

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
INFORMATIONAL MEETING MINUTES
Wednesday, June 7 , 2023**

Ms. Thomson gave a presentation on the Ann Arbor Downtown Development Authority projects and activities for the first six months of 2023.

The meeting adjourned at 12:20 pm.

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
Wednesday, June 7 , 2023**

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

Time: 12:20 pm

ROLL CALL

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

Absent: Danielle Vaughn

Staff: Maura Thomson, Interim Executive Director / Communications Manager
Sara McCallum, Deputy Director/Accounting Director
Jada Hahlbrock, Parking Manager
Amber Miller, Capital Projects and Planning Manager
Kelley Graves, Office Manager/Board Secretary
Hayett Chater, Accounts Payable and Procurement Specialist
Shelby Mistor, Planning Specialist

Others: Peter Honeyman/DACAC

Public: Members of the public were in attendance.

APPROVAL OF BOARD MEETING AGENDA

Mr. Dohoney moved and Mr. Brummer seconded the motion to approve the agenda.

A vote on the motion showed:

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

Nays: None

Absent: Vaughn

The motion was approved.

PUBLIC COMMENT

None.

REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Honeyman said Ms. Thomson provided a preview of the Informational Meeting presentation. The Council members and other attendees engaged in discussions on long-term and short-term street closures, long-term vs. short-term parking, and compassionate policing.

EXECUTIVE DIRECTOR REPORT

Ms. Thomson reported that she met with a member of Senator Gary Peters' team at the request of his office because they wanted to learn more about the Ann Arbor DDA and its relationship with the City. Ms. Thomson and Ms. Miller are giving tour of DDA project areas this afternoon to members of the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

DDA MEMBER COMMUNICATIONS

Ms. Letaw said she and Yodit Mesfin Johnson have been involved in the community engagement for the 121 E. Catherine affordable housing project. A celebration of the work over the past year will be held at the Farmers Market and the Catherine lot on June 16th from 5:30-8:00 pm. This will be an opportunity for continued education and awareness about this project and to invite ideas on how the community can be welcoming for this project. There will be a DJ and refreshments. All are welcome.

Mr. Michelon said the Ann Arbor Summer Festival begins this Friday, June 9th at the Top of the Park and runs through June 25th.

APPROVAL OF MINUTES

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

A vote on the motion showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Kinley, Letaw, McKinnon, Michelon, Nichols

Nays: None

Absent: Vaughn

The motion was approved.

SUBCOMMITTEE REPORTS-FINANCE COMMITTEE

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

RESOLUTION TO ADOPT THE DDA BUDGET FOR FISCAL YEAR 2024

Whereas, PA 57 of 2018 requires that the Director of the Authority will prepare and submit for the approval of the DDA Board a budget for the operation of the Authority for the ensuing fiscal year;

Whereas, The statute also requires that the budget be prepared in the manner and contain the information required of municipal departments;

Whereas, The DDA has submitted its FY23-FY29 capital improvement items for inclusion in the City of Ann Arbor's Capital Improvement Plan and that Plan has been approved by the Planning Commission for inclusion in the FY24 Budget;

Whereas, The DDA's Finance Committee has reviewed the DDA's updated Ten-Year Plan which includes long range capital improvements, debt service, parking operations, and which details the financial assumptions that have gone into that Plan;

Whereas, Before the budget may be adopted by the board, the statute requires that it be approved by the governing body of the municipality. and DDA staff did present the Budget to City Council by video which was posted to YouTube in March and the Ann Arbor City Council did approve the DDA's FY24 Budget on May 15;

Ann Arbor DDA Monthly Meeting

June 7, 2023

3

RESOLVED, That any unspent DDA Grants included in the FY 2023 budget may be carried forward without regard to fiscal year;

RESOLVED, That any unspent capital funds included in the FY 2023 budget may be carried forward without regard to the fiscal year;

RESOLVED, That the Executive Director be authorized to reallocate budgeted amounts within funds;

RESOLVED, That the DDA Board adopts the following revenue and expenditure appropriations by fund as its Fiscal Year 2023 Budget:

Ann Arbor DDA FY24 Budget					
Funds	231 Parking	246 Housing	248 General (TIF)	401 Parking CIP	All Funds
Revenue	20,967,200	389,900	8,458,200	6,347,500	36,162,800
Expenditure	26,621,100	404,600	11,292,800	4,753,000	43,071,500
Net Rev (Exp)	(5,653,900)	(14,700)	(2,834,600)	1,594,500	(6,908,700)
Beginning Fund Balance (projected)	10,441,691	73,793	6,136,116	2,108,734	18,760,334
Ending Fund Balance	4,787,791	59,093	3,301,516	3,703,234	11,851,634

A vote on the resolution showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Kinley, Letaw, McKinnon, Michelon, Nichols

Nays: None

Absent: Vaughn

The motion was approved.

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

RESOLUTION TO ADOPT AN AMENDMENT TO THE FISCAL YEAR 2023 BUDGET

Whereas, PA 57 of 2018 requires that the Director of the Authority will prepare and submit for the approval of the DDA Board a budget for the operation of the Authority for the ensuing fiscal year;

Whereas, Before the budget may be adopted by the board, the statute requires that it be approved by the governing body of the municipality before final adoption by the DDA Board;

Whereas, The DDA did completed the budget creation process for FY23 and did adopt the FY23 budget in June of 2022 for its four funds, including the Parking Fund;

Whereas, The DDA does monitor its activities compared to budget on an on-going basis and it has become apparent that a deviation at June 30 could be anticipated in the Parking Fund due to an increase in parking activity/revenues and a resulting increase in certain expenditures which are directly related to revenue streams;

Ann Arbor DDA Monthly Meeting

June 7, 2023

4

Whereas, The Michigan Uniform Budget Manual requires that a legislative body amend the budget as soon as a deviation is apparent and prior to the close of the budget year;

Whereas, The DDA Board did authorize the proposed amendment to be put forward to City Council, and on June 5 City Council did approve the amendment as presented;

Whereas, The final step established is for the DDA Board to adopt the amendment to the FY23 Budget;

RESOLVED, The DDA Board approves the following appropriation as an amendment to its FY23 Budget and authorizes its Accounting Director to take the steps necessary to implement this amendment to the DDA Parking Fund:

Ann Arbor DDA FY22 Budget Amendment			
231 Parking Fund	Original Budget	Proposed Amendment	Amended Budget
Revenue	17,994,100	3,578,400	21,572,500
Expenditure	19,944,567	806,100	20,750,667
Net Rev (Exp)	(1,950,467)	2,772,300	821,833
Beginning Fund Balance	10,378,325		10,378,325
Ending Fund Balance	8,8427,858		11,200,158

A vote on the resolution showed:

Ayes: Bartelme, Brummer, Dieck, Dohoney, Kinley, Letaw, McKinnon, Michelon, Nichols

Nays: None

Absent: Vaughn

The motion was approved.

The next Finance Committee meeting is scheduled for Thursday, August 31 at 9:00 am.

SUBCOMMITTEE REPORTS-AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE

Mr. Kinley provided partner updates from the last AH/ED Committee meeting. The Scio Township Planning Commission approved the interior renovation plans for the AADL warehouse. The plan goes to the Scio Township Board this month. The renovated warehouse will house office space, archives, and be the new materials processing location.

AAATA's work with the AAHC, City, and DDA continues on the 4th Avenue project. Plans are underway to build a staffed terminal in downtown Ypsilanti. Senators Dingell and Peters pledge money to the project. Plans for battery/electric and hydrogen buses are moving forward with a possible implementation in 2025-2026.

The Planning Commission approved the site plans for 415 W. Washington and the 121 E. Catherine project. The Energy Commission has expressed concerns about the 415 W. Washington site due its

location in the floodplain/floodway area. The City is undertaking revising its Comprehensive Plan consolidating the current 16 individual documents into one document. The Planning Commission is refining the trans-corridor zoning.

Maura Thomson provided updates on DDA projects.

The June Affordable Housing/Economic Development Committee meeting is being cancelled.

SUBCOMMITTEE REPORTS—OPERATIONS COMMITTEE

Mr. Kinley reported that the FY24 restoration Request for Proposal was released. Staff will bring a resolution to the June committee meeting to select a contractor and establish a project budget. The below rooftop fencing work approved by the Board in April is expected to begin this month and be completed by the end of August. Questions were asked and answered.

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

SUBCOMMITTEE REPORTS-CAPITAL IMPROVEMENTS COMMITTEE

Ms. Dieck reported on the State Street project updates. The sidewalk and valley gutter concrete work is nearly complete. The contractor will begin paving the roadway next week. All underground electrical work is complete. As reported last month, paving the State and Liberty intersection is dependent on DTE electrical work, which was delayed. All levels of City and DTE leadership, including the City Administrator Mr. Dohoney, worked to get DTE on site this week, which staff greatly appreciate. DTE has some preparation work to complete and plan to finish their work next week. If this timeline is met, the major surface work should be complete by Art Fair and keep the project on schedule. Questions were asked and answered.

The next Capital Improvements Committee meeting is scheduled for Wednesday, June 21 at 11:00 am.

SUBCOMMITTEE REPORTS-EXECUTIVE COMMITTEE

The Committee reviewed the board meeting agenda.

Mr. Kinley introduced the discussion regarding the Executive Director search and the informational Debrief and Options Analysis presentation by staff prepared at the direction of the Executive Committee. He said no decisions need to be made today. Ms. McCallum gave the presentation regarding the last Executive Director search and three proposed search options for the next search which are to hire a search firm, engage with City HR, or direct-hire an internal candidate. There was discussion after the presentation. Board members were encouraged to reach out to Ms. McCallum with any additional questions. The Board will discuss the topic further at the next meeting and consider the three proposed search options.

The information on the change in committee structure will be shared with board members by Ms. Thomson through email due to some board members having to leave the meeting early for other commitments.

The next Executive Committee meeting is scheduled for Wednesday, July 12 at 11:30 am.

Ann Arbor DDA Monthly Meeting

June 7, 2023

6

NEW BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

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

A vote on the motion showed:

Ayes: Bartelme, Kinley, Letaw, Michelin, Nichols

Nays: None

Absent: Vaughn

The motion was approved.

Note: Ms. Dieck, Mr. McKinnon, Mr. Brummer, and Mr. Dohoney had to leave the meeting for other commitments before the end of the meeting. Per DDA Bylaws, a minimum of five votes are required for any board action. There were five board members present to vote on adjourning the meeting.

The meeting adjourned at 1:40 pm.

Respectfully submitted,

Kelley A. Graves, Board Secretary

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, June 7, 2023

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

Time: 11:35 am

Present: Micah Bartelme, Kelley Graves, Tyler Kinley, Jessica A.S. Letaw, Maura Thomson

Staff: Sara McCallum

Public: Peter Honeyman/Resident

The Committee reviewed the board meeting agenda.

Executive Director Search: The Committee discussed the Executive Director Debrief and Options Analysis presentation to be given at the Board meeting. Mr. Kinley stated this will be an informational presentation and that no decision needs to be made at the 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

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, June 21, 2023**

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

Time: 11:00 am

Committee Present: Alex Dieck, Tyler Kinley, Jessica A.S. Letaw

Committee Absent: Darren McKinnon

Staff: Amber Miller, Maura Thomson, Kelley Graves, Shelby Mistor, Hayett Chater

Guests: Megan Masson-Minock/Carlisle-Wortman
Bob Doyle/SmithGroup
Carmelle Tremblay/Wade Trim

Public: David Diephuis

Downtown Premium Discussion: Ms. Masson-Minock gave a presentation on downtown premiums and invited discussion and input from the Committee for the Planning Commission to consider as part of its plans to propose policy changes. The Planning Commission's goals for premiums are to increase housing downtown, sustainability, accessibility, and diversity of housing options. Policy options to attain the goals include a small menu of premiums with focus on housing or sustainability or, removing premiums with increased FAR (Floor Area Ratio) in D1 and D2 zoning districts. Questions were asked and answered, and input provided.

Fourth Avenue Design Update: Ms. Tremblay and Mr. Doyle provided an update on the project design process. The current design plan was shared. Feedback from the April pop-up public engagement at Blake Transit Center included a need for more seating options, better protection from the weather, enhanced lighting, wider sidewalks, increased sense of safety from traffic, ADA accessibility, and better signage. A public open house is planned for July.

Downtown Public Restroom Pilot Update: Ms. Miller shared the process and timeline for the pilot public restroom program. The vendor selected is The Throne. The minimum number of units required is 10 with a one-year contract that includes monitoring, service, and enforcement tools. The Parks and Recs Department will be placing 8-9 of the units and 1-2 units will be placed downtown. A cost-share agreement will be coming to the Committee in the fall. The pilot workgroup consisting of representatives from key City departments, the DDA, Downtown Business Associations, Shelter Association of Washtenaw County, Commission on Disability Issues, and the AADL have been charged with setting the project goals, determining the location criteria, developing the evaluation metrics and tools and determining optimum hours of operation for the pilot.

Construction and Contract Update: The concrete work on State Street is complete. DTE completed the installation of the conduit. They need to install the electrical service for the light poles. Pavers and light poles are projected to be installed by Art Fair. The Circulation Study proposal goes to City Council in July.

Public Comment: Mr. Diephuis enjoyed the presentations.

The meeting adjourned at 12:55.

Respectfully submitted,
Kelley A. Graves, Board Secretary

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, June 28, 2023**

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

Time: 11:00 am

Committee Present: Tyler Kinley

Staff: Jada Hahlbrock, Maura Thomson, Shelby Mistor, Hayett Chater

Other: Lilliane Webb/TheRide, Chris Taylor/PCI MS

Public: Peter Honeyman

Study Updates: Ms. Hahlbrock provided updates on the curb management and rate studies. Both studies are progressing well. Walker staff will present on the curb management study at an upcoming Board meeting. DDA staff and Fishbeck will share rate study information at upcoming committee meetings.

Parking System Restoration: Ms. Hahlbrock shared information on the RFP process for the FY24 parking structure restoration work and described the scope of work. Three proposals were received and it was determined that the proposal from RAM Construction Services was the most responsive. There was support to bring a resolution selecting RAM and establishing a project budget to the Board.

Fencing Project Update: Lower level fencing work is underway at Ann Ashley. Future Fence plans on working in 1-2 structures at a time this summer and expects to have all of the work completed by late August.

Parking Operations: Ms. Hahlbrock shared that DDA FY23 is the first year of five in the DDA/PCI contract signed in early 2022. The contract includes a fee component of \$150,000. The guaranteed base management fee is \$100,000, a portion of which is paid to PCI monthly. The remaining \$50,000 is paid at the end of the contract year at the DDA's discretion and is based on PCI's performance. Ms. Hahlbrock reviewed items of note in PCI's performance and said that PCI would be receiving the full \$50,000 performance fee.

Transportation: Ms. Webb provided information on the Commuter Challenge and the recently completed getDowntown survey.

Public Comment: None

The meeting adjourned at 11:36 am.

Respectfully submitted by:
Kelley A. Graves, Board Secretary