

# **Traverse City Downtown Development Authority Regular Meeting**

**June 19, 2020**

**8:00 am**

The Downtown Development Authority Meeting Will Not Be Held At the Governmental Center. The Downtown Development Authority Meeting Will Be Be Conducted Remotely Via Zoom Webinar

Quick Highlights for Viewing and Participating  
(Finer Details Below)

The Downtown Development Authority Meeting will be broadcast live on Cable Channel 191 and streamed at:  
<https://www.tacm.tv/govtvnow.asp>

Anyone wishing to give public comment will need to call in and wait in a "virtual waiting room" where their microphones will be muted until they are called upon:

Dial: 312-626-6799

Meeting ID: 873 3748 2312

Participant ID: # (yes just #)

Posted and Published



The DDA recognizes the importance of not bringing people together unnecessarily in an effort to stop the spread of COVID-19. The Governmental Center has been closed to walk-in traffic and will be closed during the DDA meeting on May 15, 2020, and for DDA meetings for the foreseeable future. Members of the DDA will not be present in the Governmental Center for official DDA meetings.

For the foreseeable future, the DDA does not intend to convene other committees of the DDA unless there is critical action to be taken; meetings that do not need to be held will not be held. The meeting is being conducted remotely to assist in stopping the spread of COVID-19.

Individuals with disabilities may participate in the meeting by calling-in to the number as though they were going to be giving public comments as outlined below or by calling the TDD#. Individual members of the DDA may be contacted via email. Member email addresses

can found at the DDA website: [dda.downtowntc.com](http://dda.downtowntc.com)  
DDA meetings will continue to be broadcast live on  
Cable Channel 191 and will be streamed live at:  
<https://www.tacm.tv/govtvnow.asp>.

For members of the DDA and key staff, their name will appear on screen when they are speaking. For individuals who may wish to give public comment, the method for providing public comment during these remote-participation meetings is to call: 312-626-6799 and enter the Meeting and Participant ID (the meeting ID for the June 19, 2020 DDA Special Meeting is 873 3748 2312 and the Participant ID is #.)

Callers wishing to give public comment may call in before the meeting starts and wait in a "virtual waiting room" Going forward, these instructions will be included in every published agenda of the DDA. Those calling in will be able to hear the audio of the DDA meeting, yet their microphone will be muted.

When the DDA accepts public comment, in the order calls were received, the meeting facilitator will identify the caller by the last four digits of their telephone number and ask them if they would like to make a comment. While not required, but so we do not have to go through an unnecessarily long list of callers, we ask, if possible, that those who do not wish to give public comment refrain from calling in and instead listen to the meeting online at: <https://www.tacm.tv/govtvnow.asp> or on Cable Channel 191.

The City of Traverse City does not discriminate on the basis of disability in the admission to, access to, treatment in, or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, phone 231-922-4440, TDD/TTY 231-922-4412, VRS 231-421-7008, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

The City of Traverse City and Downtown Development Authority are committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with board members honor these values.

Downtown Development Authority:  
c/o Jean Derenzy, CEO  
(231) 922-2050  
Web: [www.downtowntc.com](http://www.downtowntc.com)  
303 East State Street, Suite C  
Traverse City, MI 49684

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# Welcome to the Traverse City Downtown Development Authority meeting!

## Agenda

### 1. CALL TO ORDER

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### 2. ROLL CALL

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### 3. OPENING PUBLIC COMMENT

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### 4. CONSENT CALENDAR

*The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one DDA Board motion without discussion. Any member of the DDA Board, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the DDA Board; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single DDA Board action adopting the consent calendar.*

- A. Consideration of Minutes for the Regular Meeting of May 15, 2020 (approval recommended)  
[Downtown Development Authority Regular Meeting May 15, 2020 - Minutes - PDF](#)
- B. Approval of Budget Amendment  
[Budget Amendment Memo](#)
- C. Consideration of approving the financial report and disbursements for DDA, TIF 97, Old Town TIF, Parking Services and Arts Commission for May 2020 (approval recommended)  
[DDA, TIF 97 and Old Town TIF Financials May 2020 - PDF](#)  
[TC Parking Services Financials May 2020 - PDF](#)  
[TC Arts Commission Financials May 2020 - PDF](#)
- D. Transfer Ownership of Golf Cart  
[Transfer Ownership from TCPS to DDA - Memo](#)
- E. Christmas Lights Display  
[Christmas Light Displays Memo](#)
- F. Employee Handbook Update

[Employee Handbook Memo](#)

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**5. CEO REPORT**

- A. Acceptance of the 2020/2021 Budget  
[Approval of Budget CEO Report Memo 2020 - 2021 Budget](#)
  - B. Parking Budget 2020/2021  
[Revised 20-21 Parking Budget - Memo](#)  
[Revised 20-21 Parking Budget - PDF](#)
  - C. Recreational Marijuana Request to Review by City Commission  
[Recreational Marijuana CEO Report Memo](#)
  - D. Pine Street Streetscapes  
[Pine Street Streetscape CEO Report Memo](#)
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**6. BOARD MEMBER UPDATES**

- A. Farmers Market (Hardy)  
[Farmers Market Update - Memo](#)
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**7. STAFF REPORTS**

- A. Community Police Update (Officer Culver)
  - B. Parking Services Update (VanNess)  
[TC Parking Services Update June 2020 - Memo](#)
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**8. RECEIVE AND FILE**

- A. DTCA April and May 2020 Minutes  
[DTCA Board Minutes April 9, 2020 - PDF](#)  
[DTCA Board Minutes May 14, 2020 - PDF](#)
  - B. Update on Closing Front Street  
[Front Street Update Memo](#)
  - C. Update of Projects/Dashboard  
[Project Updates/Dashboard](#)
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**9. CLOSED SESSION FOR POSSIBLE PROPERTY PURCHASE MCL 15.268(D) (MOTION REQUIRED)**

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**10. POSSIBLE ACTION TO APPROVE PROPERTY PURCHASE**

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**11. PUBLIC COMMENT**

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**12. ADJOURNMENT**