

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, April 5, 2023

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

Time: 12:05 pm

ROLL CALL

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

Absent: Steven Brummer, Thressa Nichols, Danielle Vaughn

Staff: Maura Thomson, Interim Executive Director / Communications Manager
Sara McCallum, Deputy Director/Accounting Director
Jada Hahlbrock, Parking Services Manager
Amber Miller, Capital and Private Projects Manager
Kelley Graves, Management Assistant/Board Secretary
Hayett Chater, Accounts Payable and Procurement Specialist

Others: Mike McKiness/PCI, Peter Honey/DACAC

Public: Other members of the public were in attendance

APPROVAL OF BOARD MEETING AGENDA

Mr. Bartelme moved and Ms. Letaw seconded the motion to approve the agenda.

A vote on the motion showed:

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

Nays: None

Absent: Brummer, Nichols, Vaughn

The motion was approved.

PUBLIC COMMENT

None.

REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Honeyman said Ann Arbor builders and developers Ron Mucha, Jim Chaconas, Bill Kinley, and Bill Milliken spoke with the group about residential and commercial development in Ann Arbor. The discussion included workforce housing, economic diversity, high development costs, and impact of short- and medium-term transience on downtown residential community. Per Mr. Honeyman, the DACAC “...invites the DDA and City Council to study creative financing options to help address the challenges of building affordable workforce and market-rate housing in Ann Arbor.”

EXECUTIVE DIRECTOR REPORT

Ms. Thomson shared an example of the new mental health crisis contact information signs posted in all of the parking structures. There are posters, postcards, and magnets. Businesses have reached out for materials to display as well. The DDA’s FY24 budget presentation is available to watch on the City’s website. Ms. Thomson announced that the DDA received an award from the Michigan Chapter of the American Council of Engineering Companies for the First and Ashley project. She commended Amber

Miller for her leadership of the project. Ms. Thomson said DDA staff participated in the City's DEIAJ+ Acronym training with Laura Orta, the City's new Director of Organizational Equity, and plans to continue with monthly DEIAJ+ training sessions.

DDA MEMBER COMMUNICATIONS

Mr. Dohoney said a national search is underway for the open Chief of Police position. He will be presenting the FY24 budget to Council on April 17th. It will be voted on May 15. The City is working on the 12-month long celebration of the City's 200th birthday in 2024.

APPROVAL OF MINUTES

Ms. Dieck moved and Mr. Michelin seconded a motion to approve the March minutes.

A vote on the motion showed:

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

Nays: None

Absent: Brummer, Nichols, Vaughn

The motion was approved.

SUBCOMMITTEE REPORTS-OPERATIONS COMMITTEE

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

RESOLUTION TO APPROVE A CONTRACT FOR FENCING AND BARRIER CABLE INSTALLATION AT PARKING STRUCTURES

Whereas, The DDA has managed the public parking system since 1992 in support of its mission;

Whereas, In October 2017 the DDA Board approved a project budget of \$400,000.00 to be used for suicide deterrence efforts in the parking structures and with those dollars chain-link fencing was installed on the roof tops of six parking structures, as well as some levels below the roof-tops;

Whereas, Additional work in 2018, 2019, 2020, and 2021 added fencing or cable barriers at many below roof-top levels across the system;

Whereas, Remaining work includes continuing to add fencing or cable barriers at below roof-top levels and this work will be overseen by DDA engineers;

Whereas, A Request for Proposal for this work was distributed to qualified companies and posted publicly, and one company submitted a proposal;

Whereas, DDA staff determined that the proposal from Future Fence was responsive, with a cost of \$722,770.29;

Whereas, DDA engineers followed up with Future Fence to review the response and after discussion arrived at a cost of \$713,511.93;

Whereas, There is budget capacity in fiscal years 2023 and 2024 for this work;

Whereas, the Operations Committee recommends DDA Board approval;

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RESOLVED, The DDA Board approves the selection of Future Fence as contractor for parking structure lower level fencing and cable barrier work with a contract amount of \$713,511.93;

RESOLVED, That a contract contingency amount of \$71,351.00 be established within the project budget and that the Parking Manager be authorized to approve additional change orders to the construction contract with Future Fence not to exceed \$784,862.93 to be paid from the Parking CIP Fund;

RESOLVED, That the DDA Executive Director is authorized to sign the contract with Future Fence.

A vote on the resolution showed:

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

Nays: None

Absent: Brummer, Nichols, Vaughn

The resolution was approved.

Curb Management Study: Mr. Massey said Walker Consultants provided an update to the Committee on the work done to-date for the study. A curb pilot is underway on S. Forest. The next steps include a pilot analysis, curb typologies, pricing analysis, the curbside toolkit, and the final plan to be delivered to DDA staff and then shared with the Operations Committee and Board.

