

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, September 3, 2014

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: Russ Collins, Roger Hewitt, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Steve Powers

Arriving late: John Splitt

Absent: Cyndi Clark, Bob Guenzel, Keith Orr, Sandi Smith

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

Audience: Alan Haber
Art Low, Republic Parking
Brian Kern, Republic Parking
Chang Ming Fan, Tini Lite World
Diane Neering, SAWC
Ed Vielmetti
Ellen Schulmeister, SAWC
Michael Ford, AAATA
Ray Detter, Downtown Area CAC

2. AUDIENCE PARTICIPATION

Ellen Schulmeister, Shelter Association of Washtenaw County, made a funding request so they could upgrade their security camera system.

Alan Haber thanked the DDA for its help with the September 21 World Peace Day event. He invited everyone to join in this peaceful celebration, and noted the recent City Council proclamation in support of World Peace Day.

John Splitt arrives.

Chang Ming Fan reminded the Board and Ann Arbor citizens to avoid polarization and to remain optimistic about the future of Ann Arbor.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. Mr. Detter said that Ms. Pollay provided an update on DDA projects. Additionally the CAC had a long discussion on the future of the Library Lane, stating that CAC members strongly support development of a public plaza of significant size on the 5th Avenue side, use of Library Lane for scheduled community activities, as well as pedestrian walkways to Liberty Plaza Park and the Blake Transit Center. The CAC would also support a tax producing, private development on the major part of the Library Lane property.

4. PRESENTATION ON DDA FIFTH & DIVISION PROJECT- IDA MERIT AWARD WINNER

Ms. Pollay let the Board know that the DDA's 5th & Division Improvements Project won a Merit Award from the International Downtown Association. She gave a short presentation outlining the project components and the revitalization that has occurred in the corridor.

5. COMMUNICATIONS FROM THE DDA CHAIR

Mr. Mouat said that he had assigned Mr. Orr and Mr. Hewitt to work with Mr. Splitt as co-Chairs of the Operations Committee.

Mr. Mouat welcomed DDA members to join him that evening at Bills Beer Garden for a social gathering. The purpose would be to share a beer.

6. COMMUNICATIONS FROM DDA MEMBERS

Mr. Collins said that the Michigan Theater's marquee now has long-lasting, energy-saving LED bulbs. He said that the change has been a long time coming.

7. EXECUTIVE DIRECTOR REPORT

Ms. Pollay said that she had spent a wonderful week in Buenos Aires this summer. In many sections of the city there are deteriorated sidewalks, and she was reminded that in contrast we often take for granted the generally good condition of downtown Ann Arbor sidewalks, due in large measure to the DDA's role installing new sidewalks and regularly repairing existing sidewalks. She added that downtown Ann Arbor is evolving, and by necessity the role of the DDA must evolve, as well. When the DDA was created its role was largely framed to construct parking to help downtown compete against the malls. Now the DDA is exploring interesting new opportunities to meet its mission, including exploring a role supporting a retail incubator, ambassadors as a place management tool, data gathering in support of economic development.

8. APPROVAL OF MINUTES

Ms. Lowenstein moved and Mr. Hewitt supported approval of the July and August 2014 DDA meeting minutes.

A vote on the minutes showed:

AYES: Collins, Hewitt, Lowenstein, Mc Williams, Mouat, Narayan, Powers, Splitt

NAYS: none

ABSENT: Clark, Guenzel, Orr, Smith

ABSTAIN: None
The motion carried.

9. A. PARTNERSHIPS/ ECONOMIC DEVELOPMENT COMMITTEE

Partnerships Grant Policy. Ms. Lowenstein said that there was much discussion and a number of proposed amendments have been drafted. These amendments also reflect feedback from City staff and the Design Review Board. A resolution to approve changes will be brought to the October Board meeting.

Partnerships Grant Request - 318 W. Liberty. Ms. Lowenstein said that DDA members toured the site last week and this request for funding to pay for an upsized water main will be discussed at the September Partnerships Committee meeting.

