

Traverse City Downtown Development Authority Regular Meeting

Friday, October 16, 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

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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 September 18, 2026 DDA Regular Board Meeting (approval recommended) 4 - 8
[September 18, 2026 DDA Regular Meeting Minutes - PDF](#)
 - B. Consideration of approving the September 2026 Financial Reports and Distributions for the DDA General, Old Town TIF and TIF-97 Budgets (approval recommended) 9 - 11
[September 2026 DD General, Old Town TIF and TIF-97 Financial Report - PDF](#)
 - C. Consideration of approving the September 2026 Financial Report for the Traverse City Arts Commission (approval recommended) 12
[TC Arts Commission September 2026 Financial Report - PDF](#)
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6. ITEMS REMOVED FROM CONSENT CALENDAR

7. SPECIAL ORDER OF BUSINESS

- A. Bi-Annual TIF Informational Report to the Community (MCL 125.4910(4)) 13
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[Bi-Annual TIF Informational Meeting Memo \(Burkholder\) - PDF](#)

8. OLD BUSINESS

- A. TIF-97 Priorities 14 -
[TIF-97 Project Priorities Memo \(Burkholder\) - PDF](#) 15
-

9. NEW BUSINESS

- A. NOAA Grant Update 16 -
[NOAA Grant Update Memo \(Burkholder\) - PDF](#) 20
[NOAA Grant Description - PDF](#)
- B. Executive Director Performance Evaluation Contract (approval recommended) 21 -
[Executive Director Performance Evaluation Memo \(Burkholder\) - PDF](#) 24
[TC DDA 2026 Executive Performance Evaluation Proposal \(Green\)- PDF](#)
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10. EXECUTIVE DIRECTOR REPORT

- A. Executive Director Report 25
[Executive Director Report \(Burkholder\) - PDF](#)
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11. STAFF REPORTS

- A. Director of Events and Engagement Report 26 -
[Director of Events and Engagement Report Memo \(Klebba\) - PDF](#) 27
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12. RECEIVE AND FILE

13. PUBLIC COMMENT

14. ADJOURNMENT