



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, August 21, 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 Leah Bagdon-McCallum at 08:00 a.m.

(b) **ROLL CALL**

(c) **OPENING PUBLIC COMMENT**

- (1) • Mayor Carruthers - reiterated that callers must dial *6 on zoom now when providing 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 July 17, 2020
- (2) Approval of the financial report and disbursements for DDA, TIF 97, Old Town TIF, Parking Services and Arts Commission for July 2020

- (3) Approval of the Development Agreement EGLE Grant
- (4) Approval of the change order with Elmer's to add a meter district to Randolph Street

Motion to approve consent calendar as presented

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, and Richard Lewis

Absent: Jeff Joubran

CARRIED. 11-0-1 on a recorded vote

(e) **OLD BUSINESS**

- (1) Governance Committee

No comments from the board on this item

[Motion amended to] Appointment of Richard Lewis and Debbie Hershey, pending her reappointment, to the Governance Committee.

Moved by Gabe Schneider, Seconded by Stephen Constantin

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

Absent: Jeff Joubran

CARRIED. 11-0-1 on a recorded vote

(f) **SPECIAL ORDER OF BUSINESS**

- (1) Taxing Partners Information Overview Pursuant to Michigan Public Act 57 of 2018

- Mayor Carruthers - expressed concern about the lack of representation of

taxing jurisdictions at this meeting and proposed a meeting dedicated just to the taxing jurisdictions

(g) **CEO REPORT**

(1) COVID Update

No comments from the board on this item

(2) Appointment to Lot G Surplus Property Committee

- Richard Lewis - supported the appointment of Bagdon-McCallum & Schneider to the Lot G Surplus Property Committee

(3) Downtown Tree Development Plan

- Gabe Schneider - Inquired about the deficiencies of the UCAM study
- T. Michael Jackson - Expressed interest in having Hannah Park being included in this plan
- Mayor Carruthers - Encouraged the DDA to team up with the City Commission and their efforts to hire an urban forester for the entire City

That the DDA Board authorize the DDA CEO to develop and issue an RFP and solicit bids for a Downtown Tree Management Plan

Moved by Richard Lewis, Seconded by Stephen Constantin

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

Absent: Jeff Joubran

CARRIED. 11-0-1 on a recorded vote

(4) Strategic Plan

- Steve Constantin - Reiterated that this will be one of the first items that the Governance Committee

(h) **BOARD MEMBER REPORTS**

(1) Arts Commission (Hershey)

No comments from the board on this item

(i) **STAFF REPORTS**

- (1) Introduction of Katy McCain, the DDA's new Director of Community Development (Derenzy & McCain)

- Leah Bagdon-McCallum - Expressed excitement of having McCain join the team

- (2) Community Police Update (Officer Culver)

Culver did not attend and this report did not occur.

- (3) Front Street Closure Update (Burkholder & Viox)

- Mayor Carruthers - Mostly heard positive feedback regarding the Front Street modifications. Curious about the number of percentage engaged in the feedback process and about the survival rate of our Downtown businesses. Also expressed concern about handicap accessibility and how these modifications will be translated in the coming years. Personally enjoyed State Street as a two-way street and would recommend it extend to Boardman.
- Leah Bagdon-McCallum - Curious about the timeline and need of consistency on the State Street two-way. Inquired the future of outdoor dining after Front Street reopens to vehicular traffic and if they have to pay for their permit.

- (4) Parking Services Update (VanNess)

No comments from the board on this item

(j) **RECEIVE AND FILE**

- (1) DTCA July 2020 Minutes

- (2) Marketing Update

(k) **CLOSING PUBLIC COMMENT**

- (1)

No public comment

(l) **CLOSED SESSION MCL 15.268(a)**

- (1) CEO Evaluation

Motion to go into closed session 9:21am

Moved by Gabe Schneider, Seconded by Steve Nance

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

Absent: Stephen Constantin, Collette Champagne, and Jeff Joubran

CARRIED. 9-0-3 on a recorded vote

(2) Adjourn closed session

Motion to adjourn closed session 10:21am.

Moved by T. Michael Jackson, Seconded by Richard Lewis

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

Absent: Jeff Joubran

CARRIED. 11-0-1 on a recorded vote

(m) **ADJOURNMENT**

(1) The meeting was adjourned at 10:2 a.m.

Motion to adjourn meeting.

Moved by Richard Lewis, 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: Collette Champagne and Jeff Joubran

CARRIED. 10-0-2 on a recorded vote

Benjamin Marentette, City Clerk