



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, June 18, 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 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: Board Member Peter Kirkwood

Chairperson Schneider presided at the meeting.

- (a) **CALL TO ORDER**
- (b) **ROLL CALL**
- (c) **REVIEW AND APPROVAL OF AGENDA**
 - (1) Consideration of approving the agenda as presented.

Chairperson, Schneider added the review of the agenda to the meeting agenda.

Consideration of approving the agenda as presented.

Moved by Gabe Schneider, Seconded by T. Michael Jackson

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

Absent: Peter Kirkwood

CARRIED. 11-0-1 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) Consideration of approving the minutes for the Regular Meeting of May 21, 2021 (approval recommended) (Jean Derenzy)

That the minutes for the Regular Meeting of May 21, 2021 be approved.

- (2) Consideration of approving the financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for May 2021 (approval recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess)

That the financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for May 2021 be approved.

That the consent calendar be approved as presented.

Moved by Scott Hardy, 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

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

(g) **OLD BUSINESS**

- (1) East Front Street Streetscape Design Project Update (Jean Derenzy, Harry Burkholder)

The following addressed the board:
Jean Derenzy, DDA CEO
Suzanne Schulz, Progressive AE

- (2) Approval of 2021/2022 Budget for DDA General, DDA TIF, DDA Old Town (approval recommended) (Jean Derenzy)
That the DDA Board of Directors approves the DDA General Fund budget of \$2,307,800 for 2021/2022.

Moved by Richard Lewis, Seconded by Stephen Constantin

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

Absent: Peter Kirkwood

CARRIED. 11-0-1 on a recorded vote

That the DDA Board of Directors approves the TIF 97 budget of \$3,394,050 for 2021/2022.

Moved by Richard Lewis, Seconded by Stephen Constantin

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

Absent: Peter Kirkwood

CARRIED. 11-0-1 on a recorded vote

That the DDA Board of Directors approves the Old Town TIF budget of \$777,850 for 2021/2022.

Moved by Richard Lewis, Seconded by Stephen Constantin

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

Absent: Peter Kirkwood

CARRIED. 11-0-1 on a recorded vote

(h) **NEW BUSINESS**

- (1) Parking Subcommittee Appointment (approval recommended) (Jean Derenzy, Scott Hardy, Pam Marsh)

The following addressed the board:

Scott Hardy, DDA Board Member and Parking Subcommittee Chair

Pam Marsh, DDA Board Member and Parking Subcommittee Member

That the DDA Board of Directors appoint Michelle Jones to the Parking Subcommittee.

Moved by Stephen Constantin, Seconded by T. Michael Jackson

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

Absent: Peter Kirkwood

CARRIED. 11-0-1 on a recorded vote

That the DDA Board of Directors establish an Employee Parking Advisory Committee, consisting of five (5) members, appointed for one year to research, investigate and recommend employee parking solutions.

Moved by Stephen Constantin, Seconded by Scott Hardy

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

Absent: Peter Kirkwood

CARRIED. 11-0-1 on a recorded vote

- (2) Employee Handbook Modifications (approval recommended) (Jean Derenzy, Harry Burkholder)

That the DDA Board of Directors approves 2021 Employee Handbook to be effective on July 1, 2021.

Moved by Richard Lewis, Seconded by Leah Bagdon-McCallum

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

Absent: Peter Kirkwood

CARRIED. 11-0-1 on a recorded vote

(3) CEO Contract Consideration (approval recommended) (Schneider, Hardy)

That the DDA Board agree to extend the DDA CEO's contract for a period of three years with a salary of \$104,000. Annual increases, if any, shall be based on a review of market data with a goal to compensate the DDA CEO at a median market-based rate.

Moved by Richard Lewis, Seconded by Stephen Constantin

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

Absent: None

CARRIED. 11-0-0 on a recorded vote

(i) CEO REPORT

(1) Project Update (Jean Derenzy, Harry Burkholder)

The following addressed the board:

Jean Derenzy, DDA CEO

Officer Jonathan Culver, Traverse City Police Department

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

The following addressed the board:

Harry Burkholder, DDA COO

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

(1) Motion to enter into closed session for property purchase and CEO evaluation.

Entered into closed session at 9:44 AM

Moved by Richard Lewis, Seconded by Scott Hardy

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

CARRIED. 11-0-1 on a recorded vote

(k) **CLOSED SESSION FOR CEO EVALUATION MCL15.268(A)**
(Motion Required)

(1)

Back to Regular Session 10:41 AM

(l) **BOARD MEMBER UPDATES**

(1) Arts Commission (Steve Nance)

(m) **STAFF REPORTS**

(1) Community Development Director/Downtown Experience Coordinator Report (Katy McCain)

The following addressed the board:
Katy McCain, Community Development Director

(2) Mobility Director Report (Nicole VanNess)

The following addressed the board:
Nicole VanNess, Transportation Mobility Director

(n) **RECEIVE AND FILE**

(1) DTCA June 2021 Meeting Minutes

(2) Lower Boardman Leadership Team June Meeting Minutes

(3) Arts Commission May Meeting Minutes

(o) **CLOSING PUBLIC COMMENT**

(1) Comments from the Board

The following addressed the board:
Jean Derenzy, DDA CEO
Scott Howard, DDA Attorney

(p) **ADJOURNMENT**

- (1) Meeting adjournment
The meeting was adjourned at 10:58 AM.

Moved by Scott Hardy, Seconded by Steve Nance

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

Absent: Peter Kirkwood

CARRIED. 11-0-1 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO

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