

## ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, May 4, 2016

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

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

### 1. ROLL CALL

Present: Tom Crawford (acting City Administrator), Bob Guenzel, Roger Hewitt, Marie Klopf, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Sandi Smith, John Splitt, Phil Weiss

Absent: None

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

Audience: Ray Detter, CAC  
Darren McKinnon, First Martin  
Nancy Shore, getDowntown  
Maura Thomson, MSAA

### 2. AUDIENCE PARTICIPATION

None

### 3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council- Mr. Detter said that the CAC heard from Ms. Pollay about various transportation initiatives and parking. He said that this included an update on the Connector and the Regional Transit Authority (RTA) planning for regional transit, including commuter rail and bus rapid transit connecting Ann Arbor and Ypsilanti with Detroit if a November ballot initiative is successful. Ms. Pollay also reported on the DDA's recent parking study which documented demand and provided various strategies to address this demand. Mr. Detter said the CAC strongly supports local and regional transit efforts.

Mr. Detter said the CAC also heard from Alan Haber, an advocate for a park on the Library Lot. Mr. Detter said the CAC continues to support a mixed use development that includes a public plaza and robust connectivity to the neighborhood.

### 4. DDA MEMBERS COMMUNICATIONS

Ms. Smith said the Allen Creek Greenway citizen's advisory group had its first meeting. She said that all of the previous Greenway plans, studies and documents, as well as updates on the work of

the citizen's advisory group can be found online at [a2gov.org/allencreekgreenway](http://a2gov.org/allencreekgreenway). Ms. Smith said that there will be a public meeting on June 16 at 6:30 at City Hall.

Mr. Hewitt said the final report for the Connector Study alternatives analysis phase will be complete in June. The next phase will be an environmental study and is expected to begin this fall and may take two years to complete.

**5. EXECUTIVE DIRECTOR COMMUNICATIONS**

Ms. Pollay said round two of the PowerArt! project is underway. A jury selected 13 works for installation, and now the public is invited to vote for the remaining four by either voting on line at [a3arts.org/publicvote](http://a3arts.org/publicvote) or in person at Michigan Theater and The Ann Arbor District Library. She thanked Ms. Klopff for making time to participate on this jury.

Ms. Pollay said the DDA is working in partnership with the City, and the Main Street BIZ to replace dead trees on Washington Street from S. Ashley to 5<sup>th</sup> Ave, and on 4<sup>th</sup> Ave from Huron to Liberty.

Ms. Pollay said a March City Council resolution asked the DDA to remove the taxicab stands that were established in conjunction with commercial loading zones and, in consultation with the Taxicab Board, make a recommendation on how they should be used going forward. Ms. Pollay said she has elicited feedback from the DDA/City Parking Enforcement Committee and the Taxicab Board. Their shared recommendations include making the zones into 15 minute "Passenger Drop Off/Pick Up" zones after 6:00 pm. Additionally a citizen has suggested that some be reused in the evenings as on-street motorcycle parking areas. The Operations Committee will be asked to consider these recommendations, and a memo will be provided to City Council next month.

**6. APPROVAL OF MINUTES**

Mr. Guenzel moved and Mr. Mouat supported approval of the April 2016 DDA meeting minutes.

**A vote on the motion showed:**

**AYES:** Crawford, Guenzel, Hewitt, Klopff, Lowenstein, McWilliams, Mouat, Narayan, Orr, Smith, Splitt, Weiss

**NAYS:** none

**ABSENT:** none

**The motion carried.**

**7. A. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE**

Resolution for 2016 Parking Structure Repairs. Mr. Splitt moved and Mr. Mouat supported the following resolution.

**RESOLUTION TO APPROVE A CONTRACT FOR PARKING STRUCTURE REPAIRS WITH D.C. BYERS CONSTRUCTION AND ESTABLISH A PROJECT BUDGET (\$850,000)**

Whereas, The DDA has managed the public parking system since 1992 in support of its mission;

Whereas, The DDA's engineer's, Carl Walker Inc., has provided the DDA with a list of recommended parking structure repairs for the 2016 construction season;

Whereas, The list of needed repairs was bid out to four qualified companies, and three companies submitted bids;

Whereas, D.C. Byers Company submitted the lowest responsible bid in the amount of \$473,004;

Whereas, the DDA would also like to bid out a new signage package for the Ann & Ashley parking deck so that all the parking decks will have uniform signage in them;

Whereas, a contingency equal to 20% of the estimated work will be set aside, thus creating a project budget of \$850,000;

RESOLVED, The DDA establishes a project budget for calendar year 2016 repairs of \$850,000;

RESOLVED, The DDA selects D.C. Byers for its summer repairs and authorizes the Board Chair and the Executive Director to sign a contract with D.C. Byers in the amount of \$473,004.

Mr. Splitt said DDA staff and Carl Walker Inc. engineers reviewed the procedures used to determine what repairs are needed, and the bid process that is followed. He said the Committee supports the selection of DC Byers. Mr. Splitt said the committee also recommends including project funding for contingencies, and a sign package for the Ann Ashley structure. Mr. McWilliams asked questions about the signs, including how the estimated cost was calculated. Mr. Morehouse explained that this would be a comprehensive collection of signs, including directional as well as wayfinding. It was affirmed that once the sign package was assembled and bid, the costs for the project would be presented to the Committee for review.

**A vote on the resolution showed:**

**AYES:** Crawford, Guenzel, Hewitt, Klopff, Lowenstein, McWilliams, Mouat, Narayan, Orr, Smith, Splitt, Weiss

**NAYS:** none

**ABSTAIN:** none

**ABSENT:** none

**The resolution carried.**

Resolution to Select a Consultant for a Parking Operational Assessment. Mr. Splitt moved and Mr. Mouat supported the following resolution.

**RESOLUTION TO SELECT A CONSULTANT TO CONDUCT A PARKING OPERATIONAL ASSESSMENT  
AND PROVIDE MISCELLANEOUS SERVICES**

Whereas, The DDA has managed public parking since 1992 in support of its mission;

Whereas, After many years and much success the DDA's parking operator contract with Republic Parking will end in 2017, and the Operations Committee recommends that the DDA go through a bid process to ensure to ensure Ann Arbor has the best possible parking operator;

Whereas, In anticipation, the Operations Committee has determined that it will be beneficial to conduct an objective assessment of current parking procedures so that recommendations for any procedural changes can be considered and potentially incorporated into a set of operational expectations in this future parking management RFP;

Whereas, An RFQ was distributed, and two consultant teams were selected to respond to an RFP and to be interviewed, and from this, the Operations committee recommends selection of Walker Parking Consultants for this project;

Whereas, Walker's fee for this project is a not-to-exceed \$46,360;

Whereas, In addition to an assessment of parking procedures this project will also provide the DDA with information about comparable public parking systems elsewhere in the country that the DDA can use to benchmark its practices and policies;

Whereas, The Operations Committee has determined that may wish to utilize Walker Parking Consultants for additional related projects after this initial study is concluded, which may include such efforts as drafting a future RFQ/RFP and/or parking management contract;

Whereas, The Operations Committee recommends that the DDA approve a total budget of \$75,000 from its FY16 and FY17 Parking budgets for this project;

RESOLVED, The DDA board selects Walker Parking Consultants for a parking system operational review project;

RESOLVED, A budget of \$75,000 shall be established for this project, which includes funds for additional services.

RESOLVED, The DDA board authorizes the DDA Chair and DDA Director to determine the scope of services with input from the Co-Chairs of the Operations Committee so that a contract with Walker Parking Consultants can be executed.

Mr. Splitt said the Committee undertook an RFQ, RFP and interview ultimately deciding to select Walker Parking to help the DDA assess its parking operation procedures. The scope of work may include compiling information about comparable municipal parking systems, as well as helping draft and distribute the parking operator RFP next year and eventually help write the parking operator contract.

**A vote on the resolution showed:**

**AYES:** Crawford, Guenzel, Hewitt, Klopf, Lowenstein, McWilliams, Mouat, Narayan, Orr, Smith, Splitt, Weiss

**NAYS:** none

**ABSTAIN:** none

**ABSENT:** none

**The resolution carried.**

Parking & Transportation Report. Mr. Splitt asked for questions.

Third Quarter Parking Revenue and Usage Reports. Mr. Splitt asked for questions.

Nelson/Nygaard Study. Mr. Orr said staff are exploring technology that may help support TDM efforts, including the purchase of additional E park machines. Mr. Orr said staff is working with Farmers Market staff to pursue study recommendations in the Market area.

4<sup>th</sup> & William. Mr. Splitt said installation of the new elevator is underway.

**The next Operations Committee meeting will be May 25th at 11:00 a.m.**

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| <b>7. B. SUBCOMMITTEE REPORTS- FINANCE</b> |
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Quarterly Financial Statements. Ms. Klopf asked for questions.

Resolution to Segregate Funds for Future Parking Additions. Ms. Klopf moved and Mr. Splitt supported the following resolution.

**RESOLUTION TO SEGREGATE PARKING FUNDS TO ENABLE THE FUTURE CONSTRUCTION OF ADDITIONS TO THE PUBLIC PARKING SYSTEM**

Whereas, The DDA has managed public parking facilities in pursuit of its mission since 1992;

Whereas, In 2015 the DDA commissioned a parking study, which determined that the DDA parking system is at full capacity in terms of accommodating any new growth in midday parking demand;

Whereas, This report included a forecast of future parking demand, and based on residential and employment growth predictions, projected an additional peak demand for long-term parking within the DDA system;

Whereas, The report encouraged the DDA to continue its long-standing support for alternative transportation programs to create capacity and extend the impact of future parking system expansions;

Whereas, In addition to its commitment to encouraging the use of alternative transportation choices, the DDA has an interest in planning for the construction of additional parking in the future to support downtown's growth and vitality;

Whereas, The DDA Finance Committee recommends that the DDA set aside funds on an annual basis to enable the future construction of additional public parking spaces;

Whereas, The DDA Finance Committee also recommends that the DDA begin by setting aside \$1 million from its FY2016 parking budget for this purpose;

RESOLVED, The DDA approves the recommendation of its Finance Committee, and will separate funds to use in the construction of future public parking spaces.

RESOLVED, The DDA also approves the recommendation of its Finance Committee to begin this process by setting aside \$1 million in FY2016 for this purpose.

Ms. Klopf said the Committee discussed the current and forecasted demand for parking and the expense to build it, including dollars required for bond down payments. She said the Committee felt it would be wise to begin planning now for possible parking system additions in the future.

Some DDA members said they would prefer language in the resolution to be more detailed and include a framework for how an eventual goal may be set, and how an annual allocation for this purpose will be calculated. Mr. Splitt moved and Mr. Mouat supported postponing a vote on the resolution until the June DDA Board meeting to allow the Finance Committee to make some edits to the resolution.

**A vote on the motion to postpone showed:**

**AYES:** Crawford, Guenzel, Hewitt, Klopf, Lowenstein, McWilliams, Mouat, Narayan, Orr, Smith, Splitt, Weiss

**NAYS:** none

**ABSTAIN:** none

**ABSENT:** none

**The motion to postpone carried.**

**The next Finance Committee meeting will be Tuesday, May 24th at 1:00 p.m.**

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

South University Project Status. Mr. Mouat said that design details have been finalized and consultants are developing construction drawings. Additional meetings with stakeholders will take place in May.

5<sup>th</sup> & Detroit Project. Mr. Mouat said the committee saw a presentation from the consultant team reviewing project scope and elements of coordination with the City. He said that after the meeting a few board members joined staff and consultants on a walk around of the area.

**The next Capital Improvements Committee meeting will be May 18th at 11:00 a.m.**

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

Mr. McWilliams said Amy Kuras from the City Parks Department gave a presentation on the Parks & Recreation Open Space (PROS) Plan. She shared information on the update that is underway, as well as feedback from a recent public survey. The Committee also discussed the unique needs of downtown parks including how the spaces function and the challenges that exist.

Mr. McWilliams said the Committee also talked about the role the DDA might play to support the creation of affordable downtown housing.

**The next Partnerships Committee meeting will take place on May 11th at 9:00 am.**

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

Mr. Hewitt said the Committee had nothing to report.

**The next Executive Committee meeting will be June 1st at 11:00 a.m.**

**8. NEW BUSINESS**

None

**9. OTHER AUDIENCE PARTICIPATION**

Ms. Shore from getDowntown updated the Board on Commuter Challenge participation and events. She noted that getDowntown hosted a Bike Commuting class at the DDA that was well attended. Ms. Shore said the DDA will be giving away bike lights as part of bike to work week, May 16-20.

**10. ADJOURNMENT**

There being no other business, Mr. Orr moved and Mr. Narayan supported a motion to adjourn. Mr. Hewitt declared the meeting adjourned at 12:55 pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, May 4, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:10 a.m.  
Present: Roger Hewitt, Marie Klopf, John Mouat (ex officio), Rishi Narayan, Susan Pollay (ex officio), Sandi Smith  
Absent: None  
Others: Joan Lowenstein, DDA

Committee actions and discussions

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

Taxi Stands. Ms. Pollay said that she would be sharing with the board an update on the efforts to respond to the City Council resolution regarding taxi use of loading zones after 6pm as she had attended the last Taxi Board meeting to elicit their feedback.

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, MAY 11, 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, John Mouat

Absent: Tom Crawford, Roger Hewitt, Marie Klopf, Rishi Narayan, Keith Orr, Sandi Smith, John Splitt, Phil Weiss

Others: Graydon Krapohl/ City Council

Staff: Susan Pollay, Jada Hahlbrock

Public: Ray Detter

DDA Updates

There was a discussion about the DDA TIF cap and how reaching the cap may impact DDA budgeting, and benefit the City.

City Council Updates

Committee discussed the continuing budget discussions.

Public Comment

Mr. Detter spoke to the Committee about the importance of planning, the value of historic preservation alongside new development, and welcomed all to attend the annual Old Fourth Ward party.

**The next Partnerships Committee meeting is scheduled for June 8th at 9:00 am.**

The meeting adjourned at 10:33 am.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES  
Wednesday, May 18, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Roger Hewitt, Joan Lowenstein, John Mouat, Keith Orr, John Splitt,  
Absent: Tom Crawford, Bob Guenzel, Marie Klopf, Al McWilliams Rishi Narayan, Sandi Smith,  
Phil Weiss  
Other Participants: Bob Doyle/Smith Group JJR, Oliver Kiley/Smith Group JJR  
Staff: Susan Pollay, Amber Miller, Liz Rolla, Jada Hahlbrock  
Public: Ray Detter

South University Project Update

Mr. Doyle reviewed the recommended final design. The group debriefed about feedback received at the most recent stakeholder meeting, which included businesses and residents. Mr. Doyle reviewed the proposed construction schedule and project logistics. The Committee supported bringing a resolution to the full DDA Board in June approving the final design. Ms. Miller shared that a developer along S.U. has contacted the DDA with an interest in coordinating their required sidewalk work with the DDA construction.

5<sup>th</sup> & Detroit Project Kick Off

Mr. Kiley said survey work is underway. He said DDA staff and the consultant team will begin meeting with area stakeholders in June. Public meetings and open houses will be held during the design alternatives phase as well as during the design development phase and will include a pop-up workshop in the neighborhood.

Huron Street Project

To stay on schedule and to be competitive in future grant cycles, that the group recommended that the project get underway as soon as possible.

Sidewalk Repairs and Tree Plantings

Ms. Rolla reported that sidewalk repairs will be conducted in June. The DDA will repair the extension area and the city will repair the 6' of sidewalk closest to the buildings. Ms. Miller reported on recent tree plantings done by the DDA/City & Main St BIZ.

Public Comment

Mr. Detter said the CAC appreciated participating in the design process for S.U. and they look forward to involvement in the 5<sup>th</sup> & Detroit project. He invited all to attend the annual downtown neighbor's party at his home on June 8<sup>th</sup> at 6:30.

Next Meeting June 15<sup>th</sup> at 11:00 a.m.

The meeting adjourned at 12:45 a.m.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE MEETING MINUTES  
Tuesday, May 24, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 1:00 p.m.  
Present: Roger Hewitt, Rishi Narayan, John Splitt, Phil Weiss  
Absent: Tom Crawford, Bob Guenzel, Marie Klopff, Joan Lowenstein, Al McWilliams,  
John Mouat, Keith Orr, Sandi Smith  
Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock  
Public: None

Financial Statements. The Committee reviewed the April 2016 expense listing. Questions were asked and answered.

DDA Budget Approval. Ms. Pollay said the City budget was passed and there were no changes to the budget submitted by the DDA.

Funds for Future Parking. The Committee continued its discussion on segregating funds for future parking improvements. They reviewed how setting aside these dollars would impact the DDA 10 year plan. More information will be provided to the Committee at its June meeting.

Next Meeting. Tuesday, June 21, 2016 at 1:00 pm

Public Comment. None

The meeting adjourned at 2:20 pm  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, May 25, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Bob Guenzel, Roger Hewitt, John Mouat, Keith Orr, John Splitt, Phil Weiss  
Absent: Tom Crawford, Marie Klopff, Joan Lowenstein, Al McWilliams, Rishi Narayan, Sandi Smith  
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock  
Others: Dave Orfield/Republic Parking; Nancy Shore/getDowntown  
Public: Ray Detter/Downtown Citizens Advisory Council

**Parking Structure Repairs**

Mr. Morehouse said repairs will begin June 6 in Liberty Square and will include concrete and sealant work.

**May Parking & Transportation Report**

Questions were asked and answered. Mr. Morehouse said new equipment to allow for Quick Pay cards at Liberty Square and Library Lane will be installed in June. Ms. Shore said the Commuter Challenge has 2,100+participants, and Bike-To-Work Week events, including a bike light give-away at the DDA were successful. Mr. Splitt said the new elevator installation may be complete before Art Fair.

**Nelson Nygaard TDM Study Recommendations**

Ms. Pollay said she has making presentations to business, community and neighborhood groups sharing the findings of the study.

**Parking System Review**

Ms. Pollay said a scope of services will be developed shortly.

**Nighttime Taxi Stands**

Ms. Pollay asked for input on strategies gained from the DDA, City staff and the Taxi Cab Board. She said a memo will be given to City Council outlining recommended changes.

**Public Comment**

Mr. Detter invited all to join him at the Old Fourth Ward party taking place on June 8th

**Next Operations Committee Meeting: June 29 at 11:00 am**

The meeting adjourned at 12:55 pm.

Susan Pollay, Executive Director