

**Minutes**  
**Traverse City Downtown Development Authority**  
**Regular Meeting**  
**November 22, 2019**  
Commission Chambers, Second Floor  
Governmental Center, 400 Boardman Avenue, Traverse City

1. Chair Bagdon-McCallum called the meeting to order at 8:00 a.m.

2. Roll Call

**Present:** Leah Bagdon-McCallum, Mayor Jim Carruthers, Collette Champagne (departed @ 9:47 a.m.), Steve Constantin (departed @ 9:47 a.m.), Scott Hardy (arrived @8:47 a.m.), Debbie Hershey, T. Michael Jackson (departed @ 9:47 a.m.), Jeff Joubran (departed @ 9:35 a.m.), Pete Kirkwood, Richard Lewis (departed @ 8:59 a.m.), Steve Nance, Gabe Schneider (arrived @ 8:13 a.m.)

**Absent:** N/A

3. Consent Calendar. **Motion by Constantin, seconded by Hershey that the consent portion of the agenda be approved as presented. Motion carried unanimously.**

- A. Approval of minutes of the Annual Meeting of October 18, 2019
- B. Approval of Financial Reports and disbursements for DDA General, TIF 97, and Old Town dated October 2019
- C. Approval of Financial Reports and disbursements for September and October 2019 for Traverse City Parking Services, and October 2019 Financial Reports for the Traverse City Arts Commission.
- D. Approval that the DDA Board of Directors declare the iMac computer as surplus, and authorize staff to divest to it pursuant to the DDA's Computer Divestment Policy.

4. Special Order of Business

A. Lower Boardman History

- 1. Discussion and summary of Lower Boardman River Leadership Team initiatives with Jennifer Jay and Brett Fessell, Lower Boardman River Leadership Team members

Schneider arrived at this point in the meeting

B. BATA Presentation

- 1. Eric Linguar, Director of Communications and Development reviewed on BATA is integrating with the Transportation Demand Management Study and working with the DDA to accomplish multi-modal transportation.

5. CEO Report

- A. Consideration of DDA Expansion Boundary as outlined and present recommendation for aid expansion to the City Commission for holiday a public hearing

Hardy arrived at this time

1. **Motion by Lewis, seconded by Schneider to approve the DDA Boundary as outlined and present recommendation for said expansion to the City Commission to hold a public hearing thereof. Motion carried unanimously.**
2. Public Comment:
  - i. Lane Corbin, 323 Washington Street, commented on the expansion of the DDA District to not include the three residences along Washington Street.
  - ii. Jeanine Silverman, 245 C Lake Avenue, owner of Raduno, commented on her support of the expansion of the DDA District along Eighth Street.
  - iii. Kate Redman, 2006 Chippewa, operator of Commonplace and a part of the Commongrounds development, commented on her support of the expansion of the DDA along Eighth Street.

Lewis departed at this time

- B. Consideration of designating the DDA CEO, as the Coordinator for ICMA Retirement Program
1. **Motion by Jackson, seconded by Schneider to approve the designation of the DDA CEO, as the Coordinator for the ICMS Retirement Program. Motion carried unanimously.**
- C. Consideration that the Traverse City Downtown Development Authority appoint Ms. Cindy Winslow to the Lower Boardman River Leadership Team
1. **Motion by Kirkwood, seconded by Hershey that the Downtown Development Authority appoint Ms. Cindy Winslow to the Lower Boardman River Leadership Team. Motion carried unanimously.**
- D. Mission & Vision
1. Discussion on the Mission & Vision
  2. Preserve and support
  3. **Motion by Schneider, seconded by Nance to adopt the Mission & Vision as stated in the memo. Motion carried 10 to 1.**
- Roll Call:
- Yes: Hardy, Kirkwood, Joubran, Carruthers, Bagdon-McCallum, Schneider, Champagne, Nance, Hershey, Constantin
- No: Jackson
- E. Strategic Plan
1. Review and discussion of Strategic Plan
  2. Derenzy to implement the Mission & Vision in the Strategic Plan, Goal and Vision to match on dates

3. **Motion by Schneider, seconded by Hershey to adopt the Strategic Plan as amended. Motion carried 9 to 2.**

Roll Call:

Yes: Kirkwood, Joubran, Carruthers, Bagdon-McCallum, Schneider, Champagne, Nance, Hershey, Constantin, Hardy

No: Carruthers, Jackson

- F. TIF 97 Extension Timeline
  1. Review of Extension Timeline
  2. Citizens Development Council has been identified to be adopted by City Commission in December
- G. CEO Updates
  1. Grant awarded for drinking culture
  2. Seed Grant
    - i. **Motion by Hershey, seconded by Constantin authorize submission of a Rotary SEED Grant application for \$15,000. Motion carried unanimously.**
  3. MDARD \$35,000 Grant submitted
  4. 2020 - 2021 Budget
    - i. Finance & Governance Committee to begin meeting

Joubran departed the meeting at this time

6. Board Member Reports
  - A. Arts Commission
  - B. Farmers Market
  - C. Parking Subcommittee

Constantin, Champagne, Jackson departed the meeting at this time

- D. Lower Boardman River

7. Staff Reports
  - A. Community Police Officer Report
  - B. Parking Update
    1. **Motion by Hardy, seconded Schneider to support the confirming emergency service order to replace the hot water heater for retail space leased at the Hardy Parking Garage in the amount more or less of \$9,746 with funds available in the Hardy Parking Fund. Motion carried unanimously.**
    2. **Motion by Hershey, seconded by Schneider to support the scheduled replacement of the Ford Ranger pickup truck in an amount more or less of \$27,000 as budgeted to be divided across the Parking General, Hardy Parking, and Old Town Parking Funds. Motion carried unanimously.**
  - C. Marketing/Communications

8. Old Business
  - A. Storage of Winter & Year-Round Vehicles

- 1. Motion by Schneider, seconded by Nance to approve the Parking Subcommittee's recommendation that the DDA Board of Directors approve the revised amended ordinance to prohibit vehicle storage in City parking garages. Motion carried.**

9. Receive & File

- A. Parking Subcommittee Minutes
- B. Farmers Market Advisory Board Minutes
- C. Lower Boardman River Leadership Team Minutes
- D. Arts Commission Minutes
- E. DTCA Board Minutes
- F. DDA Newsletter

10. Public Comment

- A. Hardy commented on TIF with the Government Affairs Committees supported the extension of TIF 97

11. Adjournment. The meeting officially adjourned at 10:45 a.m.