

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

**March 19, 2021**

**10:00 am**

The Downtown Development Authority Meeting Will Not  
Be Held At the Governmental Center.

The Downtown Development Authority Meeting Will 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: 810 2283 6015

Participant ID: # (yes just #)

Posted and Published

March 15, 2021

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

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1. CALL TO ORDER

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2. ROLL CALL

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3. REVIEW AND APPROVAL OF AGENDA

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4. OPENING PUBLIC COMMENT

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5. 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 approval of minutes for the Regular Meeting of February 19, 2021 (approval recommended) 7 - 13  
[Downtown Development Authority Regular Meeting - 19 Feb 2021 - Minutes - Pdf](#)
- B. Consideration of approval of the Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for February 2021 (approval recommended) 15 - 23  
[DDA, TIF 97 and Old Town TIF Financials February 2021](#)  
[Parking Financials February 2021](#)  
[Arts Commission Financials February 2021](#)
- C. Consideration of approval of the minutes from the February 8, 2021 Governance Committee (approval recommended) 25  
[February 8, 2021 Governance Committee Meeting Minutes - PDF](#)
- D. Consideration of approval of the minutes for the February 8, 2021 Finance Committee (approval recommended) 27  
[February 8, 2021 Finance Committee Meeting Minutes - PDF](#)

E.	Sarah Hardy Farmers Market 2021 Rules <a href="#">Farmer's Market Rules Memo (Viox) - PDF</a> <a href="#">Farmers Market 2021 Rules - PDF</a>	29 - 42
<hr/>		
<b>6.</b>	<b>SPECIAL PRESENTATIONS</b>	
A.	Tree Management Plan Presentation - Davey Resource Group, Kerry Gray <a href="#">Tree Management Memo (Derenzy) - PDF</a> <a href="#">Davey Group Presentation - PDF</a>	43 - 76
B.	DDA Annual Report - Community Development Director, Katy McCain <a href="#">Downtown Annual Report 2020</a>	77 - 96
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<b>7.</b>	<b>ITEMS REMOVED FROM CONSENT CALENDAR</b>	
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<b>8.</b>	<b>OLD BUSINESS</b>	
A.	Consideration of DDA Board Meeting Time <a href="#">CEO Memo - PDF</a>	97
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<b>9.</b>	<b>COMMITTEE BUSINESS</b>	
A.	Governance Committee <a href="#">1. Student Liaison Position - PDF (approval recommended)</a> <a href="#">2. Executive Compensation Policy - PDF (approval recommended)</a>	99 - 108
B.	Finance Committee <a href="#">1. Streetscape Participation with Honor State Bank - PDF (approval recommended)</a>	109
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<b>10.</b>	<b>CEO REPORT</b>	
A.	Neighborhood Enterprise Zone (NEZ) - 309 W. Front Street <a href="#">NEZ CEO Report - PDF</a> <a href="#">AMI Grand Traverse County Sheet - PDF</a> <a href="#">Proposed NEZ District Map</a>	111 - 115
B.	Uptown Riverwalk - Change Order (approval recommended) <a href="#">Uptown Riverwalk CEO Report - PDF</a> <a href="#">Uptown Riverwalk Schematics</a>	117 - 119
C.	Lower Boardman Leadership Team Appointments (approval recommended) <a href="#">Lower Boardman Appointment CEO Report - PDF</a>	121 - 122
D.	2021/2022 Budget	123 - 129

[2021/2022 Budget CEO Report - PDF](#)  
[CIP Attachment - PDF](#)

- E. Project Updates 131  
[Project Updates - CEO Report](#)
- 

**11. RECEIVE AND FILE**

- A. Board Member Reports 133 -  
135  
[1. Arts Commission Report \(Bagdon-McCallum\) - PDF](#)  
[2. Lower Boardman Leadership Team Report \(Kirkwood\) - PDF](#)
- B. Staff Reports 137 -  
151  
[1. Community Development Director \(McCain\) - PDF](#)  
[2. Downton Experience Coordinator \(Viox\) - PDF](#)  
[3. Parking Services Report \(VanNess\) - PDF](#)
- C. DTCA February 2021 Meeting Minutes 153 -  
156  
[DTCA Board Meeting Minutes - 11 Feb 2021 - PDF](#)
- D. Arts Commission February 2021 Meeting Minutes 157 -  
161  
[Arts Commission Meeting Minutes - 17 Feb 2021 - PDF](#)
- E. Parking Subcommittee Meeting (no February Meeting)
- F. Lower Boardman Leadership Team (no February Meeting)
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**12. PUBLIC COMMENT**

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**13. ADJOURNMENT**