

Traverse City Downtown Development Authority Regular Meeting

Friday, April 22, 2022

8:30 am

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



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

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

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

Downtown Development Authority:
c/o Jean Derenzy, CEO
(231) 922-2050
Web: www.dda.downtowntc.com
303 East State Street, Suite C
Traverse City, MI 49684

Welcome to the Traverse City Downtown Development Authority meeting

Agenda

Page

1. CALL TO ORDER

2. ROLL CALL

3. REVIEW AND APPROVAL OF AGENDA

- A. Consideration of approving the agenda as presented.

4. CONSENT CALENDAR

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

- A. 7 -
12
Consideration of approving the minutes of the March 18, 2022
Downtown Development Authority Board of Directors meeting
(Approval Recommended) (Jean Derenzy)
[Downtown Development Authority Regular Meeting - 18 Mar 2022 -
Minutes - PDF](#)
- B. 13 -
23
Consideration of approving financial reports and disbursements for
DDA, TIF 97, Old Town TIF, Parking and Arts Commission for
March 2022 (Approval Recommended) (Jean Derenzy, Harry
Burkholder, Nicole VanNess)
[DDA General, TIF 97 & OT TIF Combined March 2022 Financials -
PDF](#)
[TC Parking Services March 2022 Financials - PDF](#)
[TC Arts Commission March 2022 Financials - PDF](#)
- C. 25 -
26
Transportation Demand Management Revised Report (Parking
Advisory Board)

[Transportation Demand Management Revised Report Memo \(Approval Recommended\) \(Parking Advisory Board\) - PDF](#)

- D. 27 - 52
Parking Ordinance Amendments (Approval Recommended) (Jean Derenzy, Nicole VanNess)
[Parking Ordinance Amendments Memo \(Jean Derenzy, Nicole VanNess\) - PDF](#)
[Parking Ordinance Amendments - Traffic Code Part 4 - PDF](#)
[Parking Ordinance Amendments - Sample Instructions - PDF](#)
-

5. ITEMS REMOVED FROM CONSENT CALENDAR

6. SPECIAL ORDER OF BUSINESS

- A. 53 - 55
Review of Draft of Two-Way Traffic Conversion (Jean Derenzy, Chris Zull)
[Two-Way Traffic Conversion Memo \(Jean Derenzy, Chris Zull\) - PDF](#)
-

7. OLD BUSINESS

8. NEW BUSINESS

- A. 57 - 73
Presentation of 2022/2023 Budget and Schedule Public Hearing for May 20, 2022 (Approval Recommended) (Jean Derenzy)
[2022 2023 Budget Memo \(Jean Derenzy\) - PDF](#)
[2022 2023 DDA General Budget - PDF](#)
[2022 2023 TIF 97 Budget - PDF](#)
[2022 2023 Old Town Budget - PDF](#)
[2022 2023 Parking Budget - PDF](#)
[2022 2023 Arts Commission Budget - PDF](#)
- B. 75 - 77
Consideration of authorizing an agreement for coordination, engineering, engagement and planning services for Grandview Parkway and East Front Street (Jean Derenzy)
[Progressive AE Grandview Parkway & East Front Street Memo \(Jean Derenzy, Martin Colburn\) - PDF](#)
- C. 79 - 81
Budget Adjustment (Approval Recommended) (Jean Derenzy)
[Budget Adjustment Memo \(Jean Derenzy\) - PDF](#)
[DDA Budget Adjustment - PDF](#)
-

9. CEO REPORT

- A. 83 -
84
Project Updates (Jean Derenzy)
[Project Updates \(Jean Derenzy\) - PDF](#)
-

10. BOARD MEMBER REPORTS

- A. 85
Arts Commission Update (Steve Nance, Harry Burkholder)
[Arts Commission Update Memo \(Steve Nance, Harry Burkholder\) - PDF](#)
- B. 87
Parking Advisory Board Update (Scott Hardy)
[Parking Advisory Board Update Memo \(Scott Hardy\) - PDF](#)
-

11. STAFF REPORTS

- A. 89
Downtown Experience Coordinator Report (Abby Taylor)
[Downtown Experience Coordinator Report \(Abby Taylor\) - PDF](#)
- B. 91
Communications and Outreach Director Report (Art Bukowski)
[Communications and Outreach Director Memo \(Art Bukowski\) - PDF](#)
- C. 93 -
94
Transportation Mobility Director Report (Nicole VanNess)
[Transportation Mobility Director Report \(Nicole VanNess\) - PDF](#)
-

12. RECEIVE AND FILE

- A. 95 -
97
Arts Commission March 2022 Meeting Minutes
[March 16, 2022 Arts Commission Meeting Minutes - PDF](#)
- B. 99 -
100
DTCA March 2022 Meeting Minutes
[March 10, 2022 DTCA Board Meeting Minutes - PDF](#)
- C. 101 -
102
Finance Committee March 2022 Meeting Minutes
[March 14, 2022 Finance Committee Meeting Minutes - PDF](#)
- D. 103 -
104
Farmers Market Advisory Board February 2022 Meeting Minutes
-

13. PUBLIC COMMENT

14. ADJOURNMENT



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
March 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: Chairperson Gabe Schneider, Board Member Steve Nance, Board Member Peter Kirkwood, Board Vice Chair Scott Hardy, Board Member Damian Lockhart, Board Member Jeff Joubran, Mayor Richard Lewis, Board Member Pam DeMerle, Board Member Todd McMillen, Board Member Katy Bertodatto, Board Member Michael Brodsky, and Student Liaison Audrey Michael

The following Board Members were absent: Board Member Pam Marsh

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

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

(b) **ROLL CALL**

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

(1)

Consideration of approving the agenda as presented.

Approval of the agenda as presented

Moved by Scott Hardy, Seconded by Katy Bertodatto

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

Absent: Pam Marsh

CARRIED. 12-0-1 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 February 18, 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 February 2022 (approval recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess)

(3)

Destination Downtown Waive Participation Fees (Approval Recommended) (Jean Derenzy, Nicole VanNess)

(4)

Change order JE Johnson Old Town Boilers (Approval Recommended) (Jean Derenzy, Nicole VanNess)

That the DDA Board approve the consent calendar as presented.

Moved by Katy Bertodatto, Seconded by Todd McMillen

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

Absent: Pam Marsh

CARRIED. 12-0-1 on a recorded vote

(e) **NEW BUSINESS**

(1)

Preliminary 2022/2023 DDA General, TIF 97 and Old Town TIF Budgets (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider

Michael Brodsky
Scott Hardy

(f) **OLD BUSINESS**

(1)

Lot L Agreement Amendment (Approval Recommended) (Jean Derenzy, Nicole VanNess)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Nicole VanNess
Peter Kirkwood
Steve Nance
Richard Lewis
Gabe Schneider
Scott Hardy
Katy Bertodatto
Nate Alger
Damian Lockhart
Marty Colburn
Art Bukowski

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.

The motion was amended by Richard Lewis.

That the DDA Board recommended the City Commission approve the Amended and Reinstated Parking Area Lease for Governmental Center parking lots referred to as Lot L subject to substance and approval by the City Attorney and furthermore that the front 10 meters remain with a 30 minute free time.

Moved by Richard Lewis, Seconded by Michael Brodsky

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

Absent: Pam Marsh

CARRIED. 12-0-1 on a recorded vote

(2)

Amendment to Parking Management Agreement (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Richard Lewis

That the DDA Board approves the Second Amendment to Traverse City Parking Services Amended and Restated Operation and Management Agreement.

Moved by Scott Hardy, Seconded by Katy Bertodatto

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

Absent: Pam Marsh

CARRIED. 12-0-1 on a recorded vote

(3)

North Union Street Resolution (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Richard Lewis
Gabe Schneider
Scott Hardy

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

The motion was amended by Richard Lewis.

That the Downtown Development Authority approve a 2022 Resolution in support and approval of critical bridge support for the North Union Street Bridge with the contribution amount of 10%.

Moved by Richard Lewis, Seconded by Scott Hardy

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

Absent: Pam Marsh

CARRIED. 12-0-1 on a recorded vote

(g) **CEO REPORT**

(1)

Project Updates (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Michael Brodsky
Gabe Schneider
Pam DeMerle
Richard Lewis

(h) **BOARD MEMBER REPORTS**

(1)

Arts Commission (Steve Nance, Harry Burkholder)

The Following Addressed the Board:

Steve Nance

(i) **STAFF REPORTS**

(1)

Communications and Outreach Director Report (Art Bukowski)

The Following Addressed the Board:

Art Bukowski
Peter Kirkwood

(2)

Transportation Mobility Director Report (Nicole VanNess)

The Following Addressed the Board:

Nicole VanNess
Gabe Schneider

(j) **RECEIVE AND FILE**

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

Moved to Receive & File

- (2) Arts Commission February 2022 Meeting Minutes

- (3) DTCA February 2022 Meeting Minutes

(k) **PUBLIC COMMENT**

No Public Comment

(l) **ADJOURNMENT**

Chairperson Schneider Adjourned the Meeting at 9:27AM.

- (1) Motion to adjourn the meeting.

That the DDA Board adjourn the meeting.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

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

Absent: Pam Marsh

CARRIED. 12-0-1 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO

Traverse City DDA - General

Balance Sheet
As of March 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Fifth Third Checking - 3112	1,012,896.69
1072 Bill.com Money Out Clearing	0.00
Fifth Third Savings - 6740	202,500.96
Petty Cash	548.19
Total Bank Accounts	\$1,215,945.84
Accounts Receivable	
1200 Accounts Receivable	647,859.64
Total Accounts Receivable	\$647,859.64
Other Current Assets	
1220 Grants Receivable	0.00
1480 Payroll Advance	0.00
1499 Undeposited Funds	-38,036.23
Deposits in Transit	0.00
Due From APS	1,088.89
Due From Arts Council	352.00
Due From DTCA	-3,558.01
Total Other Current Assets	\$ -40,153.35
Total Current Assets	\$1,823,652.13
Other Assets	
Due From Other Funds	0.00
Pre-Paid Expense	4,701.00
Work in Progress	0.00
Total Other Assets	\$4,701.00
TOTAL ASSETS	\$1,828,353.13

Traverse City DDA - General

Balance Sheet
As of March 31, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	560,396.12
Total Accounts Payable	\$560,396.12
Credit Cards	
2150 First National Bank Card	
2153 First National - 8689	-5,791.71
Total 2150 First National Bank Card	-5,791.71
Total Credit Cards	\$ -5,791.71
Other Current Liabilities	
2110 Direct Deposit Liabilities	0.00
2200 Payroll Liabilities	0.00
2205 457b Payable	-2,566.25
2210 Federal Income Tax Payable	0.00
2215 Health Insurance Payable	942.98
2220 Life Insurance Payable	2,402.16
2225 Medicare Tax Payable	0.00
2230 Social Security Tax Payable	0.00
2235 State Income Tax Payable	-921.83
2240 State Unemployment Tax Payable	196.28
2245 Wage Garnishment Payable	0.00
Total 2200 Payroll Liabilities	53.34
2400 GRANTS	
2401 Coastal Zone Management	0.00
2402 Destination Downtown	0.00
2403 EGLE -- Cornwell Development	0.00
2404 Healthy Drinking Culture Grant	0.00
2405 Lower Boardman	0.00
2406 Match on Main MEDC Grant	0.00
2407 MEDC (Civic Square)	0.00
2408 Professional Development	0.00
2409 Rotary Charities	0.00
2410 Seed Grant	0.00
2411 Tech Incubator Fund	0.00

Traverse City DDA - General

Balance Sheet
As of March 31, 2022

	TOTAL
Total 2400 GRANTS	0.00
Accrued Payroll Liabilities	5,957.53
Accrued Salaries	25,907.43
Bryan Crough Memorial Fund	0.00
Bumpout Project Funds Collected	0.00
Buy Local Give Local Campaign	0.00
Deferred Income	219,829.23
Deposits Payable	0.00
Double Up Food Bucks	-284.39
EBT Bridge Card	-18,487.91
Ironman	0.00
NCF Reimbursements	-551.00
Prescriptions for Health	2,318.64
Project Fresh	5,394.00
Senior Project Fresh	-11,643.00
Total Deposits Payable	-23,253.66
Due to Oldtown TIF	3,622.11
Due to Other Funds	0.00
Due to TIF 97	43,692.87
Suspense	0.00
Total Other Current Liabilities	\$275,808.85
Total Current Liabilities	\$830,413.26
Total Liabilities	\$830,413.26
Equity	
3000 Opening Bal Equity	107,606.27
3900 Retained Earnings	789,700.02
Net Income	100,633.58
Total Equity	\$997,939.87
TOTAL LIABILITIES AND EQUITY	\$1,828,353.13

Traverse City DDA - TIF 97

Balance Sheet
As of March 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 CASH AND CASH EQUIVALENTS	
1001 Fifth Third Checking - 8026	3,015,517.78
Total 1000 CASH AND CASH EQUIVALENTS	3,015,517.78
Total Bank Accounts	\$3,015,517.78
Accounts Receivable	
1200 ACCOUNTS RECEIVABLE	3,697,251.94
Total Accounts Receivable	\$3,697,251.94
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
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$6,712,769.72
Fixed Assets	
Land	0.00
Total Fixed Assets	\$0.00
Other Assets	
Accounts Rec - DO NOT USE	0.00
Pre-Paid Expense	0.00
Work in Progress	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$6,712,769.72
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 ACCOUNTS PAYABLE	1,123,797.77
Due to City - Capital Projects	0.00
Total Accounts Payable	\$1,123,797.77
Other Current Liabilities	
2100 DUE TO OTHER FUNDS	0.00
2200 DEFERRED REVENUE	245,237.86
Accounts Payable - DO NOT USE	0.00
Total Other Current Liabilities	\$245,237.86
Total Current Liabilities	\$1,369,035.63
Total Liabilities	\$1,369,035.63
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	3,887,812.60
Net Income	1,477,121.49
Total Equity	\$5,343,734.09
TOTAL LIABILITIES AND EQUITY	\$6,712,769.72

DDA Old Town TIF

Balance Sheet
As of March 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 CASH AND CASH EQUIVILENTS	
1001 Fifth Third Checking - 0650	418,318.61
Total 1000 CASH AND CASH EQUIVILENTS	418,318.61
Total Bank Accounts	\$418,318.61
Accounts Receivable	
1200 ACCOUNTS RECEIVABLE	596,970.02
Total Accounts Receivable	\$596,970.02
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	\$1,015,288.63
TOTAL ASSETS	\$1,015,288.63
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 ACCOUNTS PAYABLE	186,026.96
Total Accounts Payable	\$186,026.96
Other Current Liabilities	
2100 DUE TO OTHER FUNDS	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$186,026.96
Total Liabilities	\$186,026.96
Equity	
Retained Earnings	522,467.68
Net Income	306,793.99
Total Equity	\$829,261.67
TOTAL LIABILITIES AND EQUITY	\$1,015,288.63

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 03/31/2022

DB: TRAVERSE CITY			ACTIVITY FOR				
GL NUMBER	DESCRIPTION	2021-22YTD BALANCE ENDED BUDGET	03/31/2022	MONTH ENCUMBERED 03/31/22 YEAR-TO-DATE	ENCUMBERED BALANCE	% BDT USED	
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
585-000-451.073	RAMSDELL GATE FEES	0.00	267.50	0.00	0.00	(267.50) 100.00	
585-000-652.000	PARKING FEES-COIN	1,000,000.00	1,478,450.01	43,711.96	0.00	(478,450.01) 147.85	
585-000-653.000	PERMITS-SURFACE LOTS	150,000.00	202,232.40	4,590.00	0.00	(52,232.40) 134.82	
585-000-653.007	PERMITS - NEIGHBORHOOD	0.00	645.00	0.00	0.00	(645.00) 100.00	
585-000-653.010	DESTINATION DOWNTOWN	0.00	10.00	0.00	0.00	(10.00) 100.00	
585-000-656.010	PARKING FINES	150,000.00	190,449.01	7,989.00	0.00	(40,449.01) 126.97	
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	0.00	0.00	(3,372.03) 100.00	
585-000-686.000	MISCELLANEOUS INCOME	0.00	6,416.42	0.00	0.00	(6,416.42) 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	1,931,523.16	56,290.96	0.00	1,111,176.84 63.48	
Dept 586 - HARDY DECK							
585-586-651.000	PARKING DECK PROCEEDS	120,000.00	233,190.30	3,730.85	0.00	(113,190.30) 194.33	
585-586-653.005	PERMITS-PARKING DECK	150,000.00	158,927.00	3,516.00	0.00	(8,927.00) 105.95	
585-586-668.000	RENTS AND ROYALTIES	13,000.00	7,344.00	0.00	0.00	5,656.00 56.49	
Total Dept 586 - HARDY DECK		283,000.00	399,461.30	7,246.85	0.00	(116,461.30) 141.15	
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	35,000.00	58,083.20	1,621.25	0.00	(23,083.20) 165.95	
585-587-653.005	PERMITS-PARKING DECK	40,000.00	98,804.13	11,400.00	0.00	(58,804.13) 247.01	
585-587-677.000	REIMBURSEMENTS	0.00	254.40	254.40	0.00	(254.40) 100.00	
Total Dept 587 - OLD TOWN DECK		75,000.00	157,141.73	13,275.65	0.00	(82,141.73) 209.52	
TOTAL REVENUES		3,400,700.00	2,488,126.19	76,813.46	0.00	912,573.81 73.17	
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	8,900.00	6,802.66	184.41	0.00	2,097.34 76.43	
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	29.75	(0.59)	0.00	(29.75) 100.00	
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	200.00	127.10	13.61	0.00	72.90 63.55	
585-585-716.000	EMPLOYEE HEALTH INSURANC	100.00	82.34	9.15	0.00	17.66 82.34	
585-585-717.000	EMPLOYEE LIFE/DISABILITY IN	0.00	20.07	2.23	0.00	(20.07) 100.00	
585-585-718.000	RETIREMENT FUND CONTRIBU	700.00	430.12	0.00	0.00	269.88 61.45	
585-585-727.000	OFFICE SUPPLIES	6,000.00	2,887.35	252.93	0.00	3,112.65 48.12	
585-585-740.000	OPERATION SUPPLIES	37,000.00	15,174.33	0.00	26,268.15	(4,442.48) 112.01	
585-585-801.000	PROFESSIONAL AND CONTRAC	1,180,800.00	306,405.99	68,357.96	1,103,018.06	(228,624.05) 119.36	
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	15,039.86	551.65	133,102.00	(126,541.86) 685.84	
585-585-854.000	CITY FEE	120,000.00	0.00	0.00	0.00	120,000.00 0.00	
585-585-860.000	TRANSPORTATION	5,000.00	2,002.66	117.06	0.00	2,997.34 40.05	
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	

04/05/2022 11:48 AM
User: nvanness
DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 03/31/2022

Page: 2/3

		2021-22YTD BALANCE		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	NDED BUDGET	03/31/2022	MONTH ENCUMBERED	ENCUMBERED	% BDGT	USED
		03/31/22	EAR-TO-DATE	BALANCE			
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	2,437.99	18.50	97.94	11,464.07	18.11
585-585-910.000	INSURANCE AND BONDS	13,000.00	6,981.87	0.00	0.00	6,018.13	53.71
585-585-920.000	PUBLIC UTILITIES	15,000.00	6,368.61	638.97	0.00	8,631.39	42.46
585-585-930.000	REPAIRS AND MAINTENANCE	99,700.00	21,262.22	4,653.91	5,378.28	73,059.50	26.72
585-585-930.005	RAMSDELL GATE REPAIR & MA	1,000.00	12.15	12.15	0.00	987.85	1.22
585-585-940.000	RENTAL EXPENSE	83,000.00	48,654.97	4,768.68	41,977.63	(7,632.60)	109.20
585-585-956.000	MISCELLANEOUS	0.00	3,475.30	(7,738.27)	0.00	(3,475.30)	100.00
585-585-959.000	DEPRECIATION EXPENSE	135,000.00	0.00	0.00	0.00	135,000.00	0.00
585-585-977.000	EQUIPMENT	0.00	47,391.26	0.00	2,513.00	(49,904.26)	100.00
585-585-977.000-22-7EQUIPMENT		100,000.00	0.00	0.00	0.00	100,000.00	0.00
585-585-977.000-22-7EQUIPMENT		25,000.00	0.00	0.00	0.00	25,000.00	0.00
585-585-977.000-22-8EQUIPMENT		20,000.00	0.00	0.00	0.00	20,000.00	0.00
585-585-977.000-22-8EQUIPMENT		15,000.00	0.00	0.00	0.00	15,000.00	0.00
585-585-977.000-22-8EQUIPMENT		5,000.00	0.00	0.00	0.00	5,000.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		1,976,700.00	486,844.23	71,842.35	1,312,355.06	177,500.71	91.02
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	0.00	4,181.37	624.52	93.06
585-586-801.000	PROFESSIONAL AND CONTRAC'	125,800.00	30,527.59	4,812.15	48,851.78	46,420.63	63.10
585-586-850.000	COMMUNICATIONS	3,300.00	2,304.00	256.00	0.00	996.00	69.82
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	40,185.69	3,994.95	0.00	14,814.31	73.06
585-586-930.000	REPAIRS AND MAINTENANCE	318,100.00	54,025.46	5,451.19	69,645.03	194,429.51	38.88
585-586-940.000	RENTAL EXPENSE	16,500.00	12,134.61	1,348.29	0.00	4,365.39	73.54
585-586-956.000	MISCELLANEOUS	10,000.00	8,357.52	7,738.27	0.00	1,642.48	83.58
585-586-959.000	DEPRECIATION EXPENSE	206,000.00	0.00	0.00	0.00	206,000.00	0.00
585-586-977.000	EQUIPMENT	0.00	30,616.50	0.00	30,387.70	(61,004.20)	100.00
Total Dept 586 - HARDY DECK		752,700.00	186,589.16	23,600.85	153,065.88	413,044.96	45.12
Dept 587 - OLD TOWN DECK							
585-587-740.000	OPERATION SUPPLIES	8,000.00	8,515.38	0.00	4,566.53	(5,081.91)	163.52
585-587-801.000	PROFESSIONAL AND CONTRAC'	107,500.00	48,697.69	6,246.25	49,058.25	9,744.06	90.94
585-587-850.000	COMMUNICATIONS	5,100.00	3,118.93	256.00	1,185.07	796.00	84.39
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	22,942.48	4,377.41	0.00	32,057.52	41.71
585-587-930.000	REPAIRS AND MAINTENANCE	294,400.00	129,171.76	6,107.79	115,876.29	49,351.95	83.24
585-587-940.000	RENTAL EXPENSE	14,300.00	10,522.44	1,169.16	0.00	3,777.56	73.58
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	247,086.57	18,156.61	191,016.89	233,196.54	65.26
TOTAL EXPENDITURES		3,400,700.00	920,519.96	113,599.81	1,656,437.83	823,742.21	75.78
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		3,400,700.00	2,488,126.19	76,813.46	0.00	912,573.81	73.17

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User: nvanness
DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 03/31/2022

DB: TRAVERSE CITY		ACTIVITY FOR				
GL NUMBER	DESCRIPTION	2021-22YTD BALANCE NDED BUDGET	03/31/2022	MONTH ENCUMBERED 03/31/22	ENCUMBERED EAR-TO-DATE	% BDGT BALANCE USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND						
TOTAL EXPENDITURES		3,400,700.00	920,519.96	113,599.81	1,656,437.83	823,742.21 75.78
NET OF REVENUES & EXPENDITURES		0.00	1,567,606.23	(36,786.35)	(1,656,437.83)	88,831.60 100.00

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User: nvanness
DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 03/31/2022

Page: 1/1

		2021-22YTD BALANCE		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	NDED BUDGET	03/31/2022	MONTH ENCUMBERED	03/31/22 YEAR-TO-DATE	ENCUMBERED BALANCE	% BDGT USED
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-674.000	CONTRIBUTIONS-PUBLIC SOUR	15,000.00	5,000.00	5,000.00	0.00	10,000.00	33.33
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	36,500.00	5,000.00	0.00	13,500.00	73.00
TOTAL REVENUES		50,000.00	36,500.00	5,000.00	0.00	13,500.00	73.00
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-727.000	OFFICE SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00
282-282-801.000	PROFESSIONAL AND CONTRAC	15,000.00	23,705.59	0.00	14,395.78	(23,101.37)	254.01
282-282-930.000	REPAIRS AND MAINTENANCE	4,500.00	0.00	0.00	0.00	4,500.00	0.00
282-282-970.000	CAPITAL OUTLAY	15,000.00	0.00	0.00	0.00	15,000.00	0.00
282-282-970.000-22-7	CAPITAL OUTLAY	15,000.00	11,595.78	0.00	0.00	3,404.22	77.31
Total Dept 282 - PUBLIC ARTS COMMISSION		50,000.00	35,301.37	0.00	14,395.78	302.85	99.39
TOTAL EXPENDITURES		50,000.00	35,301.37	0.00	14,395.78	302.85	99.39
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		50,000.00	36,500.00	5,000.00	0.00	13,500.00	73.00
TOTAL EXPENDITURES		50,000.00	35,301.37	0.00	14,395.78	302.85	99.39
NET OF REVENUES & EXPENDITURES		0.00	1,198.63	5,000.00	(14,395.78)	13,197.15	100.00



Memorandum

To: DDA Board of Directors
CC: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
Date: April 5, 2022
Re: Transportation Demand Management Study Update

Nelson/Nygaard was awarded the contract for the Transportation Demand Management (TDM) study in 2016. Over the past five years, the 3-Year Plan was updated annually and revised to implement recommended quick wins, improve processes, and shift to include mobility as a parking alternative. We began when office space was near capacity, both parking garages exceeded capacity and there was a reliance on parking. Most recently, the Covid-19 pandemic has provided an opportunity to implement process changes while there is available capacity without adversely affecting employees and visitors. In an effort to evaluate current processes, identify parking and mobility options for future developments, identify recommendations for improvements to optimize the parking facilities and leverage other modes of transportation to relieve pressure on our facilities, the TDM study should be revised.

With the revision, we will continue to build on the best management practices for offering pedestrian, bicycle, and transit options as an alternative to parking. We acknowledge that people currently use motorized vehicles to meet the vast majority of their transportation needs, and will likely continue to do so for the foreseeable future. Motor vehicles have been prioritized at the expense of other modes in current practices. In the next five years, Parking Services aims to build partnerships, identify grant opportunities and a plan to balance parking and mobility with all users in mind.

Their Study Update Proposal includes:

- Review Phase – Review recommendations and summary of actions that have been implemented, planned or still in progress.
- Update Phase – Review practices that emerged prior to or developed in response to Covid-19 pandemic. Identify opportunities to advance previous recommendations.
- Recommendations & Updated Final Report Phase – Provide updated plan recommendations.

- Optional – Additional engagement with stakeholder groups or boards.

The proposal fee to update and revise the study is \$20,000. A contingency of \$5,000 is included in order to add value through stakeholder meetings and public engagement. Our goal is to continue to prepare for future infill development and growth by making modifications incrementally rather than an after-thought approach. A primary objective of this endeavor is to reduce traffic and increasing walking, cycling and transit use, by making mobility options easy and inviting.

RECOMMENDED MOTION: That the DDA Board approve and recommend that the City Commission execute an agreement with Nelson/Nygaard in an amount not-to-exceed \$25,000 with funds available in the Auto Parking Fund.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
Date: April 18, 2022
Re: Parking Ordinance Amendments

The Parking Advisory Board reviewed three housekeeping ordinance revisions. The revisions include ordinance changes for the parking permit program include tying the permit to the registrant's vehicle license plate, time limit restricted parking and collecting on short-money agreements. Attached are 1) the draft ordinance changes reviewed by the City Attorney that provide additional information on enforcing the registered permit user and 2) an overview to transition rentals property owners/managers from reselling permits.

There are two additional housekeeping changes that are not included in the draft that will be added. 1) add enforcement times as posted by signage and 2) update vehicle immobilization section as required by state law. Changes to the enforcement times will allow flexibility for us to work with property owners as we build partnerships to manage new metered parking leases that may include enforced metered times that are outside of the defined ordinance times. The City Attorney's Office is still reviewing the state law requirements for immobilizations and will include the revisions in the recommendation to City Commission.

Parking Permit Program

The permit program offers reduced parking rates for long-term parkers. The intent of the program was for employees or residents. The ordinance changes will identify that the permits are used by the registered resident, business or employees; and eliminate the shared use by short-term parkers or reselling of parking. The intent of the program was never to resell parking permits that are offered at a reduced rate. This change is not specific to short-term rentals and includes tour groups who include parking in their fees. Any permit that is not for personal use have the following options as a business: 1) validate their customer's parking, 2) have their customers purchase their own parking permit, or 3) direct customers to pay the hourly rates.

Specific to the use case of short-term rentals, we acknowledge that some have purchased permits that may be valid for a year and would like to have their current bookings honored. We plan to communicate with the owners/managers directly, and offer an interim solution so they may continue to include parking in their rentals through December 31, 2022. In order to improve communication with the renter for the remainder of the year, our office has prepared instructions that have been based on samples provided in meetings with owners/managers. The goal of

uniform instructions will ideally result in there being no end-user issues. Should there be issues, property owners/managers will have the option to pay the for cards that need to be reset or have their permit revoked.

Time restricted parking

A section has been added to define time restricted parking and that signs must be installed in areas where time restricted zones are established and enforced.

Collect on short-money agreements

Paying hourly fees to park in the parking garage is similar to paying to park at a parking meter with the exception that you pay upon exit instead of paying at the time of parking. Short-money agreements occur when parkers do not have money to pay at the time of exit. A section has been added in the ordinance to define that payment is required to exit a parking facility. A fine will be enforced as a parking citation if the short-money agreement is not paid, and will follow existing parking citation processes.

RECOMMENDED MOTION: That the DDA Board of Directors recommend the City Commission enact parking ordinance changes subject to sustenance and approval of the City Attorney.

PART FOUR TRAFFIC CODE

Chapter 410 Traffic Codes¹

410.01 Adoption by reference.

- (a) *Uniform Traffic Code.* The Uniform Traffic Code for Cities, Townships and Villages, sometimes hereinafter referred to in this Traffic Code as the Uniform Traffic Code, promulgated by the Director of State Police and published in the 1979 edition of the Michigan Administrative Code, and amendments as published in the 1981 and 2002 Annual Supplement to the Michigan Administrative Code, in accordance with Act 62 of the Public Acts of 1956, as amended (Administrative Rules R 28.1001 - 28.2075), except as hereafter may be amended or deleted, are hereby adopted by reference as if fully set forth herein, except as may be hereinafter amended or deleted.
- (b) *Michigan Vehicle Code.* The Michigan Vehicle Code, 1949 PA 300; MCL 257.1 to 257.923, as amended, is adopted by reference as if fully set forth herein, except as may be amended or deleted. References in the Michigan Vehicle Code to local "authorities" shall mean the City of Traverse City. The penalties provided by the Michigan Vehicle Code are adopted by reference, provided, however, that the City may not impose a penalty of imprisonment for greater than 93 days.

(Ord. 204. Passed 6-16-86. Ord. 580. Passed 10-21-02.)

410.02 Definitions.

References in the Uniform Traffic Code for Cities, Townships and Villages, as adopted in Section 410.01, to the following words and phrases shall have the following meanings:

- (a) *Governmental unit* shall mean the City.
- (b) *Traffic engineer* shall mean the City Manager or his or her designee.

(Ord. 338. Passed 9-21-92.)

¹Charter reference(s)—Traffic Violations Bureau, § 69

State law reference(s)—Traffic rules and regulations in home rule cities, MCL § 117.4h; Traffic rules and regulations generally, MCL §§ 257.601et seq., 257.634 et seq.; Uniform Traffic Code, MCL § 257.951 et seq.; Motor Vehicle Code, MCL §§ 257.1—257.923

Cross reference(s)—Parking Violations Bureau, Ch. 488; Traffic citations, § 488.05

410.03 Amendments to uniform traffic code.

The following sections and subsections of the Uniform Traffic Code for Cities, Townships and Villages, as adopted in Section 410.01, are hereby amended or deleted as set forth and additional sections and subsections are added as indicated.

R 28.1001 Rule 1. (Amended) Words and phrases.

1. As used in this code:
 - (j) (Added) "Marked crosswalk" means any portion of a roadway distinctly indicated for pedestrian crossing by appropriate markings, signs, barriers, or other devices to give notice thereof.
 - (s) (Added) "Through or thru," when prohibited, means a vehicle traveling a highway or street that does not have an origin, destination, or scheduled stop on that highway or street.
- (a) *Rule 159. Presumption of vehicle weight.* (Added) A presumption of the minimum weight of a vehicle shall be established by evidence of the weight indicated on the Michigan registration certificate for the truck or other commercial vehicle in question.
- (b) *Rule 160. Authority of City Engineer; closing streets.* (Added) Unless otherwise provided by law, the City Engineer is hereby authorized to close any highway, street, alley or other right-of-way or portion thereof which is under process of construction, improvement or repair, by placing traffic control devices in accordance with the Michigan Vehicle Code. A person who violates this section is responsible for a civil infraction.
- (c) *Rule 551. Boarding or alighting from vehicles.* (Added) No person shall board or alight from any vehicle while such vehicle is in motion. A person who violates this section is responsible for a civil infraction.
- (d) *Rule 619. Lights and reflectors.* (Added) No person shall operate a bicycle on any street, alley or public place from one-half hour after sunset to one-half hour before sunrise, unless the bicycle is equipped with lights and reflectors as required by the Motor Vehicle Code applicable to bicycles, and unless the same are operating. A person who violates this section is responsible for a civil infraction.
- (e) *Rule 631. Bicycle parking.* (Added) No person shall park a bicycle in any street, alley or public place, except in a standing position, and no person shall park a bicycle on any sidewalk except in standards provided therefore. A person who violates this section is responsible for a civil infraction.
- (f) *Rule 702. Pedestrians; right-of-way in crosswalk; violation as a civil infraction.* (Amended)
 1. When traffic-control signals are not in place or not in operation, the driver of a vehicle shall stop and yield the right-of-way to every pedestrian within a marked crosswalk.
 2. When traffic-control signals are not in place or not in operation, the driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to so yield, to every pedestrian within an unmarked crosswalk.
 3. A pedestrian shall not suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close that it would be impossible for the driver to stop and yield.
 4. Every pedestrian crossing a roadway at any point other than within a marked or unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles upon the roadway.
 5. A person who violates this rule is responsible for a civil infraction.
- (g) *Rule 706. Pedestrians; yielding right-of-way; violation as a civil infraction.* (Deleted).

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(Supp. No. 18)

- (h) *Rule 1076. Snowmobile operation.* (Added) Unless otherwise permitted by State statute or the Uniform Traffic Code, no person shall operate a snowmobile in the City unless authorized by the Police Chief. A person who violates this section is responsible for a civil infraction.

(Ord. 204. Passed 6-16-86. Ord. 320. Passed 12-16-91. Ord. 366. Passed 7-6-93. Ord. 401. Passed 11-21-94. Ord. 597. Passed 3-17-03. Ord. 664. Passed 03-21-05. Ord. 924. Passed 10-3-11. Ord. 1048 . Passed 5-1-17)

410.04 Amendments to motor vehicle code.

The following sections and subsections of the Michigan Vehicle Code, as adopted in Section 410.01, are hereby amended or deleted as set forth and additional sections and subsections are added as indicated.

- (a) MCL 257.252d(1)(l) Impoundment and immobilization (Added). Subsection (1)(l) is added to read in its entirety as follows:

- (l) If a vehicle is unattended and the registered owner of the vehicle has six (6) or more unanswered parking violation notices or citations regarding illegal parking, in any combination, all of which have been issued for a violation of the Michigan Motor Vehicle Code, as amended, or the Uniform Traffic Code, as amended any police officer or authorized City employee may impound the vehicle or attach or cause to be attached to said vehicle an immobilizing device which will prevent the vehicle from being moved or driven. If an immobilization device is attached, there shall also be attached securely to the vehicle a notice which states:

"CAUTION: THIS VEHICLE HAS BEEN MADE IMMOBILE BY A WHEEL-LOCKING DEVICE. SERIOUS DAMAGE TO THE VEHICLE WILL RESULT IF YOU ATTEMPT TO MOVE THE VEHICLE. RELEASE CAN BE OBTAINED BY:

- (1) Paying the outstanding civil infraction citations or parking violation notices, together with the fee established to cover the costs of attachment and removal of the locking device, or
- (2) Posting a bond to cover the above costs and requesting a hearing.

PAYMENT MUST BE MADE TO THE TRAVERSE CITY PARKING SERVICES OFFICE IN THE LARRY C. HARDY PARKING DECK DURING REGULAR BUSINESS HOURS; OR AT OTHER TIMES, TO THE TRAVERSE CITY POLICE DEPARTMENT. ARRANGEMENTS MUST BE MADE WITHIN 48 HOURS AFTER INSTALLATION OF THE DEVICE OR THE VEHICLE WILL BE REMOVED BY IMPOUNDMENT PURSUANT TO MCL 257.606(B) City Ordinance Section 410.04(a)."

Whenever any police officer or authorized City employee shall issue or have issued an order to impound or immobilize a vehicle as provided herein, it shall thereafter be unlawful for any person to drive or otherwise remove said vehicle if he or she has knowledge of its impending impoundment or immobilization.

MCL 257.252d(6) (Added) to read in its entirety as follows:

- (1) Any bond required for release of a vehicle impounded or immobilized pursuant to subsection (1) shall not exceed the sum of \$500.00.
- (b) MCL 257.252e. Abandoned Vehicle; jurisdiction of court. (Amended) Subsection A is amended to read in its entirety as follows: The following courts shall have jurisdiction to determine if a police agency has acted properly in processing a vehicle under section 252a, 252b(6) to (10), or 252d:
- (1) The district court shall have jurisdiction to determine if a police agency has acted properly in processing a vehicle under sections 252a, 252b(6) to (10), or 252d.
 - (2) The court specified in the notice prescribed in section 252b(6), or 252d(2)(c) shall be the court which has territorial jurisdiction at the location from where the vehicle was removed or deemed abandoned. Venue in the district court shall be governed by section 8312 of Act

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No. 236 of the Public Acts of 1961, as amended, being Sec. 600.8312 of the Michigan Compiled Laws.

- (3) If the owner fails to pay the accrued towing and storage fees, the towing and storage bond posted with the court to secure the release of the vehicle under section 252a, 252b or 252d shall be used to pay the towing and storage fees.
- (c) MCL 257.674(1)(w) Prohibited parking; exceptions; violation as civil infraction. (Amended). Subsection (1) (w) is amended to read in its entirety as follows: In violation of an official sign restricting the period of time for manner of parking, including on any paved street between the hours of 3:00 a.m. and 6:00 a.m. of any day, except for undertakers, physicians and drivers of emergency vehicles while they are on emergency calls, and further subject to the following:
 - (i) From November 16 through the following April 14, vehicles found parked on any street or alley between the hours of 3:00 a.m. and 6:00 a.m. may be towed away at the owner's expense.
 - (ii) From April 15 through November 15, overnight parking between the hours of 3:00 a.m. and 6:00 a.m. is allowed on Saturday, Sunday and Monday mornings only on any street where parking is otherwise allowed, but excluding Bay Street during the National Cherry Festival, and the central business district which, for purposes of this section, is described as follows: Bounded by Grandview Parkway on the North; Union Street south to the River; Boardman River west, south and east back to Union Street; Union Street north to the alley south of State Street; alley east to Cass; Cass south to Washington, Washington east to Boardman; Boardman north to Front Street; Front Street east to Wellington; Wellington north to Grandview Parkway.
 - (iii) Parking may be allowed between the hours of 3:00 a.m. and 6:00 a.m. all year and at all times on paved streets by Permanent Traffic Control Orders for vehicles with valid overnight parking permits issued by the City provided that the vehicle is parked as permitted by the Permanent Traffic Control Order.
- (d) MCL 257.674(1)(aa) Prohibited parking; exceptions, violation as civil infraction. (Added) Subsection (1)(aa) is added to read in its entirety as follows:
 - (aa) On any street, alley or public parkway without valid registration plates on the vehicle.
- (e) MCL 257.682(1) Stopping for school bus displaying flashing red lights; exception; violation as civil infraction; meeting stopped school bus on divided highway; evidence; community service. (Added) The following shall be added to subsection 1: No school bus driver shall activate the alternating flashing red lights while loading, discharging or waiting to load or discharge passengers at a school or any public street or place so designated by traffic control order.

(Ord. 597, Passed 3-15-03; Ord. 715, Passed 1-2-07; Ord. 752, Passed 6-4-07; Ord. 807, Passed 7-21-08; Ord. 836, Passed 6-15-09; Ord. 849, Passed 11-5-09; Ord. 1077, Passed 8-20-18.)

410.05 Application to Northwestern Michigan College property.

The Uniform Traffic Code for Cities, Townships and Villages, and the Michigan Vehicle Code, 1949 PA 300; MCL 257.1 to 257.923, as amended, as adopted in Section 410.01 and as amended.

Uniform Traffic Code 410.05 in Section 410.03, is hereby made applicable to the property of Northwestern Michigan College located in the City, more particularly described as College Drive between Munson Avenue and Front Street.

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This extension of the Uniform Traffic Code and the Michigan Vehicle Code is done pursuant to MCL 257.961, as amended, authorizing the adoption of ordinances governing the operation, parking without fees and speed of motor vehicles upon the property of a community college district.

(Ord. 204. Passed 6-16-86. Ord. 595. Passed 3-17-03.)

Chapter 420 Bicycles and Coaster Toys²

420.01 License required; display; fee.

No person shall ride or propel by muscular power any bicycle on any street, alley or public place, unless such bicycle has been licensed and unless the required license is attached so that it is clearly visible. A fee as determined from time to time by the City Commission shall be charged for each license issued or upon a change of ownership.

420.02 Term of license; renewals.

Bicycle licenses shall be of the permanent type, undated and renewable only upon transfer to a new owner or when the license becomes unreadable.

(1976 Code § 25.062)

420.03 Transfer of license.

Upon the sale or transfer of a licensed bicycle to another owner, a new license will be issued.

420.04 Bicycles and coaster toys prohibited in certain areas.

The City Commission may, by resolution, prohibit the use of bicycles, coaster toys, skateboards, toy vehicles, roller skates, roller blades, in-line skates or other similar wheeled, self-propelled vehicles in certain areas. No person shall ride a bicycle, coaster toy, skateboard, toy vehicle, roller skates or roller blades, in-line skates or other similar wheeled, self-propelled device upon any public property or sidewalk where it is prohibited by resolution of the City Commission and so posted. A person who violates this section is responsible for a civil infraction.

(Ord. 439. Passed 6-17-96.)

420.05 Appearance tickets.

The Police Chief, the marina security officers and the appointed officers of the Police Department or such other officials as are designated by the City Manager are hereby authorized to issue and serve appearance tickets with respect to a violation of this chapter pursuant to Section 1 of Act 147 of the Public Acts of 1968, as amended (MCLA 764.9c(2); MSA 28.868(3)(2)). Appearance tickets shall be in such form as determined by the City Attorney and shall be in conformity with all statutory requirements.

(Ord. 449. Passed 6-16-97.)

²Cross reference(s)—Bicycle paths, § 410.03 (UTC 4.21); Bicycles generally, § 410.03 (UTC 6.28 et seq.)

420.99 Penalty.

Whoever violates any of the provisions of this chapter is responsible for a civil infraction and shall be assessed a civil fine of not more than \$100.00.

Chapter 480 Parking Generally³

480.00 Definitions.

1. Public Parking Facility means any on-street, parking lot, or parking garage which is owned or leased and operated by the Traverse City Parking Services for the parking of vehicles or bicycles.
2. Time Limit Zone means any Public Parking Facility where signs have been erected to establish a defined time limit for parking.

480.01 Unattended vehicles; removal of ignition key.

- (a) No person driving or in charge of a motor vehicle shall permit it to stand unattended in any public place, or on any used or new car lot, without first stopping the engine, locking the ignition and removing the ignition key from the vehicle.
- (b) Whenever any police officer finds a motor vehicle standing unattended with the ignition key in the vehicle, such police officer may remove such key from such vehicle and deliver such key to the police officer in charge of the police station.
- (c) The registered owner of a vehicle found in violation of this section shall be held responsible for such violation.

(1976 Code Sec. 25.05)

480.02 Parking lots at Northwestern Michigan College.

- (a) Pursuant to M.C.L.A. 257.961; M.S.A. 9.2660, as amended, this section is adopted for the purpose of governing parking by motor vehicles, without fees, upon the property of Northwestern Michigan College, located within the City, and located generally in the vicinity of the intersections of Front Street, Munson Avenue and College Drive.
- (b) Parking on such property shall be permitted during certain times only if a valid parking sticker has been issued by the College to the motor vehicle in question, and only if such sticker is visibly displayed on the rear window of the automobile or on any other designated location of other motor vehicles. A parking lot may contain clearly designated visitor parking spaces where such stickers shall not be required.

³State law reference(s)—Traffic rules and regulations in home rule cities, M.C.L.A. § 117.4h; Traffic rules and regulations generally, M.C.L.A. §§ 257.601, 257.634 et seq.; Parking generally, M.C.L.A. § 257.672 et seq.; Municipal violations in counties of 100,000 or more, M.C.L.A. § 725.301

Cross reference(s)—Parking meters, Ch. 484; Parking Violations Bureau, Ch. 488; Parking in parks, § 1064.14; Off-street parking and loading, Ch. 1374

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- (c) Parking shall be regulated pursuant to traffic control orders adopted in the same manner as traffic control orders under the Uniform Traffic Code for Cities, Townships and Villages. Such orders shall designate the parking area in question, the time of regulation and the regulations pertaining to such parking area. The control order shall also specify the signage necessary.
 - (d) The Parking Violations Bureau shall handle all violations of this section and traffic control orders issued hereunder.
 - (e) Parking violations may be alleged by the issuance of a traffic citation by a police officer, or by the issuance of a notice of violation by a police officer or specially designated parking enforcement officer authorized to issue such notices by directive of the City Manager. Such notice shall be called a parking ticket and shall indicate the length of time in which the person to whom the same was issued must respond before the Parking Violations Bureau. It shall also indicate the address of the Bureau, the hours during which the Bureau is open and the amount of the penalty scheduled for the offense for which the ticket was issued, and it shall advise that a complaint against the person to whom the ticket was issued will be sought if such person fails to respond within the time limit.
 - (f) The City Manager shall adopt an administrative policy for the enforcement of City parking ordinances and the method and degree of training which the parking enforcement personnel receive.

(Ord. 364. Passed 6-21-93.)

480.03 Parking on public property.

- (a) *Parking prohibited:* Unless otherwise allowed by the City Manager, no person shall park or place a vehicle, boat or any other object in any City parking lot for the principal purpose of displaying such vehicle, boat or object for sale, for storage or for advertising purposes.
- (b) *Enforcement; penalty:* The uniformed employees of the Traverse City Parking Services or police officers are authorized to issue notices of violations and dispose of violations of this section. The civil fine for a violation of this section is \$15 for each offense. A separate offense shall be deemed committed on each day during or on which a violation or noncompliance occurs or continues. The processing of violations and nonpayment of fines shall be handled pursuant to Chapter 488.

(Ord. 562. Passed 5-20-02.)

480.04 Regulations for Public Parking Facilities

The use of parking spaces in any public parking facility may be regulated by markings or signs painted or displayed on-street, at the entrances, adjacent to the interior, or at the exit of each public parking facility for the purpose of regulating the time during which a vehicle may not be lawfully parking. It shall be unlawful for any person to cause, allow, permit or suffer any vehicle owned or operated by him or her to be parked in or upon any part of a public parking facility, as herein defined, without complying with the regulations relating to the use of that facility. All persons shall obey the parking instructions of any person uniformed, badged or otherwise identified as a Parking Services employee.

(Ord. ###. Passed MM-DD-YY)

480.05 Access Controlled Parking Facilities

When it is deemed appropriate for operating efficiency, patrons of public parking facilities may be assigned and granted a temporary possession of an access control device (See 483.01 (7)). Any person to whom an access control device is assigned may employ the device to gain access to a public parking facility only if he or she is an occupant of the entering vehicle, and further provided that no person shall permit more than one vehicle, admitted by the same access control device, to be parked in a public parking facility at the same time.

(Ord. ###. Passed MM-DD-YY)

480.06 Parking Garage Regulations

Any person who parks a motor vehicle in any Public Parking Facility, shall pay the rates duly established for such parking before removing said vehicle from the parking facility. Parking a vehicle in ~~such~~ parking garage without use of access control device for entrance and exit shall be a violation of this code, unless the driver shall pay the regular hourly rates.

(Ord. ###. Passed MM-DD-YY)

480.07 Time Limit Zone Restrictions (signs required)

No person shall park a vehicle within a Time Limit Zone for longer than the time limit established and posted on signage or vehicle operator shall be subject to the penalties provided in Section 480.99. Each additional period of parking over the time limit shall be a separate offense.

(Ord. ###. Passed MM-DD-YY)

480.99 Penalty.

- (a) Whoever violates any of the provisions of this chapter is responsible for a civil infraction and shall be assessed a civil fine of not more than \$100.00, provided, however, that the offense may be disposed of as provided in Section 488.06 if it is an offense listed as disposable under such section and if the civil fine is paid within the periods stipulated therein.

Chapter 482 Parking on Residential Lots⁴

482.01 Purpose.

The purpose of this chapter is to protect the public health, safety and general welfare, to enhance the visual environment of the City, and to preserve residential neighborhoods.

(Ord. 756. Passed 7-2-07.)

⁴Cross reference(s)—Penalties, § 202.99

482.02 Definitions.

For the purpose of this chapter:

- (1) *Front lot line* means any lot line adjacent to a street.
- (2) *Front yard* means all land extending across the width of a property and lying between the building line and the front line on the street upon which the address has been assigned.
- (3) *Inoperable and inoperative* means unable to operate for the normally intended use as the result of a mechanical, electrical, or other defect, malfunction or condition.
- (4) *Landscaped area* includes, but is not limited to, turf, unaltered soil, planting beds, planted trees, vines, groundcover, mulch, decorative stone or those areas typically so treated.
- (5) *Residential lot* means a lot with a building designed for or used exclusively for residential purposes and containing one or more dwelling units.
- (6) *Treelawn* means the area of public right-of-way lying between the curb line of a curbed street or developed travelway of a noncurbed street and the nearest private property line substantially parallel to said street.
- (7) *Unlicensed* means any motor vehicle, snowmobile, trailer or water craft which does not have a current state registration which is displayed by a license plate or other authorized means.
- (8) *Vehicle* means any self-propelled device intended for use on land.
- (9) *Rear yard* means all land extending across the width of a property and lying between the principal building and the rear property line and is opposite the front yard.

(Ord. 756. Passed 7-2-07.)

482.03 Parking in a front yard or treelawn.

- (a) *Front yards.* No person shall park any vehicle, trailer or water craft in a landscaped area of a front yard of a residential lot.
- (b) *Treelawn parking prohibited.* No person shall park a vehicle, trailer or water craft on the treelawn portion of the right-of-way (1) on a curbed street; or (2) on a non-curbed street unless permitted by sign.

(Ord. 756. Passed 7-2-07. Ord. 968. Passed 6-3-13)

482.04 Registered owner presumption.

Except for leased vehicles, in a proceeding for a violation of this chapter, proof that the particular vehicle described in the citation, complaint, or warrant was parked in violation of this chapter, together with proof from the Secretary of State that the respondent named in the citation was at the time of the violation the vehicle's registered owner, creates in evidence a presumption that the vehicle's registered owner was the person who parked the vehicle at the time that the violation occurred.

(Ord. 756. Passed 7-2-07.)

482.05 Violations.

A person who violates this chapter is responsible for a municipal civil infraction, subject to the penalties provided in § 202.99.

(Ord. 756. Passed 7-2-07.)

Chapter 483 Parking by Permit for Residential Parking

483.01 Definitions.

For the purpose of this chapter, the words and phrases shall have the following meanings:

Residential parking permits means any parking permits issued which are valid for a specified date range, time, and location as indicated for the type of permit to allow the permit holder of a Residential Lot to exceed the posted restricted time limits in a residential parking zone. The physical type of permit issued and may include; hangtags, decals, virtual, proximity, printable or other media.

Residential parking area means a non-metered residential block that has restricted time limit. Metered residential blocks may not be included in a residential parking zone.

Residential parking zone means one or more residential parking areas that require a valid residential parking permit to park for a length of time exceeding the posted restricted time limits.

Residential parking program (RPP) means a process residents may use to request restricted time limits for on-street parking in residential parking areas to obtain a residential parking permit.

(Ord. No. 1105 , Passed 10-7-19)

483.02 Residential parking permits generally.

- (a) In accordance with the Parking Operation and Management Agreement, Traverse City Parking Services is authorized to issue and administer the residential parking program.
- (b) The residential parking program is intended to supplement resident parking needs on a temporary or as-needed basis. The program does not eliminate on-street parking for public use.
- (c) Residential parking permits are available for motor vehicles registered to a residential lot in residential parking area. Residential parking permits shall not be issued for RV/Motorhomes, Boat/Tool Trailers, or other oversized vehicles.
- (d) Residential parking permits allow residents to park and exceed posted restricted time limits on City streets in residential parking areas near their residence.
- (e) Residential parking permits do not allow overnight parking where otherwise prohibited.
- (f) Residential parking permit effective start and expiration dates will coincide with MISOS motor vehicle registration. If MISOS motor vehicle registration does not expire, the permit will expire annually on the registered owner's date of birth.

(Ord. No. 1105 , Passed 10-7-19)

(Supp. No. 18)

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483.03 Establishment of residential parking.

- (a) Residential parking areas and residential parking zones may be established by traffic control orders issued as provided in the Uniform Traffic Code for Cities, Townships, and Villages, as adopted in Section 410.01.
- (b) The traffic control order shall specify the signage necessary.
- (c) The traffic control order shall designate the boundaries of the residential parking zone.
- (d) The traffic control order shall designate the residential parking area and the time of regulation. Residential parking areas are assigned to the residential parking zone in which they reside.

(Ord. No. 1105 , Passed 10-7-19)

483.04 Required information for obtaining residential parking permit.

In order to be eligible for a residential parking permit, the following shall be supplied by the resident/registered vehicle owner:

- (1) Motor vehicle registration issued by the State of Michigan Secretary of State's Office, which coincides with the property address for the residential lot shown in the proof of residence.
- (2) Other relevant information requested to verify eligibility.

(Ord. No. 1105 , Passed 10-7-19)

483.05 Violations.

- (a) It shall be a violation of this chapter for a person to:
 - (1) Park a vehicle in a residential parking area longer than the posted restricted time limit unless a valid residential parking permit is displayed;
 - (2) Park a vehicle displaying a residential parking permit in a residential parking area assigned to an invalid residential parking zone;
 - (3) Make any false, untrue, or misleading statement on any application for a residential parking permit or renewal thereof, or to willfully withhold information or make incomplete disclosure concerning any matter required to be furnished in connection with any such residential parking permit;
 - (4) Fail to report a change of residence or vehicle ownership within 15 calendar days upon which facts a residential parking permit is issued;
 - (5) Alter, tamper or transfer the residential parking permit to another person or vehicle.

(Ord. No. 1105 , Passed 10-7-19)

483.99 Penalty.

Whoever violates any provisions of this chapter is responsible for a civil infraction and shall be assessed a civil fine of not more than \$100.00, provided, however that the offense may be disposed of as provided in Section 488.06 if it is an offense listed as disposable under such section and if the civil fine is paid within the periods stipulated therein.

(Ord. No. 1105 , Passed 10-7-19)

(Supp. No. 18)

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Chapter 484 Parking Meters⁵

484.01 Establishment of zones.

Zones to be known as parking meter zones may be established by traffic control orders issued as provided in the Uniform Traffic Code for Cities, Townships and Villages, as adopted in Section 410.01, on any street or City operated off-street parking area.

(1976 Code Sec. 25.041; Ord. 40, Passed 11-21-77.)

484.02 Installation and operation.

- (a) Single space parking meters installed in parking meter zones shall be placed adjacent to each parking space. Each parking meter shall display by a signal that the parking space adjacent thereto is or is not legally in use. Each parking meter shall indicate by a proper legend the currency to be deposited and the time limitations for each payment method deposited. Virtual account payments may reflect date and paid duration in the account without visible reflection on the meter. Upon the expiration of the time limit, for payments made at the meter rather than by virtual account, the parking meter shall indicate by a signal that the lawful parking period has expired. In the case of the expired meter, the right of the motor vehicle to occupy such a space shall cease and the driver, possessor or person having control thereof shall be subject to the penalties provided in Section 484.99.
- (b) Multi-space (pay station) parking meters installed centrally within streets or surface lots. Signage shall indicate payment by a stall number or license plate. Each multi-space parking meter shall indicate by proper legend the currency or accepted credit card types to be deposited and the time limitations for each payment method deposited. Virtual account payments will reflect date and paid duration in the account. Upon the expiration of the time limit for payments made at the meter, the printed receipt will indicate that the lawful parking period has expired. In the case of the expired meter or receipt, the right of the motor vehicle to occupy such a space shall cease and the driver, possessor or person having control thereof shall be subject to the penalties provided in Section 484.99.

(1976 Code Sec. 25.042; Ord. 40, Passed 11-21-77; Ord. 1011, Passed 1-5-15.)

484.03 Lines and markings; manner of parking.

The City Manager is hereby authorized to install single-space and multi-space parking meters in spaces and to have lines or markings painted upon the curb, street or lot surface controlled by each parking space for which the meter is to be used. No person shall park any vehicle upon or across any such line or marking. The vehicle, insofar as possible, shall be centered within the designated parking space. The City Manager is hereby authorized

⁵State law reference(s)—Traffic rules and regulations in home rule cities, M.C.L.A. § 117.4h; Traffic rules and regulations generally, M.C.L.A. § 257.601 et seq., § 257.634 et seq.; Parking generally, M.C.L.A. § 257.672 et seq.; § 410.03 (UTC 8.10); Uniform Traffic Code, M.C.L.A. § 257.951 et seq.; Municipal violations in counties of 100,000 or more, M.C.L.A. § 725.301

Cross reference(s)—Uniform Traffic Code, Ch. 410; Abandoned motor vehicles, § 410.03 (UTC 2.5a et seq.); Parking generally, Ch. 480; Parking Violations Bureau, Ch. 488

to install numbered stall signs or stall numbers painted within the parking space to designate the stall number of the space.

(1976 Code Sec. 25.043; Ord. 40, Passed 11-21-77; Ord. 1011, Passed 1-5-15.)

484.04 Parking meters.

- (a) *Meter activation required.* Whenever a vehicle is parked within a designated parking meter space, the operator of the vehicle shall activate the meter by depositing in the meter a United States currency of a denomination indicated on the parking meter legend, or using a credit card type accepted by the parking meter, or by activating the meter through the virtual account and if the meter is a manual type by turning or pressing the lever, handle, crank or other device provided upon such meter. Thereupon such parking space may be lawfully occupied by such vehicle during the period of parking time indicated on such meter, printed receipt or virtual paid duration. The parking meters must be activated from 8:00 a.m. until 6:00 p.m., Monday through Saturday except holidays and except such other times or circumstances as designated by the City Manager.
- (b) *Overtime parking.* Except for a Mobile Food Vendor with a valid license issued under these codified ordinances. No person shall leave any vehicle in any metered parking space when the meters must be activated for longer than the time indicated on the parking meter, printed receipt or virtual paid duration. No person shall make any form of payment for the purpose of increasing or extending the parking time of any vehicle beyond the legal parking time which has been established for the parking space or stall number. It shall be a separate offense to park at a metered space or stall for each period of time equal to the maximum allowed on the meter.
- (c) *Civil infraction.* A person who violates this section is responsible for a civil infraction subject to the fine indicated in Section 488.06.

(1976 Code Sec. 25.044; Ord. 40, Passed 11-21-77; Ord. 109, Passed 6-2-80; Ord. 477, Passed 7-6-99; Ord. 543, Passed 10-1-01; Ord. 751, Passed 5-21-07; Ord. 696, Passed 6-3-13; Ord. 1011, Passed 1-5-14; Ord. No. 1143, Passed 10-19-20.)

484.05 Parking meter damage.

No person shall:

- (1) Deposit or cause to be deposited in any parking meter any slug, device or metallic substitute for a United States currency; or
- (2) Remove, deface, injure, tamper with, open or willfully break, destroy or impair the usefulness of any parking meter.
- (3) A person who violates section is guilty of a misdemeanor.

(1976 Code Sec. 25.045; Ord. 40, Passed 11-21-77; Ord. 478, Passed 7-6-99; Ord. 1011, Passed 1-5-15.)

484.06 Use of revenues.

All revenues derived from the use of parking meters as provided in this chapter shall be used to provide for the proper regulation and control of traffic on the streets, to cover the costs of developing and purchasing or leasing parking facilities, and to cover the costs of supervision, inspection, installation, operation, maintenance, control and use of the parking spaces, lots and meters.

(1976 Code Sec. 25.046; Ord. 40, Passed 11-21-77.)

484.07 Collection from meters.

Collections of money deposited in parking meters shall be made as provided by direction of the City Treasurer.

(1976 Code Sec. 25.046; Ord. 40, Passed 11-21-77.)

484.08 Electronic Payment Method for Parking

Technology may be used to accomplish the same function as a parking meter by utilizing electronic payment methods or virtual accounts as methods of payment in parking meter zones. Signage will designate when electronic payments are permitted by utilizing webpage, smartphone application, or by telephone in lieu of physical parking meter. Whenever a vehicle is parked in a parking space in the electronic payment zone the operator of the vehicle shall activate a parking transaction using the zone number and the vehicle's license plate. The parking space may be lawfully occupied by the vehicle during the period of parking time purchased. If the operator fails to activate a parking transaction, the operator shall be subject to the penalties provided in section 494.99.

Any Public Parking Facility utilizing the electronic payment method shall be within the bounds defined for meter parking found in 484.04 and all fines, penalties, and dispositions of enforcement shall be the same as if serviced by physical parking meters.

(Ord. No. #### , Passed mm-dd-yyyy)

484.99 Penalty.

- (a) Whoever violates any of the provisions of this chapter, for which no penalty is otherwise provided, is responsible for a civil infraction and shall be assessed a civil fine of not more than \$100.00, provided, however, that the offense may be disposed of as provided in Section 488.06 if it is an offense listed as disposable under such section and if the civil fine is paid within the periods stipulated therein.
- (b) Whoever violates Section 484.05 is guilty of a misdemeanor and should be subject to the penalty provided in Section 202.99 of the Administration Code.

Chapter 485 Parking by Permit

485.01 Definitions.

For the purpose of this chapter, the words and phrases shall have the following meanings:

1. **Parking permits** means any parking permits issued which are valid for a specified date range, time, and location as indicated for the type of permit to allow the permit holder of a Residential Lot to exceed the posted restricted time limits in a residential parking zone. The physical type of permit issued and may include; hangtags, decals, virtual, proximity, printable or other media.
2. **Public Parking Facility** means any on-street, parking lot, or parking garage which is owned or leased and operated by the Traverse City Parking Services for the parking of vehicles or bicycles. All such facilities shall be designated as public parking facilities.

(Supp. No. 18)

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3. Permit Parking Area means any designated Public Parking Facility where a permit is required to occupy a parking space as a method of access or payment.
4. Access Control Device means any proximity card, control card, key code, license plate, radio frequency identification card or other access control device that is used to gain access to a gated Public Parking Facility.
5. Parking Permit Media means a physical or virtual permit issued to grant access to a Permit Parking Area and may include hangtags, decals, access control devices, license plates or other.

(Ord. No. #### , Passed mm-dd-yyyy)

485.02 Parking permits in public parking facilities generally.

Traverse City Parking Services may make available for sale periodic parking permits for the convenience of persons using any Public Parking Facility. Public Parking Facilities may be designated as a Permit Parking Area.

- (a) In accordance with the Parking Operation and Management Agreement, Traverse City Parking Services is authorized to issue and administer the parking program.
- (b) Parking permits are available for motor vehicles registered to a Public Parking Facility. Parking permits shall not be issued for RV/Motorhomes, Boat/Tool Trailers, or other oversized vehicles.
- (c) Parking permits shall allow the permit holder to park and occupy a parking space as the method of access or payment in a Permit Parking Area.
- (d) Parking permits do not allow overnight parking where otherwise prohibited.
- (e) Parking permit effective start and expiration dates shall reflect the validity of the permit.
- (f) Parking permits shall be displayed and visible in the front windshield or virtually linked to the license plate of the motor vehicle parking in a Permit Parking Area.

(Ord. No. #### , Passed mm-dd-yyyy)

485.03 Required information for obtaining a parking permit.

In order to be eligible for a parking permit, the following shall be supplied by the registered vehicle owner:

- (1) Motor vehicle registration issued by the State of Michigan Secretary of State's Office.
- (2) Other relevant information requested to verify eligibility.

(Ord. No. #### , Passed mm-dd-yyyy)

485.98 Violations.

- (a) It shall be a violation of this chapter for a person to:
 - (1) Park a vehicle in a signed Permit Parking Area without properly displaying a valid parking permit or having a valid parking permit virtually linked to the vehicle license plate unless a valid parking permit is displayed or the driver shall pay the regular hourly rates.
 - (2) Make any false, untrue, or misleading statement on any application for a parking permit or renewal thereof, or to willfully withhold information or make incomplete disclosure concerning any matter required to be furnished in connection with any such parking permit;

(Supp. No. 18)

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(3) Fail to report a change of motor vehicle registration which parking permit is issued;

(4) Copy, reproduce alter, tamper or transfer the residential parking permit to another person or vehicle.

(Ord. No. #### , Passed mm-dd-yyyy)

485.99 Penalty.

Whoever violates any provisions of this chapter is responsible for a civil infraction and shall be assessed a civil fine of not more than \$100.00, provided, however that the offense may be disposed of as provided in Section 488.06 if it is an offense listed as disposable under such section and if the civil fine is paid within the periods stipulated therein.

(Ord. No. #### , Passed mm-dd-yyyy)

Chapter 488 Parking Violations Bureau⁶

488.01 Establishment; supervision by city treasurer.

Pursuant to Section 8395 of the Revised Judicature Act, as added by Act 154 of the Public Acts of 1968, as amended (M.C.L.A. 600.8395), there is hereby established in and for the City a Parking Violations Bureau for the purpose of handling alleged parking violations in the City. The Bureau shall be under the supervision and control of the City Treasurer.

(1976 Code Sec. 25.10)

488.02 Office; administration by city treasurer; operation by Traverse City downtown development authority.

The Parking Violations Bureau shall be located at the Governmental Center and the Larry C. Hardy Parking Deck. The City Treasurer shall administer the Parking Violations Bureau. The Traverse City Downtown Development Authority shall operate the Parking Violations Bureau.

(1976 Code Sec. 25.101. Ord. 715. Passed 1-2-07.)

488.03 Authority re disposition of violations.

No violation that is not scheduled in Section 488.06 shall be disposed of by the Parking Violations Bureau. The fact that a violation is scheduled shall not entitle the alleged violator to disposition of the violation at the Bureau. In any case, the person in charge of the Bureau may refuse to dispose of such violation, in which case any

⁶State law reference(s)—Traffic rules and regulations in home rule cities MCL § 117.4h; Traffic rules and regulations generally, MCL § 257.601 et seq., § 257.634 et seq.; Parking tickets, MCL § 257.675d; Parking generally, MCL § 257.672 et seq.; Uniform Traffic Code, MCL § 257.951 et seq.; Motor Vehicle Code, MCL § 257.1, §§ 257.1—257.923

Cross reference(s)—Motor Vehicle Code, Ch. 410; Uniform Traffic Code, Ch. 410; Parking of bicycles, § 410.03 (UTC 6.31); Parking generally, § 410.03 (UTC 8.10); Parking meters, § 484; Parking in parks, § 1064.14

person having knowledge of the facts may make a sworn complaint before any court having jurisdiction of the offense as provided by law.

(1976 Code Sec. 25.103)

488.04 Rights of alleged violators.

No violation may be settled at the Parking Violations Bureau except at the specific request of the alleged violator. No penalty for any violation shall be accepted from any person who denies having committed the offense. In no case shall the person who denies having committed the offense or the person who is in charge of the Bureau determine or attempt to determine the truth or falsity of any fact or matter relating to such alleged violation. No person shall be required to dispose of a parking violation at the Bureau. Any person shall be entitled to have such violation processed before a court having jurisdiction thereof if he or she so desires. The unwillingness of any person to dispose of any violation at the Bureau shall not prejudice him or her or in any way diminish the rights, privileges and protection accorded to him or her by law.

(1976 Code Sec. 25.104)

488.05 Traffic citations; notices of violations.

The issuance of a traffic citation by a police officer of the City, or the issuance of a notice of violation by a police officer of the City, or a qualified person other than a police officer duly authorized to issue such a notice by ordinance or directive of the City Manager, shall be deemed an allegation of a parking violation. Such traffic citation or notice of violation shall indicate the length of time in which the person to whom the same was issued must respond before the Parking Violations Bureau. It shall also indicate the address of the Bureau, the hours during which the Bureau is open and the amount of the penalty scheduled for the offense for which the ticket was issued, and it shall advise that a warrant for the arrest of the person to whom the ticket was issued will be sought if such person fails to respond within the time limit.

(1976 Code Sec. 25.105; Ord. 5. Passed 10-4-76. Ord. 659. Passed 12-20-04.)

488.06 Schedule of civil fines.

The Parking Violations Bureau or a police officer may issue notices of violations and dispose of the following offenses and civil fines. Violations shall be considered civil infractions.

Violation Description	Base Fee	16—30 Days	31—60 Days	> 60 Days	< 90 Days (Collections)*
(1) Direction of parking and along curb	\$15.00		\$30.00	\$45.00	*
(2) Angle parking	\$15.00		\$30.00	\$45.00	*
(3) Obstructing traffic	\$15.00		\$30.00	\$45.00	*
(4) On sidewalk	\$15.00		\$30.00	\$45.00	*
(5) In front of driveway	\$15.00		\$30.00	\$45.00	*
(6) Within an intersection	\$15.00		\$30.00	\$45.00	*
(7) Within 15 feet of fire hydrant	\$15.00		\$30.00	\$45.00	*

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(Supp. No. 18)

(8) On a crosswalk	\$15.00		\$30.00	\$45.00	*
(9) Too close to intersection or crosswalk	\$15.00		\$30.00	\$45.00	*
(10) Too close to traffic control device	\$15.00		\$30.00	\$45.00	*
(11) Too close to safety zone	\$15.00		\$30.00	\$45.00	*
(12) Too close to railroad crossing	\$15.00		\$30.00	\$45.00	*
(13) Too close to fire station	\$15.00		\$30.00	\$45.00	*
(14) Next to obstruction	\$15.00		\$30.00	\$45.00	*
(15) Double parking	\$15.00		\$30.00	\$45.00	*
(16) On bridge or in tunnel	\$15.00		\$30.00	\$45.00	*
(17) Too close to accident	\$15.00		\$30.00	\$45.00	*
(18) In front of theater	\$15.00		\$30.00	\$45.00	*
(19) Blocking emergency exit	\$15.00		\$30.00	\$45.00	*
(20) Blocking fire escape	\$15.00		\$30.00	\$45.00	*
(21) Where prohibited by sign	\$40.00		\$60.00	\$80.00	*
(22) Handicapped parking	\$100.00		\$200.00		*
(23) Overnight during winter (November 16-April 14)	\$15.00		\$30.00	\$45.00	*
(24) Overnight on paved street (April 15-November 15)	\$15.00		\$30.00	\$45.00	*
(26) Past time limit on sign	\$15.00	\$30.00	\$45.00		*
(27) In alleys	\$15.00		\$30.00	\$45.00	*
(28) For a prohibited purpose	\$15.00		\$30.00	\$45.00	*
A. Sale	\$15.00		\$30.00	\$45.00	*

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(Supp. No. 18)

B. Washing or repair	\$15.00		\$30.00	\$45.00	*
C. Advertising Selling Merchandise	\$15.00		\$30.00	\$45.00	*
E. Storage for over 48 hours	\$15.00		\$30.00	\$45.00	*
(29) On one-way street	\$15.00		\$30.00	\$45.00	*
(30) Too long in passenger loading zone	\$15.00		\$30.00	\$45.00	*
(31) In freight loading zone	\$15.00		\$30.00	\$45.00	*
(32) In bus or taxicab area	\$15.00		\$30.00	\$45.00	*
(33) Meter violation - first violation	\$10.00	\$20.00	\$30.00		*
(34) Parking beyond time allowed on meter (Codified Ordinances Sec. 484.04)	\$10.00	\$20.00	\$30.00		*
(35) Parking beyond time allowed on meter - for each additional violation at the same meter on the same day	\$15.00		\$30.00	\$45.00	*
(36) Improper parking	\$15.00	~	\$30.00	\$45.00	*
(37) Parking without a permit or failure to display permit	\$15.00	\$30.00	\$45.00		*
(38) Parking beyond time allowed on meter - 12 or more violations within a one-calendar-year period	\$75.00				*
<u>(39) Parking Garage Short Money</u>	<u>\$25.00</u>		<u>\$35.00</u>	<u>\$45.00</u>	<u>*</u>
*Additional Collections Fees are based on Balance Due at time of transfer, and the Collection Fee as listed in the Collection Agency Contract.					

(References to other sections in this schedule are for convenience only, and changes to those referenced provisions shall not affect the validity of this schedule.) Response to the citation must be made by requesting a court appearance within 15 calendar days of the date of issue of the citation or by payment of the citation. In

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(Supp. No. 18)

addition, the Parking Violations Bureau may have citations issued for those violations and transfer these matters to the District Court. The District Court shall then establish the civil fine for the offense, up to the maximum allowed by law. The Bureau may extend these time limits in its discretion. At the discretion of the City Treasurer, parking violations not paid within 90 days after the issuance of the notice of violation may be transferred to a collection agency and administrative cost may be added.

(Ord. 363, Passed 6-7-93; Ord. 369, Passed 8-16-93; Ord. 382, Passed 4-18-94; Ord. 479, Passed 7-6-99; Ord. 598, 3-17-03; Ord. 754, Passed 6-4-07; Ord. 891, Passed 11-15-10; Ord. 927, Passed 11-7-11; Ord. 930, Passed 12-19-11; Ord. 935, Passed 3-19-11; Ord. No. 1056 . Passed 8-7-17; Ord. No. 1057 . Passed 8-17-17; Ord. No. 1142 , Passed 10-19-20; Ord. No. 1145 , Passed 12-7-20)

DRAFT



Parking Garage Permit Instructions

General Instructions

1. You must use the access card (permit) to enter and exit the parking structure.
2. **DO NOT PULL A TICKET.** If a paper ticket is pulled to enter the garage, you are responsible for paying the ticket to exit – NO EXCEPTIONS.
3. The access card will only allow one vehicle to park in the garage at a time. The access card must be used to enter and to exit.
4. Having trouble with the permit? There is an intercom at each of the card readers that will contact the Parking office should any issues arise. The office can also be contacted via phone at (231) 922-0241. Office hours are 8:00 AM – 6:00 PM.

Larry C. Hardy Parking Garage Instructions

Entrances to the Hardy Parking Garage

There are two entrances to the Hardy Parking Garage. One is located on the North side of the structure accessible via Front St, the other is on the South side of the building accessible via State St. (See **Figure 1**)

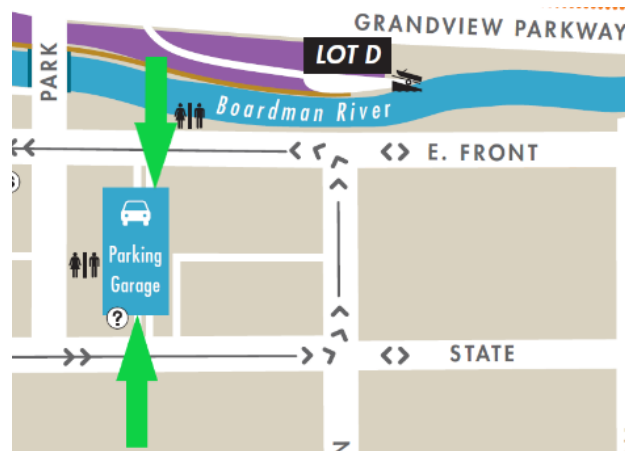


Figure 1: Map of Hardy Parking Garage and surrounding streets. Green arrows indicate the two entrances.



Figure 2 A, B: A(left) shows the Front St. entrance card reader and intercom, B(right) shows the State St. entrance card reader and intercom. Both outlined in green.

Entering the Hardy Parking Garage

To use either entrance, hold your access card up to the card reader. The card reader is separate from the ticket dispenser. See **Figures 2A and 2B** for Front and State St. entrance readers. If you are having difficulties swiping your card, an intercom is positioned on both readers to contact Parking Services.

Entering the Hardy Parking Garage Continued

Permit Holders can **NOT** park on the ground floor of the Hardy Garage. Instead, please proceed to the upper levels. There is another card reader at the bottom of the ramp leading to the 2nd floor. You will need to stop and swipe your access card, regardless of whether the gates are up or down.

After scanning your card to enter the upper levels of the garage you may park anywhere **except the reserved spaces on the 2nd floor.**

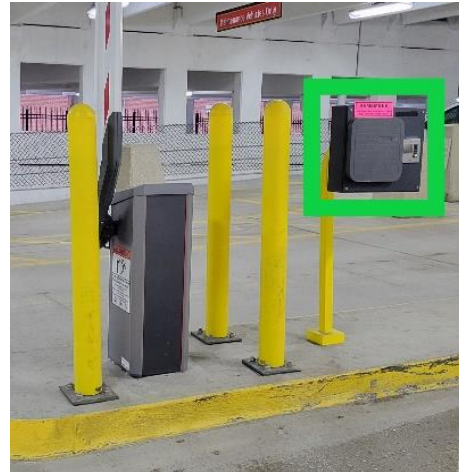


Figure 3: Shows the card reader to leave the upper parking areas, outlined in green.



Figure 4: Shows the card reader to leave the upper parking areas, outlined in green.

Exiting the Hardy Parking Garage

Exiting the second floor you must swipe your access card at the island that you swiped at to get onto the second floor, regardless of the gates being up or down. See **Figure 4** for the swipe area.

There are two exits one on the north side, to Front St., and south side to State St.

North Exit: To use the Front St. exit, swipe your access card at the card reader pictured in **Figure 5A**.

South Exit: When using the State St. exit, the card reader is located on the lower lefthand side of the pay-in-lane machine pictured in **Figure 5B**.

Intercom: In both areas there are intercoms located by the access card readers. Use these in the case you need assistance leaving.



Figure 5 A, B: A(Left) shows the Front St. exit card reader and intercom. B(Right) shows the State St. exit card reader and intercom. Both outlined in green, intercom in blue.



Parking Garage Permit Instructions

General Instructions

1. You must use the access card (permit) to enter and exit the parking structure.
2. **DO NOT PULL A TICKET.** If a paper ticket is pulled to enter the garage, you are responsible for paying it to exit – NO EXCEPTIONS.
3. The access card will only allow one vehicle to park in the garage at a time. The access card must be used to enter and to exit.
4. Having trouble with the permit? There is an intercom at each of the card readers that will contact the Parking office should any issues arise. The office can also be contacted via phone at (231) 922-0241. Office hours are 8:00 AM – 6:00 PM.

Old Town Parking Deck Garage Instructions

Entrances to the Old Town Parking Garage

There is a single entrance to the Old Town Parking Garage on the south side of the structure via Eighth St. (See **Figure 1**)

Note: The ground floor of the Old Town Garage is entirely metered parking. Your permit and access card **DO NOT** give you access to park in those spots. If you choose to park in that floor you will have to pay for parking.



Figure 1: Map of Old Town Parking Garage and surrounding streets. Green arrow indicates the garage entrance.



Figure 2: Image of the entrance to the Old Town Parking Garage. The green arrow shows which lane to use.



Figure 3: Shows the Old Town Parking Garage card reader and intercom location, outlined in green.

Entering the Old Town Parking Deck

To enter the garage from Eighth St., use the farthest right lane. (See **Figure 2**). Pull past the ticket dispenser and hold your access card in front of the card reader box. **Figure 3** shows the card access swipe area.

If you are having difficulties swiping your card there is an intercom on the card reader to contact the Parking Services.

Exiting the Old Town Parking Garage

Use the farthest right lane to exit the building. (See **Figure 4**). Using the swipe area pictured in **Figure 5**, swipe your access card at the card reader to be let out of the garage.



Figure 4: Shows the farthest right exit to be used when leaving the building. Marked with a green arrow.

Intercom: If you are having difficulties and need assistance there is an intercom that will connect you to the parking office where an assistant can help.



Figure 5: Shows the access card reader and intercom picture to the right. Outlined in green.



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: April 18, 2022

Re: Circulation Plan

As you are aware, as part of the *Reimagine East Front Street Initiative*, Progressive AE was asked by the Traverse City Downtown Development Authority to investigate the conversion of Traverse City's downtown street grid to two-way operations. A draft report is being completed and will be sent through a review process with the City of Traverse City before distribution to the DDA board. A presentation of the draft report will be given at our meeting on Friday, April 22.

The study area consisted of 15 intersections in downtown Traverse City, roughly bounded by US-31 (Grandview Parkway) on the north, State Street on the south, Hall Street on the west, and Boardman Avenue on the east.

Traffic modeling was performed for two circulation alternatives:

- (1) A complete two-way street grid conversion and;
- (2) A partial two-way conversion.

Interviews, public engagement sessions, and surveys were conducted with property owners, businesses, residents and elected officials as part of the study. In addition, one-on-one meetings were conducted with City Public Works related to maintenance operations (specifically winter operations).

DDA staff recommended this study based on several aspects, including: our continued efforts to reinforce a "to" mobility strategy for downtown (versus a "though" strategy); efforts to slow traffic on State Street (which were materialized during the pilot conversion during the summer of 2019) and support pedestrian movement; encourage better circulation through a more connected grid-system of streets; and efforts to encourage private investment and increase the vitality of commercial areas throughout downtown.

The collection of traffic data was completed during the months of June and July, 2021; with the understanding that with 8th Street Bridge and Cass Street Bridge closed for construction, a study of the historical traffic capacity was conducted to best model traffic patterns/capacity if the roads were converted to two-way traffic under normal roadway conditions (no construction in the study area).

Chris Zull, the lead Traffic Engineer for Progressive AE will be in attendance for our meeting to provide an overview of the study, including the data that was collected and recommendations relating to circulation.

Another aspect that should be noted under a two-way conversion scenario are the potential operational and physical adjustments to the Hardy Parking Deck

Additional research and meetings were held on this topic with Progressive AE and Fishbeck (an engineering firm who specializes architectural and engineering of parking structures and has previously worked on the Hardy Parking Garage). Should the two-way pilot on State Street move forward, there are two options for Hardy Garage:

One. Minimal Approach

1. Gates would be up, therefore visitors would not pull a ticket.
2. Entry/Exit lanes would be reversed from current conditions.
3. Pay by license plate system and license plate registry system for permit holders:
 - a. Visitors would enter the structure and park, then proceed to a pay station enter license plate number and pay.
 - b. Permit holders would need to provide license plate numbers associated with their permit.
 - c. Purchase of two multi-space meters would be required.
4. Enforcement is essential for success of this type of system and would utilize our current license plate recognition.
5. Traffic circulation and flow does not change.

Cost: \$70,000

The “minimal approach” requires the purchase of multi-space meters that could not be used in a permanent conversion. Equipment would be put in storage to be utilized when equipment fails at other surface lots. Turning maneuvers one State Street will be difficult with existing turning radiuses impacted by the existing island. Gates up will be difficult to enforce, with likely no less than 40% revenue loss. Should the minimal approach be successful, purchase of new equipment and re-striping of all of level 1 would be required in order to shift internal traffic congestion away from the State Street entry/exit and allow visitors to pass the most level 1 parking spaces on their entering circulation path.

Two. Upgrade Approach

1. Entry/Exit lanes would be reversed from current conditions
2. New equipment island reconstructed between entry and exit lanes visitors will pull a ticket.
3. Purchase two pay-on-foot stations that accept cash and credit card payments. Visitors would pull a ticket at entry then pay either at the pay-on-foot or by credit card only in the exit lanes.
4. Permit holders would utilize prox-card credentials as they currently do.
5. Traffic circulation flow and direction does not change.

Cost: \$400,000

The “upgrade approach” would reverse entry/exit lanes and reuse new equipment if the conversion pilot was not successful. Furthermore, the upgrade under this approach is a scheduled end-of-life equipment upgrade that is currently in our capital improvement planning in 2025. Upgrades for equipment will assist the customer experience by expanding configuration options with current technology. Should the upgrade approach be successful, re-striping all of level 1 would be required in order to shift internal traffic congestion away from the State Street entry/exit and allow visitors to pass most of level 1 parking spaces on their entering circulation path.



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

MEMORÁNDUM

To: DDA Board of Directors

From: Jean Derenzy, CEO

Date: April 18, 2022

Re: 2022/2023 Budget and Scheduling Public Hearing for Budget

I have attached the recommended 2022/2023 budget for the Downtown Development Authority (DDA). As a reminder, the DDA budget is comprised of three separate budgets: TIF 97; Old Town TIF; and DDA General Administration. The DDA Board of Directors is also responsible preparing and recommending the budgets for Parking Services and the Arts Commission. Each budget was presented to the Finance Committee at their April 7th meeting.

Following is an overview of each budget:

TIF 97

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

Recommended Budget Items for TIF 97:

Under Professional Services:

- A. Retail Incubator. It is my recommendation to move \$50,000 (which was approved under the 2021/2022 budget) to the upcoming fiscal year. There have been no expenditures for this project to date. However, significant work has been completed to move this project forward. I anticipate having a space identified for the incubator within the next two to three weeks. This upcoming fiscal year will determine how much, if any, additional resources will be needed from the DDA (i.e., operational costs, management, as well as demand for the space).
- B. Community Police Officer. Continuing with our community police officer remains a high priority for both the Police Chief and myself. This is our last year of a five-year contract and we will be working with the Chair, Vice-Chair and Police Chief

to extend and possibly increase this to a full-time community police officer for 2023/2024.

- C. Maintenance and Repair. The recommendation is to increase this line item to \$250,000. This recommendation is based on discussions with the Board, including our November strategic planning session. Staff has identified the needs and associated costs of ongoing repair and maintenance/cleaning of infrastructure (e.g. cracked sidewalks, new benches, planters, sidewalk cleaning, receptacles, cleaning graffiti). It is important to put the more heavily utilized infrastructure items at the top of the list for cleaning and repair to keep our downtown looking fresh, clean and cared for.
- D. Bike and Mobility Plan. The finance committee has approved my recommendation to include \$48,000 for a comprehensive and city-wide Bike and Mobility Plan; to be split between both TIF District (\$24,000 from Old Town and \$24,000 from TIF 97. One of the insights we gained during the East Front Street Design process was that the lack of a comprehensive, city-wide, non-motorized plan can undermine and complicate the merits of “one-off” design processes for downtown streets. That is, without clarity regarding future (and city-wide) non-motorized infrastructure, we will likely continue to have contentious road/streetscape design projects. The Bike and Mobility Plan will add clarity and expectations for non-motorized infrastructure throughout Downtown (and the city) and address policy/expectations regarding scooters and other micro-mobility devices. Funding for the Plan would be shared by the DDA and City.

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

Public Infrastructure:

- A. Bridge Work. Two bridges will be part of the 2022/2023 budget. Those include the North Cass Street Bridge and South Union Bridge. The timing for bridge reconstruction is still being determined and could be moved to 2023/2024. However, the recommendation is to keep the costs within the 2022/2023 budget.
- B. 100/200 Block Ally. This planning effort is identified as “the Lower Boardman River Unified Plan” within the public infrastructure line item. Approval of this project was provided by the DDA Board and will include a full conceptual design for the project space. The conceptual design will determine how the space will look and function and identify a cost for implementation. Once the conceptual design is completed, the DDA will then determine the best approach for financing. This financing piece is linked to our Moving Downtown Forward initiative.

- C. Circulation Plan for Downtown. I have set dollars aside for the possible conversion of State Street (from Pine to Boardman) and Boardman Ave. (from Front Street to State Street) to two-way traffic. Funding would cover a “pilot conversion” of the two streets, beginning in late summer and last throughout the winter.
- D. Downtown Cameras. In response to final report from the Healthier Drinking Culture initiative, the DDA (in partnership with the City Police Department) would implement cameras in identified areas to help with safety concerns.
- E. Streetscapes/Snowmelt. Streetscapes will remain important as new development continues within the district, leading to the overall connected network of heated sidewalks (which is paramount for walkability) and streetscaping aesthetics.

Items not contained in the current proposed budget that needs additional discussion include:

1. East Front Street. I have approached the City on repaving (often referred to as a “mill-and-fill”) East Front Street, with the understanding that a full reconstruction of this street would not happen until financing options are known (per the DDA’s strategic discussion in November), which would likely mean another 3 to 4 years before a complete redesign is achievable. The cost for a resurfacing East Front Street from Railroad to Park Street would be \$280,000. This project is currently not within the proposed 2022/2023 budget and needs to be discussed.

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

It is also important to look at the future long-term goals (and financing options) of the West End Parking Structure. The timing, coordination with other projects, and anticipated needs need to be clearly identified and discussed to determine the best approaches.

Old Town TIF

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

Under Professional Services

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

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

Public Infrastructure:

- A. The Midtown Riverwalk. The Midtown Riverwalk, which was put in over 20 years ago, is due for replacement. The cost that has been identified is conservative, and our work/design will be guided by the Lower Boardman Unified Plan. Minimally, repair and maintenance will be required in this section.
- B. Streetscapes/Snowmelt. Property owners have asked for a partnership with the DDA to implement a snowmelt system within Old Town. Snowmelt helps to provide for a safe and connected network of sidewalks throughout downtown. As we look at how to better connect the two districts, improvements to pedestrian infrastructure is key.

DDA General Fund

The larger pieces for the DDA General Fund include:

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

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

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 employees 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.

As identified on the attached, with the amount of capital improvements recommended, this will require the use of fund balance \$1,258,100. Current cash balance is \$2.6 with an estimated \$300,000 to be added to the cash balance at the end of this fiscal year.

Arts Commission

The Arts Commission budget will working on a variety of initiatives this upcoming fiscal year including new banners on West Front Street, a large mural project and facilitating a new strategic planning process.

RECOMMENDED MOTION: That the DDA Board of Directors schedule a public hearing for Friday, May 20, 2022 for the 2022/2023 Fiscal Year Budget.

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

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

Note: (1) The \$1,821,103 of the \$2,000,000 grant from the State of Michigan for the Civic Center was recognized as revenue and was expended for the purchase of the property in FY 21/22. The balance of the grant will be recognized and expended in FY 22/23.

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

	FY20/21 Audited	FY 21/22 Budgeted	FY 21/22 Projected	FY 22/23 Requested
REVENUES				
Property Taxes	\$ 2,770,871	\$ 3,106,550	\$1,040,450	\$ 3,778,000
Grant and Reimbursements	0	0	0	0
Reimbursements	258,447	130,000	186,800	200,000
Interest Income	1,813	4,500	3,150	2,000
TOTAL REVENUES	3,031,131	3,241,050	1,230,400	3,980,000
EXPENDITURES				
Professional Services	655,161	739,300	739,300	732,000
Printing and Publishing	15,584	200	200	200
Repair & Maintenance	0	15,000	5,000	250,000
Contribution to District Construction Project	575,053	1,708,000	1,708,000	1,784,500
Contribution to City - Debt Service	892,922	931,550	931,550	973,200
Capital Outlay/Engineering Costs for Public Projects	0	0	0	0
TOTAL EXPENDITURES	2,138,720	3,394,050	3,384,050	3,739,900
EXCESS OF REVENUES OVER/UNDER EXPENDITURES	892,411	(153,000)	(2,153,650)	240,100
OTHER FINANCING SOURCES (USES)				
Operating Transfer	0	0	0	0
NET CHANGE IN FUND BALANCE	892,411	(153,000)	(2,153,650)	240,100
Beginning Fund Balance	2,974,201	3,866,612	3,866,612	1,712,962
Ending Fund Balance	\$3,866,612	\$3,713,612	\$1,712,962	\$1,953,062

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

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

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BUDGET REPORT FOR TRAVERSE CITY

Page: 1/3

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 PROJECTED ACTIVITY	2022-23 DEPT REQUESTED BUDGET
Fund: 585 AUTOMOBILE PARKING SYSTEM FUND					
Dept 000 - NON-DEPARTMENTAL					
ESTIMATED REVENUES					
585-000-451.073	RAMSDELL GATE FEES	400		500	
585-000-652.000	PARKING FEES-COIN	1,249,500	1,000,000	1,882,000	1,700,000
585-000-653.000	PERMITS-SURFACE LOTS	200,700	150,000	223,700	200,000
585-000-653.007	PERMITS - NEIGHBORHOOD	1,700		900	
585-000-656.010	PARKING FINES	209,900	150,000	227,200	200,000
585-000-664.000	INTEREST & DIVIDEND EARNINGS	74,300	60,000	64,700	66,000
585-000-677.000	REIMBURSEMENTS	4,700		4,700	4,700
585-000-686.000	MISCELLANEOUS INCOME	1,800		7,000	
585-000-687.000	REFUNDS AND REBATES			10,000	
585-000-699.000	PRIOR YEARS' SURPLUS		1,682,700		
TOTAL ESTIMATED REVENUES		1,743,000	3,042,700	2,420,700	2,170,700
NET OF REVENUES/APPROPRIATIONS - 000 - NON-DEP		1,743,000	3,042,700	2,420,700	2,170,700
Dept 585 - AUTOMOBILE PARKING SYSTEM					
APPROPRIATIONS					
585-585-702.000	SALARIES AND WAGES	9,200	8,900	8,800	9,700
585-585-704.000	EMPLOYEE OVERTIME	1,000	2,200	1,300	2,000
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	200	200	200	200
585-585-716.000	EMPLOYEE HEALTH INSURANCE	100	100	200	100
585-585-718.000	RETIREMENT FUND CONTRIBUTION	200	700	700	700
585-585-727.000	OFFICE SUPPLIES	3,000	6,000	3,800	6,000
585-585-740.000	OPERATION SUPPLIES	30,600	37,000	27,000	37,000
585-585-801.000	PROFESSIONAL AND CONTRACTUAL	892,900	1,180,800	968,000	1,006,000
585-585-802.000	INFORMATION TECHNOLOGY SERVICES				197,500
585-585-810.000	COLLECTION COSTS		500		500
585-585-850.000	COMMUNICATIONS	18,600	21,600	20,000	24,000
585-585-854.000	CITY FEE	247,600	120,000	315,000	278,100
585-585-860.000	TRANSPORTATION	1,900	5,000	3,200	5,000
585-585-862.000	PROFESSIONAL DEVELOPMENT		1,000		2,000
585-585-863.000	TRAINING		2,000		2,000
585-585-880.000	COMMUNITY PROMOTION	8,700	65,000	5,000	65,000
585-585-900.000	PRINTING AND PUBLISHING	5,600	14,000	5,000	14,000
585-585-910.000	INSURANCE AND BONDS	13,800	13,000	12,000	13,000
585-585-920.000	PUBLIC UTILITIES	9,000	15,000	9,000	15,000
585-585-930.000	REPAIRS AND MAINTENANCE	73,200	99,700	35,000	519,800
585-585-930.005	RAMSDELL GATE REPAIR & MAINT	1,300	1,000		1,000
585-585-940.000	RENTAL EXPENSE	116,000	83,000	80,300	80,900
585-585-956.000	MISCELLANEOUS	3,700		3,700	3,800
585-585-959.000	DEPRECIATION EXPENSE	70,100	135,000	135,000	135,000
585-585-977.000	EQUIPMENT	2,000		50,000	165,000
585-585-977.000-22-78	EQUIPMENT		100,000		
585-585-977.000-22-79	EQUIPMENT		25,000		

