

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, February 3, 2016

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

Time: Mr. Hewitt called the meeting to order at 12:04 p.m.

1. ROLL CALL

Present: Tom Crawford (acting City Administrator), Bob Guenzel, Roger Hewitt, Joan Lowenstein, Marie Klopff, 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
Jada Hahlbrock, Management Assistant
Liz Rolla, Project Manager

Audience: Nancy Shore, getDowntown
Ray Detter, CAC
Emily Lavers, GM
John Blanchard, GM
Lee Berry, Michigan Theater
Sarah Dewitt, Farmers Market
Colin Smith, City of Ann Arbor

2. AUDIENCE PARTICIPATION

None

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council- Mr. Detter said Ms. Pollay and Ms. Miller attended the CAC meeting to share information and receive feedback on the S.U. project. He said that it was a good meeting, and much was discussed. He said that CAC supports efforts to improve the pedestrian experience in that area and CAC members look forward to continued involvement as the project moves forward.

Mr. Detter said the CAC meeting also included a brief discussion of Council's decision to move ahead with negotiations with Core Spaces regarding the Library Lot. He said that the CAC firmly believes that any development on this site must not negatively impact nearby historic and residential properties, or the library.

4. DDA MEMBERS COMMUNICATIONS

Mr. Hewitt said the Connector Study team is preparing a slideshow about the Connector in anticipation of the next phase of study, which will be an environmental analysis. He said he plans to show this slideshow at the next Operations Committee and to the full Board in March.

5. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay said she was asked to make a presentation at the 2016 Broward County Safe Streets Summit. While there, she said she was reminded that efforts to help with pedestrian and bicycle safety are never done. Ms. Pollay noted that the Street Framework Manual and the Pedestrian Safety Taskforce recommendations provide important guidance.

6. APPROVAL OF MINUTES

Mr. Mouat moved and Mr. McWilliams supported approval of the January 2016 DDA meeting minutes.

A vote on the motion showed:

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

NAYS: none

ABSENT: none

The motion carried.

7. A. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

Resolution: Grant for a New Farmers Market structure. Ms. Klopf said the Finance Committee reviewed the recommendations that came from the January 14th grant review session. Ms. Klopf moved and Ms. Smith supported the following resolution.

**RESOLUTION TO APPROVE A GRANT TO SUPPORT THE
CONSTRUCTION OF A NEW FARMERS MARKET STRUCTURE**

Whereas, The DDA Development Plan sets forward that the DDA will support other organizations working in the downtown area through grants;

Whereas, The Public Market Advisory Commission, a Parks & Recreation Service Unit at the City, is pursuing the construction of a new market structure and applied to the DDA for a grant in support of this project;

Whereas, This new market structure is intended to expand vendor stall capacity, improve the experience for all users, and increase the amount of activity in the Market and nearby Kerrytown commercial area, particularly in the cold weather months;

Whereas, Members of the DDA met on January 14th to review grant applications, and by consensus the group recommended that a \$175,000 DDA grant be provided from the FY 2016 budget because it was felt that the project meets the mission and values of the DDA to strengthen downtown, spark increased economic activity within the Kerrytown neighborhood, cultivate a memorable sense of place, and enhance walkability along N. Fourth Avenue;

Whereas, The Finance Committee recommends approval of a grant in the amount of \$175,000 from the DDA's 2016 TIF budget;

RESOLVED, The DDA approves a grant in the amount of \$175,000 from its FY 2016 TIF budget as recommended by its Finance Committee.

Ms. Smith proposed two amendments. Her motion was supported by Mr. Crawford. The first amendment added language to the second Whereas clause as follows;

"Whereas, The Public Market Advisory Commission, a Parks & Recreation Service Unit at the City, is pursuing the construction of a new market structure and applied to the DDA for a grant in support of this project in the amount of \$200,000;"

The second amendment replaced the final Whereas clause with the following language;
~~Whereas, The Finance Committee recommends approval of a grant in the amount of \$175,000 from the DDA's 2016 TIF budget;~~ Whereas, This grant was reviewed by the Finance Committee, and the Finance Committee recommends approval by the DDA board.

A vote on the amendments as proposed showed:

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

NAYS: none

ABSENT: none

The motion carried.

The revised resolution is as follows;

**RESOLUTION TO APPROVE A GRANT TO SUPPORT THE
CONSTRUCTION OF A NEW FARMERS MARKET STRUCTURE**

Whereas, The DDA Development Plan sets forward that the DDA will support other organizations working in the downtown area through grants;

Whereas, The Public Market Advisory Commission, a Parks & Recreation Service Unit at the City, is pursuing the construction of a new market structure and applied to the DDA for a grant in

support of this project in the amount of \$200,000:

Whereas, This new market structure is intended to expand vendor stall capacity, improve the experience for all users, and increase the amount of activity in the Market and nearby Kerrytown commercial area, particularly in the cold weather months;

Whereas, Members of the DDA met on January 14th to review grant applications, and by consensus the group recommended that a \$175,000 DDA grant be provided from the FY 2016 budget because it was felt that the project meets the mission and values of the DDA to strengthen downtown, spark increased economic activity within the Kerrytown neighborhood, cultivate a memorable sense of place, and enhance walkability along N. Fourth Avenue;

Whereas, This grant was reviewed by the Finance Committee, and the Finance Committee recommends approval by the DDA board.

RESOLVED, The DDA approves a grant in the amount of \$175,000 from its FY 2016 TIF budget as recommended by its Finance Committee.

A vote on the amended resolution showed:

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

NAYS: none

ABSENT: none

The amended resolution carried.

Resolution: Grant for the State Theater.

Ms. Klopf moved and Mr. Narayan supported the following resolution:

**RESOLUTION TO APPROVE A GRANT TO SUPPORT THE
RESTORATION OF AND IMPROVEMENTS TO THE STATE THEATER**

Whereas, The DDA Development Plan sets forward that the DDA will support other organizations working in the downtown area through grants;

Whereas, Having acquired the State Theater, the Michigan Theater Foundation is pursuing a project that will restore and improve exterior elements of the State Theater, add an elevator, correct building code deficiencies, and improve patron experience including better seating;

Whereas, The DDA was asked for a \$200,000 grant in support of the restoration of the State Theater's deteriorating outdoor marquee;

Whereas, Members of the DDA board met on January 14th to review grant applications, and recommended that the DDA provide a \$100,000 grant for this project from its FY 2017 TIF budget and a \$100,000 grant from its FY 2018 TIF budget;

Whereas, The group consensus was that this project should be supported by the DDA because DDA funds will be matched by \$3+million in private funds, it will strengthen Downtown's unique identity by restoring this iconic historic marquee, and it will promote increased attendance at the State Theater which will be a catalyst for new economic activity in the State Street neighborhood;

Whereas, This grant was reviewed by the Finance Committee, and the Finance Committee recommends approval by the DDA board.

RESOLVED, The DDA approves a grant in the amount of \$100,000 from its FY 2017 TIF budget and \$100,000 from its FY 2018 TIF budget as recommended by its Finance Committee.

Ms. Smith proposed two amendments. Her motion was supported by Mr. Mouat.

The first amendment changed language in the third Whereas clause as follows;
Whereas, The DDA was asked for a ~~\$200,000~~ \$500,000 grant in support of the restoration of the State Theater's deteriorating outdoor marquee and to install a new elevator;

The second amendment added language to the Resolved clause as follows;
RESOLVED, The DDA approves a grant in the amount of \$100,000 from its FY 2017 TIF budget and \$100,000 from its FY 2018 TIF budget as recommended by its Finance Committee for the restoration of the outdoor marquee.

A vote on the amendments as proposed showed:

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

NAYS: none

ABSENT: none

The motion carried.

The revised resolution is as follows:

**RESOLUTION TO APPROVE A GRANT TO SUPPORT THE
RESTORATION OF AND IMPROVEMENTS TO THE STATE THEATER**

Whereas, The DDA Development Plan sets forward that the DDA will support other organizations working in the downtown area through grants;

Whereas, Having acquired the State Theater, the Michigan Theater Foundation is pursuing a project that will restore and improve exterior elements of the State Theater, add an elevator, correct building code deficiencies, and improve patron experience including better seating;

Whereas, The DDA was asked for a \$525,000 grant in support of the restoration of the State Theater's deteriorating outdoor marquee and to install a new elevator;

Whereas, Members of the DDA board met on January 14th to review grant applications, and recommended that the DDA provide a \$100,000 grant for this project from its FY 2017 TIF budget and a \$100,000 grant from its FY 2018 TIF budget;

Whereas, The group consensus was that this project should be supported by the DDA because DDA funds will be matched by \$3+million in private funds, it will strengthen Downtown's unique identity by restoring this iconic historic marquee, and it will promote increased attendance at the State Theater which will be a catalyst for new economic activity in the State Street neighborhood;

Whereas, This grant was reviewed by the Finance Committee, and the Finance Committee recommends approval by the DDA board.

RESOLVED, The DDA approves a grant in the amount of \$100,000 from its FY 2017 TIF budget and \$100,000 from its FY 2018 TIF budget as recommended by its Finance Committee for the restoration of the outdoor marquee.

A vote on the amended resolution showed:

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

NAYS: none

ABSENT: none

The amended resolution carried.

Financial Statements. Ms. Klopf said the Committee reviewed the statements. Questions were asked and answered.

Budget Process. Ms. Klopf said the Committee reviewed a draft version of the FY 17 budget and provided recommended changes. A revised version will be reviewed at the February Committee meeting. The goal is to have the budget for Board approval at the March DDA Board meeting.

The next Finance Committee meeting will take place on February 23rd at 1:00 pm.

7. B. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE

South University - Project Status. Mr. Mouat said consultants from Smith Group JJR presented initial design options and considerations. They shared information on items that could be added in to the project in order to better meet current City standards. He said the consultant team will work to refine costs for those elements and report back at the February Committee meeting. Another round of public outreach will begin in late February or early March.

5th & Detroit – Project Status. Ms. Miller said that City Council had approved the 5th & Detroit Street project cost sharing agreement.

The next Capital Improvements Committee meeting will be February 17th at 11:00 a.m.

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

Ms. Lowenstein said that at the January meeting the Committee heard reports from Partner Organizations. DDA members also reported on DDA project updates. She said that the Committee has transitioned to meeting with representatives from partner organizations every other month. This month will be a meeting with DDA members only. The next meeting with DDA members and Partner representatives will be in March.

The next Partnerships Committee meeting will take place on February 10th at 9:00 am.

7. D. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE

Resolution: Approve a Contract with GM For Car Share. Mr. Orr moved and Mr. Mouat supported the following resolution.

RESOLUTION TO APPROVE A CONTRACT WITH GM (“MAVEN”) FOR DOWNTOWN CAR SHARING

Whereas, GM has recently announced a new car share program, and has begun offering its vehicles at parking facilities on the University of Michigan campus;

Whereas, The DDA has been a committed supporter of transportation programs for many years in support of its mission, including car-share, which helps reduce the number of cars in downtown, thus reducing congestion and the need for parking;

Whereas, The Operations Committee reviewed and recommends a proposed short term contract that would provide GM (“Maven”) with parking spaces for its car share program in several public parking facilities;

Whereas, This proposed contract has been reviewed by the DDA Attorney;

RESOLVED, The DDA approves the proposed contract with GM (“Maven”).

Mr. Orr said GM has a new car share program similar to Zipcar. They currently have an arrangement with UM for 21 spaces in the UM parking system. He said the Operations Committee and the DDA attorney reviewed the agreement.

A vote on the resolution showed:

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

NAYS: none

ABSENT: none

The resolution carried.

Nelson/Nygaard Study. Mr. Orr said the committee reviewed a draft of the management plan; the final version will be completed soon.

Parking & Transportation Report. Mr. Splitt said the January report was in the packet. Questions were asked and answered about parking numbers at the Maynard structure.

4th & William. Mr. Splitt said that demolition of the old stair tower is complete. Below grade demolition work will continue in preparation for the pouring of the new concrete foundations.

Future Studies. Mr. Splitt said that the DDA released a RFQ to solicit firms interested in performing a parking system operational review to provide feedback on current operational policies. There were six responses and two firms were selected to receive an RFP. Mr. Hewitt said the Operations Committee also discussed an interest in pursuing two other studies: the next phase of the Connector Study and a feasibility study for a future downtown circulator.

The next Operations Committee meeting will be February 24th at 11:00 a.m.

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| 7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE |
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Resolution to Revise DDA FOIA Policies. Mr. Hewitt moved and Ms. Smith supported the following resolution.

RESOLUTION TO MODIFY ANN ARBOR DDA FOIA POLICIES

Whereas, The State of Michigan put forward new Freedom of Information Act (FOIA) requirements for public agencies effective July 1, 2015 which necessitated that the DDA modify its FOIA policies;

Whereas, The Executive Committee put forward modified DDA FOIA policies at the June 2015 DDA meeting which were unanimously approved by the board;

Whereas, Upon review of the City's FOIA policies, the DDA Executive Committee recommends changes to the DDA FOIA policies to make them more similar to the City;

RESOLVED, The DDA approves its revised DDA FOIA policies effective February 5, 2016 as recommended by its Executive committee.

A vote on the resolution showed:

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

NAYS: none

ABSENT: none

The resolution carried.

The next Executive Committee meeting will be March 2nd at 11 am.

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| 8. | NEW BUSINESS |
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None

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| 9. | OTHER AUDIENCE PARTICIPATION |
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Mr. Berry thanked the DDA Board on behalf of the Michigan Theater Foundations staff and Board for the State Theater restoration grant.

Ms. Dewitt from the Farmers Market thanked the DDA Board for its grant to the Farmers Market project. She said that this project will benefit not only the Farmers Market but also the larger Kerrytown neighborhood. And she said she is excited the project will be moving forward.

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| 10. | ADJOURNMENT |
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There being no other business, Mr. Orr moved and Ms. Smith supported a motion to adjourn. Mr. Hewitt declared the meeting adjourned at 12:42 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, February 3, 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), Susan Pollay (ex officio), Sandi Smith
Absent: Rishi Narayan
Others: None

Committee actions and discussions

Agenda Review. The group reviewed the February DDA monthly meeting agenda. Ms. Smith said that she would be bringing forward amendments to the resolutions providing grants for the new Farmers Market building and State Theater façade that would state the amount of the grant request so it would put the DDA's grant amount in context.

FOIA. Ms. Pollay said that since the last meeting she had not received any comments or suggested changes to the draft FOIA policy revisions.

There being no other business, the meeting adjourned at 11:40 a.m.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, FEBRUARY 10, 2016**

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

Time: 9:00 a.m.

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

Absent: Tom Crawford, Roger Hewitt, Marie Klopf, Al McWilliams, John Mouat, Rishi Narayan, Phil Weiss

Staff: Susan Pollay, Amber Miller, Jada Hahlbrock

Public: Ed Vielmetti

1. Public Comment. Mr. Vielmetti said that many important City Boards and Commissions have vacancies. He said the Building Board of Appeals is an example, and they haven't had a quorum – and thus can't accomplish their work – for many months. He asked Committee members to share names of qualified candidates with the Mayor.
2. Review of DDA Grant Policies and Procedures. The Committee reviewed the recently completed grant approval process, including the DDA's Grant Guidelines. The discussion included whether "gap in the marketplace" should be considered a threshold issue or not. Other ideas were shared. It was decided to continue the discussion with the full board at the March Board meeting.
3. Affordable Housing. Ms. Pollay shared that there are projects in various stages of planning that may include an affordable housing component. She said as the City's Attorney office works through various statutory and legal considerations, possible roles for the DDA may become clearer. Committee members discussed how best to be strategic and leverage DDA housing funds.

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

The meeting adjourned at 10:44 am.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, February 17, 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, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss
Absent: Tom Crawford, Bob Guenzel, Marie Klopf, Al McWilliams, Sandi Smith
Other Participants: Bob Doyle/Smith Group JJR, Jennifer Sieracki/Smith Group JJR
Staff: Susan Pollay, Amber Miller, Liz Rolla, Jada Hahlbrock
Public: Ray Detter/CAC, A. Eddy/Skyline HS, N. Gibson/Skyline HS, K. Mender/Skyline HS, L. Thornton/Skyline HS

South University Project –

1. Existing Project Scope & Budget - Mr. Doyle briefly reviewed the existing project scope and budget.

2. Options Outside of Current Project Scope - The Committee reviewed a list of possible additional options that would address needs set forward by current city standards and public input. Some options were eliminated due to cost, technical feasibility or City staff feedback., but other options remained for further consideration. By consensus the Committee determined it would recommend that the DDA expand its project budget and scope to add the following: wider sidewalks in the midblock sections (more permeability/trees), intersection improvement at Forest (pedestrian safety), intersection improvement at Washtenaw (pedestrian safety), replace/improve light fixtures (pedestrian safety). Together these options might add \$600,000 to the project budget. The Committee will ask the Finance Committee to review this budget increase for feasibility and will take a resolution to the board at the March meeting.

3. Design Options- Agreement that the overall design should be timeless. Agreement that the walking surface will be concrete; the material choice for the furnishings section of the sidewalk would remain open for public input. Ideas for seating were explored and these choices will be presented to the public for input.

Fifth & Detroit Project-

The agreement between the City and DDA is being signed. The first phase of work will begin in March.

Public Comment –

Mr. Detter said that he thought the S. U. content was very well presented and thoughtfully discussed. He said that the CAC looks forward to additional opportunities to pay a part in the development of this project.

Next Meeting March 16th at 11:00 am.

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

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Tuesday, February 23, 2016**

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

1. Financial Statements. The Committee reviewed the January 2016 expense listing. Questions were asked and answered. There was a general discussion about the approval process for expenses, including board and Executive Director's expenses.

2. FY 2017 Draft Budget Review. The Committee reviewed the draft budget for FY 2017 in summary and at a fund level. Discussion included a possible expansion of the S.U. project budget by \$600,000 as the Capital Improvements Committee will be bringing a resolution to the board for consideration. The Finance Committee determined that this increase would be feasible within the budgeted amounts for FY 2017, as well as within the 10 year plan. The Finance Committee will bring a resolution to put forward the DDA's 2017 budget at the March DDA meeting.

3. Credit Card Processing. Mr. Morehouse shared bids for credit card processing services. The Committee reviewed the information and decided to stay with the current provider.

4. Next Meeting. Tuesday, March 29, 2016 at 1:00 pm

5. Public Comment. None

The meeting adjourned at 2:35 pm
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, February 24, 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 Klopf, Joan Lowenstein, Al McWilliams, Rishi Narayan, Sandi Smith

Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock

Others: Brian Kern and Joe McKibbon/Republic Parking; Nancy Shore/getDowntown

Public: None

Connector. Mr. Hewitt gave a presentation about the Connector, which included project goals. This presentation will be presented at the March DDA Board meeting.

getDowntown. Ms. Shore reviewed the getDowntown annual progress report. She presented the 2017 getDowntown funding request, and the Committee voiced its support to recommend approval of this request at the March DDA Board meeting.

Nelson Nygaard. Ms Miller said the study findings are on the website. At the next Committee meeting, an implementation plan will be organized.

Parking Report. The Committee reviewed the February report, and questions were asked and answered. Mr. Morehouse said RPS General Manager Dave Orfield has been ill, and he introduced Joe McKibbon as the Acting General Manager until Mr. Orfield returns.

RPS Annual Incentive. Mr. Morehouse reviewed his recommendation and the group discussed the metrics, as well as the special projects taken on by Republic Parking this year. The group stated its support to award \$45,000 to RPS, and a resolution will be presented at the March DDA meeting.

Parking System Review. Ms. Pollay said Interviews will be held in March.

4th & William. Mr. Splitt said footings for the new elevator tower are nearly complete.

New Business. Ms. Pollay said that it is likely the City will request that the DDA agree to reopen the City/DDA parking agreement.

Public Comment None

Next Operations Committee Meeting: March 30 at 11:00 am

The meeting adjourned at 1:12 pm.

Susan Pollay, Executive Director