

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, November 2, 2016

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

Time: Mr. Narayan called the meeting to order at 12:01 p.m.

1. ROLL CALL

Present: Bob Guenzel, Marie Klopff, Howard Lazarus, Joan Lowenstein, Darren McKinnon, Al McWilliams, John Mouat, Rishi Narayan, John Splitt, Phil Weiss

Absent: Sava Lelcaj Farah, Keith Orr

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

Audience: Ray Detter
Bob Doyle, Smith Group JJR
Christian Gribaux, Oxford Companies
Dave Orfield, Republic Parking
Marianne James, The Ark
Charlotte Csicsila, The Ark
Omari Rush, Ann Arbor Art Center
Sabra Briere

2. AUDIENCE PARTICIPATION

Mr. Detter said near downtown residents met the night before, to discuss downtown and near downtown projects. The location of the future new train station was also discussed.

Marianne James said the Ark would be making a grant request. DDA funding would be directed to making the Ark's front door more pedestrian friendly and interesting. This request is part of a larger package of building improvements.

Omari Rush said the Ann Arbor Art Center would be making a grant request. DDA funding would be directed to helping the Art Center expand its offerings to the public.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

None

4. DDA MEMBERS COMMUNICATIONS

Although she was not present, Mr. Narayan welcomed Sava Lelcaj Farah to the DDA Board.

5. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay reminded the DDA that a board retreat will take place on November 15th at 1pm at the Residence Inn at 120 W. Huron Street. She also reminded the group that on January 9th at 7 pm the DDA and City Council will meet for a joint work session at the CTN studios on S. Industrial. Ms. Pollay said both sessions will be opportunities for discussion about the DDA/City parking agreement, DDA & City coordination on projects, and possible future partnerships.

6. APPROVAL OF MINUTES

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

A vote on the motion showed:

AYES: Guenzel, Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Splitt, Weiss

NAYS: None

ABSENT: Lelcay-Farah, Orr

ABSTAIN: None

The motion carried.

7. A. SUBCOMMITTEE REPORTS - PARTNERSHIPS COMMITTEE

Mr. McWilliams said the Partnerships Committee did not meet in October.

The next Partnerships Committee meeting will take place on November 9th at 9:00 am.

7. B. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE

Fifth & Detroit Project. Ms. Miller and Mr. Doyle gave a presentation on initial findings of the pilot which is reducing traffic to one lane on Fifth Ave. from Kingsley to Catherine, and reuses this right of way for a bike lane buffer and shortened pedestrian crossing. The results of this examination will enable the design team to put forward ideas that respond to feedback from the public conveying concerns about the current pedestrian and bike conditions in this area. Traffic data gathered during the pilot will be compared to previous data, and several pop-up workshops have been held on site during the pilot to receive feedback from the public. DDA members shared feedback about their own experiences as pedestrians, bicyclists, and car drivers during this pilot.

South University Project. Mr. Mouat said the City staff review process is almost done and the project is expected to go out to bid this month.

Huron Street Project. Mr. Mouat said the Committee discussed project goals and began to think about setting priorities for street and curb use. He said survey work is underway on Huron from First Street to State Street.

The next Capital Improvements Committee meeting will be November 16th at 11:00 am.

7. C. SUBCOMMITTEE REPORTS- FINANCE
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Resolution to Accept DDA Audit. Ms. Klopf moved and Mr. Splitt supported the following resolution.

RESOLUTION TO ACCEPT THE DDA FISCAL YEAR 2016 FINANCIAL AUDIT

Whereas, The auditing firm of Rehmann Robson, LLC. was contracted by the DDA to audit the DDA's financial records for the fiscal year ending June 30, 2016;

Whereas, The Finance Committee went through the document in detail with the DDA auditor and recommends acceptance of the audit by the DDA;

RESOLVED, The DDA accepts the Fiscal Year ending June 30, 2016 financial audit prepared by Rehmann Robson, LLC.

Ms. Klopf said Ms. Kasperek from Rehman attended the Committee meeting to go over in detail the audit. Ms. Klopf said it was a clean audit, and the Finance Committee recommends acceptance of the audit by the full DDA Board.

A vote on the resolution showed:

AYES: Guenzel, Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Splitt, Weiss

NAYS: None

ABSENT: Lelcaj-Farah, Orr

The resolution passed.

Financial Statements. Ms. Klopf said the Committee reviewed first quarter financial statements, as well as the expense listing.

The next Finance Committee meeting will be Tuesday, November 29 at 1:00 p.m.

7. D. SUBCOMMITTEE REPORTS- OPERATIONS

Parking & Transportation Report. Mr. Splitt provided an overview of the October report. He said that installation of the new epark machines will be done incrementally as the equipment and space markers arrive. He said the Committee reviewed the first quarter parking patrons and revenue report.

4th & William. Mr. Splitt said glass is being installed for the new elevator tower. Elevator installation will begin in mid-November and the project is expected to be complete by the end of February 2017.

Mr. Mouat shared information from a recent conference he attended regarding shared use mobility, and the potential changes this will bring downtown, including potentially changing the need for parking.

The next Operations Committee meeting will be November 30 at 11:00 a.m.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

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

The next Executive Committee meeting will be December 7 at 11:00 a.m.

8. NEW BUSINESS

Mr. Narayan reminded the group of the following meetings:

- November 15th at 1 pm, DDA retreat at the Residence Inn at 120 W Huron Street
- January 9 at 7 pm, DDA/City Council work session at the CTN Studios at 2805 S Industrial

9. OTHER AUDIENCE PARTICIPATION
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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 1:08 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, November 2, 2016

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:11 a.m.
Present: Marie Klopf, Al McWilliams, Rishi Narayan, Susan Pollay (ex officio), Phil Weiss
Absent: none
Others: Makala Bowen, UM School of Social Work

Committee actions and discussions

Agenda Review. The group reviewed the November DDA monthly meeting agenda. Ms Pollay reported that two speakers had signed up to convey information about projects they would seek DDA grant funds for. Ms. Klopf said that she would announce at the board meeting a conflict of interest with one of the projects, and would recuse herself from any discussion or decisions. Ms. Pollay reported that Sava Lelcaj Farah had been appointed to serve on the DDA, but would not be able to attend today's meeting due to a business conflict. Ms. Pollay explained the current membership status of the Citizens Advisory Council. Ms. Pollay said that during the Capital Improvements Committee portion of the meeting, a short presentation would be made to convey information about the pilot project currently underway on N. Fifth Avenue between Kingsley and Catherine Streets. The group had a general discussion about the advantages/disadvantages of protected bike lanes, and about traffic planning that reprioritizes public right of way to improve the safety and comfort of pedestrians and bicyclists.

There being no other business, the meeting adjourned at 11:32 a.m.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, NOVEMBER 9, 2016**

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

Partner Updates

City Council. Ms. Lumm and Mr. Krapohl said the CORE project was slated to come before Council on 11/10, but the developer has asked for additional time. A Council retreat will be held 12/12. Councilmember Briere announced her resignation effective 12/5; Ms. Lumm said Council aims to fill this position within 30 days of that date. Ms. Lumm said the Taxi Cab Board will be replaced with a new Transportation Committee, which will also focus on Pedestrian Taskforce recommendations, including an initial focus on safe walks to schools.

Planning Commission. Ms. Gibb-Randall said the Planning Commission approved a site plan for an affordable housing project on Maple, which will now come to City Council for consideration.

Mr. Mouat and Mr. Orr provided an overview of the N. 5th traffic pilot. Ms. Lumm said that she had received complaints about traffic delays. Ms. Pollay and Ms. Miller gave DDA project updates, and an overview of the DDA's retreat on 11/15. Ms. Pollay said the Core project may include the potential for the DDA to purchase additional affordable units in addition to those provided by the developer in response to City Council's request. There was a discussion about this possibility, with feedback both for and against the idea.

Public Comment

Mr. Detter spoke about the potential use of the YMCA site for workforce housing and other near-downtown sites that don't include a need for parking.

The next Partnerships Committee meeting is scheduled for December 14 at 9:00 am.

The meeting adjourned at 10:30 am.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
DDA BOARD RETREAT MEETING MINUTES
TUESDAY, NOVEMBER 15, 2016**

Place: Residence Inn Ann Arbor Downtown 120 W. Huron St. Ann Arbor, MI 48104

Time: 1:00 p.m.

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

DDA Absent: Sava Lelcaj-Farah

DDA Staff: Susan Pollay, Joe Morehouse, Amber Miller, Jada Hahlbrock, Patricia Wheeler, Liz Rolla

Facilitator: Susan McGraw

Public: Greg Holcombe, Maura Thomson, Ray Detter, Kathy Griswold

1. Welcome- Ms. Pollay and Ms. McGraw welcomed everyone and stated the desired outcomes for the day. Board members and staff introduced themselves saying how long they had been part of the DDA, as well as a little bit about themselves.
2. Introductory exercise- The session began with board members sharing what they saw as benefits the DDA brings to downtown and the community.
3. Policy Recommendations- The group divided into groups; half discussed possible changes to the DDA/City parking agreement and half discussed what the DDA's design philosophy should be with regard to streetscape design. Parking recommendations were to increase the revenue percentage given to the city, that the DDA be assigned responsibility for parking enforcement with the goal of greater customer service and funds for the city and to recommend extending enforcement hours to encourage turnover and increased funds for the city. Streetscape recommendations sought street designs with flexibility, making operational choices such as restrictions on the size of trucks and delivery time limits, and recommending that the DDA should approve support for NACTO & Project Zero objectives.
4. Project Recommendations- Mr. Morehouse presented financial assumptions and forecasts. Ms. Miller presented trend data, maps, and descriptions for potential projects. Board members worked in groups to prioritize the projects, and to frame recommendations on discrete projects including alley repairs, water mains, and a future parking system addition.
5. Public Comment- Mr. Holcombe thanked the DDA for an excellent discussion and Ms. Pollay for her leadership. Ms. Griswold asked the DDA to consider prioritizing cross-walk safety.

The meeting adjourned at 4:49 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, November 16, 2016**

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

Time: 11:00 a.m.

Present: Howard Lazarus, Joan Lowenstein, Darren McKinnon John Mouat, Keith Orr, John Splitt,

Absent: Bob Guenzel, Marie Klopf, Sava Lelcaj-Farah, Al McWilliams, Rishi Narayan, Phil Weiss

Other Participants: Bob Doyle/Smith Group JJR, Chris Wahl/Fishbeck, Connie Pulciper/City of Ann Arbor

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

Public: Ray Detter

Allen Creek Greenway.

Ms. Pulciper presented information, saying that the project is anticipated to take two years, it is approximately half-way done, and an adopted plan is expected in January, 2018. She showed maps and photos of the general proposed route. The group discussion touched issues such as how urban trails function in other cities, and how this project could be coordinated with DDA & City infrastructure projects.

5th Avenue Traffic Pilot.

Ms. Miller presented video showing how the pilot is working. Mr. Wahl answered questions and said that a meeting with staff to discuss pilot findings will take place in the new couple weeks.

DDA Retreat Debrief.

The group reviewed outcomes of the Board Retreat held 11/15. They talked about next steps, including having staff bring more information about the projects that were prioritized, including those that may help spur future development and those that will help strengthen downtown.

Next Meeting .

The Committee will meet again on Wednesday, December 21 at 11:00 am.

Public Comment.

Mr. Detter said future development needs to be considered when thinking of where to take DDA future projects and needs to include follow-up with commercial developers.

The meeting adjourned at 1:05 p.m.

Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Tuesday, November 29, 2016**

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

Time: 1:00 p.m.

Present: Marie Klopf, John Splitt, Phil Weiss

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

Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock, Patricia Wheeler

Others Present: Tom Crawford/City of AA

Public: None

Financial Statements. The Committee reviewed the October expense registers.

DDA Retreat. The Committee debriefed about the DDA Board retreat. All agreed it had been a well-organized and valuable session. There was a discussion about potential impacts to the DDA budget if any of the changes discussed at the retreat move forward.

Old Business. There was none.

Public Comment. None

Next Meeting. The next meeting will take place on Tuesday, December 20, 2016 at 1:00 pm

The meeting adjourned at 2:28 pm
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, November 30, 2016**

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

Time: 11:00 a.m.

Present: Bob Guenzel, Joan Lowenstein, John Mouat, Keith Orr, John Splitt, Phil Weiss, Darren McKinnon

Absent: Marie Klopf, Howard Lazarus, Sava Lelcaj-Farah, Al McWilliams, Rishi Narayan

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

Others: Dave Orfield/Republic Parking; Kelly Schwartz/getDowntown; Omari Rush/Ann Arbor Art Center; Susan Monroe, board member/Ann Arbor Art Center

Public: Ray Detter

Ann & Ashley. Omari Rush and Susan Monroe presented a proposal from the Ann Arbor Art Center to utilize the space at the southwest corner of the Ann Ashley structure to create a community arts space. They said that demand for classes exceeds what is possible at the Art Center's Liberty Street location, and utilizing this space at Ann Ashley would also help revitalize the N. Ashley corridor. Questions were asked and answered. Ms. Pollay said that she would work to figure out the process to respond to this proposal.

DDA Retreat. All agreed that this was a useful session. The Committee debriefed about the topics of discussion, in particular what changes might be made within the City/DDA parking agreement.

Parking. The November Parking & Transportation report was reviewed.

Parking System Review. It is anticipated that the final report will be presented at the December committee meeting.

Connector Study. Ms. Pollay said that Connector study participants met recently to discuss the east/west downtown route options, including why Liberty had been included as an option and why Huron had not. Ms. Miller said that only one bid had been received for the Phase III RFP, and the group decided to put this out to bid again.

GetDowntown Update. Ms. Schwartz said that go!pass inquiries are strong and there have been recent requests for bike lockers. Ms. Schwartz also shared information on the upcoming Conquer the Cold events.

Circulator. Ms. Pollay said responses to the RFQ are due on Friday, December 2.

4th & William Improvement Project. Ms. Pollay said that work on the second elevator continues.

Public Comment. None

Next Committee Meeting: The next meeting will take place on December 21 at 9:00 am.

The meeting adjourned at 12:53 pm.
Susan Pollay, Executive Director

Parking & Transportation Report November 2016

Parking Operations

Special Events In November

11/5 & 11/19 UM Football
11/11, 11/12 & 11/13 A2SO at Michigan Theater
11/27 Turkey Trot 5K

Special Event Meter Bag Fee Waivers in November

11/21 Downtown Historical Street Exhibit Program \$40

Republic Parking Personnel Changes

Republic Parking has hired Brian Tobaczka as its new Controller/Administrative Manager. Samara Martin, the previous Administrative Manager requested to reduce her hours to part-time and will handle all the human resources functions on a part-time basis.

Meters

In November RPS staff completed the replacement of approximately sixty damaged meter posts, many of which will be new epark meter locations. Meter department staff worked with Traffic & Safety to upgrade software in all the existing e-parks.

Twenty-three concrete pads were installed for upcoming installation of e-park machines. In some areas the preparation included beautifying the surrounding extension area with grass and mulch. In anticipation of the new e-park machines, upgrades are being made to the infrastructure in the meter shop to accommodate the extra battery chargers that will be needed to keep the e-park system operating. The meter office is also having additional electric capacity added.

General Operations

Maintenance is ready for the snow season with equipment and chemicals to remove any snow that may fall in or near the parking facilities. All stair wells were thoroughly washed down prior to the cold snap. We are working with DTE to see about possible lighting replacement to receive special incentives and bonuses.

City/DDA Parking Enforcement Committee

The committee met on November 17th. The committee discussed that six months later, there has still not been any response by City staff to change the taxi stands. In June, DDA responded to a City Council resolution regarding taxi stands by asking Public Services for TCO & signage changes to reduce the number of these after-hour stands and change the designation of the remaining number to "Passenger Drop Off/Pick Up".

