

Traverse City Downtown Development Authority Special Meeting

April 3, 2020

10:00 am

**Quick Highlights for Viewing and Participating (finer
details below)**

The Meeting will be broadcast live on Cable Channel 191

The Meeting will be live streamed at:

<https://www.tacm.tv/govtvnow.asp>

**Anyone wishing to give public comment will need to call
in and wait in a "virtual waiting room" where their
microphones will be muted until they are called upon:**

Dial: 312-626-6799

Meeting ID: 253-869-849

Participant ID: # (yes just #)

**(This Meeting will be conducted remotely and will not be
held at the Governmental Center)**

Posted and Published:

**Please see the following message from the DDA
regarding the Special Meeting of April 3, 2020, which will
be conducted remotely.**

The DDA recognizes the importance of not bringing people together unnecessarily in an effort to stop the spread of COVID-19. The Governmental Center has been closed to walk-in traffic and will be closed during the DDA special meeting on April 3, 2020, and for DDA meetings for the foreseeable future. Members of the DDA will not be present in the Governmental Center for official DDA meetings.

For the foreseeable future, the DDA does not intend to convene other committees of the DDA unless there is critical action to be taken; meetings that do not need to be held will not be held. The meeting is being conducted remotely to assist in stopping the spread of COVID-19.

Individuals with disabilities may participate in the meeting by calling-in to the number as though they were going to be giving public comments as outlined below or by calling the TDD#. Individual members of the DDA may be contacted via email. Member email addresses can found at the DDA website: dda.downtowntc.com



While not required, a proposed policy for the conduct of remote participation meetings will be considered for adoption at the April 3, 2020 meeting and is included in the packet online at <http://traversecitymi.gov>.

DDA meetings will continue to be broadcast live on Cable Channel 191 and will be streamed live at: <https://www.tacm.tv/govtvnow.asp>.

For members of the DDA and key staff, their name will appear on screen when they are speaking. For individuals who may wish to give public comment, the method for providing public comment during these remote-participation meetings is to call: 312-626-6799 and enter the Meeting ID (the meeting ID for the April 3, 2020 DDA Special Meeting is 253-869-849 and the Participant ID is #.)

Callers wishing to give public comment may call in before the meeting starts and wait in a "virtual waiting room" Going forward, these instructions will be included in every published agenda of the DDA. Those calling in will be able to hear the audio of the DDA meeting, yet their microphone will be muted.

When the DDA accepts public comment, in the order calls were received, the meeting facilitator will identify the caller by the last four digits of their telephone number and ask them if they would like to make a comment. While not required, but so we do not have to go through an unnecessarily long list of callers, we ask, if possible, that those who do not wish to give public comment refrain from calling in and instead listen to the meeting online at: <https://www.tacm.tv/govtvnow.asp> or on Cable Channel 191.

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

The City of Traverse City and Downtown Development Authority are committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with board members honor these values.

Downtown Development Authority:
c/o Jean Derenzy, CEO
(231) 922-2050
Web: www.downtowntc.com
303 East State Street, Suite C
Traverse City, MI 49684

Welcome to the Traverse City Downtown Development Authority Special Meeting!

Agenda

1. CALL TO ORDER

2. ROLL CALL

3. SPECIAL ORDER OF BUSINESS

- A. Consideration of adopting a policy regarding Executive Order 2020-15 which provides temporary authorization for remote participation in public meetings and hearings.

[Remote Participation Memo](#)

[2020-15 Executive Order](#)

[DDA Remote Meeting Participation Policy](#)

4. DOWNTOWN DEVELOPMENT AUTHORITY COVID-19 RESPONSE UPDATE

5. CONSENT CALENDAR

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one DDA Board motion without discussion. Any member of the DDA Board, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the DDA Board; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single DDA Board action adopting the consent calendar.

- A. Consideration of Minutes for the Regular Meeting of February 21, 2020 (approval recommended)

[Downtown Development Authority Regular Meeting - 21 Feb 2020 - Minutes - PDF](#)

- B. Consideration of approving the financial report and disbursements for DDA, TIF 97, Old Town TIF, Parking Services, and Arts Commission for February 2020 (approval recommended)

[DDA, TIF97, Old Town Financials February 2020](#)

[Traverse City Parking Services Financials February 2020](#)

6. CEO REPORT

- A. Acceptance of Healthy Drinking Culture Grant
[Better Drinking Culture Memo](#)
[Job Description - Drinking Culture Project Manager](#)
 - B. Transfer of Buy/Sell Agreement
[Transfer of Buy/Sell Agreement CEO Report](#)
[West End Parking Structure Parcel Maps - PDF](#)
 - C. Approval of IFF Study - Horizon Books
[Approval IFF Study CEO Report](#)
 - D. 2020/2021 Budget
[DDA, TIF 97, Old Town Budget 2020-2021](#)
[TC Parking Services Budget 2020-2021](#)
[TC Arts Commission Budget 2020-2021](#)
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7. RECEIVE AND FILE

- A. DTCA Minutes February 2020
[DTCA Board February 2020 Minutes](#)
 - B. Parking Subcommittee Minutes February 2020
[Parking Subcommittee Minutes February 6, 2020](#)
 - C. Farmers Market Advisory Board February 2020 Minutes
[Farmers Market Advisory Board February 2020 Minutes](#)
 - D. Lower Boardman River Leadership Team Minutes February 2020
and Sub-Committee(s) Minutes March 2020
[Lower Boardman River Leadership Minutes February 19, 2020](#)
[Lower Boardman River Leadership Subcommittee Minutes March 4, 2020](#)
[Lower Boardman River Leadership Subcommittee Minutes March 5, 2020](#)
 - E. Traverse City Arts Commission Minutes February 2020
[TC Arts Commission Minutes February 19, 2020](#)
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8. PUBLIC COMMENT

9. ADJOURNMENT
