

# Traverse City Downtown Development Authority Regular Meeting

Friday, October 18, 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. 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 Harry Burkholder, Interim 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

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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 from the September 20, 2024 DDA Regular Board Meeting (approval recommended)<br><a href="#">September 20, 2024 DDA Board Meeting Minutes - PDF</a>   | 4 -<br>11  |
| B. | Consideration of approving the September Financial Reports and Disbursements for DDA General, Old Town tIF, TIF-97 and the Arts Commission (approval recommended)<br><a href="#">DDA, Old Town TIF, TIF-97 Financial Report and Dashboard - PDF</a> | 12 -<br>19 |
| C. | Consideration of approving the minutes from the September 30, 2024 DDA Governance Committee Meeting (approval recommended)<br><a href="#">September 30, 2024 Governance Committee Meeting Minutes - PDF</a>   | 20 -<br>21 |
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### 6. ITEMS REMOVED FROM CONSENT CALENDAR

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### 7. SPECIAL ORDER OF BUSINESS

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### 8. OLD BUSINESS

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|----|---|------|
| A. | Downtown Restaurant Composting Program Update | 22 - |
|----|---|------|
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	<a href="#">Downtown Resturant Composting Program Memo )Burkholder) - PDF</a>	23
B.	West Front Street Bridge Staircase Budget Amendment (approval recommended) <a href="#">West Front Street Bridge Staircase Memo (Burkholder) - PDF</a> <a href="#">Staircase Plan Set - PDF</a>	24 - 36
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<b>9.</b>	<b>NEW BUSINESS</b>	
A.	TIF-97 Budget Priorities (approval recommended) <a href="#">TIF-97 Budget Priorities Memo (Burkholder) - PDF</a>	37 - 41
B.	J-Smith Walkway (approval recommended) <a href="#">Downtown Improvements - J-Smith Walkway Memo (Burkholder) - PDF</a>	42
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<b>10.</b>	<b>EXECUTIVE DIRECTOR REPORT</b>	
A.	Executive Director Report <a href="#">Executive Director Report Memo (Burkholder) - PDF</a>	43 - 44
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<b>11.</b>	<b>BOARD MEMBER REPORTS</b>	
A.	Arts Commission Report <a href="#">Art Commission Report Memo (McMillen) - PDF</a>	45
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<b>12.</b>	<b>STAFF REPORTS</b>	
A.	Director of Events and Engagement Report <a href="#">Director of Events and Engagement Report (Klebba) - PDF</a>	46 - 47
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<b>13.</b>	<b>RECEIVE AND FILE</b>	
A.	Correspondence from the Parking and Mobility Director <a href="#">Notice of Parking Permit Rate Increases (VanNess) - PDF</a>	48 - 50
B.	August 8, 2024 DTCA Meeting Minutes <a href="#">August 8, 2024 DTCA Meeting Minutes - PDF</a>	51 - 52
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<b>14.</b>	<b>PUBLIC COMMENT</b>	
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<b>15.</b>	<b>ADJOURNMENT</b>	



**Minutes of the  
Downtown Development Authority for the City of Traverse City  
Regular Meeting  
Friday, September 20, 2024**

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: Board Member Peter Kirkwood, Board Vice Chair Scott Hardy, Board Member Jeff Joubran, Board Member Todd McMillen, Board Member Ed Slosky, Board Member Hillary Ascroft, Mayor Amy Shamroe, Board Member Shelley Spencer, Board Member Gary Howe, and Board Member Mike Powers

The following Board Members were absent: None

Vice Chair Hardy presided at the meeting.

(a) **CALL TO ORDER**

The meeting was called to order by Vice Chair Scott Hardy at 9:00am.

(b) **ROLL CALL**

(c) **ELECTION OF OFFICERS**

**(1)** Election of Officers (approval recommended)

Meeting was turned over to Harry Burkholder, Executive Director, to call for nominations for Chair of the DDA Board of Directors.

That the DDA Board elect Scott Hardy as Chair.

Moved by Jeff Joubran, Seconded by Amy Shamroe

**Yes:** Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 10-0-0 on a recorded vote**

That the DDA Board appoint Ed Slosky as Vice Chair.

Moved by Amy Shamroe, Seconded by Mike Powers

**Yes:** Peter Kirkwood, Jeff Joubran, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, and Mike Powers

**No:** Scott Hardy, Todd McMillen, and Gary Howe

**Absent:** None

**CARRIED. 7-3-0 on a recorded vote**

That the DDA Board appoint Jeff Joubran as Treasurer.

Moved by Amy Shamroe, Seconded by Todd McMillen

**Yes:** Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 10-0-0 on a recorded vote**

That the DDA Board appoint Shelley Spencer as Secretary.

Moved by Gary Howe, Seconded by Amy Shamroe

**Yes:** Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 10-0-0 on a recorded vote**

**(2) Committee Appointments**

That the DDA Board cease regular study sessions but reserve the right to host on an as needed.

Moved by Amy Shamroe, Seconded by Scott Hardy

**Yes:** Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 10-0-0 on a recorded vote**

That the DDA Board appoint of Todd McMillen as Chair with Peter Kirkwood, Hillary Ashcroft and Amy Shamroe as members to the Governance Committee:

Moved by Scott Hardy, Seconded by Gary Howe

**Yes:** Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 10-0-0 on a recorded vote**

That the DDA Board appoint Jeff Joubran as Chair with Gary Howe, Shelley Spencer, Mike Powers as members to the Finance Committee

Moved by Scott Hardy, Seconded by Ed Slosky

**Yes:** Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 10-0-0 on a recorded vote**

- (3) That the DDA Board appoint Mike Powers to the Farmers Market Advisory Board.

Moved by Amy Shamroe, Seconded by Gary Howe

**Yes:** Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 10-0-0 on a recorded vote**

- (4) That the DDA Board appoint Todd McMillen to the Art Commission

Moved by Ed Slosky, Seconded by Gary Howe

**Yes:** Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 10-0-0 on a recorded vote**

- (5) That the DDA Board appoint Shelley Spencer to the Rotary Square Advisory Committee.

Moved by Amy Shamroe, Seconded by Hillary Ascroft

**Yes:** Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, Gary Howe,

and Mike Powers  
**Absent:** None

**CARRIED. 10-0-0 on a recorded vote**

That the DDA Board approve the Agenda as presented.

Moved by Ed Slosky, Seconded by Amy Shamroe

**Yes:** Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 10-0-0 on a recorded vote**

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

(1)

(e) **PUBLIC COMMENT**

n/a

(f) **CONSENT CALENDAR**

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

(1) Consideration of approving the minutes from the August 16, 2024 DDA Regular Meeting (approval recommended)

(2) Consideration of approving the August Financial Reports and Disbursements for DDA General, Old Town TIF, TIF-97 and the Arts Commission.

That the DDA Board approve the Consent Calendar as presented.

Moved by Amy Shamroe, Seconded by Hillary Ascroft

**Yes:** Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 10-0-0 on a recorded vote**

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

n/a

(h) **OLD BUSINESS**

**(1)** Two-Way Circulation Pilot Project

The following addressed the board:

Susan  
Peter Kirkwood  
Joe Eberle  
Scott Hardy  
Amy Shamroe  
Ed Slosky  
Gary Howe  
Mike Powers  
Todd McMillen  
Jeff Joubran  
Shelley Spencer

Public Comment was called by Chair Hardy:

The following addressed the board:

John Willimans  
Fred Bimber  
Rick Stein

That the DDA Board support another year study of the State Street 2-way project.

Moved by Amy Shamroe, Seconded by Mike Powers

**Yes:** Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 10-0-0 on a recorded vote**

(i) **NEW BUSINESS**

**(1)** Traverse Connect Contract (approval recommended)

The following addressed the board:

Scott Hardy  
Shelley Spencer  
Warren Call  
Amy Shamroe  
Pete Kirkwood

Jeff Joubran  
Mike Powers

\*Todd McMillen & Shelley Spencer left meeting at 10:35am

That the DDA Board enter into a one-year contract with Traverse Connect for \$42,000, \$37,000 coming from TIF-97 and \$5,000 coming from Old Town TIF, subject to approval as to its form and substance by the DDA Attorney. With the addition of the requirement of reporting quarterly to the DDA Board.

Moved by Ed Slosky, Seconded by Amy Shamroe

**Yes:** Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 10-0-0 on a recorded vote**

**(2)** Rehmann Contract (approval recommended)

The following addressed the board:

Harry Burkholder  
Scott Hardy  
Amy Shamroe  
Jeff Joubran

\*Jeff Joubran left meeting at 10:45am

That the DDA Board enter into a one-year contract with Rehmann for a not-to-exceed amount of \$83,160, subject to approval as to its form and substance by the DDA Attorney.

Moved by Amy Shamroe, Seconded by Jeff Joubran

**Yes:** Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 10-0-0 on a recorded vote**

**(3)** Executive Director Job Description (approval recommended)

That the DDA Board approve the Job Description for the DDA Executive Director

and agrees to forward it on to the City Commission as written until such time that Parking Services moves to the City.

Moved by Mike Powers, Seconded by Amy Shamroe

**Yes:** Peter Kirkwood, Scott Hardy, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Abstained:** Jeff Joubran and Todd McMillen

**Absent:** None

**CARRIED. 8-0-0 on a recorded vote**

**(4)** TIF-97 Budget Priorities

The following addressed the board:

Harry Burkholder  
Amy Shamroe  
Scott Hardy  
Ed Slosky  
Mike Powers  
Peter Kirkwood

\*Gary Howe and Shelley Spencer left the meeting at 9:40am.

**(j)** **EXECUTIVE DIRECTOR REPORT**

**(1)**

The following addressed the board:

Harry Burkholder  
Scott Hardy  
Ed Slosky

**(k)** **BOARD MEMBER REPORTS**

**(1)** Arts Commission Report

n/a

**(l)** **STAFF REPORTS**

**(1)** Director of Events and Outreach Report

The following addressed the board:

Sara Klebba  
Amy Shamroe

(m) **RECEIVE AND FILE**

(n) **PUBLIC COMMENT**

The following addressed the board:  
Fred Bimber

(o) **ADJOURNMENT**

Chair Hardy adjourned meeting at 11:00am.

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Harry Burkholder, Executive Director

Draft

# Traverse City DDA - General

## Trial Balance

As of September 30, 2024

	DEBIT	CREDIT
1000 Fifth Third Checking - 3112	511,227.91	
1010 Fifth Third Savings - 6740	210,861.38	
1020 Petty Cash	0.00	
1072 Bill.com Money Out Clearing	0.00	
1200 Accounts Receivable	117,895.12	
1101 Due From APS (City of TC)	0.00	
1102 Due From Arts Council	0.00	
1103 Due From DTCA	0.00	
1104 Due From Other Funds	0.00	
1220 Grants Receivable	0.00	
1230 Other Receivable	0.00	
1300 Pre-Paid Expense	2,605.50	
1480 Payroll Advance	0.00	
1499 Undeposited Funds	0.00	
2000 Accounts Payable		11,775.80
2153 Credit Card		3,305.78
2050 Other Accrued Liabilities		0.00
2100 Due to Other Funds		0.00
2110 Due to Oldtown TIF		0.00
2120 Due to TIF 97		0.00
2200 Payroll Liabilities		0.00
2201 Payroll Liabilities:Direct Deposit Liabilities		0.00
2202 Payroll Liabilities:Accrued Payroll Liabilities		11,081.49
2203 Payroll Liabilities:Accrued Salaries		37,361.89
2205 Payroll Liabilities:457b Payable		0.00
2210 Payroll Liabilities:Federal Income Tax Payable		0.00
2215 Payroll Liabilities:Health, Dental, Vision Insurance Payable		41,223.30
2220 Payroll Liabilities:Life & Disability Insurance Payable		1,502.08
2225 Payroll Liabilities:Medicare Tax Payable		0.00
2230 Payroll Liabilities:Social Security Tax Payable		0.00
2235 Payroll Liabilities:State Income Tax Payable		0.00
2240 Payroll Liabilities:State Unemployment Tax Payable		0.00
2245 Payroll Liabilities:Wage Garnishment Payable		0.00
2300 Deposits Payable		0.00
2301 Deposits Payable:Double Up Food Bucks	2,648.39	
2303 Deposits Payable:NCF Reimbursements	469.00	
2304 Deposits Payable:Prescriptions for Health		1,025.64
2305 Deposits Payable:Project Fresh		764.00
2306 Deposits Payable:Senior Project Fresh	1,984.00	
2307 Deposits Payable:SNAP Food Assistance Payable		0.00
2401 GRANTS:Coastal Zone Management		0.00
2402 GRANTS:Destination Downtown		0.00
2403 GRANTS:EGLE -- Cornwell Development		0.00
2404 GRANTS:Heathy Drinking Culture Grant		0.00
2405 GRANTS:Lower Boardman		0.00

Accrual Basis Wednesday, October 9, 2024 02:52 PM GMT-04:00

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# Traverse City DDA - General

## Trial Balance

As of September 30, 2024

	DEBIT	CREDIT
2406 GRANTS:Match on Main MEDC Grant		0.00
2407 GRANTS:MEDC (Civic Square)		100,000.00
2408 GRANTS:Professional Development		0.00
2409 GRANTS:Rotary Charities		0.00
2410 GRANTS:Seed Grant		0.00
2411 GRANTS:Tech Incubator Fund		0.00
2600 Deferred Income		22,510.83
Bryan Crough Memorial Fund		0.00
Bumpout Project Funds Collected		0.00
Buy Local Give Local Campaign		1,698.37
Suspense		0.00
3000 Opening Bal Equity		107,606.27
3900 Retained Earnings		462,703.93
4101 TAXES:Property Taxes		121,815.32
4212 GRANTS & CONTRIBUTIONS:EGLE Grant-State Street West-End Mixed Use		1,485.00
4302 REIMBURSEMENTS:Administrative Services		185,932.00
4303 REIMBURSEMENTS:Parking Services		140,856.34
4306 REIMBURSEMENTS:Farmer's Market Booth Rental Income		40,438.00
4500 INTEREST INCOME		666.44
4501 INTEREST INCOME:Interest & Dividends		1,483.36
5101 SALARIES:Salaries & Wages	147,097.68	
5102 SALARIES:Hourly Wage Expense	107,045.85	
5201 FRINGE BENEFITS:Health Insurance	42,178.34	
5202 FRINGE BENEFITS:Disability Insurance Benefits	1,943.12	
5203 FRINGE BENEFITS:Life Insurance Expense	529.14	
5204 FRINGE BENEFITS:457 Company Matching	19,227.55	
5208 FRINGE BENEFITS:Social Security Tax Expense	16,342.14	
5209 FRINGE BENEFITS:Medicare Tax Expense	3,821.93	
5210 FRINGE BENEFITS:SUTA Tax Expense	331.09	
5400 PROFESSIONAL SERVICES	110.00	
5402 PROFESSIONAL SERVICES:Legal	5,325.00	
5403 PROFESSIONAL SERVICES:Professional/Contractual	64,092.51	
5409 PROFESSIONAL SERVICES:Grant exp EGLE cornwell bldg	825.00	
5418 PROFESSIONAL SERVICES:SNAP Food Assistance Expense	3,179.00	
5419 PROFESSIONAL SERVICES:EGLE Grant-State Street West-End Mixed Use	385.00	
5420 PROFESSIONAL SERVICES:Farmers Market Administrative Expense	6,460.26	
5421 PROFESSIONAL SERVICES:Marketing	15,175.00	
5503 TRAVEL AND CONFERENCES:Training	275.00	
5601 REPAIRS AND MAINTENANCE:Repairs & Maintenance	189.80	
5301 OFFICE SUPPLIES AND UTILITIES:Office Supplies	1,184.91	
5302 OFFICE SUPPLIES AND UTILITIES:Utilities	1,127.24	
5303 OFFICE SUPPLIES AND UTILITIES:Operation Supplies	389.12	
5305 OFFICE SUPPLIES AND UTILITIES:Dues, Subscriptions and Memberships	4,911.25	
5306 OFFICE SUPPLIES AND UTILITIES:Printing & Publishing	442.03	
5307 OFFICE SUPPLIES AND UTILITIES:Communications	664.80	

Traverse City DDA - General

Trial Balance

As of September 30, 2024

	DEBIT	CREDIT
5308 OFFICE SUPPLIES AND UTILITIES:Miscellaneous Expense	3,859.78	
5404 OFFICE SUPPLIES AND UTILITIES:Insurance, Bonds & Taxes	432.00	
<b>TOTAL</b>	<b>\$1,295,235.84</b>	<b>\$1,295,235.84</b>

# Traverse City DDA - Old Town TIF

## Trial Balance

As of September 30, 2024

	DEBIT	CREDIT
1001 Fifth Third Checking - 0650	1,481,830.73	
1072 Bill.com Money Out Clearing	0.00	
1200 Accounts Receivable	46,843.32	
1103 OTHER CURRENT ASSETS:Due From Other Funds	0.00	
1104 OTHER CURRENT ASSETS:Due From DDA	0.00	
1300 Pre-Paid Expense	0.00	
2000 Accounts Payable		0.00
2100 Due to Other Funds		0.00
3900 Retained Earnings		800,961.11
4101 Property Taxes		782,189.60
5302 OFFICE SUPPLIES & UTILITIES:Utilities	275.62	
5308 OFFICE SUPPLIES & UTILITIES:Miscellaneous Expense	146.10	
5400 PROFESSIONAL SERVICES	54,125.81	
4501 INTEREST INCOME:Interest & Divident Income		70.87
<b>TOTAL</b>	<b>\$1,583,221.58</b>	<b>\$1,583,221.58</b>

# Traverse City DDA - TIF 97

## Trial Balance

As of September 30, 2024

	DEBIT	CREDIT
1001 CASH AND CASH EQUIVALENTS:Fifth Third Checking - 8026	9,155,390.39	
1072 Bill.com Money Out Clearing	143.33	
1200 Accounts Receivable	197,326.11	
1102 OTHER CURRENT ASSETS:Due from other governments	0.00	
1103 OTHER CURRENT ASSETS:Due From Other Funds	0.00	
1104 OTHER CURRENT ASSETS:Due From DDA	0.00	
1210 Deposits-Security Deposit	4,500.00	
1300 Pre-Paid Expense	0.00	
1499 Undeposited Funds	0.00	
2000 Accounts Payable		14,829.20
2300 Due to City - Capital Projects		0.00
2100 Due to Other Funds		3,500.00
2200 Deferred Revenue		0.00
3000 Opening Bal Equity	21,200.00	
3900 Retained Earnings		6,338,506.61
4101 TAXES:Property Taxes		3,560,794.94
4501 INTEREST INCOME:Interest & Dividends		387.43
5302 OFFICE SUPPLIES AND UTILITIES:Utilities	495.30	
5306 OFFICE SUPPLIES AND UTILITIES:Printing & Publishing	1,530.43	
5308 OFFICE SUPPLIES AND UTILITIES:Miscellaneous Expense	111.62	
5309 OFFICE SUPPLIES AND UTILITIES:Bank Charges	178.55	
5400 Professional Services	189,360.99	
5500 Contributions to District Construction Projects	333,932.20	
5801 RENT OR LEASE EXPENSE:Rent Expense	13,500.00	
5901 REPAIR & MAINTENANCE EXPENSES:Repairs and Maintenance	349.26	
<b>TOTAL</b>	<b>\$9,918,018.18</b>	<b>\$9,918,018.18</b>

TC Downtown Development Authority (DDA)

Board Financial Report - Dashboard

9/30/2024

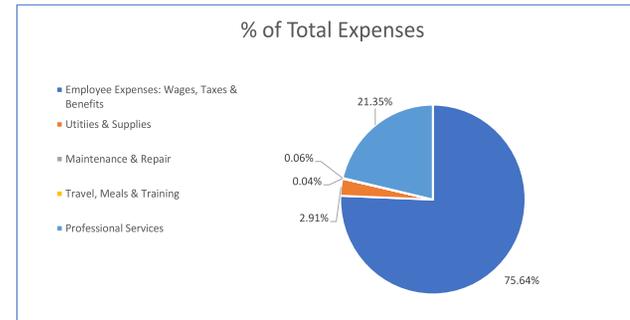
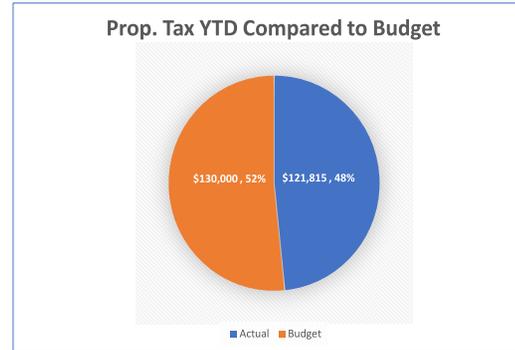
Financial Position	YTD as of 9/30/2024	Prior Year as of 6/30/2024 *	Change
Total Cash and Cash Equivalents	\$ 722,089	\$ 811,754	\$ (89,664)
Other Assets	120,501	266,361	(145,860)
<b>Total Assets</b>	<b>\$ 842,590</b>	<b>\$ 1,078,115</b>	<b>\$ (235,525)</b>
Current Liabilities	\$ 15,082	\$ 337,420	\$ (322,339)
Total Other Liabilities	212,066	170,384	41,682
<b>Total Liabilities</b>	<b>227,148</b>	<b>507,804</b>	<b>(280,657)</b>
Fund Balance	615,442	570,310	<b>45,132</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 842,590</b>	<b>\$ 1,078,115</b>	<b>\$ (235,525)</b>

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

Revenue	YTD	Annual Budget	% of Budget
Property Taxes	\$ 121,815	\$ 130,000	93.7%
Grants & Contributions	1,485	1,875,000	0.1%
Reimbursements	326,788	743,728	43.9%
Rental Income	40,438	51,000	79.3%
Interest	2,150	2,000	107.5%
<b>Total Revenue</b>	<b>\$ 492,676</b>	<b>\$ 2,801,728</b>	<b>18%</b>

Expenses	YTD	Annual Budget	% of Budget
Employee Expenses: Wages, Taxes & Benefits	\$ 338,517	\$ 541,113	63%
Office Supplies & Utilities	13,011	80,000	16%
Maintenance & Repair	190	0	0%
Travel, Meals & Training	275	30,000	1%
Professional Services	95,552	377,800	25%
Rental Expense	-	-	0%
<b>Total Expenses</b>	<b>\$ 447,545</b>	<b>\$ 1,028,913</b>	<b>43%</b>

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



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

9/30/2024

Financial Position	YTD as of 9/30/2024	Prior Year as of 6/30/2024 *	Change
Total Cash and Cash Equivalents	\$ 1,528,674	\$ 1,192,161	\$ 336,513
Other Assets		28,265	(28,265)
<b>Total Assets</b>	<b>\$ 1,528,674</b>	<b>\$ 1,220,425</b>	<b>\$ 308,249</b>
Current Liabilities	\$ -	\$ 490	\$ (490)
Total Other Liabilities	-	-	-
Total Liabilities	-	490	(490)
Fund Balance	1,528,674	1,219,936	<b>308,738</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 1,528,674</b>	<b>\$ 1,220,425</b>	<b>\$ 308,249</b>

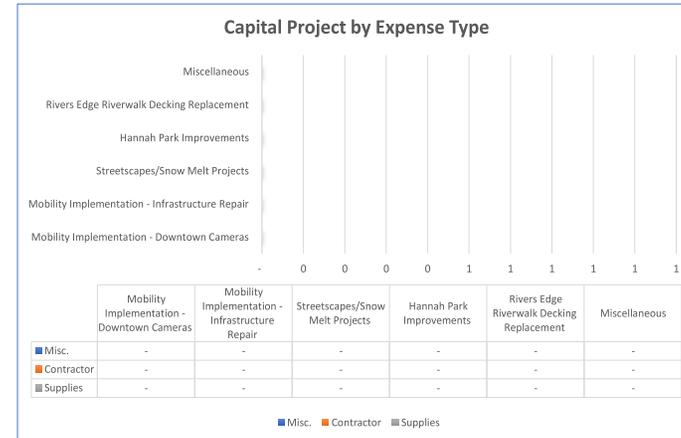
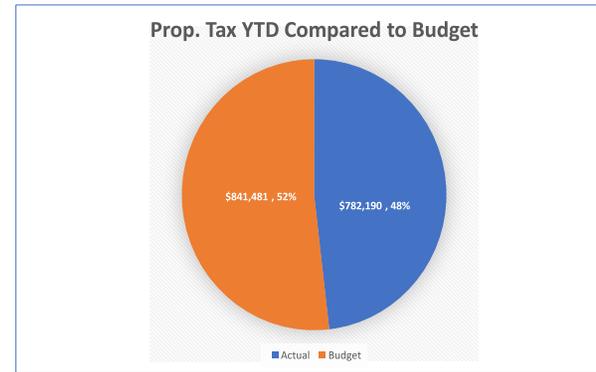
\* Prior year balances are pre-audit and subject to change

Revenue	YTD	Annual Budget	% of Budget
Property Taxes	\$ 782,190	\$ 823,427	95.0%
Interest	71	100	70.9%
<b>Total Revenue</b>	<b>\$ 782,260</b>	<b>\$ 823,527</b>	<b>95%</b>

Expenses	YTD	Annual Budget	% of Budget
Utilities	\$ 276	\$ -	N/A
Professional Services	54,126	303,383	18%
Other: Printing/Publishing, Supplies	146	100	146%
Repairs & Maintenance	-	60,000	0%
Capital Projects	-	378,120	0%
<b>Total Expenses</b>	<b>\$ 54,548</b>	<b>\$ 741,603</b>	<b>7%</b>

Capital Project Expenses:	YTD	Annual Budget	% of Budget
Mobility Implementation - Downtown Cameras	-	28,120	0%
Mobility Implementation - Infrastructure Repair	-	30,000	0%
Streetscapes/Snow Melt Projects	-	100,000	0%
Hannah Park Improvements	-	80,000	0%
Rivers Edge Riverwalk Decking Replacement	-	130,000	0%
Miscellaneous	-	10,000	0%
<b>Total Project Expenses</b>	<b>\$ -</b>	<b>\$ 378,120</b>	<b>0%</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

9/30/2024

Financial Position	YTD as of 9/30/2024	Prior Year as of 6/30/2024 *	Change
Total Cash and Cash Equivalents	\$ 9,155,534	\$ 6,109,666	\$ 3,045,868
Other Assets	201,826	264,215	(62,389)
<b>Total Assets</b>	<b>\$ 9,357,360</b>	<b>\$ 6,373,881</b>	<b>\$ 2,983,479</b>
Current Liabilities	\$ 14,829	\$ 56,574	\$ (41,745)
Total Other Liabilities	3,500	-	3,500
<b>Total Liabilities</b>	<b>18,329</b>	<b>56,574</b>	<b>(38,245)</b>
Fund Balance	9,339,031	6,317,307	<b>3,021,724</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 9,357,360</b>	<b>\$ 6,373,881</b>	<b>\$ 2,983,479</b>

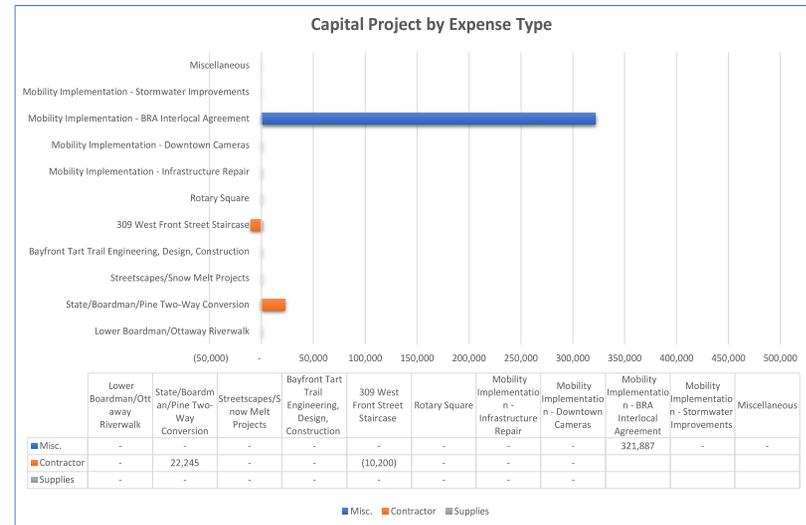
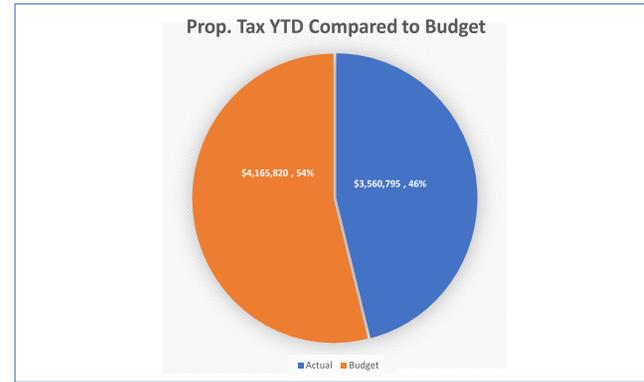
\* Prior year balances are pre-audit and subject to change

Revenue	YTD	Annual Budget	% of Budget
Property Taxes	\$ 3,560,795	\$ 4,165,820	85.5%
Grant Revenue	-	-	N/A
Reimbursements	-	-	N/A
Interest	387	4,500	8.6%
<b>Total Revenue</b>	<b>\$ 3,561,182</b>	<b>\$ 4,170,320</b>	<b>85%</b>

Expenses	YTD	Annual Budget	% of Budget
Office Supplies & Utilities	\$ 2,316	\$ 20,000	12%
Professional Services	189,361	1,427,215	13%
Rent Expense	13,500	50,000	0%
Repair & Maintenance	349	250,000	0%
Capital Projects	333,932	3,034,367	11%
Debt Service	-	913,720	0%
Taxes & Transfers	-	-	0%
<b>Total Expenses</b>	<b>\$ 539,458</b>	<b>\$ 5,695,302</b>	<b>9%</b>

Capital Project Expenses:	YTD	Annual Budget	% of Budget
Lower Boardman/Ottaway Riverwalk	-	1,000,000	0%
State/Boardman/Pine Two-Way Conversion	22,245	500,000	4%
Streetscapes/Snow Melt Projects	-	400,000	0%
Bayfront Tart Trail Engineering, Design, Construction	-	200,000	0%
309 West Front Street Staircase	(10,200)	100,000	-10%
Rotary Square	-	100,000	0%
Mobility Implementation - Infrastructure Repair	-	100,000	0%
Mobility Implementation - Downtown Cameras	-	112,480	0%
Mobility Implementation - BRA Interlocal Agreement	321,887	321,887	100%
Mobility Implementation - Stormwater Improvements	-	100,000	0%
Miscellaneous	-	100,000	0%
<b>Total Project Expenses</b>	<b>\$ 333,932</b>	<b>\$ 3,034,367</b>	<b>11%</b>

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





**Minutes of the  
Downtown Development Authority for the City of Traverse City  
Governance Committee  
Monday, September 30, 2024**

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

The following Board Members were in attendance: Mayor Amy Shamroe, Board Member Todd McMillen, Board Member Peter Kirkwood, and Board Member Hillary Ascroft

The following Board Members were absent: None

Chairperson McMillen presided at the meeting.

(a) **CALL TO ORDER**

The meeting was called to order by Chair McMillen at 1:15pm.

(b) **ROLL CALL**

(c) **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) Motion to Amend Agenda to remove Consent Calendar.

