Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, September 18, 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, Todd McMillen, Pete Kirkwood, Mike Powers and Caitlin Early

The following Board Members were absent: Board Member: Shelly Spencer

Chairperson Ed Slosky presided at the meeting.

(a) **CALL TO ORDER**

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

(b) **ROLL CALL**

Roll call completed by Lil Anderson

(c) **ELECTION OF OFFICERS**

(1) Election of Officers

That the DDA Board appoint Ed Slosky as Chairperson of the DDA Executive Board

Moved by Amy Shamroe, Seconded by Mike Powers

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

Absent: Shelley Spencer

CARRIED 8-0-1 on a recorded vote

That the DDA Board appoint Gary Howe as Vice Chair of the DDA Executive Board

Moved by Peter Kirkwood, Seconded by Caitlin Early

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

Absent: Shelley Spencer

CARRIED 8-0-1 on a recorded vote

That the DDA Board appoint Jeff Joubran as Treasurer of the DDA Executive Board

Moved by Todd McMillen, Seconded by Mike Powers

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

Absent: Shelley Spencer

CARRIED. 8-0-1 on a recorded vote

That the DDA Board appoint Shelley Spencer as Secretary of the DDA Executive Board

Moved by Ed Slosky, Seconded by Gary Howe

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

Absent: Shelley Spencer

CARRIED. 8-0-1 on a recorded vote

That the DDA Board appoint the following individuals to the Governance Committee: Chair Ed Slosky, Todd McMillen, Peter Kirkwood, and Amy Shamroe

Moved by Amy Shamroe, Seconded by Caitlin Early

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

Absent: Shelley Spencer

CARRIED. 8-0-1 on a recorded vote

That the DDA Board appoint the following individuals to the Finance Committee: Chair Jeff Joubran, Caitlin Early, Gary Howe, and Mike Powers

Moved by Amy Shamroe, Seconded by Peter Kirkwood

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

Absent: Shelley Spencer

CARRIED. 8-0-1 on a recorded vote

That the DDA Board appoint Caitlin Early as member of the City Arts Commission

Moved by Amy Shamroe, Seconded by Todd McMillen

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

Absent: Shelley Spencer

CARRIED. 8-0-1 on a recorded vote

That the DDA Board appoint Mike Powers as member of the Farmer's Market Advisory Board.

Moved by Amy Shamroe, Seconded by Jeff Joubran

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

Absent: Shelley Spencer

CARRIED. 8-0-1 on a recorded vote

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

(1) That the meeting agenda be approved as presented

Moved by Jeff Joubran, Seconded by Todd McMillen

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

Absent: Shelley Spencer

CARRIED. 8-0-1 on a recorded vote

(e) **PUBLIC COMMENT**

(1) No public comment provided

(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 21, 2026 DDA Regular Board Meeting (approval recommended)

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

(3) Consideration of approving the August 2026 Financial Report and Distribution for the Traverse City Arts Commission (approval recommendation)

That the Consent Calendar be approved as presented

Moved by Caitlin Early, Seconded by Amy Shamroe

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

Absent: Shelley Spencer

CARRIED 8-0-1 on a recorded vote

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

(h) **OLD BUSINESS**

(1) TIF-97 Priorities

The following addressed the DDA board:
Harry Burkholder, ED (DDA)
Peter Kirkwood

(2) Lower Boardman/Ottaway River Improvements - Project Update

The following addressed the DDA Board:
Harry Burkholder, ED (DDA)
Leon Solowjow, INFORM
Mandi Spence, INFORM
Mike Powers
Amy Shamroe
Peter Kirkwood
Gary Howe
Jeff Joubran
Ed Slosky
Anne Pagano, City Engineering

(i) **NEW BUSINESS**

(j) **EXECUTIVE DIRECTOR REPORT**

(1) Executive Director Report

The following addressed the DDA Board:
Harry Burkholder, ED (DDA)
Ed Skosky

(k) **STAFF REPORTS**

(1) Director of Events and Engagement Report

The following addressed the DDA Board:
Sara Klebba, Director of Events and Engagement

(l) **RECEIVE AND FILE**

(m) **PUBLIC COMMENT**

(1) No public comment provided

(n) **ADJOURNMENT**

(1) Meeting was adjourned by Chair Slosky at 9:51 am.

Harry Burkholder, DDA Executive Director