

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, July 2, 2014

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: Ms. Smith called the meeting to order at 12:03 p.m.

1. ROLL CALL

Present: Bob Guenzel, Roger Hewitt, Joan Lowenstein, Al McWilliams, John Mouat, Keith Orr, Steve Powers, Sandi Smith, John Splitt

Arriving late: Rishi Narayan

Absent: Cyndi Clark, Russ Collins

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

Audience: Art Low, Republic Parking
Mary Morgan, Ann Arbor Chronicle
Nancy Shore, getDowntown
Ray Detter, Downtown Area CAC
Chang Ming Fan, Tini Lite World
Ed Vielmetti, All Hands Active
Mike Martin, First Martin Corp.
Darren McKinnon, First Martin Corp.

2. AUDIENCE PARTICIPATION

None

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. Mr. Detter said that the CAC has 3 seats open for new members and interested downtown residents were welcomed to contact the City to join.

He said that at their most recent meeting, CAC members completed the Street Framework feedback questionnaire. They also reviewed information on new proposed developments in downtown, the City and the County. Much of the meeting was devoted to a discussion of the future of the Library Lot. CAC members support the development of a public plaza of significant size on the Fifth Avenue side of the Library Lot site, as well as a new, tax producing, private or public development on the major part of the property. The CAC is pleased that City Council and the Parks Advisory Committee are moving ahead plans to improve Liberty Plaza Park.

Mr. Narayan arrives.

4. COMMUNICATIONS FROM DDA MEMBERS

The DDA had previously elected not to hold a monthly meeting in August. The Board considered but decided not to cancel DDA committee meetings in July.

Ms. Miler reported out on recent Street Framework meetings and outreach efforts.

Mr. Hewitt announced that there will be a Connector Study public meeting on September 16th at the downtown branch of the AADL.

Mr. Hewitt also shared that planning continues for a possible north-south commuter rail line. A possible site for a downtown stop has been indentified on the east side of the track at Liberty and Washington, within the railroad right of way.

5. APPROVAL OF MINUTES

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

A vote on the minutes showed:

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

NAYS: none

ABSENT: Clark, Collins

ABSTAIN: None

The motion carried.

6. A. PARTNERSHIPS/ ECONOMIC DEVELOPMENT AND COMMUNICATIONS COMMITTEE

618 S Main Street Brownfield Grant Extension. Ms. Lowenstein moved and Mr. Guenzel supported the following resolution.

RESOLUTION TO EXTEND THE TIME FOR THE DDA GRANT FOR THE PROJECT LOCATED AT 618 S. MAIN STREET

Whereas, On June 6, 2012, using its Brownfield Grant Policy, the DDA voted to approve a grant for the 618 S. Main Street project;

Whereas, The DDA's Brownfield Grant policy states that "The DDA's grant will automatically expire by June 30th at the end of the fiscal year following the fiscal year the grant was approved by the DDA if a developer has not requested and received all necessary City construction permits, and the project footings/foundations are not completely installed. The DDA grant will automatically expire by June 30th at the end of the third fiscal year following the fiscal year the grant was approved by the DDA if construction has not been completed and a CO issued for the project."

Whereas, The developer of the 618 S. Main Street project has notified the DDA that work is well underway, however winter weather caused the project schedule to be delayed, thus necessitating the need for a DDA grant extension;

Whereas, The DDA Partnerships Committee reviewed the status of the project and recommends that the DDA approve a grant extension for an additional year to allow the remaining city building permits to be received and the project construction to be completed;

RESOLVED, The DDA approves a one year extension for its Brownfield Grant for the 618 S. Main Street project as requested.

A vote on the resolution showed:

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

NAYS: none

ABSENT: Clark, Collins

ABSTAIN: None

The resolution passed.

116-120 W Huron Project Grant. Mr. Mouat moved and Mr. Splitt supported the following resolution.

RESOLUTION TO PROVIDE A DDA PARTNERSHIPS GRANT FOR THE PROJECT AT 116-120 W. HURON STREET

Whereas, The DDA Partnerships Committee reviewed and discussed a DDA Partnerships Grant request from the developers of a project to be located at 116-120 W. Huron Street and the Committee has determined that the project accomplishes many of the criteria set forward in the DDA's Partnerships Grant program;

Whereas, The Developer of 116-120 W. Huron Street project has estimated that the portion of the new taxes generated by this project that will be captured by the DDA will be approximately \$156,515/year, although this figure has not yet been verified by the City Assessor;

Whereas, The maximum grant provided for by the DDA's Partnerships Grant program would be based on a calculation using the actual TIF received by the DDA from this project over ten years at 25%, which has been estimated by the developer to be \$391,287;

Whereas, The Committee has identified project elements that benefit the development, and also the larger public good, as follows, with the estimated costs equaling the maximum allowable under the DDA Partnership Grant program:

Public Benefit Elements	
New 12" water main on Ashley Street, and related hardscape	\$340,000

Sidewalk enhancements on Ashley Street	\$ 10,000
Right of way landscape maintenance (20 year commitment)	\$ 40,000
	\$390,000

Whereas, It is recommended that the grant to the project be timed over three years as follows:

Recommended Timing for the DDA Partnership Grant for 116-120 W. Huron	
Year One	\$100,000
Year Two	\$145,000
Year Three	\$145,000

RESOLVED, The DDA approves a Partnerships Grant to the project located at 116-120 W. Huron Street;

RESOLVED, Should the improvements differ significantly from the plan the Developer presented to the DDA, the DDA reserves the right to adjust its grant accordingly.

RESOLVED, If the City Assessor determines that the TIF captured by the DDA from the proposed project at 116-120 W. Huron is less than \$156,515/year as proposed by the developer, the DDA will reduce its grant to this project proportionately.

RESOLVED, The DDA payments to the Developer shall be timed as recommended by its Partnerships Committee as listed above, however the DDA reserves the right to adjust the payment schedule if its TIF budget so requires.

RESOLVED, The DDA Partnerships Grant is tied to project milestones and will sunset if two targets are not met: 1) The project's footings and foundations shall be completely installed and applicable City construction permits pulled by June 30th 2016. 2) Construction must be complete and a Certificate of Occupancy issued by June 30th, 2017. It is the responsibility of the developer to report milestones to the DDA.

RESOLVED, The DDA Partnerships Committee Chairs and Executive Director are authorized to work with the DDA Attorney to formulate an agreement between the DDA and the Developer of the project proposed for 116-120 W. Huron that conveys the intent of this DDA decision.

Ms. Smith said that the Partnerships Committee worked diligently to create the new DDA Partnerships Grant Policy. She said that the 116-120 W Huron project aligned well with stated goals and eligible improvements as outlined in the Policy, and the Committee recommended approval of the grant. Representatives from First Martin Corporation were in attendance to present design drawings and answer questions.

Ms. Smith shared that the Partnerships Committee would be reviewing the policy at their next meeting, and would be reevaluating the policy on an annual basis going forward to be certain goals and priorities remained up to date.

A vote on the resolution showed:

AYES: Guenzel, Hewitt, Lowenstein, Mouat, Narayan, Orr, Powers, Smith, Splitt

NAYS: none

ABSENT: Clark, Collins

ABSTAIN: Mc Williams

The resolution passed.

Downtown Marketing Update. Mr. Narayan said the Committee continues to explore the appropriate role of the DDA in regards to marketing downtown. Mr. McWilliams said that the CVB plans to collect visitor data during Art Fair, and he anticipates that this data may be useful to the DDA's efforts.

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

6. B.	OPERATIONS COMMITTEE
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Sidewalk Repairs/Tree Maintenance. Mr. Hewitt moved and Mr. Mouat supported the following resolution.

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A PROJECT BUDGET OF \$100,000 TO BE USED FOR GENERAL SIDEWALK REPAIRS AND TREE MAINTENANCE IN THE DDA DISTRICT IN FY 2015

Whereas, The DDA Development Plan sets forward that the DDA will work to ensure that sidewalks and other public right of way elements are regularly maintained, as it supports walkability and communicates a great deal about the image of downtown;

Whereas, Several downtown sidewalk areas needing repair have been noted, including such elements as displaced bricks and uneven sidewalk flags;

Whereas, An extensive street tree inventory has been assembled by the City noting missing, dead or overgrown downtown trees needing pruning, which will require attention over multiple years;

Whereas, The cost for downtown sidewalk repairs and tree maintenance in FY 2015 has been estimated to be \$100,000;

RESOLVED, The DDA authorizes the expenditure of up to \$100,000 in FY 2015 from its (003) TIF funds to be used for downtown sidewalk and tree maintenance.

RESOLVED, The DDA Executive Director is authorized to sign contracts as necessary to accomplish this work.

