



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, October 15, 2021**

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 Chair Gabe Schneider, Board Member Steve Nance, Board Member Peter Kirkwood, Board Treasurer Stephen Constantin, Board Vice Chair Scott Hardy, Board Member Damian Lockhart, Board Member Jeff Joubran, Mayor Richard Lewis, and Board Member Pam Marsh

The following Board Members were absent: Board Member Leah Bagdon-McCallum

Chairperson Bagdon-McCallum presided at the meeting.

(a) **CALL TO ORDER**

Schneider called the meeting to order at 8:31 AM.

(b) **ROLL CALL**

Audrey Michael, TCAPS Student attended the meeting.

(c) **ELECTION OF OFFICERS**

(1) Election of Officers (Approval Recommended)

Floor nomination of Schneider for Chairperson.

Moved by Scott Hardy, Seconded by T. Michael Jackson

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Jeff Joubran, Richard Lewis, and Pam Marsh

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

Floor nomination of Hardy for Vice-chairperson.

Moved by Richard Lewis, Seconded by Stephen Constantin

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Jeff Joubran, Richard Lewis, and Pam Marsh

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

Floor nomination of Joubran as Treasurer.

Moved by Stephen Constantin, Seconded by Steve Nance

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Jeff Joubran, Richard Lewis, and Pam Marsh

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

Floor nomination of Lewis as Secretary.

Moved by Jeff Joubran, Seconded by Steve Nance

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Jeff Joubran, Richard Lewis, and Pam Marsh

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

(d) **REVIEW AND APPROVAL OF AGENDA**

- (1) Consideration of approving the agenda.
Approval of the agenda as presented.

Moved by Scott Hardy, Seconded by Peter Kirkwood

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Jeff Joubran, Richard Lewis, and Pam Marsh

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

(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, 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 minutes of the Regular Meeting of September 17, 2021 (Approval Recommended) (Jean Derenzy)
- (2) Approval of the Financial Reports and Disbursements for DDA, TIF 97, Old Town TIF, Parking Services, and Arts Commission for September 2021 (Approval Recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess)
- (3) Approval of the a three-year service order for Parking Garage Window Washing (Approval Recommended) (Jean Derenzy, Nicole VanNess)
- (4) Approval of an agreement for the purchase and installation of Parking Garage Occupancy Count Signage (Approval Recommended) (Jean Derenzy, Nicole VanNess)
- (5) Removed from Consent - Healthy Drinking Culture
- (6) Approval of the Downtown Tree Management Plan (Approval Recommended) (Jean Derenzy, Harry Burkholder)
That the DDA Board approve the Consent Calendar as presented.

Moved by Scott Hardy, Seconded by Jeff Joubran

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Jeff Joubran, Richard Lewis, and Pam Marsh
Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

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

- (1) Approval of the Healthier Drinking Culture Strategic Plan (Approval Recommended) (Jean Derenzy)

The following addressed the Board:

Jim Carruthers

Gabe Schnieder

T Michael Jackson

Approval of the Healthy Drinking Culture Plan as presented.

Moved by Richard Lewis, Seconded by Stephen Constantin

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Jeff Joubran, Richard Lewis, and Pam Marsh
Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

(g) **OLD BUSINESS**

(1) Reimagine East Front Street Project Update

The following addressed the Board:

Chris, Progressive AE
Gabe Schnieder
Pete Kirkwood
Scott Hardy
Audrey Michael
Jim Carruthers
Steve Nance
Jeff Joubran
Jean Derenzy

(h) **NEW BUSINESS**

(1) CEO Report - Project Updates

The following addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schnieder
Richard Lewis
Pam Marsh
Jeff Joubran
Jim Carruthers
Commissioner Tim Werner
T Michael Jackson

(2) Consultant Work and RFP For DDA (Input Requested)

The following addressed the DDA Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Richard Lewis
Jim Carruthers
Scott Hardy
Pete Kirkwood

Motion to move forward

Moved by Richard Lewis, Seconded by Stephen Constantin

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Jeff Joubran, Richard Lewis, and Pam Marsh

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

(i) **BOARD MEMBER UPDATES**

(1) Arts Commission Update (Steve Nance)

The following addressed the Board:
Steve Nance

(2) Parking Subcommittee Update (Scott Hardy)

The following addressed the Board:
Scott Hardy

(j) **STAFF REPORTS**

(1) Transportation Mobility Director Report (Nicole VanNess)

The following addressed the Board:
Nicole VanNess, Transportation Mobility Director

(2) Community Development Director Report (Katy McCain)

(k) **RECEIVE AND FILE**

(1) October 1, 2021 Special Arts Commission Meeting Minutes

(2) September 9, 2021 DTCA Meeting Minutes

(3) October 7, 2021 Parking Subcommittee Minutes

(l) **Recognition of Board Members**

Plaques provided to T Michael and Steve Constantin

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

(1) Motion to enter into closed session

Entered into closed session at 10:24 AM.
Motion to enter into closed session.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Jeff Joubran, Richard Lewis, and Pam Marsh
Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

Motion to adjourn closed session.

(2) Motion to enter back into regular session at 10:28 AM.

(n) **CLOSING PUBLIC COMMENT**

No public comment.

(o) **ADJOURNMENT**

(1) Motion to adjourn.

Meeting adjourned at 10:29 AM.
Motion to adjourn

Moved by Jeff Joubran, Seconded by T. Michael Jackson

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Jeff Joubran, Richard Lewis, and Pam Marsh
Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO