

**Ann Arbor Downtown Development Authority
Special Board Meeting Minutes
Wednesday, January 17, 2024**

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104
Time: 11:00 am

ROLL CALL

Present: Micah Bartelme, Alexandra Dieck, Milton Dohoney, Tyler Kinley, Angela Jackson, Mike Michelin

Absent: Steven Brummer, Darren McKinnon, Thressa Nichols, Danielle Vaughn

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
Sandra Andrade, Program Specialist

Public: No members of the Public were present

APPROVAL OF BOARD MEETING AGENDA

Ms. Dieck moved and Mr. Dohoney seconded the motion to approve the special board meeting agenda.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Dohoney, Jackson, Kinley, Michelin

Nays: None

Absent: Brummer, McKinnon, Nichols, Vaughn

The motion was approved.

Mr. Bartelme moved and Mr. Michelin seconded the following resolution:

RESOLUTION TO HIRE MAURA THOMSON AS DDA EXECUTIVE DIRECTOR

Whereas, Public Act 57 of 2018 The Recodified Tax Increment Financing Act (PA57) authorizes the DDA Board to hire and fix the compensation of an executive director subject to the approval of the governing body of the municipality;

Whereas, PA57 also stipulates that the director shall serve at the pleasure of the Board, and shall be the chief executive officer of the Authority;

Whereas, The DDA Board did very recently engage in a lengthy and thorough national search for an executive director utilizing a search firm to assist in that process;

Whereas, The DDA Board strove to ensure that all appropriate steps were taken to identify the needs of the organization, its partners, and the community in developing a job description and marketing materials for the position which were posted on national job boards and marketed through key professional organizations over the course of two separate search rounds;

Whereas, The DDA Board did create a list of priorities for the new director to inform and direct their work during their first months in office and did also vet, interview, and consider candidates for the position according to industry best practices, State statute, and the Open Meetings Act;

Whereas, The DDA Board is confident that all reasonable principles of due diligence and transparency were met during that process;

Whereas, Maura Thomson served as interim executive director for 12 months in 2021, and has also served as executive director since the previous executive director's position terminated on December 7, 2022, and during those 25 months Ms. Thomson has proven herself to be an effective and capable leader of the organization;

Whereas, The DDA staff unanimously supports Ms. Thomson as executive director;

Whereas, The DDA Board finds that upon consideration of Ms. Thomson's skills, qualifications, and trustworthiness have proven her value to the organization and the Ann Arbor community;

Whereas, The DDA Board has confidence that due to their recent efforts, this step is in keeping with appropriate protocols and principles of due diligence as well as the authority vested in them by statute;

Whereas, The DDA Board did approve the Resolution to Authorize an Offer of Employment to Maura Thomson as Executive Director on November 1, 2023, and did therein authorize its Chair, Micah Bartelme, to negotiate terms of an employment agreement with Ms. Thomson;

Whereas, Terms of employment were agreed on by the parties and formalized in the Employment Agreement Between the Ann Arbor DDA and Maura Thomson;

Whereas, the terms of employment include participation in City benefit programs provided to Non-Union employees, under the terms and agreements of such individual plans, and an annual base salary of \$150,000;

Whereas, the employment agreement has been reviewed by both DDA Legal Counsel and City Legal;

RESOLVED, That the DDA Board approves the Resolution to Hire Maura Thomson as DDA Executive Director contingent on staff's receipt of satisfactory results of any employment screenings required and completed by the City of Ann Arbor HR Department according to their standard policies and processes;

RESOLVED, That the DDA Board approves the terms of the employment agreement as presented;

RESOLVED, That the DDA Board authorizes staff to put this action forward to the Ann Arbor City Council for their consideration as required by Michigan Public Act 57 of 2018;

RESOLVED, That Maura Thomson's employment as DDA Executive Director shall commence the day following the approval of City Council.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Jackson, Kinley, Michelin

Nays: None

Absent: Brummer, McKinnon, Nichols, Vaughn

The resolution was approved.

PUBLIC COMMENT

None

ADJOURNMENT

Mr. Kinley moved and Mr. Dohoney seconded the motion to adjourn.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Dohoney, Jackson, Kinley, Michelin

Nays: None

Absent: Brummer, McKinnon, Nichols, Vaughn

The motion was approved.

The meeting adjourned at 11:20 am.

STAFF DRAFT