

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES**

**Wednesday, April 5, 2023**

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104

Time: 12:05 pm

**ROLL CALL**

Present: Micah Bartelme, Alex Dieck, Milton Dohoney, Tyler Kinley, Jessica A.S. Letaw, Jonathan Massey, Darren McKinnon, Mike Michelin

Absent: Steven Brummer, Thressa Nichols, Danielle Vaughn

Staff: Maura Thomson, Interim Executive Director / Communications Manager  
Sara McCallum, Deputy Director/Accounting Director  
Jada Hahlbrock, Parking Services Manager  
Amber Miller, Capital and Private Projects Manager  
Kelley Graves, Management Assistant/Board Secretary  
Hayett Chater, Accounts Payable and Procurement Specialist

Others: Mike McKiness/PCI, Peter Honeyman/DACAC

Public: Other members of the public were in attendance

**APPROVAL OF BOARD MEETING AGENDA**

Mr. Bartelme moved and Ms. Letaw seconded the motion to approve the agenda.

**A vote on the motion showed:**

**Ayes: Bartelme, Dieck, Dohoney, Kinley, Letaw, Massey, McKinnon, Michelin**

**Nays: None**

**Absent: Brummer, Nichols, Vaughn**

**The motion was approved.**

**PUBLIC COMMENT**

None.

**REPORTS FROM CITY BOARDS AND COMMISSIONS**

Mr. Honeyman said Ann Arbor builders and developers Ron Mucha, Jim Chaconas, Bill Kinley, and Bill Milliken spoke with the group about residential and commercial development in Ann Arbor. The discussion included workforce housing, economic diversity, high development costs, and impact of short- and medium-term transience on downtown residential community. Per Mr. Honeyman, the DACAC “...invites the DDA and City Council to study creative financing options to help address the challenges of building affordable workforce and market-rate housing in Ann Arbor.”

**EXECUTIVE DIRECTOR REPORT**

Ms. Thomson shared an example of the new mental health crisis contact information signs posted in all of the parking structures. There are posters, postcards, and magnets. Businesses have reached out for materials to display as well. The DDA’s FY24 budget presentation is available to watch on the City’s website. Ms. Thomson announced that the DDA received an award from the Michigan Chapter of the American Council of Engineering Companies for the First and Ashley project. She commended Amber

Miller for her leadership of the project. Ms. Thomson said DDA staff participated in the City's DEIAJ+ Acronym training with Laura Orta, the City's new Director of Organizational Equity, and plans to continue with monthly DEIAJ+ training sessions.

**DDA MEMBER COMMUNICATIONS**

Mr. Dohoney said a national search is underway for the open Chief of Police position. He will be presenting the FY24 budget to Council on April 17<sup>th</sup>. It will be voted on May 15. The City is working on the 12-month long celebration of the City's 200<sup>th</sup> birthday in 2024.

**APPROVAL OF MINUTES**

Ms. Dieck moved and Mr. Michelin seconded a motion to approve the March minutes.

**A vote on the motion showed:**

**Ayes: Bartelme, Dieck, Dohoney, Kinley, Letaw, Massey, McKinnon, Michelin**

**Nays: None**

**Absent: Brummer, Nichols, Vaughn**

**The motion was approved.**

**SUBCOMMITTEE REPORTS-OPERATIONS COMMITTEE**

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

**RESOLUTION TO APPROVE A CONTRACT FOR FENCING AND BARRIER CABLE INSTALLATION AT PARKING STRUCTURES**

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

Whereas, In October 2017 the DDA Board approved a project budget of \$400,000.00 to be used for suicide deterrence efforts in the parking structures and with those dollars chain-link fencing was installed on the roof tops of six parking structures, as well as some levels below the roof-tops;

Whereas, Additional work in 2018, 2019, 2020, and 2021 added fencing or cable barriers at many below roof-top levels across the system;

Whereas, Remaining work includes continuing to add fencing or cable barriers at below roof-top levels and this work will be overseen by DDA engineers;

Whereas, A Request for Proposal for this work was distributed to qualified companies and posted publicly, and one company submitted a proposal;

Whereas, DDA staff determined that the proposal from Future Fence was responsive, with a cost of \$722,770.29;

