1. **Closed Session**: Ms. Lowenstein moved and Mr. Splitt supported a motion that the DDA enter into closed session to consider the written opinion of DDA Counsel. A roll call vote was taken on the move to go into closed session:

   **A vote on the motion showed:**
   
   **AYES:** Guenzel, Klopf, Lowenstein, Mouat, Orr, Powers, Smith, Splitt
   **NAYS:** none
   **ABSENT:** Hewitt, McWilliams, Narayan
   **ABSTAIN:** None
   The motion passed.

   The DDA Board exited the room for closed session at 8:07 am.

   Mr. Hewitt and Mr. Narayan arrived at 8:08 and joined the Board in closed session.

   The DDA Board returned to the open meeting at 8:25 am.

2. **Welcome**: Mr. Mouat and Ms. Pollay welcomed everyone and stated the desired outcomes for the day.

3. **Review of Materials**: Ms. Miller provided a brief review of the materials that were presented at the DDA retreat in January. Mr. Morehouse reviewed budget totals and available TIF funds. Mr. Morehouse also shared information on the cost of bonding capital improvement projects.

4. **DDA Grants**: Ms. Pollay shared historical information on DDA grants, including type and amount. Staff recommended that the Board use the historical information as a reference.
to help it decide on an amount (dollar amount or percentage of budget) of grant funds to set aside on an annual basis to enable the DDA to work with partners to accomplish its mission. There was discussion, and the outcome was a non-binding recommendation that the DDA set aside 5% of unobligated TIF Funds annually for possible grants. The discussion about grants including policies and projects will take place at the Partnerships/Economic Development Committee meetings.

Mr. McWilliams arrived at 9:00 am.

5. **DDA Capital Improvement Projects**: Ms. Miller and Mr. Doyle presented information on the projects identified as priorities at the DDA’s retreat in January. Details included options for project scope and cost, and whether the projects might be paid for using a project bond. Projects under discussion included improvements in the Kerrytown/Farmers Market area, South University, Huron Street, State Street, and on First and Ashley streets.

6. **Evaluating Project Scope**: Board members worked in two groups to discuss the projects and consider scope and cost elements.

7. **Report Out & Consensus**: Board members reported out on the recommendations coming from each of the two groups. There was general consensus between the two groups about project scope. Mr. Doyle helped the Board begin to frame a tentative schedule over the next five to seven fiscal years when the projects may take place. The discussion included budget considerations, as well as timing of City projects in the CIP.

8. **Next Steps**: DDA staff will work with City staff to determine if there is any flexibility about the timing of City projects in the CIP. With this information from the City, DDA staff will provide the Finance Committee with a feasible scenario for project timing.

9. **Public Comment**: None

The meeting adjourned at 11:53 am.
Respectfully submitted, Susan Pollay, Executive Director