

**Traverse City
Downtown Development Authority
Zoom Meeting
February 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/govtnow.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: 857 2037 1897

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 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

DDA meetings will continue to be broadcast live on Cable Channel 191 and will be streamed live at: <https://www.tacm.tv/govtnow.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.

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 DDA CEO 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 DDA Office

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.dda.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	
2. ROLL CALL	
3. ELECTION OF OFFICER	
A. Election of Board Secretary CEO Memo	7
4. REVIEW AND APPROVAL OF AGENDA	
5. RECOGNITION OF OUTGOING BOARD MEMBERS	
6. INTRODUCTION OF NEW MEMBERS	
7. OPENING PUBLIC COMMENT	
8. 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 the approval of minutes for the Regular Meeting of January 15, 2021 (approval recommended) Downtown Development Authority Regular Meeting - 15 Jan 2021 - Minutes - Pdf	9 - 13
B. Consideration of approval of the Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for January 2021 (approval recommended) DDA, TIF 97 and Old Town Financials January 2021 Parking Financials January 2021	15 - 23

	Arts Commission Financials January 2021	
C.	Consideration of approval of the minutes for the January 4, 2021 Finance Committee (approval recommended) January 4, 2021 Finance Committee Meeting Minutes Minutes (PDF)	25
D.	Consideration of approval of the revised Transportation Demand Management 3 Year Plan (Parking Subcommittee recommends approval) Revised Transportation Demand Management 3 Year Plan (PDF) - Memo	27 - 32
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9.	SPECIAL ORDER OF BUSINESS	
A.	Presentation by Warren Call: COVID-19 Economic Resiliency Report Traverse Connect Resiliency Report Memo (PDF) COVID-19 Economic Resiliency Report	33 - 54
B.	Presentation by Bob Doyle: Overview/Update of Lower Boardman River Wall Assessment Lower Boardman Retaining Wall Assessment CEO Memo (PDF) SmithGroup Findings Memo (PDF) Bob Doyle Presentation (PDF)	55 - 76
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10.	ITEMS REMOVED FROM CONSENT CALENDAR	
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11.	SUB-COMMITTEE REPORTS/CORRESPONDANTS	
A.	Governance Committee Memo Governance Memo (PDF) Governance Committee Attachment - Executive Compensation Report (PDF)	77 - 82
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12.	OLD BUSINESS	
A.	Contract for Legal Counsel (Recommended for Action Derenzy) DDA Retainer Agreement Memo (PDF) DDA Retainer Agreement	83 - 87
B.	2019/2020 Audit (Finance Committee recommends approval) CEO Audit Memo (PFD) 2019/2020 DDA Audit (PDF)	89 - 132
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13.	NEW BUSINESS	
A.	Committee Appointments (approval recommended) Committee Appointments Memo (PFD)	133
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14. CEO REPORT

- A. Project Updates 135 -
[Project Update Memo \(PDF\)](#) 136
-

15. RECEIVE AND FILE

- A. Board Member Reports 137 -
[1. Arts Commission Report \(Bagdon-McCallum\)](#) 142
[2. Parking Subcommittee Report \(Hardy\)](#)
[3. Lower Boardman Report \(Kirkwood\)](#)
- B. Staff Reports 143 -
[1. Community Development Director Report \(McCain\)](#) 147
[2. Downtown Experience Coordinator Report \(Viox\)](#)
[3. Parking Services Report \(VanNess\)](#)
- C. Arts Commission January 2021 Minutes 149 -
[Arts Commission Minutes - 20 Jan 2021 - PDF](#) 151
- D. DTCA Board January 2021 Minutes 153 -
[DTCA Board Minutes - 14 JAN 2021 - PDF](#) 154
- E. Lower Boardman Leadership Team January 2021 Minutes - PDF 155 -
[Lower Boardman Leadership Team Minutes - 21 JAN 2021 PDF](#) 156
- F. Farmers Market Advisory January 2021 Minutes 157
[Famers Market Advisory Board Minutes - 18 JAN 2021- PDF](#)
- G. Parking Subcommittee January 2021 Minutes 159 -
[Parking Subcommittee Minutes - 07 Jan 2021 - PDF](#) 160
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16. CLOSING PUBLIC COMMENT

17. ADJOURNMENT