



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, July 16, 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 T. Michael Jackson, Board Member Leah Bagdon-McCallum, Board Member Jeff Joubran, Board Secretary Richard Lewis, and Board Member Pam Marsh

The following Board Members were absent: None

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Schneider called the meeting to order at 8:30 AM.

(b) **ROLL CALL**

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

(1) Consideration of approving the agenda as presented.

That the agenda be approved as presented.

Moved by T. Michael Jackson, Seconded by Jeff Joubran

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael

Jackson, Leah Bagdon-McCallum, Jeff Joubran, Richard Lewis, and Pam Marsh

Absent: None

CARRIED. 12-0-0 on a recorded vote

(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) That the minutes for the Regular Meeting of June 18, 2021 be approved.
- (2) That the financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for June 2021 be approved.

That the consent calendar be approved as presented.

Moved by T. Michael Jackson, Seconded by Pam Marsh

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

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

(f) **OLD BUSINESS**

- (1) East Front Street Project Update (Suzanne Schultz - Progressive AE) No Action Required, Information Only

The following addressed the board:
Suzanne Schultz, Progressive AE

- (2) Healthier Drinking Culture Project Update (Elise Crafts, Statecraft)

The following addressed the board:
Elise Crafts, Statecraft
Megan Olds, Parallel Solutions

(g) **NEW BUSINESS**

- (1) Consideration to Purchase a Video Management System for Parking Services (Approval Recommended) (Derenzy, VanNess)

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

That the DDA Board of Directors recommend the City Commission approval to issue a contract in an amount more-or-less of \$207,965 to Traffic and Safety Control Systems for the purchase and installation of a Video Management System with funds available in the Auto Parking Fund.

Moved by Stephen Constantin, Seconded by Leah Bagdon-McCallum

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

- (2) Consideration of New Railing for Union Street Platform Along The Lower Boardman River (Approval Recommended) (Derenzy, Burkholder)

The following addressed the board:
Jean Derenzy, DDA CEO

No action was taken on this item and will be brought back to the DDA Board following input from the Lower Boardman Team.

- (3) Consideration of New Signage for Farmers Market (Approval Recommended) (Derenzy, McCain)

The following addressed the board:
Jean Derenzy, DDA CEO

That the DDA Board approves to purchase new signs for the Sara Hardy Downtown Farmer's Market from Nuart Signs for a cost not to exceed \$13,130.

Moved by Peter Kirkwood, Seconded by Pam Marsh

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

- (4) Consideration of entering into a contract with SmithGroup for a cost not to exceed \$40,000 to update and prepare perspective model and construction cost estimates for the Sara Hardy Farmers Market (Approval Recommended) (Derenzy, Burkholder)

The following addressed the board:
Jean Derenzy, DDA CEO

That the DDA Board of Directors approve to enter into a contract with SmithGroup for a cost not to exceed \$40,000 to update and prepare perspective model and construction cost estimates for the Sara Hardy Farmer's Market. And Furthermore, that the cost shall come from TIF 97.

Moved by Leah Bagdon-McCallum, Seconded by Scott Hardy

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

(h) **CEO REPORT**

Community Policing Update provided by Officer Culver

- (1) Project Updates

The following addressed the board:
Jean Derenzy, DDA CEO
Harry Burkholder, DDA COO

(i) **BOARD MEMBER UPDATES**

- (1) Parking Subcommittee (Hardy)

The following addressed the board:
Scott Hardy, DDA Board Member and Parking Subcommittee Chair
Jean Derenzy, DDA CEO

- (2) Arts Commission (Nance)

The following address the board:
Steve Nance, DDA Board Member and Arts Commission Chair

(j) **STAFF REPORTS**

- (1) Transportation Mobility (VanNess)

The following address the board:
Nicole VanNess, Transportation Mobility Director

- (2) Community Development (McCain)

The following addressed the board:
Katy McCain, Community Development Director

(k) **RECEIVE AND FILE**

- (1) DTCA Board June 10, 2021 Meeting Minutes
- (2) Arts Commission June 16, 2021 Meeting Minutes
- (3) Arts Commission June 25, 2021 Special Meeting Minutes
- (4) Parking Subcommittee July 1, 2021 Meeting Minutes

(l) **PUBLIC COMMENT**

No public comment

(m) **ADJOURNMENT**

- (1) Consideration of adjourning the meeting.

Chairperson Schneider adjourned the meeting at 10:31 AM.

That the meeting be adjourned.

Moved by T. Michael Jackson, Seconded by Steve Nance

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO