



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, March 14, 2025**

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 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 Slosky presided at the meeting.

(a) **CALL TO ORDER**

The DDA Board of Directors meeting was called to order at 9am by Chair Slosky.

(b) **ROLL CALL**

Roll call was executed by name by DDA Chief of Staff, Liz Petrella.

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

(1) The following addressed the board:

Ed Slosky

That the board approve the Agenda as amended to include under Special Order of Business, an item number 2, Elected a Vice Chair, as presented.

Moved by Amy Shamroe, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Amy Shamroe,
Shelley Spencer, Gary Howe, and Mike Powers

Absent: Hillary Ascroft

CARRIED. 7-0-1 on a recorded vote

(d) **SPECIAL ORDER OF BUSINESS**

(1) DDA Mission, Vision and Guiding Principles

(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 February 21, 2025 DDA Regular Board Meeting (approval recommended)
- (2) Consideration of approving the February 2025 Financial Reports and Distributions for DDA General, Old Town TIF, TIF-97 and the Arts Commission (approval recommended)

That the board approve the Consent Calendar as presented.

Moved by Peter Kirkwood, Seconded by Gary Howe

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

Absent: Hillary Ascroft

CARRIED. 8-0-1 on a recorded vote

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

(h) **SPECIAL ORDER OF BUSINESS**

- (1) FishPass Presentation - Dan Zielinski

The following addressed the board:

Harry Burkholder

Dan Zielinski

Jeff Joubran

Pete Kirkwood

Amy Shamroe

Gary Howe

Shelley Spencer

Mike Powers

Ed Slosky

Liz Petrella

(2) Nomination and Election of Vice Chair.

The following addressed the board:

Ed Slosky

Pete Kirkwood

That Pete Kirkwood be nominate and elected as Vice Chair until September of 2025.

Moved by Shelley Spencer, Seconded by Amy Shamroe

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

Absent: Hillary Ascroft

CARRIED. 8-0-1 on a recorded vote

(i) OLD BUSINESS

(1) TIF-97 Project Priorities Update

The following addressed the board:

Harry Burkholder

Ed Slosky

Amy Shamroe

Gary Howe

Shelley Spencer

Mike Powers

Scott Howard

Jeff Joubran

Todd McMillan

Pete Kirkwood

(j) NEW BUSINESS

(1) Old Town TIF Budget Amendment (approval recommended)

The following addressed the board:

Harry Burkholder

That the DDA Board approve to amend and add \$89,394.43 to the 2024/2025 Old Town TIF Budget for intersection improvements on Eighth and Cass and Eighth and Union.

Moved by Todd McMillen, Seconded by Jeff Joubran

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

Absent: Hillary Ascroft

CARRIED. 8-0-1 on a recorded vote

(2) Streetscaping Reimbursement Request (approval recommended)

The following addressed the board:

Harry Burkholder

Ed Slosky

Pete Kirkwood

Amy Shamroe

Scott Howard

That the DDA Board approve funding of \$50,112.00 from TIF-97 toward streetscape improvements at 232 E. State Street and further instructs staff to revisit our policy within the next month and bring back a recommendation as to whether the management costs should be included at that time.

Moved by Peter Kirkwood, Seconded by Gary Howe

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

Absent: Hillary Ascroft

CARRIED. 8-0-1 on a recorded vote

(3) 2025 - 2026 Budget

The following addressed the board:

Harry Burkholder

Pete Kirkwood

Mike Powers

Gary Howe

Amy Shamroe

Ed Slosky

Todd McMillan

Shelley Spencer

*Mike Powers left meeting at 10:51am

(k) **EXECUTIVE DIRECTOR REPORT**

(1) Executive Director Report

The following addressed the board:

Harry Burkholder

Amy Shamroe

(l) **BOARD MEMBER REPORTS**

(1) Arts Commission

The following addressed the board:

Todd McMillan

Lauren Bohac

(m) **STAFF REPORTS**

(1) Director of Events and Engagement

The following addressed the board:

Sara Klebba

Amy Shamroe

Ed Slosky

Todd McMillan

(n) **RECEIVE AND FILE**

(o) **PUBLIC COMMENT**

The following addressed the board:

Richard Robbins

(p) **ADJOURNMENT**

The meeting was adjourned at 11:05am by Chair Slosky

Harry Burkholder, Executive Director