

**DOWNTOWN DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE**

**Monday, September 28**

**9:30 am**

The Downtown Development Authority Finance Committee Meeting will not be held at the Governmental Center. The Downtown Development Authority Finance Committee Meeting will be conducted remotely via Zoom.

The Downtown Development Authority Finance Committee Meeting can be viewed at:

<https://us02web.zoom.us/j/81997668087>

Anyone wishing to listen and give public comment will need to call in and wait in a “virtual waiting room” where their microphones will be muted until they are called upon:

**Dial: 312 626 6799**

**Meeting ID: 819 9766 8087**

**Participant ID: # (yes just #)**

Posted and Published

The DDA recognizes the importance of not bringing people together unnecessarily in an effort to stop the spread of the coronavirus. The Governmental Center has been closed to walk-in traffic and will be closed for all DDA meetings for the foreseeable future. Members of the DDA will not be present in the Governmental Center for official DDA meetings.

This meeting is being conducted remotely to assist in stopping the spread of the coronavirus. Individuals with disabilities may participate in the meeting by calling-in to the number as though they were going to be giving public comment as outlined below or by calling the TDD#.

For members of the DDA and key DDA staff, their name will appear on screen when they are speaking. For individuals who may wish to give public comment, the method for providing public comment during these remote-participation meetings is to call the number outlined in the header as well as enter the Meeting ID and Passcode as outlined in the header.

Callers wishing to give public comment may call in before the meeting starts and wait in a “virtual waiting room.” These instructions will be included in every official published agenda of the DDA. Those calling in will be able to hear the audio of the DDA Finance Committee, yet their microphone will be muted.

When the DDA Finance Committee accepts public comment, in the order calls were received, the meeting facilitator will identify the caller by the last four digits of their telephone number and ask them if they would like to make a comment.

While not required, but so we do not have to go through an unnecessarily long list of callers, we ask, if possible, that those who do not wish to give public comment refrain from calling in and instead listen to the meeting.

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.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the DDA CEO

The DDA is committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with the DDA honor these values.

DDA:  
c/o Jean Derenzy, CEO  
(231) 922-2050  
Email: [jean@downtowntc.com](mailto:jean@downtowntc.com)  
Web: [www.downtowntc.com](http://www.downtowntc.com)  
303 East State Street, Suite C.  
Traverse City, MI 49684

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. Any interested person or group may address the DDA Board on any agenda item when recognized by the presiding officer or upon request of any DDA Board member. Also, any interested person or group may address the DDA Board on any matter concerning the DDA not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the DDA Board.

**Downtown Development Authority  
Finance Committee**

**Agenda**

1. Opening Public Comment
2. Approval of April 29, 2020 Minutes
3. Review of Budget and Proposal for Lower Boardman
4. Consideration of Capital Improvements
5. Calendar for 2021/2022 Budget
6. Other Business
7. Closing Public Comment
8. Adjournment

**Draft Minutes**  
**Traverse City Downtown Development Authority**  
**Finance Committee**

10:30 am

April 29, 2020

Virtual Zoom Webinar

Dial: 312-626-6799

Webinar (Number) ID: 971-4942-7028

Participant ID: #

Scott Hardy called the meeting to order at 10:32

1. Roll Call

Present: Scott Hardy, Debbie Hersey, Leah Bagdon McCallum, Gabe Schneider and Richard Lewis

Absent: None

Attendees: Jean Derenzy, Harry Burkholder

Burkholder read the instructions for public comment

2. Review of 2020/2021 Budget

Jean Derenzy provided a thorough review of the proposed 2020/2021

**Motion by Richard Lewis, seconded by Debbie Hersey to include the engineering costs in the “capital projects” line-item into the “capital outlay” line-item**

**- Motion passed unanimously**

**Motion by Richard Lewis, seconded by Scott Hardy that the TIF 97 Budget, as presented, be submitted to the City Commission and DDA Board for consideration**

**- Motion passed unanimously**

**Motion by Gabe Schneider, seconded by Richard Lewis that the Old Town TIF Budget, as presented, be submitted to the City Commission and DDA Board for consideration**

**- Motion passed unanimously**

**Motion by Richard Lewis, seconded by Gabe Schneider that the General Fund Budget, as presented, be submitted to the City Commission and DDA Board for consideration and that Jean will add a line-item in the general fund for grants and expenditures for civic square and lower revenue for the farmers market**

**- Motion passed unanimously**

**Motion by Richard Lewis, seconded by Scott Hardy that the Auto Parking System Budget, as presented, be submitted to the City Commission and DDA Board for consideration**

**- Motion passed unanimously**

3. Public Comment  
No public Comment Submitted

4. Adjournment

**Motion by Debbie Hersey, seconded by Gabe Schneider to adjourn the meeting.**

**- Motion passed unanimously.**

The meeting officially adjourned at 12:07 pm.

---

Scott Hardy, Chair

DRAFT

**Downtown Development Authority**  
**Profit & Loss Budget vs. Actual**  
**July 2019 through June 2020**

9:03 AM  
 09/25/20  
 Accrual Basis

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Administrative Services	1,198,441.00	1,195,400.00	3,041.00	100.3%
Farmers Market online Revenue	112,823.50	100,000.00	12,823.50	112.8%
Grant Rev - Coastal Zone Mgt	10,000.00			
Grant revenue professional dev	4,000.00			
Grant Revenue Lower Boardman	15,000.00			
grant revenue tech incubator	35,625.00			
Grants - EGLE cornwell	642.50	0.00	642.50	100.0%
Grants income	0.00	100,000.00	-100,000.00	0.0%
Interest & Dividends	954.68	200.00	754.68	477.3%
Miscellaneous Revenue	5,129.32	0.00	5,129.32	100.0%
Property Taxes	129,391.21	137,500.00	-8,108.79	94.1%
Reimbursed Parking Wages	1,810.36			
Rents	43,910.00	53,000.00	-9,090.00	82.8%
Use of Fund Balance	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>1,557,727.57</b>	<b>1,586,100.00</b>	<b>-28,372.43</b>	<b>98.2%</b>
<b>Gross Profit</b>	<b>1,557,727.57</b>	<b>1,586,100.00</b>	<b>-28,372.43</b>	<b>98.2%</b>
Expense				
Civic Square	0.00	0.00	0.00	0.0%
Communications	9,065.63	6,000.00	3,065.63	151.1%
Community Promotion	18,843.45	20,000.00	-1,156.55	94.2%
Contract Services	3,600.00	0.00	3,600.00	100.0%
Dues and Memberships	975.00			
Equipment	798.26	9,000.00	-8,201.74	8.9%
Grant Exp Buy Local Give Local	1,720.35	62,000.00	-60,279.65	2.8%
Grant Exp Coastal Zone Mgt	5,120.00			
Grant exp EGLE cornwell bldg	125.00			
Grant Exp Lower Boardman	20,287.63			
Grant exp professional develop	4,000.00			
Grant exp Rotary IFF grant	2,600.00			
Grant Exp Tech Incubator	35,625.00			
Insurance & Bonds	1,195.73	38,000.00	-2,375.00	93.8%
Legal	0.00	1,800.00	-604.27	66.4%
Lodging, meals	2,655.78	5,000.00	-5,000.00	0.0%
Miscellaneous Expense	24.00	10,000.00	-7,344.22	26.6%
Office Supplies	8,901.51	2,000.00	-1,976.00	1.2%
Online Farmers Market Expense	110,879.49	13,000.00	-4,088.49	68.5%
Operation Supplies		100,000.00	10,879.49	110.9%
Payroll Expenses	0.00	0.00	0.00	0.0%
Fringe Benefits				
457 Company Matching	50,460.47	0.00	50,460.47	100.0%
Disability Insurance Benefits	0.00			
Health Insurance	143,612.17	0.00	143,612.17	100.0%
Life Insurance Expense	1,097.04			
Fringe Benefits - Other	0.00	269,000.00	-269,000.00	0.0%
<b>Total Fringe Benefits</b>	<b>195,169.68</b>	<b>269,000.00</b>	<b>-73,830.32</b>	<b>72.6%</b>
Salaries and Wages				
Direct Deposit Fee	0.00	0.00	0.00	0.0%
Employee Medical Expenses	169.10			
Hourly Wage Expense	351,303.36	0.00	351,303.36	100.0%

**Downtown Development Authority  
Profit & Loss Budget vs. Actual  
July 2019 through June 2020**

9:03 AM  
09/25/20  
Accrual Basis

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Medicare Tax Expense	11,769.46	0.00	11,769.46	100.0%
Salaries & Wages	420,847.07	0.00	420,847.07	100.0%
Social Security Tax Expense	50,324.79	0.00	50,324.79	100.0%
SUTA Tax Expense	1,371.82	0.00	1,371.82	100.0%
Workers Compensation	4,881.00	0.00	4,881.00	100.0%
Salaries and Wages - Other	-126.82	892,000.00	-892,126.82	-0.0%
<b>Total Salaries and Wages</b>	<b>840,539.78</b>	<b>892,000.00</b>	<b>-51,460.22</b>	<b>94.2%</b>
Payroll Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total Payroll Expenses</b>	<b>1,035,709.46</b>	<b>1,161,000.00</b>	<b>-125,290.54</b>	<b>89.2%</b>
Printing & Publishing	11,498.24	5,000.00	6,498.24	230.0%
Professional/Contractual	74,752.54	87,000.00	-12,247.46	85.8%
Rentals	12,221.85	9,000.00	3,221.85	135.8%
Repairs & Maintenance	3,909.54	2,200.00	1,709.54	177.7%
Training	7,772.21	10,000.00	-2,227.79	77.7%
Transportation	47.44	4,000.00	-3,952.56	1.2%
Utilities	7,634.20	9,000.00	-1,365.80	84.8%
<b>Total Expense</b>	<b>1,379,962.31</b>	<b>1,554,000.00</b>	<b>-174,037.69</b>	<b>88.8%</b>
<b>Net Ordinary Income</b>	<b>177,765.26</b>	<b>32,100.00</b>	<b>145,665.26</b>	<b>553.8%</b>
<b>Net Income</b>	<b>177,765.26</b>	<b>32,100.00</b>	<b>145,665.26</b>	<b>553.8%</b>

**Profit & Loss**

June 30, 2019 through July 1, 2020

---

	<u>Jun 30, '19 - Jul 1, 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Contribution from Other Governm	187,751.81
Interest	5,562.63
Property Taxes	<u>2,534,457.78</u>
<b>Total Income</b>	<u>2,727,772.22</u>
<b>Expense</b>	
Administrative	205,293.10
Capital Outlay	362,918.09
Construction	40,390.00
Insurance & Bonds	0.00
Office Supplies	400.77
Parking Deck Principal	858,818.93
Professional/Contractual	440,432.93
Public Restrooms	5,400.00
Transportation	<u>0.00</u>
<b>Total Expense</b>	<u>1,913,653.82</u>
<b>Net Ordinary Income</b>	<u>814,118.40</u>
<b>Net Income</b>	<u><u>814,118.40</u></u>

9:06 AM

09/25/20

Accrual Basis

**DDA Old Town TIF  
Profit & Loss  
July 2019 through June 2020**

---

	<u>Jul '19 - Jun 20</u>
<b>Income</b>	
Interest	138.22
Property Taxes	406,554.56
<b>Total Income</b>	<u>406,692.78</u>
<b>Expense</b>	
Adm/Eng Services	182,992.00
Capital Outlay	0.00
Office Supplies	170.90
Professional/Contractual	4,153.27
<b>Total Expense</b>	<u>187,316.17</u>
<b>Net income</b>	<u><u>219,376.61</u></u>

City of Traverse City, Michigan  
 DDA COMPONENT UNIT  
 TAX INCREMENT FINANCING 97 FUND  
 For the Budget Year 2020-21

	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Budgeted	FY 20/21 Approved
<b>REVENUES</b>				
Property Taxes	\$ 2,014,156	\$ 2,224,531	\$ 2,589,100	\$ 2,872,538
Grant and Reimbursements	-	-	-	-
Reimbursements	130,000	182,877	130,000	130,000
Interest Income	5,436	7,832	4,500	4,500
<b>TOTAL REVENUES</b>	<b>2,149,592</b>	<b>2,415,240</b>	<b>2,723,600</b>	<b>3,007,038</b>
<b>EXPENDITURES</b>				
Professional Services	476,686	488,583	596,900	725,863
Printing and Publishing	-	184	200	200
Repair & Maintenance	-	-	-	15,000
Contribution to District Construction Project	-	420,671	805,800	1,275,601
Contribution to City - Debt Service	807,599	828,719	859,500	893,586
Capital Outlay/City Engineering Costs for Public Projects	-	120,756	-	61,750
<b>TOTAL EXPENDITURES</b>	<b>1,284,285</b>	<b>1,858,913</b>	<b>2,262,400</b>	<b>2,972,000</b>
<b>EXCESS OF REVENUES OVER/UNDER EXPENDITURES</b>	<b>865,307</b>	<b>556,327</b>	<b>461,200</b>	<b>35,038</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating Transfer	-	-	-	-
<b>NET CHANGE IN FUND BALANCE</b>	<b>865,307</b>	<b>556,327</b>	<b>461,200</b>	<b>35,038</b>
Beginning Fund Balance	317,651	1,182,958	1,739,285	2,903,310
Ending Fund Balance	<b>\$ 1,182,958</b>	<b>\$ 1,739,285</b>	<b>\$ 2,200,485</b>	<b>\$ 2,938,348</b>

City of Traverse City, Michigan  
**DDA COMPONENT UNIT**  
**OLD TOWN TAX INCREMENT FINANCING FUND**  
For the Budget Year 2020-21

	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Budgeted	FY 20/21 Approved
<b>REVENUES</b>				
Property Taxes	\$ 186,828	\$ 260,732	\$ 434,900	\$ 447,800
Reimbursements	-	-	-	-
Use of Fund Balance				100,000
Interest Income	54	186	100	100
<b>TOTAL REVENUES</b>	<b>186,882</b>	<b>260,918</b>	<b>435,000</b>	<b>547,900</b>
<b>EXPENDITURES</b>				
Professional Services	8,276	83,784	232,100	238,973
Printing and Publishing	-	-	-	100
Contribution to District Construction Project	675	356,065	-	282,900
Capital Outlay - City Engineering Costs for Public Projects	-	-	-	9,927
<b>TOTAL EXPENDITURES</b>	<b>8,951</b>	<b>439,849</b>	<b>232,100</b>	<b>531,900</b>
<b>EXCESS OF REVENUES OVER/UNDER EXPENDITURES</b>	<b>177,931</b>	<b>(178,931)</b>	<b>202,900</b>	<b>16,000</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating Transfer	-	-	-	-
<b>NET CHANGE IN FUND BALANCE</b>	<b>177,931</b>	<b>(178,931)</b>	<b>202,900</b>	<b>16,000</b>
Beginning Fund Balance	1,000	178,931	-	227,750
<b>Ending Fund Balance</b>	<b>\$ 178,931</b>	<b>\$ -</b>	<b>\$ 202,900</b>	<b>\$ 243,750</b>

City of Traverse City, Michigan  
 DDA COMPONENT UNIT  
 DDA GENERAL FUND  
 For the Budget Year 2020-21

	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Budgeted	FY 20/21 Approved
<b>REVENUES</b>				
Property Taxes	\$ 192,798	\$ 134,996	\$ 137,500	\$ 137,500
Grants and Reimbursements (Civic Sq./EGLE/USDA)	10,000	117,200	-	3,450,000
Reimbursements	767,999	957,343	1,195,400	1,358,204
Rental Income	55,015	56,175	53,000	42,000
Interest Income	563	732	200	500
Use of Fund Balance		-	-	17,296
<b>TOTAL REVENUES</b>	<b>1,026,375</b>	<b>1,266,446</b>	<b>1,386,100</b>	<b>5,005,500</b>
<b>EXPENDITURES</b>				
Salaries and Wages	683,488	695,358	892,000	917,593
Fringe Benefits	115,630	242,177	269,000	308,878
Office/Operating Supplies	12,818	10,000	13,000	13,000
Professional Services	46,729	158,905	87,000	110,000
Contract Services				31,000
Communications	6,483	4,800	6,000	50,000
Transportation	2,453	5,000	4,000	5,000
Lodging/Meals	5,211	10,000	10,000	10,000
Training	1,718	10,000	10,000	10,000
Farmer's Market				53,000
Community Promotions	14,930	11,500	20,000	20,000
Printing and Publishing	5,104	1,500	5,000	6,000
Insurance and Bonds	1,586	1,800	1,800	1,800
Utilities	4,816	8,000	9,000	9,000
Repairs and Maintenance	3,325	3,011	2,200	3,000
Rentals	8,083	8,626	9,000	9,000
Legal Services	-	5,000	5,000	5,000
Miscellaneous	195	400	2,000	2,000
Capital Outlay	8,061		9,000	438,000
Civic Square		-		3,000,000
<b>TOTAL EXPENDITURES</b>	<b>920,630</b>	<b>1,176,077</b>	<b>1,354,000</b>	<b>5,002,271</b>
<b>USE OF FUND BALANCE</b>				
<b>EXCESS OF REVENUES OVER/UNDER EXPENDITURES</b>	<b>105,745</b>	<b>90,369</b>	<b>32,100</b>	<b>3,229</b>
Beginning Fund Balance	397,510	503,255	593,624	594,724
Ending Fund Balance	<b>\$ 503,255</b>	<b>\$ 593,624</b>	<b>\$ 625,724</b>	<b>\$ 597,953</b>

	A	B	C	D	E	F	G	H	I	J
1	<b>Traverse City Wall/Sewer Stabilization Study</b>									
2										
3										
4										
5										
6										
7	16-Sep-20									
8	Phase 1: Wall Stabilization Recommendation									
9	Site Survey									
10	Geotechnical borings and recommendations									
11	Coordination with City Engineer and Municipal Utilities									
12	Development of Alternatives									
13	Hydraulic modelling of alternatives									
14	Opinion of Probable Construction Costs									
15	Selection of Preferred Approach/Documentation									
16	Professional Fee Subtotal									
17	Reimbursable Costs									
18										
19	Total Cost									

16-Sep-20

	B. Doyle \$190	SmithGroup P. Doherty \$225	SmithGroup Estimate of Labor Staff Eng. \$135	Subtotal Hours	SmithGroup Subtotal Cost	LimnoTech	Geotech	Wade Trim	TOTAL Per Task
8	2	2		2	\$450.00				\$22,950.00
9	4	4	4	8	\$1,440.00			\$22,500.00	\$21,440.00
10	12	6	24	10	\$2,110.00				\$3,610.00
11	2	12	24	48	\$8,220.00	\$1,500.00			\$8,220.00
12	4	4	4	10	\$1,820.00				\$13,320.00
13	4	4	8	16	\$2,740.00	\$11,500.00			\$2,740.00
14	6	4	12	22	\$3,660.00	\$2,000.00			\$5,660.00
15	28	36	52	116					
16	\$5,320	\$8,100	\$7,020	\$20,440	\$20,440.00	\$15,000.00	\$20,000.00	\$22,500.00	\$77,940.00
17					\$750.00	\$500.00			\$1,250.00
18									
19					\$21,190.00	\$15,500.00	\$20,000.00	\$22,500.00	\$79,190.00



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

## Memorandum

---

To: Finance Committee  
From: Jean Derenzy, DDA CEO  
Date: September 25, 2020  
SUBJECT: 2020/2021 Budget

Attached you will find the year-end projections for the three DDA accounts: General; TIF 97; and Old Town. These projections are just that, until the audit is complete.

As a note, costs for the Boardwalk was not encumbered in the 2019/2020 TIF 97 budget, therefore we will need to be mindful on when the costs will be incurred in this year's budget.

For our current budget, there are a few items that I wish to discuss with the committee: Lower Boardman River Unified Plan; and Streetscapes for 305 West Front.

**Lower Boardman:** In the fall of 2018, the DDA, in cooperation with the Lower Boardman River Leadership Team, initiated a formal planning process to develop a comprehensive plan for the 1.6 miles of Boardman River that meanders through Downtown. Over the last two years, the Leadership Team, in cooperation with Smith Group (the project consultant) worked to complete an inventory and understanding of the current conditions of the river corridor, identify guiding values and a general vision for the river corridor and develop preliminary recommendations around zoning regulations, land use, capital and habitat improvements and management.

Based on the guiding values established at the onset of the planning process, some initial hydraulic modeling from Smith Group and the results of the community engagement activities, the Leadership Team is considering recommendations to construct significant pedestrian, placemaking and habitat restoration elements to "Reach 5", the portion of the river between Park and Union Streets (see map). The pedestrian and placemaking elements would support our long-held desire for downtown to "turn and embrace" the river.

Given the significance and scope of the proposed pedestrian and placemaking recommendations, we have worked with Smith Group to better understand the opportunities and limitations associated with the infrastructure along this stretch of the river.

In June, an engineer from Smith Group conducted a visual field inspection of the retaining wall and the surrounding areas along the south edge of the Boardman River between Park and Union Streets (the 100 and 200 block alleys). Based in this field inspection, as well as a review of the original wall design and the results of a recent dive inspection, it appears that the existing retaining wall structure is in stable condition.

However, the field inspection did observe significance subsidence and settling along the back of the retaining wall (evidenced by sloped parking areas, cracked sidewalks and reoccurring sink holes). The subsidence and settling is likely due to a loss of soil material (i.e. backfill) within about a 10-foot zone from the wall through a gap below the footing and through the wall at locations of penetrations. The loss of soil is due to continuous scouring and undermining of the wall footing by the river.

The soil material loss is exacerbated by the high-water level of the Great Lakes, which causes soil saturation and loss of consolidation of the backfill soils. Due to a lack of consolidation, the loss of soils will likely continue even if water levels go down.

The continued subsidence of the backfill soil south of the retaining wall could have serious implications for the structural integrity of critical infrastructure in this area, including a large sewer main that resides just south of the retaining wall (see attachment of rough illustration cross-section). In addition, the sewer connections (into the sewer main) from businesses along the 100 and 200 blocks could be become damaged or compromised.

Given the situation, the city and DDA will need to take action(s) to stabilize the soil behind the retaining wall. We believe a stabilization effort will mitigate any potential compromise to the sewer main **and** set the foundation for “what could be” on the Lower Boardman (i.e. the extent of pedestrian and placemaking elements).

In order to determine the best way to stabilize the soil (and associated infrastructure) we need to work with Smith Group to conduct additional assessment of the site. A description of the needed assessment activities is listed on the following page.

## Assessment Activities

1. **SITE SURVEY:** Complete a property and topographic survey of the area between the existing buildings and the northern edge of the river floodway. This survey will provide critical data to understand the underground utilities near the wall, property ownership issues which may exist, the hydraulic flow characteristics of this reach of river, and the relative potential to remove the wall on the 100 block.
2. **GEOTECHNICAL ASSESSMENT:** Conduct site borings (in addition to existing data) and geotechnical analysis of the project area to assess soil conditions. We need to understand the soil characteristics and cross section of the geologic conditions in order to develop wall, soil, and utility stabilization strategies with confidence, and to assess the cost of the design approach.
3. **COORDINATION WITH CITY ENGINEER and DEPARTMENT OF MUNICIPAL UTILITIES:** We will engage City staff throughout the design process to ensure they are included in the design, decision making, and assessment.
4. **DEVELOPMENT of ALTERNATIVE CONCEPTS:** Develop alternative concepts for stabilizing the river bank, addressing opportunities for wall stabilization, including wall removal and sewer relocation, and/or in-situ wall stabilization and sewer protection. The alternatives will also consider potential long term goals of improving the pedestrian and natural environment along the river front consistent with the values and goals of the Unified Plan.
5. **HYDRAULIC MODELLING:** Using existing data and the site survey, prepare a hydraulic model of each Alternative Concepts to understand feasibility issues, permitting requirements, impacts to flood water levels, and the need for modifications to the north river bank to manage river flow.
6. **OPINION OF PROBABLE CONSTRUCTION COSTS:** Evaluate the costs of each alternative and assess the cost/benefit of each approach so that the stabilization strategy is cost effective, feasible, and long lasting.
7. **SELECTION OF A PREFERRED APPROACH and DOCUMENTATION OF WORK:** Based on the input from the DDA and city staff, prepare a schematic design plan for the preferred approach and improvements, including plans, cross sections, permitting strategy, potential funding opportunities, and implementation schedule.

The original contract with SmithGroup was \$40,000 to complete the outreach, and develop the Unified Plan. Before putting a plan together that the public and the governmental bodies know can be implemented, we believe this phase is needed. However, the cost was not contained in the 2020/2021 budget.

At this time, I am working with Art Krueger, Director of Municipal Utilities, and Marty Colburn, City Manager to identify a cost sharing opportunity with this work. Given the potential implications to the existing sewer main and connecting pipes, we believe the timing of this additional assessment is critical

Finding an inexpensive stop gap measure to protect the sewer is very difficult since we can't see below the surface and don't precisely know where future erosion may occur. Stop gap repairs are by necessity going to occur after the fact of a failure. The long-term comprehensive fix to seal off the area below the wall footing (which may include injecting grout into the ground) will significantly reduce the potential for failure through the entire reach of the river.

The cost for this work would come from the TIF 97 budget and within the contribution to District Construction Projects, we do have a contingency line item of \$222,101.

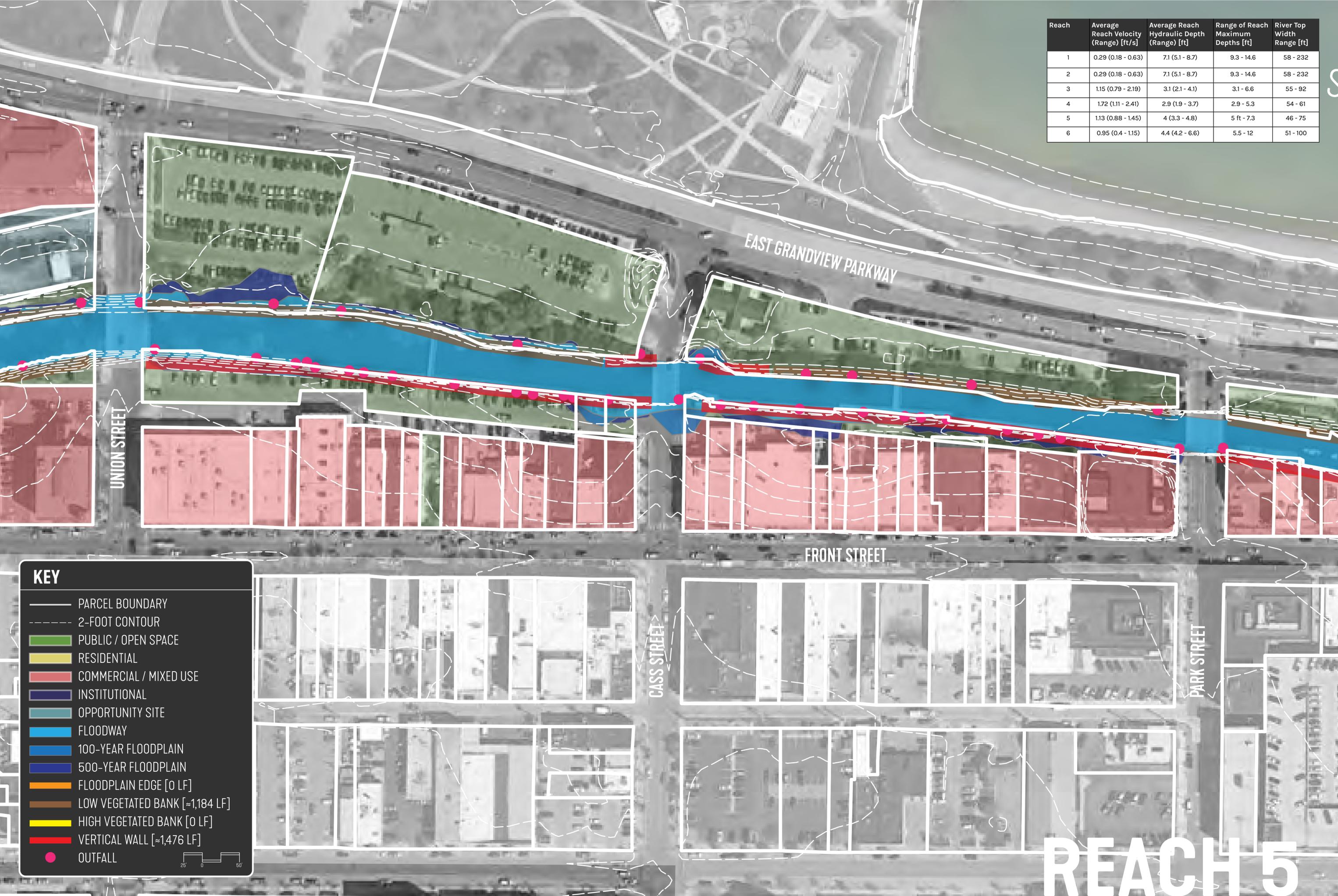
**Streetscapes:** The streetscapes at 305 West Front Street came in at \$290,995 with our budgeted line item of \$270,000. However, with the reimbursement to Light and Power the recommendation made to the DDA Board was \$266,504 to the Developer, and \$3,496 to Light and Power; making a difference of \$24,491 that the Developer will be asking for reimbursement on. I will have recommendations for your consideration at your meeting.

**Keen Building:** Work has started on the Keen building (corner of Front and Cass) with consideration to submit a Community Development Block Grant (CDBG) to help with a build-out on the second floor and adjacent building. More details will be provided to the Board at your meeting.

**124 West Front Street:** I would like to provide an overview of the 124 Project for the Committee and considerations for participation.

I look forward to going through the finances with the Board and projects that will positively impact the economics of our Downtown.

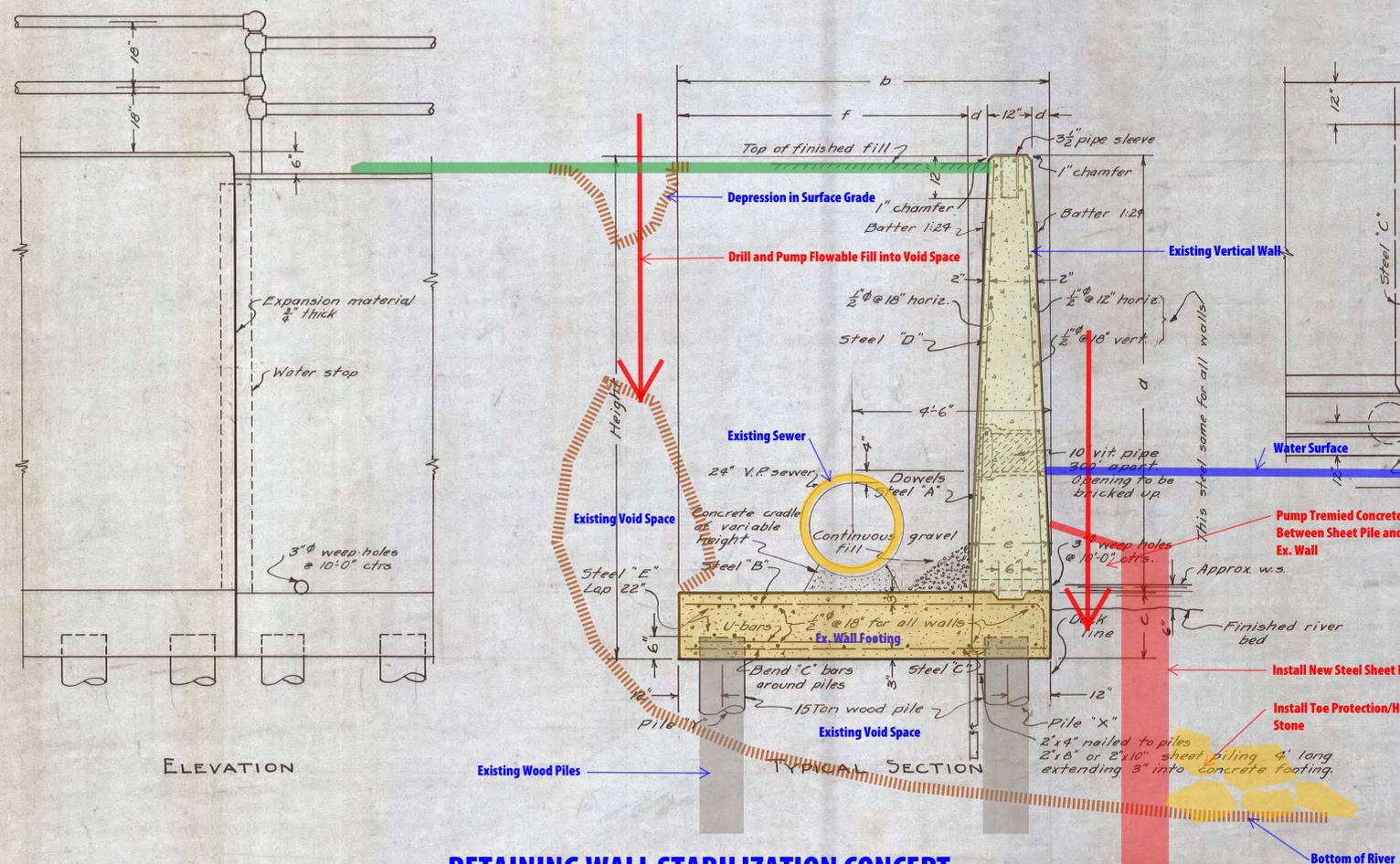
Reach	Average Reach Velocity (Range) [ft/s]	Average Reach Hydraulic Depth (Range) [ft]	Range of Reach Maximum Depths [ft]	River Top Width Range [ft]
1	0.29 (0.18 - 0.63)	7.1 (5.1 - 8.7)	9.3 - 14.6	58 - 232
2	0.29 (0.18 - 0.63)	7.1 (5.1 - 8.7)	9.3 - 14.6	58 - 232
3	1.15 (0.79 - 2.19)	3.1 (2.1 - 4.1)	3.1 - 6.6	55 - 92
4	1.72 (1.11 - 2.41)	2.9 (1.9 - 3.7)	2.9 - 5.3	54 - 61
5	1.13 (0.88 - 1.45)	4 (3.3 - 4.8)	5 ft - 7.3	46 - 75
6	0.95 (0.4 - 1.15)	4.4 (4.2 - 6.6)	5.5 - 12	51 - 100



**KEY**

- PARCEL BOUNDARY
- - - 2-FOOT CONTOUR
- PUBLIC / OPEN SPACE
- RESIDENTIAL
- COMMERCIAL / MIXED USE
- INSTITUTIONAL
- OPPORTUNITY SITE
- FLOODWAY
- 100-YEAR FLOODPLAIN
- 500-YEAR FLOODPLAIN
- FLOODPLAIN EDGE [0 LF]
- LOW VEGETATED BANK [≈1,184 LF]
- HIGH VEGETATED BANK [0 LF]
- VERTICAL WALL [≈1,476 LF]
- OUTFALL

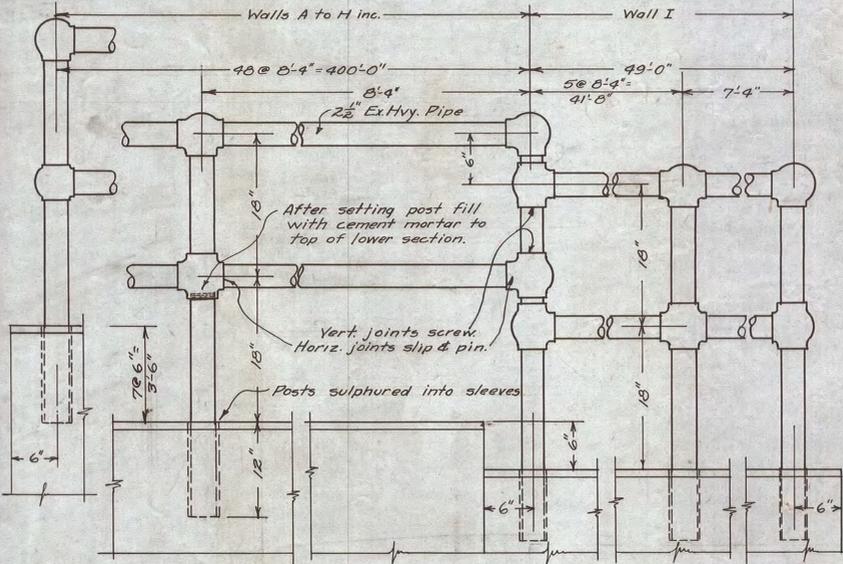
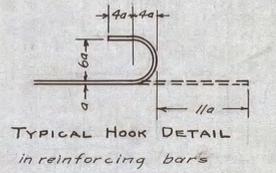
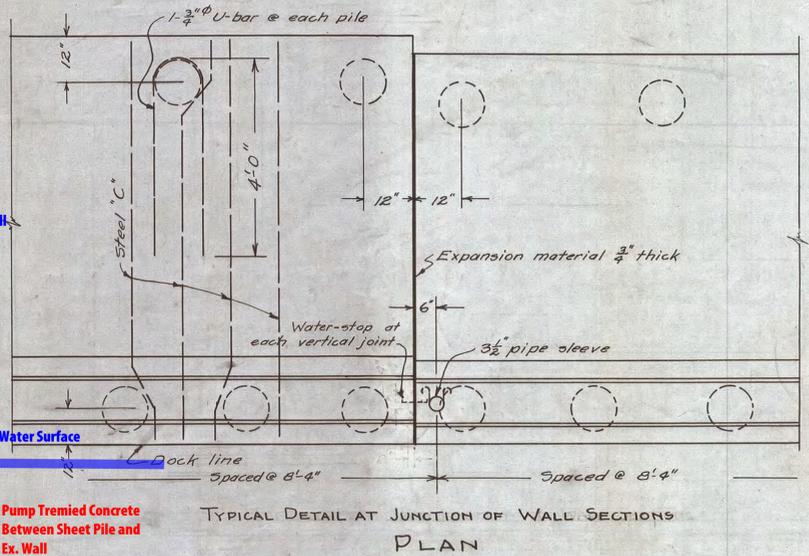
# REACH 5



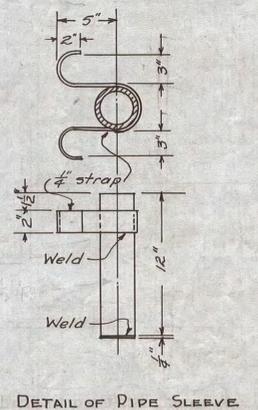
**RETAINING WALL STABILIZATION CONCEPT**

Wall	TABLE OF DIMENSIONS							PILE SPACING		STEEL REINFORCING													
	Height	a	b	c	d	e	f	"X"	"Y"	"A"		"B"		"C"		"D"		"E"					
								Size	Spac.	Size	Spac.	Size	Spac.	Size	Spac.	Size	Spac.	Size	Number				
A	11'-6"	10'-0"	8'-6"	18"	5"	22"	6'-8"	2'-6"	3'-9"	3/4"φ	7 1/2"	7'-0"	7/8"φ	8"	9'-0"	3/4"φ	12"	8'-0"	3/4"φ	15"	9'-10"	1 1/2"φ	4
B	11'-0"	9'-6 1/2"	8'-2 3/4"	17 1/2"	4 3/4"	21 1/2"	6'-4 3/4"	2'-9"	4'-3"	3/4"φ	8"	6'-9"	5/8"φ	6"	8'-7"	3/4"φ	12"	7'-8"	3/4"φ	16"	9'-4"	1 1/2"φ	4
C	10'-6"	9'-1"	7'-10 1/2"	17"	4 1/2"	21"	6'-1 1/2"	3'-0"	4'-6"	3/4"φ	9"	6'-5"	3/4"φ	7 1/2"	8'-3"	3/4"φ	12"	7'-4"	3/4"φ	18"	8'-11"	1 1/2"φ	4
D	10'-0"	8'-7 1/2"	7'-6 3/4"	16 1/2"	4 1/4"	20 1/2"	5'-10 1/4"	3'-3"	5'-0"	3/4"φ	10"	6'-2"	3/4"φ	8"	7'-11"	3/4"φ	11"	7'-0"	3/4"φ	20"	8'-5"	1 1/2"φ	4
E	9'-6"	8'-2"	7'-3"	16"	4"	20"	5'-7"	3'-6"	5'-6"	3/4"φ	12"	5'-11"	3/4"φ	9"	7'-7"	3/4"φ	11"	6'-9"	3/4"φ	24"	8'-0"	1 1/2"φ	5
F	9'-0"	7'-8 1/2"	6'-11 1/4"	15 1/2"	3 3/4"	19 1/2"	5'-3 3/4"	3'-9"	6'-0"	5/8"φ	9"	5'-6"	5/8"φ	8"	7'-3"	5/8"φ	12"	6'-5"	5/8"φ	18"	7'-6"	1 1/2"φ	5
G	8'-6"	7'-3"	6'-7 1/2"	15"	3 1/2"	19"	5'-0 1/2"	4'-3"	6'-9"	5/8"φ	10"	5'-3"	3/4"φ	10"	6'-10"	5/8"φ	12"	6'-1"	5/8"φ	20"	7'-1"	1 1/2"φ	5
H	8'-0"	6'-9 1/2"	6'-3 3/4"	14 1/2"	3 1/4"	18 1/2"	4'-9 1/4"	4'-9"	7'-3"	3/4"φ	12"	5'-0"	3/4"φ	9"	6'-6"	1 1/2"φ	10"	5'-9"	5/8"φ	24"	6'-7"	1 1/2"φ	5
I	7'-6"	6'-4"	6'-0"	14"	3"	18"	4'-6"	5'-3"	8'-3"	3/8"φ	12"	4'-9"	3/8"φ	9"	6'-2"	1 1/2"φ	12"	5'-6"	5/8"φ	24"	6'-2"	1 1/2"φ	6

