



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, August 20, 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 T. Michael Jackson, Board Member Leah Bagdon-McCallum, Board Member Jeff Joubran, and Board Secretary Richard Lewis

The following Board Members were absent: Board Member Damian Lockhart and Board Member Pam Marsh

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Schneider called the meeting to order at 8:01 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 Leah Bagdon-McCallum, Seconded by T. Michael Jackson

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

Absent: Steve Nance, Damian Lockhart, and Pam Marsh

CARRIED. 9-0-3 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) Consideration of approving the minutes of the Regular Meeting of July 16, 2021 (approval recommended) (Jean Derenzy)

Chairperson Schneider requested the minutes be amended to reflect the meeting was presided by Chairperson Schneider instead of Chairperson McCallum.

- (2) Consideration of approving Financial Reports and disbursements for DDA, TIF 97, Old Town TIP, Parking and Arts Commission for July 2021 (approval recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess)

That the consent calendar be approved as amended.

Moved by Leah Bagdon-McCallum, Seconded by Peter Kirkwood

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

Absent: Steve Nance, Damian Lockhart, and Pam Marsh

CARRIED. 9-0-3 on a recorded vote

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

(f) **SPECIAL ORDER OF BUSINESS**

- (1) Annual Informational Meeting (Verbal and Power-Point Presentation Will Be Provided) (Jean Derenzy)

The following addressed the Board:
Jean Derenzy, DDA CEO

(g) **NEW BUSINESS**

- (1) Parking Subcommittee Appointment

The following address the Board:
Scott Hardy, Parking Subcommittee Chairperson

That the DDA Board of Directors appoint Doug Hickman to the Parking Subcommittee.

Moved by Scott Hardy, Seconded by T. Michael Jackson

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

Absent: Steve Nance, Damian Lockhart, and Pam Marsh

CARRIED. 9-0-3 on a recorded vote

(h) **CEO REPORT**

(1) Project Updates

The following address the Board:
Jean Derenzy, DDA CEO
Marty Colburn, City Manager

(i) **BOARD MEMBER UPDATES**

(1) Parking Subcommittee (Scott Hardy)

The following address the Board:
Scott Hardy, Parking Subcommittee Chair

(2) Arts Commission (Steve Nance)

The following addressed the Board:
Katy McCain, Director of Community Development

(3) Governance Committee (Richard Lewis)

The following addressed the Board:
Richard Lewis, Governance Committee

(j) **STAFF REPORTS**

(1) Transportation Mobility Director (Nicole VanNess)

The following addressed the Board:

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

The following address the Board:
Katy McCain, Director of Community Development

(k) **RECEIVE AND FILE**

- (1) East Front Street Project Update (Jean Derenzy, Suzanne Schultz, Progressive AE)
(2) Healthier Drinking Culture Project Update (Jean Derenzy)
(3) Arts Commission July 21, 2021 Meeting Minutes
(4) Parking Subcommittee July 2021 Meetings Minutes

(l) **PUBLIC COMMENT**

(m) **ADJOURNMENT**

Chairperson Schneider adjourned the meeting at AM

Jean Derenzy, Traverse City DDA
CEO