

**Minutes**  
**Traverse City Downtown Development Authority**  
**Annual Meeting**  
September 21, 2018  
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:** Allison Beers, Leah Bagdon-McCallum, Collette Champagne (arrived @ 8:08 a.m.), Bill Golden, Scott Hardy, T. Michael Jackson, Jeff Joubran, Gabe Schneider

**Absent:** Mayor Jim Carruthers, Steve Constantin, Harry Burkholder, Debbie Hershey

2. Election of Officers: Motion by Beers, seconded by Joubran the the **DDA Board of Directors appoint Leah Bagdon McCallum as Chairperson, Gabe Schneider as Vice Chairperson, Scott Hardy as Secretary, and Bill Golden as Treasurer of the DDA Board. Motion carried unanimously.**

3. Consent Calendar. **Motion by Beers, seconded by Joubran that the consent portion of the agenda be approved. Motion carried 11-0. Motion carried unanimously.**

**A. Approval of minutes of the Regular Meeting of August 17, 2018**

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

**C. Audit Engagement with Vredeveld Haefner LLC.**

4. Items Removed from August 17, 2018 Meeting

A. None at this time

5. CEO Report

A. TIF Budgets/Capital Improvement

1. Review of status of TIF budgets

At this point Collette Champagne arrived

B. Request to Purchase Property for River Fish Passage Project

1. **Motion by Golden, seconded by Beers that the DDA Board of Directors approve the purchase property at 215 Union Street, and authorize signers, for the purchase price of \$120,000 plus closing costs. Motion carried unanimously.**
  2. Public Comment
    - a. Julie Falconer, Head of Trustees at Central United Methodist Church, commented on parking at the site
    - b. Kevin Hardy, 121 Rivers Edge Drive supports the purchase of this property
  3. Frank Dituri, Department of Public Works Director, reviewed the project
- C. Parking Advisory Committee
1. **Motion by Jackson, seconded by Beers that the DDA Board of Directors previous approved Parking Advisory Committee approved on July 20, 108 be rescinded**
  2. **Motion by Schneider, seconded by Beers that the DDA Board of Directors establish a Parking Subcommittee be established with five DDA Board Members. Motion carried unanimously.**
  3. **Motion by Golden, seconded by Hardy that the DDA Board of Directors appoint Constantin, Hardy, Hershey, Jackson, and Joubran be appointed to the subcommittee. Motion carried unanimously.**
- D. Contribution to Santa's Arrival, Tree Lighting, & Downtown Light Parade
1. **Motion by Beers, seconded by Bagdon McCallum that the DDA Board of Directors approved the financial contribution to the Downtown Traverse City Association for a not-to-exceed amount of \$10,000 for actual costs associated with Santa's Arrival, Tree Lighting, and Downtown Light Parade. Motion carried unanimously.**
- E. Appointment to Farmers Market Advisory Committee
1. **Motion by Beers, seconded by Schneider that the DDA Board of Directors appoint Scott Hardy to serve on the Farmers Market Advisory Committee. Motion carried unanimously.**
- F. Valet Parking - Pilot Project Debrief and Next Steps
1. A review of the program was provided and discussed on moving forward with the City of Traverse City to approach the development of an ordinance
- G. Uptown Riverwalk
1. A review of the project and options on moving forward were discussed
  2. Site visit immediate following the meeting, est. 9:30 a.m.
  3. Public Comment
    - a. Sheryl Stankowski, 139 E. State St., representing the Uptown Association commented on riverwalk and it's ending
    - b. Frank Londy, 139 Uptown Court, commented on the proximity of the riverwalk
    - c. Howard Yamaguchi, 145 Uptown Court, commented on the proximity of the riverwalk
    - d. Herb Steed, 163 Uptown Court, commented on the proximity of the riverwalk
    - e. Penelope Gordon, 127 Uptown Court, comment on the riverwalk

4. Derenzy to work with City staff on safety issues
  
6. Board Member Reports
  - A. Arts Commission
    1. Pedestrian Tunnel is being researched by the Arts Commission
  - B. Farmers Market
    2. Joubran commented on traffic at the Wednesday market
  
7. Staff Report
  - A. Marketing & Communication
  - B. Parking Update
  
8. Old Business
  - A. Board Leadership
  - B. CZM Grant for river signage awarded
  
9. Receive and File
  - A. DTCA Minutes
  - B. Farmers Market Advisory Committee
  - C. Lower Boardman River Leadership Team
  
10. Public Comment
  - A. George Prewitt, 8336 S. Lakeview Road, commented on lighting on Washington Street near Grace Episcopal Church.
  - B. Mike Wills, 110 Fairway Hills Drive, developer and manager of the Uptown Association commented on attending the riverwalk site visit
  
11. Adjournment. The meeting officially adjourned at 9:23 a.m.

Respectfully submitted,

Colleen Paveglio  
Marketing & Communications Director