

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

**Friday, May 16, 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](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

Page

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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.*

- A. Consideration of approving the minutes from the April 25, 2025 DDA Regular Board Meeting (approval recommended) 4 - 8  
[April 25, 2025 DDA Board Meeting Minutes - PDF](#)
- B. Consideration of approving the April 2025 Financial Reports and Distributions for DDA General, Old Town TIF, TIF-97 and the Arts Commission (approval recommended) 9 - 17  
[DDA General, Old Town TIF, TIF-97 Financial Report and Dashboard - PDF](#)  
[April 2025 Arts Commission Financial Report - PDF](#)
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### 6. ITEMS REMOVED FROM CONSENT CALENDAR

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### 7. SPECIAL ORDER OF BUSINESS

- A. Public Hearing for the 2025 - 2026 DDA Budget 18 - 42  
[2025 -2026 DDA Budget Memo \(Burkholder\) - PDF](#)  
[2025 - 2026 Proposed TIF-97 and Old Town TIF Expenses - PDF](#)  
[2025 - 2026 Proposed DDA General, TIF-97 and Old Town TIF](#)
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**8. OLD BUSINESS**

- |    |  |            |
|----|--|------------|
| A. | TIF-97 Budget Priorities (with presentation from Progressive on Rotary Square) | 43 -<br>46 |
|    | <a href="#">TIF-97 Project Priorities Memo (Burkholder) - PDF</a>              |            |
|    | <a href="#">May 2025 Rotary Square Timeline - PDF</a>                          |            |
|    | <a href="#">May 2025 Boardman/Ottaway Riverwalk timeline</a>                   |            |
| B. | Streetscaping Policy (approval recommended)                                    | 47 -<br>50 |
|    | <a href="#">Streetscaping Policy Memo (Burkholder)</a>                         |            |
|    | <a href="#">Streetscape Investment Policy - PDF</a>                            |            |
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**9. NEW BUSINESS**

- |    |  |            |
|----|--|------------|
| A. | Ambassador (clean and green) Program Contract (approval recommended) | 51 -<br>56 |
|    | <a href="#">Ambassador Program Contract Memo - PDF</a>               |            |
|    | <a href="#">DDA Ambassadors-SEEDS EcoCorps Proposal - PDF</a>        |            |
| B. | Retail Incubator (approval recommended)                              | 57         |
|    | <a href="#">Retail Incubator Memo (Burkholder) - PDF</a>             |            |
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**10. EXECUTIVE DIRECTOR REPORT**

- |    |  |            |
|----|--|------------|
| A. | Executive Director Report (Burkholder) - PDF                 | 58 -<br>59 |
|    | <a href="#">Executive Director Report (Burkholder) - PDF</a> |            |
- 

**11. STAFF REPORTS**

- |    |   |            |
|----|---|------------|
| A. | Director of Events and Engagement                                       | 60 -<br>61 |
|    | <a href="#">Director of Events and Engagement Report (Klebba) - PDF</a> |            |
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**12. RECEIVE AND FILE**

- |    |  |            |
|----|--|------------|
| A. | Traverse Connect Quarter One Growth Barometer  | 62 -<br>65 |
|    | <a href="#">Traverse Connect Q1 Growth Barometer Results and Quarterly Accomplishments - PDF</a> |            |
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**13. PUBLIC COMMENT**

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**14. ADJOURNMENT**



**Minutes of the  
Downtown Development Authority for the City of Traverse City  
Regular Meeting  
Friday, April 25, 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, Mayor Amy Shamroe, Board Member Shelley Spencer, Board Member Gary Howe, and Board Member Mike Powers

The following Board Members were absent: None

Chair Slosky presided at the meeting.

(a) **CALL TO ORDER**

Chair Slosky called the meeting to order at 9:00am

(b) **ROLL CALL**

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

(1) That the Agenda be approved as presented.

Moved by Jeff Joubran, Seconded by Amy Shamroe

**Yes:** Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 8-0-0 on a recorded vote**

(d) **PUBLIC COMMENT**

(e) **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 March 14, 2025 DDA Regular Board Meeting (approval recommended)
- (2) 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)  
That the Consent Calendar be approved as presented.

Moved by Todd McMillen, Seconded by Shelley Spencer

**Yes:** Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 8-0-0 on a recorded vote**

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

(g) **SPECIAL ORDER OF BUSINESS**

- (1) Arts Commission Board Appointment

The following addressed the board:

Harry Burkholder

Todd McMillen

Pete Kirkwood

That the DDA Board appoint DDA Board member Jeff Joubran to the Traverse City Arts Commission.

Moved by Amy Shamroe, Seconded by Gary Howe

**Yes:** Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 8-0-0 on a recorded vote**

(h) **OLD BUSINESS**

- (1) Mobile Surveillance Camera Trailer (approval recommended)

The following addressed the board:

Harry Burkholder  
Chief Matt Richmond  
Jeff Joubran  
Ed Slosky  
Amy Shamroe  
Pete Kirkwood  
Shelley Spencer  
Mike Powers  
Gary Howe

That the DDA Board of Directors approves to work with the Traverse City Police Department to purchase a Mobile Surveillance Camera Trailer for the Downtown District for a cost not to exceed \$40,250 with funding from TIF-97.

Moved by Amy Shamroe, Seconded by Todd McMillen

**Yes:** Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** None

**CARRIED. 8-0-0 on a recorded vote**

**(2) Streetscaping Investment Policy (possible action)**

The following addressed the board:

Harry Burkholder  
Ed Slosky  
Amy Shamroe  
Mike Powers  
Jeff Joubran

**(3) Expenditure of TIF Funds Beyond Plan Expiration**

The following addressed the board:

Harry Burkholder  
Scott Howard  
Pete Kirkwood  
Mike Powers  
Amy Shamroe  
Gary Howe

**(4) TIF-97 Project Priorities Update**

The following addressed the board:

Harry Burkholder  
Ed Slosky  
Pete Kirkwood  
Amy Shamroe  
Mike Powers  
Shelley Spencer  
Gary Howe  
Jeff Joubran

(i) **NEW BUSINESS**

**(1)** 2025 - 2026 Budget (public hearing approval recommended)

The following addressed the board:

Harry Burkholder  
Mike Powers  
Ed Slosky  
Amy Shamroe  
Gary Howe  
Pete Kirkwood

\*Joubran left meeting at 10:32am

\*McMillen left meeting 10:39am

Recommended Motion That the DDA set a public hearing for the 2025/2026 DDA Budget for Friday, May 16, 2025 at 9:00am in the Governmental Center Commission Chambers

Moved by Gary Howe, Seconded by Mike Powers

**Yes:** Peter Kirkwood, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

**Absent:** Jeff Joubran and Todd McMillen

**CARRIED. 6-0-2 on a recorded vote**

(j) **EXECUTIVE DIRECTOR REPORT**

**(1)** Executive Director Report

The following addressed the board:

Harry Burkholder

\*Kirkwood left meeting at 10:44am

(k) **STAFF REPORTS**

**(1)** Director of Events and Engagement

The following addressed the board:  
Sara Klebba

**(2)** Arts Commission

The following addressed the board:  
Harry Burkholder

(l) **RECEIVE AND FILE**

The following addressed the board:  
Harry Burkholder

(m) **PUBLIC COMMENT**

(n) **ADJOURNMENT**

The meeting was adjourned by Chair Slosky at 10:47am.

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Harry Burkholder, Executive Director



# Traverse City DDA - General

## Trial Balance

As of April 30, 2025

	DEBIT	CREDIT
1000 Fifth Third Checking - 3112	735,717.07	
1010 Fifth Third Savings - 6740	215,084.94	
1020 Petty Cash	0.00	
1072 Bill.com Money Out Clearing	0.00	
1200 Accounts Receivable	72.42	
1101 Due From APS (City of TC)	0.00	
1102 Due From Arts Council	0.00	
1103 Due From DTCA	0.00	
1104 Due From Other Funds	0.00	
1220 Grants Receivable	0.00	
1230 Other Receivable	0.00	
1300 Pre-Paid Expense	16,662.34	
1480 Payroll Advance	0.00	
1499 Undeposited Funds	0.00	
2000 Accounts Payable		13,203.02
2153 Credit Card		2,114.99
2050 Other Accrued Liabilities		0.00
2100 Due to Other Funds		0.00
2110 Due to Oldtown TIF		2,368.90
2120 Due to TIF 97		49,968.08
2200 Payroll Liabilities		0.00
2201 Payroll Liabilities:Direct Deposit Liabilities		0.00
2202 Payroll Liabilities:Accrued Payroll Liabilities		11,081.49
2203 Payroll Liabilities:Accrued Salaries		37,361.89
2205 Payroll Liabilities:457b Payable		0.00
2210 Payroll Liabilities:Federal Income Tax Payable		0.00
2215 Payroll Liabilities:Health, Dental, Vision Insurance Payable		1,128.21
2220 Payroll Liabilities:Life & Disability Insurance Payable		83.59
2225 Payroll Liabilities:Medicare Tax Payable		0.00
2230 Payroll Liabilities:Social Security Tax Payable		0.00
2235 Payroll Liabilities:State Income Tax Payable		0.00
2240 Payroll Liabilities:State Unemployment Tax Payable		0.00
2245 Payroll Liabilities:Wage Garnishment Payable		0.00
2300 Deposits Payable		0.00
2301 Deposits Payable:Double Up Food Bucks	2,490.00	
2303 Deposits Payable:NCF Reimbursements		0.00
2304 Deposits Payable:Prescriptions for Health		0.00
2305 Deposits Payable:Project Fresh		0.00
2306 Deposits Payable:Senior Project Fresh		0.00
2307 Deposits Payable:SNAP Food Assistance Payable		0.00
2403 GRANTS:EGLE - Cornwell Development		0.00
2407 GRANTS:MEDC Civic Square		100,000.00
2409 GRANTS:Rotary Charities		0.00
2600 Deferred Income		22,510.83
Bryan Crough Memorial Fund		0.00

Accrual Basis Tuesday, May 13, 2025 08:24 AM GMT-04:00

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# Traverse City DDA - General

## Trial Balance

As of April 30, 2025

	DEBIT	CREDIT
Bumpout Project Funds Collected		0.00
Buy Local Give Local Campaign		0.00
Suspense		0.00
3000 Opening Bal Equity		107,606.27
3900 Retained Earnings		468,428.85
4101 TAXES:Property Taxes		123,928.70
4200 GRANTS & CONTRIBUTIONS		141,656.00
4204 GRANTS & CONTRIBUTIONS:Grants - EGLE cornwell		1,250.00
4207 GRANTS & CONTRIBUTIONS:MACC Grant		12,000.00
4212 GRANTS & CONTRIBUTIONS:EGLE Grant-State Street West-End Mixed Use		385.00
4302 REIMBURSEMENTS:Administrative Services		731,228.00
4303 REIMBURSEMENTS:Parking Services		181,317.90
4305 REIMBURSEMENTS:Farmers Market Revenue		15,488.68
4306 REIMBURSEMENTS:Farmer's Market Booth Rental Income		33,192.00
4501 INTEREST INCOME:Interest & Dividends		6,505.39
5101 SALARIES:Salaries & Wages	375,326.09	
5102 SALARIES:Hourly Wage Expense	128,620.72	
5201 FRINGE BENEFITS:Health Insurance	15,236.03	
5202 FRINGE BENEFITS:Disability Insurance Benefits	1,317.47	
5203 FRINGE BENEFITS:Life Insurance Expense	277.42	
5204 FRINGE BENEFITS:457 Company Matching	35,913.70	
5208 FRINGE BENEFITS:Social Security Tax Expense	32,673.96	
5209 FRINGE BENEFITS:Medicare Tax Expense	7,641.43	
5210 FRINGE BENEFITS:SUTA Tax Expense	1,378.90	
5211 FRINGE BENEFITS:Workers Compensation	1,534.50	
5401 PROFESSIONAL SERVICES:Contract Services	70,009.89	
5402 PROFESSIONAL SERVICES:Legal	46,180.48	
5403 PROFESSIONAL SERVICES:Professional/Contractual	220,367.44	
5409 PROFESSIONAL SERVICES:Grant exp EGLE cornwell bldg	1,250.00	
5418 PROFESSIONAL SERVICES:SNAP Food Assistance Expense	17,458.39	
5419 PROFESSIONAL SERVICES:EGLE Grant-State Street West-End Mixed Use	742.50	
5420 PROFESSIONAL SERVICES:Farmers Market Administrative Expense	24,215.39	
5421 PROFESSIONAL SERVICES:Marketing	62,420.00	
5501 TRAVEL AND CONFERENCES:Lodging, meals	629.39	
5502 TRAVEL AND CONFERENCES:Transportation	390.76	
5503 TRAVEL AND CONFERENCES:Training	275.00	
5601 REPAIRS AND MAINTENANCE:Repairs & Maintenance	926.43	
5301 OFFICE SUPPLIES AND UTILITIES:Office Supplies	10,064.71	
5302 OFFICE SUPPLIES AND UTILITIES:Utilities	4,264.59	
5303 OFFICE SUPPLIES AND UTILITIES:Operation Supplies	464.70	
5305 OFFICE SUPPLIES AND UTILITIES:Dues, Subscriptions and Memberships	21,173.65	
5306 OFFICE SUPPLIES AND UTILITIES:Printing & Publishing	1,246.85	
5307 OFFICE SUPPLIES AND UTILITIES:Communications	2,349.48	
5308 OFFICE SUPPLIES AND UTILITIES:Miscellaneous Expense	6,136.83	
5311 OFFICE SUPPLIES AND UTILITIES:Escheatment Liability		40.00

Accrual Basis Tuesday, May 13, 2025 08:24 AM GMT-04:00

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Traverse City DDA - General

Trial Balance  
As of April 30, 2025

	DEBIT	CREDIT
5404 OFFICE SUPPLIES AND UTILITIES:Insurance, Bonds & Taxes	2,334.32	
TOTAL	<b>\$2,062,847.79</b>	<b>\$2,062,847.79</b>

## Traverse City DDA - Old Town TIF

### Trial Balance

As of April 30, 2025

	DEBIT	CREDIT
1001 Fifth Third Checking - 0650	1,389,704.74	
1072 Bill.com Money Out Clearing	0.00	
1200 Accounts Receivable	2,368.90	
1103 OTHER CURRENT ASSETS:Due From Other Funds	0.00	
1104 OTHER CURRENT ASSETS:Due From DDA	0.00	
1300 Prepaid Expense	2,083.32	
2000 Accounts Payable		0.00
2100 Due to Other Funds		0.00
3900 Retained Earnings		799,554.29
4101 Property Taxes		912,407.55
Sales		0.00
5302 OFFICE SUPPLIES & UTILITIES:Utilities	1,764.19	
5308 OFFICE SUPPLIES & UTILITIES:Miscellaneous Expense	146.10	
5400 PROFESSIONAL SERVICES	229,202.25	
5500 Contributions to District Construction Projects	85,894.43	
5900 Repairs and Maintenance	1,392.00	
4501 INTEREST INCOME:Interest & Dividend Income		594.09
<b>TOTAL</b>	<b>\$1,712,555.93</b>	<b>\$1,712,555.93</b>

