

# **Traverse City Downtown Development Authority Regular Meeting**

**Friday, November 15, 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](http://www.dda.downtowntc.com)  
303 East State Street, Suite C  
Traverse City, MI 49684

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# Welcome to the Traverse City Downtown Development Authority meeting

## Agenda

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**1. CALL TO ORDER**

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**2. ROLL CALL**

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**3. REVIEW AND APPROVAL OF AGENDA**

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**4. PUBLIC COMMENT**

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**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 October 18, 2024 DDA Regular Board Meeting (approval recommended) 4 - 8

[October 18, 2024 DDA Board Meeting Minutes - PDF](#)

- B. Consideration of approving the October Financial Reports and Disbursements for DDA General, Old Town TIF, TIF-97 and the Arts Commission (approval recommended) 9 - 17

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

[Arts Commission Financials - October 2024 \(PDF\)](#)

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**6. ITEMS REMOVED FROM CONSENT CALENDAR**

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**7. SPECIAL ORDER OF BUSINESS**

- A. Introduction of Lauren Bohac, DDA Deputy Director

- B. Informational Bi-Annual Report to the Community (MCL 125.4910(4)) 18

[Information Bi-Annual Report to the Community Memo - PDF](#)

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**8. OLD BUSINESS**

- A. Public Safety Video Surveillance System (Guest Chief Richmond) 19 -  
28  
[Public Safety Video Surveillance System Memo \(Burkholder\) - PDF](#)  
[Public Safety Video Surveillance System Memo \(Chief Richmond\) - PDF](#)  
[TCPD Public Safety Video Surveillance System Policy - PDF](#)
- B. Two-Way Pilot Project (Possible Action) 29 -  
32  
[Two Way Pilot Project Memo \(Burkholder\) - PDF](#)
- C. TIF-97 Budget Priorities 33 -  
38  
[TIF-97 Budget Priorities Memo \(Burkholder\) - PDF](#)  
[Potential Priority Project Description - PDF](#)  
[Potential Project Priority Criteria Table - PDF](#)
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**9. NEW BUSINESS**

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**10. EXECUTIVE DIRECTOR REPORT**

- A. Executive Director Report 39 -  
42  
[Executive Director Report \(Burkholder\) - PDF](#)  
[Traverse City Voting Precincts Map \(PDF\)](#)
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**11. BOARD MEMBER REPORTS**

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**12. STAFF REPORTS**

- A. Director of Events and Public Engagement Report 43 -  
44  
[Director of Events and Engagement Report \(Klebba\) - PDF](#)
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**13. RECEIVE AND FILE**

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**14. PUBLIC COMMENT**

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**15. ADJOURNMENT**

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