



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, November 19, 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: Chairperson Gabe Schneider, Board Member Steve Nance, Board Vice Chair Scott Hardy, Board Member Damian Lockhart, Board Member Leah Bagdon-McCallum, Mayor Richard Lewis, Board Member Pam Marsh, Commissioner Pam DeMerle, and Board Member Todd McMillen

The following Board Members were absent: Board Member Peter Kirkwood and Board Member Jeff Joubran

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

Schneider called the meeting to order 8:30am.

(b) **ROLL CALL**

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

(1) Consideration of Approving the Agenda as Presented

Approval of the agenda as presented

Moved by Leah Bagdon-McCallum, Seconded by Steve Nance

Yes: Gabe Schneider, Steve Nance, Scott Hardy, Damian Lockhart, Leah Bagdon-McCallum, Richard Lewis, Pam Marsh, Pam DeMerle, and Todd McMillen

Absent: Peter Kirkwood and Jeff Joubran

CARRIED. 9-0-2 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) Approval of the minutes of the Regular Meeting of October 15, 2021 (Approval Recommended) (Jean Derenzy)
- (2) Approval of Financial Reports and Disbursements for the DDA, TIF 97, Old Town TIF, Parking Services, and Arts Commission for October 2021 (Approval Recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess)
- (3) Old Town Paver Project (approval recommended) (Jean Derenzy, Nicole VanNess)
- (4) After Hour Permit Rate (approval recommended) (Jean Derenzy, Nicole VanNess)
- (5) Luke II Payment Security Software Update (approval recommended) (Jean Derenzy, Nicole VanNess)
- (6) Luke II Software and Communication Subscription (approval recommended) (Jean Derenzy, Nicole VanNess)

That the DDA Board approved the consent calendar as presented.

Moved by Steve Nance, Seconded by Pam Marsh

Yes: Gabe Schneider, Steve Nance, Scott Hardy, Damian Lockhart, Leah Bagdon-McCallum, Richard Lewis, Pam Marsh, Pam DeMerle, and Todd McMillen

Absent: Peter Kirkwood and Jeff Joubran

CARRIED. 9-0-2 on a recorded vote

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

(f) **CEO REPORT**

Due to technical difficulties, the CEO report was moved ahead of Special Order of Business.

- (1) Consideration of Paid Time off for Staff Appreciate Week (approval recommended) (Derenzy)

The following addressed the Board:

Gabe Schneider

That the DDA Board of Directors approve a one-time benefit for the DDA employees as part of "staff appreciation week", congruent with the protocols established by the city.

Moved by Scott Hardy, Seconded by Richard Lewis

Yes: Gabe Schneider, Steve Nance, Scott Hardy, Damian Lockhart, Leah Bagdon-McCallum, Richard Lewis, Pam Marsh, Pam DeMerle, and Todd McMillen

Absent: Peter Kirkwood and Jeff Joubran

CARRIED. 9-0-2 on a recorded vote

(2) Concept Plan for Trail & Parkway (approval recommended) (Derenzy)

The following addressed the board:

Julie Clark, CEO TART Trails
Gabe Schneider
Pam Marsh

Lewis amended the motion to: That the DDA board approve to enter into a contract with Progressive AE for engineering services for a TART trail Expansion for a not-to-exceed cost of \$27,000, which will be split with TART Trails Inc, and the city of Traverse City with funds from the DDA general fund, subject to approval and substance by the DDA CEO and form by the DDA Attorney.

Moved by Richard Lewis, Seconded by Steve Nance

Yes: Gabe Schneider, Steve Nance, Scott Hardy, Damian Lockhart, Leah Bagdon-McCallum, Richard Lewis, Pam Marsh, Pam DeMerle, and Todd McMillen

Absent: Peter Kirkwood and Jeff Joubran

CARRIED. 9-0-2 on a recorded vote

(3) Scheduling or Planning/Strategy Session

The following addressed the board:

Jean Derenzy, DDA CEO
Gabe Schneider

Board identified Friday, December 10th at 9am as the strategic planning session.

(4) Project Updates

The following addressed the board:

Jean Derenzy, DDA CEO
Gabe Schneider
Scott Hardy
Audrey Michaels

Jean asked for a motion to appoint two board members to review the 100 and 200 block alley RFP responses.

That the Board of Directors approves the nomination of Scott Hardy and Pete Kirkwood to serve on the review panel

Moved by Leah Bagdon-McCallum, Seconded by Damian Lockhart

Yes: Gabe Schneider, Steve Nance, Scott Hardy, Damian Lockhart, Leah Bagdon-McCallum, Richard Lewis, Pam Marsh, Pam DeMerle, and Todd McMillen

Absent: Peter Kirkwood and Jeff Joubran

CARRIED. 9-0-2 on a recorded vote

(g) **SPECIAL ORDER OF BUSINESS**

- (1) East Front Street Update and Presentation (Jean Derenzy, Chris Zull - Progressive AE)

The following addressed the Board:

Chris Zull, Progressive AE
Tim Bradshaw, Progressive AE
Gabe Schneider
Steve Nance
Scott Hardy
Jean Derenzy, DDA CEO
Pam Marsh
Audrey Michaels

- (2) Presentation of Grandview Parkway 2023 Work (MDOT Representatives)

The following addressed the board:

Dan Wagner, MDOT
Lucas Porath, MDOT
Laura Aylsworth, MDOT
Steve Nance
Jean Derenzy, DDA CEO
Richard Lewis
Pam Marsh

(h) **BOARD MEMBER UPDATES**

- (1) Arts Commission Update (Steve Nance)

The following addressed the board:

Steve Nance

(i) **STAFF REPORTS**

- (1) Transportation Mobility Director Report (Nicole VanNess)

- (2) Downtown Experience Coordinator Report (Abby Taylor)

The Following addressed the Board:

Abby Taylor

- (3) Community Development Director (Katy McCain)

The Following Addressed the Board:

Katy McCain

(j) **RECEIVE AND FILE**

- (1) October 14, 2021 DTCA Meeting Minutes

(k) **CLOSING PUBLIC COMMENT**

The following provided public comment:

Marty Colburn, City Manager
Tim Warner, City Commissioner

(l) **ADJOURNMENT**

Schneider adjourned the meeting at 10:41am.

Jean Derenzy, Traverse City DDA
CEO