

**Ann Arbor Downtown Development Authority Meeting Minutes  
Wednesday, May 7, 2008**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: DDA Chair Roger Hewitt called the meeting to order at 12:05 p.m.

<b>1.</b>	<b>ROLL CALL</b>
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Present: Gary Boren, Russ Collins, Rene Greff, Leah Gunn, Jennifer Hall, Roger Hewitt, John Hieftje, Joan Lowenstein, John Mouat, Sandi Smith, John Splitt

Absent: Dave DeVarti

Staff Present: Susan Pollay, Executive Director  
Joe Morehouse, Deputy Director  
Joan Lyke, Management Assistant  
Lindsay-Jean Hard, Special Projects Manager

Audience: Fran Alexander, Alexander Resources  
Tony Bisesi, Republic Parking  
Wendy Carey-Saxon, Avalon Housing  
Gary Cole, Carl Walker, Inc.  
Deb Cooper, Becket & Raeder, Inc.  
Tom Crawford, CFO, City of Ann Arbor  
Ray Detter, Downtown Area Citizens Advisory Council  
Ray Fullerton, Downtown Area Citizens Advisory Council  
Leigh Greden, Ann Arbor City Council Member  
Adrian Iraola, Washtenaw Engineering  
Doug Kelbaugh, Luckenbach/Ziegelman Architects  
Carl Luckenbach, Luckenbach/Ziegelman Architects  
Kristie Martin, Ann Arbor Area Chamber of Commerce  
Don Metsola, Republic Parking  
Dan Mooney, Luckenbach/Ziegelman Architects  
Mike Ortlieb, Carl Walker, Inc.  
Dave Pezda, Luckenbach/Ziegelman Architects  
Ethel Potts, Citizen  
Nancy Shore, getDowntown Program

<b>2.</b>	<b>AUDIENCE PARTICIPATION</b>
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Ms. Rampson gave an overview of proposed A2D2 amendments that would affect zoning (Chapter 55); off-street parking (Chapter 59); and subdivision/land use control (Chapter 57). She said that amendments would update existing condition maps, remove completed actions, add infrastructure and sustainability principles, incorporate recommendations from the Non-Motorized Plan and A2D2 Parking Study (Nelson/Nygaard), and incorporate A2D2 recommendations for premiums and zoning changes. Ms. Rampson is compiling comments and there are public meetings scheduled. A Council work session will be held June 9<sup>th</sup>, the first reading of code amendments is scheduled for June 16, and final action is anticipated at the July 21 Council meeting.

**Mr. DeVarti enters.**

Mr. Fullerton reported that the Downtown Citizens Advisory Council discussed the proposed 22 story structure for S. University and Forest and felt that the building is out of character with the surrounding neighborhood. The CAC does not support the demolition of the 7 houses on South Fifth. The group is supportive of the Arts Commission's proposal for the 415 W. Washington site. He indicated the group is

exploring options to restore and maintain the mural that is located on a brick wall at Liberty at State. The group also discussed the potential for a position as "Ombudsman" for City matters working out of the Mayor's office.

<b>3. MINUTES</b>
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Mr. Mouat moved and Ms. Gunn seconded approval of the April 2, 2008 DDA meeting minutes.

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

**AYES:** Boren, Collins, DeVarti, Greff, Gunn, Hall, Hewitt, Hieftje, Lowenstein, Mouat, Smith, Splitt

**NAYES:** None

**Absent:** None

**The motion carried.**

Ms. Smith moved and Ms. Gunn seconded approval of the DDA Spring Mini Retreat April 22, 2008 meeting minutes.

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

**AYES:** Boren, Collins, DeVarti, Greff, Gunn, Hall, Hewitt, Hieftje, Lowenstein, Mouat, Smith, Splitt

**NAYES:** None

**Absent:** None

**The motion carried.**

<b>4. STATUS OF CITY TASKFORCE EFFORTS</b>
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A2D2: Mr. Hewitt said that he did not have anything to add to Ms. Rampson's presentation.

Taskforce on Sustainable Revenue for Supportive Housing Services for Ending Homelessness: Ms. Smith said there was nothing new to report.

415 W. Washington Selection Committee: Mr. Hewitt noted that City Council has asked Mr. Mouat to serve on this Committee representing the DDA.

<b>5. CAPITAL IMPROVEMENTS COMMITTEE</b>
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South Fifth Underground Garage: The design team provided the DDA with an update on design status. Ms. Cooper described ideas for Library Lane, including the choice that it will be designed as a lane where pedestrians are the host and cars are the visitors, and not as a street where cars are the priority. Mr. Ortlieb said that upcoming design issues to be resolved include where the east speed ramp will enter, how a north alley would be organized, and existing utility easements. Mr. Mooney presented information for how future uses on top of the structure could be anticipated using proposed A2D2 guidelines, as this will define the structure's column placement and weight bearing capacity. Mr. Ortlieb presented the advantages/disadvantages and cost of extending the garage below Fifth Avenue and/or incorporating the area under adjacent private property. He stated that extending under the UM Credit Union parking lot would not add much benefit to the project.

Former YMCA Building: Mr. Splitt said that the buildings have been demolished. Debris removal has started and it is anticipated that fill and leveling will be done by the end of May.

Curb Ramps: Mr. Splitt reported that work has begun again and will continue for the rest of the construction season. The goal is to complete most of the ramps in the DDA district this year.

Sidewalk Repairs: Mr. Splitt, Ms. Pollay, Mr. Iraola and City staff identified sidewalk maintenance items in the Main Street/State Street Art Fair area during a spring walk around. The work list includes brick repairs and replacement of some sidewalk slabs. Repairs will begin next week. It is anticipated that a walk around the Kerrytown and S.U. area will also take place within a week.

<b>6. PARTNERSHIPS COMMITTEE</b>
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S. Fifth Avenue Garage: Ms. Smith reported that the committee continued to refine the structure design. An on-line survey on behalf of the AADL and DDA seeks feedback on what the community feels are the most important elements to be included in the new library and parking structure. Approximately 5,000 people have responded already, and the deadline for responses is May 9.

Court/Police Building: Ms. Smith moved and Ms. Gunn seconded the following resolution:

**RESOLUTION TO APPROVE A GRANT TO THE CITY OF ANN ARBOR IN SUPPORT OF ITS NEW COURT/POLICE BUILDING (\$8 MILLION)**

Whereas, The City of Ann Arbor has determined that it must construct new facilities for its Fifteenth District Court and Police Department to ensure the continuing provision of services to its citizens and has formulated a plan to construct a new building immediately west of the current City Hall (Guy C. Larcom) Building on the block bounded by E. Huron, N. Fifth, and E. Ann Streets;

Whereas, The Ann Arbor DDA has been asked to provide a grant to the City in the amount of \$8 million to assist the City with this project;

Whereas, The State of Michigan DDA Act sets forward that the powers of the DDA Board includes the power to participate in the construction of a public facility which, in the opinion of the Board, aids in the economic growth of the downtown district;

Whereas, The Ann Arbor DDA's 2003 Renewal Plan includes a Community Services Strategy which sets forward a principle that the DDA will work to maintain the downtown as a center for government, public, and community service;

Whereas, The proposed City court/police building will provide a number of important downtown benefits including:

- The project reflects the City's commitment to keeping its employees and activities concentrated in the downtown core and its investment in this project reflects the City's confidence in the downtown which is important to encourage private redevelopment
- The project will improve the physical appearance of City Hall, and will enable the site to become more appropriately urban in its design, and less suburban, and thus more connected to the fabric of activity along Fifth Avenue and Huron Streets
- The project will strive for a gold LEEDs certification, which is very much in keeping with the DDA's goal to encourage development which is sustainable, causes fewer harmful environmental impacts, and promotes a healthier work environment.

Whereas, The total project has been estimated to cost \$47 million and the DDA has been asked by City Council to provide an \$8 million grant;

Whereas, A committee comprised of City Council and DDA members has met to discuss this project, and this project has also been reviewed in depth at the DDA's Partnerships Committee which recommends approval of a \$8 million grant;

RESOLVED, The DDA approves a grant in the amount of \$8 million to the City of Ann Arbor in support of the new court/police building to be constructed adjacent to the Guy C. Larcom (City Hall) building to fund the project elements that enable the DDA to meet its goals, including the Gold level LEED elements such as the storm water capture system, as well as the pedestrian improvements on three downtown streets;

RESOLVED, The DDA is aware that when the project is put out to bid that the estimated construction costs may be lower than initially estimated, and if so, the DDA urges that the City use the surplus in this DDA grant to add to the public amenities in the project;

RESOLVED, The DDA shall provide this grant in annual installments estimated at this time to be approximately \$500,000 which will enable the City to secure a bond for the project.

Mr. DeVarti stated that he would not vote in support of this resolution because he does not feel that the city has done enough to replace the 100 SRO units lost with the closure of the former YMCA.

Mr. Hieftje stated that his position about the project has changed in recent months and he now supports it, as it is the best alternative he has found. He said that the cost is in line with other municipal projects, e.g. Saline just built a new facility at the cost of \$380/sq ft. He stated his appreciation of Mr. DeVarti's concerns regarding affordable housing and wanted to assure him that there is a commitment to replacing those units, including a public hearing on May 13<sup>th</sup> on the City's Housing & Human Services taskforce recommendations for these units. Mr. Collins said he shared Mr. DeVarti's concerns about affordable housing and supports the community wide process that is strategizing to meet the needs. He encouraged the DDA to continue its affordable housing efforts.

Mr. Hewitt said that he and Ms. Smith served on the committee to explore options for the police/court building, and he thought that they were both comfortable with proposed recommendation as the most effective option. Ms. Smith said that she thought it took political courage for City Council to move forward with this project, and that she was pleased that the design will attain a Gold LEED level.

Ms. Hall stated that she supports this resolution as the project provides benefits to the downtown by keeping employees and activities downtown, it will improve the physical appearance of City Hall and for the area in general. **She proposed a friendly amendment to delete the last Resolved clause and replace it with the following: "RESOLVED, The DDA shall provide this grant in a set amount every year not to exceed \$540,000 in payment of interest and principal based upon the term and average interest rate of the bonds issued by the City."** Ms. Smith and Ms. Gunn both indicated that they accepted the amendment as friendly.

**A vote on the amended resolution showed:**

**AYES: Boren, Collins, Greff, Gunn, Hall, Hewitt, Hieftje, Lowenstein, Mouat, Smith, Splitt**

**NAYES: DeVarti**

**Absent: None**

**The motion carried.**

Ms. Smith moved and Ms. Gunn seconded the following amendment:

**RESOLUTION TO PROVIDE A DDA GRANT TO THE CITY TO PAY THE COSTS TO CERTIFY THE NEW COURT/POLICE BUILDING AS ACHIEVING A LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED) CERTIFICATION LEVEL (\$200,000)**

Whereas, The Ann Arbor DDA's 2003 Renewal Plan sets forward a Sustainability Strategy to help the DDA accomplish its mission;

Whereas, At its fall 2007 retreat the DDA set forward as a priority for 2008 the establishment of “green” grant guidelines that would enable it to meet its DDA mission of downtown development and private reinvestment;

Whereas, The DDA ROC Committee is working to establish guidelines for the provision of grants for existing downtown buildings that would enable business and property owners to undertake an energy audit to undertake cost-effective ways to reduce energy use;

Whereas, In addition to retrofitting existing downtown buildings, there is also an interest in encouraging the construction of new downtown buildings that attain a minimum Leadership in Energy and Environmental Design (LEED) Green Building Rating;

Whereas, LEED certification provides independent, third-party verification that a building project meets the highest green building and performance measures, and demonstrates that a building is environmentally responsible and a healthy place to live and work;

Whereas, There is a added cost to a project for this LEED certification, and this cost may prevent developers from seeking certification;

Whereas, The DDA Partnerships Committee has an interest in branding downtown Ann Arbor as a center for environmental awareness and activities, and one way to do this is to encourage more LEED certified buildings to be constructed as they help to reduce construction waste sent to landfills, conserve water and energy, reduce harmful greenhouse gas emissions, and are healthier and safer for occupants;

Whereas, The Partnerships Committee recommends the provision of a grant to the City of Ann Arbor in the amount up to \$200,000 for the purpose of independently certifying that the new court/police building has achieved a Gold LEED certification;

RESOLVED, The DDA approves DDA grant to the City of Ann Arbor in the amount of \$200,000 from its 003 TIF Fund to cover the costs needed to certify that the new City court/police building has achieved a Gold LEED standard;

RESOLVED, The DDA recommends that its ROC Committee consider the development of a new DDA grant program that would provide funds to cover the costs of independently certifying that new downtown developments achieve a certain LEED standard.

Ms. Smith said that she and others felt strongly that the building must achieve at least a gold LEED certification as an announcement of the DDA’s and City’s commitment to environmental goals. Many developers include “green” elements in their buildings, and to date, LEED certification is the best measure of investment in reducing construction waste and energy use. Mr. Hieftje said that the team is working to achieve the highest level possible.

**A vote on the resolution showed:**

**AYES: Boren, Collins, DeVarti, Greff, Gunn, Hall, Hewitt, Hieftje, Lowenstein, Mouat, Smith, Splitt**

**NAYES: None**

**Absent: None**

**The motion carried.**

Ms. Smith moved and Mr. Hieftje seconded the following resolution:

**RESOLUTION PROVIDING AVALON HOUSING, INC. WITH A GRANT OF \$35,263 TO HELP FUND ENERGY EFFICIENCY UPGRADES TO 520 AND 522 S. DIVISION**

Whereas, The Ann Arbor Downtown Development Authority 2003 Renewal Plan makes a strong commitment to participating in projects which stimulate new, converted, or renovated housing, with the goal of a diverse and vibrant downtown;

Whereas, The DDA has been involved with many affordable housing initiatives in the past sixteen years, beginning in 1992 with the donation and relocation of a residential building to 201 W. William Street, which became Avalon Housing's first affordable housing project;

Whereas, The Michigan Public Service Commission (MPSC) has funded Nova Development Group of Detroit to perform energy efficiency upgrades at affordable housing development where energy consumption is expected to be reduced by at least 20%, with these savings passed back to the tenants for the first two years;

Whereas, To receive this grant, the affordable housing provider must secure a 50% match for the energy upgrades;

Whereas, Avalon Housing owns 520 and 522 S. Division, which are located two blocks from the DDA District boundary line, and which together with an adjacent property hold 18 units of affordable housing;

Whereas, The DDA has received a request from Avalon for a grant in the amount of \$35,263 to serve as the match for this MPSC grant, as well as the cost of a replacement roof for one of the units:

Whereas, The DDA Partnerships Committee reviewed this request and recommend approval of this grant from the DDA's Housing Fund;

RESOLVED, The DDA will provide Avalon Housing, Inc. with a grant of \$35,263 from its Housing Fund to enable Avalon to install energy saving upgrades at 520 and 522 S. Division which are estimated to reduce energy costs by approximately 25%.

Ms. Smith stated that Avalon Housing is asking the DDA for \$35,263 to serve as a matching grant for energy upgrades at 520 and 522 S. Division and for the cost of a replacement roof for one of the units. The upgrades will result in a reduction of 20% energy costs that will be passed back to the tenants for the first two years.

**A vote on the resolution showed:**

**AYES:** Boren, Collins, DeVarti, Greff, Gunn, Hall, Hewitt, Hieftje, Lowenstein, Mouat, Smith, Splitt

**NAYES:** None

**Absent:** None

**The motion carried.**

Ms. Smith stated that Mr. Mouat and Ms. Bona will be providing a "LEED 101" primer for interested DDA members in the near future.

**7. RESEARCH AND OPPORTUNITY COMMITTEE**

The DDA Spring Retreat: Mr. Collins thanked all who attended/participated in the recent mini retreat.

The Link: Mr. Collins said that the DDA provided \$65,101 to support Link service this year and the estimated cost for the next year will be approximately \$71,000. Mr. White will be providing information

about ridership at the next meeting, which will help the Committee understand other possible uses for the Link, such as providing a 30 minute “tour” of downtown, etc.

Fifth & Division Pedestrian/Bike Improvement Plan: The project is scheduled to receive additional comments at a public work session on Wednesday, May 14<sup>th</sup> at 7PM Council Chambers.

Wayfinding: Mr. Collins said that comments have been generally positive about the mockup signs, and people are clearly eager to see the installation of the real signs. Sign list and recommended locations have been determined. Estimated costs provided by Corbin are \$1.5 million; the DDA had previously anticipated approved \$500,000 for this project, but at the time acknowledged that the cost would likely be higher. The committee will review Corbin’s information and prepare a resolution for the June meeting for consideration by the board.

DDA “sustainability” grants: Mr. Collins said that the committee continued to refine its recommended grant program. It decided to set aside \$200,000 of the \$250,000 budgeted for grants in 08/09, for “green grants,” which will begin with funds for an energy audit and a consultant to assist a downtown building or business owner to identify the best course of action to improve their energy use. There would also be matching funds for the actual improvements. The committee decided that each grant could be up to \$25,000. The committee also believes that the program will be popular – so it is considering beginning its outreach to downtown WasteKnot businesses, as they are already recycling, etc. and showing their commitment to environmental good.

Other: The committee will discuss these items at the next meeting: Request for \$25,000 from the School for the Performing Arts; and Spark Membership dues. No City Council members responded to our request to meet to discuss their concerns about this latter issue.

<b>8. OPERATIONS COMMITTEE</b>
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Financials: Mr. Hewitt reported that TIF income is 3% above budget and expenses are 18% over budget due to the LED light grant that was not budgeted. Parking income is 5% over budget, with expenses 3% over budget; and maintenance expenses are 37% over budget due to project timing. Housing income is 51% over budget due to the decision to reimburse the Housing Fund for its prior year’s outlays for the former YMCA building by the TIF fund; Housing expenses are 67% over budget due to an unanticipated grant to Avalon Housing. **The March 2008 financial reports were moved by Ms. Gunn, seconded by Mr. Mouat and unanimously approved.**

Transportation Demand Implementation Plan: Mr. Hewitt provided an update, including the installation of new accounts receivable software and the work to transfer parking data. Vacancy data is now available on the DDA website and staff is working toward making that information available to mobile internet users, as well. The RFP for pay stations is complete, and this month staff will purchase credit card software so it will be possible to assess the financial feasibility of charging by the hourly rate vs. monthly permit rate.

Mr. Hewitt indicated that Ms. Shore has done an excellent job in publicizing the getDowntown go!passes and her efforts have resulted in a big increase in demand for the go!passes. She anticipates that an additional 500 go!passes may be needed before the end of this contract year. Mr. Hewitt reported that the Operations Committee discussed the request and recommends approval. Ms. Hall moved and Mr. Splitt seconded the following resolution:

**RESOLUTION PROVIDING \$13,750 FOR ADDITIONAL GO!PASSES THROUGH OCTOBER 2008**

Whereas, The getDowntown program began in 1999 as a partnership between the DDA, AATA, City of Ann Arbor, and Chamber, and it provides a full-time director who conveys individualized Transportation

Demand Management (TDM) assistance to downtown employees and oversees the distribution of the go!pass;

Whereas, The DDA has provided grants for go!passes since 2002, including a grant in the amount of \$247,637 in June 2007;

Whereas, The getDowntown Coordinator has successfully distributed much more information about the program to downtown businesses, and demand is much greater than seen previously;

Whereas, The getDowntown Coordinator anticipates that an additional 500 go!passes will be needed this year at a cost of \$13,750;

Whereas, The DDA is charged only for the number of passes actually distributed, not for the estimated grant amount;

Whereas, The DDA Operations Committee recommends that the DDA provide funding for additional go!passes in the amount of \$13,750 for fiscal year 2007/08 as an important component in its efforts to shift the downtown parking system toward a demand management model;

RESOLVED, The DDA will provide additional funding for up to 500 go!passes in the amount of \$13,750 for the remainder of fiscal year 2007/08.

Ms. Gunn said she thought Ms. Shore was doing an excellent job! Mr. DeVarti said he enthusiastically supports go!passes.

**A vote on the resolution showed:**

**AYES: Boren, Collins, DeVarti, Greff, Gunn, Hall, Hewitt, Hieftje, Lowenstein, Mouat, Smith, Splitt**

**NAYES: None**

**Absent: None**

**The motion carried.**

Mr. Hewitt stated that as part of its efforts to encourage alternative transportation options, the committee reviewed the details of the zipcar program and recommends funding three vehicles in 2008/09, as well as the provision of highly visible designated parking spaces. Ms. Smith moved and Mr. DeVarti seconded the following resolution:

**RESOLUTION PROVIDING \$64,000 TO ESTABLISH A ZIPCAR PROGRAM IN DOWNTOWN ANN ARBOR DURING FY 2008/09**

Whereas, The A2DDA has been a committed supporter and funder of many alternative transportation programs for downtown, including go!passes, the getDowntown program, bike lockers, the Link, and more;

Whereas, Zipcar is a growing company that provides hourly car rental services to universities and downtowns throughout the nation and the world, and the University of Michigan currently has 10 Zipcars in its fleet and they are well used by U of M students, faculty, staff and Ann Arbor residents;

Whereas, Zipcar members can see which cars are available, sign them out online and then simply walk to the car and wave their keycard to turn the car on. Zipcar provides a card for gas and handles the cleaning and maintenance of the vehicle;



Whereas, The getDowntown program requests that the DDA provide a grant in the guaranteed amount of \$64,000 to fund three Zipcars in downtown for one year. This funding would be used for the following:

1. Zipcar Sponsorship: \$54,000
  - a. Up to \$1,500 a month in guaranteed revenue to Zipcar. The utilization of the Zipcars will determine the amount of money the DDA will need to pay Zipcar at the end of each month.
  - b. The DDA will only be responsible for the guaranteed amount less the revenue generated by users (see figures below). Because user fees count toward the total amount owed, this is why the DDA grant amount is a "maximum" amount.

**Utilization**

Price/HR	10%	15%	20%	25%	30%	35%	40%	45%
<b>\$4.00</b>	\$1,212	\$1,068	\$924	\$780	\$636	\$492	\$348	\$204
<b>\$5.00</b>	\$1,140	\$960	\$780	\$600	\$420	\$240	\$60	\$0
<b>\$6.00</b>	\$1,068	\$852	\$636	\$420	\$204	\$0	\$0	\$0
<b>\$7.00</b>	\$996	\$744	\$492	\$240	\$0	\$0	\$0	\$0
<b>\$8.00</b>	\$924	\$636	\$348	\$60	\$0	\$0	\$0	\$0

**2. Marketing and Promotion of Zipcars: \$10,000**

- a. getDowntown and the DDA would work with Zipcar to determine the best way to market the Zipcar program to downtown businesses and local residents.

Whereas, The DDA Operations Committee members has reviewed the details of this program and believe that the availability of these Zipcars may encourage even more downtown workers and residents to use mass transit if alternate vehicles are available to attend meetings or run errands, and thus recommend approval of this \$64,000 grant;

RESOLVED, The DDA approves the grant request from the getDowntown program for \$64,000 to acquire and market three Zipcars in downtown Ann Arbor in fiscal year 2008/09;

RESOLVED, The DDA shall make available three very public parking spaces for these Zipcars so they are readily available and visible to the public;

RESOLVED, The DDA requests data as it becomes available about the use and users of these Zipcars.

Mr. DeVarti asked about the possibility of having more than three downtown Zipcars; Mr. Hewitt said that the DDA will regularly receive data about usage, and adding more cars will be fairly easy if the program proves successful. Mr. Hieftje said he supported the idea that the designated parking spots be in a prominent area to maximize publicity for the vehicles and the program.

**A vote on the resolution showed:**

**AYES:** Boren, Collins, DeVarti, Greff, Gunn, Hall, Hewitt, Hieftje, Lowenstein, Mouat, Smith, Splitt

**NAYES:** None

**Absent:** None

**The motion carried.**

Financial Models: Mr. Hewitt said that at the recent retreat question were asked about how to pay for projects using TIF and parking, and how parking rates might look going forward. He presented a financial model discussed in committee. Mr. Collins asked if it was still the policy to remain revenue neutral, and said that he thought the committee did a good job with the report based on the discussion. Ms. Hall suggested a parking policy to increase rates regularly; Ms. Smith agreed, saying that rate increases should be small and at regular intervals. Mr. DeVarti stated that he would like to see rate increases higher for

monthly permits than hourly spaces. Mr. Morehouse said that he would make changes based on these suggestions for the next Operations meeting.

**10. OTHER DDA BUSINESS MATTERS**

East/West Commuter Rail: Mr. Hewitt announced that meetings continue and there is nothing new to report at this time.

**11. OTHER AUDIENCE PARTICIPATION**

None.

**12. ADJOURNMENT**

As there was no further discussion Mr. Collins moved and Ms. Gunn seconded adjournment of the meeting at 1:57 PM.

Respectfully submitted,  
Susan Pollay, Executive Director