Parking enforcement staff said they are now fully staffed and shared that they will be testing new handheld units in early December.

Art Fair debriefing continued. The Committee heard feedback from the church's Art Fair representatives regarding Art Fair Sunday operations. As planning for next year begins the Committee will be working directly with representatives from the churches rather than Art Fair staff.

The next meeting will take place on December 15th.

Tally Hall Condominium Meeting

No meeting was held during the past month.

First & Washington Condominium Meeting

The City has contacted City Apartments to inquire about the delay in setting up the condominium association.

Walker Parking Operational Review

Walker Parking Consultants are nearly complete with the operational review. The report will be useful as staff drafts the parking operator RFP and considers changes to the parking system.

Parking System Maintenance

Exterior tuck pointing work at Liberty Square is now complete. All 2016 restoration work is now complete.

Parking Equipment

Dixon & Associates has received DDA staff comments on the latest version of their report. We are waiting for an amended report for staff review.

Elevators

There were 6 elevator service calls during the last month. They were distributed as follows:

- 3 4TH & William Alley Elevator
- 2 Maynard Main Elevator
- 1 Ann & Ashley South

Parking Construction

Fourth & William Stair/Elevator Improvement Project

Curtain wall and elevator installation is underway. Phase three is expected to be complete in February.

Transportation

getDowntown Overall Outreach

- Posting safe commuting information on blog and social media.
- Preparing for Conquer the Cold Challenge (1/1/17-1/31/17). Site is live for registration.
- Confirmed 2 events with Common Cycle to prepare for the Conquer the Cold Challenge. Events will be held at the Blake Transit Center:
 - December 6th – From Dusk ‘till Dawn: How to Be Safe While Riding at Night
 - December 13th – Conquer the Cold: How to Ride with Confidence All Winter Long

Go!pass Outreach

- Finalizing business verification walk arounds. Will be contacting new companies in December.
- Renewal orders received to date: 398

- New orders for 2016-2017 received to date: 8
- Reached out to these companies about go!pass program:
 - Avalon Bakery & Café
 - Insomnia Cookies
 - Oxford Companies
 - Roos Roast

New go!pass companies for November-

- EMA Partners
- Fjallraven
- Grange Kitchen & Bar
- Healpay
- Law Office of Sally Rutzky & Naomi Woloshin
- Mezes Greek Grill
- St. Mary Student Parish
- Vedge Café

2015-2016 - Go!pass sales as of November 18, 2015: 5,793 passes distributed to 417 organizations**

2016-2017 – Go!pass sales as of November 18, 2016: 5,545 passes ordered by 419 organizations

**October 2015-2016 numbers were incorrect. Should have been: 5,464 passes & 382 orgs.

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

Bike Parking

- Bike Locker Rentals as of 11/18: 14 rentals of 19 available lockers (74%)

Maynard Bike House Rentals as of 11/18: 12 rentals of 28 spaces (43%)

Ann Ashley Bike House Rentals as of 11/18: 35 rentals

Permits by Facility by Month

	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16
4th & Washington	21	21	23	24	23	24	24	24	25	24	24	25
1st & Washington	348	346	346	347	348	357	355	359	354	350	352	343
Maynard	125	125	125	124	121	118	118	120	121	120	120	115
Forest	190	190	194	195	195	193	191	194	197	202	198	199
4th & William	1,030	1,036	1,034	1,043	1,046	1,014	1,016	928	927	927	972	965
Liberty Square	702	700	699	704	705	447	690	691	711	710	705	746
Ann Ashley	1,267	1,269	1,258	1,267	1,269	1,274	1,276	1,281	1,281	1,302	1,307	1,309
Library Lane	674	692	698	708	715	609	630	649	635	639	666	673
5th & Huron	56	56	56	56	56	56	56	56	56	56	56	56
1st & William	118	119	124	126	129	134	134	132	132	130	130	130
415 W Washington	132	125	129	131	133	133	132	130	127	125	125	126

Total Permits 4,663 4,679 4,686 4,725 4,740 4,359 4,622 4,564 4,566 4,585 4,655 4,687