



**Minutes of the  
Downtown Development Authority for the City of Traverse City  
Regular Meeting  
Friday, July 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 Todd McMillen, Board Member Katy Bertodatto, and Board Member Ed Slosky

The following Board Members were absent: Board Member Michael Brodsky, Student Liaison Will Unger

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.  
Chairperson Schneider asked that we move to delay the Communications RFP approval.

Approval of the agenda as amended.

Moved by Jeff Joubran, Seconded by Pam Marsh

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

**CARRIED. 11-0-1 on a recorded vote**

(d) **PUBLIC COMMENT**

No Public Comment.

(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 minutes of the June 16, 2023 and July 7, 2023 Downtown Development Authority Board of Directors meetings (Approval Recommended) (Jean Derenzy)
- (2) Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for June 2023 (Approval Recommended) (Jean Derenzy)

The the DDA Board approve the consent calendar as presented.

Moved by Scott Hardy, Seconded by Pam DeMerle

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

**CARRIED. 11-0-1 on a recorded vote**

(f) **NEW BUSINESS**

- (1) Chart of Accounts - Financial Dashboard (Approval Recommended) (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO  
Gabe Schneider  
Steve Nance  
Katy Bertodatto

Scott Hardy  
Ed Slosky

That the DDA Board approve to add new accounts for TIF 97 and Old Town TIF as identified in Attachment A.

Moved by Richard Lewis, Seconded by Todd McMillen

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

**Absent:** Michael Brodsky

**CARRIED. 11-0-1 on a recorded vote**

- (2) Consideration of entering into a closed session to discuss the parodic personnel evaluation of the CEO as requested by the CEO, Jean Derenzy and as authorized in MCL 15.269(a)

The Following Addressed the Board:

Richard Lewis  
Gabe Schneider

That the DDA Board or Directors enter into closed session immediately following the public comment portion of the agenda to consider the periodic personnel evaluation of DDA CEO Jean Derenzy, as requested by the CEO and as authorized by MCL 15.268(a).

A roll call vote was taken.

Moved by Richard Lewis, Seconded by Steve Nance

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

**Absent:** Michael Brodsky

**CARRIED. 11-0-1 on a recorded vote**

(g) **CEO & COO REPORT**

- (1) Moving Downtown Forward TIF Plan (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO  
Scott Howard  
Gabe Schneider  
Pete Kirkwood  
Pam DeMerle  
Scott Hardy  
Ed Slosky

**(2)** Activities Update (Jean Derenzy)

The Following Addressed the Board:

Jean Derenzy, DDA CEO  
Todd McMillen  
Jeff Joubran  
Gabe Schneider  
Harry Burkholder  
Pete Kirkwood  
Richard Lewis  
Katy Bertodatto  
Steve Nance  
Scott Hardy  
Pam Marsh

**(h)** **STAFF REPORTS**

**(1)** Transportation Mobility Director (Nicole VanNess)

The Following Addressed the Board:

Nicole VanNess  
Jeff Joubran

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

The Following Addressed the Board:

Abby Taylor  
Gabe Schneider

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

The Following Addressed the Board:

Art Bukowski  
Steve Nance  
Katy Bertodatto  
Scott Hardy  
Harry Burkholder  
Pete Kirkwood  
Abby Taylor  
Jean Derenzy

(i) **BOARD MEMBER REPORTS**

- (1) Mobility and Parking Advisory Board Update (Scott Hardy) (Memo Forthcoming)

No memo available.

The Following Addressed the Board:

Scott Hardy  
Gabe Schneider  
Katy Bertodatto

- (2) Arts Commission Update (Steve Nance)

The Following Addressed the Board:

Steve Nance  
Harry Burkholder  
Jean Derenzy

(j) **RECEIVE AND FILE**

- (1) Detroit Free Press Article RE: Traverse City No.1 Most Bikeable MI City  
(2) Arts Commission May 2023 Meeting Minutes  
(3) Arts Commission Special May Meeting Minutes  
(4) DTCA May 2023 Meeting Minutes  
(5) Mobility & Parking Advisory Board April 2023 Meeting Minutes

(k) **PUBLIC COMMENT**

No public comment.

(l) **CLOSED SESSION FOR REVIEW OF CEO EVALUATION MCL 15.268(a) (MOTION REQUIRED)**

- (1) The DDA board entered into a closed session at 9:58am.

- (2) Motion to enter back into regular session.  
That the DDA Board adjourn the closed session as 11:00AM.

Moved by Richard Lewis, Seconded by Katy Bertodatto

**Yes:** Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubbran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, and Ed Slosky  
**Absent:** Michael Brodsky

**CARRIED. 11-0-1 on a recorded vote**

(m) **ADJOURNMENT**

- (1) Motion to adjourn the meeting.

That the DDA Board adjourn the meeting at 11:00AM.

Moved by Richard Lewis, Seconded by Katy Bertodatto

**Yes:** Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Jeff Joubbran, Richard Lewis, Pam Marsh, Pam DeMerle, Todd McMillen, Katy Bertodatto, and Ed Slosky  
**Absent:** Michael Brodsky

**CARRIED. 11-0-1 on a recorded vote**

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Jean Derenzy, Traverse City DDA  
CEO