



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, February 20, 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 Jeff Joubran, Board Member Ed Slosky, 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, Board Member Todd McMillen, and Mayor Amy Shamroe

Chairperson Slosky presided at the meeting.

(a) **CALL TO ORDER**

The DDA board meeting was called to order at 9:00am.

(b) **ROLL CALL**

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

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

Moved by Mike Powers, Seconded by Jeff Joubran

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

Absent: Peter Kirkwood, Todd McMillen, and Amy Shamroe

CARRIED. 6-0-3 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 January 16, 2026 DDA Regular Board Meeting (approval recommended)
- (2) Consideration of approving the January 2026 Financial Reports and Distributions from the DDA General, Old Town TIF and TIF-97 (approval recommended)
- (3) Consideration of approving the January 2026 Financial Report and Distributions from the Traverse City Arts Commission (approval recommended)
- (4) Consideration of approving the July 7, 2025 DDA Governance Committee Meeting (approval recommended)
- (5) Consideration of approving the recommendation from the DDA Governance Committee regarding the DDA Employment Handbook (approval recommended)

That the board approve the Consent Calendar as presented.

Moved by Mike Powers, Seconded by Caitlin Early

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

Absent: Peter Kirkwood, Todd McMillen, and Amy Shamroe

CARRIED. 6-0-3 on a recorded vote

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

(g) **OLD BUSINESS**

- (1) Cass Street Mid-Block Crosswalk (approval recommended)

The following addressed the board:

Harry Burkholder

Mike Powers

Ed Slosky

Shelley Spencer

Gary Howe

Jeff Joubran

That the DDA Board approve up to \$198,000 (which includes the project cost of \$179,439, plus a 10% contingency) from TIF-97 and a reimbursement agreement to reconstruct the Cass Street Mid-Block Crosswalk.

- (2) TIF-97 Project Priorities

The following addressed the board:

Harry Burkholder

Gary Howe

Caitlin Early

Ed Slosky

Jeff Joubran

Mike Powers

(3) Moving Downtown Forward TIF Plan

The following addressed the board:

Harry Burkholder

Ed Slosky

Mike Powers

Gary Howe

(4) 2026 - 2027 DDA Budget

The following addressed the board:

Harry Burkholder

Ed Slosky

Gary Howe

Mike Powers

Jeff Joubran

Shelley Spencer

Caitlin Early

(h) NEW BUSINESS

(i) EXECUTIVE DIRECTOR REPORT

(1) Executive Director Report

The following addressed the board:

Harry Burkholder

(j) STAFF REPORTS

(1) Director of Events and Engagement Report

The following addressed the board:

Sara Klebba

(2) Reporting Recommendations

The following addressed the board:

Harry Burkholder
Mike Powers
Jeff Joubran
Gary Howe
Shelley Spencer

(k) **RECEIVE AND FILE**

(l) **PUBLIC COMMENT**

(m) **ADJOURNMENT**

Meeting adjourned at 10:08am.

Harry Burkholder, Executive Director