

**Ann Arbor Downtown Development Authority Meeting
Wednesday, March 3, 2021 at 12:00 pm**

Place: Virtual Meeting: Zoom link: <https://us02web.zoom.us/j/84673184889>
Phone: 877-853-5257 Meeting ID: Passcode: 093095

Time: 12:00 Noon

1. ROLL CALL

Present: Micah Bartelme, Tom Crawford, Alex Dieck, Ji Hye Kim, Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Jonathan Massey, Molly McFarland, Darren McKinnon, Rishi Narayan

Absent: Bob Guenzel

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

Others: Mike McKiness/RPS; Chris Simmons/TheRide

Public: Members of the public were on the Zoom meeting but did not identify themselves.

2. APPROVAL OF BOARD MEETING AGENDA

Mr. Bartelme moved and Ms. Klopf seconded the motion to approve the meeting agenda. Prior to the vote, Mr. McKinnon moved and Ms. Klopf seconded a motion to amend the agenda, removing the go!Pass funding request resolution. Operations Committee will bring it to the April board.

A consent vote on the motion to amend the agenda showed:

Ayes: Bartelme, Crawford, Dieck, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: Guenzel

The motion to amend the agenda was approved.

A consent vote on the motion to approve the amended agenda showed:

Ayes: Bartelme, Crawford, Dieck, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: Guenzel

The motion was approved.

3. AUDIENCE PARTICIPATION

Ms. Sandra Andrade of the MSAA and Ms. Frances Todor-Hargreaves of the SSAA both spoke in support of the barricade funding resolution and sidewalk occupancy permit funding resolution on today's agenda. They expressed the area business's appreciation for the DDA's support throughout the pandemic.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

The group discussed the format of CAC meetings and the desire to bring in guest speakers related to specific topics of interest. There was discussion on the optimal use of first floor space for the potential AAHC project at 4th & Catherine and general discussion about the state of the downtown. An update was given on the Frist & Ashley Street project.

5. DDA MEMBER COMMUNICATIONS

None.

6. EXECUTIVE DIRECTOR REPORT

Ms. Thomson said the People-Friendly Streets Phase II public engagement workshops are scheduled for March 9-11, 2021. All Board members and the public are welcome to participate.

7. APPROVAL OF MINUTES

Mr. McKinnon moved and Ms. McFarland seconded a motion to approve the February minutes.

A consent vote on the motion showed:

Ayes: Bartelme, Crawford, Dieck, Kim, Kinley, Klopff, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: Guenzel

The motion was approved.

8A. SUBCOMMITTEE REPORTS – OPERATIONS

Mr. McKinnon moved and Ms. McFarland seconded the following resolution:

RESOLUTION AUTHORIZING A CONTRACT WITH WALKER CONSULTANTS FOR PARKING CONSULTING SERVICES RELATED TO PARKING OPERATOR CONTRACT AND BID PROCESS

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

Whereas, The contract between the DDA and Republic Parking for parking operator services expires June 30, 2022, and the re-bid process will take place this fall/winter with operator selection expected in early 2022;

Whereas, The request for proposal document distributed this fall to potential proposers will include the contract that the operator will be expected to sign;

Whereas, The existing contract is very similar to the version originally drafted in 2002, and there are important updates that need to be made to protect the best interests of the DDA and to reflect the changing nature of what it means to operate a parking system;

Whereas, To aid in the updating of the contract and assist in the bid process the DDA solicited proposals from parking consulting firms;

Ann Arbor DDA Monthly Meeting

March 3, 2021

3

Whereas, Five responses were received, two firms were interviewed, and DDA staff recommends selecting Walker Consultants;

Whereas, The Operations Committee supports staff's recommendation to select Walker Consultants for this work and authorizes the DDA Executive Director to sign a contract in the amount of \$29,430.00;

RESOLVED, The DDA authorizes a contract with Walker Consultants for parking consulting services related to parking operator contract and bid process in the amount of \$29,430.00 with funds coming from the FY21 and FY22 Parking Operations budgets;

RESOLVED, The DDA directs the DDA Executive Director to sign a contract with Walker Consultants for this work.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Kim, Kinley, Klopff, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: Guenzel

Recused: None

The resolution was approved.

Mr. McKinnon moved and Ms. Klopff seconded the following resolution:

RESOLUTION AUTHORIZING A CONTRACT WITH WGI FOR UPDATE OF THE PARKING SYSTEM 20-YEAR MAINTENANCE AND RESTORATION PLAN

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

Whereas, The DDA maintains, for planning and budgeting purposes, a document outlining the next 20 years of expected repairs and maintenance necessary to keep the parking facilities in good condition;

Whereas, This document is updated every three years and is due to be updated in calendar year 2021;

Whereas, WGI holds the construction plans and documents necessary to complete this work and completed the 2018 update;

Whereas, WGI's proposal to update the plan, including a review of mechanical and elevator systems, is \$53,385.00;

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

RESOLVED, The DDA authorizes a contract with WGI for \$53,385.00 to update the parking system 20-year maintenance and repair plan with funds coming from the FY21 and FY22 budgets.

RESOLVED, The DDA directs the DDA Executive Director to sign a contract with WGI for this work.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Kim, Kinley, Klopff, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: Guenzel

Recused: None

The resolution was approved.

Mr. McKinnon moved and Mr. Kinley seconded the following resolution:

**RESOLUTION TO APPROVE AN EXPENDITURE TO REPLACE THE GENERATOR AT THE
FOURTH AND WILLIAM PARKING STRUCTURE**

Whereas, The DDA has managed the public parking system since 1992 in support of its mission;

Whereas, Keeping the parking facilities safe and in good repair is a DDA priority;

Whereas, Emergency power generators are an important component of the parking structures, providing, power to life safety equipment in the case of a power outage;

Whereas, The generator at the Fourth and William structure was installed in 1981 and is in need of replacement;

Whereas, Republic Parking staff solicited bids for replacement of the generator at the Fourth and William structure and the low bid for a turnkey replacement was Huron Valley Electric at \$49,695.00;

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

RESOLVED, The DDA Board authorizes the Executive Director to accept a proposal from Huron Valley Electric for generator replacement in the amount of \$49,695.00 with funds coming from the DDA FY21 Parking CIP fund.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Kim, Kinley, Klopff, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: Guenzel

Recused: None

The resolution was approved.

Financial Update: The January financial report was reviewed.

Parking and Transportation: The February report is included in the board packet.

The next regular Operations Committee meeting is scheduled for Wednesday, March 31 at 11 am.

8B. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE

First and Ashley Construction Update: The winter storm pushed construction start back to March 8th. The first week, traffic control set up and watermain work begin. Closures during this time include Kingsley at Main Street, Ashley & Washington intersection, and First, from Kingsley to Miller.

Ms. McFarland moved and Mr. Massey seconded the following resolution:

RESOLUTION TO MODIFY THE WADE TRIM CONTRACT FOR THE FIRST AND ASHLEY STREET PROJECT

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

Whereas, On March 4, 2020 the DDA Board approved a contract with Wade Trim for the First and Ashley Street Project for \$941,859 for construction engineering, inspection, and staking services;

Whereas, The pandemic altered the original construction approach resulting in the necessary re-engineering of portions of the project and the need to further emphasize coordination and responsiveness to the businesses;

Whereas, staff recommend increasing the Wade Trim contract by about \$243,000 for a total of \$1,184,859 to support these services and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA Board authorizes the DDA Director to increase the Wade Trim contract to \$1,184,859 to be paid from the Capital Construction fund (494);

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: Guenzel

Recused: None

The resolution was approved.

Ms. McFarland moved and Ms. Klopf seconded the following resolution:

RESOLUTION TO MODIFY THE SMITHGROUP CONTRACT FOR THE FIRST, ASHLEY, AND WILLIAM STREET PROJECTS

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

Whereas, On November 1st, 2017 the DDA Board approved a contract with SmithGroup for the First, Ashley, and William Street Projects and most recently on March 4, 2020 increased the contract to its current total of \$1,579,000;

Whereas, The pandemic altered the original construction approach and resulted in the necessary re-engineering of portions of the project, increasing costs;

Whereas, Staff have recommended increasing the SmithGroup contract by about \$37,300 for a total of \$1,616,300 to ensure dollars for construction administration and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA Board authorizes the DDA Director to increase the SmithGroup contract to \$1,616,300 to be paid from the Capital Construction fund (494).

Prior to the vote, Mr. McKinnon recused himself because his spouse works at SmithGroup.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Kim, Kinley, Klopf, Letaw, Massey, McFarland, Narayan

Nays: None

Absent: Guenzel

Recused: McKinnon

The resolution was approved.

Ms. McFarland moved and Mr. Massey seconded the following resolution:

RESOLUTION TO APPROVE BARRICADE FUNDING FOR STREET CLOSURES TO SUPPORT OUTDOOR BUSINESS OPERATIONS AND PHYSICAL DISTANCING IN 2021

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which include improving safety and economic vitality through pedestrian & bicycle improvements;

Whereas, In June 2020 the DDA initiated a variety of programs and grants to support downtown in response to the COVID-19 pandemic, including waiving all meter bag fees and providing up to \$50,000 to the four downtown area associations toward street barricades to support outdoor business operations and physical distancing;

Whereas, Staff have recommended that the DDA waive all meter bag fees and provide up to \$50,000 total to the four downtown area associations to cover their cost of installing, removing, and renting this equipment in 2021 and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA approves waiving all meter bag fees and spending up to \$50,000 from the General Fund (248), to cover the cost of the downtown area associations installing, removing, and renting barricades and grabber cones to temporarily close streets and repurpose parking spaces.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: Guenzel

Recused: None

The resolution was approved.

Ms. McFarland moved and Mr. Bartelme seconded the following resolution:

RESOLUTION TO APPROVE FUNDING FOR SIDEWALK OCCUPANCY PERMITS TO SUPPORT PHYSICAL DISTANCING AND OUTDOOR BUSINESS OPERATIONS IN 2021

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which include improving safety and economic vitality through pedestrian & bicycle improvements;

Whereas, In June 2020 the DDA initiated a variety of programs and grants to support downtown in response to the COVID-19 pandemic, including providing up to \$40,000 to cover the costs of City sidewalk occupancy fees to support outdoor business operations and physical distancing;

Whereas, Staff have recommended that the DDA provide up to \$40,000 total to cover the cost of City of Ann Arbor sidewalk occupancy permits to support physical distancing in 2021 and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA approves spending up to \$40,000 from the General Fund (248), to cover the cost of the City sidewalk occupancy permit fees downtown.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Kim, Kinley, Klopff, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: Guenzel

Recused: None

The resolution was approved.

Ms. McFarland moved and Mr. Bartelme seconded the following resolution:

RESOLUTION TO AUTHORIZE A \$400,000 CONTRACT FOR CONCRETE AND BRICK REPAIR WORK IN FY 21 AND 22

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which includes improving economic vitality through pedestrian improvements;

Whereas, As part of its annual maintenance efforts, the DDA is responsible for specific ROW repairs and improvements including repairing sidewalk brick and the sidewalk extension area;

Whereas, Through their procurement process, the City will select a contractor in the spring of 2021 for the City Sidewalk Repair Program;

Whereas, The DDA staff recommends using the same City-selected contractor to undertake as-needed ROW repairs; and

Whereas, The DDA's approved TIF budget includes \$550,000 annually for general capital improvements and maintenance;

Resolved, The DDA Board authorizes the DDA Executive Director to execute a \$400,000 contract with the City-selected contractor for ROW repair work in FY 2021 and 2022.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: Guenzel

Recused: None

The resolution was approved.

Ms. McFarland moved and Mr. Massey seconded the following resolution:

RESOLUTION TO CREATE A GRANT PROGRAM TO ENCOURAGE VAULT FILLING

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which include improving safety and economic vitality through pedestrian improvements;

Whereas, The DDA Capital Improvements Committee created a pilot grant program to enable the DDA to gain a better understanding of the range of costs and hurdles associated with filling vaults to inform the grant program in future years;

Whereas, six vaults were filled through the grant program and Huron Street Project, averaging \$10,000 per vault;

Whereas, DDA staff recommend establishing an annual sidewalk vault-filling grant program and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA Board approves the attached DDA Grant Policy, with \$100,000 dollars per year from the TIF General Repair Funds for FY 2021 and FY 2022;

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: Guenzel

Recused: None

The resolution was approved.

Ms. McFarland moved and Ms. Kim seconded the following resolution:

RESOLUTION TO MODIFY THE SMITHGROUP PEOPLE-FRIENDLY STREETS 2 CONTRACT

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

Whereas, On March 4, 2020 the DDA Board approved a \$1,678,932 contract with Smithgroup for People-Friendly Streets 2, which includes dollars to identify four street projects and conceptual design, schedule, and construction budget for each of the four streets;

Whereas, the process has identified Division Street as a high priority corridor and staff recommend advancing the project to final design and construction documentation to create capacity to spend bond dollars in 2021;

Whereas, staff recommend increasing the Smithgroup contract by \$228,904 and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA Board authorizes the DDA Director to increase the Smithgroup contract to \$1,907,836 to be paid from the Capital Construction fund (494);

RESOLVED, The DDA Capital Improvements Committee will bring the DDA subsequent resolutions to proceed with construction.

