



**Minutes of the  
Downtown Development Authority for the City of Traverse City  
Regular Meeting  
Friday, January 15, 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 Vice Chair Gabe Schneider, Board Member Steve Nance, Board Member Peter Kirkwood, Board Secretary Stephen Constantin, Board Treasurer Scott Hardy, Board Member Damian Lockhart, Board Member T. Michael Jackson, Board Chair Leah Bagdon-McCallum, and Board Member Jeff Joubran

The following Board Members were absent: Board Member Richard Lewis

Chairperson Bagdon-McCallum presided at the meeting.

- (a) **CALL TO ORDER**
- (b) **ROLL CALL**
- (c) **OPENING PUBLIC COMMENT**
  - (1) No Public Comment Made
- (d) **Agenda Approval**
  - (1) Approval of Agenda

Amended to include Rotary Civic Square update within the CEO Report.  
Motion to approve the agenda as amended.

Moved by Stephen Constantin, Seconded by T. Michael Jackson

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

Jackson, Leah Bagdon-McCallum, and Jeff Joubran  
**Absent:** Richard Lewis

**CARRIED. 10-0-1 on a recorded vote**

(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) Approval of minutes for the Regular Meeting of December 18, 2020
- (2) Approval of Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking, and Arts Commission for December 2020
- (3) Consideration of minutes for the Finance Committee (approval recommended)
- (4) Approval of Credit Card Processing - Auto Parking Fund
- (5) Approval of waiving 2021/22 participation fees for Destination Downtown Motion to approve the consent calendar as amended with item D removed.

Moved by Peter Kirkwood, 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, and Jeff Joubran

**Absent:** Richard Lewis

**CARRIED. 10-0-1 on a recorded vote**

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

- (1) Approval of CivicSmart Parking Meter Purchase

*Pulled from the Consent Calendar by Carruthers for further clarification.*

- Carruthers - Clarified that because of the size of the expenditure that it needed to be explained to the public by staff. Inquired about how the investment in these meters will be impacted by future parking structures, parklets, platform cafes, and additional projects.
- Hardy - Commended VanNess for her diligent review of vendors.
- Constantin - Commented on the Parking Subcommittees decision making process to favor ease for the customer.
- Jackson - Complimented VanNess for her work on this process.

Motion that the DDA enter into a contract with CivicSmart in an amount more or less of \$123,572 for the purchase, installation and training of smart parking meters,

smart cards and sensors; and a service order in an amount of \$23,022 on an annual basis for recurring software and communication fees to be renewed annually for life of equipment.

Moved by T. Michael Jackson, Seconded by Damian Lockhart

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

**Absent:** Richard Lewis

**CARRIED. 10-0-1 on a recorded vote**

(g) **CEO REPORT**

(1) Recommendation to Hire Legal Counsel

- Schneider - Informed the Board that the process was detailed and robust enough to substantiate the decision for this agreement.
- Jackson - Commended the process and the selection made by the committee.
- Constantin - Informed the Board that the process was thorough and fair.
- Hardy - Inquired about any conflict of interest with the selected firm.

(2) Surface Parking Lots Infill Development

- Carruthers - Clarified a statement regarding density within neighborhoods versus the Downtown urban core. Requested that workforce housing should be replaced with the term "affordable housing". Shared concerns with developments on Lot T and Lot X, based on their history within the community and their infrastructure complexities with utilities.
- Kirkwood - Expressed interest in being a part of the conversation as he is cautious about infill without appropriate displaced parking review.
- Jackson - Expressed concern about Lot T development without more community input.
- Schneider - Commented that this infill development should help inform the Lot G and Civic Square discussions.
- Bagdon-McCallum - Agreed with a unified plan with the City on Lot Development and recommended more public outreach and engagement with the community and citizens of Traverse City.
- Constantin - Requested clarification on whether these developments are City Commission or DDA Projects. Clarified that we are consulting and informing the City Commission, not managing these projects as the City will be doing that part of it.
- Hardy - Applauded the City Commission for asking these questions about these diverse properties and how the City should manage them.
- Hershey - Expressed gratitude to the City Commission that the DDA is at

the table for this conversation, as these discussion are pertinent to the TDM Study and many decision the DDA Board will need to be making.

**(3) Project Updates**

- Kirkwood - Recommended the DDA Board send a unified letter thanking WTCM for their commitment to Downtown and their 80 years in our community. Inquired about the City's past experience with micro-mobility and e-scooters and as to how much input the DDA had in the decision making with this pilot program.
- Jackson - Inquired about the development on the Uptown boardwalk project. Confirmed that the Davy Group is working with both the City and the DDA.
- Carruthers - Expressed concerned with the type of housing in Downtown and stressed the importance and urgency of the conversation about "affordability".
- Schneider - Recommended a presentation from Housing North to help this Board frame conversations around the current housing issues facing our community. Clarified that the Tree Plan included trees in the public right of way in the TIF Districts.

**(4) Rotary Civic Square Update**

- Carruthers - Clarified that this Board can legally take action on added items to the agenda after being posted.
- Hardy - Clarified that this request came from the sellers.
- Jackson - Inquired that if this agreement goes through if we would develop on Lot G.

Motion that the DDA Board approves the execution of the purchase and sale agreement with TCF for the Civic Square property as provided in the letter of intent, with the addition of a provision for an outright purchase of the property and a shorter due diligence period if the seller agrees to that approach after the bank merger.

Moved by Damian Lockhart, Seconded by Stephen Constantin

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

**Absent:** Richard Lewis

**CARRIED. 10-0-1 on a recorded vote**

**(h) STAFF REPORTS**

**(1) Downtown Experience Coordinator (Viox)**

(i) **BOARD MEMBER REPORTS**

- (1) Update on DDA Board Appointments (Mayor Carruthers)
- (2) Arts Commission (McCallum)
- (3) Lower Boardman (Kirkwood)

(j) **CLOSED SESSION FOR POSSIBLE PROPERTY PURCHASE MCL 15.268(D)**

- (1) Motion to go into closed session for the possible property purchase MCL 15.268(D).

Moved by Leah Bagdon-McCallum, Seconded by Damian Lockhart

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

**Absent:** Richard Lewis

**CARRIED. 10-0-1 on a recorded vote**

(k) **RECEIVE AND FILE**

- (1) Community Development Director (McCain)
- (2) Transportation Mobility Director (VanNess)
- (3) Lower Boardman Leadership Team December 2020 Minutes
- (4) Arts Commission December 2020 Minutes
- (5) Parking Subcommittee December 2020 Minutes

(l) **CLOSING PUBLIC COMMENT**

- (1) No Public Comment Made.

(m) **ADJOURNMENT**

- (1) Motion to adjourn at 12:03 PM.

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Jean Derenzy, Traverse City DDA  
CEO