

DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL MEETING AGENDA

Friday, September 21, 2018, 8:00 a.m.

Commission Chambers, Second Floor

Governmental Center, 400 Boardman Avenue, Traverse City

www.downtowntc.com

Information and minutes are available from the DDA CEO, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA CEO as soon as possible.

1. Roll Call
2. Election of Officers
3. Consent Calendar - The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the board, staff, or public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.
 - A. Consideration of minutes for the Regular Meeting of August 17, 2018 (approval recommended) *(Pages 4-7)*
 - B. Consideration of approving Financial Reports and disbursements for DDA, TIF 97, and Old Town TIF for August, 2018 and Financial Reports for Traverse City Parking Services. (approval recommended) *(Pages 8-17)*
 - C. Audit Engagement with Vredeveld Haefner LLC *(Pages 18-23)*
4. Items Removed from 8.17.18 meeting
5. CEO Report
 - A. TIF Budgets / Capital Improvement *(Pages 24-26)*
 - B. Request to Purchase Property for River Fish Passage Project *(Pages 27-30)*
 - C. Parking Advisory Subcommittee *(Pages 31-32)*
 - D. Contribution for Santa's Arrival, Tree Lighting, & Light Parade *(Pages 33-34)*
 - E. Appointment to Farmers Market Advisory Committee *(Page 35)*
 - F. Valet Parking – Pilot Project Debrief and Next Steps *(Pages 36-37)*
 - G. Uptown Riverwalk *(Pages 38-46)*
 - I. Possible site visit immediately following meeting, est. 9:30 a.m.
6. Board Member Reports
 - A. Arts Commission (no report this month)
 - B. Farmers Market (verbal)
7. Staff Reports:
 - A. Marketing / Communications *(Page 47)*
 - B. Parking Update *(Page 48)*

Old Business

7. Receive and File:
 - A. DTCA Minutes *(Pages 49-51)*
 - B. Farmer's Market Advisory Committee *(Pages 52-54)*
 - C. Lower Boardman River Leadership Team *(Pages 55-57)*

8. Public Comment

9. Adjournment

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA CEO 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 DDA office.



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

Memorandum

To: Downtown Development Authority
From: Jean Derenzy, CEO
For Meeting Date: September 21, 2018
Re: Election of Officers

September is the DDA's Annual Meeting, which requires the election of officers. At the August meeting, consideration was made for the following slate of officers:

Leah Bagdon-McCallum, Chairperson
Gabe Schneider, Vice-Chairperson
Scott Hardy, Secretary
Bill Golden, Treasurer

If you are inclined towards this slate the following motion is appropriate:

RECOMMENDATION: DDA Board of Directors appoint Leah Bagdon-McCallum as Chairperson, Gabe Schneider as Vice Chairperson, Scott Hardy as Secretary, and Bill Golden as treasurer of the DDA Board.

Minutes
Traverse City Downtown Development Authority
Regular Meeting
August 17th, 2018 8:00am
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Bill Golden called the meeting to order at 8:01am

1. Roll Call

Present: Bill Golden, Leah Bagdon-McCallum, Harry Burkholder, Steve Constantin, Collette Champagne (arrived at 8:03), Mayor Jim Carruthers, Scott Hardy, Jeff Joubran, T. Michael Jackson

Absent: Allison Beers, Debbie Hershey, Gabe Schneider

2. Consent Calendar. **Motion by Jackson, seconded by Constantin that the consent calendar be approved as presented, minus the Traverse City Parking Services financial reports that were not included. Motion carried unanimously.**

A. Consideration of minutes for the Regular Meeting of July 20, 2018 (approval recommended)

B. Consideration of approving Financial Reports and disbursements for DDA, TIF 97, and Old Town TIF for July 2018 and Financial Reports for Traverse City Parking Services.

3. CEO Report

A. TIF Budgets/Capital Improvement

- i. West Front St. & Garland St. were transferred into the current 18-19 budget
- ii. Uptown Riverwalk project is moving forward. City Engineer Tim Lodge is working on securing the permit to complete project within the 18-19 fiscal year.
- iii. Derenzy gave update on both TIF budgets

B. Lake Avenue Streetscape Project

- i. Project set to begin on September 4th, 2018.
- ii. Four of the six property owners signed off on the project and it will now move on to the City Commission at their first September meeting.

C. Request to Make Application to USDA

- i. **Motion by Burkholder, seconded by Bagdon-McCallum that the DDA Board of Directors authorize to apply for the USDA**

Intermediary Relending Program. Motion carried unanimously.

D. Consideration to Adopt Social Media Policy

- i. Goal is to provide a communication outlet for the public on DDA projects
- ii. The City social media policy has been adopted for the DDA.
- iii. T. Michael Jackson noted that he wants the current media channels to remain in place.
- iv. Hardy voiced concern of maintaining the current website as well

v. Motion by Champagne seconded by Burkholder that the DDA Board of Directors approve the Social Media Site Posting Policy. Motion carried unanimously.

E. Report for Expanding DDA District to Include 8th Street

- i. Derenzy presented an update on 8th Street and a health and wellness corridor.
- ii. Carruthers asked what the cost of expanding the district will be.
- iii. 2 mill would be mandatory to all property owners.

F. Written Reports

i. Motion by Bagdon-McCallum, seconded by Burkholder to add the consideration of grant request to the Great Lakes Fishery Trust under the CEO report. Burkholder. Motion carried unanimously.

ii. Lower Boardman River Ad Hoc Committee

iii. Parking Advisory Committee

iv. Civic Square

v. USDA Grant

vi. West Front Street Parking Garage

a. Carruthers and Derenzy assured board that the DDA is moving forward on the West Front Parking Garage.

b. Hardy noted it would be helpful to have commitment from developers who plan to develop in that region.

vii. Building Standards

a. Burkholder asked for an update.

viii. Iron Man

a. Jackson voiced his concern with how the approval process was conducted.

b. Derenzy met with several businesses downtown and received support from many retail businesses.

c. Carruthers echoed Jackson's concerns.

d. Joubran noted the positive economic impact the event has already had.

G. Authorization to apply

i. Motion by Burkholder, seconded by Joubran that the DDA Board of Directors apply for the Great Lakes Fishery Trust in the amount of \$42,500 for work associated with the unified Boardman River plan. Motion carried unanimously.

4. Board Member Reports

A. Arts Commission

- i. Hershey serves on the Arts Commission.
- ii. Coast Guard art piece will be unveiled September 6th.

B. Farmers Market

- i. Joubran informed board that the next meeting will take place next week.

C. Carruthers noted that he reappointed Joubran, Bagdon-McCallum, and Burkholder to the DDA Board of Directors.

D. Golden noted that the executive committee would be changing as he steps down as Chair.

E. Hardy thanked the DDA Board and DTCA support for the TCAPS

5. Staff Reports

A. Parking

- i. Lake Avenue Pay Stations
- ii. Property Leases
 - a. Lot P construction will begin on August 27th.
 - b. Daily permits will be opened back up.
- iii. Thank You, Mike Helferich!
 - a. VanNess thanked Helferich for his time served at the DDA.
- iv. Destination Downtown
 - a. Slight decrease in usage.
- v. Pilot Valet Parking
 - a. Steady increase week after week.
 - b. Burkholder asked if other locations could be looked at for the Valet Program.
 - c. VanNess stated other locations will be evaluated if the pilot program becomes permanent.

B. Marketing/Communications

- i. Website
 - a. Website will be reorganized.
 - b. Current Projects page was recently updated.
 - c. Paveglio assured board that they are welcome to use any information displayed on the website.
- ii. Facebook
 - a. Paveglio thanked Board for approving the DDA page. The page will focus on constituents, while the Downtown TC (Official) page will focus on the customers of downtown.
 - b. Paveglio will share a link for the board to “like” and “share” the page.
- iii. 8th Street
 - a. Paveglio has been meeting with and working on North Boardman Lake District and their marketing efforts.
 - b. Neighborhood meeting will take place in September.
- iv. Parking Advisory Committee
 - a. Nineteen applicants have applied so far.
 - b. Applications are due August 24th.

- v. Destination Downtown & Bayline Launch
 - a. 477 rides as of Monday, eliminating roughly 200 cars parking.
 - b. Bayline will continue to be free through at least December 2018.

Old Business

6. Receive and File

- A. DTCA Minutes

7. Public Comment

- i. Andrea Deibler, 545 East 8th Street (co-owner of Raduno) stated that Raduno would really like to be a part of the DDA.

8. Adjournment

- A. The meeting officially adjourned at 9:00am.

Respectfully submitted,

Nina Talarico
Office Manger

Downtown Development Authority
Balance Sheet
As of July 31, 2018

	Jul 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	113 769 52
Fifth Third Savings - 6740	201 709 87
Petty Cash	298 19
Total Checking/Savings	315 777 58
Accounts Receivable	
Accounts Receivable	260 069 29
Total Accounts Receivable	260 069 29
Other Current Assets	
Due From DTCA	974 47
Due From APS	-460 62
Total Other Current Assets	513 85
Total Current Assets	576 360 72
Other Assets	
Due From Other Funds	27 135 44
Pre-Paid Expense	8 020 00
Total Other Assets	35 155 44
TOTAL ASSETS	611,516.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-229 48
Total Accounts Payable	-229 48
Other Current Liabilities	
Seed Grant	10 000 00
Due to Other Funds	12 868 65
Bryan Crough Memorial Fund	200 00
Accrued Salaries	12 784 90
Accrued Payroll Liabilities	1 482 77
Deposits Payable	
NCF Reimbursements	93 00
Senior Project Fresh	382 00
Double Up Food Bucks	15 275 00
EBT Bridge Card	14 849 55
Project Fresh	-7 020 00
Deposits Payable - Other	-18 00
Total Deposits Payable	23 561 55
Payroll Liabilities	
State Income Tax Payable	2 684 45
State Unemployment Tax Payable	281 62
Health Insurance Payable	1 569 38
Total Payroll Liabilities	4 535 45
Total Other Current Liabilities	65 433 32
Total Current Liabilities	65 203 84
Total Liabilities	65 203 84
Equity	
Opening Bal Equity	107 606 27
Retained Earnings	386 497 71

Downtown Development Authority
Balance Sheet
As of July 31, 2018

	Jul 31, 18
Net Income	52 208 34
Total Equity	546 312 32
TOTAL LIABILITIES & EQUITY	611,516.16

DDA - TIF97
Balance Sheet
As of July 31, 2018

	Jul 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	1,198 162 13
Total Checking/Savings	1,198 162 13
Accounts Receivable	
Accounts Receivable	960 000 00
Total Accounts Receivable	960 000 00
Total Current Assets	2,158 162 13
Other Assets	
Due From Other Funds	11 968 65
Total Other Assets	11,968 65
TOTAL ASSETS	2,170,130.78
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2 423 00
Total Accounts Payable	2 423 00
Other Current Liabilities	
Deferred Revenue	960,000 00
Due To Other Funds	14,035 44
Total Other Current Liabilities	974 035 44
Total Current Liabilities	976 458 44
Total Liabilities	976 458 44
Equity	
Opening Bal Equity	-21 200 00
Retained Earnings	1 216 192 63
Net Income	-1 320 29
Total Equity	1 193 672 34
TOTAL LIABILITIES & EQUITY	2,170,130.78

DDA Old Town TIF
Balance Sheet
As of July 31, 2018

	Jul 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 0650	184,414.13
Total Checking/Savings	184,414.13
Total Current Assets	184,414.13
TOTAL ASSETS	184,414.13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,308.00
Total Accounts Payable	1,308.00
Total Current Liabilities	1,308.00
Total Liabilities	1,308.00
Equity	
Retained Earnings	183,106.13
Total Equity	183,106.13
TOTAL LIABILITIES & EQUITY	184,414.13

DEPARTMENT 585
 DEPARTMENT 585

INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
502.00 FEDERAL GRANTS	.00	.00	.00	.00	.00	.00	N/A
651.00 PARKING DECK PROCEEDS	.00	370000.00	43932.6	439140.06	.00	64140.06-	117.34
652.00 PARKING FEES COIN	.00	1300000.00	6553.09	161057.35	.00	311057.35-	123.93
653.00 PERMITS-SURFACE LOTS	.00	240000.00	16746.00	243420.50	.00	3420.50-	101.43
653.05 PERMITS-PARKING DECK	.00	580000.00	19916.00	472319.50	.00	107680.50	81.43
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	.00	335000.00	34925.56	478411.16	.00	143411.16-	142.81
656.20 PARKING FINES-AIRPORT	.00	.00	.00	.00	.00	.00	N/A
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	.00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	.00	3500.00	5854.48	40415.36	.00	36915.36-	1154.72
668.00 RENTS AND ROYALTIES	.00	26300.00	3516.00	26064.00	.00	236.00	99.10
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	.00	.00	.00	.00	.00	.00	N/A
675.00 CONTRIBUTIONS-PRIVATE SOURCE	.00	.00	.00	.00	.00	.00	N/A
677.00 REIMBURSEMENTS	.00	.00	.00	2091.67	.00	2091.67-	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	.00	.00	.00	2941.30	.00	2941.30-	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	.00	.00	N/A
694.00 OTHER INCOME	.00	.00	.00	200.00-	.00	200.00	N/A
699.00 PRIOR YEARS' SURPLUS	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2854800.00	2854800.00	290531.74	3310660.90	.00	455860.90-	115.97

RUN DATE 11/18
 CITY OF RAVERSCL CITY
 06/30/21 18
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 LINE ITEM RANGE 0 00 0 999 00
 DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	70000.00	.00	70000.00	1331.35	1443.57	.00	55856.43	20.21
704.00 EMPLOYEE OVER TIME	6000.00	.00	6000.00	.00	928.30	.00	2071.70	65.47
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACCT EXPENSE	2700.00	.00	2700.00	.00	100.41	.00	41.00	0.02
716.00 EMPLOYER'S SOCIAL SECURITY	5700.00	.00	5700.00	102.00	356.87	.00	4343.13	23.80
716.00 EMPLOYEE HEALTH INSURANCE	5300.00	.00	5300.00	18.52	486.42	.00	443.58	91.63
718.00 RETIREMENT FUND CONTRIBUTION	9500.00	.00	9500.00	9.20	395.96	.00	304.04	56.57
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	20.42	962.73	.00	8537.27	10.13
720.00 UNEMPLOYMENT COMPENSATION	50.00	.00	50.00	41.37	58.89	.00	208.89	39.26
721.00 WORKERS COMPENSATION INS	1400.00	.00	1400.00	39.15	459.80	.00	930.20	33.56
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	674.49	5948.57	.00	45.43	84.98
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	3975.82	3442.45	.00	1857.55	74.22
801.00 PROFESSIONAL AND CONTRACTUAL	940000.00	.00	940000.00	156598.21	11074.73	.00	6714.73	1.84
810.00 COLLECTION COSTS	2000.00	.00	2000.00	.00	320.07	.00	1619.93	16.00
850.00 COMMUNICATIONS	50500.00	.00	50500.00	312.31	2402.05	.00	25797.95	48.91
854.00 CITY FEE	285500.00	.00	285500.00	.00	.00	.00	285500.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	409.44	332.40	.00	462.60	42.16
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	200.00	5482.82	.00	2517.6	68.54
863.00 RAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
880.00 COMMUNITY PROMOTION	200.00	.00	200.00	.00	30.00	.00	10.00	15.00
900.00 PRINTING AND PUBLISHING	2000.00	.00	2000.00	.00	413.68	.00	17896.32	18.65
910.00 INSURANCE AND BONDS	2000.00	.00	2000.00	2623.21	24638.72	.00	3638.2	117.33
920.00 PUBLIC UTILITIES	130000.00	.00	130000.00	15399.93	106784.07	.00	23215.93	82.4

RUN DATE 9/1/88
 CITY OF TRAVERSE CITY
 LINE ITEM RANGE 700.00 TO 999.00
 DEPARTMENTS
 SELECT ION. UND RANGE 585 0 585
 LINE ITEM RANGE 700.00 TO 999.00
 DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED REALIZED
930.00 REPAIRS AND MAINTENANCE	400000.00	00	400000.00	29350.29	84764.11	00	315235.89	21.19
930.05 RAMSDOLL GATE REPAIR & MAINT	1000.00	00	1000.00	242.50	242.50	00	757.50	24.25
940.00 RENTAL EXPENSE	119000.00	.00	119000.00	834.62	137033.18	00	8033.18	115.15
956.00 MISCELLANEOUS	10500.00	.00	10500.00	00	13329.63	00	829.63	107.90
959.00 DEPRECIATION EXPENSE	429000.00	.00	429000.00	42187.33	506247.96	00	77247.96	118.01
964.00 TRANSFERS OUT	.00	.00	.00	66677.29	66677.29	00	66677.29	N/A
977.00 EQUIPMENT	234000.00	00	234000.00	54300.62	54300.62	00	179699.38	23.21
988.00 UNALLOCATED FUNDS	37750.00	00	37750.00	00	00	00	37750.00	00
GRAND TOTALS	2854900.00	00	2854900.00	382612.93	2206590.02	.00	648309.98	77.29

RUN DATE 9/17/18
 CITY OF RAVERE CITY
 INFO 07.31.2018
 FUND RANGE 587 TO 588
 LINE ITEM RANGE 499 00 TO 699 00
 DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	FY YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED REALIZED
502.00 FEDERAL GRANTS	00	00	.00	00	00	.00	.00	N/A
651.00 PARKING DECK PROCEEDS	435000.00	00	435000.00	71588.97	588.97	00	34341.03	25
652.00 PARKING FEES-COIN	1400000.00	.00	1400000.00	200073.14	200073.14	00	1199926.86	14
653.00 PERMITS-SURFACE LOTS	240000.00	00	240000.00	10808.00	818.00	.00	229192.00	4
653.05 PERMITS-PARKING DECK	610000.00	.00	610000.00	120138.00	20138.00	30.00	489892.00	19
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	00	.00	.00	.00	N/A
653.00 PROXIMITY CARD FEE	00	.00	.00	00	00	00	.00	N/A
655.10 PARKING FINES	400000.00	00	400000.00	36172.11	36172.11	00	363827.89	9.04
655.20 PARKING FINES-AIRPORT	00	00	.00	.00	00	.00	00	N/A
656.30 PARKING FINES-COLLEGE	00	.00	.00	00	.00	00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	12000.00	.00	2000.00	.00	.00	.00	12000.00	.00
668.00 RENTALS AND ROYAL TIES	26300.00	00	26300.00	3516.00	3516.00	.00	22784.00	13.37
673.00 SALE OF FIXED ASSETS	00	00	.00	00	.00	.00	.00	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	00	.00	.00	00	.00	00	.00	N/A
675.00 CONTRIBUTIONS PRIVATE SOURCE	.00	.00	.00	.00	.00	.00	.00	N/A
677.00 REIMBURSEMENTS	.00	.00	.00	.00	.00	.00	.00	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	00	00	.00	350.00	350.00	.00	350.00	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	.00	.00	.00	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	.00	.00	.00	N/A
699.00 PRIOR YEARS' SURPLUS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	3103300.00	.00	3103300.00	442646.22	442646.22	30.00	2660683.78	14.26

RUN DATE 9/17/18
 CITY OF TRAVERSÉ CITY
 LINE ITEM RANGE 700.00 0 999.00
 DEPARTMENTS

PAGE 1

LINE ITEM RANGE	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	18000.00	.00	18000.00	465.64	65.66	.00	17343.34	2.59
704.00 EMPLOYEE OVERTIME	3500.00	.00	3500.00	.00	.00	.00	3500.00	.00
706.00 RINCE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACC- EXPENSE	100.00	.00	100.00	200.94	200.94	.00	100.94	200.94
715.00 EMPLOYER'S SOCIAL SECURITY	600.00	.00	600.00	27.11	7.11	.00	1572.89	1.69
716.00 EMPLOYEE HEALTH INSURANCE	100.00	.00	100.00	9.22	9.22	.00	90.78	9.22
717.00 EMPLOYEE LIFE/DISABILITY INS	200.00	.00	200.00	.00	.00	.00	200.00	.00
718.00 RETIREMENT FUND CONTRIBUTION	100.00	.00	100.00	3.86	3.86	.00	85.14	13.86
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00	.00	.00	.00	N/A
721.00 WORKERS COMPENSATION INS	.00	.00	.00	3.34	13.34	.00	13.34	N/A
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	.00	.00	.00	7000.00	.00
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	15.05	15.05	6995.00	38989.95	.03
801.00 PROFESSIONAL AND CONSULTING	18200.00	.00	18200.00	95683.07	95683.07	7151.77	1078365.16	8.10
810.00 COLLECTION COSTS	2000.00	.00	2000.00	6.00	6.00	.00	2016.00	.80
850.00 COMMUNICATIONS	50500.00	.00	50500.00	68.00	68.00	.00	49732.00	1.52
854.00 CITY FEE	3000.00	.00	3000.00	.00	.00	.00	31000.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	338.31	338.31	.00	7661.69	4.23
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	.00	.00	.00	8000.00	.00
863.00 TRAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
880.00 COMMUNITY PROMOTION	36000.00	.00	36000.00	.00	.00	25000.00	11000.00	.00
900.00 PRINTING AND PUBLISHING	22000.00	.00	22000.00	.00	.00	.00	22000.00	.00
910.00 INSURANCE AND BONDS	22000.00	.00	22000.00	2165.36	2165.36	.00	19834.64	9.84
920.00 PUBLIC UTILITIES	125000.00	.00	125000.00	36.07	36.07	.00	124963.93	.03

RUN DATE 9/17/18

CITY OF RAVERSE CITY
 LINE ITEM AS OF 07/31/2018

SELECTION FUND RANGE 585 TO 585
 LINE ITEM RANGE 700.00 TO 999.00
 DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED REALIZED
930.00 REPAIRS AND MAINTENANCE	265000.00	0	65000.00	1637.60	637.60	00	263362.40	62
930.05 RAMSDELL GARAGE REPAIR & MAIN	1000.00	00	000.00	00	00	00	1000.00	0
940.00 RENTAL EXPENSE	119000.00	00	19000.00	874.09	874.09	00	10127.92	7.46
956.00 MISCELLANEOUS	10500.00	00	10500.00	10831.30	083.30	00	33.30	103.16
959.00 DEPRECIATION EXPENSE	521000.00	00	521000.00	00	00	.00	521000.00	00
964.00 TRANSFERS OUT	.00	00	.00	00	00	00	00	N/A
977.00 EQUIPMENT	160000.00	.00	160000.00	148824.14	148824.14	40794.00	2968.14	93.02
988.00 UNALLOCATED FUNDS	.00	.00	.00	.00	.00	00	00	N/A
GRAND TOTALS	2919800.00	.00	2919800.00	269887.12	269887.12	79940.77	2569972.11	9.24



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

Memorandum

To: Downtown Development Authority

From: Jean Derenzy, CEO

For Meeting Date: September 21, 2018

Re: Audit Engagement Letter

The close of the fiscal year brings the beginning of the annual independent audit. The firm of Vredevelde, Haefner LLC began their third year of a three-year engagement contract. Enclosed for your information, is the engagement letter which provides information regarding the auditor's responsibilities under generally accepted auditing standards and the planned scope and timing of the scheduled audit engagement.



Vredeveld Haefner LLC

CPAs and Consultants
10302 20th Avenue
Grand Rapids, MI 49534
Fax (616) 828-0307

Douglas J. Vredeveld, CPA
(616) 446-7474
Peter S. Haefner, CPA
(616) 460-9388

August 16, 2018

Board of Directors
City of Traverse City Downtown Development Authority
400 Boardman Ave
Traverse City, MI 49684

We are pleased to confirm our understanding of the services we are to provide the City of Traverse City Downtown Development Authority for the year ended June 30, 2018. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Traverse City Downtown Development Authority (a component unit of the City of Traverse City, Michigan) as of and for the year ended June 30, 2018. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Traverse City Downtown Development Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Traverse City Downtown Development Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Major fund budget to actual comparisons.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Traverse City Downtown Development Authority and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Traverse City Downtown Development Authority's financial statements. Our report will be addressed to the governing board of the Authority. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Traverse City Downtown Development Authority is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and,

accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Traverse City Downtown Development Authority's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the Authority in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing and maintaining effective internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the management of the Authority however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Vredeveld Haefner LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the State of Michigan or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Vredeveld Haefner LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Michigan. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

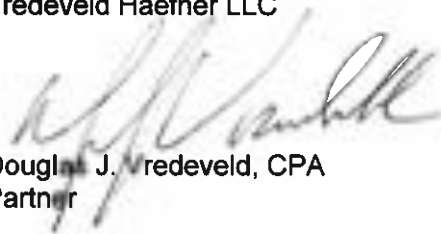
We expect to begin our audit on approximately October 29, 2018 and to issue our reports no later than December 31, 2018. Peter Haefner is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$3,000 for the audit. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is

based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Traverse City Downtown Development Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,
Vredeveld Haefner LLC



Douglas J. Vredeveld, CPA
Partner

RESPONSE:

This letter correctly sets forth the understanding of the Traverse City Downtown Development Authority.

