lot T has between 30-50 spaces available per day. We are unsure if the permits that were previously purchased are no longer being used or if permit holders are using alternative parking locations. The waitlist has 68 current requests. 70 permits are eligible for renewal throughout the month of April. We will continue to monitor before determining if waitlist requests can be fulfilled.

Parkmobile Sticker Replacement

Parkmobile has completed their development and rollout for “scan to pay”. This feature allows for smartphone users to scan a QR code on the Parkmobile sticker that takes them directly to a payment screen. This is a new option for users who do not want to create an account but would like to pay for parking with a one-time (guest) purchase. Parkmobile is covering the full cost of sticker replacements. Stickers are anticipated to be delivered and installed by July 1, 2021.

**Meeting Minutes
Lower Boardman Leadership Team
Regular Meeting
Wednesday, March 17, 2021**

As both co-chairs were absent, Russ Soyring nominated Christine Crissman to preside over the meeting.

A. CALL TO ORDER

The regular meeting of the Lower Boardman Leadership Team was called to order, via Zoom on Wednesday, March 17, 2021 by acting chair Crissman at 5:36

B. ROLL CALL

Burkholder conducted roll call

The following team members were in attendance: Christine Crissman, Jean Derenzy, Deni Scrudato, Frank Dituri, Russ Soyring, Tim Werner, Micheal Vickery, Pete Kirkwood.

The following team members were absent: Sammie Dyal, Jennifer Jay, Tick Korndorfer, Brett Fessel.

C. APPROVAL OF MINUTES FOR JANUARY 21, 2021

Motion to approve the January 21, 2021 Meeting Minutes
Moved by Kikrwood, Seconded by Scrudato

Yes: Christine Crissman, Jean Derenzy, Deni Scrudato, Frank Dituri, Russ Soyring, Tim Werner, Micheal Vickery, Pete Kirkwood

Absent: Sammie Dyal, Jennifer Jay, Tick Korndorfer, Brett Fessel

Carried: 8-0

D. OPENING PUBLIC COMMENT

Comment Submitted by Mr. Largent

Comments submitted electronically by Tom Mair

1. Please take notice that the ADA Ramp between the Post Office and Uptown is being modified to meet the min requirements of the ADA
2. The FishPass construction has been stopped because the City refuses to put the Park changes to a public vote as per the law stated in the City Charter
3. I have started an unscientific study about sea lamprey by the dam. There do not appear to be any .

E. BRIEF FISHPASS UPDATE

Frank Dituri provided an update on the status of the FishPass Project

F. Discussion of Land Use & Zoning Recommendations

Bob Doyle, from SmithGroup, presented the findings of the Zoning Subcommittee.
Tim Werner Presented several Photos to inform the discussion.

Motion to approve the recommendations of the Zoning subcommittee for the next phase of civic engagement and that the leadership team will work to develop materials that reflect the VARYING scope of opinions regarding potential zoning changes/implications.

Moved by Vickery, Seconded by Scrudato

Yes: Christine Crissman, Jean Derenzy, Deni Scrudato, Frank Dituri, Russ Soyring, Tim Werner, Micheal Vickery, Pete Kirkwood

Absent: Sammie Dyal, Jennifer Jay, Tick Korndorfer, Brett Fessel

Carried: 8-0

F. INITIAL STEPS FOR PUBLIC ENGAGEMENT

Discussion covered in previous agenda item

F. PUBLIC COMMENTS

Comment Submitted by Mr. Largent

Comment Submitted by Barbara Stamarous

Comment submitted by Tom White

Additional Comments from Leadership Team Members

Tim Werner

Deni Scrudato

Russ Soyring

Jean Derenzy noted that Elise Crafts has stepped down from the Leadership Team and that the DDA is scheduled to approve an appointment of the new city planner Shawn Winter to the Leadership Team.

