Minutes
Traverse City Downtown Development Authority
January 18, 2019
Training Room, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

1. Roll Call

Present: Allison Beers, Harry Burkholder, Mayor Jim Carruthers, Steve Constantin, Bill Golden, Debbie Hershey, Scott Hardy, T. Michael Jackson, Gabe Schneider

Absent: Leah Bagdon-McCallum, Collette Champagne, Jeff Joubran

Gabe Schneider called the meeting to order at 8:01am and read DDA Mission Statement.

2. Consent Calendar

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

A. Consideration of minutes for the Regular Meeting of December 14, 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. Contract with DTCA

i. Motion by Beers, seconded by Hershey that the DDA Board of Directors approve of the agreement for Management Services between the DDA and Traverse City Merchant Association for a three-year contract ending 2020/2021. Motion carried unanimously.

B. Establishment of TIF Ad Hoc Committee

i. Motion by Beers, seconded by Constantin that the DDA Board of Directors form a TIF 97 Ad Hoc Committee to investigate remaining projects within the TIF 97 Plan and the feasibility of extending TIF 97. Further, the City Commission appoint three members to the TIF Ad Hoc Committee and three members of the DDA, including Golden, Hardy, and Schneider will be appointed to the TIF 97 AD Hoc Committee. Motion carried unanimously.

C. TART Recycle-A-Bicycle program Request

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i. **Motion by Jackson, seconded by Hershey that the DDA Board of Directors approve the Ninth Annual Recycling-A-Bicycle event to utilize the ground level of the Old Town Parking Garage on May 31, 2019 from 6:00pm, for set-up and use on June 1, 2019 from 8:00-4:00pm for the official event. Further, TART shall work with parking staff on set-up on May 31 requiring no towing of vehicles. Further, restroom cleaning charge be billed according to costs incurred at the rate of $36.38 per hour. Further, TART shall provide proof of insurance naming the City of Traverse City and the DDA as additional insured and hold harmless signed. Event is subject to final approval by the City Clerk's Office. Motion carried unanimously.**

D. Cancelling of February 15, 2019 Meeting

i. Board agreed to cancel the Regular DDA Board of Directors Regular meeting for the month of February 2019.

E. Update of Projects

i. Consumers Power Property

a. In the process of closing on the property.

b. Consumers did their own environmental report and submitted to the City.

ii. Boiler System in Parking Lot O

a. System is broken and it needs to be investigated how the partnership continues long term.

iii. Lower Boardman River Leadership Team

iv. Leadership

v. Development

vi. Infrastructure

vii. Follow-Up from Leadership Meeting

viii. Board asked about adding a camera to the Public Restroom walkway as a follow-up to damager

4. Board Member Reports

A. Arts Commission (Hershey)

i. Awarded $43,500 towards the Clinch Park mural tunnel project. An unveiling date is anticipated for July

ii. Boathouse sculpture project moving ahead.

iii. Then and Now project will be an agreement between the DDA and Traverse City Light & Power.

iv. Ashlea Walter has been recommended to be on commission.

B. Farmers Market (Hardy)

i. Committee is working on forming a budget to bring to the Board.

C. Lower Boardman River Leadership Team (Burkholder)

i. Received a grant from Consumers and Derenzy is speaking with Smith Group to engage with the public.

D. Parking Subcommittee (Hardy)

i. Both the Destination Downtown and Bayline programs are accomplishing their goals and the Board has continued its support of each program.

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ii. Discussing the residential parking program
iii. Nicole VanNess addressed the board to discuss residential parking.

5. Closed Session-Possible Property Purchase MCL 15.268(d)

i. Motion by Beers, seconded by Hershey to enter into closed session to discuss possible property purchase MCL 15.268. Motion carried unanimously.

Burkholder left before closed the board entered into closed session.

Carruthers left following closed session.

6. Staff Reports

A. Marketing/Communications

i. Website
    a. New Traverse City DDA website has launched and gone live.
ii. Annual Report
    a. Report will be available in February
iii. Facebook
    a. Page has grown in likes
iv. Lower Boardman River Leadership Team
v. Destination Downtown
    a. It is anticipated that the program will transition from a pilot to a new launch on March 1, 2019.
vi. DTCA Update
    a. Gift Certificate program ended the year with $683,000 in sales
    b. Chili Cook Off served over 1,500 people in four hours
    c. Traverse City Restaurant Week starts February 24th

B. Parking Update

i. Seasonal $2 Daily Permits-Lots D and Lots M Only
ii. Lake Avenue Pay Stations
    a. Three pay stations have been installed on Lake Avenue
iii. Park Street Public Restrooms
iv. Holiday Parking at Hardy Parking Garage Ended January 15th
v. Construction Updates
    a. Lot P
    b. Garage Restoration
vi. VanNess will share Hardy's concern about signs stating one-way traffic in alleys with the City Streets Department.

Old Business

7. Receive and File
A. Parking Subcommittee

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B. Farmer's Market
C. DTCA Minutes

Public Comment
A. No public comment at this time.

Adjournment
A. The meeting officially adjourned at 9:25am

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