Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, August 21, 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 Members: Ed Slosky, Gary Howe, Jeff Joubran; Amy Shamroe; Shelley Spencer; Todd McMillen; Pete Kirkwood; Mike Powers; and Caitlin Early

The following Board Members were absent: None

Chairperson Slosky presided at the meeting.

(a) **CALL TO ORDER**

(b) **ROLL CALL**

Roll call was completed by Mr. Burkholder

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

(1) That the meeting agenda be approved as presented

Moved by Jeff Joubran, 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

(d) **PUBLIC COMMENT**

(1) No public comment provided

(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 July 17, 2026 DDA Regular Board Meeting (approval recommended)

(2) Consideration of approving the July 2026 Financial Reports and Distributions for the DDA General, Old Town TIF and TIF-97 Budgets (approval recommended)

(3) Consideration of approving the July 2026 Financial Report and Distribution from the Traverse City Arts Commission (approval recommended)
That the Consent Calendar be approved 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

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

(g) **OLD BUSINESS**

(1) TIF-97 Priorities

The following addressed the DDA Board:
Harry Burkholder, ED (DDA)
Renee Baker, INFORM
Ed Slosky
Amy Shamroe
Mike Powers
Gary Howe

That DDA staff, in consultation with City Engineering come back to the DDA Board in September with a complete plan for construction drawings, with consideration of added geotechnical work as necessary.

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

(h) **NEW BUSINESS**

(1) Two-Way Consulting Services (approval recommended)

The following addressed the DDA Board:
Harry Burkholder, ED (DDA)
Amy Shamroe
Ed Slosky
Caitlin Early
That the DDA Board approve a not-to-exceed contract with Progressive Companies, in an amount of $20,000 to facilitate the process of evaluating future roadway configurations and multimodal transportation needs associated with the continued two-way circulation of State Street, Pine Street and Boardman Avenue.

Moved by Mike Powers, 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 9-0-0 on a recorded vote

(2) Rotary Square Consulting Services (approval recommended)

The following addressed the board:
Harry Burkholder (DDA Executive Director)
Pete Kirkwood
That the DDA Board approve a contract, if circumstances require, for additional design and engineering services related to potential modifications to the Rotary Square project resulting from future riverbank stabilization and restoration efforts, in an amount not to exceed $29,300, with funding provided through the DDA's existing Rotary Charities grant subject to approval as to its form by the DDA Executive Director and Attorney.

Moved by Peter Kirkwood, 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

(i) **EXECUTIVE DIRECTOR REPORT**

(1) Executive Director Report

The following addressed the board:
Harry Burkholder (DDA Executive Director)
Lauren Bohac (DDA Deputy Director)
Amy Shamroe
Ed Slosky
Jeff Joubran

(j) **STAFF REPORTS**

(1) Director of Events and Engagement Report

The following addressed the board:
Sara Klebba, Director of Events and Engagement
Ed Slosky

(2) Arts Commission Report

The following addressed the board:
Lauren Bohac, DDA (Deputy Director)
Caitlin Early

(k) **RECEIVE AND FILE**

(l) **PUBLIC COMMENT**

(m) **ADJOURNMENT**

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Harry Burkholder, DDA Executive Director