

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



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 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) Governance Committee Memo - PDF Amended DDA Employment Handbook - PDF	17 - 39
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6.	ITEMS REMOVED FROM CONSENT CALENDAR	
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7.	OLD BUSINESS	
A.	Cass Street Mid-Block Crosswalk (approval recommended) Cass Street Mid-Block Crosswalk Memo (Burkholder) - PDF	40 - 41
B.	TIF-97 Project Priorities TIF-97 Project Priorities Memo (Burkholder) - PDF	42 - 43
C.	2026 - 2027 DDA Budget 2026 - 2027 Budget Memo (Burkholder) - PDF 2026 - 2027 Working TIF Budget Sheets - PDF	44 - 46
D.	Moving Downtown Forward TIF Plan 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	47 - 71
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8.	NEW BUSINESS	
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9.	EXECUTIVE DIRECTOR REPORT	
A.	Executive Director Report Executive Director Update Memo (Burkholder) - PDF	72 - 73
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10.	STAFF REPORTS	
A.	Director of Events and Engagement Report Director of Events and Engagement Memo (Burkholder) - PDF	74 - 75
B.	Reporting Recommendations Reporting Recommendation Memo (Burkholder) - PDF	76
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11.	RECEIVE AND FILE	
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12.	PUBLIC COMMENT	

13. ADJOURNMENT



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, January 16, 2026**

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 Todd McMillen, Board Member Ed Slosky, Mayor Amy Shamroe, Board Member Shelley Spencer, Board Member Gary Howe, Board Member Mike Powers, and Board Member Caitlin Early

The following Board Members were absent: Board Member Jeff Joubran

Chairperson Slosky presided at the meeting.

(a) **CALL TO ORDER**

(b) **ROLL CALL**

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

- (1) That the board approve the Agenda as presented.

Moved by Amy Shamroe, Seconded by Peter Kirkwood

Yes: Peter Kirkwood, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, Mike Powers, and Caitlin Early

Absent: Jeff Joubran

CARRIED. 8-0-1 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 of the December 19, 2025 DDA Regular Board Meeting (approval recommended)
- (2) Consideration of approving the minutes of the December 19, 2025 DDA Regular Board Meeting Minutes (approval recommended)
- (3) Consideration of approving the December 2025 Financial Reports and Distributions for the DDA General, Old Town TIF and TIF-97 (approval recommended)
- (4) Consideration to accept the audited financial statements for the Downtown Development Authority for the year ending June 30, 2025 (approval recommended)
- (5) Consideration of approving the December 2025 Financial Report and Distributions for the Traverse City Arts Commission (approval recommended)
That the board approve the Consent Calendar as presented.

Moved by Todd McMillen, Seconded by Caitlin Early

Yes: Peter Kirkwood, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, Mike Powers, and Caitlin Early

Absent: Jeff Joubran

CARRIED. 8-0-1 on a recorded vote

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

(g) **SPECIAL ORDER OF BUSINESS**

- (1) Introduction of the Downtown Community Police Officer - Officer Garvin

The following addressed the board:

Harry Burkholder
Officer Jared Garvin
Amy Shamroe
Shelley Spencer
Ed Slosky

(h) **OLD BUSINESS**

- (1) Lower Boardman/Ottaway Downtown Riverwalk (approval recommended)

The following addressed the board:

Harry Burkholder
Pete Kirkwood
Gary Howe
Amy Shamroe

Caitlin Early
Mike Powers
Shelley Spencer
Michael Guthrie

That the DDA Board approve the Schematic Design and Design Development phases for Phase One of the Riverwalk.

Moved by Amy Shamroe, Seconded by Gary Howe

Yes: Peter Kirkwood, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, and Caitlin Early

No: Mike Powers

Absent: Jeff Joubran

CARRIED. 7-1-1 on a recorded vote

(2) TIF-97 Project Priorities

The following addressed the board:

Harry Burkholder
Caitlin Early

*Gary Howe left meeting at 10:25am.

(3) Moving Downtown Forward TIF Plan

The following addressed the board:

Harry Burkholder
Mike Powers
Pete Kirkwood
Ed Slosky
Amy Shamroe

(i) NEW BUSINESS

(1) DDA CIP and 2026 - 2027 Budget

The following addressed the board:

Harry Burkholder
Amy Shamroe
Ed Slosky
Mike Powers

(j) EXECUTIVE DIRECTOR REPORT

(1) Executive Director Report

The following addressed the board:
Harry Burkholder

(k) **STAFF REPORTS**

(1) Deputy Director - Arts Commission

The following addressed the board:
Lauren Bohac
Pete Kirkwood
Caitlin Early
Ed Slosky
Amy Shamroe

(2) Director of Events and Engagement

The following addressed the board:
Sara Klebba

(l) **RECEIVE AND FILE**

(m) **PUBLIC COMMENT**

(n) **ADJOURNMENT**

The meeting was adjourned by Chair Slosky at 10.47am.

Harry Burkholder, Executive Director

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 01/31/2026
 % Fiscal Year Completed: 58.90

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 01/31/2026	ACTIVITY FOR MONTH 01/31/2026	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
248-000-401.000	PROPERTY TAX REVENUE PRIOR YEAR ADJ	0.00	873.84	102.11	(873.84)	100.00
248-000-402.000	TAXES-CURRENT-REAL ESTATE	130,000.00	119,780.63	0.00	10,219.37	92.14
248-000-412.000	TAX-DELINQUENT-PERSONAL PROP	0.00	0.00	0.00	0.00	0.00
248-000-432.000	PAYMENT IN LIEU OF TAXES	0.00	1,329.31	0.00	(1,329.31)	100.00
248-000-476.060	VENDOR PERMITS	21,500.00	0.00	0.00	21,500.00	0.00
248-000-502.000	FEDERAL GRANTS	657,700.00	0.00	0.00	657,700.00	0.00
248-000-543.001	STATE GRANT	600,000.00	0.00	0.00	600,000.00	0.00
248-000-569.000	STATE GRANTS - OTHER	0.00	0.00	0.00	0.00	0.00
248-000-580.000	GRANTS FROM LOCAL UNITS	0.00	2,355.00	0.00	(2,355.00)	100.00
248-000-580.001	GRANT PRIVATE SOURCE	500,000.00	0.00	0.00	500,000.00	0.00
248-000-626.000	CHARGES FOR SERVICES RENDERED	0.00	43,750.00	6,250.00	(43,750.00)	100.00
248-000-664.000	INTEREST & DIVIDEND EARNINGS	5,300.00	78.12	0.00	5,221.88	1.47
248-000-667.000	RENTS AND ROYALTIES	50,000.00	81,302.89	0.00	(31,302.89)	162.61
248-000-674.000	CONTRIBUTIONS-PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00
248-000-675.000	CONTRIBUTIONS-PUBLIC SOURCES	75,000.00	0.00	0.00	75,000.00	0.00
248-000-676.000	REIMBURSEMENTS	0.00	420.37	238.17	(420.37)	100.00
248-000-692.000	PRIOR YEARS' SURPLUS	9,000.00	0.00	0.00	9,000.00	0.00
248-000-699.000	TRANSFERS IN	712,500.00	0.00	0.00	712,500.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,761,000.00	249,890.16	6,590.28	2,511,109.84	9.05
TOTAL REVENUES		2,761,000.00	249,890.16	6,590.28	2,511,109.84	9.05
Expenditures						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
248-725-702.000	SALARIES AND WAGES	446,200.00	254,931.52	51,891.27	191,268.48	57.13
248-725-704.000	EMPLOYEE OVERTIME	0.00	0.00	0.00	0.00	0.00
248-725-706.000	EMPLOYEE OVERTIME	0.00	0.00	0.00	0.00	0.00
248-725-714.000	HEALTH SAVINGS ACCT EXPENSE	0.00	5,830.00	(110.00)	(5,830.00)	100.00
248-725-715.000	EMPLOYER'S SOCIAL SECURITY	32,900.00	20,065.68	4,237.67	12,834.32	60.99
248-725-716.000	EMPLOYEE HEALTH INSURANCE	49,800.00	13,892.81	1,736.97	35,907.19	27.90
248-725-717.000	EMPLOYEE LIFE/DISABILITY INS	200.00	2,119.64	326.02	(1,919.64)	1,059.82
248-725-718.000	RETIREMENT FUND CONTRIBUTION	43,000.00	10,965.76	4,091.16	32,034.24	25.50
248-725-720.000	UNEMPLOYMENT COMPENSATION	1,900.00	337.06	51.00	1,562.94	17.74
248-725-721.000	WORKERS COMPENSATION INS	5,200.00	2,177.00	0.00	3,023.00	41.87
248-725-727.000	OFFICE SUPPLIES	14,630.00	11,470.06	2,301.68	3,159.94	78.40
248-725-727.003	OFFICE FURNITURE AND EQUIPMENT	0.00	0.00	0.00	0.00	0.00
248-725-740.000	OPERATION SUPPLIES	67,970.00	36,348.49	1,502.26	31,621.51	53.48
248-725-801.000	PROFESSIONAL AND CONTRACTUAL	124,400.00	91,797.44	21,865.72	32,602.56	73.79
248-725-801.007	MEMBERSHIP DUES AND SUBSCRIPTIONS	7,000.00	1,102.00	119.05	5,898.00	15.74
248-725-801.008	FARMERS MARKET FOOD ASSISTANCE	0.00	15,444.00	0.00	(15,444.00)	100.00
248-725-802.000	INFORMATION TECHNOLOGY SERVICES	0.00	0.00	0.00	0.00	0.00
248-725-804.000	LEGAL SERVICES	34,000.00	16,029.00	5,379.00	17,971.00	47.14
248-725-805.000	POSTAGE	0.00	0.00	0.00	0.00	0.00
248-725-807.000	INSURANCE AND BONDS	0.00	0.00	0.00	0.00	0.00
248-725-821.000	MARKETING & PUBLIC SERVICES	0.00	0.00	0.00	0.00	0.00
248-725-822.000	INSURANCE AND BONDS	0.00	0.00	0.00	0.00	0.00
248-725-822.001	TRAINING/REGISTRATION/TUITION	2,500.00	0.00	0.00	2,500.00	0.00
248-725-822.002	LODGING AND TRAVEL	2,500.00	0.00	0.00	2,500.00	0.00
248-725-850.000	COMMUNICATIONS	5,000.00	533.82	0.00	4,466.18	10.68
248-725-860.000	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 01/31/2026
 % Fiscal Year Completed: 58.90

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 01/31/2026	ACTIVITY FOR MONTH 01/31/2026	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-725-880.000	COMMUNITY PROMOTION	0.00	0.00	0.00	0.00	0.00
248-725-900.000	PRINTING AND PUBLISHING	0.00	784.00	0.00	(784.00)	100.00
248-725-920.000	PUBLIC UTILITIES	4,000.00	1,925.40	970.61	2,074.60	48.14
248-725-930.000	REPAIRS AND MAINTENANCE	1,000.00	1,063.27	0.00	(63.27)	106.33
248-725-940.000	RENTAL EXPENSE	0.00	2,384.40	0.00	(2,384.40)	100.00
248-725-956.000	MISCELLANEOUS	10,000.00	3,145.62	72.79	6,854.38	31.46
248-725-965.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00
248-725-970.000	CAPITAL OUTLAY	1,757,700.00	29,337.88	0.00	1,728,362.12	1.67
248-725-970.002	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	0.00	0.00	0.00	0.00	0.00
248-725-970.003	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	0.00	0.00	0.00	0.00	0.00
248-725-988.000	UNALLOCATED FUNDS	151,100.00	0.00	0.00	151,100.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		2,761,000.00	521,684.85	94,435.20	2,239,315.15	18.89
TOTAL EXPENDITURES		2,761,000.00	521,684.85	94,435.20	2,239,315.15	18.89
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		2,761,000.00	249,890.16	6,590.28	2,511,109.84	9.05
TOTAL EXPENDITURES		2,761,000.00	521,684.85	94,435.20	2,239,315.15	18.89
NET OF REVENUES & EXPENDITURES		0.00	(271,794.69)	(87,844.92)	271,794.69	100.00
BEG. FUND BALANCE						
FUND BALANCE ADJUSTMENTS			512,643.34			
END FUND BALANCE			240,848.65			

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 01/31/2026
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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 01/31/2026	ACTIVITY FOR MONTH 01/31/2026	AVAILABLE BALANCE	% BDTG USED
Fund 252 - DDA OLD TOWN TIF						
Revenues						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
252-725-401.000	PROPERTY TAX REVENUE PRIOR YEAR ADJ	0.00	459.38	0.00	(459.38)	100.00
252-725-402.000	TAXES-CURRENT-REAL ESTATE	830,000.00	926,113.07	33,995.92	(96,113.07)	111.58
252-725-432.000	PAYMENT IN LIEU OF TAXES	0.00	0.00	0.00	0.00	0.00
252-725-664.000	INTEREST & DIVIDEND EARNINGS	100.00	399.96	0.00	(299.96)	399.96
252-725-667.000	RENTS AND ROYALTIES	0.00	0.00	0.00	0.00	0.00
252-725-676.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
252-725-692.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	0.00	0.00
252-725-699.000	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		830,100.00	926,972.41	33,995.92	(96,872.41)	111.67
TOTAL REVENUES		830,100.00	926,972.41	33,995.92	(96,872.41)	111.67
Expenditures						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
252-725-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
252-725-801.000	PROFESSIONAL AND CONTRACTUAL	77,000.00	34,363.98	0.00	42,636.02	44.63
252-725-804.000	LEGAL SERVICES	10,000.00	2,596.88	0.00	7,403.12	25.97
252-725-821.000	MARKETING & PUBLIC SERVICES	0.00	0.00	0.00	0.00	0.00
252-725-880.000	COMMUNITY PROMOTION	20,000.00	9,333.35	0.00	10,666.65	46.67
252-725-920.000	PUBLIC UTILITIES	5,000.00	512.73	93.91	4,487.27	10.25
252-725-930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00
252-725-956.000	MISCELLANEOUS	15,000.00	0.00	0.00	15,000.00	0.00
252-725-965.000	CITY FEE	124,800.00	21,562.50	0.00	103,237.50	17.28
252-725-970.002	DDA ESSENTIAL PUBLIC INFRASTRUCTURE	90,000.00	0.00	0.00	90,000.00	0.00
252-725-970.003	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTURE	270,000.00	0.00	0.00	270,000.00	0.00
252-725-988.000	UNALLOCATED FUNDS	100,900.00	0.00	0.00	100,900.00	0.00
252-725-995.000	TRANSFERS OUT/CONTRIB. TO OTHER FUNDS	117,400.00	0.00	0.00	117,400.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		830,100.00	68,369.44	93.91	761,730.56	8.24
TOTAL EXPENDITURES		830,100.00	68,369.44	93.91	761,730.56	8.24
Fund 252 - DDA OLD TOWN TIF:						
TOTAL REVENUES		830,100.00	926,972.41	33,995.92	(96,872.41)	111.67
TOTAL EXPENDITURES		830,100.00	68,369.44	93.91	761,730.56	8.24
NET OF REVENUES & EXPENDITURES		0.00	858,602.97	33,902.01	(858,602.97)	100.00
BEG. FUND BALANCE						
FUND BALANCE ADJUSTMENTS			1,195,623.99			
END FUND BALANCE			2,054,226.96			

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 01/31/2026
 % Fiscal Year Completed: 58.90

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 01/31/2026	ACTIVITY FOR MONTH 01/31/2026	AVAILABLE BALANCE	% BDGT USED
Fund 253 - DDA TIF 97						
Revenues						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
253-725-401.000	PROPERTY TAX REVENUE PRIOR YEAR ADJ	0.00	17,687.60	7,007.20	(17,687.60)	100.00
253-725-402.000	TAXES-CURRENT-REAL ESTATE	4,336,300.00	3,931,841.25	94,136.04	404,458.75	90.67
253-725-432.000	PAYMENT IN LIEU OF TAXES	0.00	29,029.38	0.00	(29,029.38)	100.00
253-725-664.000	INTEREST & DIVIDEND EARNINGS	4,500.00	2,985.79	0.00	1,514.21	66.35
253-725-667.000	RENTS AND ROYALTIES	0.00	0.00	0.00	0.00	0.00
253-725-676.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
253-725-692.000	PRIOR YEARS' SURPLUS	2,642,600.00	0.00	0.00	2,642,600.00	0.00
253-725-699.000	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		6,983,400.00	3,981,544.02	101,143.24	3,001,855.98	57.01
TOTAL REVENUES		6,983,400.00	3,981,544.02	101,143.24	3,001,855.98	57.01
Expenditures						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
253-725-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
253-725-801.000	PROFESSIONAL AND CONTRACTUAL	328,100.00	153,170.15	2,700.00	174,929.85	46.68
253-725-801.004	BANK SERVICE FEES	0.00	0.00	0.00	0.00	0.00
253-725-804.000	LEGAL SERVICES	20,000.00	7,790.62	0.00	12,209.38	38.95
253-725-821.000	MARKETING & PUBLIC SERVICES	90,000.00	27,395.30	0.00	62,604.70	30.44
253-725-880.000	COMMUNITY PROMOTION	0.00	0.00	0.00	0.00	0.00
253-725-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00
253-725-920.000	PUBLIC UTILITIES	30,000.00	6,220.92	2,980.04	23,779.08	20.74
253-725-956.000	MISCELLANEOUS	50,000.00	9.53	0.00	49,990.47	0.02
253-725-965.000	CITY FEE	514,700.00	64,766.17	0.00	449,933.83	12.58
253-725-970.002	DDA ESSENTIAL PUBLIC INFRASTRUCTURE	671,000.00	4,173.01	359.30	666,826.99	0.62
253-725-970.003	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTURE	3,810,000.00	612,454.89	66,342.20	3,197,545.11	16.07
253-725-991.000	PRINCIPAL/PRINCIPAL EXPENSES	820,000.00	0.00	0.00	820,000.00	0.00
253-725-994.000	INTEREST EXPENSE	54,500.00	0.00	0.00	54,500.00	0.00
253-725-995.000	TRANSFERS OUT/CONTRIB. TO OTHER FUNDS	595,100.00	0.00	0.00	595,100.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		6,983,400.00	875,980.59	72,381.54	6,107,419.41	12.54
TOTAL EXPENDITURES		6,983,400.00	875,980.59	72,381.54	6,107,419.41	12.54
Fund 253 - DDA TIF 97:						
TOTAL REVENUES		6,983,400.00	3,981,544.02	101,143.24	3,001,855.98	57.01
TOTAL EXPENDITURES		6,983,400.00	875,980.59	72,381.54	6,107,419.41	12.54
NET OF REVENUES & EXPENDITURES		0.00	3,105,563.43	28,761.70	(3,105,563.43)	100.00
BEG. FUND BALANCE						
FUND BALANCE ADJUSTMENTS			7,474,213.38			
END FUND BALANCE			10,579,776.81			
TOTAL REVENUES - ALL FUNDS		10,574,500.00	5,158,406.59	141,729.44	5,416,093.41	48.78

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 01/31/2026
 % Fiscal Year Completed: 58.90

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 01/31/2026	ACTIVITY FOR MONTH 01/31/2026	AVAILABLE BALANCE	% BDGT USED
TOTAL EXPENDITURES - ALL FUNDS		10,574,500.00	1,466,034.88	166,910.65	9,108,465.12	13.86
NET OF REVENUES & EXPENDITURES		0.00	3,692,371.71	(25,181.21)	(3,692,371.71)	100.00
BEG. FUND BALANCE - ALL FUNDS						
FUND BALANCE ADJ - ALL FUNDS			9,182,480.71			
END FUND BALANCE - ALL FUNDS			12,874,852.42			

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 01/31/2026
 % Fiscal Year Completed: 58.90

Page: 1/1

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 01/31/2026	ACTIVITY FOR MONTH 01/31/2026	AVAILABLE BALANCE	% BDGT USED
Fund 107 - PUBLIC ARTS COMMISSION FUND						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
107-000-664.000	INTEREST & DIVIDEND EARNINGS	1,000.00	0.00	0.00	1,000.00	0.00
107-000-664.002	CHANGE IN FAIR VALUE OF INVESTMENTS	0.00	0.00	0.00	0.00	0.00
107-000-674.000	CONTRIBUTIONS-PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00
107-000-675.000	CONTRIBUTIONS-PUBLIC SOURCES	0.00	0.00	0.00	0.00	0.00
107-000-676.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
107-000-692.000	PRIOR YEARS' SURPLUS	19,000.00	0.00	0.00	19,000.00	0.00
107-000-699.000	TRANSFERS IN	60,000.00	0.00	0.00	60,000.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		80,000.00	0.00	0.00	80,000.00	0.00
TOTAL REVENUES		80,000.00	0.00	0.00	80,000.00	0.00
Expenditures						
Dept 000 - NON-DEPARTMENTAL						
107-000-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
107-000-801.000	PROFESSIONAL AND CONTRACTUAL	80,000.00	70,198.27	40.00	9,801.73	87.75
107-000-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00
107-000-930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00
107-000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
107-000-970.000-02274	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
107-000-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		80,000.00	70,198.27	40.00	9,801.73	87.75
TOTAL EXPENDITURES		80,000.00	70,198.27	40.00	9,801.73	87.75
Fund 107 - PUBLIC ARTS COMMISSION FUND:						
TOTAL REVENUES		80,000.00	0.00	0.00	80,000.00	0.00
TOTAL EXPENDITURES		80,000.00	70,198.27	40.00	9,801.73	87.75
NET OF REVENUES & EXPENDITURES		0.00	(70,198.27)	(40.00)	70,198.27	100.00
BEG. FUND BALANCE		185,567.63	185,567.63			
END FUND BALANCE		185,567.63	115,369.36			



**Minutes of the
Downtown Development Authority for the City of Traverse City
Governance Committee
July 7, 2025**

A regular meeting of the Downtown Development Authority Governance Committee was called to order at the Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 4:00 p.m.

The following Board Members were in attendance: Committee Chair Todd McMillen and Committee Member Kirkwood

The following Board Members were absent: Committee Member Shamroe

Chairperson McMillen presided at the meeting.

(a) **CALL TO ORDER**

(b) **ROLL CALL**

(c) **APPROVAL OF MINUTES**

- (1) Consideration of approving the December 9, 2024 DDA Governance Committee Meeting Minutes (approval recommended)
To approve the December 9, 2024 Governance Committee Committee Meeting minutes, with modification to the attendees present and not present.

Motion made by Kirkwood, Seconded by McMillen
Yes: Kirkwood and McMillen
Carried on a 2 - 0 recorded vote

(d) **NEW BUSINESS**

- (1) Governance Committee Items
Motion to approve and send the DDA Handbook and Evaluation Proposal to the full DDA Board for consideration

Motion made by Kirkwood, seconded by McMillen
Yes: Kirkwood and McMillen
Carried on a 2 - 0 recorded vote

(e) **PUBLIC COMMENT**

(f) **ADJOURNMENT**

Harry Burkholder, 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: Governance Committee
Harry Burkholder, DDA Executive Director

Date: February 16, 2026

Subject: Employee Handbook Amendment

The Governance Committee met on January 27th to discuss several topics. Among them, was a request to consider two amendments to the DDA Employment Handbook. The two amendments were raised after discussions between the City Human Resources Department and the DDA.

The first amendment is to add a *Flexible Work Schedule* clause that would allow flexible work arrangements for certain employees (namely the Director of Events and Engagement) that often have work schedules outside the typical 40-hour week schedule.

The second amendment is to add a sentence to the *Health Savings Account* clause that states DDA employees now receive their full HSA contribution at the beginning of the fiscal year (rather than disbursements throughout the year).

The Governance Committee agreed to send these two items on to the full DDA Board for consideration. A copy of the Employment Handbook is included in the packet and the proposed amendments are highlighted.

Recommended Motion

That the DDA Board approve the recommendations of the Governance Committee to amend the DDA Employment Handbook, effective February 21, 2026



Downtown Development Authority
Employment Handbook

July 1, 2025
February 20, 2026

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Welcome

Welcome to the Traverse City Downtown Development Authority (DDA). We are excited to have you join our team! The work of the DDA has a great impact on the culture of our community through the work that we do by maintaining and building essential public infrastructure, facilitating essential public services, building transformative place-based public infrastructure, hosting community events, growing businesses and supporting our merchants through our work with the Downtown Traverse City Association (DTCA).

This Employee Handbook is provided as a guide and is not to be considered a contract. The Handbook will help you understand what you can expect from the DDA and what we expect from you.

The DDA reserves the right to make changes to the policies, procedures, and other statements made in this Employee Handbook. Business conditions, federal and state laws, and DDA needs change and may require that portions of the handbook be amended as necessary to successfully provide the appropriate employment relationship and to obtain the goals of the DDA.

I. Employment Policies

At-Will Employment

The DDA is an “at-will” employer and operates under the provision that employees have the right to resign their position with or without notice and with or without cause at any time. The DDA has similar rights to terminate the employment relationship with or without notice and with or without cause at any time.

Equal Employment Opportunity

Our policy is to select, place, train and promote the best-qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees. This will be in compliance with applicable local, state and federal laws. This will be done without regard to non-work-related factors such as to race, color, religion, sex, national origin, age, disability, genetic information, marital status, height, weight, familial status, sexual orientation, status as a covered veteran, or any other status protected by applicable law. This equal opportunity policy applies to all terms and conditions of employment, including, but not limited to recruiting, hiring, training, transfers, compensation, leave of absence, promotions and benefits.

Disability Accommodation

The DDA is committed to complying fully with all applicable provisions of the Americans with Disabilities Act (ADA) and related state law. Those laws prohibit discrimination against a qualified employee or applicant with a disability who can perform the essential functions of his or her job, with or without a reasonable accommodation.

An employee requiring an accommodation must notify the DDA as soon as the need for accommodation becomes known. The DDA shall engage in the interactive process with the employee in good faith in order to determine what, if any, reasonable accommodation would allow the employee to perform the essential functions of the job. Documentation from a medical provider may be necessary to verify the presence of a disability or to assist in developing a reasonable accommodation. The DDA will accommodate the disabilities of qualified employees and applicants who are able to perform the essential functions of their position with or without a reasonable accommodation unless undue hardship or a direct threat to safety of the employee, co-workers, or others would result.

Under state law, an employee must notify the employer in writing of the need for an accommodation within 182 days of when the employee knew or reasonably should have known that an accommodation was needed.

Anti-Harassment Policy

The DDA is committed to a work environment in which all individuals, including employees, vendors, consultants, clients and the general public in our work areas are treated with respect and dignity. The DDA expects that all relationships among individuals in the workplace will be professional and free of bias, prejudice and harassment. Each employee has the right to work in an environment free from harassment and discrimination. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting including events outside the workplace, such as during business trips, business meetings and business-related social events.

Conduct or communications based on an individual's race, color, religion, sex, national origin, age, disability, genetic information, marital status, height, weight, familial status, sexual orientation, status as a covered veteran, or any other status protected by applicable law will not be tolerated.

Harassment is any unwelcome or unsolicited verbal, non-verbal, physical or sexual conduct that has the purpose or effect of unreasonably interfering with an employee's job performance or creating an intimidating, hostile or offensive work environment. Discriminating or harassing conduct is not allowed in the workplace, on organization time, and using organization equipment like phones, computers, via e-mail, text and voice messages, tweets, blogs, social networking sites or other means.

Examples of harassing conduct include but are not limited to:

- Negative stereotyping;
- Threatening, intimidating or hostile acts;
- Denigrating jokes, disparaging remarks, and the use of degrading nicknames and slurs;
- Unwelcome or unsolicited touches or threats of physical harm;
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group

Sexual harassment is defined as unwanted verbal or non-verbal sexual conduct or communications that are intended to or do in fact substantially interfere with an employee's employment or create and intimidating, hostile, or offensive work environment. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Examples of conduct or communications that constitute sexual harassment include but are not limited to:

- unwanted sexual advances;
- offering employment benefits in exchange for sexual favors;
- threatening reprisals after a negative response to sexual advances;
- leering or making sexual gestures;
- displaying sexually suggestive objects, pictures, or cartoons;
- derogatory comments or jokes;
- use of sexually degrading words to describe an individual;
- suggestive or obscene letters, notes, or invitations;
- sexual touching or assaults, and the impeding or blocking of movements.

Unwelcome sexual conduct or communications constitute sexual harassment when:

- submission to the conduct is made either implicitly or explicitly a condition of an individual's employment;
- submission to or rejection of the conduct is used as the basis for an employment decision affecting the employee; or
- the harassment has the purpose or effect of substantially interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Discrimination and Harassment Complaint Procedure

Any employee who experiences or witnesses conduct that may constitute unlawful discrimination or harassment is strongly encouraged to report the matter immediately.

Reports may be made to any of the following:

- The employee's supervisor
- The Executive Director of the DDA
- The City of Traverse City Human Resource Office

All complaints will be taken seriously. The DDA will promptly and thoroughly investigate any report of discrimination or harassment. Appropriate corrective or disciplinary action will be taken as warranted by the findings, up to and including termination of employment.

Every effort will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed, as some disclosure may be necessary to conduct a fair and thorough investigation.

Upon conclusion of the investigation, the individual who filed the complaint will be informed that the investigation has been completed and, where appropriate, advised of the outcome.

Management Responsibility:

All supervisors and members of management are responsible for enforcing this policy. Any supervisor or manager who becomes aware of potential discrimination or harassment must report it immediately so it can be properly investigated and addressed.

Executive Director of the DDA is located at 303 E State St, Traverse City, MI 49684

City of Traverse City Human Resource Office is on the 2nd floor of the Governmental Center located at 400 Boardman Ave, Traverse City, MI 49684

Retaliation

The DDA strictly prohibits any form of retaliation against an employee who, in good faith, reports discrimination or harassment, files a complaint, or participates in an investigation related to such matters. Retaliation is a serious violation of this policy, and any employee found, after a thorough investigation, to have engaged in retaliatory behavior shall be subject to disciplinary action, up to and including termination of employment.

Employees who believe they have been subjected to retaliation are encouraged to report their concerns immediately to their supervisor, the DDA Executive Director, or the City of Traverse City Human Resources Director.

Please note that employees who knowingly make false or malicious complaints of harassment, discrimination, or retaliation that are not made in good faith may also be subject to disciplinary action, up to and including termination of employment.

Workplace Violence/Bullying

It is expected that all employees will always be treated with respect and courtesy. Behavior that is dangerous, intimidating or offensive to others is not allowed.

In addition, weapons, firearms, explosives or other hazardous substances or devices are not allowed on organization property including the parking lot.

Conduct that may reasonably be perceived as threatening, intimidating, and bullying or which coerces another employee, a customer, or any person, including during work and/or non-work time, will not be tolerated and will be subject to a Performance Improvement up to and including termination of employment.

Health Information Privacy (HIPAA) Compliance

It is our intent to protect the privacy of your health information. Although the organization's access to your health information is limited, we remain committed to safeguarding any such information in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

- The organization will not release Protected Health Information (PHI) without your authorization.
- Employees should respect the privacy of others and refrain from discussing or asking other employees about their health (don't ask/don't tell).
- Employees who choose to share their health information should do it on a need-to-know basis (for example, letting a supervisor know why you are absent).

If you have any questions or feel your privacy has been compromised, please contact the DDA Executive Director.

Tobacco and Vape-free Workplace

The use of tobacco products and vaping is strictly prohibited on all organization premises and in organization-owned vehicles. Employees may use these products only during unpaid breaks, such as lunch, and only while off organization property and outside of organization vehicles.

Attendance and Punctuality Policy

Regular attendance and punctuality are essential to the smooth operation of our organization and the delivery of quality service. We understand that employees may occasionally need to miss work due to illness, injury, or emergency. In such cases, employees are expected to notify their supervisor or manager as soon as possible.

Full-time employees who are absent are required to use available Paid Time Off (PTO) during their absence, in accordance with the PTO Policy. If an absence lasts more than three (3) consecutive days, or if the illness or injury is deemed serious, the employee may be required to provide a written statement from their healthcare provider and/or undergo an evaluation by a designated organizational physician before returning to work.

Employees are expected to be at their workstations and ready to begin work promptly at the start of their scheduled shift. Frequent tardiness or excessive unscheduled absences can disrupt operations and negatively impact team productivity.

Excessive absenteeism is defined as more than three (3) unscheduled absences within a 12-month period and shall be subject to disciplinary action, up to and including termination of employment. Unscheduled absences are those for which less than 24 hours' notice is provided. Consecutive days of absence for the same reason are counted as a single occurrence. Approved absences such as military leave or other qualifying protected leaves are excluded.

Please note: Other forms of absenteeism or repeated tardiness may also result in disciplinary action, up to and including termination of employment. These guidelines are intended to provide general expectations and do not alter the at-will nature of employment.

Dress Code

While there is no formal dress code, employees are expected to wear clothing that is appropriate for the nature of their work and the environment in which they perform their duties. Attire should be neat, clean, in good condition, and suitable for a professional setting. Clothing that presents a safety hazard or is considered inappropriate or distracting is not permitted.

The DDA Executive Director reserves the right to determine the appropriateness of attire and may provide guidance or request changes if necessary.

Gifts

Employees and administrators are prohibited from accepting gifts of a value in excess of \$25, or gratuities from individuals and firms with which the employer does business. We believe that acceptance of such gifts is unprofessional, unbusinesslike, and places administrators and employees in compromising positions which are not in the best interests of the employer, its employees, or the citizens. It is also against the policy to give gifts to those with whom the employer does business.

Drug-Free Workplace Policy

We recognize alcohol and drug abuse as potential health, safety and security problems. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this Drug-Free Workplace Policy is made a condition of employment.

Employees are prohibited from the following when reporting for work, while on the job, on Organization or customer premises or surrounding areas including the parking lot, or in any vehicle used for DDA business:

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- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia. "Illegal drug" includes a drug not legally obtained and a drug not being used for its intended purpose or in its prescribed quantity.
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol or marijuana.
- Being under the influence of alcohol having a detectable amount of an illegal or controlled substance in the blood or urine without a valid medical explanation ("controlled substance" means a drug or other substance as defined in applicable federal laws on drug abuse prevention).
- Possession or use of marijuana during work hours is not permitted.

The DDA reserves the right to require any employee to immediately submit to a drug and/or alcohol screen upon reasonable suspicion that the employee is under the influence or has otherwise violated this policy. Employees involved in a work-related injury or accident, or safety violation may be required to submit to a drug and/or alcohol test provided there is a reasonable possibility that drug or alcohol use by the employee could have been a contributing factor to the injury, accident, or violation. Employees who test positive for drugs shall be offered the opportunity to take a second confirmatory test.

Employees who refuse to comply with the DDA's drug testing requirements, tamper with a test sample, or otherwise violate this policy will be subject to disciplinary action, up to and including termination of employment. All drug and alcohol testing will be conducted in accordance with applicable state and federal laws.

Any employee who is convicted under a criminal drug statute for a violation that occurs while on duty, on organization or customer premises, in an organization vehicle, or in any vehicle used for organization business must notify the DDA within five calendar days of the conviction. A conviction includes any finding of guilt, plea of no contest, or imposition of a fine, jail sentence, or other penalty. Employees with such convictions may be subject to a Performance Improvement Plan or disciplinary action, up to and including termination, regardless of whether the offense occurred during working hours or on the employee's personal time.

Personal and Company Property

Your personal property is your responsibility. Because many people enter, and leave work areas daily, do not leave valuables where they could be easily picked up. The DDA assumes no responsibility/liability for your personal belongings. The DDA reserves its right of access to organization property, equipment, facilities (including desks) and Organization vehicles at all times. Any search of Organization facilities or vehicles does not have to be based on reasonable suspicion.

Social Security Privacy

It is the policy of the DDA to protect the confidentiality of social security numbers obtained in the ordinary course of business from employees, clients, vendors, contractors, or others. No employee

shall knowingly obtain, store, transfer, use, disclose, or dispose of a social security number that the DDA obtains or possesses except in accordance with the Social Security Number Privacy Act and this policy.

Social security numbers obtained in the ordinary course of business must be held confidential to the extent practical and will be maintained in a secure location. Access to social security numbers will be limited to those with a legitimate business “need to know.” Any employee accessing the social security number of another individual without the express authorization of the DDA Executive Director will be subject to discipline and could be subject to criminal prosecution.

Social Media

For the purposes of this policy, social media includes blogs, podcasts, social networks (like Facebook and Instagram), feeds, discussions and chat rooms and any other form of online activity which displays text and images. This policy applies to the use of social media while at work and when not at work.

Rude or unprofessional behavior toward a customer or anyone in contact with the DDA is not allowed. Employees must be courteous and respectful to customers and any member of the public while in the course and scope of the DDA’s business.

Employees may not disclose any confidential information related to DDA or its vendors, customers or business partners. Employees are expected to work in a professional manner with management, customers, and vendors. This includes abiding by our policies that prohibit harassment and discrimination both at work and away from work.

Employees are required to use good judgment when posting on-line and be mindful that on-line activity leaves a digital “footprint” which can be retrieved, even if it is deleted later. Social media can only be used if it is part of your duties while at work or the employee is on lunch or break. Improper use of social media according to this policy may result in disciplinary action up to and including termination.

Performance Evaluation/Goal Setting

All DDA personnel will be appraised periodically, no less than annually, at the anniversary date of hire on their job performance. This evaluation is deemed necessary for goal setting purposes and all evaluations are confidential and performed for information and goal-setting purposes between supervisors and employee. The appraisals may be utilized when determining job performance or assessing personnel problems.

Any recommended rate changes shall be brought to the City Commission for inclusion to the budget. Annual rate changes are not guaranteed and final budget approval is required by City Commission.

Separation of Employment

If you decide to resign your position, the DDA requests you provide a minimum of two weeks' notice in writing. This helps with scheduling and enables the employee to be eligible for rehire. Employees are required to return all keys, proximity cards, uniforms (other than those items purchased under the uniform allowance policy), and parking permits to the DDA Executive Director.

II. Wage and Salary Policies

Anniversary Date

Your anniversary date is the first day of your employment with the organization. For purposes of full-time benefits eligibility, the date you begin full-time employment will be considered your full-time start date.

Employment Classifications

All employees are classified as full-time, part-time or temporary. Unless otherwise specified, the employee benefits described in this manual only apply to full time employees. All other policies apply to all employees. Also, all employees are classified as either non-exempt or exempt.

Full-time Employee. Any employee who is regularly scheduled to work at least 38 hours per week is considered a full-time employee.

Part-time Employee. An employee who is normally scheduled to work less than 29 hours per week on a continuing basis is considered a part-time employee. Part-time employees are not eligible for the benefits provided in this manual, unless indicated or except as granted on occasion or to the extent required by state or federal law.

Temporary Employee. The Organization may hire short-term employees for specific tasks or for summer employment. Temporary employees are not eligible for the benefits provided in this manual, except as granted on occasion or to the extent required by state or federal law.

Non-exempt or Exempt Employees. By law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of certain limits. These employees are referred to as "non-exempt". This means they are not exempt from the overtime pay law. See Overtime Policies for a full explanation of overtime payment policies. If your position meets the rules for "Exempt status, your position is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

Pay Period

The normal pay period begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.

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Payday and Paychecks

Employees are responsible for recording their time worked and will be trained how to record time worked by their supervisor. If an employee makes an error in recording time, they need to alert their supervisor immediately so the error can be corrected.

Time sheets must be submitted every other Monday and payday is every other Friday.

Any deductions to your pay, including required taxes will be itemized on your paystub. Employees should review this information carefully each payday. If at any time you have questions about the amount or calculations, or notice a potential error, please contact the DDA Executive Director immediately.

Direct Deposit

Full time and part-time regular employees are required to have their pay deposited directly into their account at a participating financial institution. Direct deposit should be established within 10 days of their start date.

Travel Time

Travel time is considered work time when the following conditions are met:

- When an employee who normally works at one location is sent out of town on a single-day trip, time which is spent traveling is work time;
- An employee who travels away from home overnight is not working when they are a passenger on an airplane, train, boat, bus or automobile outside of the employee's regular work hours, however any time which the employee spends traveling as a passenger on a weekend will be counted as work time if the travel cuts across the hours which the employee would normally work during the week.

Work Schedule

The DDA's regular office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. However, due to the nature of our operations, employees may occasionally be required to work outside of normal business hours, including evenings and weekends, particularly in support of special events.

If you are unable to report to work at your scheduled time, you must notify your supervisor as soon as possible. If you are unable to reach them directly, please leave a detailed voicemail or message indicating the reason for your absence and your expected return time.

Overtime Policy

The DDA is committed to fair and consistent compensation practices, including appropriate pay for authorized overtime work.

Eligibility: Non-exempt employees, as defined by the Fair Labor Standards Act (FLSA), are eligible for overtime pay. Exempt employees are not eligible for overtime compensation.

Overtime Rate: Eligible employees will be compensated at one and one-half times (1.5x) their regular rate of pay for all hours worked over 40 hours in a single workweek. Paid leave (e.g., PTO, holidays) does not count as hours worked when calculating overtime eligibility.

Approval and Authorization: All overtime must be pre-approved by a supervisor or the Executive Director. Working unauthorized overtime may result in disciplinary action, even though the hours must still be compensated in accordance with applicable laws.

Special Events and After-Hours Work: Employees may be required to work beyond regular business hours for special events or other operational needs. Supervisors will provide advance notice when possible, and any overtime incurred will be compensated in accordance with this policy.

Recordkeeping: Employees must accurately record all hours worked, including overtime, using the organization's designated timekeeping system. Falsification of time records is strictly prohibited and may result in disciplinary action, up to and including termination.

Flexible Work Schedule

The purpose of this policy is to provide a framework for flexible work arrangements that support work-life balance, enhance employee productivity, and promote an inclusive and adaptable workplace.

The intent of this policy is not to restrict but to help employees with the discretion to evaluate arrangements that best balance operational needs with the employee's ability to execute their required tasks to complete their job during the workweek.

Exempt employees may alter hours in a workweek as long as 80 hours are worked within the pay period. Exempt employees may need to work more than 40 hours per week due to seasonal event operations, organizational meetings, or other requirements, without additional compensation or time off. There is no compensatory time for Flexible Work scheduled employees. While efforts will be made to provide flex time, it may not always be possible within certain positions.

DDA Employee Event Support & Compensatory Time Policy

The DDA, often in partnership with the (DTCA), funds and facilitates a variety of public events throughout the year within the downtown district. These events are vital to fostering community identity, increasing foot traffic, supporting local businesses, and enhancing the overall vibrancy of downtown Traverse City.

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The Director of Events is responsible for the day-of facilitation of all DTCA-sponsored events. However, all other DDA employees are expected to contribute to the successful execution of events by providing support as needed. This may include tasks related to larger events such as art fairs, parades, or other high-attendance activities.

If an employee provides event-related support outside of their normal work schedule, they are eligible to take equivalent compensatory (comp) time off. The following rules apply:

- Comp time must be taken within two weeks of the event.
- If not used within this time frame, the comp time is forfeited.
- Employees may not “bank” comp time in advance of an event.
- Use of comp time is optional and at the discretion of the employee.

The DDA understands that some employees may be unable to assist with event duties outside of regular business hours due to personal or professional obligations. In such cases, employees are expected to proactively coordinate with fellow staff to ensure appropriate event coverage.

This policy applies specifically to DTCA-sponsored public events and the associated scheduling and staffing expectations. It does not apply to other duties or responsibilities performed outside of regular hours that fall within the general scope of the employee’s job description.

III. Benefits

Insurance

The DDA offers a benefit package for full-time employees, which are outlined below.

Medical Insurance

Eligibility: Full time employees, first of the month after date of hire

Every benefits-eligible employee is encouraged to have medical insurance coverage either by participating in the DDA’s plan or having coverage under another plan. The DDA offers medical insurance plans, which may change from time to time. Employees must pay part of the monthly premium, which is determined each year. These plans are described in their respective Summary Plan Descriptions.

Once an employee has elected coverage or opted out of coverage, changes will not be able to be made until the next open enrollment period unless there is a qualified change in status. Qualified change in status includes; marriage, divorce, legal separation, birth or adoption of a child, and change in a child’s dependent status. For an extensive list please contact the City HR Department. Employees are required to contact the City HR Department within 20 days of a status change during the plan year.

The employee contribution is made by payroll deduction through a Section 125 Cafeteria Plan. This plan deducts the contribution from taxable income, thereby saving taxes and reducing your net cost of coverage.

Health Savings Account

The DDA will deposit on a pro-rated quarterly basis the cost of the plan's deductible amount paid into the individual employee's health savings accounts. Employees shall reimburse the Employer the employee cost share through payroll deduction of the deposited amount. DDA receives their full HSA contribution at the beginning of the plan year which is July 1st.

New hires and/or employees who increase coverage level from single to double/family after July 1 shall receive a pro-rata payment into their health savings account beginning with the first full month of insurance eligibility or coverage change through the end of the plan year. Employee shall be responsible for the remainder of the deductible. For employees separating from employment within the plan year shall receive a pro-rated payment into their health savings account for those months enrolled in the plan as an active employee.

Opt-Out Compensation

The DDA offers an annual opt-out incentive of three thousand six hundred dollars (\$3,600.00) to benefits-eligible employees who decline coverage under the DDA's health insurance plan due to enrollment in other qualifying health insurance coverage.

This opt-out compensation will be paid in monthly installments through payroll and is subject to normal payroll taxes and deductions.

To be eligible, employees must provide proof of other qualifying coverage and complete the required opt-out documentation through the City of Traverse City Human Resources Department. Employees must re-certify eligibility during each annual open enrollment period or if their alternative coverage changes.

Dental Insurance

Eligibility: Full time employees, first of the month after date of hire

The DDA provides dental insurance to the employee, spouse and dependents (up to age 26), at no cost to the employee.

Vision Insurance

Eligibility: Full time employees, first of the month after date of hire

Employees have the option to purchase Vision Insurance through the group vision plan. This plan includes co-pays for eye exams and materials. Employees are responsible for 100% of the insurance premium.

Short-term Disability Insurance (STD)

Eligibility: Full time employees, two months following the date of hire

STD insurance provides for partial wage continuation for periods which eligible employees are unable to work in the event of a non-duty related disability. The DDA provides this coverage to employees at no cost to the employee.

Key benefits include:

- Up to 26 weeks of coverage
- Effective on the first day of an accident and the eighth day of illness
- A weekly benefit of up to 66 2/3% of the employee's wage.

Long Term Disability Insurance (LTD)

Eligibility: Full time employees, two months following the date of hire

This benefit begins after the 180-day waiting period, and pays 60% of the first \$6,667 of monthly pre-disability earnings, reduced by deductible income, with a maximum of \$4,000 before reduction by deductible income. The DDA provides this coverage to employees at no cost to the employee.

Life Insurance

Eligibility: Full time employees, two months following the date of hire

The benefit is two (2) times annual earnings, rounded to the next higher multiple of \$500, if not already a multiple of \$500. The maximum benefit amount is \$100,000. The DDA provides this coverage to employees at no cost to the employee.

Life insurance amounts in excess of \$50,000 are subject to Federal tax. Tax deductions for life insurance are taken on the final paycheck at the end of the calendar year.

Retirement Benefits

Eligibility: Full time employees, two months following the date of hire

The DDA will assist employees in saving for retirement and offers a 457 Deferred Compensation plan. The DDA automatically contributes 4% of the employee's gross wages each pay period. The 457 Plan allows employees to make their own contributions pre or post-tax (Roth). If employees choose to participate via payroll deduction, the DDA will match the employee's deferral up to an additional 6%. Employees can individually choose investment options offered through this program or select a target date managed fund.

Paid Time Off (PTO)

Paid Time Off (PTO) is eligible for regular full-time employees to use for vacation and personal business. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves to cover vacation, appointments, emergencies or other personal business according to their own personal and family needs. PTO is used to receive pay for absences that are either "scheduled" or "unscheduled." Please see the Attendance Policy for more information.

An employee is eligible to earn PTO as described in this policy if they are a regular full-time or part-time employee.

The chart below illustrates the rates at which PTO is accrued based on the years of service. Employees can begin to use PTO after they have completed thirty (30) days of employment.

Years of Service	Accrual Rate (Hrs/Pay Period)	Annual Accrual (Days/Weeks)
Zero to Four Years	4.62	15 days/3 weeks
Five to Fourteen Years	6.15	20 days/4 weeks
Fifteen Years	7.69	25 days/5 weeks

Employees will be required to use available PTO in conjunction with “Unscheduled” absences and/or an FMLA and/or Leave of Absence. The Attendance Policy standards of “scheduled” and “unscheduled” absences apply to the use of PTO.

PTO can be used in minimum increments of one (1) hour. If an employee has an unexpected need to be absent from work, they should notify their supervisor before the scheduled start of the workday. The supervisor must also be contacted on each additional day of unscheduled absence.

To schedule planned PTO, please use the online request system for advance approval from your supervisor. Scheduled PTO must be requested at least 24 hours in advance. Requests will be reviewed based on several factors, including organizational needs and staffing requirements and approval of time off is at the discretion of the supervisor.

The organization believes that using PTO is important to the health of the employee and the organization. It’s important that employees take occasional breaks from work for recreation and rest. DDA encourages employees to use their PTO by the end of their anniversary date.

If PTO is not used before the anniversary date, a maximum of 120 hours are eligible for rollover into the next work year and accumulation PTO “bucket”. Unused PTO above 120 hours that remain on the anniversary date will be forfeited, unless approved by the Executive Director prior to the anniversary date. Upon resignation, employees in good standing will receive payout of any unused balance of their PTO up to 120 hours. PTO Time from Accrual to anniversary date

Earned Sick Time Act

In accordance with the Michigan Earned Sick Time Act 338 of 2018, the DDA provides eligible employees with paid and unpaid sick leave each calendar year to support employee health and ensure compliance with applicable law.

Each calendar year, the DDA grants forty (40) hours of paid medical leave and thirty-two (32) hours of unpaid medical leave. These hours are front-loaded annually on January 1. For employees hired after January 1, the leave will be prorated based on their date of hire.

Medical leave under this policy may be used for qualifying reasons, including the employee's own physical or mental illness, injury, or health condition; medical diagnosis, care, or treatment; preventative medical care; care for a family member with a qualifying health condition; absences related to domestic violence or sexual assault; or for reasons related to a public health emergency as defined by law. Leave may be used in hourly increments unless otherwise restricted due to operational needs.

Unused paid or unpaid medical leave will not carry over into the following calendar year and will not be paid out upon separation from employment.

Employees should notify their supervisor as soon as reasonably possible when using medical leave. For absences lasting three or more consecutive workdays, appropriate documentation may be required to verify the need for leave.

Remote Work Policy

The DDA recognizes that, under certain circumstances, remote work may support productivity, flexibility, and health considerations. This policy applies to eligible employees who request to work from a location other than the DDA office. It is important to note that not all positions are suitable for remote work, and eligibility will be determined based on job responsibilities and organizational needs.

All remote work requests must receive prior approval from the Executive Director. Remote work is considered a privilege, not an entitlement, and is not intended to serve as a permanent work arrangement.

Employees approved for remote work are generally expected to work on-site a minimum of four (4) days per week, unless otherwise directed by the Executive Director. Required in-office days will be determined at the Executive Director's discretion and must be consistently followed for continued eligibility to participate in remote work. Employees approved for remote work are expected to maintain productivity, availability, and communication consistent with their on-site responsibilities.

There may be occasional circumstances, such as when an employee feels well enough to work but wishes to avoid exposing others to a potential illness, where temporary remote work may be appropriate. These requests will also be evaluated and approved on a case-by-case basis by the Executive Director.

Leave of Absence

All regular full-time team members employed for a minimum of ninety (90) days are eligible to apply for an unpaid Leave of Absence (LOA).

A Leave of Absence can be used to request an extended period away from work, usually for reasons such as the employee's own medical condition, to care for a dependent, or following the birth, adoption or placement of an employee's child.

A leave of absence (LOA) will be approved on a case-by-case basis taking the needs to the business into consideration. The DDA will not approve a leave for personal reasons such as travel. The employee must request the LOA in writing and submit it to their direct supervisor or the Executive Director. When foreseeable, employees should submit their request at least thirty (30) days in advance of the need for the leave.

A leave of absence may be approved in increments of up to thirty (30) days and the employee will be asked to provide documentation that verifies their need to be off work. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved. Leaves may be extended or renewed with certification from a qualified health professional and at the discretion of the Executive Director.

Employees must use any available/accumulated PTO (or unused sick time if applicable) while on an LOA. The employee is responsible for their portion of the benefits while out on leave and time off work will not count towards benefit accruals and seniority. The DDA will make every attempt to hold the employee's job but cannot guarantee that the employee will be restored to their original position under this policy, unless otherwise required by law.

