



**Minutes of the  
Downtown Development Authority for the City of Traverse City  
Regular Meeting  
Friday, July 15, 2022**

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 8:30 a.m.

The following Board Members were in attendance: Chairperson Gabe Schneider, Board Member Steve Nance, Board Member Peter Kirkwood, Board Vice Chair Scott Hardy, Board Member Damian Lockhart, Board Member Jeff Joubran, Mayor Richard Lewis, Board Member Pam Marsh, Board Member Pam DeMerle, Board Member Todd McMillen, Board Member Katy Bertodatto, Board Member Michael Brodsky, and Student Liaison Audrey Michael

The following Board Members were absent: None

Chairperson Schneider presided at the meeting.

- (a) **CALL TO ORDER**  
Chairperson Schneider called the meeting to order at 8:30AM.
- (b) **ROLL CALL**
- (c) **REVIEW AND APPROVAL OF AGENDA**
  - (1) Consideration of approving the agenda as presented.

Approval of the agenda as presented.

Moved by Scott Hardy, Seconded by Steve Nance

**Yes:** Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, Michael Brodsky, and Audrey Michael

**Absent:** None

**CARRIED. 13-0-0 on a recorded vote**

(d) **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 of the June 17, 2022 Downtown Development Authority Board of Directors meeting (Approval Recommended) (Jean Derenzy)

(2)

Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for June 2022 (Approval Recommended) (Jean Derenzy)

(3)

Consideration of approving a parking lease with CommonGrounds (Approval Recommended) (Parking Advisory Board, Nicole VanNess)

Peter Kirkwood requested item 3 be removed from consent.

That the DDA Board approve the amended consent calendar.

Moved by Jeff Joubran, Seconded by Katy Bertodatto

**Yes:** Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, Michael Brodsky, and Audrey Michael

**Absent:** None

**CARRIED. 13-0-0 on a recorded vote**

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

(1)

Commongrounds Lease Item C removed from the consent calendar.

The Following Addressed the Board:

Peter Kirkwood

Jean Derenzy  
Richard Lewis  
Scott Hardy

That the DDA Board enter into a lease agreement with Commongrounds for metered parking operations subject to substance and approval by the DDA Attorney.

Moved by Peter Kirkwood, Seconded by Steve Nance

**Yes:** Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, Michael Brodsky, and Audrey Michael

**Absent:** None

**CARRIED. 13-0-0 on a recorded vote**

That the DDA Board recommend the City Commission approve a purchase order with CivicSmart (Duncan Parking Technologies) for the purchase of smart meters and increase the service order for the monthly recurring software and communication fees to be renewed annually for the life of the equipment.

Moved by Peter Kirkwood, Seconded by Katy Bertodatto

**Yes:** Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, Michael Brodsky, and Audrey Michael

**Absent:** None

**CARRIED. 13-0-0 on a recorded vote**

(f) **SPECIAL ORDER OF BUSINESS**

(1)

Community Development Coalition - ARPA Funds (Dave Mengebier)

The Following Addressed the Board:

Dave Mengebier  
Gabe Schneider  
Scott Hardy  
Steve Nance  
Jean Derenzy, DDA CEO

(g) **NEW BUSINESS**

(1)

Consideration of approving Wayfinding Repair and Maintenance (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO  
Pam Marsh  
Peter Kirkwood  
Gabe Schneider  
Steve Nance  
Harry Burkholder  
Katy Bertodatto  
Richard Lewis

The DDA Board decided to delay decision on this motion until next month to consider local options for the Wayfinding signs.

(2)

Consideration of entering into a service agreement for downtown trash removal (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO  
Gabe Schneider  
Katy Bertodatto  
Pam Marsh  
Peter Kirkwood  
Richard Lewis  
Jeff Joubran  
Scott Hardy  
Steve Nance

That the DDA Board enter into a service agreement with the City of traverse City in the amount of \$68,000 for the transportation, collection and disposal of trash within the DDA District for a term of one year.

Moved by Peter Kirkwood, Seconded by Katy Bertodatto

**Yes:** Gabe Schneider, Steve Nance, Peter Kirkwood, Damian Lockhart, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, Michael Brodsky, and Audrey Michael  
**No:** Scott Hardy  
**Absent:** None

**CARRIED. 12-1-0 on a recorded vote**

**(3)**

Review of Neighborhood Enterprise Zoning; 124 West Front Street

The Following Addressed the Board:

Jean Derenzy, DDA CEO  
Gabe Schneider  
Richard Lewis  
Katy Bertodatto  
Steve Nance  
Scott Hardy  
Peter Kirkwood  
Michael Brodsky  
Damian Lockhart  
Pam DeMerle

Gabe Schneider recommended the issue be referred to Finance Committee.

Gabe Schneider opened the floor to public comment.

The Following Addressed the Board:

Liz Lancashire  
Karen Hilt

**(h) CEO REPORT**

**(1)**

Project Updates (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO  
Gabe Schneider

**(2)**

Moving Downtown Forward Update (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO  
Gabe Schneider

(i) **BOARD MEMBER REPORTS**

(1)

Arts Commission Update (Steve Nance, Harry Burkholder)

The Following Addressed the Board:

Steve Nance

(2)

Parking Advisory Board Update (Scott Hardy, Nicole VanNess)

The Following Addressed the Board:

Scott Hardy  
Steve Nance

(j) **STAFF REPORTS**

(1)

Transportation Mobility Director Report (Nicole VanNess)

The Following Addressed the Board:

Nicole VanNess

Jeff Joubran and Todd McMillen departed at 10:23am.

(2)

Downtown Experience Coordinator Report (Abby Taylor)

The Following Addressed the Board:

Abby Taylor

(k) **RECEIVE AND FILE**

(1)

Communications and Outreach Director Report (Art Bukowski)

(2)

Arts Commission April 2022 Meeting Minutes

(3)

Arts Commission May 2022 Special Meeting Minutes

(4)

Parking Advisory Board April 2022 Meeting Minutes

(l) **PUBLIC COMMENT**

No Public Comment.

(m) **ADJOURNMENT**

Chairperson Schneider adjourned the meeting at 10:29AM.

(1)

Motion to adjourn the meeting.

That the DDA Board adjourn the meeting.

Moved by Gabe Schneider, Seconded by Richard Lewis

**Yes:** Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Damian Lockhart, Richard Lewis, Pam Marsh, Pam DeMerle, Katy Bertodatto, Michael Brodsky, and Audrey Michael

**Absent:** Jeff Joubran and Todd McMillen

**CARRIED. 11-0-2 on a recorded vote**

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Jean Derenzy, Traverse City DDA  
CEO