

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES**

**Wednesday, February 1, 2023**

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

Time: 12 Noon

**ROLL CALL**

Present: Steve Brummer, Milton Dohoney, Tyler Kinley, Jonathan Massey, Darren McKinnon, Mike Michelon, Thressa Nichols, Danielle Vaughn

Absent: Micah Bartelme, Alex Dieck, Jessica A.S. Letaw

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  
Shelby Mistor, Planning Specialist  
Luke Ranker, Intern

Others: Peter Honeyman/DACAC, Peter Eckstein/Resident, Dan Merritt, Daniel Clark/Rehmann

Public: Other Members of the public were in attendance.

**APPROVAL OF BOARD MEETING AGENDA**

Prior to a motion, second, and vote on the board agenda, Mr. Brummer moved to make an amendment to the agenda switching the Finance Committee and Capital Improvements Committee reports to allow the Rehmann auditors time to arrive at the meeting. Mr. McKinnon seconded the motion.

**A vote on the motion to amend the agenda showed:**

**Ayes: Brummer, Dohoney, Kinley, McKinnon, Michelon, Nichols, Vaughn**

**Nays: None**

**Absent: Bartelme, Dieck, Letaw, Massey**

**The motion was approved.**

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

**A vote on the motion to approve the amended agenda showed:**

**Ayes: Brummer, Dohoney, Kinley, McKinnon, Michelon, Nichols, Vaughn**

**Nays: None**

**Absent: Bartelme, Dieck, Letaw, Massey**

**The motion was approved.**

Note: Mr. Massey joined the meeting at 12:08 pm.

**PUBLIC COMMENT**

Mr. Peter Eckstein addressed the board regarding the recent suicide at the Ann Ashley parking structure. He asked the DDA and City to do everything possible, as quickly as possible, to deter future such incidences at the parking structures.

**REPORTS FROM CITY BOARDS AND COMMISSIONS**

Mr. Honeyman reported on the DACAC's January 3<sup>rd</sup> and January 31<sup>st</sup> meetings. On January 3<sup>rd</sup>, Jonathan Laye, Case Worker in the City's new Supportive Connections program attended. Supportive Connections is a "gap service" that serves at-risk individuals, connecting them with mental health, substance abuse, housing, and child protective services resources.

On January 31<sup>st</sup>, Dr. Missy Stults, the City's Sustainability and Innovations Director, attended the DACAC to share efforts to make Ann Arbor one of the most sustainable and equitable cities in America. There was discussion on possible strategies and tactics.

**EXECUTIVE DIRECTOR REPORT**

Ms. Thomson said that the entire DDA staff grieves for the loss of the young man who died of suicide at one of the parking structures and extend condolences to his family. She also acknowledged the impact on the PCI Municipal Services team and the first responders who were at the scene and that it is a terrible and devastating situation for everyone. The DDA continues its work on the fall prevention fencing on all remaining open levels below the rooftops and above level 2 in the structures. The work is 80% complete. The remaining 20% is expected to be completed by the end of FY23. The DDA's engineering consultant is working on a comprehensive review of all roof top fencing at the parking structures. Their report will be presented at the February Operations Committee meeting. Ms. Thomson and Ms. Hahlbrock are meeting with the Director of Community Mental Health next Monday to discuss signage at the structures and any recommendations they may have on additional messaging. Ms. Thomson said if there is anyone who is struggling or knows of someone who is, they may call the Suicide Crisis Lifeline at 988 or text, "Hello" to 741741 for assistance.

The DDA is co-hosting the Bicycle Film Festival with Walk Bike Washtenaw next week at the State Theater. The Festival will feature screenings of short films celebrating the bicycle. The DDA's bikeway educational video will be shown. The 7:00 pm showing is sold out but tickets are available for the 9 pm showing as of today at michtheater.org.

**DDA MEMBER COMMUNICATIONS**

Mr. Kinley said that the suicide discussed today weighs heavily on the DDA board members. He expressed condolences and grief over the incident.

**APPROVAL OF MINUTES**

Mr. Brummer moved and Mr. Michelin seconded a motion to approve the November, December, and January minutes.

**A vote on the motion showed:**

**Ayes:** Brummer, Dohoney, Kinley, McKinnon, Massey, Michelin, Nichols, Vaughn

**Nays:** None

**Absent:** Bartelme, Dieck, Letaw

**The motion was approved.**

**SUBCOMMITTEE REPORTS-CAPITAL IMPROVEMENTS COMMITTEE**

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

**RESOLUTION TO GRANT \$135,000 TO THE CITY OF ANN ARBOR FOR BIKEWAY SWEEPER EQUIPMENT**

Whereas, The DDA's Development Plan highlights infrastructure, identity, transportation, housing, and sustainability as overarching Principles;

Whereas, To facilitate a solution to illegal parking in the Downtown Bikeway, the DDA has received a request for funding from the City of Ann Arbor towards bikeway sweeper equipment;

Whereas, The City has obtained quotes for bikeway sweeper equipment totaling \$270,000 which is planned to be delivered by Fall of 2023;

Whereas, Staff recommend sharing costs equally at \$135,000 per funding partner and the DDA's Capital Improvement Committee supports this recommendation;

Whereas, The DDA's General/TIF Fund FY24 Budget includes capacity for the requested \$135,000 grant;

RESOLVED, The DDA Board approves The Resolution to Grant up to \$135,000 to the City of Ann Arbor for bikeway sweeper equipment, to be paid from its General/TIF Fund.

**A vote on the resolution showed:**

**Ayes:** Brummer, Dohoney, Kinley, Massey, McKinnon, Michelin, Nichols, Vaughn

**Nays:** None

**Absent:** Bartelme, Dieck, Letaw

**The resolution was approved.**

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

**RESOLUTION TO APPROVE AN AGREEMENT BETWEEN THE CITY OF ANN ARBOR AND THE DOWNTOWN DEVELOPMENT AUTHORITY FOR SIDEWALK REPAIRS WITHIN THE DDA DISTRICT DURING FY 2023 THROUGH FY 2026**

Whereas, The DDA's Development Plan highlights infrastructure as an overarching Principle;

Whereas, Subsection 4:58(D) of Chapter 49 of the Ann Arbor City Code allows the City and the DDA to enter into an agreement regarding repair and payment for repair of sidewalks within the DDA District boundaries, as established by Section 1:154 of Chapter 7 of the Ann Arbor City Code;

Whereas, The DDA and City of Ann Arbor see value in entering into an agreement in accordance with Subsection 4:58(D)(1) of Chapter 49 for FY 2023 through FY 2026; and

Whereas, The proposed agreement complies with the City Code provisions and sets forth the responsibilities of the City for sidewalk repairs and related tasks and further sets forth the responsibilities of the DDA for payment equal to the amounts set forth in City Code;

Whereas, the CIC reviewed the recommendation and recommends DDA Board approval;

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RESOLVED, The DDA Board approves the agreement between the City of Ann Arbor and the DDA for Sidewalk Repairs within the DDA District during FY 2023 through FY 2026 to be paid from its General/TIF Fund;

RESOLVED, That the DDA Executive Director is authorized to sign the contract with the City of Ann Arbor.

**A vote on the resolution showed:**

**Ayes:** Brummer, Dohoney, Kinley, Massey, McKinnon, Michelin, Nichols, Vaughn

**Nays:** None

**Absent:** Bartelme, Dieck, Letaw

**The resolution was approved.**

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

**RESOLUTION TO APPROVE A CONTRACT WITH SMITHGROUP FOR FOURTH AVENUE  
DESIGN AND ENGINEERING**

Whereas, The DDA's Development Plan highlights identity, infrastructure, transportation, and sustainability as overarching principles;

Whereas, On March 4, 2020 the DDA Board approved a contract with Smithgroup for People-Friendly Streets 2, a process to identify four priority Capital Improvement Plan (CIP) projects and conceptual design for each project;

Whereas, The process identified Fourth Avenue, between William and Liberty, as an important partnership opportunity with the Ann Arbor Housing Commission and Ann Arbor Area Transportation Authority (AAATA);

Whereas, Staff recommend advancing the project to final design and construction documentation through a \$523,000 contract with Smithgroup, which includes a base contract amount of approximately \$476,000 and a 10% contingency;

Whereas, Approximately \$131,000 and \$33,000 of the contract costs are attributable to the AAATA and City scopes, respectively, and will be reimbursed to the DDA, making the DDA's net expenditure approximately \$359,000;

Whereas, This aligns with the approved FY23 and FY24 CIP and is supported by the Capital Improvements Committee;

RESOLVED, The DDA Board authorizes the DDA Director to sign the cost share agreements with the City of Ann Arbor and AAATA;

Resolved, The DDA Board authorizes the DDA Director to sign a Smithgroup contract not to exceed \$523,000 to be paid from the General/TIF Fund (248).

Prior to the vote, Mr. McKinnon recused himself from all discussion and voting related to this resolution because his spouse is employed at SmithGroup.

**A vote on the resolution showed:**

**Ayes:** Brummer, Dohoney, Kinley, Massey, Michelin, Nichols, Vaughn

**Nays:** None

**Recused:** McKinnon

**Absent:** Bartelme, Dieck, Letaw

**The resolution was approved.**

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

**RESOLUTION TO APPROVE A CONTRACT WITH SMITHGROUP  
FOR A DOWNTOWN AREA CIRCULATION STUDY**

Whereas, The DDA's Development Plan highlights identity, infrastructure, transportation, and sustainability as overarching principles;

Whereas, On March 4, 2020 the DDA Board approved a contract with Smithgroup for People-Friendly Streets 2, a process to identify four priority Capital Improvement Plan (CIP) projects;

Whereas, The process identified the need for a downtown circulation study and began the data collection and scoping process;

Whereas, Staff recommend advancing the project with a \$635,000 contract with Smithgroup for a downtown area circulation study, which includes a base contract amount of approximately \$578,000 and a 10% contingency;

Whereas, Approximately \$210,000 of the contract costs are attributable to the City and will be reimbursed to the DDA, making the DDA's net expenditure approximately \$426,000;

Whereas, This aligns with the approved FY23 and FY24 CIP and is supported by the Capital Improvements Committee;

RESOLVED, The DDA Board authorizes the DDA Director to sign the cost share agreement with the City of Ann Arbor contingent on the approval of City Council;

Resolved, The DDA Board authorizes the DDA Director to sign a Smithgroup contract not to exceed \$635,000 to be paid from the General/TIF Fund (248).

Prior to the vote, Mr. McKinnon recused himself from all discussion and voting related to this resolution because his spouse is employed at SmithGroup.

**A vote on the resolution showed:**

**Ayes:** Brummer, Dohoney, Kinley, Massey, Michelin, Nichols, Vaughn

**Nays:** None

**Recused:** McKinnon

**Absent:** Bartelme, Dieck, Letaw

**The resolution was approved.**

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

**RESOLUTION TO APPROVE A SOUTH MAIN STREET CONSTRUCTION COST SHARING AGREEMENT  
WITH THE CITY**

Whereas, The DDA's Development Plan highlighted identity, infrastructure, business encouragement, and sustainability principles;

Whereas, The City led the design phase for the South Main Street utility project and determined that the water system is undersized, in poor condition and in need of replacement, as are the connected public irrigation services;

Whereas, The City of Ann Arbor led the construction RFP process and received response on December 20, 2022 and Bailey Excavating, Inc. of Jackson, MI, was the recommended contractor;

Whereas, The City of Ann Arbor will oversee the primary construction portion of the project with a total budget of \$8,040,000, including contingency, design, construction inspection, and material testing, with approximately \$119,000 of the cost attributable to the DDA's work;

Whereas, to begin construction, the City and DDA have drafted the attached cost-sharing agreement;

Whereas, This aligns with the approved FY23 and FY24 CIP and is supported by the Capital Improvements Committee;

Resolved, The DDA Board authorizes the Interim Executive Director to sign the cost-sharing agreement with the city.

**A vote on the resolution showed:**

**Ayes: Brummer, Dohoney, Kinley, Massey, McKinnon, Michelon, Nichols, Vaughn**

**Nays: None**

**Absent: Bartelme, Dieck, Letaw**

**The resolution was approved.**

State Street Project Update: Phase II is scheduled to begin in March. The work is focused between Washington and North University. The goal is to complete surface work by Art Fair. DTE plans to relocate a gas main between Washington and Liberty Streets in February. DDA staff met with businesses to discuss the project construction schedule. The meeting was recorded and available on the DDA website, along with other construction information.

The next Capital Improvements Committee meeting is scheduled for Wednesday, March 15 at 11 am.

**SUBCOMMITTEE REPORTS-FINANCE COMMITTEE**

DDA FY22 Audit: Rehmann auditors, Daniel Clark (Principal Auditor) and Dan Merritt (Senior Manager) presented their Audit Report. No difficulties were encountered, no corrections or audit adjustments made, no findings or issues to report. Messrs. Merritt and Clark commended Sara McCallum for her excellent preparation and responsiveness throughout the audit process.

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After the presentation, Mr. Michelin moved and Mr. Brummer seconded the following resolution:

**RESOLUTION TO ACCEPT THE DDA'S AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR 2022**

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, 2022, 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, 2022.

**A vote on the resolution showed:**

**Ayes:** Brummer, Dohoney, Kinley, Massey, McKinnon, Michelin, Nichols, Vaughn

**Nays:** None

**Absent:** Bartelme, Dieck, Letaw

**The resolution was approved.**

# 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 02/01/2023 (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 (if used)
SARA L MCCALLUM	X	ON FILE
MICAH DAVID BARTELME	X	ON FILE
MAURA THOMSON	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

<b>For Financial Institution Use Only</b>	
Acknowledged and received on _____	(date) by _____ (initials)
<input type="checkbox"/> This resolution is superseded by resolution dated _____ .	
<b>Comments:</b>	

## **RESOLUTION TO APPROVE SIGNATORIES**

**A vote on the resolution showed:**

**Ayes:** Brummer, Dohoney, Kinley, Massey, McKinnon, Michelon, Nichols, Vaughn

**Nays:** None

**Absent:** Bartelme, Dieck, Letaw

**The resolution was approved.**

**February 1, 2023**

DDA FY24 and FY25 Budgets: Staff is preparing the FY24 and FY25 budgets. The Finance Committee will review the requested budgets in detail along with the 10-year plan at its February 23<sup>rd</sup> meeting. The Board will be asked to put the budget forward to the City at its March 1<sup>st</sup> meeting. The budget will then be included in the City's YouTube presentation in March before being considered by City Council and coming back to the Board for final adoption in June.

The next Finance Committee meeting is scheduled for Thursday, February 23 at 9 am.

<b>SUBCOMMITTEE REPORTS-OPERATIONS COMMITTEE</b>
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Mr. Massey moved and Ms. Nichols seconded the following resolution:

**RESOLUTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH FISHBECK FOR  
ENGINEERING SERVICES AND PROJECT ADMINISTRATION FOR FY24  
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;

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 FY24 parking structure repair work is \$119,900.00;

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 \$119,900.00 for engineering services and project administration related to the FY24 parking structure repairs as outlined in their proposal, with funds coming from the FY23 and FY24 ParkingCIP fund.

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

**A vote on the resolution showed:**

**Ayes:** Brummer, Dohoney, Kinley, Massey, McKinnon, Michelin, Nichols, Vaughn

**Nays:** None

**Absent:** Bartelme, Dieck, Letaw

**The resolution was approved.**

Parking Structure Fencing Update: Inspections and repairs are underway. Specifications, drawings, and bid documents for additional fencing for levels three and above are being prepared and work will be bid in February. Fishbeck is compiling its recommendations for parking structure rooftops, including material options and costs based on best practice research.

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Curb Management Study Update: Walker Consultants have met with the Disabilities Commission, Transportation Commission, DDA Board, and Street Design Team. They created an IQ database and curb mapping tool and will present it to the Operations Committee at an upcoming meeting. Development of a pilot program based on the information gathered during the study to include 15-minute paid parking zones on Liberty and Forest. The study goal is to provide realistic recommendations for both actions that may be undertaken now and those for future consideration.

Parking Rate Study Update: The RFP was released in December and responses were due by 4:00 pm on January 31. The study will inform discussion and decisions by the DDA around rates and rate structures that meet both financial needs and align with DDA's goals. The DDA Operations and Finance Committee will work together to develop and bring recommendations to the Board.

The next Operations Committee meeting is scheduled for Wednesday, February 22 at 11 am.

**SUBCOMMITTEE REPORTS—AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT**

The AH/ED Committee invited Avalon Housing, Washtenaw County Office of Community and Economic Development, and the Ann Arbor Housing Commission Directors to its November meeting to discuss Ann Arbor's unhoused population.

At the January meeting, the DDA's taxing authority partners, AADL, AAHC, AAATA, Planning Commission and City Council, provided updates on their organizations.

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, February 8 at 9:00 am.

**SUBCOMMITTEE REPORTS-EXECUTIVE COMMITTEE**

Mr. Kinley was the only voting board member present at the Executive Committee meeting along with Ms. Thomson and Ms. Graves.

Mr. Kinley said that the DDA has transitioned to having Ms. Thomson in the role of Interim Executive Director and that she is doing a wonderful job. The Board does plan to begin a search for the next Executive Director at some point but, there is nothing initiated yet.

The next Executive Committee meeting is scheduled for Wednesday, March 1 at 11:30 am.

**NEW BUSINESS**

None.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

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

**A vote on the motion showed:**

**Ayes: Brummer, Dohoney, Kinley, Massey, McKinnon, Michelin, Nichols, Vaughn**

**Nays: None**

**Absent: Bartelme, Dieck, Letaw**

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**The motion was approved.**

The meeting adjourned at 1:00p.m.

Respectfully submitted,

Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, February 1, 2023**

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

Time: 11:40 am

Present: Kelley Graves, Tyler Kinley, Maura Thomson

Absent: Micah Bartelme, Jessica A.S. Letaw

Public: None

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

Public Comment: None.

Adjournment: There being no other business, the meeting adjourned at 11:35 am.

Respectfully submitted,  
Kelley A. Graves, Board Secretary

**AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES**  
**Wednesday, February 8, 2023**

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

Time: 9:00 a.m.

Committee Present: Tyler Kinley

Other Board Members: Thressa Nichols

Guest: Wendy Carty-Saxon/Avalon Housing

Staff: Maura Thomson, Kelley Graves, Hayett Chater

Public: Peter Honeyman

Grant Request from AAHC: The Committee received a grant request related to the development at 121 E. Catherine. The Ann Arbor Housing Commission (AAHC) is managing the development of the property and selected Avalon Housing as its co-developer through an RFP process. Ms. Carty-Saxon, Director of Real Estate Development with Avalon Housing, provided a detailed description of the proposed development, including the size of the structure and number of units. She said the site best lends itself to one-bedroom units, to accommodate tenants without vehicles who may utilize public transportation. All 63 residential units will be affordable for those at or below 60% AMI (Area Median Income). The AAHC and Avalon Housing are also committing half of the units to those at or below 30% AMI and is proposing that income-qualified artists have preference for housing at this location. The site plan calls for the first floor to be activated for artist business space. In recognition of the area's strong history of black-owned businesses, a community leadership council has been established to help inform the planning and design process.

Since the original cost estimates were compiled two years ago, there have been significant cost increases prompting the AAHC and Avalon to bring the grant request to the DDA. The grant request detailed the factors contributing to the increase in costs for construction of this project. There are multiple financing sources outlined in the request. The DDA has provided support for this project in the form of watermain replacement on Fourth Ave. completed in October 2022 and a commitment to fund up to \$350,000 in streetscape restoration. The request brought forward today for \$300,000 is for construction costs. Low Income Housing Tax Credits (LIHTC) is anticipated to comprise nearly 50% of funding. LIHTC funding is competitive, approval of all funding sources prior to the April 2023 application deadline will increase the likelihood of securing these funds. Once all of the funding is in place, construction is estimated to begin in April 2024. Ms. Thomson confirmed the DDA's Housing Fund can accommodate this FY24 request. Questions were asked and answered. The Committee agreed to bring the resolution for a \$300,000 grant for the 121 E. Catherine project to the Board.

Public Comment: Mr. Honeyman said the Planning Commission approved the PUD designation for the 415 W. Washington lot at its meeting this week. He said this may an opportunity for the DDA to get involved in the project. Ms. Thomson noted that the DDA previously provided a grant to the City for the pre-entitlement on 415 W. Washington. Mr. Honeyman said he was surprised at the estimated per unit cost of \$450,000 for the Catherine project. Mr. Honeyman said the Planning Commission also discussed premiums as they relate to new development.

The next Affordable Housing/Economic Development Committee meeting (with Partners) is scheduled for March 8 at 9 am.

The meeting adjourned at 9:40 am.

Respectfully submitted, Kelley A. Graves, Board Secretary