



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, January 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 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 Todd McMillen, Board Member Katy Bertodatto, and Board Member Michael Brodsky

The following Board Members were excused: Board Member Pam DeMerle and Student Liaison Audrey Michael

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

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

(b) **WELCOME NEW BOARD MEMBERS AND STAFF**

(1)

The Following Addressed the Board:

Michael Brodsky
Katy Bertodatto
Jean Derenzy, DDA CEO

That the DDA Board approve the agenda as presented.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

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

CARRIED. 11-0-1 on a recorded vote

(c) **ROLL CALL**

Marsh arrived at 8:32am

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

(1)

Review & Approval of Agenda.

(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) Approval of the minutes of the regular meeting of December 17, 2021 (approval recommended) (Jean Derenzy)

Minutes have been revised to include changes.

(2) Approval of the meeting minutes of the strategic planning meeting of December 10, 2021 (approval recommended) (Jean Derenzy)

(3) Approval of the financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking Services and Arts Commission for December 2021 (approval recommended) (Jean Derenzy, Nicole VanNess, Harry Burkholder)

(4) Approval of the 2022 DDA meeting schedule (approval recommended) (Jean Derenzy)

That the DDA Board approve the consent calendar with revisions to December 17th minutes.

Moved by Peter Kirkwood, Seconded by Scott Hardy

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

CARRIED. 11-0-1 on a recorded vote

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

- (1) Amend Item 1 to replace Chairperson Leah Bagdum-McCallum with Chairperson Schneider and identify Student Liason Audrey Michael in December 17, 2022 minutes.

(g) **NEW BUSINESS**

- (1) Consultant Work for DDA to enter into a contract with Progressive Urban Management Associates (approval recommended) (Jean Derenzy)

The Following Addressed the Board:

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

That the DDA Board of Directors approve to enter into a contract with Progressive Urban Management Associates (PUMA) for consulting services to assist the DDA in identifying potential future organizational and financial scenarios for the DDA for a not-to-exceed cost of \$115,000, subject to approval and substance by the DDA CEO and form by the DDA Attorney.

Moved by Richard Lewis, Seconded by Scott Hardy

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

Absent: Pam DeMerle

CARRIED. 11-0-1 on a recorded vote

- (2) Agreement with the Grand Traverse County Brownfield Redevelopment Authority (approval recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Scott Hardy

That the DDA Board approve and authorize the CEO to execute the Local Brownfield Revolving Fund Grant Agreement in the total amount of \$45,000 for a one-year period.

Moved by Peter Kirkwood, Seconded by Pam Marsh

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

Absent: Pam DeMerle

CARRIED. 11-0-1 on a recorded vote

- (3) Amendment to the Grand Traverse County Parking Lot L lease agreement (approval recommended) (Jean Derenzy, Nicole VanNess)

The Following Addressed the Board:

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

Schneider had asked that this motion be referred back to staff when more information is available.

- (4) Amendments to the Farmers Market Advisory Board Governing Rules (approval recommended) (Jean Derenzy, Harry Burkholder)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Scott Hardy
Pam Marsh

That the DDA Board amend Article Two, Section Two of the Farmers Market Advisory Board Governing Rules to allow for: nine members; that three of the members shall be regular customers of the Farmers Market; that three of the members shall be vendors of the Farmers Market; and that one member will be at-large, effective upon appointment.

Moved by Scott Hardy, Seconded by Jeff Joubran

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

Absent: Pam DeMerle

CARRIED. 11-0-1 on a recorded vote

(h) **CEO REPORT**

(1) Project Updates

The following addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Scott Hardy

(i) **BOARD MEMBER UPDATES**

(1) Committee Appointments (motion required) (Gabe Schneider)

Nominated for Finance Committee
Jeff Joubran (Chair)
Damian Lockhart (Vice Chair)
Gabe Schneider
Richard Lewis
Scott Hardy

Nominated for Governance Committee
Scott Hardy
Pam DeMerle
Steve Nance
Amend removal of Lewis and addition of McMillen to this committee

Nominated for Parking Advisory Board
Scott Hardy
Pam Marsh
Katy Bertodatto

Nominated for Farmers Market Advisory
Steve Nance

Nominated for Arts Commission
Steve Nance

That the DDA Board authorize the establishment of the Parking Advisory Board and approve the proposed 2022 members as outlined in the memo and the amended Governing committee members.

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, Todd
McMillen, Katy Bertodatto, and Michael Brodsky

Absent: Pam DeMerle

CARRIED. 11-0-1 on a recorded vote

- (2) Arts Commission Update (Steve Nance)

The Following Addressed the Board:

Steve Nance

(j) **STAFF REPORTS**

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

The Following Addressed the Board:

Nicole VanNess

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

Bukowski was not in attendance. Memo is in packet for review.

(k) **RECEIVE AND FILE**

- (1) Experience Coordinator Report (Abby Taylor)
(2) Arts Commission December 2021 Meeting Minutes
(3) DTCA December 2021 Meeting Minutes
(4) DDA Finance Committee January 2022 Meeting Minutes

(5) December 10, 2021 DDA Strategic Planning Documentation and Results Summary
(Megan Motil, Parallel Solutions)

(l) **PUBLIC COMMENT**

No Public Comment.

(m) **ADJOURNMENT**

Chairperson Schneider Adjourned the Meeting at 9:30AM.

(1)

Motion to adjourn the meeting.

Moved by Richard Lewis, Seconded by Damian Lockhart

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

Absent: Pam DeMerle

CARRIED. 11-0-1 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO