

**DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA**

Friday, May 17, 2019

8:00 a.m.

Governmental Center, 400 Boardman Avenue, Traverse City

Commission Chambers, Second Floor

www.dda.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. Public Hearing 2019/2020 Budget: DDA, TIF 97, Old Town TIF (Pages 1-8)
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.

Administration:

- A. Consideration of minutes for the Regular Meeting of April 12, 2019 (approval recommended) (*Pages 9-11*)
 - B. Consideration for Approval of Claims (*Pages 12-14*)
 - C. Consideration of approving Financial Reports for DDA, TIF 97, and Old Town TIF for April 2019 and Financial Reports for Traverse City Parking Services. (*Pages 15-20*)
4. Special Presentations:
 - a. Overview of Bridge Work for 2019/2020 Budget (Page 21)
 5. CEO Report
 - A. Three Year HVAC Maintenance Agreement (Pages 22-23)
 - B. Winterization of Lot O Boiler and glycol lines (Pages 24-25)
 - C. Park Street Public Restrooms Cleaning Services (Page 26)
 - D. 2019/2020 Strategic Plan Meeting – July or August 2019 ((Page 27)
 - E. Project Updates (Page 28)
 6. Board Member Reports
 - A. Arts Commission (Hershey Verbal)
 - B. Farmers Market (Hardy Verbal)
 - C. Parking Subcommittee (Hardy Verbal)
 - D. Lower Boardman River (Burkholder Verbal/Handout)
 - E. TIF Ad Hoc Committee (Schneider Verbal)
 7. Staff Report:
 - A. Parking (*Page 29*)
 - B. Communications (Pages 30-32)
 8. Closed Session for Possible Property Purchase MCL 15.268(d)

9. Receive and File:
 - A. Parking Subcommittee April Minutes (*Pages 33-34*)
 - B. Lower Boardman River Leadership Team April Minutes (*Pages 35-37*)
 - C. Lower Boardman River Public Outreach Subcommittee April Minutes (*Pages 38-39*)
 - D. TIF 97 DDA & City Commission Ad Hoc April Minutes (*Page 40*)
 - E. DTCA April Minutes (*Pages 41-42*)
 - F. Farmers Market Advisory Board April Minutes (*Pages 43-44*)
 - G. Arts Commission April Minutes (*Pages 45-47*)
 - H. Transformation of Traverse City Article in Planning & Zoning News (on desks)

10. Public Comment

11. 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: DDA Board
From: Jean Derenzy, CEO
For Meeting Date: May 17, 2019
SUBJECT: Public Hearing on 2019/2020 Budget

Public Hearing notice was published in the Record Eagle for public input in the proposed budget as attached.

As requested by the DDA board at our April meeting, the following has been implemented within the five-year budget plan:

1. Contribution to a public sector/community police officer for a five-year commitment, with a 2% increase each year.
2. Funds for a parking garage into TIF 97 budget.
3. Allocate Farmers Market funds into TIF 97 budget

The budget as proposed is as follows:

For the DDA general fund budget:

Revenue: Property taxes of \$137,475 is the millage rate for all property owners. Reimbursement figures are comprised of administrative fees from TIF 97 and Old Town TIF (.02%), the DTCA Management Agreement and the Parking Management Agreement. Rental Income is from the Farmers Market, with expenses contained within the contract services, communications and training line items.

*I am proposing that the Farmers Market Advisory Board review a line item budget to help identify costs associated with running the market and staff time associated with same.

Expenditures:

The general budget has remained relatively consistent with a few highlights:

Memorandum-Public Hearing: Budget

Under community promotions: I am recommending that the DDA contribute \$5,000 towards the Bayline program with BATA. This program has been successful in seeing ridership increase, an ease of coming into downtown on public transit, and in assisting employees in alternative transportation, reducing the parking demand Downtown. The program has been successful in offering alternative transportation for our downtown businesses and their employees. This same line item will be used for the DDA's contribution towards the Downtown Traverse City Association's annual Light Parade/Santa's Arrival.

I am proposing to add a Chief Operations position to the DDA with a strong strategic and financial background that will work with me on board goals, policies, procedures, as well as, implementing the DDA's strategies. The other increases are related to parking staff. My proposal, as indicated last year, was to identify the best practices and coverage for an operation that runs from 7:00 am to midnight, Monday through Saturday and 7:00 am to 11:00 pm, on Sunday, including fluctuations to accommodate seasonal events. My proposal for this year includes:

- Converting one part-time maintenance position into a full-time maintenance position
- Converting one part-time office specialist into a full-time office specialist

Additionally, part-time positions within Traverse City Parking Services will decrease from 8 to 6, and full-time seasonal positions will remain at two for office operations and 1 for parking enforcement. An increase for part-time, hourly employees will take effect with \$13.00/hour, putting us in a more competitive hiring level. It has been a struggle to hire and retain part-time, and this will serve as an attempt to retain talent, in lieu of hiring full-time with a higher per hour wage. The total number of employees under parking would then be 11 full-time, 6 part-time and 3 seasonal full-time employees.

I have identified the full-wage analysis for parking to be \$750,000, (health, 401K, workers comp, etc.) which is an increase in the contract from \$596,000 to \$750,000 for completing all things parking related within the City. It should be noted that this is only the cost for parking; **there are absolutely no costs** that come to the DDA for parking. The administrative oversight remains as in-kind, as well as, all bookkeeping services. These are only the actual costs of parking employees through a self-sustaining parking fund.

The revenue for the City remains at 10% to the City general fund, with no revenue coming to the DDA out of parking.

TIF 97 Revenue: The taxable value for TIF 97 has increased, allowing for the substantial capital projects identified. The reimbursement identified at \$130,000 is

Memorandum-Public Hearing: Budget

reimbursement from the Park Street Brownfield Project towards the Hardy Parking Deck Bond.

TIF 97 Expenditures: The professional services line item has increased based on 2 items:

- 1) \$50,000 towards a police sector/community police officer for the downtown area. This will be tied to a five-year agreement with the City.
- 2) Project soft costs; which have risen based on the number of projects identified within TIF 97. The Administrative fee remains at .01% to the City and .02% to the DDA.

The remaining projects under professional services are:

Public Restroom stipends: \$20,000
WIFI contract: of \$65,000

Capital Improvement Projects include:

- Bridge Repairs:
 - West Front Street
 - South Cass
 - Park Street
 - North Cass
- Traffic Signal Arm Mast (2): The arm mast will be installed at Grandview and Front and Grandview and Union.
- Lower Boardman River Access: I am recommending that \$150,000 be put into this new line item to help with possible implementation opportunities that come from an approved unified plan.
- City Opera House: There are upgrades to the City Opera House, which include replacing the boiler, and upgrading lights. Both projects will be in conjunction with the Green Team, ensuring the public facility is upgraded according to Green standards.

You will note below in Old Town TIF that I am recommending an interfund loan of \$270,000 to Old Town. These funds will be paid back over a period of time from Old Town. This is due to the number of TIF projects in Old Town and is an effort to cover the costs based on the projected budget.

Future Capital Projects: I have added a West Front Parking Garage to the budget starting in year 2021/2022. Also, the Farmers Market is being added in 2021/2022.

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with \$500,000 and \$400,000 for 2022/2023. The DDA Board will be working on prioritizing capital projects during our 2019/2020 strategic planning session.

Old Town TIF Revenue: This TIF District has increased in the two short years the District has been reset, with the taxable value increasing from \$55,000,000 in the 2018/2019 budget to \$60,000,000 for the 2019/2020 budget. This increase will assist in our CIP projects.

Old Town TIF Expenditures: Within the professional services line item, the administrative fee will remain at .01% to the City and .02% to the DDA, with project soft costs relating to the projects, which will be implemented in this fiscal year.

Capital Improvement Projects for this fiscal year include:

- Remaining Payment for the Lake Avenue Streetscape Project
- Eighth Street Bridge Repair
- South Cass Bridge Repair

The total capital improvements are anticipated to be \$405,521, which is approximately \$166,917 short of the revenue projected. As indicated under TIF 97, an interlocal fund of \$270,000 from TIF 97 to Old Town would be recommended to cover the short-fall and will be paid back over a period of 1 or 2 years.

Future Capital Projects: Future capital improvement projects will be prioritized during the Board's 2019/2020 strategic planning session.

Parking Budget: The parking budget will be part of the newly formed Finance Committee and will help identify capital improvement projects along with the Parking Subcommittee.

Parking Revenue: The revenue line item has been reduced in 2019/2020 based on the anticipated loss of both surface and garage parking permit revenue due to an increase of long-term parking and reduced turnover, as well as the reduced parking ticket fine from \$10.00 to \$5.00 if paid within a 24-hour period.

Parking Expenditures: Capital Improvements included for each Parking Garage:

Hardy Parking Structure:

- Boiler Replacement
- Hardy PTAC Units
- Tower Roof Replacement
- Cameras, including conduit

Memorandum-Public Hearing: Budget

- Truck Replacement (scheduled)

For Old Town Structure:

- Elevator Engineer Services (which could include replacement of Elevator)

Additional funding has also been included in 585-585-808.00 (Community Promotions), which includes \$25,000 for Bayline and \$45,000 for Destination Downtown.

RECOMMENDATION: Public Input only. Adoption of budget will occur at your June 21, 2019 board meeting.

**City of Traverse City, Michigan
Downtown Development Authority
DDA General Fund
For the Budget Year 2019-2020**

	FY 17/18 Actual	FY 18/19 Projection	FY 19/20 Proposed
REVENUES			
Property Taxes	\$ 192,798	\$ 137,464	\$ 137,475
Grants and contributions	10,000	-	-
Reimbursements	767,999	996,706	1,195,371
Rental income	55,015	53,000	53,000
Interest Revenue	563	200	200
TOTAL REVENUES	1,026,375	1,187,370	1,386,046
EXPENDITURES			
Salaries and Wages	646,799	740,772	892,000
Fringe Benefits	152,085	200,074	269,000
Office/Operating Supplies	13,012	10,000	13,000
Professional Services	46,729	54,000	46,000
Contract Services	-	26,000	41,000
Communications	6,483	4,800	6,000
Transportation	2,453	2,000	4,000
Lodging/Meals	5,211	10,000	10,000
Training	1,718	7,000	10,000
Community Promotion	14,930	11,500	20,000
Printing and Publishing	5,064	1,500	5,000
Insurance and Bonds	1,586	1,800	1,800
Utilities	4,816	7,100	9,000
Repairs and Maintenance	3,325	2,200	2,200
Rentals	8,083	9,000	9,000
Legal Services	-	4,500	5,000
Miscellaneous	195	400	2,000
Equipment	8,061	6,000	9,000
TOTAL EXPENDITURES	920,550	1,098,646	1,354,000
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	105,825	88,724	32,046
Beginning Fund Balance (Deficit)	397,510	503,335	592,059
Ending Fund Balance (Deficit)	\$ 503,335	\$ 592,059	\$ 624,105

**City of Traverse City, Michigan
Downtown Development Authority-- TIF 97
For the Budget Year 2019-2020**

	FY 17/18 Actual	FY 18/19 Budget	FY 19/20 Proposed
REVENUES			
Property Taxes	\$ 2,014,156	\$ 2,568,096	\$ 2,589,110
Grants	-	-	-
Reimbursements	130,000	130,000	130,000
Interest Revenue	5,436	4,500	4,500
TOTAL REVENUES	2,149,592	2,702,596	2,723,610
EXPENDITURES			
Professional Services	476,563	484,452	596,926
Printing and Publishing/Other	123	1,000	200
Contribution to District Construction Projects:			
West Front Street Bridge Replacement	8,867		218,320
Garland Street Repair	-	27,020	-
West Front Reconstruction - Signals	49,895		-
South Cass Bridge Repair	-		66,001
Park Street Bridge Repair	-		150,000
Uptown Riverwalk from Union St Dam	-	454,350	-
Wellington Plaza Erosion	-	-	-
Farmers Market	-	-	-
Traffic Signal Arm Mast	-	-	140,000
East Front Reconstruction (Park to Grandview)	-	-	-
200 Block Alley Enhanced Improvements	-	-	-
South Union Street Bridge	-	-	-
Lower Boardman River Access	-		150,000
North Cass Street Bridge	-		45,000
Surface Parking Lot Redevelopment	-	-	-
Grandview Pedestrian Crossing	-	-	-
City Opera House	-		36,500
West Front Parking Structure	-		-
Civic Square	-	-	-
Property Purchase -- 215 Union	-	120,000	-
Total Contribution to District Construction Projects	58,762	601,370	805,821
Contribution to City - Debt service	798,732	829,400	859,500
CONTRIBUTION FROM 2018/2019 BUDGET			
TOTAL EXPENDITURES	1,334,180	1,916,222	2,262,447
ADDED COSTS		153,772	
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	815,412	632,602.14	461,163
OTHER FINANCING SOURCES (USES)			
Operating transfer/interfund loan	-	-	-
NET CHANGE IN FUND BALANCE	815,412	632,602	461,163
Beginning Fund Balance	317,651	1,133,063	1,765,665
Ending Fund Balance	\$ 1,133,063	\$ 1,765,665	\$ 2,226,828

**City of Traverse City, Michigan
Downtown Development Authority
Tax Increment financings Old Town Fund
For Budget year 2019-2020**

	FY 18/19 Budget	FY 19/20 Projection
REVENUES		
Property Taxes	\$ 412,414	\$ 434,924
Reimbursements	-	-
Interest Revenue	-	100
TOTAL REVENUES	412,414	435,024
EXPENDITURES		
Professional Services	166,284	232,155
Printing and Publishing/Other	-	100
Contribution to District Construction Projects:		
Lake Avenue Streetscape	237,772	192,000
Eighth Street Bridge Repair	-	147,520
South Cass Bridge Repair	-	66,001
Eighth Street Lake Avenue to Woodmere	-	-
Union Street Streetscape	-	-
South Union Street Bridge	-	-
Rivers Edge Riverwalk Decking	-	-
Repayment of Interlocal fund	-	-
Total Contribution to District Construction Projects:	237,772	405,521
Total Contribution for Debt Service	-	-
TOTAL EXPENDITURES	404,056	\$ 637,776
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	8,358	(202,752)
OTHER FINANCING SOURCES (USES)		
Operating transfer/interfund loan	-	270,000
NET CHANGE IN FUND BALANCE	8,358	67,248
Beginning Fund Balance (Deficit)	178,931	187,289
Ending Fund Balance (Deficit)	\$ 187,289	\$ 254,537

Minutes
Traverse City Downtown Development Authority
April 12, 2019
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

1. Roll Call

Present: Bagdon-McCallum, Beers, Burkholder, Carruthers, Golden, Hardy, Hershey, Jackson, Joubran, Schneider

Absent: Champagne, Constantin

Leah Bagdon-McCallum called the meeting to order at 8:00am

2. Consent Calendar:

Motion by T. Michael Jackson, seconded by Beers that the consent portion of the agenda be approved. Motion carried unanimously.

3. CEO Report

A. Fiscal Year 2019/2020

- i. Derenzy presented the budget for upcoming fiscal year
- ii. A new position for a full time Chief Operations Officer at the DDA is requested
- iii. Increasing two part time positions to two full time positions within Traverse City Parking Services
- iv. Golden inquired how late parking employees need to be positioned at the Hardy Deck.
- v. Derenzy pointed out that there is no administration fee that covers her time from the parking department.
- vi. WIFI agreement is in place until 2025.
- vii. Review of Public Restroom program will need to be reevaluated within the TIF 97 budget
- viii. TIF 97 budget includes implementation of a downtown sector/community officer to focus efforts on the downtown district.
- ix. Lower Boardman is a new line item within TIF 97 budget
- x. Hardy requested that soft costs are broken out into specific expense items
- xi. Schneider suggested adding some contingency to TIF 97 budget for a potential future parking garage.
- xii. Derenzy will provide an inter-local loan structure for fund transfers between two TIFs.
- xiii. Derenzy will allocate funds back into the TIF 97 budget for the Farmers Market.

B. Elevator Repair

i. Motion by Golden, seconded by Beers, that the DDA Board of Directors recommend the City Commission approve an emergency confirming service order

with Schindler Elevator in an amount not-to-exceed \$28,477 for repairs to the NE Elevator at the Old Town Parking Garage with funds from the Old Town Parking Fund. Motion carried unanimously.

- C. Update on Possible Extension of DDA District Boundaries
 - i. Meeting next Tuesday, 10:00am at BATA Hall St. location to present full report to stakeholders.
 - ii. Derenzy will be recommending extension of DDA District, with no extension of TIF.
 - iii. Jackson would like to see more efforts on making downtown smoke free
- D. Overview of 2018 Annual Report
 - i. Overview presentation will be moved to the May agenda to
- E. Project Updates
 - i. Coastal Zone Grant
 - A. Burkholder presented signage updates for the Lower Boardman River Trail
 - ii. Derenzy will be presenting a request to Central United Methodist Church to utilize some parking spaces to accommodate for the loss of parking spaces downtown this summer.

4. Board Member Reports

- A. Arts Commission
 - i. Selected an artist for the tunnel project
 - ii. Boathouse Sculpture project will be closing soon
 - iii. Pitch night will be in June
- B. Farmers Market
 - i. Next meeting will be Monday to explore budget and signage along the Parkway.
- C. Parking Subcommittee
 - i. Subcommittee has decided to keep the \$5.00 same day parking ticket fee in place
 - ii. Two public meetings next week to discuss parking and gain input from downtown merchants, property owners, etc.
 - iii. Residential Parking will be on June's agenda
 - iv. No valet parking this coming summer
- D. Lower Boardman River
 - i. Public Participation Plan
- E. TIF Ad Hoc Committee
 - i. Two meetings have taken place already and another one is scheduled for May 1st.

5. Closed Session for 2 Items

- A. Possible Property Purchase MCL 15.268(d)
 - i. Motion by Hardy, seconded by Golden, that the board enter into closed session to discuss possible property purchase.**
- B. Closed session to consider the yearly periodic personnel evaluation of the DDA CEO as requested by Ms. Derenzy pursuant to MCL 15.268(d)
 - i. Motion by Beers, seconded by Joubran that the board enter into closed session to consider yearly periodic personnel evaluation of the DDA CEO, as requested by Ms. Derenzy.**
- C. Roll Call to enter into closed session for both items:

Bagdon McCallum: Yes
Beers: Yes
Burkholder: Yes
Carruthers: Yes
Golden: Yes
Hardy: Yes
Hershey: Yes
Jackson: Yes
Joubran: Yes
Schneider: Yes

6. Staff Report:

A. Parking

- i. Lot P-Update**
- ii. Park Street Public Restrooms**
- iii. Downtown Parking Meeting**
- iv. HVAC Maintenance Agreement**

B. Communications

- i. Website**
- ii. Facebook**
- iii. Lower Boardman River Leadership Team**
- iv. Parking Meetings**
- v. Destination Downtown**
- vi. DTCA Update**
- vii. Sara Hardy Downtown Farmers Market**

The meeting officially adjourned at 9:32am

Downtown Development Authority Claims April 2019

Date	Vendor	Amount	Description
2-Apr	ICMA	3264.57	Payroll
2-Apr	Bottomline Bookkeeping	230	Bookkeeping Services
3-Apr	Merchant Services	64.9	Professional/Contractual
4-Apr	Quickbooks	19442.46	Payroll
5-Apr	Google	105	Professional/Contractual
5-Apr	Charter	1200.86	Communications
5-Apr	Nicholas Viox	212.51	Lodging/Meals
5-Apr	Ollar Consulting	30	Computer Services
5-Apr	Pitney Bowes	143.56	Postage
5-Apr	Traverse City Light & Power	1123.89	Utilities
5-Apr	Xerox	684.69	Copier Machine Lease
9-Apr	First National Bank	1405.5	Credit Card Payment
9-Apr	First National Bank	1175.73	Credit Card Payment
10-Apr	United States Treasury	6246.68	Payroll
18-Apr	Bottomline Bookkeeping	240	Bookkeeping Services
22-Apr	State of Michigan	1882.6	Payroll
25-Apr	MESC	2657.76	Payroll
30-Apr	ICMA	3304.78	Payroll
30-Apr	City of TC	10162.29	Health Insurance
30-Apr	ICMA	3304.78	Payroll
30-Apr	Bottomline Bookkeeping	360	Bookkeeping Services

TIF 97 Claims April 2019

Date	Vendor	Amount	Description
5-Apr	DDA	56512.75	Administrative Fee
5-Apr	Gourdie-Fraser	1812	Uptown Riverwalk

Old Town TIF Claims April 2019

Date	Vendor	Amount	Description
5-Apr	DDA	27630.75	Administrative Fee

DDA Financial Report

REVENUE	Apr-18	Apr-19	Budget 18-19 as Approved	Budget 18-19 with A % of Budget	Budget Variance	
Property Taxes	\$252,165	\$210,626	\$137,464	\$137,464	153.2%	-\$73,162
Interest and Dividends	\$500	\$570	\$200	\$200	284.9%	-\$370
Miscellaneous	\$983	\$2,527	\$0	\$0		-\$2,527
Rents and Royalties	\$40,160	\$38,845	\$53,000	\$53,000	73.3%	\$14,155
Administrative Services	\$624,244	\$840,299	\$1,000,706	\$1,000,706	84.0%	\$160,407
Prior Year Surplus	\$0	\$0	\$0	\$0		\$0
TOTAL REVENUE	\$918,052	\$1,092,867	\$1,191,370	\$1,191,370	91.7%	\$98,503
EXPENSES						
Payroll Expense	\$591,054	\$643,422	\$740,772	\$740,772	86.9%	\$97,350
Health Insurance	\$39,841	\$112,900	\$200,074	\$200,074	56.4%	\$87,174
Workers Compensation	\$11,608	-\$1,717	\$0	\$0		\$1,717
Office Supplies	\$10,483	\$5,506	\$10,000	\$10,000	55.1%	\$4,494
Operation Supplies	\$1,638	\$365	\$0	\$0		-\$365
Professional/Contractual	\$38,577	\$50,140	\$80,000	\$80,000	62.7%	\$29,860
Communications	\$4,684	\$4,091	\$4,800	\$4,800	85.2%	\$709
Transportation	\$2,405	\$266	\$2,000	\$2,000	13.3%	\$1,734
Lodging/Meals	\$4,213	\$2,503	\$10,000	\$10,000	25.0%	\$7,497
Training	\$1,368	\$1,024	\$7,000	\$7,000	14.6%	\$5,976
Community Promotion	\$4,060	\$7,140	\$11,500	\$11,500	62.1%	\$4,360
Printing/Publishing	\$3,361	\$1,787	\$1,500	\$1,500	119.1%	-\$287
Insurance & Bonds	\$1,630	\$175	\$1,800	\$1,800	9.7%	\$1,625
Utilities	\$4,059	\$7,385	\$7,100	\$7,100	104.0%	-\$285
Repairs & Maintenance	\$1,950	\$1,901	\$2,200	\$2,200	86.4%	\$299
Rentals	\$6,426	\$6,602	\$9,000	\$9,000	73.4%	\$2,398
Legal Expense	\$0	\$4,500	\$4,500	\$4,500	100.0%	\$0
Miscellaneous	\$195	\$0	\$400	\$400	0.0%	\$400
Equipment	\$5,881	\$4,534	\$6,000	\$6,000	75.6%	\$1,466
TOTAL EXPENSE	\$733,434	\$852,524	\$1,098,646	\$1,098,646	77.6%	\$246,122
NET INCOME/(LOSS)	\$184,618	\$240,343	\$92,724	\$92,724	83.3%	

thru fiscal year ↓

TIF 97 Financial Report

REVENUE	April 2018	April 2019	Budget 18-19 as % of Budget	Budget Variance
Property Taxes	\$1,955,626	\$2,134,817	\$2,194,975	97.3% \$60,158
Grants	\$0	\$0	\$0	0.0% \$0
Reimbursements	\$129,889	\$0	\$130,000	0.0% \$130,000
Interest Revenue	\$4,942	\$7,040	\$4,500	156.4% -\$2,540
Prior Year Surplus	\$0		\$0	0.0% \$0
TOTAL REVENUE	\$2,090,457	\$2,141,857	\$2,329,475	91.9% \$187,618
EXPENSES				
Public Restrooms (Stipend)		\$13,050	\$20,000	65.3% \$6,950
Bank Charges		\$4	\$20	21.0% \$16
Interest Expense		\$89,006		
Insurance & Bonds		\$180	\$0	
Printing/Publishing		\$0	\$1,000	0.0% \$1,000
Administrative Services		\$113,026	\$226,051	50.0% \$113,026
Professional/Contractual	\$253,755	\$59,714		
Legal		\$2,125		
Public Construction Projects		\$52,681	\$906,578	
Capital Outlay	\$1,991	-\$33,926		
Bond Payment -- Hardy Parking Deck	\$798,732	\$739,714	\$829,400	89.2% \$89,686
TOTAL EXPENSE	\$1,054,478	\$1,035,573	\$1,983,049	52.2% \$947,476
NET INCOME/(LOSS)	\$1,035,979	\$1,106,284	\$346,426	83.3% thru fiscal year ↓

Old Town TIF Financial Report

REVENUE	Apr-18	Apr-19	Budget 18-19 as Approved	% of Budget	Budget Variance
Property Taxes	\$185,455	\$249,513	\$260,509	95.8%	\$10,996
Reimbursements	\$0	\$0	\$0	0.0%	\$0
Interest Revenue	\$55	\$186	\$0	0.0%	-\$186
TOTAL REVENUE	\$185,509	\$249,699	\$260,509	95.9%	\$10,810
EXPENSES					
Office Supplies	\$39				
Professional/Contractual	\$3,429	\$445			
Admin/Engineering Services	\$0	\$82,892	\$110,523	75.0%	\$27,631
Construction	\$0	\$229,972	\$166,284	138.3%	-\$63,688
Printing/Publishing	\$0	\$0	\$0	0.0%	\$0
Contribution to District Construction Projects			\$863,330	0.0%	\$863,330
TOTAL EXPENSE	\$3,468	\$313,309	\$1,029,614	30.4%	\$716,305
NET INCOME/(LOSS)	\$182,041	-\$63,610	\$769,105	thru fiscal year ↓ 83.3%	

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 04/30/19	YTD BALANCE 04/30/2019	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	BDCY USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
585-000-451.073	RAMSDELL GATE FEES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-502.000	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-651.000	PARKING DECK PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-652.000	PARKING FEES-COIN	1,400,000.00	106,421.45	1,382,082.62	0.00	17,917.38	98.72
585-000-653.000	PERMITS-SURFACE LOTS	240,000.00	9,558.09	177,988.00	0.00	62,012.00	74.16
585-000-653.005	PERMITS-PARKING DECK	0.00	0.00	0.00	0.00	0.00	0.00
585-000-656.010	DESTINATION DOWNTOWN	0.00	30.00	355.00	0.00	(355.00)	100.00
585-000-656.020	PARKING FINES	400,000.00	21,467.58	266,737.07	0.00	113,262.93	71.68
585-000-656.030	PARKING FINES-AIRPORT	0.00	0.00	0.00	0.00	0.00	0.00
585-000-664.000	PARKING FINES-COLLEGE	0.00	0.00	0.00	0.00	0.00	0.00
585-000-668.000	INTEREST & DIVIDEND EARNINGS	12,000.00	0.00	36,062.41	0.00	(27,042.41)	325.35
585-000-673.000	RENTS AND ROYALTIES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-674.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-675.000	CONTRIBUTIONS-PUBLIC	0.00	0.00	0.00	0.00	0.00	0.00
585-000-677.000	CONTRIBUTIONS-PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00	0.00
585-000-683.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
585-000-686.000	RECOVERY OF BAD DEBTS	0.00	0.00	5,005.20	0.00	(9,009.20)	100.00
585-000-687.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00
585-000-694.000	REFUNDS AND REBATES	0.00	199.00	1,707.50	0.00	(1,707.50)	100.00
585-000-699.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00
585-000-699.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,052,000.00	137,727.07	1,896,921.80	0.00	155,078.20	92.44
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-653.005	PERMITS-PARKING DECK	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		0.00	0.00	0.00	0.00	0.00	0.00
Dept 586 - HARDY DECK							
585-586-651.000	PARKING DECK PROCEEDS	350,000.00	22,506.05	285,578.65	0.00	64,471.35	81.58
585-586-653.000	PERMITS-SURFACE LOTS	0.00	0.00	0.00	0.00	0.00	0.00
585-586-653.005	PERMITS-PARKING DECK	240,000.00	15,884.00	334,085.00	0.00	5,914.00	97.54
585-586-668.000	RENTS AND ROYALTIES	26,300.00	1,530.00	21,078.00	0.00	5,222.00	80.14
585-586-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
585-586-686.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00
585-586-687.000	REFUNDS AND REBATES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 586 - HARDY DECK		616,300.00	40,920.05	540,692.65	0.00	75,607.35	87.73
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	65,000.00	3,210.05	54,290.21	0.00	10,709.79	83.52
585-587-653.005	PERMITS-PARKING DECK	370,000.00	100,536.00	419,082.00	0.00	(49,082.00)	113.27
585-587-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
585-587-686.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00
585-587-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 587 - OLD TOWN DECK		435,000.00	103,746.05	473,372.21	0.00	(38,372.21)	108.82
TOTAL REVENUES		3,103,300.00	282,393.17	2,910,986.66	0.00	192,313.34	93.80

GL NUMBER	DESCRIPTION	2018-19		ACTIVITY FOR MONTH	YTD BALANCE	ENCUMBERED	UNENCUMBERED	BUDGET USED
		AMENDED BUDGET	04/30/19					
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND								
Expenditures								
Dept 585 - AUTOMOBILE PARKING SYSTEM								
585-585-702.000	PARKING SYSTEM	18,000.00	152.91	14,529.74	0.00	3,470.26	80.72	
585-585-704.000	SALARIES AND WAGES	3,500.00	0.00	706.74	0.00	2,793.26	20.19	
585-585-714.000	EMPLOYEE OVERTIME	100.00	0.00	200.94	0.00	(100.94)	200.94	
585-585-715.000	HEALTH SAVINGS ACCT EXPENSE	1,600.00	11.65	421.16	0.00	1,178.84	26.32	
585-585-716.000	EMPLOYER'S SOCIAL SECURITY	200.00	10.05	115.91	0.00	(15.91)	115.91	
585-585-717.000	EMPLOYEE HEALTH INSURANCE	200.00	2.50	10.02	0.00	189.98	5.01	
585-585-718.000	RETIREMENT FUND CONTRIBUTION	100.00	0.00	135.99	0.00	(35.99)	135.99	
585-585-719.000	RETIREES HOSPITALIZATION INS	0.00	0.00	0.00	0.00	0.00	0.00	
585-585-720.000	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	
585-585-721.000	WORKERS COMPENSATION INS	0.00	0.00	120.06	0.00	(120.06)	100.00	
585-585-727.000	OFFICE SUPPLIES	6,000.00	431.57	2,556.75	0.00	3,443.25	42.61	
585-585-740.000	OPERATION SUPPLIES	37,000.00	10,926.21	47,417.34	1,656.00	(12,103.34)	132.71	
585-585-801.000	PROFESSIONAL AND CONTRACTUAL	1,013,200.00	80,882.81	507,348.24	5,660.00	100,191.76	90.11	
585-585-810.000	COLLECTION COSTS	2,000.00	0.00	121.50	0.00	1,868.40	6.58	
585-585-850.000	COMMUNICATIONS	41,000.00	1,214.03	13,605.04	0.00	27,394.96	33.18	
585-585-854.000	CITY FEE	310,000.00	0.00	0.00	0.00	310,000.00	0.00	
585-585-860.000	TRANSPORTATION	8,000.00	215.35	2,764.09	0.00	5,235.91	34.55	
585-585-862.000	PROFESSIONAL DEVELOPMENT	2,000.00	0.00	28.00	0.00	7,972.00	0.35	
585-585-863.000	TRAINING	8,000.00	0.00	0.00	0.00	2,000.00	0.00	
585-585-880.000	COMMUNITY PROMOTION	36,000.00	344.50	17,661.50	0.00	9,358.50	74.00	
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	0.00	6,428.12	0.00	7,171.88	48.87	
585-585-910.000	INSURANCE AND BONDS	9,000.00	0.00	8,989.92	0.00	10.08	99.89	
585-585-920.000	PUBLIC UTILITIES	20,000.00	655.46	11,774.12	0.00	8,222.62	58.89	
585-585-930.000	REPAIRS AND MAINTENANCE	65,000.00	3,206.53	15,314.75	69.75	49,616.46	23.67	
585-585-930.005	RAMSDELL GATE REPAIR & MAINT	1,000.00	0.00	0.00	0.00	1,000.00	0.00	
585-585-940.000	RENTAL EXPENSE	93,000.00	5,485.96	125,086.88	4,226.40	(36,316.08)	139.05	
585-585-956.000	MISCELLANEOUS	500.00	0.00	5,061.29	0.00	(5,561.89)	1,212.38	
585-585-959.000	DEPRECIATION EXPENSE	130,000.00	10,615.23	126,379.53	0.00	3,620.07	97.22	
585-585-964.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	
585-585-977.000	EQUIPMENT	50,000.00	0.00	19,794.00	0.00	26,000.00	133.59	
585-585-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	(16,794.00)	0.00	
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		1,869,300.00	118,252.97	1,348,988.83	46,621.15	473,690.02	74.66	
Dept 586 - HARDY DECK								
585-586-727.000	OFFICE SUPPLIES	1,000.00	0.00	657.62	0.00	342.32	65.77	
585-586-740.000	OPERATION SUPPLIES	5,000.00	12.52	3,503.04	0.00	(593.04)	111.86	
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	108,000.00	1,199.67	163,664.66	3,440.00	(59,104.66)	154.73	
585-586-850.000	COMMUNICATIONS	3,500.00	256.08	2,867.35	0.00	632.61	81.93	
585-586-900.000	PRINTING AND PUBLISHING	4,000.00	0.00	0.00	0.00	4,000.00	0.00	
585-586-910.000	INSURANCE AND BONDS	7,000.00	0.00	5,547.51	0.00	1,452.49	79.25	
585-586-920.000	PUBLIC UTILITIES	55,000.00	0.00	40,597.39	0.00	14,402.61	73.81	
585-586-930.000	REPAIRS AND MAINTENANCE	100,000.00	3,322.00	30,856.05	0.00	45,344.75	54.66	
585-586-940.000	RENTAL EXPENSE	13,000.00	0.00	0.00	0.00	13,000.00	0.00	
585-586-956.000	MISCELLANEOUS	10,000.00	0.00	2,130.05	0.00	1,869.95	81.30	
585-586-959.000	DEPRECIATION EXPENSE	220,000.00	15,056.51	160,664.10	0.00	59,035.90	73.17	
585-586-977.000	EQUIPMENT	89,000.00	0.00	32,891.67	0.00	4,220.33	95.26	
Total Dept 586 - HARDY DECK		615,500.00	24,521.86	499,772.74	31,124.20	84,603.06	85.25	
Dept 587 - OLD TOWN DECK								
585-587-727.000	OFFICE SUPPLIES	0.00	69.00	133.55	0.00	(133.55)	100.00	
585-587-740.000	OPERATION SUPPLIES	4,000.00	9.98	9,832.22	0.00	(4,632.22)	215.81	

