

**Ann Arbor Downtown Development Authority Meeting Minutes  
Wednesday, February 5, 2020**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: Chair Orr called the meeting to order at 12:00 p.m.

**1. ROLL CALL**

Present: Micah Bartelme, Alexandra Dieck, Bob Guenzel, Tyler Kinley, Marie Klopf, Howard Lazarus, Jessica A.S. Letaw, Rishi Narayan, Keith Orr, Phil Weiss

Absent: Molly McFarland, Darren McKinnon

Staff: Susan Pollay, Executive Director  
Sara McCallum, Deputy Director  
Jada Hahlbrock, Parking Services Manager  
Maura Thomson, Communications Manager  
Amber Miller, Capital & Private Projects Manager  
Kelley Graves, Management Assistant

Audience: Mike McKiness, Republic Parking System  
Chris Simmons/getDowntown  
Ray Detter, CAC  
Steve Kaplan, CAC  
David Diephuis, Resident  
Frances Todoro, SSAA

**2. APPROVAL OF THE BOARD MEETING AGENDA**

Ms. Letaw moved and Ms. Klopf seconded the motion to approve the meeting agenda.

**A vote on the motion showed:**

**Ayes:** Bartelme, Dieck, Guenzel, Kinley, Klopf, Lazarus, Letaw, Narayan, Orr, Weiss

**Nays:** None

**Absent:** McFarland, McKinnon

**The motion was approved.**

**3. AUDIENCE PARTICIPATION**

None.

**4. REPORTS FROM CITY BOARDS AND COMMISSIONS**

Downtown Area Citizens Advisory Council: Steve Kaplan reported that many CAC members support the Garnett project. The group continued its discussion about a proposed Historic Sound District ordinance, including a deafening boombox demonstration of what 85 decibels sounds like. CAC believes that sound from entertainment venues should not be allowed to impact neighbors. The City should benchmark current sound levels and use technology to combat sound pollution similar to how light pollution is being addressed. The group also discussed the potential to

construct affordable housing on city parking lots, and there was consensus that parking issues can be worked out and not be an obstacle to creating a great number of affordable housing units.

**5. DDA MEMBER COMMUNICATIONS**

Mr. Orr reported that the DDA's retreat was held yesterday and focused on governance; a follow-up session to discuss committees will be held. Ms. Letaw said her Downtown Halls and Walk/Talks are now taking place quarterly; the next ones will be held in March. All are welcome.

**6. EXECUTIVE DIRECTOR COMMUNICATIONS**

On behalf of the DDA staff, Ms. Pollay thanked the Board members for making time to participate in the retreat yesterday and for their ongoing service to the DDA and the Ann Arbor community.

**7. APPROVAL OF MINUTES**

Mr. Narayan moved and Mr. Weiss seconded the motion to approve the January minutes.

**A vote on the motion showed:**

**Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Lazarus, Letaw, Narayan, Orr, Weiss**

**Nays: None**

**Absent: McFarland, McKinnon**

**The motion was approved.**

**8A. SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS**

Ms. Letaw moved and Ms. Klopf seconded the following:

**RESOLUTION TO APPROVE THE SELECTION OF FONSON COMPANY, INC. AS CONTRACTOR FOR THE FIRST AND ASHLEY STREET IMPROVEMENT PROJECT**

Whereas, The DDA's Development Plan highlights identity, infrastructure, transportation, and sustainability as overarching Principles;

Whereas, In November 2017 the DDA began work on the First and Ashley Street Improvement Project and in July, 2019 increased the total project budget to \$10M;

Whereas, In July 2018 and July 2019, the DDA approved transportation elements and final design, respectively including restoration of two-way traffic and a two-way protected Bikeway on William Street from First Street to State Street;

Whereas, The DDA and City of Ann Arbor partnered to include street resurfacing, stormwater improvements, and watermain consolidation as part of the construction bid package;

Whereas, Competitive bids were received on January 21<sup>st</sup> 2020 and Fonson Company, Inc. was the lowest bidder at \$7,848,826.75;

Whereas, Approximately \$1,795,680 of the contract costs are attributable to the City scope and will be reimbursed to the DDA by the City;

RESOLVED, The DDA approves the selection of Fonson Company, Inc. as contractor for the First and Ashley Street Improvement Project with a contract amount of \$7,848,826.75;

RESOLVED, That a contract contingency amount of \$941,859 be established within the project budget and that the Executive Director be authorized to approve additional change orders to the construction contract with Fonson Company, Inc. not to exceed \$8,790,686.75 to be paid from the Capital Construction fund (494).

