

Traverse City Downtown Development Authority Regular Meeting

Friday, June 21, 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

	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 May 2, 2024 Finance Committee (approval recommended) Downtown Development Authority May 2, 2024 Finance Committee Minutes - PDF	5 - 7
B. Consideration of approving the minutes from the May 17, 2024 Regular Meeting (approval recommended) Downtown Development Authority May 17, 2024 Regular Meeting Minutes - PDF	8 - 13
C. Consideration of approving the minutes from the June 13, 2024 Special Meeting (approval recommended) Downtown Development Authority June 13, 2024 Special Meeting Minutes - PDF	14 - 16
D. Consideration of approving the May 2024 Financial Reports and Disbursements for the DDA, Tif-97 and Old Town TIF. Financial Reports for Parking Services and the Arts Commission are not available due to serious network disruptions from the June 12, 2024 ransomware attack on the county and city. Full financial reports from	17 - 24

Parking Services and the Arts Commission will be provided at our next meeting if available.

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

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

- E. Consideration of entering into a contract extension with Samantha Gutowski for mindfulness coaching (approval recommended) 25
[Contract Extension Memo \(Burkholder\) - PDF](#)

6. ITEMS REMOVED FROM CONSENT CALENDAR

7. OLD BUSINESS

- A. 2024 - 2025 DDA Budget (approval recommended) 26 - 35
[2024 - 2025 DDA Budget Memo \(Burkholder\) - PDF](#)
[DDA General Budget - PDF](#)
[TIF97 Budget - PDF](#)
[Old Town TIF Budget - PDF](#)
- B. Moving Downtown Forward TIF 36 - 37
[Moving Downtown Forward TIF Memo \(Burkholder\) - PDF](#)

8. NEW BUSINESS

- A. Rotary Square Conceptual Design 38
[Rotary Square Conceptual Design Memo \(Burkholder\) - PDF](#)

9. INTERIM CEO REPORT

- A. Interim CEO Report 39 - 41
[Interim CEO Report \(Burkholder\) - PDF](#)

10. BOARD MEMBER REPORTS

- A. Arts Commission Report 42
[Art Commission Report \(McMillen & Burkholder\) - PDF](#)

11. STAFF REPORTS

- A. Parking and Mobility Director Report 43 - 45
[Parking and Mobility Director Report \(VanNess\) - PDF](#)
- B. Events and Engagement Director Report 46 - 47
[Director of Events and Engagement Report \(Klebba\) - PDF](#)

12. RECEIVE AND FILE

13. PUBLIC COMMENT

14. ADJOURNMENT