

## ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, September 2, 2015

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

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

### 1. ROLL CALL

Present: Roger Hewitt, Marie Klopf, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith, John Splitt, Phil Weiss

Absent: Bob Guenzel

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

Audience: Russ Collins, Michigan Theater  
Lee Berry, Michigan Theater  
Barbara Twist, Michigan Theater  
Edward Vielmetti  
Alan Haber  
Ray Detter, CAC

### 2. AUDIENCE PARTICIPATION

Russ Collins shared information on the Michigan Theater Foundation's plan to make significant improvements to the State Theater. He explained how the project aligns with the DDA mission and asked the DDA to consider a grant request for \$750,000 to pay for the installation of an elevator and façade improvements.

Alan Haber spoke in favor of a public open space on the surface of the Library Lane structure. He said that a community commons area would be in the best interest of all citizens and would provide a place for social gathering and civic engagement.

### 3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Detter said the September 1<sup>st</sup> CAC meeting included a discussion of the downtown zoning changes approved by City Council in July, as well as a number of changes still needed. The CAC reviewed and approved a letter to be sent to the City Planning Department on possible changes to Downtown Zoning Premiums. The letter expresses the opinion of the CAC that premiums should not be granted at any time if they have a negative impact upon the historic character of downtown or the context of near downtown residential and historic neighborhoods. The letter also notes that the CAC supports a strengthening of the role of the Design Review Board.

**4. DDA MEMBERS COMMUNICATIONS**

Mr. Powers said community meetings regarding the Library Lane lot will take place on October 8 & 9. He shared that Ms. Pulcifer from the City will be leading the effort to create a Greenway Master Plan.

**5. EXECUTIVE DIRECTOR COMMUNICATIONS**

Ms. Pollay said the Ann Ashley Bike House grand opening took place August 27th. She thanked Ms. Smith and Mr. Mouat for their participation. Ms. Pollay reported that the Downtown Street Design Manual had won an International Downtown Association Merit Award and a Michigan Association of Planning Excellence Award. She said that an RFQ was released on August 19 to help the DDA select a qualified design team/firm to oversee the 5<sup>th</sup>/Detroit & South University projects. She said that it is anticipated a recommendation will be presented to the DDA at its October monthly meeting.

**6. APPROVAL OF MINUTES**

Mr. Mouat moved and Ms. Lowenstein supported approval of the July and August 2015 DDA meeting minutes.

**A vote on the motion showed:**

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

**NAYS:** none

**ABSENT:** Guenzel

**ABSTAIN:** none

**The motion carried.**

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

Resolution. Mr. Splitt moved and Mr. Mouat supported the following resolution.

**RESOLUTION APPROVING A PARKING AGREEMENT WITH ONE NORTH MAIN**

Whereas, In November 5, 1984 the City of Ann Arbor approved a parking agreement with the owner of the 101 N. Main Street building providing 25% of the parking spaces in the Ann Ashley parking structure for twenty five years;

Whereas, The DDA has operated the public parking system since 1992 with the purpose of meeting its mission;

Whereas, In 2000 the owners of the building asked for and received from the DDA an extension of the 1984 Parking Agreement through 2012, and another extension to 2015, and this agreement expired in June 2015;

Whereas, In July 2015 the DDA Operations Committee met with a representative of One North Main, LLC to discuss the request to either extend the former parking agreement or approve a new parking agreement;

Whereas, The Operations Committee puts forward a proposed new parking contract with One North Main, LLC that includes the following elements:

- The number of parking permits under contract:

September 2, 2015 to September 1, 2017	113 permits
September 2, 2017 to September 1, 2019	80 permits
September 2, 2019 to March 31, 2023	60 permits
  
- Permits under contract would be charged at the standard month-to-month permit cost plus a 20% surcharge.

RESOLVED, The DDA approves a parking agreement with One North Main, LLC.

RESOLVED, The DDA authorizes its Board Chair, Operations Committee Co-Chairs, and Executive Director to sign a parking agreement with One North Main, LLC on behalf of the DDA.

Board members discussed the differences between a contract for parking and a month to month arrangement. The vibrancy of that neighborhood, and the DDA's opportunity to use parking to support downtown vibrancy was also discussed.

