



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, January 16, 2026**

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 Todd McMillen, Board Member Ed Slosky, Mayor Amy Shamroe, Board Member Shelley Spencer, Board Member Gary Howe, Board Member Mike Powers, and Board Member Caitlin Early

The following Board Members were absent: Board Member Jeff Joubran

Chairperson Slosky presided at the meeting.

(a) **CALL TO ORDER**

(b) **ROLL CALL**

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

- (1) That the board approve the Agenda as presented.

Moved by Amy Shamroe, Seconded by Peter Kirkwood

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

Absent: Jeff Joubran

CARRIED. 8-0-1 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 of the December 19, 2025 DDA Regular Board Meeting (approval recommended)
- (2) Consideration of approving the minutes of the December 19, 2025 DDA Regular Board Meeting Minutes (approval recommended)
- (3) Consideration of approving the December 2025 Financial Reports and Distributions for the DDA General, Old Town TIF and TIF-97 (approval recommended)
- (4) Consideration to accept the audited financial statements for the Downtown Development Authority for the year ending June 30, 2025 (approval recommended)
- (5) Consideration of approving the December 2025 Financial Report and Distributions for the Traverse City Arts Commission (approval recommended)
That the board approve the Consent Calendar as presented.

Moved by Todd McMillen, Seconded by Caitlin Early

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

Absent: Jeff Joubran

CARRIED. 8-0-1 on a recorded vote

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

(g) **SPECIAL ORDER OF BUSINESS**

- (1) Introduction of the Downtown Community Police Officer - Officer Garvin

The following addressed the board:

Harry Burkholder
Officer Jared Garvin
Amy Shamroe
Shelley Spencer
Ed Slosky

(h) **OLD BUSINESS**

- (1) Lower Boardman/Ottaway Downtown Riverwalk (approval recommended)

The following addressed the board:

Harry Burkholder
Pete Kirkwood
Gary Howe
Amy Shamroe

Caitlin Early
Mike Powers
Shelley Spencer
Michael Guthrie

That the DDA Board approve the Schematic Design and Design Development phases for Phase One of the Riverwalk.

Moved by Amy Shamroe, Seconded by Gary Howe

Yes: Peter Kirkwood, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, and Caitlin Early
No: Mike Powers
Absent: Jeff Joubran

CARRIED. 7-1-1 on a recorded vote

(2) TIF-97 Project Priorities

The following addressed the board:
Harry Burkholder
Caitlin Early

*Gary Howe left meeting at 10:25am.

(3) Moving Downtown Forward TIF Plan

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

(i) **NEW BUSINESS**

(1) DDA CIP and 2026 - 2027 Budget

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

(j) **EXECUTIVE DIRECTOR REPORT**

(1) Executive Director Report

The following addressed the board:
Harry Burkholder

(k) **STAFF REPORTS**

(1) Deputy Director - Arts Commission

The following addressed the board:
Lauren Bohac
Pete Kirkwood
Caitlin Early
Ed Slosky
Amy Shamroe

(2) Director of Events and Engagement

The following addressed the board:
Sara Klebba

(l) **RECEIVE AND FILE**

(m) **PUBLIC COMMENT**

(n) **ADJOURNMENT**

The meeting was adjourned by Chair Slosky at 10.47am.

Harry Burkholder, Executive Director