

**Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, February 6, 2019**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: Chair Marie Klopf called the meeting to order at 12:01 p.m.

1. ROLL CALL

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

Absent: None

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
Chris Simmons, get!Downtown
David Diephuis, resident
Alan Haber
Chris Tompkins
Brad Moore, J Bradley Moore & Associates Architects
Chris Johnson

2. APPROVAL OF THE BOARD MEETING AGENDA

Mr. McKinnon moved and Mr. Weiss seconded the motion to approve the agenda.

A vote on the motion to approve the agenda showed:

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

Nays: None

Absent: None

The motion was approved.

3. AUDIENCE PARTICIPATION

Mr. Haber recommended the DDA and City Council read "Governing The Commons: The Evolution of Institutions for Collective Action" about standards and worldwide governing resources for commons. He said he would be submitting a special event application to use the surface lot atop Library Lane on Presidents Day, and asked that the 60 day deadline be waived. He said in keeping with the holiday he would be inviting presidential candidates to come speak.

Mr. Moore presented renderings of a proposed mixed-use development on E. Washington and S. State which he said will include 19 units of affordable housing. The project requires 142 parking spaces, 120 will be constructed on site but they are requesting 21 permits from the DDA. In a separate speaking slot, Mr. Johnson presented additional information about the project. Ms. Pollay said that the parking request will be discussed at the next Operations Committee meeting.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Mr. Detter said the CAC discussed the future of the Library Block, the former Y-lot and the proposal on E. Washington near State. There is a citizens' participation meeting scheduled for February 13th at the Graduate Hotel. CAC had a robust discussion regarding ADU's, and many indicated their support for changes to encourage ADUs.

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw said she will hold her next "Walk and Talk" on February 9th at 10am at the Blake Transit Center focusing on the DDA's People-Friendly-Streets projects and her next "Downtown Hall" would be that evening, from 7-8:30 pm in the Traverwood Library. All are welcome.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay reported that part of the DDA office sustained water damage due to a sprinkler malfunction in the residence upstairs likely triggered by severe cold temperatures. Drywall, carpet and kitchen cabinets will be replaced; the printer was damaged but has been repaired.

7. APPROVAL OF MINUTES

Mr. McKinnon moved and Mr. Weiss seconded the motion to approve the January minutes.

A vote on the motion to approve the minutes showed:

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

Nays: None

Absent: None

The motion was approved.

8A. SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS COMMITTEE

Mr. Mouat moved and Ms. Letaw seconded the following resolution:

RESOLUTION TO APPROVE THE SELECTION OF FONSON COMPANY, INC. AS CONTRACTOR FOR THE HURON STREET IMPROVEMENT PROJECT

Whereas, The Ann Arbor DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategies, and recognized that an enjoyable pedestrian experience is one of downtown's principal attractions, as well as a necessary element in its social and economic life;

Whereas, On July 7th, 2016, The DDA Board approved a \$4M total project budget for its Huron Street Project, from Division Street to Ashley Street; and on November 1st, 2017 extended the western project boundary to Third Street and increased the total project budget to \$5.6M;

Whereas, The total project budget anticipated costs for design, engineering, sidewalk reconstruction, street trees, furnishings, new streetlights, traffic signal changes, and rail viaduct and gateway enhancements;

Whereas, In partnership with the City, the DDA led the design process including extensive public engagement, and on June 6, 2018, the DDA Board approved a schematic design for its Huron Street Project;

Whereas, In early January the DDA bid the Huron Street construction project through the City of Ann Arbor's procurement service and sought competitive bids due January 18th, 2019;

Whereas, The construction project received significant interest – eight companies attended the pre-bid meeting and 102 companies (contractors, subcontractors, and suppliers) downloaded the plans;

Whereas, Despite this interest only one bid was received - Fonson Company Inc. of Brighton, MI, submitted a bid of \$3,064,660.65;

Whereas, The DDA Capital Improvements Committee reviewed this bid and bid process, and recommends approval along with a 12% construction contingency, which is within the project budget;

Whereas, The City of Ann Arbor has asked that the DDA include extensive conduit in this project estimated at a cost of approximately \$90,000 which will be reimbursed to the DDA by the City;

RESOLVED, The DDA approves the selection of Fonson Company, Inc as contractor for the Huron Street Improvement Project with a contract amount of \$3,432,419.93 which includes a 12% construction contingency and City of Ann Arbor costs for conduit;

RESOLVED, That the DDA Board Chair and Executive Director are authorized to sign the contract with Fonson Company, Inc., and to take the necessary administrative actions to implement this project.

As background, Mr. Mouat reported that DDA staff worked with the City's Procurement Office to post the Huron Street project through the MITN ("mitten"), the state-wide bidding system that allows government agencies to reach a large number of contractors. More than 100 companies downloaded the bid documents, several attended the pre-bid meeting, but only one bid was received from Fonson. Other contractors who attended the pre-bid meeting were asked by DDA staff why they did not submit a bid; responses included their already heavy workload or the challenges of working in an MDOT right-of-way.

Mr. McKinnon expressed his concern that only one bid was received, and questioned if the DDA was inviting the right contractors to bid. Mr. Narayan asked if the DDA was required to use MTN and if only one bid were received if it could reach out to other contractors to ask for bids; it was noted that this would be improper, as they would have unfair advantage. Ms. Miller and Ms. Rolla both reiterated that MTN is a statewide resource to which nearly every contractor in the state subscribes. Mr. Lazarus supported the use of MTN and stated the City has also received smaller numbers of bidders on various projects.

Mr. Mouat moved and Ms. Letaw seconded an amendment to remove the 12% contingency to change the contract amount back to the bid number submitted by Fonson:

RESOLVED, The DDA approves the selection of Fonson Company, Inc as contractor for the Huron Street Improvement Project with a contract amount of ~~\$3,432,419.93~~ \$3,064,660.65 which includes ~~a 12% construction contingency and~~ City of Ann Arbor costs for conduit;

A vote on the motion to approve the amendment:

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

Nays: Lazarus

Absent: None

The amendment was approved.

There was discussion about construction processes. Mr. McKinnon recommended regular updates to the Capital Improvements Committee during construction. Mr. Orr suggested an amendment and Mr. Lazarus suggested a change in the wording to clarify authorization to exercise the project contingency.

Mr. Orr moved and Ms. Lowenstein seconded the motion to amend the resolution as follows.

RESOLVED, That the DDA Board Chair and Executive Director are authorized to sign the contract and exercise the contingency within the budget amount with Fonson Company, Inc., and to take the necessary administrative actions to implement this project. The DDA Board Chair and Executive Director shall report on any additional expenditures to the Capital Improvements Committee in a timely fashion.

A vote on the motion to approve the amendment:

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

Nays: None

Absent: None

The amendment was approved.

Ms. Klopf asked for any further comment; being none, the amended resolution to be voted on was as follows:

RESOLUTION TO APPROVE THE SELECTION OF FONSON COMPANY, INC. AS CONTRACTOR FOR THE HURON STREET IMPROVEMENT PROJECT

Whereas, The Ann Arbor DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategies, and recognized that an enjoyable pedestrian experience is one of downtown's principal attractions, as well as a necessary element in its social and economic life;

Whereas, On July 7th, 2016, The DDA Board approved a \$4M total project budget for its Huron Street Project, from Division Street to Ashley Street; and on November 1st, 2017 extended the western project boundary to Third Street and increased the total project budget to \$5.6M;

Whereas, The total project budget anticipated costs for design, engineering, sidewalk reconstruction, street trees, furnishings, new streetlights, traffic signal changes, and rail viaduct and gateway enhancements;

Whereas, In partnership with the City, the DDA led the design process including extensive public engagement, and on June 6, 2018, the DDA Board approved a schematic design for its Huron Street Project;

Whereas, In early January the DDA bid the Huron Street construction project through the City of Ann Arbor's procurement service and sought competitive bids due January 18th, 2019;

Whereas, The construction project received significant interest – eight companies attended the pre-bid meeting and 102 companies (contractors, subcontractors, and suppliers) downloaded the plans;

Whereas, Despite this interest only one bid was received - Fonson Company Inc. of Brighton, MI, submitted a bid of \$3,064,660.65;

Whereas, The DDA Capital Improvements Committee reviewed this bid and bid process, and recommends approval along with a 12% construction contingency, which is within the project budget;

Whereas, The City of Ann Arbor has asked that the DDA include extensive conduit in this project estimated at a cost of approximately \$90,000 which will be reimbursed to the DDA by the City;

RESOLVED, The DDA approves the selection of Fonson Company, Inc as contractor for the Huron Street Improvement Project with a contract amount of \$3,064,660.65 which includes City of Ann Arbor costs for conduit

RESOLVED, That the DDA Board Chair and Executive Director are authorized to sign the contract and exercise the contingency within the budget amount with Fonson Company, Inc. and to take the necessary administrative actions to implement this project. The DDA Board Chair and Executive Director shall report any additional expenditures to the Capital Improvements Committee in a timely fashion.

A vote on the amended resolution showed:

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

Nays: None

Absent: None

The motion was approved.

Mr. Mouat said that given the importance of trees as an element in the Huron project the trees were bid separately to get the best selection of large specimens. Three regional nursery suppliers were asked to provide a bid; 2 of the 3 submitted bids but one of these was incomplete. The Committee recommended approval of the remaining bidder, Landscape Supply, Inc.

Mr. Mouat moved and Ms. Letaw seconded the following resolution:

RESOLUTION TO APPROVE LANDSCAPE SUPPLY INC. AS TREE SUPPLIER FOR THE HURON STREET IMPROVEMENT PROJECT

Whereas, The Ann Arbor DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategies, and recognized that an enjoyable pedestrian experience is one of downtown's principal attractions, as well as a necessary element in its social and economic life;

Whereas, On July 7th, 2016, The DDA Board approved a \$4M total project budget for its Huron Street Project, from Division Street to Ashley Street; and on November 1st, 2017 extended the western project boundary to Third Street and increased the total project budget to \$5.6M;

Whereas, In partnership with the City, the DDA led the design process including extensive public engagement, and on June 6, 2018, the DDA Board approved a schematic design for its Huron Street Project;

Whereas, Through its public engagement and design process the DDA heard the desire for large, healthy trees on Huron Street as a signature identifier of Ann Arbor as "Tree City", thus trees became a central design feature of the improvement project;

Whereas, To ensure the best possible tree size and health the design team recommended contracting directly with a landscape supplier to hand select trees to be pre-purchased and cared for until planting at the end of construction;

Whereas, Bids were received on January 21, 2019 and Landscape Supply was the lone bidder capable of supplying the specified trees, with a bid amount of \$80,200;

Whereas, The DDA Capital Improvements Committee reviewed the approach and this bid, and recommends approval;

RESOLVED, The DDA approves the selection of Landscape Supply, Inc as tree supplier for the Huron Street Improvements Project with a contract amount of \$80,200;

RESOLVED, That the DDA Board Chair and Executive Director are authorized to sign the contract with Landscape Supply, Inc. and to take the necessary administrative actions to implement this project.

Mr. McKinnon said he would vote in support, but stated his concern that that only one responsible bidder ended up submitting a bid.

A vote on the motion to approve the resolution showed:

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

Nays: None

Absent: None

The resolution was passed.

Mr. Mouat said that the William St bikeway was moved up to 2019; the hope is to get the project out to bid so the project can be completed this construction season. Mr. Kiley/Smith Group gave a presentation on the project: Following the presentation, **Mr. Mouat moved and Ms. Letaw seconded the following resolution:**

RESOLUTION TO APPROVE A SCHEMATIC DESIGN FOR THE WILLIAM STREET BIKEWAY PROJECT

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which include improving safety and economic vitality through pedestrian improvements;

Whereas, In November 2017 the DDA began work on its William Street Bikeway Project, including selecting its consultants and establishing its project budget as part of its First, Ashley, and William Street Projects;

Whereas, On July 11, 2018 The DOA approved transportation recommendations for First, Ashley, and William Streets, including a two-way protected Bikeway on William Street from State Street to Third Street;

Whereas, Extensive community outreach, a detailed analysis, and best practice knowledge from around the country were all used to create the final design for this Bikeway, which is the first protected bikeway in Ann Arbor;

Whereas, The DDA Capital Improvements Committee reviewed the proposed William Street Bikeway schematic design and recommends approval;

Resolved, The DDA Board approves a schematic design for the William Street Bikeway Project

as recommended by its Capital Improvements Committee;

Resolved, The DDA Capital Improvements Committee will bring the DDA a resolution to approve contractor selection once construction bids have been received.

Mr. Lazarus stated his support that the bikeway project was moving forward.

A vote on the motion to approve the resolution showed:

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

Nays: None

Absent: None

The resolution was approved.

DTE Gas Main: Mr. Mouat said that DDA staff are working to shape a cost share agreement with DTE, as they will be replacing a gas main on Huron Street at the same time as the DDA project. It is hoped an MOU might be available in time for next DDA Board meeting.

The next Capital Improvements Committee meeting will be Wednesday, February 20 at 11 am.

8B. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE

Mr. Orr said that the Committee didn't meet as scheduled due to the severe weather conditions.

Monthly Parking and Transportation Report: Ms. Hahlbrock reported that the Republic Parking is working with Powerdash developers to enhance the reporting capabilities to include EV and solar data, so this can be included in future Parking and Transportation reports.

The next Operations Committee meeting will be on Wednesday, February 27 at 11 am.

8C. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

Mr. Guenzel said that the Committee also didn't meet due to severe weather.

The next Finance Committee meeting will be on Thursday, February 28 at 1 pm.

8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE

Ms. Letaw reported that affordable housing was identified as a key issue at the joint City Council/DDA Work Session last fall. The Committee is working with representatives of Avalon, Housing Commission, and County Office of Community & Economic Development to develop a public workshop series on topics relating to affordable housing. City staff members Brett Lenart and Heather Seyfarth are also participating. Work will continue at the next Committee meeting.

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

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE

Ms. Klopf reported that the committee reviewed the board meeting agenda.

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

9. NEW BUSINESS

None.

10. OTHER AUDIENCE PARTICIPATION

Mr. Tompkins expressed his support and appreciation for the work of the DDA on the People-Friendly Streets project. He suggested incorporating strobe lights at crosswalks wherever possible. He thanked the DDA Board and staff for their time and efforts.

11. ADJOURNMENT

There being no other business, Ms. McKinnon moved and Mr. Orr seconded the motion to adjourn. Ms. Klopf declared the meeting adjourned at 1:30 pm.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, February 20, 2019 11:00 am**

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

Time: 11:00 a.m.

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

Absent: Robert Guenzel, Marie Klopf, Howard Lazarus, Rishi Narayan

Staff: Susan Pollay, Amber Miller, Liz Rolla, Maura Thomson, Kelley Graves

Other: Oliver Kiley/Smith Group

Public: Frances Todoro-Hargreaves and Carissa Petty/State Street District
Ray Detter/Downtown Area Citizens Advisory Council
Chris Tompkins

William Street Bikeway: The bid package was released through the City's procurement process; in addition, Ms. Rolla said she and the project consultants had reached out to vendors. Given the previous CIC discussion, Mr. Kiley said the design team researched delineator post options and arrived at a preferred post, which will be standard white, with the white reflective stripe, per the MUTCD (Manual on Uniform Traffic Code Devices). If allowed, it is hoped the post may also include a green reflective stripe to match the asphalt paint. The posts will be at 10' intervals; during winter every-other post will be removed to provide a 20' interval sufficient for snow removal equipment access. He said that in discussion with the State Street District a question was raised about whether the post anchors could be re-purposed during Art Fair to anchor tents, and it appears this may be possible. The team is also working with State St District to explore the use of planters in the Art Fair area; it may be possible these planters might serve a dual purpose as event barricades. The design team will be keeping an eye on the segments where vehicle encroachment may be an issue, to see if additional delineators would be needed. Mr. McKinnon asked about city enforcement of rules against vehicles parking or intruding into bike lanes; Ms. Miller said that she will investigate.

Ms. Miller and Mr. Kiley presented some recommended project performance measures which include evaluating curbside use, safety, aesthetics, maintenance and overall feedback. Ms. Letaw asked if growth in the number of cyclists will be measured and Ms. Miller said, that this would be added later. There was consensus support for the recommended performance measures.

Ms. Thomson walked the committee through a detailed outreach plan for the Bikeway, which focuses on awareness, information and education. Efforts are already underway to promote awareness of and generate excitement about Ann Arbor's first protected bike lane.

Huron Street Project: DDA staff is still waiting for content from DTE for a possible Cost-Share Agreement. DDA staff continues to respond to questions from MDOT.

Ms. Miller said that DDA staff had received a request from the 5th & Huron property owner to keep a curb cut slated for removal as they have a development concept requiring this curb cut and they fear

MDOT may not allow them to regain this curb cut in the future. This is not a functioning curb cut, and Ms. Miller said City policy is to remove non-functioning curb cuts; but Huron is an MDOT right-of-way. Ms. Pollay noted that Mr. McKinnon's employer is the property owner which suggests a conflict of interest, so under DDA bylaws he shouldn't participate in the discussion. Questions were asked and answered. Mr. Mouat asked each committee member for their view; the majority indicated their support for the request to retain the curb cut given the DDA's mission as a development authority.

Ms. Pollay said that there was a request from the City that the DDA absorb the conduit installation costs (\$90,000) for the Huron Project. The DDA's bond issuance costs were less than anticipated, and it was requested that this cost savings be applied to the conduit costs. There was consensus support; Ms. Pollay said that she will prepare a resolution to bring to the Board.

Ms. Miller said that per CIC direction, DDA staff secured permission from the Court House Square building owners to demolish the massive overhang in front of the building, which will return the right of way to the public and allow construction of a pedestrian bump out as part of the Huron St plan.

Procurement: A DDA procurements statement will be taken up by the DDA Finance Committee.

Construction Inspection Services: Ms. Miller asked support to bring a resolution to approve an agreement with Stantec Consulting Michigan, Inc. ; the City bid out construction inspection services and the DDA would utilize one of their vendors. There was consensus to take the resolution to the Board.

5th & Detroit: Remaining work is scheduled for April/May, and remaining brick installation on Detroit and Kingsley will be completed after school is out in June to avoid having to re-route Community High School buses. DDA staff met with the neighbors to share update and hear concerns.

FY20 & FY21 Budgets: Mr. Morehouse walked the committee through the sections of the proposed FY20 & FY21 budgets, highlighting CIC projects. The budget will be finalized by the Finance Committee, presented to the DDA on March 6, and then submitted to the city to be included in the City budget. It was requested that the 10-year plan be added to the Board packet for reference.

Public comment: None.

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

The meeting adjourned at 12:50 pm.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, February 27, 2019**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:10 am
Present: Robert Guenzel, Joan Lowenstein, Darren McKinnon, Keith Orr, Phil Weiss
Absent: Tyler Kinley, Marie Klopf, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, John Mouat, Rishi Narayan
Staff: Susan Pollay, Joe Morehouse, Jada Hahlbrock, Amber Miller, Maura Thomson, Kelley Graves
Others: Chris Simmons/getDowntown, Mike McKiness/RPS, Ray Detter/CAC
Public: David Diephuis, Brad Moore/J Bradley Moore & Associates Architects, Chris Johnson

600 E Washington Parking Request: Mr. Moore and his client Mr. Johnson presented their request to lease 15 parking permits (5 standard at Liberty Square and 10 limited) to meet the City's zoning requirement. Their project will include three levels of parking with 121 spaces, which will include two shared vehicles (equivalent to 8 spaces), leaving a 15-space shortfall. Questions were asked and answered including whether an underground parking option was considered to which Mr. Moore responded saying an underground facility would require another curb cut which was rejected by City staff plus the Michigan Theater is concerned about nearby excavation. Ms. Pollay asked about the potential to create a publicly-available location for solid waste management for use by nearby businesses as there is no public alley on that block; Mr. Moore and Mr. Johnson said that they are planning a private keycard access solid waste area near Sava's. Mr. McKinnon asked if 15 overnight parking permits, rather than standard permits, would suffice; Mr. Johnson said he would investigate. The Committee will continue the discussion at its next meeting.

Parking & Transportation Report: The January and February reports were reviewed. Ms. Hahlbrock highlighted topics of interest, including installation of two EV chargers at 4th & Washington and continued work to link all EVs to the DDA Powerdash website. RPS maintenance staff worked diligently to remove snow and ice even as severe weather conditions have continued. RPS meter staff reinstalled 17 metered spaces on 400 S. State at the end of the UM Trotter Building construction, and will remove metered spaces on Hoover at the City's request. RPS has finalized 2019 Art Fair parking materials to send out in March. The DDA/City Parking Enforcement and Operations Group held meetings in January and February with discussions on operations and maintenance and, LPR (license plate recognition) for on-street parking. Questions were asked and answered. The Tally Hall Condominium Group met in January to review the 2019 actual and 2019 proposed budgets. The next meeting is scheduled for April. The First and Washington Condominium has yet to be established.

Ann Ashley Expansion: Ms. Pollay reported that an ALTA survey is now being required. This is now being pursued, and the revised estimate for the project will be presented to Planning Commission in April.

Transportation: Mr. Simmons said that the Conquer the Cold promotion had bike commutes up 23% over 2018 despite the polar vortex at the end of the campaign and telecommutes up 135%. Mr. Simmons said the getDowntown staff and Advisory Board are working to revise program metrics.

Preparations for the Commuter Challenge promotion are underway.

FY2020 and FY2021 Proposed Budgets: Ms. Hahlbrock provided an overview of parking sections of the DDA's FY20 and FY21 budgets. Questions were asked and answered.

Republic Parking System Contract: Ms. Hahlbrock reported that renewal of the 2017 DDA/RPS Parking Contract is coming up on July 1; it will automatically renew unless there were concerns. She said that staff continue to be very satisfied with RPS's management and recommended no changes. The Committee indicated its support for this recommendation.

RPS Customer Service/Admin Space: Ms. Hahlbrock said staff are pursuing two explorations to address space needs: bid documents for a possible renovation have been completed and will soon be out to bid, and DDA staff did walk-throughs at several downtown office spaces. It is anticipated that the Committee will have information about both options at its next meeting.

Ann Ashley Saturday Pilot: The project to provide free parking on Saturday mornings as a way to familiarize patrons with the garage ran from March – December 2018. The 5th & Detroit improvement project was an excellent time to run this pilot, as it also provided support to the Farmers Market and area businesses during the construction. There was a 20% increase in transient parking over last year.

Alley Snow Removal: Ms. Pollay asked the committee if there was interest in staff pursuing a project to plow snow in the alleys adjacent to the parking facilities. Currently snow and ice are removed from sidewalks adjacent to the facilities, and she wanted to explore the potential to add the adjacent alleys, as this would help with solid waste management. It isn't currently clear who if anyone is regularly removing snow from the alleys. Questions were asked and answered. There was committee support to explore this option for implementation in FY20.

Public Comment: None.

The next Operations Committee meeting is scheduled for Wednesday, March 27 at 11 am.

The meeting adjourned at 12:55 pm.

Respectfully submitted,
Susan Pollay, DDA Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Thursday, February 28, 2019**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 1:00 p.m.
Present: Bob Guenzel, Marie Klopff, Joan Lowenstein, Phil Weiss
Absent: Tyler Kinley, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr
City: Tom Crawford, City CFO
Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock, Amber Miller, Kelley Graves
Public: Carissa Petty/SSAA, Larry Mendez/Skyline High School

DDA Procurement Process: DDA staff documented the DDA's procurement processes, noting the aim is to align with the City procedures as much as possible. Mr. Crawford suggested a future addition discussing disclosure of conflict of interest; staff will investigate City procedures.

First & Washington Condominium Group: There was discussion about the lack of progress to establish a condominium board for First & Washington. Mr. Crawford offered to assist.

Financial Statements: Mr. Morehouse reviewed the December and January Expense Registers, the FY19 Six-Month Financial Statements, FY19 Funds Committed Report, and the FY2019 First Six-Month Parking Comparison to FY2018. Questions were asked and answered.

FY20 & FY21 DDA Budgets: Mr. Morehouse walked the Committee through the revised draft, highlighting items of significance. This included an assumption that the Ann Ashley expansion will move forward and will be bonded. The budget includes funds to either construct an expansion of the RPS Customer Service/Admin office or lease office space. And the budget anticipates that the remaining brick for the 5th/Detroit project will be installed in FY20. Questions were asked and answered, and the Committee reviewed the updated 10-Year Plan incorporating these budgets; the Committee indicated its support to put the budgets forward to the board for action.

Bond Sale: Mr. Morehouse presented the financial details of the recent 1st/Ashley/William/Huron project construction bond. Mr. Crawford was thanked for his help throughout the process. Mr. Morehouse also noted that the City had recently refinanced the Library Lane bond.

Public Comment: None.

The next Finance Committee meeting is scheduled for Thursday, March 28 at 1:00 pm.

The meeting adjourned at 2:10 pm.

Respectfully submitted,
Susan Pollay, DDA Executive Director

PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, February 13, 2019

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 9:00 a.m.
Present: Robert Guenzel, Tyler Kinley, Jessica A.S. Letaw, Joan Lowenstein, John Mouat, Keith Orr
Absent: Marie Klopf, Howard Lazarus, Molly McFarland, Darren McKinnon, Rishi Narayan, Phil Weiss
Others: Ali Ramlawi/City Council
Staff: Susan Pollay, Amber Miller, Maura Thomson, Kelley Graves, Jada Hahlbrock, Megan Rigney
Public: None

City. Mr. Ramlawi said he is working on an ordinance banning two-stroke leaf blowers in downtown; he noted there are quieter, more sustainable versions available. Ms. Pollay offered DDA communications assistance. There was discussion regarding solid waste issues; Ms. Pollay noted that the City Solid Waste Taskforce is developing an action plan.

Affordable Housing. Ms. Letaw gave an overview of previous committee discussions about creating a public series focused on affordable housing and the DDA's interest in being an effective partner. In addition to DDA Committee members the working group includes affordable housing representatives and Brett Lenart and Heather Seyfarth from the City. HHSAB has been asked if it would be willing to "own" the series, and it is hoped informational content generated from this project could be housed either on the City or Library website. Dates and topics are being discussed. The series is meant to support the redevelopment of the Y lot, which will begin by the City hiring a public engagement consultant. Mr. McKinnon asked what the DDA's role is as it relates to the RFP; Ms. Pollay said that the DDA is providing some of the funding and she would participate on the staff team. Mr. Guenzel said that the DDA's commitment of \$745,000 to affordable housing on this site shows its commitment. Mr. Orr said that affordable housing is an issue that goes beyond downtown and that housing and transit must work in tandem.

Public Comment: None.

Next Meeting: The next Partnerships Committee meeting will take place on March 13, 2019 at 9am, and will include DDA and Partners.

The Partnerships Committee meeting adjourned at 10:20 am.

Respectfully submitted,
Susan Pollay, DDA Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, February 6, 2019

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:05 a.m.
Present: Marie Klopf, Joan Lowenstein, Darren McKinnon, Keith Orr, Phil Weiss (ex officio), Susan Pollay (ex officio)
Absent: None
Others: Chris Johnson

Committee actions and discussions

Summer Garage Repairs. Ms. Hahlbrock reported on the DDA's 2019 garage restorations. Specific work items are delineated by the WGI tri-annual parking facility assessment, and repairs are typically done between June and October. The engineer who has overseen repairs for several years joined a new firm, Restore; there isn't time to bid out repair engineering and still get construction completed this summer, so Restore will serve as project engineers this summer. Questions were asked and answered about fees, construction oversight, and scheduling. A resolution to select the contractor for the repairs will come to the DDA for approval this spring. Repair engineering will be bid this summer for subsequent construction seasons.

Agenda Review. The Committee members reviewed the February DDA monthly meeting agenda. Ms. Pollay said that three individuals have signed up to speak before the board. The Committee reviewed the three resolutions on the agenda, including a resolution to select a contractor for the Huron St project, a resolution to purchase trees for the Huron project, and a resolution to approve the schematic design for the William Street bikeway. Ms. Pollay said that a presentation on the William Street bikeway would be provided. Ms. Pollay presented information about the process taken to elicit bids for the Huron St project.

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

Parking & Transportation Report February 2019

Parking Operations

Large Special Events in February

None

Special Event Meter Bag Fee Waivers/ Free Parking in February

Main Street Area Association- Ice Carving Extravaganza \$200

Ann Arbor Farmer's Market \$50

Meters

DDA staff met with City staff to discuss the permanent removal of 13 metered parking spaces on Hoover to allow for the installation of a bike lane on the north side of Hoover. The bike lane is part of the City's current Non-Motorized Transportation Plan. City staff will soon be undertaking a process to revise this plan. DDA staff have asked to be included in the process so we are better able to provide input on impacts to downtown and the public parking system.

RPS meter staff re-installed 17 metered spaces on 400 S State as the UM Trotter Building construction project ended. The meters had been removed to accommodate construction access.

RPS meter staff continued to monitor epark system communications and reporting. Many of the issues from last fall appear to have been resolved.

RPS meter staff finalized the Art Fair 2019 parking contracts and have prepared materials to send in March.

General Operations

Many days of below freezing temperatures and accumulating snow and ice have made for a busy month for Republic Parking staff. Weather impacts all aspects of the parking system and Republic Parking staff have done a fantastic job preparing for and responding to the winter weather, including 35 inches of snow since January 1st.

Tasks have included;

- Maintenance team working round the clock to clear snow and ice (operating brooms & plow trucks), and to apply melt product
- Dealing with melting, run-off and re-freezing
- Closely monitoring available space counts in lots and structures during snow removal process
- Checking cashier booths frequently to ensure heaters and windows are working well
- Making sure all employees have cold weather gear

Parking System Maintenance/Equipment

RPS IT staff have been working with City IT staff to plan for connecting parking facilities to the City's fiber network. We anticipate bringing a funding resolution to the Committee in March.

RPS IT staff worked to replace four gates and one ticket dispenser damaged by patrons.

City/DDA Parking Enforcement and Operations Group

The group met on February 21st. Topics of discussion included epark system software updates, LPR (license plate recognition) options for on-street enforcement, monthly information/data sharing, and Art Fair 2019. Community Standards, Treasury, Republic Parking, and DDA staff shared updates and information.

Tally Hall Condominium Meeting

Next meeting scheduled for April.

First & Washington Condominium Meeting

The next meeting has yet to be scheduled. The structure opened in late 2013 and a condominium board has yet to be formally established.

Electric Vehicle Charging & Solar Carport

RPS staff continues to work to connect all electric vehicle charging units to the Powerdash system. This will provide information to users about space availability and will collect data for reporting and monitoring. Necessary components have been ordered. Some conduit work will be necessary in order to complete installation. DDA staff plans to meet with City staff to be sure that the data points captured and reported on are in alignment with City measurements and goals.

Parking Construction

Ann Ashley

City has requested additional information that the project team is working to assemble. Team hopes to be at Planning Commission in March.

Transportation

Go!pass Summary - January

Total # of companies in program = 398

Total # of active passes = 5,329

Total # of unique passes used = 2,488

New go!pass companies for January 2019

- Court Innovations
- The Getup Vintage

Quarterly ridership will be reported in April 2019

Bike Parking

DDA staff have been working to update forms and contracts ahead of April renewal to reflect the switch to DDA management of the bike locker/house 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

- The results from Conquer the Cold were announced to the public on February 12th (full announcement at <http://www.theride.org/AboutUs/News-Events/News/ArtMID/2233/ArticleID/1295/The-Polar-Vortex-Didn%E2%80%99t-Stop-Commuters-from-Conquering-the-Cold>). Despite a federal shutdown affecting a number of usual participating worksites and a polar vortex at the end of the campaign, bike commutes were up 23% over 2018 and telecommutes were up 135%.
- The getDowntown Advisory Board is working with staff to re-vision the program goals and their metrics. There will be invitations for others to provide feedback, as we look to provide a more holistic

view of the program's impact beyond the go!pass ridership statistics and the periodic survey. As appropriate, we will be asking for feedback from the Committee.

