

Traverse City Downtown Development Authority Regular Meeting

March 18, 2022

8:30 am

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted: March 14, 2022



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 February 18, 2022 Downtown Development Authority Board of Directors meeting (Approval recommended) (Jean Derenzy)

[Downtown Development Authority Regular Meeting - 18 Feb 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 February 2022 (approval recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess)

[DDA General, TIF 97 & Old Town TIF February 2022 Financials - PDF](#)

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

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

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C.

21

Destination Downtown Waive Participation Fees (Approval Recommended) (Jean Derenzy, Nicole VanNess)
[Destination Downtown Waive Participation Fees Memo \(Jean Derenzy, Nicole VanNess\) - PDF](#)

- D. 23
- Change order JE Johnson Old Town Boilers (Approval Recommended) (Jean Derenzy, Nicole VanNess)
[Change Order JE Johnson Old Town Boilers \(Jean Derenzy, Nicole VanNess\) - PDF](#)

5. ITEMS REMOVED FROM CONSENT CALENDAR

6. NEW BUSINESS

- A. 25 - 26
- Preliminary 2022/2023 DDA General, TIF 97 and Old Town TIF Budgets (Jean Derenzy)
[Preliminary Budget Memo \(Jean Derenzy\) - PDF](#)

7. OLD BUSINESS

- A. 27 - 33
- Lot L Agreement Amendment (Approval Recommended) (Jean Derenzy, Nicole VanNess)
[Parking Lot L Lease Amendment Memo \(Jean Derenzy, Nicole VanNess\) - PDF](#)
[Parking Lot L Lease Amendment Ordinance - PDF](#)
[Parking Lot L Lease Amendment Map - PDF](#)
- B. 35 - 38
- Amendment to Parking Management Agreement (Approval Recommended) (Jean Derenzy)
[Parking Management Agreement Memo \(Jean Derenzy\) - PDF](#)
[Amending Cost - PDF](#)
- C. 39 - 42
- North Union Street Resolution (Approval Recommended) (Jean Derenzy)
[North Union Street Bridge Resolution \(Jean Derenzy\) - PDF](#)
[2017 Critical Bridge Resolution - PDF](#)

8. CEO REPORT

- A. 43 - 46
- Project Updates (Jean Derenzy)
[Project Updates \(Jean Derenzy\) - PDF](#)

9. BOARD MEMBER REPORTS

- A. 47
Arts Commission (Steve Nance, Harry Burkholder)
[Arts Commission Update Memo \(Steve Nance, Harry Burkholder\) - PDF](#)
-

10. STAFF REPORTS

- A. 49 -
50
Downtown Experience Coordinator Report (Abby Taylor)
[Downtown Experience Coordinator Report \(Abby Taylor\) - PDF](#)
- B. 51
Communications and Outreach Director Report (Art Bukowski)
[Communications and Outreach Director Report \(Art Bukowski\) - PDF](#)
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11. RECEIVE AND FILE

- A. 53 -
55
Arts Commission February 2022 Meeting Minutes
[February 16, 2022 Arts Commission Meeting Minutes - DRAFT - PDF](#)
- B. 57 -
58
DTCA February 2022 Meeting Minutes
[February 10, 2022 DTCA Board Meeting Minutes - PDF](#)
- C. 59 -
60
Transportation Mobility Director Report (Nicole VanNess)
[Transportation Mobility Director Report \(Nicole VanNess\) - PDF](#)
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12. PUBLIC COMMENT

13. ADJOURNMENT



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, February 18, 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 Steve Nance, Board Member Peter Kirkwood, Board Vice Chair Scott Hardy, Board Member Damian Lockhart, Board Member Jeff Joubran, Board Member Pam DeMerle, Board Member Katy Bertodatto, Board Member Michael Brodsky, and Student Liaison Audrey Michael

The following Board Members were absent: Chairperson Gabe Schneider, Mayor Richard Lewis, Board Member Pam Marsh (unexcused), and Board Member Todd McMillen (unexcused)

Vice Chairperson Hardy presided at the meeting.

(a) **CALL TO ORDER**

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.

Approval of the agenda as presented

Moved by Jeff Joubran, Seconded by Steve Nance

Yes: Steve Nance, Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Pam DeMerle, Katy Bertodatto, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Richard Lewis, Pam Marsh, and Todd McMillen

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)

Approval of the minutes of the January 21, 2022 Downtown Development Authority Board of Directors meeting (approval recommended) (Jean Derenzy)

(2)

Approval of Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for January 2022. (Approval recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess)

(3)

Arts Commission Budget Adjustment (approval recommended) (Jean Derenzy, Harry Burkholder)

(4)

Appointment to Farmer's Market Advisory Board (approval recommended) (Gabe Schneider)

That the DDA Board approve the consent calendar as presented.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Steve Nance, Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Pam DeMerle, Katy Bertodatto, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Richard Lewis, Pam Marsh, and Todd McMillen

CARRIED. 9-0-4 on a recorded vote

(e) **SPECIAL ORDER OF BUSINESS**

(1)

Informational Bi-Annual Report to Community (MCL 125.4910(4)) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Scott Hardy

(2)

Presentation of Year Ending June 30, 2021 Downtown Development Authority Audit (approval recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Doug Vederveld

That the DDA Board approve the annual audited financial statements for the Traverse City Downtown Development Authority for the year ending June 30, 2021.

Moved by Katy Bertodatto, Seconded by Damian Lockhart

Yes: Steve Nance, Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubbran, Pam DeMerle, Katy Bertodatto, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Richard Lewis, Pam Marsh, and Todd McMillen

CARRIED. 9-0-4 on a recorded vote

(3)

Overview of Bridge Construction in 2022

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Kaitlyn Aldridge
Peter Kirkwood
Katy Bertodatto
Jeff Joubbran
Scott Hardy

(4)

Overview of TART Trail Planning Conceptual Design (Grandview Parkway Division to Garfield) (Jean Derenzy, Shawn Winter City Planner, Julie Clark TART ED)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Julie Clark
Shawn Winter
Peter Kirkwood

Jeff Joubran
Steve Nance
Scott Hardy
Pam DeMerle
Katy Bertodatto
Audrey Michael

(f) **NEW BUSINESS**

(1)

Consideration to Enter into Contract with Inform Studio for 100/200 Block of Lower Boardman (approval recommended) (Jean Derenzy, Interview Committee)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Peter Kirkwood
Damian Lockhart
Michael Brodsky
Steve Nance
Scott Hardy
Harry Burkholder
Shawn Winter

That the DDA Board approve to enter into a contract with Inform Studio for consulting services to assist the DDA in developing a conceptual design for a riverwalk and pedestrian plaza along the 100 & 200 block alleys for a not-to-exceed cost of \$315,000 subject to approval as to substance by the DDA CEO and form by the DDA Attorney.

