

Traverse City Downtown Development Authority Regular Meeting

Friday, December 19, 2025

9:00 am

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



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

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

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

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

Welcome to the Traverse City Downtown Development Authority meeting

Agenda

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1. CALL TO ORDER

2. ROLL CALL

3. REVIEW AND APPROVAL OF AGENDA

4. PUBLIC COMMENT

5. CONSENT CALENDAR

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one DDA Board motion without discussion. Any member of the DDA Board, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the DDA Board; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single DDA Board action adopting the consent calendar.

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| A. | Consideration of approving the minutes of the November 21, 2025 DDA Regular Board Meeting (approval recommended)
November 21 2025 Regular Meeting Minutes - PDF | 4 - 7 |
| B. | Consideration of approving the November 2025 Financial Reports and Distributions for the DDA General, Old Town TIF and TIF-97 (approval recommended)
November 2025 DDA General, Old Town and TIF-97 Financial Reports and Distributions - PDF | 8 - 12 |
| C. | Consideration of approving the November 2025 Financial Report and Distributions for the Traverse City Arts Commission (approval recommended)
November 2025 Traverse City Arts Commission Financial Report and Distributions - PDF | 13 |
| D. | Consideration of approving the minutes from the April 17, 2025 DDA Finance Committee Meeting (approval recommended)
April 17, 2025 DDA Finance Committee Meeting Minutes - PDF | 14 - 15 |

E.	Consideration of approving the recommendation from the DDA Finance Committee to establish a Michigan CLASS account and authorize the City Treasurer to complete the account setup and initial transfer of DDA funds (approval recommended) Michigan CLASS Investment Pool Memo (Burkholder/Finance) - PDF	16 - 17
F.	Consideration of approving the recommendation from the Finance Committee to amend the DDA General Fund Budget (approval recommended) Budget Amendment Memo (Burkholder/Finance) - PDF	18
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6.	ITEMS REMOVED FROM CONSENT CALENDAR	
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7.	SPECIAL ORDER OF BUSINESS	
A.	Bi-Annual TIF Informational Report to the Community (MCL 125.4910(4)) Bi- Annual TIF Informational Meeting Memo (Burkholder) - PDF	19
B.	Potential motion for the Board to go into closed session under Section 8(h) of the Open Meetings Act to discuss confidential attorney client communication exempt from disclosure under Section 13(1)(g) of the Freedom of Information Act. (approval recommended)	
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8.	OLD BUSINESS	
A.	TIF-97 Project Priorities TIF-97 Project Priorities Memo (Burkholder) - PDF	20 - 21
B.	Moving Downtown Forward TIF Plan Moving Downtown Forward TIF Plan Memo (Burkholder) - PDF	22 - 24
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9.	EXECUTIVE DIRECTOR REPORT	
A.	Executive Director Report Executive Director Report (Burkholder) - PDF	25 - 28
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10.	STAFF REPORTS	
A.	Director of Events and Engagement Director of Events and Engagement Report (Klebba) - PDF	29 - 30
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11.	RECEIVE AND FILE	
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12.	PUBLIC COMMENT	
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13.	ADJOURNMENT	