



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, February 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: 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 Jeff Joubran, Board Secretary Richard Lewis, and Board Member Pam Marsh

The following Board Members were absent: Board Member Leah Bagdon-McCallum

Chairperson Bagdon-McCallum presided at the meeting.

(a) **CALL TO ORDER**

(b) **ROLL CALL**

(c) **ELECTION OF OFFICER**

(1) Election of Board Secretary

Nomination of Richard Lewis as Secretary of the DDA Board.

Moved by Scott Hardy, Seconded by Stephen Constantin

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

Absent: Leah Bagdon-McCallum and Pam Marsh

CARRIED. 10-0-2 on a recorded vote

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

- (1) Motion to approve the agenda as presented.

Moved by Richard Lewis, Seconded by T. Michael Jackson

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

Absent: Leah Bagdon-McCallum and Pam Marsh

CARRIED. 10-0-2 on a recorded vote

(e) **RECOGNITION OF OUTGOING BOARD MEMBERS**

- (1) Schneider recognized the outgoing members, Coco Champagne and Debbie Hershey for their continued support, advocacy, and work on the DDA Board.

(f) **INTRODUCTION OF NEW MEMBERS**

- (1) Schneider recognized new members Damian Lockhart & Pam Marsh.

(g) **OPENING PUBLIC COMMENT**

(1)

- Mitchell Treadwell - Expressed no surprise in the report of erosion on the Boardman River wall and would like to see a plan to remedy this. Suggested that the proposed slope in the report would be cumbersome to fishermen using the river, and proposed more favorable conditions for access to the river.

(h) **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 January 15, 2021
- (2) Approval of the minutes for the January 4, 2021 Finance Committee
- (3) Approval of the revised Transportation Demand Management 3 Year Plan
Motion to approve the consent calendar as amended, with the removal of the presented financials.

Moved by T. Michael Jackson, Seconded by Scott Hardy

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

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

(i) **SPECIAL ORDER OF BUSINESS**

(1) Presentation by Warren Call: COVID-19 Economic Resiliency Report

- Call | Reviewed highlights from the Resiliency Report
- Kirkwood | Expressed that, from a business standpoint, the complications and confusion of aid support in the region is that there are too many channels and clearing houses for opportunities. Supports the idea of one business support specialist to help businesses to help clear up confusion. Indicated that a better partnership and communication between the City and County would be of great benefit to the businesses Downtown.
- Hardy | Supports the Business Support Specialist position to help small businesses navigate which aid opportunities are appropriate and which ones are not.
- Jackson | Provided information that a new development in Downtown, after conducting a survey of the community, for short term rentals over long term.
- Carruthers | Reminded the board that the DDA is responsible for a portion of the City, but not the City as a whole and expressed hope that this partnership with Traverse Connect can extend to businesses beyond the DDA District.
- Derenzy | Commented that this is a short term and long term implementation plan and will be coming back to the Board with action steps taken and planned by staff and partners.

(2) Presentation by Bob Doyle: Overview/Update of Lower Boardman River Wall Assessment

- Doyle | Reviewed highlights of the Lower Boardman River Wall Assessment.
- Schneider | Asked if the model scenarios reviewed something more catastrophic, such as a collapse. Asked how bridge construction is being considered in further evaluation of the river wall.
- Hardy | Inquire about the wood piling structure degradation, the current status of them, and their contribution to a possible catastrophic collapse. Questioned the key direct benefits to the property and business owners, such as the mitigation of lower level flooding, so that can be communicated to them. Inquired about excavating the river itself to make it deeper to handle the water that is there.
- Carruthers | Inquired about any ballpark figures for the cost of the work that would need to be done on this project.
- Jackson | Asked if this project would also include placemaking and beautification for pedestrians of this area in tandem with the wall reconstruction.
- Derenzy | Clarified what the presented cost of this project actually covered.

- Lewis | Explained that the final report will need to go through the DDA and City for final approval.

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

- (1) Approval of the Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for January 2021

- Carruthers | Expressed that, due to technical issues, he was unable to see these file and will not be voting on them.

Motion to approve the Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for January 2021.

Moved by Richard Lewis, Seconded by Scott Hardy

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

No: Jim Carruthers

Absent: Leah Bagdon-McCallum

CARRIED. 10-1-1 on a recorded vote

(k) **SUB-COMMITTEE REPORTS/CORRESPONDANTS**

- (1) Governance Committee Memo

- Lewis | Governance Chair, Lewis, reported out on their memorandum and recommendations.

(l) **OLD BUSINESS**

- (1) Contract for Legal Counsel

- Kirkwood | Offered a correction in section III of the proposed contract and clarified the language in the retainer. Inquired about a period in the termination clause.

Motion that the DDA Board of Directors authorizes the DDA CEO to enter into a retainer agreement with Olson, Bzdok and Howard for legal counsel.

Moved by T. Michael Jackson, Seconded by Stephen Constantin

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

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

(2) 2019/2020 Audit

- Derenzy | Presented the audited financial statements to the Board.
Motion that the DDA Board approve the annual audited financial statements for the Traverse City Downtown Development Authority for the year ended June 30, 2020.

Moved by Richard Lewis, Seconded by Scott Hardy

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

CARRIED. 11-0-1 on a recorded vote

(m) **NEW BUSINESS**

(1) Committee Appointments (approval recommended)

Finance Committee

- Schneider inquired if we needed 5 members or if the board is ok with 4 members.
- No action taken and request to bring back at a later date.

Governance Committee

- Lewis recommended the motion to have 5 members with the Chair, Gabe, and past-chair, Leah, being appointed.
- Constantin reviewed the value of the past-chair serving on the committee.

Parking Subcommittee

- Constantine requested to be removed from Parking as he currently sits on Finance and Governance.
- Marsh expressed interest in being added to the committee.

Motion to appoint Schneider and Bagdon-McCallum to the Governance Committee.

Moved by Richard Lewis, Seconded by Jim Carruthers

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

CARRIED. 11-0-1 on a recorded vote

Motion to (1) add a third citizen-at-large, (2) appoint Marsh, and (3) accept the

resignation of Constantin for the Parking Subcommittee.

Moved by Richard Lewis, Seconded by Peter Kirkwood

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

Absent: Leah Bagdon-McCallum

CARRIED. 11-0-1 on a recorded vote

(n) **CEO REPORT**

(1) Project Updates

- Derenzy provided a verbal overview of the project updates as outlined in the memo.
- Jackson requested update on boardwalk. Purchase of TCF would proceed with development.
- Carruthers inquired on a housing report requested information on housing in the downtown area.

(o) **RECEIVE AND FILE**

(1) Board Member Reports

(2) Staff Reports

(3) Arts Commission January 2021 Minutes

(4) DTCA Board January 2021 Minutes

(5) Lower Boardman Leadership Team January 2021 Minutes - PDF

(6) Farmers Market Advisory January 2021 Minutes

(7) Parking Subcommittee January 2021 Minutes

(p) **CLOSING PUBLIC COMMENT**

- Mitch Treadwell thanked the board for the new meeting time.
- Carruthers suggested the meeting time be reviewed at the March meeting and asked that it be included on the next agenda.

(q) **ADJOURNMENT**

(1) Meeting adjourned at 12:22 PM
Motion to adjourn the meeting.

Moved by T. Michael Jackson, Seconded by Scott Hardy

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

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

CARRIED. 11-0-1 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO