

**Minutes**  
**Traverse City Downtown Development Authority**  
**Regular Meeting**  
**October 19, 2018**  
**Commission Chambers, Second Floor**  
**Governmental Center, 400 Boardman Avenue, Traverse City**

1. Roll Call

Present: Leah Bagdon-McCallum, Allison Beers, Harry Burkholder, Mayor Jim Carruthers, Collette Champagne (arrived at 8:03am), Steve Constantin, Bill Golden, Scott Hardy, Debbie Hershey, T. Michael Jackson, Gabe Schneider

Absent: Jeff Joubran

Leah Bagdon-McCallum called the meeting to order at 8:01am

2. Consent Calendar. **Motion by Beers seconded by Jackson that the consent portion of the agenda be approved. Motion carried unanimously.**

A. Consideration of minutes for the Regular Meeting of September 21, 2018 (approval recommended)

B. Consideration of approving Financial Reports and disbursements for DDA, TIF 97, and Old Town TIF for August 2018 and Financial Reports for Traverse City Parking Services.

3. CEO Report

A. Medical Marihuana City Ordinance, consideration for position

i. Jackson asked if staff has done survey data on other cities that have Medical Marihuana.

ii. Derenzy provided data on various cities throughout the state

iii. Constantin asked if we are comparing medical marihuana to retail pharmacies  
iv. Hardy expressed his opinion that medical marihuana seems counterintuitive to downtown Traverse City.

v. Board discussed effects of allowing medical marihuana facilities downtown.

**Motion by Beers and seconded by Constantin that the DDA Board of Directors limit and do not allow medical marihuana facilities to be allowed in the downtown district.**

vi. Public Comment

a. Christopher Redding, 223 Lake Avenue expressed his concerns with allowing medical marihuana facilities in the downtown district.

b. Jay Zelenock, 309 E. Front Street expressed his concerns with the board's motion.

**Motion carried 10-1**

**Yes: Bagdon-McCallum, Beers, Burkholder, Champagne, Constantin, Golden, Hardy, Hershey, Jackson, Schneider**

**No: Carruthers**

**Champagne exited the meeting at 8:41am**

- B. Appointment to Lower Boardman River Leadership Team
    - i. **Motion by Burkholder seconded by Beers that the DDA Board of Directors appoint Brett Fessell to the Lower Boardman River Leadership Team representing the Grand Traverse Band of Ottawa and Chippewa Indians. Motion carried unanimously.**
  - C. Appointment to Parking Advisory Committee
    - i. **Motion by Golden seconded by Jackson that the DDA Board of Directors appoint Rick Brown and Todd Knaus to the Parking Subcommittee. Motion carried unanimously.**
  - D. Amendment to Exhibit for Lot S
    - i. **Motion by Beers seconded by Schneider that the DDA Board of Directors approve of the Fourth Amendment to Parking Area Lease for property located at 305 Pine Street subject to approval from DDA attorney. Motion carried unanimously.**
  - E. Acceptance of Coastal Zone Management Grant for Water Trails
    - i. **Motion by Burkholder seconded by Hershey that the DDA Board of Directors approve of the Michigan Coastal Zone Management Grant Agreement between Michigan Department of Natural Resources and the DDA. Further, authorization to have Jean Derenzy, CEO, execute agreement on behalf of the DDA. Motion carried unanimously.**
  - F. TIF Budgets/Capital Improvement
    - i. Jackson asked about Uptown Riverwalk status
  - G. Project Updates (FYI: 8th Street, Uptown Riverwalk)
    - i. 8th Street
      - a. Derenzy updated Board on the Health & Wellness component of 8th S Street.
    - ii. Uptown Riverwalk
      - a. Derenzy is working with Traverse City Light & Power about lighting at the project and the Housing Commission to make sure it does not dead end.
      - b. Derenzy will bring updates to the November meeting.
    - iii. Shop Your Community Day
    - iv. Light Parade and Santa Arrival
4. Board Member Reports
- A. Arts Commission (Hershey)
    - i. Hershey presented updates to the Arts Commission
    - ii. There are three current projects that the Commission is working on: Boardman Lake Art Trail, Clinch Park Tunnel Mural, Boathouse Sculpture Project
  - B. Farmers Market (Hardy)
    - i. Hardy discussed purpose of Wednesday markets
  - C. Lower Boardman River Leadership Team (Burkholder)
    - i. Action Items: Approval of RFP and Value Statements
    - ii. Burkholder presented the RFP
    - iv. Motion by Constantin, seconded by Beers, that the DDA Board of Directors approve of the Lower Boardman River Leadership Team minutes from October 10, 2018. Motion carried unanimously.

## 5. Staff Reports

### A. Marketing/Communications (Colleen Paveglio, Marketing & Communications Director)

#### i. Website

- a. Staff recently met with OneUpWeb to update DDA website to ensure better communication to the public of what the DDA does.

#### ii. Facebook

- a. Reminded board to “like” the newly established DDA Facebook Page.

#### iii. 8th Street

- a. North Boardman Lake District is looking at forming a membership

#### iv. Lower Boardman River Leadership Team

- a. Team has been meeting every other week with a well engaged audience.

#### v. Destination Downtown & Bayline Launch

- a. Full launch will take place on March 1, 2019

### B. Parking Update (Nicole VanNess, Parking Administrator)

#### i. Destination Downtown Updates

- a. Tracking utilization of regular users.
- b. Eight regular riders have been identified)

#### ii. Lot P Construction Update

- a. New target date before winter
- b. Increasing the amount of spaces

#### iii. Garage Restoration Update

- a. Project is delayed

#### iv. Reminders-Upcoming Dates

### C. Old Business (Derenzy) : Memo provided to Board updating Board on West Front Parking Garage and updates will be brought to Board in November.

## 6. Receive and File

### A. DTCA Minutes

### B. Farmers Market Advisory Board

### C. Lower Boardman River Leadership Team

## 7. Public Comment

## 8. Adjournment

- A. The meeting officially adjourned at 9:26am.

Approved

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