Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, July 17, 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 Pete Kirkwood, Mike Powers, Ed Slosky, Jeff Joubron, Todd McMillen, Caitlin Early and Shelley Spencer

The following Board Members were absent: Board Members: Gary Howe and Amy Shamroe

Chairperson Slosky presided at the meeting.

(a) **CALL TO ORDER**
The meeting was called to order by Chairperson Slosky at 9:00 a.m.

(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 Todd McMillen

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

Absent: Amy Shamroe and Gary Howe

CARRIED. 7-0-2 on a recorded vote

(d) **PUBLIC COMMENT**
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 June 19, 2026 DDA Regular Board Meeting (approval recommended)

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

(3) Consideration of approving the June 2026 Financial Report and Distribution from the Traverse City Arts Commission (approval recommended)
That the Consent Calendar by approved as presented

Moved by Caitlin Early, Seconded by Peter Kirkwood

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

Absent: Amy Shamroe and Gary Howe

CARRIED. 7-0-2 on a recorded vote

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

(g) **SPECIAL ORDER OF BUSINESS**
No special order of businesses conducted

(h) **OLD BUSINESS**

(1) TIF-97 Project Priorities

The following addressed the board;
Harry Burkholder (DDA Executive Director)

(i) **NEW BUSINESS**

(1) TIF-97 Budget Amendment (approval recommended)

The following addressed the board:
Harry Burkholder (DDA Executive Director)
That the DDA Board approve the TIF-97 budget amendment in the amount of $408,970 for the FY 2026 - 2027 budget, resulting in a revised TIF-97 budget of $7,385,630

Moved by Mike Powers, Seconded by Shelley Spencer

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Shelley

Spencer, Mike Powers, and Caitlin Early

Absent: Amy Shamroe and Gary Howe

CARRIED. 7-0-2 on a recorded vote

(2) INFORM Construction Documents Agreement (approval recommended)

The following addressed the board:
Harry Burkholder, DDA Executive Director
Ed Slosky
Pete Kirkwood
Jeff Joubran
Mike Powers
Todd McMillen
Shelley Spencer
Caitlin Early
Ross Hammersley, DDA Attorney

Following the motion below, the Board directed DDA staff to develop a RFP for Construction Documents for the Boardman/Ottaway River
That the DDA Board initiate a competitive procurement process for the completion of construction documents for the first phase of improvements for the Boardman/Ottaway River.

Moved by Caitlin Early, Seconded by Ed Slosky

Yes: Ed Slosky and Caitlin Early

No: Peter Kirkwood, Jeff Joubran, Todd McMillen, Shelley Spencer, and Mike Powers

Absent: Amy Shamroe and Gary Howe

DEFEATED. 2-5-2 on a recorded vote

(3) City of Traverse City Sidewalk Improvement Reimbursement Agreement (approval recommended)

The following address the board:
Harry Burkholder, DDA Executive Director
Ed Slosky
Mike Powers
Pete Kirkwood
That the DDA Board reimburse the City a not-to-exceed amount of $63,023 (which includes a $7,000 contingency fee), using TIF-97 Funds for the reconstruction of sidewalk along the east side of Pine Street and State Street, subject to approval as to its form by the DDA Executive Director and Attorney.

Moved by Mike Powers, Seconded by Shelley Spencer

Yes: Peter Kirkwood, Jeff Joubran, Todd McMillen, Ed Slosky, Shelley

Spencer, Mike Powers, and Caitlin Early

Absent: Amy Shamroe and Gary Howe

CARRIED. 7-0-2 on a recorded vote

(4) Greenlight Marketing and Advertisement Agreement (approval recommended)

The following address the board:
Harry Burkholder, DDA Executive Director
That the DDA Board enter into a contract with Greenlight Marketing for a not-to-exceed cost of $55,000, using $44,000 of TIF-97 funds and $11,000 of Old Town TIF Funds, for marketing and advertising services, subject to approval as to its form by the DDA Executive Director and Attorney.

Moved by Todd McMillen, Seconded by Mike Powers

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

Absent: Amy Shamroe and Gary Howe

CARRIED. 7-0-2 on a recorded vote

(j) **EXECUTIVE DIRECTOR REPORT**

(1) Executive Director Report

The following address the board:
Harry Burkholder, DDA Executive Director
Ed Slosky
Pete Kirkwood
Ross Hamersley, DDA Attorney

(k) **BOARD MEMBER REPORTS**

No reports given

(l) **STAFF REPORTS**

(1) Director of Events and Engagement Report

Chairman Slosky noted the report from the Director of Events and Engagement was included in the packet

(m) **PUBLIC COMMENT**

No public comment provided

(n) **ADJOURNMENT**

The meeting was adjourned by Chairman Slosky at 9:56

Harry Burkholder, Traverse City DDA
Executive Director