

## MEMORANDUM

To: DDA Board of Directors  
From: Rob Bacigalupi, Executive Director <sup>RMB</sup>  
Re: July 15, 2016 Board Meeting & Miscellaneous  
Date: July 12, 2016

### AGENDA ITEM 2B - FINANCIAL REPORTS

I have held back the June 30 financial reports for DDA and the TIFs to allow for end of year expenses to be posted. For example, large DDA expenditures such as the last payroll and the June health insurance bill have not been recorded since we do not have them yet. Once we get that all posted, I'll provide end of year but unaudited financials.

### AGENDA ITEM 3A - COMMUNITY DEVELOPMENT REPORT

Attached is the latest report from Jean.

### AGENDA ITEM 3B - UPDATE ON HOUSING DISCUSSION

On May 6, the DDA Board held a study session to discussion housing. Since then I have talked to the Ann Arbor DDA about their efforts, [as seen in their plan on pages 16 and 17](#), to incentivize housing in and around their downtown. The Executive Committee will be meeting on July 18th to discuss how the Traverse City DDA might be involved in addressing our housing shortage.

### AGENDA ITEM 4A - CONSIDERATION OF RECOMMENDING ALLOWING OUTDOOR CAFES IN DESIGNATED ON-STREET PARKING AREAS

Enclosed is a memo from Marketing and Deputy Director Colleen Paveglio providing an update on efforts to allow platform cafes, on a limited basis, for restaurants off our main blocks of Front Street. Last month this was presented to you for comment and this latest version reflects that discussion. We are asking that the DDA Board of Directors recommend this on to the City Commission, who likely will review it at a study session prior to taking any action. I recommend that the **DDA Board of Directors recommend to the City Commission adoption of an ordinance allowing outdoor cafes in designated on-street parking areas as outlined by Marketing and Deputy Director Colleen Paveglio in her July 12, 2016 memorandum.**

### AGENDA ITEM 4B - CONSIDERATION OF PROVIDING \$5,000 TO THE CITY OF TRAVERSE CITY FOR A 3D ECONOMIC MODEL

At last year's Michigan Municipal League conference here in Traverse City, Joe Minicozzi from Urban 3 [presented work he had done in other communities](#) comparing the municipal return on investment from various building types. [His work consistently shows](#) that urban, walkable development provides a higher return than sprawl development. The City of Traverse City wishes to hire Mr. Minicozzi's firm to an analysis of Grand Traverse County and the City of Traverse City. Grand Traverse County will contribute \$5,000, the City another \$5,000 and the Traverse Area Association of Realtors and the National Association of Realtors will contribute another \$16,500. I am asking that the DDA also contribute \$5,000 which would require a budget amendment to take dollars out of fund balance. Therefore I recommend that the **DDA Board of Directors amend the fiscal year 2016-17 budget, increasing prior year surplus \$5,000 and professional services \$5,000, and further committing that amount to the City of Traverse City for a 3D economic model to measure and demonstration the relative economic potency of different building and land types.**

AGENDA ITEM 4C - CONSIDERATION OF AN EXPENDITURE TO PRODUCE A VIDEO EXPLAINING DOWNTOWN DEVELOPMENT ECONOMICS

Enclosed are the minutes from the June 30, 2016 Executive Committee meeting where that group discussed the need for education on tax increment financing and its role in fulfilling the City's plan for downtown. The Committee felt strongly about the value of producing a video for this purpose. This would be a tool in addressing some of the misconceptions about TIF and its impact on City finances. Such a video would be distributed via various channels such as Youtube, Vimeo, and our website. Colleen researched the cost of producing such a video and found we could do it for \$5,000 to \$6,000. I recommend that the **DDA Board of Directors amend the fiscal year 2016-17 budget, increasing prior year surplus \$6,000 and professional services \$6,000 for the purpose of producing a video to explain downtown development economics.**

MISCELLANEOUS ITEMS OF INTEREST

Enclosed is the latest version of the Strategic Categories Map. This map identifies the location of projects mentioned in this memo as well as others of current interest.

**Front Street**

FRONT STREET REIMAGINED CROSSWALK - Panels are on their way but the planters are planted. We were also able to get the furniture in the proper location prior to Cherry Festival.

LADIES LIBRARY - We thought the replacement of the historical marker was imminent but as the enclosed email from Nick Viox reveals, it might be a while before we see the new sign.

**Warehouse District**

GARLAND STREET - Those who have been down to Garland Street recently might know what I mean when I say it is a bit of an experiment. This is Traverse City's first street where all modes of transportation have equal rights to the entire street. It is a treeless expanse that begs to be filled with stuff. That stuff can be people, bikes, outdoor cafes, musicians and just about anything else. We are learning a few things as we go but one thing is for sure, Garland Street has the potential to be the epicenter of Traverse City's creative culture.

**Old Town District**

TIF 2 REPLACEMENT - We held two more neighborhood meetings that were open to Boardman, Old Town, and Central residents. Both were good discussions. Probably the biggest takeaway is that many were surprised to hear how downtown pays more than its fair share into the general fund, even with TIF in place. The next steps would be a meeting with property owners and businesses which I am in the process of setting up. We also have tentatively planned on a study session with the City Commission for August 8th.

**Bayfront/River**

FARMERS MARKET UPGRADE FUNDING - I will be at the Parks and Recreation Commission meeting Thursday night to talk with them about the farmers market space upgrade. I found out after the fact that the Commission took action last month to recommend against using Brown Bridge Funds for our project. My message will be that we want to work with the Parks and Recreation Commission to support City financial support at some level.

**Other**

PERSONNEL UPDATE - As reported last week, Nick Viox is moving on to take a position at Interlochen Arts Academy. We are happy for Nick and are working hard to find his replacement.

COFFEE AT THE MARKET - As reported last month, we set up a meeting with downtown coffee shops to discuss how providing coffee at the market might work. Attached are the notes from that meeting.

You see they plan on another meeting to refine a workable plan.

CASH MOB FOR WAREHOUSE DISTRICT - Just as we did for the West Front construction, we have planned a cash mob for the Warehouse District to help businesses living with construction this summer! See the enclosed flyer.

ART BIKE - Attached is a flyer about the Art Bike event on Sunday, July 17. Grab your bike and enjoy the Detroit Institute of Arts works placed around downtown!

TRANSPORTATION DEMAND MANAGEMENT STUDY - We are planning on getting a draft request for proposals (RFP) to hand out to you Friday. Harry Burkholder and T. Michael Jackson already volunteered to sit on a committee to steer this process but we would love to get all of your input before we send out an RFP, which should be early August. As a refresher, a TDM study lays out a vision for transportation for downtown's future. This includes parking both in downtown and the neighborhoods, as well as transit and other modes of transportation. Other Michigan cities such as Grand Rapids, [Ann Arbor](#) and Marquette have used TDM to leverage all transportation systems to work better together.

PARKING SYSTEM UPDATES - Attached is the latest monthly report from Nicole.

DTCA BOARD MINUTES - Enclosed are the minutes from the June DTCA meeting.

**DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA**  
**Friday, July 15, 2016, 8:00 a.m.**  
**Commission Chambers, Second Floor**  
**Governmental Center, 400 Boardman Avenue, Traverse City**  
[www.downtowntc.com](http://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 for the Regular Meeting of June 17, 2016 (approval recommended)
  - B. Consideration of approving Financial Reports for Traverse City Parking Services dated May 31, 2016 (approval recommended)
3. Chairperson's Report
  - A. Community Development Report
  - B. Update on Housing Discussion
  - C. Comments or Questions regarding Written Reports
4. Executive Director's Report
  - A. Consideration of recommending allowing outdoor cafes in designated on-street parking areas
  - B. Consideration of providing \$5,000 to the City of Traverse City for a 3D economic model
  - C. Consideration of a budget amendment to fund a video explaining downtown development economics
5. Public Comment
6. Adjournment

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 office.

**Minutes**  
**Traverse City Downtown Development Authority**  
**Regular Meeting**  
June 17, 2016  
Commission Chambers, Second Floor  
Governmental Center, 400 Boardman Avenue, Traverse City

Chuck Judson called the meeting to order at 8:01 a.m.

1. Roll Call

**Present:** Leah Bagdon-McCallum, Allison Beers, Harry Burkholder, Steve Constantin, Mayor Jim Carruthers (departed @ 8:49 a.m.), John DiGiacomo, Bill Golden, T. Michael Jackson, Jeff Joubran, Chuck Judson, Rick Korndorfer, Gabe Schneider

**Absent:** N/A

2. Consent Calendar. **Motion by Korndorfer, seconded by Constantin that the consent portion of the agenda be approved as amended with item 2C moved to 4A for discussion. Motion carried unanimously.**

a. **Approval of minutes of the Regular Meeting of May 20, 2016.**

b. **Approval of Financial Reports and disbursements for the DDA, TIF 2 and TIF 97 dated May 31, 2016, and Financial Reports for Traverse City Parking Services dated April 30, 2016.**

c. **Item moved to 4A**

d. **Approval that the DDA Board of Directors recommend to the City Commission the budget amendments for the TIF 97 Fund for fiscal year 2015-16 as described in the related memorandum for the DDA Executive Director to the City Treasurer dated June 14, 2016.**

3. Chairperson's Report

a. Community Development Report

i. Derenzy reviewed the written report

b. Comments or Questions regarding Written Reports

i. Bacigalupi reviewed

4. Executive Director's Report

- a. Consideration of approving a temporary lease for the permit parking during the National Cherry Festival.
  - i. **Motion by Constantin, seconded by Beers that the DDA Board of Directors authorize the executive of a temporary parking lease at 145 West Font as described in the June 10, 2016 memorandum from Parking Administrator Nicole VanNess. Motion carried unanimously.**
- b. Approval of Fiscal Year 2016-17 budgets for DDA, TIF 2 and TIF 97
  - i. **Motion by Golden, seconded by Korndorfer, that the DDA Board of Directors approve the fiscal year 2016-17 budgets for the Downtown Development Authority, TIF 2 and TIF 97 as presented. Motion carried unanimously.**
- c. Consideration of recommending an amendment to the City's contract with Elmer's for the Garland Street Reconstruction Project, and a purchase order for construction, to construct an entry feature/plaza at the northeast corner of Garland and Hall Streets.
  - i. City Engineer, Tim Lodge, gave a project update
  - ii. **Motion by Constantin, seconded by Beers that the DDA Board of Directors recommend to the City Commission an amendment to the Elmer's contract for Garland Street Construction for an additional \$16,400, more or less, to construct an entry plaza at the northeast corner of Hall and Garland, with funds available in the already approved project budget funded in part by TIF 97, and further that a service order be issued for not-to-exceed \$28,320 to purchase furniture for the plaza as described in City Engineer Tim Lodge's June 13, 2016 memorandum, subject to the Hotel Indigo property owner granting an easement on their property for this purpose. Motion carried unanimously.**
- d. Consideration of recommending an amendment to the parking lease for Lot Q
  - i. **Motion by Jackson, seconded by Korndorfer that the DDA Board of Directors recommend to the City Commission approval of the first amendment to the Parking Area Lease for Lot Q as described in the June 10, 2016 memorandum by Parking Administrator Nicole VanNess. Motion carried unanimously.**
- e. Consideration of recommending event parking rate for the garages
  - i. VanNess reviewed

Mayor Carruthers departed at this time

ii. Public Comment

1. Trevor Tkach, National Cherry Festival Executive Director, commented on event parking

**iii. Motion by Beers, seconded by Bagdon-McCallum that the DDA Board of Directors recommend to the City Commission flexible pay-on-entry flat rates to be based on individual event dates, event duration, and parking supply, based on the guidelines included in the June 9, 2016 memorandum from Parking Administrator Nicole VanNess for an amount not-to-exceed \$15 per entry. Motion carried unanimously.**

- f. Discussion regarding proposed changes to outdoor cafe regulations
  - i. Paveglio reviewed
  - ii. Board Comments

5. Comments from Staff and Board of Directors

- a. Jackson commented on residential parking and the Uptown Project
- b. Judson commented on the residential neighborhood meetings with the DDA
- c. Golden commented on the Pine Street Pedestrian Way ribbon cutting on June 29, 2016 at 3 pm
- d. Jackson notified the Board of a Hannah Park workbee at 9 am on June 18, 2016
- e. Constantin commented on the #MyCivicSquare event

6. Public Comment

- a. Tom Mair, 612 5th Street, commented on 8th Street charrette and sidewalk cafes

7. Adjournment. The meeting officially adjourned at 9:23 a.m.

Respectfully submitted,

Colleen Paveglio  
Marketing & Deputy Director

RUN DATE: 7/13/16

CITY OF TRAVERSE CITY  
 LINE ITEMS AS OF 05/31/2016

PAGE 1

SELECTION: FUND RANGE 585 TO 585  
 LINE ITEM RANGE 499.00 TO 699.00  
 DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
651.00 PARKING DECK PROCEEDS	345000.00	.00	345000.00	27845.15	321369.15	.00	23630.85	93.15
652.00 PARKING FEES-COIN	800000.00	.00	800000.00	94753.94	1200926.85	.00	400926.85-	150.12
653.00 PERMITS-SURFACE LOTS	240000.00	.00	240000.00	6983.25	208921.42	.00	31078.58	87.05
653.05 PERMITS-PARKING DECK	440000.00	.00	440000.00	10322.25	569540.15	.00	129540.15-	129.44
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	335000.00	.00	335000.00	25730.50	333080.66	.00	1919.34	99.43
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	.00	.00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	3700.00	.00	3700.00	389.46	2164.41	.00	1535.59	58.50
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	1500.00	21822.00	.00	4478.00	82.97
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	91298.44	.00	91298.44-	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	25000.00	.00	25000.00	.00	.00	.00	25000.00	.00
675.00 CONTRIBUTIONS-PRIVATE SOURCE	10000.00	.00	10000.00	.00	.00	.00	10000.00	.00
677.00 REIMBURSEMENTS	.00	.00	.00	.00	350.00	.00	350.00-	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	.00	.00	.00	10.00-	2453.94	.00	2453.94-	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	900.00	.00	900.00-	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	.00	.00	.00	N/A
699.00 PRIOR YEARS' SURPLUS	671100.00	.00	671100.00	.00	.00	.00	671100.00	.00
GRAND TOTALS	2896100.00	.00	2896100.00	167514.55	2752827.02	.00	143272.98	95.05

RUN DATE: 7/13/16

CITY OF TRAVERSE CITY  
 L I N E I T E M S A S O F 05/31/2016

PAGE 1

SELECTION: FUND RANGE 585 TO 585  
 LINE ITEM RANGE 700.00 TO 999.00  
 DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	70000.00	.00	70000.00	3954.40	39368.27	.00	30631.73	56.24
704.00 EMPLOYEE OVERTIME	5000.00	.00	5000.00	211.42	4162.23	.00	837.77	83.24
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACCT EXPENSE	1500.00	.00	1500.00	.00	1358.13	.00	141.87	90.54
715.00 EMPLOYER'S SOCIAL SECURITY	5800.00	.00	5800.00	243.61	3374.16	.00	2425.84	58.18
716.00 EMPLOYEE HEALTH INSURANCE	4900.00	.00	4900.00	362.41	5261.26	.00	361.26-	107.37
717.00 EMPLOYEE LIFE/DISABILITY INS	700.00	.00	700.00	57.25	757.85	.00	57.85-	108.26
718.00 RETIREMENT FUND CONTRIBUTION	12800.00	.00	12800.00	992.64	7464.88	.00	5335.12	58.32
719.00 RETIREE'S HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	200.00	.00	200.00	127.80	127.80	.00	72.20	63.90
721.00 WORKERS COMPENSATION INS	1500.00	.00	1500.00	72.39	820.09	.00	679.91	54.67
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	2253.09	6227.23	.00	772.77	88.96
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	3271.10	31037.81	.00	14962.19	67.47
801.00 PROFESSIONAL AND CONTRACTUAL	955000.00	.00	955000.00	59711.95	780519.75	41506.75-	215987.00	81.73
810.00 COLLECTION COSTS	2000.00	.00	2000.00	157.50	387.30	.00	1612.70	19.37
850.00 COMMUNICATIONS	24000.00	.00	24000.00	1158.10	16914.05	.00	7085.95	70.48
854.00 CITY FEE	220000.00	.00	220000.00	.00	.00	.00	220000.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	309.25	4213.65	.00	3786.35	52.67
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	.00	2057.83	.00	5942.17	25.72
863.00 TRAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
880.00 COMMUNITY PROMOTION	200.00	.00	200.00	.00	2000.00	.00	1800.00-	1000.00
900.00 PRINTING AND PUBLISHING	22000.00	.00	22000.00	423.50	9862.31	.00	12137.69	44.83
910.00 INSURANCE AND BONDS	21000.00	.00	21000.00	2238.89	23185.99	.00	2185.99-	110.41
920.00 PUBLIC UTILITIES	150000.00	.00	150000.00	7023.15	83761.81	.00	66238.19	55.84
930.00 REPAIRS AND MAINTENANCE	572000.00	.00	572000.00	19555.47	149163.65	13747.50	409088.85	26.08
930.05 RAMSDELL GATE REPAIR & MAINT	1000.00	.00	1000.00	.00	150.00	.00	850.00	15.00
940.00 RENTAL EXPENSE	119000.00	.00	119000.00	12885.45	142957.74	.00	23957.74-	120.13
956.00 MISCELLANEOUS	10500.00	.00	10500.00	.00	7321.13	.00	3178.87	69.73
959.00 DEPRECIATION EXPENSE	429000.00	.00	429000.00	35028.33	385311.63	.00	43688.37	89.82
964.00 TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 EQUIPMENT	197000.00	.00	197000.00	320.00	89728.00	2505.00	104767.00	45.55
988.00 UNALLOCATED FUNDS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2896100.00	.00	2896100.00	150357.70	1797494.55	25254.25-	1123859.70	62.07



# Memorandum

Grand Traverse County  
Planning and Development  
231.922.4513 Fax 231.922.4636  
email: [jderenzy@grandtraverse.org](mailto:jderenzy@grandtraverse.org)

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**To:** City Planning Commission / DDA Board of Directors

**From:** Jean Derenzy, Deputy Director Planning & Development /  
Community Development

**Date:** July 11, 2016

**Subject:** Community Development Update

## July Update:

### Project News:

The following is an update on some of the Community Development activities throughout the City and County:

**Envision 8<sup>th</sup> – Charrette:** The final outcome of the Charrette process will be Monday, September 26<sup>th</sup>. Public outreach will be provided that day, with a final presentation made to the City Commission on the 26<sup>th</sup>.

**West Boardman Lake:** Consultants will present the preferred designs to the City Commission on Monday, September 12. Consultants have completed public outreach meetings, attended neighborhood meeting, worked with a stakeholder group and completed survey's to receive as much input as possible to create the preferred designs. This work, along with the Boardman Lake Trail preferred design will be reviewed by the City Commission.

**Park Place Conference Center:** Project (conference center only) is still moving forward with discussions between consultant and staff. Building of the Brownfield Plan will include components relating to public infrastructure needs not just for the Park Place but for the services on State Street.

**Traverse City Place Brownfield Plan – 5/3 Third Property:** Communication continues with Thom and Nick Darga on possible redevelopment of the 5/3 parking lot.

**Closing of Brownfield Plan – River's Edge:** The River's Edge Brownfield Plan will be closing as of August 1, 2016, recognizing a successful redevelopment for the DDA, City of Traverse City and the entire community. This Brownfield Plan started with a taxable value of \$434,621 to a new taxable value of over \$37,000,000, creating over 570 new jobs. A full overview of what this Plan created and now realizes will be presented to the Brownfield Authority at the July 27<sup>th</sup> meeting.

**145 West Front Street:** Staff is working on requesting reconsideration by the County Board of Commissioners for the DEQ loan for 124 West Front Street. Should such request be made, information will be sent to DDA Board members

Should you have any questions feel free to call me at 922-4513, or email at [jderenzy@grandtraverse.org](mailto:jderenzy@grandtraverse.org).



## Memorandum

To: Rob Bacigalupi, Executive Director  
From: Colleen Paveglio, DDA Marketing & Deputy Director  
Subject: Outdoor Cafes  
Date: July 12, 2016

I appreciate the great discussion and feedback from the June meeting regarding Outdoor Cafe Ordinance. We hosted another committee meeting to address some questions regarding the number allowed within the DDA District, time frame, and more. Please see the following outline.

### Outdoor Cafe Items of Interest

#### Location:

- City of Traverse City, excluding the 100 and 200 block of E. Front St.
- Limited to 10 total within the DDA District, maximum use of 2 parking spaces per location
- Unlimited outside the DDA District

#### Hours, Dates, & Fees:

- Hours - Consistent with Sidewalk Cafe Ordinance and suggestion to extend until midnight
- Dates - May 1 through October 1
  - Discretion of Clerk's Office that the season extend prior to and/or after the suggested May-October 1 dates
- Fees - Application fee will be approximately \$360, Meter Bagging fees will apply, currently \$15 per space daily

#### The Physical Space:

- Located in front of business based on building frontage
- If parking space encroaches upon neighboring business, it is required that 50% or more must reside in front of the permit holder
- Platforms are not to encroach upon adjacent parking spaces
- Platform Cafes may include the brick ribbon along the streetscape when applicable
- If a Sidewalk Cafe and Platform Cafe permit is issued, the Sidewalk Cafe must be adjacent to the Platform Cafe and not against the building

#### Public Versus Private:

- Platform dining would be operated for private use by the restaurant due to the private investment made
- Dependent upon hours, it would be encouraged that owners leave the space for public use during non-business hours

#### Aesthetics:

- Review and approval by City Planner, City Engineer, comply with Zoning, and building code
- Materials - Wood, metal, wrought iron, cast iron, steel
- Requirement of planters to soften the edges
- Lighting - Restrictions apply
- Branded items i.e. logos on umbrellas, would not be permitted
- Furniture would not be required to be removed each night

# Platform Cafe Examples



**Minutes**  
**Traverse City Downtown Development Authority**  
**Executive Committee**  
**June 30, 2016**  
Downtown Office  
Governmental Center, 400 Boardman Avenue, Traverse City

Chuck Judson called the meeting to order at 12:00 p.m.

**Present:** Leah Bagdon-McCallum, Steve Constantin, Bill Golden, Chuck Judson,

**Staff:** Rob Bacigalupi, Jean Derenzy, Colleen Paveglio, Lauren Tribble-Laucht

**Absent:** N/A

1. Discussion Regarding TIF
  - a. Neighborhood Meetings
    - i. Educational opportunities and reaching out to the community
  - b. September Meeting
    - i. Presentation on project successes
    - ii. Research cost on creation of video
2. Public Comment by Board & Staff
  - a. None at this time
3. Adjournment. The meeting officially adjourned at 1:31 p.m.

Respectfully submitted,

Colleen Paveglio  
Marketing & Deputy Director



- 1. Park Place
- 2. 124 West Front
- 3. 145 West Front
- 4. 305 West Front
- 5. Grandview Place
- 6. Hotel Indigo

3

- 7. Uptown Riverwalk Connection
- 8. Garland Street/Pine Street Pedway
- 9. Farmers Market
- A. Reimagined Crosswalk
- B. Radio Centre 3

From: Nick Viox nick@downtowntc.com  
Subject: Fwd: CORRECTION TO PREVIOUS EMAIL  
Date: July 1, 2016 at 2:55 PM  
To: Rob Bacigalupi rob@downtowntc.com



**NICK VIOX**  
SPECIAL PROJECTS COORDINATOR

P: (231) 922 - 2050  
F: (231) 922 - 4863  
NICK@DOWNTOWNTC.COM

303 E. STATE ST., STE . C  
P.O. BOX 42  
TRAVERSE CITY, MI 49685

TRAVERSE CITY  
DDA & DTCA

#DOWNTOWNTC

WWW.DOWNTOWNTC.COM

Begin forwarded message:

From: Kent Walton <lkwalton@wspdlaw.com>  
Subject: RE: CORRECTION TO PREVIOUS EMAIL  
Date: July 1, 2016 at 12:08:51 PM EDT  
To: "Patrick, Mary (DNR)" <PatrickM@michigan.gov>, Nick Viox <nick@downtowntc.com>, Pam Galla <pjgalla@wspdlaw.com>

Thanks, Mary—I wasn't offended and appreciate the information. Enjoy a wonderful 4<sup>th</sup> celebration!

Kent

L. Kent Walton  
Walton, Smith, Phillips & Dixon, P.C.  
216 Cass Street  
Traverse City, MI 49684  
(231) 947-7410

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From: Patrick, Mary (DNR) [mailto:PatrickM@michigan.gov]  
Sent: Friday, July 01, 2016 12:04 PM  
To: Kent Walton <lkwalton@wspdlaw.com>; Nick Viox <nick@downtowntc.com>; Pam Galla <pjgalla@wspdlaw.com>  
Subject: RE: CORRECTION TO PREVIOUS EMAIL

Yes, that is correct. A correction is approved in-house; additional language or a change in the current wording will require commission approval. As an FYI, the commission's next meeting is September 20, 2016.

Most people don't realize that names of living persons cannot be on a marker so please don't be offended that I pointed it out!

please don't be offended that I pointed it out.

Enjoy your long weekend.

Mary

---

**From:** Kent Walton [<mailto:lkwalton@wspdlaw.com>]  
**Sent:** Friday, July 01, 2016 11:58 AM  
**To:** Patrick, Mary (DNR); Nick Viox; Pam Galla  
**Subject:** RE: CORRECTION TO PREVIOUS EMAIL

Mary

Thank you for your response and, yes, all the names mentioned are (thankfully) still living persons! I will review and revise the proposed language and get back in touch next week. As I understand it, if it is verbatim of the sign that broke off, it will not require Commission approval, but if we propose other wording, other than correction of documented errors, it would require approval at a Commission meeting. Despite being an attorney, I am not the self-promoting type, so did not intend the proposed language to be for promotional purposes, but simply to update what has transpired since we obtained the previous sign. So I will take another look at the wording and let you know if we desire any historically accurate additions to the previous sign's wording. Thanks again!

Kent

L. Kent Walton  
Walton, Smith, Phillips & Dixon, P.C.  
216 Cass Street  
Traverse City, MI 49684  
(231) 947-7410  
\*\*\*\*\*

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**From:** Patrick, Mary (DNR) [<mailto:PatrickM@michigan.gov>]  
**Sent:** Friday, July 01, 2016 11:36 AM  
**To:** Kent Walton <[lkwalton@wspdlaw.com](mailto:lkwalton@wspdlaw.com)>; Nick Viox <[nick@downtowntc.com](mailto:nick@downtowntc.com)>; Pam Galla <[pjgalla@wspdlaw.com](mailto:pjgalla@wspdlaw.com)>  
**Subject:** CORRECTION TO PREVIOUS EMAIL

Good morning:

I just noticed that I used the wrong name in bullet #5 sent to you yesterday (Email below). Instead of "Fred E. Moore and contractor E. E. Buckner," I should

have said "Walton, Smith, Phillips & Dixon". I've corrected the paragraph below.

My apologies for the error and confusion it may have caused.

Mary

---

**From:** Patrick, Mary (DNR)  
**Sent:** Thursday, June 30, 2016 3:36 PM  
**To:** 'Kent Walton'; Nick Viox  
**Cc:** Nancy and Kent Walton; Pam Galla  
**Subject:** RE: Ladies Library Building--Local Site No. 1309

Hello All:

Your request for a replacement Michigan Historical Marker for the Ladies Library Building has been reviewed. My comments are as follows:

- Obtaining a replacement marker that is an exact duplicate of a marker that has been damaged or stolen does not need to go before the Michigan Historical Commission for approval. It can simply be ordered; however, the manufacturer cannot produce any marker without written permission from our office.
- Generally speaking, the text on a marker is redone if there is an error of fact, there is a problem with the language, or if a larger marker with more information (backed up by primary sources) is requested. Sometimes a new marker is requested when new information comes to light that should be included as an update.
- Markers impart historical information. Their purpose is educational, not promotional, and the text you are proposing seems to be promotional rather than historical in nature. If you wish to include new information, it should be about the site or a significant event or person that is connected to the site.
- The Commission encourages including as much information as possible on a marker so they may ask you to consider adding differing text to the second side if there is enough information. The cost difference is minimal: \$2,600 for the same text on both sides and \$2,700 for different text on each side. Both prices include the cost of a new post. (I believe that removing the post from the total cost of the marker would save

\$150.)

