

**Ann Arbor Downtown Development Authority Meeting  
Wednesday, June 30, 2021**

Place: Virtual Meeting: Zoom link:  
<https://us02web.zoom.us/j/81594620258?pwd=L2JrTThpS2hkTGZ0cnI1UWxUSk1zUT09>  
Phone: 877-853-5258 (Meeting ID: 815 9462 0258 Passcode: 159134)

Time: 12:00 Noon

**1. ROLL CALL**

Present: Micah Bartelme, Tom Crawford, Alex Dieck, Bob Guenzel, Ji Hye Kim, Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Jonathan Massey, Molly McFarland, Darren McKinnon, Rishi Narayan

Absent: None

Staff: Maura Thomson, Interim Executive Director/Communications Manager  
Sara McCallum, Accounting Director/Deputy Director  
Jada Hahlbrock, Parking Services Manager  
Kelley Graves, Management Assistant  
Liz Rolla, Civil Engineer

Others: Mike McKiness/RPS; Chris Simmons/TheRide, 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 with the exception of Ms. Klopf who was attending from Manistee, Michigan and Mr. Massey who was attending from Brooklyn, NY.

**2. APPROVAL OF BOARD MEETING AGENDA**

**Mr. Bartelme moved and Mr. Guenzel seconded the motion to approve the meeting agenda.**

**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 was approved.**

**3. AUDIENCE PARTICIPATION**

Mr. Konkle said he is part of the team from the City working with the AADL to include an A2Zero focused Energy component to the AADL's Summer Game. Their plan includes allowing participants to go on the 4<sup>th</sup> & Washington parking structure rooftop and look over the edge at solar panels that are installed on nearby buildings. Mr. Konkle said this request was denied by the DDA due to safety concerns. He asked the Board to consider approving the request.

**4. REPORTS FROM CITY BOARDS AND COMMISSIONS**

Mr. Honeyman said the group spent time discussing of public arts projects, including Ann Arbor Art Center's Alleyway Project. The group also discussed the DDA's previous efforts at activating downtown alleys with support to revisit the Downtown Alleys Program.

**5. DDA MEMBER COMMUNICATIONS**

None.

**6. EXECUTIVE DIRECTOR REPORT**

Ms. Thomson said Ms. Miller is on extended leave and that staff is working closely with City staff and consultants to keep the PFS-2 projects moving forward. She said Ms. Miller did an extensive amount prep work prior to her leave. The DDA participated in the Council/AAATA work session on affordable housing on June 14, which focused on the 4<sup>th</sup> & Catherine and 350 S. Fifth sites. Ms. Thomson thanked Ms. Letaw for serving as DDA Board Chair for FY21. She noted it was an especially challenging year with the pandemic, the retirement of the Executive Director, the Executive Director search, and the attempt by some City Council members to dissolve the DDA last fall. Ms. Thomson thanked Ms. Letaw for her dedication to staff and the organization.

**7. APPROVAL OF MINUTES**

**Mr. Kinley moved and Mr. Massey seconded the motion to approve the June minutes.**

**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 was approved.**

**8A. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS**

**Ms. McFarland moved and Mr. Klopf seconded the following resolution:**

**RESOLUTION TO SUPPORT THE PEOPLE-FRIENDLY STREETS 2 RECOMMENDATIONS 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;

Whereas, The DDA’s capital projects reflect the outcome of the DDA’s People-Friendly Streets 2 planning effort; and inclusion in the City CIP process ensures coordination with the City;

Whereas, The DDA’s Capital Improvement Committee reviewed the People-Friendly Streets 2 recommendations and recommend inclusion in the City’s CIP;

**RESOLVED**, The DDA Board accepts the recommendation of its Capital Improvement Committee and supports the inclusion of these TIF projects in the City’s CIP.

Prior to the vote, Mr. Massey and Mr. McKinnon recused themselves because their spouses are involved with the projects.

**A consent vote on the resolution showed:**

**Ayes:** Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, McFarland, Narayan

**Nays:** None

**Absent:** None

**Recused:** Massey, McKinnon

The resolution was approved.

**Ms. McFarland moved and Mr. Guenzel seconded the following resolution:**

**RESOLUTION TO APPROVE A SMITHGROUP MILLER/CATHERINE  
ENGINEERING CONTRACT**

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

Whereas, On March 4, 2020 the DDA Board approved a contract with Smithgroup for People-Friendly Streets 2, which includes dollars to identify four street projects and conceptual design, schedule, and budget for each of the four streets;

Whereas, The process has identified Miller/Catherine Street as a high priority corridor and an important partnership opportunity with the Ann Arbor Housing Commission;

Whereas, Staff recommend advancing the project to final design and construction documentation to construct the project in alignment with the CIP and to support the timing of the Ann Arbor Housing Commission project at 4<sup>th</sup> Avenue and Catherine Streets;

Whereas, Staff recommend authorizing a \$247,000 contract with Smithgroup; and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA Board authorizes the DDA Director to sign a Smithgroup contract not to exceed \$247,000 to be paid from the General/TIF Fund (248) or the Capital Construction Fund (494);

RESOLVED, The DDA Capital Improvements Committee will bring the DDA subsequent resolutions to proceed with construction.

Prior to the vote, Mr. Massey and Mr. McKinnon recused themselves because their spouses are involved with the projects.

**A consent vote on the resolution showed:**

**Ayes:** Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, McFarland, Narayan

**Nays:** None

**Absent:** None

**Recused:** Massey, McKinnon

The resolution was approved.

**Ms. McFarland moved and Mr. Massey seconded the following resolution:**

**RESOLUTION TO AUTHORIZE A CHANGE ORDER WITH FONSON COMPANY, INC. AS CONTRACTOR FOR THE DIVISION STREET PROJECT**

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

Whereas, On February 5<sup>th</sup>, 2020 the DDA Board authorized a construction contract with Fonson Company, Inc. not to exceed \$8,790,686.75 for work on the First and Ashley Street Improvement Project;

Whereas, Since this time the DDA has identified Division street as a People-Friendly Streets priority corridor as well as bond dollars that need to be spent by February 2022;

Whereas, The existing contract with Fonson Company, Inc. has unit prices for work items that would be utilized in the construction of the Division Street project and conditions for determining agreeable prices for any work not covered;

Whereas, Fonson Company, Inc. has indicated availability to begin additional work upon the completion of the First & Ashley Street Improvement Project; and

Whereas, The estimated construction cost for the Division Street Project is \$1,675,000, which brings the total cost for the First and Ashley Street Improvement Contract to about \$10,466,000;

RESOLVED, That the Ann Arbor DDA Executive Director is authorized to execute a change order to the First & Ashley Improvements construction contract with Fonson Company, Inc. not to exceed \$1,675,000 to include the construction of the Division Street Project;

RESOLVED, That the Executive Director be authorized to take the necessary administrative actions to implement this resolution to allow the work of the project to proceed without delay to be paid from the Capital Construction fund (494).

**A consent vote on the resolution showed:**

**Ayes:** Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

**Nays:** None

**Absent:** None

**The resolution was approved.**

**Ms. McFarland moved and Mr. Massey seconded the following resolution:**

**RESOLUTION TO MODIFY THE WADE TRIM CONTRACT FOR THE DIVISION STREET BIKEWAY PROJECT**

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

Whereas, On March 4, 2020 the DDA Board approved a contract with Wade Trim for the First and Ashley Street Project for \$941,859 for construction engineering, inspection, and staking services and later amended it for a total of \$1,184,859 to provide construction management and business support services;

Whereas, Construction management, engineering, inspection, and staking are required to manage construction activities;

Whereas, staff recommends increasing the Wade Trim contract by about \$224,000 for a total of \$1,408,859 to support these services during construction of the Division Street Bikeway and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA Board authorizes the DDA Director to increase the Wade Trim contract to \$1,408,859 to be paid from the Capital Construction fund (494).

**A consent vote on the resolution showed:**

**Ayes:** Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

**Nays:** None

**Absent:** None

**The resolution was approved.**

**Ms. McFarland moved and Ms. Kim seconded the following resolution:**

**RESOLUTION TO APPROVE AN AMENDMENT TO THE AGREEMENT WITH  
TESTING ENGINEERS & CONSULTANTS, INC.  
FOR MATERIAL TESTING SERVICES**

Whereas, On June 16<sup>th</sup>, 2021 the DDA Board authorized construction dollars for the Division Street Bikeway;

Whereas, Material testing is required to ensure materials used meet specifications;

Whereas, on March 4<sup>th</sup>, 2020 the DDA Board approved a \$150,000 Professional Services Agreement with Testing Engineers & Consultants, Inc. (TEC) to provide construction material testing services for the First and Ashley Improvements Project;

Whereas, staff recommends increasing the TEC contract by \$15,000 for a total of \$165,000, to support these services during construction of the Division Street Bikeway and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA Board approves an Amendment to the Professional Services Agreement with Testing Engineers & Consultants, Inc. in the amount of \$15,000 for ongoing Construction Engineering Services; and

Resolved, The DDA Board authorizes the DDA Director to execute a \$15,000 Amendment with Testing Engineers & Consultants, Inc. to be paid from the Capital Construction fund (494).

