

**Minutes**  
**Traverse City Downtown Development Authority**  
**Regular Meeting**  
August 18, 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, Steve Constantin, Mayor Jim Carruthers, Bill Golden, Scott Hardy, Debbie Hershey, T. Michael Jackson, Jeff Joubran (arrived @ 8:06 a.m.), Gabe Schneider

**Absent:** N/A

2. Consent Calendar. **Motion by Beers, seconded by Burkholder that the consent portion of the agenda be approved as amended. Motion carried unanimously.**

a. **Approval of minutes of the Regular Meeting of June 16, 2017 and the Special Meeting of July 24, 2017**

b. **Approval of Financial Reports and disbursements for DDA, TIF 2, TIF 97, and Old Town dated June 30, 2017,, and DDA TIF 2, TIF 97, and Old Town TIF dated July 31, 2017, and Financial Reports for Traverse City Parking Services for May 31, 2017, June 30, 2017, and July 31, 2017.**

c. **Approval that the DDA Board of Directors recommend to the City Commission waiving the competitive bidding process and amending the existing City contract with Universal Cleaners to include the Park Street Public Restrooms for an amount of \$12,000, more or less; and further to add the Old Town Garage Public Restrooms for an amount of \$10,500, more or less; with both locations to be invoiced separately and paid for with Traverse City Parking System funds.**

d. **Item was removed from the consent calendar and moved to 4A**

e. **Approval to the addition to the Farmers Market Rules as described in Communications and Projects Coordinator Nick Viox's August 14, 2017 memorandum.**

3. Chairperson's Report

Joubran arrived at this point in the meeting

a. Community Development Report

- i. Jean Derenzy reviewed Brownfield projects
  - b. Update on Strategic Planning
4. Executive Director's Report
- a. Consideration of renewing contracts with downtown public restroom providers.
    - i. **Motion by Carruthers, seconded by Constantin that the DDA Board of Directors authorize the Chairperson and Secretary to extend the restroom subsidy agreements with Espresso Bay, Great Lakes Bath & Body, Milk & Honey, Morsels, and Brew for another year under the same terms with payment coming from the TIF 97 professional/contractual line item. Motion carried unanimously.**
    - ii. Staff to look into additional areas on the downtown website for placement of restroom map/locations
  - b. Consideration of adopting a resolution to apply for Rotary Charities SEED grant, for assistance in finalizing design and fundraising strategy for the Sara Hardy Farmers Market improvements.
    - i. **Motion by Burkholder, seconded by Constantin seconded by Schneider that the DDA Board of Directors adopt the attached Rotary Charities Seed Grant Resolution. Motion carried 10-0, Bagdon-McCallum abstained**
  - c. Consideration of amended and restated Parking Operation and Management Agreement with the City of Traverse City to shift one enforcement position from the City to the DDA
    - i. **Motion by Bagdon-McCallum, seconded by Jackson that the DDA Board of Directors approve the increase in the fee charged to the City Parking Fund under the Traverse City Operation and Management Agreement to \$596,000, and further that this amendment be incorporated along with all previous amendments into a restated agreement, subject to approval as to form by the City Attorney, and as to substance by the Executive Director, and further that the DDA Budget be amended to reflect an increase of \$33,000 in revenues and expenses. Motion carried unanimously.**
  - d. Consideration to amendment to parking leases Lot P located at 124, 128 and 130 W. State
    - i. **Motion by Constantin, seconded by Bagdon-McCallum that the DDA Board of Directors approve two parking leases for Lot P at 124, 128 and 130 W. State, as presented, which would increase the rental rate for the existing lot from \$900 to \$980 effective September 1, 2017, and would establish a rate for the expanded lot when completed in 2018, with funds coming from the Traverse City Parking System budget. Motion carried unanimously.**
  - e. Resolution of Support for Boardman River Water Trail
    - i. Burkholder reviewed the plan to the Board
    - ii. Discussion on FishPass design and public participation

- iii. Motion by Beers, seconded by Hershey that the DDA Board of Directors adopt the attached Resolution to Establish a Boardman River Water Trail. Motion carried 10-0, Burkholder abstained**
  
- f. Comments or Questions regarding Written Report
  - i. Plan-It East
  - ii. 124 West Front Street Parking Garage**
  - iii. Transportation Demand Management Study**
  
- 5. Public Comment
  - a. None at this time
  
- 6. Adjournment. The meeting officially adjourned at 8:59 a.m.

Respectfully submitted,

Colleen Paveglio  
Marketing & Deputy Director

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