

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, April 1, 2015

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

Time: Mr. Mouat called the meeting to order at 12:00 p.m.

1. ROLL CALL

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

Absent: Cyndi Clark, Rishi Narayan

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

Audience: Art Low, Republic Parking
Ray Detter, Downtown Area CAC
Frances Todoro, State Street Area Association
Maggie Ladd, South University Area Association
Nancy Shore, getDowntown
Nate Shiff
Brad Shugoll
Alan Haber

2. AUDIENCE PARTICIPATION

Maggie Ladd provided a progress update on the creation of a South University BIZ. Focus groups and meetings with property and business owners have taken place and work has begun to prepare for the vote to formally create the BIZ. She asked that the DDA support extending its grant for another year to allow work to be completed.

Nate Shiff said that he uses a go!pass and is supportive of the program. He said he would like to see the program expanded to include the general public.

Mark Ferrel spoke in support of the Ann Ashley bike house. He said he will soon be a downtown employee and would greatly appreciate having easy-to-use and safe parking for his bike. He said a bike house would help promote cycling as a legitimate commuting option.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. Mr. Detter said the April CAC meeting will take place on April 7th. The CAC will meet with Megan Masson-Minock, of ENP Associates, to discuss possible changes to the system of zoning premiums offered to developers.

Mr. Detter said that on May 5th 160 Community High School students and their 4th grade buddies will tour downtown and visit the historical markers. On May 6th there will be a ceremony at noon at to celebrate the dedication of 18 new historical markers that tell the history of historic Lower Town. The dedication will be followed by exhibit tours.

Mr. Detter invited the DDA to the annual Downtown Neighbors Spring Party, on June 4th .

4. COMMUNICATIONS FROM DDA MEMBERS

Mr. Mouat asked to add a 4th & William project update to the agenda.

Mr. Mouat welcomed new DDA member Marie Klopff; Ms. Klopff said she was pleased to join the board.

Mr. Hewitt said that work on the Connector Study continues. The University is still considering its options and role, but progress is being made.

Mr. Powers said DDA staff did a very nice job presenting the DDA budget information at the City Council work session. The Administrators budget will go to Council on April 20th.

5. EXECUTIVE DIRECTOR REPORT

Ms. Pollay said that a pre-proposal meeting for the Library Lane offering/RFP was held and there appears to be great interest. Responses are due in mid-May.

Ms. Pollay said that a board member has requested that a new Parking Committee be spun off from the Operations Committee. Discussion about this request will take place at the April Operations Committee meeting.

Ms. Pollay reminded the board that DDA Retreat 2.0 will take place at the DDA office on April 15th. The discussion will focus on defining the scope and timing of future DDA projects.

Ms. Pollay shared that staff are undertaking spring walk-arounds to identify areas in need of sidewalk maintenance. She welcomed board members or members of the public to bring areas of concern to the DDA's attention using the City's A2 Fix It app or by emailing the DDA at dda@a2dda.org. DDA sidewalk repairs will begin with the new fiscal year on July 1st.

6. APPROVAL OF MINUTES

Mr. Hewitt moved and Mr. Guenzel supported approval of the March 2015 DDA meeting minutes.

A vote on the motion showed:

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

NAYS: none

ABSENT: Clark, Narayan

ABSTAIN: none

The motion carried.

7. A. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE

Resolution on the go!Pass, Transit Service, and The getDowntown Program. Mr. Orr moved and Ms. Smith supported the following resolution.

RESOLUTION PROVIDING FUNDING FOR THE GO!PASS, SUPPLEMENTAL TRANSIT SERVICE, AND THE GETDOWNTOWN PROGRAM FOR FY 2016

Whereas, The getDowntown program began in 1999 and remains a partnership between the 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, In support of its mission the DDA has provided funding for go!Passes and the getDowntown Program since 2001, and the number of downtown employers and employees participating in these programs has grown every year;

Whereas, The DDA Operations Committee recommends approval of the funding request for FY 2016 for the getDowntown program, go!pass , and other transportation programs as follows:

