Minutes
Downtown Development Authority Board Meeting
Thursday, February 8, 1996

Place: Fourth Floor Conference Room, 100 N. Fifth Avenue, Guy C. Larcom, Jr.
Municipal Building (City Hall) Ann Arbor, Michigan 48107.

Time: The Chair, Leah Gunn called the meeting to order at 5:07 P.M.


1. Roll Call

Members
Present: Neal Berlin, Dave DeVarti, David Fritz, Robert Gates, Robert Gillett, Leah
Gunn, Maria Harshe, Deanna Relyea, Ed Shaffran, Lorri Sipes.

Members
Absent: Karl Pohrt, Paul Ungrodt.

Audience
Participation: Ray Detter, DDA Citizens Advisory Council; Jerold Lax, DDA Attorney,
Susan Pollay, Ellie Serras, Merchant Associations, and Melanie Purcell,
Assistant to the City Administrator.

2. Approval of Minutes

Mr. Shaffran made a motion, and Ms. Sipes supported that the minutes dated January 11,
1995 be approved with two corrections: Edward Shaffran was absent; and delete Bob
Gillette entered on page two.

A vote on the motion showed:


NAYS: None.

Absent: Pohrt, Ungrodt.

The motion carried.

The January 1996 Board meeting minutes have been revised to reflect the corrections.
3. **Audience Participation**

**Merchant Associations**

Ellen Serras and Susan Pollay gave the Board an overview of the status of the walking map. The map will go to print March 1, 1996. The Merchant Associations have hired Michael Clement an Ann Arbor artist to assist with the design. She stated that each area association contributed $3,500.00. They plan to have 100,000 copies of the map reproduced. Ms. Serras stated that Merchant Associations are asking for DDA support.

There was discussion regarding the walking map. Board members asked Ms. Serras and Ms. Pollay to find out who will own rights to the walking map.

4. **DDA Citizens Advisory Council**

Ray Detter presented the following report:

After your January meeting, I asked members of the Citizens Advisory Council to give me their ideas on what they thought the job description and qualifications should be for the new DDA Coordinator. Fiscal experience and responsibility rated highly, as did planning, development and management skills. However, most response were more concerned with personality and performance than training.

We all want someone with high energy, a creative approach to promoting the downtown as a business and residential district, and the capacity to find imaginative ways to encourage the process. Other important qualities are leadership, a strong sense of responsibility to the entire Ann Arbor community, and knowledge of that community, its government and its political structure.

The Citizens Advisory Council is pleased to find itself in close agreement with most of the hiring procedures and job description carefully developed by your Task Force. However, they wish me to emphasize two important points that should be of concern to the new Ann Arbor DDA Executive Director and to recommend a few specific changes in the Task Force proposals.

As a City Employee, the DDA Executive Secretary should be sensitive to the value of community planning, patient with and indeed appreciative of citizen input, and willing to work hard for the implementation of all City and DDA policies and plans once they are adopted. For example, the Downtown Plan of 1988 and the prize-winning Central Area Plan of 1992, as part of the Ann Arbor Master Plan (have all been adopted by the City Council). The DDA Executive Secretary should have full knowledge of, and commitment to, these plans.
As you know, and the new coordinator must understand, the Citizens Council's advice to the DDA is based upon carefully and independently articulated goals and objectives, many of which have been distributed as position papers. Priorities advanced by the Citizens Advisory Council tend to complement those of the DDA by their specific attention to the perspective, needs and interests of downtown area residents. We believe our unique vantage point is particularly important to the future of the downtown. A close and collaborative relationship between the DDA and the Citizens Advisory Council is of great and mutual value. The Citizens Council was established by the same State statute and City Plan that set up the DDA in 1982. All our downtown resident members are appointed by the Mayor and City Council. Our members are often encouraged by them to join the DDA Board. Indeed, many have, including your last Chair who was the former Chair of the Citizens Council. Members of our group are a part of your housing and parking subcommittees. Our printing and supply expenses have traditionally been covered by the DDA. Our projects have often been supported by the DDA and identified as your projects. This is particularly true of the Downtown Resident Questionnaire of 1991, and the Downtown Historical Street Exhibit which is to be installed this year.