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## TC Downtown Development Authority (DDA)

### Board Financial Report - Dashboard

4/30/2025

Financial Position	YTD as of 4/30/2025	Prior Year as of 6/30/2024 *	Change
Total Cash and Cash Equivalents	\$ 950,802	\$ 811,754	\$ 139,048
Other Assets	16,735	283,104	(266,369)
<b>Total Assets</b>	<b>\$ 967,537</b>	<b>\$ 1,094,858</b>	<b>\$ (127,321)</b>
Current Liabilities	\$ 15,318	\$ 337,420	\$ (322,102)
Total Other Liabilities	222,013	181,402	40,611
<b>Total Liabilities</b>	<b>237,331</b>	<b>518,823</b>	<b>(281,492)</b>
Fund Balance	730,206	576,035	<b>154,171</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 967,537</b>	<b>\$ 1,094,858</b>	<b>\$ (127,321)</b>

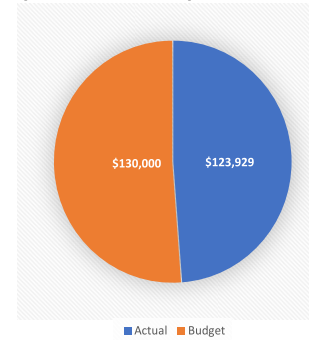
\* Prior year balances are pre-audit and subject to change

Revenue	YTD	Annual Budget	% of Budget
Property Taxes	\$ 123,929	\$ 130,000	95.3%
Grants & Contributions	155,291	1,875,000	8.3%
Reimbursements	928,035	743,728	124.8%
Rental Income	33,192	51,000	65.1%
Interest	6,505	2,000	325.3%
<b>Total Revenue</b>	<b>\$ 1,246,952</b>	<b>\$ 2,801,728</b>	<b>45%</b>

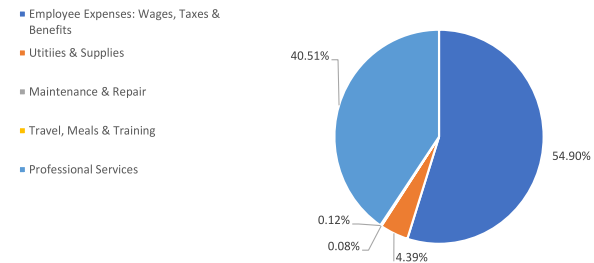
Expenses	YTD	Annual Budget	% of Budget
Employee Expenses: Wages, Taxes & Benefits	\$ 599,920	\$ 541,113	111%
Office Supplies & Utilities	47,995	80,000	60%
Maintenance & Repair	926	0	0%
Travel, Meals & Training	1,295	30,000	4%
Professional Services	442,644	377,800	117%
Rental Expense	-	-	0%
<b>Total Expenses</b>	<b>\$ 1,092,781</b>	<b>\$ 1,028,913</b>	<b>106%</b>

No CPA has audited, reviewed, compiled or expressed any assurances on these financial statements

Prop. Tax YTD Compared to Budget



% of Total Expenses



**Old Town Tax Increment Financing**  
Board Financial Report - Dashboard

4/30/2025

Financial Position	YTD as of 4/30/2025	Prior Year as of 6/30/2024 *	Change
Total Cash and Cash Equivalents	\$ 1,389,705	\$ 1,192,161	\$ 197,544
Other Assets	4,452	35,035	(30,583)
Total Assets	<u>\$ 1,394,157</u>	<u>\$ 1,227,196</u>	<u>\$ 166,961</u>
Current Liabilities	\$ -	\$ 427,642	\$ (427,642)
Total Other Liabilities	-	-	-
Total Liabilities	<u>-</u>	<u>427,642</u>	<u>(427,642)</u>
Fund Balance	1,394,157	799,554	<b>594,603</b>
<b>Total Liabilities and Fund Balance</b>	<b><u>\$ 1,394,157</u></b>	<b><u>\$ 1,227,196</u></b>	<b><u>\$ 166,961</u></b>

\* Prior year balances are pre-audit and subject to change

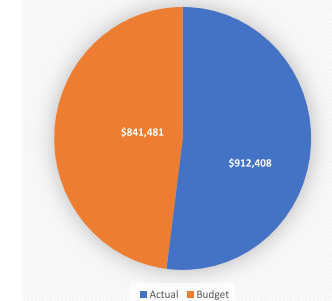
Revenue	YTD	Annual Budget	% of Budget
Property Taxes	\$ 912,408	\$ 823,427	110.8%
Interest	594	100	594.1%
<b>Total Revenue</b>	<b><u>\$ 913,002</u></b>	<b><u>\$ 823,527</u></b>	<b><u>111%</u></b>

Expenses	YTD	Annual Budget	% of Budget
Utilities	\$ 1,764	-	N/A
Professional Services	229,202	303,383	76%
Other: Printing/Publishing, Supplies	146	100	146%
Repairs & Maintenance	1,392	60,000	2%
Capital Projects	85,894	378,120	23%
<b>Total Expenses</b>	<b><u>\$ 318,399</u></b>	<b><u>\$ 741,603</u></b>	<b><u>43%</u></b>

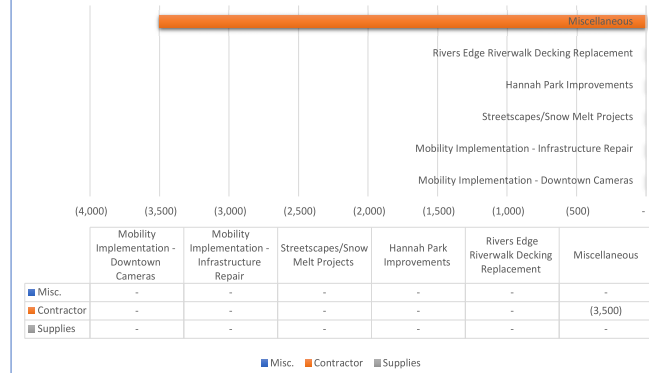
Capital Project Expenses:	YTD	Annual Budget	% of Budget
Mobility Implementation - Downtown Cameras	-	28,120	0%
Mobility Implementation - Infrastructure Repair	-	30,000	0%
Streetscapes/Snow Melt Projects	-	100,000	0%
Hannah Park Improvements	-	80,000	0%
Rivers Edge Riverwalk Decking Replacement	-	130,000	0%
Miscellaneous	(3,500)	10,000	-35%
Intersection Improvements - 8th & Cass/Union	89,394	89,394	100%
<b>Total Project Expenses</b>	<b><u>\$ 85,894</u></b>	<b><u>\$ 467,514</u></b>	<b><u>18%</u></b>

No CPA has audited, reviewed, compiled or expressed any assurances on these financial statements

**Prop. Tax YTD Compared to Budget**



**Capital Project by Expense Type**



## Tax Increment Financing Bond 97 (TIF97)

Board Financial Report - Dashboard

4/30/2025

Financial Position	YTD as of 4/30/2025	Prior Year as of 6/30/2024 *	Change
Total Cash and Cash Equivalents	\$ 7,722,872	\$ 6,109,666	\$ 1,613,206
Other Assets	71,049	274,515	(203,466)
<b>Total Assets</b>	<b>\$ 7,793,921</b>	<b>\$ 6,384,181</b>	<b>\$ 1,409,740</b>
Current Liabilities	\$ (4,500)	\$ 97,857	\$ (102,357)
Total Other Liabilities	-	-	-
<b>Total Liabilities</b>	<b>(4,500)</b>	<b>97,857</b>	<b>(102,357)</b>
Fund Balance	7,798,421	6,286,324	<b>1,512,097</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 7,793,921</b>	<b>\$ 6,384,181</b>	<b>\$ 1,409,740</b>

\* Prior year balances are pre-audit and subject to change

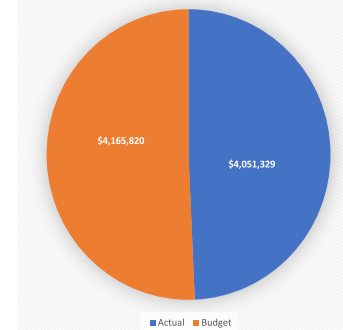
Revenue	YTD	Annual Budget	% of Budget
Property Taxes	\$ 4,051,329	\$ 4,165,820	97.3%
Grant Revenue	-	-	N/A
Reimbursements	-	-	N/A
Interest	1,457	4,500	32.4%
<b>Total Revenue</b>	<b>\$ 4,052,786</b>	<b>\$ 4,170,320</b>	<b>97%</b>

Expenses	YTD	Annual Budget	% of Budget
Office Supplies & Utilities	\$ 7,072	\$ 20,000	35%
Professional Services	1,000,636	1,427,215	70%
Rent Expense	45,000	50,000	0%
Repair & Maintenance	3,595	250,000	1%
Capital Projects	570,667	3,034,367	19%
Debt Service	913,720	913,720	100%
Taxes & Transfers	-	-	0%
<b>Total Expenses</b>	<b>\$ 2,540,690</b>	<b>\$ 5,695,302</b>	<b>45%</b>

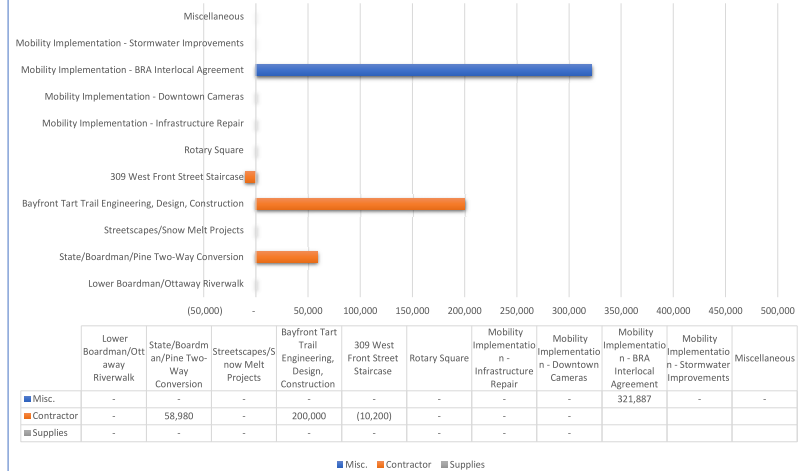
Capital Project Expenses:	YTD	Annual Budget	% of Budget
Lower Boardman/Ottaway Riverwalk	-	1,000,000	0%
State/Boardman/Pine Two-Way Conversion	58,980	500,000	12%
Streetscapes/Snow Melt Projects	-	400,000	0%
Bayfront Tart Trail Engineering, Design, Construction	200,000	200,000	100%
309 West Front Street Staircase	(10,200)	100,000	-10%
Rotary Square	-	100,000	0%
Mobility Implementation - Infrastructure Repair	-	100,000	0%
Mobility Implementation - Downtown Cameras	-	112,480	0%
Mobility Implementation - BRA Interlocal Agreement	321,887	321,887	100%
Mobility Implementation - Stormwater Improvements	-	100,000	0%
Miscellaneous	-	100,000	0%
<b>Total Project Expenses</b>	<b>\$ 570,667</b>	<b>\$ 3,034,367</b>	<b>19%</b>

No CPA has audited, reviewed, compiled or expressed any assurances on these financial statements

Prop. Tax YTD Compared to Budget



Capital Project by Expense Type





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User: nvanness  
DB: Traverse Citv

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY  
PERIOD ENDING 04/30/2025

Page: 1/1

		2024-25YTD BALANCE		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	NDED BUDGET	04/30/2025	MONTH ENCUMBERED	ENCUMBERED	% BDGT	
				04/30/25	EAR-TO-DATE	BALANCE	USED
Fund 107 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
107-000-664.000	INTEREST & DIVIDEND EARNIN	1,000.00	0.00	0.00	0.00	1,000.00	0.00
107-000-675.000	CONTRIBUTIONS-PUBLIC SOUR	15,000.00	0.00	0.00	0.00	15,000.00	0.00
107-000-692.000	PRIOR YEARS' SURPLUS	20,000.00	0.00	0.00	0.00	20,000.00	0.00
107-000-699.000	TRANSFERS IN	30,000.00	30,000.00	0.00	0.00	0.00	100.00
Total Dept 000 - NON-DEPARTMENTAL		66,000.00	30,000.00	0.00	0.00	36,000.00	45.45
TOTAL REVENUES		66,000.00	30,000.00	0.00	0.00	36,000.00	45.45
Expenditures							
Dept 000 - NON-DEPARTMENTAL							
107-000-801.000	PROFESSIONAL AND CONTRAC'	64,000.00	7,208.74	0.00	3,337.93	53,453.33	16.48
107-000-930.000	REPAIRS AND MAINTENANCE	2,000.00	0.00	0.00	0.00	2,000.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		66,000.00	7,208.74	0.00	3,337.93	55,453.33	15.98
TOTAL EXPENDITURES		66,000.00	7,208.74	0.00	3,337.93	55,453.33	15.98
Fund 107 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		66,000.00	30,000.00	0.00	0.00	36,000.00	45.45
TOTAL EXPENDITURES		66,000.00	7,208.74	0.00	3,337.93	55,453.33	15.98
NET OF REVENUES & EXPENDITURES		0.00	22,791.26	0.00	(3,337.93)	(19,453.33)	100.00



**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, Executive Director, DDA

Date: May 12, 2025

Re: 2025 - 2026 Proposed Budget

The proposed 2025 – 2026 budgets (and narratives) for the DDA, TIF-97 and Old Town TIF are presented below.

**Fiscal Year:** July 1<sup>st</sup> 2025 – June 31<sup>st</sup> 2026

### Budget Process & Timeline

March 14 <sup>th</sup>	DDA Board reviews and discusses preliminary budget ✓	
April 17 <sup>th</sup>	DDA Finance Committee reviews and discusses draft budget ✓	
April 25 <sup>th</sup>	DDA Board reviews budget & schedules public hearing for May 16 <sup>th</sup>	✓
May 5 <sup>th</sup>	DDA draft budget submitted to the City Commission ✓	
May 12 <sup>th</sup>	DDA draft budget discussed at City Commission Study Session ✓	
<b>May 16<sup>th</sup></b>	<b>DDA holds public hearing on budget (we are here)</b>	
May 19 <sup>th</sup>	City Commission holds public hearing on budget	
June 2 <sup>nd</sup>	Approval of budget by City Commission	
June 20 <sup>th</sup>	Approval of budget by DDA Board	

### City Commission Study Session Comments

The DDA budget(s) were presented to and discussed by the City Commission at their May 12<sup>th</sup> study session. Prior to the study session, DDA staff reached out to each commissioner to ask if they had any questions or concerns related to the budget, if they needed more information, or if they wanted to discuss a specific budget item. We received emails with questions and comments from two Commissioners. We also met in person with one Commissioner. Listed below is a general summary of the questions and comments we received:

- A comment was expressed about the need for a new staff position, especially given the long-term financial uncertainty of TIF-97

- A comment was expressed about the desire to see additional funding dedicated to mitigating the climate crisis and addressing the housing crisis.
- A comment was expressed about a desire to further address the rehabilitation of the riverbank
- A comment was expressed about specific infrastructure improvements
- A comment was expressed about a desire to see additional funding (and scope) dedicated to basic infrastructure (streets, sidewalks, etc.)

### **DDA Budget and Funds**

The DDA has three unique, but complementary, funds that comprise its budget.

#### **DDA General Fund**

Revenue sources for the DDA General Fund include a 2-mill levy of property within the Downtown District, grants, administrative fees from the TIF-97 and Old Town TIF Funds, revenue from the Farmers Market (booth fees) and the DTCA contract.

#### **TIF-97 and Old Town TIF Funds**

TIF-97 and Old Town TIF (see district map below) is funded through the harnessed appreciation of tax revenue from the taxing authorities within each district, including: Commission on Aging, Veteran Affairs, Road Commission, NMC, BATA, Conservation District, Animal Control, the Traverse City/Garfield Township Recreation Authority and Grand Traverse County. Tax revenue from the DDA (2-mills) and the city is also harnessed. As a reminder, harnessed revenue from the City of Traverse City contributes 53-cents to every one-dollar of TIF, with the remaining 47-cents contributed by the participating taxing authorities listed above.



## Budget Considerations

The DDA budget(s) are a reflection of how the DDA allocates resources for projects and services. In developing the 2025/2026 budget, we considered a number of plans, on-going initiatives and overarching strategies that have either already been adopted or are in the process of development/adoption by the DDA, City and other community entities. These include, but are limited to:

- Capital Improvement Plan (CIP)
- Ongoing financial obligations and services (e.g., city service fee)
- Traverse City Strategic Action Plan (developing themes)
- Planning Documents (e.g., Lower Boardman Unified Plan, Mobility Action Plan)
- Current DDA Capital Improvement and Service Priorities
- Moving Downtown Forward Guiding Principles

### Moving Downtown Guiding Principles

1. Design a great place for all ages and for future generations
2. Protect and preserve small local independent businesses
3. Support job growth and varied career opportunities
4. Champion the development of attainable and workforce housing
5. Advance climate action, sustainability, renewable energy, energy efficiency and resiliency

In addition, we are mindful of the parameters of the DDA. Listed below is a chart that illustrates the functions and limitations of the DDA.

### WHAT DOES THE DDA DO?

#### The DDA **Does**

#### **Implement critical physical improvements, including public infrastructure projects and initiatives (in partnership with the city):**

- Issue bonds and use TIF funds to help build capital projects, including streetscape beautification, pedestrian bridges and trails and other public amenities.
- Contribute to and offer leadership for the planning, design and construction of wide variety of public improvements

#### **Provide services that create a vital and vibrant Downtown experience, including:**

- Implement "clean, green, safe and accessible initiatives:
  - Plan and implement the way-finding program
  - Operate and manage the Sara Hardy Farmers Market
  - Plan and facilitate Downtown cleaning
  - Plan and facilitate holiday lights
  - Plan and facilitate Downtown planting program
  - 'Fund the Downtown Police Officer position
  - Fund the removal of trash
- Work with, advocate for and promote Downtown business.
  - Manage the merchant's association (DTCA) and lead Downtown events, promotions and the gift certificate program
  - Apply for grants
  - Convene Downtown stakeholders

### WHAT DOESN'T THE DDA DO?

#### The DDA **Does Not**:

#### **Maintain street, sidewalk, park and underground infrastructure**

The physical maintenance of streets, sidewalks, parks and underground infrastructure is managed by the city. However, the DDA continues to explore ways to provide enhanced cleaning and snow removal and often contributes financially to these types of infrastructure project within the downtown district.

#### **Provide direct funding to private developers**

The DDA can help fund infrastructure in support of and associated with a private development (e.g., streetscaping, heated sidewalks), but cannot fund any other part of the private development.

#### **Approve and reject private development proposals**

The DDA can work only work with private developers to help identify possible locations and additional resources for existing building rehabilitation and improvements. The size and aesthetic of private development is governed by the city's zoning ordinance and planning commission.

#### **Take a cut of parking revenue**

Parking services is now operated directly by the city. All parking revenue (e.g., permits, tickets, etc.) is allocated to the city.

## DDA General Fund

### Revenue

General fund revenue includes several grants that have been secured, including a \$657,750 grant from the Grand Traverse Band of Ottawa and Chippewa Indians (via a grant from NOAA) for habitat restoration and the Lower Boardman/Ottawa River, the grant from EGLE for environmental remediation of the vacant properties on the west end of downtown and additional funding from Rotary Charities for Rotary Square. The remaining revenue comes from administrative fees from both TIF accounts, the contract with the DTCA ("reimbursements"), property taxes, booth fees from the Farmers Market, income from state food assistance programs from the Farmers Market (as a pass through) and income from interest.

### Expenditures

The Salary and Wages and Fringe Benefits line item is built with the potential of five employees – a position of *Communications and Special Project Coordinator* was recently posted.

Professional Services will encompass contracts with Rehmann (financial services), Leyman Wesely and One-Up-Web (technology), and Scott Howard (Legal). Professional services will also encompass a website development (for a new website), and board training/education. **Since our last meeting, we have increased the amount of this line-item \$20,500 to account for staff coaching and a potential update to the MDF Market Study.**

Office Supplies and Utilities encompasses a number of office needs and services, including software programs that target a new CRM and well as dues/memberships and some communications.

Funding for conferences is included for staff professional development.

### **TIF Funds**

I have organized the two TIF Budgets (and their associated projects) under four categories (see table attached):

1. Running Downtown
2. Building and Maintaining Downtown
  - (a) Essential Public Infrastructure
  - (b) Essential Public Service
3. Transforming Downtown
  - (a) Transformative Public Infrastructure
  - (b) Transformative Public Services
4. Activating Downtown and Growing Business

## **TIF-97**

The captured taxable value for the TIF-97 District is projected to be \$170,026,825 which will bring in an estimated \$4,336,329 in revenue. Total expenditures are an estimated \$7,063,873, which will require the DAA to use some of its fund balance.

### **Running Downtown: \$1,209,783**

These costs encompass the DDA administration fee (which is allocated to the General Fund), the service agreement fee to the City, utilities and legal services.

### **Building and Maintaining Downtown**

#### Essential Public Infrastructure: \$1,504,459

##### **Hardy Parking Deck Payment \$874,459**

This is our annual bond payment for the Hardy Parking Deck, which will be fully paid for in 2027.

##### **Streetscaping & Snowmelt \$120,000**

Streetscaping and snowmelt will remain important as new development continues throughout the district. There are a handful of new developments that are expected to be completed in the next fiscal year. We continue to explore additional opportunities for a district-wide approach to snowmelt, leading to a connect network of walkable sidewalks all year-round.

##### **Stormwater Infrastructure – Lot B \$110,000**

Plan for the reconstruction of Lot B have been completed, which include new underground infrastructure to manage for stormwater. This item would contribute to the overall cost of the stormwater related components of the project, estimated to be \$600,000.

##### **North Union Street Bridge Repair \$150,000**

Due to some needed structural improvements, load restrictions were recently placed on the North Union Street Bridge. This will require some structural “under-deck” work. This item would contribute to the overall cost of this improvement (estimated to cost roughly (\$600,000) and provide pedestrian lighting underneath the bridge to enhance the pedestrian walkway experience.

##### **North Union Deck/Stair Replacement \$80,000**

This item will replace the temporary staircase and railing system (now several years old) adjacent to the Union Street Bridge.

General Infrastructure Repair \$65,000

This item was added last year to address small repairs to public infrastructure throughout the district (e.g., cracked sidewalks and pedestrian crosswalks, street repair, etc.)

City Infrastructure Contribution \$80,000

This item is new this year. As you are aware, the DDA and City collaborate on many projects. We anticipate a number of funding requests from the city throughout the year, but don't always know what projects will be requested and/or their cost. This item will reserve funding in advance of such asks, rather than approving unexpected costs through a budget amendment during the year.

Essential Public Services: \$284,200

These line items encompass a number of services to help keep our downtown clean, green and safe. A few of the highlights include:

Clean and Green Team \$65,000

We are planning to partner with SEEDS to provide daily maintenance services (watering, graffiti removal, sidewalk washing, debris removal, etc.) throughout the downtown district.

Farmers Market \$38,000

This item will continue our collaboration with SEEDS to oversee and manage the Farmers Market.

**Since our last meeting, the attached spreadsheet has been updated to reflect that costs for the Community Police Officer and Trash Removal are incorporated into the Service Agreement with the City (although they are considered "essential public services"). In addition, the amount proposed for holiday lights was increased from \$80,000 to \$120,000).**

Transforming Downtown

Transformative Public Infrastructure

Boardman/Ottaway Riverwalk \$400,000

One of the DDA's Board's top priorities, this item will fund schematic and engineering services with INFORM for the first phase of the Riverwalk Project (J-Smith Walkway, pedestrian way through the Parking Lot, and a new pedestrian bridge). This project will also look at ways to pull-back the river wall, incorporate stormwater management infrastructure and restore the near-shore and under-water habitat.

Rotary Square \$150,000

This is a second DDA Board priority. Upon the completion of the conceptual design and schematic design, we may be able to implement a few new elements of the dt

Rotary Square design. However, major improvements are likely for the 2026/2027 fiscal year.

**Farmers Market Pavillion \$2,800,000**

Another one of the DDA Board's top priorities, this item will cover the redesign/engineering and construction of a year-round pavilion for the Farmers Market. This project will be incorporated into city efforts to reconstruct Lot B.

**Two-Way Pilot \$80,000**

This item will fund the on-going study and analysis of the two-way pilot (including the long-term funding needs for two-way traffic should it be made permanent) and potential street/signal modifications.

**Mid-Block Crosswalk \$300,000**

In support of traffic calming and additional pedestrian movement along State Street, this item will fund the construction of one mid-block crosswalk along either the 100 or 200 block of State Street. Engineering and design of the mid-block crosswalk is being provided by city engineering. Additional crosswalks along State Street may be included in future budgets.

**West End Demolition \$80,000**

This item will support a portion of the cost (shared with City Parking Services), to demolish the two vacant buildings on State Street. This will provide an opportunity to add roughly 60 new parking spaces to this end of downtown and continue to help clear the site for future development (which may also include parking). The EGLE grant could still be used to cover these expenses if a portion of the progress of a future redevelopment.

**Transformative Public Services \$75,000**

These line items encompass a number of on-going public services and initiatives including the Downtown Restaurant Composting Program and the Retail Incubator, although we are working with our partners to end our lease agreement for the incubator space. In addition, we have included funding to implement non-motorized and/or mobility infrastructure within the district.

**Activating Downtown and Growing Business \$100,000**

**Communications, Promotion and Events \$90,000**

This item is meant to support our downtown business community in partnership with the DTCA. Funding will support our continued support with Greenlight Marketing for design services, promotions for the downtown and all of our downtown events (e.g., Arts Fairs, Friday Night Live, Holiday Parade, etc..).

**Traverse Connect \$10,000**

This will continue our partnership with Traverse Connect to support economic development with the downtown and region. This proposed funding allocation is



significantly lower than the \$38,000 approved in this year's budget and is significantly lower than the proposed 2<sup>nd</sup>-Year allocation presented by Traverse Connect.

### **Old Town TIF**

The captured taxable value for the Old Town TIF District is projected to be \$33,556,796 which will bring in an estimated \$829,992 in revenue. Total expenditures are an estimated \$732,210.

### **Running Downtown: \$272,210**

These costs encompass the DDA administration fee (which is allocated to the General Fund), the service agreement fee to the City, utilities and legal services.

### **Building and Maintaining Downtown**

#### Essential Public Infrastructure: \$90,000

##### **Streetscaping & Snowmelt \$50,000**

Streetscaping and snowmelt will remain important as new development continues throughout the district. We continue to explore additional opportunities for a district-wide approach to snowmelt, leading to a connect network of walkable sidewalks all year-round.

##### **Stormwater Infrastructure \$10,000**

This item would support costs associated with stormwater project within the district, in collaboration with the City.

##### **General Infrastructure Repair \$10,000**

This item was added this past year to address small repairs to public infrastructure downtown (e.g., cracked sidewalks and pedestrian crosswalks, street repair, etc.)

##### **City Infrastructure Contribution \$20,000**

This item is new this year. As you are aware, the DDA and City are collaborative partners on many projects. We anticipate a number of funding requests from the city throughout the year, but don't always know what projects will be requested and/or their cost. This item will reserve funding in advance of such asks, rather than approving unexpected costs through a budget amendment.

#### Essential Public Services: \$75,000

These line items encompass a number of services to help keep our downtown clean, green and safe (in combination with similar funding items listed under TIF-97). A few of the highlights include:

Downtown Policy Officer \$3,000

This item will continue our collaboration with Officer Culver and the TCPD, for year-round police service in the downtown district.

Clean and Green Team \$15,000

We are planning to partner with SEEDS to provide daily maintenance services (watering, graffiti removal, sidewalk washing, debris removal, etc.) throughout the downtown district.

**Since our last meeting, the attached spreadsheet has been updated to reflect that costs for the Community Police Officer and Trash Removal are incorporated into the Service Agreement with the City (although they are considered “essential public services”). In addition, the amount proposed for holiday lights was increased from \$10,000 to \$20,000).**

### Transforming Downtown

#### Transformative Public Infrastructure

Rivers Edge Riverwalk \$250,000

This item will address the replacement of the existing boardwalk in and around the FishPass Project. This funding will be used to upgrade the planned decking material. Additional funding for a new railing system along this section of the boardwalk will likely be planned for the 2026 – 2027 fiscal year.

Riverwalk Signage \$20,000

This item will cover the development of a signage program/design for the Lower Boardman/Ottaway Riverwalk and the fabrication of at least two signs in this portion of downtown.

#### Transformative Public Services \$10,000

These line items include the Downtown Restaurant Composting Program and the implementation of non-motorized and/or mobility infrastructure within the district.

### Activating Downtown and Growing Business \$25,000

Communications, Promotion and Events \$20,000

This item is meant to support our downtown business community in partnership with the DTCA. Funding will support our continued partnership with Greenlight Marketing for design services, promotions for the downtown and our downtown events (e.g., Arts Fairs, Friday Night Live, Holiday Parade, etc..).

Traverse Connect \$5,000

This will continue our partnership with Traverse Connect to support economic development with the downtown and region.

Attachments include:

- TIF-97 and Old-Town TIF spreadsheets
- Fund Summary for the DDA General Fund, TIF-97 Fund and Old Town TIF Fund as they appear in the proposed city budget (new Clear Gov. format).

The entire City Budget and the new Budget Transparency Dashboard can be linked to [here](#).

**Recommended Motion**

No motion is needed. The final budget will be presented to the DDA Board at the June 20, 2024 meeting.

**Working DDA TIF(s) 2025 - 2026 Budget**
**TIF-97**

<b>Taxable Value</b>	<b>\$ 170,026,825</b>
<b>Estimated Revenue</b>	<b>\$ 4,336,329</b>
<b>Est. Fund Balance of Previous Fiscal Year</b>	<b>\$ 6,599,401</b>
<b>Running Downtown</b>	<b>\$ 1,209,783</b>
DDA Administration	\$ 595,094
Service Agreement with City	\$ 514,689
Legal Services	\$ 20,000
Miscellaneous & Utilities	\$ 80,000
<b>Building and Maintaining Downtown</b>	
<b>(A) Essential Public Infrastructure</b>	<b>\$ 1,504,459</b>
Hardy Parking Deck Payment	\$ 874,459
Streetscaping/Snowmelt	\$ 120,000
Stormwater Infrastructure (Lot B)	\$ 110,000
N. Union Street Bridge Repair	\$ 150,000
N. Union Deck/Stair Replacement	\$ 80,000
General infrastructure Repair	\$ 65,000
City Infrastructure Contribution	\$ 80,000
Miscellaneous	\$ 25,000
<b>(B) Essential Public Services</b>	<b>\$ 284,200</b>
Community Police Officer (\$120,431)*	
Trash Removal (\$60,078)*	
Farmers Market	\$ 38,000
Public Restroom Program	\$ 6,000
Wayfinding Signage	\$ 15,000
Clean and Green Team	\$ 65,000
Landscaping**	\$ 10,000
City Truck Rental	\$ 5,200
Holiday Lights	\$ 120,000
Miscellaneous	\$ 25,000
<b>Transforming Downtown</b>	
<b>(A) Transformative Public Infrastructure</b>	<b>\$ 3,810,000</b>
Rotary Square	\$ 150,000
Farmers Market Pavillion	\$ 2,800,000
Boardman/Ottaway Riverwalk	\$ 400,000
Two-Way Pilot	\$ 80,000
Mid-Block Crosswalks	\$ 300,000
West End Demolition	\$ 80,000
<b>(B) Transformative Public Services</b>	<b>\$ 75,000</b>
Composting Program	\$ 10,000
Retail Incubator	\$ 50,000
Non-Motorized Investments***	\$ 15,000
<b>Activating Downtown &amp; Growing Business</b>	<b>\$ 100,000</b>
Communication, Promotion & Events	\$ 90,000
Traverse Connect	\$ 10,000
<b>Total Expenses</b>	<b>\$ 6,983,442</b>
<b>Estimated Remaining Fund Balance</b>	<b>\$ 3,952,288</b>

\* Trash Removal & Police Officer included In The Service Agreement Total

\*\* Planters and maintenance of Rotary Square and other downtown areas

\*\*\* Includes BATA's Destination Downtown Program

**Old Town TIF**

<b>Taxable Value</b>	<b>\$ 33,556,796</b>
<b>Estimated Revenue</b>	<b>\$ 829,992</b>
<b>Est. Fund Balance of Previous Fiscal Year</b>	<b>\$ 878,401</b>
<b>Running Downtown</b>	<b>\$ 272,210</b>
DDA Administration	\$ 117,449
Service Agreement with City	\$ 124,761
Legal Services	\$ 10,000
Miscellaneous & Utilities	\$ 20,000
<b>Building and Maintaining Downtown</b>	
<b>(A) Essential Public Infrastructure</b>	<b>\$ 90,000</b>
Streetscaping/Snowmelt	\$ 50,000
Stormwater Infrastructure	\$ 10,000
General infrastructure Repair	\$ 10,000
City Infrastructure Contribution	\$ 20,000
<b>(B) Essential Public Services</b>	<b>\$ 62,000</b>
Community Police Officer (\$3,000)*	
Trash Removal (\$20,000)*	
Wayfinding Signage	\$ 3,000
Clean and Green Team	\$ 15,000
Landscaping**	\$ 3,000
City Truck Rental	\$ 1,000
Holiday Lights	\$ 30,000
Miscellaneous	\$ 10,000
<b>Transforming Downtown</b>	
<b>(A) Transformative Public Infrastructure</b>	<b>\$ 270,000</b>
Rivers Edge Riverwalk	\$ 250,000
Riverwalk Signage	\$ 20,000
<b>(B) Transformative Public Services</b>	<b>\$ 10,000</b>
Composting Program	\$ 5,000
Non-Motorized Investments***	\$ 5,000
<b>Activating Downtown &amp; Growing Business</b>	<b>\$ 25,000</b>
Communication, Promotion & Events	\$ 20,000
Traverse Connect	\$ 5,000
<b>Total Expenses</b>	<b>\$ 729,210</b>
<b>Estimated Remaining Fund Balance</b>	<b>\$ 979,183</b>

\* Trash Removal & Police Officer included In The Service Agreement Total

\*\* Planters and maintenance of Rotary Square and other downtown areas

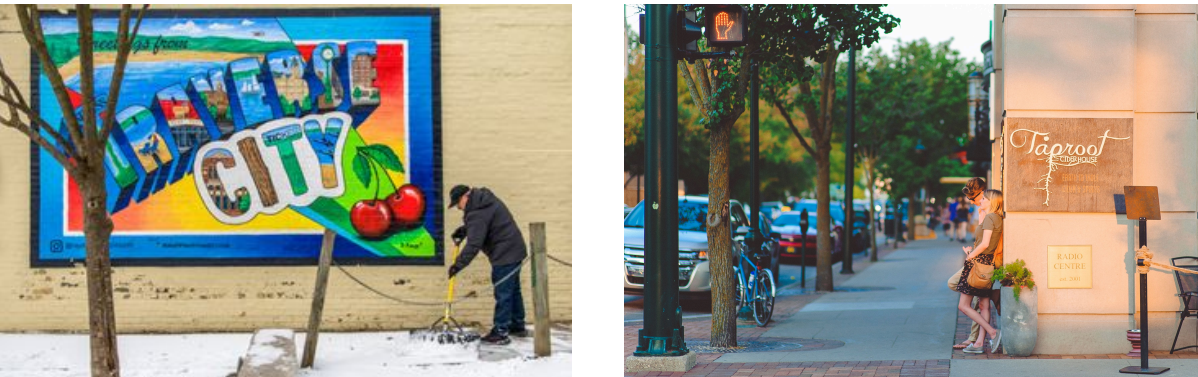
\*\*\* Includes BATA's Destination Downtown Program

# Downtown Development Authority

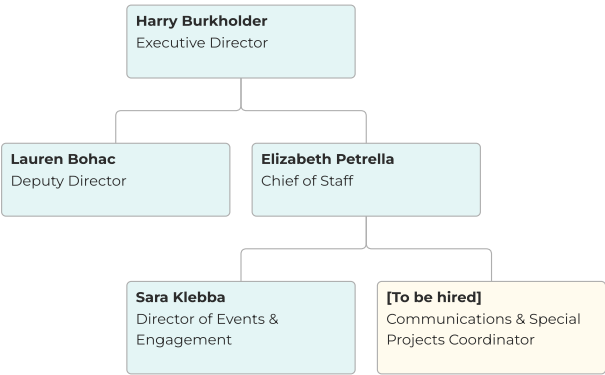
Established in 1978, the Traverse City Downtown Development Authority (DDA) is directed by a nine-member City-appointed board, which hires an Executive Director to lead its operations. The DDA is considered a *Component Unit* of the City of Traverse City and is responsible for creating, supporting and promoting critical public infrastructure and other services that enhance the downtown experience, promote business growth, serve as a catalyst for private investment and contribute to the year-round vitality and unique sense-of-place of Downtown Traverse City.

**DDA Mission:** To promote economic growth and provide a world-class downtown that is active, thriving and inclusive. In collaboration with all stakeholders, the DDA creates and implements development plans, encourages historic preservation, corrects and prevents deterioration in the downtown district, and makes sound investments in sustainable infrastructure and civic amenities. Serving as the caretakers of Downtown Traverse City, the DDA works with businesses, property owners, and residents to maintain a vibrant city center that is economically healthy.

The DDA facilitates its work in partnership and collaboration with the City. Projects may be led and funded entirely by the DDA, or the City and the DDA may share the cost of collaborative projects.



DDA Organization Chart



## Overview

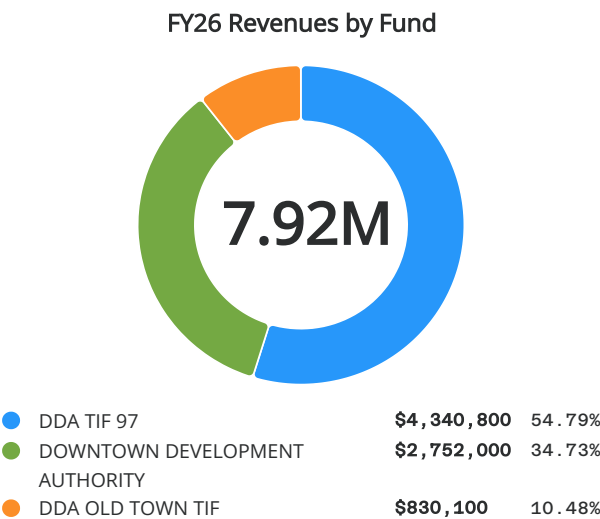
The DDA utilizes the current plans, ongoing initiatives and overarching strategies adopted by the DDA, City and other community entities to develop the framework for its budget, including but not limited to the Capital Improvement Plan, the City's ongoing Strategic Action Plan, the Lower Boardman Unified Plan, the Moving Downtown Forward Plan and priorities/recommendations of the DDA Board.

The Guiding Principles of the DDA's Moving Downtown Forward Plan illustrate the mission and values of the DDA and serve as the basis for its projects and services.

### *Moving Downtown Forward Guiding Principles*

1. Design a great place for all ages and for future generations
2. Protect and preserve small local independent businesses
3. Support job growth and varied career opportunities
4. Champion the development of attainable and workforce housing
5. Advance climate action, sustainability, renewable energy, energy efficiency and resiliency

The DDA has three unique but complementary funds that comprise its total budget: the General Fund, the TIF-97 Fund, and the Old Town TIF Fund.

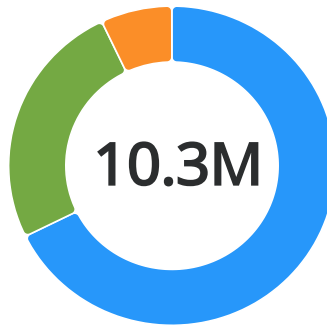


**Revenues by Fund**

Category	2023/2024 Actual	2024/2025 Amended	2024/2025 Projected	2025/2026 Budgeted	2024/2025 Amended vs. FY 2025/2026 Budgeted (% Change)
DOWNTOWN DEVELOPMENT AUTHORITY	\$1,803,617	\$2,801,728	\$1,283,600	\$2,752,000	-1.77%
DDA OLD TOWN TIF	\$790,274	-	\$910,600	\$830,100	-
DDA TIF 97	\$3,979,794	\$4,170,320	\$4,017,900	\$4,340,800	4.09%
<b>Total Revenues</b>	<b>\$6,573,685</b>	<b>\$6,972,048</b>	<b>\$6,212,100</b>	<b>\$7,922,900</b>	<b>13.64%</b>

**Expenditures by Fund**

FY26 Expenditures by Fund



● DDA TIF 97	<b>\$6,983,400</b>	67.71%
● DOWNTOWN DEVELOPMENT AUTHORITY	<b>\$2,600,900</b>	25.22%
● DDA OLD TOWN TIF	<b>\$729,200</b>	7.07%

**Expenditures by Fund**

Category	2023/2024 Actual	2024/2025 Amended	2024/2025 Projected	2025/2026 Budgeted	2024/2025 Amended vs. FY 2025/2026 Budgeted (% Change)
DOWNTOWN DEVELOPMENT AUTHORITY	\$1,878,619.34	\$2,907,113.00	\$1,069,300.00	\$2,600,900.00	-10.53%
DDA OLD TOWN TIF	\$1,118,257.00	\$1,154,533.00	\$558,600.00	\$729,200.00	-36.84%
DDA TIF 97	\$3,142,642.00	\$4,803,540.00	\$2,771,100.00	\$6,983,400.00	45.38%
<b>Total Expenditures</b>	<b>\$6,139,518.34</b>	<b>\$8,865,186.00</b>	<b>\$4,399,000.00</b>	<b>\$10,313,500.00</b>	<b>16.34%</b>





## DDA Administration Fund (248)

The DDA General Fund is used to pay for the day-to-day operations of the DDA, including employee salaries, office supplies and utilities, professional services and professional development. Revenue sources for the DDA General Fund include a 2-mill levy on property within the Downtown District, administrative fees from the TIF-97 and Old Town TIF funds, booth rental fees from the Farmers Market, a contract with the Downtown Traverse City Association (DTCA), and grants for specific DDA projects and initiatives.



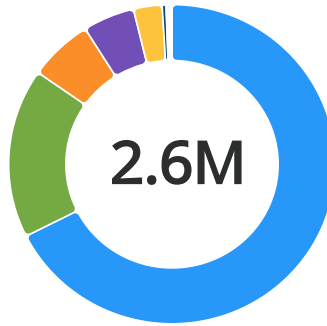
### Expenditures Summary

Significant changes include a reduction in Professional and Contractual Services, and an increase in Capital Outlay.

The Capital Outlay expenditure category is supported by grants for three infrastructure projects:

- \$500,000 from Rotary Charities for the development of Rotary Square
- \$657,750 from the National Oceanic & Atmospheric Administration as a sub-recipient of a grant awarded to the Grand Traverse Band of Ottawa and Chippewa Indians for coastal habitat restoration
- \$600,000 from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for the environmental clean-up and development of deteriorated West End sites

## FY26 Expenditures by Expense Type Summary



CAPITAL OUTLAY	\$1,757,700	67.58%
SALARIES & WAGES	\$446,200	17.16%
PROFESSIONAL SERVICES	\$165,400	6.36%
FRINGE BENEFITS	\$133,000	5.11%
OFFICE/OPERATING SUPPLIES	\$73,600	2.83%
MISCELLANEOUS EXP	\$10,000	0.38%
COMMUNICATION	\$5,000	0.19%
PROFESSIONAL DEVELOPMENT	\$5,000	0.19%
UTILITIES	\$4,000	0.15%
REPAIRS & MAINTENANCE	\$1,000	0.04%

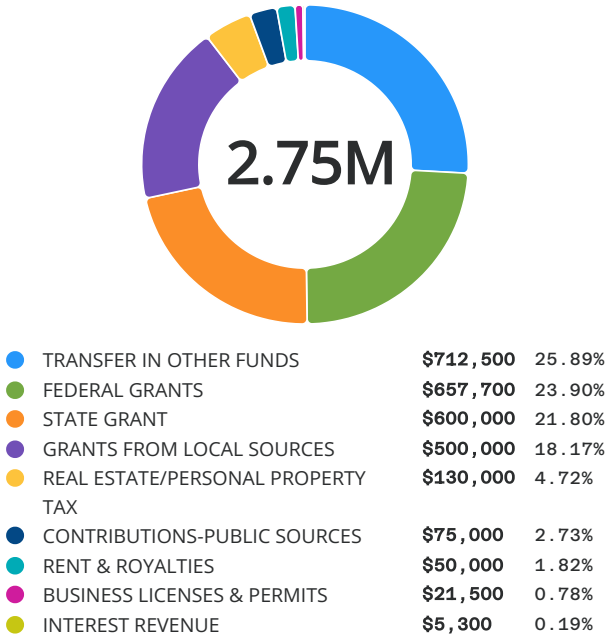
## Expenditures by Expense Type Summary

Category	2023/2024 Actual	2024/2025 Amended	2024/2025 Projected	2025/2026 Budgeted	2024/2025 Amended vs. FY 2025/2026 Budgeted (% Change)
SALARIES & WAGES	\$938,446	\$430,000	\$446,400	\$446,200	3.77%
FRINGE BENEFITS	\$327,813	\$111,113	\$134,200	\$133,000	19.70%
OFFICE/OPERATING SUPPLIES	\$20,125	-	\$10,700	\$73,600	-
PROFESSIONAL SERVICES	\$562,104	\$476,000	\$412,300	\$165,400	-65.25%
PROFESSIONAL DEVELOPMENT	\$14,451	\$5,000	\$3,600	\$5,000	0.00%
COMMUNICATION	-	-	\$2,000	\$5,000	-
CONTRACTUAL SERVICES	-	\$50,000	\$49,200	-	-100.00%
PRINTING & PUBLISHING	-	-	\$1,100	-	-
UTILITIES	\$15,000	\$10,000	\$3,400	\$4,000	-60.00%
REPAIRS & MAINTENANCE	\$680	-	\$1,000	\$1,000	-
MISCELLANEOUS EXP	-	-	\$5,400	\$10,000	-
CAPITAL OUTLAY	-	\$1,825,000	-	\$1,757,700	-3.69%
<b>Total Expenditures</b>	<b>\$1,878,619</b>	<b>\$2,907,113</b>	<b>\$1,069,300</b>	<b>\$2,600,900</b>	<b>-10.53%</b>

## Revenues Summary

There are no significant changes to revenue. Revenues in the Business Licenses & Permits and Rent & Royalties categories are from fees and booth rentals for the Sara Hardy Farmers Market.

FY26 Revenues by Revenue Source



Revenues by Revenue Source

Category	2023/2024 Actual	2024/2025 Amended	2024/2025 Projected	2025/2026 Budgeted	2024/2025 Amended vs. 2025/2026 Budgeted (% Change)
REAL ESTATE/PERSONAL PROPERTY TAX	\$131,422	\$130,000	\$125,900	\$130,000	0.00%
BUSINESS LICENSES & PERMITS	-	-	\$21,500	\$21,500	-
FEDERAL GRANTS	-	\$175,000	-	\$657,700	275.83%
STATE GRANT	-	\$1,200,000	\$12,400	\$600,000	-50.00%
GRANTS FROM LOCAL SOURCES	-	\$500,000	\$145,000	\$500,000	0.00%
INTEREST REVENUE	\$4,882	\$2,000	\$5,600	\$5,300	165.00%
RENT & ROYALTIES	-	\$51,000	\$48,200	\$50,000	-1.96%
CONTRIBUTIONS-PUBLIC SOURCES	-	-	-	\$75,000	-
TRANSFER IN OTHER FUNDS	\$1,667,313	\$743,728	\$925,000	\$712,500	-4.20%
<b>Total Revenues</b>	<b>\$1,803,617</b>	<b>\$2,801,728</b>	<b>\$1,283,600</b>	<b>\$2,752,000</b>	<b>-1.77%</b>

## DDA Old Town TIF Fund (252)

The Old Town TIF Fund was established through the Old Town Tax Increment Financing (TIF) plan adopted by the DDA and City in 2016 (originally called TIF-2, which was adopted in 1985 and expired in 2015). It is funded through the harnessed appreciation of tax revenue within the Old Town TIF District. The City of Traverse City contributes 53-cents on the dollar of the revenue collected in the Old Town TIF, with the remaining 47-cents contributed by the following regional taxing authorities: Grand Traverse County Commission on Aging; Grand Traverse County Veterans Affairs; Grand Traverse County Road Commission; Northwestern Michigan College; Bay Area Transportation Authority; Grand Traverse County Conservation District; Grand Traverse County Animal Control; the Recreation Authority; and Grand Traverse County, as well the DDA's levied millage.



### Expenditure Summary

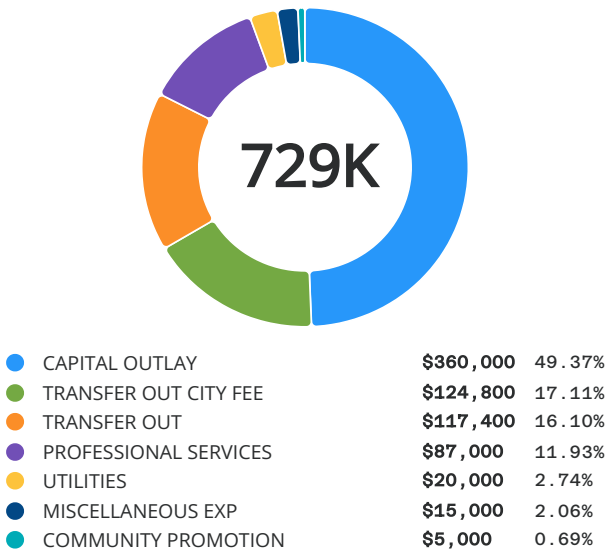
There are no significant changes to Expenditures. The Capital Outlay expenditure category is comprised of all items under "Building and Maintaining Downtown (A) Essential Public Infrastructure" and "Transforming Downtown (A) Transformative Public Infrastructure". All items under "Building and Maintaining Downtown (B) Essential Public Services" and "Transforming Downtown (B) Transformative Public Services" are within the Professional Services expenditure category.

Funds under (A) Essential Public Infrastructure may be used for projects developed by the DDA or as a contribution to projects led by the City. A new line for City Infrastructure Contribution was created specifically to support City projects.

Under (B) Transformative Public Services new line for Non-Motorized Investments was created to support projects or programs led by the DDA or the City that encourage and prioritize non-motorized transportation downtown, including the DDA's Destination Downtown partnership with BATA.

<b>Old Town TIF</b>	
<b>Taxable Value</b>	<b>\$33,556,796</b>
<b>Estimated Revenue</b>	<b>\$829,992</b>
<b>Est. Fund Balance of Previous Fiscal Year</b>	<b>\$878,401</b>
<b>Running Downtown</b>	<b>\$272,210</b>
<i>DDA Administration</i>	\$117,449
<i>Service Agreement with City</i>	\$124,761
<i>Legal Services</i>	\$10,000
<i>Miscellaneous &amp; Utilities</i>	\$20,000
<b>Building and Maintaining Downtown</b>	
<b>(A) Essential Public Infrastructure</b>	<b>\$90,000</b>
<i>Streetscaping/Snowmelt</i>	\$50,000
<i>Stormwater Infrastructure</i>	\$10,000
<i>General infrastructure Repair</i>	\$10,000
<i>City Infrastructure Contribution</i>	\$20,000
<b>(B) Essential Public Services</b>	<b>\$62,000</b>
<i>Community Police Officer (\$3,000)*</i>	
<i>Trash Removal (\$20,000)*</i>	
<i>Wayfinding Signage</i>	\$3,000
<i>Clean and Green Team</i>	\$15,000
<i>Landscaping**</i>	\$3,000
<i>City Truck Rental</i>	\$1,000
<i>Holiday Lights</i>	\$30,000
<i>Miscellaneous</i>	\$10,000
<b>Transforming Downtown</b>	
<b>(A) Transformative Public Infrastructure</b>	<b>\$270,000</b>
<i>Rivers Edge Riverwalk</i>	\$250,000
<i>Riverwalk Signage</i>	\$20,000
<b>(B) Transformative Public Services</b>	<b>\$10,000</b>
<i>Composting Program</i>	\$5,000
<i>Non-Motorized Investments***</i>	\$5,000
<b>Activating Downtown &amp; Growing Business</b>	<b>\$25,000</b>
<i>Communication, Promotion &amp; Events</i>	\$20,000
<i>Traverse Connect</i>	\$5,000
<b>Total Expenses</b>	<b>\$729,210</b>
<b>Estimated Remaining Fund Balance</b>	<b>\$979,183</b>
* Trash Removal & Police Officer included In The Service Agreement Total	
** Planters and maintenance of Rotary Square and other downtown areas	
*** Includes BATA's Destination Downtown Program	

FY26 Expenditures by Expense Type Summary



Expenditures by Expense Type Summary

Category	2023/2024 Actual	2024/2025 Amended	2024/2025 Projected	2025/2026 Budgeted	2024/2025 Amended vs. FY 2025/2026 Budgeted (% Change)
OFFICE/OPERATING SUPPLIES	-	\$100	\$300	-	-100.00%
PROFESSIONAL SERVICES	\$267,432	\$25,000	\$158,400	\$87,000	248.00%
COMMUNITY PROMOTION	-	-	-	\$5,000	-
UTILITIES	-	\$5,000	\$2,000	\$20,000	300.00%
REPAIRS & MAINTENANCE	-	-	\$1,400	-	-
MISCELLANEOUS EXP	-	\$5,000	-	\$15,000	200.00%
TRANSFER OUT CITY FEE	-	\$82,339	-	\$124,800	51.57%
CAPITAL OUTLAY	\$850,825	\$923,394	\$282,900	\$360,000	-61.01%
TRANSFER OUT	-	\$113,700	\$113,600	\$117,400	3.25%
<b>Total Expenditures</b>	<b>\$1,118,257</b>	<b>\$1,154,533</b>	<b>\$558,600</b>	<b>\$729,200</b>	<b>-36.84%</b>

Revenue Summary

There are no significant changes to revenue. Revenue is from the tax capture in the Old Town TIF district.

Revenues by Revenue Source

Category	2023/2024 Actual	2024/2025 Amended	2024/2025 Projected	2025/2026 Budgeted	2024/2025 Amended vs. FY 2025/2026 Budgeted (% Change)
REAL ESTATE/PERSONAL PROPERTY TAX	\$789,984	-	\$910,000	\$830,000	-
INTEREST REVENUE	\$290	-	\$600	\$100	-
<b>Total Revenues</b>	<b>\$790,274</b>	<b>-</b>	<b>\$910,600</b>	<b>\$830,100</b>	<b>-</b>



# DDA TIF 97 Fund (253)

The TIF-97 Fund was established through the Tax Increment Financing (TIF) plan adopted by the DDA and City in 1997. TIF-97 is funded through the harnessed appreciation of tax revenue within the designated TIF-97 District. The City of Traverse City contributes 53-cents on the dollar of the revenue collected in TIF-97, with the remaining 47-cents contributed by the following regional taxing authorities: Grand Traverse County Commission on Aging; Grand Traverse County Veterans Affairs; Grand Traverse County Road Commission; Northwestern Michigan College; Bay Area Transportation Authority; Grand Traverse County Conservation District; Grand Traverse County Animal Control; the Recreation Authority; and Grand Traverse County, as well the DDA's levied millage.



## Expenditure Summary

There is a significant increase to Capital Outlay expenditures, which can be attributed to the major projects planned within "Transforming Downtown (A) Transformative Public Infrastructure," including a mid-block crosswalk on State Street, schematic design/engineering of the Lower Boardman/Ottaway Riverwalk's first phase, and the long-planned Farmer's Market Pavilion, which would enhance the City's upcoming reconstruction of Lot B.

The Capital Outlay expenditure category is comprised of all items under "Building and Maintaining Downtown (A) Essential Public Infrastructure" and "Transforming Downtown (A) Transformative Public Infrastructure." All items under "Building and Maintaining Downtown (B) Essential Public Services" and "Transforming Downtown (B) Transformative Public Services" are within the Professional Services expenditure category.

Funds under (A) Essential Public Infrastructure may be used for projects developed by the DDA or as a contribution to projects led by the City. A new line for City Infrastructure Contribution was created specifically to support City projects.

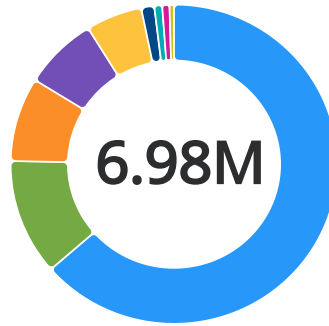
Under (B) Transformative Public Services, a new line for Non-Motorized Investments was created to support projects or programs led by the DDA or the City that encourage and prioritize non-motorized transportation downtown, including the DDA's Destination Downtown partnership with BATA. The DDA is actively working with its property management partner to find the retail incubator space's next tenant, which would eliminate this line item.

TIF-97
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<b>Taxable Value</b>	<b>\$170,026,825</b>
<b>Estimated Revenue</b>	<b>\$4,336,329</b>
<b>Est. Fund Balance of Previous Fiscal Year</b>	<b>\$6,599,401</b>
<b>Running Downtown</b>	<b>\$1,209,783</b>
DDA Administration	\$595,094
Service Agreement with City	\$514,689
Legal Services	\$20,000
Miscellaneous & Utilities	\$80,000
<b>Building and Maintaining Downtown</b>	
<b>(A) Essential Public Infrastructure</b>	<b>\$1,504,459</b>
Hardy Parking Deck Payment	\$874,459
Streetscaping/Snowmelt	\$120,000
Stormwater Infrastructure (Lot B)	\$110,000
N. Union Street Bridge Repair	\$150,000
N. Union Deck/Stair Replacement	\$80,000
General infrastructure Repair	\$65,000
City Infrastructure Contribution	\$80,000
Miscellaneous	\$25,000
<b>(B) Essential Public Services</b>	<b>\$284,200</b>
Community Police Officer (\$120,431)*	
Trash Removal (\$60,078)*	
Farmers Market	\$38,000
Public Restroom Program	\$6,000
Wayfinding Signage	\$15,000
Clean and Green Team	\$65,000
Landscaping**	\$10,000
City Truck Rental	\$5,200
Holiday Lights	\$120,000
Miscellaneous	\$25,000
<b>Transforming Downtown</b>	
<b>(A) Transformative Public Infrastructure</b>	<b>\$3,810,000</b>
Rotary Square	\$150,000
Farmers Market Pavillion	\$2,800,000
Boardman/Ottaway Riverwalk	\$400,000
Two-Way Pilot	\$80,000
Mid-Block Crosswalks	\$300,000
West End Demolition	\$80,000
<b>(B) Transformative Public Services</b>	<b>\$75,000</b>
Composting Program	\$10,000
Retail Incubator	\$50,000
Non-Motorized Investments***	\$15,000
<b>Activating Downtown &amp; Growing Business</b>	<b>\$100,000</b>
Communication, Promotion & Events	\$90,000
Traverse Connect	\$10,000
<b>Total Expenses</b>	<b>\$6,983,442</b>
<b>Estimated Remaining Fund Balance</b>	<b>\$3,952,288</b>
* Trash Removal & Police Officer included In The Service Agreement Total	
** Planters and maintenance of Rotary Square and other downtown areas	
*** Includes BATA's Destination Downtown Program	



## FY26 Expenditures by Type Summary



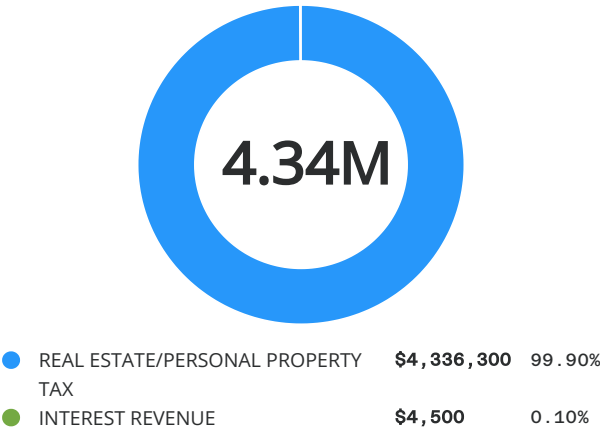
CAPITAL OUTLAY	\$4,440,000	63.58%
PRINCIPAL	\$820,000	11.74%
TRANSFER OUT	\$595,100	8.52%
TRANSFER OUT CITY FEE	\$514,700	7.37%
PROFESSIONAL SERVICES	\$389,100	5.57%
CONTRACTUAL SERVICES	\$90,000	1.29%
INTEREST EXPENSE & FEES	\$54,500	0.78%
MISCELLANEOUS EXP	\$50,000	0.72%
UTILITIES	\$30,000	0.43%

## Expenditures by Type Summary

Category	2023/2024 Actual	2024/2025 Amended	2024/2025 Projected	2025/2026 Budgeted	2024/2025 Amended vs. FY 2025/2026 Budgeted (% Change)
OFFICE/OPERATING SUPPLIES	-	\$5,000	\$700	-	-100.00%
PROFESSIONAL SERVICES	\$1,318,785	\$670,026	\$374,400	\$389,100	-41.93%
CONTRACTUAL SERVICES	-	-	-	\$90,000	-
PRINTING & PUBLISHING	-	\$20,000	\$1,500	-	-100.00%
UTILITIES	-	-	\$3,400	\$30,000	-
MISCELLANEOUS EXP	-	-	\$46,000	\$50,000	-
TRANSFER OUT CITY FEE	-	\$514,689	\$514,700	\$514,700	0.00%
CAPITAL OUTLAY	\$830,746	\$2,125,000	\$361,600	\$4,440,000	108.94%
PRINCIPAL	\$840,000	\$840,000	\$840,000	\$820,000	-2.38%
INTEREST EXPENSE & FEES	\$153,111	\$73,719	\$73,700	\$54,500	-26.07%
TRANSFER OUT	-	\$555,106	\$555,100	\$595,100	7.20%
<b>Total Expenditures</b>	<b>\$3,142,642</b>	<b>\$4,803,540</b>	<b>\$2,771,100</b>	<b>\$6,983,400</b>	<b>45.38%</b>

Revenues Summary

FY26 Revenues by Revenue Source



Revenues by Revenue Source

Category	2023/2024 Actual	2023/2024 Amended	2024/2025 Projected	2025/2026 Budgeted	2024/2025 Amended vs. 2025/2026 Budgeted (% Change)
REAL ESTATE/PERSONAL PROPERTY TAX	\$3,832,136	-	\$4,016,500	\$4,336,300	4.09%
INTEREST REVENUE	\$54,755	-	\$1,400	\$4,500	0.00%
RENT & ROYALTIES	\$700	-	-	-	-
REIMBURSEMENTS	\$92,203	-	-	-	-
Total Revenues	\$3,979,794	-	\$4,017,900	\$4,340,800	4.09%



**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:** May 12, 2025  
**Re:** TIF-97 Project Priorities

This memo is intended to provide an update on the status of each capital improvement project priority, including next steps, critical decisions and budget needs. Attached to this memo is a project “timeline” for the Riverwalk and Rotary Square. 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 - Phase 1-A (J-Smith Walkway, Pedestrian Bridge, Naturalized Abutments/Stormwater Infrastructure)

### **Rotary Square**

Work continues with Progressive Companies on the conceptual design for Rotary Square. A series of preliminary conceptual designs for the Square will be presented to the community at a May 15<sup>th</sup> Open House at Rotary Square (this Thursday). The event begins at 4:30. The three preliminary conceptual designs will be made available on the DDA website and the community will have additional time to provide comments and feedback. Progressive will also be at our meeting on Friday to discuss the preliminary conceptual designs.

### **Project Phases and Milestones**

<b>A. Planning, Design and Engineering Phase</b>		
Task One. Community Engagement		Timeline: Feb. – June
Task Two. Prior Work Review		Timeline: Completed
Task Three. Develop Preliminary Conceptual		Timeline: April - May

	Design Alternative Concepts	
Task Four.	Develop Schematic Design Plans	Timeline: May- July
Task Five.	Develop Operational and Management Framework	Timeline: August

Milestone: DDA Board approves funding to begin procurement and construction Phase **(September)**

B. Procurement Phase	Timeline: Jan. 2026
C. Construction Phase	Timeline: May 2026

### **Farmers Market Pavillion**

In 2017, the DDA engaged with Beckett and Reader (B&R) to design a permanent pavilion for the Farmers Market, in Lot B. As noted in previous meetings, the city is planning to repave Lot B (with additional stormwater infrastructure), which would provide an opportunity to incorporate the pavilion. The original design of the pavilion needs to be revised, as Lot B has since been reconfigured, and will likely see additional modifications with the repaving and stormwater elements of the project.

As we discussed at our last meeting, I am working with City Engineering and Beckett and Reader to better identify shared scope of work for the project, the engineering needs and requirements for each component of the project and assign potential responsibility to each engineering component. Based on these discussions, Beckett and Reader will refine their initial proposal, which will be brought back to the DDA Board for consideration in June.

### **Potential Phases and Milestone**

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

### **Boardman/Ottaway Riverwalk**

The DDA Board approved to move forward with INFORM Studio on the Schematic Design and Design Development phases of this project at our February meeting. We held our first team meeting with INFORM last week to discuss the project timeline, site and pre-engineering documentation needs and key next steps. We will be meeting bi-weekly with the INFORM Team throughout the process.

### **Working Phases and Milestone**

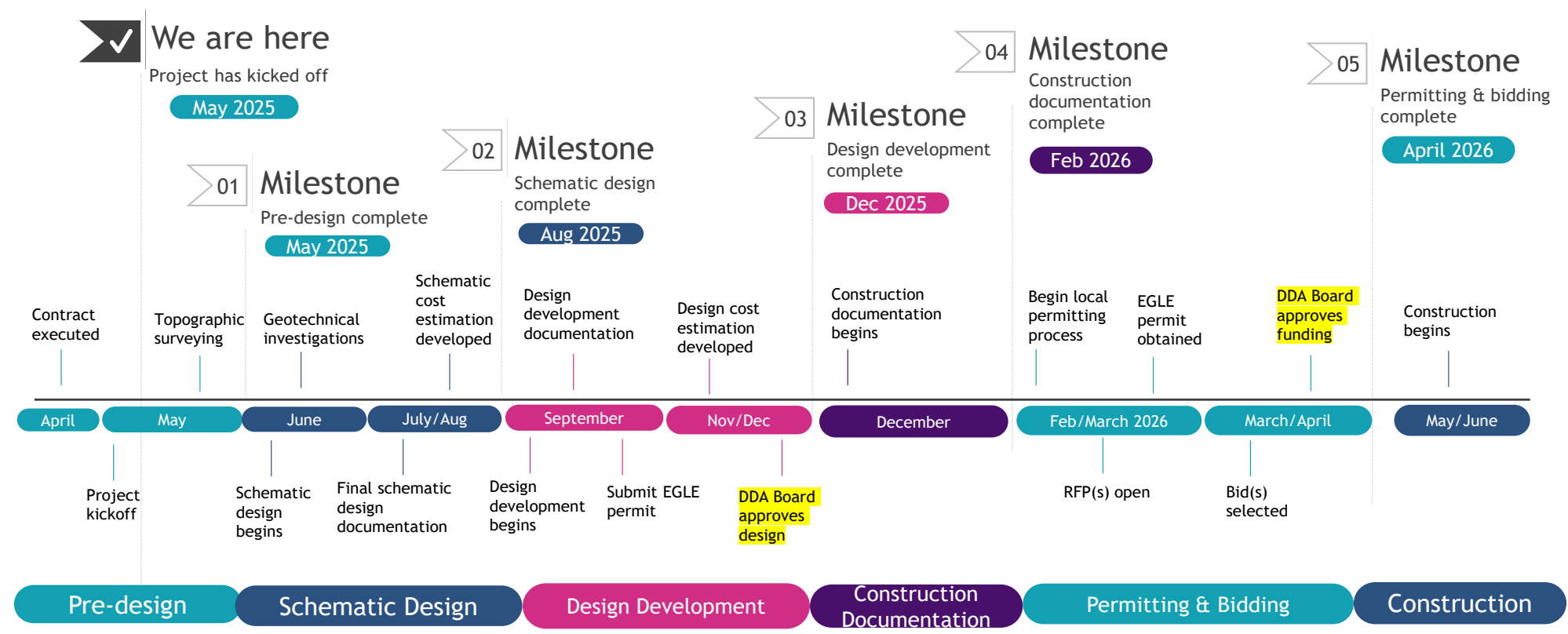
A. Schematic Design	Timeline: Sept.
B. Design Development (cost estimate)	Timeline: Dec.

# Rotary Square Timeline



Timeline subject to change

# Boardman/Ottaway Riverwalk Timeline



Timeline subject to change



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

## Memorandum

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To: Downtown Development Authority Board of Directors

From: Harry Burkholder, DDA Executive Director

Memo Date: May 12, 2025

Subject: Streetscaping Policy

At our March meeting, the DDA Board approved a request from a downtown property owner for reimbursement of 50% of streetscaping costs associated with a new development. As we discussed, the DDA has traditionally used TIF funds to cover 50% of eligible streetscaping improvements - such as decorative brick pavers, street trees, and snowmelt systems - associated with new development projects.

As part of that discussion on reimbursement, staff included the last version of the Streetscaping Investment Policy. Based on a review of the policy, the DDA staff (with board concurrence) recommended that we review and update the policy.

A revised Streetscaping Investment Policy is attached.

The primary suggested revisions include:

- Snowmelt systems must adhere to the City's Building Electrification Policy to be eligible for reimbursement.
- Management and/or ore-engineering costs are not eligible for reimbursement
- Removal of the following stipulation: *Streetscape improvements that are less than 20 years old are not eligible for DDA cost participation, unless it is determined there are circumstances unique to the project in question meriting such participation.*
- Removal the following stipulation: *Involvement in snow melt systems will be limited to those that at least complete one face block.*

The DDA board may take action on the revised policy or take additional time to consider further revisions to the policy.

**Possible Recommended Motion**

That the DDA Board approve the revised Streetscaping Investment Policy, as presented on May 16, 2025.



Traverse City Downtown Development Authority

STREETSCAPE INVESTMENT POLICY

**Revised Draft Policy  
For May 16, 2025 DDA Board Meeting**

In order to promote economic development, and a well maintained downtown, the Traverse City Downtown Development Authority (DDA) adopts the following principals, priorities and strategies associated with streetscape infrastructure.

Three principals guide the policy. They are:

1. Streetscape infrastructure improvements are to be made in concert with the DDA's Tax Increment Financing Plans.
2. Streetscape infrastructure improvements should be consistent with the Traverse City Commission's Infrastructure Strategy Policy, adopted September 21, 2009 and most recently amended July 21, 2014, the City Commission's Building Electrification Policy and standards established by and in cooperation with the City's Engineering Department.
3. Streetscape infrastructure improvements should be made consistent with or at least without conflict with the City's capital improvement plan, where possible.

Streetscape infrastructure includes sidewalk, snow melt systems, decorative brick and brick pavers, holiday lighting circuitry, street trees, benches and trash cans. Infrastructure priorities and strategies are designed to maximize resources by targeting limited funds to those projects that would prove most effective.

1. Consistent with the City's Infrastructure Strategy Policy, the Downtown Development Authority will invest in eligible streetscape improvement projects for up to 50% of only the cost of installation – management and/or pre-engineering costs are not eligible.
2. Streetscape improvements must follow designs established by the City Engineering Department, or those developed by others and approved by the City Engineering Department.

3. The DDA will participate in property owner-initiated projects subject to available funds, DDA Board approval and based on property owner participation in cost.

I hereby certify that above policy was adopted by the Traverse City Downtown Development Authority at its regular meeting of \_\_\_\_\_, held in the Commission Chambers, 400 Boardman Avenue, Traverse City, MI 49684

---

Harry Burkholder, DDA, Executive Director

DRAFT



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: May 12, 2025

Subject: Ambassador Program Approval.

As we have discussed, many of the day-to-day maintenance of the downtown (our “clean and green” efforts), especially in the summer, are led by the DDA. For the last couple of years, we have contracted with a third-party vendor to provide (“ambassador services”) supplemental maintenance of downtown. To that end, we have been in discussion with SEED’s and their *EcoCorps* team about providing such services throughout downtown this coming summer.

SEED’s has proposed to support a three-person crew, working seven hours a day, four days a week (with a fluctuating weekend schedule in July and August) for a cost of \$3,780 a week. Working from mid-May through September (roughly 19 weeks), the total cost for these services would be just under \$72,000 for the summer. I anticipate overall costs will be less, as the hours needed for daily maintenance at the beginning of the season and the end of the season will likely not be as substantial.

### Clean and Green Goals

The successful implementation of these “clean and green services” will result in the following:

1. A physically attractive Downtown Traverse City environment that is appealing to existing and new businesses, employees, residents and visitors;
2. A welcoming downtown Traverse City atmosphere with helpful, friendly ambassadors who are visible and knowledgeable about points of interest, special events, businesses and services;
3. Ambassadors that foster a record and reputation for excellent service with high quality services available to the entire downtown Traverse City throughout the summer;
4. Reliable and accurate systems tracking and reporting of measurable improvements and successes that demonstrate value to property owners, the DDA Board, elected officials and the business community.

5. A trusted resource for the DDA, its partners, business and property owners and downtown event coordinators.
6. A proactive force multiplier for code enforcement, with the ability to monitor the quality of the public realm throughout Downtown Traverse City.
7. Service deployment in an expert and professional manner at all levels.

## **CLEAN AND GREEN MAINTENANCE SERVICES**

The “clean and green” services include the following services which shall include, but may not be limited to, the tasks more fully described below.

### **1. Litter Patrols.**

- Sidewalks, mid-block crosswalks and gutters will be walked and cleaned daily of accumulated dirt, trash, leaves and debris, regardless of the source of debris
- Sidewalks are to be maintained from building edge to 18 inches into the streets including curbs and gutters.
- Manual cleaning routes will be established within the primary service area.
- Weeds will be removed from the sidewalks and building edges, as needed
- Leaves and other tree debris will be removed daily.
- Broken glass, beverage spills, urine, feces, vomit and any dead animals, etc. will be removed as needed.

### **2. Trash and recycling receptacle emptying and placement.** The City of Traverse City is primarily responsible for the removal of trash and recycling. However, the contractor will monitor trash and recycling receptacles and empty, as needed, to prevent overflow.

### **3. Pressure Washing.** Pressure wash or steam clean sidewalks, trash receptacles, benches and other street furniture as needed, with extra emphasis on removing chewing gum, gum stains, ice-cream stains, bird droppings and grease.

### **4. Sticker and Handbill Removal.** Remove stickers, handbills, posters and similar items from all public realm fixtures, including, but not limited to utility boxes, courier boxes, newspaper or magazine boxes, kiosks, signs and parking meters. Obtain approval and agreement from fixture owners where necessary. Such items shall be removed in a timely manner after being observed or reported.

### **5. Graffiti Removal and Abatement.** Abate, remove or cover graffiti from all public realm fixtures, including but not limited to utility boxes, courier boxes, newspaper or magazine boxes, kiosks, signs and parking meters. Obtain approval and agreement from fixture owners where necessary. Public realm graffiti shall be removed in a timely manner after being observed or reported.

### **6. Orderly Streetscape Maintenance.** Clean surfaces within the public realm to ensure they are free of film, dirt, residue, bird droppings liquids, odors, including kiosks, bus shelters, light poles, planters and trash & recycling receptacles. Straighten newspaper boxes, benches and other streetscape elements as necessary.

7. **Special Projects.** At the direction of the DDA, carry out special environmental maintenance projects. Such projects may include painting of fixtures and benches, fixing benches, power-washing planter boxes, watering planters and securing seasonal lighting.
8. **Weed Control.** Kill and remove weeds and unwanted grass. Contractor shall spray weeds as needed with chemicals meeting all city, state and federal laws and regulations. The contractor will also work with the City's Park Department to remove and manage weeds from tree grates.

**Recommended Motion**

That the DDA Board enter into contract with SEED's for a not-to-exceed cost of \$72,000 for Clean and Green Services from May 19<sup>th</sup> through September 26<sup>th</sup> 2025, using TIF-97 and Old Town TIF funding, subject to approval as to its form by the DDA Executive Director and Attorney.



seeds

Ecology & Education Centers

EcoCorps

Quote

Date: April 8, 2025  
Valid Until:  
Quote #:  
Customer ID:

**Customer:**

Traverse City Downtown Development  
Authority  
Attn Harry Burkholder

**Project Description:**

Downtown Ambassadors for beautification

SEEDS submitter signature: Jennifer Flynn

**Line Total**

EcoCorps staff with one supervisor and 2 crew members working 4 days to maintain cleanliness, safety, and beautify downtown Traverse City through sweeping, power washing, tree pruning, weeding, and other public facilities maintenance as necessary-On site hours to be 7 working hours per person. Estimate per week.

\$3,780.00

SEEDS will provide hand tools, weeding tools, blowers and other tools as necessary. The DDA will provide a watering system and power washers, and other specialized tools as necessary.

\*SEEDS bills for actual time worked by Corps Members and Leaders on the site. This amount is intended to be an estimate. Travel to/and from sites is not billed for projects within 20 miles of Traverse City or other SEEDS location. If any equipment rental or supplies to be purchased is necessary, this will be discussed and agreed upon with the client prior to the start of work.

Thank you for the support of our workforce training for youth in outdoors careers! Rates include crew transportation, safety gear, and equipment

Subtotal \$3,780.00

**Special Notes and Instructions**

Once signed, please Fax, mail or e-mail it to the provided address.

Discount

Once the described deliverable is complete, we will provide an invoice that is payable upon receipt. We are an insured organization and are happy to provide information.

**Total \$3,780.00**

Above information is not an invoice and only an estimate of services/goods described above.

Payment will be collected according to the Terms and Conditions described in this quote.

Please confirm your acceptance of this quote by signing this document

Signature

Print Name

Date

If you have any questions concerning this quote, contact Jennifer Flynn 828-380-9541

**Thank you for your business!**

Po Box 2454, Traverse City, MI. 49685									
Office phone and fax # 231-947-0312 or email jennifer@ecoseeds.org									
<p>This is an Agreement, by and between SEEDS (a Michigan nonprofit organization), located at 800 Cottageview Dr. Traverse City MI 49684 and the Customer Named above, (hereinafter referred to as "Client").</p>									
<u>RECITALS</u>									
Client desires to utilize the consulting services of SEEDS who agrees to provide such services on the terms and conditions set forth herein.									
<u>TERMS</u>									
Engagement. Client engages SEEDS to perform the consulting services set forth in this proposal (hereinafter referred to as "Services"). Services other than those set forth in the proposal shall be performed only pursuant to a written addendum to this Agreement signed by both SEEDS and the Client. Unless otherwise specified in such addendum, additional Services shall be rendered by SEEDS subject to the terms and conditions of this Agreement.									
Compensation. Client shall pay SEEDS for services rendered according to Quote and the attached terms and conditions.									
Client's Authorized Agent. The Client has appointed the person named below as the authorized agent of the Client for purposes of this Agreement. As such, the agent is duly authorized and shall be responsible for the execution of any document pertaining to this Agreement or any amendment hereof, and for approving all change orders, addenda, and additional Services to be performed by SEEDS, if any.									
Terms and Conditions. The terms and conditions of this Agreement shall include the provisions printed on the reverse side hereof and are hereby incorporated into this Agreement by reference.									
IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date indicated above.									
<u>TERMS AND CONDITIONS</u>									
1. This proposal will be considered null and void if project authorization is not received within 30 days of the date of proposal.									
2. The Client hereby authorizes the above-described services and agrees to pay SEEDS at the stated price unless another basis of charge is indicated. The Client will pay SEEDS for work outlined above. The Client will be invoiced and, except as noted within these terms and conditions, payment is due within 30 days of the date of invoice. A service charge of 1.5% per month will be added to past due accounts. Accounts 30 days past due are subject to the Michigan Mechanic's Lien Law.									
3. Client agrees to pay SEEDS within thirty (30) days after receipt of an invoice. Unless otherwise noted above, deposits of 50% are required for material/supplies over \$2500 prior to the start of work outlined herein. This requirement may be waived for government agencies.									
4. SEEDS agrees to perform in accordance with a standard of care generally exercised by other environmental and facilitation consultants within this state acting under similar circumstances and conditions.									
5. SEEDS' relationship to the Client is that of an independent contractor and not that of a partner, joint venture, or employee of the Client.									
6. The Client is to provide copies of all sampling and testing data regarding relevant engineering or environmental studies, which may have been previously performed. SEEDS may be required to utilize sampling, analysis, engineering and other studies prepared by the Client or other consultants. The Client understands that unless otherwise stated in the proposal or this agreement, SEEDS shall not verify or validate, nor shall it be liable for the completeness or accuracy of such data or studies or for claims, fines or penalties arising from the use thereof.									
7. SEEDS will use reasonable efforts to maintain confidentiality and not divulge information regarding the proposal, services or its report, except to the Client, parties designated by the Client in writing, or as required by law. Information that is in the public domain shall not be deemed confidential.									
8. Client in no way grants SEEDS, its employees, consultants, agents, representatives, contractors and subcontractors, for the purpose of performing all activities, studies and research the right at any time to enter the Site.									
9. SEEDS and the Client agree that acceptance by SEEDS of its responsibility under this agreement does not in any way impose upon SEEDS the obligations, responsibility, or liabilities of an owner or operator of the Site.									
10. The Client and SEEDS recognize that professional standards and ethics govern the performance of SEEDS' services under this agreement. If circumstances arise which, in SEEDS' opinion, preclude it for professional or ethical reasons from continuing such performance, SEEDS shall advise the Client of that fact. The parties shall immediately attempt to arrive at a mutually satisfactory solution. If this cannot be done to both parties' satisfaction, either party may terminate this agreement. If so, the Client shall compensate SEEDS in accordance with these terms and conditions.									

	11. The Client bears full responsibility for any fines, penalties or administrative actions that may be incurred due to non-compliance with Federal or State reporting requirements that may be the results of any delays or actions by the Client or any suspension or termination of performance between the Client and SEEDS as defined within these terms and conditions.	
	12. The Client may at any time, after providing ten days written notice, suspend further performance by SEEDS. SEEDS may, after providing written notice ten days in advance, suspend further performance if, at any time, payments by the Client for services rendered by SEEDS are not made in accordance with established payment terms. SEEDS may continue suspension of performance until payment is received for all services rendered by SEEDS prior to the date of suspension. Suspension of performance for a period exceeding 30 days for any reason, shall at the sole option of SEEDS result in termination or renegotiation of project scope of work, services provided, terms and conditions, schedule, and estimated costs prior to renewal of project activities and services. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner, but at a minimum, the extension shall equal the duration of the suspension.	
	13. The Client, at its sole discretion, may terminate, upon ten days written notice, the authorized project or any subsequent change order. SEEDS may, at its sole discretion and upon 10 days prior written notice, may terminate the authorized project or any subsequent change order.	
	14. The Client shall pay SEEDS promptly within 15 days from receipt of invoice for services performed and charges incurred prior to the effective date of suspension or termination, plus suspension or termination charges.	
	15. The Client and SEEDS acknowledge that differences, including but not limited to interpretation and opinion with respect to regulatory and technical issues, may arise between regulatory agencies and SEEDS as consultant for the Client during or after completion of the proposed services.	
	16. If a dispute arises out of this agreement and if it cannot be settled through direct discussions, the parties agree to submit this dispute to mediation by a professional mediator selected by the parties. If all or any portion of the dispute remains unsettled, the parties agree to submit any unresolved controversy to arbitration. The parties further agree that a judgment upon the award rendered by the arbitrator(s) may be entered in the appropriate Circuit Court of the State of Michigan. The obligation to mediate and arbitrate disputes arising from this agreement shall survive termination of this agreement.	
	17. The proposal, project acceptance form and these terms and conditions constitute the full agreement between SEEDS and the Client.	





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

## Memorandum

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To: Downtown Development Authority Board of Directors

From: Harry Burkholder, DDA Executive Director

Memo Date: May 12, 2025

Subject: Retail Incubator

Last year, the DDA Board decided it would no longer pursue and/or advance the Retail Incubator project. However, the DDA continues to pay rent on the retail incubator space, located at 116 Cass Street. The term of the lease agreement began on June 1<sup>st</sup> of 2023 and is set to end on May 31<sup>st</sup> of 2026. Rent for the space is \$4,500 a month. The DDA also paid a \$4,500 security deposit at the onset of the lease agreement.

Over the past several months, DDA staff has been in discussions with representatives from IAM Funds LLC, the landlord, to explore the most effective and mutually beneficial way to terminate our lease agreement ahead of schedule, particularly as we approach the start of our next fiscal year.

To that end, IAM Funds LLC is has offered to terminate the lease agreement, under the following terms:

- The DDA continues to pay rent on the retail incubator space for the months of June, July and August (\$13,500). Note, this would only be two months into the new fiscal year.
- IAM Funds LLC retains the security deposit (\$4,500)

The proposed termination agreement would save the DDA \$45,000 (in the remaining rent payments) into the next fiscal year.

### **Recommended Motion**

That the DDA Board approve the DDA Executive Director and the DDA attorney to move forward with a formal agreement with IAM Funds LLC to terminate the lease agreement under the proposed terms provided by IAM Funds LLC.



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

## Memorandum

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To: DDA Board of Directors

From: Harry Burkholder, DDA Executive Director

Date: May 12, 2025

Subject: Executive Director Report

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

### **Hannah Park Overlook**

The major physical infrastructure components of this project have been completed. Contractors are working to install the railing by the end of the week and the Parks and Recreation Commission has purchased the benches.

### **Two-Way Pilot Project**

City Commissioners approved to extend the two-way pilot project to December 31, 2025. City Commissioners also agreed to establish a commissioner ad-hoc committee for this project, but have not decided as to the scope and purpose of the committee. In the meantime, we are working to reconstitute the steering committee for this project to review the data collection and analysis plan moving forward as well as any other modifications we think are required along the pilot corridor.

### **TIF Implementation Policy**

City Commissioners discussed (again) the draft TIF implementation policy at their April 21<sup>st</sup> meeting. The purpose of this policy is to provide the City Commission, staff and the public with a clear process for how TIF plans will be considered and approved in the future, including how a TIF proposal is placed on the ballot as now required by the Charter. The policy is intended to ensure that each TIF proposal is handled in the same way regardless of the content of the request. Based on City Commissioner questions and comments, as well as public comments at April's meeting, city staff will consider revisions to the current draft policy and bring it back for discussion and possible action at their June 2<sup>nd</sup> meeting.

**Holiday Lights**

Our current contract for the annual installation of Holiday Lights expired this year. DDA staff has issued an RFP for a Holiday Lights, with proposals due by May 16<sup>th</sup>. To date we have received inquiries from a handful of light vendors.

**General Infrastructure Repair**

DDA and City staff completed a walking tour downtown to identify and discuss areas where we might be able to make small repairs (sidewalks, curbs, streets, etc..). We are working with city staff to determine the possible extent of those repairs and costs, with a potential bid release for some of the identified improvements in June.

In the meantime, we are working with a series of vendors to replace broken infrastructure items throughout downtown, including several way-finding signs.

**Farmers Market**

The Farmers Market completed its second weekend at its traditional location in Lot B.

**Downtown Planters**

“Planting Day” for the downtown planters is scheduled for Monday morning, May 19<sup>th</sup>. Board members are welcome to participate, we meet at 8:30 AM at the marina.



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

## **Memorandum**

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

**From:** Sara Klebba, DDA Director of Events & Engagement

**Date:** May 12, 2025

**Subject:** DTCA Director of Events & Engagement Update

### **Live After 5 Spring Entertainment Series (May 16, 23, 30, June 6; 5-8pm; 2 acts)**

- The Downtown Traverse City Association supports the increase of downtown foot traffic through the introduction of an event series that supports community connection via musical arts. Building and sustaining our downtown culture continues to be an objective of DTCA event experiences.
- 8 musicians confirmed with a diversity of genres; schedule:
  - May 16, Horizon Books: Posh Nosh
  - May 16, J Smith Walkway: Ben Richey
  - May 23, Horizon Books: Ryan Cassidy
  - May 23: J Smith Walkway: Whitney Marie
  - May 30, Horizon Books: Papa Squat and the Sitdowns
  - May 30: J Smith Walkway: Zinnia Dungjen
  - June 6: Horizon Books: Split Decision
  - June 6: J Smith Walkway: Hunter Noll Bell
- Entertainers to be placed at J Smith Walkway and Horizon.
- MSUFCU presenting sponsor; Lume supporting sponsor
- Promotional push: Digital, print, and broadcast PR; print and digital advertising; paid & organic social; event calendars; performer/sponsor social shares; posters; A-frames

### **Toast to Downtown (June 5, 5-8pm, COH)**

- Registration still open for Toast to Downtown, but don't miss out on securing your spot! \$50 registration fee through May 28. \$60 at the door (if there is availability).
- Fundraising opportunities: Gift Card Marketplace, silent auction fundraising collection, and donation collection.
- Guest capacity has increased to 200+ guests with the removal of the seated dinner.
- Schedule:
  - 5:00: Games, crafts, drinks, nibbles, audience playlist, magician, etc. Slider & Cocktail Showdown (three sliders, 2 cocktails/1 mocktail)

- 7:15: DTCA brief presentation – introduce the old and new boards, award Lyle DeYoung and Golden Shovel, game prizes, and Let's Make a Deal!
- Volunteers still needed! See Sara Klebba if you're interested in supporting for full or partial shifts.

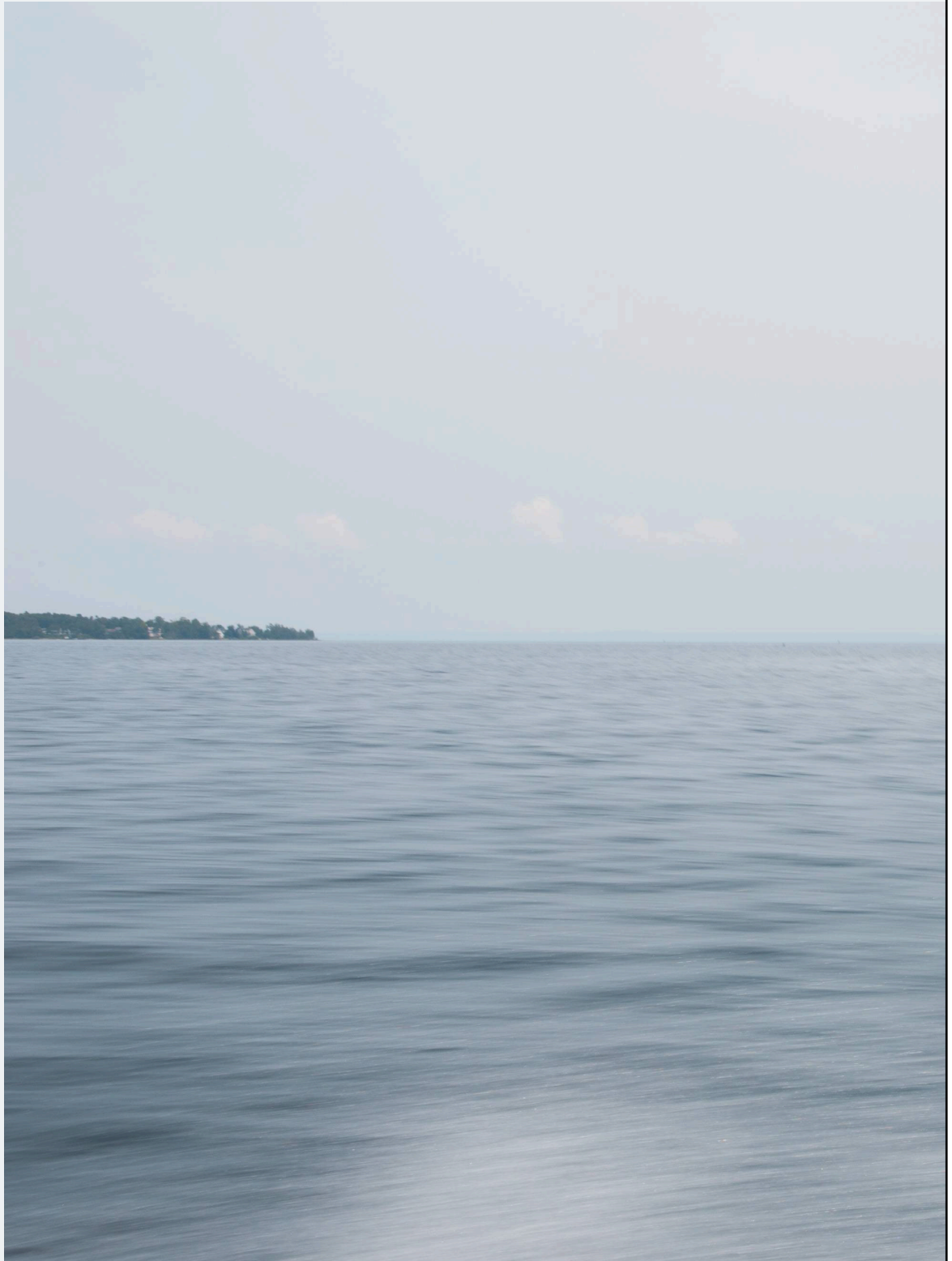
#### **Art Fair Series**

- Old Town Arts & Crafts Fair: Sat, June 14, 10a-5p. Close to full (110 booths max). Invoices due 5/16.
- NCF Arts & Crafts Fair: Sun, June 29, 10a-6p. Full with applications (219 booths). Invoices due 5/16.
- Waitlists for both shows to be reviewed after May 16 invoice deadline.
- Downtown Art Fair: Sat & Sun, Sept 13-14; 10a-6p, 10a-4p. Close to full (60 booths)
  - Invoicing to begin by May 23 with June 6 deadline. Waitlist to be reviewed after invoice deadline (to allow for all cancellations to process).
  - Working on getting partner for community mural. Tentative location to post mural being worked out on a Front St. building.

#### **Street Sale/FNL**

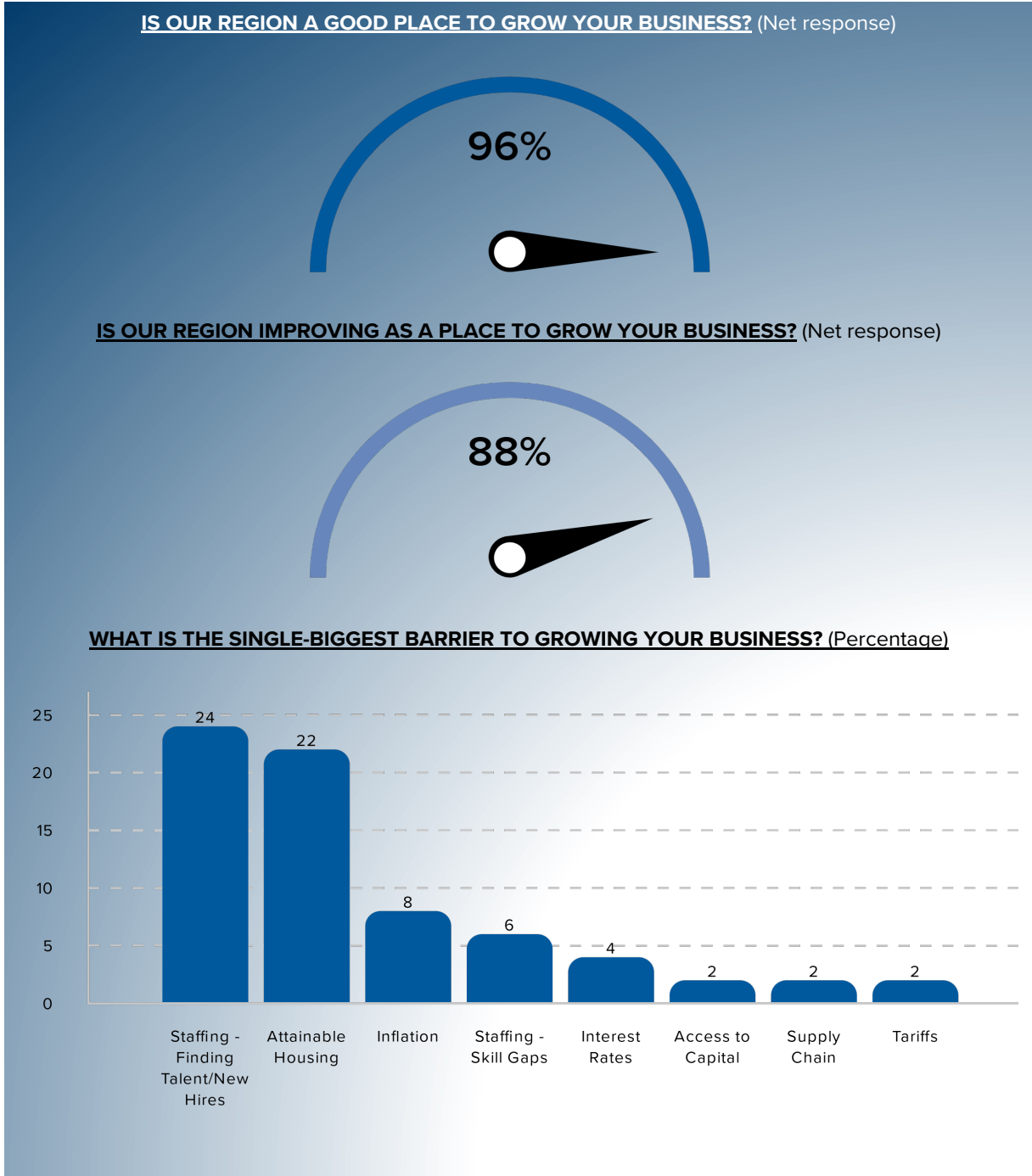
- Application form went live May 1 for FNL entertainers, food and beverage vendors, and NPOs. June 1 deadline. Aug 1 Street Sale theme, Aug 8 Connecting Through Arts & Culture theme (visual arts, music, dance, activities, etc.)
- DDA to facilitate meeting with TCFD to discuss tent and table placement for Street Sale to ensure workable and safe process for all stakeholders.
- Street Sale application to go live in June with early July deadline. Must be DTCA member to participate in this permitted event.

## Business Growth Barometer Survey Results & Quarterly Update



Q1 2025 Investor Growth Barometer Survey Results

The Traverse Connect Quarterly Growth Barometer provides a concise update on strategic initiatives, our economic development on behalf of public sector partners, key political advocacy updates, and metrics detailing the regional business sentiment, outlook, and current challenges.



## Q1 2025 Traverse Connect Update

### **BUSINESS EXPANSION**

- ***Century, LLC – City of Traverse City***

Century, LLC, the Traverse City-based group of three manufacturing companies, Century Specialties, Century Sun, and Clark Manufacturing, has secured a seven-year, \$46 million contract with Bell Flight to produce main rotor shafts for their civil helicopters.

- ***Promethient – Garfield Township***

Promethient, the locally-based startup company, recently finalized the installation of their Thermavance quick-touch heating and cooling climate control technology in 400 premium comfort seats at the Detroit Tigers' Comerica Park.

### **DEVELOPMENT INITIATIVES**

- Traverse Connect and the Grand Traverse Area Manufacturing Council partnered with the National Defense Industry Association – Michigan Chapter to host the first Northern Michigan Defense Conference. The event brought together our regional manufacturers with the U.S. Army Contracting Command, Michigan Army National Guard, and other U.S. military leaders to strengthen defense industry supply chains.
- We have introduced several new statistical reports that convey the value of our Michigan's Creative Coast Talent programs with metrics such as job views, successful moves, successful hires, new businesses started, and the top national out-of-state origins of the program applicants.
- The formation of the new legal entity for the Freshwater Research and Innovation Center is official! The new board of directors hosted the first meeting on February 5, 2025, to elect the board, approve articles of incorporation and bylaws, and continue work to complete the facility, fundraising, and the [all-important task of ensuring the building is full of dedicated researchers and innovative companies](#).

### **POLITICAL ADVOCACY ISSUES**

- The Northern Michigan Chamber Alliance presented before the Michigan State House Economic Competitiveness Committee a significant opportunity to influence the direction and implementation of state economic development policy and ensure the needs of rural and northern Michigan are included.
- Traverse Connect successfully advocated for creating the [\\$60M Michigan Innovation Fund and an R&D tax credit](#). The legislation has specific carve-out language designating investment fund allocations for 20Fathoms in Traverse City and our Northern Michigan Chamber Alliance partner, InvestUP.
- We hosted a successful Northern Michigan Policy Conference with record attendance. State and Federal policy makers joined business leaders from across Michigan to learn more about our advocacy priorities, and [Governor Whitmer used our event stage to announce a new employer-assisted housing fund](#).

### **BY THE NUMBERS**

Business engagement was robust in the first quarter, with Traverse Connect providing **185** business referrals and welcoming **31** new member companies. We conducted over **300** business outreach and retention visits and hosted **20** events with over **1,855** total attendees.



# SAVE THE DATE

FOR UPCOMING EVENTS FROM



**MONDAY, APRIL 21**

**TCAPS INNOVATION & MANUFACTURING CENTER  
TOUR & K-12 STEM PROGRAM PRESENTATION**  
**LOCATION | CENTRAL HIGH SCHOOL**  
TOUR & PRESENTATION

**WEDNESDAY, APRIL 30**

**NORTHERN MICHIGAN MANUFACTURING SUMMIT**  
**LOCATION | HAGERTY CENTER**  
GATHERING OF INDUSTRY LEADERS

**WEDNESDAY, MAY 21**

**DISTINGUISHED SERVICE AWARD LUNCHEON &  
TRAVERSE CONNECT BUSINESS & COMMUNITY  
ACHIEVEMENT AWARDS**  
**LOCATION | GRAND TRAVERSE RESORT**  
LUNCHEON & AWARDS

**WEDNESDAY, JUNE 4**

**ECONOMIC STRATEGY SESSION II**  
**LOCATION | TRAVERSE CITY COUNTRY CLUB**  
PRESENTATION & PANEL

**WEDNESDAY, JUNE 11**

**COFFEE CONNECTION**  
**LOCATION | WEST SHORE BANK**  
NETWORKING & GUEST SPEAKERS

*Help your business shine by sponsoring events with Traverse Connect*