

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, March 5, 2014

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: Mr. Mouat called the meeting to order at 12:04 p.m.

1. ROLL CALL

Present: Russ Collins, Bob Guenzel, Roger Hewitt, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Steve Powers, John Splitt

Absent: Cyndi Clark, Joan Lowenstein, Sandi Smith

Staff Present: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
Jada Hahlbrock, Management Assistant

Audience: Art Low, Republic Parking
Dave Askins, Ann Arbor Chronicle
Nancy Shore, getDowntown
Ray Detter, Downtown Area CAC
Martha Valadez, P4T
Edward Vielmetti, Damn Arbor
Ryan Stanton, Ann Arbor News
Dan Mooney, Edge Design Assoc.
Chang Ming Fan, Tini Lite World

2. AUDIENCE PARTICIPATION

Martha Valadez, Partners for Transit, handed out materials and reminded the board about the May 6th millage vote to provide funding for expanded transit service. She said that many groups are working to spread the word about the vote and the benefits of additional transit.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. Mr. Detter said that the CAC meeting had been devoted to a discussion of a recently filed lawsuit challenging the 2001 City of Ann Arbor's footing drain disconnect ordinance which requires property owners to disconnect their footing drains from the sanitary system with the goal of reducing overflows and backups. The lawsuit claims the ordinance violates the prohibition against taking private property. If the lawsuit is successful, it would have an immediate impact on downtown development. CAC members affirmed their support for the May 6th AAATA millage, public art and age diversity in downtown. The CAC also supports the creation of a public plaza and walkways to Liberty Plaza as a part of a plan for a tax-producing, private development on the Library Lot. Mr. Detter said that a future private development should be encouraged to work cooperatively to integrate with, and complement, the adjoining plaza, the Library, the AAATA, and nearby public and private spaces.

4. COMMUNICATIONS FROM DDA MEMBERS

Mr. Hewitt gave an update on the Connector Study saying that this is the technical phase of the study and findings will be shared publically this spring.

5. APPROVAL OF MINUTES

Mr. Powers moved and Mr. Hewitt supported approval of the February 2014 DDA meeting minutes.

A vote on the motion showed:

AYES: Collins, Guenzel, Hewitt, Mc Williams, Mouat, Narayan, Orr, Powers, Splitt

NAYS: none

ABSENT: Clark, Lowenstein, Smith

The motion carried.

6. A. OPERATIONS COMMITTEE

Republic Parking. Mr. Hewitt moved and Mr. Guenzel supported the following resolution:

RESOLUTION TO APPROVE A 2013 YEAR-END MANAGEMENT FEE FOR REPUBLIC PARKING FOR MANAGEMENT OF DDA PARKING FACILITIES

Whereas, The DDA entered into a contract with Republic Parking Systems (RPS) beginning February 1, 2007 for management of the DDA's parking system;

Whereas, According to this contract, RPS's \$200,000 management fees are to be paid in two parts; the first \$150,000 is paid on a monthly basis with the remaining amount to be paid at the year-end as a management incentive based on quantifiable criteria;

Whereas, After reviewing RPS's performance, and in acknowledgement of their exceptional efforts this year, the Operations Committee recommends that the DDA provide RPS with their full \$50,000 year-end management incentive;

RESOLVED, The DDA authorizes a 2013 year-end management incentive of \$50,000 for Republic Parking Systems.

Mr. Hewitt said that DDA staff and Operations Committee members reviewed performance data and this year Republic Parking excelled in all areas. Mr. Hewitt personally lent his praise for their quality work and innovation.

A vote on the motion showed:

AYES: Collins, Guenzel, Hewitt, Mc Williams, Mouat, Narayan, Orr, Powers, Splitt

NAYS: none

ABSENT: Clark, Lowenstein, Smith
The resolution passed.

FY 2015 DDA Budget. Mr. Hewitt moved and Mr. Splitt supported the following resolution:

RESOLUTION TO PUT FORWARD THE DDA BUDGET FOR FISCAL YEAR 2015

Whereas, The DDA has developed a Ten-Year Financial Plan, including projected income and expenses for debt service, capital improvements projects and parking operations;

Whereas, The DDA Operations Committee has developed a 2015 fiscal year budget for the DDA based on the DDA's most recent Ten-Year Plan;

Whereas, The Operations Committee recommends approval of this DDA budget by the DDA;

RESOLVED, The DDA accepts the recommendation of its Operations Committee and puts this budget forward to the City for approval.

Mr. Hewitt said that committee members reviewed and provided feedback on a draft budget at the committee meeting, and input from the discussion at the retreat had also been incorporated. Mr. Hewitt reviewed the draft budget and answered questions. Mr. Guenzel proposed an amendment to transfer \$100,000 more into the Housing Fund, which would reduce the anticipated end of year fund balance, saying that it would enable the board to better assist with leveraging dollars if needed. Mr. Powers seconded.

A vote on the amendment to the proposed budget showed:

AYES: Collins, Guenzel, Hewitt, Mc Williams, Mouat, Narayan, Orr, Powers, Splitt

NAYS: none

ABSENT: Clark, Lowenstein, Smith

The amendment passed.

Mr. Guenzel asked for clarification as to when the recently adopted changes to the DDA ordinance, specifically the mandated \$300,000 transfer to the DDA's Housing fund, would begin. Mr. Morehouse said that the ordinance mandated this change beginning in Tax Year 2016, which would be reflected in the FY 2017 budget.

A vote on putting forward the budget as amended to the City showed:

AYES: Collins, Guenzel, Hewitt, Mc Williams, Mouat, Narayan, Orr, Powers, Splitt

NAYS: none

ABSENT: Clark, Lowenstein, Smith

The resolution as amended passed.

Transportation Support. Mr. Orr moved and Mr. Hewitt supported the following resolution:

RESOLUTION TO CONTINUE SUPPORT AND ENHANCEMENT OF TRANSPORTATION PROJECTS, FACILITIES AND PROGRAMS

Whereas, The getDowntown program began in 1999 and remains an active successful partnership between the Ann Arbor DDA, AATA and the City of Ann Arbor to provide transportation assistance to downtown employers, including the distribution of the DDA's go!Pass;

Whereas, The Ann Arbor DDA has provided substantial funding for go!Passes and the getDowntown Program since 2001, and the number of downtown employers and employees participating in these programs has grown each year;

Whereas, Ann Arbor DDA approved more than \$610,000 in funding in FY 2014, which included funding for enhanced service on routes that serve downtown employees, in support of downtown prosperity and new business attraction, and as a way of discouraging traffic congestion and the need to construct new public parking structures;

Whereas, AAATA has proposed a new transit millage that would provide the necessary funding to support a five year service plan and if approved, the Ann Arbor DDA would capture a portion of the proceeds from this millage through its TIF;

Whereas, The Ann Arbor DDA has a keen interest in using these new millage funds for transportation-related purposes in support of the DDA's Renewal Plan;

Whereas, These purposes may include and are not limited to such projects and programs as a future downtown circulator, repairs and enhancements to bus stops and bus shelters, the Connector, bicycle facilities including bicycle parking, and other transportation-related facilities and services;

RESOLVED, If the voters support approval of a new five-year transit millage, the DDA, which has been a long-time supporter of transit as a key strategy to meet its mission, will work to increase its support for transportation-related programs and projects.

Mr. Orr explained the motivation behind the resolution, including the intent to reaffirm the DDA's commitment to supporting transportation-related projects and programs in support of the DDA's Renewal Plan.

A vote on the motion showed:

AYES: ~~Collins, Guenzel, Hewitt, Mc Williams, Mouat, Narayan, Orr, Powers, Splitt~~

NAYS: ~~none~~

ABSENT: ~~Clark, Lowenstein, Smith~~

~~The resolution passed.~~

Correction of vote record requested at 4/2/14 meeting. Corrected version is as follows-

AYES: Collins, Guenzel, Hewitt, Mouat, Narayan, Orr, Powers, Splitt

NAYS: none

ABSENT: Clark, Lowenstein, Smith

ABSTAIN: McWilliams

The resolution passed.

4th & William stair/ elevator. Mr. Splitt said that representatives from Carl Walker Inc. and architect Carl Luckenbach presented preliminary design ideas for a new stair/elevator tower at 4th & William. The first floor interior may be modified to expand the pedestrian walkway, and if undertaken, the project would be constructed in phases so a functional stair and elevator would always be available to patrons. Other improvements to the structure are being explored, including a build out along Fourth Avenue and improving the façade. It is anticipated that a final schematic design/phasing report will be ready by late March.

getDowntown/ GoPass. Mr. Orr said Nancy Shore presented the FY 2015 funding request. Questions were asked, and additional details will be presented at the next committee meeting.

The next Operations Committee meeting will be March 26th at 11:00 am.

6. B. PARTNERSHIPS/ ECONOMIC DEVELOPMENT AND COMMUNICATIONS COMMITTEE

Ann Arbor Housing Commission. Mr. Guenzel said that Jennifer Hall, Ann Arbor Housing Commission, provided budget details in support of the AAHC request for an additional \$600,000 grant for Baker Commons and Miller Manor. The committee asked questions about scope of work and timing of payments from DDA. The discussion will continue at the next Partnerships committee meeting.

Partnerships Grants. Mr. Guenzel said that Mike Martin spoke to the committee about the 120 W. Huron project and requested a DDA grant to support certain project elements that have a public benefit, for example streetscape and lighting work, LEED certification, and preservation of the historic bus station façade. It was decided to set aside this request to allow time for a committee discussion about whether the DDA should revive its DDA Partnership Grant program. Discussion about this will begin at the next committee meeting.

The next Partnerships/ Economic Development and Communications Committee meeting will take place on March 12th at 9 am.

7. OTHER DDA BUSINESS

Ms. Pollay shared a Global Trends Report produced by Progressive Urban Management Associates (P.U.M.A.), a national consulting group focusing on downtowns and community development. This report indicates that many of the strategies utilized by the DDA line up with what research is indicating, including the need for regional transportation, implementation of “living street” improvements including 2-way traffic conversions and greater emphasis on design for bicycles and pedestrians, incorporating sustainability as part of the downtown brand, and being conscious of social equity issues, including the need for housing affordable to people at all income levels.

Ms. Pollay also reported that the closing on the 5th & William parking lot is anticipated soon, and the public parking lot would close within a week or so.

8. OTHER AUDIENCE PARTICIPATION

Chang Ming Fan said he was happy to be attending DDA meetings and pleased to see the enthusiasm around working for a successful downtown. He also introduced his company Tini Lite World Inc. and spoke about how his technology could be used in public art.

Edward Vielmetti shared his concern about the snow piles downtown and how melting will impact pedestrian crossings. He said better engineering and maintenance of catch basins would go a long way to help eliminate puddles. He mentioned the intersection of Church and S University as particularly troublesome.

9. ADJOURNMENT

There being no other business, Mr. Guenzel moved and Mr. Hewitt supported a motion to adjourn. Mr. Mouat declared the meeting adjourned at 1:16 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, March 5, 2014

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

Time: 11:00 a.m.

Present: Keith Orr, Susan Pollay (ex officio)

Absent: Sandi Smith, John Mouat, Roger Hewitt

Public: Dave Askins, Ann Arbor Chronicle

Committee actions and discussions

None

The meeting adjourned at 11:30 a.m.

Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS / ECONOMIC DEVELOPMENT & COMMUNICATIONS
COMMITTEE MEETING MINUTES
Wednesday, March 12, 2014

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

Time: 9:00 a.m.

Present: Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Sandi Smith, John Splitt, Margie Teall, Jane Lumm

Absent: Cyndi Clark, Russ Collins, Bob Guenzel, Roger Hewitt, Keith Orr, Steve Powers

Staff Present: Susan Pollay, Executive Director
Jada Hahlbrock, Management Assistant

Public: Bret Lenart, Stephen Wade, Ray Detter, Jason Morgan

1. Housing Report. Stephen Wade and Brett Lenart, Washtenaw County, said that the 2007 Housing Needs Assessment was being updated and the DDA was asked to help fund this work. Committee members expressed support. Once RFP responses are received the actual project costs will be known. Discussion will continue the next committee meeting.
2. Housing Commission Grant Request. A proposed resolution to provide a DDA grant for \$600,000 was discussed and will be presented to the DDA at their April board meeting.
3. Partnership Grant Program Exploration. Committee members discussed whether or not to create a new DDA grant program, and used the DDA Brownfield policy as a template for discussion. Additional information was asked for. Discussion will continue at the next committee meeting.
4. Library Lane Proposals. Ms. Pollay said that 2 resolutions are slated to be put forward by City Council members next week including the possible creation of a new City park and the possible direction to the City Administrator to work with a broker to sell the Library Lot surface.
5. Downtown Art Projects. Ms. Pollay said that given the recent changes to the City's public art funding, she will meet with Arts Alliance staff to discuss the signal box art project.
6. Partner Updates
 - a. Washtenaw Community College. Jason Morgan shared information regarding internship programs.
 - b. City Council. Margie Teall and Jane Lumm reported that the closing date for the 5th/William property had been moved to April 2nd.
 - c. DDA. Sandi said that the DDA had spent time recently at retreats discussing project priorities. Susan said she had invited Mary Kerr/AAACVB to attend the April committee meeting to talk about the CVB's marketing efforts.
7. Audience Participation- none

The meeting adjourned at 11:20 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, March 26, 2014**

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

Time: 11:00 a.m.

Present: Robert Guenzel, Roger Hewitt, Joan Lowenstein, John Mouat, Keith Orr, John Split

Absent: Cyndi Clark, Russ Collins, Al McWilliams, Rishi Narayan, Steve Powers, Sandi Smith

Staff: Susan Pollay, Executive Director; Joseph Morehouse, Deputy Director; Amber Miller, Planning and Research Specialist; Jada Hahlbrock, Management Assistant

Public: Nancy Shore, getDowntown; Art Low, Republic Parking; Bill DeGroot, AAATA, Dave Askins, Ann Arbor Chronicle, Mike Ortlieb, Carl Walker Inc.; Josh Rozeboom, Carl Walker Inc.; Chang Ming Fan, Hisako Yabuki, Ben Dahlman

Transportation

- GetDowntown. Nancy Shore provided additional information as part of the 2015 grant request. Committee decided to bring the request forward to the April board meeting.

Construction

- 4th & William stair/elevator replacement. Mike Ortlieb and Josh Rozeboom presented design and phasing concepts, as well as a preliminary budget estimates. These will be refined. There will be a later discussion regarding ideas for façade improvements.

S. Fifth Ave (old Y) Lot Rental Proposal

- Mr. Dahlmann proposed that the DDA lease the lot for 2 years for \$90,000/year following the purchase on April 2nd. RPS was asked for information about parking availability in the area to evaluate the lease cost. RPS was also asked to provide a cost estimate to repair the lot surface. The committee will continue the discussion at their April meeting.

Financial Statements

- Financial documents were reviewed.

New Business

- Proposed Meter Removal Policy. DDA staff presented an updated version to what was presented in January. The policy will be presented to the full board at the April DDA Board meeting.
- Ladies Night- MSAA has asked the DDA to participate in a pilot project in which retail customers would be provided a free parking validation upon purchase. The goal is to collect data to better understand the relationship between parking and purchasing habits to as a way of supporting downtown retail.
- Main Street BIZ Expansion- City Council will hold a public hearing on April 7. If the BIZ expansion is approved, the DDA would be asked to participate.

Old Business

- Ambassador RFQ- DDA staff has created a RFQ that will be brought to the full board for their consideration at the April Board meeting. The RFQ is intended to help the DDA gather information.

Audience Participation

- Chang Ming Fan spoke about the importance of material selection at the 4th & William facility. He shared information about a product that he felt would be good for the project.

The meeting adjourned at 1:10 pm.

Susan Pollay, Executive Director