Prior to the vote, Mr. McKinnon recused himself because his spouse works at SmithGroup.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Kim, Kinley, Klopf, Letaw, Massey, McFarland, Narayan

Nays: None

Absent: Guenzel

Recused: McKinnon

The resolution was approved.

The next Capital Improvements Committee meeting will be on Wednesday, March 24 at 11 am.

8C. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE

Courthouse Square: The Committee had directed staff to seek advice DDA's attorney about potential for collection of the additional \$92,725 of accrued interest. The DDA attorney reviewed the matter and has issued a confidential client memo recommending that the DDA not pursue collections. No action on the matter is required.

FY22 and FY23 Budgets: Ms. McCallum presented the DDA FY22 and FY23 budgets.

Ms. Klopf moved and Ms. McFarland seconded the following resolution:

RESOLUTION TO PUT FORWARD THE DDA BUDGETS FOR FISCAL YEAR 2022 and FISCAL YEAR 2023

Whereas, PA 57 of 2018 requires that the Director of the Authority will prepare and submit for the approval of the DDA Board a budget for the operation of the Authority for the ensuing fiscal year;

Whereas, The statute also requires that the budget be prepared in the manner and contain the information required of municipal departments;

Whereas, The DDA has submitted its FY21-FY27 capital improvement items for inclusion in the City of Ann Arbor's Capital Improvement Plan and that Plan has been approved by the Planning Commission for inclusion in the FY22 & FY23 Budget;

Ann Arbor DDA Monthly Meeting

March 3, 2021

10

Whereas, The DDA’s Finance Committee has reviewed the DDA’s updated Ten-Year Plan which includes long range capital improvements, debt service, parking operations, and details the financial assumptions that have gone into that Plan;

Whereas, Before the budget may be adopted by the board, the statute requires that it be approved by the governing body of the municipality;

Whereas, DDA staff is scheduled to present the Budget to City Council on March 22;

Whereas, The Finance Committee upon completing this review recommends the DDA Board approve putting forward the FY22 & FY23 Budgets to City Council;

RESOLVED, The DDA Board accepts the recommendation of its Finance Committee and authorizes DDA staff to put forward the FY22 & FY23 Budgets to the Ann Arbor City Council for their approval.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Kim, Kinley, Klopff, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: Guenzel

Recused: None

The resolution was approved.

The next Finance Committee meeting is scheduled for Wednesday, April 29 at 9 am.

8D. SUBCOMMITTEE REPORTS – AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT

The February Affordable Housing/Economic Development Committee meeting was cancelled. The next Committee meeting is scheduled for Wednesday, March 10 10 at 9:00 am (with Partners).

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE

DDA Bylaws/Conflict of Interest(COI): Ms. Thomson reviewed proposed changes to the COI section of the DDA bylaws. The document will be distributed to the Committee members for review and feedback for discussion at the April meeting. A recommendation to amend the bylaws with updated COI language will be brought to the Board for a vote in April or May.

Executive Director Search Update: The drafts of the advertisement, brochure and job description provided by GovHR are being reviewed. To allow time to thoroughly review and discuss the documents before releasing the ad, the search timeline has been moved out to the end of June.

The Committee reviewed the agenda for today’s meeting.

The next Executive Committee is scheduled for Wednesday, April 7 at 11:00 am.

9. NEW BUSINES

None.

10. OTHER AUDIENCE PARTICIPATION

Ann Arbor DDA Monthly Meeting

March 3, 2021

11

None.

11. ADJOURNMENT

Mr. Bartelme moved and Mr. McKinnon seconded the motion to adjourn.

A consent vote on the motion showed:

Ayes: Bartelme, Crawford, Dieck, Kim, Kinley, Klopf, Letaw, Massey, McFarland, McKinnon, Narayan

Nays: None

Absent: Guenzel

The motion was approved.

The meeting adjourned at 1:40 pm

Respectfully submitted,

Maura Thomson, Interim Executive Director