Traverse City Downtown Development Authority Regular Meeting

Friday, November 20, 2026
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 October 16, 2026 DDA Regular Board Meeting (approval recommended) — 4 - 7

October 16, 2026 Regular Meeting Minutes - PDF

B. Consideration of approving the October 2026 Financial Reports and Distributions from DDA General, Old Town TIF and TIF-97 Budgets (approval recommended) — 8 - 10

October 2026 DDA General, Old Town TIF and TIF-97 Financial Reports and Distributions - PDF

C. Consideration of approving the October 2026 Financial Report and Distribution from the Traverse City Arts Commission (approval recommended) — 11

October 2026 TC Arts Commission Financial Report and Distribution - PDF

6. ITEMS REMOVED FROM CONSENT CALENDAR

7. OLD BUSINESS

A. TIF-97 Project Priorities 12 - 13
TIF-97 Project Priorities - PDF

8. NEW BUSINESS

A. Rotary Square Contract Consideration (approval recommended) 14 - 60
Rotary Square Funding Consideration Memo (Burkholder) - PDF
AJ Excavating, LLC Proposal for Rotary Square - PDF
Progressive Construction Administration Proposal for Rotary Square - PDF
SME Geotechnical Testing Proposal for Rotary Square - PDF

9. EXECUTIVE DIRECTOR REPORT

A. Executive Director Report 61 - 62
Executive Director Report (Burkholder) - PDF

10. STAFF REPORTS

A. Director of Events and Engagement Report 63 - 64
Director of Events and Engagement Report (Klebba) - PDF

11. RECEIVE AND FILE

12. PUBLIC COMMENT

13. ADJOURNMENT