Minutes
Downtown Development Authority Board Meeting
Thursday, April 11, 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 5:05 P.M.

1. Roll Call

Members

Members
Absent: Dave DeVarti, Robert Gillett, Paul Ungrodt.

Audience Participation: Jerry Billiter, National Garages; Daniel J. Cullen, Risk Management; Ray Detter, DDA Citizens Advisory Council; Jerold Lax, DDA Board Attorney; and Melanie Purcell, Assistant to the City Administrator.

2. Approval of Minutes - March 14, 1996 and March 26, 1996

Ms. Harshe made a motion and Ms. Sipes supported that the minutes for the Regular Board Meeting dated March 14, 1996 and the minutes for the Special Board Meeting dated March 26, 1996 be approved with the following correction:

Minutes for March 26, 1996 - the motions should reflect Neal Berlin as absent.

A vote on the motion showed:


NAYS: None.

Absent: DeVarti, Gillett, Ungrodt.

The motion carried.
3. Audience Participation

None.

4. New Business

a. Hopkins Insurance Settlement - Jerold Lax

Mr. Lax gave the Board an overview of the Hopkins Insurance Settlement that involved the UM, City of Ann Arbor, an Architect, and the DDA. The accident occurred on August 4, 1992. The City’s insurance policy has a $500,000 deductible and the DDA Coordinator agreed to pay $250,000.

Mr. Shaffran made a motion and Mr. Gates supported that the following resolution be approved:

Resolution to Approve Payments to the City’s Insurance Fund for Hopkins Case Settlement

WHEREAS, the case of Tiffany Hopkins against the City of Ann Arbor and the Downtown Development Authority and others was settled in June 1995; and

WHEREAS, the City’s Insurance Fund paid the $250,000 retention to the insurance (Michigan Municipal Risk Management Authority) and has requested reimbursement from the Downtown Development Authority.

BE IT RESOLVED that the Downtown Development Authority agrees to pay $50,000 per year for five years, beginning in the 1996/97 Annual Budget, to the City’s Insurance Fund to be included as part of the Self Insurance Transfer (Acct. #4200).

There was discussion regarding the resolution. Board members recommended that the vote be deferred until the matter is discussed further. Mr. Lax suggested that the Board develop a list of questions regarding the history of the settlement in the case. He recommended that since the DDA budgeted $50,000 for this fiscal year, it should be paid.

Mr. Shaffran made a motion and Ms. Sipes supported that the resolution be tabled until an ad hoc committee is formed to review the case and make a recommendation to the Board.
A vote on the motion showed:


NAYS: None.

Absent: DeVarti, Gillett, Ungrodt.

The motion carried.

b. **DDA Purchasing Separate Insurance Policies - Daniel J. Cullen**

Mr. Cullen gave the Board an overview of the City’s insurance fund structure. He recommended that the DDA consider purchasing their own insurance plan. Currently, the DDA is a part of the City’s insurance plan.

Mr. Shaffran made a motion and Mr. Fritz supported the following resolution:

**The Downtown Development Authority (DDA)
Establishing a Risk Financing Program**

RESOLVED, The DDA shall seek independent insurance quotes for the policy year 1996-97.

A vote on the motion showed:


NAYS: None.

Absent: DeVarti, Gillett, Ungrodt.

The motion carried.

**Personnel Committee Report**

Ms. Relyea reported that the Personnel Committee met on Friday, April 5, 1996 and reviewed 79 resumes received for the DDA Director position. They selected six candidates. The interviews will be held on Saturday, April 20, 1996, in City Council Chambers, and will be open to the DDA Board.

Mr. Shaffran made a motion and Mr. Pohrt supported that Melanie Purcell be interviewed for the DDA Director position.

A vote on the motion showed:
AYES: Berlin, Fritz, Harshe, Pohrt, Shaffran.

NAYS: Gates, Gunn, Relyea, Sipes.

Absent: DeVarti, Gillett, Ungrodt.

The motion carried.

c. Resolution Approving the Sale of a Vehicle

Mr. Pohrt made a motion and Ms. Sipes supported that the following resolution be adopted:

Resolution to Authorize Sale of Vehicle

WHEREAS, the 1996-97 adopted budget reflects the decision of the Downtown Development Authority Board to no longer provide a personal vehicle or vehicle maintenance for the use of the Director; and

WHEREAS, the City has indicated a willingness to purchase the vehicle, a '92 Ford Tempo, for the City's fleet.

THEREFORE BE IT RESOLVED that Melanie Purcell is authorized to negotiate a price with the City's Fleet Services Division and to complete the sale of the vehicle. All proceeds from the sale shall be appropriated into the 1995-96 Budget Fund 003 upon receipt.

A vote on the motion showed:


NAYS: Shaffran.

Absent: DeVarti, Relyea, Gillett, Ungrodt.

The motion carried.
5. Report by DDA Citizens Council

Mr. 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 plans 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 convenient 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 Improvements 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.

6. Financial Reports

The DDA Financial Reports for March 31, 1996 were distributed at the meeting.

7. Committee Reports

Parking Committee

Mr. Pohrt reported that the Parking Committee is currently meeting once each week. They are doing walk-throughs of the parking structures, and determining what the minor/major repairs are in each one. He stated that the Committee has prepared three resolutions pertaining to the parking structures.

Mr. Shaffran made a motion and Mr. Pohrt supported that the following resolution be adopted:

Resolution Requesting National Garages to Prepare a Rate Matrix

WHEREAS, the Parking Committee requested National Garage to prepare a rate matrix, whereby the Parking Committee could analyze the effect of a rate increase.

WHEREAS, the Parking Committee reviewed and discussed the effect of a rate increase.

WHEREAS, the Parking Committee unanimously approved to change the rate based on an hourly rate instead of the current one half (1/2) hour rate.

THEREFORE, BE IT RESOLVED, effective Monday, May 15, 1996, at all DDA facilities, National Garages shall begin charging an hourly rate when the respective facility is staffed.

A vote on the motion showed:

NAYS: None.

Absent: DeVarti, Gillett, Relyea, Ungrodt.

The motion carried.

Mr. Shaffran made a motion and Ms. Harshe supported the following resolution:

Resolution for a Rate Increase from Six Dollars to Seven Dollars Per Entry During the Ann Arbor Street Art Fairs

WHEREAS, the Parking Committee reviewed and discussed a rate increase from Six Dollars ($6) to Seven ($7) per entry, during the Ann Arbor Street Art Fairs.

WHEREAS, the Parking Committee unanimously approved to change the rate from Six Dollars ($6) to Seven ($7), per entry during the 1996 Ann Arbor Street Art Fairs at all DDA facilities.

THEREFORE, BE IT RESOLVED, during the 1996 Ann Arbor Street Art Fairs the per entry rate shall be Seven ($7) Dollars at all DDA facilities.

A vote on the motion showed:


NAYS: None.

Absent: DeVarti, Gillett, Relyea, Ungrodt.

The motion carried.

Mr. Shaffran added that the Parking Committee will review extending the parking rates to include Sundays for the structures.

The Board authorized Melanie Purcell to send a notice to the Ann Arbor News regarding the parking structure rate change.

Budget Summary Ann Arbor Parking Facilities Proposed Operating Budget for FY '96-'97 (July 01/96-06/30/97)

The Chair asked Board members to review the information in the Board package on pages 27-42, and be prepared to vote on it at the May 1996 Board meeting.
Pedestrian Improvements Committee

Resolution Awarding the Contract for the Design of the Kerrytown Lights Project

Mr. Fritz made a motion and Mr. Berlin supported that the following resolution (on page 15 of the Board package) be adopted:

Resolution to Approve Professional Services Agreement with Pollack Design Associates for Kerrytown Lighting Project Design

WHEREAS, the Downtown Development Authority Board has allocated funds for the design and construction of new street lights in the Kerrytown Historical Market.

WHEREAS, the Engineering Division recommends the award of the design contract to Pollack Design Associates due to their familiarity and preliminary work on lighting projects for the Downtown Development Authority, which has created optimum circumstances for rapid progress on the project without necessitating an RFP process; and

WHEREAS, the Pedestrian Improvements Committee recommends that these lights be designed and constructed as soon as possible.

BE IT THEREFORE RESOLVED that the City Engineering Division be authorized to award a Professional Services Agreement to Pollack Design Associates for the scope of services outlined in the attached draft agreement of an accompanying Purchase Order be established for the amount of $10,225 to be funded out of the 1995-96 Budget, Fund 003. The Chair of the Board is authorized to sign the agreement on behalf of the DDA.

A vote on the motion showed:


NAYS: None.

Absent: DeVarti, Gillett, Relyea, Ungrodt.

The motion carried.
8. **Other DDA Business Matters**

Board members recommended that another meeting location be found. The current meeting room is too small.

9. **Adjournment**

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

There being no further business, the Chair declared the meeting adjourned at 6:40 P.M.

Submitted by,

Leah Gunn