

Minutes
Traverse City Downtown Development Authority
Regular Meeting
October 20, 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, Collette Champagne (arrived at 8:04 a.m.), Mayor Jim Carruthers, Bill Golden, Scott Hardy, T. Michael Jackson, Gabe Schneider

Absent: Harry Burkholder, Steve Constantin, Debbie Hershey, Jeff Joubran

2. Consent Calendar. **Motion by Beers, seconded by Bagdon-McCallum that the consent portion of the agenda be approved as amended with item C removed from the consent calendar and moved to 4A. Motion carried unanimously.**

a. **Approval of minutes of the Annual Meeting of September 15, 2017, the Special Meeting of September 15, 2017 and the Special Meeting of October 6, 2017.**

b. **Approval of Financial Reports and disbursements for DDA, TIF 2, TIF 97, and Old Town dated September 30, 2017, and Financial Reports for Traverse City Parking Services dated August 31, 2017 and September 30, 2017.**

c. **Item moved to 4A**

3. Chairperson's Report

Collette Champagne arrived at this point in the meeting

a. Community Development Report

i. Jean Derenzy reviewed projects

b. Update on Strategic Planning and CEO Search

i. CEO Search Four Candidates to be interviewed Monday, October 23, 2017

a. Jeff Sattler

b. Katrina Powell

c. Joshua Albrecht

d. Jean Derenzy

4. Executive Director's Report

- a. Consideration of authorizing monthly payments of \$375 to the City of Traverse City for legal services with funds from the legal line item in the DDA budget.
 - i. **Motion by Beers, seconded by Schneider that the DDA Board of Directors authorize an annual fee of \$4,500 to the City of Traverse City for legal services with funds from the legal line item in the DDA Budget. Motion carried unanimously.**
- b. Consideration of awarding a contract with Wyant Computers for managed information technology services for an amount of not to exceed \$2,180 per month with funds from the DDA professional/contractual line item with pro rated costs billed to the Traverse City Parking Fund.
 - i. **Motion by Schneider, seconded by Hardy that the DDA Board of Directors authorize a one-year service agreement with Wyant Computer Services to provide information technology managed support for not to exceed \$2,180 per month with funds from the professional/contractual line item and that parking-related services be billed to the City of Traverse City on a pro rata basis, and further that the professional line item be adjusted up \$8,640 to account for this cost. Motion carried unanimously.**
- c. Consideration of awarding a contract with Pro Image Design to fabricate and install way finding signs.
 - i. **Motion by Jackson, seconded by Beers seconded by Schneider DDA Board of Directors authorize a service order with Pro Image Design for not to exceed \$12,584 to repair, replace and install wayfinding signage, with funds in the TIF 97 and Old Town TIF capital outlay line item, and further, the Old Town TIF capital outlay line item be increased accordingly. Motion carried unanimously.**
- d. Disbursement of remaking TIF 2 Funds.
 - i. **Motion by Beers, seconded Jackson that the DDA Board of Directors authorize the disbursement of remaining funds in the TIF 2 account as determined by the City Treasurer and DDA Treasurer, based the final balance, and further that the TIF 2 bank account be closed. Motion carried unanimously**
- e. Comments or Questions regarding Written Reports
 - i. Carruthers commented on the Uptown, Shop Your Community Day, Construction projects relating to pedestrians
 - ii. Jackson commented on 124 W. Front
 - iii. Beers commented on the Light Parade
 - iv. Annual audit survey
 - i. Staff to email to the Board of Directors
 - v. Schneider commented on a legislative item with the State of Michigan regarding local municipalities and qualified internet services
 - i. Bacigalupi to work with Schneider to draft a letter

5. Public Comment
 - a. None at this time

6. Adjournment. The meeting officially adjourned at 9:06 a.m.

Respectfully submitted,

Colleen Paveglio
Marketing & Deputy Director

DRAFT