

Traverse City Downtown Development Authority Governance Committee

Tuesday, February 13, 2024

5:00 PM

Committee Room, Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684



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The City of Traverse City and Downtown Development Authority are committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with board members honor these values.

Downtown Development Authority:
c/o Jean Derenzy, CEO
(231) 922-2050
Web: www.downtowntc.com
303 East State Street, Suite C
Traverse City, MI 49684

Welcome to the Traverse City Downtown Development Authority meeting!

Agenda

Page

1. CALL TO ORDER

2. ROLL CALL

3. 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.

- A. Consideration of approving the minutes of the January 18, 2024 DDA Board Governance Committee meeting (approval recommended). 3 - 5
[Downtown Development Authority Governance Committee - 18 Jan 2024 - Minutes - Pdf](#)

4. OLD BUSINESS

- A. CEO Search Process 7 - 8
[CEO Search Proposals - Memo](#)

5. PUBLIC COMMENT

6. ADJOURNMENT



**Minutes of the
Downtown Development Authority for the City of Traverse City
Governance Committee
Thursday, January 18, 2024**

A regular meeting of the Downtown Development Authority of the City of Traverse City was called to order at the Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 9 a.m.

The following Board Members were in attendance: Board Member Michael Brodsky, Board Member Todd McMillen, Board Member Peter Kirkwood, and Chairperson Gabe Schneider

The following Board Members were absent: None

Chairperson Brodsky presided at the meeting.

(a) **CALL TO ORDER**

(b) **ELECTION OF VICE CHAIR**

- (1) Nomination for Governance Committee vice-chair

That Todd McMillan serve as the Vice Chair of the Governance Committee.

(c) **ROLL CALL**

(d) **CONSENT CALENDAR**

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- (1) Consideration of approving the November 20, 2023 Meeting Minutes (approval recommended)

That the Governance Committee approve the minutes of the November 20, 2023 meeting,

Moved by Gabe Schneider, Seconded by Peter Kirkwood

Yes: Michael Brodsky, Todd McMillen, Peter Kirkwood, and Gabe Schneider

Absent: None

CARRIED. 4-0-0 on a recorded vote

(e) **NEW BUSINESS**

(1) CEO Search Process

The following addressed the Governance Committee:

Gabe Schneider
Michael Brodsky
Kristine Bosley

That the Governance Committee recommends the DDA approve a contract with Amy Cell Talent in the amount not exceed twenty thousand dollars.

Moved by Gabe Schneider, Seconded by Todd McMillen

Yes: Michael Brodsky, Todd McMillen, Peter Kirkwood, and Gabe Schneider

Absent: None

CARRIED. 4-0-0 on a recorded vote

(2) CEO Contract Extension

No action was taken.

The following addressed the Governance Committee:

Gabe Schneider
Pete Kirkwood
Todd McMillan

(3) CEO Salary Adjustment

No discussion on this item, and no action was taken.

(f) **PUBLIC COMMENT**

(g) **ADJOURNMENT**

The Governance Committee adjourned at 2:45pm by Gabe Schneider

Jean Derenzy, Traverse City DDA
CEO

Draft



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: DDA Board of Directors

From: Kristine Bosley, City of Traverse City HR Director

Date: February 9, 2024

Subject: Consultant Proposals for CEO Search

Below are the 10 proposals received in response to the RFP requesting consultant proposals for the CEO Search.

Proposals received in Alphabetical order are:

Bidder	Amount
Amy Cell Talent	\$19,500
Double Hall Solutions	\$13,995
Frontall Recruitment	\$24,000
Gomez Partners	22% of final salary
GovHR/Mgt	\$24,450
Hiring Solutions LLC	\$35,000
Pivot Group	\$12,400
Rehmann	\$20,000 (Not To Exceed)
The Ready Group	\$18,000

All proposals were sent to the Governance Committee (and the full Board) via google drive.

The criteria utilized for evaluating the proposals:

- Overall Industry Experience
- Municipal (DDA) Experience
- List of Clients
- Recruiter/Team Experience
- Cost
- Quality of Submission

- Termination Clause
- Proposed Timeline
- Reach and Network of Candidates
- Other

I will be in attendance at your meeting on Tuesday, February 13th to go through next steps and recommendation to the full Board's February 16th meeting.