

Traverse City Downtown Development Authority Regular Meeting

**Friday, May 17, 2024
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, Interim CEO
(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.

- A. Consideration of approving the minutes from the April 19, 2024 Regular Meeting (approval recommended) 5 - 9

[Downtown Development Authority April 19, 2024 Regular Meeting Minutes - PDF](#)

- B. Consideration of approving the April 2024 Financial Reports and Disbursements for the DDA, TIF-97, Old Town TIF, Parking Services and the Arts Commission. 10 - 23

[DDA General, Old Town TIF and TIF-97 April 2024 Financial Report Combined - PDF](#)

[DDA General, Old Town TIF, TIF-97 April 2024 Financial Dashboard Combined - PDF](#)

[Parking Services April 2024 Financials - PDF](#)

[Arts Commission April 2024 Financials - PDF](#)

6. ITEMS REMOVED FROM CONSENT CALENDAR

7. SPECIAL ORDER OF BUSINESS

A.	Public Hearing for the 2024 - 2025 DDA Budget 2024/2025 DDA Budget Memo (Burkholder) - PDF DDA General Budget Ledger - PDF TIF97 Budget Ledger - PDF Old Town TIF Ledger -PDF TIF-97 Budget Breakdown - PDF Old Town Budget Breakdown - PDF Arts Commission 2024/2025 Budget - PDF	24 - 36
B.	Presentation and Update from Community Police Officer Culver Community Policing Memo (Burkholder) - PDF	37
C.	Consideration of entering into closed session to discuss the search for the DDA Executive Director position, pursuant to MCL 15.268(f) of the Michigan Open Meetings Act.	
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8.	OLD BUSINESS	
A.	Parking Services Parking Contract Memo (Burkholder) - PDF	38 - 39
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9.	NEW BUSINESS	
A.	Sara Hardy Farmers Market Agreement (approval recommended) Farmers Market Agreement Memo (Burkholder) - PDF Sara Hardy Farm Market Proposal - PDF	40 - 48
B.	Interim CEO Agreement (approval recommended) Interim CEO Agreement Memo (Schneider & Hardy) - PDF	49
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10.	INTERIM CEO REPORT	
A.	Interim CEO Report CEO Report (Burkholder) - PDF	50 - 52
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11.	BOARD MEMBER REPORTS	
A.	Arts Commission Art Commission HB Memo	53
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12.	STAFF REPORTS	
A.	Parking Services Report Transportation and Mobility Director Report (VanNess) - PDF Parking Budget Memo (VanNess) - PDF	54 - 57
B.	Events and Engagement Report Director of Events and Outreach Report (Klebba) - PDF	58 - 59

13. RECEIVE AND FILE

- A. Traverse Connect Spring 2024 Regional Economic Ecosystem Report 60 - 77
[Spring 2024 Regional Economic Ecosystem Report - Traverse Connect - PDF](#)
- B. Arts Commission April 2024 Meeting Minutes 78 - 79
[Arts Commission April 17, 2024 Meeting Minutes - PDF](#)
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14. PUBLIC COMMENT

15. ADJOURNMENT