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 04/30/2019

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ENCUMBERED	UNENCUMBERED	BDGT
		AMENDED BUDGET	ACTIVITY FOR MONTH				
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
585-587-801.000	PROFESSIONAL AND CONTRACTUAL	60,000.00	110.00	104,628.71	1,320.00	(45,948.71)	176.58
585-587-850.000	COMMUNICATIONS	6,000.00	791.17	4,087.56	0.00	1,912.54	68.12
585-587-863.000	TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
585-587-900.000	PRINTING AND PUBLISHING	4,000.00	0.00	0.00	0.00	4,000.00	0.00
585-587-910.000	INSURANCE AND BONDS	6,000.00	0.00	4,950.81	0.00	1,049.19	82.51
585-587-920.000	PUBLIC UTILITIES	50,000.00	4,799.50	34,287.38	0.00	15,712.62	68.56
585-587-930.000	REPAIRS AND MAINTENANCE	100,000.00	3,325.64	22,116.14	14,605.00	63,276.86	36.72
585-587-940.000	RENTAL EXPENSE	13,000.00	0.00	0.00	0.00	13,000.00	0.00
585-587-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
585-587-959.000	DEPRECIATION EXPENSE	171,000.00	14,212.14	142,121.40	0.00	28,878.60	83.11
585-587-977.000	EQUIPMENT	21,000.00	0.00	55,932.47	0.00	(48,932.47)	333.01
Total Dept 587 - OLD TOWN DECK		435,000.00	23,317.23	390,887.14	15,925.00	28,187.86	93.52
TOTAL EXPENDITURES		2,919,800.00	166,092.06	2,239,648.71	93,670.35	586,480.94	79.91
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		3,103,300.00	282,393.17	2,910,986.66	0.00	192,313.34	93.80
TOTAL EXPENDITURES		2,919,800.00	166,092.06	2,239,648.71	93,670.35	586,480.94	79.91
NET OF REVENUES & EXPENDITURES		183,500.00	116,301.11	671,337.95	(93,670.35)	(394,167.60)	314.89



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

Memorandum

To: DDA Board
From: Jean Derenzy, CEO
For Meeting Date: May 17, 2019
SUBJECT: Overview of Bridge Work 2019/2020 Budget

The next two fiscal years, there will be significant work that will occur on the bridge infrastructure. This provides an opportunity to bring a better focal point on the bridges as you enter into a new district of Downtown to encourage people to keep walking to the next district---having the bridges as a connector to what the next District/block has to offer.

Tim Lodge, City Engineer, and Jessica Carpenter, Engineering Technician, will provide a presentation/overview of the bridge projects including timelines and how we are integrating elements to help with the visual connections to next District.

RECOMMENDATION: Information only.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Re: May 10, 2019
Date: 3 Year HVAC Maintenance Agreement

We are nearing the end of our current 3 year HVAC (heating, ventilation, and air conditioning) multi-year service agreement. This service agreement is used for the two parking garages. Last month, we went out for bids in order to evaluate the current market rates. We received five bids quoting a set annual price which includes state mandated required inspections as called for in the request for bids (RFB), as well as, an hourly rate for general maintenance and service calls.

Below is a tabulation of the bids results. You will see an hourly rate tabulation in the Contract column based on 150 hours (50 hours per year). This is the amount of time we estimate that is used annually on HVAC service requests.

We have reviewed the bids, and are recommending Sheren Plumbing and Heating. Their annual maintenance rate is not the lowest; however, we will save based on our annual hourly service estimate.

3 Year HVAC Maintenance Agreement
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	MAINTENANCE & SERVICE				
	1ST YEAR	2ND YEAR	3RD YEAR	CONTRACT	TOTAL
SHEREN PLUMBING & HEATING					
ANNUAL COST	\$ 3,950.00	\$ 3,950.00	\$ 3,950.00	\$ 11,850.00	\$ 22,950.00
HOURLY RATE	\$ 74.00	\$ 74.00	\$ 74.00	\$ 11,100.00	\$ -
HOLIDAY/WEEKEND HOURLY RATE	\$ 111.00	\$ 111.00	\$ 111.00	\$ -	\$ -
AFTERHOURS HOURLY RATE	\$ 148.00	\$ 148.00	\$ 148.00	\$ -	\$ -
HURST MECHANICAL					
ANNUAL COST	\$ 2,960.00	\$ 3,050.00	\$ 3,140.00	\$ 9,150.00	\$ 24,147.00
HOURLY RATE	\$ 99.98	\$ 98.98	\$ 98.98	\$ 14,997.00	\$ -
EMERGENCY AFTER WORK HOURS	\$ 149.97	\$ 149.97	\$ 149.97	\$ -	\$ -
HOLIDAY & SUNDAYS	\$ 199.96	\$ 199.96	\$ 199.96	\$ -	\$ -
TEMPERATURE CONTROL INC.					
ANNUAL COST	\$ 4,865.00	\$ 4,965.00	\$ 5,065.00	\$ 14,895.00	\$ 33,045.00
HOURLY RATE	\$ 118.00	\$ 121.00	\$ 124.00	\$ 18,150.00	\$ -
EMERGENCY AFTER WORK HOURS	\$ -	\$ -	\$ -	\$ -	\$ -
HOLIDAY & SUNDAYS	\$ -	\$ -	\$ -	\$ -	\$ -
ABI MECHANICAL					
ANNUAL COST	\$ 2,925.00	\$ 3,050.00	\$ 3,150.00	\$ 9,125.00	\$ 23,650.00
HOURLY RATE	\$ 94.50	\$ 97.00	\$ 99.00	\$ 14,525.00	\$ -
OVERTIME	\$ 125.00	\$ -	\$ -	\$ -	\$ -
DOUBLETIME	\$ 171.00	\$ -	\$ -	\$ -	\$ -
JOHN E GREEN COMPANY					
ANNUAL COST	\$ 3,221.00	\$ 3,316.00	\$ 3,411.00	\$ 9,948.00	\$ 24,573.00
HOURLY RATE	\$ 96.25	\$ 97.50	\$ 98.75	\$ 14,625.00	\$ -
EMERGENCY AFTER WORK HOURS	\$ 144.38	\$ 146.25	\$ 148.13	\$ -	\$ -
HOLIDAY & SUNDAYS	\$ 192.50	\$ 195.00	\$ 197.50	\$ -	\$ -
TRUCK CHARGE PER CALL	\$ 75.00	\$ 75.00	\$ 75.00	\$ -	\$ -

RECOMMENDED MOTION: The DDA Board recommend the City Commission authorize a three-year agreement to Sheren Plumbing and Heating, in the amount of \$22,950 and applicable per hour rates for maintenance and services calls for HVAC services with funds available from the Hardy and Old Town Parking System Funds.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Re: May 10, 2019
Date: Lot O Boiler Removal and Winterization

In the fall of 2018 during our pre-season maintenance, it was identified that the Lot O boiler which controlled the sidewalk snowmelt system in the 100 blk of E State on the north side was inoperable due to a failed pump. The cost of a new pump equated to more than costs of minor repairs and would have required formal quotes. If we were to replace the pump, the boiler could go any time as it too was the original piece of equipment installed. This equipment has never been included in our capital improvement plans for scheduled replacement.

After reviewing the agreement from 2002, it was noted that there was no obligation to replacement the boiler or its components once the system had reached its end of life. This boiler provided 16 years which is well beyond a boiler's typical seven year useful lifespan. We determined it would be best to remove the boiler from operation in order to determine a long term plan for sidewalk snowmelt. The 100 blk of E State Street Snowmelt has been added to the DDA CIP for future consideration.

We included in our 3 year HVAC agreement RFB, an optional alternative #1 bid request. The purpose of this alternative bid was to remove and dispose of the Lot O boiler, pressure test all glycol lines, and cap all gas lines in preparation for winterization. Pressure testing all lines will provide information going forward as to whether the system can be brought back into operation with a new boiler and pump or may require glycol line replacement.

Below is a tabulation of the alt #1 bids results. Out of the five bidders, four provided quotes for this work. We have reviewed the bids, and are recommending John E Green Company. Their bid is the lowest.

		ALT #1
SHEREN PLUMBING & HEATING		
ONE-TIME COST		
HOURLY RATE		
HURST MECHANICAL		
ONE-TIME COST		\$ 3,200.00
HOURLY RATE		\$ 99.98
TEMPERATURE CONTROL INC.		
ONE-TIME COST		\$ 3,275.00
HOURLY RATE		\$ 118.00
ABI MECHANICAL		
ONE-TIME COST		\$ 3,800.00
HOURLY RATE		\$ 94.50
JOHN E GREEN COMPANY		
ONE-TIME COST		\$ 2,165.00
HOURLY RATE		\$ 96.25
TRUCK CHARGE PER CALL		\$ 75.00

RECOMMENDED MOTION: The DDA Board recommend the City Commission authorize a service order, in the amount of \$2,165 and applicable per hour rates for the removal, exposal, and winterization of the Lot O boiler and glycol lines with funds available in the Parking System Funds.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Re: May 8, 2019
Date: Universal Cleaners – Park Street Public Restrooms

In August of 2017, we amended the Department of Public Services contract with Universal Cleaners to include the Park Street Public Restrooms. This was due to the City having already completed the competitive bidding process and having an existing contract for cleaning services within City owned facilities. Our intent with the amendment was that the Park Street Public Restrooms be included in the bidding process on all future restroom cleaning contracts.

The restrooms would overlooked in the most recent bid process. On Monday, May 6, 2019, City Commission approved a new three-year agreement with Universal Cleaners for restroom cleaning services. Our intent is to have one agreement for all City owned facilities.

RECOMMENDED MOTION: The DDA Board recommend the City Commission waive the competitive bid process and amend the Department of Public Services contract with Universal Cleaners to include the Park Street Public Restrooms in an amount more or less \$12,885 annually invoiced separately with funds available from the Hardy Parking System Fund.



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

Memorandum

To: DDA Board
From: Jean Derenzy, CEO
For Meeting Date: May 17, 2019
SUBJECT: Strategic Planning Dates

It is time to look for a date for our new strategic planning session. I have contacted Eric Okerstrom who has agreed to facilitate our discussion. Eric is the co-founder of Grand Traverse Strategic Partners where he works with organizations to develop practical strategies and supportive execution models. He has helped multiple organizations define their mission, vision and objectives and the means for achieving them. Eric also holds a Certified Professional Facilitator designation through the International Association of Facilitators.

I am suggesting that the session be held in place of our regular meeting in July or August, therefore, **please bring your calendars to the meeting** to determine which one of these two dates work best for board members.

Friday, July 19 from 8:00am to 2:00pm or
Friday, August 16th from 8:00am to 2:00pm

We will determine at the meeting which date to identify and the Governance Committee will organize the structure of the strategic planning day.

Should you have any questions prior to the meeting, feel free to reach out.

Additional Information on Eric:

*Eric obtained his Bachelor of Science in Business Management from Northern Michigan University where he was member and captain of the NCAA Ski Team. He also holds a Master of Arts in National Security and Strategic Studies from the United States Naval War College in Newport, Rhode Island. Eric has completed the University of Michigan Executive Program on Strategic Planning and Implementation and obtained Project Management Certification through Villanova University.



Downtown Development Authority
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231-922-2050

Memorandum

To: DDA Board
From: Jean Derenzy, CEO
For Meeting Date: May 17, 2019
SUBJECT: Project Updates

Infrastructure Policy: I am working from the 2015 Infrastructure Policy that the DDA Board adopted relating to new right-of-way improvements. Currently there are two projects, 305 West Front and 160 E. State, that are looking to install snow melt systems.

305 West Front would have a snow melt system from the West Front Bridge to the corner of the City Housing Commission Property. The policy currently has conditions that snow melt participation will be limited to those that at least complete one face block. Technically, since 305 does not go up to Wadsworth, it does not have a complete face block; however, the block itself is one additional property owner after the bridge and the bridge would not have heated sidewalks. With the sidewalk going down Pine, I will reach out to the Housing Commission and Uptown to determine their interest in participating to achieve standards in accordance to the current infrastructure policy.

For 160 E. State, I am still looking at an opportunity to cover from Cass to Union. Cost for installation is still unknown. However, the monthly/yearly maintenance would be born by the developer.

A new, updated policy will be brought back to the Board for consideration as we move in the direction of heated sidewalks downtown.

There is also a potential new development in Old Town located at 312 S. Union for a three-story commercial building. Due diligence is currently being completed and I anticipate being able to provide an overview of the building and commercial use by the June or July meeting. City Planning Commission is looking at a text amendment to change the requirement from having third floor residential to a building that can be completely commercial. I will be meeting with the City Planner relating to the zoning of the Old Town area, in lieu of having text amendments.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director
Re: May 13, 2019
Date: Parking Services Updates – May 2019

Lot P – Closed

Construction to complete Lot P is complete, and the lot has been reopened for permit parking.

Park Street Public Restrooms - Closed

The public restrooms have been reopened. The current hours of operation are 6 AM-6 PM. We will look to extend the hours when we hit the peak summer season.

Current RFB In-progress

We have issued requests for bids to replace 2 boilers and 3 roofs at Hardy Parking Garage. These items are scheduled in our 2019-2020 CIP. Once the budgets are approved by City Commission at the beginning of June, we will recommend the DDA Board approve the request to move forward with service orders at their June meeting so we can begin to initiate agreements and schedule the work to be completed this summer as they are time sensitive items that must be completed prior to October.

Alternative Parking In-progress

We are working to finalize our alternative parking plan. The plan will provide parking options for permit holders when parking Lot S (corner Pine/W Front) closes on June 28, 2019. We have reached out to Central United Methodist Church to inquire on a potential partial lot lease, and they are not interested at this time. We are evaluating underutilized on-street meters in order to distribute permit parking throughout downtown rather than keeping to the west end only. We are also working with TCAPS and NMC to identify parking lots near BATA bus stops that may be utilized as a summer park-n-ride for the Bayline route and Destination Downtown pass holders.

New Metered Streets

The Transportation Committee has approved and will issue the necessary Traffic Control Orders to establish metered parking on Boardman Avenue between State Street and Washington Street and Railroad Avenue between Front Street and State Street. We have meter posts, meter housings and meter mechanisms in inventory. The meters should be out before the start of summer.



Memorandum

To: Jean Derenzy
From: Colleen Paveglio
Re: Marketing & Communication Update
Date: May 13, 2019

Website

The new site map was recently approved for the parking.downtowntc.com. We are pleased to have navigation simplified and serving those with their parking needs. The target of completion is early July. At the same time, we will also launch an updated downtowntc.com. A new feature for all three sites will be a carousel featuring upcoming meetings or announcements.

We will also launch a microsite for the Lower Boardman River project prior to the Kick-Off event. This will be a very simple site, but provide more direct path to the public engagement initiative.

Facebook

We continue to share projects and meetings and will also be incorporating interesting planning initiatives, blogs, and articles that can be applied to the Traverse DDA and the region as a whole. Please give us like and share anything you feel is interesting! Each like and share can increase our engagement.

Lower Boardman River Leadership Team

The Lower Boardman River Leadership Team is working diligently on kicking off a public engagement initiative. As previously mentioned, we will have a microsite developed for this endeavor. A facebook page will also be developed and media relations and communications are expected to kick-off in the next week. Save the date for the Kick-Off event on June 12th, 4:30 to 6:30 pm.

Destination Downtown

We anticipate an increase in participation for the Destination Downtown program prior to the summer season. We will do another push for the program this month and also plan on participating at various Smart Commute Week breakfast locations to continue to get the word out and educate employees on the program.

8th Street Construction

As you are aware, 8th Street construction began on May 6th. We have assisted in communications for the project. An 8th St. Construction page was added to the DDA site and we have used social media to communicate navigation to Downtown TC.

DTCA Update

The Downtown Annual Dinner will take place on Thursday, June 6th at the City Opera House. We will give a recap of the past year's accomplishments, honor a recipient with the Lyle DeYoung Award, and host the most fun raffle in town! Please call the office to RSVP or send anyone of the staff an email. We hope to see you there!

If you are a member of the DTCA, please note that DTCA Board Election is currently underway. Ballots were mailed on May 3 and are due no later than Friday, May 24th at 5 pm.

Sara Hardy Downtown Farmers Market

The Sara Hardy Downtown Farmers Market kicked off on May 4th. Wednesday markets will kick off on June 5th and run through October.

New This Year:

The Market will be offering food vendors throughout the season! Enjoy breakfast sandwiches and coffee at each of the markets. The DDA has teamed up with Taste the Local Difference to manage program, ensuring that food items produced are using a number of local items.

Non-Profits will also be on hand offering family friendly activities at the Wednesday markets.

A Farmers Market Program will produced in the near future, featuring vendors and product, food vendor and non-profit dates, and additional information.

Market during NCF:

Please make note that the market will move to the Old Town Garage during the National Cherry Festival. The NCF has generously offered again to sponsor the Market Dollar Program, where the first 100 attendees to each of the three markets will receive \$5 Market Dollars. This program has helped build the market during festival time and offered a great incentive for locals to walk and enjoy the market.

**DOWNTOWN DEVELOPMENT AUTHORITY
PARKING SUBCOMMITTEE AGENDA
April 4, 2019, 11:00 a.m.
2nd Floor Committee Room
Governmental Center, 400 Boardman Ave, Traverse City
www.downtowntc.com**

Chair, Scott Hardy, called the meeting to order at 11:04 AM

1. Roll Call

Present: T. Michael Jackson, Scott Hardy, Debbie Hershey, Steve Constantin, Jeff Joubran

Absent: Rick Brown, Todd Knaus

2. Meeting Minutes: **The meeting minutes from March 7, 2019 were approved as presented upon motion by Joubran, seconded by Hershey. Motion carried unanimously.**

3. Old Business

- a. \$5 Meter Violation/Same Day Discount
 - i. Discussion on supporting enforcing policy when payments are not received in accordance with the ordinance.
- b. Meter Bag Policy
 - i. Discussion to modify policy to restrict bags on Front and State Streets from Boardman to Union Street.
- c. Downtown Parking Meeting
 - i. Discussion overviewing goals of meeting to ensure valuable input is obtained for future planning.
 - ii. Constantin suggested including our top priority which is to provide an easy place for people to shop and dine.
 - iii. Hardy suggested we discuss Ironman, and the impacts on downtown.
- d. PBD – Metered Beach Lots
 - i. Follow-up that this item will be removed until information can be provided to the Parks and Recreation Commission for future consideration.
- e. Bay Street Seasonal Meter District
 - i. Discussion on project timeline and the Transportation Committees decision to issue the TCO for both the north and south sides of the street.
 - ii. Jackson inquired if the meters would be installed near the Elks Lodge, and suggested that we hold off until we have more information from the businesses.
 - iii. Funding for expanding metered districts will be incorporated into the Capital Improvement Projects budget.

4. TDM 3 Year Plan

- a. Residential Parking Public Input Review
 - i. Discussion overviewing minor updates based on public input.
- b. Updated Residential Parking FAQs
- c. City Commission Study Session
 - i. Subcommittee members asked to attend the study session.

5. Public Comment. No public comment.

6. Adjournment. The meeting officially adjourned at 12:01 PM


Scott Hardy, Chair

**DOWNTOWN DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER LEADERSHIP TEAM
Wednesday, April 17, 2019, 5:30 p.m.
400 Boardman Avenue, Lower Level Cafeteria
Traverse City, MI 49684
dda.downtowntc.com**

Co-Chair Jay called the meeting to order at 5:31 p.m.

Present: Harry Burkholder, Elise Crafts, Christine Crissman, Frank Dituri, Brett Fessell, Michele Howard, Jennifer Jay (departed @ 6:23 p.m.), Rick Korndorfer, Mike Vickery

Absent: Jean Derenzy, Tim Ervin, Deni Scudato, Russ Soyring, Mike Vickery

DDA Staff: Colleen Paveglio

1. **Meeting Minutes: The meeting minutes from March 20, 2019 and meeting minutes from the Public Engagement Subcommittee from March 18 and April 8, 2019 were approved as presented upon motion by Jay, seconded by Howard. Motion carried unanimously.**
2. **Public Engagement Review**
 - a. **Jay reviewed the work of the subcommittee**
 - i. **Intention to make the Civic Engagement Plan more approachable**
 1. **Less consultant more from the ground up**
 - ii. **“What do you think?” page added**
 - iii. **Clarification of who was accountable for the process: Page 6**
 1. **Page 6: third bullet: Approval of Public Engagement Plan by DDA**
 - iv. **River Celebration to coordinate with World Fish Migration Day: 2020**
 - v. **Timeline: Planning Commission and City Commission**
 - vi. **Additional Suggestions: Walking tour, canoe tour, on the ground process, river walk, name for the process, on website - go pro video of the water and understand the identified location**
 - vii. **June Kick-Off**
 1. **Firefly**
 - viii. **Paveglio to provide Public Engagement Plan Google Doc for Leadership Team**
 - ix. **DDA Board Suggestions: Behind Sparks BBQ - utilize area for engagement**
 1. **Incorporating on a Social Media Plan**
 - b. **Timeline**
 - i. **Webpage: Meeting with Derenzy and SmithGroup on details**
 1. **Story mapping, etc.: May**
 - ii. **Branding & Marketing: May**

1. Logo, Name, Visual Presence: Crafts & Jay
- iii. Identify and Refine Stakeholder: Through August
- iv. Online Survey on Survey Gizmo: Up and running in May
 1. What's your favorite place on the Boardman?
 2. Memory?
 3. Activity?
 4. Anything else?
 5. Image?
- v. Assignments
 1. Paveglio to develop tab on Google Doc with meeting dates
 - A. Deadline: Friday, April 26
 2. Deliverables
 - A. Contact Card
 - B. One-Pager: SmithGroup
 3. Social Media
 - A. Crafts & Jay to brainstorm
- vi. Commission Updates
 1. Dedicated Planning Commission and City Commission Agenda Item
 - A. Howard

Jay departed at this point in the meeting

3. Overview of River Trail Signage
 - a. Review of River Trail Signage
 - b. Universal accessibility should be a consideration moving forward
4. Next Steps
 - a. None discussed at this time
5. Public Comment
 - a. Charlie Weaver, commented on the Public Engagement process and focus on the "heart and soul" and environmental group participation
 - b. Hank Bailey, commented on the focus of River solely
 - c. Tom Mair, commented on the River and natural part of the River
 - d. Tom White, 2150 Gibbs Rd., commented on website link and page not found
6. Board Comments
 - a. Howard commented on set back on River
7. Adjournment. The meeting officially adjourned at 6:58 p.m.

Respectfully submitted,

Colleen Paveglio

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DOWNTOWN DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER PUBLIC ENGAGEMENT SUBCOMMITTEE
Monday, April 8, 4:30 p.m.
400 Boardman Avenue, Lower Level Cafeteria
Traverse City, MI 49684
www.dda.downtowntc.com

Co-Chair Burkholder called the meeting to order at 4:33 p.m.

Present: Harry Burkholder, Elise Crafts, Frank Dituri, Brett Fessell, Jennifer Jay, Tim Ervin (via phone), Michael Vickery, Jean Derenzy

Absent: N/A

Staff: Colleen Paveglio

- 1. Motion by Jay, seconded by Dituri, to approve the agenda as amended to include Mission Statement Review. Motion passed unanimously.**
- 2. Public Engagement Review**
 - a. Committee feedback was given and reviewed**
 - i. Feedback was provided that was given in advance**
 - b. Additional Feedback Included:**
 - i. Include vision statements and that they were working**
 - ii. Change "weigh in" to "participate," providing for example, page 3, Evaluating Our Effectiveness**
 - iii. Page 4: "Representative" involvement, eliminate representative**
 - iv. Page 5: Types of those effected, include business owners**
 - v. Page 6: Eliminate all above CITY COMMISSION**
 - vi. What have we missed is not the same as, What are your questions and concerns?**
 - vii. June Kick Off: How can people engage if they are unable to attend.**
 - 1. What is the alternative?**
 - 2. Online presence?**
 - 3. Not at the Governmental Center, near the river, inviting and large enough**
 - viii. List of prior projects**
 - 1. Be prepared for Dam removal questions**
 - 2. Re-engage and re-invigorate**
 - ix. Tactical events: Paddle for Plans, how do you engage, social media campaigns, stories, struggles**
 - x. Transforming the relationship between the community and the river**
 - xi. June Kick-Off to serve as introduction, opening of the process**
 - 1. Pre-meeting and post-meeting public engagement strategy**
 - c. Jennifer Jay to lead on editing the Public Engagement Draft**
 - i. Team Members: Jay, Derenzy, Fessell, Vickery, Ervin**

- ii. Subcommittee members to provide any additional changes to Paveglio by Noon on Thursday, April 11
 - iii. Edits to be provided at the April 17 meeting
- d. **Kick-Off Meeting: June 12, 6 p.m.**
- 3. **Mission Statement Draft**
 - a. **Feedback to be provided by the Subcommittee to Paveglio by Thursday, April 11 at Noon**
 - 4. **Discussion**
 - a. **None at this time.**
 - 5. **Next Steps**
 - a. **Previously discussed**
 - 6. **Public Comment**
 - a. **None at this time.**
 - 7. **Adjournment. The meeting officially adjourned at 5:18 p.m.**

