

Traverse City Downtown Development Authority Regular Meeting

**Friday, January 17, 2025
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

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 December 20, 2024 DDA Regular Board Meeting (approval recommended). 4 - 7

[December 20, 2024 DDA Board Meeting Minutes - PDF](#)

- B. Consideration of approving the December 2024 Financial Reports and Disbursements for DDA General, Old Town TIF, TI-97 and the Arts Commission (approval recommended). 8 - 16

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

[Arts Commission December 2024 Financial Report - PDF](#)

6. ITEMS REMOVED FROM CONSENT CALENDAR

7. OLD BUSINESS

- A. Capital Project Priorities Update 17 - 20

[Capital Project Priorities Update Memo \(Burkholder\) - PDF](#)

8. NEW BUSINESS

A.	DDA 2024 Annual Audit Report (approval recommended) DDA 2024 Audit Memo (Burkholder) - PDF DDA 2024 Audit Cover Letter - PDF DDA 2024 Annual Audit Report - PDF	21 - 68
B.	Annual Treasury Report 2024 Treasury Report Memo (Burkholder) - PDF 2024 Old Town TIF Treasury Report - PDF 2024 TIF-97 Treasury Report - PDF	69 - 73
C.	Governance Committee Recommendation (approval recommended) Governance Committee Memo - PDF DDA Governance Committee Roles and Responsibilities - PDF DDA Board Roles Responsibilities - PDF	74 - 80
<hr/>		
9.	EXECUTIVE DIRECTOR REPORT	
A.	Executive Director Report Executive Director Report (Burkholder) - PDF	81
<hr/>		
10.	BOARD MEMBER REPORTS	
A.	Arts Commission Report Art Commission Report (McMillen) - PDF	82
<hr/>		
11.	STAFF REPORTS	
A.	Director of Events and Engagement Report Director of Events and Engagement Report (Klebba) - PDF	83 - 84
<hr/>		
12.	RECEIVE AND FILE	
<hr/>		
13.	PUBLIC COMMENT	
<hr/>		
14.	ADJOURNMENT	