Whereas, DDA engineers followed up with Future Fence to review the response and after discussion arrived at a cost of \$713,511.93;

Whereas, There is budget capacity in fiscal years 2023 and 2024 for this work;

Whereas, the Operations Committee recommends DDA Board approval;

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RESOLVED, The DDA Board approves the selection of Future Fence as contractor for parking structure lower level fencing and cable barrier work with a contract amount of \$713,511.93;

RESOLVED, That a contract contingency amount of \$71,351.00 be established within the project budget and that the Parking Manager be authorized to approve additional change orders to the construction contract with Future Fence not to exceed \$784,862.93 to be paid from the Parking CIP Fund;

RESOLVED, That the DDA Executive Director is authorized to sign the contract with Future Fence.

**A vote on the resolution showed:**

**Ayes:** Bartelme, Dieck, Dohoney, Kinley, Letaw, Massey, McKinnon, Michelin

**Nays:** None

**Absent:** Brummer, Nichols, Vaughn

**The resolution was approved.**

Curb Management Study: Mr. Massey said Walker Consultants provided an update to the Committee on the work done to-date for the study. A curb pilot is underway on S. Forest. The next steps include a pilot analysis, curb typologies, pricing analysis, the curbside toolkit, and the final plan to be delivered to DDA staff and then shared with the Operations Committee and Board.

Parking System Rate Study: Initial steps for the parking system study are underway.

The next Operations Committee meeting is scheduled for Wednesday, April 26 at 11:00 am.

**SUBCOMMITTEE REPORTS-CAPITAL IMPROVEMENTS COMMITTEE**

Project Update - State Street: Ms. Dieck said that between North University and Liberty, the contractor is grading and preparing for concrete work next week. The underground work is shifting to watermain installation between Liberty and Washington. Overall, the contractor has been meeting their schedule. More information is expected next week to understand if this week's weather has affected the schedule.

COVID-19 Impact and Recovery Report: Ms. Miller presented a report completed by 4Ward Planning for the DDA related to downtown benchmark data with insights ranging from the pandemic impacts through recovery and beyond. The report shows a snapshot in time of trends, the need for more public funding for affordable housing and for more downtown residents to keep the community vibrant and growing. Questions were asked and answered.

The next Capital Improvements Committee meeting is scheduled for Wednesday, April 19 at 11:00 am.

**SUBCOMMITTEE REPORTS-FINANCE COMMITTEE**

Mr. Bartelme expressed the importance of the Board spending focused time discussing the DDA's financial status and planning for the future. Staff will prepare information for discussion at the Finance Committee.

The next Finance Committee meeting is scheduled for Thursday, April 27 at 9:00 am.

**SUBCOMMITTEE REPORTS—AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE**

Mr. Kinley provided a summary of the Partner reports from the last Committee meeting. The Library had Epic MRA conduct a survey of its community base. The survey results show support for renovating the current main library versus replacing/building new. There is support for partnering with a developer for mixed-use development with the Library on the main levels and a mix of housing on the upper levels. The 121 Catherine project went to the Planning Commission about three weeks ago. The 350 S. Fifth Avenue project is in the schematic design phase. CM Cornell provided an overview of the Economic Development Corporation, of which she is a member. Ms. Thomson provided DDA updates.

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, April 12 at 9:00 am.

**SUBCOMMITTEE REPORTS-EXECUTIVE COMMITTEE**

Mr. Kinley said the Committee discussed the Executive Director search, creating a debrief document of the previous search, and reviewing statute for the purpose of informing process. Ms. McCallum and Ms. Thomson noted that staff is available to assist with those steps as well as the larger process. Mr. Kinley brought forward staff's suggestion of scheduling a DEI training session for the Board. There was a consensus to work on scheduling a session.

The next Executive Committee meeting is scheduled for Wednesday, May 3 at 11:30 am.

**NEW BUSINESS**

None.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

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

**A vote on the motion showed:**

**Ayes: Bartelme, Dieck, Dohoney, Kinley, Letaw, Massey, McKinnon, Michelin**

**Nays: None**

**Absent: Brummer, Nichols, Vaughn**

**The motion was approved.**

The meeting adjourned at 12:48 pm

Respectfully submitted, Kelley A. Graves, Board Secretary