

Minutes
Traverse City Downtown Development Authority
Regular Meeting
November 17, 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: Leah Bagdon-McCallum, Allison Beers, Harry Burkholder, Collette Champagne, Mayor Jim Carruthers, Steve Constantin, Bill Golden, Scott Hardy, Debbie Hershey, T. Michael Jackson, Jeff Joubran (arrived @ 8:17 a.m.) Gabe Schneider

Absent: N/A

2. Consent Calendar. **Motion by Beers, seconded by Hershey that the consent portion of the agenda be approved as amended. Motion carried unanimously.**

a. **Approval of minutes of the Regular Meeting of October 20, 2017, and Special Meeting of October 23, 2017.**

b. **Approval of Financial Reports and disbursements for DDA, TIF 2, TIF 97, and Old Town dated October 31, 2017**

c. **Approval that the DDA Board of Directors authorize staff to issue a request for proposals for wayfinding sign maintenance as described in Colleen Paveglio's November 14, 2017 memorandum.**

d. **Approval that the DDA Board of Directors authorize staff to issue a request for proposals for management of the Sara Hardy Farmers Market, as proposed in the attached draft dated November 13, 2017.**

3. **Motion by Constantin, seconded by Bagdon-McCallum that the DDA Board of Directors enter in closed session in connection with an attorney-client privileged communication associated with tax increment financing capture and the Traverse Area District Library Board; and consideration of taking action in connection with this matter. Motion passed 9 to 2**

Roll Call:

Yes: Bagdon-McCallum, Beers, Burkholder, Carruthers, Champagne, Constantin, Golden, Hershey, Schneider

No: Hardy, Jackson

a. Public Comment

- i. Karrie Zeits, Traverse Area District Library Attorney, commented on the tax increment financing capture
- ii. Gail Parsons, Traverse Area District Library Director, commented on the tax increment financing capture

b. At 8:06 a.m. the Board entered into closed session

At this point in the meeting Joubran arrived

- a. At 9:05 a.m. resumed in regular session
- b. Motion by Constantin, seconded by Jackson that they DDA waive the Attorney client privilege communication from the City Attorney.
 - a. The Board will accept the resolution

4. Chairperson's Report

- a. Community Development Report
 - i. None at this time
- b. Strategic Planning Update
 - i. Tim Ervin
 - i. Burkholder commented on inclusion of staff in the plan

5. Executive Director's Report

- a. Consideration of recommending to the City Commission approval of a consultant agreement with Rich and Associates to conduct planning and design for the West Front Parking Garage.
 - i. **Motion by Constantin, seconded by Beers that the DDA Board of Directors recommend to the City Commission a consulting agreement with Rich and Associates for architectural services associated with the West Front Parking Garage be approved. Motion carried unanimously.**
- b. Consideration of request to fund sidewalk improvements on North Park Street.
 - i. **Motion by Bagdon-McCallum, seconded by Joubran the DDA Board recommend against funding the Park Street Narrowing North of Front Street project at this time, and further, that the project be submitted as a visionary project for the TIF 97 fund in the Capital Improvement Plan. Motion carried unanimously.**
- c. Comment and questions regarding written reports.
 - i. Burkholder commented on the Transportation Management Study

6. Public Comment. There was none.

A break was taken at this point in the meeting, and the meeting resumed at 9:55 a.m.

7. General Discussion of Interview Process and Review Feedback.
 - a. The Board adjourned to the Training Room for a discussion.
8. CEO Interviews.
 - a. Jean Derenzy presented to the Board.
9. Discussion and Selection of a CEO
 - a. **Motion by Constantin, seconded by Bagdon-McCallum that Jean Derenzy be selected as the finalist for the position of DDA Director/CEO and that the Executive Committee be tasked with negotiating a proposed employment agreement with the finalist, with such agreement to be brought back to the DDA Board for authorization. Motion carried unanimously.**
10. Second Public Comment. There was none.
11. Adjournment. The meeting was adjourned at 10:25 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing & Deputy Director