



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, April 3, 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 Member Peter Kirkwood, Board Secretary Stephen Constantin, Board Treasurer Scott Hardy, Board Member Debbie Hershey, Board Member Collette Champagne, 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: None

Chairperson Bagdon-McCallum presided at the meeting.

(a) **CALL TO ORDER**

The meeting was called to order by Chairperson Bagdon-McCallum at 10:07 am.

(b) **ROLL CALL**

(c) **SPECIAL ORDER OF BUSINESS**

- (1) Consideration of adopting a policy regarding Executive Order 2020-15 which provides temporary authorization for remote participation in public meetings and hearings.

Board Comments

- Carruthers and Jackson commented on meeting only on essential items
- Lewis commented on budget approval and meeting remotely
- Hardy commented on meeting remotely
- Nance commented on meeting remotely
- Schneider commented on meeting remotely

Motion to adopt a resolution regarding Executive Order 2020-15 which provides temporary authorization for remote participation in public meetings and hearings

and to include the meetings of the standing committee of the Finance Committee and Governance Committee so long as they abide by the rules of the State of Michigan.

Moved by Richard Lewis, Seconded by Scott Hardy

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Debbie Hershey, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, and Richard Lewis
Absent: Collette Champagne

CARRIED. 11-0-1 on a recorded vote

(d) **DOWNTOWN DEVELOPMENT AUTHORITY COVID-19 RESPONSE UPDATE**

(1) Derenzy summarized the DDA response efforts in regards to the COVID-19

Board Comments

- Joubran thanked the community, DDA, and DTCA for the support

(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 for the Regular Meeting of February 21, 2020

(2) Approval of the financial report and disbursements for DDA, TIF 97, Old Town TIF, Parking Services, and Arts Commission for February 2020

Motion to approve the consent calendar as presented.

Moved by T. Michael Jackson, Seconded by Gabe Schneider

Yes: Gabe Schneider, T. Michael Jackson, Jim Carruthers, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Collette Champagne, Leah Bagdon-McCallum, Jeff Joubran, and Richard Lewis
Absent: Debbie Hershey

CARRIED. 11-0-1 on a recorded vote

(f) **CEO REPORT**

(1) Consideration of Accepting the Healthy Drinking Culture Grant

Comments from the Board

- Carruthers commented on the measurable goals and job description
- Hershey commented on the term binge drinking
- Schneider clarified the mission of the Northern Regional Entity

Public Comment

- Jeanine Easterday, 1011 Lake Ridge Drive, commented on achieving goals of the Healthy Drinking goals and job description
- Danielle, Traverse City Michigan, commented the grant as it related to small businesses
- Nicole Williams, Traverse City Michigan, commented on measurements as it relates to Healthy Drinking Culture.

Motion to approve the Northern Michigan Regional Entity Grant to the DDA in the amount of \$100,000, subject to approval by the CEO and City Attorney.

Moved by Scott Hardy, Seconded by Jeff Joubran

Yes: Scott Hardy, Jeff Joubran, Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Debbie Hershey, Collette Champagne, T. Michael Jackson, Leah Bagdon-McCallum, and Richard Lewis

Absent: None

CARRIED. 12-0-0 on a recorded vote

(2) Consideration to approval transfer of Buy/Sell Agreement

Comments from the Board

- Carruthers commented on the pandemic and concerns as it relates to the property purchase and development of the parking structure.
- Jackson commented on concerns relating to the item during the pandemic
- Lewis commented on this item and the future development of a parking garage
- Kirkwood commented on this item and how it relates to the small business
- Hardy commented on this item relating to investment
- Champagne commented on this item relating to Hagerty as the largest employer in Downtown Traverse City
- Schneider commented on his support to approve this item as an investment to our future
- Nance commented on his support to approve this

Public Comment

- Katy Bertodatto, Traverse City resident, commented on support of this item
- Jeanine Easterday, 1011 Lake Ridge Drive, commented on support of this item
- Bill Golden, 4001 Hidden Creek Drive and property owner on E. Front Street, commented on support of this item

- Anonymous, commented on opposition to this item
- Rick Buckhalter, 932 Kelley Street, commented on opposition to this item
- Barb, 205 Seventh St, commented on their opposition to this item
- Jan Warren, 12055 S. Woodward Circle, commented on support of this item
- Nicole Williams, East Bay, commented on opposition to this item
- Judy Nelson, 429 Garfield Avenue, commented on opposition to this item
- Nancy Duke, 213 Sixth Street, commented on opposition to this item
- Anonymous, commented on opposition to this item
- Danielle, commented on opposition to this item

Motion that the Downtown Development Authority Board waives any possible conflict of the City Attorney/DDA General Counsel and that the Chair and Secretary execute an assignment of the Buy-Sell Agreement for 115 Pine Street to the City of Traverse City, such assignment subject to approval as to substance by the DDA CEO and as to form by the City Attorney/DDA General Counsel.

Moved by Richard Lewis, Seconded by Gabe Schneider

Yes: Richard Lewis, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Debbie Hershey, Collette Champagne, Leah Bagdon-McCallum, and Jeff Joubran
No: Jim Carruthers and T. Michael Jackson
Absent: None

CARRIED. 10-2-0 on a recorded vote

(3) Consideration to approve the IFF Study - Horizon Books

Comments from the Board

- Jackson commented on the concept and inquired on public engagement
- Jim Carruthers commended Amy Reynolds and Vic Herman
- Gabe Schneider commented on investing in our community for the future
- Scott Hardy will be recusing himself due to a professional relationship with the property owners

Public Comment

- Anonymous, commented on previous agenda item
- Barb, 205 7th Street, commented on the study and conditions
- Anonymous, commented on board action
- Judy Nelson, 429 S. Garfield Avenue, commented on
- Anonymous, commented on board action
- Motion to accept the grant from Rotary in the amount of \$21,000 to fund a study for the Horizon Building for potential uses for the facility, identify tenant scenarios and evaluate the conditions for operating sustainability.

Moved by Gabe Schneider, Seconded by T. Michael Jackson

Yes: Gabe Schneider, Jim Carruthers, Steve Nance, Peter Kirkwood, Stephen Constantin, Debbie Hershey, T. Michael Jackson, Leah

Bagdon-McCallum, Jeff Joubran, and Richard Lewis

Abstained: Scott Hardy

Absent: Collette Champagne

CARRIED. 10-0-1 on a recorded vote

(4) 2020/2021 Budget

Derenzy reviewed of DDA, TIF 97, Old Town TIF, Parking, and Arts Commission

(g) **RECEIVE AND FILE**

(1) DTCA Minutes February 2020

(2) Parking Subcommittee Minutes February 2020

(3) Farmers Market Advisory Board February 2020 Minutes

(4) Lower Boardman River Leadership Team Minutes February 2020 and Sub-Committee(s) Minutes March 2020

(5) Traverse City Arts Commission Minutes February 2020

(h) **PUBLIC COMMENT**

(1) Comments from the Public

- Anonymous commented on the current pandemic and as it relates to Board items
- Danielle commented on the current pandemic
- Nicole Williams commented on the current pandemic
- Anonymous commented on the current pandemic and as it relates to Board items

(2) Comments from the Board

- Jackson suggest consideration for future meeting to discuss the DDA Attorney at the next Governance Committee meeting
- Carruthers suggest consideration for future meeting to discuss the DDA Attorney at the next Governance Committee meeting

(i) **ADJOURNMENT**

(1) Adjournment

Motion to adjourn at 12:31 p.m.

Moved by T. Michael Jackson, Seconded by Gabe Schneider

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Debbie Hershey, T. Michael Jackson, Leah Bagdon-McCallum, Jeff Joubran, and Richard Lewis

Absent: Collette Champagne

CARRIED. 11-0-1 on a recorded vote