

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

**Friday, December 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](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 November 9, 2024 DDA Ad Hoc Committee Meeting (approval recommended) 4 - 5  
[November 9, 2024 Ad Hoc Committee Meeting Minutes - PDF](#)
- B. Consideration of approving the minutes from the November 15, 2024 DDA Regular Board Meeting (approval recommended) 6 - 9  
[November 15, 2024 DDA Board Meeting Minutes - PDF](#)
- C. Consideration of approving the minutes from the December 13, 2024 DDA Ad Hoc Committee meeting (approval recommended) 10 - 11  
[December 13, 2024 Ad Hoc Meeting Minutes - PDF](#)
- D. Consideration of approving the November Financial Reports and Disbursements for DDA General, Old Town TIF, TIF-97 and the Arts Commission (approval recommended) 12 - 19  
[DDA General, Old Town TIF, TIF-97 Financial Report and Dashboard - PDF](#)  
[Arts Commission November 2024 Financial Report - PDF](#)
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**6. ITEMS REMOVED FROM CONSENT CALENDAR**

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<b>7.</b>	<b>OLD BUSINESS</b>	
A.	TIF-97 Budget Priorities	20 -
	<a href="#">TIF 97 Budget Priorities Memo (Burkholder) - PDF</a>	31
	<a href="#">TIF-97 Estimate - PDF</a>	
	<a href="#">TIF-97 Project Priority Criteria - PDF</a>	
	<a href="#">TIF-97 Project Priorities - PDF</a>	
	<a href="#">TIF-97 Project Priority Scorecard - PDF</a>	
	<a href="#">December 19, 2024 Howard Memo - PDF</a>	

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<b>8.</b>	<b>NEW BUSINESS</b>	
A.	Rotary Square Presentation	32 -
	<a href="#">Rotary Square Memo (Burkholder) - PDF</a>	50
	<a href="#">Progressive Presentation - PDF</a>	

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<b>9.</b>	<b>EXECUTIVE DIRECTOR REPORT</b>	
A.	Executive Director Report	51 -
	<a href="#">Executive Director Report (Burkholder) - PDF</a>	52

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<b>10.</b>	<b>BOARD MEMBER REPORTS</b>	
A.	Arts Commission Report	53
	<a href="#">Art Commission Memo (Burkholder and McMillen) - PDF</a>	

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<b>11.</b>	<b>STAFF REPORTS</b>	
A.	Director of Events and Engagement Report	54 -
	<a href="#">Director of Events and Engagement Report - PDF</a>	55

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<b>12.</b>	<b>RECEIVE AND FILE</b>	
A.	Received Items	56 -
	<a href="#">Autumn 2024 Regional Economic Ecosystem Report Traverse Connect - PDF</a>	76

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<b>13.</b>	<b>PUBLIC COMMENT</b>	
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<b>14.</b>	<b>ADJOURNMENT</b>	
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