

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, March 4, 2015

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

Time: Mr. Mouat called the meeting to order at 12:02 p.m.

1. ROLL CALL

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

Absent: Al McWilliams

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

Audience: Stephen Smith, Republic Parking
Ray Detter, Downtown Area CAC
Changming Fan, TiniLite World Inc.
Patti Smith
Frances Todoro, State Street Area Association
Maggie Ladd, South University Area Association
Kelley Rubelman, Peaceable Kingdom
Carol Lopez, Peaceable Kingdom
Dug Song, Duo Security
Trevor Mays, Dup Security
Danielle Fergus, AAACVB
Amanda Redies, AAACVB
Linh Song, Glacier Highlands Neighborhood Association
Chip Smith, Westside Neighborhood Association
Bruce Smuth, Spence Brothers
Ryan Gillies, Logan Restaurant
Ali Ramlawi
Nancy Shore, getDowntown
Kelly Swartz, getDowntown
Doug Martelle, AAPD
Maura Thomson, MSA
Paquetta Palmer, OWS resident

2. AUDIENCE PARTICIPATION

Dug Song, Duo Security said that many technology companies are making the choice to locate their businesses downtown, and many of their employees prefer commuting to work by bicycle. The DDA could support this commuting choice by making an attractive and secure bike parking location available to them.

Ali Ramlawi said the DDA has yet to be clear about the problems the proposed ambassador program is trying to solve. He said that if there are issues they are better handled by the City or Police, and are not within the mission of the DDA.

Linh Song said she is a very involved community member and very dedicated to the success of Ann Arbor. She said a Facebook page (Ann Arbor Ambassadors) has been created as a place to discuss the issue of a downtown ambassador program, including how a grass roots effort could be created using volunteers from the Ann Arbor community as ambassadors.

Frances Todoro spoke on behalf of the State Street Area Association, saying that the SSAA unanimously supports a downtown ambassador program. She outlined some of the problems they experience that an ambassador program could assist with, including messiness on the sidewalks and alleys, as well as being available to help at the time problems or concerns are being experienced.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. Mr. Detter said the Planning Commission working session on “Premium Prioritization” for downtown zoning will be held on March 9. CAC members will attend to provide input. The view of those at the CAC meeting was that no premiums should be granted if they have a negative impact upon the historic character of downtown or the context of nearby residential and historic neighborhoods.

At the meeting they also discussed plans for the 2015 Downtown Historical Street Exhibit Program dedications and celebrations, as well as high school student historical walking tours.

He said that the CAC continues to be ambivalent concerning the proposed ambassador program. It is clearly opposed by a large number of people in the community and the CAC recommends taking time to consider alternatives.

4. COMMUNICATIONS FROM DDA MEMBERS

Mr. Hewitt shared information on public meetings for the North-South Rail Feasibility Study, saying that there will be a meeting at the Brighton Community Center on the evening of March 12, and a meeting at the downtown branch of the AADL on March 16, 6:30-8:30 pm.

Mr. Powers said the Library Lane offering had been released. Responses are due back in May.

5. EXECUTIVE DIRECTOR REPORT

Ms. Pollay gave an update on the status of work following the DDA grant to the Arts Alliance to install vinyl printed art replicas on downtown signal boxes. Ms. Pollay said a call for artists generated many dozens of submittals, and a jury including downtown representatives sorted through them and selected 10 artworks for 8 locations. Two pieces will be selected by public vote. Installation is planned for May.

Ms. Pollay gave an update on the status of work following the DDA grant in support of an effort to create a South University BIZ. A steering committee has been formed with SU area property owners and business owners. The group had created a list of possible BIZ services and held a meeting with SU property owners to elicit their input about this list of services. Ms. Pollay said next steps include finalizing the list of services, estimating their cost, and determining how costs might be apportioned. DDA member Lowenstein has been assisting the group, as she has experience being part of the Main Street BIZ board.

Ms. Pollay said that on March 9th the DDA will present its FY 2016 & 2017 budgets and answer questions during a City Council work session. DDA Board members are welcome to attend.

6. APPROVAL OF MINUTES

Mr. Narayan moved and Ms. Lowenstein supported approval of the February 2015 DDA meeting minutes.

A vote on the minutes showed:

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

NAYS: none

ABSENT: Mc Williams

ABSTAIN: none

The motion carried.

7. A. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE

4th & William Project. Mr. Splitt moved and Mr. Hewitt supported the following resolution.

RESOLUTION TO APPROVE SELECTION OF SPENCE BROTHERS AS THE CONTRACTOR TO IMPLEMENT IMPROVEMENTS AT THE FOURTH & WILLIAM PARKING STRUCTURE INCLUDING CONSTRUCTION OF A NEW STAIR AND ELEVATOR

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, and it makes improvements to the public parking system as a means to help it accomplish its mission;

Whereas, In May 2014 the DDA approved a resolution to make improvements and to the Fourth and William Parking Structure with a total project budget of \$5 million with funds to be taken from the DDA's 063 Parking Fund and 065 Parking Maintenance Fund;

Whereas, These improvements include constructing a new stair and elevator, expanding and improving the ground floor pedestrian lobby area, installing new parking equipment, and improving the electrical system;

Whereas, As part of its resolution the DDA reserved the opportunity to approve the selection of contractor for this project once bids have been received;

Whereas, The project received two bids on February 3, 2015, and the DDA's engineers at Carl Walker Inc. determined that Spence Brothers was the lowest responsible bid at \$3,6714,955;

Whereas, The Operations Committee supports this recommendation and puts this resolution forward for DDA approval;

RESOLVED, the DDA approves the selection of Spence Brothers as contractor for the DDA's Fourth and William parking structure improvements project at their bid cost of \$3,671,955.

RESOLVED, The DDA Chair, Operations Committee Co-Chairs and Executive Director are authorized to sign a contract and to take the necessary administrative actions to implement this resolution.

Mr. Splitt said that engineers at Carl Walker Inc. worked with the low bid contractor to value engineer project elements to reduce bid costs to fit within the DDA's approved project budget. Minor material and design changes were made, such as the design of the handrail in the stairway. Also as an effort to reduce costs the decision was made to eliminate the addition of increased electrical capacity for the facility, knowing this can be added at a future date. Mr. Splitt said the Operations Committee recommends the selection of the low bidder, Spence Brothers, as contractor for the project.

Mr. Splitt said that a new sign on the William Street side of the garage had been removed as part of the value engineering effort, but he wanted to propose adding this back. The cost is \$23,000, and **Mr. Splitt made a motion to increase the Spence contract amount shown in the resolution by \$23,000 for this sign. A vote on the amendment showed:**

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

NAYS: none

ABSENT: McWilliams

The amendment carried.

Mr. Splitt said work would begin as quickly as the permitting process would allow. Weekly updates and communication to parkers and neighbors are part of the project plan.

The amended resolution is as follows.

RESOLUTION TO APPROVE SELECTION OF SPENCE BROTHERS AS THE CONTRACTOR TO IMPLEMENT IMPROVEMENTS AT THE FOURTH & WILLIAM PARKING STRUCTURE INCLUDING CONSTRUCTION OF A NEW STAIR AND ELEVATOR

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, and it makes improvements to the public parking system as a means to help it accomplish its mission;

Whereas, In May 2014 the DDA approved a resolution to make improvements and to the Fourth and William Parking Structure with a total project budget of \$5 million with funds to be taken from the DDA's 063 Parking Fund and 065 Parking Maintenance Fund;

Whereas, These improvements include constructing a new stair and elevator, expanding and improving the ground floor pedestrian lobby area, installing new parking equipment, and improving the electrical system;

Whereas, As part of its resolution the DDA reserved the opportunity to approve the selection of contractor for this project once bids have been received;

Whereas, The project received two bids on February 3, 2015, and the DDA's engineers at Carl Walker Inc. determined that Spence Brothers was the lowest responsible bid at \$3,694,955;

Whereas, The Operations Committee supports this recommendation and puts this resolution forward for DDA approval;

RESOLVED, the DDA approves the selection of Spence Brothers as contractor for the DDA's Fourth and William parking structure improvements project at their bid cost of \$3,694,955.

RESOLVED, The DDA Chair, Operations Committee Co-Chairs and Executive Director are authorized to sign a contract and to take the necessary administrative actions to implement this resolution.

A vote on the amended resolution showed:

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

NAYS: none

ABSENT: McWilliams

The resolution carried.

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

RESOLUTION TO APPROVE AN AGREEMENT WITH THE CITY OF ANN ARBOR FOR USE OF THEIR DATA FIBER NETWORK

Whereas, The DDA has been transmitting parking data across the City's data fiber network since 2010;

Whereas, The City has requested a five year agreement for this service at a cost of \$26,448.00/year;

Whereas, This agreement would set baseline performance expectations and termination terms;

Whereas, The service will be either be the primary or secondary service to all of the parking facilities with point to point radio bridges being the alternative;

Whereas, The Operations Committee recommends approval of this agreement;

RESOLVED, The DDA approves this agreement and authorizes the DDA Executive Director to sign it after legal review.

Mr. Morehouse said that Republic Parking uses the fiber network to transmit data between the parking structures. He said the agreement would establish a five year contract at \$26,448.00/year, and would establish performance expectations and termination terms.

A vote on the resolution showed:

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

NAYS: none

ABSENT: McWilliams

The resolution carried.

Ambassador Program. Mr. Hewitt said the DDA had received lots of public input regarding the proposed ambassador program, and he suggested the DDA take a step back to allow for a reexamination of the proposed program and to consider alternatives. He said the Operations Committee will continue to be the committee handling the work.

Ms. Smith suggested making a change to the budget to remove funding for ambassadors. It was agreed that this suggestion would be considered later in the meeting during budget review.

2014 Republic Parking Management Fee. Mr. Hewitt moved and Mr. Splitt supported the following resolution.

RESOLUTION TO APPROVE A 2014 YEAR-END MANAGEMENT FEE FOR REPUBLIC PARKING FOR MANAGEMENT OF DDA PARKING FACILITIES

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

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

Whereas, After reviewing RPS's performance, and in acknowledgement of their efforts this year, the Operations Committee recommends that the DDA provide RPS with a \$40,000 year-end management incentive;

RESOLVED, The DDA authorized a 2014 year-end management incentive of \$40,000 for Republic Parking Systems.

Mr. Hewitt reviewed how Republic Parking was provided its management fee under the contract, and the metrics used by the Operations Committee to assess their work. Questions were asked and answered. Mr. Hewitt said the Operations Committee supports the staff recommendation. Mr. Narayan pointed out a typo; the Board agreed that the resolution should read "first \$150,000".

The corrected resolution is as follows.

RESOLUTION TO APPROVE A 2014 YEAR-END MANAGEMENT FEE FOR REPUBLIC PARKING FOR MANAGEMENT OF DDA PARKING FACILITIES

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

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

Whereas, After reviewing RPS's performance, and in acknowledgement of their efforts this year, the Operations Committee recommends that the DDA provide RPS with a \$40,000 year-end management incentive;

RESOLVED, The DDA authorized a 2014 year-end management incentive of \$40,000 for Republic Parking Systems.

A vote on the corrected resolution showed:

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

NAYS: none

ABSENT: McWilliams

The motion carried.

Downtown Street Design Manual (Street Framework Plan). Mr. Mouat said that the draft is being reviewed by the core staff group. Additional review by City staff will happen before the final draft is complete sometime in April.

Proposed Ann Ashley Bike House. Mr. Orr said that businesses near Ann Ashley have requested the DDA create a bike house in the garage. This facility could be located in a couple different locations within the garage, and early cost estimates are \$40,000-\$60,000. DDA staff have been asked to bring information on potential users and refined construction cost information to the March committee meeting.

The next Operations Committee meeting will be on March 25th at 11:00 am.

7. B. SUBCOMMITTEE REPORTS- FINANCE COMMITTEE

Budgets for FY 2016 & 2017. Mr. Narayan moved and Mr. Splitt supported the following resolution.

RESOLUTION TO PUT FORWARD THE DDA BUDGETS FOR FISCAL YEAR 2016 & 2017

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

Whereas, The DDA Finance Committee has developed budgets for the 2016 & 2017 fiscal years for the DDA based on the DDA's most recent Ten-Year Plan;

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

RESOLVED, The DDA accepts the recommendation of its Finance Committee and puts these budgets forward to the City for approval.

Mr. Narayan said the Committee spent time over three meetings developing the budget. Mr. Narayan reviewed the budget in detail. Questions were asked and answered.

Mr. Hewitt introduced an amendment to reduce the amount allocated within the Parking (063) fund Contracted Services line item for the proposed ambassador program from \$300,000 annually for each of the next two fiscal years to \$150,000 annually for the FY 2016 and FY 2017. He said that community feedback about the proposed program included suggestions to significantly downscale the size of the program, including using volunteers rather than paid professionals. He also noted that the DDA needed time to consider the array of feedback it had received, and even if a program were pursued, it wouldn't begin until well into the new fiscal year reducing the amount of funds needed.

Mr. Power noted that the December DDA resolution set forward a \$300,000 amount for ambassadors, and said that until the decision was made to undo this vote, the amount of funds had to be retained within the budget. There was discussion about the best way to do this, and it was determined that \$150,000 would remain in (063) contracted services, and \$150,000 would be added to (063) discretionary grants.