G. ADJOURNMENT

Motion to adjourn

Moved by Derenzy, Seconded by Soyring

Yes: Christine Crissman, Jean Derenzy, Deni Scrudato, Frank Dituri, Russ Soyring, Tim Werner, Micheal Vickery, Pete Kirkwood

Absent: Sammie Dyal, Jennifer Jay, Tick Korndorfer, Brett Fessel

Carried: 8-0

DOWNTOWN TRAVERSE CITY ASSOCIATION BOARD MEETING

THURSDAY, MARCH 11, 2021
8:30 AM • Zoom
<https://us02web.zoom.us/j/2639464446>
Meeting ID: 263 946 4446

MINUTES

1. Call to Order (*Fisher*) (8:32am)
 - a. Present: Susan Fisher, Margaret Morse, Blythe Skarshaug, Jeffrey Libman, Dawn Gildersleeve, Liz Lancashire, Karen Hilt & Jake Kaberle (8:35am)
 - b. Absent: Amanda Walton
2. Approval of [Minutes of the Board Meeting of February 11, 2021](#) (*Fisher*)
 - a. Motion to approve the minutes as presented, **motion by Libman and seconded by Skarshaug. Motion carried unanimously.**
3. CEO Report (*Derenzy*)
 - a. DTCA Financials
4. [Events & Communications Review](#) (*McCain & Viox*)
 - a. Social Media Report
 - b. Traverse City Restaurant Week Review
 - i. Review of survey results
 - ii. Libman - Perhaps next year we communicate to participants that the concept behind this is to do something special for the community
 - iii. Morse - indicated more prolonged sales and increased alcohol sales
 - c. Events Committee Update
 - i. Make It Rain
 - ii. Art Walk
 - iii. Art Walk Jr.
 - iv. E3 Event Partnership
 - v. Art Fair Series
 - vi. Downtown Page Turner | A Michael's Place Bookdrive
 - d. Motion to approve the slate of events as presented by the events committee with continued input from that committee, **motion by Morse and seconded by Libman. Motion carried unanimously.**
5. Executive Committee Report (*Fisher*)

a. Update on Release of Excess Gift Certificate Funds

6. Adjourn *(9:27am)*



**Minutes of the
Arts Commission for the City of Traverse City
Regular Meeting
Wednesday, March 17, 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 Charlotte Smith, Commissioner Chelsie Niemi, Commissioner Roger Amundsen, and Board Member Leah Bagdon-McCallum

The following Commissioners were absent: Commissioner Megan Kelto and Commissioner Matt Ross

Chairperson Smith presided at the meeting.

(a) **CALL TO ORDER, ATTENDANCE, ANNOUNCEMENTS**

(1)

Meeting called to order at 3:41

Note: Chairperson Smith present but joined at 3:44pm.

(b) **PUBLIC COMMENT**

(1)

No public comment given.

(c) **APPROVAL OF MINUTES**

(1)

Approval of the Minutes of the February 17, 2021 Regular Arts Commission Meeting (approval recommended)

(d) **PROJECT UPDATE**

(1)

ART on the TART (approval recommended)

Caitlin Early from TART spoke on the next steps and communication for the project

- Inhabitect targeted a landscape start between April 5-12
- TART offers to take the lead on project news and announcements
- In terms of landscaping, Inhabitect needs to be advised on any requirements that the artist might have
- Artist and Arts Commission to identify and pinpoint the exact

- location for project installation on the site plan
- Need exact dimensions
- Need to know if there are anchors or anything that could potentially disrupt the landscaping
 - No irrigation within landscaping bc mostly natives that will adapt to environment
- Oryana will assist of watering needs to occur
 - Chairperson Smith points out that we will need to speak with the artist on signage verbiage and placement
 - Early also mentions that Arts for All is planning a TART Trails art your. Arts Commission to promote it on social.

Motion that the Arts Commission select Brian Ferriby as the artist for the Art on the TART Tenth Street Trailhead project.