Employees will be asked to provide a Fitness for Duty from your health care provider before returning to work if the leave is for the employee's own serious medical condition. The employee must return to work on the scheduled return date or the DDA will consider the employee to have voluntarily resigned from employment. Extensions of leave will only be considered on a case-by-case basis. Please contact the Executive Director for more information on request procedures.

Employees who need leave as a reasonable accommodation for a disability that is longer than the 30 days of Leave under this policy will have their request addressed under the Disability Accommodation policy.

Jury Duty

When an employee is absent from work because of being summoned, and/or serves on a jury, or because of being subpoenaed as a witness at court, the employee shall be paid the difference between his/her regular salary and the fees received as a juror or as a witness for time lost from the employee's regular scheduled workdays.

Bereavement Leave

Bereavement leave shall be granted in case of the death of any relative living within the household of the employee, of for the death of a spouse, child, father, mother, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, grandparents, or grandchildren. Leave will be granted from the date of death to the date of the funeral not-to-exceed three (3) working days.

Employees may use PTO or request a leave of absence if additional time away is needed.

Holidays

The DDA observes the following Holidays:

- New Year's Eve
- New Year's Day
- President's Day
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- Floating Personal Holiday (8hr day)

Parking Benefit

Employees of the DDA have the option of receiving a parking permit at no cost. Employees should park at the Old Town Deck or Hardy Deck.

Cell Phone Reimbursement

Depending on the needs requirements of the job, employees may be eligible for cell phone reimbursement. The Employee's Supervisor and the Executive Director will make that determination.

IV. Information Security

General

Employees and contractors/agents of the DDA can access customers' personal information only while conducting business for the DDA. Any employee or contractor/agent found in violation of this policy is subject to disciplinary action up to and including termination and legal action.

Credit Card Data Handling

Only employees and contractors/agents of the DDA are explicitly authorized are permitted to process credit and debit cards provided it is done in compliance with this policy. Card numbers, security codes and other related data may be used only to run charges requested by the cardholder. Once the charge has been processed, all account numbers and security codes must be destroyed immediately or must be fully blacked out on both sides of the page on retained forms. No credit card data are allowed to be transmitted via end-user messaging technologies. Employees and contractors/agents of the DDA may not use this data for any other purpose.

V. Equipment, Accidents, Injury and Reports

Department Vehicles

All Traverse City DDA motorized vehicles (maintenance equipment, enforcement vehicles, golf cart, etc.) require the employee to maintain a valid state issued driver's license. The employee shall notify the employer if their driver's license validity has lapsed or been suspended. Motorized vehicles may be assigned to any employee as needed to complete job tasks and may not be operated by non-employees.

Accident Reports

Any employee involved in an accident shall report the accident, and the damage to their supervisor. The supervisor may assess the accident and request the employee to contact the Traverse City Police Department. When required by the Employer, the employee shall complete an accident report in writing to include available names and addresses of witnesses, and description of the accident and supporting details. The written report shall be submitted to the employer prior to the beginning of the employees' next shift following the accident.

Injury Reports

Any employee involved in an injury shall report the injury to their supervisor. The supervisor may assess the severity of the injury and request the employee seek medical attention. If medical care is refused by employee, a form of refusal must be submitted and filed. For non-threatening injuries, the employee shall make the employer aware of their intent to seek medical attention. Employees are required to complete specific injury forms and seek medical attention at Munson Community Health Center at 550 Munson Avenue. For accidents that occur after regular business hours, employees should report to the Munson Emergency room. For all injuries, the Employer requires the employee complete an accident report in writing to include available names and addresses of witnesses, and description of the accident and supporting details. The written report shall be submitted to the employer prior to seeking medical treatment and no later than the beginning of the employee's next shift following the injury.

DDA Employee Handbook Acknowledgment Form

I, _____, acknowledge that I have received the Traverse City Downtown Development Authority (DDA) Employment Handbook. I also understand it is my responsibility to read and understand the policies as outlined in the Employment Handbook.

I agree to conform to the rules and regulations of the DDA as described in the handbook which is intended as a guide to human resource policies and procedures. I understand that the DDA has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book and that employees will be notified of such changes through normal communication channels.

I also understand and agree that the information contained in these materials does not constitute an employment contract between the DDA and me, and either I or the DDA may terminate our employment relationship at any time, with or without cause. I understand that no supervisor or representative of the DDA, other than the Executive Director of the DDA, has any authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to the foregoing.

I shall return this acknowledgment form within five (5) working days.

Employee's Signature

Employee's Name (please print)

Date

Witness

Upon return of this acknowledgment form to your supervisor.



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: February 15, 2026
Subject: Cass Street Mid-Block Crosswalk

As you may recall, last spring DDA and City staff conducted a walking tour of downtown to identify opportunities for targeted public infrastructure repairs, including sidewalks, curbs, streets, and related improvements. Following that tour, we partnered with the City to fund resurfacing work on portions of three downtown streets that were in poor condition.

In addition, DDA staff collaborated with the City Engineering Department to prepare and issue bid documents for several additional targeted improvements including a repaved alley approach on Cass (between Front and Union Streets), the reconstruction of the mid-block crosswalk on Cass, and a handful of sidewalk repairs.

Due to the significant costs reflected in the initial bid responses, we prioritized the repair of the Cass Street mid-block crosswalk and allocated \$98,000 toward that effort. The mid-block crosswalk project was presented to the City Commission in August but was ultimately not approved, with Commissioners requesting the addition of bump-outs. That direction expanded the scope, cost, and timeline of the project, requiring additional engineering design and construction drawings.

This past winter, the revised engineering specifications for the redesigned mid-block crosswalk (and alley approaches) were incorporated into a larger citywide bid package that included a handful of other projects. The City recently received bid proposals and the total project cost for the Cass Street mid-block crosswalk is \$179,439, plus a 10% contingency.

Funding is available within the current budget under an allocation for “basic infrastructure improvements”, as well as dollars allocated for mid-block crosswalk improvements on State Street, that will not be utilized in this fiscal year.

Pending DDA approval, the project would return to the City Commission for consideration at their March 2nd meeting. In addition, the DDA would execute a reimbursement agreement with the City to facilitate the project.

Recommended Motion

That the DDA Board approve up to \$198,000 (which includes the project cost of \$179,439, plus a 10% contingency) from TIF-97 and a reimbursement agreement to reconstruct the Cass Street Mid-Block Crosswalk.



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MEMORANDUM

To: Downtown Development Authority Board

From: Harry Burkholder, Executive Director

Date: February 16, 2026

Re: TIF-97 Project Priorities

This memo is intended to provide an update on the status of each capital improvement project priority, including the next steps, critical decisions, and budget needs. Attached to this memo is a project “timeline” for the Riverwalk and Rotary Square projects. 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 (discussed previously)
2. Farmers Market Pavillion (discussed previously)
3. Boardman/Ottaway Riverwalk

Rotary Square

The team from Progressive has completed the site survey for Rotary Square and is working through the Design Development phase and the geotechnical survey.

Farmers Market Pavillion

Over the last month, DDA staff has presented the final design of the Farmers Market Pavillion (and Lot B) to the City Parks and Recreation Commission, Planning Commission and City Commission. We are now working closely with the team at Beckett & Raeder and the City Engineering Office to finalize detailed site plans for each project component, as well as prepare the complete bid package. Given the anticipated timeline required to complete these final steps - along with allowing adequate time for bid responses, evaluation, contractor selection, and formal approvals - it has been determined that construction, if approved, will not begin until after the Cherry Festival.

Boardman/Ottaway Riverwalk

INFORM Studio has completed the Schematic Design phase of the project and is continuing to advance the remaining components of the Design Development phase. Following the Board's discussion in January regarding the final design and stormwater considerations, we met with the INFORM team to explore opportunities to incorporate stormwater infrastructure into the overall project scope. We are currently evaluating feasible design adjustments that would meaningfully integrate these elements while maintaining project objectives, budget alignment, and constructability.



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231-922-2050

MEMORANDUM

To: DDA Board of Directors
From: Harry Burkholder, DDA Executive Director
Date: February 15, 2026
Re: 2026 - 2027 Budget Discussion

As mentioned at our last meeting, over the next several months the DDA will be working on developing two unique but interrelated documents:

Here is the estimated timeline for the budget approval process. As a reminder, the City Commission must formally approve the DDA budget prior to formal adoption by the DDA Board.

Budget Process & Timeline (dates subject to change)

Jan - March	DDA Finance Committee discusses preliminary budget
Jan - March	DDA Board reviews and discusses preliminary budget
March 20 th	DDA Board reviews and discusses final draft budget
TBD	DDA Finance Committee reviews and discusses draft budget (as needed)
April 17 th	DDA Board reviews budget & schedules public hearing for May 15 th
May 4 th	DDA draft budget submitted to the City Commission
May 11 th	DDA draft budget discussed at City Commission Study Session
May 15 th	DDA holds public hearing on budget
May 18 th	City Commission holds public hearing on budget
June 1 st	Approval of budget by City Commission
June 19 th	Approval of budget by DDA Board

Similar to last year, we are organizing the TIF budget(s) and their associated projects under Four Categories

1. Running Downtown
2. Building and Maintaining Downtown - Essential Public Infrastructure & Services
3. Transforming Downtown - Transformational Public Infrastructure
4. Activating Downtown and Growing Business

I have included a working, categorized TIF-97 and Old Town TIF spreadsheet for the 2026–2027 budget to introduce the anticipated and potential projects and initiatives for the coming fiscal year. At this stage, costs have not yet been assigned to the individual projects or initiatives.

The primary goal of our discussion is to identify and prioritize the work we intend to accomplish, after which we can begin attaching cost estimates and refining the financial framework accordingly.

Draft DDA TIF(s) 2026 - 2027 Budget

TIF-97

Taxable Value	\$ 189,291,061
Estimated Revenue	\$ 4,824,474
Est. Fund Balance of Previous Fiscal Year	\$ 5,004,618

Running Downtown	\$ 1,124,964
DDA Administration	\$ 605,731
Service Agreement with City	\$ 519,233
Legal Services	
Miscellaneous & Utilities	

Building and Maintaining Downtown	
(A) Essential Public Infrastructure	\$ 825,656
Hardy Parking Deck Payment	\$ 825,656
Streetscaping/Public Spaces	
Snowmelt	
General Infrastructure Repair	
City Infrastructure Contribution	
North Union Street Bridge	
Stormwater Infrastructure	
Non-Motorized Infrastructure***	

(B) Essential Public Services	\$ -
Community Police Officer (\$120,431)*	
Trash Removal (\$60,078)	
Farmers Market	
Public Restroom Program	
Wayfinding Signage	
Clean and Green Team	
Landscaping**	
City Truck Rental	
Holiday Lights	
Miscellaneous	
Rotary Square Maintenance	

Transforming Downtown	
(A) Transformative Public Infrastructure	\$ -
Rotary Square	
Farmers Market Pavillion	
Boardman/Ottaway Riverwalk	
Two-Way Pilot	
Mid-Block Crosswalks	
Public Art	

(B) Transformative Public Services	\$ -
Composting Program	

Activating Downtown & Growing Business	\$ -
Communication, Promotion & Events	
Traverse Connect	
Keeping Small Business Study	

Total Expenses

Estimated Remaining Fund Balance

* 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

Taxable Value	\$ 48,731,012
Estimated Revenue	\$ 1,235,901
Est. Fund Balance of Previous Fiscal Year	\$ 2,599,911

Running Downtown	\$ 285,747
DDA Administration	\$ 155,939
Service Agreement with City	\$ 129,808
Legal Services	
Miscellaneous & Utilities	

Building and Maintaining Downtown	
(A) Essential Public Infrastructure	\$ -
Streetscaping/Public Spaces	
Snowmelt	
General Infrastructure Repair	
City Infrastructure Contribution	
Stormwater Infrastructure	
Non-Motorized Infrastructure***	

(B) Essential Public Services	\$ -
Community Police Officer (\$3,000)*	
Trash Removal (\$20,000)	

Transforming Downtown	
(A) Transformative Public Infrastructure	\$ -
Rivers Edge Riverwalk	
Riverwalk Signage	
Union and 7th Intersection	
Public Art	
Carnegie Building Improvements	

(B) Transformative Public Services	\$ -
Composting Program	

Activating Downtown & Growing Business	\$ -
Communication, Promotion & Events	
Traverse Connect	
Keeping Small Business Study	

Total Expenses

Estimated Remaining Fund Balance

* 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



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231-922-2050

Memorandum

To: Downtown Development Authority Board of Directors

From: Moving Downtown Forward TIF Plan Subcommittee
Harry Burkholder, Executive Director

Date: February 15, 2026

Subject: Moving Downtown Forward TIF Plan

Over the past two weeks, the DDA and City have facilitated productive and thoughtful discussions regarding the TIF tool and the future of TIF-97.

On February 9, City staff presented an overview of the TIF tool, its history in Downtown Traverse City, the financial impacts to the City should the TIF be extended or allowed to expire, and four potential scenarios for consideration moving forward. A copy of that presentation is included in our packet.

During the meeting, City Commissioners posed several follow-up questions, primarily focused on past, current, and anticipated TIF contributions to City infrastructure projects. City staff is in the process of preparing a comprehensive response to those questions.

From that discussion, I believe several key themes emerged that are particularly relevant for DDA consideration:

- **Defining the outcomes of extending TIF**
What specific infrastructure projects would TIF revenues support, and what are the tangible benefits of the tool—from both the City’s perspective and the downtown’s perspective?
- **Prioritizing public infrastructure needs**
A clear emphasis on distinguishing between essential infrastructure “needs” and broader community “wants.”

- **Establishing a cost-sharing framework:**

If TIF is extended, there appears to be interest in incorporating a formal cost-sharing formula—an approach the DDA proposed in the previous iteration of the Moving Downtown Forward TIF Plan.

These themes suggest that clarity around purpose, priorities, and partnership will be critical as discussions continue.

On January 30, the Moving Downtown Forward (MDF) TIF Plan Subcommittee convened to begin discussing which infrastructure projects should be included in the Plan. As a reminder, the MDF TIF Plan identifies projects in two distinct sections:

Section One

Location, Extent, Character, and Estimated Cost of Improvements Contemplated for the Development Area and Estimate of the Time Required for Completion

(page 6)

This section is intended to list specific, defined projects with known locations and a clear level of detail regarding scope, character, estimated cost, and anticipated timeline.

Section Two

Expenditures of Tax Increment Financing (page 8)

This section more broadly identifies the categories of projects and purposes for which TIF funds may be utilized, rather than tying funding to a single defined project.

As we reviewed the more detailed project list in Section One, it became apparent that several items read more like categories or types of improvements, rather than location-specific, clearly defined projects. Those items may be more appropriately placed in the Expenditures of Tax Increment Financing section.

That said, we recognize that certain infrastructure initiatives - while not yet construction-ready - do involve multiple defined phases (e.g., study, planning, engineering, and construction). In those cases, there may be sufficient detail to warrant inclusion in Section One, provided we clearly describe the scope and anticipated progression.

In addition, we believe there is an opportunity to better articulate and identify funding needs related to ongoing maintenance and known costs (e.g., the DDA's service agreement with the City). Providing clearer language around these recurring obligations would strengthen the Plan's transparency and financial clarity.

With that in mind, the Subcommittee began refining the two project sections - see the previous description and the updated working draft language for each section:

- **Yellow highlights** identify items that are broader in nature and could be moved to the Expenditures of Tax Increment Financing section.

- **Items without highlighting** would remain in this section as written.
- **Red asterisks** identify projects that would remain in this section but could be refined to be more specific.

We still need to further articulate the ongoing costs referenced above, and additional specificity will be added to several broader descriptions.

For example, we can outline estimated costs associated with the phased implementation of district-wide snowmelt infrastructure, including study, design, and construction components.

You will also notice that within the first section of specific projects, we have added a **blue identifier** to illustrate how each project aligns with the City's Strategic Action Plan. This addition is intended to clearly demonstrate the connection between proposed TIF investments and the City's adopted goals and objectives, reinforcing strategic alignment and accountability.

Additional Considerations

Based on the discussion at last week's City Commission meeting, as well as our recent internal budget conversations, I believe it would be prudent for us to consider whether the Plan should include specific language identifying the extent and funding contributions for key infrastructure needs identified by the City (e.g., stormwater infrastructure, non-motorized infrastructure, and general capital repair).

One option would be to articulate this commitment as a defined percentage of annual TIF capture. For example, the Plan could stipulate that 2% of the annual TIF capture be dedicated to a City stormwater fund, to be jointly utilized by the DDA and the City to address priority stormwater infrastructure projects. Establishing a predictable funding allocation could provide greater clarity, transparency, and long-term coordination between the DDA and the City for specific infrastructure needs.

Additional Tasks Underway

DDA staff have begun revising portions of the more generic language in the MDF Plan to improve readability and overall presentation. This includes drafting a comprehensive introduction and a clear history of TIF-97 to provide important context for readers. In addition, the revised document will incorporate visuals and other graphic elements to make the final Plan more accessible, engaging, and user-friendly.

I look forward to discussing this with you at our meeting.

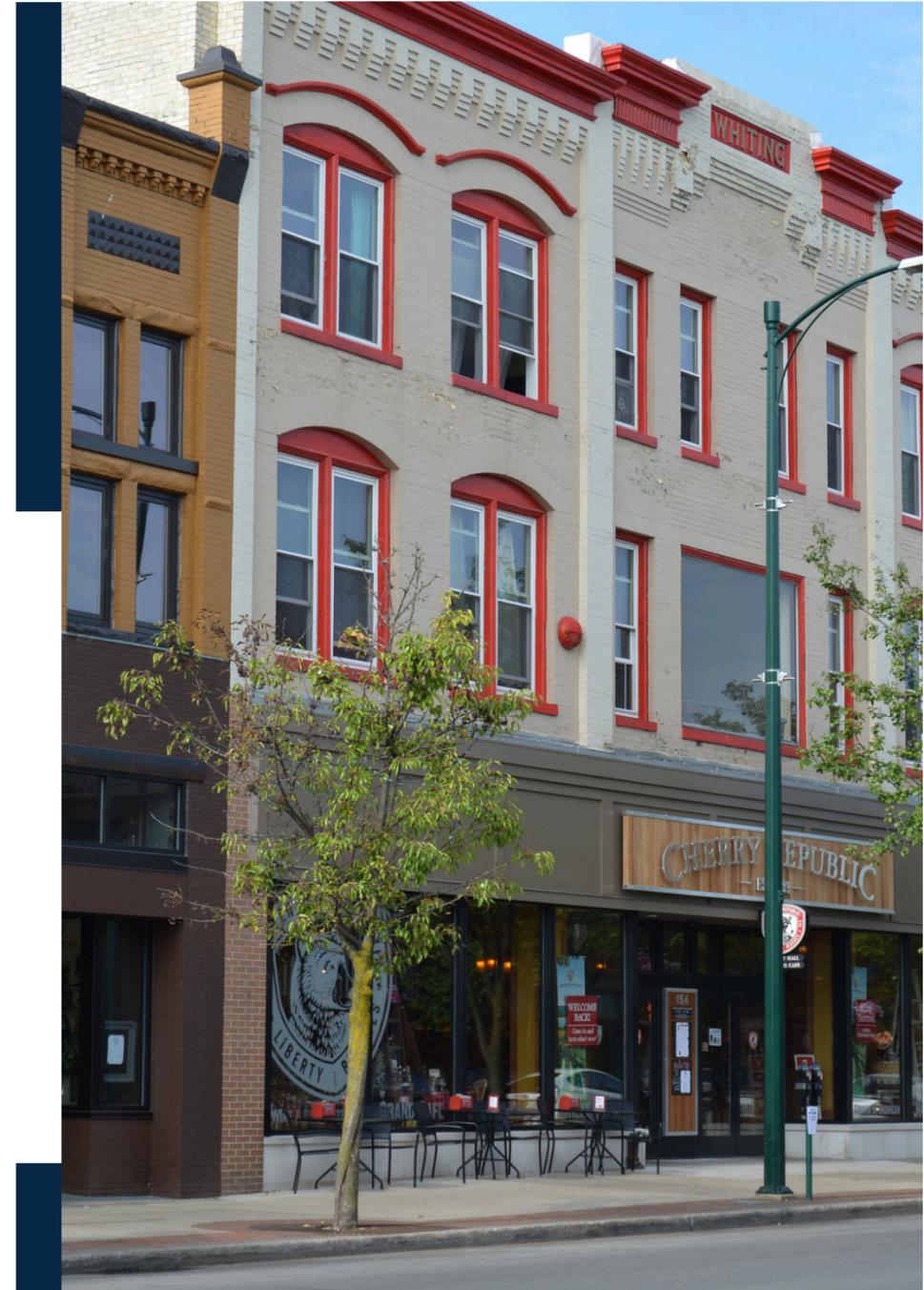


TIF 97

Impacts and Outcomes

February 9, 2026
City Commission Discussion

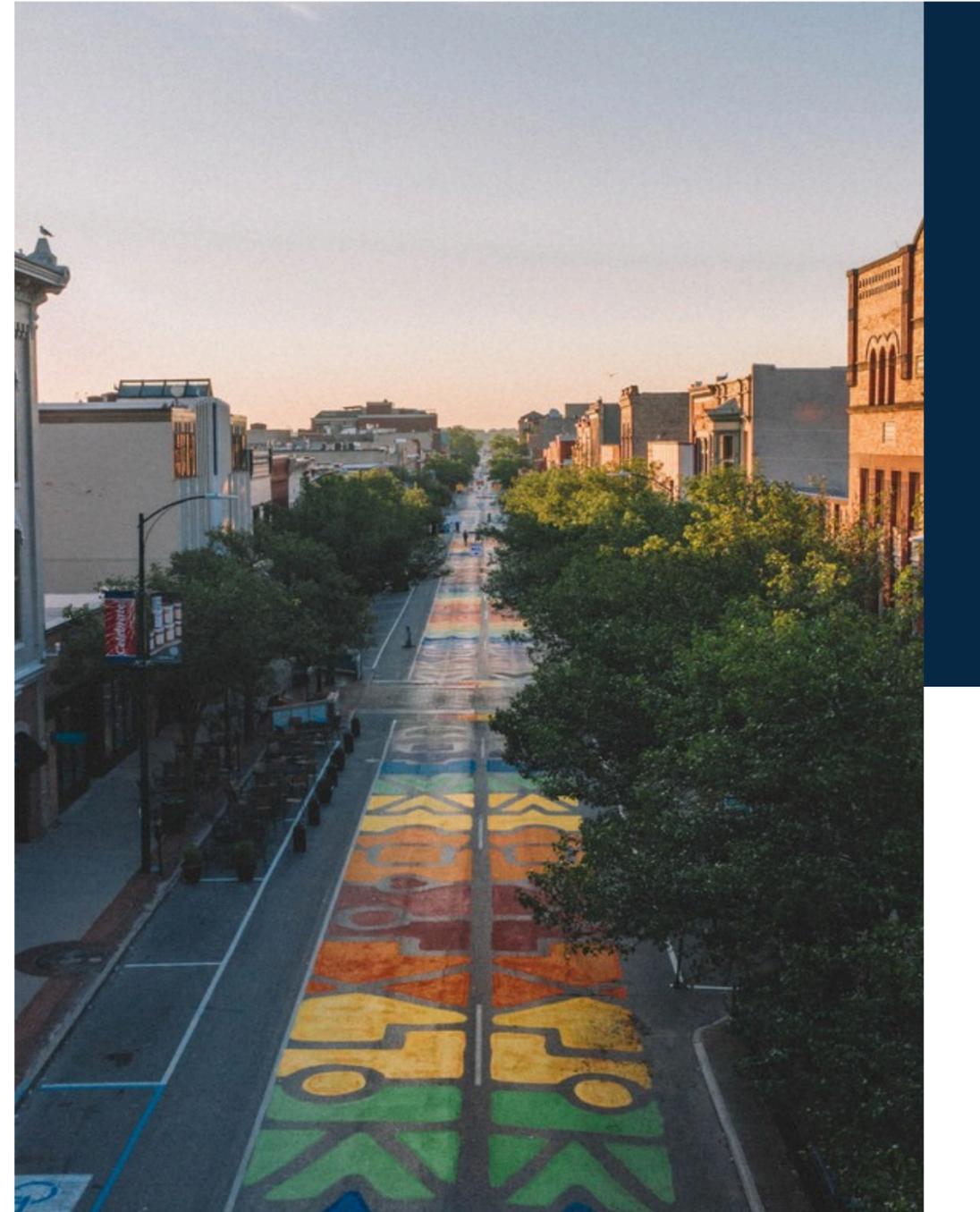
Benjamin Marentette, City Manager
Heidi Scheppe, City Treasurer/Finance Director



TIF DISCUSSION

What are the fiscal and operational impacts to the City and community without TIF?

- The City's TIF 97 Plan is set to expire in 2027
- City Commission direction is needed



WHAT IS TAX INCREMENT FINANCING?

TIF 97 Plan is set to expire in 2027

- **TIF is not a tax, it captures the increase in taxable value within the defined district**
 - Only property owners in the defined district contribute
 - Taxes generated by growth above the base year are captured by the DDA, not the City or other taxing units, and are reinvested within the district
- **Does not raise taxes**
 - The financial impact is the same for property owners if there was no TIF
- **Incremental growth is reinvested locally**
 - Project expenditures require public approval by DDA & City Commission
- **Base taxable value continues to flow to all taxing jurisdictions.**
- **Designed to:**
 - Fund infrastructure and public improvements
 - Support economic vitality
 - Reduce long-term General Fund pressure



OUR DOWNTOWN

Context for Future Funding Decisions

Downtown Context

- A concentration of taxable value growth within the City
 - TIF 97 District 2025 total taxable value: \$213M
 - Representing 13% of the taxable value in the entire City
 - Geographical Area: 2.6% of the City
- A high concentration of streets, sidewalks, utilities, and public spaces
- An area with the highest levels of daily use, events, and visitation



Current/Annual

TIF 97 REVENUE
\$4.5 Million

Current/Annual

CITY SHARE
\$2.6 Million

Current/Annual

NON-CITY SHARE
\$1.9 Million



OUR DOWNTOWN

Context for Future Funding Decisions

Commission adopted Objectives and Key Results (OKRs) and Strategic Action Plan

- Re-focus the downtown as a key neighborhood within the local community fabric
- Identified focus areas include:
 - Refocusing Downtown as a neighborhood
 - Regional collaboration
 - Public realm and place-based investments
 - Infrastructure stewardship
 - Economic stability and resilience
 - Mobility initiatives
 - Environmental sustainability



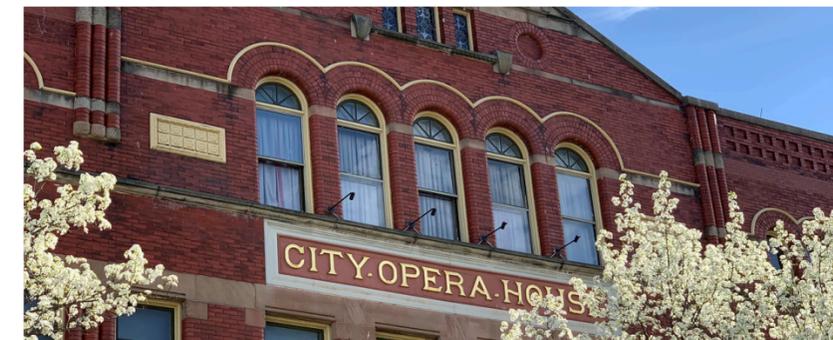
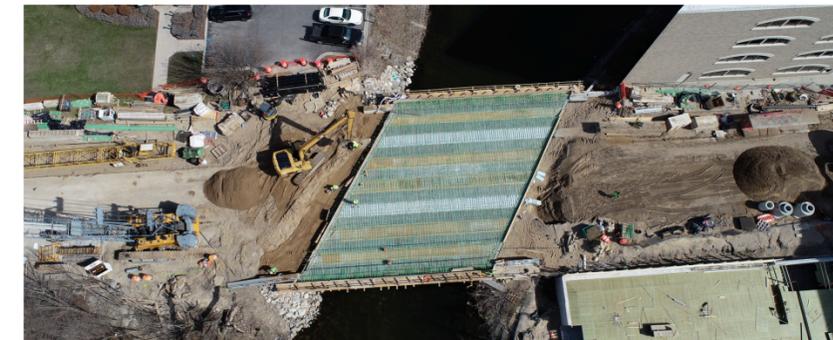
MAINTAINING DOWNTOWN

TIF 97: Past Investments

Notable Past Investments: ~\$21 Million

- Streetscape Improvements
- Riverwalks
- Pine Street Pedestrian Way (Pedestrian Bridge)
- Larry C. Hardy Parking Structure (since 2007)
 - Bond payment includes Park Street Public Restrooms
- Bridge Rehabilitation (MDOT Match)
- Wadsworth Culvert
- Garland Street Reconstruction
- Pine & State Resurface
- Open Space/Clinch Park Improvements
- City Opera House Improvements

These investments include both capital improvements and ongoing asset stewardship.





MAINTAINING DOWNTOWN

TIF 97: Current Maintenance and Proposed Capital Investments

General Maintenance

- Service Agreement (increases 1.5% annually): \$630,000
 - Contribution to General Fund to offset city services such as staff support (Treasury, Engineering, & Human Resources, DPS/Parks) and the Downtown Police Officer
- Trash & Recycling (GFL): \$80,000
- Additional Contributions
 - Beautification
 - Holiday lights

Notable Active/Proposed Projects & Initiatives

- Farmers Market
- Rotary Square
- Lower Boardman/Ottaway - Pedestrian Bridge

CITY PROJECT IMPACTS

Significant Investment is Required throughout the City and Downtown



Notable Projects for Future Investments Outside of Downtown

- Corridor Improvements
 - Fourteenth, Seventh, Eighth/Garfield
- Water & Sewer Investments
- Street Rehabilitation & Reconstruction
- Public Space Improvements: Parks, etc.

Key Impacts if TIF Expires

- General Fund responsible for all projects in the TIF 97 District
 - Without the additional funding from non-city taxing entities, additional millages could be needed to fund projects which will raise taxes for all city tax payers
- Loss in available funding mechanisms
- Reduced ability to:
 - Leverage growth
 - Fund capital improvements
 - Maintain Downtown assets
 - Increased competition within the General Fund for limited dollars
 - Increased competition for funding sources i.e. grants

CIP PROJECTS IN TIF 97 DISTRICT

Project	Estimates Adjusted For Inflation
100 & 200 State Midblock Crosswalks (West)	\$700,000
100 Block State Midblock Crosswalk (East)	\$350,000
200 Block State Midblock Crosswalk (East)	\$350,000
East Front Streetscape Improvements	\$7,599,900
Lake Shore Restoration - Brown Bridge Trust Fund	\$1,000,000
Lower Boardman/Ottaway Riverwalk (Phase 1)	\$11,600,000
Open Space Master Site Design/Planning	\$250,000
Parking Lot B Reconstruction (Includes Farmers Market)	\$3,733,000
Rotary Square	\$2,600,000
State Street Two-Way	\$519,685
Water Main - South Union Street Bridge Water Main	\$750,000

Notable projects, currently in the CIP, that COULD be funded by TIF

\$29.5 Million

Projects identified may need to be leveraged for additional funds.

The CIP does not include general maintenance projects

Some projects would move forward with or without TIF



TIF SCENARIOS

How do we move forward with funding to accomplish core services and strategic investments in the City?

- ▶ **Scenario 1: TIF 97 Expires**
- ▶ **Scenario 2: TIF 97 Resets**
- ▶ **Scenario 3: TIF 97 Extends**
- ▶ **Scenario 4: TIF 97 Extends, with Plan Amendment to Reduce Capture**



TIF SCENARIO 1

TIF 97 Expires

▶ **Tax Increment Capture: \$0**

- City Share of Increment (Net): \$1.32+M annually to the General Fund
 - Service Agreement: \$630,000 annually, plus additional financial responsibilities
 - Act 345 and Fire millages don't go to the General Fund
- Non-City Share of Increment: \$1.9+M less in annual funding

City funds are then solely responsible for all future projects in the TIF 97 District

- Capital Investments
- Infrastructure Maintenance
- Beautification/Holiday Lights
- Trash & Recycling
- Downtown Officer



Current/Annual
TIF 97 REVENUE
\$4.5 Million

Current/Annual
CITY SHARE
\$2.6 Million

Current/Annual
NON-CITY SHARE
\$1.9 Million

TIF SCENARIO 2

TIF 97 Resets

▶ Tax Increment Capture Begins in 2028

- Captured funds increase as district taxable value grows
 - Year one captured value estimated at approximately \$117,000
- 30-Year Projected Tax Increment Capture: \$64.5M
 - City Share of Increment: \$36.5M
 - Non-City Share of Increment: \$28M
- TIF Fund resets \$0
 - City Share of Increment (Net): \$1.32+M annually to the General Fund
 - Non-City Share of Increment: \$1.9+M less in annual funding

Strategic Alignment: City works with DDA to develop a plan that has City Commission and public support



**PROJECTED
30 YEAR CAPTURE**

**\$64.5
Million**

TIF SCENARIO 3

TIF 97 Extends

▶ **TIF fund captures annually for the term of the Plan**

- 30-Year Projected Tax Increment Capture: \$213M
 - City Share of Increment: \$121M
 - Non-City Share of Increment: \$92M

Strategic Alignment: City works with DDA to develop a plan that has City Commission and public support



**PROJECTED
30 YEAR CAPTURE**

**\$213
Million**

30 year is maximum term, could be less

TIF SCENARIO 4

TIF 97 Extends, with Plan Amendment to Reduce Capture

- ▶ **Capture begins only on incremental growth above the amended threshold**
- The statutory base year (1997) remains unchanged
 - The Plan is amended prior to expiration to reduce the percentage of tax increment captured
 - Any percentage can be used i.e 100%, 80%, 40%, etc.
 - Increment equivalent to growth between 1997 and a later reference year (or percentage) is not captured and flows to the City and Non-City

Strategic Alignment: City works with DDA to develop a plan that has City Commission and public support



EXAMPLE

50%-50% split of capture returned for a 30 year plan

City Share of Increment Returned to General Fund
\$50 Million
(\$10M to Act 345)

Non-City Share of Increment Returned
\$46 Million

**PROJECTED
30 YEAR CAPTURE
\$106 Million**



THE BREAKDOWN

Tax Increment Capture by Scenario

▶ Scenario 1: TIF 97 Expires

- \$0

▶ Scenario 2: TIF 97 Resets

- **Non-City Share: \$28 Million**
 - *City Share: \$36.5 Million*

▶ Scenario 3: TIF 97 Extends

- **Non-City Share: \$92 Million**
 - *City Share: \$121 Million*

▶ Scenario 4: TIF 97 Extends, with Plan Amendment to Reduce Capture (example)

- **Non-City Share: \$46 Million**
 - *City Share: \$50 Million*



TAX INCREMENT FINANCING

Limitations in the City

All Tax Increment Financing plans and amendments must go to a vote of the people

- 2024 Charter Amendment
 - City Commission can no longer approve or amend a TIF Plan, without a vote of the people
 - Ballot proposals will apply to ALL types of TIF, including Brownfield

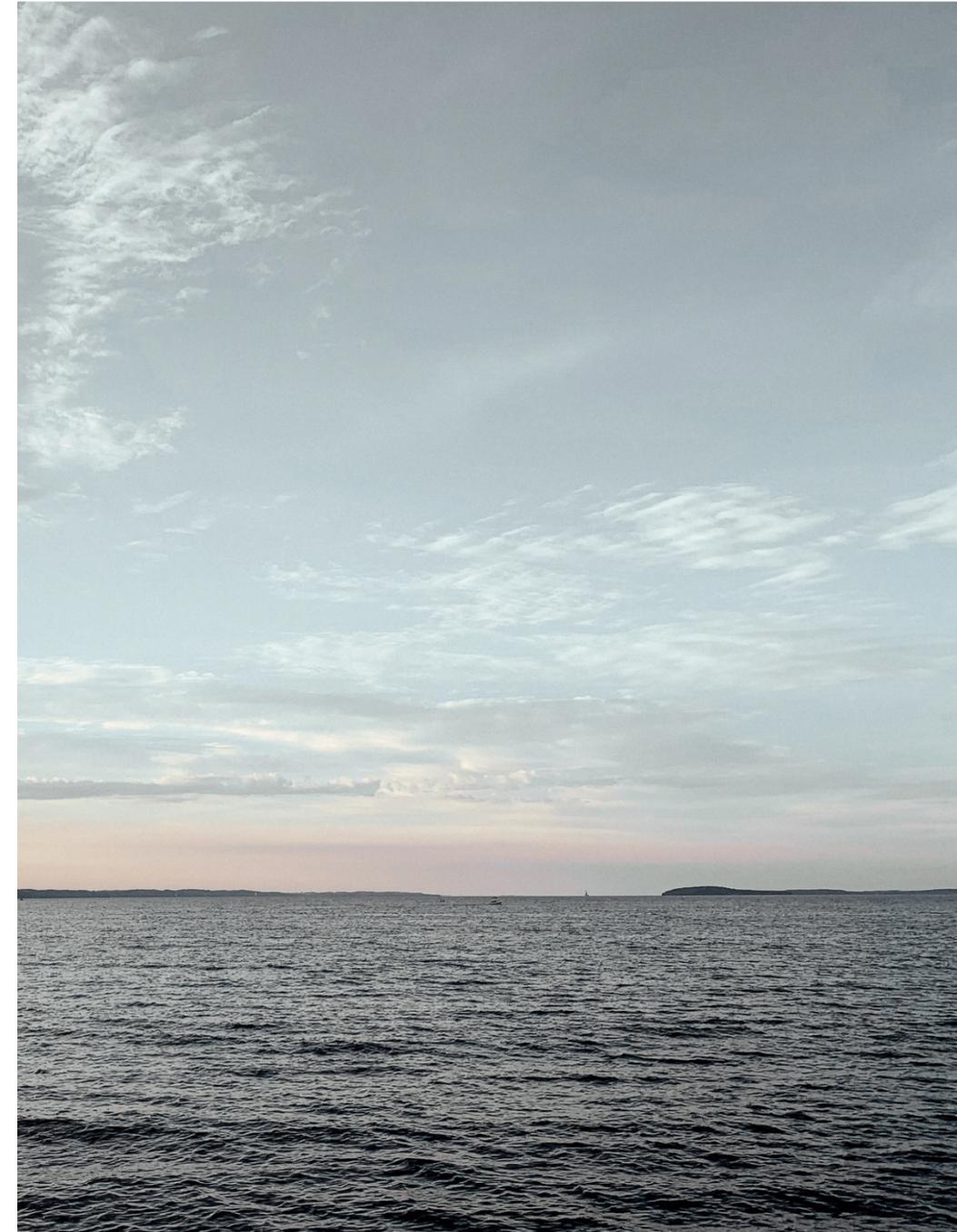


CITY COMMISSION DIRECTION

Funding Considerations

Commission Direction Requested

- Preferred TIF scenario(s) for further analysis
- Guidance on alignment with OKRs and Strategic Action Plan priorities
- Direction on governance and oversight considerations



