

Traverse City Downtown Development Authority Regular Meeting

Friday, April 21, 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. Penny Hill, 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
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. REVIEW AND APPROVAL OF AGENDA

- A. Consideration of approving the agenda as presented.

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. Approval of minutes of the March 17, 2023 and April 14, 2023 Downtown Development Authority Board of Directors meeting (Approval Recommended) (Jean Derenzy) 6 - 16
[Downtown Development Authority Regular Meeting - 17 Mar 2023 - Minutes - PDF](#)
[Downtown Development Authority Study Session - 14 Apr 2023 - Minutes - PDF](#)
- B. Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for March 2023 (Approval Recommended) (Jean Derenzy) 17 - 24
[DDA General, TIF 97, Old Town TIF Financials 2023 - PDF](#)
[TC Parking Services Financials March 2023 - PDF](#)
[TC Arts Commission Financials March 2023 - PDF](#)
- C. Consideration of approving a 3 year renewal term with Parkmobile (Approval Recommended) (Nicole VanNess, Jean Derenzy) 25 - 26
[Parkmobile Amendment to Extend Agreement \(Nicole VanNess, Jean Derenzy\) - PDF](#)

D.	Consideration of approving the year ending June 30, 2022 Downtown Development Authority Audit (Approval Recommended) (Jean Derenzy) Audit Memo (Jean Derenzy) - PDF TCDDA Audit 2021/2022 - PDF	27 - 61
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5.	ITEMS REMOVED FROM CONSENT CALENDAR	
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6.	OLD BUSINESS	
A.	Retail Incubator (Approval Recommended) (Jean Derenzy, Jeff Joubran) Retail Incubator Memo (Jeff Joubran, Jean Derenzy) - PDF Incubator Budget - PDF	62 - 66
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7.	NEW BUSINESS	
A.	2023/2024 Budget (Scheduling of a Public Hearing Recommended) (Jean Derenzy) 2023/2024 Budget Memo (Jean Derenzy) - PDF 2023/2024 Budget - PDF	67 - 79
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8.	CEO REPORT	
A.	Project Updates (Jean Derenzy) Project Updates Memo (Jean Derenzy) - PDF	80 - 81
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9.	BOARD MEMBER REPORTS	
A.	Arts Commission Update (Steve Nance) Arts Commission Update (Steve Nance) - PDF	82 - 83
B.	Mobility & Parking Advisory Board Update (Scott Hardy) Mobility & Parking Advisory Board Update (Scott Hardy) - PDF	84
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10.	STAFF REPORTS	
A.	Transportation & Mobility Director Report (Nicole VanNess) Transportation & Mobility Director Report (Nicole VanNess) - PDF	85 - 87
B.	Downtown Experience Coordinator Report (Abby Taylor) Downtown Experience Coordinator Report (Abby Taylor) - PDF	88 - 89
C.	Communications & Outreach Director Report (Art Bukowski) Communications Outreach Director Report (Art Bukowski) - PDF	90 - 91
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11.	RECEIVE AND FILE	

A.	Arts Commission February 2023 Meeting Minutes February 15, 2023 Arts Commission Meeting Minutes - PDF	92 - 93
B.	DTCA Board March 2023 Meeting Minutes March 9, 2023 DTCA Board Meeting Minutes - PDF	94 - 95
C.	Mobility & Parking Advisory Board March 2023 Meeting Minutes March 1, 2023 Mobility & Parking Advisory Board Meeting Minutes - PDF	96 - 98
D.	Farmers Market Advisory Board January 2023 Meeting Minutes January 23, 2023 Farmers Market Advisory Board Meeting Minutes - PDF	99

12. PUBLIC COMMENT

13. ADJOURNMENT