Ms. Smith moved and Ms. Lowenstein supported an amendment to the resolution that struck language limit the contract to a single two year period. This change would appear as:

- The number of parking permits under contract:

September 2, 2015 to September 1, 2017	113 permits
<del>September 2, 2017 to September 1, 2019</del>	<del>80 permits</del>
<del>September 2, 2019 to March 31, 2023</del>	<del>60 permits</del>

**A vote on the amendment showed:**

**AYES:** Hewitt, Lowenstein, McWilliams, Narayan, Orr, Powers, Smith, Splitt

**NAYS:** Klopf, Mouat, Weiss

**ABSENT:** Guenzel

**ABSTAIN:** None

**The amendment passed.**

The resolution as amended is as follows;

**RESOLUTION APPROVING A PARKING AGREEMENT WITH ONE NORTH MAIN**

Whereas, In November 5, 1984 the City of Ann Arbor approved a parking agreement with the owner of the 101 N. Main Street building providing 25% of the parking spaces in the Ann Ashley parking structure for twenty five years;

Whereas, The DDA has operated the public parking system since 1992 with the purpose of meeting its mission;

Whereas, In 2000 the owners of the building asked for and received from the DDA an extension of the 1984 Parking Agreement through 2012, and another extension to 2015, and this agreement expired in June 2015;

Whereas, In July 2015 the DDA Operations Committee met with a representative of One North Main, LLC to discuss the request to either extend the former parking agreement or approve a new parking agreement;

Whereas, The Operations Committee puts forward a proposed new parking contract with One North Main, LLC that includes the following elements:

- The number of parking permits under contract:  
September 2, 2015 to September 1, 2017 113 permits
- Permits under contract would be charged at the standard month-to-month permit cost plus a 20% surcharge.

RESOLVED, The DDA approves a parking agreement with One North Main, LLC.

RESOLVED, The DDA authorizes its Board Chair, Operations Committee Co-Chairs, and Executive Director to sign a parking agreement with One North Main, LLC on behalf of the DDA.

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

**AYES:** Hewitt, Lowenstein, Orr, Powers, Smith

**NAYS:** Klopf, McWilliams, Mouat, Narayan, Splitt, Weiss

**ABSENT:** Guenzel

**ABSTAIN:** None

**The resolution failed.**

Resolution. Mr. Splitt moved and Mr. Orr supported the following resolution.

**RESOLUTION TO APPROVE A CONTRACT WITH ZIPCAR FOR DOWNTOWN CAR SHARING**

Whereas, Zipcar is a growing company that provides hourly car rental services to universities and downtowns throughout the nation;

Whereas, The DDA has been a committed supporter and funder of many transportation programs for many years in support of its mission;

Whereas, One of these transportation programs has been a DDA support for a downtown Zipcar program, which began in 2008 with the DDA guaranteeing cost coverage for four vehicles and has grown to ten cars in 2015 which require no DDA subsidy beyond the provision of parking spaces;

Whereas, The Operations Committee reviewed and recommends a proposed three-year DDA/Zipcar contract that would expand the Zipcar fleet to at least thirteen vehicles and would set forward Zipcar payment for parking spaces;

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

RESOLVED, The DDA approves the proposed contract with Zipcar.

Mr. Splitt said Zipcar currently uses spaces in the parking system free of charge. This short term contract includes a fee schedule outlining cost per space per month. Mr. Splitt said the Operations Committee recommends approval.

**A vote on the resolution showed:**

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

**NAYS:** None

**ABSENT:** Guenzel

**ABSTAIN:** None

**The resolution passed.**

Parking Reports for July and August 2015. Mr. Splitt pointed to the reports which were included in the board packet.

Quarterly Parking Numbers and 2015 Art Fair. Mr. Splitt said the reports show increasing revenue in both the 4<sup>th</sup> Quarter and FY 2015. He said that Art Fair revenue was up, despite the number of parkers being down, because of a rate increase.

Parking/TDM Study. Mr. Splitt said the existing conditions portion of the report is almost complete. Nelson/Nygaard staff will be in Ann Arbor for a site visit in late September.

