

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES**  
**Wednesday, November 1, 2023**

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

Time: 12:00 pm

**ROLL CALL:**

**Present:** Micah Bartelme, Steven Brummer, Milton Dohoney, Angela Jackson, Jessica A. S. Letaw, Mike Michelin, Thressa Nichols, Danielle Vaughn

**Absent:** Alexandra Dieck, Tyler Kinley, Darren McKinnon

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

**Others:** Jim Corbett, Chrissy Mancini Nichols/Walker Consultants, Chris Taylor/PCI, Joel Barson/Avalon Housing

**Public:** Members of the Public were in attendance

**APPROVAL OF BOARD MEETING AGENDA**

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

**A vote on the motion showed:**

**Ayes:** Bartelme, Brummer, Dohoney, Jackson, Letaw, Michelin, Nichols, Vaughn

**Nays:** None

**Absent:** Dieck, Kinley, McKinnon

**The motion was approved.**

**PUBLIC COMMENT**

None.

**REPORTS FROM CITY BOARDS AND COMMISSIONS**

None.

**EXECUTIVE DIRECTOR REPORT**

Ms. Thomson welcomed new DDA board member Angela Jackson and the DDA's new employee, Sandra Andrade into the role of Program Specialist.

The DDA was awarded an \$800k placemaking grant through the MEDC for the 4<sup>th</sup> Avenue project. The next DDA Work Session is scheduled for Wednesday, November 15<sup>th</sup> at 11 am. The 2024 DDA meeting schedule is included in the board packet.

**DDA MEMBER COMMUNICATIONS**

None.

**CONSENT AGENDA**

Mr. Brummer moved and Ms. Letaw seconded the motion to approve the items on the Consent Agenda.

**A vote on the motion showed:**

**Ayes: Bartelme, Brummer, Dohoney, Jackson, Letaw, Michelin, Nichols, Vaughn**

**Nays: None**

**Absent: Dieck, Kinley, McKinnon**

**The motion was approved.**

**SPECIAL BUSINESS/REPORTS**

Ms. Mancini Nichols and Mr. Corbett from Walker Consultants gave a presentation on the Curbside Management Study findings.

**NEW BUSINESS**

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

**RESOLUTION APPROVING A GRANT TO AVALON HOUSING TO ASSIST WITH REPAIR WORK ON RETAINING WALL AT 426 S. FIRST STREET**

Whereas, The Ann Arbor Downtown Development Authority (DDA) is a catalyst for strengthening economic vibrancy and quality of life in the downtown area, and to meet its mission, the DDA has supported a variety of downtown affordable housing projects, including projects which serve residents earning below 60% of Area Median Income;

Whereas, Avalon Housing has partnered with the DDA on the acquisition and rehabilitation of several affordable housing units since 1992, and the DDA's \$1.2M investment in these properties has enabled Avalon Housing to leverage additional financing;

Whereas, Avalon Housing has requested that the DDA provide a \$28,100 grant from the Housing Fund in FY24 to repair a retaining wall at an Avalon Housing property at 426 S. First Street;

Whereas, 426 S. First Street is a 7-unit property owned and managed by Avalon Housing in partnership with Ozone House, which provides Supportive Services to residents all of whom are disabled youth who have experienced homelessness;

Whereas, City of Ann Arbor Ordinance, Section 1:156(e), adopted in 2013 and amended in 2020, establishes a minimum amount of Tax Increment Financing (TIF) be set aside annually in its Housing Fund and restricts those funds to the support of affordable housing to residents with incomes at or below 60% of the Area Median Income (AMI), and residents at this property must be at or below 30% AMI and therefore this project is in compliance with the restriction;

Whereas, The DDA Housing Fund has capacity in its FY24 budget to meet this request, and also has the ability established by DDA and City resolution to roll forward unspent grant dollars to better accommodate project timing;

Whereas, The Executive Committee has reviewed and recommends approval of this request;

RESOLVED, The DDA approves a grant from its Housing Fund to Avalon Housing for repair work at their 426 S. First Street property, in an amount not to exceed \$28,100 and authorizes the DDA Executive Director to execute the Grant Agreement between Ann Arbor Downtown Development Authority and Avalon Housing;

RESOLVED, The DDA Board authorizes the DDA Accounting Director to release grant funds to Avalon Housing as follows:

- Funding shall be on a reimbursement basis, subject to acceptance and review of reimbursement requests from Avalon Housing including invoices for actual costs of the project and other documentation as appropriate.

**A vote on the resolution showed:**

**Ayes: Bartelme, Brummer, Dohoney, Jackson, Letaw, Michelin, Nichols, Vaughn**

**Nays: None**

**Absent: Dieck, Kinley, McKinnon**

**The resolution was approved.**

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

**RESOLUTION TO SUPPORT MODIFICATIONS TO DDA CAPITAL PROJECTS  
INCLUDED 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 tool to implement the City's comprehensive plan and to inform the DDA and City's capital budget planning;

Whereas, In 2022 the CIP for FY24-29 was developed and approved, and 2023 is a update year for FY25-26;

Whereas, Staff has proposed updates based on new information including costs and timing; and inclusion in the City CIP process ensures coordination with the City;

RESOLVED, The DDA Board supports modifications to the DDA capital projects included in the City's CIP.

**A vote on the resolution showed:**

**Ayes: Bartelme, Brummer, Dohoney, Jackson, Letaw, Michelon, Nichols, Vaughn**

**Nays: None**

**Absent: Dieck, Kinley, McKinnon**

**The resolution was approved.**

DDA By-Laws-Proposed Amendment: Ms. Thomson explained the proposed amendment to Section 6 to remove the language “A vote of seven members shall constitute the action of the Board unless the vote of a larger number is required by stature, or elsewhere in these rules” to clarify the overall quorum and voting language. Per DDA By-laws, this proposed amendment must be presented to the board at one meeting and voted on at the next meeting. A resolution to approve this amendment to the DDA By-law will be brought to the December board.

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

**RESOLUTION TO ESTABLISH A FRAMEWORK FOR AN EXECUTIVE DIRECTOR REVIEW PROCESS**

Whereas, Public Act 57 of 2018 The Recodified Tax Increment Financing Act authorizes the DDA Board to hire and fix the compensation of an executive director and stipulates that the director shall serve at the pleasure of the Board, and shall be the chief executive officer of the Authority;

Whereas, The DDA Board wishes to establish the framework for an annual review process of the DDA Executive Director;

Whereas, The Executive Committee has reviewed the following documents for use in establishing this framework and found them useful –

- The City of Ann Arbor, Michigan **Job Description** for the DDA Executive Director (4/7/21)
- The Executive Director **Schedule of Essential Duties** (6/23/22)
- The Executive Director **Priorities Report** (1/22/22 updated 9/28/23)

Resolved, The DDA Board affirms and acknowledges the DDA Executive Director Job Description dated April 7, 2021 as the official job description to be used for this position;

Resolved, The DDA Board adopts the DDA Executive Director Schedule of Essential Duties dated June 23, 2022 as a framework for both the work of the executive director and the development of an annual review process for this position;

Resolved, The DDA Board approves the format of the DDA Executive Director’s Priorities Report as updated on September 28, 2023 and recommends that this format be used as a jumping off point for regular communication between the Executive Director and the DDA Board;

Resolved, The DDA Board directs staff to contract with Rehmann HR Solutions and work with them to design and facilitate an annual review process for the DDA Executive Director for the Board’s use in evaluating the Executive Director’s work and determining how they may best support and inform that work.

**A vote on the resolution showed:**

**Ayes: Bartelme, Brummer, Dohoney, Jackson, Letaw, Michelin, Nichols, Vaughn**

**Nays: None**

**Absent: Dieck, Kinley, McKinnon**

**The resolution was approved.**

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

**RESOLUTION TO AUTHORIZE AN OFFER OF EMPLOYMENT TO MAURA THOMSON  
AS DDA EXECUTIVE DIRECTOR**

Whereas, Public Act 57 of 2018 The Recodified Tax Increment Financing Act authorizes the DDA Board to hire and fix the compensation of an executive director and stipulates that the director shall serve at the pleasure of the Board, and shall be the chief executive officer of the Authority;

Whereas, The DDA Board did very recently engage in a lengthy and thorough national search for an executive director utilizing a search firm to assist in that process;

Whereas, The DDA Board strove to ensure that all appropriate steps were taken to identify the needs of the organization, its partners, and the community in developing a job description and marketing materials for the position which were posted on national job boards and marketed through key professional organizations over the course of two separate search rounds;

Whereas, The DDA Board did create a list of priorities for the new director to inform and direct their work during their first months in office and did also vet, interview, and consider candidates for the position according to industry best practices, State statute, and the Open Meetings Act;

Whereas, The DDA Board is confident that all reasonable principles of due diligence and transparency were met during that process;

Whereas, The previous executive director's position terminated on December 7, 2022 and the DDA Board appointed Maura Thomson as interim executive director beginning at that time, and whereas Ms. Thomson had also previously served as interim for 12 months in 2021;

Whereas, Over the course of those 22 months Ms. Thomson has proven herself to be an effective and capable leader of the organization;

Whereas, The DDA staff unanimously supports Ms. Thomson as executive director;

Whereas, The DDA Board finds that upon consideration of Ms. Thomson's skills, qualifications, trustworthiness have proven her value to the organization and the Ann Arbor community;

Whereas, The DDA Board has confidence that due to their recent efforts this step is in keeping with appropriate protocols and principles of due diligence as well as the authority vested in them by statute;

RESOLVED, That the DDA Board authorizes the offer to Maura Thomson of the position of Ann Arbor DDA Executive Director to begin at a time to be mutually determined by herself and the DDA Board; and

RESOLVED, That the DDA Chair along with support from staff, City HR, and DDA legal counsel be authorized to negotiate the terms of an employment agreement with Maura Thomson and bring this agreement back to the DDA Board for consideration once prepared.

**A vote on the resolution showed:**

**Ayes:** Bartelme, Brummer, Dohoney, Jackson, Letaw, Michelon, Nichols, Vaughn

**Nays:** None

**Absent:** Dieck, Kinley, McKinnon

**The resolution was approved.**

UNFINISHED BUSINESS

Parking System Rates Recommendation: The proposed parking rate changes schedule is included in the board packet. The announcement regarding the public hearing will be made at the December meeting. The public hearing will take place at the February DDA board meeting and the DDA Board will vote on the slate of new rates in March. Questions were asked and answered.

COMMUNICATIONS

The Staff Reports are included in the board packet. Questions were asked and answered.

PUBLIC COMMENT

Mr. Honeyman commented on the parking rate study.

ADJOURNMENT

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

**A vote on the motion showed:**

**Ayes:** Bartelme, Brummer, Dohoney, Jackson, Letaw, Michelon, Nichols, Vaughn

**Nays:** None

**Absent:** Dieck, Kinley, McKinnon

**The motion was approved.**

The meeting adjourned at 1:00 pm.

Respectfully submitted,  
Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, November 1, 2023**

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

Time: 11:30 am

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

Absent: Tyler Kinley

Staff: Sara McCallum, Jada Hahlbrock, Amber Miller

Public: Members of the Public were in attendance

The Committee reviewed the board meeting agenda.

Public Comment: None.

Adjournment: There being no other business, the meeting adjourned at 11:35 am.

Respectfully submitted by,  
Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
WORK SESSION MINUTES  
Wednesday, November 15, 2023**

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

Time: 11:02 am

Board Members Present: Micah Bartelme, Tyler Kinley, Mike Michelon, Thressa Nichols

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

Other: Oliver Kiley, Katherine DeKrey/SmithGroup, Lori Pawlik/Wade Trim, Raymond Hess/City Transportation

Public: Members of the Public were present

DDA Renewal Research: Ms. Miller provided an overview of the DDA's Development Plan and TIF Plan, how it relates past and present to the State Statute, and the DDA's current planning and renewal planning efforts. Questions were asked and answered.

Downtown Circulation Study Update: Mr. Kiley provided an update on the Downtown Circulation Study being conducted collaboratively between the City and the DDA. Questions were asked and answered.

Downtown Public Restroom Pilot Update: Ms. Miller and Ms. Thomson provided an update on the pilot program to-date. City Council approved the contract with the restroom vendor, the cost-share agreement for the DDA's portion of the pilot program will be coming to the Board in December or January. The pilot is anticipated to begin June 2024.

Public Comment: Ms. Jan Culbertson provided a brief overview of the 2030 Districts Network.

The meeting adjourned at 12:30 pm.

Respectfully submitted by:  
Kelley A. Graves, Board Secretary