

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES  
Wednesday, January 10, 2024**

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

Time: 12:00 pm

**ROLL CALL**

Present: Micah Bartelme, Steven Brummer, Alexandra Dieck, Angela Jackson, Tyler Kinley, Mike Michelon, Thressa Nichols, Danielle Vaughn

Absent: Milton Dohoney, 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  
Kelley Graves, Office Manager/Board Secretary  
Shelby Mistor, Planning Specialist  
Hayett Chater, Accounts Payable/Procurement Specialist  
Sandra Andrade, Program Specialist

Public: Members of the Public were in attendance

**APPROVAL OF BOARD MEETING AGENDA**

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

**A vote on the motion showed:**

**Ayes: Bartelme, Brummer, Dieck, Jackson, Kinley, Michelon, Nichols, Vaughn**

**Nays: None**

**Absent: Dohoney, McKinnon**

**The motion was approved.**

**PUBLIC COMMENT**

Mr. Alan Haber commented on the Center of the City.

**REPORTS FROM CITY BOARDS AND COMMISSIONS**

Ms. Thomson reported that she gave a presentation at last night's Downtown Area Citizens Advisory Council meeting on the proposed parking rate changes and the group discussed the proposed Sports Illustrated development.

**EXECUTIVE DIRECTOR REPORT**

The State Street project received two awards—2023 Project of the Year from our region of the Michigan Chapter of the American Public Works Association and an award from the Michigan Concrete Association in the Paving – Downtown Streets/Special Innovation category.

The DDA's migration to City IT took place this week. The DDA will begin using Legistar for all meeting agendas and minutes in February.

**DDA MEMBERS COMMUNICATION**

None.

**CONSENT AGENDA**

Mr. Brummer moved and Mr. Michelin seconded the motion to approve the items on the consent agenda including the December Board and Executive Committee meeting minutes and the following resolution:

**RESOLUTION TO APPROVE EXPENDITURES**

Whereas, The Michigan Uniform Accounting Manual requires that governing bodies of local governments approve the payment of bills;

Whereas, PA57 provides that all expense items of the authority shall be publicized monthly;

Whereas, the DDA Board has reviewed the itemized expense registers for the months of September, October, and November of 2023;

RESOLVED, That the DDA Board approves the following expenditures and authorizes DDA staff to publish the associated itemized expense registers on the DDA's website, as required by statute:

Month	Amount
September 2023	1,341,263.28
October 2023	3,744,609.56
November 2023	1,396,596.76
<b>Total</b>	<b>\$6,482,469,60</b>

**A vote on the motion to approve the consent agenda items showed:**

**Ayes: Bartelme, Brummer, Dieck, Jackson, Kinley, Michelin, Nichols, Vaughn**

**Nays: None**

**Absent: Dohoney, McKinnon**

**The motion was approved.**

**SPECIAL BUSINESS/REPORTS**

The Rehmann auditors, Daniel Clark and Dan Merritt, gave a presentation on the DDA's Fiscal Year 2023 audit of its financial statements. The DDA's audit was clean. Mr. Clark and Mr. Merritt stated there was a high integrity of record keeping and controls. The Board thanked staff for their work on the audit.

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

**RESOLUTION TO ACCEPT THE DDA'S AUDITED FINANCIAL STATEMENTS  
FOR FISCAL YEAR 2023**

Whereas, The Uniform Budgeting and Accounting Act, Public Act 2 of 1968 requires that the financial records of local units be audited annually;

Whereas, The City of Ann Arbor contracted with the auditing firm of Rehmann to perform an independent audit of the City's financial records for the fiscal year ending June 30, 2023, and that contract included a provision for the audit of the DDA's financial records;

Whereas, Rehmann performed the audit according to Government Auditing Standards;

Whereas, Rehmann gave the DDA's financial statements an unmodified opinion;

Whereas, Rehmann assessed management's accounting estimates and deemed them reasonable;

Whereas, Rehmann reported that no difficulties were encountered during the audit;

Whereas, Rehmann noted the presence of no material weaknesses, significant deficiencies, or other matters of concern;

RESOLVED, The Ann Arbor Downtown Development Authority Board accepts the Independent Auditor's Report and the Audited Financial Statements presented by Rehman CPAs for the Fiscal Year ending June 30, 2023.

**A vote on the resolution showed:**

**Ayes: Bartelme, Brummer, Dieck, Jackson, Kinley, Michelin, Nichols, Vaughn**

**Nays: None**

**Absent: Dohoney, McKinnon**

**The resolution passed.**

**NEW BUSINESS**

None.

**UNFINISHED BUSINESS**

Mr. Bartelme reminded everyone of the public hearing on the proposed parking rate changes scheduled for Wednesday, February 7<sup>th</sup> at Noon at the DDA office.

**COMMUNICATIONS**

Public Correspondence for the Board and the monthly Staff Report were included in the Board packet.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

Mr. Brummer moved and Ms. Nichols seconded the motion to adjourn.

**A vote on the motion showed:**

**Ayes: Bartelme, Brummer, Dieck, Jackson, Kinley, Michelon, Nichols, Vaughn**

**Nays: None**

**Absent: Dohoney, McKinnon**

**The motion was approved.**

The meeting was adjourned at 12:35 pm.

Respectively submitted by:

Kelley A. Graves

Board Secretary

STAFF DRAFT