By 

Title: CEO

Date: 9/17/18



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

Memorandum

To: Downtown Development Authority
From: Jean Derenzy, CEO
For Meeting Date: September 21, 2018
Re: TIF Budgets / Capital Improvements

Attached are the TIF Budgets ('97 and Old Town) which identifies the current budget and the proposed new numbers for each.

Relating to TIF 97, the Bridge Repairs are coming in higher than the proposed budget numbers by \$33,772. There are enough funds within TIF 97 to cover the costs.

Relating to Old Town: There is an anticipated cost savings for Lake Avenue of \$20,206, with the bridge repairs coming in higher, with an overall increase of \$4,000. As reported during budget, costs for work completed in Old Town will be borrowed from the Parking Fund and repaid with TIF dollars over three years.

This is provided for information and discussion purposes.

**City of Traverse City, Michigan
Downtown Development Authority
Tax Increment Financing 97 Fund
Income Statement Projections**

	FY 17/18 Projected	FY 18/19 Budget	Projected Costs	Difference in Budget
REVENUES				
Property Taxes	\$ 1,985,166	\$ 2,194,975		
Grants	-	-		
Reimbursements	130,000	130,000		
Interest Revenue	3,300	4,500		
TOTAL REVENUES	2,118,466	2,329,475		
EXPENDITURES				
Professional Services	380,000	469,750		
Printing and Publishing/Other	-	1,000		
Contribution to District Construction Projects:				
West Front Street Bridge Replacement	8,867	209,453	220,000	(10,547)
Garland Street Repair	27,020	27,020		
West Front Reconstruction - Signals		49,895		
South Cass Bridge Repair	-	44,275	66,000	(21,725)
Park Street Bridge Repair	-	148,500	150,000	(1,500)
Uptown Riverwalk from Union St Dam	35,650	454,350		
Wellington Plaza Erosion	-	50,000		
Farmers Market	-	-		
Traffic Signal Arm Mast	-	-		
East Front Reconstruction (Park to Grandview)	-	-		
200 Block Alley Enhanced Improvements	-	-		
South Union Street Bridge	-	-		
North Cass Street Bridge	-	-		
Lower Boardman River Access	-	-		
Lot O Redevelopment	-	402,228		
Grandview Pedestrian Crossing	-	-		
Civic Square	-	-		
Property Purchase -- 215 Union			120,000	(120,000)
Total Contribution to District Construction Projects	71,537	1,385,721		(153,772)
Total	799,000	829,400		
TOTAL EXPENDITURES	1,250,537	2,685,871		
ADDED COSTS		153,772		
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	867,929	(510,167.54)		
OTHER FINANCING SOURCES (USES)				
Operating transfer/interfund loan	-	-		
NET CHANGE IN FUND BALANCE	867,929	(510,168)		
Beginning Fund Balance	317,651	1,185,580		
Ending Fund Balance	\$ 1,185,580	\$ 675,412		

**City of Traverse City, Michigan
Downtown Development Authority
Tax Increment financings Old Town Fund
Income Statement Projections**

	FY 17/18 Projected	FY 18/19 Budget	Project Costs	Difference in Budget
REVENUES				
Property Taxes	\$ 186,827	\$ 260,509		
Reimbursements	-	-		
Interest Revenue	-	-		
TOTAL REVENUES	186,827	260,509		
EXPENDITURES				
Professional Services	16,500	166,284		
Printing and Publishing/Other	-	-		
Contribution to District Construction Projects:				
Lake Avenue Streetscape	675	470,000	449,794	20,206
Eighth Street Bridge Repair	-	147,520	150,000	(2,480)
South Cass Bridge Repair	-	44,275	66,000	(21,725)
Eighth Street Lake Avenue to Woodmere	-	-		
Union Street Streetscape	-	-		
South Union Street Bridge	-	-		
Rivers Edge Riverwalk Decking	-	-		
Total Contribution to District Construction Projects:	675	661,795		(3,999)
TOTAL EXPENDITURES	17,175	828,079		
ADDED COSTS		3,999		
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	169,652	(571,569.30)		
OTHER FINANCING SOURCES (USES)				
Operating transfer/interfund loan	-	600,000		
NET CHANGE IN FUND BALANCE	169,652	28,431		
Beginning Fund Balance (Deficit)	1,000	170,652		
Ending Fund Balance (Deficit)	\$ 170,652	\$ 199,083		



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

Memorandum

To: Downtown Development Authority
From: Jean Derenzy, CEO
For Meeting Date: September 21, 2018
Re: Request to Purchase Property -- 215 Union Street

Attached is a letter from City Manager Marty Colburn requesting consideration by the DDA to purchase property located at 215 Union Street currently owned by Consumer's Power. This property is important for the current Fish Pass project, which the City actively participating in with the Great lakes Fisheries Commission.

The property has been identified by Consumers as available for sale at a less-than-market price of \$120,000, with the property to be used for the Fish Pass project. The property, as outlined on the attached map provides for an educational component for the Fish Pass project, which brings an added element and enhances the overall project.

Utilizing TIF for this purchase fits within the goals and objectives of the TIF 97 Plan within three (3) categories being, bridge improvements, Boardman river enhancements/improvements and alleyway improvements. As identified on the map, the adjacent properties are owned by the City and allow for added benefit for accessibility to the River as well as the benefit to the Fish Pass project.

The DDA identified the Boardman River as a large component within its Strategic Plan. The Plan identifies the following as the vision and mission for the River:

“Complete and begin implementation of a definitive plan involving various forms of access and amenities for the lower Boardman River that compliments the Union Street dam modifications including but not limited to: 1) access to use and enjoy the river by people of all ages, needs and abilities; and 2) reduction/elimination of point and non-point pollution within the downtown district.”

In addition, an appraisal was completed on this property in November 2017 which identified the value as over \$500,000.

Based on: 1) the property being on the banks of Boardman River 2) Property purchase clearly within the goals and objectives of the TIF 97 Plan 3) Property being below market rate, the following is recommended:

RECOMMENDATION: That the DDA purchase property at 215 Union Street for the purchase price of \$120,000.



August 24, 2018

Ms. Jean Derenzy, Chief Executive Officer
Downtown Development Authority
PO Box 42
Traverse City MI 49685

Re: Request for use of DDA TIF Capture towards Boardman River Fish Passage Project

Dear Ms. Derenzy,

As you may know, the City has been actively working on a collaborative effort with the Great Lakes Fisheries Commission on a project, the "Fish Pass" project, that would create a research environment for instituting and evaluating methods of preventing invasive fish species from entering the Boardman River Watershed.

The City now has an opportunity to greatly enhance the proposed Fish Pass project through a collaborative effort with Consumer's Energy. Consumer's Energy owns property adjacent to the Boardman River that would be an ideal location for the educational component of this project. Consumer's Energy has agreed to sell the property to the City at a greatly reduced price, One Hundred Twenty Thousand Dollars (\$120,000), if the property is used specifically for the Fish Pass project.

The improvements planned at the Union Street Dam, in conjunction with the Fish Pass project, will also address corrective action and necessary improvements at the Union Street Dam infrastructure. The project also creates an international collaborative effort of the scientific community, with scientific research and advancements in preventing invasive species from entering the Boardman River watershed. The goal of this project is to develop methods and infrastructure that can be replicated throughout the world. As such, it will be a significant draw of the scientific and educational community, which will be an economic driver for the downtown community.

Please review my recommendation and request that the DDA participate in the project by providing the necessary funding (\$120,000 plus associated closing costs), through the use of Tax Increment revenues, for the purchase of this strategic property within the DDA on behalf of the City. The acquisition of this property will act as a conduit for the scientific community, provide educational opportunities, and provide economic enhancements within the DDA, the City and the Region.

Thank you for your consideration of this request. If you have any questions about this, or need additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Martin Colburn".

Martin Colburn
City Manager

Copy: William Twietmeyer, City Treasurer





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

Memorandum

To: Downtown Development Authority

From: Parking Advisory Committee Interview Team:
Collette Champagne, Jeffery Joubran, Debbie Hershey and
Jean Derenzy, CEO

For Meeting Date: September 21, 2018

Re: Parking Advisory Committee

The interview team met on Thursday, September 13, 2018 and interviewed five candidates for the Parking Advisory Committee. The responsibilities identified for this advisory committee were:

- ✓ Recommendations for expanding or reducing parking allocation through private property and shared-use leases
- ✓ Review and recommend zoning changes related to parking requirements and park-once initiatives
- ✓ Review parking supply and support recommendations that improve utilization
- ✓ Define and formalize performance-based pricing guidelines
- ✓ Define Parking Benefit District guidelines
- ✓ Recommend biking options and infrastructure
- ✓ Capital Improvement Plans to maintain and improve equipment and technology, invest in new equipment and technology to improve and provide services.

Recommendations will also support transit initiatives, support and expand mobility services (i.e. Destination Downtown and Bayline programs) and incorporate the TDM objective in new public and private developments.

After interviewing candidates and talking through responsibilities for the Advisory Committee, we believe there needs to be a change in approach.

Instead of an Advisory Committee, the DDA would appoint a subcommittee of the DDA, with five members from the DDA and 2 citizens at large. The DDA is responsible for the parking system, and incorporating a Master Parking Plan will require time for the DDA Board to effectively communicate and recommend such a Plan.

Therefore, based on the responsibilities required and the need for DDA Board input, the following is recommended:

RECOMMENDATION: Motion 1) That the previous approved Parking Advisory Committee approved July 20, 2018 be rescinded. Motion 2) Parking Subcommittee be established with the make-up being: Five (5) DDA Board members and two (2) citizen-at-large. Motion 3) Five Board members to be appointed to Subcommittee.



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

Memorandum

To: Downtown Development Authority

From: Jean Derenzy, CEO

For Meeting Date: September 21, 2018

Re: Request for Financial Support of Santa's Arrival, Tree Lighting, & Downtown Light Parade

Attached is a letter from Downtown Traverse City Association President, Misha Nidorfler requesting support for Santa's Arrival, which includes the Light Parade and the lighting of the Christmas Tree scheduled this year on November 17.

The inaugural Light Parade was last year and drew approximately 9,000 residents Downtown. The new tradition that was created will continue and has moved to a Saturday to help with families getting to the event and enjoying everything our Downtown has to offer.

The DDA has provided financial contribution to the holiday event for seven years and continues to be enjoyed by all who attend. I recommend the following for the Board's consideration:

RECOMMENDATION: Approval financial contribution to the Downtown Traverse City Association for a not-to-exceed amount of \$10,000 for actual costs associated with Santa's Arrival, Tree Lighting, and Downtown Light Parade.



September 14, 2018

DDA Board of Directors
PO Box 42
Traverse City, MI 49685

DDA Board of Directors:

On behalf of the Downtown Traverse City Association, I want to thank you for the financial support provided by the DDA Board for the annual Santa's Arrival and Community Tree Lighting event since 2011. As you may recall, the DTCA launched the Downtown Light Parade in 2017 to add to this already successful event. With nearly 9,000 in attendance, we believe we have developed a new holiday tradition for families and residents in Traverse City. We are again asking for support in an amount not to exceed \$10,000. Following you will find an estimated budget for the event. We plan on closing the gap with additional financial sponsorships. The DTCA will assume the cost for marketing the event and only actual expenses will be invoiced to the DDA.

Sincerely,

Misha Neidorfler
DTCA President

Business	Expense
Bridgeway Power	800
Emcee Services	100
Float Stipends	6,000
GJ's Rentals	700
Santa	350
Sound Environments	2,000
Printing	1,500
Towing	200
Volunteer/Miscellaneous	300
Total	11,950



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231-922-2050

Memorandum

To: Downtown Development Authority

From: Jean Derenzy, CEO

For Meeting Date: September 21, 2018

Re: Consideration of Appointment to Farmers Market Advisory Board

At the annual meeting, appointment the Farmers Market Advisory Committee should be established. Board member Jeff Joubran has served on this Committee for a little over two (2) years and has identified he is not interested in reappointment for another year.

RECOMMENDATION: Motion to appoint one board member to Farmers Market Advisory Committee.



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

Memorandum

To: Downtown Development Authority

From: Jean Derenzy, CEO

For Meeting Date: September 21, 2018

Re: Valet Pilot

The Pilot Valet Program finished over the Labor Day weekend. A meeting took place with At Your Service Valet and the businesses who entered into the contract (Pam Marsh, Dave Denison and John McGee). As identified on the attached memorandum from Nicole VanNess, Parking Director, the program was successful and was utilized for not just the restaurants.

We did receive concerns on location of the valet impeding on the bike lane, and the Valet addressed those concerns and made corrective solutions. As you will recall the valet is part of an overall larger strategy on options for parking as well as help our downtown businesses create easy access to their place of business.

Based on the utilization of the valet program, the implementation of an ordinance amendment to allow for valet downtown is recommended. Staff will review the ordinance, include license conditions, use of the right-of-way, use of the loading zone and metered spaces and site plan requirements. This will be brought back to you in October for recommendation to the City Commission.

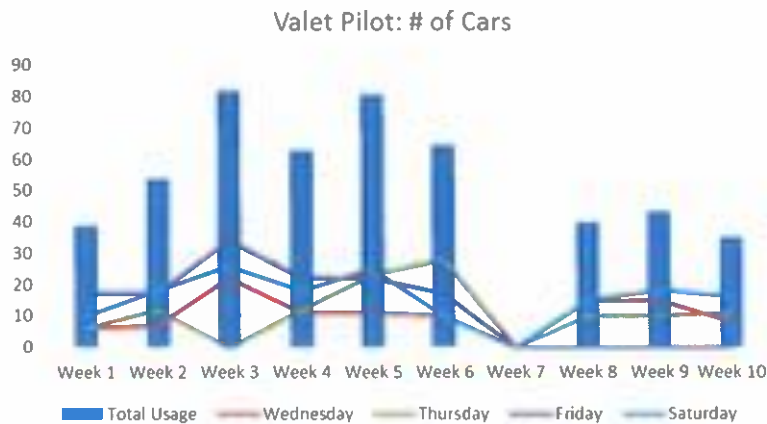


Memorandum

To: Jean Derenzy, DDA CEO
 From: Nicole VanNess, Parking Administrator *NVN*
 Re: August 13 2018
 Date: Valet Pilot Debrief

The 11 week valet pilot wrapped up Labor Day weekend. We have been reviewing the data captured by At Your Service Valet Company. The information shows fairly consistent utilization each night throughout the pilot timeframe. The only time the valet was not used was when the street or spaces were unavailable due to City sanctioned events. Patrons took advantage of the program for the State Theatre and other destinations aside from the three participating restaurants.

With the success of the valet, we would like to proceed with a recommendation to amend the ordinance to allow for valet companies to operate. The revised ordinance will include license conditions, use of the right-of-way, use of the loading zone and metered spaces and site plan requirements. The license fee will be established as a DDA fee for administering the review and approval of applications. We anticipate having a draft ordinance for the October DDA Board packet.



Week 11 data has not been provided.



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

Memorandum

To: Downtown Development Authority
From: Jean Derenzy, CEO
For Meeting Date: September 21, 2018
Re: Uptown Riverwalk

Attached is a letter from the Uptown Home Owners requesting that the DDA Board have a site visit to the new boardwalk in front of the Uptown development. After meeting with the homeowners of the Association, it is not about eliminating the Riverwalk, it is about caring for what is going to be installed, while understanding their homeownership concerns.

Weighing community access to the River, safety, lighting and where the Riverwalk ends is what the Homeowners are requesting. In lieu of having an on-site meeting, I would recommend that we hear from the homeowners at the meeting providing their concerns, ideas, recommendations.

Currently, we are still waiting on the permit from Army Corps of Engineers.

The Chair and Vice-Chair should the Board concur suggest walking down to the site at the end of the meeting.

Uptown Court Home Owners
Traverse City, Michigan 49684

September 10, 2018

The Board of Directors
Traverse City Downtown Development Authority
303 E. State St., Ste. C
Traverse City, MI 49685-0042

SEP 10 2018

Lower Boardman River Leadership Team
Traverse City Downtown Development Authority
303 E. State St., Ste. C
Traverse City, MI 49685-0042

RE: River Walk Project on the Boardman River

Dear Members of the DDA Board and the Lower Boardman River Leadership Team:

We are writing to you as homeowners in the Uptown Condominium Association to express our concerns regarding the Boardman River Walk (see Attachment 1). We are also attaching the original letter of August 19, 2018 to the Director of the DDA requesting a meeting to discuss our concerns with the River Walk Project (see Attachment 3). As a result of that letter we were very pleased when DDA Director Jean Derenzy and Police Chief Jeffrey O'Brien met with us at the Uptown site on 6 September 2018 (in response to that earlier letter of Aug. 19) to view directly how the River Walk Project would affect our homes and to discuss issues of concern as well as our comments and recommendations.

