

# **Traverse City Downtown Development Authority Regular Meeting**

**Friday, January 19, 2024**

**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. Chet Janik, 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](http://www.dda.downtowntc.com)  
303 East State Street, Suite C  
Traverse City, MI 49684

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# Welcome to the Traverse City Downtown Development Authority meeting

## Agenda

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### 1. CALL TO ORDER

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### 2. ROLL CALL

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### 3. REVIEW AND APPROVAL OF AGENDA

- A. Consideration of approving the agenda as presented (approval recommended)
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### 4. PUBLIC COMMENT

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### 5. CONSENT CALENDAR

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

- A. Consideration of approving the minutes of the Regular Meeting of December 15, 2023 (approval recommended) 5 - 8  
[DDA December 15, 2023 Downtown Development Authority Regular Meeting Minutes - PDF](#)
- B. Consideration of approving the December 2023 Financial Reports and disbursements for the DDA, TIF-97, Old Town TIF, Parking Services and Arts Commission (approval recommended) 9 - 19  
[DDA General, TIF 97 and Old Town TIF December 2023 Financials - PDF](#)  
[TC Arts Commission December 2023 Financials - PDF](#)  
[TC Parking Services December 2023 Financials - PDF](#)  
[DDA General, TIF 97 and Old Town TIF Dashboard - PDF](#)
- C. Consideration of approving an audit of the DTCA Books and DDA/DTCA Activities (approval recommended by Finance Committee) 20  
[Audit of DTCA Accounts Memo \(Finance Committee\) - PDF](#)
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D.	Annual Treasury Report <a href="#">TIF 97 Annual Report - PDF</a> <a href="#">Old Town Annual Report - PDF</a>	21 - 24
E.	Purchase of Bus Wraps (approval recommended by Finance Committee) <a href="#">Purchase of Bus Wraps Memo (Finance Committee) - PDF</a>	25
<hr/>		
<b>6.</b>	<b>ITEMS REMOVED FROM CONSENT CALENDAR</b>	
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<b>7.</b>	<b>SPECIAL ORDER OF BUSINESS</b>	
A.	Greenlight Overview of Marketing/Communications for the Grandview Parkway Project <a href="#">Greenlight Overview Memo (Burkholder) - PDF</a>	26
<hr/>		
<b>8.</b>	<b>OLD BUSINESS</b>	
A.	Moving Downtown Forward TIF Plan Update <a href="#">Moving Downtown Forward TIF Plan Update Memo (Derenzy &amp; Howard) - PDF</a> <a href="#">Moving Downtown Forward TIF Plan Timetable and Milestone Sheet - PDF</a> <a href="#">TIF By The Numbers One Pager - PDF</a> <a href="#">What is TIF? One Pager - PDF</a> <a href="#">What Is The MDF Plan? One Pager - PDF</a>	27 - 31
<hr/>		
<b>9.</b>	<b>NEW BUSINESS</b>	
A.	Consideration of entering into a contract with SEEDS for Composting Services <a href="#">Composting Initiative Memo (Burkholder) - PDF</a> <a href="#">SEEDS Proposal &amp; Contract - PDF</a>	32 - 40
B.	Governance Committee (potential recommended action from Governance Committee)	
<hr/>		
<b>10.</b>	<b>CEO REPORT</b>	
A.	Project Dashboard <a href="#">Project Summary (Derenzy) - PDF</a>	41 - 42
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<b>11.</b>	<b>STAFF REPORTS</b>	
A.	COO Report (Burkholder) <a href="#">COO Report (Burkholder) - PDF</a>	43
B.	Transportation Mobility Director (VanNess)	44 -

<a href="#">Parking Services Report (VanNess) 01.2024</a>	99
<a href="#">2023-1055 Traverse City Larry C Hardy PS Evaluation Report Final</a>	
<a href="#">2023-1055 Traverse City Old Town PS Evaluation Report Final</a>	

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**12. BOARD MEMBER REPORTS**

A. Arts Commission	100
<a href="#">Art Commission Board Report Memo (McMillen) - PDF</a>	

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**13. RECEIVE AND FILE**

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**14. PUBLIC COMMENT**

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**15. ADJOURNMENT**



**Minutes of the  
Downtown Development Authority for the City of Traverse City  
Regular Meeting  
Friday, December 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 Vice Chair Scott Hardy, Board Member Jeff Joubran, Board Member Pam DeMerle, Board Member Katy Bertodatto, Board Member Michael Brodsky, Board Member Ed Slosky, Board Member Hillary Ascroft, and Mayor Amy Shamroe

The following Board Members were absent: Board Member Peter Kirkwood and Board Member Todd McMillen

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

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

(b) **ROLL CALL**

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

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

That the Board approved the agenda as presented.

Moved by Jeff Joubran, Seconded by Katy Bertodatto

**Yes:** Gabe Schneider, Scott Hardy, Jeff Joubran, Pam DeMerle, Katy Bertodatto, Michael Brodsky, Ed Slosky, Hillary Ascroft, and Amy Shamroe

**Absent:** Peter Kirkwood and Todd McMillen

**CARRIED. 9-0-2 on a recorded vote**

(d) **PUBLIC COMMENT**

(e) **CONSENT CALENDAR**

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

- (1) Consideration of minutes for the Regular Meeting of November 17, 2023 (approval recommended).
- (2) Consideration of approving the November 2023 Financial Reports and disbursements for the DDA, TIF-97, Old Town TIF, Parking and the Arts Commission (approval recommended).
- (3) Consideration of approving the November 20, 2023 DDA Governing Meeting Minutes (approval recommended).  
that the Board approve the consent calendar as presented.

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

(g) **SPECIAL ORDER OF BUSINESS**

- (1) Introduction of Liz Petrella - Direction of Administration and Outreach

The following addressed the Board:  
Gabe Schneider, Chairperson  
Liz Petrella, DDA Director of Administration

(h) **OLD BUSINESS**

- (1) TIF-97 Amendment - Moving Downtown Forward TIF Plan

The following address the Board:  
Jean Derenzy, DDA CEO  
Scott Hardy  
Gabe Schneider  
Amy Shamroe  
Ed Solasky  
That they DDA Board

Moved by Amy Shamroe, Seconded by Katy Bertodatto

**Yes:** Gabe Schneider, Scott Hardy, Jeff Joubran, Pam DeMerle, Katy Bertodatto, Michael Brodsky, Ed Slosky, Hillary Ascroft, and Amy Shamroe

**Absent:** Peter Kirkwood and Todd McMillen

**CARRIED. 9-0-2 on a recorded vote**

(i) **NEW BUSINESS**

- (1) Appointment of three DDA Board Members to the Development Area Citizen Council Ad Hoc Interview Committee.

The following addressed the Board:

That the Board appoint Solosky and Hardy Development Area Citizens Council Ad Hoc Committee.

- (2) Communications from the Board Chair

Schneider asked the Board consider appointing to the Mobility & Parking Advisory committee Todd McMillan to fill the vacancy opened by Pam Marsh.

The following addressed the Board:  
Gabe Schneider

That the Board approve

(j) **CEO REPORT**

- (1) Project Update

Jean provided an overview the the project memo from the packet.

The following addressed the Board:  
Jean Derenzy

(k) **STAFF REPORTS**

- (1) COO Report

The following addressed the Board:  
Harry Burkholder, COO

- (2) Transportation and Mobility Director Report

The following addressed the Board:  
Nicole VanNess, Transportation Mobility Director

Scott Hardy  
Gabe Schneider

(3) Downtown Experience Coordinator Report

The following addressed the Board:  
Abby Seitter, Downtown Experience Coordinator

(l) **BOARD MEMBER REPORTS**

(1) Mobility and Parking Advisory Committee

(2) Arts Commission

(m) **RECEIVE AND FILE**

(1) November 15, 2023 Arts Commission Meeting Minutes

(n) **PUBLIC COMMENT**

No public comment.

Board Member Comment:  
Ed Solosky

(o) **ADJOURNMENT**

Chairperson Schneider adjourned the meeting at 10:13 AM

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Jean Derenzy, Traverse City DDA  
CEO

# Traverse City DDA - General

## Adjusted Trial Balance

As of December 31, 2023

	UNADJUSTED BALANCE		ADJUSTMENTS		ADJUSTED BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1000 Fifth Third Checking - 3112	348,113.15				348,113.15	
1010 Fifth Third Savings - 6740	205,413.56				205,413.56	
1200 Accounts Receivable	352,654.89				352,654.89	
1101 Due From APS (City of TC)	797.90				797.90	
2000 Accounts Payable		11,372.78				11,372.78
2110 Due to Oldtown TIF		7,427.38				7,427.38
2120 Due to TIF 97		117,301.52				117,301.52
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	29,159.70				29,159.70	
2220 Payroll Liabilities:Life & Disability Insurance Payable		1,255.75				1,255.75
2240 Payroll Liabilities:State Unemployment Tax Payable	328.34				328.34	
2301 Deposits Payable:Double Up Food Bucks	633.39				633.39	
2303 Deposits Payable:NCF Reimbursements	2,070.00				2,070.00	
2304 Deposits Payable:Prescriptions for Health		365.64				365.64
2305 Deposits Payable:Project Fresh		764.00				764.00
2306 Deposits Payable:Senior Project Fresh	2,020.00				2,020.00	
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		126,230.32				126,230.32
4204 GRANTS & CONTRIBUTIONS:Grants - EGLE cornwell		11,105.29				11,105.29
4209 GRANTS & CONTRIBUTIONS:MEDC Civic Square		56,086.08				56,086.08
4302 REIMBURSEMENTS:Administrative Services		380,179.50				380,179.50
4303 REIMBURSEMENTS:Parking Services		412,500.00				412,500.00
4305 REIMBURSEMENTS:Farmers Market online Revenue		59,818.26				59,818.26
4600 REIMBURSEMENTS:Miscellaneous Revenue		27.58				27.58
4501 INTEREST INCOME:Interest & Dividends		1,388.51				1,388.51
5101 SALARIES:Salaries & Wages	286,984.25				286,984.25	
5102 SALARIES:Hourly Wage Expense	200,627.97				200,627.97	
5201 FRINGE BENEFITS:Health Insurance	44,199.12				44,199.12	
5202 FRINGE BENEFITS:Disability Insurance Benefits	3,322.68				3,322.68	
5203 FRINGE BENEFITS:Life Insurance Expense	951.12				951.12	
5204 FRINGE BENEFITS:457 Company Matching	33,970.03				33,970.03	
5208 FRINGE BENEFITS:Social Security Tax Expense	31,668.74				31,668.74	
5209 FRINGE BENEFITS:Medicare Tax Expense	7,406.41				7,406.41	
5210 FRINGE BENEFITS:SUTA Tax Expense	999.84				999.84	

# Traverse City DDA - General

## Adjusted Trial Balance

As of December 31, 2023

	UNADJUSTED BALANCE		ADJUSTMENTS		ADJUSTED BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
5211 FRINGE BENEFITS:Workers Compensation	11,407.00				11,407.00	
5301 OFFICE SUPPLIES AND UTILITIES:Office Supplies	5,185.49				5,185.49	
5302 OFFICE SUPPLIES AND UTILITIES:Utilities	3,301.46				3,301.46	
5303 OFFICE SUPPLIES AND UTILITIES:Operation Supplies	97.72				97.72	
5304 OFFICE SUPPLIES AND UTILITIES:Equipment	109.94				109.94	
5305 OFFICE SUPPLIES AND UTILITIES:Dues and Memberships	4,248.39				4,248.39	
5306 OFFICE SUPPLIES AND UTILITIES:Printing & Publishing	468.36				468.36	
5307 OFFICE SUPPLIES AND UTILITIES:Communications	12,677.88				12,677.88	
5308 OFFICE SUPPLIES AND UTILITIES:Miscellaneous Expense	2,913.78				2,913.78	
5401 PROFESSIONAL SERVICES:Contract Services	23,597.37				23,597.37	
5402 PROFESSIONAL SERVICES:Legal	23,625.00				23,625.00	
5403 PROFESSIONAL SERVICES:Professional/Contractual	38,996.27				38,996.27	
5405 PROFESSIONAL SERVICES:Community Promotion	10,890.74				10,890.74	
5409 PROFESSIONAL SERVICES:Grant exp EGLE cornwell bldg	7,269.99				7,269.99	
5413 PROFESSIONAL SERVICES:Grant Exp SOM Cive Square	56,226.08				56,226.08	
5415 PROFESSIONAL SERVICES:Online Farmers Market Expense	18,964.90				18,964.90	
5418 PROFESSIONAL SERVICES:SNAP Food Assistance Expense	9,244.00				9,244.00	
5419 PROFESSIONAL SERVICES:EGLE Grant-State Street West-End Mixed Use	33,496.29				33,496.29	
5501 TRAVEL AND CONFERENCES:Lodging, meals	2,949.67				2,949.67	
5502 TRAVEL AND CONFERENCES:Transportation	991.58				991.58	
5503 TRAVEL AND CONFERENCES:Training	945.00				945.00	
5601 REPAIRS AND MAINTENANCE:Repairs & Maintenance	220.00				220.00	
5701 RENTAL EXPENSE:Rentals				259.11		259.11
<b>TOTAL</b>	<b>\$1,819,148.00</b>	<b>\$1,819,148.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,819,148.00</b>	<b>\$1,819,148.00</b>

# Traverse City DDA - TIF 97

## Adjusted Trial Balance

As of December 31, 2023

	UNADJUSTED BALANCE		ADJUSTMENTS		ADJUSTED BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1001 CASH AND CASH EQUIVALENTS:Fifth Third Checking - 8026	7,074,427.14				7,074,427.14	
1200 Accounts Receivable	117,301.52				117,301.52	
1102 OTHER CURRENT ASSETS:Due from other governments	608,000.00				608,000.00	
1210 Deposits-Security Deposit	4,500.00				4,500.00	
2000 Accounts Payable	197.57				197.57	
2100 Due to Other Funds			33,916.36			33,916.36
3000 Opening Bal Equity	21,200.00				21,200.00	
3900 Retained Earnings		5,564,947.80				5,564,947.80
4101 TAXES:Property Taxes		3,039,767.20				3,039,767.20
4300 Reimbursements		92,203.17				92,203.17
4500 INTEREST INCOME		1,969.31				1,969.31
5302 OFFICE SUPPLIES AND UTILITIES:Utilities	2,116.06				2,116.06	
5303 OFFICE SUPPLIES AND UTILITIES:Purchases	6,701.24				6,701.24	
5306 OFFICE SUPPLIES AND UTILITIES:Printing & Publishing	1,049.55				1,049.55	
5308 OFFICE SUPPLIES AND UTILITIES:Miscellaneous Expense	36,085.99				36,085.99	
5309 OFFICE SUPPLIES AND UTILITIES:Bank Charges	352.37				352.37	
5400 PROFESSIONAL SERVICES	109.50				109.50	
5401 PROFESSIONAL SERVICES:Contract Services	38,676.75				38,676.75	
5402 PROFESSIONAL SERVICES:Legal	8,325.00				8,325.00	
5403 PROFESSIONAL SERVICES:Professional/Contractual	30,274.16				30,274.16	
5405 PROFESSIONAL SERVICES:Administrative	284,910.00				284,910.00	
5406 PROFESSIONAL SERVICES:Public Restrooms	22,800.00				22,800.00	
5408 PROFESSIONAL SERVICES:Service Agreement	72,420.00				72,420.00	
5410 PROFESSIONAL SERVICES:Marketing/Communication	15,746.01				15,746.01	
5414 PROFESSIONAL SERVICES:Traverse Connect	35,000.00				35,000.00	
5500 Contributions to District Construction Projects	248,635.76				248,635.76	
5600 Contributions to Other Governments-Debt Service	46,391.21				46,391.21	
5801 RENT OR LEASE EXPENSE:Rent Expense	27,000.00				27,000.00	
5901 REPAIR & MAINTENANCE EXPENSES:Repairs and Maintenance	22,995.88				22,995.88	
6001 TAXES & TRANSFERS:Taxes Paid	7,588.13				7,588.13	
<b>TOTAL</b>	<b>\$8,732,803.84</b>	<b>\$8,732,803.84</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,732,803.84</b>	<b>\$8,732,803.84</b>

# DDA Old Town TIF

## Adjusted Trial Balance

As of December 31, 2023

	UNADJUSTED BALANCE		ADJUSTMENTS		ADJUSTED BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1001 1000 CASH AND CASH EQUIVALENTS:Fifth Third Checking - 0650	1,709,800.93				1,709,800.93	
1200 Accounts Receivable	7,427.38				7,427.38	
2100 Due to Other Funds				35.97		35.97
3900 Retained Earnings		1,127,537.64				1,127,537.64
4101 TAXES:Property Taxes				677,507.35		677,507.35
5302 OFFICE SUPPLIES & UTILITIES:Utilities	752.64				752.64	
5303 OFFICE SUPPLIES & UTILITIES:Purchases	1,105.03				1,105.03	
5306 OFFICE SUPPLIES & UTILITIES:Printing & Publishing	1,249.53				1,249.53	
5401 PROFESSIONAL SERVICES:Contract Services	66,730.75				66,730.75	
5403 PROFESSIONAL SERVICES:Professional/Contractual	5,916.68				5,916.68	
5406 PROFESSIONAL SERVICES:Traverse Connect	5,000.00				5,000.00	
5900 Repairs and Maintenance	7,324.35				7,324.35	
4500 INTEREST INCOME				226.33		226.33
<b>TOTAL</b>	<b>\$1,805,307.29</b>	<b>\$1,805,307.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,805,307.29</b>	<b>\$1,805,307.29</b>

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY  
 PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	ACTIVITY FOR					
		2023-24YTD BALANCE	MONTH ENCUMBERED	ENCUMBERED	%	BDGT	
		ENDED BUDGET	12/31/2023	12/31/23	YEAR-TO-DATE	BALANCE	USED
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-674.000	CONTRIBUTIONS-PUBLIC SOUR	15,000.00	0.00	0.00	0.00	15,000.00	0.00
282-000-695.000	TRANSFERS IN	30,000.00	30,000.00	0.00	0.00	0.00	100.00
Total Dept 000 - NON-DEPARTMENTAL		45,000.00	30,000.00	0.00	0.00	15,000.00	66.67
TOTAL REVENUES		45,000.00	30,000.00	0.00	0.00	15,000.00	66.67
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-801.000	PROFESSIONAL AND CONTRAC'	33,000.00	4,753.35	0.00	11,858.60	16,388.05	50.34
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	4,900.35	0.00	11,858.60	18,241.05	47.88
TOTAL EXPENDITURES		35,000.00	4,900.35	0.00	11,858.60	18,241.05	47.88
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		45,000.00	30,000.00	0.00	0.00	15,000.00	66.67
TOTAL EXPENDITURES		35,000.00	4,900.35	0.00	11,858.60	18,241.05	47.88
NET OF REVENUES & EXPENDITURES		10,000.00	25,099.65	0.00	(11,858.60)	(3,241.05)	132.41

GL NUMBER	DESCRIPTION	2023-24YTD BALANCE		ACTIVITY FOR			% BDGT USED
		2023-24YTD BALANCE	MONTH ENCUMBERED	MONTH ENCUMBERED	ENCUMBERED	% BDGT USED	
		NDED BUDGET	12/31/2023	12/31/23	EAR-TO-DATE	BALANCE	
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
585-000-451.073	RAMSDELL GATE FEES	0.00	167.50	0.00	0.00	(167.50)	100.00
585-000-652.000	PARKING FEES-COIN	1,800,000.00	1,065,031.69	59,159.33	0.00	734,968.31	59.17
585-000-653.000	PERMITS-SURFACE LOTS	200,000.00	65,134.00	28,469.50	0.00	134,866.00	32.57
585-000-653.007	PERMITS - NEIGHBORHOOD	2,200.00	1,035.00	0.00	0.00	1,165.00	47.05
585-000-653.010	DESTINATION DOWNTOWN	0.00	160.00	0.00	0.00	(160.00)	100.00
585-000-656.010	PARKING FINES	225,000.00	130,674.00	5,123.00	0.00	94,326.00	58.08
585-000-664.000	INTEREST & DIVIDEND EARNIN	66,000.00	31,896.11	0.00	0.00	34,103.89	48.33
585-000-673.000	SALE OF FIXED ASSETS	0.00	6,709.60	0.00	0.00	(6,709.60)	100.00
585-000-677.000	REIMBURSEMENTS	6,000.00	1,715.15	864.10	0.00	4,284.85	28.59
585-000-686.000	MISCELLANEOUS INCOME	1,700.00	75.00	10.00	0.00	1,625.00	4.41
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	1,302,598.05	93,625.93	(30,143.60)	1,028,445.55	55.30
Dept 586 - HARDY DECK							
585-586-651.000	PARKING DECK PROCEEDS	250,000.00	189,267.55	1,482.30	0.00	60,732.45	75.71
585-586-653.005	PERMITS-PARKING DECK	150,000.00	68,231.00	14,419.00	0.00	81,769.00	45.49
585-586-668.000	RENTS AND ROYALTIES	30,000.00	5.00	5.00	0.00	29,995.00	0.02
Total Dept 586 - HARDY DECK		430,000.00	257,503.55	15,906.30	0.00	172,496.45	59.88
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	70,000.00	49,946.55	250.00	0.00	20,053.45	71.35
585-587-653.005	PERMITS-PARKING DECK	100,000.00	38,136.38	5,910.00	0.00	61,863.62	38.14
Total Dept 587 - OLD TOWN DECK		170,000.00	88,082.93	6,160.00	0.00	81,917.07	51.81
TOTAL REVENUES		2,900,900.00	1,648,184.53	115,692.23	(30,143.60)	1,282,859.07	55.78
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	10,600.00	1,631.87	268.87	0.00	8,968.13	15.40
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	33.73	(0.63)	0.00	(33.73)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	200.00	96.77	20.04	0.00	103.23	48.39
585-585-716.000	EMPLOYEE HEALTH INSURANC	100.00	57.08	9.51	0.00	42.92	57.08
585-585-717.000	EMPLOYEE LIFE/DISABILITY IN	0.00	13.70	2.23	0.00	(13.70)	100.00
585-585-718.000	RETIREMENT FUND CONTRIBU	700.00	298.35	57.85	0.00	401.65	42.62
585-585-727.000	OFFICE SUPPLIES	6,000.00	2,413.23	252.00	609.82	2,976.95	50.38
585-585-740.000	OPERATION SUPPLIES	37,000.00	14,112.74	4,081.46	11,349.19	11,538.07	68.82
585-585-801.000	PROFESSIONAL AND CONTRAC	968,000.00	488,127.59	235,526.62	669,683.34	(189,810.93)	119.61
585-585-802.000	INFORMATION TECHNOLOGY S	175,200.00	73,381.75	37,007.25	217,956.31	(116,138.06)	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	8,309.28	1,122.49	145,676.50	(133,185.78)	740.32
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	1,529.78	0.00	0.00	3,470.22	30.60
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	12/31/2023	12/31/23	YEAR-TO-DATE		
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	99.90	0.00	0.00	13,900.10	0.71
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	9,428.42	1,156.92	0.00	5,571.58	62.86
585-585-930.000	REPAIRS AND MAINTENANCE	157,100.00	68,957.91	2,606.38	1,138.18	87,003.91	44.62
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	17,742.84	0.00	41,749.44	(10,692.28)	121.91
585-585-956.000	MISCELLANEOUS	40,000.00	91,174.51	76,279.81	0.00	(51,174.51)	227.94
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	43,800.00	14,310.00	88.55
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	846,453.06	358,390.80	1,132,472.88	(43,025.94)	102.22
Dept 586 - HARDY DECK							
585-586-727.000	OFFICE SUPPLIES	1,000.00	2,957.18	0.00	2,174.40	(4,131.58)	513.16
585-586-740.000	OPERATION SUPPLIES	9,000.00	20,582.26	208.50	3,290.20	(14,872.46)	265.25
585-586-801.000	PROFESSIONAL AND CONTRAC	111,900.00	127,872.42	27,688.32	127,418.76	(143,391.18)	228.14
585-586-802.000	INFORMATION TECHNOLOGY S	8,800.00	8,639.40	0.00	34,763.60	(34,603.00)	493.22
585-586-850.000	COMMUNICATIONS	3,300.00	2,057.55	0.00	0.00	1,242.45	62.35
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	15,100.86	5,384.95	0.00	39,899.14	27.46
585-586-930.000	REPAIRS AND MAINTENANCE	285,600.00	50,315.92	7,572.85	205,663.51	29,620.57	89.63
585-586-940.000	RENTAL EXPENSE	22,400.00	290.00	0.00	0.00	22,110.00	1.29
585-586-956.000	MISCELLANEOUS	10,000.00	656.91	656.91	0.00	9,343.09	6.57
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	4,760.00	0.00	809.60	(569.60)	111.39
Total Dept 586 - HARDY DECK		740,000.00	233,806.71	41,511.53	374,120.07	132,073.22	82.15
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	21,995.66	4,125.41	827.20	(14,822.86)	285.29
585-587-801.000	PROFESSIONAL AND CONTRAC	87,700.00	106,296.86	29,300.00	40,776.04	(59,372.90)	167.70
585-587-802.000	INFORMATION TECHNOLOGY S	9,000.00	7,759.40	0.00	30,267.60	(29,027.00)	422.52
585-587-850.000	COMMUNICATIONS	5,100.00	2,347.14	0.00	0.00	2,752.86	46.02
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	9,384.70	3,398.66	0.00	40,615.30	18.77
585-587-930.000	REPAIRS AND MAINTENANCE	164,900.00	45,835.76	3,051.82	82,211.34	36,852.90	77.65
585-587-940.000	RENTAL EXPENSE	14,300.00	290.00	0.00	0.00	14,010.00	2.03
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	282.00	0.00	328.65	(610.65)	100.00
Total Dept 587 - OLD TOWN DECK		529,100.00	196,518.61	39,875.89	155,860.43	176,720.96	66.60
TOTAL EXPENDITURES		3,205,000.00	1,276,778.38	439,778.22	1,662,453.38	265,768.24	91.71
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		2,900,900.00	1,648,184.53	115,692.23	(30,143.60)	1,282,859.07	55.78
TOTAL EXPENDITURES		3,205,000.00	1,276,778.38	439,778.22	1,662,453.38	265,768.24	91.71

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY  
PERIOD ENDING 12/31/2023

Page: 3/3

GL NUMBER	DESCRIPTION	2023-24YTD BALANCE		ACTIVITY FOR			
		ENDED BUDGET	12/31/2023	MONTH ENCUMBERED 12/31/23	ENCUMBERED EAR-TO-DATE	ENCUMBERED BALANCE	% BDGT USED
Fund 585 -	AUTOMOBILE PARKING SYSTEM FUND						
	NET OF REVENUES & EXPENDITURES	(304,100.00)	371,406.15	(324,085.99)	(1,692,596.98)	1,017,090.83	434.46

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

12/31/2023

Downtown Development Authority (DDA)

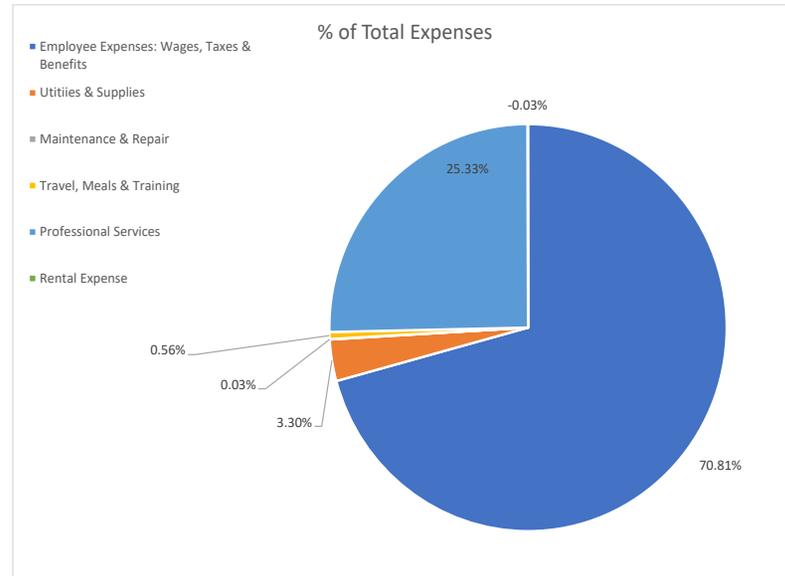
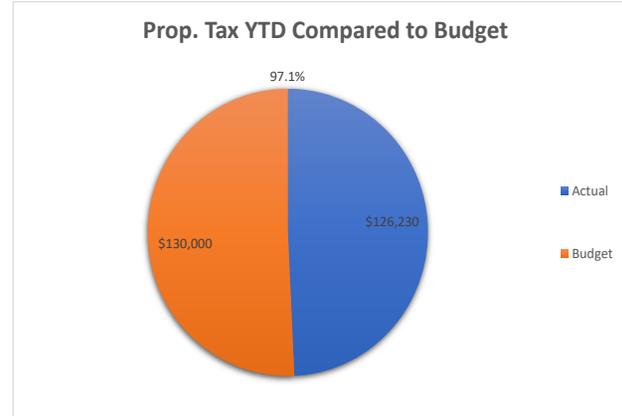
Financial Position	YTD as of 12/31/2023	Prior Year as of 6/30/2023 *	Change
Total Cash and Cash Equivalents	\$ 553,527	\$ 663,213	\$ (109,687)
Other Assets	353,453	152,696	200,757
<b>Total Assets</b>	<b>\$ 906,980</b>	<b>\$ 815,909</b>	<b>\$ 91,070</b>
Current Liabilities	\$ 11,373	\$ 104,074	\$ (92,702)
Total Other Liabilities	264,500	250,366	14,134
<b>Total Liabilities</b>	<b>275,872</b>	<b>354,440</b>	<b>(78,567)</b>
Fund Balance	631,107	461,469	<b>169,638</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 906,980</b>	<b>\$ 815,909</b>	<b>\$ 91,070</b>

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

Revenue	YTD	Annual Budget	% of Budget
Property Taxes	\$ 126,230	\$ 130,000	97.1%
Grants & Contributions	67,191	100,000	67.2%
Reimbursements	852,525	1,585,359	53.8%
Rental Income	-	115,000	0.0%
Interest	1,389	1,000	138.9%
<b>Total Revenue</b>	<b>\$ 1,047,336</b>	<b>\$ 1,931,359</b>	<b>54%</b>

Expenses	YTD	Annual Budget	% of Budget
Employee Expenses: Wages, Taxes & Benefits	\$ 621,537	\$ 1,450,516	43%
Utilities & Supplies	29,003	63,000	46%
Maintenance & Repair	220	0	0%
Travel, Meals & Training	4,886	30,000	16%
Professional Services	222,311	360,000	62%
Rental Expense	(259)	-	0%
<b>Total Expenses</b>	<b>\$ 877,698</b>	<b>\$ 1,903,516</b>	<b>46%</b>

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



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

12/31/2023

Tax Increment Financing Bond 97 (TIF97)

Financial Position	YTD as of 12/31/2023	Prior Year as of 6/30/2023 *	Change
Total Cash and Cash Equivalents	\$ 7,074,427	\$ 343,231	\$ 6,731,197
Other Assets	729,802	5,722,489	(4,992,687)
<b>Total Assets</b>	<b>\$ 7,804,229</b>	<b>\$ 6,065,719</b>	<b>\$ 1,738,509</b>
Current Liabilities	\$ (198)	\$ 468,840	\$ (469,037)
Total Other Liabilities	33,916	53,132	(19,216)
<b>Total Liabilities</b>	<b>33,719</b>	<b>521,972</b>	<b>(488,253)</b>
Fund Balance	7,770,510	5,543,748	<b>2,226,762</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 7,804,229</b>	<b>\$ 6,065,719</b>	<b>\$ 1,738,509</b>

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

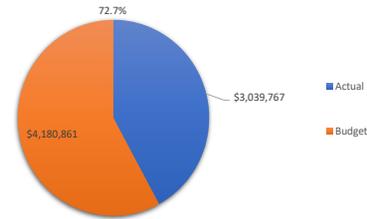
Revenue	YTD	Annual Budget	% of Budget
Property Taxes	\$ 3,039,767	\$ 4,180,861	72.7%
Grant Revenue	-	40,000	0%
Reimbursements	92,203	130,000	70.9%
Interest	1,969	4,500	43.8%
<b>Total Revenue</b>	<b>\$ 3,133,940</b>	<b>\$ 4,355,361</b>	<b>72%</b>

Expenses	YTD	Annual Budget	% of Budget
Office Supplies & Utilities	\$ 46,305	\$ 20,000	232%
Professional Services	508,261	1,822,563	28%
Rent Expense	27,000	-	0%
Repair & Maintenance	22,996	250,000	9%
Capital Projects	248,636	1,975,000	13%
Debt Service	46,391	953,440	5%
Taxes & Transfers	7,588	-	0%
<b>Total Expenses</b>	<b>\$ 907,178</b>	<b>\$ 5,021,003</b>	<b>18%</b>

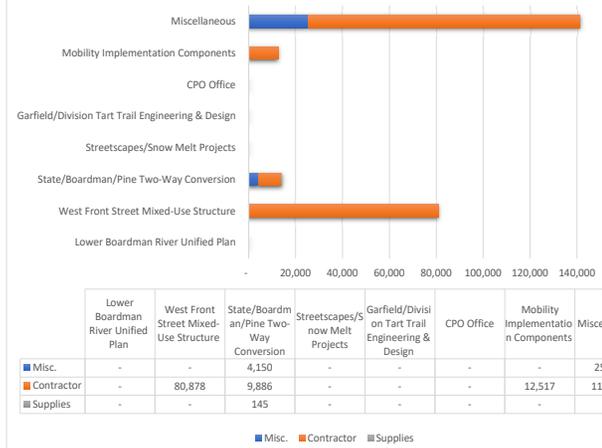
Capital Project Expenses:	YTD	Annual Budget	% of Budget
Lower Boardman River Unified Plan	-	500,000	0%
West Front Street Mixed-Use Structure	80,878	500,000	16%
State/Boardman/Pine Two-Way Conversion	14,181	200,000	7%
Streetscapes/Snow Melt Projects	-	325,000	0%
Garfield/Division Tart Trail Engineering & Design	-	200,000	0%
CPO Office	-	100,000	0%
Mobility Implementation Components	12,517	50,000	25%
Miscellaneous	141,059	100,000	141%
<b>Total Project Expenses</b>	<b>\$ 248,636</b>	<b>\$ 1,975,000</b>	<b>13%</b>

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



**Old Town Tax Increment Financing**  
Board Financial Report - Dashboard

12/31/2023

Old Town Tax Increment Financing Bond (OT TIF)				
Financial Position	YTD as of 12/31/2023	Prior Year as of 6/30/2023 *	Change	
Total Cash and Cash Equivalents	\$ 1,709,801	\$ 1,250,369	\$	459,432
Other Assets	7,427	-		7,427
<b>Total Assets</b>	<b>\$ 1,717,228</b>	<b>\$ 1,250,369</b>	<b>\$</b>	<b>466,860</b>
Current Liabilities	\$ 36	\$ 122,831	\$	(122,795)
Total Other Liabilities	-	-		-
<b>Total Liabilities</b>	<b>36</b>	<b>122,831</b>	<b>\$</b>	<b>(122,795)</b>
Fund Balance	1,717,192	1,127,538		589,655
<b>Total Liabilities and Fund Balance</b>	<b>\$ 1,717,228</b>	<b>\$ 1,250,369</b>	<b>\$</b>	<b>466,860</b>

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

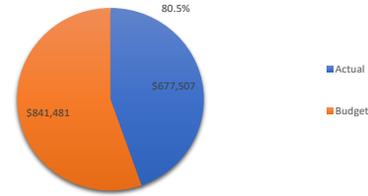
Revenue	YTD	Annual Budget	% of Budget	
Property Taxes	\$ 677,507	\$ 841,481	80.5%	
Interest	226	100	226.3%	
<b>Total Revenue</b>	<b>\$ 677,734</b>	<b>\$ 841,581</b>	<b>81%</b>	

Expenses	YTD	Annual Budget	% of Budget	
Utilities	\$ 3,107	\$ 600	518%	
Professional Services	77,647	252,850	31%	
Other: Printing/Publishing, Supplies	-	0	0%	
Repairs & Maintenance	7,324	50,000	15%	
Capital Projects	-	805,000	0%	
<b>Total Expenses</b>	<b>\$ 88,079</b>	<b>\$ 1,108,450</b>	<b>8%</b>	

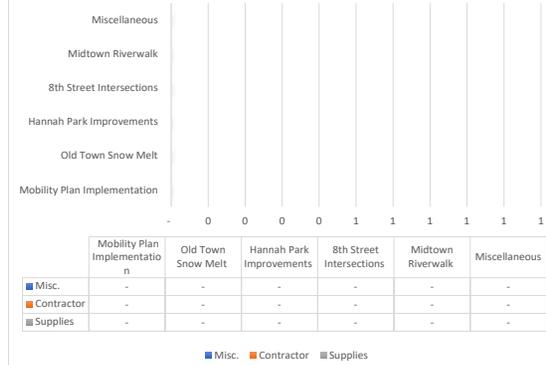
Capital Project Expenses:	YTD	Annual Budget	% of Budget	
Mobility Plan Implementation	-	25,000	0%	
Old Town Snow Melt	-	100,000	0%	
Hannah Park Improvements	-	70,000		
8th Street Intersections	-	300,000		
Midtown Riverwalk	-	300,000	0%	
Miscellaneous	-	10,000	0%	
<b>Total Project Expenses</b>	<b>\$ -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

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





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

## Memorandum

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To: DDA Board of Directors  
From: Finance Committee  
Date: January 15, 2025  
Subject: Audit of DTCA Books and DDA/ DTCA Activities

The DDA has an agreement with the DTCA whereby the DDA undertakes certain management services on behalf of the DTCA. As part of that agreement, the DDA is to "maintain ordinary bookkeeping services for the DTCA." This should include an annual audit of the DTCA accounts and activities undertaken by the DDA on the DTCA's behalf. The audit should include a full review of the DDA and DTCA finances, policies, and protocols for financial transactions within and between the two organizations to ensure that best practices are being followed. It is also recommended that the accounting firm should be independent from the firm auditing the DDA itself, and that the outside legal counsel be authorized to the extent necessary to assist with the audit of the DTCA and to review and advise on best practices for financial transactions between the two organizations.

It is further identified that the budget for this work would not exceed \$30,000.

### **Recommended Motion**

That the DDA Board authorize the Finance Committee to hire an independent accounting firm to audit the DTCA funds administered by the DDA pursuant to the DDA's policies and procedures, and to retain outside legal counsel as necessary to complete a full review of the DDA and DTCA finances, policies, and protocols for financial transactions within and between the two organizations and furthermore, that \$30,000 be set aside in the DDA general for the audit.

**Annual Report on Status of Tax Increment Financing Plan**

<b>Send completed form to:</b> <a href="mailto:Treas-StateSharePropTaxes@michigan.gov">Treas-StateSharePropTaxes@michigan.gov</a> Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 150 days of end of authority's fiscal year ending in 2022. MCL 125.4911(2)	<b>City of Traverse City DDA</b> Downtown Development Authority	TIF Plan Name	For Fiscal Years ending in
		TIF 97	<b>2023</b>
	Year AUTHORITY (not TIF plan) was created:	1978	
	Year TIF plan was created or last amended to extend its duration:	1997	
	Current TIF plan scheduled expiration date:	2027	
	Did TIF plan expire in FY22?	no	
	Year of first tax increment revenue capture:	1998	
	Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	No	
	If yes, authorization for capturing school tax:		
	Year school tax capture is scheduled to expire:		

<b>Revenue:</b>	Tax Increment Revenue	\$	3,677,904
	Property taxes - from DDA millage only	\$	107,295
	Interest	\$	4,260
	State reimbursement for PPT loss (Forms 5176 and 4650)	\$	-
	Other income (grants, fees, donations, etc.)	\$	196,607
	<b>Total</b>	\$	<b>3,986,066</b>

Tax Increment Revenues Received	Revenue Captured	Millage Rate Captured
From counties	\$ 917,177	6.5149
From cities	\$ 2,209,271	15.6815
From townships	\$ -	
From villages	\$ -	
From libraries (if levied separately)	\$ 127,084	0.9044
From community colleges	\$ 289,475	2.0574
From regional authorities (type name in next cell)	Joint Rec Authority \$ 67,444	0.4800
From regional authorities (type name in next cell)	Bay Area Transportation \$ 67,453	0.4788
From regional authorities (type name in next cell)	\$ -	
From local school districts-operating	\$ -	
From local school districts-debt	\$ -	
From intermediate school districts	\$ -	
From State Education Tax (SET)	\$ -	
From state share of IFT and other specific taxes (school taxes)	\$ -	
<b>Total</b>	<b>\$ 3,677,904</b>	

<b>Expenditures</b>	Supplies, repairs and utilities	\$	195,789
	professional services	\$	860,923
	contribution to district construction projects	\$	1,117,777
	contribution to debt service	\$	972,956
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
Transfers to other municipal fund (list fund name)		\$	-
Transfers to other municipal fund (list fund name)		\$	-
	Transfers to General Fund	\$	107,295
	<b>Total</b>	\$	<b>3,254,740</b>

<b>Total outstanding non-bonded indebtedness</b>	Principal	\$	-
	Interest	\$	-
<b>Total outstanding bonded indebtedness</b>	Principal	\$	-
	Interest	\$	-
<b>Total</b>		\$	<b>-</b>

<b>Bond Reserve Fund Balance</b>	\$	-
<b>Unencumbered Fund Balance</b>	\$	-
<b>Encumbered Fund Balance</b>	\$	-

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	
				TIF Revenue	
Ad valorem PRE Real	\$ 13,051,168	\$ -	\$ 13,051,168	26.1170000	\$340,857.35
Ad valorem non-PRE Real	\$ 152,032,958	\$ 26,008,641	\$ 126,024,317	26.1170000	\$3,291,377.09
Ad valorem industrial personal	\$ 700	\$ -	\$ 700	26.1170000	\$18.28
Ad valorem commercial personal	\$ 8,259,300	\$ 6,795,547	\$ 1,463,753	26.1170000	\$38,228.84
Ad valorem utility personal	\$ 340,100	\$ 55,900	\$ 284,200	26.1170000	\$7,422.45
Ad valorem other personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on commercial class land	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property, all other	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax New Facility	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT Replacement Facility (frozen values)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -	0.0000000	\$0.00
<b>Exempt (from all property tax) Real Property</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0000000</b>	<b>\$0.00</b>
<b>Total Captured Value</b>	<b>\$ 32,860,088</b>	<b>\$ -</b>	<b>\$ 140,824,138</b>	<b>Total TIF Revenue</b>	<b>\$3,677,904.01</b>

**Tax Increment Revenue  
Specific Taxes Allowable for Capture by PA 57 Authorities  
As of January 1, 2019**

Former Public Act (now repealed) Year	DDA 197 1975	TIFA 450 1980	LDFA 281 1986	NSRA 35 1867	CIA 280 2005	WRITIFA 94 2008	NIA 61 2007	2018 PA 57 MCL Citation for "specific tax" definition	
								125.4201 (aa)	125.4301 (w)
PA 189 of 1953	Lessees/Tax Exempt Property	X	X	X	X	X	X	X	X
PA 198 of 1974	IFT	X	X	X	X	X	X	X	X
PA 255 of 1978	CFT	X	X	X	X	X	X	X	X
PA 385 of 1984	Tech Park	X	X	X	X	X	X	X	X
PA 224 of 1985	Enterprise Zone			X					
PA 147 of 1992	NEZ				X				X
PA 146 of 2000	OPRA			X	X				
PA 260 of 2003	Eligible Tax Reverted Property (Land Bank 5/50) Tax								
PA 210 of 2005	Commercial Rehabilitation				X				X

Blue highlighted cells--properties located in renaissance zones are exempt from these taxes to the degree listed in 1996 PA 376 at MCL 125.2689 (same extent as ad valorem taxes)

Yellow highlighted cells--properties located in renaissance zones are exempt from these taxes to the degree listed in the respective public acts (same as the others, just exempted in the individual acts instead of in the RenZone Act)

**Annual Report on Status of Tax Increment Financing Plan**

<b>Send completed form to:</b> <a href="mailto:Treas-StateSharePropTaxes@michigan.gov">Treas-StateSharePropTaxes@michigan.gov</a> Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 150 days of end of authority's fiscal year ending in 2022. MCL 125.4911(2)	<b>City of Traverse City DDA</b>	TIF Plan Name	For Fiscal Years ending in
	<b>Downtown Development Authority</b>	Old Town TIF	<b>2023</b>
	Year AUTHORITY (not TIF plan) was created:	1978	
	Year TIF plan was created or last amended to extend its duration:	2017	
	Current TIF plan scheduled expiration date:	2041	
	Did TIF plan expire in FY22?	no	
	Year of first tax increment revenue capture:	2018	
	Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	no	
	If yes, authorization for capturing school tax:		
	Year school tax capture is scheduled to expire:		

<b>Revenue:</b>	Tax Increment Revenue	\$	678,936
	Property taxes - from DDA millage only	\$	19,807
	Interest	\$	296
	State reimbursement for PPT loss (Forms 5176 and 4650)	\$	-
	Other income (grants, fees, donations, etc.)	\$	-
	<b>Total</b>	\$	699,039

Tax Increment Revenues Received	Revenue Captured	Millage Rate Captured
From counties	\$ 175,384	6.5149
From cities	\$ 422,392	15.6815
From townships	\$ -	
From villages	\$ -	
From libraries (if levied separately)	\$ -	
From community colleges	\$ 55,363	2.0574
From regional authorities (type name in next cell)	Joint Rec Authority \$ 12,902	0.4800
From regional authorities (type name in next cell)	Bay Area Transit \$ 12,895	0.4788
From regional authorities (type name in next cell)	\$ -	
From local school districts-operating	\$ -	
From local school districts-debt	\$ -	
From intermediate school districts	\$ -	
From State Education Tax (SET)	\$ -	
From state share of IFT and other specific taxes (school taxes)	\$ -	
<b>Total</b>	<b>\$ 678,936</b>	

<b>Expenditures</b>	professional services	\$	148,482
	contribution to district construction projects	\$	117,599
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
Transfers to other municipal fund (list fund name)		\$	-
Transfers to other municipal fund (list fund name)		\$	-
	Transfers to General Fund	\$	19,807
	<b>Total</b>	\$	285,888

<b>Total outstanding non-bonded indebtedness</b>	Principal	\$	-
	Interest	\$	-
<b>Total outstanding bonded indebtedness</b>	Principal	\$	-
	Interest	\$	-
	<b>Total</b>	\$	-

<b>Bond Reserve Fund Balance</b>	\$	-
<b>Unencumbered Fund Balance</b>	\$	-
<b>Encumbered Fund Balance</b>	\$	-

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	
				TIF Revenue	TIF Revenue
Ad valorem PRE Real	\$ 19,119,153	\$ 17,537,735	\$ 1,581,418	25.2126000	\$39,871.66
Ad valorem non-PRE Real	\$ 47,848,770	\$ 23,315,347	\$ 24,533,423	25.2126000	\$618,551.38
Ad valorem industrial personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
Ad valorem commercial personal	\$ 5,384,900	\$ 4,571,300	\$ 813,600	25.2126000	\$20,512.97
Ad valorem utility personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
Ad valorem other personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on commercial class land	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property, all other	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax New Facility	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT Replacement Facility (frozen values)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -	0.0000000	\$0.00
<b>Exempt (from all property tax) Real Property</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0000000</b>	<b>\$0.00</b>
<b>Total Captured Value</b>	<b>\$ 45,424,382</b>	<b>\$ 26,928,441</b>	<b>\$ 26,928,441</b>	<b>Total TIF Revenue</b>	<b>\$678,936.01</b>

**Tax Increment Revenue  
Specific Taxes Allowable for Capture by PA 57 Authorities  
As of January 1, 2019**

Former Public Act (now repealed) Year	DDA 197 1975	TIFA 450 1980	LDFA 281 1986	NSRA 35 1867	CIA 280 2005	WRITIFA 94 2008	NIA 61 2007	2018 PA 57 MCL Citation for "specific tax" definition	
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PA 224 of 1985	Enterprise Zone			X					
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Downtown Development Authority  
303 E. State Street  
Traverse City, MI 49684  
jean@downtowntc.com  
231-922-2050

## Memorandum

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To: DDA Board of Directors  
From: Finance Committee  
Date: January 15, 2025  
Subject: Approval to Purchase Wraps for BATA's Bayline

As part of the marketing and communication plan for Downtown, Greenlight Marketing and the Parking and Advisory Committee are working together to promote bus transportation and Downtown Traverse City during the Grandview Parkway Reconstruction Project. After several conversations with BATA, the Finance Committee recommends that bus wraps be purchased for the Bayline Buses for \$8,000, to be paid out of TIF 97 and Old Town TIF.

### **RECOMMENDED MOTION**

That the DDA Board approval to purchase bus wraps for the existing Bayline buses for a cost of \$8,000 and that costs be split between TIF 97 and Old Town TIF.



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303 E. State Street  
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231-922-2050

## Memorandum

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To: Downtown Development Authority Board

From: Harry Burkholder, COO

Date: January 15, 2024

Subject: Greenlight - Overview of Marketing and Communication for Downtown, TIF, Grandview Parkway Reconstruction and Other Projects

### **Downtown Messaging and Marketing**

As we discussed at our last meeting, over the last few months, DDA staff has been working with Greenlight Marketing to develop and implement a cohesive and consistent brand/identity for the DDA's messaging and marketing materials. This effort included a formal brand assessment on the onset of our discussions and subsequent progress has been made as to the tone, form, color, format and font of our messaging and marketing materials. This new style guide has been applied to both print and digital materials (e.g., print ads, monthly newsletter, social media posts, projects summaries and power-point presentations). In addition, we are working with Greenlight to develop marketing campaigns/materials for the Destination Downtown Program, the retail incubator and the upcoming Grandview Parkway Reconstruction project.

Kevin Gillespie and Jeff Hale from Greenlight Marketing will be at our meeting on Friday to discuss the brand/identity process as well as some of the on-going and upcoming marketing efforts.



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## Memorandum

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To: Downtown Development Authority Board

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

Date: January 15, 2024

Subject: Moving Downtown Forward (TIF) Financing Plan Development

Information about the MDF TIF amendment, TIF in general and the draft Moving Downtown Forward (TIF) Financing Plan is on our website [www.dda.downtowntc.com](http://www.dda.downtowntc.com). In addition, the website has a unique email address ([TIF@downtowntc.com](mailto:TIF@downtowntc.com)) posted for the public to ask questions, provide comments and/or ask for clarifications.

