

Traverse City Downtown Development Authority Regular Meeting

Friday, August 21, 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 July 17, 2026 DDA Regular Board Meeting (approval recommended)
July 17, 2026 DDA Regular Meeting Minutes - PDF | 4 - 8 |
| B. | Consideration of approving the July 2026 Financial Reports and Distributions for the DDA General, Old Town TIF and TIF-97 Budgets (approval recommended)
July 2026 DDA General, Old Town TIF and TIF-97 Financial Reports and Distributions - PDF | 9 - 13 |
| C. | Consideration of approving the July 2026 Financial Report and Distribution from the Traverse City Arts Commission (approval recommended)
July 2026 Traverse City Arts Commission Financial Report and Distribution - PDF | 14 |
-

6. ITEMS REMOVED FROM CONSENT CALENDAR

7. OLD BUSINESS

A.	TIF-97 Priorities TIF-97 Project Priorities Memo (Burkholder) - RFP	15
8.	NEW BUSINESS	
A.	Two-Way Consulting Services (approval recommended) Two Way Consulting Services Memo (Burkholder) - PDF Progressive - State Street Implementation Support Services Proposal - PDF	16 - 25
B.	Rotary Square Consulting Services (approval recommended) Rotary Square Consulting Services Memo (Burkholder) - PDF Progressive Rotary Square Change in Service Request 02 - PDF Progressive Rotary Square Change in Service Request 03 - PDF	26 - 31
9.	EXECUTIVE DIRECTOR REPORT	
A.	Executive Director Report Executive Director Report (Burkholder) - PDF	32 - 34
10.	STAFF REPORTS	
A.	Director of Events and Engagement Report Director of Events and Engagement Report (Klebba) - PDF	35
B.	Arts Commission Report Arts Commission Report (Bohac) - PDF	36 - 37
11.	RECEIVE AND FILE	
12.	PUBLIC COMMENT	
13.	ADJOURNMENT	



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, July 17, 2026**

A regular meeting of the Downtown Development Authority of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 9:00 a.m.

The following Board Members were in attendance: Board Members Pete Kirkwood, Mike Powers, Ed Slosky, Jeff Joubron, Todd McMillen, Caitlin Early and Shelley Spencer

The following Board Members were absent: Board Members: Gary Howe and Amy Shamroe

Chairperson Slosky presided at the meeting.

(a) **CALL TO ORDER**

The meeting was called to order by Chairperson Slosky at 9:00 a.m.

(b) **ROLL CALL**

Roll Call was completed by Mr. Burkholder

(c) **REVIEW AND APPROVAL OF AGENDA**

(1) That the meeting agenda be approved as presented

Moved by Jeff Joubbran, Seconded by Todd McMillen

Yes: Peter Kirkwood, Jeff Joubbran, Todd McMillen, Ed Slosky, Shelley Spencer, Mike Powers, and Caitlin Early

Absent: Amy Shamroe and Gary Howe

CARRIED. 7-0-2 on a recorded vote

(d) **PUBLIC COMMENT**

No public comment provided

(e) **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.

- (1) Consideration of approving the minutes from the June 19, 2026 DDA Regular Board Meeting (approval recommended)
- (2) Consideration of approving the June 2026 Financial Reports and Distributions for the DDA General, Old Town TIF and TIF-97 Budgets (approval recommended)
- (3) Consideration of approving the June 2026 Financial Report and Distribution from the Traverse City Arts Commission (approval recommended)
That the Consent Calendar be approved as presented

Moved by Caitlin Early, Seconded by Peter Kirkwood

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Shelley Spencer, Mike Powers, and Caitlin Early

Absent: Amy Shamroe and Gary Howe

CARRIED. 7-0-2 on a recorded vote

(f) **ITEMS REMOVED FROM CONSENT CALENDAR**

(g) **SPECIAL ORDER OF BUSINESS**

No special order of businesses conducted

(h) **OLD BUSINESS**

- (1) TIF-97 Project Priorities

The following addressed the board;
Harry Burkholder (DDA Executive Director)

(i) **NEW BUSINESS**

- (1) TIF-97 Budget Amendment (approval recommended)

The following addressed the board:
Harry Burkholder (DDA Executive Director)
That the DDA Board approve the TIF-97 budget amendment in the amount of \$408,970 for the FY 2026 - 2027 budget, resulting in a revised TIF-97 budget of \$7,385,630

Moved by Mike Powers, Seconded by Shelley Spencer

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Shelley

Spencer, Mike Powers, and Caitlin Early
Absent: Amy Shamroe and Gary Howe

CARRIED. 7-0-2 on a recorded vote

(2) INFORM Construction Documents Agreement (approval recommended)

The following addressed the board:
Harry Burkholder, DDA Executive Director
Ed Slosky
Pete Kirkwood
Jeff Joubran
Mike Powers
Todd McMillen
Shelley Spencer
Caitlin Early
Ross Hammersley, DDA Attorney

Following the motion below, the Board directed DDA staff to develop a RFP for Construction Documents for the Boardman/Ottaway River
That the DDA Board initiate a competitive procurement process for the completion of construction documents for the first phase of improvements for the Boardman/Ottaway River.

Moved by Caitlin Early, Seconded by Ed Slosky

Yes: Ed Slosky and Caitlin Early

No: Peter Kirkwood, Jeff Joubran, Todd McMillen, Shelley Spencer, and Mike Powers

Absent: Amy Shamroe and Gary Howe

DEFEATED. 2-5-2 on a recorded vote

(3) City of Traverse City Sidewalk Improvement Reimbursement Agreement (approval recommended)

The following address the board:
Harry Burkholder, DDA Executive Director
Ed Slosky
Mike Powers
Pete Kirkwood

That the DDA Board reimburse the City a not-to-exceed amount of \$63,023 (which includes a \$7,000 contingency fee), using TIF-97 Funds for the reconstruction of sidewalk along the east side of Pine Street and State Street, subject to approval as to its form by the DDA Executive Director and Attorney.

Moved by Mike Powers, Seconded by Shelley Spencer

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Shelley

Spencer, Mike Powers, and Caitlin Early
Absent: Amy Shamroe and Gary Howe

CARRIED. 7-0-2 on a recorded vote

(4) Greenlight Marketing and Advertisement Agreement (approval recommended)

The following address the board:

Harry Burkholder, DDA Executive Director

That the DDA Board enter into a contract with Greenlight Marketing for a not-to-exceed cost of \$55,000, using \$44,000 of TIF-97 funds and \$11,000 of Old Town TIF Funds, for marketing and advertising services, subject to approval as to its form by the DDA Executive Director and Attorney.

Moved by Todd McMillen, Seconded by Mike Powers

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Shelley Spencer, Mike Powers, and Caitlin Early

Absent: Amy Shamroe and Gary Howe

CARRIED. 7-0-2 on a recorded vote

(j) **EXECUTIVE DIRECTOR REPORT**

(1) Executive Director Report

The following address the board:

Harry Burkholder, DDA Executive Director

Ed Slosky

Pete Kirkwood

Ross Hamersley, DDA Attorney

(k) **BOARD MEMBER REPORTS**

No reports given

(l) **STAFF REPORTS**

(1) Director of Events and Engagement Report

Chairman Slosky noted the report from the Director of Events and Engagement was included in the packet

(m) **PUBLIC COMMENT**

No public comment provided

(n) **ADJOURNMENT**

The meeting was adjourned by Chairman Slosky at 9:56

Harry Burkholder, Traverse City DDA
Executive Director

Draft

08/17/2026 06:03 PM
User: LBOHAC
DB: Traverse City

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 07/31/2026
% Fiscal Year Completed: 8.49

