

Traverse City Downtown Development Authority Finance Committee

Monday, May 9, 2022

9:30AM

Committee Room, Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684



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

The City of Traverse City and Downtown Development Authority are committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with board members honor these values.

Downtown Development Authority:
c/o Jean Derenzy, CEO
(231) 922-2050
Web: www.downtowntc.com
303 East State Street, Suite C
Traverse City, MI 49684

**Welcome to the Traverse City Downtown Development Authority
Finance Committee meeting!**

Agenda

	Page
1. CALL TO ORDER	
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2. ROLL CALL	
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3. APPROVAL OF MINUTES	
<p><i>The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one DDA Board motion without discussion. Any member of the DDA Board, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the DDA Board; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single DDA Board action adopting the consent calendar.</i></p>	
A.	5 - 7
<p>Consideration of approving the minutes of the regular Finance Committee meeting of April 11, 2022 (Approval recommended) (Jean Derenzy)</p> <p>Downtown Development Authority Finance Committee - 11 Apr 2022 - Minutes - Pdf</p>	
<hr/>	
4. UPTOWN DEVELOPMENT	
A.	9 - 15
<p>Consideration of participating through payment of public infrastructure associated with the Uptown Brownfield Project (Approval Recommended) (Jean Derenzy)</p> <p>Uptown Brownfield Project Memo (Jean Derenzy) - PDF Uptown Development TIF - Environmental & Non-Environmental - PDF</p>	
<hr/>	
5. BUDGETS	
A.	17 - 21
<p>Additions to TIF 97 2022/2023 Budget (Approval Recommended) (Jean Derenzy)</p>	

[Addition to TIF 97 Budget Memo \(Jean Derenzy\) - PDF](#)
[DDA, TIF 97 & Old Town TIF 2022_2023 Budget - PDF](#)

6. PUBLIC COMMENT

7. ADJOURNMENT



**Minutes of the
Downtown Development Authority for the City of Traverse City
Finance Committee
Monday, April 11, 2022**

A regular meeting of the Downtown Development Authority Finance Committee of the City of Traverse City was called to order at the Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 9:30 a.m.

The following Board Members were in attendance: Chairperson Gabe Schneider, Board Vice Chair Scott Hardy, Mayor Richard Lewis, and Board Member Jeff Joubran

The following Board Members were absent: Board Member Damian Lockhart

Chairperson Joubran presided at the meeting.

(a) **CALL TO ORDER**

Joubran called the meeting to order at 9:30AM.

(b) **ROLL CALL**

(c) **APPROVAL OF MINUTES**

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

(1)

Consideration of approving the minutes of the regular Finance Committee meeting of March, 14 2022 (Approval Recommended) (Jean Derenzy)

That the Finance Committee approves the minutes of the regular Finance Committee meeting of March 14, 2022.

Moved by Richard Lewis, Seconded by Scott Hardy

Yes: Gabe Schneider, Scott Hardy, Richard Lewis, and Jeff Joubran
Absent: Damian Lockhart

CARRIED. 4-0-1 on a recorded vote

(d) **BUDGETS**

(1)

Review of 2022/2023 DDA General, TIF 97, Old Town TIF, Arts Commission and Parking Budgets (Jean Derenzy)

Derenzy distributed an updated memo to the committee.

The Following Addresses the Committee:

Jean Derenzy, DDA CEO
Scott Hardy
Gabe Schneider
Jeff Joubran
Richard Lewis

(e) **PUBLIC COMMENT**

No public comment.

(f) **ADJOURNMENT**

(1)

Motion to Adjourn the Meeting

That the DDA Finance Committee adjourn the regular meeting of April 11th at 10:45AM.

Moved by Gabe Schneider, Seconded by Scott Hardy

Yes: Gabe Schneider, Scott Hardy, Richard Lewis, and Jeff Joubran
Absent: Damian Lockhart

CARRIED. 4-0-1 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO

Draft



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

MEMORANDUM

To: Finance Committee
From: Jean Derenzy, DDA CEO
Date: May 6, 2022
Re: Uptown Development Request for Participation

Mike Wills met with the Chair and Vice-Chair of the DDA to discuss the DDA's participation with the Uptown Brownfield Plan. Mike Wills and the development team presented request to the Finance Committee in June 2021. The recommendation was made that the Development Team meet with the CEO and Attorney, along with the Brownfield Authority, to identify what public infrastructure was completed that the DDA is responsible for covering.

The attached spreadsheet identifies the public infrastructure that is part of the Uptown Development that is categorized as public. The DDA has partnered with the Brownfield Authority on projects within the DDA Boundaries with the DDA responsible for public infrastructure and the Brownfield for private activities (available within the brownfield legislation).

With the Uptown project, the DDA worked on the riverwalk, the public entrance off of State Street through the development that leads to the riverwalk. However, there were other components with the Development that the DDA would be responsible for, as outlined on the attached spreadsheet.

In working with the brownfield staff, and DDA Attorney, as well as with the Developers of Uptown the amount of \$321,887 that would be the DDA's responsibility. That amount would be paid to the Brownfield Authority for processing payments and balancing private/public activities.

RECOMMENDED MOTION: Approval to pay \$321,887 from TIF 97 for eligible public infrastructure activities for the Uptown Brownfield Project.

