



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, August 15, 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, Board Member Shelley Spencer, Board Member Gary Howe, ED Harry Burkholder, and Board Member Caitlin Early

The following Board Members were absent: Mayor Amy Shamroe and Board Member Mike Powers

Chairperson Slosky presided at the meeting.

(a) **CALL TO ORDER**

The meeting was called to order at 9:00am by Chair Slosky.

(b) **ROLL CALL**

(c) **SPECIAL ORDER OF BUSINESS**

(1) Introduction and Welcome of Caitlin Early

The following addressed the board:
Harry Burkholder
Caitlin Early

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

(1) That the Agenda is approved as presented.

Moved by Jeff Joubran, Seconded by Shelley Spencer

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Shelley Spencer, Gary Howe, and Caitlin Early

Absent: Amy Shamroe and Mike Powers

CARRIED. 7-0-2 on a recorded vote

That the Agenda be approved as presented.

(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 July 18, 2025 DDA Regular Board Meeting (approval recommended)
- (2) Consideration of approving the July 2025 Financial Reports and Distributions for the DDA General, Old Town TIF and TIF-97 (approval recommended)
That the board approve the Consent Agenda as presented.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Shelley Spencer, Gary Howe, and Caitlin Early

Absent: Amy Shamroe and Mike Powers

CARRIED. 7-0-2 on a recorded vote

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

(h) **OLD BUSINESS**

- (1) TIF-97 Project Priorities Report

The following addressed the board:

Harry Burkholder

Ed Slosky

(i) **NEW BUSINESS**

- (1) Arts Commission Appointment (approval recommended)

The following addressed the board:

Harry Burkholder

That the DDA Board appoints Caitlin Early to serve as the DDA representative to the City of Traverse City Arts Commission

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Shelley Spencer, Gary Howe, and Caitlin Early

Absent: Amy Shamroe and Mike Powers

CARRIED. 7-0-2 on a recorded vote

(2) Rotary Square Use Policy (approval recommended)

The following addressed the board:

Harry Burkholder

Lauren Bohac

Pete Kirkwood

Gary Howe

Ed Slosky

Scott Howard

That the DDA Board approves and adopts the Rotary Square Use Policy as presented with the caveat that the board will revisit the language at our next meeting for possible modifications.

Moved by Peter Kirkwood, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Shelley Spencer, Gary Howe, and Caitlin Early

Absent: Amy Shamroe and Mike Powers

CARRIED. 7-0-2 on a recorded vote

(j) **EXECUTIVE DIRECTOR REPORT**

(1) Executive Director Report

The following addressed the board:

Harry Burkholder

Ed Slosky

Jeff Joubran

Gary Howe

Todd McMillen

Pete Kirkwood

(k) **STAFF REPORTS**

(1) Arts Commission Report

The following addressed the board:

Lauren Bohac

(l) **RECEIVE AND FILE**

(1) Director of Events and Engagement Report

(2) July 7, 2025 Governance Committee Draft Meeting Minutes

(m) **PUBLIC COMMENT**

n/a

(n) **ADJOURNMENT**

The meeting was adjourned at 9:37am by Chair Slosky

Harry Burkholder, Executive Director