

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

**Friday, February 21, 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, DDA 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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<b>1. CALL TO ORDER</b>	
<b>2. ROLL CALL</b>	
<b>3. REVIEW AND APPROVAL OF AGENDA</b>	
<b>4. PUBLIC COMMENT</b>	
<b>5. CONSENT CALENDAR</b> <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 December 20, 2025 DDA Regular Board Meeting (approval recommended). <a href="#">January 17, 2025 DDA Board Meeting Minutes - PDF</a>	4 - 7
B. Consideration of approving the January 17, 2025 Financial Reports and Disbursements for the DDA General, Old Town TIF and TIF-97 (approval recommended) <a href="#">DDA General, Old Town TIF, TIF-97 Financial Report and Dashboard - PDF</a>	8 - 15
<b>6. ITEMS REMOVED FROM CONSENT CALENDAR</b>	
<b>7. SPECIAL ORDER OF BUSINESS</b>	
A. Presentation from Community Police Officer - Officer Culver <a href="#">Community Police Officer Memo (Burkholder) - PDF</a>	16
<b>8. OLD BUSINESS</b>	
A. Hannah Park Overlook (approval recommended)	17

	<a href="#">Hannah Park Overlook Memo (Burkholder) - PDF</a>	
B.	Lower Boardman/Ottaway Riverwalk Design and Engineering Services	18 - 112
	<a href="#">Boardman Ottaway Memo</a>	
	<a href="#">Boardman Ottaway Downtown Riverwalk INFORM Proposal - PDF</a>	
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<b>9.</b>	<b>NEW BUSINESS</b>	
A.	Old Town TIF Strategic Capital Improvement Priorities	113 - 115
	<a href="#">Old Town TIF Capital Improvement Priorities Memo (Burkholder) - PDF</a>	
B.	2025 - 2026 Budget	116 - 120
	<a href="#">2025 - 2026 Budget Memo (Burkholder) - PDF</a>	
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<b>10.</b>	<b>EXECUTIVE DIRECTOR REPORT</b>	
A.	Executive Director Report	121 - 125
	<a href="#">Executive Director Report Memo - PDF</a>	
	<a href="#">Draft Implementation of Charter Section 28 TIF Amendments 2024 1.30.25 - PDF</a>	
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<b>11.</b>	<b>BOARD MEMBER REPORTS</b>	
A.	Arts Commission Report	126
	<a href="#">Art Commission Report (McMillen) - PDF</a>	
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<b>12.</b>	<b>STAFF REPORTS</b>	
A.	Director of Events and Engagement Report	127 - 128
	<a href="#">Director of Events and Engagement Report (Klebba) - PDF</a>	
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<b>13.</b>	<b>RECEIVE AND FILE</b>	
A.	Scott Hardy Resignation Letter	129
	<a href="#">Hardy DDA Board Resignation Letter 2-3-25 - PDF</a>	
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<b>14.</b>	<b>PUBLIC COMMENT</b>	
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<b>15.</b>	<b>ADJOURNMENT</b>	