

Traverse City Downtown Development Authority Regular Meeting

**Friday, January 16, 2026
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

	Page
1. CALL TO ORDER	
2. ROLL CALL	
3. REVIEW AND APPROVAL OF AGENDA	
4. PUBLIC COMMENT	
5. CONSENT CALENDAR	
<i>The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one DDA Board motion without discussion. Any member of the DDA Board, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the DDA Board; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single DDA Board action adopting the consent calendar.</i>	
A. Consideration of approving the minutes of the December 19, 2025 DDA Regular Board Meeting Minutes (approval recommended) December 19, 2025 Regular Meeting Minutes - PDF	5 - 8
B. Consideration of approving the December 2025 Financial Reports and Distributions for the DDA General, Old Town TIF and TIF-97 (approval recommended) December 2025 DDA General, Old Town TIF and TIF-97 Financial Reports and Distributions - PDF	9 - 13
C. Consideration of approving the December 2025 Financial Report and Distributions for the Traverse City Arts Commission (approval recommended) December 2025 Traverse City Arts Commission Financial Report and Distribution - PDF	14
D. Consideration to accept the audited financial statements for the Downtown Development Authority for the year ending June 30, 2025 (approval recommended) 2024 - 2025 Audit Report Memo (Burkholder) - PDF	15 - 49

[Vredeveld Haefner \(Auditor\) Letter To Board - PDF](#)
[Traverse City Downtown Development Authority 2024 - 2025 Audit Report - PDF](#)

6. ITEMS REMOVED FROM CONSENT CALENDAR

7. SPECIAL ORDER OF BUSINESS

- A. Introduction of the Downtown Community Police Officer - Officer Garvin 50
[Welcome Officer Garvin Memo \(Burkholder\) - PDF](#)
-

8. OLD BUSINESS

- A. Lower Boardman/Ottaway Downtown Riverwalk (approval recommended) 51 - 53
[Boardman/Ottaway Riverwalk Memo \(Burkholder\) - PDF](#)
[Boardman Ottaway Riverwalk Timeline \(Jan. 2026\) - PDF](#)
- B. TIF-97 Project Priorities 54 - 55
[TIF-97 Project Priorities Memo \(Burkholder\) - PDF](#)
[Rotary Square Timeline \(Jan. 2026\) - PDF](#)
- C. Moving Downtown Forward TIF Plan 56 - 96
[Moving Downtown Forward TIF Plan Memo \(Burkholder\) - PDF](#)
[Draft Moving Downtown Forward TIF Plan - PDF](#)
[Draft Moving Downtown Forward TIF Plan Appendix - PDF](#)
[Working Timetable and Milestone Sheet - PDF](#)
-

9. NEW BUSINESS

- A. DDA CIP and 2026 - 2027 Budget 97 - 101
[2026 - 2027 CIP and Budget Memo \(Burkholder\) - PDF](#)
[Current Fiscal Year TIF Budgets - PDF](#)
-

10. EXECUTIVE DIRECTOR REPORT

- A. Executive Director Report 102 - 104
[Executive Director Report \(Burkholder\) - PDF](#)
-

11. STAFF REPORTS

- A. Deputy Director - Arts Commission 105
[Art Commission Memo \(Bohac\) - PDF](#)
- B. Director of Events and Engagement 106 - 107
[Director of Events and Engagement Report \(Klebba\) - PDF](#)
-

12. RECEIVE AND FILE

13. PUBLIC COMMENT

14. ADJOURNMENT