Page: 1/5

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2026-27 AMENDED BUDGET	YTD BALANCE 07/31/2026	ACTIVITY FOR MONTH 07/31/2026	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
248-000-401.000	PROPERTY TAX REVENUE PRIOR YEAR ADJ	0.00	0.00	0.00	0.00	0.00
248-000-402.000	TAXES-CURRENT-REAL ESTATE	124,000.00	0.00	0.00	124,000.00	0.00
248-000-412.000	TAX-DELINQUENT-PERSONAL PROP	0.00	0.00	0.00	0.00	0.00
248-000-432.000	PAYMENT IN LIEU OF TAXES	1,400.00	0.00	0.00	1,400.00	0.00
248-000-476.060	VENDOR PERMITS	20,000.00	1,904.00	1,904.00	18,096.00	9.52
248-000-502.000	FEDERAL GRANTS	425,000.00	0.00	0.00	425,000.00	0.00
248-000-543.001	STATE GRANT	750,000.00	0.00	0.00	750,000.00	0.00
248-000-569.000	STATE GRANTS - OTHER	0.00	0.00	0.00	0.00	0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	62,000.00	0.00	0.00	62,000.00	0.00
248-000-580.000	GRANTS FROM LOCAL UNITS	0.00	0.00	0.00	0.00	0.00
248-000-580.001	GRANT PRIVATE SOURCE	258,000.00	0.00	0.00	258,000.00	0.00
248-000-626.000	CHARGES FOR SERVICES RENDERED	75,000.00	6,250.00	6,250.00	68,750.00	8.33
248-000-664.000	INTEREST & DIVIDEND EARNINGS	5,300.00	0.00	0.00	5,300.00	0.00
248-000-664.001	POOLED CASH INTEREST REVENUE	0.00	0.00	0.00	0.00	0.00
248-000-667.000	RENTS AND ROYALTIES	21,000.00	3,888.00	3,888.00	17,112.00	18.51
248-000-674.000	CONTRIBUTIONS-PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00
248-000-675.000	CONTRIBUTIONS-PUBLIC SOURCES	0.00	0.00	0.00	0.00	0.00
248-000-676.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
248-000-692.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	0.00	0.00
248-000-699.000	TRANSFERS IN	746,500.00	0.00	0.00	746,500.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,488,200.00	12,042.00	12,042.00	2,476,158.00	0.48
TOTAL REVENUES		2,488,200.00	12,042.00	12,042.00	2,476,158.00	0.48
Expenditures						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
248-725-702.000	SALARIES AND WAGES	475,000.00	48,701.55	48,701.55	426,298.45	10.25
248-725-704.000	EMPLOYEE OVERTIME	0.00	0.00	0.00	0.00	0.00
248-725-706.000	EMPLOYEE OVERTIME	0.00	0.00	0.00	0.00	0.00
248-725-714.000	HEALTH SAVINGS ACCT EXPENSE	9,000.00	5,015.00	5,015.00	3,985.00	55.72
248-725-715.000	EMPLOYER'S SOCIAL SECURITY	35,000.00	3,933.29	3,933.29	31,066.71	11.24
248-725-716.000	EMPLOYEE HEALTH INSURANCE	40,000.00	1,841.09	1,841.09	38,158.91	4.60
248-725-717.000	EMPLOYEE LIFE/DISABILITY INS	4,300.00	300.77	300.77	3,999.23	6.99
248-725-718.000	RETIREMENT FUND CONTRIBUTION	45,600.00	3,246.93	3,246.93	42,353.07	7.12
248-725-720.000	UNEMPLOYMENT COMPENSATION	1,900.00	74.95	74.95	1,825.05	3.94
248-725-721.000	WORKERS COMPENSATION INS	5,200.00	0.00	0.00	5,200.00	0.00
248-725-727.000	OFFICE SUPPLIES	6,000.00	377.23	377.23	5,622.77	6.29
248-725-727.003	OFFICE FURNITURE AND EQUIPMENT	6,000.00	0.00	0.00	6,000.00	0.00
248-725-740.000	OPERATION SUPPLIES	58,540.00	269.25	269.25	58,270.75	0.46
248-725-801.000	PROFESSIONAL AND CONTRACTUAL	101,500.00	300.00	300.00	101,200.00	0.30
248-725-801.007	MEMBERSHIP DUES AND SUBSCRIPTIONS	8,700.00	0.00	0.00	8,700.00	0.00
248-725-801.008	FARMERS MARKET FOOD ASSISTANCE	20,000.00	1,482.00	1,482.00	18,518.00	7.41
248-725-802.000	INFORMATION TECHNOLOGY SERVICES	0.00	0.00	0.00	0.00	0.00
248-725-804.000	LEGAL SERVICES	54,000.00	0.00	0.00	54,000.00	0.00
248-725-805.000	POSTAGE	0.00	0.00	0.00	0.00	0.00
248-725-807.000	INSURANCE AND BONDS	0.00	0.00	0.00	0.00	0.00
248-725-821.000	MARKETING & PUBLIC SERVICES	0.00	0.00	0.00	0.00	0.00
248-725-822.000	INSURANCE AND BONDS	0.00	0.00	0.00	0.00	0.00
248-725-822.001	TRAINING/REGISTRATION/TUITION	2,500.00	0.00	0.00	2,500.00	0.00
248-725-822.002	LODGING AND TRAVEL	2,500.00	0.00	0.00	2,500.00	0.00

08/17/2026 06:03 PM
 User: LBOHAC
 DB: Traverse City

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 07/31/2026
 % Fiscal Year Completed: 8.49

Page: 2/5

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2026-27 AMENDED BUDGET	YTD BALANCE 07/31/2026	ACTIVITY FOR MONTH 07/31/2026	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-725-850.000	COMMUNICATIONS	3,500.00	129.74	129.74	3,370.26	3.71
248-725-860.000	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00
248-725-880.000	COMMUNITY PROMOTION	0.00	0.00	0.00	0.00	0.00
248-725-900.000	PRINTING AND PUBLISHING	2,000.00	0.00	0.00	2,000.00	0.00
248-725-920.000	PUBLIC UTILITIES	7,400.00	384.00	384.00	7,016.00	5.19
248-725-930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00
248-725-940.000	RENTAL EXPENSE	0.00	0.00	0.00	0.00	0.00
248-725-956.000	MISCELLANEOUS	10,000.00	247.70	247.70	9,752.30	2.48
248-725-965.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00
248-725-970.000	CAPITAL OUTLAY	1,433,000.00	0.00	0.00	1,433,000.00	0.00
248-725-970.002	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	0.00	0.00	0.00	0.00	0.00
248-725-970.003	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	0.00	0.00	0.00	0.00	0.00
248-725-988.000	UNALLOCATED FUNDS	156,560.00	0.00	0.00	156,560.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		2,488,200.00	66,303.50	66,303.50	2,421,896.50	2.66
TOTAL EXPENDITURES		2,488,200.00	66,303.50	66,303.50	2,421,896.50	2.66
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		2,488,200.00	12,042.00	12,042.00	2,476,158.00	0.48
TOTAL EXPENDITURES		2,488,200.00	66,303.50	66,303.50	2,421,896.50	2.66
NET OF REVENUES & EXPENDITURES		0.00	(54,261.50)	(54,261.50)	54,261.50	100.00
BEG. FUND BALANCE		512,643.34	512,643.34			
NET OF REVENUES/EXPENDITURES - 2025-26			262,560.82		262,560.82	
END FUND BALANCE		512,643.34	720,942.66			

08/17/2026 06:03 PM
 User: LBOHAC
 DB: Traverse City

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 07/31/2026
 % Fiscal Year Completed: 8.49

Page: 3/5

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2026-27 AMENDED BUDGET	YTD BALANCE 07/31/2026	ACTIVITY FOR MONTH 07/31/2026	AVAILABLE BALANCE	% BDGT USED
Fund 252 - DDA OLD TOWN TIF						
Revenues						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
252-725-401.000	PROPERTY TAX REVENUE PRIOR YEAR ADJ	0.00	0.00	0.00	0.00	0.00
252-725-402.000	TAXES-CURRENT-REAL ESTATE	1,151,000.00	0.00	0.00	1,151,000.00	0.00
252-725-432.000	PAYMENT IN LIEU OF TAXES	0.00	0.00	0.00	0.00	0.00
252-725-664.000	INTEREST & DIVIDEND EARNINGS	0.00	0.00	0.00	0.00	0.00
252-725-667.000	RENTS AND ROYALTIES	0.00	0.00	0.00	0.00	0.00
252-725-676.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
252-725-692.000	PRIOR YEARS' SURPLUS	330,480.00	0.00	0.00	330,480.00	0.00
252-725-699.000	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		1,481,480.00	0.00	0.00	1,481,480.00	0.00
TOTAL REVENUES		1,481,480.00	0.00	0.00	1,481,480.00	0.00
Expenditures						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
252-725-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
252-725-801.000	PROFESSIONAL AND CONTRACTUAL	58,300.00	6,534.00	6,534.00	51,766.00	11.21
252-725-804.000	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00
252-725-821.000	MARKETING & PUBLIC SERVICES	20,200.00	0.00	0.00	20,200.00	0.00
252-725-880.000	COMMUNITY PROMOTION	0.00	0.00	0.00	0.00	0.00
252-725-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00
252-725-920.000	PUBLIC UTILITIES	3,200.00	81.28	81.28	3,118.72	2.54
252-725-930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00
252-725-956.000	MISCELLANEOUS	15,000.00	0.00	0.00	15,000.00	0.00
252-725-965.000	CITY FEE	152,000.00	16,816.84	16,816.84	135,183.16	11.06
252-725-970.002	DDA ESSENTIAL PUBLIC INFRASTRUCTURE	122,000.00	0.00	0.00	122,000.00	0.00
252-725-970.003	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	60,000.00	0.00	0.00	60,000.00	0.00
252-725-970.003-DDAMA	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	10,000.00	0.00	0.00	10,000.00	0.00
252-725-970.003-DDARE	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	200,000.00	0.00	0.00	200,000.00	0.00
252-725-970.003-DDAU7	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	700,000.00	0.00	0.00	700,000.00	0.00
252-725-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00
252-725-995.000	TRANSFERS OUT/CONTRIB. TO OTHER FUNDS	140,780.00	0.00	0.00	140,780.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		1,481,480.00	23,432.12	23,432.12	1,458,047.88	1.58
TOTAL EXPENDITURES		1,481,480.00	23,432.12	23,432.12	1,458,047.88	1.58
Fund 252 - DDA OLD TOWN TIF:						
TOTAL REVENUES		1,481,480.00	0.00	0.00	1,481,480.00	0.00
TOTAL EXPENDITURES		1,481,480.00	23,432.12	23,432.12	1,458,047.88	1.58
NET OF REVENUES & EXPENDITURES		0.00	(23,432.12)	(23,432.12)	23,432.12	100.00
BEG. FUND BALANCE		1,195,623.99	1,195,623.99			
NET OF REVENUES/EXPENDITURES - 2025-26			606,670.76		606,670.76	
END FUND BALANCE		1,195,623.99	1,778,862.63			

08/17/2026 06:03 PM
User: LBOHAC
DB: Traverse City

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 07/31/2026
% Fiscal Year Completed: 8.49

Page: 4/5

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2026-27 AMENDED BUDGET	YTD BALANCE 07/31/2026	ACTIVITY FOR MONTH 07/31/2026	AVAILABLE BALANCE	% BDGT USED
Fund 253 - DDA TIF 97						
Revenues						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
253-725-401.000	PROPERTY TAX REVENUE PRIOR YEAR ADJ	0.00	0.00	0.00	0.00	0.00
253-725-402.000	TAXES-CURRENT-REAL ESTATE	4,875,000.00	0.00	0.00	4,875,000.00	0.00
253-725-432.000	PAYMENT IN LIEU OF TAXES	30,000.00	0.00	0.00	30,000.00	0.00
253-725-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00	0.00	0.00	0.00
253-725-664.000	INTEREST & DIVIDEND EARNINGS	3,400.00	0.00	0.00	3,400.00	0.00
253-725-667.000	RENTS AND ROYALTIES	0.00	0.00	0.00	0.00	0.00
253-725-676.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
253-725-692.000	PRIOR YEARS' SURPLUS	2,887,230.00	0.00	0.00	2,887,230.00	0.00
253-725-699.000	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		7,795,630.00	0.00	0.00	7,795,630.00	0.00
TOTAL REVENUES		7,795,630.00	0.00	0.00	7,795,630.00	0.00
Expenditures						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
253-725-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
253-725-801.000	PROFESSIONAL AND CONTRACTUAL	313,000.00	29,761.00	29,761.00	283,239.00	9.51
253-725-801.000-DDAFA	PROFESSIONAL AND CONTRACTUAL	61,000.00	510.00	510.00	60,490.00	0.84
253-725-801.004	BANK SERVICE FEES	0.00	0.00	0.00	0.00	0.00
253-725-804.000	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00
253-725-821.000	MARKETING & PUBLIC SERVICES	90,900.00	0.00	0.00	90,900.00	0.00
253-725-880.000	COMMUNITY PROMOTION	0.00	0.00	0.00	0.00	0.00
253-725-900.000	PRINTING AND PUBLISHING	3,500.00	0.00	0.00	3,500.00	0.00
253-725-920.000	PUBLIC UTILITIES	20,000.00	493.17	493.17	19,506.83	2.47
253-725-956.000	MISCELLANEOUS	30,000.00	0.00	0.00	30,000.00	0.00
253-725-965.000	CITY FEE	587,800.00	67,267.37	67,267.37	520,532.63	11.44
253-725-970.002	DDA ESSENTIAL PUBLIC INFRASTRUCTURE	520,000.00	0.00	0.00	520,000.00	0.00
253-725-970.002-DDARS	DDA ESSENTIAL PUBLIC INFRASTRUCTURE	14,000.00	0.00	0.00	14,000.00	0.00
253-725-970.002-DDAUS	DDA ESSENTIAL PUBLIC INFRASTRUCTURE	150,000.00	0.00	0.00	150,000.00	0.00
253-725-970.003	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	10,000.00	0.00	0.00	10,000.00	0.00
253-725-970.003-DDABO	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	400,000.00	0.00	0.00	400,000.00	0.00
253-725-970.003-DDAFM	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	3,083,000.00	0.00	0.00	3,083,000.00	0.00
253-725-970.003-DDAMA	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	380,000.00	0.00	0.00	380,000.00	0.00
253-725-970.003-DDARO	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	500,000.00	0.00	0.00	500,000.00	0.00
253-725-970.003-DDASS	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	200,000.00	0.00	0.00	200,000.00	0.00
253-725-991.000	PRINCIPAL/PRINCIPAL EXPENSES	790,000.00	0.00	0.00	790,000.00	0.00
253-725-994.000	INTEREST EXPENSE	36,700.00	0.00	0.00	36,700.00	0.00
253-725-995.000	TRANSFERS OUT/CONTRIB. TO OTHER FUNDS	605,730.00	0.00	0.00	605,730.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		7,795,630.00	98,031.54	98,031.54	7,697,598.46	1.26
TOTAL EXPENDITURES		7,795,630.00	98,031.54	98,031.54	7,697,598.46	1.26
Fund 253 - DDA TIF 97:						
TOTAL REVENUES		7,795,630.00	0.00	0.00	7,795,630.00	0.00
TOTAL EXPENDITURES		7,795,630.00	98,031.54	98,031.54	7,697,598.46	1.26

08/17/2026 06:03 PM
User: LBOHAC
DB: Traverse City

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 07/31/2026
% Fiscal Year Completed: 8.49

Page: 5/5

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2026-27 AMENDED BUDGET	YTD BALANCE 07/31/2026	ACTIVITY FOR MONTH 07/31/2026	AVAILABLE BALANCE	% BDGT USED
Fund 253 - DDA TIF 97						
NET OF REVENUES & EXPENDITURES		0.00	(98,031.54)	(98,031.54)	98,031.54	100.00
BEG. FUND BALANCE		7,474,213.38	7,474,213.38			
NET OF REVENUES/EXPENDITURES - 2025-26			1,107,403.20		1,107,403.20	
END FUND BALANCE		7,474,213.38	8,483,585.04			
TOTAL REVENUES - ALL FUNDS		11,765,310.00	12,042.00	12,042.00	11,753,268.00	0.10
TOTAL EXPENDITURES - ALL FUNDS		11,765,310.00	187,767.16	187,767.16	11,577,542.84	1.60
NET OF REVENUES & EXPENDITURES		0.00	(175,725.16)	(175,725.16)	175,725.16	100.00
BEG. FUND BALANCE - ALL FUNDS		9,182,480.71	9,182,480.71			
END FUND BALANCE - ALL FUNDS		9,182,480.71	10,983,390.33			

08/17/2026 06:04 PM
User: LBOHAC
DB: Traverse City

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 07/31/2026
% Fiscal Year Completed: 8.49

Page: 1/1

GL NUMBER	DESCRIPTION	2026-27 AMENDED BUDGET	YTD BALANCE 07/31/2026	ACTIVITY FOR MONTH 07/31/2026	AVAILABLE BALANCE	% BDGT USED
Fund 107 - PUBLIC ARTS COMMISSION FUND						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
107-000-569.000	STATE GRANTS - OTHER	0.00	0.00	0.00	0.00	0.00
107-000-664.000	INTEREST & DIVIDEND EARNINGS	0.00	0.00	0.00	0.00	0.00
107-000-664.002	CHANGE IN FAIR VALUE OF INVESTMENTS	0.00	0.00	0.00	0.00	0.00
107-000-674.000	CONTRIBUTIONS-PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00
107-000-675.000	CONTRIBUTIONS-PUBLIC SOURCES	0.00	0.00	0.00	0.00	0.00
107-000-676.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
107-000-692.000	PRIOR YEARS' SURPLUS	38,000.00	0.00	0.00	38,000.00	0.00
107-000-699.000	TRANSFERS IN	80,000.00	0.00	0.00	80,000.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		118,000.00	0.00	0.00	118,000.00	0.00
TOTAL REVENUES		118,000.00	0.00	0.00	118,000.00	0.00
Expenditures						
Dept 000 - NON-DEPARTMENTAL						
107-000-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
107-000-801.000	PROFESSIONAL AND CONTRACTUAL	48,000.00	15,000.00	15,000.00	33,000.00	31.25
107-000-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00
107-000-930.000	REPAIRS AND MAINTENANCE	15,000.00	0.00	0.00	15,000.00	0.00
107-000-970.000	CAPITAL OUTLAY	55,000.00	0.00	0.00	55,000.00	0.00
107-000-970.000-02274	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
107-000-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		118,000.00	15,000.00	15,000.00	103,000.00	12.71
TOTAL EXPENDITURES		118,000.00	15,000.00	15,000.00	103,000.00	12.71
Fund 107 - PUBLIC ARTS COMMISSION FUND:						
TOTAL REVENUES		118,000.00	0.00	0.00	118,000.00	0.00
TOTAL EXPENDITURES		118,000.00	15,000.00	15,000.00	103,000.00	12.71
NET OF REVENUES & EXPENDITURES		0.00	(15,000.00)	(15,000.00)	15,000.00	100.00
BEG. FUND BALANCE		185,567.63	185,567.63			
NET OF REVENUES/EXPENDITURES - 2025-26			(3,558.57)		(3,558.57)	
END FUND BALANCE		185,567.63	167,009.06			



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
harry@downtowntc.com
231-922-2050

MEMORANDUM

To: Downtown Development Authority Board

From: Harry Burkholder, Executive Director

Date: August 18, 2026

Re: TIF-97 Project Priorities

Farmers Market Pavillion

Construction is underway and will continue as long into the fall and early winter as weather permits but will be completed in the spring. We remain hopeful for favorable weather conditions that will enable the project to advance as far as possible before the seasonal shutdown.

Due to the Pavilion's extended schedule and unplanned loss of parking revenue, the City may request reimbursement from the DDA to the Auto Parking Fund.

Boardman/Ottaway River Constriction Drawings RFP

Based on the direction of the DDA Board, we have been working with City Engineering to develop an RFP for construction drawings for the Boardman/Ottaway River project. We anticipate releasing the RFP this week or early next week.



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
harry@downtowntc.com
231-922-2050

Memorandum

To: DDA Board of Directors

From: Harry Burkholder, DDA Executive Director

Date: August 10, 2026

Subject: Two-Way Circulation – Consulting Services

At its July 20th meeting, the City Commission approved keeping State Street, Pine Street, and Boardman Avenue under two-way circulation.

At the direction of the City Commission, DDA staff is working with City Engineering to identify and prioritize some of the first-phase modifications needed to support the continued two-way configuration. These improvements will likely include modifications to the Pine Street and Front Street intersection, as well as traffic signal modifications to better facilitate left-turn movements and reduce traffic queues.

In addition, the DDA has been asked to help facilitate a broader discussion about the future roadway configuration and how the system can best accommodate all modes of transportation, including vehicles, pedestrians, and bicyclists. To assist with this process, I am requesting that the DDA Board consider approval of a not-to-exceed contract with Progressive Companies to facilitate the discussion, evaluate potential configurations, and help develop recommendations for consideration by the DDA Board, Complete Street Committee, City Commission and broader community.

Recommended Motion:

That the DDA Board approve a not-to-exceed contract with Progressive Companies, in an amount of \$20,000 to facilitate the process of evaluating future roadway configurations and multimodal transportation needs associated with the continued two-way circulation of State Street, Pine Street, and Boardman Avenue.



August 3, 2026

Harry Burkholder
Executive Director
Traverse City Downtown Development Authority
303 East Stat Street
Traverse City, MI 49684

Re: Proposal for Professional Transportation Planning, Engineering, and Design As-Needed Services
for State Street Implementation

Dear Harry,

Progressive Companies is pleased to present this proposal for as-needed transportation planning, engineering, and design services for the Traverse City Downtown Development Authority (DDA) in coordination with the State Street Two-Way project. Following is our project understanding and scope of services, proposed schedule, and compensation for your consideration.

PROJECT UNDERSTANDING AND SCOPE OF BASIC SERVICES

The request is for general coordination, transportation planning, engineering, and design services related to the State Street Two-Way project. This work will assist in exploring and implementing the improvements recommended with the formal conversion of State Street to two (2)-way operations. Services may include coordination with DDA staff, City of Traverse City (City) staff, and project consultants; meetings with key stakeholders; cost estimating; engineering design; and implementation phasing. Additional services, such as complex design work, may be requested in writing by the DDA, as needed.

Task 1 – Project Coordination Meetings

Progressive Companies will attend coordination meetings with DDA and City staff, as needed, to coordinate implementation of improvements planned to finalize State Street with two (2)-way operation.

Task 2 – Engineering and Design Services

Progressive Companies will complete technical engineering and design work related to finalizing State Street for two (2)-way operations (signs, pavement markings, parking, geometrics, etc.). Prior to proceeding with design activities, the Project Manager will confirm the scope of work and hour estimate for each task.

SCHEDULE

Tasks will be completed on an as-needed basis.

PROFESSIONAL COMPENSATION

Based upon the above identified scope of services, Progressive Companies to provide the work as delineated above on an hourly basis towards an estimated amount of \$20,000 (twenty thousand dollars). Progressive Companies will notify the DDA in writing prior to exceeding the total cost estimate and will not proceed with additional work until given approval.

Chris Zull will serve as the primary client point of contact and other assigned staff, including Jason Ball, Dan Westenburg, Matthew Boelkins, and James Kilborn, may be delegated tasks, as appropriate, per the attached Schedule of Invoice Rates. Reimbursable expenses are in addition to the professional compensation and will be invoiced according to the attached Schedule of Invoice Rates, along with additional rates for other services provided by Progressive Companies.

Progressive Companies | weareprogressive.com

Progressive Companies has prepared this proposal for the Traverse City Downtown Development Authority and we request that it be treated as confidential and not copied or distributed for any reason other than evaluation for hire.

The attached Standard Agreement Provisions are incorporated into and made part of this proposal. If an AIA or other Standard form of Agreement is entered into by the Parties, the AIA or other Standard Form of Agreement will include the terms and conditions of the Standard Agreement Provisions. If this proposal meets with your approval, please sign below and return a copy of the signed proposal. Your signature will be our authorization to begin the work and place the project in the firm's schedule. If you do not sign and return this proposal, and after receipt of this proposal you request or accept services from Progressive Companies in connection with this or any other engagement, your request or acceptance of such services will be deemed to be an acquiescence or agreement with the terms provided in this proposal.

We look forward to working on this project with you and your team.

Sincerely,

Christopher E. Zull, PE
Transportation Practice Leader

William W. Culhane, RA, CDT, LEED AP, Principal
Director of Architecture

Accepted By: _____

Printed Name: _____ Date: _____

Traverse City Downtown Development Authority

CEZ/ecy
C:\ACC_DC\ACCDocs\Progressive Companies\91370001-5 - TC DDA State St 2-Way Implt As-Needed\Project Files\00 Admin\02
Agreements\01 Letter Proposal\2026 08 03 Traverse City State Street Implementation Support Services Proposal.docx

Progressive Companies | weareprogressive.com

Standard Agreement Provisions
Engineering Services

The parties to this Agreement, Progressive Companies, hereinafter called the ENGINEER and Traverse City Downtown Development Authority, hereinafter called the OWNER, hereby agree to the following conditions:

1. Scope of Services: The services provided by the ENGINEER shall be limited to those described in the proposal dated August 3, 2026. The parties agree that the Standard Agreement Provisions incorporated herein shall govern.
2. Term: If services covered by this Agreement have not been completed within fourteen (14) months of the date of this Agreement, through no fault of the ENGINEER, extension of the ENGINEER's services beyond that time shall be compensated as additional services.
3. Changed Conditions: If, during the term of this Agreement, the ENGINEER becomes aware of any circumstances or conditions that were not originally contemplated by or known to the ENGINEER, then to the extent that they affect the scope of services, compensations, schedule, allocation of risks or other material terms of this Agreement, the ENGINEER may call for re-negotiation of appropriate portions of the Agreement. The ENGINEER shall notify the OWNER of the changed conditions necessitating re-negotiation, and the ENGINEER and the OWNER shall promptly and in good faith enter into re-negotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
4. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such additional services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt.
5. Standard of Care: Professional Services provided by the ENGINEER will be conducted in a manner consistent with that level of care ordinarily and normally exercised by licensed engineers and engineers practicing in the State where the Project resides. In reference to the Standard of Care, the OWNER and ENGINEER acknowledge that changes may be required because of possible errors, omissions, ambiguities or inconsistencies in the plans and specifications, and, therefore, that the costs of the project may exceed the construction contract sum. The OWNER and ENGINEER agree that a design contingency in the amount of three percent (3%) of the cost of the work be established, as required, to pay for any such increased project costs. The OWNER further agrees to make no claim by way of direct or third-party action against the ENGINEER or his or her subconsultants with respect to any payments within the limit of the contingency reserve made to the construction contractors because of such changes or because of any claims made by the construction contractors relating to such changes. Costs or expenses that are considered value added/betterment (see Paragraph 29) to the project shall not be applied against the design contingency. The design contingency shall be established as a line item in the overall project budget and be carried through the project's construction phase.
6. Schedule for Rendering Services: The ENGINEER shall prepare and submit for OWNER approval a schedule for the performance of the ENGINEER's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by the OWNER, or for delays or other causes beyond the ENGINEER's reasonable control.
7. Payment Terms: Invoices will be submitted by the ENGINEER monthly, are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the date of invoice. Invoices past due shall accrue interest at one percent (1%) per month from the

Standard Agreement Provisions
Engineering Services

original invoice date. If past due invoices cause the ENGINEER to proceed with legal action or collection services, the OWNER agrees to pay all of the ENGINEER's collection expenses including reasonable attorney fees.

8. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the ENGINEER has no control over the cost or availability of labor, equipment, or materials, or over market conditions or the Contractor's method of pricing, and that the ENGINEER's opinions of probable construction costs are made on the basis of the ENGINEER's professional judgment and experience. The ENGINEER makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from the ENGINEER's opinion of probable construction cost.
9. Ownership of Instruments of Service: The OWNER acknowledges the ENGINEER's design documents, including electronic files, reports, drawings, worksheets, plans, supporting documents and other material as the ENGINEER's instruments of professional service. Provided that the OWNER complies with all obligations of this Agreement and, upon completion of the services and payment in full of all monies due to the ENGINEER, the ENGINEER shall provide the OWNER with an exclusive agreement to use the final construction documents prepared under this Agreement for construction or maintaining the project. The OWNER shall not reuse or make any modifications to the construction documents without the prior written authorization of the ENGINEER. The OWNER agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the ENGINEER, its officers, directors, employees, and subconsultants (collectively, ENGINEER) against any damages, liabilities or costs, including reasonable lawyers' fees and defense costs, arising from or allegedly arising from or in any way related to or connected with the unauthorized reuse or modification of the construction documents by the OWNER or any person or entity that acquires or obtains the construction documents from or through the OWNER without the written authorization of the ENGINEER.

Under no circumstances shall the transfer of ownership of the ENGINEER's drawings, specifications, electronic files, or other instruments of service be deemed a work made for hire, or sale by the ENGINEER, and the ENGINEER makes no warranties, either express or implied, of merchantability and fitness for any particular purpose, nor shall such transfer be construed or regarded as any waiver or other relinquishment of the ENGINEER's copyrights or intellectual property rights including Universal Design innovation strategies, checklists, reports and processes in any of the foregoing, full ownership of which shall remain with ENGINEER, absent the ENGINEER's express prior written consent.

Native format software models (NFSM) used in development and/or analysis of the OWNER's power system(s) are considered the intellectual property of the ENGINEER. The ENGINEER reserves the right of sole ownership of said NFSM. Sole ownership by the ENGINEER shall survive termination or expiration of the agreement with the OWNER and shall not be restricted by any constraint.

10. Digital Data/Electronic Media: The ENGINEER reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the ENGINEER in CAD form. Release of digital data will be by execution of the ENGINEER's digital data licensing Agreement (AIA Document C106-2013 or latest edition). Copies shall be for information and used by the OWNER for the specific purpose for which the ENGINEER was engaged. Said material shall not be used by the OWNER, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended without the ENGINEER's express written permission. Any unauthorized modification or reuse of the materials shall be at the OWNER's sole risk, and the OWNER agrees to defend, indemnify, and hold the ENGINEER harmless, from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of the unauthorized use or modification of all Project documentation. Under no circumstance shall the transfer of drawings

**Standard Agreement Provisions
Engineering Services**

or data or other instruments of service on digital data for use by the Recipient be construed to be as a sale. ENGINEER makes no warranties, either express or implied or of merchantability or of fitness for a particular purpose. To the extent that the digital data includes building information models (Models), the parties agree to the following terms. (1) The Models are intended for the purpose of communicating design intent only and are not construction documents. (2) The Models may not detect all conflicts or inconsistencies. (3) The Models are not intended for quantity take-offs, cost estimates, fabrication, or dimensional purposes. (4) Information contained in the Models will not be construed to dictate construction means or methods. This will remain the Contractor or Fabricator's responsibility.

11. Dispute Resolution: In an effort to resolve any conflict, the duly authorized representatives of each party will meet together in good faith in an attempt to resolve the conflict. If this attempted resolution fails to resolve the claim or dispute, the parties agree that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for non-binding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. The parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto. Any time expended in mediation shall not be included in calculating the time for filing arbitration.

If mediation fails to resolve the claim or dispute, the matter shall be submitted to arbitration with the American Arbitration Association under the Construction Industry rules, unless the parties agree otherwise or unless a plaintiff not a party hereto institutes litigation in a court of competent jurisdiction and said court takes personal jurisdiction over one of the parties hereto regarding the same subject matter as in dispute between the parties hereto.

The demand for arbitration shall be made within one (1) year of the date the claimant knew or should have known of the existence of the claim, dispute, or other matter but in no event later than three (3) years after the date of substantial completion of the project. If the demand for arbitration is not effectuated within such times, the claim, dispute, or other matter shall be forever barred.

The decision rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. In the event either party makes a claim or brings an arbitration action or lawsuit against the other party for any act arising out of the performance of the services hereunder, and the claimant fails to prove such claim or action, then the claimant shall pay all legal and other costs (including attorneys' fees) incurred by the other party in defense of such claim or action.

It is intended by the parties to this Agreement that the ENGINEER's services in connection with the Project shall not subject the ENGINEER's individual employees, officers, or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the OWNER agrees that as the OWNER's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against the ENGINEER, a Michigan corporation, and not against any of the ENGINEER's individual employees, officers, or directors.

12. Termination: If the OWNER fails to make payments in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the ENGINEER's option, cause for suspension of services. The ENGINEER shall provide seven days' written notice. If the OWNER or ENGINEER suspends the Project, the ENGINEER shall be compensated for services performed prior to notice of suspension. The ENGINEER's fees for the remaining services and the time schedule shall be equitably adjusted. Either party may terminate this Agreement upon not less than seven days' written notice to the other party for convenience and without cause. If the Agreement is terminated, the ENGINEER shall be

Standard Agreement Provisions
Engineering Services

compensated by the OWNER for services performed prior to termination and reimbursable expenses including costs attributable to termination, including the costs attributable to the ENGINEER's termination of consultant Agreements.

13. Professional Liability Insurance and Limitation of Liability: The ENGINEER maintains professional liability insurance as part of its normal business practice. The OWNER agrees to limit the ENGINEER's liability to the OWNER and to all Construction Contractors and Subcontractors on the project due to the ENGINEER's negligent acts, errors, or omissions, such that the total aggregate liability of the ENGINEER to all those named shall not exceed the amount of the ENGINEER's compensation for the Project.

14. Indemnification: Subject to the limitation in Paragraph 13 above the ENGINEER agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER, its officers, directors and employees (collectively, OWNER) against all damages, liabilities or costs, including reasonable attorneys' fees and defense cost, to the extent caused by the ENGINEER's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the ENGINEER is legally liable.

The OWNER agrees to the fullest extent permitted by law, to indemnify and hold harmless the ENGINEER, its officers, directors, employees and subconsultants (collectively ENGINEER) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the OWNER negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the OWNER is legally liable.

Neither OWNER or ENGINEER shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

15. Mutual Waiver of Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the ENGINEER, their respective officers, directors, partners, employees, contractors or sub-consultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of incidental, indirect and consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the ENGINEER shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

16. Delays: The OWNER agrees that the ENGINEER is not responsible for any damages arising directly or indirectly from any delays for causes beyond the ENGINEER's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions, epidemics, pandemics, or other natural disasters or acts of God; fires, riots, war or other emergencies; failure of any government agency to act in a timely manner; failure of performance by OWNER or the OWNER's contractors or consultants; or discovery of any hazardous substance or differing site conditions. In addition, if the delays resulting from any such causes increase the cost or time required by the ENGINEER to perform its services in an orderly and efficient manner, the ENGINEER shall be entitled to a reasonable adjustment in schedule and compensation.

17. Disputed Invoices: If the OWNER objects to any portion of an invoice, the OWNER shall so notify the ENGINEER in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment

Standard Agreement Provisions
Engineering Services

terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one percent (1%) per month shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the ENGINEER's favor and shall be calculated on the unpaid balance from the due date of the invoice.

18. ADA Requirements: The ENGINEER shall make a reasonable professional effort to interpret applicable ADA requirements as they apply to this project but cannot warrant or guarantee compliance due to the fact it is civil rights legislation and open to many different interpretations.
19. Code Compliance: The ENGINEER shall put forth reasonable professional efforts to comply with applicable laws, codes, and regulations in effect as of the date of the execution of this Agreement. Design changes made necessary by newly enacted laws, codes and regulations after the date shall entitle the ENGINEER to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.
20. Buried Utilities: The OWNER will be responsible for furnishing the ENGINEER information identifying the type of all underground utilities and verifying their specific locations. The ENGINEER (or their subconsultant) will rely on this information and prepare a plan that shows the locations intended for connections with respect to assumed locations of underground utilities provided by the OWNER. The OWNER will approve of all locations of subsurface penetrations prior to them being made. The OWNER agrees to waive all claims and causes of action against the ENGINEER for damages to underground improvements. The OWNER further agrees to indemnify and hold the ENGINEER harmless from any damage, liability, or cost, including reasonable attorney's fees and defense costs for any property damage, injury or economic loss arising or allegedly arising from subsurface penetrations.
21. Condominium Conversion: If the ENGINEER's services and Construction Documents are intended for the design and construction of residential or commercial rental units, they shall be under the ownership and control of a single, integrated OWNER. In the event the Project is changed to any other purpose or use, including, but not limited to, subdivision into individual units for sale, the ENGINEER shall have no responsibility, and shall be released from all obligations and liabilities for the Project, and each and every right, license and/or ownership interest of the OWNER of the Construction Documents shall be void. The OWNER shall be expressly prohibited from making any further use of the Construction Documents for any purpose, including, but not limited to, the conversion of the Project to another purpose. Further, the OWNER agrees, to the fullest extent permitted by law, to indemnify, immediately defend, and hold harmless the ENGINEER, its officers, directors, employees and subconsultants (collectively, ENGINEER) against all damages, liabilities, or costs, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the services performed under this Agreement.
22. Energy Tax Deduction: The ENGINEER may wish to pursue an energy tax deduction under Section 179D of the Internal Revenue Code for this Project. Such deductions are available to design firms for projects that reduce overall energy use of a building. If ENGINEER determines that this Project meets the relevant 179D qualification criteria, the OWNER agrees to allocate the tax deduction to ENGINEER by signing an Allocation Acknowledgement form which is required by the IRS to receive the deduction.
23. Evaluation of Work: The ENGINEER shall have authority to reject work that does not conform to the contract documents; however, the ENGINEER does not have authority to stop work at any time.

**Standard Agreement Provisions
Engineering Services**

24. Hazardous Materials: The ENGINEER shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site. The OWNER shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.
25. Hiring of Personnel: OWNER may not directly hire any employee of the ENGINEER. OWNER agrees that it shall not, directly, or indirectly solicit any employee of the ENGINEER from accepting employment with OWNER, affiliate companies, or competitors of ENGINEER.
26. Means and Methods: The ENGINEER shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work, nor shall the ENGINEER be responsible for the constructor's failure to perform work in accordance with the contract documents.
27. Site Signage: The ENGINEER shall be permitted to install exterior signs on the project premises for promotional purposes.
28. Timeliness of Performance: The OWNER and ENGINEER are aware that many factors outside the Agreement control may affect the ENGINEER's ability to complete the services to be provide under Agreement. The ENGINEER will perform these services with reasonable diligence and expediency consistent with sound professional practices.
29. Value-Added/Betterment: If, due to the ENGINEER's error or omission, any required item or component of the project is omitted from the ENGINEER's Construction documents, the ENGINEER shall not be responsible for paying the cost to add such item or components to the extent that such item or component would have otherwise been necessary to the project or otherwise adds value or betterment to the project. In no event will the ENGINEER be responsible for any construction or premium costs or expenses that provide value, upgrade, or enrichment of the project.
30. Disclosure of Affiliated Entities: OWNER acknowledges that ARCHITECT and its parent company, Progressive Holdings, Inc., hold ownership interests in or are otherwise affiliated with various entities that provide services and products related to projects of this type (collectively, the "Affiliated Entities"). ARCHITECT may identify, recommend, or coordinate with Affiliated Entities where consistent with the standard of care and the OWNER's program and budget for the Project, and OWNER waives any claim that such relationship, standing alone, constitutes a conflict of interest. OWNER retains the sole right to select, reject, or replace any contractor, vendor, or supplier, and any engagement of an Affiliated Entity shall be pursuant to a separate written agreement between OWNER and that entity. Upon OWNER's request, ARCHITECT shall disclose to OWNER in writing at the time of any recommendation whether the proposed party is an Affiliated Entity.
31. Assignment to Affiliated Entity: OWNER acknowledges that Progressive Companies operate through a family of affiliated entities, certain of which are separately licensed and hold certificates of authorization to practice engineering in specific states as required by applicable law. Accordingly, Progressive Companies reserves the right, at its sole discretion and without further consent of OWNER, to assign this Agreement to any affiliated entity that holds the appropriate license or certificate of authorization in the jurisdiction where the Project is located. Any such assignment shall not diminish the scope, quality, or continuity of services provided, and Progressive Companies shall remain responsible for the coordinated performance of the work in accordance with the terms of this Agreement. Client agrees to execute any documents reasonably necessary to effectuate such assignment and to recognize the assigned entity as the contracting party of record for licensure and regulatory purposes in the applicable jurisdiction.



Schedule of Invoice Rates - 2026

Hourly Staff Charges

Class 10 Personnel	Director, Principal	\$290/hour
Class 9 Personnel	Director of Strategy and Transformation, Practice Leader, Principal / Team Leader, Project Principal, Senior Healthcare Planner, Senior Project Leader	\$230/hour
Class 8 Personnel	Senior Architect, Senior Construction Project Manager, Senior Engineer, Senior Project Manager, Team Leader, Transportation Engineer	\$200/hour
Class 7 Personnel	Architect III, Construction Administrator, Engineer III, Senior Construction Superintendent, Senior Environmental Scientist, Senior Estimator, Senior Landscape Architect, Senior Project Designer, Senior Surveyor	\$185/hour
Class 6 Personnel	Architect II, Engineer II, Estimator, Landscape Architect III, Planner III, Project Designer, Project Manager II, Senior Architectural Staff, Senior Engineering Designer, Senior Interior Designer	\$160/hour
Class 5 Personnel	Architect, Architectural Staff II, Construction Project Manager, Engineer, Interior Designer III, Lighting Designer, Project Manager, Senior Engineering Technician, Senior Survey Technician	\$135/hour
Class 4 Personnel	Architectural Technician, Construction Superintendent, Engineering Designer II, Environmental Scientist III, Interior Designer II, Landscape Architect, Landscape Designer II, Planner II	\$120/hour
Class 3 Personnel	Architectural Staff, Construction Observer, Engineering Designer, Environmental Scientist II, Interior Designer, Landscape Designer, Survey Technician	\$100/hour
Class 2 Personnel	Engineering Technician, Field Scientist, Interior Design Staff, Planner, Project Coordinator	\$90/hour
Class 1 Personnel	Intern	\$65/hour

Reimbursable Expenses

1. Fees for Program, Financial or Procurement Management services when the Owner has engaged a supplier and Architect is subject to a fee.
2. Building permit fees and plan review fees as required by the authorities having jurisdiction over projects at cost plus 10%.
3. Outside services, consultants, travel, and lodging at cost plus 10%.
4. Copies, telephone, cell phone voice and data charges and office supplies will be charged through a \$25 per month Misc. Office Expense charge. This charge will not be applied to invoices under \$1,000.
5. CAD black/white plotting at 25¢ per square foot; CAD color plotting at 35¢ per square foot; CAD low density color images at 40¢ each; and CAD high density color images at 60¢ each. Postage, shipping, and lab tests at cost. Files written to CD will be minimum \$100 per drawing or \$500 maximum. Passenger vehicle mileage on projects at the IRS Standard Rate (currently 72.5¢ per mile). Drone equipment at \$250 per fly. Survey equipment at \$160 per day. Building scanner at \$600 per day. Traffic Counters at \$100 per count. Surveying supplies at 75¢ per stake. Commissioning equipment at \$100 per project.
6. Overtime expenses requiring higher than normal rates if authorized by owner.

Notes:

1. Invoices are due upon receipt. Unpaid invoices shall bear interest at a rate of 1 percent per month if not paid within 30 days of the date of the invoice.
2. Special media requests may be at a higher rate.
3. Hourly staff charges and expenses are subject to change annually.

STD RATE

January 20, 2026

Progressive Companies | weareprogressive.com



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
harry@downtowntc.com
231-922-2050

MEMORANDUM

To: Downtown Development Authority Board

From: Harry Burkholder, Executive Director

Date: August 10, 2026

Re: Rotary Square - Approval of Additional Engineering Work

As you may recall, the riverbank adjacent to the alley along Rotary Square sustained damage during the April 2026 flooding event. DDA staff have been involved in ongoing discussions with City leadership, including the City Engineering Office, and engineers working on behalf of the Great Lakes Fishery Commission to evaluate how our proposed Rotary Square improvements can best be coordinated with potential future riverbank stabilization and restoration efforts.

The potential scope and extent of the stabilization and restoration work remain unsettled, and there are several possible approaches under consideration. Depending on the direction ultimately taken, the DDA may need to re-engineer the interface between Rotary Square and the riverbank. To ensure the Rotary Square project is prepared to accommodate potential changes to the riverbank and remain on track to bid the project this fall, staff asked Progressive Companies to develop a proposal for additional engineering work. The proposal is attached for the Board's review.

I am seeking approval of the additional engineering work at this time, so the DDA is prepared to proceed if the riverbank stabilization plans require modifications to the alley or the interface with Rotary Square. Approval of this work does not commit the DDA to eliminating the alley or otherwise modifying the Rotary Square project if the stabilization efforts do not require such changes.

Like all previous design and engineering efforts for this project, funding for the additional design and engineering work would be provided through the DDA's existing grant with Rotary Charities.

Recommended Motion

That the DDA Board approve a contract for additional design and engineering services related to potential modifications to the Rotary Square project resulting from future riverbank stabilization and restoration efforts, in an amount not to exceed \$29,300, with funding, if needed, provided through the DDA's existing Rotary Charities grant subject to approval as to its form by the DDA Executive Director and Attorney.



Change in Service Request 02

Project: Traverse City – Rotary Square
Project No: 91370007
Date: August 18, 2026
Owner: Traverse City Downtown Development Authority
Harry Bulkholder, Executive Director
Agreement Date: December 3, 2025

Progressive Companies requests a formal change in service to the original executed agreement. Below is our understanding of the scope of service changes, impact to schedule, and respective compensation costs for your consideration.

ADDITIONAL SERVICES

Additional services resulting in this CSR 02 include the following tasks. Work will not begin until the Downtown Development Authority receives confirmation of the approach to slope stabilization from the City of Traverse City and provides Progressive Companies with a notice to proceed in writing.

Task 1 – Overlook Construction Document Revisions I \$13,500

Revise the Overlook construction document set to reflect the revised project limits resulting from the FishPass slope stabilization design prepared by AECOM. The revisions will maintain the previously approved design intent to the greatest extent practicable while incorporating a new fence that is compatible with the aesthetic of Rotary Square.

Task 1 includes:

- One (1) client review of schematic-level drawings to confirm the revised design direction.
- A revised opinion of probable construction cost.
- Revised construction documents reflecting the updated project limits.
- Technical specifications for the proposed fence.

Task 2 – Vista Platform Concept Study I \$5,800

The FishPass slope stabilization improvements create an opportunity to incorporate a vista platform overlooking FishPass. This task will evaluate the feasibility and design potential of the platform at a conceptual level, providing the information needed for the Traverse City DDA to determine whether the feature should be incorporated into the Rotary Square project.

Task 2 includes:

- One (1) conceptual design option with precedent imagery illustrating the proposed character and design intent.
- A concept-level opinion of probable construction cost comparing two structural/construction approaches.
- One (1) client review meeting to present the concept and confirm direction.

IMPACT TO SCHEDULE

The work described in Tasks 1 and 2 will be completed within **six (6) weeks** of receiving signed authorization to proceed.

PROFESSIONAL COMPENSATION ADJUSTMENT

Additional Proposed Compensation CSR 02

\$19,300 (nineteen thousand, three hundred dollars)

Unless noted above, this CSR 02 defining additional services, schedule impact, and professional compensation shall be governed by the same terms and conditions as the original executed Agreement.

If this CSR meets with your approval, please sign below and return a copy of the signed CSR. Your signature is required and will be our authorization to begin the work on the above stated additional services. If you do not sign and return this CSR, and after receipt of this CSR you request or accept services from Progressive Companies in connection with this or any other engagement, your request or acceptance of such services will be deemed to be an acquiescence or agreement with the terms provided in this CSR.

Sincerely,

Lauren Pedigo
Senior Planner

Jeffrey M. Roman, PE, LEED AP
Principal

Accepted By: _____

Printed Name: _____ Date: _____

Traverse City Downtown Development Authority

LP/cab
P:\91370007\01 ADMIN\A1 CONTRACTS\Lot K CSR\2026 07 20 Rotary Square Change in Service Request 02.docx



Change in Service Request 03

Project: Traverse City – Rotary Square
Project No: 91370007
Date: August 18, 2026
Owner: Traverse City Downtown Development Center
Harry Bulkholder, Executive Director
Agreement Date: December 3, 2025

Progressive Companies requests a formal change in service to the original executed agreement. Below is our understanding of the scope of service changes, impact to schedule, and respective compensation costs for your consideration.

ADDITIONAL SERVICES

Additional services resulting in this CSR 03 include the following task. This task will not proceed until Progressive Companies receives a written notice to proceed from the Downtown Development Authority.

Task 1 – Vista Platform Construction Document Incorporation I \$10,000

Upon written authorization to proceed following completion of CSR 02 – Task 2 (Vista Platform Concept Study), the selected vista platform concept will be incorporated into the Rotary Square construction document set.

Task 1 includes:

- One (1) client review of schematic-level drawings to confirm the preferred design direction.
- Revision of the construction documents to incorporate the selected vista platform design.
- A revised opinion of probable construction cost at the completion of construction documentation.
- Technical specifications for the proposed vista platform.

IMPACT TO SCHEDULE

Work described in Task 1 will be completed within four (4) weeks of receiving signed authorization to proceed.

PROFESSIONAL COMPENSATION ADJUSTMENT

Additional Proposed Compensation CSR 03	\$10,000 (ten thousand dollars)
--	--

Unless noted above, this CSR 03 defining additional services, schedule impact, and professional compensation shall be governed by the same terms and conditions as the original executed Agreement.

If this CSR meets with your approval, please sign below and return a copy of the signed CSR. Your signature is required and will be our authorization to begin the work on the above stated additional services. If you do not sign and return this CSR, and after receipt of this CSR you request or accept services from Progressive Companies in connection with this or any other engagement, your request or acceptance of such services will be deemed to be an acquiescence or agreement with the terms provided in this CSR.

Sincerely,

Lauren Pedigo
Senior Planner

Jeffrey M. Roman, PE, LEED AP
Principal

Accepted By: _____

Printed Name: _____ Date: _____

Traverse City Downtown Authority

LP/cab
P:\91370007\01 ADMIN\A1 CONTRACTS\Lot K CSR\2026 07 20 Rotary Square Change in Service Request 03.docx



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
harry@downtowntc.com
231-922-2050

Memorandum

To: DDA Board of Directors

From: Harry Burkholder, DDA Executive Director

Date: August 10, 2026

Subject: Executive Director Report

Below is an overview and update on projects and initiatives that the DDA is working on.

TIF Ballot Language

A modified version of the original ballot language for the Infrastructure First TIF Plan was approved by the City Commission at its July 20th meeting.

Revisions of Note:

- **Tax Increment Growth Assumptions:** An alternative methodology was approved for estimating the annual tax increment revenue expected to be captured over the proposed 20-year extension. The revised methodology uses the historical average annual growth rate of approximately 7% experienced within TIF-97 over the past 29 years.
- **Revenue Sharing:** The ballot language reflects only the estimated amount of tax increment revenue retained by the DDA under the higher growth assumptions. It also does not include the proposed 30% revenue-sharing distribution to the participating taxing jurisdictions that is incorporated throughout the Infrastructure First TIF Plan.

It is important to note that these revisions apply to the ballot language and do not change the provisions of the Infrastructure First TIF Plan, including the proposed 70%/30% revenue-sharing model.

Ballot Wording (Proposal One)

"The City Charter of the City of Traverse City provides that the City or City Commission shall not adopt or approve any proposal to create a Tax Increment Financing (TIF) plan, or to modify, amend or extend an existing TIF plan until such proposal is approved by a majority of city electors at a regular or special election held for that purpose. The City of Traverse City has received a recommendation to amend and extend a TIF plan from Traverse City Downtown Development

Authority, which TIF plan is on the City Clerk's web page and on file at the City Clerk's Office and available for public inspection. The proposed amended and extended TIF district will remain the same and is generally described as being Page 190 of 316 bound by the following streets and landmarks: Lake Michigan Shoreline, East Front Street, Railroad Avenue, Boardman Avenue, Washington, Cass, the Boardman/Ottaway River, and Gillis Street, with a projected total capture of \$139,959,327, which is an estimate only, to be used for the purposes allowed under Michigan's Tax Increment Financing Act.

Shall the Traverse City Downtown Development Authority Infrastructure First Development and Tax Increment Financing Plan, submitted by Traverse City Downtown Development Authority, be amended and extended to be in effect for a term of twenty (20) years beginning January 1, 2028, and ending December 31, 2047"

Sidewalk Improvements

On Monday night, the City Commission approved the contract on funding to repair the sidewalk along Park Street and State Street. As you recall, the DDA approved this project (and funding) at our July meeting. Work on the sidewalk repairs should be completed this fall.

Downtown Cleaning

We are close to finalizing a contract with Bin Ninjas LLC, a locally owned exterior cleaning company specializing in garbage bins, to develop a service plan for Downtown Traverse City. One of the most common concerns expressed by visitors to downtown is the cleanliness of downtown sidewalks and trash cans. In blocks with high pedestrian activity, these amenities and infrastructure quickly gather grime and reflect their frequent use. The proposed contract would include three bin cleanings in 2026, beginning this month, and two bin cleanings in 2027 prior to the June 30 fiscal year end. Additionally, the proposed contract would include 2 sidewalk cleanings in 2026 and one in 2027, focusing on Front Street's most highly trafficked blocks. The proposed contract is significantly lower than what the DDA has budgeted for cleaning services across the district this fiscal year, allowing for additional services to be added as need arises and contractor capacity allows.

The DDA has also coordinated with the City to ensure the contractor will have access to City resources necessary to complete the services and comply with City policies, including environmental safety standards.

DDA Board – Upcoming Election of Officers and Committee Appointment

Looking ahead, our September meeting will include the annual election of DDA officers and appointments to the DDA's standing and advisory committees.

Please review the officer positions and committees below and consider where you may be interested in serving. If you have any questions about the roles, responsibilities, or time commitments associated with any of these positions or committees, please let me know. I'm happy to provide additional information or answer any questions ahead of the September meeting.

Officer Positions

- Chair
- Vice-Chair
- Treasurer
- Secretary

Standing and Advisory Committees

- Finance Committee
- Governance Committee
- Farmers Market Advisory Committee
- Arts Commission

Welcome New Team Member

I am pleased to introduce and welcome Lil Anderson as the DDA's new Administrative Assistant. Lil will assist with a wide variety of office responsibilities, including administrative support and data curation, helping support the DDA team and our day-to-day operations. Lil most recently worked at Northwest Michigan College as an Event Coordinator, gaining valuable experience in event planning, coordination, and administrative support. Please join me in welcoming Lil to the DDA team.



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
sara@downtowntc.com
231-922-2050

Memorandum

To: Harry Burkholder, DDA Executive Director
Downtown Development Authority Board of Directors

From: Sara Klebba, DDA Director of Events & Engagement

Date: August 17, 2026

Subject: DTCA Director of Events & Engagement Update

Street Sale & FNL (Aug 7 & 14)

- Street Sale metrics: Member sign up showed a 13% increase year over year (YOY) to 61 members. Foot traffic up 12% YOY to almost 17,000 people for the day. Qualitatively, members' sales were also up. Survey (for Street Sale & FNL) to be emailed to members and shared to public on social channels & website week of 8/17.
- FNL metrics: 8/7 Vendor/NPO/entertainer sign up increased 16% YOY (52). 8/14 sign up increased 38% YOY. 8/7 guest traffic up 3% to 8,100.

Downtown Fine Art Fair (Sept 12 & 13)

- Parks & Recreation Commission approved Clinch Park as location on 8/6
- Hosting 36 booths. Need more vendors to apply -- spread the word! Have been reaching out to artists individually: from other shows, DTCA shows, Art Walk, mural fest, etc.

Halloween Walk (Oct 29)

- DTCA Board of Directors voted to move the event to the Thursday before Halloween, 4:00-5:30pm, as it had been hosted in the past. This will be a test year. They'll be looking for member feedback, too.
- To request temporary street closure at Cass intersection on Front between alleys for pedestrian safety consideration.

Shop Your Community Day (Nov 7)

- Nonprofit application form to go live week of August 17 with September 7 deadline. This will allow for NPOs to promote the event well in advance of November 7. Link will live on SYC Day event web page at downtowntc.com.

To: DDA Board of Directors

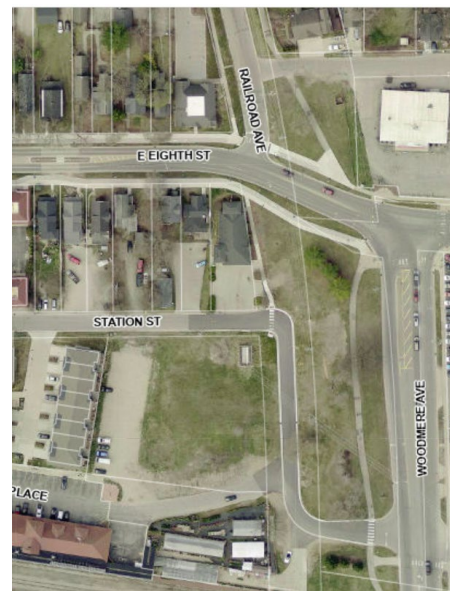
From: Lauren Bohac, DDA Deputy Director

Memo Date: August 13, 2026

Subject: Arts Commission Memo

Gateway Sculpture

As part of the Arts Commission's ongoing North Boardman Creative Initiative, the Arts Commission has executed a contract with Detroit-based artist [Ellen Rutt](#). Ellen will be designing and fabricating a permanent, outdoor sculpture to be installed on a city-owned parcel on Railroad Ave, along the TART trail near Traverse Area District Library. Installation is expected in summer 2027.



Clinch Park Tunnel Exhibit

The City, DDA, and Arts Commission have all received an uptick in communication regarding the state of the Mazinaadin exhibit in the Clinch Park tunnel. Since the spring, the exhibit infrastructure has begun to falter, resulting in fallen panels and damaged lighting. The Arts Commission is aware of the exhibit's need for maintenance and repair and has been in communication with City leadership and the Grand Traverse Band of Ottawa and Chippewa Indians, which the City has a Memorandum of Understanding with regarding the exhibit. Efforts to ensure the safety of the tunnel while plans for the art exhibit are determined have been ongoing with the City Parks Department. The Arts

MEMORANDUM

Commission expects to have guidance on next steps for the exhibit by September.

Jerry's Map Installation

In May, the Arts Commission formally supported a partnership proposal from TART Trails to receive a donation to the Traverse City public art collection. TART would commission and coordinate installation of [Jerry's Map](#), an ever-expanding, hand drawn cartographic artwork by artist Jerry Gretzinger, at the Cornwell Sailing Center along the Boardman Lake Loop. The Traverse Area Community Sailing Board of Directors has also reviewed TART's proposal and supports the art installation. The proposal is expected to appear on the City Commission's September 8th agenda.

