

AGENDA
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
Thursday, April 16, 2009 7:00 p.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 March 20, 2009 (approval recommended)
 - B. Consideration of financial reports of the DDA, TIF 2 and TIF 97 dated February 28, 2009 and March 31, 2009 and APS dated February 28, 2009 (approval recommended)
3. Chairman's Report
 - A. Wayfinding Committee Report
 - Consideration of Awarding bids for construction and installation of signage
 - B. City Commission Goals & Priorities
4. Executive Director's Report
 - A. Auto Parking Services
 - Update on Riverwest Development
 - Update on Lot V lease for parking on West Front Street
 - Update on APS enforcement ambassador position
 - B. Update on Old Town area parking deck
 - C. Update on Request for Proposals for Waterfront Master Site Plan
 - D. Update on 200 Block Engineering/Planning
 - E. Update on Whiting Hotel Project
 - F. Update on Garland Street Planning Commission Committee
 - G. Consideration of approval of expense for streetscapes on 400 Cass Street
 - H. Miscellaneous Items of Interest
5. Public Comment
6. Adjournment

Posted 4-13-09

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
March 20, 2009
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Chairman Eckhoff called the meeting to order at 8:00 a.m.

1. Roll Call

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

Absent: Victoria Springer

2. Request from John Porter to address the DDA Board. John Porter discussed the County wastewater septage plant.

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

A. Approval of minutes of the Regular Meeting of February 20, 2009, and the Study Session of March 5, 2009;

B. Approval of financial reports for the APS dated January 31, 2008. Motion carried unanimously.

4. Chairman's Report

A. Wayfinding Committee Report. Deputy Director Bacigalupi discussed the latest cost estimates. The Board had a discussion regarding the original budget for the project and the higher current cost estimates. The Board generally agreed to see where the bids ended up and asked staff to investigate possible cost saving measures. Bacigalupi also reported on his presentations of this project to the Boardman Neighborhood Association and Old Towne Neighborhood Association.

B. COFAC Report. Chair Eckhoff stated that this report is done and has been submitted to the City Commission. The City Commission will be setting goals at their meeting on March 23.

5. Executive Director's Report

A. Auto Parking Services

- Update on Riverwest Development. Bacigalupi reported that discussions were continuing.

- Update on City APS staff change. Bacigalupi stated that applications were streaming in for the Parking Enforcement Ambassador position.

B. Update on Old Town area parking deck. Bacigalupi indicated the CDBG grant agreement had been approved by the City and design work would be beginning soon.

- C. Consideration of Request for Proposals for consulting services for Waterfront Master Site Plan. Nate Elkins recused himself from this discussion due to his firm's interest in pursuing the request for proposals. Bacigalupi referred to the draft scope of work document in the packet. Planning Director Russ Soyring explained the proposed plan's relationship to the City master plan. The Board discussed timing based on the Planning Commission's master plan efforts. **Motion by Jackson, seconded by Biederman that the DDA Board of Directors recommend that the City Commission authorize the Waterfront Master Site Plan Request for Proposals based on the Scope of Work included in the packet. Motion carried 10-0 with one abstention (Elkins).**
 - D. Update on 200 Block Engineering/Planning. Bacigalupi indicated that the RFP is out and proposals are due March 30th. Peter Schmitz and T. Michael Jackson volunteered to help review proposals.
 - E. Update on Whiting Hotel. Bacigalupi mentioned that a committee continues to meet on a regular basis to push this project forward.
 - F. Update on Garland Street Planning Commission Committee. Bacigalupi indicated that the next meeting is scheduled for April 6th.
 - G. Miscellaneous Items of Interest. Bacigalupi discussed various items.
6. Public Comment. There was none.
7. Adjournment. The meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Rob Bacigalupi
Deputy Director

MEMORANDUM

To: DDA Board of Directors
From: Bryan Crough, Executive Director *bc*
Re: April 16, 2009 Regular Meeting & Miscellaneous
Date: April 13, 2009

Our meeting will begin at 7 p.m. on Thursday, April 16, 2009.

On a sad note, I am told that former DDA Board Member Richard Crowe passed away on Saturday. Service details are not available at this time. Please keep his family in your thoughts.

AGENDA ITEM 3A– WAYFINDING COMMITTEE REPORT

Enclosed is a memorandum from Rob Bacigalupi, Deputy Director, explaining the bids received for the Wayfinding program and the recommendation of the Committee. While the total expenditure is beyond our original budget, (which was based on limited information,) we believe we should do all we can to make sure this project is complete and of top quality. There are, as explained in the documents, some variations you can consider and if you want greater discussion of this matter my recommendation is to take your time. While getting these installed by Cherry Festival would be great, more important is that we make sure there is agreement with the ultimate decision and enthusiasm for proceeding. That said, I recommend that **the DDA Board of Directors recommend to the City Commission approval of a contract with Valley City Signs for the fabrication and installation of signs for an amount not-to-exceed \$233,659, and to amend the TIF 2 and TIF 97 2008-09 capital improvement budgets to reflect the expenditure.**

AGENDA ITEM 3B – CITY COMMISSION GOALS

The City Commission has had several strategic planning sessions over the past months and of course had considerable discussion of the COFAC recommendations. At their meeting on April 6, 2009 they approved the Goals and Priorities enclosed for your information. We stand ready as needed to help with the implementation.

AGENDA ITEM 4A – AUTO PARKING SYSTEM

RIVERWEST DEVELOPMENT – The West Front Parking Committee will be meeting next week, pending schedule confirmations, to discuss our parking options on that side of downtown. We are keeping in touch with Mr. Snowden as his plans develop and consideration of his options will be a part of that discussion.

LOT V LEASE – Enclosed is a copy of a memorandum with attachments that I sent to the City Commission seeking their approval of a continuation of the lease with Federated Properties for 18 spaces next to Gourdie Fraser. Due to the timing and the critical needs in that area, I did not believe the DDA would have concerns with this direction and received unanimous support from the City Commission on April 6, 2009 to have the City enter into one of our standard agreements for private leases. We are working now to send the draft lease to Federated for their signature.

PARKING AMBASSADOR POSITION – We received over 125 applications for the position, and today finished our interviews of eight candidates. We are doing some research, but hope to announce the selection of the new employee later this week. I am VERY confident we will hire an excellent employee.

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

AGENDA ITEM 4B – OLD TOWN AREA PARKING DECK

I notified you all via e-mail of the design sessions going on this week. That work will conclude on Thursday afternoon with a presentation to the DDA and City staff which we will bring to you on Friday morning. I am really excited about the opportunities we have had to create public involvement, especially from those nearby.

AGENDA ITEM 4C – BAYFRONT PLANNING REQUEST FOR PROPOSAL

Following your approval of the Request for Proposals for Bayfront Planning, I let you know that I would be

attending the April 8, 2009 Planning Commission Meeting to seek their input, especially since there was some concern about the issue expressed at the April 6, 2009 City Commission meeting. I have enclosed the information I sent the Planning Director for Planning Commission input. At the Planning Commission meeting there was unanimous support for the RFP, and I intend to seek City Commission approval on April 20, 2009. My hope is that almost everyone can be in agreement regarding the need for this work, so that when bids are submitted there are no surprises. The Planning Commission asked that the responses be brought to them when we receive them and I have no problem with that.

AGENDA ITEM 4D – UPDATE ON 200 BLOCK ENGINEERING/PLANNING

We received the bids on the March 30, and are setting up a meeting to review the bids with the ad-hoc committee working on this project. We may have a date for that meeting to share with you on Thursday night.

AGENDA ITEM 4E – WHITING HOTEL

I am continuing to meet, as needed with all of the partners on this project. We expect to have more to report in the next 60 days as funding sources will be reporting back in that time frame.

AGENDA ITEM 4F – GARLAND STREET PLANNING COMMISSION COMMITTEE

The Garland Street Planning Committee met again this afternoon, and are still working on refining a survey to rate design concepts in that area. We will keep you informed of their progress.

AGENDA ITEM 4G – CASS STREET STREETSCAPES

Enclosed is a memorandum from Rob Bacigalupi, Deputy Director concerning the reimbursement to Regatta Development for ½ of the cost of streetscapes next to their building at 415 Cass Street. Your original approval was based on an estimate, and the actual costs were a bit higher meaning that we would be paying an additional \$3800 for this work. We have back up documentation on file and recommend that **the DDA Board of Directors rescind the motion regarding 415 Cass Street made on August 15, 2008 and authorize the reimbursement of not-to-exceed \$26,300 to Regatta Development for Streetscape improvements at 415 Cass Street.**

AGENDA ITEM 4G - MISCELLANEOUS

2009-2010 BUDGETS – Enclosed are the proposed budgets for the DDA, TIF 2, TIF 97 and the Auto Parking System for 2009-2010. You will hold a public hearing on these budgets at your next meeting. There may be recommended changes as this process goes through study sessions with the City Commission, and I will keep you advised. In the meantime, please let me know if you have any questions.

CAPITAL IMPROVEMENT PLAN – The Planning Commission approved the proposed Capital Improvement Plan, though they did ask that the proposed expenditures for parking in the West Front Street area be intended for decked parking. The City Commission will be working with the budgets and capital improvement plan in the coming month.

cc: R. Ben Bifoss, City Manager
City Commissioners