4<sup>th</sup> & William Construction. Mr. Splitt said that issues with column alignment were discovered that temporarily stalled installation of the new stairs. A solution has been identified and work is resuming.

Structure Repairs. Mr. Splitt said that this work is on schedule. Interior work at Maynard and Forest is ending while exterior work at Forest continues. Mr. Splitt said that work at 4<sup>th</sup> & Washington will begin next week.

**The next Operations Committee meeting will be on September 16th at 11:00 am.**

#### **7. B. SUBCOMMITTEE REPORTS- FINANCE COMMITTEE**

FY Year-End Financial Statements (unaudited) and FY 2015 and FY 2016 Funds Committed Reports. Ms. Klopf said the financial reports were reviewed by the Finance Committee and were included in the board packet.

Procedure Reviews: Accounting and Parking Revenue Internal Control Memos. Ms. Klopf the Finance Committee reviewed and discussed the two documents.

Ms. Klopf also noted that the Committee considered whether to raise the per diem rate for the upcoming IDA conference in San Francisco, but decided against it.

**The next Finance Committee meeting will be September 22 at 1:00 p.m.**

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

Capital Improvement Projects. Mr. Mouat said the Committee spent time at the beginning of the meeting talking about vibrant downtown sidewalks, and why they were successful. This then led to a discussion about the need to shape a shared goal and vision for each of the improvements projects to give clear direction to the DDA's future designers. He noted that each of the DDA's future project areas has functional needs as well as a unique character that needs to be considered. Mr. Mouat said the Committee reviewed a refined project schedule, as well as an outline for the ways the public can provide input at each stage of design. The Committee also discussed the process and schedule for an RFQ to help the DDA select a design team for the N. 5<sup>th</sup>/Detroit and SU projects. The committee agreed with the staff recommendation that since the City and DDA will work together on the Kerrytown project, that a single design contract for the entire project will be undertaken, and a single construction contract.

Sidewalk repairs. Mr. Mouat said that sidewalk work this summer has focused on brick replacement. Ms. Miller reported that the DDA planted 114 trees over two seasons. The City is working on an updated tree inventory that will help guide DDA planting next spring.

**The next Capital Improvements Committee meeting will be September 23 at 11 am.**

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

Ms. Lowenstein said that at the July meeting the committee discussed DDA grant policies and procedures, including whether to separate large grants vs. small grants, and whether requests might be received at only a few times a year so applications could be compared. Discussion will continue at the next meeting.

**The next Partnerships/ Economic Development Committee meeting will take place on September 9 at 9am.**

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

Resolution Approving Compensation Change for the DDA Executive Director for FY 2016. Ms. Smith moved and Ms. Lowenstein supported the following resolution.

**Resolution Approving a Compensation Change for the DDA Executive Director of the Ann Arbor Downtown Development Authority for FY 2016**

Whereas, Susan Pollay has served as the DDA Executive Director since 1996;

Whereas, A number of important DDA projects were undertaken in FY 2015 under Ms. Pollay's leadership, including ;

- Completions of the Street Framework project, resulting in technical design standards that will be incorporated into the City's "orange book", and compilation of best practice findings for several important downtown issues.
- The planning, bidding, and selection of a contractor to construct the new stair/elevators at the Fourth & William parking structure. Construction is underway.
- DDA developed an ambitious multi-year transformative capital improvements work plan including projects on Huron Street, State Street, South University, Fifth/Detroit Streets, and Ashley/First Streets.
- DDA approved important grants in support of its mission, including Partnerships Grants to 116-120 W. Huron and 318 W. Liberty.
- DDA renewal of its funding for the DDA go!Pass and other downtown transportation initiatives. Use of these transportation options continues to grow.
- DDA received a clean audit once again.
- DDA has planted many dozens of replacement trees, and repaired many hundreds of feet of downtown sidewalk in support of the DDA's goal of walkability.

Management of the public parking system continues to see increased use and revenue, and good customer service scores.

Whereas, DDA board members reviewed Ms. Pollay's efforts in FY 2015, and noted that she effectively works with the DDA members to support board member involvement, that DDA programs and projects are well managed, and that Ms. Pollay serves as a vital resource for downtown stakeholders, and the community at large;

Whereas, As is the case with comparable high-level city area administrators, Susan is often called upon to address City Council and does so with great expertise.

Whereas, The DDA board voted to approve a compensation change for Ms. Pollay at its July meeting, but it was later found that the base salary was noted incorrectly;

Whereas, The DDA Executive Committee recommends that Ms. Pollay be provided with a salary adjustment retroactive to July 1, 2015 to increase her salary 2.75% from \$114,575 to \$117,726.

RESOLVED, The DDA board recognizes Ms. Pollay's performance and accomplishments, and approves a salary adjustment as recommended by its Executive Committee.

Ms. Smith said that a resolution was passed in July authorizing a salary increase for Ms. Pollay. Ms. Smith said that there was an error in the first resolution, and this corrected resolution would replace that.

**A vote on the resolution showed:**

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

**NAYS:** none

**ABSENT:** Guenzel

**ABSTAIN:** none

**The resolution passed.**

**The next Executive Committee meeting will be October 7 at 11 am.**

<b>8. NEW BUSINESS</b>
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Ms. Smith asked that the Operations Committee consider a re-branding or re-naming of the Ann Ashley structure to the Kerrytown structure. Mr. Splitt said the Committee would begin the discussion.

Ms. Klopf asked if information could be prepared on how much money the DDA has spent over the last 3-5 years on contracted project managers. She said that given the small number of



staff and the many upcoming projects, it may be time to consider hiring a new staff member. It was decided that the information would be presented to the Finance Committee.

<b>9. OTHER AUDIENCE PARTICIPATION</b>
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Mr. Haber suggested that the DDA consider adding directional signage on the sidewalk with information about the number of available parking spaces, as this would be very useful to drivers. He also said that an ice rink on the Library Lane lot would be a great use of the space in the upcoming winter months.

Mr. Vielmetti said that he looks forward to the State Theater project. He said a discussion about Republic Parking that took place at the Operations Committee meeting about a former RPS employee who incorrectly used Ann Arbor resources to solicit a parking contract in Ferndale should have been more thoroughly reported in the minutes. He urged Board members to review the Republic Parking contract, its end date and penalties for early termination. Mr. Hewitt asked Mr. Morehouse to respond to Mr. Vielmetti's concern. Mr. Morehouse said that a review found that \$8,500 in costs were incorrectly billed to the DDA, and Republic Parking had reimbursed this to the DDA.

<b>10. ADJOURNMENT</b>
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There being no other business, Mr. Narayan moved and Mr. Mouat supported a motion to adjourn. Mr. Hewitt declared the meeting adjourned at 1:28 pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, September 2, 2015**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Roger Hewitt, Rishi Narayan, Sandi Smith, Marie Klopf, Susan Pollay (ex officio)  
Absent: John Mouat (ex officio)  
Others: Joan Lowenstein, Steve Powers

Committee actions and discussions

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

Staff compensation changes. It was noted that the resolution approved in July granting a compensation change for the Executive Director stated the base salary incorrectly. A new corrected resolution was reviewed, and it was agreed it would be presented to the full board.

DDA office lease. Ms. Pollay noted that the DDA office lease was slated to end in 2016, and she asked how the Committee wanted to proceed. Two possible directions included utilizing the language in the agreement to extend the lease or instead, hiring a commercial broker to find space elsewhere. There was a general discussion about the current office including its size which seemed adequate even if additional DDA staff were contracted or hired in coming years. Several reasons for staying in the current location were mentioned, including its proximity to City Hall, the agreeable lease terms, the expense of moving, and the challenge making sure a new address is well-communicated. Ms. Pollay said that she would work with her staff to explore both options and bring back information to the Committee for additional discussion.

Grant requests. Ms. Pollay noted that she anticipated at least a few large grant requests coming to the DDA in the coming months. Ms. Lowenstein and Ms. Klopf volunteered to assist Ms. Pollay drafting grant procedures and policies so the board could approve this before considering any of the grant requests.

There being no other business, the meeting adjourned at 11:50 a.m.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES  
WEDNESDAY, SEPTEMBER 9, 2015**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 9:00 a.m.  
Present: Joan Lowenstein, Al McWilliams, Keith Orr  
Absent: Bob Guenzel, Roger Hewitt, Marie Klopf, John Mouat, Rishi Narayan, Steve Powers  
Sandi Smith, John Splitt, Phil Weiss  
Others: Graydon Krapohl/City; Jane Lumm /City; Jason Morgan/WCC; Jeremy Peters/ CPC  
Staff: Susan Pollay, Amber Miller, Jada Hahlbrock  
Public: None

**Partner Updates**

WCC- Mr. Morgan said this year marks the 50<sup>th</sup> anniversary of the College and WCC will celebrate with special events throughout the year. Mr. Morgan said a new Annual Report will be part of a presentation the college will make to the County Board of Commissioners on September 17<sup>th</sup>. He said that a milage renewal for the college may be on the ballot in August of 2016.

City Council- Ms. Lumm said Council approved a new fee schedule for fire department inspections which will now be calculated based on square feet. Ms. Lumm said the State recently passed a law allowing bicycle pubs to operate, and City Council create an ordinance to either regulate or ban them. Mr. Krapohl said a search for a new police chief is underway.

Planning Commission. Mr. Peters said the Commission will be reviewing the site plan for the Argus Market expansion and the site plan for the proposed hotel located at Glen & Ann Streets.

DDA – Ms. Miller reported that the Downtown Framework Manual had received several awards and she and DDA Executive Director were asked to present at upcoming conferences. Ms. Pollay reported on a temporary delay in the construction of the 4<sup>th</sup>/William parking structure stair/elevator. Ms. Lowenstein shared information about upcoming DDA improvements projects. There were many comments about the projects, in particular, about the potential for Huron Street to be transformed into a more pedestrian-friendly environment. Ms. Miller said that the DDA and City will work together to select a preferred design firm or team for the N. 5<sup>th</sup> Ave/Detroit Street and SU streetscape improvements projects.

**Public Comment**

None.

**Next Meetings:** The Committee decided to cancel the meeting scheduled for November 11<sup>th</sup>, 2015. The next committee meeting will take place Wednesday, October 14<sup>th</sup> at 9:00 am.

The meeting adjourned at 10:30 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, September 16, 2015**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Bob Guenzel, Joan Lowenstein, John Mouat, Keith Orr, John Splitt  
Absent: Roger Hewitt, Marie Klopf, Al McWilliams, Rishi Narayan, Steve Powers, Sandi Smith, Phil Weiss  
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock  
Others: Katherine Beaty/Republic Parking, Nancy Shore/getDowntown  
Public: Richard Broder, Ray Detter

101 N Main Parking. Mr. Broder repeated his request for a parking contract for the 101 N. Main building. Committee members reviewed the deliberation behind the board vote; questions were asked and answered. Since no new information was presented, the Committee members resolved not to take the matter back to the Board for reconsideration.

Reports. Committee members reviewed the Monthly Parking report. They also reviewed the 2015 Operating Income report. It was noted that it contained unaudited figures, and it did not show all parking system expenses, including capital and administrative costs.

Parking Memos. Committee members reviewed a memo outlining parking system purchasing procedures followed by RPS and DDA. Questions were asked and answered. The Committee also reviewed a memo about the Republic Parking contract; questions were asked and answered. Ms. Beaty shared that among her responsibilities was serving as the RPS auditor for their various parking systems, including Ann Arbor. She outlined details for these audits; Ms. Beaty was asked to provide a memo repeating what she had stated, as it was felt that this would be useful to document.

TDM Study- Ms. Miller said that the first draft of the existing conditions document is almost done. Nelson/Nygaard staff will be in Ann Arbor for a week to meet with stakeholders and to get a firsthand look at how the parking system was operating.

Ann Ashley Structure Name Change- Committee members considered a board member request to rename the garage as the “Kerrytown structure”. Discussion also included wayfinding. DDA staff were asked to take the idea to the next meeting of the Downtown Marketing Taskforce to elicit feedback.

