

## ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, January 6, 2016

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

Time: Mr. Hewitt called the meeting to order at 12:03 p.m.

### 1. ROLL CALL

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

Absent: Bob Guenzel, Joan Lowenstein

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

Audience: Nancy Shore, getDowntown  
Ed Vielmetti  
Ray Detter, CAC  
Matt Carpenter, AAATA  
Michael Benham, AAATA

### 2. AUDIENCE PARTICIPATION

Ed Vielmetti thanked the DDA for working with partner organizations like getDowntown to encourage greater bicycle and pedestrian safety.

### 3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council- Mr. Detter said CAC members strongly support the 5<sup>th</sup> & Detroit Streetscape Project. They appreciate the DDA's commitment to involve many area stakeholders. Mr. Detter said the CAC also supports the plan to make pedestrian improvements on South University.

Mr. Detter said that at its meeting the CAC confirmed their support of the architectural plans for the 12-story apartment building between Sloan Plaza and the Campus Inn site. He said the cooperation between the developer and the neighborhood should be a model for future development in downtown. The CAC is disappointed that the proposed project proposed at 615 South Main did not follow the same approach.

In regard to the Library Lot Mr. Detter said the CAC believes that both of the current proposals for the site should be rejected so that a cohesive plan for the entire block could be created.

**4. DDA MEMBERS COMMUNICATIONS**

Mr. Crawford said the new Community Services Administrator would be announced soon, as would an announcement regarding the police chief search. Mr. Crawford said that a recommendation for the Library Lot would be going to City Council on January 19<sup>th</sup>.

Mr. Hewitt said the Alternatives Analysis phase of the Connector Study is complete.

**5. EXECUTIVE DIRECTOR COMMUNICATIONS**

Ms. Pollay said the DDA, City and Main Street BIZ are working together to replace dead trees in the Main Street BIZ area, and provide for their long term care.

Ms. Pollay said the City/DDA collaboration on the 5<sup>th</sup> & Detroit Street project provides many benefits. The DDA will oversee the design phase, and the City will oversee the construction. She said that by working together, costs can be reduced, construction impacts lessened, and the overall project outcomes improved

Ms. Pollay shared a copy of the 2015 annual Swisher Commercial vacancy report. She noted that this year the downtown office vacancy rate had dropped to 2.1%, the lowest since Swisher began producing this report in 1993. Also noted in the report is that the cost of construction will likely prevent any new office space coming on line for a few years.

**6. APPROVAL OF MINUTES**

Mr. Mouat moved and Mr. Crawford supported approval of the December 2015 DDA meeting minutes.

**A vote on the motion showed:**

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

**NAYS:** none

**ABSENT:** Guenzel, Lowenstein

**ABSTAIN:** none

**The motion carried.**

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

South University - Project Status. Mr. Mouat said consultants from Smith Group JJR shared feedback received from the many interviews and focus groups they have conducted. He said there seems to be agreement about the need to address issues with the planters and pavers. Areas of disagreement include traffic configuration and parking. Mr. Mouat said the next round of public feedback will take place in February.

Resolution - 5<sup>th</sup> & Detroit. Mr. Mouat moved and Ms. Smith supported the following resolution.

**RESOLUTION TO APPROVE A PROJECT BUDGET FOR THE 5<sup>th</sup> & DETROIT STREETScape PROJECT**

Whereas, The DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategies, and also recognized that an enjoyable pedestrian experience is one of downtown's principal attractions, as well as a necessary element in its social and economic life;

Whereas, Through Board Retreats in January and April of 2015, the DDA Board prioritized four streetscape projects through 2021 and came to consensus on project timing, scope, and budgets;

Whereas, Through these retreats, the DDA Board selected 5<sup>th</sup> & Detroit Streets, from Catherine to Kingsley as one of these transformative project areas and determined that the project may include new sidewalks, street trees, pedestrian lights, benches, bike hoops, crosswalks, and curb line, as well as traffic analysis and relocation of overhead lines;

Resolved, The DDA Board affirms its commitment to the goals set forth in the DDA Development Plan and is ready to begin implementing the 5<sup>th</sup> & Detroit Street project as outlined at the Board Retreats;

Resolved, The DDA Board approves a total project budget of \$2.9M;

Resolved, The DDA Capital Improvements Committee will bring the DDA subsequent resolutions to initiate and approve construction services.

Mr. Mouat read the resolution aloud. He said the project represents a great collaborative effort between the City and the DDA.

**A vote on the resolution showed:**

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

**NAYS:** none

**ABSENT:** Guenzel, Lowenstein

**ABSTAIN:** none

**The resolution carried.**

Resolution - 5<sup>th</sup> & Detroit Streetscape Budget and Cost-Sharing with the City. Mr. Mouat moved and Ms. Smith supported the following resolution.

**RESOLUTION TO APPROVE A 5<sup>TH</sup> AND DETROIT STREET DESIGN BUDGET  
AND COST SHARING AGREEMENT WITH THE CITY**

Whereas, The DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategies, and also recognized that an enjoyable pedestrian experience is one of downtown's principal attractions, as well as a necessary element in its social and economic life;

Whereas, In Spring 2015 the DDA and City collaborated to create a framework for applying these strategies, resulting in the award-winning Downtown Street Design Manual;

Whereas, Through Board Retreats in January and April of 2015, the DDA Board prioritized four streetscape projects, including the 5<sup>th</sup> & Detroit Street project, due in part to the partnership opportunity with City CIP projects in 2018 and 2020;

Whereas, Following a RFQ process, interviews, and input from City Staff, the DDA selected Smithgroup JJR as the project design team on October 7th, 2015;

Whereas, the DDA and City see value in collaborating on design and construction and have drafted the attached cost sharing agreement to begin the design phase;

Resolved, The DDA Board authorizes the Executive Director and Board Chair to sign the cost-sharing agreement with the City and the design contract with Smithgroup JJR;

Resolved, The DDA Board approves a total contract amount of \$660,448 with the understanding that the DDA's portion is not to exceed \$318,139 for streetscape design and the City will reimburse for the remaining roadway and utility design.

Mr. Mouat said the DDA and City staff worked hard to get all of the details worked out. He said the totals are slightly lower than when first presented to committee because some minor adjustments were made to project scope.

**A vote on the resolution showed:**

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

**NAYS:** none

**ABSENT:** Guenzel, Lowenstein

**ABSTAIN:** none

**The resolution carried.**

**The next Capital Improvements Committee meeting will be January 20th at 11:00 a.m.**

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

Resolution: AAATA Grant Extension. Mr. McWilliams moved and Mr. Mouat supported the following resolution.

## **RESOLUTION TO EXTEND THE DDA'S GRANT TO AAATA TO CREATE A MIDBLOCK PEDESTRIAN WALKWAY**

Whereas, The mission of the DDA is to strengthen the downtown and 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 2003 amended DDA Development Plan also sets forward that the DDA will work with and support other public institutions in maintaining a strong downtown presence;

Whereas, In September 2014 the DDA approved 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 for using parking funds upon receipt of project invoices, with costs split between the DDA's FY 2015 and FY 2016 budgets, and this grant is due to expire in June 2016;

Whereas, AAATA has notified the DDA that the project is scheduled to commence shortly, and has asked to extend the DDA grant so it is paid out in the DDA's FY 2017 and 2018 budgets;

Whereas, The Partnerships Committee has reviewed this request, and strongly recommends that the grant period be extended to allow this valuable project to be undertaken;

RESOLVED, The DDA approves an extension of its grant authorizing up to \$250,000 to AAATA to fund this new walkway with the remaining cost to be paid for by AAATA.

Questions were asked about the timing of the initial grant request and why the project was delayed. Mr. Benham explained that other projects had taken away the staff capacity to pursue this project, but it was now ready to be bid. Mr. Benham was also asked about whether a midblock crossing would be part of this project; Mr. Benham said that this would not be included in the AAATA's project, but that he had discussed this question with City staff.

