



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, May 15, 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, Board Member 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: Board Member Collette Champagne

Chairperson Bagdon-McCallum presided at the meeting.

(a) **CALL TO ORDER**

(b) **ROLL CALL**

(c) **DDA CHAIR COMMUNICATION**

(1) Communication from DDA Board Chairperson

Comments from the Board

- Carruthers would like to information and meet with the Board
- Jackson would like to be provided information

Motion to approve the Chair and Vice Chair to meet for the CEO's annual review.

Moved by Richard Lewis, Seconded by Gabe Schneider

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

No: Jim Carruthers

Absent: Collette Champagne

CARRIED. 10-1-1 on a recorded vote

(d) **OPENING PUBLIC COMMENT**

(1) Public Comment

- Judy Nelson, commented on the DDA Budget increase and allocation to Traverse Connect
- Barb Susin, 207 7th Street, commented on the DDA Budget increase and allocation to Traverse Connect

(e) **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 or staff 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) The DDA Board approves the of Minutes for the Special Meeting of April 3, 2020
- (2) The DDA Board approves the financial report and disbursements for DDA, TIF 97, Old Town TIF for April 2020, and Parking Services and Arts Commission for March and April 2020
- (3) The DDA Board of Directors recommends the City Commission wave the competitive bidding process and amend the Parkmobile agreement to extend the term three years.

The DDA Board of Directors recommends the City Commission wave the competitive bidding process and amend the Parkmobile agreement to extend the term three years.

Moved by Gabe Schneider, 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: Collette Champagne

CARRIED. 11-0-1 on a recorded vote

- (4) Appointment of Sammie Dayl to the Lower Boardman Leadership Team
Approval of the Consent Calendar as presented.

Moved by Gabe Schneider, 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: Collette Champagne

CARRIED. 11-0-1 on a recorded vote

(f) **CEO REPORT**

(1) COVID-19 Update and Impact

Fiscal Impact Review

- Schneider commented on the the budget
- Kirkwood commented on the budget
- Hardy commented on the budget
- Carruthers commented on the budget
- Nance commented on the budget

At this point Nance departed the meeting (8:48 am)

Strategic Plan Update

(2) DDA Budget Adjustment 2019/2020 (motion required to accept)

Public Comment

- None at this time

Approval of the budget adjustment to increase grant revenue and expenditure line item.

Moved by Richard Lewis, Seconded by Scott Hardy

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

Absent: Steve Nance and Collette Champagne

CARRIED. 10-0-2 on a recorded vote

(3) Review and Consideration to Approve the 2018/2019 Audit

Motion to accept the 2018/2019 audit report be approved as presented

Moved by Richard Lewis, Seconded by Stephen Constantin

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

Absent: Steve Nance and Collette Champagne

CARRIED. 10-0-2 on a recorded vote

(4) Update on Projects and Activities

Front Street Closure

- Carruthers requested a spreadsheet on who has been spoken to and who is in support of the concept and also commented on two way traffic, bridge work, parking, handicap parking, and safety
- Hardy commented on his support of the closure and potential impact on others areas of Downtown, support of Garland consideration, and safety
- Jackson commented on the closure and bicycle use, police enforcement, and efforts by the Elk Rapids DDA
- Joubran commented on support of the closure concept and
- Hershey commented on support of the closure concept
- Kirkwood commented on the potential closure of Garland for consideration

Recovery Team Review

Buy Local Give Local Fund

Resignation of Marketing & Communications Director, Colleen Paveglio

(g) **PUBLIC HEARING 2020/2021 Budget: DDA, TIF 97, and Old Town TIF**

Called to order at 9:29 am

(1) DDA General, TIF 97, Old Town TIF, Parking, Arts Commission Budgets

Public Comment

- Barb Zupan, commented on the DDA General Budget and TIF
- Judy Nelson, commented on the increase of the DDA General Budget, Arts Commission, and agreement with Traverse Connect

Comments from City Staff

- Marty Colburn, City Manager, commented on staff operations and relationship with Traverse Connect during the COVID-19 pandemic

Close Public Hearing: 10:07 am

Comments from the Board

- Hardy commented support on the relationship with Traverse Connect and the resource they will offer to small businesses
- Jackson commented on concern the dollar allocation to Traverse Connect and inquired on process
- Carruthers commented on economic development services and Traverse Connect
- Kirkwood inquired on economic development regionally versus Downtown
- Schneider commented on the budget and support as it relates to the allocation to Traverse Connect
- Lewis commented on the budget and process

(h) **BOARD MEMBER UPDATES**

(1) Farmers Market (Hardy - Verbal)

(i) **STAFF REPORTS**

(1) Parking Updates (VanNess)

(j) **RECEIVE AND FILE**

(1) DDA Finance Committee Minutes April 3, 2020

(2) DTCA Board Minutes April 1, 2020

(3) Northern Express Letter to the Editor

(4) DDA 2019 Annual Report

(k) **CLOSING PUBLIC COMMENT**

(1) Bill Golden commented on his support for the allocation with Traverse Connect

(l) **ADJOURNMENT**

(1) Motion to adjourn