

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
WEDNESDAY, SEPTEMBER 7, 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,
Jonathan Massey, Darren McKinnon, Mike Michelon

Absent: Jessica A.S. Letaw

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
Hayett Chater, Accounting and Procurement Specialist
Shelby Mistor, Planning Specialist

Others: Peter Honeyman/CAC, Jim Corbett, Chrissy Mancini/Walker Consultants

Public: Members of the public were in attendance.

Note: Mr. Dohoney joined the meeting at 12:30 pm.

2. APPROVAL OF BOARD MEETING AGENDA

Mr. Kinley asked for a motion and a second to approve the agenda. Prior to the vote, Ms. Dieck requested an amendment to the agenda to move the Capital Improvements Committee CIP Presentation to the October Board meeting due to time constraints today.

Ms. Dieck moved and Mr. Bartelme seconded the motion to amend the agenda.

A vote on the motion to amend the agenda showed:

Ayes: Bartelme, Dieck, Kim, Kinley, Massey, McKinnon, Michelon

Nays: None

Absent: Letaw, Dohoney

The motion was approved.

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

A vote on the motion showed:

Ayes: Bartelme, Dieck, Kim, Kinley, Massey, McKinnon, Michelon

Nays: None

Absent: Letaw, Dohoney

The motion was approved.

3. PUBLIC COMMENT

Phillis Engelbert, owner of the Detroit Filling Station, expressed her concern over the impact of the construction at Miller Catherine on her business. She has been in contact with the Mayor, City Administrator, and DDA Executive Director. She said she was not notified of the construction ahead of time. Ms. Engelbert said that yesterday the jack hammering drove away customers sitting outside. She contacted the Mayor who suggested she call the police. When the police arrived, she told them she would engage in a sit-in in front of the equipment. The police spoke with the contractor who agreed to stop the jack hammering for the day. Ms. Engelbert wants the construction to be paused daily between 12-3 and after 5:30 pm.

4. APPROVAL OF MINUTES

Mr. Bartelme moved and Mr. Michelin seconded a motion to approve the July and August minutes.

A vote on the motion to showed:

Ayes: Bartelme, Dieck, Kim, Kinley, Massey, McKinnon, Michelin

Nays: None

Absent: Letaw, Dohoney

The motion was approved.

5. REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Honeyman said the group discussed the proposed concept of replacing the five-story apartment building at 721 E. Forest with an 11-story building. The CAC members plan to attend the citizen participation meeting on Thursday, September 8th, and future Planning Commission meetings to express their opinions on the project. Amber Miller's presentation of the DDA's Capital Improvement Plan was well-received.

6. DDA MEMBER COMMUNICATIONS

None.

7. EXECUTIVE DIRECTOR REPORT

Mr. Watson reported that the reclassification of the DDA Manager of Parking Services and the Capital Projects Manager positions was implemented by City HR as of July. Mr. Watson said there is still work to be done on the other DDA positions. The City held a meeting with representatives from the City of East Lansing on August 12th. Jada Hahlbrock and Maura Thomson participated in the day-long meeting and tour. Mr. Watson reported that the Mayor has identified three potential DDA Board member appointees and that they should be put forward for consideration at the next City Council meeting.

8A. SUBCOMMITTEE REPORTS –EXECUTIVE COMMITTEE
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Mr. Kinley moved and Ms. Dieck seconded the following resolution:

RESOLUTION TO APPROVE A LETTER CANCELING THE ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY-CITY COUNCIL 2022 JOINT WORKING SESSION

Whereas, The Ann Arbor Downtown Development Authority (DDA) has managed the public parking system since 1992 in support of its mission;

Whereas, Section 9(b) of the Parking Agreement between the City of Ann Arbor and the DDA, dated July 1, 2011, as amended (“Parking Agreement”) requires that the City Council and DDA hold an annual Joint Working Session;

Whereas, The City of Ann Arbor and the DDA (“Parties”) wish to cancel said Joint Working Session for 2022 and execute a letter of understanding to effectuate the agreement;

Whereas, The Parties further agree to permit the City Administrator to act as a liaison in his capacity as a DDA Board member to facilitate communication between City Council and the DDA on any matters that would normally be addressed during the Joint Working Session, including discussion of parking rates;

Whereas, The Parties may later enter into a formal amendment to the Parking Agreement to address any outstanding issues, including the removal of the requirement to hold annual Joint Working Sessions;

Whereas, the Executive Committee reviewed the recommendation and recommends DDA Board approval;

RESOLVED, The DDA Board approves cancelation of the Joint Working Session for 2022 and the letter prepared by the City providing for such cancelation;

RESOLVED, That the DDA Executive Director is authorized to sign the letter canceling the Joint Working Session for 2022.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Kim, Kinley, Massey, McKinnon, Michelon

Nays: None

Absent: Letaw, Dohoney

The resolution was approved

360 and HR Discussion: Mr. Bartelme reported that he and Ms. McCallum interviewed vendors to conduct the 12 month 360 review for the executive director as discussed at the Board’s July meeting. They met with and received proposals from two companies, Thomas and Rehmann, that offer 360 review and HR services. The proposals were included in the board packet for review. Mr.

Bartelme said Rehmann offers more comprehensive services than Thomas, consistent with the higher proposal price. At this price point, no resolution is required. Questions were asked and answered. Mr. Bartelme recommended and the Board agreed that the DDA should engage Rehmann to conduct the 360 and HR analysis and review process.

The next Executive Committee meeting is scheduled for Thursday, October 6 at 11:30 am.

8B. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE

Ms. Hahlbrock said that in 2019 the DDA identified a change in curb use and determined a curb management study was needed. While the pandemic delayed the start of the study, it is being conducted this year. The study is being built on existing plans in place at the City, the DDA's Street Design Manual, and with focus on an outcome that will allow the DDA to manage the curb in a more equitable and informed manner. Ms. Mancini and Mr. Corbett of Walker Consultants presented a high-level overview and update of the curb management study to the Board via Zoom today. This information is similar to what has been/will be shared with City departments, and publicly with Boards and Commission including Transportation Commission and the Commission on Disability issues. Walker Consultants has completed the curb inventory and is collecting and analyzing data. Pilots will be developed based on a complete analysis of all data and information collected.

EV Charging Stations Update: Mr. Massey reported that the joint DDA/City project to install 80 new electric vehicle charging ports across the parking structures is complete. The .25 per kilowatt hour fee will be implemented mid-September. The fee is intended to be revenue neutral, covering the cost of electricity and associated administrative costs. Ms. Hahlbrock is monitoring use and will report out to the Committee at future meetings.

The next Operations Committee meeting is scheduled for Wednesday, September 28 at 11 am.

8C. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE

CIP: Ms. Dieck reported the Committee received an overview of the CIP schedule and 2022 People-Friendly Streets 2 recommendations and CIP. Staff recommended and the Committee agreed with continuing the implementation of the 2021 CIP with minor adjustments including moving the 5th & Division 2-way restoration and transit study up a year to inform future projects and updating the scope to include a connection to the river via the Broadway Bridge and/or the berm opening. No action required today. The resolution will be brought to the September CIC meeting.

Ms. Dieck reported on project updates. For the Miller Catherine project, the installation of the upsized watermain between Main Street and 4th Avenue for the Housing Commission's planned project at 121 E. Catherine Street is underway. The asphalt is being removed in preparation of installing the bikeway curb between First Street and Division, on the south side of Miller Catherine.

The construction continues on State Street. The contractor has prioritized work on the west side of State Street between North University and William Street. The goal is to allow businesses to resume outdoor dining as soon as possible. As of the end of the day Tuesday, most of the concrete work between the curb and the buildings was complete. Overall, concrete work is about four weeks behind schedule. This has been communicated to businesses and staff are working closely with the State Street District. Questions were asked and answered.

The next Capital Improvements Committee meeting is scheduled for Wednesday, September 14 at 11 am.

9D. SUBCOMMITTEE REPORTS- AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE

Mr. Kinley reported the August AH/ED Committee meeting was cancelled due to a lack of business to conduct.

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, September 14 at 9 am (with partners).

8E. SUBCOMMITTEE REPORTS- FINANCE COMMITTEE

Mr. Bartelme reported, the August Finance Committee meeting was cancelled due to a lack of business to conduct.