Draft

Public Infrastructure Projects	Year of Initial Cost	Initial Cost	Estimated Year Completed	Estimates Adjusted For Inflation	City SAP & OKR
Garland Street Repairs & Improvements *	2024	\$500,000	2030	\$900,000	Pillars: 1, 2, 5, 6
Public Alley & Utility Improvements and Relocation	2024	\$6,904,500	2054	\$13,000,000	
Farmers Market Infrastructure *	2024	\$4,000,000	2027	\$4,500,000	Pillars: 2, 5, 6
Rotary Square	2024	\$1,500,000	2040	\$7,000,000	Pillars: 2, 5, 6
Boardman/Ottaway River Unified Plan * A. Reach One. B. Reach Two. C. Reach Three. D. Reach Four. E. Reach Five F. Reach Six	2024	\$1,000,000	2054	\$1,816,557 \$1,578,307 \$5,613,772 \$2,529,568 \$41,540,000 \$4,138,509	Pillars: 2, 5, 6
City Opera House Renovations	2024	\$215,000	2054	\$500,000	
Bridge Improvements and Replacement (S. Union, N. Union, S. Cass, N. Cass, W. Front, Park)	2024	\$1,182,000	2040	\$1,654,317	
Bayfront Improvements Implementation of projects within the broad category identified by the Bayfront Master Plan, City Recreation Plan and Future Site Plan north of Grandview Parkway	2024	\$2,625,000	2054	\$3,038,766	
District-Wide Street, Sidewalk, Crosswalk and Streetscaping Improvements * Improvements to public streets, sidewalks, crosswalks, trails and other public ways (includes reconstruction and resurfacing)	2024	\$20,000,000	2045	\$30,000,000	Pillars 1, 2, 5, 6
East Front Street Gateway (Landscaping, lighting, signage, placemaking)	2024	\$2,221,740	2028	\$5,000,000	Pillars 1, 2, 5, 6
Downtown Camera System	2024	\$108,000	2025	\$130,000	
Stormwater Infrastructure Implementation of stormwater infrastructure, including projects identified in the 2018 Stormwater Management Plan	2024	\$2,000,000	2034	\$20,000,000	
District Wide Heated Sidewalks	2024	\$10,000,000	2054	\$15,000,000	
Housing New housing opportunities, including the housing elements of the West End Mixed Use Development as well as affordable/attainable housing	2024	\$5,000,000	2054	\$38,000,000	
Mobility Improvements Infrastructure related to the Mobility Action Plan, TART Trail improvements, public transportation and other mobility opportunities	2024	\$5,000,000	2054	\$5,000,000	
Composting Program	2024	\$50,000	2030	\$250,000	
Retail Incubator	2024	\$50,000	2029	\$250,000	

SAR = City Strategic Action Plan
OKR = Objectives and Key Results

Feb. 4, 2026 DDA TIF Subcommittee

that appears in the tax rolls under Act 198 of Public Acts, 1974 or Act 255 of the Public Acts of 1978) exceeds the initial assessed value of the real and personal property in the development area. The definition of initial assessed value is as defined in Act 57.

Attachment Seven (7) is a schedule of the current and assessed values (as audited for fiscal year ending 06/30/23) of all real and personal property in the Moving Downtown Forward Development Area. Attachment Eight (8) is a calculation of the estimated assessed value of all improvements completed by December 31, 2024 and, an estimate of the increase in assessed value of existing real and personal properties based upon the experience of the Treasurer of the City. The total assessed value minus the base taxable value as identified in Attachment 8 is the estimated "captured assessed value", which will serve as the basis for determining estimated annual tax increment revenue to be paid by the treasurer to the Downtown Development Authority. Those amounts by year and by taxing jurisdiction are also shown in Attachment Nine (9). Attachment Ten (10) provides the estimated sharing of captured assessed value by each taxing unit.

EXPENDITURES OF TAX INCREMENT REVENUE

The tax increment revenues paid to the Authority by the municipal and county treasurers are to be disbursed to the Authority from time to time as taxes are collected within the identified district to carry out the purposes of the development plan, including the following purposes:

1. Payments for public improvements, including parking and land acquisition.
2. The necessary and appropriate demolition expenses as defined by the Authority.
3. The reasonable, necessary and appropriate administrative, legal, professional and personnel expenses, including District police services, of the Authority related specifically to the development area.
4. Maintenance and development of parking areas.
5. Utility and alley relocation.
6. Public improvements as shown in the development plan.
7. Marketing initiatives
8. Partnering with housing non-profits to provide attainable housing.
9. Public Art.
10. Renewable energy, energy efficiency, climate change and resiliency.
11. Other eligible activities as allowed under Act 197 Public Act of Michigan 1975 as recodified into Act 57, Public Act of Michigan 2018, as amended.

Sharing of Captured Assessed Value with Taxing Units

The DDA desires to share a portion of the increase in property tax values with the other taxing units upon approval of the Plan Amendment and to share back each year 50% of the increase in captured assessed value attributable to inflationary growth in the following manner:

1. Upon approval of the Plan Amendment, the DDA will share back part of the growth in taxable value by reducing the captured assessed value by an amount equal to the growth of captured assessed value in the TIF 97 Plan from 1997 to 2004. This effectively means that the base value for the DDA should use the value of the DDA Development Area in 2004 which is \$58,499,768.

Working Draft

Public Infrastructure Projects	Estimated Year Completed	Estimates Adjusted For Inflation
Garland Street Green Infrastructure	2030	\$900,000
Farmers Market Pavillion & Surrounding Grounds Improvements	2026	\$4,500,000
Rotary Square	2027	\$7,000,000
Boardman/Ottaway Downtown Riverwalk	2028 -	
A. Phase One (J-Smith Walkway, Alley and Embankment Improvements, Stormwater Infrastructure and Pedestrian Bridge)		\$5,800,000
B. Reach Six.		\$4,200,000
C. Remaining Components of Reach Five.		\$47,850,000
D. Reach Four.		\$2,900,000
E. Reach Three.	\$6,600,000	
State Street Mid-Block Pedestrian Crosswalks & Two-Way Traffic Conversion	2045	\$2,200,000
East Front Street Reconstruction, Streetscaping and Gateway	2029	5,200,000

Following the Feb. 4, 2026 DDA TIF Subcommittee
 Estimatesd Costs and Estimated Year Completed Still In Development

EXPENDITURES OF TAX INCREMENT REVENUE – WORKING DRAFT

The tax increment revenues paid to the Authority by the municipal and county treasurers are to be disbursed to the Authority from time to time as taxes are collected within the identified district to carry out the purposes of the development plan, including the following purposes:

1. Payments for public improvements, including parking and land acquisition
2. The necessary and appropriate demolition expenses as defined by the Authority
3. The reasonable, necessary and appropriate administrative, legal, professional and personnel expenses of the Authority related specifically to the development area
4. Maintenance and the development of parking areas
5. Utility improvements
6. Alley improvements and relocation
7. Bridge and street repair, replacement and improvements
8. Snow-melt infrastructure, including infrastructure associated with other improvements allowed in the development plan
9. Marketing and business development initiatives
10. On-going maintenance and other services and programs that address green infrastructure and cleanliness in the development area
11. Support and maintenance of public restrooms
12. Development and maintenance of public art
13. Non-motorized infrastructure and mobility services such as enhanced transit, shuttles, car-sharing and bike-sharing
14. Contributions with qualified non-profits, public agencies or third-party administrators for the purpose of constructing workforce housing
15. Capital expenses related to the City Opera House
16. Infrastructure expenses that address energy, energy efficiency, climate change, resiliency and stormwater management
17. Contributions toward city owned parks and public spaces
18. Expenses directed for public safety
19. Public improvements as shown in the development plan
20. Brownfield-eligible expenses reimbursed by the Grand Traverse County Redevelopment Authority
21. Other eligible activities allowed under Act 197 Public Act of Michigan 1975 as recodified into Act 57, Public Act of Michigan 2018, as amended

WORKING TIMELINE & MILESTONES OF ADOPTION OF MDF TIF PLAN



Additional Opportunity for Engagement (TBD)

- Joint Meetings with the City Commission and DDA Board
- DDA Board Study Sessions
- Community Open House(s)

Legend

MDF - Moving Downtown Forward

DACC - Development Area Citizens Council. 9 residents that reside in the TIF District

For February 20, 2026 Meeting



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: February 15, 2026
Subject: Executive Director Report

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

Two-Way Circulation

The future of the two-way downtown circulation pilot will be discussed by the City Commission at its February 17 meeting. In the meeting packet memo, the City Manager recommends that the Commission follow the guidance of the City's traffic engineer - consistent with the DDA's traffic engineer - and make two-way circulation on Boardman Avenue, State Street, and Pine Street permanent.

If the Commission elects to make these three streets permanently two-way, the DDA will continue working closely with City staff to develop a thoughtful and phased implementation plan to support the transition.

The DDA Board should be prepared to discuss potential funding strategies for this transformation as part of the 2026/2027 budget process and within the Moving Downtown Forward TIF Plan.

NOAA/Tribal Grant

The GEI consulting team is finalizing Phase I of this project, which includes the collection and review of existing data, along with comprehensive GIS mapping. We are now working closely with the consulting team and project partners to identify a select group of priority implementation sites to advance into the next phase.

Riverwalk Wayfinding

We recently held our kickoff meeting with the signage consultant and are currently developing a detailed design schedule, scope, and set of deliverables to guide the project forward.

DDA Website

We continue to work with Flight Path Creative on the development of our new website, with a targeted launch scheduled for March.

120 & 122 West State Street Demolition

The abatement of the buildings at 120 and 122 West State Street was recently completed. The Traverse City Fire Department will facilitate training on the site over the next few weeks. The completion of the demolition is targeted for the end of March.

West End Parcels

As you recall John Socks presented an initial proposal to build the West End Parking Structure (w/housing) to the City Commission in December. Last month, the City Manager issued notice that the City would develop and issue an RFQ process for a possible public/private partnership for these assembled properties.

Since that time, the City has engaged Rob Bacigalupi of Mission North to assist in developing - alongside City and DDA staff - a formal Request for Proposals (RFP) or Request for Qualifications (RFQ) process. Mr. Bacigalupi will also support the evaluation of submitted responses.

At their February 17th City Commission meeting, Mr. Bacigalupi will present an overview of his initial assessment of the project, key feedback prompts for consideration, and a proposed timeline. According to his memo included in the meeting packet, the tentative schedule anticipates issuance of the RFP or RFQ this spring, with potential Commission approval as early as June.



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

Memorandum

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

From: Sara Klebba, DDA Director of Events & Engagement

Date: February 13, 2025

Subject: DTCA Director of Events & Engagement Update

DTCA Events

Sweetheart of a Sale, Feb 14-16

- Over 40 members signed up for this event that encourages shopping and dining during the winter season. Members are offering special pricings or deals, sweet treats or refreshments, or fun activities for the long weekend.
- We don't stop supporting our local businesses just because the season has changed! "Feel the love. Share the love. Support local." Our purchases have impact: it's an investment in local.

TC Restaurant Week, Feb 22-28

- 57 restaurants have signed up (54 in 2025), eight "new to TCRW" restaurants included.
- Serving brunch/lunch, takeout, and/or dinner. Multi-course prix fixe menus are offered at \$25, \$35, or \$45 per person. Menus can be found at downtowntc.com
- Download the dining passport from our partner TC Tourism for menus, maps, and to enter to win \$50 gift cards from participating restaurants. Check-in at every restaurant you dine in, up to 10 entries.

Get Away or Stay & Play, Mar 13-15

DTCA member registration is open for the "vibe-bringing" spring break event. Downtown businesses will create vacay (or "staycay")-adjacent moments with decor, music, food/drink, beach wear, photo booth/area, etc, transforming downtown into a spring break destination. Many will offer packages or specials that lean into the theme.

April Member Event

DDA team is working to create a promotional event in the second half of April that encourages shopping, dining, and playing downtown in the shoulder season. A contest element will be included. Set for early March DTCA member registration.

Spring Art Walk Series, May 29 & June 5

The DTCA is returning to this classic arts & culture-centric event. This time out, we'll be featuring the Art Walk on two separate Fridays, May 29 and June 5, 5-7pm. We're looking into a partnership with an art collective to help bring local art to life on the streets of Downtown, where merchants will host artists, their works, and maybe even some live demos. Refreshments are also encouraged. Event registration will begin in March for downtown businesses.

Toast to Downtown, Date TBD in May

The DTCA will again host its annual fundraiser and are looking into a date in May at the City Opera House. The event will return to its casual "fun and games" theme, networking & nosh, with a focus on community connection as well as commitment to the success of downtown and its merchants association, the DTCA. This fundraiser helps to fund downtown events in addition to the promotion of Downtown TC as a premier destination to live, work, and play.

Summer/Fall Art Fairs

- Old Town and NCF Arts & Crafts Fairs open for registration; Feb 20 deadline
- OT: Sat, June 13; 50 exhibitor signups (~90 total spaces)
- NCF: Sun, July 5; 124 signups (~200 spaces)
- Downtown Fine Art Fair: Sat & Sun, Sept 12-13. Lot P to be explored (asphalt) as Rotary Square will likely be under redevelopment. Registration will be open in late February with March 20 deadline.



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231-922-2050

Memorandum

To: DDA Board of Directors
From: Harry Burkholder, DDA Executive Director
Date: February 15, 2026
Subject: Reporting Consideration

As you know, DDA staff provides a verbal update from the Arts Commission and our Director of Events and Engagement at each Board meeting. While these updates offer valuable insight into ongoing work and initiatives, I'd appreciate guidance from the Board regarding how frequently you would like to receive them.

We can certainly continue providing verbal updates on a monthly basis, or we could move to a more periodic schedule if that would better align with your preferences and meeting priorities. Regardless of the frequency of verbal reports, a written update would continue to be included in each Board packet.

I welcome your feedback on what cadence feels most useful and effective for the Board.