



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, February 21, 2020**

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 8 a.m.

The following Board Members were in attendance: Mayor Jim Carruthers, Board Vice Chair Gabe Schneider, Board Member Steve Nance, Board Secretary Stephen Constantin, Board Treasurer Scott Hardy, Board Member Debbie Hershey, Board Member T. Michael Jackson, Board Chair Leah Bagdon-McCallum, Board Member Jeff Joubran, and Board Member Richard Lewis

The following Board Members were absent: Board Member Peter Kirkwood and Board Member Collette Champagne

Chairperson Bagdon-McCallum presided at the meeting.

(a) **CALL TO ORDER**
8:00 a.m.

(b) **ROLL CALL**

(c) **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) Approved Minutes for the Regular Meeting of January 17, 2020

(2) Approved financial report and disbursements for DDA, TIF 97, Old Town TIF, Parking Services and Arts Commission for January 2020

- (3) Approved Strategic Plan Program Dashboard
That the consent calendar be approved as presented

Moved by Gabe Schneider, Seconded by Stephen Constantin

CARRIED.

(d) **POLICE REPORT**

- (1) A report was reviewed from Officer Culver regarding Community Policing in Downtown Traverse City.

(e) **CEO REPORT**

- (1) DDA District Expansion, 8th Street
The DDA Board rescind the November 22, 2019 motion to amend the DDA District boundaries and furthermore, recommend the approval of the expansion of the Downtown Development Authority District boundary along 8th Street as outlined on the map dated January 7, 2020. Further, that the recommendation be forwarded to the City Commission for consideration

Moved by Richard Lewis, Seconded by Steve Nance

CARRIED.

- (2) Acceptance of EGLE Grant
The DDA accepts the grant and that the Chairperson and Secretary authorize the DDA Executive Director to execute the documents necessary for acceptance of the grant, with such documents subject to approval as to form by the DDA Attorney and its substance by the DDA CEO.

Moved by Gabe Schneider, Seconded by Debbie Hershey

CARRIED.

- (3) Farmers Market Management Agreement
The DDA Board approve the management agreement with SEEDS to provide management services of the Traverse City Farmers Market subject as to form by the DDA Attorney and its substance by the DDA CEO.

Moved by Stephen Constantin, Seconded by T. Michael Jackson

CARRIED.

- (4) Farmers Market Advisory Board Appointment
The DDA Board of Directors appoint Meghan McDermott, Lori Buchan and Keith Adler to the Farmers Market Advisory Board.

Moved by Gabe Schneider, Seconded by Steve Nance

CARRIED.

- (5) Project Updates

Lower Boardman Unified Plan: Burkholder gave a brief update on the Lower Boardman River Leadership Team initiatives
Bridge Project Timeline Provided
E-Scooter Discussion Item

- (6) TCLP Fiber Agreement for Hardy Parking Garage
The DDA Board approve the TCLP Fiber Installation License Agreement for the Hardy Parking Garage subject to content approval by the City Attorney.

Moved by Richard Lewis, Seconded by Gabe Schneider

CARRIED.

- (7) Recodified Tax Increment Financing Act (Amendment)

Derenzy provided an update to House Bill 5330 and Senate Bill 723

- (8) Appointment to Finance Committee
Appointment of Richard Lewis to the DDA Finance Committee

Moved by T. Michael Jackson, Seconded by Scott Hardy

CARRIED.

(f) **SPECIAL ORDER OF BUSINESS**

- (1) Annual Report Presentation

Annual Report to be provided to the DDA Board digitally

(g) **BOARD MEMBER UPDATES**

- (1) Arts Commission (Hershey)
(2) Parking Subcommittee (Hardy)
(3) Farmers Market (Hardy)
(4) Special Request - Cruise Ship Discussion (Carruthers)

Mayor Carruthers discussed Cruise Ship travel to Traverse City.
Derenzy and Carruthers will report to the DDA Board at the March meeting

(h) **STAFF REPORTS**

- (1) Community Police Officer
(2) Commuter Programs Update
(3) Parking Services Update

(i) **PUBLIC COMMENT**

(1) George Golubovskis, 325 Washington, commented on FishPass

(2) Chief O'Brien commented on the DDA Partnership

(j) **CLOSED SESSION FOR POSSIBLE PROPERTY PURCHASE MCL 15.268**

Approval to go into closed session for possible property purchase

(1) Approval to go into closed session for possible property purchase

(k) **RECEIVE AND FILE**

(1) DTCA Minutes January 2020

(2) Parking Subcommittee Minutes January 2020

(3) Farmers Market Advisory Board Minutes January 2020

(4) Lower Boardman River Leadership Team Minutes January 2020

(5) Traverse City Arts Commission Minutes January and February 2020

(l) **ADJOURNMENT**

(1) The meeting was adjourned 10:08 AM