



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, April 21, 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 Member Peter Kirkwood, Board Vice Chair Scott Hardy, Board Member Jeff Joubran, Mayor Richard Lewis, Board Member Pam Marsh, Board Member Pam DeMerle, Board Member Katy Bertodatto, and Board Member Michael Brodsky

The following Board Members were absent: Board Member Todd McMillen

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

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

(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 Scott Hardy, Seconded by Katy Bertodatto

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

Absent: Todd McMillen

CARRIED. 10-0-1 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 March 17, 2023 and April 14, 2023 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 2023 (Approval Recommended) (Jean Derenzy)
- (3) Consideration of approving a 3 year renewal term with Parkmobile (Approval Recommended) (Nicole VanNess, Jean Derenzy)
- (4) Consideration of approving the year ending June 30, 2022 Downtown Development Authority Audit (Approval Recommended) (Jean Derenzy)

That the DDA Board approve the consent calendar as presented.

Moved by Jeff Joubran, Seconded by Steve Nance

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

Absent: Todd McMillen

CARRIED. 10-0-1 on a recorded vote

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

(f) **OLD BUSINESS**

- (1) Retail Incubator (Approval Recommended) (Jean Derenzy, Jeff Joubran)

The Following Addressed the Board:

Jeff Joubran
Jean Derenzy, DDA CEO
Steve Nance
Scott Hardy
Scott Howard
Katy Bertodatto
Gabe Schneider

Pam DeMerle
Peter Kirkwood

That the DDA Board approve the proposed buildout costs and lease terms for the downtown retail incubator, subject to approval and as to form and substance of the DDA CEO and DDA Attorney.

Bertodatto recommended an amended motion:

That the DDA Board approve the proposed buildout costs pending lease terms and review by the the building owner, the DDA Chair, DDA CEO and DDA Attorney for the downtown retail incubator.

Moved by Katy Bertodatto, Seconded by Steve Nance

Yes: Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubran, Pam Marsh, Pam DeMerle, Katy Bertodatto, and Michael Brodsky
No: Richard Lewis
Absent: Todd McMillen

CARRIED. 9-1-1 on a recorded vote

(g) **NEW BUSINESS**

(1) 2023/2024 Budget (Scheduling of a Public Hearing Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Steve Nance
Pam Marsh
Pete Kirkwood
Gabe Schneider
Michael Brodsky
Katy Bertodatto
Will Unger
Scott Hardy
Richard Lewis
Tim Werner, City Commissioner
Jim Curruthers, 218 W Eleventh St

That the DDA Board set a public hearing for the 2023/2024 DDA Budget for Friday, May 19, 2023 at 9:00am at the Governmental Center Commission Chambers.

Moved by Richard Lewis, Seconded by Michael Brodsky

Yes:

Absent: Todd McMillen

CARRIED. 0-0-1 on a recorded vote

(h) **CEO REPORT**

- (1) Project Updates (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Pam Marsh

(i) **BOARD MEMBER REPORTS**

- (1) Arts Commission Update (Steve Nance)

The Following Addressed the Board:

Steve Nance

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

The Following Addressed the Board:

Scott Hardy

(j) **STAFF REPORTS**

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

The Following Addressed the Board:

Nicole VanNess, Transportation Mobility Director

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

The Following Addressed the Board:

Abby Taylor, Downtown Experience Coordinator

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

(k) **RECEIVE AND FILE**

- (1) Arts Commission February 2023 Meeting Minutes
- (2) DTCA Board March 2023 Meeting Minutes
- (3) Mobility & Parking Advisory Board March 2023 Meeting Minutes
- (4) Farmers Market Advisory Board January 2023 Meeting Minutes

(l) **PUBLIC COMMENT**

Steve Nance
Jim Curruthers, 218 W Eleventh
Katy Bertodatto
Pam Marsh
Scott Hardy
Pete Kirkwood
Michael Brodsky

- (1) Attached emails were received on April 20, 2023 regarding the 2023/2024 Budget.
[Anna Rupard Budget Email - PDF](#)
[Ashlen Hill Budget Email - PDF](#)
[Elizabeth Phillips Budget Email - PDF](#)
[Ella Neuhardt Budget Email - PDF](#)
[Lucille Phillips Budget Email - PDF](#)
[Mae Madion Budget Email - PDF](#)
[McKeiley Buron Budget Email - PDF](#)
[Mia Tursman Budget Email - PDF](#)
[Sienna Cobb Budget Email - PDF](#)

(m) **ADJOURNMENT**

(1)

Motion to Adjourn the meeting.

That the DDA Board adjourn the meeting at 10:58 AM.

Moved by Peter Kirkwood, Seconded by Steve Nance

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

Absent: Todd McMillen

CARRIED. 10-0-1 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO

From: [Anna Rupard](#)
To: info@downtowntc.com
Subject: [INFO] Climate Change Action - Budget
Date: Thursday, April 20, 2023 7:50:46 AM

Good Morning,

Please take climate change into consideration when creating your budget tomorrow.

Thank you!
- Anna Rupard

From: [Ashlen Hill](#)
To: info@downtowntc.com
Subject: [INFO] Environmental Action
Date: Thursday, April 20, 2023 7:44:22 AM

Regarding the dda budget, we would like you to include more environmental policy addressing climate change. Climate change is real and needs action now.

- Thank you for your consideration.

From: [Elizabeth Phillips](#)
To: info@downtowntc.com
Subject: [INFO] Budget Plan
Date: Thursday, April 20, 2023 7:45:14 AM

Hello,

Please include a plan to help climate change in your budget.

From: [Ella Neuhardt](#)
To: info@downtowntc.com
Subject: [INFO] climate change
Date: Thursday, April 20, 2023 7:45:18 AM

Please increase your budget for climate change problems because it is very important to this area.

Thanks,Ella Neuhardt

From: [Lucille Phillips](#)
To: info@downtowntc.com
Subject: [INFO] Environmental Policy
Date: Thursday, April 20, 2023 7:45:01 AM

Hello.

Please include environmental policy that addresses climate change in the budget.

Thank you

From: [Mae Madion](#)
To: info@downtowntc.com
Subject: [INFO] Climate Change
Date: Thursday, April 20, 2023 8:05:46 AM

Please incorporate a budget towards climate change. It is very important for this community to try and limit climate change.

From: [McKeiley Buron](#)
To: info@downtowntc.com
Subject: [INFO] Climate Change in Budget
Date: Thursday, April 20, 2023 7:50:52 AM

Good morning,

Please take climate change into consideration when making your budget.

Thank you!

From: [Mia Tursman](#)
To: info@downtowntc.com
Subject: [INFO] Policy
Date: Thursday, April 20, 2023 7:47:27 AM

Hi!

I am from Traverse City Central Students for Environmental Advocacy Club, and we just wanted to urge you to include the environment in your board budget policy!!

Thank You!!

From: [Sienna Cobb](#)
To: info@downtowntc.com
Subject: [INFO] Budget
Date: Thursday, April 20, 2023 7:42:45 AM

Please include room in the budget for Climate Change.