



**Minutes of the
Downtown Development Authority for the City of Traverse City
Special Meeting
Friday, July 7, 2023**

A regular meeting of the Downtown Development Authority of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, immediately following the DDA Study Session.

The following Board Members were in attendance: Chairperson Gabe Schneider, Board Member Steve Nance, Board Member Peter Kirkwood, Board Vice Chair Scott Hardy, Board Member Jeff Joubran, Mayor Richard Lewis, Board Member Pam Marsh, Board Member Pam DeMerle, Board Member Todd McMillen, Board Member Katy Bertodatto, Board Member Michael Brodsky, Board Member Ed Slosky and Student Liaison Will Unger

The following Board Members were absent: None

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Schneider called the meeting to order at 1:32PM.

(b) **ROLL CALL**

(c) **PUBLIC COMMENT**

No Public Comment.

(d) **OLD BUSINESS**

- (1) West End Mixed-Use Development for Housing, Retail and Parking

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Josh Rozeboom

John Dancer
Gabe Schneider
Scott Hardy
Peter Kirkwood
Ed Slosky
Steve Nance
Richard Lewis
Tim Lodge

Jean Derenzy distributed a new spreadsheet.

That the DDA Board of Directors approve to enter into contract with Fishbeck and Cornerstone Architects for a cost not to exceed \$1,591,141; with \$3783570 for schematic design phase. Further, that the funds for this project come from TIF-97, with schematic design work listed in the 2023/2024 budget.

Richard Lewis recommended an amended the motion:

That the DDA Board of Director's approve and recommend to the City Commission to enter into a contract with Fishbeck and Cornerstone Architects for a cost not to exceed \$1,591,141; with \$383,570 for schematic design phase. Further, that the funds for this project come from TIF-97, with schematic design work listed in the 2023/2024 budget.

Moved by Richard Lewis, Seconded by Pam Marsh

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, Michael Brodsky, and Ed Slosky
Absent: None

CARRIED. 12-0-0 on a recorded vote

[Required Services for West End Mixed Use Development - PDF](#)

(e) **PUBLIC COMMENT**

The Following Addressed the Board:

Rick Buckhalter

(f) **ADJOURNMENT**

(1) Motion to adjourn.

That the DDA board adjourn the meeting at 2:16PM.

Moved by Gabe Schneider, Seconded by Peter Kirkwood

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, Michael Brodsky, and Ed Slosky

