

Minutes
Traverse City Downtown Development Authority
Regular Meeting
April 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, Jim Carruthers, Steve Constantin, Bill Golden, Scott Hardy, Debbie Hershey, T. Michael Jackson, Gabe Schneider

Absent: Jeff Joubran, Chuck Judson

2. Consent Calendar. **Motion by Jackson, 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 March 17, 2017.**

b. **Approval of Financial Reports and disbursements for DDA, TIF 2 and TIF 97 dated March 31, 2017**

3. Chairperson's Report

a. Executive Committee Report

a. DDA Video

b. Community Development Report

i. Park Place Hotel Project

ii. West Front Street

iii. Warehouse Flats

4. Executive Director's Report

a. Discussion regarding draft Fiscal Year 2017-2018 budgets

a. Reference a number of projects including housing in narrative

b. Staff to look at Hannah Park in CIP pending dollars

b. Consideration of hiring NorthSky Nonprofit Networks to conduct Strategic Planning

a. Motion by Constantin seconded by Schneider that the DDA Board of Directors authorize the Executive Director to engage Northsky Nonprofit Network for strategic planning for not-to-exceed \$4,800 based on the attached Statement of Work, and further amend the DDA budget to increase the Pri- or Year Surplus

revenue line item \$4,800 and Professional Services line item the same amount.
Motion carried unanimously.

- c. Consideration of authorization of a request for bids to provide design engineering and construction engineering services for the Uptown Riverwalk
 - a. **Motion by Schneider seconded by Burkholder that the DDA Board of Directors authorize staff to issue a Request for Proposals (RFP) to complete the Uptown riverwalk based on the draft RFP submitted by staff. Motion carried unanimously**

- d. Adoption of Critical Bridge Resolutions for the North Case and South Union Street bridges
 - a. Amendment to resolution to include: “and consideration to increase the local match of up to 10%”
 - b. **Motion by Burkholder seconded by Beers that the DDA Board of Directors adopt the Resolutions as amended in Support of Critical Bridges for the North Cass Street Bridge and the South Union Street Bridge, in support of the city’s grant application to the Michigan Department of Transportation (MDOT) Local Bridge Program. Motion carried unanimously.**

- e. Consideration of recommending awarding contract with Parkmobile for mobile payment services
 - a. **Motion by Constantin seconded by Jackson that the DDA Board of Directors recommend that the City Commission authorize a three year agreement with Parkmobile LLC to provide a mobile payment solution at no cost to the City, a \$.20 per transaction fee for parkers using Parkmobile Mobile Wallet and a \$.35 per transaction fee for parkers using all other payment methods, and Parkmobile LLC to absorb all credit card processing fees. Motion carried unanimously.**

- f. Consideration of amending parking area lease for Lot X at 130 Hall Street to include additional parking
 - a. **Motion by Burkholder seconded Constantin by that the DDA Board of Directors authorize an amendment to the parking area lease with Traverse City Light and Power for 130 Hall Street with changes to rent and usage as described in Parking Administrator Nicole VanNess’s April 18, 2017 memorandum, subject to approval as to form by the DDA Attorney. Motion carried unanimously.**

- g. Consideration of recommendation to amend the rules for Redevelopment Project Area Liquor Licenses
 - a. Staff to research and draft a recommendation to discuss with committee and DTCA Board.

- h. Comment or Questions regarding Written Reports

- a. Scheduling a Consumers Power meeting
 - b. Bryan Crough Memorial
 - c. Building Heights Committee
 - d. Carruthers: Commend Nicole VanNess, Parking Administrator on parking and being available for questions
5. Public Comment
- a. John DiGiacomo, 440 N. Spruce St., commented on Redevelopment Liquor Licenses and recommended looking to zoning restrictions
 - b. VanNess commented on the employee parking survey for the TDM study and TCPS has moved back in their offices
6. Adjournment. The meeting officially adjourned at 10:16 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing & Deputy Director