Moved by Amy Shamroe, Seconded by Peter Kirkwood

**Yes:** Amy Shamroe, Todd McMillen, Peter Kirkwood, and Hillary Ascroft

**Absent:** None

**CARRIED. 4-0-0 on a recorded vote**

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

(e) **OLD BUSINESS**

(1) Governance Committee Items

The following addressed the Committee:

Harry Burkholder

Todd McMillen

Amy Shamroe

Pete Kirkwood

Hillary Ascroft

(f) **NEW BUSINESS**

n/a

(g) **PUBLIC COMMENT**

n/a

(h) **ADJOURNMENT**

Meeting was adjourned by Chair McMillen at 2:15pm.

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Harry Burkholder, Executive Director



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

## Memorandum

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To: DDA Board of Directors  
From: Harry Burkholder, DDA Executive Director  
Date: October 13, 2024  
Subject: Pilot Downtown Composting Program

As you might recall, in January, the DDA entered into a contract with SEEDS to assist with the implementation of a pilot-scaled composting program for downtown restaurants. SEEDS is leading administrative, outreach, education, recruitment, promotion and hauling activities. In addition, SEEDS is assisting with the development and tracking of key metrics for the successful implementation of the program. Now it its tenth month, Jennifer Flynn, Program Director with SEEDS and our point-person for this project, will be on hand to provide a brief summary on how the pilot project has progressed and some of its successes.

### Pilot Summary Overview

#### Participating Businesses (4)

- Workshop Brewing Company
  - Espresso Bay
  - Amical
  - Identity Brewing Company
- Participation at Mundo's 305 is pending  
- The Cooks House moved back to farm pick-up in the spring  
- Sara Hardy Farmers Market Vendors participate

#### Waste Diversion

- Diverted waste totals of over 4,300 gallons (approximately 2,364 pounds of food scraps)
- 65 pounds of food scraps and 20,000 pounds of mushroom spawns collected from the Farmers Market
- In total, this effort has sequestered approximately 46.5 MYCO<sub>2</sub>e metric tons of carbon dioxide that would have been emitted

### **Challenges**

- Businesses still require additional training for back-of-house staff
- Owners and management have been too busy for follow up over the summer (we expect to see additional positive responses as the fall season winds down)
- A major consideration of businesses participation is the concern of bin placement outside of their establishment (this may provide an opportunity for the DDA)

### **Marketing Materials**

- The DDA worked with Greenlight Marketing to develop a logo for the pilot program. The logo will be affixed to future marketing materials.





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

## Memorandum

To: Downtown Development Authority Board  
From: Harry Burkholder, DDA Executive Director  
Date: October 13, 2024  
Subject: West Front Street Bridge Staircase

In 2022, congruent with of the reconstruction of the West Front Street Bridge and construction of the new development at 309 Pine Street, the DDA and City began work to: (1) secure an easement along the Boardman/Ottaway River (in front of the 309 building) for a pedestrian pathway and (2); explore the potential for a pedestrian staircase, connecting the bridge and sidewalk along Front Street) to the pathway

This effort was spurred by the Lower Boardman/Ottaway Unified Plan, which details plans for a pedestrian pathway along the entire 1.6 miles of the Boardman/Ottaway River as it traverses through Downtown. Just to note, there is existing boardwalk up to the edge of the adjacent property to the south (Riverview Terrace Apartments) and pilings were placed under the West Front Street Bridge that could support a boardwalk under the bridge at a future date.



Proposed Staircase



Existing Pathway



Last year, we worked with Machin Engineering to develop the schematic design (see below) and construction drawings (see attached) for the staircase. The intent of the design was to mimic the aesthetic of the boardwalk along the Boardman Lake Loop Trail (i.e. IPA wood decking, galvanized railings, step-lighting).



In June, understanding the desire to move forward with this project, the staircase was ultimately included in the 2024-2025 TIF-97 Budget, with an allocation of \$100,000.

In August, the city secured an easement for the public pathway from GLA Northern Michigan Pine, LLC (309 Pine Street). Note: the pathway is currently in place.

In September, the city issued an RFP for the construction of the staircase, with bids due on October 4<sup>th</sup>. The city received two bid proposals:

\$227,169 – (RCI) Richter Construction, Inc.  
\$231,000 - Spence Brothers

Following an addendum of the RFP prior to the receipt of bids to address certain changes related to electrical service (i.e., the elimination of solar powered battery backup system for the staircase lighting), and a subsequent discussion with RCI contractors, a final bid of \$213,819.00 was submitted by RCI to the city.

In addition to the cost for construction, if the DDA decides to move forward, the DDA will need to: (1) set aside a 10% contingency fund \$21,400 and; (2) contract with Machin Engineering to manage the construction project (similar to the arrangement we have for the Hannah Park overlook project). We are estimating a cost not to exceed \$11,000 for construction management for a total stairway project cost of \$246,219 – leaving a budget shortfall of roughly \$146,219.

I am asking the DDA Board to consider contributing an additional \$146,219 toward this project. Keep in mind, \$21,400 is included for project contingency and may not ultimately be used. In order to contribute additional funding toward this project, the DDA Board must first make a budget amendment to the TIF-97 budget of \$146,219.

The projected fund balance for TIF-97 is \$6,635,805.

If the budget amendment is approved by the DDA Board, the budget amendment (and contract with RCI) would be presented to the City Commission for approval in November. If the budget amendment and contract is approved by the City Commission, work on the staircase would begin in the spring.

Zach Cole, from the City's Engineering Office will be at our meeting to answer any questions.

**Recommended Motion**

That the DDA Board approve an increase to the 2024/2025 TIF-97 Budget for the West Front Street Staircase to \$246,219 and furthermore; that up to an additional \$146,219 from TIF-97 be allocated for the construction of the West Front Street Staircase and furthermore; that the DDA enter into a contract with Machin Engineering for a not-to-exceed cost of \$11,000 for construction management of the West End Staircase, subject to approval as to its form and substance by the DDA Executive Director and the DDA Attorney.



**SPECIFICATIONS**

**DIVISION 01 – GENERAL NOTES**

**DESIGN**

1. BUILDING CODE – THE MICHIGAN BUILDING CODE (MIBC), 2015.

2. THE STRUCTURE IS DESIGNED FOR ALL APPLICABLE DEAD LOADS AND THE FOLLOWING LIVE DESIGN LIVE LOADS:

DEAD LOAD:  
 CONCRETE SLAB = 15 PSF  
 = SELF WT.

LIVE LOAD:  
 SLAB FLOORS = 100 PSF  
 STAIRS = 100 PSF

SNOW LOAD:  
 GROUND SNOW LOAD (Pg) = 60 PSF  
 FLAT ROOF SNOW LOAD (Pr) = 49 PSF  
 EXPOSURE FACTOR (Ce) = 1.0  
 TEMPERATURE FACTOR (Ct) = 1.2  
 IMPORTANCE FACTOR (I) = 1.0

WIND LOAD (LATERAL-MFWRS):  
 BASIC WIND SPEED (V) = 115 MPH  
 DIRECTIONAL FACTOR (Kd) = 0.85  
 IMPORTANCE FACTOR (I) = 1.0  
 INTERNAL PRESSURE COEFF = ±0.18  
 WIND EXPOSURE = D  
 WIND DESIGN PRESSURE = 21 PSF

**GENERAL**

- STRUCTURAL DRAWINGS ARE INTENDED TO BE USED WITH EXISTING ARCHITECTURE OF BUILDING. CONTRACTOR IS RESPONSIBLE FOR COORDINATING SUCH REQUIREMENTS INTO THEIR SHOP DRAWINGS AND WORK. FIELD MEASURING OF EXISTING COMPONENTS IS HIGHLY RECOMMENDED PRIOR TO GENERATING FABRICATION DRAWINGS.
- ANY DISCREPANCIES OR CONFLICT BETWEEN ANY PART OF THE DESIGN DOCUMENTS, OR BETWEEN THE DESIGN DOCUMENTS AND APPLICABLE CODES, LAWS, OR ORDINANCES, SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER, AND THE MORE STRINGENT REQUIREMENTS SHALL GOVERN.
- TYPICAL DETAILS AND OTHER SECTIONS / DETAILS APPLY TO CONDITIONS THAT ARE SIMILAR TO THE CONDITIONS DESCRIBED IN THE SECTIONS / DETAILS, EVEN IF THEY ARE NOT SPECIFICALLY REFERENCED ON THE PLANS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR MEANS, METHODS, SEQUENCES, AND PROCEDURES OF CONSTRUCTION.
- NO CHANGE IN SIZE OF DIMENSION OF STRUCTURAL MEMBERS SHALL BE MADE WITHOUT THE WRITTEN APPROVAL OF THE ARCHITECT / ENGINEER.
- THE STRUCTURE IS DESIGNED TO FUNCTION AS A UNIT UPON COMPLETION. THE CONTRACTOR IS RESPONSIBLE FOR FURNISHING ALL TEMPORARY BRACING AND / OR SUPPORT THAT MAY BE REQUIRED AS THE RESULT OF THE CONTRACTOR'S CONSTRUCTION METHODS AND / OR SEQUENCES. PERMANENT BRACING IS TO BE COORDINATED WITH THE EXISTING BUILDING AND ITS COMPONENTS.
- DO NOT SCALE THESE DRAWINGS. USE DIMENSIONS. DIMENSIONS SHOWN ON STRUCTURAL DRAWINGS ARE FOR REFERENCE ONLY. CONTRACTOR SHALL VERIFY ALL DIMENSIONS WITH ARCHITECTURAL DRAWINGS AND PRE-ENGINEERED DRAWINGS.
- THE CONTRACTOR SHALL INFORM THE ENGINEER IN WRITING OF ANY DEVIATION FROM THE CONTRACT DOCUMENTS. THE CONTRACTOR SHALL NOT BE RELIEVED OF THE RESPONSIBILITY FOR SUCH DEVIATION BY THE ENGINEER'S APPROVAL OF SHOP DRAWINGS, PRODUCT DATA, ETC., UNLESS THE CONTRACTOR HAS SPECIFICALLY INFORMED THE ENGINEER OF SUCH DEVIATION AT THE TIME OF SUBMISSION, AND THE ENGINEER HAS GIVEN WRITTEN APPROVAL TO THE SPECIFIC DEVIATION.
- CONSTRUCTION SHALL COMPLY FULLY WITH THE APPLICABLE PROVISIONS OF OSHA AND THE LOCAL GOVERNING CODES, CURRENT EDITION, AND ALL REQUIREMENTS SPECIFIED IN THE CODES SHALL BE ADHERED TO AS IF THEY WERE CALLED FOR OR SHOWN ON THE DRAWINGS. THIS SHALL NOT BE CONSTRUED TO MEAN THAT REQUIREMENTS SET FORTH ON THE DRAWING MAY BE MODIFIED BECAUSE THEY ARE MORE STRINGENT THAN THE CODE REQUIREMENTS OR BECAUSE THEY ARE NOT SPECIFICALLY REQUIRED BY CODE.
- WORK CONSTRUCTED PER THESE DRAWINGS SHALL BE INSPECTED BY AN INDEPENDENT TESTING AGENCY RETAINED TO ENSURE COMPLIANCE WITH THE REQUIREMENTS SHOWN ON THE DRAWINGS. SPECIAL INSPECTIONS REQUIRED BY THE GOVERNING BUILDING CODE, LOCAL BUILDING DEPARTMENT AND THE CONTRACT DOCUMENTS SHALL BE PERFORMED BY A QUALIFIED SPECIAL INSPECTOR. PROJECT SITE VISITS BY THE STRUCTURAL ENGINEER DOES NOT CONSTITUTE OR REPLACE INSPECTION.
- CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFICATION OF ALL DIMENSIONS AND COORDINATING WITH EXISTING SITE FEATURES, SHEET PILE, AND NEIGHBORING STRUCTURES.

**DIVISION 03 – CONCRETE**

- ALL CAST IN PLACE CONCRETE SHALL BE NORMAL WEIGHT AND CONFORM TO ACI SPECIFICATIONS, BE AIR ENTRAINED 5% ±1%, AND SHALL ATTAIN A 28-DAY COMPRESSIVE STRENGTH AS FOLLOWS:  
 CONCRETE ON COMPOSITE DECK: \_\_\_\_\_ F'c = 4,500 PSI
- REINFORCEMENT FOR CONCRETE SHALL CONFORM TO THE FOLLOWING:  
 DEFORMED BARS SHALL BE ASTM A615 GRADE 60.  
 WELDED WIRE FABRIC SHALL BE ASTM A185 AND MINIMUM END AND SIDE LAP OF 10". FLAT SHEETS ONLY.
- ALL CONCRETE DESIGN AND CONSTRUCTION SHALL CONFORM TO THE LATEST EDITION OF THE FOLLOWING STANDARDS:  
 'BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE (ACI 318)'.  
 'SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDING (ACI 301)'.  
 'DETAILS AND DETAILING OF CONCRETE REINFORCEMENT (ACI 315)'.
- PROVIDE DOWELS FROM ALL FOOTINGS TO CONCRETE PIERS. DOWELS SHALL MATCH SIZE AND SPACING OF VERTICAL BARS IN THE PIERS. AT THE CONTRACTORS OPTION, LAP BARS 30 BAR DIAMETERS OR EXTEND DOWELS FULL HEIGHT OF PIERS, UNLESS NOTED OTHERWISE.
- CONTROL JOINTS: SAW CUT JOINTS APPROXIMATELY 20' ON CENTER EACH WAY IN SLABS ON GRADE AND SUPPORTED SLABS. JOINT LOCATIONS TO BE ADJUSTED AS CONDITIONS REQUIRE AND PER ARCHITECTS REQUIREMENTS.

**SPECIFICATIONS (CONTINUED)**

- REINFORCING SHALL BE LOCATED AND SUPPORTED PRIOR TO PLACING ANY CONCRETE. BARS AND WWF SHALL BE SECURELY HELD IN POSITION. WWF SHALL BE SUPPORTED ON CHAIRS AT 2'-0" CENTERS TO ADEQUATELY SUPPORT THE MESH. PLACEMENT AND SPACING MAY BE INCREASED BY OWNER. ANY DISPLACED REINFORCING STEEL SHALL BE REPOSITIONED TO ITS PROPER LOCATION PRIOR TO CONCRETE PLACEMENT. INSERTING DOWELS INTO WET CONCRETE IS NOT PERMITTED.
- CONVEY THE CONCRETE FROM THE MIXER AND PLACE SO THAT THERE SHALL BE NO SEGREGATION OF THE INGREDIENTS. DEPOSIT THE CONCRETE AS NEARLY AS POSSIBLE IN ITS FINAL POSITION TO AVOID RE-HANDLING. DO NOT DEPOSIT CONCRETE WHICH HAS ATTAINED INITIAL SET OR HAS CONTAINED ITS WATER CONTENT FOR OVER 1½ HOURS.
- CONCRETE SHALL BE IMMEDIATELY VIBRATED, SPADED, OR OTHERWISE AGITATED THOROUGHLY IN A MANNER APPROVED BY THE ENGINEER TO REMOVE ALL AIR POCKETS, WORK MIXTURE INTO CORNERS, AROUND REINFORCEMENTS AND INSERTS, AND TO PREVENT FORMATION OF VOIDS. TAPPING OR EXTERNAL VIBRATION OF FORMS SHALL NOT BE PERMITTED.
- BEFORE DEPOSITING CONCRETE ON OR AGAINST CONCRETE THAT HAS SET, THOROUGHLY ROUGHEN AND CLEAN EXISTING SURFACES OF LAITANCE, FOREIGN MATTER, LOOSE PARTICLES, ETC. SLUSH EXISTING SURFACES WITH NEAT CEMENT GROUT IMMEDIATELY BEFORE PLACING NEW CONCRETE.
- DO NOT ALLOW LOADS ON SLAB UNTIL CONCRETE HAS ATTAINED A MINIMUM OF 75% OF THE 28-DAY SPECIFIED STRENGTH.
- USE OF CALCIUM CHLORIDE, CHLORIDE IONS, OR OTHER SALTS IN CONCRETE IS NOT PERMITTED.
- CONTRACTOR SHALL PREPARE AND SUBMIT REINFORCEMENT SHOP DRAWINGS TO THE STRUCTURAL ENGINEER FOR REVIEW PRIOR TO FABRICATION. THE SHOP DRAWINGS SHALL CLEARLY SHOW REINFORCEMENT LENGTHS AND BENDS, LOCATIONS OF BARS, METHODS OF SUPPORT, DETAILS OF PLACEMENT AND PLACEMENT COORDINATION WITH FORMWORK, EMBEDMENTS, CONCRETE VIBRATION, AND CONSTRUCTION JOINTS. THE DRAWINGS SHALL ALSO INDICATE OPENINGS, SLEEVES, CURBS, AND CONCRETE DIMENSIONS IN ACCORDANCE WITH ACI 315. PROVIDE AT MINIMUM WALL COLUMN AND BEAM ELEVATIONS: WALL, COLUMN AND BEAM SECTIONS, MATERIAL SCHEDULES, BAR LAP SCHEDULES, AND LOCATIONS.
- CONTRACTOR SHALL PROVIDE CONTINUOUS REINFORCEMENT WHEREVER POSSIBLE. SPLICE ONLY AS SHOWN OR APPROVED; STAGGER SPLICES WHERE POSSIBLE; USE SPLICE LENGTHS AS NOTED. DOWELS SHALL MATCH THE SIZE AND SPACING OF THE SPECIFIED REINFORCEMENT AND SHALL BE LAPPED WITH TENSION SPLICES, UNLESS NOTED OTHERWISE.
- MINIMUM LAP SPLICE SHALL BE CLASS B PER ACI 318. LOCATION OF LAP SPLICES SHALL BE AS INDICATED ON CONSTRUCTION DOCUMENTS AND / OR AS SHOWN ON THE APPROVED REINFORCING STEEL SHOP DRAWINGS.
- APPROVED REBAR COUPLERS MAY BE USED TO AID PLACEMENT OF DOWELS THROUGH FORMS. MECHANICAL SPLICES SHALL DEVELOP 125% OF THE TENSILE STRENGTH OF THE REBAR.
- REINFORCING STEEL SHALL NOT BE CUT, BENT OR STRAIGHTENED IN THE FIELD UNLESS APPROVED BY THE STRUCTURAL ENGINEER OR AS INDICATED ON THE DRAWINGS.
- HORIZONTAL CONSTRUCTION JOINTS ARE PERMITTED ONLY WHERE INDICATED. THE LOCATION OF VERTICAL CONSTRUCTION JOINTS SHALL BE SUBMITTED TO THE STRUCTURAL ENGINEER FOR REVIEW AND APPROVAL. CONSTRUCTION JOINTS SHALL BE THOROUGHLY MECHANICALLY ROUGHENED, CLEANED, AND BONDING AGENT APPLIED BEFORE PLACEMENT OF ADJOINING CONCRETE.
- THE CONCRETE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL POURS SEQUENCES AND CONSTRUCTION PROCEDURES FOR ALL CONCRETE WORK TO ACCOUNT FOR TEMPERATURE DIFFERENTIALS AND SHRINKAGE OCCURRING DURING THE CONSTRUCTION PHASE UNTIL THE BUILDING IS PERMANENTLY IN A MECHANICALLY CONTROLLED ENVIRONMENT.
- CONCRETE SHALL BE PLACED TO THE CONSTANT TOP OF SLAB ELEVATIONS, WHILE MAINTAINING THE MINIMUM CONCRETE THICKNESS NOTED ON THE DRAWINGS.
- THE USE OF CHLORIDES SUCH AS DEICING SALTS IS PROHIBITED FOR MELTING ICE PRIOR TO PLACEMENT OF CONCRETE.
- REINFORCING PROTECTION FOR CAST-IN-PLACE CONCRETE AS PER ACI 318, UNLESS NOTED OTHERWISE.
  - CAST AGAINST AND PERMANENTLY EXPOSED TO EARTH:  
 ALL REINFORCING \_\_\_\_\_ 3"
  - FORMED SURFACES EXPOSED TO EARTH OR WEATHER:
    - NO. 6 THRU NO. 18 BARS \_\_\_\_\_ 2"
    - NO. 5 BAR, W32 OR D31 WIRE AND SMALLER \_\_\_\_\_ 1½"
  - SURFACES NOT EXPOSED TO WEATHER OR IN CONTACT WITH GROUND:
    - BEAMS, COLUMNS, PRIMARY REINFORCEMENT, TIES, STIRRUPS, OR SPIRALS \_\_\_\_\_ 1½"
    - SLABS, WALLS, AND JOISTS
      - NO. 14 AND NO. 18 BARS \_\_\_\_\_ 1½"
      - NO. 11 BAR AND SMALLER \_\_\_\_\_ 1½"

**DIVISION 05 – METALS**

**STRUCTURAL STEEL**

- MATERIALS SHALL CONFORM TO THE FOLLOWING STANDARDS:  
 NO. WIDE FLANGE SECTIONS: ASTM A992, GRADE 50  
 NP. ANGLES, PLATES, BASES: ASTM A36  
 NO. TUBES: ASTM A500, GRADE B
- ALL STEEL SHALL BE HOT-DIPPED GALVANIZED. FABRICATOR SHALL PROVIDE VENT AND DRAIN HOLES WHERE REQUIRED BY GALVANIZER. CONTRACTOR SHALL PROVIDE AN ALTERNATIVE FOR POWDER COATED STEEL IN LIEU OF GALVANIZED METAL. WITH POWDER COAT, ALL TUBES SHALL BE SEAL WELDED TIGHT.
- IF REQUIRED, FIELD MODIFICATION OF HOT-DIPPED GALVANIZED COMPONENTS SHALL BE PREPARED AND COATED PER THE FOLLOWING IN ACCORDANCE WITH ASTM A780 'STANDARD PRACTICE FOR REPAIR OF DAMAGED AND UNCOATED AREAS OF HOT-DIP GALVANIZED COATING':
  - GRIND ALL CUT SURFACES TO A SEMI-SMOOTH APPEARANCE SIMILAR TO THE ORIGINAL PLATE EDGE FROM THE MANUFACTURER.
  - PREPARE SURFACES IN ACCORDANCE WITH SSPC-SP11 OR HAND TOOL AREAS IN ACCORDANCE WITH SSPC-SP2.
  - COATING MUST CONTAIN ZINC DUST.
  - COMPLETE A MINIMUM OF TWO SEPARATE HAND APPLIED COATINGS OF 0.002" PER COAT FOR A TOTAL OF 0.004".
- IF REQUIRED, POWDER COATED SURFACES SHALL BE REPAIRED PER PROCEDURES FROM COATING SUPPLIER.
- ALL STRUCTURAL STEEL SHALL BE DETAILED, FABRICATED, AND ERECTED IN ACCORDANCE WITH THE 'AISC CODE OF STANDARD PRACTICE AND MANUAL OF STEEL CONSTRUCTION, 14TH EDITION' EXCEPT AS MODIFIED IN THESE NOTES AND THE PROJECT SPECIFICATIONS. CONTRACTOR SHALL PROVIDE SHOP DRAWINGS TO ENGINEER FOR REVIEW 14-DAYS PRIOR TO SCHEDULED FABRICATION FOR REVIEW AND COMMENT.

**SPECIFICATIONS (CONTINUED)**

- THE MINIMUM PLATE THICKNESS SHALL BE ¾". THE MINIMUM BOLT DIAMETER SHALL BE ¾". THE MINIMUM WELD SHALL BE ¾". THE MINIMUM DESIGN LOAD ON ANY CONNECTION SHALL BE 6K.
  - BOLT CONNECTIONS:
    - ALL BOLTED CONNECTIONS SHALL BE BEARING TYPE USING HIGH STRENGTH A325N OR A490N BOLTS.
    - OVERSIZED HOLES & LONG-SLOTTED HOLES ARE NOT ALLOWED UNLESS INDICATED ON THE DRAWINGS.
    - ALL BOLTS SHALL BE SNUG TIGHT UNLESS NOTED "SLIP CRITICAL" OR OTHERWISE NOTED.
    - ALL BOLTS WHICH CARRY LOADS WITH TENSION SHALL BE FULLY PRE-TENSIONED.
    - ALL CONNECTIONS SHALL HAVE A MINIMUM OF TWO (2) BOLTS UNLESS NOTED OTHERWISE.
  - WELDED CONNECTIONS:
    - ALL WELDING SHALL BE IN ACCORDANCE WITH THE 'STRUCTURAL WELDING CODE' AWS D1.1 (LATEST EDITION) PUBLISHED BY THE AMERICAN WELDING SOCIETY.
    - ELECTRODES FOR WELDING SHALL CONFORM TO THE E-70 SERIES OF THE SPECIFICATION FOR MILD STEEL ARC WELDING ELECTRODES, LATEST EDITION.
    - ALL WELDING SHALL BE DONE BY CERTIFIED WELDERS.
  - SPLICING OF STEEL MEMBERS, UNLESS SHOWN ON THE DRAWINGS, IS PROHIBITED WITHOUT WRITTEN APPROVAL OF THE ENGINEER ON RECORD.
  - NO CHANGE IN THE POSITION OF THE STRUCTURAL ELEMENTS SHALL BE MADE. HOLES, SLOTS, CUTS, ETC., ARE NOT PERMITTED THROUGH ANY MEMBERS UNLESS THEY ARE DETAILED ON THE APPROVED SHOP DRAWINGS.
  - THE STEEL FABRICATOR MAY SUBSTITUTE HEAVIER SECTIONS IN PLACE OF THE SECTIONS SHOWN ON THE DRAWINGS TO ACHIEVE ECONOMY OF REPETITION FOR AVAILABILITY OR TO TAKE ADVANTAGE OF ROLLING MILL PRODUCTION SCHEDULES SO LONG AS THE CHANGES ARE MADE KNOWN TO AND ARE ACCEPTABLE TO THE ENGINEER.
  - NO FINAL BOLTING OR WELDING SHALL BE MADE UNTIL AS MUCH OF THE STRUCTURE AS WILL BE STIFFENED THEREBY HAS BEEN PROPERLY ALIGNED.
  - THE USE OF CONTRACT DRAWINGS AS ERECTION PLANS AND DETAILS IS NOT ACCEPTABLE.
  - FABRICATE ALL BEAMS WITH THE MILL CAMBER UP.
  - CONTRACTOR SHALL VERIFY ALL DIMENSIONS PRIOR TO FABRICATION. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY OF ANY DISCREPANCIES BETWEEN THE DESIGN AND ACTUAL FIELD CONDITIONS.
- DIVISION 31 – EARTHWORK**
- LAWNS AND GRASSES**
- PROCEED WITH PLANTING ONLY WHEN EXISTING AND FORECASTED WEATHER CONDITIONS PERMIT PLANTING TO BE PERFORMED WHEN BENEFICIAL AND OPTIMUM RESULTS MAY BE OBTAINED.
  - SEEDING ON NON-MAINTAINED AREAS: CEREAL RYE MIX
  - SEEDING ON MAINTAINED AREAS: KENTUCKY BLUEGRASS
  - FERTILIZER: 240 LBS/ACRE
  - MULCH: STRAW MULCH AT 2 TONS/ACRE OR SPRAY APPLIED TACKIFIER
  - EXCELSIOR MULCH BLANKETS: NORTH AMERICAN GREEN DS150 ON SLOPES GREATER THAN 3H:1V AND ALONG ALL TRAFFIC AREAS
  - USE TURF REINFORCEMENT MATS IN AREAS WHERE SLOPES ARE GREATER THAN 3H:1V
  - NATURAL (NO PLASTIC) PERMANENT BANK STABILIZATION PRODUCTS SUCH AS COCONUT MULCH BLANKET AND COIR LOGS WITH WOOD STAKES.
  - ROLL AND RAKE TOPSOIL, REMOVE RIDGES, AND FILL DEPRESSIONS. REMOVE ALL DELETERIOUS DEBRIS, ROCKS GREATER THAN 1" IN DIAMETER, CONSTRUCTION DEBRIS, ETC.
  - PROMPTLY CLEANUP DEBRIS FROM OPERATIONS.
  - SLT FENCE MUST BE REMOVED WHEN TURF IS ESTABLISHED AND NO EROSION IS OCCURRING. REQUIRED FOR PAYMENT OF RETAINAGE.
  - CONTRACTOR TO PROVIDE CITY WITH SCHEDULE FOR RESTORATION WITH APPLICATION FOR SESC PERMIT.

**GENERAL**

- ALL NEW FOUNDATIONS TO BEAR ON HELICAL PILES USING RESULTS FROM GEOTECHNICAL REPORT DATED 5/10/2013 BY GOSLING-CZUBAK.

**HELICAL PILES**

- THE FOLLOWING FACTOR(S) OF SAFETY (FS) WERE USED IN THE DESIGN OF THE INDIVIDUAL COMPONENTS:
  - COMPRESSION PILES, 3.0
- GROUPING EFFECTS WERE NOT CONSIDERED FOR INDIVIDUAL PILES WITH SPACING GREATER THAN THREE TIMES THE DIAMETER OF THE LARGEST HELICAL PLATE.
- ESTIMATED TORQUE CONVERSION FACTOR USED IN DESIGN:
  - PILE: K = 9.0 FT-1
- PILE LOADS: 11 KIP COMPRESSION SERVICE LOAD
- ESTIMATED MINIMUM INSTALLATION TORQUE AT CAPACITY: 3,700 FT-LBS
- DESIGN SOIL: SAND
- MINIMUM INSTALLATION DEPTH: 15- FEET BELOW
- TUBULAR SHAFT, 2.875"Ø, 0.276" THICKNESS WITH THE FOLLOWING MINIMUM RATED MECHANICAL CAPACITIES:
 

SHAFT YIELD, Fy	80 KSI
COMPRESSION	90 KIP (ULTIMATE LOAD BASED ON TORQUE)
TORQUE	9.0 FT-K
- VIKING HELICAL ANCHORS OR EQUAL WITH ICC ES RATING  
 HELIX: ¾" THICK W/ DIAMETERS AS SPECIFIED ON THE PLAN.  
 HELIX: 1) 8" LEAD FLIGHT, 1) 10" FLIGHT, 1) 12" FLIGHT, 3/8" THICK
- ALL MATERIALS SHALL BE HOT-DIPPED GALVANIZED ACCORDING TO ASTM A153 AND ASTM A123. DESIGN LIFE IS 75 YEARS ACCORDING TO ICC-ES AC308. MINIMUM ZINC COATING THICKNESS OF 0.004". NET STEEL LOSS AFTER GALVANIZING IS EXPECTED TO BE 0.016" TOTAL OVER THE DESIGN LIFE. CONSTRUCTION CAPS SHALL BE NON-GALVANIZED.