Program or Service for Downtown Workers	FY 2015 Request	FY 2016 Request	Request Purpose/Details
getDowntown	\$40,000	\$35,000	TDM marketing to encourage employees to use a variety of options to get to work. Supports events, marketing, outreach & more.
Go!Pass	\$529,000	\$610,600	Transit incentive for employees that increases bus use and frees up parking spaces for other users. Increase in cost because of estimated 7% increase in ridership over 2014-2015 season. \$.90 per ride.
Route 4 support	\$57,772	\$59,200	Route with highest ridership for downtown employees. Important link to Ypsilanti talent pool. 2.5% estimated cost of living increase to reflect the change in operator wages.
Route 5 support	\$16,992	\$17,400	Route used by significant numbers of downtown employees. Important link to Ypsilanti talent pool. 2.5% estimated cost of living increase to reflect the change in operator wages.
NightRide Improvements and go!pass discount	\$20,500	\$21,000	Extremely important service for evening employees who depend on transit to get to work. 2.5% increase from FY 2015 ask.
ExpressRide	\$10,000	\$5,000	Encourages downtown employees to use transit

go!Pass discount			rather than driving to work alone. UM portion is \$100,000 to support its employees.
TOTAL	\$674,264	\$748,200	

Whereas, The DDA is charged only for actual usage of the go!pass, and the NightRide and ExpressRide discounts, thus the amounts shown above are maximum/not-to-exceed amounts;

RESOLVED, The DDA approves funding for the transportation services and programs listed above, with funds coming from the DDA's Fiscal Year 2016 (063) Parking Funds.

Mr. Orr reported that go!Pass use is strong, and robust transportation services help knit Ypsilanti and downtown Ann Arbor together. Board members expressed support for the work of the getDowntown program and noted that an array of commuting options help reduce the demand for parking. Questions were asked and answered.

A vote on the motion showed:

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

NAYS: none

ABSENT: Clark, Narayan

ABSTAIN: Mc Williams

The motion carried.

Resolution for an Ann Ashley Bike House. Mr. Orr moved and Ms. Smith supported the following resolution.

RESOLUTION TO INSTALL A BIKE HOUSE IN THE ANN ASHLEY PARKING STRUCTURE

Whereas, Enhancing transportation into and through the downtown is a key strategy in the 2003 DDA Renewal Plan, and during its tenure the DDA has funded a wide variety of bicycle-related projects including the installation of approximately 1,000 downtown bike parking spots;

Whereas, DDA's Street Framework Manual consultants Nelson/Nygaard have noted that Ann Arbor has a strong bicycle culture and that efforts should be made to support this further;

Whereas, An attractive, covered, secured parking location for bicycles in the Ann Ashley structure is being requested by employers and employees in the section of downtown where access to public parking options for commuters is limited;

Whereas, A highly visible location at the entrance to the structure has been selected for this facility in an area that doesn't involve parking spaces;

Whereas, Early designs have been assembled, and a cost to fabricate and install this facility has been estimated at \$60,000;

Whereas, With the help of the GetDowntown program, a survey was conducted with employees in several nearby businesses, and 50 people indicated an interest in or a commitment to using a quality bike house in support of a bicycle commute to work if it were created, thereby demonstrating strong demand;

Whereas, The DDA Operations Committee reviewed this concept at several meetings, including examining usage at the Maynard bike house and lessons learned from that pilot project to improve future facilities;

Whereas, The Operations Committee recommends DDA approval of a not-to-exceed project budget of \$60,000 for this project ;

RESOLVED, The DDA approves an expenditure of up to \$60,000 to design, fabricate and install a bicycle storage facility in the Ann Ashley parking structure using its 063 Parking Fund.

Mr. Orr said that several Ann Ashley-area business have requested a secure bike parking facility. Car parking in the area is limited and Operations committee members discussed the importance of provided alternative commuting options. Mr. Orr said that a bike house would be in alignment with a recommendation from the Street Framework consultants to encourage a bike culture in Ann Arbor. Mr. Orr said the committee reviewed a survey of possible users, as well as refine project cost estimates. He also shared that Duo Security will provide \$5000 to prepay for employee spaces, thus demonstrating private sector support for the project.

Questions were asked and answered about the capacity and scalability of the proposed design. The discussion touched on available free bike parking in the area and the possibility of adding additional covered, free bike parking spaces.

A vote on the motion showed:

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

NAYS: Hewitt

ABSENT: Clark, Narayan

ABSTAIN: none

The motion carried.

Downtown Street Design Manual (Framework Plan). Ms. Miller said that the final draft is under review. The last Advisory Committee meeting will take place on April 7 at 2:00 pm.

4th & William Stair/Elevator update. Mr. Splitt shared that the contract with Spence Brothers had been signed and project mobilization will begin the week of April 6.

The next Operations Committee meeting will be on April 29th at 11:00 am.

7. B. SUBCOMMITTEE REPORTS- FINANCE COMMITTEE

Mr. Hewitt said that the March meeting had been cancelled and there was no report.

The next Finance Committee meeting will be on Monday, April 27th at 8:30 am.

7. C. SUBCOMMITTEE REPORTS- PARTNERSHIPS/ ECONOMIC DEVELOPMENT COMMITTEE

Resolution for Library Grant Extension. Mr. Lowenstein moved and Mr. Splitt supported the following resolution.

RESOLUTION TO EXTEND THE DDA GRANT FOR A SIDEWALK REDESIGN IN FRONT OF THE ANN ARBOR DISTRICT LIBRARY ALONG SOUTH FIFTH AVENUE

Whereas, The mission of the DDA is to strengthen the downtown and the DDA undertakes pedestrian improvement projects in support of this mission, as it helps make downtown more walkable and attractive;

Whereas, The DDA Development Plan also sets forward that the DDA will work with and support other public and non-profit institutions in maintaining a strong downtown presence.

Whereas, In June 2014 the DDA approved a grant authorizing up to \$125,000 from its FY 2015 (003) budget toward the cost to redesign and replace the public sidewalk in front of the Ann Arbor District Library property along South Fifth Avenue from Library Lane to William Street;

Whereas, By DDA policy, this grant is due to expire June 30, 2015;

Whereas, The project is scheduled to commence in July 2015 and the Partnerships Committee recommends that the grant period be extended to allow this project to be undertaken;

RESOLVED, The DDA approves an extension of its grant authorizing up to \$125,000 toward the cost to redesign and replace the public sidewalk in front of the Library property along South Fifth Avenue from Library Lane to William Street until June 30, 2016;

Ms. Lowenstein explained the history and purpose of the grant, and said that the work is being done in coordination with the Library's entrance improvement project.

A vote on the motion showed:

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

NAYS: none

ABSENT: Clark, Narayan

ABSTAIN: none

The motion carried.

Ms. Lowenstein shared partner updates from the meeting. Planning Commission reported on their zoning premiums review. Washtenaw Community College shared news about recent grants. AAATA reported that the GSA easement has been received. City Council has held budget-related work sessions in anticipation of the budget presentation on April 20th. Washtenaw County reported that several agencies have adopted the Housing Needs report.

The next Partnerships/ Economic Development Committee meeting will be April 8th at 11am.

7. D. SUBCOMMITTEE REPORTS - COMMUNICATION COMMITTEE

State of the Downtown Report. Ms. Lowenstein said Committee members discussed the possibility of creating a quarterly or semi-annual report, as a companion to the more detailed annual report. Discussion included what data to present and what the format should be. DDA staff will present a sample for the committee to provide feedback on at its April committee meeting.

The next Communication Committee meeting will be April 8th at 12:30 p.m.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Mr. Mouat said the Executive Committee had no report.

The next Executive Committee meeting will be May 6th at 11am.

8. NEW BUSINESS

Mr. Mouat pointed to a practical joke resolution regarding Library Lane in the board packet and wished everyone a very happy April Fool's Day.

9. OTHER AUDIENCE PARTICIPATION

Hylan Moises spoke on behalf of the Kerrytown District Association, saying he shared their support for an expansive DDA improvement project along N. Fifth/Detroit Street. He said that infrastructure improvements are needed to keep the area accessible and safe for the public.

Frances Todoro said the State Street Area Association urges the DDA to widen the west sidewalk on the 300 block of S. State Street by using the parking and loading zone spaces. She said they also support a pilot platform dining project in the State Street area, saying that it could take place quickly, in time for this summer.

Maggie Ladd said the South University area has not had a DDA project since 2000 and South University Area Association urges the DDA to include a S.U. capital improvements project.

Alan Haber said he is planning an Earth Day event on Library Lane on April 19th. He noted the challenges with holding outdoor events include meeting City insurance requirements and arranging for public restrooms, and that these should be provided by the City or DDA.

10. ADJOURNMENT

There being no other business, Mr. Orr moved and Mr. Splitt supported a motion to adjourn. Mr. Mouat declared the meeting adjourned at 1:10 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, April 1, 2015

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

Time: 11:05 a.m.

Present: John Mouat, Roger Hewitt, Keith Orr, Susan Pollay (ex officio), Sandi Smith (ex officio)

Absent: Roger Hewitt, Rishi Narayan

Others: Joan Lowenstein

Committee actions and discussions

Agenda Review. The group reviewed the April DDA monthly meeting agenda.

Bike House Mr. Orr reported that as a demonstration of support for the project the day before the owner of Duo Security had pledged \$5,000 with these funds serving as a pre-payment for bike parking for his employees for the next many years. Mr. Mouat suggested that Nancy Shore/getDowntown be invited to the podium to describe this arrangement.

4th & William . Ms. Pollay said that the building permit had been issued for the project. Work would begin on Friday with a ground penetrating radar assessment of the slabs and barricades being installed on Monday Mr. Mouat noted that the item had been left of the April board meeting agenda.

Retreat 2.0. There was a general discussion about the upcoming retreat. Ms. Pollay said that staff are working on materials.

There being no other business, the meeting adjourned at 11:40 a.m.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, APRIL 8, 2015**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Cyndi Clark, Marie Klopf, Joan Lowenstein, Al McWilliams, John Mouat, Keith Orr, John Splitt
Absent: Bob Guenzel, Roger Hewitt, Rishi Narayan, Sandi Smith, Steve Powers
Other Participants: Jeremy Peters/ Planning Commission
Staff: Susan Pollay, Amber Miller, Jada Hahlbrock
Public: Sabra Briere; Ray Detter, CAC; Ryan Stanton

1. Partner Updates-

Planning Commission- Mr. Peters reported that City Council made a review of the accessory dwelling units policy a priority for the year. If budget funds for planning assistance is allocated, the review will become part of the Planning Commission's work plan.

City Council - Ms. Briere reported on the budget process, including recent work sessions. She said City Council will receive the City Administrators proposed budget on April 20th.

DDA- Ms. Lowenstein and Mr. Mouat described the work that will happen at the April 15th DDA retreat, saying that future project scope, budget and timing decisions will be made.

Ms. Pollay reported that work on the 4th & William stair/elevator project was underway. Spence Brothers had mobilized, and fencing installed around the site. Republic Parking made the necessary drive lane changes to accommodate the first phase of work.

2. Renewing the DDA Grant for the South U BIZ

Ms. Lowenstein said that in July 2013 the DDA approved a \$59,200 grant to support an effort to create a new South University area BIZ. Efforts are underway, but much of the unused grant funds will expire on June 30th. The Committee was supportive of taking a resolution to the Board meeting requesting the grant be extended through June of 2016.

3. Public Comment-

None

The next committee meeting will take place Wednesday, May 13th at 11:00 am.

The meeting adjourned at 12:28 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
COMMUNICATION COMMITTEE MEETING MINUTES**

Wednesday, April 8, 2015

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

Time: 12:30 p.m.

DDA Present: Cyndi Clark, Marie Klopf, Joan Lowenstein, Al Mc Williams, John Mouat, Keith Orr, John Splitt

DDA Absent: Bob Guenzel, Roger Hewitt, Rishi Narayan, Steve Powers, Sandi Smith

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

Public: None

1. State of the Downtown report

Committee members discussed creating a quarterly report which will provide midyear information. Ideas for content included DDA grants and projects, as well as share new business information and other meaningful data. Staff were given input on design considerations, including making it attractive and easy to read. Discussion at the next meeting will include how this and other DDA reports fits into a communication plan.

2. Communications and downtown special events

Committee members discussed DDA acknowledgement for meter bag fee waivers from nonprofits and other special event organizers. It was suggested that supporters of events be encouraged to express their support of these events while weaving in a mention of the DDA's involvement.

3. Next meeting.

The next committee meeting will take place Wednesday, May 13th at 12:30 pm.

4. Public Comment.

None

The meeting adjourned at 1:30 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
DDA BOARD RETREAT MEETING MINUTES
WEDNESDAY, APRIL 15, 2015**

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

Time: 8:00 a.m.

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

DDA Absent: none

DDA Staff: Susan Pollay, Joe Morehouse, Amber Miller, Jada Hahlbrock

Facilitator: Bob Doyle, JJR

Public: Nancy Shore

1. Closed Session- Ms. Lowenstein moved and Mr. Splitt supported a motion that the DDA enter into closed session to consider the written opinion of DDA Counsel. A roll call vote was taken on the move to go into closed session:

A vote on the motion showed:

AYES: Guenzel, Klopf, Lowenstein, Mouat, Orr, Powers, Smith, Splitt

NAYS: none

ABSENT: Hewitt, McWilliams, Narayan

ABSTAIN: None

The motion passed.

The DDA Board exited the room for closed session at 8:07 am.

Mr. Hewitt and Mr. Narayan arrived at 8:08 and joined the Board in closed session.

The DDA Board returned to the open meeting at 8:25 am.

2. Welcome- Mr. Mouat and Ms. Pollay welcomed everyone and stated the desired outcomes for the day.
3. Review of Materials- Ms. Miller provided a brief review of the materials that were presented at the DDA retreat in January. Mr. Morehouse reviewed budget totals and available TIF funds. Mr. Morehouse also shared information on the cost of bonding capital improvement projects.
4. DDA Grants- Ms. Pollay shared historical information on DDA grants, including type and amount. Staff recommended that the Board use the historical information as a reference

to help it decide on an amount (dollar amount or percentage of budget) of grant funds to set aside on an annual basis to enable the DDA to work with partners to accomplish its mission. There was discussion, and the outcome was a non-binding recommendation that the DDA set aside 5% of unobligated TIF Funds annually for possible grants. The discussion about grants including policies and projects will take place at the Partnerships/Economic Development Committee meetings.

Mr. McWilliams arrived at 9:00 am.

5. DDA Capital Improvement Projects- Ms. Miller and Mr. Doyle presented information on the projects identified as priorities at the DDA's retreat in January. Details included options for project scope and cost, and whether the projects might be paid for using a project bond. Projects under discussion included improvements in the Kerrytown/Farmers Market area, South University, Huron Street, State Street, and on First and Ashley streets.
6. Evaluating Project Scope- Board members worked in two groups to discuss the projects and consider scope and cost elements.
7. Report Out & Consensus- Board members reported out on the recommendations coming from each of the two groups. There was general consensus between the two groups about project scope. Mr. Doyle helped the Board begin to frame a tentative schedule over the next five to seven fiscal years when the projects may take place. The discussion included budget considerations, as well as timing of City projects in the CIP.
8. Next Steps- DDA staff will work with City staff to determine if there is any flexibility about the timing of City projects in the CIP. With this information from the City, DDA staff will provide the Finance Committee with a feasible scenario for project timing.
9. Public Comment- None

The meeting adjourned at 11:53 am.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Monday, April 27, 2015**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 8:30 a.m.
Present: Rishi Narayan, John Split
Absent: Bob Guenzel, Roger Hewitt, Marie Klopf, Joan Lowenstein, John Mouat, Al McWilliams, Keith Orr, Steve Powers, Sandi Smith
Other Participants: Tom Crawford, City of Ann Arbor
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock
Public: Ed Vielmetti

1. Financial Statements
 - a. 3rd Quarter Financial Reports- Reports were reviewed. Questions asked and answered.
 - b. Funds Committed Report – The March 2015 report was reviewed.
 - c. March 2015 Expenses- Expense listing was reviewed. Questions asked and answered.
2. Old Business- None
3. New Business
 - a. Reimbursement Policy- Staff presented a draft version of a reimbursement policy for Committee edits. Staff will bring a revised draft back to the May Finance meeting.
 - b. DDA Budget- Staff shared a revised version of the DDA budget showing expenditure categories reassigned in order to more accurately reflect DDA administrative expenses.
 - c. TIF – The City has provided revised TIF revenue estimates.
 - d. DDA TIF Project Scenarios- Staff presented a scenario that showed project scopes and costs as suggested by the Board at the April 15th retreat assigned to a multi-year schedule based on input from the City on CIP projects. Committee reviewed the schedule and discussed bonding options. This schedule will be provided to the Operations Committee for review.
4. Next meeting- The Committee decided to move the meeting time for future meetings to 9:00 a.m. on the fourth Tuesday of the month.
5. Public Comment- Ed Vielmetti said that the committee meeting agenda and packet should be on the website so meeting attendees know what to expect.

The meeting adjourned at 9:42 am
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
DDA/AAATA BOARD FORUM MEETING MINUTES
WEDNESDAY, APRIL 29, 2015**

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

Time: 10:00 a.m.

DDA Present: Bob Guenzel, Marie Klopf, Joan Lowenstein, Al McWilliams, John Mouat, John Split

DDA Absent: Roger Hewitt, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith

DDA Staff: Susan Pollay, Amber Miller, Jada Hahlbrock

AAATA Board: Eli Cooper, Charles Griffith, Larry Kreig

AAATA Staff: Michael Benham, Terri Black, Bill De Groot, Dawn Gabay, Nancy Shore, Chris White

Public: Ed Vielmetti

1. Blake Transit Center Walkway- Mr. Black said the GSA approved the easement. Preliminary plans were shared. It was suggested that Mr. Black begin work with City staff on the design, in particular to elicit their feedback on pedestrian crossings across Fifth & Fourth if required.
2. Greyhound Operations- Mr. De Groot and Ms. Gabay provided information, including a review of the negative impacts on AAATA. The discussion included possible improvements that could be made to accommodate Greyhound patrons including a covering and more seating. A question was raised about whether the better long-term location for Greyhound was at the future train station.
3. Parking Trends- Ms. Miller said that the DDA is in the process of drafting a RFQ for a Parking & Transportation Demand study which will provide DDA and AAATA with valuable data and recommended TDM strategies. Mr. White reviewed different types of commuter lots, and spoke to how the AAATA might look to expand those options in the future.
4. Next Steps- The next Forum was tentatively scheduled for July 29th at 10am.
5. Public Comment- Mr. Vielmetti said he was glad to see the two boards communicating about shared interests and appreciated the focus on pedestrian safety. He said for future meetings it would be helpful if the agenda and materials could be made available ahead of time.

The meeting adjourned at 11:05 am.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, April 29, 2015**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:15 a.m.
Present: Bob Guenzel, Joan Lowenstein, John Mouat, John Splitt, Keith Orr
Absent: Roger Hewitt, Marie Klopf, Al McWilliams, Rishi Narayan, Steve Powers, Sandi Smith
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock
Others: Nancy Shore/getDowntown
Public: Ray Detter, Ed Vielmetti, Frances Todoro, Carrie DeWitt

New Business

Request for Ann Ashley Free Parking for Farmers Market- Ms. DeWitt from the Farmers Market presented a request for free parking on Saturdays until 3pm at the Ann Ashley structure as a way to alleviate parking pressures around the Farmers Market. There was discussion about this request. It was requested that Farmers Market staff come back with information on how this would be promoted to Market and Kerrytown area employees. DDA staff were asked to provide information about current Saturday usage at the structure, as well as an assessment of the potential revenue loss if this were implemented. The discussion will continue at the May committee meeting.

Art Fair Date Change And Free Church Parking - Ms. Todoro shared the proposed plan to move the Art Fair from Wednesday-Saturday to Thursday-Sunday as a way to safeguard the sustainability of the event. As part of the planning for the switch, the Fair requests that the DDA provide free parking for downtown church attendees on the new Sunday of Art Fair. The Committee asked DDA staff to assemble information on potential impact, including operational costs and revenues, as well as details for how this might work. The committee indicated its support to put forward a resolution at the May DDA Board meeting.

Parking Committee- Ms. Pollay shared that a Board member had requested that a new Parking Committee be created to focus in more detail on the parking system. It was recommended that instead of a new committee that the committee receive a monthly write up with parking operations information. This will be brought to the May Operations Committee.

Future DDA Projects- Ms. Pollay said that DDA staff met with City staff to discuss CIP project timing. Based on their feedback, a scenario was shaped for the Finance Committee to use that reflected how a schedule of projects over six years could be accomplished within available resources. This scenario was shared with the Operations Committee, but discussion about the schedule of projects tabled for next month's committee meeting.

Parking

Operations Update- The March parking reports were reviewed. Mr. Morehouse shared information on current work in the facilities including the spring wash down schedule and landscape efforts.

Construction

4th & William Project Update- Mr. Splitt provided an update on the work and overall schedule.

Ann Ashley Bike House- Committee reviewed design drawings. Ms. Miller said that the construction team was ready to begin and that construction would likely take about 8 weeks. Ms. Shore shared that many nearby businesses have expressed interest, with some spaces being pre-purchased.

Old Business

Street Framework- Ms. Miller said that the design manual will be complete in a few weeks. Additionally there will be best practice findings document to speak to policy questions.

Future Parking Demand- Ms. Miller said that DDA staff is refining an RFQ for the Parking & Transportation Demand Study. It should be ready for release within a few weeks.

Transportation

AAATA/DDA- Committee shared what they heard at the AAATA/DDA Board Forum that took place just prior to the Operations Committee meeting. Topics of discussion included Greyhound operations, intercept commuter lots and the proposed walkway at Blake Transit Center.

Public Comment

Ed Vielmetti thanked the committee for sharing the meeting agenda ahead of time. He said he had a question about a separation of church/state when providing free parking to church goers. He asked about bike parking at the Maynard structure. He said he would appreciate it if the monthly parking reports could provide more insight on day to day operations and use.

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