

**Minutes**  
**Traverse City Downtown Development Authority**  
**Regular Meeting**  
May 19, 2017  
Commission Chambers, Second Floor  
Governmental Center, 400 Boardman Avenue, Traverse City

Bill Golden called the meeting to order at 8:02 a.m.

1. Roll Call

**Present:** Leah Bagdon-McCallum, Allison Beers, Harry Burkholder, Steve Constantin, Bill Golden, Scott Hardy, Debbie Hershey, Jeff Joubran, Chuck Judson, Gabe Schneider

**Absent:** Jim Carruthers, T. Michael Jackson

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

a. **Approval of minutes of the Regular Meeting of April 21, 2017.**

b. **Approval of Financial Reports and disbursements for DDA, TIF 2 and TIF 97 dated April 30, 2017**

3. Chairperson's Report

a. Public Hearing on 2017-2018 proposed DDA, TIF 97, TIF 2, and Old Town TIF budgets  
i. Open Public Hearing: 8:03 am  
ii. Close the Public Hearing 8:04 am

b. Community Development Report

4. Executive Director's Report

a. Consideration of affirming allocation of TIF 2 funds for the Carnegie Elevator replacement  
i. **Motion by Constantin seconded by Schneider that the DDA Board of Directors affirm the expenditure of up to \$324,400 plus another \$20,000 of contingency for the construction and installation of a passenger elevator, to meet ADA requirements at the Carnegie Building, 322 Sixth Street with funds available in the TIF 2 Fund. Motion carried unanimously. Motion carried unanimously.**

b. Consideration of recommending two parking fine adjustments as suggested by the Parking and Access Committee

i. Can pay stations provide a half hour of free parking

ii. **Motion by Beers seconded by Constantin that the DDA Board of Directors recommend the City Commission approve changes to the 488.06 (33) schedule of**

**finest to reflect \$5 if paid same date as date issued by midnight for online or in-office payments only, limited to up to five per calendar year, subject to content approval by the City Attorney effective July 1, 2017, and further approve changes to 488.06 (38) schedule of fines to increase the meter violations issued within a calendar year to 11 and the increased fine be applied to the 12th meter violation subject to content approval by the City Attorney, effective January 1, 2018. Motion carried unanimously.**

- c. Consideration of authorizing the Executive Director to execute the Market Master Agreement and Certification for Project Fresh to be offered at the farmers market for the 2017 and Consideration of renewing agreement with Fair Food Network in order to offer Double Up Food Bucks at the farmers for the 2017 season
    - i. **Motion by Bagdon-McCallum seconded by Beers that the DDA Board authorize the DDA Executive Director to execute the Market Master Agreement and Certification for Project Fresh and execute the enclosed agreement with the Fair Food Network to offer Double Up Food Bucks for the 2017 farmers market season. Motion carried unanimously.**
  - d. Agenda item was combined with item 4G
  - e. Consideration of approving the use of Lot S on July 23, 2017 for the Night of 100 Rieslings
    - i. **Motion by Burkholder Constantine seconded by Bagdon-McCallum that the DDA Board of Directors authorize the use of Parking Lot S at 305 West Front for the 100 Days of Riesling event on July 23, 2017. Motion carried 9-0. 1 abstention: Beers Motion carried unanimously**
  - f. Comment or Questions regarding Written Reports
    - i. Neighborhood Meetings
      - a. Central and Traverse Heights completed
      - b. Old Town and Midtown Neighborhood coming up
    - ii. Riverwalk Connection near Uptown
    - iii. Copy the Board on emails regarding street closings
5. Public Comment
- a. None at this time

6. Adjournment. The meeting officially adjourned at 8:53 a.m.

Respectfully submitted,

Colleen Paveglio  
Marketing & Deputy Director