

MEMORANDUM

To: DDA Board of Directors
From: Rob Bacigalupi, Executive Director *RMB*
Re: March 18, 2016 Board Meeting & Miscellaneous
Date: March 15, 2016

AGENDA ITEM 2B - CONSIDERATION OF AUTHORIZING AN AMENDMENT TO THE RADIO CENTRE PHASE III AGREEMENT

Enclosed is a memorandum from City and DDA Counsel Lauren Tribble-Laucht regarding a minor amendment to the Radio Centre 3 Agreement. This agreement, which was approved by the DDA Board at your October 16, 2015 meeting, establishes a cost for Socks Construction to build the Park Street restrooms. The only change is the relocation of the restrooms to the south side of the walkway to accommodate utilities. I recommend that the **DDA Board of Directors authorize the Chair and Secretary to execute an amendment to the agreement with Lake Street Development, LLC, originally authorized on October 16, 2015, which authorizes the relocation of public facilities as described in the February 29, 2016 communication from the City Attorney, such amendment subject to the approval as to form by the City Attorney and as to substance by the Executive Director.**

AGENDA ITEM 3C - COMMUNITY DEVELOPMENT REPORT

Jean Derenzy will provide a report at the meeting.

AGENDA ITEM 4A - CONSIDERATION OF TRANSFERRING DONOR FUNDS AND A \$25,000 ROTARY CHARITIES GRANT TO THE TRAVERSE CITY ARTS COMMISSION FOR THE BRYAN CROUGH MEMORIAL

The City Commission, at their February 16, 2016 meeting, approved the Traverse City Arts Commission's request for the Bryan J Crough memorial, which is enclosed. The City Commission voted unanimously in favor of authorizing the memorial at the Park Street Entrance to the Hardy Garage, which will be under construction this year and completed in the Spring of 2017. As you know, we led an effort to raise a \$25,000 match for a \$25,000 Rotary Charities grant for this purpose. As of today, we have raised \$25,680 with a donation coming in just today! With the City Commission approval of the project, I have requested the funds from Rotary Charities which we hope to get by the end of the week. We'd like to transfer the funds to the City's Traverse City Arts Fund so that they can proceed with commissioning the work. Therefore, I recommend that the **DDA Board of Directors authorize staff to transfer to the City of Traverse City Arts Commission fund, the \$25,000 Rotary Charities grant, along with all donor receipts collected to date, totaling \$25,680, for the Bryan J. Crough Memorial.**

AGENDA ITEM 4B - CONSIDERATION OF AMENDING FARMERS MARKET RULES

Enclosed is a memorandum from Special Projects Coordinator Nick Viox describing changes to the Farmers Market rules recommended by the Farmers Market Advisory Committee that would accomplish four things:

- Clarify the regional limitation grandfather clause
- Clarify the number of wine vendors allowed in the market
- Require vendors to be parked and ready by a specified time
- Update where vendors can park

I recommend that the **DDA Board of Directors amend the Farmers Market Rules as described in the memorandum from Special Projects Coordinator Nick Viox dated March 15, 2016.**

AGENDA ITEM 4C - CONSIDERATION OF REQUEST FROM TART TO USE THE OLD TOWN PARKING GARAGE FOR THE RECYCLE A BICYCLE EVENT DURING SMART COMMUTE WEEK

Enclosed is a request from Don Cunkle from TART to use the ground level of the Old Town Parking Garage from 1 p.m Friday on May 29 through 9 p.m. Saturday, May 30, 2015.

Parking staff has reviewed this and finds it acceptable. This is, in part, a partnership with TART associated with Smart Commute Week, which we have been involved with for many years. Parking Administrator Nicole VanNess has indicated, however, that as the Old Town Garage becomes more and more utilized, a day will come when we cannot afford to give up the parking, even for a day and a half on a weekend. For this request, I recommend that the **DDA Board of Directors authorize the use of the ground level of the Old Town Parking Deck on May 29, 2015, after 1 p.m. to 9 p.m. on May 30, 2016 for the Sixth Annual Recycle a Bicycle Swap event to be managed by the Traverse Area Recreational and Transportation Trails (TART) organization as described in their proposal dated February 18, 2016, provided that TART provides proof of insurance naming the City of Traverse City and the DDA as additional insured and signs a hold harmless waiver stating they are responsible for any injury or loss that might occur, and further subject to final approval by the City Clerk's office.**

AGENDA ITEM 4D - CONSIDERATION OF AMENDING THE PARKING LEASE FOR LOT H

As you recall, last month the DDA Board tabled this item due to other unresolved issues with the land owner. We now feel those issues have been resolved and therefore are asking that **DDA Board of Directors recommend a renewal of the parking lease with Fifth Third Bank as described in Parking Administrator Nicole VanNess's February 13, 2016 memorandum, and further, that the lease be transferred to the DDA, as is permitted in the Operation and Management agreement between the DDA and City of Traverse City.**

AGENDA ITEM 4E - CONSIDERATION OF AUTHORIZING PURCHASE OF 14 PAY STATIONS AND RELATED SOFTWARE INSTALLATION AND MAINTENANCE

In the packet is a memorandum from Parking Administrator Nicole VanNess explaining this item. Nicole offers a number of advantages these pay stations offer their low technology single meter cousins. One more reason worth noting is they are much more theft proof than the older meters. I recommend that the **DDA Board of Directors approve the purchase of 14 multi-space pay stations in an amount not to exceed \$184,417 with funds available in the Traverse City Parking System fund, and recurring subscriptions billed monthly in the amount of \$85 per pay station.**

AGENDA ITEM 4F - CONSIDERATION OF A RESOLUTION RECOMMITTING SUPPORT FOR DEVELOPMENT PROJECTS CONSISTENT WITH THE CITY'S ZONING ORDINANCE AND MASTER PLAN

Last week, I penned an article, which is attached, about how downtown is the product of long standing planning efforts as well as continued healthy debate about the rules of development. Our mission is in part to assist development within the DDA District that promotes the values of the community. We rely on the years of planning and the resulting rules for development that grow out of this continuous planning. It is important to both the development community as well as the residents of the City to know

what is expected for development downtown. The process and the rules are never perfect but we should honor them while we occasionally make efforts to evolve and improve them.

Recently, a development project spurred debate about Traverse City's zoning ordinance. There are reasonable voices on both sides of the discussion, however the current effort to place some portions of the zoning ordinance on the ballot goes against the balanced discourse that results in development rules that respect the many impacts they have. It is important for the DDA to support property owners and developers who simply try to follow the rules the community lays out for them. To this end, I have included a resolution for the Board's consideration. If the Board finds this acceptable, an appropriate motion would be for the **DDA Board of Directors to adopt the Resolution of Support for Development Consistent with the City's Master Plan and Zoning Ordinance.**

MISCELLANEOUS ITEMS OF INTEREST

Enclosed is the March version of the Strategic Categories Map and Project Status Report.

Front Street

FRONT STREET REIMAGINED CROSSWALK - The newly repaired railing has been accepted though we will be asking for a discount and a two year warranty.

200 BLOCK SNOWMELT PROJECT - Bids are out for the project and the City Commission is tentatively scheduled to set a public hearing at their meeting of March 21 meeting. In order to keep the process moving, I am hoping you will be able to have a quick meeting on April 1 to review bids and offer a recommendation to the City Commission.

Bayfront/River

PINE STREET PEDESTRIAN WAY - Site work has resumed and is expected to be completed by the end of May.

FARMERS MARKET PROJECT - As reported last month, we've pushed the scheduled construction of this project back to Spring 2018 at the recommendation of our consultant to allow more time to fund raise. Meanwhile, the Farmers Market fundraising committee is working on, among other things, a naming policy that will help with our fundraising efforts. I made a presentation to the Kiwanis Club last week on this project.

Other

BUDGET PROCESS - After Friday's Board meeting, I along with staff will be meeting with the City Treasurer and City Manager regarding next fiscal year's budgets. Look for a set of draft budgets in April for your review.

CITY COMMISSION GOALS AND OBJECTIVES - The City Manager led the City Commission through a goal setting exercise not unlike Steve Constantin's paired comparison exercise. Attached is a report from Mr. Colburn detailing the results.

TRAVERSE CITY WINTER COMEDY ARTS FESTIVAL - As you may have heard, this event, which was recently moved to April, has been cancelled for 2016. The Film Festival will evaluate later this year whether they will hold the event in 2017.

MARKET ANALYSIS - Chris Brewer, our consultant, was in town last week to comb the area for insight and data. At this point, we are targeting the end of May for Chris to come back up to present the final report.

DDA LEGISLATION - There is legislation in Lansing that would have a profound effect on our ability to conduct business. The Michigan Downtown Association, which we are a member of, has been track-

Miscellaneous Memorandum

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ing this as have some of the larger Michigan DDAs, and our own Chamber. I will be in Lansing next week for the last Governor's Complete Streets Advisory Council meeting (the council, which I am a member of, is disbanding) and plan on meeting with our legislators to discuss protecting our interests.

FARMERS MARKET ADVISORY COUNCIL - Enclosed are the minutes from the February 22, 2016 Farmers Market Advisory Council meeting including a revised Vendor Audit Protocol.

PARKING SYSTEM UPDATES - Attached is the latest monthly report from Nicole as well as the latest parking garage traffic reports.

DTCA BOARD MINUTES - Enclosed are the minutes from the February DTCA meeting.

cc: City Manager
Traverse City City Commissioners

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA
Friday, March 18, 2016, 8:00 a.m.
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City
www.downtowntc.com

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

1. Roll Call
2. Consent Calendar - The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the board, staff, or public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.
 - A. Consideration of minutes for the Regular Meeting of February 19, 2016 (approval recommended)
 - B. Consideration of authorizing an amendment to the Radio Centre Phase III agreement to reflect different placement for public restrooms, which is necessary because of the presence of underground utilities (approval recommended)
 - C. Consideration of approving Financial Reports and disbursements for the DDA, TIF 2 and TIF 97 dated January 31, 2016 and Financial Reports for Traverse City Parking Services dated December 31, 2015 (approval recommended)
3. Chairperson's Report
 - A. Community Development Report
 - B. Comments or Questions regarding Written Reports
4. Executive Director's Report
 - A. Consideration of Transferring donor funds and a \$25,000 Rotary Charities grant to the Traverse City Art Commission for the Bryan Crough Memorial
 - B. Consideration of amendments to the Farmers Market Rules
 - C. Consideration of Request from TART to use the Old Town Parking Garage for the Recycle a Bicycle event during Smart Commute Week
 - D. Consideration of amending parking lease for Lot H
 - E. Consideration of authorizing purchase of 14 Pay Stations and related software installation and maintenance
 - F. Consideration of a Resolution recommitting support for development projects consistent with the City's Zoning Ordinance and Master Plan
5. Public Comment
6. Adjournment

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA Executive Director has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.

Minutes
Traverse City Downtown Development Authority
Regular Meeting
February 19, 2016
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Chuck Judson called the meeting to order at 8:02 a.m.

1. Roll Call

Present: Leah Bagdon-McCallum, Allison Beers, Mayor Jim Carruthers, Steve Constantin, John DiGiacomo (departed @ 8:46 a.m.), T. Michael Jackson, Jeff Joubran, Chuck Judson, Gabe Schneider

Absent: Harry Burkholder Bill Golden, Rick Korndorfer

2. Consent Calendar. **Motion by Jackson, seconded by Constantin that the consent portion of the agenda be approved as presented. Motion carried unanimously.**

a. Approval of minutes of the Regular Meeting of January 15, 2016.

b. Approval of Financial Reports and disbursements for the DDA, TIF 2 and TIF 97 dated December 31, 2015, and Financial Reports for Traverse City Parking Services dated November 30, 2015.

c. Approval of the Audited Financial Statements for Fiscal Year 2014-2015.

3. Chairperson's Report

a. Community Development Report

i. Jean Derenzy Report

1. Park Place Hotel

a. Questions regarding timeline and funding

2. 145 W. Front Street purchase option

3. Corridors - 8th Street Charette

b. Comments or Questions on Written Reports

i. Bacigalupi reviewed memorandum

1. 2015 Annual Report

2. Market Study

3. Documents regarding upcoming projects

5. Executive Director's Report

a. Consideration of lease renewal for Fox River Traditions, Inc. a.k.a Scalawags

- i. Motion by Jackson, seconded by Beers that the DDA Board of Directors authorize a renewal of lease with Fox River Traditions, Inc. for five years with a 2% increase in rent after the third year. Motion carried unanimously.**
- b. Consideration of authorizing expenditure of \$140,000 for Phase Two of the Uptown Riverwalk Connection.
 - i. Motion by Constantin, seconded by Schneider that the DDA Board of Directors authorize the expenditure of up to \$140,000 with funds available in TIF 97 capital outlay for Phase Two of the Uptown Riverwalk Connection. Motion carried unanimously.**
- c. Consideration of authorizing appointing three members to the Farmers Market Advisory Board.
 - i. Motion by Bagdon-McCallum, seconded by Constantin that the DDA Board of Directors confirm Chair Judson's nomination of Tricia Phelps, Meghan McDermott, and Gary Jonas to the Farmers Market Advisory Board each for three-year terms. Motion carried unanimously.**
- d. Consideration of renewing agreement for Project Fresh offered at the Farmers Market.
 - i. Motion by Bagdon McCallum, seconded by Joubran that the DDA Board of Directors authorize the Executive Director to execute the Michigan Department of Health and Human Services Farmers Market Nutrition Program (WIC Project Fresh) WIC Market Master Agreement and Certification for the 2016 season. Motion carried unanimously.**
- e. Consideration of amending Hardy Garage free parking program.
 - i. Motion by Constantin, seconded by Jackson that the DDA Board of Directors concur with staff's recommendation and limit free parking on evenings and weekends offered at the Hardy Garage to November 15-January 15 starting November 15, 2016. Motion carried unanimously.**

DiGiacomo departed the meeting at this time.

- i. Motion by Constantin, seconded by Carruthers that the DDA Board of Directors table this item to be addressed with additional items related to the Fifth Third property. Motion carried unanimously.**
- f. Consideration of amending parking lease for Lot H.
 - i. Motion by Constantin, seconded by Carruthers that the DDA Board of Directors table this item to be addressed with additional items related to the Fifth Third property. Motion carried unanimously.**
- g. Consideration of authorizing service order to engineer the 200 Block East Front streetscape/snowmelt project.
 - i. Motion by Constantin, seconded by Beers that the DDA Board of Directors authorize the expenditure of up to \$30,860 for the design and construction engineering necessary to complete the snowmelt system installation in the north side of the 200 block of Front Street from Prince-Lund Engineering,**

**PLC, with funds available in the TIF 97 Professional Services line item.
Motion carried unanimously.**

h. Review latest Fiscal Year 2016-2017 Capital Improvement Program draft

6. Public Comment

a. Carol Hale, 240 Washington Street #12, commented on 200 block of Washington Street, Boardman River erosion, metered parking, and the charette on Eighth Street as it relates to the DDA District.

7. Comments from Staff and Board of Directors

a. Staff Comments

i. Downtown website, 2015 Annual Report, Traverse City Restaurant Week, DDA Executive Director's Record Eagle column, neighborhood meetings with parking, and the Sara Hardy Downtown Farmers Market reconstruction project.

b. Board of Directors Comments

i. Prioritization exercise will be completed by the DTCA Board of Directors and report back to the DDA on results.

8. Adjournment. The meeting officially adjourned at 9:21 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing & Deputy Director

DRAFT

DDA Financial Report

	January 31, 2015	January 31, 2016	Budget 15-16 as Approved	Budget 15-16 with Amendments	% of Budget	Budget Variance
REVENUE						
Property Taxes	65,480	108,505	70,000	70,000	155.0%	-38,505
Interest and Dividends	257	1,892	200	200	945.8%	-1,692
Miscellaneous	2,592	0	0	0	-	0
Rents and Royalties	33,430	35,130	45,000	45,000	78.1%	9,870
Administrative Services	351,311	417,455	767,377	767,377	54.4%	349,922
Prior Year Surplus		0	0	0	-	0
TOTAL REVENUE	\$453,070	\$562,981	\$882,577	\$882,577	63.8%	319,596
EXPENSES						
Payroll Expense	351,268	372,419	581,810	596,810	62.4%	224,391
Health Insurance	26,298	39,336	146,733	146,733	26.8%	107,397
Workers Compensation	6,955	7,134	0	0	-	-7,134
Office Supplies	7,514	5,874	9,000	9,000	65.3%	3,126
Operation Supplies	957	0	0	0	-	0
Professional/Contractual	44,138	15,990	78,100	66,534	24.0%	50,544
Communications	2,742	2,708	4,600	4,600	58.9%	1,892
Transportation	1,391	0	2,000	2,000	0.0%	2,000
Lodging/Meals	2,846	2,456	5,000	5,000	49.1%	2,545
Training	1,350	100	2,000	2,000	5.0%	1,900
Community Promotion	1,357	1,471	12,500	12,500	11.8%	11,029
Printing/Publishing	4,154	3,549	7,500	7,500	47.3%	3,951
Insurance & Bonds	1,295	703	1,700	1,700	41.4%	997
Utilities	4,024	3,976	6,600	6,600	60.2%	2,624
Repairs & Maintenance	975	975	2,200	2,200	44.3%	1,225
Rentals	5,287	4,914	8,000	8,000	61.4%	3,086
Legal Expense	2,217	135	5,000	5,000	2.7%	4,865
Miscellaneous	25	0	400	400	0.0%	400
Equipment	3,732	3,009	6,000	6,000	50.1%	2,991
TOTAL EXPENSE	\$468,525	\$464,749	\$879,143	\$882,577	52.7%	417,828
					thru fiscal year ↓	
NET INCOME/(LOSS)	(\$15,455)	\$98,232	\$3,434	\$0	58.3%	

Payroll & Fringes

	January 31, 2015	January 31, 2016	Budget 15-16 as Approved	Budget 15-16 with Amendments	% of Budget
Payroll Expense	351,268	372,419	581,810	596,810	62.4%
Health Insurance	26,298	39,336	146,733	146,733	26.8%
Workers Compensation	6,955	7,134	0	0	-
TOTAL	384,521	418,890	728,543	743,543	56.34%

Downtown Development Authority

Balance Sheet

As of January 31, 2016

03/15/16

	Jan 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	249,041.18
Fifth Third Savings - 6740	201,194.05
Petty Cash	97.44
Total Checking/Savings	450,332.67
Accounts Receivable	
Accounts Receivable	5,854.82
Total Accounts Receivable	5,854.82
Other Current Assets	
Deposits in Transit	106.00
Due From DTCA	2,703.01
Due From APS	-1,734.17
Total Other Current Assets	1,074.84
Total Current Assets	457,262.33
Other Assets	
Due From Other Funds	32,631.18
Total Other Assets	32,631.18
TOTAL ASSETS	489,893.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	37,781.16
Other Current Liabilities	
Bumpout Project Funds Collected	8,645.86
Bryan Crough Memorial Fund	26,394.68
Accrued Salaries	55,341.24
Deposits Payable	
Senior Project Fresh	-85.00
Double Up Food Bucks	7,128.00
EBT Bridge Card	12,303.55
Project Fresh	-6,329.00
Deposits Payable - Other	-18.00
Total Deposits Payable	12,999.55
Payroll Liabilities	
Federal Income Tax Payable	1,622.00
Medicare Tax Payable	635.50
Social Security Tax Payable	2,717.24
State income Tax Payable	1,511.40
State Unemployment Tax Payable	2,107.24
Health Insurance Payable	1,054.36
Total Payroll Liabilities	9,647.74
Total Other Current Liabilities	112,029.07
Total Current Liabilities	149,810.23
Total Liabilities	149,810.23
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	134,244.79
Net Income	98,232.22
Total Equity	340,083.28
TOTAL LIABILITIES & EQUITY	489,893.61

Downtown Development Authority
Profit & Loss
 January 2016

	Jan 16
Ordinary Income/Expense	
Income	
Administrative Services	46,889.17
Interest & Dividends	62.06
Property Taxes	45,373.41
Total Income	92,324.64
Gross Profit	92,324.64
Expense	
Communications	270.75
Health Insurance	3,420.85
Lodging, meals	617.14
Office Supplies	251.53
Payroll Expenses	
457 Company Matching	2,350.07
Hourly Wage Expense	18,328.54
Medicare Tax Expense	625.33
Salaries & Wages	23,501.62
Social Security Tax Expense	2,673.80
SUTA Tax Expense	2,115.16
Payroll Expenses - Other	47.85
Total Payroll Expenses	49,642.37
Printing & Publishing	16.99
Professional/Contractual	934.35
Rentals	637.00
Training	100.00
Utilities	1,159.01
Total Expense	57,049.99
Net Ordinary Income	35,274.65
Net Income	35,274.65

Downtown Development Authority

Profit & Loss

July 2015 through January 2016

03/15/16

	<u>Jul '15 - Jan 16</u>
Ordinary Income/Expense	
Income	
Reimbursed Parking Wages	0.00
Administrative Services	417,455.03
Interest & Dividends	1,891.66
Property Taxes	108,504.58
Rents	35,130.00
Total Income	<u>562,981.27</u>
Gross Profit	562,981.27
Expense	
Communications	2,707.70
Community Promotion	1,471.15
Equipment	3,008.88
Health Insurance	39,336.21
Insurance & Bonds	703.06
Legal	135.00
Lodging, meals	2,455.50
Office Supplies	5,874.06
Payroll Expenses	
Direct Deposit Fee	20.30
457 Company Matching	17,839.41
Hourly Wage Expense	142,980.21
Medicare Tax Expense	4,843.98
Salaries & Wages	181,649.36
Social Security Tax Expense	20,712.31
SUTA Tax Expense	4,070.79
Payroll Expenses - Other	303.05
Total Payroll Expenses	<u>372,419.41</u>
Printing & Publishing	3,549.31
Professional/Contractual	15,990.25
Rentals	4,913.88
Repairs & Maintenance	975.00
Training	100.00
Utilities	3,975.64
Workers Compensation	7,134.00
Total Expense	<u>464,749.05</u>
Net Ordinary Income	<u>98,232.22</u>
Net Income	<u><u>98,232.22</u></u>

11:45 AM
02/23/16

Downtown Development Authority
Reconciliation Summary
Fifth Third Checking - 3112, Period Ending 01/31/2016

	<u>Jan 31, 16</u>
Beginning Balance	187,988.69
Cleared Transactions	
Checks and Payments - 45 Items	-129,140.95
Deposits and Credits - 57 Items	202,145.74
Total Cleared Transactions	<u>73,004.79</u>
Cleared Balance	<u>260,993.48</u>
Uncleared Transactions	
Checks and Payments - 33 Items	-11,952.30
Total Uncleared Transactions	<u>-11,952.30</u>
Register Balance as of 01/31/2016	<u>249,041.18</u>
New Transactions	
Checks and Payments - 42 Items	-141,731.33
Total New Transactions	<u>-141,731.33</u>
Ending Balance	<u><u>107,309.85</u></u>

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 01/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						187,988.69
Cleared Transactions						
Checks and Payments - 45 items						
Bill Pmt -Check	10/06/2015	11624	Boot Strap Farms L...	X	-2.00	-2.00
Bill Pmt -Check	11/10/2015	11716	Boot Strap Farms L...	X	-8.00	-10.00
Paycheck	11/20/2015	11763	Dwyer, Joseph M	X	-10.18	-20.18
Bill Pmt -Check	12/15/2015	11817	Rotary Club of Trav...	X	-248.00	-268.18
Paycheck	12/18/2015	11809	Wood, Mark S	X	-467.72	-735.90
Paycheck	12/21/2015	11822	Merica, Gregory J	X	-89.98	-825.88
Liability Check	12/29/2015	11828	ICMA Retirement Tr...	X	-2,279.23	-3,105.11
Bill Pmt -Check	12/29/2015	11829	Charter Communic...	X	-512.97	-3,618.08
Bill Pmt -Check	12/29/2015	11833	Traverse City Light ...	X	-364.88	-3,982.96
Bill Pmt -Check	12/29/2015	11832	Traverse City Light ...	X	-144.37	-4,127.33
Bill Pmt -Check	12/29/2015	11831	Seeds, Inc.	X	-82.50	-4,209.83
Bill Pmt -Check	12/29/2015	11836	Bottomline Bookkee...	X	-80.00	-4,289.83
Bill Pmt -Check	12/29/2015	11830	Morsels	X	-20.00	-4,309.83
Paycheck	12/30/2015	11837	Creamer, Rachel S	X	-32.60	-4,342.43
Paycheck	12/31/2015	11823	Cardwell, Michael B	X	-571.79	-4,914.22
Paycheck	12/31/2015	11826	Wood, Mark S	X	-446.43	-5,360.65
Paycheck	12/31/2015	11824	Dwyer, Joseph M	X	-387.87	-5,748.52
Check	01/04/2016		Central Payment M...	X	-15.95	-5,764.47
Bill Pmt -Check	01/05/2016	11838	City of TC - Vendor	X	-2,300.00	-8,064.47
Bill Pmt -Check	01/05/2016	11844	Integrity Business S...	X	-808.27	-8,872.74
Bill Pmt -Check	01/05/2016	11843	Team Financial Gro...	X	-640.98	-9,513.72
Bill Pmt -Check	01/05/2016	11841	Michigan Office Sol...	X	-249.30	-9,763.02
Bill Pmt -Check	01/05/2016	11845	Bottomline Bookkee...	X	-130.00	-9,893.02
Bill Pmt -Check	01/05/2016	11842	Seeds, Inc.	X	-120.00	-10,013.02
Check	01/05/2016		World Pay	X	-14.95	-10,027.97
Liability Check	01/06/2016	EFTPS	United States Treas...	X	-4,881.48	-14,909.45
Liability Check	01/06/2016	EFTPS	United States Treas...	X	-5.66	-14,915.11
Liability Check	01/12/2016	11851	City of TC - Vendor	X	-5,002.39	-19,917.50
Liability Check	01/12/2016	11850	ICMA Retirement Tr...	X	-2,207.46	-22,124.96
Bill Pmt -Check	01/12/2016	11852	First National Bank ...	X	-258.28	-22,383.24
Bill Pmt -Check	01/12/2016	11854	Rotary Club of Trav...	X	-233.00	-22,616.24
Bill Pmt -Check	01/12/2016	11855	Bottomline Bookkee...	X	-208.00	-22,824.24
Bill Pmt -Check	01/12/2016	11853	Google Inc.	X	-55.00	-22,879.24
Liability Check	01/14/2016		QuickBooks Payroll...	X	-13,094.11	-35,973.35
Paycheck	01/15/2016	11848	Smith, Daniel R	X	-626.90	-36,600.25
Paycheck	01/15/2016	11846	Cardwell, Michael B	X	-539.01	-37,139.26
Paycheck	01/15/2016	11849	Wood, Mark S	X	-467.72	-37,606.98
Paycheck	01/15/2016	11847	Dwyer, Joseph M	X	-413.46	-38,020.44
Check	01/19/2016	11858	TIF-97	X	-39,164.00	-77,184.44
Check	01/19/2016	11857	TIF-2	X	-32,186.58	-109,371.02
Bill Pmt -Check	01/19/2016	11859	Bottomline Bookkee...	X	-120.00	-109,491.02
Liability Check	01/20/2016	EFTPS	United States Treas...	X	-4,770.52	-114,261.54
Liability Check	01/25/2016	EFTPS	MESC	X	-819.81	-115,081.35
Liability Check	01/28/2016		QuickBooks Payroll...	X	-13,455.18	-128,536.53
Paycheck	01/29/2016	11862	Smith, Daniel R	X	-604.42	-129,140.95
Total Checks and Payments					-129,140.95	-129,140.95
Deposits and Credits - 57 items						
Bill Pmt -Check	01/05/2016	11839	City of TC - Vendor	X	0.00	0.00
Deposit	01/12/2016			X	71,431.15	71,431.15
Deposit	01/18/2016			X	85,118.67	156,549.82
Deposit	01/26/2016			X	45,333.87	201,883.69
Paycheck	01/29/2016		VanNess, Nicole	X	0.00	201,883.69
Paycheck	01/29/2016		Paveglio, Colleen M.	X	0.00	201,883.69
Paycheck	01/29/2016		Heiferich, Michael D	X	0.00	201,883.69
Paycheck	01/29/2016		Merica, John A	X	0.00	201,883.69
Paycheck	01/29/2016		Viox, Nicholas D	X	0.00	201,883.69
Paycheck	01/29/2016		Talarico, Nina	X	0.00	201,883.69
Paycheck	01/29/2016		Russell, Amy K	X	0.00	201,883.69
Paycheck	01/29/2016		Posler, Marianne	X	0.00	201,883.69
Paycheck	01/29/2016		Nugler, Kody J	X	0.00	201,883.69
Paycheck	01/29/2016		MacArthur, David J	X	0.00	201,883.69
Paycheck	01/29/2016		McCormick, James R	X	0.00	201,883.69
Paycheck	01/29/2016		Merica, Gregory J	X	0.00	201,883.69
Paycheck	01/29/2016		Merica, Kenneth N	X	0.00	201,883.69
Paycheck	01/29/2016		Bacigalupi, Robert M.	X	0.00	201,883.69
Paycheck	01/29/2016		Miller, Katie R	X	0.00	201,883.69

**Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 01/31/2016**

Type	Date	Num	Name	Cir	Amount	Balance
Paycheck	01/29/2016		Golden, McKenzie L	X	0.00	201,883.69
Deposit	01/29/2016			X	4.00	201,887.69
Deposit	01/29/2016			X	258.05	202,145.74
Bill Pmt -Check	02/09/2016	11882	Michigan Office Sol...	X	0.00	202,145.74
Paycheck	02/12/2016		McCormick, James R	X	0.00	202,145.74
Paycheck	02/12/2016		Golden, McKenzie L	X	0.00	202,145.74
Paycheck	02/12/2016		Merica, Gregory J	X	0.00	202,145.74
Paycheck	02/12/2016		Merica, John A	X	0.00	202,145.74
Paycheck	02/12/2016		Burian, Robert C	X	0.00	202,145.74
Paycheck	02/12/2016		Bacigalupi, Robert M.	X	0.00	202,145.74
Paycheck	02/12/2016		Merica, Kenneth N	X	0.00	202,145.74
Paycheck	02/12/2016		Miller, Katie R	X	0.00	202,145.74
Paycheck	02/12/2016		Nugler, Kody J	X	0.00	202,145.74
Paycheck	02/12/2016		Posler, Marianne	X	0.00	202,145.74
Paycheck	02/12/2016		Russell, Amy K	X	0.00	202,145.74
Paycheck	02/12/2016		Talarico, Nina	X	0.00	202,145.74
Paycheck	02/12/2016		Helferich, Michael D	X	0.00	202,145.74
Paycheck	02/12/2016		Paveglio, Colleen M.	X	0.00	202,145.74
Paycheck	02/12/2016		VanNess, Nicole	X	0.00	202,145.74
Paycheck	02/12/2016		Viox, Nicholas D	X	0.00	202,145.74
Paycheck	02/12/2016		MacArthur, David J	X	0.00	202,145.74
Paycheck	02/26/2016		Golden, McKenzie L	X	0.00	202,145.74
Paycheck	02/26/2016		Viox, Nicholas D	X	0.00	202,145.74
Paycheck	02/26/2016		VanNess, Nicole	X	0.00	202,145.74
Paycheck	02/26/2016		Paveglio, Colleen M.	X	0.00	202,145.74
Paycheck	02/26/2016		Helferich, Michael D	X	0.00	202,145.74
Paycheck	02/26/2016		Talarico, Nina	X	0.00	202,145.74
Paycheck	02/26/2016		Russell, Amy K	X	0.00	202,145.74
Paycheck	02/26/2016		MacArthur, David J	X	0.00	202,145.74
Paycheck	02/26/2016		Posler, Marianne	X	0.00	202,145.74
Paycheck	02/26/2016		Nugler, Kody J	X	0.00	202,145.74
Paycheck	02/26/2016		Miller, Katie R	X	0.00	202,145.74
Paycheck	02/26/2016		Merica, Kenneth N	X	0.00	202,145.74
Paycheck	02/26/2016		Merica, John A	X	0.00	202,145.74
Paycheck	02/26/2016		Merica, Gregory J	X	0.00	202,145.74
Paycheck	02/26/2016		Bacigalupi, Robert M.	X	0.00	202,145.74
Paycheck	02/26/2016		Burian, Robert C	X	0.00	202,145.74
Paycheck	02/26/2016		McCormick, James R	X	0.00	202,145.74
Total Deposits and Credits					202,145.74	202,145.74
Total Cleared Transactions					73,004.79	73,004.79
Cleared Balance					73,004.79	260,993.48
Uncleared Transactions						
Checks and Payments - 33 Items						
Paycheck	08/19/2011	4772	Kellogg, Paul T.		-82.79	-82.79
Bill Pmt -Check	09/16/2011	4872	Red Cloud Fisheries		-15.00	-97.79
Bill Pmt -Check	09/16/2011	4854	Fruitful Acres		-8.00	-105.79
Bill Pmt -Check	09/16/2011	4871	R & R Poultry		-2.00	-107.79
Bill Pmt -Check	09/30/2011	4921	Altonen Orchards		-16.00	-123.79
Bill Pmt -Check	10/28/2011	5036	Red Cloud Fisheries		-30.00	-153.79
Bill Pmt -Check	10/28/2011	5035	R & R Poultry		-2.00	-155.79
Bill Pmt -Check	07/06/2012	5650	Wertz-Roth, Brannin		-9.00	-164.79
Bill Pmt -Check	07/06/2012	5665	Jenkins Potato Farm		-7.00	-171.79
Bill Pmt -Check	08/03/2012	5763	Wertz-Roth, Brannin		-26.00	-197.79
Bill Pmt -Check	08/03/2012	5769	Jenkins Potato Farm		-5.00	-202.79
Bill Pmt -Check	08/03/2012	5759	Fox Valley Farms		-1.00	-203.79
Bill Pmt -Check	09/07/2012	5883	9 Bean Rows, LLC		-65.00	-268.79
Bill Pmt -Check	09/28/2012	6029	Natural Northern Fo...		-43.00	-311.79
Bill Pmt -Check	09/28/2012	6013	Green Leap Epicure...		-24.00	-335.79
Bill Pmt -Check	09/28/2012	6007	Evergreen Club		-6.00	-341.79
Bill Pmt -Check	04/26/2013	6586	Priority Health		-3,297.49	-3,639.28
Bill Pmt -Check	08/02/2013	6677	9 Bean Rows, LLC		-130.00	-3,769.28
Bill Pmt -Check	08/16/2013	6930	Evergreen Club		-10.00	-3,779.28
Bill Pmt -Check	09/13/2013	7058	Wunch Farms		-403.00	-4,182.28
Bill Pmt -Check	09/13/2013	7028	Hilbert's Honey Bee...		-12.00	-4,194.28
Bill Pmt -Check	09/27/2013	7141	Up North Global, LLC		-12.00	-4,206.28
Paycheck	03/28/2014	7662	Balk, Bradley R		-27.57	-4,233.85
Bill Pmt -Check	08/04/2015	11418	Clous, Gerald		-2.00	-4,235.85

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 01/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	09/08/2015	11534	Birch Point Farm, L...		-803.00	-5,038.85
Bill Pmt -Check	09/15/2015	11575	Old Time Wooden ...		-488.62	-5,527.47
Bill Pmt -Check	11/10/2015	11713	Bars Knuckle Farm ...		-231.00	-5,758.47
Bill Pmt -Check	11/10/2015	11759	Wunch Farms		-151.00	-5,909.47
Liability Check	01/12/2016	11855	State of Michigan - ...		-2,234.90	-8,144.37
Liability Check	01/26/2016	11864	ICMA Retirement Tr...		-2,207.23	-10,351.60
Paycheck	01/29/2016	11860	Cardwell, Michael B		-629.53	-10,981.13
Paycheck	01/29/2016	11863	Wood, Mark S		-487.16	-11,468.29
Paycheck	01/29/2016	11861	Dwyer, Joseph M		-484.01	-11,952.30
Total Checks and Payments					-11,952.30	-11,952.30
Total Uncleared Transactions					-11,952.30	-11,952.30
Register Balance as of 01/31/2016					61,052.49	249,041.18
New Transactions						
Checks and Payments - 42 Items						
Bill Pmt -Check	02/02/2016	11865	Copy Central		-1,254.80	-1,254.80
Liability Check	02/03/2016	EFTPS	United States Treas...		-4,974.74	-6,229.54
Bill Pmt -Check	02/04/2016	11866	Uptown Developme...		-21,105.93	-27,335.47
Check	02/09/2016	11873	TIF-97		-25,571.32	-52,906.79
Check	02/09/2016	11872	TIF-2		-19,782.55	-72,689.34
Liability Check	02/09/2016	11874	City of TC - Vendor		-5,002.39	-77,671.73
Liability Check	02/09/2016	11871	ICMA Retirement Tr...		-2,208.62	-79,880.35
Bill Pmt -Check	02/09/2016	11886	Team Financial Gro...		-640.98	-80,521.33
Bill Pmt -Check	02/09/2016	11888	Traverse City Light ...		-637.76	-81,159.09
Bill Pmt -Check	02/09/2016	11887	Traverse City Light ...		-521.25	-81,680.34
Bill Pmt -Check	02/09/2016	11877	First National Bank ...		-496.78	-82,177.12
Bill Pmt -Check	02/09/2016	11876	Charter Communic...		-495.59	-82,672.71
Bill Pmt -Check	02/09/2016	11875	Ace Hardware		-299.85	-82,972.56
Bill Pmt -Check	02/09/2016	11878	Flaherty, Miller & D...		-250.00	-83,222.56
Bill Pmt -Check	02/09/2016	11885	TC Telecom		-225.00	-83,447.56
Bill Pmt -Check	02/09/2016	11880	Integrity Business S...		-159.55	-83,607.11
Bill Pmt -Check	02/09/2016	11889	Bottomline Bookkee...		-140.00	-83,747.11
Bill Pmt -Check	02/09/2016	11881	Michigan Farmers ...		-100.00	-83,847.11
Bill Pmt -Check	02/09/2016	11879	Google Inc.		-55.00	-83,902.11
Bill Pmt -Check	02/09/2016	11884	Seeds, Inc.		-30.00	-83,932.11
Bill Pmt -Check	02/09/2016	11883	Nicole VanNess - V		-23.25	-83,955.36
Liability Check	02/11/2016		QuickBooks Payroll...		-13,605.81	-97,561.17
Paycheck	02/12/2016	11869	Smith, Daniel R		-649.37	-98,210.54
Paycheck	02/12/2016	11867	Cardwell, Michael B		-619.74	-98,830.28
Paycheck	02/12/2016	11868	Dwyer, Joseph M		-478.89	-99,309.17
Paycheck	02/12/2016	11870	Wood, Mark S		-470.52	-99,779.69
Bill Pmt -Check	02/16/2016	11894	Uptown Developme...		-9,416.00	-109,195.69
Bill Pmt -Check	02/16/2016	11890	Beckett & Raeder		-899.40	-110,095.09
Bill Pmt -Check	02/16/2016	11893	Otwell Mawby, P.C.		-840.00	-110,935.09
Bill Pmt -Check	02/16/2016	11895	Bottomline Bookkee...		-130.00	-111,065.09
Bill Pmt -Check	02/16/2016	11891	City of TC - Vendor		-75.00	-111,140.09
Bill Pmt -Check	02/16/2016	11892	D and R Wedding		-70.00	-111,210.09
Liability Check	02/17/2016	EFTPS	United States Treas...		-5,018.42	-116,228.51
Bill Pmt -Check	02/19/2016	11896	Michigan Office Sol...		-325.02	-116,553.53
Liability Check	02/22/2016	EFTPS	State of Michigan - ...		-1,511.40	-118,064.93
Liability Check	02/23/2016	11901	ICMA Retirement Tr...		-2,207.23	-120,272.16
Liability Check	02/25/2016		QuickBooks Payroll...		-13,759.51	-134,031.67
Paycheck	02/26/2016	11899	Smith, Daniel R		-739.25	-134,770.92
Paycheck	02/26/2016	11897	Cardwell, Michael B		-718.38	-135,489.30
Paycheck	02/26/2016	11900	Wood, Mark S		-589.73	-136,079.03
Paycheck	02/26/2016	11898	Dwyer, Joseph M		-476.84	-136,555.87
Liability Check	03/02/2016	EFTPS	United States Treas...		-5,175.46	-141,731.33
Total Checks and Payments					-141,731.33	-141,731.33
Total New Transactions					-141,731.33	-141,731.33
Ending Balance					-80,678.84	107,309.85

DDA-TIF2
Balance Sheet
As of January 31, 2016

	Jan 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 4378	1,977,509.07
Total Checking/Savings	1,977,509.07
Accounts Receivable	
*Accounts Receivable	1,912,097.00
Total Accounts Receivable	1,912,097.00
Total Current Assets	3,889,606.07
Other Assets	
Accounts Receivable	3,392,097.00
Due From Other Funds	82.74
Total Other Assets	3,392,179.74
TOTAL ASSETS	7,281,785.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Income	3,392,097.00
Total Other Current Liabilities	3,392,097.00
Total Current Liabilities	3,392,097.00
Total Liabilities	3,392,097.00
Equity	
Retained Earnings	3,078,071.56
Net Income	811,617.25
Total Equity	3,889,688.81
TOTAL LIABILITIES & EQUITY	7,281,785.81

DDA-TIF2
Profit & Loss
January 2016

	<u>Jan 16</u>
Income	
Interest	166.28
Property Taxes	<u>32,186.58</u>
Total Income	32,352.86
Expense	<u>0.00</u>
Net Income	<u>32,352.86</u>

DDA-TIF2
Profit & Loss
July 2015 through January 2016

	<u>Jul '15 - Jan 16</u>
Income	
Interest	1,362.63
Property Taxes	922,952.88
Total Income	<u>924,315.51</u>
Expense	
Adm/Eng Services	43,452.00
Capital Outlay	98.85
Interest Expense	25,646.88
Professional/Contractual	43,500.53
Total Expense	<u>112,698.26</u>
Net Income	<u><u>811,617.25</u></u>

DDA-TIF2
Reconciliation Summary
Fifth Third Checking - 4378, Period Ending 01/31/2016

	<u>Jan 31, 16</u>
Beginning Balance	1,966,981.06
Cleared Transactions	
Checks and Payments - 1 item	-21,726.00
Deposits and Credits - 2 items	32,352.86
Total Cleared Transactions	<u>10,626.86</u>
Cleared Balance	<u>1,977,607.92</u>
Uncleared Transactions	
Checks and Payments - 1 item	-98.85
Total Uncleared Transactions	<u>-98.85</u>
Register Balance as of 01/31/2016	<u>1,977,509.07</u>
New Transactions	
Checks and Payments - 1 item	-149.93
Total New Transactions	<u>-149.93</u>
Ending Balance	<u>1,977,359.14</u>

DDA-TIF2
Reconciliation Detail
Fifth Third Checking - 4378, Period Ending 01/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,966,981.06
Cleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	01/05/2016	1024	DDA	X	-21,726.00	-21,726.00
Total Checks and Payments					-21,726.00	-21,726.00
Deposits and Credits - 2 items						
Deposit	01/26/2016			X	32,186.58	32,186.58
Deposit	01/31/2016			X	166.28	32,352.86
Total Deposits and Credits					32,352.86	32,352.86
Total Cleared Transactions					10,626.86	10,626.86
Cleared Balance					10,626.86	1,977,607.92
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	11/17/2015	1023	Ace Hardware		-98.85	-98.85
Total Checks and Payments					-98.85	-98.85
Total Uncleared Transactions					-98.85	-98.85
Register Balance as of 01/31/2016					10,528.01	1,977,509.07
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	02/09/2016	1025	DDA		-149.93	-149.93
Total Checks and Payments					-149.93	-149.93
Total New Transactions					-149.93	-149.93
Ending Balance					10,378.08	1,977,359.14

DDA - TIF97
Balance Sheet
 As of January 31, 2016

	Jan 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	3,027,626.87
Total Checking/Savings	3,027,626.87
Accounts Receivable	
Accounts Receivable	1,315,000.00
Total Accounts Receivable	1,315,000.00
Total Current Assets	4,342,626.87
TOTAL ASSETS	4,342,626.87
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	21,855.93
Total Accounts Payable	21,855.93
Other Current Liabilities	
Deferred Revenue	1,570,000.00
Total Other Current Liabilities	1,570,000.00
Total Current Liabilities	1,591,855.93
Total Liabilities	1,591,855.93
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	1,837,423.69
Net Income	934,547.25
Total Equity	2,750,770.94
TOTAL LIABILITIES & EQUITY	4,342,626.87

DDA - TIF97
Profit & Loss
January 2016

	<u>Jan 16</u>
Income	
Interest	255.02
Property Taxes	<u>39,164.00</u>
Total Income	39,419.02
Expense	
Professional/Contractual	<u>18,521.68</u>
Total Expense	<u>18,521.68</u>
Net Income	<u><u>20,897.34</u></u>

DDA - TIF97
Profit & Loss
July 2015 through January 2016

	<u>Jul '15 - Jan 16</u>
Income	
Interest	3,974.52
Property Taxes	1,380,256.42
Total Income	<u>1,384,230.94</u>
Expense	
Capital Outlay	101,244.61
Professional/Contractual	348,439.08
Total Expense	<u>449,683.69</u>
Net Income	<u><u>934,547.25</u></u>

DDA - TIF97
Reconciliation Summary
Fifth Third Checking - 8026, Period Ending 01/31/2016

	<u>Jan 31, 16</u>
Beginning Balance	3,016,608.20
Cleared Transactions	
Checks and Payments - 7 items	-27,000.25
Deposits and Credits - 2 items	39,419.02
Total Cleared Transactions	<u>12,418.77</u>
Cleared Balance	<u><u>3,029,026.97</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	-1,400.10
Total Uncleared Transactions	<u>-1,400.10</u>
Register Balance as of 01/31/2016	<u><u>3,027,626.87</u></u>
New Transactions	
Checks and Payments - 1 item	-21,105.93
Total New Transactions	<u>-21,105.93</u>
Ending Balance	<u><u>3,006,520.94</u></u>

DDA - TIF97
Reconciliation Detail
Fifth Third Checking - 8026, Period Ending 01/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,016,608.20
Cleared Transactions						
Checks and Payments - 7 Items						
Bill Pmt -Check	12/15/2015	1097	Otwell Mawby, P.C.	X	-2,860.00	-2,860.00
Bill Pmt -Check	01/05/2016	1099	Downtown Develop...	X	-21,726.00	-24,586.00
Bill Pmt -Check	01/05/2016	1102	Morsels	X	-900.00	-25,486.00
Bill Pmt -Check	01/05/2016	1101	Espresso Bay	X	-900.00	-26,386.00
Bill Pmt -Check	01/05/2016	1100	Cherry Cone	X	-464.25	-26,850.25
Bill Pmt -Check	01/12/2016	1103	City Of Traverse City	X	-75.00	-26,925.25
Bill Pmt -Check	01/26/2016	1104	City Of Traverse City	X	-75.00	-27,000.25
Total Checks and Payments					-27,000.25	-27,000.25
Deposits and Credits - 2 items						
Deposit	01/26/2016			X	39,164.00	39,164.00
Deposit	01/29/2016			X	255.02	39,419.02
Total Deposits and Credits					39,419.02	39,419.02
Total Cleared Transactions					12,418.77	12,418.77
Cleared Balance					12,418.77	3,029,026.97
Uncleared Transactions						
Checks and Payments - 3 Items						
Bill Pmt -Check	11/17/2015	1087	Ace Hardware		-200.90	-200.90
Bill Pmt -Check	12/01/2015	1086	Beckett & Raeder		-599.60	-800.50
Bill Pmt -Check	12/29/2015	1098	Beckett & Raeder		-599.60	-1,400.10
Total Checks and Payments					-1,400.10	-1,400.10
Total Uncleared Transactions					-1,400.10	-1,400.10
Register Balance as of 01/31/2016					11,018.67	3,027,626.87
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	02/09/2016	1105	Downtown Develop...		-21,105.93	-21,105.93
Total Checks and Payments					-21,105.93	-21,105.93
Total New Transactions					-21,105.93	-21,105.93
Ending Balance					-10,087.26	3,006,520.94

DDA

RUN DATE: 2/23/16

CITY OF TRAVERSE CITY
LINE ITEMS AS OF 12/31/2015

PAGE 1

SELECTION: FUND RANGE 585 TO 585
LINE ITEM RANGE 400.00 TO 699.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
451.73 RAMSDALL GATE FEES	.00	.00	.00	.00	100.00	.00	100.00-	N/A
651.00 PARKING DECK PROCEEDS	345000.00	.00	345000.00	19342.60	231663.65	11.00-	113347.35	67.15
652.00 PARKING FEES-COIN	800000.00	.00	800000.00	82478.17	771046.52	.00	28953.48	96.38
653.00 PERMITS-SURFACE LOTS	240000.00	.00	240000.00	37476.75	82068.92	.00	157931.08	34.20
653.05 PERMITS-PARKING DECK	440000.00	.00	440000.00	65090.75	113142.65	.00	326857.35	25.71
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	335000.00	.00	335000.00	29073.28	186060.45	.00	148939.55	55.54
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	.00	.00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	3700.00	.00	3700.00	47.66	1002.22	.00	2697.78	27.09
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	1500.00	15048.00	.00	11252.00	57.22
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00	.00	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	25000.00	.00	25000.00	.00	.00	.00	25000.00	.00
675.00 CONTRIBUTIONS-PRIVATE SOURCE	10000.00	.00	10000.00	.00	.00	.00	10000.00	.00
677.00 REIMBURSEMENTS	.00	.00	.00	.00	.00	.00	.00	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	.00	.00	.00	85.00	745.00	125.00-	620.00-	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	900.00	.00	900.00-	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	.00	.00	.00	N/A
699.00 PRIOR YEARS' SURPLUS	671100.00	.00	671100.00	.00	.00	.00	671100.00	.00
GRAND TOTALS	2896100.00	.00	2896100.00	235094.21	1401777.41	136.00-	1494458.59	48.40

RUN DATE: 2/23/16

CITY OF TRAVERSE CITY
LINE ITEMS AS OF 12/31/2015

PAGE 1

SELECTION: FUND RANGE 585 TO 585
LINE ITEM RANGE 700.00 TO 999.99
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	70000.00	.00	70000.00	5284.55	16355.91	.00	53644.09	23.37
704.00 EMPLOYEE OVERTIME	5000.00	.00	5000.00	6.54	13.08	.00	4986.92	.26
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACCT EXPENSE	1500.00	.00	1500.00	.00	1358.13	.00	141.87	90.54
715.00 EMPLOYER'S SOCIAL SECURITY	5800.00	.00	5800.00	392.38	1423.07	.00	4376.93	24.54
716.00 EMPLOYEE HEALTH INSURANCE	4900.00	.00	4900.00	432.99	2251.48	.00	2648.52	45.95
717.00 EMPLOYEE LIFE/DISABILITY INS	700.00	.00	700.00	61.66	348.75	.00	351.25	49.82
718.00 RETIREMENT FUND CONTRIBUTION	12800.00	.00	12800.00	684.89	3117.95	.00	9682.05	24.36
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	200.00	.00	200.00	.00	.00	.00	200.00	.00
721.00 WORKERS COMPENSATION INS	1500.00	.00	1500.00	72.39	434.34	.00	1065.66	28.96
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	166.79	2425.41	.00	4574.59	34.65
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	4106.18	9965.42	5191.00	30843.58	21.66
801.00 PROFESSIONAL AND CONTRACTUAL	955000.00	.00	955000.00	64882.26	348922.47	25721.32	580356.21	36.54
810.00 COLLECTION COSTS	2000.00	.00	2000.00	51.00	36.02	137.00	1899.02	1.80
850.00 COMMUNICATIONS	24000.00	.00	24000.00	1767.29	9119.64	.00	14880.36	38.00
854.00 CITY FEE	220000.00	.00	220000.00	.00	.00	.00	220000.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	311.91	2467.99	.00	5532.01	30.85
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	954.63	2057.83	.00	5942.17	25.72
863.00 TRAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
880.00 COMMUNITY PROMOTION	200.00	.00	200.00	.00	2000.00	.00	1800.00	1000.00
900.00 PRINTING AND PUBLISHING	22000.00	.00	22000.00	917.81	4714.16	.00	17285.84	21.43
910.00 INSURANCE AND BONDS	21000.00	.00	21000.00	2008.79	12789.84	.00	8210.16	60.90
920.00 PUBLIC UTILITIES	150000.00	.00	150000.00	3081.39	19388.92	1021.70	129589.38	12.93
930.00 REPAIRS AND MAINTENANCE	572000.00	.00	572000.00	3453.34	28615.97	403.57	542980.46	5.00
930.05 RAMSDALL GATE REPAIR & MAINT	1000.00	.00	1000.00	.00	150.00	.00	850.00	15.00
940.00 RENTAL EXPENSE	119000.00	.00	119000.00	31189.85	74053.67	.00	44946.33	62.23
956.00 MISCELLANEOUS	10500.00	.00	10500.00	585.85	7321.13	.00	3178.87	69.73
959.00 DEPRECIATION EXPENSE	429000.00	.00	429000.00	35028.33	210169.98	.00	218830.02	48.99
964.00 TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 EQUIPMENT	197000.00	.00	197000.00	640.00	5468.00	13470.00	178062.00	2.78
988.00 UNALLOCATED FUNDS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2896100.00	.00	2896100.00	156080.82	764897.12	45944.59	2085258.29	26.41

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

FROM: Lauren Tribble-Laucht, City Attorney *LLA*

CC: Benjamin C. Marentette, City Clerk

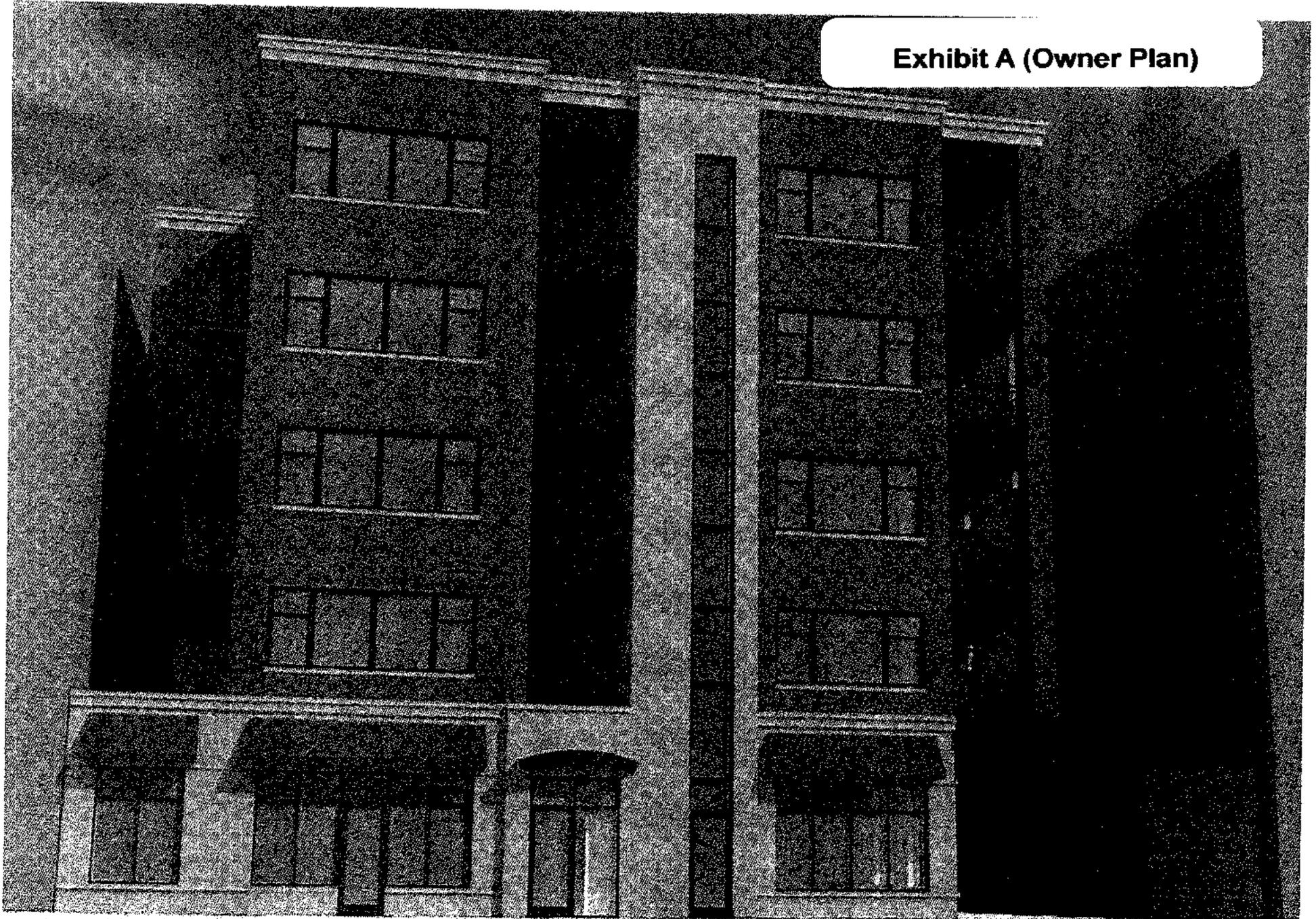
DATE: February 29, 2016

SUBJECT: *Radio Centre III Amendment to Purchase and Build-Out Agreement*

As you know the City Commission approved the Purchase and Build-Out Agreement with 200 Lake Street Development LLC on October 19, 2015 for the Radio Centre III project. The approval and Agreement include conceptual drawings attached as Exhibit A (the "Owner Plan") and Exhibit C (the "Public Facilities"). Due to the presence of certain underground utilities, the developer and City Staff have determined that the location of the Public Facilities (the bathrooms) must be relocated. The revised concept plans are attached. The Agreement should be amended to substitute these drawings for Exhibits A and C. The revised plans are consistent with the goal of the project, which is to provide public restrooms and an improved public entrance to the parking deck from Park Street. If the City Commission wishes to amend the Agreement as described the following motion would be appropriate:

That the Mayor and City Clerk be authorized to execute an Amendment to the Purchase and Build-Out Agreement with 200 Lake Street Development LLC dated October 19, 2015 to update the location of the Public Facilities as described in the February 29, 2016 memorandum from the City Attorney, such Amendment subject to approval as to its substance by the City Manager and as to its form by the City Attorney.

Exhibit A (Owner Plan)



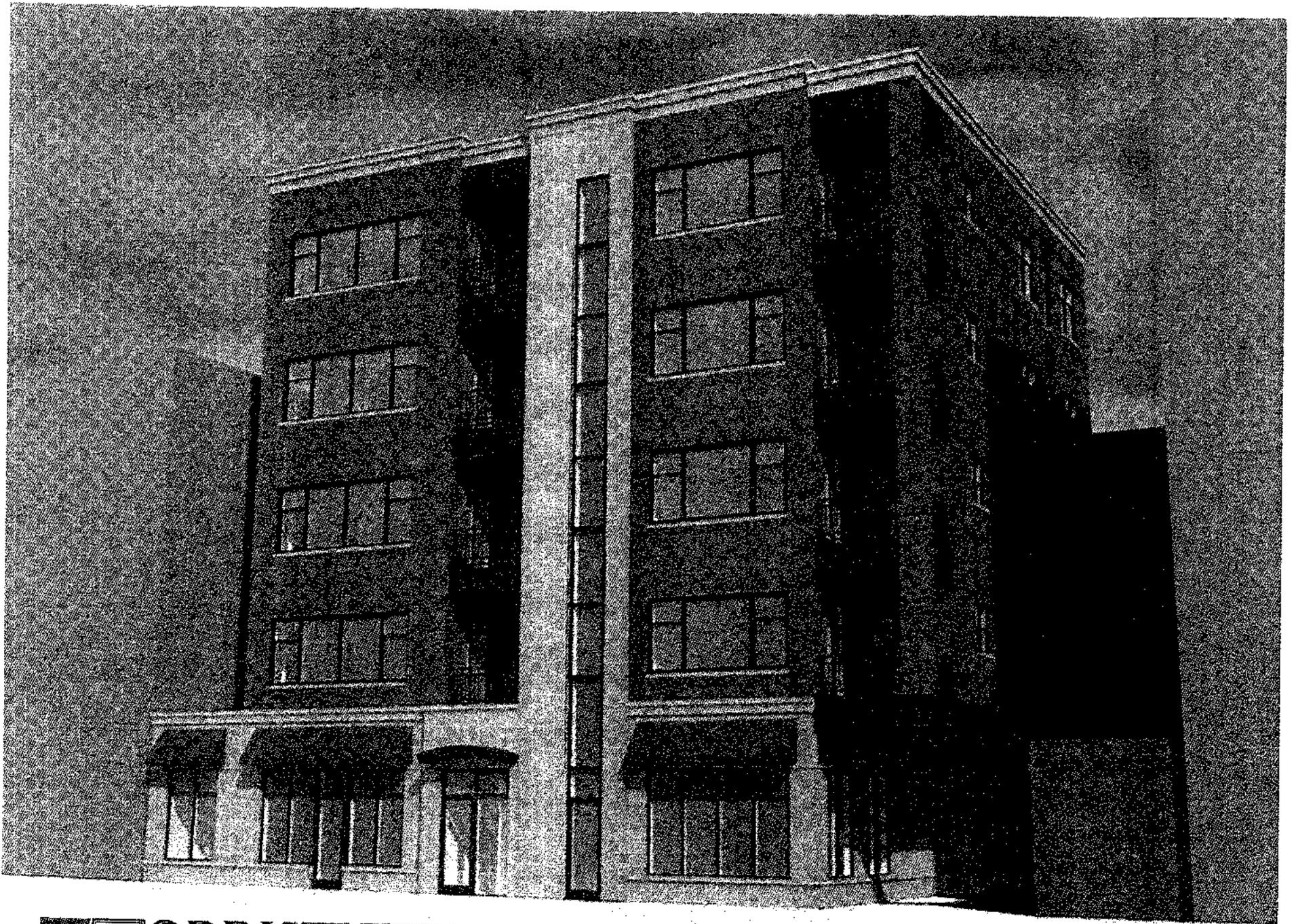
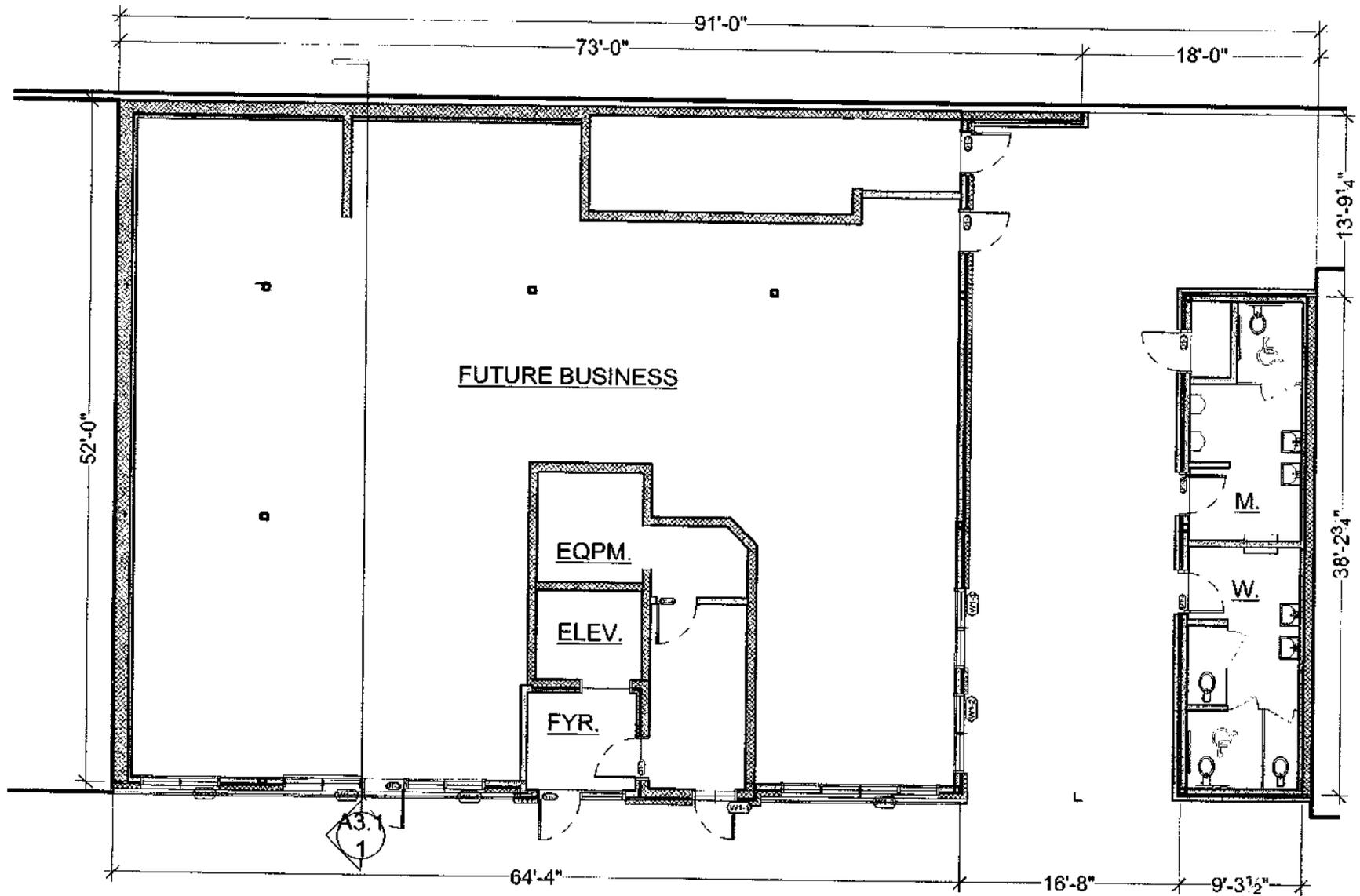


Exhibit C (Public Facilities)



MEMORANDUM

TO: Mayor Jim Carruthers
City Commission, City of Traverse City

FROM: Traverse City Arts Commission
Mary Bevans Gillett, Chair

RE: Bryan Crough Memorial

DATE: February 8, 2016



On behalf of the Traverse City Arts Commission, we are pleased to present our first request to the Traverse City Commission for approval of a public art project. Specifically, the Traverse City Arts Commission requests approval to proceed with the Bryan Crough Memorial – a work of innovative art to be integrated into public space adjacent to the proposed Radio Centre III development. A review of the project's concept, location and preliminary budget, per the Public Art Program Master Plan, follows. We request your approval of the plan as presented as well as approval to expend funds from the Public Art Trust Fund and to initiate the Request for Qualifications (RFQ) process.

Concept

The Arts Commission proposes commissioning and installing a substantial work that is original, of high quality and perceived as 'deserving' as a signature piece of art for downtown Traverse City, while also memorializing Bryan Crough. Since this will be the first installation undertaken since the Arts Commission was established, it will also stand as a visible launch to Traverse City's new public art effort.

With your approval, the Traverse City Arts Commission will work with the City Manager, City Attorney and City Staff to post an RFQ seeking proposals by open invitation from artists throughout the country. The process will continue as defined in the Public Arts Program Master Plan as approved by the City Commission last November.

The following points are essential to the Traverse City Art Commission's vision for this work and will be included in RFQ communication to all prospective artists:

- Bryan was a catalyst, a connector and a community builder. We believe this work should spark the same essence of energy, creativity and engagement. It should be interactive, innovative, responsive, whimsical and would attract viewers and community to engage with it.
- The work is envisioned to be an original, modern sculpture that interprets the attributes noted through media proposed by the artist. It is not planned as a traditional bronze sculpture or rendition of Bryan Crough's likeness.
- The sculpture will be of a size that is harmonious to the surrounding environment yet substantial to serve as a signature piece for downtown and the City of Traverse City.

- The work will be installed in downtown Traverse City, integrated with the new Radio Centre III development adjacent to frequent walking, biking and auto traffic on South Park Street (see site below). This will be a highly visible location with frequent daily visitors.
- The artwork is envisioned as either a stand-alone piece installed close to a sidewalk or, potentially, installed onto the new building at street level.
- The sculpture will remain outside and uncovered in perpetuity (unless the sculpture is removed through the procedure described in the Public Art Program Master Plan). Therefore, it must be sufficiently durable to withstand exposure to Northern Michigan weather conditions.
- The sculpture will be open to the public and will not be protected by a barricade, fence, or enclosure, nor patrolled by staff or personnel. Therefore, it must be safe, strong and not vulnerable to vandalism or high maintenance.
- A small plaque will be placed near the artwork, noting the memorial and Bryan Crough's role in Traverse City. This plaque will be of similar nature to those commemorating similar memorials (i.e. Larry C. Hardy Parking Deck, Perry Hannah, Con Foster, Sarah Hardy Farmers Market).
- Implementation timeline will correlate with construction of Radio Centre III. Completion is anticipated in Spring 2017 with public dedication in June 2017.

Site

The Traverse City Arts Commission recommends the Bryan Crough Memorial artwork be created for and installed permanently in public space adjacent to Radio Centre III, currently in development with Socks Construction at 113 South Park Street.

Key points:

- This site is directly across from Sorrelina restaurant and the alley between the 200 block of State and East Front Streets, and adjacent to Radio Centre II to the south, the Larry C. Hardy Parking Deck to the east, and Taproot Ciders/Radio Centre I to the north. It is just one block from West Grand Traverse Bay and steps from the Park Place and the heart of downtown Traverse City (see location and site plan, attached).
- When the Radio Centre III development is completed, the site will be in close proximity to public restrooms and a pathway to the parking deck as well as new retail, residential and office space. This will be a highly visible location with frequent daily visitors and robust walking, biking and auto traffic along South Park Street.

- The site allows integration into a new build for coordinated use of resources as well as a location that is significant to downtown and connects with Bryan. The group visualized an independent work near the sidewalk/public pathways or a piece installed onto or integrated with the new building as noted above.
- The Arts Commission considered several sites and gathered input from stakeholders, the DDA, city planning and engineering staff, public art experts and the developers. The Art Commission's public input session on 1/5/2016 also gathered community insight into art located downtown.
- Socks Construction is in support of this location and is willing to modify plans to incorporate and/or complement this artwork into privately owned portions of the development, if needed.

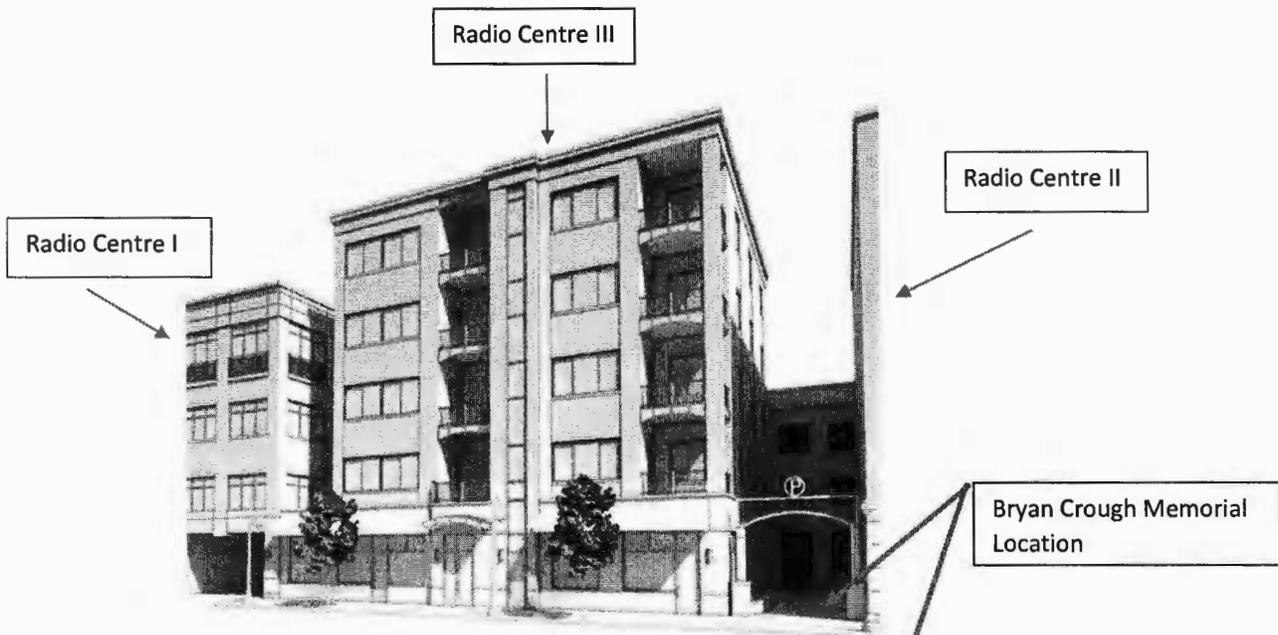
Funding/Budget:

- \$50,000 has been budgeted for this project. This includes artist fees, installation, maintenance, RFQ/proposal process, city expenses and related costs required to bring this project from proposal through completion.
- \$50,000 has been secured through private philanthropy. Rotary Charities of Traverse City committed a \$25,000 grant designated toward artwork in memory of Bryan Crough. Rotary Charities funding was matched with an additional \$25,000 in private donations. Private donation are currently being held by the DDA and will be transferred to the Art Trust Fund. Rotary Charities funds will be dispersed by June 30, 2016.
- Due to philanthropic support, no public funds are required to implement this project.

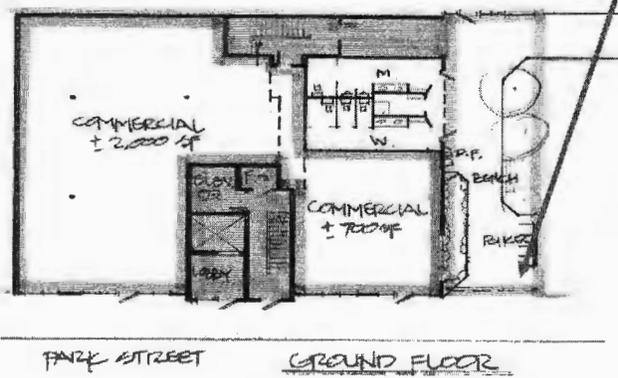
Next Steps & Timeline

With City Commission approval of this concept, site and budget, the Traverse City Arts Commission will continue implementing this project following the guidelines set forth by the Public Arts Program Master Plan. A preliminary timeline follows. Please note that dates are contingent on Radio Centre III development and construction schedules, and may need modification as the projects proceed.

- February-March 2016: City Manager, City Attorney & City Staff prepare RFQ to artists
- April-June 2016: Artist proposals reviewed by artist selection panel; finalists selected.
- July-August 2016: Finalists invited to site visit & to submit maquettes for review; panel recommends artist to the Arts Commission
- September 2016: Artist engagement and contract with the City of Traverse City
- October 2016 – May 2017: Creation and implementation of artwork
- June 2017: Installation, dedication and celebration



113 South Park Street



RADIO CENTRE III

♦ SOCKS DEVELOPMENT ♦♦♦ ROBERT A. YVON, ARCHITECT ♦♦♦

MEMORANDUM



TO: Rob Bacigalupi, DDA Executive Director
CC: Chuck Judson, DDA Chairperson
FROM: Nick Viox, DDA Special Projects Coordinator
DATE: March 15, 2016
SUBJECT: Farmers Market Rules 2016

Over the past few months, the Farmers Market Advisory Board has been working diligently to improve the rules of the Sara Hardy Downtown Farmers Market for the 2016 season. The DDA Board has already approved the new payment structure proposed by the Advisory Board as well as the limited exemption clause for vendors outside of the historical 7 county radius, but there was just a few more pieces that needed some fine tuning. These pieces, that are in red font in the attached rules, are detailed below:

- An update Vendor Audit Protocol that includes additional forms for on-site vendor visits and calls for one member of the Farmers Market Advisory Board to be present during the visits.
- Parking Map Information Changes - Vendors will no longer be provided spaces in Lot Z.
- Wine Vendors will now allow for a limit of 2 vendors on Saturdays and 3 on Wednesdays. We had 3 Vendors on Wednesdays last year and that was incredibly successful.

The Advisory Board is meeting this month to discuss the Entertainment Vendor section, as well as to review the possibility of having a pilot program that allows non-profits at a limited capacity at our market. We are hoping to bring this amendment to the DDA Board next month.



I. MISSION

The Sara Hardy Downtown Farmers Market (the Market) is operated by the Traverse City Downtown Development Authority (DDA) and is managed by SEEDs (The Market Manager). The purpose of the Market is to create a sales venue for local area farmers, provide opportunity for consumers to purchase quality farm-grown goods, to provide a community gathering place, and to promote and stimulate economic development and create traffic in the Downtown area.

II. TIME AND PLACE

The Market takes place on Wednesdays and Saturdays in season on dates established every year by the Downtown Development Authority. The Market begins by 7:30 a.m. on Saturdays, 8:00 a.m. on Wednesdays, and ends at 12 noon. The DDA shall set dates based upon recommendation by the Farmers Market Advisory Board.

The Market takes place in parking lot "B" at the southwest corner of Cass and Grandview Parkway in downtown Traverse City, though it may be temporarily moved to accommodate other events in that space.

III. WHO CAN SELL

Only Vendors registered and approved in accordance with these Rules may sell at the Market. Applications are available by contacting the DDA office and must be submitted by **APRIL 11**. Applications shall be sent to the attention of Nick Viox. Applications will be required annually. Any dispute of a determination made by the Market Manager and/or DDA Staff may be appealed to the Farmers Market Advisory Board.

All Vendors must be within the Historical 7 County Area (Grand Traverse, Antrim, Kalkaska, Wexford, Leelanau, Benzie, and Manistee Counties) ATTACHMENT A

All Vendors outside of the 7 Counties, please refer to the Limited Exemption to see if it applies.



If space is limited preference will be determined by the following four factors:

- Product Balance
- Timing of Acceptance
- Proximity to the Market (as mentioned above)
- Booth assignment process (detailed in Section V)

The Market Manager and DDA Staff shall determine acceptance into the Market at their sole discretion. Any appeals of this decision may be brought to the Farmers Market Advisory Board. This Board will make any ultimate decision on these matters and its decision shall be final.

Those not accepted because of space limitations will be placed on a waiting list and will be made aware of any openings throughout the season.

IV. WHAT CAN BE SOLD

All of the products sold at the Market must be grown or produced by the Vendor offering them for sale. No reselling will be allowed. Reselling is defined as offering or sale of any product not grown or produced by the Vendor. All products and Vendors must be compliant with any applicable USDA, MDA and Department of Health regulations. Vendors are defined by the following 3 categories:

CATEGORY 1: RAW AGRICULTURAL PRODUCTS

Vendors must abide by all applicable federal, state and local health regulations. In addition, they must adhere to federal guidelines on all labels.

All items that the Vendor will bring to the Market must be listed on the attachment to the application. If there are any additions to this list, an amendment must be made prior to the item being brought to Market. The Vendor must provide proof of planting stock purchase or equivalent documentation to have the amendment approved. Approval is at the discretion of the DDA Staff and the Market Manager.



- I. Fruits, Vegetables, Cultivated Mushrooms, & Grain:
Must be grown 100% by that Vendor.

- II. Animal Agriculture: Includes meats, eggs, honey, and milk. 100% of the animals must be owned and cared for by that Vendor.

- III. Nursery Items: Nursery items include annuals, perennials, and cut flowers. These items may not be purchased by the Vendor ready for retail. No wholesaling is allowed. All nursery items must abide by the additional guidelines listed below:
 - I. The nursery/greenhouse must have production facilities specifically for growing nursery/stock plants.
 - II. The nursery/greenhouse must produce plants from seed, cuttings, plugs, and/or bare root stock in small containers, which are then grown to the finished size.
 - III. The nursery/greenhouse will have an annual production plan complete with order confirmations for seed, cuttings, liners/plugs, bare root, small containerized stock, and supplies such as soil, pots, fertilizers, etc., along with invoices on file.
 - IV. Vendors selling winter-hardy nursery stock items, including trees, shrubs, perennials, mums, fruit trees, berry plants, rose bushes, vines, herbs and bulbs must produce both a Nursery Stock Growers License or a Small Scale Growers License as well as a Nursery Stock Dealer Market License. These licenses can be found on MDARD's website.

CATEGORY 2: VALUE ADDED AGRICULTURAL ITEMS

Priority in this category will be given to Vendors based on the following criteria (NOTE: The DDA acknowledges the constraints of our local growing area when it comes to value-added products. This will be taken into account during the evaluation process.):



- I. Vendors that grow all of their ingredients
- II. Vendors that use their own grown ingredients along with locally farmed ingredients.
- III. Vendors that source all ingredients from locally farmed ingredients.

All Vendors in this category will be evaluated by the Farmers Market Advisory Board before acceptance to ensure the best Market blend.

Vendors must abide by all applicable federal, state and local health regulations. In addition, they must adhere to federal guidelines on all labels.

All items that the Vendor will bring to the Market must be listed on the attachment to the application. If there are any additions to this list, an amendment must be made prior to the item being brought to Market. Approval is at the discretion of the DDA Staff and the Market Manager.

Value Added Agricultural Items Include:

- I. Baked Items: (Limit of 8 Vendors) Eligible bread products must be baked from dough made by the Vendor.
- II. Soap/Health & Beauty Care Products: (Limit of 4 Vendors)
- III. Value Added Fruits & Vegetables: This includes oils, vinegars, preserves, jams, dried fruits, juices, salsas, etc.
- IV. Cheese: Priority is given to those who own their own their own animals, then to those who source exclusively from local farmers.
- V. Small Wine Vendors (Maximum of 3 Vendors on Wednesdays, 2 Vendors on Saturdays)
 - I. Eligible wineries must:
 - A. Complete the Michigan Liquor Control Commission (MLCC) Application for Farmers' Market Permit (<https://www.michigan.gov/documents/lara/>)



SARA HARDY DOWNTOWN FARMERS MARKET RULES 2016

LCC-3020 Farmers Market Permit Application 08-13 43269
9 7.pdf)

- i. Tastings and sales shall be limited to an exclusive area that is well-defined and clearly marked and under the control of the permit holder. This perimeter must be approved by the Market Manager before the vendor attends market.
 - ii. Tastings to each customer shall not exceed 3 services of 2 ounces or less of wine in any period of 24 hours
 - iii. The Market Manager will sign the Permit upon acceptance for submission to the MLCC
 - iv. Make fewer than 5,000 gallons of wine per year at all locations
- B. Wineries shall provide a certificate of liquor liability insurance in the amount of \$1 million per occurrence naming the City of Traverse City and the Traverse City Downtown Development Authority as additional insured. The certificate shall evidence dates of coverage that are inclusive of the dates alcohol is being sold or served.
- C. Wineries shall submit copies of server training certification for each server who will be present sampling wines at the market. In the event that there are any substitutions, the Market Manager must be notified and be provided with certifications for new servers.
- D. Wineries will check photo identification of ALL customers sampling or purchasing wine and will not serve wine to anyone under the age of 21 years old, in accordance with federal law.
- E. Wine vendors are responsible for providing their own receptacles for tastes and must clean up their space after.

CATEGORY 3: WILDCRAFTED/FORAGED ITEMS



SARA HARDY DOWNTOWN FARMERS MARKET RULES 2016



Because it is difficult to ascertain where items are foraged, it is required that the Vendor reside within the Historical 7 County Area.

Vendors must abide by all applicable federal, state and local health regulations. In addition, they must adhere to federal guidelines on all labels.

All wildcrafted/foraged items, whether fresh or dried, must be 100% gathered by the Vendor. Examples include wild mushrooms, fish, & wild leeks.

All items that the Vendor will bring to the Market must be listed on the attachment to the application. If there are any additions to this list, an amendment must be made prior to the item being brought to Market. Approval is at the discretion of the DDA Staff and the Market Manager.

VENDORS THAT FIT INTO MORE THAN ONE OF THE THREE CATEGORIES LISTED ABOVE MUST COMPLETE TWO FORMS:

- I. APPLICATION FOR ALL APPLICABLE CATEGORIES***
- II. MULTI-CATEGORY FORM (ATTACHMENT B)***

V. BOOTH ASSIGNMENTS & RATES

Assigned spaces will be allocated based on duration of attendance, timing of application submission, and product balance. If the Vendor is unsure of their Market attendance at the time the application is submitted, they should contact the DDA office at least one week in advance to confirm attendance and duration of Market attendance. This will help ensure a space on the Vendor's desired Market dates. If no such contact is made, spaces are not guaranteed and will be given out on a first come, first serve basis.

If a Vendor is aware that they will not be able to attend a Market date that they had previously reserved, they must notify the DDA Office at least 1 week prior to non-participation by emailing nick@downtowntc.com or calling 231.922.2050. Failure to notify the DDA of an absence may result in the Vendor being billed for that date.



SARA HARDY DOWNTOWN FARMERS MARKET RULES 2016



There are three stages to the booth assignment process:

- 1.) Application
- 2.) Acceptance into the Market
- 3.) Attendance and duration of attendance communicated to

the DDA at least one week before the first Market the Vendor plans to attend. This will reserve a space for the Vendor.

If all three steps are not completed, then a space is not guaranteed at Market. Booths that aren't reserved will be assigned by the Market Manager on the day of the Market on a first come, first serve basis.

Vendors' booth set up may not impede foot traffic and the walkway. The Market Manager shall monitor set up to ensure it is appropriate and/or if it needs to be altered.

Vendors are offered the following four options for Booths:

	Booth Space(s)	Space(s) for Vehicle(s)
Bronze	1 (On the South Side of the lot, by the river)	None Provided (Refer to Parking Map in Section VIII)
Silver	1 (The southern and center rows of the lot)	1 in Lot B (Next to booth Space)
Gold	2 (1 Silver and 1 Bronze Booth)	1 in Lot B (Next to booth Space)
Platinum	2 (2 Silver Booths)	2 in Lot B (Next to booth spaces)
PLEASE NOTE: THESE ARE NOT 10' X 10' SPACES. THEY ARE 8' SPACES WIDE AND A MINIMUM OF 8' SPACES DEEP.		



SARA HARDY DOWNTOWN FARMERS MARKET RULES 2016



The rates for the Market are listed in the tables below:

	DAILY RATE		
Booth Size	Wednesdays	Saturdays	
Bronze	\$15	\$20	
Silver	\$20	\$25	
Gold	\$30	\$40	
Platinum	\$60	\$70	

	PREPAYMENT OPTION: Wednesdays & Saturdays		
Booth Size	May - June (due May 7)	July - August (due July 2)	Sept. - Oct. (due September 3)
Bronze	\$170	\$255	\$215
Silver	\$235	\$330	\$300
Gold	\$405	\$515	\$515
Platinum	\$795	\$965	\$1025

	PREPAYMENT OPTION: WEDNESDAYS ONLY		
Booth Size	May - June (due June 1)	July - August (due July 6)	Sept. - Oct. (due September 7)
Bronze	\$40	\$100	\$80
Silver	\$60	\$140	\$120
Gold	\$100	\$220	\$200
Platinum	\$200	\$460	\$440

	PREPAYMENT OPTION: SATURDAYS ONLY		
Booth Size	May - June (due May 7)	July - August (due July 2)	Sept. - Oct. (due September 3)
Bronze	\$120	\$155	\$135
Silver	\$160	\$190	\$180
Gold	\$280	\$295	\$315
Platinum	\$520	\$555	\$585



SARA HARDY DOWNTOWN FARMERS MARKET RULES 2016



PREPAYMENT OPTION: SATURDAYS ONLY			
Booth Size	May - June (due May 7)	July - August (due July 2)	Sept. - Oct. (due September 3)
FOR ANY DATES IN WHICH THE MARKET MOVES TO THE OLD TOWN PARKING DECK, BOOTH FEES WILL REVERT TO THE 2013 SEASON STRUCTURE OF \$20 ON WEDNESDAYS & \$25 ON SATURDAYS. THE PREPAYMENT SCHEDULES REFLECT THIS.			

VI. MARKET DAY ACTIVITIES

Vendors must be parked and within their booth by the time requested on their acceptance letter. Vendors not parked by then forfeit their space for that Market day. Vendors may set up early but must cease sales at 12:30 p.m. Vendors may not remove their vehicle from their stall until 12:00 p.m. and must completely vacate their space by 1:00 p.m. on Wednesdays and 1:30 p.m. on Saturdays. The Vendor space must be left clean and free of debris. Only one vehicle may park in each Vendor stall. Any other vehicle Vendors bring must be parked in accordance with Section 8 of these Rules.

Payment will be picked up the day of the market by SEEDs. If you select to prepay, your payment will be due the date indicated in the table in Section V.

VII. COMPLIANCE WITH RULES

Compliance with these Rules is essential to a successful Farmers Market. Honesty from all Vendors is expected and required. Any Vendor found in violation of these Rules by the Market Manager or by DDA Staff will be subject to further review, which may result in a citation, suspension, or expulsion from the Market.

The Farmers Market Advisory Board, or its designee, from time to time may make Vendor Audits. Based on such a Vendor Audit, the Board may request the Market Manager to issue a citation. The Vendor Audit Protocol is outlined in ATTACHMENT D.

If the Vendor is not satisfied with the outcome of the review or the Vendor Audit Protocol process, they may appeal to the Farmers Market Advisory Board, who will meet within two weeks to



SARA HARDY DOWNTOWN FARMERS MARKET RULES 2016



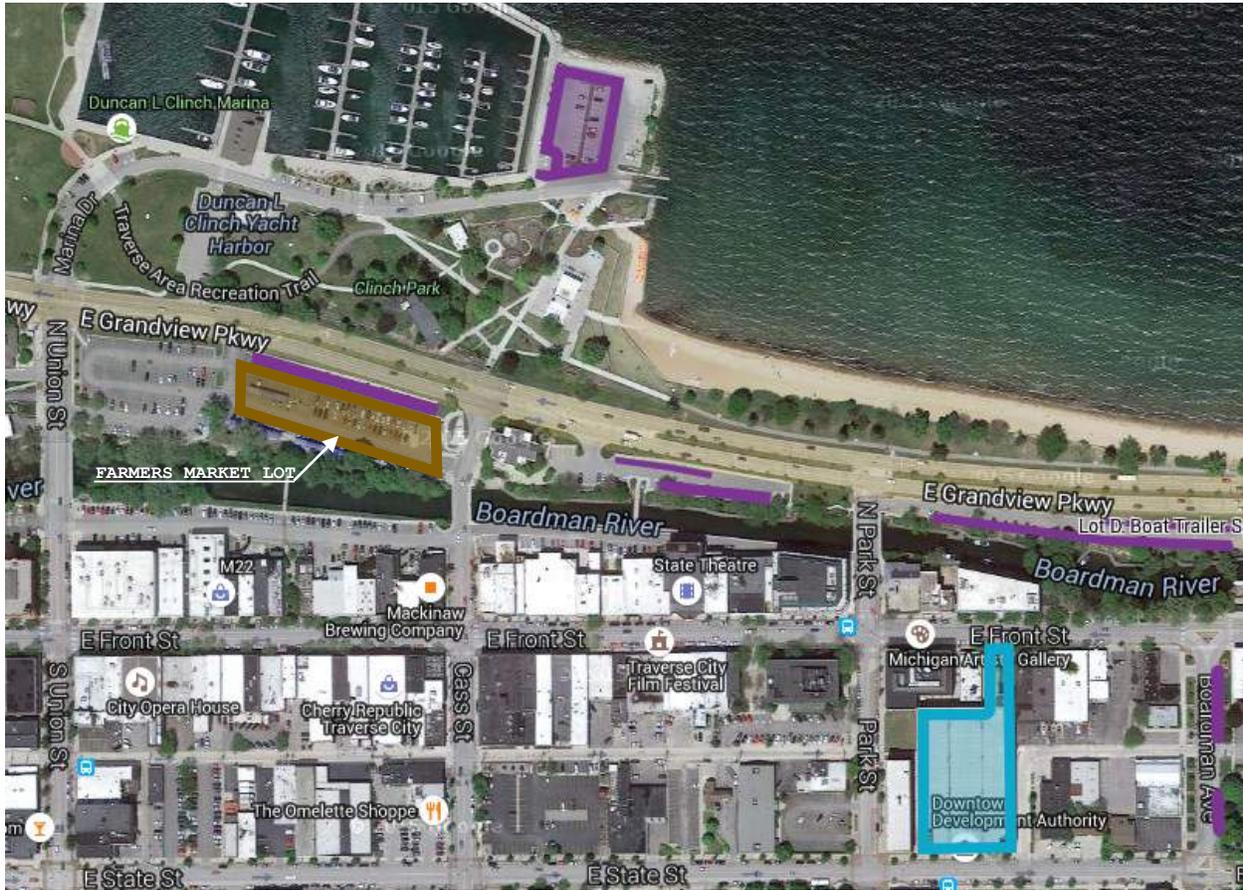
hear the appeal. Decisions of the Farmers Market Advisory Board shall be final.

Grievance/Complaint forms can be found at the SEEDs Office at the Farmers Market.

VIII. PARKING

Accessible parking is crucial to serve customers of the Farmers Market. Parking is based upon booth selection. Platinum Booths will receive two parking spaces. Gold and Silver Booths will receive one parking space. Trailers are considered to be a vehicle.

Bronze booths and additional vehicles may park in any space in Downtown Traverse City subject to meter rates and any other restrictions posted in the lot. It is encouraged that vendors are mindful of limited customer parking and allow space for them to park. Vendor vehicles four in violation of this section will be subject to ticketing. 10 hour meters are outlined in the map below in purple. A nearby parking garage is outlined in blue.



IX. ENTERTAINMENT & NON-PROFIT VENDORS

Individuals or groups that wish to be Entertainment Vendors will be permitted to participate for one hour during each Market day. A maximum of four Entertainment Vendors may participate on any given Market day. One Entertainment Vendor may perform at any time.

Entertainment Vendors will be assigned a time slot and stall on a first come, first serve basis. Times and locations are provided by the Market Manager. The Market Manager reserves the right to deny any entertainer or entertainment group based on noise and space restrictions.

Entertainment Vendors must abide by the City of Traverse City's Street Performers Ordinance, Chapter 864. They will be allowed to display signage and receive tips. The performance will effect their chances for participation next year.



X. MISCELLANEOUS

- a. Fowl Feed: No duck feed or other food for fowl is allowed.
- b. Semi Trucks: No semi trucks are allowed.
- c. Peaceful Environment: in the spirit of a community event, any Vendor making a hostile or uncivil environment for other Vendors, customers, or market staff will be addressed and in some cases removed from market. In addition, all Vendors must abide by the City of Traverse City's Noise Ordinance, Chapter 652.
- d. Food Establishment License: Vendors who sell processed foods must contact the Department of Agriculture regarding the need to obtain a Food Establishment License. The local MDA can be reached at (231) 922-5210.
- e. Trash receptacles are for customers, Vendors must remove all of their own trash.
- f. Vendors are not permitted to bring pets to the Market.

The undersigned, declares and says he/she wishes to be permitted to participate in the Farmers Market as stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, he/she will comply with all provisions of the ordinances of the City of Traverse City (hereafter "City") and policies of the Downtown Development Authority ("DDA") relative to the Farmers Market, and agrees to hold the City and DDA free and harmless from all liability which may be imposed upon them, to reimburse the City and DDA for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in its participation in the Farmers Market. The undersigned acknowledges that permission to participate in the Farmers Market may be revoked if it is determined any information regarding the applicant's participation was not accurately conveyed on this application document or if the City's or DDA's ordinances or policies are violated; and by signing, waives any claims of liability, financial or otherwise, against the City and DDA should permission be revoked. The applicant acknowledges that the City and DDA may be required from time to time to release records in their possession. The applicant hereby gives permission to the City and DDA to release any records or materials received by the city from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.



**City of Traverse City
Park or Public Land Use Low Impact Permit**

Pursuant to the City of Traverse City Park and Public Land Use Policy, the following parks or public land are hereby permitted to be utilized on: Friday, May 29, 2015 from 1:00 p.m. (spaces 79-62 & 80-97). All remaining spaces from 8:00 p.m. Friday through 9:00 p.m. Saturday.

Parks or Public Lands: Old Town Parking Deck-Ground Floor

TART Trails-Recycle-A-Bicycle-Julie Clark-Chris Deyo-Don Cunkle

(Name of Permit Holder)

Exclusive use is not granted. However, the City of Traverse City hereby authorizes the use of the above named Parks or Public Land during the time period indicated above subject to the following terms and conditions:

1. The applicant shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, liabilities, losses, damages, actual attorney fees, and settlement expenses resulting or arising out of or in connection with the performance of the act for which this permit is issued. The obligations to defend, indemnify and hold harmless shall exclude only those matters in which the claim arises out of allegations of the sole negligence or act of the City, its officers, agents or employees.
2. The applicant shall reimburse the City for expenses such as police, fire, streets, and others as agreed upon between the City and the applicant and will be billed accordingly.
3. The application is attached hereto and made a part of this permit.

14. This permit may not be transferred or assigned.

Date: 3/19/2015

Issued by: Nicole VanNess
Nicole VanNess
Parking Administrator

Date: 3/19/2015

Issued by: Lauren Vaughn
Lauren Vaughn
Parks and Recreation
Superintendent



City of Traverse City Application for Park and Public Land Use Permit Low Impact Events

Name of Applicant: TART Trails Recycle-A-Bicycle (bike swap)

Address: 148 E. Front St, Suite 201 Traverse City, MI 49684
_____ Street _____ City _____ State _____ Zip

Phone No: 231-941-4300 E-Mail: chris@traversetrails.org

Authorized co-representative: Don Cunkle

Phone No: 231-922-2050 E-Mail: ycunkle@charter.net

Actual date(s) of event: Friday, May 29th from 1-8 pm & Saturday, May 30th from 9 am – 8 pm

All date(s) requested, including set up and tear down: Friday, May 29th & Saturday May 30th

Time(s) of Event: Friday, May 29th from 1-8 pm & Saturday, May 30th from 9 am – 8 pm

Name of Park(s) or Public Land(s) Requested: Old Town Parking Garage (Ground Floor)

Brief description of use: Bicycles in safe working condition are sold to the public during a 5 hour event

Expected number of participants: 300 - 400

All applicants, please answer the following questions:

1. Are you setting up any equipment such as tables, portable toilets, public address. systems, chairs, tents, etc.? _____ Yes No

2. Are you staking any tents, or driving anything into the ground? _____ Yes No
*If yes, you **must** provide a map of the park (maps available from the Parks and Recreation Office) showing where these items will be located, and contact MISS DIG (1-800-482-7171) and the City's Parks and Recreation Supervisor (231) 922-4900, extension 122) at least five (5) days prior to such staking. It is the applicant's sole responsibility to ensure this is done and that all staking is removed immediately following the event.*

3. Will you be utilizing any signs at the event? _____ Yes No
If yes, approval must be provided by the Zoning Administrator. Please contact the Zoning Administrator at (231) 922-4464. If yes, please note the location of the signs on the park map.

4. Will alcohol be served? _____ Yes No *If yes, the entity serving the liquor is required to provide a Certificate of Host Liquor Liability Insurance in the amount of \$1M per occurrence,*

naming the City of Traverse City as additional insured. The certificate must list the following as certificate holder: City of Traverse City, c/o City Clerk, 400 Boardman Avenue, Traverse City, MI 49684 (tcclerk@traversecitymi.gov)

Note: some parks do not allow alcohol. In all cases, no glass is permitted on beaches. Please check with the City's Parks and Recreation Division for any clarification (231) 922-4900, extension 144. Additionally, if the entity that will be serving the alcohol is different from the applicant, please provide the following information:

Contact person's name: Christine Deyo
Organization name: TART Trails, Inc. Recycle-a-Bicycle
Organization mailing address: PO Box 252
Contact telephone number: 231-9414300

5. Will there be any water events? _____ Yes No
If yes, DNR (Michigan Department of Natural Resources) Permits may need to be obtained; please contact the local DNR Office at (231) 775-9727

6. Do you need extra trash receptacles? _____ Yes No If yes, how many? _____
Do you need extra picnic tables? _____ Yes No If yes, how many? _____

Please indicate on the park map where the tables and/or barrels should be placed. Extra trash receptacles and picnic tables are not always available upon request; however, the City tries to accommodate requests. Please contact the Parks and Recreation Division with any questions at (231) 922-4900, extension 144.

7. Are any City barricades needed? _____ Yes No
If yes, for what purpose? _____
How many are needed? _____
If yes, all barricades must be retrieved from, and returned to, the City Streets Division at 625 Woodmere Avenue. Please contact the Streets Division Superintendent at (231) 922-4900, extension 112 for information on renting barricades.

8. Is electrical service needed? _____ Yes No For how many days? _____
*If yes, please note that some parks do not offer electricity. If using an extension cord, you **must** use a UL Listed Commercial Grade Extension Cord.*

9. Will there be any food served or vendors present? _____ Yes No
If yes, you may need a permit from the Grand Traverse County Environmental Health Department Office. Please contact them at (231) 995-6051.

10. Will there be any entertainment or amplified music? _____ Yes No
If yes, you must comply with the City's Noise Ordinance. For questions, please contact the City's Noise Control Officer at (231) 995-5151

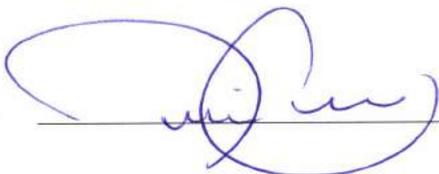
11. Please attach the necessary application fee. The following outlines the fees:

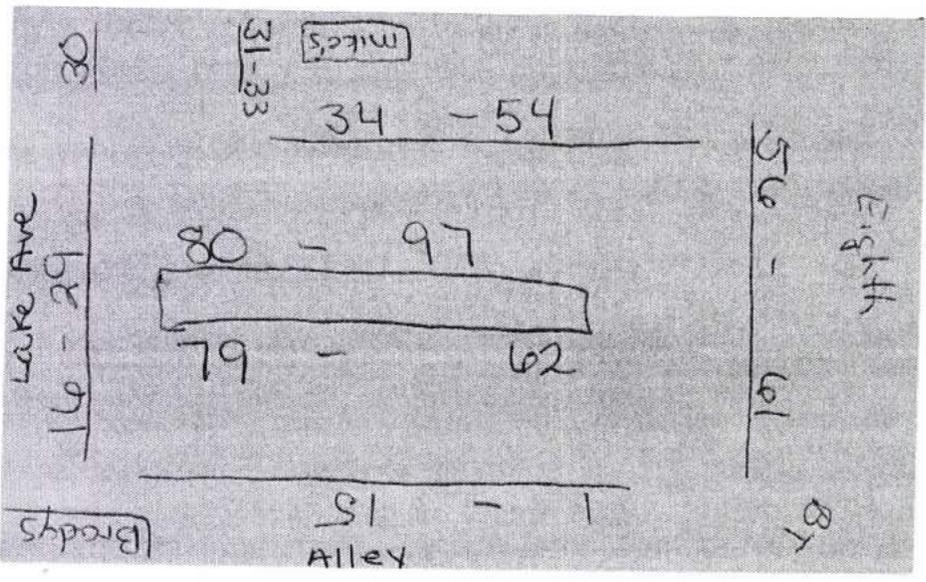
The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, he/she will comply with all provisions of the ordinances of the City of Traverse City (hereafter "City") relative to the operation, service or act for which the permit is requested, and agrees to hold the City free and harmless from all liability which may be imposed upon it, to reimburse the City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued. The undersigned acknowledges that the City may revoke a permit if the city determines information regarding the event was not accurately conveyed to the City on this application document or if the City's ordinances or policies are violated; and by signing, waives any claims of liability, financial or otherwise, against the City should a permit be revoked. The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Date: 2/18/15

Authorized Applicant Representative:

(Please print) Julie Clark

(Signature)  _____





Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: February 12, 2016
Re: Lot H Lease - Amendment

Fifth Third Bank is closing their drive-thru on N Union Street after business on Saturday, February 13, 2016. They predict their drive-thru customers will transition to walk-up transactions at the Main Branch on the corner of W Front and Union Streets. With the recent closure, Jeffrey Wagner, Vice President and Regional Director of Fifth Third Bank Corporate Facilities is requesting two changes to their current lease which are as follows:

1. Allow the Owner at its sole expense to erect reserved parking signage for seven spaces to be exclusively used by the bank and their customers.
2. Increase the maximum time allowed on meters from 30 minutes to 1 hour.

I recommend the DDA Board approve and execute Amendment 1 to the Lot H Lease subject to content approval by the City Attorney.

EASEMENT SKETCH

- ① L=30.31
R=35.00
Δ=49°36'55"
CH=S65°15'12"W
29.37
- ② L=10.04
R=15.00
Δ=38°21'46"
CH=S59°37'38"W
9.86

EASEMENT FOR PUBLIC UNDERGROUND UTILITIES
LIBER 424, PAGE 212
(SHADED AREA)

APPROX. CENTER THREAD BOARDMAN RIVER

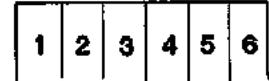
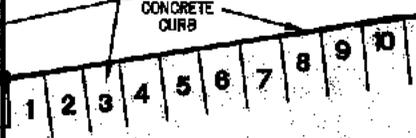
QUIT-CLAIM DEED (SHADED AREA)

51-706-001-10
CITY OF TC PARKING LOT A
400 BOARDMAN AVE.
TRAVERSE CITY, MI 49684

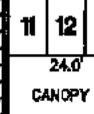
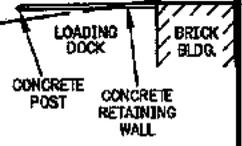
1998 BOARDMAN RIVER DOCK LINE SURVEY ADOPTED BY CITY COMMISSION JAN. 4, 1999 EFFECTIVE JAN. 22, 1999



BLOCK BLDG.



24' WIDE PUBLIC ALLEY AS RECORDED IN LIBER 375, PAGE 482.



N00°11'56"W
192.04'

20' EGMT. 'A'

S89°58'35"W
138.79'

N00°13'38"W 173.47'

51-706-003-01
TRAVERSE CITY RECORD EAGLE INC
120 W FRONT ST
TRAVERSE CITY, MI 49684

HANNAH, LAY & CO'S FIFTH SUBDIVISION

VACATED ALLEY (16') IN RESOLUTION RECORDED IN LIBER 366, PAGE 45

51-706-001-00
FIFTH THIRD BANK
38 FOUNTAIN SQ. PLAZA-MD 10ATA1
CINCINNATI, OH 45263

163.80'(R)
163.80'

N00°15'08"W 443.56'

139.00'

13 12 11 10 9 8

FD. CUT "X"

S89°58'35"W 263.93'

138.94'

S.E. COR. LOT 7

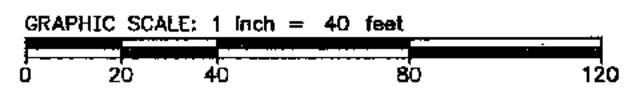
FD. CUT "X"

C/L FRONT STREET (66')

C/L UNION STREET (66')

Legend

- Iron Found
- Iron Set
- Nail Found
- Nail Set
- (R) Record
- (M) Measured



PREPARED FOR: **FEDERATED PROPERTIES 145, LLC**

PH 231-946-5874
FAX 231-946-3703
www.gourdiefraser.com
123 W. Front Street
Traverse City, MI 49684

go Gourdie-Fraser
Municipal | Development | Transportation

Location:
PART OF BLOCK 26 OF THE ORIGINAL PLAT OF TRAVERSE CITY SECTION 3, TOWN 27 NORTH, RANGE 11 WEST, CITY OF TRAVERSE CITY, GRAND TRAVERSE CO., MI.

REV: 03/19/07

DATE:	3-09-07
P.L.N.:	Travis McMain
DR.:	WEK
EXC.:	TAM
NO.:	05104B
SHT:	1 OF 3

BASIS OF BEARINGS: PREVIOUS GFA JOB # 021480

THESE DOCUMENTS ARE PREPARED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT FOR THIS PROJECT.



Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: March 14, 2016
Re: Luke II Pay Station Purchase

We installed 12 pay stations to replace coin only meters in May of 2015. The original proposal called for the pay stations to be installed on Front Street and 5 small lots. Prior to installation, I recommended that Front Street was not an ideal location to introduce this technology to our community, and determined an installation in 5 lots ranging in size would allow for easier adjustment. The device swap was met with both positive and negative feedback as we worked through the transition period. After initial implementation, there was continuous negative feedback within the first four months which consisted of difficulty seeing the display screen and on-screen prompts; learning curve on when and how to pay; refund complaints; wait time and lines; and overall dissatisfaction with the changeover. The complaints have significantly decreased. Parkers are more familiar with the locations of the pay stations and how they work. We have decreased our collection time with our enforcement staff, have the ability to track usage and view real-time occupancy counts, report on financial and usage data, and offer expanded payment methods.

We would like to continue to deploy multi-space meters to replace our single space meters. We would need 17 pay stations for city owned lots and 17 pay stations for leased lots. It would be a significant investment to purchase 34 pay stations. We are still evaluating the exact locations, but we have determined that 12 pay stations would be sufficient to cover at least 4 lots and at minimum 180 spaces.

We received an end-of-life notice for Shelby pay stations in May of 2015. These units were the first pay stations deployed by DPT. We have two of these units at Old Town Garage on the ground level. Hardware support ended on December 31, 2015 and both software and telephone support will end on December 31, 2016.

I recommend that the DDA Board of Directors approve the purchase of 14 multi-space pay stations in an amount not to exceed \$184,417 with funds available in the Traverse City Parking System fund, and recurring subscriptions billed monthly in the amount of \$85 per pay station. Upon final determination of placement, an additional expense of roughly \$35 per sign will be submitted in order to denote space number.

ROB BACIGALUPI
Local columnist



Traverse City: It's almost as if there was a plan

A vision for Traverse City evolved through the 1970s, '80s and '90s. The vision was born out of fear that the vitality of Traverse City's downtown core was fading and being usurped by regional sprawl. The development of Cherryland Mall, then the Grand Traverse Mall, and millions of square feet of commercial space in between, threatened to drain life out of the urban core.

Area leaders convened a meeting in the mid '30s at Gilbert Lodge at Twin Lakes Park, where they identified a vision for a vibrant, mixed-use downtown. A decade later, the city planning commission led a grassroots community-planning effort for a new master plan. That plan, approved in 1994, reinforced the idea of downtown as a regional center with higher densities, "in-fill" development, and a mixture of uses. The tenets of this 1994 master plan ended up in the Downtown Development Authority's 1997 development plan for the north end of downtown, called the TIF 97 Plan. This plan provided a funding mechanism for public improvements to support the vibrant, denser urban core that had been envisioned at Gilbert Lodge and in the City's new master plan.

As downtown took shape in the 2000s we would hear from time to time comments regarding how projects like Radio Centre 1 and 2, the State Theatre and River's Edge were serendipitous. My predecessor, Bryan Crough, would wryly say: "Yes, its almost as if there was a plan." The idea of more density and filling in unused land has been a key component of the plan. Most agree that some additional density is needed to assure downtown can grow and evolve. But how much height and bulk is acceptable without destroying the character that makes Traverse City such an attractive place? This is a question that the city planning commission and city commission have grappled with over the years.

Before 1999, the zoning ordinance allowed buildings up to 125 feet and 10 stories through the lengths of Front Street and State Street. An ordinance approved in 1999 created three sub-zones that stepped buildings down toward Grand Traverse Bay to preserve some water views. The sub zones allowed first 85 feet (but up to 110 feet for an "interesting rooftop"), then 68 feet, then 45 feet closest to the bay. Buildings above 60 feet required special land use approval. In response to concerns about taller buildings, the planning commission in 2003 created a subcommittee that studied building heights focusing on urban design, development economics and housing considerations. The planning commission ultimately kept building heights where they were, but eliminated the interesting rooftop bonus in lieu of a 100-foot limit on height.

Building heights came up again in 2009 when the city commission created a committee to study the issue. A thoughtful discussion engaging both sides of the issue again was employed to resolve the debate. The committee ultimately decided to leave building height limits where they were.

SEE PLAN PAGE 2D

BUSINESS

Sunday, March 6, 2016

BUSINESS NEWS EDITOR (231) 933-1467

Bottle boost



Marie-Chantal Dalese at Chateau Chantal in Traverse City.

Record-Eagle/Tessa Lighty

Awards affect attitudes

Research: Honors, local benefits help sell area wines

BY DANIELLE WOODWARD
dwoodward@record-eagle.com

TRAVERSE CITY — The wine tasters have spoken, and revealed two simple ways for wineries on the Leelanau Peninsula to make more money: Win awards or benefit the local economy.

Consumers in an experiment were willing to pay an average of \$1.58 more for a bottle of wine after learning about the awards it had won, said Dan McCole, tourism and sustainability researcher at the Michigan State University AgBioResearch Center. Consumers were also willing to pay an average of 58 cents more after learning of the local opportunities that the wine would create in terms of jobs and tourism, he said.



Record-Eagle/Tessa Lighty

SEE WINES PAGE 2D The wine tasting menu at Chateau Chantal in Traverse City.

MANUFACTURING

Manufacturing summit focuses on safety, growth

Area companies share their stories

BY DANIELLE WOODWARD
dwoodward@record-eagle.com

TRAVERSE CITY — Manufacturers gathered last week to talk safety and strategy at the Grand Traverse Area Manufacturing Summit.

The area's second annual manufacturing summit took place at the Northwestern Michigan College Hagerty Center, 715 E. Front St. It exceeded the Grand Traverse Area Manufacturing Council's expectations, generating nearly double the turnout of last year's event.

"Momentum is growing," said Corey Geer, chairman of the manufacturing council. "I think manufacturers are realizing that in northern Michigan we have such a good community of educators and companies, that events like this are great for everyone."

The council formed in 2014 as a way for manufacturers in-



Record-Eagle/Danielle Woodward

Manufacturing Council Chairman Corey Geer talks about the council's areas of focus this year.

crease awareness of the industry and voice their needs, said Betsy Williams, a business and development training specialist at Northwestern Michigan Col-

"I think manufacturers are realizing that in northern Michigan we have such a good community of educators and companies, that events like this are great for everyone."

Corey Geer, chairman of the Grand Traverse Area Manufacturing Council

of safety. Companies shared safety concerns and policies and brainstormed ways to improve. "The overall theme was really important because everything starts with safety," said participant Nicole Agruda, a lean analyst at Kennametal Inc. "When employees are well and safe, they can do their best work."

SEE GROW PAGE 2D

ing the manufacturing field through community involvement and grant opportunities. This was the

not too hard to find qualified workers in the area. The more we get active, the more we can hopefully

and see what everyone is doing," Agruda said. "We get to share best practices and ideas."

PLAN

*Bacigalupi:
It's almost as if
there was a plan*

FROM PAGE 1D

Traverse City is a very engaged community. Nary a decision is made without healthy debate with opinions on both sides of the issue — whatever that issue is.

The main crux of a recent debate was about building heights downtown, and

perhaps to a lesser extent, density. Building heights and density are controlled by zoning regulations. Zoning regulations are made possible by Michigan Public Act 110 of 2006, the Zoning Enabling Act. This act enables municipalities to impose development regulations in order to protect health, safety and welfare while protecting private property rights. The law prescribes a public process that gives all sides, including citizens and owners of property, opportunity to express their opinion and interests

while zoning changes are being considered.

Traverse City's history of thoughtful and rational discussion about development rules and how they effect the future of our community hopefully will continue. We all have planned the future of downtown to grow and improve. If we have a disagreement about the details, lets discuss it and work it out as our history dictates.

Rob Bacigalupi is executive director of the Traverse City Downtown Development Authority.

Resolution of Support for Development Consistent with the City's Master Plan and Zoning Ordinance

Whereas, the Traverse City Downtown Development Authority exists to promote economic development and increase property values, and

Whereas, the City Master Plan provides guidance for development and public improvements within the City including the DDA District, and

Whereas the Traverse City Zoning Ordinance regulates development within the City including the DDA District, and

Whereas the Planning Commission has developed, through exhaustive public engagement, the current City Plan, and

Whereas, the City Planning Commission and City Commission have worked, often with the DDA's assistance, to resolve issues regarding zoning ordinance requirements by bringing all sides together to fully understand and ultimately resolve the issue to the optimal benefit of the City.

Now, therefore be it resolved that the Traverse City Downtown Development Authority reaffirm its support of development projects consistent with the City's current Master Plan and Zoning Ordinance.

This Resolution was approved by the DDA Board of Directors at their meeting of March 18, 2016.

Rob Bacigalupi, Executive Director



- 1. Park Place
- 2. 124 West Front
- 3. 145 West Front
- 4. 305 West Front
- 5. Grandview Place
- 6. Hotel Indigo

3

- 7. Uptown Riverwalk Connection
- 8. Garland Street/Pine Street Pedway
- 9. Farmers Market
- A. Reimagined Crosswalk/200 Block Snowmelt
- B. Radio Centre 3/Crough Memorial
- C. Lot H

DDA 2016 Project Status Updates

March 18, 2016

PROJECT	PHASE	STATUS	ESTIMATED COMPLETION
Park Place Hotel	Planning	Historic District Comm. decided on Dome	TBD
124 W. Front	Implement	Entitled, in pre-leasing phase	Fall 2017
145 W. Front	Implement	Land purchase due diligence	April 2016
305 W. Front	Implement	Entitled though in litigation	TBD
Grandview Place	Implement	Entitled, in pre-leasing phase	TBD
Hotel Indigo	Implement	Under construction	June 2016
Uptown Riverwalk Connetion	Implement	Partially complete	Spring 2016
Pine Street Ped Way	Manage	Bridge in place	end of May 2016
Garland Steetscapes	Implement	Working to acquire needed land	end of June 2016
Farmers Market	Planning	Fundraising	Spring 2018
Reimagined Crosswalk	Implement	Being fabricated	Spring 2016
200 Block Snowmelt	Planning	DDA reviews on April 1, 2016	June 30, 2016

Memorandum

The City of Traverse City



TO: CITY COMMISSION
FROM: ^{MC} MARTY COLBURN, CITY MANAGER
DATE: MARCH 14, 2016
SUBJECT: GOALS AND OBJECTIVES: EXERCISE OUTCOMES

The City Commission utilized a comparative tool looking at a comparison of focus areas. This is a rating system that allows staff to understand areas to place emphasis based on outcomes provided by the Commission as a whole.

The selected primary focus areas are a conglomeration selected through an earlier process of input by the City Commission. The outcomes are based on a quantitative method compiled from the selections of priorities of one area to the next. The final listings are presented in order of higher priority, and the average ranking from the Commission is provided.

The Focus areas by rank are:

1.	Environment	3.86
2.	Health & Welfare	2.71
3.	Infrastructure	2.71
4.	Public Safety	2.14
5.	Community Development	1.86
6.	Economic Development	1.71

Environment Outcomes

1.	Parks	4.43
2.	Stormwater	4.14
3.	Trees	3.71
3.	Solar/Green Energy	3.71
4.	Union Street Dam	2.86
5.	Invasive Species	1.14
6.	Keystone Composting Site	1.00

This inherently speaks that the City Commission acknowledges that many of the environmentally-related issues are important elements to the "Quality of Life" for the Community and the area. It places an emphasis in which current policy and financial resources are being channeled. Some of these priorities blend to other focus area priorities such as sidewalks (walkability) being the top priority of infrastructure issues, as well as Stormwater as

demonstrated by the City working on the Asset Management plans for Stormwater, Wastewater, and working towards identifying funding sources to address Stormwater quality.

The open and green spaces inclusive of our Parks and Recreational activities are part of the critical infrastructure. Affirming this priority also links to placemaking ranking high within the focus of economic development. Overall, there is a strong link of environmental issues tied to the standard of "Quality of Life" issues.

Health/Welfare

The most crucial elements to this category to the Commission focus on housing and the healthy living within the Community. These issues have historically (past decade) been important, but demonstrate that the Commission desires an emphasis on all tiers of safe housing. Maslow's theory of hierarchy of needs (see attached).

Infrastructure

This element focuses us on current events, meaning much of what are current projects that we are placing emphasis. Specifically, transportation, non-motorized and motorized. These are inclusive of five of the top six items: sidewalks; stormwater; streets; bridges; trails.

Also, current efforts are being directed towards the wastewater system through the SAW grant and dams. Parking has been problematic historically. Even though it is listed last on the list, an emphasis is through future development, inclusive of the current option agreement at 145 West Front Street that is being pursued.

Both fiber and the TCL&P are listed to be focused on, but are currently recognized as the TCL&P strategic planning responsibility. City Commission may communicate via City Commission representatives, individually, or as the Commission as a whole.

Public Safety

Community policing is a philosophy which is being placed as a priority by both the City Manager and Police Chief. The outreach is inclusive of training staff and reaching out to parts of the Community, both institutions and individuals, building a closer relationship. This will grow a more effective relationship to assist the Community and law enforcement with problem-solving.

Traffic management was listed as number 2 priority, much of what can be tied to both planning elements of the City, DDA, and Brownfield as well as policing.

There have been recent discussions with Fire Department staff and Metro Fire Department who currently provide plan review and Fire Code inspections. Metro Fire has expressed interest in passing this service back to the City Fire Department. The issue will be vetted as we pursue compilation of the annual budget.

Community Development

Planning is communicated as a vital component of focus and effort within this focus area. The first five areas of focus are specifically related to activities that are currently being focused on and updated. The outcomes of these activities assist both the City Commission and staff in concept with follow-up of cost estimates for future infrastructure investment. These processes also invite and encourage public input.

Economic Development

The City Commission has placed the development of an Economic Development Fund policy as a top priority within this category. #2 placemaking tied to #3 DDA TIF plan update and Brownfield activities clarifies the demonstrated link to the financial aspects of funding these types of activities. This is inclusive of funding placemaking through the TIF plans where appropriate.

Inclusive of this focus area exercise were several institutions throughout the Community. The fact that they make the list demonstrates an importance and value to the Community, often as partners with the City and each other. However, it is the City proper, the internal investment of services and infrastructure that appear to be the top priorities.

These outcomes tied to the discussion tonight, as well as into the future, will be digested by the staff. The values will be part of the consideration as we develop the future budgets for the next couple of years.

Attachments:

1. Prioritization of Focus Areas results
2. Maslow's theory of hierarchy of needs

Prioritization of Focus Areas - Results of Paired Comparisons
City Commission

2/21/2016

Focus Area	Average	Rank
A. Community Development	1.86	4
B. Economic Development	1.71	5
C. Environment	3.86	1
D. Health/Welfare	2.71	2
E. Infrastructure	2.71	2
F. Public Safety	2.14	3

Rank	Focus area by Rank
1	Environment
2	Health/Welfare
2	Infrastructure
3	Public Safety
4	Community Development
5	Economic Development

}

Focus on Environment	Average	Rank
A. Stormwater	4.14	2
B. Trees	3.71	3
C. Parks	4.43	1
D. Invasive Species	1.14	5
E. Solar/Green Energy	3.71	3
F. Keystone Composting Site	1.00	6
G. Union Street Dam	2.86	4

Rank	Focus area by Rank
1	Parks
2	Stormwater
3	Trees
3	Solar/Green Energy
4	Union Street Dam
5	Invasive Species
6	Keystone Composting Site

}

Focus on Health/Welfare	Average	Rank
A. Housing	4.29	1
B. Emergency Housing	3.86	2
C. PILOT Policy	2.50	6
D. Property Maintenance	3.00	3
E. Active Living	2.86	4
F. ADA/Universal Access	2.29	7
G. Munson/Community Health	2.57	5

Rank	Focus area by Rank
1	Housing
2	Emergency Housing
3	Property Maintenance
4	Active Living
5	Munson/Comm. Health
6	PILOT Policy
7	ADA/Universal Access

Prioritization of Focus Areas - Results of Paired Comparisons
City Commission

2/21/2016

Focus on infrastructure	Average	Rank	Rank	Focus area by Rank
A. Streets	7.57	3	1	Sidewalks
B. Bridges	6.86	4	2	Stormwater System
C. Trails	5.57	6	3	Streets
D. Sidewalks	8.71	1	4	Bridges
E. Facilities/Public Buildings	5.14	7	5	Fiber System
F. Stormwater System	8.00	2	6	Trails
G. Wastewater System	5.14	7	7	Facilities/Pub.Buildings
H. T.C. Light & Power	3.57	9	7	Wastewater System
I. Fiber System	5.71	5	8	Dams
J. Technology	3.00	10	9	T.C. Light & Power
K. Parking Decks/Parking	2.29	11	10	Technology
L. Dams	4.43	8	11	Parking Decks/Parking

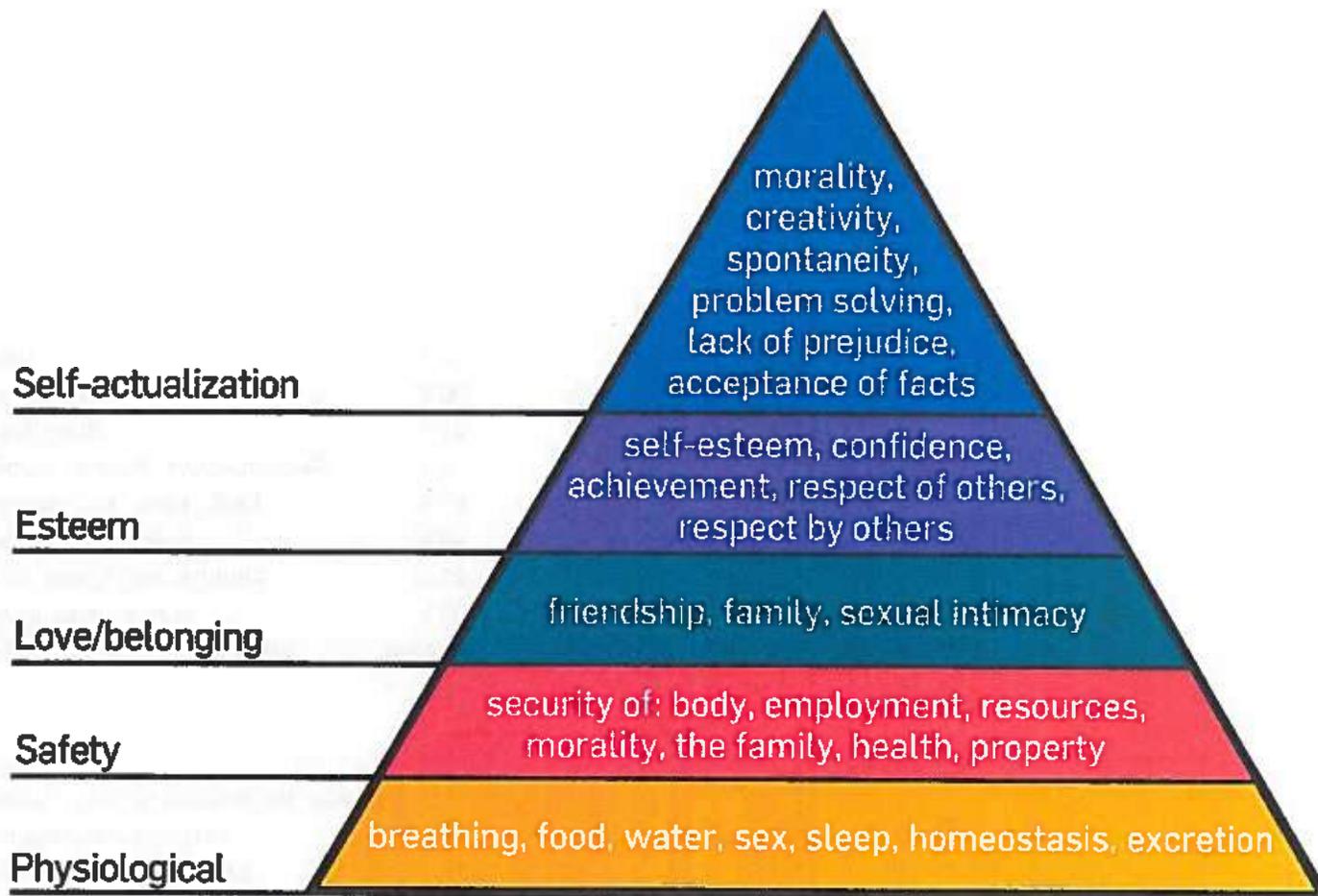
Focus on Public Safety	Average	Rank	Rank	Focus area by Rank
A. Community Policing	5.57	1	1	Community Policing
B. Animal Control	1.14	8	2	Traffic Management
C. Fire Code Inspections	3.43	6	3	Code Enforcement
D. Traffic Management	5.00	2	4	Medical Transport
E. Medical Transport	3.14	4	5	Fire Code Compliance
F. Code Enforcement	4.14	3	6	Fire Code Inspections
G. Fire Code Compliance	3.71	5	7	Fire/Life Safety Education
H. Fire/Life Safety Education	1.86	7	8	Animal Control

Prioritization of Focus Areas - Results of Paired Comparisons
City Commission

2/21/2016

Focus on Community Development	Average	Rank	Rank	Focus area by Rank
A. City Master Plan Updates	3.43	3	1	Transportation Planning
B. G.T. Commons Master Plan	1.29	7	2	Corridor Improvements
C. Corridor Improvements	4.43	2	3	City Master Plan Updates
D. Transportation Planning	4.29	1	4	West Boardman District
E. Development Regulations	2.71	5	5	Development Regulations
F. West Boardman District	3.00	4	6	Engaging Schools, etc.
G. Profits	1.86	6	7	G.T. Commons Master Plan

Focus on Economic Development	Average	Rank	Rank	Focus area by Rank
A. DDA TIF Plan Update	5.00	3	1	Econ. Dev. Fund Policy
B. Redev. Ready Communities	3.14	5	2	Placemaking
C. Brownfield Activities	4.43	4	3	DDA TIF Plan Update
D. Economic Dev. Fund Policy	5.43	1	4	Brownfield Activities
E. Regional Strategies/Partnerships	1.57	7	5	Redev. Ready Communities
F. Placemaking	5.14	2	6	NMC Campus
G. NMC Campus	2.00	6	7	Regional Strategies/Partner
H. Airport	1.29	8	8	Airport



Maslow's Hierarchy of Needs

**Sara Hardy Farmers Market Advisory Committee Meeting
Meeting Called to Order by Jan Chapman on February 22nd 9:03 a.m.**

Roll Call: Gary Jonas, Reid Johnston, Jan Chapman, Linda Grigg, Lori Buchan, Tim Werner (Absent: Nancy Heller, Meghan McDermott, Harry Burkholder, Brenin Wertz-Roth)

Introductions to the new board members (Gary Jonas present)

Approval of minutes

- One correction made from last meeting
- Timer Werner made the motion to approve
- Lori Buchan seconded the motion
- Passed (6 yays, 0 nays)

Introduction to Board of New Members

- Gary Jonas present, owner of Little Fleet & vendor of shrub soda at market
- Tricia Phelps, reapplied and got accepted once again
- Meghan McDermott, not present, works at Groundwork

Monthly Financials

- In the green by around \$2000 at the end of 2015
- No questions

Elections

- Up in February
- Move to present current slate of positions for renewal for upcoming term by Tim Werner
- Seconded by Reid Johnston
- All in favor (6 yays, 0 nays)
- Board positions will stay the same

Vendor Audit Committee

- Have discussed the current vendor audit protocol, received advice from Linda about her own inspections at her farm, changed the inspection process to be more formal
- Last meeting we discussed having amendment lists changes being changed, committee thought that it should stay in so that the vendor has a chance to be flexible with not growing something they said they would
- Vendors should turn in an change to their amendment list
- New addition: Board members will be asked to go on vendor audits for a total of three people on the visit. (Manager, third party verifier, board member)
- Question by Laurie: What if someone has an issue with that?
- Answer by Nick: During the stall visit the vendor needs to let us know that they have an issue with certain advisory board members and we will find another option. If there isn't another option, we will proceed ahead

-Question by Reid: What did we decide for problems with the third party verifiers?

-Answer by Nick: We will provide the bios of the third party verifiers at the beginning of the season to give

-Question by Tim: If there is a problem, who decides if it is a worthy problem?

-Answer by Nick: Even if it is a personal problem, we see it as legitimate and will try to make it comfortable for vendor. Our goal is to make sure the farms we go on make sense with an advisory board member who goes

-No more questions or comments

-Motion by Lori Buchan: "the farmers market advisory board recommends to the DDA board an amendment to the Farmers Market Rules to include the Audit Summary, Audit Report, & Contesting the Audit document proposed by staff, pending the review and approval of the City Attorney"

-Seconded by Jan Chapman

-Passed in full support (6 yays, 0 nays)

Wine at Market

-Email from Benjamin Crow asking about if he could sell wine at Saturday's market

-He sold at Wednesday last year and was fairly successful

-Currently we only allowed wine sold on Wednesdays, but Saturdays could be an option if the advisory board decided to

-We originally did just Wednesdays as a pilot project

-Farmers will get the first priority

-Reid: "I don't see why its any different than any other value added vendors as long as we put a limit"

-Nick: "Currently on Wednesdays we have kept it at 3 wine vendors"

-Reid: "What are numbers on other value added vendors?"

-Nick: "Cheese 4, bread 8, soap 3"

-Lori: "What if there is a farmer that comes in the middle of the season who wants to come in and there is no space?"

-Nick: "Then they are out of luck if the wine vendor has already been promised the space"

-Lori: Concerned about farmers being turned away if they have more produce than they can sell otherwise

-Tim: "How many has this happened to in the past?"

-Nick: "Very few. We usually turn people away at the beginning of the season rather than in the middle of the season. We try to keep one space open for accommodating vendors"

-Reid: "I think we should allow wine on Saturday with a maximum of 4 vendors"

-Gary: "I'd like to see a breakdown of how many of each type of vendor there are"

-Linda: "Are we going to have wine just at one end or scattered throughout? I think there are vendors who would not want to be next to a wine vendor. They might take up space in front of the booths and overflow into other booths"

-Nick: "I would view wine as similar to press on juice with sampling available. People would sample and leave. I have accommodated people who don't want to be next to a soap or drink sampling vendor and I've made sure to move them. Wednesdays they have allocated space. Saturdays we don't have the flexibility to do that, but I could make sure they are near each other."

-Reid: "Was there any issues with people gathering at Wednesdays?"

-Nick: "No, we had no issues, but it was early and was on Wednesday"

-Jan: "Could we accept one for this year?"

-Linda: "I think that would be a good idea"

-Nick: "This could be our trial vendor and we could reintroduce the subject during the season itself. In July if we have another app come in we will take it into consideration. I think wine is a really great component to our agricultural system."

-Reid: "I make a motion for 2 wine vendors at markets on Saturdays"

-Time: "I second it"

-In favor: Tim, Lori, Jan, Ried, Gary (5 yays)

-Opposed: Linda (1 nay)

-Passed

Vendor Parking

-Lot Z will probably not be available to us this year for vendors to park in

-Last year we discussed lot B being closed to customers, but Nick thinks this year it could be used for only vendor parking

-Linda: "Can it accommodate trucks?"

-Nick: "Yes, everybody should be able to park back there"

-Linda: "Is there anywhere else?"

-Nick: "I've looked at every other space and the old town is the closest to go to"

-Lot T is free on Saturdays, but used on Wednesday

-The chamber lot (C?) is used by employees on Wednesday and is necessary for downtown customers on Saturdays

-Reid: "What about we set aside 10 spots in Lot B for vendors?"

-Nick: "We discussed that last year and I had people who wanted to discuss it more. I'd like to reintroduce this issue as a safety concern."

-Linda: "People are going to be confused if there are cars in Lot B and they can't park there"

-Reid: "I'm hesitant to take up customer parking. We want them to come to market and buy a lot of stuff, so they need the most parking they can"

-Jan: "Lot B will be closed when the market is redone, so should we start now?"

-Linda: "What is the difference for metered parking downtown versus metered parking in Lot B?"

-Rob: "Less parking in the 200 block so we don't want to take up space. More parking in the 100 block"

-We will not be closing off Lot B, we will encourage them NOT to park in Lot T. Nick will tell them where the lots are that have metered parking and how long they are allowed to park. Allow the free market to work as it stands. Let vendors know that every spot in Lot B they take is taking a customer's space.

-Nick will look into making the back area of Lot B a one way space. Nick is concerned about how easily that will be made apparent to customers

DDA Report by Rob Bacigalupi

- History: DDA oversees the farmer's market. The DDA is a concept that the state of Michigan came up with to help downtowns because in the 70s downtowns were struggling to compete with suburbia. Traverse City DDA formed in 1979 with the support of the merchant association who pushed the city to make a DDA to help with capital improvements for the downtown.

-Mission is to promote economic development in downtown and increase property values

-Governance: 12 people on board of directors appointed by city commission (the mayor is always part of this). The city commission also approves their budget

-The DDA has contracts with two other entities: Merchant Association-DTCA (promotes downtown and draws people downtown primarily through events) & Parking through the City (integral to the success of downtown)

-Farmers market is the only event that the DDA runs

-The DDA is working to be more data driven through studies

Beckett and Raeder Update by Rob Bacigalupi

-City Commission Wants: Greener, Storm Water Practices, Take out Fewer trees (all were taken into consideration)

-Fundraising: Total is about \$2 million, have \$400,000, still have a long way to go to reach the goal. Megan Olds is helping find fundraising opportunities

-Shooting to be done with fundraising and start project by the Spring of 2018

Jan: Motion to adjourn

Gary: Second

All in favor (6 yays, 0 nays)

ATTACHMENT C

VENDOR AUDIT PROTOCOL

The Market's Vendor Audit helps improve the quality and preserve the integrity of our Market by verifying that all Vendors are complying with the Market's Rules. The Market wants to ensure that our Vendors are selling only products they grow and are honest about their ingredient purchases and labeling. This effort helps make sure we have fair, honest, high quality markets.

The Market is excited to get to know our Vendors' operations more deeply, which helps us better educate the public about local and sustainable food production. Visiting Vendors in our market enables us to know our Vendors' businesses better, be able to more effectively tell the stories of their farms, and enables us to help the public to know their farmer, know their food.

The Vendor Audit Protocol is conducted randomly throughout the Market season. All Vendors at the Market are subject to a Vendor Audit. The following outlines the 3 Steps of the Vendor Audit:

STEP 1: BOOTH VISIT

This part of the protocol will occur on a random market date. The Market Manager will introduce the process to the Vendor and conduct an audit of the booth. This audit will include taking pictures of each item at the market, confirming all state and federal guidelines are met, an application & stall comparison, and confirming the date and time for STEP 2: Physical Visit.

STEP 2: PHYSICAL VISIT

This part of the protocol will take place 5 - 10 days after Step 1. Amendments to remove items from your application that were not grown/made and not brought to Market, or add items that were grown/made and were not noted on the Vendor's application, will be done by the Market Manager at this time.

The Market Manager will be accompanied by a Third Party Verifier with a background in farming on this visit **as well as one representative from the Farmers Market Advisory Board. (Bios on the potential verifiers are listed below.)** The owner and representative listed on the Vendor's application must be present at this visit. During this visit, The Market Manager, the Third Party Verifier, **& the Farmers Market Advisory Board representative complete an Audit Report that will be signed by all present parties. If a Vendor chooses to contest the audit**

ATTACHMENT C

and not sign off on it, they can submit the Contesting the Audit form provided by the Market Manager and the Farmers Market Advisory Board will review their case.

Please note that the following information may be requested at this time: documentation of previous land use, input records/ product labels, storage records, sales records, & shipping records.

STEP 3: RESULTS

Within 48 Hours, the Market Manager will submit an Audit Summary to the DDA. The DDA will then contact the Vendor on whether or not they passed the Vendor Audit. If a Vendor is selling items at the Market, but there is no evidence of them during the Physical Visit, the Vendor will be removed from the Market for the remainder of the season.

Vendors may appeal this decision to the Farmers Market Advisory Board at their monthly meeting.



Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: March 12, 2016
Re: Parking Services Updates – March 2016

Hardy Garage Generator RFP - Update

The RFP for the generators that will replace the battery backup system at Hardy was issued on March 1, 2016. City Engineering and Neilus Engineering are assisting with bid package materials, walkthroughs, and technical clarifications. The bids are due March 24th, and City Engineering will plan to include the recommendation on the City Commission's April 4th agenda.

Bike Racks and Bike Shelters – Update

Old Town

We are fine tuning the details, but plan to begin installation of a covered bike shelter on the west side of the Old Town Garage in the gravel area near the south entrance/exit. The shelter will cover an eight loop rack.

Hall Street

Now that we are moving towards springtime, Northwoods should be able to schedule the install of the additional inverted Us in front of the Warehouse Marketplace.

On-street Racks

We are preparing for the rollout of our on-street bike rack program beginning May 1st. We are continuing placement of six loop racks in the 100 and 200 blocks of E Front Street in front of Grand Traverse Distillery, Plamondon Shoes, Pangea's Pizza Pub and the Camera Shop. A four loop rack is planned for the 200 block of Lake Avenue near The Parlor and Rare Bird.

Bike Parking Requests

We have two, three loop racks that may be used for our seasonal on-street program or permanently placed off-street, and seven single inverted Us that can be placed permanently off-street. Please let us know if you have suggestions, preferences or recommendations as to locations have limited bike parking or would be an ideal location to increase bike parking so we may incorporate placement in our May 1st rollout.

Violations Bureau Buildout – Update

Environment Architects will have their documentation to City Engineering this week. We are tentatively planning to have the bid issued March 27th which would allow for an end of April/beginning of May bid opening. A recommendation will be submitted t



Memorandum

Residential Parking Public Input Sessions

On March 1st, our first input session took place with Central Neighborhood. Attendees were able to share their parking issues and identified contributing factors. The meeting was successful in being able to gather area specific information, and open the door for feedback from residents and businesses. Upcoming sessions have been scheduled with Boardman Neighborhood on Tuesday, April 5th, Old Towne Neighborhood on Wednesday, April 6th, and Thursday, April 14th for a to be determined neighborhood.

Civic Square Visioning – Planning

A civic square has been a capital improvement on the master plan for many years. Parking Services is working with City Planning to confirm dates when parking Lot O can be utilized by the public as a park. We will convert all parking spaces on the east side of the island towards Cass Street into a park like setting with trees, shrubs, and tables. The goal is to create a space that the public may visualize as a civic square and obtain public input. We are tentatively planning dates within the first two weeks of June.

Downtown Traverse City Association

Regular Board Meeting

February 11, 2016

Minutes

Present: Kim Bazemore, Allison Beers, Jeff Guntzviller, Jeff Joubran, Jake Kaberle, John McGee, Misha Neidorfler

Absent: Alyssa Bright, Dave Leonhard

Staff/Others: Colleen Paveglio

1. **Call to Order:** President Joubran called the meeting to order at 8:36 a.m.
2. **Steve Nance & Stephanie Mathison: Oryana**
 - a. Discussion regarding extending the DTCA boundary
3. **Approval of Minutes of the DTCA Board Meeting of January 14, 2016:** Minutes from the January 14, 2016 board meeting were approved as amended upon motion by McGee and second by Neidorfler. Motion carried unanimously.
4. **Marketing Report**
 - a. **Presidents' Day Sale**
 - i. February 12- 15, 2016
 - b. **TCRW**
 - i. February 21 - 27, 2016
 - ii. 34 vendors
 - iii. Sponsored by Great Lakes Wine & Spirits
 1. Media Sponsors: MyNorth Media, ABC 29&8, TV 7&4, WCCW & Z93
 - iv. Cherry Capital Food
 1. Sponsorship request in future
 2. Beers to contact
 - c. **Celebration for Young Children**
 - i. April 30, 2016
 - ii. Hands on activity center to take place at ECCO this year
 - d. **Art Walk**
 - i. May 6, 2016
 1. Media Sponsors: MyNorth Media, ABC 29&8, TV 7&4, WCCW & Z93
 - e. **Street Sale**
 - i. Street Sale Survey results provided
 - f. **Miscellaneous**

- i. Website
- ii. Social Media
 - 1. Facebook: 13,250
 - 2. Instagram: 8,500
 - 3. Twitter: 11,000
- iii. Newsletter Report
- iv. Retreat
 - 1. Marketing Committee: Beers, McGee, Bazemore, Neidorfler
- v. Annual Report

5. Committee Reports

- a. Nominating Committee: McGee, Beers, James C. Smith
 - i. Jeff Joubran, Kim Bazemore, Jeff Guntzvilier terms expire
- b. Job Fair Committee:
 - i. Meeting after board meeting

6. President's Report (*Joubran*)

- a. Outdoor Cafe Meeting
 - i. Sidewalk Cafe, Parklet, Platform Cafe
 - ii. Committee: McGee, Joubran
 - iii. 17% decrease in sidewalk cafes
 - 1. Who were the 9 and how many had to get variances?

7. DDA Report (*Bacigalupi*)

- a. Financial Report
 - i. Approval of the Financial Report through December 31, 2015: **Financial Report for December 2015 was approved upon motion by Beers and seconded by McGee. Motion carried unanimously.**
 - ii. Approval of amending the Fiscal Year 15-16 Budget: **The amended budget for Fiscal Year 15-16 Budget was approved upon motion by Beers and seconded by Neidorfler. Motion carried unanimously.**
- b. DDA Report (*Bacigalupi*)
 - i. Park Place Hotel Project
 - ii. Garland
 - iii. Pine Street Pedestrian Way
 - iv. Market Analysis
 - v. Garland Street
 - vi. Radio Centre III
 - 1. Bryan Crough Memorial
 - vii. Prioritization Exercise:
 - 1. Staff to email Board

a. **Oryana Request:**

- i. **DTCA Board to not expand boundaries at this time due to planning to begin along the 8th Street Corridor and Boardman Lake District**
- ii. **Bacigalupi to contact**

9. Adjournment

- a. **Motion to adjourn at 9:54 a.m.**