

Traverse City Downtown Development Authority Regular Meeting

Friday, August 18, 2023

9:00 am

Commission Chambers, Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684



The City of Traverse City does not discriminate on the basis of disability in the admission to, access to, treatment in, or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, phone 231-922-4440, TDD/TTY 231-922-4412, VRS 231-421-7008, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

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

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

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

Welcome to the Traverse City Downtown Development Authority meeting

Agenda

	Page
1. CALL TO ORDER	
2. ROLL CALL	
3. REVIEW AND APPROVAL OF AGENDA	
A. Consideration of approving the agenda as presented.	
4. PUBLIC COMMENT	
5. CONSENT CALENDAR	
<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>	
A. Approval of minutes of the July 21, 2023 Downtown Development Authority Board of Directors meeting (Approval Recommended) (Jean Derenzy)	6 - 11
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B. Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for July 2023 (Approval Recommended) (Jean Derenzy)	12 - 21
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DDA General, TIF 97, Old Town TIF Combined Dashboard July 2023 - PDF	
TC Parking Services Financials July 2023 - PDF	
TC Arts Commission Financials July 2023 - PDF	
C. Parking Elevator Contract (Approval Recommended) (Nicole VanNess)	22 - 23

[Elevator Maintenance Contract \(Nicole VanNess\) - PDF](#)

6. ITEMS REMOVED FROM CONSENT CALENDAR

7. SPECIAL ORDER OF BUSINESS

- A. TART Trail Extension (Approval Recommended) (Jean Derenzy) 24 - 57
[TART Bayfront Trail Improvements and Extension Update \(Jean Derenzy\) - PDF](#)
[TART Trail Expansion Specs - PDF](#)
[Progressive TART Trail Project Presentation - PDF](#)
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8. OLD BUSINESS

- A. Update on Retail Incubator (Jean Derenzy, Harry Burkholder) 58 - 59
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[Incubator Goal Statements - PDF](#)
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9. NEW BUSINESS

- A. EGLE Grant Award Acceptance (Approval Recommended) (Jean Derenzy) 60 - 61
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- B. Mobility & Parking Advisory Board Report (Scott Hardy) 62
[Mobility & Parking Advisory Board Update \(Scott Hardy\) - PDF](#)
- C. 2023/2024 Budget: 8th St. Intersections Increase in Costs (Approval Recommended) (Jean Derenzy) 63
[8th Street Intersections Memo \(Jean Derenzy\) - PDF](#)
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10. CEO REPORT

- A. Overall Data Collection from Summer Intern (Jean Derenzy) 64
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- B. Communications RFP (Jean Derenzy) 65 - 66
[Communication RFP Memo \(Jean Derenzy\) - PDF](#)
- C. Moving Downtown Forward TIF Plan (Jean Derenzy, Scott Howard) 67 - 68
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[MDF TIF Plan Timeline & Milestones - PDF](#)
- D. Project Updates (Jean Derenzy) 69
[Project Updates \(Jean Derenzy\) - PDF](#)
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11. BOARD MEMBER REPORTS

- A. Arts Commission Update (Steve Nance) 70
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12. STAFF REPORTS

- A. COO Report (Harry Burkholder) 71 -
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- B. Transportation Mobility Director Report (Nicole VanNess) 73 -
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- C. Downtown Experience Coordinator Report (Abby Taylor) (Memo Forthcoming)
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13. RECEIVE AND FILE

- A. Arts Commission June 2023 Meeting Minutes 76 -
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- B. DTCA June 2023 Meeting Minutes 79 -
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- C. Mobility & Parking Advisory Board July 2023 Meeting Minutes 81 -
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14. PUBLIC COMMENT

15. ADJOURNMENT



CITY COMMISSION

GOALS & OBJECTIVES

2022-2023



HOUSING & HOMELESSNESS

Increase opportunities for more diverse housing through public and private options.



ACCESS & MOBILITY

Invest in multi-modal mobility strategies and existing and future infrastructure so that individuals of all ages, abilities and income have a network of complete, barrier free, safe, year round access to our community's amenities and basic needs.



CONNECTING PEOPLE WITH EACH OTHER AND NATURE

Invest in facilities and amenities in order to create vibrant City spaces that connect all people to nature and to each other.



ECONOMIC DEVELOPMENT

The City will foster economic development by adopting a growth mentality and by conserving and maintaining natural resources. It will work with partners to invest in and maintain amenities that support a wide variety of industries, build the workforce, and attract well-paying jobs with the region's future in mind.



WATER SYSTEMS

Proactively and consistently maintain, conserve, and manage water and water systems to reduce harm to the systems themselves as well as public health and safety.



CLIMATE CHANGE

Address climate within all of our City priorities, goals, policies, and actions.



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, July 21, 2023**

A regular meeting of the Downtown Development Authority of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 9:00 a.m.

The following Board Members were in attendance: Chairperson Gabe Schneider, Board Member Steve Nance, Board Member Peter Kirkwood, Board Vice Chair Scott Hardy, Board Member Jeff Joubran, Mayor Richard Lewis, Board Member Pam Marsh, Board Member Pam DeMerle, Board Member Todd McMillen, Board Member Katy Bertodatto, and Board Member Ed Slosky

The following Board Members were absent: Board Member Michael Brodsky, Student Liaison Will Unger

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Schneider called the meeting to order at 9:00AM.

(b) **ROLL CALL**

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

- (1) Consideration of approving the agenda as presented.
Chairperson Schneider asked that we move to delay the Communications RFP approval.

Approval of the agenda as amended.

Moved by Jeff Joubran, Seconded by Pam Marsh

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubbran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, and Ed Slosky
Absent: Michael Brodsky

CARRIED. 11-0-1 on a recorded vote

(d) **PUBLIC COMMENT**

No Public Comment.

(e) **CONSENT CALENDAR**

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

- (1) Approval of minutes of the June 16, 2023 and July 7, 2023 Downtown Development Authority Board of Directors meetings (Approval Recommended) (Jean Derenzy)
- (2) Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for June 2023 (Approval Recommended) (Jean Derenzy)

The the DDA Board approve the consent calendar as presented.

Moved by Scott Hardy, Seconded by Pam DeMerle

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubbran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, and Ed Slosky
Absent: Michael Brodsky

CARRIED. 11-0-1 on a recorded vote

(f) **NEW BUSINESS**

- (1) Chart of Accounts - Financial Dashboard (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Steve Nance
Katy Bertodatto

Scott Hardy
Ed Slosky

That the DDA Board approve to add new accounts for TIF 97 and Old Town TIF as identified in Attachment A.

Moved by Richard Lewis, Seconded by Todd McMillen

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubbran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, and Ed Slosky

Absent: Michael Brodsky

CARRIED. 11-0-1 on a recorded vote

- (2) Consideration of entering into a closed session to discuss the parodic personnel evaluation of the CEO as requested by the CEO, Jean Derenzy and as authorized in MCL 15.269(a)

The Following Addressed the Board:

Richard Lewis
Gabe Schneider

That the DDA Board or Directors enter into closed session immediately following the public comment portion of the agenda to consider the periodic personnel evaluation of
DDA CEO Jean Derenzy, as requested by the CEO and as authorized by MCL 15.268(a).

A roll call vote was taken.

Moved by Richard Lewis, Seconded by Steve Nance

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubbran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, and Ed Slosky

Absent: Michael Brodsky

CARRIED. 11-0-1 on a recorded vote

(g) **CEO & COO REPORT**

- (1) Moving Downtown Forward TIF Plan (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Scott Howard
Gabe Schneider
Pete Kirkwood
Pam DeMerle
Scott Hardy
Ed Slosky

(2) Activities Update (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Todd McMillen
Jeff Joubran
Gabe Schneider
Harry Burkholder
Pete Kirkwood
Richard Lewis
Katy Bertodatto
Steve Nance
Scott Hardy
Pam Marsh

(h) **STAFF REPORTS**

(1) Transportation Mobility Director (Nicole VanNess)

The Following Addressed the Board:

Nicole VanNess
Jeff Joubran

(2) Downtown Experience Coordinator Report (Abby Taylor)

The Following Addressed the Board:

Abby Taylor
Gabe Schneider

(3) Communications & Outreach Director Report (Art Bukowski)

The Following Addressed the Board:

Art Bukowski
Steve Nance
Katy Bertodatto
Scott Hardy
Harry Burkholder
Pete Kirkwood
Abby Taylor
Jean Derenzy

(i) **BOARD MEMBER REPORTS**

- (1) Mobility and Parking Advisory Board Update (Scott Hardy) (Memo Forthcoming)

No memo available.

The Following Addressed the Board:

Scott Hardy
Gabe Schneider
Katy Bertodatto

- (2) Arts Commission Update (Steve Nance)

The Following Addressed the Board:

Steve Nance
Harry Burkholder
Jean Derenzy

(j) **RECEIVE AND FILE**

- (1) Detroit Free Press Article RE: Traverse City No.1 Most Bikeable MI City
(2) Arts Commission May 2023 Meeting Minutes
(3) Arts Commission Special May Meeting Minutes
(4) DTCA May 2023 Meeting Minutes
(5) Mobility & Parking Advisory Board April 2023 Meeting Minutes

(k) **PUBLIC COMMENT**

No public comment.

(l) **CLOSED SESSION FOR REVIEW OF CEO EVALUATION MCL 15.268(a) (MOTION REQUIRED)**

- (1) The DDA board entered into a closed session at 9:58am.

- (2) Motion to enter back into regular session.
That the DDA Board adjourn the closed session as 11:00AM.

Moved by Richard Lewis, Seconded by Katy Bertodatto

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubbran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, and Ed Slosky

Absent: Michael Brodsky

CARRIED. 11-0-1 on a recorded vote

(m) **ADJOURNMENT**

- (1) Motion to adjourn the meeting.

That the DDA Board adjourn the meeting at 11:00AM.

Moved by Richard Lewis, Seconded by Katy Bertodatto

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubbran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, and Ed Slosky

Absent: Michael Brodsky

CARRIED. 11-0-1 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO

Traverse City DDA - General

Adjusted Trial Balance

As of July 31, 2023

	UNADJUSTED BALANCE		ADJUSTMENTS		ADJUSTED BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1000 Fifth Third Checking - 3112	785,029.48				785,029.48	
1010 Fifth Third Savings - 6740	204,471.42				204,471.42	
1200 Accounts Receivable	379,969.18				379,969.18	
1102 Due From Arts Council	97.64				97.64	
1103 Due From DTCA	300.00				300.00	
1104 Due From Other Funds	4,564.36				4,564.36	
2000 Accounts Payable		3,061.80				3,061.80
2100 Due to Other Funds		1,311.44				1,311.44
2110 Due to Oldtown TIF		65,649.03				65,649.03
2120 Due to TIF 97		426,331.43				426,331.43
2202 Payroll Liabilities:Accrued Payroll Liabilities		10,084.64				10,084.64
2203 Payroll Liabilities:Accrued Salaries		38,861.35				38,861.35
2215 Payroll Liabilities:Health, Dental, Vision Insurance Payable		3,156.25				3,156.25
2220 Payroll Liabilities:Life & Disability Insurance Payable		781.19				781.19
2301 Deposits Payable:Double Up Food Bucks		6,357.61				6,357.61
2303 Deposits Payable:NCF Reimbursements	1,802.00				1,802.00	
2304 Deposits Payable:Prescriptions for Health		4,340.64				4,340.64
2305 Deposits Payable:Project Fresh		564.00				564.00
2306 Deposits Payable:Senior Project Fresh	2,185.00				2,185.00	
2407 GRANTS:MEDC (Civic Square)		100,000.00				100,000.00
2600 Deferred Income		78,736.91				78,736.91
3000 Opening Bal Equity		107,606.27				107,606.27
3900 Retained Earnings		352,955.44				352,955.44
4101 TAXES:Property Taxes		14,153.98				14,153.98
4302 REIMBURSEMENTS:Administrative Services		177,589.75				177,589.75
4303 REIMBURSEMENTS:Parking Services		68,750.00				68,750.00
4305 REIMBURSEMENTS:Farmers Market online Revenue		19,332.40				19,332.40
4501 INTEREST INCOME:Interest & Dividends		198.71				198.71
5101 SALARIES:Salaries & Wages	48,837.57				48,837.57	
5102 SALARIES:Hourly Wage Expense	34,357.48				34,357.48	
5201 FRINGE BENEFITS:Health Insurance	1,672.68				1,672.68	
5202 FRINGE BENEFITS:Disability Insurance Benefits	484.53				484.53	
5203 FRINGE BENEFITS:Life Insurance Expense	174.65				174.65	
5204 FRINGE BENEFITS:457 Company Matching	5,712.68				5,712.68	
5208 FRINGE BENEFITS:Social Security Tax Expense	5,376.64				5,376.64	
5209 FRINGE BENEFITS:Medicare Tax Expense	1,257.47				1,257.47	
5210 FRINGE BENEFITS:SUTA Tax Expense	245.35				245.35	
5301 OFFICE SUPPLIES AND UTILITIES:Office Supplies	320.41				320.41	
5302 OFFICE SUPPLIES AND UTILITIES:Utilities	425.10				425.10	
5305 OFFICE SUPPLIES AND UTILITIES:Dues and Memberships	685.64				685.64	
5307 OFFICE SUPPLIES AND UTILITIES:Communications	260.00				260.00	
5400 PROFESSIONAL SERVICES	55.00				55.00	
5403 PROFESSIONAL SERVICES:Professional/Contractual	1,154.38				1,154.38	
5415 PROFESSIONAL SERVICES:Online Farmers Market Expense	59.18				59.18	
5418 PROFESSIONAL SERVICES:SNAP Food Assistance Expense	325.00				325.00	

Traverse City DDA - General

Adjusted Trial Balance

As of July 31, 2023

	UNADJUSTED BALANCE		ADJUSTMENTS		ADJUSTED BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
TOTAL	\$1,479,822.84	\$1,479,822.84	\$0.00	\$0.00	\$1,479,822.84	\$1,479,822.84

Traverse City DDA - TIF 97

Adjusted Trial Balance

As of July 31, 2023

	UNADJUSTED BALANCE		ADJUSTMENTS		ADJUSTED BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1001 CASH AND CASH EQUIVALENTS:Fifth Third Checking - 8026	5,044,276.96				5,044,276.96	
1200 Accounts Receivable	57,625.20				57,625.20	
1104 OTHER CURRENT ASSETS:Due From DDA	356,794.30				356,794.30	
1300 Pre-Paid Expense	38,842.79				38,842.79	
2200 Deferred Revenue		48,631.87				48,631.87
3000 Opening Bal Equity	21,200.00				21,200.00	
3900 Retained Earnings		5,346,590.66				5,346,590.66
4101 TAXES:Property Taxes		223,898.99				223,898.99
5302 OFFICE SUPPLIES AND UTILITIES:Utilities	211.90				211.90	
5309 OFFICE SUPPLIES AND UTILITIES:Bank Charges	58.37				58.37	
5400 PROFESSIONAL SERVICES	90.00				90.00	
5402 PROFESSIONAL SERVICES:Legal	5,325.00				5,325.00	
5403 PROFESSIONAL SERVICES:Professional/Contractual	10,000.00				10,000.00	
5408 PROFESSIONAL SERVICES:Service Agreement	72,420.00				72,420.00	
5500 Contributions to District Construction Projects	4,150.00				4,150.00	
5901 REPAIR & MAINTENANCE EXPENSES:Repairs and Maintenance	1,094.50				1,094.50	
6001 TAXES & TRANSFERS:Taxes Paid	7,032.50				7,032.50	
TOTAL	\$5,619,121.52	\$5,619,121.52	\$0.00	\$0.00	\$5,619,121.52	\$5,619,121.52

DDA Old Town TIF

Adjusted Trial Balance

As of July 31, 2023

	UNADJUSTED BALANCE		ADJUSTMENTS		ADJUSTED BALANCE	
	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1001 1000 CASH AND CASH EQUIVALENTS:Fifth Third Checking - 0650	1,248,528.26				1,248,528.26	
1104 OTHER CURRENT ASSETS:Due From DDA	68,785.91				68,785.91	
3900 Retained Earnings		1,249,309.05				1,249,309.05
4101 TAXES:Property Taxes		68,785.91				68,785.91
5302 OFFICE SUPPLIES & UTILITIES:Utilities	20.44				20.44	
5900 Repairs and Maintenance	760.35				760.35	
TOTAL	\$1,318,094.96	\$1,318,094.96	\$0.00	\$0.00	\$1,318,094.96	\$1,318,094.96

TC Downtown Development Authority (DDA)
Board Financial Report - Dashboard

7/31/2023

Downtown Development Authority (DDA)

Financial Position	YTD as of 7/31/2023	Prior Year as of 6/30/2023 *	Change
Total Cash and Cash Equivalents	\$ 989,501	\$ 662,834	\$ 326,666
Other Assets	384,931	140,041	244,890
Total Assets	\$ 1,374,432	\$ 802,876	\$ 571,556
Current Liabilities	\$ 3,062	\$ 31,868	\$ (28,806)
Total Other Liabilities	732,187	310,446	421,742
Total Liabilities	735,249	342,314	392,935
Fund Balance	639,183	460,562	178,621
Total Liabilities and Fund Balance	\$ 1,374,432	\$ 802,876	\$ 571,556

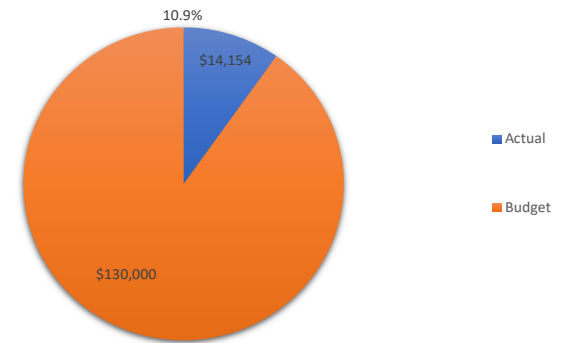
* Prior year balances are pre-audit and subject to change

Revenue	YTD	Annual Budget	% of Budget
Property Taxes	\$ 14,154	\$ 130,000	10.9%
Grants & Contributions	-	100,000	0.0%
Reimbursements	265,672	1,585,359	16.8%
Rental Income	-	115,000	0.0%
Interest	199	1,000	19.9%
Total Revenue	\$ 280,025	\$ 1,931,359	14%

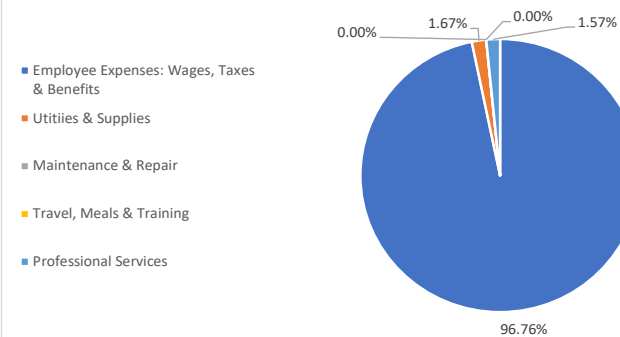
Expenses	YTD	Annual Budget	% of Budget
Employee Expenses: Wages, Taxes & Benefits	\$ 98,119	\$ 1,450,516	7%
Utilities & Supplies	1,691	63,000	3%
Maintenance & Repair	-	0	0%
Travel, Meals & Training	-	30,000	0%
Professional Services	1,594	360,000	0%
Total Expenses	\$ 101,404	\$ 1,903,516	5%

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

Prop. Tax YTD Compared to Budget



% of Total Expenses



Tax Increment Financing Bond 97 (TIF97)
Board Financial Report - Dashboard

7/31/2023

Tax Increment Financing Bond 97 (TIF97)			
Financial Position	YTD as of 7/31/2023	Prior Year as of 6/30/2023 *	Change
Total Cash and Cash Equivalents	\$ 5,044,277	\$ 343,231	\$ 4,701,046
Other Assets	453,262	5,044,368	(4,591,106)
Total Assets	\$ 5,497,539	\$ 5,387,599	\$ 109,941
Current Liabilities	\$ 48,632	\$ 13,576	\$ 35,056
Total Other Liabilities	-	48,632	(48,632)
Total Liabilities	48,632	62,208	(13,576)
Fund Balance	5,448,907	5,325,391	123,517
Total Liabilities and Fund Balance	\$ 5,497,539	\$ 5,387,599	\$ 109,941

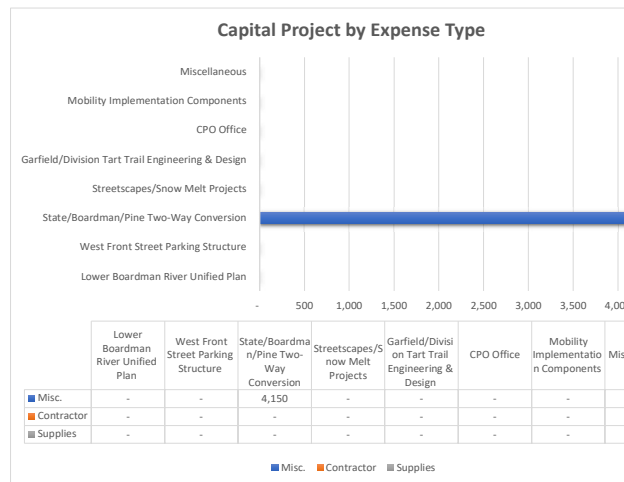
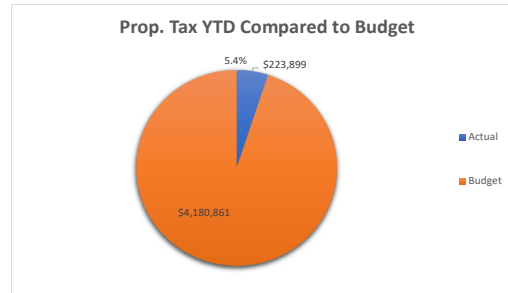
* Prior year balances are pre-audit and subject to change

Revenue	YTD	Annual Budget	% of Budget
Property Taxes	\$ 223,899	\$ 4,180,861	5.4%
Grant Revenue	-	40,000	
Reimbursements	-	130,000	0.0%
Interest	-	4,500	0.0%
Total Revenue	\$ 223,899	\$ 4,355,361	5%

Expenses	YTD	Annual Budget	% of Budget
Office Supplies & Utilities	\$ 270	\$ 20,000	0%
Professional Services	87,835	1,822,563	5%
Repair & Maintenance	1,095	250,000	0%
Capital Projects	4,150	1,975,000	0%
Debt Service	-	953,440	0%
Taxes & Transfers	7,033	-	#DIV/0!
Total Expenses	\$ 100,382	\$ 5,021,003	2%

Capital Project Expenses:	YTD	Annual Budget	% of Budget
Lower Boardman River Unified Plan	-	500,000	0%
West Front Street Parking Structure	-	500,000	0%
State/Boardman/Pine Two-Way Conversion	4,150	200,000	2%
Streetscapes/Snow Melt Projects	-	325,000	0%
Garfield/Division Tart Trail Engineering & Design	-	200,000	0%
CPO Office	-	100,000	0%
Mobility Implementation Components	-	50,000	0%
Miscellaneous	-	100,000	0%
Total Project Expenses	\$ 4,150	\$ 1,975,000	0%

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



Old Town Tax Increment Financing
Board Financial Report - Dashboard

7/31/2023

Old Town Tax Increment Financing Bond (OT TIF)				
Financial Position	YTD as of 7/31/2023	Prior Year as of 6/30/2023 *	Change	
Total Cash and Cash Equivalents	\$ 1,248,528	\$ 1,250,369	\$	(1,840)
Other Assets	68,786	-		68,786
Total Assets	\$ 1,317,314	\$ 1,250,369	\$	66,946
Current Liabilities	\$ -	\$ 1,060	\$	(1,060)
Total Other Liabilities	-	-		-
Total Liabilities	-	1,060	\$	(1,060)
Fund Balance	1,317,314	1,249,309		68,005
Total Liabilities and Fund Balance	\$ 1,317,314	\$ 1,250,369	\$	66,946

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

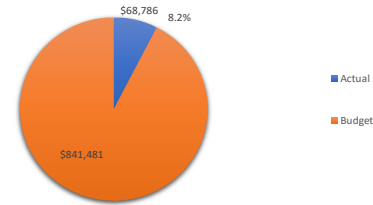
Revenue	YTD	Annual Budget	% of Budget	
Property Taxes	\$ 68,786	\$ 841,481	8.2%	
Interest	-	100	0.0%	
Total Revenue	\$ 68,786	\$ 841,581	8%	

Expenses	YTD	Annual Budget	% of Budget	
Utilities	\$ 20	\$ 600	0%	
Professional Services	-	252,850	0%	
Other: Printing/Publishing, Supplies	-	0	0%	
Repairs & Maintenance	760	50,000	2%	
Capital Projects	-	805,000	0%	
Total Expenses	\$ 781	\$ 1,108,450	0%	

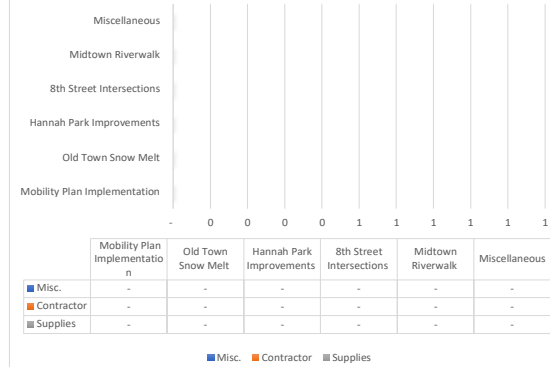
Capital Project Expenses:	YTD	Annual Budget	% of Budget	
Mobility Plan Implementation	-	25,000	0%	
Old Town Snow Melt	-	100,000	0%	
Hannah Park Improvements	-	70,000		
8th Street Intersections	-	300,000		
Midtown Riverwalk	-	300,000	0%	
Miscellaneous	-	10,000	0%	
Total Project Expenses	\$ -	\$ 805,000	0%	

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

Prop. Tax YTD Compared to Budget



Capital Project by Expense Type



GL NUMBER	DESCRIPTION	ACTIVITY FOR					
		2023-24YTD BALANCE	MONTH ENCUMBERED	ENCUMBERED	%	BDGT	
		NDED BUDGET	07/31/2023	07/31/23	EAR-TO-DATE	BALANCE	USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
585-000-652.000	PARKING FEES-COIN	1,800,000.00	91,600.12	91,600.12	0.00	1,708,399.88	5.09
585-000-653.000	PERMITS-SURFACE LOTS	200,000.00	5,502.00	5,502.00	0.00	194,498.00	2.75
585-000-653.007	PERMITS - NEIGHBORHOOD	2,200.00	15.00	15.00	0.00	2,185.00	0.68
585-000-656.010	PARKING FINES	225,000.00	8,061.00	8,061.00	0.00	216,939.00	3.58
585-000-664.000	INTEREST & DIVIDEND EARNIN	66,000.00	0.00	0.00	0.00	66,000.00	0.00
585-000-677.000	REIMBURSEMENTS	6,000.00	0.00	0.00	0.00	6,000.00	0.00
585-000-686.000	MISCELLANEOUS INCOME	1,700.00	0.00	0.00	0.00	1,700.00	0.00
585-000-699.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	(30,143.60)	30,143.60	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,300,900.00	105,178.12	105,178.12	(30,143.60)	2,225,865.48	3.26
Dept 586 - HARDY DECK							
585-586-651.000	PARKING DECK PROCEEDS	250,000.00	35,181.00	35,181.00	0.00	214,819.00	14.07
585-586-653.005	PERMITS-PARKING DECK	150,000.00	2,076.00	2,076.00	0.00	147,924.00	1.38
585-586-668.000	RENTS AND ROYALTIES	30,000.00	0.00	0.00	0.00	30,000.00	0.00
Total Dept 586 - HARDY DECK		430,000.00	37,257.00	37,257.00	0.00	392,743.00	8.66
Dept 587 - OLD TOWN DECK							
585-587-651.000	PARKING DECK PROCEEDS	70,000.00	6,792.90	6,792.90	0.00	63,207.10	9.70
585-587-653.005	PERMITS-PARKING DECK	100,000.00	270.00	270.00	0.00	99,730.00	0.27
Total Dept 587 - OLD TOWN DECK		170,000.00	7,062.90	7,062.90	0.00	162,937.10	4.15
TOTAL REVENUES		2,900,900.00	149,498.02	149,498.02	(30,143.60)	2,781,545.58	4.11
Expenditures							
Dept 585 - AUTOMOBILE PARKING SYSTEM							
585-585-702.000	SALARIES AND WAGES	10,600.00	197.64	197.64	0.00	10,402.36	1.86
585-585-704.000	EMPLOYEE OVERTIME	2,300.00	0.00	0.00	0.00	2,300.00	0.00
585-585-714.000	HEALTH SAVINGS ACCT EXPEN	0.00	36.87	36.87	0.00	(36.87)	100.00
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	200.00	14.59	14.59	0.00	185.41	7.30
585-585-716.000	EMPLOYEE HEALTH INSURANC	100.00	9.52	9.52	0.00	90.48	9.52
585-585-717.000	EMPLOYEE LIFE/DISABILITY IN	0.00	2.33	2.33	0.00	(2.33)	100.00
585-585-718.000	RETIREMENT FUND CONTRIBU	700.00	56.18	56.18	0.00	643.82	8.03
585-585-727.000	OFFICE SUPPLIES	6,000.00	419.31	419.31	1,282.16	4,298.53	28.36
585-585-740.000	OPERATION SUPPLIES	37,000.00	290.79	290.79	35,704.29	1,004.92	97.28
585-585-801.000	PROFESSIONAL AND CONTRAC	968,000.00	127,094.41	127,094.41	1,144,294.26	(303,388.67)	131.34
585-585-802.000	INFORMATION TECHNOLOGY S	175,200.00	3,438.00	3,438.00	263,600.08	(91,838.08)	152.42
585-585-810.000	COLLECTION COSTS	500.00	0.00	0.00	0.00	500.00	0.00
585-585-850.000	COMMUNICATIONS	20,800.00	545.27	545.27	210,873.00	(190,618.27)	1,016.43
585-585-854.000	CITY FEE	141,700.00	0.00	0.00	0.00	141,700.00	0.00
585-585-860.000	TRANSPORTATION	5,000.00	457.09	457.09	0.00	4,542.91	9.14
585-585-862.000	PROFESSIONAL DEVELOPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0.00
585-585-863.000	TRAINING	2,000.00	0.00	0.00	0.00	2,000.00	0.00
585-585-880.000	COMMUNITY PROMOTION	15,000.00	0.00	0.00	0.00	15,000.00	0.00
585-585-900.000	PRINTING AND PUBLISHING	14,000.00	83.90	83.90	97.94	13,818.16	1.30
585-585-910.000	INSURANCE AND BONDS	13,900.00	646.00	646.00	0.00	13,254.00	4.65
585-585-920.000	PUBLIC UTILITIES	15,000.00	1,145.34	1,145.34	0.00	13,854.66	7.64

GL NUMBER	DESCRIPTION	ACTIVITY FOR					
		2023-24YTD BALANCE	MONTH ENCUMBERED	ENCUMBERED	%	BDGT	
		NDED BUDGET	07/31/2023	07/31/23	EAR-TO-DATE	BALANCE	USED
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND							
Expenditures							
585-585-930.000	REPAIRS AND MAINTENANCE	157,100.00	326.51	326.51	42,504.38	114,269.11	27.26
585-585-930.005	RAMSDELL GATE REPAIR & MA	1,000.00	887.84	887.84	0.00	112.16	88.78
585-585-940.000	RENTAL EXPENSE	48,800.00	(1,117.24)	(1,117.24)	54,641.03	(4,723.79)	109.68
585-585-956.000	MISCELLANEOUS	40,000.00	10,966.20	10,966.20	0.00	29,033.80	27.42
585-585-959.000	DEPRECIATION EXPENSE	135,000.00	0.00	0.00	0.00	135,000.00	0.00
585-585-977.000	EQUIPMENT	125,000.00	0.00	0.00	113,203.00	11,797.00	90.56
585-585-977.000-22-7	EQUIPMENT	0.00	0.00	0.00	510.10	(510.10)	0.00
Total Dept 585 - AUTOMOBILE PARKING SYSTEM		1,935,900.00	145,500.55	145,500.55	1,866,710.24	(76,310.79)	103.94
Dept 586 - HARDY DECK							
585-586-727.000	OFFICE SUPPLIES	1,000.00	0.00	0.00	4,896.00	(3,896.00)	489.60
585-586-740.000	OPERATION SUPPLIES	9,000.00	0.00	0.00	7,667.97	1,332.03	85.20
585-586-801.000	PROFESSIONAL AND CONTRAC'	111,900.00	5,375.00	5,375.00	251,446.68	(144,921.68)	229.51
585-586-802.000	INFORMATION TECHNOLOGY S	8,800.00	0.00	0.00	43,403.00	(34,603.00)	493.22
585-586-850.000	COMMUNICATIONS	3,300.00	431.31	431.31	0.00	2,868.69	13.07
585-586-910.000	INSURANCE AND BONDS	8,000.00	0.00	0.00	0.00	8,000.00	0.00
585-586-920.000	PUBLIC UTILITIES	55,000.00	2,395.07	2,395.07	0.00	52,604.93	4.35
585-586-930.000	REPAIRS AND MAINTENANCE	285,600.00	2,957.60	2,957.60	67,198.44	215,443.96	24.56
585-586-940.000	RENTAL EXPENSE	22,400.00	58.00	58.00	0.00	22,342.00	0.26
585-586-956.000	MISCELLANEOUS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
585-586-959.000	DEPRECIATION EXPENSE	220,000.00	0.00	0.00	0.00	220,000.00	0.00
585-586-977.000	EQUIPMENT	5,000.00	0.00	0.00	5,569.60	(569.60)	111.39
Total Dept 586 - HARDY DECK		740,000.00	11,216.98	11,216.98	380,181.69	348,601.33	52.89
Dept 587 - OLD TOWN DECK							
585-587-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	3,264.00	(3,264.00)	0.00
585-587-740.000	OPERATION SUPPLIES	8,000.00	276.35	276.35	7,193.46	530.19	93.37
585-587-801.000	PROFESSIONAL AND CONTRAC'	87,700.00	5,375.00	5,375.00	146,692.29	(64,367.29)	173.39
585-587-802.000	INFORMATION TECHNOLOGY S	9,000.00	0.00	0.00	36,707.00	(27,707.00)	407.86
585-587-850.000	COMMUNICATIONS	5,100.00	491.25	491.25	0.00	4,608.75	9.63
585-587-910.000	INSURANCE AND BONDS	7,000.00	0.00	0.00	0.00	7,000.00	0.00
585-587-920.000	PUBLIC UTILITIES	50,000.00	1,157.73	1,157.73	0.00	48,842.27	2.32
585-587-930.000	REPAIRS AND MAINTENANCE	164,900.00	2,231.23	2,231.23	97,330.02	65,338.75	60.38
585-587-940.000	RENTAL EXPENSE	14,300.00	58.00	58.00	0.00	14,242.00	0.41
585-587-959.000	DEPRECIATION EXPENSE	183,100.00	0.00	0.00	0.00	183,100.00	0.00
585-587-977.000	EQUIPMENT	0.00	0.00	0.00	663.65	(663.65)	0.00
Total Dept 587 - OLD TOWN DECK		529,100.00	9,589.56	9,589.56	291,850.42	227,660.02	56.97
TOTAL EXPENDITURES		3,205,000.00	166,307.09	166,307.09	2,538,742.35	499,950.56	84.40
Fund 585 - AUTOMOBILE PARKING SYSTEM FUND:							
TOTAL REVENUES		2,900,900.00	149,498.02	149,498.02	(30,143.60)	2,781,545.58	4.11
TOTAL EXPENDITURES		3,205,000.00	166,307.09	166,307.09	2,538,742.35	499,950.56	84.40
NET OF REVENUES & EXPENDITURES		(304,100.00)	(16,809.07)	(16,809.07)	(2,568,885.95)	2,281,595.02	850.28

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	ACTIVITY FOR					
		2023-24YTD BALANCE	MONTH ENCUMBERED	ENCUMBERED	%	BDGT	
		ENDED BUDGET	07/31/2023	07/31/23	EAR-TO-DATE	BALANCE	USED
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-674.000	CONTRIBUTIONS-PUBLIC SOUR	15,000.00	0.00	0.00	0.00	15,000.00	0.00
282-000-695.000	TRANSFERS IN	30,000.00	0.00	0.00	0.00	30,000.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		45,000.00	0.00	0.00	0.00	45,000.00	0.00
TOTAL REVENUES		45,000.00	0.00	0.00	0.00	45,000.00	0.00
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-801.000	PROFESSIONAL AND CONTRAC'	33,000.00	600.00	600.00	9,081.28	23,318.72	29.34
282-282-930.000	REPAIRS AND MAINTENANCE	2,000.00	147.00	147.00	0.00	1,853.00	7.35
Total Dept 282 - PUBLIC ARTS COMMISSION		35,000.00	747.00	747.00	9,081.28	25,171.72	28.08
TOTAL EXPENDITURES		35,000.00	747.00	747.00	9,081.28	25,171.72	28.08
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		45,000.00	0.00	0.00	0.00	45,000.00	0.00
TOTAL EXPENDITURES		35,000.00	747.00	747.00	9,081.28	25,171.72	28.08
NET OF REVENUES & EXPENDITURES		10,000.00	(747.00)	(747.00)	(9,081.28)	19,828.28	98.28



Memorandum

To: Jean Derenzy, DDA CEO
 From: Nicole VanNess, Transportation Mobility Director
 Re: August 2, 2023
 Date: 3 Year Elevator Service/Maintenance Contract

We have completed the bidding process in order to execute new three-year agreement for an Elevator & Service Maintenance Contract. The bid tabulation for the elevator maintenance and service request for proposals is below. The RFP included pricing for both limited and full maintenance. We are recommending full maintenance as it includes parts and fluids in addition to the periodic inspections that are provided with the examination, lube and safety testing. This will reduce risk to the City, and provide a predictable cost for elevator parts. The executed contract will be a three-year period from October 2023-September 2026.

	FULL MAINTENANCE		
	1ST YEAR	2ND YEAR	3RD YEAR
KONE - HARDY & OLD TOWN			
ANNUAL COST	\$ 7,200.00	\$ 7,416.00	\$ 7,638.00
EMERGENCY DURING WORK HOURS	\$ -	\$ -	\$ -
EMERGENCY AFTER WORK HOURS	\$ 190.00	\$ 196.00	\$ 202.00
HOLIDAY & SUNDAYS	\$ 220.00	\$ 227.00	\$ 233.00

KONE was the only bidder and is our current provider. Over the time of the previous agreement, their local service technician has responded in a timely manner. Quicker response time is important to us on evenings and busy weekends, especially if someone were stuck in an elevator. In the past three years, we have had a handful of non-work hour and Sunday calls. The executed agreement will include a contingency for non-work hour service calls.

Additionally, a separate service order was issued to KONE for the replacement of the frayed elevator cable on the SW Old Town elevator. This repair was identified in the semi-annual inspection and included in the RFP. Since KONE was the only bidder, this repair has been moved forward.

This item is scheduled to go to City Commission for approval on Monday, August 21. The RFP included the Carnegie building in order to execute one agreement, and the motion will include the expenditure to maintenance and service the Carnegie elevator.

RECOMMENDED MOTION: The DDA Board approves and recommends the City Commission approve the execution of a three-year contract and service order with KONE for full elevator maintenance, examination, lubrication and safety testing at the Hardy and Old Town Parking Garages, in the three year base total amount of \$22,254 with a contingency of 50 hours per year added for emergencies for afterhours, holidays, and Sundays to be charged an additional hourly rate for as outlined in the bid tabulation with funds available in both the Hardy Parking Garage and Old Town Parking Garage Funds.



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

Memorandum

To: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO

Date: August 14, 2023

Subject: TART Bayfront Trail Improvement and Extension Update

As you recall, last January, the DDA and its project partners (the City of Traverse City and TART) kicked off activities with Progressive AE for design and engineering services related to improvements and an extension of the TART Bayfront Trail along Grandview Parkway. These services were initiated following the development of a conceptual plan for trail improvements and extension in February of 2022.

This project was spurred by a long-held desire to improve and expand (widen) the existing sections of the TART to more appropriate widths (given the number of daily users) and connect the trail to businesses and neighborhoods on the eastern side of Traverse City. In addition, the project partners saw an opportunity to try to coordinate portions of the project with MDOT's planned 2024 reconstruction of Grandview Parkway.

Over the last eight months, the project partners and Progressive AE have facilitated and completed a number of tasks and civic engagement activities for this project. A full project timeline of this project is listed below.

02/02/22	Planning Commission Conceptual Plan Presentation
02/03/22	Parks and Recreation Commission Conceptual Plan Presentation
02/14/22	City Commission Conceptual Plan Presentation
02/18/22	DDA Conceptual Plan Presentation
07/11/22	City Commission Project Proposal Overview for RFP
08/05/22	RFP Released
09/01/22	Proposals Due
09/14/22	ECT Interviewed
09/19/22	Progressive AE Interviewed
11/21/22	City Commission Approved Progressive AE Design Contract
01/02/23	Project Team Kick-Off Meeting

02/15/23 Public Engagement #1 (virtual)
 02/16/23 Public Engagement – Focus Group with GT Band
 02/16/23 Public Engagement – Focus Group with MDOT
 02/16/23 Public Engagement – Focus Group with Watershed Center
 02/16/23 Public Engagement #1 (in-person) with Downtown Stakeholders
 02/16/23 Public Engagement #1 (in-person) with Peninsula Stakeholders
 02/17/23 Public Engagement – Focus Group with Delamar Hotel (virtual)
 03/13/23 Joint City Commission/Planning Commission Project Update
 03/15/23 Public Engagement #2 (virtual)
 03/16/23 Public Engagement #2 (in-person) with Downtown Stakeholders
 03/16/23 Public Engagement #2 (in-person) with Peninsula Stakeholders
 05/08/23 60% Plans Submitted to Project Team for Review
 05/30/23 Public Engagement #3 (in-person) with Peninsula Stakeholders
 06/16/23 DDA Board Meeting – MEDC RAP Grant Application
 06/19/23 City Commission Meeting – MEDC RAP Grant Application
 06/30/23 TART Trails submits MEDC RAP Grant Application
 07/14/23 Complete Design of Peninsula Drive
 07/14/23 80% Plans Submitted to Project Team for Review
 08/04/23 Final Deliverable of Plans, Specs and Maintenance Costs

With the final plan in place, the project partners are now coming before all the respected board for review and approval. The Planning Commission approved the final plan at their August 1st meeting and the Parks and Recreation Commission approved the final plan at their August 3rd meeting. The final plan will be presented to the City Commission at the August 21st meeting.

The entire plan set is attached. Chris Zull, from Progressive AE (and our project partners) will be at our meeting to present (also see attached) the final plan, gather feedback and answer questions.

Recommended Motion

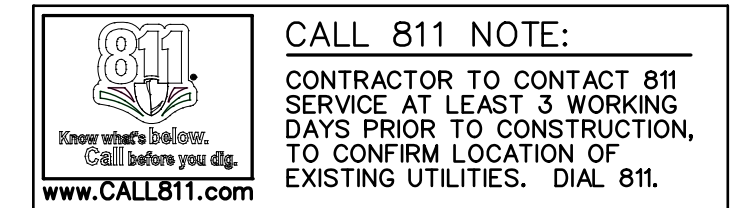
That the DDA Board of Directors approve the TART Trail Improvement and Extension Final Plan.

TART IMPROVEMENT & EXTENSION CITY OF TRAVERSE CITY

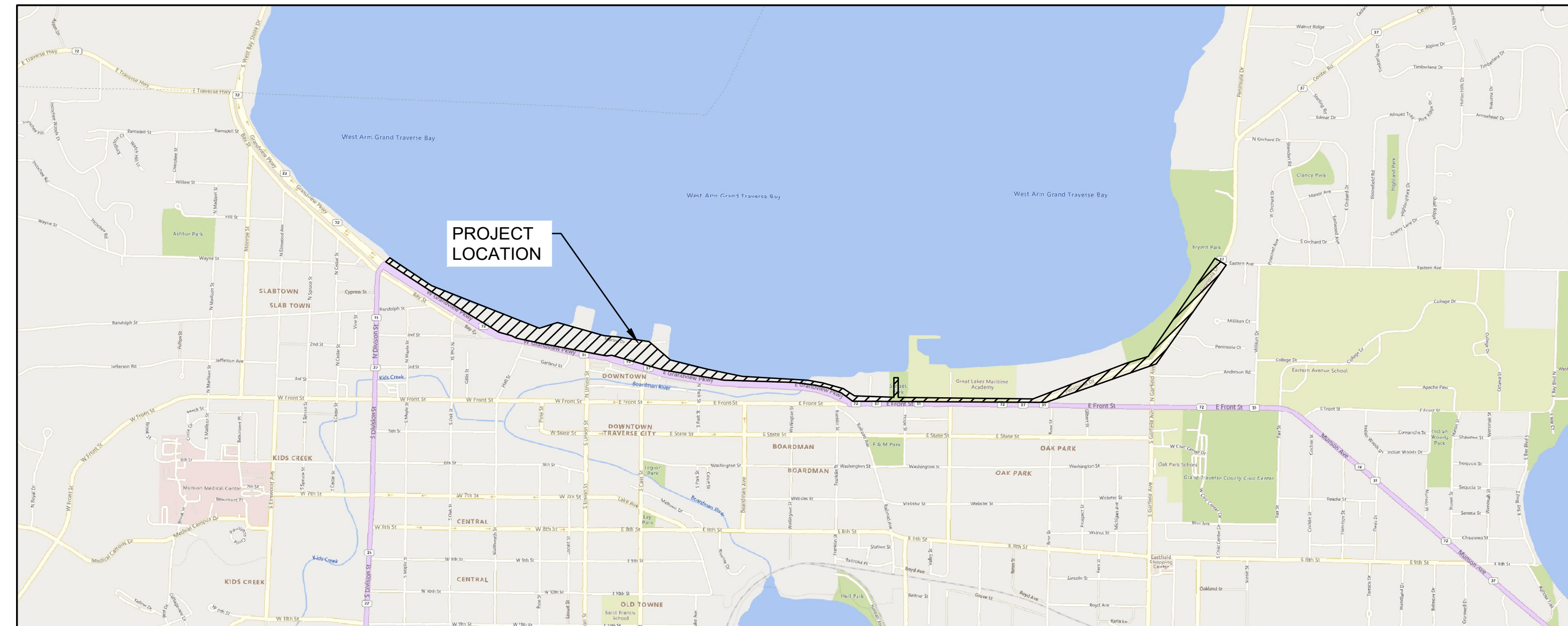
400 BOARDMAN AVE, TRAVERSE CITY, MI 49684

ISSUED FOR: Preliminary Plans

DATE: June 12, 2023



progressive | ae
1814 Mills Park Circle, Charlotte, NC 28202 | 704.731.8800
www.progressiveae.com

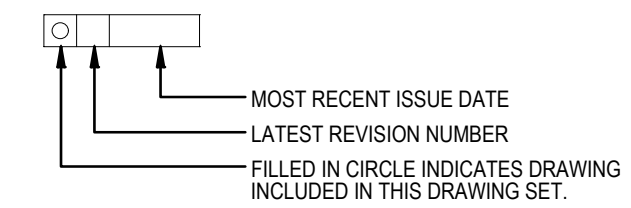


LOCATION MAP
NO SCALE

DRAWING INDEX

● - 6/12/23	1	COVER SHEET
● - 6/12/23	2	NOTES
● - 6/12/23	3	CROSS SECTIONS
● - 6/12/23	4-11	REMOVAL
● - 6/12/23	12-21	IMPROVEMENTS
● - 6/12/23	22-23	GRADING DETAILS
● - 6/12/23	24-31	LANDSCAPING
● - 6/12/23	32-33	LANDSCAPING DETAILS
○ - 6/12/23	34-41	STREET LIGHTING
○ - 6/12/23	42-43	STREET LIGHTING DETAILS
● - 6/12/23	44-51	SIGNAGE AND PAVEMENT MARKINGS
● - 6/12/23	52	SIGNAGE AND PAVEMENT MARKINGS DETAILS

DRAWING LIST LEGEND



CONTACTS & AGENCIES

CITY OF TRAVERSE CITY ENGINEERING DEPARTMENT 400 BOARDMAN AVENUE TRAVERSE CITY, MI 49684 (231) 922-4460	DTE ENERGY 609 BJORNSSON ROAD BIG RAPIDS, MI 49307 (800) 947-5000
TRAVERSE CITY LIGHT AND POWER 1131 HASTINGS STREET TRAVERSE CITY, MI 49686 (231) 922-4940	TRAVERSE CITY SEWER AND WATER MAINTENANCE DEPARTMENT 507 HANNAH AVENUE TRAVERSE CITY, MI 49686
TRAVERSE CITY SOIL EROSION & SEDIMENTATION CONTROL 400 BOARDMAN AVENUE TRAVERSE CITY, MI 49684 (231) 922-4467	MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) TRAVERSE CITY TSC 2084 US-31 SOUTH TRAVERSE CITY, MI 49685 (231) 941-1986
CONSUMERS ENERGY 821 HASTINGS STREET TRAVERSE CITY, MI 49686 (800) 477-5050	CHARTER COMMUNICATIONS 1392 TRADE CENTER DRIVE TRAVERSE CITY, MI 49696 (231) 932-8140
AT&T 142 E. STATE STREET TRAVERSE CITY, MI 49684 (231) 941-2707	TRAVERSE CITY PARKS AND RECREATION DEPARTMENT 625 WOODMERE AVENUE TRAVERSE CITY, MI 49684 (231) 922-4900

**NOT FOR
CONSTRUCTION**

TART IMPROVEMENT & EXTENSION
CITY OF TRAVERSE CITY
TRAVERSE CITY, MICHIGAN

ISSUANCE & DATE:
01 05/2023 PRELIMINARY

DATE: 6/12/23
PROJECT MANAGER: JH
PROFESSIONAL: CEZ
DRAWN BY: PCS
CHECKED BY: PCS
JOB NUMBER: 7470088

This document is prepared and signed in its original or electronic form by a professional engineer or architect who is duly licensed in the State of Michigan. The professional engineer or architect certifies that the design, construction, or construction management services provided herein were prepared by him or her or under his or her direct supervision and control. The professional engineer or architect certifies that the design, construction, or construction management services provided herein were prepared by him or her or under his or her direct supervision and control. The professional engineer or architect certifies that the design, construction, or construction management services provided herein were prepared by him or her or under his or her direct supervision and control.

COVER

1 OF 12

progressive | ae

GENERAL NOTES

- 1. VERIFY THE HORIZONTAL AND VERTICAL LOCATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
2. PROTECT AND MAINTAIN CROSSINGS OF OTHER UTILITIES.
3. BENCHMARK INFORMATION CAN BE FOUND ON EACH DRAWING.
4. ALL MATERIAL, SPECIFICATIONS AND CONSTRUCTION METHODS SHALL BE IN CONFORMANCE WITH ALL APPLICABLE MUNICIPAL AGENCIES.
5. RESTORE ALL STREET SURFACES, DRIVEWAYS, CULVERTS, ROADSIDE DRAINAGE DITCHES, AND OTHER PUBLIC OR PRIVATE STRUCTURES THAT ARE DISTURBED OR DAMAGED AS A RESULT OF CONSTRUCTION ACTIVITIES TO MATCH AT A MINIMUM EXISTING CONDITIONS.
6. CONTRACTOR'S MANNER AND METHOD OF INGRESS AND EGRESS WITH RESPECT TO THE PROJECT AREAS SHALL IN NO WAY PROHIBIT OR DISTURB NORMAL PEDESTRIAN OR VEHICULAR TRAFFIC IN THE VICINITY AND IS SUBJECT TO REGULATION AND WRITTEN APPROVAL OF APPROPRIATE GOVERNING AGENCIES.
7. EXISTING TREES TO REMAIN - CONTRACTOR TO PROTECT ROOT SYSTEMS BY MAINTAINING TREE PROTECTION FENCE AT TREE DRIFLINE TO ELIMINATE MATERIAL STORAGE, PARKING OR CONSTRUCTION TRAFFIC WITHIN THE TREE DRIFLINE.
8. WORK WITHIN FLOODPLAIN/WETLANDS TO BE COMPLETED ACCORDING TO EGLE PERMIT NUMBER _____ ISSUED _____.

SITE CLEARING AND DEMOLITION NOTES

- 1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING THE SITE AND BECOMING FAMILIAR WITH THE REMOVAL AND CLEARING REQUIREMENTS.
2. NO REMOVAL, DEMOLITION, CLEARING OR TOPSOIL REMOVAL SHALL OCCUR ON SITE UNTIL THE SECC AND STORMWATER PERMITS HAVE BEEN ISSUED AND THE CONTRACTOR HAS VERIFIED AND STAKED THE LIMITS OF REMOVAL IN THE FIELD.
3. NOTIFY SITE CONSULTANT OF THE START OF CONSTRUCTION AND DATE WHEN THE LIMITS LINE WILL BE ESTABLISHED FOR REVIEW AND APPROVAL.
4. ALL MATERIALS NOTED TO BE SALVAGED SHALL BE TURNED OVER TO THE OWNER OR REINSTALLED ON SITE AS NOTED.
5. NO BURNING OR BURYING OF CLEARED OR DEMOLITION MATERIAL SHALL BE ALLOWED ON SITE.
6. REMOVE ALL STRUCTURES, FOUNDATIONS, BITUMINOUS PAVEMENT, CONCRETE SIDEWALK STEPS AND OTHER EXISTING SITE FEATURES AS INDICATED ON THE DRAWINGS. ALSO, REMOVE ALL DEBRIS FROM WITHIN CONSTRUCTION LIMITS ON SITE. ALL DEMOLITION MATERIALS SHALL BE REMOVED FROM THE SITE AND, UNLESS OTHERWISE NOTED, DISPOSED OF IN A MANNER ACCEPTABLE TO LOCAL JURISDICTION HAVING AUTHORITY.
7. THE CONTRACTOR SHALL BE LICENSED BY THE STATE OF MICHIGAN FOR DEMOLITION REMOVAL AND HAULING OF MATERIALS.
8. THE CONTRACTOR IS RESPONSIBLE TO OBTAIN ALL PERMITS AND FEES FOR THIS WORK.
9. EXISTING UTILITIES ARE LOCATED TO THE BEST OF OUR KNOWLEDGE. THE CONTRACTOR WILL BE RESPONSIBLE FOR VERIFYING EXISTING UTILITY LOCATIONS PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL PROTECT AND MAINTAIN EXISTING UTILITY SERVICES AT ALL TIMES.
10. ALL EXCESS OR UNSUITABLE TOPSOIL OR SUBSOIL TO BECOME THE PROPERTY OF THE CONTRACTOR AND REMOVED OFFSITE.
11. PROTECT EXISTING TREES UNLESS OTHERWISE NOTED. NO PARKING OR STORAGE OF MATERIALS WITHIN TREE ROOT ZONE. PLACE TREE PROTECTION FENCE WHERE SHOWN.
12. TREE PROTECTION FENCE - ORANGE SAFETY FENCE AROUND TREES SUPPORTED BY STEEL T-BAR FENCE POSTS. ZIP TIE FABRIC TO POSTS. INSTALL PRIOR TO ANY CONSTRUCTION ACTIVITY AND MAINTAIN DURING ENTIRE CONSTRUCTION PERIOD.
13. CONTRACTOR TO CALL 811 AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION, TO CONFIRM LOCATION OF EXISTING UTILITIES.
14. CONTRACTOR MUST RESTORE AND REPAIR ANY EXISTING CONDITIONS DISTURBED BY CONSTRUCTION, INCLUDING FENCINGS, IRRIGATION, AND UTILITIES.
15. ANY AREA DISTURBED BY CONSTRUCTION TO BE RESTORED TO CONDITION EQUAL TO OR BETTER THAN BEFORE CONSTRUCTION BEGAN. PATCH PAVEMENT IN-KIND IF REQUIRED.
16. SAWCUT FULL DEPTH ALL EDGES OF PAVEMENT TO BE REMOVED.
17. ALL GROUND AREAS DISTURBED BY CONSTRUCTION TO BE TOPSOILED AND SEEDED PER THE SITE LANDSCAPE PLAN UNLESS SHOWN OTHERWISE ON PLANS.

GENERAL SITE LAYOUT NOTES

- 1. ALL WORKMANSHIP AND MATERIALS SHALL BE ACCORDING TO THE CURRENT MICHIGAN DEPARTMENT OF TRANSPORTATION (M.D.O.T) STANDARD SPECIFICATIONS FOR CONSTRUCTION.
2. CONTACT "MISS DIG" TOLL FREE AT 1-800-482-7171 THREE (3) DAYS PRIOR TO THE START OF CONSTRUCTION, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS.
3. NO DIMENSION MAY BE SCALED. REFER UNCLEAR ITEMS TO THE ENGINEER FOR INTERPRETATION.
4. DIMENSIONS SHOWN ARE TO FACE OF CURB UNLESS OTHERWISE NOTED AS B-B (BACK TO BACK) OR E-E (EDGE OF METAL TO EDGE OF METAL).
5. CONTRACTOR TO PAINT STRIPE ALL PARKING SPACES SHOWN. PAINT COLOR TO BE YELLOW.
6. UPON REQUEST, ELECTRONIC INFORMATION WILL BE PROVIDED FOR SITE LAYOUT PURPOSES. CONTRACTOR SHALL REQUEST ALL INFORMATION IN WRITING THROUGH PROGRESSIVE AE. LAYOUT OF ALL NEW CONSTRUCTION SHALL BE DONE BY A LICENSED SURVEYOR.
7. ALL CONCRETE JOINTS SHALL BE TOOLED PER SPECIFICATIONS.
8. CONTRACTOR MUST RESTORE AND REPAIR ANY EXISTING CONDITIONS DISTURBED BY CONSTRUCTION. THIS IS TO INCLUDE BURIED UTILITIES, LIGHTING, LANDSCAPING, SPRINKLING, ETC.
9. ANY AREA DISTURBED BY CONSTRUCTION TO BE RESTORED TO CONDITION EQUAL TO OR BETTER THAN BEFORE CONSTRUCTION BEGAN.
10. ALL PAVEMENT, CURB & GUTTER, SIDEWALK AND UTILITIES WITHIN PUBLIC RIGHT OF WAY SHALL MEET CITY OF TRAVERSE CITY STANDARDS AND MDOT STANDARDS WHERE APPLICABLE.
11. CONTRACTOR TO PROTECT EXISTING IRRIGATION SYSTEM AS MUCH AS POSSIBLE. REPAIR DAMAGE TO EXISTING IRRIGATION SYSTEM AND RECONFIGURE SPRINKLER LAYOUT TO ACCOMMODATE THE NEW IMPROVEMENTS.

EARTHWORK & GRADING NOTES

- 1. EARTHWORK AND PAVEMENT CONSTRUCTION ARE TO BE PERFORMED IN ACCORDANCE WITH THE 2020 EDITION OF THE MDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION UNLESS OTHERWISE NOTED IN THE FOLLOWING ITEMS.
2. THE SUBGRADE SHALL BE THOROUGHLY PROOFROLLED USING THE EQUIVALENT OF A FULLY LOADED TANDEN AXLE TRUCK HAVING A MINIMUM AXLE WEIGHT OF 10 TONS. SOFT OR YIELDING AREAS THAT CANNOT BE MECHANICALLY STABILIZED SHOULD BE REMOVED AND REPLACED WITH ENGINEERED FILL.
3. PROOFROLLING SHALL BE PERFORMED UNDER THE OBSERVATION OF A GEOTECHNICAL/PAVEMENT ENGINEER.
4. FINISHED SUBGRADE SURFACE SHALL NOT BE MORE THAN 0.1 FEET ABOVE OR BELOW ESTABLISHED FINISHED SUBGRADE ELEVATIONS AND ALL GROUND SURFACES SHALL VARY UNIFORMLY BETWEEN INDICATED ELEVATIONS. FINISHED DITCHES SHALL BE GRADED TO ALLOW FOR PROPER DRAINAGE WITHOUT PONDING AND IN A MANNER THAT WILL MINIMIZE EROSION.
5. GRADE THE AGGREGATE BASE MATERIAL TO PROVIDE POSITIVE DRAINAGE AT A MINIMUM OF 1.5 PERCENT.
6. THE AGGREGATE BASE AND SUBBASE SHALL EXTEND 12 INCHES BEYOND THE PAVED EDGE.
7. (REVIEW THE EXISTING (SOIL TYPE) MAY BE UTILIZED AS ENGINEERED FILL PROVIDED ALL DELETERIOUS OR ORGANIC MATERIALS ARE REMOVED FROM THE SOILS. ANY ON-SITE SOILS USED FOR ENGINEERED FILL SHALL BE EVALUATED BY A GEOTECHNICAL ENGINEER PRIOR TO PLACEMENT.
8. ENGINEERED FILL LOCATED WITHIN PAVEMENT AND BUILDING AREAS SHALL BE PLACED IN 8 INCH MAXIMUM LOOSE THICKNESS AND MOISTURE CONDITIONED TO WITHIN 2 PERCENT OF OPTIMUM MOISTURE CONTENT. COMPACT TO MINIMUM OF 95 PERCENT OF THE MAXIMUM DRY DENSITY PER ASTM D-1557, MODIFIED PROCTOR METHOD.
9. ALL FILL OPERATIONS SHALL BE OBSERVED BY A QUALIFIED SOIL TECHNICIAN. A MINIMUM OF ONE COMPACTION TEST SHALL BE CONDUCTED PER 2,500 SFT AREA AT EACH LIFT. WITHIN TRENCH EXCAVATIONS, ONE TEST SHALL BE CONDUCTED FOR EACH 100 LINEAR FEET PER LIFT.
10. SIDE SLOPES SHALL NOT EXCEED 1 VERTICAL OVER 3 HORIZONTAL SLOPE UNLESS SHOWN OTHERWISE.
11. EXCESS TOPSOIL SHALL BE SPOILED ON SITE IN LOCATION DETERMINED WITH OWNER AND ENGINEER AND SEEDED.
12. PLACE 3" MINIMUM TOPSOIL IN ALL LANDSCAPE AREAS TO BE SEEDED. PROVIDE POSITIVE DRAINAGE AT ALL TIMES TO ENSURE NO STANDING WATER WITHIN PAVEMENT, BUILDING PAD, OR GREEN AREAS.

BARRIER FREE NOTES

- 1. THE TRAIL ROUTE MUST COMPLY WITH THE AMERICANS WITH DISABILITIES ACT, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:
2. 2% MAXIMUM CROSS SLOPE
3. 5% MAXIMUM LONGITUDINAL SLOPE (DIRECTION OF TRAVEL) UNLESS AT BARRIER FREE RAMP
4. CONTRACTOR TO CONTACT ENGINEER PRIOR TO PAVING IF BARRIER FREE SLOPES DO NOT COMPLY OR FOR CLARIFICATION OF ANY DISCREPANCIES.

GENERAL LANDSCAPE NOTES

- 1. CONTRACTOR RESPONSIBLE FOR UNDERSTANDING PROJECT CONDITIONS AND VERIFYING PLANT QUANTITIES. NOTIFY LANDSCAPE ARCHITECT OF ANY PLAN DISCREPANCIES.
2. PLANT LOCATIONS TO BE STAKED IN THE FIELD FOR REVIEW AND APPROVAL BY LANDSCAPE ARCHITECT AND OWNER. CONTRACTOR WILL BE RESPONSIBLE FOR VERIFYING ALL EXISTING UNDERGROUND UTILITIES. CONTACT THE APPROPRIATE UTILITY COMPANY FOR FIELD STAKING ALL LINES.
3. ALL AREAS DISTURBED BY CONSTRUCTION TO BE TOPSOILED AND SEEDED UNLESS SHOWN OTHERWISE ON PLANS.
4. CONTRACTOR TO CONTACT MISS DIG AT PHONE NUMBER 811 AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION, TO CONFIRM LOCATION OF EXISTING UTILITIES.
5. CONTRACTOR TO COORDINATE PLANTING SCHEDULE WITH IRRIGATION CONTRACTOR.
6. NOTIFY LANDSCAPE ARCHITECT IF AREAS OF POOR DRAINAGE OR OTHER UNUSUAL SUB-GRADE CONDITIONS ARE ENCOUNTERED DURING EXCAVATION FOR PLANTING PITS.
7. SHRUB PLANTING BEDS AND TREE SAUCERS TO RECEIVE 3" SHREDDED HARDWOOD MULCH. PERENNIAL BEDS TO RECEIVE 2" DEPTH MULCH AND GROUND COVER AREAS TO RECEIVE 1" DEPTH MULCH.
8. ALL SHRUB BEDS TO HAVE ALUMINUM EDGING AND WEED BARRIER FABRIC (SEE SPECIFICATIONS).
9. PLANTING MIXTURE FOR PERENNIALS SHALL BE SIX INCH DEPTH OF FOUR PARTS BY VOLUME OF TOPSOIL TO ONE PART OF SPHAGNUM PEAT MOSS.
10. CONTRACTOR SHALL PROVIDE SPECIFIED SHRUBS, GROUND COVERS AND OTHER PLANT MATERIALS THAT COMPLY WITH ALL RECOMMENDATIONS AND REQUIREMENTS OF ANSI Z60.1 "AMERICAN STANDARD FOR NURSERY STOCK". PLANT MATERIAL SHALL BE HEALTHY, VIGOROUS STOCK, GROWN WITH GOOD HORTICULTURAL PRACTICE AND INSTALLED IN ACCORDANCE WITH METHODS ESTABLISHED BY THE AMERICAN ASSOCIATION OF NURSERMEN.
11. NOTIFY LANDSCAPE ARCHITECT AND OWNER (3 DAYS MIN. NOTICE) TO INSPECT AND TAG PLANT MATERIAL IN THE NURSERY PRIOR TO JOBSITE DELIVERY AND INSTALLATION.

WATERMAIN NOTES

- 1. INSTALL WATERMAIN WITH MINIMUM 5.0' OF COVER TO TOP OF PIPE.
2. PROVIDE A MINIMUM 18" OF VERTICAL SEPARATION AND 10' OF HORIZONTAL SEPARATION BETWEEN WATERMAIN AND ALL SANITARY AND STORM SEWERS.
3. PROVIDE APPROVED MECHANICAL RESTRAINED JOINTS AT ALL WATERMAIN BENDS FOR A MINIMUM DISTANCE FROM THE FITTING AS SHOWN IN THE PIPE RESTRAINT TABLE.
4. WATERMAIN MATERIAL AND INSTALLATION SHALL BE PERFORMED _____ SPECIFICATIONS.
5. 4" AND LARGER WATERMAIN PIPE SHALL BE DUCTILE IRON PIPE.
6. 2" AND SMALLER DOMESTIC WATER SERVICE SHALL BE TYPE K COPPER PIPE.
7. COORDINATE WATER TAPS WITH _____

PIPE RESTRAINT LENGTH REQUIRED (FEET)

Table with columns: Pipe Diameter, Tees, 90° Bends, 45° Bends, 22 1/2° Bends, 11 1/4° Bends, Dead Ends, Reducers (One size), **. Rows include diameters from 4" to 36".

EROSION CONTROL NOTES

- 1. SOIL EROSION CONTROL PERMITS ARE TO BE OBTAINED BY THE CONTRACTOR PRIOR TO BEGINNING WORK.
2. INSTALL EROSION CONTROL MEASURES AT THE LIMITS OF EARTHWORK PRIOR TO THE START OF ANY EARTHWORK OPERATIONS. ALL OTHER EROSION CONTROL MEASURES SHALL BE INSTALLED IN CONJUNCTION WITH THE CONSTRUCTION SCHEDULE AND SEQUENCE AND SHALL BE INSTALLED IN STRICT ACCORDANCE WITH THE PLANS AND SPECIFICATIONS.
3. MAINTAIN ALL EROSION CONTROL INSTALLATIONS DURING THE COURSE OF CONSTRUCTION. MAKE INSPECTIONS AFTER EACH STORM EVENT AND REPAIR OR REPLACE ANY DAMAGE. REMOVE ACCUMULATED SEDIMENT FROM SEDIMENT BASINS TO MAINTAIN EFFECTIVENESS OF EROSION CONTROL INSTALLATIONS. REPAIR ANY ERODED AREAS ON SLOPES OR NEAR SILT FENCE. REGRADE AND RESEED ANY TEMPORARY SEEDED AREAS AS NECESSARY TO PREVENT EROSION.
4. THE EROSION CONTROL MEASURES INDICATED ON THIS PLAN ARE BASED ON THE MICHIGAN SOIL EROSION & SEDIMENTATION CONTROL GUIDEBOOK. THE SOIL EROSION AND SEDIMENTATION CONTROLS SHALL BE INSTALLED AND MAINTAINED PER PLANS AND SPECIFICATIONS.
5. KEEP PUBLIC ROADWAYS CLEAR OF ACCUMULATED SEDIMENT. SEDIMENTS SHALL BE REMOVED IMMEDIATELY UPON ENTERING PUBLIC ROADWAYS AND SHALL BE RETURNED TO THE LIKELY POINT OF ORIGIN. SEDIMENTS SHALL NOT BE FLUSHED OR WASHED FROM THE AREA WITH WATER.
6. SILTSACK MANUFACTURED BY CSI GEOTURF OR HANES GEO PRODUCTS OR APPROVED EQUAL SHALL BE USED FOR STORM INLET PROTECTION ITEM 536 (SEE SECC KEYING SYSTEM LEGEND).
7. CONTRACTOR SHALL INSTALL AND MAINTAIN SILT FENCE AROUND ALL SUBSOIL SPOT AND TOPSOIL STOCKPILE AREAS. ALL SOIL PILES SHALL BE SEEDED WITH APPROVED SEED MIXTURES AND BE LOCATED AWAY FROM ANY DOWNSLOPE STREET, DRIVEWAY, DITCH OR DRAINAGE WAY.
8. REMOVE TEMPORARY CONTROL MEASURES AS FOLLOWS:
PAVEMENT AREAS - MAINTAIN IN SERVICE UNTIL PREPARATION FOR PLACEMENT OF BITUMINOUS LEVELING COURSES
LAWN AREAS - REMOVE AFTER LAWN IS WELL ESTABLISHED AND ROOTED
9. SILT FENCE SHALL BE INSPECTED AND REPAIRED ONCE A WEEK AND AFTER EVERY RAIN. SEDIMENT SHALL BE REMOVED IF DEPOSITS REACH HALF THE FENCE HEIGHT.
10. CONTRACTOR WILL BE RESPONSIBLE FOR ALL TEMPORARY SOIL EROSION. OWNER WILL BE RESPONSIBLE FOR PERMANENT SOIL EROSION CONTROL.
11. DUST CONTROL SHALL BE PROVIDED BY MEANS OF WATER DISTRIBUTION ON A REGULAR BASIS OVER AREAS THAT COULD POTENTIALLY PRODUCE DUST CONDITIONS.
12. SILT FENCES ARE TO BE USED TO PREVENT SEDIMENT FROM ACCUMULATING IN CULVERTS.

STORM SEWER NOTES

- 1. STORM SEWER PIPE 10" DIA. OR LARGER SHALL BE ASTM C-76 CL IV REINFORCED CONCRETE PIPE OR ASTM F2306, HIGH DENSITY POLYETHYLENE PIPE. STORM SEWER PIPE SMALLER THAN 12" SHALL BE SDR 35 PVC.
2. YARD DRAINS (YD) TO BE 12" SQUARE DRAINTECH CATCH BASIN BY NDS WITH SQUARE POLYPROPYLENE GRATE OR APPROVED EQUAL.
3. CATCH BASINS (CB) TO BE 4' DIA. UNLESS NOTED OTHERWISE.
4. ALL FLARED END SECTIONS TO BE CONCRETE UNLESS NOTED OTHERWISE.

MISCELLANEOUS QUANTITIES

Table with columns: PAY ITEM, DESCRIPTION, QUANTITY, UNITS. Row 1: 110001 MOBILIZATION MAX, 1 LSUM.

SURVEY NOTES

- 1. EXISTING UTILITIES ARE LOCATED TO THE BEST OF OUR KNOWLEDGE. THE CONTRACTOR WILL BE RESPONSIBLE FOR VERIFYING EXISTING UTILITY LOCATIONS PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL PROTECT AND MAINTAIN EXISTING UTILITY SERVICES AT ALL TIMES.
2. SERVICE PROVIDED IS A TOPOGRAPHIC SURVEY, NOT A BOUNDARY SURVEY. PROPERTY LINES ARE SHOWN IN APPROXIMATE LOCATION.

BENCHMARKS:

- BENCHMARK #01 TOP OF MAIN BOLT TO TRAFFIC POLE N. SIDE GRANDVIEW PARK BOULEVARD CENTERLINE EXTENDED OF PARK STREET ELEV. 598.81
BENCHMARK #02 TOP OF SE FLANGE BOLT TO HYDRANT UNDER "C" OF MADE W. OF SPLASH PAD BUILDING ELEV. 597.14
BENCHMARK #03 TOP OF WEST FLANGE BOLT TO HYDRANT UNDER "D" OF ELEM W. OF BUILDING TO MARINA PARKING ELEV. 598.88
BENCHMARK #04 TOP OF NW FLANGE BOLT TO HYDRANT UNDER "C" OF CITY 285' W. OF ENTRANCE DRIVE TO PUBLIC PARKING LOT #8 ELEV. 591.19
BENCHMARK #05 TOP OF SE FLANGE BOLT TO HYDRANT UNDER "1" OF 102' W. OF ENTRANCE TO OCEANVIEW ELEV. 591.79
BENCHMARK #06 TOP OF NW FLANGE BOLT TO TRAFFIC SIGNAL N. SIDE OF GRANDVIEW PARKWAY NW QUADRANT OF A DIVISION STREET AND GRANDVIEW PARKWAY ELEV. 597.81
BENCHMARK #07 TOP OF NW FLANGE BOLT TO HYDRANT UNDER "C" OF TRAVERSE NW QUADRANT OF FRONT STREET & HOPE STREET LOCATIONS IN MARKET PARK ELEV. 591.38
BENCHMARK #08 PART SPOT TOP OF CORNER OF CONCRETE PAD TO SWITCHGEAR NE QUADRANT OF FRONT STREET & BAYVIEW STREET ELEV. 592.34
BENCHMARK #09 PAVEMENT CONCRETE 100' S. OF BRIDGE IN TRAIL TRAIL WHERE PATH LEADS UNDER BRIDGE ARCH ELEV. 592.25
BENCHMARK #10 TOP OF NW BOLT TO TRAFFIC SIGNAL N. SIDE OF GRANDVIEW PARKWAY NW QUADRANT OF A DIVISION STREET AND GRANDVIEW PARKWAY ELEV. 597.81
BENCHMARK #11 1/2" DIA. IN. N. SIDE OF POWER POLE S. SIDE OF PENNELLIA DRIVE NW CORNER OF PROPERTY OF BETHLEHEM LUTHERAN CHURCH AND GRANDVIEW PARKWAY ELEV. 591.99
BENCHMARK #12 TOP OF SE FLANGE BOLT TO HYDRANT UNDER "D" OF 195' N. SIDE OF PENNELLIA DRIVE AT HOUSE #100 08% ANGLE GRADE ELEV. 598.88
BENCHMARK #13 TOP OF NW FLANGE BOLT TO HYDRANT UNDER "D" OF 95' N. SIDE OF GRANDVIEW STREET 200' E. OF ORCH STREET ELEV. 592.02
BENCHMARK #14 1/2" DIA. IN. N. SIDE OF POWER POLE S. SIDE OF PENNELLIA DRIVE ACROSS FROM HOUSE #111 4% ANGLE GRADE ELEV. 598.96
BENCHMARK #15 1/2" DIA. IN. N. SIDE OF POWER POLE S. SIDE OF PENNELLIA DRIVE ACROSS FROM HOUSE #114 4% ANGLE GRADE ELEV. 591.97
BENCH TR 5. SIDE OF POWER POLE N. SIDE OF PENNELLIA DRIVE ACROSS FROM HOUSE #114 4% ANGLE GRADE

SURVEY

DATE: 11/29-30/2022 & 12/8/2022
PAE(P) LOG BOOK NO.: 22-00
PAGES: 63-65
DATE: NAVD 88

SURVEY LEGEND

Legend symbols and descriptions for Monument, Property Iron Set, Traffic Signal Pole, Bollard Light, Light Pole, Flood Light, Flag Pole, Cleanout, Telephone Pole, Electrical Hand Hole, Tel. Elec. Catv, Gas, Water Riser, Tel. Elec. Gas, Water Manhole, Tel. Elec. Catv, Gas Marker, Catch Basin, Manhole, Sprinkler, Valve & Box, Hydrant, Spot Elevation, Right of Way, Property/Parcel Line, Major Contour - 5 FT. Interval, Minor Contour - 1 FT. Interval, Guard Rail, Fence Line, Storm Sewer, Sanitary Sewer, Watermain, Gas Man, Underground Telephone Line, Underground Fiber Optic Line, Underground Electric Line, Ditch Centerline, Toe of Slope, Deciduous Tree, Coniferous Tree, Tree & Brush Line, Building.



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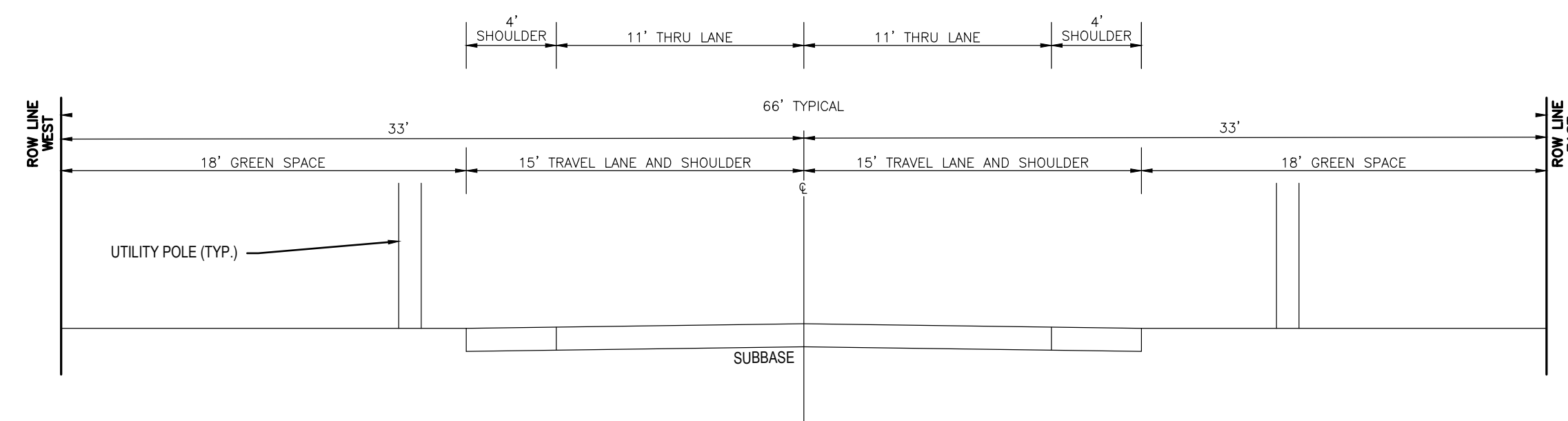
TART IMPROVEMENT & EXTENSION
CITY OF TRAVERSE CITY
TRAVERSE CITY, MICHIGAN

ISSUANCE & DATE: 01 05/2023 PRELIMINARY
PROJECT MANAGER: JH
PROFESSIONAL: CZ
DRAWN BY: PCS
CHECKED BY: THB
JOB NUMBER: 172008

Notes

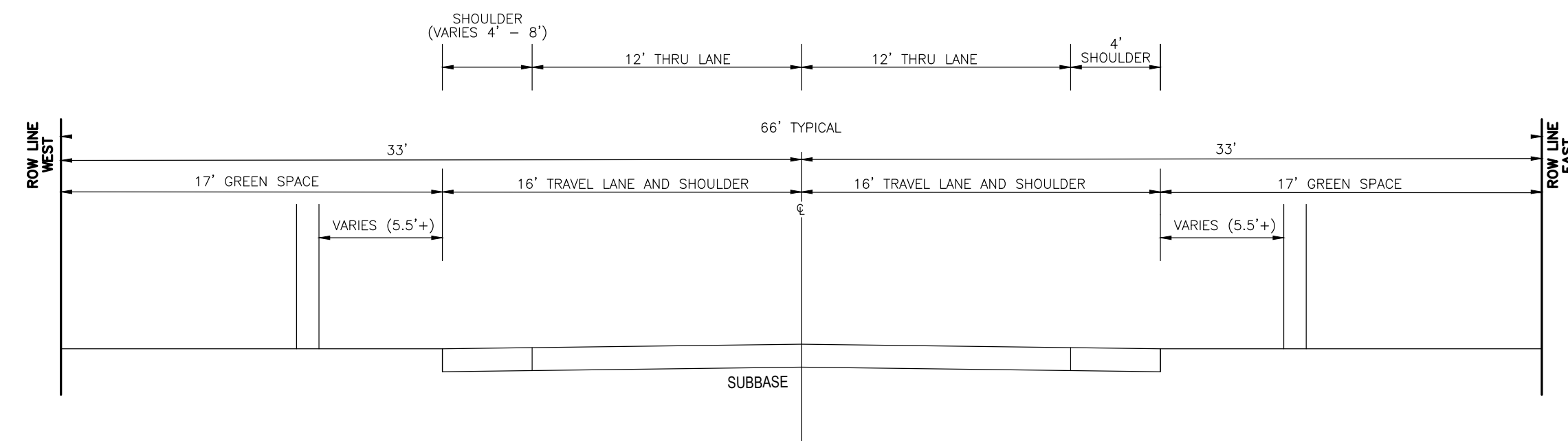
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PENINSULA DRIVE CROSS SECTIONS



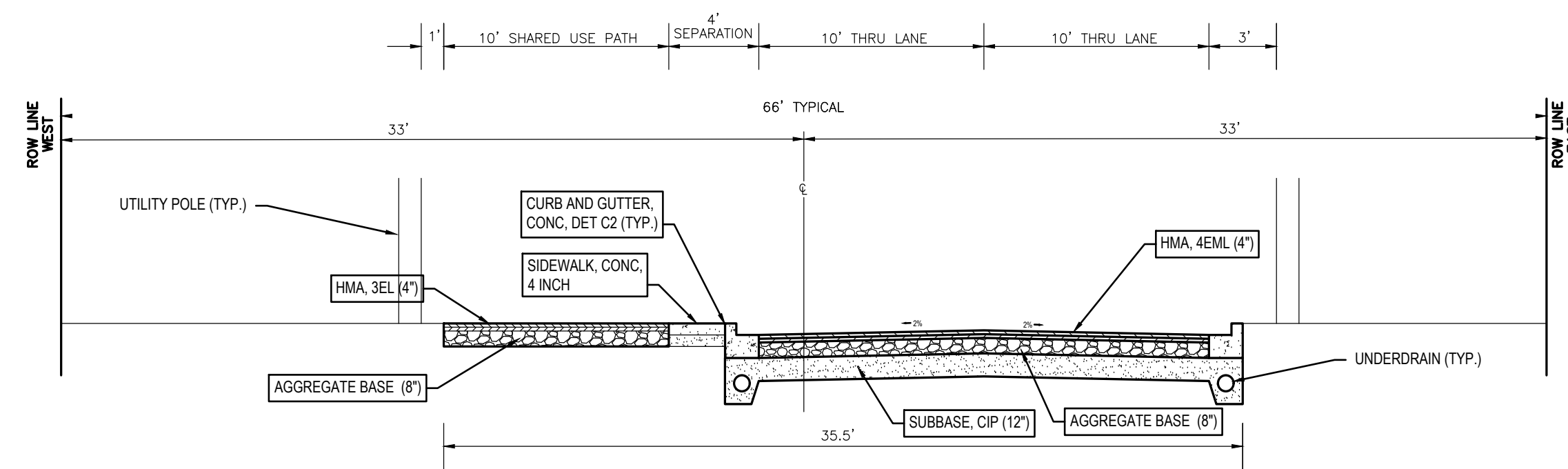
EXISTING - FRONT ST. TO GARFIELD AVE.

STA. 150+00 TO STA. 165+82
REFER TO PLAN SHEETS FOR MEDIAN AND LANE WIDTH AT SPECIFIC STATIONING



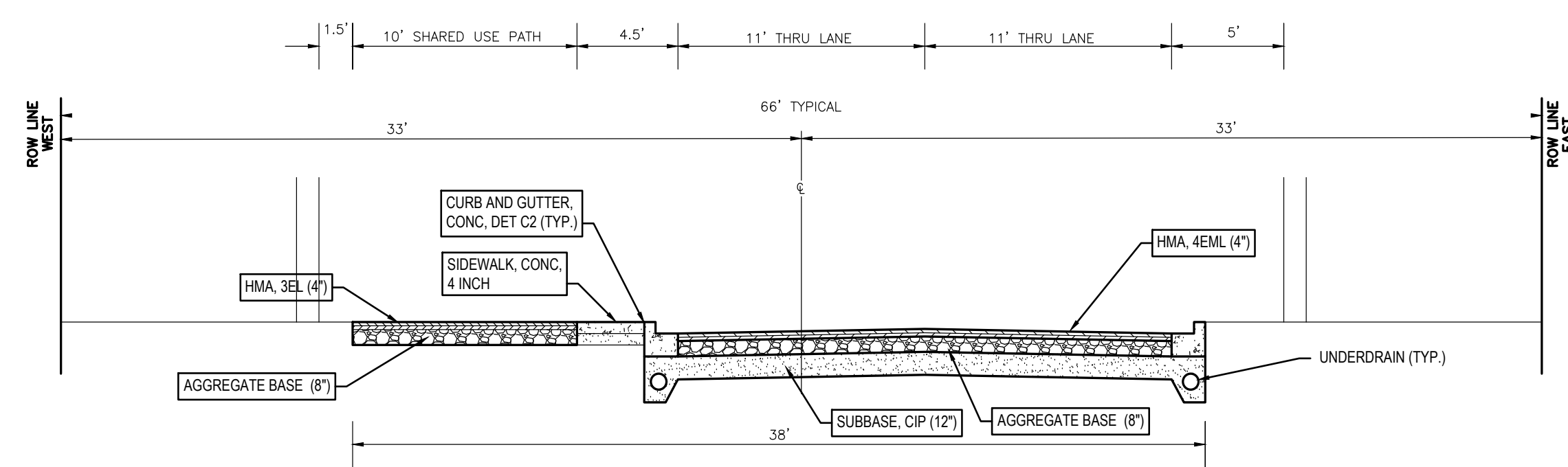
EXISTING - GARFIELD AVE. TO EASTERN AVE.

STA. 165+82 TO STA. 182+64
REFER TO PLAN SHEETS FOR MEDIAN AND LANE WIDTH AT SPECIFIC STATIONING



PROPOSED - FRONT ST. TO GARFIELD AVE.

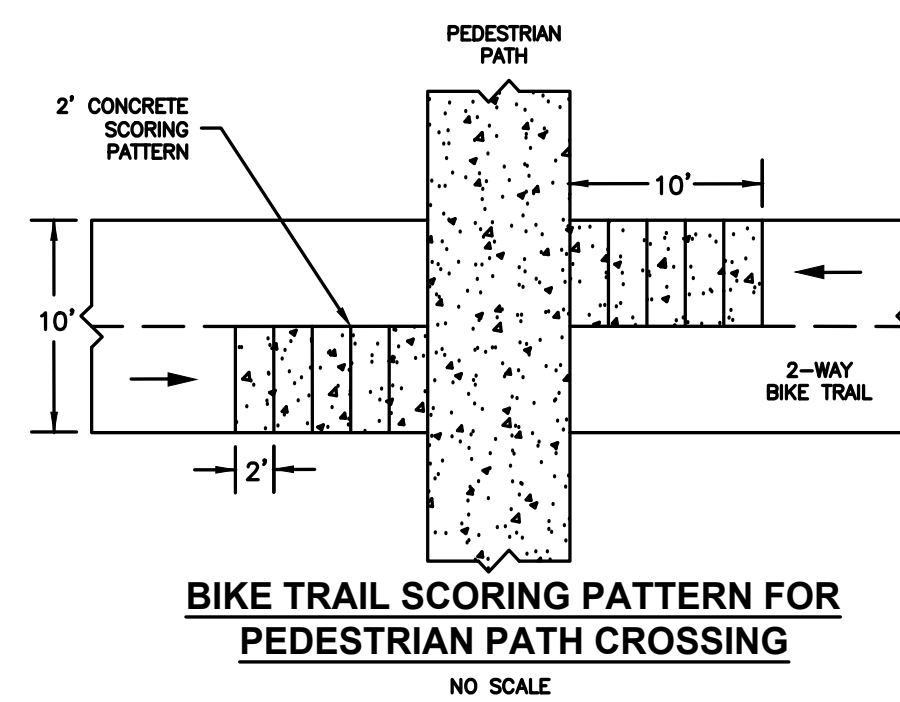
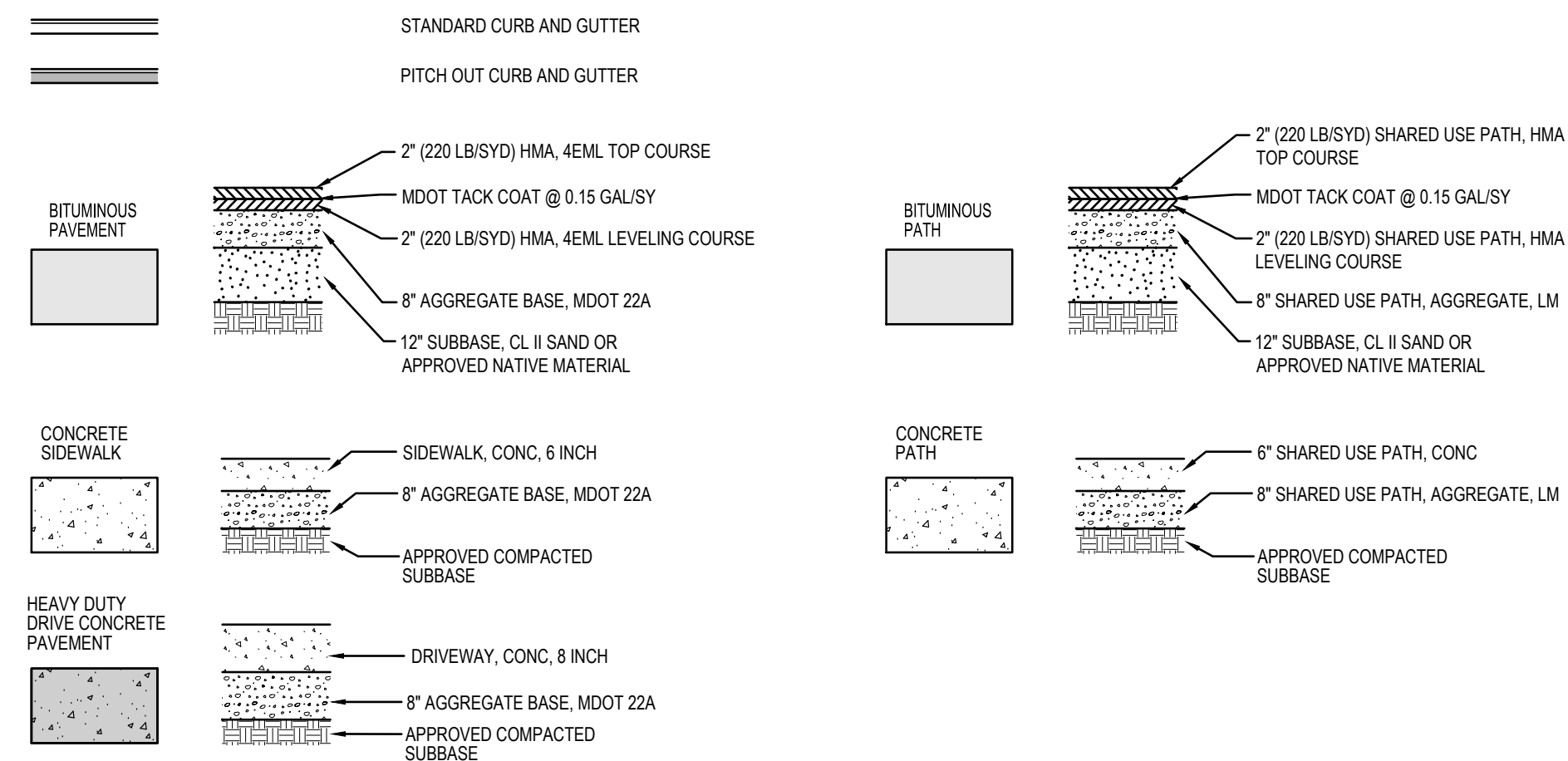
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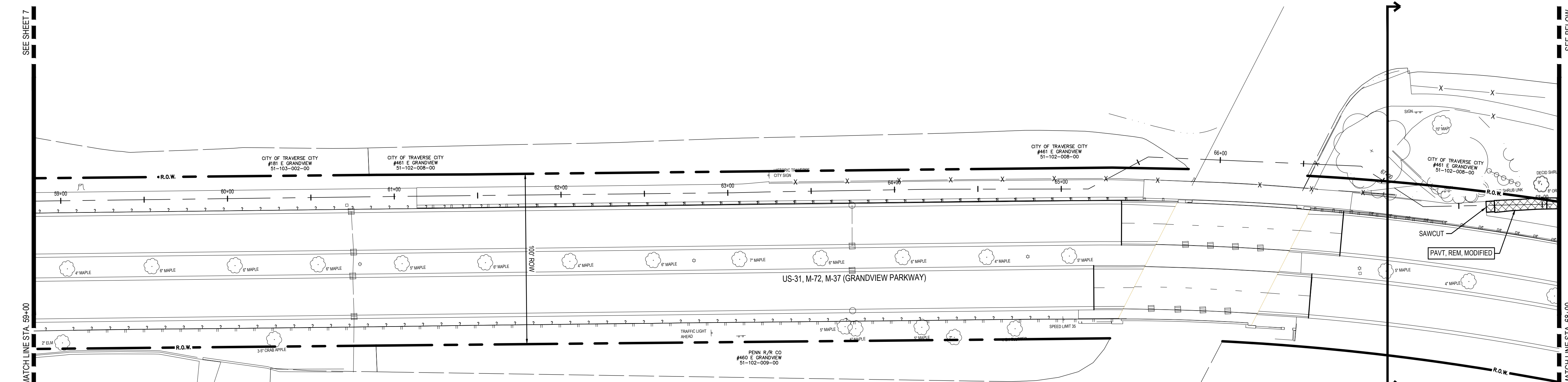
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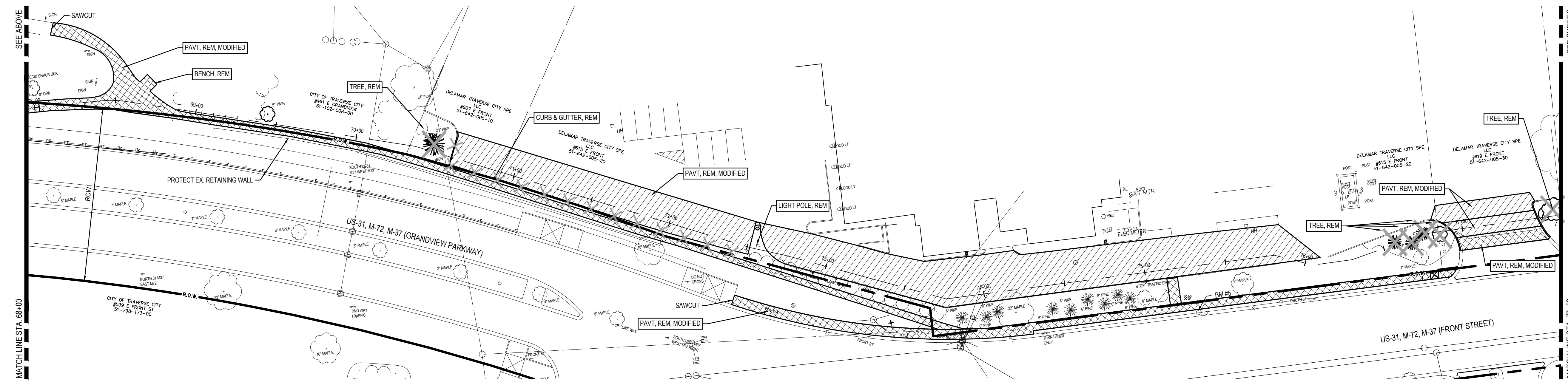
PAVEMENT LEGEND



BENCHMARKS:
 BENCHMARK #5 ELEV. 591.79
 TOP OF NE FLANGE BOLT TO HYDRANT UNDER 'S 14'
 150' ± W. OF ENTRANCE TO DELAMAR



REMOVALS STA: 59+00 - 68+00
 1" = 30'
 NORTH



REMOVALS STA: 68+00 - 77+50
 1" = 30'
 NORTH

REMOVAL LEGEND

- | | | | |
|--|---|--|----------------------|
| | HMA, REM
(PAID FOR AS "PAVT, REM, MODIFIED") | | |
| | SIDEWALK, REM
(PAID FOR AS "PAVT, REM, MODIFIED") | | ABANDON UTILITY LINE |
| | BRICK, REM
(PAID FOR AS "PAVT, REM, MODIFIED") | | REMOVE UTILITY LINE |
| | TREE, REM, 6 IN TO 18 INCH
TREE, REM, 19 IN TO 36 INCH | | CURB AND GUTTER, REM |
- ALL ITEMS IN **BOLD** TO BE REMOVED UNLESS OTHERWISE NOTED.

REMOVAL SHEET NOTES

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TART IMPROVEMENT & EXTENSION
CITY OF TRAVERSE CITY
 TRAVERSE CITY, MICHIGAN

ISSUANCE & DATE: 01 05/2023 PRELIMINARY
 PROJECT MANAGER: J.H.
 PROFESSIONAL: C.Z.
 DRAWN BY: D.S.
 CHECKED BY: T.H.
 JOB NUMBER: 172008

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REMOVALS

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SEE SHEET 8

MATCHLINE STA. 77+50

SEE ABOVE

MATCHLINE STA. 86+50

SEE BELOW

MATCHLINE STA. 86+50

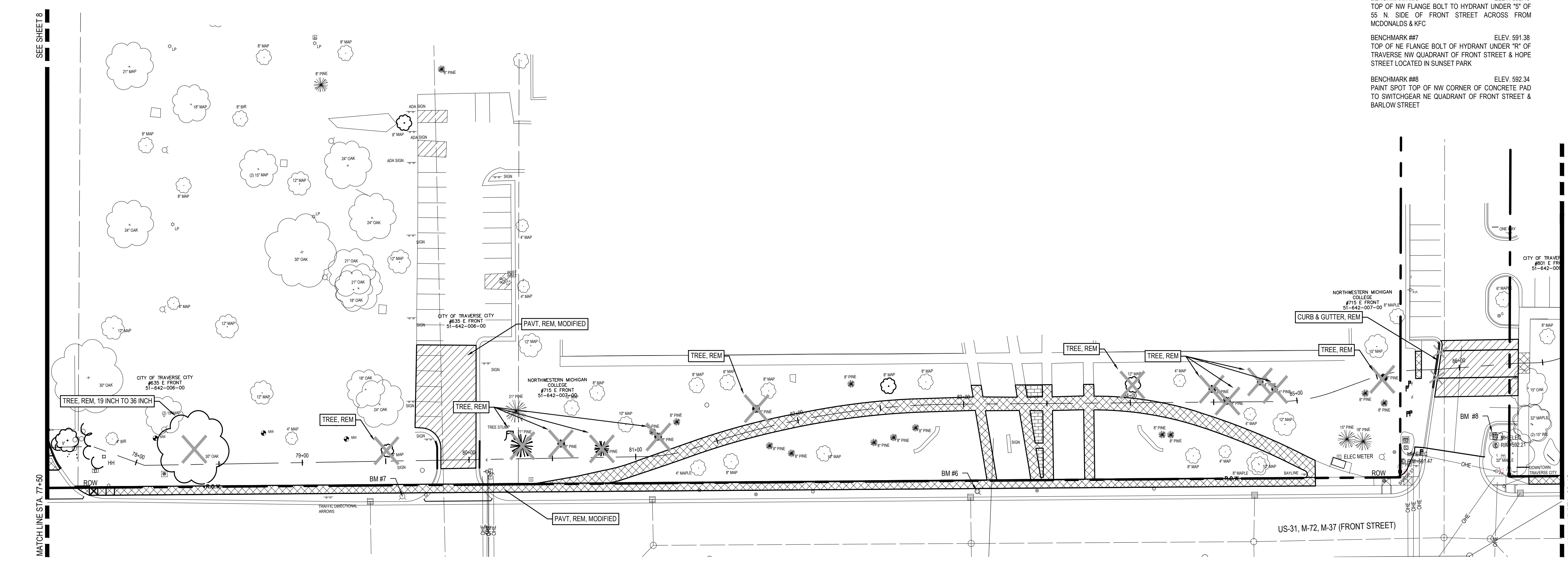
SEE SHEET 10

BENCHMARKS:

BENCHMARK #6 ELEV. 592.43
TOP OF NW FLANGE BOLT TO HYDRANT UNDER "S" OF
55' N. SIDE OF FRONT STREET ACROSS FROM
MCDONALD'S & KFC

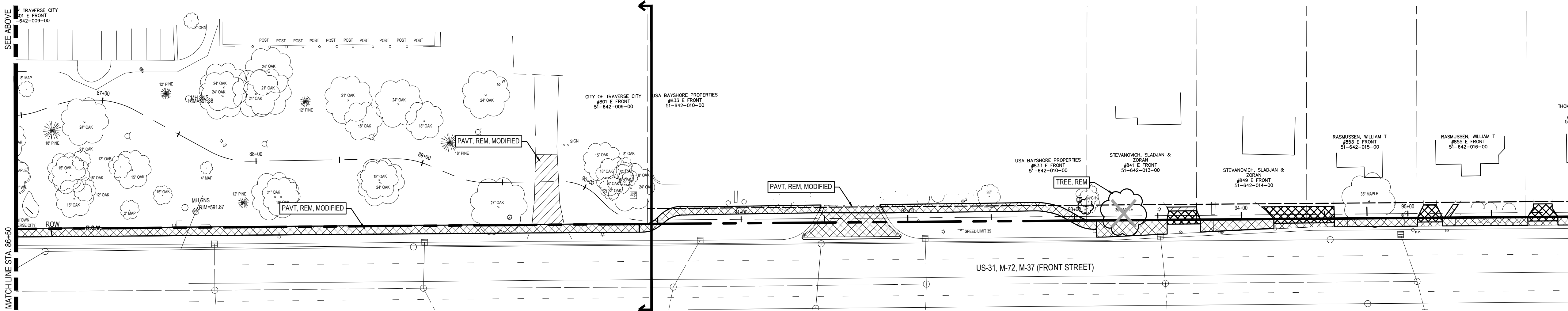
BENCHMARK #7 ELEV. 591.38
TOP OF NE FLANGE BOLT OF HYDRANT UNDER "R" OF
TRAVERSE NW QUADRANT OF FRONT STREET & HOPE
STREET LOCATED IN SUNSET PARK

BENCHMARK #8 ELEV. 592.34
PAINT SPOT TOP OF NW CORNER OF CONCRETE PAD
TO SWITCHGEAR NE QUADRANT OF FRONT STREET &
BARLOW STREET



REMOVALS STA: 77+50 - 86+50

NORTH
1" = 30'



REMOVALS STA: 86+50 - 96+00

NORTH
1" = 30'

REMOVAL LEGEND

- HMA, REM (PAID FOR AS "PAVT, REM, MODIFIED")
- SIDEWALK, REM (PAID FOR AS "PAVT, REM, MODIFIED")
- BRICK, REM (PAID FOR AS "PAVT, REM, MODIFIED")
- TREE, REM, 6 IN TO 18 INCH
TREE, REM, 19 IN TO 36 INCH
- ABANDON UTILITY LINE
- REMOVE UTILITY LINE
- CURB AND GUTTER, REM
- ALL ITEMS IN BOLD TO BE REMOVED UNLESS OTHERWISE NOTED.**

REMOVAL SHEET NOTES

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING THE SITE AND BECOMING FAMILIAR WITH THE DEMOLITION AND CLEARING REQUIREMENTS.
2. NO REMOVAL, DEMOLITION, CLEARING OR TOPSOIL REMOVAL SHALL OCCUR ON SITE UNTIL THE SECC AND STORMWATER PERMITS HAVE BEEN ISSUED AND THE CONTRACTOR HAS VERIFIED AND STAKED THE LIMITS OF REMOVAL IN THE FIELD. NOTIFY SITE CONSULTANT OF THE START OF CONSTRUCTION AND DATE WHEN THE LIMITS LINE WILL BE ESTABLISHED FOR REVIEW AND APPROVAL.
3. ALL MATERIALS NOTED TO BE SALVAGED SHALL BE TURNED OVER TO THE OWNER OR REINSTALLED ON SITE AS NOTED.
4. NO BURNING OR BURYING OF CLEARED OR DEMOLITION MATERIAL SHALL BE ALLOWED ON SITE.
5. REMOVE ALL STRUCTURES, FOUNDATIONS, BITUMINOUS PAVEMENT, CONCRETE SIDEWALK STEPS AND OTHER EXISTING SITE FEATURES AS INDICATED ON THE DRAWINGS. ALSO, REMOVE ALL DEBRIS FROM WITHIN CONSTRUCTION LIMITS ON SITE. ALL DEMOLITION MATERIALS SHALL BE REMOVED FROM THE SITE AND, UNLESS OTHERWISE NOTED, DISPOSED OF IN A MANNER ACCEPTABLE TO LOCAL JURISDICTION HAVING AUTHORITY.
6. THE CONTRACTOR SHALL BE LICENSED BY THE STATE OF MICHIGAN FOR DEMOLITION REMOVAL AND HAULING OF MATERIALS.
7. THE CONTRACTOR IS RESPONSIBLE TO OBTAIN ALL PERMITS AND FEES FOR THIS WORK.
8. EXISTING UTILITIES ARE LOCATED TO THE BEST OF OUR KNOWLEDGE. THE CONTRACTOR WILL BE RESPONSIBLE FOR VERIFYING EXISTING UTILITY LOCATIONS PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL PROTECT AND MAINTAIN EXISTING UTILITY SERVICES AT ALL TIMES.
9. ALL EXCESS OR UNSUITABLE TOPSOIL OR SUBSOIL TO BECOME THE PROPERTY OF THE CONTRACTOR AND REMOVED OFFSITE.
10. PROTECT EXISTING TREES UNLESS OTHERWISE NOTED. NO PARKING OR STORAGE OF MATERIALS WITHIN TREE ROOT ZONE. PLACE TREE PROTECTION FENCE WHERE SHOWN.
11. TREE PROTECTION FENCE - ORANGE SAFETY FENCE AROUND TREES SUPPORTED BY STEEL T-BAR FENCE POSTS. ZIP TIE FABRIC TO POSTS. INSTALL PRIOR TO ANY CONSTRUCTION ACTIVITY AND MAINTAIN DURING ENTIRE CONSTRUCTION PERIOD.
12. CONTRACTOR TO CALL 811 AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION, TO CONFIRM LOCATION OF EXISTING UTILITIES.
13. CONTRACTOR MUST RESTORE AND REPAIR ANY EXISTING CONDITIONS DISTURBED BY CONSTRUCTION.
14. ANY AREA DISTURBED BY CONSTRUCTION TO BE RESTORED TO CONDITION EQUAL TO OR BETTER THAN BEFORE CONSTRUCTION BEGAN. PATCH PAVEMENT IN-KIND IF REQUIRED.
15. SAWCUT FULL DEPTH ALL EDGES OF PAVEMENT TO BE REMOVED.
16. ALL GROUND AREAS DISTURBED BY CONSTRUCTION TO BE TOPSOILED AND SEEDED PER THE SITE LANDSCAPE PLAN UNLESS SHOWN OTHERWISE ON PLANS.

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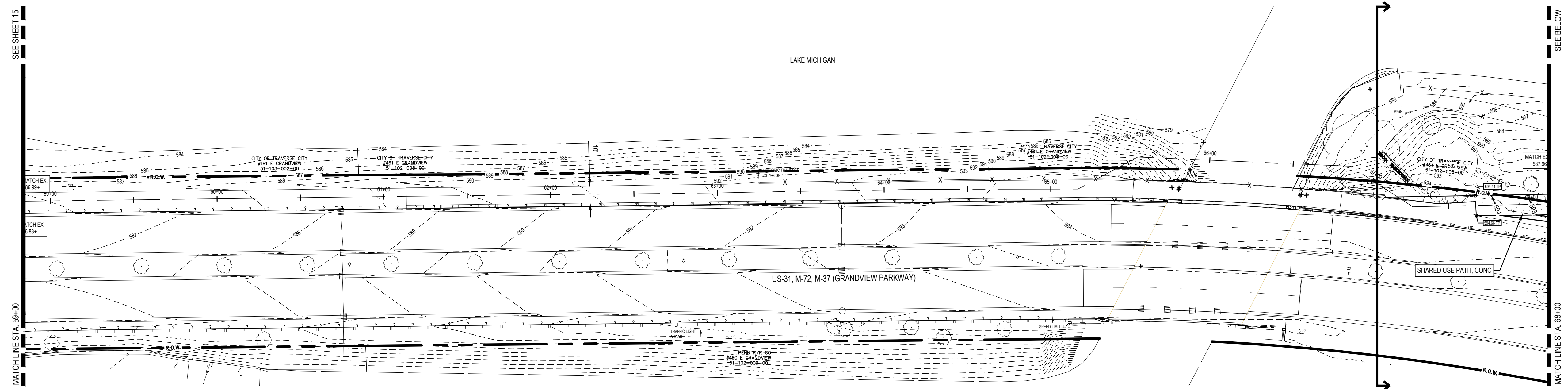
1814 Mills Park NE, Grand Rapids, MI 49505 | P: 616.361.7291
300 South Pyramid, Suite 201 | Canton, MI 48811 | P: 248.211.1800 | www.progressive.com

TART IMPROVEMENT & EXTENSION
CITY OF TRAVERSE CITY
TRAVERSE CITY, MICHIGAN

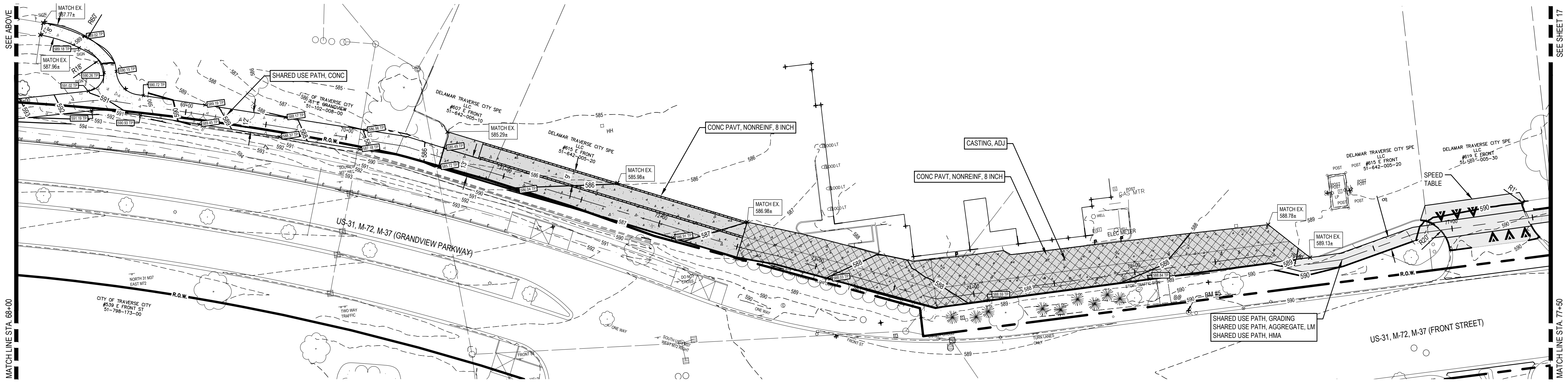
ISSUANCE & DATE:
01 05/2023 PRELIMINARY

PROJECT MANAGER: JH
PROFESSIONAL: CZ
DRAWN BY: DSS
CHECKED BY: THB
JOB NUMBER: 172008

REMOVALS



IMPROVEMENTS STA: 59+00 - 68+00



IMPROVEMENTS STA: 68+00 - 77+50

IMPROVEMENTS LEGEND

	SHARED USE PATH, HMA		CONC PAVT, NONREINF, 8 INCH
	HMA 4EML		CURB AND GUTTER, CONC, DET C2
	SIDEWALK, CONC, 4 INCH OR SHARED USE PATH, CONC		

- IMPROVEMENTS SHEET NOTES**
- ALL IRRIGATION SYSTEMS AND SPRINKLER HEADS DAMAGED DURING CONSTRUCTION ARE TO BE REPAIRED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE.
 - DURING CONSTRUCTION MAINTAIN ACCESS FOR THE FOLLOWING:
ACCESS TO ALL HOMES
TRUCK & CAR ACCESS FOR ALL BUSINESSES
ACCESS TO MAILBOXES FOR MAIL DELIVERY, OR MAILBOX RELOCATION

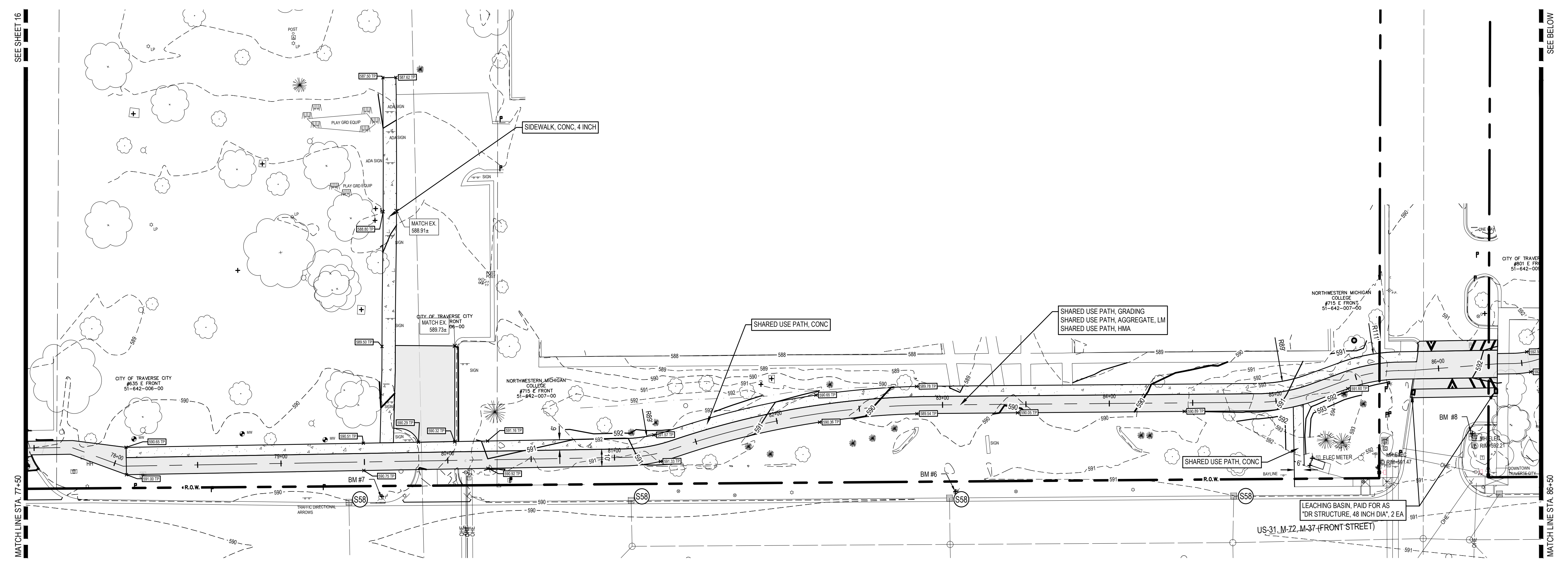
S-E-S-C KEYING SYSTEM

KEY	BEST MANAGEMENT PRACTICES	SYMBOL	WHERE USED
EROSION CONTROLS			
E5	DUST CONTROL		For use on construction sites, unpaved roads, etc. to reduce dust and sedimentation from wind and construction activities.
S51	SILT FENCE		Use adjacent to critical areas, to prevent sediment laden sheet flow from entering these areas.
S58	INLET PROTECTION FABRIC DRIP		Use at stormwater inlets, especially at construction sites.

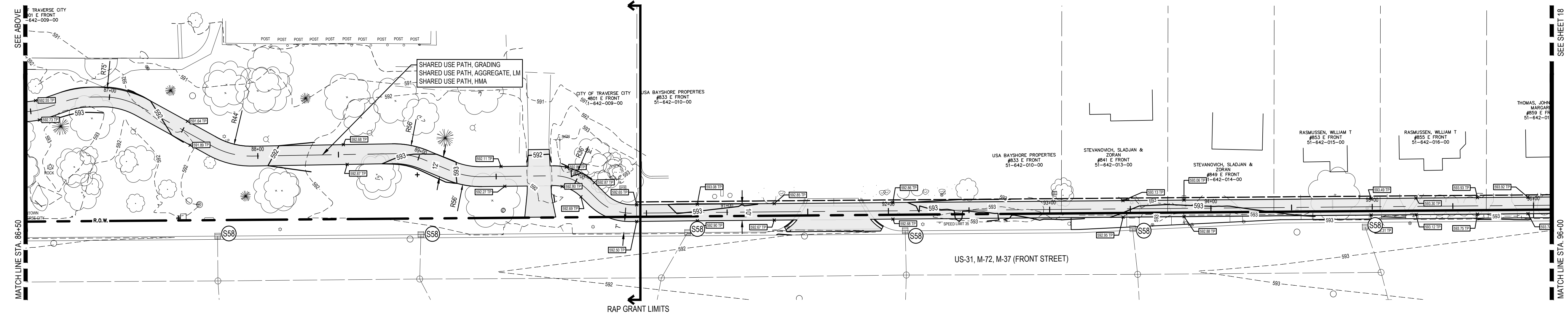
- E5 *DUST CONTROL TO BE MAINTAINED ON ENTIRE PROJECT
- S51 **SILT FENCE AS NEEDED ON PROJECT AS DIRECTED BY FIELD ENGINEER

BENCHMARKS:
BENCHMARK #5
TOP OF NE FLANGE BOLT TO HYDRANT UNDER "S 14"
150± W. OF ENTRANCE TO DELAMAR
ELEV. 591.79

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IMPROVEMENTS STA: 77+50 - 86+50



IMPROVEMENTS STA: 86+50 - 96+00

IMPROVEMENTS LEGEND

	SHARED USE PATH, HMA		CONC PAVT, NONREINF, 8 INCH
	HMA 4EML		CURB AND GUTTER, CONC, DET C2
	SIDEWALK, CONC, 4 INCH OR SHARED USE PATH, CONC		

- IMPROVEMENTS SHEET NOTES**
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 - TRUCK & CAR ACCESS FOR ALL BUSINESSES
 - ACCESS TO MAILBOXES FOR MAIL DELIVERY, OR MAILBOX RELOCATION

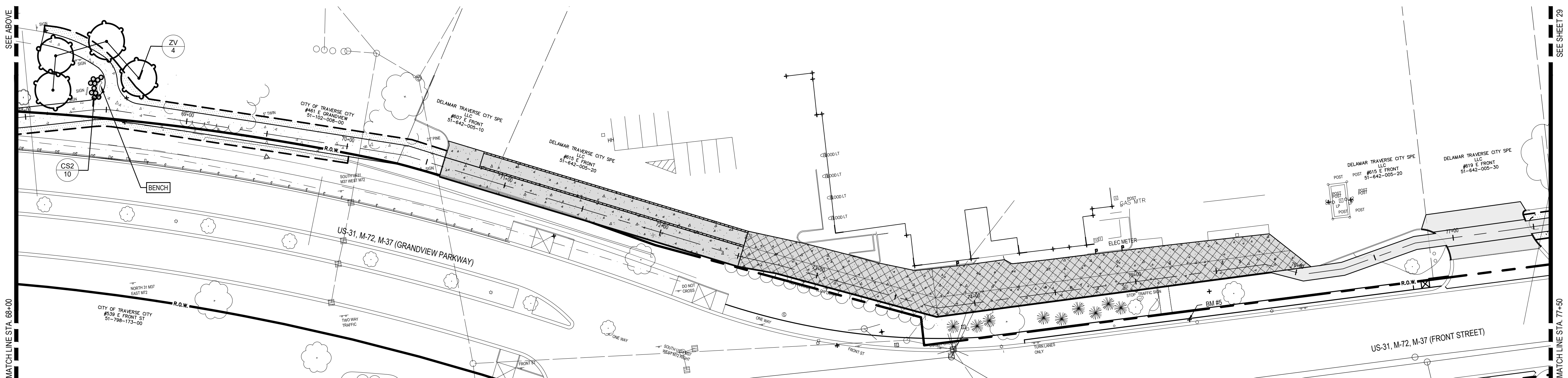
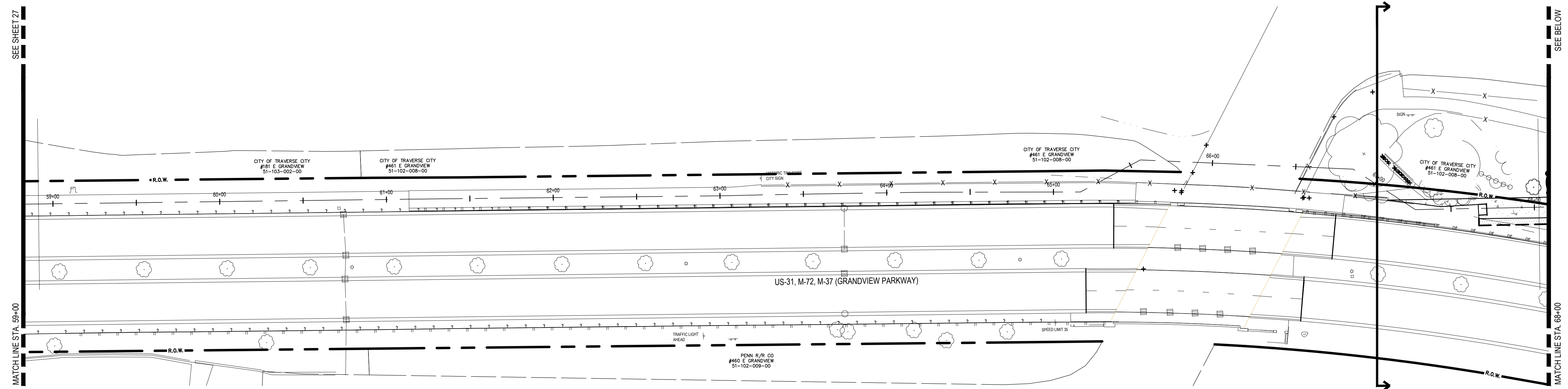
S-E-S-C KEYING SYSTEM

KEY	BEST MANAGEMENT PRACTICES	SYMBOL	WHERE USED
E5	DUST CONTROL		For use on construction sites, unpaved roads, etc. to reduce dust and sedimentation from wind and construction activities.
S1	SILT FENCE		Use adjacent to critical areas, to prevent sediment laden sheet flow from entering these areas.
S8	INLET PROTECTION FABRIC DROPP		Use at stormwater inlets, especially at construction sites.

- BENCHMARKS:**
- BENCHMARK #6 ELEV. 592.43 TOP OF NW FLANGE BOLT TO HYDRANT UNDER "S" OF S5 N. SIDE OF FRONT STREET ACROSS FROM MCDONALDS & KFC
 - BENCHMARK #7 ELEV. 591.38 TOP OF NE FLANGE BOLT OF HYDRANT UNDER "R" OF TRAVERSE NW QUADRANT OF FRONT STREET & HOPE STREET LOCATED IN SUNSET PARK
 - BENCHMARK #8 ELEV. 592.34 PAINT SPOT TOP OF NW CORNER OF CONCRETE PAD TO SWITCHGEAR NE QUADRANT OF FRONT STREET & BARLOW STREET

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01/20/2023 10:57:27 AM
 C:\projects\traverse city\traverse city\landscaping.dwg
 User: jh
 Small text and graphics are not shown to scale. All dimensions are in feet unless otherwise noted. All dimensions are in feet unless otherwise noted. All dimensions are in feet unless otherwise noted.



LANDSCAPING SHEET NOTES

- CONTRACTOR RESPONSIBLE FOR UNDERSTANDING PROJECT CONDITIONS AND VERIFYING PLANT QUANTITIES. NOTIFY LANDSCAPE ARCHITECT OF ANY PLAN DISCREPANCIES.
- PLANT LOCATIONS TO BE STAKED IN THE FIELD FOR REVIEW AND APPROVAL BY LANDSCAPE ARCHITECT AND OWNER CONTRACTOR WILL BE RESPONSIBLE FOR VERIFYING ALL EXISTING UNDERGROUND UTILITIES. CONTACT THE APPROPRIATE UTILITY COMPANY FOR FIELD STAKING ALL LINES.
- ALL AREAS DISTURBED BY CONSTRUCTION TO BE TOPSOILED AND SEEDED UNLESS SHOWN OTHERWISE ON PLANS.
- CONTRACTOR TO CONTACT MISS DIG AT PHONE NUMBER 811 AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION, TO CONFIRM LOCATION OF EXISTING UTILITIES.
- CONTRACTOR TO COORDINATE PLANTING SCHEDULE WITH IRRIGATION CONTRACTOR.
- NOTIFY LANDSCAPE ARCHITECT IF AREAS OF POOR DRAINAGE OR OTHER UNUSUAL SUB-GRADE CONDITIONS ARE ENCOUNTERED DURING EXCAVATION FOR PLANTING PITS.
- SHRUB PLANTING BEDS AND TREE SAUCERS TO RECEIVE 3" SHREDDED HARDWOOD MULCH. PERENNIAL BEDS TO RECEIVE 2" DEPTH MULCH AND GROUND COVER AREAS TO RECEIVE 1" DEPTH MULCH.
- PLANTING MIXTURE FOR PERENNIALS SHALL BE SIX INCH DEPTH OF FOUR PARTS BY VOLUME OF TOPSOIL TO ONE PART OF SPHAGNUM PEAT MOSS.
- CONTRACTOR SHALL PROVIDE SPECIFIED SHRUBS, GROUND COVERS AND OTHER PLANT MATERIALS THAT COMPLY WITH ALL RECOMMENDATIONS AND REQUIREMENTS OF ANSI Z60.1 "AMERICAN STANDARD FOR NURSERY STOCK". PLANT MATERIAL SHALL BE HEALTHY, VIGOROUS STOCK, GROWN WITH GOOD HORTICULTURAL PRACTICE AND INSTALLED IN ACCORDANCE WITH METHODS ESTABLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN.
- NOTIFY LANDSCAPE ARCHITECT AND OWNER (3 DAYS MIN. NOTICE) TO INSPECT AND TAG PLANT MATERIAL IN THE NURSERY PRIOR TO JOBSITE DELIVERY AND INSTALLATION.

SEED MIXTURE SHEET NOTES

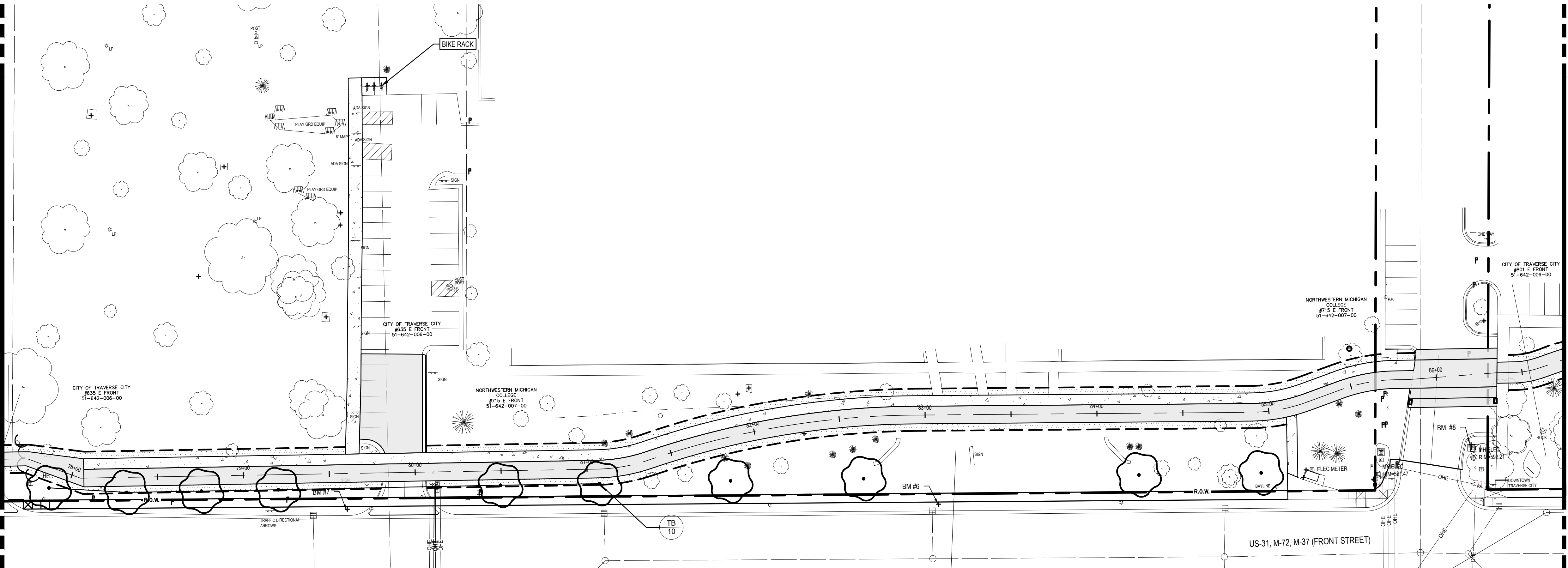
- SEED MIXTURE (CLASS B)**
- LOW MAINTENANCE MIX**
- (RHINO SEED COMPANY - WAYLAND, MI)
- 50% VAR CHEWINGS FESCUE
- 30% VAR HARD FESCUE
- 20% SHEEPS FESCUE

PLANT SCHEDULE STA 68+00-77+50

DECIDUOUS SHADE TREES	QTY	BOTANICAL / COMMON NAME	CONT	CAL
ZV	4	Zelkova serrata 'Village Green' / Sawleaf Zelkova 7' Branch Ht. Min.	B & B	2"
ORNAMENTAL GRASSES	QTY	BOTANICAL / COMMON NAME	CONT	FT
CS2	10	Calamagrostis arundinacea brachytricha / Feather Reed Grass	#1 CONT	

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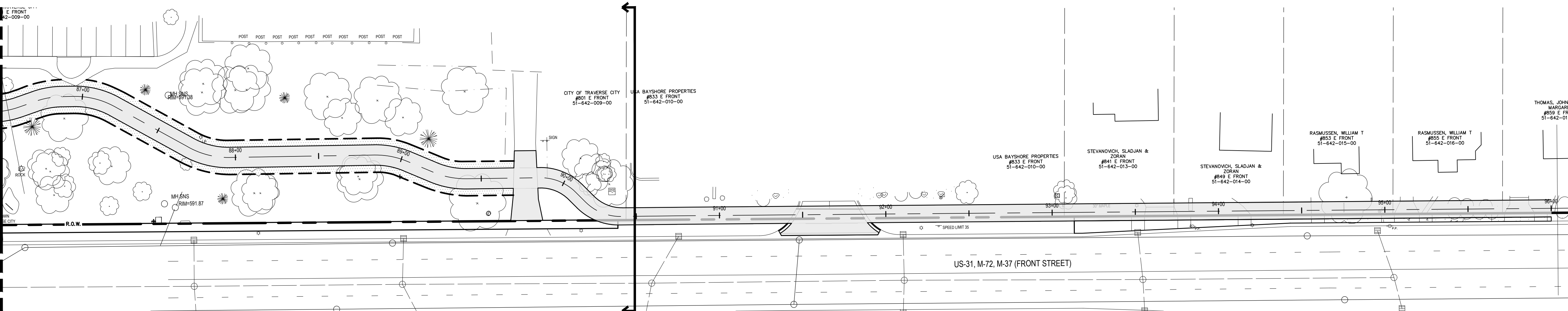
SEE SHEET 28
MATCH LINE STA. 77+50



SEE BELOW
MATCH LINE STA. 86+50

LANDSCAPING STA: 77+50 - 86+50
1"=30'

SEE ABOVE
MATCH LINE STA. 86+50



SEE SHEET 30
MATCH LINE STA. 90+00

LANDSCAPING STA: 86+50 - 90+00
1"=30'

LANDSCAPING SHEET NOTES

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- NOTIFY LANDSCAPE ARCHITECT AND OWNER (3 DAYS MIN. NOTICE) TO INSPECT AND TAG PLANT MATERIAL IN THE NURSERY PRIOR TO JOBSITE DELIVERY AND INSTALLATION.

SEED MIXTURE SHEET NOTES

SEED MIXTURE (CLASS B)
LOW MAINTENANCE MIX
 (RHINO SEED COMPANY - WAYLAND, MI)
 50% VAR CHEWINGS FESCUE
 30% VAR HARD FESCUE
 20% SHEEPS FESCUE

PLANT SCHEDULE STA: 77+50-86+50

DECIDUOUS SHADE TREES	QTY	BOTANICAL / COMMON NAME	CONT	CAL
TB	10	Tilia americana 'Boulevard' / Boulevard Linden	B & B	2"

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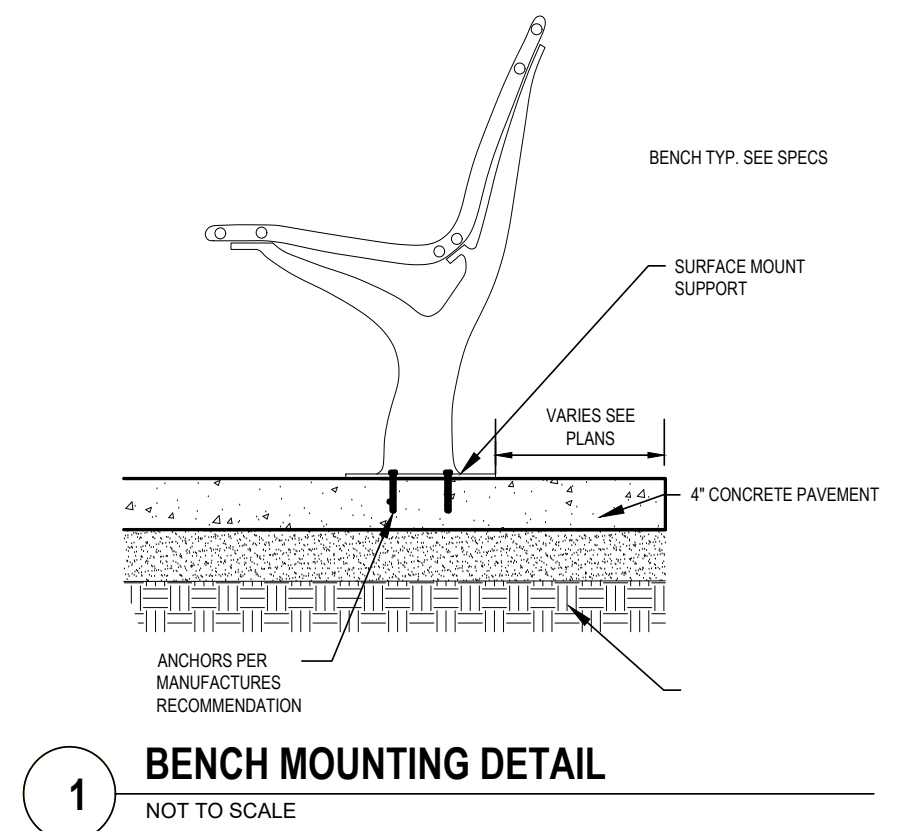
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TART IMPROVEMENT & EXTENSION
CITY OF TRAVERSE CITY
TRAVERSE CITY, MICHIGAN

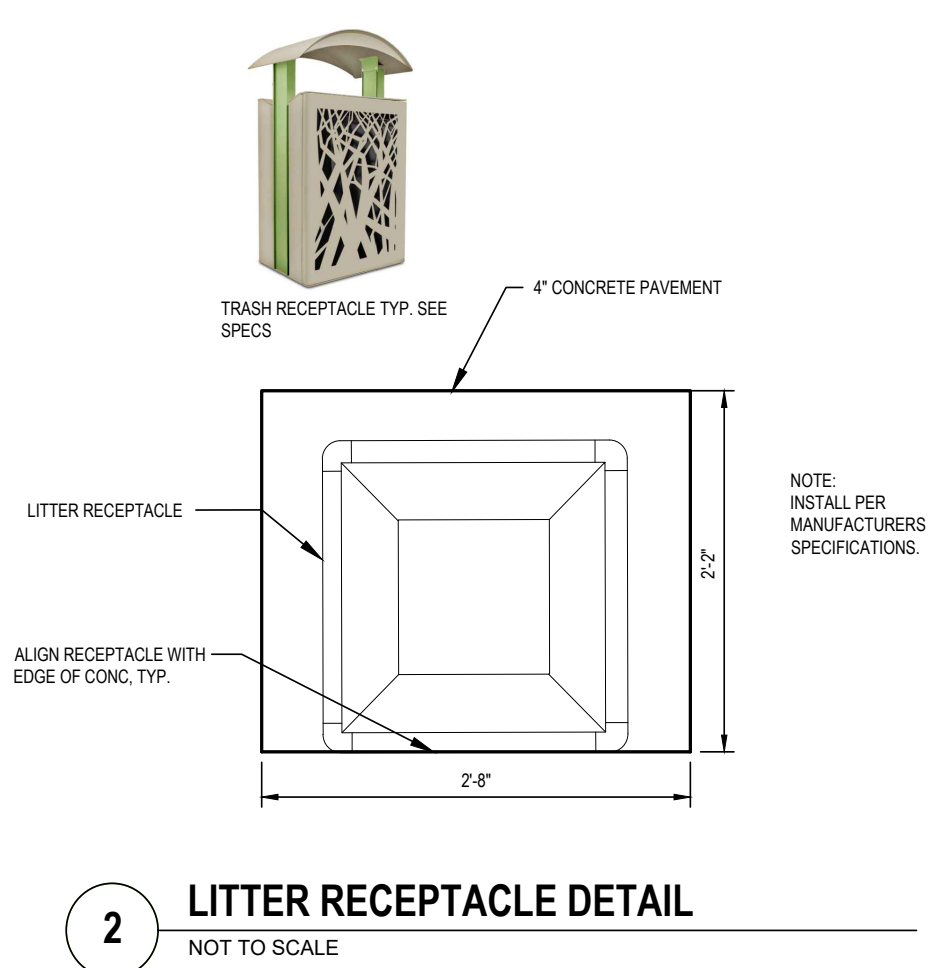
ISSUANCE & DATE:
 01 05/2023 PRELIMINARY

DATE: 6/12/2023
 PROJECT MANAGER: JH
 PROFESSIONAL: CEZ
 DRAWN BY: NM
 CHECKED BY: THB
 JOB NUMBER: 1720008

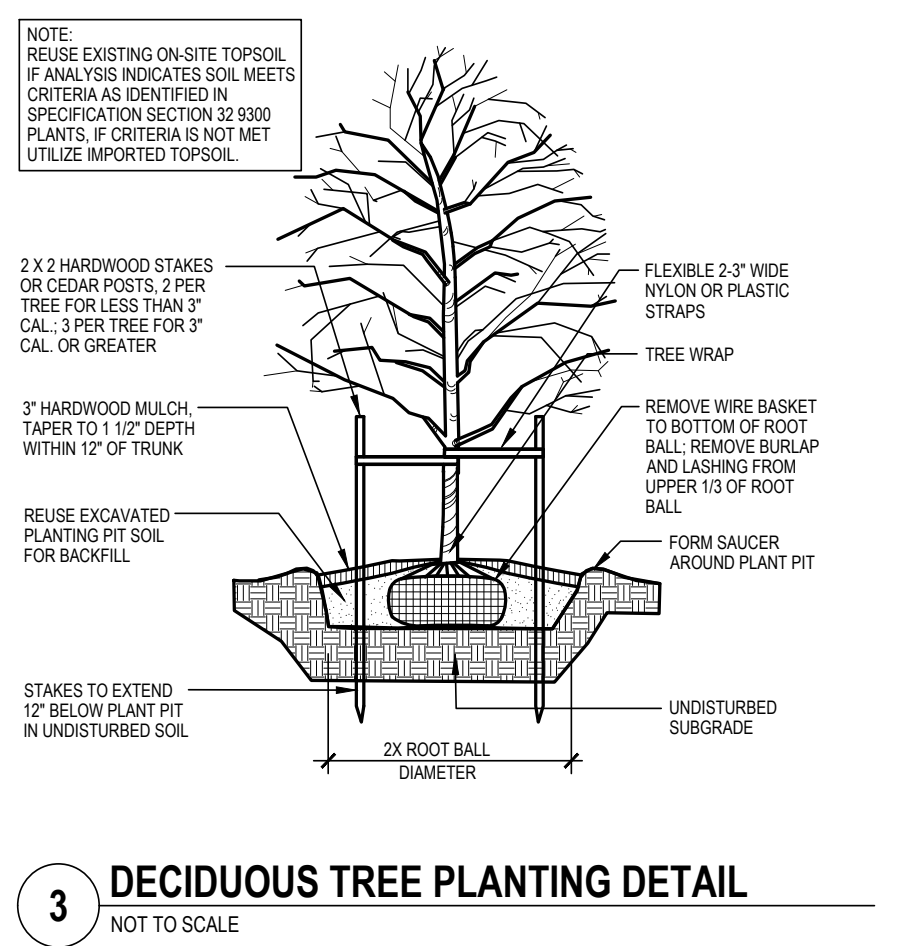
LANDSCAPING



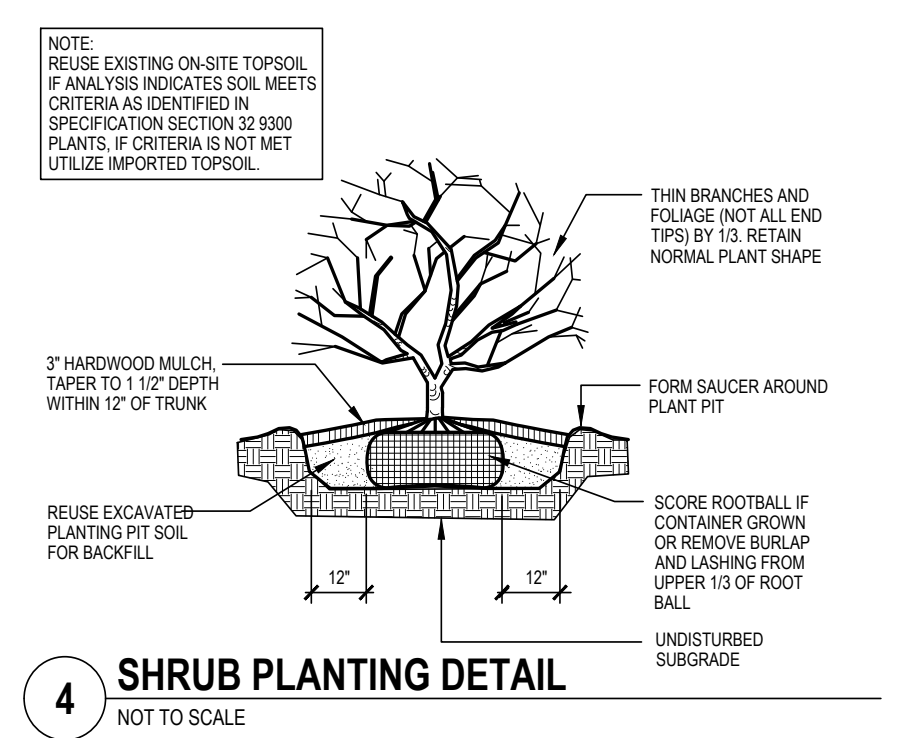
1 BENCH MOUNTING DETAIL
 NOT TO SCALE



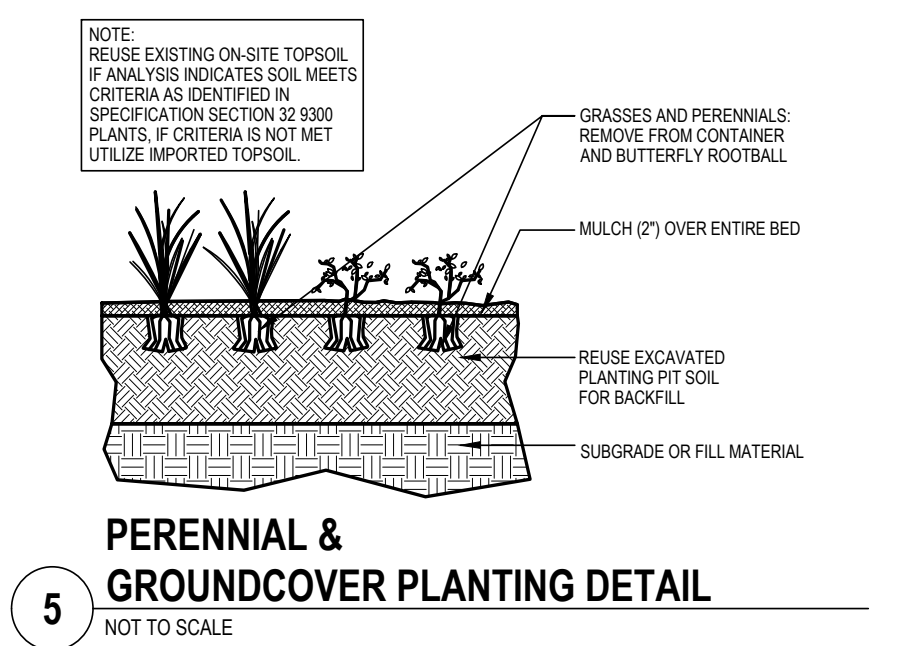
2 LITTER RECEPTACLE DETAIL
 NOT TO SCALE