Parking System Rate Study: Initial steps for the parking system study are underway.

The next Operations Committee meeting is scheduled for Wednesday, April 26 at 11:00 am.

SUBCOMMITTEE REPORTS-CAPITAL IMPROVEMENTS COMMITTEE
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Project Update - State Street: Ms. Dieck said that between North University and Liberty, the contractor is grading and preparing for concrete work next week. The underground work is shifting to watermain installation between Liberty and Washington. Overall, the contractor has been meeting their schedule. More information is expected next week to understand if this week's weather has affected the schedule.

COVID-19 Impact and Recovery Report: Ms. Miller presented a report completed by 4Ward Planning for the DDA related to downtown benchmark data with insights ranging from the pandemic impacts through recovery and beyond. The report shows a snapshot in time of trends, the need for more public funding for affordable housing and for more downtown residents to keep the community vibrant and growing. Questions were asked and answered.

The next Capital Improvements Committee meeting is scheduled for Wednesday, April 19 at 11:00 am.

SUBCOMMITTEE REPORTS-FINANCE COMMITTEE

Mr. Bartelme expressed the importance of the Board spending focused time discussing the DDA's financial status and planning for the future. Staff will prepare information for discussion at the Finance Committee.

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

SUBCOMMITTEE REPORTS—AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE

Mr. Kinley provided a summary of the Partner reports from the last Committee meeting. The Library had Epic MRA conduct a survey of its community base. The survey results show support for renovating the current main library versus replacing/building new. There is support for partnering with a developer for mixed-use development with the Library on the main levels and a mix of housing on the upper levels. The 121 Catherine project went to the Planning Commission about three weeks ago. The 350 S. Fifth Avenue project is in the schematic design phase. CM Cornell provided an overview of the Economic Development Corporation, of which she is a member. Ms. Thomson provided DDA updates.

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, April 12 at 9:00 am.

SUBCOMMITTEE REPORTS-EXECUTIVE COMMITTEE

Mr. Kinley said the Committee discussed the Executive Director search, creating a debrief document of the previous search, and reviewing statute for the purpose of informing process. Ms. McCallum and Ms. Thomson noted that staff is available to assist with those steps as well as the larger process. Mr. Kinley brought forward staff's suggestion of scheduling a DEI training session for the Board. There was a consensus to work on scheduling a session.

The next Executive Committee meeting is scheduled for Wednesday, May 3 at 11:30 am.

NEW BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

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

A vote on the motion showed:

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

Nays: None

Absent: Brummer, Nichols, Vaughn

The motion was approved.

The meeting adjourned at 12:48 pm

Respectfully submitted, Kelley A. Graves, Board Secretary

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, April 5, 2023

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

Time: 11:30 am

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

Staff: Sara McCallum

Public: Peter Honeyman/Resident

Executive Director Search: The Committee discussed the Executive Director search, creating a debrief document of the previous search, and reviewing statute for the purpose of informing process. McCallum and Ms. Thomson noted that staff is available to assist with those steps as well as the larger process.

DEIAJ+ Training: Ms. Thomson provided a summary of the City's DEIAJ+ Acronym training session the staff participated in with the Director of Organizational Equity. She suggested scheduling a DEI training session for the Board.

DDA Financial Status and Planning: Mr. Bartelme expressed the importance of the Board spending focused time discussing the DDA's financial status and planning for the future. Ms. Thomson said she thinks this process is linked to discussing the DDA renewal. Staff will prepare information for discussion at Finance Committee.

Public Comment: Mr. Honeyman said he would like to see the DACAC have an opportunity to weigh-in on the Executive Director search.

Adjournment: There being no other business, the meeting adjourned at 11:50 am.

Respectfully submitted,
Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, April 19, 2023**

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

Time: 11:00 am

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

Committee Absent: Darren McKinnon

Staff: Amber Miller, Maura Thomson, Kelley Graves, Sara McCallum, Shelby Mistor, Hayett Chater, Jada Hahlbrock

Guests: Bob Doyle, Lindsay Fercho/SmithGroup
Felipe Uribe, Carmelle Tremblay/Wade Trim

Public: None

Fourth Avenue Design Update: This is a cost-share project with the City and the AAATA. Staff and the consultants from SmithGroup provided an overview of the project, the concept plan next steps, and the proposed schedule. Key elements include widening the sidewalks from 12' to 16', improving the comfort of transit customers, installing larger bus shelters, the infrastructure in support of the future affordable housing development at 350 S. Fifth Avenue, improved lighting, and the addition of crosswalks. Infrastructure work will include upsizing the watermain to the north and installation of expanded storm water infiltration. The final layout and project elements will be determined through the remainder of the design process. The team conducted a public engagement session at the BTC, distributing surveys, providing information about the project to transit customers, and getting their feedback.

State Street Construction Update: Staff and the consultants from Wade Trim provided updates. Watermain work between North University and Liberty is anticipated to be completed this week. Next steps include streetlight electrical work and brick installation. The watermain work between North University and Huron is expected to be done in the next few weeks, followed by the storm sewer work. As of now, the project is on schedule.

TIF Project Schedule Updates: Ms. Thomson and Ms. Miller met virtually with representatives from the Grand Rapids and Traverse City DDA's. Ms. Miller shared a comparison between the two cities and Ann Arbor in terms of size, responsibilities, and funding sources. There is similarities in the message and values, and the use of TIF revenue. There are also common challenges in the misconception about the role of the DDA and TIF use. Questions were asked and answered.

Engineering As-Needed Services Resolution: Staff recommended bringing to the Board a resolution to approve an agreement with Wade Trim Associates for engineering and as-needed services. There was consensus among the Committee members to bring it to the Board.

Public Comment: None.

The meeting adjourned at 12:05 pm.

Respectfully submitted,
Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, April 26, 2023**

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

Time: 11:00 am

Committee Present: Tyler Kinley, Jonathan Massey, Darren McKinnon

Staff: Jada Hahlbrock, Maura Thomson, Kelley Graves, Sara McCallum, Shelby Mistor, Hayett, Chater

Other: Dina Reed, Lilliane Webb/TheRide
Mike McKiness, /PCI MS

Public: None

Parking System Financials: The third-quarter parking system financials were shared with the Committee. Ending FY23 revenues are anticipated to be higher than budgeted. A resolution seeking a budget amendment is coming to the Finance Committee tomorrow.

Parking System Rate Study: Staff meets regularly with the Fishbeck team providing information, goals, and assumptions for the study. Ms. Hahlbrock said a modeling tool is being developed and will be shared with the Committee when ready.

Go!Pass Funding Request: Ms. Webb and Ms. Reed presented an overview of the go!pass program and the funding request for FY2024. Questions were asked and answered. There was consensus to bring the resolution to fund the go!pass program for FY2024 to the Board.

AirRide/Michigan Flyer Discounted Parking at 4th & William: Ms. Hahlbrock presented an overview of the DDA's discounted parking program at 4th & William for AirRide/Michigan Flyer patrons. The Committee discussed whether to continue the program. There was consensus for Staff to work with the appropriate parties to work towards discontinuing this program.

Parking System Restoration: The construction and bid documents are being prepared by Fishbeck. The bid will be released in May. The focus this year will be on previously deferred concrete work at 4th & William, and repairs and sealants at Library Lane.. The remaining restoration funds for this year will be used to make needed repairs to the Liberty Square stairwells. Questions were asked and answered.

Parking System Accounts Receivable Collection Policy: Staff recommends formalizing the parking operator accounts receivable process with a collection policy. Questions were asked and answered. There was consensus to bring the resolution to approve an accounts receivable collection policy to the Board.

New Business: None.

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Public Comment: None

The meeting adjourned at 12:20 pm.

Respectfully submitted by:

Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Thursday, April 27, 2023**

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

Time: 9:00 am

Committee Present: Micah Bartelme, Mike Michelin

Others Present: Tyler Kinley

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

Public: None

Expense Registers: The Committee reviewed and approved the May 2022 through March 2023 expense registers.

Third-Quarter Financial Statements: Ms. McCallum presented the DDA's third quarter financial statements. Questions were asked and answered.

Budget Amendment Resolution: Ms. McCallum reported the FY23 actual parking revenues are at 84% of budget as of 3rd quarter, which increased the directly-correlated expenditures (20% to City and credit card fees). A budget amendment is required by State guidelines for the DDA to meet its obligations to the City and others. The Committee agreed to bring the Resolution to Put Forward to City Council an Amendment to the DDA FY23 Budget to the board.

IT Services Agreement Resolution: The DDA has been working with City IT regarding transitioning its IT services to the City. Ms. McCallum and Ms. Thomson noted the cost variance between the DDA's current IT service and the City is minimal and far outweighed by the numerous benefits, including access to needed software, enhanced security protocols, and dollars remaining in Ann Arbor. The Committee agreed to bring the Resolution to Approve Interagency Agreement for Collaborative Technology and Services to the board.

Financial Overview Presentation Discussion: Ms. McCallum presented an overview of the DDA's post pandemic financial status, including a recovery framework. Ms. Hahlbrock provided an overview of the Parking System and TIF system planning and the project timelines. The presentation provided an overview of staff's current efforts and next steps. Questions were asked and answered.

Public Comment: None.

Next Meeting: The next Finance Committee meeting is scheduled for Thursday, May 25, 2023 at 9am.

The meeting adjourned at 10:15 am.

Respectfully submitted by: Kelley A. Graves, Board Secretary