



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, April 25, 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

Chair Slosky presided at the meeting.

(a) **CALL TO ORDER**

Chair Slosky called the meeting to order at 9:00am

(b) **ROLL CALL**

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

(1) That the Agenda be approved as presented.

Moved by Jeff Joubran, Seconded by Amy Shamroe

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

Absent: None

CARRIED. 8-0-0 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 March 14, 2025 DDA Regular Board Meeting (approval recommended)
- (2) Consideration of approving the March 2025 Financial Reports and Distributions for the DDA General, Old Town, TIF-97 and the Arts Commission budgets (approval recommended)
That the Consent Calendar be approved as presented.

Moved by Todd McMillen, Seconded by Shelley Spencer

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

Absent: None

CARRIED. 8-0-0 on a recorded vote

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

(g) **SPECIAL ORDER OF BUSINESS**

- (1) Arts Commission Board Appointment

The following addressed the board:

Harry Burkholder

Todd McMillen

Pete Kirkwood

That the DDA Board appoint DDA Board member Jeff Joubran to the Traverse City Arts Commission.

Moved by Amy Shamroe, Seconded by Gary Howe

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

Absent: None

CARRIED. 8-0-0 on a recorded vote

(h) **OLD BUSINESS**

- (1) Mobile Surveillance Camera Trailer (approval recommended)

The following addressed the board:

Harry Burkholder
Chief Matt Richmond
Jeff Joubran
Ed Slosky
Amy Shamroe
Pete Kirkwood
Shelley Spencer
Mike Powers
Gary Howe

That the DDA Board of Directors approves to work with the Traverse City Police Department to purchase a Mobile Surveillance Camera Trailer for the Downtown District for a cost not to exceed \$40,250 with funding from TIF-97.

Moved by Amy Shamroe, Seconded by Todd McMillen

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

Absent: None

CARRIED. 8-0-0 on a recorded vote

(2) Streetscaping Investment Policy (possible action)

The following addressed the board:

Harry Burkholder
Ed Slosky
Amy Shamroe
Mike Powers
Jeff Joubran

(3) Expenditure of TIF Funds Beyond Plan Expiration

The following addressed the board:

Harry Burkholder
Scott Howard
Pete Kirkwood
Mike Powers
Amy Shamroe
Gary Howe

(4) TIF-97 Project Priorities Update

The following addressed the board:

Harry Burkholder
Ed Slosky
Pete Kirkwood
Amy Shamroe
Mike Powers
Shelley Spencer
Gary Howe
Jeff Joubran

(i) **NEW BUSINESS**

(1) 2025 - 2026 Budget (public hearing approval recommended)

The following addressed the board:

Harry Burkholder
Mike Powers
Ed Slosky
Amy Shamroe
Gary Howe
Pete Kirkwood

*Joubran left meeting at 10:32am

*McMillen left meeting 10:39am

Recommended Motion That the DDA set a public hearing for the 2025/2026 DDA Budget for Friday, May 16, 2025 at 9:00am in the Governmental Center Commission Chambers

Moved by Gary Howe, Seconded by Mike Powers

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

Absent: Jeff Joubran and Todd McMillen

CARRIED. 6-0-2 on a recorded vote

(j) **EXECUTIVE DIRECTOR REPORT**

(1) Executive Director Report

The following addressed the board:

Harry Burkholder

*Kirkwood left meeting at 10:44am

(k) **STAFF REPORTS**

(1) Director of Events and Engagement

The following addressed the board:
Sara Klebba

(2) Arts Commission

The following addressed the board:
Harry Burkholder

(l) **RECEIVE AND FILE**

The following addressed the board:
Harry Burkholder

(m) **PUBLIC COMMENT**

(n) **ADJOURNMENT**

The meeting was adjourned by Chair Slosky at 10:47am.

Harry Burkholder, Executive Director