



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, October 21, 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 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 Will Unger

The following Board Members were absent: Board Member Damian Lockhart

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

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

(b) **ROLL CALL**

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

- (1) Consideration of approving the agenda as presented.
Approval of agenda

Moved by Jeff Joubran, Seconded by Steve Nance

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, and Katy Bertodatto

Absent: Damian Lockhart and Michael Brodsky

CARRIED. 10-0-2 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 September 16, 2022 Downtown Development Authority Board meeting (Approval Recommended) (Jean Derenzy)
- (2) Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking Services and Arts Commission for September 2022 (Approval Recommended) (Jean Derenzy)
- (3) Consideration of entering into a 5-year agreement for Parking Management Software (Approval Recommended) (Jean Derenzy, Nicole VanNess)
That the DDA Board approve the consent calendar as presented.

Moved by Scott Hardy, Seconded by Richard Lewis

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, and Katy Bertodatto

Absent: Damian Lockhart and Michael Brodsky

CARRIED. 10-0-2 on a recorded vote

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

(f) **NEW BUSINESS**

- (1) Consideration of approving new parking permit rates as recommended by the Parking Advisory Board (Approval Recommended) (Jean Derenzy, Nicole VanNess)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

Nicole VanNess, Transportation Mobility Director

Gabe Schneider

Scott Hardy

Pete Kirkwood

That the DDA Board concur with the Parking Advisory Board to approve the revised parking permit rates as proposed.

Moved by Scott Hardy, Seconded by Katy Bertodatto

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, and Katy Bertodatto

Absent: Damian Lockhart and Michael Brodsky

CARRIED. 10-0-2 on a recorded vote

- (2) Consideration of approving the purchase of parking permits with the DDA funds as recommended by the Parking Advisory Board (Approval Recommended) (Jean Derenzy, Nicole VanNess)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

Nicole VanNess, Transportation Mobility Director

Steve Nance

Richard Lewis

Pete Kirkwood

That the DDA Board concur with the Parking Advisory Board to approve an expenditure up to \$2,800 to purchase parking permits with TIF funds for employees who complete the downtown employee survey.

Moved by Richard Lewis, Seconded by Peter Kirkwood

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, and Katy Bertodatto

Absent: Damian Lockhart and Michael Brodsky

CARRIED. 10-0-2 on a recorded vote

- (3) Consideration of approving purchase of our current Xerox Machines (Approval Recommended) (Jean Derenzy, Molly Norville)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

That the DDA Board approve: (1) The termination of the lease and service agreement for the current copy machines with Michigan Office Solutions; (2) The purchase of the copy machines we currently lease through Michigan office Solutions; and (3) Signing a contract with Kraft Business Solutions to service the current copy machines.

Moved by Jeff Joubran, Seconded by Todd McMillen

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, and Katy Bertodatto

Absent: Damian Lockhart and Michael Brodsky

CARRIED. 10-0-2 on a recorded vote

- (4) Consideration to approve contract with the City of Traverse City for use of ARPA funds for \$500 payment to all full-time DDA employees using State Local Fiscal Recovery Funds (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

That the DDA approve a one-time, non-precedent setting salary premium payment of Five Hundred dollars (\$500.00) for regular full-time employees of the DDA, with funding for such one-time payment to be made from DDA General and reimbursed from City approve funding from SLFRF under ARPA.

Further that the DDA enter into this agreement with the City of Traverse City for such usage of City identified SLFRF funding for this one-time payment of \$500.00 contingent upon approval as to substance of the DDA CEO and form by DDA Attorney.

Moved by Richard Lewis, Seconded by Katy Bertodatto

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, and Katy Bertodatto

Absent: Damian Lockhart and Michael Brodsky

CARRIED. 10-0-2 on a recorded vote

- (5) Consideration for Platform Cafes (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

Richard Lewis

Steve Nance

Scott Hardy

Pam Marsh

Pete Kirkwood

Katy Bertodatto

Gabe Schneider

Pam DeMerle

(g) **CEO REPORT**

(1) Project Updates (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Pam Marsh
Pete Kirkwood
Steve Nance

(h) **BOARD MEMBER REPORTS**

(1) 2022/2023 CEO Performance Goals and Salary Adjustment (Approval Recommended) (Gabe Schneider)

The Following Addressed the Board:

Gabe Schneider
Richard Lewis
Pam Marsh
Katy Bertodatto

Motion amended to That the DDA Board amend the DDA CEO's current contract and increase the DDA CEO's annual salary to \$112,000 based on market data and the results of the 2022 Performance Evaluation.

Moved by Katy Bertodatto, Seconded by Jeff Joubran

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, and Katy Bertodatto

Absent: Damian Lockhart and Michael Brodsky

CARRIED. 10-0-2 on a recorded vote

(2) Arts Commission Update (Steve Nance)

The Following Addressed the Board:

Steve Nance

(3) Parking Advisory Board Update (Scott Hardy)

The Following Addressed the Board:

Scott Hardy
Transportation Mobility Director

(i) **STAFF REPORTS**

- (1) Transportation Mobility Director Report (Nicole VanNess)

The Following Addressed the Board:

Nicole VanNess
Katy Bertodatto
Pam Marsh
Scott Marsh

- (2) Communications and Outreach Director Report (Art Bukowski)
(3) Downtown Experience Coordinator Report (Abby Taylor)

The following addressed the Board:
Jeff Joubran

(j) **RECEIVE AND FILE**

- (1) Traverse Connect 3rd Quarter Report
(2) Parking Advisory Board September 2022 Meeting Minutes
(3) DTCA Board September 2022 Meeting Minutes
(4) Arts Commission July 2022 Meeting Minutes
(5) Farmers Market Advisory Board March 2022 Meeting Minutes

(k) **PUBLIC COMMENT**

- (1) Fish Pass Case Update

The following addressed the Board:

Scott Hardy
Scott Howard, DDA Attorney
Richard Lewis
Gabe Schneider
Pete Kirkwood
Steve Nance

- (2) Published Opinion on Building Heights Case

The following addressed the Board:
Richard Lewis

(I) **ADJOURNMENT**

- (1) Motion to adjourn the meeting.
That the DDA Board of Directors adjourn the meeting at 9:57 AM.

Jean Derenzy, Traverse City DDA
CEO