

# **Traverse City Downtown Development Authority Regular Meeting**

**July 16, 2021**

**8:30 am**

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted:



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

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

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

Downtown Development Authority:

c/o Jean Derenzy, CEO

(231) 922-2050

Web: [www.downtowntc.com](http://www.downtowntc.com)

303 East State Street, Suite C

Traverse City, MI 49684

# Welcome to the Traverse City Downtown Development Authority meeting!

## Agenda

Page

### 1. CALL TO ORDER

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### 2. ROLL CALL

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### 3. REVIEW AND APPROVAL OF AGENDA

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### 4. CONSENT CALENDAR

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

- A. Consideration of approving the minutes of the Regular Meeting of June 18, 2021 (approval recommended) (Jean Derenzy) 5 - 11  
[Downtown Development Authority Regular Meeting - 18 Jun 2021 - Minutes - Pdf](#)
- B. Consideration of approving Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for June 2021 (approval recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess) 13 - 23  
[DDA, TIF97, OLD Town TIF Financials June 2021](#)  
[TC Parking Services Financials June 2021](#)  
[TC Arts Commission Financials June 2021](#)
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### 5. ITEMS REMOVED FROM CONSENT CALENDAR

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### 6. OLD BUSINESS

- A. East Front Street Project Update (Suzanne Schultz - Progressive AE) No Action Required, Information Only
- B. Healthier Drinking Culture Project Update (Elise Crafts, Statecraft) 25 - 29  
[Healthy Drinking Culture Project Update Memo \(Derenzy\) - PDF](#)
-

**7. NEW BUSINESS**

- |    |  |         |
|----|--|---------|
| A. | Consideration to Purchase a Video Management System for Parking Services (Approval Recommended) (Derenzy, VanNess)   | 31 - 32 |
|    | <a href="#">Video Management System Purchase Memo (VanNess) - PDF</a>  |         |
| B. | Consideration of New Railing for Union Street Platform Along The Lower Boardman River (Approval Recommended) (Derenzy, Burkholder)   | 33 - 34 |
|    | <a href="#">Consideration of New Railing System for Union Street Platform Memo (Derenzy, Burkholder) - PDF</a>   |         |
| C. | Consideration of New Signage for Farmers Market (Approval Recommended) (Derenzy, McCain)   | 35 - 36 |
|    | <a href="#">Consideration of Farmers Market Signage Memo (Derenzy, Burkholder) - PDF</a>   |         |
| D. | Consideration of entering into a contract with SmithGroup for a cost not to exceed \$40,000 to update and prepare perspective model and construction cost estimates for the Sara Hardy Farmers Market (Approval Recommended) (Derenzy, Burkholder) | 37      |
|    | <a href="#">Consideration of Contact with SmithGroup for the Farmers Market Memo (Derenzy, Burkholder) - PDF</a>   |         |
- 

**8. CEO REPORT**

- |    |  |         |
|----|--|---------|
| A. | Project Updates  | 39 - 41 |
|    | <a href="#">CEO Report Project Update Memo - PDF</a>                     |         |
|    | <a href="#">Lower Boardman Stakeholder/Public Meeting Schedule - PDF</a> |         |
- 

**9. BOARD MEMBER UPDATES**

- |    |  |    |
|----|--|----|
| A. | Parking Subcommittee (Hardy)                                   | 43 |
|    | <a href="#">Parking Subcommittee Update Memo (Hardy) - PDF</a> |    |
| B. | Arts Commission (Nance)  | 45 |
|    | <a href="#">Arts Commission Update Memo - PDF</a>              |    |
- 

**10. STAFF REPORTS**

- |    |  |         |
|----|--|---------|
| A. | Transportation Mobility (VanNess)                                    | 47      |
|    | <a href="#">Mobility Director Report (VanNess) - PDF</a>             |         |
| B. | Community Development (McCain)                                       | 49 - 50 |
|    | <a href="#">Community Development Director Report (McCain) - PDF</a> |         |
- 

**11. RECEIVE AND FILE**

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A.	DTCA Board June 10, 2021 Meeting Minutes	51 -
	<a href="#">DTCA Board June 10, 2021 Meeting Minutes - PDF</a>	52
B.	Arts Commission June 16, 2021 Meeting Minutes	53 -
	<a href="#">Arts Commission - 16 Jun 2021 - Minutes - PDF</a>	61
C.	Arts Commission June 25, 2021 Special Meeting Minutes	63 -
	<a href="#">Arts Commission Special Meeting - 25 Jun 2021 - Minutes - PDF</a>	65
D.	Parking Subcommittee July 1, 2021 Meeting Minutes	67 -
	<a href="#">Parking Subcommittee Minutes - 01 Jul 2021 - Minutes - PDF</a>	68

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## **12. PUBLIC COMMENT**

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## **13. ADJOURNMENT**



**Minutes of the  
Downtown Development Authority for the City of Traverse City  
Regular Meeting  
Friday, June 18, 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 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: Board Member Peter Kirkwood

Chairperson Schneider presided at the meeting.

- (a) **CALL TO ORDER**
- (b) **ROLL CALL**
- (c) **REVIEW AND APPROVAL OF AGENDA**

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

Chairperson, Schneider added the review of the agenda to the meeting agenda.

Consideration of approving the agenda as presented.

Moved by T. Michael Jackson, Seconded by Leah Bagdon-McCallum

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

**Absent:** Peter Kirkwood

**CARRIED. 11-0-1 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) Consideration of approving the minutes for the Regular Meeting of May 21, 2021 (approval recommended) (Jean Derenzy)

That the minutes for the Regular Meeting of May 21, 2021 be approved.

- (2) Consideration of approving the financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for May 2021 (approval recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess)

That the financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for May 2021 be approved.

That the consent calendar be approved as presented.

Moved by Scott Hardy, Seconded by T. Michael Jackson

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

(g) **OLD BUSINESS**

- (1) East Front Street Streetscape Design Project Update (Jean Derenzy, Harry Burkholder)

The following addressed the board:  
Jean Derenzy, DDA CEO  
Suzanne Schulz, Progressive AE

- (2) Approval of 2021/2022 Budget for DDA General, DDA TIF, DDA Old Town (approval recommended) (Jean Derenzy)  
That the DDA Board of Directors approves the DDA General Fund budget of \$2,307,800 for 2021/2022.

Moved by Richard Lewis, Seconded by Stephen Constantin

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

**Absent:** Peter Kirkwood

**CARRIED. 11-0-1 on a recorded vote**

That the DDA Board of Directors approves the TIF 97 budget of \$3,394,050 for 2021/2022.

Moved by Richard Lewis, Seconded by Stephen Constantin

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

**Absent:** Peter Kirkwood

**CARRIED. 11-0-1 on a recorded vote**

That the DDA Board of Directors approves the Old Town TIF budget of \$777,850 for 2021/2022.

Moved by Richard Lewis, Seconded by Stephen Constantin

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

**Absent:** Peter Kirkwood

**CARRIED. 11-0-1 on a recorded vote**

(h) **NEW BUSINESS**

- (1) Parking Subcommittee Appointment (approval recommended) (Jean Derenzy, Scott Hardy, Pam Marsh)

The following addressed the board:

Scott Hardy, DDA Board Member and Parking Subcommittee Chair

Pam Marsh, DDA Board Member and Parking Subcommittee Member

That the DDA Board of Directors appoint Michelle Jones to the Parking Subcommittee.

Moved by Stephen Constantin, Seconded by T. Michael Jackson

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

**Absent:** Peter Kirkwood

**CARRIED. 11-0-1 on a recorded vote**

That the DDA Board of Directors establish an Employee Parking Advisory Committee, consisting of five (5) members, appointed for one year to research, investigate and recommend employee parking solutions.

Moved by Stephen Constantin, Seconded by Scott Hardy

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

**Absent:** Peter Kirkwood

**CARRIED. 11-0-1 on a recorded vote**

- (2) Employee Handbook Modifications (approval recommended) (Jean Derenzy, Harry Burkholder)

That the DDA Board of Directors approves 2021 Employee Handbook to be effective on July 1, 2021.

Moved by Richard Lewis, Seconded by Leah Bagdon-McCallum

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



**Absent:** Peter Kirkwood

**CARRIED. 11-0-1 on a recorded vote**

**(3) CEO Contract Consideration (approval recommended) (Schneider, Hardy)**

That the DDA Board agree to extend the DDA CEO's contract for a period of three years with a salary of \$104,000. Annual increases, if any, shall be based on a review of market data with a goal to compensate the DDA CEO at a median market-based rate.

Moved by Richard Lewis, Seconded by Stephen Constantin

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

**Absent:** None

**CARRIED. 11-0-0 on a recorded vote**

(i) **CEO REPORT**

**(1) Project Update (Jean Derenzy, Harry Burkholder)**

The following addressed the board:  
Jean Derenzy, DDA CEO  
Officer Jonathan Culver, Traverse City Police Department

**(2) Lower Boardman Unified Plan Update (Jean Derenzy, Harry Burkholder)**

The following addressed the board:  
Harry Burkholder, DDA COO

(j) **CLOSED SESSION FOR POSSIBLE PROPERTY PURCHASE MCL 15.268(D)  
(Motion Required)**

**(1) Motion to enter into closed session for property purchase and CEO evaluation.**

Entered into closed session at 9:44 AM

Moved by Richard Lewis, Seconded by Scott Hardy

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

**Absent:** Peter Kirkwood

**CARRIED. 11-0-1 on a recorded vote**

- (k) **CLOSED SESSION FOR CEO EVALUATION MCL15.268(A)**  
(Motion Required)

**(1)**

Board Member Bagdon-MacCullum and Joubran left the meeting at 10:40 AM

Back to Regular Session 10:41 AM

- (l) **BOARD MEMBER UPDATES**

**(1)** Arts Commission (Steve Nance)

- (m) **STAFF REPORTS**

**(1)** Community Development Director/Downtown Experience Coordinator Report (Katy McCain)

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

**(2)** Mobility Director Report (Nicole VanNess)

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

- (n) **RECEIVE AND FILE**

- (1)** DTCA June 2021 Meeting Minutes  
**(2)** Lower Boardman Leadership Team June Meeting Minutes  
**(3)** Arts Commission May Meeting Minutes

- (o) **CLOSING PUBLIC COMMENT**

**(1)** Comments from the Board

The following addressed the board:

Jean Derenzy, DDA CEO  
Scott Howard, DDA Attorney

(p) **ADJOURNMENT**

- (1)** Meeting adjournment  
The meeting was adjourned at 10:58 AM.

Moved by Scott Hardy, Seconded by Steve Nance

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

**Absent:** Peter Kirkwood, Leah Bagdon-McCallum, and Jeff Joubran

**CARRIED. 9-0-3 on a recorded vote**

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Jean Derenzy, Traverse City DDA  
CEO



## Traverse City DDA - General

Balance Sheet  
As of June 30, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Fifth Third Checking - 3112	2,769,716.13
Fifth Third Savings - 6740	202,474.02
Petty Cash	548.19
<b>Total Bank Accounts</b>	<b>\$2,972,738.34</b>
Accounts Receivable	
1200 Accounts Receivable	537,227.66
<b>Total Accounts Receivable</b>	<b>\$537,227.66</b>
Other Current Assets	
2120 Payroll Advance	3,881.05
Due From APS	1,288.89
Due From Arts Council	352.00
Due From DTCA	2,214.71
<b>Total Other Current Assets</b>	<b>\$7,736.65</b>
<b>Total Current Assets</b>	<b>\$3,517,702.65</b>
Other Assets	
Due From Other Funds	51,790.00
Pre-Paid Expense	4,701.00
<b>Total Other Assets</b>	<b>\$56,491.00</b>
<b>TOTAL ASSETS</b>	<b>\$3,574,193.65</b>

# Traverse City DDA - General

Balance Sheet  
As of June 30, 2021

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	21,277.16
<b>Total Accounts Payable</b>	<b>\$21,277.16</b>
Credit Cards	
First National - 8689	-3,382.14
First National - 8870	70.00
<b>Total Credit Cards</b>	<b>\$ -3,312.14</b>
Other Current Liabilities	
2100 Payroll Liabilities	21,300.26
2101 457k Payable	-20,914.23
Health Insurance Payable	2,560.63
Life Insurance Payable	3,250.35
Medicare Tax Payable	19.42
Social Security Tax Payable	83.00
State Income Tax Payable	949.19
State Unemployment Tax Payable	-600.03
<b>Total 2100 Payroll Liabilities</b>	<b>6,648.59</b>
2400 GRANTS	
2403 EGLE -- Cornwell Development	-11,152.71
2404 Heathy Drinking Culture Grant	-28,559.57
2405 Lower Boardman	-6,750.00
2407 MEDC (Civic Square)	-19,280.94
2409 Rotary Charities	2,600.00
2411 Tech Incubator Fund	5,000.00
<b>Total 2400 GRANTS</b>	<b>-58,143.22</b>
Accrued Payroll Liabilities	1,462.28
Accrued Salaries	9,701.14
Buy Local Give Local Campaign	-326.72
Deferred Income	2,000,000.00
Deposits Payable	494.43
Double Up Food Bucks	-2,679.39
EBT Bridge Card	-2,751.84
NCF Reimbursements	346.00
Prescriptions for Health	2,300.64
Project Fresh	7,835.00
Senior Project Fresh	-7,213.00

## Traverse City DDA - General

Balance Sheet  
As of June 30, 2021

	TOTAL
<b>Total Deposits Payable</b>	<b>-1,668.16</b>
Due to Oldtown TIF	22,740.06
Due to Other Funds	335,993.65
Due to TIF 97	-109,088.69
Suspense	-10,955.03
<b>Total Other Current Liabilities</b>	<b>\$2,196,363.90</b>
<b>Total Current Liabilities</b>	<b>\$2,214,328.92</b>
<b>Total Liabilities</b>	<b>\$2,214,328.92</b>
Equity	
3000 Opening Bal Equity	107,606.27
3900 Retained Earnings	616,409.36
Net Income	635,849.10
<b>Total Equity</b>	<b>\$1,359,864.73</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,574,193.65</b>

# 

Balance Sheet  
As of June 30, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 CASH AND CASH EQUIVALENTS	
1001 Fifth Third Checking - 8026	3,991,377.73
<b>Total 1000 CASH AND CASH EQUIVALENTS</b>	<b>3,991,377.73</b>
<b>Total Bank Accounts</b>	<b>\$3,991,377.73</b>
Accounts Receivable	
1200 ACCOUNTS RECEIVABLE	448,626.18
<b>Total Accounts Receivable</b>	<b>\$448,626.18</b>
Other Current Assets	
1100 OTHER CURRENT ASSETS	
1103 Due From Other Funds	292,933.23
<b>Total 1100 OTHER CURRENT ASSETS</b>	<b>292,933.23</b>
<b>Total Other Current Assets</b>	<b>\$292,933.23</b>
<b>Total Current Assets</b>	<b>\$4,732,937.14</b>
<b>TOTAL ASSETS</b>	<b>\$4,732,937.14</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 ACCOUNTS PAYABLE	188,218.53
<b>Total Accounts Payable</b>	<b>\$188,218.53</b>
Other Current Liabilities	
2100 DUE TO OTHER FUNDS	48,290.00
2200 DEFERRED REVENUE	672,248.19
<b>Total Other Current Liabilities</b>	<b>\$720,538.19</b>
<b>Total Current Liabilities</b>	<b>\$908,756.72</b>
<b>Total Liabilities</b>	<b>\$908,756.72</b>
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	2,995,400.29
Net Income	849,980.13
<b>Total Equity</b>	<b>\$3,824,180.42</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$4,732,937.14</b>



# DDA Old Town TIF

Balance Sheet  
As of June 30, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 CASH AND CASH EQUIVILENTS	
1001 Fifth Third Checking - 0650	467,478.92
<b>Total 1000 CASH AND CASH EQUIVILENTS</b>	<b>467,478.92</b>
<b>Total Bank Accounts</b>	<b>\$467,478.92</b>
Other Current Assets	
1100 OTHER CURRENT ASSETS	
1103 Due From Other Funds	93,060.42
<b>Total 1100 OTHER CURRENT ASSETS</b>	<b>93,060.42</b>
<b>Total Other Current Assets</b>	<b>\$93,060.42</b>
<b>Total Current Assets</b>	<b>\$560,539.34</b>
<b>TOTAL ASSETS</b>	<b>\$560,539.34</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 ACCOUNTS PAYABLE	71,938.91
<b>Total Accounts Payable</b>	<b>\$71,938.91</b>
Other Current Liabilities	
2100 DUE TO OTHER FUNDS	3,500.00
<b>Total Other Current Liabilities</b>	<b>\$3,500.00</b>
<b>Total Current Liabilities</b>	<b>\$75,438.91</b>
<b>Total Liabilities</b>	<b>\$75,438.91</b>
Equity	
Retained Earnings	219,377.21
Net Income	265,723.22
<b>Total Equity</b>	<b>\$485,100.43</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$560,539.34</b>



07/12/2021 09:43 AM  
 User: nvanness  
 DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

Page: 1/3

PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/20	YTD BALANCE 06/30/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
585-000-451.073	RAMSDELL GATE FEES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-502.000	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-651.000	PARKING DECK PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-652.000	PARKING FEES-COIN	1,500,000.00	79,763.94	1,280,465.38	0.00	219,534.62	85.36
585-000-653.000	PERMITS-SURFACE LOTS	200,000.00	12,212.00	236,738.90	0.00	(36,738.90)	118.37
585-000-653.005	PERMITS-PARKING DECK	0.00	0.00	48.00	0.00	(48.00)	100.00
585-000-653.007	PERMITS - NEIGHBORHOOD	0.00	160.00	1,040.00	0.00	(1,040.00)	100.00
585-000-653.010	DESTINATION DOWNTOWN	0.00	0.00	415.00	0.00	(415.00)	100.00
585-000-656.010	PARKING FINES	300,000.00	9,889.39	253,872.40	0.00	46,127.60	84.62
585-000-656.020	PARKING FINES-AIRPORT	0.00	0.00	0.00	0.00	0.00	0.00
585-000-656.030	PARKING FINES-COLLEGE	0.00	0.00	0.00	0.00	0.00	0.00
585-000-664.000	INTEREST & DIVIDEND EARNINGS	25,000.00	8,459.53	99,868.68	0.00	(74,868.68)	399.47
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	352.75	8,509.59	0.00	(8,509.59)	100.00
585-000-683.000	RECOVERY OF BAD DEBTS	0.00	0.00	349.00	0.00	(349.00)	100.00
585-000-686.000	MISCELLANEOUS INCOME	79,800.00	(67.80)	1,854.58	0.00	77,945.42	2.32
585-000-687.000	REFUNDS AND REBATES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00
585-000-699.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,104,800.00	110,769.81	1,883,161.53	0.00	221,638.47	89.47
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-653.005	PERMITS-PARKING DECK	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		0.00	0.00	0.00	0.00	0.00	0.00
Dept 586 - HARDY DECK							
585-586-651.000	PARKING DECK PROCEEDS	325,000.00	11,562.50	263,663.00	0.00	61,337.00	81.13
585-586-653.000	PERMITS-SURFACE LOTS	0.00	0.00	324.00	0.00	(324.00)	100.00
585-586-653.005	PERMITS-PARKING DECK	250,000.00	7,422.00	261,738.00	0.00	(11,738.00)	104.70
585-586-668.000	RENTS AND ROYALTIES	26,300.00	3,586.00	26,584.00	0.00	(284.00)	101.08
585-586-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
585-586-686.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00
585-586-687.000	REFUNDS AND REBATES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 586 - HARDY DECK		601,300.00	22,570.50	552,309.00	0.00	48,991.00	91.85
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	50,000.00	4,193.75	52,897.21	0.00	(2,897.21)	105.79
585-587-653.005	PERMITS-PARKING DECK	400,000.00	6,144.00	473,892.00	0.00	(73,892.00)	118.47
585-587-677.000	REIMBURSEMENTS	0.00	9.95	9.95	0.00	(9.95)	100.00
585-587-686.000	MISCELLANEOUS INCOME	0.00	0.00	75.00	0.00	(75.00)	100.00
585-587-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 587 - OLD TOWN DECK		450,000.00	10,347.70	526,874.16	0.00	(76,874.16)	117.08

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/20	YTD BALANCE 06/30/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
TOTAL REVENUES		3,156,100.00	143,688.01	2,962,344.69	0.00	193,755.31	93.86
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	23,200.00	199.23	13,772.28	0.00	9,427.72	59.36
585-585-704.000	EMPLOYEE OVERTIME	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-585-714.000	HEALTH SAVINGS ACCT EXPENSE	0.00	(0.57)	27.02	0.00	(27.02)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	2,100.00	14.74	505.13	0.00	1,594.87	24.05
585-585-716.000	EMPLOYEE HEALTH INSURANCE	100.00	9.27	120.64	0.00	(20.64)	120.64
585-585-717.000	EMPLOYEE LIFE/DISABILITY INS	100.00	2.61	30.97	0.00	69.03	30.97
585-585-718.000	RETIREMENT FUND CONTRIBUTION	200.00	151.77	335.29	0.00	(135.29)	167.65
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	109.50	3,970.14	0.00	2,029.86	66.17
585-585-740.000	OPERATION SUPPLIES	37,000.00	5,654.59	46,778.43	11,612.72	(21,391.15)	157.81
585-585-801.000	PROFESSIONAL AND CONTRACTUAL	1,200,000.00	127,911.83	1,155,726.31	37,137.55	7,136.14	99.41
585-585-810.000	COLLECTION COSTS	2,000.00	0.00	0.00	0.00	2,000.00	0.00
585-585-850.000	COMMUNICATIONS	41,000.00	2,639.61	18,898.26	0.00	22,101.74	46.09
585-585-854.000	CITY FEE	307,600.00	296,540.87	296,540.87	0.00	11,059.13	96.40
585-585-860.000	TRANSPORTATION	8,000.00	110.50	2,674.18	0.00	5,325.82	33.43
585-585-862.000	PROFESSIONAL DEVELOPMENT	8,000.00	0.00	40.00	0.00	7,960.00	0.50
585-585-863.000	TRAINING	2,000.00	0.00	0.00	0.00	2,000.00	0.00
585-585-880.000	COMMUNITY PROMOTION	66,000.00	2,117.83	25,788.45	0.00	40,211.55	39.07
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	0.00	5,083.34	0.00	8,916.66	36.31
585-585-910.000	INSURANCE AND BONDS	9,000.00	1,060.97	12,731.64	0.00	(3,731.64)	141.46
585-585-920.000	PUBLIC UTILITIES	30,000.00	626.44	11,258.20	0.00	18,741.80	37.53
585-585-930.000	REPAIRS AND MAINTENANCE	65,000.00	5,074.02	17,459.39	372.50	47,168.11	27.43
585-585-930.005	RAMSDELL GATE REPAIR & MAINT	1,000.00	480.00	480.00	0.00	520.00	48.00
585-585-940.000	RENTAL EXPENSE	93,000.00	7,977.00	115,272.72	0.00	(22,272.72)	123.95
585-585-956.000	MISCELLANEOUS	500.00	0.00	6,541.53	0.00	(6,041.53)	1,308.31
585-585-959.000	DEPRECIATION EXPENSE	135,000.00	15,801.69	103,398.93	0.00	31,601.07	76.59
585-585-964.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00
585-585-977.000	EQUIPMENT	50,000.00	0.00	17,589.99	2,513.00	29,897.01	40.21
585-585-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		2,104,800.00	466,481.90	1,855,023.71	51,635.77	198,140.52	90.59
Dept 586 - HARDY DECK							
585-586-727.000	OFFICE SUPPLIES	1,000.00	0.00	6.29	0.00	993.71	0.63
585-586-740.000	OPERATION SUPPLIES	5,000.00	5,388.35	14,940.81	856.00	(10,796.81)	315.94
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	143,800.00	6,226.10	54,613.07	6,053.00	83,133.93	42.19
585-586-850.000	COMMUNICATIONS	3,500.00	256.00	3,261.11	0.00	238.89	93.17
585-586-900.000	PRINTING AND PUBLISHING	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-586-910.000	INSURANCE AND BONDS	7,000.00	618.00	7,416.00	0.00	(416.00)	105.94
585-586-920.000	PUBLIC UTILITIES	55,000.00	1,766.92	55,584.92	0.00	(584.92)	101.06
585-586-930.000	REPAIRS AND MAINTENANCE	50,000.00	12,977.48	162,293.15	9,252.00	(121,545.15)	343.09
585-586-940.000	RENTAL EXPENSE	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-586-956.000	MISCELLANEOUS	10,000.00	0.00	8,198.06	0.00	1,801.94	81.98
585-586-959.000	DEPRECIATION EXPENSE	220,000.00	28,903.49	205,964.00	0.00	14,036.00	93.62
585-586-977.000	EQUIPMENT	89,000.00	0.00	0.00	(228.80)	89,228.80	(0.26)
Total Dept 586 - HARDY DECK		601,300.00	56,136.34	512,277.41	15,932.20	73,090.39	87.84

