



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, August 16, 2024**

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: Chairperson Gabe Schneider, Board Member Peter Kirkwood, Board Vice Chair Scott Hardy, Board Member Jeff Joubran, Board Member Todd McMillen, Board Member Ed Slosky, Mayor Amy Shamroe, Board Member Shelley Spencer, Board Member Gary Howe, and Board Member Mike Powers

The following Board Members were absent: Board Member Hillary Ascroft

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

The meeting was called to order at 9am

(b) **ROLL CALL**

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

(1) That the board approve the Agenda as presented.

Moved by Scott Hardy, Seconded by Ed Slosky

Yes: Gabe Schneider, Peter Kirkwood, Scott Hardy, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

Absent: Jeff Joubran and Hillary Ascroft

CARRIED. 9-0-2 on a recorded vote

(d) **PUBLIC COMMENT**

The following addressed the board:
Tim Werner
Jim Carruthers

(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 July 19, 2024 DDA Regular Meeting (approval recommended)
- (2) Consideration of approving the minutes from the August 2, 2024 Downtown Development Authority Study Session (approval recommended)
- (3) Consideration of approving the July Financial Reports and Disbursements for DDA General, Old Town TIF, TIF-97, Parking Services and the Arts Commission (approval recommended)

Motion to approve the Consent Calendar as presented

Moved by Amy Shamroe, Seconded by Todd McMillen

Yes: Gabe Schneider, Peter Kirkwood, Scott Hardy, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

Absent: Jeff Joubran and Hillary Ascroft

CARRIED. 9-0-2 on a recorded vote

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

(g) **OLD BUSINESS**

- (1) Moving Downtown Forward TIF and Development Plan (approval recommended)

The following addressed the board:
Harry Burkholder
Gabe Schneider
Scott Hardy
Amy Shamroe
Gary Howe
Ed Slosky

Pete Kirkwood

Mike Powers

That the DDA Board endorses and supports the proposed Moving Downtown Forward combined TIF and Development plan; and further, the DDA Board directs staff to forward the proposed Moving Downtown Forward combined TIF and Development Plan to the City Commission with the recommendation that the Commission approve the proposed Moving Downtown Forward combined TIF and Development Plan after the City first conducts a public hearing as provided in Section 218 of the Recodified Tax Increment Financing Act

Moved by Amy Shamroe, Seconded by Scott Hardy

Yes: Gabe Schneider, Peter Kirkwood, Scott Hardy, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

Absent: Jeff Joubran and Hillary Ascroft

CARRIED. 9-0-2 on a recorded vote

(h) **NEW BUSINESS**

(1) Executive Director Employment Agreement (approval recommended)

The following addressed the board:

Harry Burkholder

Scott Howard

Gabe Schneider

Amy Shamroe

Recommended Motion That the DDA Chair execute an Employment Agreement for Executive Director with Harry Burkholder, which specifies the terms and conditions of employment of Mr. Burkholder as Executive Director, with the agreement subject to approval as to its form by the DDA Attorney.

Moved by Ed Slosky, Seconded by Scott Hardy

Yes: Gabe Schneider, Peter Kirkwood, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

Absent: Jeff Joubran and Hillary Ascroft

CARRIED. 8-0-2 on a recorded vote

(2) Service Agreement For Trash Collection (approval recommended)

The following addressed the board:

Harry Burkholder

Mike Powers

Pete Kirkwood

Ed Slosky

Amy Shamroe

Scott Hardy

RECOMMENDED MOTION: That the DDA Board of Directors enter into a service agreement with the City of Traverse City for a not to exceed amount of \$240,428.79, using funds from Old Town TIF and TIF-97, for the transportation, collection and disposal of trash within the DDA District for a term of three years, and that such agreement is subject to approval as to its substance by the DDA Executive Director and its form by the DDA Attorney

Moved by Gary Howe, Seconded by Amy Shamroe

Yes: Gabe Schneider, Peter Kirkwood, Scott Hardy, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

Absent: Jeff Joubran and Hillary Ascroft

CARRIED. 9-0-2 on a recorded vote

(3) Mobility Action Plan (approval recommended)

The following addressed the board:

Harry Burkholder

Shawn Winter

Gary Howe

Pete Kirkwood

Scott Hardy

Gabe Schneider

Ed Slosky

Amy Shamroe

Scott Howard

That the DDA Board of Directors approve the 2024 Traverse City Mobility Action Plan

Moved by Gary Howe, Seconded by Amy Shamroe

Yes: Gabe Schneider, Peter Kirkwood, Scott Hardy, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, and Mike Powers

Absent: Jeff Joubran and Hillary Ascroft

CARRIED. 9-0-2 on a recorded vote

(i) EXECUTIVE DIRECTOR REPORT

(1) Executive Director Report

The following addressed the board:

Harry Burkholder

* Todd McMillen and Ed Slosky left the board meeting at 10:35am.

(j) **BOARD MEMBER REPORTS**

(1) Arts Commission Report

The following addressed the board:
Harry Burkholder

(k) **STAFF REPORTS**

(1) Director of Events and Outreach Report

The following addressed the board:
Sara Klebba

(2) Parking and Mobility Director Report

The following addressed the board:
Nicole VanNess

(l) **RECEIVE AND FILE**

(1) July 11, 2024 DTCA Meeting Minutes

(m) **PUBLIC COMMENT**

The following addressed the board:
Gabe Schneider announced his resignation as Chair of the DDA Board of Directors.
Scott Hardy
Pete Kirkwood
Amy Shamroe

(n) **ADJOURNMENT**

The meeting was adjourned by Chair Schneider at 10:55am.

Harry Burkholder, Interim Traverse
City DDA CEO