

Minutes
Traverse City Downtown Development Authority
Regular Meeting
June 16th, 2017
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Bill Golden called the meeting to order at 8:00 a.m.

1. Roll Call

Present: Leah Bagdon-McCallum, Allison Beers, Harry Burkholder, Jim Carruthers, Steve Constantin, Bill Golden, Scott Hardy, Debbie Hershey, T. Michael Jackson, Jeff Joubran,

Absent: Chuck Judson, Gabe Schneider

2. Consent Calendar. **Motion by Jackson, seconded by Joubran that the consent portion of the agenda be approved as presented. Motion carried unanimously.**

- a. **Approval of minutes of the Regular Meeting of May 19, 2017.**
- b. **Approval of Financial Reports and disbursements for DDA, TIF 2 and TIF 97 dated May 31, 2017, and Financial Reports for Traverse City Parking Services dated January 31, 2017, February 27, 2017, March 31, 2017, and April 30, 2017.**
- c. **Consideration of amending the DDA Employee Handbook to conform with City health benefits, as is required by P.A. 197 of 1975.**
- d. **Consideration of end of year budget amendments.**

3. Chairperson's Report

- a. Community Development Report
 - i. Jean Derenzy updated board on the Brownfield ad hoc committee.
 - ii. Discussed Special Land Use Permit (SLUP) for 124 West Front Street.
 - iii. Envision 8th Street
 - iv. Park Place Project updates.

4. Executive Director's Report

- a. Consideration of authorizing execution of a development agreement for the Park Place Hotel renovation with Regency Midwest Ventures, LLC, the City of Traverse City, and the Grand Traverse County Brownfield Redevelopment Authority.
 - i. Traverse City Light & Power will also be added as a party.
 - ii. Discuss with City Attorney, Lauren Tribble-Laucht, about the City's non-discrimination clause.
 - iii. **Motion by Constantin seconded by Hardy that the DDA Board of Directors authorize the execution of the Development and Reimbursement Agreement for the Park Place Hotel project as shown in the June 2, 2017 draft (attached) subject to review as to form by the DDA Attorney and content by the DDA Executive Director. Motion carried unanimously.**
- b. Consideration of authorizing execution of a reimbursement agreement with Grand Traverse County Brownfield Redevelopment Authority associated with the Park Place Hotel renovation.
 - i. **Motion by Bagdon-McCallum seconded by Beers that the DDA Board of Directors authorize the execution of the Intergovernmental Agreement, which is attached, subject to review as to form by the DDA Attorney and content by the DA Executive Director. Motion carried unanimously.**
- c. Item 4C was removed from the agenda.
- d. Consideration of approving budgets for the DDA, TIF 97, TIF 2, and Old Town TIF
 - i. **Motion by Beers seconded by Constantin that the DDA Board of Directors approve the budgets for the DDA, TIF 97, TIF 2, and Old Town TIF as presented by staff. Motion carried unanimously.**
- e. Consideration of approving an amendment to the parking management agreement with the City of Traverse City to adjust the annual fee to \$563,000
 - i. Bacigalupi explained that health benefits have increased, wages have increased, and TCPS will be converting a part-time Parking Support Specialist into a full time position.
 - ii. Constantin commented on using a formal for future increases, rather than jumping to a large increase after not having one in a long time.
 - iii. Burkholder asked why operating expenses have gone down in the Hardy parking garage.
 - iv. Jackson added that he would like to see TCPS take over parking at the airport.
 - v. **Motion by Bagdon-McCallum seconded by Burkholder that the DDA Board of Directors approve an amendment to the Parking Management Agreement with the City of Traverse City to increase the fee charged the Parking Fund to \$563,000. Motion carried unanimously.**

- f. Consideration of amending recommendation regarding early ticket payment.
 - i. TCPS running into technical difficulties and will need six additional months to implement the early ticket payment program.
 - ii. Motion approved last month needs to be amended from July 1, 2017 to January 1, 2018.
 - iii. VanNess discussed why the project will need six more months to implement.
 - iv. **Motion by Beers seconded by Joubran that the DDA Board of Directors amend the recommendation that the City Commission approve changes to municipal code section 488.06 (33) schedule of fines to reflect \$5 if paid same date as date issued by mid night for online or in-office payments only, limited to five per calendar year subject to contact approval by the City Attorney effective on or after January 1, 2018. Motion carried unanimously.**
 - g. Comments or Questions regarding Written Reports
 - i. Bacigalupi updated Board on East Front Street streetscape project and asked for volunteers for a steering committee. Joubran volunteered to sit on the committee.
 - ii. Old Town Arts & Crafts Fair & National Cherry Festival Arts & Crafts Fair coming up.
 - iii. Bacigalupi has checked with City Attorney to see what is permitted and what is not, in terms of petition gatherers at the Sara Hardy Downtown Farmers Market.
 - iv. Bill Golden thanked everyone for the Bryan Crough Memorial event.
 - v. Jackson commented on eliminating 5 foot building setback requirement.
 - vi. Burkholder asked about splash pad hours.
 - vii. City Manager Marty Colburn commented on the level of service that the City is able to provide to the splash pad.
5. Public Comment
- a. Boots Wolff, 8186 Peninsula Drive, commented on 8th street project and bike lane.
 - b. George Golubovskis, 325 Washington Street, discussed a new, competing homeless newsletter at the Farmers Market.
6. Adjournment. The meeting officially adjourned at 8:46 a.m.

Respectfully submitted,

Nina Talarico
Office Manager