

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
THURSDAY, JUNE 23, 2022**

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

Time: 8:30 am

1. ROLL CALL

Present: Micah Bartelme, Alex Dieck, Milton Dohoney, Ji Hye Kim, Tyler Kinley,
Jessica A.S. Letaw, Darren McKinnon

Absent: Jonathan Massey

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

Public: None.

2. APPROVAL OF BOARD MEETING AGENDA

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

A vote on the motion showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, McKinnon

Nays: None

Absent: Massey

The motion was approved.

3A. SUBCOMMITTEE REPORTS –FINANCE COMMITTEE

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

**RESOLUTION TO ADOPT THE DDA BUDGET
FOR FISCAL YEAR 2023**

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 FY22-FY28 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 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 which 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 did present the Budget to City Council by video which was posted to YouTube in April and the Ann Arbor City Council did approve the DDA’s FY23 Budget on May 16;

Whereas, The Finance Committee recommends the DDA Board adopt the DDA’s FY23 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 any unspent capital funds included in the FY 2022 budget may be carried forward without regard to the fiscal year;

RESOLVED, That the Executive Director be authorized to reallocate budgeted amounts within funds;

RESOLVED, That the DDA Board accepts the recommendation of its Finance Committee and adopts the following revenue and expenditure appropriations by fund as its Fiscal Year 2023 Budget:

Ann Arbor DDA FY23 Budget					
Funds	231 Parking	246 Housing	248 General (TIF)	401 Parking CIP	All Funds
Revenue	17,994,100	376,500	8,250,500	2,610,000	29,231,100
Expenditure	19,944,567	392,800	8,267,573	2,903,000	31,507,940
Net Rev (Exp)	(1,950,467)	(16,300)	(17,073)	(293,000)	(2,276,840)
Beginning Fund Balance (projected)	6,924,316	113,941	5,990,283	2,414,090	15,442,630
Ending Fund Balance	4,973,849	97,641	5,973,210	2,121,090	13,165,790

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, McKinnon

Nays: None

Absent: Massey

The resolution was approved.

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

RESOLUTION TO ADOPT AN AMENDMENT TO THE FISCAL YEAR 2022 BUDGET

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, Before the budget may be adopted by the board, the statute requires that it be approved by the governing body of the municipality before final adoption by the DDA Board;

Whereas, The DDA did completed the budget creation process for FY22 and did adopt the FY22 budget in June of 2021 for its five funds, including the Parking Fund;

Whereas, The DDA does monitor its activities compared to budget on an on-going basis and at March 31 it became apparent that a deviation at June 30 could be anticipated in the Parking Fund due to an increase in parking activity/revenues and a resulting increase in certain expenditures which are directly related to revenue streams;

Whereas, The Michigan Uniform Budget Manual requires that a legislative body amend the budget as soon as a deviation is apparent and prior to the close of the budget year;

Whereas, The DDA Board did authorize the proposed amendment to be put forward to City Council, and on June 6 City Council did approve the amendment as presented;

Whereas, The final step established by statute is the adoption of the amendment to the FY22 Budget by the DDA Board;

RESOLVED, The DDA Board approves the following appropriation as an amendment to its FY22 Budget and authorizes its Accounting Director to take the steps necessary to implement this amendment to the DDA Parking Fund:

Ann Arbor DDA FY22 Budget Amendment			
231 Parking Fund	Original Budget	Proposed Amendment	Amended Budget
Revenue	14,763,000	5,166,800	19,929,800
Expenditure	17,599,936	1,423,100	19,023,036
Net Rev (Exp)	(2,836,936)	3,743,700	906,764

Beginning Fund Balance	6,412,254	6,412,254
Ending Fund Balance	3,575,318	7,319,018

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, McKinnon

Nays: None

Absent: Massey

The resolution was approved.