The engagement letter from the new auditor, Rehmann, to the Board was included in the packet. It outlines the scope and objectives of the audit and details their responsibilities as well as the DDA's. This is informational only. No action required by the Board. Audit preparation is currently underway. Rehmann will begin their work by October 1, which is a month later than usual due to the late timing of switching audit firms. They anticipate that audit presentations will be scheduled in December. The Finance Committee may schedule a special meeting in September depending on the status of the audit process.

The next Finance Committee meeting is scheduled for Thursday, October 27 at 9 am.

9. NEW BUSINES

Mr. Dohoney said a kickoff meeting to begin planning for the City's bicentennial celebration in 2024 is scheduled for September 22nd.

Mr. Kinley announced that Ms. Kim submitted her resignation from the DDA Board for personal reasons. He said he is sad to see her go and that she is a good friend and board member.

10. PUBLIC COMMENT

Peter Honeyman suggested with the new Council members being sworn-in soon and potentially new DDA Board members being appointed, that it would be beneficial for all parties to meet soon and get to know each other.

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

A vote on the motion to showed:

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

Nays: None

Absent: Letaw

The motion was approved.

The meeting adjourned at 12:57 am.

Respectfully submitted,

Kelley A. Graves, Board Secretary

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, September 7 2022

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

Time: 11:30 am

Present: Micah Bartelme, Kelley Graves, Ji Hye Kim, Tyler Kinley, Jeffrey Watson

Absent: Jessica A.S. Letaw

Staff: Jada Hahlbrock, Sara McCallum, Amber Miller, Maura Thomson

Public: Members of the public were in attendance.

The Committee reviewed the agenda for today's Board meeting. It included a resolution to approve a letter canceling the 2022 joint City/DDA work session. The Committee agreed to bring the resolution to the Board.

Executive Director Report Out: Mr. Watson reported that the reclassification of the DDA Manager of Parking Services and the Capital Projects Manager positions was implemented by City HR as of July. Mr. Watson said there is still work be done on the other DDA positions.

Old Business: Mr. Bartelme reported that he and Ms. McCallum interviewed vendors to conduct the 12-month 360 review for the executive director as discussed at the Board's July meeting. They met with and received proposals from two companies, Thomas and Rehmann, that offer 360 review and HR services. The proposals were included in the board packet for review. Mr. Bartelme said Rehmann offers a more comprehensive services than Thomas, consistent with the higher proposal price. At this price point, no resolution is required. Questions were asked and answered. Mr. Bartelme will provide the overview to the Board.

New Business: None.

Public Comment: None.

Adjournment: There being no other business, the meeting adjourned at 11:55 am.

Respectfully submitted,
Kelley A. Graves, Board Secretary

AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, September 14, 2022

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104
Time: 9:00 a.m.
Committee Present: Tyler Kinley
Partners: Shannon Gibbs-Randall/Planning Commission, Matt Carpenter/AAATA, Jennifer Hall/AAHC, Eli Neiburger/AADL
Staff: Kelley Graves, Shelby Mistor
Public: None

Mr. Kinley opened the meeting by briefly discussing possible changes to the AH/ED Committee calendar moving forward including reducing the number of DDA only and Partner meetings. More information to follow.

AAATA: Mr. Carpenter said the AAATA millage passed. The funds will be available beginning mid-July 2024 and the AAATA will begin implementing changes in August 2024. Some of these changes include the joint development project with the AAHC at 350 S. Fifth Ave (old Y-Lot), express route to downtown, and the expansion of services hours. The AAATA Board approved its 25-year long range plan.

DDA: Mr. Watson said the State Street project originally scheduled for completion by Labor Day has been moved out to October. The Miller Catherine project to upgrade the watermain and expand the bikeway network in that area in support of the AAHC's affordable housing project is targeted for completion in early November. Mr. Watson said he will begin talks with the DDA Board in early 2023 on the DDA's long-term strategy and development plan beyond 2033.

