

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY INFORMATIONAL MEETING
WEDNESDAY, JUNE 1, 2022 AT 12:00 PM**

Mr. Watson gave a presentation on DDA activities and projects since the December 2021 Informational meeting.

The meeting adjourned at 12:10 pm.

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
WEDNESDAY, JUNE 1, 2022 AT 12:10 PM**

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

Time: 12:10 pm.

1. ROLL CALL

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

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

Public: Jacqueline Walker/resident, Alan Haber/resident, Rita Mitchell/resident

2. APPROVAL OF BOARD MEETING AGENDA

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

A vote on the motion showed:

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

Nays: None

Absent: None

The motion was approved.

3. PUBLIC COMMENT

Ms. Walker asked the Board to consider offering a reduced rate 24/7 parking permit for residents of Courthouse Square on Fourth Avenue who are on a fixed income. The standard monthly parking permit rate is too much and the limited/overnight permit time restrictions are too cumbersome. Mr. Haber said the agreement between the DDA and the new parking operator should not include the Library Lot for parking. He asked the City and the DDA to remove parking from the Library Lot

and activate the space as the Center of the City. Ms. Mitchell discussed the need for irrigation on the Library Lot for the Green Team to continue its gardening work on the lot.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Watson read the minutes for the Downtown Area Citizens Advisory Council on behalf of Peter Honeyman. Volunteers working on the green spaces on the Library Lot provided an update for attendees. The CAC discussed the proposed two-story addition to the Pretzel Bell building. The members plan to share their general approval of the addition and focus on retaining the historic elements with the Historic District Commission. The CAC members plan to reach out to Mr. Dohoney for a conversation about downtown solid waste and how the CAC may be most helpful with this issue.

5. DDA MEMBER COMMUNICATIONS

Mr. McKinnon disclosed that he has been hired as a consultant by the AAHC for the Catherine-Miller project. He said he will recuse himself from all discussions and voting related to this project that come to the DDA staff and board to avoid any conflict of interest.

Ms. Letaw seconded Mr. Watson's kudos mentioned in the Informational meeting regarding the success of the Bikeapalooza and Ms. Thomson's outstanding organization of the event.

6. EXECUTIVE DIRECTOR REPORT

No report.

7. APPROVAL OF MINUTES

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

A vote on the motion showed:

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

Nays: None

Absent: None

The motion was approved.

8A. SUBCOMMITTEE REPORTS –OPERATIONS COMMITTEE

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

RESOLUTION TO AUTHORIZE PAYMENT OF THE ANNUAL PERFORMANCE-BASED INCENTIVE FEE FOR REPUBLIC PARKING CONTRACT YEAR 2021/2022

Whereas, The DDA entered into a contract with Republic Parking System beginning July 1, 2017 for management of the DDA's parking system;

Whereas, According to this contract the fee paid to Republic Parking is paid in two

parts: The first part, \$125,000, is paid on a prorated basis. The second part, up to \$50,000, is paid annually based on a DDA review of Republic Parking's performance;

Whereas, After reviewing Republic Parking's performance the Operations Committee recommends that the DDA Board authorize payment of the full performance based incentive fee to Republic Parking contingent on the Manager of Parking Services' satisfaction with their performance;

RESOLVED, The DDA Board authorizes payment of the full incentive fee, \$50,000.00, to Republic Parking for contract year 2021-2022, contingent on the Manager of Parking Services' satisfaction with their performance, with funds coming from the DDA Parking fund.

A vote on the motion showed:

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

Nays: None

Absent: None

The resolution was approved.

Parking System Financials: The revenue report for April 2022 is included in the board packet.

EVCS Update: The installation of 80 ChargePoint EV charging stations in the parking system is complete. The DDA and the Office of Sustainability and Innovation worked together on rate setting and the enforcement process.

Curb Management Study: The study is underway. The Board will receive a presentation at its July meeting on the overall plan for conducting the study.

FY23 Structure Restoration: There are \$1.4M in projects in the CIP that have been deferred. The FY23 structure restoration RFP was released and a pre-meeting was held. The resolution recommending the selection of a contractor will be coming to the June meeting.

The next Operations Committee meeting is scheduled for Wednesday, June 22, 2022 at 11 am.

