



**Minutes of the  
Downtown Development Authority for the City of Traverse City  
Regular Meeting  
Friday, December 18, 2020**

A regular meeting of the Downtown Development Authority of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 8 a.m.

The following Board Members were in attendance: Mayor Jim Carruthers, Board Vice Chair Gabe Schneider, Board Member Steve Nance, Board Member Peter Kirkwood, Board Secretary Stephen Constantin, Board Treasurer Scott Hardy, Commissioner Debbie Hershey, Board Member T. Michael Jackson, Board Chair Leah Bagdon-McCallum, Board Member Jeff Joubran, and Board Member Richard Lewis

The following Board Members were absent: None

Chairperson Bagdon-McCallum presided at the meeting.

(a) **CALL TO ORDER**

(b) **ROLL CALL**

(c) **OPENING PUBLIC COMMENT**

(1)

No public comment made.

(d) **CONSENT CALENDAR**

*The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one DDA Board motion without discussion. Any member of the DDA Board, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the DDA Board; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single DDA Board action adopting the consent calendar.*

(1) Approval of minutes for the Regular Meeting of November 20, 2020

- (2) Approval of Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking Services, and Arts Commission for November 2020
- (3) Approval of Finance Committee Minutes
- (4) Approval of Governance Committee Minutes
- (5) Approval of Amendment to Parking Lot N License Agreement  
Motion to approve the agenda with the amendments of adding the consideration of moving this monthly meeting and removing Closed Session.

Moved by T. Michael Jackson, Seconded by Leah Bagdon-McCallum

**Yes:** Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Debbie Hershey, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, and Richard Lewis

**Absent:** None

**CARRIED. 11-0-0 on a recorded vote**

Motion to approve the consent calendar as presented.

Moved by Leah Bagdon-McCallum, Seconded by Jeff Joubran

**Yes:** Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Debbie Hershey, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, and Richard Lewis

**Absent:** None

**CARRIED. 11-0-0 on a recorded vote**

(e) **ITEMS REMOVED FROM CONSENT CALENDAR**

(f) **COMMITTEE BUSINESS AND RECOMMENDATIONS**

- (1) Finance Committee  
CIP 2020/2021

- Schneider | Expressed that the Finance Committee was careful to maintain a fund balance for all suggested CIP recommendations. Regarding projects like stormwater, indicated that there are projects in partnership with entities like the City, so not the full amount of the entire projects are represented.
- Jackson | Respectfully asked that we consider calling it the City/Rotary Square and inquired about the merger of TCF & Huntington Banks on the impact of that project.
- Carruthers | Requested all documents come in at more readable formats and asked about what "low hanging fruit" were in the CIP. Asked about the amount dedicated toward stormwater and confirming that all MDOT project timelines match up with our project timelines. Suggested for some of our collaborative projects, that we should do outreach for collaboration with our regional partners.

- Lewis | Reminded the Board that, with the volume of great projects, the board will have to make tough decisions on prioritization and suggested that some strategic planning meetings will be happening in the future.
- Hardy | Recommends that we do not prioritize projects that we do not have a clear solution for like work force housing.

Motion that the DDA Board approve the 2021/2022 CIP as presented and recommended to the City Planning Commission and City Commission for consideration.

Moved by Richard Lewis, Seconded by Peter Kirkwood

**Yes:** Peter Kirkwood, Richard Lewis, Jim Carruthers, Gabe Schneider, Steve Nance, Stephen Constantin, Scott Hardy, Debbie Hershey, T. Michael Jackson, Leah Bagdon-McCallum, and Jeff Joubran

**Absent:** None

**CARRIED. 11-0-0 on a recorded vote**

(g) **CEO REPORT**

(1) Winter Parklets

- Kirkwood | Inquired if these were modular and if these parklets were open to the public. He also asked who would be the owner of these parklets. Brought up the City's permitting issues of businesses for similar structures.
- Constantin | Asked if the bumpouts would be enough room or a good location for these suggested structures.
- Carruthers | Asked about the locations to see if the side streets were considered for this and about power perhaps drawing from the TCLP poles.
- Jackson | Inquired about signage and the uniform look of the design of each of these parklets.
- Hardy | Asked about the use of these at the Farmers Market.
- Schneider | Requested a business plan before the Board approves this.

(h) **NEW BUSINESS**

(1) Emergency Declaration - Remote Meetings

- Schneider | Provided an update on current state legislature regarding Emergency Declarations.
- Carruthers | Informed the Board that the City Commission approved a similar motion at their most recent meeting for the safety of the public and the community.
- Tribble-Laucht (City Attorney) | Regarding the current legislation at the State level, indicated that she was comfortable moving forward with the motion and would add things to future agendas if need be, based on future legislation.

Motion that the DDA Board continue to meet remotely, consistent with the intent and

time frame stated in the Declaration of Local Emergency for the City Commission.

Moved by T. Michael Jackson, Seconded by Jeff Joubran

**Yes:** T. Michael Jackson, Jeff Joubran, Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Debbie Hershey, Leah Bagdon-McCallum, and Richard Lewis

**Absent:** None

**CARRIED. 11-0-0 on a recorded vote**

**(2)** Consideration of Moving the Time of this Monthly Meeting

- Bagdon-McCallum | Indicated that with the evolving makeup of the Board, that the original intent of this meeting time may have expired. Indicated this motion was brought up regarding a request of accessibility from the public and the Board.
- Kirkwood | Seconded Bagdon-McCallum's comments.
- Carruthers | Reminded the Board that meeting times were chosen not only for the Board's needs, but for the public's and that changing the meeting time could be complicated for some. Also suggested that we review staff considerations and monthly scheduling in regards to use of space when meetings can go back in person.
- Jackson | Suggested we wait until January to approve this motion to allow time for public feedback.
- Schneider | Reminded the Board that this is a fairly procedural vote.
- Joubran | As the only retailer on the Board, provided the perspective that this time change would work with us.
- Hardy | Expressed support of this motion to help with recruitment of new member's of the Board.
- Hershey | Indicated that the future composition of the Board can be improved with this motion.

Motion that, effective January 2021, the DDA Board of Directors move its meeting time from 8am to 10am on the same day.

Moved by Leah Bagdon-McCallum, Seconded by Peter Kirkwood

**Yes:** Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Debbie Hershey, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, and Richard Lewis

**Absent:** None

**CARRIED. 11-0-0 on a recorded vote**

**(i)** **STAFF REPORTS**

**(1)** Transportation Mobility Director (VanNess)

- Schneider | Recommended that some coordination between the Parking Subcommittee and the Finance Subcommittee take a look at the impact of the COVID-19 pandemic and the decline of the revenue of the Parking Fund. Suggested of projected parking financials in future staff reports.
- Lewis | Indicated that the Parking Subcommittee would be the best subcommittee to review the Parking financials.

(2) COO Report - Memo (Burkholder)

(j) **RECEIVE AND FILE**

- (1) Board Member Reports
- (2) Staff Reports
- (3) Arts Commission November 2020 Minutes
- (4) DTCA November 2020 Minutes
- (5) Lower Boardman November 2020 Minutes
- (6) Social Media November Report

(k) **CLOSING PUBLIC COMMENT**

- (1) No public comment made.

(l) **ADJOURNMENT**

- (1) Motion to adjourn at 9:37 AM.

Moved by Leah Bagdon-McCallum, Seconded by Debbie Hershey

**Yes:** Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Debbie Hershey, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, and Richard Lewis

**Absent:** None

**CARRIED. 11-0-0 on a recorded vote**

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Jean Derenzy, Traverse City DDA  
CEO