

Traverse City Downtown Development Authority Regular Meeting

Friday, March 14, 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
303 East State Street, Suite C
Traverse City, MI 49684

Welcome to the Traverse City Downtown Development Authority meeting

Agenda

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1. CALL TO ORDER	
2. ROLL CALL	
3. REVIEW AND APPROVAL OF AGENDA	
4. SPECIAL ORDER OF BUSINESS	
A. DDA Mission, Vision and Guiding Principles	4
DDA Mission, Vision and Guiding Principles - PDF	
5. PUBLIC COMMENT	
6. CONSENT CALENDAR	
<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 February 21, 2025 DDA Regular Board Meeting (approval recommended)	5 - 9
February 21, 2025 DDA Board Meeting Minutes - PDF	
B. Consideration of approving the February 2025 Financial Reports and Distributions for DDA General, Old Town TIF, TIF-97 and the Arts Commission (approval recommended)	10 - 18
DDA General, Old Town TIF, TIF-97 Financial Report and Dashboard - PDF	
February 2025 Arts Commission Financial Report - PDF	
7. ITEMS REMOVED FROM CONSENT CALENDAR	
8. SPECIAL ORDER OF BUSINESS	

A.	FishPass Presentation - Dan Zielinski FishPass Memo (Burkholder) - PDF FishPass Presentation - PDF	19 - 41
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9.	OLD BUSINESS	
A.	TIF-97 Project Priorities Update TIF-97 Project Priorities Update Memo (Burkholder) - PDF Rotary Square Engagement Results - PDF	42 - 53
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10.	NEW BUSINESS	
A.	Old Town TIF Budget Amendment (approval recommended) Old Town Budget Adjustment Memo (Burkholder) - PDF	54
B.	Streetscaping Reimbursement Request (approval recommended) Streetscaping Reimbursement Memo (Burkholder) - PDF Streetscaping Reimbursement Request Form and Cost Summary - PDF Streetscape Reimbursement Policy - PDF	55 - 59
C.	2025 - 2026 Budget 2025 - 2026 Budget Memo TIF Budget Worksheet (Burkholder) - PDF	60 - 68
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11.	EXECUTIVE DIRECTOR REPORT	
A.	Executive Director Report Executive Director Report (Burkholder) - PDF	69 - 70
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12.	BOARD MEMBER REPORTS	
A.	Arts Commission Art Commission Report (Bohac & McMillen) - PDF	71
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13.	STAFF REPORTS	
A.	Director of Events and Engagement Director of Events and Engagement Report (Klebba) - PDF	72 - 73
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14.	RECEIVE AND FILE	
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15.	PUBLIC COMMENT	
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16.	ADJOURNMENT	