

Traverse City Downtown Development Authority Regular Meeting (Zoom)

June 18, 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. OPENING PUBLIC COMMENT

4. 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 May 21, 2021 (approval recommended) (Jean Derenzy) 7 - 12

[Downtown Development Authority Regular Meeting May 21, 2021 Meeting Minutes - PDF](#)

- B. Consideration of approving the financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for May 2021 (approval recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess) 13 - 21

[DDA Financials May 2021- PDF](#)

[TC Parking Services Financials May 2021 - DPF](#)

[TC Arts Commission Financials May 2021 - PDF](#)

5. ITEMS REMOVED FROM CONSENT CALENDAR

6. OLD BUSINESS

- A. East Front Street Streetscape Design Project Update (Jean Derenzy, Harry Burkholder) 23 - 28

[East Front Street Streetscape Design Project Update Memorandum - PDF](#)

[Progressive AE Memorandum \(Suzanne Schulz\) - PDF](#)
[Proposed East Front Street Public Engagement Schedule \(Progressive AE\) - PDF](#)

- B. Approval of 2021/2022 Budget for DDA General, DDA TIF, DDA Old Town (approval recommended) (Jean Derenzy) 29 - 37
[Budget Memorandum \(Derenzy\) - PDF](#)
[2021 - 2022 Proposed Budget - PDF](#)
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7. NEW BUSINESS

- A. Parking Subcommittee Appointment (approval recommended) (Jean Derenzy, Scott Hardy, Pam Marsh) 39
[Parking Subcommittee Appointment Memorandum \(Derenzy, Hardy, Marsh\) - PDF](#)
- B. Employee Handbook Modifications (approval recommended) (Jean Derenzy, Harry Burkholder) 41 - 60
[Employee Handbook Modification Memorandum \(Derenzy\) - PDF](#)
[Final Handbook - PDF](#)
- C. CEO Contract Consideration (approval recommended) (Schneider, Hardy) 61 - 77
[CEO Contract Memorandum \(Schneider, Hardy\) - PDF](#)
[DDA CEO Employment Agreement - PDF](#)
[Executive Compensation Final Report - PDF](#)
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8. CEO REPORT

- A. Project Update (Jean Derenzy, Harry Burkholder) 79 - 94
[CEO Report - Project Update Memorandum \(Derenzy\) - PDF](#)
[City of Traverse City Lot O RFP - PDF](#)
[City of Traverse City Lot O RFP Addendum #1 - PDF](#)
- B. Lower Boardman Unified Plan Update (Jean Derenzy, Harry Burkholder) 95 - 99
[CEO Report - Lower Boardman Unified Plan Update Memorandum \(Burkholder\) - PDF](#)
[Lower Boardman Working Civic Engagement Plan - PDF](#)
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9.

CLOSED SESSION FOR POSSIBLE PROPERTY PURCHASE MCL 15.268(D)
(Motion Required)

10.

CLOSED SESSION FOR CEO EVALUATION MCL15.268(A)

(Motion Required)

11. BOARD MEMBER UPDATES

- A. Arts Commission (Steve Nance) 101
[Arts Commission Board Member Update Memo \(Nance\) - PDF](#)
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12. STAFF REPORTS

- A. Community Development Director/Downtown Experience 103 -
Coordinator Report (Katy McCain) 104
[Community Development Director June Report \(McCain\) - PDF](#)
- B. Mobility Director Report (Nicole VanNess) 105
[Mobility Director June 2021 Report \(VanNess\) - PDF](#)
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13. RECEIVE AND FILE

- A. DTCA June 2021 Meeting Minutes 107 -
[DTCA June 10, 2021, Board Meeting Minutes - PDF](#) 108
- B. Lower Boardman Leadership Team June Meeting Minutes 109 -
[Lower Boardman Leadership Team June 9, 2021 Special Meeting Minutes - PDF](#) 110
- C. Arts Commission May Meeting Minutes 111 -
[Arts Commission May 26, 2021 Special Meeting Minutes - PDF](#) 115
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14. CLOSING PUBLIC COMMENT

15. ADJOURNMENT