8B. SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS
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Ms. Dieck provided updates on projects. The material supply chain is affecting the ability to apply permanent pavement markings on Division Street. Other punch list work will continue as supply and weather allows.

Street closures for the State Street project are scheduled for Thursday, June 2nd, beginning between Liberty and William Streets. The business community has been notified of the upcoming work. Per the contractor, materials for the water main have been secured. DTE anticipates starting a gas main relocation north of the work area and completing the work in about two weeks.

The next Capital Improvements Committee meeting is scheduled for Wednesday, June 8 at 11 am. This is a week earlier than usual.

8D. SUBCOMMITTEE REPORTS – AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT

Ms. Letaw provided a summary of the partner updates from the Committee meeting. Ms. Hall gave the Committee a detailed update on each of AAHC’s city-owned property initiatives. These include Miller/Catherine, 350 S. Fifth, 415 W. Washington, 353 S. Main, 406 S. Ashley, 200 S. Industrial, 1510 Stadium, and 721 N. Main.

The AAATA’s D2A2 service is growing. The 2.38 millage proposal, if approved, will allow for the expansion of an express Ypsilanti to A2 service, overnight service, weekend runs, addition of staff at the Ypsilanti station, and capital funding for future projects.

Ms. Marilyn Kapp will be the new representative from WCC at future Committee meetings with partners.

The Planning Commission updates included DTE moving out of the Ashley Mews site on Main, approval of an eight-condominium project on Miller, work that is underway on refining the TC1 District ordinance, and the reduction in the R2 District minimum lot size from 8,500 sf to 5,000 sf.

City Council approved the allocations of the \$24M APR (American Rescue Plan) funds at its May 16th meeting.

8E. SUBCOMMITTEE REPORTS- FINANCE

The Finance Committee did not meet in May. There will be three resolutions coming to the Committee in June.

The next Finance Committee meeting is scheduled for Thursday, June 23, 2022 at 9:00 am.

8F. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE

The Executive Committee reviewed the agenda for today’s Board meeting. The Committee received an update on the Executive Director 360 review process. Mr. Kinley informed the Board that the Committee decided to change the start time of the meeting from 11:00 am to 11:30 am moving forward.

The next Executive Committee meeting is scheduled for Wednesday, June 29, 2022 at 11:30 am.

9. NEW BUSINES

Mr. Dohoney said that he will be participating in the construction coordination process with the Filling Station and the developer of the project adjacent to it. A meeting is scheduled for June 9th.

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10. PUBLIC COMMENT

None.

11. ADJOURNMENT

Ms. Dieck moved and Mr. Dohoney seconded the motion to adjourn.

A vote on the motion showed:

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

Nays: None

Absent: None

The motion was approved.

The meeting adjourned at 12:45 pm.

Respectfully submitted,
Kelley A. Graves, Board Secretary

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, June 1, 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, Jeffrey Watson

Staff: Sara McCallum

Public: None

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

Update on Executive Director Performance Review Process: Ms. Kim and Ms. Letaw informed the Committee that the 360 Review software has been purchased and the review categories are being compiled. Input will be sought from Executive Committee on final questions for the six-month review. The timeline for the review process is created with the review to take place mid-July.

New Business: Mr. Bartelme suggested and the Committee agreed to moving the start time of the Executive Committee meeting from 11:00 am to 11:30 am. It is understood that proper notification will take place should the Committee need to change the start time to 11 am to allow a full hour to discuss a specific topic. Mr. Kinley will inform the board of this time change at today's meeting.

Mr. Watson informed the Committee that the DDA is exploring the possible switch to City IT. This would offer connection to City fiber, better access to City software such as GIS, and an improved back-up system. The DDA was notified late last year by its current IT vendor that its back-up system had reached capacity. There was a lapse in backing up DDA data, which has been corrected with a switch to a new Cloud based system.

Public Comment: None.

Adjournment: There being no other business, the meeting adjourned at 11:26 am.

