

Minutes
Traverse City Downtown Development Authority
Regular Meeting
July 21, 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 (departed @ 9:00 a.m.), Bill Golden, Scott Hardy (arrived @ 8:10 a.m. and departed @ 9:04 a.m.), Debbie Hershey, T. Michael Jackson, Jeff Joubran (arrived @ 8:12 a.m.) Gabe Schneider

Absent: Chuck Judson,

2. Consent Calendar. **Motion by Bagdon-McCallum, seconded by Constantin that the consent portion of the agenda be approved as presented. Motion carried unanimously.**
- a. **Approval of minutes of the Regular Meeting of June 16, 2017.**
 - b. **Approval of Financial Reports and disbursements for DDA, TIF 2 and TIF 97 dated June 30, 2017.**
 - c. **Acceptance of Rob Bacigalupi's resignation as executive director of the DDA.**
 - d. **Approval to recommend to the City Commission the execution of a five-year agreement with T2 Systems, Inc. for parking management software services for not-to- exceed \$207,000, such agreement subject to approval as to form by the City Attorney and as to content by the City Manager, with funds available in the Traverse City Parking Fund.**
 - e. **Approval to recommend the City Commission approve the garage access (proximity) card fee of \$6 per card effective January 1, 2018.**
 - f. **Approval to declare the 2010 iMac surplus and that it be sold per the divestment policy.**
3. Chairperson's Report
- a. Community Development Report
 - i. None at this time

Hardy and Joubran arrived at this point in the meeting

4. Executive Director's Report

- a. Consideration of authorizing a consultant agreement with Gourdie Frasier to provide planning and engineering services associated with the Uptown Riverwalk Project.
 - i. **Motion by Constantin seconded by Schneider that the DDA Board of Directors authorize the execution of the Consultant Agreement with Gourdie Frasier to provide planning and engineering services associated with the Uptown Project. Motion carried unanimously.**
 - ii. Mike Wills, Uptown, made a clarification based on a media report that the riverwalk will expand through the Uptown property.

- b. Consideration of recommendation on Redevelopment District Liquor Licenses
 - i. **Motion by Bagdon-McCallum seconded by Beers that the DDA Board of Directors recommend to City Commission to consider the suggested criteria when reviewing Redevelopment Liquor License applications for the Downtown Development Authority district, as described in Colleen Paveglio, Marketing & Deputy Director's memorandum dated July 17, 2017 with the caveat the the plan is evaluated annually. Motion carried unanimously.**

- c. Consideration to recommend to the City Commission the issuance of an RFQ/RFP for architectural professional services to prepare design for the West Front Parking Garage.
 - i. **Motion by Constantin seconded by Burkholder that the DDA Board authorize DDA Board of Directors recommend to the City Commission issuance of a RFP/RFQ for architectural and cost estimates for the West Front Parking Garage. Motion carried unanimously.**

- d. Consideration of authorizing a contract with AECOM for a stormwater management plant
 - i. **Motion by Burkholder seconded by Jackson DDA Board of Directors authorize a contract with AECOM to prepare a regional stormwater management plan, contingent upon it resulting in clearer stormwater regulations for downtown developers. Motion carried unanimously.**

- e. Consideration of recommendation to the City Commission to simplify parking permit rates
 - i. **Motion by Beers seconded by Constantin DDA Board of Directors recommend the City Commission approve rate changes for parking garage permits to \$48 per month and surface parking permits to \$36 per month effective January 1, 2018. Motion carried unanimously.**
 - ii. Mike Wills, Uptown, commented on parking
 - iii. John Serratelli, 237 Midtown, commented on parking

Carruthers and Hardy departed at this point in the meeting

- f. Presentation by the Michigan Farmers Market Association on the economic value of the farmers market

- g. Comment or Questions regarding Written Reports

- i. None at this time
- 5. Public Comment
 - a. None at this time
- 6. Adjournment. The meeting officially adjourned at 9:29 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing & Deputy Director

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