This meeting (Sept. 6) was our first real opportunity as homeowners and taxpayers to voice our concerns and comments to important decision-makers regarding a project that has a direct impact on our property. While the City and our Developer reached an agreement some years ago on the easement and alignment of the boardwalk before any of the homeowners had moved into our units (and we were fully aware of this agreement when we did invest in the Uptown development), the design details of the boardwalk were made available to the homeowners only this past Spring, 2018. Upon seeing some of those details, we were able to finally know, and then to show Director Derenzy and Chief O'Brien, how pedestrians would be extremely close to our homes, so much so that they could actually step off the boardwalk and access private property.

In addition, we were able to explain our **security and maintenance concerns** after viewing the on-going inappropriate activities on the boardwalk under the Union Street bridge. We were able to relate the experience of seeing drunken sex acts publicly performed on the Uptown easement of the public stairway to the river. Knowing that the current Phase I of the River Walk Project is planned to stop at the end of the west Uptown property line, we were able to describe from direct observation how any stopping point without adequate lighting and easy exit would create a dead-end where noise, inappropriate activity and trash accumulation would result. Following are the comments and recommendations that we discussed at our meeting on September 6th:

1. As the plan for construction of the boardwalk now stands, we hope the committee overlooking the construction of this boardwalk will consider **locating the south edge of the boardwalk itself on the extreme south borderline of the easement**. Seeing the engineer's current drawings, we finally understood how close the boardwalk would pass along our individual property boundaries (the river sheet pile wall). The deck level of the boardwalk is only 20 inches below the top of the sheet pile wall, and in several

locations, the boardwalk will approach within 2 feet of the sheet piles. (see illustration in Attachment 2 appended to this letter). Concerning the placement of the boardwalk, we also would like to ask the DDA and the Leadership Team the reason for choosing the north side of the river for the boardwalk instead of the south side along the shoreline with Hannah Park (already a public property of the City).

2. If the boardwalk is built as currently planned, we request that **a barrier be installed** along the north side of the boardwalk especially in front of the Uptown units that would discourage pedestrians from easily stepping off the boardwalk onto the Uptown property.

3 We hope that the DDA and the Lower Boardman River Leadership Team will seriously examine the possibility that **Phase 1 terminate at the Uptown stairway easement** and not at the west Uptown property line with Riverview Terrace. Then in the future, Phase II of the Project would continue from the Uptown stairway to the West Front Street bridge. This would provide the important convenient entry and exit points for the public and prevent many of the problems outlined above.

In connection with our comment about the boardwalk terminating at the Uptown stairway, we hope the DDA and the Boardman River Leadership Team would consider that boardwalk construction beyond the Uptown stairway not continue until financing and design is in place for Phase II up to the West Front Street bridge.

4. With all of the above issues in mind, and especially the **issue of safety and security** of our homes and the people in these homes, we note here that an unlit and unsupervised boardwalk (as it now appears in the planning) that runs along the Uptown homes would be: a) out of sight to the general public, b) very isolated, c) dark and d) a highly susceptible place for theft, alcohol drinking, trash accumulation, camping overnight on the boardwalk by the homeless and occurrence of other inappropriate activities by the boardwalk users -- at night especially. Thus, we would like to suggest that a **regular monitoring system** be put in place to regulate the safety and good use of the boardwalk in line with resolutions established by the city. Perhaps such monitoring system could be coordinated with the Traverse City Police Department.

Following the meeting on September 6, we homeowners discussed the issues noted above. The homeowners present on September 6 all agree that the public should have suitable access to the river. We are mindful of the danger that an association like ours could be viewed as just another group of complainers with no concern other than their own self-interest. Therefore, Director Derenzy suggested that we invite the DDA Board and the Lower Boardman River Leadership Team to meet with us at the Uptown site to gain the **perspective and understanding** of the issues and concerns that only walking the property can provide.

We respectfully request a meeting with the DDA Board and the Lower Boardman River Leadership Team at the Uptown site to discuss the River Walk project at their earliest convenience. We note that the LBR Leadership Team will meet at the Governmental Center, 400 Boardman Avenue, in the lower level cafeteria at 5:30 P.M on 12 September 2018. We would like to request that a meeting with Uptown homeowners be placed on the agenda to establish a date and time for a meeting at the Uptown site.

Thank you for your attention and for considering this request. We will look forward to hearing from you.

Sincerely,

Homeowners at Uptown Court,

Michael Brenton, 160 Uptown Court, mikebrenton@brentonlaw.com
Sheryl Stankowski, 139 W State Street (at Uptown Ct.), sdurga@yahoo.com
Janet Ringle, 169 Uptown Court, jbringle@me.com
Herb Steed, 163 Uptown Court, steedherbert@ymail.com

Sue and Cork Eringaard, 157 Uptown Court, sueeringaard@msn.com
Patricia Heffron, 151 Uptown Court, paheffron@aol.com
Howard and Patricia Yamaguchi, 145 Uptown Court, hayamaguchi@gmail.com
Frank and Kelly Londy, 139 Uptown Court, frank.londy@yahoo.com
David and Penelope Gordon, 127 Uptown Court, svdoc@aol.com

ATTACHMENT 1

Photos (“before” project and representational images of “after” project)



Uptown Phase I Existing



Uptown Phase I w/boardwalk



Uptown Phase II (near Parking Lot E) - Existing



Uptown Phase II (near Parking Lot E)
w/boardwalk



Uptown Phase II - Existing



Uptown Phase II w/boardwalk



Uptown Staircase bet. Phases I and II - Existing



**Uptown Staircase bet. Phases I and II -
w/boardwalk**



Uptown Phase I - Existing



Uptown Phase I - w/boardwalk



Uptown Phase II - Units 7 and 8 - Existing



Uptown Phase II - Units 7 and 8 - w/boardwalk



River Walk Phase I Project End Point -
w/boardwalk



Boardwalk at Union Street Bridge - Existing



River Access Staircase at Uptown Court - Existing

Boardman River Walk along Uptown Court Condominiums

shapes & approximate

shapes & approximate

Uptown Units 7 - 10

Uptown Units 1 - 5



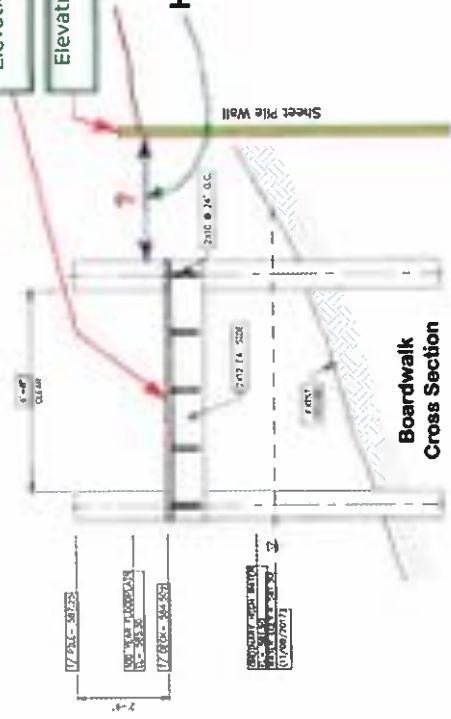
Proposed Riverwalk Phase End Point
(no egress from this point)

Boardman River

Elevation at Top of Deck: 584.50 ft
Elevation at Top of Wall: 586.23 ft
Deck is only 20 inches below top of wall !!

How far is the Deck from Sheet Pile Wall?

Location	Dist. (ft) from Deck to Wall
A	1.95 ft (23")
B	2.35 ft (28")
C	5.40 ft (65")
D	7.20 ft (86")
E	6.50 ft (78")



SECTION C.A.1

Data Source: Sheets C3.2, C3.3, and C4.1 of the Boardman River Walk Phase I Proposed Site Plan prepared for Traverse City DD&A by Gourdie Fraser. Distances were calculated from elevations provided in the plan or scaled from the drawings.

ATTACHMENT 2

ATTACHMENT 3

*Uptown Court Home Owners
c/o Uptown Condominium Association
110 Fairway Hills Drive
Traverse City, Michigan 49684*

August 19, 2018

Ms. Jean Derenzy
Chief Executive Officer
Traverse City Downtown Development Authority
303 E. State Street
P. O. Box 42
Traverse City, MI 49685-0042

Email: jean@downtowntc.com

RE: Riverwalk Project on the Boardman River

Dear Ms. Derenzy,

Our Uptown Condominium Association was most pleased to read about your appointment to head the DDA and your leadership in development of the Lower Boardman River Unified Plan. We were even more encouraged to read that you had spoken about the need to engage residents and neighborhood associations with development projects. In view of that attitude of inclusion and commitment to the Unified Boardman River Plan, a group of our owners would like to meet with you to discuss our concerns and suggestions regarding the Riverwalk Project and its location traversing alongside our condominium homes.

