



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, April 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 Member Peter Kirkwood, Board Member Jeff Joubran, Board Member Todd McMillen, Board Member Ed Slosky, Mayor Amy Shamroe, Board Member Shelley Spencer, Board Member Gary Howe, Board Member Mike Powers, and Board Member Caitlin Early

The following Board Members were absent: None

Chairperson Slosky presided at the meeting.

(a) **CALL TO ORDER**

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

(b) **ROLL CALL**

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

(1) That the Agenda be approved as presented.

Moved by Amy Shamroe, 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

(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 from the March 20, 2026 DDA Regular Board Meeting (approval recommended)
- (2) Consideration of approving the March 2026 Financial Reports and Distributions from the DDA General, Old Town TIF and TIF-97 (approval recommended)
- (3) Consideration of approving the March 2026 Financial Report and Distribution from the Traverse City Arts Commission
That the Consent Calendar be approved as presented.

Moved by Amy Shamroe, Seconded by Shelley Spencer

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

CARRIED. 8-0-1 on a recorded vote

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

(g) **OLD BUSINESS**

- (1) 2026 - 2027 DDA Budget(s) Review and Discussion - Schedule Public Hearing (approval recommended)

The following addressed the board:

Harry Burkholder
Gary Howe
Jeff Joubran
Amy Shamroe
Ed Slosky

That the DDA set a public hearing for the 2026/2027 DDA General, Old Town TIF and TIF-97 Budgets for Friday, May 15, 2026 at 9:00am in the Governmental Center Commission Chambers.

Moved by Amy Shamroe, Seconded by Todd McMillen

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

(2) TIF-97 Project Priorities Update

The following addressed the board:

Harry Burkholder
Ed Slosky
Lauren Bohac
Amy Shamroe
Pete Kirkwood
Gary Howe

(3) Moving Downtown Forward TIF Plan Discussion

The following addressed the board:

Harry Burkholder
Lauren Bohac
Ed Slosky
Pete Kirkwood
Amy Shamroe
Gary Howe
Shelly Spencer
Jeff Joubran
Todd McMillan

(h) NEW BUSINESS

(1) Consideration of Entering Into an Agreement for the Farmers Market Pavilion and Lot B Project (approval recommended)

The following addressed the board:

Harry Burkholder

That the DDA Board enter into an agreement with the City of Traverse for reimbursement of construction costs associated with the Farmers Market Pavilion and stormwater infrastructure associated with the renovation of Lot B, as well as reimbursement for construction management services for the project by Beckett and Raeder for a not to exceed cost of \$2,954,217.68 from TIF-97, subject to approval as to its form by the DDA Attorney

Moved by Amy Shamroe, Seconded by Jeff Joubran

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

Shamroe, Shelley Spencer, Gary Howe, and Caitlin Early
Absent: None

CARRIED. 8-0-0 on a recorded vote

- (2) Consideration of Entering Into an Agreement for the North Union Street Bridge Rehabilitation and the Adjacent Deck Railing (approval recommended)

The following addressed the board:

Harry Burkholder

Gary Howe

Zach Cole

Pete Kirkiwood

That the DDA Board enter into an agreement with the City of Traverse City for reimbursement of construction costs associated with the staircase railing adjacent to the North Union Street Bridge and rehabilitation of the North Union Bridge for a not to exceed cost of \$150,000 from TIF-97, subject to approval as to its form by the DDA Attorney

Moved by Gary Howe, Seconded by Caitlin Early

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

Absent: Mike Powers

CARRIED. 8-0-1 on a recorded vote

(i) **EXECUTIVE DIRECTOR REPORT**

- (1) Executive Director Report

The following addressed the board:

Harry Burkholder

Jeff Joubran

Zach Cole

(j) **STAFF REPORTS**

- (1) Director of Events and Engagement Report

The following addressed the board:

Sara Klebba

(k) **PUBLIC COMMENT**

(l) **RECEIVE AND FILE**

The following addressed the board:
Harry Burkholder

(m) **ADJOURNMENT**

The meeting was adjourned by Chair Slosky at 10:16am.

Harry Burkholder, Interim Traverse
City DDA CEO

Harry Burkholder, Executive Director