



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, April 22, 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 DeMerle, Board Member Todd McMillen, Board Member Michael Brodsky, and Student Liaison Audrey Michael

The following Board Members were absent: Board Member Damian Lockhart, Board Member Pam Marsh, and Board Member Katy Bertodatto (unexcused)

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Schneider called the meeting to order at 8:29AM.

(b) **ROLL CALL**

Nance arrived at 8:32am.

(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 Jeff Joubran

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

Absent: Steve Nance, Damian Lockhart, 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 March 18, 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 March 2022 (Approval Recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess)

(3)

Transportation Demand Management Revised Report (Jean Derenzy, Nicole VanNess)

(4)

Parking Ordinance Amendments (Approval Recommended) (Parking Advisory Board)

That the DDA Board approve the consent calendar as presented.

Moved by Richard Lewis, Seconded by Jeff Joubran

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Damian Lockhart, Pam Marsh, and Katy Bertodatto

CARRIED. 10-0-3 on a recorded vote

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

(f) **SPECIAL ORDER OF BUSINESS**

(1)

Review of Draft of Two-Way Traffic Conversion (Jean Derenzy, Chris Zull)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Chris Zull
Peter Kirkwood
Jeff Joubran
Richard Lewis
Steve Nance
Scott Hardy
Audrey Michael
Michael Brodsky
Gabe Schneider
Scott Howard

Gabe Schneider suggested that a subcommittee be formed to review the proposal for State Street being converted and if a Winter pilot is necessitated and costs involved. Schneider will appoint subcommittee.

That the DDA Board form a subcommittee to advise the board on identifying the needs of a two-way circulation in Downtown Traverse City.

Moved by Gabe Schneider, Seconded by Scott Hardy

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Damian Lockhart, Pam Marsh, and Katy Bertodatto

CARRIED. 10-0-3 on a recorded vote

(g) **NEW BUSINESS**

(1)

Presentation of 2022/2023 Budget and Schedule Public Hearing for May 20, 2022 (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Peter Kirkwood
Scott Hardy
Michael Brodsky
Richard Lewis
Pam DeMerle
Martin Colburn
Steve Nance

That the DDA Board of Directors schedule a public hearing for Friday, May 20, 2022 for the 2022/2023 Fiscal Year Budget.

Moved by Richard Lewis, Seconded by Peter Kirkwood

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Damian Lockhart, Pam Marsh, and Katy Bertodatto

CARRIED. 10-0-3 on a recorded vote

(2)

Consideration of authorizing an agreement for coordination, engineering, engagement and planning services for Grandview Parkway and East Front Street (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

That the DDA Board of Directors approve a not to exceed contract of \$75,000, with 46% of total project budget or \$34,500 being the DDA's share and 54% or \$40,500 being the City's share, with Progressive AE to facilitate general coordination, engineering, engagement and planning service related to the Grandview Parkway project subject to approval as to substance by the DDA CEO and as to form by DDA Attorney.

Moved by Richard Lewis, Seconded by Scott Hardy

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Damian Lockhart, Pam Marsh, and Katy Bertodatto

CARRIED. 10-0-3 on a recorded vote

(3)

Budget Adjustment (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

Richard Lewis

That the DDA Board of Directors approve a budget adjustment to increase revenue and expenditure by \$1,721,900.

Moved by Richard Lewis, Seconded by Steve Nance

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Damian Lockhart, Pam Marsh, and Katy Bertodatto

CARRIED. 10-0-3 on a recorded vote

(h) **CEO REPORT**

(1)

Project Updates (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

(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)

The Following Addressed the Board:

Scott Hardy
Jean Derenzy, DDA CEO

(j) **STAFF REPORTS**

(1)

Downtown Experience Coordinator Report (Abby Taylor)

The Following Addressed the Board:

Abby Taylor

- (2) Communications and Outreach Director Report (Art Bukowski)

The Following Addressed the Board:

Art Bukowski

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

The Following Addressed the Board:

Nicole VanNess
Scott Hardy
Gabe Schneider

(k) **RECEIVE AND FILE**

- (1) Arts Commission March 2022 Meeting Minutes
- (2) DTCA March 2022 Meeting Minutes
- (3) Finance Committee March 2022 Meeting Minutes
- (4) Farmers Market Advisory Board February 2022 Meeting Minutes

(l) **PUBLIC COMMENT**

No public comment.

(m) **ADJOURNMENT**

Chairperson Schneider adjourned the meeting at 10:18AM.

- (1) Motion to adjourn the meeting.

That the DDA Board adjourn the meeting.

Moved by Richard Lewis, Seconded by Pam DeMerle

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Richard Lewis, Pam DeMerle, Todd McMillen, Michael Brodsky, and Audrey Michael

Absent: Damian Lockhart, Pam Marsh, and Katy Bertodatto

CARRIED. 10-0-3 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO