

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

**January 21, 2022**

**8:30 am**

Commission Chambers, Governmental Center  
400 Boardman Avenue  
Traverse City, Michigan 49684



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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.downtowntc.com](http://www.downtowntc.com)  
303 East State Street, Suite C  
Traverse City, MI 49684

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# Welcome to the Traverse City Downtown Development Authority meeting!

## Agenda

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<b>1. CALL TO ORDER</b>	
<b>2. WELCOME NEW BOARD MEMBERS AND STAFF</b>	
<b>3. ROLL CALL</b>	
<b>4. REVIEW AND APPROVAL OF AGENDA</b>	
<b>5. CONSENT CALENDAR</b>	
<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 December 17, 2021 (approval recommended) (Jean Derenzy) <a href="#">December 17, 2021 Downtown Development Authority Regular Meeting Minutes - PDF</a>	5 - 10
B. Consideration of approving the meeting minutes of the strategic planning meeting of December 10, 2021 (approval recommended) (Jean Derenzy) <a href="#">December 10, 2021 Strategic Planning Meeting Minutes - PDF</a>	11 - 12
C. Consideration of approving the financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking Services and Arts Commission for December 2021 (approval recommended) (Jean Derenzy, Nicole VanNess, Jean Derenzy) <a href="#">DDA General, TIF 97, Old Town TIF December 2021 Financials - PDF</a> <a href="#">TC Parking Services Financials December 2021 - PDF</a> <a href="#">TC Arts Commission Financials December 2021 - PDF</a>	13 - 23

D.	Consideration of approving the 2022 DDA meeting schedule (approval recommended) (Jean Derenzy) <a href="#">2022 DDA Meeting Schedule - PDF</a>	25
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<b>6.</b>	<b>ITEMS REMOVED FROM CONSENT CALENDAR</b>	
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<b>7.</b>	<b>NEW BUSINESS</b>	
A.	Consideration to enter into a contract with Progressive Urban Management Associates (approval recommended) (Jean Derenzy) <a href="#">Contract with Progressive Urban Management Associates Memo (Jean Derenzy, Harry Burkholder) - PDF</a>	27 - 28
B.	Consideration to enter into an agreement with the Grand Traverse County Brownfield Redevelopment Authority (approval recommended) (Jean Derenzy) <a href="#">Grand Traverse Brownfield Grant Agreement Memo (Jean Derenzy, Harry Burkholder) - PDF</a> <a href="#">DDA LBRF Grant Agreement with GTCBRA - PDF</a>	29 - 47
C.	Consideration to approve an amendment to the Grand Traverse County Parking Lot L lease agreement (approval recommended) (Jean Derenzy, Nicole VanNess) <a href="#">Parking Lot L Lease Amendment Memo (Jean Derenzy, Nicole VanNess) - PDF</a> <a href="#">Parking Lot L Lease Amendment Map - PDF</a>	49 - 51
D.	Consideration to approve amendments to the Farmers Market Advisory Board Governing Rules (approval recommended) (Jean Derenzy, Harry Burkholder) <a href="#">Consideration of Farmers Market Advisory Board Governing Rules Memo (Jean Derenzy, Harry Burkholder) - PDF</a>	53
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<b>8.</b>	<b>CEO REPORT</b>	
A.	Project Updates <a href="#">Project Update Memo (Jean Derenzy) - PDF</a> <a href="#">Revitalization and Placemaking (RAP) Summary - PDF</a>	55 - 58
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<b>9.</b>	<b>BOARD MEMBER UPDATES</b>	
A.	Committee Appointments (motion required) (Gabe Schneider) <a href="#">Committee Assignments Memo (Gabe Schneider) - PDF</a>	59 - 60
B.	Arts Commission Update (Steve Nance) <a href="#">Arts Commission Board Update Memo (Steve Nance) - PDF</a>	61
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<b>10.</b>	<b>STAFF REPORTS</b>	

- A. Transportation and Mobility Director Report (Nicole VanNess) 63 - 65  
[Transportation and Mobility Director Report \(Nicole VanNess\) - PDF](#)
  - B. Communications & Outreach Director Report (Art Bukowski) 67 - 68  
[Communications & Outreach Director Report \(Art Bukowski\) - PDF](#)
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**11. RECEIVE AND FILE**

- A. Experience Coordinator Report (Abby Taylor) 69  
[Experience Coordinator Report \(Abby Taylor\) - PDF](#)
  - B. Arts Commission December 2021 Meeting Minutes 71 - 73  
[December 15, 2021 Arts Commission Meeting Minutes - PDF](#)
  - C. DTCA December 2021 Meeting Minutes 75 - 76  
[December 9, 2021 DTCA Board Meeting Minutes - PDF](#)
  - D. DDA Finance Committee January 2022 Meeting Minutes 77 - 79  
[January 10, 2022 Finance Committee Meeting Minutes - PDF](#)
  - E. December 10, 2021 DDA Strategic Planning Documentation and Results Summary (Megan Motil, Parallel Solutions) 81 - 82  
[DDA Board Strategy Session Documentation and Results Summary - PDF](#)
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**12. PUBLIC COMMENT**

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**13. ADJOURNMENT**