

Minutes
Traverse City Downtown Development Authority
April 12, 2019
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

1. Roll Call

Present: Bagdon-McCallum, Beers, Burkholder, Carruthers, Golden, Hardy, Hershey, Jackson, Joubran, Schneider

Absent: Champagne, Constantin

Leah Bagdon-McCallum called the meeting to order at 8:00am

2. Consent Calendar:

Motion by T. Michael Jackson, seconded by Beers that the consent portion of the agenda be approved. Motion carried unanimously.

3. CEO Report

A. Fiscal Year 2019/2020

- i. Derenzy presented the budget for upcoming fiscal year
- ii. A new position for a full time Chief Operations Officer at the DDA is requested
- iii. Increasing two part time positions to two full time positions within Traverse City Parking Services
- iv. Golden inquired how late parking employees need to be positioned at the Hardy Deck.
- v. Derenzy pointed out that there is no administration fee that covers her time from the parking department.
- vi. WIFI agreement is in place until 2025.
- vii. Review of Public Restroom program will need to be reevaluated within the TIF 97 budget
- viii. TIF 97 budget includes implementation of a downtown sector/community officer to focus efforts on the downtown district.
- ix. Lower Boardman is a new line item within TIF 97 budget
- x. Hardy requested that soft costs are broken out into specific expense items
- xi. Schneider suggested adding some contingency to TIF 97 budget for a potential future parking garage.
- xii. Derenzy will provide an inter-local loan structure for fund transfers between two TIFs.
- xiii. Derenzy will allocate funds back into the TIF 97 budget for the Farmers Market.

B. Elevator Repair

i. Motion by Golden, seconded by Beers, that the DDA Board of Directors recommend the City Commission approve an emergency confirming service order

with Schindler Elevator in an amount not-to-exceed \$28,477 for repairs to the NE Elevator at the Old Town Parking Garage with funds from the Old Town Parking Fund. Motion carried unanimously.

- C. Update on Possible Extension of DDA District Boundaries
 - i. Meeting next Tuesday, 10:00am at BATA Hall St. location to present full report to stakeholders.
 - ii. Derenzy will be recommending extension of DDA District, with no extension of TIF.
 - iii. Jackson would like to see more efforts on making downtown smoke free
- D. Overview of 2018 Annual Report
 - i. Overview presentation will be moved to the May agenda to
- E. Project Updates
 - i. Coastal Zone Grant
 - A. Burkholder presented signage updates for the Lower Boardman River Trail
 - ii. Derenzy will be presenting a request to Central United Methodist Church to utilize some parking spaces to accommodate for the loss of parking spaces downtown this summer.

4. Board Member Reports

- A. Arts Commission
 - i. Selected an artist for the tunnel project
 - ii. Boathouse Sculpture project will be closing soon
 - iii. Pitch night will be in June
- B. Farmers Market
 - i. Next meeting will be Monday to explore budget and signage along the Parkway.
- C. Parking Subcommittee
 - i. Subcommittee has decided to keep the \$5.00 same day parking ticket fee in place
 - ii. Two public meetings next week to discuss parking and gain input from downtown merchants, property owners, etc.
 - iii. Residential Parking will be on June's agenda
 - iv. No valet parking this coming summer
- D. Lower Boardman River
 - i. Public Participation Plan
- E. TIF Ad Hoc Committee
 - i. Two meetings have taken place already and another one is scheduled for May 1st.

5. Closed Session for 2 Items

- A. Possible Property Purchase MCL 15.268(d)
 - i. Motion by Hardy, seconded by Golden, that the board enter into closed session to discuss possible property purchase.**
- B. Closed session to consider the yearly periodic personnel evaluation of the DDA CEO as requested by Ms. Derenzy pursuant to MCL 15.268(d)
 - i. Motion by Beers, seconded by Joubran that the board enter into closed session to consider yearly periodic personnel evaluation of the DDA CEO, as requested by Ms. Derenzy.**
- C. Roll Call to enter into closed session for both items:

Bagdon McCallum: Yes
Beers: Yes
Burkholder: Yes
Carruthers: Yes
Golden: Yes
Hardy: Yes
Hershey: Yes
Jackson: Yes
Joubran: Yes
Schneider: Yes

6. Staff Report:

A. Parking

- i. Lot P-Update
- ii. Park Street Public Restrooms
- iii. Downtown Parking Meeting
- iv. HVAC Maintenance Agreement

B. Communications

- i. Website
- ii. Facebook
- iii. Lower Boardman River Leadership Team
- iv. Parking Meetings
- v. Destination Downtown
- vi. DTCA Update
- vii. Sara Hardy Downtown Farmers Market

The meeting officially adjourned at 9:32am