Respectfully submitted,
Kelley A. Graves, Board Secretary

AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE Meeting Minutes
Wednesday, June 8, 2022

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, Michigan 48104
Time: 9:00 a.m.
Committee Present: Ji Hye Kim
Committee Absent: Tyler Kinley, Jessica A.S. Letaw
Staff: Jeffrey Watson, Executive Director
Kelley Graves, Management Assistant/Board Secretary
Guest: Dr. Missy Stults/City Office of Sustainability and Innovations
Public: None

SEU Presentation: Dr. Stults gave a presentation on the City's SEU (Sustainable Energy Utility) initiative. The Foote Act of 1905 legislates public utilities franchises, prohibiting cities and villages from creating their own public utility. The Michigan constitution authorizes cities and villages to provide complementary or supplemental options. The SEU would be publicly owned, and users would pay the City for solar use as well as continuing to pay DTE separately for regular energy use. This would be coupled with conducting energy efficiency audits for homeowners. Dr. Stults described how microgrids would be implemented to provide energy sharing among neighborhoods.

Next steps include bringing an ordinance to Council to initiate the work, conducting a rate analysis and technical study, exploring financial options, and engaging the City attorneys in developing the legal agreements to implement the program. Questions were asked and answered. The Google Docs link to the presentation included below has a link to a survey that Dr. Stults encouraged all to take prior to the June 30th deadline.

<https://drive.google.com/file/d/1MWli3ooCxVPK5xTguguiXJdnYQbAxzK/view?usp=sharing>).

Public Comment: None.

The next Affordable Housing/Economic Development Committee meeting (with Partners) is scheduled for Wednesday, July 13 at 9 am.

The meeting adjourned at 9:40 am.

Respectfully submitted,
Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, June 8, 2022**

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104
Time: 11:00 am
Committee Present: Alex Dieck, Tyler Kinley
Committee Absent: Jessica A.S. Letaw, Darren McKinnon
Staff: Amber Miller, Jeffrey Watson, Jada Hahlbrock, Kelley Graves, Shelby Mistor
Others: Chris Wall, Felipe Uribe/Wade Trim
Public: None

Miller/Catherine Project: The primary purpose of today's meeting was to discuss a resolution to approve Fonson as the contractor for the Miller/Catherine construction project. The RFP received two submittals. Ms. Miller walked the Committee through the evaluation, which followed the City's new construction RFP process. It was determined Fonson was the most responsive proposal. Questions were asked about the process and Ms. Miller stated it has been a learning experience and will help inform the development of the DDA's own procurement policy.

This Miller/Catherine project aligns with the PFS 2, value-driven approach to DDA capital improvements previously approved by the DDA board. The project includes a two-way separated bike lane on the south side of the street from First to Division that will complete the bikeway network loop. It also includes watermain upsizing between Main Street and 4th Avenue, a new fire hydrant, and new water and fire service leads. All of this work, as well as the bikeway, support the Ann Arbor Housing Commission's planned affordable housing development at 121 E. Catherine Street.

The DDA's commitment also includes \$350k for streetscape repair following the Housing Commission's development of the site. Questions were asked and answered. Ms. Dieck commended Ms. Miller for her good work on this RFP process. Staff recommended and the Committee agreed to bring the resolution to approve Fonson as the contractor for the Miller/Catherine project to the board with the contract amount of \$2,072,697 and staff authorization not to exceed \$2,279,967, including the 10% contingency.

Updates: Felipe Uribe and Chris Wall provided updates on the State Street project. The watermain work is underway. Temporary asphalt will be installed prior to Art Fair and then work will continue once the fair has ended. A small punch list for the Division and 1st Street area is pending receipt of materials. The signal at Huron and Division is also pending delivery of materials.

Ms. Miller gave kudos to Ms. Thomson for her organization of the May 22nd Bikeapalooza event. Ms. Thomson said initial discussion has begun for a fall event celebrating the completion of the bikeway network. She also said she would share the link to the State Street construction Facebook page.

Public Comment: None.

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

The meeting adjourned at 11:35 am.

Respectfully submitted,
Kelley A. Graves, Board Secretary

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Wednesday, June 22, 2022

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

Time: 10:00 am

Committee Present: Micah Bartelme

Staff: Jeffrey Watson, Sara McCallum, Jada Hahlbrock, Kelley Graves, Hayett Chater, Shelby Mistor

Public: None.

Resolution to Adopt the DDA FY23 Budget: This is the final step in the DDA's budget process – adoption of the budget. The City approved the DDA budget with no changes so the numbers here are exactly the same as those the Board approved to put forward to the City in March. The Committee reviewed the resolution for recommendation to the DDA Board.

FY22 Budget Amendment Resolution: City Council approved the amendment to the DDA's FY22 budget, reflecting an anticipated increase in parking revenues and directly-related expenditures. This resolution represents the final step – adoption of the amendment. The Committee reviewed the resolution for recommendation to the DDA Board.

Resolution to Remove 2016 Restriction on Parking System Fund Balance: There was discussion at the last Committee meeting on the original intent of the restriction, the change in the parking environment since that time, and the flexibility removing the restriction would allow. The Committee reviewed the resolution for recommendation to the DDA Board.

Accounting Director Report: As previously reported, the City released an RFP for audit services because Yeo & Yeo decided not to extend its contract with the City. Rehmann has been selected as the City's new auditing firm. Ms. McCallum will connect with the Rehmann soon regarding the DDA's FY22 audit.

New Business: Mr. Bartelme asked Mr. Watson to provide a status on board and committee positions for FY23 in light of the number of current vacancies on the DDA board. Mr. Watson said the current Board Chair, Vice Chair and Treasurer will remain in their positions for FY23. He said he had been in contact with Board members regarding committee assignments, and those were all set. The committee chairs and co-chairs will be confirmed at tomorrow's DDA Annual meeting.

Public Comment: None.

Next Meeting: The next Finance Committee meeting is scheduled for Thursday, September 1, 2022 at 9:00 am.

The meeting adjourned at 10:18 am.

Respectfully submitted by:
Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, June 22, 2022**

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

Time: 11:00 am

Committee Present: Tyler Kinley

Committee Absent: Jonathan Massey, Darren McKinnon

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

Other: Chris Taylor/RPS, Lilliane Webb / AAATA

Public: None.

Parking System Financials: The May parking revenue reports were shared with the Committee. City Council approved the FY22 budget amendment regarding the parking revenues and directly-related expenditures, and it will be brought to the Board tomorrow.

Parking Operator Transition: Ms. Hahlbrock thanked Chris Taylor from REEF/Republic Parking for his hard work during the transition as he took on the role of General Manager last December in addition to his regular Operations Manager responsibilities. PCI Municipal Services' President and Regional Manager will be onsite next week ahead of the official July 1st transition date.

EVCS: Patrons will begin paying for the EV service mid-August. Staff worked with the Office of Sustainability and Innovation on the rate setting and enforcement process. The fees will cover costs and are not intended to generate revenue. Ms. Hahlbrock will share data as it becomes available.

Curb Management Study: Walker Consultants provided a high-level presentation to the Street Design Team and are scheduled to present to the Transportation Commission mid-July. Ms. Hahlbrock said the Board will not have an opportunity to view the presentation before the Transportation Commission due to the change in the Board meeting schedule. She will provide the slide deck to the Board ahead of the meeting.

FY23 Parking Structure Repair Contractor Resolution: The FY23 repair plan scope in the CIP was scaled back for FY23 from \$2.8M to \$1.4M as part of the ongoing monitoring of expenditures post-pandemic. The RFP for FY23 parking structure repairs received five (5) responses. DDA staff and Fishbeck Engineering researched other parking systems for best practices for prioritizing restoration projects and determined to focus on waterproofing for FY23. Pullman SST had the most responsive proposal and was the lowest bidder. The Committee agreed to bring the resolution to select Pullman SST as the contractor for the FY23 parking structure repairs to the board.

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CIP: Ms. Hahlbrock provided an overview of the key areas she will focus on for the CIP. The full plan will be brought to the Committee in August.

AAATA/GetDowntown: Ms. Lilliane Webb provided a high-level overview of the proposed millage that will be on the August 2nd ballot. If approved, the millage will provide service enhancements, an Ann Arbor/Ypsilanti Express route, longer hours of service, increased frequency of service, expanded overnight hours, customer service agents at the Ypsilanti station, and additional funds set aside for future capital projects. The AAATA is planning to return to pre-pandemic service levels at the end of August. Ms. Webb is working on a dashboard for go!Passes and other getDowntown projects to share with the Committee at future meetings.

Public Comment: None.

The meeting adjourned at 11:27 am.

Respectfully submitted by:
Kelley A. Graves, Board Secretary