

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
Wednesday, July 12, 2023

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104
Time: 12:00 pm

ROLL CALL

Present: Micah Bartelme, Steven Brummer, Alexandra Dieck, Milton Dohoney, Mike Michelin, Thressa Nichols, Danielle Vaughn

Absent: Tyler Kinley, Jessica A.S. Letaw, Darren McKinnon

Staff: Maura Thomson, Interim Executive Director / Communications Manager
Sara McCallum, Deputy Director/Accounting Director
Jada Hahlbrock, Parking Manager
Amber Miller, Capital Projects and Planning Manager
Kelley Graves, Office Manager/Board Secretary
Hayett Chater, Accounts Payable and Procurement Specialist
Shelby Mistor, Planning Specialist

Public: Members of the public were in attendance.

APPROVAL OF BOARD MEETING AGENDA

Mr. Brummer moved and Mr. Michelin seconded the motion to approve the agenda.

A vote on the motion showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Michelin, Nichols, Vaughn

Nays: None

Absent: Kinley, Letaw, McKinnon

The motion was approved.

PUBLIC COMMENT

None.

REPORTS FROM CITY BOARDS AND COMMISSIONS

None.

EXECUTIVE DIRECTOR REPORT

Ms. Thomson reported the DDA was awarded a \$36,000 SEMCOG Planning Assistance Program grant for use on the upcoming Circulation Study. Ms. Thomson and Ms. Miller in collaboration with Common Cycle hosted their third bike safety event at the Delonis Center in late June. Common Cycle provided bike repair and the DDA gave out reflective vests and safety lights.

DDA MEMBER COMMUNICATIONS

Mr. Dohoney said the city's delegation is currently visiting its sister-city, Tuebingen, Germany. The city's delegation will be extending an invitation to the Tuebingen delegation to visit Ann Arbor in 2024 as part of the city's centennial celebration. Mr. Dohoney said the DDA may be asked to host a session with the

delegation during their visit.

APPROVAL OF MINUTES

Mr. Michelon moved and Mr. Brummer seconded a motion to approve the June minutes.

A vote on the motion showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Michelon, Nichols, Vaughn

Nays: None

Absent: Kinley, Letaw, McKinnon

The motion was approved.

SUBCOMMITTEE REPORTS-FINANCE COMMITTEE

The Finance Committee did not meet in June as there were no agenda items.

SUBCOMMITTEE REPORTS-AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE

The Affordable Housing/Economic Development Committee did not meet in June as there were no agenda items.

SUBCOMMITTEE REPORTS-OPERATIONS COMMITTEE

Mr. Bartelme moved and Mr. Dohoney seconded the following resolution:

**RESOLUTION TO APPROVE THE SELECTION OF RAM CONSTRUCTION SERVICES
AS CONTRACTOR FOR THE FY24 PARKING STRUCTURE REPAIRS**

Whereas, Annually the DDA undertakes necessary repairs to keep its eight parking structures in good condition;

Whereas, Annually this repair work is adopted in the City capital improvements plan;

Whereas, The DDA's Development Plan highlights infrastructure, identity, transportation, housing, and sustainability as overarching Principles;

Whereas, The DDA's engineer, Fishbeck, has provided the DDA with a list of recommended parking structure repairs for the 2023 construction season based on the 20 year plan of work;

Whereas, A Request for Proposal for parking structure repairs was issued in May, and three proposals were received on June 20, 2023;

Whereas, It was determined that the proposal from RAM Construction Services was the most responsive, and RAM's bid was \$692,724.00;

Whereas, the Operations Committee reviewed the recommendation and recommends DDA Board approval;

RESOLVED, The DDA Board approves the selection of RAM Construction Services as contractor for the FY24 Parking Structure Repairs with a contract amount of \$692,724.00;

RESOLVED, That a contract contingency amount of \$138,544 be established within the project budget and that the Parking Manager be authorized to approve additional change orders to the construction contract with RAM Construction Services not to exceed \$831,268.00, to be paid from the Parking CIP Fund;

RESOLVED, That the DDA Executive Director is authorized to sign the contract with RAM Construction Services.

A vote on the resolution showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Michelin, Nichols, Vaughn

Nays: None

Absent: Kinley, Letaw, McKinnon

The resolution was approved.

Parking System Updates: DDA FY23 is the first year of five in the DDA/PCI contract signed in early 2022. The contract includes a fee component of \$150,000. It also includes a guaranteed base management fee is \$100,000. This is paid out across the contract year. The remaining \$50,000 is paid at the end of the contract year at the DDA's discretion and is based on PCI's performance. Ms. Hahlbrock outlined in a memo in the board packet that PCI has met and exceeded expectations for operation of the parking system in the past contract year and PCI will be receiving the full \$50,000.

SUBCOMMITTEE REPORTS-CAPITAL IMPROVEMENTS COMMITTEE
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Ms. Dieck reported that Carlisle-Wortman gave a presentation on downtown premiums and sought input from the Committee on behalf of the Planning Commission. The Planning Commission is evaluating downtown premiums with goals to increase housing downtown, sustainability, accessibility, and a diversity of housing options. The Committee's feedback is summarized along with feedback from other Boards and Commissions in a June 29th memo from Carlisle-Wortman. Ms. Thomson shared the memo with the full Board. It is available through the Planning Commissions July 11th Legistar materials.

The Fourth Avenue final design concept for a transit focused street was shared. The feedback from the April pop-up public engagement at Blake Transit Center and a public survey prioritized the need for an increased sense of safety from traffic and more seating options. Construction for this project is planned for 2026 in coordination with the Housing Commission project at 150 S. Fifth Avenue. A construction contract will come back to the Board at that time.

The Committee received an overview of the public restroom efforts. Both the DDA and City of Ann Arbor included funding for downtown public restrooms in the Capital Improvement Plan. The City Administrator's Office convened an advisory group that selected the Throne as the vendor for a pilot in both Parks and the Downtown. The DDA is facilitating a downtown workgroup to set goals and help select 1-2 pilot locations. A cost-share agreement with the City will be coming to the Board in the fall.

The concrete and electrical work on State Street is complete. The paver installation is nearly complete and will continue leading up to Art Fair. The project is on schedule to pause for Art Fair and be substantially complete before Labor Day.

SUBCOMMITTEE REPORTS-EXECUTIVE COMMITTEE

Mr. Bartelme moved and Mr. Dohoney seconded the following resolution:

RESOLUTION TO ADJUST THE DDA INTERIM EXECUTIVE DIRECTOR'S SALARY FOR FY24

Whereas, Maura Thomson is currently serving as Interim Executive Director for the DDA;

Whereas, The City of Ann Arbor did apply a 3% cost-of-living increase for non-union personnel at July 1, 2023;

Whereas, The Executive Committee recognizes the benefit in keeping salary levels current with cost-of-living changes;

Whereas, the Executive Committee recognizes and appreciates Ms. Thomson's extraordinary efforts in fulfilling the duties of Executive Director while also continuing to fulfill her own duties as Communications Manager;

Whereas, The Executive Committee has considered the matter and recommends that Ms. Thomson be provided with a compensation increase of 3% in her role as DDA Interim Executive Director, retroactive to July 1, 2023;

RESOLVED, The DDA board approves a 3% cost of living compensation increase to Maura Thomson's salary as the DDA Interim Executive Director as recommended by its Executive Committee, retroactive to July 1, 2023, and directs the deputy director to submit the needed documentation to City HR for processing.

A vote on the resolution showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Michelon, Nichols, Vaughn

Nays: None

Absent: Kinley, Letaw, McKinnon

The resolution was approved.

Mr. Bartelme said the Committee reviewed the board and annual meeting agendas. He reported that the Executive Director search discussion will occur at the next board meeting due to a few members of the board being unavailable today.

NEW BUSINESS

None.

PUBLIC COMMENT

None.

Ann Arbor DDA Monthly Meeting

July 12, 2023

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ADJOURNMENT

Mr. Bartelme moved and Mr. Brummer seconded the motion to adjourn.

A vote on the motion showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Michelin, Nichols, Vaughn

Nays: None

Absent: Kinley, Letaw, McKinnon

The motion was approved.

The meeting adjourned at 12:30 pm

Respectfully submitted,

Kelley A. Graves, Board Secretary

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, July 12, 2023

Place: DDA Office, 150, S. Fifth Ave., Suite 301, Ann Arbor, MI 48104

Time: 11:30 am

Present: Micah Bartelme, Kelley Graves, Maura Thomson

Absent: Tyler Kinley, Jessica A.S. Letaw

Staff: Sara McCallum, Jada Hahlbrock, Amber Miller, Hayett Chater, Shelby Mistor

Public: Members of the Public were in attendance.

The Committee reviewed the board and annual meeting agendas.

Resolution to Adjust the DDA Interim Executive Director's Salary for FY24: Mr. Bartelme will bring the resolution to the board.

Executive Director Search: Mr. Bartelme said that the Executive Director search will be discussed at the next board meeting due to a few board members being unavailable today.

Public Comment: None.

Adjournment: There being no other business, the meeting adjourned at 11:34 am.

Respectfully submitted,
Kelley A. Graves, Board Secretary

**Ann Arbor Downtown Development Authority
Annual Meeting Minutes
July 12, 2023**

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104
Time: 12:20 pm

1. Roll Call

Present: Micah Bartelme, Steven Brummer, Alexandra Dieck, Milton Dohoney, Mike Michelin, Thressa Nichols, Danielle Vaughn

Absent: Tyler Kinley, Jessica A.S. Letaw, Darren McKinnon

Staff: Maura Thomson, Interim Executive Director and Communications Manager
Sara McCallum, Accounting Director/Deputy Director
Jada Hahlbrock, Parking Manager
Amber Miller, Capital Projects and Planning Manager
Kelley Graves, Office Manager/Board Secretary
Hayett Chater, Accounting and Procurement Specialist
Shelby Mistor, Planning Specialist

Public: Members of the public were present.

2. New Business

A. Election of DDA Board Officers for FY24

Treasurer: Mr. Bartelme asked for nominations for the position of Treasurer. Mr. Brummer nominated Mr. Michelin, seconded by Mr. Bartelme.

A vote on the motion to approve the nomination showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Michelin, Nichols, Vaughn

Nays: None

Absent: Kinley, Letaw, McKinnon

The motion was approved.

Vice Chair: Mr. Bartelme asked for nominations for the position of Vice Chair. Mr. Bartelme nominated Mr. Brummer, seconded by Ms. Nichols.

A vote on the motion to approve the nomination showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Michelin, Nichols, Vaughn

Nays: None

Absent: Kinley, Letaw, McKinnon

The motion was approved.

Board Chair: Mr. Bartelme asked for nominations for the position of Board Chair. Ms. Dieck nominated Mr. Bartelme, seconded by Mr. Brummer.

A vote on the motion to approve the nomination showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Michelin, Nichols, Vaughn

Nays: None

Absent: Kinley, Letaw, McKinnon

The motion was approved.

- B. DDA Committees for FY 2024** (Pursuant to the bylaws, at its Annual Meeting, the board may evaluate its committees to determine whether they should be continued or dissolved).

Mr. Bartelme moved and Ms. Dieck seconded the following resolution:

RESOLUTION TO DISOLVE VARIOUS COMMITTEE

RESOLVED, The DDA Board hereby dissolves its Capital Improvements Committee, its Operations Committee, its Affordable Housing Economic Development Committee, and its Finance Committee, effective immediately.

A vote on the resolution showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Michelin, Nichols, Vaughn

Nays: None

Absent: Kinley, Letaw, McKinnon

The resolution was approved.

Mr. Bartelme moved and Mr. Brummer seconded the following resolution:

RESOLUTION TO REAPPOINT THE DDA EXECUTIVE COMMITTEE

Whereas, The DDA Executive Committee is designated by DDA bylaws with its members specified as being the officers of the Board including the Chair, Vice Chair, Treasurer, and Recording Secretary;

Whereas, Per DDA bylaws, the Executive Committee shall also include the last former Chair as a non-voting member and the Executive Director as a non-voting ex officio member;

Whereas, The bylaws call for the Executive Committee to fix the hours and place of meetings, make recommendations the Board, and perform such other duties as specified;

RESOLVED, The DDA Executive Committee voting members shall be the DDA Chair, the DDA Vice-Chair, and the DDA Treasurer;

RESOLVED, The DDA Executive Committee non-voting members shall be the DDA Recording Secretary, the last former Chair, and the Executive Director;

RESOLVED, Any authorizations previously granted by the Board to other Board and advisory committees may be carried out by the Executive Committee in the absence of the other committee or if prudence or expediency requires it.

A vote on the resolution showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Michelin, Nichols, Vaughn

Nays: None

Absent: Kinley, Letaw, McKinnon

The resolution was approved.

Public Comment: Mr. Honeyman said the people who attended the Affordable Housing/Economic Development Committee partner meetings found the meetings useful for sharing information. He urges the DDA to monitor the impact of the loss of the communication flow with the dissolution of the Committee.

Mr. Bartelme moved and Ms. Nichols seconded the motion to adjourn the meeting.

A vote on the motion showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Michelon, Nichols, Vaughn

Nays: None

Absent: Kinley, Letaw, McKinnon

The motion was approved.

The meeting adjourned at 12:30 pm.

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
WORK SESSION MINUTES
Wednesday, August 16, 2023**

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104

Time: 11:00 am

Board Members Present: Milton Dohoney, Tyler Kinley, Mike Michelon, Thressa Nichols, Danielle Vaughn

Staff: Maura Thomson, Jada Hahlbrock, Amber Miller, Sara McCallum, Kelley Graves, Hayett Chater

Other: Jon Forster/Fishbeck
Chris Taylor /PCI MS

Public: Members of the public were present

Welcome and Introductions: Ms. Thomson provided an overview of the new work session format.

Parking System Rate Study: Ms. Hahlbrock summarized the principles behind the five-year parking rate schedule that was approved by the Board in 2018, the impact of COVID on revenues, maintenance projects, and revenue. She discussed the decision to release a rate study RFP, the selection of Fishbeck to conduct the study, and introduced Jon Forster from Fishbeck.

Mr. Forster presented an overview of the Parking Rate Analysis Study process including priorities, current conditions and comparisons, assumptions, and rate modeling tool. Questions were asked and answered.

There will be a demonstration of the Muniworth rate modeling tool at the September 20th DDA Work Session. The Parking Rate Analysis Study information will be shared with City Council at the October 10th DDA-City Annual Joint Work Session.

DDA Renewal/Comparison Research: The DDA Development Plan and Tax Increment Financing Plan is set to expire in 2033. Ms. Miller presented a draft of the DDA Renewal/Comparison Research as the first step in the DDA renewal process. Staff had met with representatives from the Grand Rapids and Traverse City DDA's to learn more about their organizations as they are comparable in size to the Ann Arbor DDA. She provided information on the various downtown economic development tools, and an overview of what a DDA is in terms of authority, purpose and funding. Ms. Miller shared the similarities and differences between the Ann Arbor DDA, Grand Rapids, and Traverse City in terms of missions and values, use of TIF revenue, organizational structure, funding tools, frequency of development plans and boundary updates, and revenue sharing. Questions were asked and answered.

Information regarding statutory requirements of the Development and Tax Increment Financing Plans, benefits of a DDA, and the next steps in the renewal process will be shared at the September DDA Work Session.

DDA Work Session

August 16, 2023

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Board Meeting Agenda Update: Ms. Thomson shared a draft of the new board meeting agenda including the addition of a consent agenda line item to approve those items that do not generally require discussion (i.e., draft minutes, monthly disbursement of expenditures reports, and contracts for general services).

Public Comment: Mr. Peter Honeyman expressed the importance of board members to attend the work sessions. He shared his thoughts on the Parking Rate Analysis Study and DDA Renewal/Comparison research.

The next Work session is scheduled for Wednesday, September 20th at 11 am.

The meeting adjourned at 12:25 pm.

Respectfully submitted by:

Kelley A. Graves, Board Secretary

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
Wednesday, September 6, 2023

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104

Time: 12:00 pm

ROLL CALL

Present: Micah Bartelme, Steven Brummer, Tyler Kinley, Jessica A.S. Letaw,
Darren McKinnon, Mike Michelon

Absent: Alexandra Dieck, Milton Dohoney, Thressa Nichols, Danielle Vaughn

Staff: Maura Thomson, Interim Executive Director / Communications Manager
Sara McCallum, Deputy Director/Accounting Director
Jada Hahlbrock, Parking Manager
Amber Miller, Capital Projects and Planning Manager
Kelley Graves, Office Manager/Board Secretary

Others: Chris Taylor/PCI, Peter Honeyman/DACAC

Public: No members of the Public were in attendance

Roll call was taken, and a quorum of the Board was not present.

Bank of Ann Arbor Presentation: David Rever and Rachel Estelle from Bank of Ann Arbor presented a DDA portfolio review. Questions were asked and answered.

The meeting adjourned at 12:25 pm.

Respectfully submitted,
Kelley A. Graves, Board Secretary

*NOTE: The meeting was not recorded.

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, September 6, 2023

Place: DDA Office, 150, S. Fifth Ave., Suite 301, Ann Arbor, MI 48104

Time: 11:30 am

Present: Micah Bartelme, Steve Brummer, Tyler Kinley, Mike Michelon, Maura Thomson, Kelley Graves

Staff: Sara McCallum, Jada Hahlbrock, Amber Miller

Public: Members of the Public were in attendance

The Committee reviewed the board meeting agenda.

At the beginning of the meeting, Mr. Bartelme stated that two board members notified staff this morning that they are unable to attend today's board meeting due to unforeseen circumstances. There will not be a quorum of the DDA board. Staff confirmed that the board may meet to receive the informational presentation by Bank of Ann Arbor but, may not conduct any other business.

Executive Director Search: Mr. Bartelme said that the Executive Director search discussion has been delayed due to a few board members being unavailable for the July board meeting and August work session. The Executive Director search will be on the September work session agenda. Staff to send out confirmation email early to confirm attendance for the work session.

DDA Board Member Vacancies: The Committee discussed the DDA board member vacancies. Ms. Thomson said she reached out to the mayor. There are no new applicants at this time. The vacancies need to be filled by individuals who have an interest in property in the DDA District or are officers, members, principals, or employees of a legal entity located in the DDA District.

Public Comment: None.

Adjournment: There being no other business, the meeting adjourned at 11:46 am.

Respectfully submitted,
Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
WORK SESSION MINUTES
Wednesday, September 20, 2023**

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104

Time: 11:00 am

Board Members Present: Micah Bartelme, Steven Brummer, Milton Dohoney, Jessica A.S. Letaw, Tyler Kinley, Mike Michelin, Thressa Nichols, Danielle Vaughn

Staff: Maura Thomson, Jada Hahlbrock, Sara McCallum, Amber Miller, Kelley Graves, Hayett Chater, Shelby Mistor

Other: Jon Forster/Fishbeck, John Kaczor/Municipal Analytics
Chris Taylor /PCI

Public: Members of the Public were present

At the beginning of the meeting, Ms. Thomson stated the group may discuss and ask questions regarding any topic on the agenda but no decisions may be made at this meeting.

Executive Director Search: The process for an Executive Director search was discussed. Staff were asked to prepare content for the Executive Committee to review prior to its presentation to the Board at their October meeting where the search will be a topic of discussion by the DDA Board.

Parking System Rate Study: A presentation was given to the Board by Fishbeck Consultants and Municipal Analytics who have been contracted to do a parking rate analysis for the DDA. The Board provided staff with input on what they would like brought to the October Board meeting for discussion leading to the Joint Work Session with City Council.

DDA Renewal Research: Due to the time constraints, the presentation on the DDA Renewal Research was tabled for a future meeting.

DDA Board Vacancies: Ms. Thomson said the two current Board vacancies need to be filled with individuals who are business owners, property owners, or an employee of a business within the DDA District. The DDA has received notification of two applicants as of today. Other Board members said they have reached out to potential applicants and encouraged them to apply.

Public Comment: Comments were received on the Parking Rate Study.

The meeting adjourned at 12:50 pm

Respectfully submitted by:
Kelley A. Graves, Board Secretary

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
Wednesday, October 4, 2023

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104

Time: 12:00 pm

ROLL CALL:

Present: Micah Bartelme, Steven Brummer, Tyler Kinley, Mike Michelin, Thressa Nichols, Danielle Vaughn

Absent: Alexandra Dieck, Milton Dohoney, Jessica A.S. Letaw, Darren McKinnon

Staff: Maura Thomson, Interim Executive Director / Communications Manager
Sara McCallum, Deputy Director/Accounting Director
Jada Hahlbrock, Parking Manager
Amber Miller, Capital Projects and Planning Manager
Shelby Mistor, Planning Specialist
Hayett Chater, Accounts Payable and Procurement Specialist
Kelley Graves, Office Manager/Board Secretary

Others: John Forster/Fishbeck, Jon Kaczor/Municipal Analytics, Chris Taylor/PCI, Joel Barson/Avalon Housing

Public: Members of the Public were in attendance.

Roll call was taken, and a quorum of the Board was not present. No deliberation or decisions may be made. Informational items may be shared.

Reports from City Boards and Commissions: None.

Executive Director Report:

Ms. Thomson reported the State Street project was completed mid-August ahead of schedule. The MML's Review magazine featured an article on the PFS initiatives and their role in building a resilient community. Ms. Kelley Graves completed the Michigan Downtown Association's 3-year Michigan Professional Downtown Management certification program. Mayor Taylor put forth a nomination to City Council for Angela Jackson to the DDA Board. The second reading and vote will take place on October 17th. The City/DDA Annual Joint Work Session will take place on Tuesday, October 10th at the CTN studios. This annual work session is a requirement of the City/DDA parking agreement. For the work session, Ms. Thomson has prepared a three-part presentation on the work of the DDA, the parking system and the forthcoming rate increases, and, if there is time, an initial overview of the DDA renewal process. She encouraged all board members to attend. She noted that Walker Consultants will be at the November Board meeting to provide a curb management study update.

Ann Arbor DDA Monthly Meeting

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DDA Members Communications: None.

Consent Agenda: These items have been moved to the next board meeting.

Special Business/Report: None.

New Business:

- Resolution to Provide an Affordable Housing Grant to Avalon Housing: This resolution has been moved to the next board meeting.
- Parking Rate Scenarios: Mr. Forster provided a recap of rate modeling Scenarios 2 & 3, presented at the September Work Session and, a modified scenario based on feedback received at the Work Session.
- DDA By-Laws – Proposed changes to Section 6 – Quorum and Voting: This item has been moved to the next board meeting.

Executive Director Search: This topic has been moved to the next board meeting.

Unfinished Business: None.

Public Comment: None.

The meeting adjourned at 12:21 pm.

Respectfully submitted,
Kelley A. Graves, Board Secretary

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, October 4, 2023

Place: DDA Office, 150, S. Fifth Ave., Suite 301, Ann Arbor, MI 48104

Time: 11:30 am

Present: Micah Bartelme, Steve Brummer, Tyler Kinley, Mike Michelin, Maura Thomson, Kelley Graves

Staff: Sara McCallum, Jada Hahlbrock, Amber Miller

Public: Members of the Public were in attendance

The Committee reviewed the board meeting agenda.

Resolution Approving a Grant to Avalon Housing: Mr. Bartelme stated that per DDA bylaws, all requests for funding must come through Committee. Mr. Joel Barson of Avalon Housing addressed the Committee to request a grant in the amount of \$28,100 towards the repair of the retaining wall at 426 S. First. The Committee agreed to bring the resolution to the board.

Executive Director Search: The Committee reviewed and discussed the approved DDA Executive Director job description and essential duties list requested at the last board meeting. There was consensus to bring these documents and a resolution to establish a framework for an executive director review process to the board.

Public Comment: Mr. Diephuis commented on the City/DDA Joint Work Session and the Executive Director search.

Adjournment: There being no other business, the meeting adjourned at 11:50 am.

Respectfully submitted by,
Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CITY COUNCIL/DDA JOINT WORK SESSION MINUTES
Tuesday, October 10, 2023**

Place: CTN, 1805 S. Industrial Hwy, Ann Arbor, MI 48104

Time: Mayor Taylor called the meeting to order at 7:10 pm

DDA Present: Micah Bartelme, Steven Brummer, Tyler Kinley, Jessica A.S. Letaw,
Mike Michelin

DDA Staff: Maura Thomson, Interim Executive Director/Communications Manager

Mayor/Council: Erica Briggs, Jen Eyers, Jenn Cornell, Travis Radina, Christopher Taylor,
Chris Watson

Others: Jacqueline Beaudry/City Clerk, Jon Kaczor/ Municipal Analytics,
Kevin McDonald/City Attorney, Brian Steglitz/Public Services Administration,
Lisa Wondrash/City Communications

Public: Members of the Public were in attendance

Meeting Summary: This annual joint work session is a requirement of the City/DDA parking agreement. Ms. Thomson gave a three-part presentation on the work of the DDA, the parking system, and an initial overview of the DDA renewal process. Mr. Kaczor presented the overview of the DDA's parking system rate analysis study and the forthcoming parking rate increases. Questions were asked and answered.

Public Comment: Members of the public spoke.

Adjournment: Mayor Taylor moved and Council Member Radina seconded the motion to adjourn. The motion was approved. The meeting adjourned at 8:38 pm.

Respectfully submitted,
Kelley A. Graves, Board Secretary