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

RESOLUTION TO REMOVE THE 2016 RESTRICTION ON PARKING SYSTEM FUND BALANCE FOR CONSTRUCTION OF ADDITIONS TO THE PUBLIC PARKING SYSTEM OR ALTERNATIVE TRANSPORTATION INFRASTRUCTURE

Whereas, In 2016 the DDA Board approved the Resolution to Segregate Parking Funds to Enable the Future Construction of Additions to the Public Parking System or Alternative Transportation Infrastructure, which directed that funds be restricted for use in the construction of future public parking spaces or alternative transportation infrastructure;

Whereas, Since that time a total of \$2,506,768.82 has been set aside as restricted for that purpose;

Whereas, Beginning in 2020 the parking system has suffered the loss of a significant portion of its revenues due to reduced activity in the Downtown resulting from the COVID pandemic;

Whereas, This loss of revenue has necessitated the deferment of planned maintenance in the structures and has also resulted in a reduction of total parking system fund balance;

Whereas, Given the reduced revenues in FY20, FY21, and so far in FY22, as well as the anticipated reduced revenues going forward, the DDA Board does not anticipate that it will consider constructing additions to the parking system at any time in the foreseeable future but will instead refocus parking system resources on structure maintenance and restoration of the system's fund balance;

Whereas, The Finance Committee has reviewed this matter and has found that unrestricting these funds will not preclude spending them on new construction or alternative transportation but will allow the DDA more flexibility in its future appropriations, which is particularly desirable at this time.

RESOLVED, The DDA Board approves the recommendation of its Finance Committee and releases the 2016 restriction on \$2,506,768.82 of fund balance in the parking fund and directs the DDA Accounting Director to take the steps necessary to implement this action of the DDA Board.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, McKinnon

Nays: None

Absent: Massey

The resolution was approved.

The next Finance Committee meeting is scheduled for Thursday, September 1 at 9 am.

3B. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE
--

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

**RESOLUTION TO APPROVE THE SELECTION OF PULLMAN SST AS CONTRACTOR FOR THE FY23
PARKING STRUCTURE REPAIRS**

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 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 2022 construction season based on the 20 year plan of work;

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

Whereas, DDA staff issued a Request for Proposal document on May 17, 2022 for parking structure repairs and received five proposals on June 9, 2022;

Whereas, DDA staff determined that the proposal from Pullman SST was the most responsive, with a bid of \$937,450.00;

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

RESOLVED, The DDA Board approves the selection of Pullman SST as contractor for the FY23 Parking Structure Repairs with a contract amount of \$937,450.00;

RESOLVED, That a contract contingency amount of \$187,490.00 be established within the project budget and that the Parking Manager be authorized to approve additional change orders to the construction contract with Pullman SST not to exceed \$1,124,940.00, to be paid from the Parking CIP Fund;

RESOLVED, That the DDA Executive Director is authorized to sign the contract with Pullman SST.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, McKinnon

Nays: None

Absent: Massey

The resolution was approved.

The next Operations Committee meeting is scheduled for Wednesday, August 31 at 11 am.

3C. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE
--

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

RESOLUTION TO APPROVE THE SELECTION OF FONSON COMPANY, INC. AS CONTRACTOR FOR THE MILLER CATHERINE BIKEWAY PROJECT

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

Whereas, In December 2019, the DDA Board authorized the People-Friendly Streets 2 planning process, and in July, 2021 supported the resulting project recommendations for inclusion in the City CIP, including the Miller/Catherine Bikeway and Infrastructure project;

Whereas, In July 2021, the DDA Board approved a Miller/Catherine Engineering Contract to prepare design and construction documents;

Whereas, DDA staff issued a Request for Proposal document on May 10, 2022 for construction of the Catherine Miller bikeway and received two proposals on June 1, 2022;

Whereas, DDA staff determined that the proposal from Fonson Company, Inc. was the most responsive, with a unit price bid for construction of \$2,072,697.00;

Whereas, the CIC reviewed the recommendation and recommends DDA Board approval;

RESOLVED, The DDA Board approves the selection of Fonson Company, Inc. as contractor for the Catherine Miller Bikeway Project with a contract amount of \$2,072,697.00;

RESOLVED, That a contract contingency amount of \$207,270 be established within the project budget and that the Capital Projects Manager be authorized to approve additional change orders to the construction contract with Fonson Company, Inc. not to exceed \$2,279,967 to be paid from

the General/TIF Fund (248);

RESOLVED, That the DDA Executive Director is authorized to sign the contract with Fonson Company, Inc.;

Prior to discussion and vote, Mr. McKinnon recused himself due to his work as a contractor with the Ann Arbor Housing Commission on the Miller Catherine project.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw

Nays: None

Recused: McKinnon

Absent: Massey

The resolution was approved.

Ms. Dieck provided a State Street project update.

The next Capital Improvements Committee meeting is scheduled for Wednesday, July 20 at 11 am.

3D. SUBCOMMITTEE REPORTS- AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE

SEU Presentation: Dr. Missy Stults shared the presentation on the City's Sustainable Energy Utility (SEU) initiative.

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, July 13 at 9 am (with partners).

3E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE

The next Executive Committee meeting is scheduled for Wednesday, September 7 at 11:30 am.

4. APPROVAL OF MINUTES

Mr. McKinnon moved and Ms. Letaw seconded a motion to approve the June minutes.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, McKinnon

Nays: None

Absent: Massey

The motion was approved.

5. REPORTS FROM CITY BOARDS AND COMMISSIONS

None.

6. DDA MEMBER COMMUNICATIONS

Mr. Dohoney said he has scheduled three downtown listening sessions with downtown stakeholders about alleys, public restrooms, and solid waste management, and other potential improvements. The Board members expressed interest in attending. Information on the event dates, times, and locations will be shared.

7. EXECUTIVE DIRECTOR REPORT

Mr. Watson said he has spoken with Mayor Taylor about the current DDA Board vacancies and the difficulty the DDA is experiencing in meeting quorum to conduct DDA business. The Mayor put forth one applicant for the first reading at the June 6th City Council meeting. He will put forth other applicants soon.

8. NEW BUSINESS

Ms. Kim and Ms. Letaw requested approval from the Board for Ms. Kim to distribute and receive the summary from the 360 review software for the Executive Director performance review. There was discussion about requiring Board approval to obtain a DDA email address and it was determined that this a regular administrative function, not requiring Board approval. Ms. Letaw stated that the request was brought directly to the Board because there was no Executive Committee meeting today. Due to the performance review timeline, it was requested that the Board vote on the language of the resolution authorizing Ms. Kim as the Board representative to handle the administration of the Executive Director performance review. The resolution will be written and included in the minutes (see below).

RESOLUTION AUTHORIZING VICE CHAIR JI HYE KIM AS THE BOARD REPRESENTATIVE TO HANDLE THE ADMINISTRATION OF THE EXECUTIVE DIRECTOR PERFORMANCE REVIEW

Whereas, In January 2022, the DDA Board of Directors hired a new Executive Director, Jeffrey Watson;

Whereas, The success of the DDA, the Board, and the Executive Director are of critical concern to the future of the Authority;

Whereas, The Board has direct responsibility for overseeing the performance of the Executive Director;

Whereas, The Board, in governing the DDA and supporting the Executive Director, wishes to periodically review and evaluate the performance the Executive Director;

RESOLVED, The DDA Board authorizes Ji Hye Kim as the Board representative to handle the administration of the Executive Director performance review.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, McKinnon

Nays: None

Absent: Massey

The resolution was approved.

9. PUBLIC COMMENT

None.

10. ADJOURNMENT

Ms. Letaw moved and Mr. McKinnon seconded the motion to adjourn.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Klopf, Letaw, Massey, McKinnon

Nays: None

Absent: None

The motion was approved.

The meeting adjourned at 8:57 am.

Respectfully submitted,
Kelley A. Graves, Board Secretary

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL MEETING MINUTES
Thursday, June 23, 2022

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

Time: 8:57 am

1. Roll Call

Present: Micah Bartelme, Alexandra Dieck, Milton Dohoney, Ji Hye Kim, Tyler Kinley, Jessica A.S. Letaw, Darren McKinnon

Absent: Jonathan Massey

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

Public: None.

2. New Business

A. Election of DDA Board Officers for FY23

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

A vote on the motion to approve the nomination showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, McKinnon

Nays: None

Absent: Massey

The motion was approved.

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

A vote on the motion to approve the nomination showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, McKinnon

Nays: None

Absent: Massey

The motion was approved.

Board Chair: Mr. Kinley asked for nominations for the position of Board Chair. Ms. Letaw nominated Mr. Kinley, seconded by Mr. McKinnon.

A vote on the motion to approve the nomination showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, McKinnon

Nays: None

Absent: Massey

The motion was approved.

B. DDA Committees for FY 2023 (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 Mr. McKinnon 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 vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, McKinnon

Nays: None

Absent: Massey

The motion was approved.

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

Mr. Bartelme moved and Mr. McKinnon 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 vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, McKinnon

Nays: None

Absent: Massey

The motion was approved.

Mr. Kinley named Mr. Massey as Chair and Mr. McKinnon and himself as members of the Committee.

Mr. Bartelme moved and Mr. McKinnon 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.

Prior to the vote, Ms. Letaw proposed suspending the Affordable Housing/Economic Development Committee for fiscal year 2023 due to board and staff capacity. There was a discussion about the value of the meetings with the DDA partners, consideration of reducing the number of meetings, and possible meeting time change.

A roll call vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, McKinnon

Nays: Letaw

Absent: Massey

The motion did not pass due to a lack of a majority vote of the members of the Board per DDA bylaws.

Ms. Letaw requested the resolution be re-introduced to allow her to recast her vote. She stated she did not wish to hold up the business of this Committee with a dissenting vote. There was consensus to re-introduce the resolution. Mr. Bartelme moved and Mr. McKinnon seconded the resolution to Reappoint the DDA Affordable Housing/Economic Development Committee.

A vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, McKinnon

Nays: None

Absent: Massey

The motion was approved.

Mr. Kinley named himself as Chair and Ms. Dieck and Mr. McKinnon as members of the Committee.

Mr. Bartelme moved and Ms. Letaw 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 vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, McKinnon

Nays: None

Absent: Massey

The motion was approved.

Mr. Kinley named Mr. Bartelme as Chair. Mr. Bartelme recommended additional members be added to the Committee. It was determined that new incoming board members would be considered.

Mr. McKinnon moved and Ms. Letaw 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 an 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 vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, McKinnon

Nays: None

Absent: Massey

The motion was approved.

C.

Public Comment

None.

D.

Adjournment

There being no other business, Mr. Bartelme moved and Mr. McKinnon seconded the motion to adjourn.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, McKinnon

Nays: None

Absent: Massey

The motion was approved.

The meeting adjourned at 9:23 am.

Respectfully submitted,
Kelley A. Graves, Board Secretary

**Ann Arbor Downtown Development Authority
Special Executive Committee Meeting Minutes
Friday, July 15, 2022 at 10 am**

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

Time: 10:10 am

Roll Call:

Tyler Kinley	<u> X </u>
Micah Bartelme	<u> X </u>
Ji Hye Kim	<u> X </u>
Jessica A.S. Letaw	<u> X </u>
Jeffrey Watson	<u> X </u>
Kelley Graves	<u> X </u>

The purpose of today's meeting was to conduct the six-month 360 performance review of the DDA Executive Director, Mr. Jeffrey Watson. Mr. Watson requested a closed session which is authorized under section 8(1)(a) of Michigan Act 267 of 1976, Open Meetings Act.

Ms. Letaw moved and Ms. Kim seconded the motion to go into closed session.

A vote by the voting members of the Committee on the motion showed:

Ayes: Bartelme, Kim, Kinley

Nays: None

Absent: None

The motion was passed.

The Executive Committee returned to the open session at 12:00 Noon.

Ms. Kim stated that the Committee reached consensus to bring a summary report to the Board at a special meeting, informing the Board that they conducted the six-month 360 performance review for DDA Director, Jeffrey Watson. The Committee would also like the Board to discuss the 12-month review timeline and how best to manage the review process overall moving forward.

Public Comment: None.

Ms. Letaw moved and Mr. Bartelme seconded the motion to adjourn.

A vote by the voting members of the Committee on the motion showed:

Ayes: Bartelme, Kim, Kinley

Nays: None

Absent: None

The motion was passed.

The meeting adjourned at 12:05 pm.

Respectfully submitted by, Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL BOARD MEETING MINUTES
Wednesday, July 20, 2022**

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

Time: 10:00 am

1. ROLL CALL

Present: Micah Bartelme, Alex Dieck, Milton Dohoney, Ji Hye Kim, Tyler Kinley,
Jessica A.S. Letaw, Mike Michelin

Absent: Jonathan Massey, Darren McKinnon

Staff: Jeffrey Watson, Executive Director
Sara McCallum, Deputy Director/Accounting Director
Jada Hahlbrock, Manager of Parking Services
Kelley Graves, Management Assistant/Board Secretary
Hayett Chater, Accounting and Procurement Specialist

Public: None.

2. APPROVAL OF BOARD MEETING AGENDA

Ms. Letaw moved and Ms. Kim seconded the motion to approve the meeting agenda.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, Michelin

Nays: None

Absent: Massey, McKinnon

The motion was approved.

3. SUBCOMMITTEE REPORT-EXECUTIVE COMMITTEE

The Committee provided the Board with a 360-review summary report for Mr. Watson's six-month review, showing the scoring system, spider diagram, and summary of competencies. The review questions were based on the job description created for the job search, with Board and staff input. The review was sent out to 29 individuals including Board members, DDA staff, City staff, and outside stakeholders. There were 22 respondents. Members said this 360-review process is new for the DDA and they think it is a good starting point. It was noted that while conducting a six-month review is not the norm, members think it was important to identify areas for improvement now versus waiting until the 12-month review.

The Committee told the Board they discussed with Mr. Watson at its closed session last week that both the self-assessment and responses from others were disappointing. They noted that the results highlighted the need to provide Mr. Watson with more support. Mr. Watson shared with the Committee that personal matters disrupted his workday and impacted his performance during the first four months and that he has been working on improvements the past two months.

The two goals focused on for this six-month review period were reaching out to the greater Ann Arbor community as spokesperson for the DDA and evaluating DDA organizational structure and staff compensation. Mr. Watson reported to the Committee that he has been reaching out to community partners and peers at other agencies and it has been positive, and that he expects a response on the HR issue within two weeks.

It was noted that Mr. Watson provided the Committee with a six-month progress report and a list of future goals, which was shared with the Board. There was discussion about Mr. Watson making regular report outs to the Board. The Board also discussed Mr. Watson developing action steps and a timeline for on-going projects, as well as for the bigger vision and goals outlined in the progress report. Mr. Watson will bring the action steps and timeline plan to the Executive Committee on September 7th. The Committee will make a recommendation to the Board as it is the body authorized to direct Mr. Watson's priorities.

The 12-month review was discussed. Mr. Kinley thanked Ms. Kim and Ms. Letaw for their work on the six-month review process. The Board discussed having either City HR or an outside consultant administer the process. Ms. McCallum reminded the Board that staff is available as a resource as well. Mr. Bartelme offered to work with Ms. McCallum gathering information on consultants to bring to the September 7th Executive Committee and Board meeting.

Board members expressed optimism about Mr. Watson's ability to perform the duties as DDA Executive Director.

4. PUBLIC COMMENT

None.

5. ADJOURNMENT

Mr. Michelin moved and Ms. Kim seconded the motion to adjourn.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, Michelin

Nays: None

Absent: Massey, McKinnon

The motion was approved.

The meeting adjourned at 11:07 am.

Respectfully submitted,
Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, August 17, 2022**

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104
Time: 11:00 am
Committee Present: Alex Dieck, Tyler Kinley, Darren McKinnon
Committee Absent: Jessica A.S. Letaw
Other Board Present: Mike Michelin
Staff: Amber Miller, Jeff Watson, Kelley Graves, Hayett Chater, Shelby Mistor
Public: Yes

CIP Overview and Recommendations: Ms. Miller provided an review of the CIP schedule and 2022 PFS 2 recommendations and CIP. The State Planning Enabling Act requires a CIP. A 2013 City ordinance reinforced that DDA projects must be in the City CIP. DDA CIP preparations begin before August. The draft recommendation is brought to CIC for review in August/September. The CIP recommendation resolution goes to the DDA Board in October. The CIP is the basis for budgeting for the following fiscal year(s).

With a focus on pandemic recovery and awareness of potential future crises, the DDA prioritized its values of equity, affordability, and resiliency in its projects. Data shared with the Committee showed this aligns with other communities locally, regionally, and nationally. Staff recommends continuing the implementation of the 2021 CIP with minor adjustments to include a Miller connection to West Park/west side, the addition of 4-8 pedestrian and bike counters for project and special event streets and building in capacity to partner on public restroom capital investment. Staff recommends moving the 5th & Division 2-way restoration and transit study up a year to inform future projects and updating the scope to include a connection to the river via the Broadway Bridge and/or the berm opening. Questions were asked and answered. The Committee agreed with the recommendations and appreciated the graphs and data provided. No action required today. The resolution will be brought to the September CIC meeting.

Project Updates: The State Street construction will not be completed by Labor Day as planned due to issues on the contractor's end. The City holds the contract. No incentive will be given to the contractor and liquid damages will apply. Every effort is being made to prioritize the work in a way that minimizes the impact on the businesses. There will be no Saturday work due to U of M football. The project is anticipated to be completed by early October. The Miller-Catherine project is scheduled to begin on August 26th and be completed by the end of the construction season. The businesses will be notified.

Public Comment: None.

The Committee discussed and agreed to move the September CIC meeting from Wednesday, September 21st to Wednesday, September 14th to accommodate schedules.

The meeting adjourned at 11:45 am.

Respectfully submitted,
Kelley A. Graves, Board Secretary