- It is the policy of the Michigan Historical Commission to not allow a living person's name on a marker so "L. Kent and Nancy C. Walton" cannot be used. I'm unsure about the appropriateness of including "Walton, Smith, Phillips & Dixon" or "Ladies Library, LLC" in the text, but I didn't want to hold up my reply any longer. I can clarify that for you if you decide to proceed with revised wording.
- Depending on the age of the old marker post currently in the ground, it may not work with the new marker. That is something I can ask the manufacturer. From an aesthetic side, you may not like the difference in appearance between the old and the new.

Please let me know how you wish to proceed.

Mary

***Mary M. Patrick***

Michigan Historical Marker Program

Michigan History Center/DNR

P.O. Box 30740, Lansing, MI 48909-8240

[PatrickM@michigan.gov](mailto:PatrickM@michigan.gov)

Phone: (517) 373-1650

FAX: (517) 241-3647

*Do you love the stories of Michigan? Do you want to preserve them for future generations? Do you believe in educating our children about these rich stories? Visit [www.michiganhistory.org](http://www.michiganhistory.org) to learn more about becoming a member!*

---

**From:** Kent Walton [<mailto:lkwalton@wspdlaw.com>]

**Sent:** Wednesday, June 29, 2016 1:35 PM

**To:** Patrick, Mary (DNR); Nick Viox

**Cc:** Nancy and Kent Walton; Pam Galla

**Subject:** Ladies Library Building--Local Site No. 1309

Just wanting to touch base for your assistance in determining whether or not we are on the right path in obtaining approval of the revised, updated text for our historic building sign in front of the Ladies Library Building in Traverse City. I had contacted Sewah Studios for pricing information and was informed by them that they work directly with the State in ordering and paying for a new sign. At this time, I am simply wondering if I need to do more to proceed with seeking approval from the Michigan Historical Commission for the sign's wording and/or whether there is a fee that I should submit for this review process. I sincerely appreciate your continued interest and assistance in this regard, as

well as any information that you might provide on an anticipated timeframe for such a review by the Commission. Thank you!

Kent

L. Kent Walton  
Walton, Smith, Phillips & Dixon, P.C.  
216 Cass Street  
Traverse City, MI 49684  
(231) 947-7410

\*\*\*\*\*

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## Coffee at Market

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### Introductions

- Meeting began at 3:34 without Missy & Gary
- 

### Discussion of Feasibility

- Missy (Brew)
    - Unable to keep up the demand
    - Cold Brew also won't work due to cold water filtration restrictions
  - Chuck(BLK/MRKT) - Collaborative booth space and items, work with a caterer with rental fee possibly
    - batch brewer, espresso machine, grinder, refrigeration, hot water supply, hand washing station
    - Concerns about power
    - Worth trying it
  - Misha & Jeff (Morsels)
    - Concerns about staffing, time of year & day
    - Limit to maybe the first few hours?
      - Make this clear messaging
  - Get electrical requirements for the brewer & what we have available
- 

### Collaborative Booth Space

- Should be owned by the market
  - maintenance individual
  - cleaning standards
  - guidelines for use of equipment space
  - higher fee for coffee vendors to pay this off

Tuesday, June 28, 2016

- \$2500-\$3000 as a budget
  - Look up prices of a batch brewer
  - Talk to City Attorney about purchases of a batch brewer & a “coffee co-op”/ buy-in
- 

Until we can buy the batch brewer...

- Collective table & tent purchase
- Day of Coffee at Market with everyone sharing a booth at once
  - Make it a fundraiser
  - Gives us a good feel on how this would work

# WAREHOUSE DISTRICT

# CASH MOB

OVER THE BRIDGE TO BREWS AND BOUTIQUES

JULY

15

The Warehouse District Cash Mob is an effort to support our local businesses during the Garland Street construction project. Come together to spend your dollars locally at all the great businesses.



## BEFORE THE DUST SETTLES PHOTO CONTEST

Take a photo of your Warehouse District purchase during the cash mob, post on social media, and hash tag #beforethedustsettles and you will be entered to win a \$100 Downtown TC Gift Certificate!  
(Remember to change those privacy settings so we can see your post!)

downtowntc.com | 231.922.2050



#downtowntc

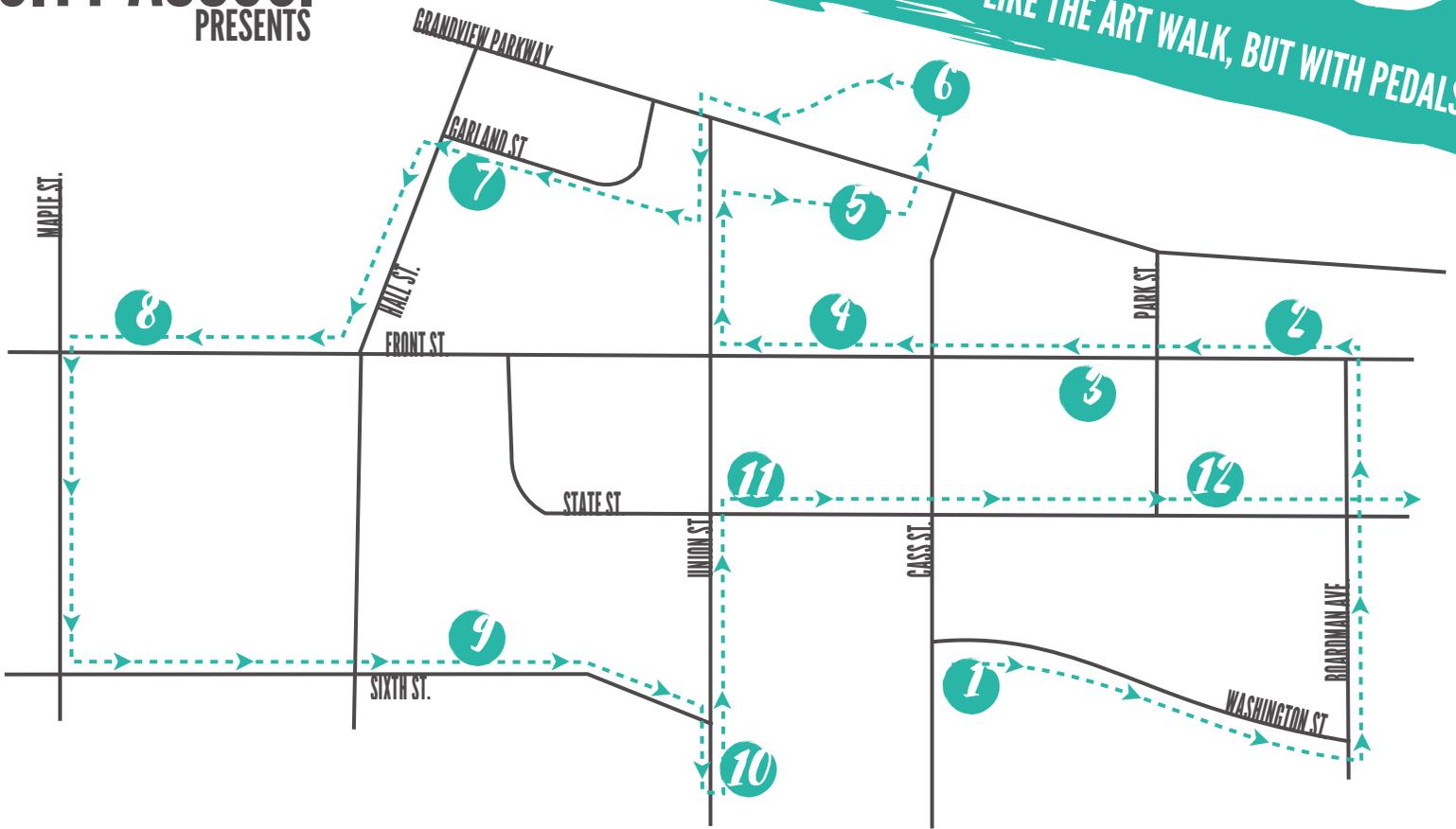


THE  
**DETROIT  
 INSTITUTE  
 OF ARTS**  
 AND THE  
**DOWNTOWN  
 TRAVERSE  
 CITY ASSOC.**  
 PRESENTS

SUNDAY • JULY 17TH • 11:30 - 2:30

# ART BIKE

LIKE THE ART WALK, BUT WITH PEDALS



MEET YOUR TOUR GUIDE AT THE AMERICAN LEGION PARK (STOP 1) FOR A BIKE TOUR OF 12 DIA REPRODUCTIONS THROUGHOUT TC!

**RIDES START EVERY HOUR WITH THE LAST ONE BEGINNING AT 2:30PM.**

**AFTERWARD, WE WILL CELEBRATE A WELL-BIKED TOUR AT THE LITTLE FLEET. THERE IS EVEN AN OPPORTUNITY TO WIN A #DOWNTOWNTC GIFT CERTIFICATE JUST FOR JOINING US!**

## KEY

- |   |   |
|---|---|
| 1. BOY WITH PLAID SCARF: AMERICAN LEGION PARK | 7. THE SINFONIA: WAREHOUSE MARKETPLACE            |
| 2. SEASCAPE SUNSET : MORSELS                  | 8. EROS TRIUMPHANT: FIRE STATION, W. FRONT        |
| 3. ISHTAR GATE: CHASE BANK PLAZA              | 9. MADAME PAUL POIRSON: CROOKED TREE ARTS CENTER  |
| 4. 14TH ST. AT 6TH AVE.: JAY SMITH WALKWAY    | 10. ANIMALS IN LANDSCAPE: LAY PARK                |
| 5. VIEW OF LE CROTOY: FARMERS MARKET, LOT B   | 11. ASAFO FLAG: COUSIN JENNY'S                    |
| 6. REEDS & CRANES: CLINCH PARK                | 12. THE NUT GATHERERS: RADIO CENTER II, STATE ST. |





# Memorandum

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To: Rob Bacigalupi, DDA Executive Director  
From: Nicole VanNess, Parking Administrator  
Date: July 11, 2016  
Re: Parking Services Updates – July 2016

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## ***National Cherry Festival Wrap-up***

I would like to thank our part-time staff for all their hard work, and dedication to our parkers during this year's festival. This year we, like other businesses in the community, have struggled to secure additional part-time or seasonal employees. The festival has a heavy impact on our normal operations, and our part-time staff worked an extra 356.5 hours of which 192 were overtime hours during the festival week. I appreciate their positive attitudes as they assisted festival goes, directed traffic, and managed regular office responsibilities.

## ***Handheld Ticket Writer Replacement – Open***

This is the last month the Casio IT-9000 handheld ticket writers will be supported. In October of 2014, our Enforcement Officers and Ambassadors transitioned from the Casio units to the Mobile Enforcement Application which allowed them to issue tickets from their smartphones. In an effort to move away from the handwritten citations, we provided our Casio units to the Traverse City Police Department and Northwestern Michigan College Security. This effort reduced the number of handwritten citations over the winter months and reduced staff hours for data entry. We are in progress of updating our cellular plan to add three new smartphones for use with the Mobile Enforcement Application. This transition will provide TCPD and NMC Security with real-time in field citation and vehicle information.

# Parking Services

Quarter 4

Fiscal Year 2015-2016

## Our Mission Statement

To promote commerce and quality of life in Downtown, NMC Campus, and Munson Hospital area by effective management of cars and bikes in those areas. We do this with the highest level of customer service, efficient management and effective problem solving.

## Q4 at a Glance

### Pay Station Implementation

On June 20<sup>th</sup>, we implemented new pay stations in Lot D (2) – 300 E. Grandview Parkway, Lot E (1) – 100 W. State Street, Lot G (3) – 100 E. State Street, Lot K (2) – alley east of 200 S. Union Street, Lot N (2) – off of the north alley 200 Washington Street, and Lot X (2) – Hall Street south of Inside Out Gallery. Based on feedback from the pay station install in May of 2015, we decided on a soft-launch or phased approach. During the transition period, the coin only meters remain in the lots along with the pay stations. Parkers will have the option of paying with coin at the coin only meters or paying with cash, coin or credit at the pay stations. Having both meter devices in the lots allows parkers to identify new pay station locations and familiarize themselves with the steps to initiate a parking session.

The implementation included the replacement of the two Shelby (pay station) units with Luke IIs on the ground level of the Old Town Garage.



## Current Projects

### Back-in/Forward-Out Angle Parking

The Engineering Department has implemented a new concept for on-street parking in the Traverse City area. The west side of Hall Street has been reconfigured for back-in/forward-out angle parking. *What is the proper way to back-in/forward-out angle parking?* 1) Slow down and signal a right turn when approaching the space. The same as parallel parking. 2) Pull past the parking space and stop. 3) Reverse into the parking space. *Is traditional angle parking allowed in back-in/forward-out angle parking spaces?* NO. It is improper and unsafe to cross the center line and pull into the space with the front of the vehicle first. For additional information, check-out the Parking FAQ page on the website.

## Parking System Fund Financials

The table below highlights the majority of our revenue and expense line items as of 5/31/2016 which is the most current available report. Please refer to the Parking System Fund monthly report for details on all revenue and expense line items.

	INITIAL BUDGET	THIS YEAR	% EXPENDED REALIZED
651.00 DECK PROCEEDS	345,000.00	321,369.15	93.15
652.00 FEES COIN	800,000.00	1,200,926.85	150.12
653.00 SURFACE PERMITS	240,000.00	208,921.42	87.05
653.05 DECK PERMITS	440,000.00	569,540.15	129.44
656.10 FINES	335,000.00	333,080.66	99.43
740.00 OPERATION SUPPLIES	46,000.00	31,037.81	67.47
801.00 PROFESSIONAL AND CONTRACTUAL	955,000.00	780,519.75	81.73
900.00 PRINTING AND PUBLISHING	22,000.00	9,862.31	44.83
920.00 PUBLIC UTILITIES	150,000.00	83,761.81	55.84
930.00 REPAIRS AND MAINTENANCE	572,000.00	149,163.65	26.08
940.00 RENTAL EXPENSE	119,000.00	142,957.74	120.13
977.00 EQUIPMENT	197,000.00	89,728.00	45.55
<b>GRAND TOTALS</b>	<b>5,792,200.00</b>	<b>4,550,321.57</b>	<b>78.56</b>

## Big Data

We would like to begin providing information based on actual data collected in our systems. Our goal is to help decision makers have the information they need to make sound decisions and to better inform the general public about the parking system.



