

Ann Arbor Downtown Development Authority Informational Meeting

Wednesday, December 1, 2021 at 12:00 pm

Zoom link:

<https://us02web.zoom.us/j/85927213790?pwd=WmJidDVTdDFZWjdMeFZ6QkVKR1V0Zz09>

Phone: 877-853-5257 (US Toll-free)

Meeting ID: 859 2721 3790 Passcode: 097106

Ms. Thomson gave a presentation on DDA goals and projects that are underway, those that will be undertaken in the coming calendar year and reviewed the DDA's continued efforts to support the downtown during the ongoing pandemic. This is the DDA's second Informational Meeting for 2021 as required by state statute. Meeting adjourned at 12:20 pm.

Ann Arbor Downtown Development Authority Meeting Minutes

Wednesday, December 1, 2021

Place: Virtual Meeting--Zoom link: (see above)

Time: Chair Kinley called the meeting to order at 12:20 pm

1. ROLL CALL

Present: Micah Bartelme, Alex Dieck, Milton Dohoney, Ji Hye Kim, Tyler Kinley, Jessica A.S. Letaw, Jonathan Massey, Darren McKinnon

Absent: Marie Klopf, Molly McFarland

Staff: Maura Thomson, Interim Executive Director/Communications Manager
Sara McCallum, Deputy Director
Jada Hahlbrock, Manager of Parking Services
Amber Miller, Capital Projects Manager
Kelley Graves, Management Assistant/Board Secretary

Others: Mike McKiness/RPS

Public: Members of the public were on the Zoom meeting but did not identify themselves.

2. APPROVAL OF BOARD MEETING AGENDA

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

A consent vote on the motion showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, Massey, McKinnon

Nays: None

Absent: Klopf, McFarland

The motion was approved.

3. PUBLIC COMMENT

None.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Honeyman reported that the CAC, along with DDA staff, are working to increase membership and visibility. At last night's meeting the attendees discussed current DDA projects and the Executive Director search. The group expressed concern that the CAC meetings may have to return to in-person meetings and asked for the DDA's assistance to find a way for the CAC to continue meeting remotely. They discussed the need for a community conversation on how to improve Liberty Plaza and the surrounding block. Mr. Honeyman said, "It's not clear what role DDA can play in catalyzing this conversation, but the focus should be, as Ray Detter always reminds us, on connectivity."

5. DDA MEMBER COMMUNICATIONS

None.

6. EXECUTIVE DIRECTOR REPORT

Ms. Thomson reported that the DDA will be returning to in-person meetings effective 1/1/2022 as required by state legislature. The City has a vaccine mandate in place. All DDA Board members must report their vaccination status to the City. Ms. Graves will forward to the board members the email from the Assistant City Administrator, which includes the portal link to report their vaccination status or apply for an exemption due to medical or religious reasons. Ms. Thomson said that Midnight Madness is taking place this Friday. The area associations have created a central webpage, showyourlovea2.org, with information on the event. The new Main Street Social District begins this week. The event runs weekly Thursday through Sunday in December. Participating restaurants will have special cups for patrons to purchase. Signage and decals outlining the district boundaries are in place.

7. APPROVAL OF MINUTES

Ms. Letaw moved and Mr. Bartelme seconded a motion to approve the December minutes.

A consent vote on the motion showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, Massey, McKinnon

Nays: None

Absent: Klopf, McFarland

The motion was approved.

8A. SUBCOMMITTEE REPORTS –OPERATIONS COMMITTEE

Mr. Massey moved and Ms. Letaw seconded the following resolution:

RESOLUTION TO SELECT PCI MUNICIPAL SERVICES AS MANAGER OF THE DDA’S PARKING SYSTEM

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, and it has operated the public parking system since 1992 as a way to accomplish this mission;

Whereas The DDA’s current parking system management contract expires June 30, 2022;

Whereas, The DDA released a Request for Proposals for Parking System Management in September 2021;

Whereas, Six companies responded to the RFP and upon review of these responses, staff selected two of these companies for interviews;

Whereas, Staff reviewed information received in the RFP, at interviews, from reference checks, and as part of additional information requests, and recommends the selection of PCI Municipal Services;