Absent: None

CARRIED. 12-0-0 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO

REQUIRED SERVICES FOR PARKING DECK										REQUIRED SERVICES FOR HOUSING ON PARCEL A & B									
	Rich & Associates	Fishbeck	Progressive AE	Tower Pinkster	Ghafari		Rich & Associates	Fishbeck	Progressive AE	Tower Pinkster	Ghafari		Rich & Associates	Fishbeck	Progressive AE	Tower Pinkster	Ghafari		
Topographic Surveying and Mapping	\$ 9,800.00	\$ 6,000.00	\$ 10,500.00	\$ 28,000.00	\$ 33,000.00	Topographic Surveying and Mapping	\$	\$	\$	\$	\$		\$	\$	\$	\$ 5,000.00	\$		
General Design Services	\$ 37,860.00	\$ 49,760.00	\$ 26,000.00	\$ 60,000.00	\$	General Design Services	\$ 19,793.00	\$	\$ 12,000.00	\$ 18,000.00	\$		\$	\$	\$ 12,000.00	\$ 18,000.00	\$		
Schematic Design Phase Services	\$ 75,720.00	\$ 210,760.00	\$ 202,000.00	\$ 174,032.00	\$ 144,000.00	Schematic Design Phase Services	\$ 59,291.00	\$ 56,550.00	\$ 11,000.00	\$ 55,386.00	\$ 47,280.00		\$	\$	\$ 11,000.00	\$ 55,386.00	\$		
Geotechnical Services	\$ 20,000.00	\$ 20,000.00	\$ 37,000.00	\$ 29,684.00	\$ 35,000.00	Construction Phase Services	\$ 98,719.00	\$ 40,720.00	\$ 18,000.00	\$ 94,518.00	\$ 56,736.00		\$	\$	\$ 18,000.00	\$ 94,518.00	\$		
Traffic Engineering Services	\$	\$ 13,500.00	\$ 7,500.00	\$ 20,000.00	\$ 15,000.00	Geotechnical Services	\$	\$ 2,000.00	\$	\$ 6,022.00	\$ 2,000.00		\$	\$	\$	\$ 6,022.00	\$ 2,000.00		
Schematic Design Total	\$ 143,380.00	\$ 300,020.00	\$ 283,000.00	\$ 311,716.00	\$ 227,000.00		\$ 177,743.00	\$ 99,270.00	\$ 41,000.00	\$ 178,926.00	\$ 106,016.00		\$	\$	\$ 41,000.00	\$ 178,926.00	\$ 106,016.00		
Develop Carbon Neutral Strategy/Pricing	\$	\$	\$ 30,000.00	\$ 50,000.00	\$ 28,300.00		\$	\$	\$	\$	\$		\$	\$	\$	\$	\$		
Green Initiative Design Services	\$	\$	\$ 40,000.00	\$ 80,000.00	\$ 21,000.00	Develop Carbon Neutral Strategy/Pricing	\$	\$	\$ 10,000.00	\$ 8,000.00	\$ 28,300.00		\$	\$	\$ 10,000.00	\$ 8,000.00	\$ 28,300.00		
Design Development Phase Services	\$ 166,584.00	\$ 129,000.00	\$ 372,000.00	\$ 265,562.00	\$ 240,000.00	Green Initiative Design Services	\$ 20,000.00	\$	\$ 15,000.00	\$ 12,000.00	\$ 13,000.00		\$	\$	\$ 15,000.00	\$ 12,000.00	\$ 13,000.00		
Construction Document Phase Services	\$ 302,880.00	\$ 291,000.00	\$ 454,000.00	\$ 378,655.00	\$ 384,000.00	Design Development Phase Services	\$ 39,488.00	\$ 45,240.00	\$ 17,000.00	\$ 89,742.00	\$ 78,800.00		\$	\$	\$ 17,000.00	\$ 89,742.00	\$ 78,800.00		
Bidding and Award Phase Services	\$ 22,716.00	\$ 18,000.00	\$ 22,000.00	\$ 34,170.00	\$ 19,200.00	Construction Document Phase Services	\$ 158,000.00	\$ 90,480.00	\$ 26,000.00	\$ 110,454.00	\$ 126,080.00		\$	\$	\$ 26,000.00	\$ 110,454.00	\$ 126,080.00		
Construction Phase Services	\$ 151,440.00	\$ 107,000.00	\$ 286,000.00	\$ 231,491.00	\$ 172,800.00	Bidding and Award Phase Services	\$ 19,793.00	\$ 31,300.00	\$ 7,000.00	\$ 9,100.00	\$ 6,304.00		\$	\$	\$ 7,000.00	\$ 9,100.00	\$ 6,304.00		
Not to Exceed Project Cost	\$ 787,000.00	\$ 845,020.00	\$ 1,112,000.00	\$ 1,351,594.00	\$ 1,092,300.00	Not to Exceed Project Cost for Housing	\$ 415,024.00	\$ 247,290.00	\$ 111,000.00	\$ 408,222.00	\$ 358,508.00		\$	\$	\$ 111,000.00	\$ 408,222.00	\$ 358,508.00		
OPTIONAL SERVICES						Total Parking Deck & Housing A/B	\$ 1,202,024.00	\$ 1,062,310.00	\$ 1,213,000.00	\$ 1,756,816.00	\$ 1,450,800.00		\$	\$	\$ 1,213,000.00	\$ 1,756,816.00	\$ 1,450,800.00		
Parksmart Certification	\$ 19,000.00	\$ 20,000.00	\$ 36,000.00	\$	\$ 92,000.00	Included with Deck	\$	\$	\$	\$	\$		\$	\$	\$	\$	\$		
Upper Level Housing	\$ 488,300.00	\$ 397,280.00	\$ 375,000.00	\$ 225,000.00	\$ 92,000.00	Not to Exceed Project Cost for Housing	\$	\$	\$	\$	\$		\$	\$	\$	\$	\$		
Total for Parking Deck with Housing	\$ 1,294,300.00	\$ 1,262,300.00	\$ 1,523,000.00	\$ 1,576,594.00	\$ 1,277,200.00	Total Parking Deck with Housing & Housing A/B	\$ 1,709,324.00	\$ 1,509,590.00	\$ 1,634,000.00	\$ 1,984,816.00	\$ 1,635,700.00		\$	\$	\$ 1,634,000.00	\$ 1,984,816.00	\$ 1,635,700.00		
Hours	4,975	9,015	9,342	6,884															
IPM	Rich & Associates	Fishbeck	Progressive AE	Tower Pinkster	Ghafari														
Parking Deck Architecture	Rich & Associates	Fishbeck	Walker Consultants	WGI	WGI														
Mechanical/Electrical Engineering	Nealis Engineering	Fishbeck	Progressive AE	Tower Pinkster	Ghafari														
Civil Engineering	Joewiak Consulting	Fishbeck	Progressive AE	Tower Pinkster	Bechtel & Raeder														
Site Survey	Soils & Structure	SME	GFI	GFI	SME														
Geotechnical Engineering	PlaceCraft	SME	GFI	GFI	SME														
Community Engagement					Catalyst Partners														
Sustainability																			
Housing Assumptions			4 story 36 units	16 units \$3.2 Million			20350 sq ft \$6.181,310	3 story 54 units 1st level retail	20 Units \$4 Million	4 levels housing over 1st level retail									