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY  
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GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/20	YTD BALANCE 06/30/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
Dept 587 - OLD TOWN DECK							
585-587-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
585-587-740.000	OPERATION SUPPLIES	4,000.00	2,789.24	15,065.28	1,143.40	(12,208.68)	405.22
585-587-801.000	PROFESSIONAL AND CONTRACTUAL	100,000.00	10,295.00	43,224.62	3,225.00	53,550.38	46.45
585-587-850.000	COMMUNICATIONS	6,000.00	256.00	4,992.04	0.00	1,007.96	83.20
585-587-863.000	TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
585-587-900.000	PRINTING AND PUBLISHING	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-587-910.000	INSURANCE AND BONDS	6,000.00	551.57	6,618.84	0.00	(618.84)	110.31
585-587-920.000	PUBLIC UTILITIES	50,000.00	2,088.34	27,808.24	0.00	22,191.76	55.62
585-587-930.000	REPAIRS AND MAINTENANCE	75,000.00	8,550.79	61,281.86	400.00	13,318.14	82.24
585-587-940.000	RENTAL EXPENSE	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-587-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
585-587-959.000	DEPRECIATION EXPENSE	171,000.00	24,678.52	181,012.06	0.00	(10,012.06)	105.86
585-587-977.000	EQUIPMENT	21,000.00	0.00	414.06	0.00	20,585.94	1.97
Total Dept 587 - OLD TOWN DECK		450,000.00	49,209.46	340,417.00	4,768.40	104,814.60	76.71
TOTAL EXPENDITURES		3,156,100.00	571,827.70	2,707,718.12	72,336.37	376,045.51	88.09
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		3,156,100.00	143,688.01	2,962,344.69	0.00	193,755.31	93.86
TOTAL EXPENDITURES		3,156,100.00	571,827.70	2,707,718.12	72,336.37	376,045.51	88.09
NET OF REVENUES & EXPENDITURES		0.00	(428,139.69)	254,626.57	(72,336.37)	(182,290.20)	100.00



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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

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PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/20	YTD BALANCE 06/30/2020	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	104.44	104.44	0.00	(104.44)	100.00
282-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	15,000.00	0.00	0.00	0.00	15,000.00	0.00
282-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	35,000.00	0.00	6,686.35	0.00	28,313.65	19.10
282-000-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
282-000-695.000	TRANSFERS IN	30,000.00	30,000.00	30,000.00	0.00	0.00	100.00
282-000-699.000	PRIOR YEARS' SURPLUS	32,900.00	0.00	0.00	0.00	32,900.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		112,900.00	30,104.44	36,790.79	0.00	76,109.21	32.59
TOTAL REVENUES		112,900.00	30,104.44	36,790.79	0.00	76,109.21	32.59
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-727.000	OFFICE SUPPLIES	2,200.00	0.00	164.00	0.00	2,036.00	7.45
282-282-801.000	PROFESSIONAL AND CONTRACTUAL	35,700.00	(2,104.17)	6,830.44	5,314.50	23,555.06	34.02
282-282-900.000	PRINTING AND PUBLISHING	0.00	397.66	397.66	0.00	(397.66)	100.00
282-282-930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
282-282-970.000	CAPITAL OUTLAY	75,000.00	10,659.00	64,338.14	0.00	10,661.86	85.78
282-282-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 282 - PUBLIC ARTS COMMISSION		112,900.00	8,952.49	71,730.24	5,314.50	35,855.26	68.24
TOTAL EXPENDITURES		112,900.00	8,952.49	71,730.24	5,314.50	35,855.26	68.24
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		112,900.00	30,104.44	36,790.79	0.00	76,109.21	32.59
TOTAL EXPENDITURES		112,900.00	8,952.49	71,730.24	5,314.50	35,855.26	68.24
NET OF REVENUES & EXPENDITURES		0.00	21,151.95	(34,939.45)	(5,314.50)	40,253.95	100.00







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

## Memorandum

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To: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO

Date: June 12, 2021

Subject: Healthy Drinking Culture

Elise Crafts, our contractor for the Healthy Drinking Culture Project will be in attendance at our meeting on Friday to provide an update on the study. The attached update was previously provided to you, however verbal updates will be provided as well.

With surveys now completed, preliminary findings will be shared as well as next steps in this study.

I am meeting with the project team on Wednesday with recommendation(s) possible to be presented on next steps at your Friday meeting.



# HEALTHIER DRINKING CULTURE

## Healthier Drinking Culture Project Update July 2021

### Engagement Update

- 1,130 surveys completed in March
- Interviews completed with public safety providers, mental health providers, addiction treatment providers, downtown business owners, downtown license holders, and tourism & event managers, in March—June.
- Registration for June community listening sessions is open now. Listening sessions are scheduled for the audiences listed below. Interested individuals can learn more and sign up for a session at <https://healthierdrinkingtc.com/community-listening/>. **Please share with your networks.**

#### Listening Session Audiences

- Downtown restaurant, bar, and tasting room employees
  - Downtown neighborhoods
  - Tour operators (5-county area whose tours touch downtown)
  - Downtown brew, paddle and wine tour participants
  - Downtown customers and business patrons
  - Folks who don't drink alcohol (region)
- The engagement themes report summarizing what we've learned from surveys, interviews, and listening sessions will be available in July.

### Peer Community Best Practices Update

- We have spoken with representatives of these communities, to understand their efforts in creating a healthier drinking culture: INSERT.



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# HEALTHIER DRINKING CULTURE

- We are also researching best practices and recommendations for communities from national and global health organizations. Below are several relevant resources:

- INSERT

- ~~\*PRELIMINARY\* themes emerging from peer-to-peer community best practice conversations and research (a full report will also be available in July):~~

- INSERT

## Project Phase 2—Implementation

- Grant applications to the Northern Michigan Regional Entity (the funding source for this first phase of the Healthier Drinking Culture project) are due by August 13<sup>th</sup>.
- The Healthier Drinking Culture Leadership Team, comprised of City, City Police, and DDA representatives, feel that it is critical to secure funds for implementation of the strategic plan, to ensure contiguous implementation. While we do not know yet exactly what the recommended strategies will be, we do expect that coordination time and capacity will be required to communicate and implement the plan goals and recommendations with partners and stakeholders.
- The team recommends that the City apply for the NMRE grant funding opportunity, with the team's assistance in developing the grant application.

## Next Steps

- Complete community best practice conversations (June 2021)
- Community listening sessions (June 2021)
- Engagement themes report (July 2021)
- Draft strategic plan (July—August 2021)
- Make application to NMRE for phase 2—implementation (August 2021)
- Approve strategic plan (September 2021)

## Questions, ideas, concerns?



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# HEALTHIER DRINKING CULTURE

Elise Crafts, project lead, would love to hear from you. Contact Elise at (231) 313-7116 or [elise@statecraftmi.com](mailto:elise@statecraftmi.com).



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## Memorandum

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To: DDA Board of Directors  
From: Nicole VanNess, Transportation Mobility Director  
Copy: Jean Derenzy, DDA CEO  
Date: July 12, 2021  
Re: Video Management System Purchase

### Purpose

There is currently a VMS system that was first implemented when the automated Old Town Parking Garage was built in 2010 that included remote monitoring of the ground level and ground level pedestrian tower areas. Over the past five years, the VMS has been expanded to include a camera near the Park Street Public Restrooms and two office cameras where financial transactions occur.

The purpose of this Video Management System (VMS) project is to increase surveillance areas in both the Hardy and Old Town Parking Garages to increase public safety, capture recorded video for personal and public property damage, and provide remote monitoring. The VMS will not replace staff or decrease our staffing needs. The VMS is replacing and expanding our current VMS system by allowing for more cameras.

### History

This project has been planned as a capital improvement project since 2015/2016. This project is fully funded as the funds planned for this project were captured and are available in reserves.

The first round of requests for proposals (RFPs) resulted in proposals that were not easily able to be compared. The main reason is that this project includes conduit installation and a camera system. Bidders' area not able to provide both services and have to partner with another company to provide a complete bid.

In 2018/2019, second round was delayed as we revised the bid to include an alternate option of Wi-fi cameras throughout the streets of downtown and other park areas. At the time, this inclusion further complicated the process as more details were needed to ensure the installation locations met the infrastructure requirements needed to capture video and route to the head-end equipment.

In 2020/2019, we revised the RFP to ensure all responses would include all components for the project to be installed and implemented with a minimum operation of five years. Tim Lodge,

City Engineer; Bill Ollar, IT Consultant; Gerald Moeggenberg, Facilities Supervisor; and myself reviewed the RFP document prior to publishing and served on the selection committee. We receive six proposals. All respondents participated in a follow-up discussion and demonstration of their product to ensure their pricing included the minimum requirements identified and their understanding of the project. Three respondents were asked to participate in a second round of demonstrations to allow the selection committee one more opportunity to view the product and discuss the project details.

Allied Universal Technology Services	\$224,777
*Ascomnorth, Inc	\$209,150
Siemens - Cloud	\$265,419
Siemens – On-site	\$184,015
*+TKS Security Systems – Disqualified	\$147,624
Traffic & Safety Controls, Inc	\$207,965
*Windemuller	\$208,954

\*Does not include 5-year pricing

+Does not include conduit pricing

### Recommendation

The selection committee unanimously selected the Verkada VMS system. The areas that elevated Verkada above the other VMSs include:

1. Cloud-based solution that requires no onsite servers or head-end equipment to maintain.
2. Cameras cache video when connectivity is down and upload cached video once connectivity is restored.
3. Out-of-the-box solution includes enhanced searching capabilities.
4. Clarity of video on proposed cameras.

Two of the three references were able to be reached. Both the City of Allen Park (Michigan) and Village of Oswego (Illinois) had positive comments with regard to the installation process, product and overall usability of the system.

One of the RFP requirements is to finalize pricing of the conduit installation and video placement through CAD drawings. In order to initiate the project prior to the winter months, we are requesting the DDA Board approve more or less pricing based on the proposal bids with final pricing submitted to City Commission after the City Engineer confirms the conduit placement and pricing. Following DDA Board approval, this item will be planned to go to the City Commission at their August 2, 2021 meeting. The project costs for equipment with five-year camera license, conduit and camera installation, labor and shipping are \$170,465; and an additional five-year labor warranty cost of \$37,500. The conduit pricing may increase or decrease based on the finalized linear feet need and the number of cameras needed based on conduit placement.

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





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## Memorandum

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To: Downtown Development Authority Board of Directors

From: Jean Derenzy, CEO

Date: July 12, 2021

Re: New Fence/Railing System Along Boardman River

Earlier this spring, a new riverwalk/deck was constructed along the Boardman River (adjacent to the Union Street Bridge) as part of the new Breakwater Development. A temporary fence/railing system was also installed until such time as a permanent fence/railing system was designed (see below).

The DDA worked with designers from SmithGroup (our consultant team for the Lower Boardman Unified Plan) to design a functional, but more aesthetically-pleasing, fence/railing system that could be consistently utilized throughout the Lower Boardman corridor. Among other things, the fence/railing system would include a built-in lighting element that would help illuminate the surrounding Riverwalk.

With the design complete, in May we issued a formal Request for Proposal (RFP) from qualified contractors to construct the fence/railing system along the riverwalk, deck and stairs. The RFP also included a request to expand the stairs (between the two deck platforms). One bid was received from Cole Inc., out of Cadillac for a total cost of \$49,205.00. The bid was complete and met all of the RFP requirements.

Funding for this fence/railing would come out of TIF 97. In addition, staff will seek a funding contribution from adjacent property owners for this new fence/railing system. Once constructed, the DAA has agreed to provide regular maintenance of the fence/railing system. Maintenance will be routinely conducted by the DDA facilities staff and will be part of our new maintenance schedule to ensure that the new fence/railing (and entire riverwalk) is well maintained and in working order.

Existing riverwalk/deck area with temporary fence/railing system



**Recommended Motion:**

That the DDA Board of Directors award a contract to Cole Inc., to construct and install a new fence/railing system, and extended stairs between the deck platforms, along the existing riverwalk between the Boardman River and the new Breakwater Development. And furthermore, that funding for the new fence/railing and stairs shall come from TIF 97.



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## **Memorandum**

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**To:** Downtown Development Authority Board of Directors  
**From:** Jean Derenzy, CEO  
**Date:** July 12, 2021  
**Re:** New Farmers Market Signage

Staff has been working with Michael Albaugh of Nuart Signs to reformat the Sara Hardy Farmers Market logo and secure a purchase order for new signage.

Prior to the 2021 market season, it was determined by the manufacturer that the traditional blue awnings were in poor condition, had exceeded their lifespan, and needed to be replaced. The blue awnings served as the de-facto visual landmark and brand/marketing feature for the Farmers Market.

Given that the DDA intends to develop a new site plan for the Farmers Market Space later this year and that its costs \$3,000 each spring to install the awnings, a decision was made to look at different approaches to more effectively identify and brand the Farmers Market location. The proposed sign/logo (see below) would be placed on the existing "candy-cane" poles around the Farmers Market space (25 signs in total).

The quality of the material, paint, and production of each sign will be on par with the downtown way-finding signs (which were also created and fabricated with Nuart Signs). Each sign will also be repurposed and incorporated in the design of the new market space.

The total cost to fabricate and install 25 signs is \$13,130. Funding for these signs would come from the DDA General Fund, with funds available within the "professional" line item.

Proposed New Logo:



**Recommended Motion**

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



Downtown Development Authority  
303 E. State Street  
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231-922-2050

## Memorandum

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To: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO

Date: June 12, 2021

Subject: Lower Boardman – Farmer's Market Study

Our new budget identifies dollars to hire SmithGroup to evaluate the previous studies for the Farmer's Market and develop an updated perspective model (with construction cost estimates) – which will also be based on input from stakeholders as well the findings of the Lower Boardman Unified Plan.

This study will:

- Collect and sort the input from the past public and stakeholder meetings from the previous Beckett Rader study
- Meet with the Farmer's Market Advisory Committee, and conduct specific outreach to Farmers
- Update the perspective model and construction cost estimates.
- Prepare illustrative perspective views
- Present Site Plan as part of the larger Lower Boardman River Unified Plan

Cost for this work will not exceed \$40,000 and is contained within the TIF 97 Budget.

This work is an important step forward in determining a more permanent space for the Farmers Market and is an integral part of the overall Unified Plan for the Lower Boardman River. It is very important that we understand the needs of the Market and how those needs align with the values of the community as well as how the market "fits" on this site. The time to determine the full cost to build a market space that has the ability to expand (when needed) is now.

**Recommended Motion:**

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





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

## Memorandum

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To: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO

Date: July 12, 2021

Subject: Project Updates

### **Lower Boardman**

This week, DDA staff (in cooperation with the team from SmithGroup) is facilitating several stakeholder and public meetings regarding draft elements of the Lower Boardman River Unified Plan. A full schedule of meeting events and times is attached. A big thank you to our own Pete Kirkwood for his outstanding contribution to the awareness video: <https://www.youtube.com/watch?v=WkmjJ5ksoac>

Additional pop-up meetings will occur throughout the community over the last two weeks of July. A last “wrap-up” public open house is scheduled for August 10<sup>th</sup>.

### **309 West Front**

We anticipate Jeff Smoke’s new residential development at 309 West Front Street to break ground before August.

### **Civic Square**

We recently received word from Huntington Bank that they no longer wish to build/relocate a new bank branch in Lot G and that they have agreed to offer their parcel to the DDA for an outright purchase. We anticipate closing on this purchase agreement in October.

### **Tree Management Plan**

We received copy of the Final Draft of the Tree Management Plan from the Davey-Group. Staff is reviewing its contents and should have the Final Plan in front of the board for consideration at our August meeting.

### **Annual Informational Meeting**

Pursuant to Michigan Public Act 57 of 2018, we will hold the first of two required annual informational meetings at our August 20<sup>th</sup> meeting. The meeting will be held in conjunction with the regularly scheduled DDA Board meeting.

**Clean and Green**

Late last month, YouthWork Industries (part of Child and Family Services of Northwest Michigan) worked to pull weeds and clean tree-grates throughout downtown. This service was greatly appreciated and will establish a precedent for future “clean and green” services as the DDA begins to develop the components of its next strategic plan.

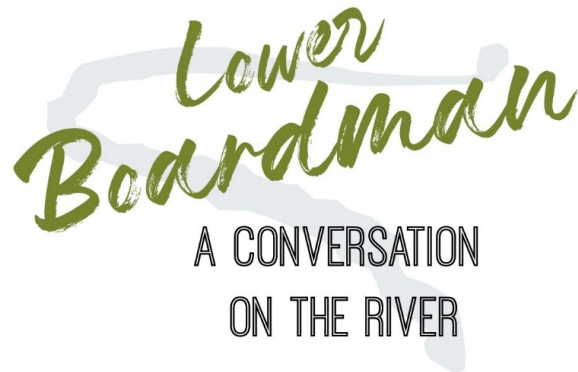
**Wayfinding Signs**

In cooperation with city staff, we implemented a new pedestrian wayfinding/detour signage system (utilizing sandwich boards) for the Park Street and South Cass Street bridge construction projects. The smaller sandwich boards replaced the large orange “highway construction zone-like” pedestrian signs that actually impeded walking along the sidewalk and became on consistent trip hazard. Similar wayfinding sandwich board signs will be placed for the upcoming Eighth Street and West Front Street bridge construction projects.

**Staffing**

Earlier this week, we conducted several interviews for the Downtown Experience Coordinator position. We expect to conduct a second-round of interviews with the finalists (and ultimately make an offer) next week.





# Stakeholder Meetings

## City Opera House

*Please Note: All Meetings Are Open to the Public*

### July 13

*10 AM - 11:30 AM: Recreation Groups, Community Event Organizers*

*3 PM - 4:30 PM: Sustainability, Fisheries, and Natural Resource Focused Organizations*

### July 14

*8:30 AM - 10 AM: Business and Property Owners*

*3 PM - 4:30 PM: Community & Economic Development, and Business Focuses Organizations*

### July 15

#### **Open Public Works Session:**

*On Thursday July 15th, we will host three Open Public Sessions at City Opera House to gain additional input. These sessions would be conducted in a similar manner to the Focus Groups, only each of the three topics (Physical improvements south of Front Street, Physical Improvements north of Front Street, and Zoning and Policy Concepts) will be discussed together. The morning session and evening session will be facilitated by Smith Group, a lunch session will be held like an open house where people can provide feedback on boards around the room.*

- Morning Session: 8:30 AM – 10:00 AM*
- Lunch Open House: 11:30 AM – 1:30 PM*
- Evening Session: 5:30 PM – 7:00 PM*





## Memorandum

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To: Jean Derenzy, DDA CEO  
From: Nicole VanNess, Transportation Mobility Director  
CC: Scott Hardy, Parking Subcommittee Chair  
Date: July 12, 2021  
Re: Board Member Report: Parking Subcommittee – June 2021

This month the Parking Subcommittee reviewed the permit changes implemented in January 2021 as part of the Managed Systems Approach and Transportation Demand Management objectives.

A waitlist was implemented for surface permit lots in order to decrease the oversell threshold from 81% down to a current oversell percentage of 36%. Even with this decrease there are no less than 30 available spaces during peak weekday hours. Since the meeting, we have notified 30 individuals of their ability to purchase a surface permit in hopes to increase the lot utilization.

It is important to note that we have plenty of available parking for both permit and transient at both parking garages, and parking permits for employees may be purchased for these locations. The difference is \$12.00 additional per month, but still less than paying by the hour at parking meters.

The subcommittee will continue next month with consideration of oversell thresholds and potential rate increases.





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

## Memorandum

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**To:** Downtown Development Authority Board of Directors

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

**For Meeting Date:** July 12, 2021

**Memo Date:** July 16, 2021

**SUBJECT:** Arts Commission Update

### **10 Street Trailhead – Arts on the Tart**

The Arts Commission narrowed down the applications to two different artists. One, a pairing named Sous la Ciel, proposed a series of murals and painted objects tying in the local environment (animals, plants, agriculture). The second, sculptor David Petrakovitz, has proposed a sculpture piece for the trailhead. Commission staff along with the chair, vice chair, TART, and Oryana staff, met on location with the artists to further answer questions both parties may have. A final decision will be made at the July Arts Commission meeting.

### **Mural Project Update**

The two pairings are set to paint in early August with a ribbon cutting occurring at the beginning of September. Again, the sites receiving murals are the AT&T Building and the Dish Café. Both properties are owned by Terry Beia.

### **Strategic Plan RFP**

Earlier this month, we issued a formal RFP to hire a consultant to assist in the development of a new strategic plan for the Arts Commission. Proposals are due by July 30<sup>th</sup>.





## Memorandum

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

### **June Parking Revenue**

Increased usage is reflected in the June financials with Old Town admissions up 10%, meter revenue up 37% and permit revenue up 30% from June 2019. Other areas of parking were down compared to June 2019: Hardy admissions were down to 73%, and parking fines down to 70%.

### **Smart Meter Implementation**

The smart meters were installed on Wednesday, June 23, 2021. So far, we have seen an average of 27% transactions shift to credit cards, but of total revenue cash and credit are averaging 55%. We will continue to review available data and provide an updated report next month.

### **Boiler Project**

The City Commission for approved the contract with Midland, MI based JE Johnson Inc. for the two-year project to replace three boilers at the Old Town Parking Garage.

### **Employee Parking Advisory Subcommittee**

The DDA advertised for volunteers for the Employee Parking Advisory Subcommittee to study employee parking in the downtown area. The Employee Parking Advisory Subcommittee is planned to meet once a month for no more than one year. The information gathered will be reviewed and used to improve employee parking education, parking and transit initiatives and develop long-term planning objectives. Sign-up is open through July 17th <https://forms.gle/nWePmdSc2RTwFcnc6>. We currently have four individuals who have expressed interest.







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

## Memorandum

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To: Downtown Development Authority Board of Directors

From: Katy McCain, DDA Director of Community Development

Date: July 12, 2021

Re: Community Development & Events Update

### **Traverse City Neighborhood Celebration Month**

The DDA Neighborhood Celebration Month proved to be one of our most successful social media campaigns ever. We received a lot of very positive comments on both the Instagram and Facebook pages, as well as verbally from community members. The neighborhood resident profile on City Clerk Benjamin Marentette received over 1000 likes on Instagram alone, making it one of our top 5 highest performing posts of all time on the Downtown Instagram account. Espresso Bay has had great success selling the specialty neighborhood coffee blends as well. I would like to make the neighborhood celebration an annual event, as it has proven to be a good way to tie the neighborhoods into our downtown community.

### **Social Media Update**

Social media numbers for the DTCA Instagram and Facebook pages were way up in July, thanks to the Neighborhood Celebration. Engagement for the DTCA Instagram account was up 246% with a net gain of 442 followers. The top performing Instagram posts were the rooftop dining feature, Benjamin Marentette's neighborhood resident profile, and the Slabtown Neighborhood feature on Sleder's Tavern. The DTCA Facebook account's engagement was up 250%, with a 174% increase in impressions. Two neighborhood resident profiles and the Sleder's Tavern historical profile, proved to be the top posts. The DDA Facebook page did not see as much of an increase in engagement as the Instagram account and DTCA page, but it did gain 15 followers in the month of June.

### **Downtown Art Fair Series**

The National Cherry Festival Art Fair was held on July 4, 2021 on the front lawn at the Village at Grand Traverse Commons. This was the second of three shows in our Downtown Art Fair Series. There were around 90 vendors that participated this year.

We allowed fewer in, due to the location change. The show was highly successful and very well attended. All vendors were very happy and actually enjoyed the new location. We had a great partnership with the team at the Village on this event and may explore moving the Cherry Festival Show here for next year as well, allowing for easier flow and less congestion during the festival. If this is done, we will look into bringing downtown food vendors over to the Village at Grand Traverse Commons to help with the demand, and to keep the tie-in between the Art Fair and Downtown Traverse City. As mentioned, the Minervini Group and team at the Village was great to work with and is excited to look into different ways to work with us in the future.

### **Street Sale**

The DTCA Board voted to have the Annual Street Sale return to its normal format for 2021. With outdoor restrictions being lifted and COVID cases rapidly decreasing, they felt it would be safe to hold on Front Street as it has been in the past. Downtown Street Sale will occur on Friday, August 6. We are in the process of working with the City Engineering Department on traffic flow during the event, as we will have three bridges under construction at the time of the event.

### **Friday Night Live**

We are in the process of exploring ideas for a 1x end of summer Friday Night Live, most likely to be held on August 27. With the bridge closures, we will be unable to close Front Street. Closing Cass south of the bridge work, as well as possibly Garland or a portion of Lake Street are locations that are being considered.

# DOWNTOWN TRAVERSE CITY ASSOCIATION BOARD MEETING

THURSDAY, June 10, 2021  
8:30 AM • Zoom  
<https://us02web.zoom.us/j/2639464446>  
Meeting ID: 263 946 4446

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1. Call to Order  
*Present: Susan Fisher, Liz Lancashire, Dawn Gildersleeve, Amanda Walton, Blythe Skarshaug*  
*Absent: Margaret Morse, Jake Kaberle, Jeffrey Libman*
2. Approval of Minutes from the [May 13, 2021 Board Meeting](#) (Fisher)
  - a. Motion to approve the minutes as presented
    - i. *Motioned by Liz Lancashire, Seconded by Susan Fisher*
    - ii. *Motion Passes*
3. [CEO Report](#)
  - a. [DTCA Financials](#)
    - i. Motion to approve the financials as presented
      1. *Motioned by Amanda Walton, Seconded by Dawn Gildersleeve*
      2. *Motion Passes*
  - b. Downtown discount cards
    - i. *A survey will go out in regards to downtown discount cards and participation*
  - c. [2021/2022 Budget](#)
    - i. *Approval of 21/22 budget motioned by Susan Fisher, Seconded by Dawn Gilderseeve*
    - ii. *Motion passes*
  - d. In person meetings
    - i. *Agreed to begin meeting in person again in July. McCain to reach out to Margaret Morse for use of Indigo*
4. [Events & Communications Review](#) (McCain)
  - a. Social Media Report
  - b. Art Fair Series
  - c. Friday Night Live Discussion

- i. Exploring the holding of Friday Night Live in parks or parking lots. 2-3 in August.
  - d. Street Sale
    - i. Motion to approve street sale
    - ii. Motioned by Dawn Gildersleeve, Seconded by Amanda Walton
    - iii. Motion Passes
5. Executive Committee Report (*Fisher*)
- a. Update on Gift Certificate Fund
  - b. Nominating Committee & Elections [Memo](#)
    - i. Nominating Committee: Approval Recommended for the following motion:
      - 1. To appoint (3 members) to the nominating committee for the 2021 DTCA board of directors.
        - a. Motion was put on hold until July so more board members could be present
6. Adjourn



**Minutes of the  
Arts Commission for the City of Traverse City  
Regular Meeting  
Wednesday, June 16, 2021**

A regular meeting of the Arts Commission of the City of Traverse City was called to order via ZOOM at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:34 p.m.

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

The following Commissioners were absent: None

Chairperson Amundsen presided at the meeting.

(a) **CALL TO ORDER**

(1) Meeting called to order at 3:34 om

(b) **ROLL CALL**

(c) **OPENING PUBLIC COMMENT**

(d) **CONSENT CALENDAR**

(1) Consideration of approving the minutes for the Special Meeting of June 26, 2021 (approval recommended) (Burkholder, McCain)

[Arts Commission Special Meeting May 26, 2021 Meeting Minutes - PDF](#)

(2) Approval of May Financials (approval recommended) (Burkholder, McCain)

(3)

Motion to approve consent calendar with changing of phrasing of meeting minutes to "special meeting"

(e) **OLD BUSINESS**

(1) 'Union' Pilot Project (approval recommended) (Burkholder, McCain)

- Staff person McCain explains the situation of Castillo being unable to travel to paint her mural but that Platt has offered to transfer Castillo's original work to the wall
- McCain explains the motion at hand that there will be no additional cost, that Castillo's travel stipend will just go to Platt
- Commissioner Nance mentions we need to do what is in the best interest of the community
- Hoisington asks if there will be artist pushback
- Commissioner Early asks if the contract explicitly states that the original artist has to do the install. She mentions that it is actually common to have someone else do install in the industry
  - Commissioner Niemi also states she knows this to be true
- Commissioner Stanley adds that we should be willing to show compromise since travel etc can still be tough with COVID
- Commissioner Nance asks how the other artists will fee
  - Niemi mentions that this is a normal topic in the arts world and different artists have differing opinions but that it is standard at times
- Chairperson Amundsen mentions that we will need to get the contracts amended and asks if there is further discussion

To approve that artist Castillo will give her \$1,000 travel stipend to Platt in return for the completion of the "Union" Mural Pilot Project in person

Moved by Caitlin Early, Seconded by Roger Amundsen

**Yes:** Ashlea Walter, Chelsie Niemi, Roger Amundsen, Mi Stanley, Caitlin Early, Steve Nance, and Joshua Hoisington

**Absent:** None

**CARRIED. 7-0-0 on a recorded vote**

**(2) Art on the TART - 10th Street Trailhead (Burkholder, McCain)**

- Post update Commissioner Walter asks if the benches are in their permanent location
- Commissioner Early states that for the most part, yes. But that they can be relocated
- Commission determines that if only two proposals are received by application deadline, that a special meeting will be held to determine if the timeline needs to be extended
  - Staffer McCain to send doodle poll
  - Team determines that the selection panel does not need to be included at this time
- Commissioner Niemi asks if a 3 week to a month long extension is doable
  - Commission decides to determine that at the special meeting as maybe the submissions received will be all that is needed

**(3) Perry Hannah Statue (Burkholder, McCain)**

- Staffer Burkholder explains that there have been emails sent to the tribe but they have not been fully able to connect. Asks if the Chairperson Amundsen would like to reach out, as it might go further
- Amundsen will contact tribal manager

**(4) Arts Commission Strategic Plan (Burkholder, McCain)**

- Staff member Burkholder identifies the scope of work for the strategic planner
  - questions if art cataloging should be a part of it
    - Commissioner Walter mentions that is not something that would normally be under a strategic planner
    - Asks if the budget can increase if needed, if someone else needs to be hired for this
      - Burkholder mentions that we can ask the strategic planner the best way to manage inventory if it is not under their purview
      - Commissioner Nance mentions finding an inventory subcontractor
- Burkholder asks how the commission wants to handle evaluating the rfps
  - Commission determines that they will form a subcommittee to review
- Burkholder mentions a July 7 deadline
  - Chairperson Amundsen mentions that might be too soon
  - Burkholder suggest a new deadline of July 23, 2021 and having a subcommittee review the final language

**(f) NEW BUSINESS**

**(1) Friendship Sculpture (Burkholder, McCain)**

**(g) CLOSING PUBLIC COMMENT**

**(1) General**

**(2) Commissioners**

- Staff person Burkholder mentions that the pending city commission, the July meeting will most likely be in person
- Commissioner Amundsen asks if they will know by Tuesday if there is a special meeting to discuss Art on the TART
  - McCain shares that she will let everyone know Monday

**(h) ADJOURNMENT**

**(1)**

Meeting Adjourned at 4:44pm

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Roger Amundsen, Chairperson

Draft





**Minutes of the  
Arts Commission for the City of Traverse City  
Regular Meeting  
Wednesday, May 26, 2021**

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

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

The following Commissioners were absent: None

Vice-Chairperson Amundsen presided at the meeting.

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

(b) **PUBLIC COMMENT**

(1) No public comment

(c) **WELCOME NEW COMMISSIONERS**

(1) Introduction of new and existing commissioners

(d) **ELECTION OF OFFICERS**

- (1) Election of Chair and Vice Chair (approval recommended) (Burkholder, McCain)  
That the Traverse City Arts Commission elect Commissioner Amundsen to serve as chair and Commissioner Niemi as vice-chair, for the term of one-year.

Moved by Ashlea Walter, Seconded by Steve Nance

**Yes:** Ashlea Walter, Chelsie Niemi, Roger Amundsen, Steve Nance,  
Joshua Hoisington, Mi Stanley, and Caitlin Early

**Absent:** None

**CARRIED. 7-0-0 on a recorded vote**

(e) **APPROVAL OF MINUTES**

Page 1 of 5

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(1) Approval of Meeting Minutes (approval recommended) (Burkholder, McCain)

(f) **FINANCIALS**

(1) Approval of April Financials (approval recommended) (Burkholder, McCain)

(g) **PROJECT UPDATE**

(1) 'Union' Mural Pilot Project (approval recommended) (Burkholder and McCain)

- Chairperson Amundsen explains that artists were chosen had the strongest correlation to the project with their statements of interest
- Commissioner Niemi asked if all artists will be contact
  - McCain responds that all artists will be contact and encouraged to apply for future projects with the other top contenders receiving personal emails
  - Commissioner Walter emphasizes that this is a pilot and we hope to utilize these artists in the near future
- McCain updates the group that the Pavlova construction will most likely not be done in time, resulting in both murals for that specified pairing being painted on Terry Beia's building (The Dish Cafe)

Motion to approve the artist pairings of O'Hanlon/Howe and Castillo/Platte for the 'Union' Mural Pilot Project

Moved by Ashlea Walter, Seconded by Caitlin Early

**Yes:** Ashlea Walter, Chelsie Niemi, Roger Amundsen, Steve Nance,  
Joshua Hoisington, Mi Stanley, and Caitlin Early

**Absent:** None

**CARRIED. 7-0-0 on a recorded vote**

(2) Art on the TART (approval recommended) (Burkholder, McCain)

- Burkholder explains the reasoning for sending a new RFP
  - Artist withdrew because of concerns with being able to ensure the initial integrity of his project after looking at the site and getting farther along in the process
- Commissioner Walter asked if artists who applied in the past will need to reapply
  - McCain explains that most received feedback when they applied and would most likely want to reapply with a tweaked plan, but we will consider their initial application
- McCain adds that on-site interviews with project partners and top 3 artist finalists will occur and add a lot of clarity to both the artists and commission (Commissioner Early emphasized this)
- Chairperson Amundsen mentions to change the phrasing to rfp instead of rfq
  - McCain agrees to make this change
- Commissioner Niemi questions the insurance policy portion of the rfp
  - McCain mentions that this is a requirement of all city public art contract

Page 2 of 5

- Commissioner Walter questions if the timeline of the rfq is long enough
  - Commissioner Niemi asks if it could be pushed out if needed if not enough applications come in
  - Burkholder assures this could happen

That the Traverse City Arts Commission approves to issue a new RFP for the Art of the TART 10th Street Trailhead project

Moved by Roger Amundsen, Seconded by Chelsie Niemi

**Yes:** Ashlea Walter, Chelsie Niemi, Roger Amundsen, Steve Nance, Joshua Hoisington, Mi Stanley, and Caitlin Early

**Absent:** None

**CARRIED. 7-0-0 on a recorded vote**

(h) **OLD BUSINESS**

**(1) Strategic Plan Update**

- Commissioner Walter asks for next steps
  - Burkholder says that he would like to and the RFP ready for review by the June meeting and out later that month
- Commissioner Nance asked if strategic plan discussion will occur during regular meetings
  - Burkholder says that special meetings or smaller focus groups might have to occur

**(2) Sestok Agreement**

- Commissioner Walter mentions subcommittee for rotating exhibit and would like to have this group meet in June
  - Commissioner Early volunteers to join the committee
  - Subcommittee comprised of Commissioners Walter, Early and Niemi with staff person McCain assisting
- Burkholder reminds the group that new projects do not need to stay within the parameters of the four cement pads currently on site
  - Commissioner Niemi recommends map with the pad location for the artists to be able to determine if they are needed
- Commissioner Walter asks if Selection Panel should be included
  - McCain reminds the group that the Master Plan states that the Arts Commission can determine when the Selection Panel is needed
- Commissioner Walter reiterates that the subcommittee will meet in June

**(3) Perry Hannah Statue Update**

- Chairperson Amundsen states that the only real option is to wait for a response from the GTB
  - Burkholder shares that the GTB just has not had a chance to respond to the Arts Commission on their opinions on the current verbiage

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- Burkholder states that once we receive the edits from the GTB it will be easy to make the changes

(i) **NEW BUSINESS**

- (1) Addition of Consent Calendar (approval recommended) (Burkholder, McCain)  
To include the addition of a consent calendar to monthly Arts Commission meeting agendas.

Moved by Caitlin Early, Seconded by Roger Amundsen

**Yes:** Ashlea Walter, Chelsie Niemi, Roger Amundsen, Steve Nance,  
Joshua Hoisington, Mi Stanley, and Caitlin Early

**Absent:** None

**CARRIED. 7-0-0 on a recorded vote**

- (2) 2021/2022 Budget

-Commissioner Walter questions a line item on pop-up projects, states they might be looking for funding

- (3) Mazinaadin Prints

(j) **PUBLIC COMMENT**

- (1) General

No Public Comment

- (2) Commissioners

Commissioner Neimi and Chairperson Amundsen reiterate the welcome to new commissioners

(k) **ADJOURNMENT**

- (1)

- (2) Meeting adjourned at 4:37.

Moved by Ashlea Walter, Seconded by Steve Nance

**Yes:** Ashlea Walter, Chelsie Niemi, Roger Amundsen, Steve Nance,  
Joshua Hoisington, Mi Stanley, and Caitlin Early

**Absent:** None

**CARRIED. 7-0-0 on a recorded vote**

Roger Amundsen, Chairperson

Draft

Page 5 of 5

Page 9 of 9





**Minutes of the  
Arts Commission for the City of Traverse City  
Regular Meeting  
Friday, June 25, 2021**

A regular meeting of the Arts Commission of the City of Traverse City was called to order Via Zoom at 10:00 a.m.

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

The following Commissioners were absent: None

Chairperson Amundsen presided at the meeting.

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

(b) **PUBLIC COMMENT**

(c) **OLD BUSINESS**

**(1) Art on the TART Artist Selection (McCain) Approval Recommended**

- Bambach/Picket
- Commissioner Nance questions if there would be wind concerns using the wooden panels
- Others question of there would be a safety hazard by blocking the parking lot view
  - Commissioner Walter said they could be made with holes or space between the slats to allow airflow
- Walter also adds that it is an interesting concept and not a sculpture which was a goal of the commission
- Commissioner Niemi asks if three proposals can move on to the next round and then it is confirmed by the group. She said she would be interested in seeing their maquette and would like to invite them to the next round.
- Walter brings up that site line issues were not addressed in the RFP
  - Nance says this can easily be remedied and discussed in the on-site interviews

Moran/Bazemore

- Walter brings up that she is interested in this piece but that we already have another bike piece in our collection. She would be happy with it moving forward but would love to see something else
- Commissioner Hoisington says that other pieces are more vibrant and will be better suited for the site
- Chairperson Amundsen says its a very literal piece. He also mentions Commissioner Early's concern for the applicant's lack of site work included

Stewart McFerran

- Niemi agrees with Early's notes that this could fit better at the 16th Street Trailhead
- Amundsen things the proposed structure width would be tight
- Amundsen also notes he would have more questions on the piece
- Nance thinks the aesthetic is too natural and it would not stand out
- All agree to inform McFerran on the Gateway Project at the 16th Street Trailhead

Petrakovitz

- Nance likes the brightness
- Walter said she is familiar with his work and would also be a good candidate for the rotating exhibit
- All agree that he should move on to next round
- McCain asks what would be needed at the interview round since the piece is finished
  - Amundsen said just additional photos and measurements

That the Traverse City Arts Commission invite Bambach/Pickett and Petrakovitz to continue with the next phase of the selection process which includes submitting a formal maquette to the Arts Commission and interview by the Arts Commission staff and Chair at the Tenth Street Trailhead.

Moved by Ashlea Walter, Seconded by Steve Nance

**Yes:** Ashlea Walter, Chelsie Niemi, Roger Amundsen, Mi Stanley, Caitlin Early, Steve Nance, and Joshua Hoisington

**Absent:** None

**CARRIED. 7-0-0 on a recorded vote**

**(2) Temporary Exhibit Next Steps (Niemi, McCain)**

- Nance states that the temporary exhibit pieces have been a draw but would like to see more public awareness and more of a park concept promoted
- Signage to stop people from climbing was also mentioned. Or incorporation of an interactive piece that could be climbed on
- Staff person McCain mentioned that Common Ground brought up an idea for interactive pieces that could be explored in a couple years

**(3) Mural Artwork (Amundson, McCain)**

- Walter would like to see more of a fleshed out concept, especially considering the investment that the commission is making



- Commissioner Stanley thinks it could be beneficial to instill with the artists the main things the commission is looking for/the concerns
- Niemi thinks the two concepts are a bit disjointed and mentions even changing the direction of the birds in one piece to match the other so they are flying the same direction. That small changes could bring them together. She also adds that we need to see both pieces in full color to truly determine how cohesive they are
- Walter states that we don't need new concepts just more fleshed out version

(d) **PUBLIC COMMENT**

(1) General

none

(2) Commissioners

none

(e) **ADJOURNMENT**

(1)

Meeting Adjourned at 11:00am

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Roger Amundsen, Chairperson





**Minutes of the  
Parking Subcommittee for the Downtown Development Authority  
Regular Meeting  
Thursday, July 1, 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, Committee Member Todd Knaus, Board Secretary Richard Lewis, Board Member Pam Marsh, and Michelle Jones

The following Members were absent: None

Chairperson Hardy presided at the meeting.

(a) **CALL TO ORDER**

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

(b) **ROLL CALL**

(c) **CONSIDERATION OF MINUTES**

- (1) Consideration of approving the minutes of the Parking Subcommittee Meeting of April 15, 2021 (approval recommended)

That the minutes of the Parking Subcommittee Meeting of April 15, 2021 be approved.

Moved by Richard Lewis, Seconded by T. Michael Jackson

**Yes:** Scott Hardy, T. Michael Jackson, Todd Knaus, Richard Lewis, Pam Marsh, and Michelle Jones

**Absent:** Rick Brown

**CARRIED. 6-0-1 on a recorded vote**

(d) **UPDATES**

**(1)** Updates and Information

The following addressed the Subcommittee:  
Nicole VanNess, Transportation Mobility Director  
Michelle Jones, Subcommittee Member

(e) **TRANSPORTATION DEMAND MANAGEMENT**

**(1)** Parking Permits

The following addressed the Subcommittee:  
Nicole VanNess, Transportation Mobility Director  
James White, Public Comment - Downtown Employee Parker

(f) **PUBLIC COMMENT**

(g) **ADJOURNMENT**

**(1)** Motion to adjourn the meeting.

Chairperson Hardy adjourned the meeting at 12:04 PM  
That the meeting be adjourned.

Moved by Todd Knaus, Seconded by T. Michael Jackson

**Yes:** Scott Hardy, T. Michael Jackson, Todd Knaus, Richard Lewis, Pam Marsh, and Michelle Jones

**Absent:** Rick Brown

**CARRIED. 6-0-1 on a recorded vote**

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Scott Hardy, Chairperson