Moved by Peter Kirkwood, Seconded by Katy Bertodatto

Yes: Steve Nance, Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Pam DeMerle, Katy Bertodatto, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Richard Lewis, Pam Marsh, and Todd McMillen

CARRIED. 9-0-4 on a recorded vote

(2)

Consideration of Applying for USDA Grant Retail Incubator Project (\$80,000 application) (approval recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Scott Hardy
Peter Kirkwood

That the DDA Board approve the attached resolution to proceed with the USDA Rural Business Development program application for \$80,000 specifically for the Downtown Retail Incubator Project.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Steve Nance, Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Pam DeMerle, Katy Bertodatto, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Richard Lewis, Pam Marsh, and Todd McMillen

CARRIED. 9-0-4 on a recorded vote

(g) **CEO REPORT**

(1)

Project Updates (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

(h) **STAFF REPORTS**

(1)

Downtown Experience Coordinator Report (Abby Taylor)

The Following Addressed the Board:

Abby Taylor
Katy Bertodatto
Peter Kirkwood
Jeff Joubran

(2)

Communications and Outreach Director Report (Art Bukowski)

The Following Addressed the Board:

Art Bukowski
Scott Hardy

Pam DeMerle
Damian Lockhart

(i) **RECEIVE AND FILE**

(1)

Parking Advisory Board Update (Scott Hardy)

(2)

Arts Commission Update (Steve Nance, Harry Burkholder)

(3)

Transportation Mobility Director Report (Nicole VanNess)

(4)

Brookings Institute Article - Downtown Traverse City

(5)

DTCA January 2022 Meeting Minutes

(6)

Parking Advisory Board February 2022 Meeting Minutes

(j) **PUBLIC COMMENT**

No public Comment

(k) **ADJOURNMENT**

(1)

Vice Chairperson Hardy adjourned the meeting at 10:24am.

That the DDA Board adjourn the meeting.

Moved by Katy Bertodatto, Seconded by Peter Kirkwood

Yes: Steve Nance, Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubbran, Pam DeMerle, Katy Bertodatto, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Richard Lewis, Pam Marsh, and Todd McMillen

CARRIED. 9-0-4 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO

Traverse City DDA - General

Balance Sheet Summary

As of February 28, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	4,083,272.51
Accounts Receivable	447,859.63
Other Current Assets	-2,870.41
Total Current Assets	\$4,528,261.73
Other Assets	4,701.00
TOTAL ASSETS	\$4,532,962.73
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	3,274,529.05
Credit Cards	0.00
Other Current Liabilities	416,943.42
Total Current Liabilities	\$3,691,472.47
Total Liabilities	\$3,691,472.47
Equity	841,490.26
TOTAL LIABILITIES AND EQUITY	\$4,532,962.73

Traverse City DDA - TIF 97

Balance Sheet Summary

As of February 28, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	3,072,360.78
Accounts Receivable	3,021,112.59
Other Current Assets	0.00
Total Current Assets	\$6,093,473.37
Fixed Assets	0.00
Other Assets	0.00
TOTAL ASSETS	\$6,093,473.37
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	0.04
Other Current Liabilities	245,237.86
Total Current Liabilities	\$245,237.90
Total Liabilities	\$245,237.90
Equity	5,848,235.47
TOTAL LIABILITIES AND EQUITY	\$6,093,473.37

DDA Old Town TIF

Balance Sheet Summary

As of February 28, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	423,318.61
Accounts Receivable	514,561.92
Other Current Assets	0.00
Total Current Assets	\$937,880.53
TOTAL ASSETS	\$937,880.53
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	0.00
Other Current Liabilities	0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	937,880.53
TOTAL LIABILITIES AND EQUITY	\$937,880.53

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DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 02/28/2022

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DB: TRAVERSE CITY			ACTIVITY FOR				
GL NUMBER	DESCRIPTION	2021-22YTD BALANCE NDED BUDGET	02/28/2022	MONTH ENCUMBERED 02/28/22	ENCUMBERED EAR-TO-DATE	% BALANCE	BDGT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
585-000-451.073	RAMSDELL GATE FEES	0.00	167.50	0.00	0.00	(167.50)	100.00
585-000-652.000	PARKING FEES-COIN	1,000,000.00	1,385,626.38	40,328.54	0.00	(385,626.38)	138.56
585-000-653.000	PERMITS-SURFACE LOTS	150,000.00	191,600.50	2,143.00	0.00	(41,600.50)	127.73
585-000-653.007	PERMITS - NEIGHBORHOOD	0.00	645.00	0.00	0.00	(645.00)	100.00
585-000-656.010	PARKING FINES	150,000.00	168,428.51	3,873.72	0.00	(18,428.51)	112.29
585-000-664.000	INTEREST & DIVIDEND EARNIN	60,000.00	39,680.79	0.00	0.00	20,319.21	66.13
585-000-677.000	REIMBURSEMENTS	0.00	3,372.03	3,354.06	0.00	(3,372.03)	100.00
585-000-686.000	MISCELLANEOUS INCOME	0.00	6,001.42	(150.00)	0.00	(6,001.42)	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	1,805,522.13	49,549.32	0.00	1,237,177.87	59.34
Dept 586 - HARDY DECK							
585-586-651.000	PARKING DECK PROCEEDS	120,000.00	220,973.95	2,677.30	0.00	(100,973.95)	184.14
585-586-653.005	PERMITS-PARKING DECK	150,000.00	148,939.00	1,424.00	0.00	1,061.00	99.29
585-586-668.000	RENTS AND ROYALTIES	13,000.00	7,344.00	918.00	0.00	5,656.00	56.49
Total Dept 586 - HARDY DECK		283,000.00	377,256.95	5,019.30	0.00	(94,256.95)	133.31
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	35,000.00	53,128.90	40.25	0.00	(18,128.90)	151.80
585-587-653.005	PERMITS-PARKING DECK	40,000.00	80,854.13	0.00	0.00	(40,854.13)	202.14
Total Dept 587 - OLD TOWN DECK		75,000.00	133,983.03	40.25	0.00	(58,983.03)	178.64
TOTAL REVENUES		3,400,700.00	2,316,762.11	54,608.87	0.00	1,083,937.89	68.13
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	8,900.00	6,618.25	184.41	0.00	2,281.75	74.36
585-585-704.000	EMPLOYEE OVERTIME	2,200.00	1,257.63	0.00	0.00	942.37	57.17
585-585-714.000	HEALTH SAVINGS ACCT EXPEN	0.00	30.34	(0.59)	0.00	(30.34)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	200.00	113.49	13.60	0.00	86.51	56.75
585-585-716.000	EMPLOYEE HEALTH INSURANC	100.00	73.19	9.15	0.00	26.81	73.19
585-585-717.000	EMPLOYEE LIFE/DISABILITY IN	0.00	17.84	2.22	0.00	(17.84)	100.00
585-585-718.000	RETIREMENT FUND CONTRIBU	700.00	377.58	0.00	0.00	322.42	53.94
585-585-727.000	OFFICE SUPPLIES	6,000.00	2,634.42	389.16	0.00	3,365.58	43.91
585-585-740.000	OPERATION SUPPLIES	37,000.00	15,174.33	1,083.80	25,515.24	(3,689.57)	109.97
585-585-801.000	PROFESSIONAL AND CONTRAC	1,180,800.00	231,517.59	17,523.04	1,170,582.17	(221,299.76)	118.74
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	13,976.21	2,558.35	133,186.00	(125,562.21)	681.31
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	1,440.72	0.00	0.00	3,559.28	28.81
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
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	2,419.49	985.73	97.94	11,482.57	17.98
585-585-910.000	INSURANCE AND BONDS	13,000.00	6,981.87	0.00	0.00	6,018.13	53.71

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 02/28/2022

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		2021-22YTD BALANCE		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	2021-22YTD BALANCE	MONTH ENCUMBERED	ENCUMBERED	% BDGT		
		ENDED BUDGET	02/28/2022	02/28/22	EAR-TO-DATE	BALANCE	USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
585-585-920.000	PUBLIC UTILITIES	15,000.00	5,729.64	669.10	0.00	9,270.36	38.20
585-585-930.000	REPAIRS AND MAINTENANCE	99,700.00	14,010.14	95.00	8,131.66	77,558.20	22.21
585-585-930.005	RAMSDELL GATE REPAIR & MA	1,000.00	0.00	0.00	0.00	1,000.00	0.00
585-585-940.000	RENTAL EXPENSE	83,000.00	40,024.93	3,049.32	44,815.63	(1,840.56)	102.22
585-585-956.000	MISCELLANEOUS	0.00	11,213.57	0.00	0.00	(11,213.57)	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	401,002.49	26,562.29	1,384,841.64	190,855.87	90.34
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	4,194.11	35.98	4,181.37	624.52	93.06
585-586-801.000	PROFESSIONAL AND CONTRAC	125,800.00	25,715.44	3,677.05	53,663.93	46,420.63	63.10
585-586-850.000	COMMUNICATIONS	3,300.00	1,536.00	0.00	0.00	1,764.00	46.55
585-586-910.000	INSURANCE AND BONDS	8,000.00	4,243.68	0.00	0.00	3,756.32	53.05
585-586-920.000	PUBLIC UTILITIES	55,000.00	36,190.74	16,515.47	0.00	18,809.26	65.80
585-586-930.000	REPAIRS AND MAINTENANCE	318,100.00	48,574.27	3,262.78	71,046.23	198,479.50	37.60
585-586-940.000	RENTAL EXPENSE	16,500.00	8,089.74	0.00	0.00	8,410.26	49.03
585-586-956.000	MISCELLANEOUS	10,000.00	619.25	0.00	0.00	9,380.75	6.19
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	159,779.73	23,491.28	159,279.23	433,641.04	42.39
Dept 587 - OLD TOWN DECK							
585-587-740.000	OPERATION SUPPLIES	8,000.00	5,341.38	0.00	7,740.53	(5,081.91)	163.52
585-587-801.000	PROFESSIONAL AND CONTRAC	107,500.00	42,192.23	2,588.75	55,074.50	10,233.27	90.48
585-587-850.000	COMMUNICATIONS	5,100.00	2,350.93	134.95	1,185.07	1,564.00	69.33
585-587-910.000	INSURANCE AND BONDS	6,000.00	3,787.14	0.00	0.00	2,212.86	63.12
585-587-920.000	PUBLIC UTILITIES	55,000.00	18,565.07	6,152.89	0.00	36,434.93	33.75
585-587-930.000	REPAIRS AND MAINTENANCE	294,400.00	123,063.97	977.97	116,187.73	55,148.30	81.27
585-587-940.000	RENTAL EXPENSE	14,300.00	7,014.96	0.00	0.00	7,285.04	49.06
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	222,646.43	9,854.56	200,518.58	248,134.99	63.04
TOTAL EXPENDITURES		3,400,700.00	783,428.65	59,908.13	1,744,639.45	872,631.90	74.34
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		3,400,700.00	2,316,762.11	54,608.87	0.00	1,083,937.89	68.13
TOTAL EXPENDITURES		3,400,700.00	783,428.65	59,908.13	1,744,639.45	872,631.90	74.34
NET OF REVENUES & EXPENDITURES		0.00	1,533,333.46	(5,299.26)	(1,744,639.45)	211,305.99	100.00

03/10/2022 11:45 AM
User: nvanness
DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 02/28/2022

		ACTIVITY FOR				
		2021-22YTD BALANCE	MONTH ENCUMBERED	ENCUMBERED	% BDGT	
GL NUMBER	DESCRIPTION	ENDED BUDGET	02/28/2022	02/28/22 YEAR-TO-DATE	BALANCE	USED

03/10/2022 11:43 AM
User: nvanness
DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 02/28/2022

Page: 1/1

		2021-22YTD BALANCE		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	NDED BUDGET	02/28/2022	MONTH ENCUMBERED	ENCUMBERED	% BDGT	
				02/28/22	EAR-TO-DATE	BALANCE	USED
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-674.000	CONTRIBUTIONS-PUBLIC SOUR	15,000.00	0.00	0.00	0.00	15,000.00	0.00
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	31,500.00	0.00	0.00	18,500.00	63.00
TOTAL REVENUES		50,000.00	31,500.00	0.00	0.00	18,500.00	63.00
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	921.18	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	2,095.05	0.00	3,404.22	77.31
Total Dept 282 - PUBLIC ARTS COMMISSION		50,000.00	35,301.37	3,016.23	14,395.78	302.85	99.39
TOTAL EXPENDITURES		50,000.00	35,301.37	3,016.23	14,395.78	302.85	99.39
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		50,000.00	31,500.00	0.00	0.00	18,500.00	63.00
TOTAL EXPENDITURES		50,000.00	35,301.37	3,016.23	14,395.78	302.85	99.39
NET OF REVENUES & EXPENDITURES		0.00	(3,801.37)	(3,016.23)	(14,395.78)	18,197.15	100.00



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
Date: March 10, 2022
Re: Destination Downtown Waive Participation Fees

Destination Downtown Agreement

Transportation has not bounced back from the pandemic and has had reduced service due to staffing and ridership. Regardless, we feel this program is important in supporting our Transportation Demand Management initiatives and offers value to the business owners in the DDA District. Our auto-renewal of the Destination Downtown program began March 1, 2022. We have allocated Auto Parking Funds in the 2022/23 budget so we may continue to offer the Destination Downtown program to employees.

We have already issued three cards for the new program year. One of the users has been dedicated to the program and the other two are infrequent. We are hopeful that we will be able to increase ridership as more employees return to downtown. I will be working with our Communications and Outreach Director to continue our marketing and communication efforts to promote this solution to employers and employees.

Destination Downtown Participation Fees

Last year we waived participation fees of up to \$100 per business and \$5 per employee pass. It may take time for individuals to feel comfortable utilizing public transit, and we do not want to deter anyone from having access to transportation at this time. This program offering is an important component in our managed parking system. Given the low ridership, we would like to continue to encourage the use of current and new participants by waiving employer participation fees for another year.

RECOMMENDED MOTION

That the DDA Board of Directors waive DestinationDowntown Participation Fees for 2022/2023.



Memorandum

To: Marty Colburn, City Manager
CC: Jean Derenzy, DDA CEO
Tim Lodge, City Engineer
From: Nicole VanNess, Transportation Mobility Director
Re: March 10, 2022
Date: Change Order: Old Town Boiler Project

In January, I provided an update on some outstanding issues we were tracking related to pressure and flow issues of the newly installed boilers. After evaluating the lock out issues on the existing control panels, the determination was made that a change order was required to replace the control panels caused by compatibility issues that ultimately would have been required regardless of the vendor selected.

The new controllers were received and installed on Wednesday, January 12th. Following the installation, we have continued to see lockout issues. Second opinions and representatives of the control panel vendor has been onsite to investigate. The most recent evaluation by Nealis Engineering is that additional labor for wiring and the replacement of an actuator is needed. This is outside of the current contract scope and will need to be a change order.