- Commuter Challenge is right around the corner, and sponsorships are always accepted. If Board Members are interested, they should contact the program office.
- 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.

Ann Arbor Downtown Development Authority
Gross Revenues/ Hourly Patrons
2nd Quarter, FY 2019 & 2nd Quarter, FY 2018

	2nd Quarter 2019		2nd Quarter 2018		Increase (Decrease)		% Increase (Decrease)		FY 2019 Spaces	FY 2018 Spaces	FY 2019 Ave. Tkt.	FY 2018 Ave. Tkt.
	Revenues	Hourly Patrons	Revenues	Hourly Patrons	Revenues	Hourly Patrons	Revenues	Hourly Patrons				
Revenues:												
Washington/First	\$184,069	8,762	\$179,334	9,140	\$4,735	(378)	2.64%	(4.14%)	243	243	\$5.04	\$5.00
Maynard	\$736,508	129,946	\$733,998	137,964	\$2,510	(8,018)	0.34%	(5.81%)	808	808	\$4.65	\$4.75
Washington/Fourth	\$258,748	51,185	\$252,760	55,696	\$5,987	(4,511)	2.37%	(8.10%)	281	281	\$4.28	\$4.03
Forest	\$421,630	49,272	\$445,115	55,225	(\$23,485)	(5,953)	(5.28%)	(10.78%)	578	578	\$5.72	\$6.34
Fourth/William	\$685,721	51,746	\$657,001	53,985	\$28,721	(2,239)	4.37%	(4.15%)	984	984	\$4.82	\$3.86
Liberty Square	\$498,780	30,303	\$497,729	24,739	\$1,051	5,564	0.21%	22.49%	581	581	\$3.83	\$6.45
Ann/Ashley	\$537,992	29,503	\$522,644	31,920	\$15,348	(2,417)	2.94%	(7.57%)	827	827	\$4.30	\$4.57
Library Lane	\$509,886	34,074	\$451,588	36,091	\$58,298	(2,017)	12.91%	(5.59%)	748	748	\$4.58	\$5.07
Kline Lot	\$177,891	35,771	\$160,105	35,734	\$17,785	37	11.11%	0.10%	144	144	\$4.76	\$4.44
Huron/Ashley/First	\$0		\$145,804	33,785	(\$145,804)	(33,785)	(100.00%)	(100.00%)	0	166		\$4.29
Fifth & Huron	\$0		\$21,047		(\$21,047)		(100.00%)		0	56		
First & Williams	\$44,630		\$41,355	120	\$3,275		7.92%		112	112		
Fifth & Williams	\$30,159								84	0		
415 W. Washington	\$51,161	5,593	\$47,380	5,335	\$3,781	258	7.98%	4.84%	149	149	\$4.00	\$4.00
Palio Lot	\$14,882		\$13,174		\$1,707		12.96%		22	22		
Broadway Bridge	\$1,493		\$697		\$797		114.39%		16	16		
Main & Ann	\$34,197		\$29,754		\$4,443		14.93%		45	45		
Farmers Market	\$12,112		\$5,437		\$6,675		122.76%		75	75		
City Hall	\$2,305		\$1,543		\$762		49.39%		16	16		
Fourth & Catherine	\$40,666		\$35,259		\$5,407		15.33%		47	47		
Meters	\$1,208,974		\$1,039,927		\$169,047		16.26%		1,895	1,895		
Meter Bags	\$154,609		\$155,486		(\$877)		(0.56%)					
Total Revenues	\$5,606,413	426,155	\$5,437,137	479,734	\$139,117	(53,459)	2.56%	(11.14%)	7,655	7,793		

		Days	Av. High	Av. Low	Act. Mon	
			Temp.	Temp.	Precip.	
Number of Business Days	FY 2019	77				
	FY 2018	76				
			Qtrly. Av. 2019	46	32	9.94
			Qtrly. Av. 2018	49	31	11.60
			Variance Average	(3)	1	(1.66)
Number of Weekend Days (F & S)	FY 2019	26	U of M Football No. of Gam			
	FY 2018	26				
			2nd Quarter FY 2019	4		
			2nd Quarter FY 2018	4		
			Variance	0		

1st & Huron & 5th & Huron Closed 12/1/17

