



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, June 17, 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: Board Member Peter Kirkwood, Board Vice Chair Scott Hardy, Board Member Damian Lockhart, Board Member Jeff Joubran, Mayor Richard Lewis, 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: Chairperson Gabe Schneider, Board Member Steve Nance, and Board Member Pam Marsh

Vice Chairperson Hardy presided at the meeting.

(a) **CALL TO ORDER**

Vice Chairperson Hardy called the meeting to order at 8:31AM.

(b) **ROLL CALL**

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

(1)

Consideration of approving the agenda as presented.

Jean Derenzy added Item C under New Business, Consideration to approve a contract with Youthworks to the agenda.

Approval of the amended agenda as presented.

Moved by Todd McMillen, Seconded by Jeff Joubran

Yes: Jeff Joubran, Todd McMillen, Peter Kirkwood, Scott Hardy, Damian Lockhart, Richard Lewis, Pam DeMerle, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 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 May 20,2022 Downtown Development Authority Board of Directors meeting (Approval Recommended) (Jean Derenzy)

(2)

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

(3)

Appointment to Farmers Market Advisory Board (Approval Recommended) (Jean Derenzy, Art Bukowski)

That the DDA Board approve the consent calendar as presented.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(e) **SPECIAL ORDER OF BUSINESS**

(1)

Approval of 2022/2023 Budget (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

Richard Lewis
Scott Hardy

That the DDA Board of Directors hereby approves the 2022/2023 budget as follows:

DOWNTOWN DEVELOPMENT AUTHORITY FUND: \$2,817,200

TAX INCREMENT FINANCING DISTRICT 97 FUND \$4,139,900

TAX INCREMENT FINANCING OLD TOWN \$993,900

Moved by Richard Lewis, Seconded by Damian Lockhart

Yes: Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran,
Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and
Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(f) **OLD BUSINESS**

(1)

Circulation Subcommittee Report (Approval Recommended) (Jean Derenzy, Chris Zull, Circulation Subcommittee)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Chris Zull
Jeff Joubran
Michael Brodsky
Peter Kirkwood
Scott Hardy
Richard Lewis
Audrey Michael

That the DDA Board accept the recommendation of the DDA Downtown Circulation Study Subcommittee to implement a two-way pilot study on Pine Street, State Street, and Boardman Avenue for a period of two years, with the potential to extend the pilot for another two years with support of the DDA Board and furthermore that the DDA approves to send this recommendation onto the City Commission for their consideration and approval.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(g) **NEW BUSINESS**

(1)

Consideration of approving the demolition bid for 203 State Street (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Peter Kirkwood
Michael Brodsky
Scott Hardy
Richard Lewis
Pam DeMerle

That the DDA Board award a Demolition Bid to Elmer's Crane and Dozer, Inc. for a cost more or less of \$108,999.82. Furthermore, that the contact be approved to enter in contract for demolition subject to substance by the DDA CEO and as to form by the DDA Attorney.

Moved by Richard Lewis, Seconded by Pam DeMerle

Yes: Richard Lewis, Pam DeMerle, Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(2)

Consideration of approving a 3-year holiday light contractor (Approval Recommended) (Jean Derenzy, Harry Burkholder)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Harry Burkholder
Peter Kirkwood
Richard Lewis

Scott Hardy
Todd McMillen
Jeff Joubran

That the DDA Board approve to enter into a three-year contract with Holiday Lamplighters for services to assist the DDA in hanging and removing holiday lights for a cost of \$112,845 subject to approval as to substance by the DDA CEO and form by the DDA Attorney.

Moved by Michael Brodsky, Seconded by Todd McMillen

Yes: Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(3)

Consideration of approving a purchase agreement with Youthworks for \$14,000 to do 8 weeks worth of cleaning and maintaining the downtown district (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Scott Hardy

That the DDA Board enter into a purchase agreement with Youthworks for 8 weeks of cleaning and maintenance work downtown for a cost of \$14,000

Moved by Jeff Joubran, Seconded by Damian Lockhart

Yes: Damian Lockhart, Jeff Joubran, Peter Kirkwood, Scott Hardy, Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(h) **CEO REPORT**

(1)

Project Updates (Jean Derenzy)

The Following Addressed the Board:

Jan Derenzy, DDA CEO
Richard Lewis
Scott Hardy

(2)

Moving Downtown Forward Update (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

(i) **BOARD MEMBER REPORTS**

(1)

Arts Commission Update (Steve Nance)

The Following Addressed the Board:

Harry Burkholder
Richard Lewis

(j) **STAFF REPORTS**

(1)

Transportation Mobility Director Report (Nicole VanNess)

The Following Addressed the Board:

Nicole VanNess
Peter Kirkwood
Jean Derenzy, DDA CEO
Jeff Joubran
Scott Hardy

(2)

Communications and Outreach Director Report (Art Bukowski)

The Following Addressed the Board:

Art Bukowski

Jean Derenzy, DDA CEO
Scott Hardy

(k) **RECEIVE AND FILE**

(1)

DTCA May 2022 Meeting Minutes

(2)

Circulation Subcommittee 1st Meeting Minutes

(3)

Circulation Subcommittee 2nd Meeting Minutes

(l) **CLOSED SESSION FOR POTENTIAL PROPERTY PURCHASE MCL 15.268 AND REVIEW OF CEO EVALUATION (MOTION REQUIRED)**

(1)

Motion to enter into closed session.

Entered into closed session at 9:29AM through a Roll Call Vote.

That the DDA Board enter into closed session.

Moved by Damian Lockhart, Seconded by Richard Lewis

Yes: Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(2)

Motion to enter back into regular session at 10:28AM.

That the DDA Board adjourn the closed session.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Steve Nance, Pam Marsh, and Katy Bertodatto

CARRIED. 9-0-4 on a recorded vote

(m) **PUBLIC COMMENT**

No public comment.

(n) **ADJOURNMENT**

Vice Chairperson Hardy adjourned the meeting at 10:29AM.

(1)

Motion to adjourn the meeting.

That the DDA Board adjourn the meeting.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Scott Hardy, Damian Lockhart, Jeff Joubran, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Gabe Schneider, Steve Nance, Richard Lewis, Pam Marsh, and Katy Bertodatto

CARRIED. 8-0-5 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO