

Traverse City Downtown Development Authority Regular Meeting

**Friday, February 20, 2026
9:00 am**

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



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

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

Downtown Development Authority:
c/o Harry Burkholder, Executive Director
(231) 922-2050
Web: www.dda.downtowntc.com
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 January 16, 2026 DDA Regular Board Meeting (approval recommended) January 16, 2026 DDA Regular Meeting Minutes - PDF	5 - 8
B. Consideration of approving the January 2026 Financial Reports and Distributions from the DDA General, Old Town TIF and TIF-97 (approval recommended) January 2026 DDA General, Old Town TIF and TIF-97 Financial Reports and Distributions - PDF financials	9 - 13
C. Consideration of approving the January 2026 Financial Report and Distributions from the Traverse City Arts Commission (approval recommended) January 2026 Traverse City Arts Commission Financial Report and Distribution - PDF	14
D. Consideration of approving the July 7, 2025 DDA Governance Committee Meeting (approval recommended) July 7, 2025 DDA Governance Meeting Minutes - PDF	15 - 16

- E. Consideration of approving the recommendation from the DDA Governance Committee regarding the DDA Employment Handbook (approval recommended) 17 - 39
[Governance Committee Memo - PDF](#)
[Amended DDA Employment Handbook - PDF](#)
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6. ITEMS REMOVED FROM CONSENT CALENDAR

7. OLD BUSINESS

- A. Cass Street Mid-Block Crosswalk (approval recommended) 40 - 41
[Cass Street Mid-Block Crosswalk Memo \(Burkholder\) - PDF](#)
- B. TIF-97 Project Priorities 42 - 43
[TIF-97 Project Priorities Memo \(Burkholder\) - PDF](#)
- C. 2026 - 2027 DDA Budget 44 - 46
[2026 - 2027 Budget Memo \(Burkholder\) - PDF](#)
[2026 - 2027 Working TIF Budget Sheets - PDF](#)
- D. Moving Downtown Forward TIF Plan 47 - 71
[Moving Downtown Forward TIF Plan Memo \(Burkholder\) - PDF](#)
[City Commission Study Session Presentation - PDF](#)
[Previously Adopted MDF Plan Public Improvement List - PDF](#)
[Previously Adopted MDF Plan Expenditures List - PDF](#)
[Working MDF Plan Public Improvement List - PDF](#)
[Working MDF Plan Expenditures List - PDF](#)
[Updated MDF Plan Timetable and Milestone Sheet - PDF](#)
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8. NEW BUSINESS

9. EXECUTIVE DIRECTOR REPORT

- A. Executive Director Report 72 - 73
[Executive Director Update Memo \(Burkholder\) - PDF](#)
-

10. STAFF REPORTS

- A. Director of Events and Engagement Report 74 - 75
[Director of Events and Engagement Memo \(Burkholder\) - PDF](#)
- B. Reporting Recommendations 76
[Reporting Recommendation Memo \(Burkholder\) - PDF](#)
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11. RECEIVE AND FILE

12. PUBLIC COMMENT

13. ADJOURNMENT