

**Traverse City Downtown
Development Authority Regular
Meeting
Zoom Meeting
April 16, 2021
8:30 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



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.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. REVIEW AND APPROVAL OF AGENDA	
4. OPENING PUBLIC COMMENT	
5. 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 March 19, 2021 (approval recommended)	7 - 14
Downtown Development Authority Regular Meeting - 19 Mar 2021 - Minutes - Pdf	
B. Consideration of approving the Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for March 2021 (approval recommended)	15 - 23
DDA Financial March 2021 - PDF	
TC Arts Commission Financials March 2021- PDF	
TC Parking Services Financials March 2021- PDF	
C. Consideration of approval of the minutes from the March 8, 2021 Finance Committee meeting (approval recommended)	25
March 8, 2021 Finance Committee Meeting Minutes - PDF	
D. Consideration of the Banners and Decorations Agreement with Traverse City Light and Power (approval recommended)	27 - 32
Banner and Decorations Agreement Memo (Derenzy) - PDF	
DDA/Light and Power Banner and Decorations Agreement - PDF	

6. ITEMS REMOVED FROM CONSENT CALENDAR

7. OLD BUSINESS

- A. Appointment of Damion Lockhart to Finance Committee (approval recommended) 33
[Finance Committee Appointment Memo \(Derenzy\) - PDF](#)
- B. Appointment of Steve Nance to the Arts Commission (approval recommended) 35
[Arts Commission Appointment Memo \(Derenzy\) - PDF](#)
- C. 2021/2022 Budget Review and Schedule Public Hearing 37 - 51
[2021/2022 Budget Review Memo \(Derenzy\) - PDF](#)
[DDA 2021/2022 Budget & CIP](#)
[Parking 2021/2022 Budget](#)
- D. Final Report on Lower Boardman Riverwall Assessment (approval recommended) 53 - 116
[Boardman Riverwall Assessment/Final Report Memo \(Derenzy\) - PDF](#)
[Boardman Riverwall Assessment, Bob Doyle Presentation - PDF](#)
[Boardman Riverwall Assessment Final Report](#)
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8. NEW BUSINESS

- A. Emergency Declaration - Remote Meetings (approval recommended) 117 - 122
[Emergency Declaration and Remote Meetings Memo \(Derenzy\) - PDF](#)
[City of Traverse City Emergency Declaration - PDF](#)
- B. City Opera House Light Replacement (approval recommended) 123
[Opera Housing Lighting Replacement Memo \(Derenzy\) - PDF](#)
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9. CEO REPORT

- A. CEO Report 125 - 126
[CEO Report - Project Updates \(Derenzy\) - PDF](#)
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10. BOARD MEMBER UPDATES

- A. Arts Commission Board Member Update (Bagdon-McCallum) 127
[Arts Commission Board Member Update Memo \(Bagdon-McCallum\) - PDF](#)
- B. Lower Boardman (Kirkwood) 129
[Lower Boardman Leadership Team Board Update Memo \(Kirkwood\) - PDF](#)
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11. STAFF REPORTS

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| A. | Community Development Director (McCain) | 131 - |
| | Community Development Director Report (McCain) - PDF | 132 |
| B. | Downtown Experience Coordinator (Viox) | 133 |
| | Downtown Experience Coordinator Report (Viox) - PDF | |
| C. | Parking Services Report (VanNess) | 135 - |
| | Transportation Mobility Director Report (VanNess) - PDF | 136 |
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12. RECEIVE AND FILE

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|----|---|-------|
| A. | Lower Boardman Leadership Team March 17, 2021 Meeting Minutes | 137 - |
| | Lower Boardman Leadership Team March 17, 2021 Meeting Minutes | 138 |
| B. | DTCA March 11, 2021 Meeting Minutes | 139 - |
| | DTCA March 2021 Minutes - PDF | 140 |
| C. | Arts Commission March 17, 2021 Meeting Minutes | 141 - |
| | Arts Commission March 2021 Minutes - PDF | 145 |
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13. PUBLIC COMMENT

14. ADJOURNMENT