

Traverse City Downtown Development Authority Regular Meeting

Friday, November 18, 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

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 October 21, 2022 Downtown Development Authority meeting (Approval Recommended) (Jean Derenzy)
Downtown Development Authority Regular Meeting - 21 Oct 2022 - Minutes - PDF | 7 -
13 |
| B. | Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking Services and Arts Commission for October 2022 (Approval Recommended) (Jean Derenzy)
DDA General, TIF 97, Old Town TIF October 2022 - PDF
TC Parking Services Financials October 2022 - PDF
TC Arts Commission Financials October 2022 - PDF | 15 -
23 |

5. ITEMS REMOVED FROM CONSENT CALENDAR

6. SPECIAL ORDER OF BUSINESS

- | | | |
|----|---|----|
| A. | Recognition of Employees on the Two-Way Pilot Project (Jean Derenzy)
Two-Way Pilot Employee Recognition (Jean Derenzy) - PDF | 25 |
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- B. Informational Bi-Annual Report to Community (MCL 125.4910(4)) (Jean Derenzy) 27
[Informational Bi-Annual Report to Community Memo \(Jean Derenzy\) - PDF](#)
-

7. OLD BUSINESS

- A. Moving Downtown Forward Update/Overview (Jean Derenzy) 29 - 30
[Moving Downtown Forward Update/Overview Memo \(Jean Derenzy\) - PDF](#)
- B. Presentation of Lower Boardman/Ottaway River Conceptual Design (Approval Recommended) (Jean Derenzy, Inform Studio) 31 - 238
[Lower Boardman/Ottaway River Conceptual Design Memo \(Jean Derenzy\) PDF](#)
[Inform Final Design Part 1 \(Intro\) - PDF](#)
[Inform Final Design Part 2 \(Conceptual Design\) - PDF](#)
[Inform Final Design Part 3 \(Appendix\) - PDF](#)
[Inform Final Design Part 4 \(Civic Engagement Results\) - PDF](#)
-

8. CEO REPORT

- A. Bridge Funding (Approval Recommended) (Jean Derenzy) 239 - 240
[Bridge Funding Memo \(Jean Derenzy\) - PDF](#)
- B. Funding for data collections State St./Pine St./Boardman Ave. (Approval Recommended) (Jean Derenzy) 241 - 242
[Data Collection on state St/Pine St./Boardman Ave. Memo \(Jean Derenzy\) - PDF](#)
- C. Memorandum of Understanding - TART/City of Traverse City (Approval Recommended) (Jean Derenzy) 243 - 247
[Project Agreement Memo \(Jean Derenzy\) - PDF](#)
[TART Bayfront Improvement & Extension Project Agreement - PDF](#)
- D. Project Updates (Jean Derenzy) 249 - 251
[Project Updates Memo \(Jean Derenzy\) - PDF](#)
[Project Map - PDF](#)
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9. BOARD MEMBER REPORTS

- A. Arts Commission Update (Harry Burkholder, Steve Nance) 253
[Arts Commission Update \(Steve Nance\) - PDF](#)
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10. STAFF REPORTS

- A. Transportation and Mobility Director Report (Nicole VanNess) 255 - 257
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[Transportation and Mobility Director Report \(Nicole VanNess\) - PDF](#)

- | | | |
|----|--|-----------|
| B. | Downtown Experience Coordinator Report (Abby Taylor) | 259 - 260 |
| | Downtown Experience Coordinator Report (Abby Taylor) - PDF | |
| C. | Communications and Outreach Director Report (Art Bukowski) | 261 |
| | Communications and Outreach Director Report (Art Bukowski) - PDF | |
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11. RECEIVE AND FILE

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|----|--|-----------|
| A. | Update on State St./Pine St./Boardman Ave. | 263 |
| | Pilot Two-Way Conversion Project Update (Jean Derenzy) - PDF | |
| B. | DTCA October 2022 Minutes | 265 - 266 |
| | October 13, 2022 DTCA Board Meeting Minutes - PDF | |
| C. | Arts Commission September 2022 Minutes | 267 - 269 |
| | September 21, 2022 Arts Commission Meeting Minutes - PDF | |
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12. PUBLIC COMMENT

13. ADJOURNMENT



CITY COMMISSION

GOALS & OBJECTIVES

2022-2023



HOUSING & HOMELESSNESS

Increase opportunities for more diverse housing through public and private options.



ACCESS & MOBILITY

Invest in multi-modal mobility strategies and existing and future infrastructure so that individuals of all ages, abilities and income have a network of complete, barrier free, safe, year round access to our community's amenities and basic needs.



CONNECTING PEOPLE WITH EACH OTHER AND NATURE

Invest in facilities and amenities in order to create vibrant City spaces that connect all people to nature and to each other.



ECONOMIC DEVELOPMENT

The City will foster economic development by adopting a growth mentality and by conserving and maintaining natural resources. It will work with partners to invest in and maintain amenities that support a wide variety of industries, build the workforce, and attract well-paying jobs with the region's future in mind.



WATER SYSTEMS

Proactively and consistently maintain, conserve, and manage water and water systems to reduce harm to the systems themselves as well as public health and safety.



CLIMATE CHANGE

Address climate within all of our City priorities, goals, policies, and actions.



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, October 21, 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 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 Will Unger

The following Board Members were absent: Board Member Damian Lockhart

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

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

(b) **ROLL CALL**

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

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

Moved by Jeff Joubran, Seconded by Steve Nance

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

Absent: Damian Lockhart and Michael Brodsky

CARRIED. 10-0-2 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 September 16, 2022 Downtown Development Authority Board meeting (Approval Recommended) (Jean Derenzy)
- (2) Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking Services and Arts Commission for September 2022 (Approval Recommended) (Jean Derenzy)
- (3) Consideration of entering into a 5-year agreement for Parking Management Software (Approval Recommended) (Jean Derenzy, Nicole VanNess)
That the DDA Board approve the consent calendar as presented.

Moved by Scott Hardy, Seconded by Richard Lewis

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubbran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, and Katy Bertodatto

Absent: Damian Lockhart and Michael Brodsky

CARRIED. 10-0-2 on a recorded vote

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

(f) **NEW BUSINESS**

- (1) Consideration of approving new parking permit rates as recommended by the Parking Advisory Board (Approval Recommended) (Jean Derenzy, Nicole VanNess)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

Nicole VanNess, Transportation Mobility Director

Gabe Schneider

Scott Hardy

Pete Kirkwood

That the DDA Board concur with the Parking Advisory Board to approve the revised parking permit rates as proposed.

Moved by Scott Hardy, Seconded by Katy Bertodatto

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubbran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, and Katy Bertodatto

Absent: Damian Lockhart and Michael Brodsky

CARRIED. 10-0-2 on a recorded vote

- (2) Consideration of approving the purchase of parking permits with the DDA funds as recommended by the Parking Advisory Board (Approval Recommended) (Jean Derenzy, Nicole VanNess)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

Nicole VanNess, Transportation Mobility Director

Steve Nance

Richard Lewis

Pete Kirkwood

That the DDA Board concur with the Parking Advisory Board to approve an expenditure up to \$2,800 to purchase parking permits with TIF funds for employees who complete the downtown employee survey.

Moved by Richard Lewis, Seconded by Peter Kirkwood

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubbran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, and Katy Bertodatto

Absent: Damian Lockhart and Michael Brodsky

CARRIED. 10-0-2 on a recorded vote

- (3) Consideration of approving purchase of our current Xerox Machines (Approval Recommended) (Jean Derenzy, Molly Norville)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

That the DDA Board approve: (1) The termination of the lease and service agreement for the current copy machines with Michigan Office Solutions; (2) The purchase of the copy machines we currently lease through Michigan office Solutions; and (3) Signing a contract with Kraft Business Solutions to service the current copy machines.

Moved by Jeff Joubbran, Seconded by Todd McMillen

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubbran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, and Katy Bertodatto

Absent: Damian Lockhart and Michael Brodsky

CARRIED. 10-0-2 on a recorded vote

- (4) Consideration to approve contract with the City of Traverse City for use of ARPA funds for \$500 payment to all full-time DDA employees using State Local Fiscal Recovery Funds (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

That the DDA approve a one-time, non-precedent setting salary premium payment of Five Hundred dollars (\$500.00) for regular full-time employees of the DDA, with funding for such one-time payment to be made from DDA General and reimbursed from City approved funding from SLFRF under ARPA.

Further that the DDA enter into this agreement with the City of Traverse City for such usage of City identified SLFRF funding for this one-time payment of \$500.00 contingent upon approval as to substance of the DDA CEO and form by DDA Attorney.

Moved by Richard Lewis, Seconded by Katy Bertodatto

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubbran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, and Katy Bertodatto

Absent: Damian Lockhart and Michael Brodsky

CARRIED. 10-0-2 on a recorded vote

- (5) Consideration for Platform Cafes (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

Richard Lewis

Steve Nance

Scott Hardy

Pam Marsh

Pete Kirkwood

Katy Bertodatto

Gabe Schneider

Pam DeMerle

(g) **CEO REPORT**

(1) Project Updates (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Pam Marsh
Pete Kirkwood
Steve Nance

(h) **BOARD MEMBER REPORTS**

(1) 2022/2023 CEO Performance Goals and Salary Adjustment (Approval Recommended) (Gabe Schneider)

The Following Addressed the Board:

Gabe Schneider
Richard Lewis
Pam Marsh
Katy Bertodatto

Motion amended to That the DDA Board amend the DDA CEO's current contract and increase the DDA CEO's annual salary to \$112,000 based on market data and the results of the 2022 Performance Evaluation.

Moved by Katy Bertodatto, Seconded by Jeff Joubran

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

Absent: Damian Lockhart and Michael Brodsky

CARRIED. 10-0-2 on a recorded vote

(2) Arts Commission Update (Steve Nance)

The Following Addressed the Board:

Steve Nance

(3) Parking Advisory Board Update (Scott Hardy)

The Following Addressed the Board:

Scott Hardy
Transportation Mobility Director

(i) **STAFF REPORTS**

- (1) Transportation Mobility Director Report (Nicole VanNess)

The Following Addressed the Board:

Nicole VanNess
Katy Bertodatto
Pam Marsh
Scott Marsh

- (2) Communications and Outreach Director Report (Art Bukowski)
(3) Downtown Experience Coordinator Report (Abby Taylor)

The following addressed the Board:
Jeff Joubran

(j) **RECEIVE AND FILE**

- (1) Traverse Connect 3rd Quarter Report
(2) Parking Advisory Board September 2022 Meeting Minutes
(3) DTCA Board September 2022 Meeting Minutes
(4) Arts Commission July 2022 Meeting Minutes
(5) Farmers Market Advisory Board March 2022 Meeting Minutes

(k) **PUBLIC COMMENT**

- (1) Fish Pass Case Update

The following addressed the Board:

Scott Hardy
Scott Howard, DDA Attorney
Richard Lewis
Gabe Schneider
Pete Kirkwood
Steve Nance

- (2) Published Opinion on Building Heights Case

The following addressed the Board:
Richard Lewis

(I) **ADJOURNMENT**

- (1) Motion to adjourn the meeting.
That the DDA Board of Directors adjourn the meeting at 9:57 AM.

Jean Derenzy, Traverse City DDA
CEO

Traverse City DDA - General

Balance Sheet

As of October 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Fifth Third Checking - 3112	4,200,106.40
1072 Bill.com Money Out Clearing	14.00
Fifth Third Savings - 6740	202,801.02
Petty Cash	0.00
Total Bank Accounts	\$4,402,921.42
Accounts Receivable	
1200 Accounts Receivable	253,446.04
Total Accounts Receivable	\$253,446.04
Other Current Assets	
1220 Grants Receivable	8,162.50
1230 Other Receivable	0.00
1480 Payroll Advance	0.00
1499 Undeposited Funds	-384.63
Deposits in Transit	0.00
Due From APS (City of TC)	0.00
Due From Arts Council	0.00
Due From DTCA	150.00
Total Other Current Assets	\$7,927.87
Total Current Assets	\$4,664,295.33
Other Assets	
Due From Other Funds	128.41
Pre-Paid Expense	0.00
Work in Progress	0.00
Total Other Assets	\$128.41
TOTAL ASSETS	\$4,664,423.74
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	3,460,979.31
Total Accounts Payable	\$3,460,979.31
Credit Cards	
2150 First National Bank Card	
2153 First National - 8689	0.00
Total 2150 First National Bank Card	0.00

Traverse City DDA - General

Balance Sheet

As of October 31, 2022

	TOTAL
Total Credit Cards	\$0.00
Other Current Liabilities	
2050 Other Accrued Liabilities	0.00
2110 Direct Deposit Liabilities	0.00
2200 Payroll Liabilities	-99.80
2205 457b Payable	0.00
2210 Federal Income Tax Payable	0.00
2215 Health, Dental, Vision Insurance Payable	69,625.87
2220 Life & Disability Insurance Payable	4,556.79
2225 Medicare Tax Payable	0.00
2230 Social Security Tax Payable	0.00
2235 State Income Tax Payable	0.00
2240 State Unemployment Tax Payable	0.00
2245 Wage Garnishment Payable	0.00
Total 2200 Payroll Liabilities	74,082.86
2400 GRANTS	
2401 Coastal Zone Management	0.00
2402 Destination Downtown	0.00
2403 EGLE -- Cornwell Development	0.00
2404 Heathy 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
Total 2400 GRANTS	0.00
Accrued Payroll Liabilities	8,206.78
Accrued Salaries	32,327.61
Bryan Crough Memorial Fund	0.00
Bumpout Project Funds Collected	0.00
Buy Local Give Local Campaign	0.00
Deferred Income	213,815.97
Deposits Payable	0.00
Double Up Food Bucks	-5,295.39
EBT Bridge Card	-29,276.91
Ironman	0.00
NCF Reimbursements	-480.00
Prescriptions for Health	2,720.64
Project Fresh	-81.00
Senior Project Fresh	-560.00

Traverse City DDA - General

Balance Sheet

As of October 31, 2022

	TOTAL
Total Deposits Payable	-32,972.66
Due to Oldtown TIF	0.00
Due to Other Funds	9,007.81
Due to TIF 97	0.00
Suspense	0.00
Total Other Current Liabilities	\$304,468.37
Total Current Liabilities	\$3,765,447.68
Total Liabilities	\$3,765,447.68
Equity	
3000 Opening Bal Equity	107,606.27
3900 Retained Earnings	628,579.53
Net Income	162,790.26
Total Equity	\$898,976.06
TOTAL LIABILITIES AND EQUITY	\$4,664,423.74

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Traverse City DDA - TIF 97

Balance Sheet
As of October 31, 2022

	TOTAL
Total Current Liabilities	\$48,631.91
Total Liabilities	\$48,631.91
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	4,833,620.97
Net Income	2,695,753.38
Total Equity	\$7,508,174.35
TOTAL LIABILITIES AND EQUITY	\$7,556,806.26

DDA Old Town TIF

Balance Sheet

As of October 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 CASH AND CASH EQUIVILENTS	
1001 Fifth Third Checking - 0650	700,335.05
Total 1000 CASH AND CASH EQUIVILENTS	700,335.05
Total Bank Accounts	\$700,335.05
Accounts Receivable	
1200 ACCOUNTS RECEIVABLE	587,295.98
Total Accounts Receivable	\$587,295.98
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	\$1,287,631.03
TOTAL ASSETS	\$1,287,631.03
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	714,386.80
Net Income	573,244.23
Total Equity	\$1,287,631.03
TOTAL LIABILITIES AND EQUITY	\$1,287,631.03

11/14/2022 10:57 AM
User: nvanness
DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 10/31/2022

Page: 1/2

		2022-23YTD BALANCE		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	NDED BUDGET	10/31/2022	MONTH ENCUMBERED 10/31/22	ENCUMBERED EAR-TO-DATE	ENCUMBERED BALANCE	% BDGT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
585-000-652.000	PARKING FEES-COIN	1,700,000.00	923,514.09	173,262.79	0.00	776,485.91	54.32
585-000-653.000	PERMITS-SURFACE LOTS	200,000.00	62,276.50	27,523.50	0.00	137,723.50	31.14
585-000-653.007	PERMITS - NEIGHBORHOOD	0.00	1,920.00	0.00	0.00	(1,920.00)	100.00
585-000-653.010	DESTINATION DOWNTOWN	0.00	5.00	0.00	0.00	(5.00)	100.00
585-000-656.010	PARKING FINES	200,000.00	118,617.00	27,504.50	0.00	81,383.00	59.31
585-000-664.000	INTEREST & DIVIDEND EARNIN	66,000.00	15,995.95	112.69	0.00	50,004.05	24.24
585-000-677.000	REIMBURSEMENTS	4,700.00	2,212.73	0.00	0.00	2,487.27	47.08
585-000-686.000	MISCELLANEOUS INCOME	0.00	530.00	310.00	0.00	(530.00)	100.00
585-000-699.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	(198,000.00)	198,000.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,170,700.00	1,125,071.27	228,713.48	(198,000.00)	1,243,628.73	42.71
Dept 586 - HARDY DECK							
585-586-651.000	PARKING DECK PROCEEDS	250,000.00	182,443.50	30,685.45	0.00	67,556.50	72.98
585-586-653.005	PERMITS-PARKING DECK	180,000.00	44,424.00	16,720.00	0.00	135,576.00	24.68
Total Dept 586 - HARDY DECK		430,000.00	226,867.50	47,405.45	0.00	203,132.50	52.76
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	70,000.00	55,435.35	8,526.15	0.00	14,564.65	79.19
585-587-653.005	PERMITS-PARKING DECK	100,000.00	42,230.00	11,580.00	0.00	57,770.00	42.23
Total Dept 587 - OLD TOWN DECK		170,000.00	97,665.35	20,106.15	0.00	72,334.65	57.45
TOTAL REVENUES		2,770,700.00	1,449,604.12	296,225.08	(198,000.00)	1,519,095.88	45.17
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	9,700.00	809.52	196.73	0.00	8,890.48	8.35
585-585-704.000	EMPLOYEE OVERTIME	2,000.00	86.69	0.00	0.00	1,913.31	4.33
585-585-714.000	HEALTH SAVINGS ACCT EXPEN	0.00	32.67	(0.59)	0.00	(32.67)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	200.00	56.84	14.55	0.00	143.16	28.42
585-585-716.000	EMPLOYEE HEALTH INSURANC	100.00	39.16	9.79	0.00	60.84	39.16
585-585-717.000	EMPLOYEE LIFE/DISABILITY IN	0.00	9.30	2.32	0.00	(9.30)	100.00
585-585-718.000	RETIREMENT FUND CONTRIBU	700.00	231.14	56.51	0.00	468.86	33.02
585-585-727.000	OFFICE SUPPLIES	6,000.00	1,434.96	296.97	0.00	4,565.04	23.92
585-585-740.000	OPERATION SUPPLIES	37,000.00	3,008.84	1,200.76	33,741.88	249.28	99.33
585-585-801.000	PROFESSIONAL AND CONTRAC	1,006,000.00	286,555.42	84,635.26	1,129,335.90	(409,891.32)	140.74
585-585-802.000	INFORMATION TECHNOLOGY S	197,550.00	12,968.66	1,823.66	103,011.00	81,570.34	58.71
585-585-810.000	COLLECTION COSTS	500.00	0.00	0.00	0.00	500.00	0.00
585-585-850.000	COMMUNICATIONS	24,000.00	4,043.55	256.00	195,873.00	(175,916.55)	832.99
585-585-854.000	CITY FEE	278,100.00	0.00	0.00	0.00	278,100.00	0.00
585-585-860.000	TRANSPORTATION	5,000.00	1,805.88	334.80	0.00	3,194.12	36.12
585-585-862.000	PROFESSIONAL DEVELOPMENT	2,000.00	1,250.00	1,250.00	0.00	750.00	62.50
585-585-863.000	TRAINING	2,000.00	0.00	0.00	0.00	2,000.00	0.00
585-585-880.000	COMMUNITY PROMOTION	65,000.00	0.00	0.00	0.00	65,000.00	0.00
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	0.00	0.00	97.94	13,902.06	0.70
585-585-910.000	INSURANCE AND BONDS	13,000.00	4,790.12	1,036.03	0.00	8,209.88	36.85
585-585-920.000	PUBLIC UTILITIES	15,000.00	3,096.85	749.92	0.00	11,903.15	20.65

		2022-23YTD BALANCE		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	NDED BUDGET	10/31/2022	10/31/22	EAR-TO-DATE	ENCUMBERED BALANCE	% BDGT USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
585-585-930.000	REPAIRS AND MAINTENANCE	519,800.00	9,050.95	3,000.00	19,917.87	490,831.18	5.57
585-585-930.005	RAMSDELL GATE REPAIR & MA	1,000.00	7.64	0.00	0.00	992.36	0.76
585-585-940.000	RENTAL EXPENSE	80,900.00	18,267.69	4,436.70	70,729.60	(8,097.29)	110.01
585-585-956.000	MISCELLANEOUS	3,800.00	20,557.97	0.00	0.00	(16,757.97)	541.00
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	165,000.00	47,500.00	0.00	46,313.00	71,187.00	56.86
585-585-977.000-22-7E	EQUIPMENT	0.00	3,699.90	0.00	3,699.90	(7,399.80)	100.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		2,583,350.00	419,303.75	99,299.41	1,602,720.09	561,326.16	78.27
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	7,000.00	2,919.03	50.22	4,181.37	(100.40)	101.43
585-586-801.000	PROFESSIONAL AND CONTRAC'	131,000.00	4,754.71	4,149.92	44,592.00	81,653.29	37.67
585-586-850.000	COMMUNICATIONS	6,300.00	1,024.00	256.00	0.00	5,276.00	16.25
585-586-910.000	INSURANCE AND BONDS	8,000.00	2,522.12	630.53	0.00	5,477.88	31.53
585-586-920.000	PUBLIC UTILITIES	55,000.00	8,482.77	2,319.09	0.00	46,517.23	15.42
585-586-930.000	REPAIRS AND MAINTENANCE	581,000.00	21,716.19	12,900.69	108,324.17	450,959.64	22.38
585-586-940.000	RENTAL EXPENSE	21,800.00	5,109.88	1,277.47	0.00	16,690.12	23.44
585-586-956.000	MISCELLANEOUS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
585-586-959.000	DEPRECIATION EXPENSE	207,200.00	0.00	0.00	0.00	207,200.00	0.00
585-586-977.000	EQUIPMENT	5,000.00	0.00	0.00	(228.80)	5,228.80	(4.58)
Total Dept 586 - HARDY DECK		1,033,300.00	46,528.70	21,583.92	156,868.74	829,902.56	19.68
Dept 587 - OLD TOWN DECK							
585-587-740.000	OPERATION SUPPLIES	4,000.00	1,881.41	125.70	4,258.53	(2,139.94)	153.50
585-587-801.000	PROFESSIONAL AND CONTRAC'	90,500.00	1,507.88	311.44	25,148.68	63,843.44	29.45
585-587-802.000	INFORMATION TECHNOLOGY S	1,600.00	330.00	0.00	990.00	280.00	82.50
585-587-850.000	COMMUNICATIONS	5,800.00	1,565.26	256.00	62.90	4,171.84	28.07
585-587-910.000	INSURANCE AND BONDS	900.00	2,245.84	561.46	0.00	(1,345.84)	249.54
585-587-920.000	PUBLIC UTILITIES	50,000.00	4,427.33	981.41	0.00	45,572.67	8.85
585-587-930.000	REPAIRS AND MAINTENANCE	55,000.00	30,426.17	8,143.05	90,134.78	(65,560.95)	219.20
585-587-940.000	RENTAL EXPENSE	16,250.00	4,460.28	1,115.07	0.00	11,789.72	27.45
585-587-959.000	DEPRECIATION EXPENSE	183,100.00	0.00	0.00	0.00	183,100.00	0.00
585-587-977.000	EQUIPMENT	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Total Dept 587 - OLD TOWN DECK		412,150.00	46,844.17	11,494.13	120,594.89	244,710.94	40.63
TOTAL EXPENDITURES		4,028,800.00	512,676.62	132,377.46	1,880,183.72	1,635,939.66	59.39
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		2,770,700.00	1,449,604.12	296,225.08	(198,000.00)	1,519,095.88	45.17
TOTAL EXPENDITURES		4,028,800.00	512,676.62	132,377.46	1,880,183.72	1,635,939.66	59.39
NET OF REVENUES & EXPENDITURES		(1,258,100.00)	936,927.50	163,847.62	(2,078,183.72)	(116,843.78)	90.71

11/14/2022 10:56 AM
User: nvanness
DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 10/31/2022

Page: 1/1

		2022-23YTD BALANCE		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	NDDED BUDGET	10/31/2022	MONTH 10/31/22	ENCUMBERED ENCUMBERED	%	BDGT USED
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-674.000	CONTRIBUTIONS-PUBLIC SOUR	5,000.00	0.00	0.00	0.00	5,000.00	0.00
282-000-695.000	TRANSFERS IN	30,000.00	0.00	0.00	0.00	30,000.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		35,000.00	0.00	0.00	0.00	35,000.00	0.00
TOTAL REVENUES		35,000.00	0.00	0.00	0.00	35,000.00	0.00
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-801.000	PROFESSIONAL AND CONTRAC'	35,000.00	8,200.00	8,200.00	17,281.28	9,518.72	72.80
282-282-930.000	REPAIRS AND MAINTENANCE	0.00	1,098.73	0.00	0.00	(1,098.73)	100.00
Total Dept 282 - PUBLIC ARTS COMMISSION		35,000.00	9,298.73	8,200.00	17,281.28	8,419.99	75.94
TOTAL EXPENDITURES		35,000.00	9,298.73	8,200.00	17,281.28	8,419.99	75.94
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		35,000.00	0.00	0.00	0.00	35,000.00	0.00
TOTAL EXPENDITURES		35,000.00	9,298.73	8,200.00	17,281.28	8,419.99	75.94
NET OF REVENUES & EXPENDITURES		0.00	(9,298.73)	(8,200.00)	(17,281.28)	26,580.01	100.00



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: November 14, 2022

Subject: Pilot Two-Way Conversion Staff Recognition

The pilot conversion to two-way traffic on Pine Street, State Street and Boardman Avenue was completed on Tuesday, November 8th. While the physical transformation of the three streets only took a couple days, the process (e.g., planning, staging, decision-making, etc.) for this project was roughly two-years in the making. I do want to take this opportunity to recognize and show our appreciation all the people (including the contractors) who were responsible for making this conversion possible, including:

The City Commission

For considering the DDA's proposal for the pilot project and providing leadership to support implementation.

The DDA Board and Two-Way Conversion Sub-Committee

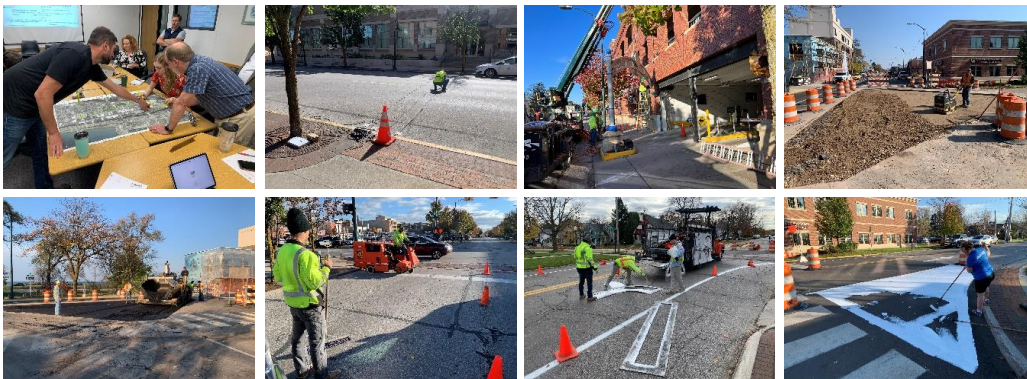
For approving the study, the project, presenting to the City Commission and demonstrating leadership throughout the entire process.

City Staff (e.g., departments of: public services, parks and recreation, planning and engineering)

For assisting in planning, testing, implementation and communication.

DDA Staff and Parking Services Staff

For assisting in planning, implementation and communication.





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

Memorandum

To: Downtown Development Authority Board of Directors

From: Jean Derenzy, CEO

Date: November 14, 2022

Re: Informational Meeting

Per the requirements of the Recodified Tax Increment Finance Act, the DDA must hold two (2) informational meetings for each taxing jurisdiction levying taxes that is subject to capture by the Authority under this Act (MCL 125.4910(4)). Official notice for this meeting was sent to each taxing jurisdiction and posted on the DDA website. The taxing jurisdictions include:

- City of Traverse City
- Grand Traverse County
 - Commission on Aging
 - Veterans
 - Animal Control
- Northwestern Michigan College
- Road Commission
- Recreational Authority
- BATA
- Soil Conservation District
- District Library

This informational meeting will include an overview of the approved budget for 2022/2023; a review of projects within each tax increment finance district and the capital improvement plan within each TIF district. I will have a PowerPoint presentation providing this overview.

Please note, this is not a public hearing, but rather an informational overview of the DDA budget and TIF Projects.



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

Memorandum

To: DDA Board of Directors

From: Jean Derenzy, DDA CEO

Date: November 18, 2022

Subject: Moving Downtown Forward Progress

At the joint session on November 2nd the City Commission and DDA board members heard a presentation from the consulting team (PUMA and Parallel Solutions) featuring the draft final plan for the Moving Downtown Forward effort. We were grateful for the comments and questions shared both by both bodies, as well as members of the public who participated and shared their thoughts, ideas, and feedback. We will continue to accept public feedback on the draft through November 30 via the DDA's website. The consulting team will make final edits to the document, and you will receive a copy of the final plan in early December.