Recognizing our close relationship, we recommend that reference to the Citizens Council under the "Specific Responsibilities" of the new Executive Director be moved from "B. Community and Public Relations" to "A. Planning and Coordinating," as the fourth item. It should read: "Meet regularly with the Citizens Advisory Council for the DDA to insure that adequate consideration to present and future resident needs are integral to all DDA sponsored projects."

We also believe that "Downtown Residential Population and Location" should be included in the Office Management responsibility of the DDA Executive Director to "Build data base a and map of downtown."

Finally, in the "Statement of Purpose" section of the Job Description for the new DDA Executive Director, we do not believe it is too demanding to require that "The Director should have education and/or professional experience in two, rather than one or more of the following areas: finance, real estate development, business development, marketing, retailing, design, planning and community organizing.

We realize the delicate nature and long-term significance of your search for a new DDA coordinator. Finding the right person for the job will surely be of benefit to us all and we wish you well with it.
5. **New Business**

**DDA FY96/97 Budget Projections**

Melanie Purcell, Assistant to the City Administrator presented the DDA FY96/97 budget projections.

There was discussion regarding the projected budget, and questions regarding funds paid by the DDA for a lawsuit. Ms. Purcell recommended that the Board review the budget, and act on it at their next Board meeting. Board members requested that Ms. Purcell compile information regarding a settlement in a lawsuit, and report back to the Board.

Ms. Sipes - exit.

Mr. Gillett made a motion and Mr. Shaffran supported that a Budget Committee be formed to review the proposed budget and make a recommendation to the Board.

A vote on the motion showed:

- **AYES:** DeVarti, Fritz, Berlin, Gates, Gillett, Gunn, Harshe, Relyea, Shaffran.
- **NAYS:** None.
- **Absent:** Pohrt, Sipes, Ungrodt.

The motion carried.

The following Board members volunteered to serve on the Budget Committee: Harshe, Gillett, and Shaffran.

**Procedure Plan for Hiring New Employee**

Ms. Relyea gave the Board an overview of the draft copy of the Job Description on Page 25 of the Board package. The description was developed by the Task Force.

There was discussion regarding the Statement of Purpose, the timeline for hiring an Executive Director, and developing a procedure for confidential handling of resumes.

Board members recommended revisions to the draft. Mr. Lax explained that the description should be described the same as it is in the City statute. Ray Detter distributed copies of Citizens Council's recommendations.

Mr. Gillett made a motion and Mr. Shaffran supported that the job description be approved with the recommended changes.

A vote on the motion showed:
NAYS: None.
Absent: Pohrt, Sipes, Ungrodt.

The motion carried.

Ms. Relyea stated that the Board needed to make a recommendation to the City Administrator to change the job title from DDA Coordinator to DDA Executive Director.

Ms. Harshe made a motion and Mr. Shaffran supported that the job title be changed from DDA Coordinator to DDA Executive Director.

A vote on the motion showed:

NAYS: None.
Absent: Pohrt, Sipes, Ungrodt.

The motion carried.

Proposal to Fund a Warming Center

Mr. DeVarti reported that the Housing Committee met with Jean Carlberg regarding the Warming Center proposal. Also, he distributed a copy of a memorandum from Eileen Ryan, Community Development Director, regarding "Warming Center Update", dated February 2, 1996.

Mr. DeVarti presented the proposed resolution on page 28 of the Board package. There was discussion regarding the resolution. Board members recommended that the proposal be revised to read as follows:

Proposal
Recommended by Housing Committee
to the DDA Board

Whereas, City Council has asked the DDA to assist in funding a Warming Center in order to provide emergency shelter to homeless individuals;

Whereas, the DDA wishes to work cooperatively with other governmental entities to provide solutions to housing problems in the downtown area;

Be it Resolved, that $5,000.00 be transferred by this resolution and be reconsidered one-time funds to address the current emergency, with no commitment by the DDA to ongoing funding or ongoing management of a Warming Center.
There was further discussion regarding the resolution. Ms. Harshe stated that adoption of the above resolution would not solve the existing problems in the Downtown area.

Mr. Shaffran made a motion and Mr. Gates supported that the amended resolution be adopted.

A vote on the motion showed:

NAYS: Harshe - oppose.
Absent: Pohrt, Sipes, Ungrodt.

The motion carried.

Mr. Berlin stated that funds for the Warming Center would be taken from the City's fund balance.

Public Advisory Committee for Parking Management

The Chair referred the Board to the material on pages 29-34 of the Board package. She asked the Board for their recommendation whether or not the Committee should continue.

Mr. Shaffran moved and Mr. Gillett supported that the Board’s recommendation be tabled until further review.

A vote on the motion showed:

NAYS: None.
Absent: Pohrt, Sipes, Ungrodt.

The motion carried.

Excess City Property Listing

The Chair referred the Board to the memorandum on page 35 of the Board package addressed to Larry Friedman, Housing Services Manager, dated February 9, 1996, regarding Excess City Property Listing. It states that the DDA Board is recommending that Parcel No 13 (Assessor #929411030, vacant lot between 434 S. Main and 427 S. Ashley) be set aside for sale at a later date.

Mr. Shaffran made a motion and Mr. Fritz supported that the comments in the memorandum be accepted by the DDA.

A vote on the motion showed:

AYES: DeVarti, Fritz, Berlin, Gates, Gillett, Gunn, Harshe, Relyea, Shaffran,
NAYS: None.
Absent: Pohrt, Sipes, Ungrodt.

The motion carried.

DDA Meeting Dates for 1996

Mr. Shaffran made a motion and Ms. Harshe supported that the DDA Board Meeting Schedule for 1996 be accepted.

A vote on the motion showed:

NAYS: None.
Absent: Pohrt, Sipes, Ungrodt.

The motion carried.

6. Other DDA Business

Structure Repairs

Mr. Shaffran referred the Board to the letter from TRE Restoration Engineers, dated January 11, 1996, on page 41 of the Board package. He met with the engineers and they indicated that there are $500,000.00 in repairs to be made in the parking structures. One Hundred fifty thousand dollars of these are ADA repairs. Mr. Shaffran asked Ms. Purcell if there are funds available to make the necessary repairs.

Ms. Purcell stated that the repairs could be funded by 063 - 5120 account. It will require that a transfer be made from Structures & Improvements. She recommended that the funds be taken from the current budget. Mr. Shaffran distributed a copy of a letter from Robert C. Wagner, Staff Civil Engineer, dated February 7, 1996 regarding the Forest Avenue Parking Structure - Estimated Available Budget, File No. 95056.17. There is $119,193.32 left over from the approved budget of $500,000.00. He asked the Board for their opinion on allocating the funds to complete the Level 3 recommendations made by TRE.

Mr. DeVarti made a motion and Mr. Gillett supported to accepted the Level 3 project recommended by TRE, and to authorize Mr. Shaffran to call a special Board meeting to make a decision.

A vote on the motion showed:

NAYS: None.
Absent: Pohrt, Sipes, Ungrodt.

The motion carried.
7. **Adjournment**

Mr. Shaffran made a motion and Mr. Fritz supported that the meeting adjourn.

A vote on the motion showed:

- NAYS: None.
- Absent: Pohrt, Sipes, Ungrodt.

The motion carried.

There being no further business, the meeting adjourned at 7:13 P.M.

Respectfully submitted by,

Leah Gunn, Chair