

Traverse City Downtown Development Authority Regular Meeting

Friday, July 19, 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, 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 from the June 21, 2024 DDA Regular Meeting (approval recommended) Downtown Development Authority June 21, 2024 Meeting Minutes - PDF	5 - 9
B. Consideration of approving the minutes from the June 28, 2024 DDA Special Meeting (approval recommended) Downtown Development Authority June 28, 2024 Special Meeting Minutes - PDF	10 - 11
C. Consideration of approving the minutes for the July 2, 2024 DDA Finance Committee Meeting (approval recommended) Downtown Development Authority July 2, 2024 Finance Committee Meeting Minutes - PDF	12 - 14
D. Consideration of approving the June Financial Reports and Disbursements for the DDA, Old Town TIF, TIF-97, Parking Services and the Arts Commission (approval recommended) DDA General, Old Town TIF and TIF-97 June 2024 Financial Report Combined - PDF	15 - 26

[DDA General, Old Town TIF and TIF-97 June 2024 Financial Dashboard Combined - PDF](#)
[TC Parking Services June 2024 Financial Report - PDF](#)
[TC Arts Commission June 2024 Financial Report - PDF](#)

6. ITEMS REMOVED FROM CONSENT CALENDAR

7. OLD BUSINESS

- A. Moving Downtown Forward TIF Plan 27 - 69
[Moving Downtown Forward TIF Plan Memo \(Burkholder\) - PDF](#)
[July 8, 2024 Schneider and Hardy Memo to DDA Board - PDF](#)
[DDA Parking Map - PDF](#)
[Draft Moving Downtown Forward TIF Plan - PDF](#)
[Draft Moving Downtown Forward TIF Plan Attachments - PDF](#)
- B. Legal Opinion Regarding the Charter Amendment On TIF 70 - 75
[Legal Opinion Regarding Charter Amendment Summary \(Burkholder\) - PDF](#)
[Governor and Attorney General Communication - PDF](#)
-

8. NEW BUSINESS

- A. The Retail Incubator (approval recommended) 76 - 78
[Retail Incubator Memo \(Burkholder\) - PDF](#)
- B. Hannah Park Overlook - Old Town TIF Budget Amendment (approval recommended) 79 - 87
[Hannah Park Overlook - Old Town TIF Budget Amendment Memo \(Burkholder\) - PDF](#)
[Hannah Park Overlook Quote - PDF](#)
[Hannah Park Overlook Site Plan - PDF](#)
- C. Rotary Square Contract (approval recommended) 88
[Rotary Square Contract Memo \(Burkholder\) - PDF](#)
-

9. EXECUTIVE DIRECTOR REPORT

- A. Executive Director Report 89 - 90
[Executive Director Report \(Burkholder\) - PDF](#)
-

10. BOARD MEMBER REPORTS

- A. Arts Commission Report 91
[Art Commission Report \(McMillen\) - PDF](#)
-

11. STAFF REPORTS

- A. Parking and Mobility Director Report 92 -
[Parking and Mobility Director Report \(VanNess\) - PDF](#) 93
-

12. RECEIVE AND FILE

- A. Events and Engagement Director Report 94 -
[Director of Events and Engagement Report \(Klebba\) - PDF](#) 95
- B. June 2024 DTCA Board Meeting Minutes 96 -
[June 20, 2024 DTCA Meeting Minutes - PDF](#) 98
-

13. PUBLIC COMMENT

14. ADJOURNMENT