



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, December 19, 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 Jeff Joubran, 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 Peter Kirkwood

Chairperson Slosky presided at the meeting.

(a) **CALL TO ORDER**

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

(b) **ROLL CALL**

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

(1) That the Agenda be approved as presented.

Moved by Amy Shamroe, Seconded by Jeff Joubran

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

Absent: Peter Kirkwood

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 November 21, 2025 DDA Regular Board Meeting (approval recommended)
- (2) Consideration of approving the November 2025 Financial Reports and Distributions for the DDA General, Old Town TIF and TIF-97 (approval recommended)
- (3) Consideration of approving the November 2025 Financial Report and Distributions for the Traverse City Arts Commission (approval recommended)
- (4) Consideration of approving the minutes from the April 17, 2025 DDA Finance Committee Meeting (approval recommended)
- (5) Consideration of approving the recommendation from the DDA Finance Committee to establish a Michigan CLASS account and authorize the City Treasurer to complete the account setup and initial transfer of DDA funds (approval recommended)
- (6) Consideration of approving the recommendation from the Finance Committee to amend the DDA General Fund Budget (approval recommended)
That the Consent Calendar be approved as presented.

Moved by Amy Shamroe, Seconded by Gary Howe

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

CARRIED. 8-0-1 on a recorded vote

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

(g) **SPECIAL ORDER OF BUSINESS**

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

The following addressed the board:

Harry Burkholder
Amy Shamroe
Ed Slosky

(h) **OLD BUSINESS**

- (1) TIF-97 Project Priorities

The following addressed the board:
Harry Burkholder

(2) Moving Downtown Forward TIF Plan

The following addressed the board:
Harry Burkholder
Ed Slosky
Amy Shamroe
Scott Howard
Shelley Spencer
Jeff Joubran
Mike Powers
Gary Howe
Todd McMillan

That the DDA Board of Directors establish a Moving Downtown Forward TIF Plan Subcommittee to consist of Jeff Joubran, Shelley Spencer, Amy Shamroe, and Todd McMillan with Todd McMillan serving as Chair.

Moved by Amy Shamroe, Seconded by Jeff Joubran

Yes: Jeff Joubran, Todd McMillan, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, Mike Powers, and Caitlin Early
Absent: Peter Kirkwood

CARRIED. 8-0-1 on a recorded vote

(i) CEO REPORT

(1) Executive Director Report

The following addressed to the board:
Harry Burkholder
Amy Shamroe

(j) STAFF REPORTS

(1) Director of Events and Engagement

The following addressed the Board:
Sara Klebba
Ed Slosky
Jeff Joubran

(k) RECEIVE AND FILE

(l) **PUBLIC COMMENT**

- (1) Potential motion for the Board to go into closed session under Section 8(h) of the Open Meetings Act to discuss confidential attorney client communication exempt from disclosure under Section 13(1)(g) of the Freedom of Information Act.

That the Board to go into closed session under Section 8(h) of the Open Meetings Act to discuss confidential attorney client communication exempt from disclosure under Section 13(1)(g) of the Freedom of Information Act.

Moved by Amy Shamroe, Seconded by Caitlin Early

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

Absent: Peter Kirkwood

CARRIED. 8-0-1 on a recorded vote

- (2) The board came out of closed session at 11:06am. Chair Slosky read the following statement:

In early 2024, the DDA board approved to fund a financial review of the Downtown Traverse City Association accounts for 2022 through Feb 2024. The DTCA is a 501C6 non-profit organization of our downtown merchants. The DTCA uses the DDA to manage its books.

This board just received this financial review and we reviewed the findings today. The financial review provided us with accounting recommendations with respect to the DTCA accounts. The full financial review will be posted later today on the DDA website.

(m) **ADJOURNMENT**

The meeting was adjourned at 11:08am by Chair Slosky.

Harry Burkholder, DDA Executive
Director