

Minutes
Traverse City Downtown Development Authority
Regular Meeting
April 20, 2018
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Bill Golden called the meeting to order at 8:02 a.m.

1. Roll Call

Present: Allison Beers, Leah Bagdon-McCallum, Harry Burkholder, Mayor Jim Carruthers, Steve Constantin, Bill Golden, Scott Hardy, Debbie Hershey, T. Michael Jackson, Jeff Joubran (departed at 9:03 am), Gabe Schneider

Absent: Debbie Hershey

2. Consent Calendar. **Motion by Jackson, seconded by Constantin that the consent portion of the agenda be approved. Motion carried unanimously.**

a. Approval of minutes of the Regular Meeting of March 16, 2018

b. Approval of Financial Reports and disbursements for DDA, TIF 97, and Old Town dated March 31, 2018

3. CEO Report

A. Strategic Plan Discussion and Consideration of Adoption

1. Strategic Plan and Work Plan to be reviewed at the May DDA Board Meeting

B. TDM Strategy:

1. Review of TDM Study and Three Year Implementation Plan

i. Motion by Schneider, seconded by Bagdon-McCallum that the DDA Board of Directors approve the three-year implementation strategy of the Transportation Demand Study. Motion carried unanimously.

2. Consideration for Bayline Participation

i. Motion by Constantin, seconded by Jackson that the DDA Board of Directors approve providing sponsorship from the DDA in the amount of \$4,500 in addition to the DTCA contribution in the amount of \$500 to be a Friendship Sponsor for the Bayline Program. Motion carried unanimously.

3. Consideration of Downtowner Participation

i. Motion by Burkholder, seconded by Jackson that the DDA Board of Directors endorse the Downtowner BATA Program. Motion carried unanimously.

4. Consideration of investigating a Parking Advisory Committee
 - i. **Motion by Bagdon-McCallum, seconded by Burkholder that the DDA Board of Directors approve staff to investigate the role through bylaw adoption of a Parking Advisory Committee. Motion carried unanimously.**

C. Parking

1. Consideration of amendment to parking leases at Lot P located at 124, 128, and 130 W. State
 - i. **Motion by Constantin, seconded by Beers that the DDA Board of Directors approve of a Parking Area Lease between the DDA and the Buchan Land Co for for a five-year term effective June 1, 2018 through July 1, 2023. Motion carried unanimously.**
2. Consideration to concur with City Commission approval for the 2018 Restoration Project for the Larry C. Hardy and Old Town Parking Garages
 - i. **Motion by Bagdon-McCallum, seconded by Beers that the DDA Board of Directors concur that the Mayor and City Clerk execute a unit prices contract with RAM Construction Services in the amount of \$107,058, more or less for the 2018 Parking Deck Restoration Project which includes maintenance and repairs for both the Larry C. Hardy and Old Town Parking Decks, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Parking System Fund. Motion carried unanimously.**

Joubran departed at this point in the meeting

D. DDA Budget

1. Fiscal Year 2018/2019 Budget
2. 6 Year Budget Projections

E. Consideration to apply for USDA Grant - New Tech Incubator in Downtown

1. **Motion by Beers, seconded by Bagdon-McCallum that the DDA Board of Directors authorize to apply for a \$95,000 USDA Rural Business Development Grant to assists in the creation of technology-based incubator in Downtown Traverse City. Motion carried unanimously.**

F. Consideration of reimbursement to 200 Lake Street Development, LLC for streetscape improvements at Radio Centre III

1. **Motion by Beers, seconded by Schneider that the DDA Board of Directors authorize the reimbursement to 200 Lake Street Development, LLC \$9,420.80 for eligible streetscape improvement costs with funds available in the TIF 97 Hardy Garage Bond Proceeds. Motion carried unanimously.**

- G. Consideration fore renewing agreement with the Fair Food Network in order to offer Double Up Food Bucks at the farmers market for the 2018 season
 - 1. **Motion by Schneider, seconded by Joubran that the DDA Board of Directors authorize the Chief Executive Officer to execute the enclosed agreement with the Fair Food Network to offer Double Up Food Bucks at the Sara Hardy Farmers Market. Motion carried unanimously.**

 - H. Consideration to authorize construction of the DDA Office
 - 1. **Motion by Schneider, seconded by Joubran that the DDA Board of Directors authorize to complete remodeling at the DDA offices with bids to be brought back tot he DDA for approval. Motion carried unanimously.**

 - I. Consideration of adopting a resolution for MDOT funding for North Cass Street Bridge and South Union Street Bridge
 - 1. **Motion by Constantin, seconded by Hardy that the DDA Board of Directors adopt a Resolution of Support of Critical Bridge Support for the North Cass Street Bridge and the South Union Street Bridge as proposed. Motion carried unanimously.**

 - J. Medical Marijuana Input to City Planning
 - 1. Staff will communicate with the Planning Commission

 - K. Lower Boardman River Leadership Team
 - 1. **Motion by Jackson, seconded by Constantin that the DDA Board of Directors authorize the DDA CEO to develop at Lower Boardman River Leadership Team. Motion carried unanimously.**

 - L. Comments and Questions regarding Written Reports
 - 1. Mayor Carruthers commended Parking Administrator, Nicole VanNess
4. Public Comment
- A. Boots Wolff, 8186 Peninsula Drive, commented on the DDA turning 40 in September.
5. Adjournment. The meeting officially adjourned at 10:45 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing & Deputy Director