

Traverse City Downtown Development Authority Regular Meeting

Friday, October 17, 2025

9:00 am

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



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

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

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

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

Welcome to the Traverse City Downtown Development Authority meeting

Agenda

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1. CALL TO ORDER

2. ROLL CALL

3. REVIEW AND APPROVAL OF AGENDA

4. PUBLIC COMMENT

5. CONSENT CALENDAR

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

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| A. | Consideration of approving the minutes from the September 19, 2025 DDA Regular Board Meeting (approval recommended)
September 19, 2025 DDA Regular Meeting Minutes - PDF | 4 -
10 |
| B. | Consideration of approving the September 2025 Financial Reports and Distributions for the DDA General, Old Twn TIF, and TIF-97 (approval recommended)
September 2025 DDA General, Old Town TIF and TIF-97 Financial Report - PDF | 11 -
15 |
| C. | Consideration of approving the August and September 2025 Financial Reports and Distributions for the Traverse City Arts Commission (approval recommended)
August 2025 Arts Commission Finance Report - PDF
September 2025 Arts Commission Finance Report - PDF | 16 -
17 |
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6. ITEMS REMOVED FROM CONSENT CALENDAR

7. SPECIAL ORDER OF BUSINESS

8.	OLD BUSINESS	
A.	Rotary Square Final Design (approval recommended) Rotary Square Final Design Memo (Burkholder) - PDF Rotary Square Final Design (Progressive) - PDF	18 - 36
B.	TIF-97 Project Priorities TIF-97 Project Priorities Memo (Burkholder) - PDF	37 - 38

9.	NEW BUSINESS	
A.	DDA Website Contract (approval recommended) DDA Website Contract Memo (Burkholder) - PDF	39 - 40
B.	Lower Boardman/Ottawa River Contract (approval recommended) Lower Boardman/Ottawa River Memo (Burkholder) - PDF	41 - 42

10.	EXECUTIVE DIRECTOR REPORT	
A.	Executive Director Report Executive Director Report (Burkholder) - PDF	43 - 44

11.	STAFF REPORTS	
A.	Director of Events and Engagement Director of Events and Engagement Report (Klebba) - PDF	45 - 46

12.	RECEIVE AND FILE	
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13.	PUBLIC COMMENT	
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14.	ADJOURNMENT	
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