

# **Traverse City Downtown Development Authority Regular Meeting**

**Friday, February 18, 2022**

**8:30 am**

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted: February 14, 2022



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If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

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](http://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**

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**2. ROLL CALL**

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**3. REVIEW AND APPROVAL OF AGENDA**

A.

Consideration of approving the agenda as presented.

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**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 of the January 21, 2022 Downtown Development Authority Board of Directors meeting (approval recommended) (Jean Derenzy)

[Downtown Development Authority Regular Meeting - 21 Jan 2022 - Minutes - PDF](#)

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B.

Consideration of approving Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for January 2022. (Approval recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess)

[DDA General, TIF 97 & Old Town TIF January 2022 Financials - PDF](#)

[TC Parking Services January 2022 Financials - PDF](#)

[TC Arts Commission January 2022 Financials - PDF](#)

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25

C.

27

Arts Commission Budget Adjustment (approval recommended)  
(Jean Derenzy, Harry Burkholder)  
[Arts Commission Budget Adjustments Memo \(Jean Derenzy, Harry Burkholder\) - PDF](#)

- D. 29  
Appointment to Farmer's Market Advisory Board (approval recommended) (Gabe Schneider)  
[Appointment to Farmer's Market Advisory Board \(Gabe Schneider\) - PDF](#)

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**5. ITEMS REMOVED FROM CONSENT CALENDAR**

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**6. SPECIAL ORDER OF BUSINESS**

- A. 31  
Informational Bi-Annual Report to Community (MCL 125.4910(4))  
(Jean Derenzy)  
[Informational Bi-Annual Report to Community Memo \(Jean Derenzy\) - PDF](#)
- B. 33 - 66  
Presentation of Year Ending June 30, 2021 Downtown Development Authority Audit (approval recommended) (Jean Derenzy)  
[Year Ending June 30, 2021 Downtown Development Authority Audit Memo \(Jean Derenzy\) - PDF](#)  
[TCDDA audit 2021 - PDF](#)
- C. 67 - 82  
Overview of Bridge Construction in 2022  
[Bridge Construction in 2022 Memo \(Jean Derenezy\) - PDF](#)  
[Tim Lodge Presentation - PDF](#)
- D. 83 - 95  
Overview of TART Trail Planning Conceptual Design (Grandview Parkway Division to Garfield) (Jean Derenzy, Shawn Winter City Planner, Julie Clark TART ED)  
[TART Trail Planning Conceptual Design Overview Memo \(Jean Derenzy\) - PDF](#)  
[TART Trail Concept - Division to Garfield - PDF](#)

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**7. NEW BUSINESS**

- A. 97 - 99

Consideration to Enter into Contract with Inform for 100/200 Block of Lower Boardman (approval recommended) (Jean Derenzy, Interview Committee)

[100-200 Block of Lower Boardman - Inform Consideration Memo \(Jean Derenzy, Interview Committee\)- PDF](#)

- B. 101 -  
105
- Consideration of Applying for USDA Grant Retail Incubator Project (\$80,000 application) (approval recommended) (Jean Derenzy)
- [Application for USDA Grant Retail Incubator Project Memo \(Jean Derenzy\) - PDF](#)
- [DDA Retail Incubator Budget for USDA Grant - Draft - PDF](#)
- [Retail Incubator Resolution - PDF](#)
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## 8. CEO REPORT

- A. 107 -  
108
- Project Updates (Jean Derenzy)
- [Project Updates \(Jean Derenzy\) - PDF](#)
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## 9. STAFF REPORTS

- A. 109 -  
110
- Downtown Experience Coordinator Report (Abby Taylor)
- [Downtown Experience Coordinator Report \(Abby Taylor\) - PDF](#)
- B. 111 -  
112
- Communications and Outreach Director Report (Art Bukowski)
- [Communications and Outreach Director Report \(Art Bukowski\) - PDF](#)
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## 10. RECEIVE AND FILE

- A. 113
- Parking Advisory Board Update (Scott Hardy)
- [Parking Advisory Board Update Memo \(Scott Hardy\) - PDF](#)
- B. 115
- Arts Commission Update (Steve Nance, Harry Burkholder)
- [Arts Commission Project Updates Memo \(Steve Nance, Harry Burkholder\) - PDF](#)
- C. 117
- Transportation Mobility Director Report (Nicole VanNess)
- [Transportation Mobility Director Report \(Nicole VanNess\) - PDF](#)
- D. 119 -  
129
- Brookings Institute Article - Downtown Traverse City
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[Brookings Institute Article - PDF](#)

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|----|---|--------------|
| E. | DTCA January 2022 Meeting Minutes<br><a href="#">February 13, 2022 DTCA Board Meeting Minutes - DRAFT - PDF</a>                                   | 131 -<br>132 |
| F. | Parking Advisory Board February 2022 Meeting Minutes<br><a href="#">February 3, 2022 Parking Advisory Board Meeting Minutes -<br/>DRAFT - PDF</a> | 133 -<br>134 |
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**11. PUBLIC COMMENT**

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**12. ADJOURNMENT**