The next Partnerships & Economic Development Committee meeting will take place on September 10th at 11:00 am.

9. B. MARKETING COMMITTEE

Mr. McWilliams reported that the Marketing Committee will meet on the second Wednesday of the month at 12:30 pm, immediately following the Partnerships Committee meeting. The next meeting will include a review of the draft State of the Downtown report. The 2014 Market Trends data was recently updated and is available online.

The next Marketing Committee meeting will take place on September 10th at 12:30 pm.

9. C. FINANCE COMMITTEE

FY 2014 year end financials. Mr. Narayan reported that unaudited documents were reviewed and the DDA ended the fiscal year as expected. Mr. Narayan said that going forward, information will be presented to better align with how the auditors review DDA finances, with TIF and Housing shown together, and Parking shown with Parking Maintenance.

4th & William construction. Mr. Narayan said the Committee reviewed the beginnings of what may eventually become a financial plan for construction at 4th & William, including debt service estimates. If the DDA board resolves to move forward with a first floor retail build out, TIF funds would be used to pay for this construction. Parking funds will be used to pay for the new stair, elevator, and lobby improvements.

Recommended parking rate changes. Mr. Narayan said the Committee reviewed an updated Ten Year Plan, which includes information from engineers about upcoming parking structure repairs, maintenance and equipment replacements. Looking ahead it is clear that if the needed work is to be done we will need to adjust our parking rates incrementally starting later this fiscal year. Mr. Narayan shared a proposed set of parking rate increases set forward by the Committee. The increases were shaped to incentivize parking in the garages and to help lessen demand for monthly parking permits. He asked that a public hearing take place at the October

DDA Board meeting on these proposed rate increases. Following that a resolution for DDA consideration will be presented at the November Board meeting.

Mr. Narayan said that future Finance Committee meetings will be held on the last Tuesday morning of every month beginning with the September meeting.

The next Finance Committee meeting will be September 30th at 8:30 am.

9. D.

OPERATIONS COMMITTEE

Grant to AAATA for a Midblock Pedestrian Walkway. Mr. Splitt moved and Mr. Hewitt supported the following resolution.

RESOLUTION TO APPROVE A GRANT TO AAATA TO CREATE A MIDBLOCK PEDESTRIAN WALKWAY

Whereas, The 1982 DDA Development Plan set forward that the DDA should undertake improvements to pedestrian/bicycle linkages and the transit system, including working to minimize potential areas of conflict between pedestrians and motor vehicles;

Whereas, The 2009 City's Downtown Plan set forward the goal to utilize public improvements to enhance downtown's system of pedestrian connections, including the provision of attractive "short-cuts" through downtown blocks;

Whereas, The design development for the Library Lane project contemplated a future series of attractive pedestrian walkways bisecting the blocks bounded by E. William and E. Liberty Streets, eventually connecting the State Street and Main Streets areas;

Whereas, As part of the design development for the new Blake Transit Center, AAATA representatives worked with the General Services Administration (GSA) to gain an easement along the southern 10 feet of the Federal Building property to provide for the creation of a pedestrian walkway abutting the Blake Transit Center property;

Whereas, The DDA Partnerships and Operations Committees reviewed walkway details and determined that in addition to providing a safe alternative for pedestrians to avoid walking in the BTC driveway, this walkway would improve pedestrian access to the Fourth and William parking structure from the midtown and campus areas, and would provide greater visibility and accessibility to potential future commercial uses on the structure's ground floor;

Whereas, The cost for this project has been estimated at \$300,000, which would include the cost to include bollards identical to those utilized along Library Lane;

Whereas, A new five-year transit millage was approved by the voters in May 2014, and the DDA TIF will capture approximately \$125,000/year in new revenues from this millage;

Whereas, In March 2014 the DDA approved a resolution stating a commitment that if the millage were approved, it would expand its already strong support of transportation-related projects;

Whereas, The Operations Committee recommends approval of a \$250,000 grant to AAATA to fund this new walkway with the remaining cost to be paid for by AAATA, and also recommends that DDA staff work with AAATA staff to refine the project design to review the need for bollards, and to include details for midblock crossings on Fourth and Fifth Avenues;

RESOLVED, The DDA approves a not-to-exceed \$250,000 grant to AAATA to pay for a new walkway along the north side of the Blake Transit Center to be paid using parking funds upon receipt of project invoices, with costs split between the DDA's FY 2015 and FY 2016 budgets.

Mr. Splitt said that Mr. Ford presented the request for a DDA grant to construct a walkway in an easement area on the Federal Building property adjacent to the Blake Transit Center. The idea for this walkway began years ago at a DDA Partnerships Committee meeting while design ideas for Library Lane took shape. This grant request was reviewed by the Partnerships and Operations Committees. Mr. Splitt said the walkway would serve as an extension of the pedestrian route on Library Lane to the 4th & William structure, as well as provide a safe east/west route for pedestrians to avoid the buses using the transit center. Both committees have expressed support for the project. Street crossings on Fifth and Fourth Avenue will need to be developed.

A vote on the resolution showed:

AYES: Collins, Hewitt, Lowenstein, Mouat, Narayan, Powers, Splitt

NAYS: none

ABSENT: Clark, Guenzel, Orr, Smith

ABSTAIN: McWilliams

The resolution passed.

FY 2013 and FY 2014 parking comparison. Mr. Hewitt said demand remained strong despite a long and harsh winter. The numbers reflect longer stays by patrons.

Downtown ambassador program. Mr. Hewitt reported that interviews with selected RFQ respondents will take place at the DDA office on September 10th beginning at 1pm. Copies of their RFP responses are available for review. Ms. Pollay said ideas for interview questions were welcome. The Operations Committee will report back to the board at its October meeting.

Connector Study update. Mr. Hewitt shared information on upcoming public meetings, saying that mode and route options will be presented.

Street Framework Plan update. Ms. Miller said the steering committee and staff have been working to refine street typologies, and next steps will include creating guidelines for each street

type. The next Advisory Committee meeting will take place at the DDA office on Tuesday September 9th at 9 am.

City Council work session. Ms. Pollay said that the DDA will be part of a City Council work session on Monday September 8th. An annual update on the parking system will be provided. Information on current and upcoming DDA projects will also be shared.

4th & William stair/elevator replacement update. Ms. Pollay said that the Operations Committee is working to develop a master plan for the 4th & William structure. She shared a presentation from Carl Walker Inc. that outlined project elements including the stair/elevator work as well as a possible build out of commercial space on the ground floor, a glass awning, and other improvements. Board members said options will need to be considered carefully and the financial as well as management implications fully understood.

The next Operations Committee meeting will be September 24th at 11:00 am.

10. OTHER AUDIENCE PARTICIPATION

Ed Vielmetti said that the copyright notice on the DDA boundary map contained the DDA website should be removed. He also said that he disagreed with the time and location of the scheduled gathering at Bills Beer Garden.

Chang Ming Fan said that he fully supports an Ambassador program for downtown. The program could use technology and media to solve problems.

11. ADJOURNMENT

There being no other business, Mr. Hewitt moved and Mr. Narayan supported a motion to adjourn. Mr. Mouat declared the meeting adjourned at 2:04 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, September 3, 2014

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

Time: 11:00 a.m.

Present: Roger Hewitt, John Mouat, Susan Pollay (ex officio)

Absent: Keith Orr, Rishi Narayan, Sandi Smith (ex officio)

Others: Chang Ming Fan, Tini Lite World

Committee actions and discussions

Agenda Review. Review of the board meeting agenda for the September 3rd meeting. Ms. Pollay indicated the anticipated length of her presentation about the 5th & Division project and about the general content she would cover in her Executive Director report. It was resolved that if the meeting had sufficient time that a full power point presentation would be given on the status of the 4th & William structure improvements planning. If there wasn't sufficient time a verbal overview would be given.

City Council Work Session. Ms. Pollay reminded the committee that the annual work session to discuss the public parking system would take place at 7pm on Monday, September 8th. A draft power point presentation was shared with committee members to elicit edits. It was determined that Ms. Pollay would give the presentation and DDA members would be present to answer questions.

Ambassadors. Ms. Pollay reminded the committee members that interviews with the two firms selected through an RFQ process would be held on Wednesday, September 10th beginning at 1pm.

The meeting adjourned at 11:40 a.m.

Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, September 10 2014

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

Time: 11:00 a.m.

DDA Present: Cyndi Clark, Bob Guenzel, Joan Lowenstein , Al McWilliams, John Mouat, Sandi Smith, John Splitt

DDA Absent: Russ Collins, Roger Hewitt, Rishi Narayan, Keith Orr, Steve Powers

Other Participants: Margie Teall/City Council; Jane Lumm/City Council; Jason Morgan/WCC

Guests: Ellen Schulmeister & Diana Neering/ County Shelter Association; Alex de Parry

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

Public: None

1. Grant Request. Ms. Schulmeister requested \$30,000 to pay for an upgraded camera system at the Delonis Center which will enable them to remain excellent neighbors, thus supporting private sector development in the area. Ms. Schulmeister was asked to provide information about in-kind contributions. Support was expressed to bring a resolution to the October DDA board meeting.
2. Partnership Grant Request – 318 W Liberty. The Committee heard from Alex de Parry about his development and his request for a grant to cover the cost to upsize a water main. It was decided to hold off on a decision about the request to allow more time for discussion at the next committee meeting.
3. Partnerships Grant Policy. There was no time for review; discussion will take place at the October committee meeting.
4. Partner Updates
 - a. WCC. Mr. Morgan said that Washtenaw Technical Middle College has been recognized as one of the top 10 high schools on the country. The Community College is also happy to report sustained enrollment for this academic year.
 - b. City Council. Ms. Teall said she found the DDA presentation at the Council work session helpful.
 - c. DDA. Mr. Guenzel shared information about a Community Conversation on Affordable Housing taking place on October 24th at 8 am. The event will take place at the Morris Lawrence building on the WCC campus.
5. Public Comment. None

The meeting adjourned at 12:28 pm.

Respectfully submitted, Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
MARKETING COMMITTEE MEETING MINUTES
Wednesday, September 10 2014

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

Time: 12:30 p.m.

DDA Present: Cyndi Clark, Bob Guenzel, Joan Lowenstein , Al McWilliams, Sandi Smith, John Splitt

DDA Absent: Russ Collins, Roger Hewitt, John Mouat, Keith Orr, Rishi Narayan, Steve Powers

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

Public: None

1. State of the Downtown Report – draft for input

Mr. McWilliams said that an attempt was being made to modify the format of the State of the Downtown report, and he asked for feedback. Various comments and suggestions were made. The final document will be available online and in paper form perhaps by the end of the month.

2. Next meeting

The next committee meeting will take place Wednesday, October 8th at 12:30pm. All were invited to attend.

3. Public Comment-

None

The meeting adjourned at 12:45 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING- AMBASSADOR PROGRAM
MEETING MINUTES
Wednesday, September 10, 2014**

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

Time: 1:00 p.m.

Present: Cyndi Clark, Roger Hewitt, Joan Lowenstein, John Mouat, John Split

Absent: Russ Collins, Bob Guenzel, Al McWilliams, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith

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

Public: Chang Ming Fan

1. Ambassador program proposal presentation- Block by Block. A copy of the presentation handout by this firm is available for review in the DDA office.
2. Ambassador program proposal presentation- Street Plus. A copy of the presentation handout by this firm is available for review in the DDA office.
3. Public Comment- None

The meeting adjourned at 3:31 pm.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, September 24, 2014**

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: Cyndi Clark, Russ Collins, Robert Guenzel, Al McWilliams, Rishi Narayan, Steve Powers, Sandi Smith

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

Public: Nancy Shore, getDowntown; Art Low, Republic Parking; Ed Vielmetti; Chang Ming Fan; Ray Detter; Greg Dill, Washtenaw County; Maura Thomson, MSAA; Maggie Ladd, SUAA; Francis Todoro, SSAA

I. Parking Operations

- a. Washtenaw County Parking Contract. A request has been made by the County to merge the two existing parking contracts into a single new contract. Greg Dill/County answered questions. Mr. Dill was asked to modify the proposed draft to more specifically identify what the County is requesting and get this to the Committee in time for its meeting in October.
- b. 2014 Structure Repairs- Work is underway at 4th & William, Maynard, Ann Ashley and 4th & Washington.

II. New Business

- a. Parking Lot lease Renewal - Mr. Morehouse shared information on lease renewals for the 5th & Huron and 1st & Huron parking lots. Committee members provided suggestions.

III. Old Business

- a. Ambassador Update- The committee discussed what they learned from the interviews. Representatives from the Area Associations provided feedback about a possible program. Next steps were discussed.
- b. Street Framework- Ms. Miller said that a project update would be provided at the October DDA meeting.
- c. Proposed Rate Increase- Representative from the Area Associations shared feedback they had heard thus far. They were thanked for helping get the word out about the public hearing.

IV. Transportation

- a. Connector - Mr. Hewitt said that the date for a new public meeting announced when it is scheduled.

V. Construction

- a. 4th & William - Project updates will be provided at the 12:30 design meeting, immediately following.

VI. Public Comment

- a. None

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

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
4TH & WILLIAM DESIGN MEETING MINUTES
Wednesday, September 24, 2014**

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

Time: 12:30 p.m.

Present: Roger Hewitt, John Mouat, Keith Orr, John Splitt

Absent: Cyndi Clark, Russ Collins, Robert Guenzel, Joan Lowenstein, Al McWilliams, Rishi Narayan, Steve Powers, Sandi Smith

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

Public: Dan Mooney; Josh Roseboom & Mike Ortlieb, CWI; Chang Ming Fan; Art Low, Republic Parking

1. Status of stair and elevator tower project was reviewed. Elements of first phase of project were clarified to include not only the stair and elevator, but also the lobby and signage at the entrances.
2. Additional detail of cost and schedule will be provided at the October Operations Committee meeting.
3. Public Comment- None

The meeting adjourned at 2:00 pm.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Tuesday, September 30, 2014**

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

Time: 8:30 a.m.

Present: Roger Hewitt, Rishi Narayan, John Split

Absent: None

Also Present: Tom Crawford, City

Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock

Public: None

1. Financial Statements

- a. August 2014 Check Register- Committee members reviewed the check register. Questions were asked and answered.

2. New Business

- a. DDA website- Committee members discussed DDA financial reporting documents and how they should be shared/ updated on the website.
- b. FY 2014 audit status- Audit documents have been delivered to auditors. A draft response is expected shortly, and the Finance Committee will review the audit draft at its October meeting.
- c. Encumbrance reporting software Status- Software has been purchased.
- d. Proposed rate increases - The Committee reviewed emailed feedback from public on proposed rate increases, and will receive additional comments at the Public Hearing scheduled for Oct 1st.
- e. Proposed DDA TIF legislation - Staff provided an update on legislation currently under discussion in Lansing.

3. Old Business

- a. 4th & William Master Plan Work- Committee discussed 4th & William master plan work including elements of current and future projects. Funding options will be reviewed at the October committee meeting.

4. Public Comment- None

The meeting adjourned at 9:40 pm.

Susan Pollay, Executive Director