

**Traverse City
Downtown Development Authority
Regular Meeting (Zoom)**

May 21, 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

May 17, 2021



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 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 for the Regular Meeting of April 16, 2021 (approval recommended)
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| B. | Consideration of approving Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for April 2021 (approval recommended)
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Arts Commission Financials April 2021 - PDF | 15 -
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| C. | Consideration of minutes for the Governance Committee of April 2021 (approval recommended)
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| D. | Consideration of Establishing a Progressive Rate Structure (approval recommended by Parking Subcommittee)
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C.	Consideration of entering into a Closed Session to consider a possible purchase of real property and an attorney-client communication as authorized by MCXL 15.268(d) and MCL 15.268(h) (7 affirmative votes required and roll call vote)	
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14.	CLOSING PUBLIC COMMENT	
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15.	ADJOURNMENT	



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

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

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

The following Board Members were absent: None

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

(b) **ROLL CALL**

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

- (1) Motion to approve the agenda as presented.

Moved by Richard Lewis, Seconded by Steve Nance

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

(d) **OPENING PUBLIC COMMENT**

(e) **CONSENT CALENDAR**

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

- (1) Approval of the Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for March 2021
- (2) Approval of the minutes from the March 8, 2021 Finance Committee meeting
- (3) Approval of the Banners and Decorations Agreement with Traverse City Light and Power.
Motion to approve the consent calendar with the amendment to remove Item A from the consent calendar.

Moved by T. Michael Jackson, Seconded by Jim Carruthers

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

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

- (1) Approval of the minutes of the Regular Meeting of March 19, 2021

- Carruthers | Removed this item from the consent calendar due to technical difficulties.

Motion to approve the minutes of the minutes of the Regular Meeting of March 19, 2021 as presented.

Moved by Richard Lewis, Seconded by Jeff Joubran

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

No: Jim Carruthers

Absent: None

CARRIED. 11-1-0 on a recorded vote

(g) **OLD BUSINESS**

- (1) Appointment of Damian Lockhart to Finance Committee
Motion that the DDA Board appoint Damian Lockhart to the DDA Finance Committee.

Moved by Richard Lewis, Seconded by Scott Hardy

Yes: Richard Lewis, Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, and Pam Marsh
Absent: None

CARRIED. 12-0-0 on a recorded vote

- (2) Appointment of Steve Nance to the Arts Commission
Motion that the DDA Board appoint Steve Nance to the Traverse City Arts Commission.

Moved by Stephen Constantin, 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, Jeff Joubran, Richard Lewis, and Pam Marsh
Absent: None

CARRIED. 12-0-0 on a recorded vote

- (3) 2021/2022 Budget Review and Schedule Public Hearing

- Derenzy | Reviewed and presented the Budget as prepared by the CEO and the Finance Committee.
- Constantin | Mentioned the "incubator idea" that was discussed by the Finance Committee and is in the budget and asked Derenzy to explain the program and other success of likened Cities.
- Kirkwood | Supports the incubator program and how it invests in the future of our Downtown. Asked about how the Finance Committee came to the amount of \$300,000 for the Lower Boardman.
- Jackson | Inquired about the loss of office workers and if the incubator program would help facilitate new office workers into the area. Asked if the DDA should expect any funds coming in to the DDA from pandemic relief. Asked about the possible timing of the West End Parking Deck.
- Carruthers | Expressed that attracting all workers into Downtown is important and stressed the sustaining of current businesses and employees (particularly service workers) in Downtown. Indicated data on the number of current employees in Downtown could help with decision making of the DDA

Board. Mentioned excitement about the bridge work coming to fruition and that the budgeted amount for stormwater is just a drop in the bucket. Inquired about the trees cut down on the Midtown Riverwalk. Stressed the importance of Destination Downtown, and asked about other ways to support BATA if this promotion isn't being widely utilized.

- Schneider | Indicated that the Board should expect changes to the Budget on public infrastructure line items as bids come in on the Downtown bridge work specifically. Reminded the Board that TIF 97 ends in 2028 and that how we manage projects will be crucial to the timing of projects. Commented on how the Finance Committee understands that we are spending more than we're receiving, however we will still maintain a fund balance overall.
- Colburn | Responded to Jackson's inquiry about funding from pandemic relief. Responded to Carruthers regarding the trees cut down on the Midtown Riverwalk.
- Lewis | Mentioned that the Governance Committee is reviewing the potential of bringing a consultant in to help us strategically plan how all of these projects fit together.

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

Moved by Stephen Constantin, Seconded by Steve Nance

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

(4) Final Report on Lower Boardman Riverwall Assessment

- Derenzy | Presented the Final Report on the Lower Boardman Riverwall Assessment and introduced consultant, Bob Doyle from Smith Group, into the meeting for further explanation and the final recommendations. Cautioned the DDA Board that the cost of this project may change when we explore additional needs for these presented recommendations.
- Kirkwood | Asked if consultant could make the assumption that everyone has read the packet and just provide an overview of the presentation, not as detailed. Asked about the urgency of the project, especially implications of the sewer line present in the wall.
- Carruthers | Inquired about the original figures from initial discussions and if those cost estimates are still consistent with the recommendations provided.
- Schneider | Asked about the cost implications of the recommended short-term measures. Inquired if the problems, mentioned by Marsh, would persist after these recommendations are completed.

- Jackson | Questioned if any of these improvements were in the CIP for the City.
- Colburn | Responded to Jackson's inquiry about CIP City funding.
- Marsh | Shared her experiences of her Downtown neighbors and the investments they are taking keep water out of their basements. Expressed that this is more of an urgent matter as our businesses need this managed.
- Hardy | Expressed that our recommendations should include a solution for our businesses that have been enduring the repercussions from the degradation of the wall.

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

Moved by Peter Kirkwood, Seconded by Leah Bagdon-McCallum

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

(h) **NEW BUSINESS**

(1) Emergency Declaration - Remote Meetings

- Carruthers | Commented that the original declaration would've ended in April and that this extension allows us the option to continue to meet remotely to July.

Motion to approve the emergency declaration for remote meetings through July 31, 2021.

Moved by Leah Bagdon-McCallum, Seconded by Richard Lewis

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

(2) City Opera House Light Replacement

- Schneider | Asked Derenzy to review the discrepancy in cost between

bidders.

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.

Moved by Richard Lewis, Seconded by Stephen Constantin

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

(i) **CEO REPORT**

(1) CEO Report

- Derenzy | Discussed an item inadvertently left out of the report: Platform Cafes. Indicated that the DDA is working with the City to review the Platform Cafe ordinance to make the ordinance more successful for businesses and expand offerings to the 100 and 200 blocks of Front Street.
- Carruthers | Inquired about the Lot G update within the project memo and asked Derenzy to detail further.
- Jackson | Questioned whether or not Lot G should be placed on hold until we have answers to the West Front Parking Garage.

(j) **BOARD MEMBER UPDATES**

(1) Arts Commission Board Member Update (Bagdon-McCallum)

(2) Lower Boardman (Kirkwood)

(k) **STAFF REPORTS**

(1) Community Development Director (McCain)

(2) Downtown Experience Coordinator (Viox)

(3) Parking Services Report (VanNess)

- VanNess | Highlighted the smart meter installation occurring in May.

(l) **RECEIVE AND FILE**

- (1) Lower Boardman Leadership Team March 17, 2021 Meeting Minutes
- (2) DTCA March 11, 2021 Meeting Minutes
- (3) Arts Commission March 17, 2021 Meeting Minutes

(m) **PUBLIC COMMENT**

(n) **ADJOURNMENT**

- (1) Motion to adjourn the meeting at 10:10am.

Moved by Jeff Joubran, Seconded by Steve Nance

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO

Traverse City DDA - General

Profit and Loss
July 2020 - April 2021

	TOTAL
Income	
4100 TAXES	
4101 Property Taxes	135,597.36
Total 4100 TAXES	135,597.36
4200 GRANTS & CONTRIBUTIONS	
4204 Grants - EGLE cornwell	40,198.78
Total 4200 GRANTS & CONTRIBUTIONS	40,198.78
4300 REIMBURSEMENTS	
4302 Administrative Services	812,069.14
4303 Miscellaneous Revenue	305.00
4304 Winter Projects	2,500.00
4305 Farmers Market online Revenue	118,081.82
Total 4300 REIMBURSEMENTS	932,955.96
4400 RENTAL INCOME	
4401 Rents	34,887.02
Total 4400 RENTAL INCOME	34,887.02
4500 INTEREST INCOME	
4501 Interest & Dividends	2,557.39
Total 4500 INTEREST INCOME	2,557.39
4999 Uncategorized Income	99,566.10
Total Income	\$1,245,762.61
GROSS PROFIT	\$1,245,762.61
Expenses	
5100 SALARIES	
5101 Salaries & Wages	327,255.30
5102 Hourly Wage Expense	206,130.35
Total 5100 SALARIES	533,385.65
5200 FRINGE BENEFITS	
5201 Health Insurance	86,631.40
5202 Disability Insurance Benefits	21,385.26
5204 457 Company Matching	44,967.35
5208 Social Security Tax Expense	32,380.35
5209 Medicare Tax Expense	8,000.64
5210 SUTA Tax Expense	1,268.91
5211 Workers Compensation	5,854.00
5213 Payroll Expenses	6,500.00
Total 5200 FRINGE BENEFITS	211,637.47

Traverse City DDA - General

Profit and Loss
July 2020 - April 2021

	TOTAL
5300 OFFICE SUPPLIES AND UTILITIES	
5301 Office Supplies	15,902.73
5302 Utilities	7,679.82
5303 Operation Supplies	1,603.73
5305 Dues and Memberships	3,421.91
5306 Printing & Publishing	7,574.92
5307 Communications	56,294.51
5308 Miscellaneous Expense	65.70
Total 5300 OFFICE SUPPLIES AND UTILITIES	92,543.32
5400 PROFESSIONAL SERVICES	2,460.00
5401 Contract Services	14,800.00
5402 Legal	5,325.00
5403 Professional/Contractual	93,707.44
5405 Community Promotion	8,617.30
5406 Grant Exp Buy Local Give Local	-2,000.00
5409 Grant exp EGLE cornwell bldg	35,258.35
5415 Online Farmers Market Expense	110,811.93
Total 5400 PROFESSIONAL SERVICES	268,980.02
5500 TRAVEL AND CONFERENCES	1,250.00
5501 Lodging, meals	1,056.85
5503 Training	290.00
Total 5500 TRAVEL AND CONFERENCES	2,596.85
5700 RENTAL EXPENSE	
5701 Rentals	7,384.75
Total 5700 RENTAL EXPENSE	7,384.75
Uncategorized Expenditure	442.22
Total Expenses	\$1,116,970.28
NET OPERATING INCOME	\$128,792.33
Other Expenses	
Ask Jean	2,320.37
Total Other Expenses	\$2,320.37
NET OTHER INCOME	\$ -2,320.37
NET INCOME	\$126,471.96

Traverse City DDA - TIF 97

Balance Sheet
As of April 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 CASH AND CASH EQUIVALENTS	
1001 Fifth Third Checking - 8026	5,151,044.94
Total 1000 CASH AND CASH EQUIVALENTS	5,151,044.94
Total Bank Accounts	\$5,151,044.94
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	\$5,892,604.35
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	\$5,892,604.35
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 ACCOUNTS PAYABLE	178,832.81
Due to City - Capital Projects	0.00
Total Accounts Payable	\$178,832.81
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	\$899,371.00
Total Liabilities	\$899,371.00
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	2,988,400.29
Net Income	2,026,033.06
Total Equity	\$4,993,233.35
TOTAL LIABILITIES AND EQUITY	\$5,892,604.35

DDA Old Town TIF

Balance Sheet
As of April 30, 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	68,913.41
Total Accounts Payable	\$68,913.41
Other Current Liabilities	
2100 DUE TO OTHER FUNDS	3,500.00
Total Other Current Liabilities	\$3,500.00
Total Current Liabilities	\$72,413.41
Total Liabilities	\$72,413.41
Equity	
Retained Earnings	219,377.21
Net Income	333,944.72
Total Equity	\$553,321.93
TOTAL LIABILITIES AND EQUITY	\$625,735.34

05/17/2021 10:31 AM
 User: nvanness
 DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	ACTIVITY FOR MONTH 04/30/21	YTD BALANCE 04/30/2021	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	302.50	0.00	(302.50)	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	94,515.60	990,442.67	0.00	(190,442.67)	123.81
585-000-653.000	PERMITS-SURFACE LOTS	150,000.00	4,839.00	191,955.50	0.00	(41,955.50)	127.97
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	240.00	1,400.00	0.00	(1,400.00)	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	21,890.49	177,186.51	0.00	(127,186.51)	354.37
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	33,274.27	0.00	6,725.73	83.19
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	402.89	1,619.93	0.00	(1,619.93)	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	121,887.98	1,397,759.44	0.00	1,097,940.56	56.01
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	7,685.40	118,358.10	0.00	(18,358.10)	118.36
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	13,516.00	148,467.00	0.00	26,533.00	84.84
585-586-668.000	RENTS AND ROYALTIES	26,300.00	0.00	16,878.00	0.00	9,422.00	64.17
585-586-677.000	REIMBURSEMENTS	0.00	15.96	15.96	0.00	(15.96)	100.00
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	21,217.36	283,719.06	0.00	17,580.94	94.16
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	25,000.00	5,348.50	44,554.25	0.00	(19,554.25)	178.22
585-587-653.005	PERMITS-PARKING DECK	325,000.00	5,000.00	267,996.00	0.00	57,004.00	82.46
585-587-677.000	REIMBURSEMENTS	0.00	469.60	674.60	0.00	(674.60)	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	10,818.10	313,224.85	0.00	36,775.15	89.49

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Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
TOTAL REVENUES		3,147,000.00	153,923.44	1,994,703.35	0.00	1,152,296.65	63.38
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	17,800.00	257.99	8,411.46	0.00	9,388.54	47.26
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	(0.58)	29.18	0.00	(29.18)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	1,400.00	19.09	141.32	0.00	1,258.68	10.09
585-585-716.000	EMPLOYEE HEALTH INSURANCE	200.00	10.64	105.98	0.00	94.02	52.99
585-585-717.000	EMPLOYEE LIFE/DISABILITY INS	100.00	2.61	26.07	0.00	73.93	26.07
585-585-718.000	RETIREMENT FUND CONTRIBUTION	200.00	22.70	173.36	0.00	26.64	86.68
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	282.49	2,436.39	0.00	3,563.61	40.61
585-585-740.000	OPERATION SUPPLIES	37,000.00	42.41	18,268.22	29,386.87	(10,655.09)	128.80
585-585-801.000	PROFESSIONAL AND CONTRACTUAL	1,232,500.00	2,977.45	741,966.33	422,233.84	68,299.83	94.46
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	964.00	14,283.48	65,657.00	(54,940.48)	319.76
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	151.09	1,607.70	0.00	3,392.30	32.15
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	2,150.00	8,298.03	40.73
585-585-910.000	INSURANCE AND BONDS	9,000.00	0.00	10,492.45	0.00	(1,492.45)	116.58
585-585-920.000	PUBLIC UTILITIES	20,000.00	631.89	7,488.95	0.00	12,511.05	37.44
585-585-930.000	REPAIRS AND MAINTENANCE	121,000.00	9,932.63	38,971.87	5,106.14	76,921.99	36.43
585-585-930.005	RAMSDELL GATE REPAIR & MAINT	1,000.00	450.00	1,298.00	0.00	(298.00)	129.80
585-585-940.000	RENTAL EXPENSE	90,000.00	4,930.00	97,914.42	25,064.72	(32,979.14)	136.64
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	20,674.41	1,009,880.42	597,336.57	504,783.01	76.10
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	44.06	8,575.36	2,613.05	(2,188.41)	124.32
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	89,000.00	493.69	37,423.80	16,682.53	34,893.67	60.79
585-586-850.000	COMMUNICATIONS	3,500.00	256.00	2,560.00	0.00	940.00	73.14
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	6,103.35	0.00	896.65	87.19
585-586-920.000	PUBLIC UTILITIES	55,000.00	3,143.32	29,205.66	0.00	25,794.34	53.10
585-586-930.000	REPAIRS AND MAINTENANCE	117,000.00	4,368.65	64,820.14	27,610.57	24,569.29	79.00
585-586-940.000	RENTAL EXPENSE	13,000.00	1,307.09	4,585.36	0.00	8,414.64	35.27
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	9,612.81	161,540.42	46,677.35	321,282.23	39.32

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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	12.58	1,845.15	3,060.87	3,093.98	61.33
585-587-801.000	PROFESSIONAL AND CONTRACTUAL	69,500.00	110.00	14,830.04	20,795.00	33,874.96	51.26
585-587-850.000	COMMUNICATIONS	6,000.00	788.75	3,666.28	0.00	2,333.72	61.10
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	5,446.62	0.00	553.38	90.78
585-587-920.000	PUBLIC UTILITIES	50,000.00	2,601.72	26,137.61	0.00	23,862.39	52.28
585-587-930.000	REPAIRS AND MAINTENANCE	167,000.00	566.76	25,302.49	14,111.88	127,585.63	23.60
585-587-940.000	RENTAL EXPENSE	13,000.00	1,082.09	3,910.36	0.00	9,089.64	30.08
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	5,161.90	81,138.55	37,967.75	386,393.70	23.56
TOTAL EXPENDITURES		3,147,000.00	35,449.12	1,252,559.39	681,981.67	1,212,458.94	61.47
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		3,147,000.00	153,923.44	1,994,703.35	0.00	1,152,296.65	63.38
TOTAL EXPENDITURES		3,147,000.00	35,449.12	1,252,559.39	681,981.67	1,212,458.94	61.47
NET OF REVENUES & EXPENDITURES		0.00	118,474.32	742,143.96	(681,981.67)	(60,162.29)	100.00

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	ACTIVITY FOR MONTH 04/30/21	YTD BALANCE 04/30/2021	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	0.00	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	0.00	44,895.00	0.00	68,305.00	39.66
TOTAL REVENUES		113,200.00	0.00	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	1,686.13	20,209.50	(2,895.63)	115.24
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	1,686.13	20,209.50	91,304.37	19.34
TOTAL EXPENDITURES		113,200.00	0.00	1,686.13	20,209.50	91,304.37	19.34
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		113,200.00	0.00	44,895.00	0.00	68,305.00	39.66
TOTAL EXPENDITURES		113,200.00	0.00	1,686.13	20,209.50	91,304.37	19.34
NET OF REVENUES & EXPENDITURES		0.00	0.00	43,208.87	(20,209.50)	(22,999.37)	100.00

**Minutes
Traverse City Downtown Development Authority
Governance Committee**

April 29, 2021
Virtual Zoom Meeting

Present: T. Michael Jackson, Richard Lewis, Steve Constantin, Gabe Schneider

Absent: None

Attendees: Jean Derenzy

Chair Lewis called meeting to order at 9:30am

Approval February 8, 2021 Minutes: **MOVED** by Jackson seconded by Constantin to approve minutes as presented. **APPROVED** unanimously.

Public Comment: No public comment.

Review of CEO Performance Evaluation Form Kate Greene, worked with Chair Schneider and past chair Leah Bagdon-McCallum to put together evaluation. Committee members agreed on questions and recommended evaluation go out to all DDA Board members to allow review of results in June.

Public Comment: None

Meeting adjourned at 10:30

Richard Lewis, Chair



Memorandum

To: DDA Board of Directors
From: Nicole VanNess, Transportation Mobility Director
CC: Jean Derenzy, DDA CEO
Date: May 17, 2021
Re: Establish Progressive Rate Structure (Progressive Pricing and Time Limits)

The purpose of the parking meters is to allow visitors and patrons access to park for the purpose of doing business or experiencing downtown, in addition to, providing an alternative to permit parking for employees. Parking meters are located throughout downtown with 2, 3, 4, or 10 hour rate limits. Providing varying meter limits and rates provides options for all downtown patrons.

The on-street meters in the core area currently have a time limit of 3 hours while the metered lots have 2-hour time limits. The current configuration is backwards in that the increased time limit exists for storefront parking while those walking from lots have less time. All meters in the core that have close proximity walking distance to parking lots with increased time limits will be converted back to 2-hour maximum time limits. Patrons with longer trips downtown should be utilizing surface lot or parking garages instead of storefront parking.

The Parking Subcommittee has discussed ways to allow customers to extend past the posted limit without being penalized yet enforce the spaces to reduce abuse and ensure turnover. This item was discussed at a DTCA Board meeting. Their feedback was that the maximum time limit should be no more than four hours.

The smart parking meter and sensor installation will allow the occupancy of the space to be tracked for each transaction. With communication between the two devices, we are able to program the meters to charge a regular rate and an increased hourly rate for overtime hours. This flexibility of easing time limits improves the downtown parking experience by:

1. Charging regular rates for the maximum area time limit
2. Incentivize turnover by increasing hourly rates for overtime parking
3. Provide parkers the ability to determine their desired time
4. Reduce enforcement of non-paid expired meters

The proposed progressive structure is to charge the hourly rate for the first two hours and increase rates for the next two hours per the table below.

Hour	Hourly Rate	Total Fee
1	\$1.50	\$1.50
2	\$1.50	\$3.00
3	\$2.50	\$5.50
4	\$2.50	\$8.00

RECOMMENDATION: The DDA Board of Directors concur with the Parking Subcommittee to establish a progressive rate structure for parking meters.



Memorandum

To: DDA Board of Directors
From: Nicole VanNess, Transportation Mobility Director
Copy: Jean Derenzy, DDA CEO
Date: May 17, 2021
Re: Pay Station Modem Upgrade

On April 15, 2021, our multi-pay station vendor, T2 Systems, notified us of the retirement of the AT&T 3G/HSPA Network effective February 2022. This announcement means the modems in the older Luke II pay stations purchased in 2015 will no longer be PCI Compliant or supported come February and a replacement is required to continue processing credit cards. Out of our 29 pay stations, 26 will need to be replaced.

To avoid incurring replacement costs, we explored moving to a fiber connection. However, moving to a fiber connection would put the PCI compliance, management and annual PCI verification on the City which is not something we are prepared to take on at this time.

We projected to use surplus funds for the fiscal year 2020/21. In order to stay fiscally responsible as we have navigated pandemic with decreased revenue, we adjusted our planned projects in order to stay within the budget. At this time, we are not projecting to use any of the requested surplus funds. This expenditure is required by January 31, 2022 to avoid any credit card processing issues. While these replacement costs were not planned for this fiscal year, we would like to move forward with the replacement in order to not incur this expense in the upcoming fiscal year. Traffic & Safety is the authorized reseller/installer for T2 Systems in the state of Michigan. They have confirmed that this work can be completed by June 30, 2021.

In order to ensure these funds would be expensed during this current fiscal year, this item went before the City Commission at their May 3, 2021 meeting, and they approved the motion on consent calendar.

Recommended Motion: That the DDA Board of Directors concur with the City Commission approval to issue a service order in the amount of \$30,330 to Traffic & Safety Control System for the purchase and installation of 26 LTE modem with funds available in the Auto Parking Fund.



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

For Meeting Date: May 21, 2021

SUBJECT: Public Hearing on 2021/2022 Budget

Notice for the Public Hearing regarding the 2021/2022 Budget was published in the Record Eagle. The proposed budget is attached.

The budget as proposed is as follows:

For the DDA General Fund Budget:

Revenue: Property taxes of \$137,475 is the millage rate for all property owners. Reimbursement figures are comprised of administrative fees from TIF 97 and Old Town TIF (.02%), the DTCA Management Agreement and the Parking Management Agreement. Rental Income is from the Farmers Market, with expenses contained within the professional services line item.

Expenditures:

- 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
 - Assisting with Retail Incubator policy, procedures and guidelines.
- 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.

TIF 97 Revenue

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.

Recommended in TIF 97 Expenditures:

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 Revenue

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

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.

RECOMMENDATION:

Public Input only. Adoption of budget will occur at your June 18, 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

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

* - indicates projects with multiple funding sources

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

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 Bdge Rehabilitation	1,160,000	183,000	1,343,000	63,500	183,000	246,500
Park Street Bdge Repair	616,260	24,705	640,965	125,295	24,705	150,000
South Cass Street Bdge Repair	744,142	62,578	806,720	34,711	31,289	66,000
South Union Street Bdge Repair	1,134,000	189,000	1,323,000	4,170	88,830	93,000
West Front Street Bdge 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



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

Memorandum

To: DDA Board of Directors

From: Harry Burkholder, COO

Date: May 17, 2021

Subject: Lower Boardman Unified Plan Update.

As you are aware, the DDA, in collaboration with the Lower Boardman River Leadership Team, has been leading an effort to develop a comprehensive plan (commonly referred to as the “Unified Plan”) for the 1.6 miles of Boardman River that meanders through Downtown (from Boardman Lake to the mouth of the Bay).

The Leadership Team includes 13 members, made up of local officials (including our own Pete Kirkwood), government staff, a staff member from the Grand Traverse Band of Ottawa and Chippewa Indians, representatives from stakeholder organizations, businesses owners, and residents.

As noted at the onset of the planning effort in 2018, the Leadership Team was charged with:

“Complete and begin implementation of a definitive plan involving various forms of access and amenities for the lower Boardman River that compliments the Union Street dam modifications including but not limited to: 1) access to use and enjoy the river by people of all ages, needs and abilities; and 2) reduction/elimination of point and non-point pollution within the downtown district.”

Over the last two-plus years, the Leadership Team, in cooperation with DDA Staff and SmithGroup (our consulting firm) 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.

The guiding values (see below) and the general vision were developed through a robust and extensive civic engagement process that included a large community meeting, several stakeholders meetings, a community wide survey, public comment boards and a series of informal pop-up meetings at local businesses and public gatherings (e.g., farmers market, Friday Night Live, etc.). This engagement continued throughout the lifespan of the planning project through in-person Leadership Team meetings.

Unfortunately, due to the COVID-19 pandemic, the Lower Boardman River Leadership Team did not meet and suspended all activity for just over six months. The Leadership Team was able to resume activity this past fall, and continues to hold its public meetings virtually.

In an additional (but related) effort, this past fall the DDA and the City worked with SmithGroup to conduct a stabilization assessment of the retaining wall along the 100 and 200 blocks of Front Street. The recommendations identified in the stabilization assessment (which was presented at your April meeting) were partially influenced by the general vision identified through the Lower Boardman public engagement process. Furthermore, any solution that is ultimately determined for the retaining wall will greatly impact how and in what manner that vision is realized on the 100 and 200 blocks.

After several months of hard work, additional analysis and vigorous discussion the Leadership Team is planning to release a draft of the Unified Plan (including recommendations and alternative development scenarios) in June to begin a second round of community feedback and discussion. Over the summer, the Leadership Team will host and facilitate a series of public and stakeholder meetings (both virtual and in-person), forum conversations and pop-up meetings to get feedback on the draft plan. The Leadership Team is also working on plans to “take the meeting to the people” and solicit feedback from school-aged kids and other groups who don’t normally participate in traditional civic engagement activities and meetings.

Based on the feedback we receive, the Leadership Team will reconvene in August/September to make revisions to the recommendations and develop a final version of the Unified Plan. Once complete, we will be seeking adoption of the Unified Plan from the DDA Board, which will then be sent on to the City Commission, Planning Commission, and Parks and Recreation Commission for their approval.

Working Leadership Team Values

1. Reflect the City’s commitment to the river as a public resource and asset to be passed to residents and visitors in perpetuity.
2. Contain public goals for the river and City, in keeping with the community’s visions about what the River is and can become as a centerpiece for downtown identity and ethos.
3. Be consistent with best riparian and aquatic science, best water and land management practices and must be harmonious with the river.

4. Be explicit to the commitment to improve, restore and protect the health and integrity of the riparian ecosystem of the lower river.
5. Manage invasive vegetation and protect and retain existing native vegetation and add native vegetation where possible.
6. Ensure that the natural flow of the river is enhanced and not curtailed or impeded by any element of the plan.
7. Identify/prioritize opportunities for multi-modal access to the river.
8. Integrate existing river walks and pathways with new connections between sites and destinations that link the river to the City in ways that are physical, visual, aesthetic and psychological.
9. Enhance ecological and aesthetic river conditions, take advantage of and integrate iconic structures, and identify new sites and structures that serve as destination or centers of programming to attract year-round access.
10. Make nature-based stormwater best management practices (BMP's) a priority.
11. Help ensure that new or rehabilitated developments along the river are compatible with the City's renewable energy goals.
12. Establish that development sites, destinations and structures must protect the health, aesthetics, accessibility and health of the relationship between the river and residents/visitors.
13. Use the natural and cultural values of the river as a guide for decisions about the commercial, economic or utilitarian values to be leveraged for the public good.
14. Prohibit further hardening of the shorelines that are inconsistent with the Unified Plan.
15. Foster and sustain partnerships with shared responsibilities among public and private stakeholders who share the value that the Boardman is a "common resource" that connects everyone.
16. Provide that the recommended initiatives contained in the Unified Plan will account for the impact of those initiatives on residents, habitats and the ecological status of the river.

Key Input from First Round of Public Engagement

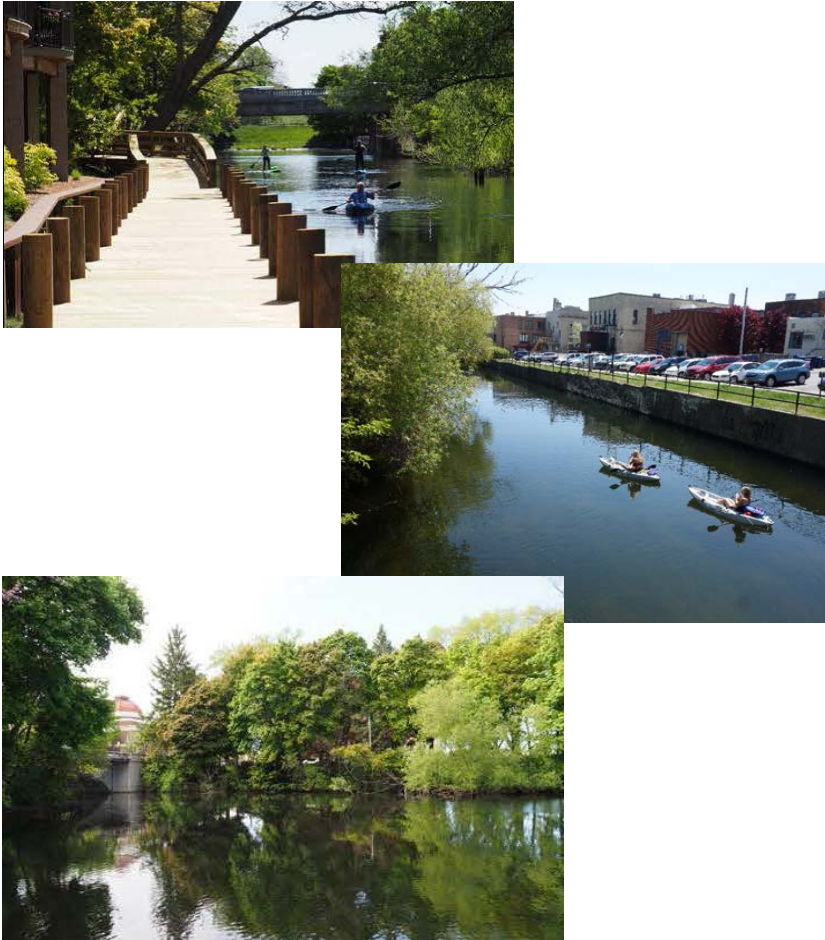
- Provide public access along the river, assume the need for universal access
- Soften the shore treatment/restore the natural edge
- Limit/manage additional development along the river corridor
- Remove/limit parking from riverbanks
- Increase building setbacks
- Utilize best practices to manage stormwater and other means of improving water quality
- Shift the balance towards habitat and nature over human recreation and economic development
- Keep the river corridor natural and passive



Lower Boardman River Unified Plan

WHAT IS THIS PROJECT?

A Comprehensive (“Unified”) Plan for the Lower Boardman River



WHO'S IS LEADING THIS EFFORT?

The Downtown Development Authority, through the Lower Boardman Leadership Team (a sub-committee of the DDA)

A 13-member committee made up of local officials (including the City Commission and DDA Board), government staff, a member of the Grand Traverse Band of Ottawa and Chippewa Indians, representatives from stakeholder organizations, business owners and citizens.

Jennifer Jay, Co-Chair Grand Traverse Land Conservancy	Sammie Dyal Grand Traverse Band of Ottawa and Chippewa Indians	Christine Crissman Watershed Center
Brett Fessell, Co-Chair Grand Traverse Band of Ottawa and Chippewa Indians	Pete Kirkwood Downtown Business Owner	Jean Derenzy TC DDA
Russ Soyring Resident	Tim Werner City Commissioner	Rick Korndorfer Downtown Property Owner
Frank Dituri City of Traverse City	Mike Vickery Downtown Resident	Shawn Winter City of Traverse City
		Deni Scrudato City Resident

WHY ARE WE CREATING A UNIFIED PLAN?

- Years of turning our back to the river – desire to “face and engage” the river
- Number of well-intentioned but disjointed public access projects have been installed
- Several new infill development projects
- Lack of comprehensive and cohesive vision for the river corridor



HOW IS THIS PLAN RELATED TO FISHPASS?

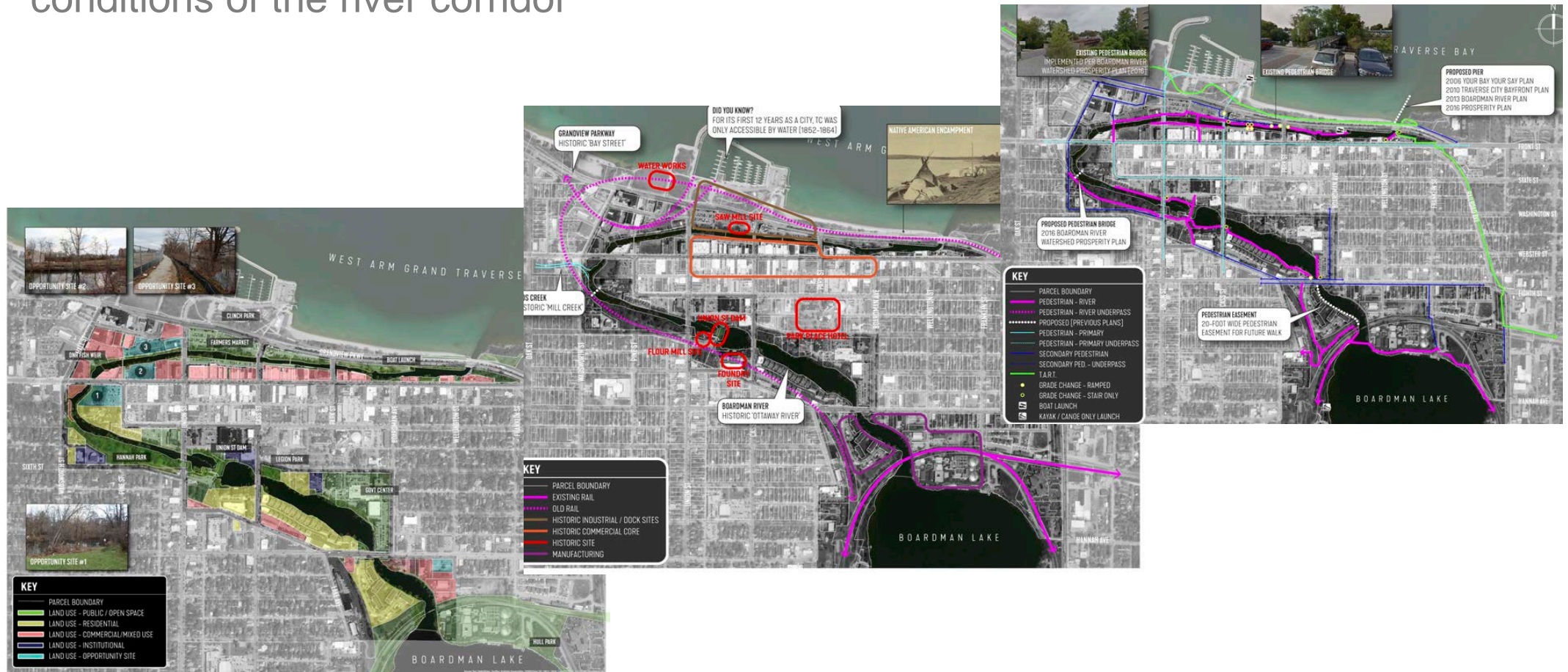
Although the portion of the river where the *FishPass* may be located is within the geographic scope of this project, the Leadership Team is not directly involved in the *FishPass* Project.

The final Unified Plan for the Lower Boardman will acknowledge the *FishPass* project and opportunities for connectivity.



WHAT HAS BEEN SO FAR?

- Review Previous Plans
- Complete an inventory and establish better understanding of the current conditions of the river corridor



WHAT HAS BEEN SO FAR?

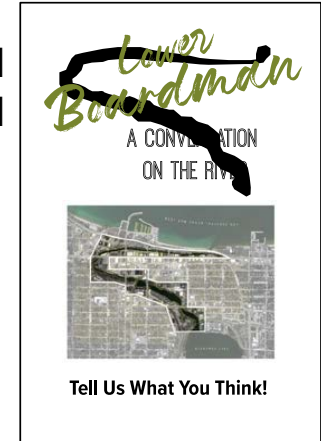


Large Public Meeting



Stakeholder Discussions
(open to the public)

Mailed
Postcard



Public Suggestion
Board



Online Survey



Pop-Up Meetings

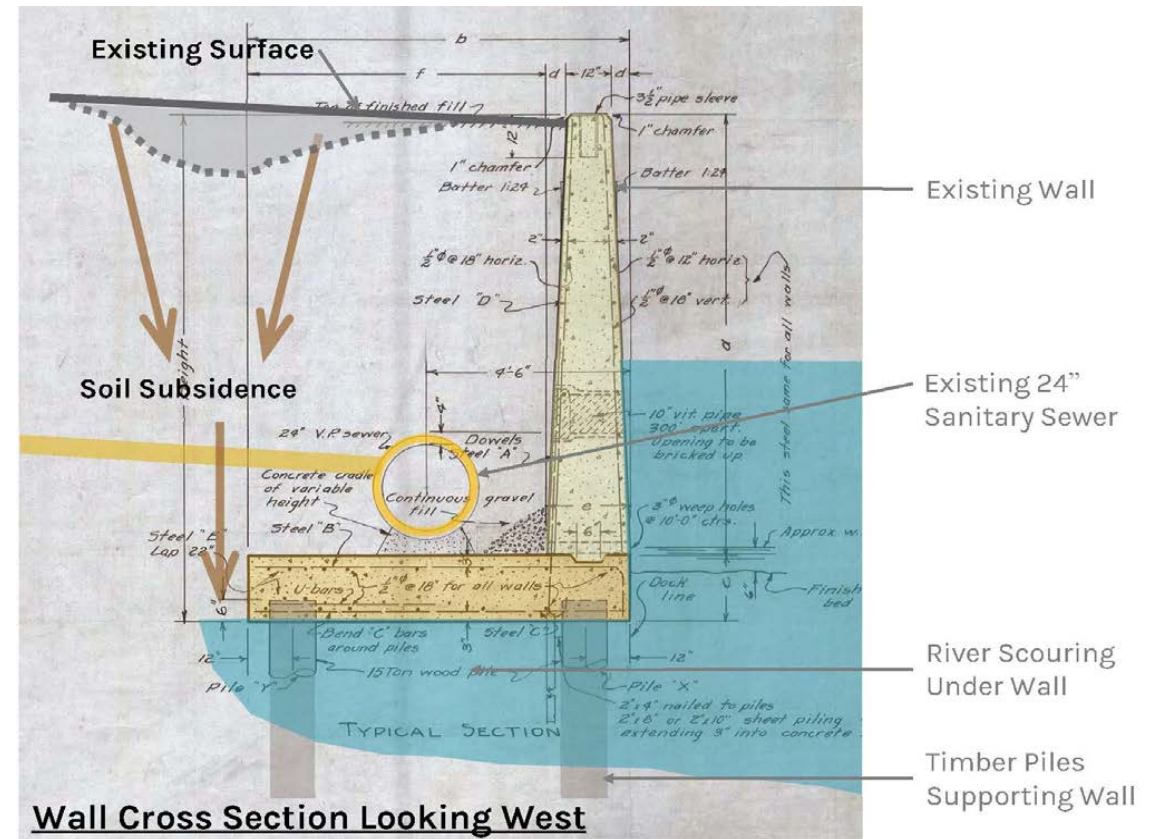


Scavenger Hunt

GUIDING VALUES (WORKING DRAFT)

- Reflect the city's commitment to the river as a public resource and asset to be passed to residents and visitors in perpetuity.
- Contain public goals for the river and city, in keeping with the community's visions about what the river is and can become the centerpiece for downtown identity and ethos.
- Use the natural and cultural values of the river as a guide for decisions about the commercial, economic or utilitarian values to be leveraged for the public good.
- Be explicit to the commitment to improve, restore and protect the health and integrity of the riparian ecosystem of the lower river.
- Provide that the recommended initiatives contained in the plan will account for the impact of those initiatives on residents, habitats, and the ecological status of the river.
- Serve to foster and sustain partnerships with shared responsibilities among public and private stakeholders who share the value that the Boardman is a "common resource" that connects everyone.
- Identify/prioritize opportunities for multi-modal access to the river.
- Prohibit further hardening of the shorelines that are inconsistent with the plan
- Enhance ecological and aesthetic river conditions, take advantage of and integrate iconic structures and identify new sites and structures that serve as destination or centers of programming to attract year-round access.
- Integrate existing river walks and pathways with new connections between sites and destinations that link the River to the city in ways that are physical, visual, aesthetic and psychological.
- Make nature-based stormwater best management practices (BMP's) a priority.
- Help ensure that new or rehabilitated developments along the River are compatible with the city's renewable energy goals.
- Establish that development sites, destinations and structures must protect the health, aesthetics, accessibility and health of the relationship between the river and residents/visitors.
- Manage invasive vegetation and protect and retain existing native vegetation and add native vegetation where possible.
- Ensure that the natural flow of the river is enhanced and not curtailed or impeded by any element of the plan.

