



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, September 20, 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, Mayor Amy Shamroe, Board Member Shelley Spencer, Board Member Gary Howe, and Board Member Mike Powers

The following Board Members were absent: None

Vice Chair Hardy presided at the meeting.

(a) **CALL TO ORDER**

The meeting was called to order by Vice Chair Scott Hardy at 9:00am.

(b) **ROLL CALL**

(c) **ELECTION OF OFFICERS**

(1) Election of Officers (approval recommended)

Meeting was turned over to Harry Burkholder, Executive Director, to call for nominations for Chair of the DDA Board of Directors.

That the DDA Board elect Scott Hardy as Chair.

Moved by Jeff Joubran, Seconded by Amy Shamroe

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

Absent: None

CARRIED. 10-0-0 on a recorded vote

That the DDA Board appoint Ed Slosky as Vice Chair.

Moved by Amy Shamroe, Seconded by Mike Powers

Yes: Peter Kirkwood, Jeff Joubran, Ed Slosky, Hillary Ascroft, Amy Shamroe, Shelley Spencer, and Mike Powers

No: Scott Hardy, Todd McMillen, and Gary Howe

Absent: None

CARRIED. 7-3-0 on a recorded vote

That the DDA Board appoint Jeff Joubran as Treasurer.

Moved by Amy Shamroe, Seconded by Todd McMillen

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

Absent: None

CARRIED. 10-0-0 on a recorded vote

That the DDA Board appoint Shelley Spencer as Secretary.

Moved by Gary Howe, Seconded by Amy Shamroe

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

Absent: None

CARRIED. 10-0-0 on a recorded vote

(2) Committee Appointments

That the DDA Board cease regular study sessions but reserve the right to host on an as needed.

Moved by Amy Shamroe, Seconded by Scott Hardy

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

Absent: None

CARRIED. 10-0-0 on a recorded vote

That the DDA Board appoint of Todd McMillen as Chair with Peter Kirkwood, Hillary Ashcroft and Amy Shamroe as members to the Governance Committee:

Moved by Scott Hardy, Seconded by Gary Howe

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

Absent: None

CARRIED. 10-0-0 on a recorded vote

That the DDA Board appoint Jeff Joubran as Chair with Gary Howe, Shelley Spencer, Mike Powers as members to the Finance Committee

Moved by Scott Hardy, Seconded by Ed Slosky

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

Absent: None

CARRIED. 10-0-0 on a recorded vote

- (3) That the DDA Board appoint Mike Powers to the Farmers Market Advisory Board.

Moved by Amy Shamroe, Seconded by Gary Howe

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

Absent: None

CARRIED. 10-0-0 on a recorded vote

- (4) That the DDA Board appoint Todd McMillen to the Art Commission

Moved by Ed Slosky, Seconded by Gary Howe

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

Absent: None

CARRIED. 10-0-0 on a recorded vote

- (5) That the DDA Board appoint Shelley Spencer to the Rotary Square Advisory Committee.

Moved by Amy Shamroe, Seconded by Hillary Ascroft

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

Absent: None

CARRIED. 10-0-0 on a recorded vote

That the DDA Board approve the Agenda as presented.

Moved by Ed Slosky, Seconded by Amy Shamroe

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

Absent: None

CARRIED. 10-0-0 on a recorded vote

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

(1)

(e) **PUBLIC COMMENT**

n/a

(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 16, 2024 DDA Regular Meeting (approval recommended)

(2) Consideration of approving the August Financial Reports and Disbursements for DDA General, Old Town TIF, TIF-97 and the Arts Commission.

That the DDA Board approve the Consent Calendar as presented.

Moved by Amy Shamroe, Seconded by Hillary Ascroft

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

Absent: None

CARRIED. 10-0-0 on a recorded vote

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

n/a

(h) **OLD BUSINESS**

(1) Two-Way Circulation Pilot Project

The following addressed the board:

Susan

Peter Kirkwood

Joe Eberle

Scott Hardy

Amy Shamroe

Ed Slosky

Gary Howe

Mike Powers

Todd McMillen

Jeff Joubran

Shelley Spencer

Public Comment was called by Chair Hardy:

The following addressed the board:

John Willimans

Fred Bimber

Rick Stein

That the DDA Board support another year study of the State Street 2-way project.

Moved by Amy Shamroe, Seconded by Mike Powers

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

Absent: None

CARRIED. 10-0-0 on a recorded vote

(i) **NEW BUSINESS**

(1) Traverse Connect Contract (approval recommended)

The following addressed the board:

Scott Hardy

Shelley Spencer

Warren Call

Amy Shamroe

Pete Kirkwood
Jeff Joubran
Mike Powers

*Todd McMillen & Shelley Spencer left meeting at 10:35am

That the DDA Board enter into a one-year contract with Traverse Connect for \$42,000, \$37,000 coming from TIF-97 and \$5,000 coming from Old Town TIF, subject to approval as to its form and substance by the DDA Attorney. With the addition of the requirement of reporting quarterly to the DDA Board.

Moved by Ed Slosky, Seconded by Amy Shamroe

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

Absent: None

CARRIED. 10-0-0 on a recorded vote

(2) Rehmann Contract (approval recommended)

The following addressed the board:

Harry Burkholder
Scott Hardy
Amy Shamroe
Jeff Joubran

*Jeff Joubran left meeting at 10:45am

That the DDA Board enter into a one-year contract with Rehmann for a not-to-exceed amount of \$83,160, subject to approval as to its form and substance by the DDA Attorney.

Moved by Amy Shamroe, Seconded by Jeff Joubran

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

Absent: None

CARRIED. 10-0-0 on a recorded vote

(3) Executive Director Job Description (approval recommended)

That the DDA Board approve the Job Description for the DDA Executive Director and agrees to forward it on to the City Commission as written until such time that Parking Services moves to the City.

Moved by Mike Powers, Seconded by Amy Shamroe

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

Abstained: Jeff Joubran and Todd McMillen

Absent: None

CARRIED. 8-0-0 on a recorded vote

(4) TIF-97 Budget Priorities

The following addressed the board:

Harry Burkholder

Amy Shamroe

Scott Hardy

Ed Slosky

Mike Powers

Peter Kirkwood

*Gary Howe and Shelley Spencer left the meeting at 9:40am.

(j) **EXECUTIVE DIRECTOR REPORT**

(1)

The following addressed the board:

Harry Burkholder

Scott Hardy

Ed Slosky

(k) **BOARD MEMBER REPORTS**

(1) Arts Commission Report

n/a

(l) **STAFF REPORTS**

(1) Director of Events and Outreach Report

The following addressed the board:
Sara Klebba
Amy Shamroe

(m) **RECEIVE AND FILE**

(n) **PUBLIC COMMENT**

The following addressed the board:
Fred Bimber

(o) **ADJOURNMENT**

Chair Hardy adjourned meeting at 11:00am.

Harry Burkholder, Executive Director