

**Ann Arbor Downtown Development Authority Meeting
Wednesday, October 6, 2021**

Place: Virtual Meeting: Zoom link:
<https://us02web.zoom.us/j/82425589968?pwd=MldteEljWXIRRzllYXYzU3JGM1BmQT09>
Phone: 877-853-5257 Meeting ID: 824 2558 9968 Passcode: 493206

Time: 12:00 pm

1. ROLL CALL

Present: Micah Bartelme, Ji Hye Kim, Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Jonathan Massey, Molly McFarland

Absent: Alex Dieck, John Fournier, Darren McKinnon

Staff: Maura Thomson, Interim Executive Director/Communications Manager
Sara McCallum, Accounting Director/Deputy Director
Jada Hahlbrock, Manager of Parking Services
Kelley Graves, Management Assistant/Board Secretary

Others: 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.

2. APPROVAL OF BOARD MEETING AGENDA

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

A consent vote on the motion showed:

Ayes: Bartelme, Kim, Kinley, Klopf, Letaw, Massey, McFarland

Nays: None

Absent: Dieck, Fournier, McKinnon

The motion to approve the agenda was approved.

3. PUBLIC COMMENT

Alan Haber said the Community Commons group held an International Peace Week event on the Library Lot at the end of September. A Food, Art, and Nutrition (FAN) event was also held on the lot last week. The group would like the DDA to activate the Library Lot as a community commons site.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Honeyman said the Downtown Area Citizens Advisory Council (CAC) discussed plans for CAC meetings for the coming year. He and Mr. Duquette will serve as co-organizers. The group expressed interest in exploring how it may be more relevant and useful to the DDA. The CAC members and participants will actively pursue filling CAC vacancies. Mr. Crockett gave a presentation on the volunteer activities and plans at the Library Lot.

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw congratulated Board Member Ji Hye Kim for being named Best New Chef in 2021 by Food & Wine Magazine. She also congratulated Board Member Molly McFarland's company, AdAdapted for winning Ann Arbor SPARK's FastTrack One-Year Award.

6. EXECUTIVE DIRECTOR REPORT

MS. Thomson outlined the process for applying for City Boarda & Commissions and noted the DDA board has 2 vacancies. Ms. Thomson said the Executive Director Search Committee will receive the recruitment report on Friday, 10/8. The Committee will select a slate of candidates for first-round interviews to take place 10/26 and 10/28. A slate of candidates for second-round interviews will be selected by the Search Committee and those interviews will take place the week of 11/8. Ms. Thomson said the annual City/DDA Joint Work Session on the parking system is scheduled for Tuesday, October 12 at 7 pm. Board members will receive a Zoom link from the City Administrator's office. The DDA partnered with Common Cycle and Roos Roast for Bike to Work Day two weeks ago. The event was well attended. Ms. Thomson said it was great to have an opportunity to engage with the public in-person to talk about DDA street projects and rules of the road. She had a brief quiz for attendees to complete.

7. APPROVAL OF MINUTES

Mr. Bartelme moved and Ms. Kim seconded the motion to approve the July minutes.

A consent vote on the motion showed:

Ayes: Bartelme, Kim, Kinley, Klopf, Letaw, Massey, McFarland

Nays: None

Absent: Dieck, Fournier, McKinnon

The motion to approve the minutes was approved.

8. APPROVAL OF MINUTES

Ms. Letaw moved and Ms. Klopf seconded the motion to approve the September minutes.

A consent vote on the motion showed:

Ayes: Bartelme, Kim, Kinley, Klopf, Letaw, Massey, McFarland

Nays: None

Absent: Dieck, Fournier, McKinnon

The motion to approve the minutes was approved.

9A. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE

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

**RESOLUTION TO SUPPORT THE DDA PARKING SYSTEM CAPITAL PROJECTS
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;

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Whereas, The DDA's capital projects reflect the DDA Renewal Plan values; and inclusion in the City CIP process ensures coordination with the City;

Whereas, The DDA's Operations Committees has reviewed the DDA's updated parking system capital projects and recommend inclusion in the City's CIP;

RESOLVED, The DDA Board accepts the recommendation of its Operations Committee and supports the inclusion of these projects in the City's CIP.

A consent vote on the resolution showed:

Ayes: Bartelme, Kim, Kinley, Klopf, Letaw, Massey, McFarland

Nays: None

Absent: Dieck, Fournier, McKinnon

The resolution was approved.

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

RFP Updates: The Parking Operator RFP was released with wide distribution across industry websites and direct mailings to 12 firms. RFP responses are due by 10/13. Staff will bring a recommendation to the Committee in November or December. An Engineering Services RFP will be released next week. A Curb Management Study will be released mid-October.

The next Operations Committee meeting is scheduled for Wednesday, September 29 at 11 am.

9B. SUBCOMMITTEE REPORTS – AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE

Ms. Letaw said Jennifer Hall, Theresa Gilotti, Amanda Carlisle, and Aubrey Patino provided a review and update on the city-owned properties being vetted as affordable housing sites. A link to the recording of their presentation was provided to the Board. Library Director Josie Parker has announced her retirement. AAATA returned to full-service at the end of August. A summary of the DDA project updates are included in the Committee minutes. The Fifth & Detroit project received a merit award from the Michigan Association of Landscape Architects. Ms. Letaw commended Ms. Miller and the project team. The Planning Commission will forward a new proposed reduced site plan process to Council soon. The updated lighting/dark skies ordinance and the resolution to establish a Social District were passed by Council.

The October 13 Affordable Housing/Economic Development Committee meeting has been cancelled. The next Committee meeting is scheduled for Wednesday, November 10 at 9 am (with Partners).

9C. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE

The Capital Improvements Committee did not meet in September. The next Capital Improvements Committee meeting is scheduled for Wednesday, October 20 at 11 am.

9D. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

Mr. Bartelme said the Committee will receive the FY21 audit report at its October meeting. The next Finance Committee meeting is scheduled for Thursday, October 28 at 9 am.

9E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

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

**RESOLUTION TO ADJUST
THE DDA INTERIM EXECUTIVE DIRECTOR'S SALARY FOR FY22**

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

Whereas, The City of Ann Arbor did apply a cost-of-living increase to non-union personnel at July 1, 2021;

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

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

Whereas, The Executive Committee has considered the matter and recommends that Ms. Thomson be provided with a compensation increase of 3% in her role as DDA Interim Executive Director, retroactive to July 1, 2021;

RESOLVED, The DDA board approves a 3% compensation increase to Maura Thomson's salary as the DDA Interim Executive Director as recommended by its Executive Committee, retroactive to July 1, 2021.

A consent vote on the resolution showed:

Ayes: Bartelme, Kim, Kinley, Klopf, Letaw, Massey, McFarland

Nays: None

Absent: Dieck, Fournier, McKinnon

The resolution was approved.

The next Executive Committee meeting is scheduled for Wednesday, November 3 at 11 am.

10. NEW BUSINESS

Ms. Letaw shared that the City has selected a new interim City Administrator. Mr. Milton Dohoney will start mid-October.

11. PUBLIC COMMENT

Mr. Haber said he would like the DDA to activate the Library Lot as a community commons site.

12. ADJOURNMENT

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

A consent vote on the motion showed:

Ayes: Bartelme, Kim, Kinley, Klopf, Letaw, Massey, McFarland

Nays: None

Absent: Dieck, Fournier, McKinnon

The motion to adjourn the meeting was approved.

The meeting adjourned at 12:39 pm.

Respectfully submitted, Maura Thomson, Interim Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, October 6, 2021

Place: Virtual Meeting: Zoom link:
<https://us02web.zoom.us/j/86888212548?pwd=VFcwQnh5czNMMWFic0E4dGx0QWZoUT09>
Phone: 877-853-5257 Meeting ID: 868 8821 2548 Passcode: 851182

Time: 11:00 am

Present: Micah Bartelme, Kelley Graves, Ji Hye Kim, Tyler Kinley, Maura Thomson (ex officio)

Absent: None

Other Board Members: Jessica A.S. Letaw

Staff: Sara McCallum

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.

Resolution To Adjust the DDA Interim Executive Director's Salary for FY22: Ms. McCallum brought the resolution to the Committee for consideration. The City implemented a 3% cost-of-living increase for all employees, including DDA staff, for FY22. The DDA Board must approve all salary adjustments for the Executive Director. This resolution approves the 3% cost-of living increase for Interim Executive Director Maura Thomson retroactive to 7/1/2021. The Committee agreed to bring the resolution to the Board.

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

Public Comment: None.

Adjournment: There being no other business, the meeting adjourned at 11:12 am.

Respectfully submitted,
Maura Thomson, Interim Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES FOR CITY/DDA JOINT WORKING SESSION
Monday, October 12, 2021**

<https://a2gov.zoom.us/j/94212732148?pwd=cnd4dlpHaTRMTE04N0Z4a0RjK2cvZz09>

Phone: 877-853-5247 Meeting ID: 942 1273 2148 Passcode: 886361

Place: Virtual Meeting

Time: Mayor called the meeting to order at 7:00 p.m.

DDA Present: Micah Bartelme, Alex Dieck, Tyler Kinley

DDA Staff: Maura Thomson, Interim Executive Director
Sara McCallum, Deputy Director, Accounting Director
Jada Hahlbrock, Manager of Parking Services
Kelley Graves, Management Assistant

Mayor/Council: Erica Briggs, Lisa Disch, Jen Eyers, Julie Grand, Kathy Griswold, Jeff Hayner, Elizabeth Nelson, Travis Radina, Ali Ramlawi, Linh Song

City Staff: John Fournier/Asst. City Administrator, Jacqueline Beaudry/Clerk, Steve Postema/City Attorney

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

Meeting Summary:

Mr. Fournier stated the purpose of the meeting is to meet the parking agreement requirement for the City and DDA to hold an annual work session focused on the parking system. Ms. Thomson gave a presentation on the DDA's continued COVID Support, FY21 financial review and FY22 budget. Questions were asked and answered. (Google docs link to presentation: <https://drive.google.com/file/d/1bhcsJ3yi7A480HcEpxsxFvey8EVe4dhy/view?usp=sharing>).

Council Member Announcements:

CM Ramlawi thanked all boards and commissions volunteers for their public service. CM Griswold reminded everyone about the process for reporting streetlight outages. CM Song said the AADL has expanded its hours to 10 am – 8 pm. CM Hayner said the Harvest Festival will be held Saturday, October 16.

Public Comment:

Ms. Bannister said she has heard of some people experiencing difficulties with the epark kiosks. She also said she would like to DDA to provide tables/chairs and public restrooms on the Library Lot.

Adjournment:

The meeting adjourned at 8:15 pm.

Respectfully submitted,
Maura Thomson, Interim Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, October 20, 2021**

Place: Virtual Meeting:
<https://us02web.zoom.us/j/83085111350?pwd=NnBzTnNCWm1HRjNjSUNrZnp0MGJlOQT09>
by Phone: 1-877-853-5257 (Meeting ID: 830 8511 1350 Passcode: 758373)

Time: 11:00 am
Committee Present: Alex Dieck, Jessica A.S. Letaw
Committee Absent: Tyler Kinley, Molly McFarland, Darren McKinnon
Staff: Maura Thomson, Sara McCallum, Kelley Graves, Liz Rolla
Others Present: Oliver Kiley, Bob Doyle/Smith Group, Chris Wall/Wade Trim
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

People-Friendly Streets 2: Mr. Kiley gave a presentation on the PFS 2 current and upcoming projects. The First and Ashley project was recently completed. Current projects include the Division Street Bikeway and William Street Bikeway enhancements scheduled to be completed by December. The State Street project is scheduled to begin in 2022. The Miller/Catherine Bikeway project is planned for 2022 in support of the affordable housing initiatives. A few landscape maintenance and replacements are underway on Huron. The DDA and consultant team are also coordinating with the AAATA on the installation of new transit shelters on Huron.

Bond Update: Ms. Thomson stated the First/Ashley/William/Huron bond deadline is 2/6/2022. She said vault-filling hesitancy by some property owners plus the impact of the pandemic required adjustments to the project scope. Staff recognizes the tight timeline, is working with City staff to discuss options should construction not be completed on time and will provide an update at the next Committee meeting.

Public Comment: Mr. More asked that the project team make every effort to expedite the State Street project construction timeline to lessen the impact on businesses. Mr. Diephuis said he hoped the stakeholder engagement for the State Street project included the UM students and the general public. He said the comparison data presented today on the First and William bike, pedestrian, and vehicle counts do not appear to be reflective of comparable times as they are from December 2017 and August 2021.

There is no Committee meeting scheduled for November. The next regularly scheduled meeting will be on December 15, 2021 at 11 am.

The meeting adjourned at 11:40 am.

Respectfully submitted,
Maura Thomson, Interim Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, October 27, 2021**

Place: Virtual meeting—Zoom link:
<https://us02web.zoom.us/j/88319917596?pwd=bHZTVFNwaG1pTm1uZUc0TW4vNDYyZz09>
Phone: 1-877-853-5257 (Meeting ID: 883 1991 7596 Passcode: 241127)

Time: 11 am
Committee Present: Tyler Kinley, Jonathan Massey, Darren McKinnon
Staff: Jada Hahlbrock, Sara McCallum, Maura Thomson, Kelley Graves
Other Attendees: Mike McKiness/RPS, Chris Simmons/GetDowntown, Mark Sampson/WGI
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 Mr. Massey who was attending from San Diego, California.

Parking System Financials: Ms. McCallum presented the parking system financials for September 2021 showing YTD parking revenues exceeding budget (33% vs 25%) and system expenditures under budget (15% vs 25%). Ms. McCallum noted that certain expenditures do not occur quarterly, but even when adjusting for that, expenditures are still under budget (18% vs 25%). Questions were asked and answered.

Parking System 20-Year Plan Update: Ms. Hahlbrock presented an overview of the 20-year maintenance plan. The DDA is contractually committed to operate and maintain the City-owned parking system assets. The 20-year plan is updated every three years. Earlier this year, the Board approved a contract with WGI to update the plan. WGI Engineer, Mark Sampson attended today's meeting. He stated the importance of regular maintenance. He shared the average cost of new structure construction across the country as a frame of reference for the cost-value of a regular maintenance plan. Mr. Sampson said the Ann Arbor DDA is doing a great job with maintenance, which extends the life of the structures. Questions were asked and answered.

RFP Updates: There were six (6) responses to the Parking Operator RFP. Two firms have been selected for interviews. Interviews will take place in November with the plan for Staff to bring a recommendation to the Committee in November or December. The Engineering Services RFP and the Curb Management Study RFP responses are both due mid-November with the plan for Staff to bring recommendations for each to the Committee in November or December.

System Updates: The City is looking to install a total of 80 EV charging stations (30 replacements and 50 new) and will be developing a pricing strategy. A resolution may be coming to the Committee regarding the DDA's role in the project. The DDA, RPS, and AAPD met as part of the ongoing partnership in managing issues on the sidewalks and in the parking facilities. Food, Art, and Nutrition (FAN) events will be held on the Library Lot on 11/7 and 11/28. Ms. Thomson said Staff is working with the City staff liaison to the Council of the Commons, an advisory body to City Council, about the future use of the Library Lot. She said the DDA is contractually obligated to operate the Library Lot as a parking lot until directed otherwise by the City.

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Transportation: Mr. Simmons announced that he has accepted a position with Community Transit in Everett, Washington. The AAATA will work with the City and the DDA to fill the position.

Public Comment: None.

Next Meeting: The next Operations Committee meeting is scheduled for Tuesday, November 23 at 11 am. The meeting is being held on Tuesday due to the Thanksgiving holiday.

The meeting adjourned at 11:45 am.

Respectfully submitted by,
Maura Thomson, Interim Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Thursday, October 28, 2021**

Place: Virtual Meeting--Zoom Link:
<https://us02web.zoom.us/j/85661122268?pwd=azdTZDVzWi9rRnQzbml3bXNrcVUrZz09>
by Phone: 1-877-853-5257 (Meeting ID: 856 6112 2268 Passcode: 186644))

Time: 9:00 am

Committee Present: Micah Bartelme, Marie Klopf

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

Other Attendees: Daniel Beard/Yeo & Yeo

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.

FY 2021 Audit Report: Yeo & Yeo auditor, Daniel Beard reviewed the DDA's FY21 audit. He affirmed that the DDA received a clean audit, that no difficulties were encountered in performing the audit, that no corrections or audit adjustments were made, and that there were no findings or issues to report. Mr. Beard commended Ms. McCallum's work preparing materials and prompt and helpful responses. Questions were asked and answered. There was support to present a resolution to the board to accept the DDA's FY21 audit.

Ms. McCallum walked the committee through the DDA's Monthly Expense Registers, and first quarter financial reports including the Cash and Investments Reports, Balance Sheets and Revenue and Expenditure Reports. Questions were asked and answered.

Financial Reports: Ms. McCallum walked the committee through the DDA's Monthly Expense Register, first quarter Cash and Investments Reports, Balance Sheets and Revenue and Expenditure Reports as of 9/30/2021. Questions were asked and answered.

Expense Registers: The monthly expense registers were approved as presented.

Accounting Director Update: The Committee agreed to the 2022 Committee calendar with seven monthly meeting dates based on business to be conducted by the Committee.

Public Comment: None.

Next Meeting: The November Finance Committee meeting is cancelled due to a lack of agenda items. No meeting is scheduled for December. The next Finance Committee meeting is scheduled for Thursday, January 27, 2022 at 9am.

The meeting adjourned at 10:10 am.

Respectfully submitted by: Maura Thomson, Interim Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Director Search Committee Meeting
Friday, October 8, 2021

Place: Virtual Meeting: Zoom link:
<https://us02web.zoom.us/j/86918341510?pwd=WFJRWU9zbjc3V2NOeW16MkRqYU42UT09>
Phone: 877-853-5257 (Meeting ID: 869 1834 1510 Passcode: 132459)

Time: 10:00 am

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon

Absent: None

Staff: Maura Thomson, 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, Michigan.

After roll call, Mr. Kinley stated that the Executive Director Search Committee meeting would be conducted in two separate sessions—an open and a closed session. He 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 Director Search Committee with carrying out some of the tasks necessary in this process.

At 10:10 am, Ms. Klopf moved and Ms. Letaw seconded the motion for the Executive Director Search 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 11:40 am.

Ms. Letaw 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, the Executive , Committee did approve recruitment documents provided by GovHR at their

meeting of April 7, 2021 and did authorize GovHR to prepare a Recruitment Report from which the Executive Committee selected a slate for first round interviews in a closed session on June 30, 2021;

Whereas, Several of the selected candidates withdrew from the search.

Whereas, The Executive Committee decided to extend the search.

Whereas, The DDA Board in its Resolution of June 30, 2021 did designate, appoint, and authorize an Executive Director Search Committee to carry out tasks related to the search and selection of an executive director;

Whereas, GovHR extended the search and prepared a Recruitment Report from which the Executive Director Search Committee may select a slate of candidates for first round interviews;

Whereas, GovHR has presented a Recruitment Report for the Executive Director Search 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 October 26 and October 28;

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 Director Search Committee did review the Recruitment Report provided by GovHR in a closed session on October 8, 2021;

RESOLVED, The DDA Executive Director Search Committee selects the following candidates and authorizes GovHR to schedule first round interviews with them before the Executive Director Search Committee on October 26, 2021 and October 28, 2021, for the purpose of selecting the candidates who will move forward to interview with the full DDA Board the week of November 8, 2021;

SLATE OF CANDIDATES

Candidate #2
Candidate #3
Candidate #4
Candidate #5
Candidate #7
Candidate #8

A consent vote on the resolution showed:

Ayes: Kinley, Klopf, Letaw, McKinnon

Nays: None

Absent: None

The resolution was approved.

Mr. Kinley said the next step will be for GovHR to reach out to the candidates to confirm they wish to continue to first round interviews. GovHR will provide Staff with the individual interview Zoom links to send out to the Committee and post publicly. Mr. Vettrano said he will send out the draft interview questions next week.

Public Comment: Due to the open and closed session, public comment was provided at the beginning and end of the meeting. No comments received.

The meeting adjourned at 11:45 am.

Respectfully submitted, Maura Thomson, Interim Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Director Search Committee Meeting
Thursday, October 28, 2021

Place: Virtual Meeting: Zoom link: <https://us02web.zoom.us/j/85605617847>
Phone: 877-853-5257 (Meeting ID: 856 0561 7847)

Time: 1:00 pm

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon

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

Others: Jaymes Vettraino, Cheryl Orr/GovHR

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, Michigan.

The Committee interviewed four (4) candidates for the DDA Executive Director position.

Public Comment: Mr. Haber said he would like to see the DDA to remove parking from the Library Lot and recognize the Community Commons.

The meeting adjourned at 4:15 pm.

Respectfully submitted, Maura Thomson, Interim Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Director Search Committee Meeting
Friday, October 29, 2021

Place: Virtual Meeting: Zoom link:

<https://us02web.zoom.us/j/84432676905?pwd=KzBwT2daM1AvNjRIWFRZNkpBazVBZz09>

Phone: 877-853-5257 (Meeting ID: 844 3267 6905 Passcode: 785583)

Time: 11:00 am

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon

Absent: None

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

Others: Jaymes Vettraino, Cheryl Orr/GovHR

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, Michigan.

The Committee deliberated on the four (4) candidates interviewed for the DDA Executive Director position on Thursday, October 28, 2021 with the intent to select a slate of candidates for second round interviews by the full DDA Board. The Committee directed GovHR to independently research and reach out to each of the candidates selected to confirm their work history and accomplishments as presented in their cover letters and resumes and provide a written summary report to the Committee by Monday, November 1, 2021. The Committee agreed that should any of GovHR's research on the candidates show any misinformation and/or unverifiable information, the Committee will consider withdrawing a candidate(s) from the second round interview process.

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

RESOLUTION TO SELECT CANDIDATES
FOR EXECUTIVE DIRECTOR SECOND 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, the Executive , Committee did approve recruitment documents provided by GovHR at their meeting of April 7, 2021 and did authorize GovHR to prepare a Recruitment Report from which the Executive Committee selected a slate for first round interviews in a closed session on June 30, 2021;

Whereas, Several of the selected candidates withdrew from the search.

Whereas, The Executive Committee decided to extend the search.

Whereas, The DDA Board in its Resolution of June 30, 2021 did designate, appoint, and authorize an Executive Director Search Committee to carry out tasks related to the search and selection of an executive

director;

Whereas, GovHR extended the search and prepared a Recruitment Report from which the Executive Director Search Committee selected a slate of candidates for first round interviews and conducted the interviews on October 28;

Whereas, The Executive Director Search Committee deliberated on October 29 on the first round interview candidates;

RESOLVED, The DDA Executive Director Search Committee selects the following candidates and authorizes GovHR to schedule a second round interview with the full DDA Board the week of November 8, 2021:

CANDIDATES FOR SECOND ROUND INTERVIEW

Brian Holdwick
Jeffrey Watson
Deborah Younger

A consensus vote on the resolution showed:

Ayes: Kinley, Klopf, Letaw, McKinnon

Nays: None

The resolution passed.

Public Comment: Mr. Haber said he appreciated the Search Committee's work to select a the next DDA Executive Director.

The meeting adjourned at 12 Noon.

Respectfully submitted by,
Maura Thomson, Interim Executive Director