ISSUES OF CONCERN TO UPTOWN OWNERS WITH UNITS FRONTING ON THE RIVER

1. As can be seen from the attached drawing, pedestrians on the walkway can easily step off the walkway onto condo owners' property. In this case, they would be only 3 to 5 feet from the condo structure. This easy access to our property by the general public at any time of day presents a security and a waste and trash hazard, which other developments elevated much higher on a steep embankment over the river do not have. Please note that these hazards are illustrated by the fact that our residents can daily observe these objectionable activities under Union Street bridge only a short distance from the Uptown eastern property line.

2. In DDA discussions about the three phases of the boardwalk project, the importance of each phase beginning and ending with a public entrance and exit was recognized. Obviously, this was to allow entry and exit at points within the infrastructure to permit the public to enter and exit at convenient locations. The three phases are listed in the RFP as:

Phase I: South Union Street bridge up to and including Uptown

Phase II: Uptown to West Front Street bridge

Phase III: West Front Street bridge to the Pine Street pedestrian bridge

Program elements for the design of Phase 1 provide that, at a minimum, there should be street level connections to the riverwalk/boardwalk on the upriver and downriver ends of the project, as well as at the Uptown stairs and the West Front bridge.

3. The present design has the Uptown boardwalk ending at the property line with Riverview Terrace. This means pedestrians will arrive at a dead end with no place to go until they eventually decide to turn around and go back to the Uptown stairway. It is feared that this dead end in front of Uptown Units 3 and 4 will lead to a remote and poorly lighted forced stopping point with predictable outcomes of noise, congestion, partying and other more objectionable activities together with waste and trash accumulations at the site. In fact, we are observing some of these activities on the dead-end platform at the base of the stairway leading to the river.

COMMENTS/RECOMMENDATIONS

1. It is recommended that a railing be installed along the north side of the walkway at least in that section in front of the Uptown Units. This would discourage easily stepping off the walkway onto the Uptown property. It would also provide a place for Private Property - No Trespassing signage.
2. It is recommended that Phase 1 terminate at the Uptown stairway and not at the Uptown property line with Riverview Terrace. Phase 1 would then be from the Uptown stairway to the West Front Street bridge. This would provide the important convenient entry and exit points for the public and prevent the problems outlined above. In this regard, we would also like to discuss the nature of any impediments to moving forward with extending the boardwalk to the bridge. We full support extending the boardwalk to that point.
3. It is recommended that walkway construction beyond the Uptown stairway not continue until Phase II construction is in place for Phase II up to the West Front Street bridge.
4. With all of the above issues in mind, we would like to suggest that a regular monitoring system be put in place to regulate the safety and good use of the boardwalk. Perhaps such monitoring system could be coordinated with the Traverse City Police Department.

We respectfully request a meeting with you to discuss these issues and concerns as soon as it would be convenient. In addition, it would be helpful to have representative of the Police Department in attendance. We believe the meeting could be more productive and the issues more easily understood and clarified if the meeting would take place at Uptown. However, we will be glad to meet in your office or wherever you suggest if Uptown isn't convenient.

Thank you for considering this request. We will look forward to hearing from you.

Sincerely,


Michael Brenton
mikebrenton@brentonlaw.com
517-881-3647


Sheryl Stankowski
sdurga@yahoo.com
703-340-7366

Uptown Condominium Association Board



Memorandum

To: Jean Derenzy
From: Colleen Paveglio
Re: Communication Update
Date: September 14, 2018

Additional Communication Channels

Website: The Downtown website has been reorganized to create a better path to all things, DDA. Pages are under construction and we continue to clean up/update information. Please note, if you provide any links to our internal pages the url may have changed. We would appreciate if you make the updates to have the new information present.

Facebook: The Traverse City DDA Facebook page was launched last month. We will use the page to communicate with another audience on DDA endeavors. If you are on social media, we would appreciate a "like" and a "share" would be great as well. Together, we can help our local social network of friends become more engaged and up to date on the latest happenings on public projects and how to get involved.

8th Street

A meeting with the North Boardman Lake District has been planned for September 17, 2018. The NBLD group is looking to do a reach out to their neighbors on the potential DDA Expansion. Jean and I will be working closely with them.

Destination Downtown & Bayline Launch

Nicole and I are working on the continuation of Destination Downtown and launching a full program on March 1, 2019. The \$10,000 SEED Grant will assist in launching the program on a permanent basis. While we hoped to have more than, on average, 8-9 riders daily. We are pleased about the response and enthusiasm about the program. We have eliminated cars on the road and in parking spaces and look forward to growth in the program.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Administrator *NV*
Re: September 14, 2018
Date: Parking Services Updates – September 2018

Lot P Construction – Update

Construction has been delayed and has yet to start. We should have an updated schedule from Elmer's soon. In order to avoid confusion for permit parkers, the lot has been closed. The lot is due to reopen the middle of October.

Garage Restoration – Update

RAM started restoration activities at the Hardy Garage this week. They will move between Old Town and Hardy until all repairs are completed which is anticipated to be late October.

Seasonal Permit Lots – New

In an effort to increase utilization of some lots during the shoulder seasons, permits may be used in Lot D (300 E Grandview Parkway) from September 15-May 31st and Lot M (Marina Lot) late October through mid-May.

**Downtown Traverse City Association
Regular Board Meeting
August 9, 2018**

Minutes

Present: Susan Fisher, Dawn Gildersleeve, Jake Kaberle, Jeffrey Libman, John McGee, Todd McMillen, Misha Neidorfler

Absent: Kim Bazemore, Liz Lancashire

Staff/Others: Jean Derenzy, Colleen Paveglio, Nick Viox

1. **Call to Order:** President Neidorfler called the meeting to order at 8:30 a.m.
2. **Approval of Minutes of the DTCA Board Meeting of July 12, 2018:** Minutes from the July 12, 2018 board meeting were approved as amended upon **motion by Libman and seconded by Gildersleeve. Motion carried unanimously.**
3. **Event Report (Viox)**
 - a. **Art Fair Series**
 - i. **Downtown Art Fair: Saturday, August 18**
 1. **Volunteers:**
 - a. 6 am to Open: Viox, McGee, Lancashire
 - b. 9 am to 11 am: Neidorfler
 - c. 9 am to 1:30 pm: Soto
 - d. 1:30 pm to 5:30 pm: Leahy
 - e. 4 pm to Close: Derenzy
 - f. 5 pm to Close: Bevier, McMillen
 - b. **Window Display**
 - i. **Very Cherry Window Display Contest**
 1. **Great Lakes Bath & Body, Toy Harbor and Captain's Quarters**
 - ii. **Best Dressed Film Fest Window Display Contest**
 1. **Toy Harbor, Becky Thatcher, Diversions**
 - iii. **Motion by Libman, seconded by Gildersleeve, to support coordinating a window display contest during Pride Week and developing formal criteria to bring to the Board to approved at their September meeting. Motion carried unanimously.**
 - c. **Street Sale**
 - i. **Friday, August 3**
 - d. **Friday Night Live**
 - i. **August 3-August 24**

- e. Downtown Art Walk**
 - i. Registration form sent late July
 - ii. Deadline August 15
- f. Shop Your Community Day**
 - i. Registration form sent late July
 - ii. Deadline August 15
- g. Downtown Light Parade**
 - i. Applications have been sent
 - ii. Registration form sent late July
 - iii. Deadline September

4. Financial Report & Marketing Report (*Paveglio*)

- a. Financial Report
 - i. The Financial Reports through April 30, 2018 were approved upon motion by Libman, seconded by Gildersleeve. Motion carried unanimously.**
- b. Marketing Report
 - i. Marketing efforts were reviewed regarding advertising and sponsorship for upcoming events

5. Committee Reports

- a. Review & Search
 - i. DDA/DTCA Contract to be sent to Board
 - ii. Send contract DDA/DTCA

6. President's Report (*Neidorfler*)

- a. Light Parade Participation
 - i. Susan Fischer will champion

7. CEO's Report (*Derenzy*)

- a. DDA Report
 - i. Ironman
 - 1. Eighth Street
 - 2. North Boardman Lake District
 - ii. Holiday Lights
 - iii. Parking Advisory Committee
 - iv. Rotary Legacy Project
 - 1. Civic Square

8. New Business

- a. Arts Commission Request
 - i. Invite Nate back to the September meeting
- b. BATA's Bayline and Destination Downtown
 - i. Bayline discussion

- ii. BATA Bayline flyers to distribute

- c. **Membership**

- i. **New Members**

- 1. SEEDS
 - 2. Northern Lights
 - 3. Priority Health

- d. **Miscellaneous**

- i. Traverse City WiFi
 - ii. Social Media
 - iii. Newsletter Report

- 9. Adjournment**

- a. The meeting adjourned at 9:47 a.m.

FARMERS MARKET ADVISORY BOARD

REGULAR MEETING MINUTES

Monday, August 20, 2018, 9:00 am
Committee Room, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City
www.downtowntc.com

1. Roll Call

- a. Present: Lori Buchan, Sue Kurta, Linda Grigg, Jeff Joubran, Tim Werner, Meghan McDermott, Courtney Lorenz, Nic Welty (9:09am)
- b. Absent: Gary Jonas, Chuck Korson, Tricia Phelps, Brenin Wertz-Roth, Nic Welty

2. Approval of Minutes

- a. Motion to Approve: Jeff Joubran, McDermott seconded

3. Monthly Financials

- a. No longer paying for Norte, Parking Services is parking for Norte
- b. Windows were replaced at the birdhouse
- c. Towing is up because they just started billing

4. Vendor Audits

- a. Guest: Third Party Verifier, Kevin Query
- b. Cherry Beach Orchards
 - i. Went well, a bit chaotic as wife had farming accident just as we arrived. Garden was verified
- c. Redheads
- d. Raduno
 - i. All good
- e. Lakeview Hill
 - i. Excellent
- f. Dover Farm & Craft (Ann Dover- Ann's Chutney)
 - i. Utilizes same garden as Ralph Schaub
 - ii. Question of whether her garden is able to produce the volume of produce she would need to produce jam and chutney
 - iii. Nick will call local vendors to verify Ann's purchases

- iv. Nick will provide a clear list of next steps and farmers market rules to remind Ann, ask for list of vendors and receipts, and clarify that if these rules are not followed, she is risking ejection from market
- g. Ralph Schaub
 - i. Zucchini and cucumbers at market but plants looked extremely wilted, were present at market 1.5 weeks following audit
 - ii. No cherries observed, minimal peaches
 - iii. Not Allowed: Beets, carrots, onions, pumpkins, scallions, swiss chard, apples, apricots, pears, plums
 - iv. Allowed: Cucumbers, rhubarb, raspberries, cherries, tomatoes, cherry tomatoes, zucchini
 - v. Will monitor volume as well as type of product (particularly concerned about tomatoes)

5. Birdhouse Update

- a. Birdhouse windows were replaced

6. Banner Update

- a. Working with TentCraft

7. Brunch at Market Update

- a. August- Glendale Ave
 - i. Not seeing as much volume at market as they would like
- b. Wednesday markets
 - i. 4 new vendors have all dropped out in the past month due to low volume
 - ii. Evening markets on Eighth:
 - 1. Currently on week three of four, 15 vendors
 - 2. Most vendors have come close to meeting wednesday morning market sales in just three hours
 - 3. Nick proposes we bring some of these vendors to the November advisory board meeting

8. Public Comment

- a. Elizabeth- assistant market manager
 - i. Dogs at market has been an issue- can we get more “no dogs allowed” signs?
- b. Could Norte or someone else provide vegetable pickup or wagons

9. Adjournment

a. Motion: Lori Buchan Second: Courtney Lorenz

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA Director 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 DDA office.

**DOWNTOWN DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER LEADERSHIP TEAM
Thursday, August 30, 2018, 5:30 p.m.
400 Boardman Avenue, 2nd Floor Training Room
Traverse City, MI 49684
www.downtowntc.com**

Jean Derenzy called the meeting to order at 3:35 p.m.

Present: Harry Burkholder, Elise Crafts, Christine Crissman, Frank Dituri, Tim Ervin, Rick Korndorfer, Deni Scudato, Russ Soyring, Mike Vickery

Absent: Jennifer Jay, Michele Howard

DDA Staff: Jean Derenzy, Colleen Paveglio

1. Introductions: Rick Korndorfer made an introduction
2. Election of Co-Chairs:
 - a. Scudato nominated Harry Burkholder, seconded by Derenzy. Motion carried unanimously.
 - b. Dituri nominated Jennifer Jay, seconded by Burkholder. Motion carried unanimously.
3. Overview of Meeting Minutes from the August 14, 2018. Motion to approve by Soyring, seconded by Dituri. Motion carried unanimously.
4. Principles/Values Facilitation with Team (Ervin to Lead)
 - a. Review of Guiding Principles/Values
 - i. Preservation of river
 - ii. River protection
 - iii. Reduce/eliminate hard surface edges around river
 - iv. Universal access
 - v. Significance of trails
 - b. Additional Discussion
 - i. Celebration of the river
 - ii. River "first" in project/river development
 - iii. Any plan in or near river needs to address effect of use of river (upstream & downstream)
 - iv. Sustainability focus: Friends of the Boardman (currently used with Rotary)
 - v. Restore
 - vi. Educate general public on river in ways that affect behavior
 - vii. Educate regarding culture and history
 - viii. Respect for the river
 - ix. Turning to the river

- x. Process to address all users and uses
- c. Public Feedback
 - i. Natural River: Tree canopy, banks for habitat, sustain open space, root systems, study and understand natural river
 - ii. Presence of homeless along River (place)
 - iii. Concern over development in-flood areas
 - iv. Educate- behavior of kayakers, etc. on river
 - v. Retain natural vegetation, do not increase hardening of the shoreline, natural flow not impeded by development
 - vi. More park space along river
 - vii. Conversion of hard surface into open space
 - viii. Understanding/improve pedestrian/non-motorized & motorized use/circulation
 - ix. Respect organic relationships/intersections of river upstream, downstream, in stream
 - x. Invasive (sustainability) species
 - xi. Revegetate native species
 - xii. Acknowledge historic significance - Harsh Park
- 5. Request for Qualifications Draft for Comments/Input
 - a. Leadership Team Feedback
 - i. What is the Civic Engagement planned by the consultant
 - 1. Priority is listening
 - ii. Plans for messaging
 - iii. Develop more focus than just access
 - 1. Utilize the U of M study as a guide
 - 2. Include zoning
 - iv. Vision, collective understanding of the vision, and then address the components of design
 - v. Frameworks to be provided by consultant: Phase 1 - a, b, & c
 - vi. Need an inventory assessment, constraints mapping
 - vii. "Fact Book" to engage the public
 - viii. Provide easement and public property map along the River
 - 1. Dhuri and Stryring to address
 - ix. Burkholder, Elise to work with Ervin on RFQ
 - b. Public Feedback on RFQ
 - i. U of M Study
 - ii. A delicate balance between build and preservation/restoration
 - iii. Artery going through town and feeding other parts
 - 1. Commercial, residential, natural - Jenson
 - 2. Map for work flow analysis - NMC drone program
- 6. 2018 Meeting Schedule
 - a. Wednesdays, every other week at 5:30 pm

- b. Meeting room TBD - Cafeteria
 - c. The Watershed Center will have a substitute for upcoming meetings
7. Update on Application to Great Lakes Fishery Trust (submitted 08/23/18)
- a. November 13, 2018 should receive notification
 - b. Grant application to be provided by Derenzy to the Team
 - i. Request of \$42,500
8. Public Comment
- a. Norman Fred, 10422 Peninsula Drive, asked on amount requested for grant
 - b. John Nelson, 4022 Incochee Court, commented kayak tour and stormwater tour
9. Board Comments
- a. Cleary: Boardman River Clean Sweep (9/15 at 9 am), Harm Reduction Coalition - picking up used needles - providing educational materials (10/6), JLOW (9/1, 9/8, 9/15), Parks and Recreation at Hickory Hills and potentially Hull Park
 - b. Dituri: Fish ladder at the Union Street Dam was closed on Monday
 - i. Have a Fish Passage presentation at a future meeting
 - ii. Doodle poll for kayak tour
 - c. Crissman: Stormwater tour, doodle sent to Team
10. Adjournment. The meeting officially adjourned at 7:15 p.m.

Respectfully submitted,

Colleen Pavaglio

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA CEO 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 DDA office.