



**Minutes of the  
Downtown Development Authority for the City of Traverse City  
Regular Meeting  
Friday, October 23, 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, and Board Member Richard Lewis

The following Board Members were absent: Board Member Jeff Joubran

Chairperson Schneider presided at the meeting.

Board members Bagdon-McCallum and Lewis left meeting at 10:19am. Board member Kirkwood left meeting at 10:20am. Board member Carruthers left meeting at 10:35am. At 10:35am, a quorum was no longer met and the remainder of the meeting was strictly informational.

- (a) **CALL TO ORDER**
- (b) **ROLL CALL**
- (c) **OPENING PUBLIC COMMENT**
- (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 the September 18, 2020 regular meeting minutes
- (2) Approval of the financial reports and disbursements for the DDA, TIF 97, Old Town TIF, Parking Services and Arts Commission for September 2020
- (3) Governance Committee Minutes
- (4) Finance Committee Minutes  
Motion to approve the consent calendar as presented.

Moved by T. Michael Jackson, Seconded by Scott Hardy

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

**Absent:** Jeff Joubran

**CARRIED. 10-0-1 on a recorded vote**

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

(f) **OLD BUSINESS**

- (1) Approval of amending the rules for remote attendance by Board members to reflect changes in the legislation pending before the Governor.

Carruthers - clarification from the City Attorney regarding the duration of this amendment and the location of each DDA Board representative  
Hershey - Edit within the resolution to have the word "singed" be changed to "signed".

Motion to approve the amendments to the Rules for Remote Attendance by DDA Board Members and other DDA Subcommittee's, as submitted with the October 23, 2020 regular board meeting.

Moved by Leah Bagdon-McCallum, Seconded by Steve Nance

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

**Absent:** Jeff Joubran

**CARRIED. 10-0-1 on a recorded vote**

(g) **SPECIAL ORDER OF BUSINESS**

- (1) Traverse Connect - Overview of Work and Results

Constantin - Inquired about the response rate and what the average is.

Kirkwood - Questioned the statistic regarding the 73% that expect depressed

operations lasting over six months

Schneider - Commended the breadth of questioning and a standard for us for future surveys and decision-making

Jackson - Inquired how many of the respondents were within the DDA District

Hardy - Asked about the makeup of respondents.

Hershey - Questioned the correlation, or lack thereof, of the 73% that expect depressed operations and the 27% that list financial concerns as a primary issue

**(2)** Sub-Committee Appointments

Motion of the appointment of Leah Bagdon-McCallum to the Traverse City Arts Commission and the appointment of Peter Kirkwood to the Lower Boardman Ad Hoc Committee.

Moved by Richard Lewis, 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, and Richard Lewis

**Absent:** Jeff Joubran

**CARRIED. 10-0-1 on a recorded vote**

**(h)** **CEO REPORT**

**(1)** Riverwalk Update

Jackson - Expressed gratitude to Derenzy and the DDA for the work on this.

Carruthers - Asked about the terms of the agreement regarding the hiring of additional contractors/consultants and if that would accrue more costs and if a not-to-exceed amount is needed.

Lewis - Reminded the board that all third party contractors/consultants would need to be reviewed by the DDA or the hiring body.

Motion to approve the Settlement Agreement and Mutual Release for the Boardman Riverwalk Phase 1 and authorize the Chair and Secretary to execute the agreement subject to approval as to substance by the DDA CEO and as to form by DDA Attorney.

Moved by T. Michael Jackson, Seconded by Richard Lewis

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

**Absent:** Jeff Joubran

**CARRIED. 10-0-1 on a recorded vote**

(2) Consideration of RFP for East Front Street Streetscapes

Schneider - Inquired about whether or not a streetscape RFP has been conducted before by the DDA. Asked for clarity on the funding sources as both Hardy Parking Deck bond & TIF 97 are listed.

Lewis - Acknowledged that the funding for this RFP came from the Hardy Parking Deck bond issue.

Motion to approve the development and release of a RFP for streetscape improvements for East Front Street.

Moved by Richard Lewis, Seconded by Stephen Constantin

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

**Absent:** Jeff Joubran

**CARRIED. 10-0-1 on a recorded vote**

(3) New Development Updates

Carruthers - Asked about some of the street markings and the management of vehicular traffic on some developments on East Front.

Jackson - Expressed concern on infrastructure (i.e. stormwater management) with the growing population.

(4) Project Updates

(5) Retail Study

Schneider - Inquired about asking about parking counts and walkability within the database.

Carruthers - Seconded Schneider's recommendation and commended the DDA on going forward with this project.

Kirkwood - Expressed that some of the information documented may be sensitive to being shared to the public.

(i) **COMMITTEE BUSINESS AND RECOMMENDATIONS**

(1) Overview of Lower Boardman Scope of Work

Lewis - Expressed that that The City Commission confirmed a contract with The Smith Group on the river wall stabilization project.

Carruthers - Confirmed that The City Commission confirmed a contract with The Smith Group on the river wall stabilization project.

Hardy - Asked about the scope of the project and if it would include research on the

stormwater issues.

Motion to approve additional site assessment along the Boardman River for a cost provided by the DDA not to exceed \$46,255. Further, that the total contract for assessment work will be split into two contracts. First contract will be held by the DDA for \$13,320 for hydraulic modeling, with full cost to come from TIF 97. Second contract will be held by the City of Traverse City for \$65,870; to be split equally between the DDA and City of Traverse City.

Moved by Richard Lewis, Seconded by Scott Hardy

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

**Absent:** Jeff Joubran

**CARRIED. 10-0-1 on a recorded vote**

**(2)** Legal Council RFP

Motion that the RFP for legal services, as provided in the packet, be issued with a recommendation to be brought back to the DDA Board at their November meeting.

Moved by Debbie Hershey, Seconded by Richard Lewis

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

**Absent:** Jeff Joubran

**CARRIED. 10-0-1 on a recorded vote**

**(3)** 2021 Rates and Violation Ordinance Changes

Motion to approve the 2021 rate increases as presented in Attachment A 2021 Rate Maximums.

Moved by Scott Hardy, 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, and Richard Lewis

**Absent:** Jeff Joubran

**CARRIED. 10-0-1 on a recorded vote**

**(4)** Board Qualifications

Kirkwood - Expressed interest in having the voice of businesses outside of Front Street within the matrix. Also expressed that this matrix can be a great tool in recruitment. Emphasized the need for diversity (age, gender identity, race, etc.) on the Board.

Lewis - Reiterated that this is meant to be a tool that helps the appointing body in

Board makeup.

Jackson - Followed up Kirkwood's comment by indicating it should be "core of Downtown" opposed to "Front Street"

Carruthers - Asked about non-profit development and management being included in the matrix.

Bagdon-McCallum - Inquired about when the current vacancy may be filled. Emphasized the need of a property owner on this Board. Requested that this to be included in November's agenda.

Schneider - Recommended visual indicators on the matrix to indicate the statute requirements of the Board makeup.

Hardy - Asked about the end of his term and urged the communication of that from the Mayor.

Motion to approve the overview of the attached board-grid to be used by the Mayor and City Commission for future appointments to the DDA Board with modifications from today's discussion.

Moved by Richard Lewis, 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, and Richard Lewis

**Absent:** Jeff Joubran

**CARRIED. 10-0-1 on a recorded vote**

(j) **STAFF REPORTS**

- (1) COO Report
- (2) Transportation and Mobility Director Report
- (3) Community Development Director Report

Jackson -Suggested communications to those in the residential parking program.

- (4) Downtown Experience Coordinator

(k) **BOARD MEMBER UPDATES**

- (1) Arts Commission (Hershey)
- (2) Lower Boardman (Kirkwood)
- (3) Parking Subcommittee (Hardy)

(l) **RECEIVE AND FILE**

- (1) DTCA September 2020 Minutes
- (2) Parking Subcommittee October 2020 Minutes
- (3) Arts Commission September 2020 Minutes

(4) Lower Boardman September 2020 Minutes

(m) **CLOSING PUBLIC COMMENT**

(n) **ADJOURNMENT**

(1) Motion to adjourn at 10:40am.

Moved by Debbie Hershey, Seconded by Steve Nance

**Yes:** Gabe Schneider, Steve Nance, Stephen Constantin, Scott Hardy, Debbie Hershey, and T. Michael Jackson

**Absent:** Jim Carruthers, Peter Kirkwood, Leah Bagdon-McCallum, Jeff Joubran, and Richard Lewis

**CARRIED. 6-0-5 on a recorded vote**

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Jean Derenzy, Traverse City DDA  
CEO