

**Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, March 2, 2022**

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

Time: 12 Noon

1. ROLL CALL

Present: Micah Bartelme, Alex Dieck, Milton Dohoney, Ji Hye Kim, Tyler Kinley, Marie Klopf, Jessica A.S. Letaw

Absent: Jonathan Massey, Darren McKinnon

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

Others: Mary Boonin/AAATA, Peter Honeyman/CAC

Public: None.

2. APPROVAL OF BOARD MEETING AGENDA

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

A vote on the motion showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Klopf, Letaw

Nays: None

Absent: Massey, McKinnon

The motion was approved.

3. PUBLIC COMMENT

None.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Honeyman provided a report on both the January and February Downtown Area Citizens Advisory Council meetings attended by downtown and near-downtown residents. At January's meeting, the attendees discussed the Treeline Trail and how the planning and implementation raise issues of equity, zoning, multi-modal transportation, and more. The group received an overview by Amber Miller (DDA), Oliver Kiley (Smith Group), and Brian Slizewski (City of Ann Arbor) on their presentation to the Transportation Commission on the People-Friendly Streets plan for State Street. The group supports the improvements regarding pedestrian safety and multi-modal connectivity and shared ongoing concerns related to trash and recycling services. The DDA's new Executive Director, Jeff Watson, introduced himself and shared some aspects of his vision for the DDA. At the February meeting the attendees discussed other

amenities and services then circled back to trash and recycling, saying they think trash collection is ‘...chronically underfunded, lacks vision, and lacks coordination.’

Mr. Honeyman said, “The city’s pie-shaped wards dilute the political influence of downtown and near-downtown residents with City Council, but the CAC sees opportunities to exercise advocacy by strengthening its advisory role with DDA, engaging more closely with the Board and staff, and participating more actively in DDA Board and committee meetings, following the leadership style of our constant muse, Ray Detter.”

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw said she will be speaking at the upcoming Michigan Transportation Planning Association conference in July.

6. EXECUTIVE DIRECTOR REPORT

Mr. Watson noted the resolution from the Energy Commission recognizing the DDA for its decarbonation and sustainability measures in its project and, the resolution from the Transportation Commission in support of the DDA’s State Street project. Ms. Thomson and Ms. Miller gave a presentation on DDA projects to a U of M Urban Planning class. Ms. Thomson presented to a U of M Public Policy class on the impacts of the pandemic on downtown. The DDA participated in an outreach event with Common Cycle held at Blom. Mr. Watson said the Main Street Area Association awarded the Ann Arbor DDA the Dennis Serras annual award for its pandemic response over the past two years. He said he is pleased to be working with this hardworking team.

7. APPROVAL OF MINUTES

Ms. Klopf moved and Mr. Bartelme seconded a motion to approve the January minutes.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Klopf, Letaw

Nays: None

Absent: Massey, McKinnon

The motion was approved.

Ms. Letaw moved and Ms. Kim seconded a motion to approve the February minutes.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Klopf, Letaw

Nays: None

Absent: Massey, McKinnon

The motion was approved.

8A. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

Ms. McCallum presented the proposed FY23 budget. Questions were asked and answered.

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

RESOLUTION TO PUT FORWARD THE DDA BUDGET FOR FISCAL YEAR 2023

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 FY22-FY28 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 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;

Whereas, DDA staff are scheduled to submit a recorded Zoom presentation of the DDA Budget to the City by March 7 for online publication on March 14;

Whereas, The Finance Committee upon completing this review recommends the DDA Board approve putting forward the FY23 Budget to City Council;

RESOLVED, The DDA Board accepts the recommendation of its Finance Committee and authorizes DDA staff to put forward the FY23 Budget to the Ann Arbor City Council for their approval.

Prior to the vote, Mr. Bartelme noted the proposed FY23 budget is the second year of this two-year budget cycle. Most of the numbers remain the same as what the Board and Council approved last year. Mr. Watson and Ms. McCallum will videotape the presentation for Council to view. Once Council approves the budget, a resolution to adopt the budget will come to the Board in June.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Klopff, Letaw

Nays: None

Absent: Massey, McKinnon

The resolution was approved.

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

Corporate Authorization Resolution

BANK OF ANN ARBOR

By: ANN ARBOR
DOWNTOWN DEVELOPMENT AUTHORITY

125 S. FIFTH AVENUE
ANN ARBOR , MI 48104

150 S FIFTH AVE STE 301
ANN ARBOR MI 48104-1948

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, KELLEY GRAVES, certify that I am Secretary (clerk) of the above named corporation organized under the laws 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 resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 07/22/2021 (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:

Name and Title or Position	Signature	Facsimile Signature <i>(if used)</i>
A. MICAH D BARTELME _____	X _____	X ON FILE _____
B. JEFFREY D WATSON _____	X _____	X ON FILE _____
C. SARA L MCCALLUM _____	X _____	X ON FILE _____
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
_____	(1) Exercise all of the powers listed in this resolution.	_____
_____	(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.	2
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(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.	_____
_____	(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 07/22/2021 . 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).

Secretary
KELLEY GRAVES

Attest by One Other Officer

For Financial Institution Use Only

Acknowledged and received on _____ (date) by _____ (initials)

This resolution is superseded by resolution dated _____

Comments:

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Prior to vote, Mr. Bartelme said this resolution adds new Executive Director, Jeff Watson to the DDA checking accounts.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Klopf, Letaw

Nays: None

Absent: Massey, McKinnon

The resolution was approved.

Other Business: The Committee received an overview of the DDA’s investment portfolio from Bank of Ann Arbor representative Chris Prisby. The Committee reviewed the FY22 second quarter financial statements and reviewed and approved the October, November, and December 2021 Expense Registers.

The next Finance Committee meeting is scheduled for Thursday, April 28, 2022 at 9 am.

8B. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE
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Mr. Kinley moved and Mr. Bartelme seconded the following resolution:

RESOLUTION TO PROVIDE A GRANT TO FUND THE GO!PASS AND THE GETDOWNTOWN PROGRAM FOR FY 2023

Whereas, The getDowntown program was co-created by the DDA in 1999 and remains a partnership between the DDA, AAATA and the City of Ann Arbor to provide transportation assistance to downtown employers, including the distribution of the DDA’s go!Pass; and

Whereas, In support of its mission and mobility initiatives the DDA has provided funding for go!Passes and the getDowntown Program since 2001; and

Whereas, The DDA Operations Committee recommends approval of the funding request for FY23 for the getDowntown program, go!Pass, and other transportation programs as follows:

Program or Service	FY2023 Request	Purpose
getDowntown Promotion and Marketing (not to exceed amt)	\$65,000	Transportation demand management (TDM) marketing including media campaigns and outreach support for the 2 annual commuter challenges and go!pass renewal.
Fixed-Route Fares (go!pass) (not to exceed amt)	\$448,414	Transit incentive for employees that increases bus use and frees up parking for other users.

Non-Fixed Route Discounts	\$92,500	Includes discounts for NightRide discount and other flexroute services.
TOTAL	\$605,914	

Whereas, The DDA is charged only for actual usage of the go!Pass and getDowntown, and the amounts shown above are not-to-exceed amounts for these services, while the DDA grant for non-fixed route discounts is a flat amount; Therefore, be it:

RESOLVED, The DDA Board approves a grant to fund transportation services and programs provided by AAATA, not to exceed \$605,914.00, with funds coming from the DDA’s Fiscal Year 2023 Parking Operations Fund.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Klopff, Letaw

Nays: None

Absent: Massey, McKinnon

The resolution was approved.

Mr. Kinley moved the following resolution:

RESOLUTION TO APPROVE A PROJECT BUDGET FOR MAYNARD PARKING STRUCTURE ELEVATOR REPAIRS

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, and it manages the public parking system as a means to help it accomplish its mission; and

Whereas, The DDA’s elevator contractor, Schindler Elevator Corporation, recommends replacement of the door operating hardware, as the elevator is experiencing recurrent functional problems; and

Whereas, The total cost for this work will be \$69,112.00; and

Whereas, A contingency equal to 15% of the estimated work will be set aside, thus creating a project budget of \$79,478.00; and

Whereas, The DDA Operations Committee approves this work and project budget; Therefore, be it:

RESOLVED, The DDA Board establishes a project budget for elevator work at the Maynard parking structure of \$79,478.00, to be paid for with funds from its FY22 and FY23 parking CIP budgets.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Klopff, Letaw

Nays: None

Absent: Massey, McKinnon

The resolution was approved.

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

**RESOLUTION ESTABLISHING A PROJECT BUDGET FOR COSTS ASSOCIATED WITH THE PARKING OPERATOR
TRANSITION**

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

Whereas, In December 2021, following a robust process, the DDA Board selected PCI Municipal Services as the next parking operator;

Whereas, The contract with PCI Municipal Services has a July 1, 2022 start date;

Whereas, There is much work that needs to be completed in advance of July 1, 2022 to ensure a seamless transition for both users of the parking system and parking system employees;

Whereas, To facilitate this process the DDA will establish a project budget of up to \$100,000.00 to cover transition related expenses;

Whereas, The Operations Committee recognizes the importance of the work leading up to the transition and supports staff's recommendation to establish a project budget;

RESOLVED, The DDA Board establishes a project budget of up to \$100,000.00 for costs associated with the parking operator transition with funds coming from the FY22 and FY23 Parking Operations fund.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Klopff, Letaw

Nays: None

Absent: Massey, McKinnon

The resolution was approved.

Mr. Kinley moved and Ms. Kim seconded the following resolution:

**RESOLUTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH FISHBECK FOR
ENGINEERING SERVICES AND PROJECT ADMINISTRATION FOR FY23 PARKING STRUCTURE
REPAIRS**

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

Whereas, Annually the DDA undertakes necessary repairs to keep the facilities in good condition;

Whereas, Development and administration of annual maintenance and restoration work requires the work of engineers with expertise in parking structures;

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Whereas, In December 2021, following a Request for Proposal process, the DDA Board selected Fishbeck to perform this work on an as needed basis;

Whereas, Fishbeck's cost proposal to develop and oversee the FY23 parking structure repair work is \$88,200.00;

Whereas, The Operations Committee recommends accepting the proposal and approving a Professional Services Agreement with Fishbeck for this work;

RESOLVED, The DDA Board approves a professional services agreement with Fishbeck for \$88,200.00 for engineering services and project administration related to the FY23 parking structure repairs as outlined in their proposal, with funds coming from the FY22 and FY23 Parking CIP fund.

RESOLVED, The DDA Board authorizes the DDA Executive Director to execute the Professional Services Agreement.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Klopff, Letaw

Nays: None

Absent: Massey, McKinnon

The resolution was approved.

Mr. Kinley moved and Ms. Kim seconded the following resolution:

RESOLUTION ESTABLISHING A PROJECT BUDGET FOR THE DDA CURB MANAGEMENT STUDY AND AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH WALKER CONSULTANTS

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

Whereas, Many of the goals and objectives in the 2003 DDA Renewal plan will be supported if curb uses are managed in a more equitable and informed way;

Whereas, The DDA led a Request for Proposal process in 2021 to select a consulting firm to lead aCurb Management Study;

Whereas, Three responses were received, three firms were interviewed, and DDA staff recommends selecting Walker Consultants;

Whereas, The Operations Committee supports staff's recommendation to select Walker Consultants for this work and authorizes the DDA Executive Director to sign a professional services agreement with Walker in the amount of \$194,399.00;

Whereas, The Operations Committee supports staff's recommendation to establish a project budget that includes the Walker cost plus a contingency of 20%;

RESOLVED, The DDA Board authorizes a professional services agreement with Walker Consultants in the amount of \$194,399.00 and the establishment of a curb management study project budget of

\$233,280.00 with funds coming from the FY22 and FY23 Parking CIP fund.

RESOLVED, The DDA Board authorizes the DDA Executive Director to execute the Professional Service Agreement.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Klopf, Letaw

Nays: None

Absent: Massey, McKinnon

The resolution was approved.

Other Business: Ms. Hahlbrock provided the Committee with a memo on what is and is not possible in terms of repurposing existing parking structures. The City recently made changes to its procurement policy. The DDA will be developing its own policy. It will continue to follow the City's policy, including the new changes in the interim. Staff has been reaching out to those on the parking permit waitlist over the past two years as permits have become available. The DDA will continue to use the waitlists as an internal customer service tool and opportunity to inform and educate the community on all available transportation options. Reminder that the final rate increase in the current five-year plan will be effective July 1, 2022. Further discussion will take place later this year about a future rate plan based on the DDA's financial obligations, industry best practices, and comparisons to other municipalities.

The next Operations Committee meeting is scheduled for Wednesday, April 27, 2022 at 11 am.

8C. SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS
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Ms. Dieck moved and Mr. Kinley seconded the following resolution:

RESOLUTION TO APPROVE AN AGREEMENT WITH WADE TRIM ASSOCIATES, INC. FOR CONSTRUCTION SUPPORT AND AS-NEEDED ENGINEERING SERVICES

Whereas, Implementing DDA initiatives requires engineering services, including construction engineering, inspection, staking, and as-needed support;

Whereas, Wade Trim was selected by the City of Ann Arbor through a competitive RFP process (R-17-090) to provide general engineering services;

Whereas, Wade Trim Associates familiarity with the DDA and City projects and processes will provide efficiency and consistency for the DDA's engineering-related services;

Whereas, DDA staff recommends Wade Trim Associates, Inc. to provide construction engineering, inspection, staking, and as-needed engineering services beginning in March 2022;

Whereas, The required funds for the engineering services are available in the approved budget;

Resolved, The DDA Board approves a Professional Services Agreement with Wade Trim Associates, Inc. in the amount of \$725,000 for Construction Engineering, Inspection, Staking, and As-needed Services; and

Resolved, The DDA Board authorizes the DDA Executive Director to execute the Agreement with a not-to-exceed amount of \$725,000.

Prior to the vote, Ms. Dieck said Wade Trim currently provides services for DDA project through individual contracts and contract amendments. For efficiency and project planning, Staff recommended and the Committee agreed with a single contract with Wade Trim for FY23.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Klopf, Letaw

Nays: None

Absent: Massey, McKinnon

The resolution was approved.

Other Business: The Committee received an update on the State Street and Miller/Catherine projects. Questions were asked and answered. Ms. Dieck noted, the Committee was informed of the City's procurement policy changes reported earlier in the Operations Committee report and reiterated the DDA will continue to follow the City's policies and will be developing its own policy.

The next Capital Improvements Committee meeting is scheduled for Wednesday, March 16, 2022 at 9:00 am.

8D. SUBCOMMITTEE REPORTS – AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT

Ms. Kim moved and Ms. Letaw seconded the following resolution:

RESOLUTION TO APPROVE AGREEMENT WITH CITY OF ANN ARBOR TO GRANT HOUSINGFUNDS TOWARD DEBT FOR PURCHASE OF 350 S 5TH LOT

Whereas, The DDA's mission is to undertake public improvements that have the greatest impact in strengthening the downtown area and attracting new private investment;

Whereas, The DDA has received a request for debt funding from the City of Ann Arbor (City) to defray part of the cost of principal and interest payments on the City's 2018 debt issuance (Debt)for the purchase of property located at 350 S. 5th Avenue, Ann Arbor, Michigan (Property);

Whereas, In 2019, the City directed the AAHC and the City Administrator to conduct a financial feasibility analysis of the Property as a site for affordable housing and that analysis reported that the site was feasible for affordable housing or mixed-income housing and could also include other uses on the site. The City approved a contract with SmithGroup to conduct Community Engagement to develop potential building concepts. The City directed the City Administrator, the AAHC and the Planning Commission to create and recommend entitlementsto City Council.

Whereas, The most recent appraisal of the property valued it at \$11 million dollars, and the estimated development costs are \$100 million dollars,

Whereas, The City has presented a Debt Service Agreement (Agreement) detailing the provisions of the debt funding;

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Whereas, The Agreement includes a 16-year repayment schedule (the Schedule) and provides that the City has made payments for years FY19 through FY22 for which no payment is due from the DDA;

Whereas, The Agreement provides that the DDA shall pay to the City an amount equal to 33.33% of the Debt service payments beginning in FY23 and continuing through FY34, including interest and principal as delineated in the Schedule;

Whereas, The DDA's 33.33% portion totals approximately \$2,090,600 and the payments will average approximately \$190,100 per year over 11 years;

Whereas, The DDA is required by City Ordinance (Ordinance) to allocate from its TIF revenues, an annual amount in excess of \$300,000 which is restricted to use for planning, development, and improvement of housing in the near downtown area affordable to residents with incomes at or below 60% of the Area Median Income (AMI);

Whereas, The Agreement provides that City will ensure that development of the Property will align with these restrictions, and that in the event that development of the Property does not align with them, the City shall reimburse the DDA for all contributions made or any portion of contributions that do not meet the restrictions contained in the Ordinance;

Whereas, The Agreement term is two years: FY23 and FY24, and it provides for administrative renewal annually with sixty (60) days advanced written notice for successive 1-year periods, upon the same terms and conditions as the contained in the Agreement;

RESOLVED, The DDA Board approves The Debt Service Agreement with the City of Ann Arbor, as presented, including the allocation of debt funding from its Housing Fund in an amount of approximately \$2,090,600 payable over 11 years as detailed in the Agreement to defray a portion of the costs of the City's purchase of the property located at 350 S. 5th Avenue; and authorizes its executive director to execute any necessary documentation and to admiratively renew this agreement as provided.

Prior to the vote, Ms. Kim said the debt-share agreement, which was included in the board packet, has been reviewed by City and DDA attorneys and staff. Questions were asked and answered.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Klopff, Letaw

Nays: None

Absent: Massey, McKinnon

The resolution was approved.

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, March 9 at 9 am with Partners.

8E. SUBCOMMITTEE REPORTS-EXECUTIVE COMMITTEE

The committee reviewed today's board meeting agenda.

The next Executive Committee meeting is scheduled for Wednesday, April 6, 2022 at 11 am.

9.	NEW BUSINESS
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None.

10.	PUBLIC COMMENT
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None.

11.	ADJOURNMENT
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Mr. Kinley moved and Mr. Bartelme seconded the motion to adjourn.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Dohoney, Kim, Kinley, Klopf, Letaw

Nays: None

Absent: Massey, McKinnon

The motion was approved.

The meeting adjourned at 1:00 pm.

Respectfully submitted,
Jeff Watson, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, March 2, 2022

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

Time: 11:00 am

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

Public: Peter Honeyman

The Committee reviewed the agenda for today's Board meeting.

New Business:

DDA Office Lease: Mr. Watson informed the Committee that the DDA staff would like to extend the office lease for one year. The current lease expires on June 30, 2022 and allows for five one-year extensions. A resolution will be brought to the Board ahead of the lease expiration.

Executive Director List of Priorities: Ms. Letaw addressed the list of priorities for the Executive Director position that the Executive Committee requested DDA Staff to compile. The list was shared with the Committee ahead of Mr. Watson's start-date. Mr. Watson said that Ms. Thomson had shared the list with him and that they have reviewed/discussed it. He noted the top priority is the HR related changes in DDA Staff position levels. Mr. Watson and Ms. Thomson have engaged with the City's HR department. No resolution has been reached as yet. Further discussion will be needed between Mr. Watson and Committee members on the list of priorities.

Public Comment: None.

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

Respectfully submitted,
Jeff Watson, Executive Director

AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE Meeting Minutes
Wednesday, March 9, 2022

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

Time: 9:00 a.m.

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

Partners: Shannon Gibb-Randall/Planning Commission, Ali Ramlawi, Linh Song/
City Council, Matt Carpenter/AAATA, Eli Neiburger/AADL, Jennifer Hall/
AAHC

Staff: Jeff Watson, Executive Director
Kelley Graves, Management Assistant/Board Secretary

Public: None

Partner Updates:

DDA: Mr. Watson, the new Executive Director, introduced himself and thanked everyone for coming. He said he has been getting up to speed on the DDA operations since he started in mid-January. He will be reaching out soon to connect with more people. He said he heard good things about the DDA staff during the interview process and is glad to be a part of this team. Mr. Watson said the DDA submitted its FY23 budget presentation video to the City Administrator's office on Monday.

Ms. Letaw said the State Street project will be underway this year. The DDA will also be undertaking infrastructure work and a change in the bike lane on Catherine this year in support of the AAHC's Miller/Catherine affordable housing development.

City Council: CM Ramlawi said that Council heard the first reading of the ordinance to rezone the 350 S. Fifth Avenue property from D1 (Downtown Core) to PUD (Planned Unit Development District) at Monday's meeting. Council also heard the first reading of the ordinance to rezone several lots in the South State Street and East/West Eisenhower Parkway area, which includes Briarwood Mall, to a TC1 transit corridor. CM Song stressed the importance of additional affordable housing and public transit in this area to accommodate workforce housing needs, including incoming Afghan refugees.

Council approved the employment agreement for new lead City attorney, Ms. Atleen Kaur, who is filling Mr. Steve Postema's position. Mr. Postema is retiring after 18 years of service with the City.

CM Song said City Administrator Milton Dohoney made his recommendations to Council regarding the \$24M the City received in American Rescue Planning funding. Amendments from council members will be forthcoming. The funds must be spent by 2026. CM Song discussed the importance of prioritizing affordable housing and critical services.

Planning Commission: Ms. Gibbs-Randall noted the importance of infrastructure and filling the gaps in the State Street area that hinder affordability and sustainability options for the surrounding community. She suggested the AAHC consider the possibility of geo-thermal where feasible for its affordable housing projects. The Planning Commission is working on its work plan initiative regarding parking, changing the current City requirement to focus on minimums vs. maximums. The Commission is also working on revisions to zoning ordinances including how they relate to equity.

AAATA: Mr. Carpenter said he will be releasing the AAATA's short-term plan details on Monday, 3/14 via press release, social media, and direct mailing to specific individuals. The AAATA is requesting feedback from the public and all stakeholders to inform its board's decision on the final plan. The plan is in alignment with the Transportation Department's Comprehensive Plan and the City's A2 Zero initiatives. The short-term plan is being expedited to coincide with adding the extension of the five-year property tax millage to the August Primary ballot. The current millage rate of .7 expires in 2023. The short-term plan includes a request to increase the millage amount. Questions were asked and answered. Mr. Watson and Mr. Carpenter to discuss the plan in more detail and possibly making a presentation to the DDA board and/or the AH/ED Committee.

Ann Arbor Housing Commission: Ms. Hall provided an update on two of the city-owned sites being developed as affordable housing. Avalon has been selected as the co-developer for the 121 E. Catherine (Miller/Catherine lot) site. The DDA will be moving the bike lane from the north to the south side of Catherine and providing funding for upsizing the watermain in support of the project. Ms. Hall discussed several development scenarios for the 350 S. Fifth Avenue site that are being explored based on what's allowed within the framework of the legal structure for affordable housing development. Questions were asked and answered.

Ann Arbor District Library: Interim Library Director, Eli Neiburger, said Ms. Josie Parker officially retired on Monday, February 28th. Mr. Neiburger is one of the four finalists for the Library Director position who will be interviewed on Wednesday. The Library will have its first story-time event in two years this coming Thursday. A full schedule of events is planned for this year. Room reservations are returning this month.

Public Comment: None.

The next Affordable Housing/Economic Development Committee meeting (DDA only) is scheduled for Wednesday, April 13 at 9 am.

The meeting adjourned at 10:40 am.

Respectfully submitted,
Jeff Watson, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, March 16, 2022**

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, Jeff Watson, Maura Thomson, Sara McCallum, Jada Hahlbrock, Kelley Graves, Hayett Chater

Others: Oliver Kiley/SmithGroup

Public: None

Miller/Catherine Project: Ms. Miller said the infrastructure work the DDA is funding in support of AAHC Miller/Catherine project is on track. Mr. Kiley noted key intersection, bikeway, and streetscape elements on the plans. The Engineering plans are expected to be completed by late April. The bid and contract approval process will take place in the May-June timeframe. Construction is slated to begin in June and be completed in October, barring any issues with the watermain upsizing and the supply chain. Questions were asked and answered.

Annual ROW Repairs: Ms. Miller provided a review of the Summer 2021 ROW repairs and those planned for Spring 2022 (May-June). The spring work includes replacing brick with concrete where there are no vaults and replacing tree grates in the N. Main and W. Washington areas.

Pandemic Response Program Summary: Ms. Miller presented a draft Pandemic Response Summary of the eight program strategies. The strategies were Healthy Street pilots, a street closure barricade grant, parking space dining, temporary art grants, landscape care, carryout parking spaces, and handwashing stations. The metrics include measuring success, whether there is a permanent infrastructure/program solution, long-term implementation supported by DDA Development Plan, whether another departments/agency is better suited to implement long-term, and staff recommended next steps. Lessons learned from the various programs were shared and will be used to inform future projects.

Under Landscape Care, Ms. Miller reported the current irrigation infrastructure for sidewalk flowerbeds is aging and needs to be replaced. Parks & Recreation used to maintain the system. Currently, the associations contract with landscape companies to maintain the beds. Questions were asked and answered. Ms. Miller recommended and the Committee agreed to the idea of the DDA providing funding to upgrade irrigation/watering connections as part of capital projects. Staff would work with the area associations and the BIZ to define roles and negotiate a maintenance agreement with Parks and Public Works for the ongoing maintenance of the irrigation system.

PFS Punch List Update: Pavement marking and tree grates are expected to be completed by May. Installation of the new signal at Division and Huron is pending delivery of materials.

Public Comment: None.

The next regularly scheduled meeting will be on Wednesday, April 20 at 11 am.

The meeting adjourned at 12:10 pm.

Respectfully submitted,
Jeff Watson, Executive Director