

Traverse City Downtown Development Authority Regular Meeting

**Friday, September 20, 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. ELECTION OF OFFICERS

- A. Election of Officers (approval recommended) 5 - 20
- [Election of Officers Memo \(Burkholder\) - PDF](#)
- [Rules Governing the DDA Board - PDF](#)
- [DDA Finance Committee Roles and Responsibilities - PDF](#)
- [DDA Governance Committee Roles and Responsibilities - PDF](#)
- [DDA Board and Committee 2024 Meeting Schedule - PDF](#)
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4. REVIEW AND APPROVAL OF AGENDA

5. PUBLIC COMMENT

6. 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 August 16, 2024 DDA Regular Meeting (approval recommended) 21 - 25
- [Downtown Development Authority August 16, 2024 Meeting Minutes - PDF](#)
- B. Consideration of approving the August Financial Reports and Disbursements for DDA General, Old Town TIF, TIF-97 and the Arts Commission. 26 - 34
- [DDA General, Old Town TIF, TIF-97 August Financial Report Combined - PDF](#)
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[DDA General, Old Town TIF, TIF-97 August Financial Dashboard Combined - PDF](#)
[Arts Commission August 2024 Financial Report - PDF](#)

7. ITEMS REMOVED FROM CONSENT CALENDAR

8. OLD BUSINESS

- A. Two-Way Circulation Pilot Project 35 -
58
[Two Way Pilot Project Memo \(Burkholder\) - PDF](#)
[Progressive AE Presentation - PDF](#)
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9. NEW BUSINESS

- A. Traverse Connect Contract (approval recommended) 59 -
66
[Traverse Connect Contract Memo \(Burkholder\) - PDF](#)
[Traverse Connect - DDA Authority Professional Services Contract 2024 - PDF](#)
- B. Rehmann Contract (approval recommended) 67 -
79
[Rehman Contract Memo \(Burkholder\) - PDF](#)
[Rehmann Engagement Letter - PDF](#)
- C. Executive Director Job Description (approval recommended) 80 -
84
[Executive Director Job Description Memo \(Burkholder\) - PDF](#)
[Executive Director Job Description - PDF](#)
- D. TIF-97 Budget Priorities 85 -
90
[TIF-97 Budget Priorities Memo \(Burkholder\) - PDF](#)
[Working TIF-97 Estimate Worksheet - PDF](#)
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10. CEO REPORT

- A. Executive Director Report 91 -
93
[Executive Director Report Memo - PDF](#)
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11. BOARD MEMBER REPORTS

- A. Arts Commission Report 94
[Arts Commission Report Memo \(McMillen\) - PDF](#)
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12. STAFF REPORTS

- A. Director of Events and Outreach Report 95 -
96
[Director of Events and Outreach Report \(Klebba\) - PDF](#)
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13. RECEIVE AND FILE

14. PUBLIC COMMENT

15. ADJOURNMENT