

Minutes
Traverse City Downtown Development Authority
May 17, 2019
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

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

1. Roll Call

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

Absent: Debbie Hershey, Jeff Joubran

2. Public Hearing 2019/2020 Budget: DDA, TIF 97, Old Town TIF

- a. Derenzy highlighted the DDA General Fund budget
- b. Derenzy recommended increasing the Parking department contract
- c. The City Manager requested that the DDA staff take on the responsibility of the Traverse City Arts Commission
- d. Marty Colburn presented why the DDA is a good fit to run the Traverse City Arts Commission
- e. Chair Bagdon-McCallum suggested if the Arts Commission moves ahead at the DDA, that it move forward as a one year pilot program
- f. Derenzy gave an overview of budgets for TIF 97 and Old Town TIF
- g. Burkholder asked that "access" be removed from Lower Boardman River Access
- h. Chief O'Brien presented his support of partnering with the DDA for a community police officer downtown

Public Hearing formally opened at 8:28am

Public Comment

a. City Manager, Marty Colburn, voiced the importance that the DDA serves to the community of Traverse City.

T. Michael, seconded by Burkholder to close the public hearing. Motion carried unanimously.

3. Consent Calendar

Motion by Jackson seconded by Schneider that the consent portion of the agenda be approved. Motion carried unanimously.

- A. Consideration of minutes for the Regular Meeting of April 12, 2019 meeting**
- B. Consideration for approval of claims**
- C. Consideration of approving Financial Reports for DDA, TIF 97, and Old Town TIF for April 2019 and Financial Reports for Traverse City Parking Services**

4. Special Presentations

- A. Overview of Bridge Work for 2019/2020 Budget
 - i. Jessica Carpenter, City Engineering Department presented repair plans for bridges downtown
 - ii. Burkholder requested the Board keep public art opportunities in mind when repairing bridges

5. CEO Report

- A. Three Year HVAC Maintenance Agreement
 - i. **Motion by Constantin, seconded by Burkholder, that the DDA Board of Directors recommend the City Commission authorize a three-year agreement to Sheren Plumbing and Heating, in the amount of \$22,950 and applicable per hour rates for maintenance and service calls for HVAC services with funds available from the Hardy and Old Town Parking System Funds. Motion carried unanimously.**
- B. Winterization of Lot O Boiler and glycollines
 - i. **Motion by Golden, seconded by Beers , that the DDA Board of Directors recommend the City Commission authorize a service order with John E. Green Company, in the amount of \$2,165 and applicable per hour rates for the removal, exposal, and winterization of the Lot O boiler and glycol lines with funds available in the Parking System Funds. Motion carried unanimously.**
- C. Park Street Public Restrooms Cleaning Services
 - i. **Motion by Hardy, seconded by Beers, that the DDA Board of Directors recommend the City Commission waive the competitive bid process and amend the Department of Public Services contract with Universal Cleaners to include the Park Street Public Restrooms in an amount more or less \$12,885 annually invoiced separately with funds available from the Hardy Parking System Fund. Motion carried unanimously.**
- D. 2019/2020 Strategic Plan Meeting – July or August 2019
 - i. Board chose to meet August 16th, 2019 from 8:00am-2:00pm for Strategic Plan Meeting
- E. Project Updates
 - i. Derenzy is working on a snow melt policy downtown

6. Board Member Reports

- A. Arts Commission
- B. Farmers Market
 - i. This month's meeting has been postponed to next month.

- ii. Two new board members
- iii. Audit Process of vendors is underway
- C. Parking Subcommittee
 - A. The \$5.00 ticket for same day payments will stay in place
 - B. Meter Bag policy is being evaluated
 - C. Residential Parking will go to City Commission for approval and come back to the DDA Board in June
- D. Lower Boardman River
 - A. First public kickoff meeting is scheduled for June 12th in Parking Lot B
- E. TIF Ad Hoc Committee
 - A. Construction costs of potential future parking deck were reviewed at last meeting
 - B. City Commissioner Richard Lewis and Ad Hoc Chair updated the Board on proposed budgets

7. Staff Report

- A. Parking
 - i. Lot P updates are done and the lot is open
 - ii. Park Street Public Restrooms have been reopened
 - iii. Current RFB in progress
 - iv. Alternative Parking in progress to evaluate what other options are available for parking with the loss of Parking Lot S
 - v. New Metered Streets
- B. Communications
 - i. Website
 - a. New websites for Parking and DTCA will be launching in July
 - ii. Facebook
 - iii. Lower Boardman River Leadership Team
 - a. Microsite will be linked to the dda.downtowntc.com website
 - b. Facebook page will be launched as well
 - iv. Destination Downtown
 - v. 8th Street Construction
 - a. Informational page on the DDA website
 - vi. DTCA Update
 - a. Downtown Annual Dinner is June 6th at the City Opera House
 - vii. Sara Hardy Downtown Farmers Market
 - a. Market has started. Wednesdays markets will start in June

Champagne exited at this point of the meeting

8. Public Comment

- a. Jackson would like a smoking ban added to the Strategic Plan discussion

9. Closed Session for possible Property Purchase MCL 15.268(d)

A. Motion to enter into closed session: motion by Beers, seconded by Burkholder

Bagdon McCallum: Yes

Beers: Yes

Burkholder: Yes

Carruthers: Yes

Constantin: Yes

Hardy: Yes

Jackson: Yes

Schneider: Yes

10. Receive and File:

A. Parking Subcommittee April Minutes

B. Lower Boardman River Leadership Team April Minutes

C. Lower Boardman River Public Outreach Subcommittee April Minutes

D. TIF 97 DDA & City Commission Ad Hoc April Minutes

E. DTCA April Minutes (Pages 41-42)

F. Farmers Market Advisory Board April Minutes (Pages 43-44)

G. Arts Commission April Minutes (Pages 45-47)

H. Transformation of Traverse City Article in Planning & Zoning News (on desks)

11. Adjournment

a. Meeting adjourned at 9:29am before entering into closed session.