4th & William- Issues with column alignment delayed erection of the steel stairs. Spence Brothers will provide the DDA with an updated schedule that takes into account the impact of delays so far.

Public Comment – none.

Next Meeting October 28 at 11:00 am

The meeting adjourned at 12:57 pm.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE MEETING MINUTES  
Tuesday, September 22, 2015**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 1:00 p.m.  
Present: Roger Hewitt, Marie Klopf, Rishi Narayan, Phil Weiss  
Absent: Bob Guenzel, Joan Lowenstein, John Mouat, Al McWilliams, Keith Orr, Steve Powers, Sandi Smith, John Split  
Other Participants: Tom Crawford, City of Ann Arbor  
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock  
Public: Ed Vielmetti

1. Financial Statements. The committee reviewed and discussed the following reports.
  - August 2015 Expense Listing
  - FY 2015 Report of Parking Operations by Facility, which notes facility operating income and expenses, but does not include other parking system expenses, such as administrative or capital costs.
2. New Business
  - a. Audit. Mr. Morehouse said that he had reviewed a first draft of the audit and a final draft is expected soon. The Auditor will be invited to attend the Committee meet in October.
  - b. Memos. The following documents were reviewed. Questions were asked and answered.
    - Parking System Purchasing Procedures Memo
    - Republic Parking Contract Details Memo
    - Republic Parking Systems Auditing of the Ann Arbor Parking System Memo
  - c. DDA staff shared information on consultant costs for FY 2013-2015.
  - d. DDA staff shared DDA parking Fund Operating Account information
3. Old Business- none
4. Next Meeting- October 27, 2015 at 1:00 pm
5. Public Commentary- Mr. Vielmetti said that he has been collecting data from the parking system, including tracking open parking spaces. He said that parking data can help to inform policy decisions.

The meeting adjourned at 2:34 pm  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES  
Wednesday, September 23, 2015**

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, John Splitt, Phil Weiss  
Absent: Bob Guenzel, Marie Klopf, Al McWilliams, Keith Orr, Steve Powers, Sandi Smith  
Other Participants: Liz Rolla/City, Charlie Fleetham and Julie Bonenfant/Project Innovations  
Staff: Susan Pollay, Joe Morehouse, Amber Miller, Jada Hahlbrock  
Public: Ray Detter

Introductions- Committee members were asked to introduce themselves and share an observation about an unsatisfactory downtown element. Ms. Pollay said that in anticipation of upcoming public meetings, DDA staff has been working with Project Innovations to hone meeting facilitation skills, and Mr. Fleetham was attending today's meeting to provide insights and advice to DDA staff as part of this.

Roles and Responsibilities- DDA staff shared a flow chart intended to show project groups and their roles. The Committee members asked for clarification about the roles of the Capital Improvements Committee and Street Design Team, as well as for how often the Committee would meet with the design consultants. It was recognized that assumptions may change as the projects take shape.

Consultant Selection- Ms. Miller said that six responses were received to the DDA's RFQ from which two firms were invited for interviews. DDA members and staff present at these interviews shared observations about the presentations. After discussion on the merits of both firms, the consensus was to recommend to the Board that Smith Group/JJR be selected as the design consultant for the SU and 5<sup>th</sup>/Detroit Street projects. Staff will draft a resolution for consultant selection, including a not-to-exceed project budget for the South University project. Approval of the project budget for the 5<sup>th</sup>/Detroit project will take place at a later date. If a project contract is not available for review in time for the October board meeting, the Committee determined that they would recommend that the Finance Committee be authorized to review the proposed contract for signatures, and the DDA Executive Director, Board Chair and Capital Improvements Chair would be authorized to sign the contract. The goal is to get the consultant hired so survey and public outreach efforts can begin before winter.

Project Scope/Issues and Opportunities- Existing issues, concerns and opportunities were discussed in both project areas. Themes emerged, e.g. pedestrian and cyclist safety, better infrastructure, and the desire to get stakeholder groups involved early in the process.

Public Comment – none.

Next Meeting October 21 at 11:00 am- This meeting will be a walking tour of the South University Area. We will meet at the DDA office and walk from here.

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