



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, April 16, 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 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: None

Chairperson Schneider presided at the meeting.

- (a) **CALL TO ORDER**
- (b) **ROLL CALL**
- (c) **REVIEW AND APPROVAL OF AGENDA**

(1) Motion to approve the agenda as presented.

Moved by Richard Lewis, Seconded by Steve Nance

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

- (d) **OPENING 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) Approval of the Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for March 2021
- (2) Approval of the minutes from the March 8, 2021 Finance Committee meeting
- (3) Approval of the Banners and Decorations Agreement with Traverse City Light and Power.
Motion to approve the consent calendar with the amendment to remove Item A from the consent calendar.

Moved by T. Michael Jackson, Seconded by Jim Carruthers

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

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

- (1) Approval of the minutes of the Regular Meeting of March 19, 2021

- Carruthers | Removed this item from the consent calendar due to technical difficulties.

Motion to approve the minutes of the minutes of the Regular Meeting of March 19, 2021 as presented.

Moved by Richard Lewis, Seconded by Jeff Joubran

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

No: Jim Carruthers

Absent: None

CARRIED. 11-1-0 on a recorded vote

(g) **OLD BUSINESS**

- (1) Appointment of Damian Lockhart to Finance Committee
Motion that the DDA Board appoint Damian Lockhart to the DDA Finance Committee.

Moved by Richard Lewis, Seconded by Scott Hardy

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

- (2) Appointment of Steve Nance to the Arts Commission
Motion that the DDA Board appoint Steve Nance to the Traverse City Arts Commission.

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, Jeff Joubran, Richard Lewis, and Pam Marsh

Absent: None

CARRIED. 12-0-0 on a recorded vote

- (3) 2021/2022 Budget Review and Schedule Public Hearing

- Derenzy | Reviewed and presented the Budget as prepared by the CEO and the Finance Committee.
- Constantin | Mentioned the "incubator idea" that was discussed by the Finance Committee and is in the budget and asked Derenzy to explain the program and other success of likened Cities.
- Kirkwood | Supports the incubator program and how it invests in the future of our Downtown. Asked about how the Finance Committee came to the amount of \$300,000 for the Lower Boardman.
- Jackson | Inquired about the loss of office workers and if the incubator program would help facilitate new office workers into the area. Asked if the DDA should expect any funds coming in to the DDA from pandemic relief. Asked about the possible timing of the West End Parking Deck.
- Carruthers | Expressed that attracting all workers into Downtown is important and stressed the sustaining of current businesses and employees (particularly service workers) in Downtown. Indicated data on the number of current employees in Downtown could help with decision making of the DDA

Board. Mentioned excitement about the bridge work coming to fruition and that the budgeted amount for stormwater is just a drop in the bucket. Inquired about the trees cut down on the Midtown Riverwalk. Stressed the importance of Destination Downtown, and asked about other ways to support BATA if this promotion isn't being widely utilized.

- Schneider | Indicated that the Board should expect changes to the Budget on public infrastructure line items as bids come in on the Downtown bridge work specifically. Reminded the Board that TIF 97 ends in 2028 and that how we manage projects will be crucial to the timing of projects. Commented on how the Finance Committee understands that we are spending more than we're receiving, however we will still maintain a fund balance overall.
- Colburn | Responded to Jackson's inquiry about funding from pandemic relief. Responded to Carruthers regarding the trees cut down on the Midtown Riverwalk.
- Lewis | Mentioned that the Governance Committee is reviewing the potential of bringing a consultant in to help us strategically plan how all of these projects fit together.

Motion that the DDA Board approves a public hearing for the 2021/2022 budget be set for the May 21, 2021 board meeting.

Moved by Stephen Constantin, Seconded by Steve Nance

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

(4) Final Report on Lower Boardman Riverwall Assessment

- Derenzy | Presented the Final Report on the Lower Boardman Riverwall Assessment and introduced consultant, Bob Doyle from Smith Group, into the meeting for further explanation and the final recommendations. Cautioned the DDA Board that the cost of this project may change when we explore additional needs for these presented recommendations.
- Kirkwood | Asked if consultant could make the assumption that everyone has read the packet and just provide an overview of the presentation, not as detailed. Asked about the urgency of the project, especially implications of the sewer line present in the wall.
- Carruthers | Inquired about the original figures from initial discussions and if those cost estimates are still consistent with the recommendations provided.
- Schneider | Asked about the cost implications of the recommended short-term measures. Inquired if the problems, mentioned by Marsh, would persist after these recommendations are completed.

- Jackson | Questioned if any of these improvements were in the CIP for the City.
- Colburn | Responded to Jackson's inquiry about CIP City funding.
- Marsh | Shared her experiences of her Downtown neighbors and the investments they are taking keep water out of their basements. Expressed that this is more of an urgent matter as our businesses need this managed.
- Hardy | Expressed that our recommendations should include a solution for our businesses that have been enduring the repercussions from the degradation of the wall.

Motion that the DDA Board accept the findings of the Boardman Riverwall Assessment and Final Report.

Moved by Peter Kirkwood, Seconded by Leah Bagdon-McCallum

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

(h) **NEW BUSINESS**

(1) Emergency Declaration - Remote Meetings

- Carruthers | Commented that the original declaration would've ended in April and that this extension allows us the option to continue to meet remotely to July.

Motion to approve the emergency declaration for remote meetings through July 31, 2021.

Moved by Leah Bagdon-McCallum, Seconded by Richard Lewis

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

(2) City Opera House Light Replacement

- Schneider | Asked Derenzy to review the discrepancy in cost between

bidders.

Motion that the DDA board approve to enter into a contract with Windemuller for the replacement of lights at the City Opera House for a cost not to exceed \$9,400, subject to approval and substance by the DDA CEO and form by the DDA Attorney.

Moved by Richard Lewis, 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, Jeff Joubran, Richard Lewis, and Pam Marsh

Absent: None

CARRIED. 12-0-0 on a recorded vote

(i) **CEO REPORT**

(1) CEO Report

- Derenzy | Discussed an item inadvertently left out of the report: Platform Cafes. Indicated that the DDA is working with the City to review the Platform Cafe ordinance to make the ordinance more successful for businesses and expand offerings to the 100 and 200 blocks of Front Street.
- Carruthers | Inquired about the Lot G update within the project memo and asked Derenzy to detail further.
- Jackson | Questioned whether or not Lot G should be placed on hold until we have answers to the West Front Parking Garage.

(j) **BOARD MEMBER UPDATES**

(1) Arts Commission Board Member Update (Bagdon-McCallum)

(2) Lower Boardman (Kirkwood)

(k) **STAFF REPORTS**

(1) Community Development Director (McCain)

(2) Downtown Experience Coordinator (Viox)

(3) Parking Services Report (VanNess)

- VanNess | Highlighted the smart meter installation occurring in May.

(l) **RECEIVE AND FILE**

- (1) Lower Boardman Leadership Team March 17, 2021 Meeting Minutes
- (2) DTCA March 11, 2021 Meeting Minutes
- (3) Arts Commission March 17, 2021 Meeting Minutes

(m) **PUBLIC COMMENT**

(n) **ADJOURNMENT**

- (1) Motion to adjourn the meeting at 10:10am.

Moved by Jeff Joubran, Seconded by Steve Nance

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

Absent: None

CARRIED. 12-0-0 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO