

Traverse City Downtown Development Authority Regular Meeting

Friday, October 20, 2023

9:00 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. Interim 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. RECOGNITION OF STEVE NANCE & RICHARD LEWIS	
4. REVIEW AND APPROVAL OF AGENDA	
A. Consideration of approving the agenda as presented.	
5. PUBLIC COMMENT	
6. CONSENT CALENDAR	
<i>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.</i>	
A. Approval of the minutes of the September 15, 20223 Downtown Development Authority Board of Directors meeting (Approval Recommended) (Jean Derenzy)	6 - 14
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B. Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for September 2023 (Approval Recommended) (Jean Derenzy)	15 - 25
DDA General, TIF 97, Old Town TIF Combined Financials September 2023 - PDF	
DDA General, TIF 97, Old Town TIF Combined Dashboards September 2023 - PDF	
TC Parking Services Financials September 2023 - PDF	
TC Arts Commission Financials September 2023 - PDF	

7.	ITEMS REMOVED FROM CONSENT CALENDAR	
8.	OLD BUSINESS	
A.	City of TC & DDA Service Agreement (Approval Recommended) (Jean Derenzy, Scott Howard) City of TC & DDA Services Agreement Memo (Jean Derenzy, Scott Howard) - PDF Services Agreement & Attachment A - PDF	26 - 32
9.	CEO REPORT	
A.	Moving Downtown Forward TIF Plan Schedule (Jean Derenzy) Moving Downtown Forward TIF Plan Memo (Jean Derenzy, Scott Howard) - PDF MDF Timetable and Milestones - PDF	33 - 35
B.	Infrastructure Projects Update (Jean Derenzy) Project & Program Overview (Jean Derenzy) - PDF Project Implementation Schedule - PDF	36 - 38
10.	BOARD MEMBER REPORTS	
A.	Arts Commission Update (Todd McMillen) Art Commission Update (Todd McMillen) - PDF	39
B.	Mobility & Parking Advisory Board Update (Scott Hardy) (Verbal Update)	
11.	STAFF REPORTS	
A.	COO Report (Harry Burkholder) COO Report (Harry Burkholder) - PDF	40
B.	Transportation Mobility Director Report (Nicole VanNess) Transportation Mobility Director Report (Nicole VanNess) - PDF Parking Access and Revenue Control Systems Report (Nicole VanNess) - PDF	41 - 44
C.	Downtown Experience Coordinator Report (Abby Seitter) Downtown Experience Coordinator Report (Abby Seitter) - PDF	45 - 46
12.	RECEIVE AND FILE	
A.	DTCA August 2023 Meeting Minutes August 10, 2023 DTCA Board Meeting Minutes - PDF	47 - 48
13.	PUBLIC COMMENT	

14. ADJOURNMENT



CITY COMMISSION

GOALS & OBJECTIVES

2022-2023



HOUSING & HOMELESSNESS

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



ACCESS & MOBILITY

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



CONNECTING PEOPLE WITH EACH OTHER AND NATURE

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



ECONOMIC DEVELOPMENT

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



WATER SYSTEMS

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



CLIMATE CHANGE

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



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, September 15, 2023**

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 9:00 a.m.

The following Board Members were in attendance: Chairperson Gabe Schneider, Board Member Steve Nance, Board Member Peter Kirkwood, Board Vice Chair Scott Hardy, Board Member Jeff Joubran, Mayor Richard Lewis, Board Member Pam Marsh, Board Member Pam DeMerle, Board Member Todd McMillen, Board Member Katy Bertodatto, Board Member Michael Brodsky, and Board Member Ed Slosky

The following Board Members were absent: None

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Schneider called the meeting to order at 9:00AM.

(b) **ROLL CALL**

Pam Marsh arrived at 9:01am.

(c) **ELECTION OF OFFICERS**

(1) Election of Officers

Meeting turned to Jean Derenzy, DDA CEO, to call for nominations for chair of the DDA Board of Directors.

Richard Lewis nominated Gabe Schneider as Chair, Scott Hardy at Vice Chair, Jeff Joubran as Treasurer and Pam Marsh as Secretary.

That the DDA Board elect Gabe Schneider as Chair, Scott Hardy at Vice Chair, Jeff Joubran as Treasurer and Pam Marsh as Secretary.

Moved by Richard Lewis, Seconded by Jeff Joubran

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

(2) Committee Appointments

Jean Derenzy turned the meeting over to chair Gabe Schneider, to complete committee appointments.

That the DDA Board appoint Pete Kirkwood, Pam DeMerle, Michael Brodsky and Todd McMillen to the Governance Committee.

Moved by Katy Bertodatto, Seconded by Jeff Joubran

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

That the DDA Board appoint Ed Slosky, Pam Marsh and Jeff Joubran to the Finance Committee.

Moved by Pam Marsh, Seconded by Jeff Joubran

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

That the DDA Board appoint Katy Bertodatto, Scott Hardy and Pam Marsh to the Mobility & Parking Advisory Board.

Moved by Peter Kirkwood, Seconded by Pam DeMerle

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

That the DDA Board appoint Todd McMillen to the Arts Commission.

Moved by Steve Nance, Seconded by Pam Marsh

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

That the DDA Board appoint Michael Brodsky to the Farmers Market Advisory Board.

Moved by Peter Kirkwood, Seconded by Katy Bertodatto

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

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

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

Moved by Scott Hardy, Seconded by Pam DeMerle

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

(e) **PUBLIC COMMENT**

(1)

The Following Addressed the Board:

Fred Bimber

(f) **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 minutes of the August 18, 2023 Downtown Development Authority Board of Directors meeting and Governance Training of September 5, 2023 (Approval Recommended) (Jean Derenzy)
- (2) Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for August 023 (Approval Recommended) (Jean Derenzy)
- (3) Hardy Parking Sign Replacement Contract (Approval Recommended) (Nicole VanNess)
- (4) Parking Professional Services Agreement 5 Year Conditions Assessment (Approval Recommended) (Nicole VanNess)
- (5) Hardy Parking Deck Elevator Report Contract (Approval Recommended) (Nicole VanNess)

That the DDA Board approve the consent calendar as presented.

Moved by Pam DeMerle, Seconded by Richard Lewis

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

(g) **SPECIAL ORDER OF BUSINESS**

- (1) West End Mixed Use Development Update from Consultants (Fishbeck, Jean Derenzy, Nicole VanNess)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
John Dancer
Greg Ehmke
Pete Kirkwood
Scott Hardy
Richard Lewis
Steve Nance
Pam Marsh
Gabe Schneider
Katy Bertodatto
Pam DeMerle
Ed Slosky

(h) **NEW BUSINESS**

- (1) Award of Contract for Communications RFP (Approval Recommended) (Jean Derenzy)

Jeff Joubran left the meeting at 9:55am.

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Pete Kirkwood
Scott Howard
Pam Marsh
Michael Brodsky
Ed Slosky
Scott Hardy
Katy Bertodatto
Pam DeMerle
Richard Lewis

That the DDA Board enter into contracts with Bright Sparks Strategies for a total cost of \$50,000 for the development of educational tools for TIF 97 and with Greenlight for \$90,000 for the development of communication for DDA general needs including branding initiatives, the Grandview Parkway reconstruction project and Park Once initiatives subject to approval by the CEO as to substance and by the DDA attorney as to form.

Moved by Katy Bertodatto, Seconded by Pam Marsh

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, Michael Brodsky, and Ed Slosky

Absent: Jeff Joubran

CARRIED. 11-0-1 on a recorded vote

(i) **CEO REPORT**

- (1) Moving Downtown Forward Financing Plan (Jean Derenzy, Scott Howard)

Richard Lewis left the meeting at 10:12am.

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Scott Howard

Gabe Schneider
Pete Kirkwood
Ed Slosky
Scott Hardy
Nicole VanNess
Michael Brodsky
Steve Nance
Pam Marsh
Katy Bertodatto

(2) Project Updates (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Ed Slosky
Gabe Schneider
Scott Hardy

(j) **BOARD MEMBER REPORTS**

(1) Arts Commission Update (Steve Nance)

The Following Addressed the Board:

Steve Nance
Todd McMillen
Gabe Schneider

(2) Mobility & Parking Advisory Board Update (Scott Hardy) (Verbal Update)

The Following Addressed the Board:

Scott Hardy
Katy Bertodatto
Gabe Schneider

(k) **STAFF REPORTS**

(1) COO Report (Harry Burkholder)

Harry Burkholder distributed a handout of the Cass/8th St intersection project pedestrian detour.

The Following Addressed the Board:

Harry Burkholder
Scott Hardy
Ed Slosky
Jean Derenzy
Pete Kirkwood
Pam DeMerle

[Cass/Eighth St Detour Pedestrian Detour Map - PDF](#)

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

The Following Addressed the Board:

Nicole VanNess
Pam Marsh
Gabe Schneider
Scott Hardy
Katy Bertodatto

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

(l) **RECEIVE AND FILE**

- (1) Arts Commission July 2023 Meeting Minutes
(2) DTCA July 2023 Meeting Minutes

(m) **PUBLIC COMMENT**

- (1)
The Following Addressed the Board:
Benjamin Marentette

(n) **ADJOURNMENT**

- (1) Motion to adjourn the meeting.
That the DDA Board adjourn the meeting at 10:49AM.

Moved by Peter Kirkwood, Seconded by Pam DeMerle

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, Michael Brodsky, and Ed Slosky

Absent: Jeff Joubran and Richard Lewis

CARRIED. 10-0-2 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO

Draft



Cass and Eighth St. Intersection Closure Pedestrian Detour



Traverse City DDA - General

Adjusted Trial Balance

As of September 30, 2023

	UNADJUSTED BALANCE		ADJUSTMENTS		ADJUSTED BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1000 Fifth Third Checking - 3112	4,049,673.75				4,049,673.75	
1010 Fifth Third Savings - 6740	204,846.52				204,846.52	
1072 Bill.com Money Out Clearing	200.00				200.00	
1200 Accounts Receivable	339,499.60				339,499.60	
1102 Due From Arts Council	239.98				239.98	
1104 Due From Other Funds	33,425.50				33,425.50	
2000 Accounts Payable		3,432,039.15				3,432,039.15
2153 First National Bank Card:First National - 8689	3,369.60				3,369.60	
2100 Due to Other Funds		554.50				554.50
2110 Due to Oldtown TIF		51,530.19				51,530.19
2120 Due to TIF 97		335,745.72				335,745.72
2202 Payroll Liabilities:Accrued Payroll Liabilities		10,084.64				10,084.64
2203 Payroll Liabilities:Accrued Salaries		38,861.35				38,861.35
2215 Payroll Liabilities:Health, Dental, Vision Insurance Payable	2,428.33				2,428.33	
2220 Payroll Liabilities:Life & Disability Insurance Payable		1,857.82				1,857.82
2301 Deposits Payable:Double Up Food Bucks		3,745.61				3,745.61
2303 Deposits Payable:NCF Reimbursements	2,070.00				2,070.00	
2304 Deposits Payable:Prescriptions for Health		3,100.64				3,100.64
2305 Deposits Payable:Project Fresh		359.00				359.00
2306 Deposits Payable:Senior Project Fresh	2,965.00				2,965.00	
2407 GRANTS:MEDC (Civic Square)		100,000.00				100,000.00
2600 Deferred Income		22,650.83				22,650.83
3000 Opening Bal Equity		107,606.27				107,606.27
3900 Retained Earnings		353,863.19				353,863.19
4101 TAXES:Property Taxes		123,821.81				123,821.81
4204 GRANTS & CONTRIBUTIONS:Grants - EGLE cornwell	2,793.07				2,793.07	
4209 GRANTS & CONTRIBUTIONS:MEDC Civic Square		56,086.08				56,086.08
4302 REIMBURSEMENTS:Administrative Services		190,089.75				190,089.75
4303 REIMBURSEMENTS:Parking Services		206,250.00				206,250.00
4305 REIMBURSEMENTS:Farmers Market online Revenue		51,839.02				51,839.02
4501 INTEREST INCOME:Interest & Dividends		729.80				729.80
5101 SALARIES:Salaries & Wages	170,567.91				170,567.91	
5102 SALARIES:Hourly Wage Expense	111,470.29				111,470.29	
5201 FRINGE BENEFITS:Health Insurance	5,672.59				5,672.59	
5202 FRINGE BENEFITS:Disability Insurance Benefits	1,859.79				1,859.79	
5203 FRINGE BENEFITS:Life Insurance Expense	554.79				554.79	
5204 FRINGE BENEFITS:457 Company Matching	18,901.69				18,901.69	
5208 FRINGE BENEFITS:Social Security Tax Expense	18,240.01				18,240.01	
5209 FRINGE BENEFITS:Medicare Tax Expense	4,265.85				4,265.85	

Traverse City DDA - General

Adjusted Trial Balance

As of September 30, 2023

	UNADJUSTED BALANCE		ADJUSTMENTS		ADJUSTED BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
5210 FRINGE BENEFITS:SUTA Tax Expense	528.85				528.85	
5211 FRINGE BENEFITS:Workers Compensation	3,673.00				3,673.00	
5301 OFFICE SUPPLIES AND UTILITIES:Office Supplies	40.95				40.95	
5302 OFFICE SUPPLIES AND UTILITIES:Utilities	1,285.87				1,285.87	
5303 OFFICE SUPPLIES AND UTILITIES:Operation Supplies	32.00				32.00	
5305 OFFICE SUPPLIES AND UTILITIES:Dues and Memberships	1,517.49				1,517.49	
5306 OFFICE SUPPLIES AND UTILITIES:Printing & Publishing	176.71				176.71	
5307 OFFICE SUPPLIES AND UTILITIES:Communications	1,768.94				1,768.94	
5308 OFFICE SUPPLIES AND UTILITIES:Miscellaneous Expense	200.00				200.00	
5402 PROFESSIONAL SERVICES:Legal	10,650.00				10,650.00	
5403 PROFESSIONAL SERVICES:Professional/Contractual	25,600.09				25,600.09	
5405 PROFESSIONAL SERVICES:Community Promotion	3,191.94				3,191.94	
5409 PROFESSIONAL SERVICES:Grant exp EGLE cornwell bldg		3,991.06				3,991.06
5413 PROFESSIONAL SERVICES:Grant Exp SOM Cinc Square	56,086.08				56,086.08	
5415 PROFESSIONAL SERVICES:Online Farmers Market Expense	10,877.94				10,877.94	
5418 PROFESSIONAL SERVICES:SNAP Food Assistance Expense	3,506.00				3,506.00	
5501 TRAVEL AND CONFERENCES:Lodging, meals	2,406.30				2,406.30	
5601 REPAIRS AND MAINTENANCE:Repairs & Maintenance	220.00				220.00	
TOTAL	\$5,094,806.43	\$5,094,806.43	\$0.00	\$0.00	\$5,094,806.43	\$5,094,806.43

Traverse City DDA - TIF 97

Adjusted Trial Balance

As of September 30, 2023

	UNADJUSTED BALANCE		ADJUSTMENTS		ADJUSTED BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1001 CASH AND CASH EQUIVALENTS:Fifth Third Checking - 8026	4,933,567.47				4,933,567.47	
1200 Accounts Receivable	2,820,001.37				2,820,001.37	
1102 OTHER CURRENT ASSETS:Due from other governments	608,000.00				608,000.00	
1103 OTHER CURRENT ASSETS:Due From Other Funds	321.05				321.05	
1104 OTHER CURRENT ASSETS:Due From DDA	335,745.72				335,745.72	
1210 Deposits-Security Deposit	4,500.00				4,500.00	
1300 Pre-Paid Expense	899.71				899.71	
2000 Accounts Payable		436,827.47				436,827.47
2100 Due to Other Funds		20,000.00				20,000.00
3000 Opening Bal Equity	21,200.00				21,200.00	
3900 Retained Earnings		5,609,190.26				5,609,190.26
4101 TAXES:Property Taxes		2,964,131.45				2,964,131.45
4300 Reimbursements		48,631.87				48,631.87
4500 INTEREST INCOME		1,095.13				1,095.13
5302 OFFICE SUPPLIES AND UTILITIES:Utilities	1,204.14				1,204.14	
5303 OFFICE SUPPLIES AND UTILITIES:Purchases	2,312.28				2,312.28	
5308 OFFICE SUPPLIES AND UTILITIES:Miscellaneous Expense	22,270.00				22,270.00	
5309 OFFICE SUPPLIES AND UTILITIES:Bank Charges	172.90				172.90	
5400 PROFESSIONAL SERVICES	100.50				100.50	
5401 PROFESSIONAL SERVICES:Contract Services	20,750.00				20,750.00	
5402 PROFESSIONAL SERVICES:Legal	5,325.00				5,325.00	
5403 PROFESSIONAL SERVICES:Professional/Contractual	10,359.95				10,359.95	
5406 PROFESSIONAL SERVICES:Public Restrooms	19,200.00				19,200.00	
5408 PROFESSIONAL SERVICES:Service Agreement	72,420.00				72,420.00	
5410 PROFESSIONAL SERVICES:Marketing/Communication	991.01				991.01	
5412 PROFESSIONAL SERVICES:Arts Commission Admin & Project	1,500.00				1,500.00	
5414 PROFESSIONAL SERVICES:Traverse Connect	35,000.00				35,000.00	
5500 Contributions to District Construction Projects	77,952.92				77,952.92	
5600 Contributions to Other Governments-Debt Service	46,391.21				46,391.21	
5800 RENT OR LEASE EXPENSE	9,000.00				9,000.00	
5801 RENT OR LEASE EXPENSE:Rent Expense	4,500.00				4,500.00	
5901 REPAIR & MAINTENANCE EXPENSES:Repairs and Maintenance	19,158.45				19,158.45	
6001 TAXES & TRANSFERS:Taxes Paid	7,032.50				7,032.50	
TOTAL	\$9,079,876.18	\$9,079,876.18	\$0.00	\$0.00	\$9,079,876.18	\$9,079,876.18

DDA Old Town TIF

Adjusted Trial Balance

As of October 13, 2023

	UNADJUSTED BALANCE		ADJUSTMENTS		ADJUSTED BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1001 1000 CASH AND CASH EQUIVALENTS:Fifth Third Checking - 0650	1,238,975.12				1,238,975.12	
1200 Accounts Receivable	618,776.11				618,776.11	
1104 OTHER CURRENT ASSETS:Due From DDA	51,530.19				51,530.19	
2000 Accounts Payable		118,349.23				118,349.23
2100 Due to Other Funds		9,246.55				9,246.55
3900 Retained Earnings		1,127,537.64				1,127,537.64
4101 TAXES:Property Taxes		670,153.50				670,153.50
5302 OFFICE SUPPLIES & UTILITIES:Utilities	259.24				259.24	
5303 OFFICE SUPPLIES & UTILITIES:Purchases	400.00				400.00	
5306 OFFICE SUPPLIES & UTILITIES:Printing & Publishing	199.98				199.98	
5401 PROFESSIONAL SERVICES:Contract Services	8,961.25				8,961.25	
5403 PROFESSIONAL SERVICES:Professional/Contractual	577.48				577.48	
5406 PROFESSIONAL SERVICES:Traverse Connect	5,000.00				5,000.00	
5900 Repairs and Maintenance	760.35				760.35	
4500 INTEREST INCOME				152.80		152.80
TOTAL	\$1,925,439.72	\$1,925,439.72	\$0.00	\$0.00	\$1,925,439.72	\$1,925,439.72

TC Downtown Development Authority (DDA)
Board Financial Report - Dashboard

9/30/2023

Downtown Development Authority (DDA)

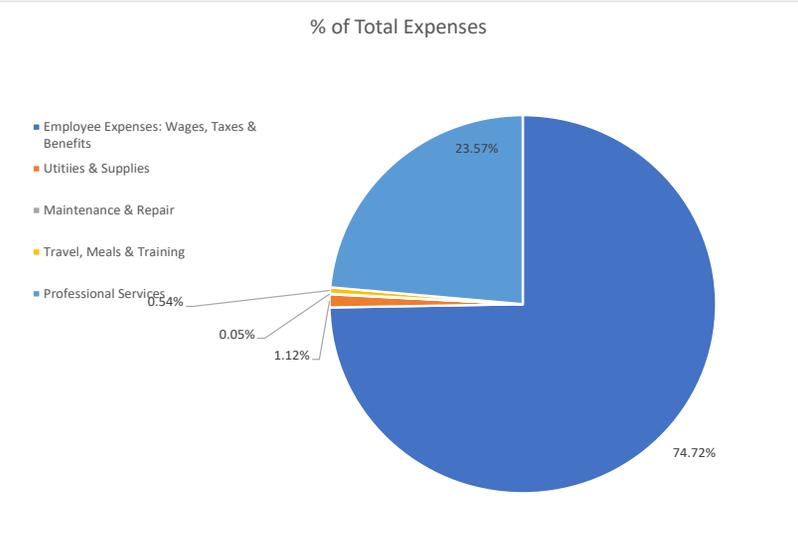
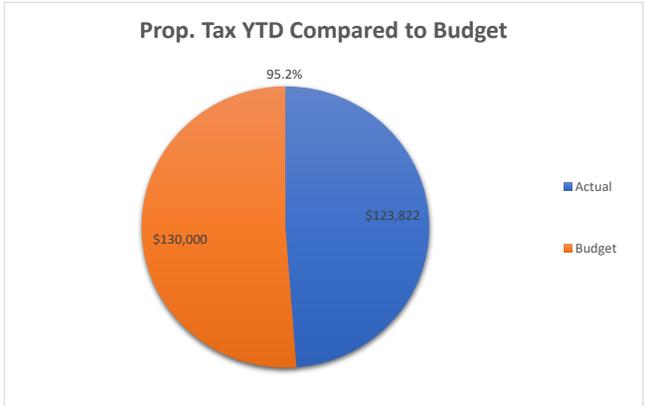
Financial Position	YTD as of 9/30/2023	Prior Year as of 6/30/2023 *	Change
Total Cash and Cash Equivalents	\$ 4,254,720	\$ 663,213	\$ 3,591,507
Other Assets	373,165	152,696	220,469
Total Assets	\$ 4,627,885	\$ 815,909	\$ 3,811,976
Current Liabilities	\$ 3,432,039	\$ 104,074	\$ 3,327,965
Total Other Liabilities	557,657	250,366	307,292
Total Liabilities	3,989,697	354,440	3,635,257
Fund Balance	638,189	461,469	176,720
Total Liabilities and Fund Balance	\$ 4,627,885	\$ 815,909	\$ 3,811,976

* Prior year balances are pre-audit and subject to change

Revenue	YTD	Annual Budget	% of Budget
Property Taxes	\$ 123,822	\$ 130,000	95.2%
Grants & Contributions	53,293	100,000	53.3%
Reimbursements	448,179	1,585,359	28.3%
Rental Income	-	115,000	0.0%
Interest	730	1,000	73.0%
Total Revenue	\$ 626,023	\$ 1,931,359	32%

Expenses	YTD	Annual Budget	% of Budget
Employee Expenses: Wages, Taxes & Benefits	\$ 335,735	\$ 1,450,516	23%
Utilities & Supplies	5,022	63,000	8%
Maintenance & Repair	220	0	440000%
Travel, Meals & Training	2,406	30,000	8%
Professional Services	105,921	360,000	29%
Total Expenses	\$ 449,304	\$ 1,903,516	24%

No CPA has audited, reviewed, compiled or expressed any assurances on these financial statements



Tax Increment Financing Bond 97 (TIF97)
Board Financial Report - Dashboard

9/30/2023

Tax Increment Financing Bond 97 (TIF97)			
Financial Position	YTD as of 9/30/2023	Prior Year as of 6/30/2023 *	Change
Total Cash and Cash Equivalents	\$ 4,933,567	\$ 343,231	\$ 4,590,337
Other Assets	3,769,468	5,716,542	(1,947,074)
Total Assets	\$ 8,703,035	\$ 6,059,772	\$ 2,643,263
Current Liabilities	\$ 436,827	\$ 418,650	\$ 18,177
Total Other Liabilities	20,000	53,132	(33,132)
Total Liabilities	456,827	471,782	(14,955)
Fund Balance	8,246,208	5,587,990	2,658,218
Total Liabilities and Fund Balance	\$ 8,703,035	\$ 6,059,772	\$ 2,643,263

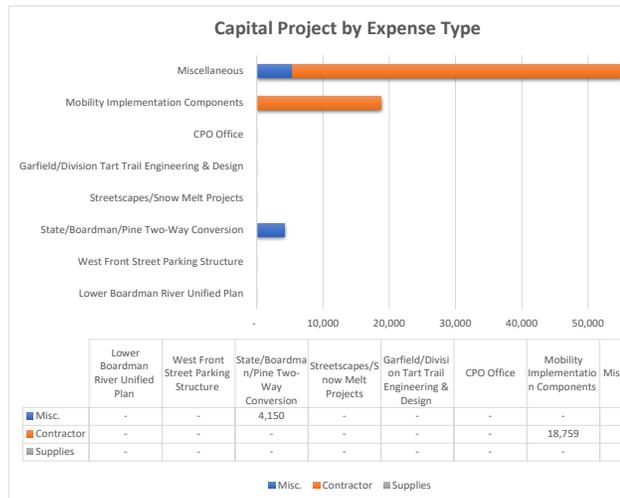
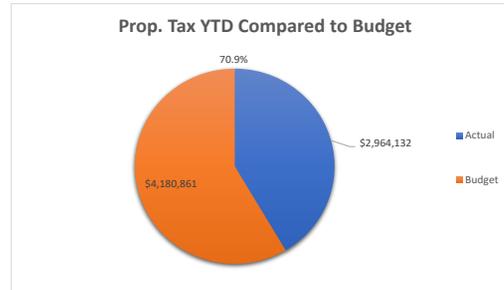
* Prior year balances are pre-audit and subject to change

Revenue	YTD	Annual Budget	% of Budget
Property Taxes	\$ 2,964,131	\$ 4,180,861	70.9%
Grant Revenue	-	40,000	
Reimbursements	48,632	130,000	37.4%
Interest	1,095	4,500	24.3%
Total Revenue	\$ 3,013,858	\$ 4,355,361	69%

Expenses	YTD	Annual Budget	% of Budget
Office Supplies & Utilities	\$ 25,959	\$ 20,000	130%
Professional Services	165,646	1,822,563	9%
Rent Expense	13,500	-	0%
Repair & Maintenance	19,158	250,000	8%
Capital Projects	77,953	1,975,000	4%
Debt Service	46,391	953,440	5%
Taxes & Transfers	7,033	-	0%
Total Expenses	\$ 355,641	\$ 5,021,003	7%

Capital Project Expenses:	YTD	Annual Budget	% of Budget
Lower Boardman River Unified Plan	-	500,000	0%
West Front Street Parking Structure	-	500,000	0%
State/Boardman/Pine Two-Way Conversion	4,150	200,000	2%
Streetscapes/Snow Melt Projects	-	325,000	0%
Garfield/Division Tart Trail Engineering & Design	-	200,000	0%
CPO Office	-	100,000	0%
Mobility Implementation Components	18,759	50,000	38%
Miscellaneous	55,044	100,000	55%
Total Project Expenses	\$ 77,953	\$ 1,975,000	4%

No CPA has audited, reviewed, compiled or expressed any assurances on these financial statements



Old Town Tax Increment Financing
Board Financial Report - Dashboard

9/30/2023

Old Town Tax Increment Financing Bond (OT TIF)				
Financial Position	YTD as of 9/30/2023	Prior Year as of 6/30/2023 *	Change	
Total Cash and Cash Equivalents	\$ 1,238,975	\$ 1,250,369	\$	(11,393)
Other Assets	670,306	-		670,306
Total Assets	\$ 1,909,281	\$ 1,250,369	\$	658,913
Current Liabilities	\$ 127,596	\$ 122,831	\$	4,765
Total Other Liabilities	-	-		-
Total Liabilities	127,596	122,831	\$	4,765
Fund Balance	1,781,686	1,127,538		654,148
Total Liabilities and Fund Balance	\$ 1,909,281	\$ 1,250,369	\$	658,913

* Prior year balances are pre-audit and subject to change

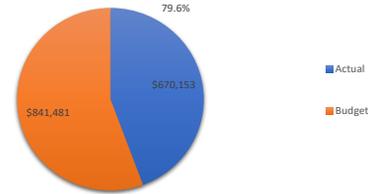
Revenue	YTD	Annual Budget	% of Budget	
Property Taxes	\$ 670,154	\$ 841,481		79.6%
Interest	153	100		152.8%
Total Revenue	\$ 670,306	\$ 841,581		80%

Expenses	YTD	Annual Budget	% of Budget	
Utilities	\$ 859	\$ 600		143%
Professional Services	14,539	252,850		6%
Other: Printing/Publishing, Supplies	-	0		0%
Repairs & Maintenance	760	50,000		2%
Capital Projects	-	805,000		0%
Total Expenses	\$ 16,158	\$ 1,108,450		1%

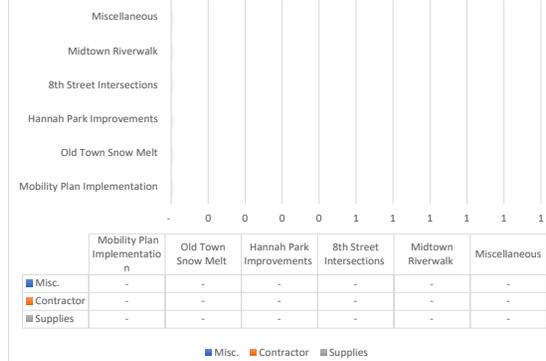
Capital Project Expenses:	YTD	Annual Budget	% of Budget	
Mobility Plan Implementation	-	25,000		0%
Old Town Snow Melt	-	100,000		0%
Hannah Park Improvements	-	70,000		0%
8th Street Intersections	-	300,000		0%
Midtown Riverwalk	-	300,000		0%
Miscellaneous	-	10,000		0%
Total Project Expenses	\$ -	\$ 805,000		0%

No CPA has audited, reviewed, compiled or expressed any assurances on these financial statements

Prop. Tax YTD Compared to Budget



Capital Project by Expense Type



GL NUMBER	DESCRIPTION	2023-24YTD BALANCE		ACTIVITY FOR			% BDGT USED
		UNDE BUDGET	09/30/2023	MONTH ENCUMBERED	ENCUMBERED	ENCUMBERED	
				09/30/23	EAR-TO-DATE	BALANCE	
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
585-000-451.073	RAMSDELL GATE FEES	0.00	100.00	0.00	0.00	(100.00)	100.00
585-000-652.000	PARKING FEES-COIN	1,800,000.00	491,958.83	108,317.12	0.00	1,308,041.17	27.33
585-000-653.000	PERMITS-SURFACE LOTS	200,000.00	10,720.50	228.00	0.00	189,279.50	5.36
585-000-653.007	PERMITS - NEIGHBORHOOD	2,200.00	30.00	0.00	0.00	2,170.00	1.36
585-000-653.010	DESTINATION DOWNTOWN	0.00	150.00	0.00	0.00	(150.00)	100.00
585-000-656.010	PARKING FINES	225,000.00	45,596.50	5,265.00	0.00	179,403.50	20.27
585-000-664.000	INTEREST & DIVIDEND EARNIN	66,000.00	7,706.52	0.00	0.00	58,293.48	11.68
585-000-673.000	SALE OF FIXED ASSETS	0.00	6,709.60	6,709.60	0.00	(6,709.60)	100.00
585-000-677.000	REIMBURSEMENTS	6,000.00	851.05	0.00	0.00	5,148.95	14.18
585-000-686.000	MISCELLANEOUS INCOME	1,700.00	0.00	0.00	0.00	1,700.00	0.00
585-000-699.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	(30,143.60)	30,143.60	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,300,900.00	563,823.00	120,519.72	(30,143.60)	1,767,220.60	23.19
Dept 586 - HARDY DECK							
585-586-651.000	PARKING DECK PROCEEDS	250,000.00	107,902.05	10,694.55	0.00	142,097.95	43.16
585-586-653.005	PERMITS-PARKING DECK	150,000.00	17,947.00	2,310.00	0.00	132,053.00	11.96
585-586-668.000	RENTS AND ROYALTIES	30,000.00	0.00	0.00	0.00	30,000.00	0.00
Total Dept 586 - HARDY DECK		430,000.00	125,849.05	13,004.55	0.00	304,150.95	29.27
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	70,000.00	94,800.55	1,802.05	0.00	(24,800.55)	135.43
585-587-653.005	PERMITS-PARKING DECK	100,000.00	8,706.38	420.00	0.00	91,293.62	8.71
Total Dept 587 - OLD TOWN DECK		170,000.00	103,506.93	2,222.05	0.00	66,493.07	60.89
TOTAL REVENUES		2,900,900.00	793,178.98	135,746.32	(30,143.60)	2,137,864.62	26.30
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	10,600.00	710.28	309.86	0.00	9,889.72	6.70
585-585-704.000	EMPLOYEE OVERTIME	2,300.00	0.00	0.00	0.00	2,300.00	0.00
585-585-714.000	HEALTH SAVINGS ACCT EXPEN	0.00	35.62	(0.63)	0.00	(35.62)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	200.00	52.58	23.00	0.00	147.42	26.29
585-585-716.000	EMPLOYEE HEALTH INSURANC	100.00	28.56	9.52	0.00	71.44	28.56
585-585-717.000	EMPLOYEE LIFE/DISABILITY IN	0.00	7.00	2.35	0.00	(7.00)	100.00
585-585-718.000	RETIREMENT FUND CONTRIBU	700.00	114.83	57.66	0.00	585.17	16.40
585-585-727.000	OFFICE SUPPLIES	6,000.00	1,478.84	740.48	891.98	3,629.18	39.51
585-585-740.000	OPERATION SUPPLIES	37,000.00	3,586.74	250.00	38,319.89	(4,906.63)	113.26
585-585-801.000	PROFESSIONAL AND CONTRAC	968,000.00	199,829.87	3,461.63	1,083,339.90	(315,169.77)	132.56
585-585-802.000	INFORMATION TECHNOLOGY S	175,200.00	9,814.50	2,326.50	281,523.58	(116,138.08)	166.29
585-585-810.000	COLLECTION COSTS	500.00	0.00	0.00	0.00	500.00	0.00
585-585-850.000	COMMUNICATIONS	20,800.00	3,367.26	1,248.11	210,873.00	(193,440.26)	1,030.00
585-585-854.000	CITY FEE	141,700.00	0.00	0.00	0.00	141,700.00	0.00
585-585-860.000	TRANSPORTATION	5,000.00	763.04	0.00	0.00	4,236.96	15.26
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	15,000.00	0.00	0.00	0.00	15,000.00	0.00

GL NUMBER	DESCRIPTION	2023-24YTD BALANCE		ACTIVITY FOR		ENCUMBERED BALANCE	% BDGT USED
		UNDEB BUDGET	09/30/2023	09/30/23	YEAR-TO-DATE		
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	99.90	0.00	97.94	13,802.16	1.41
585-585-910.000	INSURANCE AND BONDS	13,900.00	1,609.85	0.00	0.00	12,290.15	11.58
585-585-920.000	PUBLIC UTILITIES	15,000.00	2,498.08	291.20	0.00	12,501.92	16.65
585-585-930.000	REPAIRS AND MAINTENANCE	157,100.00	2,594.62	0.00	42,504.38	112,001.00	28.71
585-585-930.005	RAMSDELL GATE REPAIR & MA	1,000.00	543.76	0.00	0.00	456.24	54.38
585-585-940.000	RENTAL EXPENSE	48,800.00	(1,113.75)	0.00	54,641.03	(4,727.28)	109.69
585-585-956.000	MISCELLANEOUS	40,000.00	10,966.20	(8,314.38)	0.00	29,033.80	27.42
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	125,000.00	66,890.00	0.00	46,313.00	11,797.00	90.56
585-585-977.000-22-7E	EQUIPMENT	0.00	0.00	0.00	510.10	(510.10)	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		1,935,900.00	303,877.78	405.30	1,759,014.80	(126,992.58)	106.56
Dept 586 - HARDY DECK							
585-586-727.000	OFFICE SUPPLIES	1,000.00	2,721.60	0.00	2,174.40	(3,896.00)	489.60
585-586-740.000	OPERATION SUPPLIES	9,000.00	4,397.62	0.00	19,503.97	(14,901.59)	265.57
585-586-801.000	PROFESSIONAL AND CONTRAC	111,900.00	17,993.03	2,354.78	239,211.13	(145,304.16)	229.85
585-586-802.000	INFORMATION TECHNOLOGY S	8,800.00	0.00	0.00	43,403.00	(34,603.00)	493.22
585-586-850.000	COMMUNICATIONS	3,300.00	883.58	119.96	0.00	2,416.42	26.78
585-586-910.000	INSURANCE AND BONDS	8,000.00	574.21	0.00	0.00	7,425.79	7.18
585-586-920.000	PUBLIC UTILITIES	55,000.00	4,352.50	0.00	0.00	50,647.50	7.91
585-586-930.000	REPAIRS AND MAINTENANCE	285,600.00	25,296.18	9,801.63	144,802.72	115,501.10	59.56
585-586-940.000	RENTAL EXPENSE	22,400.00	116.00	0.00	0.00	22,284.00	0.52
585-586-956.000	MISCELLANEOUS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
585-586-959.000	DEPRECIATION EXPENSE	220,000.00	0.00	0.00	0.00	220,000.00	0.00
585-586-977.000	EQUIPMENT	5,000.00	0.00	0.00	5,569.60	(569.60)	111.39
Total Dept 586 - HARDY DECK		740,000.00	56,334.72	12,276.37	454,664.82	229,000.46	69.05
Dept 587 - OLD TOWN DECK							
585-587-727.000	OFFICE SUPPLIES	0.00	1,814.40	0.00	1,449.60	(3,264.00)	100.00
585-587-740.000	OPERATION SUPPLIES	8,000.00	3,114.35	0.00	16,192.46	(11,306.81)	241.34
585-587-801.000	PROFESSIONAL AND CONTRAC	87,700.00	14,870.00	120.00	137,317.29	(64,487.29)	173.53
585-587-802.000	INFORMATION TECHNOLOGY S	9,000.00	220.00	0.00	37,807.00	(29,027.00)	422.52
585-587-850.000	COMMUNICATIONS	5,100.00	983.78	0.00	0.00	4,116.22	19.29
585-587-910.000	INSURANCE AND BONDS	7,000.00	512.69	0.00	0.00	6,487.31	7.32
585-587-920.000	PUBLIC UTILITIES	50,000.00	2,397.23	50.06	0.00	47,602.77	4.79
585-587-930.000	REPAIRS AND MAINTENANCE	164,900.00	12,527.37	9,315.11	107,238.02	45,134.61	72.63
585-587-940.000	RENTAL EXPENSE	14,300.00	116.00	0.00	0.00	14,184.00	0.81
585-587-959.000	DEPRECIATION EXPENSE	183,100.00	0.00	0.00	0.00	183,100.00	0.00
585-587-977.000	EQUIPMENT	0.00	0.00	0.00	663.65	(663.65)	0.00
Total Dept 587 - OLD TOWN DECK		529,100.00	36,555.82	9,485.17	300,668.02	191,876.16	63.74
TOTAL EXPENDITURES		3,205,000.00	396,768.32	22,166.84	2,514,347.64	293,884.04	90.83
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		2,900,900.00	793,178.98	135,746.32	(30,143.60)	2,137,864.62	26.30
TOTAL EXPENDITURES		3,205,000.00	396,768.32	22,166.84	2,514,347.64	293,884.04	90.83

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 09/30/2023

Page: 3/3

GL NUMBER	DESCRIPTION	2023-24YTD BALANCE		ACTIVITY FOR			
		ENDED BUDGET	09/30/2023	MONTH ENCUMBERED	ENCUMBERED	% BDGT	
				09/30/23	EAR-TO-DATE	BALANCE	USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
NET OF REVENUES & EXPENDITURES		(304,100.00)	396,410.66	113,579.48	(2,544,491.24)	1,843,980.58	706.37

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24YTD BALANCE		ACTIVITY FOR			% BDGT USED
		UNDEDED BUDGET	09/30/2023	MONTH 09/30/23	ENCUMBERED EAR-TO-DATE	ENCUMBERED BALANCE	
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-674.000	CONTRIBUTIONS-PUBLIC SOUR	15,000.00	0.00	0.00	0.00	15,000.00	0.00
282-000-695.000	TRANSFERS IN	30,000.00	0.00	0.00	0.00	30,000.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		45,000.00	0.00	0.00	0.00	45,000.00	0.00
TOTAL REVENUES		45,000.00	0.00	0.00	0.00	45,000.00	0.00
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-801.000	PROFESSIONAL AND CONTRAC'	33,000.00	697.64	0.00	9,081.28	23,221.08	29.63
282-282-930.000	REPAIRS AND MAINTENANCE	2,000.00	147.00	0.00	0.00	1,853.00	7.35
Total Dept 282 - PUBLIC ARTS COMMISSION		35,000.00	844.64	0.00	9,081.28	25,074.08	28.36
TOTAL EXPENDITURES		35,000.00	844.64	0.00	9,081.28	25,074.08	28.36
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		45,000.00	0.00	0.00	0.00	45,000.00	0.00
TOTAL EXPENDITURES		35,000.00	844.64	0.00	9,081.28	25,074.08	28.36
NET OF REVENUES & EXPENDITURES		10,000.00	(844.64)	0.00	(9,081.28)	19,925.92	99.26



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

Memorandum

To: City Commission
DDA Board of Directors

From: Jean Derenzy, DDA CEO
Scott Howard, DDA Attorney

Date: October 15, 2023

Subject: City and DDA Service Agreement

As the DDA has worked over the past two years to identify different approaches to do business differently and more effectively with our partners. Working with PUMA the DDA, City, taxing partners, and community identified:

- Guiding Principles
 - Design a great place for all ages and future generations
 - Advance Climate Action, Sustainability, Renewable Energy, Energy Efficiency, and Resiliency
 - Protect and Preserve Small Local Independent Businesses
 - Champion the Development of Attainable and Workforce Housing
 - Support Job Growth and Varied Career Opportunities
- Capital Projects (by applying the Guiding Principles) to the DDA's capital projects)
- Need for a Base Level Service Agreement: This Agreement is for the delineation of responsibilities between the city and the DDA. As part of the work that PUMA completed, there were two approaches that were recommended. A letter of agreement or service agreement between the DDA and City.

Working with City Administration and city departments to identify the services the city provides that either would be contracted out by the DDA or is currently provided by the City. Another way to look at this is, the services that are needed that a downtown must have and the DDA provides the enhanced services, so an approach would be to look at this way:

City of Traverse City Services	DDA Services
Sidewalk Replacement	Flowers and Flower Watering
Snow Removal	Graffiti Removal
Cleaning Parks (Hannah, Lay, Open Space and JaySmith Walkway)	Upkeep of Rotary Square

The services are outlined in exhibit A of the Services Agreement.

Neither the DDA nor the City have previously identified and separated out these services, which blurs and brings uncertainty on what will be completed, which is why the agreement is needed. With this service agreement, we can work to identify repair and maintenance needs with DPS for the year as well as pay for those services and allow the DDA to focus on their list of responsibilities instead of not knowing when or if repairs would be completed. Furthermore, it is equitable for the DDA to recognize the needed services for downtown and can identify what level of services are needed.

Together, City Administration and DDA CEO have identified that the cost for the first year would be a not to exceed amount of \$630,000 for a four-year term with a 1.5% inflationary increase each year, over the subsequent three years. Furthermore, that I will be meeting with City Manager annually to ensure that the agreement meets the identified needs of the city and the DDA.

Services (and associated costs) not covered under this proposed service agreement include the Community Police Officer, which will be a separate payment to the city identified within each budget year.

Recommended Motion

That the DDA approve the Services Agreement between City of Traverse City and DDA for \$630,000 the first year and a 1.5% inflationary cost increase each subsequent year, subject to approval as to substance by the DDA CEO and as to form by DDA Attorney.

**AGREEMENT REGARDING SERVICES
WITHIN DOWNTOWN TRAVERSE CITY**

This Agreement is made this ____th day of _____, 2023, by and between the CITY OF TRAVERSE CITY, a Michigan municipal corporation, of 400 Boardman Avenue, Traverse City, Michigan, 49684, (the "City"), and TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY, (the "DDA") of 303 East State Street, Traverse City, Michigan 49685.

WHEREAS, for some time the City has supplied various services within the DDA district, and

WHEREAS, the DDA wishes to continue and expand the scope of the services supplied by the City within the DDA district, and

WHEREAS, the City wishes to supply the requested services to the DDA, and

WHEREAS, the City or its subcontractors possess the education, expertise, capability and the necessary licenses to perform such services, and

WHEREAS, the DDA wishes to reimburse the City for the performance of the services it provides within the DDA district.

Now therefore, in consideration of the above premises, which are incorporated into this agreement, the parties agree as follows:

1. Services. City or its subcontractors shall complete the Scope of Services, attached hereto and incorporated herein by reference (**Attachment A**).
2. Compensation and Method of Payment. DDA shall pay to the City and the City agrees to accept as full compensation for Services under this Agreement the total sum of Six Hundred Thirty Thousand and 00/100 Dollars (\$630,000.00) for the first year, with subsequent payments to increase each year at the rate of the 1.5%
3. Period of Performance. The Services to be rendered under this Agreement shall commence upon execution hereof and shall continue for a period of 4 years. The parties shall meet annually to determine if the Agreement meets the mutual understanding of both parties.
4. Supplies and Sub-Contractors. The City shall purchase the equipment and supplies necessary to provide the services called for under the terms of this Agreement or subcontract for said services.
5. Employees. Other than any subcontractors, the City is the employer of the personnel involved in this Agreement and has all employer responsibilities. There is no transfer of employees to the DDA.

6. Independent Contractor. The relationship of the parties is that of independent contractors and in accordance therewith, the parties covenant and agree to conduct themselves consistent with such status and that neither they nor their employees, officers or agents will claim to be an officer, employee or agent of the other party or make any claim, demand or application to or for any rights or privileges applicable to any officer or employee of same, including but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit. The parties do not intend the Services provided under this Agreement to be a joint venture.
7. Non-Discrimination. The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity. Breach of this covenant may be regarded as a material breach of this Agreement.
8. Third Party Beneficiaries. This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.
9. Entire Agreement. This Agreement constitutes the entire agreement of the parties and there are no valid promises, conditions or understandings which are not contained herein.
10. Amendments. This Agreement may be modified from time to time, but such modifications shall be in writing and signed by both parties.
11. Assignment. The parties agree that there shall be no assignment of this Agreement or any part thereof unless mutually agreed to in writing by both parties.
12. Dispute Resolution. If any party has a dispute with another regarding the meaning, operation, or enforcement of any provision of this Agreement, the disputing parties agree to meet and confer to negotiate a resolution of the dispute. They further agree that if they are unable to resolve the dispute themselves and before formally instituting any other dispute mechanism, they shall utilize the services of a mutually acceptable neutral mediator, who meets the qualifications of MCR 2.411, to bring them together in at least one mediation session.
13. Venue. Any and all suits for any and every breach of this Agreement may be instituted and maintained in any court of competent jurisdiction in the County of Grand Traverse, State of Michigan.

14. Interpretation. This Agreement shall be governed by the laws of the State of Michigan, both as to interpretation and performance. This Agreement was drafted at the joint direction of the parties. The pronouns and relative words used herein are written in the neuter and singular. However, if more than one person or entity joins in the Agreement on behalf of the parties, such words shall be interpreted to be in the plural, masculine, or feminine as the sense requires.
15. Termination. The failure of either party to act in accordance with their respective responsibilities as outlined in this Agreement shall relieve the other party of any and all of its responsibilities under this Agreement. This Agreement may be terminated only after following the dispute resolution provisions contained herein. Termination shall be made by giving one hundred eighty (180) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance instructions or requirements.
16. Notice. Whenever it is provided in this Agreement that a notice or other communication is to be given or directed to either party, the same shall be given or directed to the respective party at its address as specified in this Agreement, or at such other address as either party may, from time to time, designate by written notice to the other.
17. Authority to Execute. The parties agree that the signatories appearing below have the authority and are duly authorized to execute this Agreement on behalf of the party to this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the day and year first above written.

CITY OF TRAVERSE CITY

TRAVERSE CITY DOWNTOWN
DEVELOPMENT AUTHORITY

Richard I. Lewis, Mayor

Gabriel Schneider, Chairman

Benjamin C. Marentette, City Clerk

APPROVED AS TO SUBSTANCE:

Nate Geinzer, Interim City Manager

APPROVED AS TO SUBSTANCE:

Jean Derenzy, CEO DDA

APPROVED AS TO FORM:

Lauren Tribble-Laucht, City Attorney

APPROVED AS TO FORM:

Scott W. Howard, DDA Attorney

ATTACHMENT A: SCOPE OF SERVICES

SERVICES FOR THE DOWNTOWN DEVELOPMENT AUTHORITY

POLICE SERVICES: Dedicated public safety for activities associated with events and added patrol required during the year

PUBLIC SERVICES:

Including Parks, Streets, Asset Management including snow removal, maintenance of sidewalks and streets and managing private trash removal contract.

ENGINEERING DEPARTMENT: Work shall include permit requirements stormwater control

SERVICES THE DOWNTOWN DEVELOPMENT AUTHORITY SHALL COMPLETE

- Planting of all flower planters
- Cleaning of Tree Grates after first weeding by DPS
- Watering of all flower planters
- Cleaning of sidewalks
- Irrigation system at Rotary Square
- Cleaning of Rotary Square
- Cleaning of riverwalks of Lower Boardman/Ottaway
- Any clearing of sidewalks above and beyond the plowing provided for by Parks Department
- Graffiti Removal
- Community Police Officer if approved within budget each fiscal year.



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

Memorandum

To: DDA Board of Directors

From: Jean Derenzy, DDA CEO
Scott Howard, DDA Attorney

Date: October 16, 2023

Subject: Moving Downtown Forward TIF Plan

On October 9, 2023, the Traverse City DDA and City Commission held a joint meeting to discuss the Amended TIF 97 Plan to be called the Moving Downtown Forward TIF Plan. The joint study session provided overview of:

Why extend TIF?

- TIF is the ONLY municipal revenue sharing tool that utilizes funds from other regional taxing partners.
- TIF-97's regional taxing partners contribute \$1.7 million to downtown infrastructure and maintenance.
- TIF Plan duration is 30 years until amended.
- TIF protects Traverse City residents by allowing non-city residents to share in the cost of the downtown district maintenance and upkeep that is utilized by 50,000 non-residents daily.
- As a regional economic and tourist hub, it is reasonable that the city explores financing tools that allow for the sharing of the cost of major infrastructure, maintenance, and upkeep of the Downtown District.
- Downtown serves as a regional hub, accommodating a daily workforce of 5,200 individuals.
- The city, its residents, and our regional taxing partners have invested; we need to protect and support that investment into the future.

Why extend TIF now:

- TIF-97 is scheduled to expire in 2027.
- There are only two budget cycles left in the current TIF-97 Plan.

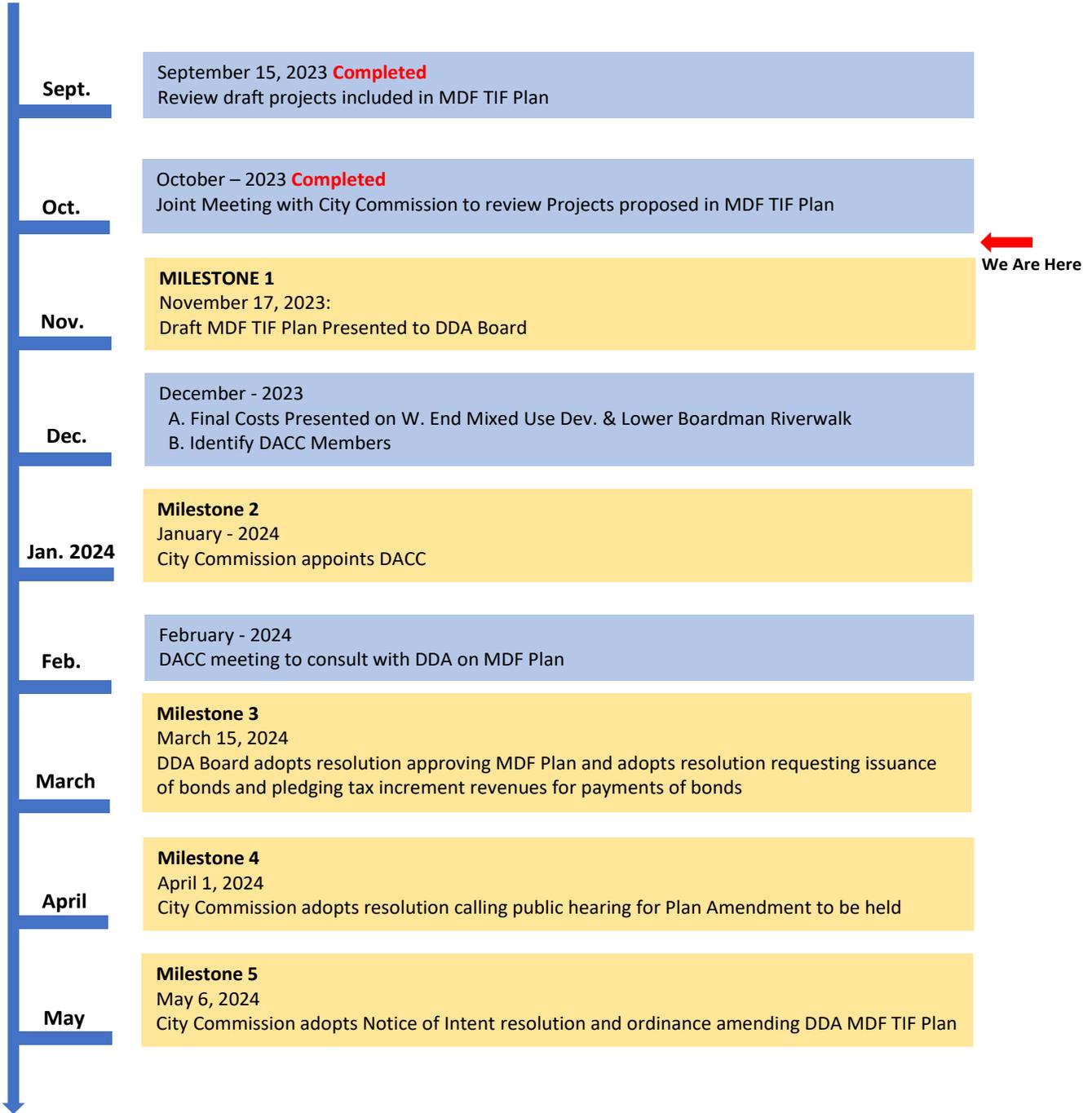
- Without TIF, the financial burden of downtown maintenance and upkeep rests solely on city residents.
- The city needs to know well in advance of the 2027 budget cycle if TIF no longer exists in order to address a \$1.7 million+ deficit in funds lost from regional taxing partners.
- We have been strategic, diligent, and thoughtful in our approach to the new TIF plan and want to be sure we have ample time to plan for the emerging needs of the city.

What is the new the approach for TIF and why:

- The DDA and our regional taxing partners have come up with a new plan to help meet the emerging needs and expanding financial demands of Traverse City:
 - Adding a provision in the MDF TIF Plan that would transfer the first six years (1997 to 2004) of tax growth back to the regional taxing partners, as well as transfer half of the inflationary growth of each future year of the new MDF TIF.
 - This will begin once the TIF Plan is amended/extended.
 - 1997 through 2004 tax revenue capture totals approximately \$1.4 million; this amount would go back to the regional taxing partners annually.
- This new approach is an innovating and adjusting to the changing landscape in the city.

The next step in our process is to develop the draft Moving Downtown TIF Plan which will be presented to the DDA Board at your November 17, 2023 meeting.

MILESTONES/TIMELINE OF ADOPTION OF MDF TIF PLAN AND PROJECT BONDING



We Are Here

Legend
MDF - Moving Downtown Forward
DACC - Development Area Citizens Council. 9 residents that reside in the TIF District

October Meeting



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

Memorandum

To: DDA Board of Directors
From: Jean Derenzy, DDA CEO
Date: October 16, 2023
Subject: Project and Program Overview

Staff has been working on several projects throughout the district in this current fiscal year (highlighted on the attachment). As we work through the TIF-97 amendment process (i.e., Moving Downtown Forward TIF Plan), it is important to plan for the next two fiscal years, as well as long-range fiscal planning for Old Town District. I will be working with the Governance Committee to determine the timing of a board strategy session to discuss priorities for both Districts.

As we work through the current fiscal year and prepare for the 2024/2025 fiscal year, we continue to identify how each capital project aligns with our *Guiding Principles*, as well as seek partnerships and funding through philanthropic organizations and state and federal grants. Staff will review and provide an update to the Board on each of the capital projects for this fiscal year and will begin preparing for projects for the next fiscal year.

For project initiatives like the retail incubator and composting, staff is working to identify long-term funding sources. Similar to physical infrastructure, each project initiative will align with our *Guiding Principles*.

On November 14th, we will be holding a meeting at the City Opera House (9:00 AM – 11:00 AM) with downtown businesses and property owners to provide an update on DDA projects and initiatives. In addition, an MDOT representative will provide an overview of the Grandview Parkway reconstruction project, including construction timelines and detour routes. That project is expected to begin next March (weather provided) and last through November.

Downtown District Capital Improvement Project Implementation Schedule

DDA Projects	Budget Year	Funding Allocated	Budget Year Completed	MDF TIF Extension Needed
1. Hannah Park Overlook (SW Corner of S. Union St. Bridge) 	2022/2023	\$70,000	2023/2024	
2. Front Street Staircase (300 W. Front) 			2023/2024	
3. Riverwalk Landing (NW Corner of N. Union St. Bridge) 			2024/2025	
4. Rotary Square (Conceptual Design) 	Discuss			Yes
5. West End Mixed Use Development (Schematic Design) 	2022/2023		2022/2023	Yes
6. Two-Way Pilot 	2022/2023	\$200,000	2024/2025	
7. TART Trail Extension (Murchie Bridge to Senior Center) 	2022/2023	\$200,000	2024/2025	Yes
8. Lower Boardman/Ottawa Riverwalk (Schematic Design) 	2022/2023	\$1,000,000		Yes

DDA Projects	Budget Year	Funding Allocated	Budget Year Completed	MDF TIF Extension Needed
9. Eighth and Cass Street Intersection 	2022/2023	\$441,722.00	2022/2023	
10. Eighth and Union Intersection 	2022/2023	\$441,722.00	2022/2023	

On-Going DDA Initiatives	Budget Year	Funding Allocated	Budget Year (annual)	MDF TIF Extension Needed
1. Composting 	2022/2023	\$100,000		Yes
2. Retail Incubator 	2022/2023	\$50,000		Yes



303 E. State Street
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harry@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority Board of Directors
From: Harry Burkholder, DDA COO & Todd McMillen, DDA Board Member
Memo Date: October 16, 2023
Subject: Arts Commission Update

Bryant Park Mural

City Parks and Recreation power-washed the bathroom building on August 24th. Using Steve Nance's lead, I secured an estimate from his recommended contractor to apply the primer to the bathroom building. His estimate totaled \$1,800 – significantly more expensive than we anticipated and budgeted.

Rather than working through the city's administrative system for approval of additional funds, we started conversations with the YouthWork program to apply the primer. The Youthwork Program is run by Child and Family Services of Northwest Michigan and provides young people with hand-on experience in completing conservation and skilled trade projects for nonprofit organizations and government agencies. The DDA has an existing contract with YouthWorks for summer maintenance (e.g., watering planters, washing sidewalks, graffiti removal, etc.) throughout downtown. Despite weather difficulties, Youthworks was able to apply the primer in late September.

Concurrently, we finally secured the formal agreement between the City and Ms. Corden. Her work could not begin until a contract was finalized. Despite continued weather difficulties, Ms. Corden has finished the two "ends" of the restroom building. As previously noted, she expressed concerns that time and weather constraints might not allow her to finish the mural (i.e., its darker earlier in the day, paint does not adhere to brick in cool weather). I am working on securing the primer for the finished mural sections as well as support for its application.





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

Memorandum

To: Downtown Development Authority Board
From: Harry Burkholder, COO
Date: October 16, 2023
Subject: Downtown Activity and Initiative Updates

Downtown Composting

DDA staff released the composting survey to downtown restaurants to gauge their experience and interest in a downtown composting program on September 8th. We did not receive a response to the survey. Therefore, we are going to reach out directly to a handful of restaurants to gauge their interest in participating in a pilot program.

Retail Incubator

The application for potential tenants was extended to October 13th. To date, we received eight applications, with a variety of retail concepts. We will be meeting in the next 10 days to review the applications and determine the first “class” of tenants. In addition, we are meeting with a potential incubator manager, who could handle the day-to-day activities on a part time basis.

Work with Keen to demo the interior of the incubator space and finalize the buildout and furnishings of the site is coming along and we have settled on a preferred exterior sign.



Memorandum

To: DDA Board of Directors
CC: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
Date: October 16, 2023
Re: Staff Report: Parking Services – September 2023

Project Updates

Restore Consulting LLC

Consultants were in town the first week of October to perform the parking structure conditions assessments. The reports are due next month with bid materials planned for December.

Hardy Signage Replacement

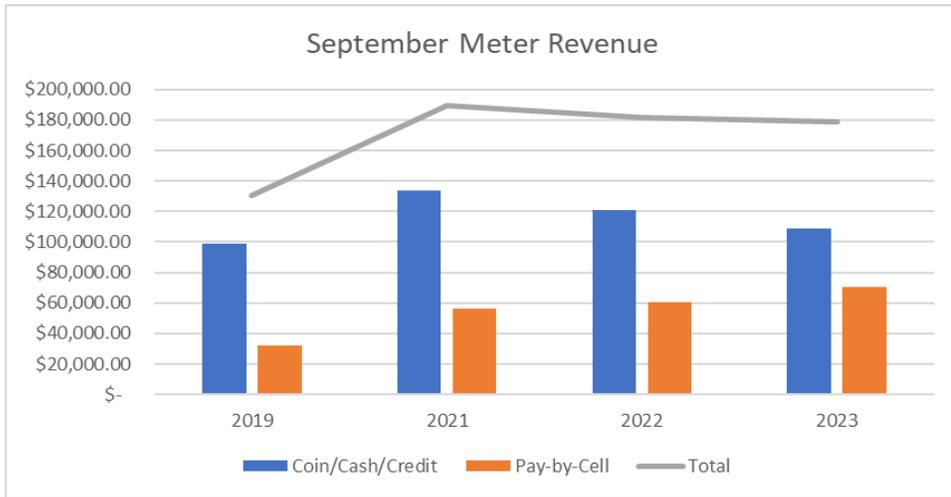
Praise Signs were in town the week of the 9th to inventory and confirm the signage for the capital improvement replacement on all four level. The replacement timeline has not yet been set.

September Parking Revenue

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

Meter Revenues

Project delays extended the reopening of the areas affected by the bridge project, sewer project and sheet piling project. Overall, meter revenues are down 2% compared to last year.

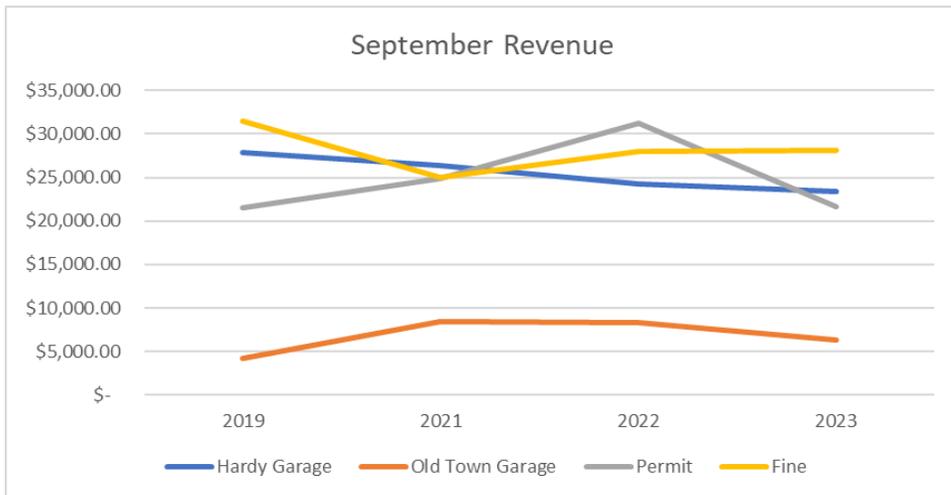


Hourly Admissions

Old Town transient revenues were down 24% compared to last year. Hardy transient revenues are down 3% compared to last year.

Permits & Fines

Permit revenues are down 31% compared to last year. Fine revenues had no change from the previous year as the increase was less than \$100.





Memorandum

To: DDA Board of Directors
CC: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
Date: October 16, 2023
Re: Parking Access and Revenue Control Systems Project

The PARCS project is nearly complete. The contractor is planning a return visit the week of October 23rd to work through remaining items.

AVI Tags Available

- AVI Permits – Auto-renewals will be provided an AVI tag for parking structure entry/exit in exchange for their current barcode only permit. These AVI tags will allow for handsfree access. The initial exchange will be at no charge and all new AVI permits may be purchased for \$10 each.
- Auto-renewal replacement permits for parking structures – barcode permits can be replaced for at no charge and AVI tags for \$10.

Operational Changes Reminder

No Cash Payments Accepted In-lane

Cash payments will no longer be accepted in the exit lanes. The exit lanes will only allow for credit card payments or barcodes from payments at the pay-on-foot devices. No cash in lane will be accepted.

Cash Payments at Pay-on-foot

Pay-on-Foot (POF) devices will accept cash, credit card payments, and validations. POF devices will be located: 1) NE tower on Front St at Hardy, 2) SW tower on State St at Hardy, and 3) NE tower on Lake Ave at Old Town.

Permit Holders

- Permit Barcodes – Prox (white access cards) will no longer be used for entry. All hangtags have a barcode on the bottom of the permit. The new equipment will use the barcode as the access method to enter and exit the parking structures. This will eliminate the proximity card having to be purchased. Barcode permits may be replaced for no additional fee.

- Back-up Permit – All permit holders will have access to generate their permit number to a QR code through the online portal. This QR can be used any time they are in loaner or temporary vehicle.
- After-hours permits will be offered for hours from 3 PM-11 PM at the reduced rate.

Shared Business Accounts

Businesses will have the option to purchase parking based on their use needs. If the use is exceeded, the overage will be billed at the hourly rate. This use case is more suited for businesses that have defined morning and evening shifts or multiple part-time employees. The benefit is that each employee can have their own access permit, and the account will allow access up to their defined use before billing hourly or denying access, and eliminates purchasing a permit for each employee that may be underutilized.



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

Memorandum

To: Downtown Development Authority Board
From: Abby Seitter, DDA Downtown Experience Coordinator
Date: October 9, 2023
Subject: Event Updates

Downtown Tailgate

The largest tailgate north of Ann Arbor and East Lansing! The DDA will host a tailgate and simulcast screening (w/giant LED screen) of the MSU/UofM football game at the Rotary Square starting at 5:00pm. This will be a FREE family-friendly community event with the game start at 7:30pm. Make sure to bring your own chair or blanket to enjoy. There is a zero tolerance for any tailgating outside the permitted area and will be enforced throughout the duration of this event.

Ludovikos taco truck, Chubby Unicorn panini truck, and Good Bowl will be in attendance as well as multiple beer options and seltzer from Fresh Coast Beer Works! We are also excited that Audacia Elixirs will be mixing up their own non-alcoholic spirits. Millie & Pepper will have an awesome lineup of crepes and there will be kettle corn from Meredith Family Kettle Corn. Food and drinks will be for purchase only.

The tailgate will include cornhole, footballs and other tailgate games, fire pits courtesy of Team Bob's Heating, Cooling, Plumbing and giveaways from our Traverse City MSU and U of M Alumni Association as well as MSU Federal Credit Union. Big Brothers Big Sisters will have tent with information on launching "It Takes Little to Be Big" campaign recruiting mentors to provide the life-changing gift of mentorship to children in our community. Go get your face painted and learn more about this awesome organization. The Traverse City Central Trojan Drumline will kick off the event with some of their cadences at 5:30pm.

Thank you to our friends at Breakwater, MSU FCU and Independent Bank for sponsoring this event and SEEDS for their partnership. Make sure you wear your green or blue and spread the word!

Halloween Walk

The very favorite Halloween Walk will be the morning of Saturday, October 28 from 10:00am-11:30am.

Businesses will have candy set up outside their stores and families will be able to enjoy the morning dressing up and trick-or-treating. This includes the 100, 200, and 300 block of Front Street as well as participating locations on State Street. Make sure to stop by the J. Smith Walkway to see the Old Town Playhouse all dressed up!

Toast to Downtown

Invitations have been sent out for our annual Toast to Downtown dinner! We have a link to our website as well as an electronic option if you would like to send this out to your colleagues. This will be held on Thursday, November 9 this year from 5:00pm-8:00pm at the City Opera House. JazzNorth will be playing live jazz music, there will be a catered dinner, cash bar and raffle! The evening will also feature a presentation of our downtown with special guests and the Lyle DeYoung and Community Partner Award. A special thank you to our presenting sponsors: West Shore Bank and Table Health. Lilies of the Alley is also donating flowers this year! Let's celebrate what we have accomplished together!

Ribbon Cuttings

We are continuing to reach out to new businesses that are opening up in downtown to meet the team, see the space and assist in getting them some exposure! We are setting up ribbon cuttings for whatever the team feels is the best time and will continue to invite the DDA and DTCA boards to join us when they can!

Next Month

November 11 | Shop Your Community Day

November 18 | Annual Tree Lighting with Santa's Arrival, Light Parade

November events are coming up quickly! This year we have 40 nonprofits for Shop Your Community Day! A full list can be found at our website. The 40 selected will be advertising and getting people to shop downtown for 15% of each purchase to go towards the nonprofit of the shopper's choice. The annual tree lighting and light parade will be the following weekend. There is still time to get applications in to be part of the light parade!

Best Wishes

Molly has been such an instrumental part of the DDA for the past two years and we will miss everything about her. She is one of the best people you will meet with her smile, energy, patience and kindness. We know she is going to do be incredible on her next adventure. Thank you for being my best friend, Mol!

DOWNTOWN TRAVERSE CITY ASSOCIATION

BOARD MEETING

THURSDAY, AUGUST 10, 2023
8:30AM • DDA Conference Room

MINUTES

1. Call to order (*Gildersleeve*) 8:40am
 - a. Present: Dawn Gildersleeve, Jeff Joubran, Jeff Libman, Amanda Walton, Libby Hogan, Sebastian Garbsch, Karen Roofe
 - b. Absent: Gary Jonas, Liz Lancashire

2. Approval of [Board Meeting of July 13, 2023](#) (*Gildersleeve*)
 - a. Motion to approve the minutes, **motion by Jeff Libman and seconded by Jeff Joubran**

3. CEO Report (*Derenzy*)
 - 1st meeting on mixed use development and on track to have in December
 - Would love to have a meeting on TIF for this board to have a separate educational session- looking at September/October
 - Jeff Joubran- taxes would go up if TIF doesn't get extended
 - Communication RFP is out and on our website and will go to the board in September which is a company to have on board to get the message out to the public (reaching out on a regular basis)

4. [Events Review](#) (*Taylor*)
 - Downtown Art Fair breakdown shift: Jeff Joubran, Jeff Libman, Libby Hogan
 - Have a discussion about Light Parade going forward and what would be best for the downtown businesses
 - Sebastian Garbsch- Families night with shopping
 - November 18- add ice sculptures
 - Karen Roofe- ice sculpture creation and competition
 - Vote on your favorite and win gift certificates J Smith Walkway, Horizon, City Plaza, Union Street, Rotary Square
 - Carolers in addition to Santa's Arrival and Light Parade

-Abby will be gone from August 28- September 11
-Sign ups for SYCD and Light Parade are up on our website at downtowntc.com through our event page! If anyone is interested, please direct them to sign up there!

5. President's Report (*Gildersleeve*)

- Concerned about panhandling on Front and Cass
- Jean-Officer Culver and police have been working on solving this situation
- There have been some complaints from Nick Traher going around and calling Dawn and other staff about a parking meter issue (losing \$1).

6. Vice President Report (Libman)

- Suspend the upcoming DTCA elections to give the current board members some time to reimagine and work to get some different insight and what is needed beyond doing the events
- Sebastian Garbsch- what are we working towards and get to know each other better

Motion to suspend the 2023 DTCA board elections **motion by Jeff Libman and seconded by Sebastian Garbsch, motion carried and passes unanimously**

- Karen Roofe- when would we be discussing what our ideas and plans are?
- Jeff Libman-looking into bylaws and obligations for board members, what are the important communications to get out and let people know who the board is downtown
- Sebastian Garbsch- maybe there is a 5 year term to alleviate turnover
- Amanda Walton- This could allow us to do a retreat for a day to work on some concrete items
- Jeff Joubran-with big projects coming like Grandview Parkway, it will be good to have a discussion on working through this

7. Adjourn (*Gildersleeve*) 9:36am