

AGENDA
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
Friday, February 20, 2009 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 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 January 23, 2009 (approval recommended)
 - B. Consideration of financial reports for the DDA, TIF 2 and TIF 97 dated January 31, 2009 and for APS dated December 31, 2008 (approval recommended)
3. Chairman's Report
 - A. Wayfinding Committee Report
 - B. COFAC Report
4. Executive Director's Report
 - A. Auto Parking Services
 - Update on Riverwest Development
 - Consideration of adding Parking Enforcement Officer position and amending DDA/City Auto Parking Services Operation and Management Contract
 - Consideration of request from Mayor Estes for free deck parking signage
 - B. Update on Old Town area parking deck
 - C. Consideration of Request for Proposals for consulting services for 200 North Front block alley
 - D. Presentation regarding a possible recycling program
 - E. Report on Driveways and Access Requirements Ordinance Amendment
 - F. Presentation regarding redevelopment of Whiting Hotel as workforce housing
 - G. Update on Garland Street Planning Commission Committee
 - H. Miscellaneous Items of Interest
5. Public Comment
6. Adjournment

Posted 2-17-09

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
December 12, 2008
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

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

1. Roll Call

Present: Bob Burian, Jan Chapman, Mark Eckhoff, Nate Elkins, Mayor Michael Estes, T. Michael Jackson, Charles Judson, Peter Schmitz, Victoria Springer, Rick Stein, R.E. "Boots" Wolff.

Absent: Ross Biederman.

2. Presentation by XUS regarding the potential for LED Lighting. Parking Administrator Gil Rupp introduced Fred and Michelle Sorensen of XUS who addressed the Board.

3. Consent Calendar. **Motion by Burian, seconded by Estes that the consent portion of the agenda be approved:**

- A. **Approval of minutes of the Regular Meeting of December 12, 2008 (no quorum) and Special Meeting of December 19, 2008;**
- B. **Approval of financial reports for the DDA, TIF 2 and TIF 97 dated December 31, 2008 and for APS dated September 30, 2008, October 31, 2008 and November 30, 2008. Motion carried unanimously.**

4. Chairman's Report

- A. Wayfinding Committee Report. Deputy Director Bacigalupi provided a verbal update.
- B. COFAC Report. Chair Eckhoff and Executive Director Crough discussed this matter.

5. Executive Director's Report

- A. Auto Parking Services. Crough updated the Board on West Front, changes to Lot X and a change to APS staff.
- B. Update on Old Town area parking deck
 - Consideration of recommending contract for engineering and architectural services. City Engineer Tim Lodge presented the recommendation of the review committee. **Motion by Jackson, seconded by Judson that the DDA Board of Directors recommend that the City prepare a Consultant Agreement with Rich and Associates, Inc. (Southfield) whose team includes CWS Architects (Traverse City), Bayshore Engineering (Traverse City), Landtech PS (Traverse City), R. Clark Associates (Traverse City), UP Engineers & Architects (Houghton), and URS**

Corporation (Traverse City) for the not to exceed fee of \$327,955. Motion carried unanimously.

- C. Report on Newsrack Ordinance. Bryan explained.
- D. Report on Driveways and Access Requirements Ordinance Amendment. Crough discussed this matter.

At this point in the meeting, Chair Eckhoff relinquished control of the meeting to Vice-Chair Burian and left the room.

- E. Consideration of recommending professional services agreement for survey work on Garland Street. Tim Lodge discussed the bids. **Motion by Stien, seconded by Chapman that the DDA Board of Directors authorize the Executive Director to execute a professional service agreement with Mansfield & Associates in the amount of \$7,520 for survey work on Garland Street with funds available in the Professional/Contractual line item of the TIF 97 budget. Motion carried 10-0 with one abstention (Eckhoff).**

- F. Miscellaneous Items of Interest. Crough discussed a number of items.

6. Public Comment.


Board Member T. Michael Jackson asked if the Board could make up the evening meeting that was missed in January due to a schedule change.

- 7. Adjournment. The meeting was adjourned at 9:37 a.m.

Respectfully submitted,

Rob Bacigalupi
Deputy Director

MEMORANDUM

To: DDA Board of Directors
From: Bryan J. Crough, DDA Director 
Re: February 20, 2009 Regular Meeting & Miscellaneous
Date: February 17, 2009

I apologize in advance that some things in your packet have been provided to you earlier – I included them again so that you would have them in one place for the meeting.

AGENDA ITEM 3A– WAYFINDING COMMITTEE REPORT

Enclosed is a memorandum from Rob Bacigalupi, Deputy Director, regarding the status of the Wayfinding Project. He can explain more regarding the details of the project at the meeting, but we do need your support of a change in the planned bidding process prepared by Corbin Design. We would recommend that **the DDA Board of Directors authorize the Wayfinding Core Team to work with Corbin Design to issue an open Request for Proposal for fabrication and installation of the Wayfinding program in components, as described in the February 17, 2009 memorandum from Rob Bacigalupi, Deputy Director, with direction from the Board to develop a late delivery penalty fee to be included in the RFP.**

AGENDA ITEM 3B – COFAC REPORT

Enclosed is a copy of the draft response to the COFAC recommendations as prepared by Mark Eckhoff, Chuck Judson, Peter Schmitz and Todd McMillen & Jim Valesano from the DTCA Board of Directors, with of course, the help of staff. The DTCA Board supports this response and members plan to attend the meeting of the City Commission on February 23, 2009. I will be working with Ben Bifoss, City Manager, as to the format of the meeting, but obviously, those who developed the response may be the likely respondents to questions. Given the work that went into developing this response, I recommend that **the DDA Board of Directors endorse the DDA/DTCA COFAC response document dated 2-10-09 as presented.** Obviously, if you want to add or change anything at the meeting that would be your choice. My thanks to the volunteers who gave this so much thought.

AGENDA ITEM 4A – AUTO PARKING SYSTEM

RIVERWEST DEVELOPMENT – As you know, Mr. Snowden is on the City Commission Meeting agenda for this evening to seek approval, in concept, of public parking as part of his development. I will update you on Friday.

PARKING ENFORCEMENT OFFICER/CONTRACT CHANGE – Enclosed is a memorandum regarding the transfer of a City Parking Enforcement Position to the DDA and the changes that would need to be made in the Agreement with the City of Traverse City. I recommend that **the DDA Board of Directors authorize the Executive Director to employ a parking enforcement officer as described in his memorandum dated February 18, 2009, and further requests an amendment to the Auto Parking Services Operation and Management Contract with the City of Traverse City to change the annual compensation as described in paragraph 10 from \$205,000 to \$252,000.**

FREE DECK PARKING SIGNAGE – Enclosed is an email from Mayor Estes regarding signage that would promote free parking in the deck. I have spoken to Russ Soyering, City Planner about what might be needed to make this happen and can update you at the Board Meeting. It is true that on big week-ends like the last one, or when the State Theatre does live MET performances, we still have spaces available in the parking deck, mostly because people are not aware of it, or that it is free. I think it merits discussion and have also forwarded the message to Rob so that it can be discussed as part of the Wayfinding program.

DECK ENTRANCE REPORT – Enclosed is a copy of the monthly entrances to the deck since opening.

AGENDA ITEM 4B – OLD TOWN AREA PARKING DECK

ENGINEERING/ARCHITECTURAL SERVICES – The City Commission approved your recommendation at their last meeting and we are awaiting finalization of the CDBG grant so we can sign the agreement with Rich & Associates.

CDBG GRANT - Due to some difficulties between the language of the State of Michigan and Hagerty Insurance, this matter will be pulled from this evening's City Commission meeting. While this delay is disappointing, I am hopeful we will have it before the Commission March 2, 2009.

AGENDA ITEM 4C – REQUEST FOR PROPOSALS – 200 BLOCK ALLEY

Enclosed is a memorandum from Rob Bacigalupi, Deputy Director, regarding the Request for Proposal for work in the alley north of the buildings in the 200 block of East Front Street. As he mentions, we also have been working with a number of parties interested in the Boardman River to work to find funding for improvements along the river throughout downtown. That group will meet again on Thursday so I will have more to report on Friday. In the meantime, I recommend that **the DDA Board of Directors authorize the execution of a Request for Proposals for Planning and Engineering Services in the alley of the 200 block (north side) of East Front Street as presented.**

AGENDA ITEM 4D – RECYCLING PROGRAM

Rob Bacigalupi, Deputy Director and Colleen Pavaglio, Marketing Director, have been meeting with staff from the Grand Traverse County Resource Recovery Department regarding the possibility of our purchasing containers and operating a program for the recycling of paper, glass and plastic downtown. Enclosed is a memorandum from Rob describing your efforts. In the conceptual stage, I have asked Rob to provide a presentation Friday on what we think we might be able to do to reduce the garbage output downtown. The big issue will be the on-going costs, but we wanted to seek your input first.

AGENDA ITEM 4E – DRIVEWAYS AND ACCESS REQUIREMENTS ORDINANCE

The City Commission approved the amendment to change the requirement to allow for driveways in the C-4 District on February 2, 2009.

AGENDA ITEM 4F – WHITING HOTEL

The City Commission will consider tonight whether to endorse the concept of Affordable Housing at the Whiting Hotel. The packet describing this project is enclosed for your information. I will update you as to the status on Friday.

AGENDA ITEM 4G – GARLAND STREET PLANNING COMMISSION COMMITTEE

The Committee formed by the Planning Commission (members list enclosed) met on February 13 and reviewed the past work regarding the area. In addition, they reached some consensus on developing a vision for the public and private realm of the area north of the river between Hall and Union Streets to the Grandview Parkway. Their next meeting is March 2 at 1:30 at the Chamber of Commerce. Weather permitting, they will take a tour of the area at some point during the meeting.

AGENDA ITEM 4H - MISCELLANEOUS

SPECIAL DDA BOARD MEETING MARCH 5 – As you will remember, the DDA has scheduled a special Board meeting for 7 p.m. on Thursday, March 5, 2009 to invite business and property owners for an update. The meeting will be held in the Commission Chambers and will be televised. The agenda will be basic including a list of all of our current endeavors. In the weeks ahead staff will be working with Chairman Eckhoff to finalize the format.

101 NORTH PARK STREET – Enclosed is a press release regarding approval today from the Michigan Economic Growth Authority (MEGA) of the amended work plan for the project.

CAPITAL IMPROVEMENT PLAN – I am continuing to work on the CIP Committee which will forward everything to the City Manager this week. Some changes in the draft document have been made and so I have enclosed a new copy. Please review and if time allows we can discuss on Friday. This will be considered by you more formally at the March meeting.

CITY COMMISSION STRATEGIC PLANNING – The City Commission had a good strategic planning meeting on February 7, and will continue the process at 7 p.m. on Monday, March 23, 2009. Obviously, the work of COFAC and the responses and dialogue about those recommendations will give the Commission many ideas to consider as they continue this process.

MICHIGAN DOWNTOWN ASSOCIATION CONFERENCE – The MDA will hold their quarterly conference in Chelsea on April 3, 2009. Due to the distance we will most likely need to make this an over-night trip. As we get details of the conference we will pass them along, but if you are interested, mark your calendar and let us know.

VOTRUBA SIGN AT OPERA HOUSE – Enclosed is a request from Seamus Shinnors regarding refurbishment of the Votruba signs on the saddle shop of the Opera House on the alley, along with my response. Seamus has volunteered to get cost estimates and I have forwarded his request to the COHHA for input.

VACATION – I will be on vacation March 8 – 19, 2009. Rob will be here if you need anything, and I will keep in touch as able.

cc: R. Ben Bifoss, City Manager
City Commissioners