MINUTES
Downtown Development Authority Meeting
Wednesday, November 5, 2003

Place: Kerrytown Concert House, 415 N. Fourth Avenue, Ann Arbor, MI 48104
Time: DDA Chair Rene Greff called the meeting to order at 12:07 p.m.

1. Roll Call

Present: Rob Aldrich, Fred Beal, Gary Boren, Ron Dankert, Dave Fritz, Bob Gillett, Rene Greff, Leah Gunn, John Hieftje, Dave Solo

Absent: Dave Devarti, Lorri Sipes

Staff Susan Pollay, Executive Director
Present: Joe Morehouse, Deputy Director
Adrian Iraola, Project Manager
Sarah Armstrong

Audience: Ray Detter, Citizens Advisory Council
Bob Henderson, Citizens Advisory Council
Mark Hodesh, Downtown Home and Garden
Donna Johnson, City Planning Department
Emily Kirkland, David Milling & Associates, Architects
Becky Maccardini, Main Street Area Association
Cathy O’Donnell, Ann Arbor News
Ethel Potts, Citizen
Ellie Serras, Main Street Area Association
Don Todd, City Public Services/Alt. Transportation

2. APPROVAL OF MINUTES

Ms. Gunn moved and Mr. Fritz seconded the approval of the October 1, 2003 minutes.

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

Ms. Gunn moved and Mr. Solo seconded the approval of the 2003 Retreat minutes.

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

3. AUDIENCE PARTICIPATION

Ms. Ellie Serras, Main Street Area Association, spoke about the status of the 4th & William parking structure art project in which school children would be provided with an opportunity to produce and install art in the stairwells. They are still meeting with the teachers and hope to get back to the DDA this spring.

Ms. Serras also thanked the DDA for sponsoring her at the IDA Conference last month, as she learned a lot and gained many new ideas. She said the other reason for attending the DDA meeting was to ask the DDÀ to help MSAA improve its infrastructure. She then introduced Ms. Becky Maccardini, a member of the MSAA Board of Directors.
Ms. Maccardini asked that the DDA consider increasing its annual grant to MSAA to enable the Association to move forward with new initiatives to improve the downtown, such as hiring a website development technician and benchmarking the attendance and success of promotional events.

Mr. DeVarti enters.

4. CITIZENS ADVISORY COUNCIL

The CAC has asked me to strongly endorse the proposal for the DDA to contribute approximately 20% of the cost, or $20,000, toward the $100,000 needed to prepare a Citywide Non-Motorized Transportation Master Plan as proposed by Don Todd, Alternative Transportation Program Coordinator. This Alternative Transportation Master Plan will be designed to achieve the goal of the city and the DDA to improve non-motorized transportation citywide—to make the city more pedestrian and bicycle friendly both downtown and throughout the city.

In relation to this support for alternative transportation, we look forward to the recommendations of the Greenway Collaborative, the DDA’s planning consultant for the State-Liberty area. It is our expectation that Norm Cox will come up with proposals that clearly express the community’s desire to ask bicyclists to dismount in the State and Liberty areas. At the same time, changes will be made in street signage that will make it safer for cyclists to operate their vehicles in the street. We hope Norm Cox will also make recommendations on the education process that will make this pilot program work effectively.

Both the CAC and the DDA supported passage of voter Proposal B. We congratulate Mayor Hieftje on his very successful campaign to get this extremely important Greenbelt proposal approved by a two-to-one margin. A truly great job of educating the voters!

Last night’s celebration of passage of Proposal B at Arbor Brewing was a very exciting affair. I was most impressed with some brief comments made by Doug Cowherd, President of the Sierra Club. He pointed out that now that the proposal has passed, the real work begins. The issues: City land use planning, Affordable housing issues, Density issues, Transportation issues, Regional planning. The CAC believes that the DDA should be in the forefront of leadership in the discussion of all these issues. Each issue influences the future of downtown Ann Arbor—and we believe that the success of our downtown is of central importance in determining whatever happens in the Washtenaw County region.

The discussions at last night’s CAC meeting related to many of these important issues. The first part of our meeting was given over to a discussion of the future of public art in Ann Arbor, which is a part of what will make the center of our city the continuing vibrant core of broader regional development. But we also discussed the future of Lower Town, the Broadway Bridges, the YMCA, plans for the First and William and First and Washington sites, the Kline’s lot, and even the Library Lot—all of which relate to these issues of land use, affordable housing, density, transportation and regional planning.

Our December dinner meeting, as always, will continue to deal with these issues, but most of our sober moments will be committed to a discussion of the future role and strategies of the CAC in relation to the new DDA Development Plan.

5. NEW BUSINESS

Ms. Pollay asked the Board to review the 2003/04 DDA Committee list, to ensure DDA members were assigned to the correct committees. She asked for any changes or corrections.

Mr. Aldrich announced that the Planning Committee’s name has been changed to the Research and Opportunity Committee (ROC).

6. OLD BUSINESS

None.
7. SUBCOMMITTEE REPORTS

OPERATIONS COMMITTEE

Mr. Dankert reported on the highlights from the September financial statements. There were no changes in TIF revenues. TIF expenses are 27% under budget due to project timing. Parking revenues from the big decks like Fourth/William, Maynard, and Ann/Ashley are doing well. 1st & Huron revenues are down 23% due to the resurfacing project. Meter bags and meters are below budget, and parking revenues overall are down $27,000 against last year, in part due to the shift back to charging by the half hour. There has been no significant change in the Housing Fund. Mr. Dankert moved and Ms. Gunn seconded that the financial report be accepted.

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

Mr. Solo directed the Board to page 20 which shows the performance of each parking facility for the year, and thanked Mr. Morehouse for putting this information together. Mr. Solo reported that the DDA’s financial advisors at Bank of Ann Arbor met with the Committee to review the status of the DDA’s investments for the quarter. It was reported that over the past six months the portfolio they’ve chosen for us has out performed the Merrill/Lynch 1-3 year treasury index and significantly out performed U.S. Treasury bills. They are projecting an annual income yield of 3-1/2%. Operationally they said the manner in which we are getting parking money to them is going well.

Mr. Dankert announced that the resolution to approve a parking contract for Washtenaw County employees needed tweaking and will be brought back at a later date.

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

RESOLUTION AUTHORIZING THE OPENING OF A DDA CHECKING ACCOUNT AND MAINTAINING THE DDA’S GENERAL LEDGER AT THE DDA OFFICES

Whereas, in July, 1998 The DDA hired a Fiscal and Administrative Manager to oversee its financial operations;

Whereas, In 2001 the DDA opened its own bank account to deposit parking facility revenue and began reimbursing some vendors from this account;

Whereas, In 2002 the DDA opened a second bank account to deposit parking meter revenue;

Whereas, In January, 2003 the DDA hired its own financial advisor to maximize the DDA’s investment income;

Whereas, The Ann Arbor Housing Commission, Ann Arbor Pension Board and the Ann Arbor Transportation Authority maintain separate financial operations from the City;

Whereas, The Operations Committee has voted to recommend that the DDA assume responsibility for the remaining portion of its accounting operations, including maintaining its general ledger at the DDA office;

Whereas, This would reduce pressures on the City’s Finance Department;

Whereas, The total cost of transferring this remaining portion of the DDA’s financial operations to the DDA office is estimated to be less than $10,000, including the purchase of new software;
Whereas, The DDA will contract with the City’s auditor for a semi-annual and an annual audit of the DDA’s finances for the first year to be presented to the DDA Operations Committee, and an annual audit thereafter, with the option of having additional semi annual audits if deemed necessary;

RESOLVED, That the DDA authorizes opening a checking account for the remainder of the DDA vendor payments and maintaining the DDA’s general ledger in the DDA offices as of January 1, 2004.

Mr. Hieftje moved and Mr. Gillett seconded that this resolution be tabled to the next meeting in order to inform the City Administrator and City Council of the DDA’s intent.

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

Work Plan. Mr. Dankert pointed to the Committee work plan for the year.

CAPITAL IMPROVEMENTS COMMITTEE
First/Washington. Mr. Beal said that repairs were completed and monthly inspections continue.

S. State Street Area Project. The contractor from Phase I has been notified of contract termination and punch list items are being completed.

E.U./Church/Forest Sidewalk Repairs. The streetlights are operational and the project is complete.

Forest Structure. Rudolph Libbe agreed to repair the roof. Preliminary costs for the new pedestrian entrance has been established at $50,000 and a formal proposal will be presented next month.

Bike Lockers. Quotes came in high and an alternate vendor will be contacted to provide a bid.

Mr. Beal moved, and Mr. Solo seconded the following resolution:

RESOLUTION TO INCREASE THE STATE STREET AREA IMPROVEMENTS PROJECT BUDGET TO $5.75 MILLION

Whereas, On April 4, 2001 the DDA approved a conceptual plan for the State Street Area Improvement Project as follows:

1. Lighting, paving, planters, trees, furniture, etc. on the following blocks:
   State St. ~ Washington to William
   Liberty St. ~ State to S. Division
   North University ~ State to Thayer
   Maynard St. ~ Liberty to William
   William St. ~ State to Thompson

2. Lighting only improvements for:
   Washington St. ~ State to Fifth
   Thompson St. ~ Liberty to William
   Thayer St. ~ Washington to N. University
   Liberty St. ~ S. Division to S. Fifth

3. Alternate Improvements:
   Lighting improvements to the Maynard and Liberty Square parking structures, sidewalk
replacement on tertiary streets (Washington, Thompson, Thayer, Liberty from Division to Fifth, and William from Thompson to Fifth), lighting on William between Thompson and Fifth;

Whereas, On January 9, 2002, the DDA resolved to increase its project budget to $5.5 million, and authorized the Capital Improvements Committee to oversee the contractor selection process and make recommendations on project scope;

Whereas, Bids were opened on Tuesday, January 15th, 2002, with Abbott Construction, Inc. the lowest responsible bidder;

Whereas, The Capital Improvements Committee estimated that sufficient contingency funds remained in the project budget to enable the completion of some alternate items included in the approved conceptual plan but not included in the Phase I contract;

Whereas, On April 1, 2002 the DDA approved a construction contract with Doan Construction, Co. for improvements to the State Street Area Project ~ Phase II, in the sum of $355,406.00.

Whereas, Doan Construction provided excellent work within budget and schedule as approved by the DDA;

Whereas, Since the April DDA meeting, the remainder of the approved State Street Area – Phase I project has been completed, including a transition to two-way traffic;

Whereas, Final costs for a number of elements in the Phase I portion are being defined, and may require that the State Street Area Improvement Project budget be increased by $250,000 to $5.75 million due to increased quantities and field changes;

RESOLVED, That the State Street Area Improvement Project budget be increased from $5.5 million to $5.75 million.

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

Mr. Beal moved and Mr. Fritz seconded the following resolution:

RESOLUTION AUTHORIZING APPROVAL OF STATE STREET AREA IMPROVEMENTS PROJECT PHASE III

Whereas, On April 4, 2001 the DDA approved a conceptual plan for its State Street Area Improvement Project as follows:

1. Lighting, paving, planters, trees, furniture, etc. on the following blocks:
   - State St. ~ Washington to William
   - Liberty St. ~ State to S. Division
   - North University ~ State to Thayer
   - Maynard St. ~ Liberty to William
   - William St. ~ State to Thompson

2. Lighting only improvements for:
   - Washington St. ~ State to Fifth
   - Thompson St. ~ Liberty to William
   - Thayer St. ~ Liberty to North University
   - Liberty St. ~ Washington to N. University
   - Liberty St. ~ S. Division to S. Fifth
3. Alternate Improvements:

Lighting improvements to the Maynard and Liberty Square parking structures, sidewalk replacement on tertiary streets (Washington, Thompson, Thayer, Liberty from Division to Fifth, and William from Thompson to Fifth), lighting on William between Thompson and Fifth;

Whereas, In January 9, 2002, the DDA resolved to increase its project budget to $5.5 million, and on January 15th, 2002 Abbott Construction, Inc. was selected as the lowest responsible bidder;

Whereas, The Capital Improvements Committee determined that sufficient contingency funds remained in the project budget to complete some alternate items included in the approved conceptual plan but not included in the Phase I contract, and on April 1, 2003 the DDA approved a construction contract with Doan Construction, Co. for items designated State Street Area Project ~ Phase II;

Whereas, Several alternates remain which were not included in either State Street Area Improvement Project Phase I or Phase II, but which have been fully designed, as follows:

Alternate A: Demolition and reconstruction of the north and south sides of William Street between Thompson and Fifth Avenue. Construction will include 12 new trees, new concrete sidewalks, and 15 new lights poles and fixtures. Estimated construction cost is $173,688.

