

**Minutes**  
**Traverse City Downtown Development Authority**  
**Regular Meeting**  
**January 17, 2020**  
Commission Chambers, Second Floor  
Governmental Center, 400 Boardman Avenue, Traverse City

1. Chair Bagdon-McCallum called the meeting to order at 8:00 a.m.

2. Roll Call

**Present:** Leah Bagdon-McCallum, Mayor Jim Carruthers, Collette Champagne, Steve Constantin, Scott Hardy, Debbie Hershey, T. Michael Jackson, Jeff Joubran, Richard Lewis, Steve Nance, Gabe Schneider

**Absent:** Pete Kirkwood

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

- A. Approval of minutes of the Annual Meeting of November 22, 2019
- B. Approval of Financial Reports and disbursements for DDA General, TIF 97, and Old Town dated November 2019, and Arts Commission and Parking Services for November and December 2019
- C. Approval of a Rotary SEED Grant in support of the Lower Boardman Unified Plan and acceptance applicable signatures.
- D. Approval of meeting dates for 2019

4. Special Order of Business

- A. Traverse City Light Power
  - 1. Jake Hardy discussed programs such as Energy Saver within the Traverse City Light & Power Organization that can benefit business and property owners to reduce energy use.

5. CEO Report

- A. RFP for Christmas Lights
  - 1. **Motion by Lewis, seconded by Schneider to authorize issuance of a Request for Proposal for Seasonal Lighting installation in Downtown. Motion carried unanimously.**
- B. DDA District Expansion
- C. DDA TIF 97 Development Area Citizens Council
  - 1. **Motion by Schneider, seconded by Champagne to appoint Lewis, Hershey, and Hardy serve on the TIF 97 Development Area Citizens Council Ad Hoc Committee. Motion Carried Unanimously.**

- D. 2020/2021 Capital Improvement Plan
    - 1. Review of the draft Capital Improvement Plan
  - E. Progress on Strategic Plan
    - 1. Review of top priorities for the Strategic Plan
      - i. Extend TIF 97
      - ii. Adopt the Unified Plan for the Lower Boardman River
      - iii. Move forward on plans for a parking structure for 145 West Front Street
      - iv. Move forward with securing the location and develop a master plan for the Civic Square
      - v. Support alternative modes of transportation into downtown and examine redevelopment options for surface parking lots
      - vi. Develop a comprehensive responsive retail program
    - 2. Provide Dashboard for DDA Board in packet monthly and provide a "progress meter"
  - F. Lower Boardman - Update of Activities
    - 1. Burkholder gave a review on Lower Boardman initiatives
  - G. West Front Street Intersection with Hall Street and Wadsworth
    - 1. **Motion by Schneider, seconded by Constantin to approve to support efforts to improve mobility at the intersection of Hall and Wadsworth and authorize the CEO to work with BATA. Motion carried unanimously.**
6. Board Member Reports
- H. Arts Commission
  - I. Farmers Market
  - J. Parking Subcommittee
7. Staff Reports
- A. Community Police Officer Report
  - B. Parking Update
8. Closed Session for Possible Property Purchase MCL
- A. **Motion by Lewis, seconded by Joubran to enter into Closed Session at 9:24 a.m.**  
Roll Call: Joubran, Lewis, Carruthers, Hershey, Bagdon-McCallum, Schneider, Hardy, Jackson, Nance, Constantin, Champagne  
Motion carried unanimously.
9. Receive & File
- A. DTCA Minutes December 2019
  - B. Parking Subcommittee Minutes
  - C. Lower Boardman River Leadership Team Minutes
  - C. Traverse City Arts Commission Minutes

10. Public Comment

A. None at this time.

11. Adjournment. The meeting officially adjourned at 9:58 a.m.

DRAFT