

Traverse City Downtown Development Authority Annual Organizational Meeting

Friday, October 15, 2021

8:30 am

Commission Chambers, Governmental Center
400 Boardman Avenue

Traverse City, Michigan 49684

Posted: October 11, 2021



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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

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1. CALL TO ORDER

2. ROLL CALL

3. ELECTION OF OFFICERS

- A. Election of Officers (Approval Recommended) 5
Election of Officers Memo (Jean Derenzy) - PDF
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4. REVIEW AND APPROVAL OF AGENDA

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 approving the minutes of the Regular Meeting of September 17, 2021 (Approval Recommended) (Jean Derenzy) 7 - 10
September 17, 2021 Downtown Development Authority Regular Meeting Minutes - PDF
 - B. Consideration of approving Financial Reports and Disbursements for DDA, TIF 97, Old Town TIF, Parking Services, and Arts Commission for September 2021 (Approval Recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess) 11 - 19
DDA General, TIF 97 and Old Town TIF Financials - September 2021 - PDF
TC Parking Services Financials - September 2021 - PDF
TC Arts Commission Financials - September 2021 - PDF
 - C. Consideration of approving a three-year service order for Parking Garage Window Washing (Approval Recommended) (Jean Derenzy, Nicole VanNess) 21
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	Parking Garage 3-year Window Washing Memo (Nicole VanNess)- PDF	
D.	Consideration of approving an agreement for the purchase and installation of Parking Garage Occupancy Count Signage (Approval Recommended) (Jean Derenzy, Nicole VanNess)	23 - 29
	Parking Garage Occupancy Count Sign Purchase Memo - PDF Occupancy Count Sign Product Sheet - PDF Occupancy Sign Placement - PDF	
E.	Consideration of approving the Healthier Drinking Culture Strategic Plan (Approval Recommended) (Jean Derenzy)	31 - 76
	Healthier Drinking Culture Strategic Plan Memo (Jean Derenzy) - PDF Summary of Public Feedback Regarding Draft Healthier Drinking Culture Strategic Plan - PDF Edits Made to Draft Healthier Drinking Culture Strategic Plan - PDF Final Healthier Drinking Culture Strategic Plan - PDF	
F.	Consideration of approving the Downtown Tree Management Plan (Approval Recommended) (Jean Derenzy, Harry Burkholder)	77 - 140
	Downtown Tree Management Plan Memo (Jean Derenzy, Harry Burkholder) - PDF 2021 Downtown Tree Management Plan - PDF	

6. ITEMS REMOVED FROM CONSENT CALENDAR

7. OLD BUSINESS

A.	Reimagine East Front Street Project Update	141 - 202
	Reimagine East Front Street Project Memo (Jean Derenzy, Harry Burkholder) - PDF Reimagine East Front Street Project Update Progressive AE Memo (Chris Zull) - PDF September 27, 2021 Reimagine East Front Street Public/Stakeholder Meeting Notes - PDF September 27 & 29, 2021 Reimagine East Front Workshop Presentation w/Design Scenarios - PDF	

8. NEW BUSINESS

A.	CEO Report - Project Updates	203 - 205
	Project Updates final.	
B.	Consultant Work and RFP For DDA (Input Requested)	207 - 208
	Consultant Work and RFP Memo (Jean Derenzy) - PDF	

9. BOARD MEMBER UPDATES

- | | | |
|----|--|-------|
| A. | Arts Commission Update (Steve Nance) | 209 - |
| | Arts Commission Update Memo (Steve Nance) - PDF | 210 |
| B. | Parking Subcommittee Update (Scott Hardy) | 211 |
| | Parking Subcommittee Update Memo (Scott Hardy) - PDF | |
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10. STAFF REPORTS

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|----|---|-------|
| A. | Transportation Mobility Director Report (Nicole VanNess) | 213 - |
| | Transportation Mobility Director Report (VanNess) - PDF | 214 |
| B. | Community Development Director Report (Katy McCain) | 215 - |
| | Community Development Director Report (Katy McCain) - PDF | 217 |
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11. RECEIVE AND FILE

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|----|---|-------|
| A. | October 1, 2021 Special Arts Commission Meeting Minutes | 219 - |
| | October 1, 2021 Special Arts Commission Special Meeting Minutes - PDF | 221 |
| B. | September 9, 2021 DTCA Meeting Minutes | 223 - |
| | September 9, 2021 DTCA Board Meeting Minutes - PDF | 224 |
| C. | October 7, 2021 Parking Subcommittee Minutes | 225 - |
| | Parking Subcommittee - 07 Oct 2021 - Minutes - PDF | 227 |
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12. CLOSED SESSION FOR POSSIBLE PROPERT PURCHASE MCL 15.268 (MOTION REQUIRED)

13. CLOSING PUBLIC COMMENT

14. ADJOURNMENT
