



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, January 17, 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 Vice Chair Scott Hardy, Board Member Jeff Joubran, Board Member Todd McMillen, Mayor Amy Shamroe, Board Member Shelley Spencer, and Board Member Gary Howe

The following Board Members were absent: Board Member Ed Slosky, Board Member Hillary Ascroft, and Board Member Mike Powers

Chairperson Hardy presided at the meeting.

(a) **CALL TO ORDER**

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

(b) **ROLL CALL**

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

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

Moved by Jeff Joubran, Seconded by Amy Shamroe

Yes: Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Amy Shamroe, Shelley Spencer, and Gary Howe

Absent: Ed Slosky, Hillary Ascroft, and Mike Powers

CARRIED. 7-0-3 on a recorded vote

(d) **PUBLIC COMMENT**

n/a

(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 December 20, 2024 DDA Regular Board Meeting (approval recommended).
- (2) Consideration of approving the December 2024 Financial Reports and Disbursements for DDA General, Old Town TIF, TI-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, Scott Hardy, Jeff Joubran, Todd McMillen, Amy Shamroe, Shelley Spencer, and Gary Howe

Absent: Ed Slosky, Hillary Ascroft, and Mike Powers

CARRIED. 7-0-3 on a recorded vote

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

(g) **OLD BUSINESS**

- (1) Capital Project Priorities Update

The following addressed the board:

Harry Burkholder

Scott Hardy

Amy Shamroe

Pete Kirkwood

Shelley Spencer

Gary Howe

(h) **NEW BUSINESS**

- (1) DDA 2024 Annual Audit Report (approval recommended)

The following addressed the board:

Harry Burkholder

Gary Howe
Brian Postma
Scott Hardy

That the DDA Board accept the annual audited financial statements for the Traversde City Downtown Development Authority for the year ending June 30, 2024

Moved by Amy Shamroe, Seconded by Jeff Joubran

Yes: Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Amy Shamroe, Shelley Spencer, and Gary Howe

Absent: Ed Slosky, Hillary Ascroft, and Mike Powers

CARRIED. 7-0-3 on a recorded vote

(2) Annual Treasury Report

The following addressed the board:

Harry Burkholder

(3) Governance Committee Recommendation (approval recommended)

The following addressed the board:

Harry Burkholder

Todd McMillan

Pete Kirkwood

Amy Shamroe

Scott Hardy

That the DDA Board approve the Governance Committee Roles and Responsibilities Document and the DDA Board Roles and Responsibilities Document.

Moved by Amy Shamroe, Seconded by Peter Kirkwood

Yes: Peter Kirkwood, Scott Hardy, Jeff Joubran, Todd McMillen, Amy Shamroe, Shelley Spencer, and Gary Howe

Absent: Ed Slosky, Hillary Ascroft, and Mike Powers

CARRIED. 7-0-3 on a recorded vote

(i) **EXECUTIVE DIRECTOR REPORT**

(1) Executive Director Report

The following addressed the board:

Harry Burkholder

Scott Hardy
Scott Howard
Amy Shamroe

(j) **BOARD MEMBER REPORTS**

(1) Arts Commission Report

The following addressed the board:
Harry Burkholder
Todd McMillan
Amy Shamroe

(k) **STAFF REPORTS**

(1) Director of Events and Engagement Report

The following addressed the board:
Sara Klebba
Jeff Joubran
Gary Howe
Pete Kirkwood
Scott Hardy
Amy Shamroe
Shelley Spencer

(l) **RECEIVE AND FILE**

(m) **PUBLIC COMMENT**

n/a

(n) **ADJOURNMENT**

The board meeting was adjourned by Chair Hardy at 9:58am

Harry Burkholder, Executive Director