



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, May 16, 2025**

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, and Mayor Amy Shamroe

The following Board Members were absent: Board Member Shelley Spencer, Board Member Gary Howe, and Board Member Mike Powers

Chairperson Slosky presided at the meeting.

(a) **CALL TO ORDER**

Chair Slosky called the meeting to order at 9:11am.

(b) **ROLL CALL**

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

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

Moved by Peter Kirkwood, Seconded by Amy Shamroe

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

Absent: Shelley Spencer, Gary Howe, and Mike Powers

CARRIED. 5-0-3 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 from the April 25, 2025 DDA Regular Board Meeting (approval recommended)
- (2) Consideration of approving the April 2025 Financial Reports and Distributions for DDA General, Old Town TIF, TIF-97 and the Arts Commission (approval recommended)
That the board approve the Consent Calendar as presented.

Moved by Amy Shamroe, Seconded by Jeff Joubran

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

Absent: Shelley Spencer, Gary Howe, and Mike Powers

CARRIED. 5-0-3 on a recorded vote

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

(g) **SPECIAL ORDER OF BUSINESS**

- (1) Public Hearing for the 2025 - 2026 DDA Budget

The public hearing was called to order and opened at 9:18am by Chair Slosky.

No public addressed the board.

The public hearing was closed at 9:19am by Chair Slosky.

The following addressed the board.

Harry Burkholder

Amy Shamroe

Ed Slosky

Pete Kirkwood

(h) **OLD BUSINESS**

- (1) TIF-97 Budget Priorities (with presentation from Progressive on Rotary Square)

The following addressed the board:

Jason Ball

Lauren Pedigo

Harry Burkholder

Pete Kirkwood
Amy Shamroe
Ed Slosky

(2) Streetscaping Policy (approval recommended)

The following addressed the board:

Harry Burkholder
Ed Slosky
Amy Shamroe
Jeff Joubran
Pete Kirkwood

(i) **NEW BUSINESS**

(1) Ambassador (clean and green) Program Contract (approval recommended)

The following addressed the board:

Harry Burkholder

That the DDA Board enter into contract with SEED's for a not-to-exceed cost of \$72,000 for Clean and Green Services from May 19th through September 26th 2025, using TIF97 and Old Town TIF funding, subject to approval as to its form by the DDA Executive Director and Attorney

Moved by Todd McMillen, Seconded by Amy Shamroe

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

Absent: Shelley Spencer, Gary Howe, and Mike Powers

CARRIED. 5-0-3 on a recorded vote

(2) Retail Incubator (approval recommended)

the following addressed the board:

Harry Burkholder

Pete Kirkwood

That the DDA Board approve the DDA Executive Director and the DDA attorney to move forward with a formal agreement with IAM Funds LLC to terminate the lease agreement under the proposed terms provided by IAM Funds LLC.

Moved by Amy Shamroe, Seconded by Todd McMillen

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

Absent: Shelley Spencer, Gary Howe, and Mike Powers

CARRIED. 5-0-3 on a recorded vote

(j) **EXECUTIVE DIRECTOR REPORT**

The following addressed the board:

Harry Burkholder

(1) Executive Director Report (Burkholder) - PDF

The following addressed the board:

Harry Burkholder

(k) **STAFF REPORTS**

(1) Director of Events and Engagement

The following addressed the board:

Sara Klebba

(l) **RECEIVE AND FILE**

(1) Traverse Connect Quarter One Growth Barometer

(m) **PUBLIC COMMENT**

Then following addressed the board:

Richard Robbins

720 Center Place

(n) **ADJOURNMENT**

The meeting was adjourned at 10:31am by Chair Slosky

Harry Burkholder, Executive Director