Ms. Smith asked that the debt service schedule be included with the recommended budget next year when it is presented to the board. Mr. Morehouse said that this will be included.

A vote on the amendment showed:

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

NAYS: none

ABSENT: McWilliams

The amendment carried.

Board members thanked Mr. Narayan and the rest of the Finance Committee for their work preparing the budget.

A vote on the amended resolution showed:

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

NAYS: none

ABSENT: McWilliams

The resolution carried.

Grant Time Limits. Mr. Narayan moved and Mr. Splitt supported the following resolution.

RESOLUTION TO REVISE THE DDA POLICY REGARDING TIME LIMITS FOR DDA GRANTS

Whereas, In 2006 the DDA approved "Resolution to Approve Revised Principles and Procedures Regarding DDA Grant Decisions" in which it formulated guidelines by which it would provide grants for important projects and programs;

Whereas, In 2009 the DDA approved an amendment to this policy, that required DDA grant funds to be used at the latest within the following fiscal year, unless otherwise stated, or the grant would be automatically rescinded;

Whereas, The DDA Finance Committee discussed the impact of grants remaining unspent but carried forward the second year as future liability in that year's budget, in particular, the effect it has on the DDA's ability to plan for other future grants;

Whereas, The DDA Finance Committee recommends that the DDA revise policy, so that non-Partnerships and Brownfield grants approved by the DDA must be expended within the fiscal year specified within the DDA resolution approving the grant.

RESOLVED, The DDA amends its policy regarding DDA grants that are not Partnerships Grants or Brownfield Grants, that these funds must be expended within the fiscal year specified within the DDA resolution approving the grant.

Mr. Narayan said current DDA grant policy allows grants to be paid by the end of the fiscal year following the fiscal year when the grant was approved. Because many grants are being carried over to this second year, it has made it more difficult to create space in the budget for future grants. Mr. Narayan said this resolution would amend DDA policy and require that specific grant expirations be stated within a grant authorization. This will put responsibility on grantees to proceed with their project as proposed, or to return to the DDA for a time extension. He noted that this proposed policy change would not affect DDA Brownfield grants or Partnerships grants, as they have their own policies affecting expenditure timing.

Ms. Smith asked if the language excluding Partnership and Brownfield grants from this policy could be clarified. The Board agreed that the clarification could happen administratively.

[This text was subsequently revised, and is shown as follows]

Former text:

Whereas, The DDA Finance Committee recommends that the DDA revise policy, so that non-Partnerships and Brownfield grants approved by the DDA must be expended within the fiscal year specified within the DDA resolution approving the grant.

RESOLVED, The DDA amends its policy regarding DDA grants that are not Partnerships Grants or Brownfield Grants, that these funds must be expended within the fiscal year specified within the DDA resolution approving the grant.

Revised text:

Whereas, The DDA Finance Committee recommends that the DDA revise its grant policy, so that all grants approved by the DDA, excluding DDA Partnerships and DDA Brownfield grants, must be expended within the fiscal year specified within the DDA resolution approving the grant.

RESOLVED, The DDA amends its policy regarding DDA grants, so that all grants approved by the DDA, excluding DDA Partnerships and DDA Brownfield grants, must be expended within the fiscal year specified within the DDA resolution approving the grant.

The amended resolution is as follows.

RESOLUTION TO REVISE THE DDA POLICY REGARDING TIME LIMITS FOR DDA GRANTS

Whereas, In 2006 the DDA approved “Resolution to Approve Revised Principles and Procedures Regarding DDA Grant Decisions” in which it formulated guidelines by which it would provide grants for important projects and programs;

Whereas, In 2009 the DDA approved an amendment to this policy, that required DDA grant funds to be used at the latest within the following fiscal year, unless otherwise stated, or the grant would be automatically rescinded;

Whereas, The DDA Finance Committee discussed the impact of grants remaining unspent but carried forward the second year as future liability in that year's budget, in particular, the effect it has on the DDA's ability to plan for other future grants;

Whereas, The DDA Finance Committee recommends that the DDA revise its grant policy, so that all grants approved by the DDA, excluding DDA Partnerships and DDA Brownfield grants, must be expended within the fiscal year specified within the DDA resolution approving the grant.

RESOLVED, The DDA amends its policy regarding DDA grants, so that all grants approved by the DDA, excluding DDA Partnerships and DDA Brownfield grants, must be expended within the fiscal year specified within the DDA resolution approving the grant.

A vote on the resolution showed:

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

NAYS: none

ABSENT: McWilliams

The motion carried.

March 4, 2015

The next Finance Committee meeting will be on March 25th at 8:45 am.

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

Ms. Lowenstein said that the meeting consisted of Partner Updates. AAATA reported on their CEO search, and that they had received a grant to investigate the feasibility of north/south passenger rail service. The Planning Commission reported on a Planning Essentials class. City Council representatives reported that Council had approved a resolution in support of the Affordable Housing Needs Assessment report, and in so doing would create a regional work group to pursue recommendations. Ms. Lowenstein said that DDA members provided information about the 4th & William project, the DDA retreat, and public input received about a downtown ambassador program.

The next Partnerships/ Economic Development Committee meeting will be March 11th at 11:00 am.

7. D. SUBCOMMITTEE REPORTS - COMMUNICATION COMMITTEE

Draft Communication Plan. Ms. Lowenstein said that work was postponed for a future meeting.

The next Communication Committee meeting will be March 11th at 12:30 p.m.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Mr. Mouat said the Committee discussed the importance of following up the retreat with a second planning session.

The next Executive Committee meeting will be April 1st at 11:00 am.

8. NEW BUSINESS

None

9. OTHER AUDIENCE PARTICIPATION

Changming Fan thanked the DDA members who volunteer to make downtown a better place. He said that both ROI (Return in Investment) and SROI (Social Return on Investment) need to be considered when discussing the ambassador program, but said he supports the program.

Ali Ramlawi thanked the Board for taking a step back on the ambassador program. He said that business owners and others want to be part of the solution and that using existing talent and energies should be considered. He said beat cops are important to downtown.

Maggie Ladd spoke on behalf of the South University Area Association. She said her members wanted to see an ambassador program. She said ambassadors could provide a valuable link to existing social and substance abuse services. If the DDA decides not to move forward with the ambassador program, she said that the DDA needs to have a plan B, including providing the funds to the associations who could hire ambassadors on their own.

Jean Henry said the DDA clearly hit a nerve in the community with the proposed ambassador program. She said the feedback demonstrates that Ann Arbor citizens want to have a role as downtown develops. Important discussions like this need to happen in the public realm.

10. ADJOURNMENT

There being no other business, Mr. Spilt moved and Mr. Hewitt supported a motion to adjourn. Mr. Mouat declared the meeting adjourned at 1:45 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, March 4, 2015

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

Time: 11:00 a.m.

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

Others: Joan Lowenstein, Changming Fan

Committee actions and discussions

Agenda Review. The group reviewed the March DDA meeting agenda.

Budget. Mr. Orr asked a question about the projected increase in revenue; Mr. Narayan and Mr. Hewitt provided an explanation.

Communication. Ms. Pollay asked for feedback on the monthly board packets. Mr. Mouat said he also welcomed other providing feedback about whether the board packet contained too much information and thus felt overwhelming, or too little so board members didn't have the information they needed. Mr. Narayan suggested that rather than send all documents in PDF form in as single packet, that individual documents could be provided in a drop box or other format; Ms. Pollay said that she would investigate.

Retreat 2.0. Ms Pollay asked for suggestions for the best way to continue the board discussion about future projects. Mr. Mouat suggested that a series of scenarios be developed that included an amount for grants over a five year period as a way for the board to consider its options.

There being no other business, the meeting adjourned at 11:50 a.m.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, MARCH 11, 2015**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Cyndi Clark, Bob Guenzel, Joan Lowenstein, John Mouat, Keith Orr, Sandi Smith, John Splitt
Absent: Roger Hewitt, Al McWilliams, Rishi Narayan, Steve Powers
Other Participants: Graydon Krapohl/City; Mary Jo Callan/Washtenaw County; Jason Morgan/ WCC
Staff: Susan Pollay, Amber Miller, Jada Hahlbrock
Public: Sabra Briere; Ray Detter, CAC

1. Partner Updates-

Planning Commission- Mr. Peters reported (via an email) that they held a work session examining zoning premiums with the goal of ensuring that they align with community goals and that they are effective and utilized. This work will include an online survey, focus groups and public workshops.

WCC- Mr. Morgan reported that using the state's measurements of success, WCC was recently awarded the state's highest possible funding increase. Also, the College was awarded a \$4.4M grant to purchase equipment for its skilled trades programs, thus allowing students to be trained/certified on the most up to date technology. Mr. Morgan also reported that enrollment levels are steady.

Washtenaw County- Ms. Callan said that the County Administrator has announced her retirement, and the County Board is deciding whether to appoint a new administrator, or to move to an elected administrator. Ms. Callan said that the Housing Needs report has been adopted by 6 governing boards. A regional work group, of which the DDA will be a part, is being formed.

AAATA- Mr. Guenzel said that the search for a new CEO continues, and they plan to present a recommended finalist at the board's March 19th meeting. Mr. Guenzel shared information on a MDOT project that would widen US 23. Mr. Guenzel said the North/South Rail feasibility study is underway. He also reported that AAATA has obtained the necessary easement from the Federal Government to be able to move forward with the Blake Center pedestrian walkway.

AADL - Ms. Lowenstein said that in June 2014 the DDA approved a grant of up to \$125,000 to cover the cost of replacing the sidewalks on 5th Ave. in front of the library, and it is set to expire at the end of June. The work is to be done in coordination with changes to the façade and library entrance, expected to begin in July. Committee members affirmed their support for the project and agreed to bring a resolution to the April Board meeting that would extend the grant through June of 2016.

City Council - Mr. Krapohl reported that budget work continues. Council members will continue to hear from service units and review budget details over the course of the next month. Ms. Briere updated the committee on proposed changes to the City's snow removal policy.

DDA- Ms. Lowenstein said a DDA Board will meet soon for Retreat 2.0. This will allow time to fine tune project priorities set at the first retreat. She said the project at 4th & William will be getting

underway soon. Ms. Lowenstein reported that the DDA Board has decided to put the ambassador program on hold. Time will be taken to consider the scope of the program as well as alternatives.

2. Public Comment-

None

3. Next meeting.

The next committee meeting will take place Wednesday, April 8th 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, March 11, 2015**

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

Time: 12:40 p.m.

DDA Present: Cyndi Clark, Joan Lowenstein, John Mouat, Sandi Smith, John Splitt

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

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

Public: Sabra Briere

1. State of the Downtown report

Committee members discussed the possibility of creating a quarterly or semi-annual report, as a companion to the more detailed annual State of the Downtown report. Questions included what data to present and what the format should be. Important feedback included making these shorter reports graphically attractive with content that conveys useful information. DDA staff will use this feedback to develop something that will fit into a single two-sided piece of paper.

2. Next meeting.

The next committee meeting will take place Wednesday, April 8th at 1:20 pm.

3. Public Comment.

None

The meeting adjourned at 1:20 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, March 25, 2015**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Cyndi Clark, Roger Hewitt, Joan Lowenstein, John Mouat, Keith Orr
Absent: Bob Guenzel, Al McWilliams, Rishi Narayan, Steve Powers, Sandi Smith, John Splitt
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock
Others: Art Low/RPS, Nancy Shore/getDowntown, Michael Benham/AAATA
Public: Ray Detter

4th & William- Ms. Pollay said that a building permit has been applied for. DDA and Republic Parking staff will be meeting with Spence Brothers to discuss logistics and a communications plan.

Parking - The permits report was reviewed. Mr. Low reported on snow removal efforts. Mr. Morehouse said the pre-paid parking card pilot is on hold while the equipment supplier resolves software issues.

getDowntown - Ms. Shore presented the getDowntown and go!Pass funding request for FY2016. Information included the impact of the demand management strategies being used. Committee members agreed to bring a resolution in support of the funding request to the April Board meeting.

AAATA/DDA- Committee discussed possibly holding a DDA/AAATA subcommittee meeting 3 or 4 times a year to continue the dialogue begun at the Board Summit on such topics as 4th Ave/Greyhound, and the future walkway adjacent to BTC. Staff will work to schedule the meetings.

Ann Ashley Bike House- Mr. Orr said that responding to questions raised at an earlier Ops meeting, a survey was done and 50 nearby employees conveyed an interest/commitment to use a bike house. The layout and cost estimates were refined. And lessons learned from the Maynard bike house were gleaned. Committee members conveyed their sense of the importance of transportation options like this, and asked how success should be measured. It was recommended that a resolution be brought to the April Board meeting.

US-23 Expansion- Information was shared. It was suggested that a resolution be brought announcing DDA support for the City's position on this topic. DDA staff would work with committee members on this.

Future Parking Demand- Ms. Pollay said that DDA staff continues to refine the RFQ. The plan is to have and RFQ/RFP ready for release in April.

Public Comment- None

The meeting adjourned at 1:10 pm.
Susan Pollay, Executive Director