DETAIL OF RIVER WALL  
Scale: 1/2" = 1'-0"



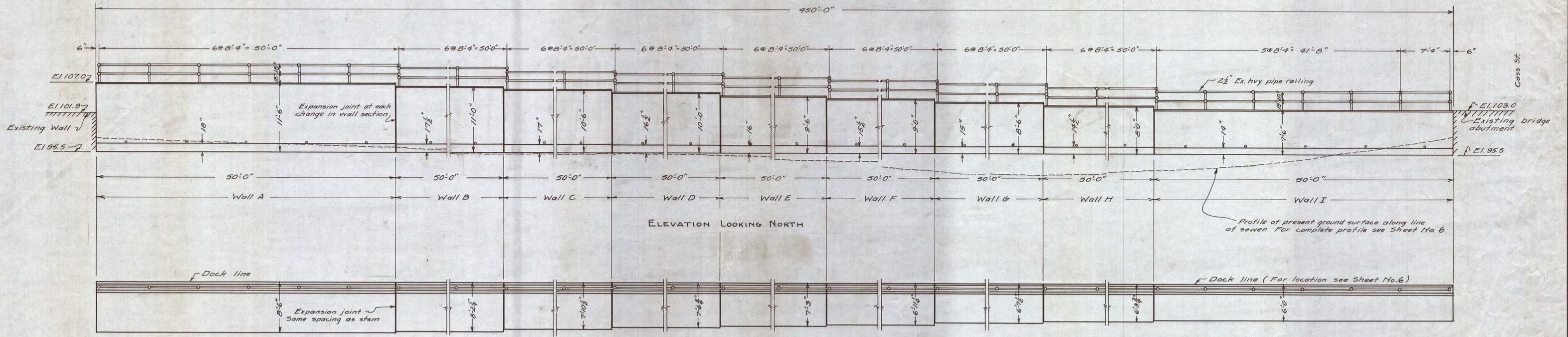
DETAIL OF PIPE RAILING  
Scale: 1" = 1'-0"



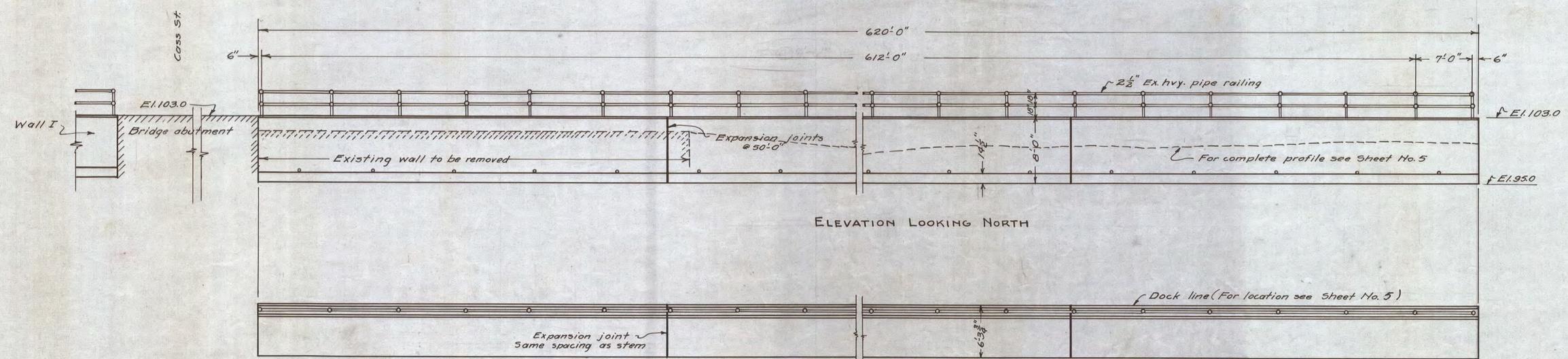
TRAVERSE CITY, MICHIGAN  
SEWAGE DISPOSAL SYSTEM  
MAIN INTERCEPTING SEWER  
RIVER WALL DETAILS

C.E. SAWYER, CITY ENGINEER  
HOAD, DECKER, SHOECRAFT AND DRURY  
CONSULTING ENGINEERS

SCALES AS INDICATED  
NOVEMBER 1931



PLAN  
RIVER WALL WEST OF CASS STREET  
Note: For dimensions and structural details see Sheet No. 11



PLAN  
RIVER WALL EAST OF CASS STREET  
Note: For dimensions and structural details see Wall H, Sheet No. 11