

**Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, January 9, 2019**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: Vice Chair Orr called the meeting to order at 12:00 p.m.

1. ROLL CALL

Present: Tyler Kinley, Howard Lazarus, Joan Lowenstein, Jessica A. S. Letaw, Molly McFarland, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, Phil Weiss

Absent: Bob Guenzel, Marie Klopff

Staff: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
Maura Thomson, Communications Manager
Amber Miller, Capital & Private Projects Manager
Jada Hahlbrock, Manager of Parking Services
Liz Rolla, DDA Project Manager
Kelley Graves, Management Assistant

Audience: Ray Detter, Downtown Citizens Advisory Council
Mike McKiness, Republic Parking System
David Diephuis, resident
Chris Simmons, get!Downtown
Alan Haber
Peter Allen

2. APPROVAL OF THE BOARD MEETING AGENDA

Mr. Weiss moved and Ms. Lowenstein seconded the motion to approve the agenda.

A vote on the motion to approve the agenda showed:

Ayes: Kinley, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Guenzel, Klopff

The motion was approved.

3. AUDIENCE PARTICIPATION

Mr. Haber spoke about the City's approval designating the top of Library Lane as a park that could be rented, and he encouraged the DDA to remove vehicles from the lot and, for all stakeholders to begin conversations on moving the Center of the City initiative forward.

Mr. Allen said he and his students have refined their plan which includes workforce affordable housing as part of a Treeline and Midtown redevelopment strategy. He said he wants to present this update at the next Partnerships Committee meeting in February.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Mr. Detter encouraged attendance at today's Citizen Participation meeting for the "Standard" project at Main/William. He said CAC discussed the future of the Library Block, the BTC and former Y-lot. At the latter, there is consensus that residential mixed income development was desirable including workforce housing, but the Y-lot should not be solely for very low-income units. CAC also discussed the 19-story proposal on E. Washington near State, including the 20 micro-units to be provided as workforce affordable housing, and the UM's purchase of the Fingerle property, and their hope UM will use some of this property to provide workforce affordable housing for many of their staff and faculty.

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw said she will hold her next "Walk and Talk" on January 12th at 10am at the Blake Transit Center focusing on the DDA's People-Friendly-Streets projects and her next "Downtown Hall" will be tonight from 7-8:30 pm in the Downtown Library cafe. All are welcome.

Mr. McKinnon reported that property along the railroad was purchased and gifted it to the Greenway Conservancy, adding 1,000 feet to the future Treeline.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay reported that Mr. Morehouse has announced his retirement, and the position has been posted. She said she hopes to hire someone in time for them to work alongside Mr. Moehouse during the budget process and preparation for the annual audit. The Ann Ashley site plans will be resubmitted to the City this week; the hope is to be in front of the Planning Commission in February. As part of this project, she reported that an agreement will be drafted between the DDA and City to encompass Ann Ashley-related projects to be done outside the garage construction. This will include a commitment to install a new 12" water main under Ashley Street, and a commitment to financially participate in the City's road reconstruction on Ann Street to modify the sidewalks. She then read a message from the Old Fourth Ward Association board commending the work of DDA staff during the Fifth/Detroit project.

7. APPROVAL OF MINUTES

Ms. Letaw moved and Mr. Kinley seconded the motion to approve the December minutes.

A vote on the motion to approve the minutes showed:

Ayes: Kinley, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Guenzel, Klopff

The motion was approved.

8A. SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS COMMITTEE

Fifth/Detroit: Mr. Mouat reported that in December the trees, street lights and Tivoli lights were installed and streets reopened to traffic. Permanent paving and the remaining brick will be installed in spring/summer, along with the remaining elements on the High School property.

First/Ashley/William: The design team is finalizing the William St bikeway construction documents and the project will be bid in February. First & Ashley design work is on schedule but currently on hold to give the team time to work on Huron and William bids. Ms. Letaw shared the positive feedback received on the YIMBY Facebook page regarding the William Street protected bike way.

Huron: The construction RFP was posted; bids are due back January 18th. CIC will review the bid submittals and formulate a recommendation for the DDA at its January 23rd meeting.

Incentives and Liquidated Damages: Mr. Mouat said the next CIC meeting agenda will include a discussion about whether to include incentives in future contracts, alongside liquidated damages.

The next Capital Improvements Committee meeting will be Wednesday, January 23 at 11 am.

8B. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE
--

Parking Operator Customer Service/Admin Office: Mr. Weiss reported that DDA staff assembled previously presented information plus additional information requested by the committee on the best way to address problems with the existing office. This information included the potential to move the office to a different garage, building a new customer service office as part of the Ann Ashley project or leasing a commercial space. The committee directed staff to get a term sheet and letter of intent for an office at 414 S. Main St, and concurrently bid out the Maynard project to get actual costs so the Committee can see both sets of information at its March meeting.

Monthly Parking and Transportation Report: Mr. Orr reported that with the successful completion of the Kerrytown area construction, the free Saturday parking pilot at Ann Ashley ended; a usage report will be shared at the next committee meeting. The Parking Enforcement and Operations group discussed technology problems as part of its regular monthly meeting. All necessary account systems, decals and signage for ePark were updated ahead of the January 1st rate change. Registration for getDowntown's "Conquer the Cold" event is underway.

The next Operations Committee meeting will be on Wednesday, January 30 at 11 am.

8C. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

Mr. Weiss reported on the December Finance meeting on behalf of Mr. Guenzel.

Financial Reports: Mr. Weiss said October and November expense registers were reviewed.

FY20 and FY 21 Draft Budgets: Mr. Weiss said that draft FY20 and FY21 budgets were reviewed, along with an updated 10-Year Plan incorporating these draft budgets. He noted that the FY20 budget will include funds for Mr. Morehouse's retirement payout and to enable his successor to work alongside him for several months. He noted that Ms. Pollay is eligible for retirement with no timeline for action; but there was committee consensus to include funds in the upcoming budgets should Ms. Pollay resolve to pursue retirement in the next two years.

Bond Procurement Updates: The First/Ashley/Huron/William project bond is expected to be completed by late January. Work on the Ann Ashley bond is on hold until the project site plans are approved by the Planning Commission.

The next Finance Committee meeting will be on Thursday, January 31 at 1 pm.

8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE

Ms. Letaw reported on the affordable housing discussion that took place at December's meeting with representatives from Avalon Housing, Ann Arbor Housing Commission and Washtenaw County. Very few new affordable units have come on line since the 2015 Needs Report; adding to the problem, 800 units of affordable housing had their affordability covenants expire, with more to come. There was shared interest to create a series of public workshops about affordable housing to coincide with the City's meetings to discuss the future development on the old Y-lot.

There was also a Committee meeting that morning at which partners provided updates. This include AAATA sharing information about a BRT public meeting and increased Sunday service on Route 4; Council members sharing information about Library Lane, sewer and water rates, and the search for a new Police Chief, and the DDA staff sharing updates about DDA projects.

The next Partnerships Committee meeting will be on Wednesday, February 13 at 9 am. (DDA only)

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE

Mr. Orr reported that the committee reviewed the board meeting agenda.

The next Executive Committee will be on Wednesday, February 6 at 11 am.

9. NEW BUSINESS

None.

10. OTHER AUDIENCE PARTICIPATION

None.

11. ADJOURNMENT

There being no other business, Ms. Lowenstein moved and Mr. Weiss seconded the motion to adjourn. Mr. Orr declared the meeting adjourned at 12:40 pm.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, January 23, 2019 11:00 am**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:05 a.m.
Present: Howard Lazarus, Jessica A.S. Letaw, Joan Lowenstein, Molly McFarland, Darren McKinnon, John Mouat, Keith Orr, Phil Weiss
Absent: Robert Guenzel, Tyler Kinley, Marie Klopf, Rishi Narayan
Staff: Susan Pollay, Amber Miller, Liz Rolla, Maura Thomson, Jada Hahlbrock, Kelley Graves
Other: Bob Doyle and Oliver Kiley/Smith Group
Public: None

Huron Street Project: Mr. Doyle presented information on the bid process and the Committee was asked to review a draft resolution of support that would go to the Board to select Fonson as project contractor. Questions were asked and answered. A concern was raised that despite efforts to elicit contractor interest only one bid was received; it was recommended that a paragraph be included that outlined the steps taken to elicit as many competitive bids as possible. It was also requested that the pre-bid meeting attendees be contacted to find out why they elected not to submit a bid; Ms. Rolla said she would reach out to them.

Mr. Doyle reviewed the design plans, highlighting key elements such as planters, trees, new streetlights, benches, and permeable pavers. He noted that there are multiple private vaults along Huron; DDA staff have reached out to owners several times to see if these vaults could be closed.

As supported previously by the CIC, staff and design team pursued the option to purchase the trees separate from the construction contract from a landscape supplier. This would allow the greatest selection of large substantial trees with calipers 3" or greater. Three regional suppliers were contacted; two of the three submitted bids of which, one was incomplete. The latter firm was unable to provide all the tree varieties and their substitute varieties are not included on the City's approved tree species list. Moreover, they were unwilling to provide photos of the trees as required to assure tree quality. There was committee consensus to recommend approval of the remaining bidder, Landscape Supply, Inc. as the tree supplier for the Huron Street project. It was recommended that a similar paragraph be shown in the tree purchase resolution outlining the process taken to elicit bids.

DTE has a gas main replacement scheduled for Huron which will coincide with the DDA project. Because the projects are working in the same location Ms. Miller has been pursuing a possible cost-share agreement with DTE for sidewalk replacement. Initial content for what might be included in this cost-share agreement was shared, and there was consensus support for this content.

MDOT has responded with yet more steps to be taken before they will allow off-peak curb use on Huron. There was Committee consensus to continue pushing for approval to include off-peak parking in the project. Ms. Pollay suggested, and it was agreed, that it may be beneficial to contact local elected officials in Lansing and request their assistance.

William Street: Mr. Kiley showed the design for the protected bikeway, noting that it hadn't changed much since he last presented it in November other than a use of pedestrian island at the front of the block rather than planters. It was noted that the project is expected to go out for bid on 2/18 with a vendor selection at the DDA's April Board meeting and construction to begin after UM Commencement. Questions were raised about the delineator posts, the elimination of planters, and what other transportation tools were examined to separate bicyclists from car drivers. There was much discussion regarding types and number of dividers. The design team was requested to add to the quantity of delineators and extend the length of the front islands. Ms. Pollay suggested and there was support to bring back this modified design and a resolution of support for the project design to the February Board meeting for additional discussion and review.

Ms. Thomson reported on the bikeway educational and outreach efforts that began this month using social media and new stories in MLive, Concentrate and WDIV and two radio stations. Education materials are being worked on in collaboration with SmithGroup, Q&M and City staff.

Public comment: None.

Next Capital Improvements Committee meeting: Wednesday, February 20 at 11 am.

The meeting adjourned at 1:00 pm.

Respectfully submitted,
Susan Pollay, Executive Director

PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES

Wednesday, January 9, 2019

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 9:00 a.m.
Present: Tyler Kinley, Jessica A.S. Letaw, Joan Lowenstein
Absent: Bob Guenzel, Marie Klopff, Howard Lazarus, Molly McFarland, Darren McKinnon, Rishi Narayan, John Mouat, Phil Weiss
Others: Matt Carpenter/AAATA, Jane Lumm/City, Ali Ramlawi/City
Staff: Susan Pollay, Amber Miller, Maura Thomson, Kelley Graves
Public: None

Partner Updates:

AAATA: Mr. Carpenter reported the Transit Millage renewal made it possible to increase Sunday Route 4 service to 2X/hr to address overcrowding. Shift Transit's relaunch of ArborBike will begin this spring. AAATA hired a new Transit Planner. Mr. Carpenter reported on public input received at a recent meeting to explore Bus Rapid Transit on Washtenaw. BRT is expensive, so they are only looking at BRT "Lite". Ms. Lumm said that a previous traffic study recommended widening Washtenaw, but it wasn't, and now it may be too late as traffic continues to grow. She asked about the potential for BRT on other corridors; Mr. Carpenter indicated yes. She said southbound traffic into the city was worse than traffic from the east, and she noted corridors of concern. The possibility of a Washtenaw/Wayne County transit collaboration was discussed. Mr. Ramlawi asked about UM's involvement; Mr. Carpenter provided information. Mr. Ramlawi asked if transit fares could be made free to encourage ridership; Mr. Carpenter said increasing frequency would be more impactful. It was noted that the go!Pass and MCard programs already make transit free for 50% of AAATA's ridership. Mr. Carpenter restated AAATA's interest to use the ground floor level of the Y lot for transit.

City of Ann Arbor: Ms. Lumm reported that Council directed staff to settle the lawsuit with the Civic Commons group by notifying Core Spaces that the City was no longer pursuing a sale of Library Lot. Ms. Lumm said sewer rates were increased, and additional information was requested regarding water rates. There is an on-line survey seeking input on the qualities of the next Police Chief. Mr. Ramlawi said that there is positive feedback about the two officers assigned to downtown. He said that solid waste contracts have been extended to allow review of the Solid Waste Management Task Force report in June. Mr. Ramlawi said that he wanted to get a downtown pilot underway to service compostables and he will bring legislation to ban leaf blowers due to noise concerns; Ms. Pollay said that if desired, the DDA could assist with communicating both of these changes.

DDA: Ms. Pollay said that the 5th & Detroit project is completed for the season; remaining work will be completed in the spring/summer. The Huron project is out for bid and the William St bikeway will be bid later this winter. The Ann Ashley expansion is still in review by City staff; she hoped Planning Commission would consider the project in February. Ms. Letaw shared that Avalon, Washtenaw County Office of Community and Economic Development and Housing Commission representatives met with DDA Partnerships Committee members last month to update the DDA on affordable housing matters. There is interest to create an affordable housing public workshop series and the DDA offered to assist; Ms. Lumm recommended that City planners lead these sessions as they will involve policy issues.

Next Meeting:

The next meeting of the Partnerships Committee will be February 13, 2019 at 9am. This will be DDA members only. The next meeting with Partners will be March 13th at 9am.

The Partnerships Committee meeting adjourned at 11:00 am.

Respectfully submitted,
Susan Pollay, DDA Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, January 9, 2019

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:05 a.m.
Present: Keith Orr, Joan Lowenstein, Darren McKinnon, Phil Weiss (ex officio), Susan Pollay (ex officio)
Absent: Marie Klopf
Others: Jessica A.S. Letaw

Committee actions and discussions

Agenda Review. The Committee members reviewed the January DDA monthly meeting agenda. In the absence of the Chair, the DDA Vice Chair Mr. Orr would be chairing the board meeting. It was noted that there were no action items on the agenda beyond approval of the minutes. Ms. Pollay said that an individual had signed up to speak before the board. Mr. McKinnon said that during DDA Member Comments he would share information about the Treeline's recent property acquisition a few blocks north of the DDA District boundary. Ms. Lowenstein and Ms. Letaw shared that the January Partnerships Committee meeting was held earlier in the morning and they would report on this meeting and the December Partnerships Committee meeting.

There being no other business, the meeting adjourned at 11:30 a.m.
Susan Pollay, Executive Director

Parking & Transportation Report January 2019

Parking Operations

Large Special Events in January

1/12/2019 A2SO at Hill Auditorium
1/13-18/2019 Ann Arbor Restaurant Week
1/20/2019 Worst Day of the Year Ride
1/24-26/2019 Ann Arbor Folk Festival

Special Event Meter Bag Fee Waivers/ Free Parking in January

Folk Festival \$1,240

Meters

The rate change that took effect on January 1st included a ten cent increase at meters. Meter staff had the rate change work completed by mid-day on January 4th. Their work included updating decals on over 250 epark machines, updating signage at 10 metered lots, and making updates in both epark machine and app software.

Meter maintenance work included lubricating locks and clearing snow and ice from around epark machines as needed.

Parking System Maintenance/Equipment

RPS IT staff worked to install two EV charger units at 4th & Washington. Work continues to get the entire system linked to the DDA Powerdash website. With all EV and solar components connected to the system reporting efforts will be more comprehensive and complete.

RPS IT staff checked all of the 131 911/emergency call boxes located throughout the parking system. Updates and repairs were made as needed.

Maintenance staff focused on snow and ice removal as needed. Made improvements to drive lane curb lines at Maynard. Staff also dealt with frozen pipes at the Forest structure.

City/DDA Parking Enforcement and Operations Group

The group met on January 17th. Discussion included equipment and operational updates, and a discussion around using LPR (license plate recognition) for on-street enforcement purposes. DDA/RPS will explore options with the current equipment. City staff will consider how this could be implemented and what it would mean to enforcement efficiency.

Operational Updates- Reviewed progress on work to directly integrate Passport and parking enforcement. Discussed planned 'environment upgrades' being implemented this month by T2/Digital.

Tally Hall Condominium Meeting

The group met on January 15th. 2018 actual & 2019 proposed budgets were reviewed. Planned work for this calendar year was discussed. Next meeting scheduled for April.

First & Washington Condominium Meeting

The group had a call in late December to talk about next steps. The next meeting has yet to be scheduled. The structure opened in late 2013 and a condominium board has yet to be formally established.

Parking Construction

Ann Ashley

Plan was resubmitted for a third round of review in early January. Project team is hopeful it will be possible to present to the Planning Commission in February.

Ann Ashley Saturday Parking Pilot- Wrap Up

The DDA's 2015 Nelson/Nygaard parking study recommended that an effort be made to better connect the Farmers Market to the Ann Ashley structure as a way to relieve parking pressure around the Market especially during market hours. The DDA used the 2018 street improvement work in the 5th & Detroit area as an opportunity to experiment using free Saturday morning parking at Ann Ashley as a way to strengthen the visibility and use of the Ann Ashley parking structure on Saturdays by Kerrytown visitors, customers, employees, and market vendors.

The 5th & Detroit project and parking pilot ran from March to December 2018. During various phases of construction, a number of on-street and Community High School parking lot spaces were out of service or more difficult to access. The pilot was designed to provide free parking at Ann Ashley on Saturdays from 7 am – 4 pm, in order to serve both market visitors and employees.

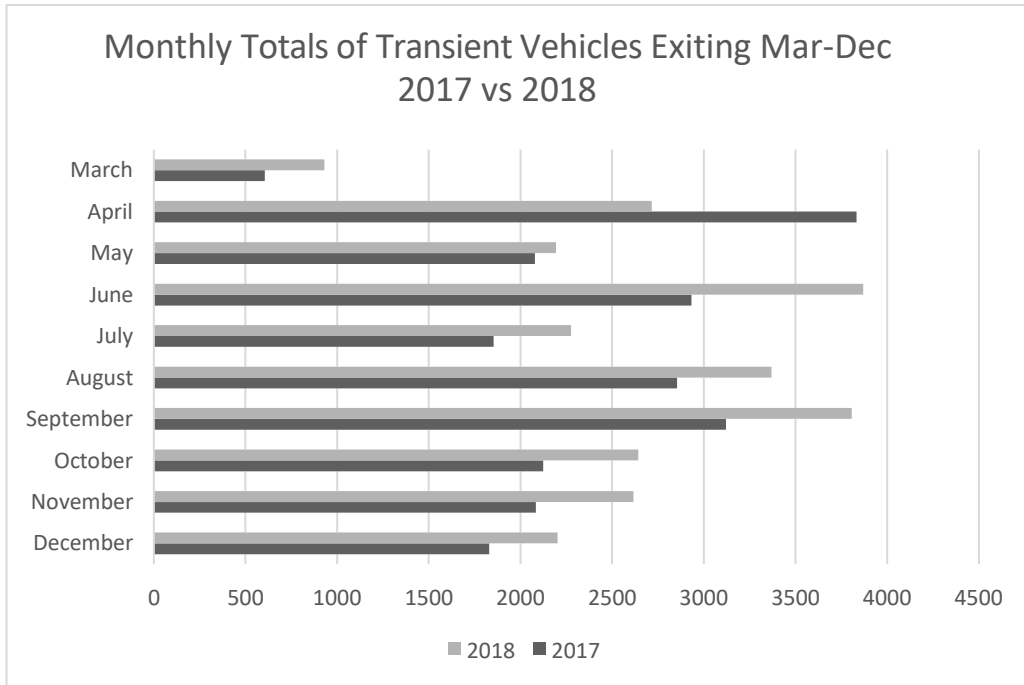
Our work to promote the pilot included:

- Coordination and communication with Market staff, vendors and visitors
- Coordination and communication with Kerrytown area businesses and KDA
- Banners and signage within the 5th/Detroit construction area
- Wayfinding signage, banners, posters at and on the Ann Ashley structure
- Communication to residents and media through press release, team communiqués and project websites
- Improved wayfinding signage to better connect patrons between Kerrytown and the Ann Ashley structure
- Extensive use of social media to promote the pilot

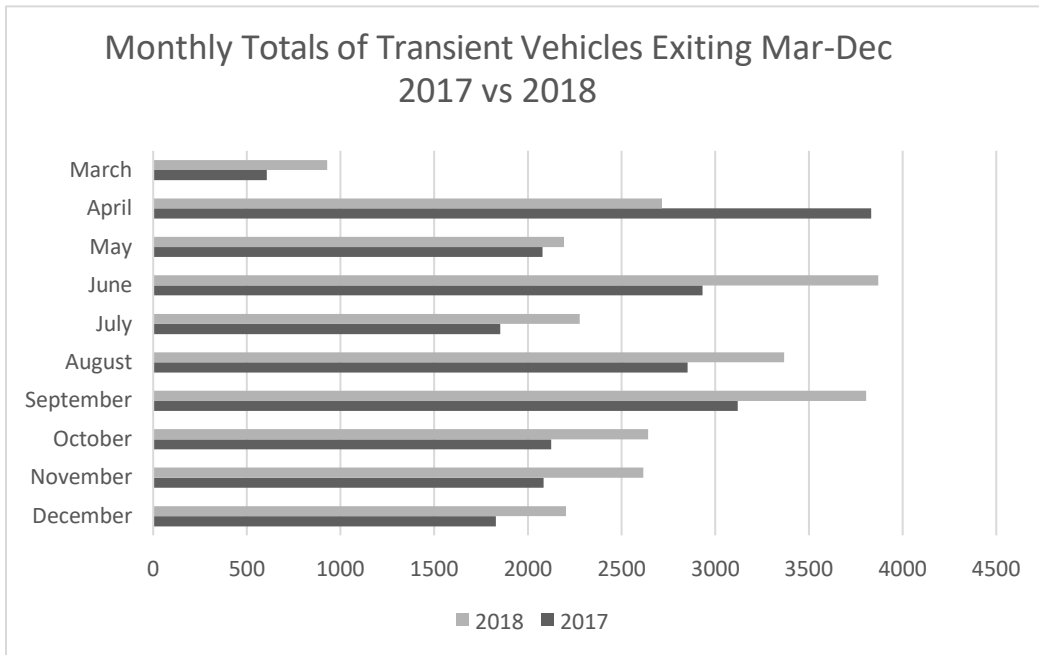


PAVING THE WAY
FREE PARKING 7 a.m.-3 p.m.
every Saturday during construction
Ann/Ashley Parking Structure

An unusually cold April meant that the pilot got off to a slow start but beginning in May and lasting through December the number of people parking at Ann Ashley on Saturdays was 20% higher than in 2017. On an average week there were 117 more Saturday parkers in 2018 than in 2017. Certain event Saturdays did see a higher percentage increase as the free parking was likely also a draw for people attending other downtown events.



Based on 2016 & 2017 totals it was predicted the budget impact for providing the free parking would be \$24,000. Actual Saturday revenue totals were down 48% or \$30,000 over the length of the pilot.



DDA staff and the project team will be meeting with the Kerrytown neighborhood in February and will seek input on how the pilot impacted access and convenience for their employees and customers. In summer 2019 DDA staff will monitor Saturday morning parking to see if the parking promotion had a lasting effect increasing awareness of and use of Ann Ashley during Market days.

Transportation

Go!pass Summary

Total # of companies in program = 396

Total # of active passes = 5,336

New go!pass companies for December 2018

- 7 Eleven – E. Huron
- Aim and Intent

Quarterly ridership

	<i>October 2018</i>	<i>November 2018</i>	<i>December 2018</i>
Go!Pass Usage	55,405	43,647	45,728
NightRide Usage	395	482	584
ExpressRide Flexpass	2050	1769	1399

As anticipated from looking at Q1 ridership, this is looking to be a very average year by our forecast. The ten-year average for go!pass usage is for an annual total of 574,348, and the forecast for this year is projecting at ~595,000 trips. The use of the pass historically increases from January through April, so with the mostly mild winter weather this could cause a Q3 adjustment. In any case, an average year of usage is consistent with our survey feedback and the increase in open lease space in downtown. Additionally, this is consistent with the essentially flat ridership growth for the system overall.

Bike Parking

Current rentals good till 3/31/19

- Bike Locker Rentals as of 1/24/19: 7 rentals of 10 available lockers (70%)
- Maynard Bike House Rentals as of 1/24/19: 12 rentals of 28 spaces (43%)
- Ann Ashley Bike House Rentals as of 1/24/19: 42 rentals of 27 spaces (156%)

Other Activities

- Conquer the Cold remains open through January 31st. Currently 590 participants registered. Winter challenge information can be found at www.conquerthecold.org. The link to log your trips is also available on the site. We are exceptionally thankful for this year's sponsors, who contribute so many great prizes for this challenge. The bike shop community this year especially stepped up, with a number of fantastic light sets for bikers to win during the challenge. We also have reflective vests available for bikers and walkers in the challenge, and we encourage folks to contact us for a vest if they are interested.
- getDowntown is looking for additional business testimonials on how the program or go!pass contributes to their success. Board members are encouraged to contact the office and provide their success stories.
- As an informational update, the VanRide program currently has 106 vehicles travelling into Washtenaw County from around the area. Of these, the vast majority are travelling into the University, and especially the medical campus. We are looking to encourage more use of the program as we go forward for downtown employers as a way to deal with construction and congestion impacts. This is especially important in consideration of the construction plan for the Ann & Ashley garage.

- In addition, CommuterConnectMI.com is the carpool website & app that is available for matching for commutes throughout southeast Michigan. The picture below shows active accounts looking for a match that have a start or end point in the downtown area. There are currently 155 users registered for Washtenaw County.