Mr. Hewitt said that the DDA annually does this work during the summer and fall. Board members pointed out that sidewalk maintenance was a widely supported priority at the board retreat.

A vote on the resolution showed:

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

NAYS: none

ABSENT: Clark, Collins

ABSTAIN: None

The resolution passed.

4th & William Improvements Update. Mr. Splitt shared that planning for the stair and elevator tower replacements continues, as does exploring possibilities for a build out on the ground floor of the structure for commercial uses. He announced that a design meeting will take place on Wednesday, July 9 at 11:30 am at the DDA office.

Ambassador Update. Mr. Hewitt said that DDA, City, CSTS/PORT, and CVB representatives met to share ideas for what a future downtown ambassador program might look like so that the program would best complement programs and services provided by other public agencies. He announced that a meeting to discuss next steps and ideas for a future RFP will take place on Wednesday, July 9 at 1:00 pm at the DDA office.

Transportation Updates. Mr. Orr said that work continues on the Greyhound ticket office in the 4th & William structure and should be completed by July 7th.

Parking Updates. Mr. Hewitt pointed out the Permits by Facility report in the board pack.

The next Operations Committee meeting will be July 30 at 11:00 am.

7. OTHER DDA BUSINESS

City Update. Mr. Powers said that Council approved the hiring of two additional Community Engagement officers. He also shared that City safety services and the Red Cross will be headquartered at Liberty Plaza throughout Art Fair.

Closed Session. Mr. Hewitt moved and Mr. Mouat supported a motion to enter into closed session for the purpose of a periodic personnel evaluation, as requested by the employee.

A vote on the motion showed:

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

NAYS: none

ABSENT: Clark, Collins

ABSTAIN: None
The motion passed.

The DDA Board exited the room for closed session at 12:47 pm.

The DDA Board returned to the open meeting at 1:08 pm.

Ms. Smith introduced a resolution from the Executive Committee concerning compensation for the DDA Executive Director. Mr. Hewitt moved and Mr. Mouat supported the following resolution.

Resolution Approving a Compensation Change for the DDA Executive Director of the Ann Arbor Downtown Development Authority for FY 2015

Whereas, Susan Pollay has served as the DDA Executive Director since 1996;

Whereas, A number of important DDA projects were undertaken in FY 2014 under Ms. Pollay's leadership, including opening the new First and Washington parking structure, creating a Street Framework planning initiative in partnership with the City, and working with the City Council to approve amendments to the DDA ordinance;

Whereas, DDA board members were asked to provide their review of Ms. Pollay's efforts in FY 2014, and these reviews noted how effectively she works with the DDA Board to support board member involvement and effectiveness, how effectively DDA programs and projects are managed, and that Ms. Pollay serves as a vital resource for downtown stakeholders, and the community at large;

Whereas, The DDA Executive Committee recommends that Ms. Pollay be provided with a salary adjustment beginning July 1, 2014 to increase her salary from \$109,119 to \$XXX,XXX;

RESOLVED, The DDA board recognizes Ms. Pollay's performance and accomplishments, and approves a salary adjustment as recommended by its Executive Committee.

Mr. Hewitt said that the board had discussed Ms. Pollay's most recent evaluations, current pay rate and proposed pay raise. The recommendation from the Executive Committee was to raise her salary by 5%, from \$109,119 to \$114,575.

Mr. Hewitt said that Ms. Pollay had voluntarily resisted taking salary increases for several years until last year due to concerns about the state and local economy, and with the proposed increase, this would begin to catch her up on cost-of-living increases over the past many years. Mr. Guenzel said that Ms. Pollay's compensation well under the midpoint of the City non-union salaried compensation plan level for her job grade, and he hoped that the DDA would continue to provide increases over the next two to three years. Mr. Powers said that he would not be able to support the 5% increase, although he understood the reasons that had been given. He

noted that he would be more comfortable if a more robust performance evaluation process was in place, and that he would be able to support a 3% increase in keeping with what the City was providing its non-unionized staff this fiscal year. Ms. Smith noted that Ms. Pollay had voluntarily not taken any salary increases for several years despite excellent job performance, and that she felt that 5% was a modest increase.

With the proposed salary modification inserted, the resolution read as follows.

Resolution Approving a Compensation Change for the DDA Executive Director of the Ann Arbor Downtown Development Authority for FY 2015

Whereas, Susan Pollay has served as the DDA Executive Director since 1996;

Whereas, A number of important DDA projects were undertaken in FY 2014 under Ms. Pollay's leadership, including opening the new First and Washington parking structure, creating a Street Framework planning initiative in partnership with the City, and working with the City Council to approve amendments to the DDA ordinance;

Whereas, DDA board members were asked to provide their review of Ms. Pollay's efforts in FY 2014, and these reviews noted how effectively she works with the DDA Board to support board member involvement and effectiveness, how effectively DDA programs and projects are managed, and that Ms. Pollay serves as a vital resource for downtown stakeholders, and the community at large;

Whereas, The DDA Executive Committee recommends that Ms. Pollay be provided with a salary adjustment beginning July 1, 2014 to increase her salary from \$109,119 to \$114,575;

RESOLVED, The DDA board recognizes Ms. Pollay's performance and accomplishments, and approves a salary adjustment as recommended by its Executive Committee.

A vote on the resolution showed:

AYES: Guenzel, Hewitt, Lowenstein, McWilliams, Mouat, Narayan, Orr, Smith, Splitt

NAYS: Powers

ABSENT: Clark, Collins

ABSTAIN: None

The resolution passed.

8. OTHER AUDIENCE PARTICIPATION
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Ed Vielmetti shared that he has created an online application for accessing available parking data. He would like the opportunity to present at a future Operations Committee meeting. Ms. Smith welcomed him to attend the July 30th Operations Committee meeting.

Chang Ming Fan said that small businesses drive technology innovations. He said Ann Arbor needs a modern community and a smart sign for communicating with the public.

Nancy Shore reminded the Board that the Blake Transit Center Grand Opening celebration would take place on Monday, July 7 at 10:00 am. She invited all to attend and visit the getDowntown office on the second floor.

9. ADJOURNMENT

There being no other business, Mr. Orr moved and Mr. Narayan supported a motion to adjourn. Ms. Smith declared the meeting adjourned at 1:25 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL MEETING MINUTES

Wednesday, July 2, 2014

DDA Offices, 150 S. Fifth Avenue, Ann Arbor, MI 48104

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

Time: DDA Chair Ms. Smith called the meeting to order at 1:30 p.m.

1. ROLL CALL

Present: Bob Guenzel, Roger Hewitt, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith, John Splitt

Absent: Cyndi Clark, Russ Collins

Staff: Susan Pollay, Executive Director

Present: Joseph Morehouse, Deputy Director
Amber Miller, Planning & Research Specialist
Jada Hahlbrock, Management Assistant

Audience: Mary Morgan, *Ann Arbor Chronicle*
Ray Detter, Downtown Area Citizens Advisory Council
Nancy Shore, getDowntown
Ed Vielmetti
Chang Ming Fan

2. NEW BUSINESS

A. Election of Officers

Treasurer: Ms. Smith asked for nominations for the position of Treasurer. Mr. Narayan was nominated by Mr. Hewitt and seconded by Mr. Splitt. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Guenzel, Hewitt, Lowenstein, McWilliams, Mouat, Narayan, Orr, Powers, Smith, Split

NAYS: none

ABSENT: Clark, Collins

ABSTAIN: none

The motion carried.

Secretary: Ms. Smith asked for nominations for the position of Secretary. Mr. Orr was nominated by Ms. Lowenstein and seconded by Mr. Mouat. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Guenzel, Hewitt, Lowenstein, McWilliams, Mouat, Narayan, Orr, Powers, Smith, Split

NAYS: none

ABSENT: Clark, Collins

ABSTAIN: none

The motion carried.

Vice-Chair: Ms. Smith asked for nominations for the position of Vice-Chair. Mr. Hewitt was nominated by Mr. Orr and seconded by Mr. Splitt. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Guenzel, Hewitt, Lowenstein, McWilliams, Mouat, Narayan, Orr, Powers, Smith, Split

NAYS: none

ABSENT: Clark, Collins

ABSTAIN: none

The motion carried.

Chair: Ms. Smith asked for nominations for the position of Chair. Mr. Mouat was nominated by Mr. Splitt and seconded by Mr. Hewitt. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Guenzel, Hewitt, Lowenstein, McWilliams, Mouat, Narayan, Orr, Powers, Smith, Split

NAYS: none

ABSENT: Clark, Collins

ABSTAIN: none

The motion carried.

B. DDA Committees for FY 2014

Board members evaluated committee structure and decided to dissolve existing committees and create new committees as follows. As each new committee was created, Chairwoman Smith named the committee chairpersons.

Mr. Mouat moved and Mr. Powers supported the following resolution.

RESOLUTION TO DISSOLVE THE DDA PARTNERSHIPS/ECONOMIC DEVELOPMENT/COMMUNICATION COMMITTEE.

A vote on the motion to dissolve the committee showed:

AYES: Guenzel, Hewitt, Lowenstein, McWilliams, Mouat, Narayan, Orr, Powers, Smith, Split

NAYS: none

ABSENT: Clark, Collins

ABSTAIN: none

The motion carried.

Mr. Hewitt moved and Mr. Splitt supported the following resolution.

RESOLUTION TO CREATE A DDA MARKETING COMMITTEE AND A DDA PARTNERSHIPS/ECONOMIC DEVELOPMENT COMMITTEE

A vote on the motion to establish the committees showed:

AYES: Guenzel, Hewitt, Lowenstein, McWilliams, Mouat, Narayan, Orr, Powers, Smith, Split

NAYS: none

ABSENT: Clark, Collins

ABSTAIN: none

The motion carried.

DDA Marketing Committee:

Chair(s): Al McWilliams

Committee members: Sandi Smith, Rishi Narayan

Meeting Time: Second Wednesday of the month at 12:30 pm

DDA Partnerships/Economic Development Committee

Chair(s): Joan Lowenstein & Al McWilliams

Committee members: Sandi Smith, Al McWilliams, Bob Guenzel, John Mouat, Rishi Narayan

Other Committee participants: Kevin Clein, CPC; Jane Lumm & Margie Teall, City Council; Charles Griffith, AAATA; Jason Morgan, WCC

Meeting Time: Second Wednesday of the month at 11:00 am

Mr. Hewitt moved and Mr. Orr supported the following resolution.

RESOLUTION TO DISSOLVE THE DDA OPERATIONS COMMITTEE

A vote on the motion to dissolve the committee showed:

AYES: Guenzel, Hewitt, Lowenstein, McWilliams, Mouat, Narayan, Orr, Powers, Smith, Split

NAYS: none

ABSENT: Clark, Collins

ABSTAIN: none

The motion carried.

Mr. Hewitt moved and Mr. Orr supported the following resolution.

RESOLUTION TO CREATE A DDA FINANCE COMMITTEE AND A DDA OPERATIONS COMMITTEE

A vote on the motion to establish the committees showed:

AYES: Guenzel, Hewitt, Lowenstein, McWilliams, Mouat, Narayan, Orr, Powers, Smith, Split

NAYS: none

ABSENT: Clark, Collins

ABSTAIN: none

The motion carried.

Finance Committee:

Chair(s): Rishi Narayan

Committee members: Roger Hewitt, Bob Guenzel, John Splitt, Keith Orr

Meeting Time: Last Wednesday of the month at 12:30 pm

Parking/Transportation/Construction (Operations) Committee

Chair(s): John Splitt

Committee members: Keith Orr, Joan Lowenstein, Bob Guenzel, John Mouat, Roger Hewitt, Rishi Narayan

Meeting Time: Last Wednesday of the month at 11:00 am

Executive Committee

The Executive Committee will consist of DDA officers and past previous DDA Chair. The previous Chair shall be a non-voting member and the Executive Director shall be a non-voting ex officio member of this committee.

3. STAFF THANK YOU TO THE BOARD AND OUTGOING DDA CHAIR

Ms. Pollay thanked the DDA board members for their hard work this year, and the amount of volunteer time they contributed in support of the DDA and its mission. Ms. Smith was thanked for serving as DDA Chair this year, and staff presented her with a pin reminiscent of a city skyline.

4. ADJOURNMENT

There being no other business, Mr. Hewitt moved and Mr. Mouat seconded the motion to adjourn. Ms. Smith declared the meeting adjourned at 2:06 p.m.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, July 2, 2014

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Roger Hewitt, John Mouat, Keith Orr, Susan Pollay (ex officio), Sandi Smith
Absent: none
Others: Joan Lowenstein

Committee actions and discussions

Agenda Review. Review of the board meeting agenda for the July 2, 2014 meeting. It was noted that Ms. Pollay had asked that her annual evaluation by the DDA board be conducted in closed session.

Staff Compensation. The Committee members determined that the committee would put forward a resolution for the board with a compensation change for the DDA Executive Director. Ms. Pollay was asked to leave the room while this discussion was conducted. Ms. Pollay was then asked to return and asked to provide copies of the following resolution to the board.

Resolution Approving a Compensation Change for the DDA Executive Director of the Ann Arbor
Downtown Development Authority for FY 2015

Whereas, Susan Pollay has served as the DDA Executive Director since 1996;

Whereas, A number of important DDA projects were undertaken in FY 2014 under Ms. Pollay's leadership, including opening the new First and Washington parking structure, creating a Street Framework planning initiative in partnership with the City, and working with the City Council to approve amendments to the DDA ordinance;

Whereas, DDA board members were asked to provide their review of Ms. Pollay's efforts in FY 2014, and these reviews noted how effectively she works with the DDA Board to support board member involvement and effectiveness, how effectively DDA programs and projects are managed, and that Ms. Pollay serves as a vital resource for downtown stakeholders, and the community at large;

Whereas, The DDA Executive Committee recommends that Ms. Pollay be provided with a salary adjustment beginning July 1, 2014 to increase her salary 5% from \$109,119 to \$XXX, XXX;

RESOLVED, The DDA board recognizes Ms. Pollay's performance and accomplishments, and approves a salary adjustment as recommended by its Executive Committee.

The meeting adjourned at 11:55 a.m.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS / ECONOMIC & MARKETING COMMITTEE MEETING MINUTES**

Wednesday, July 9 2014

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

Time: 9:00 a.m.

DDA Present: Cyndi Clark, Bob Guenzel, Joan Lowenstein, Al McWilliams, John Mouat, Keith Orr, Sandi Smith, John Splitt

DDA Absent: Russ Collins, Roger Hewitt, Rishi Narayan, Steve Powers

Invited Guests: Charles Griffith and Michael Ford/AAATA; Jane Lumm/City Council; Jason Morgan/WCC

Staff Present: Susan Pollay, Executive Director
Amber Miller, Planning & Research Specialist
Jada Hahlbrock, Management Assistant

Public: Ray Detter, Chang Ming Fan

1. Partner Updates

- a. AAATA. Mr. Ford reported on the Blake Transit Center opening and asked for a DDA grant to construct a walkway in an easement area to be granted by the GSA. The idea began at a past Partnerships Committee meeting. The walkway would bisect an overlong block, it would serve as an extension of the pedestrian route on Library Lane and continue it to the 4th & William structure, and it would provide a safe route for pedestrians away from the bus transit mall. Committee members expressed support but asked for additional information including: 1) estimated TIF capture from the new transit millage, 2) an illustration of the walkway, 3) 5th Ave midblock crossing detail, and 4) construction cost breakout, including any AAATA contribution to the project. Mr. Ford was invited to attend the July 30th Operations Committee meeting to continue discussion of this grant request.
- b. WCC. Mr. Morgan said that WCC is one of two community colleges in the state that have sustained enrollment. WCC froze tuition for currently enrolled students and the enrollment process was simplified.
- c. City Council. Ms. Lumm shared information on approved street closings, and reported that the City Administrator had hired CBRE to act as a broker for the Library Lane property.
- d. DDA. Ms. Pollay reported that beginning this fall the Partnerships and Economic Development Committee will meet on the second Wednesday of the month at 11am followed by the Marketing Committee meeting at 12:30pm. Committee goals and work plans will be reviewed in the fall.

2. Partnerships Grant Policy Review. The committee reviewed the grant policy and after discussion recommended changes were set forward for approval by the DDA Board at its September meeting.

3. Marketing. – Committee will meet on the second Wednesday of the month at 12:30, following Partnerships meetings. Discussions continue about collecting data to inform any future marketing effort. For instance, the CVB plans to collect data during the Art Fair, and this information should be very useful to the DDA.

4. Public Comment. Chang Ming Fan spoke about the need for enhanced technology to support community communication, and smart social signs.

The meeting adjourned at 11:00 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, July 30, 2014**

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

Time: 11:00 a.m.

Present: Cyndi Clark, Roger Hewitt, Joan Lowenstein, John Mouat, Rishi Narayan, Keith Orr, John Splitt

Absent: Russ Collins, Robert Guenzel, Al McWilliams, 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; Michael Ford, AAATA; Ed Vielmetti; Chang Ming Fan; Ray Detter

I. Ed Vielmetti-

- a. Mr. Vielmetti shared ideas about how apps could be created to assist patrons, using real time parking data. Ms. Pollay asked Mr. Vielmetti if she could meet with him to learn more.

II. Transportation

- a. Mr. Ford/AAATA provided details about a request to the DDA for \$300,000 to construct a pedestrian walkway adjacent to the BTC, connecting 4th & 5th Avenues. Committee members expressed support. It was determined that 1) a resolution will be brought at the Sept DDA meeting, and 2) DDA and AAATA staff will work together to develop details including the street crossings on 4th and 5th.
- b. Mr. Hewitt provided an overview of the recently completed WALLY commuter rail study.

III. Parking Operations

- a. The Committee reviewed parking reports including the 4th Quarter to 4th Quarter and Year to Year comparisons.
- b. 2014 Art Fair parking numbers were reviewed.

IV. New Business

- a. Ms. Pollay provided info from CWI about a possible first floor build out at Ann Ashley.

V. Old Business

- a. Ms. Pollay shared that a draft RFP for the Ambassador program had been shared with partners and stakeholders. The RFP will be released on August 1st.
- b. Ms. Miller provided an update on the Street Framework Plan.
- c. Mr. Hewitt said that public meetings will take place on September 17, 2014, including meetings at the DDA office.

VI. Construction

- a. Brendan Cavander/Colliers provide feedback on preliminary design concepts for a possible first floor build out at the 4th & William parking structure.

VII. Public

- a. Mr. Chang Ming Fan said he continued to explore ways for his Tiny Lites product to be used in support of the community.

The meeting adjourned at 1:25 pm.

Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Wednesday, July 30, 2014**

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

Time: 12:30 p.m.

Present: Cyndi Clark, Roger Hewitt, Joan Lowenstein, Rishi Narayan, Keith Orr, John Split

Absent: Russ Collins, Robert Guenzel, Al McWilliams, John Mouat, Steve Powers, Sandi Smith

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

Public: Chang Ming Fan

1. Proposed work plan- A draft committee work plan was created which will be shared with the full Board at the September Board meeting.
2. Financial Statement- Committee reviewed the following documents: financial reports for June 2014 including a FY 2014 year end preliminary comparison of budget to unaudited actuals, a preliminary FY 2015 spreadsheet outlining DDA obligations
3. New Business- Committee decided to move Finance Committee meeting time to 6:00 PM on the last Tuesday of the month.

The meeting adjourned at 1:50 pm.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING- AMBASSADOR PROGRAM
MEETING MINUTES
Wednesday, July 9, 2014**

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

Time: 1:00 p.m.

Present: Roger Hewitt, John Mouat, Steve Powers, John Split

Absent: Cyndi Clark, Russ Collins, Robert Guenzel, Joan Lowenstein, Al McWilliams, Rishi Narayan, Keith Orr, Sandi Smith

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

Public: Chang Ming Fan

1. Discussion of a possible Ambassador program for downtown Ann Arbor. Topics included the list of services that would be included in any future RFP, and how to shape services that complement existing services provided by the City , PORT, Ann Arbor Area Convention and Visitors Bureau, and others.
2. Staff will circulate a RFP for review prior to release. Interviews will be scheduled for Wednesday, September 10th in the afternoon.
3. Public Comment- None

The meeting adjourned at 2:05 pm.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING 4TH & WILLIAM DESIGN
MEETING MINUTES
Wednesday, July 9, 2014**

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

Time: 11:30 p.m.

Present: Roger Hewitt, John Mouat, John Splitt

Absent: Cyndi Clark, Russ Collins, Robert Guenzel, Joan Lowenstein, Al McWilliams, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith

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

Public: Carl Luckenbach; Dan Mooney; Josh Roseboom & Mike Ortlieb, CWI; Chang Ming Fan

1. Options for ground floor build out were reviewed. Flexibility of space and building code considerations were discussed.
2. Status of stair and elevator tower project was reviewed.
3. Additional detail of cost and schedule will be provided at the next meeting.
4. Public Comment- None

The meeting adjourned at 1:00 pm.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Tuesday, August 26, 2014**

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

Time: 6:00 p.m.

Present: Roger Hewitt, Rishi Narayan, John Split

Absent: None

Also Present: Tom Crawford, City

Staff: Susan Pollay, Joseph Morehouse

Public: None

1. FY 2014 Year End Financials (Unaudited)
 - a. An End of Year Projection Summary, June fund balance sheets and fund income sheets were reviewed. Questions were asked and answered.
 - b. How to best to present budget against actual was discussed. Recommended actions included aligning TIF figures with Housing figures on one page, and Parking with Parking Maintenance figures on another page. This alignment will be shown on the Actual to Y/E Budget bar graph.
2. Ten Year Plan
 - a. A current Ten Year Plan was reviewed, including end of year FY 2014 actual projections.
 - b. Plan assumptions and placeholder amounts to anticipate future projects were discussed.
3. July 2014 Check Register
 - a. Committee members reviewed the check register. Questions were asked and answered.
4. Draft Financial Plan for Fourth & William Structure Improvements Construction
 - a. A draft financial plan was discussed
 - b. If the DDA board resolves to move forward with a first floor retail build out, TIF funds would be used to pay for the construction. Parking funds will be used to pay for the remainder of the project, including the new stair, elevator, and awning.
 - c. Estimates for debt service percentages were discussed.
 - d. The project will be included in the September 8th Work Session presentation so City Council can be informed before any request for bond approval is put forward.
 - e. Return on Investment (ROI) details will be developed for the retail incubator space, including rental amounts to be paid and operational expenses.
 - f. It was noted that if a retail incubator is not successful, the space would be utilized for offices.
5. Future meetings
 - a. It was resolved to hold future Finance Committee meetings on the last Tuesday morning of every month beginning with the September meeting.

The meeting adjourned at 8:00 pm.

Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, August 27, 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, Rishi Narayan, Keith Orr, Steve Powers, John Splitt
Absent: Cyndi Clark, Russ Collins, Al McWilliams, Sandi Smith
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock
Public: Nancy Shore, getDowntown/AAATA; Art Low, Republic Parking; Ray Detter; Chang Ming Fan;

I. Parking Operations-

- a. Washtenaw County Parking Contract- Ms. Pollay said that County representatives would attend the next Operations Committee meeting to discuss their request to amend the existing County parking contracts.
- b. 624 Church St parking- Ms. Pollay provided the City Attorney's draft agreement and asked for edits or concerns.
- c. 2014 Structure Repairs – A report on summer repair/maintenance work was presented.

II. New Business-

- a. AAATA Art Fair Ridership- Ms. Shore reported that numbers for AAATA service was up from previous years.
- b. Annual City Work Session. Ms. Pollay reported that the DDA's annual presentation to City Council regarding the parking system would be held on September 8th. Council would also be provided with a DDA project update.

III. Old Business

- a. Ambassadors. Interviews will take place on Sept 10 from 1-5pm, and RFP responses will be provided in advance. All were welcomed to attend these interviews and all were asked to submit interview questions to be asked.
- b. Street Framework. Ms. Miller provided an update on the planning process. The next Advisory Committee meeting will take place at the DDA office on Tuesday Sept 9th at 9am.
- c. Proposed Parking Rate Change- Finance Committee members presented their recommendation for proposed parking rate changes. This recommendation will be presented at the Sept DDA board meeting, a public hearing will be held at the October DDA board meeting, with a DDA vote at the Nov DDA meeting.

IV. Transportation

- a. Connector Update- Mr. Hewitt reported that there will be two public meetings on Sept 17th at the DDA office.

V. Construction

- a. 4th & William. A menu of improvement options will be presented to the board at its Sept meeting.
- b. Alley. The new alley between Washington and Liberty, adjacent to the City Apartments, has been completed.
- c. Farmers Market. Mr. Mouat outlined details of a recent meeting with Parks and Farmers Market staff, noting ideas to improve access to the Market, including loading zone signage and free parking at Ann Ashley.

VI. Public Comment

- a. Mr. Chang Ming Fan said he supports a downtown ambassador program. He also said that his Tini Light technology could become part of a new façade and awning at 4th & William.

The meeting adjourned at 12:45 pm.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
4TH & WILLIAM DESIGN MEETING MINUTES
Wednesday, August 27, 2014**

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

Time: 10:00 p.m.

Present: Roger Hewitt, John Mouat, Rishi Narayan, John Splitt

Absent: Cyndi Clark, Russ Collins, Robert Guenzel, Joan Lowenstein, Al McWilliams, Keith Orr, Steve Powers, Sandi Smith

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

Public: Carl Luckenbach; Dan Mooney; Josh Roseboom & Mike Ortlieb, CWI; Chang Ming Fan

1. A refinement of design elements was presented. Options for entryway and pedestrian improvements were discussed.
2. A more detailed cost breakdown was presented. A “menu” of project elements and cost will be presented to the full board for discussion.
3. Public Comment- None

The meeting adjourned at 11:00 pm.
Susan Pollay, Executive Director