

Traverse City Downtown Development Authority Regular Meeting

Friday, November 19, 2021

8:30 am

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted: November 16, 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

303 East State Street, Suite C

Traverse City, MI 49684

**Welcome to the Traverse City Downtown Development Authority
meeting!**

Agenda

	Page
1. CALL TO ORDER	
<hr/>	
2. ROLL CALL	
<hr/>	
3. REVIEW AND APPROVAL OF AGENDA	
A. Consideration of Approving the Agenda as Presented	
<hr/>	
4. CONSENT CALENDAR	
<i>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.</i>	
A. Consideration of approving the minutes of the Regular Meeting of October 15, 2021 (approval recommended) (Jean Derenzy)	5 - 10
<u>October 15, 2021- Downtown Development Authority Regular Meeting Minutes - PDF</u>	
B. Consideration of approving Financial Reports and Disbursements for the DDA, TIF 97, Old Town TIF, Parking Services, and Arts Commission for October 2021 (approval recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess)	11 - 21
<u>DDA General, TIF 97, Old Town TIF Financials - October - PDF</u>	
<u>TC Parking Financials - October 2021 - PDF</u>	
<u>TC Arts Commission Financials - October 2021 - PDF</u>	
C. Old Town Paver Project (approval recommended) (Jean Derenzy, Nicole VanNess)	23
<u>Old Town Garage Paver Restoration Project Memo (Derenzy, VanNess) - PDF</u>	
D. After Hour Permit Rate (approval recommended) (Jean Derenzy, Nicole VanNess)	25 - 26

	Establish After-Hours Permit Rate Memo (Derenzy, VanNess) - PDF	
E.	Luke II Payment Security Software Update (approval recommended) (Jean Derenzy, Nicole VanNess) Pay Station Security Payment Update Memo (Derenzy, VanNess) - PDF	27
F.	Luke II Software and Communication Subscription (approval recommended) (Jean Derenzy, Nicole VanNess) Pay Station Software and Communication Service Order Memo (Derenzy, VanNess) - PDF	29
<hr/>		
5.	ITEMS REMOVED FROM CONSENT CALENDAR	
<hr/>		
6.	SPECIAL ORDER OF BUSINESS	
A.	East Front Street Update (Information/Update) (Jean Derenzy, Chris Zull - Progressive AE) East Front Street Memo Final Final East Front Street Project Update Memo (Progressive AE) - PDF	31 - 34
B.	Presentation of Grandview Parkway 2023 Work (MDOT Representatives) Grandview Parkway Presentation Memo (Derenzy, Burkholder) - PDF Preliminary Design Concepts - PDF	35 - 37
<hr/>		
7.	CEO REPORT	
A.	Consideration of Paid Time off for Staff Appreciate Week (approval recommended) (Derenzy) Staff Appreciation Week Memo (Derenzy, Burkholder) - PDF	39
B.	Concept Plan for Trail & Parkway (approval recommended) (Derenzy) Concept Trail and Parkway Memo (approval recommended) (Derenzy, Burkholder) - PDF TART Letter of Intent (Julie Clark) - PDF	41 - 43
C.	Scheduling or Planning/Strategy Session Strategic Planning Scheduling Memo (Derenzy, Burkholder) - PDF	45
D.	Project Updates Project Updates Memo (Derenzy, Burkholder) - PDF	47 - 48
<hr/>		
8.	BOARD MEMBER UPDATES	
A.	Arts Commission Update (Steve Nance)	49

9. STAFF REPORTS

- A. Transportation Mobility Director Report (Nicole VanNess) 51 -
[Transportation Mobility Director Report \(VanNess\) - PDF](#) 52
- B. Community Development Director (Katy McCain) 53 -
[Community Development Director Report - PDF](#) 54
-

10. RECEIVE AND FILE

- A. October 14, 2021 DTCA Meeting Minutes 55 -
[October 14, 2021 DTCA Meeting Minutes - PDF](#) 56
-

11. CLOSING PUBLIC COMMENT

12. ADJOURNMENT