MINUTES
Downtown Development Authority Meeting
Wednesday, February 2, 2005

Place: Kerrytown Concert House, 415 N. Fourth Avenue, Ann Arbor, MI 48104
Time: DDA Chair Fred Beal called the meeting to order at 12:08 p.m.

1. ROLL CALL
Present: Rob Aldrich, Fred Beal, Ron Dankert, Dave DeVarti, Rene Greff, Leah Gunn, Roger Hewitt, John Hieftje, Sandi Smith, Dave Solo
Absent: Gary Boren, Bob Gillett
Staff: Susan Pollay, Executive Director
Present: Joe Morehouse, Deputy Director
Adrian Iraola, Project Manager
Sarah Armstrong
Audience: Vivienne Armentrout, Citizen
Tony Bisesi, Republic Parking
Erica Briggs, Ann Arbor Area Chamber/Get Downtown Program
Newcombe Clark, Citizens Advisory Council
Ray Detter, Citizens Advisory Council
Tom Gantert, Ann Arbor News
Jerry Hancock, City Systems Planning Unit, PSA
Paul Lippens, City Environmental Coordination Services
Alice Ralph, Ann Arbor Greenway Group
Dennis Webster, Earle Restaurant

2. APPROVAL OF MINUTES
Mr. Solo moved and Mr. Hieftje seconded approval of the January 5, 2005 minutes.

A vote on the motion showed:
AYES: Aldrich, Beal, Dankert, DeVarti, Greff, Gunn, Hewitt, Hieftje, Smith, Solo
NAYS: None
Absent: Boren, Gillett
The motion carried.

3. AUDIENCE PARTICIPATION
Mr. Jerry Hancock, of the City’s Systems Planning Unit, introduced his coworker Mr. Paul Lippens, and together they outlined the details of the City’s Flood Mitigation Planning process. This process was funded with a $24,000 FEMA grant, and its work plan will include assessing parcels, population numbers, and risks within the 100 year floodway and flood plain, and gaining public input into possible recommendations. It is hoped that the Plan will be completed within the year.

Mr. Gillett enters.

4. CITIZENS ADVISORY COUNCIL
Last night’s CAC meeting was largely devoted to two topics of discussion:

1. The CAC supports the DDA’s consideration of the City’s request for funds to pull us through our current financial difficulties. But we believe, to whatever degree possible, that any grant funds should be made to support and avoid cuts in city programs and services that are directly related to the city’s current financial commitment to the downtown—public safety, parks, maintenance, etc.
The entire city is currently faced with difficult financial and service choices. But the CAC believes that the success of Ann Arbor’s downtown area is a very important factor in the continued future success of our entire community. The downtown should remain the DDA’s major concern. The DDA is the catalyst for maintaining and improving the economic health and quality of life in the downtown area. It has wisely accumulated funds to carry out plans and programs related to its eight adopted “strategies” to achieve that long range goal—identity, infrastructure, transportation, business encouragement, housing, development partnerships, community services and sustainability. The DDA should be willing to provide the city with financial support to whatever degree it can be related to these eight downtown strategies.

But there are some potential conflicts. Let’s look at our commitment to denser downtown housing and our commitment to downtown identity—“history, attractiveness, quality of life, and wealth of cultural assets”.

Most of us have read the Ann Arbor News report of the city’s financial request to the DDA. That news article suggested that whatever the DDA might grant to the city could be made up by future TIF funds that might come from higher density development in the downtown. The community’s support of an increase in higher density downtown residential development will require that the city and the DDA insist on wise and careful planning. That should be a part of the DDA’s housing strategy. Yet, under recent City reorganization plans, a very qualified city planner (Donna Johnson) is going to be required to take on the task of the job of Historic Preservation Coordinator—a quite separate job that is essential to the DDA’s commitment to downtown identity. The job of Historic Preservation Coordinator will no longer be held by a person trained in historic preservation and completely committed to support of our adopted historic district ordinances.