**SPECIFICATIONS (CONTINUED)**

- IF REQUIRED, FIELD MODIFICATION OF HOT-DIPPED GALVANIZED COMPONENTS SHALL BE PREPARED AND COATED PER THE FOLLOWING IN ACCORDANCE WITH ASTM A780 'STANDARD PRACTICE FOR REPAIR OF DAMAGED AND UNCOATED AREAS OF HOT-DIP GALVANIZED COATING':
  - GRIND ALL CUT SURFACES TO A SEMI-SMOOTH APPEARANCE SIMILAR TO THE ORIGINAL PLATE EDGE FROM THE MANUFACTURER.
  - PREPARE SURFACES IN ACCORDANCE WITH SSPC-SP11 OR HAND TOOL AREAS IN ACCORDANCE WITH SSPC-SP2.
  - COATING MUST CONTAIN ZINC DUST.
  - COMPLETE A MINIMUM OF TWO SEPARATE HAND APPLIED COATINGS OF 0.002" PER COAT FOR A TOTAL OF 0.004".
- A HYDRAULIC GEAR MOTOR SHALL BE PROVIDED WITH A MAXIMUM TORQUE RATING 15% HIGHER THAN THE PLANNED INSTALLATION TORQUE.
- 90% OF THE TORSIONAL STRENGTH RATING OF THE PILE SHALL NOT BE EXCEEDED DURING INSTALLATION.
- MAINTAIN CROWD DURING INSTALLATION TO PREVENT AUGERING OF SOILS.
- INSTALLATION TOLERANCES:
 

PILE CUTOFF:	_____ 1/2"±
CL OF PILE:	_____ WHERE PLANNED – NO DEVIATION ALLOWED
BATTER ANGLE:	_____ 2% OF PLUMB OR ANGLE SPECIFIED
- THE INSTALLATION SHALL BE CAREFULLY MONITORED TO RECORD THE FOLLOWING:
  - NAME OF CONTRACTOR'S SUPERVISOR
  - NAME AND MODEL OF EQUIPMENT USED DURING INSTALLATION
  - DESCRIPTION OF PILE GEOMETRY, LEAD LENGTH, EXTENSION LENGTHS, ETC.
  - DATE OF INSTALLATION
  - FINAL PILE DEPTH AT TIP
  - TOTAL LENGTH INSTALLED
  - FINAL INCLINATION ANGLE OF SHAFT
  - AVERAGE INSTALLATION TORQUE FOR LAST 3FT
  - ACTUAL INSTALLED LOCATION
  - COMMENTS PERTAINING TO INTERRUPTIONS, OBSTRUCTIONS, ETC.
- IF AN OBSTRUCTION IS ENCOUNTERED DURING INSTALLATION PRIOR TO REACHING ESTIMATED REFUSAL BACK OUT PILE AND ATTEMPT TO REINSTALL TO A MINIMUM OF 36" BELOW OBSTRUCTION OR PLANNED PILE TIP, WHICHEVER IS GREATER.
- CONTRACTOR SHALL MAINTAIN A MINIMUM CENTER-TO-CENTER SPACING BETWEEN PILES OF AT LEAST 3 TIMES THE DIAMETER OF THE LARGEST HELICAL PLATE.
- TERMINATION CRITERIA CASE 1 MEETS THE CLASSIC TERMINATION CRITERIA FOR HELICAL PILES WHERE THE MINIMUM REQUIRED TORQUE, AVERAGED, SHALL BE HELD AT OR GREATER THAN FOR A MINIMUM OF THREE CONSECUTIVE FEET.

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REV	DESCRIPTION	DATE
A	REVISION	02/08/2023
B	REVISION	02/08/2023
C	REVISION	02/08/2023
D	REVISION	02/08/2023
E	REVISION	02/08/2023
F	REVISION	02/08/2023

DATE ISSUED: 11/01/2023  
 ISSUE PHASE: CONSTRUCTION

PROJECT TITLE:  
**PROPOSED CITY OF TRAVERSE CITY W FRONT ST STAIRCASE**

CLIENT:  
 CITY OF TRAVERSE CITY ODA  
 303 E STATE ST  
 TRAVERSE CITY, MI 49684

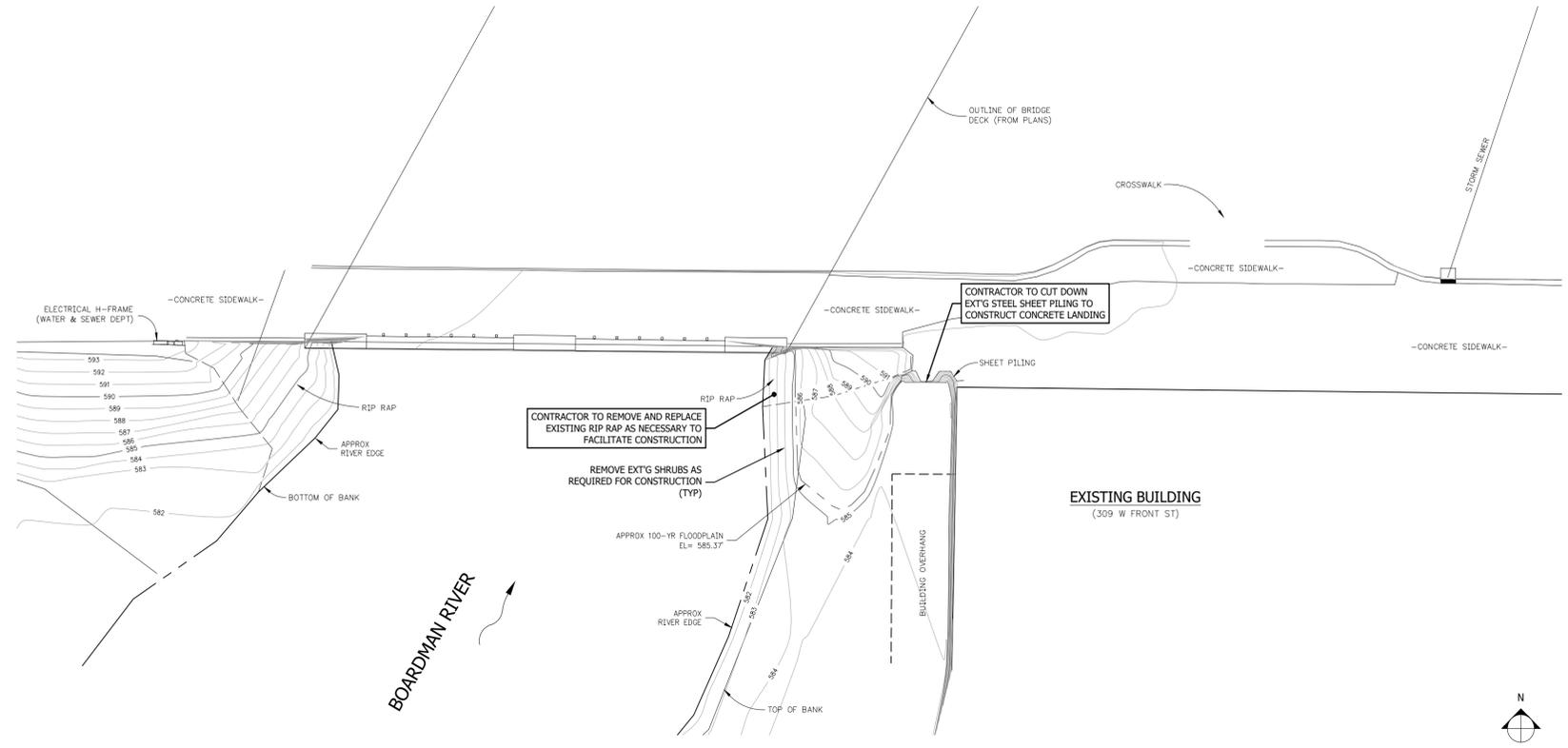
PROJECT LOCATION:  
**GRAND TRAVERSE CO, MI**

SHEET TITLE:  
**NOTES & SPECIFICATIONS**

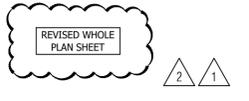
PROJECT NUMBER: **23141**  
 SHEET NUMBER: **R1**

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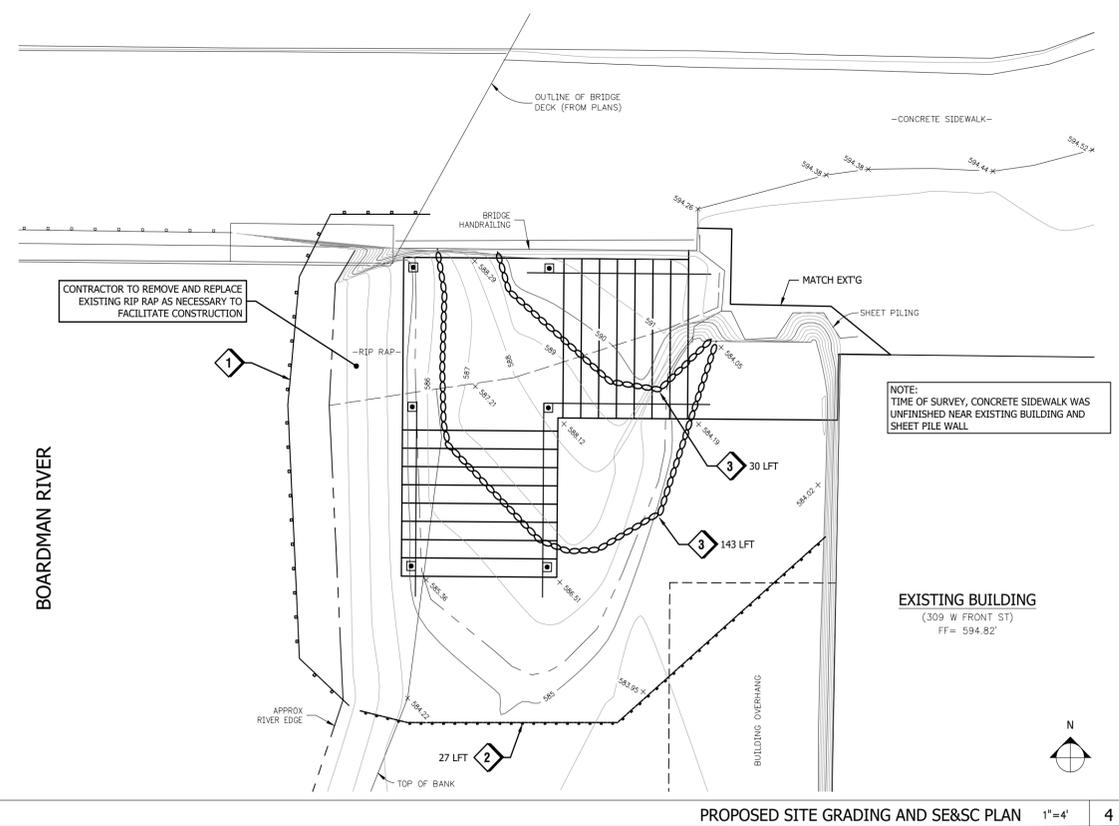
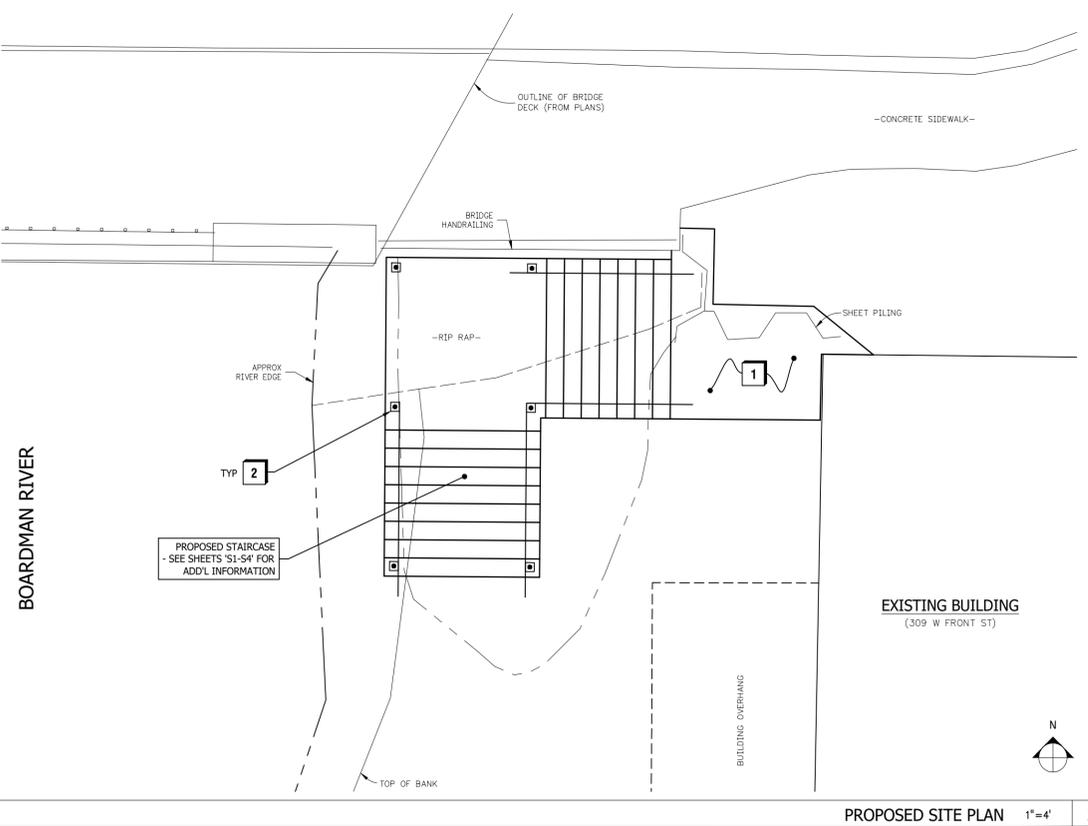


- 1 INSTALL REINF CONCRETE LANDING  
- REFER TO STRUCTURAL DRAWINGS FOR ADD'L INFORMATION
- 2 INSTALL HELICAL PILE  
- REFER TO STRUCTURAL DRAWINGS FOR ADD'L INFORMATION
- 1 ±31 LFT OF TURBIDITY CURTAIN ±3' FROM SHORE
- 2 INSTALL SILT FENCE  
SEE DETAIL '9/CZ'
- 3 INSTALL COCONUT COIR LOGS  
SEE DETAIL '1/CZ'



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F	REVISION	11/01/2023
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K	REVISION	11/01/2023
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O	REVISION	11/01/2023
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Q	REVISION	11/01/2023
R	REVISION	11/01/2023
S	REVISION	11/01/2023
T	REVISION	11/01/2023
U	REVISION	11/01/2023
V	REVISION	11/01/2023
W	REVISION	11/01/2023
X	REVISION	11/01/2023
Y	REVISION	11/01/2023
Z	REVISION	11/01/2023

REVISION REV #2 09/04/2024

DATE ISSUED: 11/01/2023

ISSUE PHASE: CONSTRUCTION

PROJECT TITLE:  
PROPOSED  
CITY OF TRAVERSE CITY  
W FRONT ST  
STAIRCASE

CLIENT:  
CITY OF TRAVERSE CITY ODA  
303 E STATE ST  
TRAVERSE CITY, MI 49684

PROJECT LOCATION:  
GRAND TRAVERSE CO, MI

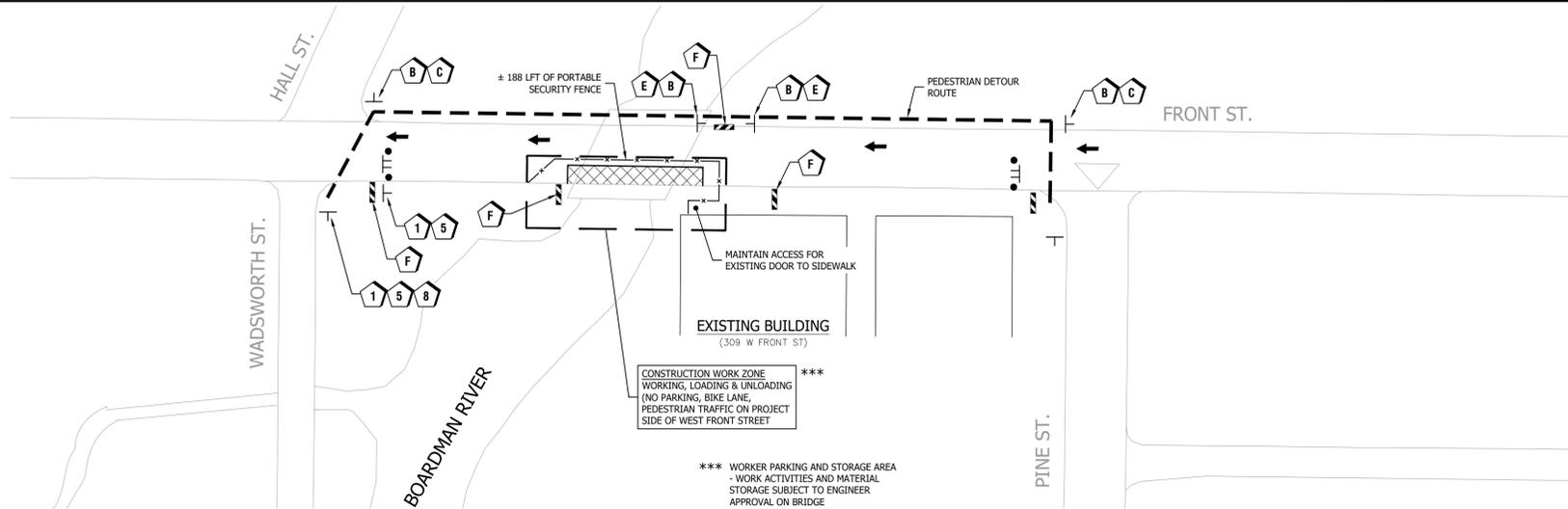
SHEET TITLE:  
EXISTING CONDITION /  
DEMOLITION PLAN  
&  
PROPOSED PLAN

PROJECT NUMBER: 23141  
SHEET NUMBER: C1

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PROPOSED PHASE I DETOUR PLAN N.T.S. 1



PEDESTRIAN DETOUR PLAN N.T.S. 2

- CONSTRUCTION STAGING:**
- PHASE I:  
CLOSURE OF EAST BOUND W FRONT STREET WHILE MAINTAINING NORTH, SOUTH, AND WESTBOUND TRAFFIC FLOW THROUGH THE INTERSECTION OF W FRONT STREET AND HALL STREET IN ACCORDANCE WITH THE PLAN FOR THE PHASE DETOUR.
- MAINTAINING TRAFFIC NOTES:**
1. ALL TRAFFIC CONTROL AND PEDESTRIAN DETOUR DEVICES AND SIGNAGE SHALL BE INCLUDED IN THE PAY ITEM "MOBILIZATION/TRAFFIC CONTROL".
  2. PORTABLE SECURITY FENCE TO BE PAID FOR SEPARATELY.
  3. THE CONTRACTOR SHALL PROVIDE, ERECT AND MAINTAIN ALL NECESSARY BARRICADES, SIGNS AND OTHER NECESSARY TRAFFIC CONTROL DEVICES IN ACCORDANCE WITH THE MUTCD 11TH EDITION AND THE MDT "MAINTENANCE MAINTAINING TRAFFIC TYPICALS" (NOVEMBER 2020).
  4. TRAFFIC CONTROL DEVICES SHALL BE CONSOLIDATED WHEN POSSIBLE IN THE EVENT OF OVERLAPPING DETOURS.
  5. TRAFFIC SHALL BE MAINTAINED TO ALL LOCAL RESIDENCES AND BUSINESSES AT ALL TIMES.
  6. ALL SIGNS SHALL BE TYPE B, TEMP, PRISMATIC. FLEXIBLE ROLL UP SIGNS WILL NOT BE ALLOWED.
  7. IT IS ANTICIPATED THAT CONSTRUCTION STAGING WILL COMMENCE AS OUTLINED IN THE SPECIAL PROVISION FOR MAINTAINING TRAFFIC. CHANGES TO THE CONSTRUCTION STAGING SHALL BE APPROVED BY THE ENGINEER.
  8. MAINTAIN PEDESTRIAN FACILITIES USING EXISTING SIDEWALKS, PROPOSED SIDEWALKS OR TEMPORARY WOOD SIDEWALKS AS DIRECTED BY ENGINEER.
  9. ALL SIGNS SHALL BE PLACED IN LOCATIONS SUCH THAT A MINIMUM 5 FT. CLEAR PATH ON ALL SIDEWALKS IS MAINTAINED.
  10. SEE THE PROPOSAL FOR MDT TYPICALS M0020a, M0070a, M0080a, M0110a, M0730a, M0880a AND STANDARD PLANS WZD-100-A AND WZD-125-E.
  11. CONTRACTOR SHALL COORDINATE WITH MDT, CITY, AND OTHER WORK AS APPLICABLE.
  12. FOR SIGNS REQUIRING TWO POSTS, POST SPACING SHALL BE ADJUSTED TO AVOID OBSTRUCTING SIDEWALKS.
  14. CONTRACTOR SHALL SECURE THE WORK AREA WITH SECURITY FENCE IN ACCORDANCE WITH THE CITY OF TRAVERSE CITY SPECIAL PROVISION FOR SECURITY FENCING.

NOTES 3

- LEGEND 4**
- WORK AREA
  - PEDESTRIAN TYPE II BARRICADE, TEMP
  - CHANNELIZING DEVICES
  - TRAFFIC FLOW
  - BARRICADE, TYPE III, HIGH INTENSITY, DOUBLE SIDED, LIGHTED
  - SIGN, TYPE B, TEMP, PRISMATIC

- SIGNAGE KEY NOTES 5**
- 1 FRONT STREET D3-1
  - 2 DETOUR ENDS M4-8a
  - 3 DETOUR M4-9R
  - 4 DETOUR M4-9L
  - 5 DETOUR M4-9S
  - 6 ROAD CLOSED AHEAD W20-3
  - 7 DETOUR AHEAD W20-2
  - 8 R3-1
  - 9 R3-2
  - 10 ROAD CLOSED R11-2
  - 11 DO NOT ENTER R3-2
  - 12 FRONT ST. CLOSED AT HALL ST. SEEK ALTERNATE ROUTE SPEC 1
  - 13 FRONT ST. CLOSED AT PINE ST. SEEK ALTERNATE ROUTE SPEC 2
  - 14 END ROAD WORK G20-2
  - A DETOUR ENDS M4-8a
  - B DETOUR M4-9b
  - C M6-1R
  - D M6-1L
  - E M6-1S
  - F SIDEWALK CLOSED R9-9

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REV	DESCRIPTION	DATE
A	REVIEW FOR DESIGN	12/01/23
B	REVIEW FOR DESIGN	12/11/23
C	REVIEW FOR DESIGN	12/11/23
D	REVIEW FOR DESIGN	12/11/23
E	DESIGN FOR CONSTRUCTION	12/11/23
F	REVIEW FOR THE ENGINEERING DEPT REVIEW COMMENTS	12/11/23

DRAWN BY: JEM CHECKED BY: JEM APPROVED BY: JEM DATE: 02/08/2024

REVISION REV #1 02/08/2024

DATE ISSUED: 11/01/2023

ISSUE PHASE: CONSTRUCTION

PROJECT TITLE: PROPOSED CITY OF TRAVERSE CITY W FRONT ST STAIRCASE

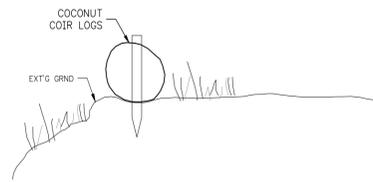
CLIENT: CITY OF TRAVERSE CITY ODA  
303 E STATE ST  
TRAVERSE CITY, MI 49684

PROJECT LOCATION: GRAND TRAVERSE CO, MI

SHEET TITLE: MAINTAINING OF TRAFFIC PLAN

PROJECT NUMBER: 23141

SHEET NUMBER: C2

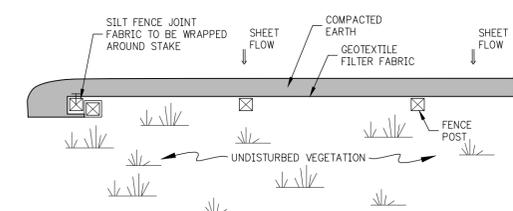


DETAIL N.T.S. 1

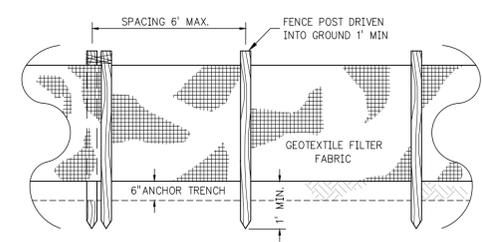
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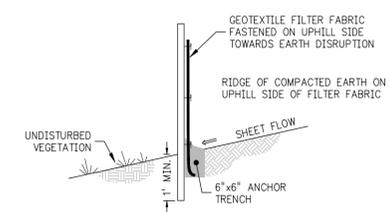
NOT USED N.T.S. 4



PLAN VIEW



FRONT ELEVATION



SECTION VIEW

NOT USED N.T.S. 6

NOT USED N.T.S. 7

NOT USED N.T.S. 8

SILT FENCE N.T.S. 9

NOT USED N.T.S. 10

NOT USED N.T.S. 11

NOT USED N.T.S. 12

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DATE ISSUED: 11/01/2023  
 PHASE: CONSTRUCTION

PROJECT TITLE:  
**PROPOSED  
 CITY OF TRAVERSE CITY  
 W FRONT ST  
 STAIRCASE**

CLIENT:  
 CITY OF TRAVERSE CITY DDA  
 303 E STATE ST  
 TRAVERSE CITY, MI 49684

PROJECT LOCATION:  
**GRAND TRAVERSE CO, MI**

SHEET TITLE:  
**CONSTRUCTION  
 DETAILS**

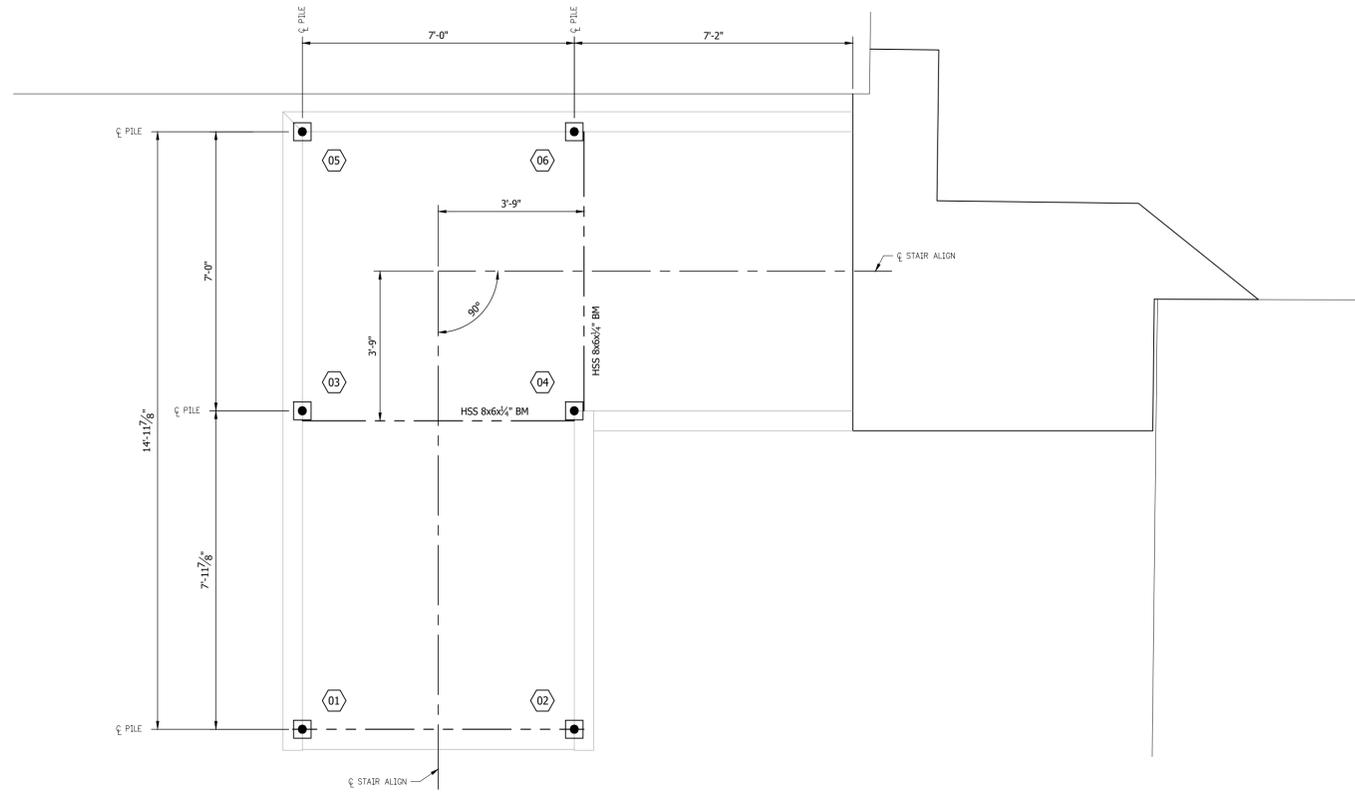
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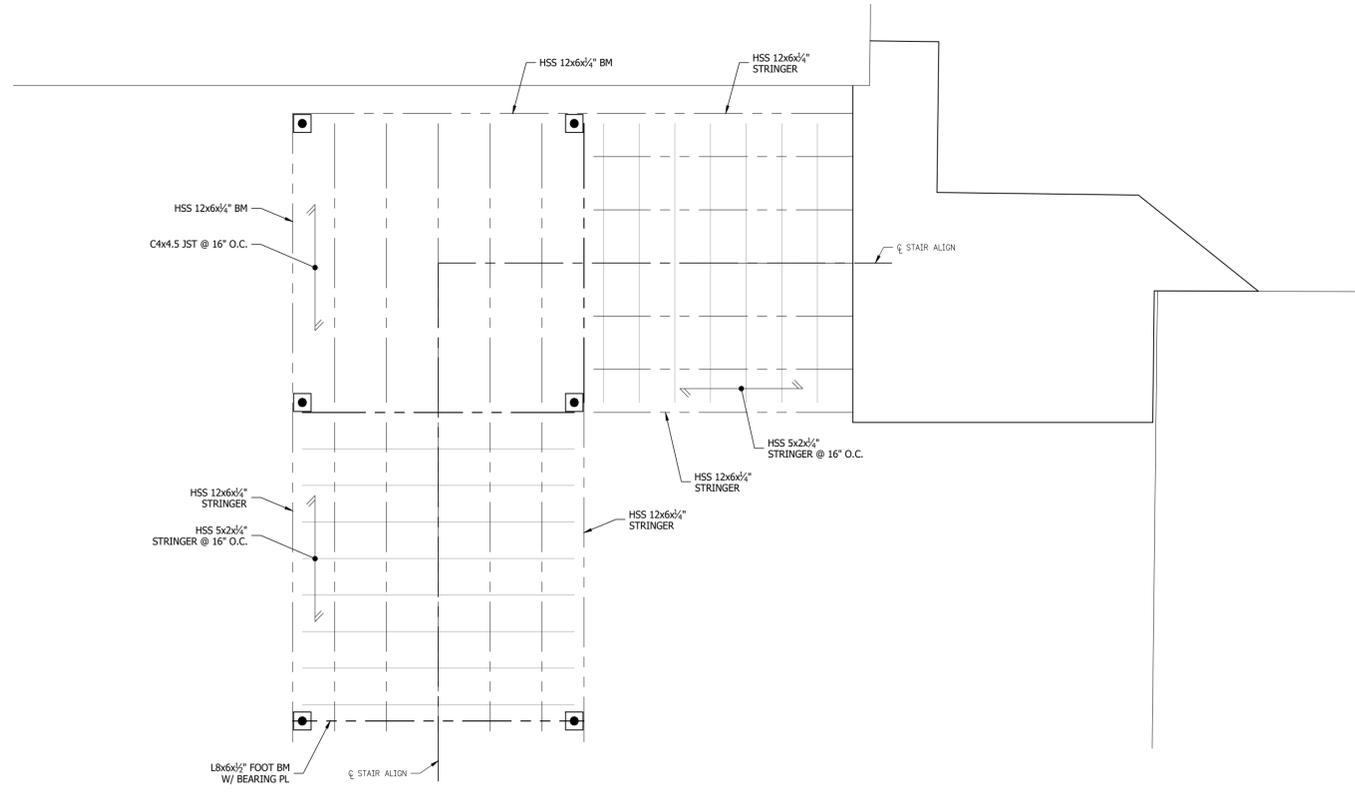
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HELICAL PILE LAYOUT

SCALE: 1/2"=1'-0"



STAIR FRAMING LAYOUT

SCALE: 1/2"=1'-0"

LEGEND	
(X)	HELICAL PILE NO.
(TX)	ANCHOR PILE NO.
(●)	VERTICAL HELICAL PILE
(DET#)	DETAIL NO.
(SH#)	SHEET NO.

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PROJECT TITLE:  
**PROPOSED  
 CITY OF TRAVERSE CITY  
 W FRONT ST  
 STAIRCASE**

CLIENT:  
 CITY OF TRAVERSE CITY DDA  
 303 E STATE ST  
 TRAVERSE CITY, MI 49684

PROJECT LOCATION:  
**GRAND TRAVERSE CO, MI**

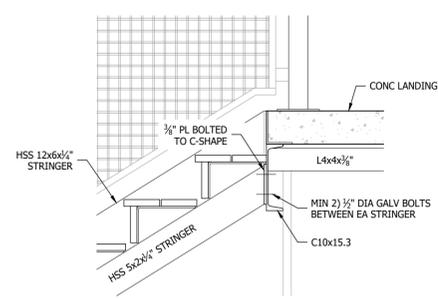
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**PROPOSED  
 HELICAL PILE  
 &  
 FRAMING LAYOUT**

PROJECT NUMBER: 23141  
 SHEET NUMBER: S2

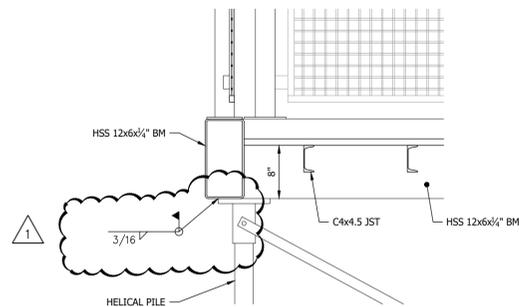
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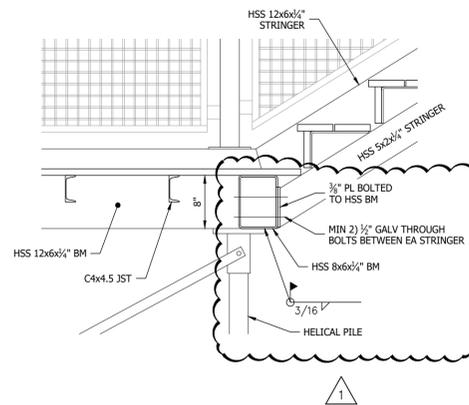




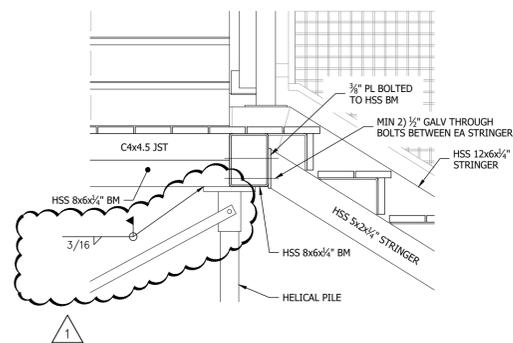
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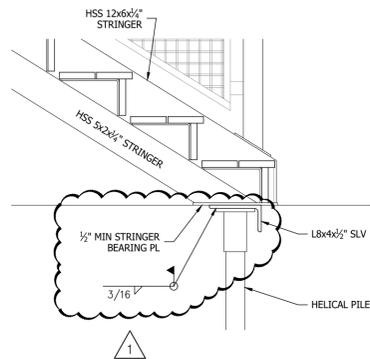
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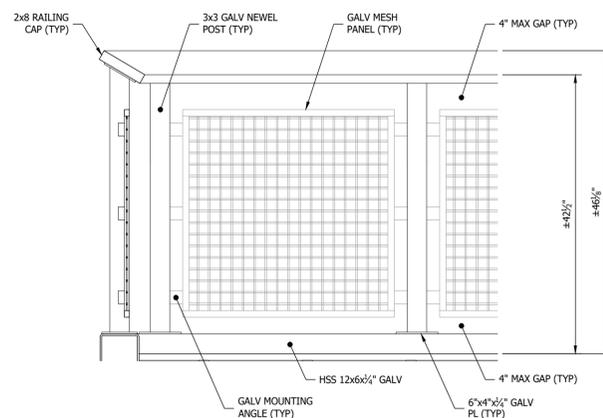
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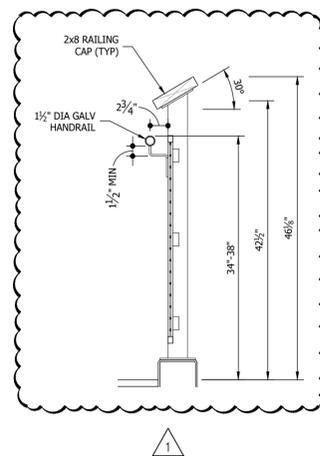
4 DETAIL  
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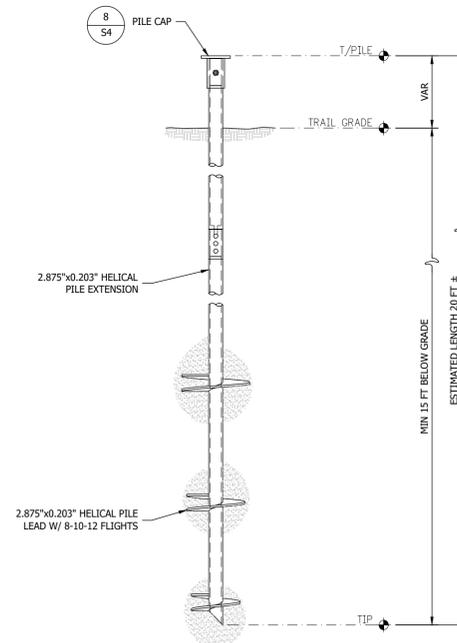
5 DETAIL  
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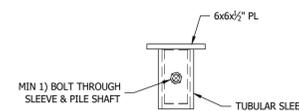
6 RAILING DETAIL  
S4 Scale: 1"=1'-0"



7 HELICAL PILE SECTION  
S4 Scale: 3/4"=1'-0"



8 PILE CAP DETAIL  
S4 Scale: 3/4"=1'-0"



NOTES

- ALL MANUFACTURED JOINTS TO 3/8" WELDS UNLESS OTHERWISE NOTED.
- ALL METAL FRAMING MEMBERS TO BE GALVANIZED. CONTRACTOR MAY OFFER AN ALTERNATIVE COATING SYSTEM TO PROVIDE A SIMILAR LEVEL OF PROTECTION.
- WELD CAP PLATES ON ALL EXPOSED ENDS OF HSS 12x6x1/4 STRINGERS.
- ALL BOLTS TO BE MINIMUM 1/2" DIAMETER HOT DIPPED GALVANIZED.
- ALL WOOD TO BE IPE.
- HELICAL PILE NOTES:
  - EACH PILE SHALL BE INSTALLED TO ATTAIN AN ULTIMATE LOAD OF 33.0 KIIPS USING A FACTOR OF SAFETY OF 3.0
  - PILE TESTING IS NOT REQUIRED USING A FACTOR OF SAFETY OF 3.0
  - CONTRACTOR SHALL NOTIFY ENGINEER A MINIMUM OF 72 HOURS PRIOR TO INSTALLATION FOR MONITORING INSTALLATION BY ENGINEER.



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A	REVIEW FOR DESIGN	11/01/2023
B	REVIEW FOR DESIGN	11/01/2023
C	REVIEW FOR DESIGN	11/01/2023
D	REVIEW FOR DESIGN	11/01/2023
E	REVIEW FOR DESIGN	11/01/2023
F	REVIEW FOR DESIGN	11/01/2023
G	REVIEW FOR DESIGN	11/01/2023
H	REVIEW FOR DESIGN	11/01/2023
I	REVIEW FOR DESIGN	11/01/2023

REVISION REV #1 02/08/2024

DATE ISSUED: 11/01/2023

ISSUE PHASE: CONSTRUCTION

PROJECT TITLE:  
PROPOSED  
CITY OF TRAVERSE CITY  
W FRONT ST  
STAIRCASE

CLIENT:  
CITY OF TRAVERSE CITY ODA  
303 E STATE ST  
TRAVERSE CITY, MI 49684

PROJECT LOCATION:  
GRAND TRAVERSE CO, MI

SHEET TITLE:  
PROPOSED  
STAIR, RAILING,  
&  
PILE DETAILS

PROJECT NUMBER 23141  
SHEET NUMBER S4

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

## MEMORANDUM

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To: Downtown Development Authority Board  
From: Harry Burkholder, Executive Director  
Date: October 14, 2024  
Re: TIF-97 Budget Priorities

Picking up from our conversation last month, the Board started to discuss a desire and need to determine what capital improvement projects we want to focus on and complete over the next three years – given that, if TIF-97 is not extended, it will formally expire in December of 2027, which means the DDA has three budget cycles remaining to fund and complete capital improvement projects.

To that end, I asked Board members to send me suggestions for criteria on how we might collectively evaluate the potential of projects and priorities. A handful of board members provided me their suggestions and they are, mostly, in line with the considerations and evaluation criteria we discussed at the last meeting (see Discussion Background below).

Given the complexity and nuance of many of the projects we have discussed, I am recommending that the DDA Board establish an Ad Hoc Committee to help facilitate and move this conversation forward. The Ad Hoc Committee would be charged with:

1. Determining the criteria from which the DDA would evaluate the potential capital improvement projects.
2. Using the criteria to narrow the list of potential projects to five or six.
3. Bring the five or six projects back to the full DDA Board to then collectively discuss the criteria and narrow down and decide on our priority capital improvement projects.

I'd like to get direction on these capital improvement project priorities by the end of the year, so I am asking that the Ad Hoc Committee meet at least twice before the November 15<sup>th</sup> DDA Board meeting (and possibly again after the meeting), so that we can collectively have an informed discussion as a full board in November and December.

**Recommended Action**

That the DDA Board appoint \_\_\_\_\_ to an Ad Hoc Committee to determine the criteria for how the DDA Board will collectively evaluate possible capital improvement projects and present to the full DDA Board a selection of possible capital improvement projects for their consideration and determination for the remaining three years of TIF-97.

I have provided a background of the discussion below to help frame the next steps and collective discussion of the DDA Board.

**Discussion Background**

The DDA Board approved the Moving Downtown Forward TIF Plan in August and it has been sent on to the City Commission for discussion and consideration for approval (after a public hearing) at a date yet to be determined, but after the November election. At this time, we do not know the outcome of that potential vote. In addition, there are two voter referendums that address the future of TIF on the November ballot, which if approved, would require an affirmative vote of the citizens of Traverse City to extend and/or amend the TIF-97 Plan (i.e., Moving Downtown Forward TIF Plan).

If TIF-97 is not extended, it will formally expire in December of 2027, which means the DDA has three budget years remaining to fund and complete capital improvement projects. Although I remain optimistic about the approval and extension of the Moving Downtown Forward TIF Plan, I think it is prudent to consider scenarios in which TIF-97 is not extended. To that end, I believe it is in the best interest of the DDA to start a conversation about what capital improvement projects we want to focus on and complete over the next three years.

To reiterate, this is not to say the DDA is going to stop looking forward, beyond December of 2027. The DDA will continue to inform the community about the TIF tool, serve as an advocate and champion for the extension of TIF and help facilitate the approval of the Moving Downtown Forward TIF Plan. This conversation is only intended to help the DDA Board establish direction and priorities for the next three years, should TIF-97 not be extended. Again, our meeting on Friday is only meant to begin this conversation.

**How Much Money Is Available?**

One of the first questions we need to know understand is how much money does the DDA have available over the remaining three budget cycles for capital improvements projects. I am working with our team from Rehmann to develop a working "TIF Revenue and Expense Projection Sheet" that estimates the revenue and expenditures of TIF-97 for the next three years. The numbers listed in the preliminary revenue and expense projection sheet reflect a few assumptions – mainly that the expenses for Professional Services (including Debt Service on the Hardy Parking Structure, General Expenses and Repairs and Maintenance) remains fairly consistent.

Therefore, the dollars remaining for Capital Improvement Projects for each future fiscal year is estimated to be:

Fiscal Year 2025 – 2026: \$1,624,680

Fiscal Year 2026 – 2027: \$1,715,190

Fiscal Year 2027 – 2028: \$1,178,920

The total dollars remaining for capital improvements, coupled with our estimated *End of Fiscal Year 2024-2025 Fund Balance* of \$4,798,515, means that the DDA has an estimated total of \$9,317,305 to spend on Capital Improvement projects over the next three years. I will continue to work with the team from Rehmann to refine the projection sheet, but it does provide a starting point.

### **What Capital Infrastructure Projects Do We Want to Spend the Money On?**

This question is hard to answer because there are a number of considerations and variables at play, including:

- Are there other infrastructure projects the city has planned that will require TIF funding?
- Are there city infrastructure projects that we could dovetail on with our own project?
- What projects do we already have in the works?
- What projects does the community and City Commission support?
- What projects can the DDA realistically get completed by 2027?
- What project(s) align with the Moving Downtown Forward Guiding Principles?
- What projects have the highest ROI?

Based on several years of DDA Board conversations and discussions regarding capital infrastructure projects, including community discussion from the Moving Downtown Forward planning process, the DDA have identified several capital infrastructure projects of interest:

Garland Street Improvements	Public Alley Improvements	Farmers Market Shed
Rotary Square	Board/Ottaway Riverwalk	City Opera House
Bridge Improvements	Bayfront Improvements	Heated Sidewalks
East Front Street	Downtown Cameras	Stormwater
Streetscaping Improvements	Housing (west end)	Mobility Improvements
Composting	Two-Way Streets	TART Trail Extension
General Repair	West Front Staircase	Lot G
East Front Gateway		

Based on the estimated amount of money we believe we have left in TIF-97, the number of budget cycles we have left, and the considerations mentioned above, I believe the following projects could use additional discussion and exploration for potential focus of the DDA. Given the amount of money available, it's likely that one or two (or maybe three) projects is possible. We also need to consider if the DDA should continue to budget dollars for infrastructure projects that it has traditionally supported, like streetscaping when new development occurs. Again, I believe all of the projects listed above are worth pursuing should TIF-97 be extended – this following list is just a starting point for discussion.

**Rotary Square****Cost: Unknown**

We are about to kick off the conceptual and schematic design process for this project and could implement “phase one” improvements within the next three years. Additional phases of improvements to Rotary Square could be implemented should TIF-97 be extended.

**Farmers Market Shed****Cost: Unknown**

In 2019, the DDA worked with Beckett and Reader to develop schematic designs for a permanent shed at the Farmers Market. The city has identified plans to reconstruct and reconfigure Lot B in the near future, which would provide the DDA an opportunity to implement the permanent farmers market shed at the same time. The DDA would need to work with Beckett and Reader to revisit and revise the schematic design to adhere to the reconfigured Lot B.

**Boardman/Ottaway Riverwalk****Cost: Est. \$5 million****Project “One-A”: J-Smith Walkway, a new pedestrian bridge with abutment improvements on both sides of the river.**

As noted in the Executive Director report, the DDA and MEDC reached a mutual understanding that the DDA would likely be unable to fulfill the obligations of the \$1 million PAR Grant and have since terminated the grant agreement. We anticipate additional grant dollars (with awards of \$1million) from MEDC for placemaking projects will become available later this year with more flexible time constraints.

We have also budgeted \$1,000,000 in this fiscal year for engineering/schematic services and I have been working with INFORM Studio to secure a cost/proposal to complete this task.

**Two-Way Circulation****Cost: Unknown**

As noted earlier in this meeting packet, we have nearly completed the two-year pilot project and will need to collectively decide how to proceed with the pilot project. We have budgeted \$500,000 in this fiscal year for additional modifications to the street network, as needed. Additional modifications for a permanent change in the future (whether it remains a two-way street or reverts back to a one-way street) will require additional TIF funding.

**Bayfront TART Trail Improvements****Cost: \$200,000**

We have budgeted \$200,000 in this fiscal year for trail improvements/expansion along portions of the Bayfront Trail. Additional improvements/expansion through the TIF District will require additional funding, in collaboration with the City and TART. Funding could also be allocated to other non-motorized infrastructure in the downtown district, should we develop and determine a specific project(s).

**Stormwater Infrastructure****Cost: Unknown**

Stormwater infrastructure has been identified as an infrastructure priority by both the DDA Board and City Commission. In fact, after additional budget discussions with the

City Commission in June, the DDA included \$100,000 in the 2024-2025 budget to address this infrastructure priority. At this time, we do not have a specific stormwater project ready for implementation (I have been working with city staff to identify potential projects). Therefore, additional study and development of a project(s) would need to be facilitated, in partnership with city staff.

**East Front Street/Gateway**

**Cost: Est. \$5 Million**

In 2021, we had a preliminary budget of just under \$5 million to reconstruct East Front Street (between Boardman Ave. and Grandview Parkway). Once the reconstruction of the new Grandview Parkway and East Front Street intersection is completed later this fall, I believe it will spark renewed interest in completing streetscaping along this gateway stretch of Front Street. This section of Front Street is one of the last remaining downtown streets to incorporate any streetscaping elements.

**Ambassador Program**

**Cost: Unkown**

The day-to-day maintenance of the downtown, especially in the summer, is a challenge for the current DDA staff. Fortunately, we have been able to contract with YouthWorks to provide supplemental maintenance of downtown. While that relationship has proven to be successful, I believe it is in the best interest of Downtown if we take it up to another level and create a full-time, year-round downtown ambassador program. Funding for this kind of program could come from “serves” side of the budget, but I believe it is an important next step for downtown.



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

## Memorandum

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To: DDA Board of Directors  
From: Harry Burkholder, DDA Executive Director  
Date: October 13, 2024  
Subject: Downtown Improvements - J-Smith Walkway

Earlier this month, I met with the Parks and Recreation Superintendent to discuss the landscaping needs in the J-Smith Walkway. As you might be aware, there is a smattering of plants on either side of the walkway, but for the most part, the planting beds are overgrown with weeds and/or empty. Based on that conversation, the Superintendent reached out to Gosling Czubak to secure a quote for landscape design. The intent of the design would be to plant a variety of flowering plants and native shrubs, with differing heights of landscape to create nice vertical elements and invite people through the space year-round. One positive element is that there is drip irrigation already in place in the walkway.

Gosling Czubak has provided a proposed contract to develop a landscape planting plan for \$6,500. I am asking the DDA Board to consider covering the cost for the landscape planting plan so that we might be able to implement a landscape design (in partnership with the city) in the spring. As you recall, the DDA Board allocated \$100,000 for "infrastructure repair" in the 2024/2025 budget – I believe this landscape planting plan falls within that category.

### **Recommended Motion**

That the DDA Board approves to enter into an agreement with Gosling Czubak for a landscape planting plan for the J-Smith Walkway and that \$6,500 from TIF-97 be allocated for the landscape planting plan, subject to approval as to its form and substance by DDA Executive Director and DDA Attorney.



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## Memorandum

To: DDA Board of Directors  
From: Harry Burkholder, DDA Executive Director  
Date: October 13, 2024  
Subject: Executive Director Report

Below is an overview of projects and initiatives that the DDA is working on.

### Bayfront TART Trail Expansion & Extension

Work on the new section of the expanded TART Bayfront Trail, from Murchie Bridge to Clinch Park and Division to Hall Street is nearly complete. As a reminder, the DDA committed \$200,000 toward this project - matching funds from the City, TART and a grant from the MEDC. We are currently working the project partners to hold a ribbon-cutting ceremony for the trail next month.



### Hannah Park Overlook

The city is working to secure the final signatures with the builder so this project can begin. Given the time of year, the majority of this project will likely be completed in the spring. As a reminder, the DDA committed \$105,000 from Old Town TIF toward this project – matching similar funding amounts from the city.

### Moving Downtown Forward TIF

As you might have heard at the October 7<sup>th</sup> City Commission meeting, the City Commission will not be taking any action on the Moving Downtown Forward TIF Plan until after the November 2024 election. Mayor Shamroe did provide a brief overview of the approval process for the TIF Plan (if the amendments pertaining to TIF were not on the ballot):

1. Introduction of TIF Plan to the City Commission
2. Set a public hearing on the TIF Plan for 30 days after the date
3. Bring the TIF Plan back for a public hearing
4. City Commission votes on TIF Plan
5. Plan is either adopted or fails. If the Commission votes in the affirmative, a window to challenge is provided by legislation.

**Parking Services**

Parking Services has completed their transition to the city. I'd like to give a huge thank you to Nicole VanNess and the entire Parking Services staff (past and present) for their many years of dedication and commitment to the DDA.

**DDA Administration Items**

The Governance Committee met on September 30<sup>th</sup> to discuss a number of administrative items that will ultimately be coming back to the full DDA Board later this fall – including:

A revised DDA Employee Handbook (and its associated policies) to reflect a smaller scope (now that parking services has moved to the city) of wage and salary policies and address policies that reflect a post-pandemic and post Parking Services office environment.

Short and long-term priorities and benchmarks for the Executive Director position (for this year) that will assist the DDA Board in its annual evaluation of the Executive Director next June.

**Rotary Square**

Work has begun with Progressive AE on the conceptual design for Rotary Square. Representatives from Progressive will be at our November meeting to discuss the project timeline and review the public engagement strategy.

**Two-Way Pilot**

I am working city staff to bring forward our recommendation for another year of the pilot-project to the City Commission for discussion and consideration in November.

**Garland Banners**

I am working with Britten Banner to replace the "Warehouse District" banners along Garland Street, as most of the are faded and/or worn-out.



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## Memorandum

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To: Downtown Development Authority Board of Directors

From: Harry Burkholder, DDA Executive Director & Todd McMillen, DDA Board Member

Memo Date: October 14, 2024

Subject: Arts Commission Update

### **Rotating Art Exhibit**

There is a desire from the Arts Commission to place the last remaining statue from the *Spirit of the Forest* Rotating Art Exhibit downtown. I am working with the Artist and the Parks and Recreation Superintendent to determine if it can be located in the J-Smith Walkway.

### **Grant Award**

I am pleased to note that the MACC has awarded the DDA (on behalf of the Arts Commission) \$12,000 toward the Mural Festival. A big thank you to Commissioner Early for helping assemble the submission.

### **Mazinaadin Exhibit**

The replacement panel for the Mazinaadin exhibit is currently in production with Image-360.

### **Mural Ribbon Cutting**

The Arts Commission held a ribbon cutting for the mural, by artist Catherine Corden, on the restroom building at Bryant Park is now complete.





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## Memorandum

---

To: Harry Burkholder, DDA Executive Director  
Downtown Development Authority Board of Directors

From: Sara Klebba, DDA Director of Events & Engagement

Date: Oct 14, 2024

Subject: DTCA Director of Events & Engagement Update

*Oct 18-31: Haunts & Harvest Window Walk*

*Oct 26: Halloween Walk*

*Nov 9: Shop Your Community Day*

*Nov 23: Annual Tree Lighting with Santa's Arrival & Light Parade*

*Nov 29&30: Black Friday & Small Business Saturday*

*Dec 5: Ladies' Night*

*Dec 12: Men's Night*

### **Haunts & Harvest Window Walk**

- 34 merchants have signed up for this first-year event.
- Storefronts/windows are being decorated in fall harvest or spooky season themes to attract more foot traffic and engage customers with storefronts.
- Contest Categories – Business displays voted on by visitors/customers throughout the two weeks:
  - Most Creative
  - Best Overall
  - Judge's Choice: A select group from the DTCA board
  - Prizes from Lilies of the Alley and Cherry Republic
- 2025: Consider opening up windows to kids/groups for painting/decorating. (Similar to other metropolitan downtown events.)

### **Downtown Halloween Walk**

- A merchant overview email was sent 10/10. Through communications and signage, we're encouraging a single flow of traffic (counter-clockwise facing west on Front St.).
- 14 volunteers have signed up to be crossing guards.

### **Shop Your Community Day**

- 30 nonprofit organizations have been designated/blindly chosen as recipients of 15% of sales on Sat., Nov. 9. 32 merchants (and counting) have signed up to donate that portion of their sales.

### **Light Parade & Tree Lighting with Santa**

- Santa & Tree Lighting
  - Santa is locked in and happy to accept the Key to the City and light the tree.
  - We are working on Santa's House, including returning it to City Center Plaza by Towne Plaza. Volunteers are lining up to be our helpful elves.
- Light Parade
  - The DDA is partnering with National Cherry Festival who will lead on parade route, staging and de-staging. DDA is overseeing all entries, marketing, admin, comms, volunteer recruitment, safety, etc.
  - As of 10/14/24, 34 entries have been approved out of 50 total. Deadline to apply is Nov 1, or until we are at capacity.
  - We are short on volunteers! We are looking for Parade volunteers for route monitoring, staging, and de-staging. High school students are really stepping up!
- Sponsorships
  - Though we have a few confirmed sponsorships (Cherry Republic, The Little Fleet, and MSU FCU), we need more sponsors to help sustain these holiday (and all!) events.

### **Traverse City Restaurant Week (Feb 23-Mar 1, 2025)**

- Dates have been identified for the annual TCRW: Feb 23-Mar 1. Restaurants in Grand Traverse County will be invited to participate in the week featuring prix fixe meals at \$25, \$35, and \$45 per person.
- The DDA, on behalf of the DTCA, is connecting with TC Tourism to determine if we'll be presenting the passport option again in 2025.

### **TC Comedy Fest**

- Though the Downtown Traverse City Association remains a proud supporter of the Traverse City Comedy Fest, and Traverse City Tourism will be the presenting sponsor for the 2025 festival, SamRose Entertainment assumes sole production of the event.
- New dates were announced on Oct. 14: April 10-12. Marc Maron is headlining the festival, hosted at eight venues.



# Staff Report

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**TO:** Elizabeth Vogel, City Manager  
**COPY:** Deborah Allen, Assistant City Manager; Heidi Scheppe, City Treasurer/Finance Director  
**FROM:** Nicole VanNess, Transportation Mobility Director  
**MEMO DATE:** September 30, 2024  
**SUBJECT:** Notice of Parking Permit Rate Increases Effective 1/1/2025

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**EXECUTIVE SUMMARY:**

On October 1, 2024, we will publish our parking permit rate increases that will go into effect on January 1, 2025. Permit rates will be effective through June 30, 2026. This will allow us to align future increases with the budget process and effective dates with the start of the new fiscal year.

The upcoming budget process will consider the 2027/28 phase 2 parking structure restoration repairs that are projected to be \$1.25 million, and a deeper dive into parking revenues is needed to ensure each structure can be self-sustaining for annual and future repairs and maintenance. The increase for surface permits is due to the high demand for surface spaces. Demand-based pricing practices support increasing rates to decrease demand reflected in the oversell ratio.

		January 1, 2025*
Surface <i>Includes Old Town Structure for parking lot capacity overflow</i>	Month	\$48
Annual		\$576
Structures Hardy & Old Town	Month	\$55
Annual		\$660
Structures Old Town	Month	\$35
Annual		\$420
Structures Hardy & Old Town After-hours <i>Includes all day access Sat-Sun, M-F 12 AM-7 AM, M-F 3 PM-12 AM</i>	Month	\$37.50
		\$450

These rate increases will not need to go to the City Commission for approval. City Commission approved a Rate Ceiling table for all parking rates on October 5, 2020. The rates are within the approved and adopted rate ceiling.

Supporting Information

The table below outlines the historical information on permit rates and permit type that have been offered since 2006. As a reminder, in 2021 we discontinued the “buy in bulk” discounts as a quick win Transportation Demand Management objective.

		2006	2010	2011	2014	2015	2018	2021	2023
Surface	Month	\$35	\$35	\$40	\$45	\$44	\$36	\$38	\$38
Quarter		\$85	\$85	\$90	\$95	\$114			
Annual		\$290	\$290	\$320	\$345	\$390	\$432	\$456	\$456
Structures Hardy, Old Town, & Surface	Month	\$45	\$50	\$60	\$65	\$55	\$48		
Quarter		\$100	\$105	\$120	\$130	\$146	\$144		
Annual		\$360	\$370	\$405	\$425	\$425	\$520		
Structures Hardy & Old Town	Month							\$50	\$50
Annual		\$600	\$600						
Structure Old Town	Month								\$30
Annual		\$360							

Parking Permits Sold

- 197 Surface permit parking spaces (lots T & P) as of 2/1/2023
- Surface permit waitlist terminated as of 2/1/2023
- Old Town only permit available as of 4/2023
- Auto Parking Fund has increased expenses for property taxes on the properties in the 100 blk of W State

	2020/21	2021/22	2022/23	2023/24	2024 (as of 9/16/2024)
Surface	537	511	506	410	386
Structures Hardy & Old Town	1,117	615	659	225	229
Structures				212	193

Old Town			
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**DTCA Board of Directors Meeting**

August 8, 2024

8:30 –10:00 am

DDA Office Conference Room



**MEETING MINUTES**

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Meeting called to order at 8:40am by President Dawn Gildersleeve.

**Roll Call**

Present: Dawn Gildersleeve, Amanda Walton, Karen Roofe, Libby Hogan

Not present: Gary Jonas, Jeff Joubran, Sebastian Garbsch

**Approval of the Consent Agenda as presented**

Motion by Amanda Walton, seconded by Dawn Gildersleeve.

Approved unanimously.

**Approval of July Meeting Minutes as presented**

Motion by Karen Roofe, seconded by Amanda Walton.

Approved unanimously.

**Financials & Legal updates**

No update: Harry Burkholder out/financials unavailable (to email upon his return)

**NEW BUSINESS**

8:40am

- A. DTCA District – Nobo Mrkt Ask Re: DTCA Boundaries
  - a. Ask Jerry/City to create new district map with DDA overlay.
  - b. To create a definition of DTCA membership/boundaries. Need criteria/knock-out questions. Include this discussion in Membership Committee meeting.
  - c. Need to focus on improving outreach with current DTCA districts. Add to by-laws for next year.
  
- B. DTCA Member Feedback from eelo re Verts
  - a. Merchant Summer Survey sent with 9/6 deadline.
  
- C. Happy Apple Day overview
  - a. Didn't execute in 2023. Cancel event.
  - b. Replace with Haunts & Harvest Window Walk display competition, Oct 19-31.
  
- D. Toast to Downtown Theming
  - a. Board agreed that it's time to reinvent this event. Make it more casual, more fun, especially as the events landscape continues to evolve.
  
- E. Dates for TC Restaurant Week 2025
  - a. 2/23-3/1
  - b. To discuss boundaries.

**OLD BUSINESS**

- A. Director of Events & Engagement Memo: Sara Klebba
  - a. Recap: Aug 2 Street Sale & FNL
    - i. Harbor Days and NWMI Fair Family Day are always conflicts
  - b. TC Comedy Fest agreement
  - c. Downtown Art Fair
  - d. DT Employee Summer Send-Off update/volunteers needed
  - e. Membership Committee: Set up meeting
  - f. Ragnar Relay
  
- B. Gift Certificates
  - a. Eliminate \$5's/\$10's; Liz P. to have them shredded.
  - b. DO NOT DONATE ANY OF THEM.
  - c. Motion by Karen Roofe, seconded by Amanda Walton. All approved.
  
- C. DTCA By-laws Discussion and Approval: for September meeting.
  
- D. Discount Card Policy – Remote vs. downtown employee
  - a. Any employee can use them but keep remote cards for employees in DT offices to use when here.
  - b. Add discount card policy to Member Committee agenda.

**BOARD MEMBER COMMUNICATIONS**

Adjourn

9:50am