

# **Traverse City Downtown Development Authority Regular Meeting**

**Friday, April 25, 2025**

**9:00 am**

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



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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](http://www.dda.downtowntc.com)  
303 East State Street, Suite C  
Traverse City, MI 49684

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# Welcome to the Traverse City Downtown Development Authority meeting

## Agenda

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### 1. CALL TO ORDER

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### 2. ROLL CALL

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### 3. REVIEW AND APPROVAL OF AGENDA

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### 4. PUBLIC COMMENT

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### 5. 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.*

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|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| A. | Consideration of approving the minutes from the March 14, 2025 DDA Regular Board Meeting (approval recommended)<br><a href="#">March 14, 2025 DDA Regular Meeting Minutes - PDF</a>                                                                                                                                                       | 4 - 8  |
| B. | Consideration of approving the March 2025 Financial Reports and Distributions for the DDA General, Old Town, TIF-97 and the Arts Commission budgets (approval recommended)<br><a href="#">DDA General, Old Town TIF, TIF-97 Financial Report and Dashboard - PDF</a><br><a href="#">March 2025 Arts Commission Financial Report - PDF</a> | 9 - 17 |
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### 6. ITEMS REMOVED FROM CONSENT CALENDAR

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### 7. SPECIAL ORDER OF BUSINESS

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|----|---------------------------------------------------------------------------------------------------------|----|
| A. | Arts Commission Board Appointment<br><a href="#">Arts Commission Appointment Memo Burkholder) - PDF</a> | 18 |
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### 8. OLD BUSINESS

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A.	Mobile Surveillance Camera Trailer (approval recommended) <a href="#">Mobile Surveillance Camera Trailer Memo (Burkholder) - PDF</a> <a href="#">DDA Mobile Surveillance Camera Memo (Chief Richmond) - PDF</a> <a href="#">Public Safety Video Surveillance System Policy - PDF</a>	19 - 29
B.	Streetscaping Investment Policy (possible action) <a href="#">Streetscape Investment Policy Memo (Burkholder) - PDF</a> <a href="#">Draft Streetscape Investment Policy - PDF</a>	30 - 32
C.	Expenditure of TIF Funds Beyond Plan Expiration <a href="#">Expenditure of TIF Funds Memo (Burkholder) - PDF</a> <a href="#">Memo concerning TIF Expenditures at Expiration of TIF Plan (Scott Howard) - PDF</a>	33 - 35
D.	TIF-97 Project Priorities Update <a href="#">TIF-97 Project Priorities Update Memo (Burkholder) - PDF</a> <a href="#">Riverwalk Timeline - PDF</a> <a href="#">Rotary Square Timeline - PDF</a>	36 - 40
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<b>9.</b>	<b>NEW BUSINESS</b>	
A.	2025 - 2026 Budget (public hearing approval recommended) <a href="#">2025 - 2026 Budget Memo (Burkholder) - PDF</a> <a href="#">TIF-97 and Old Town TIF Budget Worksheet - PDF</a> <a href="#">DDA General Budget Worksheet - PDF</a>	41 - 51
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<b>10.</b>	<b>EXECUTIVE DIRECTOR REPORT</b>	
A.	Executive Director Report <a href="#">Executive Director Report (Burkholder) - PDF</a>	52 - 53
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<b>11.</b>	<b>STAFF REPORTS</b>	
A.	Director of Events and Engagement <a href="#">Director of Events and Engagement Report (Klebba) - PDF</a>	54 - 55
B.	Arts Commission <a href="#">Art Commission Report (Bohac) - PDF</a>	56 - 57
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<b>12.</b>	<b>RECEIVE AND FILE</b>	
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<b>13.</b>	<b>PUBLIC COMMENT</b>	
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<b>14.</b>	<b>ADJOURNMENT</b>	