

Traverse City Downtown Development Authority (Zoom) Meeting

January 15, 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: 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 be 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/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.

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.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. OPENING PUBLIC COMMENT	
<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 minutes for the Regular Meeting of December 18, 2020 (approval recommended)	7 - 11
December 18, 2020 Downtown Development Authority Regular Meeting Minutes - PDF	
B. Consideration of approving Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking, and Arts Commission for December 2020 (approval recommended)	13 - 21
DDA, TIF 97 and Old Town TIF Financials December 2020 TC Arts Commission Financials December 2020 TC Parking Services Financials December 2020	
C. Consideration of minutes for the Finance Committee (approval recommended)	23
December 8, 2020 Finance Committee December Meeting Minutes - PDF	
D. Consideration of approval of CivicSmart Parking Meter Purchase (Parking Subcommittee recommends approval)	25 - 29
Smart Parking Meter Recommendation Memo - PDF Smart Parking Meter Bid Comparison - PDF	

	Parking Rate By Zone Downtown Map - PDF	
E.	Credit Card Processing - Auto Parking Fund (approval recommended)	31 - 32
	Credit Card Processing CEO Report - PDF	
F.	Consideration of waiving 2021/22 participation fees for Destination Downtown (approval recommended)	33
	Destination Downtown Memo - PDF	
<hr/>		
5.	ITEMS REMOVED FROM CONSENT CALENDAR	
<hr/>		
6.	CEO REPORT	
A.	Recommendation to Hire Legal Counsel (approval recommended: Derenzy, Schneider, Constantin, and Lewis)	35 - 130
	Legal Services CEO Report - PDF	
	RFP Responses (Combined) - PDF	
B.	Surface Parking Lots Infill Development (approval recommended)	131 - 133
	Infill Development CEO Report - PDF	
C.	Project Updates	135 - 137
	Project Updates CEO Report - PDF	
<hr/>		
7.	STAFF REPORTS	
A.	Downtown Experience Coordinator (Viox)	139 - 140
	Downtown Experience Coordinator Memo - PDF	
<hr/>		
8.	BOARD MEMBER REPORTS	
A.	Update on DDA Board Appointments (Mayor Curruthers)	
B.	Arts Commission (McCallum)	141
	Arts Commission Memo - PDF	
C.	Lower Boardman (Kirkwood)	143 - 144
	Lower Boardman Update Memo - PDF	
<hr/>		
9.	CLOSED SESSION FOR POSSIBLE PROPERTY PURCHASE MCL 15.268(D)	
<hr/>		
10.	RECEIVE AND FILE	
A.	Community Development Director (McCain)	145 - 148
	Community Development Update January - PDF	
	DDA Parking Mailer - PDF	
B.	Transportation Mobility Director (VanNess)	149 -

	Staff Report Parking Services January - PDF	155
	Parking Rate By Zone Downtown - PDF	
	Parking Rate By Zone Munson - PDF	
	Parking Rate By Zone NMC - PDF	
C.	Lower Boardman Leadership Team December 2020 Minutes	157 -
	December Lower Boardman Minutes - PDF	159
D.	Arts Commission December 2020 Minutes	161 -
	December Arts Commission Minutes - PDF	163
E.	Parking Subcommittee December 2020 Minutes	165 -
	Parking Subcommittee - 03 Dec 2020 - Minutes - PDF	166

11. CLOSING PUBLIC COMMENT

12. ADJOURNMENT