



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, June 19, 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 Collette Champagne, 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**

The meeting was called to order by Chairperson Bagdon-McCallum at 8:09 am.

(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 Minutes for the Regular Meeting of May 15, 2020

(2) Approval of Budget Amendment

- (3) Approval of the financial report and disbursements for DDA, TIF 97, Old Town TIF, Parking Services and Arts Commission for May 2020
- (4) Approval of Transfer Ownership of Golf Cart
- (5) Approval of Christmas Lights Display
- (6) Approval of Employee Handbook Update
Motion to approve the consent calendar as presented.

Moved by Debbie Hershey, Seconded by Steve Nance

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

(e) **CEO REPORT**

- (1) Acceptance of the 2020/2021 Budget
Motion to approve a budget adjustment to increase grant revenue and expenditure line item.

Moved by Stephen Constantin, Seconded by Gabe Schneider

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

No: Jim Carruthers and T. Michael Jackson

Absent: None

CARRIED. 10-2-0 on a recorded vote

- (2) Parking Budget 2020/2021

This agenda item was for review only. No action was taken.

- (3) Recreational Marijuana Request to Review by City Commission
Motion that the DDA Board recommends to the City Commission that only two (2) Adult Use Marijuana Facilities be allowed in the DDA District, and a 1,500-foot buffer be included in the zoning ordinance and that no such facility is located in the C-4b Regional Center District

Moved by Scott Hardy, Seconded by Richard Lewis

Yes: Steve Nance, Stephen Constantin, Scott Hardy, Collette Champagne, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, and Richard Lewis

No: Gabe Schneider, Peter Kirkwood, and Debbie Hershey

Abstained: Jim Carruthers

Absent: None

CARRIED. 8-3-0 on a recorded vote

(4) Pine Street Streetscapes

Motion that the DDA Board authorizes the Chair and Secretary to execute an Agreement with Traverse City Light and Power for the purchase and installation of decorative Lights for a cost not to exceed \$2,669.68, subject to review as to substance by the CEO and as to form by DDA Attorney.

Further, that the DDA Board authorizes the Chair and Secretary to execute an Agreement with Pine Street Development One for one-half of the cost for streetscapes for a cost not to exceed \$266,504, subject to review as to substance by the CEO and as to form by DDA Attorney.

(f) BOARD MEMBER UPDATES

(1) Farmers Market (Hardy)

(g) STAFF REPORTS

(1) Community Police Update (Officer Culver)

(2) Parking Services Update (VanNess)

(h) RECEIVE AND FILE

(1) DTCA April and May 2020 Minutes

(2) Update on Closing Front Street

(3) Update of Projects/Dashboard

**(i) CLOSED SESSION FOR POSSIBLE PROPERTY PURCHASE MCL 15.268(D)
(MOTION REQUIRED)**

(1) Motion to enter into Closed Session

Motion by Schneider to enter into Closed Session at 9:26 am.

Moved by Gabe Schneider, Seconded by Debbie Hershey

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

(2) Closed Session adjourned at 9:52 AM

(j) POSSIBLE ACTION TO APPROVE PROPERTY PURCHASE

(1)

Motion to approve property purchase.

That the Chairperson and Secretary execute the Letter of Intent with TCF National Bank for 203 South Union Street with the terms as described in the CEO's memorandum of June 18, 2020, with such Letter of Intent subject to approval as to its substance by the DDA CEO and its form by the DDA General Counsel and further that the Chairperson and Secretary be authorized to execute the subsequent purchase agreement subject to its terms being materially the same as the Letter of Intent with such purchase agreement subject to approval as to its substance by the DDA CEO and its form by the DDA General Counsel.

Moved by T. Michael Jackson, Seconded by Gabe Schneider

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

(k) **PUBLIC COMMENT**

(1)

Mr. Kirkwood left the meeting at 10:07 am.

(l) **ADJOURNMENT**

(1) Adjournment

Motion to adjourn at 10:13 am.