Another outstanding item in the current contract is the sensor replacement that is to be coordinated with the paver restoration project in the spring. We have shared our concerns with being presented with additional change orders in order to close out the project. Based on the evaluation this should be the last of the change orders needed. Nealis will meet with the contractor and review the final punch list for the boilers and the control panels.

RECOMMENDED MOTION

That the DDA Board recommend the City Commission approve a change order with JE Johnson Controls in an amount of \$4,000 for the purchase and installation of an actuator and wiring of the control panels in conjunction with the OldTown Boiler project.



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

MEMORANDUM

To: DDA Board of Directors

From: Jean Derenzy, CEO

Date: March 14, 2022

Re: 2022/2023 Budget

I have started building next year's budget. A preliminary 2022/2023 budget was presented to the Finance Committee at their March meeting for discussion and review. I plan to present a final draft budget to the DDA Board at the April meeting. The preliminary budget, as discussed with the Finance Committee, included the following elements:

DDA General:

The preliminary Budget includes the continued partnership (and contract) with Traverse Connect for services such as business development, retention and recruitment. In addition, I have included a contract for completing an asset inventory of downtown and facilitating a comprehensive conceptual design process for the Civic Square.

TIF 97:

For TIF 97 Capital Projects, the preliminary budget is based on our December 2021 discussions which identified the following projects and priorities:

1. North Cass Street Bridge
2. South Union Street Bridge
3. Two-Way Street conversion of State Street
4. Tree Replacement
5. Clean and Green Initiatives

The DDA will continue working on implementing components of the Lower Boardman Unified Plan, including the riverwalk and pedestrian plaza along the 100 and 200 block alley. As previously discussed, once the conceptual plan is complete for the riverwalk and pedestrian plaza, we will need to amend the TIF Plan to implement and fund (likely by bonding) this transformational project.

The West Front Street Parking Deck is identified in the TIF 97 Plan and has also been identified as a high priority by the Board. This project will also require an amendment to the TIF Plan to implement and fund (also likely by bonding).

A new design for East Front Street is also identified in the TIF 97 Plan. However, this project will also require an amendment to the TIF Plan to implement and fund. Once the conceptual plan is complete for the Civic Square, we will need to amend the TIF Plan to implement and fund this project.

As a reminder, the timing and manner in which each of these projects will be implemented will be included in our organizational/structural study with PUMA.

The Retail Incubator Program will also move forward into the 2022/2023 budget.

Old Town TIF

For Old Town TIF Capital Projects, the focus will be on the River's Edge and Midtown Riverwalk as well as participation of a snowmelt project on Union Street whereby the DDA will split the cost of installing the new snow-melt system with the private property owner(s).

Parking

The Parking Budget for 2022/2023 will focus on capital improvements, with the use of prior year's surplus funds.

Parking Related Capital Improvements

Hardy Parking Deck: (Hardy Parking Fund)

1. Pedestrian stair tower window maintenance (CIP-1199)
2. Pedestrian stair tower interior maintenance (CIP-1209)
3. Repaint all entrances/exits

General Parking Fund:

1. Lot B and Lot C Resurfacing
2. Bicycle/mobile amenities
3. Destination Downtown contribution program through BATA.
4. Meter Replacement

DDA Parking Management Agreement Fee

The management fee covers the full costs of the employee's assigned specifically to parking. The fee for this year will increase to \$816,000, after two years of no increase. There are no costs for this contract, that is paid to the DDA General Administrative Operation.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
Re: March 10, 2022
Date: Amend Lot L Parking Area Lease Agreement

This item was first introduced to the Board at their January meeting, and was tabled in order to gather additional information. The request to amend the lease will add the south Governmental Center public lot into the enforcement area as an employee permit only lot.

Responses to the following concerns are as follows:

- Management of the permit process
 - County and City HR Departments will determine eligible employees, obtain applicable employee information (i.e., license plate), issue permits, and track returns and replacements
 - County and City HR Departments will determine which Boards and Committees eligible for permits, issue permits, and track returns and replacements
- South lot (L1) hours and use
 - Parking by permit enforced Monday – Friday 7:30 AM-5:30 PM
 - Public parking all day Saturdays and Sundays, after 5:30 PM and before 7:30 AM Monday-Friday
 - November 1st-April 15th – No parking between 2:00 AM-7:00 AM Sunday-Saturday
 - Reserved parking spaces for County/City vehicles will be moved from north lot to south lot
 - Permits for the lot will not be made available for sale to the general public
- North lot (L) hours and use
 - Public parking
 - Reserved spaces converted to metered spaces
 - Metered parking enforced Monday-Saturday 8 AM-6 PM
- Public Meeting Parking
 - Metered spaces in north lot (L)
 - Free parking in Courthouse lot or on-street

The County will order signage that will need to be installed to identify where and when parking is permitted for the public. The Parking Services department will work with the County and City

to ensure signage is installed and the changes are communicated to employees prior to starting any enforcement.

RECOMMENDED MOTION

That the DDA Board recommend the City Commission approve the Amended and Reinstated Parking Area Lease for the Governmental Center parking lots referred to as Lot L subject to substance and approval by the City Attorney.

GRAND TRAVERSE COUNTY
COUNTY PARKING LOT ORDINANCE
ORDINANCE No. 7

PREAMBLE

The Grand Traverse County Board of Commissioners is empowered by Public Act 58 of 1945 as amended, MCL 46.201 to maintain and regulate parking lots for the safe and proper use of parking lots for the general public. In adopting this ordinance, the Grand Traverse County Board of Commissioners has determined that the County parking lots located at the Grand Traverse County Governmental Center Campus, 400 Boardman Avenue Traverse City Michigan, need regulation for the safe and proper use of the lots by the general public and municipal employees.

Section I: Name

This ordinance shall be known and sited as the "Grand Traverse County Parking Lot Ordinance, Ordinance No. 7."

Section II: Purpose

The purpose of this ordinance is to provide rules for the parking of motor vehicles at the Grand Traverse County Governmental Center Campus, and to provide guidance for the enforcement of this ordinance.

Section III: Definitions

- A. "Alley" shall mean the travel portion of parking areas that begins on Washington Street and is a one way to the exit onto Boardman Avenue and runs adjacent to the jail on the North and the Prosecuting Attorney's Office and Governmental Center on the South.
- B. "Authorized Vehicles" shall mean vehicles owned and operated by the Grand Traverse County Sheriff's Office, the Michigan State Police, the City of Traverse City Police Department, employees of the Grand Traverse County Prosecuting Attorney's Office, Grand Traverse County Facilities Management Department, and other authorized vehicles as may be authorized by the Grand Traverse County Administrator.
- C. "City" shall mean the City of Traverse City.
- D. "County" shall mean Grand Traverse County.
- E. "Governmental Center Campus" shall mean the City and County's administrative offices together with the other elected official offices buildings and courthouses located generally at 400 Boardman Avenue, Traverse City Michigan, 49684.

- F. "Jail" shall mean the Grand Traverse County Jail, which is located at the Governmental Center.
- G. "Permitted Vehicles" shall refer to those private motor vehicles, owned by County employees, City employees, county and city owned vehicles, and any other motor vehicles for which a written special permit is displayed on the rear-view mirror of the vehicle, issued by Grand Traverse County Administration for a specified period of time.
- H. "South Lot" shall mean all parking spaces to the south of the southernmost entrance to the Governmental Center parking lot off Boardman Avenue.

Section IV: Regulations

- A. Except as otherwise provided in this Ordinance, no motor vehicle parking at the Governmental Center Campus shall be allowed between the hours of 2:00 a.m. and 7:00 a.m. from November 1st through April 15th except as authorized in any parking lot.
- B. No motor vehicle parking shall be allowed between the hours of 7:00 a.m. and 5:30 p.m. in the South Lot except Permitted Vehicles, and except as otherwise may be posted.
- C. No parking by any motor vehicle at any time shall be allowed in the Alley except by Authorized Vehicles.
- D. The Grand Traverse County Sheriff's Office is responsible for the enforcement of this ordinance. The City of Traverse City Parking Enforcement Bureau may also enforce this ordinance by means of an executed contract with the County.

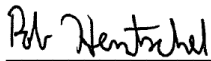
Section V: Penalty

- A. A violation of this parking lot ordinance shall be punished by a \$10 civil infraction fine, or as set forth by the City's Parking Enforcement Bureau.
- B. A violation of this ordinance may also be treated as a nuisance and abated by the County Sheriff's Office by:
 - 1. impoundment of the vehicle involved and cost to be paid by the owner before return of the motor vehicle, or
 - 2. removal of the motor vehicle to a designated motor vehicle pound with the vehicle returned only upon payment of reasonable impoundment fees by the owner, or
 - 3. notice of violation

Section VI: Miscellaneous

- A. This ordinance, as amended and restated, shall take effect thirty (30) days after publications as required by law. All ordinances or parts of ordinances in conflict with any of the provision of this ordinance are hereby repealed.

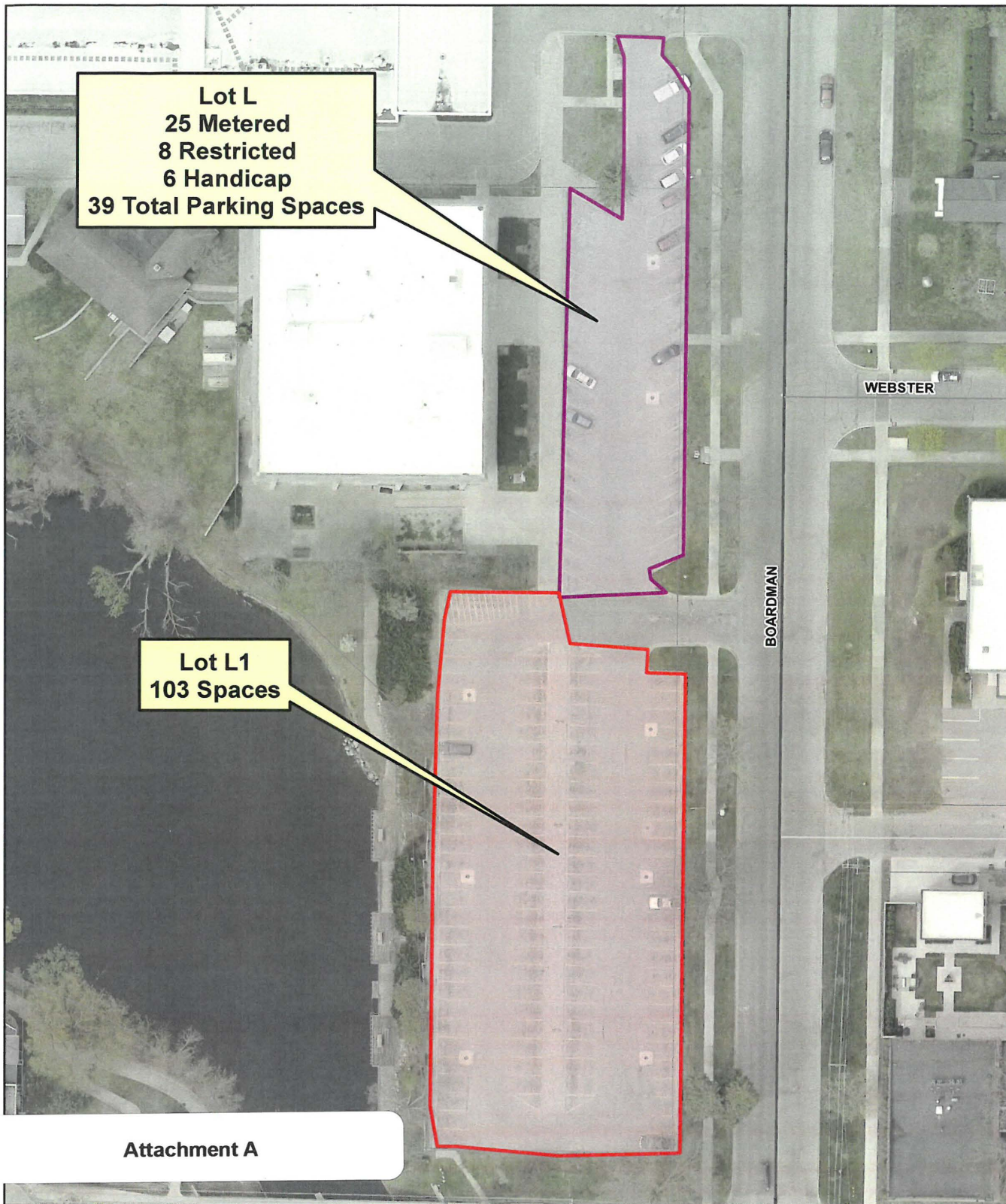
- B. The provisions of this ordinance are hereby declared to be severable, and if any clause, sentence, word, section, or provision is declared void or unenforceable for any reason by a court of competent jurisdiction the remaining portions of said ordinance shall remain in force.



Chairperson Board of Commissioners
County of Grand Traverse

Published in Record Eagle: 10/28/2021

Effective Date: 11/27/2021



Lot L
25 Metered
8 Restricted
6 Handicap
39 Total Parking Spaces

Lot L1
103 Spaces

Attachment A



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

MEMORANDUM

To: DDA Board of Directors
From: Jean Derenzy, CEO
Date: March 14, 2022
Re: Amendment to Parking Agreement

The DDA Board and City Commission approved, in 2020, an amendment to the Parking Services Agreement whereby the DDA would be reimbursed for costs associated with all employees assigned to Parking. The amendment reflects the costs associated based on the approved budget. However, this amendment was never executed by both the DDA and City Commission.

Attached is the Amendment, which has been approved by City Attorney and DDA Attorney.

RECOMMENDED MOTION: Approval of Second Amendment to Traverse City Parking Services Amended and Restated Operation and Management Agreement.

**SECOND AMENDMENT TO TRAVERSE CITY PARKING SERVICES AMENDED
AND RESTATED OPERATION AND MANAGEMENT AGREEMENT**

This Second Amendment ("Amendment") to the Traverse City Parking Services (formerly known as Auto Parking System or APS) Amended and Restated Operation and Management Agreement dated September 5, 2017 and amended June 18, 2018 (the "Agreement") by and between the CITY OF TRAVERSE CITY, a Michigan municipal corporation, whose address is 400 Boardman Avenue, Traverse City, Michigan 49684 (the "City") and the TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY, a Michigan quasi-municipal corporation, of 303 East State Street, Suite A, Traverse City, Michigan 49684 (the "DDA"), is made this ____ day of _____, 2019.

The parties hereby agree to amend the Agreement in the following manner:

Paragraph 10 shall be replaced in its entirety with the following:

10. **Compensation.** Effective July 1, 2020 the City shall pay the DDA the sum of EIGHT HUNDRED THOUSAND DOLLARS (\$800,000) per fiscal year, in installments of SIXTY-SIX THOUSAND SIX HUNDRED SIXTY-SIX DOLLARS (\$66,666.00) per month for all services rendered under this Agreement. Payments in this amount shall continue until a different amount is approved by the City Commission in its annual budget process. Subsequently, the City shall pay the DDA the amount recommended by the DDA and approved by the City Commission in its annual budget process in equal monthly installments. Payments shall be made out of the Traverse City Parking Services funds. The DDA Board of Directors shall annually prepare a budget for Traverse City Parking Services in conformity with the City's budgeting practices and according to the schedule of all other City budgeting operations. As additional compensation to the DDA, the DDA shall be entitled to occupy office space in the Hardy Parking Deck during the term of the Agreement.

All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the date and year first above written.

DOWNTOWN DEVELOPMENT
AUTHORITY

CITY OF TRAVERSE CITY

By: _____
Gabe Schneider, Chair

By: _____
Richard Lewis, Mayor

By: _____
Richard Lewis, Secretary

By: _____
Benjamin C. Marentette, City Clerk

Approved as to Substance:

Approved as to Form:

Martin A. Colburn, City Manager

Lauren Tribble-Laucht
City Attorney

Jean Derenzy, DDA CEO

Scott Howard, DDA Attorney



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

MEMORANDUM

To: DDA Board of Directors

From: Jean Derenzy, CEO

Date: March 14, 2022

Re: North Union Street Bridge

MDOT is soliciting applications for candidate projects for the Local Bridge Program for the fiscal year 2025. The Local Bridge Program will provide funding for 95% of the eligible construction cost for the work with 5% provided by the local agency (City/DDA). The City/DDA would be responsible for the non-participating costs along with the necessary design and construction engineering cost.

The City Engineering Department will complete and submit the applications for improvements for the North Union Street Bridge. The bridge was last repaired in 2000 and with the emphasis on infrastructure investments for bridges being discussed at the state and federal level, City Engineering is recommending applying for funding as construction would not take place until nearly 30 years after the last repair.

The work anticipated includes the structural repair of the existing concrete and steel beam supported deck, painting of the structural steel, repair of the concrete abutment and pier, replacement of the railings, repair of the expansion joint and related work. The bridge railing posts will also be used for pedestrian scale lighting, similar to the recent repair work on the park, and 8th Street Bridges. The estimated cost is \$1,363,000. This includes a local match of either \$68,150 (5% match) or \$136,300 (10% match).

Funding from the Local Bridge Program has been received for the bridges of West Front Street, Park Street, 8th Street, South Cass and North Cass along with the South Union Street Bridge; with all local matches coming from the DDA. Having the ability to at least have this application in to allow for 90 to 95% is incredibly helpful for our infrastructure projects.

The attached resolution is needed for the application to be submitted. To increase the ability for funding, recommendation is made for a 10% match, or \$136,300, which would come from TIF 97.

RECOMMENDED MOTION

That the Downtown Development Authority approve the 2017 Resolution in support of critical bridge support for the North Union Street Bridge.

**RESOLUTION IN SUPPORT OF CRITICAL BRIDGE
SUPPORT FOR THE NORTH CASS STREET BRIDGE**

- Because, presently the North Cass Street Bridge crossing the Boardman River qualifies for the LOCAL BRIDGE PROGRAM; and
- Because, the North Cass Street Bridge is an integral part of the City Transportation System and is second priority in bridge rehabilitation; and
- Because, the closure or loss of this bridge crossing would provide a considerable hardship on transportation in this area; and
- Because, the City of Traverse City and Traverse City Downtown Development Authority have sufficient funds for their portion of the bridge rehabilitation; therefore, be it

RESOLVED, that the City of Traverse City and Traverse City Downtown Development Authority actively seeks participation for this rehabilitation from the LOCAL BRIDGE PROGRAM.

I hereby certify that the above resolution was adopted by the Traverse City Downtown Development Authority Board of Directors at its Regular Meeting held on April 21, 2017, in the Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.



Rob Bacigalupi
Executive Director

RESOLUTION IN SUPPORT OF CRITICAL BRIDGE

SUPPORT FOR THE SOUTH UNION STREET BRIDGE

Because, presently the South Union Street Bridge crossing the Boardman River qualifies for the LOCAL BRIDGE PROGRAM; and

Because, the South Union Street Bridge is an integral part of the City Transportation System and is second priority in bridge rehabilitation; and

Because, the closure or loss of this bridge crossing would provide a considerable hardship on transportation in this area; and

Because, the City of Traverse City and Traverse City Downtown Development Authority have sufficient funds for their portion of the bridge rehabilitation; therefore, be it

RESOLVED, that the City of Traverse City and Traverse City Downtown Development Authority actively seeks participation for this rehabilitation from the LOCAL BRIDGE PROGRAM.

I hereby certify that the above resolution was adopted by the Traverse City Downtown Development Authority Board of Directors at its Regular Meeting held on April 21, 2017, in the Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.



Rob Bacigalupi
Executive Director



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: March 14, 2022

Subject: Project Updates

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

Our first team meeting with the Inform Studio is scheduled for April 13th. As you may recall, Inform Studio has included Hubbell, Roth and Clark in their team for engineering services. Hubbell, Roth and Clark is also the lead engineering firm for the city's effort to re-align the sewer line on the 100 block and add sheet-piling on the 200 block. Due to the close relationship between the two projects, Inform Studio has begun coordinating portions of their work with Hubbell, Roth and Clark.

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 amend the TIF 97 Plan (to include both the project and cost) and determine the best approach for funding.

Moving Downtown Forward (PUMA)

As a reminder "Moving Downtown Forward" is the name of the initiative we are using when referring to the work that PUMA is doing for the DDA. PUMA staff will conduct their first site visit from May 1st to May 4th. We are working with PUMA staff to create an agenda/schedule for each day of their site visit, which will include meetings with DDA Board members. Leading up to their site visit, PUMA staff will be conducting a series of video calls with downtown and community stakeholders.

American Rescue Plan Act (ARPA) Funds

To help Traverse City secure state allocated ARPA funds, the Community Foundation, in partnership with Traverse Connect, Rotary Charities and Networks Northwest are working with Public Sector Consultants to facilitate a regional approach to identify community partnerships, encourage collaboration and ultimately to secure state funding. The DDA submitted the following projects:

1. 100/200 Block Riverwalk and Pedestrian Plaza

2. Civic Square
3. West Front Street Parking Garage
4. Pilot Project two-way state street conversion, including work at the Hardy Parking Garage
5. Circulator Pilot Project (car service)
6. East Front Street Reconstruction
7. Street-Sweeper

For projects that are not funded through state ARPA funds, the DDA will continue to work with Traverse Connect to secure federal ARPA funds. Also, applications are anticipated to be issued from GT County for the \$18 Million appropriated they were appropriated.

In addition, the DDA will be submitting a Congressionally Directed Spending request through the Office of U.S. Senator Gary Peters for the 100/200 block Riverwalk/Pedestrian Plaza project.

USDA and MEDC Grants

DDA staff developed and submitted applications for MEDC's *Match on Main* Grant Program on behalf of Cousin Jenny's (for relocation costs) and a new childcare facility that will be located in the new Commonground Building. The Match on Main program is a reimbursement program of up to \$25,000 for eligible infrastructure expenses.

In addition, an application for \$75,000 was made to the USDA for the retail incubator program and I remain in discussion with two building owners for a potential location for the incubator.

Grandview Parkway and TART Expansion

Work continues in the coordination effort between MDOT, the City and DDA related to the reconstruction of Grandview Parkway as well as the potential for an expanded TART trail.

Mobility and Bike Plan

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.

With that in mind, the DDA will be working with the City (and a consultant) to facilitate the development of a comprehensive Mobility and Bike Plan for the city. A large portion of this planning effort will be funded through an allocation from the State's Redevelopment Readiness Program. The remaining portion of the planning effort will be funded by the city and DDA. The Mobility and Bike 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.

Zoning

This past December, the City Planning Commission reviewed and discussed considerations and draft language for amendments to the city's zoning ordinance that would regulate first floor uses within the C-4 District, which includes most of Downtown.

The discussion stemmed from concern that the current ordinance does not adequately protect the vibrant and unique commercial/retail mix of downtown - and as a result, over time, could negatively impact the engaging and pedestrian-friendly experience of downtown.

To address this concern, city planning staff developed a series of possible land use standards for the first floor of buildings in different parts of downtown for discussion purposes. Under some of these possible standards, upper floors (as well as floors below grade) would continue to be allowed to be occupied by any use in the district. Existing uses that would not be allowed under the proposed changes would be grandfathered in as legal nonconforming uses and would be allowed to continue operating.

The possible land use standard were presented to the Planning Commission for discussion and their January 26th meeting and again at the Planning Commission's March 1st public hearing. Based on feedback received at the public hearing as well as numerous calls and emails (including a request from the DDA), the Planning Commission did not take any formal action and decided to work with the DDA to facilitate additional meetings with business and property owners to better understand concerns and get feedback.

Downtown Summit

We will be hosting a Summit with downtown business and property owners on April 20th (likely beginning mid-morning) at the Opera House. The first half of the Summit will include a presentation with updates on current and upcoming projects/initiatives. The second half of the Summit will provide an opportunity for business/property owners to ask questions and share their concerns/ideas/thoughts about downtown and how the DDA can help address their needs.

Downtown Circulation Study

As you recall, this fall, the DDA (in partnership with Progressive AE) completed comprehensive design work for East Front Street. As part of this effort, the DDA also worked to conduct a circulation study for downtown, including the potential conversion of one-way streets. We recently received (and are reviewing) the final report from the circulation study. Chris Zull, from Progressive AE, will be at your April Board meeting to discuss the final report and answer any questions.





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

Memorandum

To: Downtown Development Authority Board of Directors

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

Memo Date: March 14, 2022

Subject: Arts Commission Update

Strategic Planning Effort

The Arts Commission, in collaboration with Parallel Solutions, anticipates to initiate its strategic planning in April.

Art on the TART - 16th Street Art Installation RFP

The RFP for a new art installation along the TART Trail (at 16th Street), has been released. The deadline for responses is April 8th.



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Memorandum

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

From: Abby Taylor

Date: March 18, 2022

Re: Event Update

Traverse City Restaurant Week

2022 Restaurant Week was a great success this year! On Wednesday, March 9, we sent a survey out to all participating restaurants. [These results](#) are still being gathered and reviewed, however, most results indicate an increase in sales and general satisfaction scores (with all ratings at least a 4 out of 5) being high for most respondents. The DTCA Board is looking at ways to improve this every year with this feedback. Next year this will not be the same weekend as Presidents' Day weekend and we will look into different tier pricing to accommodate all restaurants.

Events Updates

The DTCA has been meeting regularly to discuss new and modified events. Many of these events involve partnering with community organizations. Below you will find event proposals for each of these events with details including dates and merchant involvement. These events include the following:

- Earth Day Weekend "Invest in Our Planet" (April 22 - 24)
 - I. We will be featuring DTCA businesses that have Earth-friendly offerings during this weekend through social media and our website
- Art Walk (May 7 - 8)
 - I. This will be from 4-7pm on May 7 and registrations will be going out 3/14

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- II. We will be strongly encouraging artists to be doing demonstrations and being present during this timeline
- III. Merchants will have their choice to serve beverages and snacks. This year to bring a focus back on the ART. We encourage a non-alcoholic beverage

2022 Art Fair Series

Applications for the 2022 Art Fair Series have been published. Applications are due April 1st and we will review applications the month of April for responses by May 1st. Following that, we will be sending out invoices for all art fairs.

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Memorandum

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

From: Art Bukowski, Communications, Marketing and Outreach Director

Date: March 9, 2022

Re: Communications

Farmers Market prep and board transition

As mentioned previously, I'm the point person in the office for the Sara Hardy Downtown Farmers Market. Three folks have expressed interest in leaving the advisory committee after many years of service. That means we're on the hunt for three new members, ideally customers. Spread the word!! Applicants should send a letter of interest to art@downtowntc.com. We are also preparing to sort through this year's in-person applicants and gear up for another great market season.

PUMA planning

Progressive Urban Management Associates (PUMA) and the DDA held a meeting last month to discuss PUMA's extensive evaluation process, now dubbed "Moving Downtown Forward." With PUMA in town in May for the first time, we're preparing the first stages of publicity for this process to roll out later this month and into April. It will be critical to ensure the goals of this process, along with the public's opportunities for input, are effectively and thoroughly communicated across multiple channels.

Website Improvements

Pages and/or sections of the website regarding TIF, how the DDA is funded and more have been significantly improved/streamlined. More to come on this front in the coming weeks and months.

General Communications

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. I also edit and advise on both internal and external communication.



**Minutes of the
Arts Commission for the City of Traverse City
Regular Meeting
Wednesday, February 16, 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 Amundsen, Commissioner Mi Stanley, Board Member Caitlin Early, Board Member Steve Nance, and Board Member Joshua Hoisington

The following Commissioners were absent: None

Chairperson Hershey presided at the meeting.

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

(b) **CONSENT CALENDAR**

- (1) Consideration of minutes from the Regular Arts Commission meeting of December 16, 2021 (approval recommended)
- (2) Consideration of approving the January Financials (approval recommended)
- (3)

(c) **OLD BUSINESS**

- (1) Budget Update and Budget Amendment Consideration (approval recommended)

- Commissioner Walter noted a desire to clarify in the communication regarding the budget amendment to the City Commission and DDA that the budget amendment is just an amendment for this fiscal year and that there is adequate funding in the current fund balance.

That the Traverse City Arts Commission submit a request to the DDA Board of Directors and the City Commission for a budget amendment of \$12,000 for the 2021/2022 budget.

Moved by Ashlea Walter, Seconded by Caitlin Early

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

Absent: None

CARRIED. 7-0-0 on a recorded vote

(2) Art Signage Installation Project Update

- Burkholder noted that signs have been installed at the 10th Street Trailhead project and the Petrakovitz sculptures and re-installed at the pedestrian tunnel.
- Commissioner Early noted a desire to discuss options for cheaper/more recyclable signs for rotating exhibits with Image 360. Burkholder noted he would follow up with Image 360.

(3) Banner Request for Proposals

- Commissioners noted a desire to provide a pay-out for each banner of \$100 (for a total of \$3,000) for the entire corridor.
- Commissioners noted a desire to move the project into the early part of the 2022/2023 fiscal year but release the RFP prior to June 1st.
- Commissioners noted a desire to revise the RFP to: (1) include "up to" four banner and nine artists into the RFP; (2) streamline the application requirements to include: Letter of Interest, Images and Resume; (3) streamline the contract requirements regarding copyright (upon approval from the city attorney); (4) include the Arts Selection Panel in the process narrative; and (5) correct a few typo's.
- Commissioners decided that artist recognition will be in digital formats rather than on the banners themselves.

(4) Art on the TART Request for Proposals

- Commissioners noted a desire to revise the RFP to include: (1) clarification that the art submission could be new or existing art; (2) push back the call for artist a couple weeks; and (3) rework the images on the "location" description to demonstrate the project must be set back from the trail (for snow clearing) and that the installation could bleed into the surrounding landscape.
- Mr. Burkholder noted he would revise the RFP and send it to Commissioner Amundson for final approval before releasing it.

(5) Strategic Plan Update

- Burkholder noted a contract will be prepared for the Strategic Plan once the budget amendment is approved.

(d) NEW BUSINESS

(1) Pride Celebration Proposal - Nick Viox

- Commissioners agreed that the Arts Commission would pass along a note of support but would not be making any directives toward a location or making a financial contribution.
- The Arts Commission also agreed it would help UpNorth pride with any digital promotion.

(e) **PUBLIC COMMENT**

(1) General

(2) Commissioners

- Burkholder noted an agreement between the city and library should be forthcoming to display several of the framed Mazinaadin pictures.
- Commissioners noted a desire to discuss the want/need for subcommittees at the March meeting with an understanding committee work will likely be discussed more deeply under the Strategic Planning Process.
- Burkholder noted a desire the budget at the March meeting and a desire to discuss the possibility of a "partnership" grant the Arts Commission would allocate each year with dedicated funds.
- Burkholder noted that Mr. Petrakovitz declined an invitation for a ribbon-cutting ceremony.

(f) **ADJOURNMENT**

(1)

Roger Amundson

DOWNTOWN TRAVERSE CITY ASSOCIATION BOARD MEETING

THURSDAY, FEBRUARY 10, 2022

8:30 AM

Hotel Indigo

MINUTES

1. Call to Order (**Gildersleeve, 8:36am**)
 - a. Present: Jeff Libman, Jeff Joubran, Libby Barnes, Dawn Gildersleeve, Karen Hilt, Margaret Morse
 - b. Absent: Amanda Walton, Blythe Skarshaug, Liz Lancashire
2. Approval of [Minutes of the Board Meeting of January 13, 2022](#)
 - a. Motion to approve the minutes as presented **motion by Jeff Libman and seconded by Dawn Gildersleeve**
3. 2022 Strategy Event Discussion (Old vs. New events)
 - a. Old Events:
 - 3 Art Fairs | Old Town, National Cherry Festival, Downtown Art Presidents' Day Weekend Sale | February 18-20
 - Restaurant Week | February 20-26
 - TC zip code for future?**
 - Downtown Art Walk | May 6
 - Rick Tinker contact**
 - Street Sale | August 5
 - Annual Dinner | October 27
 - Halloween Walk | October 31
 - Follow back up about timing**
 - SYCD | November 12
 - Light Parade, Santa's Arrival, & Tree Lighting | November 19
 - Need a separate chat about this and timing**
 - Move it to the first weekend in December?**
 - Black Friday & Small Business Saturday | November 25-26
 - Ladies' Night & Men's Night | December 16
 - Is this going to be one holiday night?**
 - b. New Events 2022:
 - Game Day Tailgate | October 29 | Parking lot
 - Movies on the Square | Friday Nights in August | Civic Square
 - Festival of the Arts/ Downtown Art Fair | August 19 & 20 | Civic Square
 - *Instead of Friday Night Live

-Pins

-Tokens

-Flowers

Holiday Open House | November or December

c. New Events 2023:

TC Winterfest | January

Comedy Festival | February

-Ben Whiting

4. Gift Certificates

- a. Communication will be sent out to businesses to identify the district of where they can be used and how the whole gift certificate program works.
- b. Checks that are being returned and how those are being handled

5. [Events & Communications Review](#) (Taylor)

- a. Presidents' Day Weekend Sale
 - 20 Merchants signed up so far
 - Promoting through social media
- b. Traverse City Restaurant Week
 - i. 38 total restaurants
 - ii. \$5,223 profit
 - iii. Partnered with d2g marketing for menus to be clearer and track how many views each restaurant receives per day
- c. Events Update
 - i. Art Walks (first one in May- same with possibly adding events)

Art Fair Series Update

- a. Old Town Arts & Crafts Fair Application | Saturday, June 18 | Old Town
- b. National Cherry Festival Arts & Crafts Fair Application | Sunday, July 3 | The Commons
- c. Downtown Art Fair Application | Saturday, August 20 | The Open Space / Union

6. CEO Report (Derenzy)

- d. DDA Activities
 - i. Grandview Parkway Reconstruction
 - ii. East Front St

7. Adjourn **(9:59am)**



Memorandum

To: DDA Board of Directors
CC: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
Date: March 10, 2022
Re: Staff Report: Parking Services – March 2022

Parking Advisory Board

The Parking Advisory Board meeting schedule has changed from the 1st Thursday of the month at 11:00 AM to the 1st Wednesday of the month at 11:00 AM. The meetings will continue to take place at the Governmental Center in the Committee Room. The next meeting will be Wednesday, April 6, 2022 at 11:00 AM.

Project Updates

Smart Meter Sensors

In January, I provided an update on the in-ground sensor issues and their reporting of decreased utilization. This week, CivicSmart sent a pole mount sensor to install and test. Once we can evaluate, we will determine if we will move forward with converting the in-ground sensors to pole mounted sensors.

Amano-McGann

Last month, I provided an update on the terminated partnership between Traffic and Safety Control System and Amano-McGann our parking access and revenue control equipment provider. We have made contact and had a site visit with PSX who has been authorized by Amano to take over as the distributor in our region. Their site visit was productive as we provided a history overview of both garages, and they walked the site to familiarize themselves with our operations.

PARCS Equipment

The two-way traffic conversion on State Street will affect the Hardy Parking Garage as the internal traffic circulation was configured based on the one-way traffic. Due to the Amano-McGann partnership changes and the five-year age of the current equipment, we are evaluating whether we would add new Amano equipment or convert all equipment to a new vendor. The pros and cons will be provided as the project progresses.

Staffing

We have been fortunate to have hired three new employees. We are eager to get them trained and ready for what we anticipate to be a busy summer season. We will return to normal seven day a week operation on Sunday, March 13, 2022.

February Parking Revenue

Below are the February revenues compared to February 2020.

Meter Revenues

	2021	2022
Total Revenue	-35%	4%
Coin	-40%	-4%
Pay-by-cell	-24%	19%

Hourly Admissions

	2021	2022
Hardy Revenue	-74%	-35%
Old Town Revenue	-16%	32%

Permits & Fines

	2021	2022
Permit Revenue	19%	-4%
Fine Revenue	-50%	-13%