**DOWNTOWN DEVELOPMENT AUTHORITY
&
COMMISSION AD HOC COMMITTEE
TIF 97**

Wednesday, April 10, 2019 8:15am
400 Boardman Avenue, Second Floor Committee Room
Traverse City, MI 49684

Chair Commissioner Richard Lewis called the meeting to order at 8:15am

Present: Mayor Jim Carruthers, Commissioner Lewis, Commissioner Amy Shamroe, DDA Board Member Bill Golden, DDA Board Member Scott Hardy, DDA Board Member Gabe Schneider

Absent: None

Staff: DDA CEO Jean Derenzy, City Manager Marty Colburn

1. Approval of March 22, 2019 Minutes
 - a. **Motion by Hardy, seconded by Schneider, that the Ad Hoc Committee approve minutes from the March 22, 2019 meeting. Motion passed unanimously.**
2. Review of Updated Information
 - a. Commissioner Lewis presented handouts identifying findings regarding price per space of the proposed parking garage.
 - b. It was indicated that figures were provided by City Treasurer, Bill Twietmeyer, taking inflation into account.
 - c. Committee requested that Rich & Associates present at a future meeting to explain findings in further detail
 - d. Committee noted that in order to build a new parking garage, TIF 97 extension will first need to take place.
3. Next Steps to Consider Extension
 - a. Public input on the parking garage and the funding mechanisms will be gathered to bring back to the committee.
 - b. Committee acknowledged need of holding meetings outside of the governmental center while seeking public input.
 - c. Three items needed moving forward: Additional information on the three parking garage scenarios provided, schedule Rich & Associates to be present at a future meeting, and establish the timing of public outreach.
 - d. Next meeting will take place May 1st at 8:15am at the Governmental Center.
4. Public Comment
 - a. None.
5. Adjournment
 - a. The meeting was officially adjourned at 9:17am

DOWNTOWN TRAVERSE CITY ASSOCIATION

BOARD MEETING

THURSDAY, APRIL 11, 2019
8:30AM • DOWNTOWN OFFICE

MEETING MINUTES

1. Call to order (Neidorfler) 8:34
 - a. Present: Misha Neidorfler, Liz Lancashire, Jake Kaberle, Kim Bazemore, Dawn Gildersleeve, Susan Fisher
 - b. Absent: Todd McMillen, Jeff Libman, & John McGee

2. Approval of Minutes of the Board Meeting of March 14, 2019 (Neidorfler) Minutes from the March 14, 2019 board meeting were approved upon with a motion by Fisher and seconded by Gildersleeve. Motion carried unanimously.

3. DDA Report (Derenzy)
 - a. TIF 97
 - b. Parking Subcommittee Meetings (April 17 & 18)
 - c. Public Sector Police Officer for Downtown

4. Event Report (Viox)
 - a. Downtown Art Fairs
 - b. Celebration for Young Children
 - c. Art Walk
 - d. Friday Night Live
 - e. Annual Dinner

5. Marketing & Communications Director Report (Paveglia)
 - a. Financial Report
 - i. Financial Reports were approved as presented upon motion by Gildersleeve and seconded by Lancashire. Motion carried unanimously.
 - ii. Proposed Fiscal Year Amendment
 1. Proposed Fiscal Year Amendment approved as presented upon motion by Fisher and seconded by Bazemore. Motion carried unanimously.
 - b. Marketing Report
 - i. Website
 - ii. Social Media & Newsletter Report

6. President's Report (Neidorfler)
 - a. Window Display Policy
 - i. Proposed Window Display Policy approved as presented upon motion by Gildersleeve and seconded by Bazemore. Motion carried unanimously.

- b. Sponsorship Policy
 - i. *Proposed Sponsorship Policy approved as presented upon motion by Bazemore and seconded by Lancashire. Motion carried unanimously.*
- c. Nominating Committee
 - i. *Proposed slate of DTCA Board of candidates approved as presented upon, with the need of finding an alternative candidate at the discretion of the Nominating Committee motion by Fisher and seconded by Gldersleeve. Motion carried unanimously.*
 - ii. Proposed Slate
 - 1. Pete Kirkwood - The Workshop
 - 2. Cindy Lardie - Becky Thatcher Designs
 - 3. Amanda Walton - Toy Harbor
 - 4. Margaret Morse - Hotel Indigo
 - 5. Blythe Skarshaug - Copy Central (not confirmed)
- d. Bylaw Update
 - i. Olsen, Bzdok, and Howard to review. Will hopefully have for approval at our May meeting.

7. Adjourn

FARMERS MARKET ADVISORY BOARD

DRAFT MINUTES

Monday, April 15, 2019, 9:00 am

Training Room, Second Floor

Governmental Center, 400 Boardman Avenue, Traverse City

www.downtowntc.com

1. Roll Call
 - a. Present: Tricia Phelps, Sue Kurta, Linda Grigg, Courtney Lorenz, Lori Buchan, Scott Hardy, Brenin Wertz-Roth, Joann Brown, Nic Welty (9:19am)
 - b. Absent: Gary Jonas, Tim Werner
2. Approval of Minutes
 - a. Motion: Lori Buchan
 - b. Second: Courtney Lorenz
 - c. Passes unanimously
3. Public Comment
 - a. No public present
4. Introduction of New Board Members
 - a. Joann Brown, Interwater Farms
5. Programming Committee Update
 - a. Food Trucks Update
 - i. Still looking for a vendor for June and September
 - ii. All other months are committed
 - b. Taste the Local Difference Cooking Demo Update
 - i. Fustini's and Oryana interested in hosting multiple demos
 - c. Brochure Update
 - d. Signage Update
 - i. Email signage opinions to Nick by the end of 4/17
 - ii. Be on the lookout for email regarding logo approval
6. Vendor Applications
 - a. Category 1 & 3 Applications Review
 - b. Category 2 Applications Approval
 - i. Motion: Nic Welty
 - ii. Second: Brenin Wertz-Roth
 - iii. Passes Unanimously
7. Vendor Visit Requests
 - a. Send to Nick
8. Vendor Meeting Reminder
 - a. April 22, 10 am

b. Changes this year, Food Assistance Programs, & Event Updates

9. Public Comment

10. Adjournment

a. Motion to adjourn (10:08) Lori Buchan

b. Second: Courtney

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CITY OF TRAVERSE CITY

Traverse City Arts Commission

Minutes Regular Meeting April 17, 2019

A Regular Meeting of the Traverse City Arts Commission was called to order in the Second Floor Training Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:00 pm.

The following were present, constituting a quorum: Amy Shamroe, Megan Kelto, Debbie Hershey, Matt Ross, Ashlea Walter and Jason Dake.

Also present: Director Nate Elkins, Deputy City Clerk Katie Zeits.

The following was absent: Charlotte Smith

1. Call to order, attendance and announcements.

2. Opening Public Comment.

Benjamin Lannin, Photographer

3. Consideration of approving the minutes of the March 18, 2019 and March 20, 2019 meetings.

Moved by Walter, seconded by Shamroe, that the minutes of the March 18, 2019 and March 20, 2019 meetings, be approved.

AIF/MC (Smith absent)

4. Directors Report.

Mr. Elkins discussed various projects and indicated the call for art for the Boathouse Project has been reopened as requested. Further, the bid for the Up North Pride Art Project was being finalized.

5. Old Business.

a. Presentation and discussion regarding the Downtown Art Walk Pop-Up Exhibit 2019.

b. Consideration of moving forward with signage and public art wayfinding.

By consensus, Mr. Elkins will present additional ideas at the May meeting for consideration.

6. **New Business.**

- a. Discussion regarding the 2019/20 Public Art Program and Budget.

By consensus of the Commission, the budget will be discussed further in detail at the May meeting and be considered for approval.

- b. Consideration of the Robert Sestok Expanded Exhibition.

Moved by Walter, seconded by Shamroe to approve the expanded Robert Sestok Exhibition and move it forward to the City Commission for final approval.

AIF/MC (Smith absent)

- c. Consideration of Crooked Tree Arts Center – Hannah Park Sculpture Exhibition.

Moved by Shamroe, seconded by Walter, to support the Hannah Park Sculpture Exhibition as presented by Crooked Tree in the April 17th Arts Commission packet.

AIF/MC (Smith absent)

- d. Consideration of participating in the Up North Pride Week Picnic, June 22nd from 3:00pm – 6:00 pm.

Moved by Shamroe, seconded by Walter to establish an ad hoc committee to discuss the Arts Commission participation in the Up North Pride Week Picnic and that Commissioners Shamroe, Walter, and Ross be appointed to such committee.

AIF/MC (Smith absent)

7. Next item being, “Public Comment”

- a. General.

None.

- b. Commissioners.

Commissioners Kelto and Dake gave an update on the Public Pitch Night. Formal action to follow in May.

There being no objection, Chair Debbie Hershey declared the meeting adjourned at 5:18 pm.

Katelyn Zeits, Deputy City Clerk
Designated Secretary