**A consent vote on the resolution showed:**

**Ayes:** Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

**Nays:** None

**Absent:** None

**The resolution was approved.**

**Ms. McFarland Moved and Mr. Bartelme seconded the following resolution:**

**RESOLUTION TO APPROVE A STREETLIGHT REPLACEMENT AND MAINTENANCE  
COST SHARING AGREEMENT WITH THE CITY**

Whereas, The DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategies; and to further these goals, the DDA has committed \$150,000 per year to help support City streetlight replacement and maintenance;

Whereas, Corby Energy Services was selected by the City of Ann Arbor through a competitive process for the construction of the 2021-2024 Streetlight Replacement and Painting Project;

Whereas, the DDA and City see value in collaborating on repair and replacement and have drafted the attached cost sharing agreement;

Whereas, Per the cost share agreement with the City of Ann Arbor, the DDA will be responsible for funding a portion of the Project within the DDA District, not to exceed \$150,000 per fiscal year, for fiscal years 21-24;

Resolved, The DDA Board approves contributing \$150,000 per fiscal year as outlined in the cost share agreement;

Resolved, the DDA Board authorizes the Executive Director to sign the cost-sharing agreement with the City of Ann Arbor to be paid from the General/TIF Fund (248) or the Capital Construction Fund (494).

**A consent vote on the resolution showed:**

**Ayes:** Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

**Nays:** None

**Absent:** None

**The resolution was approved.**

**Ms. McFarland moved and Ms. Klopf seconded the following resolution:**

**RESOLUTION TO AUTHORIZE AN AGREEMENT  
WITH STANTEC CONSULTING MICHIGAN, INC.  
FOR CONSTRUCTION ADMINISTRATION & ENGINEERING SERVICES**

Whereas, the DDA Board has an annual budget for general capital improvements and maintenance, such as ROW repairs and vault grants;

Whereas, Construction administration and engineering are required to manage construction activities and provide project support;

Whereas, Stantec Consulting Michigan, Inc. was selected by the City of Ann Arbor through a competitive RFP process (RFP-19-27) to provide ongoing civil engineering services;

Whereas, DDA staff recommends Stantec Consulting Michigan, Inc. to provide construction administration and engineering services for DDA ROW repairs based on their past experience, proposed personnel, and fees;

Whereas, staff recommends a \$100,000 contract to support these services in FY 21 and 22 and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA Board approve an Amendment to the Professional Services Agreement with Stantec Consulting Michigan, Inc. in the amount of \$100,000 for ongoing Construction Engineering Services; and Resolved, The DDA Board authorizes the DDA Director to sign a contract with Stantec Consulting Michigan, not to exceed \$100,000, to be paid from the General/TIF Fund (248) or the Capital Construction Fund (494);

**A consent vote on the resolution showed:**

**Ayes:** Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

**Nays:** None

**Absent:** None

**The resolution was approved.**

First/Ashley Construction Update: On First Street, milling and paving North of Huron will be underway over the next two weeks. Pavers at the Kingsley bend will be installed beginning the week of July 5th and will take approximately two weeks. On Ashley Street, milling and paving from William to Miller will be underway over the next two weeks. Remaining work in July includes final paving, striping, and two-way restoration. We expect the striping to begin mid-July with the goal to implement the two-way restoration after Art Fair.

The next Capital Improvements Committee meeting is scheduled for Wednesday, August 18 at 11 am.

<b>8B. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE</b>
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**Mr. McKinnon moved and Ms. Dieck seconded the following resolution:**

**RESOLUTION TO APPROVE A CONTRACT WITH RAM CONSTRUCTION SERVICES FOR FY22  
PARKING STRUCTURE REPAIRS AND TO ESTABLISH A PROJECT BUDGET**

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 engineer, WGI Inc., has provided the DDA with a list of recommended Parking structure repairs for the 2021 construction season based on the 20 year plan of work;

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

Whereas, The work was bid out, and three companies submitted a bid;

Whereas, RAM Construction Services submitted the lowest responsible bid in the amount of \$779,572.00 which is within the amount budgeted for FY22 repairs;

Whereas, Given the age of many garages and the issues that may arise during repairs, a contingency Equal to 20% of the estimated work will be set aside, thus creating a project budget of \$935,486.00;

RESOLVED, The DDA Board establishes a project budget of \$935,486.00 for Parking Structure Repairs to be Paid from its Parking Capital Improvement Fund;

RESOLVED, The DDA Board accepts the bid for \$779,572.00 from RAM Construction Services for Parking Structure Repairs, and authorizes the DDA Executive Director to execute contract documents and change orders as necessary up to \$935,486.00.

**A consent vote on the resolution showed:**

**Ayes:** Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

**Nays:** None

**Absent:** None

**The resolution was approved.**

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

Parking System and Other Updates:

The Committee received an update on the parking permit waitlist.

The 5th and William parking lot was reopened to parking in 2018 as reserved permit parking. Development of affordable housing on the site expected to be a few years away. Planning is underway to convert most of the lot to metered hourly parking in the fall with a section of the lot maintained as reserved monthly permit parking. It was noted that the annual debt service is currently paid by the City and will increase significantly in FY23.

Treeline Conservancy has completed the bumpers and signage placement, for the pilot trail on the east side of 415 W. Washington lot. The Library Lot will remain closed to parking on Saturdays and Sundays through the summer to allow the Committee for the Ann Arbor Community Commons to continue its gardening work on the site. Townhall meetings on TheRide's 2021 service plan and fare proposal are underway. Republic Parking team continues preparations for the Art Fair.

The next Operations Committee meeting will be on Wednesday, August 25 at 11 am.

**8C. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE**

**Mr. Klopf moved and Ms. Dieck seconded the following resolution:**

**RESOLUTION TO ADOPT THE DDA BUDGET FOR FISCAL YEAR 2022**

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 FY21-FY27 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 FY22 & 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 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 presented the Budget to City Council on March 22 and the Ann Arbor City Council did approve the DDA's FY22 Budget on May 17;

Whereas, The Finance Committee recommends the DDA Board adopt the DDA's FY22 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 the DDA Capital Improvement projects approved as a part of the City of Ann Arbor Capital Improvement projects be appropriated in FY 2022 within the respective funds, and may be carried forward without regard to fiscal year;

RESOLVED, The DDA Board accepts the recommendation of its Finance Committee and adopts the following revenue and expenditure appropriations by fund as its Fiscal Year 2022 Budget:

Ann Arbor DDA FY22 Budget						
Funds	231 Parking	246 Housing	248 General (TIF)	401 Parking CIP	494 TIF Construction	All Funds
Revenue	14,763,000	363,800	7,651,900	2,610,000	554,702	25,943,402
Expenditure	17,599,936	721,300	12,285,917	2,613,000	554,702	33,774,855
Net Rev (Exp)	(2,836,936)	(357,500)	(4,634,017)	(3,000)	-	(7,831,453)
Beginning Fund Balance	6,412,254	420,877	6,641,933	942,155	-	14,417,219
Ending Fund Balance	3,575,318	63,377	2,007,916	939,155	-	6,585,766

**A consent vote on the resolution showed:**

**Ayes:** Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

**Nays:** None

**Absent:** None

**The resolution was approved.**

**Ms. Klopff moved and Ms. McFarland seconded the following resolution:  
Ann Arbor Downtown Development Authority  
RESOLUTION TO ESTABLISH SIGNATORIES**

I hereby certify that the following Resolution was duly approved and adopted by the Board of Trustees (herein after referred to as the Board) of Ann Arbor Downtown Development Authority at a meeting held on June 30, 2021 at which a quorum was present and acting throughout.

**WHEREAS**, the Board has opened an account with the Bank of Ann Arbor for banking and/or investment management purposes and those accounts are:

- Ann Arbor DDA Investment Account #19-1022, opened March 2, 2004

**NOW THEREFORE, BE IT RESOLVED**, that the Board hereby ratifies the establishment of these account(s) with the Bank of Ann Arbor, dated June 30, 2021, and currently known as the Investment Account;

**FURTHER, BE IT RESOLVED**, that the Board hereby designates the following individuals as duly authorized and gives these individuals the authority to direct Bank of Ann Arbor via emails, telephone conversations, in writing, and/or any other form necessary regarding deposits, transfers, and withdrawals from any accounts held at the Bank of Ann Arbor (retail or trust), and to conduct any other business as deemed necessary and, further, grants Bank of Ann Arbor, Agent, the authority to follow without question the direction of the following named individuals:

Name(s) Maura Thomson \_\_\_\_\_ Interim Executive Director \_\_\_\_\_  
Name Title

Sara McCallum \_\_\_\_\_ Accounting Director/Deputy Director \_\_\_\_\_  
Name Title

\_\_\_\_\_  
Name Title

**FURTHER, BE IT RESOLVED**, that the Board hereby designates the following individual as duly authorized and gives this individual the authority to direct Bank of Ann Arbor via emails, telephone conversations, in writing, and/or any other form necessary regarding inter DDA fund transfers and access to any information from any accounts held at the Bank of Ann Arbor (retail or trust).

