

Traverse City Downtown Development Authority Regular Meeting

Friday, July 15, 2022

8:30 am

Commission Chambers, Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684



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.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

A.

Consideration of approving the agenda as presented.

4. CONSENT CALENDAR

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

A.

Consideration of approving the minutes of the June 17, 2022
Downtown Development Authority Board of Directors meeting
(Approval Recommended) (Jean Derenzy)

[Downtown Development Authority Regular Meeting - 17 Jun 2022 - Minutes - Pdf](#)

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B.

Consideration of approving financial reports and disbursements for
DDA, TIF 97, Old Town TIF, Parking and Arts Commission for June
2022 (Approval Recommended) (Jean Derenzy)

[DDA General, TIF 97. Old Town TIF June 2022 Financials - PDF](#)
[TC Parking Services Financials June 2022 - PDF](#)
[TC Arts Commission Financials June 2022 - PDF](#)

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C.

Consideration of approving a parking lease with CommonGrounds
(Approval Recommended) (Parking Advisory Board, Nicole
VanNess)

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[Commongrounds Lease Memo \(Parking Advisory Board, Nicole VanNess\) - PDF](#)

5. ITEMS REMOVED FROM CONSENT CALENDAR

6. SPECIAL ORDER OF BUSINESS

- A. 27
Community Development Coalition - ARPA Funds (Dave Mengebier)
[Community Development Coalition Memo \(Jean Derenzy\) - PDF](#)
-

7. OLD BUSINESS

8. NEW BUSINESS

- A. 29 - 31
Consideration of approving Wayfinding Repair and Maintenance (Approval Recommended) (Jean Derenzy)
[Wayfinding Repair and Maintenance Memo \(Jean Derenzy\) - PDF](#)
- B. 33 - 34
Consideration of entering into a service agreement for downtown trash removal (Approval Recommended) (Jean Derenzy)
[Downtown Trash Removal Service Agreement Memo \(Jean Derenzy\) - PDF](#)
- C. 35 - 38
Review of Neighborhood Enterprise Zoning; 124 West Front Street
[Neighborhood Enterprise Zoning \(Jean Derenzy\) - PDF](#)
[Neighborhood Enterprise Zoning MEDC Overview - PDF](#)
-

9. CEO REPORT

- A. 39 - 40
Project Updates (Jean Derenzy)
[Project Updates Memo \(Jean Derenzy\) - PDF](#)
- B. 41
Moving Downtown Forward Update (Jean Derenzy)
[Moving Downtown Forward Update Memo \(Jean Derenzy\) - PDF](#)
-

10. BOARD MEMBER REPORTS

- A. 43
Arts Commission Update (Steve Nance, Harry Burkholder)
[Arts Commission Update Memo \(Steve Nance, Harry Burkholder\) - PDF](#)
-

B.	Parking Advisory Board Update (Scott Hardy, Nicole VanNess) Parking Advisory Board Update (Scott Hardy, Nicole VanNess) - PDF	45
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11. STAFF REPORTS

A.	Transportation Mobility Director Report (Nicole VanNess) Transportation Mobility Director Report (Nicole VanNess) - PDF Smart Meter Phase 2 Map - PDF	47 - 51
B.	Downtown Experience Coordinator Report (Abby Taylor) Downtown Experience Coordinator Report (Abby Taylor) - PDF	53

12. RECEIVE AND FILE

A.	Communications and Outreach Director Report (Art Bukowski) Communications and Outreach Director Update (Art Bukowski) - PDF	55
B.	Arts Commission April 2022 Meeting Minutes 20 April, 2022 Arts Commission Meeting Minutes - PDF	57 - 59
C.	Arts Commission May 2022 Special Meeting Minutes 4 May, 2022 Arts Commission Special Meeting Minutes - PDF	61 - 62
D.	Parking Advisory Board April 2022 Meeting Minutes 6 April, 2022 Parking Advisory Board Meeting Minutes - PDF	63 - 65

13. PUBLIC COMMENT

14. ADJOURNMENT



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, June 17, 2022**

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 8:30 a.m.

The following Board Members were in attendance: Board Member Peter Kirkwood, Board Vice Chair Scott Hardy, Board Member Damian Lockhart, Board Member Jeff Joubran, Mayor Richard Lewis, Board Member Pam DeMerle, Board Member Todd McMillen, Board Member Katy Bertodatto, Board Member Michael Brodsky, and Student Liaison Audrey Michael

The following Board Members were absent: Chairperson Gabe Schneider, Board Member Steve Nance, and Board Member Pam Marsh

Vice Chairperson Hardy presided at the meeting.

(a) **CALL TO ORDER**

Vice Chairperson Hardy called the meeting to order at 8:31AM.

(b) **ROLL CALL**

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

(1)

Consideration of approving the agenda as presented.

Jean Derenzy added Item C under New Business, Consideration to approve a contract with Youthworks to the agenda.

Approval of the amended agenda as presented.

Moved by Todd McMillen, Seconded by Jeff Joubran

Yes: Jeff Joubran, Todd McMillen, Peter Kirkwood, Scott Hardy, Damian Lockhart, Richard Lewis, Pam DeMerle, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(d) **CONSENT CALENDAR**

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

(1)

Consideration of approving the minutes of the May 20,2022 Downtown Development Authority Board of Directors meeting (Approval Recommended) (Jean Derenzy)

(2)

Consideration of approving financial report and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for May 2022 (Approval Recommended) (Jean Derenzy)

(3)

Appointment to Farmers Market Advisory Board (Approval Recommended) (Jean Derenzy, Art Bukowski)

That the DDA Board approve the consent calendar as presented.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(e) **SPECIAL ORDER OF BUSINESS**

(1)

Approval of 2022/2023 Budget (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

Richard Lewis
Scott Hardy

That the DDA Board of Directors hereby approves the 2022/2023 budget as follows:

DOWNTOWN DEVELOPMENT AUTHORITY FUND: \$2,817,200

TAX INCREMENT FINANCING DISTRICT 97 FUND \$4,139,900

TAX INCREMENT FINANCING OLD TOWN \$993,900

Moved by Richard Lewis, Seconded by Damian Lockhart

Yes: Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran,
Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and
Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(f) **OLD BUSINESS**

(1)

Circulation Subcommittee Report (Approval Recommended) (Jean Derenzy, Chris Zull, Circulation Subcommittee)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Chris Zull
Jeff Joubran
Michael Brodsky
Peter Kirkwood
Scott Hardy
Richard Lewis
Audrey Michael

That the DDA Board accept the recommendation of the DDA Downtown Circulation Study Subcommittee to implement a two-way pilot study on Pine Street, State Street, and Boardman Avenue for a period of two years, with the potential to extend the pilot for another two years with support of the DDA Board and furthermore that the DDA approves to send this recommendation onto the City Commission for their consideration and approval.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(g) **NEW BUSINESS**

(1)

Consideration of approving the demolition bid for 203 State Street (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Peter Kirkwood
Michael Brodsky
Scott Hardy
Richard Lewis
Pam DeMerle

That the DDA Board award a Demolition Bid to Elmer's Crane and Dozer, Inc. for a cost more or less of \$108,999.82. Furthermore, that the contact be approved to enter in contract for demolition subject to substance by the DDA CEO and as to form by the DDA Attorney.

Moved by Richard Lewis, Seconded by Pam DeMerle

Yes: Richard Lewis, Pam DeMerle, Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(2)

Consideration of approving a 3-year holiday light contractor (Approval Recommended) (Jean Derenzy, Harry Burkholder)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Harry Burkholder
Peter Kirkwood
Richard Lewis

Scott Hardy
Todd McMillen
Jeff Joubran

That the DDA Board approve to enter into a three-year contract with Holiday Lamplighters for services to assist the DDA in hanging and removing holiday lights for a cost of \$112,845 subject to approval as to substance by the DDA CEO and form by the DDA Attorney.

Moved by Michael Brodsky, Seconded by Todd McMillen

Yes: Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(3)

Consideration of approving a purchase agreement with Youthworks for \$14,000 to do 8 weeks worth of cleaning and maintaining the downtown district (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Scott Hardy

That the DDA Board enter into a purchase agreement with Youthworks for 8 weeks of cleaning and maintenance work downtown for a cost of \$14,000

Moved by Jeff Joubran, Seconded by Damian Lockhart

Yes: Damian Lockhart, Jeff Joubran, Peter Kirkwood, Scott Hardy, Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(h) **CEO REPORT**

(1)

Project Updates (Jean Derenzy)

The Following Addressed the Board:

Jan Derenzy, DDA CEO
Richard Lewis
Scott Hardy

(2)

Moving Downtown Forward Update (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

(i)

BOARD MEMBER REPORTS

(1)

Arts Commission Update (Steve Nance)

The Following Addressed the Board:

Harry Burkholder
Richard Lewis

(j)

STAFF REPORTS

(1)

Transportation Mobility Director Report (Nicole VanNess)

The Following Addressed the Board:

Nicole VanNess
Peter Kirkwood
Jean Derenzy, DDA CEO
Jeff Joubran
Scott Hardy

(2)

Communications and Outreach Director Report (Art Bukowski)

The Following Addressed the Board:

Art Bukowski

Jean Derenzy, DDA CEO
Scott Hardy

(k) **RECEIVE AND FILE**

(1)

DTCA May 2022 Meeting Minutes

(2)

Circulation Subcommittee 1st Meeting Minutes

(3)

Circulation Subcommittee 2nd Meeting Minutes

(l) **CLOSED SESSION FOR POTENTIAL PROPERTY PURCHASE MCL 15.268 AND REVIEW OF CEO EVALUATION (MOTION REQUIRED)**

(1)

Motion to enter into closed session.