The Moving Downtown Forward report, when approved, will define the DDA's strategic direction. Once approved, staff will use the Guiding Principles as the lenses through which we will design, budget, and implement each program, project, event, or service we undertake. These principles include:

- Design a Great Place All Ages and for Future Generations
- Advance Environmental Sustainability and Stewardship
- Protect and Preserve Small Local Independent Businesses
- Champion the Development of Attainable and Workforce Housing
- Support Job Growth and Varied Career Opportunities

Going forward, when efforts are undertaken, we will communicate how each project, program, service, or events aligns with and directly or indirectly supports the principles. Recognizing that each project influences and is impacted by other projects within the downtown, staff will communicate those inter-relationships (e.g. parking and the Lower Boardman River, housing and parking, pedestrian access and parking, Civic Square and local business development and protection, events and the protection of small local independent businesses, etc.).

Immediate next steps:

- The consultant team will present the final plan at the December 16th meeting with final report being sent out two weeks prior to the meeting to all DDA board members and the City Commission.
- Staff will create a draft timeline and sequencing plan for the implementation of future capital projects by our January 20, 2023 meeting.
- Staff will work to create a Service Agreement with the City Manager, which will clarify roles and responsibilities. Having this in place will help inform the DDA's future services, staffing, and equipment needs as well as impact our budgeting process. We hope to have the agreement finalized by May, 2023.

I look forward to continuing our conversations about Moving Downtown Forward.



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: November 18, 2022

Subject: Riverwalk & Pedestrian Plaza Conceptual Design
Lower Boardman/Ottaway River

Last January, the DDA entered into a contract with Inform Studio and their dynamic team of urban designers, placemaking and mobility experts, architects, engineers and community engagement specialists from four national and local firms to develop a conceptual design for a downtown riverwalk and pedestrian plaza along the Boardman/Ottawa River between Union Street and Park Street.

As you recall, a riverwalk/pedestrian plaza along this stretch of the river was one of the top priorities listed in the Unified Plan for the Lower Boardman River and is part of the community's long-held desire to "turn and embrace" the river. Given the location and potential scope of the design, the riverwalk and pedestrian plaza has the potential to be a truly transformational project for downtown.

In the spring and early summer, the Inform Studio Team, in collaboration with the DDA, facilitated a series of meetings with business and property owners, non-profit organizations, and other downtown and community stakeholders and hosted a day-long public open house to solicit ideas and preferences regarding a riverwalk/pedestrian plaza design. Based on the information collected, the Inform Studio team developed three conceptual design options ("3-takes") for the riverwalk/pedestrian plaza. The Inform Studio team and DDA then facilitated a second public open house in September to solicit feedback on the three conceptual design options. The Inform Studio team also facilitated an on-line survey where people could provide additional feedback.

Based on the feedback we received on the three conceptual design concepts, as well as additional discussions with DDA staff and input from the Inform Studio design team, a final conceptual design was developed (please see the full report and design attached).

The conceptual design addresses several components, including:

- Mobility
- Public Infrastructure (lighting, furniture, public restrooms, dumpsters, etc.)
- Ecology
- The Built Environment and Water Access
- Programming and Placemaking (activation – 12 month a year)
- Recreation and Activities
- Maintenance

Project Alignment with Moving Downtown Forward

The riverwalk and pedestrian plaza is consistent with the *Guiding Principles* identified in the draft Moving Downtown Forward (MDF) report, including designing great places for all ages, advancing environmental sustainability and preserving our small local independent businesses. The riverwalk and pedestrian plaza is also consistent with the top *priorities* for future downtown public infrastructure listed in the MDF report. Long-term maintenance for the riverwalk and pedestrian plaza would be addressed in the DDA's service agreement with the city.

Next Steps

Michael Guthrie and Wes Michaels from the Inform Design team will be in attendance at our meeting to provide an overview of the project, the conceptual design and approaches for implementation.

Recommended Motion

That the DDA Board approve the conceptual design for the downtown riverwalk and pedestrian plaza and the authority of DDA staff to pursue approaches for implementation and further, that approaches for implementation be brought back to the DDA Board for discussion within 60 days.



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

Memorandum

To: DDA Board of Directors
From: Jean Derenzy, DDA CEO
Date: November 18, 2022
Subject: North Cass Bridge and South Union Bridge Budgets

As you recall, the North Cass Street and South Union Street bridges are slated for reconstruction in 2023. Costs for bridge reconstruction are being provided by the Michigan Department of Transportation (MDOT) and TIF (TIF 97 and Old Town TIF).

The preliminary costs identified by MDOT has increased. Therefore, additional local match will be required.

Currently, within the DDA's approved budget, bridge reconstruction is listed as:
(**Note:** The South Union Bridge costs are split evenly between TIF 97 and Old Town TIF)

South Union Street Bridge

TIF 97 Funds: \$93,000
Old Town TIF Funds: \$93,000
Total (for bridge): \$186,000

North Cass Street Bridge

TIF 97 Funds: \$201,500

Total TIF 97 Funds for 2 Bridges: \$294,500

Total Old Town TIF Funds for 1 Bridge: \$93,000

MDOT is projecting that the local match needed for the South Union Bridge will be \$271,000 and for North Cass Bridge \$246,500. Therefore, the match requirement from Old Town TIF would increase by \$42,000 and the match requirement from TIF 97 would increase by \$87,000; or as follows:

South Union Street Bridge

TIF 97 Funds: \$135,500
Old Town TIF Funds: \$135,500
Total (for bridge): \$271,000

North Cass Street Bridge

TIF 97 Funds: \$246,500

Total TIF 97 Funds: \$381,500

Total Old Town TIF Funds: \$135,000

As a note, cost overruns for the reconstruction of the West Front Street Bridge and the South Cass Bridge were negotiated by the city and there will not be any additional costs for those bridges outside of what was approved by the DDA budgets.

As discussed previously, TIF is the only mechanism in the State that enables regional cost-sharing for downtown infrastructure improvements (like bridges) that are used by residents and visitors from outside the downtown district every day.

Recommended Motion

That the DDA Board approve to increase the line item for South Union Street bridge to \$270,000; with \$135,000 to be allocated from TIF 97 and \$135,000 from Old Town TIF and increase the North Cass Street Bridge line item to \$246,500, with cost allocated from TIF 97.



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

Memorandum

To: DDA Board of Directors

From: Jean Derenzy, DDA CEO

Date: November 18, 2022

Subject: Funding for Data Collection for State/Pine/Boardman

During our capital improvement discussions and budget process, the DDA Board approved an allocation of \$300,000 from TIF 97 to fund the pilot conversion of one-way traffic to two-way traffic on State Street, Pine Street and Boardman Avenue. Part of this effort included the collection of data throughout the two-year pilot, with services provided by Progressive AE.

Data collection is an important piece to this pilot project and is part of the iterative approach for implementation. Coordination of maintenance activities, routine feedback from staff, public input, stakeholder engagement, and data gathering are all part of the data collection process.

Data collection components, include:

State Street:

- Traffic Speeds
- Traffic Volume
- Traffic Circulation
- Pedestrian Volume (including Strava heat map data)
- Crash Data

Boardman Avenue

- Traffic Volume
- Traffic Circulation
- Impacts to the Boardman Neighborhood

Progressive AE will also assist with evaluating the effectiveness and efficiency of winter maintenance operations and research new investment opportunities and their potential long-term impacts.

The total costs to date for implementation of the pilot conversion is \$101,000. The cost for the data collection and analysis is anticipated to be \$75,000, leaving a balance of 124,000.

Recommended Motion:

That the DDA Board Approve a contract with Progressive AE for data collection services for the two-way pilot project for Pine/State/Boardman for a cost not to exceed \$75,000, subject to approval as to substance by DDA CEO and as to form by 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, DDA CEO

Date: November 14, 2022

Subject: Project Agreement - Design & Engineering for TART Improvement & Extension

During our capital improvement discussions and budget process, the DDA Board approved an allocation of \$150,000 from TIF 97 to fund design and engineering for improvements and an extension of the TART Trail along Grandview Parkway. As you may recall, this is a three-party initiative between the City of Traverse City, Traverse Area Recreation and Transportation Trails (TART) and the DDA, with each entity contributing \$150,000.

The City of Traverse City will hold and manage the contract for design and engineering of the trail improvements and extension.

The attached Project Agreement provides a clear understanding of each entity's roles and responsibilities for this project; clearly identifying that this project is a partnership in making the design and engineering come to fruition.

Recommended Motion

That the DDA Board approve of the Traverse Area Recreation Trail Bayfront Improvement and Extension Project Agreement, subject to approval as to substance by DDA CEO and as to form by DDA Attorney.

**Traverse Area Recreation Trail (TART) Bayfront Improvement & Extension
Project Agreement**

Between:

City of Traverse City; Downtown Development Authority; and
Traverse Area Recreation and Transportation Trails, Inc.

This Project Agreement ("Agreement") is between The City of Traverse City ("City"), 400 Boardman Ave, Traverse City, MI 49684; The Traverse City Downtown Development Authority ("DDA"), 303 E. State Street, Suite C, Traverse City, MI 49686, and Traverse Area Recreation and Transportation Trails, Inc. ("TART"), 148 E. Front St, Suite 201, Traverse City, MI 49685

The Parties enter into this Agreement on the basis of the following:

- A. The Parties share a common desire to complete design and engineering for the improvement and extension of the Traverse Area Recreation Trail in a manner that:
 - a. Improves year round user experience for all modes of non-motorized transportation along Grandview Parkway (Parkway);
 - b. Creates a meaningful non-motorized transportation corridor between the Murchie Bridge and the intersection of Garfield/Front and Peninsula Drive/Eastern Avenue with the intent to tie into active and future Michigan Department of Transportation (MDOT) projects along M-37;
 - c. Showcases the environmental, recreational, and cultural resources of the region through the incorporation of art, interpretation, and educational opportunities, with intentional outreach to the Grand Traverse Band of Ottawa & Chippewa Indians;
 - d. Meets shared environmental goals of improving and protecting shoreline habitat and water quality and increasing non-motorized transportation through safe, comfortable and accessible non-motorized trails;
 - e. Provides maximum feasible separation of the trail from the roadway and encourages vegetation or other traffic calming elements along the Parkway to support traffic calming;
 - f. Provides opportunities for robust public input to inform the design;
 - g. Encourages creative public private partnerships to provide for comfortable, convenient and non-motorized connectivity along the bayfront, including working closely with Delamar and residents along Peninsula Drive;
 - h. Facilitates public access for all; and
 - i. Incorporates trail improvement and extension construction to the extent possible with the MDOT's construction efforts on the Grandview Parkway.
- B. City is contracting professional services for the design and engineering services of the Trail Improvement & Extension.
- C. DDA and TART will provide funding for the contract for professional design engineering services of the Trail Improvement & Extension.
- D. The Parties acknowledge that in order to be successful there must be a coordinated approach to the following activities associated with the project:

- a. Landowner easement negotiations;
- b. Pursuit of public funding;
- c. Private fundraising;
- d. Grant writing;
- e. Communications; and,
- f. Media outreach.

Therefore,

1. City will:
 - a. Hold and manage the contract for design engineering of the Trail Improvement & Extension;
 - b. Contribute \$150,000 to the contract for design engineering of the Trail Improvement & Extension effort;
 - c. Work in partnership with DDA and TART in the design engineering process;
 - d. Seek feedback and approval from DDA and TART for any proposed design engineering contract amendments prior to execution;
 - e. Lead the public process for design engineering;
 - f. Coordinate with DDA and TART on communication for the project;
 - g. Work with DDA and TART to identify potential sources for public funding for construction and maintenance;
 - h. Submit public grant requests as appropriate for construction and maintenance;
 - i. Support TART's private fundraising efforts for Trail Improvement & Extension construction and maintenance;
 - j. Recognize past and present contributions of DDA and TART for Trail Improvement & Extension project as appropriate (i.e., website, social, published materials, onsite signage, etc.); and,
 - k. Provide a staff person and/or official point of contact to work with on the project.
2. DDA will:
 - a. Provide City with \$150,000 for the contract for design engineering of the Trail Improvement & Extension effort;
 - b. Review any proposed design engineering contract amendments;
 - c. Work in partnership with City and TART in the design engineering process and provide expertise and share resources for any work within the DDA district;
 - d. Support the City's applications for public grants for construction and maintenance of Trail Improvement & Extension;
 - e. Submit public grant requests as appropriate for construction and maintenance;
 - f. Support TART's private fundraising efforts for Trail Improvement & Extension construction and maintenance;
 - g. Recognize past and present contributions of City and TART for Trail Improvement & Extension project as appropriate (i.e., website, social, published materials, onsite signage, etc.); and

- h. Provide a staff person and/or official point of contact to work with on the project.
- 3. TART will:
 - a. Provide City with \$150,000 for the contract for design engineering of the Trail Improvement & Extension effort;
 - b. Review any proposed design engineering contract amendments;
 - c. Work in partnership with City and DDA in the design process and provide expertise for best practices related to trail design;
 - d. Support the City's applications for public grants for construction and maintenance of Trail Improvement & Extension;
 - e. Recognize past and present contributions of City and DDA for Trail Improvement & Extension project as appropriate (i.e., website, social, published materials, onsite signage, etc.);
 - f. Provide the lead role in private fundraising for construction and maintenance of Trail Improvement & Extension effort; and
 - g. Provide a staff person and/or official point of contact to work with on the project.

The Parties have executed this Agreement on the date indicated below:

City of Traverse City:

Richard I. Lewis, Mayor

Benjamin C. Marentette, City Clerk

Approved as to substance:

Approved as to form:

Martin A. Colburn, City Manager

Lauren Tribble-Laucht, City Attorney

Traverse City Downtown Development Authority:

Jean Derenzy, CEO

Date

Traverse Area Recreation and Transportation Trails, Inc.:

Julie Clark, CEO

Date



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: November 14, 2022
Subject: Project Updates

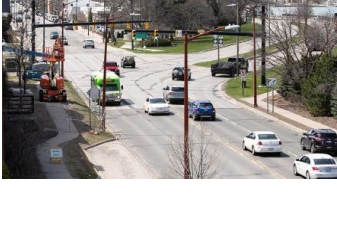
This month, I have included the project update map and timeline in your packet. This memo provides a brief update on the Boardman River Wall Stabilization project as well as the civic square (which is not included on the map). Additional information on the two bridge projects is addressed in other memos within the packet.

200 Block – Boardman River Wall Stabilization

Work to stabilize the river wall with sheet-piling along the 200-block alley of Front Street is scheduled to begin on November 21st. Materials for this work are expected to be mobilized in the alley the week of November 14th. The first phase of this project (installation of the sheet-piling) is expected to be completed by the end of January. The second phase of this project (back-filling and alley treatments) is expected to begin in late March and wrap-up by the end of May.