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BUDGET REPORT FOR TRAVERSE CITY

Page: 2/3

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 PROJECTED ACTIVITY	2022-23 DEPT REQUESTED BUDGET
Fund: 585 AUTOMOBILE PARKING SYSTEM FUND					
Dept 585 - AUTOMOBILE PARKING SYSTEM					
APPROPRIATIONS					
585-585-977.000-22-80	EQUIPMENT		20,000		
585-585-977.000-22-81	EQUIPMENT		15,000		
585-585-977.000-22-82	EQUIPMENT		5,000		
TOTAL APPROPRIATIONS		1,508,700	1,976,700	1,683,200	2,583,300
NET OF REVENUES/APPROPRIATIONS - 585 - AUTOMOI		(1,508,700)	(1,976,700)	(1,683,200)	(2,583,300)
Dept 586 - HARDY DECK					
ESTIMATED REVENUES					
585-586-651.000	PARKING DECK PROCEEDS	166,500	120,000	292,300	250,000
585-586-653.005	PERMITS-PARKING DECK	184,200	150,000	213,200	180,000
585-586-668.000	RENTS AND ROYALTIES	19,600	13,000	7,300	
TOTAL ESTIMATED REVENUES		370,300	283,000	512,800	430,000
APPROPRIATIONS					
585-586-727.000	OFFICE SUPPLIES		1,000		1,000
585-586-740.000	OPERATION SUPPLIES	10,900	9,000	7,000	7,000
585-586-801.000	PROFESSIONAL AND CONTRACTL	179,600	125,800	195,500	131,100
585-586-850.000	COMMUNICATIONS	3,100	3,300	3,100	6,300
585-586-910.000	INSURANCE AND BONDS	8,100	8,000	7,300	8,000
585-586-920.000	PUBLIC UTILITIES	33,300	55,000	48,200	55,000
585-586-930.000	REPAIRS AND MAINTENANCE	79,200	318,100	76,800	581,000
585-586-940.000	RENTAL EXPENSE	7,200	16,500	16,300	21,800
585-586-956.000	MISCELLANEOUS	8,300	10,000	8,400	10,000
585-586-959.000	DEPRECIATION EXPENSE	207,200	206,000	207,200	207,200
585-586-977.000	EQUIPMENT			61,200	5,000
TOTAL APPROPRIATIONS		536,900	752,700	631,000	1,033,400
NET OF REVENUES/APPROPRIATIONS - 586 - HARDY D		(166,600)	(469,700)	(118,200)	(603,400)
Dept 587 - OLD TOWN DECK					
ESTIMATED REVENUES					
585-587-651.000	PARKING DECK PROCEEDS	58,200	35,000	79,300	70,000
585-587-653.005	PERMITS-PARKING DECK	292,100	40,000	137,000	100,000
585-587-677.000	REIMBURSEMENTS	700			
TOTAL ESTIMATED REVENUES		351,000	75,000	216,300	170,000
APPROPRIATIONS					
585-587-740.000	OPERATION SUPPLIES	2,900	8,000	9,500	4,000
585-587-801.000	PROFESSIONAL AND CONTRACTL	46,200	107,500	110,400	90,500
585-587-802.000	INFORMATION TECHNOLOGY SER				1,600
585-587-850.000	COMMUNICATIONS	4,900	5,100	4,900	5,800
585-587-910.000	INSURANCE AND BONDS	7,300	6,000	7,400	900

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BUDGET REPORT FOR TRAVERSE CITY

Page: 3/3

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 PROJECTED ACTIVITY	2022-23 DEPT REQUESTED BUDGET
Fund: 585 AUTOMOBILE PARKING SYSTEM FUND					
Dept 587 - OLD TOWN DECK					
APPROPRIATIONS					
585-587-920.000	PUBLIC UTILITIES	29,300	55,000	29,500	50,000
585-587-930.000	REPAIRS AND MAINTENANCE	34,300	294,400	141,800	55,000
585-587-940.000	RENTAL EXPENSE	6,100	14,300	14,100	16,200
585-587-959.000	DEPRECIATION EXPENSE	183,100	181,000	183,100	183,100
585-587-977.000	EQUIPMENT			40,600	5,000
TOTAL APPROPRIATIONS		314,100	671,300	541,300	412,100
NET OF REVENUES/APPROPRIATIONS - 587 - OLD TOW		36,900	(596,300)	(325,000)	(242,100)
ESTIMATED REVENUES - FUND 585		2,464,300	3,400,700	3,149,800	2,770,700
APPROPRIATIONS - FUND 585		2,359,700	3,400,700	2,855,500	4,028,800
NET OF REVENUES/APPROPRIATIONS - FUND 585		104,600		294,300	(1,258,100)
BEGINNING FUND BALANCE		24,177,200	24,281,700	24,281,700	24,576,000
FUND BALANCE ADJUSTMENTS		100			
ENDING FUND BALANCE		24,281,900	24,281,700	24,576,000	23,317,900

2022-23 ANNUAL BUDGET SUMMARY
Traverse City Arts Commission



DRAFT Budget April 18, 2022

Revisions:

FY Year: July 1, 2022 to June 30, 2022

	FY 22-23 Requested Budget
REVENUES	
City of Traverse City General Fund	30,000.00
Downtown Development Authority (DDA) - TIF 87	15,000.00
Grants	8,000.00
Donations	0.00
Total Revenue	53,000.00
EXPENDITURES	
Contractual Services	6,000.00 Strategic Plan
Capital Projects	96,000.00 East Front Banner Program (\$3,000), Mural Project (\$15,000), Pop-Up Projects (\$5,000), Park Installation (\$10,000), TART Rotating Exhibit (\$3,000)
Communications	3,000.00 Website/Domain Hosting, Call for Entry, Memberships, Public Engagement, Sign ID
Operations & Maintenance	8,000.00 Maintenance (\$5,000), Paint it Forward Mini Grant (\$3,000)
Professional Development & Training	0.00
Miscellaneous	0.00
TOTAL EXPENDITURES	\$53,000.00
EXCESS OF REVENUES OVER/UNDER EXPENDITURES	-
PROJECTED BEGINNING FUND BALANCE	116,785.00
ENDING FUND BALANCE	116,785.00



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
Marty Colburn, City Manager

Date: April 18, 2022

Subject: Grandview Parkway

As you are aware, the Michigan Department of Transportation (MDOT) has scheduled the reconstruction of Grandview Parkway for the spring and summer of 2023. Over the last few years, DDA and City staff met intermittently with MDOT to discuss broad desires and design preferences for the corridor. Following a presentation of MDOT's initial plan/design for the corridor in late summer of 2021, the DDA and City sent a letter to MDOT requesting additional (and more constructive) opportunities to meet regularly to discuss the project. Due to the scope and significance of the project, we felt it was important to secure a third-party consultant to facilitate general coordination, engineering, engagement and planning services related to the Grandview Parkway project – essentially to work for and speak on behalf of the city (as well as the DDA and other stakeholders) for the remainder of MDOT's planning and design process.

To that end, the DDA and City reached out to Progressive AE to provide these important services. Progressive AE had worked closely with MDOT and the DDA over the past year on the proposed intersection improvements at Grandview Parkway and East Front Street and had established a positive and collaborative working relationship with MDOT, DDA and City staff and community stakeholder organizations. In addition, Progressive AE had worked extensively with MDOT in other communities across the state.

In October 2021, Progressive AE started facilitating weekly meetings with MDOT, City and DDA staff members as well as representatives from community stakeholder organizations to develop and coalesce on a design for Grandview Parkway that both represents the desires and preferences of the community and fits within the regulatory framework and design limitations of MDOT. Frankly, the most current design for the Grandview Parkway Corridor is substantially improved over the initial design and would not have come together without the coordination and engineering efforts of Progressive AE. I am confident that the improved design we have today is a direct result of our

commitment to work together and the leadership of Progressive AE, including the following design “wins” for the city, which were not included in the preliminary design:

- Division Street: Pedestrian crossing on west side. East side having left-turn going south, two-lane and northbound right turns going east
- All crosswalks across the roadway are 12-feet wide
- Protected pedestrian crossings
- Oak Street: Widen crosswalk to 12-feet and obliquely angled the crosswalk to be safer for pedestrians/bicyclists, which naturally guides people to look at oncoming traffic
- Hall Street: Shortening of Hall Street crosswalks for pedestrians, shortened due to the inclusion of bump outs
- Westbound left-hand turn lane on Grandview Parkway, turning south onto Hall Street
- Median extended from west to east in front of volley ball courts allows additional safety pedestrian space. Move Hawk-Light to median near Hall Street
- Original plan in front of Indigo Hotel showed a wider vehicular travel lane, which has now been narrowed approx. ½-foot to allow additional sidewalk width in front of the hotel
- Union Street: Widen crosswalks, and utilize audible pedestrians signaling .
- Lot T & B driveway closed along Grandview Parkway directing people to use the sidewalk along river's edge on the southside of the parking lots. Future redevelopment of these lots will look to incorporate improved pedestrian connections
- Signal light phase would allow dedicated left hand turn at Union and Marina - currently none
- Pedestrian crosswalks on both sides at Park Street
- Left-hand turn lanes westbound on the Parkway to southbound on Park Street
- Murchie Bridge trail separation: due to horizontal and vertical deflection could not move lane to the south. Existing guardrail is to be extended westward
- Impact of narrowing of lanes on medians will require a dubbed down curb for equipment/maintenance access
- E. Front St: Realignment and entrance to downtown with two brand new 12 ft. crosswalks on both sides, dedicated left turn westbound, no more free flow traffic westbound. This will force vehicles to stop, slowing free flow and creating traffic calming, including installation of audible pedestrian signals.
- Removal of eastbound deceleration lane going into Plante Moran to their structure, parking is eliminated
- Left-turn lane for Delamar Hotel, eastbound - safety benefit due to curve in road
- MDOT placing water quality systems at Rose Street and Barlow Street for stormwater
- Throughout this project MDOT to install dry wells and treatment systems to support stormwater quality improvements
- Barlow corner property: Close one ingress/egress - empty lot
- South of Senior Center: Access to gravel lot closed to ingress/egress

- Peninsula Drive: Benefit of geometric realignment making it safer. This is a more teed up (narrower) intersection vs. angle. Includes provision of lefthand lane eastbound onto Peninsula Drive, which has no left hand turn, but includes pedestrian refuge island. Create lane eastbound of pedestrian refuge island for customers to be able to get to businesses. Installation of signage to prohibit through traffic on Peninsula Drive
- Traffic stacking lane approach lengthened on Front Street to Garfield Street moving traffic north on M-37

Furthermore, MDOT has stated a preference to approach and facilitate future projects within the City following a similar collaborative process.

In December of 2021, Progressive AE (which had been working in good-faith since October) submitted a proposal to the DDA and City for coordination and engineering consulting services not-to-exceed \$75,000. As work continued on this project into 2022 (i.e., weekly meetings continued into March), the DDA and City has not fully executed the agreement with Progressive AE.

The percentage split between the DDA and City was determined by calculating the portion of the entire Grandview Parkway Corridor (10,479.8 linear feet) that is located outside the DDA District and the portion located inside the DDA District. That is, 56% of the Grandview Parkway Corridor is located outside the DDA District and 46% is located inside the DDA District. Our share of the project would be allocated from TIF 97.

RECOMMENDED MOTION

That the DDA Board of Directors approve a not to exceed contract of \$75,000, with 46% of total project budget or \$34,500 being the DDA's share and 54% or \$40,500 being the City's share, with Progressive AE to facilitate general coordination, engineering, engagement and planning services related to the Grandview Parkway project subject to approval as to substance by the 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: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO

Date: April 18, 2022

Subject: Budget Adjustment 2021/2022

Attached is a budget adjustment for the current fiscal year which reflects new revenue and expenditure, which increases the overall expenditures for 2021/2022. This adjustment specifically relates to the Civic Square expenditure with the grant from the State of Michigan. The revenue and expenditure was 'anticipated' to be completed under the 2020/2021 budget. However, closing on the property did not occur until this current fiscal year.

Also, as a reminder, the \$2 million grant was originally recorded as a deferred revenue (liability account). Grant revenue is not recorded until the expenses are incurred. Therefore, the adjustment reflects the amount incurred.

The budget adjustment will require approval from the City Commission.

RECOMMENDED MOTION:

That the DDA Board of Directors approve a budget adjustment to increase grant revenue under Civic Square line item.

DDA BUDGET ADJUSTMENT

Increase Revenue

Grants and Reimbursements	<u>\$1,721,900</u>
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TOTAL	<u>\$1,721,900</u>
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Increase Expenditure

Civic Square	<u>\$1,721,900</u>
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TOTAL	<u>\$1,721,900</u>
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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: April 18, 2022

Subject: Project Updates

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 have worked with PUMA staff to create an agenda/schedule for each day of their site visit, which will include meetings and group interviews with DDA Board members. Leading up to their site visit, PUMA staff has been conducting video calls with downtown and community stakeholders.

A joint meeting with the DDA and City Commission has been confirmed for Tuesday, June 21st at 7:00pm which will provide the DDA/City Commission and opportunity for both boards to hear about the initiative from PUMA and ask questions and provide for public input.

MEDC Grants

The DDA recently learned it was awarded an MEDC's *Match on Main* Grant Program on behalf of the 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.

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

Last week, we kicked-off this exciting project with Inform Studio. As you may recall, Inform Studio has included Hubbell, Roth and Clark on 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 alley and add sheet-piling on the 200 block alley. 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.

Zoning

As noted in previous updates, the City Planning Commission is considering potential amendments to the city's zoning ordinance that would regulate first floor uses within the C-4 District, which includes most of Downtown. The Planning Commission is also considering potential amendments that would allow for additional building height in the C-2 Neighborhood Center District, which is Old Town (along Union Street).

Outreach with property owners occurred on Thursday, April 7th to garner their input. Planning Commission will consider amendments at their May 2nd meeting.

Downtown Summit

We will be hosting a Summit with downtown business and property owners on Wednesday at 9:00 AM 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. DDA Board members are welcome to attend.

Building Design Standards

DDA staff is working with city staff and a handful of community stakeholders to examine the desire for and extent of building design guidelines for downtown. This conversation is very much in the preliminary stages. Building Design Standards has been identified by the DDA Board in your strategic plan for three years and a priority for staff.

Trees & Plants

You might have noticed that the city is working on removing/replacing 31 trees throughout the downtown. The tree-planting should be completed by mid-May. In addition, we are continuing our partnership with MSU Extension for the downtown planter-boxes and hope to have them ready the first week of June.

Holiday Lights

On April 6th, we issued an RFP for Holiday Lights through downtown. Our current contract with Christmas Décor expires this year. We hope to bring you a proposal for your consideration in May.



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: April 18, 2022

Subject: Arts Commission Update

Strategic Planning Effort

At their April 4th meeting, the City Commission approved a budget amendment to hire Parallel Solutions which will assist in facilitating a strategic planning effort for the Arts Commission.

Art on the TART - 16th Street Art Installation RFP

We received 10 proposals for the *Art on the TART* - 16th Street RFP and will be working to narrow down the list of preferred candidates over the next several weeks.

West Front Street Banner Initiative

The Arts Commission is planning to approve the final RFP for 30 new banners along West Front Street. The theme for the banner initiative is "fresh perspectives of downtown". Up to nine artists will be selected along with 30 unique banner images.



Memorandum

To: Scott Hardy, Parking Advisory Board Chair
From: Nicole VanNess, Transportation Mobility Director
CC: Jean Derenzy, DDA CEO
Date: April 18, 2022
Re: Board Member Report: Parking Advisory Board – April 2022

The Advisory Board met and reviewed the draft ordinance revisions approved by the City Attorney's office related to changes to have parking permit use and transfer comply with the permit parking program, housekeeping updates for time limit parking and collecting on short-money agreements.

The Board was provided with sample prox card instruction information that will be provided to anyone who is planning to continue using shared permits through the end of the 2022. The information will hopefully reduce misuse and frustration by renters.

Lastly, Jean provided the Board with an overview on the Downtown Summit which is occurring on Wednesday, April 20th from 9-11 AM at the City Opera House.



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, DDA CEO

From: Abby Taylor, Downtown Experience Coordinator

Date: May 22, 2022

Subject: Event Updates

Art Walk

Art Walk is our next DTCA event that will take place on May 6 from 4pm-7pm. We have 26 downtown shops and restaurants signed up including 3 new DTCA members (Dharamsala, The Big Salad, and Fresh Water Textiles). All merchants have found or been paired with an artist. It will be up to each merchant's discretion to serve wine and non-alcoholic beverages at their location. We have strict guidelines that will be provided to each participating location. The Dennon Museum will be doing an interactive community art activity by the J Smith Walkway for all ages. We have also hired a jazz band to play in front of the Chase Bank building. Walking guides will be printed and displayed in each participating location and digitally on our website. We will be looking at a meet and greet art appreciation event on a Thursday in September.

2022 Art Fair Series

Applications for the 2022 Art Fair Series have been submitted and we are on course for a successful year, numbers-wise. We have 96 applicants for Old Town Arts and Crafts Fair, 120 for National Cherry Festival Arts and Crafts Fair, and 76 for Downtown Arts and Crafts Fair. The last day to apply for these shows was April 1st and acceptance letters have been sent out for all shows. At this time, the layout for the Old Town Arts Fair is close to complete with all permits being accepted.

Dates for the shows are below:

- Old Town Arts & Crafts Fair | June 18
- National Cherry Festival Arts & Crafts Fair | July 3
- Downtown Art Fair | August 20



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: April 18, 2022

Re: Communications

Volunteer outreach

The DDA plans to bolster its volunteer program to help with downtown events, data gathering and other tasks. To this end, we plan to thoroughly promote and then hold a volunteer kickoff at Little Fleet from 5-7 p.m. on Thursday, May 19. This will give us a chance to meet potential volunteers and then match their interests with our needs. Please spread the word about this event. Volunteers young and old, and of all professional backgrounds, are welcome! After this kickoff, we will of course continue to develop this program. Interested volunteers should email art@downtowntc.com

PUMA rollout

Progressive Urban Management Associates (PUMA) will be on site for the first time in early May for the early stages of the "Moving Downtown Forward" study. Later that month will be the first big push of publicity on this process, with media pitches, a written *Record-Eagle* forum piece and more ahead of the first public input session in June. We will have a dedicated page on our website for this process live by the end of April.

Farmers Market updates

The advisory board at its March meeting voted to reduce the meeting schedule from monthly to three times a year (January, March and October). This will allow for all the necessary approvals while reducing the time commitment. We also have applicants for two available advisory board positions and will have recommendations for you in May.

General communications/Event promotion

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



Memorandum

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

Project Updates

Camera Project

The configuration of the new Verkada camera software is complete. Electricians will be on-site the week of April 25, 2022 to install the conduit and pull wire to bring the system on-line.

Conduit Change Order Hardy Parking Garage

We are awaiting a change order quote from the electricians who are installing conduit for the camera project. The change order is to install additional conduit and pull wire at Hardy to: 1) NE pedestrian tower, 2) SW pedestrian tower, 3) State St exit lane and 4) State St entry lane. The additional conduit would be used to implement the two-way traffic conversion at the Hardy Garage. The conduit would be used by both the minimal and upgraded approaches. Should the two-way traffic conversion not proceed, the conduit would be ready for the 2025 capital improvement project to upgrade the parking equipment. We plan to proceed if the change order amount is within the City Manager's spending limit and the project can be completed while the other conduit work is being done. If the amount exceeds the limit or the timeframe does not work out, we will obtain separate quotes.

Seasonal Rate Increase

Seasonal rates will go into effect May 15, 2022.

March Parking Revenue

Below are the February revenues compared to March 2020.

Meter Revenues

	2021	2022
Total Revenue	86%	126%
Coin	76%	107%
Pay-by-cell	108%	168%

Hourly Admissions

	2021	2022
Hardy Revenue	-23%	60%
Old Town Revenue	42%	120%

Permits & Fines

	2021	2022
Permit Revenue	139%	173%
Fine Revenue	20%	63%



**Minutes of the
Arts Commission for the City of Traverse City
Regular Meeting
Wednesday, March 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 Amundson, Commissioner Caitlyn Early, Commissioner Steve Nance, Commissioner Joshua Hoisington

The following Commissioners were absent: Commissioner Mi Stanley

Chairperson Amundson presided at the meeting.

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

(b) **CONSENT CALENDAR**

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

(2) Approval of approving the February 2022 Arts Commission Financials (approval recommended) (Burkholder) - PDF

Motion to approve the Consent Calendar as amended, noting that Chairman Amundson presided over the February meeting and Commissioner Nance added an item under Public Comment.

Moved by Ashlea Walter, Seconded by Steve Nance

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

Absent: Mi Stanley

CARRIED. 6-0-1 on a recorded vote

(c) **OLD BUSINESS**

(1) Art on the TART Update

- Mr. Burkholder noted the Art on the TART RFP has been posted and released to several media channels.
- Commissioner Walter asked that the RFP be sent to the Art Commission's list of artists.

(2) West Front Street Banner Initiative Update and RFP

- Mr. Burkholder provided a summary of the revised RFP.
- Commissioner noted a desire to make the application process (and language in the RFP) more simple. Mr. Burkholder noted he would discuss the process and application language with the city attorney and that the Arts Commission would likely include additional process questions under the strategic planning process.
- Commissioners debated on how to recognize the Arts Commission and artists on the banner installation and settled on a preference to have a black band at the bottom of each banner that recognizes the Arts Commission.
- Mr. Burkholder noted he would bring the final RFP for approval at the April meeting and have an example of what the black band would say for each banner.

(3) Budget Amendment Update

- Mr. Burkholder provided an update on the budget amendment process.

(d) NEW BUSINESS

(1) Preliminary 2022/2023 Budget

- Mr. Burkholder provided a summary of the proposed/preliminary budget.
- Commissioners discussed the preliminary budget items (as presented) and discussed preferred additions, related to pop-up installations and installations in city parks as well as changes to dollar allocations.
- Following the discussion the agreed upon budget included: Strategic Plan (\$6,000); West Front Banner Initiative: (\$3,000); Mural Project (\$15,000); Maintenance (\$5,000); Mini-Grant Program (\$3,000); Communications (\$3,000); Pop-Up Projects (\$5,000); and Park Installations (\$10,000).

Motion to approve the 2022/2023 Preliminary Budget as amended.

Moved by Roger Amundsen, Seconded by Caitlin Early

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

Absent: Mi Stanley

CARRIED. 6-0-1 on a recorded vote

(e) PUBLIC COMMENT

(1) General

(2) Commissioners

- Commissioner Nance noted the "outdoor gym" installation near the 10th Street trailhead with a long wall reserved for art. He mentioned he would reach out to Priority Health about the possibility of a different application.
- Mr. Burkholder noted he would contact the artist about the application.
- Commissioner Early noted she would assist with grant writing for the Murals

(f) **ADJOURNMENT**

- (1) Motion to Adjourn
Motion to Adjourn the Meeting

Moved by Ashlea Walter, Seconded by Caitlin Early

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

Absent: Mi Stanley

CARRIED. 6-0-1 on a recorded vote

Charlotte Smith, Chairperson

DOWNTOWN TRAVERSE CITY ASSOCIATION BOARD MEETING

THURSDAY, MARCH 10, 2022
8:30 AM

MINUTES

1. Call to Order (*Libman*)

The meeting was called to order at 8:35am

- a. *Present: Jeffrey Libman, Liz Lancashire, Libby Barnes, Margaret Morse, Amanda Walton, Karen Hilt*
- b. *Absent: Jeff Joubran, Blythe Skarshaug, Dawn Gildersleeve*

2. Approval of [Minutes of the Board Meeting of February 10, 2022](#)

- a. *Motion by Hilt to approve minutes as presented; second by Walton. All in favor.*

3. Events Review (*Taylor*)

a. Traverse City Restaurant Week Review

- i. *Survey went out yesterday; early feedback positive.
We'll review all responses at April meeting.*

b. Art Fairs

- i. *Old Town Arts and Crafts Fair: 52*
- ii. *National Cherry Festival Arts & Crafts: 108 (Capping at 110)*
- iii. *Downtown Art Fair: 27 (moved to Open Space because of bridge work)*

c. Invest in Our Planet - April 22-24

- i. *Approached by Citizens' Climate Lobby, Grand Traverse Area Chapter; they put forth a list of events, desiring to get downtown TC involvement*
 - *Workshops and other classes at Lillies of the Alley*
 - *Artwork hung in businesses from schools*
 - *Old Town Playhouse screening of 2040*
 - *Beach/downtown cleanup through Barc and other businesses*
 - *Organized bike ride by Norte on Sunday through downtown*
 - *Vegan/ Vegetarian offering at participating restaurants*
 - *Less plastic bags*

Consensus of those present: little time to collaborate and put a plan in effect; observe 2022 events and review for 2023.

d. Art and Culture Walk

- i. May 6 and 7, 4pm-7pm
- ii. Sending out signup on 3/11
- iii. Contacted:

Higher Art Gallery- confirmed
Rick Burbee- confirmed
Fusion Fine Art and Framing- confirmed
Art and Soul- confirmed
Paige Lee Interiors- confirmed
Studio Anatomy- contact Nick Walsh he has Underground Art
The Camera Shop- reached out
My Secret Stash- reached out
Steve Stannard (has a studio in Front Row Center)
Crooked Tree- reached out
McMillans- reached out
West Bay Handmade- reached out
Mariah Manning studio (has a studio in The Warehouse)
Opera House- reached out
Tattoo shop- reached out

*Consensus of those present: little time to 're-invent' a known event;
discussion about participation fees, re-naming, digital menu/map.*

e. Comedy Fest

Date: Thursday-Sunday (February 2-5)
Next meeting: Wednesday, March 23

Ambitious project; ideas or a plan? Further discussion at April Board meeting.

4. Good Morning Downtown

Date: Wednesday, March 16
Where: Hotel Indigo
Theme: Meet your neighbor

5. Adjourn (Libman)

The meeting was adjourned at 10:12am

*Respectfully submitted,
Margaret Morse
March 10, 2022*



**Minutes of the
Downtown Development Authority for the City of Traverse City
Finance Committee
Monday, March 14, 2022**

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

The following Board Members were in attendance: Board Vice Chair Scott Hardy, Board Member Damian Lockhart, and Mayor Richard Lewis

The following Board Members were absent: Chairperson Gabe Schneider and Board Member Jeff Joubran (unexcused)

Vice Chairperson Lockhart presided at the meeting.

(a) **CALL TO ORDER**

Hardy called the meeting to order at 9:38AM.

(b) **ROLL CALL**

(c) **APPROVAL OF MINUTES**

(1)

Consideration of approving the minutes of the regular Finance Committee meeting of January 10, 2022 (Approval recommended) (Jean Derenzy)

That the Finance Committee approves the minutes of the regular Finance Committee meeting of January 10, 2022.

(d) **BUDGETS**

(1)

Review of 2022/2023 DDA General, TIF 97, Old Town TIF and Parking Budgets (Jean Derenzy)

Derenzy distributed updated DDA General and TIF 97 budgets to the Committee.

The Following Addressed the Committee:

Jean Derenzy, DDA CEO
Scott Hardy
Richard Lewis
Damian Lockhart

(e) **BUDGET ADJUSTMENTS**

(1)

Review of 2021/2022 financials (Jean Derenzy)

The Following Addressed the Committee:

Jean Derenzy, DDA CEO
Scott Hardy
Richard Lewis

(f) **PUBLIC COMMENT**

No public comment.

(g) **ADJOURNMENT**

(1) That the DDA Finance Committee adjourn the regular meeting of March 14th at 10:28AM.

Jean Derenzy, Traverse City DDA
CEO

**Meeting Minutes
Farmers Market Advisory Board
Regular Meeting
Tuesday, February 22, 2022**

1. CALL TO ORDER

The Farmers Market Advisory Board was called to order at 9:03 on Tuesday, Feb. 22, 2022 by Phelps.

2. ROLL CALL

The following Advisory Board members were in attendance: Gary Jonas, Courtney Lorenz, Tim Werner, Tricia Phelps, Michael Brodsky

The following Advisory Board members were absent: Nic Welty, Meghan McDermott, Joanne Brown, Brenin Wertz-Roth and Lori Buchan

Also present: Harry Burkholder and Art Bukowski (DDA) and Kyle Warner (SEEDS)

3. APPROVAL OF MEETING MINUTES

Motion to approve the meeting minutes

Moved by Lorenz, Seconded by Werner

Yay: Jonas, Lorenz, Werner, Phelps, Brodsky

Nay: None

Carried: 5-0

4. OLD BUSINESS

Winter Market Updates

Warner provided an update on the winter market.

5. NEW BUSINESS

A. ONLINE APPLICATIONS

Warner discussed an application to the winter online market by City Bake Shop and Meryln's Bakery. The board discussed granting approval for the online market, with Warner to provide clear communication that this approval does not equate approval for the physical market. This communication should also encourage these vendors to source more local ingredients.

Moved by Phelps, seconded by Lorenz

Yay: Jonas, Lorenz, Werner, Phelps, Brodsky

Nay: None

Carried: 5-0

B. MARKET RULES DISCUSSION

Warner mentioned that there have been some issues with vendors crossing the yellow line at the physical market. The written market rules will be modified to explicitly address this behavior. There have also been repeated problems with some vendors leaving early. Wording in the written market rules will be strengthened to discourage this activity.

C. VALUE ADDED PROMOTIONAL NEEDS

Warner discussed the need for SEEDS to have an instructional booth during markets in June. Board approved in a unanimous vote.

D. BOARD SCHEDULE

Burkholder suggested a reduction in meeting frequency to 2-4 meetings per year. The advisory committee was receptive to this idea. Phelps said she plans to transition off the board, and Jonas expressed a desire to do the same. Lorenz, who previously submitted a letter stating her intent to leave the board in May, suggested board members' lack of actual authority over the market makes service less desirable and suggested the DDA examine board member roles and impact in the future. DDA staff will follow up with structural and membership changes.

E. DDA STAFFING

Burkholder introduced Bukowski, who will be taking over as the DDA staff contact for the farmers market going forward. Bukowski introduced himself and provided his background.

6. PUBLIC COMMENT

No public comment provided

7. ADJOURNMENT

Meeting was adjourned by unanimous vote