

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

policies 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

STAFF DRAFT