

**Traverse City
Downtown Development Authority
Regular Meeting (Zoom)**

May 21, 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

May 17, 2021



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/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

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1. CALL TO ORDER

2. ROLL CALL

3. REVIEW AND APPROVAL OF AGENDA

4. OPENING PUBLIC COMMENT

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 for the Regular Meeting of April 16, 2021 (approval recommended) 7 - 13
[Downtown Development Authority Regular Meeting April 16, 2021 Meeting Minutes - PDF](#)
- B. Consideration of approving Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for April 2021 (approval recommended) 15 - 23
[DDA, TIF 97, Old Town TIF Financials April 2021](#)
[Parking Services Financials April 2021 - PDF](#)
[Arts Commission Financials April 2021 - PDF](#)
- C. Consideration of minutes for the Governance Committee of April 2021 (approval recommended) 25
[April 29, 2021 Governance Committee Meeting Minutes - PDF](#)
- D. Consideration of Establishing a Progressive Rate Structure (approval recommended by Parking Subcommittee) 27 - 28
[Establish Progressive Rate Structure Memo - PDF](#)

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| E. | Pay Station Modem Upgrade (approval recommended) (Approved by City Commission 5/3/2021) | 29 |
| | Pay Station Modem Upgrade Memo (PDF) | |
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| 6. | ITEMS REMOVED FROM CONSENT CALENDAR | |
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| 7. | PUBLIC HEARING | |
| A. | 2021/2022 Budget | 31 - 39 |
| | Cover Memorandum for 2021/2022 Budget Public Hearing (Derenzy) - PDF | |
| | 2021/2022 Proposed Budget - PDF | |
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| 8. | OLD BUSINESS | |
| A. | Lower Boardman Unified Plan Update | 41 - 54 |
| | Lower Boardman Unified Plan Update Memo (Burkholder) - PDF | |
| | Lower Boardman Unified Plan Update Presentation - PDF | |
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| 9. | NEW BUSINESS | |
| A. | Opera House Generator Bid Summary (approval recommended) | 55 |
| | Opera Housing Generator Bid Summary Memo (Derenzy) - PDF | |
| B. | License Agreement with TCLP for EV Charging Stations (approval recommended by Parking Subcommittee) | 57 - 62 |
| | Agreement with TCLP EV Charging Stations Memo (VanNess) - PDF | |
| | Attachment A - EV Charging Locations - PDF | |
| C. | Consideration of entering into a Closed Session to consider a possible purchase of real property and an attorney-client communication as authorized by MCXL 15.268(d) and MCL 15.268(h) (7 affirmative votes required and roll call vote) | |
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| 10. | CEO REPORT | |
| A. | Project Updates | 63 - 64 |
| | Project Update (Derenzy) - RFP | |
| B. | East Front Street Report | 65 |
| | East Front Street CEO Report (Derenzy) - PDF | |
| C. | Overview of proposed 2021/2022 contract with Traverse Connect | 67 |
| | Overview of Traverse Connect Contract Memo (Derenzy) - PDF | |
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| 11. | STAFF REPORTS | |
| A. | Downtown Experience Coordinator (Viox) | 69 |
| | Downtown Experience Coordinator Report (Viox) - PDF | |

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| B. | Parking Transportation Mobility Director (VanNess) | 71 - 73 |
| | Parking Services Report (VanNess) - PDF | |
| | ParkMobile Ways to Pay - PDF | |
| C. | Community Development Director (McCain) | 75 - 76 |
| | Community Development Director Report (McCain) - PDF | |
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12. BOARD MEMBER REPORTS

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| A. | Parking Subcommittee (Hardy) | 77 |
| | Parking Subcommittee Board Member Report (Hardy) - PDF | |
| B. | Arts Commission Board Member Report (Nance) | 79 |
| | Arts Commission Board Member Report (Nance) - PDF | |
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13. RECEIVE AND FILE

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| A. | Arts Commission April 21, 2021 Meeting Minutes | 81 - 83 |
| | Arts Commission April 21, 2021 Meeting Minutes - PDF | |
| B. | DTCA April 8, 2021 Meeting Minutes | 85 - 86 |
| | DTCA April 8, 2021 Meeting Minutes - PDF | |
| C. | Lower Boardman Leadership Team April 21, 2021 Meeting Minutes | 87 - 88 |
| | Lower Boardman Leadership Team April 21, 2021 Meeting Minutes - PDF | |
| D. | Parking Subcommittee April 2021 Minutes | 89 - 91 |
| | Parking Subcommittee April 15, 2021 Meeting Minutes - PDF | |
| E. | Farmers Market Advisory Board Meeting Minutes | 93 - 94 |
| | Farmers Market Advisory Board April 19, 2021 Meeting Minutes - PDF | |
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14. CLOSING PUBLIC COMMENT

15. ADJOURNMENT