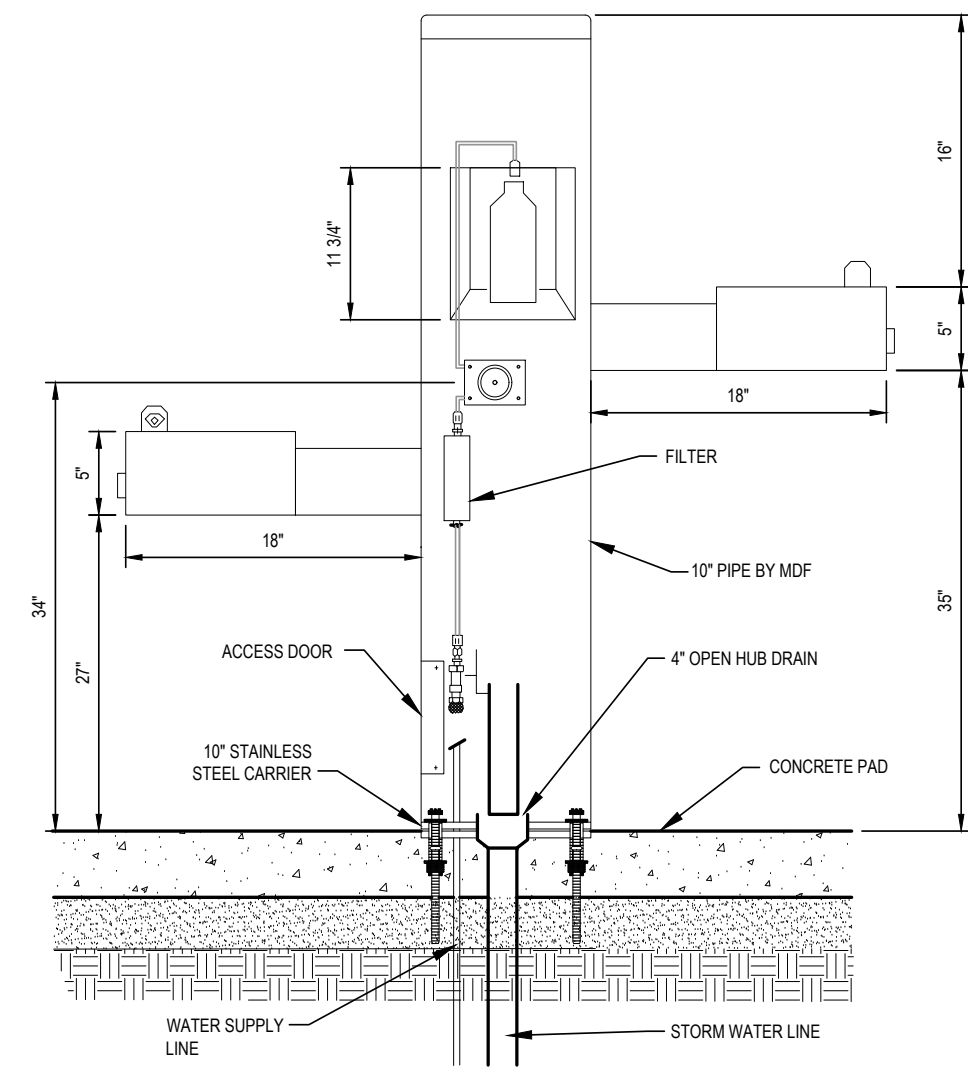
3 DECIDUOUS TREE PLANTING DETAIL
 NOT TO SCALE



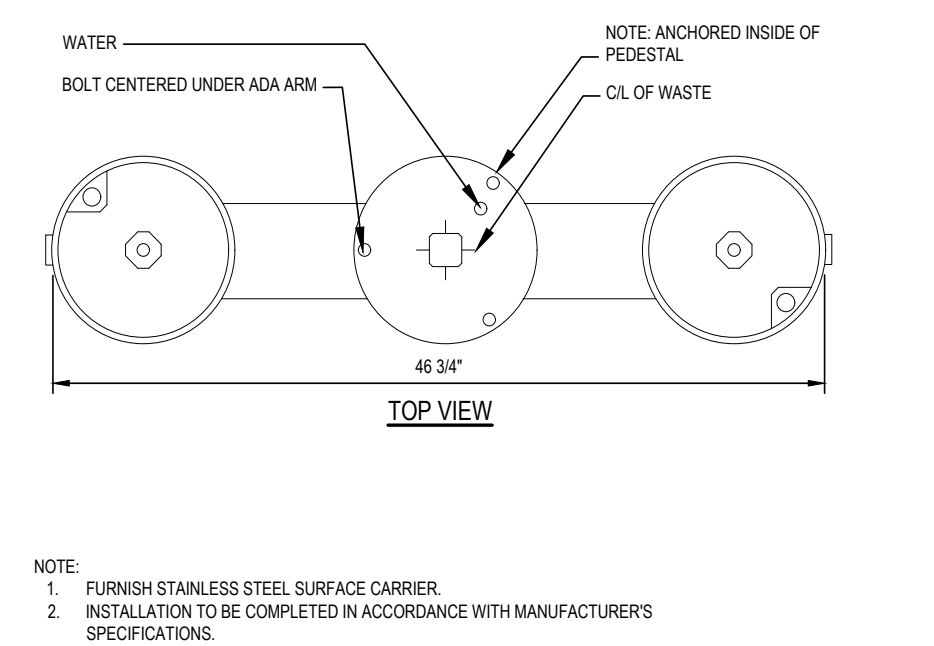
4 SHRUB PLANTING DETAIL
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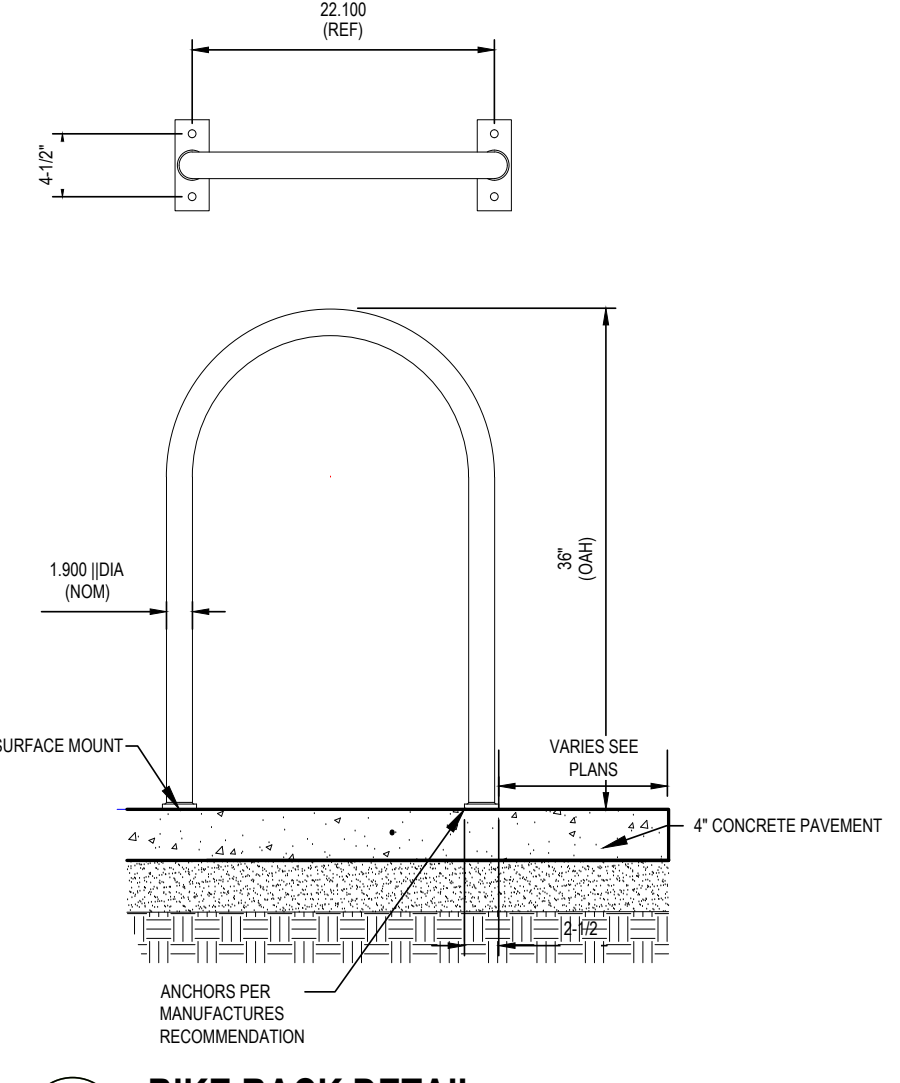
5 PERENNIAL & GROUNDCOVER PLANTING DETAIL
 NOT TO SCALE



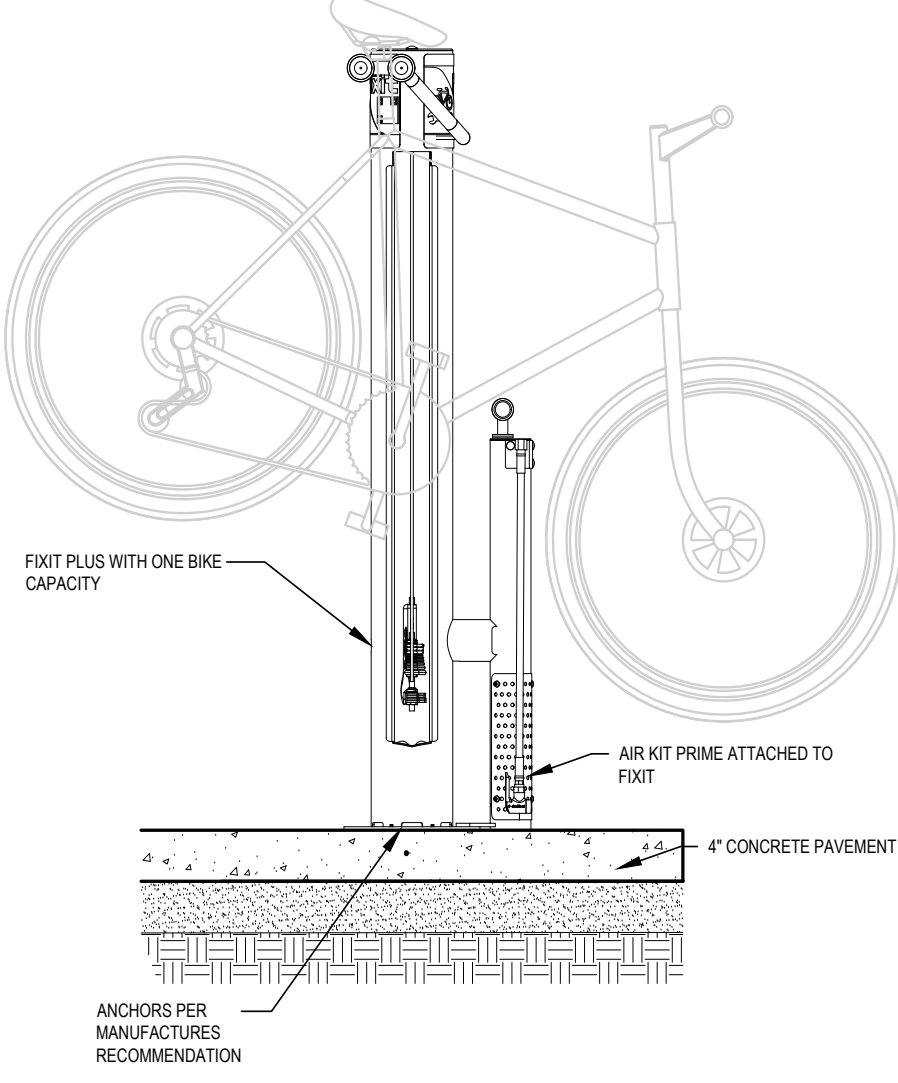
1 DRINKING FOUNTAIN DETAIL
 NOT TO SCALE



NOTE:
 1. FURNISH STAINLESS STEEL SURFACE CARRIER
 2. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS



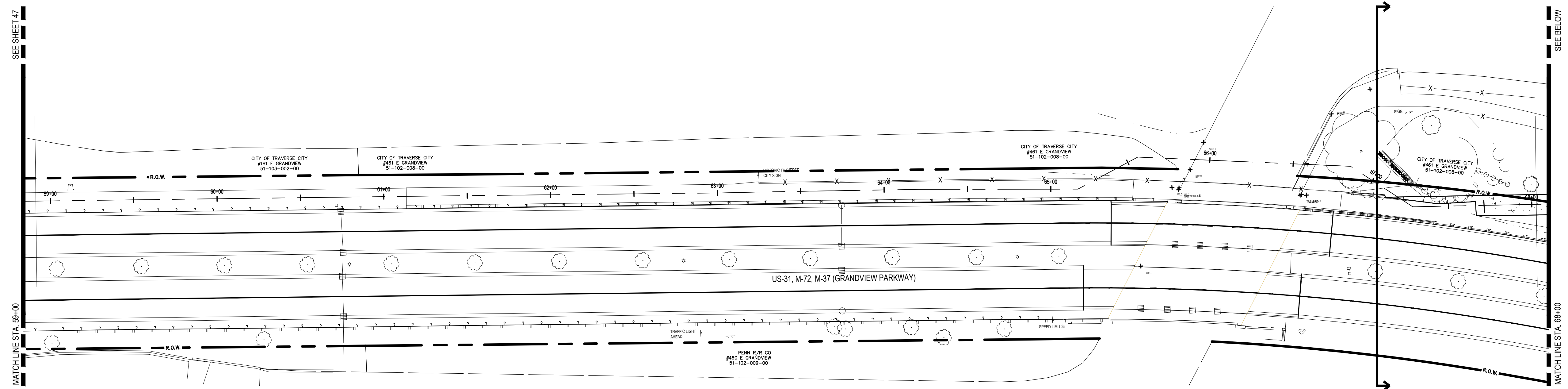
1 BIKE RACK DETAIL
 NOT TO SCALE



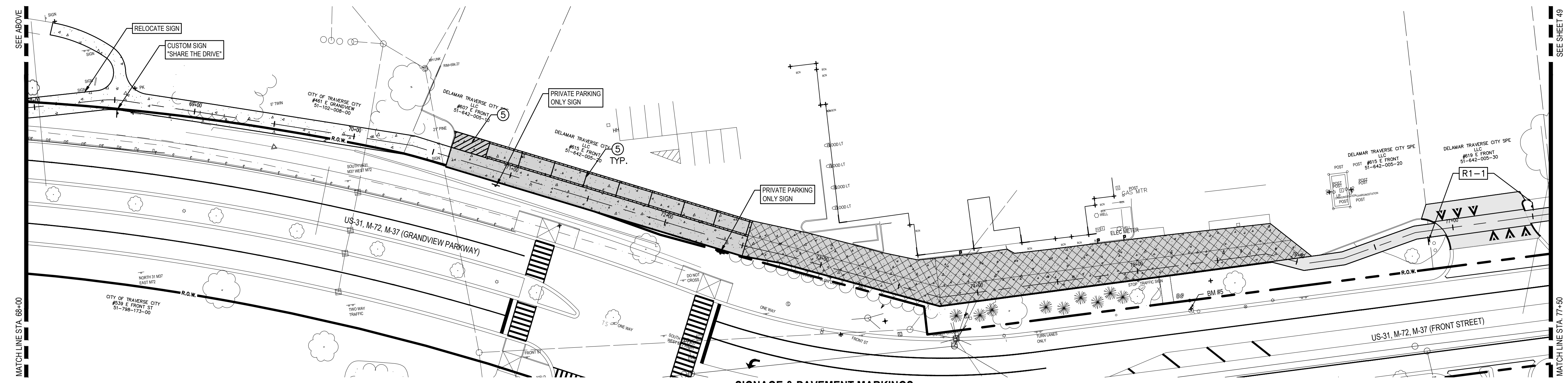
1 BIKE STATION DETAIL
 NOT TO SCALE

DATE: 6/12/2023	ISSUANCE & DATE: 01 05/30/23 PRELIMINARY
PROJECT MANAGER: JTB	PROFESSIONAL: CEZ
DRAWN BY: NM	CHECKED BY: THB
JOB NUMBER: 1712008	

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SIGNAGE & PAVEMENT MARKINGS
STA: 59+00 - 68+00



SIGNAGE & PAVEMENT MARKINGS
STA: 68+00 - 77+50

SIGNAGE LEGEND

	R1-1 (30") 6.25 SFT SIGN, TYPE IIIA 14 FT 1-POST, STEEL, 3 LB		W16-7PL (30" X 15") 3.13 SFT SIGN, TYPE IIIB
	R1-3P (30" X 12") 2.5 SFT SIGN, TYPE IIIA		W16-7PR (30" X 15") 3.13 SFT SIGN, TYPE IIIB
	W11-2 (30") 6.25 SFT SIGN, TYPE IIIB 15 FT 1-POST, STEEL, 3 LB		

STRIPING LEGEND

- ① DASHED 4" LINE (YELLOW, WATERBORNE)
- ② BIKE & THRU SYMBOL (WHITE, WATERBORNE)
- ③ SINGLE SOLID 12" LINE (WHITE, WATERBORNE)
- ④ 24" STOP BAR (WHITE, WATERBORNE)
- ⑤ SINGLE SOLID 4" LINE (WHITE, WATERBORNE)

SIGNAGE & PAVEMENT MARKINGS SHEET NOTES

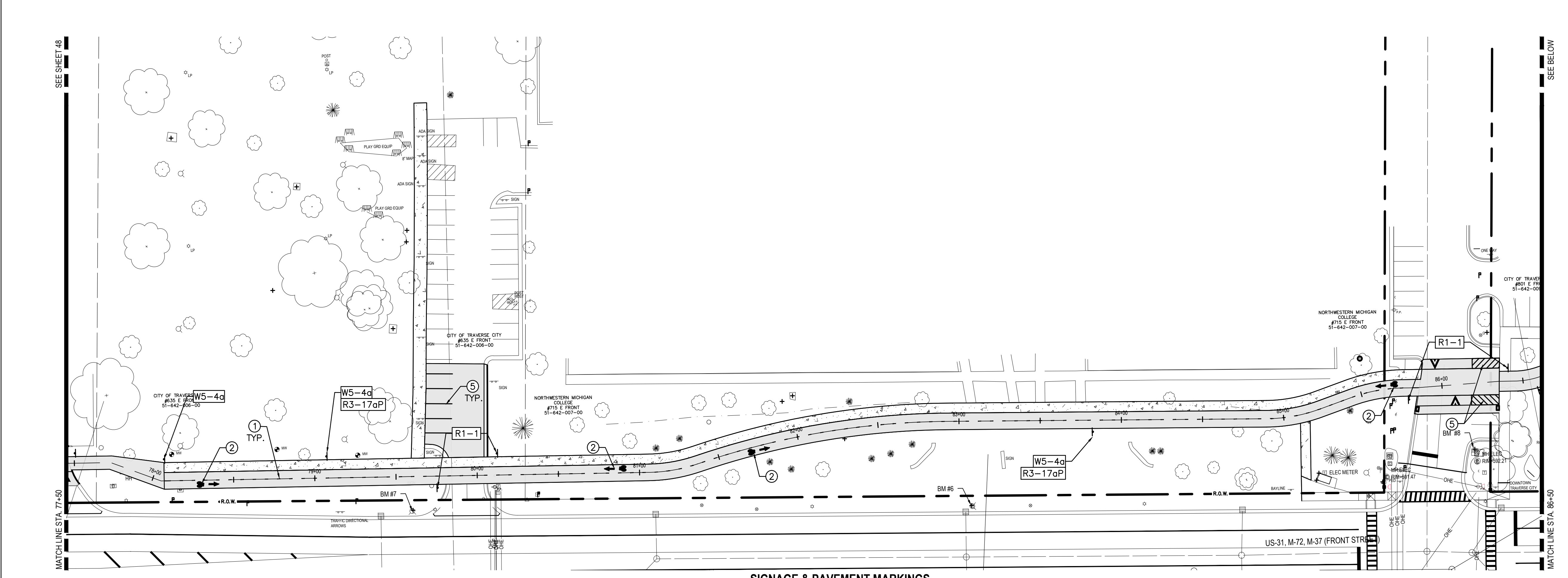
1. WAYFINDING SIGNAGE TO FOLLOW TART TRAIL, INC. DESIGN GUIDELINES. SEE SHEET 52 FOR DETAILS.
2. RELOCATION OF EXISTING WAYFINDING SIGNS AND POSTS SHALL BE COORDINATED WITH THE OWNER.
3. IT IS THE CONTRACTOR'S RESPONSIBILITY OF THE CONTRACTOR TO SALVAGE, STORE, AND RESET SIGNS AND POSTS IDENTIFIED TO BE RELOCATED.

BENCHMARKS:

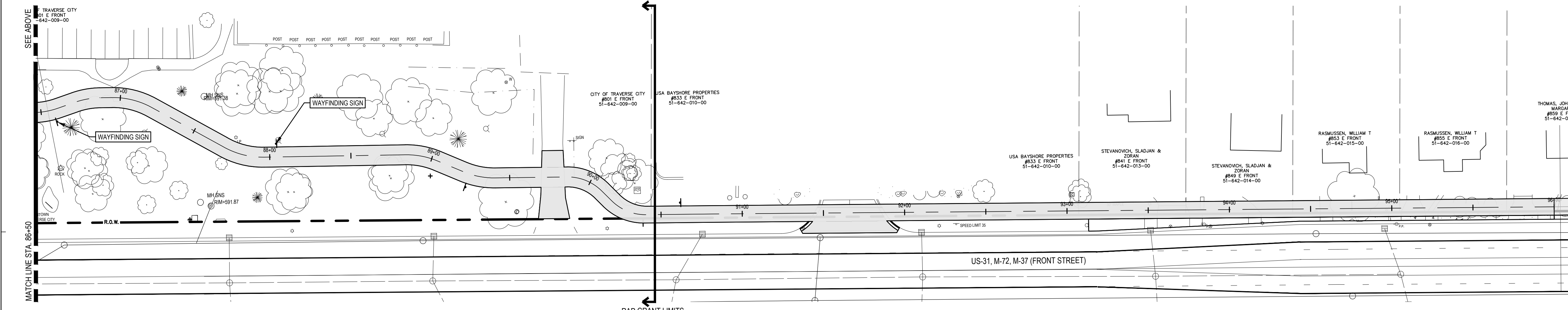
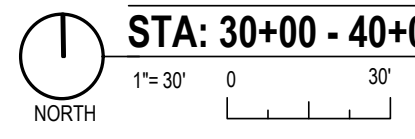
BENCHMARK #5
TOP OF NE FLANGE BOLT TO HYDRANT UNDER 'S 14'
150± W. OF ENTRANCE TO DELAMAR
ELEV. 591.79

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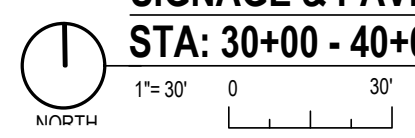
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SIGNAGE & PAVEMENT MARKINGS
 STA: 30+00 - 40+00



SIGNAGE & PAVEMENT MARKINGS
 STA: 30+00 - 40+00



SIGNAGE LEGEND

- | | | | |
|--|--|--|---|
| | R1-1 (30")
6.25 SFT SIGN, TYPE IIIA
14 FT 1-POST, STEEL, 3 LB | | W16-7PL (30" X 15")
3.13 SFT SIGN, TYPE IIIB |
| | R1-3P (30" X 12")
2.5 SFT SIGN, TYPE IIIA | | W16-7PR (30" X 15")
3.13 SFT SIGN, TYPE IIIB |
| | W11-2 (30")
6.25 SFT SIGN, TYPE IIIB
15 FT 1-POST, STEEL, 3 LB | | |

STRIPING LEGEND

- | | |
|---|---|
| ① | DASHED 4" LINE (YELLOW, WATERBORNE) |
| ② | BIKE & THRU SYMBOL (WHITE, WATERBORNE) |
| ③ | SINGLE SOLID 12" LINE (WHITE, WATERBORNE) |
| ④ | 24" STOP BAR (WHITE, WATERBORNE) |
| ⑤ | SINGLE SOLID 4" LINE (WHITE, WATERBORNE) |

SIGNAGE & PAVEMENT MARKINGS SHEET NOTES

- WAYFINDING SIGNAGE TO FOLLOW TART TRAIL, INC. DESIGN GUIDELINES. SEE SHEET 52 FOR DETAILS.
- RELOCATION OF EXISTING WAYFINDING SIGNS AND POSTS SHALL BE COORDINATED WITH THE OWNER.
- IT IS THE CONTRACTOR'S RESPONSIBILITY OF THE CONTRACTOR TO SALVAGE, STORE, AND RESET SIGNS AND POSTS IDENTIFIED TO BE RELOCATED.

BENCHMARKS:

- BENCHMARK #6 ELEV. 592.43
 TOP OF NW FLANGE BOLT TO HYDRANT UNDER "S" OF
 55' N. SIDE OF FRONT STREET ACROSS FROM
 MCDONALDS & KFC
- BENCHMARK #7 ELEV. 591.38
 TOP OF NE FLANGE BOLT OF HYDRANT UNDER "R" OF
 TRAVERSE NW QUADRANT OF FRONT STREET & HOPE
 STREET LOCATED IN SUNSET PARK
- BENCHMARK #8 ELEV. 592.34
 PAINT SPOT TOP OF NW CORNER OF CONCRETE PAD
 TO SWITCHGEAR NE QUADRANT OF FRONT STREET &
 BARLOW STREET

DATE: 6/12/2023	ISSUANCE & DATE: 01 05/30/23 PRELIMINARY
PROJECT MANAGER: J.H.	
PROFESSIONAL: CZ	
DRAWN BY: DSS	
CHECKED BY: THB	
JOB NUMBER: 1720008	



ENHANCE TART: BAYFRONT

TART BAYFRONT TRAIL IMPROVEMENT AND EXTENSION

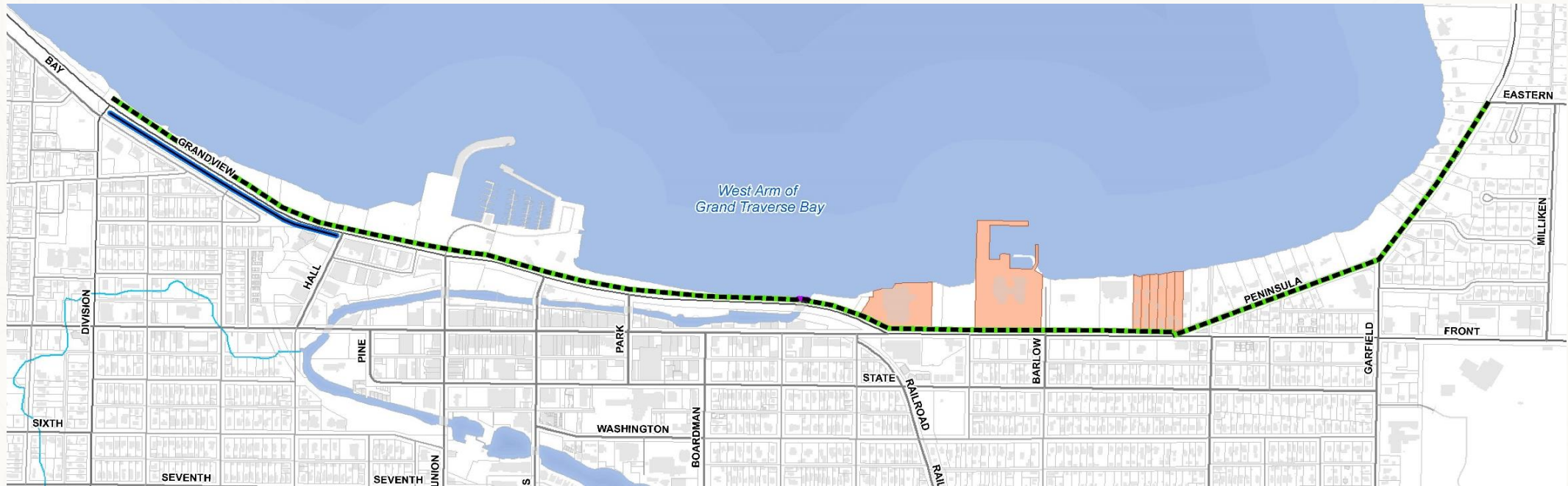
FINAL DESIGN

AGENDA

1. Project Overview
2. The Why
3. City Process + Feedback
4. Community Engagement
5. Project by Segment + Costs
6. MDOT Coordination
7. Design Features
8. Next Steps



PROJECT OVERVIEW



-  TART Improvement & Extension Project
-  Alternative #1 - Murchie Bridge Crossing
-  Trail Extension Southside Parkway Hall St. to Division
-  Proposed Easements

THE WHY



- This trail serves as the main access to enjoy the various amenities.
- Improved connectivity to neighborhoods
- Where possible, greater separation between road and trail
- Improve trail conditions

THE WHY: HISTORICAL CONDITIONS



THE WHY

- This section of trail showcases the City
- Improved safety with separation of trail user type and separated facilities
- Preparing for the needs of today and the future (i.e. Cherry Bend trail extension)



CITY PROCESS + FEEDBACK



AUGUST 1ST PC MEETING

Planning Commission Feedback:

- Overall support of the project
- There is a need for trail along Peninsula Drive

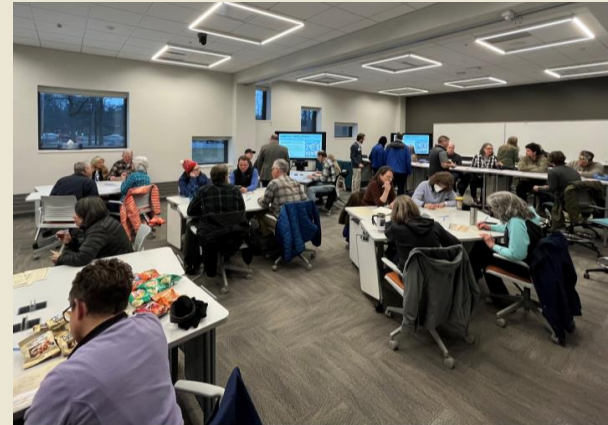
AUGUST 3RD PARKS & REC MEETING

Planning Commission Feedback:

- Overall support of the project
- Concerns of shared space design on Delamar.

COMMUNITY ENGAGEMENT

- February 2023 – 1 virtual, 2 in-person
- March 2023 – 1 virtual, 2 in-person
- May 2023 – 1 in-person
- Numerous one-on-one conversations
- Peninsula Drive neighbors corridor walk



Focus Groups

- Grand Traverse Band of Ottawa and Chippewa Indians
- Michigan Department of Transportation
- Watershed Center of Grand Traverse Bay
- Delamar
- Northwestern Michigan College

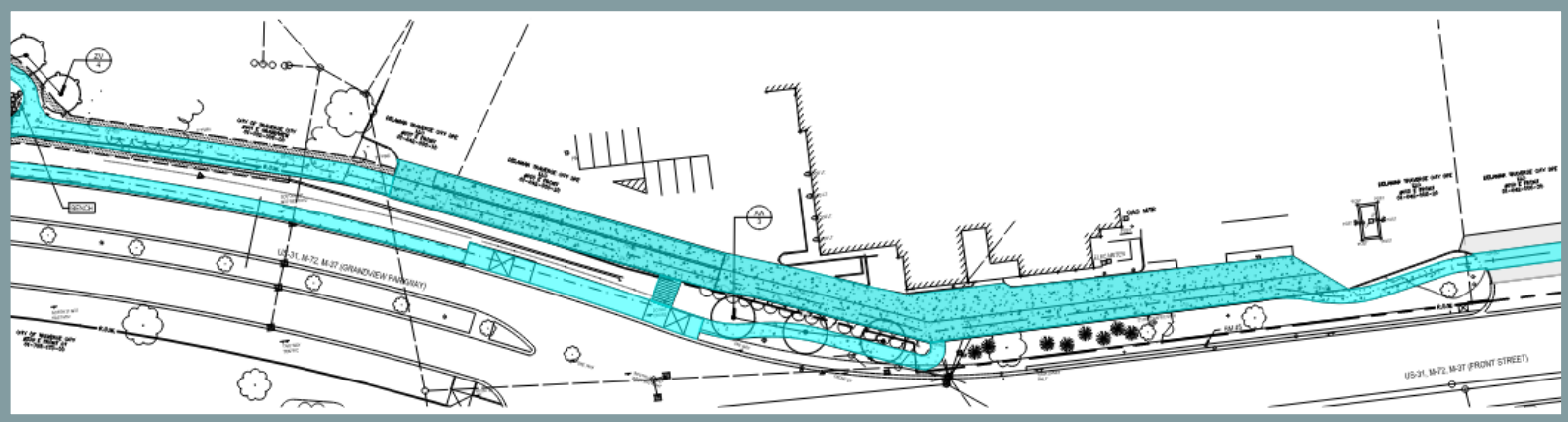
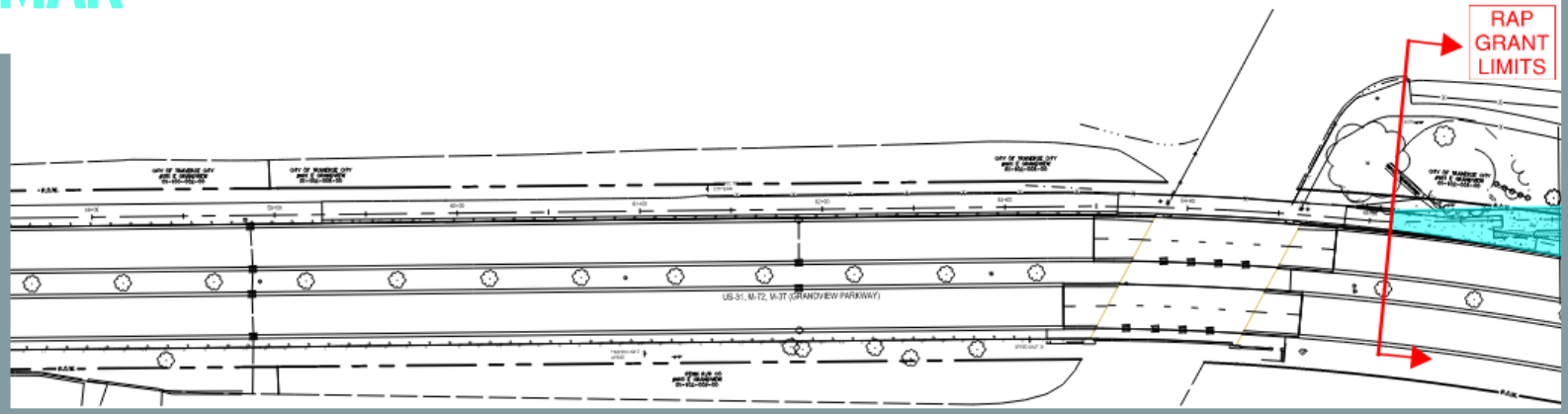
SEGMENTS

ESTIMATED CONSTRUCTION
COST: \$354,879

DELAMAR



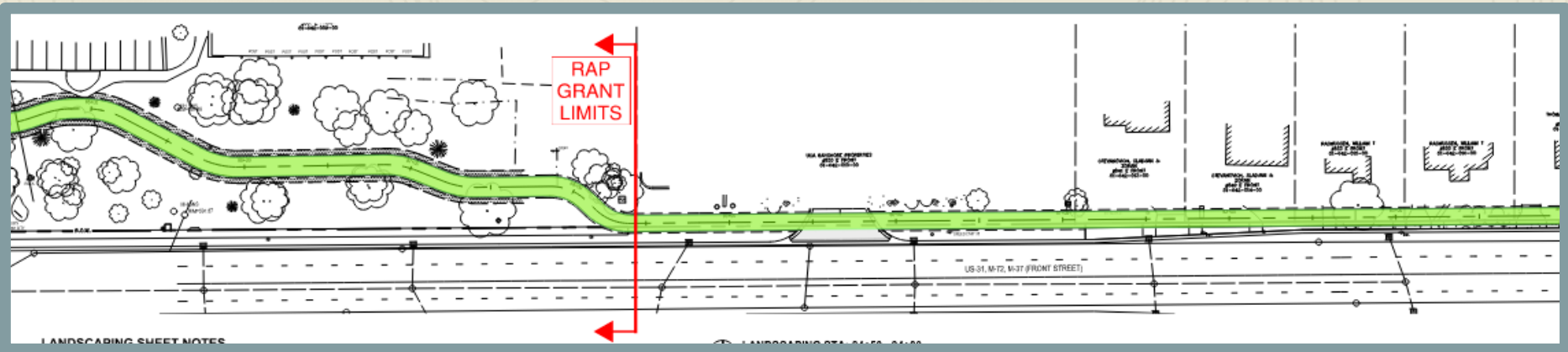
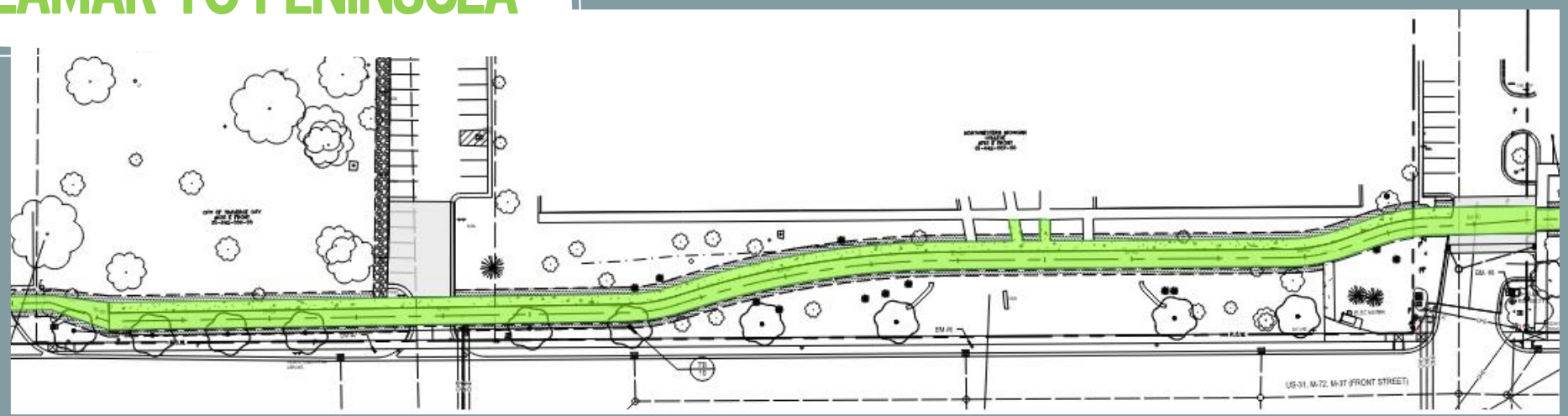
Moving trail users away from main road



SEGMENTS

ESTIMATED CONSTRUCTION
COST: \$352,944

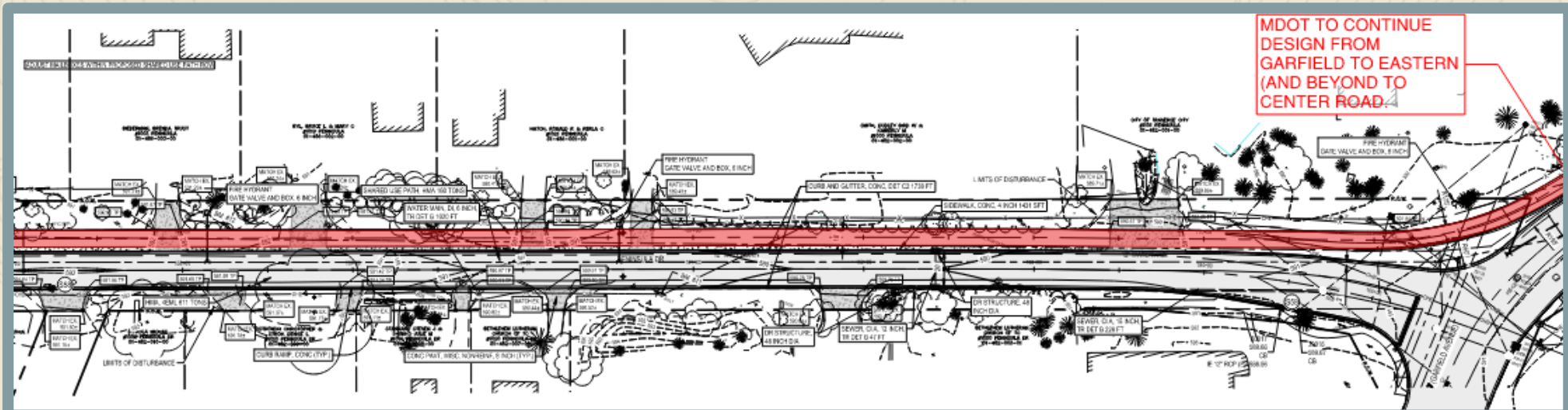
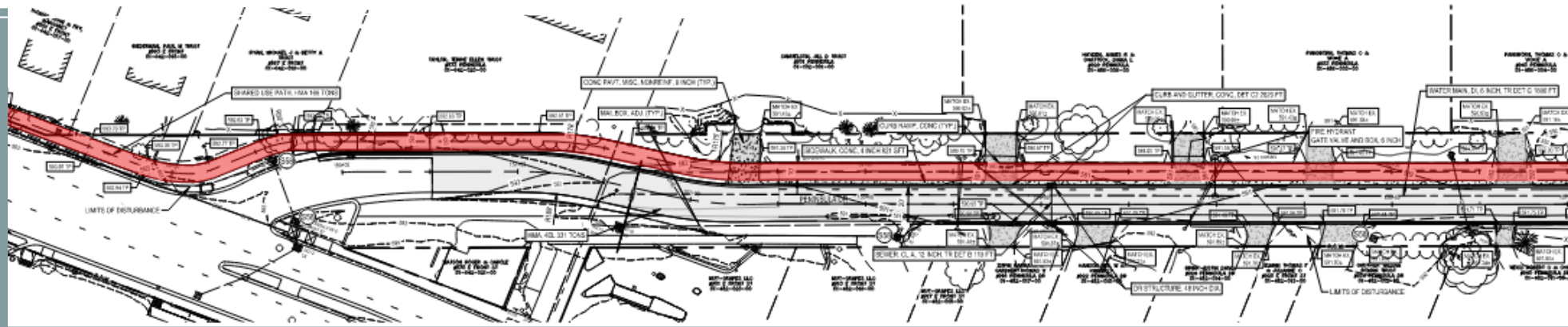
DELAMAR TO PENINSULA



SEGMENTS

ESTIMATED CONSTRUCTION
COST: \$1,363,785

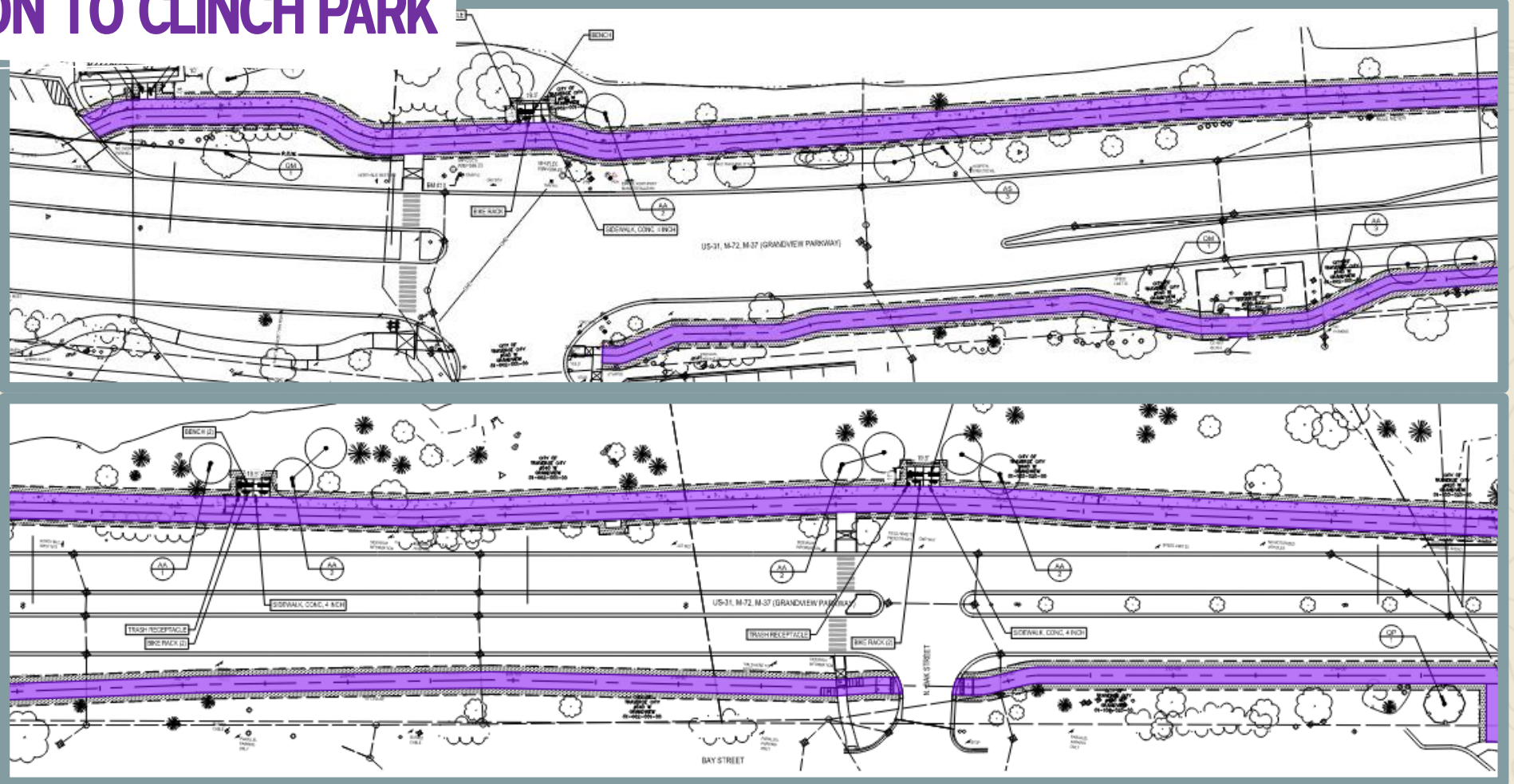
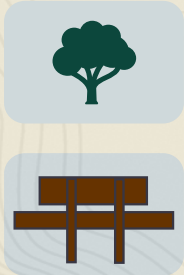
PENINSULA DRIVE (FRONT TO BRYANT PARK)



SEGMENTS

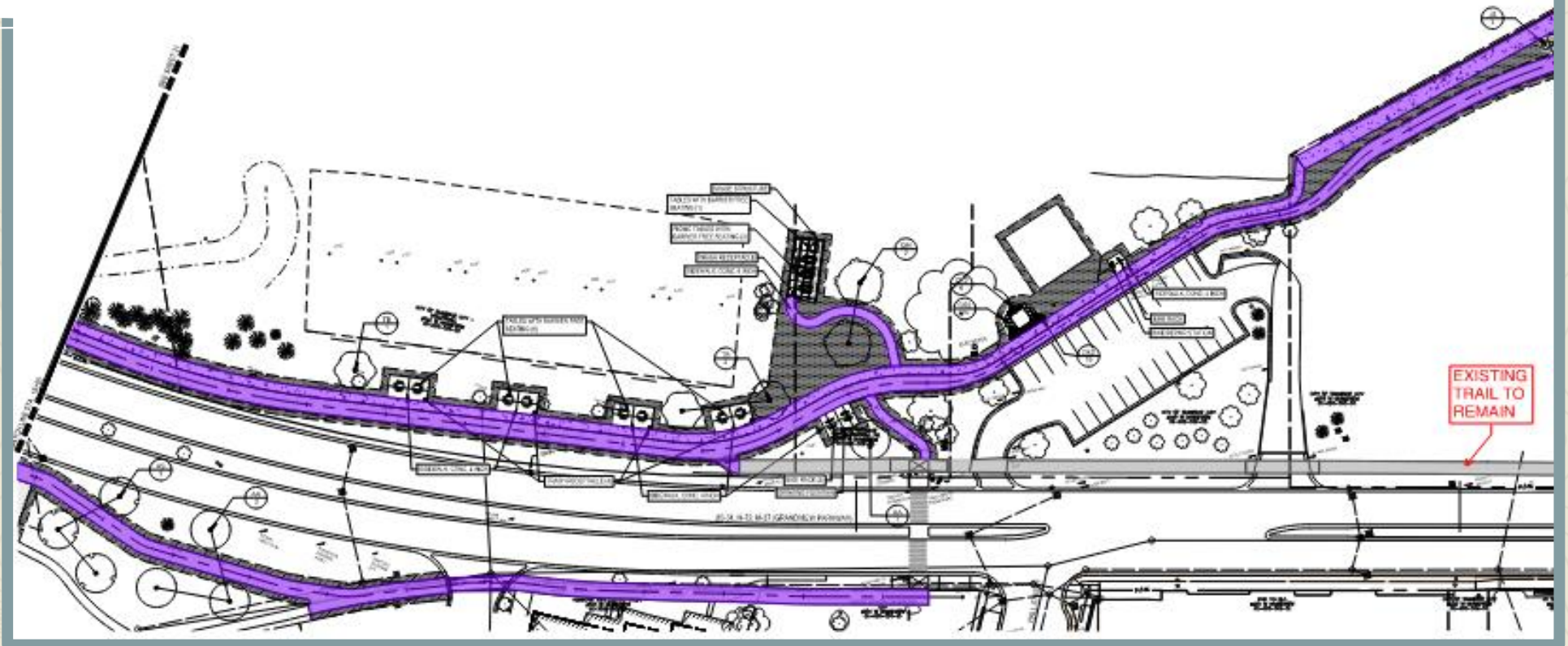
ESTIMATED CONSTRUCTION
COST: \$1,082,733

DIVISION TO CLINCH PARK



SEGMENTS

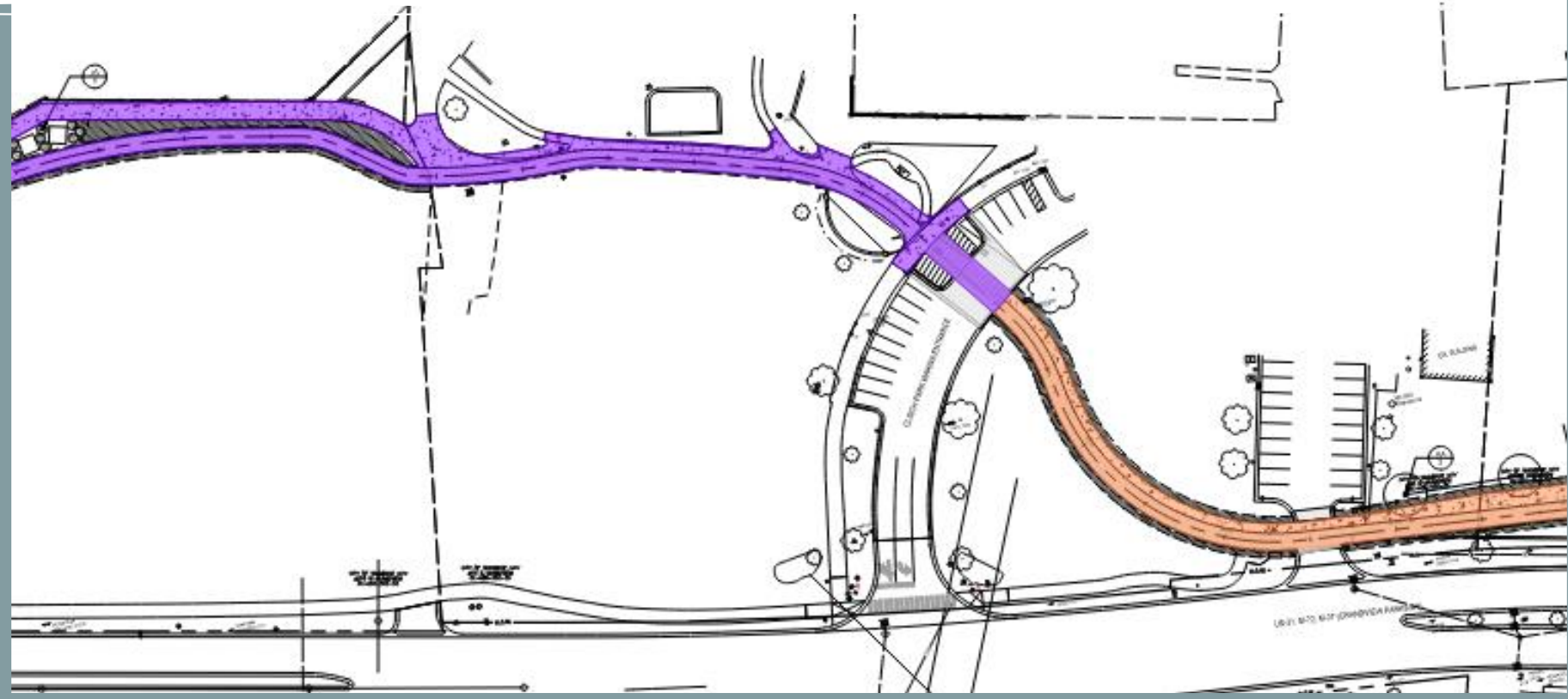
DIVISION TO CLINCH PARK



SEGMENTS

DIVISION TO CLINCH PARK

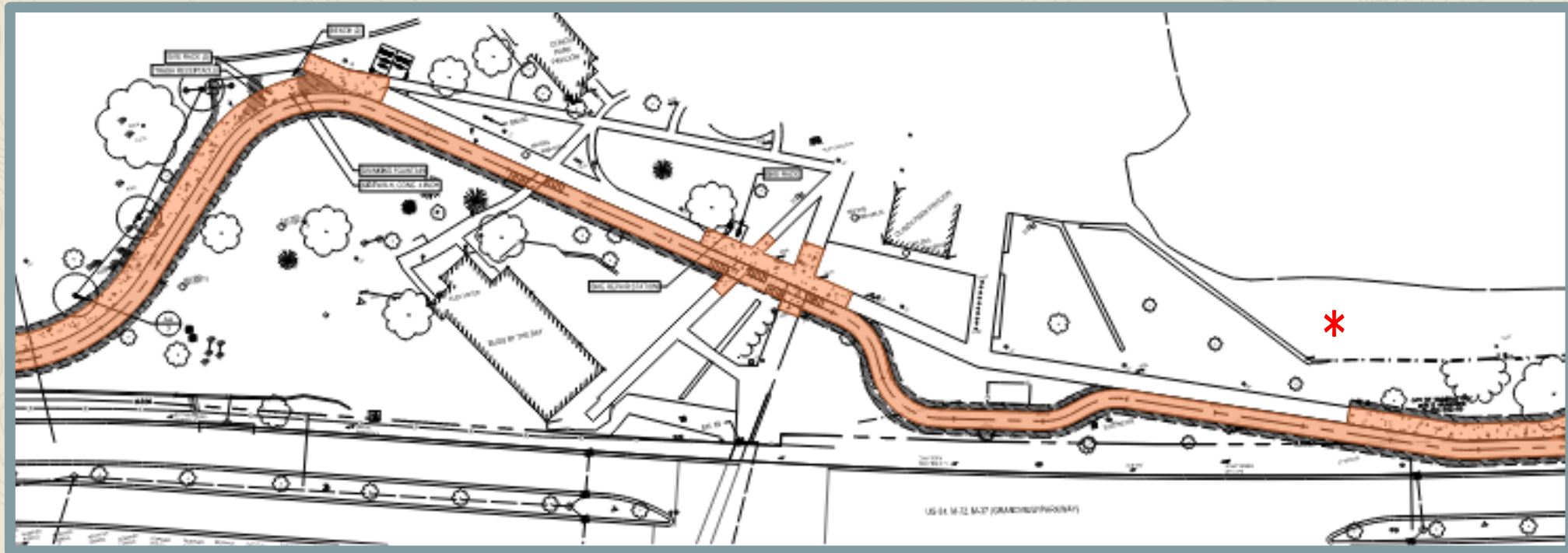
CLINCH TO MURCHIE BRIDGE



SEGMENTS

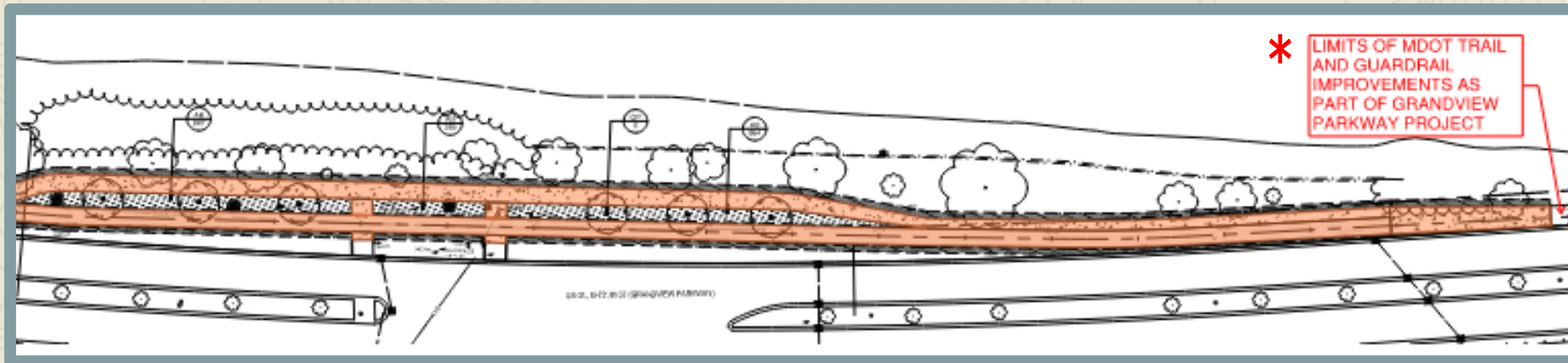
ESTIMATED CONSTRUCTION
COST: \$337,043

CLINCH TO MURCHIE BRIDGE



SEGMENTS

CLINCH TO MURCHIE BRIDGE



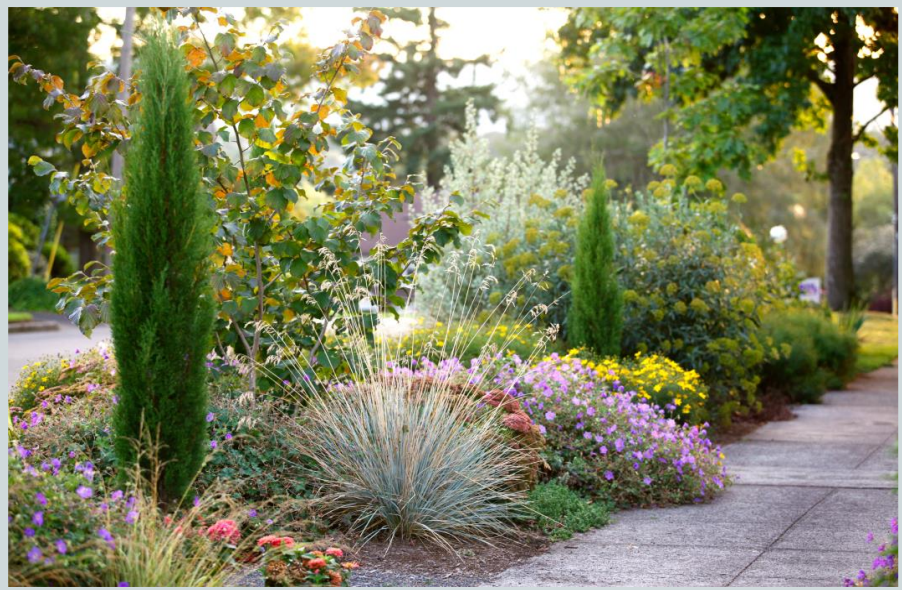
TOTAL PROJECT ESTIMATED CONSTRUCTION COST: \$3,491,383

MDOT COORDINATION

- Continuous conversations throughout process!
- MDOT's Grandview Parkway Project Funding opportunity
- As part of MDOT'S design, adding signal and crossing at Grandview Parkway and E. Front Street
- Burial of all overhead utilities on Peninsula Drive considered (estimates pending)
- MDOT is preparing the following designs:
 - Peninsula Drive (M-31) from Front Street to Center Road. (Coordinating design of the trail on the bay side from Garfield to Center Road)
 - Grandview Parkway starting at Division, including trail, to Cherry Bend (heading west)



DESIGN FEATURES



NEXT STEPS

- Easement Negotiations
- Grant Applications
- Phased Construction
- Leveraging Funding & Partnership Opportunities
- Continued Collaboration

QUESTIONS?





THANK YOU!





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

Memorandum

To: Downtown Development Authority Board

From: Jean Derenzy, DDA CEO & Harry Burkholder, COO

Date: August 14, 2023

Subject: Retail Incubator Update

DDA staff, in collaboration Nick Beadleston from Commonplace (our contractor for this project) continue to make progress on the Retail Incubator, which will be called the “Cass Street Marketplace”.

We have developed **Goals** (see attached) for the incubator, which align with the vision and *Guiding Principles* of the DDA. In addition, we have developed a working application for the incubator ([link here to review the working application](#)). The application was informed by several other incubator programs across the country. We will be working to refine the application over the next week, and may also include an optional two-minute video submission as part of the application.

A dedicated page for the retail incubator will be posted on the DDA’s website this week, and will include a link to a form where anyone can submit their contact information and receive notification when the application goes live.

We continue to work with Keen to demo the interior of the incubator space and finalize the buildout and furnishings of the site. Given the layout of the space, we believe we could accommodate up to six or seven businesses.

We are currently working with Nick to determine the most appropriate rental price per square-foot for each stall of the incubator and working on press materials for the launch of the incubator. In addition, we are exploring a collaboration with *TechTown* (a Detroit Entrepreneurship Hub) to bring parts of their proven retail accelerator program to downtown Traverse City as well as near and longer-term funding opportunities to help sustain the retail incubator.

Nick Beadleston, from Commonplace will be at our meeting to discuss the retail incubator and answer any questions.

The following goals align with the vision of the Traverse City DDA as they work towards creating a vibrant, sustainable, and locally-rooted downtown community. Our incubator's ongoing efforts contribute to the realization of the DDA's goals and reflect their commitment to supporting the growth and success of retail businesses in Traverse City.

	Goal	Discription
1	Help Cultivate A Vibrant, Interconnected Retail Entrepreneurship Ecosystem:	Our incubator actively fosters a thriving ecosystem for retail entrepreneurs, attracting and supporting innovative individuals who bring unique ideas and products to Traverse City's downtown area. By providing mentorship, business resources, and access to market opportunities, the incubator contributes to the city's economic growth and promotes a vibrant retail community.
2	Champion Sustainable and Locally-Rooted Retail Practices	Our incubator champions sustainable and locally-rooted retail practices, encouraging businesses to prioritize local sourcing, support local artisans and craftsmen, and adopt eco-friendly packaging and responsible retail practices. By nurturing sustainable and community-focused retail, the incubator preserves the distinct character and authenticity of Traverse City's downtown.
3	Preserve and Enhance the Richness of Our Local Independent Retailers:	Our incubator actively works to preserve and enhance the richness of local independent retailers that contribute to the unique charm and character of Traverse City's downtown. It provides targeted support programs, assists with lease negotiations, initiates marketing campaigns, and fosters collaborative initiatives among local retailers. By protecting and promoting local retail, the incubator ensures a diverse and vibrant retail landscape.
4	Facilitate Collaboration and Networking among Retailers:	Our incubator serves as a catalyst for collaboration and networking among retailers, creating platforms for them to connect, exchange knowledge, and explore partnership opportunities. It organizes regular meetups, workshops, and industry-specific events that foster a sense of community among retailers. By fostering collaboration, the incubator strengthens the collective success of retailers and cultivates a supportive business environment.
5	Provide Tailored Training and Education for Retail Success	Our incubator offers tailored training and education programs designed to meet the specific needs of retail entrepreneurs in Traverse City. It delivers workshops on effective retail marketing strategies, visual merchandising techniques, customer experience management, and digital commerce. By equipping retail entrepreneurs with the necessary skills and knowledge, the incubator enhances their chances of thriving in the competitive retail landscape of Traverse City.
6	Graduation	Exiting the program and moving



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

Memorandum

To: DDA Board of Directors
From: Jean Derenzy, DDA CEO
Date: August 18, 2023
Subject: Acceptance of EGLE Grant

I have worked with Otwell Mawby and EGLE to submit a grant for demolition and environmental clean-up of properties owned by the City of Traverse City for the West End Mixed-Use Development (map of properties attached). The application was submitted for \$1,000,000 to EGLE with award of \$900,000 received.

Project budget approved includes:

PROJECT BUDGET	
Task	Grant
1. Due Care and Assessment	\$131,000
2. Environmental Response Activities	\$418,000
3. Demolition and Abatement*	\$193,500
4. EGLE Grant Closeout Report	\$5,000
5. EGLE Sign	\$500
6. Grant Administration	\$27,000
7. Contingency	\$125,000
Total	\$900,000

In addition to the broad budget items above, the grant may be used for work plan and budget development, bid solicitation, technical specifications, oversight, project management, reporting and other task related activities approved by the EGLE brownfield coordinator. All grant eligible work, including tasks not listed above, must be approved in advance.

A grant agreement would be between the DDA and EGLE. Based on the work identified, the following motion is recommended:

Recommended Motion

That the DDA Board of Directors approve a grant agreement between the Department of Environment, Great Lakes and Energy and DDA for \$900,000 for the West End Mixed-Use Development project.

The **Parking and Mobility Advisory Committee** has been discussing the implications of our **Moving Downtown Forward TIF Extension Plan** as it relates to parking and access to downtown businesses. We have assumed that:

1. When the new plan is fully implemented and our identified projects are built out, our inventory of parking spaces in the downtown core will decrease.
2. Conversion of public parking lots into developed residential/retail sites will additionally create serious demand for alternative parking options.
3. When the West Front Parking structure is built it will then require many employees and visitors to use parking options (Hardy, Old Town, and West End) on the fringes of the core downtown shopping/dining district.

This will result in:

- ✓ Year-round access to the downtown core requiring either walking or public transportation (BATA) to access a desired location.
- ✓ Modification of behavior which currently allows for more immediate access to shopping and dining establishments.
- ✓ The need for some form of a BATA circulator shuttle in regular intervals that can transport a customer or employee to their downtown location quickly and dependably.
- ✓ Making the transition to this BATA circulator a value add to our revised TIF plan that is exciting and dependable. Much like other tourist communities around the country it should also be unique and specifically branded as a Downtown Traverse City option. Rather than the current BATA bus we have suggested a more unique, and year-round, downtown trolley option.

We have assumed a clear delineation of responsibilities between BATA and our committee where we are simply providing our opinions on desired outcomes for our residents, employees, and out-of-town guests. The actual design and implementation of this plan is, and should be, tapping the expertise of BATA.

We have also had some preliminary discussions regarding the relative costs for this option but do NOT currently have specific cost or revenue projections. This memo is asking the DDA Board to discuss, and possibly approve of, the committee continuing to discuss and refine these circulator options. The goal would be to quickly reach a cost and revenue projection that could be discussed and refined at the board level for possible inclusion into our amended TIF 97 plan.

Possible Motion: That the DDA Board encourages the Parking and Mobility Advisory Committee to continue, in collaboration with BATA and the DDA, discussing and refining the circulator options in order to provide the DDA board with a cost and revenue business plan option for their evaluation by October 2023.

Monday, August 14, 2023



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

Memorandum

To: DDA Board of Directors
From: Jean Derenzy, DDA CEO
Date: August 18, 2023
Subject: 8th Street Intersections

The DDA Board approved and the City Commission concurred with the 23/24 Old Town TIF Budget to include the reconstruction of the 8th street intersections of Cass and Union. The engineer estimates at that time when putting together the budgets was \$300,000 (\$150,000/intersection). The City of Traverse City issued an RFP for pavement preservation projects which included the 8th street intersections. One bid was received from Elmer's Crane and Dozer with the intersections coming in at \$883,444.29, therefore requiring a budget adjustment of \$583,445.

As discussed during our budget process, intersections within the DDA District are in need of replacement, with the 8th street intersections being first on the list for replacement. The tax increment financing pays for intersections/pedestrian walkways within the DDA/TIF District, thereby no city general funds would be utilized for this work.

The current fund balance within Old Town is, before audit, \$1,250,369; with the largest infrastructure project being the implementation of the lower boardman/Ottaway and replacement of the Midtown riverwalk.

For work on infrastructure (minus water and sewer as those are enterprise funds) are, in my opinion, responsibility of tax increment financing. If the district captures taxes from outside of the city to help off-set from city residents not having to pay for the costs of infrastructure that is utilized by all, TIF should pay for those costs. It is not just for placemaking elements but for public infrastructure for the benefit of the district.

Recommended Motion

Approval to increase the Old Town TIF budget for 8th street intersections of Cass and Union to \$883,445.



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231-922-2050

Memorandum

To: DDA Board of Directors
From: Jean Derenzy, DDA CEO
Date: August 14, 2023
Subject: Downtown Data Collection

We are starting to build our comprehensive database for downtown properties through a data management program called Maestro. The comprehensive database includes the following information for each property in Downtown Traverse City.

- Property Owners Contact
- Business Owner Contact
- Square Footage of each Building
- Assessed Property Value and Taxable Value
- Year Built
- Property Use
- Photo for each Building and Business

Using the Maestro system, DDA staff can download this information on a block-by-block basis to help communicate information that is specific to the block (e.g., road closure, sewer replacement etc.). We can also use this system to communicate to certain constituents (e.g., all restaurants). In addition, DDA staff can better track changes to downtown properties over time (e.g., taxable data).

Our summer intern, Ava Warren worked on this project throughout the summer and will be at our meeting to present an overview of the data she has collected.



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231-922-2050

Memorandum

To: DDA Board of Directors
From: Jean Derenzy, DDA CEO
Date: August 18, 2023
Subject: Communications RFP

An RFP has been issued to assist in communication to the community on the DDA and the amendment process for the Moving Downtown Forward TIF Plan. There has been significant work in 2022 relating to the “new vision” for Downtown through the *Moving Downtown Forward* process and plan, with consistent communication required outside of the monthly board meetings to the public.

With the DDA Board now working to amending TIF 97 Plan into the Moving Downtown Forward TIF Plan, the need to have the information to the public in timely and consistent forms is needed. The Communication RFP will provide:

- A one-page overview of the history, value and future goals of the DDA.
- A simple and concise framing of the financing tools that the DDA intends to use, and the important role that they will play in the future of Downtown.
- Identification of key stakeholders and audiences, and the creation of customized content for engaging each (i.e., written content, social media clips/reels, videos, graphics, etc.)
- Development and deployment of traditional outreach tools
- Facilitation of media relations regarding the future of Downtown (i.e., development and managing press releases, quotes, op-eds, etc.).
- Develop presentations for key audiences, and work with staff to prepare (for other units of government or community groups)

The work provided by the consultant will provide assistance to the CEO for communication out to the public, not in place of marketing for the DDA. This is for our current fiscal year 23/24. The MDF Plan was a significant project that had tremendous community input, which provides the basis for the guiding principles for the DDA:

- Design a great place for all ages and for future generations
- Protect and preserve small independent businesses
- Support job growth and varied career opportunities
- Champion the development of attainable and workforce housing
- Advance climate action, sustainability, renewable energy, energy efficiency and resiliency

Consistent communication is one of the most important aspects for the CEO and Board and with assistance this can be accomplished consistently throughout the remainder of the year.

Bids are due on August 21st, with a recommendation brought back to the Board for your review and consideration at your September 15th meeting.



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

Memorandum

To: DDA Board of Directors

From: Jean Derenzy, DDA CEO
Scott Howard, DDA Attorney

Date: August 18, 2023

Subject: Moving Downtown Forward TIF Plan

The DDA Board of Directors has requested that the Moving Downtown Forward TIF Plan have time on each month's DDA agenda for discussion and update on progress. For this month's meeting, we have a better set of graphics outlining key milestones for consideration during the Moving Downtown Forward TIF plan that will help illustrate progress of the Plan Amendment as well as project costs that would be bonded within the Plan Amendment.

The Board has approved two projects of significance to move forward for consideration of bonding – the west end mixed use development and phase 1 of the lower boardman/Ottaway Plan. It is anticipated that we will have costs identified by December 2023 for both projects. Identifying the costs associated with the projects allows the DDA to evaluate possible bonding and also to engage the public with respect to these project costs and funding mechanisms.

Attached to this memo is a timeline for the adoption of the Moving Downtown Forward TIF Plan." As the timeline indicates, we will be presenting to the Board projects to be included in the Plan next month. These are projects that have been discussed with the Board since February, including (in no order of priority): Snowmelt System throughout the TIF District; Rotary Square; Lower Boardman/Ottaway Unified Plan; public infrastructure (public infrastructure includes sidewalks, pedestrian crossings, streets, etc).

We will also discuss with the board how the DDA will be incorporating housing within the new Plan. The DDA staff has discussed housing with the Board on two separate occasions and have also reached out to Pat McGow the City's bond counsel who advises on best practices throughout Michigan.

As Scott will be unavailable for our August meeting, this will be an update with a larger discussion on the above on the draft projects at our September meeting.

MILESTONES/TIMELINE OF ADOPTION OF MDF TIF PLAN AND PROJECT BONDING

September, 2023 Review draft projects included in MDF TIF Plan

October 2023 Joint Meeting with City Commission to review Projects proposed in MDF TIF Plan

MILESTONE 1 November 17 2023: Draft MDF Plan Presented to DDA Board

December, 2023: 1. Final Costs Presented on 2 major Projects W. End Mixed West and Lower Boardman/Ottaway and 2. Identify DACC Members

Milestone 2: January, 2024 City Commission appoints DACC

February, 2024: DACC meeting to consult with DDA on MDF Plan

Milestone 3: March 15, 2024: DDA Board adopts resolution approving MDF Plan and adopt resolution requesting issuance of Bonds and pledging tax increment revenues for payments of bonds

Milestone 4: April 1, 2024 City Commission adopts resolution calling public hearing for Plan Amendment to be held

Milestone 5: May 6, 2024: City Commission adopts Notice of Intent Resolution and ordinance amending DDA MDF TIF Plan

MDF = Moving Downtown Forward

DACC = Development Area Citizens Council. 9 residents that reside in the TIF District



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

Memorandum

To: Downtown Development Authority Board
From: Jean Derenzy, DDA CEO
Date: August 18, 2023
Subject: Project Updates

The following memo is intended to provide a summary of on-going and anticipated projects throughout downtown.

West End Mixed-Use Development

Attached is a project timeline that was distributed at our first project team meeting held on July 8th. Project team will be meeting every other week with the first scheduled update to the DDA Board on our September 15th meeting.

Lower Boardman/Ottaway RFP

Staff is working on reissuing the RFP for phase 1 of the Lower Boardman/Ottaway (between Cass and Union and the north and south side). Anticipating that RFP will be sent by August 31, 2023.



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

Memorandum

To: Downtown Development Authority Board of Directors
From: Harry Burkholder, DDA COO & Steve Nance, DDA Board Member
Memo Date: August 14, 2023
Subject: Arts Commission Update

Eighth Street

The Arts Commission has initiated an effort, in collaboration with TART, to focus public art installations along the Eighth Street Corridor. The new initiative, called the “North Boardman Creative District”, comes on the heels several planning, implementation and marketing activities along the corridor, including the 2019 Healthy Eighth Street Framework, the implementation of the Envision 8th Plan, the now completed Boardman Lake Loop and on-going efforts to promote the corridor by the North Boardman Lake District.

Bryant Park Mural Project

This past spring, the Traverse City Arts Commission, as well as the Parks and Recreation Commission and City Commission approved to issue an RFP (call for artists) for a new mural (painted) installation on the bathroom building at Bryant Park. The proposed mural project is part of the Arts Commission’s “Art in the Park” initiative, an annual collaboration with the Parks and Recreation Commission to fund and install public art in city parks.

The Arts Commission received just over 20 submissions in response to the RFP - ultimately selecting local artist Katherine Corden’s submission. The City Commission is set to approve Public Art Trust Fund dollars for this project at the August 21st meeting. We hope to complete this project by September.





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

Memorandum

To: Downtown Development Authority Board
From: Harry Burkholder, COO
Date: August 14, 2023
Subject: Downtown Activity and Initiative Updates

Downtown Composting

As you recall, we included “composting” in the 2023/2024 budget. Last month, I noted that DDA staff has researched and explored how composting works in urban settings, including Traverse City. This research included a review of two webinars from the International Downtown Association, on-line research (including the US Composting Counsel), and discussions with community members who have experience with (or are currently working on) composting programs.

Last month, I also noted that our first step to address this project will be to survey downtown restaurants to determine:

- If any restaurants are currently composting;
- How many restaurants have previously participated in a composting program;
- If any restaurants are interested in participating in a composting program, and;
- What are the barriers to participating in a composting program (if any).

DDA staff has completed a draft of the survey and plans to distribute the survey within the next two weeks. Depending on our response, in-person follow-up with restauranters will also be conducted.

Downtown Maintenance – YouthWorks

We continue to work with the YouthWorks Program to provide important maintenance services throughout downtown. YouthWorks staff typically works four-day-a-week, helping to water all of our planters, remove graffiti, remove trash and debris, wash trash receptacles, mow grass, remove weeds and clean public spaces (e.g., J-Smith Walkway, parking garages and parking lots). Due to an unexpected volunteer shortage, the YouthWorks team is also watering the planters along West Front Street for the remainder of the summer. These planters are not under the purview of the DDA.

The DDA recently purchased a power-washer and have been working with the YouthWorks team to power-wash sidewalk areas that are particularly dirty. Later this month, we plan to work with the YouthWork team to replace the plastic liners of most of the downtown trash receptacles. We anticipate the YouthWorks team will continue to provide service through most of September.





Memorandum

To: DDA Board of Directors
CC: Jean Derenzy, DDA CEO
From: Nicole VanNess, Transportation Mobility Director
Date: July 17, 2023
Re: Staff Report: Parking Services – July 2023

Mobility Action Plan

The Mobility Action Plan (MAP) Leadership Team met last week to review the draft plan. The plan summarizes previous plans and implementations, public engagement that was performed in the spring of 2023, and areas of improvement on the existing public infrastructure that will improve the overall mobility network. The MAP Leadership Team will meet again at the end of the month to review the revised draft before it heads to the Master Plan Leadership Team and Planning Commission for additional review. Additional public engagement is being planned for mid-November to early December before heading to City Commission. This plan will be incorporated into the Transportation section of the Master Plan that will be adopted in 2024.

The draft plan is available for review:
<https://traversecitymi.civicweb.net/document/88952/>

Proposals – In Progress

Proposals for the following may be found on the City's website as the expenditures will come from the Enterprise Auto Parking Fund,
<https://www.traversecitymi.gov/government/city-departments/city-managers-office/city-bids-and-rfps.html>

5 Year Conditions Assessment

Both Hardy and Old Town are both due for a five-year conditions assessment. This is a routine schedule to identify and repair areas that need attention in order to extend the useful life of the structures. The proposal is to identify a firm to perform the assessment which is expected to be completed by November 2023. The firm that is selected will prepare additional bid documents for the repairs that need immediate attention, and contractors will respond by February 2024 with repairs beginning in May 2024. Additionally, the firm will provide repairs that are needed in 3-5 years and 5+ years with

cost estimates. These estimates will be added to the capital improvement schedule in the next budget cycle. Proposals are due August 24, 2023. This item will come back to the DDA Board at their September meeting, and is scheduled to go before the City Commission at their September 18th meeting.

Hardy Parking Structure Wayfinding – Capital Improvement Project

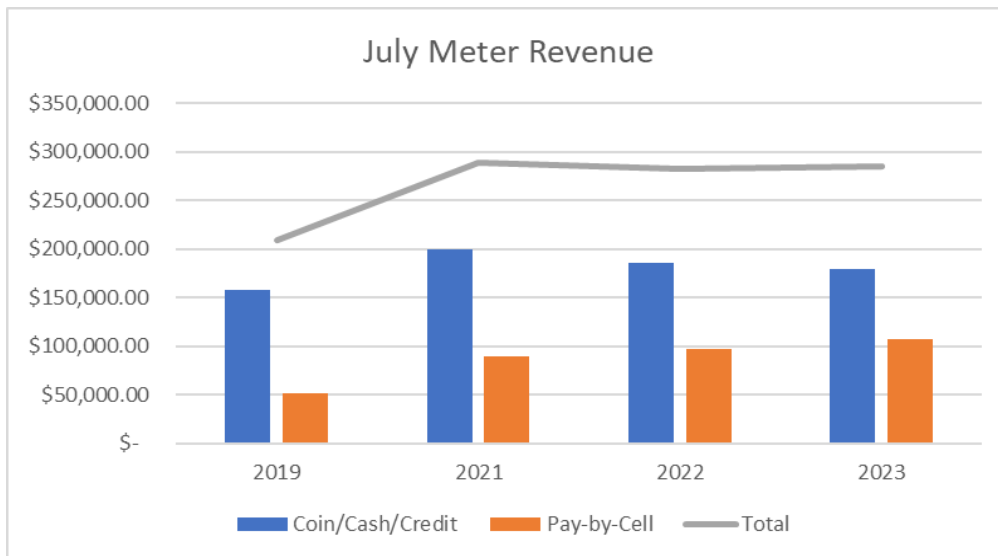
The Hardy wayfinding signage is 20 years old. We have been planning an update to the interior signage as part of the capital improvement process. The existing green and yellow signs will be replaced throughout the facility with blue and white reflective signs. Proposals are due August 24, 2023. This item will come back to the DDA Board at their September meeting, and is scheduled to go before the City Commission at their September 18th meeting.

July Parking Revenue

Below are the July revenues compared to June 2019. Additional charts include three years of data to show pre and post-pandemic revenues.

Meter Revenues

Project delays extended the reopening of the areas affected by the bridge project, sewer project and sheet piling project. Overall, meter revenues were up 1% compared to last year. Cash/Credit continues to decline while pay-by-cell increases.

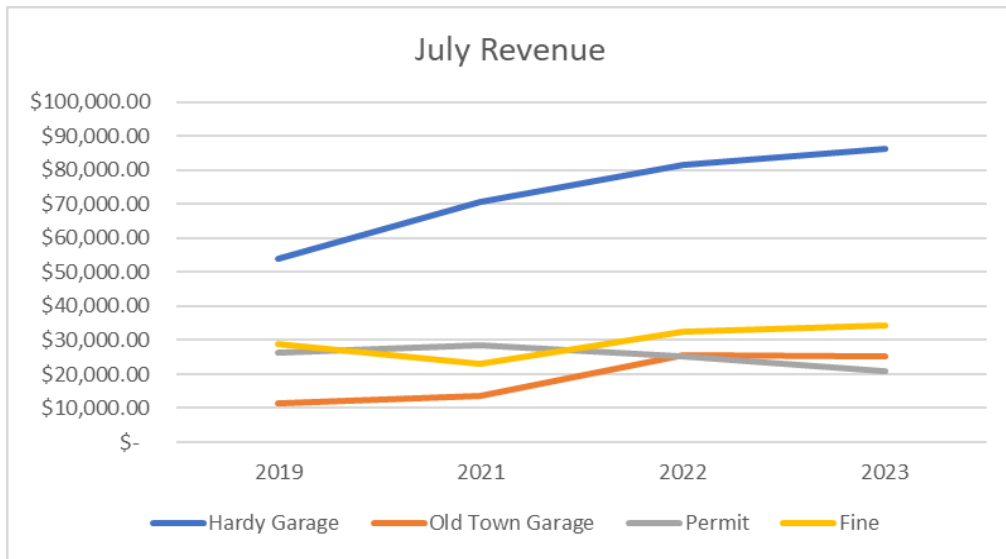


Hourly Admissions

Old Town transient revenues were down 3% compared to last year, and up 117% compared to 2019. Hardy transient revenues are up 6% compared to last year, and up 59% compared to 2019

Permits & Fines

Permit revenues are down 16% compared to last year, and down 20% from 2019. Fine revenues are up 16% compared to last year, and up 18% from 2019.





**Minutes of the
Arts Commission for the City of Traverse City
Regular Meeting
June 21, 2023**

A regular meeting of the Arts Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:37 p.m.

The following Commissioners were in attendance: Commissioners, Early, Niemi, Koebert, Nance and Amundsen

The following Commissioners were absent: Commissioners Stanley and Hoisington

Chairperson Amundsen presided at the meeting.

(a) **CALL TO ORDER, ATTENDANCE, ANNOUCEMENTS**

(b) **PUBLIC COMMENT**

(c) **CONSENT CALENDAR**

(1) Consideration of Approving the May 17, 2023 Arts Commission Meeting Minutes (approval recommended)

(2) Consideration of Approving the May 25, 2023 Arts Commission Special Meeting Minutes (approval recommended)

(3) Consideration of Approving the May 2023 Arts Commission Financials (approval recommended)

(4)

- Commissioners noted that Chairperson Amundsen was omitted from the "members in attendance" in the May 17th meeting minutes.
- Commissioners noted that Jamie John should have been noted as the second choice in the May 25th special meeting minutes.
- Commissioners also noted the the encumbered column in the May financials.

Motion to approved the amended Consent Calendar

Moved by Chelsie Niemi, Seconded by Roger Amundsen

Yes: Chelsie Niemi, Roger Amundsen, Caitlin Early, Steve Nance, and Linda Koebert

Absent: Mi Stanley and Joshua Hoisington

CARRIED. 5-0-2 on a recorded vote

(d) **OLD BUSINESS**

(1) Liaison Report

Mr. Burkholder provided an update of projects.

- Commissioners noted that Mr. Petrokovitz's sculpture has been removed for repainting.
- Commissioners agreed on the final language for the plaques at Hannah Park.
- Commissioners set a date for painting the Two-Way Bump Outs for Tuesday, the 27th at 7:30 PM

(2) Bryant Park Mural Project Update

- Commissioners noted a desire for more diversity in the final proposal
- Mr. Burkholder noted he would provide a list of next steps for implementation.

(e) **NEW BUSINESS**

(1) New Business Update

Mr. Burkholder provided a summary of new business.

- Commissioners noted a desire to move forward with a "North Boardman Creative Initiative" along 8th Street and that they would take initial steps to explore the placement of a sculpture at the Eighth Street and Railroad intersection.
- Commissioners discussed a desire to include dedicated art along the proposed TART Trail extension at the proposed restroom of parking lot RB, near the "time to let go" sculpture and the senior center. Commissioners also noted a desire to include the "glow stones" in certain areas of the trail that are appropriate and include artistic furniture (e.g., benches) in the proposed extension.
- Commissioner Niemi provided a suggested starting point for a 5-year project schedule.

(f) **PUBLIC COMMENT**

(1) General

(2) Commissioners

(g) **ADJOURNMENT**

(1) Motion to adjourn

Moved by Caitlin Early, Seconded by Roger Amundsen

Yes: Roger Amundsen, Caitlin Early, Steve Nance, and Linda Koebert

Absent: Chelsie Niemi, Mi Stanley, and Joshua Hoisington

CARRIED. 4-0-3 on a recorded vote

Roger Amundsen

DOWNTOWN TRAVERSE CITY ASSOCIATION BOARD MEETING

THURSDAY, JULY 13, 2023
8:30AM • DDA Conference Room

MINUTES

1. Call to order (*Gildersleeve*) (8:39am)
 - a. Present: Dawn Gildersleeve, Jeff Joubran, Jeff Libman, Libby Hogan, Karen Hilt, Sebastian Garbsch, Amanda Walton
 - b. Absent: Gary Jonas, Liz Lancashire
2. Approval of [Minutes of the Special Board Meeting of May 11, 2023](#) (*Gildersleeve*)
 - a. Motion to approve the minutes, **motion made by Karen Hilt, seconded by Jeff Libman**
3. CEO Report (*Derenzy*)
 - Power washing by Youthworks starting next week. If there are any comments or concerns for downtown, contact Harry
 - Jeff Joubran asked what Socks would be doing with parking and they should be able to get an update to the DDA board
 - Movies in the Square and Downtown Tailgate is going to be put on by DDA and not coming out of DTCA budget
 - Overall it sounds like the new benefits are going pretty well, some members are commenting but we have given an explanation on how this works and why there were changes.
4. DTCA Invoicing Update (*Taylor*)
 - i. Molly has sent out all of the new DTCA membership invoicing at the beginning of July
5. Events Review (*Taylor*)
 - a. Street Sale Sign Up Update
 - i. The Street Sale sign up sheet will be going out 7/14 as we are waiting for all dues to be up to date
 - ii. There will be specific rules on the tent placement and making sure to keep sidewalks and fire lane clear per the fire department.

b. Friday Night Lives

i. Friday, August 4, 2023 5-9pm

ii. Friday, August 11, 2023 5-9pm

-Abby has secured \$20,000 in sponsorships for Friday Night Live

-Sponsors include Superior Exteriors, TBA Credit Union, 4 Front Credit Union, and BlueOrange Consulting

-The Accidentals will be here for after Street Sale and the first Friday Night Live since 2019

6. Communications Report (*Bukowski*)

-30,000 followers

-If businesses has anything specific that they want to highlight or events that are taking place,, reach out to Art

-Art has been responding to DTCA questions and requests

7. President's Report (*Gildersleeve*)

- We will want to set up a meeting to talk about the new elections soon

-Checking in with everyone on what platforms are used

8. Adjourn (9:25am)



**Minutes of the
Mobility & Parking Advisory Board for the Downtown Development Authority
Regular Meeting
Wednesday, July 12, 2023**

A regular meeting of the Traverse City Parking Subcommittee of the City of Traverse City was called to order at the 2nd Floor Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 11 a.m.

The following Members were in attendance: Board Vice Chair Scott Hardy, Committee Member Todd Knaus, Commissioner Doug Hickman, Board Member Pam Marsh, Board Member Katy Bertodatto, and William Clark

The following Members were absent: None

Chairperson Hardy presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Hardy called the meeting to order at 11:00 AM.

(b) **ROLL CALL**

(c) **CONSIDERATION OF MINUTES**

- (1) Approval of the minutes of the April 5, 2023 meeting (approval recommended). That the minutes of the April 5, 2023 meeting be approved.

Moved by Todd Knaus, Seconded by Doug Hickman

Yes: Scott Hardy, Todd Knaus, Doug Hickman, Katy Bertodatto, and William Clark

Absent: None

CARRIED. 5-0-0 on a recorded vote

(d) **OLD BUSINESS**

- (1) Permit Ordinance - Short-term Rentals

The following addressed the Board:
Nicole VanNess, Transportation Mobility Director
Jean Derenzy, DDA CEO
Katy Bertodatto
Scott Hardy
Pam Marsh
Todd Knaus
Doug Hickman

(2) Parking Space Usage - Overview

The following addressed the Board:
Nicole VanNess, Transportation Mobility Director
Jean Derenzy, DDA CEO
Scott Hardy
Doug Hickman
Todd Knaus

(3) PARCS Project FAQ Discussion

No discussion on this item.

(e) **TRANSPORTATION DEMAND MANAGEMENT**

(1) Circulator Discussion

The memo stated that vehicles range between \$460k-\$750k each when the total cost of four vehicles is between \$460k-\$750k.

The following addressed the Board:
Nicole VanNess, Transportation Mobility Director
Jean Derenzy, DDA CEO
Katy Bertodatto
Scott Hardy

(f) **UPDATES**

(1) Parking Structure Usage

No discussion on this item.

(g) **TRAFFIC COMMITTEE UPDATE**

(1) Traffic Committee Update

No discussion on this item.

(h) **RECEIVE AND FILE**

(i) **PUBLIC COMMENT**

(j) **ADJOURNMENT**

Scott Hardy, Chairperson