

Traverse City Downtown Development Authority Regular Meeting

Friday, July 17, 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.

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|----|---|--------|
| A. | Consideration of approving the minutes from the June 19, 2026 DDA Regular Board Meeting (approval recommended)
June 19, 2026 DDA Regular Meeting Minutes - PDF | 4 - 7 |
| B. | Consideration of approving the June 2026 Financial Reports and Distributions for the DDA General, Old Town TIF and TIF-97 Budgets (approval recommended)
June 2026 DDA General, Old Town TIF, and TIF-97 Financial Reports and Distributions - PDF | 8 - 12 |
| C. | Consideration of approving the June 2026 Financial Report and Distribution from the Traverse City Arts Commission (approval recommended)
June 2026 TC Arts Commission Financial Report and Distribution - PDF | 13 |
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6. ITEMS REMOVED FROM CONSENT CALENDAR

7. SPECIAL ORDER OF BUSINESS

8. OLD BUSINESS	
A. TIF-97 Project Priorities	14
TIF-97 Project Priorities Memo (Burkholder) - PDF	

9. NEW BUSINESS	
A. TIF-97 Budget Amendment (approval recommended)	15 -
TIF-97 Budget Amendment Memo (Burkholder) - PDF	16
TIF 97 Budget Amendment Memo (Scheppe) - PDF	
B. INFORM Construction Documents Agreement (approval recommended)	17 -
Construction Documents Agreement Memo (Burkholder) - PDF	21
INFORM Proposal for Professional Services - PDF	
C. City of Traverse City Sidewalk Improvement Reimbursement Agreement (approval recommended)	22 -
Sidewalk Improvement Agreement Memo (Burkholder) - PDF	24
Sidewalk Improvement Change Order Cost Estimate - PDF	
D. Greenlight Marketing and Advertisement Agreement (approval recommended)	25 -
Greenlight Marketing Agreement Memo (Burkholder) - PDF	26

10. EXECUTIVE DIRECTOR REPORT	
A. Executive Director Report	27 -
Executive Director Report (Burkholder) - PDF	28

11. BOARD MEMBER REPORTS	
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12. STAFF REPORTS	
A. Director of Events and Engagement Report	29 -
Director of Events and Engagement Report (Klebba) - PDF	30

13. PUBLIC COMMENT	
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14. ADJOURNMENT	
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