

Traverse City Downtown Development Authority Regular Meeting

Friday, August 15, 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. SPECIAL ORDER OF BUSINESS

- A. Introduction and Welcome of Caitlin Early
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4. REVIEW AND APPROVAL OF AGENDA

5. PUBLIC COMMENT

6. 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.

- A. Consideration of approving the minutes from the July 18, 2025 DDA Regular Board Meeting (approval recommended) 4 - 8

[July 18, 2025 Meeting Minutes - PDF](#)

- B. Consideration of approving the July 2025 Financial Reports and Distributions for the DDA General, Old Town TIF and TIF-97 (approval recommended) 9 - 12

[July 2025 DDA General, Old Town TIF, and TIF-97 Financial Report - PDF](#)

[July 2025 Arts Commission Financial Report - PDF](#)

7. ITEMS REMOVED FROM CONSENT CALENDAR

8. OLD BUSINESS

- A. TIF-97 Project Priorities Report 13 -
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	TIF-97 Project Priorities Memo (Burkholder) - PDF	17
	Rotary Square Timeline - PDF	
	Boardman Ottaway Riverwalk Timeline - PDF	
9.	NEW BUSINESS	
A.	Arts Commission Appointment (approval recommended) Arts Commission Appointment Memo (Burkholder) - PDF	18
B.	Rotary Square Use Policy (approval recommended) Rotary Square Use Policy Memo (Bohac) - PDF Final Draft Rotary Square Use Policy - PDF	19 - 27
10.	EXECUTIVE DIRECTOR REPORT	
A.	Executive Director Report Executive Director Report - PDF East State Street Crosswalks - PDF	28 - 31
11.	STAFF REPORTS	
A.	Arts Commission Report Art Commission Report (Bohac) - PDF	32
12.	RECEIVE AND FILE	
A.	Director of Events and Engagement Report Director of Events and Engagement Memo (Klebba) - PDF	33 - 34
B.	July 7, 2025 Governance Committee Draft Meeting Minutes July 7, 2025 Governance Committee Draft Meeting Minutes - PDF	35 - 36
13.	PUBLIC COMMENT	
14.	ADJOURNMENT	