Moved by Leah Bagdon-McCallum, Seconded by Ashlea Walter

Yes: Ashlea Walter, Charlotte Smith, Chelsie Niemi, Roger Amundsen, and Leah Bagdon-McCallum

Absent: Damian Lockhart, Megan Kelto, and Matt Ross

CARRIED. 5-0-3 on a recorded vote

(2) Mural Project Update (approval recommended)

- Commission decides that artists should be highly encouraged to apply in pairs but should be allowed to individually
- RFP should not include examples of canvas to wall transition
- Group discusses where all RFP should be promoted
 - website
 - social

Motion to approve the 'Union' Mural project RFP with the following revisions: (1) addition of language that we ENCOURAGE artists to apply in pairs and that final pairings are subject to the decision of the Arts Commission Selection Panel. (2) Photos and language on canvas transition into the surroundings to be removed

Moved by Leah Bagdon-McCallum, Seconded by Chelsie Niemi

Yes: Ashlea Walter, Charlotte Smith, Chelsie Niemi, Roger Amundsen, and Leah Bagdon-McCallum

Absent: Megan Kelto and Matt Ross

CARRIED. 5-0-2 on a recorded vote

(e) FINANCIALS

(1) Financial Report (approval recommended)

Motion to approve financial report

Moved by Ashlea Walter, Seconded by Leah Bagdon-McCallum

Yes: Ashlea Walter, Charlotte Smith, Chelsie Niemi, Roger Amundsen, and Leah Bagdon-McCallum

Absent: Megan Kelto and Matt Ross

CARRIED. 5-0-2 on a recorded vote

(f) **OLD BUSINESS**

(1) Perry Hannah Statue (approval recommended)

- Burkholder asks for approval of language changes
 - Walter asks for wilderness portion to be removed
 - Burkholder agrees to remove "wilderness" and "for the first time"
- Smith questions who worked on the edits
 - Burkholder states that they had not been vetted by any external parties or groups
- McCallum reminds the group that the other projects occurring or soon to be occurring along the Boardman will help in telling the stories of the Indigenous people
- Niemi asks if we should consider what the piece looks like now in the context of what will come and how it will fit in holistically
- Niemi also asks if we should consider a land acknowledgement
- Amundsen thinks it could be simplified by just having the tribe review and include language on the Indigenous
- Motion tabled until GTB can review the language

(2) Commissioner Matrix (approval recommended)

- Commissioner Walter to report back to the group on how the ad hoc will be structured for Arts Commission appointments

Motion that the Traverse City Arts Commission approves the Board Matrix and that it be shared with the City Commission to help inform and assist effort to select future Arts Commission members.

Moved by Roger Amundsen, Seconded by Chelsie Niemi

Yes: Ashlea Walter, Charlotte Smith, Chelsie Niemi, Roger Amundsen, and Leah Bagdon-McCallum

Absent: Megan Kelto and Matt Ross

CARRIED. 5-0-2 on a recorded vote

(3) Additional Old Business

- Rotating Sestok Exhibit discussion
 - Keep until fall
 - Possibility of a rolling call (similar to Dennon)
 - Will need to measure out the space if we decide to take this

route

(g) **NEW BUSINESS**

(1) Project Opportunity

- 14th Street Opportunity brought forward
 - Walter states that often times with projects like this, we end up chasing the the opportunity or donor etc. bc there really is not a mechanism in place to deal with this type of project
 - Recommendation to table until after the strategic plan
 - Niemi thinks that we should not give the owner a complete "no" But we will let him know if something comes up that may fit

(2) 2021/2022 Budget

- Need to start thinking what the Commission would like to budget for, knowing that the strategic plan will have significant costs
- Burkholder states that staff will develop what is needed for the budget
 - Need to identify what needs to be done and speak with facilitators on cost
- Smith thinks group should look at the grant list and choose what to apply for
- Walter notes that there is a line item in the budget on professional services
 - Group to look for grants to help with strategic plan and will bring in April

(3) Art Cataloging

- GIS to present at April meeting

(h) **PUBLIC COMMENT**

(1) General

No general public comment

(2) Commissioners

No commissioner public comment

(i) **ADJOURNMENT**

(1)

Meeting adjourned at 5:17pm
Motion to adjourn

Moved by Leah Bagdon-McCallum, Seconded by Ashlea Walter

Yes: Ashlea Walter, Charlotte Smith, Chelsie Niemi, Roger Amundsen,
and Leah Bagdon-McCallum

Absent: Megan Kelto and Matt Ross

CARRIED. 5-0-2 on a recorded vote

Charlotte Smith, Chairperson

Draft