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

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 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

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 - 22

Bi-Annual TIF Informational Meeting Memo (Burkholder) - PDF
Oct 2026 TIF Informational Meeting Presentation

8. OLD BUSINESS

A. TIF-97 Priorities — 23 - 24
TIF-97 Project Priorities Memo (Burkholder) - PDF

9. NEW BUSINESS

A. NOAA Grant Update — 25 - 36
NOAA Grant Update Memo (Burkholder) - PDF
NOAA Grant Description - PDF
GEI NOAA Grant Update Presentation

B. Executive Director Performance Evaluation Contract (approval recommended) — 37 - 40
Executive Director Performance Evaluation Memo (Burkholder) - PDF
TC DDA 2026 Executive Performance Evaluation Proposal (Green)- PDF

10. EXECUTIVE DIRECTOR REPORT

A. Executive Director Report — 41
Executive Director Report (Burkholder) - PDF

11. STAFF REPORTS

A. Director of Events and Engagement Report — 42 - 43
Director of Events and Engagement Report Memo (Klebba) - PDF

12. RECEIVE AND FILE

13. PUBLIC COMMENT

14. ADJOURNMENT

Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, September 18, 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: Ed Slosky, Gary Howe, Jeff Joubran, Amy Shamroe, Todd McMillen, Pete Kirkwood, Mike Powers and Caitlin Early

The following Board Members were absent: Board Member: Shelly Spencer

Chairperson Ed Slosky presided at the meeting.

(a) **CALL TO ORDER**
The meeting was called to order by Chair Ed Slosky at 9:00

(b) **ROLL CALL**
Roll call completed by Lil Anderson

(c) **ELECTION OF OFFICERS**

(1) Election of Officers
That the DDA Board appoint Ed Slosky as Chairperson of the DDA Executive Board

Moved by Amy Shamroe, Seconded by Mike Powers

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Gary Howe, Mike Powers, and Caitlin Early
Absent: Shelley Spencer

CARRIED 8-0-1 on a recorded vote

That the DDA Board appoint Gary Howe as Vice Chair of the DDA Executive Board

Moved by Peter Kirkwood, Seconded by Caitlin Early

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Gary Howe, Mike Powers, and Caitlin Early

Absent: Shelley Spencer

CARRIED 8-0-1 on a recorded vote

That the DDA Board appoint Jeff Joubran as Treasurer of the DDA Executive Board

Moved by Todd McMillen, Seconded by Mike Powers

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Gary Howe, Mike Powers, and Caitlin Early

Absent: Shelley Spencer

CARRIED. 8-0-1 on a recorded vote

That the DDA Board appoint Shelley Spencer as Secretary of the DDA Executive Board

Moved by Ed Slosky, Seconded by Gary Howe

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Gary Howe, Mike Powers, and Caitlin Early

Absent: Shelley Spencer

CARRIED. 8-0-1 on a recorded vote

That the DDA Board appoint the following individuals to the Governance Committee: Chair Ed Slosky, Todd McMillen, Peter Kirkwood, and Amy Shamroe

Moved by Amy Shamroe, Seconded by Caitlin Early

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Gary Howe, Mike Powers, and Caitlin Early

Absent: Shelley Spencer

CARRIED. 8-0-1 on a recorded vote

That the DDA Board appoint the following individuals to the Finance Committee: Chair Jeff Joubran, Caitlin Early, Gary Howe, and Mike Powers

Moved by Amy Shamroe, Seconded by Peter Kirkwood

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Gary Howe, Mike Powers, and Caitlin Early

Absent: Shelley Spencer

CARRIED. 8-0-1 on a recorded vote

That the DDA Board appoint Caitlin Early as member of the City Arts Commission

Moved by Amy Shamroe, Seconded by Todd McMillen

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Gary Howe, Mike Powers, and Caitlin Early

Absent: Shelley Spencer

CARRIED. 8-0-1 on a recorded vote

Draft

That the DDA Board appoint Mike Powers as member of the Farmer's Market Advisory Board.

Moved by Amy Shamroe, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Gary Howe, Mike Powers, and Caitlin Early

Absent: Shelley Spencer

CARRIED. 8-0-1 on a recorded vote

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

(1) That the meeting agenda be approved as presented

Moved by Jeff Joubran, Seconded by Todd McMillen

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Gary Howe, Mike Powers, and Caitlin Early

Absent: Shelley Spencer

CARRIED. 8-0-1 on a recorded vote

(e) **PUBLIC COMMENT**

(1) No public comment provided

(f) **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 August 21, 2026 DDA Regular Board Meeting (approval recommended)

(2) Consideration of approving the August 2026 Financial Reports and Distributions for the DDA General, Old Town TIf and TIF-97 Budgets (approval recommended)

(3) Consideration of approving the August 2026 Financial Report and Distribution for the Traverse City Arts Commission (approval recommendation)
That the Consent Calendar be approved as presented

Moved by Caitlin Early, Seconded by Amy Shamroe

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Gary Howe, Mike Powers, and Caitlin Early

Draft

Absent: Shelley Spencer

CARRIED 8-0-1 on a recorded vote

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

(h) **OLD BUSINESS**

(1) TIF-97 Priorities

The following addressed the DDA board:
Harry Burkholder, ED (DDA)
Peter Kirkwood

(2) Lower Boardman/Ottaway River Improvements - Project Update

The following addressed the DDA Board:
Harry Burkholder, ED (DDA)
Leon Solowjow, INFORM
Mandi Spence, INFORM
Mike Powers
Amy Shamroe
Peter Kirkwood
Gary Howe
Jeff Joubran
Ed Slosky
Anne Pagano, City Engineering

(i) **NEW BUSINESS**

(j) **EXECUTIVE DIRECTOR REPORT**

(1) Executive Director Report

The following addressed the DDA Board:
Harry Burkholder, ED (DDA)
Ed Skosky

(k) **STAFF REPORTS**

(1) Director of Events and Engagement Report

The following addressed the DDA Board:
Sara Klebba, Director of Events and Engagement

(l) **RECEIVE AND FILE**

(m) **PUBLIC COMMENT**

(1) No public comment provided

Draft

(n) **ADJOURNMENT**

(1) Meeting was adjourned by Chair Slosky at 9:51 am.

Harry Burkholder, DDA Executive Director

Draft

MONTHLY BUDGET REPORT FOR TRAVERSE CITY

Balance As Of 09/30/2026

GL Number	Description	26-27 Amended Budget	Available Balance 09/30/2026	Encumbrance 09/30/2026	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Account Category: Revenues					
Department: 000 NON-DEPARTMENTAL					
248-000-402.000	TAXES-CURRENT-REAL ESTATE	124,000.00	7,007.42	0.00	94.35
248-000-432.000	PAYMENT IN LIEU OF TAXES	1,400.00	120.08	0.00	91.42
248-000-476.060	VENDOR PERMITS	20,000.00	12,458.00	0.00	37.71
248-000-502.000	FEDERAL GRANTS	425,000.00	425,000.00	0.00	0.00
248-000-543.001	STATE GRANT	750,000.00	749,835.00	0.00	0.02
248-000-573.000	LOCAL COMMUNITY STABILZATION SHARE	62,000.00	62,000.00	0.00	0.00
248-000-580.001	GRANT PRIVATE SOURCE	258,000.00	258,000.00	0.00	0.00
248-000-626.000	CHARGES FOR SERVICES RENDERED	75,000.00	56,250.00	0.00	25.00
248-000-664.000	INTEREST & DIVIDEND EARNINGS	5,300.00	5,221.84	0.00	1.47
248-000-667.000	RENTS AND ROYALTIES	21,000.00	(3,686.00)	0.00	117.55
248-000-699.000	TRANSFERS IN	746,500.00	746,500.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,488,200.00	2,318,706.34	0.00	6.81
Revenues		2,488,200.00	2,318,706.34	0.00	6.81
Account Category: Expenditures					
Department: 725 DOWNTOWN DEVELOPMENT AUTHORITY					
248-725-702.000	SALARIES AND WAGES	475,000.00	358,583.05	0.00	24.51
248-725-704.000	EMPLOYEE OVERTIME	0.00	(60.00)	0.00	100.00
248-725-714.000	HEALTH SAVINGS ACCT EXPENSE	9,000.00	2,653.33	0.00	70.52
248-725-715.000	EMPLOYER'S SOCIAL SECURITY	35,000.00	25,678.23	0.00	26.63
248-725-716.000	EMPLOYEE HEALTH INSURANCE	40,000.00	33,567.81	0.00	16.08
248-725-717.000	EMPLOYEE LIFE/DISABILITY INS	4,300.00	3,283.91	0.00	23.63
248-725-718.000	RETIREMENT FUND CONTRIBUTION	45,600.00	37,539.07	0.00	17.68
248-725-720.000	UNEMPLOYMENT COMPENSATION	1,900.00	1,825.05	0.00	3.94
248-725-721.000	WORKERS COMPENSATION INS	5,200.00	3,020.00	0.00	41.92
248-725-727.000	OFFICE SUPPLIES	6,000.00	4,950.46	0.00	17.49
248-725-727.003	OFFICE FURNITURE AND EQUIPMENT	6,000.00	6,000.00	0.00	0.00
248-725-740.000	OPERATION SUPPLIES	58,540.00	40,561.79	0.00	30.71
248-725-801.000	PROFESSIONAL AND CONTRACTUAL	101,500.00	84,591.59	2,670.72	16.66
248-725-801.007	MEMBERSHIP DUES AND SUBSCRIPTIONS	8,700.00	7,697.77	0.00	11.52
248-725-801.008	FARMERS MARKET FOOD ASSISTANCE	20,000.00	14,687.99	0.00	26.56
248-725-804.000	LEGAL SERVICES	54,000.00	38,025.00	0.00	29.58
248-725-822.001	TRAINING/REGISTRATION/TUITION	2,500.00	2,500.00	0.00	0.00
248-725-822.002	LODGING AND TRAVEL	2,500.00	2,500.00	0.00	0.00
248-725-850.000	COMMUNICATIONS	3,500.00	3,110.70	0.00	11.12
248-725-900.000	PRINTING AND PUBLISHING	2,000.00	1,849.56	0.00	7.52
248-725-920.000	PUBLIC UTILITIES	7,400.00	7,016.00	0.00	5.19
248-725-956.000	MISCELLANEOUS	10,000.00	8,865.83	0.00	11.34
248-725-970.000	CAPITAL OUTLAY	1,433,000.00	1,430,703.50	0.00	0.16
248-725-988.000	UNALLOCATED FUNDS	156,560.00	156,560.00	0.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		2,488,200.00	2,275,710.64	2,670.72	8.54
Expenditures		2,488,200.00	2,275,710.64	2,670.72	8.54
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		2,488,200.00	2,318,706.34	0.00	6.81
TOTAL EXPENDITURES		2,488,200.00	2,275,710.64	2,670.72	8.54
NET OF REVENUES & EXPENDITURES:		0.00	42,995.70	(2,670.72)	

MONTHLY BUDGET REPORT FOR TRAVERSE CITY
Balance As Of 09/30/2026

GL Number	Description	26-27 Amended Budget	Available Balance 09/30/2026	Encumbrance 09/30/2026	% Bdgt Used
Fund: 252 DDA OLD TOWN TIF					
Account Category: Revenues					
Department: 725 DOWNTOWN DEVELOPMENT AUTHORITY					
252-725-402.000	TAXES-CURRENT-REAL ESTATE	1,151,000.00	186,989.03	0.00	83.75
252-725-664.000	INTEREST & DIVIDEND EARNINGS	0.00	(117.43)	0.00	100.00
252-725-692.000	PRIOR YEARS' SURPLUS	330,480.00	330,480.00	0.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		1,481,480.00	517,351.60	0.00	65.08
Revenues		1,481,480.00	517,351.60	0.00	65.08
Account Category: Expenditures					
Department: 725 DOWNTOWN DEVELOPMENT AUTHORITY					
252-725-801.000	PROFESSIONAL AND CONTRACTUAL	58,300.00	51,766.00	0.00	11.21
252-725-821.000	MARKETING & PUBLIC SERVICES	20,200.00	14,833.33	0.00	26.57
252-725-920.000	PUBLIC UTILITIES	3,200.00	3,062.91	0.00	4.28
252-725-956.000	MISCELLANEOUS	15,000.00	14,987.60	0.00	0.08
252-725-965.000	CITY FEE	152,000.00	135,183.16	0.00	11.06
252-725-970.002	DDA ESSENTIAL PUBLIC INFRASTRUCTURE	122,000.00	122,000.00	0.00	0.00
252-725-970.003	DDA TRANSFORMATIONAL PUBLIC INFRASTR	60,000.00	60,000.00	0.00	0.00
252-725-970.003-DDAMA	DDA TRANSFORMATIONAL PUBLIC INFRASTR	10,000.00	10,000.00	0.00	0.00
252-725-970.003-DDARE	DDA TRANSFORMATIONAL PUBLIC INFRASTR	200,000.00	200,000.00	0.00	0.00
252-725-970.003-DDAU7	DDA TRANSFORMATIONAL PUBLIC INFRASTR	700,000.00	700,000.00	0.00	0.00
252-725-995.000	TRANSFERS OUT/CONTRIB. TO OTHER FUND	140,780.00	140,780.00	0.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		1,481,480.00	1,452,613.00	0.00	1.95
Expenditures		1,481,480.00	1,452,613.00	0.00	1.95
Fund 252 - DDA OLD TOWN TIF:					
TOTAL REVENUES		1,481,480.00	517,351.60	0.00	65.08
TOTAL EXPENDITURES		1,481,480.00	1,452,613.00	0.00	1.95
NET OF REVENUES & EXPENDITURES:		0.00	(935,261.40)	0.00	

MONTHLY BUDGET REPORT FOR TRAVERSE CITY
Balance As Of 09/30/2026

GL Number	Description	26-27 Amended Budget	Available Balance 09/30/2026	Encumbrance 09/30/2026	% Bdgt Used
Fund: 253 DDA TIF 97					
Account Category: Revenues					
Department: 725 DOWNTOWN DEVELOPMENT AUTHORITY					
253-725-402.000	TAXES-CURRENT-REAL ESTATE	4,875,000.00	965,361.89	0.00	80.20
253-725-432.000	PAYMENT IN LIEU OF TAXES	30,000.00	30,000.00	0.00	0.00
253-725-664.000	INTEREST & DIVIDEND EARNINGS	3,400.00	3,051.48	0.00	10.25
253-725-692.000	PRIOR YEARS' SURPLUS	2,887,230.00	2,887,230.00	0.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		7,795,630.00	3,885,643.37	0.00	50.16
Revenues		7,795,630.00	3,885,643.37	0.00	50.16
Account Category: Expenditures					
Department: 725 DOWNTOWN DEVELOPMENT AUTHORITY					
253-725-801.000	PROFESSIONAL AND CONTRACTUAL	313,000.00	283,109.78	0.00	9.55
253-725-801.000-DDAFA	PROFESSIONAL AND CONTRACTUAL	61,000.00	53,700.44	0.00	11.97
253-725-821.000	MARKETING & PUBLIC SERVICES	90,900.00	69,433.34	0.00	23.62
253-725-900.000	PRINTING AND PUBLISHING	3,500.00	3,500.00	0.00	0.00
253-725-920.000	PUBLIC UTILITIES	20,000.00	18,889.49	0.00	5.55
253-725-956.000	MISCELLANEOUS	30,000.00	29,950.40	0.00	0.17
253-725-965.000	CITY FEE	587,800.00	520,532.63	0.00	11.44
253-725-970.002	DDA ESSENTIAL PUBLIC INFRASTRUCTURE	520,000.00	519,570.92	0.00	0.08
253-725-970.002-DDARS	DDA ESSENTIAL PUBLIC INFRASTRUCTURE	14,000.00	13,266.44	0.00	5.24
253-725-970.002-DDAUS	DDA ESSENTIAL PUBLIC INFRASTRUCTURE	150,000.00	150,000.00	0.00	0.00
253-725-970.003	DDA TRANSFORMATIONAL PUBLIC INFRASTR	10,000.00	7,025.00	2,975.00	29.75
253-725-970.003-DDABO	DDA TRANSFORMATIONAL PUBLIC INFRASTR	400,000.00	400,000.00	0.00	0.00
253-725-970.003-DDAFM	DDA TRANSFORMATIONAL PUBLIC INFRASTR	3,083,000.00	3,083,000.00	0.00	0.00
253-725-970.003-DDAMA	DDA TRANSFORMATIONAL PUBLIC INFRASTR	380,000.00	380,000.00	0.00	0.00
253-725-970.003-DDARO	DDA TRANSFORMATIONAL PUBLIC INFRASTR	500,000.00	500,000.00	0.00	0.00
253-725-970.003-DDASS	DDA TRANSFORMATIONAL PUBLIC INFRASTR	200,000.00	200,000.00	0.00	0.00
253-725-991.000	PRINCIPAL/PRINCIPAL EXPENSES	790,000.00	790,000.00	0.00	0.00
253-725-994.000	INTEREST EXPENSE	36,700.00	36,700.00	0.00	0.00
253-725-995.000	TRANSFERS OUT/CONTRIB. TO OTHER FUND	605,730.00	605,730.00	0.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		7,795,630.00	7,664,408.44	2,975.00	1.68
Expenditures		7,795,630.00	7,664,408.44	2,975.00	1.68
Fund 253 - DDA TIF 97:					
TOTAL REVENUES		7,795,630.00	3,885,643.37	0.00	50.16
TOTAL EXPENDITURES		7,795,630.00	7,664,408.44	2,975.00	1.68
NET OF REVENUES & EXPENDITURES:		0.00	(3,778,765.07)	(2,975.00)	
Report Totals:					
TOTAL REVENUES - ALL FUNDS		11,765,310.00	6,721,701.31	0.00	42.87
TOTAL EXPENDITURES - ALL FUNDS		11,765,310.00	11,392,732.08	5,645.72	3.17
NET OF REVENUES & EXPENDITURES:		0.00	(4,671,030.77)	(5,645.72)	

MONTHLY BUDGET REPORT FOR TRAVERSE CITY
Balance As Of 09/30/2026

GL Number	Description	26-27 Amended Budget	Available Balance 09/30/2026	Encumbrance 09/30/2026	% Bdgt Used
Fund: 107 PUBLIC ARTS COMMISSION FUND					
Account Category: Revenues					
Department: 000 NON-DEPARTMENTAL					
107-000-692.000	PRIOR YEARS' SURPLUS	38,000.00	38,000.00	0.00	0.00
107-000-699.000	TRANSFERS IN	80,000.00	20,000.00	0.00	75.00
	Total Dept 000 - NON-DEPARTMENTAL	118,000.00	58,000.00	0.00	50.85
	Revenues	118,000.00	58,000.00	0.00	50.85
Account Category: Expenditures					
Department: 000 NON-DEPARTMENTAL					
107-000-801.000	PROFESSIONAL AND CONTRACTUAL	48,000.00	33,010.00	0.00	31.23
107-000-930.000	REPAIRS AND MAINTENANCE	15,000.00	14,173.43	0.00	5.51
107-000-970.000	CAPITAL OUTLAY	55,000.00	55,000.00	0.00	0.00
	Total Dept 000 - NON-DEPARTMENTAL	118,000.00	102,183.43	0.00	13.40
	Expenditures	118,000.00	102,183.43	0.00	13.40
Fund 107 - PUBLIC ARTS COMMISSION FUND:					
TOTAL REVENUES		118,000.00	58,000.00	0.00	50.85
TOTAL EXPENDITURES		118,000.00	102,183.43	0.00	13.40
NET OF REVENUES & EXPENDITURES:		0.00	(44,183.43)	0.00	

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

Memorandum

To: Downtown Development Authority Board of Directors

From: Harry Burkholder, DDA Executive Director

Date: October 12, 2026

Re: Informational Meeting

Per the requirements of the Recodified Tax Increment Finance Act, the DDA must hold two (2) informational meetings for each taxing jurisdiction levying taxes that is subject to capture by the Authority under this Act (MCL 125.4910(4)). Official notice for this meeting was sent to each taxing jurisdiction and posted on the DDA website. The taxing jurisdictions include:

- City of Traverse City
- Grand Traverse County
  - Commission on Aging
  - Veterans
  - Animal Control
  - Conservation District
  - Road Commission
- Northwestern Michigan College
- Joint Recreational Authority
- BATA

This informational meeting will include an overview and update of projects funded for the 2026/2027 Fiscal Year. Please note, this is not a public hearing, but rather an informational overview of the TIF budgets and projects.

TIF Informational Meeting

October 16, 2026

Districtwide Update

- Clean & Green Team services- wrapped up first week of Oct
- Landscaping of downtown flowers- complete for season
- Trash and recycling service- daily pickup ends October
- Destination Downtown (BATA)- ongoing and increasingly used

Districtwide Update

- Downtown event & shop local ad buys- purchased through end of calendar year
- Retail study- ongoing
- Utilities (TCLP)- ongoing
- New trash bin liners- purchased in Sept

P.U.M.A.

TIF-97 District Update

Farmers Market

- Ends Oct 31 at Rotary Square
- Challenges with maintenance of the Square
- Great sales feedback from vendors
- Board meeting Oct. 19, luncheon Oct. 24
- Kyle's last season

TIF-97 District Update

Bumpout repair

- DTCA's "More Than A Destination" shop local campaign
- Designed by Greenlight
- Printed and installed by Britten
- Cleaned and painted in house

TIF-97 District Update

Two way- State Street

- Work continuing with Streets and Engineering Departments
- Traffic signal updates required

Other services

- Public restroom program- ongoing
- Composting program (SEEDS)- ongoing
- J. Smith landscaping- complete for season
- Rotary Square maintenance- ongoing, preparing for winter

TIF-97 District Update

Farmers Market pavilion

- Progressing on schedule
- Installation of footings began

Rotary Square

- Open for bids
- Due November 12

Lower Boardman/Ottaway Riverwalk

- Coordinating with City on wall
- City Commission study session November 9

Old Town District Update

Riverwalk signage

- Design complete
- Preliminary discussions on first installation locations

Seventh & Union intersection

- Scheduled for City Commission approval
- On schedule for spring 2027 construction

Looking ahead

Q2
CIP process- in progress
TIF open house- October 26
Election Day- November 3
River wall study session- November 9
Rotary Square bids due- November 12
Farmers market close of books- late November
Budget process- begins December

Project schedule
Park Street sidewalk repair- spring 2027
Seventh & Union intersection repair- spring 2027
Rotary Square construction begins- spring 2027
Farmers market pavilion completion- spring/summer 2027
Lower Boardman riverwalk & wall repair- TBD

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: October 14, 2026

Re: TIF-97 Project Priorities

Farmers Market Pavillion
Construction continues at Lot B. The stormwater infrastructure, grading and electrical conduit have been installed. Crews are currently working on finishing up the foundations and pier settings for the pavilion.

Rotary Square
The potential scope and extent of stabilization and restoration work along the alley and river remain unsettled, with several possible approaches still under consideration.

In an effort to move this project forward, the City has formally released its bid package for Rotary Square, with a due date for proposals of November 12th. The bid package includes an “alternate” bid for the alley work, which will allow that portion of the contract to be optional and address how potential future riverbank stabilization and restoration efforts will be coordinated with our proposed Rotary Square design.

Given Progressive’s previous work on public engagement, conceptual design, schematic design, and design development, the firm has an in-depth understanding of the project vision, site conditions, technical challenges, stakeholder input, and potential riverbank restoration efforts. Their familiarity with the project and established working relationships with DDA and City staff offer efficiencies and continuity as the project moves into construction. Additionally, we have been advised by City Engineering that retaining the engineer of record for construction administration ensures continuity, timely decision making and reduced project risk. Accordingly, we have asked Progressive to submit a proposal for the Construction Administration phase.

Notice for the bid package can be found on the city’s website. A direct link to the plans and specifications may be viewed online from the Builders Exchange of Northwest Michigan. Because the bid documents are quite large, I am working with City

Engineering to provide an alternative link to the complete final document for Board members to view. I will share that link once it is available.

Lower Boardman/Ottawa River
The City Commission study session originally scheduled for October 12th to discuss the wall assessment and broader site context has been postponed to November 9th.
DDA staff continue to work with City Engineering, INFORM, and Wade Trim to compile additional information about the project and site, including the various considerations that may influence next steps by the City and DDA.

303 E. State Street
Traverse City, MI 49684
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231-922-2050

Memorandum

To: Downtown Development Authority Board of Directors

From: Harry Burkholder, DDA Executive Director

Date: October 12, 2026

Re: NOAA – Lower Boardman/Ottaway River Grant Update

In October 2025, the DDA Board approved a contract with GEI Consultants for the *Lower Boardman/Ottaway River Data Gathering, Site Assessment, Concept Planning, and Design & Engineering Project.* The project is supported by a $657,750 grant awarded to the DDA by the National Oceanic and Atmospheric Administration (NOAA), in collaboration with the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

The project is part of a larger, regional restoration effort led by the GTB, which received an $11.9 million NOAA grant to support one of the largest land preservation and restoration projects in the Grand Traverse region. Working with New Community Vision, the Great Lakes Fishery Commission, and the DDA, the GTB is working to acquire, restore, and permanently preserve 187 acres of coastal wetlands along Grand Traverse Bay. The grant also supports green infrastructure improvements along the Lower Boardman/Ottaway River and restoration work associated with FishPass.

As part of this broader effort, the DDA is working with GEI and the GTB to collect data, assess existing river conditions, develop concepts, and complete the design and engineering needed to advance river improvement projects. The work also includes developing designs for in-stream habitat improvements intended to support desired populations of fish, reptiles, and macroinvertebrates.

If additional NOAA funding becomes available over the next two years, the DDA could receive an additional $1.61 million to complete two final project tasks. These include obtaining permits and advancing the design and engineering needed to support river and shoreline stabilization, in-stream habitat improvements, and grade and native-species restoration. As we noted at last month's meeting, we are working to explore how these shoreline stabilization, in-stream habitat improvements might be incorporated into or coordinated with whichever approach the City ultimately moves forward with for the retaining wall on the 100-block alley.

A more detailed description of the grant and project is included in your meeting packet. Our project manager from GEI, Janeen McDermott, and Brett Fessel – the restoration section leader and river ecologist from the Natural Resources Department of the GTB will be at our meeting to provide an update on the work completed to date, the project's current status, and the next steps.

PROJECT DESCRIPTION

This past year, the Grand Traverse Band of Ottaway and Chippewa Indians (GTB) was awarded a $11.9 million Transformational Habitat and Coastal Resilience grant from the National Oceanic and Atmosphere Administration (NOAA) in support of one of the largest land preservation and restoration projects in the Grand Traverse Region. Under the grant title *Restoration, Engagement, and Traditional Ecological Knowledge: An Indigenous Approach to Comprehensive Resiliency* (*RETEK*), in collaboration with Leelanau County non-profit New Community Vision, the Great Lakes Fisheries Commission and the Traverse City Downtown Development Authority, the GTB is working to acquire, restore and permanently preserve 187 acres of coastal wetland along Grand Traverse Bay, restore and develop green infrastructure along the Lower Boardman/Ottaway River and support on-going collaborations with the Great Lakes Fisheries Commission (GLFC) on a first-of-its kind bi-directional selective fish passage project to replace the Union Street Dam in downtown Traverse City. The Traverse City DDA is a subrecipient of the NOAA grant, working with and through the GTB. The DDA was awarded a grant of $657,750 for the following scope of work.

Scope of Work
A portion of this project will work to restore the Lower Boardman/Ottaway River as a vital natural resource corridor - integrating the river into the built environment by improving in-stream habitat, naturalizing the shoreline and implementing green infrastructure to improve river quality. Project tasks and deliverables are outlined below.

Task One. Data Gathering and Site Assessments
This task will consist of acquiring and assessing available desktop data, including historic and current aerial imagery, LiDAR elevations, geomorphic, stormwater, soils, historic storm and precipitation, FEMA mapping and published models, hydraulic models, bathymetric, infrastructure and parcel mapping, as-built data from previous projects, trails, utilities, biological survey results, flow monitoring, cultural/rare species, and other relevant data. Available desktop data will be used to support site assessments, which will further refine project elements for conceptual planning. **Deliverable: Full Site Assessment and Data Summary**

Task Two. Concept Planning
The 2013 Boardman River Unified Plan outlined a vision to enhance the ecological health of the Lower Boardman/Ottaway River while creating new social and cultural spaces centered on the river and anchored in the region's historical and cultural context. These plans detail social and cultural interventions, including connectivity, recreation, and gathering spaces; and ecological interventions, including stormwater, bank stabilization, in-stream habitat improvements and invasive species management. The Concept Planning phase will update the decade-old Master Plan by integrating recently completed projects and identifying projects for implementation in collaboration with Tribal citizens, staff, the City of Traverse City and other partners. This work will include integrating in-stream habitat improvements in connection with Phase I. of the DDA's proposed Riverfront Project – specifically along the river's shoreline parallel to the 100 and 200 blocks of Front Street. The Concept Plan will identify shoreline and

in-stream solutions for the entire 1.6-mile Lower Boardman-Ottaway. **Deliverable: Concept Plan(s)**

Task Three. Design & Engineering

A subset of the project elements identified in the Concept Plan(s) will advance forward through the design phase. In-stream habitat improvements will include a combination of rock vanes, managed log cover/basking structures, stone treatments of vertical wall bases, riffle habitat, spawning beds, and related techniques to increase the desired populations of fish, reptiles, and macroinvertebrates. This phase will include collection of additional site-specific data, including topography, geomorphology, soils, utilities and easements, existing crossings, stream cross-section, and profile information, the extent of erosional areas requiring specific restoration approaches, collection of bulk sediment samples, stormwater input and discharge points, vegetation, and other information needed to support the design(s). The design team will develop hydrologic-hydraulic curves specific to the stream reach, and will use these curves to set design parameters. **Deliverable: Final Plans will include a Title Sheet, Site Plan Sheets, Typical Section Sheets, Details Sheets, Plan and Profile Sheets, Stormwater Plan, Planting Details, Planting Plan, EPSC Cover Sheet, EPSC Notes Sheet, EPSC Details Sheets, EPSC Plan Sheets, Cross Section Sheets, Materials Estimate and Project Specifications.**

Assuming NOAA funding is allocated in 2026 and 2027, the DDA intends to complete the final two tasks of this project (see below). Funding awarded to the DDA for these two tasks totals $1,610,000.

Task Four. Permitting

Permitting will be required to fulfill local, State, and Federal requirements for construction. The design team will complete the necessary permits to support the construction and ecological restoration. Permits are anticipated from Michigan Department of Environmental Quality, U.S Army Corps of Engineers (USACE), Federal Emergency Management Agency, local permitting agencies, and compliance with National Environmental Policy Act. Deliverable: Complete permit applications and approvals.

Task Five. Construction and Vegetative Establishment

Major construction items and operations will include installation and maintenance of construction erosion control practices, excavation and micro-grading to stabilize the shoreline, installation of structure within the stream profile, and restoration of final grades and native species. Erosion control measures will be installed prior to any land-disturbing activity to prevent erosion and retain sediment onsite. Native vegetation, including species of cultural significance to regional Tribal communities such as sweetgrass, northern white cedar, sage, native tobacco and others, will be installed to restore a vegetated riparian buffer adjacent to the river channel and provide habitat for pollinators, birds and wildlife. These species can be found in the GLFWC Traditional Ecological Knowledge (TEK) document. Upon completion of the work, all access roads, staging areas, construction entrances, and silt fences will be removed, and all disturbed soils will be stabilized with mulch and native seed to establish permanent ground cover. Concurrently with the riparian restoration, the DDA is anticipated to be

constructing access improvements and green infrastructure as part of an expansive placemaking project to increase access and human use of the river.

Following site grading, the restored stream sections will be revegetated with native species. Native species selection will integrate community input from engagement sessions and reflect discussions about climate vulnerabilities highlighted in the 2023 Aanji-bimaadiziimagak o'ow aki report created by Great Lakes Indian Fish and Wildlife Commission with TEK from 11 Great Lakes Tribes and predictive models of climate stressors. A variety of native trees, shrubs and herbaceous plant plugs will be installed adjacent to the river channel to stabilize banks following construction. Native seeds will be installed in areas disturbed by construction. Establishing deep rooted tree and shrub species will provide significant water quality benefits to the restored habitat and adjacent water bodies.

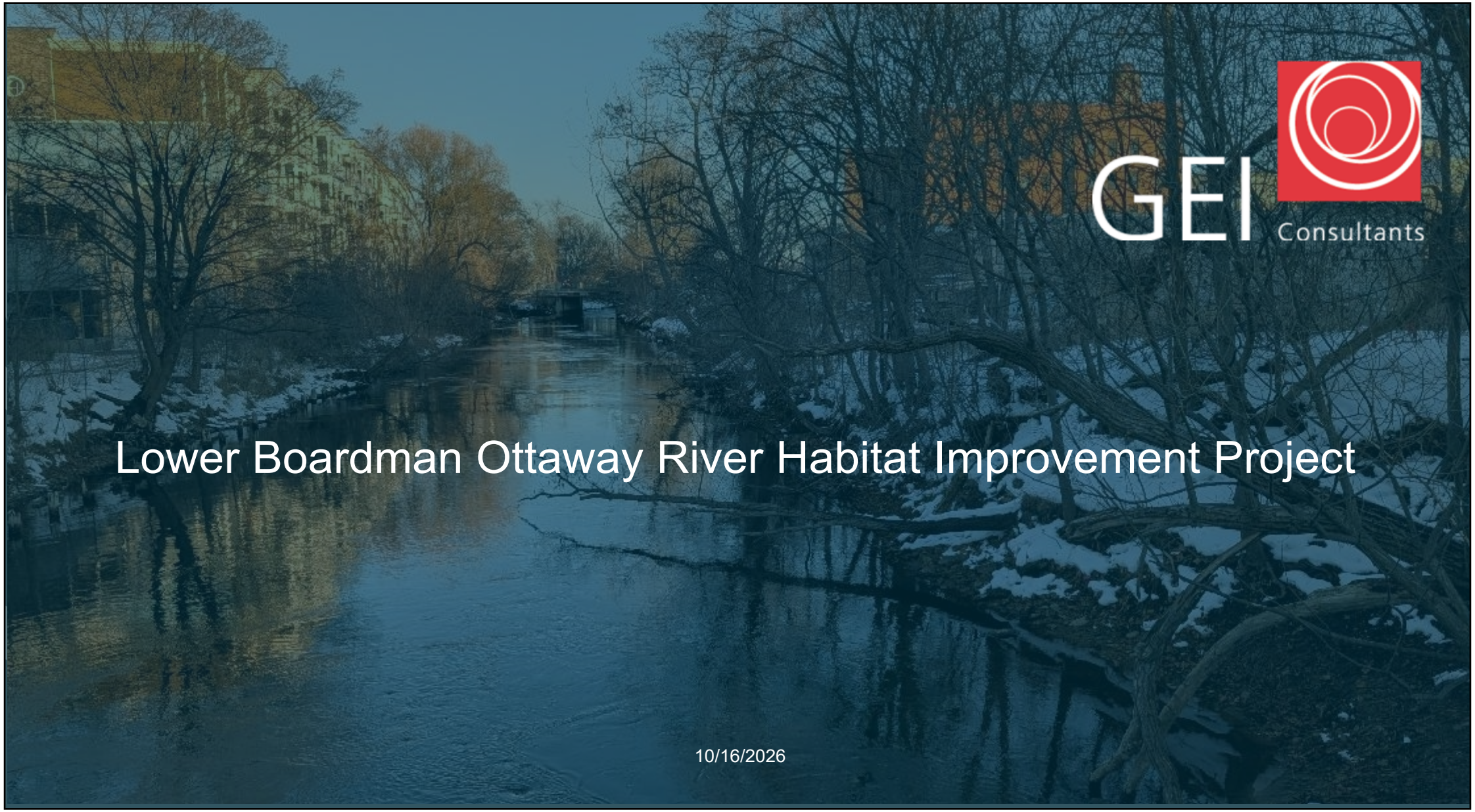
Project Site

The Boardman-Ottaway River, the largest tributary to Grand Traverse Bay, encompasses 179 lineal miles (288 km) of perennial streams and supports 74 natural lakes. It sustains nearly 60 different fish species and includes 36 miles (58 km) designated as "Blue Ribbon" trout habitat. Prior to European colonization, this river was a sinuous and dynamic riverscape, winding and shifting through the sandy outwash landform, influenced by vegetative cover, storm events, lake and river water levels, and episodic hydraulic flow characteristics. Industrialization altered the natural features of the river and its corridor, negatively impacting how people, plants, and animals could connect with this water and Lake Michigan.

Beginning in 1867, a series of misguided projects, free of modern-day regulatory standards, unfolded on the Boardman-Ottaway River, resulting in asynchronous development patterns that continue to compromise the health and vitality of the Lower River today. Specific negative impacts include: 1) channelization of the river into a more limited space; 2) construction of four dams to create power; 3) bank stabilization features limiting lateral movement of the river; and 4) construction of stormwater management systems to direct water from local streets, parking lots, and built areas into the river.

Today, the collective health of the Lower River is threatened by the residual impacts of these anthropogenic changes. Particularly vulnerable are the fish and other aquatic species that play a vital role in the overall resilience of the coastal Grand Traverse Bay watershed and Native and non-Native communities whose economic livelihood and cultural sovereignty are linked to commercial and subsistence fishing. Additionally, current Lower River conditions exacerbate threats to the broader community, which bears a heightened vulnerability to predicted coastal climate hazards like rising Great Lakes water levels, extreme weather events, and increased winter and spring precipitation.

Improving fish passage, stabilizing shorelines, creating instream habitat for macroinvertebrates and fish species, and mitigating threats of nonpoint source pollution are restoration priorities that the RETEK team will advance in the Lower Boardman/Ottaway River.


GEI
Consultants
Lower Boardman Ottaway River Habitat Improvement Project
10/16/2026

Project Overview

- Purpose of the project
  - To enhance the abundance and quality of instream and nearshore habitat
- Site Assessment December 2025
  - **Boat Site Assessment:** From river outlet into Lake Michigan to DNR Weir
  - **Walking Site Assessment:** Along full extent of project except lower reach where boat assessment was done
- Develop concept designs to progress to 50% & 90% design
- Future funding: final design, permitting & Construction

Site Overview - Reaches

- Lower Boardman Ottaway River Reaches
  - **Reach 1:** From the Inlet of Boardman Lake to South Cass Street
  - **Reach 2:** South Cass Street to South Union Street
    - Not included in habitat restoration options due to on-going construction of FishPass Dam
  - **Reach 3:** South Union Street to West Front Street
  - **Reach 4:** West Front Street to North Union Street
  - **Reach 5:** North Union Street to North Park Street
  - **Reach 6:** North Park Street to the entrance of Lake Michigan

Site Assessment

River Reach 1 Looking Upstream

River Reach 3 Looking Downstream

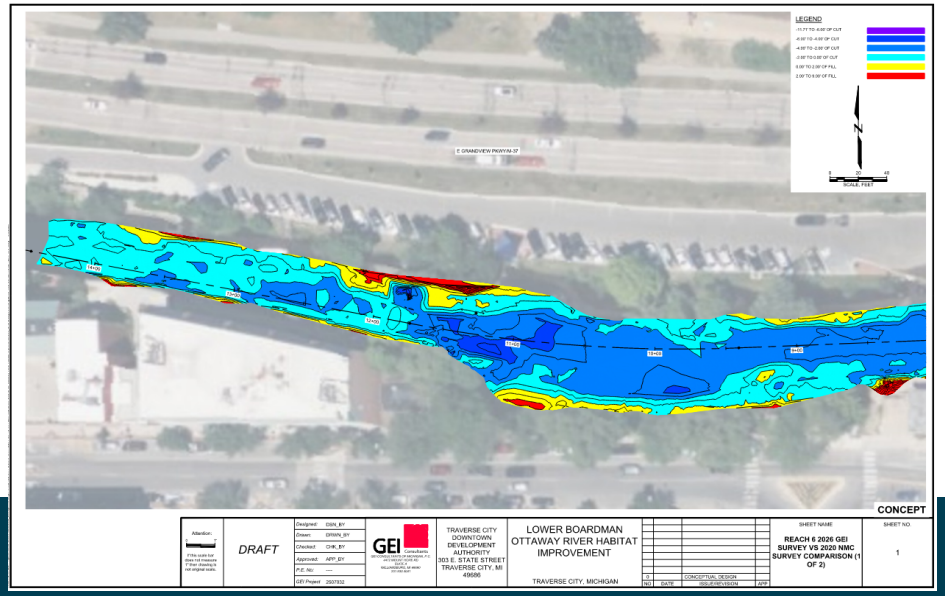
River Reach 4 DNR Weir

River Reach 6 Left Bank

River Reach 5 Looking Upstream

Data Collection

- Topographic Survey
- Bathymetric Survey



Habitat Improvement Options

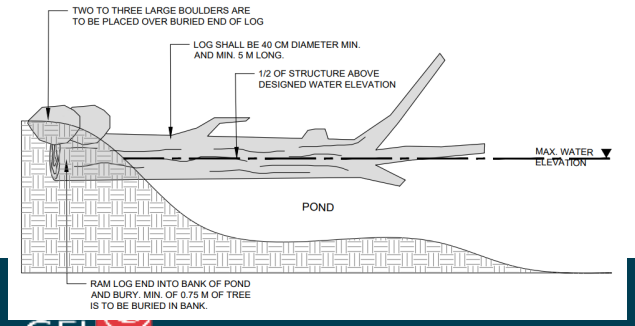
- 14 conceptualize habitat improvement options dra
  - Addition of riffles and pools
    - Excavation/fill
  - Addition of habitat structure
    - Wood
    - Boulders
    - Lunkers
  - Revegetation
    - Nearshore tree planting

General Shape of Lunker Structures and placed example

Riffle and Pool bedform near Hannah park

Submerged LWD Example

(photo from NF Stillaguamish River, Snohomish County, Washington, Source: Roger Peters, USFWS)



Basking Log Example

Next Steps

- Complete conceptual hydraulic modeling
- Select priority habitat improvement option
- Update to public via informational meeting
- Proceed towards detailed design and permitting

Existing Kids Creek Culvert

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, DDA Executive Director
Todd McMillen, Chair, Governance Committee

Date: October 12, 2026

Subject: Executive Director Evaluation

Included in your packet is a proposal (attached) from Kate Green at Human Resource Partners (HRP) to facilitate a performance evaluation of the DDA Executive Director with the DDA Board. Kate has provided similar services for the DDA in previous years and has also assisted the Board with a salary comparison study for Downtown Development Authorities across Michigan.

Recommended Motion
That the DDA Board approves to enter into a contract with Human Resource Partners for a not-to-exceed cost of $4,000 to facilitate the Board of Director's 2026 performance evaluation for the Executive Director of the Traverse City Downtown Development Authority.

333 Sixth Street
Traverse City
Michigan 49684

Phone: 231.409.9175

HRP
Human Resource Partners

Proposal for Services - Traverse City Downtown Development Authority

Objective

Facilitate the Board of Director's 2026 performance evaluation for the Executive Director (ED) of the Traverse City Downtown Development Authority.

Scope and Approach

HRP will work with the Governance Committee of the board (or other members) and Executive Director to review past processes and update for the current review cycle. HRP last facilitated the Executive Director's review in August 2025.

Key facilitator responsibilities of the process include:

1. Meeting with representatives of the TCDDA Board and ED to review and finalize the criteria and process.
2. Create information for board communications with instructions and background.
3. Conduct survey (either virtually or by phone), up to 10 respondents.
4. Summarize information, identify themes, create summary report.
5. Present and discuss initial findings with the Governance Committee and ED.
6. Present findings to the full Board (in closed session if requested).

In the past the board was interviewed either by phone or virtually. The summary will identify themes rather than individual comments or perceptions. For the purposes of this project, themes will be similar comments made by two or more respondents.

During the planning meeting, if there are substantive changes to the process, HRP can revise this proposal if needed.

Timeline

The process typically takes approximately six weeks to plan, schedule and conduct interviews, prepare the report, and present the findings. Once the desired Board meeting date is identified, HRP will plan to begin the process approximately six weeks in advance.

Experience and Qualifications

Founded in 2000, Human Resource Partners focuses on providing professional Human Resources counsel and services primarily in Northern Michigan. The partners of the firm are Kate Greene, Michelle Baldwin and Jennifer Ewing. For this project, Kate Greene would be the primary manager.

Kate Greene, SHRM-SCP, GPHR, SPHR

Kate Greene is the co-founder and President of Human Resource Partners. Having worked with clients across a range of organizations, Kate is an HR Generalist with a strategic mindset. Her deep knowledge of HR practices and organizational health and behavior provides a valuable perspective for clients who wish to drive a positive culture. Kate specializes in working with Boards of Directors and their Executive on issues like Performance Evaluation, Succession Planning, Executive Search and Compensation.

Kate earned her bachelor's degree in Human Resources from Michigan State University and attained the highest professional certification in the field of Human Resources as a Senior Human Resources Professional (SPHR, 2002), Global Professional in Human Resources (GPHR, 2006) and Society for Human Resource Management Senior Certified Professional (SHRM-SCP, 2015).

Since returning to her hometown of Traverse City, Kate has been active in the community serving in leadership positions on numerous boards including the Traverse Area Human Resources Association, the Traverse City Area Chamber of Commerce, and Generations Ahead (a teen parent program). Currently, she serves as the chair of the Local Officers Compensation Committee for the City of Traverse City and on the HR Committee for TART Trails.

Kate lives in Traverse City with her husband, Matthew Schmidt, daughter, and twin sons.

Confidentiality and Copyright
All information received from the Traverse City Downtown Development Authority, the Client, will be treated as confidential except information, which was or becomes generally available to the public other than as a result of a disclosure by the Client; was or becomes available to HRP from a source other than the Client or its agents; or was known to HRP prior to the disclosure by the Client.

HRP is the owner of, including copyright, of all processes, materials and training programs developed for, and provided to, the Client. The Client may not provide or resell the HRP processes or training programs to other parties without HRP written authorization.

HRP materials and advice are intended to enhance HR practices and processes and are not legal advice. HRP encourages its clients to seek legal advice if questions exist about employment practices and procedures.

The Client will indemnify and hold HRP harmless against all losses, damages, costs, and expenses including reasonable attorney fees, resulting from any breach of any warranty, representation or covenant contained in this agreement.

This agreement shall be governed and construed in accordance with the laws of the State of Michigan and shall benefit and be binding upon the parties and their respective successors and assignees. This section shall survive the termination of this agreement.

Investment

Planning and facilitation of Annual Executive Evaluation

- *Planning meeting*
- *Update materials, create packet*
- *Schedule and conduct interviews*
- *Analyze and create report, present report at board/committee meeting*

Total $ 4,000

For consulting outside the scope of this project or if attendance is required at additional meetings the client will be billed at $200/hour.

Terms: 50% billed upon commencement of the project and remainder upon completion of project. This quote is valid for 30 days.

Acknowledged and Accepted by:

Traverse City Downtown Development Authority Representative

Kate Greene, Human Resource Partners

Date:

Date: September 17, 2026

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: October 12, 2026

Subject: Executive Director Report

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

PUMA Study
Work continues with PUMA to update key findings from the 2022 market study and provide an evaluation of current downtown economic conditions. In addition, PUMA is researching programs, policies, and best practices utilized by downtown organizations and municipalities across the country to support and retain local independent businesses and maintain a diverse downtown business mix. We hope to provide a preview of the findings of this effort at our December meeting.

Two-Way Circulation
DDA staff is working with the Progressive team and City Engineering to implement the next steps for the two-way implementation. The top priorities include modifications to the traffic signals and improvements to the Pine Street/Front Street intersection.

Infrastructure First TIF Plan Community Open House
The DDA will be hosting a community open house for the Infrastructure First TIF Plan on Monday, October 26th from 6:00 – 7:30 PM in the McGuire Room at the Traverse Area District Library. The Open House will allow participants to review information at their own pace and ask questions about tax increment financing, the proposed Infrastructure First TIF Plan or the Traverse City DDA.

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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: October 12, 2026

Subject: DTCA Director of Events & Engagement Update

Downtown Fine Art Fair (Sept 12-13)

- Feedback from 25 of 38 vendors via survey:
  - 9.24/10 experience rating
  - 80% want to keep location as is
  - 88 NPS (world class level)
  - 96% very satisfied, 4% somewhat satisfied with event organization
  - 100% satisfied with onsite staff/volunteer services & comms
  - 80% very satisfied, 16% somewhat satisfied with sales (only 1 vendor very dissatisfied)
  - 72% said fairgoers were a mix of local and tourist, 24% said mostly local (NoMI)

Halloween Walk (Oct 31)

- Sent out invitation to all downtown merchants to participate. “Off the block” members not located on the well-trod sidewalks of the 100 and 200 blocks of E Front St. can sign up to get additional promotion on the website to encourage trick-or-treaters to explore every creepy corner of downtown.
- We are full for volunteers!
- We will be handing out Halloween Walk character icon stickers this year.

Shop Your Community Day (Nov 7)

- There are 30 nonprofit organizations participating and listed on the downtowntc.com event webpage.
- DTCA members have through Oct 18 to sign up.
- Come downtown on Nov 7 to select the organizations you’d like to receive 15% of your purchase total. Shop all the participating shops and restaurants you can! There is a lot of

need locally – do what you can to support your neighbors while getting a head start on the holidays, getting a bite to eat, or just running some errands.

Light Up Downtown (LUD; Nov 20 & 21)

- Two activations are planned and available for DTCA member sign up: Cookies & Cocoa Crawl (11/20 & 21, 3pm-close) – participating members will offer sweet treats in the form of cookies or cocoa or both! Find the Grinch (11/20-29) challenges shoppers and diners to spy our favorite green holiday convert hiding amongst the racks and stacks. Find the Grinch, get a special treat from participating businesses!

LUD, Day 1: Tree Lighting (Fri, Nov 20, 4-6:30)

- Front St will be closed between Union and Park Street from 3-8pm.
- A variety of entertainment is in planning, including music, treats and giveaways, Contigo pet photo booth, and other activities to be announced.
- Staging: Working on schedule of events including games/competitions with Turkey Trot donated prizes, candy elves with donated candy: TC Cheer Team to join as volunteers, carols, special holiday guests to delight the crowd, Tree Lighting with Santa, etc.
- Santa's House at Cass & State Streets will host Santa and families after the Tree Lighting.

LUD, Day 2: Light Parade (Nov 21, 6:00 step off)

- DTCA is partnering with the Festival Foundation to produce the Light Parade, ensuring we have the parade experts on our team to plan another successful, safe, and magical event!
- City planning meeting set for Oct 29 to review plan and secure official approval.
- Parade length will be about 1 hour and 20-30 minutes (estimated, not guaranteed).
- Still accepting sponsors to help support this event – and keep the lights on! Contact Sara Klebba at sara@downtowntc.com with any interest or referrals.

Holiday Shopping Series: Ladies' Night (Thur, Dec 3), Men's Night (Thur, Dec 10), Wrap It Up Night (Fri, Dec 18)

- Gift wrapping station to be added for Men's Night.
- Wrap It Up Night with feature special offers and treats only, no late hours.
- Seeking sponsors for the holiday shopping series – contact Sara Klebba at sara@downtowntc.com if you're interested in receiving information.

TC Restaurant Week (Feb 21-27)

- Seeking sponsors for the next TCRW – contact Sara Klebba at sara@downtowntc.com if you're interested in receiving information.