Activity	Quantity	Unit	Start Date	End Date	Rate	Total
Temporary Site Control for Site Prep.	1	Lot	11/27/2014		\$ 948.98	\$ 948.98
Temporary Site Control for Site Prep.	1	Lot	12/9/2015		\$ 300.00	\$ 300.00
Environmental Field Activity Project Management and Field Oversight During Due Care	1	Lot	10/78/2014		\$ 14,836.25	\$ 14,836.25
Project Management for Section 7a Compliance Analysis	175	Hour	12/9/2015		\$ 5,833.00	\$ 5,833.00
Utility Disconnections and Connections, Fees and Hookup Charges, Right-of-Way Permits	381.01	Hour	2/28/2015		\$ 3,957.50	\$ 3,957.50
Materials Mgmt. - Disposal (Impacted Materials) Soils - Non Urban Debris(Historic Fill)	38449	Yard	3/31/2015		\$ 12,952.50	\$ 12,952.50
Fill (where removal of unstable contaminated subsurface debris has occurred)	2	Lot	7/31/2014		\$ 460.00	\$ 210.00
Compaction & Sub-base Preparation	817578	Sq Yd	2/27/2015		\$ 17,687.50	\$ 4,187.91
Special Foundations to Address Subsurface Debris Environmentally Impacted Unstable Fill-increm	817791	Sq Yd	3/5/2015		\$ 20,656.02	\$ 3,089.45
Special Foundations to Address Subsurface Debris Environmentally Impacted Unstable Fill-increm	1121266	Sq Yd	3/5/2015		\$ 24,610.00	\$ 12,833.32
Soils	132653	Sq Yd	2/28/2015		\$ 50,000.00	\$ 11,367.25
Berthing Walls in Downstream Areas - Non-Excavation Cuts	53072	Sq Yd	1/31/2015		\$ 500.00	\$ 500.00
One-Site 3rd Party Oversight of Special Foundations	2960	Hour	3/7/2015		\$ 681.00	\$ 681.00
Surveying and Staking (Construction Staking During Land Balancing, Erosion Control, Utility Relocation, Auger Cast Piles)	1312507	Hour	3/7/2015		\$ 441.50	\$ 441.50
Engineering Design, Testing and Oversight	1501006	Hour	3/9/2015		\$ 1,008.00	\$ 1,008.00
On-Site 3rd Party Oversight of Special Foundations	2960	Hour	4/1/2015		\$ 726.50	\$ 726.50
Unstable Material Management - MSF Utility Relocations; Disposal	38825	Yard	4/30/2015		\$ 68,372.32	\$ 17,490.09
Environmental Field Activity Project Management and Field Oversight During Due Care	38825	Yard	4/30/2015		\$ 68,372.32	\$ 4,883.75
Due Care - Bid Specifications	38825	Yard	4/30/2015		\$ 68,372.32	\$ 7,455.00
Bid Specifications for Excavation Cuts, Berthing Walls and Non-Excavation Cuts	1061	Hour	4/29/2015		\$ 442.00	\$ 230.00
Special Inspections	13068.5	Hour	3/19/2015		\$ 485.00	\$ 495.00
Pile Design, Grade Beams, Re-design F-1	13068.5	Hour	3/19/2015		\$ 7,786.25	\$ 7,786.25
Grout	13542	Yard	3/17/2015		\$ 26,120.82	\$ 7045.50
Utility Relocations	817939	Hour	3/20/2015		\$ 46,150.85	\$ 8,164.75
Import, Place & Compact Fill	817939	Hour	3/30/2015		\$ 46,150.85	\$ 8,214.85
Refresh Med Mat	817939	Hour	3/30/2015		\$ 46,150.85	\$ 8,214.85
Second Temporary Construction Access and/or Roads	817939	Hour	3/30/2015		\$ 46,150.85	\$ 8,214.85
Temporary Erosion Control for Due Care Activities - Sit Fencing	1501009	Hour	5/4/2015		\$ 126.00	\$ 126.00
Engineering Design, Testing and Oversight	13125306	Hour	5/4/2015		\$ 3,227.49	\$ 3,204.50
Special Foundations to Address Subsurface Debris Environmentally Impacted Unstable Fill-increm	314312-04	Hour	3/31/2015		\$ 21,996.20	\$ 16,505.20
Materials Management (Urban Debris/Fill)	AM1	Hour	5/1/2015		\$ 28,734.13	\$ 12,563.02
Second Temporary Construction Access and/or Roads	AM1	Hour	5/1/2015		\$ 28,734.13	\$ 931.11
