

Minutes
Traverse City Downtown Development Authority
March 15, 2019
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

1. Roll Call

Present: Leah Bagdon-McCallum, Harry Burkholder, Major Jim Carruthers, Collette Champagne, Steve Constantin, Bill Golden, Scott Hardy, T. Michael Jackson, Gabe Schneider

Absent: Allison Beers, Debbie Hershey, Jeff Joubran

2. Consent Calendar - The purpose of the consent calendar is to expedite business by grouping non- controversial items together to be dealt with by one Board motion without discussion. Any member of the board, staff, or public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.

Administration:

- A. Consideration of minutes for the Regular Meeting of January 18, 2019 (approval recommended)
- B. Consideration for Approval of Claims
- C. Consideration of approving Financial Reports for DDA, TIF 97, and Old Town TIF for February 2019 and Financial Reports for Traverse City Parking Services.
- D. Restroom Stipends for Public Restrooms

Parking (Reviewed and Recommended Parking Subcommittee)

- A. Elimination of \$5.00 Meter Violation
- B. Purchase of Six(6) Bus Shelters for Downtown Locations
- C. Event Rates for Metered Lots
- D. High and Low Impact Event Lot Rental Rates
- E. Right-of-way & Land Use Contractor Parking Permit Fees

Jackson discussed High and Low Impact Event Lot Rental Rates for the National Cherry Festival.

Carruthers requested Item D under Administration and item A under Parking be removed for discussion under the CEO Report.

Motion by Schneider, seconded by Burkholder that the consent calendar be approved as amended. Motion carried unanimously.

3. Review of 2018 Audit

A. Brian Postma reviewed the audit with the board.

4. CEO Report

Items Removed From Consent Calendar

A. Restroom Stipends for Public Restrooms

- i. Carruthers inquired if participating businesses display a public restroom placard so it is clear to the public what businesses are participating.
- ii. **Motion by Carruthers, seconded by Constantin that the DDA Board of Directors enter into partnership Agreements for the downtown restroom program at a cost of \$250 per restroom and \$50 for each additional restroom, with Brew, Espresso Bay, Great Lakes Bath & Body, Milk & Honey, and Morsels through June 30, 2020, subject to substance by DDA CEO and form by DDA Attorney. Motion carried unanimously.**

B. Elimination of \$5.00 Meter Violation

- i. Carruthers asked for clarification on the reasoning to eliminate the \$5.00 meter violation same day payment program.
- ii. Hardy suggested the Parking Sub-Committee relook at eliminating the \$5.00 same day fee.
- iii. **Motion by Hardy, seconded by Jackson, that the DDA Board of Directors refer the \$5.00 Meter Violation back to the Parking Sub-Committee for further investigation. Motion carried unanimously.**

C. Approval of Contract for SmithGroup -- Lower Boardman River

- i. **Motion Burkholder, seconded by Jackson, that the DDA Board of Directors enter into contract with SmithGroup for the Lower Boardman River Unified Plan with authorization for the Chair and Secretary to sign the agreement subject to approval as to subject by the CEO and as to form by the DDA Attorney. Motion by Burkholder, seconded by Jackson. Motion carried unanimously.**

D. Approval of Forming 2 Committees: Finance Committee & Governance (overview of Roles & responsibilities)

- i. **Motion by Constantin, seconded by Schneider that the DDA form a Finance committee consisting of Schneider, Hardy,**

Bagdon-McCallum, and Hershey and a Governance committee consisting of Burkholder, Jackson, Constantin and Champagne. Motion carried unanimously.

E. Consideration to expand Review Responsibilities of Lot O (which is 159 E. State Street) Subcommittee

- i. **Motion by Schneider, seconded by Golden that the DDA Board of Directors approve to broaden the scope of the DDA Committee titled Lot O to include the review of all surface parking lots within the DDA boundaries to determine priority lots for redevelopment. Further, the Committee's name will be called "Surface Parking Lot Redevelopment Committee." Motion carried unanimously.**

F. Approval of Parking Area Lease Agreement at 305 West Front Street

- i. **Motion by Constantin, seconded by Schneider, that the DDA Board of Directors approve to enter into Lease Agreement with Pine Street One for property located at 305 West Front Street, subject to substance by DDA CEO and City Manager and form by DDA Attorney. Motion carried unanimously.**

G. Approval of Light Pole Agreement for Then and Now Signs

- i. **Motion by Burkholder, seconded by Jackson, that the DDA Board of Directors approve to enter into Agreement with Traverse City Light and Power to attach Then and Now Signs on Poles inside the DDA District, subject to approval as to substance by the DDA CEO and as to form by DDA Attorney. Motion carried unanimously.**

H. Three Year Elevator Service/Maintenance Contract

- i. Nicole VanNess addressed the board on the current relationship with KONE and the hourly rate differences between the bidders.
- ii. **Motion by Golden, seconded by Constantin, that the DDA Board of Directors approve to award three-year elevation contract and service order with KONE, which will include full maintenance, examination, lubrication, and safety testing at the Hardy and Old Town Parking Garages for a base rate not to exceed \$20,770 and emergency for after hours, holidays, and Sundays to be charged an additional hourly rate as outlined in their bid package submitted. Further, recommendation be forwarded to City Commission to approve contract. Motion carried unanimously.**

I. Website for Parking with OneUpWeb

i. Carruthers asked for clarification as to why the bidding process should be waived when looking to new website development.

ii. Motion by Burkholder, seconded by Champagne, that the DDA Board of Directors approve to waive the competitive bidding process and execute an agreement with OneUpWeb for the parking website design, development, and content migration in an amount not to exceed \$10,300. Motion carried unanimously.

J. Update on Projects

i. Derenzy updated Board on Lower Boardman River Leadership Team, Leadership, Development, and Infrastructure.

ii. Motion by Golden, seconded by Constantin, that the DDA Board of Directors authorize the CEO to apply for three USDA Grants: two rural development grants and one intermediary relending grant. Motion carried unanimously.

iii. First TIF Ad-Hoc meeting will take place Friday, March 22nd.

iv. Infrastructure bridge repair updates will be at the April Regular DDA Board Meeting.

5. Board Member Reports

A. Chair: Appointment to Farmer's Market Advisory Committee

i. Motion by Champagne, seconded by Hardy that that DDA Board Of Directors approve to appoint Tricia Phelps, Gary Jonas, and Joann Brown to the Farmer's Market Advisory Committee for three-year term. Motion carried unanimously.

B. Arts Commission (Verbal)

i. Minutes will be added to packet from now on, starting next month.

C. Farmers Market

i. Hardy updated the board on the Taste the Local Difference Agreement, Signage, and setting up a budget for the Farmers Market.

ii. Motion by Constantin, seconded by Schneider, that the DDA Board of Directors adopt the rules changes for the 2019 Sara Hardy Downtown Farmers Market as proposed by the Farmers Market Advisory Board in the memorandum provided by Nick Viox. Motion carried unanimously.

D. Parking Subcommittee (Verbal)

E. Lower Boardman River (Verbal)

i. Burkholder updated the board on SmithGroup agreement.

ii. Grant from Coastal Zone Management

6. Staff Reports

A. Parking

i. Lot P

a. Lot P being heavily utilized

b. Lot will be closed first week of May to complete lot updates.

ii. Park Street Public Restrooms

a. Restrooms will reopen in April

b. Hours of winter operations will be discussed over the next few months.

iii. Hardy-Elevator Travel Cable

a. Cable is starting to fray and the elevator will be closed for a day or two for repair.

iv. Old Town-Elevator Replacement

v. Retail Parking Concerns

a. Two meetings for parking concerns among merchants will take place at the City Opera House. A morning meeting will take place on April 17th and an afternoon meeting will be on April 18th.

vi. Residential Parking

a. Two public meetings and Central Neighborhood have taken place already and an additional meeting will take place on March 20th at the Governmental Center.

B. Communications

i. Website

a. Redeveloping the Parking and downtowntc websites so that all platforms will be on Wordpress.

ii. Facebook

a. The DDA Facebook page is growing.

iii. Lower Boardman River Leadership Team

a. Public Engagement process will begin at the next meeting.

iv. Destination Downtown

a. The Pilot program has transitioned into a full program.

v. DTCA Update

- a. Traverse City Restaurant Week wrapped up
- b. Summer program planning

vi. Annual Report

- a. Annual Report was published in February. An overview of the report will be given at the April DDA Regular Board Meeting.

7. Receive and File:

- A. Parking Subcommittee Minutes (January and February)
- B. Lower Boardman River Leadership Team Minutes
- C. DTCA Minutes
- D. Farmers Market Advisory Board Minutes
- E. 2018 Annual Report

8. Public Comment

- a. Tyler Bevier, 1210 Santo Street, addressed and thanked the DDA Board for its support of the Bayline.
- b. Nancy Duke, 213 6th Street, addressed the Board about Parking Lot O and Commonground development at 8th and Boardman.
- c. Carruthers thanked staff for providing stainless steel straws.
- d. Carruthers stated the City Commission will be furthering discussion about 8th Street redevelopment.

9. Adjournment

- i. The meeting officially adjourned at 9:40am.