### Garland Street Parking

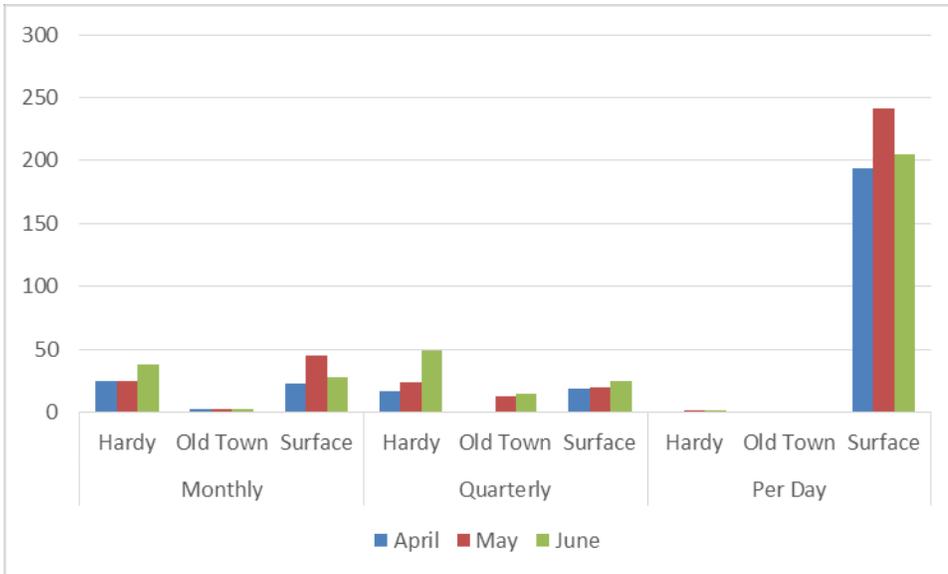
The Garland Street Reconstruction is shaping up to be a fitting enhancement to the Warehouse District. As construction is completed in sections, the street is being opened to the public for use. Please familiarize yourself, and keep in mind the Woonerf “shared space” street design. The different colored pavement is used to identify the lanes, sidewalk, and parking spaces. All parking spaces have 2 hour meters. Parking along the buildings or outside of metered spaces may mean you are parked on the sidewalk or in the roadway.

### New Oversized Vehicle Rate

The hourly rate for Vehicle and Trailer spaces in Lot D – 300 E. Grandview Parkway has increased to \$2.00/hour. These spaces are signed, and only available for use by vehicle with trailers attached.

## Permits Sold

The graph provides a breakdown on the types of permits sold by revenue line item and amount of time purchased. Quarterly permits sold outside the calendar quarter are pro-rated, but still reflected as a quarterly permit sale.



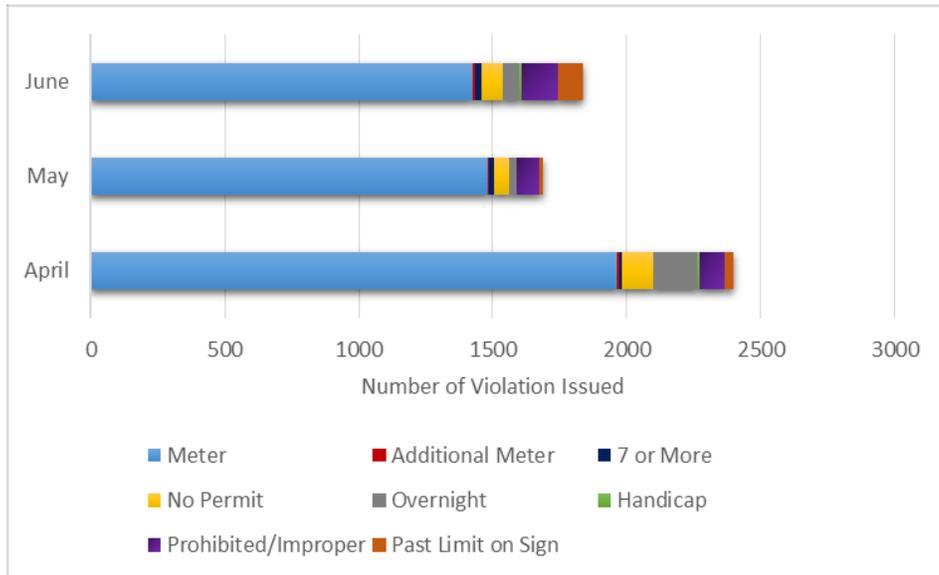
## Citations Issued by Violation Code

The graph provides an overview of the types of citations written. Each category is violation specific except the category Prohibited/Improper which is compiled of multiple violation codes, such as: in bus or taxicab area, in front of driveway, in alley, where prohibited by sign, obstructing traffic, for a prohibited purpose, direction parked & along curb, etc. The violations are not location specific and include citation issued in Cherry Capital Airport, the Downtown District, Munson Medical Area, Northwestern Michigan College, and Residential Areas.



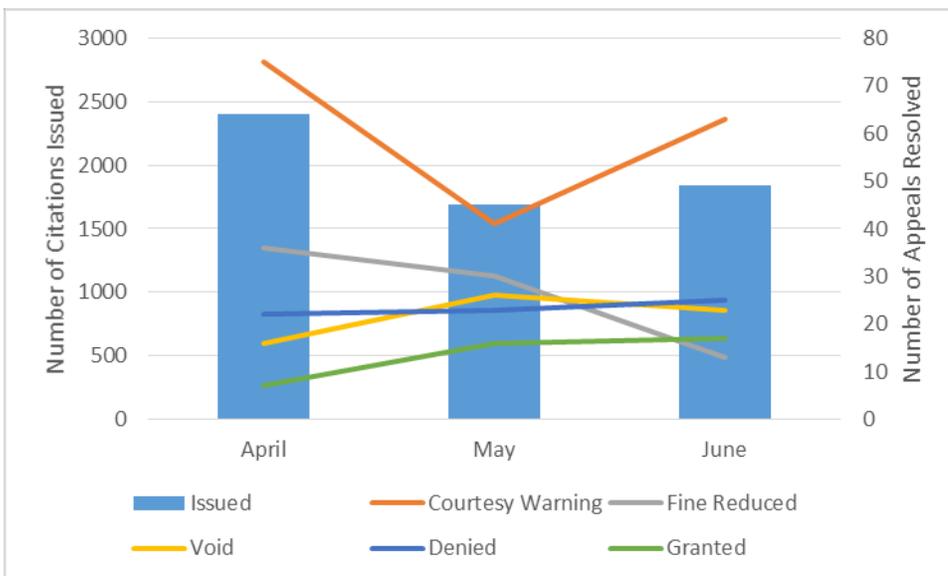
## Back-up/Overflow Lots

For many years, parking Lot E – 100 W. State, Lot N – 200 Washington, Lot J – 300 S. Union, and Lot C – 200 E. Grandview Parkway have been noted in the parking policy as metered lots that allow for overflow or back-up parking when all other permit lots are full. Over the years, these lots have become primary parking for permit holders. In an effort to offer access to 10 hour metered parking locations for part-time employees, we have restricted the metered spaces in which permits are allowed to park with a permit. Permits are only allowed at meters that are signed “Parking by City Permit Allowed Mon-Fri 8 AM-6 PM.” We understand this is an inconvenience, but there are permit spaces available in designated permit lots: Z, S, V, and P. Permits may not be used at meters on Saturdays.



### Citations Issued and Appeals by Result

This graph shows the total number of citations issued and appealed with a breakdown by appeal result. We continue to provide new parkers with a Courtesy Warning in an effort to address concerns and answer questions related to parking throughout Traverse City.



### Pay Station Transactions by Payment Method

The graph shows the number of transactions processed at the 12 pay stations broken down by payment method. Excess payments refer to cash overpayments since the devices do not give refunds.



## Hours of Paid Parking

### Metered Parking

On-street meters, off-street meters, and the space on the ground level of Old Town Garage are enforced Monday-Saturday 8 AM-6 PM.

### Surface Lot Permits

Permits are required in dedicated permit surface lots Monday-Friday 8 AM-6 PM.

Permit lots are free and open to the public on Saturdays and Sundays.

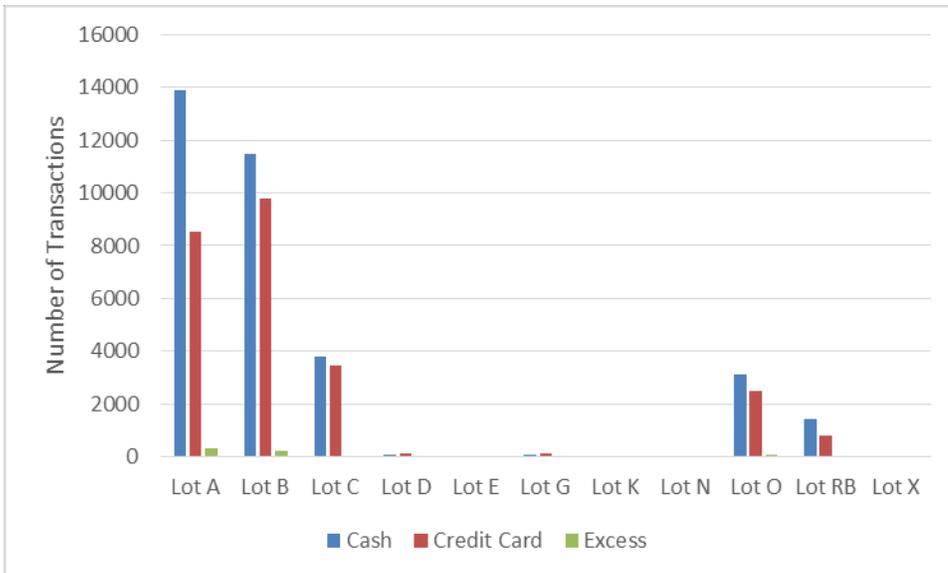
### Parking Garage Permits

24 hour access, 7 days a week at both garages with access (proximity) card.

### Hourly Garage Parking

Both garages are open Monday-Saturday 7 AM-midnight and Sundays 7 AM-10 PM. Vehicles will be locked in after posted closing time.

Transaction counts for the 12 new pay stations are low since they were only online the last 10 days of the quarter.



### Fluctuating Inventory

This quarter, we have bagged 798 on-street and off-street metered spaces throughout Downtown and the Munson Medical Area for varying projects and general requests for smaller events and general contractors.

### Old Town Bike Shelter

Check out the new bike shelter near the south entrance to the ground level of the Old Town Garage behind Blue Tractor.

### Suggestions

We welcome constructive feedback to improve the content that is included in the quarterly report. Please email your comments to [nicole@downtowntc.com](mailto:nicole@downtowntc.com).

# **Downtown Traverse City Association**

## **Regular Board Meeting**

**May 12, 2016**

### **Minutes**

**Present:** Kim Bazemore, Allison Beers, Alyssa Bright, Jeffrey Libman, Todd McMillen, Misha Neidorfler

**Absent:** Jake Kaberle, Dave Leonhard, John McGee

**Staff/Others:** Rob Bacigalupi, Colleen Paveglio

1. **Call to Order:** President Joubran called the meeting to order at 8:30 a.m.
2. **Welcome New Members**
3. **Election of Officers**
  - a. **Motion to nominate Neidorfler as President by Beers, second by Bright. Motion carried unanimously.**
  - b. **Motion to nominate McMillen as Vice President by Beers, second by Bazemore. Motion carried unanimously.**
  - c. **Motion to nominate Bazemore as Treasurer by Beers, second by Bright. Motion carried unanimously.**
  - d. **Motion to nominate Bright at Secretary by Beers, seconded by Bazemore. Motion carried unanimously.**
4. **Consideration of Appointing Additional Board Members**
  - a. No action taken
5. **Approval of Minutes of the DTCA Board Meeting of May 12, 2016:** Minutes from the May 12, 2016 board meeting were approved as amended upon **motion by Beers and second by Bazemore Motion carried unanimously.**
6. **Approval of the Financials through April 30, 2016:** Financial reports through April 30, 2016 were presented and approved upon **motion by Beers and second by McMillen. Motion carried unanimously.**
7. **Approval of Dues Structure for the 2016-2017 Fiscal Year**
  - a. Motion by Beers, seconded by Bright that the DTCA Board of Directors approve the Dues Structure for the 2016-2017 Fiscal Year as presented. Motion carried unanimously.
8. **Approval of 2016-2017 Budget**
  - a. Motion by McMillen, seconded by Beers that the DTCA Board of Directors approved the 2016-2017 Fiscal Year Budget as presented. Motion carried unanimously.
9. **DTCA Credit Card**

- a. Motion by Beers, seconded by Bright that they DTCA Board of Directors authorize Paveglio to have a credit cards for DTCA purchases. Motion carried unanimously.

## **10. Annual Meeting**

### **11. Art Fair Volunteer Sign Up**

- a. Bring broom
- b. Old Town Arts & Craft Fair
  - i. Beers & Kaberle?: 6 am
  - ii. McMillen: 9 am
  - iii. Bazemore: 9 am
- c. National Cherry Festival
  - i. Beers: 6 am
  - ii. Jeffrey: 5 pm
  - iii. McMillen: 6 pm
  - iv. Neidorfler: 9 am

### **12. Farmers Market**

- a. Coffee at Market
  - i. **Motion by Beers, second by Libman the DTCA Board does not support the the selling of coffee at the market due to the mission focussing on a growers market and further more would lend support to help market and identify coffee shops in the vicinity of the market. Motion carried unanimously**

### **13. New Business**

- a. National Cherry Festival walk through
  - i. July 7, 2016
  - ii. Staff to notify Board of meeting change

### **14. Adjournment**

- a. Motion to adjourn at 9:25 a.m.