



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, June 20, 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: None

Chairperson Slosky presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Slosky called the 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 Mike Powers, Seconded by Jeff Joubran

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

Absent: Gary Howe

CARRIED. 7-0-1 on a recorded vote

(d) **PUBLIC COMMENT**

(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 May 16, 2025 DDA Regular Board Meeting (approval recommended)
- (2) Consideration of approving the the May 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 Amy Shamroe, Seconded by Todd McMillen

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

Absent: Gary Howe

CARRIED. 7-0-1 on a recorded vote

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

(g) **SPECIAL ORDER OF BUSINESS**

- (1) Informational Bi-Annual Report to the Community (MCL 125.4910(4))

The following addressed the board:

Harry Burkholder

Ed Slosky

(h) **OLD BUSINESS**

- (1) 2025 - 2026 DDA Budget (approval recommended)

The following addressed the board:

Harry Burkholder

Ed Slosky

Amy Shamroe

Mike Powers

Pete Kirkwood

Jeff Joubran

That the DDA Board of Directions hereby approves the 2025/2026 budget as follows: Downtown Development Authority (General) Fund \$2,600,900 Tax Increment Financing District 97 Fund \$6,983,400 Tax Increment Financing District Old Town Fund \$ 729,200

Moved by Amy Shamroe, Seconded by Todd McMillen

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

Absent: Gary Howe

CARRIED. 7-0-1 on a recorded vote

(2) Streetscaping/Snowmelt Reimbursement Policy

The following addressed the board:
Harry Burkholder

(3) Project Priorities (approval recommended)

The following addressed the board:
Harry Burkholder
Ed Slosky
Mike Powers
Pete Kirkwood
Amy Shamroe
Shelley Spencer

That the DDA Board enter into contract with Beckett & Raeder for a not-to-exceed cost of \$93,100 for conceptual design and cost estimation for the Farmers Market Pavillion using TIF-97 funding, subject to approval as to its form by the DDA Executive Director and Attorney. Boardman/Ottaway Riverwalk

Moved by Peter Kirkwood, Seconded by Jeff Joubran

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

Absent: Gary Howe

CARRIED. 7-0-1 on a recorded vote

(i) NEW BUSINESS

(j) EXECUTIVE DIRECTOR REPORT

(1) Executive Director Report

The following addressed the board:
Harry Burkholder
Ed Slosky
Amy Shamroe

(k) **STAFF REPORTS**

(1) Arts Commission

The following addressed the board:
Harry Burkholder
Lauren Bohac
Ed Slosky

(2) Director of Events and Engagement

The following addressed the board:
Sara Klebba
Amy Shamroe
Ed Slosky
Pete Kirkwood

(l) **RECEIVE AND FILE**

(1) Traverse Connect Spring 2025 Informational Bi-Annual Report to the Community

(m) **PUBLIC COMMENT**

The following addressed the board:
Richard Robbins
720 Center Place, Traverse City, MI

(n) **ADJOURNMENT**

The meeting was adjourned by Chairperson Slosky at 10:01am.

Harry Burkholder, Executive Director