MINUTES  
Downtown Development Authority Meeting  
Tuesday, February 15, 2000

Place:  DDA Office  
301 E. Liberty, Suite 690  
Ann Arbor, MI  48104

Time:  The Chair, Lorri Sipes, called the meeting to order at 12:08 p.m.

1. Roll Call

| Present: | Rob Aldrich, Neal Berlin, Ron Dankert, David Fritz, Leah Gunn, Lorri Sipes, Skip Ungrodt |
| Absent:  | Fred Beal, Dave DeVarti, Bob Gillett, Maria Harshe, Karl Pohrt |

Staff:  Sarah Armstrong, DDA

Audience:  Joseph Morehouse, Fiscal and Administrative Manager

Ray Detter, Citizen Advisory Counsel
Bob Frazier, National Garages, Inc.
Bob Henderson, Citizens Advisory Council for DDA
Donna Johnson, City Planning Department
Cathy O’Donnell, Ann Arbor News
Lara Thomas, AA Chamber of Commerce-Get Downtown Program

1. Approval of Minutes

Mr. DeVarti moved and Ms. Gunn seconded that the minutes of the January 18, 2000 meeting be approved.

A vote on the motion showed:
AYES:  Aldrich, Berlin, Dankert, Fritz, Gunn, Sipes, Ungrodt
NAYS:  None
Absent:  Beal, DeVarti, Gillett, Harshe, Pohrt
The motion carried.

2. Citizen Advisory Council

3. Audience Participation

None.

4. New Business

Mr. Berlin moved and Mr. Ungrodt seconded the following resolution:

RESOLUTION TO APPROVE  
“POLICY REGARDING EXECUTION OF DOCUMENTS”

WHEREAS, The DDA does not currently have any guidelines concerning execution of documents; and

WHEREAS, The DDA wishes to have policies in place outlining the procedures necessary to be followed when documents need to be executed;

BE IT RESOLVED THAT:  The DDA approves the following policy on execution of documents.

DDA POLICY REGARDING EXECUTION OF DOCUMENTS

1. The Executive Director of the DDA and the DDA Board Chair are authorized to sign documents on behalf of the DDA.  Signatures of both of these officers are necessary to bind the organization.
2. The DDA Board may by resolution authorize other DDA Board members or DDA employees to sign legal documents on behalf of the DDA. Any such authorization shall specifically identify who is authorized to sign and the legal document(s) that s/he is authorized to sign.

3. The DDA Board shall specifically authorize any contracts entered into on behalf of the DDA. This authorization may be granted in either of the following ways:

   (a). The Board may by resolution approve a specific contract;

   (b). The Board may by resolution approve a concept and the general terms for a contract and authorize specific individual(s) (including DDA staff, DDA legal counsel, and/or DDA Board members) to review and approve the final contract documents.

4. In the event that the DDA proceeds to execute a contract under the procedures set out in (3)(b), above, the individual(s) identified in the resolution as having the authority to review and approve the contract documents are directed prior to approval and execution to bring back to the Board for review any material change between the concepts and terms approved by the Board and the proposed final legal documents.

A vote on the motion showed:
AYES: Aldrich, Berlin, Dankert, Fritz, Gunn, Sipes, Ungrodt
NAYS: None
Absent: Beal, DeVarti, Gillett, Harshe, Pohrt
The motion carried.

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

RESOLUTION TO APPROVE
“POLICY ON EMERGENCY EXPENDITURES”

WHEREAS, The DDA does not currently have any guidelines concerning emergency expenditures;

WHEREAS, There will be times when immediate action and financial commitments by the DDA are necessary to insure the best interests of the Authority; and

WHEREAS, The DDA wishes to have policies in place outlining the procedures to follow when immediate action and financial commitments are necessary;

BE IT RESOLVED THAT: The DDA approves the following policy on emergency expenditures.

DDA POLICY ON EMERGENCY EXPENDITURES

A. Emergency expenditures are expenditures that are not currently budgeted but are necessary to be acted upon prior to the next DDA meeting.

B. The DDA Executive Director has the authority to authorize emergency expenditures of up to $10,000 without prior approval of the DDA Executive Committee or DDA Board. If timing permits, the DDA Executive Director shall seek DDA Board approval for any unbudgeted expenditure. If timing does not permit prior approval of an emergency expenditure, the DDA Executive Director may authorize such
expenditure between Board meetings. The Executive Director shall report to the Board on any such expenditure at the next regular DDA Board meeting.

C. The DDA Board Executive Committee has the authority to act between regularly scheduled Board meetings to authorize emergency expenditures of up to $50,000. The Board President shall report to the Board on and shall seek Board ratification of any such expenditure at the next regularly scheduled DDA Board meeting.

D. For any unbudgeted expenditure over $50,000, an emergency DDA Board meeting shall be called.

A vote on the motion showed:
AYES: Aldrich, Berlin, Dankert, Fritz, Gunn, Sipes, Ungrodt
NAYS: None
Absent: Beal, DeVarti, Gillett, Harshe, Pohrt
The motion carried.

Mr. Gillett enters.