Alternate B: Demolition and reconstruction for the east and west sides of Thompson Street, between William and Liberty. Construction will include 6 new trees and new concrete sidewalks. Estimated construction cost is $100,220.

Alternate C: Demolition and reconstruction for the west side of Thayer Street, between North University and Washington. Construction will include 1 new tree and new concrete sidewalks. Estimated construction cost is $25,706.

Whereas, The Capital Improvements Committee has recommended that Alternates A, B, and C be approved as State Street Area Improvements Project - Phase III at a total estimated cost of $400,000, which would include construction, engineering, and contingencies;

Whereas, Doan Construction provided the lowest responsible bid for State Street Area Improvements Phase II work and did an excellent job with this work;

Whereas, Doan Construction has provided a guarantee that it would hold its prices through next spring;

Resolved, The DDA approves State Street Area Improvements Project Phase III at a total estimated cost of $400,000.

Resolved, The DDA authorizes its Capital improvements Committee to contract with Doan Construction for this work at a cost not to exceed $300,000.

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

The next resolution was moved by Mr. Beal and seconded by Fritz

RESOLUTION TO AUTHORIZE A GRANT TO THE CITY OF ANN ARBOR FOR THE INSTALLATION OF GFCI ELEMENTS WHICH WOULD MAKE POSSIBLE THE USE OF KERRYTOWN AREA LIGHT POLES FOR HOLIDAY LIGHTS AND AREA PROMOTIONS
Whereas, The DDA has been approached by the Kerrytown District Association (KDA) to fund the installation of GFCI equipment to enable the Association and community groups to utilize Kerrytown area light poles for holiday lights and area promotions;

Whereas, The KDA received a 2002 cost estimate from the City Signs and Signals Division of $9,646 for parts and labor;

Whereas, This would provide for light pole upgrades on N. Fourth Avenue between Ann and Kingsley Streets, and on Catherine Street between Detroit and Main Street;

Whereas, The DDA Capital Improvements Committee recommends approval of this grant to the City Signs and Signals Division;

Resolved, The DDA authorizes payment of $9,646 to the City Signs and Signals Department for GFCI Installation in the Kerrytown Area, plus any inflationary price differential.

Mr. Beal said that the total cost has not been updated, and the corrected amount should not exceed $11,000. Ms. Gunn suggested a friendly amendment to the resolved that the amount is not to exceed $11,000. Mr. Gillett seconded the motion.

A vote on the amended motion showed:

AYES: Aldrich, Beal, Boren, Dankert, DeVarti, Fritz, Gillett, Greff, Gunn, Hieftje, Solo
NAYS: None
Absent: Sipes

The amended motion carried.

Mr. Beal said the Committee sent out a design/engineering RFP for the First and William deck; proposals were received and interviews conducted. Mr. Beal moved and Mr. Gillett seconded the following resolution:

RESOLUTION AUTHORIZING THE SELECTION OF A CONSULTING DESIGN TEAM FOR THE FIRST & WILLIAM PARKING STRUCTURE PROJECT

Whereas, The DDA Renewal Plan sets forward several objectives, including the construction of parking facilities to support existing and future developments;

Whereas, On June 4, 2003 the DDA approved a three site redevelopment plan as follows:

Phase I: Build a public parking structure on First and William containing at least 597 parking spaces, with an access point on S. Ashley Street, at an estimated project budget not to exceed $20,000,000. This project may include relocating the Allen’s Creek drain (or finding another solution to provide for its long-term maintenance needs), and partnering with the Ann Arbor Railroad to enable the deck to utilize air rights to span the tracks. It was hoped this would be undertaken as soon as possible to anticipate the impending closure of the First and Washington parking structure.

Phase II: Build a mixed-use building or series of buildings on the S. Ashley (Kline) lot, including retail on the first floor, and office or residential units above. This project may include parking which may or may not be owned by the City.

Phase III: Build a residential development at First and Washington with a small amount of parking to serve the needs of the building. The City may or may not opt to sell the property to private developers to enable this project to go forward.
Whereas, On July 7, 2003, the City Council voted to approve this recommendation, enabling the DDA to move forward to develop action plans for each of these sites;

Whereas, On July 30, 2003, the DDA mailed a Request for Qualifications (RFQ) for the First and William parking structure to 18 architectural/engineering firms;

Whereas, Eight firms provided responses to the RFQ and on August 25, 2003 the Capital Improvements Committee selected six firms to receive an RFP, from which three were selected to be interviewed by a Selection Committee comprised of DDA representatives, City staff and community members;

Whereas, On October 20, 2003, this Committee selected the design team to prepare the schematic and conceptual design for the First and William Parking Structure Project including local firms Beckett and Raeder, Inc. and Washtenaw Engineering, Co.; Carl Walker, Inc. who has provided engineering services for all seven City parking structures, and Fishbeck, Thompson, Carr & Huber, Inc. who will head this group;

Whereas, The DDA Project Manager and Capital Improvements Committee reviewed and approved the scope of services to be provided by the consultant, and the fees associated with those services;

Resolved, That the DDA approves a Professional Services Agreement in the amount of $530,983.00 with Fishbeck, Thompson, Carr & Huber, Inc., and

Resolved, That the DDA Capital Improvements Committee Chair and Executive Director be authorized to oversee and execute said Professional Services Agreement.

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

Access Downtown-Fifth/Division/Huron Streets. The Committee resolved to seek professional assistance to develop recommendations, in a process similar to what was undertaken with the SSA project. A RFP was distributed, and an interview list was selected from those that responded. Each firm is looking at not just the streets themselves, but also the building environment along the streets and traffic issues, motorized and non-motorized traffic. They will be interviewing firms on November 14 starting at 9:30 a.m. and everyone is invited to join in. They will look at not only the proposals, but the content of the proposals a little more because they do take different approaches.

Work Plan. Mr. Beal pointed to the Committee work plan for the year.

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

RESOLUTION APPROVING A $20,000 GRANT TO THE CITY IN SUPPORT OF ITS NON-MOTORIZED MASTER PLANNING EFFORT

Whereas, In its Renewal Plan the DDA sets forward strategies to provide a menu of transportation options to and through downtown, including encouraging pedestrian and other non-motorized transportation;

Whereas, In establishing these strategies, the DDA noted that encouraging non-motorized transportation provides a number of important community benefits, including alleviating traffic and parking congestion, providing foot traffic to support downtown businesses, and contributing to the unique personality of downtown Ann Arbor;
Whereas, In its Renewal Plan, the DDA also proposed to work with the City in joint planning efforts;

Whereas, The City is poised to enter into an agreement with the Greenway Collaborative to prepare a Citywide Non-Motorized Transportation Master Plan, which will include the downtown and near downtown areas;

Whereas, The estimated cost to prepare this Plan is $100,000;

Whereas, The DDA has been asked to partner with this City on this project, and to contribute $20,000 toward the cost;

Whereas, The DDA Project Manager and City Alternative Transportation Coordinator will work together to ensure that the scope of services for this project does not overlap with services provided for related DDA projects including its Fifth/Division/Huron study and State Street Area Pedestrian/Bicycle Study;

Whereas, The DDA Executive Director is a member of the City’s Alternative Transportation Management Team, and will be a member of the Advisory Committee for this project, both groups having an oversight and guidance role in this study;

Whereas, The DDA Partnerships Committee reviewed this request and recommended that it be presented to the DDA;

Resolved, The DDA approves funding in the amount of $20,000 toward the City’s cost for its Citywide Non-Motorized Transportation Master Plan.

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

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

RESOLUTION APPROVING A $35,000 LOW-INTEREST LOAN TO THE GOODYEAR BUILDING IN SUPPORT OF ITS HISTORIC FAÇADE REPAIR

Whereas, In May 2002 the DDA approved a resolution creating a revolving loan fund from which it would assist private property owners in city-approved historic repairs and restorations of important downtown buildings within the DDA District;

Whereas, The only grant provided thus far was in response to a request from the owner of the 300 S. State Street building earlier in 2003;

Whereas, The DDA recently received a request from the owner of the Goodyear building who is underway with extensive renovation at the building, including a façade repair project that has been estimated to cost $70,000;

Whereas, The building is no longer included in a designated historic district, but is deemed historically significant;

Whereas, The DDA has been asked to provide a loan at 2% interest for $35,000 for repair and painting of the façade, with the loan provided interest free for two years, years 3, 4, and 5 interest only, and at the end of the 5th year, payment in full;
Whereas, The DDA Partnerships Committee met with the City Historic Preservation Coordinator to discuss the merits of this project and heard support for moving forward;

Whereas, The DDA Partnerships Committee discussed this request and has resolved to recommend its approval;

Resolved, The DDA approves a 2% loan to the owner of the Goodyear Building in the amount of $35,000;

Resolved, The Partnerships Committee Chair and DDA Executive Director are authorized to work with the DDA Attorney to formulate the loan agreement with the petitioner, and then bring back the agreement to the Partnerships Committee for approval.

Mr. Aldrich asked that the DDA Executive Director and the DDA Attorney include language that will give us the assurance that the façade will be completed, i.e. funds to be provided after project completion.

A vote on the motion showed:
AYES: Aldrich, Beal, Boren, Dankert, DeVarti, Fritz, Gillett, Greff, Gunn, Hieftje, Solo
NAYS: None
Absent: Sipes

The motion carried.

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

RESOLUTION PROVIDING $50,000 FOR DOWNTOWN AREA ASSOCIATION GRANTS FOR FY 2003/04 AND SPONSORSHIP OF ASSOCIATION REPRESENTATIVES TO THE 2004 IDA CONFERENCE

Whereas, The Ann Arbor Downtown Development Authority Plan contains a component for the encouragement of retail businesses;

Whereas, The DDA has worked to meet this goal in large part through partnerships with the four downtown Area Associations;

Whereas, This has included annual financial grants to the downtown Area Associations since 1995/96 to underwrite their maintenance, marketing and event planning efforts;

Whereas, The DDA has a special interest in efforts aimed at supporting downtown’s smaller, independent businesses, as well as projects that help to strengthen each downtown area’s unique identity and attractiveness;

Whereas, The International Downtown Association provides an important opportunity for networking and education at its annual conference; including the opportunity to learn about innovative downtown programs from around the country;

RESOLVED, The DDA shall set aside up to $12,500 each for the State Street Area Association, Main Street Area Association, South University Area Association, and Kerrytown District Association in FY 2003/04;

RESOLVED, The DDA shall provide these funds to each Association based on requests which meet one or more of the following criteria:
  · Brings large numbers of people downtown
  · Improves the appearance of an area
  · Creatively engages in cooperative advertising/promotion
  · Strengthens existing businesses or attracts new businesses to the area
RESOLVED, To apply for these funds, each Area Association must submit a board-approved application to the DDA for its consideration no later than April 15, 2004. This application must strictly adhere to the 2003/2004 Downtown Area Association Grant Program Application attached with this resolution.

RESOLVED, Prior to providing project grants, the DDA must receive original project receipts and a project report no later than June 15, 2004.

RESOLVED, One representative from each Association will be invited as a sponsored guest of the DDA at the 50th Annual International Downtown Association conference to be held in Vancouver, BC in September 2004. The DDA will take responsibility for conference enrollment, and will reimburse Association participants for hotel and travel costs as determined by the DDA;

RESOLVED, Each Association representative shall be required to attend Conference roundtable discussions and workshop presentations on such subjects as retail promotion, promotions, and business development, and report back to his/her Association in a written report on the information gained from this experience.

Mr. Solo reported that, as in the past, the DDA would provide a grant of $12,500 to each of the Area Associations, however, the requirements for the funds are being made more specific to better address the DDA’s goal to improve conditions for small downtown businesses.

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

First/Washington. Mr. Solo reported that this project is now complicated by the discussions regarding the YMCA SRO housing. However the Committee is still researching the elements that may find their way into a recommendation for Council.

Other. Mr. Solo announced that their Work Plan is included in the packet.

RESEARCH AND OPPORTUNITY COMMITTEE
Mr. Aldrich announced that they have changed the name of the “Planning” Committee, and redirected its purpose and goals. For instance, they hope to develop an index that would track our downtown vitality against the past and against other communities. They also hope to meet regularly with representatives of other agencies that may affect the downtown. Mr. Aldrich said they are also looking at ways to promote the DDA and its work. A suggested work plan was presented.

8. OTHER BUSINESS
Mr. Hieftje announced there will be a Cool City Work Force for Ann Arbor.

9. AUDIENCE PARTICIPATION
None.

10. ADJOURNMENT
As there was no further discussion the meeting was adjourned at 1:52 p.m.

Respectfully submitted,
Susan Pollay, Executive Director