

**Ann Arbor Downtown Development Authority Meeting
Wednesday, May 5, 2021 at 12:00 pm**

Place: Virtual Meeting: Zoom link:
<https://us02web.zoom.us/j/84905110777?pwd=cVpqeERwd3REeFRnTkc0bEZTUHpKdz09>
Phone: 877-853-5258 Meeting ID: 849 0511 0777 Passcode: 036623

Time: 12:00 Noon

1. ROLL CALL

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

Absent: None

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
Liz Rolla, Civil Engineer

Others: Mike McKiness/RPS; Chris Simmons/TheRide, Steve Kaplan/CAC, Derek Delacourt/City of A2 Community Services Manager, Michael Johnson/SmithGroup, Jerry Lax, Jeremy Kennedy/PSED Law

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

NOTE: As required by the amended OMA, all attending members stated they were attending remotely and were doing so from Ann Arbor, Michigan with the exception of Mr. Massey who was attending from Kure Beach, North Carolina.

2. APPROVAL OF BOARD MEETING AGENDA

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

A consent vote on the motion showed:

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

Nays: None

Absent: None

The motion was approved.

3. AUDIENCE PARTICIPATION

Mr. Alan Haber asked that the City and DDA complete the MOU regarding terminating parking on the Library Lot to be used for the Ann Arbor Community Commons. Earth Day events were held on the lot April 22-25. Mr. Haber said the Initiating Committee has requested that the temporary decadome used for the event remain in place until the MOU is finalized. Mr. Tom Stulberg said he hopes the City is considering all zoning and potential funding options for the 415 W. Washington site as part of the pre-entitlement process.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Kaplan said the Downtown Area Citizens Advisory Council received a presentation by Jennifer Hall of the AAHC and Michael Johnson of SmithGroup on the four city-owned sites being considered for possible affordable housing development. There was robust discussion outlining the challenges of each site, the public engagements efforts, and potential opportunities. On a personal note, Mr. Kaplan said that presentation clearly outlined the need for more affordable housing.

5. DDA MEMBER COMMUNICATIONS

None.

6. EXECUTIVE DIRECTOR REPORT

None.

7. APPROVAL OF MINUTES

Mr. Kinley moved and Mr. Bartelme seconded the motion to approve the April minutes.

A consent vote on the motion showed:

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

Nays: None

Absent: None

The motion was approved.

8A. SUBCOMMITTEE REPORTS – AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT

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

**RESOLUTION TO GRANT \$195,000 TO THE CITY OF ANN ARBOR
FOR PRE-ENTITLEMENT WORK ON 415 W WASHINGTON**

Whereas, The DDA’s mission is to undertake public improvements that have the greatest impact in strengthening the downtown area and attracting new private investment;

Whereas, The DDA has received a request for funding from the City of Ann Arbor for up to \$195,000 towards pre-entitlement work on City owned property at 415 W. Washington Street;

Whereas, The City has obtained a proposal from SmithGroup for pre-entitlement work for the site that ranges from \$155,000-\$195,000 and which is planned to be completed by Spring of 2022;

Whereas, The City suggests that SmithGroup will bill the DDA directly for the work;

Whereas, The City proposes that development of this property will support the DDA’s mission by:

- Eliminating a functionally obsolete, blighted nuisance in the downtown
- Increasing available housing stock in the City
- Investigating the opportunity for affordable/workforce housing
- Developing a signature portion of the Treeline
- Develop a project that is approved by the City’s HDC
- Increasing the tax base

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Whereas, The project will encourage the development of public land to meet community goals

Whereas, The DDA's General/TIF Fund FY22 Budget does include capacity for the requested \$195,000 for Grants that support downtown development;

RESOLVED, The DDA Board approves The Resolution to Grant Up To \$195,000 to the City of Ann Arbor through direct payments to SmithGroup for Pre-Entitlement Work on 415 W Washington, to be paid from its General/TIF Fund.

Prior to the vote, Mr. Delacourt expressed his appreciation for the DDA's support of this funding request. Mr. McKinnon recused himself from the discussion and vote because his spouse works for SmithGroup.

A consent vote on the resolution showed:

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

Nays: None

Absent: None

Recused: McKinnon

The resolution was approved.

The next Committee meeting is scheduled for Wednesday, May 12 at 9:00 am (with Partners).

8B. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE
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Ms. Dieck moved and Mr. Guenzel seconded the following resolution:

**RESOLUTION TO APPROVE EXPENDITURE FOR RAILROAD SIGNAL RECONFIGURATIONS
FOR THE FIRST & ASHLEY IMPROVEMENTS PROJECT**

Whereas, On February 5, 2020, the DDA Board approved a construction contract for the First and Ashley Improvements Project;

Whereas, The restoration of two-way traffic on First and Ashley streets and the addition of the bikeway on William Street requires the modification of the railroad warning signals on First, Ashley, and William streets;

Whereas, The Ann Arbor Railroad's contractor CDL Electric has provided estimates for this work for a total of \$330,535; and

Whereas, The required funds for the railroad warning signal modification work are available in the approved budget and the Capital Improvements Committee recommends approval;

Resolved, The DDA Board authorizes the DDA Director to execute any necessary documents or agreements with CDL Electric for work completed, not to exceed \$330,535 to be paid from the Capital Construction fund (494);

A consent vote on the resolution showed:

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

Nays: None

Absent: None

Recused: None

The resolution was approved.

Ms. Dieck moved and Mr. Kinley seconded the following resolution:

RESOLUTION TO PURCHASE LIBERTY STREET REPLACEMENT STREETLIGHT POLES

Whereas, The DDA Development Plan set forward strategies aimed at fortifying and increasing downtown’s attractiveness to developers, businesses, residents, and visitors, including the maintenance of streetscape elements and improved lighting;

Whereas, Based on a City assessment, the streetlights on Liberty Street, between First Street and Main Street, are deteriorated and need to be replaced;

Whereas, The City through their procurement process has obtained pricing for the poles from the Dynamic Group as part of their City of Ann Arbor – 2021 Streetlight Replacement and Painting project and will have a contractor install the new streetlights later this year; and

Whereas, These new streetlight poles will include electrical outlets, banner brackets and the DDA logo;

Whereas, The required funds are available in the General/TIF Fund (248) and the Capital Improvements Committee recommends approval;

Resolved, The DDA Board approves using \$50,135 from its General/TIF Fund (248) to purchase new streetlight poles for Liberty Street; and

Resolved, The DDA authorizes the DDA Executive Director to approve a purchase order with the Dynamic Group for purchase of new streetlight poles.

A consent vote on the resolution showed:

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

Nays: None

Absent: None

Recused: None

The resolution was approved.

People-Friendly Streets Phase II: The Committee discussed the DDA’s next round of projects, including opportunities to work with the Housing Commission and TheRide to build infrastructure that supports their efforts and DDA values. This includes improvements on Catherine/Miller to install a two-way protected bike lane, upsized watermain, and streetscape and alley restoration. Most of this work would need to take place ahead of the Housing Commissions’ project at 4th Ave and Catherine, likely in 2022. Also, transit and infrastructure improvements to 4th and 5th Ave between William and Liberty to help support a future Housing Commission project at 5th Ave and William. Most of this work would need to take place after the Housing Commission project, likely post-2023. The project team will bring final project recommendation to the Committee and Board in late summer.

Staff worked with Baker Commons, Delonis Center and Miller Manor to survey residents about their travel and access needs. Key findings from the surveys included walking and riding the bus are the most used modes. Car ownership and car-use are much lower than city-wide. Both infrastructure and policy

improvements can help meet DDA values for equitable access and inclusive community, ranging from improving safety and ADA access to supporting and expanding programs like the go!pass.

The next Committee meeting will be focus on discussing additional project opportunities include South Main, North Main, and 5th and Division 2-way restoration, and curbless street design on State Street.

First/Ashley Construction Update: The concrete placement continues on First Street at the Kingsley bend. The path and gutter work is substantially complete. The concrete road base is currently being constructed in preparation for the pavers which will be installed in the next few weeks. The first layers of asphalt are expected to be placed in late-May.

The concrete curb, sidewalk, and road base on Ashley Street will be substantially complete this week at Washington. The contractor is installing the storm sewer, signal foundations, and electrical conduit on the west side of the intersection this week and next at Liberty. Ashley at Liberty will be closed to traffic during the day this week and next to allow reconstruction of the intersection. The first layers of asphalt are expected to be placed mid-May. Signal foundations on the north side of Huron will be installed next week.

The next Capital Improvements Committee meeting will be on Wednesday, May 19 at 11 am.

8C. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE
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Mr. McKinnon moved and Ms. Klopff seconded the following resolution:

RESOLUTION TO PROVIDE A GRANT TO FUND THE GO!PASS AND THE GETDOWNTOWN PROGRAM FOR FY 2022

Whereas, The getDowntown program was co-created by the DDA in 1999 and remains a partnership between the DDA, AAATA and the City of Ann Arbor to provide transportation assistance to downtown employers, including the distribution of the DDA’s go!Pass;

Whereas, In support of its mission and mobility initiatives the DDA has provided funding for go!Passes and the getDowntown Program since 2001;

Whereas, The DDA Operations Committee recommends approval of the funding request for FY22 for the getDowntown program, go!Pass, and other transportation programs as follows:

Program or Service	FY21 Request	Purpose
Promotion and Marketing (not to exceed amt)	\$65,000	No change from 2020-21. This allows for flexible marketing options to support connections between downtown businesses and downtown employees/customers. Increase adoption of getDowntown.
Fixed-Route Fares (go!pass) (not to exceed amt)	\$332,000	Transit incentive for employees that increases bus use and frees up parking for other users. This is a reduction based on estimated ridership for the fiscal year.
Non-Fixed Route Discounts	\$92,500	No change form 2020-21. Includes discounts for NightRide or other flex route services. Also allows for the creation of incentive programs.
TOTAL	\$489,500	36% reduction from FY21 request

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Whereas, The DDA is charged only for actual usage of the go!Pass and getDowntown, and the amounts shown above are not-to-exceed amounts for these services, while the DDA grant for non-fixed route discounts is a flat amount;

RESOLVED, The DDA Board approves a grant to fund transportation services and programs provided by AAATA, not to exceed \$489,500.00, with funds coming from the DDA's Fiscal Year 2022 Parking Fund.

