



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, September 17, 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 8:30 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 Secretary Richard Lewis, and Board Member Pam Marsh

The following Board Members were absent: Board Member Jeff Joubran

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

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

Chairperson Schneider introduced Audrey Michael.

(b) **ROLL CALL**

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

- (1) Consideration of approving the agenda.
That the agenda be approved as presented.

(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) Consideration of approving the minutes of the Regular Meeting of August 20, 2021 (Approval Recommended) (Jean Derenzy)
- (2) Consideration of approving a three-year service order for Parking Garage Washdown Maintenance (approval recommended) (Jean Derenzy, Nicole VanNess)
- (3) Consideration of approving Financial Reports and Disbursements for DDA, TIF 97, Old Town TIF, Parking Services and Arts Commission for August 2021 (approval recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess)

The following addressed the Board:

Carruthers identified the minutes access.
Correction on the minutes of the last meeting.
That the consent calendar be approved as presented.

Moved by T. Michael Jackson, Seconded by Jim Carruthers

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

Absent: Jeff Joubran

CARRIED. 11-0-1 on a recorded vote

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

(f) **SPECIAL ORDER OF BUSINESS**

- (1) Presentation: FishPass. Bob Lambe, Executive Secretary of the Great Lakes Fishery Commission

The following addressed the Board:

Bob Lambe
T. Michael Jackson
Steve Constantin
Pete Kirkwood
Scott Hardy
Mayor Carruthers

- (2) Presentation: Overview of Healthy Drinking Culture Draft Report - Elise Craft, Megan Motil (input from DDA Board Members welcomed)

The following addressed the Board:

Elise Craft
Megan Motil
Pete Kirkwood
Pam Marsh
Damien Lockhart
Audrey Michael
Mayor Carruthers
Steve Constantin
Scott Hardy
Gabe Schneider
Steve Nance
Richard Lewis
T Michael Jackson
Leah McCallum-Bagdon

(g) **OLD BUSINESS**

- (1) East Front Street Project Update (Suzanne Schulz, Progressive AE)

Board Member McCallum left the meeting at 10:48 AM

Board Member Schneider asked that we adjourn the meeting and table the rest of the items.

The following addressed the Board:

Suzanne Schulz, Progressive AE
Mayor Carruthers

- (2) Downtown Tree Management Plan (approval recommended) (Jean Derenzy, Harry Burkholder)

At this point of the meeting, Chairperson Schneider, asked that this item and all remaining agenda discussions be deferred to the next meeting.

(h) **NEW BUSINESS**

- (1) CEO Report - Project Updates

All discussions deferred to the next meeting.

(i) **BOARD MEMBER UPDATES**

- (1) Arts Commission (Steve Nance)

(j) **STAFF REPORTS**

- (1) Transportation Mobility Director (Nicole VanNess)
- (2) Community Development Director (Katy McCain)

(k) **RECEIVE AND FILE**

- (1) Arts Commission August 18, 2021 Meeting Minutes

(l) **PUBLIC COMMENT**

No public comment.

(m) **ADJOURNMENT**

- (1) Motion to adjourn the meeting.
The meeting was adjourned at 10:52 AM

Moved by Richard Lewis, Seconded by Peter Kirkwood

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

Absent: Leah Bagdon-McCallum and Jeff Joubran

CARRIED. 10-0-2 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO