



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, March 17, 2023**

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 9:00 a.m.

The following Board Members were in attendance: Chairperson Gabe Schneider, Board Member Steve Nance, Board Vice Chair Scott Hardy, Board Member Jeff Joubran, Mayor Richard Lewis, Board Member Pam DeMerle, Board Member Todd McMillen, and Board Member Michael Brodsky, Student Liaison Will Unger

The following Board Members were absent: Board Member Peter Kirkwood, Board Member Pam Marsh, and Board Member Katy Bertodatto

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Schneider called the meeting to order at 9:01AM.

(b) **ROLL CALL**

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

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

Moved by Jeff Joubran, Seconded by Steve Nance

Yes: Gabe Schneider, Steve Nance, Scott Hardy, Jeff Joubran, Pam DeMerle, Todd McMillen, and Michael Brodsky

Absent: Peter Kirkwood, Richard Lewis, Pam Marsh, and Katy Bertodatto

CARRIED. 7-0-4 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) Approval of minutes of the February 17, 2023 and March 3, 2023 Downtown Development Authority Board of Directors meeting (Approval Recommended) (Jean Derenzy)
- (2) Consideration of approving the financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking Services and Arts Commission for February 2023 (Approval Recommended) (Jean Derenzy)
- (3) Consideration of renaming the Parking Advisory Board to the Mobility & Parking Advisory Board (Approval Recommended) (Jean Derenzy, Nicole VanNess)
That the DDA Board approve the consent calendar as presented.

Moved by Scott Hardy, Seconded by Todd McMillen

Yes: Gabe Schneider, Steve Nance, Scott Hardy, Jeff Joubran, Pam DeMerle, Todd McMillen, and Michael Brodsky

Absent: Peter Kirkwood, Richard Lewis, Pam Marsh, and Katy Bertodatto

CARRIED. 7-0-4 on a recorded vote

(e) **OLD BUSINESS**

- (1) Retail Incubator Update (Memo Forthcoming)

Richard Lewis arrived at 9:05AM.

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Art Bukowski
Scott Hardy
Gabe Schneider

(f) **NEW BUSINESS**

- (1) Parking Lot B Financing of Redesign (Approval Recommended) (Nicole VanNess, Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Richard Lewis
Marty Colburn
Jeff Joubran

That the DDA Board concur with staff to reopen the Lot B (CIP-545) project and tentatively schedule for the 2025/2026 budget year.

Moved by Richard Lewis, Seconded by Jeff Joubran

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

Absent: Peter Kirkwood, Pam Marsh, and Katy Bertodatto

CARRIED. 8-0-3 on a recorded vote

- (2) Conceptual Phased Approach for the Lower Boardman (Approval Recommended)
(Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Scott Hardy

That the DDA Board of Directors supports efforts to issue an RFP for final design and engineering of the conceptual design for the Lower Boardman/Ottaway Downtown Riverwalk and furthermore, that the DDA Board of Directors recommends that the City Commission consider and authorize DDA staff to work with the city engineering department to develop and issue an RFP for final design and engineering of the conceptual design for the Lower Boardman/Ottaway Downtown Riverwalk.

Moved by Richard Lewis, Seconded by Steve Nance

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

Absent: Peter Kirkwood, Pam Marsh, and Katy Bertodatto

CARRIED. 8-0-3 on a recorded vote

- (3) West End Parking Structure Recommendation for RFP (Approval Recommended)
(Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider

Scott Hardy
Richard Lewis

That the DDA Board of Directors supports efforts to issue an RFP for final design and engineering of the west end parking structure and furthermore, that the DDA Board of Directors recommends that the City Commission consider and authorize DDA staff to work with the City Engineering department to develop and issue an RFP for final design and engineering of the conceptual design for the west end parking structure.

Moved by Richard Lewis, Seconded by Scott Hardy

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

Absent: Peter Kirkwood, Pam Marsh, and Katy Bertodatto

CARRIED. 8-0-3 on a recorded vote

(g) **CEO REPORT**

(1) Project Updates (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Richard Lewis
Steve Nance
Scott Hardy

(h) **BOARD MEMBER REPORTS**

(1) Arts Commission Update (Steve Nance)

The Following Addressed the Board:

Steve Nance
Gabe Schneider
Richard Lewis
Jean Derenzy, DDA CEO

(2) Parking Advisory Board Update (Scott Hardy)

The Following Addressed the Board:

Scott Hardy
Gabe Schneider

(i) **STAFF REPORTS**

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

The Following Addressed the Board:

Nicole VanNess
Jean Derenzy
Gabe Schneider
Jeff Joubran
Scott Hardy
Pam DeMerle

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

The Following Addressed the Board:

Art Bukowski
Gabe Schneider
Scott Hardy

(3) Downtown Experience Coordinator Report (Abby Taylor)

The Following Addressed the Board:

Gabe Schneider
Jean Derenzy, DDA CEO
Todd McMillen
Steve Nance

(j) **RECEIVE AND FILE**

(1) Arts Commission January 2023 Meeting Minutes

(2) Arts Commission February Rotating Arts Subcommittee Meeting Minutes

(k) **PUBLIC COMMENT**

No public comment.

(l) **ADJOURNMENT**

- (1) Motion to adjourn the meeting.
That the DDA Board adjourn the meeting at 9:54AM.

Moved by Scott Hardy, Seconded by Jeff Joubran

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

Absent: Peter Kirkwood, Pam Marsh, and Katy Bertodatto

CARRIED. 8-0-3 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO