



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, September 16, 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, and Board Member Michael Brodsky

The following Board Members were absent: Student Liaison Will Unger

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Schneider called the meeting to order at 8:32AM.

(b) **ROLL CALL**

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

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

Moved by Jeff Joubran, Seconded by Damian Lockhart

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

Absent: Will Unger

CARRIED. 12-0-1 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 August 19, 2022 Downtown Development Authority meeting (Approval Recommended) (Jean Derenzy)
- (2) Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and the Arts Commission for August 2022 (Approval Recommended) (Jean Derenzy)
That the DDA Board approve the consent calendar as presented.

Moved by Scott Hardy, Seconded by Todd McMillen

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

CARRIED. 12-0-1 on a recorded vote

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

(f) **SPECIAL ORDER OF BUSINESS**

- (1) Presentation: Moving Downtown Forward Project Update (Brad Segal - PUMA)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Brad Segal, PUMA
Amanda Kennard, PUMA
Megan Motil, Parallel Solutions
Gabe Schneider
Richard Lewis
Scott Hardy
Pete Kirkwood
Pam Marsh
Katy Bertodatto
Steve Nance

(2) Presentation: Transportation Demand Management (TDM) Study (Nelson/Nygaard)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Nicole VanNess, Transportation Mobility Director
Thomas Brown, Nelson/Nygaard
Pam Marsh
Gabe Schneider
Scott Hardy
Richard Lewis

(g) **OLD BUSINESS**

- (1) Old Town Parking Garage Paver Project (Approval Recommended) (Nicole VanNess, Jean Derenzy)

The Following Addressed the Board:

Nicole VanNess, Transportation Mobility Director
Richard Lewis
Pete Kirkwood

That the DDA Board of Directors recommend the City Commission approve a new contract and agreement in an amount more-or-less of \$206,000 to Northern QMS for the restoration of pavers and repairs to the snowmelt system at the Old Town Garage with funds from the Old Town Parking Funds and Surplus Funds.

That the DDA Board of Directors recommend the City Commission approve pursuing a claim with Northern Michigan Hardscapes to recover expenses related to damages to the Old Town Parking Garage snow melt system.

Moved by Richard Lewis, 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, and Michael Brodsky
Absent: Will Unger

CARRIED. 12-0-1 on a recorded vote

(h) **NEW BUSINESS**

- (1) Acceptance of MEDC RAP Grant (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

Amended motion: That the DDA Board of Directors approve a grant agreement with MEDC for \$1,000,000 for the Riverwalk/pedestrian plaza, with a term expiring in September 30, 2026 subject to approval by the DDA CEO and sustenance 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, and Michael Brodsky

Absent: Will Unger

CARRIED. 12-0-1 on a recorded vote

- (2) East Front Street Gateway RFP Approval (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

Gabe Schneider

Pam Marsh

Scott Hardy

That the DDA Board of Directors approve the release of an RFP for a gateway design for the East Front Street/Grandview Parkway intersection.

Moved by Katy Bertodatto, 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, and Michael Brodsky

Absent: Will Unger

CARRIED. 12-0-1 on a recorded vote

(i) **CEO REPORT**

- (1) Project Update (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO

(j) **BOARD MEMBER REPORTS**

- (1) Arts Commission Update (Steve Nance)

The Following Addressed the Board:

Steve Nance

- (2) Parking Advisory Board Update (Scott Hardy)

The Following Addressed the Board:

Scott Hardy
Katy Bertodatto

(k) **STAFF REPORTS**

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

The Following Addressed the Board:

Nicole VanNess
Michael Brodsky
Pam Marsh

(l) **RECEIVE AND FILE**

- (1) Communications and Outreach Director Report (Art Bukowski)
(2) Downtown Experience Coordinator Report (Abby Taylor)
(3) Finance Committee August 2022 Meeting Minutes
(4) DTCA July 2022 Meeting Minutes
(5) Parking Advisory Board July 2022 Meeting Minutes

(m) **PUBLIC COMMENT**

No Public Comment.

(n) **ADJOURNMENT**

Chairperson Schneider adjourned the meeting at 10:33 AM.

- (1) Motion to adjourn the meeting.
That the DDA Board of Directors adjourn the meeting.

Jean Derenzy, Traverse City DDA
CEO