

Traverse City Downtown Development Authority Regular Meeting

Friday, June 17, 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 May 20,2022
Downtown Development Authority Board of Directors meeting
(Approval Recommended) (Jean Derenzy)

[Downtown Development Authority Regular Meeting - 20 May 2022
- Minutes - PDF](#)

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B.

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)

[DDA General, TIF 97, OT TIF Combined May 2022 Financials -
PDF](#)

[TC Parking Services May 2022 Financials - PDF](#)

[TC Arts Commission May 2022 Financials - PDF](#)

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C.

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

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25

[Appointment to Farmers Market Advisory Board Memo \(Jean Derenzy, Art Bukowski\) - PDF](#)
[Farmers Market Advisory Board - PDF](#)

5. ITEMS REMOVED FROM CONSENT CALENDAR

6. SPECIAL ORDER OF BUSINESS

- A. 27 - 37
Consideration of approving the 2022/2023 Budget (Approval Recommended) (Jean Derenzy)
[Approval of Budget Memo \(Jean Derenzy\) - PDF](#)
[2022 2023 DDA General Proposed Budget - PDF](#)
[2022 2023 TIF 97 Proposed Budget - PDF](#)
[2022 2023 Old Town TIF Proposed Budget - PDF](#)
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7. OLD BUSINESS

- A. 39 - 84
Circulation Subcommittee Report (Jean Derenzy, Chris Zull, Circulation Subcommittee)
[Circulation Subcommittee Memo \(Circulation Subcommittee, Jean Derenzy\) - PDF](#)
[Circulation Study Subcommittee Recommendation \(Chris Zull\) - PDF](#)
[Circulation Study Subcommittee Recommendation Presentation - PDF](#)
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8. NEW BUSINESS

- A. 85 - 87
Consideration of approving the demolition bid for 203 State Street (Approval Recommended) (Jean Derenzy)
[Demolition Bid Memo \(Jean Derenzy\) - PDF](#)
[Demo Bid \(Tim Lodge\) - PDF](#)
- B. 89 - 91
Consideration of approving a 3-year holiday light contractor (Approval Recommended) (Jean Derenzy, Harry Burkholder)
[Holiday Lights Memo \(Jean Derenzy, Harry Burkholder\) - PDF](#)
-

9. CEO REPORT

- A. 93 - 94
Project Updates (Jean Derenzy)
[Project Updates \(Jean Derenzy\) - PDF](#)
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B.	Moving Downtown Forward Update (Jean Derenzy) Moving Downtown Forward Update (Jean Derenzy) - PDF	95
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10.	BOARD MEMBER REPORTS	
A.	Arts Commission Update (Steve Nance) Arts Commission Update Memo (Steve Nance, Harry Burkholder) - PDF	97
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11.	STAFF REPORTS	
A.	Transportation Mobility Director Report (Nicole VanNess) Transportation Mobility Director Report (Nicole VanNess) - PDF	99 - 100
B.	Communications and Outreach Director Report (Art Bukowski) Communications and Outreach Director Report (Art Bukowski) - PDF	101 - 102
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12.	RECEIVE AND FILE	
A.	DTCA May 2022 Meeting Minutes May 12, 2022 DTCA Board Meeting Minutes - PDF	103 - 104
B.	Circulation Subcommittee 1st Meeting Minutes 12 May, 2022 Circulation Subcommittee Meeting Minutes - PDF	105 - 106
C.	Circulation Subcommittee 2nd Meeting Minutes 26 May, 2022 Circulation Subcommittee Meeting Minutes - PDF	107 - 108
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13.	CLOSED SESSION FOR POTENTIAL PROPERTY PURCHASE MCL 15.268 AND REVIEW OF CEO EVALUATION (MOTION REQUIRED)	
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14.	PUBLIC COMMENT	
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15.	ADJOURNMENT	



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, May 20, 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: Chairperson Gabe Schneider, Board Member Steve Nance, Board Member Peter Kirkwood, Board Vice Chair Scott Hardy, Board Member Damian Lockhart, Board Member Jeff Joubran, Mayor Richard Lewis, Board Member Pam Marsh, 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: None

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Schneider called the meeting to order at 8:30AM.

(b) **ROLL CALL**

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

(1)

Consideration of approving the agenda as presented.

Approval of the agenda as presented.

Moved by Jeff Joubran, Seconded by Steve Nance

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, Michael Brodsky, and Audrey Michael

Absent: None

CARRIED. 13-0-0 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 April 22, 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 April 2022 (Approval Recommended) (Jean Derenzy)

That the DDA Board approve the consent calendar as presented.

Moved by Richard Lewis, Seconded by Pam Marsh

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, Michael Brodsky, and Audrey Michael

Absent: None

CARRIED. 13-0-0 on a recorded vote

(e) **SPECIAL ORDER OF BUSINESS**

(1)

Traverse Connect Business Attraction Program Report (Jean Derenzy, Warren Call)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Warren Call
Scott Hardy
Gabe Schneider
Steve Nance
Peter Kirkwood

Katy Bertodatto
Michael Brodsky
Richard Lewis
Pam Marsh
Damian Lockhart

(2)

Public Hearing: 2022/2023 Annual Budget (Jean Derenzy)

Public Hearing was Opened at 9:28am.

No public comments.

Public Hearing was closed at 9:29am.

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Scott Hardy

(f)

CEO REPORT

(1)

Project Updates (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Richard Lewis
Pam DeMerle
Michael Brodsky
Peter Kirkwood
Marty Colburn
Scott Hardy

(2)

Moving Downtown Forward Update (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

Pam Marsh

(3)

Circulation Subcommittee Update (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

Steve Nance

Jeff Joubran

Richard Lewis

Pam Marsh

(4)

Riverwalk Pedestrian Plaza Board Appointment (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

Gabe Schneider

That the DDA Board of Directors appoint Peter Kirkwood to the Project Management Team for the Riverwalk Pedestrian Plaza Conceptual Design Project.

Moved by Richard Lewis, Seconded by Katy Bertodatto

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, Michael Brodsky, and Audrey Michael

Absent: None

CARRIED. 13-0-0 on a recorded vote

(g) **BOARD MEMBER REPORTS**

(1)

Arts Commission Update (Steve Nance, Harry Burkholder)

The Following Addressed the Board:

Steve Nance

(h) **STAFF REPORTS**

- (1) Downtown Experience Coordinator Report (Abby Taylor)

The Following Addressed the Board:

Abby Taylor

- (2) Communications and Outreach Director Report (Art Bukowski)

The Following Addressed the Board:

Art Bukowski

- (3) Transportation Mobility Director (Nicole VanNess)

The Following Addressed the Board:

Nicole VanNess
Gabe Schneider
Jeff Joubran
Katy Bertodatto
Michael Brodsky

(i) **RECEIVE AND FILE**

- (1) DTCA April 2022 Meeting Minutes

- (2) Finance Committee April 2022 Meeting Minutes

(j) **PUBLIC COMMENT**

(k) **ADJOURNMENT**

Chairperson Schneider adjourned the meeting at 9:55AM.

- (1) Motion to adjourn the meeting.

That the DDA Board adjourn the meeting.

Moved by Richard Lewis, Seconded by Peter Kirkwood

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy,
Damian Lockhart, Jeff Joubran, Richard Lewis, Pam Marsh, Pam
DeMerle, Todd McMillen, Katy Bertodatto, Michael Brodsky, and
Audrey Michael

Absent: None

CARRIED. 13-0-0 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO

Traverse City DDA - General

Balance Sheet
As of May 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Fifth Third Checking - 3112	1,639,280.79
1072 Bill.com Money Out Clearing	0.00
Fifth Third Savings - 6740	202,511.16
Petty Cash	548.19
Total Bank Accounts	\$1,842,340.14
Accounts Receivable	
1200 Accounts Receivable	129,366.66
Total Accounts Receivable	\$129,366.66
Other Current Assets	
1220 Grants Receivable	0.00
1480 Payroll Advance	0.00
1499 Undeposited Funds	-118,083.33
Deposits in Transit	0.00
Due From APS	0.00
Due From Arts Council	0.00
Due From DTCA	-3,258.01
Total Other Current Assets	\$ -121,341.34
Total Current Assets	\$1,850,365.46
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	\$1,855,066.46

Traverse City DDA - General

Balance Sheet
As of May 31, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	669,205.45
Total Accounts Payable	\$669,205.45
Credit Cards	
2150 First National Bank Card	
2153 First National - 8689	-7,067.25
Total 2150 First National Bank Card	-7,067.25
Total Credit Cards	\$ -7,067.25
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	1,752.93
2220 Life Insurance Payable	4,353.02
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	8,056.39
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 May 31, 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	-284.39
EBT Bridge Card	-18,487.91
Ironman	0.00
NCF Reimbursements	-551.00
Prescriptions for Health	2,318.64
Project Fresh	5,394.00
Senior Project Fresh	-11,643.00
Total Deposits Payable	-23,253.66
Due to Oldtown TIF	0.00
Due to Other Funds	0.00
Due to TIF 97	4,328.39
Suspense	0.00
Total Other Current Liabilities	\$235,588.89
Total Current Liabilities	\$897,727.09
Total Liabilities	\$897,727.09
Equity	
3000 Opening Bal Equity	107,606.27
3900 Retained Earnings	789,700.02
Net Income	60,033.08
Total Equity	\$957,339.37
TOTAL LIABILITIES AND EQUITY	\$1,855,066.46

Traverse City DDA - TIF 97

Balance Sheet
As of May 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 CASH AND CASH EQUIVALENTS	
1001 Fifth Third Checking - 8026	4,586,040.17
Total 1000 CASH AND CASH EQUIVALENTS	4,586,040.17
Total Bank Accounts	\$4,586,040.17
Accounts Receivable	
1200 ACCOUNTS RECEIVABLE	832,143.38
Total Accounts Receivable	\$832,143.38
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	\$5,422,511.94
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	\$5,422,511.94
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 ACCOUNTS PAYABLE	1,821.04
Due to City - Capital Projects	0.00
Total Accounts Payable	\$1,821.04
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

Traverse City DDA - TIF 97

Balance Sheet
As of May 31, 2022

	TOTAL
Total Current Liabilities	\$247,058.90
Total Liabilities	\$247,058.90
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	3,887,812.60
Net Income	1,308,840.44
Total Equity	\$5,175,453.04
TOTAL LIABILITIES AND EQUITY	\$5,422,511.94

DDA Old Town TIF

Balance Sheet
As of May 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 CASH AND CASH EQUIVILENTS	
1001 Fifth Third Checking - 0650	709,798.32
Total 1000 CASH AND CASH EQUIVILENTS	709,798.32
Total Bank Accounts	\$709,798.32
Accounts Receivable	
1200 ACCOUNTS RECEIVABLE	97,045.47
Total Accounts Receivable	\$97,045.47
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	\$806,843.79
TOTAL ASSETS	\$806,843.79
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	522,467.68
Net Income	284,376.11
Total Equity	\$806,843.79
TOTAL LIABILITIES AND EQUITY	\$806,843.79

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 05/31/2022

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		2021-22YTD BALANCE		ACTIVITY FOR			% BDGT USED
GL NUMBER	DESCRIPTION	NDED BUDGET	05/31/2022	05/31/22	ENCUMBERED	ENCUMBERED	
				EAR-TO-DATE		BALANCE	
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	1,804,176.00	182,924.32	0.00	(804,176.00)	180.42
585-000-653.000	PERMITS-SURFACE LOTS	150,000.00	227,674.40	10,026.50	0.00	(77,674.40)	151.78
585-000-653.007	PERMITS - NEIGHBORHOOD	0.00	660.00	15.00	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	257,517.03	21,888.00	0.00	(107,517.03)	171.68
585-000-664.000	INTEREST & DIVIDEND EARNIN	60,000.00	64,796.45	210.37	0.00	(4,796.45)	107.99
585-000-677.000	REIMBURSEMENTS	0.00	6,421.95	3,049.92	0.00	(6,421.95)	100.00
585-000-686.000	MISCELLANEOUS INCOME	0.00	6,908.61	272.19	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	2,378,601.94	218,386.30	0.00	664,098.06	78.17
Dept 586 - HARDY DECK							
585-586-651.000	PARKING DECK PROCEEDS	120,000.00	274,788.65	18,662.85	0.00	(154,788.65)	228.99
585-586-653.005	PERMITS-PARKING DECK	150,000.00	204,469.00	21,012.00	0.00	(54,469.00)	136.31
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	486,601.65	39,674.85	0.00	(203,601.65)	171.94
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	35,000.00	72,487.50	4,735.85	0.00	(37,487.50)	207.11
585-587-653.005	PERMITS-PARKING DECK	40,000.00	125,504.13	11,200.00	0.00	(85,504.13)	313.76
585-587-677.000	REIMBURSEMENTS	0.00	345.45	91.05	0.00	(345.45)	100.00
Total Dept 587 - OLD TOWN DECK		75,000.00	198,337.08	16,026.90	0.00	(123,337.08)	264.45
TOTAL REVENUES		3,400,700.00	3,063,540.67	274,088.05	0.00	337,159.33	90.09
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	8,900.00	10,517.19	3,437.95	0.00	(1,617.19)	118.17
585-585-704.000	EMPLOYEE OVERTIME	2,200.00	1,954.93	697.30	0.00	245.07	88.86
585-585-714.000	HEALTH SAVINGS ACCT EXPEN	0.00	28.58	(0.59)	0.00	(28.58)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	200.00	161.22	13.60	0.00	38.78	80.61
585-585-716.000	EMPLOYEE HEALTH INSURANC	100.00	100.64	9.15	0.00	(0.64)	100.64
585-585-717.000	EMPLOYEE LIFE/DISABILITY IN	0.00	24.52	2.22	0.00	(24.52)	100.00
585-585-718.000	RETIREMENT FUND CONTRIBU	700.00	543.85	0.00	0.00	156.15	77.69
585-585-727.000	OFFICE SUPPLIES	6,000.00	3,415.25	255.76	0.00	2,584.75	56.92
585-585-740.000	OPERATION SUPPLIES	37,000.00	27,177.99	7,740.32	29,036.90	(19,214.89)	151.93
585-585-801.000	PROFESSIONAL AND CONTRAC	1,180,800.00	1,169,922.51	545,828.72	337,144.68	(326,267.19)	127.63
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	21,452.35	3,261.86	131,989.00	(131,841.35)	710.38
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	2,358.95	0.00	0.00	2,641.05	47.18
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

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 05/31/2022

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		2021-22YTD BALANCE		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	NDED BUDGET	05/31/2022	MONTH ENCUMBERED	ENCUMBERED	% BDGT	
				05/31/22	EAR-TO-DATE	USED	
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	10,971.51	3,989.64	0.00	2,028.49	84.40
585-585-920.000	PUBLIC UTILITIES	15,000.00	7,236.72	198.07	0.00	7,763.28	48.24
585-585-930.000	REPAIRS AND MAINTENANCE	99,700.00	26,245.04	3,783.45	7,639.46	65,815.50	33.99
585-585-930.005	RAMSDELL GATE REPAIR & MA	1,000.00	522.00	259.85	0.00	478.00	52.20
585-585-940.000	RENTAL EXPENSE	83,000.00	66,034.34	9,772.69	36,301.63	(19,335.97)	123.30
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	1,401,972.14	579,249.99	544,722.61	30,005.25	98.48
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	4,181.37	(1,321.94)	114.69
585-586-801.000	PROFESSIONAL AND CONTRAC'	125,800.00	32,544.91	0.00	47,226.25	46,028.84	63.41
585-586-850.000	COMMUNICATIONS	3,300.00	2,560.00	0.00	0.00	740.00	77.58
585-586-910.000	INSURANCE AND BONDS	8,000.00	6,668.64	2,424.96	0.00	1,331.36	83.36
585-586-920.000	PUBLIC UTILITIES	55,000.00	50,456.86	4,151.91	0.00	4,543.14	91.74
585-586-930.000	REPAIRS AND MAINTENANCE	318,100.00	74,834.36	12,115.35	65,407.03	177,858.61	44.09
585-586-940.000	RENTAL EXPENSE	16,500.00	13,482.90	0.00	0.00	3,017.10	81.71
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	30,616.50	0.00	30,387.70	(61,004.20)	100.00
Total Dept 586 - HARDY DECK		752,700.00	225,662.26	18,692.22	147,202.35	379,835.39	49.54
Dept 587 - OLD TOWN DECK							
585-587-740.000	OPERATION SUPPLIES	8,000.00	10,232.75	259.00	4,228.53	(6,461.28)	180.77
585-587-801.000	PROFESSIONAL AND CONTRAC'	107,500.00	51,948.19	0.00	46,235.18	9,316.63	91.33
585-587-850.000	COMMUNICATIONS	5,100.00	4,094.47	0.00	465.53	540.00	89.41
585-587-910.000	INSURANCE AND BONDS	6,000.00	5,951.22	2,164.08	0.00	48.78	99.19
585-587-920.000	PUBLIC UTILITIES	55,000.00	28,406.36	2,303.93	0.00	26,593.64	51.65
585-587-930.000	REPAIRS AND MAINTENANCE	294,400.00	147,469.84	11,583.04	115,851.41	31,078.75	89.44
585-587-940.000	RENTAL EXPENSE	14,300.00	11,691.60	0.00	0.00	2,608.40	81.76
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	20,330.75	0.00	20,330.75	(40,661.50)	100.00
Total Dept 587 - OLD TOWN DECK		671,300.00	280,125.18	16,310.05	187,111.40	204,063.42	69.60
TOTAL EXPENDITURES		3,400,700.00	1,907,759.58	614,252.26	879,036.36	613,904.06	81.95
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		3,400,700.00	3,063,540.67	274,088.05	0.00	337,159.33	90.09

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 05/31/2022

		2021-22YTD BALANCE		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	ENDED BUDGET	05/31/2022	MONTH ENCUMBERED	ENCUMBERED	% BDGT	
				05/31/22	EAR-TO-DATE	BALANCE	USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
TOTAL EXPENDITURES		3,400,700.00	1,907,759.58	614,252.26	879,036.36	613,904.06	81.95
NET OF REVENUES & EXPENDITURES		0.00	1,155,781.09	(340,164.21)	(879,036.36)	(276,744.73)	100.00

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DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 05/31/2022

Page: 1/1

		2021-22YTD BALANCE		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	NDED BUDGET	05/31/2022	MONTH ENCUMBERED	05/31/22 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



Downtown Development Authority
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: June 10, 2022

Re: Sara Hardy Farmers Market Advisory Board Members

After soliciting candidates and conducting interviews, we are thrilled to present three excellent candidates for the Sara Hardy Farmers Market Advisory Board. Two will be appointed to full three-year terms, while the third will be appointed to fill out the remaining two years of an unexpired term (*see attached board roster*).

Megan Alexander

A Traverse City native and the new owner of Carter's Compost, Megan has long been interested in small business, agriculture and culinary arts. Her experience and enthusiasm will make her an excellent fit for the board. Like the others listed below, she is a regular customer of the Sara Hardy Farmers Market.

Claire Farrell

Claire is a digital marketing professional that recently relocated to Traverse City (where her husband is from) from Chicago. She was an avid farmers market customer in Chicago, regularly going to different neighborhoods to see how the markets ran and what they had to offer.

Shea O'Brien

Many of you know Shea, who recently started work at Norte. Shea has always been civic-minded and is eager to help the market with its structure and programming, among other things. He's also excited to explore collaborations between the market and other community groups.

Recommended Motion

That the DDA Board appoint Claire Farrell and Shea O'Brien to three-year terms expiring in 2025, and Megan Alexander to a two-year term expiring in 2024 to the DDA Farmers Market Advisory Board with terms starting July 17, 2022.

Farmers Market Advisory Board

Members / 2022-23

<i>Representation</i>	<i>Committee Member</i>	<i>Term End</i>
DDA Board Members (1)	Michael Brodsky	End of DDA Board Term
City Commission (1)	Tim Werner	End of Commission Term
At Large (1)	Shea O'Brien	October 2025
Vendors (3)	Joanne Brown	October 2024
	Lori Buchan	October 2023
	Nic Welty	October 2023
Customers (3)	Meghan McDermott	October 2023
	Megan Alexander	October 2024
	Claire Farrell	October 2025

Joanne Brown

joannkbrown@me.com

231.633.7408

Lori Buchan

lbuc246@aol.com

Meghan McDermott

meghan@groundworkcenter.org

Nic Welty

330.317.8368

nic@9beanrows.com

Tim Werner

(231) 313-6903

twerner@traversecitymi.gov

Shea O'Brien

shea.m.obrien@gmail.com

(231) 633-1664

Claire Farrell

claire.farrell@me.com

(312) 582-0965

Michael Brodsky

michaelbrodsky1@gmail.com

(248) 882-4464

Megan Alexander

meganalex@gmail.com

(231) 590-3822



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: June 13, 2022
Subject: 2022/2023 Budget

Attached are the three budgets for consideration and approval by the DDA Board.

This Board reviewed the preliminary budget at your April meeting, public hearing was held at our May meeting with recommendation to present for approval to the City Commission at their June 6th meeting. The City Commission approved the three budgets as recommended by the DDA Board. The last step in the budget approval process is DDA Board approval.

An overview of each budget is outlined below for your review and consideration.

DDA General Fund

Revenue: Property taxes of \$129,000 is the millage rate for all property owners. Reimbursement figures are comprised of administrative fees from TIF 97 and Old Town TIF (.02%), the DTCA Management Agreement and the Parking Management Agreement. Rental Income is from the Farmers Market, with the expense line item identified as “rental”.

The larger pieces for the DDA General Fund include:

- Continuing with the Traverse Connect contract, as they are the organization leading economic diversity in Traverse City (and the region) and it is important to ensure that we are at the table for discussion. This remains a critical piece for the future success of downtown, including efforts to:
 - Bring office workers back to downtown
 - Identify opportunities to bring new businesses (and office workers) to downtown

- Moving Downtown Forward. The DDA Board approved entering into a contract with PUMA and approved dollars in the current fiscal year for this contract. The majority of work will be completed in the upcoming fiscal year budget. Therefore, the budget identifies approximately \$80,000 in the upcoming fiscal year to complete the contract.
- Conferences and Memberships. I am recommending we continue our membership with the International Downtown Association (IDA), which will help us connect with international expertise and best practices. In addition, I am recommending continued membership with the Michigan Downtown Association.

TIF 97 Revenue

There has been steady growth within the TIF 97 District, with significant projects completed in 2021. The captured taxable value of TIF 97 District is projected to be \$144,693,033, bringing in \$3,777,971 of revenue for TIF 97.

Recommended Budget Items for TIF 97:

Under Professional Services:

- Retail Incubator. It is my recommendation to move \$50,000 (which was approved under the 2021/2022 budget) to the upcoming fiscal year. There have been no expenditures for this project to date. However, significant work has been completed to move this project forward. This upcoming fiscal year will determine how much, if any, additional resources will be needed from the DDA (i.e., operational costs, management, as well as demand for the space).
- Community Police Officer. Continuing with our community police officer remains a high priority for both the Police Chief and myself. This is our last year of a five-year contract and we will be working with the Chair, Vice-Chair and Police Chief to extend and possibly increase this to a full-time community police officer for 2023/2024.
- Maintenance and Repair. The recommendation is to increase this line item to \$250,000. This recommendation is based on discussions with the Board, including our November strategic planning session. Staff has identified the needs and associated costs of ongoing repair and maintenance/cleaning of infrastructure (e.g. cracked sidewalks, new benches, planters, sidewalk cleaning, receptacles, cleaning graffiti). It is important to put the more heavily utilized infrastructure items at the top of the list for cleaning and repair to keep our downtown looking fresh, clean and cared for.
- Bike and Mobility Plan. The finance committee has approved my recommendation to include \$48,000 for a comprehensive and city-wide Bike and Mobility Plan; to be split between both TIF District (\$24,000 from Old Town and \$24,000 from TIF 97. One of the insights we gained during the East Front Street

Design process was that the lack of a comprehensive, city-wide, non-motorized plan can undermine and complicate the merits of “one-off” design processes for downtown streets. That is, without clarity regarding future (and city-wide) non-motorized infrastructure, we will likely continue to have contentious road/streetscape design projects. The Bike and Mobility Plan will add clarity and expectations for non-motorized infrastructure throughout Downtown (and the city) and address policy/expectations regarding scooters and other micro-mobility devices. Funding for the Plan would be shared by the DDA and City.

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

Public Infrastructure:

- A. Bridge Work. Two bridges will be part of the 2022/2023 budget. Those include the North Cass Street Bridge and South Union Bridge. The timing for bridge reconstruction is still being determined and could be moved to 2023/2024. However, the recommendation is to keep the costs within the 2022/2023 budget.
- B. 100/200 Block Alley. This planning effort is identified as “the Lower Boardman River Unified Plan” within the public infrastructure line item. Approval of this project was provided by the DDA Board and will include a full conceptual design for the project space. The conceptual design will determine how the space will look and function and identify a cost for implementation. Once the conceptual design is completed, the DDA will then determine the best approach for financing. This financing piece is linked to our Moving Downtown Forward initiative.
- C. Circulation Plan for Downtown. I have set dollars aside for the possible conversion of State Street (from Pine to Boardman) and Boardman Ave. (from Front Street to State Street) to two-way traffic. Funding would cover a “pilot conversion” of the two streets, beginning in late summer and last throughout the winter.
- D. Downtown Cameras. In response to final report from the Healthier Drinking Culture initiative, the DDA (in partnership with the City Police Department) would implement cameras in identified areas to help with safety concerns.
- E. Streetscapes/Snowmelt. Streetscapes will remain important as new development continues within the district, leading to the overall connected network of heated sidewalks (which is paramount for walkability) and streetscaping aesthetics.
- F. East Front Street. I have approached the City on repaving (often referred to as a “mill-and-fill”) East Front Street, with the understanding that a full reconstruction of this street would not happen until financing options are known (per the DDA’s

strategic discussion in November), which would likely mean another 3 to 4 years before a complete redesign is achievable. The cost for a resurfacing East Front Street from Railroad to Park Street would be \$280,000. This project is currently not within the proposed 2022/2023 budget and needs to be discussed.

- G. Engineering and Design for TART Trail Extension. As part of our recent collaborative design/planning effort regarding Grandview Parkway, we have been in discussion with the City and TART Trails Inc. to undertake design and engineering services for an expansion of the TART Trail from Division to Garfield. The expansion would significantly widen the trail to accommodate the roughly 2-million users each year. The total cost for this effort is \$500,000, which has been included in the City's Capital Improvement Plan. The DDA's portion for these services would be \$150,000. The remaining funds would be provided by the City and TART Trails. This section of the trail (which runs mostly through the DDA District) would open up new (and better) connections to the Delamar Resort, provide better pedestrian connections to East Front Street and enhance the trail over the Murchie Bridge.

Old Town TIF Revenue

This District continues to see steady growth and opportunity. The captured taxable value is \$28,103,427, with projected revenue of \$716,654.

Under Professional Services

Bike and Mobility Plan. The finance committee has approved my recommendation to include \$48,000 for a comprehensive and city-wide Bike and Mobility Plan; to be split between both TIF District (\$24,000 from Old Town and \$24,000 from TIF 97. One of the insights we gained during the East Front Street Design process was that the lack of a comprehensive, city-wide, non-motorized plan can undermine and complicate the merits of "one-off" design processes for downtown streets. That is, without clarity regarding future (and city-wide) non-motorized infrastructure, we will likely continue to have contentious road/streetscape design projects. The Bike and Mobility Plan will add clarity and expectations for non-motorized infrastructure throughout Downtown (and the city) and address policy/expectations regarding scooters and other micro-mobility devices. Funding for the Plan would be shared by the DDA and City.

There is a 2% administrative fee for the DDA and 1% fee for the City of Traverse City; Legal Services; and miscellaneous contingency.

Public Infrastructure:

- A. The Midtown Riverwalk. The Midtown Riverwalk, which was put in over 20 years ago, is due for replacement. The cost that has been identified is conservative, and our work/design will be guided by the Lower Boardman Unified Plan. Minimally, repair and maintenance will be required in this section.

- B. Streetscapes/Snowmelt. Property owners have asked for a partnership with the DDA to implement a snowmelt system within Old Town. Snowmelt helps to provide for a safe and connected network of sidewalks throughout downtown. As we look at how to better connect the two districts, improvements to pedestrian infrastructure is key.

Recommended Motion:

That the DDA Board of Directions 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 IFNANCING FUND OLD TOWN	\$993,900

City of Traverse City, Michigan
DDA COMPONENT UNIT
DDA GENERAL FUND
For the Budget Year 2022-23

	<u>FY 20/21</u> <u>Actual</u>	<u>FY 21/22</u> <u>Budgeted</u>	<u>FY 21/22</u> <u>Projected</u>	<u>FY 22/23</u> <u>Requested</u>
REVENUES				
Taxes	\$ 128,739	\$ 137,500	\$ 127,500	\$ 129,000
Grants and Reimbursements	181,721	438,000	1,926,200	1,200,000
Reimbursements	1,434,564	1,321,000	1,321,000	1,236,600
Rental Income	34,887	90,000	94,500	90,000
Interest Income	908	600	800	600
Miscellaneous	0	0	1,450	0
TOTAL REVENUES	<u>1,780,819</u>	<u>1,987,100</u>	<u>3,471,450</u>	<u>2,656,200</u>
EXPENDITURES				
Salaries and Wages	741,084	858,000	858,000	955,400
Fringe Benefits	242,136	310,000	310,000	320,000
Office Supplies and Utilities	105,175	85,500	0	45,800
Professional Services	504,459	836,000	400,000	325,000
Travel and Conferences	2,597	35,000	10,000	25,000
Repairs and Maintenance	1,356	3,000	3,000	0
Rentals	13,511	80,000	94,000	96,000
Civic Square	0	100,000	1,821,900	1,050,000
TOTAL EXPENDITURES	<u>1,610,318</u>	<u>2,307,500</u>	<u>3,496,900</u>	<u>2,817,200</u>
EXCESS OF REVENUES OVER/UNDER EXPENDITURES	170,501	(320,400)	(25,450)	(161,000)
Beginning Fund Balance	<u>726,806</u>	<u>897,307</u>	<u>897,307</u>	<u>871,857</u>
Ending Fund Balance	<u>\$ 897,307</u>	<u>\$ 576,907</u>	<u>\$ 871,857</u>	<u>\$ 710,857</u>

City of Traverse City, Michigan
DDA COMPONENT UNIT
TAX INCREMENT FINANCING 97 FUND
For the Budget Year 2022-23

	FY20/21 Actual	FY 21/22 Budgeted	FY 21/22 Projected	FY 22/23 Requested
REVENUES				
Property Taxes	\$ 2,770,871	\$ 3,106,550	\$3,040,450	\$ 3,778,000
Grant and Reimbursements	0	0	0	0
Reimbursements	258,447	130,000	186,800	200,000
Interest Income	1,813	4,500	3,150	2,000
TOTAL REVENUES	3,031,131	3,241,050	3,230,400	3,980,000
EXPENDITURES				
Professional Services	655,161	739,300	739,300	732,000
Printing and Publishing	15,584	200	200	200
Repair & Maintenance	0	15,000	5,000	250,000
Contribution to District Construction Project	575,053	1,708,000	1,708,000	2,184,500
Contribution to City - Debt Service	892,922	931,550	931,550	973,200
Capital Outlay/Engineering Costs for Public Projects	0	0	0	0
TOTAL EXPENDITURES	2,138,720	3,394,050	3,384,050	4,139,900
EXCESS OF REVENUES OVER/UNDER EXPENDITURES	892,411	(153,000)	(153,650)	(159,900)
OTHER FINANCING SOURCES (USES)				
Operating Transfer	0	0	0	0
NET CHANGE IN FUND BALANCE	892,411	(153,000)	(153,650)	(159,900)
Beginning Fund Balance	2,974,201	3,866,612	3,866,612	3,712,962
Ending Fund Balance	\$3,866,612	\$3,713,612	\$3,712,962	\$3,553,062

City of Traverse City, Michigan
DDA COMPONENT UNIT
OLD TOWN TAX INCREMENT FINANCING FUND
For the Budget Year 2022-23

	FY 20/21 Actual	FY 21/22 Budgeted	FY 21/22 Projected	FY 22/23 Requestd
REVENUES				
Property Taxes	\$ 507,308	\$ 555,000	\$ 560,000	\$ 702,800
Reimbursements	0	0	0	-
Interest Income	394	100	100	200
TOTAL REVENUES	507,702	555,100	560,100	703,000
EXPENDITURES				
Professional Services	192,239	215,750	215,700	118,800
Printing and Publishing	0	100	0	100
Contribution to District Construction Project	12,372	562,000	330,000	875,000
TOTAL EXPENDITURES	204,611	777,850	545,700	993,900
EXCESS OF REVENUES OVER/UNDER EXPENDITURES	303,091	(222,750)	14,400	(290,900)
OTHER FINANCING SOURCES (USES)				
Operating Transfer	0	0	0	0
NET CHANGE IN FUND BALANCE	303,091	(222,750)	14,400	(290,900)
Beginning Fund Balance	219,377	522,468	522,468	536,868
Ending Fund Balance	\$ 522,468	\$ 299,718	\$ 536,868	\$ 245,968



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

Memorandum

To: Downtown Development Authority Board

From: Downtown Circulation Subcommittee (Nance, Joubran, Brodsky, Michaels)
Jean Derenzy, DDA CEO

Date: June 13, 2022

SUBJECT: Downtown Circulation Study Subcommittee Recommendation

As you recall, following the presentation from Chris Zull and a robust discussion on the recommendation for and merits of a two-way street pilot project for downtown at our April 22nd Board meeting, the board approved a resolution to establish a subcommittee to further investigate and discuss the potential project. The following board members were appointed to that subcommittee:

1. Steve Nance, Chair
2. Jeff Joubran
3. Michael Brodsky
4. Audrey Michaels

The subcommittee (along with city staff and the Progressive AE Team) met on May 12th and again on 26th to review the visions and goals for downtown from prior planning documents, consider the Downtown Circulation Study's recommendations, examine precedents from other communities that undertook similar efforts, evaluate circulation and development needs for downtown, discuss the merits of investing in a pilot program, and form a recommendation to the full DDA body.

Following great discussions at both meetings, the Downtown Circulation Subcommittee is recommending to implement the two-way pilot study (i.e.: two-way traffic on Pine Street, State Street, and Boardman Avenue - connecting to Front Street). The subcommittee is also recommending that the pilot study be operated for a period of two years, with the potential to extend the pilot study for another two years with support of the DDA Board.

In making this recommendation, the Subcommittee recognizes the pilot project will need to implement, iterate, tweak, adjust, monitor and operate mobility infrastructure in coordination with construction and maintenance activities. Additionally, the

Subcommittee recommends that the DDA (and its partners) secure regular feedback from staff, stakeholders, and the public, collect key data points, focus on outcomes-based decision making, and clearly identify measures of success throughout the pilot project.

If approved by the DDA Board, the recommendation will be sent to the City Commission for their consideration and approval. If approved by the City Commission, the DDA would work with city staff and Progressive AE to develop an implementation strategy, refine costs for infrastructure adjustments and project observation, and continue the work of the pilot subcommittee to determine key metrics for outcomes-based decision making and key project metrics.

A memo from Chris Zull outlining the results of the Subcommittee's work and the presentations provided at each subcommittee are attached.

Recommended Motion

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.



June 6, 2022

Jean Derenzy
Traverse City Downtown Development Authority
303 East State Street, Suite C
Traverse City, MI 49686

Re: Downtown Circulation Study Subcommittee Recommendation – Traverse City, Michigan

Dear Ms. Derenzy,

At the April 22, 2022 DDA Board meeting Progressive AE presented the findings of the Downtown Circulation Study. This engineering analysis and feasibility study was well received. As a result, the DDA board directed to convene a subcommittee to further evaluate the findings of the study and to determine if proceeding with the recommended pilot study was in the best interest of downtown Traverse City if a two-way conversion pilot project for State Street (Pine, State, Boardman) were to be acted upon.

DDA staff and Progressive AE worked diligently to coordinate and convene two subcommittee meetings with the intent of reporting out to the DDA Board its findings and any additional recommendations. The process proceeded as follows:

OBJECTIVE

The subcommittee met on May 10 and May 26, 2022 to review the visions and goals for downtown from prior planning documents, consider the Downtown Circulation Study's recommendations, examine precedents from other communities that undertook similar efforts, evaluate circulation and development needs for downtown, discuss the merits of investing in a pilot program, and to ultimately form its recommendation to the full DDA body. Please find attached to this memo the two presentations that served as the basis for the subcommittee's work.

Meeting 1 – Context and Study Highlights

Progressive AE facilitated a meeting with the subcommittee to review current master plan themes and goals, existing State Street context, State Street aspirations, downtown context, results of the Downtown Circulation Study, and goal concepts for performing the pilot.

Meeting 2 – Purpose and Case Studies

During the second subcommittee meeting case studies and how the proposed pilot aligns with Master Plan goals was articulated. The very thoughtful discussion led to a solid understanding of the purpose of the pilot two-way conversion which is summarized as follows:

- i. Why? – "Traverse City is intentionally pursuing safe, walkable, bikeable, and intuitive mobility solutions to promote a vibrant and inviting downtown experience."
- ii. How? – "Through planning, design, and operations of mobility infrastructure."
- iii. Where? – "Pine Street, State Street, and Boardman Avenue connecting to Front Street."
- iv. When? – "A pilot is proposed starting this fall for a minimum of two years."

Recommendation and Next Steps

The Downtown Circulation Subcommittee unanimously recommended implementation of the two-way pilot study of two-way Pine Street, State Street, and Boardman Avenue connecting to Front Street. The subcommittee went on to further clarify that the pilot should be operated for a period of two years with the potential to extend the pilot for another two years with support of the DDA Board. This approval recognizes the need for the pilot project to implement, iterate, tweak, adjust, monitor and operate mobility

Progressive AE, Inc.

Corporate Office: | 1811 4 Mile Road NE | Grand Rapids, MI 49525 | 616.361.2664 | progressiveae.com
Regional Office: | 330 South Tryon Street, Suite 500 | Charlotte, NC 28202 | 704.731.8080 | progressiveae.com

infrastructure all while coordinating the timing of the pilot with construction and maintenance activities. Additionally, it is recommended that the pilot project seek routine feedback from staff, stakeholders, and the public, collect key data points, focus on outcomes-based decision making, and clearly identify measures of success.

If approved, next steps will include developing an implementation strategy, refining costs for infrastructure adjustments and project observation, and continuing the work of the pilot subcommittee to determine key metrics for outcomes-based decision making and key project metrics.

Sincerely,



Christopher E. Zull PE
Practice Leader

CEZ/ecy

P:\91370001\01 ADMIN\A1 CONTRACTS\A Working Proposals\2022 05 06 TC Downtown Circulation Study Subcommittee
Proposal.docx

Progressive AE, Inc.

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Downtown Circulation Study Subcommittee Recommendations

JUNE 17, 2022

AGENDA

- Process Recap
- Downtown Circulation Study
 - Existing
 - Alt 1
 - Alt 2
- Subcommittee
 - Meeting #1
 - Master Plan and Goals
 - Meeting #2
 - Economic Development
 - Safety
 - Capacity
- Community Conversation
- Recommendations and Next Steps



PROCESS RECAP

HISTORY OF DOWNTOWN CIRCULATION IN TRAVERSE CITY

- Spring 1967, segments of Front, Pine, State, and Boardman converted from two-way to one-way operation
- Primary goal to alleviate congestion without sacrificing on-street parking
- Different planning ideals at the time: auto-centric, emphasis on throughput of vehicles
- Not without contention – petition to block conversion failed (61% in support)



Looking east from 100 block of Front St, 1960s

METHODOLOGY

- Historical and case study research
- Data driven approach
 - Traffic counts
 - Model levels of service
- Public engagement
- Two alternatives evaluated
- Integrating feedback from key stakeholders (City Engineer, DDA, elected and appointed officials)
- Cost estimating

Study Objective

Investigate conversion of Traverse City's downtown street grid to two-way operation

EXISTING LEVEL OF SERVICE (LOS)



ALTERNATIVE 1

All Two-Way Traffic Pattern

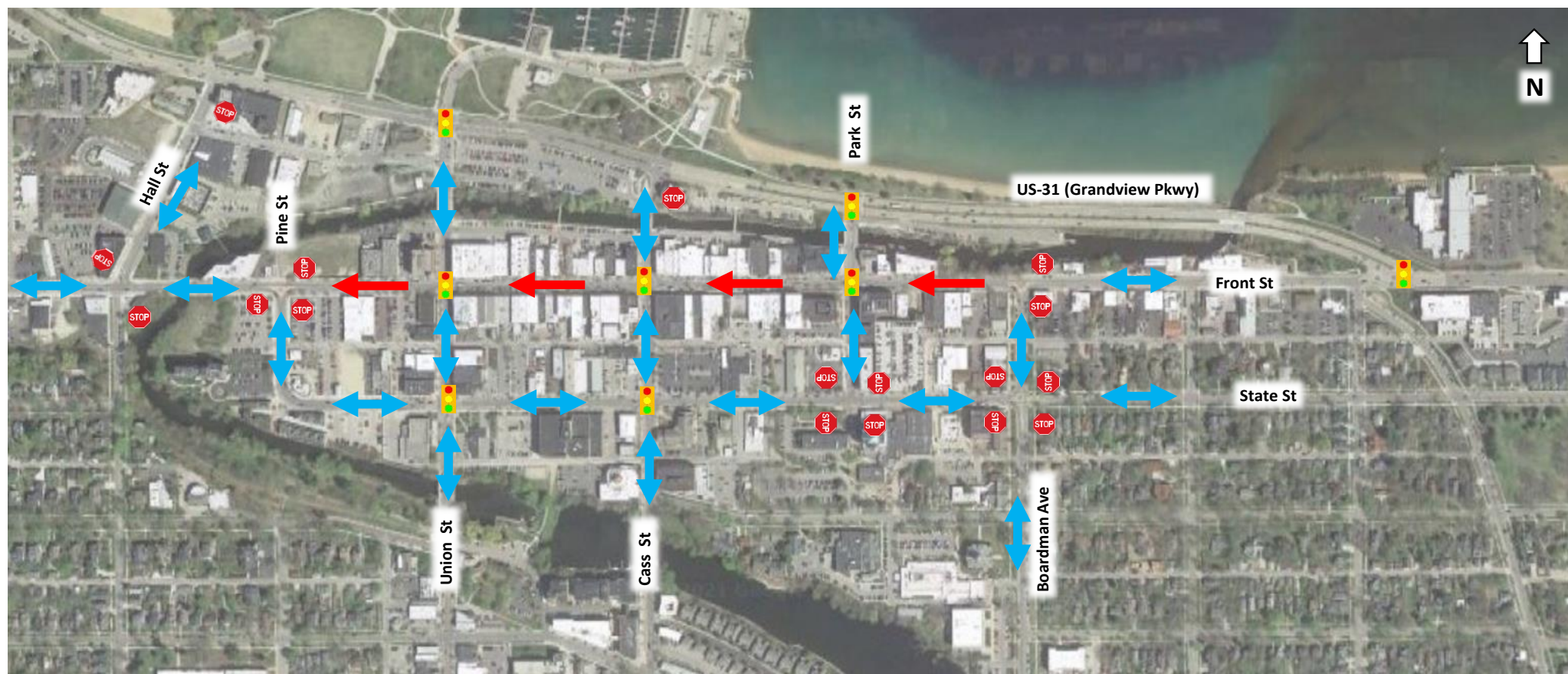
ALL TWO-WAY TRAFFIC PATTERN (ALTERNATIVE 1)



ALTERNATIVE 2

Hybrid Traffic Pattern

HYBRID TRAFFIC PATTERN (ALTERNATIVE 2)



HYBRID LOS & IMPROVEMENTS (ALTERNATIVE 2)



Notes:

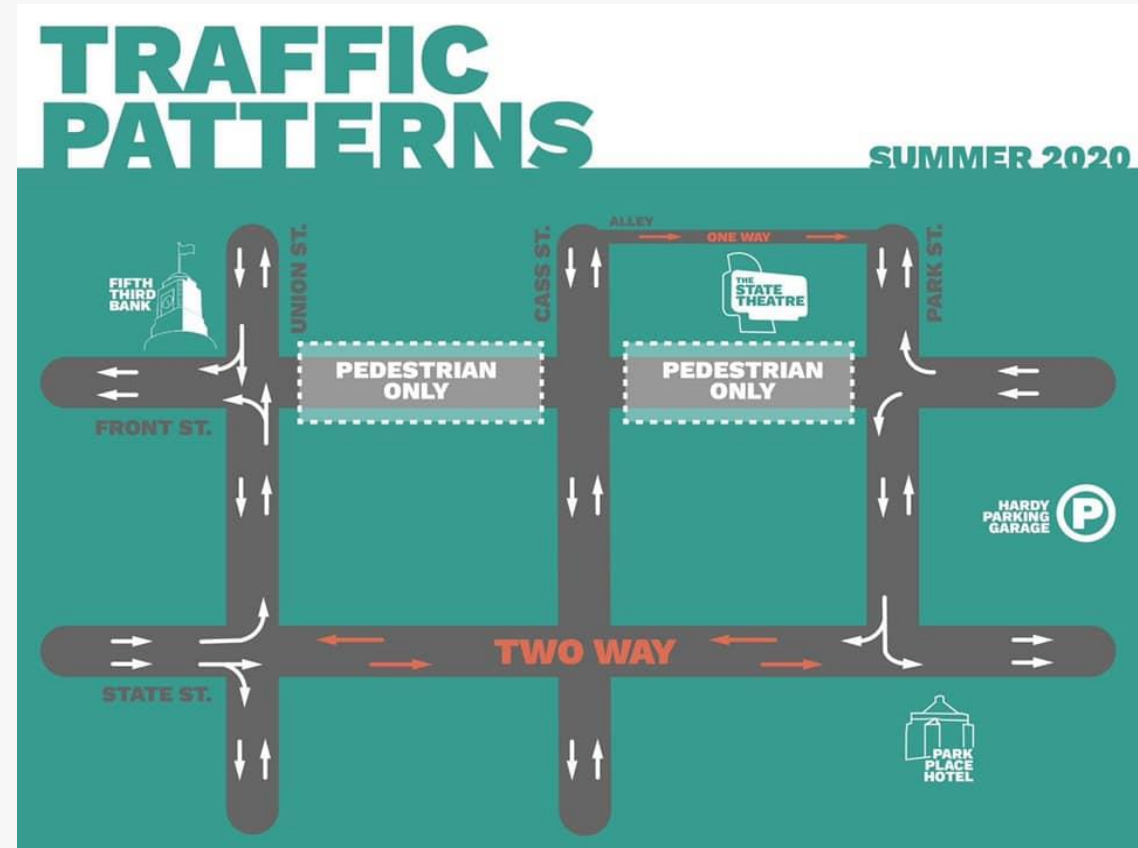
1. Existing traffic signals along State St will need upgrades to accommodate two-way traffic.
2. Dedicated left-turn lanes required at all signalized and unsignalized intersections along State Street.

HYBRID (ALTERNATIVE 2) – KEY TAKEAWAYS

- Intends to capitalize on best of both approaches (existing and all two-way)
- Minimal disruption to Front Street businesses
- Significant infrastructure costs to make changes
 - However, traffic signals represent bulk of cost and must be changed regardless
- Impacts to parking due to needed turn lanes
 - Limited to State St
- More politically challenging
- Generally good level of service, but slightly worse than alternative 1 (all D or better)

2020 TWO-WAY STATE STREET PILOT

- Generally **well-received**
- Level of service **reasonable**
- Some **challenging** intersections (Union & State)
- Shortcomings with summer only pilot → did not experience winter maintenance cycle



RECOMMENDATION

- A winter pilot of two-way Pine, State, and Boardman in 2022-2023
- Requires some infrastructure investments
 - EX: Removal of islands at Pine & Front, State & Boardman, Boardman & Front
 - Potential signal modifications
- Requires dedicated barricade crew for road closures during snow removal



SUBCOMMITTEE



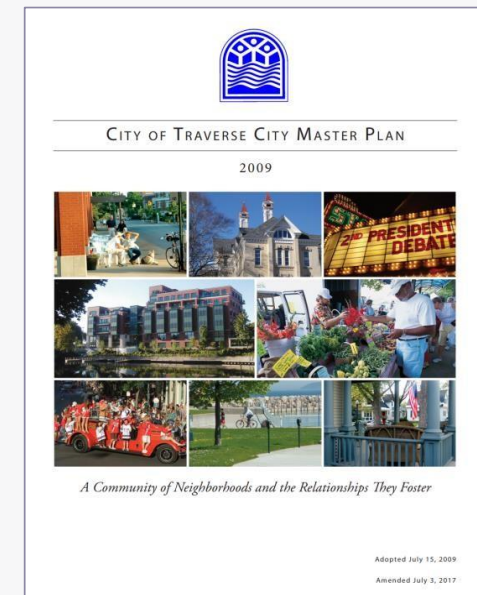
Downtown Circulation Study Subcommittee

MEETING #1
MAY 12, 2022

MASTER PLAN THEMES + GOALS

MASTER PLAN AND AMENDMENTS

- TC-5 Neighborhood is the most formally and intensely developed... **focus is on high intensity, regional, commercial activity.**
- Include measures enforcing Access, Mass, and Emissions.
 - Motorized vehicle restrictions in terms of traffic speed, parking, and access. Pedestrian focused...
 - Most dense. Greatest building mass within the city with appropriate balance and scale...
 - High emission levels carefully managed with design and architectural solutions utilized to minimize effect on adjacent neighborhoods.
- Encourage compact development patterns, which will **curtail vehicle traffic and shorten trips.**
- Make businesses, services, and amenities **more accessible** through safe, efficient, and environmentally sensitive transportation.



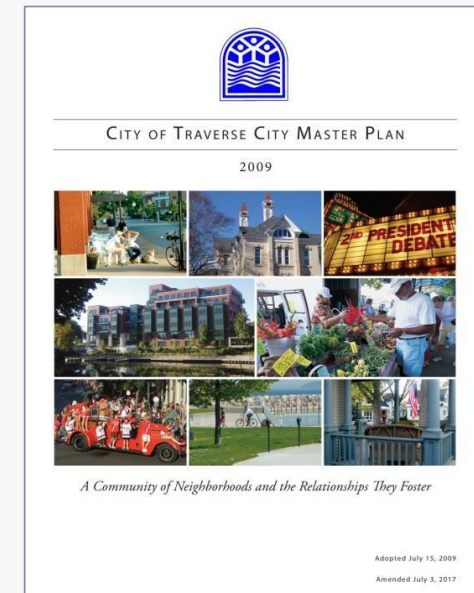
TRANSPORTATION ELEMENT

STREET FORM AND FUNCTION

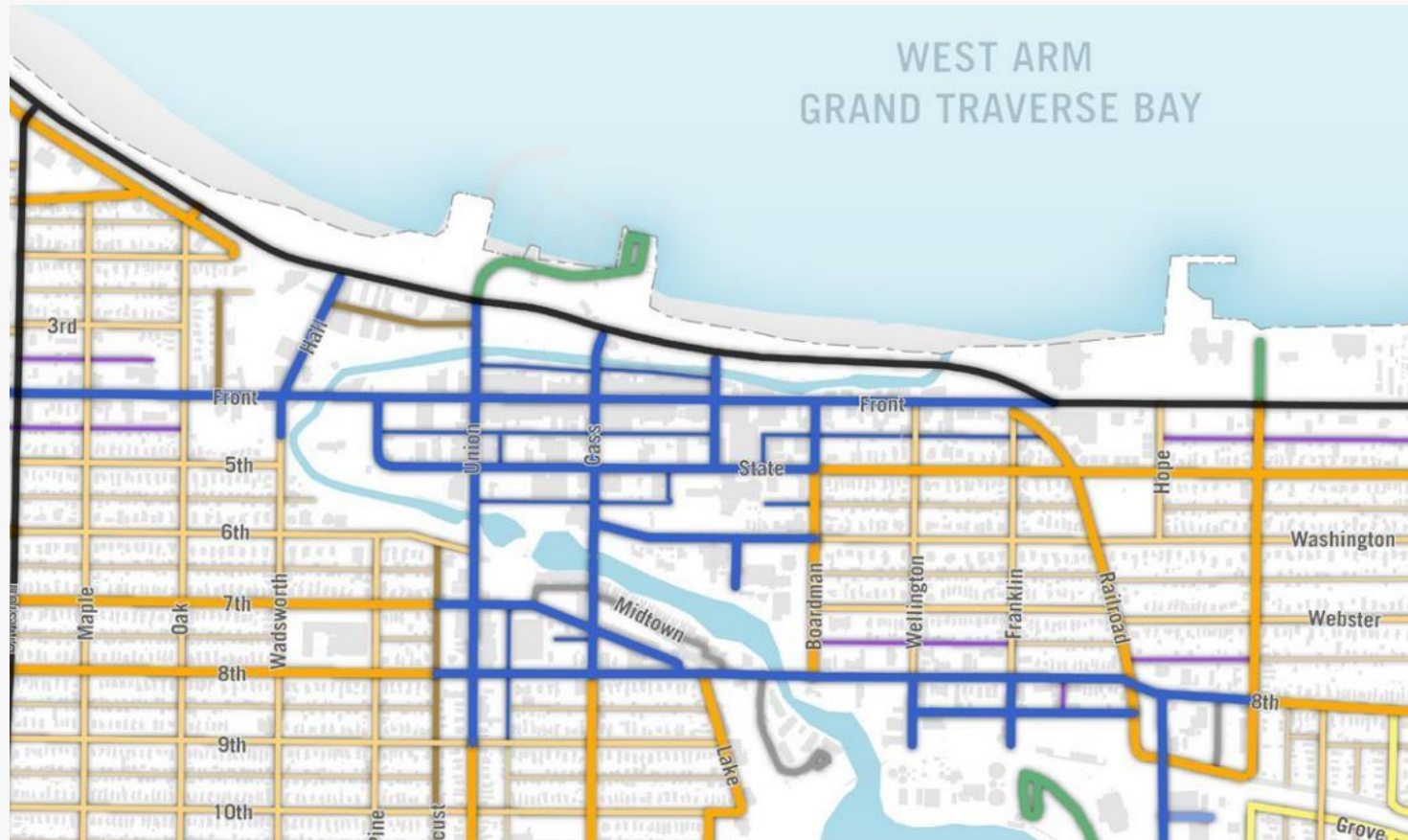
Provide well-planned **connections** within and throughout the transportation network **improving the efficient distribution of travel** throughout the network and promoting **reduced motorized vehicular trips and lengths**. Identify a **framework of major streets** providing **connectivity through the City** and region with a **focus on the access** to goods, services, and people. Routinely promote the use of alternatives to the single-occupancy vehicle in both trip planning and costs related comparisons to the general public.

Objectives:

- Use design elements to **increase mobility and decrease speed** (i.e. Front Street downtown)
- **Fewer emissions** (fumes, noise, road pollution, etc.)
- Fewer single-occupancy motor **vehicle miles traveled**
- **Increased accessibility** and **use of mass transit**, carpools, and non-motorized modes of transportation
- Achieve appropriate operating characteristics (i.e. traffic volume, **speed**, types of vehicles) for all streets



STATE STREET IS IDENTIFIED AS A “DOWNTOWN STREET”



STREET TYPOLOGIES

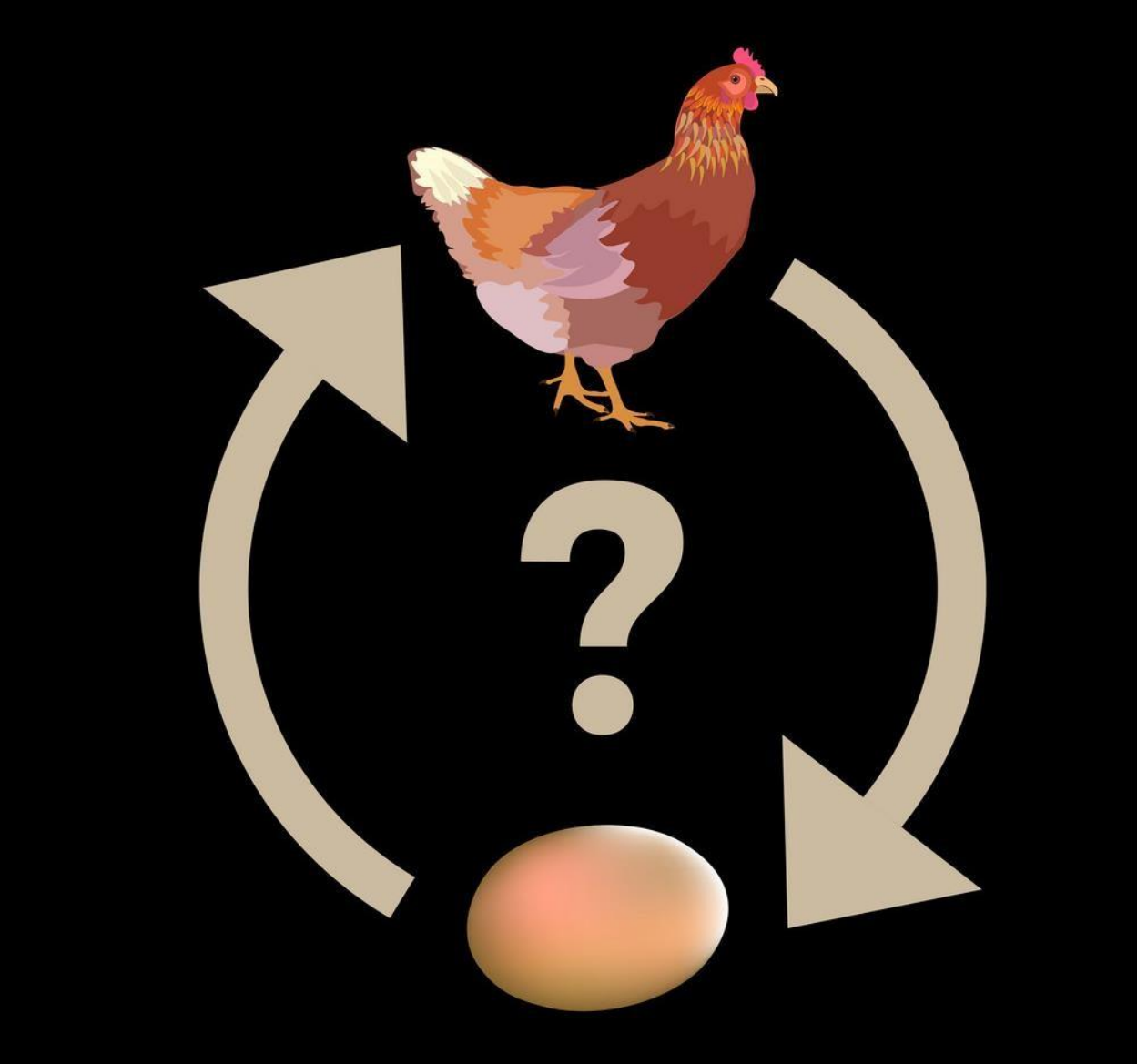
-  Downtown Street
-  Contemporary Residential
-  Traditional Residential
-  Connector Street
-  Commercial Corridor
-  State Highways



Downtown Circulation Study Subcommittee

MEETING #2
MAY 26, 2022

ECONOMIC DEVELOPMENT





Clematis Street, West Palm Beach, Florida

WEST PALM BEACH, FL

In the City of West Palm Beach, Florida:

- Property values along Clematis Street increased from \$10-40 per square foot to \$50-100 per square foot after converting from one-way to two-way.
- Commercial rents increased from \$6 per square foot to \$30 per square foot.
- Retail vacancies went from 50% to 0%.
- Private investors injected \$350 million into the local economy.

Clematis Street is now the premier address for retail and office uses in West Palm Beach.

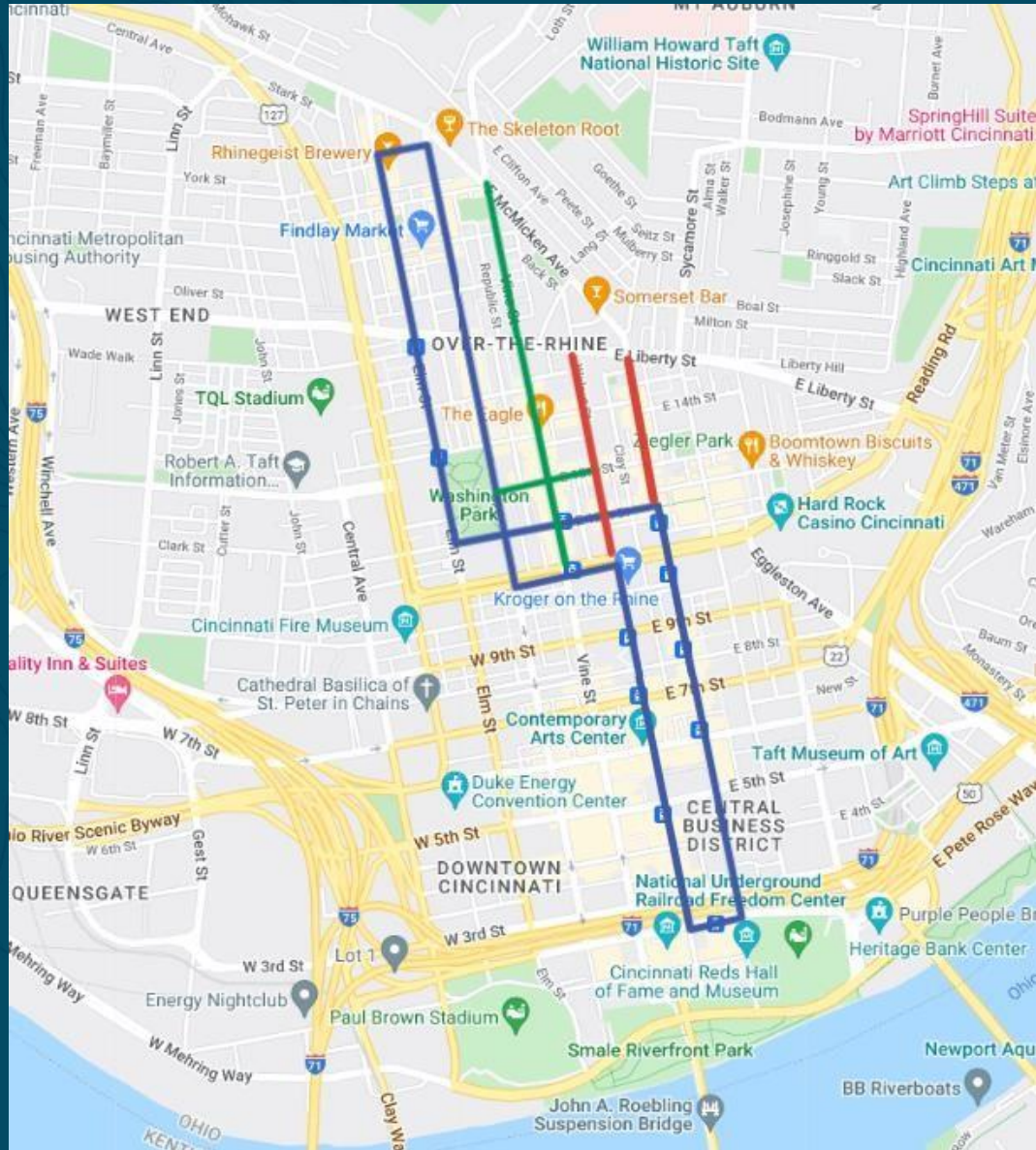
https://newhavenurbanism.files.wordpress.com/2015/08/newhaven_onetotwowayconversion_compressed.pdf

CINCINNATI, OH

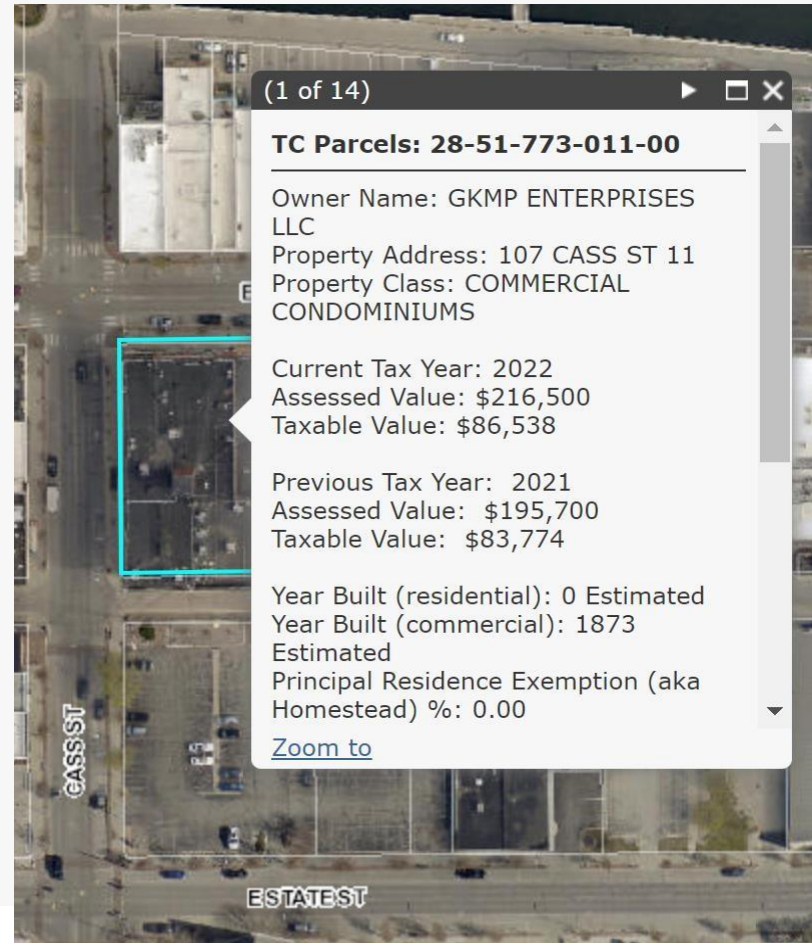
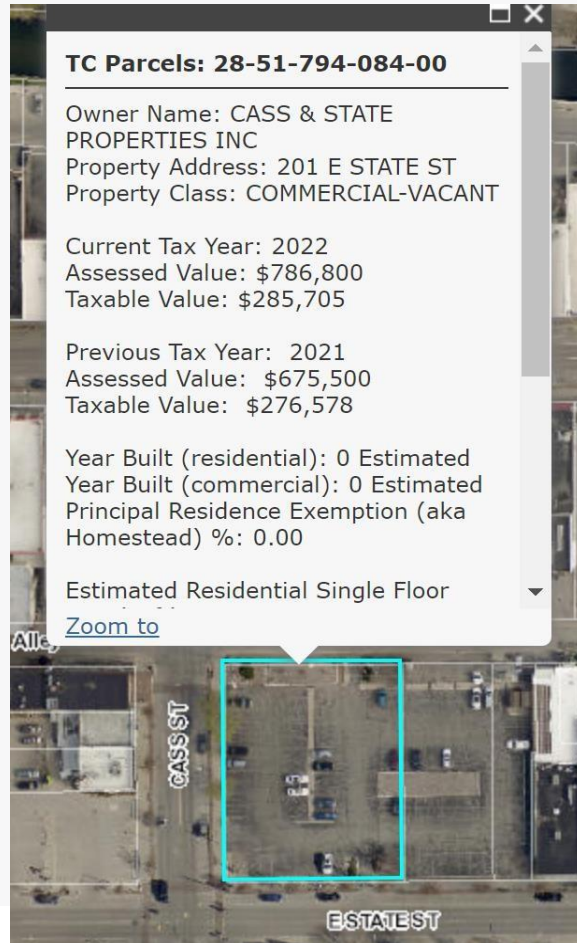
The City of Cincinnati spent around \$400,000 in 1999 to convert Vine Street back to two-way travel from Central Parkway to McMicken Avenue. A subsequent study found that traffic along Vine Street became slightly more congested, but also reduced the speed of motorists traveling through the historic neighborhood.

Since its conversion, Vine Street has also blossomed with dozens of new businesses, which can, in part, be attributed to slower traffic and improved access and visibility. As a result, there have been several other examples of this type of conversion throughout Over-the-Rhine, including sections of Thirteenth and Fourteenth Streets.

<https://www.urbancincy.com/2014/08/will-main-street-follow-in-vine-streets-footsteps-and-return-to-two-way-traffic/>



“HIGH INTENSITY, REGIONAL, COMMERCIAL ACTIVITY”



Parking lot

- Assessed Value = \$786,800
- Taxable Value = \$285,705

Millikens

- Assessed Value = \$4,336,300
- Taxable value = \$2,724,409

Building built in 1873

SAFETY



East Spring Street, New Albany, prior one-way (top), and current two-way (bottom).

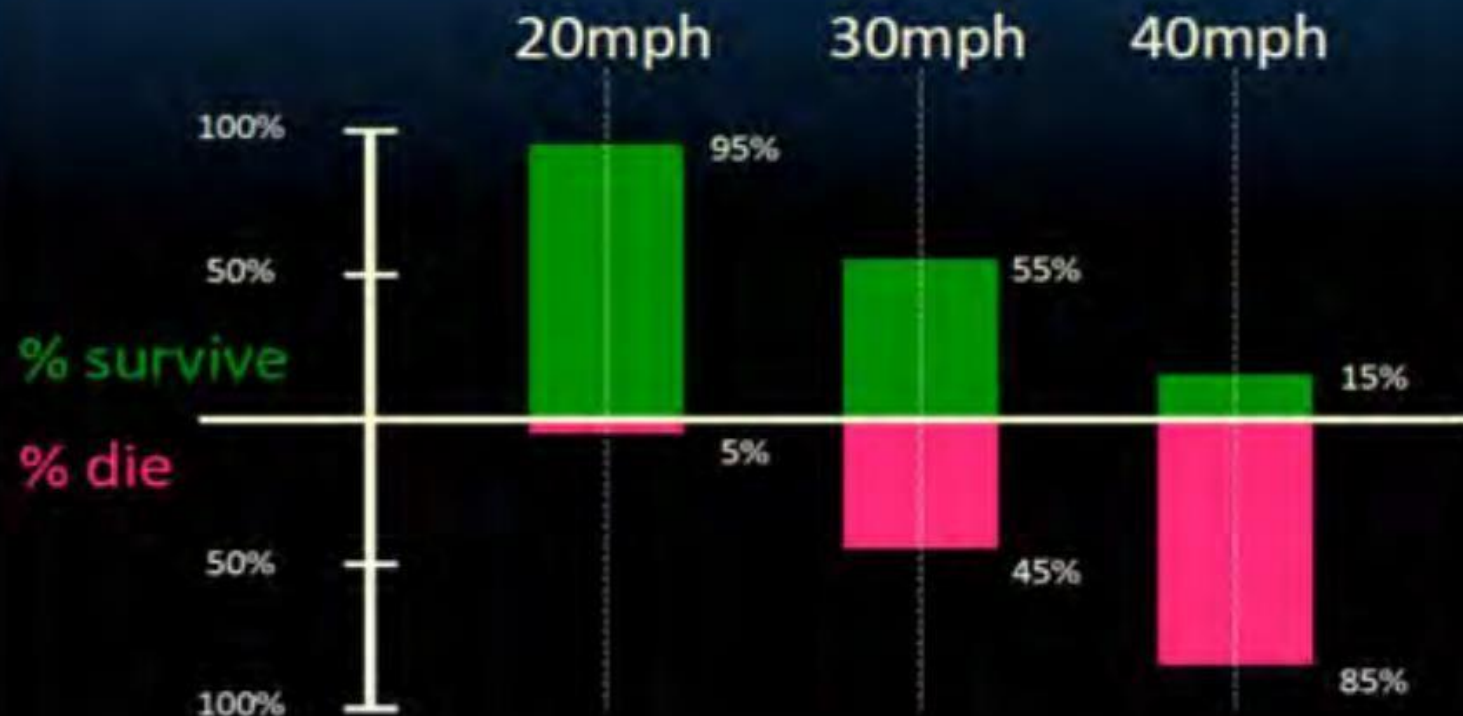
NEW ALBANY, IN

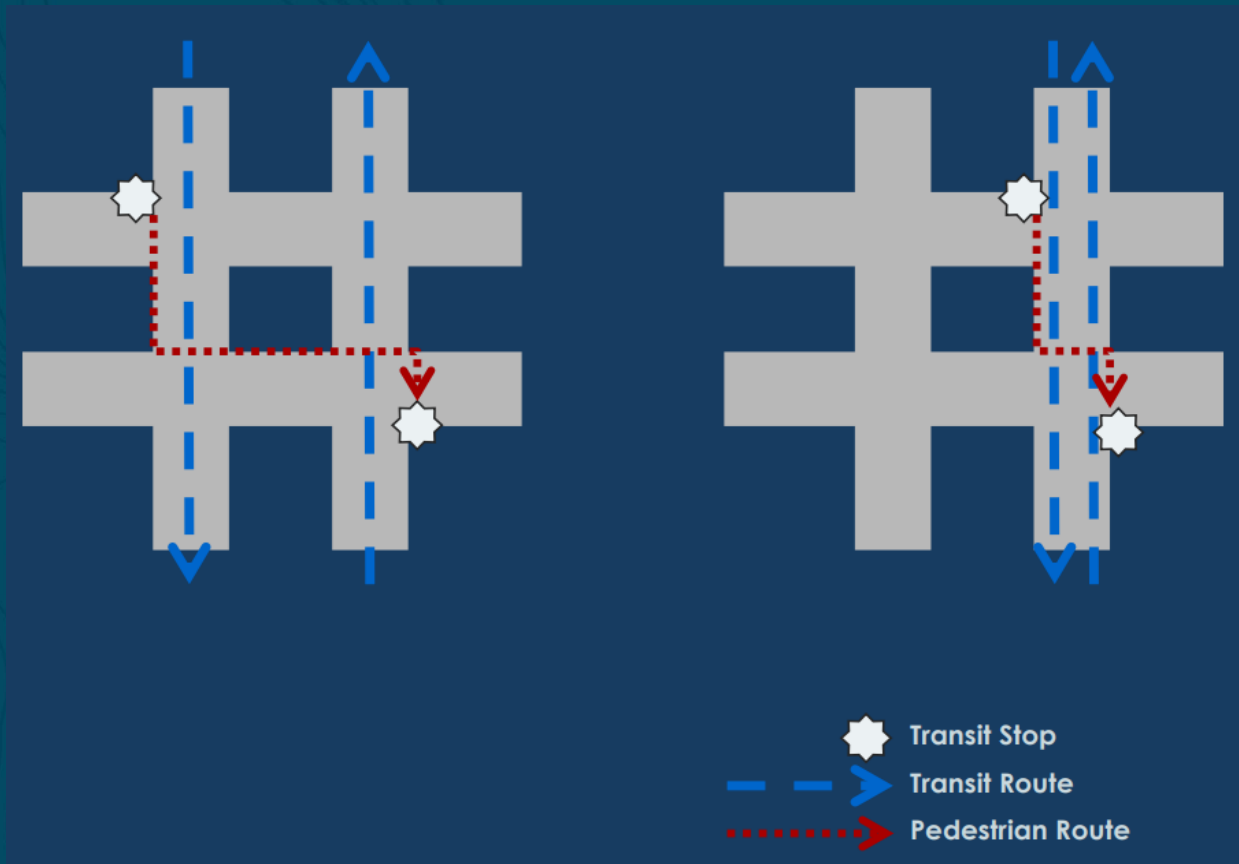
“New Albany, Indiana, switched more than four miles of city streets while implementing traffic-calming measures made possible by the conversions. Police Chief Wm. Todd Bailey reports, in a public letter, that the two-way street designs are “overwhelmingly” superior in the following respects:

- Accidents involving pedestrians are down.
- Speeding is reduced. The previous one-way configurations allowed motorists to travel “well above posted speed limits,” Bailey says, whereas the new designs “have slowed traffic as planned.”
- Motor vehicle crashes are down, especially injury crashes, compared to previous years.
- In general, the streets work better. “It has been our observation that the new designs allow for motor vehicles, bicycles, and pedestrians to all interact in a much smoother manner,” he says. “Additionally, due to the new design, when we experience a problem, we are provided with more options to redirect traffic. The design has also facilitated a better response from police and fire as those options have multiplied.”

<https://www.cnu.org/publicsquare/2019/07/09/cities-benefit-one-way-two-way-conversions>

Pedestrian Survival Rates & Vehicle Speed





Pedestrian Distance Walked to Transit

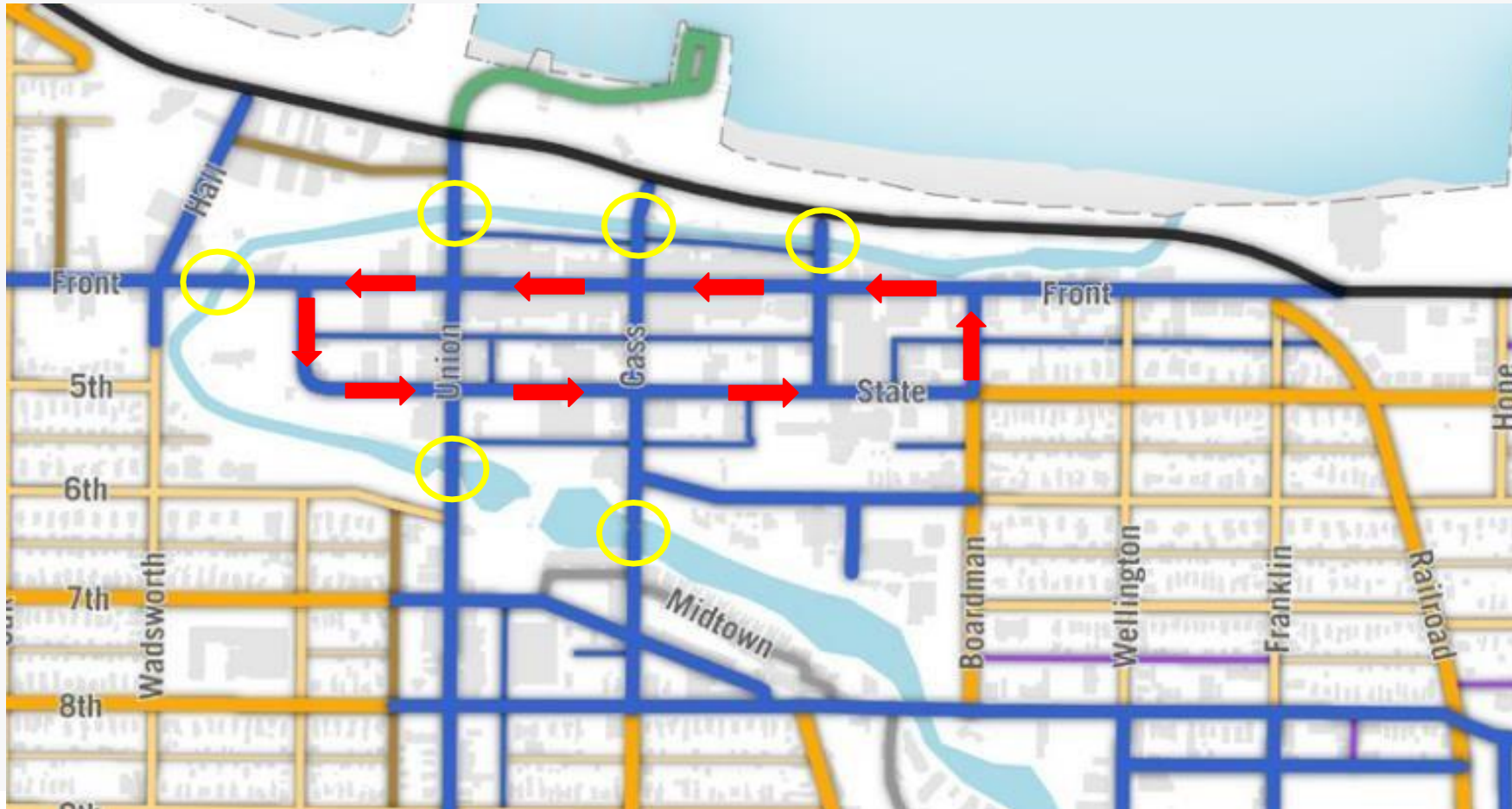
TRANSIT ACCESS

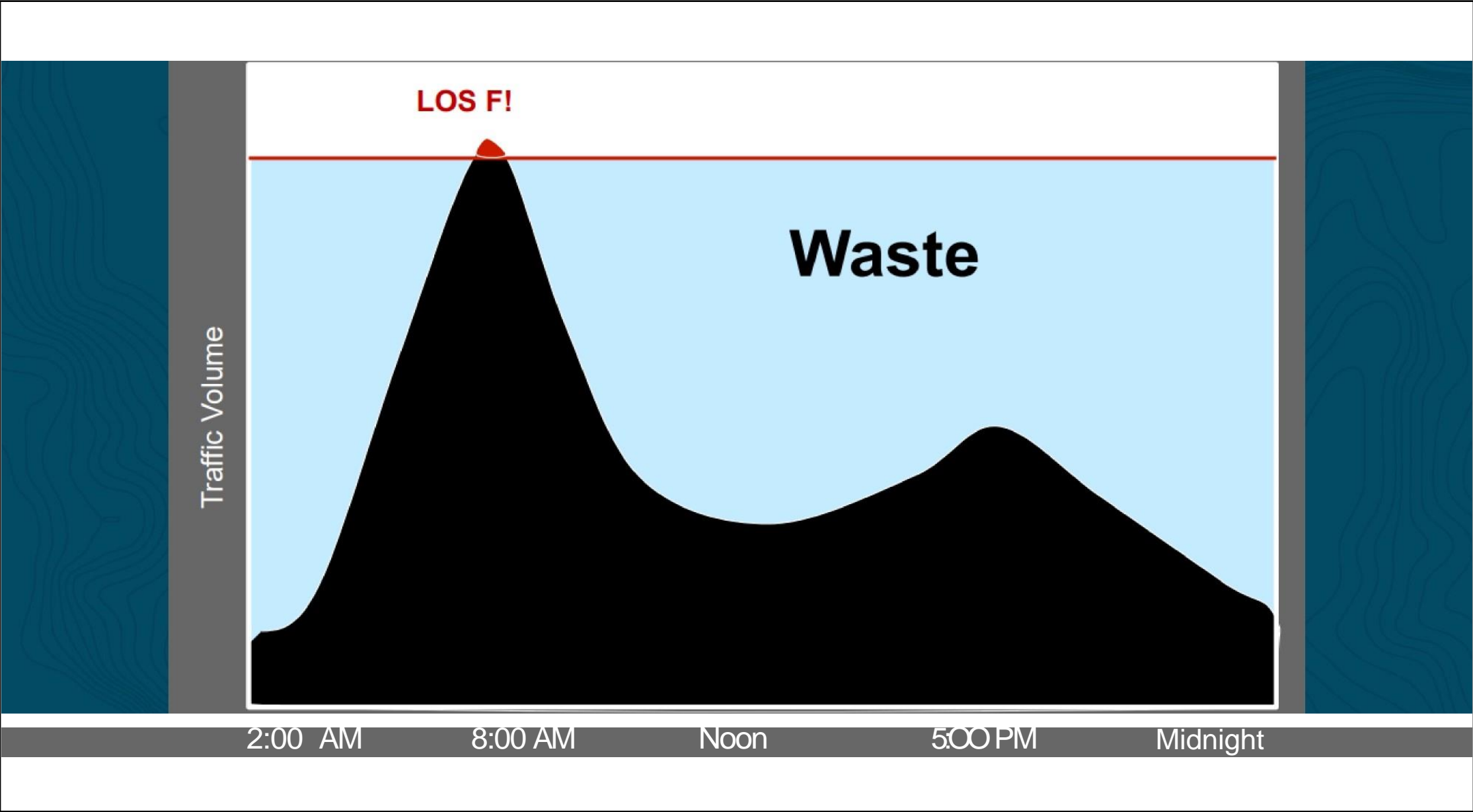
- One-way streets require transit stops to be located on two different streets for the same route, causing confusion.
- On a two-way street, the stops may be located across the street from each other, making the system more intuitive for users.
- Additional turning movements, recirculation, and increased vehicle miles traveled affect buses on one-way streets.
- Additional operating cost due to high fuel consumption from circulating within the network.
- The required recirculation can additionally have a negative impact on timetables and schedules for transit providers and riders.

https://newhavenurbanism.files.wordpress.com/2015/08/newhaven_onetotwowayconversion_compressed.pdf

CAPACITY

NETWORK RESILIENCY AND CONNECTIVITY







Level of Service A



Level of Service F

Source: Neighborhoods.org

CONSIDERATIONS



Cost to physically
convert

Traffic signals

Pavement markings

Signage

Curb adjustments

Parking modifications



Safety

Crashes

Travel speeds

Navigation

Perception



Maintenance
Costs

Equipment

Labor

Materials



Economic impact

Data from case studies

Context

Land optimization

Reinvestment

Placemaking

COMMUNITY CONVERSATION



KEY TALKING AND LISTENING POINTS

- Clearly determine the required process for change
- Acknowledge that change can be hard and takes time to adjust
- Mobility design philosophy: People-centric
- Quality of life
- Investment/stable tax base from underutilized properties
- Modern mobility needs (ride hailing services, shuttles and transit, scooters, bike share, longboards, etc.)
- Can't build your way out, need to manage traffic
- Parking expectations
- What do we gain/lose?

RECOMMENDATION AND NEXT STEPS



RECOMMENDATION

- The Downtown Circulation Subcommittee unanimously recommended implementation.
- Pilot study of two-way Pine Street, State Street, and Boardman Avenue connecting to Front Street.
- Pilot should be operated for a period of two years with the potential to extend the pilot for another two years with support of the DDA Board.
- Implement, iterate, tweak, adjust, monitor and operate mobility infrastructure all while coordinating the timing of the pilot with construction and maintenance activities.
- Seek routine feedback from staff, stakeholders, and the public, collect key data points, focus on outcomes-based decision making, and clearly identify measures of success.



NEXT STEPS

Work Tasks

- Define outcomes and measures of success
- Refining implementation investments and costs
 - Design
 - Install
- Study implementation and gather feedback
- Tweak and adjust as necessary

Proposed Schedule

- *City Commission Meeting: July 20, 2022*
- Fall 2022 implementation



THANK YOU

We welcome your feedback, insights and inquiries.



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: June 11, 2022

Subject: Demolition Bid for Civic Square

In collaboration with the City's Engineering office, the DDA put together a Request For Proposal (RFP) for demolition of the former bank building (and drive-thru) at the corner of State Street and Union Street. Once the building is demolished, the site will be restored with grass and not be used as a temporary parking lot. We are working on ideas to activate the space for the fall and winter of 2022. We also plan to issue an RFP for a conceptual design of the space (for a civic square) later this summer.

As identified by the attached memorandum from City Engineer, Tim Lodge, four bids were received with the low bid coming in from Elmer's at \$108,999.82. Elmer's can complete the demolition within 50 days, with the deadline for substantial completion by September 13, 2022. If the demolition bid is approved, work will begin on the contract (with notice to proceed part of the contract) as soon as feasible.

Cost of demolition will be covered by the remaining funds (\$154,380.59) of the \$2-million grant the DDA received from the State of Michigan in 2018. A request to release the \$1-million dollar grant from Rotary will occur shortly.

Recommended Motion

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 contract be approved to enter into contract for demolition subject to substance by the DDA CEO and as to form by the DDA Attorney.

Memorandum

The City of Traverse City
Engineering Department



TO: Jean Derenzy, CEO Traverse City DDA

FROM: Timothy J. Lodge, City Engineer

DATE: June 10, 2022

SUBJECT: 203 Union Street Demolition Project

Sealed bids were advertised for and were received on June 9, 2022 for the above referenced project. Plans and specifications were available to contractors through The Builders Exchange of Northwest Michigan. Contractors inquired and viewed the plans and specifications online with four bids being received for this work as follows:

Contractor		"As Read"	Corrected Bid Amount
Elmer's Crane and Dozer, Inc	Traverse City, MI	\$109,000.00	\$108,999.82
Midwest Demolition & Dismantling, LLC	Irons, MI	\$116,012.00	\$116,012.00
Miller Contracting	Lake City, MI	\$119,790.14	\$113,040.14
Bay Area Demolition	Interlochen, MI	\$133,000.00	\$157,845.00

The Engineering Department's preliminary estimate for this work is \$138,922.00. Three of the four bid had unit pricing extension errors and have been correct and noted above. The project is referenced as CIP# 870-21 (Civic Square). The Civic Square will be a public gathering space for Traverse City citizens and visitors alike. This site will feature a variety of placemaking features and connections to the new FishPass Project. The demolition work is scheduled to be completed by mid-September of 2022.

We have reviewed the bids received and the low bid contractor is capable of performing the work for this project. Therefore, it is recommended that this work be awarded to the low bidder, Elmer's Crane and Dozer, Inc., and that the proper DDA officials be authorized to execute a unit price contract with the above-mentioned low bidder, in the amount of \$108,999.82, more or less, with Grant funds available in the DDA General Fund.

K:\CITYENG\Projects\2022\203 S Union Demolition Project



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
Harry Burkholder, DDA COO

Date: June 13, 2022

Subject: Holiday Lights Proposal Evaluation

Background

This spring, we concluded a two-year contract with Holiday Lamplighters for the installation and removal of holiday lights throughout downtown. The DDA has held the contract with Holiday Lamplighters for downtown holiday lights since 2020. Prior to that, the contract (also with Holiday Lamplighters) was held by TC Light and Power. This contract also included the annual purchase of new light strands (on a rotating basis) to keep the inventory up-to-date and with proper illumination. The current inventory of lights (roughly 130,000) is stored and maintained by Holiday Lamplighters, but owned by the DDA.

The recently expired contract included canopy lights for approximately 400 trees throughout the downtown district and a handful of trunk-wrapped lights for a total compensation of \$33,500 per year. The contract also included canopy lighting for trees from Pine Street to Division Street (which is part of the DTCA) for an additional compensation of \$2,400.

In addition to the costs for installation/removal and new strands, the DDA is also covers a monthly fee from TC Light and Power for the power used to keep the holiday lights on.

Under an agreement at the time of the transfer of the contract, TC Light and Power contributes \$10,000 toward the total cost of installation and removal.

Holiday Lighting RFP

With the contract set to expire, we asked Holiday Lamplighter to put together a new proposal for holiday lighting. Noting the rising costs of materials and supply-chain issues, the new two-year proposal submitted by Holiday Lamplighter was roughly double the cost of the existing contract.

Due to the potential sizeable increase in cost, in April, we issued a formal RFP for holiday lighting. In addition to the traditional tree canopy lighting, the RFP included a request to maintain a year-round wrap of lights on the trunk and primary stem of 16 trees within the mid-block crosswalks of the 100, 200 and 300 blocks of Front Street. Eight of these trees will include a wrap of colored lights on the trunk and all major stems between November and January.

In total, we received five proposals from a variety of lighting and/or landscaping companies.

One.

Company: Begonia Brothers

Bid: \$132,536

Details: Includes new sets of LED lights and three service calls for damaged/non working lights. Begonia Brothers included an alternative proposal that included a more concentrated branch wrap (without the tree canopy) for \$154,900.

Other Downtowns/Communities Serviced: Kalamazoo, Toledo

Two

Company: Zoro's Christmas Lights

Bid: Option One.	Option Two.
2-year lease	2-year contract
\$114,500	128,500

Details: Option Two includes an additional 800 lights. Lights would remain with DDA if the two year contract or lease is completed. There is a \$25,000 cancelation clause for year two, with lights remaining with Zoro's.

Other Downtowns/Communities Serviced: Birmingham Mich., Boyne Mountain Resorts

Three.

Company: Holiday Lamplighters

Bid: Option One.	Option Two.
3-year contract	3-year contract
\$112,845	\$148,845

Details: Option One utilizes the current light inventory (which they are already storing) for a trade-in credit.

Other Downtowns/Communities Serviced: Traverse City, Petoskey

Four.

Company: Voltage Electric

Bid: \$34,600

Details: Cords and extension cords would be provided by DDA. Includes two trips per month for maintenance

Other Downtowns/Communities Serviced: None provided

Five.

Company: Up North Softwash Roof & Exterior Cleaning

Bid: \$31,575

Details: No limits for service calls.

Other Downtowns/Communities Serviced: None provided

Based on our previous relationship and the ability to utilize our existing light inventory, I am recommending that the DDA Board select Holiday Lamplighter (option one) to hang and remove holiday lights.

I will be working with partners to find a funding cost-sharing approach, but at this time the full cost would be absorbed by the DDA.

Recommended Motion

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.



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: June 13, 2022

Subject: Project Updates

Inform Studio - 100 and 200 Block Alley Riverwalk and Pedestrian Plaza

The DDA team, in cooperation with the Inform Studio Team, facilitated our first round of stakeholder engagement (including meetings with adjacent property owners) on June 1st and 2nd. Over 60 people participated in the stakeholder meetings, providing great thoughts and feedback. The Inform Team continues to solicit one-on-one feedback with downtown property and business owners who were unable to attend the stakeholder meetings.

Our next round of engagement will focus on the community at-large, with a large community open-house planned for July 13th.

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.

FAQ's, a timeline and other updates for this project can now be found on the DDA website.

Grandview Parkway and Bridges

Work continues in the coordination effort between MDOT, the City and DDA related to the reconstruction of Grandview Parkway. As you may have heard, MDOT announced they would begin construction of Grandview Parkway in the spring of 2024. On another front, we expect the West Front Street Bridge to be open by the July 4th holiday.

2022 Summer Maintenance and Cleaning Downtown

I am working with Bill Watson from Youth Works and city staff to determine the scope assistance options for cleaning and maintaining downtown throughout the summer. These efforts would primarily center around weed removal, trash overflow/removal,

washing sidewalks/street furniture. However, additional maintenance work may also be considered. We expect to finalize an agreement with Mr. Watson shortly and have a YouthWorks crew established later this month.

Way-Finding

We are working with Corbin Design and Valley Hill Signs to update and install pedestrian kiosks (map & directory) throughout downtown. In addition, we are working with Corbin Design to install specialized way-finding signs for Park, Cass and Union Streets.

Planters

Last week, DDA staff (in cooperation with the MSU Master Gardner Program), filled and planted all of the downtown planter boxes. In total, 17 of the original “dune” planters are located on the 100 and 200 blocks of Front Street, 8 “grey” planters are located along Unions Street in Old Town and 21 of the new black planters have been placed along Front (east and west), Pine, Cass and Union Streets.

It is important to remember that we continually work to make important visual and infrastructure connections throughout our entire downtown district. The placement of new planters is another example of this effort (that is, not just placing them on the 100 and 200 blocks of Front Street). Furthermore, we are working on way-finding signage that will encourage shoppers and visitors to “turn the corner” and experience all the great shops and restaurants on Union, Cass, Park and State (and Old Town). Finally, the maintenance and cleaning efforts with YouthWorks will focus on the entire downtown district.



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231-922-2050

Memorandum

To: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO

Date: June 13, 2022

Subject: *Moving Downtown Forward Update*

What's Happened Recently

The second half of the PUMA Team was here on June 1st and 2nd to conduct additional research for the market analysis and conduct a "clean and maintenance" audit of the downtown. As part of their visit, DDA staff and the PUMA team met with key city staff (engineering, parks, public works and the Police Chief) as well as local realtors and key local/regional economic stakeholders.

Last week, a [community survey](#) was released which will continue to be live until June 30.

What's Next

Brad Segal (from PUMA) will be back on **June 21st for the joint DDA Board and City Commission Meeting. The meeting begins at 7:00 pm in the Commission Chambers.** The meeting packet and notice will be issued later this week.

Brad will also facilitate two public open houses scheduled for June 22nd at the City Opera House. The public open house will feature two identical sessions, from 11:30 am to 1:30 pm and from 5:30 pm to 7:30 pm.

Outreach will continue for the open house to ensure participation.



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: June 13, 2022

Subject: Arts Commission Update

Art on the TART - 16th Street Art Installation RFP

We received 10 proposals for the *Art on the TART* - 16th Street RFP and narrowed down the list of preferred candidates to three. This past month, we facilitated site visits and received final submissions from each artist. The Arts Commission will select a finalist at the June 15th meeting.

Strategic Planning

The contract with Parallel Solutions (Megan Motil) to facilitate the development of a Strategic Plan for the Arts Commission was approved earlier this month. A subcommittee of the Arts Commission also met with Ms. Motil to discuss the goals of the strategic planning process and begin data aggregation.

Grant Submission

DDA staff (in cooperation with and Arts Commissioner) drafted and submitted a \$15,000 grant application to the Michigan Arts and Culture Council to commission and implement two to three murals on buildings throughout Downtown Traverse City. If awarded, the \$15,000 grant would be matched by \$15,000 that was included in the 2022/23 Arts Commission Budget. Grants are awarded in July.



Memorandum

To: DDA Board of Directors
CC: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
Date: June 13, 2022
Re: Staff Report: Parking Services – June 2022

Project Updates

Paver Restoration Project

We are evaluating next steps on the paver restoration project. The awarded contractor has completed some of the preparation work to remove the pavers and stone, but left the entrance in a condition that could be hazardous to motorists. The City Attorney has sent a letter notifying them that they have until June 20, 2022 to complete the work before we move forward with a terminating the contract and ultimately finding a new contractor.

Revised TDM Report

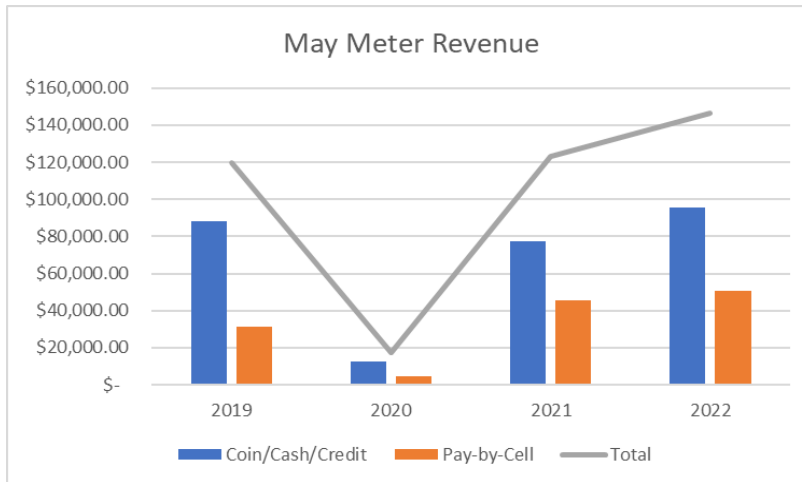
The kick-off call for the revised TDM report is scheduled for Thursday, June 16, 2022. The committee will be comprised representatives from BATA, City Engineering, City Planning and the DDA.

May Parking Revenue

Below are the May 2022 revenues compared to May 2019. The charts include four years of data to show pre and post-pandemic revenues. While meter revenues have exceeded 2019 this is attributed to the rate increase that went into effect May 1, 2021. All other revenue sources are still less than 2019.

Meter Revenues

	2021	2022
Total Revenue	3%	22%
Coin/Cash/Credit	-12%	8%
Pay-by-Cell	45%	62%

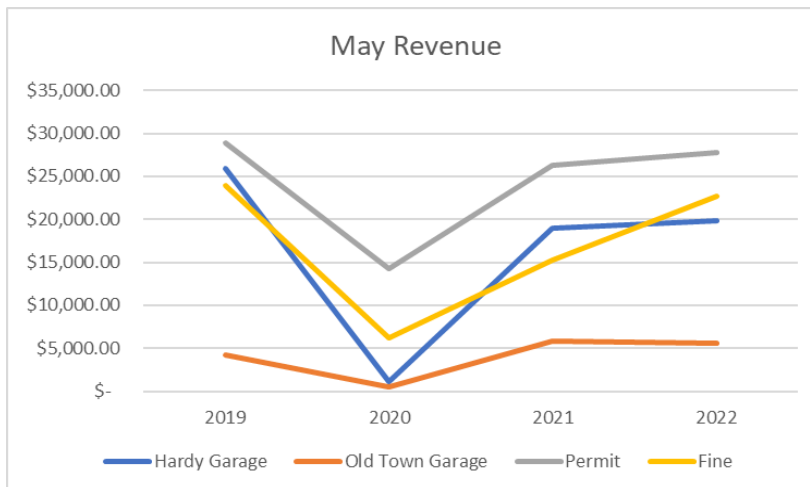


Hourly Admissions

	2021	2022
Hardy Revenue	-27%	-24%
Old Town Revenue	38%	33%

Permits & Fines

	2021	2022
Permit Revenue	-9%	-4%
Fine Revenue	-36%	-5%





Downtown Development Authority
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: June 9, 2022

Re: Communications

Farmers Market Additions

Board member Michael Brodsky and myself completed interviews of three wonderful new additions to the Sara Hardy Downtown Farmers Market advisory board (see memo in consent calendar section). All three begin service at the next advisory board meeting in October.

Downtown Riverfront

Inform Studios completed extensive in-person meetings with downtown property owners and businesses on June 1 and 2. More than 65 people attended these sessions. I will be working with the team to promote the general public input session scheduled for July 13.

Moving Downtown Forward

Progressive Urban Management Associates (PUMA) presses on with the “Moving Downtown Forward” process. A survey is now live on our website, and further communications will focus on encouraging the public to participate in two of the open houses at the City Opera House scheduled for June 22. They are scheduled from 11:30 a.m. to 1:30 p.m. and 5:30 to 7:30 p.m.

Destination Downtown

I’m working on a communication plan for Destination Downtown, a partnership with BATA in which downtown employees can ride BATA to work for free (parking covers the cost). The first push will be through social media, media coverage and bus ads. This plan involves promotion of this program throughout the year in an effort to attract riders.

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. June in particular will be busy with ad design and submission.

DOWNTOWN TRAVERSE CITY ASSOCIATION

BOARD MEETING

THURSDAY, May 12, 2022
8:30 AM

DRAFT MINUTES

1. Call to Order (*Libman*) 8:37am unofficial, 8:45am official
 - a. Present: Jeff Joubran, Jeff Libman, Margaret Morse, Karen Hilt, Amanda Walton
 - i. Absent: Libby Barnes, Liz Lancashire, Dawn Gildersleeve ,
Blythe Skarshaug
2. Approval of [Minutes of the Board Meeting of April 18, 2021](#)
 - a. Motion to approve the minutes as presented, **motion by Margaret and seconded unanimously passes**
3. CEO Report (*Derenzy*)
 - a. DTCA Financials
 - i. Motion to approve the financials as presented, **motion by Karen and seconded by Margaret and present board members**
 - Jeff J brought up the due structure and there will be a follow up discussion in the October meeting about changing this for the 23-24 budget
 - Karen asked how many people would potentially drop out if their dues were increased
 - We need to look at employee benefits and what are the perks of being in the DTCA
 - Amanda asked if we could do away with the original structure and bill people
 - Jeff J brought up block captains and sending out a letter in the past at the end of the season to let people know if they didn't pay all of their dues
 - Jeff L Has some ideas for benefits for staff and downtown employees
 - Karen all DTCA should be faces of the DTCA vs one block captain
 - Margaret refers to the "dark days" where we supported everyone with a check and other support as downtown businesses
 - Jean mentioned that we need to really lean into the Gift Certificate program and all that has provided
 -
 - b. Updates

Puma meeting review: property owners and retail are not on the same page, looking at market assessment piece

- Next steps is the survey
- They will be coming back to have a joint DDA board and city commission meeting
- Talks about closing front street and how do we keep a balance with downtown thriving
- Confusion on DDA vs. DTCA
- June 22nd will be meeting at Opera House

Coast Guard: the Coast Guard has asked to be part of the downtown discount program

- Jean is working to find a grand through Traverse Connect
- Both Jeff J and Amanda W honor a military discount
- Jeff L brought up if there were other entities that might want to join this same program

Motion was presented to approve giving discount to Coast Guard, **motion by Jeff Libman and seconded by Jeff Joubran and Amanda Walton**

4. [Events Review](#) (Taylor)

- a. Art Walk Recap
- b. Art Fair Series Update

- Abby found out that the street closes at 6am and Brickyard cannot tow until 6am.
- Overall, good energy and great night for Spring Art Walk!

5. Adjourn 9:44am



**Minutes of the
Downtown Development Authority for the City of Traverse City
Circulation Subcommittee Meeting
Thursday, May 12, 2022**

A subcommittee meeting of the Downtown Development Authority of the City of Traverse City was called to order at the Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 1:30 p.m.

The following Board Members were in attendance: Board Member Steve Nance, Board Member Jeff Joubran, Board Member Michael Brodsky, and Student Liaison Audrey Michael

The following Board Members were absent: None

(a) **CALL TO ORDER**

Steve Nance called the meeting to order at 1:32PM.

(b) **ROLL CALL**

(c) **STATE STREET CONVERSION**

(1)

State Street Two-Way Conversion (Jean Derenzy, Chris Zull)

The Following Addressed the Subcommittee:

Jean Derenzy, DDA CEO
Chris Zull
Jeff Joubran
Steve Nance
Audrey Michael
Michael Brodsky
HarryBurkholder

(d) **PUBLIC COMMENT**

(e) **ADJOURNMENT**

(1)

Motion to adjourn the meeting.

That the Circulation Subcommittee adjourn the meeting at 3:05PM.

Moved by Jeff Joubran, Seconded by Steve Nance

Yes: Steve Nance, Jeff Joubran, Michael Brodsky, and Audrey Michael

Absent: None

CARRIED. 4-0-0 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO



**Minutes of the
Downtown Development Authority for the City of Traverse City
Circulation Subcommittee Meeting
Thursday, May 26, 2022**

A subcommittee meeting of the Downtown Development Authority of the City of Traverse City was called to order at the Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 9:30 a.m.

The following Board Members were in attendance: Board Member Steve Nance, Board Member Jeff Joubran, and Board Member Michael Brodsky

The following Board Members were absent: Student Liaison Audrey Michael

(a) **CALL TO ORDER**

Nance called the meeting to order at 9:35AM

(b) **ROLL CALL**

(c) **STATE STREET CONVERSION**

(1)

State Street Two-Way Conversion (Jean Derenzy, Chris Zull)

The following addressed the Committee:

Steve Nance
Jean Derenzy, DDA CEO
Jeff Joubran
Michael Brodsky
Chris Zull
Suzanne Schulz
Shawn Winter
Tim Lodge

That the Subcommittee recommend two-way conversion of State Street from Front Street and Pine Street to Boardman Avenue and two-way conversion from Front

Street to State Street at Boardman Avenue. Further, two-way conversion shall be a two year pilot with ability for a two year extension.

Moved by Michael Brodsky, Seconded by Jeff Joubran

Yes: Steve Nance, Jeff Joubran, and Michael Brodsky
Absent: Audrey Michael

CARRIED. 3-0-1 on a recorded vote

(d) **PUBLIC COMMENT**

(e) **ADJOURNMENT**

(1)

Motion to adjourn the meeting at 11:10AM.

That the Circulation Subcommittee adjourn the meeting.

Moved by Jeff Joubran, Seconded by Michael Brodsky

Yes: Steve Nance, Jeff Joubran, and Michael Brodsky
Absent: Audrey Michael

CARRIED. 3-0-1 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO