

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**AGENDA**  
**Friday, March 15, 2019**  
**8 a.m.**  
**Governmental Center, 400 Boardman Avenue, Traverse City**  
**Commission Chambers, Second Floor**  
[www.downtowntc.com](http://www.downtowntc.com)

Information and minutes are available from the DDA CEO, 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 CEO 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.

Administration:

- A. Consideration of minutes for the Regular Meeting of January 18, 2019 (approval recommended) *(Pages 1-4)*
- B. Consideration for Approval of Claims *(Page 5-8)*
- C. Consideration of approving Financial Reports for DDA, TIF 97, and Old Town TIF for February 2019 and Financial Reports for Traverse City Parking Services. *(Pages 9-20)*
- D. Restroom Stipends for Public Restrooms: *(Page 21)*

Parking (Reviewed and Recommended Parking Subcommittee)

- A. Elimination of \$5.00 Meter Violation *(Pages 22-23)*
- B. Purchase of Six (6) Bus Shelters for Downtown Locations *(Page 24)*
- C. Event Rates for Metered Lots *(Pages 25-26)*
- D. High and Low Impact Event Lot Rental Rates *(Pages 27-28)*
- E. Right-of-way & Land Use Contractor Parking Permit Fees *(Page 29)*

3. Review of 2018 Audit *(Pages 30-66)*

4. CEO Report

- A. Approval of Contract for SmithGroup -- Lower Boardman River *(Pages 67-68)*
- B. Approval of Forming 2 Committees: Finance Committee & Governance (overview of Roles & responsibilities) *(Pages 69-72)*
- C. Consideration to expand Review Responsibilities of Lot O (which is 159 E. State Street) Subcommittee *(Page 73)*
- D. Approval of Parking Area Lease Agreement at 305 West Front Street *(Page 74)*
- E. Approval of Light Pole Agreement for Then and Now Signs *(Page 75)*
- F. Three Year Elevator Service/Maintenance Contract *(Pages 76-78)*
- G. Website for Parking with OneUpWeb *(Pages 79-80)*
- H. Update on Projects *(Pages 81-82)*

5. Board Member Reports

- A. Chair: Appointment to Farmer's Market Advisory Committee *(Page 83)*
- B. Arts Commission (Verbal)

- C. Farmers Market (*Pages 84-85*)
- D. Parking Subcommittee (Verbal)
- E. Lower Boardman River (Verbal)

6. Staff Reports:

- A. Parking (*Pages 86-87*)
- B. Communications (*Pages 88-89*)

7. Receive and File:

- A. Parking Subcommittee Minutes (January and February) (*Pages 90-91*)
- B. Lower Boardman River Leadership Team Minutes (*Pages 92-93*)
- C. DTCA Minutes (*Pages 94-95*)
- D. Farmers Market Advisory Board Minutes (*Pages 96-97*)
- E. 2018 Annual Report (*Pages 98-144*)

8. Public Comment

9. 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 CEO 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.