Whereas, The Operations Committee supports staff’s recommendation that PCI Municipal Services be selected to manage the DDA parking system;

Whereas, The annual fee proposed by PCI Municipal Services is \$100,000 plus an annual incentive fee of a maximum \$50,000;

Whereas, The parking system management agreement between the DDA and its future parkingoperator was developed with input from the DDA Attorney and the DDA’s project consultant, Walker Parking, and this agreement was distributed as an attachment to the RFP;

Whereas, The Term of this management agreement shall commence on July 1, 2022, and shall continue for a period of three years after which the agreement shall automatically be renewed for up to two additional one-year terms, unless the DDA should elect to terminate as provided for in the agreement;

Whereas, PCI Municipal Services has not requested any changes to this agreement;

RESOLVED, The DDA selects PCI Municipal Services to manage its parking system at an annual fee of \$100,000 plus an annual incentive fee not-to-exceed \$50,000;

RESOLVED, The DDA Executive Director is authorized to finalize and sign the parking system management agreement with PCI Municipal Services effective July 1, 2022.

A consent vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, Massey, McKinnon

Nays: None

Absent: Klopf, McFarland

The resolution was approved.

Mr. Massey moved and Mr. Kinley seconded the following resolution:

**RESOLUTION TO APPROVE THE CITY OF ANN ARBOR AND
ANN ARBOR DDA EV CHARGER COST SHARE AGREEMENT**

Whereas, The City of Ann Arbor (City) has committed to reaching carbon-neutrality by year 2030 and expanded electric vehicle charging infrastructure is necessary to attain this goal;

Whereas, The Downtown Development Authority (DDA) supports the carbon-neutrality by 2030 goal as established by the City;

Whereas, The City and the DDA have expressed interest in working cooperatively to install 80 public electric vehicle charging ports in downtown garages and lots in fiscal year 2022 and have identified clear roles and responsibilities for each party;

Whereas, The City is pursuing an amendment to the contract with Harper Electric to upgrade the electrical infrastructure at downtown parking lots and garages where these electric vehicle charging ports will be installed;

Whereas, The City and the DDA have agreed that charging as a service is a viable model for these new electric vehicle chargers, whereby a third party would install, maintain, and operate the chargers;

Whereas, The City and DDA have agreed that the DDA will award a charging as a service contract to ChargePoint, Inc. to install, operate, and maintain these 80 new electric vehicle chargers;

Whereas, The cost for a 5-year contract for 80 electric vehicle chargers via a charging as a service contract with ChargePoint is \$367,200;

Whereas, The installation will require the removal of 30 existing Clipper Creek model EVCS which may be repurposed by the DDA or City and used within or outside of the parking system;

Whereas, The DDA has had major revenue losses due to the pandemic and is not able to contribute significant financial resources for the completion of this project;

Whereas, The Office of Sustainability and Innovations allocated funding in their FY22 budget to support the installation of electric vehicle charging infrastructure;

Whereas, The City, through the A2ZERO plan, set the goal of installing over 100 chargers per year in public garages and lots;

Whereas, The City and the DDA have drafted an agreement (Agreement) to work collaboratively to install, maintain, and operate these chargers and to apply for state and utility rebates which, if secured, would go to the Office of Sustainability and

Innovations as a rebate for the costs associated with the charging as a service contract;

RESOLVED, That the DDA Board authorizes the disposal or repurposing of 30 existing Clipper Creel model EVCS and directs staff to take any administrative actions needed to do so at their discretion;

RESOLVED, That the DDA Board authorizes the Executive Director to accept on behalf of the DDA a grant from the City for \$367,200 toward the 5-year cost of installing, operating, and maintaining 80 new electric vehicle chargers, and agrees to uphold the terms of this grant as detailed in the Agreement;

RESOLVED, That the DDA Board authorizes the Executive Director to negotiate and execute a charging as a service contract to ChargePoint, Inc. to install, operate, and maintain 80 new electric vehicle chargers at a 5-year cost of approximately \$367,200 to be paid from the Parking Maintenance Fund;

RESOLVED, That the DDA Board agrees that any state or utility reimbursements secured by the DDA shall be remitted to the City Office of Sustainability and Innovations as a rebate for the grant issued by the City to the DDA for charging as a service contract;

RESOLVED, That the DDA Board approve the enclosed agreement between the Downtown Development Authority and the City;

RESOLVED, That the Executive Director and Secretary be authorized and directed to execute said agreement after approval as to substance by the Executive Director and approval as to form by the DDA Attorney; and

RESOLVED, That the Executive Director be authorized to take the necessary administrative actions to implement this resolution and the terms of the Agreement.

A consent vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, Massey, McKinnon

Nays: None

Absent: Klopf, McFarland

The resolution was approved.

Mr. Massey moved and Mr. Kinley seconded the following resolution:

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH FISHBECK FOR PARKING SYSTEM ENGINEERING AND CONSULTING SERVICES

Whereas, the DDA has managed public parking in pursuit of its mission since 1992;

Whereas, The DDA is committed to regular, robust, and continued maintenance and preservation of the parking structures, which represent an important and valued public asset for the City and users of downtown;

Whereas, The DDA carries out repair and preventative maintenance work annually including structural and mechanical components, and to do this work, and occasionally other studies or repairs, the DDA uses the services of engineers specializing in parking facility maintenance;

Whereas, The DDA issued an RFP for Parking System Engineering and Consulting Services and seven firms responded;

Whereas, After reviewing RFP submissions staff recommends, and the DDA Operations Committee supports, the selection of Fishbeck for this work;

Whereas, The DDA and Fishbeck will enter into a Professional Services Agreement establishing that work will be provided on an as needed basis for a period of three years after which staff may elect to extend the agreement;

RESOLVED, The DDA authorizes the DDA Executive Director to work with Fishbeck to execute a Professional Services Agreement.

A consent vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, Massey, McKinnon

Nays: None

Absent: Klopff, McFarland

The resolution was approved.

The December Operations Committee has been cancelled. The next Operations Committee meeting is scheduled for Wednesday, January 26, 2022 at 11 am.

8B. SUBCOMMITTEE REPORTS – EXECUTIVE DIRECTOR SEARCH

Mr. Kinley said negotiations with Jeffrey Watson for the Executive Director position are underway. The DDA attorney is drafting an agreement. City legal staff will have an opportunity to review the agreement before its presentation to the DDA Board. It is anticipated that the resolution to approve Jeffrey Watson as the new DDA Executive Director will go to City Council in mid-January.

8C. SUBCOMMITTEE REPORTS - AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT

Ms. Kim provided highlights from the partner updates. Mr. Carpenter provided an overview of the AAATA's long-range plan. The four scenarios being considered are based on ridership, millages, state and federal funding. The AAATA has held in-person and virtual public engagement sessions, met with individual stakeholders, and created an online survey.

CM Ramlawi said the Administrative Committee is developing plans for the City Council and the Planning Commission and others required to adhere to the OMA to return to in-person meetings as of 1/1/2022. Ms. Song said Council approved the ordinance requiring menstrual hygiene

products in public restrooms. There will be public outreach forthcoming on the \$24M the City received through the American Rescue Plan Act. Ms. Gibbs-Randall said the Planning Commission is working on Transit Oriented Development (TOD) plan review for State and Eisenhower. TOD's encourage mixed uses with sufficient density to support more housing choices, further City goals related to sustainability, affordable housing, transportation, and future land use. The Planning Commission continues its work on a streamlined site plan threshold and an amendment to Chapter 55 for approval protocols to make it feasible and desirable for developers to meet the ongoing need for more housing choices.

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, December 8 at 9:00 am (DDA only).

8D. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS
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Ms. Dieck said the Capital Improvements Committee did not meet in November. She provided construction updates. The contractor will be working the next two weeks to complete the concrete bicycle curb islands on William and Division. Most of the asphalt work has been completed. The change in weather will require remaining smaller road patches to be put back in concrete and replaced with asphalt in the spring. Construction is expected to be substantially completed by the week of December 20th.

8E. SUBCOMMITTEE REPORTS- FINANCE
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Mr. Bartelme said the November Finance Committee meeting was cancelled due to a lack of agenda items. There is no meeting scheduled for December.

The next Finance Committee meeting is scheduled for Thursday, January 27, 2022 at 9:00 am.

8F. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE
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The Executive Committee reviewed the agenda for today's Board meeting. The Committee also discussed establishing key performance metrics for the new Executive Director and working on improving the relationship between the board and staff. Mr. Kinley and Ms. Kim to meet with Ms. Thomson to begin the process.

The next Executive Committee meeting is scheduled for Wednesday, January 5, 2022 at 11 am.

9. NEW BUSINES

None.

10. PUBLIC COMMENT

None.

Ann Arbor DDA Monthly Meeting

December 1, 2021

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11.

ADJOURNMENT

Mr. Bartelme moved and Mr. Massey seconded the motion to adjourn.

A consent vote on the motion showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Letaw, Massey, McKinnon

Nays: None

Absent: Klopf, McFarland

The motion was approved.

The meeting adjourned at 1:00 pm.

Respectfully submitted,

Maura Thomson, Interim Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, December 1, 2021

Place: Virtual Meeting: Zoom link:

<https://us02web.zoom.us/j/88201581878?pwd=WEc4RkN4cDd0RGNmFJqa1dsVmdUUT09>

Phone: 877-853-5257 Meeting ID: 882 0158 1878 Passcode: 803207

Time: 11:00 am

Present: Micah Bartelme, Kelley Graves, Ji Hye Kim, Tyler Kinley, Jessica A.S. Letaw,
Maura Thomson

Absent: None

Others Board Mbrs: Milton Dohoney

Staff: Sara McCallum

Public: Members of the public were on the Zoom meeting but did not identify themselves.

Note: As required by the amended OMA, all members stated they were attending remotely and were doing so from Ann Arbor.

Agenda Review: The Committee reviewed the December board meeting agenda.

New Business: Ms. Letaw raised the topic discussed at the special Board meeting on 11/16 on improving the relationship between the board and staff. Ms. Kim and Mr. Dohoney said it was noted that the conversation should include establishing expectations for the new Executive Director for the first year to set them up for success. It was recommended and agreed upon by the Committee for Mr. Kinley and Ms. Kim to meet with Ms. Thomson as the Interim Executive Director and representative for DDA staff to assist in identifying key expectations for the new Executive Director and how best to proceed.

Public Comment: Mr. Honeyman said he was not able to find the board packet for today's meeting on the website.

Adjournment: There being no other business, the meeting adjourned at 11:20 am.

Respectfully submitted,
Maura Thomson, Interim Executive Director

AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, December 8, 2021

Place: Virtual Meeting-Zoom link:

<https://us02web.zoom.us/j/89648688113?pwd=V2Q3MCtKVXJBem1kdUhYQWRWSmtMz09>
by phone 1-877-853-5257 (Meeting ID: 896 4868 8113 Passcode: 113318)

Time: 9:00 a.m.

Committee Present: Ji Hye Kim, Tyler Kinley, Jessica A.S. Letaw

Other DDA Members: Milton Dohoney

Other Attendees: Jeff Crockett/Green Team, Jennifer Hall/AAHC, Marti Praschan/City CFO,
Michelle Landis, Kevin McDonald/City Attorneys

Staff: Maura Thomson, Sara McCallum, Jada Hahlbrock, Kelley Graves

Public: None

NOTE: As required by the amended OMA, all attending members stated they were attending remotely and were doing so from Ann Arbor, Michigan.

Green Team Presentation: Mr. Crockett presented an overview of the Green Team's work on the Library Lot. He spoke of the approval of Proposal A to activate the Library Lot and the surrounding area as an urban park and community center. Mr. Crockett thanked the DDA for its support in clearing the parking from the lot on the days the Green Team was working on the planting beds. He shared before and after photos and thanked Republic Parking, City Forestry and Sustainability staff, various Council members, Joet Reoma from Project Grow, and others for their support. The plants were donated. The work was done by volunteers. Mr. Crockett said the Green Team looks forward to continue working with the City and DDA.

Y-Lot Debt Service: Ms. Hall provided a status on the 350 S. Fifth Avenue city-owned site. The site has gone through public engagement, design reiterations, the first-round review by the Planning Commission, and is in the process of being reviewed by appropriate City staff. The area plan is anticipated to be complete by April 2022. Ms. Praschan summarized the City's purchase of the site which was funded by debt issuance. The City has been making interest only payments on the debt. In FY2023 principal payments will begin. A draft agreement was presented to the Committee outlining the plan for the City, DDA, and AAHC to partner in making those debt service payments through FY2034. The original term is for FY2023 and FY2024 with 1-year extension options. Ms. Thomson said the DDA's portion of the debt service would come from its Housing Fund. Questions were asked and answered. The Committee agreed to bring the agreement forward to the Board pending attorney review.

Ms. Hall provided an overview of the other city-owned properties being vetted as affordable housing sites. The RFP responses for 121 E. Catherine and 353 S. Main were due yesterday. Other sites include 415 W. Washington, 721 N. Main/123 W. Summit, 404-406 N. Ashley, 309 S. Ashley (Kline Lot), 2000 S. Industrial, 1510 E. Stadium, and Platt and Springbrook.

Affordable Housing/Economic Development
December 8, 2021

Public Comment: None.

The next Affordable Housing/Economic Development Committee meeting (with Partners) is scheduled for January 12, 2022 at 9 am. The meeting will be held in-person at the DDA office.

The meeting adjourned at 10:40 am.

Respectfully submitted,
Maura Thomson, Interim Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, December 15, 2021**

Place: Virtual Meeting:

<https://us02web.zoom.us/j/81822763853?pwd=SzBXVEhjd3EreGQ3SGxBNG4xRHF5Zz09>

by Phone: 1-877-853-5257 (Meeting ID: 818 2276 3853 Passcode: 758144)

Time: 11:00 am

Committee Present: Alex Dieck, Tyler Kinley, Jessica A.S. Letaw

Committee Absent: Molly McFarland, Darren McKinnon

Staff: Amber Miller, Maura Thomson, Sara McCallum, Kelley Graves, Liz Rolla

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 doing so from Ann Arbor, Michigan.

Resolution To Modify Wade Trim Contract: The DDA Board approved a contract with Wade Trim for construction engineering and inspection services on the First and Ashley Street project in 2020. The Board approved to amend the contract in March 2021 to include construction management and business support services and in June 2021, to include the Division Street Bikeway project. The construction projects have been impacted by unforeseen site conditions, and more notably by pandemic impacts (labor shortages, and supply chain issues) that have extended the construction schedules and require the extension of construction support services. After careful evaluation, Staff is recommending the the Wade Trim contract be increased by \$86,000 to complete necessary construction activities. The Committee agreed to bring the resolution to modify the Wade Trim contract to the Board.

Construction Updates: Ms. Miller said the Division and William Street bikeways will be substantially complete by early next week. Remaining items for this season include temporary pavement markings and signs, and delineators. The signal poles on Huron/Division, bump out at 5th & William, and permanent pavement markings and asphalt patches will be installed next spring. A few punch list items are being completed on First Street. She thanked Ms. Thomson for overseeing the construction projects in the final phases this past year.

Design Update: Staff and the consultant team are working with City staff and the Center for Independent Living to ensure key accessibility elements are included in the State Street design including detectable warning pads, guidance strips, and edge treatments. Ms. Miller said that City procurement-related charter amendments approved by voters on November 2nd go into effect on January 1, 2022. Two notable items are the increase in the purchase value limit requiring City Council approval from \$25k to \$75k and the change in the construction bid process from a lowest bidder to a value-based RFP. Ms. Miller said the State Street project may be one of the first projects under the new system. The project will be bid out by City Engineering. DDA Staff is monitoring for a potential impact on the State Street construction schedule depending on when Council approves the value-based criteria. She said Staff is staying informed to inform a DDA Board procurement policy discussion.

Holiday Lights: Ms. Miller is taking over the holiday lights procurement process. It will go out for bid in 2022.

Capital Improvements Committee Meeting

December 15, 2021

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Public Bathrooms: Ms. Miller said the pandemic emphasized the need for public restrooms in downtown. DDA and City Staff may be working in partnership to study and evaluate the need and location for public restrooms.

Public Comment: None.

The next regularly scheduled meeting will be on January 19, 2022 at 11 am.

The meeting adjourned at 11:20 am.

Respectfully submitted,
Maura Thomson, Interim Executive Director