

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES**  
**Wednesday, July 12, 2023**

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

Time: 12:00 pm

**ROLL CALL**

**Present:** Micah Bartelme, Steven Brummer, Alexandra Dieck, Milton Dohoney, Mike Michelin, Thressa

Nichols, Danielle Vaughn

**Absent:** Tyler Kinley, Jessica A.S. Letaw, Darren McKinnon

**Staff:** Maura Thomson, Interim Executive Director / Communications Manager  
Sara McCallum, Deputy Director/Accounting Director  
Jada Hahlbrock, Parking Manager  
Amber Miller, Capital Projects and Planning Manager  
Kelley Graves, Office Manager/Board Secretary  
Hayett Chater, Accounts Payable and Procurement Specialist  
Shelby Mistor, Planning Specialist

**Public:** Members of the public were in attendance.

**APPROVAL OF BOARD MEETING AGENDA**

Mr. Brummer moved and Mr. Michelin seconded the motion to approve the agenda.

**A vote on the motion showed:**

**Ayes:** Bartelme, Brummer, Dieck, Dohoney, Michelin, Nichols, Vaughn

**Nays:** None

**Absent:** Kinley, Letaw, McKinnon

**The motion was approved.**

**PUBLIC COMMENT**

None.

**REPORTS FROM CITY BOARDS AND COMMISSIONS**

None.

**EXECUTIVE DIRECTOR REPORT**

Ms. Thomson reported the DDA was awarded a \$36,000 SEMCOG Planning Assistance Program grant for use on the upcoming Circulation Study. Ms. Thomson and Ms. Miller in collaboration with Common Cycle hosted their third bike safety event at the Delonis Center in late June. Common Cycle provided bike repair and the DDA gave out reflective vests and safety lights.

**DDA MEMBER COMMUNICATIONS**

Mr. Dohoney said the city's delegation is currently visiting its sister-city, Tuebingen, Germany. The city's delegation will be extending an invitation to the Tuebingen delegation to visit Ann Arbor in 2024 as part of the city's centennial celebration. Mr. Dohoney said the DDA may be asked to host a session with the

delegation during their visit.

**APPROVAL OF MINUTES**

Mr. Michelon moved and Mr. Brummer seconded a motion to approve the June minutes.

**A vote on the motion showed:**

**Ayes: Bartelme, Brummer, Dieck, Dohoney, Michelon, Nichols, Vaughn**

**Nays: None**

**Absent: Kinley, Letaw, McKinnon**

**The motion was approved.**

**SUBCOMMITTEE REPORTS-FINANCE COMMITTEE**

The Finance Committee did not meet in June as there were no agenda items.

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

The Affordable Housing/Economic Development Committee did not meet in June as there were no agenda items.

**SUBCOMMITTEE REPORTS-OPERATIONS COMMITTEE**

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

**RESOLUTION TO APPROVE THE SELECTION OF RAM CONSTRUCTION SERVICES  
AS CONTRACTOR FOR THE FY24 PARKING STRUCTURE REPAIRS**

Whereas, Annually the DDA undertakes necessary repairs to keep its eight parking structures in good condition;

Whereas, Annually this repair work is adopted in the City capital improvements plan;

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

Whereas, The DDA's engineer, Fishbeck, has provided the DDA with a list of recommended parking structure repairs for the 2023 construction season based on the 20 year plan of work;

Whereas, A Request for Proposal for parking structure repairs was issued in May, and three proposals were received on June 20, 2023;

Whereas, It was determined that the proposal from RAM Construction Services was the most responsive, and RAM's bid was \$692,724.00;

Whereas, the Operations Committee reviewed the recommendation and recommends DDA Board approval;

**RESOLVED,** The DDA Board approves the selection of RAM Construction Services as contractor for the FY24 Parking Structure Repairs with a contract amount of \$692,724.00;

RESOLVED, That a contract contingency amount of \$138,544 be established within the project budget and that the Parking Manager be authorized to approve additional change orders to the construction contract with RAM Construction Services not to exceed \$831,268.00, to be paid from the Parking CIP Fund;

RESOLVED, That the DDA Executive Director is authorized to sign the contract with RAM Construction Services.

**A vote on the resolution showed:**

**Ayes:** Bartelme, Brummer, Dieck, Dohoney, Michelin, Nichols, Vaughn

**Nays:** None

**Absent:** Kinley, Letaw, McKinnon

**The resolution was approved.**

Parking System Updates: DDA FY23 is the first year of five in the DDA/PCI contract signed in early 2022. The contract includes a fee component of \$150,000. It also includes a guaranteed base management fee is \$100,000. This is paid out across the contract year. The remaining \$50,000 is paid at the end of the contract year at the DDA's discretion and is based on PCI's performance. Ms. Hahlbrock outlined in a memo in the board packet that PCI has met and exceeded expectations for operation of the parking system in the past contract year and PCI will be receiving the full \$50,000.

<b>SUBCOMMITTEE REPORTS-CAPITAL IMPROVEMENTS COMMITTEE</b>
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Ms. Dieck reported that Carlisle-Wortman gave a presentation on downtown premiums and sought input from the Committee on behalf of the Planning Commission. The Planning Commission is evaluating downtown premiums with goals to increase housing downtown, sustainability, accessibility, and a diversity of housing options. The Committee's feedback is summarized along with feedback from other Boards and Commissions in a June 29th memo from Carlisle-Wortman. Ms. Thomson shared the memo with the full Board. It is available through the Planning Commissions July 11th Legistar materials.

The Fourth Avenue final design concept for a transit focused street was shared. The feedback from the April pop-up public engagement at Blake Transit Center and a public survey prioritized the need for an increased sense of safety from traffic and more seating options. Construction for this project is planned for 2026 in coordination with the Housing Commission project at 150 S. Fifth Avenue. A construction contract will come back to the Board at that time.

The Committee received an overview of the public restroom efforts. Both the DDA and City of Ann Arbor included funding for downtown public restrooms in the Capital Improvement Plan. The City Administrator's Office convened an advisory group that selected the Throne as the vendor for a pilot in both Parks and the Downtown. The DDA is facilitating a downtown workgroup to set goals and help select 1-2 pilot locations. A cost-share agreement with the City will be coming to the Board in the fall.

The concrete and electrical work on State Street is complete. The paver installation is nearly complete and will continue leading up to Art Fair. The project is on schedule to pause for Art Fair and be substantially complete before Labor Day.

**SUBCOMMITTEE REPORTS-EXECUTIVE COMMITTEE**

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

**RESOLUTION TO ADJUST THE DDA INTERIM EXECUTIVE DIRECTOR'S SALARY FOR FY24**

Whereas, Maura Thomson is currently serving as Interim Executive Director for the DDA;

Whereas, The City of Ann Arbor did apply a 3% cost-of-living increase for non-union personnel at July 1, 2023;

Whereas, The Executive Committee recognizes the benefit in keeping salary levels current with cost-of-living changes;

Whereas, the Executive Committee recognizes and appreciates Ms. Thomson's extraordinary efforts in fulfilling the duties of Executive Director while also continuing to fulfill her own duties as Communications Manager;

Whereas, The Executive Committee has considered the matter and recommends that Ms. Thomson be provided with a compensation increase of 3% in her role as DDA Interim Executive Director, retroactive to July 1, 2023;

RESOLVED, The DDA board approves a 3% cost of living compensation increase to Maura Thomson's salary as the DDA Interim Executive Director as recommended by its Executive Committee, retroactive to July 1, 2023, and directs the deputy director to submit the needed documentation to City HR for processing.

**A vote on the resolution showed:**

**Ayes: Bartelme, Brummer, Dieck, Dohoney, Michelon, Nichols, Vaughn**

**Nays: None**

**Absent: Kinley, Letaw, McKinnon**

**The resolution was approved.**

Mr. Bartelme said the Committee reviewed the board and annual meeting agendas. He reported that the Executive Director search discussion will occur at the next board meeting due to a few members of the board being unavailable today.

**NEW BUSINESS**

None.

**PUBLIC COMMENT**

None.

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**ADJOURNMENT**

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

**A vote on the motion showed:**

**Ayes: Bartelme, Brummer, Dieck, Dohoney, Michelin, Nichols, Vaughn**

**Nays: None**

**Absent: Kinley, Letaw, McKinnon**

**The motion was approved.**

The meeting adjourned at 12:30 pm

Respectfully submitted,

Kelley A. Graves, Board Secretary

STAFF DRAFT