

Minutes
Traverse City Downtown Development Authority
Regular Meeting
January 19, 2018
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: Leah Bagdon-McCallum, Allison Beers, Harry Burkholder, Mayor Jim Carruthers, Collette Champagne (arrived at 8:04am) Steve Constantin, Scott Hardy, Debbie Hershey, Bill Golden, T. Michael Jackson, Gabe Schneider

Absent: Jeff Joubran

2. Consent Calendar. **Motion by Jackson, second by Schneider that the consent portion of the agenda be approved. Motion carried unanimously.**

A. **Approval of minutes for the Regular Meeting of December 15, 2017**

B. **Approval of Financial Reports and disbursements for DDA, TIF 2, TIF 97, and Old Town TIF dated December 31, 2017, and Financial Reports for Traverse City Parking Services dated October 31, 2017, November 30, 2017, and December 31, 2017.**

C. **Acceptance of the audited financial statements for fiscal year 2016-2017. Approved that the DDA Board of Directors accept the audited financial statements for the DDA, TIF 2, Old Town TIF, TIF 97, for fiscal year 2016-17, as presented.**

Champagne arrived at this point of the meeting.

3. Chairperson's Report

A. Consideration of awarding contract with Jean Derenzy as the Chief Executive Officer of the Traverse City Downtown Development Authority.

i. **Motion by Beers, second by Burkholder that Jean Derenzy be appointed as Chief Executive Office (CEO) of the Downtown Development Authority effective March 1, 2018 and execute an Employment Agreement as amended for CEO with Jean Derenzy which specifies the terms and conditions of employment; with the agreement subject to approval as to its form by the City**

Attorney; and that DDA Board recommend the salary approval to the Traverse City Commission. Motion carried unanimously.

- B. Consideration of a resolution authorizing Chief Executive Officer to do banking on behalf of the Traverse City Downtown Development Authority upon execution of the contract for employment.
 - i. Motion by Beers, second by Hershey that the DDA Board of Directors adopt the Resolution Authorizing the Chief Executive Officer to Conduct Banking, subject to execution of Jean Derenzy's employment agreement. Motion carried unanimously.**

4. Acting Director's Report

- A. Farmers Market Presentation by Nate Elkins of IDF-Farmers Market
 - i. Elkins discussed latest concepts and presentation for Farmers Market redesign.
- B. Comments or Questions regarding Written Reports.
 - i. Nicole VanNess, Parking Administrator, discussed TDM study.

5. Public Comment

- A. None at this time.

6. Adjournment. The meeting officially adjourned at 9:17 a.m.

Respectfully submitted,

Nina Talarico
Office Manager