Civic Square

Earlier this month, we hosted our first public event (the UofM vs. MSU tailgate) at the new civic square space. We estimate close to 1,000 attended the event, from which we've received a lot of positive feedback. We plan to release an RFP for conceptual design of the civic square space soon.



2022 - 2024 Projects	2022			2023												2024											
	Second Quarter			Third Quarter			Fourth Quarter			First Quarter			Second Quarter			Third Quarter			Fourth Quarter			First Quarter			Second Quarter		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
A. North Cass Street Bridge																											
B. South Union Street Bridge																											
C. Sewer Realignment (100 Block Alley)																											
D. Sheet Piling (200 Block Alley)																											
E. Parking Lot B (Farmers Market Lot)																											
F. East Front Street Repaving (Completed)																											
G. Grandview Parkway Reconstruction																											



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: November 14, 2022

Subject: Arts Commission Update

Art on the TART - 16th Street Art Installation

"Wind", a sculpture by Lois Teicher, was installed along the Boardman Lake Loop on October 27th. This sculpture was a joint effort between the Traverse City Arts Commission and TART, and is part of TART's *Art on the TART* initiative. Signage for the new sculpture should be installed within the next 30 days.





Memorandum

To: DDA Board of Directors
CC: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
Date: November 14, 2022
Re: Staff Report: Parking Services – November 2022

Employee Parking & Mobility Survey

Last month, the Board approved purchasing up to 50 Old Town one-month permits for employees in the DDA district who complete the employee parking and mobility survey. As a reminder, the goal is to identify where employees are parking, if employers are providing mobility incentives, and if reduced costs would encourage behavior changes.

To-date, we have had 74 respondents. Most respondents have declined the free permit, and permits remain available. The survey will remain open through March 31, 2022. The survey is available online or in print. Printed copies should be submitted back to the Parking Office or through email parkinginfo@downtowntc.com. The online survey is available at: <https://www.surveymonkey.com/r/QP2WDMC>.

Project Updates

Old Town Pavers

The project has begun. The east 2/3 portion of the drive has had the new manifold installed, new snow melt tubing installed and impervious concrete poured. The pavers are slated to be installed beginning Wednesday, November 16th weather permitting. We strongly encourage the contractor to have the lanes opened or have a work around to all access the evening of the light parade.

During the reconstruction, traffic will be reduced to one lane for both entry and exit. All permit holders will be allowed to park on the ground (ungated) level in order to avoid the construction area. Revenue will not be collected during this time.

CivicSmart Meters

Phase 2 of the new smart meters ship date has been postponed. We will keep the Board updated, but are still aiming for an end of year installation.

Hardy Two-way Circulation RFPs

First round interviews and follow-ups from the two vendors who provided proposals is complete. This project includes transitioning to a cloud-based solution that will provide remote monitoring and access, increasing payment kiosks, enhancing permit access, electrical/conduit changes and paint/wayfinding changes. Given the complexity, we are taking additional time to work through the details before making a recommendation. The revised timeline is to have the recommendation to the DDA Board at the December 16, 2022 meeting with a recommendation to City Commission Tuesday, January 3, 2023.

Parking Advisory Board Openings

Last call for interested volunteers to fill the two open positions on the Parking Advisory Board. The primary purpose of the PAB is to establish a work plan based on Transportation Demand Management (TDM) objectives. The PAB reviews strategies, advises, and provides recommendations to the DDA Board. Applicants may apply here:

<https://forms.gle/vjryFjmbfyWLbX5y8>.

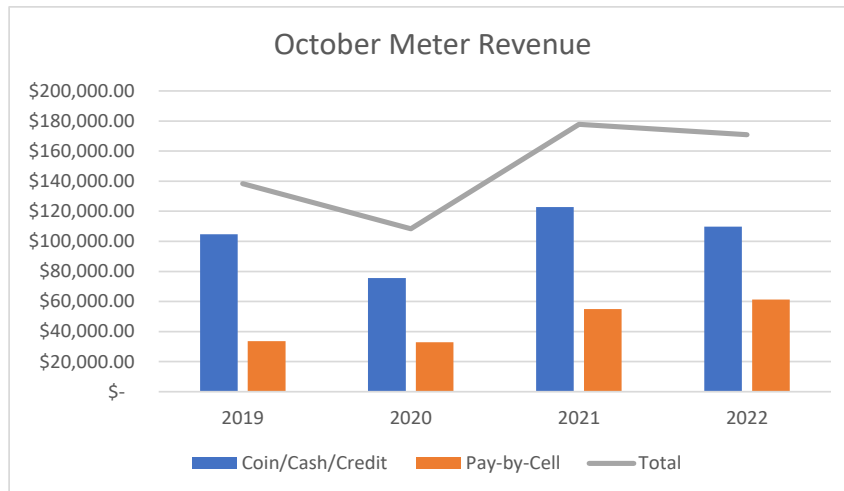
October Parking Revenue

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

Meter Revenues

Meter revenues were down 4% from 2021.

	2021	2022
Total Revenue	28%	23%
Coin/Cash/Credit	17%	5%
Pay-by-Cell	63%	82%

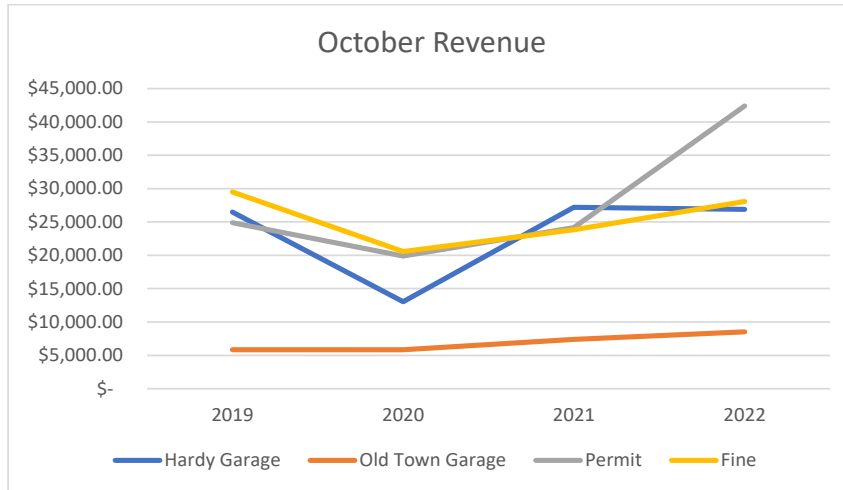


Hourly Admissions

Old Town transient revenues were up 15% compared to last year. Hardy transient revenues had a 1% decrease.

Permits & Fines

Fine revenues are less than pre-pandemic revenues, but increased 17% compared to 2021. Permit revenues were up 75% compared to last year, but this is attributed to the closure of parking lot P and an arrangement for US Post Office vehicles in parking lot E.





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

Memorandum

To: Downtown Development Authority Board
Jean Derenzy, CEO DDA

From: Abby Taylor, Downtown Experience Coordinator

Date: November 18, 2022

Subject: Event Updates

Shop Your Community Day

Shop Your Community Day is scheduled for Saturday, November 12. We have narrowed it down to 32. We are excited to have some new organizations involved, like Pathfinder and Traverse Area Library. With over 36 participating merchants this year, you can get your holiday shopping done, while also supporting a local organization. 15% of sales will go to the non-profit of your choice from the 31 that were selected to participate. 2022 nonprofit organizations can be found at our website.