Board members raised the question about the DDA process of approving grants and grant extensions for years other than the current fiscal year.

### **A vote on the resolution showed:**

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

**NAYS:** none

**ABSENT:** Guenzel, Lowenstein

**ABSTAIN:** McWilliams

**The resolution carried.**

Proposed Committee Schedule in 2016. Ms. Pollay said that while the Partnerships Committee will be meeting monthly, representatives from partner organizations will be invited to attend every-other month. The primary focus this year will be on affordable housing.

Grant Applications Review. Mr. McWilliams said the Board will meet on January 14<sup>th</sup> to review the four grant applications that were submitted by the November 30<sup>th</sup> deadline.

**The next Partnerships Committee meeting will take place on January 13th at 9:00 am.**

#### **7. C. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE**

Ms. Klopf said the committee reviewed and discussed the monthly expense listing. Questions were asked and answered.

Ms. Klopf said the committee discussed the timing for the DDA's budget process, beginning with an initial discussion at the January committee meeting, and ending with a recommended budget presented at the March board meeting.

**The next Finance Committee meeting will take place on January 26th at 1:00 pm.**

#### **7. D. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE**

Parking Report. Mr. Splitt said the December report was in the packet, and asked for questions.

Construction at 4<sup>th</sup> & William. Mr. Splitt said that Phase I is complete and the new stair is open for use. Phase II is underway and includes removing the old stair tower and installing a new elevator. Phase II should be done by Art Fair.

GM Car Share Proposal. Mr. Orr said GM has developed a car share program. GM reported to the committee that they will soon have an arrangement with the UM parking system for 21 spaces. Mr. Orr said GM is requesting spaces in the public parking system and will return to the January Operations Committee meeting to discuss the details of this request.

Loading Zones. A question was raised about the recent change that designated some loading zones for taxi use in the evening; Ms. Pollay said that the request had come from a former City Council member who was serving on the Taxi Board. A committee of city and DDA staff researched this question, and recommended locations. The sign design, fabrication, and installation was done recently by the City's Signs & Signals department.

**The next Operations Committee meeting will be January 27th at 11:00 a.m.**

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

DDA FOIA Policies. Mr. Hewitt said the Executive Committee has been discussing possible changes to the DDA's FOIA policies. Ms. Pollay said the discussions have been centered on how to make the DDA FOIA policies more parallel with the City's. Some suggested changes could include stating that it can be requested that responses be provided in non-paper form, that oral requests could be made under certain circumstances, and a clarification of when fees would be charged. A draft of proposed changes was provided to the board, and DDA members were asked to provide feedback.

DDA Office Update. Ms. Pollay said possible changes to the office layout were being considered that would provide good work space for employees and more efficient storage.

Operational review. Mr. Hewitt said in anticipation of the Republic Parking contract expiration in 2017, DDA staff were working to hire a consultant to assess current operational procedures so that any recommended changes could be included when the contract was put out to bid.

**The next Executive Committee meeting will be February 3rd at 11 am.**

<b>8. NEW BUSINESS</b>
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Mr. McWilliams asked if the City could be asked to look at when the traffic signals downtown shifted to a blinking red & yellow. It appeared that many drivers did not know what to do when faced with a blinking light, and given how busy downtown is in the evening, perhaps the blinking signals could be deferred until after 2am or so.

<b>9. OTHER AUDIENCE PARTICIPATION</b>
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None

<b>10. ADJOURNMENT</b>
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There being no other business, Mr. McWilliams moved and Mr. Crawford supported a motion to adjourn. Mr. Hewitt declared the meeting adjourned at 1:16 pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, January 6, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:05 a.m.  
Present: Marie Klopf, John Mouat (ex officio), Rishi Narayan Susan Pollay (ex officio),  
Sandi Smith  
Absent: Roger Hewitt  
Others: Edward Vielmetti

Committee actions and discussions

Agenda Review. The group reviewed the January DDA monthly meeting agenda. The group discussed the contract and cost sharing with the City for the 5<sup>th</sup>/Detroit Street project design. The group also discussed some of the preliminary work on the S. U. project, including input received from meetings and stakeholders. It was decided to bring a map showing current conditions to the board meeting to share with the board. Changes in the S. U. area were also discussed.

FOIA. Ms. Pollay shared a draft version of possible updated FOIA policies for feedback that incorporated elements of the City's FOIA policies. The Committee determined that this draft would be shared with the full board for their feedback and input, with the possibility that a recommended draft may be presented to the DDA at an upcoming meeting.

Economic Development Committee. Ms. Klopf said that the County created a new Economic Development Committee as part of its action creating a single County Convention & Visitors Bureau, and the Committee will hold its first meeting on Friday. Ms. Pollay asked if Ms. Klopf could share updates with the full DDA as available.

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, JANUARY 13, 2016**

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

Time: 9:00 a.m.

Present: Joan Lowenstein, Al McWilliams, Keith Orr, Sandi Smith

Absent: Tom Crawford, Bob Guenzel, Roger Hewitt, Marie Klopff, John Mouat, Rishi Narayan, John Splitt, Phil Weiss

Others: Graydon Krapohl/City; Jason Morgan/ WCC; Jeremy Peters/Planning Commission

Staff: Susan Pollay, Amber Miller, Jada Hahlbrock

Public: None

1. Partner Updates

WCC- Mr. Morgan shared details about the WCC's 50<sup>th</sup> Anniversary year. He said President Bellanca will be visiting with civic and governmental groups to spread the word about all of the great things happening at WCC. Mr. Morgan said the college received a federal grant that will allow for coordination between Habitat for Humanity and students studying construction trades.

City Council- Mr. Krapohl said Council held a retreat in December and opted to continue work on goals set forward last year. Mr. Krapohl said that a recommendation will be brought to Council on January 19<sup>th</sup> for the recommended developer for the Library Lane site. He said a new Service Area Administrator had been hired.

Planning Commission. Mr. Peters said the Commission reviewed the CIP update. He said a review of zoning premiums continues. The Design Review Board was holding a retreat.

DDA- Ms. Pollay and DDA Board members shared information on the 5<sup>th</sup> & Detroit St project and the collaborative work by City and DDA staff. They also provided an update on the South University project. Ms. Pollay said the new 4<sup>th</sup> & William stair tower is open for use, and explained Phase II of the project. Ms. Pollay said that the Board would meet on January 14<sup>th</sup> to review grant applications with the goal of presenting recommendations to the Board at their February meeting.

2. Discussion Items

Affordable Housing / Social Equity- Committee members decided to focus on affordable housing and social equity issues at upcoming meetings.

3. Public Comment- None

**The next Partnerships Committee meeting is scheduled for February 10th at 9:00 am.**

The meeting adjourned at 10:40 am.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MINUTES  
SPECIAL MEETING TO REVIEW GRANT APPLICATIONS  
Thursday, January 14, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 2:00 p.m.  
Present: Roger Hewitt, Marie Klopf, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Sandi Smith, John Splitt, Phil Weiss  
Absent: Tom Crawford, Bob Guenzel  
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock  
Public: Charlotte Csicsila & Marianne James/Ark; Ray Detter/CAC

Meeting Purpose – Ms. Pollay said that the goal for the session was to frame a recommendation for the board regarding the use of available TIF grant funds in support of the DDA’s mission.

Finance Committee/ Funds Available- Ms. Klopf and Mr. Narayan provided a perspective from the Finance Committee about how grant allocations impact budgets, both current and future. Board members discussed the question if the discussion would be about FY 2016 funds only, or if a recommendation would include grant funds for future fiscal years. Mr. Morehouse provided the total for unspent grant funds in the FY 2016 budget, as well as projections for funds available over the next five years. After much discussion, it was decided to leave the question unanswered until later in the meeting.

DDA Grant Program Purpose and Eligibility- Mr. McWilliams and Ms. Miller reviewed the purpose of the DDA Grant Policy. They then reviewed the Policy requirements for eligibility.

FY 2016 Grant Applications Overview- Ms. Pollay provided a brief description of each of the four projects as outlined in their applications. Grant applications were received from the following organizations; The Ark, Farmers Market, Kerrytown District Association and the State Theater. The importance of all four organizations and their projects were recognized.

Mr. Mouat shared that he has a financial interest in one of the projects and recused himself from the discussion on The Ark grant request.

Mr. Weiss and Ms. Lowenstein shared their connections with two of the applicant organizations, but neither constituted conflicts of interest.

Eligibility Threshold- Board members were given a matrix to help them determine which projects they felt met the basic eligibility requirements. These responses were consolidated, and from this exercise it was determined that the Farmers Market and State Theater projects met the eligibility threshold.

Shaping Commitment- Board members were given another matrix to determine the degree to which the Farmers Market and State Theater projects fulfilled the grant criteria outlined in the Grant Policy. These responses were consolidated, and the board discussed the outcome. The discussion included how the projects would impact their neighborhoods and their overall alignment with the DDA mission.

Recommendations and Next Steps- The board members worked together to shape a grant allocation recommendation for the board to consider at its February meeting: \$175,000 in FY 16 for the Farmers Market, \$100,000 each year in FY 17 and FY 18 for the State Theater.

The Finance Committee will review the recommendations at its January 26<sup>th</sup> meeting, and resolutions will be presented to the full board at their February 3<sup>rd</sup> meeting.

Public Comment – Marianne James from The Ark thanked the DDA Board for their careful deliberation and hard work.

The meeting adjourned at 4:09 pm.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES  
Wednesday, January 20, 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, Phil Weiss  
Absent: Tom Crawford, Bob Guenzel, Marie Klopf, Al McWilliams, Rishi Narayan, Sandi Smith  
Other Participants: Bob Doyle and Oliver Kiley/Smith Group JJR, Chris Wall/FTCH  
Staff: Susan Pollay, Amber Miller, Liz Rolla, Jada Hahlbrock  
Public: Ray Detter

**South University Project –**

1. Public Feedback - The Consultants said that the public has been helpful outlining issues to be addressed, as well as suggesting a number of possible approaches to manage pedestrian and vehicular movement. There are many issues where there appears to be public agreement, and where there is disagreement. The team explored various approaches to vehicular travel in the area, and have determined that there are a few concepts worth investigating further, all of which would be in alignment with the Street Design Manual. The team also presented ideas that could gain several dozen on-street parking spaces in the area.

2. Project Elements - The Committee reviewed the project elements that could be accomplished within the approved budget that address many issues raised by the public. If the curb line were modified, additional elements could be accomplished, such as more space for café seating and midblock trees. But this would require a project budget increase. Other project scope changes could include improvements to the Forest and Washtenaw intersections, which would also add to the budget. Cost implications for the various alternatives and benefits of each were discussed. It was determined that additional information would be useful, including City staff feedback about the alternatives, and information about where new development might take place on S.U. to explore whether some future construction costs might be borne by developers. Concern was expressed about potentially increasing the project budget in light of the many other large capital improvement projects in the pipeline. The Finance committee will be asked to provide input on this.

3. Review Street Character Alternatives

The Committee briefly previewed design concepts. Work on this will continue at the February meeting.

Fifth & Detroit Project- Ms. Miller said City Council approved the City/DDA agreement regarding responsibilities and cost allocation for the design phase of the project.

Public Comment – Mr. Detter said he was pleased with the options presented. He said that future development and increased parking demand in the area need to be considered.

Next Meeting February 17<sup>th</sup> at 11:00 am.

The meeting adjourned at 1:05 pm.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE MEETING MINUTES  
Tuesday, January 26, 2016**

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

1. Budget. The committee reviewed the draft FY 17 budget in great detail. Committee members suggested changes, and these will be reflected in the next version of the draft budget that the Committee will review at its February meeting. It is anticipated that the FY 17 budget will go to the full DDA Board for consideration in March, and then submitted to the City. The 10 year plan was provided for Committee members use in the budget process. Questions were asked and answered.
2. Grant recommendations. At the February DDA meeting the Committee will recommend grants to the Farmers Market and the State Theater, as discussed at the Jan. 14<sup>th</sup> grant review meeting.
3. Project costs. Ms. Pollay shared that discussions at the Capital Improvements Committee meeting suggest the possibility that the S. U. project budget may need to be increased to include costs such as intersection improvements, which were not previously anticipated. It was agreed that staff will keep the Finance Committee informed if the board will be asked to approve a change to project budgets.
4. Financial Statements. The Committee reviewed the December 2015 Expense Listing, and questions were asked and answered. The Committee also reviewed the 2<sup>nd</sup> quarter financial statements including an update on the 4<sup>th</sup> & William stair elevator project budget, and the parking revenue and patrons reports. Questions were asked and answered about the Funds Committed Report.
3. Old Business- None
4. Next Meeting will be Tuesday, February 23, 2016 at 1:00 pm
5. Public Comment- None

The meeting adjourned at 3:00 pm  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, January 27, 2016**

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

Time: 11:00 a.m.

Present: Bob Guenzel, Roger Hewitt, Joan Lowenstein, John Mouat, Keith Orr, John Splitt, Phil Weiss

Absent: Tom Crawford, Marie Klopf, Al McWilliams, Rishi Narayan, Sandi Smith

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

Others: Alex Keros/GMC; Emily Lavers/GM; Bob Tiderington/GMC

Public: Ray Detter

### 1. Old Business

GMC Car Share Proposal. The Committee reviewed a draft GM/DDA agreement. Questions were asked and answered. DDA and GM staff and attorneys will continue to work on contract details. Pending attorney approval, the Committee supported bringing the agreement to the full DDA Board for consideration at the February Board meeting.

Parking System Review. Ms. Pollay shared that 6 firms responded to an RFQ, and staff provided information about these responses. The Committee recommended asking two, or possibly three, firms to respond to an RFP and interview. Staff provided a draft scope of work, and asked for feedback. The RFP will be released in coming weeks.

### 2. Transportation

Nelson Nygaard. Ms. Miller shared highlights of the draft parking Management Plan. She asked committee members to review the draft and get back to her with questions or comments by next week.

Studies. Mr. Hewitt shared an update on the Connector Study. He said that the third phase of study will be an environmental review, which is estimated to cost \$2-\$3M. The UM has offered to bear most of the cost of this review, and the City, AAATA, DDA may be asked to contribute some portion, as well. To that end, he asked that the DDA's FY 2017 budget have some funds available for studies. Mr. Orr said that in partnership with AAATA, he hoped the DDA could help bring back a downtown circulator. Mr. Hewitt suggested that a ridership study might be the first step in determining the feasibility of the project. Mr. Orr agreed, and said that additional study dollars should be in the FY 2017 budget for this purpose.

### 3. Parking

Parking Report. The Committee reviewed the January parking report. Questions were asked and answered. Ms. Pollay noted that as recommended by Nelson/Nygaard, these monthly

reports will now include TDM-related content, as well, including go!pass data.

#### 4. Construction

4th & William. Mr. Splitt said that Phase II demolition work to remove the old stair tower is continuing. Although some issues have slowed work, the goal remains to have one of the new high-speed elevators ready for use by Art Fair.

#### 5. New Business

Ms. Pollay shared that Washtenaw County has begin to explore options to construct a downtown parking structure.

Public Comment – None

**Next Operations Committee Meeting: February 24 at 11:00 am**

The meeting adjourned at 12:08 pm.  
Susan Pollay, Executive Director