Special Foundations to Address Subsurface Debris Environmentally Impacted Unstable Fill	AM3	Hour	4/30/2015		\$ 15,000.00	\$ 15,000.00
Environmental Insurance	AM3	Hour	4/30/2015		\$ 10,964.50	\$ 10,964.50
Engineering Design, Testing and Oversight	Pnt No. 2	Hour	4/27/2015		\$ 33.92	\$ 33.92
Special Foundations to Address Subsurface Debris Environmentally Impacted Unstable Fill-increm	TC Print & Copy	Hour	4/27/2015		\$ 25.44	\$ 25.44
Engineering Design, Testing and Oversight	TC Print & Copy	Hour	4/27/2015		\$ 6.86	\$ 6.86
Utility Disconnections and Connections, Fees and Hookup Charges, Right-of-Way Permits	4	Hour	4/22/2015		\$ 130.00	\$ 130.00
Environmental Field Activity Project Management and Field Oversight During Due Care	39625	Hour	6/30/2015		\$ 41,251.00	\$ 3,500.00
Rebuilding Walls in Downstream Areas - Non-Excavation Cuts	60201	Hour	6/2/2015		\$ 487.50	\$ 487.50
Engineering Design, Testing and Oversight	13125307	Hour	6/2/2015		\$ 2,412.25	\$ 495.25
Surveying	GFA	Hour	6/2/2015		\$ 2,412.25	\$ 1,817.00
Special Foundations	GTC	Hour	5/31/2015		\$ 40,592.40	\$ 5,342.40
Land Balancing	4	Hour	5/31/2015		\$ 75,000.00	\$ 75,000.00
Materials Management (Urban Debris/Fill)	Molon	Hour	5/31/2015		\$ 4,118.98	\$ 3,050.00
On-Site 3rd Party Oversight of Special Foundations	Molon	Hour	5/31/2015		\$ 4,118.98	\$ 1,668.08
Engineering and Design	2974	Hour	5/6/2015		\$ 441.30	\$ 441.30
On-Site 3rd Party Oversight of Special Foundations	2995	Hour	6/6/2015		\$ 2,590.44	\$ 2,590.44
Engineering of Special Foundations to Address Subsurface Debris Environmentally Impacted Unstable Fill-increm	13068.6	Hour	6/30/2015		\$ 1,870.00	\$ 1,870.00
Utility Disconnections and Connections, Fees and Hookup Charges, Right-of-Way Permits	13068.7	Hour	6/30/2015		\$ 633.50	\$ 633.50
Compaction & Sub-base Preparation	88784	Hour	6/18/2015		\$ 974.00	\$ 974.00
Special Foundations to Address Subsurface Debris Environmentally Impacted Unstable Fill-increm	314312-07	Hour	6/30/2015		\$ 1,260.00	\$ 1,260.00
Engineering Design, Testing and Oversight	314312-07	Hour	6/30/2015		\$ 39,177.00	\$ 39,177.00
Remaining Walls in Downstream Areas - Non-Excavation Cuts	2998	Hour	6/30/2015		\$ 105.00	\$ 105.00
Plan Restoration	13664	Hour	6/30/2015		\$ 795.00	\$ 370.00
Rain Gardens - Environmental Portion - Any green space, including the public ROW	13664	Hour	6/30/2015		\$ 795.00	\$ 423.00
Rain Gardens	39944	Hour	6/18/2015		\$ 7,974.91	\$ 3,042.50
Temporary Site Control for Site Prep.	618013-00	Hour	7/31/2015		\$ 524.63	\$ 524.63
Environmental Field Activity Project Management and Field Oversight During Due Care	13125308	Hour	7/31/2015		\$ 1,055.00	\$ 598.00
Engineering Design, Testing and Oversight	GFA	Hour	7/31/2015		\$ 1,055.00	\$ 460.00
Surveying and Staking	CH4-83078	Hour	6/28/2015		\$ 10,964.50	\$ 10,964.50
Environmental Insurance	20150801	Hour	8/1/2015		\$ 113,623.74	\$ 632.91
Green Roof	20150801	Hour	8/1/2015		\$ 113,623.74	\$ 54,118.83
On-Site 3rd Party Oversight of Special Foundations	20150801	Hour	8/1/2015		\$ 113,623.74	\$ 17,250.00
Bid Specifications for Site Preparation Activities	20150801	Hour	8/1/2015		\$ 113,623.74	\$ 17,250.00
Field Oversight for Site Preparation Activities	20150801	Hour	8/1/2015		\$ 113,623.74	\$ 41,630.00

40180	7	8/1/2015	\$	1,400.00	\$	1,400.00
Environmental Field Activity Project Management and Field Oversight During Due Care	ART Peerless					
Snow Melt in Right of Way at the Curve	Soils	8/1/2015	\$	1,400.00	\$	1,400.00
Environmental Field Activity Project Management and Field Oversight During Due Care	ART Peerless					
Engineering of Special Foundations to Address Subsurface Debris Environmentally Impacted Unstable Fills	Soils	8/1/2015	\$	1,200.00	\$	1,200.00
Green Roof	Midtown	8/26/2015	\$	433.75	\$	433.75
Special Foundations to Address Subsurface Debris Environmentally Impacted Unstable Fills	Midtown	9/1/2015	\$	36,904.30	\$	36,904.30
On-Site 3rd Party Oversight of Special Foundations	Midtown	9/1/2015	\$	48,128.55	\$	48,128.55
Construction Materials Testing	Midtown	9/1/2015	\$	92,658.57	\$	92,658.57
Mid Specs for Snow Melt	Midtown	9/2/2015	\$	397.18	\$	397.18
Field Specifications for Infrastructure Improvements	Midtown	9/2/2015	\$	1,955.00	\$	1,955.00
Project Management for Site Preparation Activities	Midtown	9/1/2015	\$	5,175.00	\$	5,175.00
Project Management for Site Preparation Activities	Midtown	9/1/2015	\$	94.54	\$	94.54
Project Management and Field Oversight During Due Care	ART Peerless	10/31/2015	\$	4,154.72	\$	4,154.72
Relocation of Existing Utilities - Non-Excavation Costs	D/E	9/16/2015	\$	3,832.50	\$	3,832.50
Surveying & Staking	GreenRoof-Frazier	8/31/2015	\$	974.00	\$	974.00
Green Roof	Inhabitect	9/16/2015	\$	34,135.00	\$	34,135.00
Green Roof	Inhabitect	9/16/2015	\$	27,636.35	\$	27,636.35
Green Roof	Inhabitect	10/1/2015	\$	29,325.00	\$	29,325.00
Environmental Insurance	PPFS Corp	1/22/2014	\$	10,964.50	\$	10,964.50
On-Site 3rd Party Oversight of Special Foundations	Midtown	10/1/2015	\$	41,917.37	\$	41,917.37
Project Management for Section 7a Compliance Analysis	Midtown	10/1/2015	\$	721.00	\$	721.00
Project Management for Additional Response Activities	Midtown	10/1/2015	\$	2,924.45	\$	2,924.45
Project Management for Site Preparation Activities	Midtown	10/1/2015	\$	4,197.37	\$	4,197.37
Project Management for Infrastructure Improvement Activities	Midtown	10/1/2015	\$	3,017.38	\$	3,017.38
Project Management for Infrastructure Improvement Activities	Midtown	10/1/2015	\$	5,247.20	\$	5,247.20
Brownsfield Plan	Midtown	10/1/2015	\$	41,917.37	\$	41,917.37
Due Care Activities	T.C. Print & Copy	8/25/2015	\$	352.96	\$	352.96
Surveying & Staking	Midtown	11/17/2015	\$	116,773.17	\$	116,773.17
Engineering Design, Testing and Oversight	Midtown	11/17/2015	\$	1,505.49	\$	1,505.49
Green Roof	Green Roof (notal)	20151101	\$	116,773.17	\$	116,773.17
Green Roof	Green Roof (notal)	20151101	\$	1,054.31	\$	1,054.31
Partial Removal and Replacement of Watermain	Midtown	11/17/2015	\$	2,613.48	\$	2,613.48
Sub-Base Prep	Midtown	11/17/2015	\$	2,898.63	\$	2,898.63
Relocation of Existing Utilities - Non-Excavation Costs	Midtown	11/17/2015	\$	29,287.14	\$	29,287.14
Joint Sewer System - Private	Midtown	11/17/2015	\$	4,798.63	\$	4,798.63
On-Site 3rd Party Oversight of Special Foundations	Midtown	11/17/2015	\$	1,374.20	\$	1,374.20
Snow Melt in Right of Way at the Curve	Midtown	11/17/2015	\$	6,794.89	\$	6,794.89
Project Management for Site Preparation Activities	Midtown	11/17/2015	\$	15,852.50	\$	15,852.50
Landscape in Right of Way	Acu Hardwear	9/1	\$	51.91	\$	51.91
GWS Installation Oversight, Testing & Reporting	Midtown	11/9/2015	\$	480.00	\$	480.00
Engineering Design, Testing and Oversight	ART Peerless	11/9/2015	\$	1,332.50	\$	1,332.50
Surveying and Staking	Midtown	12/1/2015	\$	200,539.48	\$	200,539.48
Approaches	Midtown	12/1/2015	\$	2,091.00	\$	2,091.00
Field Oversight for Site Preparation Activities	Midtown	12/1/2015	\$	4,585.49	\$	4,585.49
Land Balancing	Midtown	12/1/2015	\$	18,437.17	\$	18,437.17
Excavation for Rain Gardens	Midtown	12/1/2015	\$	1,444.50	\$	1,444.50
Materials Mgmt - Excavation Impacted Materials/Sols - Not Urban Debris/Historic (fill)	Midtown	12/1/2015	\$	3,202.51	\$	3,202.51
Fill (where removal of unstable contaminated subsurface debris has occurred)	Midtown	12/1/2015	\$	16,931.66	\$	16,931.66
Sub-base Prep	Midtown	12/1/2015	\$	200,539.48	\$	200,539.48
Relocation of Existing Utilities - Excavation Portion	Midtown	12/1/2015	\$	200,539.48	\$	200,539.48
Partial Removal and Replacement of Watermain	Midtown	12/1/2015	\$	200,539.48	\$	200,539.48
Joint Sewer System - Private	Midtown	12/1/2015	\$	200,539.48	\$	200,539.48
Piping with Seals and Gaskets	Midtown	12/1/2015	\$	200,539.48	\$	200,539.48
Showeret	Midtown	12/1/2015	\$	200,539.48	\$	200,539.48
Project Management for Infrastructure Improvement Activities	Midtown	12/1/2015	\$	200,539.48	\$	200,539.48
Project Management for Infrastructure Improvement Activities	Midtown	12/1/2015	\$	200,539.48	\$	200,539.48
Relocation of Existing Utilities - Non-Excavation Costs	Midtown	12/1/2015	\$	26,553.24	\$	26,553.24
Engineering Design, Testing and Oversight	Midtown	12/1/2015	\$	76,581.14	\$	76,581.14
Approaches	Midtown	11/1/2016	\$	6,064.31	\$	6,064.31
Curbs & Gutter	Midtown	11/1/2016	\$	2,854.82	\$	2,854.82
Snow Melt in ROW	Midtown	11/1/2016	\$	584.56	\$	584.56
Relocation of Existing Utilities - Non-Excavation Costs	Midtown	11/1/2016	\$	2,546.60	\$	2,546.60
Project Management for Infrastructure Improvement Activities	ART Peerless	4/18/77	\$	1375	\$	1375
Unstable Material Management - Trucking	Midtown	2/1/2016	\$	2,398.22	\$	2,398.22
Utility Disconnects and Connections, Fees and Hookup Charges, Right-of-Way Permits	Midtown	2/1/2016	\$	196.27	\$	196.27
Engineering of Special Foundations to Address Subsurface Debris Environmentally Impacted Unstable Utilities	Midtown	2/1/2016	\$	676.78	\$	676.78
Engineering and Design	Midtown	2/1/2016	\$	933.94	\$	933.94
Snow Melt in ROW	Midtown	2/1/2016	\$	565.66	\$	565.66

Item ID	Due Date	Project Management and Field Oversight During Due Care	Due Care: Project Management	ART Peerless	12/17/2015	3,122.96	3,122.96
43380	3/31/2016	Project Management and Field Oversight During Due Care	Due Care: Project Management	ART Peerless			2,002.50
20160401	4/1/2016	Show Melt in Right-of-Way at the Curve	Inf. Improve - Show Melt in ROW	Middown		7,794.93	\$6,549.85
43387583	3/31/2016	Relocation of Existing Utilities - Non-Excavation Costs	Site Prep - Relocate Gas Lines	DTE		1,500.00	\$1,500.00
20160401	4/1/2016	Relocation of Existing Utilities - Non-Excavation Costs	Site Prep - Relocate Sewer	Middown		7,794.93	\$800.08
20160401	4/1/2016	Field Oversight for Site Preparation Activities	Site Prep - Oversight During Utility Relocation	Middown		7,794.93	\$345.00
955702	3/27/2016	Environmental Insurance	Responsible Cost of Environmental Insurance	Larkin		5,125.00	\$5,125.00
20160701	7/1/2016	Green footcatheter waterproofing, 3" x 4" full profile, yellow cover, 2 years maintenance) (non-maintenance)	Green Road Materials & Maintenance	Middown			20,008.09
20160701	7/1/2016	Engineering and Design	Engineering & Design	Middown			743.65
20160701	7/1/2016	Engineering of Special Foundations to Address Subsurface Debris Environmentally Impacted Unsat	Engineering of Special Foundations	Middown			353.10
20160701	7/1/2016	Project Management for Site Preparation Activities	PM for Site Preparation	Middown			\$632.50
43655	6/30/2016	Project Management and Field Oversight During Due Care	MDEQ Loan PM & Oversight	ART Peerless		540.00	\$40.00
44707	9/27/2016	Relocation of Existing Utilities - Non-Excavation Costs	MDEQ Loan PM & Oversight	ART Peerless		5,140.57	4,186.82
20160801	8/1/2016	Engineering and Design	Electric Service to Transformer	Middown		122,896.08	688.55
20160801	8/1/2016	Engineering Design, Testing and Oversight	Repair with Sanitary Element	Middown		122,896.08	621.94
20160801	8/1/2016	Engineering Design, Testing and Oversight	Density Test	Middown		122,896.08	9104.33
20160801	8/1/2016	Engineering Design, Testing and Oversight	Soil Sampling	Middown		122,896.08	60,640.00
20160801	8/1/2016	Relocation of Existing Utilities - Non-Excavation Costs	Electric Conduit	Middown		122,896.08	\$4,165.51
20160801	8/1/2016	Land Bidding	Earthwork (retaining)	Middown		122,896.08	\$1,426.95
20160801	8/1/2016	Excavation for Rain Gardens	Escapade & Initial Rain Gardens (retaining)	Middown		122,896.08	\$3,370.50
20160801	8/1/2016	Material Mgmt. Excavation (Impacted Material/Soils - Not Urban Debris/History Fill)	Soil Sampling and Loading Contam Soils	Middown		122,896.08	\$95.84
20160801	8/1/2016	Fill	Furnish, Place & Compact Clean Fill	Middown		122,896.08	644.85
20160801	8/1/2016	Sub-base Prep	Furnish, Place & Compact Sub-base	Middown		122,896.08	\$597.46
20160801	8/1/2016	Relocation of Existing Utilities - Non-Excavation Costs	Locate and Cut Watermain, Dig Trenches	Middown		122,896.08	\$11,110.24
20160801	8/1/2016	Joint Sewer System - Private	Sewer System	Middown		122,896.08	\$5,243.00
20160801	8/1/2016	Urban Storm Water Management System, Low Impact Design (LID)	Storm Sewer System	Middown		122,896.08	\$5,181.48
20160801	8/1/2016	Project Management for Infrastructure Improvement Activities	PM for Site Preparation	Middown		122,896.08	\$2,415.00
20160901	9/1/2016	Engineering and Design	Test Concrete Cylinders	Middown		92,559.29	37,038.72
20160901	9/1/2016	Relocation of Existing Utilities - Non-Excavation Costs	Electric Conduit	Middown		92,559.29	\$145.57
20160901	9/1/2016	Cuts and Gutter	Cuts & Gutter	Middown		92,559.29	\$12,335.10
20160901	9/1/2016	Approaches	Paving - Approach	Middown		92,559.29	\$1,145.31
20160901	9/1/2016	Show Melt in Right-of-Way at the Curve	Show melt	Middown		92,559.29	\$2,300.26
20160901	9/1/2016	Project Management for Infrastructure Improvement Activities	PM for Site Preparation	Middown		92,559.29	\$528.83
20160901	9/1/2016	Utility Disconnects and Connections, Fees and Notsup Charges, Right-of-Way Permits	Utility Disconnects and Connections, Fees and Notsup Charges, Right-of-Way Permits	Middown		92,559.29	\$2,185.00
20161001	10/1/2016	Earthwork	Meter Bagging	Middown		62,326.69	\$429.16
20161001	10/1/2016	Earthwork	Screen Road Material	Middown		62,326.69	\$4,163.34
20161001	10/1/2016	Earthwork	Test Concrete Cylinders	Middown		62,326.69	\$756.49
20161001	10/1/2016	Earthwork	Rest Membranes	Middown		62,326.69	\$8,413.00
20161001	10/1/2016	Project Management for Infrastructure Improvement Activities	PM for Site Preparation	Middown		62,326.69	\$1,885.00
20161001	10/1/2016	Soft Costs during Infrastructure	Meter Bagging	Middown		7,405.29	3,402.40
20161001	10/1/2016	Show Melt in Right-of-Way	Show melt	Middown		7,405.29	2,807.09
20161001	10/1/2016	Project Management for Infrastructure Improvement Activities	PM for Infrastructure Improvement (Show Melt)	Middown		7,405.29	1,495.00
20161001	10/1/2016	Soft Costs during Infrastructure	Meter Bagging	Middown		55,509.21	\$484.38
20161001	10/1/2016	Soft Costs during Infrastructure	Sanitary Element for City	Middown		55,509.21	294.25
20161001	10/1/2016	Relocation of Existing Utilities - Non-Excavation Costs	Gas Service Lines	Middown		55,509.21	3,441.12
20161001	10/1/2016	Project Management for Infrastructure Improvement Activities	PM for Infrastructure Improvement (Green Book)	Middown		55,509.21	1,176.02
20161001	10/1/2016	Soft Costs during Infrastructure	Meter Bagging	Middown		6,709.53	5,482.48
20161001	10/1/2016	Temporary Site Control for Site Prep	Replace Security Gate for Construction Site	Middown		6,709.53	642.00
20161001	10/1/2016	Project Management for Site Preparation Activities	Work Zone Traffic Signs	Middown		6,709.53	239.85
20161001	10/1/2016	Utility Disconnects and Connections	Oversight of Replacement Security Fence	Middown		6,709.53	845.00
20161001	10/1/2016	Temporary Site Control	Meter Bagging	Middown - City of TC		2,786.28	2,786.28
20161001	10/1/2016	Utility Disconnects and Connections	Road drainage signage	Middown - Aggie Fence		749.00	749.00
20161001	10/1/2016	Soak and Grates	Trench drains	Middown - Elmer's		2,140.00	2,140.00
20161001	10/1/2016	Green Book	Phase 1 - Road Barrier, Mutation and Drain	Middown - Inhabitant		1,988.98	1,988.98
20161001	10/1/2016	Green Book	Phase 2 - Road Barrier, Mutation and Drain	Middown - Inhabitant		1,244.49	1,244.49
20161001	10/1/2016	Green Book	Phase 3 - Paving and Grouting Impala	Middown - Inhabitant		1,738.84	1,738.84
20161001	10/1/2016	Green Book	Phase 4 - Paving and Grouting Impala	Middown - Inhabitant		1,172.60	1,172.60
20161001	10/1/2016	Green Book	Phase 5 - Green roof repairs	Middown - Inhabitant		1,172.60	1,172.60
20161001	10/1/2016	Green Book	Phase 6 - Green roof repairs	Middown - Inhabitant		1,525.65	1,525.65
20161001	10/1/2016	Engineering Design, Testing and Oversight	Concrete testing	Middown		368.07	368.07
20161001	10/1/2016	Engineering Design, Testing and Oversight	Concrete testing	Middown - Owens Masonry		383.57	383.57
20161001	10/1/2016	Engineering Design, Testing and Oversight	Concrete testing	Middown - Owens Masonry		43.87	43.87
20161001	10/1/2016	Streetscape	Stormwater/Inlets/reticulating engineering	Middown - Machin Eng		666.08	666.08
20161001	10/1/2016	Streetscape	Chy brick pavers	Middown - GTC		10,673.25	10,673.25
20161001	10/1/2016	Landscaping in Right of Way	Tree grates	Middown - GTC		3,458.24	3,458.24