Planning Commission: Ms. Gibbs-Randall suggested consideration be given to including basic infrastructure in City and DDA streetscape projects moving forward to accommodate future SEU (Sustainable Energy Unit) initiatives to minimize digging up the streets in the future. She said the development at Pontiac Trail and Dhu Varren is undergoing review. It will be a mixed development of single-family and multi-family units. TC1 (Transit Corridor) Districts have been approved for State and Eisenhower and the Stadium Blvd area. Planning held a pre-meeting on an upcoming Forest Avenue development. Ms. Gibbs-Randall shared the issue of the Oak beetle spreading a fungus that is impacting acres of 300+ year-old Oaks in Ann Arbor. Trimming needs to be done in the winter, during dormancy, to stop the spread of fungus by the beetle.

AAHC: Ms. Hall spoke of the unknown underground issues that are encountered on building sites that impact plans and timelines. She said the AAHC has revised its strategy for its affordable housing developments, deciding to go through the design phase and the site plan approval process and then release the RFP to ensure the development is built with a focus on and adherence to the public purpose. The Miller Catherine project will include first floor tenant amenities. The project includes a 2000 square foot common area. The Community Leadership Council and the members

of the community are involved in the decision on what will be in this space. There are three options being discussed. The AAHC is reviewing and planning for the response to the environmental testing done at the 415 W. Washington lot.

AADL: Mr. Neiburger said the AADL has purchased a warehouse in Scio Township. Office space with geo-thermal is being built out now. The plan is house the archives at the warehouse as well, which presents a challenge of meeting carbon-neutral goals while ensuring the required storage infrastructure for the archives. The AADL plans to move its delivery vehicles to zero emissions, which would require solar power. It is looking at the installation of flywheels at the warehouse to reach this goal. The AADL Board is aware of the need for a new main library but, does not want to propose a bond. The Library was built in 1955 and had two additions in the 70's. The Library owns the site. A community feasibility study in 2018 indicated a mixed first floor housing and upper level library option was possible. This would require the Library to partner with another organization/developer. The three-parcel site would need to be rezoned from public land to D1. No specific plans in the works at this time.

Public Comment: None.

The next Affordable Housing/Economic Development Committee meeting (DDA only) is scheduled for October 12, 2022 at 9 am.

The meeting adjourned at 10:35 am

Respectfully submitted,
Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, September 14, 2022**

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

Time: 11:00 am

Committee Present: Alex Dieck, Tyler Kinley, Darren McKinnon

Committee Absent: Jessica A.S. Letaw

Staff: Amber Miller, Jeff Watson, Kelley Graves, Jada Hahlbrock, Shelby Mistor, Luke Ranker, Maura Thomson

Public: None.

DDA Construction Management: Ms. Miller provided an overview of the DDA’s construction management process, including the DDA and Contractor roles, the contract progress clause, and standard specifications, and DDA requests during construction. She provided details on the construction parameters, restricted workdays, and monitoring and enforcement. She detailed the communication process for all DDA projects from the design phase and throughout construction. This includes press releases, door hangers, and letters ahead of the project start-date. Ms. Thomson sends out a monthly newsletter, provides social media updates, sends out weekly email updates, and provides signage as needed. The project team inspector is available during construction. The engineer and DDA staff make regular on-site visits to listen to and assist with concerns and issues that arise.

Ms. Miller talked through the specific construction management process for the current Miller Catherine and State Street projects. She shared opportunities for improvement, the pros/cons, and staff recommendations. Questions were asked and answered.

Project Updates: Mr. Uribe of Wade Trim provided updates on the Miler Catherine and State Street projects. For the Miller Catherine project, the installation of the upsized watermain between Main Street and 4th Avenue is underway. Fourth Avenue may be open to local traffic by the end of next week.

The State Street contractor has prioritized work on the west side. The goal is to allow businesses to resume outdoor dining as soon as possible. Most of the concrete work between William and North University expected to be complete by 9/23/22. Paver work will be underway 9/26/22. Overall, concrete work is about four weeks behind schedule. Questions were asked and answered.

