

Minutes
Traverse City Downtown Development Authority
Annual Meeting
September 15, 2017
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Bill Golden called the meeting to order at 8:00 a.m.

1. Roll Call

Present: Allison Beers, Harry Burkholder, Steve Constantin, Mayor Jim Carruthers, Bill Golden, Scott Hardy, T. Michael Jackson, Jeff Joubran, Gabe Schneider

Absent: Leah Bagdon-McCallum, Debbie Hershey

2. Election of Officers: Motion by Hardy, seconded by Beers that the **DDA Board of Directors appoint Bill Golden as Chairperson, Leah Bagdon McCallum as Vice Chairperson, Steve Constantin as Secretary, and Gabe Schneider as Treasurer of the DDA Board. Motion carried unanimously.**

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

a. Approval of minutes of the Regular Meeting of August 18, 2017.

b. Approval of Financial Reports and disbursements for DDA, TIF 2, TIF 97, and Old Town dated August 30, 2017.

4. Chairperson's Report

a. Community Development Report
i. Jean Derenzy reviewed projects

b. Update on Strategic Planning and CEO Search

5. Executive Director's Report

a. Consideration of request regarding the DDA's Fiscal Year 2017-18 annual payment to the Traverse City Arts Commission
i. **Motion by Constantin, seconded by Joubran that the DDA Board of Directors DDA Board of Directors, authorize the payment of \$15,000 to the City of Traverse City Public Arts Trust Fund from the TIF 97 Fund professional/ contractual line item. Motion carried unanimously.**

- b. Consideration of authorizing a Request for Proposals (RFP) to purchase up to seven replacement wayfinding signs
 - i. **Motion by Jackson, seconded by Joubran that the DDA Board of Directors authorize staff to issue a Request for Proposals for wayfinding signage, as described in Marketing and Deputy Director Paveglio's September 11, 2017 memorandum. Motion carried unanimously.**
 - c. Consideration of appointment to the Farmers Market Advisory Board
 - i. **Motion by Beers, seconded by Burkholder seconded by Schneider DDA Board of Directors appoint Sue Kurta to the Farmers Market Advisory Board to fill Linda Koebert's vacant position. Motion carried unanimously.**
 - d. Consideration of Request from the Downtown Traverse City Association for financial support of Santa's Arrival
 - i. **Motion by Beers, seconded by Schneider that the DDA Board of Directors approve the reimbursement to the Downtown Traverse City Association of not-to-exceed \$10,000 for actual costs associated with Santa's arrival with funds available in the DDA Operational Budget Community Promotion line item. Motion carried unanimously**
 - e. Comments or Questions regarding Written Reports
 - i. None at this time
6. Public Comment
- a. None at this time
7. Adjournment. The meeting officially adjourned at 8:38 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing & Deputy Director

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