

**Ann Arbor Downtown Development Authority Meeting
Wednesday, June 30, 2021**

Place: Virtual Meeting: Zoom link:
<https://us02web.zoom.us/j/81594620258?pwd=L2JrTThpS2hkTGZ0cnI1UWxUSk1zUT09>
Phone: 877-853-5258 (Meeting ID: 815 9462 0258 Passcode: 159134)

Time: 12:00 Noon

1. ROLL CALL

Present: Micah Bartelme, Tom Crawford, Alex Dieck, Bob Guenzel, Ji Hye Kim, Tyler Kinley, Marie Klopff, Jessica A.S. Letaw, Jonathan Massey, Molly McFarland, Darren McKinnon, Rishi Narayan

Absent: None

Staff: Maura Thomson, Interim Executive Director/Communications Manager
Sara McCallum, Accounting Director/Deputy Director
Jada Hahlbrock, Parking Services Manager
Kelley Graves, Management Assistant
Liz Rolla, Civil Engineer

Others: Mike McKiness/RPS; Chris Simmons/TheRide, Peter Honeyman/CAC

Public: Members of the public were on the Zoom meeting but did not identify themselves.

NOTE: As required by the amended OMA, all attending members stated they were attending remotely and were doing so from Ann Arbor, Michigan with the exception of Ms. Klopff who was attending from Manistee, Michigan and Mr. Massey who was attending from Brooklyn, NY.

2. APPROVAL OF BOARD MEETING AGENDA

Mr. Bartelme moved and Mr. Guenzel seconded the motion to approve the meeting agenda.

A consent vote on the motion showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopff, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The motion was approved.

3. AUDIENCE PARTICIPATION

Mr. Konkle said he is part of the team from the City working with the AADL to include an A2Zero focused Energy component to the AADL's Summer Game. Their plan includes allowing participants to go on the 4th & Washington parking structure rooftop and look over the edge at solar panels that are installed on nearby buildings. Mr. Konkle said this request was denied by the DDA due to safety concerns. He asked the Board to consider approving the request.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Honeyman said the group spent time discussing of public arts projects, including Ann Arbor Art Center's Alleyway Project. The group also discussed the DDA's previous efforts at activating downtown alleys with support to revisit the Downtown Alleys Program.

5. DDA MEMBER COMMUNICATIONS

None.

6. EXECUTIVE DIRECTOR REPORT

Ms. Thomson said Ms. Miller is on extended leave and that staff is working closely with City staff and consultants to keep the PFS-2 projects moving forward. She said Ms. Miller did an extensive amount prep work prior to her leave. The DDA participated in the Council/AAATA work session on affordable housing on June 14, which focused on the 4th & Catherine and 350 S. Fifth sites. Ms. Thomson thanked Ms. Letaw for serving as DDA Board Chair for FY21. She noted it was an especially challenging year with the pandemic, the retirement of the Executive Director, the Executive Director search, and the attempt by some City Council members to dissolve the DDA last fall. Ms. Thomson thanked Ms. Letaw for her dedication to staff and the organization.

7. APPROVAL OF MINUTES

Mr. Kinley moved and Mr. Massey seconded the motion to approve the June minutes.

A consent vote on the motion showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The motion was approved.

8A. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS

Ms. McFarland moved and Mr. Klopf seconded the following resolution:

RESOLUTION TO SUPPORT THE PEOPLE-FRIENDLY STREETS 2 RECOMMENDATIONS FOR INCLUSION IN THE CITY CIP

Whereas, Ann Arbor code Chapter 7, Ord. No. 13-28, § 3 requires that the DDA submit their capital projects for inclusion in the City’s Capital Improvement Plan (CIP);

Whereas, Upon adoption by the City Planning Commission, the CIP becomes a supporting document for the City’s master plan; and the CIP is also used as the source document for the DDA’s capital budget planning as well as City’s capital budget planning;

Whereas, The DDA’s capital projects reflect the outcome of the DDA’s People-Friendly Streets 2 planning effort; and inclusion in the City CIP process ensures coordination with the City;

Whereas, The DDA’s Capital Improvement Committee reviewed the People-Friendly Streets 2 recommendations and recommend inclusion in the City’s CIP;

RESOLVED, The DDA Board accepts the recommendation of its Capital Improvement Committee and supports the inclusion of these TIF projects in the City’s CIP.

Prior to the vote, Mr. Massey and Mr. McKinnon recused themselves because their spouses are involved with the projects.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, McFarland,
Narayan

Nays: None

Absent: None

Recused: Massey, McKinnon

The resolution was approved.

Ms. McFarland moved and Mr. Guenzel seconded the following resolution:

**RESOLUTION TO APPROVE A SMITHGROUP MILLER/CATHERINE
ENGINEERING CONTRACT**

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

Whereas, On March 4, 2020 the DDA Board approved a contract with Smithgroup for People-Friendly Streets 2, which includes dollars to identify four street projects and conceptual design, schedule, and budget for each of the four streets;

Whereas, The process has identified Miller/Catherine Street as a high priority corridor and an important partnership opportunity with the Ann Arbor Housing Commission;

Whereas, Staff recommend advancing the project to final design and construction documentation to construct the project in alignment with the CIP and to support the timing of the Ann Arbor Housing Commission project at 4th Avenue and Catherine Streets;

Whereas, Staff recommend authorizing a \$247,000 contract with Smithgroup; and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA Board authorizes the DDA Director to sign a Smithgroup contract not to exceed \$247,000 to be paid from the General/TIF Fund (248) or the Capital Construction Fund (494);

RESOLVED, The DDA Capital Improvements Committee will bring the DDA subsequent resolutions to proceed with construction.

Prior to the vote, Mr. Massey and Mr. McKinnon recused themselves because their spouses are involved with the projects.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, McFarland,
Narayan

Nays: None

Absent: None

Recused: Massey, McKinnon

The resolution was approved.

Ms. McFarland moved and Mr. Massey seconded the following resolution:

RESOLUTION TO AUTHORIZE A CHANGE ORDER WITH FONSON COMPANY, INC. AS CONTRACTOR FOR THE DIVISION STREET PROJECT

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

Whereas, On February 5th, 2020 the DDA Board authorized a construction contract with Fonson Company, Inc. not to exceed \$8,790,686.75 for work on the First and Ashley Street Improvement Project;

Whereas, Since this time the DDA has identified Division street as a People-Friendly Streets priority corridor as well as bond dollars that need to be spent by February 2022;

Whereas, The existing contract with Fonson Company, Inc. has unit prices for work items that would be utilized in the construction of the Division Street project and conditions for determining agreeable prices for any work not covered;

Whereas, Fonson Company, Inc. has indicated availability to begin additional work upon the completion of the First & Ashley Street Improvement Project; and

Whereas, The estimated construction cost for the Division Street Project is \$1,675,000, which brings the total cost for the First and Ashley Street Improvement Contract to about \$10,466,000;

RESOLVED, That the Ann Arbor DDA Executive Director is authorized to execute a change order to the First & Ashley Improvements construction contract with Fonson Company, Inc. not to exceed \$1,675,000 to include the construction of the Division Street Project;

RESOLVED, That the Executive Director be authorized to take the necessary administrative actions to implement this resolution to allow the work of the project to proceed without delay to be paid from the Capital Construction fund (494).

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopff, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The resolution was approved.

Ms. McFarland moved and Mr. Massey seconded the following resolution:

RESOLUTION TO MODIFY THE WADE TRIM CONTRACT FOR THE DIVISION STREET BIKEWAY PROJECT

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

Whereas, On March 4, 2020 the DDA Board approved a contract with Wade Trim for the First and Ashley Street Project for \$941,859 for construction engineering, inspection, and staking services and later amended it for a total of \$1,184,859 to provide construction management and business support services;

Whereas, Construction management, engineering, inspection, and staking are required to manage construction activities;

Whereas, staff recommends increasing the Wade Trim contract by about \$224,000 for a total of \$1,408,859 to support these services during construction of the Division Street Bikeway and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA Board authorizes the DDA Director to increase the Wade Trim contract to \$1,408,859 to be paid from the Capital Construction fund (494).

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The resolution was approved.

Ms. McFarland moved and Ms. Kim seconded the following resolution:

**RESOLUTION TO APPROVE AN AMENDMENT TO THE AGREEMENT WITH
TESTING ENGINEERS & CONSULTANTS, INC.
FOR MATERIAL TESTING SERVICES**

Whereas, On June 16th, 2021 the DDA Board authorized construction dollars for the Division Street Bikeway;

Whereas, Material testing is required to ensure materials used meet specifications;

Whereas, on March 4th, 2020 the DDA Board approved a \$150,000 Professional Services Agreement with Testing Engineers & Consultants, Inc. (TEC) to provide construction material testing services for the First and Ashley Improvements Project;

Whereas, staff recommends increasing the TEC contract by \$15,000 for a total of \$165,000, to support these services during construction of the Division Street Bikeway and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA Board approves an Amendment to the Professional Services Agreement with Testing Engineers & Consultants, Inc. in the amount of \$15,000 for ongoing Construction Engineering Services; and

Resolved, The DDA Board authorizes the DDA Director to execute a \$15,000 Amendment with Testing Engineers & Consultants, Inc. to be paid from the Capital Construction fund (494).

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The resolution was approved.

Ms. McFarland Moved and Mr. Bartelme seconded the following resolution:

**RESOLUTION TO APPROVE A STREETLIGHT REPLACEMENT AND MAINTENANCE
COST SHARING AGREEMENT WITH THE CITY**

Whereas, The DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategies; and to further these goals, the DDA has committed \$150,000 per year to help support City streetlight replacement and maintenance;

Whereas, Corby Energy Services was selected by the City of Ann Arbor through a competitive process for the construction of the 2021-2024 Streetlight Replacement and Painting Project;

Whereas, the DDA and City see value in collaborating on repair and replacement and have drafted the attached cost sharing agreement;

Whereas, Per the cost share agreement with the City of Ann Arbor, the DDA will be responsible for funding a portion of the Project within the DDA District, not to exceed \$150,000 per fiscal year, for fiscal years 21-24;

Resolved, The DDA Board approves contributing \$150,000 per fiscal year as outlined in the cost share agreement;

Resolved, the DDA Board authorizes the Executive Director to sign the cost-sharing agreement with the City of Ann Arbor to be paid from the General/TIF Fund (248) or the Capital Construction Fund (494).

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The resolution was approved.

Ms. McFarland moved and Ms. Klopf seconded the following resolution:

**RESOLUTION TO AUTHORIZE AN AGREEMENT
WITH STANTEC CONSULTING MICHIGAN, INC.
FOR CONSTRUCTION ADMINISTRATION & ENGINEERING SERVICES**

Whereas, the DDA Board has an annual budget for general capital improvements and maintenance, such as ROW repairs and vault grants;

Whereas, Construction administration and engineering are required to manage construction activities and provide project support;

Whereas, Stantec Consulting Michigan, Inc. was selected by the City of Ann Arbor through a competitive RFP process (RFP-19-27) to provide ongoing civil engineering services;

Whereas, DDA staff recommends Stantec Consulting Michigan, Inc. to provide construction administration and engineering services for DDA ROW repairs based on their past experience, proposed personnel, and fees;

Whereas, staff recommends a \$100,000 contract to support these services in FY 21 and 22 and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA Board approve an Amendment to the Professional Services Agreement with Stantec Consulting Michigan, Inc. in the amount of \$100,000 for ongoing Construction Engineering Services; and Resolved, The DDA Board authorizes the DDA Director to sign a contract with Stantec Consulting Michigan, not to exceed \$100,000, to be paid from the General/TIF Fund (248) or the Capital Construction Fund (494);

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The resolution was approved.

First/Ashley Construction Update: On First Street, milling and paving North of Huron will be underway over the next two weeks. Pavers at the Kingsley bend will be installed beginning the week of July 5th and will take approximately two weeks. On Ashley Street, milling and paving from William to Miller will be underway over the next two weeks. Remaining work in July includes final paving, striping, and two-way restoration. We expect the striping to begin mid-July with the goal to implement the two-way restoration after Art Fair.

The next Capital Improvements Committee meeting is scheduled for Wednesday, August 18 at 11 am.

8B. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE

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

RESOLUTION TO APPROVE A CONTRACT WITH RAM CONSTRUCTION SERVICES FOR FY22 PARKING STRUCTURE REPAIRS AND TO ESTABLISH A PROJECT BUDGET

Whereas, The DDA has managed the public parking system since 1992 in support of its mission;

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 engineer, WGI Inc., has provided the DDA with a list of recommended Parking structure repairs for the 2021 construction season based on the 20 year plan of work;

Whereas, DDA staff worked with WGI engineers to defer all non-urgent work and has focused this year's scope of work on essential repairs;

Whereas, The work was bid out, and three companies submitted a bid;

Whereas, RAM Construction Services submitted the lowest responsible bid in the amount of \$779,572.00 which is within the amount budgeted for FY22 repairs;

Whereas, Given the age of many garages and the issues that may arise during repairs, a contingency Equal to 20% of the estimated work will be set aside, thus creating a project budget of \$935,486.00;

RESOLVED, The DDA Board establishes a project budget of \$935,486.00 for Parking Structure Repairs to be Paid from its Parking Capital Improvement Fund;

RESOLVED, The DDA Board accepts the bid for \$779,572.00 from RAM Construction Services for Parking Structure Repairs, and authorizes the DDA Executive Director to execute contract documents and change orders as necessary up to \$935,486.00.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The resolution was approved.

Revenue-Monthly Update: The Committee received a monthly update on the Parking system financials through May 2021.

Parking System and Other Updates:

The Committee received an update on the parking permit waitlist.

The 5th and William parking lot was reopened to parking in 2018 as reserved permit parking. Development of affordable housing on the site expected to be a few years away. Planning is underway to convert most of the lot to metered hourly parking in the fall with a section of the lot maintained as reserved monthly permit parking. It was noted that the annual debt service is currently paid by the City and will increase significantly in FY23.

Treeline Conservancy has completed the bumpers and signage placement, for the pilot trail on the east side of 415 W. Washington lot. The Library Lot will remain closed to parking on Saturdays and Sundays through the summer to allow the Committee for the Ann Arbor Community Commons to continue its gardening work on the site. Townhall meetings on TheRide's 2021 service plan and fare proposal are underway. Republic Parking team continues preparations for the Art Fair.

The next Operations Committee meeting will be on Wednesday, August 25 at 11 am.

8C. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE

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

RESOLUTION TO ADOPT THE DDA BUDGET FOR FISCAL YEAR 2022

Whereas, PA 57 of 2018 requires that the Director of the Authority will prepare and submit for the approval of the DDA Board a budget for the operation of the Authority for the ensuing fiscal year;

Whereas, The statute also requires that the budget be prepared in the manner and contain the information required of municipal departments;

Whereas, The DDA has submitted its FY21-FY27 capital improvement items for inclusion in the City of Ann Arbor's Capital Improvement Plan and that Plan has been approved by the Planning Commission for inclusion in the FY22 & FY23 Budget;

Whereas, The DDA's Finance Committee has reviewed the DDA's updated Ten-Year Plan which includes long range capital improvements, debt service, parking operations, and details the financial assumptions that have gone into that Plan;

Whereas, Before the budget may be adopted by the board, the statute requires that it be approved by the governing body of the municipality and DDA staff presented the Budget to City Council on March 22 and the Ann Arbor City Council did approve the DDA's FY22 Budget on May 17;

Whereas, The Finance Committee recommends the DDA Board adopt the DDA's FY22 Budget as the final step in the DDA's budget process as established by PA57;

RESOLVED, That any unspent DDA Grants included in the FY 2022 budget and approved by the DDA Board may be carried forward without regard to fiscal year;

RESOLVED, That the DDA Capital Improvement projects approved as a part of the City of Ann Arbor Capital Improvement projects be appropriated in FY 2022 within the respective funds, and may be carried forward without regard to fiscal year;

RESOLVED, The DDA Board accepts the recommendation of its Finance Committee and adopts the following revenue and expenditure appropriations by fund as its Fiscal Year 2022 Budget:

Ann Arbor DDA FY22 Budget						
Funds	231 Parking	246 Housing	248 General (TIF)	401 Parking CIP	494 TIF Construction	All Funds
Revenue	14,763,000	363,800	7,651,900	2,610,000	554,702	25,943,402
Expenditure	17,599,936	721,300	12,285,917	2,613,000	554,702	33,774,855
Net Rev (Exp)	(2,836,936)	(357,500)	(4,634,017)	(3,000)	-	(7,831,453)
Beginning Fund Balance	6,412,254	420,877	6,641,933	942,155	-	14,417,219
Ending Fund Balance	3,575,318	63,377	2,007,916	939,155	-	6,585,766

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The resolution was approved.

**Ms. Klopff moved and Ms. McFarland seconded the following resolution:
Ann Arbor Downtown Development Authority
RESOLUTION TO ESTABLISH SIGNATORIES**

I hereby certify that the following Resolution was duly approved and adopted by the Board of Trustees (herein after referred to as the Board) of Ann Arbor Downtown Development Authority at a meeting held on June 30, 2021 at which a quorum was present and acting throughout.

WHEREAS, the Board has opened an account with the Bank of Ann Arbor for banking and/or investment management purposes and those accounts are:

- Ann Arbor DDA Investment Account #19-1022, opened March 2, 2004

NOW THEREFORE, BE IT RESOLVED, that the Board hereby ratifies the establishment of these account(s) with the Bank of Ann Arbor, dated June 30, 2021, and currently known as the Investment Account;

FURTHER, BE IT RESOLVED, that the Board hereby designates the following individuals as duly authorized and gives these individuals the authority to direct Bank of Ann Arbor via emails, telephone conversations, in writing, and/or any other form necessary regarding deposits, transfers, and withdrawals from any accounts held at the Bank of Ann Arbor (retail or trust), and to conduct any other business as deemed necessary and, further, grants Bank of Ann Arbor, Agent, the authority to follow without question the direction of the following named individuals:

Name(s) Maura Thomson _____ Interim Executive Director _____
Name Title

Sara McCallum _____ Accounting Director/Deputy Director _____
Name Title

Name Title

FURTHER, BE IT RESOLVED, that the Board hereby designates the following individual as duly authorized and gives this individual the authority to direct Bank of Ann Arbor via emails, telephone conversations, in writing, and/or any other form necessary regarding inter DDA fund transfers and access to any information from any accounts held at the Bank of Ann Arbor (retail or trust).

Sara McCallum _____ Accounting Director/Deputy Director _____
Name Title

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopff, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The resolution was approved.

CORPORATE AUTHORIZATION RESOLUTION

BANK OF ANN ARBOR
 125 S. FIFTH AVENUE
 ANN ARBOR, MI 48104

By: ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
 150 S. FIFTH AVENUE #301
 ANN ARBOR, MI 48104

*Referred to in this document as
 "Financial Institution"*

Referred to in this document as "Corporation"

I, _____, certify that I am the Secretary (clerk) of the above name corporation organized under the laws of The State of Michigan, Federal Employer I.D. Number _____61-1460602_____, engaged in business under the trade name of _____Ann Arbor Downtown Development Authority, and that the resolutions on this document are a correct copy of the resolution adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on June 30, 2021 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

	Name and Title or Position		Signature		Facsimile Signature (if used)
A.	_____Maura Thomson_____	X	_____	X	_____
B.	_____Sara McCallum_____	X	_____	X	_____
C.	_____	X	_____	X	_____
D.	_____	X	_____	X	_____
E.	_____	X	_____	X	_____
F.	_____	X	_____	X	_____

Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
N/A	(1) Exercise all of the powers listed in this resolution.	_____
N/A	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
A,B,C	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	2
N/A	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
N/A	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
N/A	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
	(7) Other:	_____

Limitations on Powers. The following are the Corporation's express limitations on the powers granted under this resolution.

Resolutions

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated _____ . If not completed, all resolutions remain in effect.

Certification of Authority

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on _____ (date).

JUNE 30, 2021 AND PRIOR

Secretary

Attest by One Other Officer

By: _____

Its: Secretary

For Financial Institution Use Only

Acknowledged and received on _____ (date) by _____ (initials)

This resolution is superseded by resolution dated _____ .

Comments:

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The resolution was approved.

Third Quarter Financials: The Committee received the third-quarter financial statements. It was noted DDA debt payments will be on the fourth-quarter reports. DDA and RPS are doing an excellent job of managing expenditures to keep them in line with reduced revenues in the Parking Fund and maintain adequate cash levels.

Month Expense Registers: The Committee approved the January through May 2021 expense registers.

FY21 Audit: The DDA has received the standard annual engagement letter from Yeo & Yeo. No action required. The audit will begin in August.

The next Finance Committee meeting is scheduled for Thursday, August 26 at 9 am.

8D. SUBCOMMITTEE REPORTS – AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE

The June and July Committee meetings were cancelled due to a lack of business to discuss.

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, August 11 at 9 am (DDA only).

8E. SUBCOMMITTEE REPORTS-EXECUTIVE COMMITTEE

Executive Director Search: The Committee met in closed session today to review the Recruitment Report from GovHR. There were 60 applicants for the position. In the open Executive Committee meeting, the Committee approved the Resolution to Select a Slate of Candidates for the First Round Interviews. First round interviews will be held on July 12 and 13 and will be open to the public. The Executive Director Search Committee will then select top candidates for the second round interviews conducted by the full Board on August 3. The Board will meet at Noon on August 4 to deliberate with the intent of making a selection of the candidate to fill the Executive Director position.

The next Executive Committee is scheduled for Wednesday, September 1 at 11 am.

9. NEW BUSINESS

None.

10. OTHER AUDIENCE PARTICIPATION

None.

11.

ADJOURNMENT

Mr. Kinley moved and Mr. Massey seconded the motion to adjourn the meeting.

A consent vote on the motion showed:

**Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland,
McKinnon, Narayan**

Nays: None

Absent: None

The motion was approved.

The meeting adjourned at 12:50 pm

Respectfully submitted, Maura Thomson, Interim Executive Director

STAFF DRAFT

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, June 30, 2021

Place: Virtual Meeting: Zoom link:
<https://us02web.zoom.us/j/84995552782?pwd=UjVYcVpoaXBRZ1c1MXd2RIJETGFpdz09>
Phone: 877-853-5257 (Meeting ID: 849 9555 2782 Passcode: 566555)

Time: 10:30 am

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon, Maura Thomson (ex officio)

Absent: None

Staff: Sara McCallum, Kelley Graves

Public: Members of the public were on the Zoom meeting but did not identify themselves.

Note: As required by the amended OMA, all members stated they were attending remotely and were doing so from Ann Arbor with the exception of Ms. Klopf who was attending from Manistee, Michigan.

After roll call, Ms. Letaw stated that the Executive Committee meeting would be conducted in two separate sessions—an open and a closed session. She said the Committee would review the Executive Director Recruitment Report in a closed session because the applicants have requested confidentiality, which is a permissible reason for a closed session under The Open Meetings Act. *[Under the MCL 15.268, The Open Meetings Act, Section 8(f): “To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential.”]*

It was stated, the DDA Board is authorized by PA57 to “employ and fix the compensation of a director, subject to the approval of the governing body of the municipality.” To this end the DDA Board has charged the Executive Committee with carrying out some of the tasks necessary in this process.

Agenda Review: The Committee reviewed the July board meeting agenda.

Public Comment: Due to the earlier start time and the open and closed session, a second public comment section was provided to ensure the public had adequate opportunity to speak. No comments received.

At 10:38 am, Ms. Letaw moved and Ms. Klopf seconded the motion for the Executive Committee to go into closed session to review the Executive Director Recruitment Report.

A consent vote on the motion showed:

Ayes: Kinley, Klopf, Letaw, McKinnon

Nays: None

Absent: None

The motion passed.

The Committee returned to the open session at 11:50 am.

Ms. Klopf moved and Mr. McKinnon seconded the following resolution:

RESOLUTION TO SELECT A SLATE OF CANDIDATES
FOR EXECUTIVE DIRECTOR FIRST ROUND INTERVIEWS

Whereas, The DDA Board in its Resolution of September 2, 2020 did authorize its Executive Committee to carry out tasks related to the search and selection of an executive director;

Whereas, The DDA Board in its Resolution of January 6, 2021 did enter into an agreement with GovHR to assist the DDA with its search for an executive director;

Whereas, GovHR did provide the Executive Committee with a Position Advertisement, an Advertisement Plan/Budget, a Position Description, and a Recruitment Brochure for their approval, and the Executive , Committee did approve those documents at their meeting of April 7, 2021 and did authorize GovHR to implement them in their efforts to prepare a Recruitment Report from which the Executive Committee may select a slate for first round interviews;

Whereas, GovHR has presented a Recruitment Report for the Executive Committee's review asking that they select a slate of candidates for first round interviews to be conducted by the Executive Director Search Committee on July 12 and July 13;

Whereas, The applicants being given consideration did make request that their application remain confidential, which is a permissible reason for a closed session under The Open Meetings Act, MCL 15.268, Sec. 8(f);

Whereas, The Executive Committee did review the Recruitment Report provided by GovHR in a closed session on June 30, 2021;

RESOLVED, The DDA Executive Committee selects the following candidates and authorizes DDA staff and GovHR to schedule first round interviews with them before the Executive Director Search Committee on July 12, 2021 and July 13, 2021, for the purpose of selecting the candidates who will move forward to interview with the full DDA Board on August 3, 2021:

SLATE OF CANDIDATES

Candidate #1
Candidate #2
Candidate #3
Candidate #5
Candidate #9
Candidate #10

A consent vote on the resolution showed:

Ayes: Kinley, Klopf, Letaw, McKinnon

Nays: None

Absent: None

The resolution was approved.

Public Comment: None.

Adjournment: There being no other business, the meeting adjourned at 11:58 a.m.

Respectfully submitted, Maura Thomson, Interim Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL MEETING MINUTES
Wednesday, June 30, 2021

Place: Virtual meeting-Zoom link:

<https://us02web.zoom.us/j/81594620258?pwd=L2JrTThpS2hkTGZ0cnI1UWxUSk1zUT09>

Phone: 877-854-5257 (Meeting ID: 815 9462 0258 Password: 159134)

1. Roll Call

Present: Micah Bartelme, Tom Crawford, Alexandra Dieck, Bob Guenzel, Ji Hye Kim, Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Jonathan Massey, Molly McFarland, Darren McKinnon, Rishi Narayan

Staff: Maura Thomson, Interim Executive Director
Sara McCallum, Accounting Director, Deputy Director
Jada Hahlbrock, Parking Services Manager
Kelley Graves, Management Assistant
Liz, Rolla, Civil Engineer

Public: Members of the public were on the Zoom meeting but did not identify themselves.

NOTE: As required by the amended OMA, all attending members stated they were attending remotely and were doing so from Ann Arbor, Michigan with the exception of Ms. Klopf who was attending from Manistee, Michigan and Mr. Massey who was attending from Brooklyn, NY.

2. New Business

A. Election of DDA Board Officers for FY22

Treasurer: Ms. Letaw asked for nominations for the position of Treasurer. Mr. Kinley nominated Mr. Bartelme, seconded by Ms. Klopf.

A consent vote on the motion to approve the nomination showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The motion was approved.

Vice Chair: Ms. Letaw asked for nominations for the position of Vice Chair. Mr. Kinley nominated Ms. Ji Hye Kim, seconded by Mr. Massey.

A consent vote on the motion to approve the nomination showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The motion was approved.

Board Chair: Ms. Letaw nominated Mr. Kinley for Board Chair, seconded by Mr. Bartelme.

A consent vote on the motion to approve the nomination showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopff, Letaw, Massey, McFarland, McKinnon,

Narayan

Nays: None

Absent: None

The motion was approved.

- B. DDA Committees for FY 2022** (Pursuant to the bylaws, at its Annual Meeting, the board may evaluate its committees to determine whether they should be continued or dissolved).

Ms. Letaw moved and Ms. Kim seconded the following resolution:

RESOLUTION TO REAPPOINT THE DDA CAPITAL IMPROVEMENTS COMMITTEE

Resolved, The DDA Board reappoints its Capital Improvements Committee. The committee provides oversight regarding the ROW capital functions of the organization; making recommendations and reporting out to the DDA Board. In alignment with the DDA Development Plan, it recommends the DDA Capital Improvement Plan; related policies; project-based values and goals; and repair and construction contracts to the DDA Board for their approval. In addition, it receives reports and assesses outcomes in alignment with policy statements and development plan goals.

A consent vote on the motion to reappoint the Capital Improvement Committee showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopff, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The resolution was approved.

Ms. Letaw named Ms. Dieck as Chair and Ms. McFarland, Mr. McKinnon, Mr. Kinley, and herself as members of the Committee.

Ms. Letaw moved and Ms. McFarland seconded the following resolution:

**RESOLUTION TO REAPPOINT THE DDA OPERATIONS
(PARKING & TRANSPORTATION) COMMITTEE**

Resolved, The DDA Board reappoints its Operations Committee. This Committee provides oversight regarding the parking functions of the organization; making recommendations and reporting out to the DDA Board. In alignment with the DDA Development Plan, it recommends the parking CIP; parking rates; transportation grants; and parking policies and contracts for parking facility operations, maintenance, equipment, and improvements to the DDA Board for their approval. In addition, it receives reports and assesses outcomes in alignment with policy statements and development plan goals.

A consent vote on the motion to reappoint the Operations Committee showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The resolution was approved.

Ms. Letaw named Mr. Massey and Mr. Kinley as Co-Chairs and Mr. McKinnon as a member of the Committee.

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

**RESOLUTION TO REAPPOINT THE DDA AFFORDABLE HOUSING /
ECONOMIC DEVELOPMENT COMMITTEE**

Resolved, The DDA Board dissolves its Partnerships Committee and appoints instead its Housing and Economic Development Committee. This Committee recommends DDA housing grants for approval by the Board and works in support of the DDA's mission by finding ways to support the governmental agencies whose taxes are captured as part of the DDA's TIF.

Prior to the vote, it was noted, that the first sentence in the Committee description was incorrect. Ms. Letaw moved and Mr. Massey seconded a motion to amend the Committee description to read as follows:

Resolved, The DDA Board reappoints its Affordable Housing and Economic Development Committee. This Committee recommends DDA housing grants for approval by the Board and works in support of the DDA's mission by finding ways to support the governmental agencies whose taxes are captured as part of the DDA's TIF.

A consent vote on the motion to amend the Affordable Housing/Economic Development Committee description showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The motion was approved.

A consent vote on the motion to reappoint the Affordable Housing/Economic Development Committee showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The motion was approved.

Ms. Letaw named Ms. Kim and herself as Co-Chairs and Mr. Guenzel and Mr. Kinley as members of the Committee.

Ms. Letaw moved and Ms. McFarland seconded the following resolution:

RESOLUTION TO REAPPOINT THE DDA FINANCE COMMITTEE

Resolved, The DDA Board reappoints its Finance Committee. This Committee recommends financial

polices to the DDA Board for their approval. It provides oversight of the financial functions of the organization, including but not limited to accounting, budgeting, long range planning, debt issuance, investment management, and purchasing. It approves the organization's monthly expenditures and serves as the unit's audit committee. It provides fiscal and fiduciary support and recommendations to the Board and other committees, as needed.

A consent vote on the motion to reappoint the Finance Committee showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The resolution was approved.

Ms. Letaw named Mr. Bartelme and Ms. Klopf as Co-Chairs and Mr. Narayan as a member of the Committee.

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

**RESOLUTION TO DESIGNATE AND APPOINT THE
DDA EXECUTIVE DIRECTOR SEARCH COMMITTEE**

Resolved, the Board designates the DDA Executive Director Search Committee. The EDSC is an ad hoc committee which is appointed to carry out tasks to further the Executive Director selection process, including but not limited to making selection of a slate of candidates for final interviews before the DDA Board. The EDSC will operate, with such Board and staff input as may be useful, until a new Executive Director takes office, at which time it will dissolve.

A consent vote on the motion to designate and appoint the Executive Director Search Committee showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The resolution was approved.

Ms. Letaw moved and Ms. McFarland seconded the following resolution:

RESOLUTION TO REAPPOINT THE DDA EXECUTIVE COMMITTEE

The DDA Executive Committee is designated by DDA bylaws. Its members are the officers of the Board, including the Chair, Vice Chair, Treasurer, as well as the last former Chair who is a non-voting member, the Executive Director who is a non-voting ex officio member, and the Recording Secretary who is also a non-voting member. Bylaws establish that the Executive Committee shall fix the hours and place of meetings, make recommendations to the Board, and shall perform such other duties as specified in the bylaws or by the Board.

RESOLVED, The Executive Committee shall review the monthly board meeting agenda, oversees special projects, and be responsible for conducting the DDA Executive Director annual review.

A consent vote on the motion to reappoint the Executive Committee showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: None

The resolution was approved.

C.	Public Comment
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None.

D.	Adjournment
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There being no other business, Mr. Bartelme moved and Ms. Klopf seconded the motion to adjourn.

A consent vote on the motion showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon,
Narayan

Nays: None

Absent: None

The motion passed.

The meeting adjourned at 1:15 pm.

Respectfully submitted,
Maura Thomson, Interim Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, June 16, 2021**

Place: Virtual Meeting:
<https://us02web.zoom.us/j/85864553859?pwd=QUhLYko3bkRuSVJ6WUxCWHpnRVNjUT09>
by Phone: 1-877-853-5257 (Meeting ID: 858 6455 3859 Passcode: 383587)

Time: 11:00 am

Committee Present: Alex Dieck, Tyler Kinley, Jessica A.S. Letaw, Molly McFarland

Committee Absent: Micah Bartelme, Darren McKinnon

Staff: Maura Thomson, Amber Miller, Sara McCallum, Kelley Graves, Liz Rolla

Others Present: Bob Doyle/Smith Group

Public: Members of the public were on the Zoom meeting but did not identify themselves.

NOTE: As required by the amended OMA, all attending members stated they were attending remotely and doing so from Ann Arbor, Michigan

Virtual Meeting Guidelines: Ms. Dieck outlined the guidelines for electronic meetings.

People-Friendly Streets 2: The Committee received an overview of the PFS 2 projects for inclusion in the City CIP. Ms. Miller reminded the Committee that the CIP is a planning tool and that the DDA is required by the City to provide input. The projects include State Street improvements, Division Street bikeway, Miller and Catherine bikeway in support of AAHC initiatives, Fourth Avenue safety, transit, and resiliency improvements in support of the AAHC and the AAATA, and funding for a study on two-way traffic restoration on Fifth Avenue and Division Street. These projects meet the values adopted by the Board in 2020, align with budget capacity, the AAHC, AAATA, and DDA partnership, DDA goals of equity, affordability, and resiliency, and received strong support in the community outreach held in March.

Mr. Doyle provided an overview and projected timing of the four projects. He also shared preliminary design documents for the State Street project. Ms. McCallum provided an overview of projected fund balance levels in the General/TIF Fund based on the proposed CIP. She reported that these CIP levels maintain fund balance requirements. The Committee agreed to bring the resolution to support the People-Friendly Streets 2 recommendations for inclusion in the City CIP to the board.

The Miller/Catherine project was identified as a high priority corridor and part of the important DDA partnership with the AAHC. Staff recommends advancing the Miller/Catherine Street project to final design and construction documentation. The Committee supported bringing the resolution to approve a contract with SmithGroup for engineering for the Miller/Catherine project to the board.

Staff estimates at least \$2.5M remaining in the capital bond fund after completion of the street projects approved by the board in 2018. These funds must be spent by February 2022 on similar improvements in alignment with the bond language. Staff identified four items that require DDA board contract or change order approval; three related to the Division Street construction and one for a streetlight maintenance and repair cost-share agreement with the City of Ann Arbor. The Committee supported bringing the following resolutions related to the Division Street construction to the board:

Capital Improvements Committee Meeting

June 16, 2021

2

Resolution to authorize a change order with Fonson Company, Inc. as contractor for the Division Street project; Resolution to modify the Wade Trim contract for the Division Street Bikeway project; Resolution to approve an amendment to the agreement with Testing Engineers & Consultants, Inc. for material testing services; Resolution to Authorize an agreement with Stantec Consulting Michigan, Inc. for construction administration and engineering services.

The Committee also supported bringing a resolution to approve a streetlight replacement and maintenance cost sharing agreement with the City of Ann Arbor to the board.

Construction Updates: Ms. Rolla said work continues on First at the Kingsley bend. Final concrete is being poured this week. Pavers are expected to be installed next week, followed by paving from Kingsley to Huron and then pavement markings. The construction team will work around the Art Fair dates. Ashley Street is being prepared for final paving which is expected the end of June/early July. Railroad signals will be installed the end of June/early July, followed by pavement markings.

Public Comment: None.

The July Committee meeting has been cancelled. The next regularly scheduled meeting will be on August 18 at 11 am.

The meeting adjourned at 11:50 am.

Respectfully submitted,
Maura Thomson, Interim Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, June 23, 2021**

Place: Virtual meeting—Zoom link:
<https://us02web.zoom.us/j/82972212519?pwd=NTQwVVRncE5EbXNWZ1RVeEhBeGFIUT09>
Phone: 1-877-853-5257 (Meeting ID: 829 7221 2519 Passcode: 922364)

Time: 11 am

Committee Present: Robert Guenzel, Tyler Kinley, Darren McKinnon

Absent: None

Other Board Members: Jessica A.S. Letaw

Staff: Jada Hahlbrock, Sara McCallum, Maura Thomson, Kelley Graves

Other Attendees: Mike McKiness/RPS, Chris Simmons/GetDowntown

Public: Members of the public were on the Zoom meeting but did not identify themselves.

Parking System Financials: Ms. McCallum presented the Parking System financials for May 2021. Actual revenues are on track with projections. Year-end expenses are expected to be lower than projected.

Annual Restoration and Maintenance: DDA and WGI staff reviewed proposed work for this year's scope and selected urgent elements and those that could not practically be delayed. The scope for this year will include work at 4th & William, 4th & Washington, and Ann Ashley. Five companies attended the restoration and maintenance ITB pre-bid meeting and three submitted bids. RAM Construction Services submitted the lowest responsible bid. Staff recommends and the Committee agreed to bring the resolution to approve the contract with RAM for FY22 repairs and establish the project budget to the board.

5th and William Parking Lot: Ms. Hahlbrock said that when the lot reopened to parking in 2018 the decision was made to operate the lot as reserved permit parking. This was seen as the most economical way to operate given the expectation that it would soon be redeveloped. With the development of affordable housing on the site expected to be a few years away, DDA and RPS staff have been exploring options for adding hourly parking at the lot. Planning is underway to convert most of the lot to metered hourly parking. A section of the lot will be maintained as reserved monthly permit parking. The change in operations is expected to be implemented this fall. It was noted that the annual debt service is currently paid by the City and will increase significantly in FY23. Questions were asked and answered.

Parking System Updates: The Treeline Conservancy has completed the bumpers and signage placement, for the pilot trail on the east side of 415 W. Washington lot. The Library Lot will remain closed to parking on Saturdays and Sundays through the summer to allow the Committee for the Ann Arbor Community Commons to continue its gardening work on the site.

The Republic Parking team continues preparations for the Art Fair. Though reduced staffing levels and the uncertainty around attendance is making planning difficult, the RPS team is doing a great job and is focused on ensuring processes and procedures are in place to keep staff safe. The meter bag team will

Operations Committee Meeting Minutes

June 23, 2021

2

be especially busy switching out meter bags ahead of the Art Fair, transitioning for healthy streets closures, and then transitioning back to pick-up/delivery locations for Monday.

Parking Permit Waitlist: Ms. Hahlbrock provided an update on the waitlists. A few permits were turned in last fall and staff reached out to everyone on the waitlists at that time. Most asked to be moved down on the list for future opportunities due to the pandemic. Staff has been able to sell most of the permits that were turned in, with the exception of locations where larger accounts were located. There is capacity at those locations for permits. There was a reminder that the waitlist is an internal customer service tool used by the DDA and is updated on the DDA website each month. Mr. McKinnon discussed possible future options including considering an automated system. He noted, this option was discussed a couple of years ago. The cost and complexity of implementing an automated system made it infeasible at that time. It was discussed that this is not a viable option to consider at this time due to the continuing impacts of the pandemic on parking revenues. Ms. Letaw said that it is important to continue public education and awareness efforts about other available modes of transportation. Ms. Hahlbrock will continue to provide periodic updates on waitlist to the Committee.

Other Business: Mr. McKinnon discussed the possibility of charging for parking on Sundays. He said he understands the need to accommodate churches as we do other non-profits Mr. Guenzel and Mr. Kinley agreed that there would be pushback from the businesses. Ms. Letaw asked if it would possible to consider conducting study. Ms. Hahlbrock stated the TIBA parking system has reporting functionality that may be helpful. She will explore this in more detail and report back to the Committee.

Transportation: Townhall meetings on TheRide's 2021 service plan and fare proposal are underway. Mr. Simmons will provide a full report at the next Operations Committee meeting.

Public Comment: None.

Next Meeting: The July Operations Committee is being cancelled due to a lack of business to discuss. The next Operations Committee meeting is scheduled for Wednesday, August 25 at 11 am.

The meeting adjourned at 12:00 Noon

Respectfully submitted by,
Maura Thomson, Interim Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Thursday, June 24, 2021**

Place: Virtual Meeting--Zoom Link:
<https://us02web.zoom.us/j/82120738411?pwd=aUd0M2tUdGtlaWxtaDh2VkdOZ2ZFQT09>
by Phone: 1-877-853-5257 (Meeting ID: 821 2073 8411 Passcode: 362939)

Time: 9:00 am

Committee Present: Bob Guenzel, Marie Klopf

Committee Absent: Rishi Narayan

Other Board Present: Jessica A.S. Letaw

Staff: Maura Thomson, Sara McCallum, Jada Hahlbrock, Kelley Graves

Public: None

NOTE: As required by the amended OMA, all attending members stated they were attending remotely and doing so from Ann Arbor, Michigan

Virtual Meeting Guidelines: Ms. Klopf outlined meeting details for everyone attending.

DDA FY22 Budget Approval Resolution: The DDA's FY22 budget has been approved by City Council. The Committee approved bringing the Resolution to Adopt the DDA FY22 Budget to the Board.

Signatories Resolution: The Committee approved bringing the Resolution to Establish Signatories for the DDA investments and checking accounts for FY22 to the Board.

Third Quarter Financials: Ms. McCallum presented the third-quarter financials. She highlighted significant variances noting that the DDA debt payments will be on the fourth-quarter reports. Transfers are being made as needed from the Parking Fund to the Parking CIP to keep funds available as parking revenues continue to be monitored closely. Ms. McCallum credited Ms. Hahlbrock and the RPS team for their work managing expenditures to keep them in line with reduced revenues in the Parking Fund and maintain adequate cash levels.

Expense Registers: The Committee approved the January through May expense registers.

Other Updates: The engagement letter from Yeo & Yeo for the DDA's FY21 audit will be included in the board packet. The audit will begin in August. The State has finalized the revised Chart of Accounts. The update to fully implement this change has been scheduled by BS&A for November. Ms. Betsy Lindsley is no longer providing accounting services to the DDA. Ms. McCallum is developing an AP instruction manual and determining the needs before taking steps to replace Ms. Lindsley.

Public Comment: None.

Next Meeting: There is no meeting in July. The next regular Finance Committee meeting is scheduled for Thursday, August 25 at 9:00 am.

The meeting adjourned at 9:25 am.

Respectfully submitted by,
Maura Thomson, Interim Executive Director