

MEMORANDUM

To: DDA Board of Directors
From: Rob Bacigalupi, Executive Director ^{RMB}
Re: October 16, 2015 Board Meeting & Miscellaneous
Date: October 13, 2015

AGENDA ITEM 2C - CONSIDERATION OF DECLARING COMPUTER EQUIPMENT SURPLUS

In an effort to clear out old equipment and hopefully recoup a few dollars, I've attached a request to declare two computers surplus. This issue is related to agenda item 4G, which would establish a procedure for divesting of computers. I recommend that the **DDA Board of Directors declare surplus a 2004 powerbook and a 2009 iMac described in the attached memorandum from Executive Director Bacigalupi dated October 13, 2015.**

AGENDA ITEM 3A - COMMUNITY DEVELOPMENT REPORT

Attached is the latest report from Jean Derenzy.

AGENDA ITEM 3B - EXECUTIVE COMMITTEE REPORT

Enclosed are minutes from an Executive Committee meeting that occurred on October 1. This meeting was in response to a request from the developers of 305 West Front to meet with the DDA. The developers shared where they are with their new request and answered questions. Some of the discussion centered around the strong feelings about the project but also some of the gaps in information related to the request and current zoning requirements. From a DDA perspective, there are four issues that are worth discussing:

Plans for the West End - The DDA has spent great effort establishing a vision for downtown and pursuing projects that further the vision. The [TIF 97 PLAN](#) is an outgrowth of the City's 1994 Master Plan which envisioned downtown as a walkable and vibrant 'regional center' where vertical parking frees up land for more interesting uses. The TIF 97 Plan sets the stage for massive public investment in the west end with projects such as the Pine Street Pedestrian Way, Garland Street, riverwalks and a parking garage. This public investment goes hand in hand with extensive private investment that, through TIF, helps pay for public improvements in the west end and elsewhere in downtown.

TIF - Tax Increment Financing (TIF) is the primary (though certainly not only) tool the DDA uses to implement public improvements in downtown. Comments have been made about TIF and the 305 West Front project that deserve clarification. Though TIF does direct taxes from new investment - like that proposed at 305 West Front - away from the City's General Fund, a project like 305 West Front does benefit the General Fund. 305 West Front currently generates about \$16,000 annually toward the General Fund. This would double to around \$32,000 annually with the proposed project. This is far more per acre than many commercial properties in town and far more than, say, \$500,000 houses in Traverse City's neighborhoods. And remember, much more beyond what goes to the General Fund is captured to be used for public improvements like, for example, Clinch Park and the Wadsworth culvert, to which TIF contributed \$1,000,000 and \$359,000 respectively.

Building Heights - Building heights have long generated discussion in Traverse City. Attached is a history capturing some of the highlights of this ongoing community dialogue. The DDA has always played an active role in community discussions about buildings heights, like the 2003 Planning Commission -

led discussion and 2008/9 City Commission Ad Hoc Committee process. It should be noted that these processes were done very much in public, and were actively covered by the media.

Housing - The [2014 HOUSING TARGET MARKET ANALYSIS](#) identified a large gap in the kind of housing available in Traverse City and the need. There is particularly a need for rental housing in town. We hear this often from our downtown businesses who are having trouble filling positions. Millennials who would work at our restaurants and stores are inclined to move to Traverse City except that housing is so difficult to find. Whether or not you like the proposed project at 305 West Front, this is a real issue for downtown - possibly our biggest. The DDA needs to play a proactive role in helping solve this issue that threatens our economy. This is one of the reasons I am strongly recommending the market analysis in item 4D.

AGENDA ITEM 4A - PRESENTATION BY TRAVERSE CITY ARTS COMMISSION AND CONSIDERATION OF RECOMMENDING A PUBLIC ARTS MASTER PLAN TO THE CITY COMMISSION

One year ago at the October 2014 meeting, the DDA Board recommended a Public Arts Ordinance to the City Commission. The City Commission approved the ordinance, established a Traverse City Arts Commission, which our own Rick Korndorfer sits on. The Commission has developed a Public Arts Master Plan, which you will find attached, and would like to formally present it to the DDA for consideration of recommending it to the City Commission. If the DDA Board wishes to support the master plan, I recommend that the **DDA Board of Directors recommend the Public Arts Master Plan as presented to the City Commission.** The City Commission is tentatively scheduled to review the plan at their November 2 meeting.

AGENDA ITEM 4B - CONSIDERATION OF AUTHORIZING RADIO CENTRE 3 PURCHASE AND BUILDOUT AGREEMENT

This project has been anticipated since at least 2001 when the Park Street/Radio Centre/Hardy Garage project was conceived. Developer John Socks is planning on a five-story building at the Radio Centre 3 site and would build public restrooms, parking offices and a conference room. Attached is a memorandum from me to the City Manager with explanation. Also attached is the latest draft agreement without attachments. I recommend that the DDA Board of Directors recommend the Purchase and Buildout Agreement as described in the October 13, 2015 memorandum from the Executive Director with approval as to form by the City/DDA Attorney, and as to substance by the Executive Director.

AGENDA ITEM 4C - CONSIDERATION OF AUTHORIZING AN AGREEMENT WITH PARALLEL SOLUTIONS, LLC, FOR ASSISTANCE IN FUNDRAISING FOR THE FARMERS MARKET PROJECT

Our Farmers Market project fund raising committee, which includes DDA members Leah Bagdon-McCallum and Harry Burkholder, as well as Farmers Market Advisory Committee Chairperson Jan Chapman, met on October 5 to discuss efforts and consider whether some assistance is needed in our fundraising efforts. Based on our discussions, staff met with Megan Olds of Parallel Solutions a couple of times to fashion a scope of work to assist with this critical effort. Attached is a revised proposal from Megan to help tune up our case statement, test donors, reach out to the food and farming community - which could lead to more compelling grant applications, and provide an end work product that will help guide our efforts. I recommend that the **DDA Board of Directors authorize a service order with Parallel Solutions based on their October 13, 2015 proposal, for not-to-exceed \$10,000, with fund available in the TIF 97 professional services line item.**

AGENDA ITEM 4D - CONSIDERATION OF AUTHORIZING A SERVICE ORDER/CONSULTANT AGREEMENT WITH AECOM TO CONDUCT A DOWNTOWN AND CORRIDORS MARKET ANALYSIS

In 2007, Chris Brewer presented a [downtown market analysis](#) at the City Opera House he had just completed. This study highlighted market conditions downtown, identified issues and offered strategies to address those issues. This study has proven an invaluable guide for DDA and City policy since. I prepared and attached a report of how we have used the strategies in the study. We included up to \$15,000 for a redo of our market study in our [2015-16 DDA budget](#). This time around, we want to expand the scope to include the five corridors identified in the [Corridors Master Plan](#), which by the way, was inspired by the 2007 market study. I feel it is critical we use the same consultant given the high level of analysis he provided last time and the great value we realized in his recommendations. In 2006/7, the cost was \$40,000. He is quoting a not-to-exceed price of \$36,300. We have been working to find partners for funding and so far have gotten commitments of \$15,000 including \$5,000 from the City. I am asking for approval by the DDA to assure other potential partners of our commitment to completing this work. Therefore I recommend that the **DDA Board of Directors authorize a service order/consultant agreement with AECOM for up to \$36,300 with up to \$15,000 of funds coming from the DDA professional/contractual line item, and subject to matching funds being raised for the remainder, and further that the DDA budget be amended to increase the professional/contractual line item \$3,434 which will result in a break-even budget.**

AGENDA ITEM 4E - CONSIDERATION OF AMENDING THE FREE PARKING PROGRAM FOR THE HARDY GARAGE

Last November, we rolled out a three year parking plan that sought to improve and maintain parking facilities, move toward market-based pricing, and improve customer service. As a reminder and for the benefit of new members, I have included this in the packet. One of the recommendations in the plan is to reduce the free parking offered in the Hardy Garage. Parking is free in all permit lots year 'round after 4 p.m. and free at meters after 6 p.m. Deck parking is covered and therefore more desirable and, of course, more expensive to build and maintain.

Currently, parking is free in the Hardy Garage after 5 p.m. on weekdays and all day on weekends November through April. The Parking and Access Committee discussed this at their September 25, 2015 meeting and debated a few approaches. We also sought input from the DDA Executive Committee at their October 1 meeting. Finally, we asked the Downtown Traverse City Association Board at their October 8, 2015 meeting, where they unanimously voted to recommend reducing the program to just include the holidays with staff to determine the exact dates. Based on this input and the action by the DTCA, I recommend that the **DDA Board of Directors concur with staff's recommendation and limit free parking on evenings and weekends are offered at the Hardy Deck to November 15 through January 15 starting January 15, 2016.**

AGENDA ITEM 4F - CONSIDERATION OF CONCURRENCE WITH STAFF RECOMMENDATION TO AMEND THE CITY'S CONSULTANT AGREEMENT WITH FLEIS AND VANDENBRINK RELATED TO THE GARLAND STREET PROJECT

The attached memorandum from City Engineer Tim Lodge and myself explains this recommendation. I recommend that the **DDA Board of Directors concur with DDA and City staff's recommendation to amend the consultant agreement with Fleis and Vandenbrink as outlined in the October 13, 2015 memorandum from City Engineer Tim Lodge and DDA Executive Director Rob Bacigalupi.**

AGEND ITEM 4G - CONSIDERATION OF APPROVING A COMPUTER DIVESTMENT POLICY FOR THE DOWNTOWN DEVELOPMENT AUTHORITY

Attached is a draft policy from me for your consideration. DDA Attorney Lauren Tribble-Laucht has reviewed this draft policy and approves of it. I recommend that the **DDA Board of Directors adopt the Computer Divestment Policy as described in the Executive Director's October 13, 2015 memorandum.**

MISCELLANEOUS ITEMS OF INTEREST

Enclosed is the latest version of the Strategic Categories Map. This map identifies the location of projects mentioned in this memo as well as those that are of current interest.

Front Street

FRONT STREET REIMAGINED CROSSWALK - Regretfully, the street bars have just been reconstructed and will not be out until Spring.

305 WEST FRONT - Developers have resubmitted their proposal and the Planning Commission will be holding a public hearing on the project on November 3rd.

WASHINGTON PLACE/LOT N - City staff is working with Washington Place developers Tom McIntyre and REI to coordinate the reconstruction of Parking Lot N, which is just east of that project. REI has quoted a good price to do the work.

Old Town

CARNEGIE BUILDING ELEVATOR - City staff is working with local architect Ray Kendra on bidding out installation of a new elevator at the Carnegie Building. This is one of the projects we agreed would be paid for out of the remaining funds in TIF 2.

Warehouse District

GARLAND STREET - A draft agreement for land acquisition needed for the realignment has been reviewed by Traverse City Tourism, whom I will be meeting with Monday. Meanwhile Jean and I are reaching out to parties interested in the Fifth Third property for sale to seek collaboration.

Bayfront/River

PINE STREET PEDESTRIAN WAY - Last month I reported that an Army Corp of Engineers permit application was delaying the project. The permit was issued on September 22 and work on the bridge and approaches began on October 5. The bridge and conduit will be in yet this fall but the bridge will not be open to the public because the flatwork on either side of the bridge will not take place until the Spring.

BOARDMAN RIVER PROSPERITY PLAN - This effort to coordinate improvements and projects along the Boardman River could be important in helping us gain funding for projects like the Farmers Market. A steering group, including myself as well as Leah Bagdon-McCallum and Mayor Estes is meeting to put together a project list and schedule. I will pass along the report when it is complete.

CLINCH PARK REPAIRS - Repairs to Clinch Park, including repairing the stone wall next to the beach and fixing a drainage issue at the tunnel, have just begun but will not be complete until the Spring. I had reported earlier that they were expected to be done this fall.

Other

FARMERS MARKET ADVISORY BOARD - Enclosed are approved minutes for the July 20, 2015 meeting. Also, I've attached an email that I believe you all got regarding next year's policy about out of area vendors. The Farmer Market Advisory Board is soliciting public input at their October 19, 2015 meeting at 9:00 a.m. This has been advertised at the market and has gotten some press as well.

AUDIT - Financials have been readied for the audit, as is evidenced by the financial reports above.

QUARTERLY RETAIL REPORT - Enclosed is the latest Retail Report. The baseline date for these reports, by the way, came from our 2007 Market Analysis.

WEST FRONT GRAND OPENING - Attached is a flyer for the October 24, 2015 West End Grand Opening. Please try to make it and hope for good weather!

HALLOWEEN WALK - We are switching up Halloween Walk this year by doing it in the morning. It will be Halloween morning from 10:30 to 12:00. Attached is a flyer.

SHOP YOUR COMMUNITY DAY - Also attached is a flyer for Shop Your Community Day, which is November 14 this year.

TIF 2 RESET - A staff level meeting with taxing authorities has been set for the end of October.

PARKING SYSTEM UPDATE - Attached is the latest update from Nicole.

TCPS REPORTS - The latest reports for the Hardy and Old Town garages are attached.

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

cc: City Manager
Traverse City City Commissioners

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA
Friday, October 16, 2015, 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 Annual Meeting of September 18, 2015, (approval recommended)
 - B. Consideration of approving Financial Reports and disbursements (unaudited) for the DDA, TIF 2 and TIF 97 dated June 30, 2015, July 31, 2015 and August 31, 2015 (approval recommended)
 - C. Consideration of declaring two computers surplus
3. Chairperson's Report
 - A. Community Development Report
 - B. Executive Committee Report
 - C. Comments or Questions regarding Written Reports
4. Executive Director's Report
 - A. Presentation by Traverse City Arts Commission and possible recommendation of draft Public Art Master Plan
 - B. Consideration of authorizing Radio Centre 3 Purchase and Buildout Agreement
 - C. Consideration of authorizing agreement with Parallel Solutions, LLC for assistance in fundraising for the Farmers Market Project
 - D. Consideration of authorizing a service agreement with AECOM to conduct a commercial market analysis subject to matching funds being raised
 - E. Consideration of amending the free parking program for the Hardy Garage
 - F. Consideration of concurrence with a consultant agreement amendment with Fleis and Vandenbrink for Garland Street Design Services.
 - G. Consideration of approving a computer divestment policy for the Downtown Development Authority
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
September 18, 2015
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Rob Bacigalupi called the meeting to order at 8:00 a.m.

1. Roll Call

Present: Leah Bagdon-McCallum, Allison Beers, Harry Burkholder, Steve Constantin, John DiGiacomo, Bill Golden, Mayor Michael Estes, T. Michael Jackson, Chuck Judson, Gabe Schneider

Absent: Rick Korndorfer

2. Election of Officers: **Motion by Estes, seconded by Burkholder that the slate of officers, Chuck Judson, Chairperson, Bill Golden, Vice-Chairperson, Leah Bagdon-McCallum, Treasurer, and Steve Constantin, Secretary, be approved as presented. Motion carried unanimously.**

- a. Welcome new board members Allison Beers and Gabe Schneider.
- b. Thank you to Steve Constantin for his many years as Chairperson and to Ross Biederman and Jan Chapman for the many years of service on the DDA Board of Directors.

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

- a. **Approval of minutes of the Regular Meeting of August 21, 2015 as presented.**
- b. **Approval of the Financial Reports (unaudited) for Traverse City Parking Services dated June 30, 2015, July 31, 2015, and August 31, 2015.**

4. Chairperson's Report

- a. Community Development Report
 - i. Written Report from Jean Derenzy
 - ii. Property negotiation and option to purchase, 145 West Front Street.
- b. Comments or Questions regarding Written Reports
 - i. No comments at this time

5. Executive Director's Report

- a. Consideration of recommending a new mobile payment solution for parking
 - i. **Motion by Constantin, seconded by Jackson that the DDA Board of Directors recommend to City Commission authorizing a three year agreement with Pango USA to provide a mobile payment solution at no cost**

to the City, a \$0.15 per transaction fee for parkers, and Pango USA to absorb credit card processing fees and enforcement integration fees. Motion carried unanimously.

- b. Consideration of authorizing expenditure for Uptown Riverwalk.
 - i. **Motion by Estes, seconded by Constantin that the DDA Board of Directors authorize the expenditure of \$40,047.01 from the TIF 97 professional services line item for the first phase of the Uptown Riverwalk. Motion carried unanimously.**
- c. Consideration of request from the Downtown Traverse City Association for financial support of Santa's Arrival.
 - i. **Motion by Estes, seconded by Golden that the DDA Board of Directors approve the reimbursement to the Downtown Traverse City Association of not-to-exceed \$10,000 for actual costs associated with Santa's Arrival with funds available in the DDA Operational Budget Community Promotion line item. Motion carried unanimously.**

6. Public Comment

- a. Mike Wills, 110 Fairway Hills Drive, commented on mobile payment solutions and snowmelt at Uptown. None at this time

7. Comments from Staff and Board of Directors

- a. Jackson thanked Steve Constantin
- b. Estes congratulated Beers and Schneider
- c. Bacigalupi thanked Constantin
- d. Constantin commented on his time as Chairperson
- e. Judson, Jackson, and Estes commented on the 305 West Front Street project and future planning in the district

8. Adjournment. The meeting officially adjourned at 9:06 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing & Deputy Director

DDA Financial Report

	June 30, 2014	June 30, 2015	Budget 14-15 as Approved	Budget 14-15 with Amendments	% of Budget	Budget Variance
REVENUE						
Property Taxes	70,660	68,578	64,900	64,900	105.7%	-\$3,678.01
Interest and Dividends	225	355	200	200	177.7%	-\$155.35
Miscellaneous	(55)	5,196	0	0		-\$5,195.91
Rents and Royalties	50,846	45,770	46,000	46,000	99.5%	\$230.00
Administrative Services	550,534	637,039	613,100	613,100	103.9%	-\$23,939.19
Prior Year Surplus		20,000	0	20,000	100.0%	\$0.00
TOTAL REVENUE	\$672,209	\$776,938	\$724,200	\$744,200	107.3%	-\$32,738.46
EXPENSES						
Payroll Expense	451,801	581,747	506,900	506,900	114.8%	-\$74,846.85
Health Insurance	36,251	45,794	117,800	117,800	38.9%	\$72,005.83
Workers Compensation	3,607	6,955	0	0	-	-\$6,955.00
Office Supplies	8,751	9,218	7,000	7,000	131.7%	-\$2,218.18
Operation Supplies	514	904	800	800	113.0%	-\$104.10
Professional/Contractual	32,130	51,550	30,000	50,000	103.1%	-\$1,550.35
Communications	4,657	4,761	4,000	4,000	119.0%	-\$760.86
Transportation	619	1,584	2,000	2,000	79.2%	\$415.65
Lodging/Meals	4,809	4,352	5,200	5,200	83.7%	\$847.81
Training	739	1,350	1,900	1,900	71.1%	\$550.00
Community Promotion	10,489	10,827	11,600	11,600	93.3%	\$772.71
Printing/Publishing	8,498	5,774	7,000	7,000	82.5%	\$1,226.07
Insurance & Bonds	1,478	1,528	1,800	1,800	84.9%	\$272.00
Utilities	6,476	6,984	6,600	6,600	105.8%	-\$383.50
Repairs & Maintenance	2,925	1,950	2,100	2,100	92.9%	\$150.00
Rentals	9,667	8,870	8,000	8,000	110.9%	-\$869.58
Legal Expense	6,752	3,324	5,000	5,000	66.5%	\$1,676.00
Miscellaneous	47	26	500	500	5.2%	\$474.00
Equipment	5,575	4,454	6,000	6,000	74.2%	\$1,545.70
TOTAL EXPENSE	\$595,786	\$751,953	\$724,200	\$744,200	101.0%	-\$7,752.65
					thru fiscal year ↓	
NET INCOME/(LOSS)	\$76,423	\$24,986	\$0	\$0	100.0%	

Downtown Development Authority
Balance Sheet
 As of June 30, 2015

	Jun 30, 15
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	114,447.44
Fifth Third Savings - 6740	201,075.69
Petty Cash	112.57
Total Checking/Savings	315,635.70
Accounts Receivable	
Accounts Receivable	55,670.31
Total Accounts Receivable	55,670.31
Other Current Assets	
Deposits in Transit	106.00
Due From DTCA	22.95
Due From APS	-1,580.43
Total Other Current Assets	-1,451.48
Total Current Assets	369,854.53
Other Assets	
Due From Other Funds	-8,789.95
Pre-Paid Expense	5,908.00
Total Other Assets	-2,881.95
TOTAL ASSETS	366,972.58
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,497.65
Total Accounts Payable	5,497.65
Credit Cards	
First National - 2189	1.00
Total Credit Cards	1.00
Other Current Liabilities	
Bumpout Project Funds Collected	6,645.86
Bryan Crough Memorial Fund	25,394.68
Accrued Salaries	56,341.24
Deposits Payable	27,701.55
Payroll Liabilities	3,539.54
Total Other Current Liabilities	119,622.87
Total Current Liabilities	125,121.52
Total Liabilities	125,121.52
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	129,258.98
Net Income	4,985.81
Total Equity	241,851.06
TOTAL LIABILITIES & EQUITY	366,972.58

Downtown Development Authority
Profit & Loss
June 2015

	<u>Jun 15</u>
Ordinary Income/Expense	
Income	
Reimbursed Parking Wages	-4,097.38
Administrative Services	85,424.92
Interest & Dividends	19.69
Property Taxes	47.93
Rents	7,055.00
Total Income	<u>88,450.16</u>
Gross Profit	88,450.16
Expense	
Communications	1,027.64
Community Promotion	1,287.34
Health Insurance	11,158.80
Insurance & Bonds	-25.00
Lodging, meals	245.97
Miscellaneous Expense	1.00
Office Supplies	-899.42
Payroll Expenses	44,470.01
Printing & Publishing	-254.87
Professional/Contractual	2,496.74
Rentals	839.46
Transportation	193.78
Utilities	396.73
Total Expense	<u>60,938.18</u>
Net Ordinary Income	<u>27,511.98</u>
Net Income	<u><u>27,511.98</u></u>

Downtown Development Authority

Profit & Loss

July 2014 through June 2015

	<u>Jul '14 - Jun 15</u>
Ordinary Income/Expense	
Income	
Reimbursed Parking Wages	0.00
Administrative Services	637,039.19
Interest & Dividends	355.35
Miscellaneous	92.11
Miscellaneous Revenue	5,103.80
Property Taxes	68,578.01
Rents	45,770.00
Total Income	<u>756,938.46</u>
Gross Profit	756,938.46
Expense	
Communications	4,760.86
Community Promotion	10,827.29
Equipment	4,454.30
Health Insurance	45,794.17
Insurance & Bonds	1,528.00
Legal	3,324.00
Lodging, meals	4,352.19
Miscellaneous Expense	26.00
Office Supplies	9,218.18
Operation Supplies	904.10
Payroll Expenses	581,746.85
Printing & Publishing	5,773.93
Professional/Contractual	51,550.35
Rentals	8,869.58
Repairs & Maintenance	1,950.00
Training	1,350.00
Transportation	1,584.35
Utilities	6,983.50
Workers Compensation	6,955.00
Total Expense	<u>751,952.65</u>
Net Ordinary Income	<u>4,985.81</u>
Net Income	<u><u>4,985.81</u></u>

Downtown Development Authority
Reconciliation Summary
Fifth Third Checking - 3112, Period Ending 06/30/2015

	<u>Jun 30, 15</u>
Beginning Balance	114,641.01
Cleared Transactions	
Checks and Payments - 92 Items	-59,701.83
Deposits and Credits - 26 Items	84,256.66
Total Cleared Transactions	<u>24,554.83</u>
Cleared Balance	<u>139,195.84</u>
Uncleared Transactions	
Checks and Payments - 36 Items	-20,651.02
Total Uncleared Transactions	<u>-20,651.02</u>
Register Balance as of 06/30/2015	<u>118,544.82</u>
New Transactions	
Checks and Payments - 77 Items	-41,599.40
Deposits and Credits - 18 Items	799.00
Total New Transactions	<u>-40,800.40</u>
Ending Balance	<u><u>77,744.42</u></u>

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 06/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						114,641.01
Cleared Transactions						
Checks and Payments - 92 items						
Paycheck	05/22/2015	11147	Cardwell, Michael B	X	-757.90	-757.90
Paycheck	05/22/2015	11151	Merica, Gregory J	X	-641.66	-1,399.56
Bill Pmt -Check	05/22/2015	11164	Bottomline Bookkee...	X	-70.00	-1,469.56
Check	05/27/2015	11165	Michael Helferich	X	-154.62	-1,624.18
Check	05/28/2015	11166	US Postmaster	X	-169.77	-1,793.95
Bill Pmt -Check	05/29/2015	11170	MML Workers' Com...	X	-4,476.00	-6,269.95
Bill Pmt -Check	05/29/2015	11171	Priority Health	X	-1,914.45	-8,184.40
Bill Pmt -Check	05/29/2015	11168	City of TC - Vendor	X	-1,071.00	-9,255.40
Bill Pmt -Check	05/29/2015	11169	Masonry, Inc.	X	-635.00	-9,890.40
Bill Pmt -Check	05/29/2015	11167	Charter Communic...	X	-501.12	-10,391.52
Bill Pmt -Check	05/29/2015	11172	Traverse City Light...	X	-340.35	-10,731.87
Bill Pmt -Check	05/29/2015	11173	Bottomline Bookkee...	X	-120.00	-10,851.87
Check	06/02/2015		Central Payment M...	X	-63.90	-10,915.77
Check	06/04/2015		World Pay	X	-4.08	-10,919.85
Paycheck	06/05/2015	11176	Bacigalupi, Robert M	X	-1,948.63	-12,868.48
Paycheck	06/05/2015	11187	Paveglio, Colleen M.	X	-1,574.45	-14,442.93
Paycheck	06/05/2015	11193	VanNess, Nicole	X	-1,510.66	-15,953.59
Liability Check	06/05/2015	11196	ICMA Retirement Tr...	X	-1,507.31	-17,460.90
Bill Pmt -Check	06/05/2015	11209	Team Financial Gro...	X	-1,306.96	-18,767.86
Paycheck	06/05/2015	11181	Helferich, Michael D	X	-1,295.05	-20,062.91
Paycheck	06/05/2015	11192	Talarico, Nina	X	-1,083.18	-21,146.09
Bill Pmt -Check	06/05/2015	11201	Advanced, Inc	X	-975.00	-22,121.09
Paycheck	06/05/2015	11188	Posler, Marianne	X	-944.22	-23,065.31
Paycheck	06/05/2015	11194	Viox, Nicholas D	X	-830.33	-23,895.64
Paycheck	06/05/2015	11191	Smith, Daniel R	X	-730.46	-24,626.10
Paycheck	06/05/2015	11178	Cardwell, Michael B	X	-706.75	-25,332.85
Paycheck	06/05/2015	11190	Russell, Amy K	X	-679.09	-26,011.94
Paycheck	06/05/2015	11180	Golden, McKenzie L	X	-670.37	-26,682.31
Paycheck	06/05/2015	11183	Merica, Gregory J	X	-525.92	-27,208.23
Paycheck	06/05/2015	11185	Merica, Kenneth N	X	-524.90	-27,733.13
Paycheck	06/05/2015	11189	Rockwell, Daniel P	X	-474.72	-28,207.85
Paycheck	06/05/2015	11195	Wood, Mark S	X	-430.98	-28,638.83
Bill Pmt -Check	06/05/2015	11204	Copy Central	X	-361.46	-29,000.29
Bill Pmt -Check	06/05/2015	11208	Michigan Office Sol...	X	-310.58	-29,310.87
Paycheck	06/05/2015	11186	O'Dell, Dana M	X	-254.65	-29,565.52
Paycheck	06/05/2015	11179	Chung, Kevin W	X	-234.64	-29,800.16
Paycheck	06/05/2015	11174	Bacigalupi, Robert M.	X	-229.68	-30,029.84
Bill Pmt -Check	06/05/2015	11207	Integrity Business S...	X	-229.32	-30,259.16
Bill Pmt -Check	06/05/2015	11220	Bottomline Bookkee...	X	-220.00	-30,479.16
Bill Pmt -Check	06/05/2015	11199	Nina G.Talarico - V...	X	-196.50	-30,675.66
Bill Pmt -Check	06/05/2015	11200	Robert Bacigalupi - V	X	-196.50	-30,872.16
Bill Pmt -Check	06/05/2015	11197	Colleen Paveglio - V	X	-196.50	-31,068.66
Bill Pmt -Check	06/05/2015	11198	Nicholas D Viox - C...	X	-196.50	-31,265.16
Bill Pmt -Check	06/05/2015	11206	First National Bank ...	X	-178.08	-31,443.24
Bill Pmt -Check	06/05/2015	11203	City of TC - Vendor	X	-158.80	-31,602.04
Bill Pmt -Check	06/05/2015	11202	Brickyard Towing	X	-140.00	-31,742.04
Paycheck	06/05/2015	11177	Bevier, Tyler E	X	-136.68	-31,878.72
Bill Pmt -Check	06/05/2015	11211	Traverse City Recor...	X	-115.25	-31,993.97
Bill Pmt -Check	06/05/2015	11219	DTCA - Vendor	X	-105.00	-32,098.97
Paycheck	06/05/2015	11182	McAndrew, Kathlea...	X	-89.35	-32,188.32
Paycheck	06/05/2015	11175	Aylsworth, Ashley E	X	-87.55	-32,275.87
Bill Pmt -Check	06/05/2015	11210	Traverse City Light ...	X	-78.26	-32,354.13
Bill Pmt -Check	06/05/2015	11215	Gallagher Centennl...	X	-75.00	-32,429.13
Bill Pmt -Check	06/05/2015	11212	US Postmaster	X	-66.00	-32,495.13
Paycheck	06/05/2015	11184	Merica, John A	X	-64.07	-32,559.20
Bill Pmt -Check	06/05/2015	11217	Providence Farm, L...	X	-38.00	-32,597.20
Bill Pmt -Check	06/05/2015	11214	Bay Bread Compan...	X	-26.00	-32,623.20
Bill Pmt -Check	06/05/2015	11218	Sheller Family Dair...	X	-13.00	-32,636.20
Liability Check	06/10/2015	EFTPS	United States Treas...	X	-4,694.10	-37,330.30
Bill Pmt -Check	06/12/2015	11221	Bottomline Bookkee...	X	-110.00	-37,440.30
Check	06/15/2015		Intuit Software	X	-0.54	-37,440.84
Check	06/15/2015		Intuit Software	X	-0.03	-37,440.87
Paycheck	06/19/2015	11223	Bacigalupi, Robert M.	X	-1,948.63	-39,389.50
Paycheck	06/19/2015	11234	Paveglio, Colleen M.	X	-1,574.46	-40,963.96
Paycheck	06/19/2015	11240	VanNess, Nicole	X	-1,510.67	-42,474.63
Liability Check	06/19/2015	11243	ICMA Retirement Tr...	X	-1,467.55	-43,942.18
Paycheck	06/19/2015	11228	Helferich, Michael D	X	-1,295.05	-45,237.23

Downtown Development Authority Reconciliation Detail Fifth Third Checking - 3112, Period Ending 06/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	06/19/2015	11239	Talarico, Nina	X	-1,083.20	-46,320.43
Paycheck	06/19/2015	11235	Posler, Marianne	X	-991.39	-47,311.82
Paycheck	06/19/2015	11241	Viox, Nicholas D	X	-830.32	-48,142.14
Paycheck	06/19/2015	11238	Smith, Daniel R	X	-774.69	-48,916.83
Paycheck	06/19/2015	11224	Cardwell, Michael B	X	-748.44	-49,665.27
Paycheck	06/19/2015	11227	Golden, McKenzie L	X	-607.03	-50,272.30
Paycheck	06/19/2015	11230	Merica, Gregory J	X	-604.73	-50,877.03
Paycheck	06/19/2015	11237	Russell, Amy K	X	-603.51	-51,480.54
Paycheck	06/19/2015	11236	Rockwell, Daniel P	X	-528.88	-52,009.42
Paycheck	06/19/2015	11232	Merica, Kenneth N	X	-468.66	-52,478.08
Paycheck	06/19/2015	11225	Chung, Kevin W	X	-458.44	-52,936.52
Paycheck	06/19/2015	11242	Wood, Mark S	X	-449.57	-53,386.09
Bill Pmt -Check	06/19/2015	11245	Edible Grand Trave...	X	-440.00	-53,826.09
Paycheck	06/19/2015	11231	Merica, John A	X	-193.98	-54,020.07
Check	06/19/2015	11248	Rob Bacigalupi	X	-193.78	-54,213.85
Paycheck	06/19/2015	11233	O'Dell, Dana M	X	-175.22	-54,389.07
Paycheck	06/19/2015	11226	Creamer, Rachel S	X	-145.83	-54,534.90
Bill Pmt -Check	06/19/2015	11249	Bottomline Bookkee...	X	-130.00	-54,664.90
Check	06/19/2015	11247	McMillen's Instant F...	X	-121.74	-54,786.64
Paycheck	06/19/2015	11229	McAndrew, Kathlee...	X	-54.02	-54,840.66
Paycheck	06/19/2015	11222	Cardwell, Michael B	X	-15.31	-54,855.97
Check	06/19/2015	11244	TIF-97	X	-5.04	-54,861.01
Liability Check	06/24/2015	EFTPS	United States Treas ...	X	-4,760.76	-59,621.77
Bill Pmt -Check	06/26/2015	11258	Bottomline Bookkee...	X	-60.00	-59,681.77
Check	06/26/2015	11250	TIF-2	X	-20.06	-59,701.83
Total Checks and Payments					-59,701.83	-59,701.83
Deposits and Credits - 26 Items						
Deposit	05/30/2015			X	85.00	85.00
Deposit	05/30/2015			X	935.00	1,020.00
Deposit	06/03/2015			X	158.00	1,178.00
Deposit	06/03/2015			X	430.00	1,608.00
Bill Pmt -Check	06/05/2015	11205	Fast Signs	X	0.00	1,608.00
Deposit	06/06/2015			X	448.00	2,056.00
Deposit	06/06/2015			X	1,140.00	3,196.00
Deposit	06/10/2015			X	244.00	3,440.00
Deposit	06/10/2015			X	510.00	3,950.00
Deposit	06/13/2015			X	652.00	4,602.00
Deposit	06/13/2015			X	1,165.00	5,767.00
Deposit	06/16/2015			X	360.00	6,127.00
Deposit	06/17/2015			X	370.00	6,497.00
Deposit	06/17/2015			X	595.00	7,092.00
Deposit	06/19/2015			X	50,077.57	57,169.57
Deposit	06/20/2015			X	584.00	57,753.57
Deposit	06/20/2015			X	1,260.00	59,013.57
Deposit	06/22/2015			X	0.03	59,013.60
Deposit	06/22/2015			X	0.54	59,014.14
Deposit	06/24/2015			X	279.00	59,293.14
Deposit	06/24/2015			X	625.00	59,918.14
Deposit	06/26/2015			X	1,743.14	61,661.28
Deposit	06/26/2015			X	20,535.55	82,196.83
Deposit	06/27/2015			X	728.00	82,924.83
Deposit	06/27/2015			X	1,330.00	84,254.83
Deposit	06/30/2015			X	1.83	84,256.66
Total Deposits and Credits					84,256.66	84,256.66
Total Cleared Transactions					24,554.83	24,554.83
Cleared Balance					24,554.83	139,195.84
Uncleared Transactions						
Checks and Payments - 36 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	5660	Wertz-Roth, Brennin		-9.00	-164.79

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 06/30/2015

Type	Date	Num	Name	Cir	Amount	Balance
Bill Pmt -Check	07/06/2012	5665	Jenkins Potato Farm		-7.00	-171.79
Bill Pmt -Check	08/03/2012	5763	Wertz-Roih, Brennan		-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	6596	Priority Health		-3,297.49	-3,639.28
Bill Pmt -Check	08/02/2013	6877	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	Third Coast Fruit		-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
Liability Check	06/05/2015	11213	State of Michigan - ...		-1,418.23	-5,652.08
Bill Pmt -Check	06/05/2015	11216	Olds Farm, LLC		-45.00	-5,697.08
Check	06/19/2015	11246	Nina G.Talarico - V...		-100.00	-5,797.08
Bill Pmt -Check	06/26/2015	11256	Seeds, Inc.		-1,251.86	-7,048.94
Bill Pmt -Check	06/26/2015	11253	Garden Goods		-915.60	-7,964.54
Bill Pmt -Check	06/26/2015	11252	Charter Communic...		-483.28	-8,447.82
Bill Pmt -Check	06/26/2015	11257	Traverse City Light ...		-318.47	-8,766.29
Bill Pmt -Check	06/26/2015	11254	Michigan Office Sol...		-252.19	-9,018.48
Bill Pmt -Check	06/26/2015	11251	Boom Boom Club		-250.00	-9,268.48
Bill Pmt -Check	06/26/2015	11255	Pitney Bowes Glob...		-202.46	-9,470.94
Check	06/30/2015	11357	Posler, Marianne		-5,500.00	-14,970.94
Check	06/30/2015	11358	Viox, Nicholas D		-5,500.00	-20,470.94
Check	06/30/2015	11259	US Postmaster		-180.08	-20,651.02
Total Checks and Payments					-20,651.02	-20,651.02
Total Uncleared Transactions					-20,651.02	-20,651.02
Register Balance as of 06/30/2015					3,903.81	118,544.82
New Transactions						
Checks and Payments - 77 Items						
Check	07/01/2015	11260	Brandon Everest		-300.00	-300.00
Check	07/01/2015	11261	Colleen Paveglio - V		-70.00	-370.00
Bill Pmt -Check	07/02/2015	11284	Pitney Bowes - Pur...		-1,000.00	-1,370.00
Paycheck	07/02/2015	11328	Bacigalupi, Robert M.		-927.55	-2,297.55
Paycheck	07/02/2015	11349	Paveglio, Colleen M.		-792.77	-3,090.32
Paycheck	07/02/2015	11345	VanNess, Nicole		-704.37	-3,794.69
Paycheck	07/02/2015	11333	Helferich, Michael D		-586.53	-4,381.22
Paycheck	07/02/2015	11340	Posler, Marianne		-562.69	-4,943.91
Paycheck	07/02/2015	11329	Cardwell, Michael B		-550.51	-5,494.42
Paycheck	07/02/2015	11344	Talarico, Nina		-534.28	-6,028.70
Paycheck	07/02/2015	11342	Russell, Amy K		-495.83	-6,524.53
Paycheck	07/02/2015	11341	Rockwell, Daniel P		-477.79	-7,002.32
Paycheck	07/02/2015	11343	Smith, Daniel R		-467.67	-7,469.99
Paycheck	07/02/2015	11346	Viox, Nicholas D		-441.12	-7,911.11
Paycheck	07/02/2015	11337	Merica, Kenneth N		-379.69	-8,290.80
Paycheck	07/02/2015	11332	Golden, McKenzie L		-373.14	-8,663.94
Paycheck	07/02/2015	11335	Merica, Gregory J		-362.57	-9,026.51
Bill Pmt -Check	07/02/2015	11262	9 Bean Rows, LLC		-350.00	-9,376.51
Bill Pmt -Check	07/02/2015	11271	Gallagher Centenni...		-337.00	-9,713.51
Bill Pmt -Check	07/02/2015	11272	Green Rock Farms		-298.00	-10,011.51
Paycheck	07/02/2015	11336	Merica, John A		-249.05	-10,260.56
Paycheck	07/02/2015	11347	Wood, Mark S		-248.93	-10,509.49
Bill Pmt -Check	07/02/2015	11267	Brown's Poplar Rid...		-248.00	-10,757.49
Bill Pmt -Check	07/02/2015	11283	Ware Farm		-244.00	-11,001.49
Paycheck	07/02/2015	11331	Creamer, Rachel S		-229.56	-11,231.05
Bill Pmt -Check	07/02/2015	11278	Providence Farm, L...		-169.00	-11,400.05
Bill Pmt -Check	07/02/2015	11263	Altonen Orchards		-163.00	-11,563.05
Bill Pmt -Check	07/02/2015	11265	Bay Bread Compan...		-159.00	-11,722.05
Bill Pmt -Check	07/02/2015	11279	Sheller Family Dair...		-154.00	-11,876.05
Bill Pmt -Check	07/02/2015	11282	Treaty Fish Co.		-151.00	-12,027.05
Bill Pmt -Check	07/02/2015	11280	Shloh's Garden		-143.00	-12,170.05
Paycheck	07/02/2015	11330	Chung, Kevin W		-119.28	-12,289.33
Bill Pmt -Check	07/02/2015	11277	Olds Farm, LLC		-98.00	-12,387.33
Bill Pmt -Check	07/02/2015	11348	Boltomline Bookkee...		-90.00	-12,477.33

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 06/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	07/02/2015	11268	Champion Hill Farm		-89.00	-12,566.33
Bill Pmt -Check	07/02/2015	11273	Guntzville's Berry ...		-82.00	-12,648.33
Paycheck	07/02/2015	11338	O'Dell, Dana M		-73.34	-12,721.67
Bill Pmt -Check	07/02/2015	11266	Boss Mouse Chees...		-72.00	-12,793.67
Bill Pmt -Check	07/02/2015	11281	Stone House Bread...		-69.00	-12,862.67
Bill Pmt -Check	07/02/2015	11276	Nature's Treats, LLC		-57.00	-12,919.67
Bill Pmt -Check	07/02/2015	11274	Idyll Farms, LLC		-45.00	-12,964.67
Bill Pmt -Check	07/02/2015	11275	Natural Northern Fo...		-35.00	-12,999.67
Paycheck	07/02/2015	11334	McAndrew, Kathlee...		-33.25	-13,032.92
Bill Pmt -Check	07/02/2015	11264	Bardenhagen Berries		-24.00	-13,056.92
Bill Pmt -Check	07/02/2015	11270	Edson Farms Natur...		-18.00	-13,074.92
Bill Pmt -Check	07/02/2015	11269	Clous, Gerald		-11.00	-13,085.92
Liability Check	07/08/2015	EFTPS	United States Treas...		-2,277.14	-15,363.06
Bill Pmt -Check	07/10/2015	11361	City of TC - Vendor		-11,700.00	-27,063.06
Liability Check	07/10/2015	11372	State of Michigan - ...		-1,462.82	-28,525.88
Bill Pmt -Check	07/10/2015	11369	Seeds, Inc.		-1,400.00	-29,925.88
Bill Pmt -Check	07/10/2015	11364	Grandview Catering		-1,351.75	-31,277.63
Liability Check	07/10/2015	11359	ICMA Retirement Tr...		-1,115.69	-32,393.32
Bill Pmt -Check	07/10/2015	11370	Team Financial Gro...		-640.98	-33,034.30
Bill Pmt -Check	07/10/2015	11367	MIFMA		-350.00	-33,384.30
Bill Pmt -Check	07/10/2015	11363	First National Bank ...		-278.92	-33,663.22
Bill Pmt -Check	07/10/2015	11368	Pitney Bowes Glob...		-234.44	-33,897.66
Paycheck	07/10/2015	11350	Bacigalupi, Robert M.		-225.26	-34,122.92
Paycheck	07/10/2015	11353	VanNess, Nicole		-171.61	-34,294.53
Bill Pmt -Check	07/10/2015	11360	Brickyard Towing		-155.00	-34,449.53
Bill Pmt -Check	07/10/2015	11365	Integrity Business S...		-143.08	-34,592.61
Paycheck	07/10/2015	11351	Helferich, Michael D		-141.55	-34,734.16
Paycheck	07/10/2015	11352	Talarico, Nina		-128.78	-34,862.94
Paycheck	07/10/2015	11354	Viox, Nicholas D		-102.04	-34,964.98
Bill Pmt -Check	07/10/2015	11373	Bottomline Bookkee...		-90.00	-35,054.98
Bill Pmt -Check	07/10/2015	11371	Traverse City Light ...		-78.00	-35,132.98
Bill Pmt -Check	07/10/2015	11366	LIAA		-45.00	-35,177.98
Bill Pmt -Check	07/10/2015	11362	Copy Central		-2.39	-35,180.37
Liability Check	07/15/2015	EFTPS	United States Treas...		-376.84	-35,557.21
Paycheck	07/17/2015		Cardwell, Michael B		-920.90	-36,478.11
Paycheck	07/17/2015		Smith, Daniel R		-733.12	-37,211.23
Paycheck	07/17/2015		Rockwell, Daniel P		-588.17	-37,799.40
Paycheck	07/17/2015		Wood, Mark S		-528.99	-38,328.39
Paycheck	07/17/2015		Parks, Stephanie E		-478.18	-38,806.57
Paycheck	07/17/2015		Cardwell, Stephanie		-350.20	-39,156.77
Paycheck	07/17/2015		O'Dell, Dana M		-283.19	-39,439.96
Paycheck	07/17/2015		McAndrew, Kathlee...		-74.80	-39,514.76
Liability Check	07/25/2015	EFTPS	MESC		-2,084.64	-41,599.40
Total Checks and Payments					-41,599.40	-41,599.40
Deposits and Credits - 18 items						
Deposit	07/01/2015				189.00	189.00
Deposit	07/01/2015				610.00	799.00
Paycheck	07/02/2015	11339	Pavglio, Colleen M.		0.00	799.00
Liability Check	07/02/2015	11305	ICMA Retirement Tr...		0.00	799.00
Paycheck	07/17/2015		Posler, Marianne		0.00	799.00
Paycheck	07/17/2015		Viox, Nicholas D		0.00	799.00
Paycheck	07/17/2015		VanNess, Nicole		0.00	799.00
Paycheck	07/17/2015		Pavglio, Colleen M.		0.00	799.00
Paycheck	07/17/2015		Chung, Kevin W		0.00	799.00
Paycheck	07/17/2015		Creamer, Rachel S		0.00	799.00
Paycheck	07/17/2015		Talarico, Nina		0.00	799.00
Paycheck	07/17/2015		Golden, McKenzie L		0.00	799.00
Paycheck	07/17/2015		Russell, Amy K		0.00	799.00
Paycheck	07/17/2015		Helferich, Michael D		0.00	799.00
Paycheck	07/17/2015		Merica, Kenneth N		0.00	799.00
Paycheck	07/17/2015		Merica, John A		0.00	799.00
Paycheck	07/17/2015		Bacigalupi, Robert M.		0.00	799.00
Paycheck	07/17/2015		Merica, Gregory J		0.00	799.00
Total Deposits and Credits					799.00	799.00
Total New Transactions					-40,800.40	-40,800.40
Ending Balance					-36,896.59	77,744.42

DDA Financial Report

	July 31, 2014	July 30, 2015	Budget 15-16 as Approved	Budget 15-16 with Amendments	% of Budget	Budget Variance
REVENUE						
Property Taxes	7,396	9,328	70,000	70,000	13.3%	\$60,671.71
Interest and Dividends	19	21	200	200	10.4%	\$179.21
Miscellaneous	0	0	0	0	-	\$0.00
Rents and Royalties	7,415	7,585	45,000	45,000	16.9%	\$37,415.00
Administrative Services	29,228	46,713	767,377	767,377	6.1%	\$720,664.41
Prior Year Surplus		0	0	0	-	\$0.00
TOTAL REVENUE	\$44,058	\$63,647	\$882,577	\$882,577	7.2%	\$818,930.33
EXPENSES						
Payroll Expense	43,461	64,428	581,810	581,810	11.1%	\$517,381.76
Health Insurance	12,985	15,121	146,733	146,733	10.3%	\$131,612.15
Workers Compensation	4,457	4,476	0	0	-	-\$4,476.00
Office Supplies	860	1,299	9,000	9,000	14.4%	\$7,701.15
Operation Supplies	261	0	0	0	-	\$0.00
Professional/Contractual	3,936	3,257	78,100	78,100	4.2%	\$74,843.32
Communications	284	270	4,600	4,600	5.9%	\$4,329.68
Transportation	0	0	2,000	2,000	0.0%	\$2,000.00
Lodging/Meals	640	246	5,000	5,000	4.9%	\$4,753.65
Training	0	0	2,000	2,000	0.0%	\$2,000.00
Community Promotion	157	2,187	12,500	12,500	17.5%	\$10,313.25
Printing/Publishing	1,043	1,128	7,500	7,500	15.0%	\$6,372.25
Insurance & Bonds	1,295	1,297	1,700	1,700	76.3%	\$403.00
Utilities	353	450	6,600	6,600	6.8%	\$6,149.60
Repairs & Maintenance	0	0	2,200	2,200	0.0%	\$2,200.00
Rentals	637	871	8,000	8,000	10.9%	\$7,128.54
Legal Expense	0	135	5,000	5,000	2.7%	\$4,865.00
Miscellaneous	0	0	400	400	0.0%	\$400.00
Equipment	546	0	6,000	6,000	0.0%	\$6,000.00
TOTAL EXPENSE	\$70,913	\$95,166	\$879,143	\$879,143	10.8%	\$783,977.35
					thru fiscal year ↓	
NET INCOME/(LOSS)	(\$26,855)	(\$31,519)	\$3,434	\$3,434	8.3%	

Downtown Development Authority
Balance Sheet
 As of July 31, 2015

	Jul 31, 15
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	95,193.47
Fifth Third Savings - 6740	201,092.76
Petty Cash	78.01
Total Checking/Savings	296,364.24
Accounts Receivable	
Accounts Receivable	54,033.03
Total Accounts Receivable	54,033.03
Other Current Assets	
Deposits in Transit	106.00
Due From DTCA	630.92
Due From APS	-2,019.00
Total Other Current Assets	-1,282.08
Total Current Assets	349,115.19
Other Assets	
Due From Other Funds	-8,789.95
Total Other Assets	-8,789.95
TOTAL ASSETS	340,325.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	7,441.64
Total Accounts Payable	7,441.64
Credit Cards	
First National - 2189	61.26
Total Credit Cards	61.26
Other Current Liabilities	
Bumpout Project Funds Collected	6,645.86
Bryan Crough Memorial Fund	25,394.68
Accrued Salaries	56,341.24
Deposits Payable	26,799.55
Payroll Liabilities	7,308.93
Total Other Current Liabilities	122,490.26
Total Current Liabilities	129,993.16
Total Liabilities	129,993.16
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	134,244.79
Net Income	-31,518.98
Total Equity	210,332.08
TOTAL LIABILITIES & EQUITY	340,325.24

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10/13/15
Accrual Basis

Downtown Development Authority
Profit & Loss
July 2015

	<u>Jul 15</u>
Ordinary Income/Expense	
Income	
Reimbursed Parking Wages	0.00
Administrative Services	46,712.59
Interest & Dividends	20.79
Property Taxes	9,328.29
Rents	7,585.00
Total Income	<u>63,646.67</u>
Gross Profit	63,646.67
Expense	
Communications	270.32
Community Promotion	2,186.75
Health Insurance	15,120.85
Insurance & Bonds	1,297.00
Legal	135.00
Lodging, meals	246.35
Office Supplies	1,298.85
Payroll Expenses	64,428.24
Printing & Publishing	1,127.75
Professional/Contractual	3,256.68
Rentals	871.46
Utilities	450.40
Workers Compensation	4,476.00
Total Expense	<u>95,165.65</u>
Net Ordinary Income	<u>-31,518.98</u>
Net Income	<u><u>-31,518.98</u></u>

DDA Financial Report

	August 31, 2014	August 31, 2015	Budget 15-16 as Approved	Budget 15-16 with Amendments	% of Budget	Budget Variance
REVENUE						
Property Taxes	57,651	53,066	70,000	70,000	75.8%	\$16,933.61
Interest and Dividends	41	48	200	200	24.2%	\$151.55
Miscellaneous	0	0	0	0	-	\$0.00
Rents and Royalties	18,665	18,205	45,000	45,000	40.5%	\$26,795.00
Administrative Services	68,342	93,605	767,377	767,377	12.2%	\$673,771.82
Prior Year Surplus		0	0	0	-	\$0.00
TOTAL REVENUE	\$144,699	\$164,925	\$882,577	\$882,577	18.7%	\$717,651.98
EXPENSES						
Payroll Expense	107,638	111,717	581,810	596,810	18.7%	\$485,092.96
Health Insurance	15,584	20,123	146,733	146,733	13.7%	\$126,609.76
Workers Compensation	4,457	4,476	0	0	-	-\$4,476.00
Office Supplies	1,268	1,968	9,000	9,000	21.9%	\$7,032.03
Operation Supplies	544	0	0	0	-	\$0.00
Professional/Contractual	21,089	6,049	78,100	63,100	9.6%	\$57,051.33
Communications	569	518	4,600	4,600	11.3%	\$4,082.30
Transportation	0	0	2,000	2,000	0.0%	\$2,000.00
Lodging/Meals	883	417	5,000	5,000	8.3%	\$4,582.53
Training	0	0	2,000	2,000	0.0%	\$2,000.00
Community Promotion	357	937	12,500	12,500	7.5%	\$11,563.25
Printing/Publishing	1,502	1,509	7,500	7,500	20.1%	\$5,991.44
Insurance & Bonds	1,295	1,297	1,700	1,700	76.3%	\$403.00
Utilities	1,102	532	6,600	6,600	8.1%	\$6,068.24
Repairs & Maintenance	0	0	2,200	2,200	0.0%	\$2,200.00
Rentals	1,274	1,508	8,000	8,000	18.9%	\$6,491.54
Legal Expense	135	135	5,000	5,000	2.7%	\$4,865.00
Miscellaneous	25	0	400	400	0.0%	\$400.00
Equipment	2,031	0	6,000	6,000	0.0%	\$6,000.00
TOTAL EXPENSE	\$159,755	\$151,186	\$879,143	\$879,143	17.2%	\$727,957.38
					thru fiscal year ↓	
NET INCOME/(LOSS)	(\$15,057)	\$13,739	\$3,434	\$3,434	16.7%	

Downtown Development Authority
Balance Sheet
As of August 31, 2015

	<u>Aug 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	180,662.50
Fifth Third Savings - 6740	201,109.83
Petty Cash	-44.32
Total Checking/Savings	<u>381,728.01</u>
Accounts Receivable	
Accounts Receivable	898.10
Total Accounts Receivable	<u>898.10</u>
Other Current Assets	
Deposits in Transit	106.00
Due From APS	-1,196.68
Total Other Current Assets	<u>-1,090.68</u>
Total Current Assets	<u>381,535.43</u>
TOTAL ASSETS	<u>381,535.43</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	12,770.66
Total Accounts Payable	<u>12,770.66</u>
Other Current Liabilities	
Bumpout Project Funds Collected	6,645.86
Bryan Crough Memorial Fund	25,394.68
Accrued Salaries	56,341.24
Deposits Payable	22,155.55
Payroll Liabilities	2,636.98
Total Other Current Liabilities	<u>113,174.31</u>
Total Current Liabilities	<u>125,944.97</u>
Total Liabilities	125,944.97
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	134,244.79
Net Income	13,739.40
Total Equity	<u>255,590.46</u>
TOTAL LIABILITIES & EQUITY	<u>381,535.43</u>

Downtown Development Authority
Profit & Loss
August 2015

	<u>Aug 15</u>
Ordinary Income/Expense	
Income	
Reimbursed Parking Wages	0.00
Administrative Services	46,892.59
Interest & Dividends	27.66
Property Taxes	43,738.10
Rents	10,620.00
Total Income	<u>101,278.35</u>
Gross Profit	101,278.35
Expense	
Communications	247.38
Community Promotion	-1,250.00
Health Insurance	5,002.39
Lodging, meals	171.12
Office Supplies	669.12
Payroll Expenses	47,288.80
Printing & Publishing	380.81
Professional/Contractual	2,791.99
Rentals	637.00
Utilities	81.36
Total Expense	<u>56,019.97</u>
Net Ordinary Income	<u>45,258.38</u>
Net Income	<u><u>45,258.38</u></u>

Downtown Development Authority
Profit & Loss
July through August 2015

	<u>Jul - Aug 15</u>
Ordinary Income/Expense	
Income	
Reimbursed Parking Wages	0.00
Administrative Services	93,605.18
Interest & Dividends	48.45
Property Taxes	53,066.39
Rents	18,205.00
Total Income	<u>164,925.02</u>
Gross Profit	164,925.02
Expense	
Communications	517.70
Community Promotion	936.75
Health Insurance	20,123.24
Insurance & Bonds	1,297.00
Legal	135.00
Lodging, meals	417.47
Office Supplies	1,967.97
Payroll Expenses	111,717.04
Printing & Publishing	1,508.56
Professional/Contractual	6,048.67
Rentals	1,508.46
Utilities	531.76
Workers Compensation	4,476.00
Total Expense	<u>151,185.62</u>
Net Ordinary Income	<u>13,739.40</u>
Net Income	<u><u>13,739.40</u></u>

Downtown Development Authority
Reconciliation Summary
Fifth Third Checking - 3112, Period Ending 08/31/2015

	<u>Aug 31, 15</u>
Beginning Balance	109,582.01
Cleared Transactions	
Checks and Payments - 87 Items	-1,560,639.22
Deposits and Credits - 42 Items	1,642,276.78
Total Cleared Transactions	<u>81,637.56</u>
Cleared Balance	<u>191,219.57</u>
Uncleared Transactions	
Checks and Payments - 35 Items	-7,664.69
Deposits and Credits - 1 Item	420.00
Total Uncleared Transactions	<u>-7,244.69</u>
Register Balance as of 08/31/2015	<u>183,974.88</u>
New Transactions	
Checks and Payments - 53 Items	-245,775.33
Deposits and Credits - 20 Items	217,523.53
Total New Transactions	<u>-28,251.80</u>
Ending Balance	<u>155,723.08</u>

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 08/31/2015

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						109,582.01
Cleared Transactions						
Checks and Payments - 87 items						
Bill Pmt -Check	07/02/2015	11262	9 Bean Rows, LLC	X	-350.00	-350.00
Bill Pmt -Check	07/02/2015	11282	Treaty Fish Co	X	-151.00	-501.00
Paycheck	07/17/2015	11375	Cardwell, Stephanie	X	-350.20	-851.20
Bill Pmt -Check	07/21/2015	11390	Trophy Trolley	X	-40.00	-891.20
Liability Check	07/28/2015	11399	ICMA Retirement Tr...	X	-1,796.36	-2,687.56
Bill Pmt -Check	07/28/2015	11401	Charter Communic...	X	-494.75	-3,182.31
Bill Pmt -Check	07/28/2015	11406	G J. Rentals	X	-465.00	-3,647.31
Bill Pmt -Check	07/28/2015	11402	City of TC - Vendor	X	-450.00	-4,097.31
Bill Pmt -Check	07/28/2015	11407	Bottomline Bookkee...	X	-180.00	-4,277.31
Bill Pmt -Check	07/28/2015	11403	LIAA	X	-40.00	-4,317.31
Liability Check	07/28/2015	11398	ICMA Retirement Tr...	X	-5.73	-4,323.04
Paycheck	07/31/2015	11392	Cardwell, Michael B	X	-736.96	-5,060.00
Paycheck	07/31/2015	11397	Wood, Mark S	X	-449.58	-5,509.58
Paycheck	07/31/2015	11394	O'Dell, Dana M	X	-248.56	-5,758.14
Check	07/31/2015	11409	US Postmaster	X	-177.28	-5,935.42
Paycheck	07/31/2015	11393	McAndrew, Kathlee...	X	-76.89	-6,012.31
Check	08/03/2015		Central Payment M...	X	-63.90	-6,076.21
Liability Check	08/03/2015		QuickBooks Payroll...	X	-43.78	-6,119.99
Liability Check	08/04/2015	11443	State of Michigan - ...	X	-2,027.04	-8,147.03
Bill Pmt -Check	08/04/2015	11442	Seeds, Inc	X	-1,983.39	-10,130.42
Bill Pmt -Check	08/04/2015	11421	Green Rock Farms	X	-607.00	-10,737.42
Bill Pmt -Check	08/04/2015	11440	City of TC - Vendor	X	-537.87	-11,275.29
Bill Pmt -Check	08/04/2015	11410	9 Bean Rows, LLC	X	-508.00	-11,783.29
Bill Pmt -Check	08/04/2015	11411	Altonen Orchards	X	-424.00	-12,207.29
Bill Pmt -Check	08/04/2015	11441	Security Sanitation	X	-390.00	-12,597.29
Bill Pmt -Check	08/04/2015	11435	Spring Hollow Dairy...	X	-312.00	-12,909.29
Bill Pmt -Check	08/04/2015	11425	Loma Farms, LLC	X	-242.00	-13,151.29
Bill Pmt -Check	08/04/2015	11434	Shiloh's Garden	X	-205.00	-13,356.29
Bill Pmt -Check	08/04/2015	11432	Providence Farm, L...	X	-199.00	-13,555.29
Bill Pmt -Check	08/04/2015	11412	Bay Bread Compan...	X	-183.00	-13,738.29
Bill Pmt -Check	08/04/2015	11422	Guntzville's Berry ...	X	-150.00	-13,888.29
Bill Pmt -Check	08/04/2015	11431	Press On Juice	X	-149.00	-14,037.29
Bill Pmt -Check	08/04/2015	11416	Champion Hill Farm	X	-107.00	-14,144.29
Bill Pmt -Check	08/04/2015	11414	Brown's Poplar Rid...	X	-106.00	-14,250.29
Bill Pmt -Check	08/04/2015	11433	Shetler Family Dair...	X	-103.00	-14,353.29
Bill Pmt -Check	08/04/2015	11444	Bottomline Bookkee...	X	-100.00	-14,453.29
Bill Pmt -Check	08/04/2015	11413	Boss Mouse Chees...	X	-96.00	-14,549.29
Bill Pmt -Check	08/04/2015	11438	Ware Farm	X	-59.00	-14,608.29
Bill Pmt -Check	08/04/2015	11423	Hathaway, William	X	-55.00	-14,663.29
Bill Pmt -Check	08/04/2015	11429	Old Hundredth Farm	X	-50.00	-14,713.29
Bill Pmt -Check	08/04/2015	11419	Dover, Ann	X	-47.00	-14,760.29
Bill Pmt -Check	08/04/2015	11420	Gallagher Centenni...	X	-46.00	-14,806.29
Check	08/04/2015		World Pay	X	-39.70	-14,845.99
Bill Pmt -Check	08/04/2015	11430	ONA Mission Hone...	X	-32.00	-14,877.99
Bill Pmt -Check	08/04/2015	11424	Holmestead Farms	X	-31.00	-14,908.99
Bill Pmt -Check	08/04/2015	11436	Stone House Bread...	X	-24.00	-14,932.99
Bill Pmt -Check	08/04/2015	11426	Natural Northern Fo...	X	-12.00	-14,944.99
Bill Pmt -Check	08/04/2015	11415	Bumgardner, Cory	X	-8.00	-14,952.99
Liability Check	08/05/2015	EFTPS	United States Treas...	X	-4,696.76	-19,649.75
Liability Check	08/05/2015	EFTPS	United States Treas...	X	-7.36	-19,657.11
Bill Pmt -Check	08/11/2015	11458	City of TC - Vendor	X	-5,002.39	-24,659.50
Liability Check	08/11/2015	11465	ICMA Retirement Tr...	X	-1,809.17	-26,468.67
Bill Pmt -Check	08/11/2015	11462	Team Financial Gro...	X	-640.98	-27,109.65
Bill Pmt -Check	08/11/2015	11459	Copy Central	X	-361.46	-27,471.11
Bill Pmt -Check	08/11/2015	11460	First National Bank ...	X	-253.02	-27,724.13
Bill Pmt -Check	08/11/2015	11466	Brickyard Towing	X	-210.00	-27,934.13
Bill Pmt -Check	08/11/2015	11467	Bottomline Bookkee...	X	-200.00	-28,134.13
Bill Pmt -Check	08/11/2015	11457	Brickyard Towing	X	-175.00	-28,309.13
Bill Pmt -Check	08/11/2015	11461	Integrity Business S...	X	-117.59	-28,426.72
Bill Pmt -Check	08/11/2015	11463	Traverse City Light ...	X	-81.36	-28,508.08
Liability Check	08/13/2015		QuickBooks Payroll...	X	-12,926.34	-41,434.42
Paycheck	08/14/2015	11453	Smith, Daniel R	X	-770.41	-42,204.83
Paycheck	08/14/2015	11471	Cardwell, Michael B	X	-722.77	-42,927.60
Paycheck	08/14/2015	11452	Rockwell, Daniel P	X	-597.41	-43,525.01
Paycheck	08/14/2015	11454	Wood, Mark S	X	-508.71	-44,033.72
Paycheck	08/14/2015	11451	Parks, Stephanie E	X	-283.22	-44,316.94
Paycheck	08/14/2015	11450	O'Dell, Dana M	X	-258.74	-44,575.68

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 08/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	08/14/2015	11447	Cragg, Kayla M	X	-152.99	-44,728.67
Paycheck	08/14/2015	11448	Kittendorf, Jane	X	-136.51	-44,865.18
Paycheck	08/14/2015	11449	McAndrew, Kathlee...	X	-76.88	-44,942.06
Paycheck	08/14/2015	11470	Bevier, Tyler E	X	-66.20	-45,008.26
Paycheck	08/14/2015	11464	Helferich, Michael D	X	-42.46	-45,050.72
Check	08/18/2015	11473	TIF-97	X	-838,496.20	-883,546.92
Check	08/18/2015	11472	TIF-2	X	-642,659.12	-1,526,206.04
Bill Pmt -Check	08/18/2015	11474	City of TC - Vendor	X	-158.80	-1,526,364.84
Bill Pmt -Check	08/18/2015	11475	Bottomline Bookkee...	X	-90.00	-1,526,454.84
Check	08/19/2015	EFTPS	United States Treas...	X	-5,401.46	-1,531,856.30
Liability Check	08/19/2015	EFTPS	United States Treas...	X	-5,241.56	-1,537,097.86
Check	08/25/2015	11486	TIF 97 - Vendor	X	-8,789.95	-1,545,887.81
Bill Pmt -Check	08/25/2015	11484	LIAA	X	-40.00	-1,545,927.81
Liability Check	08/27/2015		QuickBooks Payroll...	X	-11,907.51	-1,557,835.32
Paycheck	08/28/2015	11476	Cardwell, Michael B	X	-987.83	-1,558,823.15
Paycheck	08/28/2015	11479	Rockwell, Daniel P	X	-415.48	-1,559,238.63
Paycheck	08/28/2015	11480	Smith, Daniel R	X	-363.45	-1,559,602.08
Paycheck	08/28/2015	11478	O'Dell, Dana M	X	-173.18	-1,559,775.26
Paycheck	08/28/2015	11477	McAndrew, Kathlee...	X	-78.96	-1,559,854.22
Paycheck	09/01/2015	11489	Kittendorf, Jane	X	-785.00	-1,560,639.22
Total Checks and Payments					-1,560,639.22	-1,560,639.22
Deposits and Credits - 42 Items						
Deposit	07/16/2015			X	0.00	0.00
Deposit	08/01/2015			X	445.00	445.00
Deposit	08/01/2015			X	1,595.00	2,040.00
Deposit	08/05/2015			X	537.00	2,577.00
Deposit	08/05/2015			X	715.00	3,292.00
Check	08/08/2015	11468	Bevier, Tyler E	X	0.00	3,292.00
Deposit	08/08/2015			X	557.00	3,849.00
Deposit	08/08/2015			X	1,505.00	5,354.00
Deposit	08/10/2015			X	1,275.56	6,629.56
Bill Pmt -Check	08/11/2015	11456	TIF 97 - Vendor	X	0.00	6,629.56
Deposit	08/11/2015			X	1,525,243.42	1,531,872.98
Deposit	08/12/2015			X	416.00	1,532,288.98
Deposit	08/12/2015			X	805.00	1,533,093.98
Paycheck	08/14/2015	11446	Cardwell, Stephanie	X	0.00	1,533,093.98
Paycheck	08/14/2015	11445	Cardwell, Michael B	X	0.00	1,533,093.98
Check	08/15/2015	11469	Cardwell, Michael B	X	0.00	1,533,093.98
Deposit	08/15/2015			X	557.00	1,533,650.98
Deposit	08/15/2015			X	1,560.00	1,535,210.98
Deposit	08/19/2015			X	506.00	1,535,716.98
Deposit	08/19/2015			X	675.00	1,536,391.98
Deposit	08/22/2015			X	624.00	1,537,015.98
Deposit	08/22/2015			X	1,530.00	1,538,545.98
Deposit	08/25/2015			X	95,583.29	1,634,129.27
Deposit	08/26/2015			X	356.00	1,634,485.27
Deposit	08/26/2015			X	690.00	1,635,175.27
Deposit	08/26/2015			X	5,545.92	1,640,721.19
Paycheck	08/28/2015	11492	Bacigalupi, Robert M.	X	0.00	1,640,721.19
Paycheck	08/28/2015	11496	Helferich, Michael D	X	0.00	1,640,721.19
Paycheck	08/28/2015	11504	VanNess, Nicole	X	0.00	1,640,721.19
Paycheck	08/28/2015	11502	Russell, Amy K	X	0.00	1,640,721.19
Paycheck	08/28/2015	11501	Posler, Marianne	X	0.00	1,640,721.19
Paycheck	08/28/2015	11500	Pavaglio, Colleen M.	X	0.00	1,640,721.19
Paycheck	08/28/2015	11505	Viox, Nicholas D	X	0.00	1,640,721.19
Paycheck	08/28/2015	11503	Talarico, Nina	X	0.00	1,640,721.19
Paycheck	08/28/2015	11498	Merica, John A	X	0.00	1,640,721.19
Paycheck	08/28/2015	11497	Merica, Gregory J	X	0.00	1,640,721.19
Paycheck	08/28/2015	11495	Golden, McKenzie L	X	0.00	1,640,721.19
Paycheck	08/28/2015	11494	Creamer, Rachel S	X	0.00	1,640,721.19
Paycheck	08/28/2015	11493	Chung, Kevin W	X	0.00	1,640,721.19
Paycheck	08/28/2015	11499	Merica, Kenneth N	X	0.00	1,640,721.19
Deposit	08/29/2015			X	1,545.00	1,642,266.19
Deposit	08/31/2015			X	10.59	1,642,276.78
Total Deposits and Credits					1,642,276.78	1,642,276.78
Total Cleared Transactions					81,637.56	81,637.56

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 08/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Cleared Balance					81,637.56	191,219.57
Uncleared Transactions						
Checks and Payments - 35 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	5660	Wertz-Roth, Brennin		-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, Brennin		-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	6596	Priority Health		-3,297.49	-3,639.28
Bill Pmt -Check	08/02/2013	6877	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	Third Coast Fruit		-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	07/02/2015	11274	Idyll Farms, LLC		-45.00	-4,278.85
Bill Pmt -Check	08/04/2015	11427	Norconk Farm Aspa ...		-98.00	-4,376.85
Bill Pmt -Check	08/04/2015	11437	Treaty Fish Co.		-84.00	-4,460.85
Bill Pmt -Check	08/04/2015	11417	Cherry Connection/...		-69.00	-4,529.85
Bill Pmt -Check	08/04/2015	11428	Northern Seasons		-37.00	-4,566.85
Bill Pmt -Check	08/04/2015	11418	Clous, Gerald		-2.00	-4,568.85
Liability Check	08/25/2015	11482	ICMA Retirement Tr...		-1,812.30	-6,381.15
Bill Pmt -Check	08/25/2015	11483	Charter Communic...		-494.75	-6,875.90
Bill Pmt -Check	08/25/2015	11485	Nortel Youth Cycling		-100.00	-6,975.90
Bill Pmt -Check	08/25/2015	11487	Bottomline Bookkee...		-60.00	-7,035.90
Paycheck	08/28/2015	11481	Wood, Mark S		-452.27	-7,488.17
Check	08/31/2015	11490	US Postmaster		-176.52	-7,664.69
Total Checks and Payments					-7,664.69	-7,664.69
Deposits and Credits - 1 Item						
Deposit	08/29/2015				420.00	420.00
Total Deposits and Credits					420.00	420.00
Total Uncleared Transactions					-7,244.69	-7,244.69
Register Balance as of 08/31/2015					74,392.87	183,974.88
New Transactions						
Checks and Payments - 53 Items						
Paycheck	09/01/2015	11488	Chung, Kevin W		-762.00	-762.00
Check	09/01/2015	11491	Nina G.Talarico - V...		-150.00	-912.00
Liability Check	09/02/2015	EFTPS	United States Treas...		-4,582.14	-5,494.14
Check	09/08/2015	11529	TIF-97		-123,341.21	-128,835.35
Check	09/08/2015	11528	TIF-2		-83,840.72	-212,676.07
Liability Check	09/08/2015	11526	ICMA Retirement Tr...		-1,942.85	-214,618.92
Liability Check	09/08/2015	11527	State of Michigan - ...		-1,513.14	-216,132.06
Bill Pmt -Check	09/08/2015	11560	Second Spring Farm		-1,315.00	-217,447.06
Bill Pmt -Check	09/08/2015	11542	Cherry Connection/...		-1,177.00	-218,624.06
Bill Pmt -Check	09/08/2015	11534	Birch Point Farm, L...		-803.00	-219,427.06
Bill Pmt -Check	09/08/2015	11531	Altonen Orchards		-671.00	-220,098.06
Bill Pmt -Check	09/08/2015	11552	Middle Branch Farm		-573.00	-220,671.06
Bill Pmt -Check	09/08/2015	11530	9 Bean Rows, LLC		-439.00	-221,110.06
Bill Pmt -Check	09/08/2015	11550	Loma Farms, LLC		-354.00	-221,464.06
Bill Pmt -Check	09/08/2015	11539	Buchans Blueberry ...		-343.00	-221,807.06
Bill Pmt -Check	09/08/2015	11559	Providence Farm, L...		-337.00	-222,144.06
Bill Pmt -Check	09/08/2015	11551	Marvin's Garden Sp...		-310.00	-222,454.06
Bill Pmt -Check	09/08/2015	11533	Bay Bread Compan...		-308.00	-222,762.06
Bill Pmt -Check	09/08/2015	11548	Leo Ocanas Farm		-307.00	-223,069.06

Downtown Development Authority Reconciliation Detail Fifth Third Checking - 3112, Period Ending 08/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	09/08/2015	11532	Bare Knuckle Farm ...		-289.00	-223,358.06
Bill Pmt -Check	09/08/2015	11538	Brown's Poplar Rid...		-281.00	-223,639.06
Bill Pmt -Check	09/08/2015	11555	Olds Farm, LLC		-280.00	-223,919.06
Bill Pmt -Check	09/08/2015	11545	Gallagher Centenni...		-240.00	-224,159.06
Bill Pmt -Check	09/08/2015	11547	Guntzville's Berry ...		-217.00	-224,376.06
Bill Pmt -Check	09/08/2015	11562	Shiloh's Garden		-173.00	-224,549.06
Bill Pmt -Check	09/08/2015	11549	Little Red Organics...		-158.00	-224,707.06
Bill Pmt -Check	09/08/2015	11536	Boss Mouse Chees...		-147.00	-224,854.06
Bill Pmt -Check	09/08/2015	11556	ONA Mission Hone...		-146.00	-225,000.06
Bill Pmt -Check	09/08/2015	11564	Treaty Fish Co.		-124.00	-225,124.06
Bill Pmt -Check	09/08/2015	11566	Bottomline Bookkee...		-120.00	-225,244.06
Bill Pmt -Check	09/08/2015	11541	Champion Hill Farm		-107.00	-225,351.06
Bill Pmt -Check	09/08/2015	11561	Shetler Family Dair...		-87.00	-225,438.06
Bill Pmt -Check	09/08/2015	11557	Pahl Farms		-64.00	-225,502.06
Bill Pmt -Check	09/08/2015	11565	Westmaas Farm		-60.00	-225,562.06
Bill Pmt -Check	09/08/2015	11546	Green Rock Farms		-60.00	-225,622.06
Bill Pmt -Check	09/08/2015	11554	Old Hundredth Farm		-50.00	-225,672.06
Bill Pmt -Check	09/08/2015	11553	Nature's Treats, LLC		-41.00	-225,713.06
Bill Pmt -Check	09/08/2015	11537	Bottomline Bookkee...		-40.00	-225,753.06
Bill Pmt -Check	09/08/2015	11544	Edson Farms Natur...		-36.00	-225,789.06
Bill Pmt -Check	09/08/2015	11543	Dover, Ann		-23.00	-225,812.06
Bill Pmt -Check	09/08/2015	11558	Pay the Mortgage P...		-19.00	-225,831.06
Bill Pmt -Check	09/08/2015	11563	Stone House Bread ...		-17.00	-225,848.06
Bill Pmt -Check	09/08/2015	11540	Bumgardner, Cory		-17.00	-225,865.06
Bill Pmt -Check	09/08/2015	11535	Boot Strap Farms L...		-15.00	-225,880.06
Liability Check	09/09/2015		QuickBooks Payroll ...		-121.58	-225,001.64
Liability Check	09/10/2015		QuickBooks Payroll ...		-12,113.52	-238,115.16
Paycheck	09/11/2015	11521	Smith, Daniel R		-730.47	-238,845.63
Paycheck	09/11/2015	11519	Rockwell, Daniel P		-521.71	-239,367.34
Paycheck	09/11/2015	11508	Cardwell, Michael B		-519.44	-239,886.78
Paycheck	09/11/2015	11525	Wood, Mark S		-449.56	-240,336.34
Paycheck	09/11/2015	11516	O'Dell, Dana M		-173.17	-240,509.51
Paycheck	09/11/2015	11512	McAndrew, Kathlee...		-54.02	-240,563.53
Liability Check	09/16/2015	EFTPS	United States Treas...		-5,211.80	-245,775.33
Total Checks and Payments					-245,775.33	-245,775.33
Deposits and Credits - 20 Items						
Deposit	09/02/2015				410.00	410.00
Deposit	09/02/2015				700.00	1,110.00
Deposit	09/03/2015				214,224.53	215,334.53
Deposit	09/05/2015				390.00	215,724.53
Deposit	09/05/2015				1,435.00	217,159.53
Paycheck	09/10/2015	11506	VanNess, Nicole		0.00	217,159.53
Deposit	09/10/2015				364.00	217,523.53
Paycheck	09/11/2015	11517	Paveglio, Colleen M.		0.00	217,523.53
Paycheck	09/11/2015	11515	Merica, Kenneth N		0.00	217,523.53
Paycheck	09/11/2015	11520	Russell, Amy K		0.00	217,523.53
Paycheck	09/11/2015	11514	Merica, John A		0.00	217,523.53
Paycheck	09/11/2015	11522	Talarico, Nina		0.00	217,523.53
Paycheck	09/11/2015	11524	Viox, Nicholas D		0.00	217,523.53
Paycheck	09/11/2015	11513	Merica, Gregory J		0.00	217,523.53
Paycheck	09/11/2015	11511	Helferich, Michael D		0.00	217,523.53
Paycheck	09/11/2015	11510	Golden, McKenzie L		0.00	217,523.53
Paycheck	09/11/2015	11509	Chung, Kevin W		0.00	217,523.53
Paycheck	09/11/2015	11523	VanNess, Nicole		0.00	217,523.53
Paycheck	09/11/2015	11507	Bacigalupi, Robert M.		0.00	217,523.53
Paycheck	09/11/2015	11518	Posler, Marianne		0.00	217,523.53
Total Deposits and Credits					217,523.53	217,523.53
Total New Transactions					-28,251.80	-28,251.80
Ending Balance					46,141.07	155,723.08

DDA-TIF2
Balance Sheet
As of June 30, 2015

	<u>Jun 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 4378	1,167,048.15
Total Checking/Savings	<u>1,167,048.15</u>
Accounts Receivable	
*Accounts Receivable	1,912,097.00
Total Accounts Receivable	<u>1,912,097.00</u>
Total Current Assets	3,079,145.15
Other Assets	
Accounts Receivable	3,392,097.00
Due From Other Funds	82.74
Total Other Assets	<u>3,392,179.74</u>
TOTAL ASSETS	<u><u>6,471,324.89</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,156.33
Total Accounts Payable	<u>1,156.33</u>
Other Current Liabilities	
Deferred Income	3,392,097.00
Total Other Current Liabilities	<u>3,392,097.00</u>
Total Current Liabilities	<u>3,393,253.33</u>
Total Liabilities	3,393,253.33
Equity	
Retained Earnings	3,840,130.92
Net Income	<u>-762,059.36</u>
Total Equity	<u>3,078,071.56</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,471,324.89</u></u>

9:14 PM
10/13/15
Accrual Basis

DDA-TIF2
Profit & Loss
June 2015

	<u>Jun 15</u>
Income	
Interest	116.06
Property Taxes	<u>20.06</u>
Total Income	136.12
Expense	
Adm/Eng Services	<u>21,726.00</u>
Total Expense	<u>21,726.00</u>
Net Income	<u><u>-21,589.88</u></u>

9:14 PM
10/13/15
Accrual Basis

DDA-TIF2
Profit & Loss
July 2014 through June 2015

	<u>Jul '14 - Jun 15</u>
Income	
Interest	2,622.72
Property Taxes	1,034,913.96
Total Income	<u>1,037,536.68</u>
Expense	
Adm/Eng Services	81,961.00
Capital Outlay	52,304.38
Interest Expense	47,582.24
Office Supplies	25.75
Parking Deck Principal	1,350,000.00
Professional/Contractual	267,722.67
Total Expense	<u>1,799,596.04</u>
Net Income	<u><u>-762,059.36</u></u>

DDA-TIF2
Reconciliation Summary
Fifth Third Checking - 4378, Period Ending 06/30/2015

	<u>Jun 30, 15</u>
Beginning Balance	1,412,629.28
Cleared Transactions	
Deposits and Credits - 2 items	136.12
Total Cleared Transactions	<u>136.12</u>
Cleared Balance	<u>1,412,765.40</u>
Uncleared Transactions	
Checks and Payments - 2 items	<u>-244,967.25</u>
Total Uncleared Transactions	<u>-244,967.25</u>
Register Balance as of 06/30/2015	<u>1,167,798.15</u>
Ending Balance	<u>1,167,798.15</u>

1:49 PM
07/14/15

DDA-TIF2
Reconciliation Detail
Fifth Third Checking - 4378, Period Ending 06/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,412,629.28
Cleared Transactions						
Deposits and Credits - 2 Items						
Deposit	06/26/2015			X	20.06	20.06
Deposit	06/30/2015			X	116.06	136.12
Total Deposits and Credits					136.12	136.12
Total Cleared Transactions					136.12	136.12
Cleared Balance					136.12	1,412,765.40
Uncleared Transactions						
Checks and Payments - 2 Items						
Bill Pmt -Check	06/26/2015	1016	City of Traverse City		-223,241.25	-223,241.25
Bill Pmt -Check	06/30/2015	1017	DDA		-21,726.00	-244,967.25
Total Checks and Payments					-244,967.25	-244,967.25
Total Uncleared Transactions					-244,967.25	-244,967.25
Register Balance as of 06/30/2015					-244,831.13	1,167,798.15
Ending Balance					-244,831.13	1,167,798.15

DDA-TIF2
Balance Sheet
As of July 31, 2015

	<u>Jul 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 4378	1,282,232.92
Total Checking/Savings	<u>1,282,232.92</u>
Accounts Receivable	
*Accounts Receivable	1,912,097.00
Total Accounts Receivable	<u>1,912,097.00</u>
Total Current Assets	3,194,329.92
Other Assets	
Accounts Receivable	3,392,097.00
Due From Other Funds	82.74
Total Other Assets	<u>3,392,179.74</u>
TOTAL ASSETS	<u><u>6,586,509.66</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Income	3,392,097.00
Total Other Current Liabilities	<u>3,392,097.00</u>
Total Current Liabilities	<u>3,392,097.00</u>
Total Liabilities	3,392,097.00
Equity	
Retained Earnings	3,078,071.56
Net Income	116,341.10
Total Equity	<u>3,194,412.66</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,586,509.66</u></u>

9:15 PM
10/13/15
Accrual Basis

DDA-TIF2
Profit & Loss
July 2015

	<u>Jul 15</u>
Income	
Interest	104.38
Property Taxes	<u>116,236.72</u>
Total Income	116,341.10
Expense	<u>0.00</u>
Net Income	<u><u>116,341.10</u></u>

DDA-TIF2
Reconciliation Summary
Fifth Third Checking - 4378, Period Ending 07/31/2015

	<u>Jul 31, 15</u>
Beginning Balance	1,412,765.40
Cleared Transactions	
Checks and Payments - 2 Items	-244,967.25
Deposits and Credits - 2 Items	116,341.10
Total Cleared Transactions	<u>-128,626.15</u>
Cleared Balance	<u>1,284,139.25</u>
Uncleared Transactions	
Checks and Payments - 1 Item	-1,156.33
Total Uncleared Transactions	<u>-1,156.33</u>
Register Balance as of 07/31/2015	<u>1,282,982.92</u>
Ending Balance	<u>1,282,982.92</u>

DDA-TIF2
Reconciliation Detail
Fifth Third Checking - 4378, Period Ending 07/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,412,765.40
Cleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	06/26/2015	1016	City of Traverse City	X	-223,241.25	-223,241.25
Bill Pmt -Check	06/30/2015	1017	DDA	X	-21,726.00	-244,967.25
Total Checks and Payments					-244,967.25	-244,967.25
Deposits and Credits - 2 items						
Deposit	07/28/2015			X	116,236.72	116,236.72
Deposit	07/31/2015			X	104.38	116,341.10
Total Deposits and Credits					116,341.10	116,341.10
Total Cleared Transactions					-128,626.15	-128,626.15
Cleared Balance					-128,626.15	1,284,139.25
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	07/28/2015	1018	Valley City Sign		-1,156.33	-1,156.33
Total Checks and Payments					-1,156.33	-1,156.33
Total Uncleared Transactions					-1,156.33	-1,156.33
Register Balance as of 07/31/2015					-129,782.48	1,282,982.92
Ending Balance					-129,782.48	1,282,982.92

DDA-TIF2
Balance Sheet
As of August 31, 2015

	<u>Aug 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 4378	1,925,020.30
Total Checking/Savings	1,925,020.30
Accounts Receivable	
*Accounts Receivable	1,912,097.00
Total Accounts Receivable	1,912,097.00
Total Current Assets	3,837,117.30
Other Assets	
Accounts Receivable	3,392,097.00
Due From Other Funds	82.74
Total Other Assets	3,392,179.74
TOTAL ASSETS	<u><u>7,229,297.04</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	69,147.41
Total Accounts Payable	69,147.41
Other Current Liabilities	
Deferred Income	3,392,097.00
Total Other Current Liabilities	3,392,097.00
Total Current Liabilities	3,461,244.41
Total Liabilities	3,461,244.41
Equity	
Retained Earnings	3,078,071.56
Net Income	689,981.07
Total Equity	3,768,052.63
TOTAL LIABILITIES & EQUITY	<u><u>7,229,297.04</u></u>

9:15 PM
10/13/15
Accrual Basis

DDA-TIF2
Profit & Loss
August 2015

	<u>Aug 15</u>
Income	
Interest	128.26
Property Taxes	<u>642,659.12</u>
Total Income	<u>642,787.38</u>
Expense	
Professional/Contractual	<u>69,147.41</u>
Total Expense	<u>69,147.41</u>
Net Income	<u><u>573,639.97</u></u>

9:15 PM
10/13/15
Accrual Basis

DDA-TIF2
Profit & Loss
July through August 2015

	<u>Jul - Aug 15</u>
Income	
Interest	232.64
Property Taxes	<u>758,895.84</u>
Total Income	<u>759,128.48</u>
Expense	
Professional/Contractual	<u>69,147.41</u>
Total Expense	<u>69,147.41</u>
Net Income	<u><u>689,981.07</u></u>

DDA-TIF2
Reconciliation Summary
Fifth Third Checking - 4378, Period Ending 08/31/2015

	<u>Aug 31, 15</u>
Beginning Balance	1,284,139.25
Cleared Transactions	
Checks and Payments - 2 Items	-1,906.33
Deposits and Credits - 2 Items	642,787.38
Total Cleared Transactions	<u>640,881.05</u>
Cleared Balance	<u>1,925,020.30</u>
Register Balance as of 08/31/2015	1,925,020.30
New Transactions	
Deposits and Credits - 1 Item	83,840.72
Total New Transactions	<u>83,840.72</u>
Ending Balance	<u><u>2,008,861.02</u></u>

DDA-TIF2
Reconciliation Detail
Fifth Third Checking - 4378, Period Ending 08/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,284,139.25
Cleared Transactions						
Checks and Payments - 2 Items						
Bill Pmt -Check	06/30/2015	1019	City of Traverse City	X	-750.00	-750.00
Bill Pmt -Check	07/28/2015	1018	Valley City Sign	X	-1,156.33	-1,906.33
Total Checks and Payments					-1,906.33	-1,906.33
Deposits and Credits - 2 Items						
Deposit	08/18/2015			X	642,659.12	642,659.12
Deposit	08/31/2015			X	128.26	642,787.38
Total Deposits and Credits					642,787.38	642,787.38
Total Cleared Transactions					640,881.05	640,881.05
Cleared Balance					640,881.05	1,925,020.30
Register Balance as of 08/31/2015					640,881.05	1,925,020.30
New Transactions						
Deposits and Credits - 1 Item						
Deposit	09/09/2015				83,840.72	83,840.72
Total Deposits and Credits					83,840.72	83,840.72
Total New Transactions					83,840.72	83,840.72
Ending Balance					<u>724,721.77</u>	<u>2,008,861.02</u>

DDA - TIF97
Balance Sheet
As of June 30, 2015

	<u>Jun 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	2,084,538.16
Total Checking/Savings	<u>2,084,538.16</u>
Accounts Receivable	
Accounts Receivable	1,315,000.00
Total Accounts Receivable	<u>1,315,000.00</u>
Total Current Assets	<u>3,399,538.16</u>
TOTAL ASSETS	<u><u>3,399,538.16</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	13,314.47
Total Accounts Payable	<u>13,314.47</u>
Other Current Liabilities	
Deferred Revenue	1,570,000.00
Total Other Current Liabilities	<u>1,570,000.00</u>
Total Current Liabilities	<u>1,583,314.47</u>
Total Liabilities	1,583,314.47
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	1,461,364.48
Net Income	376,059.21
Total Equity	<u>1,816,223.69</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,399,538.16</u></u>

9:20 PM
10/13/15
Accrual Basis

DDA - TIF97
Profit & Loss
June 2015

	<u>Jun 15</u>
Income	
Interest	180.33
Property Taxes	5.04
Total Income	<u>185.37</u>
Expense	
Capital Outlay	7,996.76
Professional/Contractual	35,409.80
Total Expense	<u>43,406.56</u>
Net Income	<u><u>-43,221.19</u></u>

9:21 PM
10/13/15
Accrual Basis

DDA - TIF97
Profit & Loss
July 2014 through June 2015

	<u>Jul '14 - Jun 15</u>
Income	
Interest	4,194.75
Property Taxes	<u>1,516,641.23</u>
Total Income	<u>1,520,835.98</u>
Expense	
Capital Outlay	779,717.38
Interest Expense	-8.97
Printing & Publishing	127.74
Professional/Contractual	<u>364,940.62</u>
Total Expense	<u>1,144,776.77</u>
Net Income	<u><u>376,059.21</u></u>

DDA - TIF97
Reconciliation Summary
Fifth Third Checking - 8026, Period Ending 06/30/2015

	Jun 30, 15
Beginning Balance	2,262,985.83
Cleared Transactions	
Checks and Payments - 6 Items	-93,615.79
Deposits and Credits - 2 Items	185.37
Total Cleared Transactions	-93,430.42
Cleared Balance	2,169,555.41
Uncleared Transactions	
Checks and Payments - 2 Items	-73,484.75
Total Uncleared Transactions	-73,484.75
Register Balance as of 06/30/2015	2,096,070.66
New Transactions	
Checks and Payments - 1 Item	-1,789.80
Total New Transactions	-1,789.80
Ending Balance	2,094,280.86

DDA - TIF97
Reconciliation Detail
 Fifth Third Checking - 8026, Period Ending 06/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,262,985.83
Cleared Transactions						
Checks and Payments - 6 Items						
Bill Pmt -Check	04/10/2015	1053	Espresso Bay	X	-900.00	-900.00
Bill Pmt -Check	06/04/2015	1060	Artisan Construction	X	-7,996.76	-8,896.76
Bill Pmt -Check	06/05/2015	1062	City Of Traverse City	X	-71,339.49	-80,236.25
Bill Pmt -Check	06/05/2015	1061	Beckett & Raeder	X	-8,694.20	-88,930.45
Bill Pmt -Check	06/05/2015	1064	Machin Engineering...	X	-4,650.00	-93,580.45
Bill Pmt -Check	06/05/2015	1063	Fast Signs	X	-35.34	-93,615.79
Total Checks and Payments					-93,615.79	-93,615.79
Deposits and Credits - 2 Items						
Deposit	06/22/2015			X	5.04	5.04
Deposit	06/30/2015			X	180.33	185.37
Total Deposits and Credits					185.37	185.37
Total Cleared Transactions					-93,430.42	-93,430.42
Cleared Balance					-93,430.42	2,169,555.41
Uncleared Transactions						
Checks and Payments - 2 Items						
Bill Pmt -Check	06/26/2015	1065	City Of Traverse City		-51,758.75	-51,758.75
Bill Pmt -Check	06/30/2015	1066	Downtown Develop...		-21,726.00	-73,484.75
Total Checks and Payments					-73,484.75	-73,484.75
Total Uncleared Transactions					-73,484.75	-73,484.75
Register Balance as of 06/30/2015					-166,915.17	2,096,070.66
New Transactions						
Checks and Payments - 1 Item						
Bill Pmt -Check	07/10/2015	1067	Beckett & Raeder		-1,789.80	-1,789.80
Total Checks and Payments					-1,789.80	-1,789.80
Total New Transactions					-1,789.80	-1,789.80
Ending Balance					<u>-168,704.97</u>	<u>2,094,280.86</u>

DDA - TIF97
Balance Sheet
As of July 31, 2015

	<u>Jul 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	2,255,087.25
Total Checking/Savings	<u>2,255,087.25</u>
Accounts Receivable	
Accounts Receivable	1,315,000.00
Total Accounts Receivable	<u>1,315,000.00</u>
Total Current Assets	<u>3,570,087.25</u>
TOTAL ASSETS	<u><u>3,570,087.25</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,037.00
Total Accounts Payable	<u>1,037.00</u>
Other Current Liabilities	
Deferred Revenue	1,570,000.00
Total Other Current Liabilities	<u>1,570,000.00</u>
Total Current Liabilities	<u>1,571,037.00</u>
Total Liabilities	1,571,037.00
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	1,837,423.69
Net Income	182,826.56
Total Equity	<u>1,999,050.25</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,570,087.25</u></u>

9:21 PM
10/13/15
Accrual Basis

DDA - TIF97
Profit & Loss
July 2015

	<u>Jul 15</u>
Income	
Interest	181.06
Property Taxes	<u>184,821.15</u>
Total Income	<u>185,002.21</u>
Expense	
Professional/Contractual	<u>2,175.65</u>
Total Expense	<u>2,175.65</u>
Net Income	<u><u>182,826.56</u></u>

DDA - TIF97
Reconciliation Summary
Fifth Third Checking - 8026, Period Ending 07/31/2015

	Jul 31, 15
Beginning Balance	2,169,555.41
Cleared Transactions	
Checks and Payments - 7 items	-77,459.20
Deposits and Credits - 3 items	185,002.21
Total Cleared Transactions	107,543.01
Cleared Balance	2,277,098.42
Uncleared Transactions	
Checks and Payments - 6 items	-10,478.67
Total Uncleared Transactions	-10,478.67
Register Balance as of 07/31/2015	2,266,619.75
New Transactions	
Checks and Payments - 1 Item	-1,037.00
Total New Transactions	-1,037.00
Ending Balance	2,265,582.75

DDA - TIF97
Reconciliation Detail
Fifth Third Checking - 8026, Period Ending 07/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,169,555.41
Cleared Transactions						
Checks and Payments - 7 Items						
Bill Pmt -Check	06/26/2015	1065	City Of Traverse City	X	-51,758.75	-51,758.75
Bill Pmt -Check	06/30/2015	1066	Downtown Develop...	X	-21,726.00	-73,484.75
Bill Pmt -Check	07/14/2015	1068	Cherry Cone	X	-900.00	-74,384.75
Bill Pmt -Check	07/14/2015	1070	Great Lakes Bath & ...	X	-750.00	-75,134.75
Bill Pmt -Check	07/21/2015	1072	Beckett & Raeder	X	-1,798.80	-76,933.55
Bill Pmt -Check	07/28/2015	1075	IDF	X	-522.50	-77,456.05
Check	07/31/2015			X	-3.15	-77,459.20
Total Checks and Payments					-77,459.20	-77,459.20
Deposits and Credits - 3 Items						
Bill Pmt -Check	07/10/2015	1067	Beckett & Raeder	X	0.00	0.00
Deposit	07/28/2015			X	184,821.15	184,821.15
Deposit	07/31/2015			X	181.06	185,002.21
Total Deposits and Credits					185,002.21	185,002.21
Total Cleared Transactions					107,543.01	107,543.01
Cleared Balance					107,543.01	2,277,098.42
Uncleared Transactions						
Checks and Payments - 6 Items						
Bill Pmt -Check	07/14/2015	1071	TW Management		-1,200.00	-1,200.00
Bill Pmt -Check	07/14/2015	1069	Espresso Bay		-900.00	-2,100.00
Bill Pmt -Check	07/28/2015	1077	Valley City Sign		-4,005.67	-6,105.67
Bill Pmt -Check	07/28/2015	1073	Beckett & Raeder		-2,998.00	-9,103.67
Bill Pmt -Check	07/28/2015	1074	City Of Traverse City		-750.00	-9,853.67
Bill Pmt -Check	07/28/2015	1076	Otwell Mawby, P. C.		-625.00	-10,478.67
Total Checks and Payments					-10,478.67	-10,478.67
Total Uncleared Transactions					-10,478.67	-10,478.67
Register Balance as of 07/31/2015					97,064.34	2,266,619.75
New Transactions						
Checks and Payments - 1 Item						
Bill Pmt -Check	08/11/2015	1078	Valley City Sign		-1,037.00	-1,037.00
Total Checks and Payments					-1,037.00	-1,037.00
Total New Transactions					-1,037.00	-1,037.00
Ending Balance					96,027.34	2,265,582.75

DDA - TIF97
Balance Sheet
As of August 31, 2015

	<u>Aug 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	3,101,251.05
Total Checking/Savings	<u>3,101,251.05</u>
Accounts Receivable	
Accounts Receivable	1,315,000.00
Total Accounts Receivable	<u>1,315,000.00</u>
Total Current Assets	<u>4,416,251.05</u>
TOTAL ASSETS	<u><u>4,416,251.05</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	279,170.55
Total Accounts Payable	<u>279,170.55</u>
Other Current Liabilities	
Deferred Revenue	1,570,000.00
Total Other Current Liabilities	<u>1,570,000.00</u>
Total Current Liabilities	<u>1,849,170.55</u>
Total Liabilities	1,849,170.55
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	1,837,423.69
Net Income	750,856.81
Total Equity	<u>2,567,080.50</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,416,251.05</u></u>

9:21 PM
10/13/15
Accrual Basis

DDA - TIF97
Profit & Loss
August 2015

	<u>Aug 15</u>
Income	
Interest	217.80
Property Taxes	<u>838,496.20</u>
Total Income	<u>838,714.00</u>
Expense	
Professional/Contractual	<u>270,683.75</u>
Total Expense	<u>270,683.75</u>
Net Income	<u><u>568,030.25</u></u>

9:21 PM
10/13/15
Accrual Basis

DDA - TIF97
Profit & Loss
July through August 2015

	<u>Jul - Aug 15</u>
Income	
Interest	398.86
Property Taxes	1,023,317.35
Total Income	<u>1,023,716.21</u>
Expense	
Professional/Contractual	272,859.40
Total Expense	<u>272,859.40</u>
Net Income	<u><u>750,856.81</u></u>

DDA - TIF97
Reconciliation Summary
Fifth Third Checking - 8026, Period Ending 08/31/2015

	Aug 31, 15
Beginning Balance	2,277,098.42
Cleared Transactions	
Checks and Payments - 11 items	-15,328.82
Deposits and Credits - 3 items	847,503.95
Total Cleared Transactions	832,175.13
Cleared Balance	3,109,273.55
Uncleared Transactions	
Checks and Payments - 1 item	-8,022.50
Total Uncleared Transactions	-8,022.50
Register Balance as of 08/31/2015	3,101,251.05
New Transactions	
Deposits and Credits - 1 item	123,341.21
Total New Transactions	123,341.21
Ending Balance	3,224,592.26

DDA - TIF97
Reconciliation Detail
Fifth Third Checking - 8026, Period Ending 08/31/2015

Type	Date	Num	Name	Ctr	Amount	Balance
Beginning Balance						2,277,098.42
Cleared Transactions						
Checks and Payments - 11 Items						
Bill Pmt -Check	06/30/2015	1079	Downtown Develop...	X	-2,760.00	-2,760.00
Bill Pmt -Check	06/30/2015	1080	City Of Traverse City	X	-750.00	-3,510.00
Bill Pmt -Check	07/14/2015	1071	TW Management	X	-1,200.00	-4,710.00
Bill Pmt -Check	07/14/2015	1069	Espresso Bay	X	-900.00	-5,610.00
Bill Pmt -Check	07/28/2015	1077	Valley City Sign	X	-4,005.67	-9,615.67
Bill Pmt -Check	07/28/2015	1073	Beckett & Raeder	X	-2,998.00	-12,613.67
Bill Pmt -Check	07/28/2015	1074	City Of Traverse City	X	-750.00	-13,363.67
Bill Pmt -Check	07/28/2015	1076	Otwell Mawby, P.C.	X	-625.00	-13,988.67
Bill Pmt -Check	08/11/2015	1078	Valley City Sign	X	-1,037.00	-15,025.67
Bill Pmt -Check	08/25/2015	1081	Gourdie-Fraser, Inc.	X	-300.00	-15,325.67
Check	08/31/2015			X	-3.15	-15,328.82
Total Checks and Payments					-15,328.82	-15,328.82
Deposits and Credits - 3 Items						
Deposit	08/18/2015			X	838,496.20	838,496.20
Deposit	08/28/2015			X	8,789.95	847,286.15
Deposit	08/31/2015			X	217.80	847,503.95
Total Deposits and Credits					847,503.95	847,503.95
Total Cleared Transactions					832,175.13	832,175.13
Cleared Balance					832,175.13	3,109,273.55
Uncleared Transactions						
Checks and Payments - 1 Item						
Bill Pmt -Check	03/15/2015	1082	IDF		-8,022.50	-8,022.50
Total Checks and Payments					-8,022.50	-8,022.50
Total Uncleared Transactions					-8,022.50	-8,022.50
Register Balance as of 08/31/2015					824,152.63	3,101,251.05
New Transactions						
Deposits and Credits - 1 Item						
Deposit	09/09/2015				123,341.21	123,341.21
Total Deposits and Credits					123,341.21	123,341.21
Total New Transactions					123,341.21	123,341.21
Ending Balance					947,493.84	3,224,592.26



To: DDA Board of Directors

From: Rob Bacigalupi, Executive Director

RMB

Re: Request to Declare Two Computers Surplus

Date: October 13, 2015

We have identified two older computers as unnecessary but with some value and therefore I am asking that these be declared surplus. Attached are sheets describing these two computers.

PowerBook



Notes

Item PowerBook	
Model powerbook 5,4	
Serial Number W842402UQW2	Internal Asset ID
Category Computers	
Purchased From	
Purchased Date May 3, 2004	In Service Date May 3, 2004
Cost	Depreciation Years 5
Book Value \$0.00	Remaining Years 0.0
Depreciation Value \$0.00	

Assigned To

Location

Signature

Date Checked Out

Date Due

Days Till Due

In-House

Date Checked In

Intern iMac



Notes

Now has Parking Administrator's old track pad

Item Intern iMac	
Model iMac 8,1	
Serial Number QP84302NZE3	Internal Asset ID
Category Computers	
Purchased From	
Purchased Date Feb 2, 2009	In Service Date Feb 2, 2009
Cost \$1,668.00	Depreciation Years 5
Book Value \$0.00	Remaining Years 0.0
Depreciation Value \$1,668.00	

Assigned To

intern

Location

DDA Office

Signature

Empty signature box

Date Checked Out

Date input field

Date Due

Date input field

Days Till Due

In-House

Date Checked In

Date input field



Memorandum

Grand Traverse County
Planning and Development
231.922.4513 Fax 231.922.4636
email: jderenzy@grandtraverse.org

To: City Planning Commission / DDA Board of Directors
From: Jean Derenzy, Deputy Director Planning & Development
Date: October 13, 2015
Subject: Community Development Update

October Update:

Project News:

The following is an update on some of the Community Development activities throughout the City and County:

Park Place Project: Work continues on development of plans with the Park Place for a conference center, workforce housing (contained in the parking lot immediately adjacent to Washington Street) and a multi-story mixed use development immediately adjacent to the Park Place. At this time, it is anticipated that a November brownfield application will be made.

145 West Front Street: Work continues to implement the DDA Plan with the approval of an Option Agreement. This Option Agreement is for the purchase of 145 West Front Street for the possible development of a public parking garage. Efforts to secure this parcel is important to assist in the additional economic development within the West Front Street area.

Boardman Lake Area Activities: Award has been received from the DEQ – Coastal Zone Management for \$95,000 for the Boardman Lake Trail (\$75,000) and Boardman River Water Trail (\$20,000). Match requirement has been secured for the Trail from the Boardman Lake Brownfield Fund Budget and for the Water Trail from in-kind contribution from Rotary. Grant term ends in June, 2016. Request for Proposals are being sent out on Monday, October 5 for survey work.

The other public infrastructure project within the Boardman Lake Brownfield Plan is Boardman Lake Avenue. Funding has been set aside for contract work with LSL Planning to continue work on the Boardman Lake Avenue Project. Scope of work is continuing to be defined with some components including: A) Builds on previous work conducted; 2) Provides information necessary to fill in gaps from other studies; C) Engages officials, stakeholders and staff.

It is anticipated that work on this contract will begin in October.

North Boardman Lake District (8th street from Lake to Barlow): Work continues on the process for working on the development on the infrastructure components within this District. At this time a Charrette process is being scoped and to identify funding sources and issuing an RFP this winter for a spring 2016 event. This event is planned to be a duplicative effort for the other 4 corridors as well.

USDA/Traverse City Place Brownfield Plan: Award of a \$200,000 grant from the United States Department of Agriculture Forest Service for tree plantings around the Traverse City Place Brownfield Plan and the Boardman River area to reduce groundwater issues. Scope of Work will be identified and agreed upon prior to work starting. Partnerships and outreach with public will be, of course, a component within this Grant.

Kingsley Visioning: Several agencies, including Environmental Protection Agency (EPA), Department of Environmental Quality (DEQ), Michigan State University School of Planning Design and Construction, Michigan State Housing Development Authority (MSHDA) and Michigan Economic Development (MEDC) to complete a visioning session. This session will be held on Tuesday, November 3rd from 6:30 – 9:00 at the Kingsley Village Hall.

Should you have any questions feel free to call me at 922-4513, or email at jderenzy@grandtraverse.org.

Minutes
Traverse City Downtown Development Authority
Executive Committee Meeting
October 1, 2015
Committee Room, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Chairperson Chuck Judson called the meeting to order at 2:45 p.m.

1. Roll Call

Present: Leah Bagdon-McCallum, Steve Constantin, Bill Golden, Chuck Judson

Absent: N/A

2. Discussion on various projects in Downtown Traverse City

- a. 305 West Front Street
 - i. Joe Sarafa and Joe Quant were present to discuss the project
 - ii. Executive Committee discussed reviewing the TIF 97 plan and Master Plan at future meeting
- b. Garland Street
 - i. Agreement with Traverse City Tourism is in being reviewed
- c. Fifth Third Property
 - i. The property recently has been listed for sale
- d. Radio Centre III
 - i. Development likely and would include previously planned pedestrian entrance to the Hardy Parking Deck and public restrooms
- e. Free Parking
 - i. Proposal to eliminate free parking in the Hardy Parking Deck excluding the holiday shopping season
 - ii. Executive Committee would like to hear opinion from the DTCA Board of Directors
- e. Consulting
 - i. Bacigalupi informed the Executive Committee of a consulting opportunity

3. Public Comment

- a. None at this time

4. Adjournment. The meeting officially adjourned at 4:39 p.m.

Respectfully submitted,

63 Colleen Paveglio
Marketing & Deputy Director

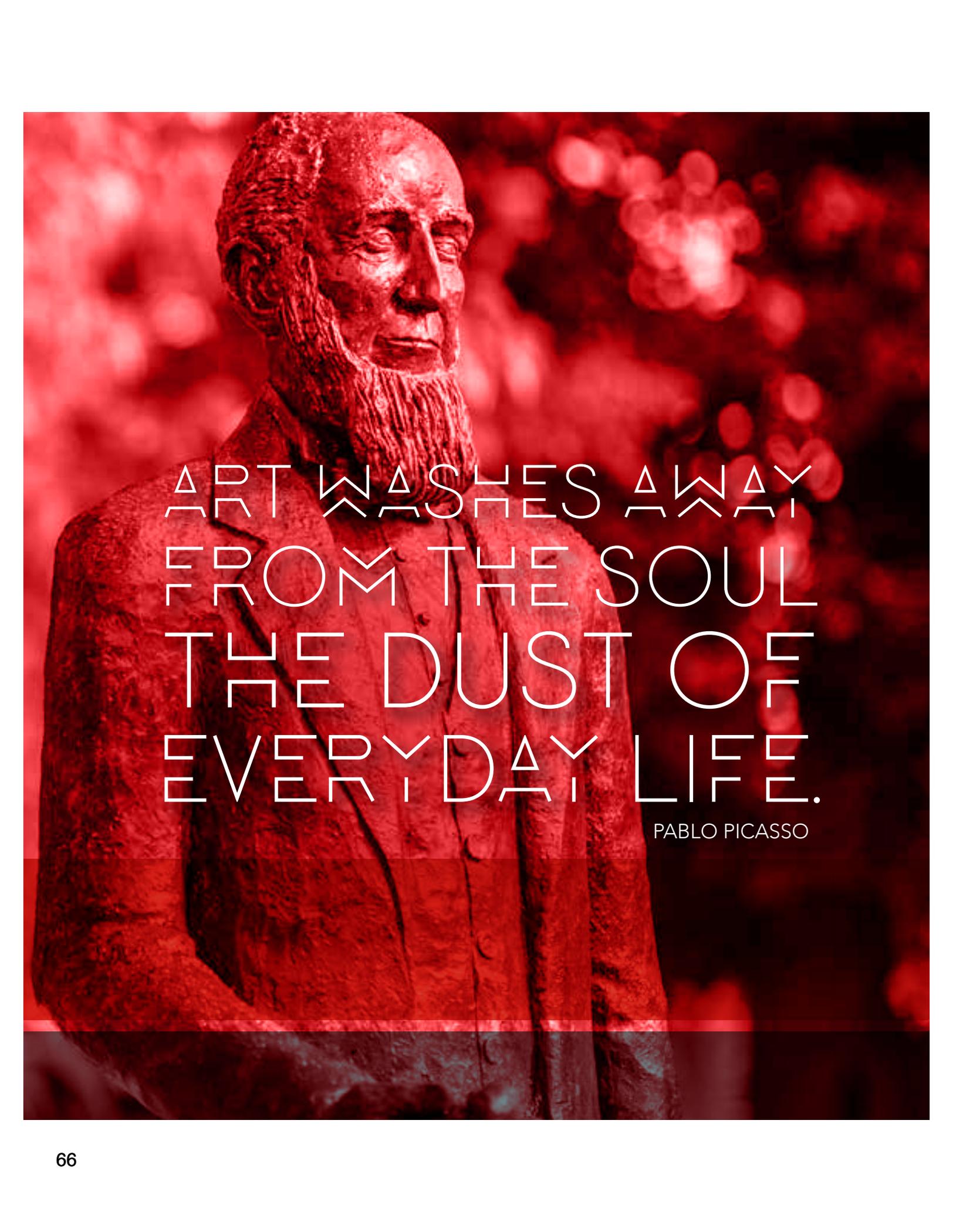
Timeline Related to Building Heights

Date	What
1958-1999	Zoning allowed buildings downtown to be 10 stories and 125 feet high, but they had to be setback 20 feet and more if taller than 55 feet.
1989	Downtown Summit where a vision for a vibrant and denser downtown was conceived.
1994	New master plan adopted that envisioned downtown as a regional center with building heights from 2-7 stories.
1997	City adopts the <u>TIF 97 Plan</u> further supporting a denser downtown
July 16, 1999	New Zoning Ordinance creates three sub-zones downtown, C-4a, C-4b, and C-4c which stepped building heights down to the bay to preserve views. The tallest zone, C-4c, allowed 110 feet with an “interesting roofline.” A 10’ stepback is required above 45 feet.
August 6, 2003	After an extensive study of building heights, the Planning Commission receives and files the Building Heights Final Report (see attached) and eliminated the “interesting roofline” bonus.
May 4, 2007	City Commissioner Ralph Soffredine asked the Planning Commission to consider lowering building heights to 60 feet, 68 if one floor designed and used for residential
2008-2009	City Commission Ad Hoc Committee Regarding Building Heights a.k.a Building Heights in the Downtown C-4 District Ad Hoc Committee studies building heights but expired with no action due to the adoption of the new master plan in July of 2009.
July 15, 2009	The City Commission adopts a new Master Plan that introduces the idea of HAME as a way to evaluate compliance with the plan. HAME requires that proposals be reviewed by four criteria: Hours, Auto, Mass & Emissions
2009	Final Grand Vision finalized. The Grand Vision was a Federal Highway Administration-funded, six-county plan that included a survey of 12,000 area residents. The plan envisions mixed use downtowns serving as regional centers in Traverse City and Cadillac where buildings “may reach six stories or more.”



A PUBLIC ART PROGRAM MASTER PLAN FOR TRAVERSE CITY





ART WASHES AWAY
FROM THE SOUL
THE DUST OF
EVERYDAY LIFE.

PABLO PICASSO



CONTENTS

INTRODUCTION

- 3 Statement of Purpose
- 4 What is Public Art?
- 5 Why Public Art?
- 6 Guiding Principles and Goals

MASTER PLAN PARTNERS

- 7 Traverse City Arts Commission
- 8 Art Selection Panel
- 8 Community Partnership

PUBLIC ARTS COMMISSION PROCESS

- 9 Phase One: Project Assessment and Selection
- 11 Phase Two: Project Definition and Call for Proposals/Artists
- 13 Phase Three: Artist Selection
- 15 Phase Four: Contract with Artist
- 17 Phase Five: Completion and Installation

ARTS FUNDING

- 18 Funding
- 19 Donations
- 19 Artwork Donations
- 20 Monetary Donations

COLLECTION OVERSIGHT

- 21 Art on Loan
- 21 Removal of Public Art from the City's Collection

ADDITIONAL ACTIVITIES

- 23 Education Program and Public Relations
- 23 Master Plan Evaluation
- 23 Public Art Collection Documentation
- 24 Maintenance
- 24 Storage
- 24 Insurance

APPENDICES

- 25 Appendix A: Index of Existing Public Art in Traverse City
- 27 Appendix B: Priorities Sites for Public Art
- 28 Appendix C: Process Flow Chart
- 29 Appendix D: Acknowledgements



WHAT IS PUBLIC ART?

Public art is artwork located in the public realm, regardless of whether it is situated on public or private property, and whether it is acquired through public or private funding. It may be permanent, temporary, or mobile.

Public art is art with the social purpose of creating rich landscapes that reflect our history, embrace and honor cultural differences, inject a sense of play that makes passers-by smile involuntarily, create a sense of civic pride, and ignite our creativity.

Public art often welcomes people to town, marks a town center, or provides shade and resting space in parks. Some public art is sited in high traffic areas, especially places frequented by pedestrians. Other common sites include major public buildings, parks, neighborhood communities, schools, senior centers, libraries, police and fire stations, and town centers where people walk and gather. It can also be infused into architectural elements of both new and existing buildings.

COMMON TYPES OF PUBLIC ART INCLUDE:

- » Murals (painted, sculpture, mosaic)
- » Functional (paving patterns, benches, lighting, kiosks, railings, manhole covers, dumpsters, painted utility boxes)
- » Interactive (kid friendly, climbable)
- » Environmental (recycled materials, alternative energy, found objects)
- » Temporary (rotating art on loan)
- » Water (fountains, ponds, trickle walls)
- » Kinetic (mobiles, magnetic, large-scale sculptures)
- » Technological (webcams, video screens, digital displays)
- » Landscape (flower beds, gardens)



WHY PUBLIC ART?



Art surprises, delights, slows us down, sparks debate, and energizes us. Public art is an essential component of a thriving community because:

- » Public art enhances public spaces and creates destinations in a community where people walk, ride, play, and gather. It both reflects and creates our community. Well-designed and attractive artwork that is strategically located throughout the City encourages people to fully appreciate and utilize public spaces.
- » Public art creates an opportunity for the expression of the diversity and the unique character of a group or area.
- » Public art can advance overall design initiatives or priorities in a community by delineating neighborhoods and beautifying traditionally unremarkable aspects of public works infrastructure.
- » Public art can have historic and educational value by commemorating events, honoring individuals, or identifying historic locations.
- » Public art can serve as a forum for supporting local and regional artists.
- » Public art contributes to the rich texture of the fabric that is the story of our time, our place, and our lives.
- » The public art we leave behind is our gift to those who come after us.

It is the stated intent of the Traverse City Arts Commission to encourage the continued development of public art in order to stimulate the vitality and economy of the City, and to work towards making Traverse City an arts leader in the State of Michigan. Thus, it is the goal of the Traverse City Arts Commission to spend designated funds on quality works of art and art projects that advance public understanding of visual art, support arts and culture, and enhance the aesthetic quality of public places.

GUIDING PRINCIPLES & GOALS

The activities and decision-making of the City of Traverse City's Public Art Program will be guided by the following principles and goals:

INCLUSIVITY Actively seek ideas and participation from all segments of the community, encouraging dialogue and working in partnership with artists, architects, engineers, designers, planners, local businesses, creative professionals, and arts organizations.

DIVERSITY Provide opportunities for artists of all racial, ethnic, and cultural backgrounds, disabilities, and other diverse groups.

GEOGRAPHY Work collaboratively to provide arts experiences in all parts of Traverse City, prioritizing places where the greatest number of people gather, responsive to Traverse City's established community planning and urban design strategies.

AESTHETIC EXCELLENCE Strive for artistic excellence in artwork and art experiences that enhance the urban environment and public spaces throughout the City.

PLACEMAKING Support public art that is a force for expressing and evoking connections among people and places that are meaningful to community and civic life by creating places within community spaces and prioritizing highly visible locations that are accessible to everyone.

INNOVATION Explore new approaches to public arts activities to engage citizens of all ages, and include works of art representing a broad variety of media, styles, and community interests.

FEASIBILITY Prioritize projects that have a high likelihood of success, including those with adequate time and funding necessary to complete the project, ensure site control, and garner support from partners and the community.

EDUCATION Promote understanding and recognition of public art as one of our great civic resources, and educate the community about the creation, mission, and benefits of public art for enhancing the quality of life and the economic vitality of our community.

DEVELOPMENT Explore all funding options and seek diverse, reliable, and stable funding for public art.

PLANNING Encourage consideration of artistic components for new projects and developments under consideration by the City, from new community facilities to major private projects to public-private endeavors.

PRESERVATION Administer, document, maintain, and conserve works of art in the public art collection.



TRAVERSE CITY ARTS COMMISSION

THE TRAVERSE CITY ARTS COMMISSION develops and oversees the Public Art Master Plan. Its initial adoption and subsequent revisions are recommended to and approved by the City Commission. The Arts Commission shall regularly assess the Master Plan's consistency with the City Master Plan and the Parks and Recreation five-year plan.

The Traverse City Arts Commission is responsible for the administration and overall management of the City of Traverse City's Public Art Program, implementation of calls for proposals and artists, identification of and contracting with artists, supervision of art fabrication and installation, signage, public art dedications, program fundraising, documentation of artwork in the Public Art Program, and education and awareness efforts.

Arts Commission members consist of five community members appointed by the City Commission, plus one representative from each of four groups: the City Commission, the Parks and Recreation Commission, the Planning Commission, and the Downtown Development Authority. Members serve three-year terms.



ART SELECTION PANEL

The Art Selection Panel is a five-member panel appointed by the Traverse City Arts Commission. The panel solicits proposals for specific projects, evaluates proposals based on the goals and regulations of the Public Art Program, and makes recommendations to the Arts Commission.

Art Selection Panel members must:

- » Be familiar with the unique character of Traverse City.
- » Have a strong background in the visual arts.
- » Be free of conflict of interest or the potential for financial gain from either the project or the purchase of specific artwork by the City.
- » Be willing to sign a conflict of interest statement.

The Art Selection Panel will make objective judgments on proposals submitted to the Traverse City Arts Commission, based on the critical success and professional accomplishments of the artists under consideration, with the goal of finding the best possible match between site, community, and artist.

The panel will have a strong working knowledge of public art, including aesthetic concerns, community involvement, compatibility issues, funding and contracts, documentation, placement, landscaping, cost for maintenance, and site concerns. The members may consult with landscape architects or other project design professionals as needed. Art Selection Panel members serve three-year terms.

In cases where there are multiple stakeholders, the Arts Commission may choose to appoint additional non-voting members representing stakeholders to the Art Selection Panel. These non-voting advisors may include design or technical professionals, developers, planners, urban designers, or historians.

COMMUNITY PARTNERSHIP

The Traverse City Arts Commission will actively seek community input during the ongoing development and maintenance of the Public Art Program.

The commission will encourage connections with local, regional, and national organizations that work for the benefit of art. The commission will assist community organizations that provide leadership on arts-related matters in making public art a major component of the City's life.

Citizens, artists, business, and community groups of Traverse City will be invited to attend roundtable discussions, engage in one-on-one conversations, attend commission meetings, fill out surveys, and participate in charrettes. Incorporating this critical guidance and creativity will help to ensure that our community's master plan remains uniquely Traverse City's as it matures and adapts to an arts landscape that is constantly in flux.



PUBLIC ARTS COMMISSION PROCESS

The phases on the following pages outline the process for carrying out a commissioned public art project. The Arts Commission will engage the public at various stages of the process.

PHASE ONE: PROJECT ASSESSMENT & SELECTION



At the earliest stage, the Traverse City Arts Commission discusses the feasibility of proposed public art projects. The following criteria are the minimum on which selections shall be based. Other criteria may be established as dictated by a project's particular requirements; any additional criteria shall be outlined in written instructions.

The project should:

- » Enhance and enliven the selected public space.
- » Reflect the spirit and character of the community.
- » Be innovative in design.
- » Be respectful of view corridors to the bay.
- » Be mindful of the importance of pedestrian scale to the community of Traverse City.
- » Take into account any liability issues that may arise from the artwork.
- » Be durable relative to the elements, theft, and vandalism, with consideration given to short and long-term maintenance.



- » Be engineered for safety and technical feasibility.
- » Accurately fall within desired time frame.
- » Meet budget and available funds, including the cost of the public art, installation costs, signage, maintenance, and all other associated costs.
- » Be compatible in terms of scale, form, content, and design with respect to its immediate and general, social, and physical environment.
- » Be acceptable in terms of durability, maintenance, public access, appropriateness, safety, and security.
- » Serve the goals of the Public Art Program Master Plan and the needs of the community.
- » Complement the City's existing public art inventory, adding diversity of theme, material, and style.

SITE CONSIDERATIONS

- » If the project begins with a chosen site, what medium would be best suited for the space?
- » If the project begins with a particular work of art, what site is currently available for placement and is a feasible, viable location for public art?
- » Will the entire community have sufficient access to the art once it is placed, and will its placement enhance the Public Art Program as a whole?
- » Will the artwork integrate well with its surroundings?
- » What timelines and other site factors that may affect placement need to be considered?
- » What stakeholders will be actively involved in the project?
- » What difficulties or resistance are likely to be met?

Once the Traverse City Arts Commission has considered the above, it may choose to formally pursue the project by a majority vote of the commission. If the commission is unable to achieve a majority vote of its members for a project, it may continue with the discussion to resolve issues of concern.



PHASE TWO:

PROJECT DEFINITION & CALL FOR PROPOSALS/ARTISTS

Once a project has been selected, the Arts Commission will take the following steps to initiate the project.

1 CITY COMMISSION & CITY STAFF APPROVAL

The Arts Commission will seek approval of project concept, location, and preliminary budget from the appropriate City staff. The Traverse City Arts Commission will then seek authorization from the City Commission for expending funds and initiating the Request for Proposal (RFP) or Request for Qualifications (RFQ) process.

2 BRIEFING SESSION

After receiving approval, the commission will meet with stakeholders who will be involved in the project. It shall arrange at least one discussion session with all the key project stakeholders including, but not limited to, a project manager, the director of the site facility, neighboring property owners, any involved private sector developers, and the artist and design project architect, if known. *The following topic areas, and others as deemed necessary, shall be discussed:*

- » Design objectives for the project.
- » Relationship of public art to the project design objectives.
- » Identification of the local stakeholders in context to the site.
- » Relationship of the public art project to the design project architect objectives, if selected.
- » Any functional requirements or special site limitations associated with the capital improvement project or private development project.
- » Public Art Program goals, selection processes, and implementation procedures.
- » General guidelines for determination of the selection process (open competition, limited competition, or invitational competition).
- » Cooperative nature of the Public Art Program, with artist participation encouraged from initial planning phase forward.
- » Available budget for public art project.
- » Long-term maintenance, liability, and code requirement concerns.



3 DEFINING THE PROJECT

The commission will collect the information received during the briefing session and use it to establish the selection criteria that will be included in the Request for Proposal (RFP) or Request for Qualifications (RFQ).

The selection criteria could include originality of artwork, artist credentials, relevance of artwork theme, sustainability, and maintenance. Criteria can be changed or modified depending on the needs of the RFP/RFQ. The creation of selection criteria will set up an agreed-upon expectation as to what basis the RFP/RFQ should be judged upon. *The RFP/RFQ should include:*

- » Project goals
- » Site details
- » Budget
- » Project scope and specifics (type and theme of project, style or nature of placement)
- » Approaches to artwork
- » Maintenance considerations
- » Contract requirements including ownership to remain with the City of Traverse City



METHOD OF ARTIST SELECTION

Artists will be selected using one of the following methods:

OPEN COMPETITION Artists are asked to submit evidence of their past work. Any artist may submit credentials and/or proposals, subject to any limitations established by the commission. Calls for entries for open competitions will be sufficiently detailed to permit artists to determine whether their work is appropriate to the project under consideration.

LIMITED COMPETITION A limited number of artists shall be invited to submit credentials and/or proposals for a specific project, based on their past work and exhibited abilities to meet situations posed by particular project requirements or based on other non-aesthetic Public Art Program goals.

INVITATIONAL COMPETITION A very small number of artists (usually between three and five) are invited to submit credentials and/or proposals for a specific project. Invited artists shall be selected directly by the Art Selection Panel through an initial image review process. Artists shall be included in the image review process based on their ability to meet criteria presented by the given project.

Upon agreement on the RFP/RFQ, the Traverse City Arts Commission will distribute it to the appropriate artists. In the case of Open Competition, it will be distributed locally, throughout Michigan, and nationally, so that the best possible pool of candidates can be assembled.

Applicants may be asked to provide examples of work (2D or 3D), a resume, a statement of interest in the project, an artist's statement, references, and a budget. Artists are free to include other materials as they wish.

The Traverse City Arts Commission staff liaison catalogs all artists and/or proposals.

PHASE THREE: ARTIST SELECTION

The Art Selection Panel is called upon by the Traverse City Arts Commission to review the proposals and other artist materials. It may choose to interview artists and gather additional information on the proposals, including revisions to artwork.

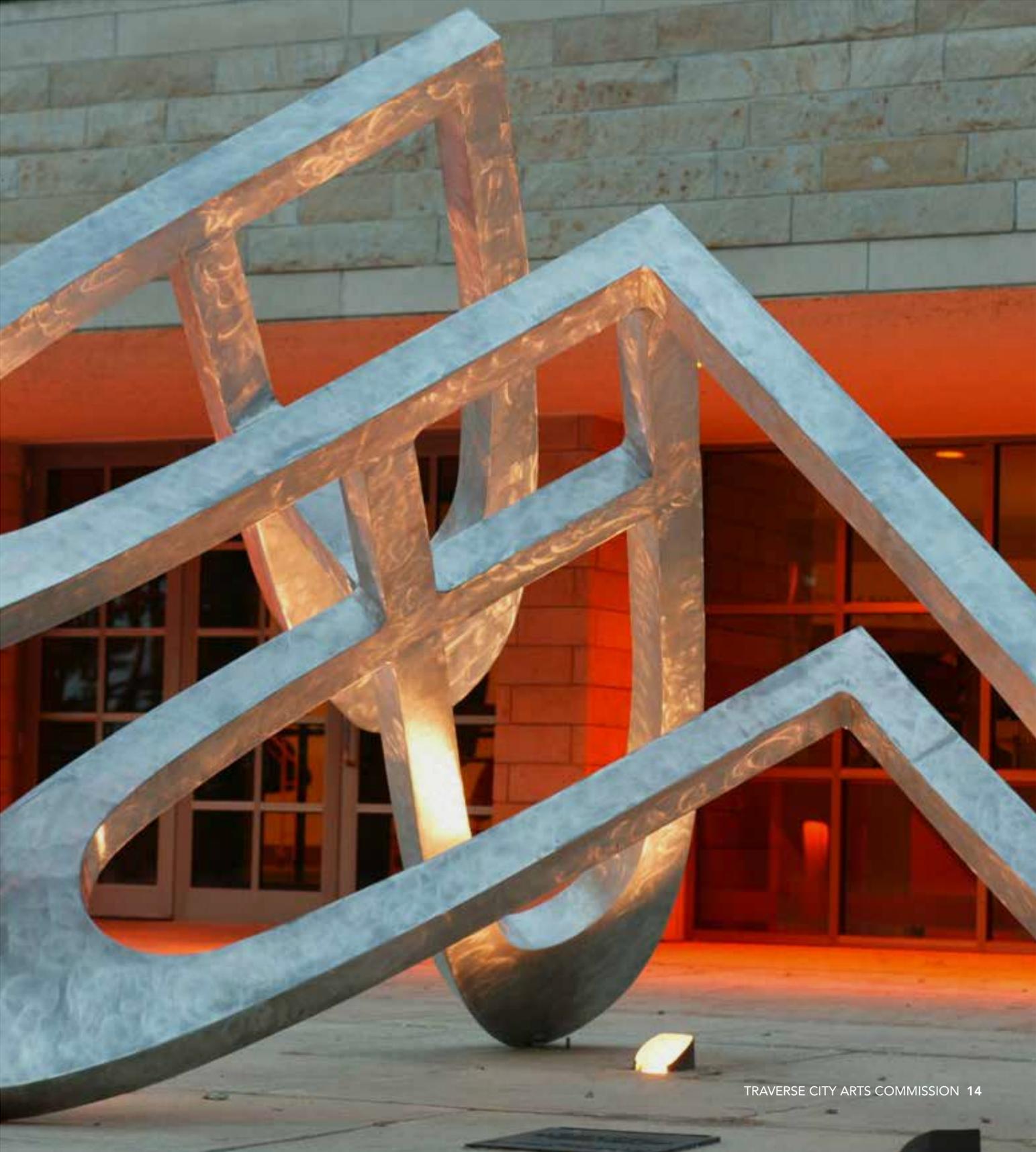
Selecting an artist to either create discrete public artworks or to participate in design collaborations is the most important decision of the public art process. Special care must be taken in the implementation of all facets of the artist selection process in order to ensure the implementation of the best public art project possible. Specifically, the goals of the selection process are:



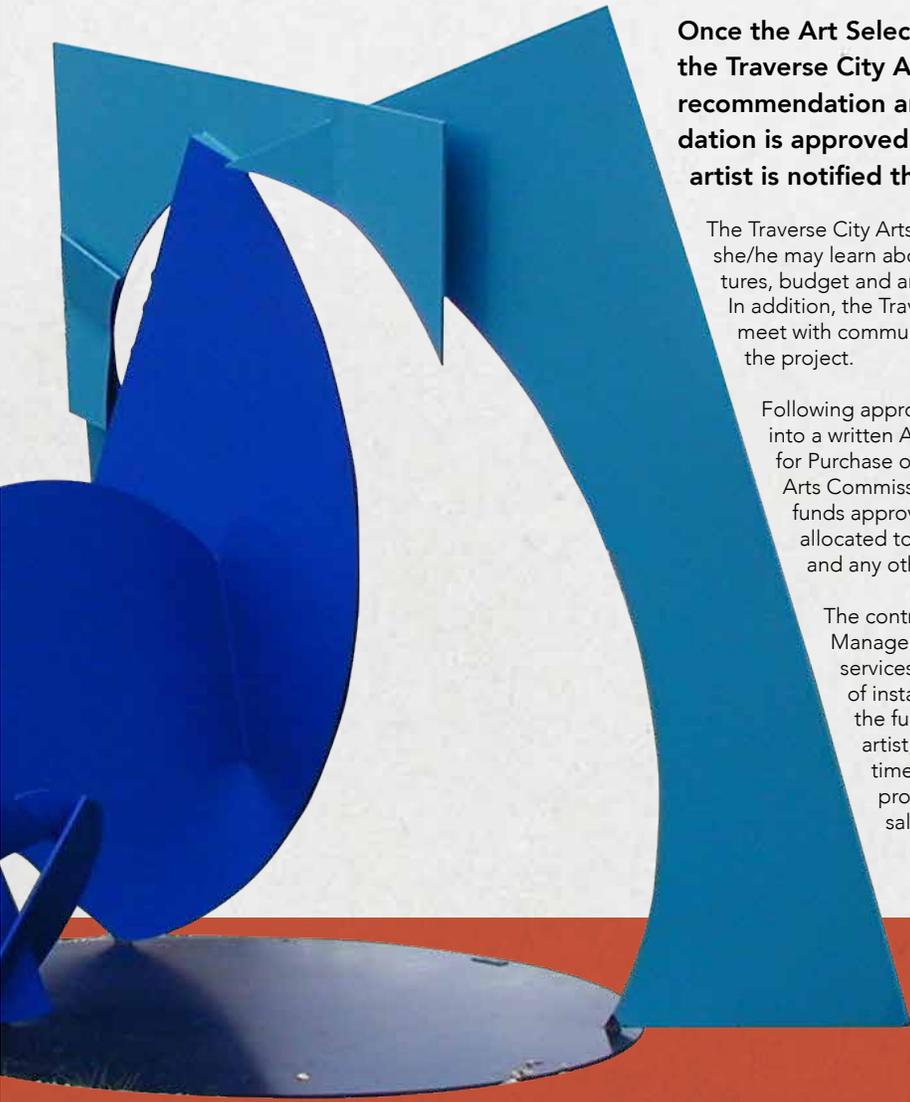
- » To further the guiding principles and goals of the Public Art Program for Traverse City.
- » To select an artist or artists whose existing public artworks or past collaborative efforts have maintained a level of quality and integrity.
- » To consider the type of public art project applicable to the situation posed by the particular project and to select an artist or artists who can best respond to that type of project.

- » To select an artist or artists who will best respond to the distinctive characteristics of the site and the community it serves.
- » To select an artist or artists who can work successfully as members of an overall project design team.
- » To ensure that the selection process represents and considers the interests of all parties concerned, including the public, the arts community, and the site facility and stakeholders.

After deliberating on the proposals, the Art Selection Panel will make a recommendation to the Traverse City Arts Commission. The Art Selection Panel may choose to recommend one artist and/or proposal or a set of finalists. The Arts Commission may recommend that the finalists be displayed to the public for community feedback.



TRAVERSE CITY ARTS COMMISSION 14



PHASE FOUR: CONTRACT WITH ARTIST

Once the Art Selection Panel has made its recommendation to the Traverse City Arts Commission, the commission reviews the recommendation and votes to accept or reject. If a recommendation is approved by the Traverse City Arts Commission, the artist is notified that she/he is a finalist in the competition.

The Traverse City Arts Commission may arrange a site visit for the artist so that she/he may learn about the project in more detail, its location and specific features, budget and any architectural/engineering information that is pertinent. In addition, the Traverse City Arts Commission may choose to have the artist meet with community members, stakeholders, and the City staff involved in the project.

Following approval of a public artwork's acquisition, the artist will enter into a written Agreement for Commission of Public Art or an Agreement for Purchase of Public Art Work, as appropriate, with the Traverse City Arts Commission. The dollar amount of the contract is subject to the funds approved by the City Commission, which will include all funds allocated to the project: artist fees, fabrication and installation costs, and any other expenses.

The contract is completed under the supervision of the City Manager and the City Attorney. It will be a standard contract for services and transfers ownership of the art to the City at the time of installation. The contract should ensure that the art becomes the full property of the City, with no rights remaining with the artist, and should also provide for the removal of the art at such time that this is deemed necessary. The contract may also protect the City from the artist duplicating the exact work for sale to others.



The agreement will address the artist's obligations, which will include, but not be limited to:

- » Scope of services
- » Materials
- » Timelines
- » Installation
- » Maintenance
- » Warranty, copyright, and ownership by City
- » Compensation and payment, including payments to subcontractors
- » Title
- » Assignments of royalty rights
- » Risk of loss
- » Insurance
- » Repair or alteration

Where appropriate, specific clauses covering structural design, review, and revisions to proposed work as well as execution, construction, installation, and post-installation of artwork will also be included.

PHASE FIVE: COMPLETION & INSTALLATION

The Traverse City Arts Commission and its staff liaison work together with the artist to bring the project to completion, and to promote the work with media coverage. Commissioners may enhance their understanding of the work as it is fabricated by visiting the artist's studio, exchanging photographs, or inviting the artist to update the commission at a meeting. Other City staff, community members, and professionals related to the project may also collaborate to complete the project. This process may take a number of months, depending on the complexity of the art, the extent of fabrication, and the time needed to install the art.

Once the art is installed, the City may hold a dedication ceremony to formally introduce the art and the artist to the community. City Commission members, the City Manager, and the Arts Commission will work together to ensure that the dedication event is open to the public and appropriate to the art and its location. The art and artist will be identified with an appropriate plaque on the installation site.





FUNDING

Public art will be funded by a sustainable and diverse blend of private and public sources. Funding for the Public Art Program may come from artwork and monetary donations in accordance with this Master Plan.

The Public Art Ordinance provides that the City Commission shall annually appropriate an amount not to exceed \$45,000 from the general fund to the Public Arts Trust starting in fiscal year 2015/16 to be used in accordance with this Master Plan. The Downtown Development Authority shall annually appropriate an amount not to exceed \$25,000 to the Public Arts Trust starting in fiscal year 2015/16 to be used in accordance with this Master Plan. Downtown District Funds collected in the Public Arts Trust will be expended consistent with Chapter 299 of the City of Traverse City's Codified Ordinances.

To supplement these sources, the Traverse City Arts Commission is tasked with advocacy in maximizing available funding and seeking philanthropic support, grant opportunities, and partnerships as part of its activity.

- » The Traverse City Arts Commission will complete and submit grant proposals in support of the Public Art Program to local, state, and national funders, with the approval of the City Commission.
- » The City of Traverse City is encouraged to show support for public art by seeking philanthropic support.
- » Some of the most successful public art projects are those that are well integrated into private developments from the early planning stages. Private development projects in Traverse City should be encouraged to include public art in new projects.
- » Memorial funds and gifts by corporations, foundations, and private individuals will be pursued by the Traverse City Arts Commission.
- » Donor recognition will be incorporated into each project plan.

DONATIONS

Groups or individuals may request that the Traverse City Arts Commission consider the placement of a donated work of art or funds to initiate a new public art project. The Arts Commission reserves the right to accept or reject any and all donations.

ARTWORK DONATIONS

All decisions to accept public art pieces shall be made by the City Commission, following written recommendation by the Arts Commission. Anyone wishing to donate existing artwork, or a newly commissioned piece of artwork, should submit a written proposal for review by the Traverse City Arts Commission. *Gift proposals should include:*

- 1 Description of the work, and materials included in the artwork.
- 2 The actual artwork, or images of the artwork.
- 3 A site plan indicating the proposed location for the artwork, if a specific location is suggested.
- 4 Installation details.
- 5 Recommended maintenance plan.
- 6 Source of funding, if any, for installation and maintenance.

All donations must be unencumbered; no work of art will be accepted if the donor requires the City to locate the work of art in a specific location in perpetuity.

The City does not establish or set the value of donated artwork. Receipt for donated goods (artwork) will be provided but no value will be assigned. If the donor furnishes the City with an appraisal or receipt of sale for the artwork, it will be attached to a "Letter of Donation" furnished to the donor by the City. In all other cases, no value will be stated. It is the responsibility of the donor to declare a specific value and necessary substantiation of value for tax purposes, in consultation with accounting and/or legal advisors.

Ideally, donated work will include a financial donation for the maintenance and conservation/restoration of the work being donated, the amount of which will be negotiated as part of an acceptance agreement.

Following an initial review by the Arts Commission, the artwork will be reviewed by the Art Selection Panel. Artwork being considered for donation to the City's



This parking deck is dedicated in memory of:

Larry Cole Hardy
1928 - 2001

A lifelong resident of Traverse City, Larry devoted over 40 years to public service. During this time, he served as Mayor of Traverse City three times and on the Traverse City City Commission, Grand Traverse County Board of Commissioners, Board of Public Works, Grand Traverse Commons Redevelopment Board, Central Neighborhood Association, Traverse City Light and Power Board, and Downtown Development Authority.

Larry was devoted to his family and his community, raising his four children here while also carrying on his century-old family business, Arms and Cole, Inc.

Larry stood as a symbol for inspiration and aspiration to our community and for ourselves.

Honor - Humility - Integrity
Courage - Compassion

public art collection will be evaluated based on the goals of the Public Art Program and by criteria that includes, but is not limited to:

- » Relevance to the Public Art Program Master Plan.
- » Relevance to the City of Traverse City's natural or built environment, cultural heritage, and/or history.
- » Quality of the piece of art.
- » Suitability of the artwork for display in a public space.
- » Authenticity of the artwork.
- » Condition of the artwork.
- » City's ability to maintain and conserve the artwork.
- » Ethical and legal considerations regarding ownership.

After evaluating the proposal, the Art Selection Panel will make its recommendation to the Traverse City Arts Commission, which will in turn notify the City Commission. If the City Commission votes to accept the gift, a deed of gift will be signed. Appropriate promotion and recognition will be agreed upon with the donor for accepted gifts. If the artwork is declined, the donor will be formally notified. The notification will include the reason for the decision, and an invitation to meet with an Arts Commission representative, if the donor wishes to do so.

If a proposal for a newly commissioned piece of artwork is accepted, the full spectrum of Public Art Master Plan criteria will be followed with consideration to site, safety, and all other matters. The donor or the donor's selected artist will follow the process for implementing a piece of public art as detailed in the Master Plan. The donor will deposit full project fees with the City to be drawn on by the artist to ensure uninterrupted completion of the artwork. These funds will also include any monies required for plaques and/or other promotional material needed for commissioning.

MONETARY DONATIONS

Philanthropic support is an important resource in the development and sustainability of public art in Traverse City. Prospective donations can be made through gifts of cash, stock/bonds, bequests, and planned giving instruments. All financial donations will be restricted for use in supporting the Public Art Program as directed by the Arts Commission and approved by the City Commission. They should also be considered unrestricted, provided that they remain within this scope, so that they may be utilized as needed and directed by the Arts Commission

and Traverse City City Commission in the support and maintenance of public art in Traverse City. Acceptance of prospective donations with restrictions may be considered by the Arts Commission and City Commission on an individual basis, but only after a thorough review indicates that donor stipulations can be fulfilled.

All donor funds will be handled in accordance with generally accepted accounting procedures and philanthropic best practices, including those defined by IRS Publication 526: Charitable Contributions, the Donor Bill of Rights, Independent Sector's Principles of Good Governance and Ethical Practice (Responsible Fundraising), the AFP Code of Ethical Principles and Standards, and the State of Michigan Attorney General. All monetary donations will be received and documented by the City of Traverse City without risk of redirection of funds for other purposes. Donors will be provided with timely documentation in accordance with Internal Revenue Service requirements.

A financial donor may propose to contribute monetary gifts designated for use in a future public art project. If the donor proposes a specific project or commission, a written proposal must be submitted to the Traverse City Arts Commission for review and approval. *Proposals should include:*

- 1 Description of the project or commission.
- 2 A site location suggestion, if applicable.
- 3 Installation and maintenance details, if available.
- 4 Project or commission budget.

If the Traverse City Arts Commission approves of the proposed donation, the commission will solicit proposals for the specified project. The Art Selection Panel will evaluate the proposals based on the goals of the Public Art Program and make a recommendation to the Traverse City Arts Commission, which will in turn make a recommendation to the City Commission.

COLLECTION OVERSIGHT

ART ON LOAN

The City may secure on a temporary basis works of public art for display in public spaces, which may or may not be owned by the City. *All artworks to be displayed in public spaces as part of the Public Art Program will be evaluated by the Traverse City Arts Commission against the following criteria:*

- » Relevance to the Public Art Policy Master Plan.
- » Quality of the piece of artwork.
- » Suitability of the artwork for display in a public space.
- » Condition of the artwork.
- » City's ability to safely display and conserve the work.
- » Degree of fit with existing mandates or programs in public exhibition spaces.

All agreements related to art on loan shall be completed under the supervision of the City Manager and the City Attorney.

REMOVAL OF PUBLIC ART FROM THE CITY'S COLLECTION

The City of Traverse City reserves the right to modify its public art collection. While removal is discouraged, circumstances may warrant review. Art shall be retained in the collection as long as it retains its physical integrity, identity, and authenticity, and as long as the Arts Commission can properly preserve and care for the work. Removal will be undertaken only in extreme circumstances, and primarily when the condition of the artwork makes conservation impossible for technical or financial reasons. Removal will only occur after thoughtful consideration and a comprehensive assessment has been completed.

Artwork may be removed from Traverse City's public art collection by vote of the City Commission, following review and written recommendation by the Traverse City Arts Commission to the City Commission, if:

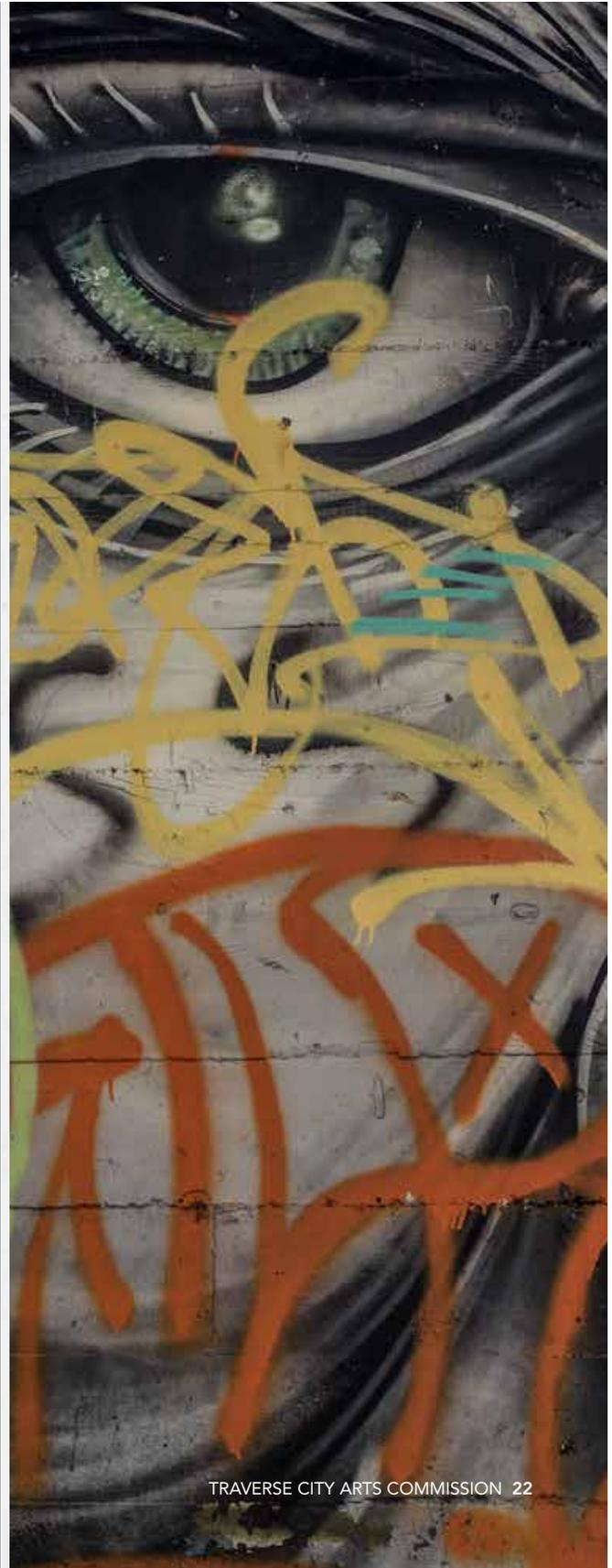
- » The artwork's physical or structural condition poses a threat to public safety.
- » The artwork requires excessive maintenance, has faulty design or workmanship, and repair or remedy is impractical or unfeasible.
- » The artwork has been damaged and repair or remedy is impractical or unfeasible.

- » The condition or security of the artwork cannot be reasonably guaranteed.
- » The artwork is no longer relevant to the City's public art inventory or Master Plan.
- » The artwork is discovered to have been stolen, or was offered to the City using fraudulent means.
- » Significant changes in the use, character, or design of the site have occurred which affect the integrity of the artwork.
- » Significant, adverse public reaction has continued unabated over an extended period of time.
- » The artwork is subject to contractual donor restrictions that can no longer be met.

In the event that the City Commission votes in favor of removal of artwork from the collection, the manner of disposition shall be in the best interest of the Traverse City Arts Commission, the public it serves, the public trust it represents in owning the collections, and the scholarly and cultural communities it represents. *Disposal is to follow these guidelines:*

- » Priority shall be given to placing the removed item through gift, exchange, or sale in another tax-exempt public institution where the artwork may serve the purpose for which it was acquired initially by the City of Traverse City. Attention shall be given to Internal Revenue Service rules and regulations regarding exchange or resale of items donated to the City for tax advantage.
- » Proceeds from the sale of collections are to be used consistently with the Public Arts Program Master Plan, and in no event shall they be used for anything other than acquisition or direct care of collections. Collections shall not be removed in order to provide financial support for Arts Commission operations or facilities maintenance.
- » When items are severely damaged, in an irreparable state, or of no value, disposition may involve physical disposal.
- » An adequate record of the conditions and circumstances under which donations are removed from the collection and disposed of shall be made and retained as part of the commission's records.

In the event of accidental loss, theft, or vandalism, the Arts Commission retains the right to determine whether replacement or removal of the artwork is appropriate.



ADDITIONAL ACTIVITIES



EDUCATION PROGRAM & PUBLIC RELATIONS

A Public Art Program is only as successful as the support it receives from the community. The Arts Commission should maintain a vibrant, ongoing educational program that provides ample opportunities for community discussion, and analysis and debate about the significant topics involved with public art. It must also provide for the informational needs of the community as projects are developed. Education and communication with the community is a crucial part of the commission's responsibilities and ongoing annual activities.



MASTER PLAN EVALUATION

The Traverse City Arts Commission will periodically review the Public Art Guidelines and Public Art Master Plan to determine how they can be improved to better meet the community's needs and interests, and the goals of the Public Art Program, especially immediately following selection of new members to the commission or new works of art to the collection.

PUBLIC ART COLLECTION DOCUMENTATION

The Traverse City Arts Commission will be responsible for documenting the City of Traverse City's public art. This will include art placed through the Public Art Program and other art that is either donated to the City for public display or is otherwise owned by the City. This documentation will include a file on each work with basic information including date, acquisition process, artist, and photographs. It may also include a public art brochure, video tape, and other records of the City's artwork.





MAINTENANCE

The City of Traverse City will maintain all permanent works of art within the public art inventory, in accordance with the approved maintenance plan and/or conservation plan required for each piece and documented by the Arts Commission. Development of the maintenance plan and/or conservation plan is the responsibility of the artist and must be submitted with the proposal at the time it is being reviewed and considered through the Public Art Program. The plans will include, but not be limited to, a maintenance dossier, shop drawings, manufacturers' lists, key contacts including the artist, maintenance and/or conservation specifications and budgets. The City will be responsible for the care and maintenance of the artwork, in accordance with the approved maintenance plan. City staff or its designate will monitor the existing inventory for maintenance requirements. The appropriate City department will undertake an inspection of the artwork according to a predetermined schedule. The City may choose to retain a qualified professional to undertake the inspection, if deemed necessary.

STORAGE

The City will ensure appropriate short-term and long-term storage, as needed, for all works within its public art inventory. This does not include new works being created by an artist.

INSURANCE

All permanent, temporary, or mobile public art works owned by the City through purchase, commission, and/or donation are the property of the City and are insured under the City's insurance policy. City staff shall ensure that all necessary insurance is in place for installation and maintenance of public art.

APPENDIX A: EXISTING PUBLIC ART IN TRAVERSE CITY

Thanks to the efforts of the City of Traverse City, staff members, businesses, and individual citizens, prior to adoption of the Master Plan, Traverse City was home to public art that included these works, among others.



"Duet"
Bob Purvis
Dennos Museum Center Collection¹



"Equilibrium"
Hanna Stibel
Dennos Museum Center Collection¹



"However"
Clement Meadmore
Dennos Museum Center Collection¹



"Structurist Sculpture #5"
David Barr
Dennos Museum Center Collection¹



"River Guardian"
Dewey Blocksma
Boardman River, Downtown TC*



"Time to Let Go"
Verna Bartnick
Open Space*



"Perry Hannah, Traverse City's
Founding Father" - Verna Bartnick
Hannah Park*



"Unnamed"
Bob Purvis
Larry C. Hardy Parking Deck*



"Larry C. Hardy Memorial"
Verna Bartnick
Larry C. Hardy Parking Deck*



Community Mural
Charles Murphy (original art)
Ace Hardware



"Safety Last!"
Still Film Image Featuring Harold Lloyd
State Theatre



Annual Floral Display
Friendly Garden Club
Open Space Park*



Charles Murphy
Rotating Banner
Downtown Traverse City



"Benchmark"
Blackbird Arts Community Project
Downtown Traverse City



"A Space Time Continuum"
Calvin Boulter
Downtown Traverse City



Downtown Heart Wall
Artist Unknown
Downtown Traverse City



Car Hoods
Artists Unknown
Larry C. Hardy Parking Deck*



Untitled Graffiti 2
Artist Unknown
Grand Traverse Commons



"Circle of Life, Wind Machine"
Dewey Blocksma
Boardman River, Downtown TC*



Children's Turtles
Artist Unknown
Clinch Park*



Solar System
David Kirby
Hull Park



Fairy House
Artist Unknown
Downtown Traverse City



Mtskheta Georgia Monument
Artist Unknown
Downtown Traverse City



Grand Traverse Children's Garden
Artist Unknown
Traverse Area District Library*

*Public art and monuments on City property and/or owned by City

†Collection of the Dennon Museum Center, Northwestern Michigan College

» Full list of public art in Traverse City available at traverscitymi.gov/artscommission.asp.

APPENDIX B:

PRIORITIES FOR PUBLIC ART

The Public Art Program plans to identify priority areas — and types of artwork — that should be commissioned in Traverse City, so that the commission's efforts and resources can be directed. A prioritized list of potential sites will be developed through community discussions about what media, programming, locations, and strategies would have the most impact. Working with the public, artists, architects, engineers, designers, planners, local businesses, and arts organizations to identify general areas of focus will provide both strong direction and necessary flexibility.

Priority locations for public art will emphasize:

- » Potential impact for placemaking, storytelling, and site enhancement visibility.
- » Ability to leverage committed municipal capital investment.
- » Recognition of the right of all citizens and all neighborhoods to have access to public art.
- » Acknowledgment of gathering points and City centers as appropriate sites for public art.
- » Incorporation of different types of sites — parks, transportation corridors, municipal buildings.
- » Public art can make low-traffic sites more appealing, too.

Immediately following adoption of the Public Art Program Master Plan, the Traverse City Arts Commission will convene a public forum to seek input on:

- » What are the community expectations and desires for public art?
- » Where should public art be located?
- » What types of public art are of interest to the community?
- » How can additional sources of funding be found for public art?

Sites to be considered:

- » Gateways
- » Parks
- » Neighborhoods
- » Civic buildings
- » Downtown
- » Art walks
- » Passive spaces
- » Public infrastructure (bridges, parking decks)



All proposed public art projects must respect the primary function of streets and sidewalks, which exist to enable the safe and orderly passage of pedestrians and vehicles. Streets also function as utility corridors, so access must be maintained for present and future services above and below ground. The City of Traverse City Director of Public Services is responsible for making decisions regarding the placement of public art on public streets and rights-of-way.

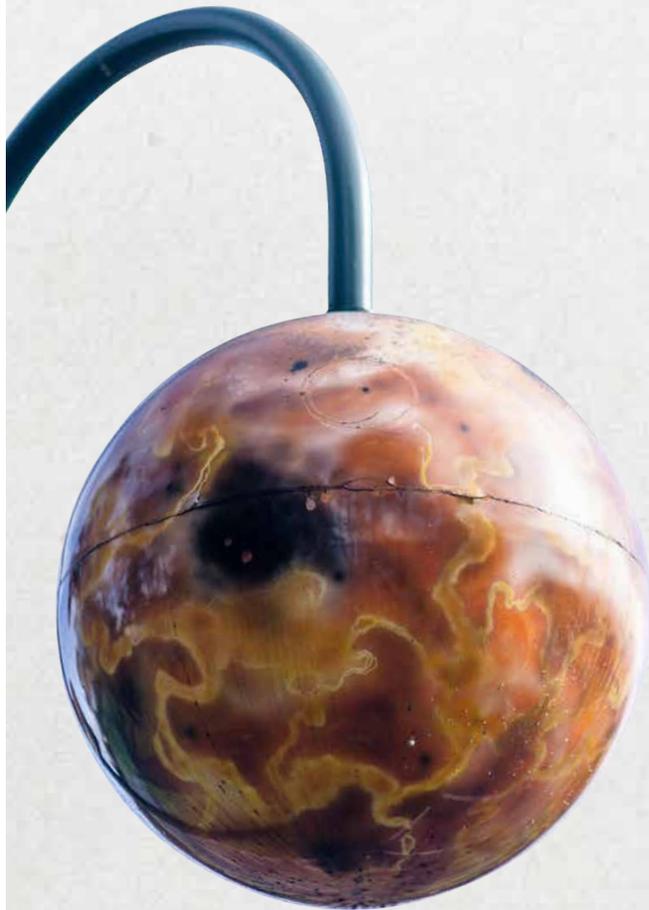
Final site approval is made by the City Commission upon recommendation by the Traverse City Arts Commission.

APPENDIX C: PUBLIC ARTS COMMISSION PROCESS



APPENDIX D:

ACKNOWLEDGEMENTS



MEMBERS OF THE TRAVERSE CITY ARTS COMMISSION

- » **Mary Bevans Gillett**, *Chair*
- » **Metta Lansdale**, *Vice-Chair*
- » **John Gessner**, *Secretary, Parks and Recreation Commission Representative*
- » **Mayor Michael Estes**, *City Commission Representative*
- » **Rick Korndorfer**, *Downtown Development Authority Representative*
- » **Deb Lake**, *Commissioner*
- » **Christie Minervini**, *Commissioner*
- » **Patty Pelizzari**, *Commissioner*
- » **Jan Warren**, *Planning Commission Representative*

The Traverse City Arts Commission acknowledges the dedication and vision of **Bryan Crough**, whose inimitable genius helped pave the way for public art in Traverse City.

Special thanks to City of Traverse City staff:

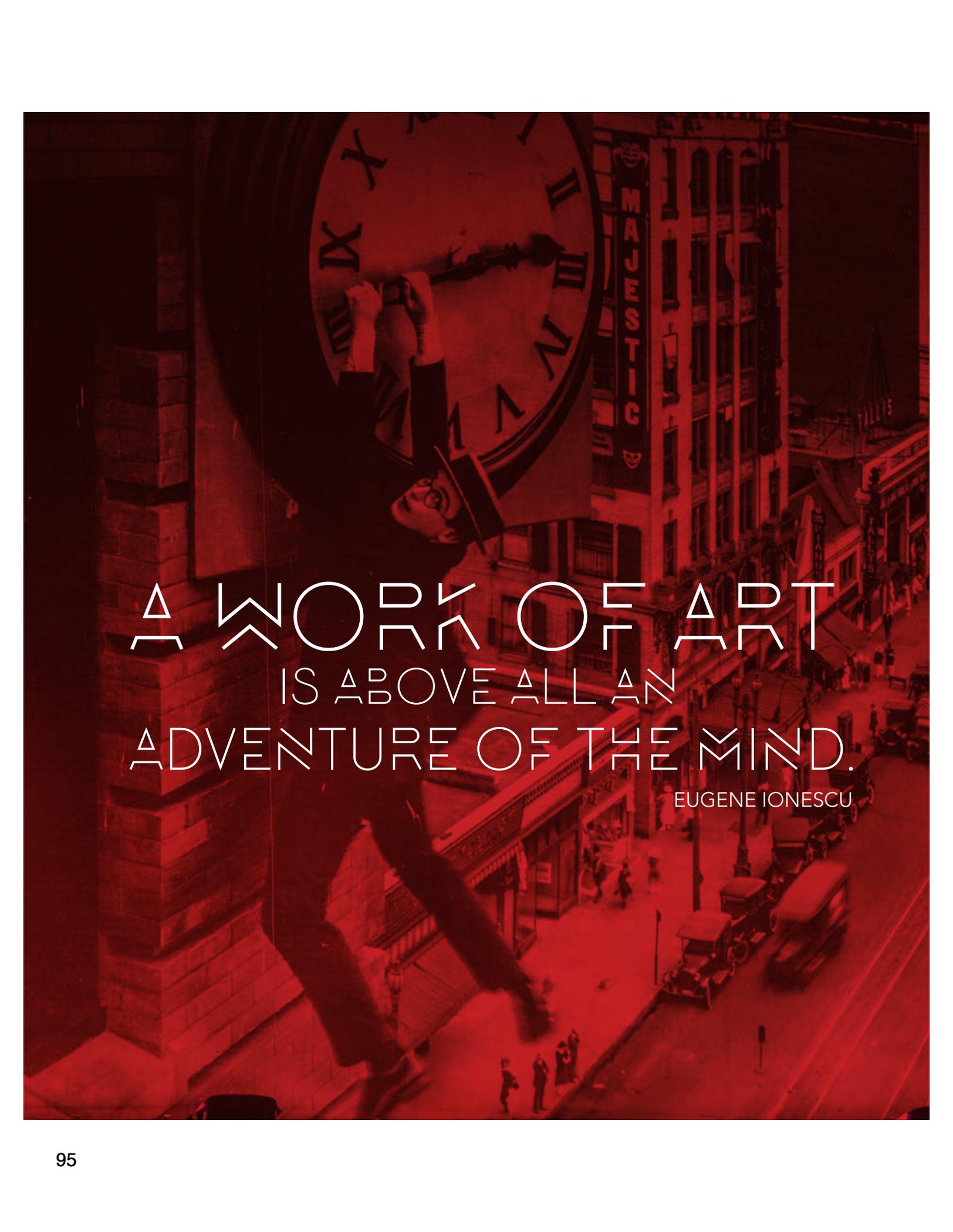
- » **Benjamin Marentette**, *City Clerk*
- » **Stephanie Murray**, *Administrative Specialist, City Clerk's Office*
- » **Lauren Tribble-Laucht**, *City Attorney*

The Commission acknowledges and thanks **Colleen Paveglio**, *DDA Marketing Director*, for her significant role in the research, development, and production of the Public Art Policy.

Master Plan photography, graphic design, and production by:

- » **Michael Poehlman**, *photography*
- » **Gabriel Augustine**, *graphic design*

Photographs of the collection of the Denno Museum Center, Northwestern Michigan College, are courtesy of the Denno Museum Center.



A WORK OF ART
IS ABOVE ALL AN
ADVENTURE OF THE MIND.

EUGENE IONESCU



TRAVERSE CITY ARTS COMMISSION
traversecitymi.gov/artscommission.asp
tcclerk@traversecitymi.gov
231.922-4480

MEMORANDUM

To: Martin Colburn, City Manager
From: Rob Bacigalupi, Executive Director *RMB*
Re: Radio Centre 3
Date: Tuesday, October 13, 2015

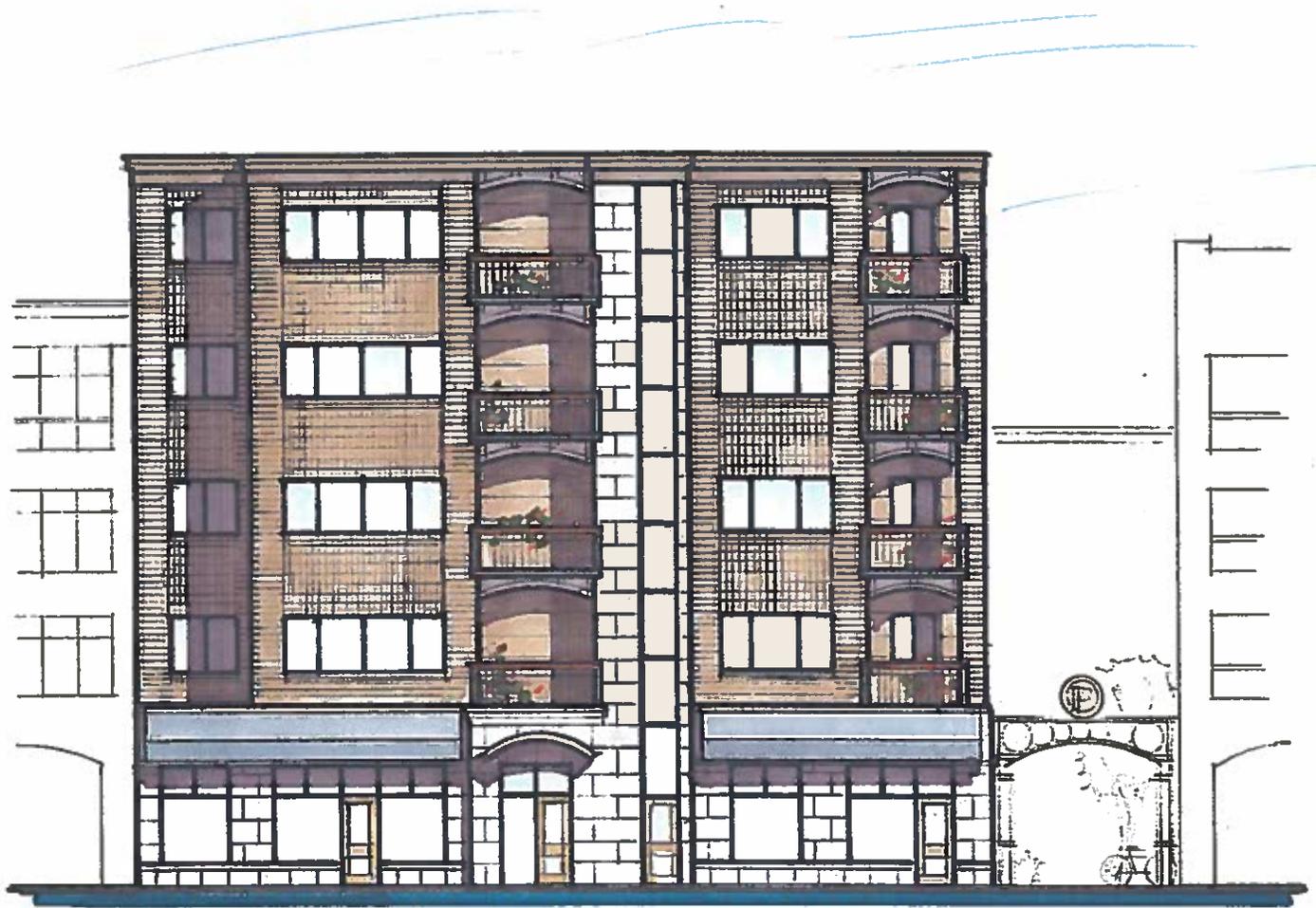
City Attorney Lauren Tribble-Laucht and I have been working with John Socks and the owners of the Radio Centre 3 parcel on Park Street across from Sorrelina, on completion of our long-planned Park Street entrance. When the City approved the Park Street Project in 2002, which ultimately resulted in the Hardy Garage, and Radio Centre 1 and 2, the plan was to incorporate a formal public pedestrian entrance with public restrooms on Park Street at the alley. The intention all along was to build this entrance with a private building there to take advantage of economies of scale. Those Commissioners who were around in 2008 may recall the City Commission took action to vacate the alley and approve a reimbursement agreement with another developer to complete the improvements. That developer ultimately chose not to pursue the project and both the alley vacation and agreement were never executed.

Now developer John Socks, as 200 Lake St. Development, LLC, is proposing a five-story, mixed-use project there that would include our Park Street entrance. The original plan in 2002 called for public restrooms and a downtown sector patrol office for the Police Department. There no longer is a downtown sector patrol officer so we have switched plans to make room for growing needs in the parking of office as well as move the DDA office conference room. The Capital Improvement Plan for this current fiscal year included \$50,000 for a Violations Bureau build out that we will not have to do if we do the Park Street entrance. This is because that portion of the operation will move over to the Park Street entrance. As far as the conference room, it gets a lot of use including hosting monthly meetings with up to 11 people, which has proven a bit uncomfortable. Replacing it with a slightly larger version will not only address this but also free up room in an office that puts on over 75 events, distributes tens of thousands of brochures, and sees thousands of gift certificate customers per year.

The major tenants of the agreement are:

- The City agrees to vacate the 33 foot east/west alley which results in the two adjacent property owners getting a half.
- Prior to the vacation, the developer agrees to put a warranty deed in escrow for the south half of the soon to be vacated alley (the portion that is not going to the developer, who owns the north side) so that that land can eventually end up back in the hands of the City.
- The developer agrees to construct the City portion to a “white box” condition for \$225 per square foot.
- The developer will construct the build out beyond “white box” condition for actual costs plus 10% pending approval of an estimate by the City.
- The developer agrees to sell the City portion, including an ingress/egress on the south side, as a condominium based on the afore-mentioned costs.

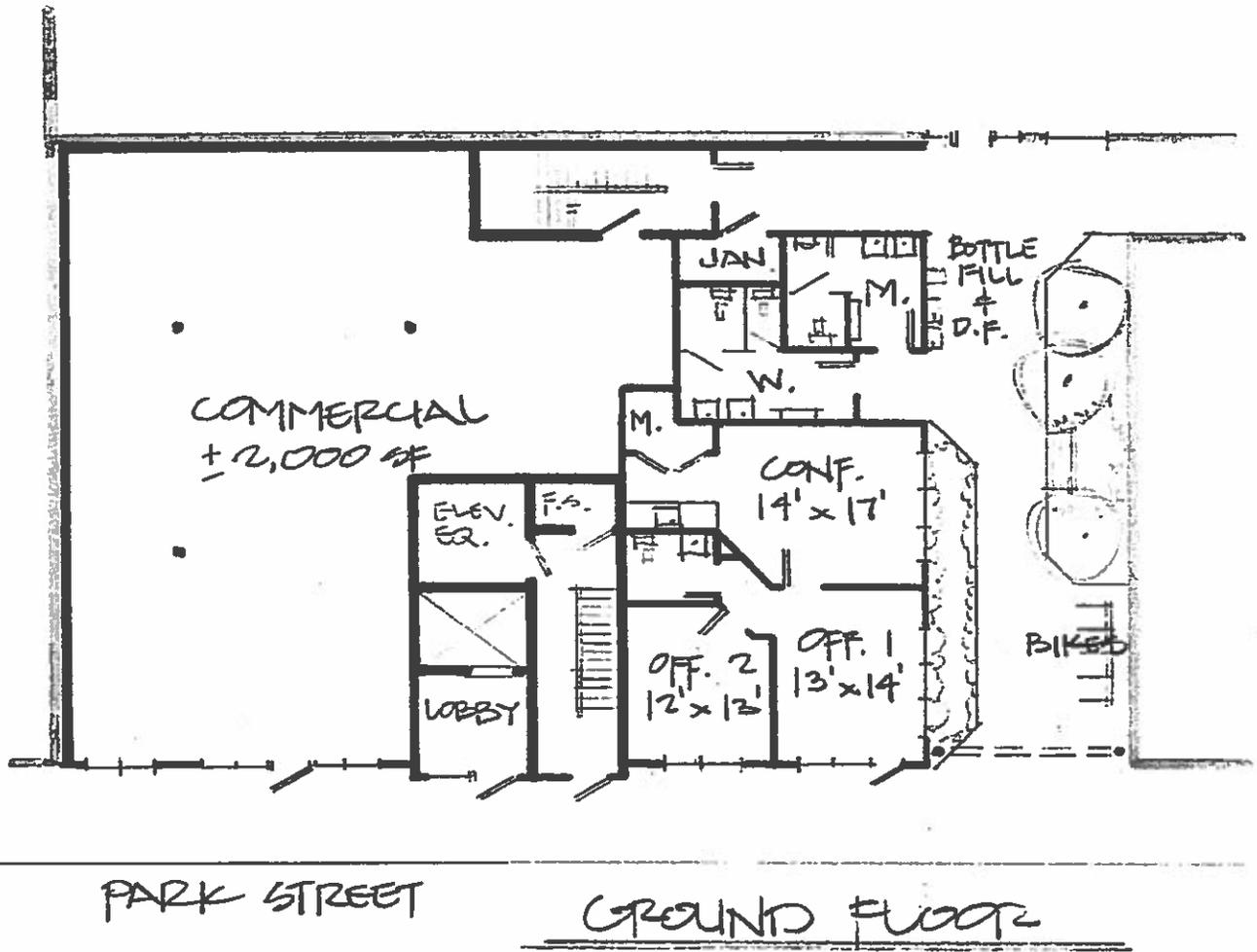
The DDA Board will be reviewing this proposal at their October 16 meeting in advance of the City Commission meeting on the 19th and I will forward their recommendation, if any, prior to Monday’s City Commission meeting.



RADIO CENTRE III

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

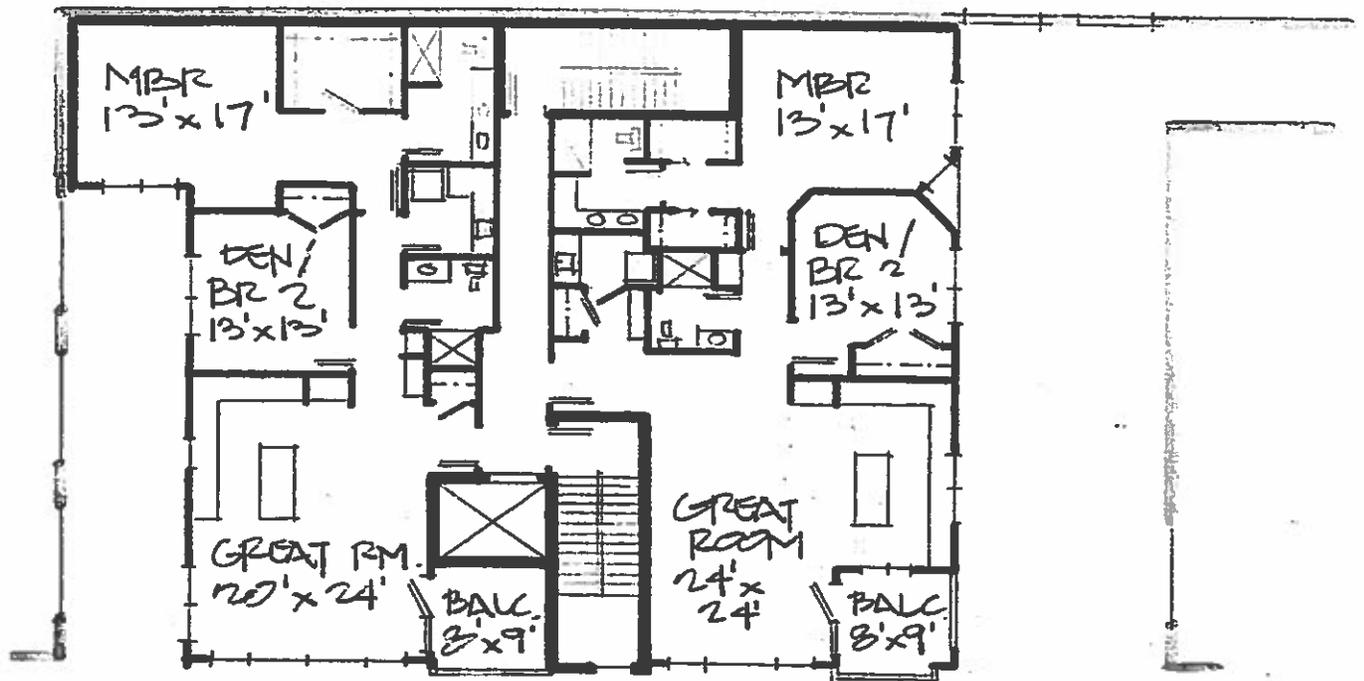
OCTOBER 12, 2015



RADIO CENTRE III

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

OCTOBER 12, 2015



UNIT A: ± 1460 SF UNIT B: ± 1460 SF
FLOORS 2, 3, 4, 5

RADIO CENTRE III

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

OCTOBER 12, 2015

PURCHASE AND BUILD-OUT AGREEMENT

This Agreement is made as of _____, 2015, and between **200 Lake St. Development, LLC** (the "Owner"), a Michigan limited liability company, and the **Traverse City Downtown Development Authority** (the "DDA"), a Michigan public body corporate and the **City of Traverse City** (the "City"), a Michigan municipal corporation.

PREMISES

A. The Owner intends to complete construction of a mixed use project as conceptually shown on the attached **Exhibit A** (the "Owner Plan"), on the Site described in **Exhibit B** ("Site").

B. The DDA has been formed pursuant to Act 197, Public Acts of Michigan, 1975, as amended, to develop areas within the jurisdiction of the DDA in order to encourage local development, to prevent conditions of unemployment and promote economic growth. The Site lies within the Downtown District of the DDA and within the Development Area (the "Development Area") of the DDA created by the DDA's Tax Increment Financing and Development Plan; Development Plan TIF 97 (the "Plan").

C. The DDA has determined in furtherance of its public purposes that it is in the best interest of the downtown district and the City to acquire and maintain certain public facilities on the Site in connection with the Owner Project within the TIF 97 Development Area and that certain water, sewer, gas, cable and electric utilities be relocated or preserved.

D. Under the Plan the City will utilize and the DDA will approve funds available in the City of Traverse City Parking Bond Construction Fund – Tax Exempt, and Traverse City Parking Bond Construction Fund - Taxable.

E. The Owner's construction of its mixed use project will include the construction of public facilities and certain other improvements as set forth in this Agreement.

F. In consideration of the premises and the mutual covenants contained in this Agreement, the Owner, the DDA and the City hereby enter into this Agreement and agree as follows:

ARTICLE I

DEFINITIONS

Section 1.01 Definitions. The following capitalized terms used in this Agreement shall have the following meanings, except to the extent the context in which they are used requires otherwise:

- (a) "Act 197" means Act 197 of Michigan Public Acts of 1975, as amended.

(b) "Agreement" means this Purchase and Build-Out Agreement entered into between the DDA, the City and the Owner.

(c) "Build-Out Costs" means the actual costs of finishing the Public Facilities from a White Box Condition to a finished condition, including but not limited to paint, floor covering, tile, bathroom fixtures and so on.

(d) "City" means the City of Traverse City, Michigan.

(e) "City Commission" means the governing body of the City of Traverse City.

(f) "City Property" means the property legally described on the attached **Exhibit C**.

(g) "DDA" means the Traverse City Downtown Development Authority, established by the City on September 5, 1978, pursuant to Ordinance No. 72.

(h) "Design Professional" shall mean the architect or other professional mutually selected by the parties in writing to prepare the design, engineering and architectural plans for the Owner Project and the Public Facilities.

(i) "Development Area" means that area within the Downtown Development District of the City as described in the TIF 97 Development Plan.

(j) "Event of Default" means the failure by a party to carry out its obligations under this Agreement or, with respect to a party, if any representation or warranty of such party was materially inaccurate when made, and such obligation has not been performed or such representation or warranty corrected within 30 days after notice thereof has been given by the other party.

(k) "Force Majeure" means unforeseeable events beyond a party's reasonable control and without such party's failure or negligence, including, but not limited to, acts of God, acts of public enemy, acts of the federal government, acts of another party to this Agreement, fire, flood, inclement weather, epidemic, quarantine restrictions, strikes and embargoes, labor disturbances, the unavailability of raw materials and delays of contractors due to such causes, but only if the party seeking to claim Force Majeure takes reasonable actions necessary to avoid delays caused thereby.

(l) "Indemnified Persons" means the City and the DDA and their members, officers, agents and employees.

(m) "Owner" means 200 Lake St. Development, LLC, its successors and assigns, all future owners of the Site or any part thereof, including any condominium association.

(n) "Owner Project" means the acquisition and construction of a mixed use project as shown on **Exhibit A**, attached hereto on the Site.

(o) "Plan" means the Tax Increment Financing and Development Plan; Development Plan TIF '97 initially enacted on October 20, 1997, and as may be amended pursuant to Act 197.

(p) "Public Facilities" means the improvements described on **Exhibit D** attached hereto.

(q) "Site" means the real property located in the City of Traverse City, as described in **Exhibit B** attached hereto and made a part hereof.

(r) "White Box Condition" shall mean a condition where the following is completed: unfinished drywall, rough mechanical, rough electrical, rough plumbing, concrete floors, and exterior doors and windows are installed.

ARTICLE II

COVENANTS OF THE OWNER

Section 2.01 Construction of Owner Project and Public Facilities. The Public Facilities shall be built in accordance with plans and specifications prepared by the Design Professional subject to all applicable federal, state, and City standards and requirements and subject to typical inspections by the City. The Public Facilities shall not be constructed until the City has issued its written approval of the plans and specifications therefore, which approval shall be based on typical City standards for approving Public Facilities.

Section 2.02 Sale of Public Facilities. Upon completion of the Public Facilities, the Owner shall convey the unit in which the Public Facilities are located ("City Unit") in accordance with the terms contained herein to the City subject to the Master Deed for the Owner Project and all other easements and restrictions of record. The parties agree that the Unit shall be a unit in the to-be-formed condominium for the Owner Project, which shall be created by the Owner and the City shall accept title to the Unit subject to the terms of the condominium documents for such condominium project, which condominium documents shall be subject to the approval of the City, which approval shall not be unreasonably withheld.

Section 2.03 Disruptions. The Owner shall prosecute the construction of the Owner Project and the Public Facilities in a manner that will:

(a) reasonably minimize disruption to the use and enjoyment by the public of the adjacent areas and the Larry C. Hardy Parking Deck. The parties acknowledge that the walkway located on the Site will be closed to the public during construction subject to the terms of any necessary permits.

(b) consistent with sound construction practices, reasonably minimize disruption of vehicular and pedestrian traffic immediately around the Site; and

(c) maintain a safe and reasonably neat worksite.

Section 2.04 Access and Inspection. The Owner shall grant to the City and DDA access to all construction documents during every phase of construction.

ARTICLE III

CONDITIONS PRECEDENT TO OWNER'S OBLIGATIONS

Section 3.01 Conditions Precedent to Owner's Obligations to Construct. The obligations of Owner to acquire construct and complete the Owner Project and Public Facilities, as contemplated herein, are subject to the following conditions precedent, which must be satisfied or waived by the Owner, except as specifically provided herein:

(a) No action, suit, proceeding or investigation is pending before any court, public board or body to which Owner, the City or the DDA is a party, or threatened against the Owner, the City or the DDA, contesting the validity or binding effect of this Agreement, the validity of the Plan, or which could result in an adverse decision which would have material adverse effect upon the ability of the DDA or the City to meet their obligations under this Agreement. Upon request of the Owner, the City Commission shall determine if such material adverse effect exists.

(b) There has been no Event of Default by the City or DDA and no action or inaction by either of them eventually, which, with the passage of time, could become an Event of Default.

(c) The City and DDA have performed all of the terms and conditions to be performed by them pursuant to this Agreement.

(d) The Owner has received all necessary permits for construction of the Owner Project and the Public Facilities.

(e) The City has vacated the north half of the alley as shown on **Exhibit C**.

(f) The Owner has acquired title to the Site and obtained financing satisfactory to Owner to construct the Owner's Project.

(g) The Owner confirming to its satisfaction that the Purchase Price is greater than its actual costs to complete the Public Facilities.

ARTICLE IV

COVENANTS OF THE DDA AND CITY

Section 4.01 Purchase Price. The City and DDA shall pay the Owner in cash or certified funds at closing for the City Unit in an amount to be determined as follows: the Purchase Price for the City Unit shall be the sum of \$225 per square foot for the entire Unit (excluding interior walls) in a White Box Condition plus the actual construction costs for the build out and completion of the Public Facilities to the specifications as determined by the City and DDA (“Build-Out Costs”) plus ten (10%) percent of the Build-Out Costs (“Construction Fee”) (“Purchase Price”)

Prior to commencement of the build out of the Public Facilities, Owner shall provide the City with an estimate of the Build-Out Costs, which the City must approve as a condition precedent to commencement of the build out. Notwithstanding, the City’s obligations shall not be limited to the amount provided for in such estimate, but the Build-Out Costs shall not exceed 10% of the estimate approved by the City.

Section 4.02 Deposit. Thirty (30) days prior to commencement of construction by Owner of the Owner Project, the City and DDA shall pay to Owner an amount equal to ten percent (10%) of the Purchase Price (including an amount for estimated the Build-Out Costs and Construction Fee) as a deposit (“Deposit”). The Deposit shall be applied to the Purchase Price at Closing.

Section 4.04 Conditions Precedent to the City and DDA’s Obligation for Reimbursement. In addition to the conditions precedent to the City and the DDA’s obligations set forth in Article V, the obligation of the City and the DDA to reimburse the Owner for costs of the Public Facilities as contemplated herein shall be subject to the following conditions precedent which must be satisfied by the Owner as required herein:

(a) The Owner shall submit waivers of liens by the contractors, subcontractors and material suppliers to the City Manager as applicable prior to the City making the Final Payment; and

(b) The Owner shall submit such other items as may be reasonably requested by the City to the City Manager.

Section 4.05 Indemnification.

(a) The City shall indemnify and hold the Owner harmless from any loss, expense (including reasonable attorney fees), or liability of any nature, due to any and all suits, actions, legal or administrative proceedings, or claims arising or resulting from injuries to persons or property as a result of the ownership or operation, use, or maintenance of the Public Facilities from and after the date of the Owner's transfer of the Public Facilities pursuant to Section 2.01 to the extent that the City has insurance coverage for such liabilities. If any suit, action or proceeding is brought against the Owner, the Owner promptly shall give notice to the City and the City shall defend the Owner with counsel selected by the City, which counsel shall be reasonably satisfactory to the Owner. In any such proceeding, the Owner shall cooperate with the City and the City shall have the right to settle, compromise, pay, or defend against any such claim on behalf of the Owner, except that the City may not settle or compromise any claim if the effect of doing so would be to subject the Owner to criminal penalties, unless the Owner gives its consent. The City shall not be liable for payment or settlement of any such claim or proceeding without its consent.

(b) The City shall not be obligated to indemnify the Owner under sub-section (a) if the liability arises out of the Owner's sole negligence, willful misconduct or breach of this Agreement.

(c) The obligation for the City to indemnify the Owner shall survive termination of this Agreement.

Section 4.06 Waiver of Right to Terminate. The City and DDA hereby agree to waive any right to terminate this Agreement and their obligation to purchase the City Unit as may be provided for in the Michigan Condominium Act or the Condominium Documents. The City acknowledges that as consideration for such waiver, the Owner is designing its project to include the Public Facilities.

ARTICLE V

CONDITIONS PRECEDENT TO DDA AND CITY OBLIGATIONS

Section 5.01 Conditions Precedent to DDA's and City's Obligations Under Agreement. The obligations of the DDA and the City hereunder are subject to the following conditions precedent which must be satisfied prior to commencing construction as required herein, or waived by the DDA and the City, except as otherwise specifically provided herein:

(a) For any part of the Public Facilities which require amendment to the Plan, such amendment occurs without referendum or following a referendum which sustains the amendment.

(b) The City has approved the payment in accordance with law.

(c) No action, suit, proceeding or investigation is pending before any court, public board or body, to which the Owner, the City or the DDA is a party, or is threatened against the Owner, the City or the DDA contesting the validity or binding effect of this Agreement or the validity of the Plan or amendments thereto, or which could result in an adverse decision which would have one (1) or more of the following effects:

(1) A material adverse effect upon the ability of the DDA to use tax increments or other relied-upon revenue to reimburse the Owner.

(2) A material adverse effect upon the ability of the DDA or City to acquire and operate the Public Facilities;

(3) A material adverse effect on the Owner's, the DDA's or the City's ability to comply with the obligations and terms of this Agreement or the Plan.

(d) There has been no change in statutes or other law which would have one or more of the effects described in (c) above.

(e) The Owner has demonstrated that it has ownership in fee title or the unconditional right to acquire ownership in fee title of the real property to construct the Owner Project.

(f) There has been no Event of Default by the Owner and no action or inaction by the Owner which eventually, with the passage of time, could become an Event of Default.

(g) Proper zoning approvals for all land uses and development have been secured.

ARTICLE VI

CLOSING

Section 6.01 Closing. The Closing shall be within fourteen (14) days of the City's Unit receiving a certificate of occupancy and shall be in accordance with the standard terms, prorations and cost allocations as exist in Grand Traverse County and as contained in the Traverse Area Association of Realtor's form purchase agreement attached hereto as **Exhibit E**.

ARTICLE VII

DESIGNED CONSTRUCTION

The parties agree that the Owner Project and the Public Facilities each shall be designed and engineered by the Design Professional.

Section 7.01 Final Design. The parties acknowledge and agree that preliminary drawings for the Public Facilities and the Owner Project have been prepared and are attached as **Exhibit A**. The Design Professional shall utilize the Preliminary Designs showing the Owner Project and the Public Facilities.

(a) The Owner has authority to make changes to the Preliminary Designs of the Owner Project unless it materially changes the Public Facilities or cost of the Public Facilities. The Design Professional Fees related to changes requested by the Owner to the Owner project shall be the responsibility of the Owner regardless if such changes necessitate changes to the Public Facilities. Material changes shall only be made by mutual agreement with the DDA and City.

(b) The City and the DDA have authority to make changes in the Preliminary Design of the Public Facilities as long as it does not materially change the Owner Project or increase the cost of the Owner Project or Public Facilities. The Design Professional Fees related to changes requested by the City or the DDA to the Public Facilities project shall be the responsibility of the City or the DDA regardless if such changes necessitate changes to the Owner Project. Material changes shall only be made by mutual agreement with the Owner. The City and DDA shall be responsible for all increased costs related to the changes to the Public Facilities plus ten percent (10%) of such costs related to the City or DDA's changes to the Public Facilities.

(c) The Final Designs shall be approved by the parties within 30 days after preparation and delivery by the Design Professional. Any dispute regarding what is a material change shall be resolved by the Design Professional or a third professional selected by it.

ARTICLE VIII

DEFAULT

Time is of the essence in this agreement, and the parties will be held to strict compliance with the time limitations contained in this agreement. In the event of the failure or refusal of the City or DDA to perform the terms of this agreement, or in the event of their breach or default as to any of its terms, the Deposit made hereunder shall be forfeited and may be applied by the Owner in payment of its damages, and the Owner may treat the forfeited deposit as liquidated damages for such non-performance, breach or default, or at its election, in the event the actual damages shall exceed the sum deposited, may pursue such other legal and equitable remedies as it may have against the City and DDA. In the event of default by Owner, the deposit shall be returned to the City and DDA and they may pursue such legal or equitable remedies as may be available to the City and DDA against Owner.

ARTICLE IX

REPRESENTATIONS AND WARRANTIES

Section 9.01 Representations and Warranties of the City and DDA. The City and DDA represent and warrant to the Owner that:

- (a) The City is a Michigan municipal corporation.
- (b) DDA is a public body corporate, established pursuant to Act 197, with all necessary corporate powers pursuant to that Act to enter into and perform this Agreement.
- (c) The execution and delivery of this Agreement has been duly authorized by all requisite action on the part of the City and DDA, and this Agreement constitutes a valid and binding agreement of the City and DDA enforceable in accordance with its terms, except as enforceability may be limited by bankruptcy, insolvency, fraudulent conveyance or other laws affecting creditors' rights generally, now existing or hereafter enacted, and by the application of general principles of equity, including those relating to equitable subordination.
- (d) Neither the execution and delivery of this Agreement nor the consummation of the transactions contemplated hereby is in violation of any provision of any existing law or regulation, order or decree of any court or governmental entity, or any agreement to which the City or DDA is a party or by which they are bound.

Section 9.02 Representations and Warranties of the Owner. The Owner represents and warrants to the DDA and the City that:

- (a) The Owner (i) is duly organized and validly existing as a Limited Liability Company in good standing under the laws of the State of Michigan, with power under the laws of such state to carry on its business as now being conducted; (ii) is duly qualified to do business in the State of Michigan; and (iii) has the power and authority to consummate the transactions contemplated under this Agreement by the Owner.
- (b) There is no violation or default by the Owner of any provision of its Articles of Incorporation or under any indenture, contract, mortgage, lien, agreement, lease, loan agreement, note, order, judgment, decree of other instrument of any kind or character to which it is a party and by which it is bound, or to which it or any of its assets are subject, and compliance with the terms, conditions and provisions of this Agreement does not conflict with and will not result in or constitute a breach of or default under any of the foregoing, wherein default, breach or violation would materially and adversely affect any of the transactions contemplated by or the validity of this Agreement.
- (c) The execution and delivery of this Agreement and the consummation of the transactions contemplated hereby have been duly authorized by all requisite action on the part of the Owner and this Agreement constitutes a valid and binding agreement of the Owner in

accordance with its terms, except as enforceability may be limited by bankruptcy, insolvency, fraudulent conveyance or other laws affecting creditors' rights generally, now existing or hereafter enacted, and by the application of general principles of equity, including those relating to equitable subordination.

(d) Except as a part of remediation of the Site pursuant to state approval the Owner shall not use the Site for the storage, treatment or disposal of hazardous or toxic wastes of unaffiliated third parties and shall comply with all applicable federal, state and local laws, regulations, rules, ordinances, codes, decrees and orders in connection with any use of the Site, and shall obtain all necessary permits in connection therewith.

ARTICLE X

REMEDIES AND TERMINATION

Section 10.01 Remedies upon Default. Upon the occurrence of an Event of Default, the non-defaulting party shall have the right to terminate this Agreement or, at the election of such non-defaulting party, may obtain any form of relief permitted under this Agreement. Upon a termination of this Agreement, neither party shall have any further rights against nor liabilities to the other under this Agreement except as described in this Section and Article VIII and except for those covenants which survive this Agreement.

Section 10.02 Dispute Resolution.

(a) Mediation. The parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by confidential mediation under the Michigan Court Rules before resorting to litigation.

(b) Venue. All meetings, hearings and actions to resolve the dispute shall be in Grand Traverse County.

(c) Notice. Written notice of a claim shall be given to the other party not later than 90 days after the occurrence giving rise to the dispute becomes known or should have become known. Negotiations and mediation shall occur within 60 days after such notice.

(d) Dispute Coverage. This section applies to all disputes arising out of or in any way connected with this Agreement and includes, without limitation, disputes that may result under circumstances where the parties are defendants or co-defendants in actions brought by others.

ARTICLE XI

MISCELLANEOUS

Section 11.01 Assignment of this Agreement. Until a final certificate of occupancy is issued for the Owner's Project, no party to this Agreement may transfer, assign or delegate to any other person or entity all or any part of its rights or obligations arising under this Agreement without the prior written consent of all other parties hereto, which consent will not be withheld unreasonably.

Section 11.02 Notices. All notices, certificates or communications required by this Agreement to be given shall be in writing and shall be sufficiently given and shall be deemed delivered when personally served or when mailed by first class mail, addressed to the respective parties as follows:

If to DDA:
Executive Director
Downtown Development Authority
303 East State Street Suite C
Traverse City, MI 49684

If to the City:
City Manager
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

If to the Owner:
John Socks
200 Lake St. Development, LLC
309 Cass Street
Traverse City, MI 49684

or to such other address as such party may specify to both other parties by appropriate notice.

Section 11.03 Amendment and Waiver. No amendment or modification to or of this Agreement shall be binding upon any party hereto until such amendment or modification is reduced to writing and executed by all parties hereto. No waiver of any term of this Agreement shall be binding upon any party until such waiver is reduced to writing, executed by the party to be charged with such waiver and delivered to the other parties hereto.

Section 11.04 Entire Agreement. This Agreement and its Exhibits contain all agreements between the parties. There are no other representations, warranties, promises, agreements or understandings, oral, written or implied, among the parties, except to the extent reference is made thereto in this Agreement.

Section 11.05 Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.

Section 11.06 Captions. The captions and headings in this Agreement are for convenience only and in no way limit, define or describe the scope or intent of any provision of this Agreement.

Section 11.07 Applicable Law. This Agreement shall be governed in all respects, whether as to validity, construction, performance and otherwise, by the laws of the State of Michigan.

Section 11.08 Mutual Cooperation. Each party to this Agreement shall take all actions required of it by the terms of this Agreement as expeditiously as possible and shall cooperate to the fullest extent possible with the other parties to this Agreement and with any individual entity or governmental agency involved in or with jurisdiction over the engineering, design, construction or operation of the Improvements or the Project, or any other improvements which are undertaken in connection with the foregoing, in the granting and obtaining of all easements, rights of way, permits, licenses, approvals and any other permissions necessary for the construction or operation thereof. Each party to this Agreement shall execute and deliver all documents necessary to accomplish the purposes and intent of this Agreement including, but not limited to, such documents or agreements as may be required by the Owner's lenders with respect to the Project to secure the Owner financing from such lenders. Each party to this Agreement also shall use its best efforts to assist the other parties to this Agreement in the discharge of their respective obligations hereunder and to assure that all conditions precedent to the Financing and the completion of the Public Facilities Project are timely satisfied.

Section 11.09 Binding Effect. This Agreement shall be binding upon the parties hereto and upon their respective affiliates, successors and assigns.

Section 11.10 Brokerage Fees. The City, DDA and Owner each represent and warrant that no broker or finder has been engaged in connection with this Agreement. Each party shall indemnify the other and hold the other harmless from any and all liability (including reasonable attorneys' fees and costs) for brokerage commissions or finders' fees in connection with this Agreement to the extent such liability or claim is based on any arrangement or agreement made or claimed to have been made by or on behalf of the indemnifying party.

Section 11.12 Third Party Beneficiaries. This Agreement shall not be deemed or construed to create any right to reimbursement or otherwise in any third party. This Agreement shall not be construed to create any third party beneficiary contract or claim, and the parties intend there to be no third party beneficiaries.

IN WITNESS WHEREOF, the City, DDA and the Owner have caused this Agreement to be duly executed and delivered as of the date first written above.

OWNER

Dated: _____

By:
Its:

CITY OF TRAVERSE CITY

Dated: _____

Michael Estes, Mayor

Dated: _____

Benjamin C. Marentette, City Clerk

Approved as to Substance:

Approved as to Form:

Martin A. Colburn, City Manager

Lauren Tribble-Laucht, City Attorney and General Counsel

TRAVERSE CITY DOWNTOWN
DEVELOPMENT AUTHORITY

Dated: _____

By: _____
Charles Judson, Chairperson

Dated: _____

By: _____
Steve Constantin, Secretary

Approved as to Substance:

Rob Bacigalupi, Executive Director

Exhibits A-E

PROFESSIONAL SERVICES CONTRACT

THIS AGREEMENT, effective on _____ 2015, is made between the Traverse City Downtown Development Authority, herein referred to as “DDA,” an authority created in 1978 under Michigan Public Act 197 of 1975, with a mailing address of 303 E. State, Traverse City, MI 49684, **AND** Parallel Solutions LLC, herein referred to as “Parallel Solutions,” a private company with an office address of 148 E. Front Street, Suite 203, Traverse City, MI, 49684 and a mailing address of P.O. Box 4158, Traverse City, Michigan, 49685.

1. **Services To Be Provided by Parallel Solutions.** Parallel Solutions will support the DDA’s Farmer’s Market project and campaign planning and implementation efforts by:
 - Reviewing proposed project plans, timelines and budgets and recommending refinements to the project’s case statement
 - Interviewing prospective donors and potential project partners to assess inclination, interest and capacity
 - Assessing campaign fundraising feasibility
 - Developing a gift table that can be used to inform and evaluate the project’s scope, budget and phasing
 - Making recommendations for campaign implementation, including fundraising partnership opportunities

Parallel Solutions agrees to provide the following scope of work and services:

ACTIVITIES AND DELIVERABLES	TIMELINE
<p>A. Meetings, Correspondence and Coordination with Project Leaders</p> <p>Parallel Solutions will participate in project-related meetings, phone conversations, and emails, and will communicate and coordinate with DDA staff and other DDA representatives who are working on other aspects of this project’s planning and management.</p> <p><i>Estimated Cost: \$500</i></p>	<p>November - March 2015</p>
<p>B. Project Case Statement and Budget Review and Consultation</p> <p>Parallel Solutions will review existing Farmer’s Market project plans, budgets and implementation timelines and will make recommendations regarding potential edits to the existing project case statement.</p> <p><i>Estimated Cost: \$500</i></p>	<p>November – December 2015</p>
<p>C. Food Network Assessment and Partnership Feasibility</p> <p><i>Purpose and Design:</i> Parallel Solutions will research and interview up to six public, private and/or not-for-profit prospective project implementation partners to assess the status of their current food and farm-related initiatives and their level of awareness, interest, inclination and capacity to collaborate on the Farmer’s Market implementation project and capital campaign.</p> <p>Prospective partners may include organizations or entities that are involved in the Grand Traverse region’s Food Hub and/or Food and Farming Network, including those in the region who are addressing barriers to accessing fresh and nutritious food for individuals and families who have low incomes, protecting</p>	<p>December 2015 – January 2016</p>

<p>significant farmland, and/or are supporting regional farm-to-market initiatives at the regional and State level, such as Cherry Capital Foods, the Taste the Local Difference Program, and the Michigan State University Center for Regional Food Systems program.</p> <p>Parallel Solutions will design a list of up to ten research and interview questions, which will be reviewed and ratified by the DDA.</p> <p>The DDA will also ratify the list of potential interviewees with advice and guidance from Parallel Solutions. Parallel Solutions will prepare an outreach letter to prospective interviewees and the DDA will distribute these letters on their letterhead and signed by a designated representative of the DDA.</p> <p>Parallel Solutions will schedule and conduct each interview with participants, either over the phone, at the individual’s home or business, or at Parallel Solutions’ office on Front Street. Each interview will take approximately 45 – 60 minutes. All requests for confidentiality shall be maintained.</p> <p><i>Analysis:</i> Parallel Solutions will compile a Microsoft Excel spreadsheet of responses, by question and by person/organization. A copy of the spreadsheet will be shared with the DDA in a printable Excel and PDF format. It will also be included in the final report.</p> <p><i>Estimated Cost:</i> \$2,500</p>	
<p>D. Prospective Donor Interviews</p> <p>Parallel Solutions will interview up to 10 prospective individual and foundation donors to learn about their interests and philanthropic inclination and capacity related to the project. Prospective donors will be identified by the DDA staff and project committee members, and with guidance and consultation from Parallel Solutions. The list of prospective donors will be kept confidential.</p> <p>Each interview will last between 60 – 90 minutes and will be conducted at a location that is the most convenient and comfortable for the donor. Locations may include their home or business, the site of the current Farmer’s Market, or at the office of Parallel Solutions in downtown Traverse City. Interviews may also be conducted over the phone.</p> <p><i>Analysis:</i> Parallel Solutions use insights gathered from interviews to assess campaign feasibility and prepare a gift table, which will be included in the final report. All donor requests for confidentiality will be honored and respected.</p> <p><i>Estimated Cost:</i> \$4,500</p>	<p>February – March 2016</p>
<p>E. Preparation of Executive Summary and Final Report</p> <p>Parallel Solutions will prepare a final report and recommendations in a printable Microsoft Word and PDF format. The report will include an assessment of prospective partners and donor interview outcomes, observations and recommendations regarding partnership potential, recommendations regarding campaign planning and implementation, and a gift table that may be used to inform the project’s budget and funding sources and uses. The report will be shared with the DDA Director by March 31, 2016.</p> <p><i>Estimated Cost:</i> \$2,000</p>	<p>March 2015</p>

2. **Fees and Expenses.** The total cost to complete the scope of work indicated above will not exceed \$10,000. DDA will pay ½ of these expenses when the contract is signed and the final ½ after the successful completion of the scope of work.

3. **Period of Service.** The scope of services will be completed by March 31, 2016.

4. **Amendment.** This Agreement may be amended or extended only by written consent of both DDA and Parallel Solutions.

5. **Termination.** Either party may terminate this Agreement, with or without cause, or for reasonable cause effective immediately by giving written notice of termination to the other party. If either party terminates the Agreement, Parallel Solutions shall provide a written invoice for any unpaid time spent performing tasks and services under this Agreement up to the date of termination. DDA shall pay the invoice within 14 business days of the receipt of invoice.

6. **Independent Contractor Status.** The parties agree that Parallel Solutions is an independent contractor, and that Parallel Solutions shall not be deemed to be an employee, partner, or joint venture of DDA during the term of the Agreement. Except as otherwise specifically stated herein, the parties agree to and represent the following:

A. During the term of the Agreement, Parallel Solutions has the right to perform services for third parties and intends to do so.

B. Parallel Solutions has the right to perform the services required by this Agreement at any place and location and at such times as Parallel Solutions may determine and to control the means, manner, and method by which the services are performed, except to the extent expressly provided herein.

C. Parallel Solutions will furnish all materials, equipment, and supplies used to provide the services required by this Agreement except as provided herein.

D. Parallel Solutions shall not be required by DDA to devote full time to the performance of the services required by this Agreement.

7. **Access.** DDA will provide access to DDA plans, files, maps, data, contact information and materials in order for Parallel Solutions to perform the Scope of Work in this Agreement. Parallel Solutions will only use DDA's materials and access to information for the purpose of this Agreement, and understands that all documents and data are the property of DDA.

8. **State and Federal Taxes.** DDA will not withhold FICA (Social Security and Medicare taxes) from Parallel Solutions' payments or make FICA payments on Parallel Solutions' behalf, or make state or federal unemployment compensation contributions on Parallel Solutions' behalf, or withhold state or federal income tax from Parallel Solutions' payments. Parallel Solutions shall pay all taxes incurred while performing services under this Agreement, including all applicable income or self-employment taxes.

9. **Worker's Compensation.** DDA shall not obtain worker's compensation insurance on behalf of Parallel Solutions.

10. **Unemployment Compensation.** DDA shall make no state or federal unemployment compensation payments on behalf of Parallel Solutions. Parallel Solutions will not be entitled to these benefits in connection with work performed under this Agreement.

11. **Entire Agreement.** This is the entire Agreement between Parallel Solutions and the DDA.

12. **Applicable Law and Venue.** The laws of the State of Michigan will govern this Agreement, and the parties consent to personal jurisdiction and venue in Michigan courts in connection with any action between the parties arising out of this Agreement or Scope of Work.

October 13, 2015

SIGNATURES OF AUTHORIZED REPRESENTATIVES:

Megan Olds

PRESIDENT & PRINCIPAL
PARALLEL SOLUTIONS LLC

Date: _____

Rob Bacigalupi

EXECUTIVE DIRECTOR
TRAVERSE CITY DOWNTOWN DEVELOPMENT
AUTHORITY

Date: _____

2006 ERA Market Analysis Status Strategies Status Report - September 2015

Category	Strategy	Description	Update
DDA Operation Focus			
	Develop a Non-Profit Foundation	Provides a more business-like entity that has a more hands on and proactive role in downtown redevelopment	Staff is working with Grand Traverse County Planning & Economic Development on researching models.
	Reduce Tenant Turnover	High retail turnover is related to potentially insufficient analysis and business planning for incoming retailers.	Following the ERA Report, the DDA stepped up efforts to connect potential tenants with existing business assistance programs offered at the Traverse City Area Chamber and Networks Northwest both in-house and through the website.
	Consistent Store Hours	Limited and inconsistent store hours discourage shoppers and result in lost sales opportunity.	Growth in evening activities has led to more consistent late hours. More work can be done on this, however.
	Identify Priority Infill Development Sites	The DDA/City should encourage development that meets community goals. Underutilized infill sites can be an opportunity to address City needs with the right incentives and development-friendly environment.	In 2015 the DDA worked with MEDC's Redevelopment Ready program to focus on key parcels in downtown's west end.
	Real Estate Intermediary	A more proactive role in downtown redevelopment would benefit from an entity, possibly the DDA, that help acquire property needed to execute City revitalization goals.	This is part of the research related to developing a non-profit foundation. Recent efforts to acquire land for parking on the west end highlighted the pitfalls of public entities negotiating land purchases.
	Expand Regional Marketing Support	Increased hotel taxes, and dedicated special assessments could fund expansion of promoting downtown to other markets, such as Chicago.	In 2011, the Traverse City Area Visitors and Convention Bureau, now know as Traverse City Tourism, raised their bed tax to leverage State tourism dollars to greatly expand marketing the entire region.

Category	Strategy	Description	Update
Downtown	Infrastructure Improvements		
	More Parking	ERA estimates that downtown is “underparked” by about 840 spaces. They further recognize that limited developable land will create pressure on existing surface parking exacerbating the problem.	In 2010, the City and DDA built a 522-space parking garage in Old Town. The City just optioned a large piece of property on the west end for parking.
	Wayfinding and Gateway Improvements	Wayfinding and gateway improvements would help better identify downtown as a destination and help visitors navigate within it.	In 2009, the DDA implemented a \$250,000 wayfinding program that includes four sign types and has since been integrated with electronic media outlets.
	Streetscape Improvements	Generally, reinvestment in streetscape improvements is needed to maintain and improve the pedestrian experience. Specifically, more opportunities for outdoor dining and a stronger emphasis on public art is needed.	In 2014 the DDA reconfigured one of its four mid block crosswalks to better accommodate the pedestrian. A second crosswalk is currently being re-outfitted at this time. In 2014 the DDA drafted and recommended to the City a proactive public art program for the entire city. This was approved in 2015.
	Evaluate Two-Way Streets	Leading traffic engineers are re-thinking the overall value of one-way pairs. Two-way streets can add value for retailing. The DDA should evaluate its current one-way pair system.	In 2011, the DDA organized an effort to evaluate conversion of the one-way pairs downtown to two-way. The conclusion at the time was that it was conversion had impacts beyond downtown and that it should be a Planning Commission issue.
	Bayfront Park Connections	Urban parks have great value to downtowns. Downtown’s urban waterfront parks are somewhat disconnected from downtown by US-31.	As part of the Bayfront Plan implementation, the DDA funded improvements to Clinch Park including a greatly improved Cass Street tunnel. The DDA also programmed funds for another pedestrian crossing improvement planned for fiscal year 2017-18.

Category	Strategy	Description	Update
Market Opportunities and Positioning			
	Entertainment	Evening entertainment, particularly movies, can drive increased activity downtown. The lack of modern movie venues, such as stadium-style seating, in the area provides an opportunity downtown but also a threat in that if a modern multiplex is not built downtown, then it will most sure go in a suburban area.	In 2009, the DDA connected a movie developer with a land owner downtown and assisted with a multiplex concept that ultimately did not get built. In 2013, City and DDA worked with the Traverse City Film Festival who renovated a building in Clinch Park as a movie house that now shows first-run movies.
	Residential Development	Decreasing household size threatens the population levels for the City. Housing location preferences favor housing within walking distance of downtown.	From 2009-2011, the DDA “lent” its executive director to the City to, in part, encourage the construction of 50 units per year to offset decreasing household size. Clearly, much more needs to be done to meet currently identified housing demand in town.
	Downtown Store Mix	Certain segments are doing very well (i.e. restaurants, gift shops) but adding focussed clusters of home renovation and art galleries is recommended to increase retail sales capture.	The DDA takes an active roll in matching potential tenants with available space. Our efforts have helped establish a home renovation cluster in Old Town. Initiating a gallery cluster has proven more difficult.
	New Tenant Ideas	The report identified trending retail concepts that might be a good fit for downtown.	Of the five concepts suggested, four were established since the report. They are: wine tasting/cheese store, specialty olive oil, and fair trade.
	National Chain Stores	Strategic additions of some national chain stores, like movie theaters, can prevent the development of competing lifestyle centers on the urban fringe.	Since the report, Chico’s located in the 200 block of East Front, citing the success of Talbot’s in the 100 block.

Category	Strategy	Description	Update
	Street-Level Office/Financial Uses	Office/financial uses in prime street-level locations can hurt the retail environment.	The DDA works with land owners to discourage this practice. Prohibiting it legislatively has come up as a tactic but has never gained favor. There are currently two such financial uses in prime retail spots on Front Street.
	Festivals and Special Events	Weekend niche festivals can broaden the retail capture downtown.	The DDA has actively worked with the City to balance neighborhood concerns regarding events while encouraging more downtown festivals. The City is fortunate to have strong demand from third-party organizers to put on events and should continue to encourage an appropriate number and type.

DOWNTOWN MARKET ANALYSIS

DESCRIPTION OF SERVICES REQUESTED

A. Project Schedule

The DDA hopes to award a contract in early November 2015 and would like the study completed by the end of May 2016. The successful consultant will work with DDA staff to implement the work.

B. Scope of Services

The study will focus on the DDA District as shown in the attached and the five corridors as defined in the Corridors Master Plan. The study must include, but is not limited to, the following products:

- a. Demographic and economic base assessment, identifying the following:
 1. Most current relevant demographics for Grand Traverse County and the City.
 2. Drawing on the 2014 Housing Target Market Analysis for Grand Traverse County, highlight the tapestry segments attracted to and already in the region.
 3. An analysis of the impact of tourism on real estate demand in the study areas.
- b. Housing Potential Analysis, drawing on the 2014 Housing Target Market Analysis and identifying the following:
 1. Depth and breadth of the market – how many are likely to move to Downtown and the Corridors if appropriate housing units are were to be made available.
 2. What their housing preferences are in aggregate.
 3. Competing alternatives – other housing choices either existing or under construction that meet the target market needs.
 4. Price potential – what they will pay to live Downtown and in the Corridors.
 5. Absorption forecast – how quickly they will rent or purchase new units.
 6. Strategies to address identified shortcomings and opportunities.
- b. Retail/Office Potential Analysis, identifying the following:
 1. Void analysis to determine the need and demand for additional retail in the DDA District and Corridors, by category.

2. Void analysis to determine the need and demand for additional office users in the DDA District and Corridors, by category.
3. Retail sales trends for the city, county and the country.
4. A Off-season retail market area analysis that stratifies visitor and local shopper responses. We are looking demographic profile of shoppers including age, income, educational, attainment, family status and any other pertinent characteristics, as well as data on shopping preferences, dollars spent, and likes and dislikes of downtown.
5. Metrics for retailers including sales by area and rent.
6. Any other characteristics the consultant believes are valuable.
7. Strategies to address identified shortcomings and opportunities.

##

DRAFT



To: DDA Board of Directors

From: Rob Bacigalupi, Executive Director

RMB

Re: Parking Report and Rate Change Recommendations

Date: Monday, November 17, 2014

Attached is a thorough three-year Parking Report prepared by Parking Administrator Nicole VanNess. In this report, Nicole lays out a vision for the parking system that addresses improving options and customer service for downtown parkers, as well as raising revenue for the parking system's growing needs. This report includes recommendations for rate adjustments, some of which we will ask the DDA Board to consider.

Parking Best Practices

The draft plan seeks to move toward industry best practices in a few ways:

- First, we need to *maintain and update our capital assets* in a timely fashion. This requires more thoughtful asset management and maintaining revenues adequate for our needs. Our parking capital assets include a broad range of items. Meter maintenance, bike shelters and racks, parking lot and garage maintenance, and future parking decks.
- Second, we want to move toward *market-based pricing*. Parking is a commodity that should be priced to provide a multitude of options. The

industry recommends that street and surface lot parking should ideally be 80–90% occupied. This allows for high and therefore efficient utilization of facilities but also makes available parking apparent so that motorists are not circling the block in frustration looking for an open space, which can happen when facilities are too full. Front and Union Street meters, as well as many of our lots, are beyond 90% full during the busy season.

- Finally, we hope to *improve customer service* for parkers. Visitors to downtown want to have more parking options, and want to have more ways to pay for parking including with credit card on-site and online.

Our Parking & Access Committee met October 31st and reviewed an earlier version of this Parking Plan. Attached are the notes from that meeting. Based on the Parking Plan and the Committee’s comments, I am recommending the following eight rate adjustments:

1. Adjustments to the violation rates as proposed in the table on pages 5–7 in the Parking Plan.

2. Adjustments to meter rates according to the Table 1.

Table 1 - Proposed Meter Rates

Time Period	Current Hourly Rate	Proposed Hourly Rate
0 - 3.99 hours	60 ¢	\$1.00
4 - 7.99 hours	60 ¢	80 ¢
8 hours and higher	50 ¢	60 ¢

3. Limiting the free evening and weekend parking program in the Hardy Garage to from the day after Thanksgiving to January 7th effective May 1, 2015, and further adding the Old Town

Garage to the program. Earlier this year, the DDA Board and City Commission changed the free parking to include just the months of November through April. We are recommending limiting the program to just the holiday season.

4. Increase event rates from a \$6 maximum to a \$10 maximum. The actual rate will vary depending on event duration at the discretion of the Parking Administrator.
5. Increase the daily bagged meter rates from \$10 to \$15 and \$12 for right-of-way permits. Now all meter bags are \$10 and we are proposing \$15 for standard requests and a lower rate \$12 for right-of-way permits, which tend to last longer.
6. Adjust permit rates as described on page 8 of the Parking Plan. Monthly rates for both surface lots and garages are proposed to go down whereas quarterly and annual rates go up. This is mainly to help part time or seasonal employees who are less able to afford parking versus the full-time employee who is better able to afford parking.
7. Convert Traverse City's Residential Permit System from a "pilot" program to a permanent program, and further establish rates as proposed in Table 2.
8. Establishment of a Beach Permit at the rate of \$10 per season. This rate would apply to beach lots that the Traffic Committee decides to add to the parking system. Lot RB at the volleyball courts has already been added and West End Beach and Bryant park have been discussed as being added during the summer months.

Table 2 - Proposed Residential Permit

Residential Permit for resident of the Neighborhood (2-Year)	\$48
Residential Permit for guest (1-Year)	\$96
Residential Permit for guest (monthly)	\$4

Parking & Access Committee

DDA Office

303 East Front Street, Suite C,

October 31, 2014, 8:30 a.m.

Meeting Notes

1. Introductions. The following members were present: Bill Golden, Nate Elkins, Lee Kurt, James Bruckbauer, Deb Lake (via phone), Russ Soyering, Nicole VanNess, Colleen Paveglio, Rob Bacigalupi.
2. Parking System Plan Discussion. VanNess discussed the draft Parking Plan dated 10/27/2014. The Plan addressed capital improvements, surface parking, on-street parking, parking violations, short term parking rates, long term parking rates, and specialty permits. The Committee commented on possible locations for additional bike parking including the Hardy Garage, Lot O and Lot C. The Committee specifically discussed conversion of some of the two hour meters to three hours in areas such as near the State Theatre where visits often exceed two hours. The Committee discussed the Plan's suggestion to discontinue free Garage parking on nights and weekends. There was some sentiment to keep it at least for the holiday shopping season. The Committee commented on recommended permit rate adjustments. Deb Lake urged that there be options for parkers who do not make a lot of money. Some commented that those options exist in the proposal. During the discussion of beach permits (under specialty parking) it was suggested that on-street parking be added to Grandview Parkway as a means to provide proximal parking, and help slow down traffic.
3. Discussion Regarding Proposed Rate and Fine Increases - This was discussed as part of the Parking Plan discussion above. Though most rates are proposed to be increased, there are some recommendations for rate decreases as well.
4. Downtown Direct Update. Bacigalupi reported that the program may be extended and efforts continue to recruit riders.
5. West Front Street Parking Update. Bacigalupi provided an update on discussions regarding purchase of land on the west side of downtown.
6. Other Items.
 - TART would like the Traverse City Parking System to take over the in-street bike rack in front of Pangea's. Lee Kurt will send a written request to that effect.
7. Adjourn. The meeting adjourned at 10:00 a.m.

The next meeting is scheduled for 8:30 a.m., Friday, January 30, 2015



Parking Plan

2015-2018

Version 2

Last Update Date: 11/18/2014

TABLE OF CONTENTS

Capital Improvements 3

 Meter Maintenance..... 3

 Online Service..... 3

 Bike Shelters & Racks 3

 Additional Pay Stations..... 4

 Accept After-hours Payments..... 4

Surface Parking 4

 Existing Leases 4

 Parking Decks 4

Onstreet Parking 4

 Hour Limits and New Meter Zones..... 4

 Permit Metered Zones 5

Parking Violations 5

 New Violation – Tampering or Falsifying a Permit..... 5

 Pay within 48 hours..... 5

 Violation Rates 5

Short Term Parking..... 7

 Meter Rates..... 7

 Garage Rates 7

 Event Rates..... 7

 Bagged Meter Rates 7

Long Term Parking..... 8

 Permit Rates 8

 Residential Parking Permit Program (Resident) 8

 Residential Parking Permit Program (Non-Resident) 8

Specialty Permits..... 8

 Downtown Evening Permits..... 8

 Beach Permits..... 9

 Day Permits: Motor Coach, Boat Launch, Marina Permits, Fish Weir 9

CAPITAL IMPROVEMENTS

Meter Maintenance

Meter housings in all of the metered locations need to be replaced or refurbished. The housings and posts are not aesthetically pleasing for the Medical Center, downtown, or community college. For areas where we plan to keep single space housings, the lock mechanisms will be swapped out for more secure and compliant Abloy locks that will reduce tampering and theft.

Online Service

Implementing online solutions will enable customers to view their account information, update their vehicle registration(s), and transact business at their convenience.

Online Appeals

Online appeals will allow for customers to view the violation, contest their citation(s), and view the judgment decision without having to call into the office.

Online Permits

Annual Permits

Online permits will allow for customers to purchase a new permit, renew an existing permit, and pay via credit card. Permits will be configured to prorate which will allow customers to purchase permits any day of any month and pay the calculated cost of the permit. Customers will have the option to pick up their permits from the office or have them mailed.

Temporary Permits

Customers who need to park in permit areas for a short time period will be allowed to click and print permits and be billed for only the dates needed. We would also have the option to associate the permit directly with a license plate and offer paperless permitting.

Auto-renewals

We are looking into the option to offer credit cards to be linked for month-to-month auto-renewals. This will give customers the flexibility to pay for their permits monthly and charge a credit card that is on-file with their account.

Online Events

One of our long term goals would be to offer event parking online for customers who are planning to attend. Event passes would be setup on an event by event basis. Offerings could include one-time use access or defined number of uses per day for a purchased date range. The passes would allow customers to enter and exit with a printable barcode.

Tracking the presold passes would help to determine staffing needs and determine how many spaces should be set aside from available spaces.

Bike Shelters & Racks

We are reviewing areas where we can include additional bike parking to reduce the amount of congestion created when bikes are locked to meter and light posts. The overall goal is to identify a location where we can build a bicycle parking garage that is protected from the elements. Additional bike parking would be supplemented with rack stands where space is limited.

Additional Pay Stations

There are areas that could be best served by Pay Stations where customers are offered parking options. These locations would offer short-term or hourly parking or special permit parking that would allow for a day or week permit that is linked to their license plate number. These areas will require the purchase of additional Pay Stations and signage.

Accept After-hours Payments

The Hardy Garage is currently closed and locked down after closing hours. Any customers who are locked in are required to call Central Dispatch to have an Officer come and let them out of the garage. Officers are not readily available to handle these types of non-emergency requests, and it is not an efficient use of their time to respond to these requests. We would like to purchase automated payment at exit devices to allow customers to exit after hours. The existing equipment may need to be replaced due to its age, and the difficulty to obtain discontinued devices.

An additional consideration for after-hours garages is that they will need to remain accessible 24 hours a day to all customers, and be equipped with additional security cameras.

SURFACE PARKING

Existing Leases

Many of our leases are outdated, and need to be thoroughly reviewed to ensure we are paying a fair rate for all permit surface lots and distributing a fair percentage of revenue for the metered surface lots.

Parking Decks

In an effort to reduce surface parking and encourage development of current surface lots, the DDA is pursuing the purchase of land for a west side parking deck. In the past, the City has relied very heavily on TIF to pay for construction of our first two parking decks. The availability of TIF diminishes as time goes on therefore we must rely on the parking system fund to help TIF pay for a future parking deck.

ONSTREET PARKING

Hour Limits and New Meter Zones

Traditionally, metered parking downtown has always been 2 or 10 hour limits with the most recent addition of 4 hour limits. We are reviewing the areas in downtown and at Munson to determine where we can create zones and offer time limits that may be more suited for the type of business within the area, and still accommodate the demand of turnover.

We have already purchased an electronic handheld unit from our meter mechanism vendor that will allow the staff to reprogram the devices.

Permit Metered Zones

Permits for metered locations have not been offered in the past, and there are currently not any ordinances that support permits as a valid form of payment at meters. When reviewing the new metered zones, we will determine if there is a demand to offer permit metered parking in surface lots and residential for a premium rate.

PARKING VIOLATIONS

New Violation – Tampering or Falsifying a Permit

The option to purchase temporary permits online that can be printed at home will warrant the need to create a new violation to detour customer's from altering or falsifying permits.

Pay within 48 hours

We are proposing a reduced fee schedule for specific violations if they are paid within 48 hours. We will purchase a drop-box to be installed outside of our office door for after-hours payments. The payment would have to be accepted in our offices no later than the end of the second day.

Violation Rates

Below are the proposed rate increases for parking citations.

Violation Description	Current Amount	Proposed Amount
(1) Direction of parking and along curb	\$15.00	
(2) Angle parking	\$15.00	\$20.00
(3) Obstructing traffic	\$15.00	
(4) On sidewalk	\$15.00	\$20.00
(5) In front of driveway	\$15.00	
(6) Within an intersection	\$15.00	
(7) Within 15 feet of fire hydrant	\$15.00	\$30.00
(8) On a crosswalk	\$15.00	\$20.00
(9) Too close to intersection or crosswalk	\$15.00	\$20.00
(10) Too close to traffic control device	\$15.00	
(11) Too close to safety zone	\$15.00	
(12) Too close to railroad crossing	\$15.00	
(13) Too close to fire station	\$15.00	
(14) Next to obstruction	\$15.00	
(15) Double parking	\$15.00	\$20.00
(16) On bridge or in tunnel	\$15.00	
(17) Too close to accident	\$15.00	
(18) In front of theater	\$15.00	\$20.00
(19) Blocking emergency exit	\$15.00	\$20.00
(20) Blocking fire escape	\$15.00	
(21) Where prohibited by sign	\$40.00	

A. If paid within 30-60 days of violation	\$60.00	
B. If paid after 60 days of violation	\$80.00	
(22) Handicapped parking	\$100.00	
(23) Overnight during winter (November 16-April 14)	\$15.00	
A. First Violation within a one-year period		\$25.00
B. Second Violation within a one-year period		\$50.00
C. Third Violation within a one-year period		\$75.00
D. Fourth and subsequent violations within a one-year period		\$100.00
(24) Overnight on paved street (April 15-November 15)	\$15.00	\$25.00
(25) Overnight Parking on Bay Street during National Cherry Festival		
A. First Violation within a one-year period	\$100.00	
B. Second Violation within a one-year period	\$125.00	
C. Third Violation within a one-year period	\$150.00	
D. Fourth and subsequent violations within a one-year period	\$175.00	
(26) Past time limit on sign		
A. If paid within 15 days of violation	\$10.00	\$15.00
B. If paid within 16 to 30 days of violation	\$20.00	\$30.00
C. If paid within 30 days of violation	\$30.00	\$45.00
(27) In alleys	\$15.00	\$20.00
(28) For a prohibited purpose	\$15.00	\$30.00
A. Sale		
B. Washing or repair		
C. Advertising Selling Merchandise		
E. Storage for over 48 hours		
(29) On one-way street	\$15.00	
(30) Too long in passenger loading zone	\$15.00	\$20.00
(31) In freight loading zone	\$15.00	
(32) In bus or taxicab area	\$15.00	\$20.00
(33) Meter violation - first violation		
A. If paid within 2 days of violation		\$10.00
B. If paid within 15 days of violation	\$10.00	\$20.00
C. If paid between 16 to 30 days of violation	\$20.00	\$30.00
D. If paid after 30 days of violation	\$30.00	\$40.00
(34) Parking beyond time allowed on meter (Codified Ordinances Sec. 484.04)		
A. If paid within 2 days of violation		\$10.00
B. If paid within 15 days of violation	\$10.00	\$20.00
C. If paid within 16 to 30 days of violation	\$20.00	\$30.00
D. If paid after 30 days of violation	\$30.00	\$40.00
(35) Parking beyond time allowed on meter - for each additional violation at the same meter on the same day (Codified Ordinances Sec. 484.04(b))	\$15.00	\$20.00
(36) Improper parking	\$15.00	\$20.00
(37) Parking without a permit or failure to display permit		

A. If paid within 2 days of violation		\$10.00
B. If paid within 15 days of violation	\$10.00	\$20.00
C. If paid within 16 to 30 days of violation	\$20.00	\$30.00
D. If paid after 30 days of violation	\$30.00	\$40.00
(38) Parking beyond time allowed on meter - 7 or more violations within a one-year period (Codified Ordinances Section 484.04)	\$75.00	
A. If paid within 2 days of violation		\$40.00
(39) Tampering or falsifying permit		
A. First Violation		\$100.00
B. Second Violation		\$150.00
C. Third Violation		\$175.00
D. Fourth and subsequent violations		\$200.00

SHORT TERM PARKING

Meter Rates

Our metered rates have not been increased since April of 2004. Rates across Michigan currently vary between .30 and \$2 per hour. Attributing factors to the variance are zone, location and time limit. After the new metered zone review, we are considering a rate increase not to exceed \$1 per hour.

Garage Rates

At this time, there is no consideration for a rate increase at the garages. We are reviewing the operational costs, and are considering discontinuing free parking on nights and weekends. We would like to offer free parking after 5 p.m. and all day on Saturdays and Sundays in both parking garages from the day after Thanksgiving through the first week of January.

Event Rates

Event rates are currently a flat rate of \$6 per day for the duration of an event. There are many times throughout the year when the garage reaches or exceeds capacity. We are considering an event rate increase not to exceed a flat rate of \$10 per day for the duration of the event. The rate will vary based on the event.

Bagged Meter Rates

Bagged meter rates are currently \$10 per space per day and typically customers are limited to four spaces per day. We are considering a rate increase not to exceed \$12 per day with a valid City Right-of-Way permit, and \$15 per day for non-permit holders.

LONG TERM PARKING

Permit Rates

We are currently implementing permit sales through our existing parking software, and are considering simplify the rates so they can be programmed to allow for daily proration.

Surface Permit Rates

Existing Rates	Existing Rate Calculations	Existing Annual Cost	Proposed Rates	Proposed Rate Calculations	Proposed Annual Cost
\$45/month	\$2.05 x 22 days	\$533.00	\$44/month	\$ 2.00 x 22 days	\$520.00
\$95/quarter	\$1.46 x 65 days	\$379.60	\$113.75/quarter	\$ 1.75 x 65 days	\$455.00
\$345/annual	\$1.33 x 260 days	\$345.80	\$390/annual	\$ 1.50 x 260 days	\$390.00

Garage Permit Rates

Existing Rates	Existing Rate Calculations	Existing Annual Cost	Proposed Rates	Proposed Rate Calculations	Proposed Annual Cost
\$65/month	\$2.95 x 22 days	\$767.00	\$55/month	\$ 2.50 x 22 days	\$650.00
\$130/quarter	\$2.00 x 65 days	\$520.00	\$146.25/quarter	\$ 2.25 x 65 days	\$585.00
\$425/annual	\$1.63 x 260 days	\$423.80	\$520/annual	\$ 2.00 x 260 days	\$520.00

Residential Parking Permit Program (Resident)

Residential permits are offered to residents whose block have petitioned the city to implement a residential permit program. The program is a pilot that is currently free. Each residence is allowed up to 2 permits. The program allows permit holders to park and exceed the posted limit.

The program is currently being reviewed. If it is determined that fees should be implemented to cover the cost of the permits and administering the program, the rate would not exceed \$48 per permit for a 2 year residential permit. Guest passes would also be offered at a rate not to exceed \$96 per permit for 2 years or \$4 per month.

Residential Parking Permit Program (Non-Resident)

It is becoming more apparent that downtown parking is spilling into residential areas where it is controlled by posted time limits and enforcement. This is currently being reviewed. If it is determined that a non-resident permit program should be offered, the rate would not exceed \$650 per year.

SPECIALTY PERMITS

Downtown Evening Permits

The demographic of businesses within the downtown area is creating the need to consider permits that may be offered to part-time staff who only work in the afternoons into the evening. Any permits that are offered for evening parkers would not exceed a rate of \$325 per year.

Beach Permits

Most parking in and around our beaches is free, utilized by out of area guests, and is generally full during the summer season. There is consideration to add meters in the beach lots that are over capacity. City Residents would have the option to purchase a Beach Permit that would allow unlimited parking for the season (Memorial Day to Labor Day) that would not exceed \$10. All non-permit holders would be subject to the hourly Pay Station rates.

Day Permits: Motor Coach, Boat Launch, Marina Permits, Fish Weir

Pay Stations offer the convenience of selling a day permit that can be linked directly to a license plate. In these areas, customers would have the option to pay for parking at the hourly rate or to purchase a day permit. Daily permits would not exceed \$20 per day.

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer 
Rob Bacigalupi, DDA 

DATE: October 13, 2015

SUBJECT: Consultant Amendment- Garland Street Reconstruction Project

In 2010 the City/DDA hired the consulting firm of Greenan and Associates, LLC to perform consulting services including schematic design and report, final design, bidding and construction administration for the project. They delivered final plans to the City in October 2013 and have now ceased business operations. Thus, the City/DDA hired the engineering consultant Fleis & Vandenbrink to complete the project at a cost of \$84,523. The work scope included completing the design with updates, preparing bidding documents, assisting with bidding and performing construction administration and construction engineering for the project.

While proceeding with the updates it became apparent that the previous public involvement process was not adequate. Also, the electronic files that were provided by the previous consultant were not entirely usable in the form provided to merely update the design. We instructed F & V to proceed and work within the authorized amount as needed.

In May we received a breakdown of the costs associated with these changes. F & V requested total compensation of \$171,273 for the work. In an effort to understand their request we met with F & V and discussed ways to resolve this cost overrun. We agreed that the public involvement work (\$17,800) was not included in the original scope; that a cost inflation factor (\$6,000) for construction services is appropriate and that the value of design changes (\$35,477) above the original amount is appropriate and well documented by actual time records provided by F & V. We have summarized this below:

Work Description	Original Contract	Requested Amount	Final Amount
Final Engineering Design Services, Bidding	\$ 35,857.00	\$ 98,807.00	\$ 71,334.00
Construction Administration, Construction Engineering, Surveying and Testing	\$ 48,666.00	\$ 54,666.00	\$ 54,666.00
Due Care Construction Plan	\$ -	\$ -	\$ -
Public Input Sessions	\$ -	\$ 17,800.00	\$ 17,800.00
Cost	\$ 84,523.00	\$ 171,273.00	\$ 143,800.00

Therefore, we recommend executing an amendment to the consultant agreement with Fleis & Vandenbrink Engineering Inc. in the amount of \$59,277 with funds available in the TIF97 Fund and reimbursed according to the Traverse City Place Brownfield Plan, subject to approval as to substance by the City Manager and as to form by the City Attorney and concurrence by the DDA.

Traverse City Downtown Development Authority Computer Divestment Policy

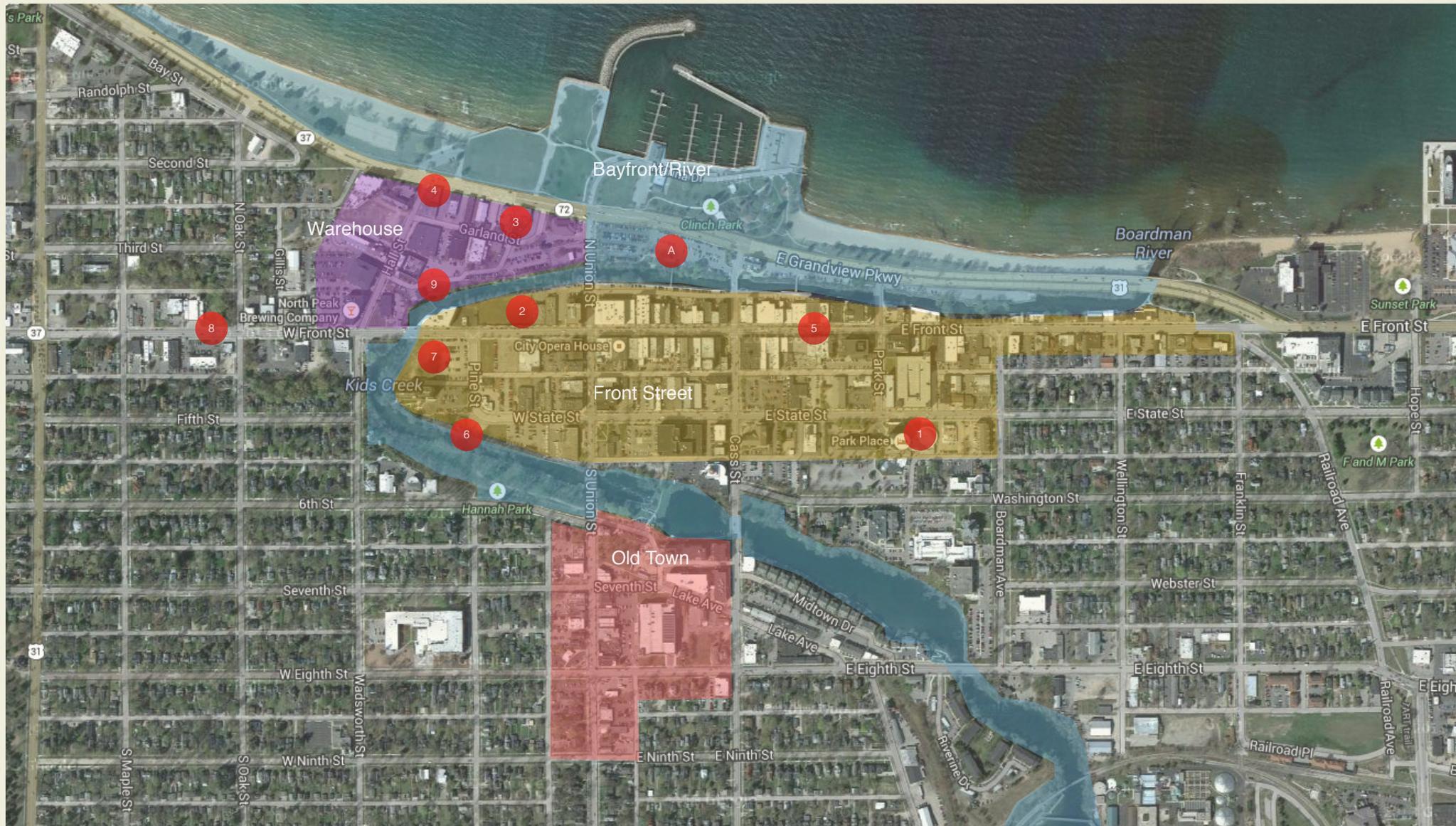
The Traverse City Downtown Development Authority wishes to establish a procedure for divesting of computers and computer equipment. Therefore, the DDA establishes through this policy that:

1. All owned computers and servers shall be maintained on an asset list.
2. All computers' memory shall be wiped clean prior to disposing or selling.
3. Items of negligible value be disposed via available electronics recycling services.
4. Items of some value, must be declared surplus by the DDA Board and then may be disposed of either through an auction with a listing on an online listing service, such as Craig's List, or an online auction service, such as publicsurplus.com
5. If an online listing service is used, then all offers must be recorded and the item must be sold to the highest bidder.
6. All auction and/or bidding records must be kept for at least seven years.

#

This policy was adopted by the DDA Board of Directors at their October 16, 2015 meeting.

Steve Constantin, Secretary



- 1. Park Place
- 2. 124 West Front
- 3. Grandview Place
- 4. Hotel Indigo
- 5. 200 Block Crosswalk
- 6. Uptown Riverwalk Connection

- 7. 305 West Front
- 8. West Front Project
- 9. Garland Street/Pine Street Pedway
- A. Farmers Market



Sara Hardy Farmers Market Advisory Committee Meeting

July 20th 2015 9:04 AM

- I. Roll Call
 - A. Tricia Phelps, Nancy Heller, Lori Buchan, Jan Chapman, Tom Brodhagen, Harry Burkholder, Linda Grigg
- II. Approval of Minutes
 - A. Tom Brodhagen makes the motion to approve the minutes, Jan Chapman seconds the motion (7 yays, 0 nays)
- III. Vendor Audit Information
 - A. Bios are available for all third-party verifiers. A SEEDS employee will be taking over the vendor audits for Julianna, she is training him and he is familiar and experienced with the auditing process.
- IV. Cherry Festival Review
 - A. Lots of positive remarks from the vendors about the voucher program and TLD Farmers Market Brunch. Cherry Festival will be sending \$1,388 dollars worth in checks to vendors.
- V. Rules Governing the Farmers Market Advisory Board
 - A. Rules were changed to coincide with the DDA Board Rules, please review if you have not done so already.
 1. Jan Chapman makes a motion to approve the Rules, Harry Burkholder seconds the motion (7 yays, 0 nays)
- VI. Wine Vendor Addendum
 - A. Cider is included within the 'term' wine through the MLCC. These rules are only applicable to Wednesday Markets. Nancy Heller requested to add to the addendum a section reading: "(F:) Wine vendors are only permitted on Wednesday Markets."
 1. Lori Buchan makes a motion to approve the addendum, Jan Chapman seconds the motion (7 yays, 0 nays)
- VII. Financials Overview
 - A. A budget was reviewed for the market from May-June 2015. Please consult the attachments to the meeting agenda for those financials.
- VIII. Petitions or Non-profits
 - A. No one is allowed to set-up a table at market without paying a fee, non-profits or petitioners included. Petitions are allowed at market — freedom of speech.
- IX. Food Trucks/ Coffee
 - A. Linda Grigg commented "The experience at Cherry Festival was great. Could we do that all the time?" Nick is pursuing a process for including coffee and/or prepared foods at the market. Nick will gain some input from the group as a whole in the coming months. Discussing this as a opportunity for next year. We will revisit this later in the season. Nick will bring it to DTCA board for discussion and we can review at our next Advisory Board Meeting.
- X. New Design Process
 - A. We've gone to the DDA Board with Option B Phase 1 (removing the Southern shed): \$1.9 Million in updates. Grant opportunities will be pursued to gain more funding.
- XI. Public Comment
 - A. The meeting was opened for public comment. No comments we're made.
- XII. Adjournment
 - A. Lori Buchan makes a motion to adjourn, Jan Chapman seconds the motion.

From: Tom Mead tommeadt@gmail.com

Subject: farmers market

Date: October 10, 2015 at 4:21 PM

To: rob@downtowntc.com, steve.constantin@gmail.com, mestes@chartermi.net, tmjackson@chartermi.net, cjudson@shrr.com, burkholder@liaa.org, lmbagdon4@hotmail.com, rkorndorfer@chartermi.net, allison@eventsnorth.com, john@revisionlegal.com, gabe@northernstrategies360.com, goldens@goldenshoestc.com, joe@versustech.com

TM

Mr. Bacigalupi and DDA Board Members:

It has been brought to our attention that new rules for the Farmer's Market will eliminate several long-time (some original) vendors from participating in the future because of the distance of their farms from Traverse City. As advocates of local food for local market programs and weekly market customers, we feel that the new restrictions are important for the TC Farmer's Market. However, we also strongly feel that long-time participants including Greenrock Farm and Flossi (sp?) along with the other long-time participants should receive "Grandfathered" exemptions. There are several vendors not meeting the new distance requirements that have participated for decades to help make the market the success that it is today.

The long-time participants that have contributed from the formative days of the market should be allowed to continue participating in the market. They are an important part of the market and an important part of our community. Please provide exemptions for Greenrock Farm, Flossi and the other long-time participants.

Sincerely,

Tom Mead and Lauri Mannion

109 N Elmwood Ave
Traverse City, MI 49684
phone: 231.932.9807
e-mail: tommeadt@gmail.com

RETAIL REPORT

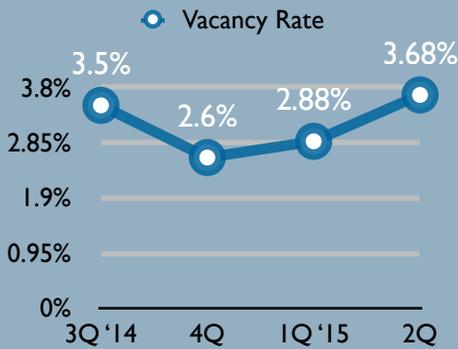


Retail Mix Per District

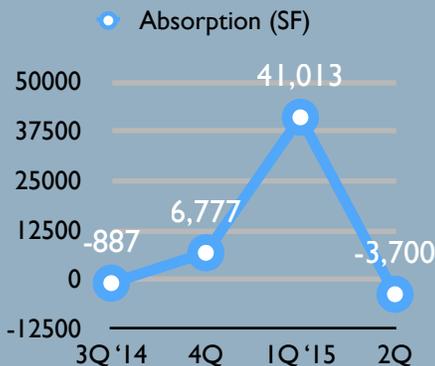
The Downtown Development Authority is currently composed of three distinct districts: the Front Street District, the Old Town District, and the Warehouse District. In this retail report, we look to some of the City's other corridors, including the Eighth Street District, the Fourteenth Street Corridor, the Garfield Street Corridor, and the East Front Street Corridor. The following charts illustrate the percentage of each retail category by number of establishments in each of these four districts.

SNAPSHOT

RETAIL IN THE DDA DISTRICT



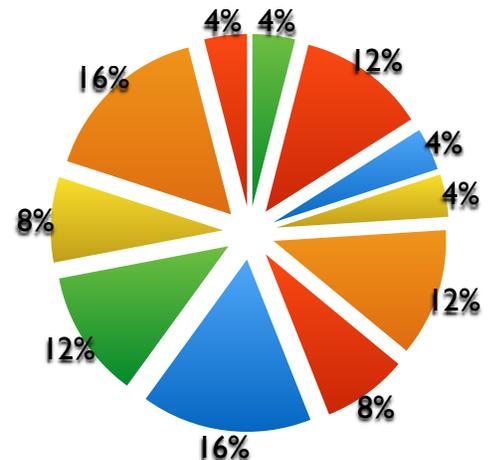
Vacancy Rate: The rate at the end of the quarter resulting from retail space available divided by retail inventory.



Absorption: The net change during the quarter in occupied retail square feet from one period to the next.

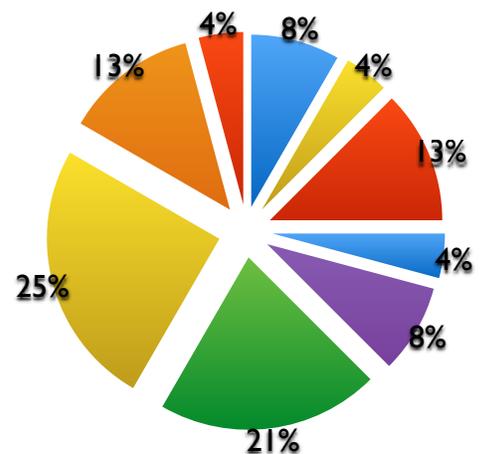
EIGHTH STREET DISTRICT

- VACANT
- FURNITURE & HOME FURNISHINGS
- ELECTRONICS
- BUILDING MATERIALS
- FOOD & BEVERAGE
- HEALTH & PERSONAL CARE
- APPAREL & ACCESSORIES
- SHOES
- JEWELRY
- SPORTING GOODS/ HOBBY/ MUSIC
- BOOKS/ AUDIO/VIDEO
- GENERAL MERCHANDISE
- MISC.
- RESTAURANT/ BAR
- PERSONAL SERVICES
- AUTOMOTIVE
- NON-RETAIL



FOURTEENTH STREET CORRIDOR

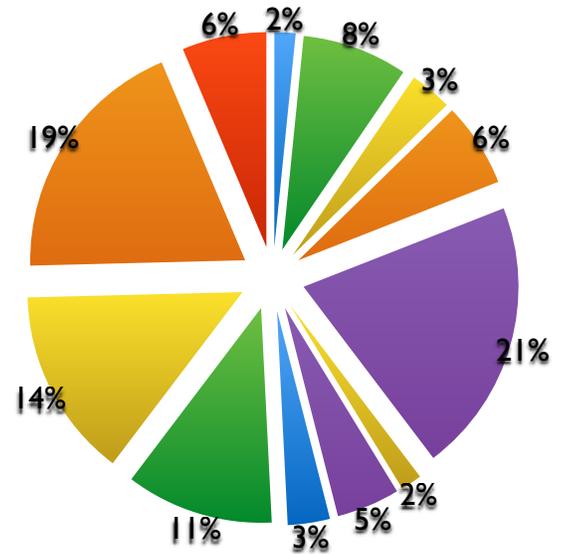
- VACANT
- FURNITURE & HOME FURNISHINGS
- ELECTRONICS
- BUILDING MATERIALS
- FOOD & BEVERAGE
- HEALTH & PERSONAL CARE
- APPAREL & ACCESSORIES
- SHOES
- JEWELRY
- SPORTING GOODS/ HOBBY/ MUSIC
- BOOKS/ AUDIO/VIDEO
- GENERAL MERCHANDISE
- MISC.
- RESTAURANT/ BAR
- PERSONAL SERVICES
- AUTOMOTIVE
- NON-RETAIL





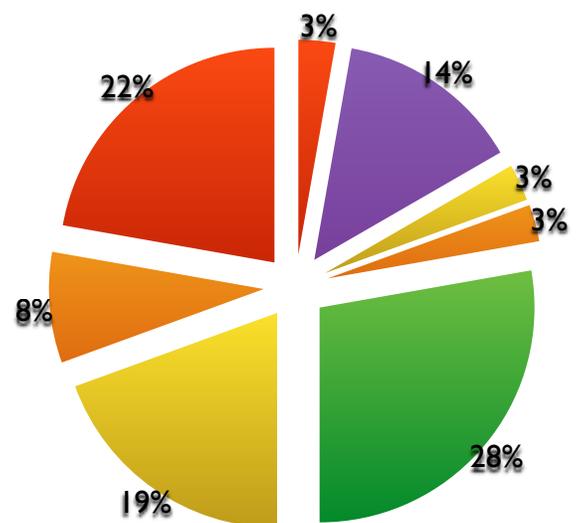
GARFIELD STREET CORRIDOR

- VACANT
- FURNITURE & HOME FURNISHINGS
- ELECTRONICS
- BUILDING MATERIALS
- FOOD & BEVERAGE
- HEALTH & PERSONAL CARE
- APPAREL & ACCESSORIES
- SHOES
- JEWELRY
- SPORTING GOODS/ HOBBY/ MUSIC
- BOOKS/ AUDIO/ VIDEO
- GENERAL MERCHANDISE
- MISC.
- RESTAURANT/ BAR
- PERSONAL SERVICES
- AUTOMOTIVE
- NON-RETAIL



EAST FRONT STREET

- VACANT
- FURNITURE & HOME FURNISHINGS
- ELECTRONICS
- BUILDING MATERIALS
- FOOD & BEVERAGE
- HEALTH & PERSONAL CARE
- APPAREL & ACCESSORIES
- SHOES
- JEWELRY
- SPORTING GOODS/ HOBBY/ MUSIC
- BOOKS/ AUDIO/ VIDEO
- GENERAL MERCHANDISE
- MISC.
- RESTAURANT/ BAR
- PERSONAL SERVICES
- AUTOMOTIVE
- NON-RETAIL



THE WEST END

GRAND OPENING CELEBRATION

OCTOBER 24
11 am - 2 pm

Family Friendly fun will be on hand to celebrate the grand opening
of the West Front Street corridor
Ribbon Cutting @ 11:30 am

Find activities taking place at City Lot (next to fire station) and more!

Pumpkin Decorating

Coloring

Sidewalk Chalk

Balloon Twisting

Juggling

Caricature Artist

Face Painting

Harvest Themed Photo Booth

Scavenger Hunt (Enter to win a \$100 Downtown TC GC)

Live Music with Jazz North!



downtown traverse city | downtowntc.com | 231.922.2050



#downtowntc

downt^{TC}own!

HALLOWEEN WALK



SATURDAY, OCTOBER 31

10 - 11:30 AM

THE ANNUAL HALLOWEEN WALK IS PRESENTED BY THE
DOWNTOWN TRAVERSE CITY ASSOCIATION

Shop Your Community Day



**Support your favorite organization on
Saturday, November 14, 2015
just by shopping Downtown!**

For every purchase you make at the following stores, 15% of the sale will be donated to the organization of your choice! It's that easy to support your favorite nonprofit, plus get a jump on your holiday shopping!

Look for the shopping bag and balloons!

Be somebody who gives back.

Give Blood Today!



Downtown Merchants

- | | | |
|---------------------------|-----------------------------|----------------------------|
| Acoustic Tap Room | Espresso Bay | McMillen's Custom Framing |
| Allure Salon & Spa | The Exchange Boutique | Miner's North Jewelers |
| American Spoon Foods | Federico's Design Jewelers | Morsels Espresso & Edibles |
| Amical (GC Only) | Fustini's Oils & Vinegars | Mr. Bill's |
| Backcountry Outfitters | Glitz & Spurs | My Secret Stash |
| Bay West Antiques | Golden Shoes | Nifty Things! |
| Becky Thatcher Designs | Grand Traverse Distillery | On The Rocks |
| BLKMRKT | Great Lakes Bath & Body | Orvis Streamside |
| Blu Gypsy Boutique | Green Island | Park Place Hotel |
| Bookie Joint | Harbor Wear | Peppercorn |
| Brilliant Books | Haystacks | Plamondon Shoes |
| Cal's Boutique | High Five Threads | Red Ginger (GC Only) |
| Captain's Quarters | Higher Self Book Store | Robert Frost Fine Footwear |
| The Cheese Lady (GC Only) | James C. Smith Fine Jewelry | Roth Shirt Co. |
| Cherry Hill Boutique | Kay's | Spirals Boutique |
| Cherry Republic | Kilwins Traverse City | Suhm-Thing |
| Children's World | Lilies of the Alley | Sweet Pea |
| Critter's | Lola's | Toy Harbor |
| Daisy Jane | Love Traverse City | Venus |
| Diversions | Mary's Kitchen Port | Votruba |
| D.O.G. Bakery | | What to Wear |
| Ella's | | Yen Yoga & Fitness |

NonProfit Organizations

- AC PAW
- Addiction Treatment Services
- Angel Care Preschool/Child Care
- Bay Area Recycling for Charities
- Big Brothers Big Sisters of N.W. MI
- Boots for Kids
- Building Bridges with Music
- Catholic Human Services-Foster Grandparent & Senior Companion Programs
- Cherry Festival Foundation
- Cherryland Humane Society
- Child & Family Services of N.W. MI
- The Children's House
- City Opera House
- Company Dance Traverse
- Father Fred Foundation
- FLOW (For the Love of Water)
- Food Rescue N.W. MI
- For Animals
- Friends of TADL
- The Goodwill Inn
- Grand Traverse Academy
- GT Area Catholic Schools
- Great Lake Children's Museum
- The Greenspire School
- Groundwork Center for Resilient Communities
- Habitat for Humanity - GT Region
- Justice for Our Neighbors
- Meals on Wheels NMCAA
- NMC Commitment Scholarship
- Norte! Youth Cycling
- Old Town Playhouse
- Pathfinder School
- Planned Parenthood of West & Northern MI
- Pregnancy Care Center
- The Salvation Army
- TART Trails, Inc.
- Third Level Crisis Center
- Traverse Bay Children's Advocacy Center
- TCAPS Music Boosters
- TC West Athletic Boosters
- Traverse Health Clinic
- Traverse Symphony Orchestra
- Trinity Lutheran School
- Wings of Wonder
- Women's Resource Center





Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: October 8, 2015
Re: Parking Services Updates – October 2015

Currency Counting Devices RFB – Old Business

The DDA Board approved the purchase of a coin counter not to exceed \$16,000. On Tuesday, October 6th the RFB closed. Two vendors submitted bids. After evaluating, we have submitted a recommendation to City Commission to issue a purchase order for a coin sorter in an amount of \$7,125 and a maintenance agreement in an amount of \$772 with Cornelius Systems, Inc.

Bike Parking – Old Business

In an effort to expand bike parking without purchasing shelters, we have determined the west side of the Old Town Parking Garage north of the south ground level entry/exit as a location that can accommodate a minimum of three racks. This past spring/summer, we lost water to the garage due to a main water pipe cracking in the spring. We have not been able to water and maintain the vegetation that is currently in this area. Plants that did not survive the summer will be removed, and the racks will be installed.

Parking Office Reconstruction – Old Business

Preliminary cost estimates were received from the architect. The initial overall cost is more than the budgeted amount. If we decide to move forward, we will prepare a bid package for the RFP.

LEED Certified Plaque Installed – Old Business

Next time you are in the Old Town area, check out the LEED Silver plaque that has been installed near the Lake Street pedestrian tower.

Pay in Lane Install at Hardy – Old Business

In May, the DDA Board and City Commission approved the purchase of a pay-in-lane which would allow fully automated operations at Hardy. We are waiting on the vendor to complete the credit card configuration and setup. Once this is complete, we will be ready to schedule the install. We will more than likely keep regular cashier hours operating until midnight throughout



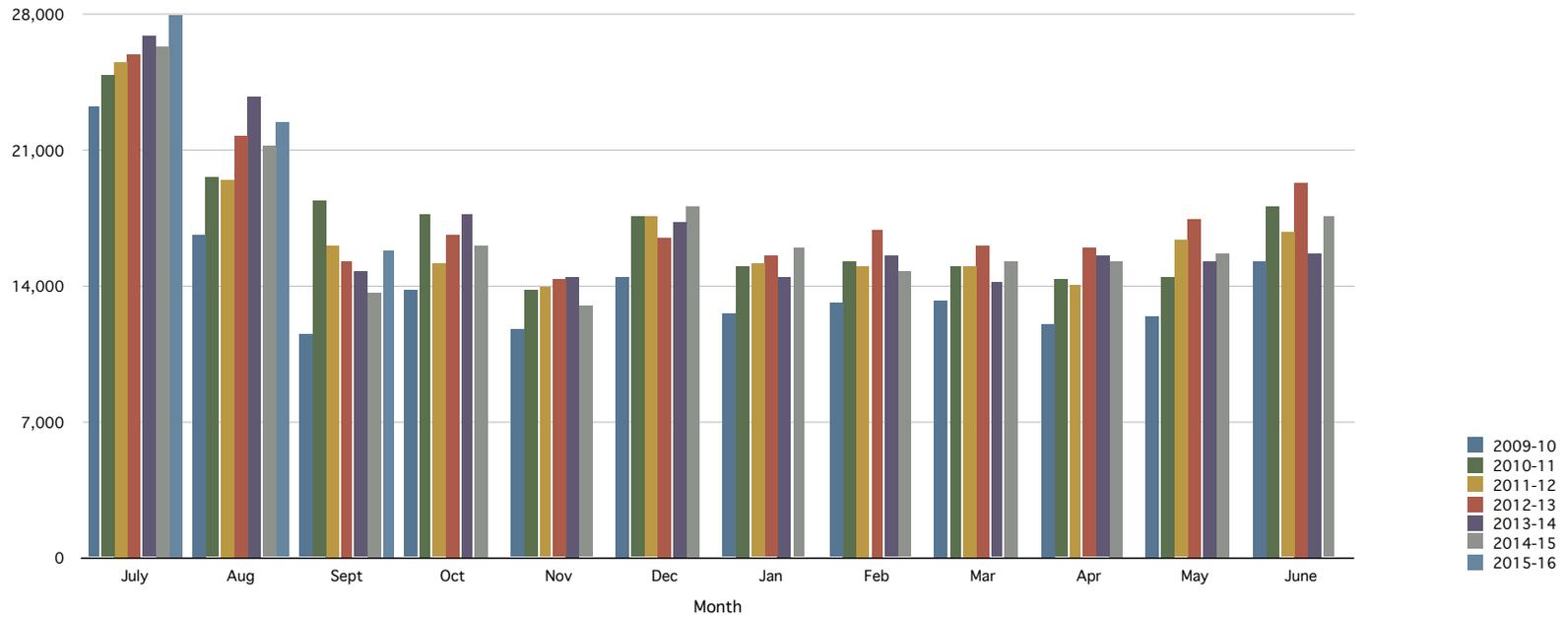
Memorandum

the holidays, and consider a 10 p.m. cashier-less operation in the late winter and early spring months.

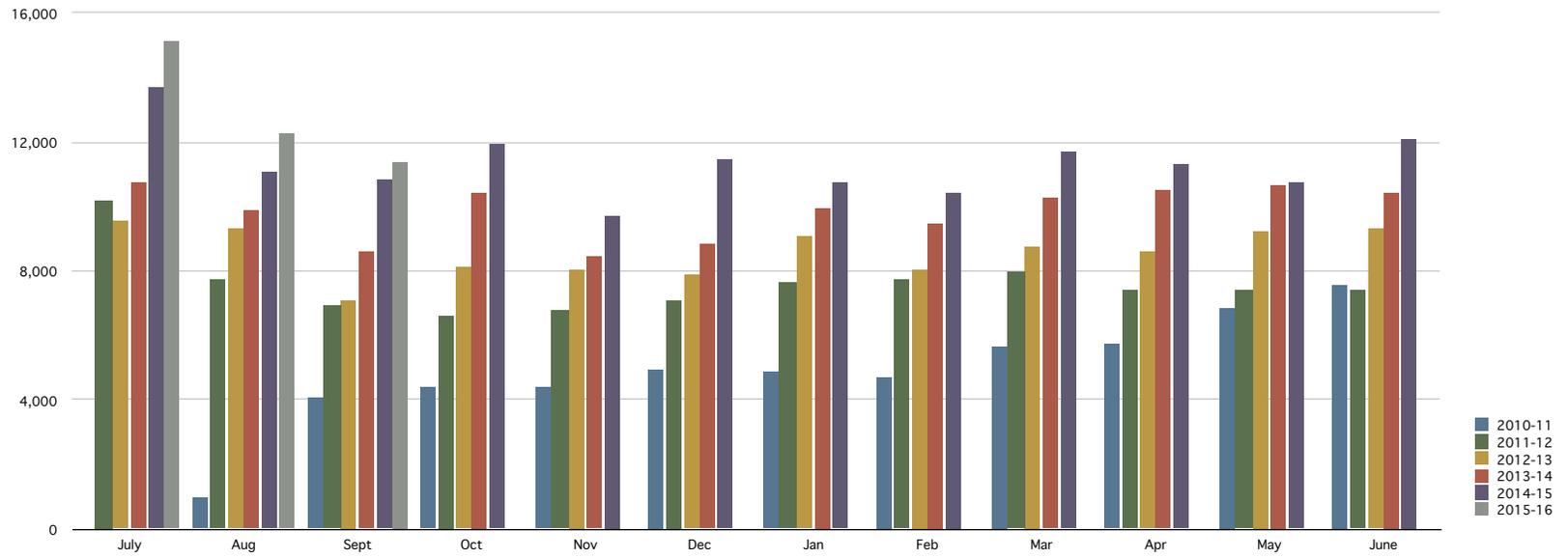
Upgrade Parking Equipment – Old Business

Our Three-Year Parking Plan seeks to maintain and upgrade our capital assets. This includes replacing the older meter housings, which have been the target of theft in recent years. Because we have recent bids on housings, the Purchasing Department confirmed that we will not have to go out for bid, as long as, the previously selected vendors honor their RFP pricing. We have confirmed this request with both JJ MacKay and Traffic and Safety Control Systems. All figures for complete equipment replacement have been compiled. We are reviewing our options based on locations, and will have a recommendation for the DDA Board next month.

Hardy Parking Garage Entry/Exit



Old Town Garage Entry Exit
(excludes free parkers)



**Downtown Traverse City Association
Regular Board Meeting
September 10, 2015**

Minutes

Present: Alyssa Bright, Allison Beers, Jeff Guntzviller, Jeff Joubran, Jake Kaberle, Dave Leonhard, Misha Neidorfler, John McGee

Absent: Kim Bazemore, Jake Kaberle,

Staff/Others: Rob Bacigalupi, Colleen Paveglio

1. **Call to Order:** President Joubran called the meeting to order at 8:35 a.m.

2. **Approval of Minutes of the DTCA Board Meeting of August 13, 2015:** Minutes from the August 13, 2015 board meeting were approved as presented upon motion by Leonhard and second by Beers. Motion carried unanimously.

3. **Marketing Report**
 - a. **Art Fairs**
 - i. Old Town Arts & Crafts Fair
 - ii. National Cherry Festival Arts & Crafts Fair
 - iii. Downtown Art Fair
 - iv. Art in the City
 - v. Thanks to all our board members who helped and volunteered during the Art Fair Series
 - vi. Thanks to McMillen's for sponsoring the Old Town and Downtown Art Fairs

 - b. **Street Sale**
 - i. August 7
 1. Positive Feedback
 - ii. Street Sale Survey Review

 - c. **Friday Night Live**
 - i. August 7 – August 28
 - ii. Sponsors include Hagerty, ABC 29&8, MyNorth

 - d. **Art Walk**
 - i. September 11
 1. 26 locations
 2. Art in the City activities

 - e. **Fall Sale/Happy Apple Days/Halloween Walk**
 - i. October 3
 1. Apple bushel deadline, September 25
 - ii. Downtown Halloween Walk
 1. Saturday, October 31 from 10 am to 11:30 am
 2. Promotion will begin soon to make those aware of the change

- f. **Shop Your Community Day**
 - i. November 14, 2015
 - ii. Registration forms and applications from non-profits due August 15
 - iii. Participants to be provided at October meeting
- g. **Miscellaneous**
 - i. **Social Media**
 - 1. Facebook: Over 12,000
 - 2. Instagram: Almost 6,000
 - 3. Twitter: Over 9,600

4. **Committee Reports**

- a. **Public Restroom Committee**
 - i. Subway, Espresso Bay, Great Lakes Bath & Body, Milk & Honey and Morsels will be presented to the DDA Board on August 21, 2015 and approved.
 - ii. Subway will be closing October 1, 2015
- b. **Holiday Committee**
 - i. Joubran and Guntzviller met to discuss the holiday events, Santa's Arrival in particular
 - 1. The idea of food trucks was proposed at the committee meeting
 - a. Staff will seek feedback from DTCA members and also seek info on the feasibility of any food trucks operating in the winter
 - 2. Research the interest in a food tent from DTCA members
- c. **Review & Search Committee**
 - i. **Motion by McGee, seconded by Beers that the DTCA Board of Directors approve the recommendation of the Review and Search Committee as proposed in the memo from DDA Executive Director, Rob Bacigalupi, dated September 8, 2015. Motion carried unanimously.**

5. **President's Report (Joubran)**

- a. **DTCA Retreat**
 - i. Paveglio to send a doodle to the Board
- b. **Job Fair**
 - i. Committee: Joubran, Bright & McGee

6. **DDA Report (Bacigalupi)**

- a. **Financial Report**
 - i. No Financials at this time
- b. **DDA Report (Bacigalupi)**
 - i. 305 West Front
 - ii. West Front Street
 - iii. Park Place
 - iv. Park Street

7. **New Business**