

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, September 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: Howard Lazarus, Joan Lowenstein, Darren McKinnon, Al McWilliams, John Mouat, Rishi Narayan, John Splitt, Phil Weiss

Absent: Bob Guenzel, Marie Klopf, 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
Dave Orfield, Republic Parking
Kelly Schwartz, getDowntown

2. AUDIENCE PARTICIPATION

Mr. Detter shared that a new historical marker has been sponsored and will be placed on E. Washington this fall as part of the Ann Arbor Historical Street Exhibit program. Mr. Detter said that soon the exhibits will be interactive and will include links to audio files.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council- The council did not meet.

4. DDA MEMBERS COMMUNICATIONS

Mr. Narayan welcomed Mr. McKinnon to the DDA Board.

Mr. McKinnon announced that the Allen Creek Greenway Citizens Advisory Council will meet on September 19th at 9:30 at City Hall.

5. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay shared that the PowerArt! project was highlighted in this month's Michigan Municipal League publication.

6. APPROVAL OF MINUTES

Mr. Mouat moved and Ms. Lowenstein supported approval of the July and August 2016 DDA meeting minutes.

A vote on the motion showed:

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

NAYS: none

ABSENT: Guenzel, Klopff, Orr

The motion carried.

7. A. SUBCOMMITTEE REPORTS - PARTNERSHIPS COMMITTEE

Ms. Lowenstein said the Partnerships Committee got an update on the 2016 State of the Downtown report and provided feedback. The report is expected to be complete by October.

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

7. B. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE

South University Project. Mr. Mouat said the project is being reviewed by City staff and is on schedule to go out to bid this fall.

Fifth & Detroit Project. Mr. Mouat said the project team has been examining curb cuts and pedestrian movement in the area. Some options for improvements will be reviewed at the next committee meeting.

Huron Street Project. Mr. Mouat the project team has contacted MDOT. A field survey and traffic study will be complete and ready for review at the October committee meeting.

The next Capital Improvements Committee meeting will be September 14th at 11:00 a.m.

7. C. SUBCOMMITTEE REPORTS- FINANCE

Year end (unaudited) financial statements. Mr. Weiss said the Finance Committee reviewed the year end statements. Everything was well within budgeted amounts. Mr. Weiss said documents for this year's audit have been assembled and will be turned over to the auditor when requested.

The next Finance Committee meeting will be Tuesday, September 27 at 1:00 p.m.

7. D. SUBCOMMITTEE REPORTS- OPERATIONS

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

Resolution to Approve the Purchase of Multi-Space Parking Machines. Mr. Splitt moved and Mr. Mouat supported the following resolution.

RESOLUTION TO PURCHASE AND INSTALL ON-STREET PARKING PAY STATIONS

Whereas, In their 2016 study Nelson/Nygaard set forward a recommendation that on-street parking meters be replaced with new multi-space pay stations;

Whereas, Parking pay stations offer important benefits, including improving patron convenience as they allow payment with credit cards, cash and cell phones; they will enable the DDA to gather more detailed usage data;

Whereas, In June 2016 the DDA distributed an RFP for this equipment, and in July 2016 three bids were received;

Whereas, After extensive review DDA staff recommends Digital Payment Technologies as the equipment that would best meet the needs of the Ann Arbor parking system users and the DDA Operations Committee reviewed this recommendation and endorses its acceptance by the DDA;

Whereas, The project cost for this installation is estimated to be \$1M, including the cost to purchase approximately 110 on-street parking pay stations (\$797,500), 550 space markers (\$129,000) as well as a contingency (\$73,500);

Whereas, These machines will be solar powered, and will expand the area covered by the E-Park system to 76% of the spaces;

RESOLVED, The DDA approves the purchase and installation of parking pay stations and related equipment within a project budget of \$1M. These funds will be taken from the DDA 065 Parking Maintenance Fund;

RESOLVED, The DDA authorizes a contract with Traffic & Safety Systems, Inc. for the purchase of these machines.

Mr. Splitt said there is money in the budget for this purchase. Three bids were received and reviewed by the Committee. The Committee recommends approval of this resolution.

A vote on the resolution showed:

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

NAYS: none

ABSENT: Guenzel, Klopff, Orr

The resolution passed.

4th & William. Mr. Splitt said the first new high-speed elevator is operational. Demolition is underway to prepare the site for the second new elevator.

Parking Structure Repairs. Mr. Splitt said work at Library Lane was completed in August. September work includes concrete repairs at Liberty Square and Ann Ashley, as well as exterior work at Liberty Square.

The next Operations Committee meeting will be September 28 at 11:00 a.m.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Mr. Narayan said the committee discussed the agenda as well as regional transit.

The next Executive Committee meeting will be October 5th at 11:00 a.m.

8. NEW BUSINESS

None

9. OTHER AUDIENCE PARTICIPATION
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None.

10. ADJOURNMENT

There being no other business, Mr. Splitt moved and Mr. Mouat supported a motion to adjourn. Mr. Narayan declared the meeting adjourned at 12:19 pm.

Respectfully submitted,
Susan Pollay, Executive Director

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

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Al McWilliams, Rishi Narayan, Susan Pollay (ex officio), Phil Weiss
Absent: Marie Klopf
Others: John Mouat

Committee actions and discussions

Agenda Review. The group reviewed the September DDA monthly meeting agenda. Roberts Rules were reviewed. Ms. Pollay noted that a speaker had signed up to speak during audience participation. Ms. Pollay was asked to add to the Operations Committee agenda an overview of all the various transit initiatives currently underway, including the RTA Master Plan, Connector, Wally, and more. The group had a general discussion touching on the changes in traffic planning that is now emphasizing the safety and comfort of pedestrians and bicyclists and the benefits this will bring to downtown.

There being no other business, the meeting adjourned at 11:30 a.m.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, SEPTEMBER 14, 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

Absent: Marie Klopf, Howard Lazarus, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss

Others: Shannon Gibb-Randall/ City Planning Commission, Graydon Krapohl/ City Council, Jane Lumm/City Council,

Staff: Susan Pollay, Jada Hahlbrock

Public: Sabra Briere, Ray Detter

Partner Updates

Ms. Gibb-Randall shared updates from the City Planning Commission. She said the final phases of the review on zoning premiums is underway. Committee members discussed feedback they have received, and it was noted that the potential future downtown residents who might live in a new development have not been asked for comment.

The Committee discussed AAATA ridership trends and how a reduction in ridership numbers may be attributable in part by the number of new downtown residences, as many people who may have once lived further away no longer need to take a bus to get to campus.

Ann Arbor Downtown Market Scan

The Committee reviewed the DDA's recently received Downtown Market Scan. Questions were and answered. Ms. Pollay said the report is an important tool for the DDA and others.

Public Comment

Mr. Detter spoke about trends in the downtown Ann Arbor residential population.

The next Partnerships Committee meeting is scheduled for October 12th at 9:00 am.

The meeting adjourned at 10:35 am.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, September 14, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Joan Lowenstein, Darren McKinnon, John Mouat, Keith Orr, John Splitt, Phil Weiss
Absent: Bob Guenzel, Marie Klopf, Howard Lazarus, Al McWilliams Rishi Narayan
Other Participants: Bob Doyle/Smith Group JJR, Oliver Kiley/Smith Group JJR,
Kristen Pawlowski/Fishbeck, Jeremy Schrot/Fishbeck
Staff: Susan Pollay, Amber Miller, Liz Rolla, Jada Hahlbrock
Public: Sabra Briere, Ray Detter

5th & Detroit Project Update

Mr. Kiley walked the Committee through a project summary and timeline, and reported that the project is on schedule. He shared that public outreach will occur in November. Mr. Kiley reviewed findings from the project area traffic counts and with the goal of improving pedestrian and bicyclists safety, early examinations of possible traffic changes are being explored. The Committee asked questions and provided feedback on these traffic change possibilities. Feedback included direction to the design team that the design anticipate a future shift to two-way traffic on Fifth Avenue at some point in the future. The team said that the designs will be further refined and presented again at the October meeting.

South University Project Update

Ms. Miller reported that the plans have been resubmitted to the City for review. The project is on schedule to go out to bid in October.

Huron Street Project

Mr. Mouat said that staff has begun a dialogue with MDOT about this project and the beginning analysis and survey work is underway. Committee members were asked to attend a meeting on Monday, October 24th at 11:30 am, which will be followed by a walk around the Huron Street project area.

Next Meeting

The Committee decided it would meet twice in October to keep projects moving. The regularly scheduled meeting on October 19th was cancelled. Two special meetings were added & will be posted: Monday, October 24th at 11:30 a.m. to talk about the Huron Street project, followed by a walk around Huron Street, and Wednesday, October 26 at 9:00 am. to talk about the Fifth & Detroit Project.

Public Comment

None

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

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Tuesday, September 27, 2016**

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

Time: 1:00 p.m.

Present: Marie Klopf, Rishi Narayan, Phil Weiss

Absent: Bob Guenzel, Howard Lazarus, Joan Lowenstein, Darren McKinnon, Al McWilliams, John Mouat, Keith Orr, John Splitt

Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock

Others Present: Tom Crawford

Public: None

Financial Statements. The Committee reviewed an updated version of the DDA 10-Year plan, the parking system operating income statement, and the August expense listing. Questions were asked and answered.

FY 2016 Audit. Mr. Morehouse said a draft of the management letter had been received and reviewed.

Investment Account Resolution. Mr. Morehouse said the Bank of Ann Arbor requested the DDA Board pass a formal resolution outlining the roles and responsibilities of the DDA Executive Committee and staff in regards to the DDA investment accounts. The committee reviewed the resolution and will present it to the board for consideration at the October Board meeting.

Retreat Preparations. The Committee discussed what information and materials would be helpful to have on hand at the DDA Board retreat in November. The goal is to help the Board to have a clear sense of what funds have already been committed and what funds remain available for future use.

Public Comment. None

Next Meeting. The next meeting will take place on Tuesday, October 25, 2016 at 1:00 pm

The meeting adjourned at 2:45 pm
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, September 28, 2016**

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

Time: 11:00 a.m.

Present: Bob Guenzel, Joan Lowenstein, Keith Orr, John Splitt

Absent: Marie Klopf, Howard Lazarus, Darren McKinnon, Al McWilliams, John Mouat, Rishi Narayan, Phil Weiss

Staff: Amber Miller, Jada Hahlbrock

Others: Dave Orfield/Republic Parking; Kelly Schwartz/getDowntown

Public: Ray Detter

Parking. The September Parking & Transportation Report was reviewed. Questions were asked and answered. The Parking System Operating Income Statement was reviewed. Mr. Orfield said the launch of the expanded Easy Pay parking card system, to include Library Lane and Liberty Square, would be happen in early October.

DDA Support for Regional Transit. Mr. Orr shared a resolution expressing DDA support for regional transit, specifically the RTA plan for regional transit. The Committee was very supportive and recommended bringing the resolution to the full DDA Board in October.

DDA Study of Circulator Bus. Mr. Orr reminded the Committee that the 2017 budget included funds for transportation related studies. He recommended that an RFQ/RFP process get underway for a study of a downtown circulator. He said the study would aim to answer questions about what success looks like, how circulators work in other cities and some general cost estimates. The Committee was supportive of moving forward with this process with the understanding that the study cost would be under \$25,000.

Parking Requests. Ms. Miller shared a framework of what a parking request from CORE spaces would look like should City Council agree to their purchase and development proposal. The Committee reviewed the request and discussed existing parking contracts and zoning requirements. The Committee was generally supportive of the number of permits requested but asked that changes be made to some of the proposed contract details. Ms. Pollay will communicate those requested changes back to the City and CORE.

Ms. Miller also shared that a developer of a property on South University approached the DDA with a request to contract for parking within the public parking system. Ms. Miller said the request would be for the number of spaces required under zoning, and that the spaces could be provided anywhere in the system. As this project moves forward additional information will be shared with the Committee.

Parking System Review. Walker Parking Consultants are continuing their work to provide an operational assessment of the parking system, as well as assisting with the upcoming parking operator RFP.

Parking Hardware/Software Study. Dixon and Associates are continuing their work on a study of the DDA's parking system IT infrastructure. A first draft of their report is expected in early October.

Connector Study. Ms. Miller said that the current phase of the Connector Study is moving quickly. She said DDA and City staff are working to be certain that no route options are excluded or moved forward without the impacts to downtown infrastructure and character being carefully considered.

GetDowntown Update. Ms. Schwartz provided getDowntown program updates. She reported that quite a bit of outreach work happened in September, including e-news updates to over 3000 people. Ms. Schwartz said that so far 255 businesses have renewed their go!passes.

4th & William Improvement Project . Steel erection is expected to begin in early October.

Parking Structure Repairs. Interior repairs are complete in all facilities. Exterior work at Liberty Square will be completed soon.

Public Comment. Mr. Detter spoke about the possible development of the Library Lane site, and about the rail station site selection process.

Next Committee Meeting: The next meeting will take place on October 26 at 11:00 am.

The meeting adjourned at 12:30 pm.
Susan Pollay, Executive Director