

**AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES**  
**Wednesday, October 12, 2022**

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104  
Time: 9:00 a.m.  
Committee Present: Tyler Kinley  
Staff: Jeff Watson, Hayett Chater, Kelley Graves, Sara McCallum  
Guests: Jennifer Hall, Tim Olivier/AAHC  
Public: None

Grant Request for Baker Commons: Ann Arbor Housing Commission Director, Jennifer Hall brought forward a request for funding for capital improvements to Baker Commons. The DDA has provided funding support for Baker Commons over the years, dating back to the donation of the lot. Facility Manager, Tim Olivier, provided an overview of the needed improvements including replacing the chiller system with a glycol chiller system and replacing the electric raceway, creating a separate trash room in the basement, installation of drip pans inside the walls and replacing ceiling tiles above the community room to catch condensation from pipes in the wall. The request also includes funds to remove some existing parking spaces to build a picnic area pavilion with a roof for residents. The request is for an “up to” amount of \$591,614 with 50% provided up front, and the balance managed on a reimbursement basis with invoices for the work provided to the DDA. The project may be completed by the end of FY2023, depending on resource and supply chain availability. The DDA can roll unspent grant dollars forward to FY2024 if needed.

Ms. McCallum provided an overview of how the DDA Housing Fund works. TIF funds are transferred each fiscal year to the housing fund. City ordinance specifies a minimum funding level and restricts the use of those funds for projects under 60% AMI. Currently, there is \$876,624 in the FY2023 Housing Fund budget for Grants.

Mr. Kinley directed Mr. Watson and Ms. McCallum to work together to make the revisions to the resolution to correct the budget/fund balance information, remove mention of the Debt Share Agreement, include the fund, the anticipated project timing as to fiscal year, the requirement for invoices to be provided, the 50% upfront provision, note that this request meets the terms of the AMI restriction imposed by City Ordinance, and grant the accounting director authority to distribute the funds. The Committee agreed to bring the revised resolution to the Board. Ms. Hall will give a presentation at the November Board meeting on the AAHC's projects and answer any questions regarding the Baker Commons grant request.

AH/ED Committee Discussion Topics: Ms. Kinley would like to invite guest speakers to discuss housing affordability and accessibility. He envisions this as an opportunity to increase awareness and make connections to assist individuals with housing needs. There was discussion about format and frequency. It was decided to begin with inviting a guest speaker and dedicating one-hour of the November AH/ED Committee meeting with partners to this discussion, followed by an hour of partner updates. The next discussion would take place at the January 2023 committee meeting with partners. Mr. Kinley and Mr. Watson to work out the details for the November AH/ED Committee meeting agenda.

Public Comment: None.

The next Affordable Housing/Economic Development Committee meeting (with Partners) is scheduled for November 9, 2022 at 9 am.

The meeting adjourned at 10:45 am

Respectfully submitted,  
Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES  
Wednesday, October 19, 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, Jeff Watson, Kelley Graves, Hayett Chater, Jada Hahlbrock, Sara McCallum, Shelby Mistor, Luke Ranker, Maura Thomson

Public: None

Resolution for Annual Seasonal Lighting: The DDA has funded annual seasonal lighting in downtown for over 20 years. An RFP was issued in September for the installation and maintenance of the lighting. The Committee reviewed staff's evaluation of the two submitted proposals. Based on the scores and fee proposal, staff recommends Faith Lawn Property Maintenance to provide seasonal lighting for the 2022-2023 season with a not to exceed annual amount of \$124,000, which includes contingency funding, and an option for two consecutive administrative renewals for the same amount. Questions were asked and answered. The Committee agreed to bring the resolution to the board.

Project Updates: Every four years, the City's sidewalk code must be updated in accordance with the sidewalk millage requirements. The update is due this year. The City and DDA have an agreement whereby the City maintains the walking zone sections of the sidewalks within the DDA District normally required to be maintained by the DDA and invoices the DDA for the sidewalk millage amount captured by the DDA. The sidewalk code update is tied to the City-DDA agreement. Ms. Miller shared the draft agreement as updated by the City attorney and including clarifications by DDA staff. The DDA's attorney has reviewed the draft agreement and it has been returned to the City for finalization. The final agreement will come to the CIC next month.

CIP: Ms. Miller shared the CIP spreadsheet for FY 2024- 2029, reminding the Committee that the CIP resolution to support the DDA capital projects for inclusion in the City CIP for FY 2024-2029 was approved at previous CIC and Operations Committees' meetings. It has not been to the board yet because the October meeting was cancelled. The board will receive a full presentation on the CIP and consider the resolution at the November meeting. Ms. Miller said the Doan Construction resolution for ROW repair work in FY 2023-2024, previously approved by the CIC, will also be brought to the November board meeting.

Project Updates: The planter work on State has been completed. Streetlight poles from Liberty to Washington will be installed next week and the globes the following week. Street resurfacing all the way to Huron and utility work to Liberty to be completed this construction season. Asphalt and concrete work is underway at the Miller Catherine intersection. The street marking work is scheduled for the 25<sup>th</sup>.

Public Comment: None.

The meeting adjourned at 11:35 am.

Respectfully submitted,  
Kelley A. Graves, Board Secretary

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

Other Board Members: Thressa Nichols

Staff: Jeffrey Watson, Jada Hahlbrock, Maura Thomson, Kelley Graves, Shelby Mistor, Hayett Chater, Luke Ranker

Other: Mike McKiness/PCI MS

Public: None

Parking System Financials: The FY23 first quarter parking revenue and FY19 thru FY23 comparison reports were shared with the Committee. Questions were asked and answered.

CIP: Ms. Hahlbrock reminded the Committee that the joint Operations and Capital Improvements Committees' resolution to support the DDA capital projects for inclusion in the City CIP for FY 2024-2029 will be on the November Board agenda.

Structure Fencing: City Council passed a resolution in October urging "...the DDA to act on an emergency basis..." in response to an incident at one of the parking structures. Ms. Hahlbrock talked through the DDA's structure fencing history. She provided photos showing the fencing installed at each structure since 2017. A draft resolution to engage the DDA's engineering firm to analyze and report on the parking system fencing and to set a project budget for the installation of additional fencing was reviewed. Questions were asked and answered. The Committee decided not to bring the resolution to the Board. The Committee directed staff to engage the engineering firm to provide a report and to prepare a memo for the board packet that states the DDA's past and continued commitment to installing and maintaining suicide deterrent/fall prevention fencing at the parking structures, including the photos showing the work done to-date, the number of linear feet installed per year, the financial support provided, and next steps.

Parking Facility Space Counts: Ms. Hahlbrock provided an overview of on-street meter and off-street parking spaces count. She included estimated annual space counts to 2032 based on her knowledge and experience of the Ann Arbor parking system and community. No action required.

EVCS Update: A Charge Point Dashboard snapshot for October was shared with the Committee as an example of the types of data available.

UM and DDA Annual Forest Meeting: The City and UM co-own the Forest parking facility. UM reimburses the DDA for a percentage of the maintenance and operating expenditures. The DDA and UM held its annual meeting to review the expenditures document and discuss upcoming budget items.

Fire Department Training: In collaboration with PCI Municipal Services, the Ann Arbor Fire Department held training in various parking facilities.

PCI Municipal Services' IT Plan: Ms. Hahlbrock said that PCI MS shared an update with her on short-term and long-term maintenance and replacement plans for network switches, servers, and back-up systems within the parking system.

PCI MS Customer Service Training: Mr. McKiness reported that PCI MS recently held customer service training for its municipalities' management teams on handling the growing issue with homelessness. Some of the key takeaways from the training included information on employee safety, techniques for respectful interactions, and importance of logging occurrences.

Public Comment: None.

The meeting adjourned at 12:15 pm.

Respectfully submitted by:  
Kelley A. Graves, Board Secretary