A consent vote on the resolution showed:

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

Nays: None

Absent: None

Recused: None

The resolution was approved.

Revenue-Monthly Update: The Committee received a monthly update on the Parking system financials through March 2021.

Parking Operator Contract/Bid Process Update: Walker Consultants has reviewed the parking operator management agreement and made initial recommendations for revisions. Staff will continue working with Walker Consultants to revise the parking operator contract for Committee review and prepare the bid documents with the goal of releasing the RFP in early fall 2021.

Parking System Updates: Equipment installation is currently underway at Ann Ashley. Library Lane is next on installation schedule. The Committee will receive a review of the project and next steps at its May meeting. Annual restoration and maintenance work is underway at Forest. WGI is working on the documents for FY22 work and on the update to the 20-year maintenance plan to be presented to the Committee summer of 2021.

Community High School informed the DDA that it is undertaking a construction project and will be closing its parking lot for 18-months to use for staging.

TheRide is accepting applications for a new Public Advisory Group for its long-range plan project, TheRide 2045.

The next scheduled parking rate changes take effect July 1, 2021. No action required by the Board.

The next regular Operations Committee meeting is scheduled for Wednesday, May 26 at 11 am.

8D. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

The April Committee meeting was cancelled due to a lack of agenda items.

The next Finance Committee meeting is scheduled for Thursday, May 27 at 9 am.

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE
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DDA Bylaws/Conflict of Interest (COI): DDA attorneys Jerry Lax and Jeremy Kennedy attended today's Board meeting. Mr. Lax provided an overview of the proposed amended conflict of interest language in the DDA's bylaws. No questions were asked. Ms. Letaw said the resolution to adopt the amended language will be brought to the June Board meeting.

Mr. Guenzel moved and Ms. Dieck seconded the following resolution:

**RESOLUTION TO EXTEND THE APPOINTMENT OF MAURA THOMSON AS
INTERIM DDA EXECUTIVE DIRECTOR**

Whereas, At their November 2020 meeting the DDA Board appointed Maura Thomson to serve as Interim DDA Executive Director of the DDA until the earlier of May 31, 2021 or the date on which the new executive director begins his/her/their duties;

Whereas, The recruitment process for a new executive director is anticipated to extend into the month of July 2021 at a minimum;

Whereas, the DDA Executive Committee recommends extending Maura Thomson's appointment to serve as Interim DDA Executive Director until the DDA board appoints the next DDA Executive Director and he/she/they begin work;

Whereas, During the time she serves as Interim DDA Executive Director Maura Thomson shall continue performing the essential duties of the DDA Communications Manager;

RESOLVED, The appointment of Maura Thomson as Interim DDA Executive Director, and the related increases in wages to the level paid to the previous executive director, is hereby extended until such time as a new executive director is appointed and has assumed his/her/their duties.

A consent vote on the resolution showed:

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

Nays: None

Absent: None

Recused: None

The resolution was approved.

Executive Director Search Update: Ms. Letaw said Executive Committee discussed the interview process. Members discussed and had questions about the logistics and scheduling of interviews. Staff will follow-up with GovHR for recommendations for conducting interviews to best meet schedules and the search timeline and ensure the integrity of the process. The Committee will hold a closed session on June 2 to receive the recruitment binder report from GovHR.

The Committee reviewed the agenda for today's meeting.

The next Executive Committee is scheduled for Wednesday, June 2 at 11:00 am.

9. NEW BUSINESS

None.

10. OTHER AUDIENCE PARTICIPATION

Mr. Eric Lipson and Mr. Tom Stulberg expressed their support for the Community Commons on the Library Lot. Mr. Alan Haber appreciated the supportive comments from others. Ms. Odile Hugonot-Haber said the tree the Initiating Committee had placed on the Library Lot has been relocated to a golf club. A gardening group has been organized and received approval to add plants to the planting beds on the Library Lot. Mr. Honeyman expressed support for the pre-entitlement work for 415 W. Washington and the need to continue to work towards meeting affordable housing goal.

11. ADJOURNMENT

Mr. Bartelme moved and Mr. Narayan seconded the motion to adjourn the meeting.

A consent vote on the motion showed:

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

Nays: None

Absent: None

The motion was approved.

The meeting adjourned at 1:20 pm

Respectfully submitted,
Maura Thomson, Interim Executive Director