

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
WEDNESDAY, NOVEMBER 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, Tyler Kinley, Jessica A.S. Letaw, Jonathan Massey, Darren McKinnon, Mike Michelin, Thressa Nichols, Danielle Vaughn

Absent: Steven Brummer, Milton Dohoney

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 and Planning Manager
Kelley Graves, Management Assistant/Board Secretary
Hayett Chater, Accounts Payable and Procurement Specialist
Shelby Mistor, Planning Specialist
Luke Ranker, Intern

Others: Jennifer Hall, Tim Olivier/AAHC

Public: Members of the public were in attendance.

2. APPROVAL OF BOARD MEETING AGENDA

Ms. Letaw moved and Mr. McKinnon seconded the motion to approve the board agenda.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Kinley, Letaw, Massey, McKinnon, Michelin, Nichols, Vaughn

Nays: None

Absent: Brummer, Dohoney

The motion was approved.

3. PUBLIC COMMENT

None.

4. APPROVAL OF MINUTES

Mr. Bartelme moved and Mr. Michelin seconded a motion to approve the September and October minutes.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Kinley, Letaw, Massey, McKinnon, Michelin, Nichols, Vaughn

Nays: None

Absent: Brummer, Dohoney

The motion was approved.

5. REPORTS FROM CITY BOARDS AND COMMISSIONS

None.

6. DDA MEMBER COMMUNICATIONS

Ms. Letaw stated that election day is next Tuesday, November 8, 2022.

7. EXECUTIVE DIRECTOR REPORT

Mr. Watson welcomed new DDA Board members, Thressa Nichols and Danielle Vaughn. He said is working on scheduling an orientation for the new DDA board members. He reminded the board that per the 2019 amendment to the state statute, DDA's are required to hold a minimum of two informational meetings per calendar year. The DDA's second informational meeting for 2022 will be held on Wednesday, December 7th, ahead of the regular board meeting. Mr. Watson will be giving a DDA overview/presentation to new City Council members on November 29th. He reported that the go!pass program is seeing a steady increase in participation and shared a positive patron email. The new program cycle began yesterday. Mr. Watson shared the Maura Thomson volunteered to be on the City's Bicentennial Committee. The City's budget kick off meeting is scheduled for November 15th.

8A. SUBCOMMITTEE REPORTS—AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT

Ms. Hall and Mr. Olivier gave a presentation on the AAHC's Baker Commons' grant request. Questions were asked and answered.

After the presentation, Mr. Kinley moved and Mr. Bartelme seconded the following resolution:

RESOLUTION APPROVING A GRANT TO THE ANN ARBOR HOUSING DEVELOPEMENT CORPORATION TO ASSIST WITH CAPITAL IMPROVEMENTS TO BAKER COMMONS

Whereas, The Ann Arbor Downtown Development Authority (DDA) is a catalyst for strengthening economic vibrancy and quality of life in the downtown area, and to meet its mission, the DDA has supported a variety of downtown affordable housing projects, including projects which serve residents earning below 60% of Area Median Income;

Whereas, The Ann Arbor Housing Commission (AAHC) works with its associated Ann Arbor Housing Development Corporation (AAHDC), which is an "instrumentality" of the AAHC created in 1979, to serve as the development, grant, and services nonprofit for non-federally funded projects;

Whereas, The DDA provided \$1.426M in funding support to the AAHC and the associated AAHDC between 2012 and 2020 to help complete in excess of \$10M in renovations at Baker Commons, including many energy efficiency upgrades;

Whereas, Baker Commons has 64 apartments, and 94% of its tenants have extremely low incomes (below 30% AMI) and 6% are very low income (below 50% AMI), and the DDA's investments enable the building to remain available as a vital downtown affordable housing option;

Whereas, City of Ann Arbor Ordinance, Section 1:156(e), adopted in 2013 and amended in 2020, establishes a minimum amount of Tax Increment Financing (TIF) be set aside annually in its Housing Fund and restricts those funds to the support of affordable housing to residents with incomes at or below 60% of the Area Median Income (AMI), and this project is compliant with that restriction;

Whereas, The DDA Housing Fund currently has a budget capacity of \$876,624 for grants in FY2023, and also has the ability established by DDA and City resolution to roll forward unspent dollars for grants to better accommodate project timing;

Ann Arbor DDA Monthly Meeting

November 2, 2022

3

Whereas, The Ann Arbor Housing Commission has requested that the DDA Board provide a new grant for Baker Commons to support several needed capital maintenance projects, including:

HVAC	\$334,251
Masonry	\$88,580
Electrical	\$10,000
Trash Room	\$35,000
Community Room	\$20,000
Parking Lot	<u>\$50,000</u>
TOTAL	\$537,831
10% contingency	<u>\$53,783</u>
GRAND TOTAL	\$591,614

Whereas, The Affordable Housing/Economic Development (AH/ED) Committee has reviewed and recommends approval of this request;

RESOLVED, The DDA approves a grant from its Housing Fund to the AAHDC for capital maintenance at their Baker Commons property, in an amount not to exceed \$591,614;

RESOLVED, The DDA Board authorizes the DDA Accounting Director to release grant funds to the AAHDC as follows:

- Advance prior to the start of construction – 50% of total estimated project costs
- Remainder of funding shall be on a reimbursement basis, subject to review and acceptance of invoices for actual work performed

Prior to the vote, Mr. McKinnon recused himself because he is doing consulting work with the AAHC.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Kinley, Letaw, Massey, Michelon, Nichols, Vaughn

Nays: None

Recused: McKinnon

Absent: Brummer, Dohoney

The resolution was approved.

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

8B. SUBCOMMITTEE REPORTS-CAPITAL IMPROVEMENTS COMMITTEE

Communication and Engagement: Ms. Dieck reported on staff's continuing communication and engagement work that will be discussed in more detail at the next CIC meeting. The Peoplefriendlystreets.org website has been integrated into the DDA website. Staff worked with Community Television Network to produce a bikeway educational video. The video runs on Channel 16 and can be found on the DDA website and YouTube. Staff partnered with the Shelter Association of Washtenaw to host two educational events at the Delonis Center on Huron Street. Events were held in September and October where over 50 bike lights and 75 pieces of reflective gear were distributed to Delonis clients. Common Cycle joined the DDA at both events providing bike repair services.

CIP: Ms. Miller gave a presentation on the DDA's FY2024-2029 Operations and Capital Improvements CIP. Questions were asked and answered.

After the presentation, Ms. Dieck moved and Mr. McKinnon seconded the following resolution.

**RESOLUTION TO SUPPORT THE DDA CAPITAL PROJECTS FOR INCLUSION
IN THE CITY CIP FOR FY 2024-2029**

Whereas, Ann Arbor code Chapter 7, Ord. No. 13-28, § 3 requires that the DDA submit their capital projects for inclusion in the City's Capital Improvement Plan (CIP);

Whereas, Upon adoption by the City Planning Commission, the CIP becomes a supporting document for the City's master plan; and the CIP is also used as the source document for the DDA's capital budget planning as well as City's capital budget planning;

Whereas, The DDA's capital projects reflect the DDA Renewal Plan values and People-Friendly Streets 2 recommendations; and inclusion in the City CIP process ensures coordination with the City;

Whereas, The DDA's Capital Improvement and Operations Committees have reviewed the DDA's updated capital projects, as outlined in the attached document, and recommend inclusion in the City's CIP;

RESOLVED, The DDA Board accepts the recommendation of its Capital Improvement and Operations Committees and supports the inclusion of these projects in the City's CIP.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Kinley, Letaw, Massey, McKinnon, Michelon, Nichols, Vaughn

Nays: None

Absent: Brummer, Dohoney

The resolution was approved.