5. Old Business

None

6. Subcommittee Reports

FINANCE COMMITTEE/ BUDGET COMMITTEE

Mr. Morehouse explained that the Audit Report dated June 30, 1999 for the DDA had been received and had no major discrepancies when compared to the June 30, 1999 financial statements. The TIF fund balance differed only by $1,200, the Parking fund balance differed by $9,500 on a $3.5 million fund balance, and the Housing fund balance differed by $4,400 on a $500,000 balance. Joe will investigate these variances and make the necessary adjustments.

Mr. Dankert reported that he, Mr. Aldrich, and Mr. Morehouse will be meeting to discuss the current financial reports that are presented monthly and make any necessary changes.

Mr. Berlin told the Board that Ms. Pollay has written a letter to the newspaper in response to a recent article in which the City and DDA were criticized for not using parking revenues to keep the structures in good shape. Mr. Berlin wanted the Board to see the letter before it was printed. Mr. Morehouse provided the Board with a copy. The consensus was that it was a very good letter and should be published.

PARKING ORGANIZATION AND OPERATIONS COMMITTEE

Mr. Dankert presented the following resolution:

RESOLUTION AUTHORIZING THE USE OF TWO KLINE PARKING LOT SPACES FOR A NEW TRASH COMPACTOR

Whereas, The business along Main Street adjacent to the Kline parking lot have outgrown their present trash compactor capacity;
Whereas, Plans to install a larger trash compactor in addition to the current one require the use of an area the size of two parking spaces now included in the Kline parking lot;

Whereas, The revenue loss to the DDA for those two spaces is estimated to be approximately $3,800 per year;

Whereas, The new compactor will add to the appearance of the area surrounding the DDA parking facility;

RESOLVED, That the DDA authorizes the use of two parking spaces at the Kline lot so that a new trash compactor can be installed;

It was noted that no one appeared to be maintaining the existing trash compactor. Donna Johnson, of the City’s Planning Department, suggested that someone speak with the Solid Waste Director to see if they could do anything to help with this problem. It was suggested that perhaps the DDA would be willing to lease the space if the Main Street Area Association maintained it.

Ms. Gunn moved and Mr. Fritz seconded the motion to table the resolution until they could contact the Main Street Area Association for additional information.

A vote on the motion to table showed:
AYES: Aldrich, Berlin, Dankert, Fritz, Gillett, Gunn, Sipes, Ungrodt
NAYS: None
Absent: Beal, DeVarti, Harshe, Pohrt
The motion carried.

Mr. Dankert reported that the committee also discussed the possible sale cost of the parking equipment on the Fifth/Huron lot to the Bank of Ann Arbor. Mr. Morehouse says they are trying to come up with a comprehensive listing of costs so that a reasonable asking price can be given.

2012 ISSUE COMMITTEE
Ms. Sipes handed out a draft outline and a schedule of work. More information will be presented at the next meeting. She asked each committee to address the objectives listed on the draft for discussion at the next meeting.

PUBLIC/PRIVATE PARTNERSHIPS COMMITTEE
Mr. Gillett reported that the committee had discussed the literacy group request and resolved that DDA members could support that group’s efforts, but the DDA could not provide financial assistance, as its facilities and operations are outside the DDA area.

The Committee had discussed Mr. Stegeman’s proposal to the DDA related to the former NBD bank site on William/Thompson, and will meet later this week with Mr. Stegeman to discuss his proposal in greater detail.

PARKING CONSTRUCTION COMMITTEE
Ms. Sipes reported that Mr. Beal is having scheduling problems and will not be able to attend meetings until later this spring. In his absence, Mr. Morehouse reported on the following projects:

Maynard Status
The structure is fully open except for the elevator. The Thompson Street stairs received a temporary Certificate of Occupancy until new stair handrails can be fabricated. The National Garages offices have
received their Certificate of Occupancy. The new Police office will be completed within the next few weeks. In the spring, sections of the Neogard deck coating that have bubbled will be redone, and areas will be repainted where peeling has taken place.

4th/Washington Status
The structure is totally open but they are still working on the railings.

Forest Status
The three houses have been torn down and demolition has begun on the structure itself. There have been some equipment problems due to the height of the structure.

Mr. Aldrich departed.

Ms. Sipes said they had received a letter from someone who apparently was stuck in the elevator at the Liberty Square parking structure and asked to be compensated for damages. Mr. Morehouse said it has been turned over to the City’s Risk Management department for action.

Mr. Ungrodt questioned the use of the top floor at the Ann/Ashley structure for the County Court’s non-impaneled jurors. He suggested they be moved to the 4th/Washington structure. Mr. Morehouse will look into this and talk with the Courts.

STATE STREET PROJECT
No report.

ALLEN CREEK PROJECT
No report.

TRANSPORTATION COMMITTEE
Ms. Lara Thomas was in the audience and Ms. Sipes asked how the "Get Downtown" program was doing. Ms. Thomas reported that it is going very well. Response has been good and ridership is up according to the AATA – about 800 riders per day. Ms. Thomas is currently working on distributing a survey to fully gauge the impact of the program.

HOUSING ISSUES
No report.

FOURTH AVENUE
Mr. Fritz reports they are working on the estimated costs of the work needed and their costs for this project.

DOWNTOWN MAINTENANCE
No report.

6. Adjournment
As there was no further discussion, upon motion, the meeting was adjourned at 1:02 p.m.

Respectfully submitted,
Joseph Morehouse, Secretary