Board Meeting
Downtown Development Authority
Thursday, March 14, 1996

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

Time: The Chair, Leah Gunn called the meeting to order at 5:05 P.M.

1. Roll Call


Members Absent: Robert Gillett, Karl Pohrt.

Audience Participation: Jerry Billiter, National Garages; Ray Detter, DDA Citizens Council; Jerold Lax, DDA Board Attorney; Melanie Purcell, Assistant to City Administrator.

2. Approval of Minutes - February 8, 1996

Mr. Ungrodt made a motion and Mr. Shaffran supported that the DDA Board Meeting Minutes dated February 8, 1996 be accepted.

A vote on the motion showed:

AYES: DeVarti, Fritz, Gates, Gunn, Harse, Relyea, Shaffran, Sipes, Ungrodt.

NAYS: None.

Absent: Berlin, Gillett, Pohrt.

The motion carried.

Mr. Berlin entered.
3. **Report by DDA Citizens Advisory Council**

Ray Detter submitted the following report:

**Courthouse Square Apartments**

The Citizens Advisory Council recently directed a letter to Robert Salomon, Executive Vice President of First Centrum Corporation, congratulating him on the February 9, celebration of the commencement of construction on the Courthouse Square Apartments. Almost all our members attended. We assured him as well as Carolyn Hastings of the Ann Arbor Housing Bureau for Seniors of our desire to cooperate with all parties in the programming and operation of the building. We all share the desire that the apartments will be a positive contribution to our downtown’s residential environment as well as a quality home for those who will live there.

Our members were particularly pleased to see that their plans provided for desirable common and public space, a large adaptable dining area, and a strong retail presence. However, in our letter, we expressed our disappointment that present plans do not call for the removal of the disproportionately large canopy over the Fourth Avenue entrance. “With bulk exceeding function, it is an unsightly reminder of the failed enterprises that have occupied the site. We hope you will find it feasible to remove this eyesore and replace it with a canopy awning such as that used by the Earle on Washington Street in Ann Arbor as well as by prominent apartment buildings from New York to San Francisco. The visual improvement to the location would be enormous. At the same time, it would strongly signal a new start, a new entity, a positive beginning for residential and retail users of the renovated space.”

The Citizens Council has asked me to follow up this request to First Centrum with a specific request that the DDA assist First Centrum in whatever way possible to remove this eyesore. We believe that past DDA plan for street improvements on South Fourth included the area in front of the Ann Arbor Inn. If the DDA could take the initiative with First Centrum to find a way to remove the canopy and complete the pedestrian improvements in front of this building, it would be of major benefit to the downtown as well as the future residents of this building.

**Bike Racks in the DDA Area**

The Citizens Council has always encouraged the convenience placement of more hoop-style bicycle racks on the sidewalks and in the parking structures and lots in the DDA area. We believe good bike parking facilities can only help downtown businesses and residences and that the DDA should be financially involved in encouraging them. Our members have asked me to urge you, both through the Pedestrian Improvement Committee and the Parking Committee, to cooperate with Jayne Miller and the City's
Bicycle Coordinating Committee to provide more convenient hoop-style bicycle racks in the Downtown. We can put in between 50 to 100 hoop style racks for the cost of one structure auto parking space. We realize that not all merchants want these racks in front of their buildings. We suggest, as one possible step, the establishment of a DDA bicycle parking fund that would finance and install bicycle racks for those locations that request them. This would set a good example until we have a much needed, standard bicycle policy in place that would locate racks throughout the downtown area.

4. **Old Business**

**Personnel Committee Report**

Ms. Relyea stated that the Personnel Committee met on March 12, 1996, and developed the criteria for evaluating resumes for the DDA Executive Director position. She distributed copies of the Personnel Committee meeting report that outline the category for evaluating the candidates' resumes. The report also outlined targeted dates for interviewing, and negotiating a contract. She stated that the Committee will select the final candidates and make a recommendation to the Board. The Chair stated that the position is currently posted, and the resumes are public record. A reception is planned for the candidates, and it will be opened to various City department staff to meet and interact with the candidates.

There was discussion regarding terms and agreement of the employment contract, and residency status. Mr. Lax stated that these issues should be finalized before the interviews start. After further discussion, most Board members stated that they preferred that the DDA Executive Director live in the City of Ann Arbor, but it should not be a deterrent factor.

5. **New Business**

**National Garages**

Jerry Billiter, Vice President of National Garages gave the Board an overview of repairs needed in the parking structures. He stated that the structure at First and Washington has some emergency needs that should be corrected as soon as possible. The plumbing drains are plugged and concrete is cracking. He stated that National Garages met with the Parking Committee and discussed the needed repairs at Tally Hall where expansion joints need to be replaced. He also stated that a study is needed for a more preventative maintenance program for all of the garages.
There was discussion regarding the garages. Mr. Shaffran recommended that the Board develop a policy for ordinary/ongoing repairs in the structures, and determine if the DDA has enough funds set aside to pay for repairs. Mr. Billiter stated that they have received three quotes for the plumbing problems at First and Washington.

Board members recommended that the Parking Committee be authorized to determine an amount to be set aside for emergency repairs on an ongoing basis.

Mr. Shaffran requested that the Board authorize the Engineering Department to send out an RFP for ongoing maintenance repairs on all structures.

Ms. Sipes made a motion and Mr. Ungrodt supported that emergency repairs be made on the First and Washington, and Tally Hall structures, estimated cost for both projects is $25,000. Funds should be taken from the Structure Improvement Account # 5120.

A vote on the motion showed:

**AYES:** Berlin, DeVarti, Fritz, Gates, Gunn, Harshe, Relyea, Shaffran, Sipes, Ungrodt.

**NAYS:** None.

**Absent:** Gillett, Pohrt.

The motion carried.

**Major Construction Projects**

Mr. Shaffran made a motion and Ms. Harshe supported that the Board instruct the Engineering Department to send out an RFP soliciting bids for a detailed engineering study of all repairs needed in the parking structures.

There was discussion regarding the motion. Mr. Shaffran stated that the report would give the Board an opportunity to determine the amount of funds to be placed in reserve for repairs, and determine the life expectancy of the older structures.

A vote on the motion showed:

**AYES:** Berlin, DeVarti, Fritz, Gates, Gunn, Harshe, Relyea, Shaffran, Sipes, Ungrodt.

**NAYS:** None.

**Absent:** Gillett, Pohrt.
The motion carried.

Resolution to Appropriate Funds for Emergency/Urgent Parking Structure Repairs

Mr. Shaffran made a motion that the following resolution be adopted; and Ms. Harsha supported:

Resolution to Appropriate Funds for Emergency/Urgent Parking Structure Repairs

Whereas, emergency repairs to the parking structures have been identified which require immediate attention;

Whereas, extensive urgent repairs necessary to maintain operations of several structures for the next two-four years have also been identified;

Whereas, the Downtown Development Authority is responsible for the operation and maintenance of the parking structures;

Whereas, the Downtown Development Authority’s capacity to issue bonds or fund the total expense of these repairs by other means is inadequate;

Whereas, the Downtown Development Authority anticipates parking system revenues above those originally budgeted for 1995-96;

Be it Resolved, that a multi-year project be established to undertake these repairs and funds be appropriated through the life of the project; and

Be it Resolved, that $725,000, from parking revenues be appropriated in the 1995-96 Budget for this project.

There was discussion regarding the resolution. A vote on the motion showed:

AYES: Gates, Gunn, Harsha, Shaffran, Ungrodt.


Absent: Gillett, Pohrt.

The motion failed.

After further discussion regarding the resolution, it was referred to the Parking Committee for a recommendation.
Board members recommended that the item be referred to the Parking Committee to define the scope of the RFP, and refer it to the Engineering Department.

Walking Map

Ms. Harshe made a motion that the following resolution be adopted. It was supported by Mr. DeVarti, and amended by the Board and the Board's Attorney as follows:

Whereas, representatives of the four downtown Ann Arbor area associations of Kerrytown, Main Street, State Street and South University have been cooperating and meeting regularly for the purpose of creating a Downtown Ann Arbor walking map;

Whereas, the purpose and effect of the Downtown Ann Arbor walking map is to enhance the viability of downtown Ann Arbor by encouraging visitors to park in Downtown Ann Arbor's parking structures and stroll through Downtown Ann Arbor;

Whereas, the Downtown Ann Arbor walking map will also serve the DDA's purposes by providing a means by which customers of the DDA's parking structures may be directed through downtown Ann Arbor and/or to other DDA parking structures in the event a structure is full or under construction;

Whereas, the four downtown Ann Arbor area associations have already contributed a total of $14,000 toward the publication of the Downtown Ann Arbor walking map;

Whereas, the most effective distribution of the Downtown Ann Arbor walking map would require a first printing of at least 100,000 copies of the map;

Whereas, the current financial obligations related to the map would require an additional $7,232 contribution in order to effect a first printing of 100,000 copies of the map;

Whereas, the DDA wishes to copyright the Downtown Ann Arbor walking map so that the DDA can control future printings, and final distribution of the map and grant to each association to print and distribute the map;

Whereas, the DDA shall be prominently identified on the Downtown Ann Arbor walking map as having contributed to the publication of the map;

Whereas, certain money has been allocated to a "public relations" task force of the DDA to facilitate the DDA's efforts to undergo projects such as a Downtown Ann Arbor walking map;
It is resolved, that the DDA will contribute $7,232 toward the first printing of the Downtown Ann Arbor walking map;

It is further resolved, that the DDA will supervise, execute and pay all costs associated with the DDA obtaining copyrights to the Downtown Ann Arbor walking map provided that the associations permit the DDA the right of first refusal for further printing.

A vote on the motion showed:


NAYS: None.

Absent: Gillett, Pohrt.

The motion carried.

Ms. Relyea exit.

Budget Committee

Mr. Gates stated that the Budget Committee met and discussed the amount of funds needed in the 1995/96 budget, and they will meet once more. There will be a Special Board meeting on March 26, 1996 to approve the final budget. The final budget is due March 27, 1996.

Parking Committee

Mr. Shaffran stated that the Parking Committee met with National Garages, and asked that they review the rates of all structures; high rate structures versus low rate structures; special rates for downtown residents; and maintenance in the structures.

6. Adjournment

There being no further business, the Chair declared the meeting adjourned at 7:01 P.M.

Submitted by,

Leah Gunn, Chair