Sara McCallum \_\_\_\_\_ Accounting Director/Deputy Director \_\_\_\_\_  
Name Title

**A consent vote on the resolution showed:**

**Ayes:** Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopff, Letaw, Massey, McFarland, McKinnon, Narayan

**Nays:** None

**Absent:** None

**The resolution was approved.**

**CORPORATE AUTHORIZATION RESOLUTION**

BANK OF ANN ARBOR  
 125 S. FIFTH AVENUE  
 ANN ARBOR, MI 48104

By: ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
 150 S. FIFTH AVENUE #301  
 ANN ARBOR, MI 48104

*Referred to in this document as  
 "Financial Institution"*

*Referred to in this document as "Corporation"*

I, \_\_\_\_\_, certify that I am the Secretary (clerk) of the above name corporation organized under the laws of The State of Michigan, Federal Employer I.D. Number \_\_\_\_\_61-1460602\_\_\_\_\_, engaged in business under the trade name of \_\_\_\_\_Ann Arbor Downtown Development Authority, and that the resolutions on this document are a correct copy of the resolution adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on June 30, 2021 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

	<b>Name and Title or Position</b>	<b>Signature</b>	<b>Facsimile Signature (if used)</b>
A.	_____ Maura Thomson _____ X _____		X _____
B.	_____ Sara McCallum _____ X _____		X _____
C.	_____ X _____		X _____
D.	_____ X _____		X _____
E.	_____ X _____		X _____
F.	_____ X _____		X _____

**Powers Granted.** (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
N/A	(1) Exercise all of the powers listed in this resolution.	_____
N/A	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
A,B,C	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	<u>2</u>
N/A	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
N/A	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
N/A	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
	(7) Other:	_____

**Limitations on Powers.** The following are the Corporation's express limitations on the powers granted under this resolution.

**Resolutions**

**The Corporation named on this resolution resolves that,**

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

**Effect on Previous Resolutions.** This resolution supersedes resolution dated \_\_\_\_\_ . If not completed, all resolutions remain in effect.

**Certification of Authority**

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on \_\_\_\_\_ (date).

JUNE 30, 2021 AND PRIOR

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Attest by One Other Officer

By: \_\_\_\_\_

Its: Secretary

**For Financial Institution Use Only**

Acknowledged and received on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials)

This resolution is superseded by resolution dated \_\_\_\_\_ .

**Comments:**

**A consent vote on the resolution showed:**

**Ayes:** Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

**Nays:** None

**Absent:** None

**The resolution was approved.**

Third Quarter Financials: The Committee received the third-quarter financial statements. It was noted DDA debt payments will be on the fourth-quarter reports. DDA and RPS are doing an excellent job of managing expenditures to keep them in line with reduced revenues in the Parking Fund and maintain adequate cash levels.

Month Expense Registers: The Committee approved the January through May 2021 expense registers.

FY21 Audit: The DDA has received the standard annual engagement letter from Yeo & Yeo. No action required. The audit will begin in August.

The next Finance Committee meeting is scheduled for Thursday, August 26 at 9 am.

**8D. SUBCOMMITTEE REPORTS – AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE**

The June and July Committee meetings were cancelled due to a lack of business to discuss.

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, August 11 at 9 am (DDA only).

**8E. SUBCOMMITTEE REPORTS-EXECUTIVE COMMITTEE**

Executive Director Search: The Committee met in closed session today to review the Recruitment Report from GovHR. There were 60 applicants for the position. In the open Executive Committee meeting, the Committee approved the Resolution to Select a Slate of Candidates for the First Round Interviews. First round interviews will be held on July 12 and 13 and will be open to the public. The Executive Director Search Committee will then select top candidates for the second round interviews conducted by the full Board on August 3. The Board will meet at Noon on August 4 to deliberate with the intent of making a selection of the candidate to fill the Executive Director position.

The next Executive Committee is scheduled for Wednesday, September 1 at 11 am.

**9. NEW BUSINESS**

None.

**10. OTHER AUDIENCE PARTICIPATION**

None.

**11.**

**ADJOURNMENT**

**Mr. Kinley moved and Mr. Massey seconded the motion to adjourn the meeting.**

**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 was approved.**

The meeting adjourned at 12:50 pm

Respectfully submitted, Maura Thomson, Interim Executive Director

STAFF DRAFT