

## FOR IMMEDIATE RELEASE

CONTACT: Jean Derenzy  
PHONE: (231) 922-2050  
DATE: March 30, 2020



### **Downtown Traverse City**

#### *DDA to Conduct Remote Participation for Board Meeting April 3, 2020*

On March 18, 2020, as an important step to help stop the spread of COVID-19 cases, Michigan Governor Gretchen Whitmer issued an Executive Order allowing, and prescribing the method for, public boards in Michigan, such as the Downtown Development Authority, to conduct their meetings remotely.

Specifically, the Governor's Executive Order allows for members of a public body, such as the Downtown Development Authority, to be able to fully-participate in the meeting remotely. Meaning, members of the Downtown Development Authority may be counted as present, make motions, vote on motions, deliberate, etc., as though they were physically present in one meeting room together. The Executive Order requires that the public body provide a method for the public to listen to the meeting and to be able to give verbal comments to the board.

The City of Traverse City recognizes the importance of not bringing people together unnecessarily in an effort to stop the spread of the coronavirus. The Governmental Center is closed to walk-in traffic and will be closed during the Downtown Development Authority meeting of April 3, 2020, and for Downtown Development Authority meetings for the foreseeable future. Members of the Downtown Development Authority will not be present in the Governmental Center for official Downtown Development Authority meetings.

While not required, a proposed policy for the conduct of remote participation meetings will be considered for adoption at the April 3, 2020, meeting and is included in the updated (republished) Downtown Development Authority packet online at <http://www.traverscitymi.gov>

Downtown Development Authority meetings will continue to be broadcast live on Cable Channel 191 and will be streamed live at: <https://www.tacm.tv/govtvnow.asp> There will be no video of members of the Downtown Development Authority, key city staff or other participants in the meeting. Rather, there will solely be Page 19 of 43 audio. For members of the Downtown Development Authority and key city staff, their name will appear on screen when they are speaking.

For individuals who may wish to give public comment, the method for providing public comment during these remote-participation meetings is to call: 312-626-6799 and enter the meeting ID (the meeting ID for the April 3, 2020, Downtown Development Authority Special Meeting is 253-869-849 and the Participant ID is #). Callers wishing to give public comment may call in before the meeting starts and wait in a "virtual waiting room." These instructions will be included in every official published agenda of the Downtown Development Authority. Those calling in will be able to hear the audio of the Downtown Development Authority meeting, yet their microphone will be muted. (Please note, that for a brief period of time, when calling in, the callers full telephone number may be visible for those using the Zoom platform. We will endeavor to manually, yet as quickly as possible, alter what is visible to just the last four digits of the caller's telephone number.)

When the Downtown Development Authority accepts public comment, in the order calls were received, a meeting facilitator will identify the caller by the last four digits of their telephone number and ask them if they would like to make a comment. While not required, but so we do not have to go through an

unnecessarily long list of callers, we ask, if possible, that those who do not wish to give public comment refrain from calling in and instead listen to the meeting online at: <https://www.tacm.tv/govtvnow.asp> or on Cable Channel 191.

Finally, because the members of the Downtown Development Authority and key staff participants will not be visible, DDA Chair Leah Bagdon McCallum will call the meetings to order and then the meeting facilitator will be facilitating the meeting and will call on individual members of the Downtown Development Authority and staff participants to speak who “virtually raise their hand,” which will occur through the Zoom platform managed by the meeting facilitator and the Co-Host.

The Downtown Development Authority wants to express great appreciation to its transparency partner LIAA the operator of Cable Channel 191 and UpNorth Media who have provided substantial assistance as we have identified a practical way to conduct Downtown Development Authority meetings remotely during this time.

We appreciate the understanding of the community as we implement special measures to protect the health of the public, the Downtown Development Authority Board and Downtown Development Authority staff.

[dda.downtowntc.com](http://dda.downtowntc.com)

###