



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, July 18, 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 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 Peter Kirkwood and Board Member Jeff Joubran

Chairperson Slosky presided at the meeting.

(a) **CALL TO ORDER**

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

(b) **ROLL CALL**

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

- (1) That the DDA Board approve the Consent Calendar with the addition of the Arts Commission financials added.

Moved by Amy Shamroe, Seconded by Shelley Spencer

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

Absent: Peter Kirkwood and Jeff Joubran

CARRIED. 6-0-2 on a recorded vote

(d) **PUBLIC COMMENT**

The following addressed the board:

Rick Venner

(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 June 20, 2025 DDA Regular Board Meeting (approval recommended)
- (2) Consideration of approving the June 2025 Financial Reports of and Distributions for DDA General, Old Town TIF, TIF-97, and Arts Commission (approval recommended)
That the DDA Board approve the Consent Calendar as presented.

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

(g) **OLD BUSINESS**

- (1) TIF-97 Project Priorities Report

The following addressed the board:

Harry Burkholder
Amy Shamroe
Shelley Spencer
Ed Slosky

- (2) Moving Downtown Forward TIF Plan

The following addressed the board:

Harry Burkholder
Amy Shamroe
Shelley Spencer
Ed Slosky
Gary Howe

(h) **NEW BUSINESS**

- (1) DDA Handbook (approval recommended)

The following addressed the board:

Todd McMillen

That the DDA Board approves to the DDA Handbook as presented.

Moved by Amy Shamroe, Seconded by Mike Powers

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

Absent: Peter Kirkwood and Jeff Joubran

CARRIED. 6-0-2 on a recorded vote

(2) Executive Director Evaluation Proposal (approval recommended)

The following addressed the board:

Harry Burkholder

Todd McMillen

Ed Slosky

Amy Shamroe

That the DDA Board approves to enter into a contract with Human Resource Partners for a not-to-exceed cost of \$4,000 to facilitate the Board of Director's 2025 performance evaluation for the Executive Director of the Traverse City Downtown Development Authority.

Moved by Amy Shamroe, Seconded by Mike Powers

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

Absent: Peter Kirkwood and Jeff Joubran

CARRIED. 6-0-2 on a recorded vote

(3) Holiday Lights Proposal (approval recommended)

The following addressed the board:

Harry Burkholder

Lauren Bohac

Mike Powers

Amy Shamroe

Ed Slosky

Todd McMillen

That the DDA Board approves to enter into a three-year contract with Strain Electric for a not-to-exceed cost of: \$148,430 for Holiday Lighting Services for the 2025 - 2026 holiday season; \$86,650 for the 2026 – 2027 holiday season and; \$94,955 for the 2027 – 2028 holiday season using TIF-97 and Old Town TIF funding, subject to approval as to its form by the DDA Executive Director and Attorney

Moved by Gary Howe, Seconded by Todd McMillen

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

Absent: Peter Kirkwood and Jeff Joubran

CARRIED. 6-0-2 on a recorded vote

(i) **EXECUTIVE DIRECTOR REPORT**

(1) Executive Director Report

The following addressed the board:

Harry Burkholder

Todd McMillen

Ed Slosky

Amy Shamroe

Shelley Spencer

Gary Howe

(2) Introduction of Carly Nicholas

The following addressed the board:

Harry Burkholder

Ed Slosky

(j) **BOARD MEMBER REPORTS**

The following addressed the board:

Ed Slosky

Amy Shamroe

(k) **STAFF REPORTS**

(1) Arts Commission

The following addressed the board:

Lauren Bohac

(2) Director of Events and Engagement

The following addressed the board:

Sara Klebba

Amy Shamroe

(l) **RECEIVE AND FILE**

(m) **PUBLIC COMMENT**

The following addressed the board:

Richard Robbins

Alanna Lahey

Amy Shamroe

(n) **ADJOURNMENT**

Chairperson Slosky adjourned the DDA Board meeting at 10:16am.

Harry Burkholder, Executive Director