



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, October 18, 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: Board Member Peter Kirkwood, Board Vice Chair Scott Hardy, Board Member Jeff Joubran, Board Member Todd McMillen, Board Member Ed Slosky, Board Member Hillary Ascroft, Board Member Shelley Spencer, Board Member Gary Howe, and Board Member Mike Powers

The following Board Members were absent: Mayor Amy Shamroe

Chairperson Hardy presided at the meeting.

(a) **CALL TO ORDER**

Chair Hardy called the DDA Board of Directors meeting to order at 9:00am.

(b) **ROLL CALL**

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

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

Moved by Peter Kirkwood, Seconded by Todd McMillen

Yes: Peter Kirkwood, Scott Hardy, Todd McMillen, Ed Slosky, Hillary Ascroft, Shelley Spencer, Gary Howe, and Mike Powers

Absent: Jeff Joubran and Amy Shamroe

CARRIED. 8-0-2 on a recorded vote

(d) **PUBLIC COMMENT**

n/a

(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 September 20, 2024 DDA Regular Board Meeting (approval recommended)
- (2) Consideration of approving the September Financial Reports and Disbursements for DDA General, Old Town tIF, TIF-97 and the Arts Commission (approval recommended)
- (3) Consideration of approving the minutes from the September 30, 2024 DDA Governance Committee Meeting (approval recommended)
That the board approve the Consent Calendar as presented.

Moved by Ed Slosky, Seconded by Hillary Ascroft

Yes: Peter Kirkwood, Scott Hardy, Todd McMillen, Ed Slosky, Hillary Ascroft, Shelley Spencer, Gary Howe, and Mike Powers

Absent: Jeff Joubran and Amy Shamroe

CARRIED. 8-0-2 on a recorded vote

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

(g) **SPECIAL ORDER OF BUSINESS**

(h) **OLD BUSINESS**

- (1) Downtown Restaurant Composting Program Update

The following addressed the board:

Harry Burkholder

Jennifer Flynn

Shelley Spencer

Pete Kirkwood

Hillary Ashcroft

Scott Hardy

- (2) West Front Street Bridge Staircase Budget Amendment (approval recommended)

The following addressed the board:

Harry Burkholder

Gary Howe
Mike Powers
Pete Kirkwood
Ed Slosky
Scott Hardy
Hillary Ashcroft
Shelley Spencer
Scott Howard

(i) **NEW BUSINESS**

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

The following addressed the board:

Harry Burkholder
Scott Hardy
Shelley Spencer
Pete Kirkwood
Gary Howe
Ed Slosky
Mike Powers

That the DDA Board appoint Scott Hardy, Ed Slosky, Jeff Joubran, Shelley Spencer to an Ad Hoc Committee to determine the criteria for how the DDA Board will collectively evaluate possible capital improvement projects and present to the full DDA Board a selection of possible capital improvement projects for their consideration and determination for the remaining three years of TIF-97.

Moved by Gary Howe, Seconded by Peter Kirkwood

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

Absent: Jeff Joubran and Amy Shamroe

CARRIED. 7-0-2 on a recorded vote

(2) J-Smith Walkway (approval recommended)

The following addressed the board:

Harry Burkholder

Gary Howe

Pete Kirkwood

Scott Hardy

That the DDA Board approves to enter into an agreement with Gosling Czubak for a landscape planting plan for the J-Smith Walkway and that \$6,500 from TIF-97 be allocated for the landscape planting plan, subject to approval as to its form and substance by DDA Executive Director and DDA Attorney.

Moved by Gary Howe, Seconded by Ed Slosky

Yes: Peter Kirkwood, Scott Hardy, Todd McMillen, Ed Slosky, Hillary Ascroft, Shelley Spencer, Gary Howe, and Mike Powers

Absent: Jeff Joubran and Amy Shamroe

CARRIED. 8-0-2 on a recorded vote

(j) **EXECUTIVE DIRECTOR REPORT**

(1) Executive Director Report

The following addressed the board:

Harry Burkholder

Scott Hardy

(k) **BOARD MEMBER REPORTS**

(1) Arts Commission Report

The following addressed the board:

Harry Burkholder

Todd McMillan

(l) **STAFF REPORTS**

(1) Director of Events and Engagement Report

The following addressed the board:

Sara Klebba

(m) **RECEIVE AND FILE**

(1) Correspondence from the Parking and Mobility Director

(2) August 8, 2024 DTCA Meeting Minutes

(n) **PUBLIC COMMENT**

(o) **ADJOURNMENT**

Chair Hardy adjourned the meeting 10:09am.

Harry Burkholder, Executive Director