Light Parade/Tree Lighting/Santa's Arrival

The light parade and tree lighting will be held tomorrow, Saturday, November 19th. The parade will end with Santa's arrival. A \$5,000 sponsorship with Preston Feather Building Center was secured to help fund the parade. An additional sponsorship from Cherry Republic for \$1,000 was also given thanks to Dawn and Cherry Republic.

We are bringing back Santa's House this year which will take place at the Civic Square space. We have hours up on our website and will hopefully have trees or wreaths for families to buy when they go visit Santa. Water's Edge Sweet Tooth will have hot cocoa during a variety of these hours.

Black Friday/ Small Business Saturday

Sign ups went out to merchants for the weekend of November, 25-26. We will be highlighting the importance of shopping small this year. We are trying to reach different areas and let them know what downtown has to offer including a story on WoodTV.

Ladies' Night and Men's Night

What better way to enjoy holiday shopping then with friends and family on a special evening when stores are open late to enjoy the best gifts right here in Downtown Traverse City. December 8th is Ladies' Night from 5:00 to 9:00pm and December 15th from 5:00 to 9:00pm is Men's Night. Our Downtown Businesses keep their doors open late to enjoy these special days. We will have GT Show Chorus caroling the streets and a holiday wrapping station will be available at the lit up J Smith walkway provided by the Traverse City Figure Skating Club.



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: Nov. 10, 2022

Re: Communications

Comedy Fest

Much of my time in October was spent overseeing the build of the Traverse City Comedy Fest (www.tccomedyfest.com) website, including content population, event creation and ticketing. That site and ticket sales are now live, so get yours! There will be much more work on this event going forward, including promotion, program production, sponsorships and more.

Farmers Market

The biggest news on this front is we hope to use the new Civic Square space for a Wednesday EVENING market next year. Moving from morning to evening has long been a goal of the advisory board and many farmers, but parking concerns at the current lot has prevented it. There are many details to discuss, and this move will need to be brought to the DDA board for approval once the advisory board approves in at their January meeting.

General Communications and Adversitisng Design

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 design and submit ads to multiple outlets for DDA and DTCA events.



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: November 14, 2022

Subject: Pilot Two-Way Conversion Project Update

The conversion to two-way traffic on Pine Street, State Street and Boardman Avenue was completed on Tuesday, November 8th. We continue to observe the circulation changes of the three streets and will continue to make minor tweaks in the next couple weeks. Signs have been placed in and around downtown alerting drivers to the traffic change and will be out through the Thanksgiving holiday.

DOWNTOWN TRAVERSE CITY ASSOCIATION

BOARD MEETING

THURSDAY, Oct 13, 2022
8:30 AM • Hotel Indigo

1. Call to Order
 - a. Called to order at
 - i. Present: Dawn Gildersleeve , Libby Hogan, Amanda Walton, Jeff Libman, Karen Hilt
 - ii. Absent: Jeff Joubran, Blythe Skarshaug , Liz Lancashire , Margaret Morse
 2. Board Election Update (Taylor)
 - iii. We received 7 eligible nominations for the DTCA board of directors. They are as follows:
 1. Sebastian Garbsch, Owner of Formative Fitness/ Blue Goat Wine and Provisions
 2. Katie Grossnickle, Owner of Glitz and Spurs
 3. Dan Guy, Owner of Espresso Bay
 4. Karen Hilt, Owner of My Secret Stash ad Planty and Fancy
 5. Gary Jonas, Owner of The Little Fleet
 6. Catherine Richardson, Co-owner of Compass Rose Outpost and General Manager of M22
 7. Amanda Walton, Owner of Toy Harbor
 - iv. Announcement of the four new DTCA Board Members
 - v. Karen Hilt
 - vi. Amanda Walton
 - vii. Sebastian Garbsch
 - viii. Gary Jonas
 - ix. **Recommended Motion: To accept winning candidates for the 2022/23 board election to be voted on by members of the DTCA**
 1. **Motioned by Karen Hilt and seconded by Dawn Gildersleeve**
-
2. [Events Review](#) (Taylor)

- a. A Toast to Downtown
 - Each board member to share how many baskets or items they have/ what the plan is for getting more
- b. Halloween Walk
- c. Downtown Tailgate
- d. SYC Day
 - i. *The spreadsheets for the retailers to tally worked well last year and should be used again*
 - ii. *31 nonprofits, some different from last year*
- e. Light Parade/Tree Lighting/Santa

Board Member Comments:

- Meet in January about DTCA benefits
- Need to talk about DTCA rules and stricter policies on attendance
- One of the ideas of a benefit to DTCA board members is to have ticket covered for the annual dinner
- Do we bring back Cocoa Crawl and Window Wonderland next year? Quality over quantity.
- Look into if we have a raffle license and if there is the ability to auction off alcohol
- Abby to send out election results to all DTCA board candidates
- We are still looking for volunteers for Downtown Tailgate on 10/29
- Following up about how many volunteers would be needed for Halloween Walk
- Abby to send out what items have been collected for the silent auction

3. Adjourn 9:30



**Minutes of the
Arts Commission for the City of Traverse City
Regular Meeting
September 21, 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 Stanley, Commissioner Niemi, Commissioner Amundson, Commissioner Early, Commissioner Hoisington

The following Commissioners were absent: Commissioner Walter, Commissioner Nance

Chairperson Amundson presided at the meeting.

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

(b) **CONSENT CALENDAR**

- (1) Consideration of Approving the July 20, 2022 Arts Commission Meeting Minutes (approval recommended) - Burkholder
- (2) Consideration of Approving the July 2022 Arts Commission Financials (approval recommended) - Burkholder
Motion to Move Jessica Kooiman after the consent calendar and approve the consent calendar.
Motion failed for lack of quorum
Commissioner joined the meeting at 3:45

(c) **OLD BUSINESS**

- (1) Introduction of Jessica Kooiman Parker from Alluvian

Ms. Kooiman provided an introduction and opportunity to collaborate with CommonGround

- (2) Art on the TART Project Update

Mr. Burkholder provided an update on the status of the 16th street art installation and noted he would get back (through email) with commissioners on Thursday with an update regarding the city facilitating the installation of the footer.

(3) Banner Initiative Project Update

Mr. Burkholder provided a brief summary of the banner project as commissioners agreed to the following:

Mr. Burkholder would reach out Justin Work and the Children's House Middle School
Commissioner Hoisington would reach out to Interlochen students
Commissioner Early would reach out two local artists

(4) Strategic Planning Update

Ms. Motil facilitated a discussion on the survey/outreach efforts

(d) NEW BUSINESS

(1) Mural Project Discussion

Mr. Burkholder noted the Arts Commission did not receive the MACC grant and then provided an outline for a mural festival.

Commissioners agreed that Mr. Burkholder would bring a framework for such a festival to the October Board Meeting.

(2) Paint it Forward Grant Program

Mr. Burkholder discussed the Paint It forward application language.

Commissioners agreed to add a 25% match to the application and that it could include operational costs.

(3) Petrakovitz Rotating Exhibit

Mr. Burkholder noted he would reach out to the artist to determine if he would be interested in extending his contract and then would determine the best way to move forward with an RFP

(e) PUBLIC COMMENT

(1) General

Mr. Burkholder noted he talked with City parks and Recreation about Arts Commission budget dollars dedicated to city parks.

(2) Commissioners

(f) **ADJOURNMENT**

(1) Motion to Adjourn

Moved by Roger Amundsen, Seconded by Caitlin Early

Yes: Chelsie Niemi, Roger Amundsen, Mi Stanley, Caitlin Early, and
Joshua Hoisington

Absent: Ashlea Walter and Steve Nance

CARRIED. 5-0-2 on a recorded vote

Roger Amundson