



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, September 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 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, Board Member Mike Powers, and Board Member Caitlin Early

The following Board Members were absent: None

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) **ELECTION OF OFFICERS**

(1) Election of Officers and Committees

Meeting was turned over to Harry Burkholder, Executive Director, to call for nominations for Chair of the DDA Board of Directors.

After election of DDA Board Chair the meeting was turned over to Chair Elect Slosky.

The following addressed the board:

Harry Burkholder

Ed Slosky

That the DDA Board elect Ed Slosky as Chair

Moved by Amy Shamroe, Seconded by Jeff Joubran

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

Absent: None

CARRIED. 9-0-0 on a recorded vote

That the DDA Board appoint Gary Howe as Vice Chair

Moved by Amy Shamroe, Seconded by Jeff Joubran

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

Absent: None

CARRIED. 9-0-0 on a recorded vote

That the DDA Board appoint Jeff Joubran as Treasurer.

Moved by Ed Slosky, Seconded by Amy Shamroe

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

Absent: None

CARRIED. 9-0-0 on a recorded vote

That the DDA Board appoint Shelley Spencer as Secretary.

Moved by Todd McMillen, Seconded by Gary Howe

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

Absent: None

CARRIED. 9-0-0 on a recorded vote

That the DDA Board appoint of Todd McMillen as Chair with Pete Kirkwood and Ed Slosky as members to the Governance Committee:

Moved by Amy Shamroe, Seconded by Jeff Joubran

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

Absent: None

CARRIED. 9-0-0 on a recorded vote

That the DDA Board appoint of Jeff Joubran as Chair with Mike Powers, Gary Howe, and Caitlin Early as members to the Finance Committee:

Moved by Amy Shamroe, Seconded by Todd McMillen

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

Absent: None

CARRIED. 9-0-0 on a recorded vote

That the DDA Board appoint Mike Powers to the Farmers Market Advisory Board.

Moved by Amy Shamroe, Seconded by Caitlin Early

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

Absent: None

CARRIED. 9-0-0 on a recorded vote

That the DDA Board appoint Caitlin Early to the Art Commission.

Moved by Ed Slosky, Seconded by Gary Howe

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

Absent: None

CARRIED. 9-0-0 on a recorded vote

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

- (1) The following addressed the board:
Ed Slosky

That the board approve the Agenda as amended to reflect that New Business item number one is moved to after item (m) the second Public Comment.

Moved by Jeff Joubran, Seconded by Peter Kirkwood

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

Absent: None

CARRIED. 9-0-0 on a recorded vote

(e) **PUBLIC COMMENT**

(f) **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 August 15, 2025 DDA Regular Board Meeting (Approval recommended).
- (2) Consideration of approving the August 2025 Financial Reports and Distributions for the DDA General, Old Town TIF and TIF-97 (approval recommended)
That the board approve the Agenda as presented.
- (3) Consideration of declaring office furniture as surplus so it can be disposed of in cooperation with the City of Traverse City (approval recommended)
- (4) Consideration of adding a clause regarding long-term/repeated use of Rotary Square to the Rotary Square Use Policy (approval recommended)
That the board approve the Consent Calendar as presented.

Moved by Amy Shamroe, Seconded by Caitlin Early

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, Mike Powers, and Caitlin Early
Absent: None

CARRIED. 9-0-0 on a recorded vote

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

(h) **OLD BUSINESS**

- (1) TIF-97 Project Priorities (Presentations from Progressive Companies and Beckett and Raeder)

The following addressed the board:

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

That the DDA board allocate the additional thirty-three thousand dollars for design fees to Beckett and Raeder for completion of the proposed design pending review of legal counsel and the Executive Director.

Moved by Gary Howe, Seconded by Amy Shamroe

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, Mike Powers, and Caitlin Early
Absent: None

CARRIED. 9-0-0 on a recorded vote

(i) **NEW BUSINESS**

- (1) Consideration of entering into closed session to discuss the periodic personnel evaluation of the DDA Executive Director as requested by DDA Executive Director and as authorized by MCL 15.268(1)(a).

The following addressed the board:

Harry Burkholder

That the DDA board enter into closed session to discuss the periodic personnel evaluation of the DDA Executive Director as requested by DDA Executive Director and as authorized by MCL 15.268(1)(a).

Moved by Amy Shamroe, Seconded by Shelley Spencer

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, Mike Powers, and Caitlin Early
Absent: None

CARRIED. 9-0-0 on a recorded vote

- (2) Lot O Mixed Use Development (Presentation from HomeStretch)

The following addressed the board:

Harry Burkholder

Jonathan Stimson

Mike Korby

Ed Slosky

Shelley Spencer

Mike Lahti

Amy Shamroe

Pete Kirkwood

(j) **EXECUTIVE DIRECTOR REPORT**

(1) Executive Director Report

The following addressed the board:
Harry Burkholder

(k) **STAFF REPORTS**

(1) Arts Commission Report

The following addressed the board:
Lauren Bohac
Amy Shamroe
Shelley Spencer
Harry Burkholder

(2) Director of Events and Engagement Report

The following addressed the board:
Sara Klebba

(l) **RECEIVE AND FILE**

(m) **PUBLIC COMMENT**

The following addressed the board:
Don Coe
Gary Howe

Chair Slosky requested board DDA to go into closed session at 10:57am.
Chair Slosky brought board back from close session into open session and adjourned the meeting.

(n) **ADJOURNMENT**

The meeting was adjourned by Chair Slosky at 11:38pm.

Harry Burkholder, Interim Traverse
City DDA CEO