Item	Location	Quantity	Unit	Estimate No.	Estimate Date	Estimate Amount	DDA	Total
Sidewalks & Pavement in Right-of-Way	Midtown - GTC	3,456.10	sq	7/16/2017	7/16/2017	\$ 3,456.10	YES	\$ 3,456.10
Streetscape	Midtown - Mobon	5,716.80	sq	7/16/2017	7/16/2017	\$ 5,716.80	YES	\$ 5,716.80
Curbs and Gutter	Midtown - Mobon	529.65	sq	7/16/2017	7/16/2017	\$ 529.65	YES	\$ 529.65
Excavation for Rain Gardens	Midtown - Mobon	1,761.50	sq	7/16/2017	7/16/2017	\$ 1,761.50	YES	\$ 1,761.50
Streetscape	Midtown - Mobon	2,782.00	sq	7/16/2017	7/16/2017	\$ 2,782.00	YES	\$ 2,782.00
Curbs and Gutter	Midtown - Mobon	1,076.85	sq	7/16/2017	7/16/2017	\$ 1,076.85	YES	\$ 1,076.85
Curbs and Gutter	Midtown - Mobon	1,235.85	sq	7/16/2017	7/16/2017	\$ 1,235.85	YES	\$ 1,235.85
Approaches	Midtown - Mobon	494.34	sq	7/16/2017	7/16/2017	\$ 494.34	YES	\$ 494.34
Sidewalks & Pavement in Right-of-Way	Midtown - Mobon	815.55	sq	7/16/2017	7/16/2017	\$ 815.55	YES	\$ 815.55
Streetscape	Midtown - Mobon	3,825.25	sq	7/16/2017	7/16/2017	\$ 3,825.25	YES	\$ 3,825.25
Streetscape	Midtown - Mobon	7,773.82	sq	7/16/2017	7/16/2017	\$ 7,773.82	YES	\$ 7,773.82
Streetscape	Midtown - Mobon	524.30	sq	7/16/2017	7/16/2017	\$ 524.30	YES	\$ 524.30
Piping for Rain Gardens	Midtown - Mobon	374.50	sq	7/16/2017	7/16/2017	\$ 374.50	YES	\$ 374.50
Approaches in Right-of-Way	Midtown - Mobon	1,035.76	sq	7/16/2017	7/16/2017	\$ 1,035.76	YES	\$ 1,035.76
Relocation of Existing Utilities - Easement Portion	Midtown - Mobon	1,385.20	sq	7/16/2017	7/16/2017	\$ 1,385.20	YES	\$ 1,385.20
Relocation of Existing Utilities - Easement Portion	Midtown - Mobon	1,440.00	sq	7/16/2017	7/16/2017	\$ 1,440.00	YES	\$ 1,440.00
Landscaping in Right-of-Way	Midtown - Mobon	2,140.00	sq	7/16/2017	7/16/2017	\$ 2,140.00	YES	\$ 2,140.00
Temporary Site Control	Midtown - Mobon	2,140.00	sq	7/16/2017	7/16/2017	\$ 2,140.00	YES	\$ 2,140.00
Project Management for Infrastructure Improvement/Activities	Midtown - Whiteford	561.75	sq	7/16/2017	7/16/2017	\$ 561.75	YES	\$ 561.75
	Midtown - Whiteford	2,565.86	sq	7/16/2017	7/16/2017	\$ 2,565.86	YES	\$ 2,565.86
	Midtown - Whiteford	5,980.00	sq	7/16/2017	7/16/2017	\$ 5,980.00	YES	\$ 5,980.00
Total						\$ 1,566,063.96	DDA YES	\$ 1,566,063.96
							DDA YES	\$ 210,974.87



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

MEMORANDUM

To: DDA Finance Committee
From: Jean Derenzy, CEO
Date: May 6, 2022
Re: 2022/2023 Budget

A public hearing has been scheduled for the DDA regular meeting of May 20. The items that I would like to discuss with the Finance Committee are the two items proposed to be added which are not currently identified within the budget.

Items not contained in the current proposed budget that need additional discussion:

East Front Street. Based on my request, and our discussion last month, I have approached the city on repaving (often referred to as a “mill-and-fill”) East Front Street, with the understanding that a full reconstruction of this street would not happen until financing options are known (per the DDA’s strategic discussion in November), which would likely mean another 3 to 4 years. As reported last month, the deteriorating condition of East Front causes concern relating to supporting our businesses Downtown. East Front has not had improvements (pedestrian scale lighting, trees, no space for flower/green etc. over the last 15 to 20 years. This sediment was identified not just by property owners on East Front but throughout the Downtown as the “entrance to Downtown looks in disrepair”. I am recommending that the DDA Board support this mill and fill to support our Downtown infrastructure improvements. The cost for a resurfacing East Front Street from Railroad to Park Street would be \$280,000. City Manager Colburn has recommended that the cost be split evenly between the DDA and City. Therefore, the City’s proposed budget includes \$150,000 and I am recommending that \$150,000 be included in the 2022/2023 budget.

Engineering and Design for TART Trail Extension. As part of our recent collaborative design/planning effort regarding Grandview Parkway, we have been in discussion with the City and TART Trails Inc. to undertake design and engineering services for an expansion of the TART Trail from Division to Garfield. The expansion would significantly widen the trail to accommodate the roughly 2-million users each year. The total cost for this effort is \$500,000, which has been included in the City’s Capital Improvement Plan. The DDA’s portion for these services would be \$150,000. The

remaining funds would be provided by the City and TART Trails. This section of the trail (which runs mostly through the DDA District) would open up new (and better) connections to the Delamar Resort, provide better pedestrian connections to East Front Street and enhance the trail over the Murchie Bridge.

It is also important to look at the future long-term goals (and financing options) of the West End Parking Structure. The timing, coordination with other projects, and anticipated needs need to be clearly identified and discussed to determine the best approaches.

City Manager Colburn has included \$150,000 in the City's proposed budget and based on the identified need above, I am recommending \$150,000 be placed in our budget.

With these two added line items within the TIF 97 budget, our fund balance remains consistent to identify opportunities to complete the top two projects for the DDA, being 100/200 Block and the Civic Square.

RECOMMENDED MOTION: Approval to add two additional line items within the TIF 97 budget being East Front Street and Engineering and Trail Design for a total of \$300,000.

City of Traverse City, Michigan
DDA COMPONENT UNIT
DDA GENERAL FUND
For the Budget Year 2022-23

	FY 20/21 <u>Actual</u>	FY 21/22 <u>Budgeted</u>	FY 21/22 <u>Projected</u>	FY 22/23 <u>Requested</u>
REVENUES				
Taxes	\$ 128,739	\$ 137,500	\$ 127,500	\$ 129,000
Grants and Reimbursements	181,721	438,000	1,926,200	1,200,000
Reimbursements	1,434,564	1,321,000	1,321,000	1,236,600
Rental Income	34,887	90,000	94,500	90,000
Interest Income	908	600	800	600
Miscellaneous	0	0	1,450	0
TOTAL REVENUES	<u>1,780,819</u>	<u>1,987,100</u>	<u>3,471,450</u>	<u>2,656,200</u>
EXPENDITURES				
Salaries and Wages	741,084	858,000	858,000	955,400
Fringe Benefits	242,136	310,000	310,000	320,000
Office Supplies and Utilities	105,175	85,500	0	45,800
Professional Services	504,459	836,000	400,000	325,000
Travel and Conferences	2,597	35,000	10,000	25,000
Repairs and Maintenance	1,356	3,000	3,000	0
Rentals	13,511	80,000	94,000	96,000
Civic Square	0	100,000	1,821,900	1,050,000
TOTAL EXPENDITURES	<u>1,610,318</u>	<u>2,307,500</u>	<u>3,496,900</u>	<u>2,817,200</u>
EXCESS OF REVENUES OVER/UNDER EXPENDITURES	170,501	(320,400)	(25,450)	(161,000)
Beginning Fund Balance	<u>726,806</u>	<u>897,307</u>	<u>897,307</u>	<u>871,857</u>
Ending Fund Balance	<u>\$ 897,307</u>	<u>\$ 576,907</u>	<u>\$ 871,857</u>	<u>\$ 710,857</u>

Note: (1) The \$1,821,103 of the \$2,000,000 grant from the State of Michigan for the Civic Center was recognized as revenue and was expended for the purchase of the property in FY 21/22. The balance of the grant will be recognized and expended in FY 22/23.

City of Traverse City, Michigan
DDA COMPONENT UNIT
TAX INCREMENT FINANCING 97 FUND
For the Budget Year 2022-23

	FY20/21 Audited	FY 21/22 Budgeted	FY 21/22 Projected	FY 22/23 Requested
REVENUES				
Property Taxes	\$ 2,770,871	\$ 3,106,550	\$ 3,106,550	\$ 3,778,000
Grant and Reimbursements	0	0	0	0
Reimbursements	258,447	130,000	186,800	200,000
Interest Income	1,813	4,500	3,150	2,000
TOTAL REVENUES	<u>3,031,131</u>	<u>3,241,050</u>	<u>3,296,500</u>	<u>3,980,000</u>
EXPENDITURES				
Professional Services	655,161	739,300	739,300	732,000
Printing and Publishing	15,584	200	200	200
Repair & Maintenance	0	15,000	5,000	250,000
Contribution to District Construction Project	575,053	1,708,000	1,708,000	2,084,500
Contribution to City - Debt Service	892,922	931,550	931,550	973,200
Capital Outlay/Engineering Costs for Public Projects	0	0	0	0
TOTAL EXPENDITURES	<u>2,138,720</u>	<u>3,394,050</u>	<u>3,384,050</u>	<u>4,039,900</u>
EXCESS OF REVENUES OVER/UNDER EXPENDITURES	892,411	(153,000)	(87,550)	(59,900)
OTHER FINANCING SOURCES (USES)				
Operating Transfer	0	0	0	0
NET CHANGE IN FUND BALANCE	892,411	(153,000)	(87,550)	(59,900)
Beginning Fund Balance	2,974,201	3,866,612	3,866,612	3,779,062
Ending Fund Balance	<u>\$3,866,612</u>	<u>\$3,713,612</u>	<u>\$3,779,062</u>	<u>\$3,719,162</u>

Note: (1) All Construction Projects include estimated Engineering cost either to the City or consultants.

(2) The Lower Boardman Project of the 100/200 Block Alley improvements and Civic Square are included in the Capital Improvement Plan for this fiscal year, the issuing of bonds will be required for implementation.

City of Traverse City, Michigan
DDA COMPONENT UNIT
OLD TOWN TAX INCREMENT FINANCING FUND
For the Budget Year 2022-23

	FY 20/21 Actual	FY 21/22 Budgeted	FY 21/22 Projected	FY 22/23 Requestd
REVENUES				
Property Taxes	\$ 507,308	\$ 555,000	\$ 560,000	\$ 702,800
Reimbursements	0	0	0	-
Interest Income	394	100	100	200
TOTAL REVENUES	<u>507,702</u>	<u>555,100</u>	<u>560,100</u>	<u>703,000</u>
EXPENDITURES				
Professional Services	192,239	215,750	215,700	118,800
Printing and Publishing	0	100	0	100
Contribution to District Construction Project	12,372	562,000	330,000	875,000
TOTAL EXPENDITURES	<u>204,611</u>	<u>777,850</u>	<u>545,700</u>	<u>993,900</u>
EXCESS OF REVENUES OVER/UNDER EXPENDITURES	303,091	(222,750)	14,400	(290,900)
OTHER FINANCING SOURCES (USES)				
Operating Transfer	0	0	0	0
NET CHANGE IN FUND BALANCE	303,091	(222,750)	14,400	(290,900)
Beginning Fund Balance	219,377	522,468	522,468	536,868
Ending Fund Balance	<u>\$ 522,468</u>	<u>\$ 299,718</u>	<u>\$ 536,868</u>	<u>\$ 245,968</u>

Note: All Construction Projects include estimated Engineering cost either to the City or consultants.