



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, January 20, 2023**

A regular meeting of the Downtown Development Authority of the City of Traverse City was called to order at the Training Room, 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 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, and Board Member Katy Bertodatto

The following Board Members were absent: Board Member Michael Brodsky

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Schneider called the meeting to order at 9:00AM

(b) **ROLL CALL**

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

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

Gabe Schneider asked for flexibility to move the Mobility Action Plan presentation to later in the agenda due to unforeseen circumstances.
Approval of the agenda as ammended.

Moved by Katy Bertodatto, Seconded by Scott Hardy

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

CARRIED. 11-0-1 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) Approval of minutes of the December 16, 2022 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 December 2022 (Approval Recommended) (Jean Derenzy)
- (3) Traverse Connect Q4 Results & Quarterly Accomplishments
That the DDA Board approve the consent calendar as presented.

Moved by Pam Marsh, 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, and Katy Bertodatto
Absent: Michael Brodsky

CARRIED. 11-0-1 on a recorded vote

(e) **OLD BUSINESS**

- (1) Adopt Revised TDM Study Report (Approval Recommended) (Nicole VanNess, Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Nicole VanNess
Gabe Schneider
Scott Hardy
Katy Bertodatto

Approval of the 2022 updated Transportation Demand Management Study. Further, that the recommendation for approval be presented to the City Commission for adoption and approval.

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, Pam DeMerle, Todd McMillen, and Katy Bertodatto
Absent: Michael Brodsky

CARRIED. 11-0-1 on a recorded vote

(f) **NEW BUSINESS**

- (1) West End Property Purchase - City/DDA Fund Transfer (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

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

That the DDA Board approve the Letter of Agreement for the interfund loan between the Traverse City Downtown Development Authority and the City of Traverse City, subject to approval as to substance by the DDA CEO and as to form by the DDA Attorney.

Moved by Katy Bertodatto, 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, and Katy Bertodatto
Absent: Michael Brodsky

CARRIED. 11-0-1 on a recorded vote

- (2) Pedestrian Detour Signage (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Peter Kirkwood

Harry Burkholder
Gabe Schneider
Nicole VanNess
Pam Marsh

That he DDA Board approve not-to-exceed \$17,000 to purchase and fabricate materials for new pedestrian detour signs for upcoming and future downtown public infrastructure projects. Further, costs shall come from TIF97 and Old Town.

Moved by Steve Nance, Seconded by Pam DeMerle

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

CARRIED. 11-0-1 on a recorded vote

(g) **CEO REPORT**

(1) Project Updates (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Peter Kirkwood
Pam Marsh
Scott Hardy
Jeff Joubran
Pam DeMerle
Katy Bertodatto
Nicole VanNess
Richard Lewis

(h) **BOARD MEMBER REPORTS**

(1) Arts Commission Update (Steve Nance)

The Following Addressed the Board:

Steve Nance
Harry Burkholder

(i) **STAFF REPORTS**

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

The Following Addressed the Board:

Nicole VanNess
Gabe Schneider
Jean Derenzy

- (2) Downtown Experience Coordinator Report (Abby Taylor)

The Following Addressed the Board:

Abby Taylor
Peter Kirkwood
Scott Hardy
Todd McMillen

(j) **SPECIAL ORDER OF BUSINESS**

- (1) Mobility Action Plan (Chris Zull, Progressive AE)

The Following Addressed the Board:

Chris Zull
Jean Derenzy, DDA CEO
Scott Hardy
Peter Kirkwood
Harry Burkholder
Pam Marsh
Gabe Schneider
Steve Nance
Katy Bertodatto
Jeff Joubran
Pam DeMerle

Richard Lewis left the meeting at 10:20am.

(k) **RECEIVE AND FILE**

- (1) Arts Commission November 2022 Meeting Minutes

(l) **PUBLIC COMMENT**

No Public Comment.

(m) **ADJOURNMENT**

- (1) Motion to adjourn the meeting.

That the DDA Board adjourn the meeting at 11:08AM

Moved by Steve Nance, Seconded by Scott Hardy

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

Absent: Michael Brodsky

CARRIED. 11-0-1 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO