

**Minutes**  
**Traverse City Downtown Development Authority**  
December 14, 2018  
Training Room, Second Floor  
Governmental Center, 400 Boardman Avenue, Traverse City

1. Roll Call

Present: Leah Bagdon-McCallum, Harry Burkholder, Mayor Jim Carruthers, Collette Champagne, Steve Constantin, Bill Golden, Debbie Hershey, Scott Hardy (arrived at 8:04), T. Michael Jackson, Jeff Joubran, Gabe Schneider

Absent: Allison Beers

Leah Bagdon-McCallum called the meeting to order at 8:03am

2. Consent Calendar

**Motion by T. Michael Jackson, seconded by Hershey that the consent portion of the agenda be approved. Motion carried unanimously.**

**A. Consideration of minutes for the Regular Meeting of November 16, 2018 (approval recommended)**

**B. Consideration of approval of claims**

**C. Consideration of approving Financial Reports for DDA, TIF 97, and Old Town TIF for November 2018 and Financial Reports for Traverse City Parking Services.**

3. CEO Report

A. Selection of Consultant for Lower Boardman River

i. Derenzy and Burkholder summarized the two interviews that took place for the selection of consultant for Lower Boardman River.

**ii. Motion by Schneider, seconded by Constantin, that the DDA Board of Directors approve to hire SmithGroup for the Lower Boardman River Unified Plan project phase 1 and phase 2 as outlined in the Request for Qualifications issued in October 2018. Further CEO is authorized to negotiate contract with final contract to be brought back to the DDA for approval. Further, cost of work shall not exceed \$40,000 with \$10,000 to come from DDA TIF 97 and \$30,000 from other private foundations/grants.**

B. Update on Activities

i. Uptown Riverwalk

a. Project will be closed for January-March and completed in June 2019.

ii. West Front Street Bridge

- a. City Engineer will be at January board meeting to provide updates.
- iii. Lake Avenue Project
- iv. January Meeting with City Commission: January 14, 2019 at 7:00pm

#### 4. Board Member Reports

- A. Arts Commission (Hershey)
  - i. Have applied for a grant with the Grand Traverse Band for the tunnel project
  - ii. Finished strategic plan
  - iii. Will be launching website
  - iv. Elkins has resigned
- B. Farmers Market (Hardy)
  - i. No updates at this time.
- C. Parking Subcommittee
  - i. Impact of parking on downtown merchants and customers
- D. Lower Boardman River
  - i. No updates other than discussion earlier in meeting.

#### Old Business

- A. Parking Update
  - i. Parking Administrator, Nicole VanNess, updated board on the progress of Parking Lot P project and alternative options moving forward.
  - ii. Parking Lot M will be utilized for two dollar daily permits for the winter.

#### 5. Receive and File

- A. DTCA Minutes
- B. Parking Subcommittee Minutes
- C. Lower Boardman River Leadership Team Minutes
- D. Farmers Market Advisory Board Minutes
- E. Parking Update

#### 6. Public Comment

- i. No public comment at this time.

#### 7. Adjournment

- A. The meeting officially adjourned at 8:24am.

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Leah Bagdon-McCallum, Chair