

**Minutes**  
**Traverse City Downtown Development Authority**  
**Regular Meeting**  
June 21, 2019  
Commission Chambers, Second Floor  
Governmental Center, 400 Boardman Avenue, Traverse City

1. Roll Call

Chair Leah Bagdon-McCallum called the meeting to order at 8:00am

Present: Leah Bagdon-McCallum, Allison Beers, Harry Burkholder, Mayor Carruthers, Steve Constantin, Collette Champagne, Bill Golden, Scott Hardy, T. Michael Jackson, Jeff Joubran

Absent: Debbie Hershey, Gabe Schneider

2. Consent Calendar

**Motion by Jackson seconded by Beers that the consent portion of the agenda be approved. Motion carried unanimously.**

- A. Consideration of minutes for the Regular Meeting of May 17, 2019 meeting**
- B. Consideration for approval of claims**
- C. Consideration of approving Financial Reports for DDA, TIF 97, and Old Town TIF for May 2019 and Financial Reports for Traverse City Parking Services**
- D. Approval of Bid-Story Roofing-Pedestrian tower roofs Hardy Parking Garage**
- E. Approval of Bid-D&W Mechanical-Two Boiler Replacement Hardy Parking Garage**

3. Special Presentations

A. Perkins-Will 8th Street Reports

- i. Perkins-Will presented their findings and recommendations for plans on 8th St.
- ii. Jackson suggested a non-smoking district within 8th St.
- iii. Board members commented on importance of engaging the surrounding neighborhoods of 8th St.
- iv. **Motion by Constantin, seconded by Hardy, that the DDA Board of Directors support the Perkins-Will study. Motion carried unanimously.**

Public Comment

- i. Steve Nance, 609 Webster St., addressed the Board to support the study presented by Perkins-Will.

B. Consideration to extend DDA District Boundaries

- i. Derenzy highlighted the potential new boundaries should the DDA be expanded.
- ii. Boundaries map needs to be amended.
- iii. Joubran inquired if Cone Dr. could be included in the potential expansion. Derenzy will explore this possibility.
- iv. **Motion by Constantin, seconded by Joubran, that the DDA Board of Directors approve and recommend the extension of the DDA District Boundaries.**

aries to the City Commission per the amended map. Motion carried unanimously.

#### Public Comment

i. Steve Nance, President of North Boardman Lake District, addressed the Board to offer support for the DDA expansion.

#### 4. CEO Report

##### A. 2019/2020 Budget Approval

i. **Motion by Golden, seconded by Beers, that the DDA Board of Directors adopt the 2019/2020 DDA Budget for Fiscal Year 2019/2020. Motion carried unanimously.**

##### B. Arts Commission & Art Selection Panel Support Services Agreement between City & DDA.

i. **Motion by Beers, seconded by Constantin, that the DDA Board of Directors approve the Support Services Agreement between DDA and City of Traverse City for the Arts Commission and Arts Selection Commission for a one-year period starting July 1, 2019. Motion carried unanimously.**

##### C. EGLE (formerly known as DEQ) Grant Application

i. Roger Mawby addressed the Board to explain the need of clean-up of contaminants at 401 W. Front St.

ii. **Motion by Beers, seconded by Burkholder, that the DDA Board of Directors apply to EGLY in the amount of \$300,000 for property at 401 E. Front St. Motion carried unanimously.**

Hardy exited the meeting at this point

##### D. Project Updates

i. Presentation of Project at 305 West Front

ii. Erik Folconer updated the Board on his and Joe Sarafa's project at 305 West Front, including plans and financial operations of heated sidewalks at the site.

##### E. Near-Term and broader issues with respect to alcohol

i. Derenzy discussed short term and long term approaches to the alcohol issues currently downtown, including the downtown sector police officer and a rebranding of the City's image in relation to alcohol.

#### 5. Chair and Vice-Chair Report on CEO Contract Salary

##### A. Chair Bagdon-McCallum presented data to support

i. **Motion by Champagne, seconded by Beers, that the DDA Board of Directors approve to amend the CEO's contract to reflect salary increase to \$90,100. Motion carried unanimously.**

#### 6. Board Member Updates

##### A. Arts Commission

i. Art installation today with a ribbon-cutting at a later date

ii. The Commission is currently working on five different projects

##### B. Farmers Market

i. No updates at this time

- C. Parking Subcommittee
  - i. Jackson updated the board on the backing in angled parking complaints along Lake Ave.
- D. Lower Boardman River
  - i. Burkholder updated Board on the Public Engagement kick-off event
- E. TIF Ad Hoc Committee
  - i. TIF Ad Hoc Committee has finished its role and will be moving forward at a joint meeting between the City Commission and the DDA Board on Monday, July 22nd, 2019 at 7:00pm.

7. Staff Report

- A. Communications
  - i. Website crashed on Monday and came back late Thursday
  - ii. Parking website will launch after Cherry Festival
  - iii. DTCA Annual Meeting went really well

8. Receive and File:

- A. Parking Subcommittee May Minutes
- B. Lower Boardman River Leadership Team May and June Minutes
- C. DTCA May Minutes
- D. TIF 97 DDA & City Commission Ad Hoc May Minutes

9. Public Comment

- A. No public comment at this time.

10. Adjournment

- A. The meeting officially adjourned at 9:53am.