There are inherent potential conflict of interest if we have our development and preservation commitments residing in the planning decisions of one very capable but overworked member of our planning staff. If we want more housing—or simply wise planning—we need Donna Johnson as a full-time, not a part-time, planner. If we want to retain the important historic identity of our downtown, we need to continue to have a separate Historic Preservation Coordinator.

The CAC suggests that a part of a grant to the city to maintain city programs and services might be to help pay for maintaining Donna Johnson in a full time planning position and tying the grant to the city’s retention of a separate Historic Preservation Coordinator, full or part time. This would clearly support two of our strategies—encourage more housing and preserve and enhance downtown’s historic identity as well as the identity of those nearby historic neighborhoods that are just as essential to the economic success of our downtown.

Let me also point out that ability to get major grants was an important consideration in the recent selection of the firms of Albert Kahn and Beckett and Raeder to proceed with construction drawings for the DDA’s Huron/Division/Fifth Avenue project. Some future grants will very likely be related to the historical importance and identity of these city access routes. Whether ICTEA, Heritage Way or other large grants, the knowledge of a trained Historic Preservation Coordinator is essential.

2. The second major item discussed at last night’s CAC meeting was our plans to begin next week with the distribution of copies of The Handbook: A Field Guide to Living in Downtown Ann Arbor to almost all downtown residences, many public places and selected commercial locations. Residential realtors are included. Our goal is to encourage more people to move downtown as well as to make current residents and their friends more aware of downtown’s pleasures, advantages and difficulties. Copies of our recently revised pamphlet, An Introduction to the Citizens Advisory Council, will also be handed out, to more long-term downtown residents. Our object is to inform residents of the roles of the DDA and the CAC and to encourage them to attend meetings if they should care to do so. The CAC has always had the goal of including a broad representation of diverse individuals and viewpoints in our meetings and discussions.

5. NEW BUSINESS
None.

6. OLD BUSINESS
7. SUBCOMMITTEE REPORTS

OPERATIONS COMMITTEE
Mr. Hewitt reported on the December 2004 financial statements, saying TIF revenues appear to be on
budget, expenses are over budget due to the YMCA grant and the State Street bond transfer. Parking
income is up 7% and expenses are up 10% due in part to maintaining the First/Washington structure.
December parking revenues are up against last year primarily due to the elimination of free holiday
parking per the downtown association request. The reopening of Hill Auditorium has also increased
use at the Maynard and Liberty Square parking structures.

Mr. Hewitt moved and Ms. Gunn seconded the following resolution:

**DDA RESOLUTION TO ESTABLISH A PARKING FACILITY MAINTENANCE FUND**

Whereas, Prior to 1992 the City-owned parking structures had experienced a great deal of deterioration
due to extensive deferred maintenance;

Whereas, In 1992 the Downtown Development Authority assumed responsibility for the ongoing repair
and maintenance of the parking system through its contract with the City;

Whereas, From 1992 to 2000 the DDA invested approximately $45 million dollars in the downtown
parking system, including construction of replacement parking structures, major structural repairs, and
replacement of parking, lighting, and elevator equipment;

Whereas, In 2002 the DDA commissioned a study from Carl Walker, Inc. to estimate repair and
maintenance costs to keep the city owned parking facilities in good condition over the next twenty
years;

Whereas, These cost estimates have been incorporated into the DDA’s Ten Year Plan, but there is an
interest in segregating funds to ensure that they are available when needed to implement necessary
repairs;

Whereas, The DDA Operations Committee has recommended that a separate parking maintenance
fund be established to accomplish this goal;

RESOLVED, The DDA will establish a parking maintenance fund that is separate from its parking
operating fund, and with which the costs of maintaining and renovating the parking facilities will be paid;

RESOLVED, This parking maintenance fund shall receive through an annual transfer 1/20 of the
program’s total cost per year from the parking operating fund to ensure that capital dollars are available
when necessary.

A vote on the motion showed:

**AYES:** Aldrich, Beal, Dankert, DeVarti, Gillett, Greff, Gunn, Hewitt, Hieftje, Smith, Solo

**NAYS:** None

**Absent:** Boren

The motion carried.

Mr. Hewitt moved and Mr. Gillett seconded the following resolution:

**RESOLUTION TO APPROVE THE DDA BUDGET FOR FISCAL YEARS 2005/2006 AND 2006/2007**
Whereas, The DDA has developed a Ten-Year financial plan, including projected income and expenses for its TIF, Housing and Parking Funds, including calculations for debt service, capital improvements projects and parking operations;

Whereas, The City of Ann Arbor Administration will present a FY 2005/2006 and a 2006/2007 budget to City Council this Spring;

Whereas, The DDA Operations Committee has developed a detailed FY 2005/2006 and 2006/07 budget for the DDA based on the DDA Ten-Year plan;

Whereas, The Operations Committee recommends approval of these DDA budgets by the DDA;


Ms. Gunn pointed out that this resolution does not include the maintenance reserve, but this could be adjusted following the vote. Mr. Hewitt said that the budget figures came from the Ten Year Plan approved at the summer 2004 retreat with adjustments for actual audited figures. Mr. Hieftje asked if the budgets included a figure from the DDA to the City based on recent discussions; Mr. Hewitt said that these discussions hadn’t been concluded. Mr. Hieftje asked if it wasn’t premature to approve these budgets without this. Mr. Beal suggested that the budget be discussed but a vote postponed until the March meeting. Ms. Gunn asked if there was a deadline for budget approval; Ms. Pollay reported that it was Friday, February 4th, but suggested that perhaps Mr. Hieftje might intercede on behalf of the DDA to allow for an extension. Questions were asked about various items, including the alley repair project, which were answered by Mr. Morehouse. Ms. Gunn moved and Mr. DeVarti seconded to table the resolution to the March 2005 meeting.

A vote on the motion to table showed:
AYES:   Aldrich, Beal, Dankert, DeVarti, Gillett, Greff, Gunn, Hewitt, Hieftje, Smith, Solo
NAYS:   None
Absent:  Boren
The motion to table carried.

Mr. Hewitt said that the Downtown Residential Task Force has recommended that the DDA make available a less expensive parking permit for overnight parking to help encourage new downtown residents. The proposal put forward by the Ops Committee would allow a resident to pay $50 a month to park in a structure from 4 pm until 9 am the following morning, which is when the structures have less demand and more capacity. Additional charges would be levied if these permit holders entered the structure early or overstayed beyond 9am. Mr. Hewitt said that this was a pilot program and the Ops Committee might make changes along the way if it was determined they could make the program stronger.

Mr. Hewitt announced that the next Ops meeting would be February 24 at 1:30 p.m.

PARTNERSHIPS COMMITTEE
Ms. Smith moved and Ms. Gunn seconded the following resolution:

RESOLUTION TO EXTEND THE DDA “PRINCIPLES GUIDING PARTNERSHIP DECISIONS” GUIDELINES TO DECEMBER 31, 2006

Whereas, On December 21, 1999 the DDA approved interim guidelines to enable its Partnerships Committee to consider ways that the Authority could work with private developers to encourage new development in the downtown area, particularly those that would include parking on-site as part of their projects;

Whereas, These principles were to be considered as guidelines and not as fixed rules requiring DDA
action in support of or in opposition to any specific development proposal;

Whereas, These guidelines were extended by the DDA until January 31, 2002, and then again through December 31, 2004;

Whereas, The DDA Partnerships Committee has reviewed the Guidelines;

Whereas, The DDA Partnerships Committee has developed a façade loan program and has developed a conceptual framework by which premium parking spaces could be provided to assist downtown developments and the Partnerships Guidelines will complement these other efforts;

RESOLVED, The DDA shall adopt the attached revised “Principles Guiding Partnership Guidelines” as its new guidelines, effective immediately;

BE IT FURTHER RESOLVED, These Guidelines shall remain in effect until amended or repealed by the DDA Board;

BE IT FURTHER RESOLVED, These Guidelines shall be reviewed by the Partnerships Committee or such other committee as the DDA Board may direct on or before December 31, 2006.

PRINCIPLES GUIDING PARTNERSHIP DECISIONS

The overriding premise is that DDA should only expend public resources to further specific City and DDA goals— a "public purpose". Our partnership ventures must be seen as furthering downtown development goals, building the tax base, furthering our parking program, etc. This program must not be seen as an entitlement to developers or as a give away program.

In our discussions to date, this general rule was articulated through several more specific statements.

1. The project must make a significant net financial contribution to the DDA. Specifically, a new development must make a significant ongoing annual contribution to the TIF fund, after any DDA assistance is deducted. The payments to the developer should, in general, be timed so that the development is never in a "negative TIF" situation. If a developer is seeking DDA assistance to build parking, the DDA contribution to that parking must be considerably less than what it would cost the DDA to build that parking.

2. DDA assistance should be limited to what is necessary to make a project happen and should be targeted to achieving specific DDA goals ("public purpose").

3. In general, we expect the DDA contribution to be directly related to some specific community benefit from the project. "Directly related to" means that the DDA assistance supports the specific benefit and that the amount of assistance is related to the value of the benefit. In considering the impacts and benefits of a project, we need to consider not only the site but also the downtown neighborhood surrounding the site. Important community benefits that will be considered by the DDA will include:

   - Historic Preservation
   - Construction of a significant number of new residential units
   - Provision of affordable housing on site, or a contribution to community affordable housing goals
   - Pedestrian improvements, including alley and sidewalk enhancements, as well as an attractive pedestrian-friendly design
   - Parking for the project is completely or predominantly on site
   - Parking for the project is principally situated below grade
   - Provision of sustainable architectural elements, such as a green roof or solar heating system

4. As a working guideline, so that developers will have a better idea of what to expect in terms of DDA support, the committee recommends that the DDA support projects that generally meet the Downtown
Plan and further identified DDA goals, and that either provide "extra" parking; or underground parking; or needed downtown housing; or significant architectural benefit to the downtown, so long as the overall DDA assistance to the developer doesn't exceed 25% of the projected ten year TIF revenue from the project. The degree of DDA support will vary between 0 and 25% of the ten year TIF depending on the public benefits as defined in this policy.

5. In considering how it may assist new developments, the DDA must think of the variety of ways it might provide assistance-- e.g., parking partnerships, the housing fund, pedestrian improvements, low interest historic façade loans, grants equal to the costs for sidewalk closure permit and parking meter bag fees, where it has been determined that developers worked as expeditiously as possible to restore public access to sidewalks and parking, etc.

6. The DDA has negotiated parking permit deals with new developments for many years. In general, this practice should continue as a way to support new development. The determination as to whether to support developer-created parking versus to allocate permits within a DDA structure (or to build a new DDA-owned structure in a given area) should be made in light of parking needs studies.

7. If a developer seeks DDA assistance to build parking, the DDA should consider the extent to which DDA assistance might only go to "extra" parking beyond that which the developer would otherwise build into the development. By "otherwise build into" a project, we mean the parking that is required by ordinance (e.g., one space per residential unit) plus the parking that would normally be built as part of a project (e.g., one level of underground parking in the lower level of an office/commercial development).

8. The DDA should only provide assistance to build parking if the parking will meet a DDA-identified parking need. By a "DDA-identified parking need", we mean a parking need in a given area based on a formal or informal DDA parking needs study. We acknowledge the need to update these needs studies periodically and, in considering parking needs, to consider the impact of the proposed development and other nearby new or planned developments on the parking needs as reflected in the studies.

9. The DDA should normally provide assistance to build parking only if the parking is "public". At the same time, there is some recognition that the creation of "extra" parking by a developer may lessen the demands on the overall downtown system even if the parking is not public.

10. Since the purpose of this policy is to foster new development (and new TIF revenue), the committee recommends that the DDA not consider any requests for "retroactive assistance".

Mr. Solo reported that the guidelines were reviewed and changes made to the last iteration, including inclusion of a statement of support for project elements like historic preservation and high density residential. The list also includes ideas recommended by the Downtown Residential Taskforce such as green roofs and other sustainable architectural elements. Ms. Greff said that she has concerns that this program not be seen as a give away – yet she struggled to suggest ways to improve the language in this document. Mr. DeVarti said that he felt that DDA support should only go to projects that provide for important community benefits such as affordable housing.

A vote on the motion showed:
AYES: Aldrich, Beal, Dankert, DeVarti, Gillett, Greff, Gunn, Hewitt, Hieftje, Smith, Solo
NAYS: None
Absent: Boren
The motion carried.

Liberty Lofts. Mr. Solo reported that the Committee discussed this request, but did not come to conclusion. Additional information has been requested. The project will reuse a former manufacturing site, and it involved a site rezoning, not a PUD, and therefore there was no specific affordable housing requirement. DDA members have asked to see if a DDA grant might enable them to include this in their project.
Mayer-Schäier redevelopment. Mr. Solo reported that representatives attended the last committee meeting to provide information on the project and a request to the DDA. This will be discussed at the next meeting.

Three Site Plan. Mr. Solo reported that a preliminary examination of the potential cost and revenues associated with the three site plan show that the costs for First & William are more than offset by the TIF generated by the other two sites. Current committee thinking would have a 6-story building at 1st & Washington with very little parking and about 100 residential units, and an 8-11 story building on the Kline lot with retail/office/residential and two floors of underground parking to support the needs of the building.

CAPITAL IMPROVEMENTS COMMITTEE

Alley repairs. Mr. Beal reported that construction drawings have been completed and Doan Construction will do the work on the first alley, using last year’s unit prices. The first alley will be the alley located between Fourth Avenue and Main Street, between Liberty and Washington Street. The remaining four alleys will be advertised for bids, with a spring commencement.

Ann/Ashley fire suppression system. Mr. Beal reported the work is complete except for testing which will be done in the spring with the installation of some monitoring alarms.

First/Washington. Mr. Beal reported that monthly monitoring continues.

Huron/Division/Fifth Ave. Mr. Beal moved and Mr. Dankert seconded the following resolution:

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH ALBERT KAHN ASSOCIATES INC. FOR DESIGN OF HURON STREET IMPROVEMENTS

Whereas, In December 2002 the DDA discussed the need to improve access into and through the downtown on Huron, Division and Fifth, and in January 2003 the DDA Capital Improvements Committee began researching conditions along these major corridors;

Whereas, Upon the recommendation of the Capital Improvements Committee, on June 2003 the DDA unanimously approved “Resolution Approving Improvement Projects Along Huron Street and Along Fifth & Division Streets, As Well As The Development Of Outskirt Parking Lots”;

Whereas, It was determined that the project should begin with a comprehensive study of the corridors similar in scope to the one conducted for the State Street area, and in December 2003 the DDA authorized a Professional Services Agreement with Pollack Design Associates to develop an Urban Design Workbook for the Huron, Division and Fifth Improvement Project;

Whereas, This Workbook was compiled based upon exhaustive research and numerous public workshops, and its findings were presented to the DDA and Planning Commission in July 2004;

Whereas, The Committee discussed how best to proceed with the recommendations presented in the Workbook and determined that it would be helpful to develop the design recommendations for all three corridors, in part because it would enable the DDA to pursue possible grant opportunities;

Whereas, The DDA approved “Resolution Authorizing the Issuance of a Request for Proposals for Design of Huron, Fifth, & Division Improvements Capital Improvements” at its November 2004 meeting with the understanding that the DDA would have the opportunity to approve the project consultant selection upon the recommendation of the Capital Improvements Committee;
Whereas, RFP’s were sent to 18 consulting firms, inviting them to submit responses for the design of improvements to Huron, Fifth and Division; six teams of consultants responded, and on December 14th, 2004, the Committee reviewed proposals and decided to interview four teams;

Whereas, On January 11th, 2005, interviews were conducted by members of the Capital Improvements Committee with assistance from a representative of the City, and the group resolved to recommend that Albert Kahn Associates Inc. be selected to design improvements to Huron St. at a cost not to exceed $395,000.