CIP Overview and Recommendations: Ms. Miller said some minor adjustments have been made to the recommended CIP for 2024-2029 shared with the Board last week, based on ongoing meetings with City staff. Staff recommends continuing the 2021/22 CIP implementation with minor adjustments including expanding the bikeway network to include West Park and river connections, the 4th Avenue infrastructure work in support of the AAHC’s project at 350 S. Fifth Avenue, partnership opportunities with City Engineering projects, and including capacity to partner on

public restroom capital investment. There will be focus on following through on the PFS2 commitments including studies and planning. Questions were asked and answered. The Committee agreed to bring the resolution to support the DDA's capital projects for inclusion in the City CIP for 2024-2029 to the Board.

Resolution for ROW Repair Work in 2023 and 2024: The DDA is responsible for specific ROW repairs and improvements to sidewalk bricks and extension areas. The City selected Doan Construction Co for its City Sidewalk Repair Program. Staff recommends using Doan for as-needed ROW repairs. The Committee agreed to bring to the Board the resolution to authorize a \$600,000 contract with Doan Construction Co for as-needed ROW repair work in 2023 and 2024.

Public Comment: None.

The next Capital Improvements Committee meeting is scheduled for Wednesday, October 19, 2022 at 11 am.

The meeting adjourned at 12 Noon.

Respectfully submitted,
Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, September 28, 2022**

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

Time: 11:00 am

Committee Present: Tyler Kinley, Jonathan Massey, Darren McKinnon

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

Other: Mike McKiness/PCI MS, Jeff Kahn/City Planning, Lilliane Webb / AAATA

Public: None

Ordinance Change-Parking Minimums: Mr. Kahn from City Planning provided background on the history of parking requirements and premiums related to downtown developments. In August City Council approved the removal of parking minimums from City code. The 2017 DDA policy on parking requirements and contracts tied to site plans is no longer applicable. DDA staff is working to collect best practice information and will share findings and updates at future committee meetings.

Parking System Financials: The August parking revenue and FY19 thru FY23 comparison reports were shared with the Committee. Questions were asked and answered. There was agreement to provide the comparison reports quarterly versus on a monthly basis moving forward.

Restoration Update: Pullman is continuing the FY22 restoration work in the structures including concrete and joint repairs, and the application of deck coating. Ms. Hahlbrock shared photos of areas being repaired.

CIP: The State Planning Enabling Act of 2008 requires the DDA to have a CIP and City ordinance requires the DDA include it with the City's CIP. The CIP includes large infrastructure projects and studies that inform large projects. Ms. Hahlbrock shared the Operations CIP and the joint Operations and CIC resolution to include the DDA's CIP in the City's CIP for FY 2024-2029. The Capital Improvements Committee met earlier this month and agreed to bring the resolution to the board. Ms. Hahlbrock said the resolution may need be moved to the November board agenda as City staff meetings are still going on that may impact the CIC figures. There was consensus by the Operations Committee to bring the resolution to the board.

EV Update: Effective October 3, a .25 cent per kWh fee will be implemented at all 80 EV charging stations in the parking system. ChargePoint placed a notice regarding the fee on the app at the stations and on its mobile app about a month ago.

Curb Management Study: Walker Consultants is reviewing and spot-checking its analysis of key blocks. Results highlight the importance of City enforcement involvement. Walker met with Community Standards and the AAPD to gather information. Pilot recommendations will be forthcoming.

Parking Rate Study: Ms. Hahlbrock is working on the RFP. It is important find a firm(s) familiar with municipal parking and is able to provide best practices and dynamic pricing options. Questions were asked and answered.

Elevator Maintenance RFP-Update: Ms. Hahlbrock is finalizing the new elevator maintenance contract that will be included in the RFP packet to be released soon.

Parking System Update: DDA and PCI MS staff have been conducting structure walk-throughs. Ms. Hahlbrock credited the ongoing oversight of the parking system by the PCI MS team. Mr. McKiness reported that the 2022 Art Fair revenue was the best since 2017.

AAATA/GetDowntown: Ms. Webb said the millage passed. Public engagement will take place next year to inform specific uses for the funding to begin in 2024. Transit is back to full service as of early September. The 30-day unlimited pass price has been reduced by 22% from \$58 to \$45. The new go!Pass season begins November 1. Pre-orders show 100 participants and 1,600 go!passes purchased to-date.

Public Comment: None.

The meeting adjourned at 12:40 pm.

Respectfully submitted by:
Kelley A. Graves, Board Secretary