

Minutes
Traverse City Downtown Development Authority
Regular Meeting
February 16, 2018
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Leah Bagdon-McCallum called the meeting to order at 8:01 a.m.

1. Roll Call

Present: Leah Bagdon-McCallum, Allison Beers, Harry Burkholder, Mayor Jim Carruthers, Collette Champagne (arrived at 8:08a.m.) Scott Hardy, Debbie Hershey, T. Michael Jackson, Jeff Joubran, Gabe Schneider

Absent: Bill Golden & Steve Constantin

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

a. Approval of minutes for the Regular Meeting of January 19, 2018

b. Approval of approving Financial Reports and disbursements for DDA, TIF 2, TIF 97, and Old Town TIF dated January 31, 2018

c. Approval of request to utilize the Old Town Garage on June 1 and 2 for the Annual TART Recycle-A-Bicycle event

a. DDA Board of Directors authorize the use of the ground level of the Old Town Parking Deck at 6 p.m. on June 1, 2018 to 9 p.m. on June 2, 2018 for the Eighth Annual Recycle a Bicycle Swap event to be managed by the Traverse Area Recreational and Transportation Trails (TART) organization as described in their proposal dated January 9, 2018; provided that TART provides proof of insurance naming the City of Traverse City and the DDA as additional insured and signs a hold harmless waiver stating they are responsible for any injury or loss that might occur, and further subject to final approval by the City Clerk's office; furthermore, that Traverse City Parking Services is authorized to bill an hourly rate of \$36.38, for a minimum of one hour, for cleaning associated with restroom use at the Old Town Parking Garage, and that event organizers be required to provide their own consumables.

d. Approval of amending the Employee Handbook

a. DDA Board of Directors amend the DDA Employee Handbook as outlined in Parking Administrator, Nicole VanNess' memorandum.

e. Approval of appointments to the Farmers Market Advisory Board

- a. *DDA Board of Directors confirm Chair Golden's appointment of Linda Grigg, Brenin Wertz-Roth, Nic Welty, and Courtney Lorenz to the Farmers Market Advisory Board.*

f. Approval of authorizing agreement/service order with Valley City Signs for Wayfinding Signage Maintenance

3. Vice-Chairperson's Report

- a. Discussion regarding draft Capital Improvement Plan (CIP) for TIF 97, Old Town TIF, Hardy Deck Bond Fund, and Traverse City Parking System
 - a. Public Restrooms at Lot O - TIF97
 - a. Renamed to "Redevelopment of Lot O"
 - b. Union Street Dam, park improvements and riverbank stabilization - Old Town TIF
 - a. Amount should be reduced

Collette Champagne arrives at 8:08 a.m.

4. Acting Director's Report

- a. Consideration Of Amending The Rules For The Sara Hardy Downtown Farmers Market As Recommended By The Farmers Market Advisory Board
 - a. **Motion by Schneider, seconded by Hershey that the DDA Board of Directors amend the rules for the Sara Hardy Downtown Farmers Market as outlined in the Communications and Projects Coordinator, Nick Viox's memorandum and recommended by the Farmers Market Advisory Board to change the Wednesday market time to 4 p.m. to 7 p.m., subject to change due to special circumstances.**
- b. Consideration Of Awarding A Contract With T2 Systems For License Plate Recognition Software
 - a. **Motion by Jackson, seconded by Joubran that the DDA Board of Directors approve a recommendation to modify the existing contract with T2 Systems to include the Genetec LPR equipment and software in the amount of \$63,340 for year 1 and \$4,680 for each subsequent year for the life of the contract.**
- c. Comments or Questions regarding Written Report
 - i. **Front Street**
 - i. East Front Planning
 - ii. Uptown Riverwalk Connection
 - iii. West Front Parking Garage
 - ii. **Park Street**
 - i. Public Restrooms
 - iii. **Other**
 - i. 2017 Annual Report

- ii. Community Development
- iii. Presidents' Day Weekend Sale
- iv. Traverse City Restaurant Week
- v. Transportation Demand Management Study
- vi. Parking System Update
- vii. DTCA Minutes
- viii. Farmers Market Advisory Board

5. Public Comment

- a. None at this time

6. Adjournment. The meeting officially adjourned at 8:58 a.m.

Respectfully submitted,

Nick Viox
Projects & Communications Coordinator