

Traverse City Downtown Development Authority Regular Meeting

Friday, August 18, 2023

9:00 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.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**

- A. Consideration of approving the agenda as presented.
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4. **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. Approval of minutes of the July 21, 2023 Downtown Development Authority Board of Directors meeting (Approval Recommended) (Jean Derenzy) 6 - 11
[Downtown Development Authority Regular Meeting - 21 Jul 2023 - Minutes - PDF](#)
- B. Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for July 2023 (Approval Recommended) (Jean Derenzy) 12 - 21
[DDA General, TIF 97, Old Town TIF Combined Financials July 2023 - PDF](#)
[DDA General, TIF 97, Old Town TIF Combined Dashboard July 2023 - PDF](#)
[TC Parking Services Financials July 2023 - PDF](#)
[TC Arts Commission Financials July 2023 - PDF](#)
- C. Parking Elevator Contract (Approval Recommended) (Nicole VanNess) 22 - 23
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[Elevator Maintenance Contract \(Nicole VanNess\) - PDF](#)

6. ITEMS REMOVED FROM CONSENT CALENDAR

7. SPECIAL ORDER OF BUSINESS

- A. TART Trail Extension (Approval Recommended) (Jean Derenzy) 24 - 57
[TART Bayfront Trail Improvements and Extension Update \(Jean Derenzy\) - PDF](#)
[TART Trail Expansion Specs - PDF](#)
[Progressive TART Trail Project Presentation - PDF](#)
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8. OLD BUSINESS

- A. Update on Retail Incubator (Jean Derenzy, Harry Burkholder) 58 - 59
[Retail Incubator Update \(Jean Derenzy, Harry Burkholder\) - PDF](#)
[Incubator Goal Statements - PDF](#)
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9. NEW BUSINESS

- A. EGLE Grant Award Acceptance (Approval Recommended) (Jean Derenzy) 60 - 61
[EGLE Grant Memo \(Jean Derenzy\) - PDF](#)
- B. Mobility & Parking Advisory Board Report (Scott Hardy) 62
[Mobility & Parking Advisory Board Update \(Scott Hardy\) - PDF](#)
- C. 2023/2024 Budget: 8th St. Intersections Increase in Costs (Approval Recommended) (Jean Derenzy) 63
[8th Street Intersections Memo \(Jean Derenzy\) - PDF](#)
-

10. CEO REPORT

- A. Overall Data Collection from Summer Intern (Jean Derenzy) 64
[Downtown Data Collection Memo \(Jean Derenzy\) - PDF](#)
- B. Communications RFP (Jean Derenzy) 65 - 66
[Communication RFP Memo \(Jean Derenzy\) - PDF](#)
- C. Moving Downtown Forward TIF Plan (Jean Derenzy, Scott Howard) 67 - 68
[Moving Downtown Forward TIF Plan Memo \(Jean Derenzy, Scott Howard\) - PDF](#)
[MDF TIF Plan Timeline & Milestones - PDF](#)
- D. Project Updates (Jean Derenzy) 69
[Project Updates \(Jean Derenzy\) - PDF](#)
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11. BOARD MEMBER REPORTS

- A. Arts Commission Update (Steve Nance) 70
[Art Commission Update \(Steve Nance\) - PDF](#)
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12. STAFF REPORTS

- A. COO Report (Harry Burkholder) 71 -
[COO Report \(Harry Burkholder\) - PDF](#) 72
- B. Transportation Mobility Director Report (Nicole VanNess) 73 -
[Transportation Mobility Director Report \(Nicole VanNess\) - PDF](#) 75
- C. Downtown Experience Coordinator Report (Abby Taylor) (Memo Forthcoming)
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13. RECEIVE AND FILE

- A. Arts Commission June 2023 Meeting Minutes 76 -
[Arts Commission - 21 Jun 2023 - Minutes - PDF](#) 78
- B. DTCA June 2023 Meeting Minutes 79 -
[July 13, 2023 DTCA Board Meeting Minutes - PDF](#) 80
- C. Mobility & Parking Advisory Board July 2023 Meeting Minutes 81 -
[Mobility & Parking Advisory Board - 12 Jul 2023 - Minutes - PDF](#) 83
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14. PUBLIC COMMENT

15. ADJOURNMENT