

**Minutes**  
**Traverse City Downtown Development Authority**  
**Regular Meeting**  
May 18, 2018  
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:** Allison Beers, Leah Bagdon-McCallum, Harry Burkholder, Mayor Jim Carruthers, Collette Champagne, Steve Constantin, Bill Golden, Scott Hardy, Debbie Hershey, T. Michael Jackson, Jeff Joubran, Gabe Schneider

**Absent:** N/A

2. Public Hearing Fiscal Year 2018-2019 DDA Budget

A. Public Hearing was opened at 8:02 am

1. Review of the DDA Budget
2. Review of TIF 97
3. Review of Old Town TIF
4. Public Comment: None at this time

B. Public Hearing was closed at 8:08 am

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

**A. Approval of minutes of the Regular Meeting of April 20, 2018**

**B. Approval of Financial Reports and disbursements for DDA, TIF 97, and Old Town dated March 31, 2018 and Financial Report for Traverse City Parking Services for March 31, 2018**

**C. Approval to apply to Rotary for SEED Grant for Destination Downtown**

4. CEO Report

A. Approval of Strategic Plan

1. Review of the Strategic Plan
2. Discussion regarding housing within the Strategic Plan
  - a. Housing to be incorporated under Real Estate and Place Making
    - i. Collaboration to support housing opportunities

3. **Motion by Bagdon-McCallum, seconded by Beers to that the DDA Board of Directors approve the 2017-2020 Strategic Plan with the addition of housing under the Real Estate and Place Making section. Motion carried unanimously.**
- B. Yearly Work Plan
  1. Review of the Work Plan
    - a. Real Estate Development and Place Making edit with 3/4
  2. **Motion by Constantin, seconded by Champagne that the DDA Board of Directors approve the 2018/2019 Work Plan for the DDA CEO. Motion carried unanimously.**
- C. Lower Boardman River Work Plan
  1. Review of the a proposed leadership team and work plan
  2. Ad Hoc Committee
    - a. **Motion by Constantin, seconded by Hardy that the DDA Board of Directors appoint Burkholder, Jackson, and Joubran to the Ad Hoc Committee. Motion carried unanimously.**
  3. **Motion by Beers, seconded by Joubran that the DDA Board of Directors authorize the CEO to seek applicants to serve the Lower Boardman River Unified Plan Leadership Team and approve the plan as presented. Motion carried unanimously.**
- D. 2018 Boardman Riverwalk Uptown
  1. Heather Jamison, Gourdie Fraser reviewed the Bid
  2. **Motion by Jackson, seconded by Constantin that the DDA Board of Directors authorize to enter into an agreement with Elmer's to complete the Uptown Public Riverwalk with additions of steps at Union Street Bridge for a total cost of \$486,028.50. Motion carried unanimously.**
  3. Public Comment
    - a. Christine Crissman, Watershed Center, commented on tree removal and replacement for this project
5. Old Business
  - A. Communication Plan - Destination Downtown
    1. Paveglio reviewed the Marking and Communication Strategy for Destination Downtown
  - B. TDM Update
    2. Nicole VanNess reviewed the TDM 3-Year Plan to date
      - a. Destination Downtown
      - b. License Plate Recognition
      - c. Valet
6. Receive and File
  - A. Written Report from CEO - Updates
    1. West End Parking Committee
    2. AECOM Stormwater Management Plan
    3. Comment from Board
      1. Parking

4. Comments on signage at Uptown
  5. Bike Shelters
  - B. Farmers Market Minutes
  - C. DTCA Minutes
  - D. Parking Update
7. Public Comment
    - A. Gil Rupp, 12080 S. Elk Ridge Dr., commented on parking
  8. Adjournment. The meeting officially adjourned at 9:40 a.m.

Respectfully submitted,

Colleen Paveglio  
Marketing & Deputy Director