



To: DDA Board of Directors
From: Rob Bacigalupi, Acting Executive Director
Re: June 18, 2010 Regular Meeting & Miscellaneous
Date: June 15, 2010

RMB

AGENDA ITEM 2B - CONSIDERATION OF FINANCIAL REPORT FOR APS
DATED APRIL 30, 2010

Bank statements are not in so there are no reports for DDA and the TIFs this month.

AGENDA ITEM 3A - ELECTION OF TREASURER

Enclosed is a letter of resignation from Vicky Springer. Since she served as Treasurer, the DDA Board will have to appoint a new Treasurer to fill in until the Annual Meeting in September. DDA Chairperson Bob Burian and I discussed this position with Steve Constantin, who is willing to serve. Chairperson Burian will open the floor to nominations and will look for a motion to appoint an interim Treasurer. We will miss Vicky!

AGENDA ITEM 3B - CONSIDERATION OF AUTHORIZING COMMUNITY
DEVELOPMENT AGREEMENT

Last month, the DDA Board authorized the drafting of a new agreement with the City for Enclosed is a memorandum from Bryan Crough explaining the new arrangement. Bryan's memo includes a proposed motion.

AGENDA ITEM 4B - UPDATE ON WEST FRONT PARKING

A meeting is being scheduled for staff and the developer to discuss this project. A development agreement has been drafted by the Grand Traverse County BRA's attorney and is circulating to all parties. We are in the process of developing a schedule and are tentatively planning on sending a Resolution of Intent to Issue Bonds to the City Commission on September 20 with the goal of starting construction in the Spring of 2011.

AGENDA ITEM 4C - 200 BLOCK ALLEY UPDATE

As reported, the EPA grant was unfortunately denied. As requested last week, I've provided the latest Probable Cost sheet for the "Alternate Plan" including funding sources, as well as a summary of where costs are coming from. You expressed interest in

reviewing this document at last week's study session. This will provide the basis for the letter we ultimately send out to property owners so please let us know if you would like to change the funding source on any of the line items.

AGENDA ITEM 4E - UPDATE ON OLD TOWN AREA PARKING DECK

I am happy to report that all street and alley work is complete and access to businesses is fully open. Now the bulk of the work is inside including the installation of solar panels this week.

AGENDA ITEM 4F - CONSIDERATION OF AUTHORIZING EXPENDITURE OF NOT-TO-EXCEED \$10,000 FOR THE SUMMER 2011 FLOWER WATERING PROGRAM

Jerry and Carrie Snowden have once again donated hanging flower baskets for downtown. This year, as was the case last year, the City is handling watering. Budget constraints are making that more difficult to justify for the City. As such, we are recommending that next year, the DDA take on that cost. The City would continue to hire a manpower person to water the baskets, but the DDA would reimburse the City for that work. I recommend that the **DDA Board of Directors authorize the expenditure of not-to-exceed \$10,000 as reimbursement to the City for flower basket watering for the 2011 season, with funds to come from the fiscal year end 2011 and fiscal year end 2012 professional services line item in TIF 97.**

AGENDA ITEM 3G - CONSIDERATION OF ISSUING A REQUEST FOR DESIGN AND ENGINEERING SERVICES FOR THE GARLAND STREET AREA

The Planning Commission's Garland Street Committee met this evening and provided guidance for a request for proposals for planning and engineering services to develop a schematic design, vision and engineering for public improvements in that area. Attached is the latest draft of that document. We are recommending that the **DDA Board of Directors authorize staff to issue a request for proposals as shown in the attached draft, and further bring proposals to the DDA Board in August for possible approval.**

AGENDA ITEM 4G - CONSIDERATION OF APPROVING DDA, TIF2, TIF 97 AND AUTO PARKING SYSTEM BUDGETS FOR FISCAL YEAR 2010-2011 AND CAPITAL IMPROVEMENT PLAN

Enclosed are the proposed budgets for the DDA, TIF 2, TIF 97 and APS, as well as the Capital Improvement Plan. Last month, you held a public hearing with one comment (see minutes), and last week you discussed the capital improvement plan for TIF 97 at your Study Session. We purposely put this item late on the agenda in case any of the items further up generated any changes. Assuming no changes, I recommend that the **DDA Board of Directors approve the proposed FY 2010-2011 budgets for the DDA, TIF 2 and TIF 97 as well as the Capital Improvement Plan for TIF 2 and TIF 97.** The City Commission has already approved these. If the DDA Board decides to make changes, those changes would go back to the City Commission for their consideration.

AGENDA ITEM 4J - MISCELLANEOUS ITEMS OF INTEREST

WAREHOUSE DISTRICT HOTEL - At their meeting last week, the Planning Commission approved the site plan for this project. The developer is working on a brownfield plan change now in advance of starting construction in the Fall. The Hotel is planned to open in the Fall of 2011.

SIGN ORDINANCE UPDATE - The Planning Commission considered the recommendation of both the DDA Board and the DTCA Board and voted to agree with the DTCA recommendation. You recall the DTCA voted to allow sandwich board signs everywhere except the areas on high shop density like the 100, 200 and 300 blocks of East Front Street, and Union and Cass downtown. The Planning Commission's recommendation along with that of the DDA and DTCA will go to the City Commission next week for them to set a public hearing on the matter. At this point, we anticipate the public hearing to take place at the July 6 City Commission meeting.

MEDICAL MARIJUANA ORDINANCE - Enclosed is the latest version of the proposed Medical Marihuana Ordinance being drafted by the City. The City imposed a six-week moratorium on the use, possession and cultivation of Medical Marihuana as permitted in last year's new State law, and is using this time to draft an ordinance governing these activities.

STAFF CHANGES - As indicated in Bryan's memo, we are advertising for a newly described Office Manager position. In the mean time, Nina Talarico, one of our interns, is temping and keeping us organized. Please welcome her!

STRATEGIC PLANNING - Given the interest in prioritizing projects, we will tackle that as a precursor to strategic planning.

MAY DTCA BOARD MINUTES - Enclosed are the May DTCA Board minutes.

AGENDA
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
Friday, June 18, 2010 8:00 a.m.
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City
www.downtowntc.com

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 May 21, 2010 and Special Meeting of June 8, 2010 (approval recommended)
 - B. Consideration of financial report APS dated April 30, 2010 (approval recommended)
3. Chairman's Report
 - A. Election of Treasurer
 - B. Consideration of authorizing Community Development Services Agreement
 - D. Community Development Report
4. Executive Director's Report
 - A. Auto Parking Services Report
 - B. Update on West Front Parking
 - C. 200 Block Alley Project Update
 - D. Update on Bayfront Planning
 - E. Update on Old Town area parking deck
 - F. Consideration of authorizing expenditure of not-to-exceed \$10,000 for the Summer 2011 Flower Watering Program
 - G. Consideration of issuing a request for proposals for design and engineering services for the Garland Street Area
 - H. Consideration of approving DDA, TIF 2, TIF 97 and Auto Parking System Budgets for fiscal year 2010-2011 and Capital Improvement Plan
 - I. Miscellaneous items of interest

Posted 6-16-10

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.

Traverse City DDA Board
April 14, 2010 Agenda

5. Public Comment
6. Adjournment

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Minutes
Traverse City Downtown Development Authority
Regular Meeting
May 21, 2010
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

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

1. Roll Call

Present: Jan Chapman (departed at 10:18), Steve Constantin, Nate Elkins (departed at 10:13), Mayor Chris Bzdok (departed at 9:16), Bob Burian, T. Michael Jackson, Chuck Judson (arrived at 8:03), Michael Kelly, Peter Schmitz (arrived at 8:12), Rick Stein

Absent: Ross Biederman, Vicky Springer

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

A. **Approval of minutes of the Regular Meeting of April 14, 2010 and Special Meeting of April 23, 2010.**

B. **Approval of the financial reports for DDA, TIF 2 and TIF 97 dated April 30, 2010 and APS dates March 31, 2010. Motion carried unanimously.**

- At this point in the meeting there was a **motion by Bzdok, seconded by Kelly to make an Amendment to the Agenda and add item 4B regarding a short-term lease agreement under the APS Report. Passed unanimously.**

3. Chairman's Report (Judson and Schmitz arrive)

A. Chairperson Burian opened a Public Hearing regarding DDA, TIF 2, TIF97 and Auto Parking System Budgets was at 8:16 a.m.

i. Public Comment

- Ellen Fivenson, 717 Bloomfield: commented on the Warehouse District Pedestrian Bridge

ii. Chairperson Burian closed the Public Hearing at 8:19 a.m.

iii. **Motion by Elkins, seconded by Jackson that the \$592,000 in the TIF 97, 2010-2011 budget for the 200 Block Alley Project be reallocated to the Bayfront Implementation and therefore be renamed to the Bayfront Revitalization project and to include a "other" project such as the 200 Block Alley. Roll call vote: Chapman-yes, Constantine-yes, Elkins-yes, Bzdok-yes, Burian-yes, Jackson-yes, Judson-no, Kelly-yes, Schmitz-no, Stein-yes. Motion carried 8-2.**

iv. **Motion by Constantin, second by Chapman that projects in the Capital Improvement Plan are prioritized separate from the Strategic Planning Process. Motion carried unanimously.**

- Staff directed to organize a meeting in early June.

- B. Community Development Director's Report
 - Bayfront Plan, Budgets, Housing, Neighborhood Signage, Depot Property
- C. **Motion by Schmitz, second by Elkins that the DDA Board of Directors authorize the DDA Acting Director and City Community Development Director to prepare a contract for services agreement with the City of Traverse City as outlined in the May 17, 2010 memorandum from the Community Development Director for consideration by the DDA Board of Directors at their meeting June 18, 2010. Passed unanimously.**

4. Executive Director's Report (Bzdok departed)

- A. Consideration of request by The Cook's House
 - Motion by Chapman, second by Elkins that the DDA Board of Directors request that the Michigan Legislature amend Act 58 of 1998 to eliminate the 50-seat minimum for Development District liquor licenses. Passed unanimously.**
- B. Auto Parking Services
 - Motion by Kelly, second by Schmitz that the DDA Board of Directors approve a short-term lease at 145 West Front Street with Federate Properties 145, LLC as proposed in attached draft lease, and further, approve the accompanying Reimbursement Agreement committing the National Cherry Festival, Inc. to repay the DDA for said lease, both subject to the approval as to content by the Executive Director and as to form by the DDA Attorney. Motion carried 8-0, Judson abstained.**
- C. Update on West Front Parking
- D. Update on 200 Block Alley
- E. Update on Bayfront Planning
 - Presentation by Chris DeGoode
- F. Update on Old Town Parking Deck
 - Motion by Jackson, second by Judson that the DDA Board of Directors authorize the Chairperson and Secretary to execute the Third Amendment to the Grand Traverse County Brownfield Redevelopment Authority Development Agreement between Hagerty Insurance Agency, Inc.; Lake Street Properties VII, LLC; Lake Street Properties, LLC; Downtown Development Authority; City of Traverse City; and the Grand Traverse County Brownfield Redevelopment Authority, (originally authorized on September 15, 2009), to reconfigure and delay the Hagerty building construction relating to the Old Town Parking Deck, subject to approval as to its substance by the Acting Executive Director and form by the DDA Attorney. Passed unanimously.**
- G. Update on Sign Ordinance Changes
- H. Consideration of approving streetscape expense
 - Final estimates were not available at this time
- I. Consideration of adopting Resolutions in Support of Critical Bridal Support
 - Motion by Stein, second by Schmitz that the DDA Board of Directors approve Resolutions of Support of Local Bridge funding for Front Street, Park**

Street, South Cass Street & Eighth Street bridges as presented. Motion carried unanimously.

J. Miscellaneous Items of Interest (Elkins and Chapman Departed)

- WiFi
- High Level Lights
- DDA to organize Lower Boardman Committee
- Traffic Committee
- Restroom Committee: Volunteers include Constantin & Kelly
- Hotel Indigo
- Annual Meeting on June 10, 2010

5. Public Comment

- A. No public comment at this time.

6. Adjournment. The meeting officially adjourned due to a loss of quorum at 10:26 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing Director

Minutes
Traverse City Downtown Development Authority
Study Session
June 8, 2010
Lotus Room, Red Ginger
237 East Front Street, Traverse City

Chairperson Bob Burian called the meeting to order at 8:00 a.m.

1. Roll Call

Present: Ross Biederman, Bob Burian, Mayor Chris Bzdok, Jan Chapman, Steve Constantin, Nate Elkins, Michael Kelly, T. Michael Jackson (departed at 9:09 a.m.), Charles Judson, Rick Stein.

Absent: Peter Schmitz, (one vacancy).

2. Discussion of Prioritizing Capital Improvement Projects. Bryan Crough provided a TIF 97 overview. The Board asked questions and commented Bill Palladino facilitated a discussion about project prioritization. Suggestions were made regarding developing project matrices showing projects with potential funding sources, developing paragraphs further describing each project, and utilizing a form so that Board members can rate each project. The Board discussed continuing the dialogue at a meeting possibly on July 1.

3. Public Comment

There was none.

4. Adjournment. The meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Rob Bacigalupi
Acting Executive Director