RETAINING WALL ASSESSMENT



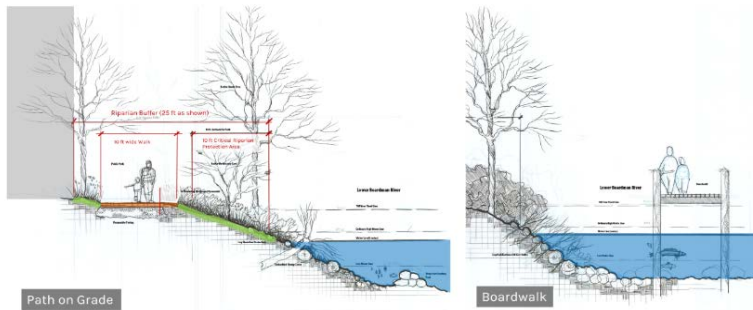
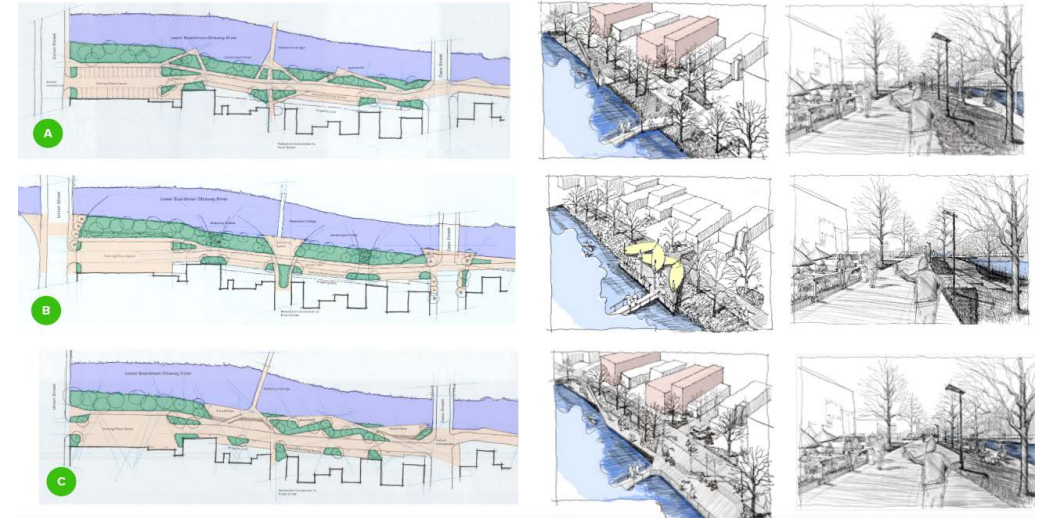
WHAT'S NEXT & HOW CAN I PARTICIPATE?

Public Review and Discussion on the Draft Unified Plan, beginning in June

Virtual & In-Person Engagement

- Stakeholder Meetings
- Public Meeting and Forums
- On-line Feedback Forum
- Pop-Up Meetings

Leadership Team Prepares Final Plan by September





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: Generator for City Opera House

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

- 45th Property and Power: \$40,166
- Isenhardt Electric \$43,837
- Windemuller: \$45,077

This bid has been reviewed with our Facilities Director Jerry Moeggenberg and we are recommending the low bid from 45th Property and Power.

Replacing the generator was listed in our TIF 97 2020/2021 budget at \$12,000 - the first of two projects under TIF 97 to up-grade infrastructure at the Opera House. The second project (retrofit the lighting) had a cost savings of \$23,923. Together, the proposed budget for upgrades to the Opera House will now be \$4,243 higher. The TIF 97 budget does have a contingency line item and am comfortable moving this project forward.

Recommended Motion

That the DDA board approve to enter into a contract with 45th Property and Power for generator replacement at the City Opera House for a cost not to exceed \$40,166, subject to approval and substance by the DDA CEO and form by the DDA Attorney.



Memorandum

To: DDA Board of Directors
From: Nicole VanNess, Transportation Mobility Director
CC: Jean Derenzy, DDA CEO
Date: May 17, 2021
Re: License Agreement with Traverse City Light & Power for EV Charging Stations

The Parking Subcommittee was first introduced to TCL&P's plan to move forward with an EV Charging Network in October 2020. Traverse City Light & Power applied for a EGLE grant opportunity through the State of Michigan. In the application, parking spaces in the downtown area were identified to expand electric charging opportunities and encourage individuals charge while doing business downtown.

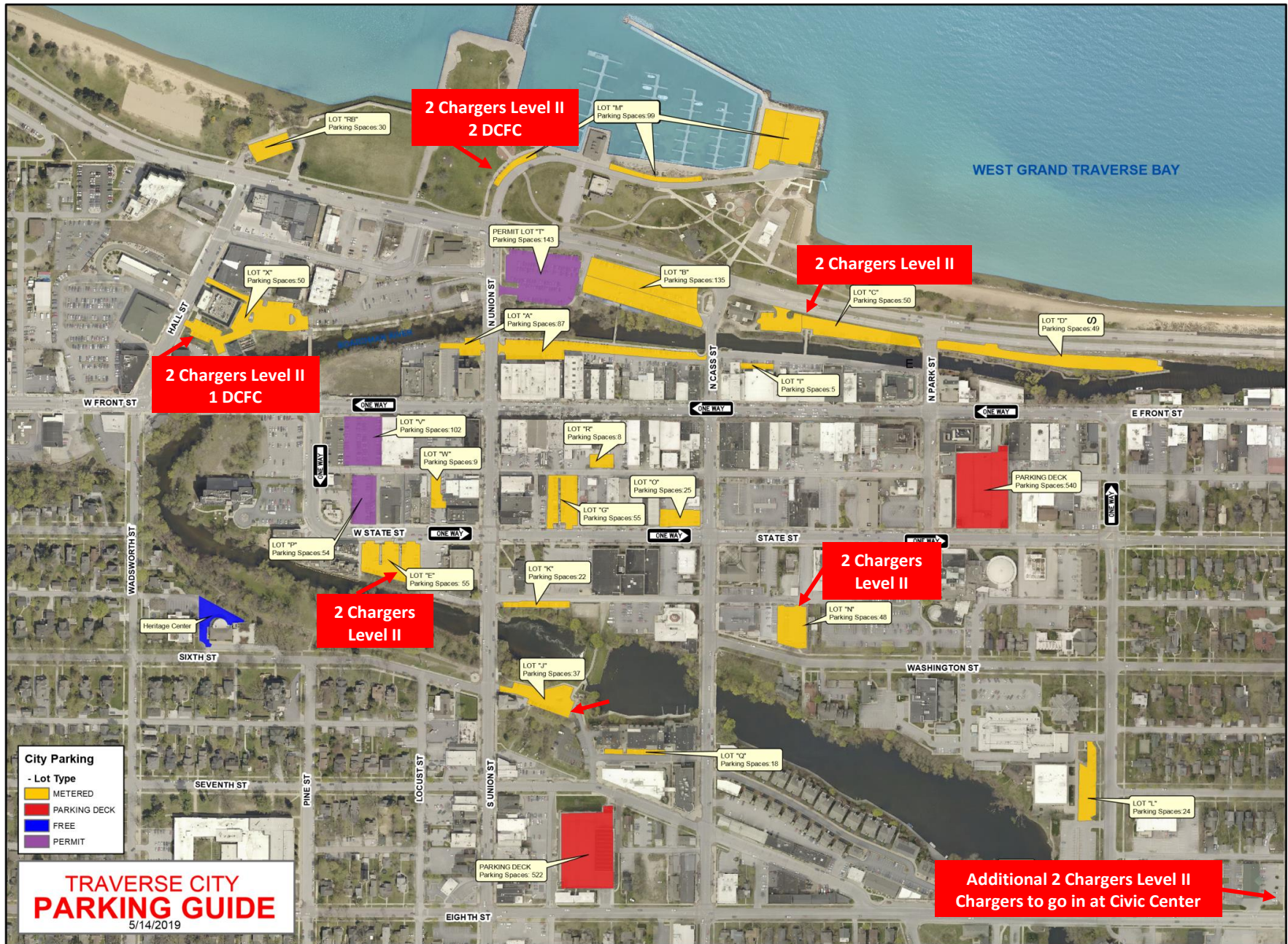
TCL&P has been awarded the grant, and will begin to move forward with the purchase and installation of EV charging stations over the summer. The TCL&P Board of Directors reviewed and approved recommendations at their May 11, 2021 meeting.

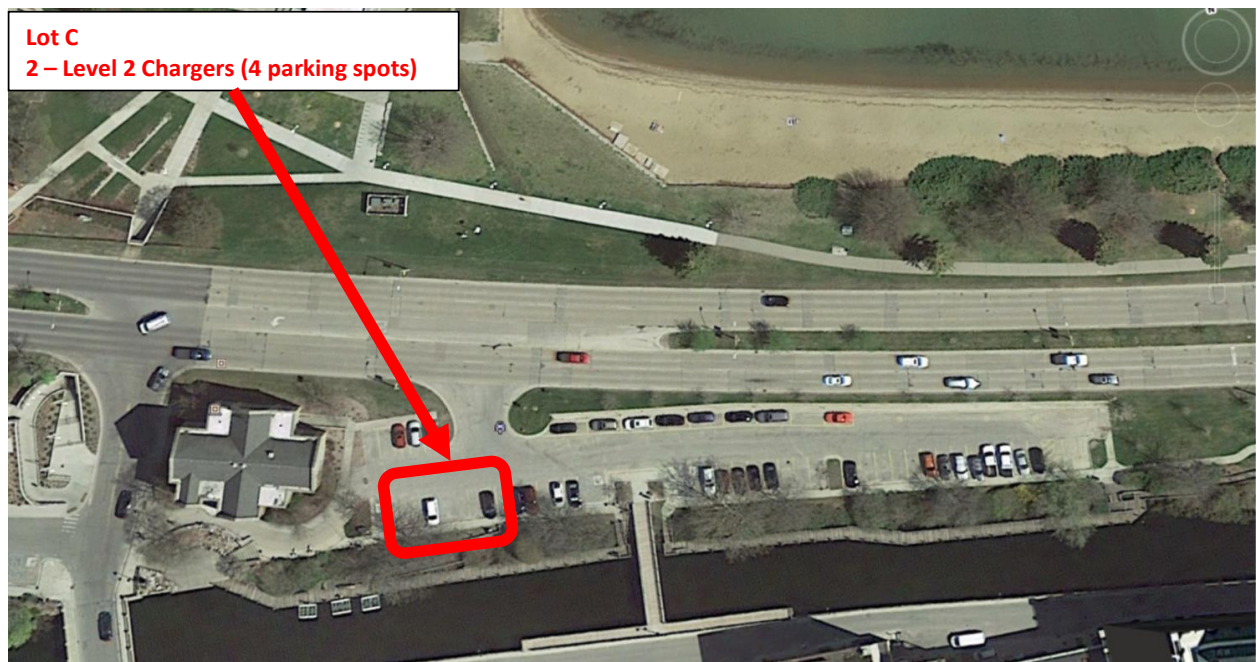
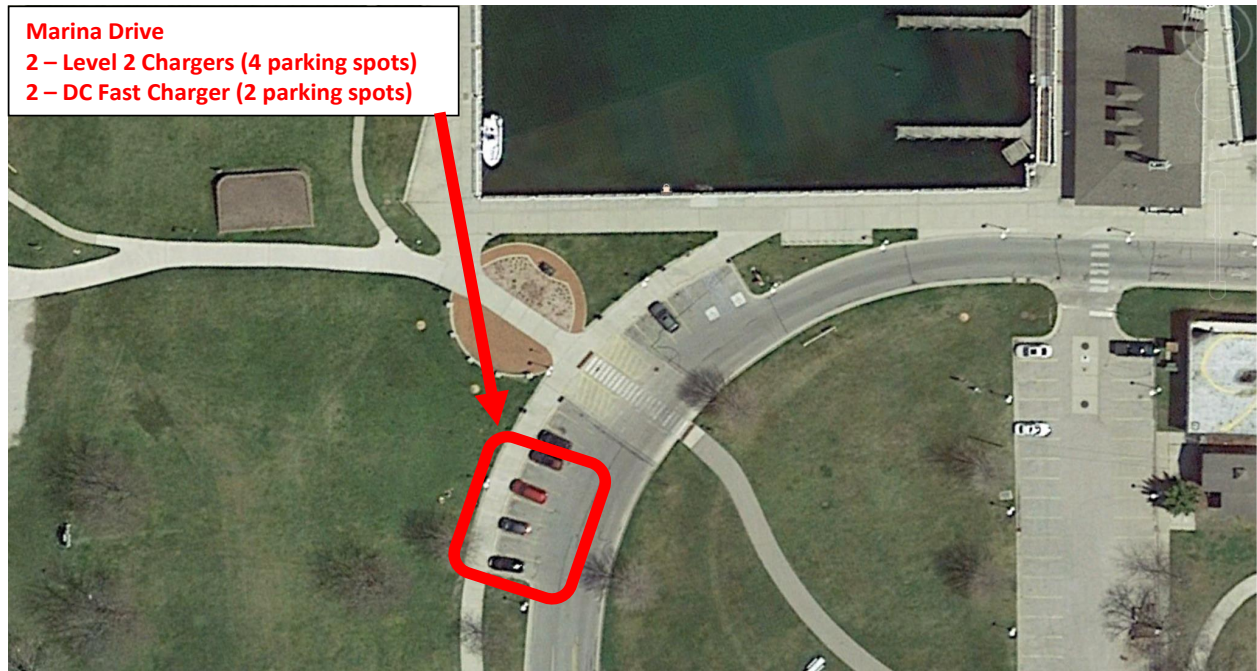
At this time, we are seeking support in moving forward with entering into an agreement with Traverse City Light & Power for the use of parking spaces on-street and in parking lots. The full agreement will be available at a later date that will go before City Commission. We have requested the following details be included in the agreement:

- TCLP will act as the owner of the EV charging stations and network. TCLP will own and maintain all EV systems.
- TCLP will install EV charging stations in City owned parking lots and on-street. EV spaces will be signed as dedicated for EV charging.
- Parking Services will continue to manage the parking spaces with EV stations as part of the parking system. Parking Services will maintain all parking lot maintenance operations.
- TCLP will reimburse the Auto Parking Fund for 100% of parking revenues collected. Parking Services will retain all parking citation fines and meter fees which will be deposited into the Auto Parking Fund.
- TCLP will absorb all credit card processing fees and remit 100% of meter revenues to Parking Services. TCLP will provide a monthly report of all parking transactions for reconciliation purposes.

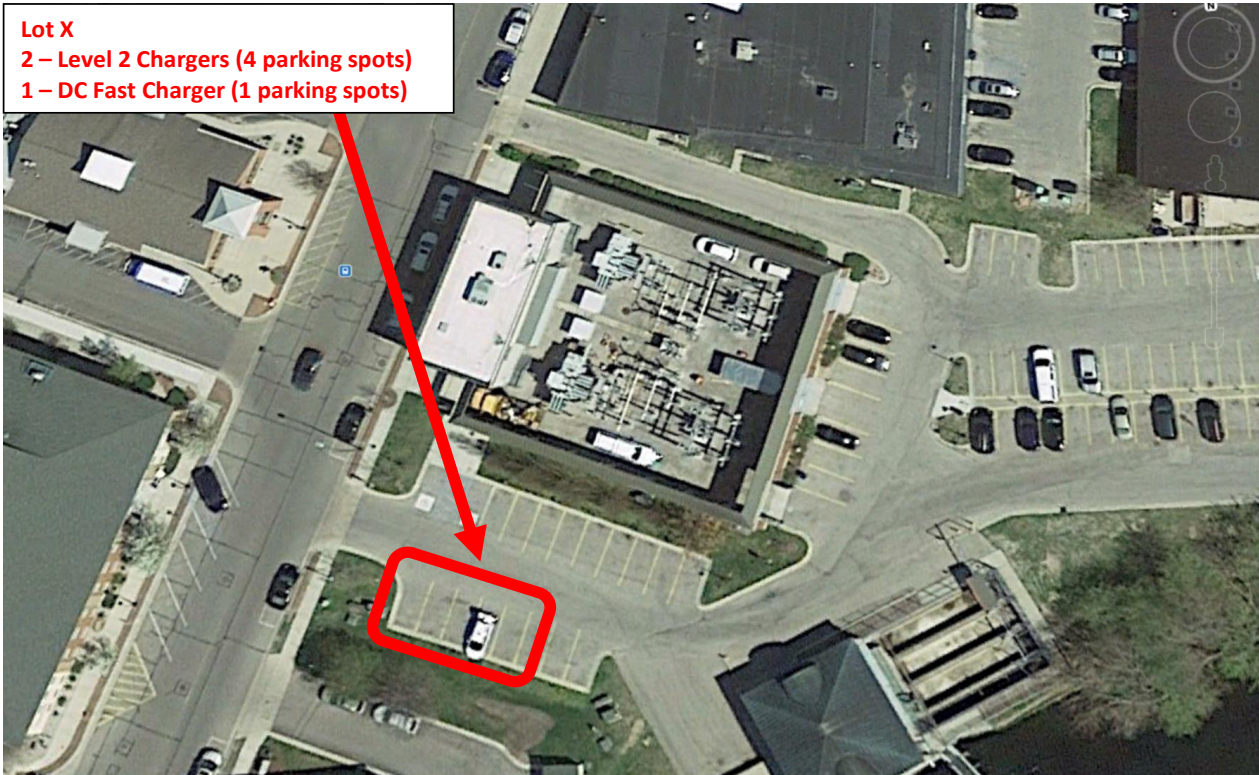
The Parking Subcommittee has reviewed this item and approved at their April 15, 2021 meeting.

Recommended Motion: The DDA Board of Directors concur with the Parking Subcommittee to approve moving forward with an EV Charging Station License Agreement with Traverse City Light & Power for the use of public parking spaces subject to content approval by the City Attorney.





Lot X
2 – Level 2 Chargers (4 parking spots)
1 – DC Fast Charger (1 parking spots)



Lot E
2 – Level 2 Chargers (4 parking spots)







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: May 17, 2021

Subject: Project Updates

Lot G

On May 7th, the Lot G Committee interviewed three development teams regarding the potential for infill development at Lot G. Based on the interviews, the DDA will likely issue a formal RFP to each development team. However, the committee has decided it will wait to issue the formal RFP once we have confirmation that the new bank branch is/is not required as part of the final purchase agreement. In the mean time, DDA staff will be working on drafting the remaining components of the RFP.

Tree Management Plan

In partnership with the Davey-Group, we completed our civic engagement activities. In addition to two stakeholder/public meetings, nearly 75 people completed the survey. We will now be working with the Davey-Group to develop to fine-tune the recommendations for tree maintenance.

Lower Boardman Boardwalk

The new staircase and ADA ramp along the lower boardman boardwalk has been completed and is now open. Thank you to all the board members who were able to participate in the May 11th ribbon-cutting.

Outdoor Café Ordinance Amendments

We continue to work with city staff on amendments to the city's zoning ordinance that would allow for additional opportunities for sidewalk and platform cafes throughout downtown. We hope these amendments will be in front of the City Commission for approval at their June 7th meeting.





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

Memorandum

To: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO

Date: May 17, 2021

Subject: East Front Street

Last week, DDA and city staff members interviewed four firms regarding their services and formal response to the Request for Proposals for the East Front Street Streetscape Design Plan. As you may recall, in addition to new streetscaping, the RFP included substantial improvements to the existing sewer and water infrastructure along the corridor.

Staff is working to finalize the terms of a contract with the selected consultant and should have a recommendation available by Wednesday for your review and subsequent consideration at Friday's meeting. Due to the timing of MDOT's design considerations for the intersection of East Front Street and Grandview Parkway (and our opportunity to potentially influence the design), timing is important.

The Board's consideration of this request is greatly appreciated.



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

Memorandum

To: DDA Board
From: Jean Derenzy – DDA, CEO
Date: May 17, 2021
Subject: Contract 2021/2022 Traverse Connect

I have talked to Warren Call, CEO of Traverse Connect, regarding the new 2021/2022 contract. As you are aware, I have included and recommend a contract with Traverse Connect to implement a series of economic development activities within the proposed 2021/2022 budget. The specific activities under this contract include:

1. Recruiting second story businesses – specifically bringing new offices to Downtown.
2. Aggregating and formatting vacancy data in a matter that is readily available.
3. Working with the DDA on setting policies, guidelines for a retail incubator.

As discussed in previous meetings, as we slowly come out of the pandemic, there will be changes, opportunities and challenges for all the different industries that make downtown Traverse City their home. It is important that we have the data that will allow us to better capitalize on new and emerging opportunities that allowing the Downtown to continue to thrive and prosper.

I am asking for input related to other pieces/components you would like Traverse Connect to address before bringing the contract back to you in June.

Mr. Call will be in attendance to provide feedback and input.

RECOMMENDED MOTION

None, we are looking for information and feedback



Memorandum

To: DDA Board
From: Nick Viox
Re: DTCA Events Update
Date: May 17, 2021

Make It Rain

The Make it Rain event in partnership with Honor Bank occurred April 21-25. We had over 40 Downtown merchants participate in the hiding of certificates within their stores. \$1,000 was hidden daily over the course of the event, including 5 certificates creatively hidden outdoors each day. The process went very smoothly with the Honor Bank Team, with them taking charge on most of the certificate deliveries to our merchants. We received great feedback throughout the community and a lot of press, including interviews on WTCM, and 9&10 News, among others.

Art Walk

The Art Walk was held this past weekend with over 20 artists and great social media buzz from it. After the DTCA Board meeting, we discussed how there seemed to be a lack of a draw into the stores and that the most successful part of the event was the interactive public art activities. The DTCA Board will be reviewing this event to see how it can be redone for the fall.

2021 Art Fair Series

Invoices are out for all Art Fairs and layouts are being worked on. We are waiting on the bridge work calendar, to be confirmed by May 26, to communicate booth assignments and load-in policies. I would like to thank Karen Hilt for her tireless work on reviewing these applications.

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: May 17, 2021
Re: Staff Report: Parking Services – May 2021

Parking Subcommittee Opening

We have advertised in the May Newsletter that we are seeking volunteers for the Parking Subcommittee to review strategies, advise, and provide recommendations. The primary purpose of the Subcommittee is to establish a Parking Master Plan based on Transportation Demand Management (TDM) objectives. Applications are due no later than May 27, 2021. Applicants may apply here: <https://forms.gle/bXVzKyCphaH2AraR8>.

April Parking Revenue

With the parking rate increases implemented at the beginning of 2021, the return of employees, and reopening of businesses our revenues in April are higher than projected. Meter revenues are 97% of April 2019. Hardy admissions were down to 38% and Old Town admissions increased 36% compared to 2019.

Smart Meter Implementation

Due to supply chain interruptions, the smart meter installation has been delayed. We are dependent upon various components coming from vendors other than CivicSmart (i.e. processing chip used in the meter mechs). The revised implementation plan is set for the week of June 14, 2021.

Free Time Buttons

Free time buttons on meters were removed the week of May 10, 2021.

Seasonal Meter Rate Increase

The seasonal rate increases were implemented at all pay station lots and parking garages the week of May 3, 2021. The on-street meters are unable to be increased due to the DAP handheld malfunctioning and is unrepairable. On-street meter rates will increase when the new smart meters are installed, and the current meters are redistributed to other locations.

Surface Lot Permit Waitlist

We are continuing to evaluate permit sales. Permit renewals are consistent, and we have not been able to sell permits to the waitlist. We will review management thresholds with the Parking Subcommittee to determine if we should increase the surface permit rates.

Parkmobile Ways-to-Pay

The attachment includes the new QR and text options for guest check-out when using Parkmobile as a payment method.

Ways to Pay

**Download
ParkMobile**



**Scan to Pay at
ParkMobile.io**



**Text “Park”
to 77223***



*Message frequency will vary. Message and data rates may apply. Reply HELP for help or STOP to cancel. [ParkMobile.io/privacy-policy](https://parkmobile.io/privacy-policy) • [ParkMobile.io/terms-of-use](https://parkmobile.io/terms-of-use)



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: May 17, 2021

Re: Community Development Update

Traverse City Neighborhood Celebration Month

The DDA will be celebrating all of the neighborhoods that make up the City of Traverse City in June. The residents of the city are truly important to our Downtown community, their stories and the history of their neighborhoods should be celebrated. Each week in June, two different neighborhoods will be highlighted on both the DDA and DTCA social media accounts. We will highlight stories on residents and businesses (past and current), along with sharing historical photos. A special email address, neighborhoods@downtowntc.com has been set up for people to share their memories. The celebration has been announced on social media throughout the community. A press release will also go out the week to encourage additional participation.

Neighborhood Celebration Month will also encourage residents to shop and dine Downtown. Businesses can sign up to offer special deals or create specific products to be a part of the celebration. Espresso Bay will be creating and selling a special roast for each neighborhood, among other offers.

Neighborhoods included in the celebration are:

BOARDMAN/OAK PARK | CENTRAL | KIDS CREEK | MIDTOWN/DOWNTOWN |
ORCHARD HEIGHTS/BASE OF OLD MISSION/EAST SIDE OF TC | OLD TOWNE |
SLABTOWN | TRAVERSE HEIGHTS | SOFO

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.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
CC: Scott Hardy, Parking Subcommittee Chair
Date: May 17, 2021
Re: Board Member Report: Parking Subcommittee – April 2021

This month the Parking Subcommittee reviewed the Transportation Demand Management (TDM) study recommendation to create parking in off-hour loading zones and revising posted loading zones to defined times. The purpose of this recommendation adds available parking spaces back into the system by:

- 1) Repurposing the space to allow for more than loading only
- 2) Defining loading times when commercial activities are likely to occur
- 3) Increasing short-term demand in evenings and on weekends

By implementing signage defining loading times, we can increase parking in the downtown area. The Parking Subcommittee approved that this be sent to the Traffic Committee for further review:

1. Loading zone areas will be considered individually based on the location or the business near the loading zone
2. Existing loading zone Traffic Control Orders (TCO)s to ensure they are still relevant in present time.
3. Consider loading zones that may be converted to meters.



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

Memorandum

To: Downtown Development Authority Board of Directors

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

For Meeting Date: May 21, 2021

Memo Date: May 17, 2021

SUBJECT: Arts Commission Update

The following items were on the May 17, 2021 City Commission Consent Calendar in regards to the Arts Commission:

10 Street Trailhead – Arts on the Tart

Approve moving forward with an RFP and art installation at the 10th Street Trailhead, not to exceed \$15,000. Just to note, the previous artist who was selected to develop the art piece withdrew his proposal. As a result, the Arts Commission is re-issuing the RFP.

Mural Project

Approve moving forward with the mural art installation(s) on Union Street, not to exceed \$17,500.

Sestok Sculptures

Approve moving forward with a five-month extension of the agreement on the Sestok Sculptures for a one-time payment of \$600 and move forward with an RFP and art installation to replace the Sestok Sculptures for \$4,000.

Mural Project Update

Two artist pairings were chosen by the Arts Selection Panel on May 5th, to be approved and voted on by the Arts Commission at their May 26 Special Meeting. Permissions from the property owners have been secured for both sites, which include 427 S Union Street (AT&T) and 108 S Union St (Dish Café). Once approval is granted by the City Commission and Arts Commission, artists will be notified and prep work will begin on the building surfaces.



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

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

The following Commissioners were in attendance: Commissioner Ashlea Walter, Commissioner Charlotte Smith, Commissioner Chelsie Niemi, Commissioner Roger Amundsen, and Commissioner Megan Kelto

The following Commissioners were absent: Commissioner Matt Ross and Board Member Steve Nance

Chairperson Smith presided at the meeting.

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

- (1) Meeting called to order at 3:36pm

(b) **PUBLIC COMMENT**

- (1)
No public comment

(c) **APPROVAL OF MINUTES**

- (1) March 2021 Meeting Minutes (approval recommended)
(2)
Minutes approved with the amendment to remove Damian Lockhart

(d) **Special Presentation - GIS Internship**

- (1) Presentation from Jerry Swanson (City GID Administrator) and Chelsea Hummon (Regional Coordinator of GTTC)
- Commissioner Walter mentions that the main focus should be on art within our collection
 - Chairperson Smith mentions that we need to collect data on the year, donor, and dimensions

- Staffer Viox adds that an arts census should go out each year for updates

(e) **PROJECT UPDATE**

- (1) Art of the TART Update
- (2) Mural Project Update

- Chairperson Smith emphasizes that the Selection Panel should know the desire of the Arts Commission to look for underrepresented artists

(f) **FINANCIALS**

- (1) Financial Report (approval recommended)
Approval of Financials

Moved by Chelsie Niemi, Seconded by Megan Kelto

Yes: Charlotte Smith, Chelsie Niemi, Roger Amundsen, and Megan Kelto

Absent: Ashlea Walter, Matt Ross, and Steve Nance

CARRIED. 4-0-3 on a recorded vote

(g) **OLD BUSINESS**

- (1) Perry Hannah Statue

- Chairperson Smith states that this needs to get taken care of ASAP
- Commissioner Niemi says that the contact is out there with the GTB, and as long as the conversations are had, we are moving in the right direction

- (2) Rotating Exhibit Committee Update

- Group agrees to Sestok's offer
- Staffer Burkholder says that the contract will be revised by the city attorney

- (3) Strategic Planning Update

(h) **NEW BUSINESS**

- (1) 2021/2022 Budget Review and Discussion
Motion to approve the budget with the removal of the mural line item

Moved by Roger Amundsen, Seconded by Charlotte Smith

Yes: Charlotte Smith, Chelsie Niemi, Roger Amundsen, and Megan Kelto

Absent: Ashlea Walter, Matt Ross, and Steve Nance

CARRIED. 4-0-3 on a recorded vote

(i) **PUBLIC COMMENT**

- (1) General

No public comment

(2) Commissioners

(j) **ADJOURNMENT**

(1) Motion to adjourn at 4:56pm

Moved by Roger Amundsen, Seconded by Megan Kelto

Yes: Charlotte Smith, Chelsie Niemi, and Megan Kelto

Absent: Ashlea Walter, Matt Ross, and Steve Nance

CARRIED. 3-0-3 on a recorded vote

Charlotte Smith, Chairperson

DOWNTOWN TRAVERSE CITY ASSOCIATION BOARD MEETING

THURSDAY, APRIL 8, 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, Amanda Walton, Blythe Skarshaug, Jeffrey Libman, Dawn Gildersleeve, Liz Lancashire, Karen Hilt & Jake Kaberle
2. Approval of [Minutes of the Board Meeting of March 11, 2021](#) (*Fisher*)
 - a. Motion to approve the minutes as presented, **motion by Lancashire and seconded by Gildersleeve. Motion carried unanimously.**
3. CEO Report (*Derenzy*)
 - a. *DTCA Financials*
 - i. Motion to approve the financials as presented, **motion by Libman and seconded by Fisher. Motion carried unanimously.**
 - b. [Lot G and letter for review](#)
 - i. Derenzy - Presented her memorandum regarding potential infill developments in Downtown Traverse City and asked for input regarding how the DTCA envisions our Downtown moving forward.
 - ii. Libman - Questioned doing this development within Lot G before more parking is added into inventory. Expressed getting more input from a missed demographic -- Downtown employees. Supports the pricing of housing of this project and referenced a Breckenridge development project that prioritized housing for their Downtown employees.
 - iii. Hilt - Supported this project, but expressed concerns about parking and that affordable housing for employees would be more around the \$450 range, like The Whiting.
 - iv. Gildersleeve - Encouraged this infill development and expressed that Downtown businesses need to reevaluate their core values and how they talk about parking with their employees.
 - v. Lancashire - Agreed with the long-term benefits of the infill, but encourages more input from Downtown employees and better communication of this project.

- vi. Fisher - Asked about how Hagerty impacts this conversation and asking how they are providing assistance for the problem of parking.
- vii. Skarshaug - Inquired about whether or not the development is required to have only workforce housing or if that is flexible.
- viii. Motion that the DTCA supports the proposed infill commercial/housing development at Lot G with the strong encouragement that 60% - 70% of the units meet 60% to 80% of the MSHDA area median income, **motion by Hilt and seconded by Walton. Motion carried unanimously.**

4. [Events & Communications Review](#) (*McCain & Viox*)

- a. Social Media Report
- b. Make It Rain
- c. Art Walk & Art Walk Jr.
 - i. Motion to postpone the Art Walk Jr. event to the fall of 2021, **motion by Hilt and seconded by Fisher. Motion carried unanimously.**
- d. Art Fair Series
- e. Virtual Tip Jar
- f. Page Turner Update

5. Executive Committee Report (*Fisher*)

- a. Update on Gift Certificate Fund

6. Adjourn

**Meeting Minutes
Lower Boardman Leadership Team
Regular Meeting
Wednesday, April 22, 2021**

Co-chair Fessel presided over the meeting.

A. CALL TO ORDER

The regular meeting of the Lower Boardman Leadership Team was called to order, via Zoom on Wednesday, April, 2021 by co-chair Fessel at 5:35 PM

B. ROLL CALL

Burkholder conducted roll call

The following team members were in attendance: Christine Crissman, Jean Derenzy, Deni Scrudato, Frank Dituri, Tim Werner, Micheal Vickery, Pete Kirkwood. Rick Korndorfer, and Brett Fessel

The following team members were absent: Sammie Dyal, Jennifer Jay, Russ Soyring, and Shawn Winter

C. OPENING PUBLIC COMMENT

Comment Submitted by Mr. Treadwell

Comment Submitted by Mr. Mair

D. APPROVAL OF MINUTES FOR MARCH 17, 2021

Motion to approve the March 17, 2021 Meeting Minutes as amended to reflect that Rick Korndorfer was in attendance and that his name be spelled correctly

Moved by Derenzy, Seconded by Scrudato

Yes: Christine Crissman, Jean Derenzy, Deni Scrudato, Frank Dituri, Tim Werner, Micheal Vickery, Pete Kirkwood. Rick Korndorfer, and Brett Fessel

Absent: Sammie Dyal, Jennifer Jay, Russ Soyring, and Shawn Winter

Carried: 9-0

E. Discussion of Land Use & Zoning Recommendations

- Bob Doyle, from SmithGroup, walked the Leadership Team through the draft MURAL boards taking comments and suggestions
- Several Leadership Team members expressed a desire to note during future public feedback activities that the concepts/sketches be presented as “ideas” rather than “choices” and that the public be allowed to submit additional creative ideas
- Leadership Team members also expressed a desire to create additional/alternative sketches for public presentation, including the 100 and 200 blocks, the area between the warehouse district pedestrian bridge and Union Street and under the Cass Street Bridge.

F. INITIAL STEPS FOR PUBLIC ENGAGEMENT AND MATERIALS

- Mr. Doyle walked the Leadership Team through the preliminary civic engagement plan
- Leadership Team members expressed the need to reach out to new audiences (including youth) and new venues (other than a public zoom meeting) and to try to hold as many “face-to-face” meetings as possible, given the state of COVID restrictions at the time

G. UPDATE ON BOARDMAN WALL ASSESSMENT

- Mr. Doyle asked if there were any questions regarding the findings and recommendations of the assessment
- Ms. Scrudato asked about next steps

H. BRIEF FISHPASS UPDATE FROM FRANK AND BRETT

Mr. Fessel and Mr. Dituri provided an update on the status of the FishPass Project, which is that a hearing was held today and no decision has been reached

I. PUBLIC COMMENTS

Comment Submitted by Mr. Largent
Comment Submitted by Mr. Treadwell

J. ADJOURNMENT

Motion to adjourn

Moved by Scrudato, Seconded by Derenzy

Yes: Christine Crissman, Jean Derenzy, Deni Scrudato, Frank Dituri, Tim Werner, Micheal Vickery, Rick Korndorfer, and Brett Fessel

Absent: Sammie Dyal, Jennifer Jay, Russ Soyering, Pete Kirkwood (who left the meeting early) and Shawn Winter

Carried: 8-0



**Minutes of the
Parking Subcommittee for the Downtown Development Authority
Regular Meeting
Thursday, April 15, 2021**

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

The following Members were in attendance: Board Vice Chair Scott Hardy, Commissioner Rick Brown, Board Member T. Michael Jackson, Board Secretary Richard Lewis, and Board Member Pam Marsh

The following Members were absent: Committee Member Todd Knaus

Chairperson Hardy presided at the meeting.

(a) **CALL TO ORDER**

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

(b) **ROLL CALL**

(c) **CONSIDERATION OF MINUTES**

- (1) Approval of the minutes of the February 4, 2021 subcommittee meeting.
That the meeting minutes of the February 4, 2021 subcommittee meeting be approved as presented.

Moved by Rick Brown, Seconded by T. Michael Jackson

Yes: Scott Hardy, Rick Brown, T. Michael Jackson, and Richard Lewis

Absent: Todd Knaus

CARRIED. 4-0-1 on a recorded vote

(d) **OLD BUSINESS**

- (1) License Agreement with Traverse City Light & Power for EV Charging Station Parking Spaces

That the Parking Subcommittee recommend the DDA Board approve moving forward with an EV Charging Station License Agreement with Traverse City Light & Power for the use of public parking spaces subject to content approval by the City Attorney.

Moved by Richard Lewis, Seconded by Rick Brown

Yes: Scott Hardy, Rick Brown, T. Michael Jackson, and Richard Lewis

Absent: Todd Knaus

CARRIED. 4-0-1 on a recorded vote

- (2) Establish Progressive Rate Structure

Subcommittee Member Marsh entered the meeting at 11:09 AM.

That the Parking Subcommittee recommend the DDA Board of Director's establish a progressive rate structure for parking meters.

Moved by T. Michael Jackson, Seconded by Richard Lewis

Yes: Scott Hardy, Rick Brown, T. Michael Jackson, Richard Lewis, and Pam Marsh

Absent: Todd Knaus

CARRIED. 5-0-1 on a recorded vote

(e) **TRANSPORTATION DEMAND MANAGEMENT**

- (1) Timed Loading Zones

That the Parking Subcommittee recommends the Traffic Committee approve the amendments to the Traffic Control Orders related to loading zones to include defined loading zone times.

Moved by Richard Lewis, Seconded by Rick Brown

Yes: Scott Hardy, Rick Brown, T. Michael Jackson, Richard Lewis, and Pam Marsh

Absent: Todd Knaus

CARRIED. 5-0-1 on a recorded vote

(f) **RECEIVE AND FILE**

- (1) Managed Parking Approach and Parking Updates

(g) **PUBLIC COMMENT**

Subcommittee Comments:

- Brown asked that we give future consideration to partnering with TCAPS on a park-n-ride lot for employees.

(h) **ADJOURNMENT**

The meeting was adjourned at 11:36 AM with a motion by Jackson, seconded by Brown.

Scott Hardy, Chairperson

Draft

FARMERS MARKET ADVISORY BOARD MINUTES

Monday, May 19, 2021, 9:00 am
Zoom: <https://us02web.zoom.us/j/89687095534>
Webinar ID: 838 6381 7699
www.downtowntc.com

1. Roll Call
 - a. Time Werner, Gary Jonas, Meghan McDermott, Courtney Lorenz, Keith Adler, Lori Buchan, Tricia Phelps, & Scott Hardy
 - i. Absent: Joan Brown, Brenin Wertz-Roth & Nic Welty
2. [Approval of Minutes](#)
 - a. **Motion to approve the minutes as presented. Motion by Buchan, Second by Lorenz. Motion approved unanimously.**
3. Public Comment
4. Introduction to Kyle Warner (Dunham)
5. [Farmers Market & DDA Budget Update](#) (Derenzy)
6. 2021 In-Person Season (Dunham/Warner)
 - a. Update on Vendor feedback of the online pricing structure
 - i. Online Market has has lower number since the Easter holiday - average of 78 orders a week
 - ii. Pricing structure survey responses regarding the \$50 monthly fee for vending (23 total responses):
 1. 78% just right
 2. 22% too high
 - b. Update on booth layouts
 - c. Recommend vendors for the upcoming season
 - i. McDermott - Questioned the qualifications of Winnie's based on the application. Urged consistency amongst vendor requirements
 - ii. Jonas - Questioned the product mix of The Cheese Lady
 - iii. **Motion to approve the value added vendors as presented by the SEEDS staff Motion by McDermott, Second by Werner. Motion approved unanimously.**
7. Public Comment
8. Adjournment

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA Director has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice Regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.