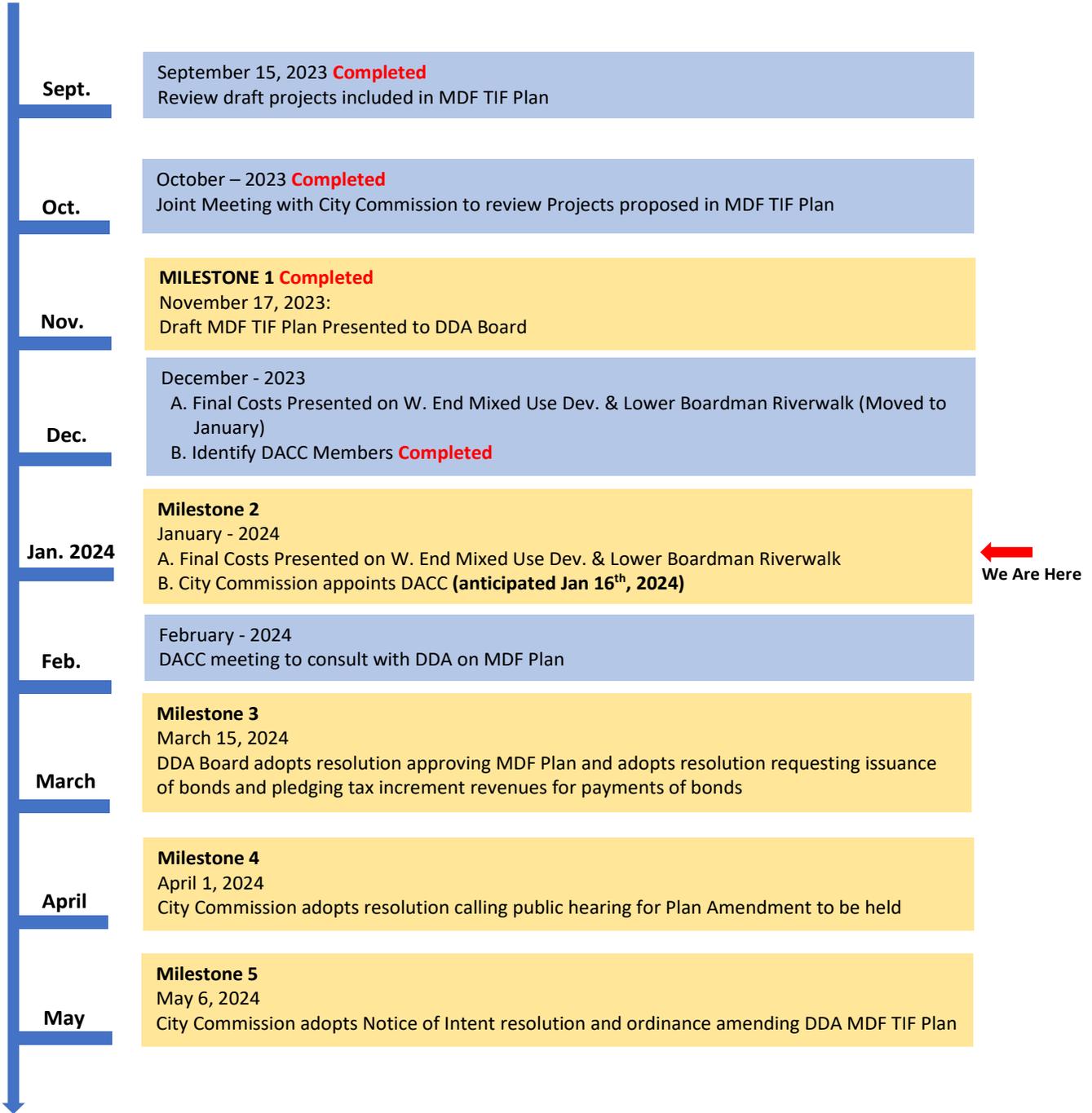
As identified on our timetable, the Development Area Citizen Council (DACC) has been interviewed and will be considered for appointment by the City Commission at their January 16<sup>th</sup> meeting. Nine people (residents within the TIF District) applied for the DACC and if appointed, are charged with reviewing the draft TIF Plan and advising the DDA Board and City Commission on revisions and other suggestions. DDA Staff will be responsible for organizing the DACC meetings, which will be public meetings.

The process to amend the TIF Plan has been inclusive, working with the community and the participating taxing partners. As we move forward, it is important to highlight the significant engagement and outreach activities that have already occurred as well as opportunities for continued engagement and dialogue.

In addition to Development Area Citizen Council meetings, DDA Board Meetings and City Commission meetings, we will facilitate discussions, and educational sessions with neighborhood associations, community organizations, property owners and community stakeholders about the draft plan to collect feedback and input on the draft Plan. Both Scott and I will be putting together a calendar of events to ensure that Board members, city staff and others stakeholders are able to participate in these educational and outreach efforts.

Educational material is on our website (and also attached) and will be part of our continued educational outreach materials.

MILESTONES/TIMELINE OF ADOPTION OF MDF TIF PLAN



← We Are Here

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

**January Meeting**

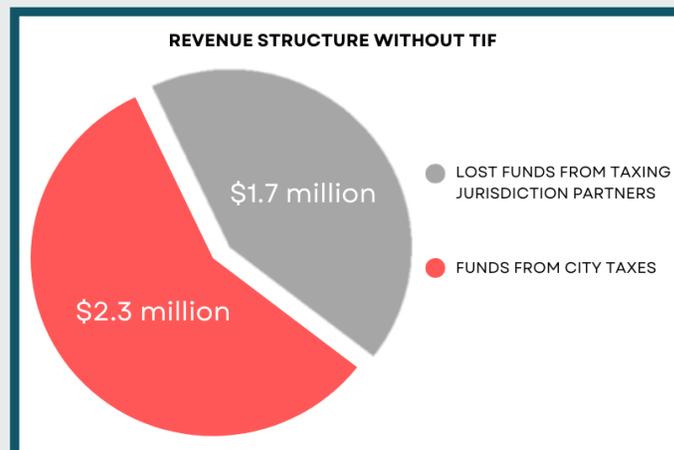
# TIF BY THE NUMBERS



The Traverse City DDA was formed in 1978 and in 1997, the city commission approved the Tax Increment Financing Plan (TIF 97) to use TIF funds to fund public infrastructure, upgrades, and economic development activities. Since then, Traverse City has become the business and commercial hub of Northern Michigan. As such, downtown TC serves the regional community and over 50,000 daily visitors from outside the city.

- **TIF is the only mechanism to provide regional financial support so that 15,000 city residents don't have to carry all of the financial burden for maintenance of facilities that see 50,000 visitors daily.**
- **Without TIF in Traverse City, the city would lose approximately 43% of financial support from our regional taxing partners while assuming 100% of the maintenance costs of Downtown infrastructure.**
- **If TIF is not renewed, the city will have to fill a \$1.7m hole in one of three ways: by raising taxes, by cutting other critical services, or by allowing the infrastructure to deteriorate and projects to halt.**

- 
- 15,000+ people live in and pay taxes to the City of Traverse City.
  - 153,000 people live in the Grand Traverse region.
  - 50,000 visitors travel to Traverse City daily.
  - TIF and the DDA are distinct from each other. The DDA still exists without TIF, although would be severely constrained by lack of funding.
  - The tax capture in TIF only occurs on assessed property in the TIF district (non-district city residents do not pay in).
  - TIF funding supports critical physical improvements and services that create a vital downtown. Some examples include parking structures, streetscape improvements, farmer's market, downtown cleaning, holiday lights, and downtown planting programs.
  - The City Commission must approve a TIF plan based on identified needs within the community.
  - The public can weigh in on a proposed TIF plan during public comment and by communication with city commissioners during the discussion.



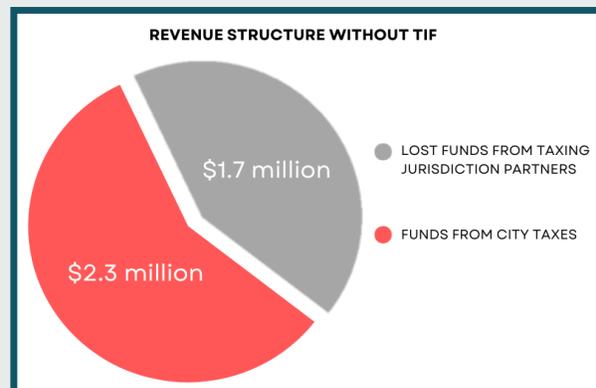
Updated 11/1/23 v3

# WHAT IS TAX INCREMENT FINANCING (TIF)?



The Traverse City DDA was formed in 1978 and in 1997, the city commission approved the Tax Increment Financing Plan (TIF 97) to use TIF funds to fund public infrastructure, upgrades, and maintenance development activities. Since then, Traverse City has become the business and commercial hub of Northern Michigan. As such, downtown TC serves the regional community and over 50,000 daily visitors from outside the city.

- TIF and the DDA are distinct from each other. The DDA still exists without TIF.
- The tax capture in TIF only occurs on assessed property in the TIF district (non-district city residents do not pay in).
- Under TIF-97, the property tax generated within the district at the time of the TIF formation is set as the “baseline.”
- As development occurs within the TIF District, the property values appreciate, generating additional tax revenue that is captured by the city to fund the public infrastructure projects.
- **TIF is the only mechanism to provide regional financial support so that 15,000 city residents don’t have to carry all of the financial burden for maintenance of facilities that see 50,000 visitors daily.**
- TIF funding supports critical physical improvements and services that create a vital downtown. Some examples include parking structures, streetscape improvements, farmer’s market, downtown cleaning, holiday lights, and downtown planting programs.
- The City Commission must approve a TIF plan based on identified needs within the community.
- **Without TIF in Traverse City, the city would lose approximately 43% of financial support from our regional taxing partners while assuming 100% of the maintenance costs of downtown infrastructure.**
- If TIF is not renewed, the city will have to fill a \$1.7 million hole in one of three ways:
  - Raise taxes
  - Cut other critical services
  - Allow the infrastructure to deteriorate and projects to halt



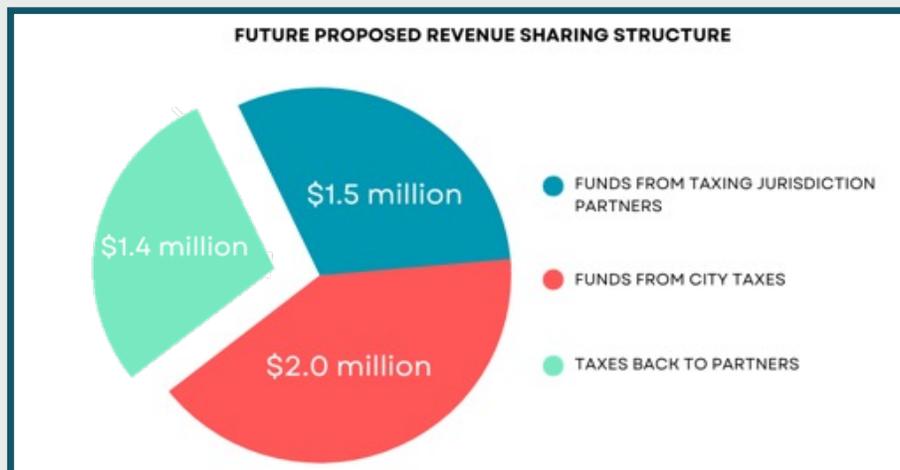
Updated 11/1/23 v2

# WHAT IS THE MOVING DOWNTOWN FORWARD (MDF) TIF PLAN?



Over the last several months, the Downtown Development Authority (DDA) Board of Directors has been working on an amended TIF-97 plan. Through the amendment, the DDA is proposing that the plan be renamed the “Moving Downtown Forward TIF Plan” (MDF TIF Plan).

- The DDA is proposing a renaming of TIF-97 to Moving Downtown Forward TIF Plan (MDF TIF Plan). The proposal also includes an extension of this TIF plan for another 30 years and includes new infrastructure and continued maintenance of downtown.
- The amended plan will allow for additional tax capture and cost sharing with our taxing partners in our core community.
- The plan also creates a long-term, sustainable funding source to support community infrastructure upgrades and improvements.
- The list of potential MDF TIF Plan projects is not exhaustive, but feature those eligible for potential bonding. These projects include the West End Mixed-Use Development (a mobility hub that includes a parking, retail, and a housing component), Lower Boardman/Ottaway Riverwalk, and the district-wide snowmelt system.
- There are additional non-bonded projects that are critical to the health and vibrancy of Downtown; these include maintenance of sidewalks and crosswalks, decorative lighting, placemaking elements, holiday lights, composting opportunities, a retail incubator, façade improvements, the farmer’s market, Rotary Square and more.
- In this MDF TIF Plan, the DDA and our regional taxing partners are proposing an innovative fund-sharing arrangement.
- This arrangement would transfer the first seven years (1997 to 2004) of DDA captured revenue back to the regional taxing partners, in addition to sharing inflationary growth of each future year of the new Moving Downtown Forward TIF
- 1997 through 2004 tax revenue capture totals roughly \$1.4 million; this amount would go back to the regional taxing jurisdictions annually in addition to inflationary growth.



Updated 11/1/23 v2



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

## Memorandum

---

To: Downtown Development Authority Board  
Jean Derenzy, DDA CEO

From: Harry Burkholder, COO

Date: January 15, 2024

Subject: Downtown Composting Initiative

### **Downtown Composting**

As you recall, we included a downtown composting initiative in the 2023/2024 budget. Over the last couple of months, we worked with SEEDS to identify the framework, tasks and costs needed to work together to develop and launch a pilot-scale education and hauling composting program for 10-20 downtown restaurants.

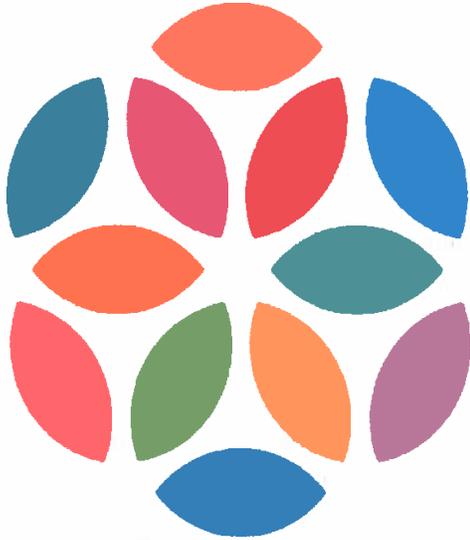
SEEDS developed a quote and agreement (see attached) for consideration to move this initiative forward. Under the proposed agreement, SEEDS would assist with administrative, outreach, education, promotional and implementation services. In addition, SEEDS would assist with developing and tracking key metrics for successful implementation of the program.

### **Recommended Motion**

That the DDA Board approve the terms of the agreement with SEEDS in the amount of \$21,674 to support the downtown compost initiative, subject to approval as to substance by the DDA CEO and as to form by the DDA Attorney.

# seeds

Ecology + Education + Design



## **Traverse City DDA Compost Initiative Support**

**Prepared by SEEDS Ecology & Education Centers  
November 2023**



## 1 INTRODUCTION

### ABOUT The Traverse City Downtown Development Authority Compost Initiative:

The Downtown Development Authority as part of its Moving Downtown Forward initiative has identified Climate Action and Resilience as a key target of the plan. As a supportive service to the downtown community, connecting downtown restaurants with possibilities for compost collection and processing was identified as a means to foster resilience within downtown, reducing organic wastes in landfills. Such initiatives are expected to increase interest in downtown from a younger demographic who have indicated climate concerns and community resilience to be of importance to them.

Upon initial surveying, a group of about a dozen restaurants has expressed strong interest in participation.

The Traverse City DDA seeks a vendor to conduct outreach and create a pilot program for downtown restaurants to begin participating in composting programming.

### ABOUT SEEDS Ecology & Education Centers:

Formed in 1999, SEEDS is a 501c3 nonprofit organization whose mission is to implement local solutions to global issues at the intersection of ecology, education, and natural design. We assist individuals and institutions with their 'green' goals by helping define and forecast the triple bottom line impacts of their choices and provide coaching through the implementation of selected strategies. We regularly facilitate green teams and develop action plans to help partner reduce costs, reduce waste, reduce their carbon footprint, and ultimately improve quality of life.

SEEDS has been honored to serve Traverse City in many ways over the years including serving the DDA as the Sarah Hardy Market Manager for over a decade and convening the City of Traverse City's Green Team for many years. Our mutual interests include the practice of engaging people of all stripes and activating citizenship, greening facilities and infrastructure, a love of place. SEEDS specializes in bridging disciplines and bridging generations in order to improve communities and quality of life.

SEEDS is actively engaged with the City of Traverse City to monitor and support its own curbside composting initiative, now delayed to spring of 2024. SEEDS additionally serves as a convener of a systems change cohort across a ten-county region with a mission of "Regenerating Michigan soils by reducing organic wastes in landfills." Organic wastes, including food waste, generate methane, one of the most significant contributors to short-term climate change. Grand Traverse County alone generates 19,000 tons of organic waste annually.

In support of the DDA's initiative, SEEDS can assist restaurants in reducing organic waste going to landfills and the associated climate impacts. This work builds on a SEEDS pilot managing compostable wastes from select restaurants within the Grand Traverse Commons contributing materials to the SEEDS demonstration site "Compost Petting Zoo" at Historic Barns Park.



## 2 PROJECT OBJECTIVES

The Moving Downtown Forward process brought to light the themes of climate action, sustainability, and climate resilience as core community values. As a guiding principle, services connecting businesses with climate-friendly solutions, such as composting, is a unique mechanism for the DDA to engage both the business community and downtown visitors in meaningful ways where both constituents can learn simple measures to care for the environment. The DDA seeks to inform and support downtown restaurants related to opportunities to participate in organic waste diversion, including this pilot project.

After an initial survey of downtown restaurants, about a dozen DTCA/DDA members expressed interest in participating in source separating organic waste streams and utilizing a specialized hauler.

SEEDS proposes to create and implement a pilot-scale educational and hauling program serving 10-20 early adopters of downtown business compost programming. Further, this project will provide additional compost education and outreach programming not only for local restaurant businesses, but also the broader downtown and regional community.

To this end, SEEDS Ecology & Education Centers proposes to work cooperatively with the Traverse City DDA to achieve agreed upon targets by providing administrative, outreach, education, promotional, and implementation services as follows.

## 3 WORK PLAN: November 2023 to June 2024

### Traverse City DDA Responsibilities:

1. Provide guidance on key metrics SEEDS will be responsible for monitoring and reporting
2. Provide invitational outreach to membership to introduce the initiative
3. Provide SEEDS staff with appropriate contact information of initial early adopter restaurants and other key DDA stakeholders
4. Collaborate in developing marketing materials and outreach plans with SEEDS staff support
5. Refer potential new program participants to SEEDS for onboarding, education and implementation
6. Provide supplies as may be required for initial program startup

### SEEDS Project Management and Implementation:

1. Assist DDA with developing metrics for successful implementation
2. Develop co-branded educational and outreach materials for the initial implementation
3. Conduct targeted outreach to interested early adopter restaurants



4. Provide introductory training, education, and ongoing feedback to participants
5. Promote the program as mutually agreed upon
6. Promote the DDA's initiative at outreach events, including at the Sara Hardy Farmers Market, and through social media
6. Develop a business model that can inform future hauling efforts and assist in the training and onboarding of any such entity that will continue services after this contract ends
7. Prepare reporting information to be shared with the DDA, with participating businesses, and other key constituencies.

#### 4 TIMELINE & COST

Hours and schedule are estimated below. Hours for outreach, education and promotion are estimated on a monthly basis. A hauling fee will be charged separately at an initial \$25 rate per pick up. SEEDS will charge an hourly fee of \$50 per hour for specified education and outreach. Additional public engagement may be available free of charge through our systems development work.

Additional materials and supplies to be provided by SEEDS and/or the DDA for restaurant participation are yet to be determined, but may be up to \$125 per restaurant. Such materials will be for ease of adoption and may include informational signage, bags, and sorting bins.

Billing will be based on time & materials. Any activities that go beyond the scope, timeframe, and/or costs outlined here shall be negotiated and mutually agreed upon by authorized representatives of the DDA and SEEDS prior to fulfillment. SEEDS Ecology & Education Centers is a fully insured employer.

	Nov-Dec	Jan-Mar	Apr-Jun	Total Hrs
<b>Estimated Hours (not to exceed)</b>				
Restaurant Outreach & Trainings (est 20/mnth)	25	75	50	150
Marketing & Promotion	10	30	50	90
Data gathering & synthesis	0	12	16	28
<b>Hauling pickups (est 1/week)</b>	<b>48</b>	<b>190</b>	<b>190</b>	<b>268</b>
				<b>268</b>
				<b>Total Hours</b> 268
				<b>Hauling Costs \$25ea</b> \$ 10,700
				<b>Hours * \$50</b> \$ 14,740
				<b>Total Dollars</b> \$ 25,440
				<b>With Partnership Discount 15%</b> \$ 21,624
				<b>Supplies up to \$125/restaurant</b> \$ 1,875



## Quote for SEEDS Services

Date: November 7, 2023  
Valid Until: 30 days

**Customer Name: Project Description:**

Traverse City DDA

**SEEDS Project Manager signature:**

Estimated based on costs and timeline outlined in above proposal \$21,674

Once signed, please Fax, mail or e-mail it to the provided address.

Payment will be collected according to the Terms and Conditions described in this quote. **Total \$21,674**  
SEEDS is a fully insured organization.

The above information is not an invoice and only an estimate of services/goods described above. **Please confirm your acceptance of this quote by signing:**

**Name, Title  
Signature**



This is an Agreement, by and between SEEDS (a Michigan nonprofit organization), located at PO Box 2454, Traverse City, Michigan 49685 and the Customer Named above, (hereinafter referred to as "Client").

#### RECITALS

Client desires to utilize the consulting services of SEEDS who agrees to provide such services on the terms and conditions set forth herein.

#### TERMS

**Engagement.** Client engages SEEDS to perform the consulting services set forth in this proposal (hereinafter referred to as "Services"). Services other than those set forth in the proposal shall be performed only pursuant to a written addendum to this Agreement signed by both SEEDS and the Client. Unless otherwise specified in such addendum, additional Services shall be rendered by SEEDS subject to the terms and conditions of this Agreement.

**Compensation.** Client shall pay SEEDS for services rendered according to Quote and the attached terms and conditions.

**Client's Authorized Agent.** The Client has appointed the person named above as signatory the authorized agent of the Client for purposes of this Agreement. As such, the agent is duly authorized and shall be responsible for the execution of any document pertaining to this Agreement or any amendment hereof, and for approving all change orders, addenda, and additional Services to be performed by SEEDS, if any.

**Terms and Conditions.** The terms and conditions of this Agreement shall include the provisions printed on the reverse side hereof and are hereby incorporated into this Agreement by reference. IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date indicated above.

#### TERMS AND CONDITIONS

1. This proposal will be considered null and void if project authorization is not received within 30 days of the date of proposal.
2. The Client hereby authorizes the above-described services and agrees to pay SEEDS at the stated price unless another basis of charge is indicated. The Client will pay SEEDS for work outlined above. The Client will be invoiced and, except as noted within these terms and conditions, payment is due within 30 days of the date of invoice. A service charge of 1.5% per month will be added to past due accounts. Accounts 30 days past due are subject to the Michigan Mechanic's Lien Law.
3. Client agrees to pay SEEDS within thirty (30) days after receipt of an invoice. Unless otherwise noted above, deposits of 50% are required for material/supplies over \$2500 prior to the start of work outlined herein. This requirement may be waived for government agencies.
4. SEEDS agrees to perform in accordance with a standard of care generally exercised by other environmental and facilitation consultants within this state acting under similar circumstances and conditions.
5. SEEDS' relationship to the Client is that of an independent contractor and not that of a partner, joint venture, or employee of the Client.



6. The Client is to provide copies of all sampling and testing data regarding relevant engineering or environmental studies, which may have been previously performed. SEEDS may be required to utilize sampling, analysis, engineering and other studies prepared by the Client or other consultants. The Client understands that unless otherwise stated in the proposal or this agreement, SEEDS shall not verify or validate, nor shall it be liable for the completeness or accuracy of such data or studies or for claims, fines or penalties arising from the use thereof.
7. SEEDS will use reasonable efforts to maintain confidentiality and not divulge information regarding the proposal, services or its report, except to the Client, parties designated by the Client in writing, or as required by law. Information that is in the public domain shall not be deemed confidential.
8. Client in no way grants SEEDS, its employees, consultants, agents, representatives, contractors and subcontractors, for the purpose of performing all activities, studies and research the right at any time to enter the Site.
9. SEEDS and the Client agree that acceptance by SEEDS of its responsibility under this agreement does not in any way impose upon SEEDS the obligations, responsibility, or liabilities of an owner or operator of the Site.
10. The Client and SEEDS recognize that professional standards and ethics govern the performance of SEEDS' services under this agreement. If circumstances arise which, in SEEDS' opinion, preclude it for professional or ethical reasons from continuing such performance, SEEDS shall advise the Client of that fact. The parties shall immediately attempt to arrive at a mutually satisfactory solution. If this cannot be done to both parties' satisfaction, either party may terminate this agreement. If so, the Client shall compensate SEEDS in accordance with these terms and conditions.
11. The Client bears full responsibility for any fines, penalties or administrative actions that may be incurred due to non-compliance with Federal or State reporting requirements that may be the results of any delays or actions by the Client or any suspension or termination of performance between the Client and SEEDS as defined within these terms and conditions.
12. The Client may at any time, after providing ten days written notice, suspend further performance by SEEDS. SEEDS may, after providing written notice ten days in advance, suspend further performance if, at any time, payments by the Client for services rendered by SEEDS are not made in accordance with established payment terms. SEEDS may continue suspension of performance until payment is received for all services rendered by SEEDS prior to the date of suspension. Suspension of performance for a period exceeding 30 days for any reason, shall at the sole option of SEEDS result in termination or renegotiation of project scope of work, services provided, terms and conditions, schedule, and estimated costs prior to renewal of project activities and services. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner, but at a minimum, the extension shall equal the duration of the suspension.
13. The Client, at its sole discretion, may terminate, upon ten days written notice, the authorized project or any subsequent change order. SEEDS may, at its sole discretion and upon 10 days prior written notice, may terminate the authorized project or any subsequent change order.
14. The Client shall pay SEEDS promptly within 15 days from receipt of invoice for services performed and charges incurred prior to the effective date of suspension or termination, plus suspension or termination charges.
15. The Client and SEEDS acknowledge that differences, including but not limited to



interpretation and opinion with respect to regulatory and technical issues, may arise between regulatory agencies and SEEDS as consultant for the Client during or after completion of the proposed services.

16. If a dispute arises out of this agreement and if it cannot be settled through direct discussions, the parties agree to submit this dispute to mediation by a professional mediator selected by the parties. If all or any portion of the dispute remains unsettled, the parties agree to submit any unresolved controversy to arbitration. The parties further agree that a judgment upon the award rendered by the arbitrator(s) may be entered in the appropriate Circuit Court of the State of Michigan. The obligation to mediate and arbitrate disputes arising from this agreement shall survive termination of this agreement.
17. The proposal, project acceptance form and these terms and conditions constitute the full agreement between SEEDS and the Client.



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

## Memorandum

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To: DDA Board of Directors  
From: Jean Derenzy, DDA CEO  
Date: January 15, 2024  
Subject: Capital Project and Initiative Overview

Below is an overview of Projects that the DDA has on our project list:

### **Reconstruction of Eighth and Union Intersection**

- Part of contract between City of Traverse City and Elmer's
- Project to be completed prior to 06/30/24 with update on timeline anticipated in January.

### **West End Mixed-Use Development**

- Contract between City of Traverse City and DDA for Engineering and Design with Fishbeck
- Costs to be brought back to the DDA and City in January, 2024.
- RFP for demolition is out, with proposals due on Thursday, January 18. Demolition is paid for under the \$900,000 EGLE grant secured by DDA.

### **West End Staircase**

- Completed engineering and design for the staircase
- Based on the design, we crafted and Request for Proposals
- City Engineering Department currently reviewing design and draft Request for Proposals

### **Rotary Square**

- Authorized issuance of RFP from DDA
- RFP to be issued in January with bids back in February – brought back for consideration at the March DDA meeting.

### **Hannah Park Bridge Abutment**

- Working with the same engineer (Machin) who helped design the staircase along the West Front Street Bridge, to complete the design of the upper-level area.

### **State Street Two-Way Pilot**

- Just started the second year of study and evaluation of two-year pilot in November and will continue with formal quarterly data collection.

### **Lower Boardman/Ottaway Unified Plan**

- Completed the Unified Plan for the river corridor and a conceptual design for the 100 and 200 block alleys.
- We received one bid for engineering and design services for the 100 and 200 block alleys.
- Recently collaborated with the Grand Traverse Band on a NOAA grant that would support design and engineering services for nature-based solutions and near-water habitat restoration along the 100 block.
- Holding additional conversations with the Grand Traverse Band on second NOAA grant that would study the feasibility of a Tribal Cultural Center along the river (this item was included in the Lower Boardman Unified Plan).
- Staff will be working with new City Engineer on next steps.

### **East Front Street Entrance and New Streetscape Design**

- The DDA, working with Progressive AE completed a conceptual streetscaping design/plan for East Front Street in 2022.
- Due to a lack of support from the City Commission, we decided to pause on implementation and support an effort to create a city-wide Mobility and Action Plan that will more clearly articulate how the design of East Front Street aligns with the mobility values and priorities of the community and how the design of East Front Street aligns with a comprehensive non-motorized network.
- The DDA Board identified a desire to consider the development of a gateway design for the East Front Street/Grandview Parkway intersection, as the intersection will be realigned in 2024.

### **Healthy Drinking Culture Report & Strategic Plan**

The HDC Strategic Plan was completed in October 2021. The Strategic Plan provided a series of action steps identified as: immediate action steps (0-18 months); short-term action Steps (1 – 3 years); and long-term action steps (4 – 5 years). Many of the action steps include collaboration/partnerships between the City, private entities, non-profit organizations and DDA.

- Increased Community Police Officer presence in downtown.
- Identified location for outdoor lighting (and needed fixes) along public streets, sidewalks, and alleys.
- Improved signage and marketing materials to communicate the availability of overnight parking in downtown parking lots.
- Worked with City Police to identify locations for cameras throughout Downtown. This initiative was referred back to staff to look at possible public/private partnerships.



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

## Memorandum

To: Downtown Development Authority Board  
Jean Derenzy, DDA CEO

From: Harry Burkholder, COO

Date: January 15, 2024

Subject: Downtown Activity and Initiative Updates

### **Retail Incubator**

Working with our team of retail incubator advisors and retail specialists, we launched the retail incubator with a holiday pop-up event on December 16<sup>th</sup>, featuring eight retail entrepreneurs. In general, the pop-up event was very successful, with good promotion, foot-traffic and sales throughout the day. I will bring the results of a post pop-up survey of vendors to Friday's meeting.

We are working with our partners to plan a second "Valentines" pop-up event in mid-February. We are also working to finalize the remaining physical improvements to the incubator space for the grand opening in April. These physical improvements will provide a space that is more conducive to a retail environment and provide tenants time to order inventory set up individual business systems, and plan and purchase displays.

### **Downtown Composting**

If the contract with SEEDS is approved by the DDA Board, we will begin to work immediately with SEEDS staff to develop the educational/outreach materials for the program and begin reaching out to restaurants who have expressed interest in participating through our survey and other inquiry's.

### **Downtown Messaging and Marketing**

Kevin Gillespie and Jeff Hale from Greenlight Marketing will be at our meeting on Friday to discuss the brand/identity process as well as some of the on-going and upcoming marketing efforts.

### **BATA**

BATA staff will be at our February meeting to discuss potential ideas and initiatives for collaboration on promoting transit and downtown.



## Memorandum

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To: DDA Board of Directors  
CC: Jean Derenzy, DDA CEO  
From: Nicole VanNess, Transportation Mobility Director  
Date: January 11, 2024  
Re: Staff Report: Parking Services – December 2023

### **Project Updates**

#### Restore Consulting LLC

The final condition assessment reports are in the packet. The City Engineering Department will publish the advertisement for the repairs on January 14, 2024. Approval to award the contract is planned for the March 15, 2024 DDA Board meeting and the April 5, 2024 City Commission meeting.

### **Miscellaneous**

#### TART's Recycle-a-Bicycle

The event application has been submitted for May 18<sup>th</sup>. As a reminder, this event takes place on the ground floor of the Old Town Parking Structure.

#### Traffic Committee

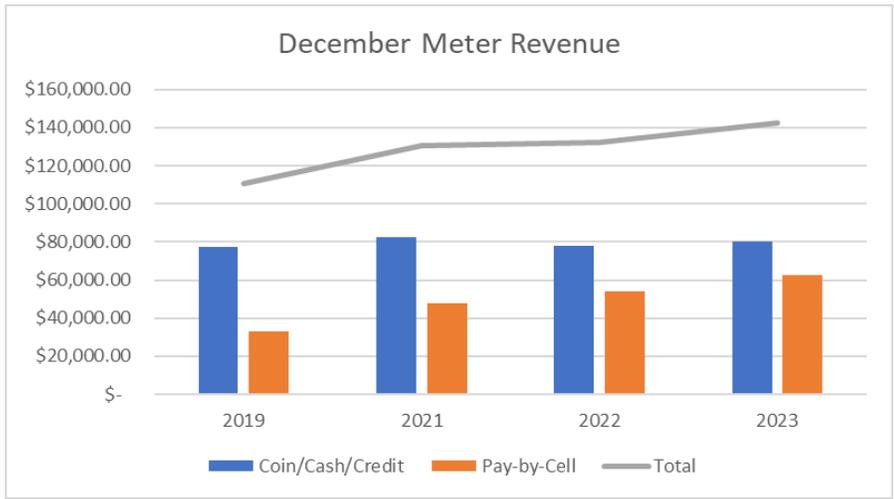
The City Manager has reinstated the Traffic Committee and appointed Interim Assistant City Manager Chet Janik as Chair.

### **December Parking Revenue**

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

#### Meter Revenues

Meter revenues are up 8% compared to 2022 and up 29% compared to 2019.

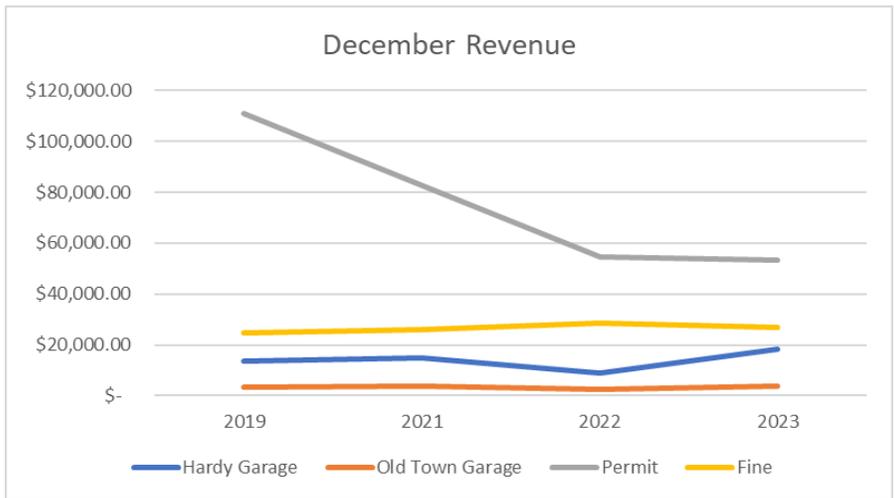


Hourly Admissions

Old Town transient revenues were up 10% compared to last year. Hardy transient revenues are up 35% compared to last year.

Permits & Fines

Permit revenues are down 2% compared to last year. Fine revenues are down 6% compared to last year.





November 3, 2023

Nicole VanNess  
Transportation Mobility Director  
City of Traverse City  
303 E State Street  
Traverse City, MI 49684

Re: Traverse City Larry C Hardy Parking Structure Evaluation Report  
Restore Project Number 2023-1055

Dear Nicole:

This report documents the evaluation of the Larry C Hardy Parking Structure located at 303 E State Street in Traverse City, Michigan. This evaluation provides a summary of the current conditions, recommendations for repair and maintenance work, and an opinion of estimated costs for the recommended work. The review was completed by Chris Blakely, P.E., of Restore Consulting, LLC, on October 4 and 5, 2023.

### **BACKGROUND / STRUCTURE DESCRIPTION**

The stand-alone parking structure was constructed in 2002-2003 and is located in downtown Traverse City. The four (4) level parking garage is a precast concrete structure and provides parking for an estimated 540 vehicles.



Larry C Hardy Parking Structure



The structure consists of three (3) supported levels and one (1) slab-on-grade level. The parking structure is constructed of precast concrete double tees, beams, and columns. The precast double tees that make up the floor surface are field topped, having a cast-in-place concrete topping over the precast concrete double tee slabs. The façade of the parking structure consists primarily of precast concrete wall panels with thin set brick and metal railings at the window openings.

The parking structure is approximately 258 feet in the north/south direction and 172 feet in the east/west direction, which provides approximately 44,000 square feet per level. The structure is three (3) bays wide. The east and west bays are flat with the center bay being ramped to move patrons between levels. The structure has one-way traffic and angled parking bays on the east/west flat bays and two-way traffic and 90-degree parking on the center bays.

There are three (3) stair towers located at the following corners of the structure: one at the northeast, one at the southeast, and one at the southwest. The stair towers in the northeast and southwest have elevators. All stair towers / elevators provide access to all levels of the parking structure. The stair towers are constructed of precast concrete treads risers and landings with painted steel railings.

#### **AVAILABLE DOCUMENTATION**

The following documentation was provided and reviewed:

- Architectural and Structural Drawings issued for bids – dated January 7, 2002, by Carl Walker, Inc., Kalamazoo, Michigan
- 2011 Engineering Condition Assessment Report – dated December 13, 2011, by Carl Walker, Inc., Kalamazoo, Michigan
- 2016 Engineering Condition Assessment Report – dated November 30, 2016, by Carl Walker, Inc., Kalamazoo, Michigan
- 2017 Condition Assessment Report – dated April 13, 2017, by Rich & Associates Parking Consultants, Southfield, Michigan
- Restoration Architectural and Structural Drawings issued for bids – dated March 8, 2018, by Rich & Associates Parking Consultants, Southfield, Michigan
- Restoration Specifications – dated March 8, 2018, by Rich & Associates Parking Consultants, Southfield, Michigan



### **PREVIOUS REPAIRS**

The following is our understanding of previous repairs performed at this structure:

1. **2006:** The date of these repairs is unknown; it is our understanding it was sometime after 2005. The following repair and maintenance work was completed:
  - a. Miscellaneous concrete repairs.
  - b. Masonry wall repairs.
  - c. Routing and sealing of cracks.
  
2. **2012:** The following repair and maintenance work was completed:
  - a. Miscellaneous concrete repairs at supported levels.
  - b. Routing and sealing cracks at supported levels.
  - c. Replacement of all tee-to-tee and cove joint sealants at all supported levels.
  - d. Replacement of expansion joint at the ramp between Levels 1 & 2.
  - e. Deck coating recoat system at Level 2.
  - f. Installation of new full system deck coating at the crossovers at the supported levels.
  - g. Installation of 100% silane sealer at all supported levels and at the walls at Level 4.
  
3. **2018:** The following repair and maintenance work was completed:
  - a. Concrete floor repair – miscellaneous repairs on all levels.
  - b. Sealant Repairs – miscellaneous joint sealant replacement and routing / sealing of open cracks on all levels.
  - c. Brick Tuckpointing – tuckpointing of cracked / open joints around the exterior façade.
  - d. Brick Repair – cracked brick was removed and replaced around the exterior façade.
  - e. Expansion Joint Repair – center ramp expansion joint was replaced.
  - f. Elastomeric Coating - Elastomeric coating was installed at the walls at the roof level.



## **GENERAL CONDITION & RECOMMENDATIONS**

**Overall Condition** – The parking structure is generally in fair condition with localized concrete repairs throughout the structure and routine maintenance needed at waterproofing / painted elements. Maintaining waterproofing and painted elements is recommended to limit deterioration / corrosion from water and salt infiltration and extend the service life of the structure.

The concrete elements are generally in fair to good condition; however, concrete slab deterioration was noted on all levels of the structure. The concrete slab deterioration is located at areas of failed / leaking joint sealant or areas where the mesh reinforcing is close to the slab surface. Concrete frame deterioration (beam, column, tee stem, and wall) was limited to a handful of locations.

The joint sealants are failing throughout the structure, and we recommend complete tee-to-tee, cove, and control joint sealant replacement unless the sealants are covered by a traffic bearing membrane. The traffic bearing membrane on the Roof Level that was installed at the tee-to-tee joints has limited slab deterioration at these joints. We recommend a similar membrane be installed on the lower levels after concrete slab repairs are completed. Protection of the floor surface is of prime importance in prolonging the service life of this structure and includes maintaining the joint sealants, expansion joint systems, and traffic bearing membrane.

**Repair and Maintenance Recommendations** – The following repair and maintenance work is recommended and has been separated into three (3) sections; Immediate Repairs, Short Term (1 to 3 Years), and Longer Term (4 to 5 Years). Immediate Repairs include any immediate structural concerns or life safety issues, Short Term includes repair of current deterioration, and Longer Term includes items that can be deferred or are anticipated to be needed in 4 to 5 years.

### **Immediate Repairs:**

1. Remove loose sections of overhead concrete.

### **Short Term (1 to 3 Years):**

1. Remove loose sections of overhead concrete
2. Concrete repairs at floors, beams, ceilings, columns, walls, and stairs
3. Repair missing or cracked grout pockets
4. Rout and seal open slab cracks
5. Replace tee-to-tee and control joint sealant
6. Replace cove sealant
7. Seal open stair joints
8. Replace Façade sealant
9. Repair worn traffic bearing membranes on all levels
10. Recoat all traffic bearing membranes on all levels
11. Install new traffic bearing membrane strips on lower level joints
12. Repair deteriorated elastomeric concrete at expansion joint.
13. Replace deteriorated floor drains
14. Install penetrating concrete sealer at all supported slabs not covered with a traffic bearing membrane.
15. Repaint Traffic markings



**Longer Term (4 to 5 Years):**

1. Remove loose sections of overhead concrete
2. Concrete repairs at floors, ceilings, columns, walls, and stairs
3. Repair missing or cracked grout pockets
4. Rout and seal open slab cracks
5. Install traffic bearing membrane at stair towers and elevator lobbies
6. Replace elastomeric edged expansion joint
7. Replace deteriorated floor drains
8. Clean & paint perimeter railings
9. Clean & paint stair railings

Please refer to the Estimated Construction Cost table for a list of the recommended individual repair items.



### PHOTO DOCUMENTATION AND COMMENTARY



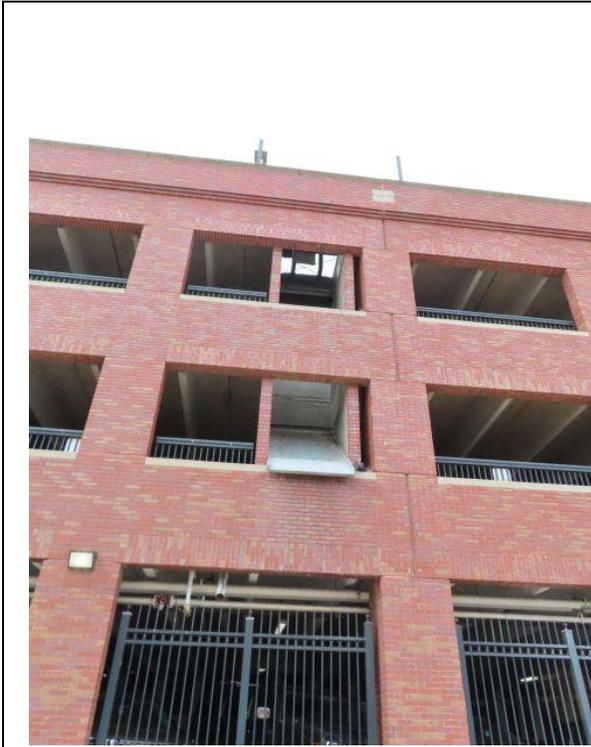
**South Facade** — The structure consists of three (3) supported levels and one (1) grade level of parking. Patrons move between levels via the center ramp. The outer parking bays are flat. The façade consists of precast concrete panels with thin brick. Painted metal railings are provided at the openings. Aluminum framed glass storefront systems are provided at the stair towers and at the occupied retail/office space at Level 1 at the south elevation.



**South Entry / Exit** — Patrons can enter / exit the structure at south entry / exit which is one (1) of two (2) entry / exit points for the structure. The other entry / exit is at the north end of the structure.



**East Facade** — East elevation of the façade and alley.



**Snow Dump** — The Roof level snow dump drops snow down two levels and exits the structure onto the alley on the east elevation.



**Roof Level Snow Dump** — Snow is removed from the Roof Level via the snow dump.



**South Entry / Exit PARC Equipment** — This photo shows the parking access and revenue control (PARC) equipment at the south entry / exit.



**North Facade** — North façade and entry / exit to the structure. This along with the south entry / exit are the two ways patrons can enter / exit the structure.



**North Entry / Exit PARC Equipment** – This photo shows the PARC equipment at the exit lane at the north end of the structure.



**PARC Equipment** – This photo shows a typical pay station.



**Bike Lockers** — Bike lockers are found in the northeast corner on Level 1.



**Traffic Bearing Membrane** — Traffic bearing membranes have been installed on all supported levels at the crossovers between bays.



**Level 4 Traffic Bearing Membrane at Joint Sealants —**

Traffic bearing membranes have been installed at all tee-to-tee joint sealants at the flat bays at Level 4 (roof level). The center ramp bay does not have traffic bearing membrane installed over the joints.



**Level 4 Center Ramp Bay —**

Tee-to-tee joint sealants are not covered with a traffic bearing membrane at the center bay. This may be a result of the glycol heating system installed in this bay – see photos below.



**Level 4 Center Bay Glycol Heating System** — Piping and connection of glycol heating system at underside of Level 4 in the center bay.



**North Façade Railings** – Painted metal railings are provided in the openings.



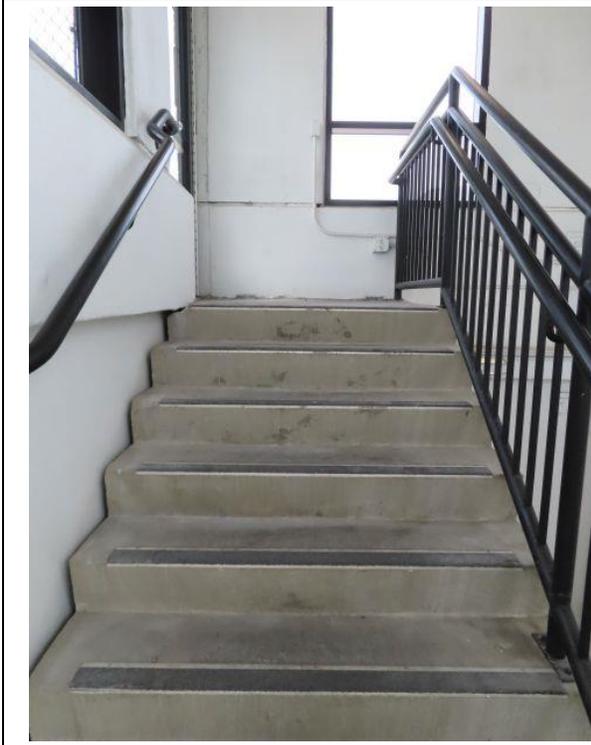
**Level 1 Fencing** – Ornamental metal fencing is provided in the openings at Level 1.



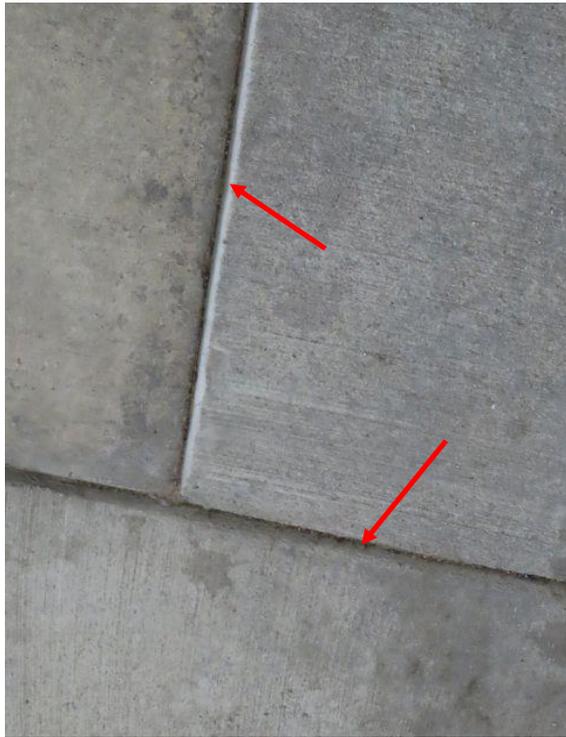
**Typical Electric Vehicle Charging Station** — EV charging stations are typically found at the south end on the east bay on the supported levels.



**Stair Tower Pay-On-Foot Station** — The stair towers have pay-on-foot stations.



**Stair Tower Stairs and Railings** – The stairs consist of precast concrete. The concrete stairs have cast nosings in them and railings are painted steel. The stairs are generally in good condition, however there are no protection methods on them currently. As a long-term repair and maintenance item, we recommend installing a traffic coating system at precast concrete stairs and elevator lobbies to help protect against future deterioration.



**Stair Tower Open Joints** — Stair tower joints are tooled and not sealed. We recommend routing and sealing these joints to prevent water and salt leading to concrete slab deterioration.



**Stair Tower Landings Missing Cove Sealant** — Stair Tower landings and elevator lobbies do not have cove sealant. We recommend installing cove sealant to limit water and salt infiltration into these joints that can lead to concrete slab deterioration.



**Stair Tower Railing Deterioration** — Steel stair railings have localized areas of deterioration typically at the railing anchor posts. We recommend cleaning and painting all steel stair railings.



**Stair Tower Railing Deterioration** — Steel stair railings have localized areas of worn paint at areas of high traffic. We recommend cleaning and painting all steel stair railings.



**Missing Grout Pocket** — Approximately ½ of the grout is missing at this location at a precast wall panel at the southeast stair tower. We recommend patching all missing / damaged grout pockets to protect the steel connections behind them from future deterioration.



**Cracked Grout Pocket** — The grout has cracked at this location. We recommend patching all cracked / damaged grout pockets to protect the steel connections behind them from future deterioration.



**Failed Façade Sealant** — The façade sealant around the perimeter of the structure is in poor condition with many areas of failed / crazed sealant. It appears that these sealants have exceeded their useful life. We recommend complete sealant replacement.



**Failed Façade Sealant** — The façade sealant around the perimeter of the structure is in poor condition with many areas of failed / crazed sealant. We recommend complete sealant replacement.



**Precast Spandrel Panel Cracking** — Our survey noted many areas of the concrete spandrel panels along the perimeter with cracking. We recommend monitoring this cracking to determine if it worsens. The city may want to consider routing and sealing these cracks to limit water and salt infiltration.



**Precast Spandrel Panel Cracking** — Close-up photo of the spandrel panel cracking.



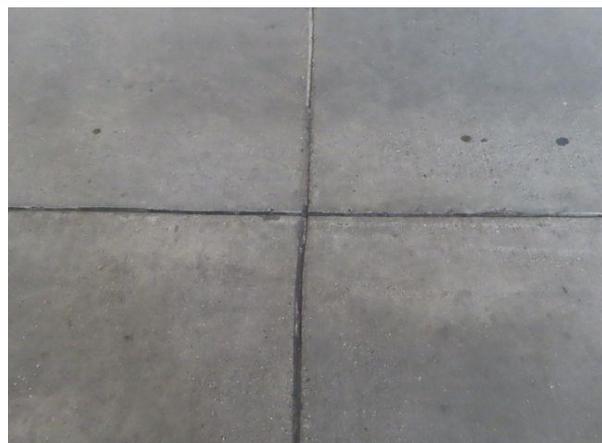
**Perimeter Railings Peeling Paint** — The railings / fences around the perimeter of all levels are painted metal. Several areas of peeling / missing paint were observed. We recommend cleaning / painting these railings.



**Perimeter Railings Peeling Paint** — Close-up photo of the peeling paint.



**Precast Spandrel Panel Steel Connection Plates** — The exposed steel plates have been painted and appear to be in good condition.



**Level 1 Slab-on-Grade Joints** — The Level 1 slab-on-grade control joints have been tooled and sealed. The sealant appears to be in generally good condition.



**North Entry / Exit Roll Down Gate** — The metal tracks at the north entrance roll down gate have been damaged. The City may want to consider replacing this metal track for the roll down gate. No costs have been included for this work.



**Level 1 Slab Deterioration** — Our survey noted several areas of slab-on-grade deterioration. We recommend repairing all concrete deterioration to help prevent further deterioration and eliminate potential trip hazards.



**Level 1 Slab Deterioration** — Our survey noted several areas of slab-on-grade deterioration that we recommend be repaired.



**Supported Level Slab Deterioration** — Our survey noted many areas of supported level concrete slab deterioration that we recommend be repaired. Most of the slab deterioration at the supported levels is located along the joints. After concrete slab repairs are completed, we recommend traffic bearing membrane strips (similar to Level 4) be installed at all lower-level tee-to-tee joint sealants.



**Supported Level Slab Deterioration** — Another location of slab deterioration along a tee-to-tee joint. The deterioration at this location is likely due to moisture / chloride intrusion from failed joint sealant. The concrete has spalled exposing the steel reinforcement which has corroded.



**Supported Level Leaking Joint Sealant** — Leaking joint sealant at supported levels is leading to concrete slab deterioration. We recommend complete replacement of all control joint, tee-to-tee joint, and cove joint sealants in years 1 to 3 of the repair plan. Maintaining joint sealants and waterproofing membranes is the best way to limit water and salt infiltration into these joints and limit future costly concrete repairs. It's our understanding that the joint sealants at the supported levels were last replaced in 2012, with isolated repairs in 2018. Most of the joint sealants are now over 10 years old and have exceeded their anticipated useful life.



**Failed Joint Sealant** — The joint sealant has failed at this location.



**Cove Joint Sealant** — Failed / damaged cove joint sealant was observed throughout the structure. It appears that the cove sealants have exceeded their anticipated useful life. We recommend replacing all cove joint sealants to protect the underlying structural elements from future deterioration.



**Floor Drain Concrete Slab Deterioration** — Concrete slabs are deteriorating around rusting floor drains. We recommend localized floor drain replacement and concrete slab repairs.

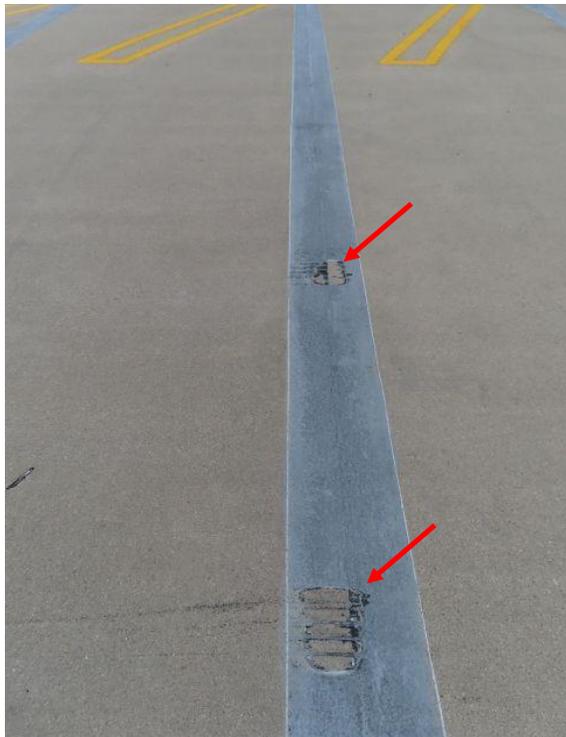
The piping for the storm drainage system is PVC and appears to be in good condition.



**Expansion Joint Deterioration** — The expansion joint at the center ramp between the supported level and grade level is cracked and in need of repairs / replacement maintenance.



**Worn Traffic Coating on Level 1 to Level 2 Ramp** — We recommend repairing and recoating all existing traffic bearing membranes to keep them functioning as intended and protect the underlying concrete elements from future deterioration.



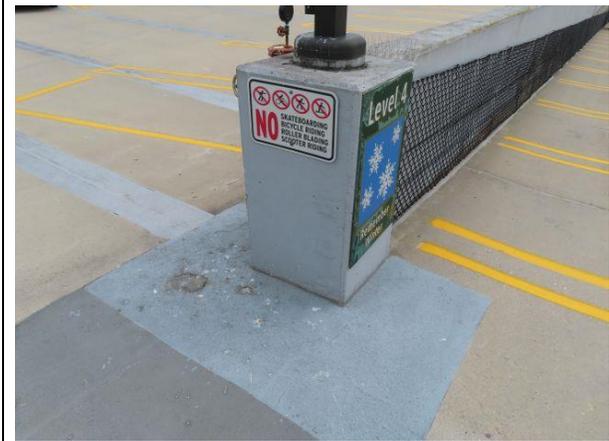
**Level 4 Traffic Coating Damage** — Traffic coating has been damaged at this tee-to-tee joint at Level 4. See above for repair recommendation.



**Level 4 Traffic Coating Damage** — Worn traffic coating was observed at the crossover at this location. See above for repair recommendation.



**Shifted Bearing Pad** — Our survey noted several shifted bearing pads under precast double tee elements. We recommend monitoring these shifted bearing pads to make sure they do not worsen.



**Concrete Columns / Walls** — Our survey observed the concrete walls and columns to be in good condition.



**Loose Concrete and Concrete Beam Deterioration —**  
Loose concrete was observed at this location. We recommend all loose concrete be removed and concrete beam deterioration repaired.



### **REPAIR AND MAINTENANCE COST PROJECTIONS**

Please refer to the attached table for the recommended repair items and budget cost projections. The repair recommendations and budget cost projections are based on our site survey, our engineering judgment and expertise. Note quantities provided are based on extrapolation of the review of representative areas and are approximate for cost estimating purposes only and should not be relied upon for pay quantities of any restoration project. Actual costs of restoration may vary depending on materials used, bid market conditions, phasing, and other requirements. Restore Consulting, LLC makes no warranty, express or implied, that the bids or negotiated cost of the repair work will not vary from this estimate of probable repair cost.

### **LIMITATIONS**

This report is a summary of observations and findings of our site survey of these structures. The site survey included a limited visual review of typical elements, not an in-depth investigation. While every attempt was made to identify areas of concern and repair needs, latent deficiencies from original design, original construction and repairs may have not been revealed or apparent during the questioning and during our review, including hidden conditions. While the report documents some specific, typical repair locations, it does not identify all locations of deterioration or needed repairs on the property. No exploratory excavations or structural calculations were performed to verify the original design. It is recommended that a professional restoration engineer be involved in implemented recommended repairs including any further evaluation or testing.

We thank you for the opportunity to provide these services relative to this property. Restore Consulting, LLC is available to assist in implementing these repair recommendations. Please contact us if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Christopher W. Blakely II".

Christopher W. Blakely II, P.E.  
Restore Consulting, LLC

A handwritten signature in blue ink that reads "Dan Elliott".

Dan Elliott, P.E.  
Restore Consulting, LLC

**Opinion of Probable Construction Costs**  
**Larry C. Hardy Parking Structure**  
**Traverse City, MI**  
**Date: 11/3/23**



Repair Item	Item Description	Units <sup>(1)</sup>	Unit Cost <sup>(2)</sup>	Immediate Repairs		Short Term (1 to 3 Years)		Longer Term (4 to 5 Years)	
				Quantity	Cost <sup>(2)</sup>	Quantity	Cost <sup>(2,3)</sup>	Quantity	Cost <sup>(2,3)</sup>
1	Floor Repair - Partial Depth	SF	\$50		\$0	300	\$15,000	600	\$30,000
2	Floor Repair - Full Depth	SF	\$95		\$0	750	\$71,250	2,250	\$213,750
3	Floor Repair - Slab-On-Grade	SF	\$45		\$0	200	\$9,000	400	\$18,000
4	Beam / Column / Wall Repair	SF	\$150		\$0	40	\$6,000	100	\$15,000
5	Replace Missing / Cracked Grout Pocket	EA	\$750		\$0	2	\$1,500	10	\$7,500
6	Rout & Seal Cracks	LF	\$6		\$0	500	\$3,000	1,200	\$7,200
7	Remove & Replace Tee-to-Tee & Control Joint Sealants	LF	\$6		\$0	11,400	\$68,400		\$0
8	Remove & Replace Cove Sealant	LF	\$6		\$0	5,100	\$30,600		\$0
9	Seal Open Stair Joints	LF	\$6		\$0	300	\$1,800		\$0
10	Remove & Replace Façade Sealant	LF	\$12		\$0	4,000	\$48,000		\$0
11	Manlift for Façade Sealant	LS	\$8,500		\$0	1	\$8,500		\$0
12	Traffic Coating - Repair	SF	\$5		\$0	2,600	\$13,000		\$0
13	Traffic Coating - Recoat	SF	\$4		\$0	19,600	\$78,400		\$0
14	Traffic Coating - New System at Lower Level Joints	SF	\$8		\$0	11,500	\$92,000		\$0
15	Traffic Coating - New System at Stairs	SF	\$10		\$0		\$0	7,260	\$72,600
16	Expansion Joint - Elastomeric Edged Replacement	LF	\$175		\$0		\$0	60	\$10,500
17	Expansion Joint - Elastomeric Edged Concrete Repair	LF	\$75		\$0	10	\$750		\$0
18	Floor Drain - Replace	EA	\$3,000		\$0	4	\$12,000		\$0
19	Floor Drain - Replace (Future)	EA	\$3,000		\$0		\$0	10	\$30,000
20	Clean & Paint Perimeter Railings	LS	\$20,000		\$0		\$0	1	\$20,000
21	Clean & Paint Stair Railings	EA	\$8,000		\$0		\$0	3	\$24,000
22	Install Cove Sealant at Stairs	LF	\$6		\$0		\$0	400	\$2,400
23	Loose Concrete Removal	EA	\$100	2	\$200	5	\$500	20	\$2,000
24	Concrete Sealer	SF	\$0.75		\$0	103,000	\$77,250		\$0
25	Repaint Pavement Markings	LS	\$8,000		\$0	1	\$8,000		\$0
	Mobilization and General Conditions (15%)					\$100	\$81,800		\$68,000
	<b>Probable Repair Cost</b>					<b>\$300</b>	<b>\$626,750</b>		<b>\$520,950</b>
	Engineering & Testing (10%)					\$0	\$62,700		\$52,100
	Contingency (20%)					\$100	\$125,400		\$104,200
	<b>Probable Repair Budget <sup>(3)</sup></b>					<b>\$400</b>	<b>\$814,850</b>		<b>\$677,250</b>
	<b>Total Probable Repair Budget for the Next 5 Years <sup>(3)</sup></b>						<b>\$1,492,500</b>		

**Notes:**

- (1) Unit Categories include: LS = Lump Sum, EA = Each, LF = Lineal Foot, SF = Square Foot
- (2) Actual construction costs may vary depending on materials used, bid market conditions, phasing and other requirements.
- (3) Costs are in 2023 dollars and are not factored for inflation.



November 3, 2023

Nicole VanNess  
Transportation Mobility Director  
City of Traverse City  
303 E State Street  
Traverse City, MI 49684

Re: Traverse City Old Town Parking Structure Evaluation Report  
Restore Project Number 2023-1055

Dear Nicole:

This report documents the evaluation of the Old Town Parking Structure located at 125 East 8th Street in Traverse City, Michigan. This evaluation provides a summary of the current conditions, recommendations for repair and maintenance work, and an opinion of estimated costs for the recommended work. The review was completed by Chris Blakely, P.E., of Restore Consulting, LLC, on October 4 and 5, 2023.

### **BACKGROUND / STRUCTURE DESCRIPTION**

The stand-alone parking structure was constructed in 2010 and is located in downtown Traverse City at 125 East Eight Street. The four (4) level parking garage is a precast concrete structure and provides parking for an estimated 522 vehicles.



Old Town Parking Structure



The structure consists of three (3) supported levels and one (1) slab-on-grade level. The parking structure is constructed of precast concrete double tees, beams, and columns. The precast double tees that make up the floor surface are pre-topped, with no topping cast-in-place in the field as in some precast parking structure applications. There are cast-in-place concrete washes at the perimeter of the structure, between the parking bays and in front of the stair towers which provide slope to drain water away from these elements. The façade of the parking structure is a mixture of plain precast concrete panels along with precast panels with in-laid thin brick. The façade also has decorative metal canopies over the entry / exits. The canopy over the main entry / exit at Eighth street is the largest.

The parking structure is approximately 252 feet in the north/south direction and 181 feet in the east/west direction, which provides approximately 45,000 square feet per level. The structure is three (3) bays wide. The two west bays are flat with the east bay being ramped to get cars up and down from the upper levels. There is a metal fence set up on the grade level separating the two west bays from the east bay / upper levels and this separates hourly parking from daily / monthly and longer parkers.

There are two (2) stair towers located at the northeast and southwest corners of the structure. Both of these towers also have elevators. All stair towers and elevators provide access to all levels of the parking structure. The stair towers are constructed of precast concrete treads risers and landings with hot-dip galvanized steel railings.

#### **AVAILABLE DOCUMENTATION**

The following documentation was provided and reviewed:

- Old Town Deck Architectural and Structural Drawings Record Set – dated August 31, 2010, by CWS Architects, Traverse City, Michigan
- Old Town Parking Garage Condition Assessment Report – dated November 8, 2016, by Rich & Associates Parking Consultants, Southfield, Michigan
- Old Town Deck Restoration Specifications – dated March 8, 2018, by Rich & Associates Parking Consultants, Southfield, Michigan
- Old Town Deck Restoration Architectural and Structural Drawings Issued for Bids – dated March 8, 2018, by Rich & Associates Parking Consultants, Southfield, Michigan



### **PREVIOUS REPAIRS**

The following is our understanding of previous repairs performed at this structure:

1. **2018:** The following repair and maintenance work was completed in the Old Town Parking Structure:
  - a. Concrete floor repair – miscellaneous repairs on all levels.
  - b. Sealant Repairs – miscellaneous joint sealant replacement and routing / sealing of open cracks on all levels.
  - c. Steel Connections – miscellaneous steel connections were cleaned and painted.
  - d. Spandrel Panel Connections – miscellaneous concrete repairs completed.
  - e. Concrete Sealer – installation of concrete sealer to horizontal surfaces on all supported levels.



## **GENERAL CONDITION & RECOMMENDATIONS**

**Overall Condition** – The parking structure is generally in good condition and is to be expected for a structure built in 2010. The structure will need minor repairs and preventative maintenance that is recommended on all levels to prolong the service life of the structure.

The concrete elements are generally in good condition. Most of the deterioration noted was on the Roof Level and appears to be the result of snowplow damage to the perimeter walls. The remainder of the concrete frame elements (beams, columns, tee stems, and walls) are in good condition with almost no deterioration noted. Grout pockets covering steel connections were found to be cracked and loose and we recommend replacement of all loose grout pockets. A handful of locations were noted with wall cracking that should be monitored to see if the cracks worsen.

Traffic bearing membranes were installed at all supported levels at the concrete washes at the cross-overs at the north and south ends of the structure, and between the west and center bays. The original design documents appear to show traffic bearing membranes that were intended to be installed in front of the stair towers as well as along the washes around the perimeter walls. These membranes were never installed, and the installation of these missing membranes are part of our maintenance recommendations. The joint sealants throughout the structure are in good condition but are aging and we recommend systematic replacement as part of future repair projects. Protection of the floor surface is of utmost importance in prolonging the service life of this structure and includes maintaining the joint sealants and traffic bearing membranes.

**Repair and Maintenance Recommendations** – The following repair and maintenance work is recommended and has been separated into three (3) sections; Immediate Repairs, Short Term (1 to 3 Years), and Longer Term (4 to 5 Years). Immediate Repairs include any immediate structural concerns or life safety issues, Short Term includes repair of current deterioration, and Longer Term includes items that can be deferred or are anticipated to be needed in 4 to 5 years.

### **Immediate Repairs:**

1. No immediate concerns noted.

### **Short Term (1 to 3 Years):**

1. Concrete repairs at beams, columns, and walls
2. Repair missing or cracked grout pockets
3. Repair broken connection plate(s)
4. Rout and seal cracks
5. Seal open stair joints
6. Replace stair sealants
7. Repair worn/damaged traffic bearing membranes on all levels
8. Recoat all traffic bearing membranes on all levels
9. Install new traffic bearing membranes at uncoated washes at all supported levels
10. Repaint pavement markings (at areas of traffic coating work)
11. Install coating at Level 4 (Roof Level) columns with map cracking
12. Install supplemental floor drains
13. Install missing wall lifting hole covers



**Longer Term (4 to 5 Years):**

1. Concrete repairs at floors, ceilings, columns, walls, and stairs
2. Repair missing or cracked grout pockets
3. Rout and seal open slab cracks
4. Replace control, tee-to-tee, and cove joint sealants
5. Replace façade sealants
6. Install stair cove sealants
7. Install traffic bearing membrane at stair towers and elevator lobbies
8. Install supplemental floor drains

Suggested Upgrades – The installation of a clear penetrating concrete sealer should be considered at all supported floor surfaces where there is no traffic bearing membrane. This will help prevent future deterioration by reducing moisture and chloride infiltration at the supported floor surfaces. It is our understanding that a clear penetrating sealer was installed in 2018, reapplication of the sealer should be anticipated in 4 to 5 years from now.

Please refer to the Estimated Construction Cost table for a list of the recommended individual repair items.

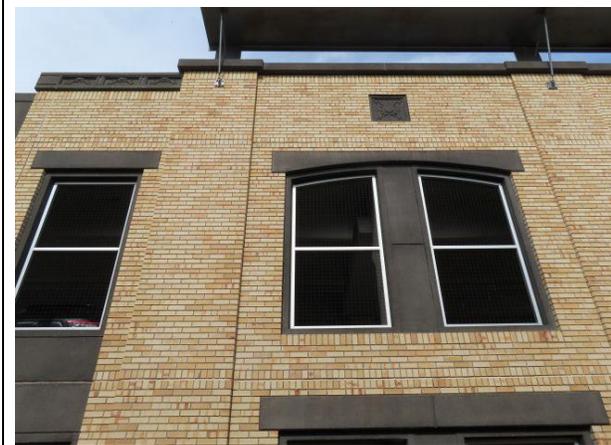
**PHOTO DOCUMENTATION AND COMMENTARY**



**South Entry / Exit** — The structure consists of three (3) supported levels and one (1) grade level of parking. After entering the structure, vehicles access the upper levels via ramps (with parking) on the east bay. The south entry / exit provides vehicular access to the east bay of Level 1 and Levels 2-4. A roof covering with solar panels is installed over the east bay of Level 4. The roof is accessible by ladder only. The façade consists primarily of a mixture of plain precast concrete panels along with precast panels with in-laid thin brick.



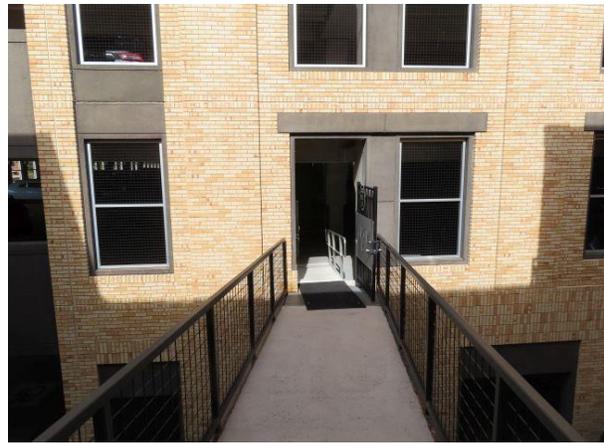
**South Façade** — The south façade of Old Town Parking Structure showing in-laid brick and window openings.



**South Façade Window** — Close up photo of window openings on South façade. Aluminum frames with powder coated wire mesh are provided at the window openings.



**South Façade at Stair Tower** — South façade at southwest stair / elevator tower. Photo shows precast spandrel beams with no in-laid brick.



**Bridge at South Facade** — Bridge from Level 2 of parking structure to housing located south of the structure.



**Underside of Bridge at South Facade** — Underside of bridge from Level 2 of parking structure to housing located south of the structure.



**West Façade and Entrance** — Southwest entrance into parking structure and west facade. This entrance provides access to hourly parking on the grade level. There is an additional entry / exit point at the northwest to the same area. Vehicles cannot access the upper levels from the southwest and northwest entry / exits.



**East Façade** — Façade on the east elevation of the structure consists of precast concrete panels with in-laid brick and aluminum frames with powder coated mesh panels at the window openings.



**Northeast Stair Tower** — Northeast corner of the structure showing façade and the stair / elevator tower.



**North Facade** — North façade of the structure. On the Roof Level you can see one of the solar panels.



**Snow Dump and Floor Drain** — Snow dump from the Roof Level and a floor drain with a traffic bearing membrane around it. The snow dump drops snow down two levels and drops the snow onto the east alley.



**Stair / Elevator Tower** — Northeast stair / elevator tower on the Roof Level.



**East Bay Roof Covering** — The east bay on Level 4 is covered with a roof that has solar panels on it. Access to this roof (no parking) is by a ladder on the south side / end of the structure.



**Solar Panels on East Bay Roof** — Another photo of the roof and solar panels at the east bay of Level 4.



**Solar Panels on North End of Structure** — North spandrel wall on Level 4 has solar panels mounted at the top of the wall.



**Crossover Traffic Bearing Membrane** — Traffic bearing membrane installed over one of the crossovers on Level 4. All supported levels of the structure have traffic bearing membranes installed over the cast-in-place washes at these crossovers.



**Traffic Bearing Membrane Between Center / West Bays** — Cast-in-place concrete washes between west bay and center bay are covered with a traffic bearing membrane on all supported levels.



**Typical Tee-to-Tee Joint Sealant** — Sealant at typical joint between two (2) precast double tee sections. Since the structure is pre-topped the sealant joints are larger at each shear connector (red arrow). The joint sealants are generally in good condition but are near the end of their useful life and will likely need to be replaced in the next 4 to 5 years.



**Level 4 East Bay** — The east bay of the parking structure is sloped and provides access between the levels of the structure. This photo also shows the roof over the east bay at Level 4.



**Glycol Heating System at Level 4 East Bay** — Underside of Level 4 east bay showing the glycol heating system for the east bay. This system is only on the Level 4 east bay and is used to melt snow and ice on the sloped bay.



**Piping for Level 4 Heating System** — Underside of Level 4 east bay showing the piping for the glycol heating system.



**Electric Vehicle Charger** — Electric vehicle charging stations are typically found at the north end of the structure on each supported level.



**South Entry / Exit PARC Equipment** — South entry / exit point to the structure showing parking access and revenue control (PARC) equipment.



**Closeup of Revenue Control Equipment** — Revenue control equipment at exit from structure.



**Pay Booth at South Exit** — Pay booth at south exit.



**Revenue Control Equipment** — Pay on foot station at northwest corner of structure on Level 1.



**Bike Storage Locker** — Bike storage lockers at northwest corner on Level 1.



**Floor Drain & Piping** — Typical supported level floor drain with cast-iron piping. This piping may require future replacement maintenance as it corrodes.



**Stair Tower** — Stair tower landing southwest stair tower.



**Elevator Lobby** — Typical elevator lobby at southwest stair tower. The concrete slab has sawcut joints that are unsealed that we recommend be routed and sealed. We also recommend a traffic bearing membrane be installed to help protect against future deterioration.



**Stair Tower Landing** — Close-up photo of stair landing showing unsealed tooled joints. All landings and elevator lobbies have unsealed joints. We recommend sealing these joints and installing a traffic bearing membrane to limit water and salt infiltration that can lead to future concrete deterioration.



**Revenue Control Equipment in Stair Tower** — Pay-on-foot station at Level 1 of stair tower. Both stair towers have pay-on-foot stations on Level 1.



**Level 4 Concrete Column Cracking** — Concrete column on Level 4 with map cracking that may be Alkali-Silica-Reaction. We recommend installing a protective coating to limit water infiltration into these columns and slow concrete deterioration.



**Level 4 Concrete Column Cracking** — Another Level 4 column showing similar cracking like the column above where some of the cracking has been sealed. However, additional cracking is now evident. A membrane is the best way to cover the cracking and limit water infiltration.



**Perimeter Wall Deterioration** — Concrete wall deterioration on Level 4 perimeter. This wall deterioration / damage appears to be the result of snowplow damage.



**Perimeter Wall Damage** — Concrete wall damage on Level 4 perimeter walls that may be the result of snowplow damage.



**Missing Wall Coverings** — Missing spandrel panel lifting hole covers. We recommend replacing these covers to limit water from entering the panels through these holes.



**Perimeter Wall Cracking** — Perimeter spandrel wall cracking. We recommend monitoring this cracking to determine if it worsens.



**Perimeter Wall Cracking** — Lower-level perimeter spandrel panel cracking. We recommend monitoring this cracking to determine if it worsens.



**Cracked Grout Pocket** — Perimeter spandrel panel grout pocket that is cracked and loose. We recommend replacing all cracked / loose grout pockets.



**Perimeter Wall Cracking** — Wall cracking at perimeter spandrel panels. We recommend repairing all cracked / deteriorated wall panels.



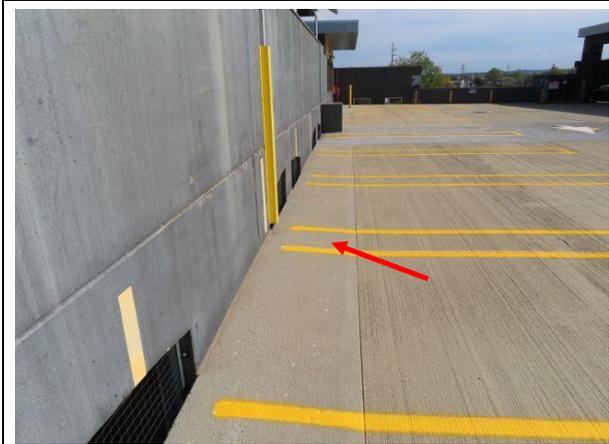
**Wall Connection Plate Repair** — Perimeter wall connection plate that is no longer connected. We recommend re-connecting plate.



**Ponding Water Location** — Location of previous ponding water. We recommend installing supplemental drains at locations of standing water.



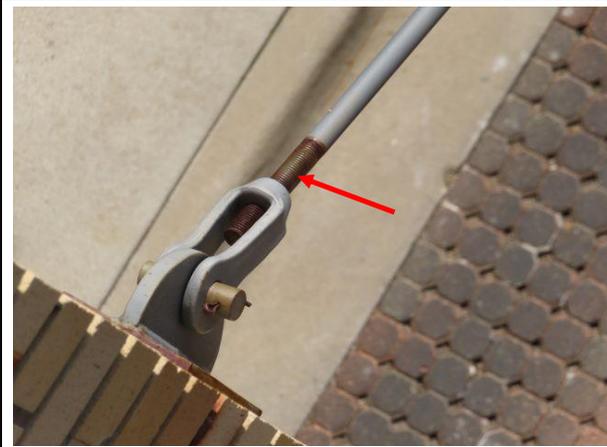
**Ponding Water Location** — Location of previous ponding water. We recommend installing supplemental drains at locations of standing water.



**Concrete Washes with No Membrane** — Cast-in-place concrete washes do not have a traffic bearing membrane covering them. We recommend a membrane be installed.



**Traffic Bearing Membrane Deterioration** — Traffic bearing membrane damage that needs to be repaired.



**Canopy Support Rod Corrosion** — South canopy of entry / exit, the steel support rod has corrosion on the threaded end.



**Failing Sealant** — Previous repairs installed a skim coat of sealant over the previous sealant at the stair towers instead of removing and replacing the sealant. We recommend all stair tower sealants be replaced.



**Slab Cracking** — Open slab cracks were noted throughout the supported levels. We recommend open slab cracks be routed and sealed.



**Level 1 Grade Slab Cracking** — Level 1 slab-on-grade cracking. We recommend monitoring this cracking and as long as it does not become displaced / settle no work is required.



**Failed Façade Sealant** — Numerous failures in the façade sealant. The exterior façade sealant is near the end of its useful life. We recommend façade sealant be replaced in years 4 or 5 of the repair plan.



### **REPAIR AND MAINTENANCE COST PROJECTIONS**

Please refer to the attached table for the recommended repair items and budget cost projections. The repair recommendations and budget cost projections are based on our site survey, our engineering judgment and expertise. Note quantities provided are based on extrapolation of the review of representative areas and are approximate for cost estimating purposes only and should not be relied upon for pay quantities of any restoration project. Actual costs of restoration may vary depending on materials used, bid market conditions, phasing, and other requirements. Restore Consulting, LLC makes no warranty, express or implied, that the bids or negotiated cost of the repair work will not vary from this estimate of probable repair cost.

### **LIMITATIONS**

This report is a summary of observations and findings of our site survey of these structures. The site survey included a limited visual review of typical elements, not an in-depth investigation. While every attempt was made to identify areas of concern and repair needs, latent deficiencies from original design, original construction and repairs may have not been revealed or apparent during the questioning and during our review, including hidden conditions. While the report documents some specific, typical repair locations, it does not identify all locations of deterioration or needed repairs on the property. No exploratory excavations or structural calculations were performed to verify the original design. It is recommended that a professional restoration engineer be involved in implemented recommended repairs including any further evaluation or testing.

We thank you for the opportunity to provide these services relative to this property. Restore Consulting, LLC is available to assist in implementing these repair recommendations. Please contact us if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Christopher W. Blakely II".

Christopher W. Blakely II, P.E.  
Restore Consulting, LLC

A handwritten signature in blue ink that reads "Dan Elliott".

Dan Elliott, P.E.  
Restore Consulting, LLC

**Opinion of Probable Construction Costs  
Old Town Parking Structure  
Traverse City, MI  
Date: 11/3/23**



Repair Item	Item Description	Units <sup>(1)</sup>	Unit Cost <sup>(2)</sup>	Immediate Repairs		Short Term (1 to 3 Years)		Longer Term (4 to 5 Years)	
				Quantity	Cost <sup>(2)</sup>	Quantity	Cost <sup>(2,3)</sup>	Quantity	Cost <sup>(2,3)</sup>
1	Floor Repair - Partial Depth	SF	\$50		\$0	0	\$0	150	\$7,500
2	Floor Repair - Full Depth	SF	\$95		\$0	0	\$0	350	\$33,250
3	Connection Plate Repair	SF	\$2,000		\$0	1	\$2,000		\$0
4	Beam / Column / Wall Repair	SF	\$150		\$0	70	\$10,500	300	\$45,000
5	Replace Missing / Cracked Grout Pocket	EA	\$750		\$0	10	\$7,500	20	\$15,000
6	Rout & Seal Cracks	LF	\$6		\$0	1,500	\$9,000	1,200	\$7,200
7	Remove & Replace Control Joint Sealant (Tee-to-Tee Joints)	LF	\$6		\$0		\$0	12,000	\$72,000
8	Remove & Replace Control Joints Sealant (Wash Joints)	LF	\$6		\$0		\$0	3,200	\$19,200
9	Remove & Replace Cove Sealant	LF	\$6		\$0		\$0	3,600	\$21,600
10	Remove & Replace Sealant at Stairs	LF	\$5		\$0	300	\$1,500		\$0
11	Seal Open Stair Joints	LF	\$6		\$0	6,000	\$36,000		\$0
12	Remove & Replace Façade Sealant	LF	\$12		\$0		\$0	6,000	\$72,000
13	Manlift for Façade Sealant	LS	\$8,500		\$0		\$0	1	\$8,500
14	Traffic Coating - Repair	SF	\$8		\$0	400	\$3,200		\$0
15	Traffic Coating - Recoat	SF	\$4		\$0	22,700	\$90,800		\$0
16	Traffic Coating - New System at Uncoated Washes	SF	\$6		\$0	12,000	\$72,000		\$0
17	Traffic Coating - New System at Stairs	SF	\$10		\$0		\$0	7,260	\$72,600
18	Floor Drain - Supplemental Drain	EA	\$4,000		\$0	3	\$12,000	3	\$12,000
19	Install Coating at Roof Columns	EA	\$1,000		\$0	11	\$11,000		\$0
20	Install Cove Sealant at Stairs	LF	\$6		\$0		\$0	500	\$3,000
21	Install Missing Wall Lifting Hole Covers	EA	\$200		\$0	2	\$400		\$0
22	Repaint Pavement Markings	LS	\$8,000		\$0	1	\$8,000		\$0
Mobilization and General Conditions (15%)					\$0		\$39,600		\$58,400
<b>Probable Repair Cost</b>					<b>\$0</b>		<b>\$303,500</b>		<b>\$447,250</b>
Engineering & Testing (10%)					\$0		\$30,400		\$44,800
Contingency (20%)					\$0		\$60,700		\$89,500
<b>Probable Repair Budget <sup>(3)</sup></b>					<b>\$0</b>		<b>\$394,600</b>		<b>\$581,550</b>
<b>Total Probable Repair Budget for the Next 5 Years <sup>(3)</sup></b>							<b>\$976,150</b>		

**Suggested Upgrades**

A1	Install Concrete Sealer at Supported Floor Surfaces	SF	\$0.75		\$0		\$0	112,300	\$84,225
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**Notes:**

- (1) Unit Categories include: LS = Lump Sum, EA = Each, LF = Lineal Foot, SF = Square Foot
- (2) Actual construction costs may vary depending on materials used, bid market conditions, phasing and other requirements.
- (3) Costs are in 2023 dollars and are not factored for inflation.



303 E. State Street  
Traverse City, MI 49684  
harry@downtowntc.com  
231-922-2050

## Memorandum

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To: Downtown Development Authority Board of Directors  
From: Harry Burkholder, DDA COO & Todd McMillen, DDA Board Member  
Memo Date: January 15, 2024  
Subject: Arts Commission Update

### Rotating Art Exhibition RFQ

The Arts Commission released an RFQ to replace the four sculptures along the TART Trail at the Rotating Art Exhibit (just south of the Riverine Apartment Complex). The new art installations(s) will replace the four Petrakovitz sculptures.



### Art Donations & Gifts

At their January meeting later this week, the Arts Commission is anticipated to approve guidelines and a formal application (form) for art donations and gifts.

### Mural Festival

A subcommittee of the Arts Commission resumed meetings to discuss and plan for a mural festival in the fall of 2025. Initial plans call for a minimum of five murals on buildings along the Eighth Street corridor (between Lake Street and Barlow). The murals would compliment other art installations along the Eighth Street corridor, including the Boardman Loop Trail.