

AGENDA
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
Friday, March 19, 2010 8:00 a.m.
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Information and minutes are available from the DDA Director, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA Director as soon as possible.

1. Roll Call
2. Consent Calendar - The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the board, staff, or public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.
 - A. Consideration of minutes of the Regular Meeting of February 19, 2010 (approval recommended)
 - B. Consideration of financial reports for DDA, TIF 2 and TIF 97 dated February 28, 2010, and APS dated January 31, 2010 (approval recommended)
3. Chairman's Report
 - A. Community Development Report
4. Executive Director's Report
 - A. Auto Parking Services Report
 - B. Update on West Front Parking
 - C. Report regarding sale of City-owned retail space
 - D. Update on 200 Block Alley Engineering/Planning
 - E. Update on Bayfront Planning
 - F. Update on Old Town area parking deck
 - Discussion about removing high level lights
 - G. Consideration of awarding contract for Strategic Planning
 - H. Consideration of authorizing five-year copier lease
 - I. Consideration of authorizing an additional \$800 contribution to BATA for a regional Transit Study
 - J. Consideration of recommending sign ordinance changes
 - K. Miscellaneous items of interest
5. Public Comment
6. Adjournment

Posted 3-17-10

Meeting informational packet is available for public inspection at the DDA office, 303 E. State Street, Suite C. The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA Executive Director has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA.

Minutes
Traverse City Downtown Development Authority
Regular Meeting
February 19, 2010
Committee Room, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Chairman Bob Burian called the meeting to order at 8:02 a.m.

1. Roll Call

Present: Ross Biederman, Jan Chapman, Steve Constantin, Nate Elkins, Mayor Chris Bzdok, Bob Burian, T. Chuck Judson, Peter Schmitz

Absent: T. Michael Jackson, Michael Kelly, Victoria Springer, Rick Stein

2. Consent Calendar. **Motion by Bzdok and second by Judson that the consent portion of the agenda be approved:**

A. Approval of minutes of the Regular Meeting of January 20, 2010.

B. Approval of the financial reports for DDA, TIF 2 and TIF 97 dated December 31, 2009 and January 31, 2010, and APS dated December 31, 2009. Motion carried unanimously.

3. Special Presentation by Rob Franzo of Mitten Communication regarding plans for Downtown WIFI and Broadband Project.

-Motion by Chapman, seconded by Biederman that DDA staff draft a letter of support of the Traverse Light & Power initiative

4. Chairman's Report

A. DDA Board Rules

-Motion by Biederman, seconded by Constantin that the DDA Board amend the DDA Board Rules as proposed by staff, reviewed by the Executive Committee subject to review as to form by the DDA attorney. Motion carried unanimously.

B. Community Development Director's Report

-Bayfront planning committee, West Front Committee, Capital Improvement, Social Networking, Manufacturing, Housing & Land Bank, Commons, COH LLC/Wharton, Film Industry and Community Development transition

C. Burian commented on the success of the Cherry Capital Winter WonderFest

5. Executive Director's Report

A. Auto Parking Services

-APS entry/exit report

B. Update on W. Front Parking

-266 space deck vs. 401 space deck

C. Update on 200 Block Alley

- Consideration if request to fund Boardwalk expansion east of Park Street was deferred to the March meeting due to the February 24, 200 block alley redevelopment meeting with businesses and property owners.
 - E. The Executive Director inadvertently skipped agenda item 5D. Update on Old Town Parking Deck
 - A meeting to be scheduled with businesses. Letter to show schedule of events
 - D. Update on Bayfront Planning
 - **Motion by Chapman, seconded by Biederman that the DDA Board of Directors authorize the expenditure of not-to-exceed \$95,000 to reimburse the City of Traverse City for the consultation work of URS and their partners based on the recommendation of the Bayfront Committee with funds available in the Professional & Contractual line item of the TIF 97 2009-10 budget. Motion carried unanimously.**
 - Bzdok complimented Elkins time spent on the interview process
 - F. Authorization of Strategic Planning Process
 - Motion by Schmitz, seconded by Constantin that the DDA Board of Directors authorize staff to issue proposals for strategic planning services as proposed. Motion carried 7 to 1. Roll Call – yes: Biederman, Chapman, Constantin, Elkins, Bzdok, Burian, Schmitz. No: Judson**
 - G. Authorization of Additional Trash Receptacle Funds
 - Motion by Bzdok, seconded by Judson that the DDA Board of Directors authorize an additional \$1,840 to Cushman Fab, and Machine Inc. to refurbish additional trash receptacles at \$92 per unit with funds from the capital outlay line item in TIF 97 and TIF 2. Motion carried unanimously.**
 - H. Update on Garland St. Planning Commission Committee.
 - I. Miscellaneous Items of Interest
 - Sandwich Board Committee
 - Wayfinding “You are Here” Stickers
 - Recognition on Downtown Recycling Program
 - January DTCA Board Minutes
 - Outreach: Bacigalupi and Paveglio spoke at TC High School
6. Public Comment
- A. No public comment at this time.
 - B. Elkins compliments Gosling Czubak for allowing him to serve on the Bayfront Planning Committee
 - C. Constantin commented on budgeting
7. Adjournment. 10:25 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing Director