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

RESOLUTION TO AUTHORIZE A \$600,000 CONTRACT FOR ROW REPAIR WORK IN 23 AND 24

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which includes improving economic vitality through pedestrian improvements;

Whereas, As part of its annual maintenance efforts, the DDA is responsible for specific ROW repairs and improvements including repairing sidewalk brick and the sidewalk extension area;

Whereas, Through their procurement process ([ITB 4677](#)), the City of Ann Arbor selected Doan Construction Co for the City Sidewalk Repair Program;

Whereas, The DDA staff recommends using the same City-selected contractor to undertake as-needed ROW repairs; and

Whereas, The DDA's approved TIF budget includes \$550,000 annually for general capital improvements and maintenance;

Resolved, The DDA Board authorizes the DDA Executive Director to execute a \$600,000 contract with Doan Construction Co. for ROW repair work in FY 2023 and 2024.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Kinley, Letaw, Massey, McKinnon, Michelon, Nichols, Vaughn

Nays: None

Absent: Brummer, Dohoney

The resolution was approved

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

RESOLUTION TO AUTHORIZE A \$124,000 CONTRACT FOR ANNUAL SEASONAL LIGHTING

Whereas, The DDA's Development Plan highlights identity, infrastructure, and business encouragement as overarching strategy areas, which includes encouraging economic vitality through pedestrian improvements;

Whereas, As part of its annual pedestrian improvements, the DDA has contracted a seasonal light installation for over 20 years to provide supplemental interest and lighting during the shortest days of the year (November - March);

Whereas, DDA staff issued an RFP for seasonal lighting in September 2022 and received two responses on October 3rd, 2022;

Whereas, DDA staff determined Faith Lawn Property Maintenance to be the most responsive, with a lump sum price of \$98,800, plus hourly rates for as-call services;

Whereas, The DDA staff recommends Faith Lawn Property Maintenance to provide seasonal lighting for the 2022-2023 seasons for a not to exceed annual price of \$124,000, with an option for two consecutive administrative renewals;

Whereas, The DDA's approved budget (TIF) includes capacity for this service and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA Board authorizes the DDA Executive Director to execute a not to exceed contract of \$124,000 with Faith Lawn Property Maintenance for seasonal lighting in the 2022- 2023 season, with the option of two consecutive administrative renewals.

A vote on the resolution showed:

Ayes: Bartelme, Dieck, Kinley, Letaw, Massey, McKinnon, Michelon, Nichols, Vaughn

Nays: None

Absent: Brummer, Dohoney

The resolution was approved.

Project Updates: Miller/Catherine and 4th Avenue reopened to vehicular traffic on October 28th. The contractor anticipates opening the bikeway once the final signage is in place. State Street reopened on October 8th. Ongoing supply chain issues have delayed street light installation.

The next Capital Improvements Committee meeting is scheduled for Wednesday, November 16 at 11 am.

8C. SUBCOMMITTEE REPORTS-OPERATIONS COMMITTEE

Parking System Financials: Dr. Massey reported that the Committee decided at its September meeting to move from monthly to quarterly reporting as post-pandemic the volatility has leveled out.

Parking Structure Fencing: Dr. Massey said that a recent incident at one of the parking structures prompted City Council to pass a resolution regarding parking structure fencing. The Committee asked Ms. Hahlbrock to document in a memo the DDA's past and ongoing commitment to parking structure fencing, which was included in the board packet. Suicide deterrence and fall prevention fencing is integrated into the DDA's parking operation. Staff will continue its work with its engineering firm to assess fencing condition and options, and preparation of construction drawings for the remaining unfenced levels.

The next Operations Committee meeting is scheduled for Wednesday, November 30 at 11 am.

8D. SUBCOMMITTEE REPORTS-FINANCE COMMITTEE

Mr. Bartelme reported the October Finance Committee meeting was cancelled due to a lack of agenda items. The FY 2022 audit may be a topic at the next Committee meeting.

The next Finance Committee meeting is scheduled for Thursday, December 1 at 9 am.

8E. SUBCOMMITTEE REPORTS-EXECUTIVE COMMITTEE

Mr. Kinley said the Committee reviewed today's board meeting agenda.

The next Executive Committee meeting is scheduled for Wednesday, December 7 at 11:30 am.

9. NEW BUSINESS

Finance Committee Assignment: Mr. Kinley assigned Mr. Michelin to the Finance Committee.

DDA 2023 Calendar: The 2023 committees and board meetings' calendar was included in the board packet. Members will receive Outlook invites for all 2023 meetings before the end of the year.

10. PUBLIC COMMENT

None.