Entered into closed session at 9:29AM through a Roll Call Vote.

That the DDA Board enter into closed session.

Moved by Damian Lockhart, Seconded by Richard Lewis

Yes: Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran,
Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and
Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(2)

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

That the DDA Board adjourn the closed session.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran,
Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and
Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(m) **PUBLIC COMMENT**

No public comment.

(n) **ADJOURNMENT**

Vice Chairperson Hardy adjourned the meeting at 10:29AM.

(1)

Motion to adjourn the meeting.

That the DDA Board adjourn the meeting.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Steve Nance, Richard Lewis, Pam Marsh, and Katy Bertodatto

CARRIED. 8-0-5 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO

Traverse City DDA - General

Balance Sheet
As of June 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Fifth Third Checking - 3112	898,085.06
1072 Bill.com Money Out Clearing	0.00
Fifth Third Savings - 6740	202,511.16
Petty Cash	548.19
Total Bank Accounts	\$1,101,144.41
Accounts Receivable	
1200 Accounts Receivable	19,166.66
Total Accounts Receivable	\$19,166.66
Other Current Assets	
1220 Grants Receivable	0.00
1480 Payroll Advance	0.00
1499 Undeposited Funds	0.00
Deposits in Transit	0.00
Due From APS	0.00
Due From Arts Council	0.00
Due From DTCA	-12,308.20
Total Other Current Assets	\$ -12,308.20
Total Current Assets	\$1,108,002.87
Other Assets	
Due From Other Funds	0.00
Pre-Paid Expense	4,701.00
Work in Progress	0.00
Total Other Assets	\$4,701.00
TOTAL ASSETS	\$1,112,703.87

Traverse City DDA - General

Balance Sheet
As of June 30, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	15,099.29
Total Accounts Payable	\$15,099.29
Credit Cards	
2150 First National Bank Card	
2153 First National - 8689	1,018.20
Total 2150 First National Bank Card	1,018.20
Total Credit Cards	\$1,018.20
Other Current Liabilities	
2110 Direct Deposit Liabilities	0.00
2200 Payroll Liabilities	0.00
2205 457b Payable	3,597.82
2210 Federal Income Tax Payable	0.00
2215 Health Insurance Payable	2,076.91
2220 Life Insurance Payable	5,119.78
2225 Medicare Tax Payable	0.00
2230 Social Security Tax Payable	0.00
2235 State Income Tax Payable	-1,843.66
2240 State Unemployment Tax Payable	196.28
2245 Wage Garnishment Payable	0.00
Total 2200 Payroll Liabilities	9,147.13
2400 GRANTS	
2401 Coastal Zone Management	0.00
2402 Destination Downtown	0.00
2403 EGLE -- Cornwell Development	0.00
2404 Healthy Drinking Culture Grant	0.00
2405 Lower Boardman	0.00
2406 Match on Main MEDC Grant	0.00
2407 MEDC (Civic Square)	0.00
2408 Professional Development	0.00
2409 Rotary Charities	0.00
2410 Seed Grant	0.00
2411 Tech Incubator Fund	0.00

Traverse City DDA - General

Balance Sheet
As of June 30, 2022

	TOTAL
Total 2400 GRANTS	0.00
Accrued Payroll Liabilities	5,957.53
Accrued Salaries	25,907.43
Bryan Crough Memorial Fund	0.00
Bumpout Project Funds Collected	0.00
Buy Local Give Local Campaign	0.00
Deferred Income	214,592.81
Deposits Payable	0.00
Double Up Food Bucks	-633.39
EBT Bridge Card	-19,064.91
Ironman	0.00
NCF Reimbursements	-551.00
Prescriptions for Health	2,318.64
Project Fresh	5,384.00
Senior Project Fresh	-11,643.00
Total Deposits Payable	-24,189.66
Due to Oldtown TIF	0.00
Due to Other Funds	0.00
Due to TIF 97	4,328.39
Suspense	-18,248.71
Total Other Current Liabilities	\$217,494.92
Total Current Liabilities	\$233,612.41
Total Liabilities	\$233,612.41
Equity	
3000 Opening Bal Equity	107,606.27
3900 Retained Earnings	789,700.02
Net Income	-18,214.83
Total Equity	\$879,091.46
TOTAL LIABILITIES AND EQUITY	\$1,112,703.87

Traverse City DDA - TIF 97

Balance Sheet
As of June 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 CASH AND CASH EQUIVALENTS	
1001 Fifth Third Checking - 8026	4,986,867.37
Total 1000 CASH AND CASH EQUIVALENTS	4,986,867.37
Total Bank Accounts	\$4,986,867.37
Accounts Receivable	
1200 ACCOUNTS RECEIVABLE	476,504.03
Total Accounts Receivable	\$476,504.03
Other Current Assets	
1100 OTHER CURRENT ASSETS	
1103 Due From Other Funds	0.00
1104 Due From DDA	4,328.39
Total 1100 OTHER CURRENT ASSETS	4,328.39
Undeposited Funds	0.00
Total Other Current Assets	\$4,328.39
Total Current Assets	\$5,467,699.79
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	\$5,467,699.79
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 ACCOUNTS PAYABLE	0.04
Due to City - Capital Projects	0.00
Total Accounts Payable	\$0.04
Other Current Liabilities	
2100 DUE TO OTHER FUNDS	0.00
2200 DEFERRED REVENUE	245,237.86
Accounts Payable - DO NOT USE	0.00
Total Other Current Liabilities	\$245,237.86
Total Current Liabilities	\$245,237.90
Total Liabilities	\$245,237.90
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	3,887,812.60
Net Income	1,355,849.29
Total Equity	\$5,222,461.89
TOTAL LIABILITIES AND EQUITY	\$5,467,699.79

DDA Old Town TIF

Balance Sheet

As of July 1, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 CASH AND CASH EQUIVILENTS	
1001 Fifth Third Checking - 0650	770,946.53
Total 1000 CASH AND CASH EQUIVILENTS	770,946.53
Total Bank Accounts	\$770,946.53
Accounts Receivable	
1200 ACCOUNTS RECEIVABLE	14,637.37
Total Accounts Receivable	\$14,637.37
Other Current Assets	
1100 OTHER CURRENT ASSETS	
1103 Due From Other Funds	0.00
1104 Due From DDA	0.00
Total 1100 OTHER CURRENT ASSETS	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$785,583.90
TOTAL ASSETS	\$785,583.90
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 ACCOUNTS PAYABLE	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
2100 DUE TO OTHER FUNDS	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Retained Earnings	785,583.90
Net Income	
Total Equity	\$785,583.90
TOTAL LIABILITIES AND EQUITY	\$785,583.90

07/11/2022 09:18 AM
User: nvanness
DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 06/30/2022

Page: 1/3

DB: TRAVERSE CITY			ACTIVITY FOR				
GL NUMBER	DESCRIPTION	2021-22YTD BALANCE NDED BUDGET	06/30/2022	MONTH ENCUMBERED 06/30/22	ENCUMBERED YEAR-TO-DATE	% BDT BALANCE	USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
585-000-451.073	RAMSDELL GATE FEES	0.00	367.50	0.00	0.00	(367.50)	100.00
585-000-652.000	PARKING FEES-COIN	1,000,000.00	1,931,938.95	127,762.95	0.00	(931,938.95)	193.19
585-000-653.000	PERMITS-SURFACE LOTS	150,000.00	232,446.90	4,772.50	0.00	(82,446.90)	154.96
585-000-653.007	PERMITS - NEIGHBORHOOD	0.00	660.00	0.00	0.00	(660.00)	100.00
585-000-653.010	DESTINATION DOWNTOWN	0.00	80.00	0.00	0.00	(80.00)	100.00
585-000-656.010	PARKING FINES	150,000.00	264,040.53	6,523.50	0.00	(114,040.53)	176.03
585-000-664.000	INTEREST & DIVIDEND EARNIN	60,000.00	64,796.45	0.00	0.00	(4,796.45)	107.99
585-000-677.000	REIMBURSEMENTS	0.00	6,421.95	0.00	0.00	(6,421.95)	100.00
585-000-686.000	MISCELLANEOUS INCOME	0.00	6,908.61	0.00	0.00	(6,908.61)	100.00
585-000-687.000	REFUNDS AND REBATES	0.00	10,000.00	0.00	0.00	(10,000.00)	100.00
585-000-699.000	PRIOR YEARS' SURPLUS	1,682,700.00	0.00	0.00	0.00	1,682,700.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		3,042,700.00	2,517,660.89	139,058.95	0.00	525,039.11	82.74
Dept 586 - HARDY DECK							
585-586-651.000	PARKING DECK PROCEEDS	120,000.00	285,028.35	10,239.70	0.00	(165,028.35)	237.52
585-586-653.005	PERMITS-PARKING DECK	150,000.00	208,479.00	4,010.00	0.00	(58,479.00)	138.99
585-586-668.000	RENTS AND ROYALTIES	13,000.00	7,344.00	0.00	0.00	5,656.00	56.49
Total Dept 586 - HARDY DECK		283,000.00	500,851.35	14,249.70	0.00	(217,851.35)	176.98
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	35,000.00	73,473.05	985.55	0.00	(38,473.05)	209.92
585-587-653.005	PERMITS-PARKING DECK	40,000.00	126,654.13	1,150.00	0.00	(86,654.13)	316.64
585-587-677.000	REIMBURSEMENTS	0.00	345.45	0.00	0.00	(345.45)	100.00
Total Dept 587 - OLD TOWN DECK		75,000.00	200,472.63	2,135.55	0.00	(125,472.63)	267.30
TOTAL REVENUES		3,400,700.00	3,218,984.87	155,444.20	0.00	181,715.13	94.66
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	8,900.00	10,701.59	184.40	0.00	(1,801.59)	120.24
585-585-704.000	EMPLOYEE OVERTIME	2,200.00	1,954.93	0.00	0.00	245.07	88.86
585-585-714.000	HEALTH SAVINGS ACCT EXPEN	0.00	28.00	(0.58)	0.00	(28.00)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	200.00	174.85	13.63	0.00	25.15	87.43
585-585-716.000	EMPLOYEE HEALTH INSURANC	100.00	109.78	9.14	0.00	(9.78)	109.78
585-585-717.000	EMPLOYEE LIFE/DISABILITY IN	0.00	26.76	2.24	0.00	(26.76)	100.00
585-585-718.000	RETIREMENT FUND CONTRIBU	700.00	595.66	0.00	0.00	104.34	85.09
585-585-727.000	OFFICE SUPPLIES	6,000.00	3,637.85	222.60	0.00	2,362.15	60.63
585-585-740.000	OPERATION SUPPLIES	37,000.00	27,177.99	0.00	29,456.81	(19,634.80)	153.07
585-585-801.000	PROFESSIONAL AND CONTRAC	1,180,800.00	1,173,653.30	3,730.79	340,011.18	(332,864.48)	128.19
585-585-810.000	COLLECTION COSTS	500.00	0.00	0.00	0.00	500.00	0.00
585-585-850.000	COMMUNICATIONS	21,600.00	21,927.38	219.03	131,989.00	(132,316.38)	712.58
585-585-854.000	CITY FEE	120,000.00	0.00	0.00	0.00	120,000.00	0.00
585-585-860.000	TRANSPORTATION	5,000.00	2,705.45	0.00	0.00	2,294.55	54.11
585-585-862.000	PROFESSIONAL DEVELOPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0.00
585-585-863.000	TRAINING	2,000.00	0.00	0.00	0.00	2,000.00	0.00
585-585-880.000	COMMUNITY PROMOTION	65,000.00	0.00	0.00	0.00	65,000.00	0.00

		2021-22YTD BALANCE		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	NDED BUDGET	06/30/2022	MONTH ENCUMBERED	ENCUMBERED	% BDGT	USED
		06/30/22	EAR-TO-DATE	BALANCE			
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	2,437.99	0.00	97.94	11,464.07	18.11
585-585-910.000	INSURANCE AND BONDS	13,000.00	11,968.92	997.41	0.00	1,031.08	92.07
585-585-920.000	PUBLIC UTILITIES	15,000.00	7,824.32	587.60	0.00	7,175.68	52.16
585-585-930.000	REPAIRS AND MAINTENANCE	99,700.00	26,700.63	455.59	7,635.87	65,363.50	34.44
585-585-930.005	RAMSDELL GATE REPAIR & MA	1,000.00	522.00	0.00	0.00	478.00	52.20
585-585-940.000	RENTAL EXPENSE	83,000.00	70,803.02	2,838.00	33,463.63	(21,266.65)	125.62
585-585-956.000	MISCELLANEOUS	0.00	3,475.30	0.00	0.00	(3,475.30)	100.00
585-585-959.000	DEPRECIATION EXPENSE	135,000.00	0.00	0.00	0.00	135,000.00	0.00
585-585-977.000	EQUIPMENT	0.00	47,391.26	0.00	2,513.00	(49,904.26)	100.00
585-585-977.000-22-7EQUIPMENT		100,000.00	0.00	0.00	0.00	100,000.00	0.00
585-585-977.000-22-7EQUIPMENT		25,000.00	0.00	0.00	0.00	25,000.00	0.00
585-585-977.000-22-8EQUIPMENT		20,000.00	0.00	0.00	0.00	20,000.00	0.00
585-585-977.000-22-8EQUIPMENT		15,000.00	0.00	0.00	0.00	15,000.00	0.00
585-585-977.000-22-8EQUIPMENT		5,000.00	0.00	0.00	0.00	5,000.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		1,976,700.00	1,413,816.98	9,259.85	545,167.43	17,715.59	99.10
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	6,140.57	0.00	6,145.69	(3,286.26)	136.51
585-586-801.000	PROFESSIONAL AND CONTRAC'	125,800.00	52,478.41	19,933.50	27,292.75	46,028.84	63.41
585-586-850.000	COMMUNICATIONS	3,300.00	2,816.00	0.00	0.00	484.00	85.33
585-586-910.000	INSURANCE AND BONDS	8,000.00	7,274.88	606.24	0.00	725.12	90.94
585-586-920.000	PUBLIC UTILITIES	55,000.00	50,539.57	82.71	0.00	4,460.43	91.89
585-586-930.000	REPAIRS AND MAINTENANCE	318,100.00	79,137.57	4,303.21	73,760.63	165,201.80	48.07
585-586-940.000	RENTAL EXPENSE	16,500.00	14,831.19	0.00	0.00	1,668.81	89.89
585-586-956.000	MISCELLANEOUS	10,000.00	8,357.52	0.00	0.00	1,642.48	83.58
585-586-959.000	DEPRECIATION EXPENSE	206,000.00	0.00	0.00	0.00	206,000.00	0.00
585-586-977.000	EQUIPMENT	0.00	61,233.00	30,616.50	(228.80)	(61,004.20)	100.00
Total Dept 586 - HARDY DECK		752,700.00	282,808.71	55,542.16	106,970.27	362,921.02	51.78
Dept 587 - OLD TOWN DECK							
585-587-740.000	OPERATION SUPPLIES	8,000.00	10,259.91	27.16	5,056.32	(7,316.23)	191.45
585-587-801.000	PROFESSIONAL AND CONTRAC'	107,500.00	82,612.44	30,664.25	15,570.93	9,316.63	91.33
585-587-850.000	COMMUNICATIONS	5,100.00	4,350.47	0.00	465.53	284.00	94.43
585-587-910.000	INSURANCE AND BONDS	6,000.00	6,492.24	541.02	0.00	(492.24)	108.20
585-587-920.000	PUBLIC UTILITIES	55,000.00	28,463.96	57.60	0.00	26,536.04	51.75
585-587-930.000	REPAIRS AND MAINTENANCE	294,400.00	166,993.67	19,523.83	118,820.38	8,585.95	97.08
585-587-940.000	RENTAL EXPENSE	14,300.00	12,860.76	0.00	0.00	1,439.24	89.94
585-587-959.000	DEPRECIATION EXPENSE	181,000.00	0.00	0.00	0.00	181,000.00	0.00
585-587-977.000	EQUIPMENT	0.00	40,661.50	20,330.75	0.00	(40,661.50)	100.00
Total Dept 587 - OLD TOWN DECK		671,300.00	352,694.95	71,144.61	139,913.16	178,691.89	73.38
TOTAL EXPENDITURES		3,400,700.00	2,049,320.64	135,946.62	792,050.86	559,328.50	83.55
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		3,400,700.00	3,218,984.87	155,444.20	0.00	181,715.13	94.66

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User: nvanness
DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 06/30/2022

		2021-22YTD BALANCE		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	ENDED BUDGET	06/30/2022	MONTH ENCUMBERED	ENCUMBERED	% BDGT	
				06/30/22	EAR-TO-DATE	BALANCE	USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
TOTAL EXPENDITURES		3,400,700.00	2,049,320.64	135,946.62	792,050.86	559,328.50	83.55
NET OF REVENUES & EXPENDITURES		0.00	1,169,664.23	19,497.58	(792,050.86)	(377,613.37)	100.00

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User: nvanness
DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 06/30/2022

Page: 1/1

		2021-22YTD BALANCE		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	NDED BUDGET	06/30/2022	MONTH ENCUMBERED	06/30/22 YEAR-TO-DATE	ENCUMBERED BALANCE	% BDGT USED
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-674.000	CONTRIBUTIONS-PUBLIC SOUR	15,000.00	15,000.00	0.00	0.00	0.00	100.00
282-000-675.000	CONTRIBUTIONS-PRIVATE SOU	0.00	1,500.00	0.00	0.00	(1,500.00)	100.00
282-000-695.000	TRANSFERS IN	30,000.00	30,000.00	0.00	0.00	0.00	100.00
282-000-699.000	PRIOR YEARS' SURPLUS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		50,000.00	46,500.00	0.00	0.00	3,500.00	93.00
TOTAL REVENUES		50,000.00	46,500.00	0.00	0.00	3,500.00	93.00
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-727.000	OFFICE SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00
282-282-801.000	PROFESSIONAL AND CONTRAC	15,000.00	23,705.59	0.00	14,395.78	(23,101.37)	254.01
282-282-930.000	REPAIRS AND MAINTENANCE	4,500.00	0.00	0.00	0.00	4,500.00	0.00
282-282-970.000	CAPITAL OUTLAY	15,000.00	0.00	0.00	0.00	15,000.00	0.00
282-282-970.000-22-7	CAPITAL OUTLAY	15,000.00	11,595.78	0.00	0.00	3,404.22	77.31
Total Dept 282 - PUBLIC ARTS COMMISSION		50,000.00	35,301.37	0.00	14,395.78	302.85	99.39
TOTAL EXPENDITURES		50,000.00	35,301.37	0.00	14,395.78	302.85	99.39
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		50,000.00	46,500.00	0.00	0.00	3,500.00	93.00
TOTAL EXPENDITURES		50,000.00	35,301.37	0.00	14,395.78	302.85	99.39
NET OF REVENUES & EXPENDITURES		0.00	11,198.63	0.00	(14,395.78)	3,197.15	100.00



Memorandum

To: DDA Board of Directors
From: Nicole VanNess, Transportation Mobility Director
CC: Jean Derenzy, DDA CEO
Re: July 11, 2022
Date: New Parking Area Lease Agreement: Common Grounds

The Common Grounds development on the corner of Eighth and Boardman is tentatively planned to open in the fall of 2022. Common Grounds is interested in having a managed parking solution in order to allow for turnover of their on-site spaces. Entering into a lease for shared parking that will service customers of the building aligns with our objective to establish partnerships with private property owners to increase utilization through public parking.

In reviewing options with Kate Redman, it was determined that the most effective would be a parking area lease for a metered parking operation using smart meters. Based on similar leases the estimated share of revenue is \$5,000. The upfront capital investment from the Parking Fund is \$5,500. This investment is estimated to be recouped in 1 year.

Details of the lease include:

- Purchasing and using new single space smart parking meters to customize meter time limits, rates and enforcement times for 12-16 spaces.
- Revenue share would align with current leases 70% Owner, 30% Parking Fund.
- Parking Fund will retain all violation fees.
- Parking Fund revenues will cover all operational costs of staff, maintenance, posts, equipment subscription fees and connection fees.
- Owner revenues will cover facility maintenance, post installation and signage.

As mentioned above, this location may have enforcement hours that differ from City owned locations currently defined as Monday-Saturday 8 AM-6 PM. The City Commission approved enacting an ordinance change that supports varied metered parking enforcement hours based on posted signage at their July 5, 2022 meeting.

The Parking Advisory Board discussed this item at their July 6th meeting. Areas of discussion included: 1) Increased staff time – Additional staff will not be hired and this new location will be added to an existing route, 2) Smart meter purchase – Our approved equipment replacement schedule is 5 years. Including new smart meters at this location will allow for flexible rate

schedules and customized variable message displays when needed, and 3) Smart meter service – Maintenance will use current spare parts that are interchangeable in order to repair meters.

The Traverse City Parking Services Management Contract with the City allows the DDA Board of Directors to enter into lease agreements without having to go to City Commission for approval. As part of this process, the City Attorney has provided standard lease agreements that align with required language for the management of both metered and permitted parking lots. The first motion is to enter into the lease with Common Grounds.

RECOMMENDED MOTION 1: That the DDA Board of Directors enter into a lease agreement with Common Grounds for metered parking operations subject to substance and approval by the DDA Attorney.

On July 5, 2022, the City Commission approved the recommendation for the phase 2 purchase of smart meters. Due to the pandemic and a projected revenue loss, phase 2 was delayed one year. Motion 2 is to authorize the purchase of new smart meters and amend the annual fee with use of funds budgeted in the meter expansion capital improvement line item.

RECOMMENDED MOTION 2: That the DDA Board of Directors recommend the City Commission approve a purchase order with CivicSmart (Duncan Parking Technologies) for the purchase of smart meters and increase the service order for the monthly recurring software and communication fees to be renewed annually for the life of the equipment.



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, DDA CEO
Date: July 10, 2022
Subject: Community Development Coalition

Dave Mengebier, President and CEO of the Grand Traverse Regional Community Foundation will present an overview of the Community Development Coalition, of which the DDA staff has participated in.

Throughout 2019, the Community Foundation worked alongside more than two dozen government, nonprofit, business, and philanthropic leaders, developing a collaborative, cross-sector Community Development Strategy and Coalition.

More information about the Community Development Coalition of Northwest Michigan can be found online at <https://nwmicommunitydevelopment.org>

Through the leadership of the Community Development Coalition a strategic, unified approach has been developed for requesting and asking for ARPA federal dollars. Dave will provide an overview of where this process is at and approaches being developed.



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

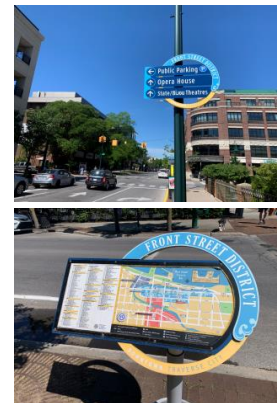
Date: July 8, 2022

SUBJECT: Wayfinding and Signage Updates

History of Wayfinding and Signage in Downtown

In 2008, the DDA hired the hometown firm of Corbin Design to design a comprehensive wayfinding and signage system for the DDA District. The system included a coordinated array of sign types to direct drivers, bikers and pedestrians to downtown destinations and public parking. Prior to that, the DDA worked with Corbin Design to design the pedestrian kiosks (map and merchant directories) that sit strategically throughout the downtown district.

With the design complete, the DDA hired Valley City Sign (located in Grand Rapids) in 2009 to fabricate and install the wayfinding and signage system.



Our design and fabrication effort with Corbin Design and Valley City Sign also included multi-year maintenance contract, which allowed for regular (but basic) maintenance to the wayfinding signs as well as updates to the pedestrian kiosk map and merchant directory.

Current Wayfinding and Signage Effort

Due to staffing and supply issues associated with the pandemic, the two maintenance agreements had expired. This past spring, DDA staff initiated new conversations with Corbin Design and Valley City Sign about additional maintenance needs (i.e., a handful of signs had been damaged and removed) and updates to the pedestrian kiosk map and merchant directory.

In March, we signed a new three-year maintenance agreement (\$8,352) with Valley City Sign. Under the contract, representatives from Valley City Sign will conduct an annual on-site inspection and facilitate minor repairs (e.g., paint touch-up's to poles and signs

and sticker removal) to all 70 wayfinding signs. Based on this annual inspection, Valley City Signs will also present the DDA with a cost-estimate for significant repairs (see estimate below for 2022).

In May, we signed a contract with Corbin Design not to exceed \$2,500 to update the pedestrian kiosk map and merchant directory. The new map includes a few more graphics and the merchant directory includes a more comprehensive list of downtown businesses.

In addition, we signed a second contract with Corbin Design not to exceed \$4,000 to design a new wayfinding sign type to make people more aware of businesses on Park, Cass and Union Streets.

Current Needs and Costs

Based on the inspection of the wayfinding signs conducted this spring, Valley City Sign submitted a cost estimate to refurbish and replace six large wayfinding signs as well as sign components (e.g., poles and bases) totaling \$23,737 (see proposal attached).

In addition, we received a cost estimate of \$5,236 (see proposal attached) from Valley City Sign to replace the updated pedestrian kiosk map and merchant directory. The team from Corbin Design suggested a modified fabrication option that would allow the map and merchant directory to be more easily modified in the future - that is, the map and directory would be separate pieces. The modified fabrication would also be more durable (note: current kiosks are peeling).



Finally, we received a cost estimate of \$8,100 from Valley City Sign to fabricate and install 12 new specialized wayfinding signs (for Park, Cass and Union Streets).

Cost Summary

For Annual Maintenance

Wayfinding Signage (Valley City Sign)	\$8,352
Pedestrian Kiosk (Corbin Design)	\$2,500

For Design

New Wayfinding Type (Corbin Design)	\$4,000
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For Fabrication/Installation (all Valley City Sign)

Wayfinding Signage	\$23,737
Pedestrian Kiosk	\$ 5,236
New Wayfinding Type	\$ 8,100

Total Fabrication/Installation Coats: \$37,073

Costs for fabrication and installation will be covered by DDA TIF 97 (90%) and Old Town TIF (10%) from the professional services line item.

RECOMMENDED MOTION:

That the Downtown Development Authority Board approve a contract with Valley City Sign non-to-exceed \$37,073 for the fabrication and installation of wayfinding signs throughout the downtown district.



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, DDA CEO

Date: July 10, 2022

Subject: Downtown Service Agreement --- Trash Removal

The City Manager and I have discussed a service agreement specifically for trash removal. This service has become a discussion, as the City Parks division picks up trash within the Downtown Area and the parks only. The City Manager has identified the need for the Parks to focus on the 34 parks and the Urban Forestry program that the city through their Parks Division is responsible for.

Historically, trash throughout the Downtown District (as well as all city parks) has been collected by the City Parks Department. This service is supported through both full-time and seasonal Parks Department employees and its own garbage truck(s). All other trash collection throughout the city (residential and commercial) is collected by private entities. As a note, the DDA has historically purchased and maintained the roughly 108 trash receptacles throughout the downtown.

As the Downtown foot traffic and activity has increased the frequency has become a prominent task for the parks department; 7 days a week from May first through end of October and sometimes twice a day depending on need throughout the year.

To help achieve the goal of focusing more on parks and urban forestry, the City is proposing to enter into a contract with GFL for the transportation, collection and disposal of trash within the DDA District boundaries. Currently the DDA has 108 trash bins. The cost for this service from GFL is \$95,000.

After reviewing the costs from last year, the new contract from GFL, I am proposing the following for consideration by the DDA. That an intergovernmental agreement between the City and DDA be entered into for one-year in the amount of \$68,000 specifically for the transportation, collection and disposal of trash within the DDA District. Under the proposed agreement, the contract with GFL would be held by the City. The city would also be responsible for the remaining costs of the contract.

This one-year agreement would be an interim approach until we receive the final report from PUMA. As identified in previous communications, as part of the Moving Downtown Forward initiative, the PUMA team will be evaluating our collective ability to deliver on current maintenance and operational services downtown, including street sweeping, snow removal, patching of streets, clean and maintaining storm water infrastructure, mowing, weeding, police enforcement etc.

The cost of this service would come out of our repair and maintenance line item within both TIF budgets.

This temporary service agreement will be renegotiated after the PUMA study is completed to identify the entirety of services.

RECOMMENDED MOTION: That the DDA Board of Directors enter into a service agreement with the City of Traverse City in the amount of \$68,000 for the transportation, collection and disposal of trash within the DDA District for a term of one year.



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

Memorandum

To: DDA Board of Directors

From: Jean Derenzy, DDA CEO

Date: July 10, 2022

Subject: Neighborhood Enterprise Zone within DDA District

There has been a request for consideration of a Neighborhood Enterprise Zone (NEZ) that would provide for rental housing in downtown Traverse City, with a portion of the units meeting 80% of the area medium income. Prior to presenting the project, I wanted to provide an opportunity for the Board to review what the NEZ is, ask questions, and ask staff to research (if needed) additional information.

The Neighborhood Enterprise Zone (NEZ) Act, PA 147 of 1992, as amended, provides tax exemptions for the development and rehabilitation of residential housing located within eligible distressed communities (Traverse City is identified as an eligible community) for a period of 6 to 15 years. Under the Act, the NEZ:

- Must contain not less than 10 platted parcels of land which are compact and contiguous.
- Can be designated in more than one areas of the city.
- Can be established for a period between 6 to 15 years. The duration of such is determined by the City. However, such a designation is subject to review and approval by the State Tax Commission.
- Be established prior to an application being received. Meaning that the NEZ is established in an area(s) and the private developer is then aware and could make application. An NEZ establishment does not guarantee approval of process.

It is important to note, the NEZ would be utilized on all rental units or homestead units, again depending on the development, but not on the commercial elements/non-housing elements within the development. Within the DDA District, an agreement would be entered into between the DDA, City and developer to ensure that the program is followed and agreements relating to target housing identified are met. In addition, there are other elements within the agreement **that could be** required; from meeting enhanced mobility goals to green infrastructure goals.

The NEZ provides an opportunity to establish a public/private partnership that would secure rental apartments with a mixed-income level from 60% to 120% of the area

medium income (as determined annual by the Michigan State Housing Development Authority for the City of Traverse City or homestead housing depending on the development). The DDA has previously looked at utilizing TIF to obtain mixed-income rental apartments at 80% to 120% (or below) the area medium income. The NEZ program is another approach to achieve the same goal.

In addition to the tax reduction identified above, the last three years of the NEZ agreement would be reduced (meaning more taxes paid for the last three years). Below is an example of the tax rate.

Year No.	Year	Annual (%) Reduction
1	2023	53%
2	2024	53%
3	2025	53%
4	2026	53%
5	2027	53%
6	2028	53%
7	2029	53%
8	2030	53%
9	2031	53%
10	2032	53%
11	2033	53%
12	2034	53%
13	2035	11%
14	2036	7%
15	2037	4%

I have attached an overview from the Michigan Economic Development Corporation (MEDC) relating to the NEZ. I will provide an overview of the NEZ at your meeting.



NEIGHBORHOOD ENTERPRISE ZONE (NEZ)

The Neighborhood Enterprise Zone (NEZ) program was established by Public Act 147 of 1992, as amended. The program provides a tax incentive for the development and rehabilitation of residential housing. A qualified local unit of government may designate one or more areas as a NEZ within that local unit of government. The program was established to spur the development and rehabilitation of residential housing in communities where it may not otherwise occur. The program also encourages owner-occupied housing and new investment in communities.

Note: This document is offered as a general guide only and the legislation should be reviewed by local officials.

WHO IS ELIGIBLE?

A qualified local unit of government, as defined under Section 2 of the Obsolete Property Rehabilitation Act 2000 PA 146, or a county seat.

HOW DOES IT WORK?

A community will reduce the taxes on property for up to 15 years in designated areas to promote the revitalization of those neighborhoods. Developers and owners must first seek approval for the NEZ benefits before starting a project. There are two different types of projects that can be undertaken in an NEZ:

- A rehabilitated facility is defined as an existing structure or a portion of an existing structure with a current true cash value of \$80,000 or less per unit that has or will have as its primary purpose residential housing consisting of 1–8 units.
- A new facility is defined as a new structure or portion of a new structure that has as its primary purpose residential housing consisting of one or two units, one of which will be owner occupied as a principal residence. This definition includes a new individual condominium unit, in a structure with one or more condominium units, that has as its primary purpose residential housing which will be owner-occupied as a principal residence. Except when project meets all of the following items, a new facility does not include apartments:
 - Rented or leased or is available for rent or lease.
 - A mixed-use building or located in a mixed use building that contains retail business space on street level floor.
 - Located in a qualified downtown district (Downtown Development Authority, Principal Shopping District or boundaries identified by the local government in an area zoned and primarily used for business).

WHAT IS THE PROCESS?

Local government process to designate a NEZ

1. The governing body of a qualified local unit of government by resolution may designate one or more NEZs within that local governmental unit. The NEZ must contain, at a minimum, platted parcels of land and the land must be compact and

contiguous. Minimum number of parcels and maximum percent of acreage vary depending on type of designation.

2. Written notice is provided to the assessor and to the governing body of each taxing unit not less than 60 days before passing the resolution designating a NEZ.
3. The governing body makes a finding that the proposed NEZ is consistent with the master plan, neighborhood preservation and economic development goals of the local governmental unit.
4. The governing body adopts a statement of the local unit of government's goals, objectives and policies relative to the maintenance, preservation, improvement and development of housing for all persons regardless of income level living within the proposed NEZ.
5. The governing body passes a housing inspection ordinance that, at a minimum, requires that before the sale of a unit in a new or rehabilitated facility for which a NEZ certificate is in effect, an inspection is made of the unit to determine compliance with any local construction or safety codes and that a sale may not be finalized until there is compliance with those local codes.
6. The governing body holds a public hearing not later than 45 days after the date the notice is sent but before acting upon resolution.
7. Assessor determines and furnishes the governing body the amount of true cash value of the property located within the proposed NEZ and any other information considered necessary by the governing body.
8. The clerk of the governing body notifies the state tax commission of resolution passage, including a copy of the resolution and a listing of each parcel located in the NEZ, showing parcel code numbers and addresses.

Owner/developer process for obtaining a NEZ certificate

1. An owner or developer (or prospective owner or developer) of a proposed new facility or proposing to rehab property in a NEZ files an application for an NEZ certificate with the clerk of the local government. The application must be filed before a building permit is issued for the new construction or rehabilitation of the facility, unless they qualify for the exceptions provided for in Section 4 (2) of the Act.
2. An owner/developer obtains a building permit and submits a copy to the local unit of government
3. Upon project completion, the property owner must submit to the local unit of government the following:
 - » *New Facility/Homestead Facility*—certificate of occupancy and/ or an affidavit executed by the owner affirming that the facility is occupied by the owner as a principal residence.
 - » *Rehabilitated Facility*—an affidavit executed by the owner affirming that the facility is occupied by the owner as a principal residence, a certificate that the improvements have met the minimum cost requirements and the local building code standards issued by the local building inspector, and



MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

a certificate of occupancy if required by the local building permits or codes.

4. The local government will forward an application approved by resolution and the appropriate documentation (building permit, resolution contractor estimates, legal description and parcel number) to the state tax commission within 60 days of receiving it.
5. The State Tax Commission will issue a certificate to the applicant if it is determined that the facility complies with the NEZ program requirements within 60 days of receipt of the complete application from local government. Copies of the certificate will be sent to the applicant, assessor's office and each affected taxing unit.

Rehabilitation cost requirements

- Improvements, if done by a licensed contractor, are estimated at more than \$5,000 per owner-occupied unit or 50 percent of the true cash value (whichever is less), or \$7,500 per non-owner-occupied unit or 50 percent of the true cash value (whichever is less).
- If the owner proposes improvements that would be done by the owner, the cost of the materials must be in excess of \$3,000 per owner-occupied unit or \$4,500 per non-owner-occupied unit. Improvements estimated by the owner should not include the cost of labor.
- These improvements must bring the structure into conformance with minimum building code standards. A rehabilitated facility does not include a facility rehabilitated with the proceeds of an insurance policy for property or casualty loss.

NEZ certificate

- The NEZ certificate becomes effective December 31 of the year the new facility or rehabilitated facility is substantially completed and for a new facility occupied by an owner as a principal residence; or if a new facility is substantially completed in a year but is not occupied by an owner as a principal residence until the following year, upon the request of the owner, the effective date of the NEZ shall be December 31 in the year immediately preceding the date of occupancy by the owner as a principal resident; or upon the request of the owner, the effective date of the NEZ for a rehabilitated facility shall be December 31 in the year immediately preceding the date on which the rehabilitated facility is substantially completed.
- Certificates are effective for up to 17 years, depending on the local government unit and the type of project.
- A certificate can be transferred to succeeding property owners within the 12 years provided that the new owner meets the NEZ requirements for the program.
- A certificate expires if an owner fails to complete the filing within two years after the certificate is issued.
- A certificate is automatically revoked if any one of the following exists:
 - » The new facility is no longer a homestead or residential facility.

» The NEZ tax is not paid or property tax is not paid.

» The structure is not in compliance with local construction, building or safety codes.

- Requests for certificate revocation must be made to the State Tax Commission.

NEZ Tax

- The NEZ tax is levied on NEZ certificate holders in place of ad valorem real property taxes on the new or rehabilitated facility (not on the land on which the facility is located). The property taxes levied on the land will continue to be collected as they would without the NEZ designation.
- The NEZ tax is an annual tax payable at the same time, and in the same way, taxes under the general property tax act are collected.
- Until paid, the NEZ tax is a lien on the real property upon which the new facility or rehabilitated facility subject to the certificate is located.
- School taxes are reimbursed by the state.

New facility property tax calculation

- Financial Residence Property: Apply one-half of the previous year's state average principal residence millage rate to the value of the facility.
- Non-principal Residence Property: Apply one-half of the previous year's state average non-principal residence millage rate to the taxable value of the facility
- The NEZ tax on new construction attached to an existing facility will only apply to the addition. The rest of the facility will continue to be assessed regular property taxes.

Rehabilitated facility tax calculation

- Apply the current total millage rate to the previous year's taxable value of the rehabilitated portion of the facility (not including the land).

WHY WOULD A COMMUNITY WANT TO ESTABLISH A NEZ?

A Neighborhood Enterprise Zone provides a tax incentive for the development and rehabilitation of residential housing and to spur the development and rehabilitation of residential housing in communities where it may not otherwise occur. A NEZ also promotes neighborhood revitalization, encourages owner occupied housing and new investment by lowering property taxes.

SUPPORTING STATUTE

Neighborhood Enterprise Zone Act: Public Act 147 of 1992

CONTACT INFORMATION

For more information, contact the Community Assistance Team (CAT) specialist assigned to your territory or visit www.miplace.org.



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: July 8, 2022
Subject: Project Updates

100 and 200 Block Alley Riverwalk and Pedestrian Plaza Conceptual Design

The DDA team, in cooperation with the Inform Studio Team, will be hosting a day-long community open house to solicit ideas and preferences for the riverwalk on July 13th. The open house will be held under a large tent along the edge of the river (next to the J. Smith Walkway) from 9:00 am to 6:30 pm.

As a reminder, our work with Inform Studio will conclude with a conceptual design for the riverwalk/pedestrian plaza. The conceptual design will provide a vision for the riverwalk/pedestrian plaza (i.e., how it looks and how it functions) as well as a cost estimate for implementation. Once the conceptual design is completed, the next step for the DDA will be to determine the best approach for funding/implementation.

Boardman River Fence/Railing System

Last year, 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 picture one 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. Following a presentation of the draft fence/railing design to the DDA Board in July of 2021, we decided to continue working on alternative design concepts.

After looking at and considering several different design options, we believe we have a design that is both practical and aesthetically pleasing. More details on this railing system will be presented at your August meeting.

2022 Summer Maintenance and Cleaning Downtown

We are now in our fourth week working with Bill Watson and the YouthWorks team to clean and maintain downtown. We share the YouthWorks team with the city, with a focus on downtown on Mondays and Thursdays. So far, their efforts have centered primarily around flower-watering, weed removal, trash overflow/removal, washing sidewalks/street furniture and graffiti removal.

Retail Incubator

As I mentioned at our June meeting, the DDA was awarded an \$80,000 grant from the USDA Rural Business Development Program to help support start-up costs for our retail incubator. I am working with property owner Tim Pulliam on establishing space for the incubator.

Two-Way Traffic - Circulation Plan

Based on the recommendation from our June meeting, we are planning to introduce the two-way circulation pilot project to the City Commission at their August 8th study session.



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: July 8, 2022

Subject: *Moving Downtown Forward Update*

What's Happened Recently

Brad Segal and Megan Olds (from the PUMA team) facilitated a joint DDA Board and City Commission meeting on June 21st. The meeting included presentations and follow up discussions on current trends facing downtowns, board/commission priorities, and the role of the DDA and how its funded (including a discussion on TIF). A copy of the presentation can be found on the DDA website.

In addition, the PUMA team and DDA staff facilitated two public open houses on June 22nd, featuring a similar presentation and follow-up discussion. Roughly 40 people attended the two sessions.

The community survey was closed on June 30th, and we were pleased that over 1,100 people completed the survey. The PUMA team is currently tabulating the final results of the survey, although the running results (from June 21st) of the survey were included in the presentation to the board/commission and open houses.

Beginning at the onset of this process, we have received tremendous response and feedback about downtown from the DDA Board, City Commission, City staff, key community and downtown stakeholders (including business and property owners) and the larger community.

What's Next

Over the next two months, the PUMA team will synthesize the data and themes from the stakeholder and public outreach activities, complete the detailed market assessment, and develop a recommendation on a preferred organizational and funding structure moving forward. The final recommendation (which will be part of a comprehensive final report), will also include a proposed implementation plan and the identification of benchmarks for success. DDA staff and the DDA attorney will be working with the PUMA Team as needed throughout the next two months to help formulate the recommendation.



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

Memorandum

To: Downtown Development Authority Board of Directors

From: Harry Burkholder, DDA COO & Steve Nance, DDA Board Member

Memo Date: July 11, 2022

Subject: Arts Commission Update

Art on the TART - 16th Street Art Installation RFP

The Arts Commission has narrowed down its list of preferred artists to two (10 proposals were submitted). A final proposal from each of the two finalists has been submitted and the Arts Commission will select a finalist at their June 20th meeting.

Strategic Planning

We have kicked off our strategic planning process with Parallel Solutions and have identified stakeholders that will be contacted and interviewed for the first round of engagement.

Street Banners

The Arts Commission has extended its RFP for banners along West Front Street.



Memorandum

To: Scott Hardy, Parking Advisory Board Chair
From: Nicole VanNess, Transportation Mobility Director
CC: Jean Derenzy, DDA CEO
Date: July 11, 2022
Re: Board Member Report: Parking Advisory Board – July 2022

The Advisory Board met for the first time since April last week. Along with approving the Common Grounds Lease Agreement, they reviewed and discussed year 1 smart meter credit card fees, proposed smart meter phase 2 locations, and set a date of July 20 at 11:00 AM to meet in-person with Nelson/Nygaard for the revised Transportation Demand Management Study update. Lastly, the Board had an opportunity to have an open discussion with Eric Linguar at Bay Area Transportation Authority on our Destination Downtown partnership.



Memorandum

To: DDA Board of Directors
CC: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
Date: July 11, 2022
Re: Staff Report: Parking Services – July 2022

Project Updates

Paver Restoration Project

Last month we provided an update to the Board that the City Attorney sent a letter terminating the agreement with the contractor for the paver restoration work at Old Town. Both D&W Mechanical and Team Elmer's were able to provide the service needed to move forward with a temporary solution in order to have the garage operational for the festival. We are going to update the work plan and identify a new contractor who can complete the project before the fall. The revised scope and project will go to the City Commission for an emergency confirming service order.

Revised TDM Report

Nelson/Nygaard will be in town for in-person workshops with the TDM committee July 19-21. The Parking Advisory Board will meet with the consultant on Wednesday, July 20th at 11:00 AM. Nelson/Nygaard is tentatively slated to present the revised plan to the DDA Board at their September meeting.

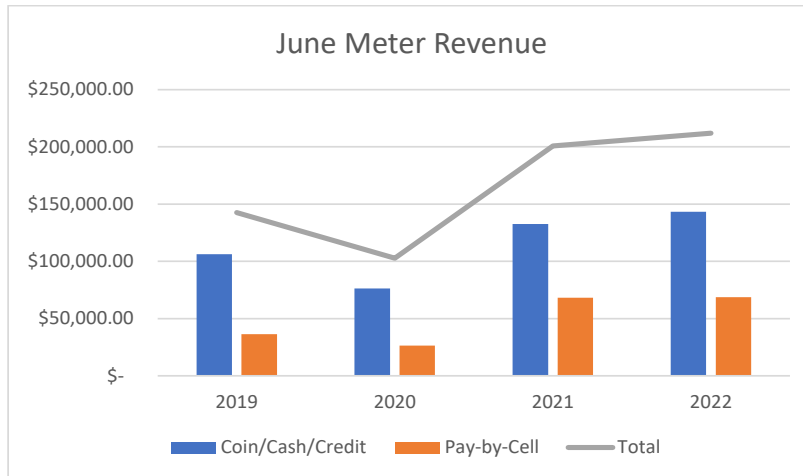
June Parking Revenue

Below are the June revenues compared to June 2019. Additional charts include four years of data to show pre and post-pandemic revenues.

