

**Minutes**  
**Traverse City Downtown Development Authority**  
**Regular Meeting**  
March 16, 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:** Leah Bagdon-McCallum, Harry Burkholder, Steve Constantin, Scott Hardy, Debbie Hershey, Jeff Joubran, Gabe Schneider

**Absent:** Allison Beers, Mayor Jim Carruthers, Collette Champagne, Bill Golden, T. Michael Jackson,

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

**a. Approval of minutes of the Regular Meeting of February 16, 2018**

**b. Approval of Financial Reports and disbursements for DDA, TIF 97, and Old Town dated February 28, 2018 and Financial Reports for Traverse City Parking Services for January 31, and February 28, 2018.**

3. CEO Report

a. Review the Fiscal Year '18-'19 Capital Improvement (CIP) for TIF 97, Old Town TIF, and Traverse City Parking Services.

i. Revenue projections to be provided at the April 2018 meeting

b. Update on Uptown Riverwalk Phase I

c. Consideration to authorize matching funds for the CZM Program Coastal Water Trails Grant for the Boardman River Water Trail Signage and Interpretive Development Project

**i. Motion by Schneider, seconded by Joubran that the DDA Board of Directors authorize a match funds for the Coastal Zone Management Grant in the amount of \$10,000 for the lower Boardman river water trail comprehensive signage and interpretation plan. Motion carried unanimously.**

d. Consideration of authorizing a purchase/service order for Parking and Revenue Control Systems

**i. Motion by Constantin, seconded by Schneider that the DDA Board of Directors authorize a purchase/service order to Traffic and Safety Control Systems in the amount of \$108,072 for the replacement of Parking Access and Revenue Control**

**Equipment at the Hardy Garage and QR reading capabilities and the competitive bidding process be waived for a purchase/service order with Traffic and Safety Control Systems in the amount of \$83,626 for the Old Town Garage with funds available in the Parking System Fund. Motion carried unanimously**

- e. Consideration to approve an agreement with Munson Health Center to implement the Fruit and Vegetable Prescription Program at the Sara Hardy Downtown Farmers Market
  - i. Motion by Burkholder, seconded by Hershey that the DDA Board of Directors approve an agreement with Munson Health Center to implement the Fruit and Vegetable Prescription Program at the Sara Hardy Downtown Farmers Market. Motion carried unanimously.**
  
- f. Consideration of amending the rules for the Sara Hardy Downtown Farmers Market as recommended by the Farmers Market Advisory Board
  - i. Motion by Hardy, seconded by Burkholder 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 8 am to Noon. Motion carried unanimously.**
  
- g. BATA Presentation on the Bayline
  - a. Presentation by Kelly Dunham and Tyler Bevier
  
- h. Comments or Questions regarding Written Report
  - i. Breakwater Project
    - i. Exception for surface parking
    - ii. Transportation Demand Management Study and Residential Parking
    - iii. Burkholder commented on design guidelines
    - iv. Strategic Plan
    - v. Hardy commented on the Annual Report
  
- 4. Public Comment
  - a. None at this time
  
- 5. Adjournment. The meeting officially adjourned at 9:14 a.m.

Respectfully submitted,

Colleen Paveglio  
Marketing & Deputy Director