RESOLVED, That the City watermain, street resurfacing, stormwater, IT, and signal portion is contingent upon City of Ann Arbor approval and execution of the cost-share agreement;

RESOLVED, That the Executive Director and Board Chair are authorized to sign an agreement with the City of Ann Arbor for the reimbursement of the City's portion; and

RESOLVED, That the Ann Arbor DDA Board Chair and Executive Director are authorized to sign the contract with Fonson Company, Inc.;

RESOLVED, That the Executive Director be authorized to take the necessary administrative actions to implement this resolution to allow the work of the project to proceed without delay.

**A vote on the motion to approve the resolution showed:**

**Ayes:** Bartelme, Dieck, Guenzel, Kinley, Klopff, Lazarus, Letaw, Narayan, Orr, Weiss

**Nays:** None

**Absent:** McFarland, McKinnon

**The resolution was approved.**

People-Friendly Streets 2: The RFQ has been released and includes the City's State Street components. Recommendations will be brought to the next meeting.

The next Capital Improvements Committee meeting will be held Wednesday, February 19 at 11am.

<b>8B. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE</b>
---

Investments: Mr. Guenzel said that Bank of Ann Arbor representatives provided a status report on the DDA's investment portfolio. Ms. McCallum was complimented on her help consolidating the DDA's four investment accounts for better management.

Financial Statements: Quarterly financial statements were reviewed. Ms. McCallum provided an overview of report format changes due to new accounting software and aligning with the State's chart of accounts.

FY21 Budget: Ms. McCallum reported the competed budget will be reviewed by the Committee at its next meeting and then brought to the board in March, and then provided to the City to incorporate into the City budget. There will be a DDA budget work session on March 23<sup>rd</sup>, City Council will vote on its budget on May 18 and the DDA will adopt its budget on June 3<sup>rd</sup>.

The next Finance Committee meeting is scheduled for Thursday, February 27 at 1 pm.

<b>8C. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE</b>
--

Mr. Weiss moved and Ms. Letaw seconded the following:

**RESOLUTION AUTHORIZING A CONTRACT WITH WGI FOR ENGINEERING SERVICES AND PROJECT OVERSIGHT**

Whereas, The DDA has managed public parking in pursuit of its mission since 1992;

Whereas, Annually the DDA undertakes necessary repairs to keep the facilities in good condition;

Whereas, Development and oversight of annual maintenance and restoration work requires the work of engineers with expertise in parking structures;

Whereas, WGI holds the construction plans and documents necessary to complete this work as well as requested work related to electric vehicle charging stations and mechanical systems;

Whereas, WGI's proposal to develop and oversee the FY21 maintenance and restoration work, and to complete the additionally requested items, is \$122,570.00;

Whereas, The Operations Committee recommends the DDA approval of this proposal;

RESOLVED, The DDA authorizes a contract with WGI for \$122,570.00 to develop and oversee FY21 maintenance and restoration work and additional study components as outlined in their proposal.

RESOLVED, Upon review by the DDA Attorney, the DDA directs the DDA Executive Director to sign a sign a contract with WGI to complete the work.

**A vote on the motion to approve the resolution showed:**

**Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopff, Lazarus, Letaw, Narayan, Orr, Weiss**

**Nays: None**

**Absent: McFarland, McKinnon**

**The resolution was approved.**

Wait List: Mr. Weiss said that in response to a request the DDA will post the permit wait list on its website. There was discussion about patrons paying a fee to be on the wait list and it was agreed that a fee tied to the expense of creating and maintaining the online interface made sense.

Rate Change: In response to a Committee request Ms. Hahlbrock brought a recommendation that would create a cost equivalency between paying by permit and paying by the hour by 2023 when permit rates will be \$220/month. Discussion will continue at the next meeting.

Maynard Customer Service Space: A leasing opportunity was brought to the DDA's attention. There was committee consensus to pursue the lease.

Parking and Transportation Report: The report is included in the packet. There were no questions.

The next Operations Committee meeting is scheduled for Wednesday, February 26 at 11 am

<b>8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE</b>
---

Mr. Kinley said that Housing Commission Director, Jennifer Hall will present the feasibility analysis of City-owned properties as sites for affordable housing at the next committee meeting. All are encouraged to attend. Jan Culbertson of the 2030 District Coalition will also provide an update.

The next Partnerships Committee meeting will be on Wednesday, February 12 at 11:00 am (note different time than usual).

<b>8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE</b>
--

Mr. Orr said the Executive Committee reviewed today's meeting agenda, and briefly discussed yesterday's Board retreat.

The next Executive Committee meeting is scheduled for Wednesday, March 4 at 11 am.

<b>9. NEW BUSINESS</b>
------------------------

None.

<b>10. OTHER AUDIENCE PARTICIPATION</b>
---

None.

<b>11. ADJOURNMENT</b>
------------------------

There being no other business Mr. Lazarus moved and Mr. Narayan seconded the motion to adjourn. Mr. Orr declared the meeting adjourned at 12:45 pm.

Respectfully submitted,  
Susan Pollay, Executive Director