Meter Revenues

We continue to attribute increased meter revenues to the rate increase that went into effect May 1, 2021.

	2021	2022
Total Revenue	41%	49%
Coin/Cash/Credit	25%	35%
Pay-by-Cell	88%	89%



Hourly Admissions

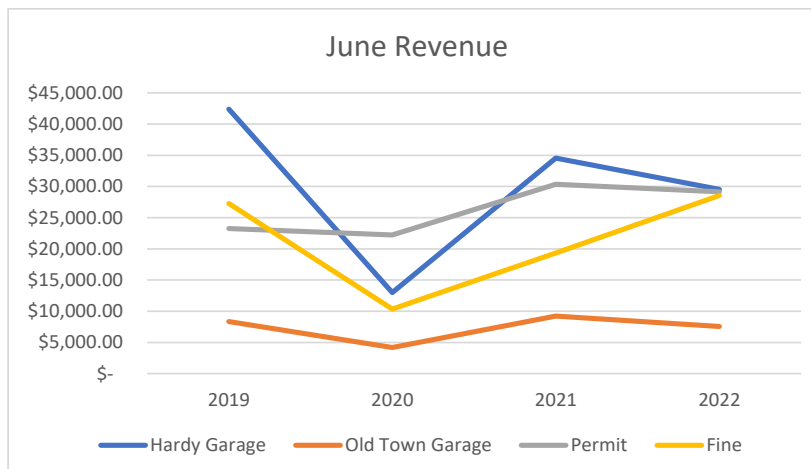
Hardy continues to remain lower than 2019. Old Town has exceeded 2019 for months due to short-term rentals in the area, but this month revenues were below 2019 due a two-week lane closure.

	2021	2022
Hardy Revenue	-18%	-30%
Old Town Revenue	10%	-10%

Permits & Fines

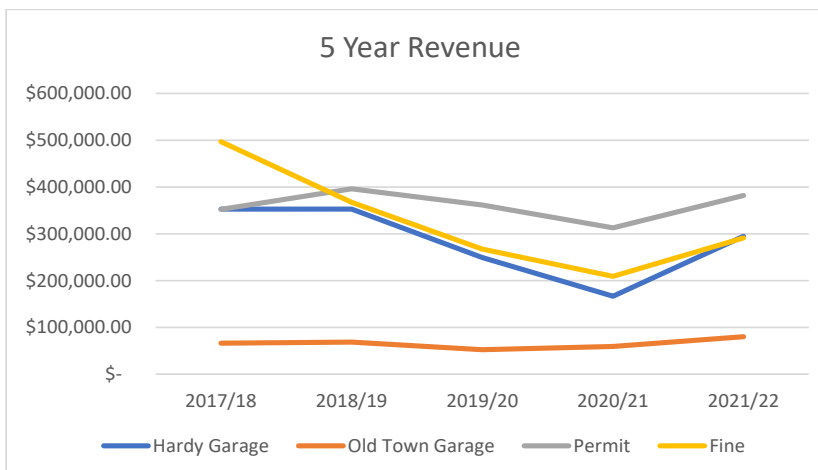
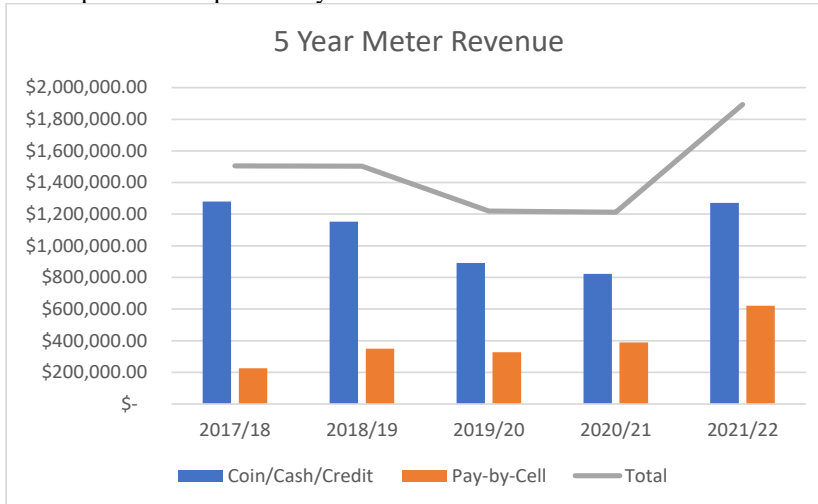
Both permit and fine revenues exceeded pre-pandemic revenues.

	2021	2022
Permit Revenue	31%	25%
Fine Revenue	-29%	5%

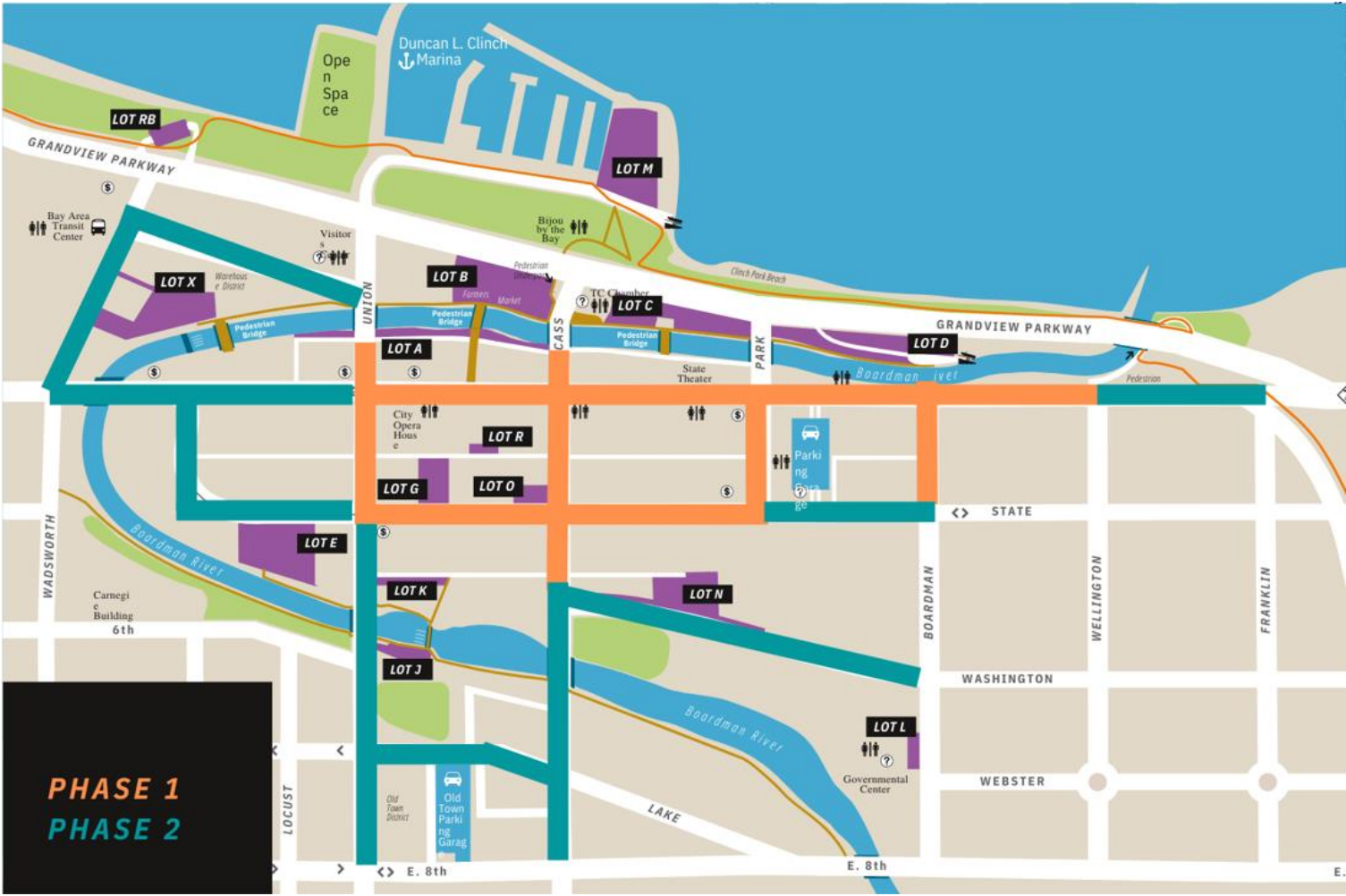


5 Year Parking Revenue

2021/22 fiscal year was the first post-pandemic year without operational shutdowns. The charts below provide the past five years of revenues from all revenue sources.



Smart Meter Phase 2 Map





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

Memorandum

To: Downtown Development Authority Board

From: Abby Taylor, DDA Downtown Experience Coordinator

Date: July 5, 2022

Subject: Event Updates

National Cherry Festival Arts and Crafts Show

The National Cherry Festival took place at The Commons again this year and it was a successful event partnering with the Cherry Festival. We had 120 vendors this year and the feedback has been overall positive. Some visitors were wondering why it wasn't downtown. We were more prepared this year with food options, water until the end and signage for the event. Another comment we heard is the interest in looking at it being two days. I will be sending out a survey after the Downtown Art Fair on August 20 to get additional feedback.

Street Sale

Street Sale will be Friday, August 5 and the sign up is out for merchants. This traditional event will run from 8am-9pm along the 100 and 200 blocks of East Front Street. Merchants are able to take part in this event for free if their DTCA dues are up to date. Streets will close and set-up may begin at 6am.

The Last Slice of Summer

The Last Slice of Summer is our free community event that will be treated as a summer celebration taking place on August 19-20. This will include the downtown art show, nonprofits, kids' activities, bands, yoga, local food trucks and a beer tent. Last year, a similar celebration was held in Old Town.

Summer Event Intern

Arianna Bowman is our summer intern who is with me at all of the events this summer. She is originally from Traverse City and a junior at CMU going into event management. We are lucky to have her and she's doing a great job!



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

Memorandum

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

From: Art Bukowski, Communications, Marketing and Outreach Director

Date: July 11, 2022

Re: Communications

Boardman/Ottaway Downtown Riverfront

Heavy promotion will hopefully result in a solid turnout for the July 13 open house along the river by the Jay Smith Walkway/Pedestrian Bridge. This open house is hosted in partnership with INFORM Studio as part of its conceptual design planning for the Boardman/Ottaway Downtown Riverfront. The INFORM team will use information gathered from the public as it works to create three “takes” on a conceptual design. Those takes will be presented at another public session later this year.

PUMA continues

Progressive Urban Management Associates (PUMA) was on site in late June for both a joint DDA-City Commission meeting as well as two public input sessions. PUMA principal Brad Segal and Megan Motil were able to hear valuable comments from city and DDA officials along with members of the public who attended the open houses.

Successful market move

The Sara Hardy Downtown Farmers Market moved to the Old Town Parking Deck for three markets (Saturday July 6, Wednesday July 6 and Saturday July 9) during the National Cherry Festival. The festival provided \$1,500 to be given away to patrons of the market as a thank you for moving from the usual parking lot, which was transformed into the festival midway. Our partners at SEEDS distributed \$5 to the first 100 visitors at each market.

General communications/event promotion

As always, a large part of my time is spent with regular communications, including sourcing and posting social media content across multiple platforms (Facebook and Instagram) and multiple brands (DTCA/DDA/Arts Commission/Farmers Market, etc.), as well as crafting and sending emails, press releases, regular newsletters and other communications as needed.



**Minutes of the
Arts Commission for the City of Traverse City
Regular Meeting
Wednesday, April 20, 2022**

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 Amundson, Commissioner Caitlyn Early, Commissioner Steve Nance, Commissioner Mi Stanley

The following Commissioners were absent: Joshua Hoisington

Chairperson Amundson presided at the meeting.

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

(b) **CONSENT CALENDAR**

- (1) Consideration of approving minutes from March 16, 2022 Arts Commission Meeting (approval recommended) (Burkholder) - PDF
- (2) Consideration of approving the March 2022 Arts Commission Financials (approval recommended) (Burkholder) - PDF
- (3)

(c) **OLD BUSINESS**

(1) Strategic Plan Update

Mr. Burkholder provided an update regarding the strategic planning process and the status of the contract with Parallel Solutions. Commissioners Amundson and Niemi agreed to meet with the consultant and Mr. Burkholder soon to discuss strategic planning goals and objectives and throughout the process as necessary. Commissioner Early agreed to serve as a backup for such meetings.

(2) Art on the TART Update

Mr. Burkholder provided an update regarding the process for the selection of artists, including the possibility of having the Arts Commission make decisions regarding the evaluation and selection of finalists for the art installation. Mr. Burkholder noted

he was seeking procedural clarification from the City Attorney. If warranted, Arts Commission members agreed to set aside May 4th for a special meeting.

(3) West Front Street Banner Initiative

Commissioners noted a need to may one amendment to the first page of the RFP Motion to approve and distribute the amended RFP

Moved by Caitlin Early, Seconded by Roger Amundsen

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

Absent: Joshua Hoisington

CARRIED. 6-0-1 on a recorded vote

(4) 2022/2023 Budget Discussion

- Commissioners noted the need to amend the draft budget to read "West Front rather than "East Front".
- Mr. Burkholder noted that he added \$3,000 to the grant revenue line item after adding the replacement of the Petrakovitz installation under the expenses line item.

Motion to approve the budget, as amended

Moved by Roger Amundsen, Seconded by Ashlea Walter

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

Absent: Joshua Hoisington

CARRIED. 6-0-1 on a recorded vote

(d) NEW BUSINESS

No items under new business

(e) PUBLIC COMMENT

(1) General

- Commissioner Early asked about duplicative signage at the 10th Street Arts Installation.
- Commissioners discussed the opportunity for wall art at the new Exercise Pad.
- Mr. Burkholder noted that upcoming items will include a draft FRP for the mural project and the framework for the "paint-it-forward" initiative.

(2) Commissioners

(f) ADJOURNMENT

(1) Motion to adjourn

Moved by Ashlea Walter, Seconded by Steve Nance

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

Absent: Joshua Hoisington

CARRIED. 6-0-1 on a recorded vote

Charlotte Smith, Chairperson



**Minutes of the
Arts Commission for the City of Traverse City
Special Meeting
May 4, 2022**

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 3:36 p.m.

The following Commissioners were in attendance: Commissioner Walters, Commissioner, Niemi, Commissioner Early, Commissioner Hoisington and Commissioner Amundsen. Gary Howe also attended as an invited guest from the Arts Selection Committee

The following Commissioners were absent: Commissioner Stanley and Commissioner Nance

Chairperson Amundsen presided at the meeting.

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

(b) **NEW BUSINESS**

- (1) Art on the TART Proposal Review (approval recommended)
That the Traverse City Arts Commission recommend artists Coy, Teicher and Merchant for further consideration for the 16th Street Art on the TART installation.

Moved by Caitlin Early, Seconded by Roger Amundsen

Yes: Ashlea Walter, Chelsie Niemi, Roger Amundsen, Caitlin Early, and Joshua Hoisington

Absent: Mi Stanley and Steve Nance

CARRIED. 5-0-2 on a recorded vote

(c) **PUBLIC COMMENT**

- (1) General

- (2) Commissioners
Motion to adjourn

Moved by Ashlea Walter, Seconded by Joshua Hoisington

Yes: Ashlea Walter, Chelsie Niemi, Roger Amundsen, Caitlin Early, and Joshua Hoisington

Absent: Mi Stanley and Steve Nance

CARRIED. 5-0-2 on a recorded vote

(d) **ADJOURNMENT**

Charlotte Smith, Chairperson



**Minutes of the
Parking Advisory Board for the Downtown Development Authority
Regular Meeting
Wednesday, April 6, 2022**

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, Committee Member Todd Knaus, Commissioner Doug Hickman, and Michelle Jones

The following Members were absent: Board Member Pam Marsh and Board Member Katy Bertodatto

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 February 3, 2022 meeting (approval recommended)

That the Parking Advisory Board approve the minutes as presented.

Moved by Doug Hickman, Seconded by Todd Knaus

Yes: Scott Hardy, Todd Knaus, Doug Hickman, and Michelle Jones

Absent: Pam Marsh and Katy Bertodatto

CARRIED. 4-0-2 on a recorded vote

(d) **OLD BUSINESS**

- (1) Ordinance Revisions

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

That the Parking Advisory Board recommend to the DDA Board the approval of ordinance changes subject to sustenance and approval of the City Attorney.

Moved by Doug Hickman, Seconded by Michelle Jones

Yes: Scott Hardy, Todd Knaus, Doug Hickman, and Michelle Jones

Absent: Pam Marsh and Katy Bertodatto

CARRIED. 4-0-2 on a recorded vote

(2) Communications Follow-up

The following addressed the Board:
Nicole VanNess, Transportation Mobility Director
Jean Derenzy, DDA CEO
Art Bukowski, DDA Communications & Outreach Director
Scott Hardy
Doug Hickman

(e) TRANSPORTATION DEMAND MANAGEMENT

(1) Transportation Demand Management Updates

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

(f) UPDATES

(1) Updates

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

(g) PUBLIC COMMENT

No public comment.

(h) ADJOURNMENT

(1) Meeting adjournment

Chairperson Hardy adjourned the meeting at 11:36 AM.

That the Parking Advisory Board be adjourned.

Moved by Todd Knaus, Seconded by Michelle Jones

Yes: Scott Hardy, Todd Knaus, Doug Hickman, and Michelle Jones

Absent: Pam Marsh and Katy Bertodatto

CARRIED. 4-0-2 on a recorded vote

Scott Hardy, Chairperson