

Traverse City Downtown Development Authority Regular Meeting

Friday, September 19, 2025

9:00 am

Commission Chambers, Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684



The City of Traverse City does not discriminate on the basis of disability in the admission to, access to, treatment in, or employment in, its programs or activities. Interim Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, phone 231-922-4440, TDD/TTY 231-922-4412, VRS 231-421-7008, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

The City of Traverse City and Downtown Development Authority are committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with board members honor these values.

Downtown Development Authority:
c/o Harry Burkholder, Executive Director
(231) 922-2050
Web: www.dda.downtowntc.com
303 East State Street, Suite C
Traverse City, MI 49684

Welcome to the Traverse City Downtown Development Authority meeting

Agenda

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1. CALL TO ORDER	
2. ROLL CALL	
3. ELECTION OF OFFICERS	
A. Election of Officers and Committees	5 -
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DDA Governance Committee Roles and Responsibilities - PDF	
DDA Finance Committee Roles and Responsibilities - PDF	
4. REVIEW AND APPROVAL OF AGENDA	
5. PUBLIC COMMENT	
6. CONSENT CALENDAR	
<i>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.</i>	
A. Consideration of approving the minutes from the August 15, 2025 DDA Regular Board Meeting (Approval recommended).	14 -
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C. Consideration of declaring office furniture as surplus so it can be disposed of in cooperation with the City of Traverse City (approval	23

recommended)

[Request to Surplus Property Memo \(Burkholder\) - PDF](#)

- D. Consideration of adding a clause regarding long-term/repeated use of Rotary Square to the Rotary Square Use Policy (approval recommended) 24 - 33

[Rotary Square Use Policy Amendment Memo \(Bohac\) - PDF](#)

[Amended Rotary Square Use Policy - PDF](#)

7. ITEMS REMOVED FROM CONSENT CALENDAR

8. OLD BUSINESS

- A. TIF-97 Project Priorities (Presentations from Progressive Companies and Beckett and Raeder) 34 - 37

[TIF-97 Project Priorities Memo \(Burkholder\) - PDF](#)

[Rotary Square Timeline September 2025 - PDF](#)

[Boardman Ottaway Riverwalk Timeline September 2025 - PDF](#)

9. NEW BUSINESS

- A. Consideration of entering into closed session to discuss the periodic personnel evaluation of the DDA Executive Director as requested by DDA Executive Director and as authorized by MCL 15.268(1)(a).

- B. Lot O Mixed Use Development (Presentation from HomeStretch) 38 - 99

[Lot O Memo \(Burkholder\) - PDF](#)

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10. EXECUTIVE DIRECTOR REPORT

- A. Executive Director Report 100 - 101

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11. STAFF REPORTS

- A. Arts Commission Report 102

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- B. Director of Events and Engagement Report 103 - 104

[Director of Events and Engagement Report - PDF](#)

12. RECEIVE AND FILE

13. PUBLIC COMMENT

14. ADJOURNMENT



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
harry@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority Board
From: Harry Burkholder, Executive Director
Date: September 13, 2025
Subject: Election of Officers

Board Officers

Per the DDA By-Laws, the election of officers must take place at the annual organizational meeting in September (or no less than 90 days from September).

Election Protocol

- The current Chair will call the meeting to order.
- The Chair will ask the Executive Director to call for nominations for Chair.
- Upon election of the Chair, the Executive Director will turn the meeting over to the newly elected Chair, who will call for nominations of the remaining officers.

Current Officers

- Chair: Ed Slosky
- Vice-Chair: Pete Kirkwood
- Treasurer: Jeff Joubran
- Secretary: Shelley Spencer

Standing Committees

Finance Committee Composition

The Finance Committee is currently comprised of four (4) board members and per the roles and responsibilities, should meet minimally six times per year. In addition, the Chair of the Finance Committee must be the Treasurer of the DDA Board.

Current Finance Committee Members

Jeff Joubran (Chair)
Shelley Spencer
Gary Howe
Mike Powers

Governance Committee Composition

The Governance Committee is currently comprised of three (3) board members and per the roles and responsibilities meet at least quarterly.

Current Finance Committee Members

Todd McMillen (Chair)
Amy Shamroe
Pete Kirkwood

Attached is a more thorough overview of the roles and responsibilities of the two standing committees.

In addition, I have attached the DDA Board Member Roles and Responsibilities Form, which I am asking each board member to sign.

Advisory Committees

DDA board members also serve on subcommittees and advisory committees related to specific City and DDA initiatives.

Farmers Market Advisory Committee

The Farmers Market Advisory Committee has one (1) DDA Board member who serves as a representative from the DDA Board. Currently, board member Mike Powers represents the DDA on this Board. Meetings occur three times per year.

Arts Commission

While technically this is a City Advisory Board, one (1) DDA Board Member sits on the Arts Commission. Meetings occur on the third Wednesday of each month at 3:30pm. Caitlin Early was recently selected as the DDA representative.

A motion is required from the Board for nominations for each officer or a full slate officers can be made in one motion.

A motion(s) is required from the Board for nominations for each advisory committee.

Recommended Motion

Nominations and motions for Officers and Committee representatives must come from DDA Board members.



DDA Board Roles & Responsibilities

Assure service to the designated constituents

1. Create, regularly review/modify, and monitor progress on the organization's Strategic Plan.
2. Establish goals, strategies, and priorities based on the mission and community needs.
3. Ensure adequate resources to accomplish the organization's mission and goals.
4. Periodically review and evaluate funding priorities and goals to ensure effectiveness and impact.
5. Be guided by the organization's guiding principles.
6. Promote diversity and demonstrate equity and inclusion in all matters.
7. Participate in a regular schedule of strategic planning to maintain excellence and refine the organization's future direction.

Serve as a continuous link between the organization and the community

1. Act as the organization's ambassador to the community consistent with the organization's communications strategy and at the request of, or in coordination with, the Executive Director.
2. Periodically review the organization's communication plan and strategies.
3. Be an advocate for the organization consistent with the organization's advocacy/communications strategy, and at the request of, or in coordination, with the Executive Director.
4. Do not respond to internal or external hearsay but report it to the Executive Director for discussion and clarification.

Hire, support, and evaluate the Executive Director

1. Clearly identify roles, responsibilities, and accountabilities of the Executive Director.
2. Establish criteria to monitor and evaluate the performance of the Executive Director.
3. Establish channels of communication with the Executive Director that will provide continuous input regarding responsibilities, expectations, and performance.
4. Establish and maintain the highest possible levels of mutual trust and confidence with the Executive Director.
5. Conduct an annual formal performance review with the Executive Director.
6. Approve the Executive Director's annual compensation package.



Ensure legal, ethical, and fiscal integrity

1. Establish monitoring policies and procedures, relative to the Strategic Plan and the organization's progress.
2. Exercise fiduciary responsibility and oversight for all assets.
3. Adopt an annual operating budget and regularly assess budget status.
4. Oversee the provision of a regular financial audit by an independent auditor.
5. Faithfully review and understand the financial statements.
6. When representing the organization, act consistently in public with its overall strategy, values, and communication plans.
7. Cause no harm to the organization; instead, pursue board member duties as an advocate for excellence.

Ensure continuing effectiveness of the Board

1. Establish criteria to monitor the Board's performance.
2. Conduct board self-evaluations every other year (at a minimum).
3. Recruit and orient new board members.
4. Develop and implement an on-going Board Learning and Development Plan.
5. Develop and periodically assess/strengthen board policies.

Learning and board participation expectations

1. Steward the organization's vision, mission, goals, and objectives.
2. Embody the organization's values and guiding principles.
3. Focus on the overall strategy, policy, and integrity of the organization; respect the Executive Director's role in administering and operating the organization.
4. Adhere to all board policies and state and federal laws regarding avoidance of harassment and discrimination.
5. Attend at least 75% of regular board meetings annually (9 meetings)
6. Serve in leadership positions or undertake committee assignments or special assignments willingly when asked.
7. Represent the organization at community events, as requested by the board Chair or Executive Director
8. Keep abreast of trends in the field.
9. Prepare for and actively participate in Board and committee meetings and other organizational activities.
10. Ask timely, relevant, and substantive questions.
11. Respect and maintain confidentiality of the Board discussions.
12. Suggest agenda items periodically for Board and committee meetings, to ensure that significant strategy, policy, fiscal, and reputational matters are addressed in a timely fashion.
13. Participate in fund development activities as specified for individual board members (if applicable).
14. Adhere to federal and state laws regarding the Open Meetings Act and other public organizational legal requirements (when applicable).

Draft Approved: December 9, 2024 by Governance Committee
Final Document Approved: January 17, 2025 by DDA Board



Avoid Conflict

1. Serve the mission and community as a whole, rather than special interest groups.
2. Publicly and privately support the majority-voted decisions and positions of the board.
3. Represent the entire constituency as opposed to one or more sub-sets.
4. Avoid even the appearance of a conflict of interest and disclose any possible or potential conflicts in advance.
5. Maintain independence and objectivity and do with a sense of fairness, ethics, and personal integrity dictate.
6. Never accept or offer favors or gifts from or to, anyone who may be affiliated with the organization.

Relationship with Staff

1. Counsel the Executive Director as appropriate and offer support.
2. Respect the distinction between your role and that of the Executive Director. Do not assign tasks, give directions, or provide performance feedback to the Executive Director's staff.
3. Avoid judgements on the basis of internal hearsay and urge those with concerns to work directly with the Executive Director.
4. Understand that board members are largely selected on the basis of skills, background, and experience primarily for the purpose of policy, fiscal integrity, and strategy.
5. Make a distinction between your roles as a board member vs. as a volunteer on a specific project of program.

Relationships with other Board Members

1. Bring a sense of openness, honesty, respect, patience, and good humor to the Board's deliberations.
2. Do not remain silent. Express your ideas, opinions, and questions.
3. Promote candor among Board members to create trust in each other's judgment and the acceptance of differing opinions.
4. Deal openly and honestly with difference of opinion, without personal rancor or resentment.
5. Following full consideration of issues, support the majority decision of the Board outside of the boardroom.
6. Suggest potential nominees for the Board when needed.



Acknowledgment

To be reviewed and signed by each board member annually, at the September Regular DDA Board meeting.

I have read and reviewed the roles and responsibilities of the Board and its individual members. I understand and accept my role, and I agree to comply with the responsibilities of this office.

Name: _____

Signature: _____ Date: _____

Draft Approved: December 9, 2024 by Governance Committee
Final Document Approved: January 17, 2025 by DDA Board



Traverse City Downtown Development Authority (DDA)
Board of Directors
Governance Committee – Roles & Responsibilities
Draft Approved: December 9, 2024 by Governance Committee
Final Document Approved: January 17, 2025 by DDA Board

Pursuant to the DDA Board's by-laws, the Governance Committee is a standing committee of the DDA Board of Directors. The Governance Committee is charged with oversight, review and recommendations regarding board operations to enhance the quality and future viability of the Board. The Governance Committee has the following roles and responsibilities:

1. Meet at least quarterly and provide meeting minutes to the full Board of Directors.
2. Lead the board in regularly reviewing and updating its understanding of its roles, responsibilities, and expectations of individual board members.
3. Serve as the planning and review team for organizational strategic planning activities.
4. Assess, on an on-going basis, the current and anticipated needs for board composition.
5. Develop and recommend the following documents, practices, and policies; conduct annual review of all these items and make recommendations for any updates that may be needed:
 - a. Board Committee job descriptions;
 - b. DDA Board Roles and Responsibilities Statement
 - c. Board Orientation and Operating Manual, including new member on-boarding process, protocols, content, and schedule;
 - d. Board annual self-assessment protocol and tool, by January 31st of each year.
 - e. Grievance Policy;
 - f. Board process and format for conducting an annual performance and compensation review of the Executive Director;
 - g. Any other board policies as needed.
6. Establish and conduct reviews of the Downtown Development Authority Employment Handbook every other year and make recommendations to the Board for any adjustments.

7. Review the DDA Board's by-laws annually and make recommendations for any changes if needed.
8. Assist the Executive Director in planning and implementing board retreats, as desired.
9. Regularly review the board's practices and status regarding member participation, confidentiality, attendance and conduct, and provide any recommendations as needed to enhance board effectiveness.
10. Any other periodic or regular Board Governance matters as desired by the Board of Directors.

Traverse City Downtown Development Authority (TCDDA)
Board of Directors
Finance Committee – Roles & Responsibilities

Pursuant to the DDA Board's by-laws, the Finance Committee is a standing committee of the DDA Board of Directors. The Finance Committee is charged with oversight responsibility for all assets and funds owned or administered by the TCDDA in accordance with all board-adopted financial policies. The Treasurer of the DDA shall be the chair of the Finance Committee.

1. Meet at least six times per year and provide meeting minutes to the full Board of Directors.
2. Recommend the format and information contained in monthly financial reports to the Board.
3. Review monthly financial statements and clarify any outstanding questions or issues with the Executive Director prior to monthly board financial reports.
4. Present and lead discussion on monthly financial reports to the board as a standard agenda item.
5. Receive and review with the Executive Director the Annual Operating Budget in advance of it appearing before the Board for consideration and adoption.
6. Develop, lead and oversee key financial strategies to ensure the organization's long-term health and sustainability.
7. Recommend any financial management, investment, or spending policies to the board.
8. Any other periodic or regular board financial matters as desired by the Board of Directors.



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, August 15, 2025**

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 9:00 a.m.

The following Board Members were in attendance: Board Member Peter Kirkwood, Board Member Jeff Joubran, Board Member Todd McMillen, Board Member Ed Slosky, Board Member Shelley Spencer, Board Member Gary Howe, COO Harry Burkholder, and Board Member Caitlin Early

The following Board Members were absent: Mayor Amy Shamroe and Board Member Mike Powers

Chairperson Slosky presided at the meeting.

(a) **CALL TO ORDER**

The meeting was called to order at 9:00am by Chair Slosky.

(b) **ROLL CALL**

(c) **SPECIAL ORDER OF BUSINESS**

(1) Introduction and Welcome of Caitlin Early

The following addressed the board:

Harry Burkholder

Caitlin Early

(d) **REVIEW AND APPROVAL OF AGENDA**

(1) That the Agenda is approved as presented.

Moved by Jeff Joubran, Seconded by Shelley Spencer

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Shelley Spencer, Gary Howe, and Caitlin Early

Absent: Amy Shamroe and Mike Powers

CARRIED. 7-0-2 on a recorded vote

That the Agenda be approved as presented.

(e) **PUBLIC COMMENT**

n/a

(f) **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) Consideration of approving the minutes from the July 18, 2025 DDA Regular Board Meeting (approval recommended)
- (2) Consideration of approving the July 2025 Financial Reports and Distributions for the DDA General, Old Town TIF and TIF-97 (approval recommended)
That the board approve the Consent Agenda as presented.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Shelley Spencer, Gary Howe, and Caitlin Early

Absent: Amy Shamroe and Mike Powers

CARRIED. 7-0-2 on a recorded vote

(g) **ITEMS REMOVED FROM CONSENT CALENDAR**

(h) **OLD BUSINESS**

- (1) TIF-97 Project Priorities Report

The following addressed the board:

Harry Burkholder

Ed Slosky

(i) **NEW BUSINESS**

- (1) Arts Commission Appointment (approval recommended)

The following addressed the board:

Harry Burkholder

That the DDA Board appoint Caitlin Early to serve as the DDA representative to the

City of Traverse City Arts Commission

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Shelley Spencer, Gary Howe, and Caitlin Early

Absent: Amy Shamroe and Mike Powers

CARRIED. 7-0-2 on a recorded vote

(2) Rotary Square Use Policy (approval recommended)

The following addressed the board:

Harry Burkholder

Lauren Bohac

Pete Kirkwood

Gary Howe

Ed Slosky

Scott Hardy

That the DDA Board approves and adopts the Rotary Square Use Policy as presented with the caveat that the board will revisit the language at our next meeting for possible modifications.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Shelley Spencer, Gary Howe, and Caitlin Early

Absent: Amy Shamroe and Mike Powers

CARRIED. 7-0-2 on a recorded vote

(j) EXECUTIVE DIRECTOR REPORT

(1) Executive Director Report

The following addressed the board:

Harry Burkholder

Ed Slosky

Jeff Joubran

Gary Howe

Todd McMillen

Pete Kirkwood

(k) STAFF REPORTS

(1) Arts Commission Report

The following addressed the board:

Lauren Bohac

(l) **RECEIVE AND FILE**

(1) Director of Events and Engagement Report

(2) July 7, 2025 Governance Committee Draft Meeting Minutes

(m) **PUBLIC COMMENT**

n/a

(n) **ADJOURNMENT**

The meeting was adjourned at 9:37am by Chair Slosky

Harry Burkholder, Executive Director

09/03/2025 11:37 AM
User: LBOHAC
DB: Traverse City

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 08/31/2025
% Fiscal Year Completed: 16.99

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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 08/31/2025	ACTIVITY FOR MONTH 08/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
248-000-401.000	PROPERTY TAX REVENUE PRIOR YEAR ADJ	0.00	0.00	0.00	0.00	0.00
248-000-402.000	TAXES-CURRENT-REAL ESTATE	130,000.00	108,380.44	84,284.19	21,619.56	83.37
248-000-412.000	TAX-DELINQUENT-PERSONAL PROP	0.00	0.00	0.00	0.00	0.00
248-000-432.000	PAYMENT IN LIEU OF TAXES	0.00	1,329.31	0.00	(1,329.31)	100.00
248-000-476.060	VENDOR PERMITS	21,500.00	0.00	0.00	21,500.00	0.00
248-000-502.000	FEDERAL GRANTS	657,700.00	0.00	0.00	657,700.00	0.00
248-000-543.001	STATE GRANT	600,000.00	0.00	0.00	600,000.00	0.00
248-000-580.000	GRANTS FROM LOCAL UNITS	0.00	0.00	0.00	0.00	0.00
248-000-580.001	GRANT PRIVATE SOURCE	500,000.00	0.00	0.00	500,000.00	0.00
248-000-626.000	CHARGES FOR SERVICES RENDERED	0.00	12,500.00	6,250.00	(12,500.00)	100.00
248-000-664.000	INTEREST & DIVIDEND EARNINGS	5,300.00	0.00	0.00	5,300.00	0.00
248-000-667.000	RENTS AND ROYALTIES	50,000.00	8,796.00	7,456.00	41,204.00	17.59
248-000-674.000	CONTRIBUTIONS-PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00
248-000-675.000	CONTRIBUTIONS-PUBLIC SOURCES	75,000.00	0.00	0.00	75,000.00	0.00
248-000-676.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
248-000-692.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	0.00	0.00
248-000-699.000	TRANSFERS IN	712,500.00	0.00	0.00	712,500.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,752,000.00	131,005.75	97,990.19	2,620,994.25	4.76
TOTAL REVENUES		2,752,000.00	131,005.75	97,990.19	2,620,994.25	4.76
Expenditures						
Dept 000 - NON-DEPARTMENTAL						
248-000-940.000	RENTAL EXPENSE	0.00	508.60	0.00	(508.60)	100.00
248-000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		0.00	508.60	0.00	(508.60)	100.00
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
248-725-702.000	SALARIES AND WAGES	446,200.00	79,439.06	62,258.71	366,760.94	17.80
248-725-704.000	EMPLOYEE OVERTIME	0.00	0.00	0.00	0.00	0.00
248-725-706.000	EMPLOYEE OVERTIME	0.00	0.00	0.00	0.00	0.00
248-725-714.000	HEALTH SAVINGS ACCT EXPENSE	0.00	6,380.00	(110.00)	(6,380.00)	100.00
248-725-715.000	EMPLOYER'S SOCIAL SECURITY	32,900.00	6,007.15	4,713.14	26,892.85	18.26
248-725-716.000	EMPLOYEE HEALTH INSURANCE	49,800.00	4,622.46	3,856.78	45,177.54	9.28
248-725-717.000	EMPLOYEE LIFE/DISABILITY INS	200.00	652.04	652.04	(452.04)	326.02
248-725-718.000	RETIREMENT FUND CONTRIBUTION	43,000.00	0.00	0.00	43,000.00	0.00
248-725-720.000	UNEMPLOYMENT COMPENSATION	1,900.00	0.00	0.00	1,900.00	0.00
248-725-721.000	WORKERS COMPENSATION INS	5,200.00	0.00	0.00	5,200.00	0.00
248-725-727.000	OFFICE SUPPLIES	12,200.00	318.69	318.69	11,881.31	2.61
248-725-727.003	OFFICE FURNITURE AND EQUIPMENT	0.00	0.00	0.00	0.00	0.00
248-725-740.000	OPERATION SUPPLIES	61,400.00	19,391.36	6,252.00	42,008.64	31.58
248-725-801.000	PROFESSIONAL AND CONTRACTUAL	124,400.00	3,720.40	2,697.00	120,679.60	2.99
248-725-801.007	MEMBERSHIP DUES AND SUBSCRIPTIONS	7,000.00	313.00	5.00	6,687.00	4.47
248-725-802.000	INFORMATION TECHNOLOGY SERVICES	0.00	0.00	0.00	0.00	0.00
248-725-804.000	LEGAL SERVICES	34,000.00	0.00	0.00	34,000.00	0.00
248-725-805.000	POSTAGE	0.00	0.00	0.00	0.00	0.00
248-725-807.000	INSURANCE AND BONDS	0.00	0.00	0.00	0.00	0.00
248-725-821.000	MARKETING & PUBLIC SERVICES	0.00	0.00	0.00	0.00	0.00

09/03/2025 11:37 AM
User: LBOHAC
DB: Traverse City

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
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Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-725-822.000	INSURANCE AND BONDS	0.00	0.00	0.00	0.00	0.00
248-725-822.001	TRAINING/REGISTRATION/TUITION	2,500.00	0.00	0.00	2,500.00	0.00
248-725-822.002	LODGING AND TRAVEL	2,500.00	0.00	0.00	2,500.00	0.00
248-725-850.000	COMMUNICATIONS	5,000.00	0.00	0.00	5,000.00	0.00
248-725-860.000	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00
248-725-880.000	COMMUNITY PROMOTION	0.00	0.00	0.00	0.00	0.00
248-725-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00
248-725-920.000	PUBLIC UTILITIES	4,000.00	0.00	0.00	4,000.00	0.00
248-725-930.000	REPAIRS AND MAINTENANCE	1,000.00	0.00	0.00	1,000.00	0.00
248-725-956.000	MISCELLANEOUS	10,000.00	0.00	0.00	10,000.00	0.00
248-725-965.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00
248-725-970.000	CAPITAL OUTLAY	1,757,700.00	0.00	0.00	1,757,700.00	0.00
248-725-970.002	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	0.00	0.00	0.00	0.00	0.00
248-725-970.003	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	0.00	0.00	0.00	0.00	0.00
248-725-988.000	UNALLOCATED FUNDS	151,100.00	0.00	0.00	151,100.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		2,752,000.00	120,844.16	80,643.36	2,631,155.84	4.39
TOTAL EXPENDITURES		2,752,000.00	121,352.76	80,643.36	2,630,647.24	4.41
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		2,752,000.00	131,005.75	97,990.19	2,620,994.25	4.76
TOTAL EXPENDITURES		2,752,000.00	121,352.76	80,643.36	2,630,647.24	4.41
NET OF REVENUES & EXPENDITURES		0.00	9,652.99	17,346.83	(9,652.99)	100.00
BEG. FUND BALANCE						
END FUND BALANCE			9,652.99			

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 08/31/2025	ACTIVITY FOR MONTH 08/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 252 - DDA OLD TOWN TIF						
Revenues						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
252-725-401.000	PROPERTY TAX REVENUE PRIOR YEAR ADJ	0.00	0.00	0.00	0.00	0.00
252-725-402.000	TAXES-CURRENT-REAL ESTATE	830,000.00	811,684.54	686,441.32	18,315.46	97.79
252-725-432.000	PAYMENT IN LIEU OF TAXES	0.00	29,029.38	0.00	(29,029.38)	100.00
252-725-664.000	INTEREST & DIVIDEND EARNINGS	100.00	0.00	0.00	100.00	0.00
252-725-667.000	RENTS AND ROYALTIES	0.00	0.00	0.00	0.00	0.00
252-725-676.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
252-725-692.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	0.00	0.00
252-725-699.000	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		830,100.00	840,713.92	686,441.32	(10,613.92)	101.28
TOTAL REVENUES		830,100.00	840,713.92	686,441.32	(10,613.92)	101.28
Expenditures						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
252-725-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
252-725-801.000	PROFESSIONAL AND CONTRACTUAL	77,000.00	0.00	0.00	77,000.00	0.00
252-725-804.000	LEGAL SERVICES	10,000.00	0.00	0.00	10,000.00	0.00
252-725-821.000	MARKETING & PUBLIC SERVICES	0.00	0.00	0.00	0.00	0.00
252-725-880.000	COMMUNITY PROMOTION	20,000.00	0.00	0.00	20,000.00	0.00
252-725-920.000	PUBLIC UTILITIES	5,000.00	0.00	0.00	5,000.00	0.00
252-725-930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00
252-725-956.000	MISCELLANEOUS	15,000.00	0.00	0.00	15,000.00	0.00
252-725-965.000	CITY FEE	124,800.00	0.00	0.00	124,800.00	0.00
252-725-970.002	DDA ESSENTIAL PUBLIC INFRASTRUCTURE	90,000.00	0.00	0.00	90,000.00	0.00
252-725-970.003	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	270,000.00	0.00	0.00	270,000.00	0.00
252-725-988.000	UNALLOCATED FUNDS	100,900.00	0.00	0.00	100,900.00	0.00
252-725-995.000	TRANSFERS OUT/CONTRIB. TO OTHER FUNDS	117,400.00	0.00	0.00	117,400.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		830,100.00	0.00	0.00	830,100.00	0.00
TOTAL EXPENDITURES		830,100.00	0.00	0.00	830,100.00	0.00
Fund 252 - DDA OLD TOWN TIF:						
TOTAL REVENUES		830,100.00	840,713.92	686,441.32	(10,613.92)	101.28
TOTAL EXPENDITURES		830,100.00	0.00	0.00	830,100.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	840,713.92	686,441.32	(840,713.92)	100.00
BEG. FUND BALANCE						
END FUND BALANCE			840,713.92			

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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 08/31/2025	ACTIVITY FOR MONTH 08/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 253 - DDA TIF 97						
Revenues						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
253-725-401.000	PROPERTY TAX REVENUE PRIOR YEAR ADJ	0.00	0.00	0.00	0.00	0.00
253-725-402.000	TAXES-CURRENT-REAL ESTATE	4,336,300.00	3,284,881.43	2,373,961.79	1,051,418.57	75.75
253-725-664.000	INTEREST & DIVIDEND EARNINGS	4,500.00	0.00	0.00	4,500.00	0.00
253-725-667.000	RENTS AND ROYALTIES	0.00	0.00	0.00	0.00	0.00
253-725-676.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
253-725-692.000	PRIOR YEARS' SURPLUS	2,642,600.00	0.00	0.00	2,642,600.00	0.00
253-725-699.000	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		6,983,400.00	3,284,881.43	2,373,961.79	3,698,518.57	47.04
TOTAL REVENUES		6,983,400.00	3,284,881.43	2,373,961.79	3,698,518.57	47.04
Expenditures						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
253-725-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
253-725-801.000	PROFESSIONAL AND CONTRACTUAL	328,100.00	0.00	0.00	328,100.00	0.00
253-725-801.004	BANK SERVICE FEES	0.00	0.00	0.00	0.00	0.00
253-725-804.000	LEGAL SERVICES	20,000.00	0.00	0.00	20,000.00	0.00
253-725-821.000	MARKETING & PUBLIC SERVICES	90,000.00	0.00	0.00	90,000.00	0.00
253-725-880.000	COMMUNITY PROMOTION	0.00	0.00	0.00	0.00	0.00
253-725-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00
253-725-920.000	PUBLIC UTILITIES	30,000.00	0.00	0.00	30,000.00	0.00
253-725-956.000	MISCELLANEOUS	50,000.00	0.00	0.00	50,000.00	0.00
253-725-965.000	CITY FEE	514,700.00	0.00	0.00	514,700.00	0.00
253-725-970.002	DDA ESSENTIAL PUBLIC INFRASTRUCTURE	671,000.00	0.00	0.00	671,000.00	0.00
253-725-970.003	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	3,810,000.00	9,691.02	9,643.30	3,800,308.98	0.25
253-725-991.000	PRINCIPAL/PRINCIPAL EXPENSES	820,000.00	0.00	0.00	820,000.00	0.00
253-725-994.000	INTEREST EXPENSE	54,500.00	0.00	0.00	54,500.00	0.00
253-725-995.000	TRANSFERS OUT/CONTRIB. TO OTHER FUNDS	595,100.00	0.00	0.00	595,100.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		6,983,400.00	9,691.02	9,643.30	6,973,708.98	0.14
TOTAL EXPENDITURES		6,983,400.00	9,691.02	9,643.30	6,973,708.98	0.14
Fund 253 - DDA TIF 97:						
TOTAL REVENUES		6,983,400.00	3,284,881.43	2,373,961.79	3,698,518.57	47.04
TOTAL EXPENDITURES		6,983,400.00	9,691.02	9,643.30	6,973,708.98	0.14
NET OF REVENUES & EXPENDITURES		0.00	3,275,190.41	2,364,318.49	(3,275,190.41)	100.00
BEG. FUND BALANCE						
END FUND BALANCE			3,275,190.41			
TOTAL REVENUES - ALL FUNDS		10,565,500.00	4,256,601.10	3,158,393.30	6,308,898.90	40.29
TOTAL EXPENDITURES - ALL FUNDS		10,565,500.00	131,043.78	90,286.66	10,434,456.22	1.24

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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 08/31/2025	ACTIVITY FOR MONTH 08/31/2025	AVAILABLE BALANCE	% BDGT USED
NET OF REVENUES & EXPENDITURES		0.00	4,125,557.32	3,068,106.64	(4,125,557.32)	100.00
BEG. FUND BALANCE - ALL FUNDS						
END FUND BALANCE - ALL FUNDS			4,125,557.32			



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
harry@downtowntc.com
231-922-2050

Memorandum

To: DDA Board of Directors

From: Harry Burkholder, DDA Executive Director

Date: September 15, 2025

Subject: Surplus Property

I am asking the Downtpown Development Authority Board declare the seven office chairs, estimated at a value under \$300 as "surplus". The office chairs are in poor condition and obsolete. Upon your approval, we will coordinate their sale and/or disposal with the City.

Recommended Motion

That the DDA Board declare seven office chairs as surplus and authorized for sale and/or disposal with the City of Traverse City.



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
lauren@downtowntc.com
231-922-2050

Memorandum

To: DDA Board of Directors

From: Lauren Bohac, DDA Deputy Director

Date: September 12, 2025

Subject: Rotary Square Use Policy Amendment

At the August 15th meeting, the Board adopted the Rotary Square Use Policy as written with the recommendation that the policy return to the September agenda with an amendment.

The recommended amendment was to address recurring events and advance booking of the space. The amendment was inserted in Section VII, subsection B(8), reading:

"B. Standard Review. The DDA shall consider the following when evaluating a permit application for potential approval:"

"8. Whether the frequency, duration, advance reservation or recurrence of the event or activity will unreasonably interfere with the public's accessibility to and enjoyment of the Square;"

This addition addresses the concern flagged by the Board while remaining consistent with the permit application review process as outlined in the policy.

TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY

ROTARY SQUARE USE POLICY

I. Policy Purpose.

The purpose of this policy is to establish a set of rules to regulate events and activities held at Rotary Square that contribute to the health and well-being of the public as well as the character and sense-of-place of downtown Traverse City.

II. Definitions.

The following words and phrases shall have the corresponding definitions:

- A. “Administratively complete” means an application that includes an application form that has been filled out with all relevant and required details, along with all accompanying documentation and information that is required under this policy for an Event of the type sought after in the application.
- B. “DDA” means the City of Traverse City Downtown Development Authority.
- C. “Event” means the use of Rotary Square for a group activity including, but not limited to, a performance, meeting, assembly, contest, exhibit, ceremony, parade, athletic competition, reading, or picnic involving more than 20 people or a group activity involving less than 20 people for which specific space is requested to be reserved.
- D. “Executive Director” means the person acting in the role of the Executive Director of the City of Traverse City Downtown Development Authority.
- E. “Incidental Commercial Activity” means a commercial activity such as the sale of food at a free concert or an entry fee to enter a contest as part of a free festival, such that the commercial activity is not the entire purpose of the Event but is rather a non-essential complement to the Event.
- F. “Rotary Square” or the “Square” means the real property owned by the City of Traverse City Downtown Development Authority” on the southeast corner of the intersection of Union Street and State Street in downtown Traverse City.

III. Permit Required.

No Event shall be held or announced as an upcoming Event to be held at Rotary Square unless and until a permit has been issued pursuant to this Policy.

IV. Exempt Activities.

General public use of Rotary Square for recreation is exempt if it does not involve the reserving or setting aside of any portion of Rotary Square and does not include organized games, fixed signs, sound broadcasting equipment, tents, bleachers, or similar items. Brief use for movie or television production and other photographic activities is exempt unless in the opinion of the Executive Director the activity will disrupt normal use. City-sponsored Events are exempt. Permission for an exempt activity is automatically revoked if the user violates any law, ordinance, this Policy, or any other rule or regulation adopted pursuant to the City of Traverse City Code of Ordinances.

V. Permit Applications.

Permit applications must be completed by the individual or sponsoring organization who will be the permit holder. Permit applications and their submission to the DDA shall comply with the following requirements:

- A. Time. Applications for an Event shall be filed at least fourteen (14) days before the Event is proposed to begin.
- B. Fee. If a permit application is approved, a fee of \$250 per day that the Square will be in use is due before a permit will be issued. This fee may be waived in the discretion of the Executive Director.
- C. Signature. The application shall be signed under oath or affirmation in the presence of a notary public by the individual adult person who will attend and be in charge of the Event and activity.
- D. Permit Holder. The application shall specify the name, address, and telephone number of the Permit Holder who shall be the sponsoring organization or individual.
- E. Insurance, Permits, and/or Licensure - Unless waived by the Executive Director, all permit holders shall provide the following insurance and related documentation:
 1. Insurance. Permit holders must obtain and be prepared to demonstrate coverage under an insurance policy meeting the following requirements:
 - i. Comprehensive general liability insurance of \$1,000,000 per occurrence. The DDA may require additional insurance to be obtained prior to the event for special activities, upon review of the application once submitted.
 - ii. The insurance policy shall include a separate endorsement page which names the DDA and the City of Traverse City as additional insured parties covered by the policy.

- iii. The insurance policy shall be in effect for the total length of time any equipment is placed on the property or the total time of the event, whichever is longer.
 - iv. The applicant and permit holder shall execute a hold harmless and indemnification provision agreeing to hold the DDA and its officials, employees and volunteers harmless and to indemnify same in the event a claim is made resulting solely or partially from the permitted event or activity.
 - v. Suitable proof of insurance shall be submitted to the Downtown Development Authority no later than 10 days before the event and before a permit will be issued.
 - vi. The City Clerk reserves authority over insurance requirements and may in their discretion prescribe additional insurance requirements as they deem necessary under the circumstances.
2. Health Permit. Permit holders must submit a copy of a Grand Traverse County Health Department Permit for each vendor serving food, as applicable, no later than 10 days prior to the event.
3. Liquor License and Additional Insurance. Permit holders must submit a copy of the liquor license of each vendor serving alcohol, if applicable, no later than 10 days prior to the event, and shall further comply with the following:
- i. If the permit holder intends to sell alcohol as part of their event, the permit holder must obtain, maintain, and provide proof of liquor liability insurance in the amount of \$1 million per occurrence along with an endorsement that names the City of Traverse City and the City of Traverse City Downtown Development Authority as additional insured parties.
 - ii. If the permit holder does not hold a liquor license, they must obtain and provide proof of a Non-Profit Special License from the Michigan Liquor Control Commission.
 - iii. If the permit holder intends to serve alcohol with no financial consideration in connection with the provision of alcohol at the event, the permit holder must obtain and provide proof of host liquor liability insurance in the amount of \$1 million per occurrence along with an endorsement that names the City of Traverse City and the City of Traverse City Downtown Development Authority as additional insured parties shall be provided.
 - iv. With the exception of beer and wine, the serving of liquor is subject to approval by the City Commission.

- F. Description of the Event. The proposed Event shall be described with such detail as required by the Executive Director and on the forms supplied by the DDA.
- G. Filing Date. An application shall not be deemed to have been filed until the Executive Director states in writing that the application is administratively complete. The date of such writing shall be the official filing date of that application.

VI. Priority of Applications.

- A. Administratively complete applications for events shall be considered and decided on a “first come, first served” basis as of the date they are filed.
- B. Each application shall be evaluated in accordance with the Application Review process set forth below, and a decision on an application shall be made promptly after the application has been properly filed and determined to be administratively complete.
- C. Permit holders with granted reservation requests shall have the scheduling priorities and rights as provided in this policy.

VII. Review of Permit Applications.

- A. Executive Director Review.
 - 1. A permit application may be granted by the DDA Executive Director if the Event complies with all of the following:
 - i. The Event is limited to not more than a 24-hour period, with a defined starting and ending time;
 - ii. Admission to the Event is not restricted; and
 - iii. No fee is charged to the public to attend the Event.
 - 2. The DDA Executive Director may delegate all or a part of their authority under this policy to a DDA staff member.
- B. Standard Review. The DDA shall consider the following when evaluating a permit application for potential approval:
 - 1. The extent to which the event/activity may be restricted or exclusive, in whole or in part, or will be open to the general public without charge. Some exceptions apply (*See* Section V. General Conditions, L. Sales Exemptions);
 - 2. Whether the primary or sole purpose of the event is not the sale of goods or services, or fundraising;

3. Whether the activity will unreasonably disturb normal activity on surrounding private land;
4. Whether the activity will unreasonably interfere with or detract from the public's health, safety, or welfare, or the public's enjoyment of the Square or nearby public spaces;
5. Whether the activity causes or facilitates or is likely to cause or facilitate a violation(s) of any law, ordinance, rule or regulation;
6. Whether the space has been reserved for other use on the date and time requested in the application;
7. Whether the activity is likely to cause damage to the structures, land, foliage, natural resources or other natural or man-made components in or surrounding Rotary Square;
8. Whether the frequency, duration, advance reservation or recurrence of the event or activity will unreasonably interfere with the public's accessibility to and enjoyment of the Square; and
9. Whether the event complies with all other provisions of this policy.

VIII. General Conditions.

The following general conditions apply to all Events; additional special conditions may be imposed in the permit, depending on the nature of the proposed Event:

A. Equipment and Signs.

1. No other property, equipment or signs not included in the application are to be used by participants in Rotary Square and adjacent property.
2. Signs and equipment may not be staked into the ground.
3. Property, signs, and equipment may not block the city's right of way.
4. No signs shall be erected in violation of any city ordinance.
5. Unless otherwise authorized by the DDA Executive Director, all property, equipment and signs shall be removed from property immediately upon the scheduled end time of the Event.

B. Set Up and Removal.

1. Event set up and removal shall occur promptly and within the designated timeframe as set forth in the permit.
 2. Permit holder must restore the site to original condition.
 3. Permit holder is responsible for any damage to public properties and the cost of any necessary repair thereof. Payment for any such damage shall be due to the DDA within thirty (30) days of the identification of the costs to remedy the damage. The DDA Executive Director may require a bond, letter of credit, or cash deposit as security for cleanup and restoration.
- C. Tents. If tents are proposed for use at an Event, the tent material shall be composed of noncombustible and flame-resistant fabric in accordance with the City Fire Code and erected to meet wind load requirements of the State Construction Code. Tents may not be staked in the ground.
- D. Advertising. Applicants may not advertise, announce, or promote event prior to obtaining permit from DDA.
- E. Noise. All city ordinances pertaining to noise and amplified sound apply to events in Rotary Square. Please contact the City Clerk's office for questions regarding city ordinances.
- F. Trash/Recycling and Toilets.
1. Portable toilets and trash/recycling receptacles are permitted at the permit holder's expense.
 2. The number, type and location of all receptacles and toilets shall be listed on the application and the permit.
 3. At least one portable toilet used at the Event must be ADA compliant/handicap accessible.
 4. The permit holder is responsible for the coordination, removal, and clean-up of toilets and trash/recycling receptable.
 5. It is the policy of the DDA to encourage recycling at Events whenever possible.
- G. Commercial Activity.
1. Incidental Commercial Activity may be allowed, but only for low impact Events.
 2. All such Incidental Commercial Activity shall be under the control of the permit holder and shall not be operated independently by third parties unless the third party operated commercial activity is allowed in the permit.

- H. Vehicles. Motor vehicles are prohibited from Rotary Square except those conveying specialized equipment for the Event and allowed in the permit. The DDA Executive Director may waive this requirement in certain circumstances.
- I. Lights. All lighting shall be directed at the Event and to the extent practical away from areas where the activity is not occurring.
- J. Smoking and Alcohol.
1. Per city ordinance, smoking is prohibited.
 2. Alcohol use is prohibited unless appropriate permits and insurance are obtained and provided to DDA. Please contact the City Clerk's office for questions regarding city ordinances.
- K. Displays.
1. Displays and temporary fixtures that meet terms and standards of this policy are permitted if the application is approved.
 2. Displays/fixtures may not serve as commercial or for-profit advertisements.
 3. Displays/fixtures may not violate any federal or state laws or city ordinances pertaining to public displays.
 4. Displays/fixtures may not block the City's right of ways adjacent to the Square.
 5. Limitations may be placed on the size and scope of displays/fixtures.
 6. If associated with an Event, displays/fixtures may remain in place for the duration of the Event. If not associated with an Event, displays/fixtures may remain in place for a maximum of 24 hours unless waived by DDA Executive Director.
 7. The DDA may require additional insurance to be obtained prior to placement of a display/fixture.
 8. The DDA is not responsible for any damage to display/fixture on display in Rotary Square.
- L. Sales Exemptions. Vendor retail, concessions, fees for activities (such as a carnival game, etc.), and/or fundraising are permitted as part of Event's Incidental Commercial Activities but may not be the primary or sole purpose of an event.

- M. Electricity and Generators. Only electrical equipment approved in the Event application and permit is permitted. Portable or vehicle-mounted generators must be shielded from view and sound.
- N. Open Flame. Open flames are prohibited unless written authorization from the Fire Marshal is obtained and provided.

IX. Exemptions.

- A. Exemptions to this policy include:
 - 1. General public use for recreation not involving the reservation of any section of the Square and does not include organized games, fixed signs, sound broadcasting equipment, tents, or similar items.
 - 2. Brief use of media production or photography equipment, unless deemed disruptive to public use by DDA Executive Director.
 - 3. Events sponsored by the DDA or DTCA.
- B. Permission for an exempt activity is automatically revoked if the user violates any law, ordinance or related policy adopted by the DDA and/or DDA Board of Directors.

X. Revocation of Permission to Use the Square.

In addition to the penalties provided by ordinance, a permit may be revoked in writing at any time by the DDA Executive Director if:

- A. It is determined that the holding of the Event authorized by the permit is no longer in the best interest of the public health, safety, and welfare of the City and/or its residents;
- B. There has been a misrepresentation in the application or any material misstatement by the applicant; or
- C. There has been a failure to follow this policy, or other City ordinance, State law, or any condition attached to a permit.

XI. Amendments to this Policy.

This policy may only be amended upon approval of the Traverse City Downtown Development Authority Board of Trustees. Any amendment to a relevant and applicable City ordinance that is deemed to be in conflict with this policy shall be understood to supersede this policy.

I hereby certify that the above policy was adopted by the DDA Board of Trustees on _____, 2025, at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

By: _____
Its: _____

DRAFT



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
harry@downtowntc.com
231-922-2050

MEMORANDUM

To: Downtown Development Authority Board
From: Harry Burkholder, Executive Director
Date: September 15, 2025
Re: TIF-97 Project Priorities

This memo is intended to provide an update on the status of each capital improvement project priority, including the next steps, critical decisions, and budget needs. Attached to this memo is a project “timeline” for the Riverwalk and Rotary Square projects. The timeline illustrates project phases, key decisions, and project milestones. This memo and an updated project timeline will be included in every DDA Board meeting moving forward.

TIF-97 Priority Projects

1. Rotary Square
2. Farmers Market Pavilion
3. Boardman/Ottaway Riverwalk

Rotary Square

Work is nearing completion on the final components of the conceptual and schematic design for Rotary Square. Following our board meeting, the project Steering Committee will meet to review and discuss the proposed final design. Representatives from Progressive Companies will provide a brief status update to the Board to prepare the Board for a full presentation of the design at our October board meeting. We are slightly behind the original timeline, as we asked Progressive to keep public engagement open longer through the summer months.

Project Phases and Milestones

- | | |
|---|-----------------------|
| A. Planning, Design and Engineering Phase | |
| Task One. Community Engagement | Timeline: Feb. – June |
| Task Two. Prior Work Review | Timeline: Completed |

Task Three. Develop Preliminary Conceptual Design Alternative Concepts	Timeline: April - May
Task Four. Develop Schematic Design Plans	Timeline: September - October
Task Five. Develop Operational and Management Framework	October
B. Procurement Phase	Timeline: Jan. 2026
C. Construction Phase	Timeline: May 2026

Farmers Market Pavillion

Work is also nearing completion on the updated conceptual design for the Farmers Market Pavillion. At our upcoming meeting, representatives from Beckett & Raeder will present the conceptual design for the market space and pavilion, along with cost estimates and recommended next steps.

Working Phases and Milestone

A. Budget allocation for Planning, Design and Engineering Phase	Timeline: July - Aug.
B. Planning, Design and Engineering Phase (cost estimate)	Timeline: Sept.
C. Procurement Phase	Timeline: Dec.
D. Construction Phase	Timeline: April

Boardman/Ottaway Riverwalk

INFORM Studio has completed the Schematic Design phase of this project and is moving forward with the Design Development phase which is targeted to be completed this winter.

Working Phases and Milestone

A. Schematic Design	Timeline: Sept.
B. Design Development (cost estimate)	Timeline: Dec.

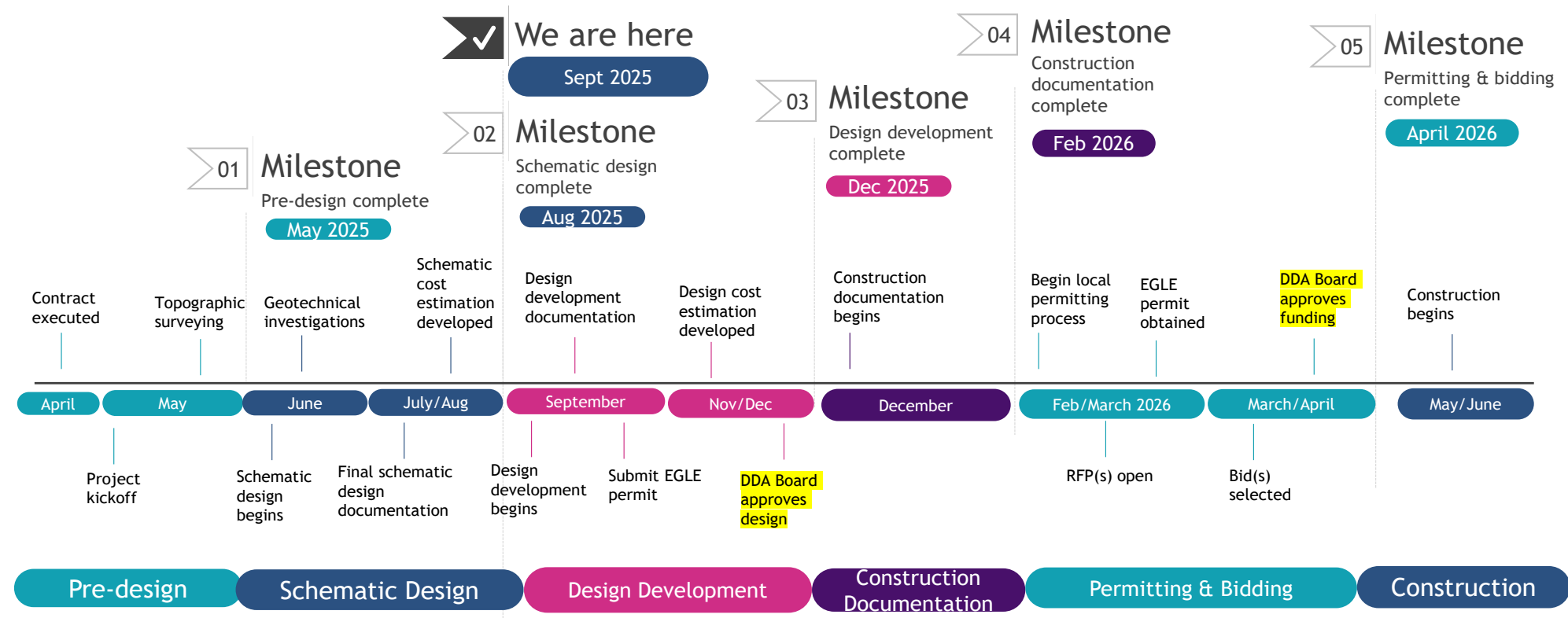
Rotary Square Timeline

Update: we are slightly behind the original timeline, as we asked Progressive to keep public engagement open longer through the summer months



Timeline subject to change

Boardman/Ottaway Riverwalk Timeline



Timeline subject to change



AFFORDABLE HOUSING PROJECT STATUS UPDATE

TRAVERSE CITY DOWNTOWN
DEVELOPMENT AUTHORITY
SEPTEMBER 19, 2025

2021

- City issues Request for Proposals (RFP) for redevelopment of Lot O.
- Four proposals submitted; City selects HomeStretch Nonprofit Housing Corporation as awardee.
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- Late 2022: City Manager recommends waiting until new commissioners are seated before executing PA.

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- City leads public engagement sessions and community input meetings regarding Lot O and broader downtown housing needs.

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- May 23: Land purchase agreement executed—**two years after award.**
- Fall/Winter: Market studies ordered; design work progresses.

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- Spring/Summer 2024: Environmental studies conducted; project redesign undertaken.

2025

- Early 2025: City Commission approves 4% PILOT for the project.
- June 2025: City Planning Commission grants site plan approval.
- June 2025: Historic District Commission grants approval.
- Ongoing: City staff coordinate with HomeStretch on project details, public communications, and implementation.

Key Hurdles Navigated

1. **Building height lawsuit** – stalled all downtown projects until resolved.
2. **Leadership turnover** – three different City Managers during project timeline.
3. **Design rejection** – MSHDA declined to fund the original cooperative housing model.
4. **Partnership restructuring** – four partnership iterations before finalizing structure with HomeStretch holding a **25% minimum ownership stake**, meeting Emerging Developer criteria.

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- **Continuity of City involvement** from 2021 through 2025.
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- **That the City never dropped support** — it deepened over time.



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 - Increased unit size and updated external aesthetic.
- Project cost estimate at \$19,52M.
- Funding: MEDC (RAP grant) and MSHDA (9% LIHTC) and FHLBI (AHP grant)
- 4% PILOT awarded April 2025.

Timeline

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- \$143,110 CDBG Funding grant



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1904-1910 Boarding House and then a Hotel

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Ingress and Egress to North properties

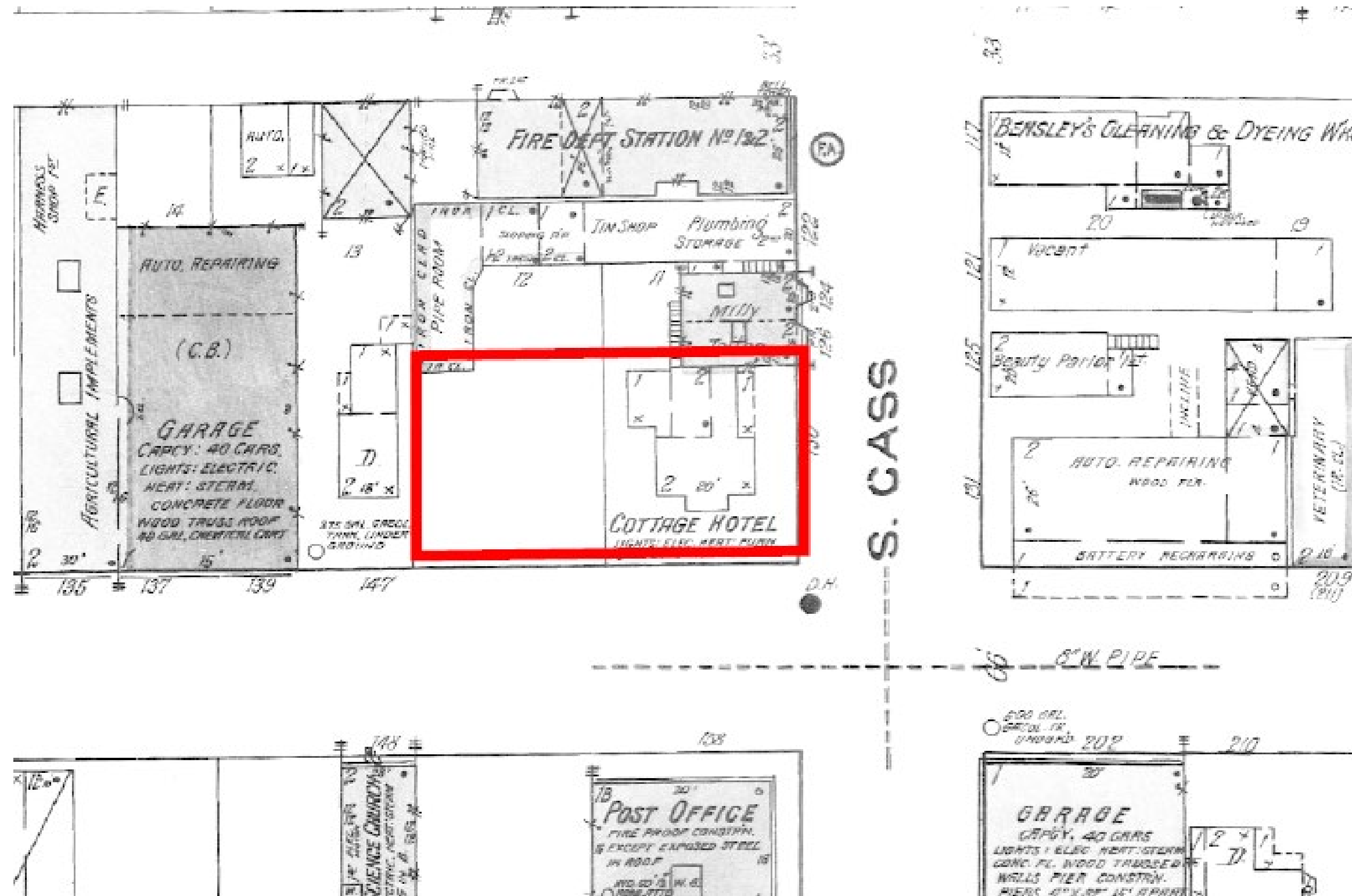
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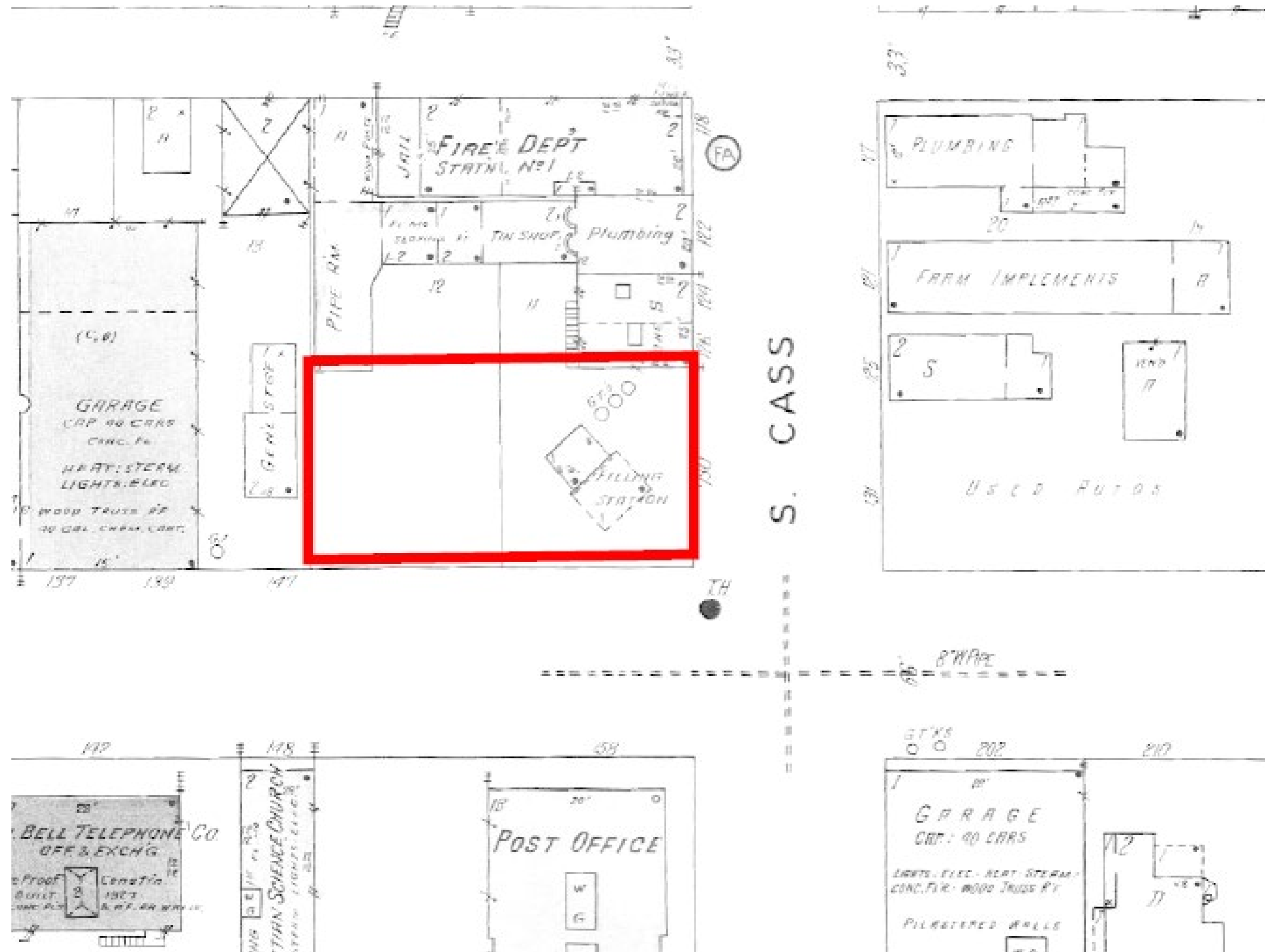
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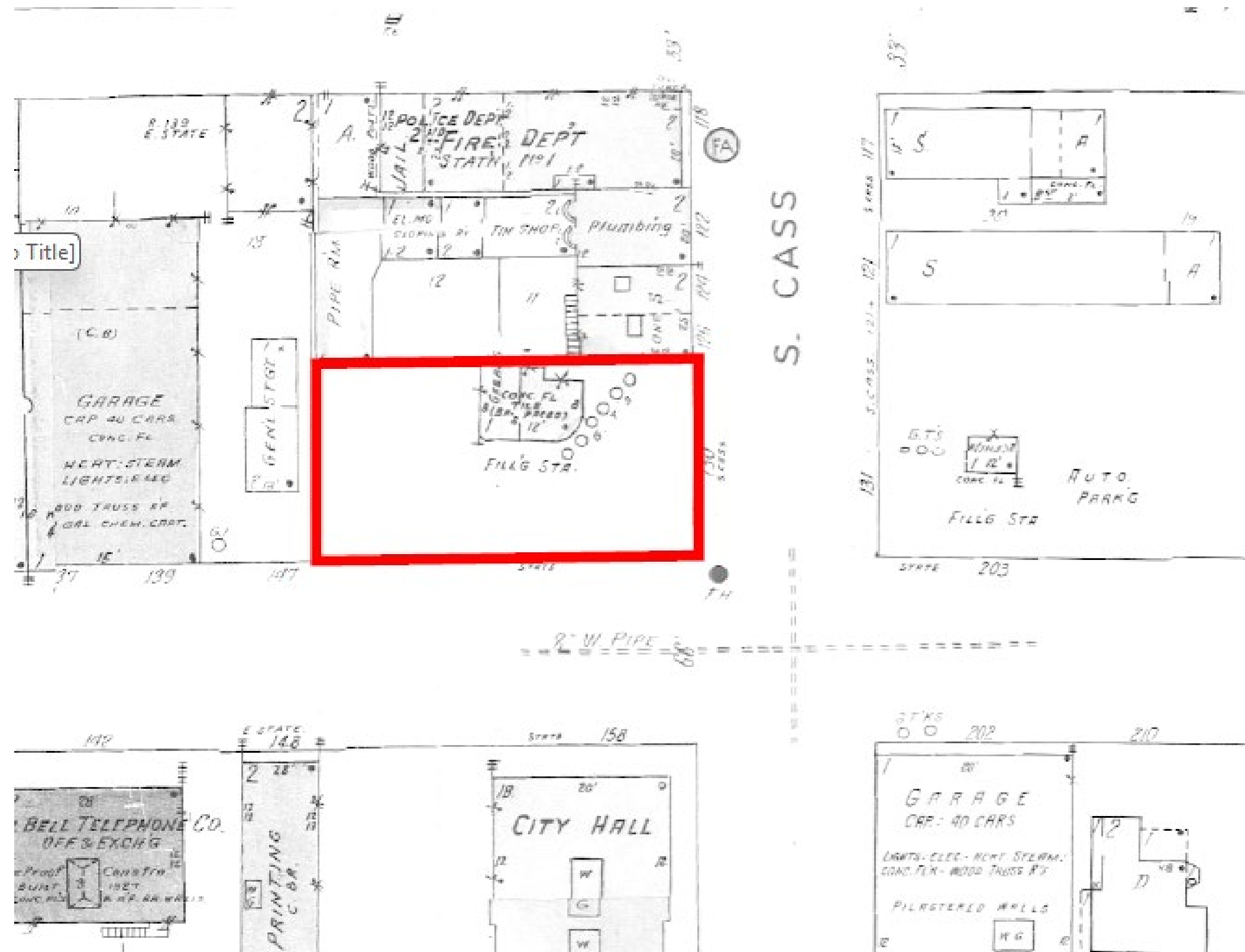
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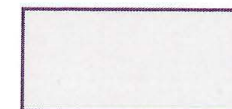
1946-1974 Amoco Station



2025



State and Cass Properties



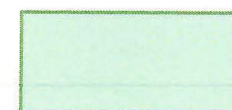
135 E. State Street
KJO LLC



122 Cass St.
AMC of TC LLC



159 East State St.
City of TC (Lot O)



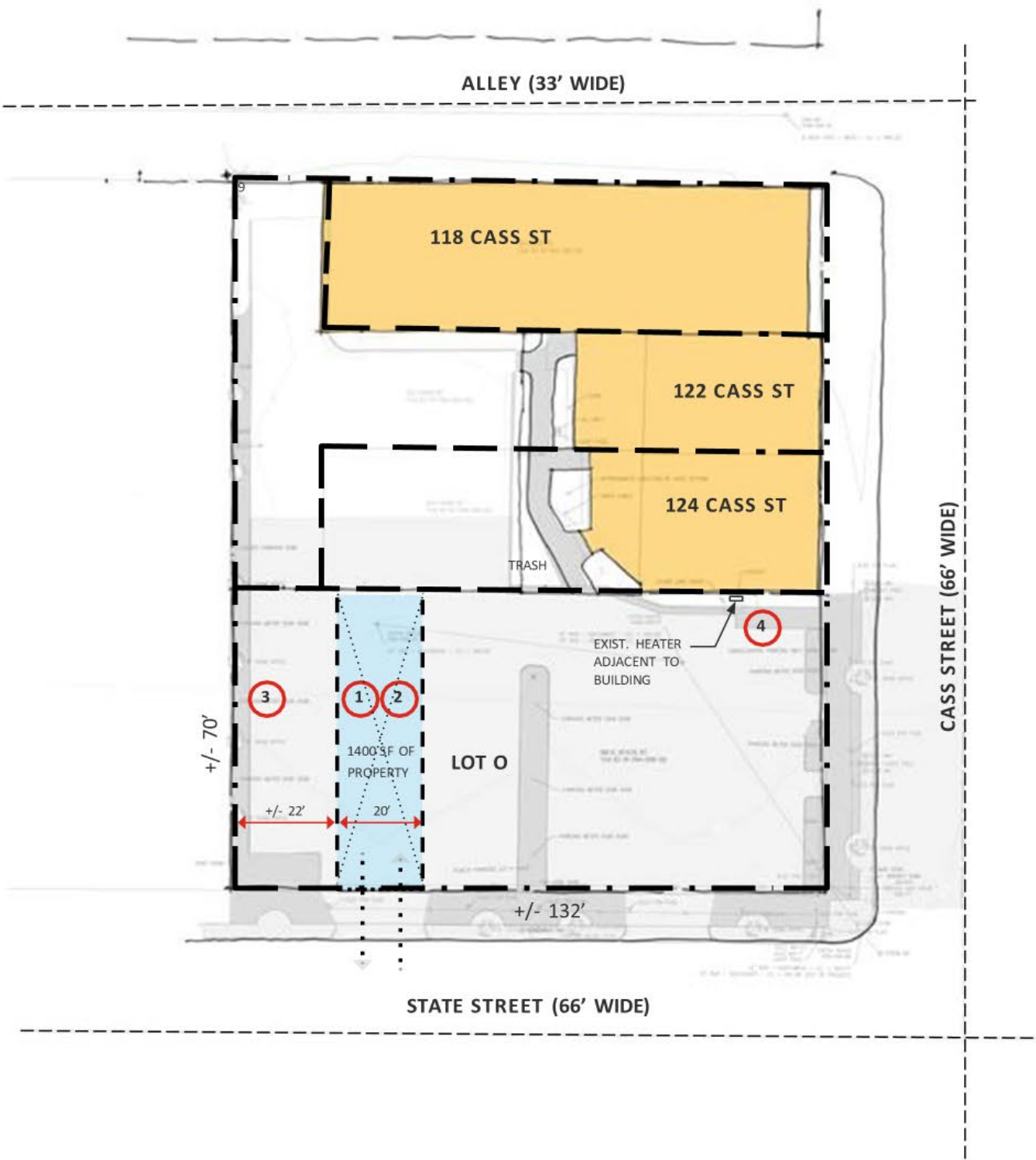
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SITE ISSUES

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- 3 LOT O TRASH SERVICE WILL BE DESIGNED FOR OFF STREET PICK-UP
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- 2,800 SF or 30% of total lot size
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- Temporary access to north property owners during construction
- \$67,000 Annual Revenue Loss
- Maintenance and Utilities
- “clipped corners” on buildings at access points

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- \$513,713 Site Development
- \$224,000 Hydronic sidewalk snow melt
- Up to \$1M Environmental-Brownfield application for clean up costs and barriers and venting
- Storm water collection for contiguous parcels to the north

RENTS

Qty.	Beds	Rent	AMI
5	studio	\$452	30%
5	1 bed	\$475	30%
1	2 bed	\$573	30%
5	studio	\$638	40%
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6	studio	\$1,230	80%
7	1 bed	\$1,410	80%
2	2 bed	\$1,625	80%
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INCOME

Annual Gross per Household size
\$22,900 - \$31,830 *(\$12-16 per hour)
\$29,720 - \$42,440 *(\$18-22 per hour)
\$59,440 – \$84,880 *(\$29-42 per hour)
(1-4 occupants)

52.89% Average AMI

Capital Cost per unit: \$387,000

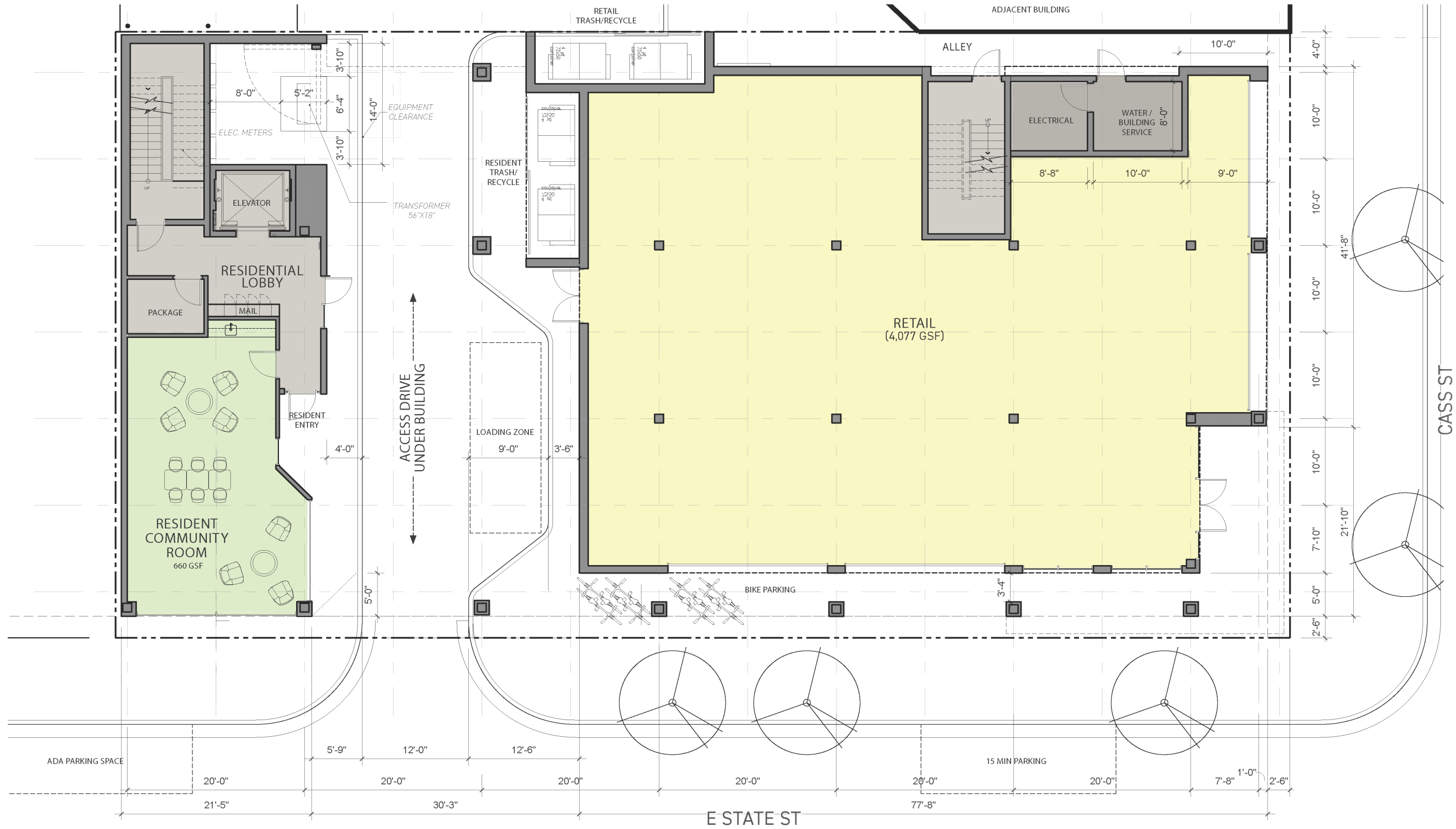
*2,000 hours per year





PROJECT DESIGN

TRAVERSE CITY DOWNTOWN
DEVELOPMENT AUTHORITY
SEPTEMBER 19, 2025



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CONCEPT DESIGN | FLOOR 1 PLAN



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AREA BREAKDOWN - PHASE ONE					
FLOOR	COMMERCIAL AREA (GSF)	COMMON AREA (GSF)	RESIDENTIAL AREA (GSF)	TOTAL BLDG AREA (GSF)	DRIVE LANE UNDER BLDG (GSF)
1	4,077	1,195	-	5,272	1,493
2	-	1,453	6,379	7,832	-
3	-	1,453	6,379	7,832	-
4	-	1,453	6,379	7,832	-
5	-	1,453	6,379	7,832	-
TOTAL	4,077	7,907	25,514	37,400	1,493

UNIT BREAKDOWN - PHASE ONE				
STUDIO (408-482 GSF)	1BR (615-642 GSF)	1BR TYPE A (642 GSF)	2BR (784 GSF)	TOTAL
-	-	-	-	8
4	4	2	1	11
4	4	2	1	11
4	4	2	1	11
4	4	2	1	11
14	14	8	4	64
31.4%	31.4%	18.2%	9.7%	



CONCEPT DESIGN | FLOOR 2 PLAN (FLOORS 3,4,5 SIMILAR)



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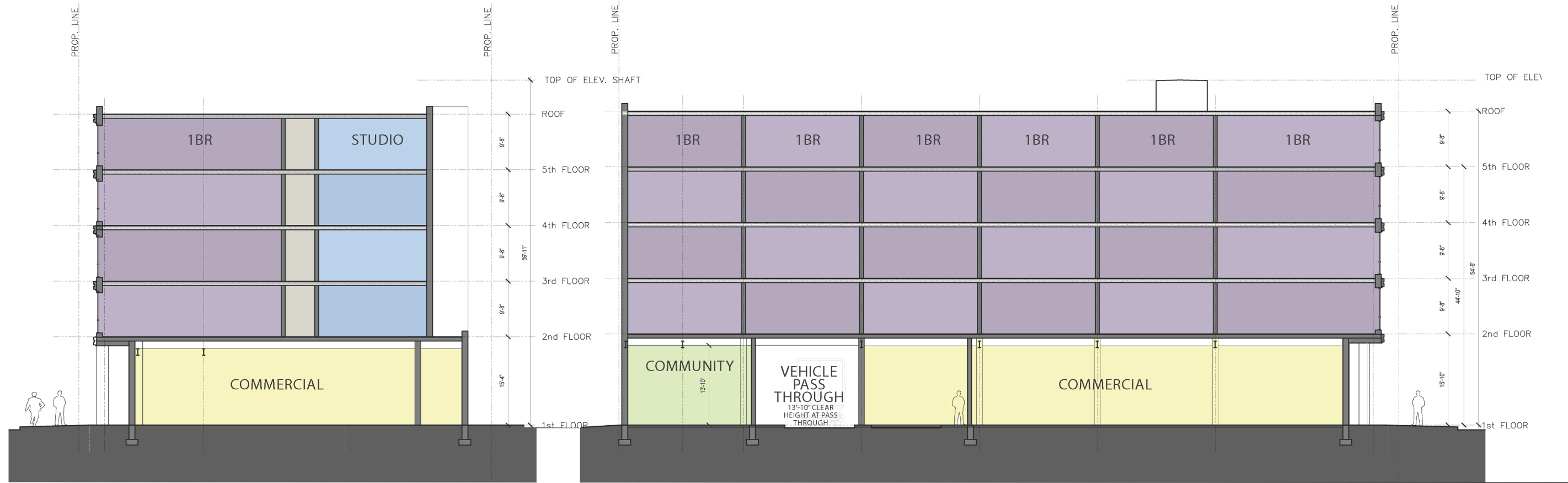
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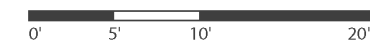
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CONCEPT DESIGN | BUILDING SECTION



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A Family of Food Companies

Cherry Capital Foods

Cherry Capital Foods lead the local food distribution initiatives in the greater Traverse City region from 2008 - 2023 when it closed.

Great Lakes Farm to Freezer

Founded in 2013, Great Lakes Farm to Freezer exists to provide greater access to the diverse agricultural bounty of our region.

Food For Thought

At Food For Thought embraces simple, clean ingredients without unnecessary additives to delivery premium preserves, sauces, condiments and more.

Harvest Food Systems

Harvest Food Systems is a regional food systems and solutions support organization offering a suite of full-service business resources. We are strategic and passionate about being connectors in our region so our growers and makers can thrive sustainably.



HARVEST
FOOD SYSTEMS

CHERRY CAPITAL

Downtown City Market



- Access to fresh produce 7 days a week in parallel with the Sara Hardy Farmers' Market and SEEDS
- Provides a convenient and affordable alternative for tourists and residents.
- Walkable and bikeable for all within TC City limits. Easier access for those without vehicles during winter months.



Product & Service Offerings



FARMERS MARKET

- 7 Day Access for Local Farmers
- Fresh Local Produce and Proteins
- Easily accessible by all within TC
- Curbside and Delivery Service



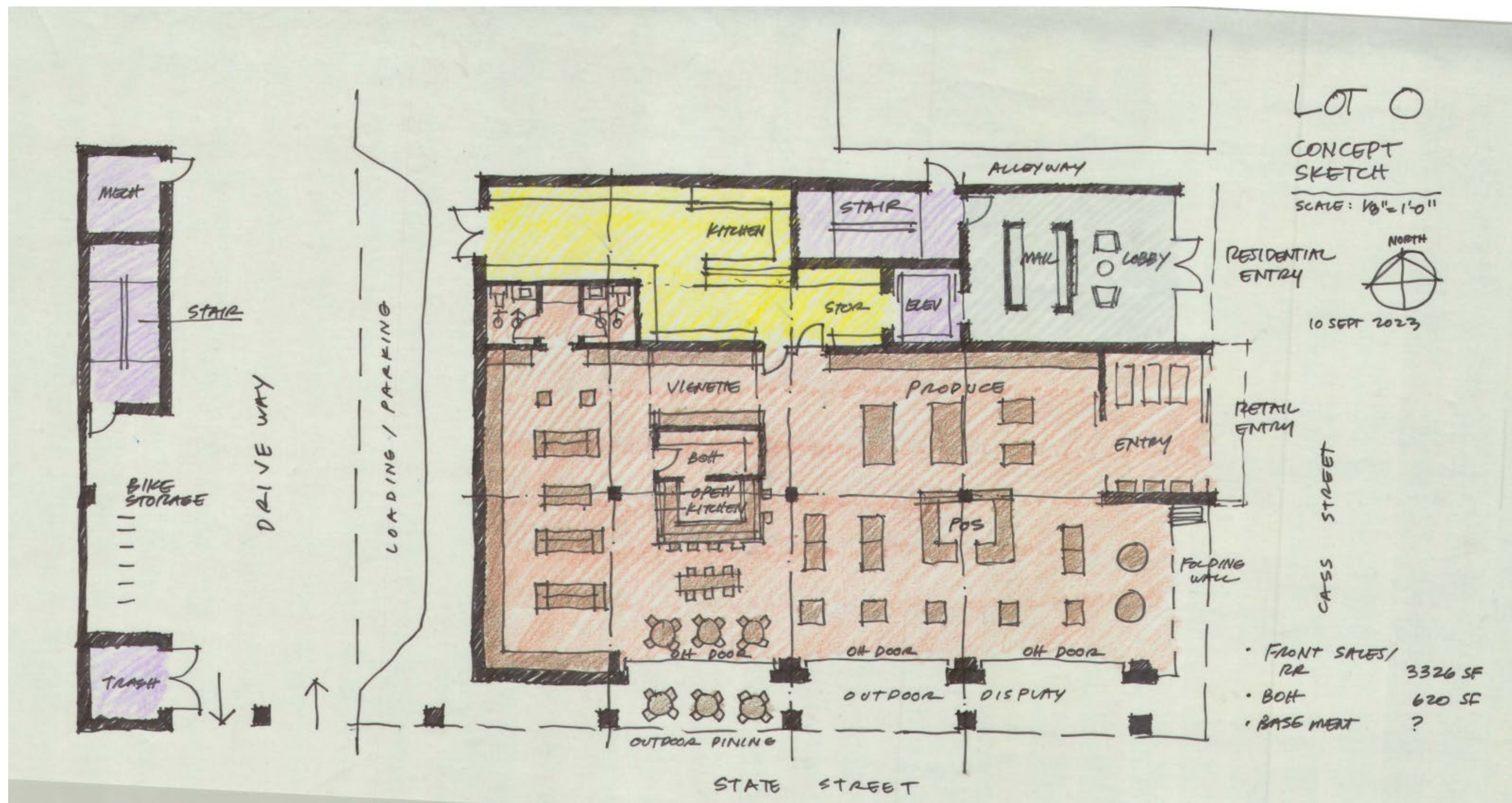
GROCERY

- Healthy Specialty Food Products
- Core Food/Grocery Staples
- Limited Wine and n/a Beverages
- Ready to Make and Eat



PREPARED FOOD

- Hot and Cold Deli
- (3) Rotating Restaurants
- Made on Site Sushi
- Coffee Barista



CHERRY CAPITAL

Downtown City Market

SUSTAINABILITY FORECAST

ONSITE Revenue Targets

	SQ/FT	REV	GROSS AVENUE	NET REVENUE
2028	4250	\$15	\$765,000	n/a
2029	4250	\$22.03	\$1,123,388	n/a
2030	4250	\$29.71	\$1,515,222	\$70,845
2031	4250	\$35.91	\$1,831,181	\$93,538

OFFSITE Revenue Targets

	SITE	GROSS AVENUE	NET REVENUE
2028	1610 Barlow e-fulfillment	\$11,475	\$6,250
2029	1610 Barlow e-fulfillment	\$22,950	\$13,750
2030	1610 Barlow e-fulfillment	\$45,900	\$22,450
2031	1610 Barlow e-fulfillment	\$68,850	\$34,425

END OF LOT O UPDATE

THANK YOU

Q&A





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- City votes to extend PA option for an additional year.

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- Early 2025: City Commission approves 4% PILOT for the project.
- June 2025: City Planning Commission grants site plan approval.
- June 2025: Historic District Commission grants approval.
- Ongoing: City staff coordinate with HomeStretch on project details, public communications, and implementation.
- Planned: City prepared to reissue RFP for Lot O to align with MSHDA’s 24-month requirement.

Key Hurdles Navigated

1. **Building height lawsuit** – stalled all downtown projects until resolved.
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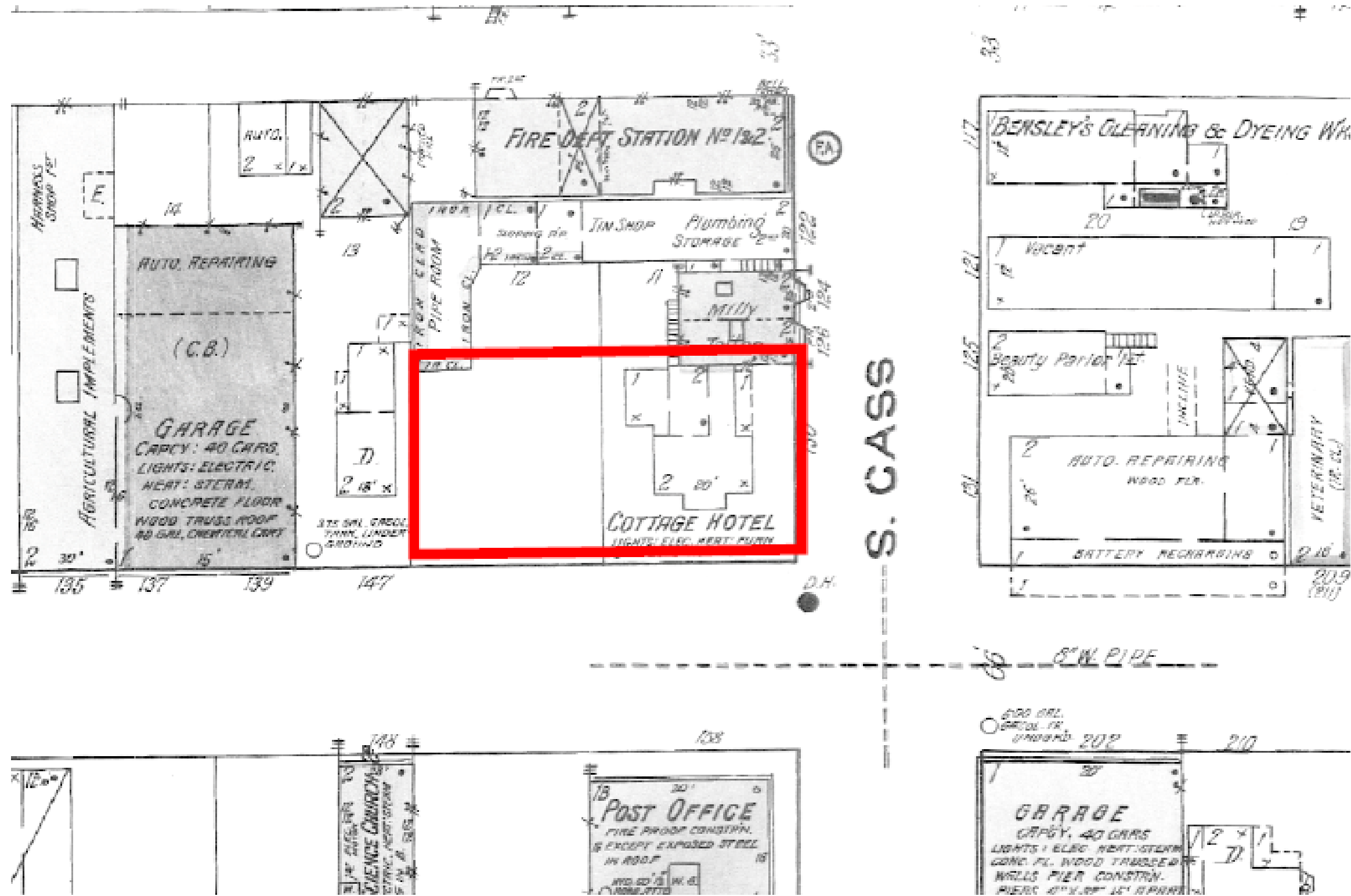
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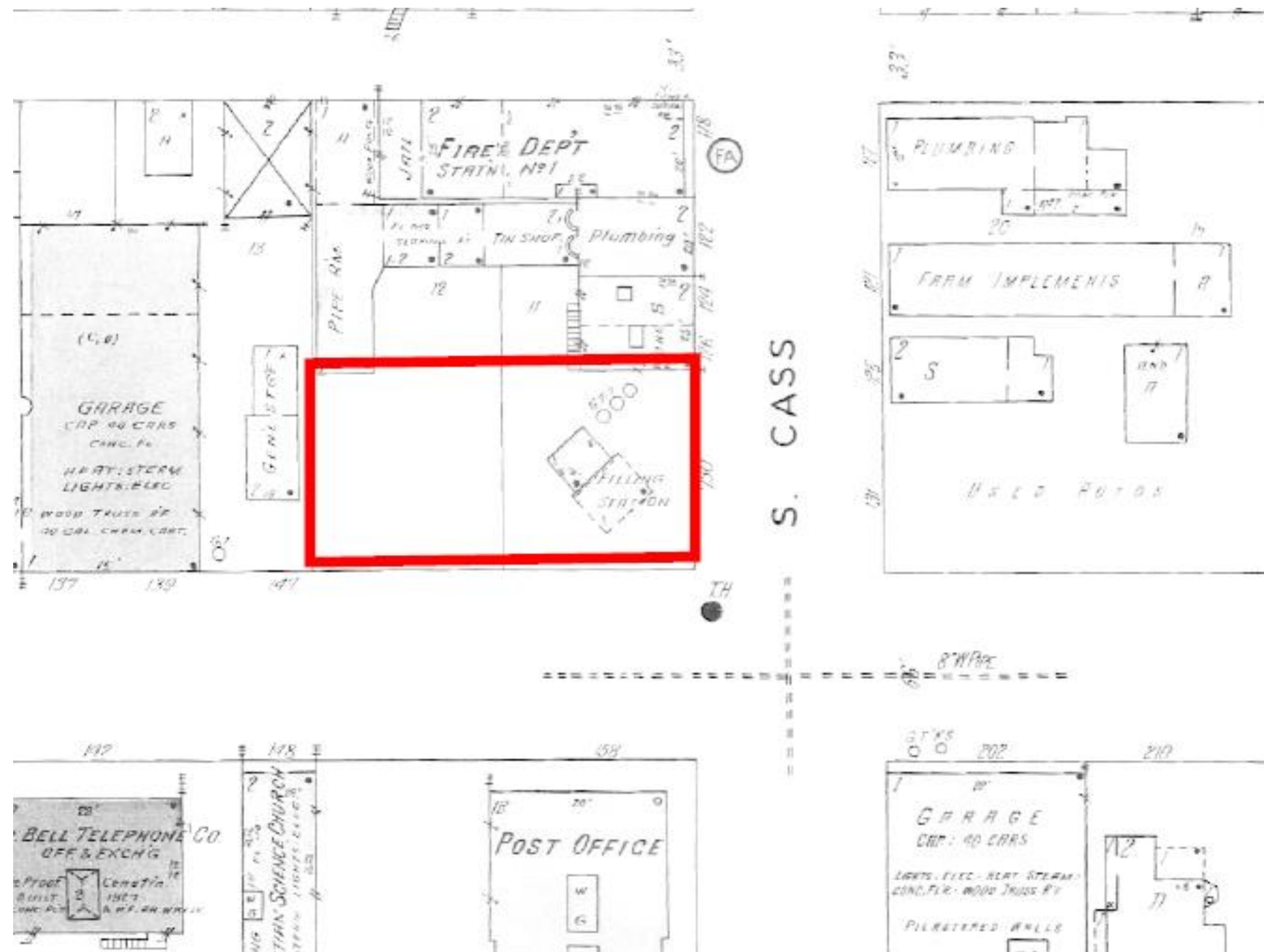
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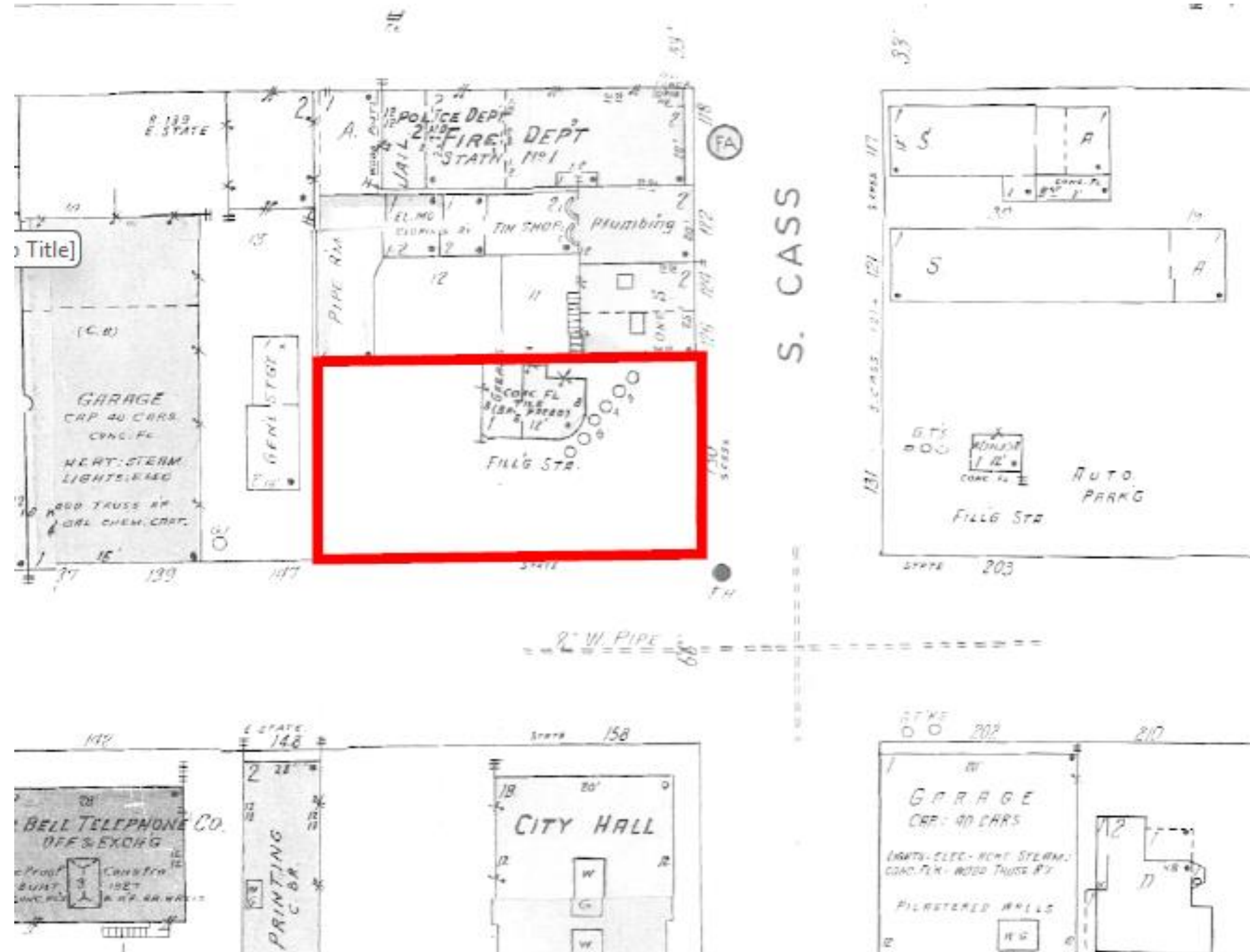
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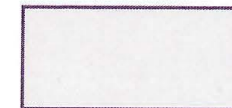
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2025



State and Cass Properties



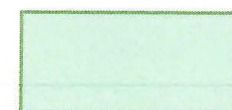
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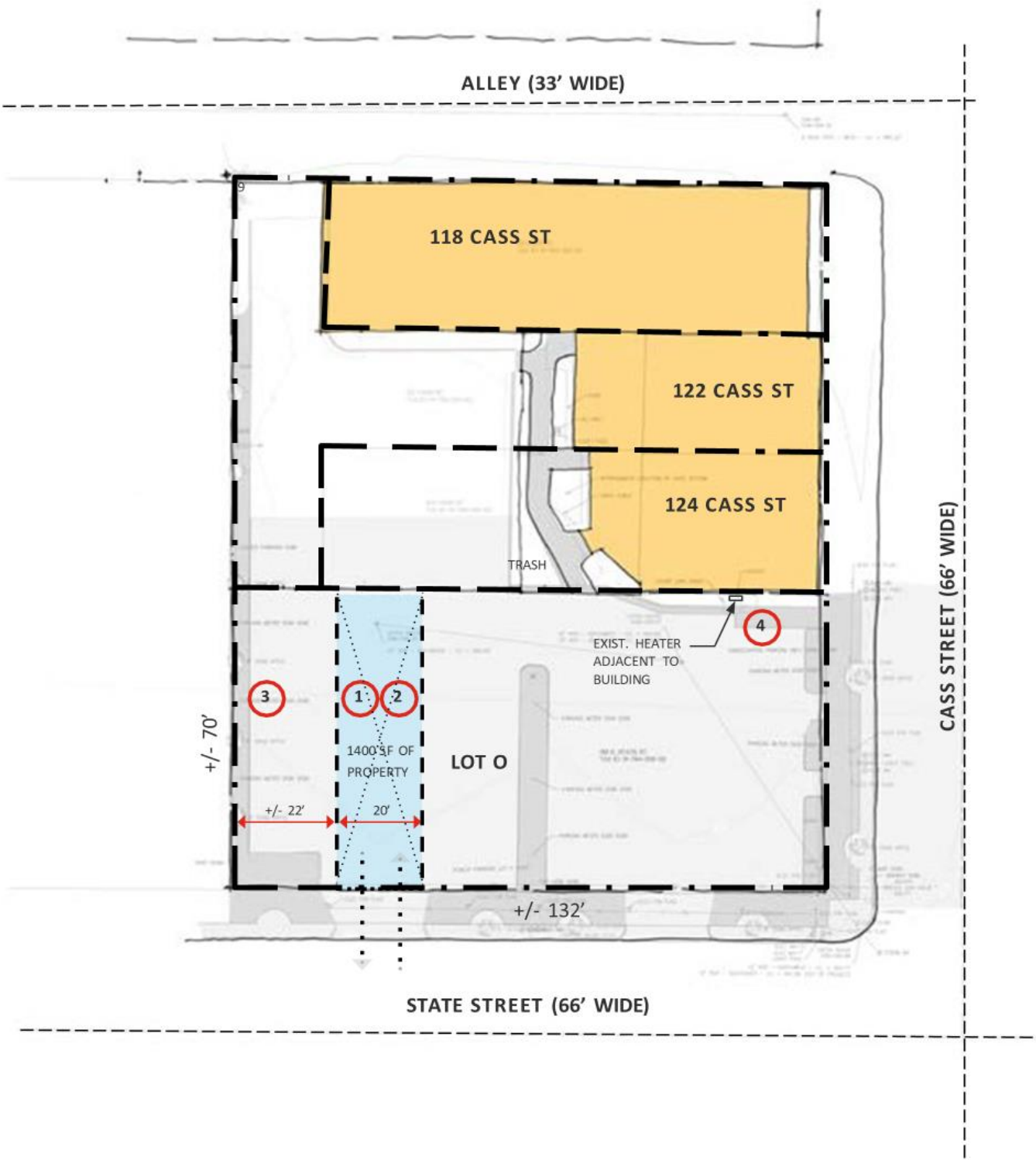
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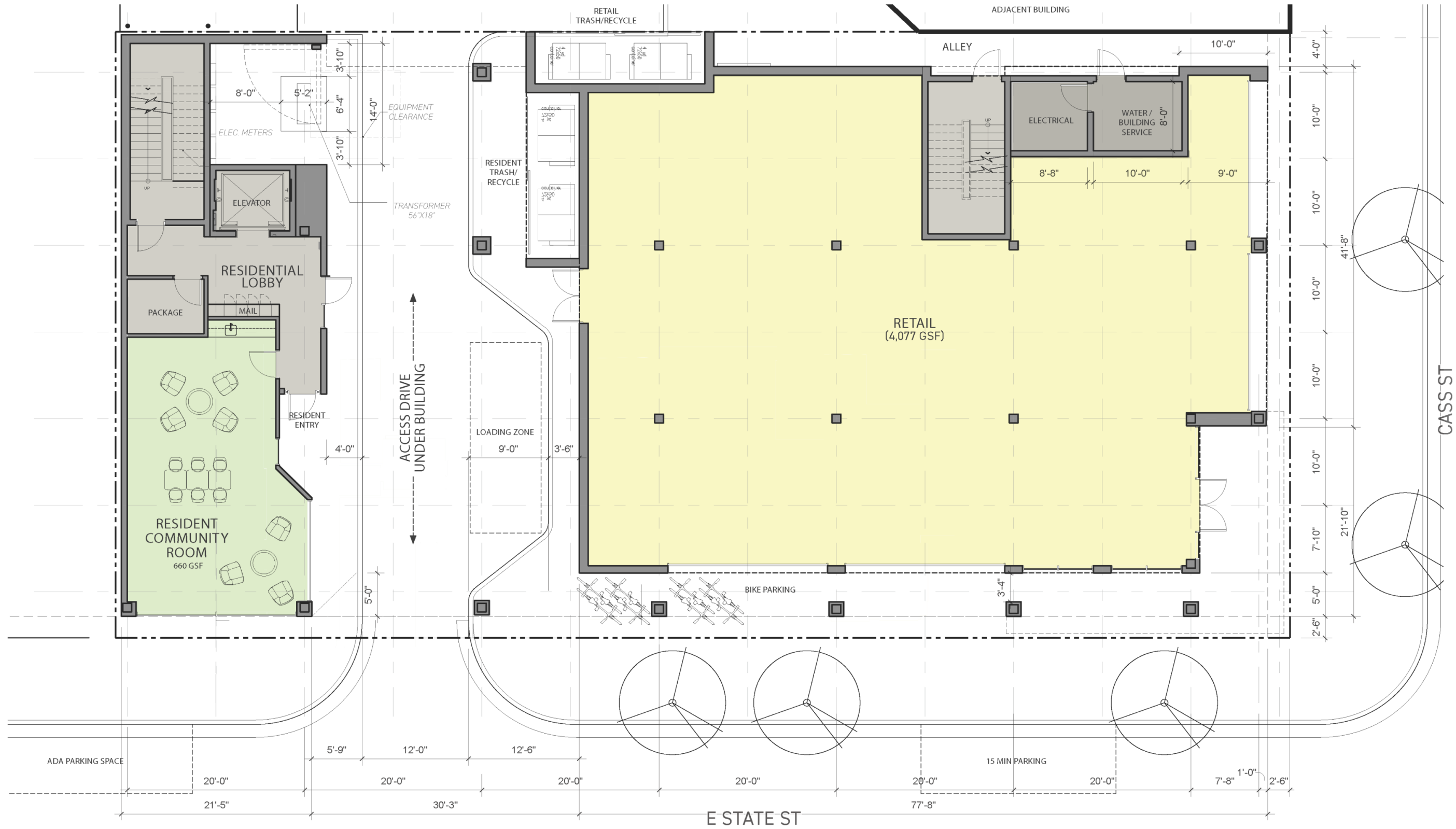
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PROJECT DESIGN

TRAVERSE CITY DOWNTOWN
DEVELOPMENT AUTHORITY
SEPTEMBER 19, 2025



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CONCEPT DESIGN | FLOOR 1 PLAN



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AREA BREAKDOWN - PHASE ONE				
FLOOR	COMMERCIAL AREA (GSF)	COMMON AREA (GSF)	RESIDENTIAL AREA (GSF)	TOTAL BLDG AREA (GSF)
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3	-	1,463	5,371	6,834
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UNIT BREAKDOWN - PHASE ONE				
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-	-	-	-	0
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14	15	8	4	41
31.4%	34.4%	19.2%	9.7%	



CONCEPT DESIGN | FLOOR 2 PLAN (FLOORS 3,4,5 SIMILAR)



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CONCEPT DESIGN | BUILDING SECTION



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Harvest Food Systems

Harvest Food Systems is a regional food systems and solutions support organization offering a suite of full-service business resources. We are strategic and passionate about being connectors in our region so our growers and makers can thrive sustainably.



HARVEST FOOD SYSTEMS

CHERRY CAPITAL

Downtown City Market



- Access to fresh produce 7 days a week in parallel with the Sara Hardy Farmers' Market and SEEDS
- Provides a convenient and affordable alternative for tourists and residents.
- Walkable and bikeable for all within TC City limits. Easier access for those without vehicles during winter months.



Product & Service Offerings



FARMERS MARKET

- 7 Day Access for Local Farmers
- Fresh Local Produce and Proteins
- Easily accessible by all within TC
- Curbside and Delivery Service



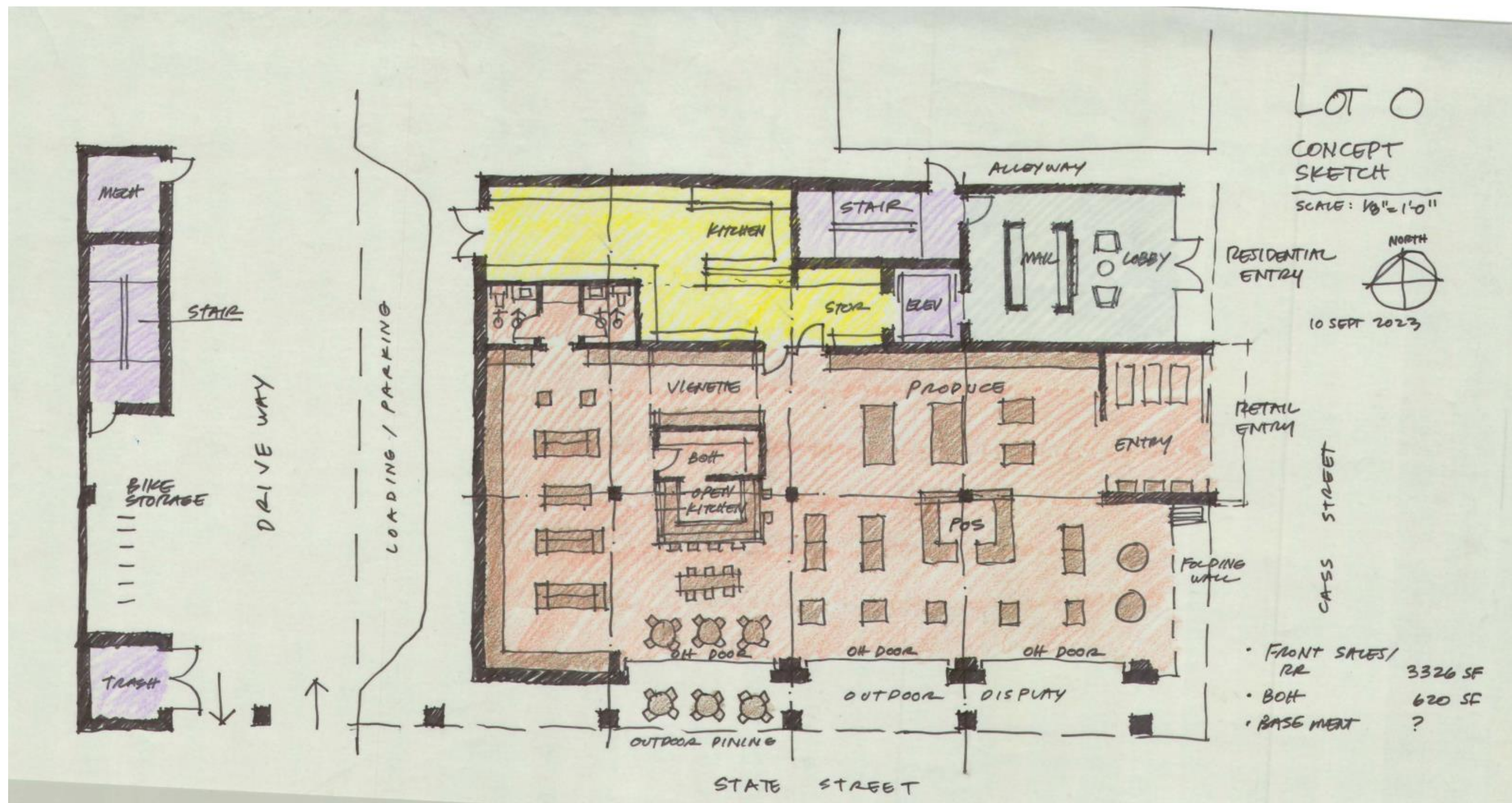
GROCERY

- Healthy Specialty Food Products
- Core Food/Grocery Staples
- Limited Wine and n/a Beverages
- Ready to Make and Eat



PREPARED FOOD

- Hot and Cold Deli
- (3) Rotating Restaurants
- Made on Site Sushi
- Coffee Barista



CHERRY CAPITAL

Downtown City Market

SUSTAINABILITY FORECAST

ONSITE Revenue Targets

	SQ/FT	REV	GROSS AVENUE	NET REVENUE
2028	4250	\$15	\$765,000	n/a
2029	4250	\$22.03	\$1,123,388	n/a
2030	4250	\$29.71	\$1,515,222	\$70,845
2031	4250	\$35.91	\$1,831,181	\$93,538

OFFSITE Revenue Targets

	SITE	GROSS AVENUE	NET REVENUE
2028	1610 Barlow e-fulfillment	\$11,475	\$6,250
2029	1610 Barlow e-fulfillment	\$22,950	\$13,750
2030	1610 Barlow e-fulfillment	\$45,900	\$22,450
2031	1610 Barlow e-fulfillment	\$68,850	\$34,425

END OF LOT O UPDATE

THANK YOU

Q & A





Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
harry@downtowntc.com
231-922-2050

Memorandum

To: DDA Board of Directors

From: Harry Burkholder, DDA Executive Director

Date: September 15, 2025

Subject: Executive Director Report

Below is an overview and update on projects and initiatives that the DDA is working on.

Two-Way Pilot Project

We continue to work with the City's Design Team, community stakeholders, and members from Progressive to implement the remaining objectives and next steps for the pilot. These include analyzing data from the remaining collection periods, determining the short-term and long-term costs of making the pilot permanent, assessing the long-term impacts on downtown circulation if only one eastbound lane remains, and exploring options (with associated costs) for implementing bicycle infrastructure.

We also have established a tentative schedule for these activities, including key meetings and decision points (including the DDA Board likely in November) that will lead to a recommendation on the pilot to the City Commission.

General Infrastructure Repair

As you may recall, earlier this spring, DDA and City staff conducted a walking tour of downtown to identify opportunities for targeted public infrastructure repairs, including sidewalks, curbs, streets, and related improvements. Through this collaborative effort, we identified several areas in need of maintenance and repair.

Streets

Prior to the Cherry Festival, and in collaboration with the City's Street Department, we resurfaced portions of three downtown streets in poor condition:

1. Union Street (North of Front to the Bridge) - Repaved southbound lane (315 ft.) and patched east lane.
2. Union Street (South of Front Street) - Repaved northbound lane (100 ft).
3. Cass Street (South of Front Street) - Repaved both northbound lanes (50 ft).

For the remaining projects - alley approach, mid-block crosswalk, and sidewalk repairs - DDA staff partnered with the City Engineering Department to prepare bid documents. Responses came in between \$243,000 and \$457,500, significantly exceeding the \$75,000 budgeted (\$65,000 from TIF-97 and \$10,000 from Old Town TIF) for general infrastructure maintenance in FY 2025–2026.

Given the cost constraints, we prioritized the Cass Street mid-block crosswalk repair. This project went before the City Commission on August 4th but was not approved, with commissioners requesting the addition of bump-outs. The requested changes expand the project's scope, cost, and timeline, requiring additional design and construction drawings. We are now working with the Engineering Department to rebid the mid-block crosswalk and may still be able to complete this work next spring (within the current fiscal year).

Non-Motorized Improvements

We continue to collaborate with City Engineering and non-motorized transportation advocates to improve the transition from the Bayfront (TART) Trail into downtown for cyclists. Current efforts are focused on installing a bicycle ramp at the Front Street and Grandview Parkway intersection to provide a smoother transition from the sidewalk to the in-street bike lane. We are working with city staff to implement this project still this fall.

North Union Street Bridge and Staircase Railing Reconstruction

We are working with City Engineering to secure design and construction costs for a new railing for the staircase at the northwest corner of the North Union Street Bridge as well as sidewalk and lighting improvements under the North Union Street Bridge. These enhancements will be incorporated into the City's overall bid package for structural improvements to the North Union Street Bridge.

Requests for Proposals

Lower Boardman

We received four proposals in response to our Request for Proposals for the Lower Boardman/Ottaway Downtown Rover Data Gathering and Site Assessment project. As a reminder, this project is funded through a grant from NOAA in collaboration with the Grand Traverse Band of Ottawa and Chippewa Indians. Staff from the Tribe, along with City Engineering, are assisting us in reviewing and analyzing the proposals. We anticipate bringing a recommendation for the DDA Board's consideration at our October meeting.

DDA Website

We have issued a Request for Proposals (RFP) for a new DDA website, with proposals due by October 3rd. We anticipate bringing a recommendation for the DDA Board's consideration at our October meeting.



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Memorandum

To: Downtown Development Authority Board of Directors

From: Lauren Bohac, DDA Deputy Director

Memo Date: September 15, 2025

Subject: Arts Commission Update

Inaugural Mural Festival

At the time of writing, the Mural Festival is ongoing and will have concluded at the time of the board meeting.

The Arts Commission has welcomed six artists to Traverse City since Friday, September 12, resulting in seven unique murals celebrating the natural resources and history of Traverse City.

Accompanying programming was also held as part of the festival, including an art exhibition opening at Commongrounds, a hands-on printmaking activity for kids at Traverse Area District Library, a panel discussion with the artists at the Alluvion, a parade to view the murals as a community, and a celebration of the festival's conclusion at The Filling Station. The Arts Commission also held a private dinner for the artists at Raduno.

The artists have provided the Arts Commission with extremely positive feedback on their experience participating in the festival. Most importantly, the artists have shared how much they have enjoyed spending time in the NoBo neighborhood and our community.

You can view the new murals illuminating the NoBo district at:

- Oryana
- The Box building
- Silver Spruce
- EB2 Vision
- Bay Family Vision
- The Filling Station
- The Copy Shop



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Memorandum

To: Harry Burkholder, DDA Executive Director
Downtown Development Authority Board of Directors

From: Sara Klebba, DDA Director of Events & Engagement

Date: September 16, 2025

Subject: DTCA Director of Events & Engagement Update

DTCA Events Report

Downtown Art Fair (Sat & Sun, Sept 13-14)

- Data is still being finalized for the event, but all vendors commented on a very busy Saturday and steady Sunday in terms of foot traffic and sales.
- The community mural project was a huge success! Partner *Look. Wonder. Discover.* blew past expectations for numbers and ended up with almost 300 paintings. Two more events, in partnership with Up North Pride and Crooked Tree Arts Center, will allow for even more art piece entries. Art to be digitally scanned, curated into a mural by local artists, printed on a banner(s), and installed on Front Street by the Hardy Deck entrance.
- Marketing efforts, cross-promotion with the TC Mural Festival, and gorgeous weather all contributed to the steady crowds and overall positive vibes.

Haunts & Harvest Window Walk (Oct 17-31)

- All downtown merchants were invited to participate in the second annual, friendly downtown window decorating competition with Oct 5 sign up deadline.
- Goal is to create buzz downtown that will lead to curiosity and increased foot traffic.
- Two awards: People's Choice and Judge's Choice

Halloween Walk (Sat, Oct 25)

- Promoting need for volunteers for crossings.
- To continue to encourage trick-or-treaters to follow the same east-to-west "counterclockwise" flow as 2024, but ALSO visit side streets and State St. (where we know there will be businesses with candy).

Shop Your Community Day (Sat, Nov 8)

- Current nonprofit organization status:
 - NPOs were invited to apply by Sept 16
 - Board to review applicants and pick their top selections, then run lottery for remaining (to include space for new and smaller orgs)
 - Sept 25 – Announce participating nonprofits publicly
- Merchant timeline:
 - Sept 19 – Merchant registration form opens
 - Oct 17 – Merchant participation deadline

Light Parade (Sat, Nov 22)

- Invitation emails to be sent week of Sept 16 to past entrants and DT Newsletter email list
- Awaiting date from City for a planning meeting/safety meeting
- **NEW RULE:** No candy or materials may be distributed along the parade route. This change is due to ongoing safety concerns – children have repeatedly entered the roadway to collect items, creating dangerous situations near large trucks and moving vehicles. Instead, we will be adding this activity to the Tree Lighting and even incorporating it into the program
- NCF weekly meeting series began 9.9.25
- Seeking volunteers for staging, route monitoring, de-staging, and Tree Lighting giveaways