



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, May 21, 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 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: Board Vice Chair Scott Hardy

Chairperson Bagdon-McCallum presided at the meeting.

- (a) **CALL TO ORDER**
- (b) **ROLL CALL**
- (c) **REVIEW AND APPROVAL OF AGENDA**
 - (1) Remove item 9C from agenda.

Consideration of entering into a Closed Session to consider a possible purchase of real property and an attorney-client communication as authorized by MCXL 15.268(d) and MCL 15.268(h) (7 affirmative votes required and roll call vote)

that the Board approve the agenda as amended.

Moved by T. Michael Jackson, Seconded by Leah Bagdon-McCallum

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

CARRIED. 11-0-1 on a recorded vote

(d) **OPENING PUBLIC COMMENT**

(1) No public comment.

(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) Removed from consent calendar.

(2) Consideration of approving Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for April 2021. (approval recommended)

That the Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for April 2021 be approved.

(3) Consideration of minutes for the Governance Committee of April 2021 (approval recommended) (Jean Derenzy)

(4) Consideration of Establishing a Progressive Rate Structure (approval recommended by Parking Subcommittee) (Jean Derenzy, Nicole VanNess)

That the DDA Board of Directors concur with the Parking Subcommittee to establish a progressive rate structure for parking meters.

(5) Pay Station Modem Upgrade (approval recommended) (Approved by City Commission 5/3/2021) (Jean Derenzy, Nicole VanNess)

That the DDA Board of Directors concur with the City Commission approval to issue a service order in the amount of \$30,300 to Traffic & Safety for the purchase and installation of 26 LTE modem with funds available in the Auto Parking Fund.

that the amended Consent Calendar portion of the agenda be approved.

Moved by Steve Nance, Seconded by Richard Lewis

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

CARRIED. 11-0-1 on a recorded vote

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

- (1) Consideration of approving the minutes for the Regular Meeting of April 16, 2021 (approval recommended) (Jean Derenzy)

that the minutes of the April 16, 2021 Regular Meeting be approved.

Moved by Jeff Joubran, Seconded by T. Michael Jackson

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Damian Lockhart, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, Richard Lewis, and Pam Marsh
No: Jim Carruthers
Absent: Scott Hardy

CARRIED. 10-1-1 on a recorded vote

(g) **PUBLIC HEARING**

- (1) 2021/2022 Budget (Jean Derenzy)

Derenzy presented an overview of the 2021/2022 budget.

Schneider Opened Budget Public hearing at 8:41

No public comment received.

Public hearing closed at 8:43

The following address the Board:

Jean Derenzy, DDA CEO

(h) **NEW BUSINESS**

- (1) Opera House Generator Bid Summary (approval recommended) (Jean Derenzy, Gerald Moeggenberg)

The following addressed the Board:

Jean Derenzy, DDA CEO

that the DDA Board approve to enter into a contract with 45th Property and Power for generator replacement at the City Opera House for a cost not to exceed \$40,166, subject to approval and substance by the DDA CEO and form by the DDA Attorney.

Moved by Richard Lewis, Seconded by Steve Nance

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

Absent: Scott Hardy

CARRIED. 11-0-1 on a recorded vote

- (2) License Agreement with TCLP for EV Charging Stations (approval recommended by Parking Subcommittee) (Jean Derenzy, Nicole VanNess)

The following address the Board:

Jean Derenzy, DDA CEO

Nicole VanNess, Transportation Mobility Director

that the DDA Board of Directors concur with the Parking Subcommittee to approve moving forward with an EV Charging Station License Agreement with Traverse City Light & Power for the use of public parking spaces subject to substance approval by DDA CEO and content approval by the City Attorney.

Moved by Stephen Constantin, Seconded by Leah Bagdon-McCallum

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

Absent: Scott Hardy

CARRIED. 11-0-1 on a recorded vote

- (3) Removed from agenda.

(i) **CEO REPORT**

- (1) Project Updates

The following address the Board:

Jean Derenzy, DDA CEO

- (2) East Front Street Report (approval recommended) (Jean Derenzy, Harry Burkholder)

that the DDA board approve to enter into a contract with Progressive AE for the East Front Street Streetscaping Design Plan for a not-to-exceed cost of \$319,930 and Engineering Services not-to-exceed \$99,800, subject to approval and substance by the DDA CEO and form by the DDA Attorney.

Moved by Richard Lewis, Seconded by Peter Kirkwood

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

Absent: Scott Hardy

CARRIED. 11-0-1 on a recorded vote

(3) Overview of proposed 2021/2022 contract with Traverse Connect

The following address the Board:

Warren Call, Traverse Connect CEO

(j) **OLD BUSINESS**

(1) Lower Boardman Unified Plan Update (Jean Derenzy, Harry Burkholder)

The following addressed the Board:

Harry Burkholder, DDA COO

(k) **STAFF REPORTS**

(1) Downtown Experience Coordinator (Viox)

(2) Parking Transportation Mobility Director (VanNess)

The following addressed the Board:

Nicole VanNess, Transportation Mobility Director

(3) Community Development Director (McCain)

The following addressed the Board:

Katy McCain, Community Development Director

(l) **BOARD MEMBER REPORTS**

(1) Parking Subcommittee Board Member Report (Hardy)

(2) Arts Commission Board Member Report (Nance)

(m) **RECEIVE AND FILE**

(1) Arts Commission April 21, 2021 Meeting Minutes

(2) DTCA April 8, 2021 Meeting Minutes

(3) Lower Boardman Leadership Team April 21, 2021 Meeting Minutes

(4) Parking Subcommittee April 2021 Minutes

(5) Farmers Market Advisory Board Meeting Minutes

(n) **CLOSING PUBLIC COMMENT**

(1) No public comment.

(o) **ADJOURNMENT**

(1) The meeting adjourned at 10:00 a.m.

that the Board adjourn the meeting.

Moved by T. Michael Jackson, Seconded by Leah Bagdon-McCallum

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

Absent: Scott Hardy

CARRIED. 11-0-1 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO