

## ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, December 7, 2016

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

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

### 1. ROLL CALL

Present: Bob Guenzel, Marie Klopf, Howard Lazarus, Sava Lelcaj-Farah, Joan Lowenstein, Darren McKinnon, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss

Absent: None

Staff: Susan Pollay, Executive Director  
Joseph Morehouse, Deputy Director  
Amber Miller, Capital & Private Projects Manager  
Jada Hahlbrock, Manager of Parking Services  
Patti Wheeler, Management Assistant  
Liz Rolla, Project Manager

Audience: Ray Detter  
Betsy Jackson, Main Street BIZ  
Jeffrey Post, MC  
Christian Guiboux, Oxford Companies  
Omari Rush, Ann Arbor Art Center  
David Orfield, Republic Parking Services

### 2. AUDIENCE PARTICIPATION

Mr. Detter said Council approved new CAC members, would consider a resolution to appoint him as a "Special Liaison to the CAC". At a recent gathering of downtown and near downtown residents, the group reaffirmed their support for regional transit, expressed support for their involvement in the 5<sup>th</sup>/Detroit project, a wish for appropriate development on the Library lot, and their concerns about the redevelopment of the Maynard House as a student apartment building. They shared with each other their individual wishes for downtown in the coming year.

Betsy Jackson said the Main Street BIZ wanted to propose another DDA/BIZ sidewalk improvement partnership. She distributed a map of the BIZ area, saying that if the DDA were to provide them with a grant to purchase sidewalk planters, the BIZ would take responsibility to keep these planters filled with flowers and watered.

### 3. REPORTS FROM CITY BOARDS AND COMMISSIONS

None

**4. DDA MEMBERS COMMUNICATIONS**

None.

**5. EXECUTIVE DIRECTOR COMMUNICATIONS**

Ms. Pollay thanked the board members for participating in the DDA retreat. She also reminded the Board of the joint DDA/City Council work session on January 9<sup>th</sup> at CTN.

**6. APPROVAL OF MINUTES**

Mr. Guenzel moved and Mr. Splitt supported approval of the November 2016 DDA meeting minutes.

**A vote on the motion showed:**

**AYES:** Guenzel, Klopf, Lelcaj-Farah, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

**NAYS:** None

**ABSENT:** None

**The motion carried.**

**7. A. SUBCOMMITTEE REPORTS - PARTNERSHIPS COMMITTEE**

Mr. McWilliams said the Committee received an update on the upcoming Council agenda, and it was noted CM Briere's last meeting would be December 5<sup>th</sup>. The Planning Commission update was the approval of an affordable housing project. DDA staff shared an update on DDA projects, and there was a committee discussion about the 5<sup>th</sup> & Detroit traffic pilot.

**The next Partnerships Committee meeting will take place on December 14 at 9:00 am.**

**7. B. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE**

Fifth & Detroit. Mr. Mouat said the project team provided traffic data from the pilot, and the committee also heard a report on the feedback from the Community High School PTO, nearby business representatives, and interviews with individuals walking through the area.

Pedestrians shared that they felt safer crossing the street as traffic was more predictable; car drivers expressed frustration that they were delayed. Business representatives said they had been initially hesitant, but changed their perspective because customers were generally very positive. Public engagement will continue in January.

South University. Mr. Mouat said the project is currently out to bid, and a recommended contractor will be presented to the DDA for approval in February.

Retreat Debrief. Mr. Mouat said the committee affirmed that it will continue to discuss future projects to further refine timing and scope. There was particular interest in assessing the potential economic development impacts and opportunities for coordination with the city.

**The next Capital Improvements Committee meeting will be December 21st at 11:00 am.**

**7. C. SUBCOMMITTEE REPORTS- FINANCE**

Financial Statements. Ms. Klopf said the Committee reviewed expenses and had a discussion regarding opening the parking agreement with the City.

**The next Finance Committee meeting will be Tuesday, December 20 at 1:00 p.m.**

**7. D. SUBCOMMITTEE REPORTS- OPERATIONS**

Parking & Transportation Report. Mr. Splitt provided an overview of the November report.

4<sup>th</sup> & William. Mr. Splitt said the project was once again delayed by the elevator subcontractor; the revised anticipated completion date is now end of April.

Ann Ashley Proposal. Mr. Splitt stated the Ann Arbor Art Center brought a proposal to the Committee regarding a use of the two-story section in the southwest corner of the structure. Ms. Pollay said she will work to determine how to proceed with this proposal.

Circulator Study. Mr. Orr said that there were four responses to the RFQ. Recommendations for next steps will be brought to the next committee meeting.

**The next Operations Committee meeting will be December 21 at 9:00 a.m.**

**7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE**

Mr. Narayan said the committee reviewed the agenda, and discussed the Fifth Avenue pilot.

**The next Executive Committee meeting will be January 4 at 11:00 a.m.**

**8. NEW BUSINESS**

The dates for 2017 DDA board and committee meetings were put forward.

**9. OTHER AUDIENCE PARTICIPATION**

None.

**10. ADJOURNMENT**

There being no other business, Mr. Weiss moved and Mr. Mouat supported a motion to adjourn. Mr. Narayan declared the meeting adjourned at 12:38 pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, December 7, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:10 a.m.  
Present: Marie Klopf, Al McWilliams, Rishi Narayan, Susan Pollay (ex officio), Phil Weiss  
Absent: none  
Others: John Mouat

Committee actions and discussions

Agenda Review. The group reviewed the December DDA monthly meeting agenda. Ms. Pollay said that there would be a speaker representing the Main Street BIZ, and that the dates for 2017 DDA meetings would be presented at the end of the meeting. The group had a general discussion about transportation planning, including balancing the needs of all street users.

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, DECEMBER 14, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 9:00 a.m.  
Present: Bob Guenzel, Joan Lowenstein, Darren McKinnon, John Mouat, Keith Orr, Phil Weiss  
Absent: Al McWilliams, Marie Klopf, Howard Lazarus, Rishi Narayan, John Splitt, Sava Lelcaj-Farah  
Others: Graydon Krapohl/ City Council  
Staff: Susan Pollay, Jada Hahlbrock, Amber Miller, Patti Wheeler  
Public: Ray Detter, Omari Rush

Partner Updates

City Council. Mr. Krapohl reported on the 12/5 City Council work session. He said that pedestrian safety remains a key priority; other priorities include the Allen Creek Greenway and creating an affordable housing policy. A city income tax was also discussed. Mr. Krapohl reported that there will be consideration of the Library Lane proposal in January.

DDA. DDA members talked about the 11/15 DDA retreat, noting that future projects include First & Ashley and the recommendations of the Greenway Master Plan will inform what these may look like. The group also shared some of the discussion about possible parking agreement changes.

Grant Requests

Mr. Mouat stated that his firm is providing architectural services for the Ark, and given this conflict of interest he would recuse himself from discussion and voting on the Ark grant request. Ms. Pollay said Marie Klopf asked her to remind everyone that she is the Art Center Director, and given this conflict of interest, she would recuse herself from discussion and voting on the Art Center grant request. Mr. Guenzel stated he is a volunteer serving on the Ark board, and Mr. Weiss stated that he is a volunteer serving on the Art Center board; neither was felt to have conflicts of interest since they receive no compensation from these volunteer roles.

Ms. Pollay provided an overview of the two grant applications, stating that she felt both met the DDA's grant guidelines and noting that the total amount requested exceeded the amount the DDA had budgeted. After much discussion, the Committee consensus was to ask for DDA approval of both applications, and to ask the Finance Committee to determine the recommended amount of the grants.

Public Comment

Mr. Detter spoke in support of this committee recommendation, stating the CAC's long time support for downtown arts and culture.

**The next Partnerships Committee meeting is scheduled for January 11, 2017 at 9:00 am.**

The meeting adjourned at 10:32 am.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES  
Wednesday, December 21, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:10 a.m.  
Present: Howard Lazarus, Joan Lowenstein, Darren McKinnon John Mouat, Keith Orr, John Splitt, Phil Weiss  
Absent: Bob Guenzel, Marie Klopf, Sava Lelcaj-Farah, Al McWilliams, Rishi Narayan  
Staff: Susan Pollay, Amber Miller, Liz Rolla, Jada Hahlbrock, Patricia Wheeler  
Public: Ray Detter

Project Priorities 2020-2025. Mr. Mouat said he wanted a committee review of the project priorities from the recent retreat with the goal of putting forward a resolution confirming these priorities. Ms. Miller presented slides and handouts that had been shared at the retreat, and answered questions. Among the slides was projects recommended by consultants. There was a great deal of discussion about the various project, including streetscape improvements, water mains, alley improvements, and a protected bike lane on William. A consensus project list will be presented at the January meeting for approval.

Future Resolutions. Resolutions for Measuring People Capacity and supporting a “Vision Zero” will be brought to committee at next month’s meeting for review prior to submittal to the board.

S. University. Ms. Rolla said the project is out for bid, and a presubmittal meeting has been held.

5<sup>th</sup> & Detroit. Ms. Miller said staff will be meeting to discuss the traffic study and design options will be brought to committee in January.

Huron Update. Ms. Miller said MDOT has developed a Trunkline for Mainstreets Guide.

Public Comment. Mr. Detter stated CAC questions about the new City Transportation Commission, and it is similar or different from the Alternative Transportation Committee. He noted CAC support for an improvement project in the the alley beside Tally Hall, as it provides a pedestrian connection that works in concert with the Landmark and Foundry building walkways.

The meeting adjourned at 1:06 p.m.  
Susan Pollay, Executive Director

Next Meeting: The Committee will meet Wednesday, January 18th at 11:00 am.

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE MEETING MINUTES  
Tuesday, December 20, 2016**

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

Time: 1:00 p.m.

Present: Bob Guenzel, Joan Lowenstein, Marie Klopf, John Splitt, Phil Weiss

Absent: Sava Lelcaj-Farah, Howard Lazarus, Darren McKinnon, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr

Staff: Susan Pollay, Amber Miller, Jada Hahlbrock, Patricia Wheeler

Public: None

Financial Statements. The Committee reviewed the November expense registers.

DDA Grant Amounts for FY 2017. Marie Klopf reminded everyone of her connection to the Art Center, given this conflict of interest, she would recuse herself from discussion and voting on the Art Center grant request. Mr. Guenzel stated he is a volunteer serving on the Ark board, and Mr. Weiss stated that he is a volunteer serving on the Art Center board; neither was felt to have conflicts of interest since they receive no compensation from these volunteer roles. Ms. Lowenstein reported that the Partnerships committee is recommending that the DDA provide a grant to the Ark and the Art Center. The Finance Committee has been asked to recommend the grant amounts. The committee discussed both projects. After this discussion, it was recommended that both grants be funded in full. This will be presented to the board for a vote at the January meeting.

Preliminary Review of Proposed FY 2018 & 2019 Budgets. The Committee reviewed preliminary proposed budgets for FY 2018 & 2019 and provided recommended changes.

City Council/DDA Work Session. An agenda will be distributed by the City shortly.

Public Comment. None

Next Meeting. The next meeting will take place on Tuesday, January 24th at 1:00 pm

The meeting adjourned at 2:35 pm  
Susan Pollay, Executive Director



ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, December 21, 2016

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 9:00 a.m.  
Present: Bob Guenzel, John Mouat, Keith Orr, John Splitt, Phil Weiss  
Absent: Marie Klopff, Howard Lazarus, Sava Lelcaj-Farah, Joan Lowenstein, Darren McKinnon, Al McWilliams, Rishi Narayan  
Staff: Susan Pollay, Joe Morehouse, Amber Miller, Jada Hahlbrock, Patricia Wheeler  
Others: Dave Orfield/Republic Parking; Kelly Schwartz/getDowntown  
Public: Ray Detter

Parking. The December Parking & Transportation report was reviewed.

General Operations. Mr. Orfield provided an overview of operations. As part of this he noted that the parking system is generally at its most full during late afternoon and early evening hours, not 11am-2pm as would be expected.

Parking System Review. Ms. Hahlbrock presented the final report. It noted that the system meets or exceeds industry standards in nearly every category. Ms. Pollay stated the review helped the DDA staff to provide richer detail in the soon-to-be released parking operator RFP. Questions about the review were asked and answered.

Parking Hardware/Software Study. Staff is reviewing a preliminary draft report.

City Council/DDA Work Session. An agenda will be distributed by the City shortly.

Parking Operator RFP. Ms. Hahlbrock stated a draft of the RFP and contract has been sent to the DDA attorney and our consultant for edits. It is anticipated that the RFP will be distributed in mid-January.

Connector Study. There is no update.

GetDowntown Update. Ms. Schwartz said that go!pass sales have increased and one new bike locker request has been filled. Ms. Schwartz also shared the success of the two events recently held with Common Cycle.

Circulator. Ms. Miller said there were four responses to the RFQ, and upon consultation with TheRide and a review by staff, it was recommended that two firms be selected for interviews:

Nelson/Nygaard and Stantec.

4<sup>th</sup> & William Improvement Project. Ms. Pollay said that work on the second high speed elevator continues.

E-Park. Mr. Morehouse said installation will begin once space markers arrive.

Public Comment. Mr. Detter provided input on the upcoming City/DDA work session agenda, noting that if the conversation included extending parking hour, it would need to be handled carefully taking into account issues like work force housing. He also noted that there are community members opposed to the City providing parking spaces for Core Spaces as part of the redevelopment of the Library Lane site.

Next Committee Meeting: The next meeting will take place on January 25<sup>th</sup> at 11:00 am.

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

# Parking & Transportation Report December 2016

## Parking Operations

### Special Events In December

12/2 KindleFest and Midnight Madness

### Special Event Meter Bag Fee Waivers in December

12/2 KindleFest \$2440

### Meters

The meter department has been busy swapping out low batteries in epark machines. The colder weather causes the batteries to lose power more quickly than normal. They have also worked to clear snow from epark machine solar panels.

The meter department took delivery of 61 single space markers for new epark locations. They will begin installing space markers and epark machines in January as weather permits.

### General Operations

Midnight Madness and KindleFest took place on Friday, December 2<sup>nd</sup> and brought many people downtown.

- 4<sup>th</sup> & Washington was near full at 1:00pm and was filled shortly after 6:00pm and remained full past 9:00pm.
- First & Washington filled shortly after 6:00pm and remained full past 9:00pm.
- Fourth & William was full at 8:00pm.
- Ann Ashley filled at 8:00pm and remained full past 9:00pm.
- Library Lane's surface lot filled at 7:00pm and remained full past 9:00pm.
- South Ashley filled at 6:00pm and remained full past 9:00pm.
- First and Huron filled at 10:00am and remained nearly full until after 1:00pm. Then filled again at 6:00pm and remained full past 9:00pm.

The maintenance department has been prepared for and has responded well to the snowfalls and freezing temperatures this month. So far there have been 2 snow events. Both events were cleaned up promptly and completely. Staff are working extended shifts and Sundays to respond to weather conditions.

### City/DDA Parking Enforcement Committee

The committee met on December 15<sup>th</sup>. There was continued discussion about parking for the churches on the Sunday of Art Fair. The 4 Art Fairs will be bringing their meter bag requests for the 2017 Art Fair to the next meeting so that they can be reviewed.

The next meeting will take place on January 19<sup>th</sup>, 2017.

### Tally Hall Condominium Meeting

No meeting was held during the past month. We are trying to arrange a phone conference prior to the year end.

### First & Washington Condominium Meeting

We have not received any information from either the owner of the apartments or the City's legal department on progress towards creating a condominium association.

### Walker Parking Operational Review

Walker Parking Consultants have completed the operational review. All parking system policies and procedures were determined to be at or above parking industry best practice. The study also looked at current operations and made recommendations for IT and software improvements. This assessment is the first step in the RFP process of selecting a parking operator. A draft RFP and contract has been written and is under review by Walker and the DDA attorney.

### Parking System Maintenance

Fourth and William and Maynard stairwells were washed in early December prior to the freezing weather.

### Parking Equipment

Dixon & Associates continues to evaluate different IT options for the parking system. DDA staff have received the latest draft of their report and it is being evaluated currently.

### Elevators

There were 2 elevator service calls during the month. They were distributed as follows:

- 2 Maynard Alley Elevator

### Parking Construction

#### Fourth & William Stair/Elevator Improvement Project

Curtain wall and elevator installation is underway. Some remaining punch list items are expected to be completed in spring when the weather warms up.

### Transportation

#### getDowntown Overall Outreach

- Sent out Commuter Connection E-News to 3,700 subscribers on 12/7/16 & go!pass Coordinator Bulletin to 495 subscribers on 12/14/16.
- Promoting Conquer the Cold on social media. Challenge is from 1/1/17-1/31/17.
- Distributed Conquer the Cold posters to sponsors and put in buses.
- Held 2 events with Common Cycle to prepare for the Conquer the Cold Challenge – Total of 17 attendees.

#### Go!pass Outreach

- Finalized business verification walk arounds. Mailed go!pass info to 359 non-participating businesses.
- Renewal orders received to date: 401
- New orders for 2016-2017 received to date: 21
- Reached out to these companies about go!pass program:
  - Avalon Bakery & Café
  - Kosch Dining – manages Sabor Latino, Heidelberg & Siris (new restaurant)
  - Roos Roast

#### New go!pass companies for December-

- Avalon Bakery
- Ivory Photo
- Joel Robbins, MAcOM
- Roos Roast

2015-2016 - Go!pass sales as of December 15, 2015: 5,804 passes distributed to 427 organizations

2016-2017 – Go!pass sales as of December 15, 2016: 5,642 passes ordered by 425 organizations

Quarterly Ridership – will be reported in Jan for (Oct-Dec. 2016)

#### Bike Parking

- Bike Locker Rentals as of 12/18: 14 rentals of 19 available lockers (74%)
- Maynard Bike House Rentals as of 12/18: 12 rentals of 28 spaces (43%)  
Ann Ashley Bike House Rentals as of 12/18: 35 rentals of 27 spaces (126%)