11. ADJOURNMENT

Ms. Letaw moved and Mr. Bartelme seconded the motion to adjourn.

The meeting adjourned at 1:20 pm.

Respectfully submitted,
Kelley A. Graves, Board Secretary

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

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

Time: 11:30 am

Present: Micah Bartelme, Kelley Graves, Tyler Kinley, Jessica A.S. Letaw, Jeffrey Watson

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

Public: None.

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

New Business: The Committee discussed the vacant Vice Chair position. No action taken.

Public Comment: None.

Adjournment: There being no other business, the meeting adjourned at 11:40 am.

Respectfully submitted,
Kelley A. Graves, Board Secretary

AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, November 9, 2022

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
Partners: Shannon Gibbs-Randall/Planning Commission, Matt Carpenter/AAATA, Eli Neiburger/AADL
Guests: Teresa Gilotti/Washtenaw County, Aubrey Patino/Avalon Housing, Jennifer Hall/AAHC
Staff: Hayett Chater, Kelley Graves, Shelby Mistor, Jeffrey Watson
Public: Members of the public were in attendance

The main focus of the meeting was a discussion about Ann Arbor's unhoused population. Guests included Ms. Aubrey Patino, Director of Avalon Housing, Teresa Gilotti, Director of Washtenaw County Office of Community and Economic Development, and Jennifer Hall, Director of the Ann Arbor Housing Commission. They provided data and detailed information about their individual organizations' properties and services, and ongoing initiatives.

Ms. Patino emphasized focusing on housing being "a right not a reward." There was discussion about episodic and chronic homeless populations. The majority are episodic, which self-resolve within a short period of time. The other part of the population is categorized as chronic, requiring the most support services and has a higher cost to provide ongoing assistance. There was significant funding available at both the state and federal level during the pandemic. These funding sources, extensions, and moratoriums on evictions are ending. In addition to the decreased funding, all of the organizations are experiencing staffing and supply shortages. Questions were asked and answered. It was a very in-depth and informative discussion. It was agreed that ongoing education, awareness, and support are needed.

Mr. Kinley asked all three guests to email links to their organization information, data, volunteer, and donation opportunities discussed during the meeting. The links are provided below:

- Recent data on homelessness: www.washtenaw.org/coc
- Monthly newsletter on the Continuum of Care: <https://www.washtenaw.org/3591/CoC-Newsletter>
- Sign-up link for daytime warming center needs /volunteering: <https://www.signupgenius.com/tabs/53177db0ea42-daytime>
- Donations to Avalon may be made through the website (www.avalonhousing.org)
- Properties the AAHC is developing on city-owned sites: [Development of City-Owned Properties as Affordable Housing \(a2gov.org\)](http://Development of City-Owned Properties as Affordable Housing (a2gov.org))
- Washtenaw Housing Alliance's State of Homelessness & Affordable Housing event is scheduled for Tuesday, November 15th from 8am-10:30am at Washtenaw Community College – Morris Lawrence Building ([event webpage here](#)). Registration is closed.

Partner updates were also shared today:

AAATA: Mr. Carpenter said the AAATA millage approved earlier this year will support the efforts of Avalon Housing, AAHC, and Washtenaw County with additional routes and longer hours of service. He said the AAATA conducted an Alternative Propulsion Bus Study as part of its exploration of zero emission bus propulsion technology (<https://www.theride.org/about/projects/theride-zero-emission-buses>).

DDA: Mr. Watson said the DDA provides the funding for the getDowntown go!pass program in support of the efforts to provide accessible and affordable transportation for the community. He shared an email from go!pass program participant, Café Zola expressing the positive impact of the program for their employees and their business.

Planning Commission: Ms. Gibbs-Randall said the Commission is currently reviewing several developments. The only downtown location being reviewed at this time is the Treasure Mart on Detroit Street that was purchased by a church. The Commission continues its work plan discussions that include D1 and D2 zoning, an electrification ordinance, a site plan light for smaller projects, and mixed-use neighborhoods.

AADL: Mr. Neiburger said work continues on the Scio Township warehouse that the Library District purchased for housing its archives and some of its operations. Once completed, renovations will begin on the downtown AADL to create more public space. The Library is seeing an increase in patrons overall with a high percentage still utilizing library resources remotely vs. in-person.

Public Comment:

Mr. Haber asked about the potential for development of the air space above the BTC as part of the AAHC development at 350 S. Fifth Ave. (old Y-Lot) and the financing/cost aspect of the project. Though not the norm to respond to public comment, Ms. Hall and Mr. Carpenter answered Mr. Haber's question. This option was discussed during the planning stage. It was determined that because the optimal number of affordable housing units could not be built in the air space above the BTC and, that the AAHC would be subject to the same extensive federal regulations as the AAATA if affordable housing units were built in that space, this was not a viable option.

Ms. Andrade (MSAA), Ms. Todoro-Hargreaves (SSAA), and Carolyn and Joseph Arcure (residents) thanked everyone for the discussion on Ann Arbor's unhoused population.

The next Affordable Housing/Economic Development Committee meeting (DDA only) is scheduled for December 14, 2022 at 9 am.

The meeting adjourned at 10:55 am.

Respectfully submitted,
Kelley A. Graves, Board Secretary

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, December 7, 2022

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

Time: 12 Noon

ROLL CALL

Present: Micah Bartelme, Steve Brummer, Alex Dieck, Milton Dohoney, Tyler Kinley, Jessica A.S. Letaw, Darren McKinnon, Mike Michelin, Thressa Nichols, Danielle Vaughn

Absent: Jonathan Massey

Staff: Jeffrey Watson, Executive Director
Maura Thomson, 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

Others: Jerry Lax/DDA Attorney, Peter Honeyman/DACAC

Public: Members of the public were in attendance.

APPROVAL OF BOARD MEETING AGENDA

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

A vote on the motion showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Kinley, Letaw, McKinnon, Michelin, Nichols, Vaughn

Nays: None

Absent: Massey

The motion was approved.

PUBLIC COMMENT

Mr. Honeyman provided a report on the DACAC's 12/6/22 meeting. Molly Maciejewski gave a written update on solid waste progress. CAC remains supportive of proper solid waste management. Frances Todoro reported on feeling safe downtown and the increased police presence over the next few weeks. City Planner Jeff Kahn and Transportation Manager Raymond Hess presented overviews of their scope of work. Members of the CAC stated their continued general support of increased density and more downtown residents. Vision Zero, cyclist responsibility, and MDOT control of streets were discussed. Possibility of state legislation to provide more local control was introduced.

NEW BUSINESS

The Board welcomed new board member, Steve Brummer.

Mr. Kinley stated that the DDA Board would be going into a closed session as authorized under Michigan Act 267 of 1976 Open Meetings Act, MCLA 15.268, sec. 8 (1) (2) (a) to discuss the Executive Director's performance review, the Rehmann Assessment Report, and attorney/client communication. Mr. Watson has requested a closed session.

Mr. Dohoney moved and Mr. Michelin seconded the motion to go into closed session.

A vote on the motion showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Kinley, Letaw, McKinnon, Michelin, Nichols, Vaughn

Nays: None

Absent: Massey

The motion was approved.

CLOSED SESSION

The Board entered the closed session at 12:06 pm. The Board returned from the closed session at 1:20 pm.

BOARD RECOMMENDATION

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

RESOLUTION REGARDING SEPARATION AGREEMENT FOR MR. JEFF WATSON FROM THE ANN ARBOR DDA AND MUTUAL RELEASE IN A FORM APPROVED BY THE DDA ATTORNEY

RESOLVED, Effective, December 7, 2022, the DDA Board agrees to Mr. Watson's separation of employment from the DDA, which should include severance payment and relocation reimbursement in the amount of severance provided in the employment agreement, subject to Mr. Watson and the DDA entering into a satisfactory severance agreement and mutual release in a form approved by the DDA attorney, which such terms shall include, but not be limited to, a mutual release of all claims;

RESOLVED, The DDA Board authorizes the DDA Board Chairperson to review and execute the necessary separation agreement.

A vote on the resolution showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Kinley, Letaw, McKinnon, Michelin, Nichols, Vaughn

Nays: None

Absent: Massey

The resolution was approved.

December 7, 2022

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

RESOLUTION TO APPOINT MAURA THOMSON AS INTERIM DDA EXECUTIVE DIRECTOR

Whereas, As of December 7, 2022, the office of DDA Executive Director is vacant;

Whereas, The DDA Board finds that Maura Thomson has the skills and experience needed to perform the duties to serve as Interim Executive Director;

Resolved, The DDA appoints Maura Thomson to serve as Interim DDA Executive Director effective December 7, 2022 until such time as a permanent DDA Executive Director is appointed by the DDA board and takes office;

Resolved, During the time she serves as Interim Executive Director Maura Thomson shall be paid an amount equal to the annual salary received by the most recent Executive Director, annually;

Ann Arbor DDA Monthly Meeting

December 7, 2022

3

Resolved, During the time she serves as Interim Executive Director Maura Thomson shall also perform the essential duties of the DDA Communications Manager;

A vote on the resolution showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Kinley, Letaw, McKinnon, Michelin, Nichols, Vaughn

Nays: None

Absent: Massey

The resolution was approved.

December 7, 2022

PUBLIC COMMENT

None.

ADJOURNMENT

Mr. Brummer moved and Ms. Letaw seconded the motion to adjourn.

A vote on the motion showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Kinley, Letaw, McKinnon, Michelin, Nichols, Vaughn

Nays: None

Absent: Massey

The motion was approved.

The meeting adjourned at 1:30 pm.

Respectfully submitted,
Kelley A. Graves, Board Secretary

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

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

Time: 11:40 am

Present: Micah Bartelme, Kelley Graves, Tyler Kinley, Jessica A.S. Letaw, Jeffrey Watson

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

Public: Peter Honeyman

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

Public Comment: None.

Adjournment: There being no other business, the meeting adjourned at 11:50 am

Respectfully submitted,
Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, December 21, 2022**

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104
Time: 11:15 am
Committee Present: Alex Dieck, Tyler Kinley, Jessica A.S. Letaw
Committee Absent: Darren McKinnon
Other Board Members: Mike Michelon
Staff: Amber Miller, Kelley Graves, Jada Hahlbrock, Shelby Mistor, Maura Thomson
Public: None

Resolution-Sidewalk Repair Agreement: Ms. Miller provided a brief history of the Sidewalk Repair Agreement between the City and the DDA. She presented a graphic depicting the DDA capital project and maintenance responsibilities. The resolution is to approve the renewal of the agreement with the City for sidewalk repairs within the DDA District from FY 2023 – FY 2026, whereby the DDA pays its capture of the sidewalk millage to the City and, in return, the City maintains the sidewalks within the DDA District. This City-managed program has been working successfully since 2012. Staff recommended and the Committee agreed to bring the resolution to the Board.

Resolution-Bikeway Sweeper Equipment: The DDA regularly monitors and makes adjustments as needed to its capital projects. The DDA has added loading zones and delineators to the six Bikeway miles installed on four downtown streets. Illegal parking in the bikeways remains an ongoing issue. The DDA would like to install centerline delineators, narrowing the width of the bikeways and deterring delivery drivers from parking in them. The City's standard street sweepers will not fit in the narrowed bikeways. The City has identified an electric equipment option at a cost of \$270,000. The City plans to expand the bikeway network outside of the downtown, which will also require the use of a narrower street sweeper. The resolution would approve the 50/50 cost-share between the City and the DDA for the purchase of the new sweeper in FY24. Staff recommended and the Committee agreed to bring the resolution to the Board.

Project Updates: Ms. Miller said the State Trunkline Transfer Study previously rejected by City Council in 2019 was brought forward again and approved at the last Council meeting. This study will inform the cost/benefit of switching control of the State Trunklines (including Huron Street) from the State to the City. Ms. Miller will attend the kickoff meeting in January. She also provided updates on the Fourth Avenue final design and engineering scope and the Downtown Area Circulation Study scope. Questions were asked and answered.

Public Comment: None.

The meeting adjourned at 12 Noon.

Respectfully submitted,
Kelley A. Graves, Board Secretary