Whereas, Preliminary estimates indicate that it might cost a total of $6.97 million if all improvements to Huron St. were implemented as recommended in the Urban Design Workbook, although the DDA at all times retains the ability to limit its project scope; and

Whereas, The DDA has opportunities to find offset revenues to counterbalance project costs, including TEA-21 grants, City Alternative Transportation Funds set aside from their Act-51 revenues, and the revenues generated by approximately 100 new parking meters to be placed on Fifth and Division;

RESOLVED, The DDA establishes a project budget for the Huron St. Improvement Project not to exceed $6.97 million, with the DDA commitment at this time limited to said maximum amount, with the understanding that the DDA will delineate the specific improvements to be implemented at a later date, thus reducing the actual project costs, and that the DDA will also seek TEA-21 and other funds to offset a portion of the project costs;

RESOLVED, The DDA approves a Professional Service Agreement in the amount of $395,000 with Albert Kahn Associates, Inc., for design of improvements along Huron Street, from Chapin to Thayer;

RESOLVED, The DDA Capital Improvements Committee Chair and Executive Director are authorized to oversee and execute said Professional Services Agreements; and

RESOLVED, Upon completion of said designs, the DDA Capital Improvements Committee will bring the DDA a resolution for consideration to initiate production of construction drawings for improvements on Huron St.

Mr. Beal said that of the two projects, creating a design for Huron Street might be more timely, given the immediacy of the North Quad dorm, City Hall expansion, and YMCA projects. After some discussion, Mr. Hieftje moved and Mr. DeVarti seconded to amend the resolution, to remove a mention of project budget in the first resolved clause, and change the text to read, “Resolved, The DDA will delineate the specific improvements to be implemented at a later date, thus reducing the actual project costs, and that the DDA will also seek TEA-21 and other funds to offset a portion of the project costs."

A vote on the motion to accept the amendment showed:
AYES:    Aldrich, Beal, Dankert, DeVarti, Gillett, Greff, Gunn, Hewitt, Hieftje, Smith, Solo
NAYS:    None
Absent:   Boren
The motion carried.

A vote on the amended resolution showed:
AYES:    Aldrich, Beal, Dankert, DeVarti, Gillett, Greff, Gunn, Hewitt, Smith, Solo
NAYS:    Hieftje
Absent:   Boren
The motion carried as amended.
Mr. Beal moved and Mr. DeVarti seconded the following resolution:

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH BECKETT & RAEDER, INC FOR DESIGN OF DIVISION AND FIFTH AVENUE IMPROVEMENTS**

Whereas, In December 2002 the DDA discussed the need to improve access into and through the downtown on Huron, Division and Fifth, and in January 2003 the DDA Capital Improvements Committee began researching conditions along these major corridors;

Whereas, Upon the recommendation of the Capital Improvements Committee, on June 2003 the DDA unanimously approved “Resolution Approving Improvement Projects Along Huron Street and Along Fifth & Division Streets, As Well As The Development Of Outskirt Parking Lots”;

Whereas, It was determined that the project should begin with a comprehensive study of the corridors similar in scope to the one conducted for the State Street area, and in December 2003 the DDA authorized a Professional Services Agreement with Pollack Design Associates to develop an Urban Design Workbook for the Huron, Division and Fifth Improvement Project;

Whereas, This Workbook was compiled based upon exhaustive research and numerous public workshops, and its findings were presented to the DDA and Planning Commission in July 2004;

Whereas, The Committee discussed how best to proceed with the recommendations presented in the Workbook and determined that it would be helpful to develop the design recommendations for all three corridors, in part because it would enable the DDA to pursue possible grant opportunities;

Whereas, The DDA approved “Resolution Authorizing the Issuance of a Request for Proposals for Design of Huron, Fifth, & Division Improvements Capital Improvements” at its November 2004 meeting with the understanding that the DDA would have the opportunity to approve the project consultant selection upon the recommendation of the Capital Improvements Committee;

Whereas, RFP’s were sent to 18 consulting firms, inviting them to submit responses for the design of improvements to Huron, Fifth and Division; six teams of consultants responded, and on December 14th, 2004, the Committee reviewed proposals and decided to interview four teams;

Whereas, On January 11th, 2005, interviews were conducted by members of the Capital Improvements Committee with assistance from a representative of the City, and the group resolved to recommend that Beckett and Raeder, Inc. be selected to design improvements to Division St and Fifth Avenue at a cost not to exceed $578,000.

Whereas, Preliminary estimates indicate that it might cost a total of $9.1 million if all improvements along Division St. and Fifth Ave. were implemented as recommended in the Urban Design Workbook, although the DDA at all times retains the ability to limit its project scope; and

Whereas, The DDA has opportunities to find offset revenues to counterbalance project costs, including TEA-21 grants, City Alternative Transportation Funds set aside from their Act-51 revenues, and the revenues generated by approximately 100 new parking meters to be placed on Fifth and Division;

RESOLVED, The DDA establishes a project budget for the Division, Fifth Improvement Project not to exceed $9.1 million, with the DDA commitment at this time limited to said maximum amount, with the understanding that the DDA will delineate the specific improvements to be implemented at a later date,
thus reducing the actual project costs, and that the DDA will also seek TEA-21, City Alternative Transportation funds and other revenues sources to offset a portion of the project costs;

RESOLVED, The DDA approves a Professional Service Agreement in the amount of $ 578,000 with Beckett and Raeder, Inc. for design of improvements along Fifth and Division Streets, from Packard to Beakes;

RESOLVED, The DDA Capital Improvements Committee Chair and Executive Director are authorized to oversee and execute said Professional Services Agreements; and

RESOLVED, Upon completion of said designs, the DDA Capital Improvements Committee will bring the DDA a resolution for consideration to initiate production of construction drawings for improvements on Division St. and Fifth Ave.

Mr. Beal said that this resolution would be amended similarly to the Huron St. resolution, by striking the project budget amount. Ms. Greff moved to table the resolution to the next meeting in order for the DDA to come to conclusion with City discussions. Ms. Gunn seconded this motion to table to the March meeting.

A vote on the motion to table showed:
AYES:  Aldrich, Beal, Dankert, DeVarti, Gillett, Greff, Gunn, Hewitt, Hieftje, Smith, Solo
NAYS:  None
Absent:  Boren
The motion to table carried.

RESEARCH AND OPPORTUNITY COMMITTEE
In Mr. Boren’s absence, Ms. Smith reported they had a presentation by the County about the public safety millage. Ms. Gunn said that DDA support for the millage had been sought, but the informational brochure on the issue had already been printed, so there was no longer time to include a mention of the DDA. Ms. Smith said that the Committee would withdraw its proposed resolution of support.

Benchmark data/Vitality Index. Ms. Smith reported the committee is ready to publish data current through December 2004. Data will be released on the DDA website and to local media. The Committee opted not to include the vitality index at this time. Mr. Beal suggested that the data not be compared on a year to year due to projects occurring over multiple years but instead have a baseline from which new figures could be compared. Ms. Smith said that the DDA could consider this the beginning baseline. Data will continue to be reported on a semi-annual basis.

8. OTHER BUSINESS
Mr. Hieftje reported that at the Planning Commission’s work session there was discussion on how best to move forward with the zoning recommendations of the Downtown Residential Task Force. A steering committee will be set up which will include two members from the DDA.

9. AUDIENCE PARTICIPATION
None.

10. ADJOURNMENT
As there was no further discussion the meeting was adjourned at 1:55 p.m.

Respectfully submitted,
Susan Pollay, Executive Director