

# Traverse City Downtown Development Authority Regular Meeting

Friday, September 15, 2023

**9:00 am**

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



The City of Traverse City does not discriminate on the basis of disability in the admission to, access to, treatment in, or employment in, its programs or activities. Interim Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, phone 231-922-4440, TDD/TTY 231-922-4412, VRS 231-421-7008, 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 ADA Coordinator.

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

---

### 2. ROLL CALL

---

### 3. ELECTION OF OFFICERS

- A. Election of Officers (Approval Recommended) (Jean Derenzy) 6 - 16  
[Election of Officers & Appointment to Committees \(Jean Derenzy\) - PDF](#)  
[DDA Finance Committee roles & responsibilities - PDF](#)  
[DDA Governance Committee roles & responsibilities - PDF](#)  
[Mobility & Parking Advisory Board roles & responsibilities - PDF](#)  
[DDA Board roles & responsibilities - PDF](#)
- 

### 4. REVIEW AND APPROVAL OF AGENDA

- A. Consideration of approving the agenda as presented.
- 

### 5. PUBLIC COMMENT

---

### 6. 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. Approval of minutes of the August 18, 2023 Downtown Development Authority Board of Directors meeting and Governance Training of September 5, 2023 (Approval Recommended) (Jean Derenzy) 17 - 28  
[Downtown Development Authority Regular Meeting - 18 Aug 2023 - Minutes - PDF](#)  
[DDA Board Governance Training - 08 Sep 2023 - Minutes - PDF](#)
-

- |    |  |            |
|----|--|------------|
| B. | Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for August 023 (Approval Recommended) (Jean Derenzy)<br><a href="#">DDA General, TIF 97, Old Town TIF Combined Financials August 2023 - PDF</a><br><a href="#">DDA General, TIF 97, Old Town TIF Combined Dashboard August 2023 - PDF</a><br><a href="#">TC Parking Services Financials August 2023 - PDF</a><br><a href="#">TC Arts Commission Financials August 2023 - PDF</a> | 29 -<br>39 |
| C. | Hardy Parking Sign Replacement Contract (Approval Recommended) (Nicole VanNess)<br><a href="#">Hardy Sign Replacement (Nicole VanNess) - PDF</a>   | 40         |
| D. | Parking Professional Services Agreement 5 Year Conditions Assessment (Approval Recommended) (Nicole VanNess)<br><a href="#">Conditions Assessment - Parking Structures (Nicole VanNess) - PDF</a>  | 41 -<br>42 |
| E. | Hardy Parking Deck Elevator Report Contract (Approval Recommended) (Nicole VanNess)<br><a href="#">Hardy OTIS Elevator Upgrade (Nicole VanNess) - PDF</a>  | 43         |

---

## 7. ITEMS REMOVED FROM CONSENT CALENDAR

---

## 8. SPECIAL ORDER OF BUSINESS

- |    |   |            |
|----|---|------------|
| A. | West End Mixed Use Development Update from Consultants (Fishbeck, Jean Derenzy, Nicole VanNess)<br><a href="#">Overview of West End Mixed Use Development (Jean Derenzy, Nicole VanNess) - PDF</a><br><a href="#">Residential - Narrative - PDF</a><br><a href="#">Residential - West End Pine Street - PDF</a><br><a href="#">Parking - Concepts - PDF</a> | 44 -<br>53 |
|----|---|------------|

---

## 9. NEW BUSINESS

- |    |   |            |
|----|---|------------|
| A. | Award of Contract for Communications RFP (Approval Recommended) (Jean Derenzy)<br><a href="#">Communications Recommendation Memo (Jean Derenzy) - PDF</a> | 54 -<br>55 |
|----|---|------------|

---

## 10. CEO REPORT

- |    |  |            |
|----|--|------------|
| A. | Moving Downtown Forward Financing Plan (Jean Derenzy, Scott Howard)<br><a href="#">Moving Downtown Forward TIF Plan Update Memo (Jean Derenzy, Scott Howard) - PDF</a> | 56 -<br>59 |
|----|--|------------|

[MDF Project List - PDF](#)  
[MDF Timeline and Milestones - PDF](#)

- B. Project Updates (Jean Derenzy) 60 -  
[Project Updates \(Jean Derenzy\) - PDF](#) 62
- 

**11. BOARD MEMBER REPORTS**

- A. Arts Commission Update (Steve Nance) 63  
[Art Commission Update \(Steve Nance\) - PDF](#)
- B. Mobility & Parking Advisory Board Update (Scott Hardy) (Verbal Update)
- 

**12. STAFF REPORTS**

- A. COO Report (Harry Burkholder) 64  
[COO Report \(Harry Burkholder\) - PDF](#)
- B. Transportation Mobility Director Report (Nicole VanNess) 65 -  
[Transportation Mobility Director Report \(Nicole VanNess\) - PDF](#) 69  
[Paking Access and Revenue Control Systems Report \(Nicole VaneNess\) - PDF](#)
- C. Downtown Experience Coordinator Report (Abby Taylor) 70  
[Downtown Experience Coordinator Report \(Abby Taylor\) - PDF](#)
- 

**13. RECEIVE AND FILE**

- A. Arts Commission July 2023 Meeting Minutes 71 -  
[July 19, 2023 Arts Commission Meeting Minutes - PDF](#) 73
- B. DTCA July 2023 Meeting Minutes 74 -  
[July 13, 2023 DTCA Meeting Minutes - PDF](#) 75
- 

**14. PUBLIC COMMENT**

---

**15. ADJOURNMENT**