

## **ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES**

Wednesday, July 1, 2015

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

Time: Mr. Mouat called the meeting to order at 12:01 p.m.

### **1. ROLL CALL**

Present: Bob Guenzel, Roger Hewitt, Marie Klopf, Joan Lowenstein, John Mouat, Rishi Narayan, Keith Orr, Sandi Smith, John Splitt, Phil Weiss

Absent: Al McWilliams, Steve Powers

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

Audience: Nancy Shore, getDowntown  
Ray Detter, CAC  
Richard Broder, Broder and Sachse

### **2. AUDIENCE PARTICIPATION**

Nancy Shore shared details of the AAATA service expansion in August. Components important to downtown include extended service hours on Saturdays and Sundays, as well as additional service in Ypsilanti.

### **3. REPORTS FROM CITY BOARDS AND COMMISSIONS**

Mr. Detter said the CAC July meeting will take place on July 7 and was postponed in order to allow more time to review recommended amendments to Downtown D1 zoning. The CAC feels that proposed zoning law changes are not perfect, but represent a significant improvement.

### **4. COMMUNICATIONS FROM DDA MEMBERS**

Mr. Mouat welcomed Mr. Weiss to the board. Mr. Weiss introduced himself.

Mr. Hewitt reported that the Connector Study Steering Committee met. Public meetings are on hold while the University reviews the plan and considers its role in the project.

### **5. EXECUTIVE DIRECTOR REPORT**

Ms. Pollay said there was a pre-Art Fair abandoned bicycle pick up the week before, and approximately 40 abandoned bikes were removed.

Ms. Pollay said that the next DDA & AAATA board forum will be held on July 29<sup>th</sup> at the DDA office. She asked Board members to share topics that they would like to see on the agenda.

Ms. Pollay said that she and Ms. Lowenstein attended the IDA Midwest Forum in Detroit, and both found it to be very informative. Ms. Pollay said that an important message from the conference was that our ability to improve prosperity in the region will be affected by how well we connect Detroit with the larger region including Ann Arbor.

<b>6. APPROVAL OF MINUTES</b>
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Mr. Guenzel moved and Mr. Hewitt supported approval of the June 2015 DDA meeting minutes.

**A vote on the motion showed:**

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

**NAYS:** none

**ABSENT:** McWilliams, Powers

**ABSTAIN:** none

**The motion carried.**

<b>7. A. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE</b>
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Resolution for Structure Repairs. Mr. Splitt moved and Mr. Narayan supported the following resolution.

**RESOLUTION TO APPROVE A CONTRACT FOR PARKING STRUCTURE REPAIRS WITH RAM CONSTRUCTION AND ESTABLISH A PROJECT BUDGET (\$880,000)**

Whereas, Carl Walker Inc. has provided the DDA with a list of parking structure repairs for the 2015 construction season;

Whereas, The list of needed repairs was bid out to four qualified companies, and three companies submitted bids;

Whereas, RAM Construction submitted the lowest responsible bid in the amount of \$733,208; and the next lowest bidder came in \$145,500 higher;

Whereas, RAM Construction has successfully performed similar work in the parking structures for many years;

Whereas, a contingency equal to 20% of the estimated work will be set aside, thus creating a project budget of \$880,000

RESOLVED, The DDA authorizes the Board Chair and the Executive Director to sign a contract

with RAM for the completion of the repair work scheduled for the 2015 construction season.

Mr. Splitt reported that three competing bids were received; RAM Construction was the lowest bidder at \$733,208. The resolution recommends selecting RAM and setting aside a 20% contingency for a total project budget of \$880,000.

**A vote on the resolution showed:**

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

**NAYS:** none

**ABSENT:** McWilliams, Powers

**ABSTAIN:** none

**The resolution carried.**

Resolution for a TDM Study Project Budget and the Selection of Nelson/Nygaard. Mr. Orr moved and Mr. Splitt supported the following resolution.

**RESOLUTION AUTHORIZING A TRANSPORTATION AND DEMAND MANAGEMENT STUDY BUDGET AND THE SELECTION OF NELSON/NYGAARD AS PROJECT CONSULTANT**

Whereas, In the 2003 Development Plan the DDA renewed its commitment to supporting a menu of transportation options in downtown Ann Arbor;

Whereas, In 2006 and 2007, respectively, the DDA undertook a Parking Study and provided a grant for the A2D2 Parking Strategy Project, resulting in comprehensive downtown parking and transportation demand management (TDM) recommendations;

Whereas, Since that time, the DDA pursued the recommendations within in its control, while at the same time, downtown residential and employee populations have grown substantially and parking and go!pass use have continued to rise;

Whereas, The Operations Committee determined it is time to reexamine downtown parking demand and supply, and its TDM strategies, and issued an RFQ for a TDM analysis;

Whereas, Nelson Nygaard was the only qualified respondent and was invited to provide a formal proposal;

RESOLVED, The DDA approves the selection of Nelson/Nygaard as project consultant;

RESOLVED, The DDA shall establish a budget of \$100,000 for the TDM analysis;

RESOLVED, The DDA Operations Committee Chairs and Executive Director are authorized to sign a contract within the approved project budget;

RESOLVED, The Operations Committee shall oversee the project and provide regular updates to the DDA board on the progress of this project until its completion.

Mr. Orr said that the study will examine downtown parking and transportation demand and strategies to meet this demand. A similar project was undertaken in 2007.

**A vote on the resolution showed:**

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

**NAYS:** none

**ABSENT:** McWilliams, Powers

**ABSTAIN:** none

**The resolution carried.**

2016-21 capital improvements. Mr. Mouat said that after the board had agreed on a list of prioritized projects at its retreats, staff developed scheduling scenarios which had all been deemed feasible by the Finance Committee. Reviewing the various alternatives, the Operations Committee selected scenario #1 as the preferred choice. An alternative, scenario #4, was included in the meeting packet to encourage discussion about how the recommendation came to be formulated.

Mr. Mouat outlined the constraints that were assumed in all of the scenarios. This included financial limitations, as well as the important concern that DDA staff and board wouldn't do a good job engaging with the public and designing excellent projects if more than two projects were undertaken in a given year. Mr. Mouat then outlined the various benefits to pursuing scenario #1, including the close coordination with City projects, greater cost efficiency, and lessening the negative impact on adjacent businesses.

Mr. Hewitt suggested that the board temporarily set aside a decision to allow more discussion within committee. Ms. Smith disagreed, saying that the board had come to consensus about pursuing scenario #1 at its spring retreat, and this position was later reaffirmed in committee by a majority of those present. She said that she felt the board should honor the process by confirming the recommended timeline for when projects would be undertaken and the scope of the projects. Mr. Hewitt suggested that the assumptions could be tested and the schedule rearranged.

**After much discussion Ms. Lowenstein moved and Mr. Orr supported a resolution as follows;**

**Whereas, The DDA at its January & April 2015 board retreats identified priority projects;**

**Whereas, The DDA Operations Committee recommends Scenario 1;**

**Whereas, There is a process in place to amend Scenario 1 as needed;**

**Resolved, The DDA will move forward with implementing Scenario 1;**

**Resolved, Project scope and timing may be reexamined by the appropriate committee as needed and any changes brought back to the full Board for approval.**

**A vote on the resolution showed:**

**AYES: Guenzel, Klopff, Lowenstein, Mouat, Narayan, Orr, Smith, Splitt, Weiss**

**NAYS: Hewitt**

**ABSENT: McWilliams, Powers**

**ABSTAIN: none**

**The resolution carried.**

Recommendation regarding Ann Ashley parking agreement. Mr. Mouat shared information on a request from Broder & Sachse to extend the parking agreement they have for parking permits at the Ann Ashley structure. Mr. Mouat said the original agreement dated back to the early 1980's when TIF generated from the development at 101 N. Main was used to pay for the construction of the Ann Ashley structure, one of the DDA's first projects. He noted that the current agreement expired June 30, 2015, thus an extension is not possible. He also noted that the request was for permits for 10 years.

Mr. Mouat noted that demand for parking in that area continues to grow and that the Operations Committee discussed the request and the impact it would have to the area. The Committee recommended not approving a parking contract, but resolved to bring the matter to the full board for input.

Mr. Broder, Broder & Sachse, was in attendance, and was asked about the request. He said that his group had purchased the building approximately 5 years ago and some current tenants of the 101 N Main building have guaranteed parking written into their leases. He asked that the agreement be provided for those permits in particular, with the possibility of other permits being relinquished.

Mr. Hewitt suggested that the DDA allow for negotiation with Mr. Broder for a new parking agreement. Mr. Splitt said that he didn't support inaugurating a new parking agreement, but at minimum, asked that a surcharge be added to the cost of the permits.

**Ms. Lowenstein moved and Mr. Narayan supported a motion to authorize Ms. Pollay to negotiate terms for a new parking agreement with the owner of the 101 N. Main Building that set a term limited to the date of the lease expiration for the tenants with parking guarantees, as well as a cap on the number of permits and including the cost of a surcharge.**

**A vote on the recommendation showed:**

**AYES: Guenzel, Hewitt, Klopff, Lowenstein, Mouat, Narayan, Orr, Smith, Weiss**

**NAYS: Splitt**  
**ABSENT: McWilliams, Powers**  
**ABSTAIN: none**  
**The recommendation carried.**

Parking Report. Mr. Mouat pointed to the June parking report included in the board packet.

4<sup>th</sup> & William Construction. Mr. Splitt said that the next key element in the construction would be erecting the stair, which should be completed by Art Fair.

Ann Ashley Bike House. Mr. Orr reported that glass is being fabricated and bike hoops will be delivered soon.

**The next Operations Committee meeting will be on July 29th at 11:00 am.**

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

Resolution to Approve a DDA Reimbursement Policy. Mr. Narayan moved and Mr. Splitt supported the following resolution.

##### **RESOLUTION TO APPROVE A DDA REIMBURSEMENT POLICY**

Whereas, DDA Staff brought forward the following Reimbursement Policy to follow when making reimbursement payments to DDA staff and board members;

Whereas, The DDA Finance Committee has reviewed and approved the following DDA Reimbursement Policy;

RESOLVED, The DDA approves the attached Reimbursement Policy.

Mr. Narayan said that the Finance Committee decided to create an expense reimbursement policy, and developed one over the course of multiple meetings.

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

**AYES: Guenzel, Hewitt, Klopff, Lowenstein, Mouat, Narayan, Orr, Smith, Splitt, Weiss**  
**NAYS: none**  
**ABSENT: McWilliams, Powers**  
**ABSTAIN: none**  
**The resolution carried.**

**The next Finance meeting will be July 28th at 1:00 p.m.**

#### **7. C. SUBCOMMITTEE REPORTS- PARTNERSHIPS/ECONOMIC DEVELOPMENT COMMITTEE**

Resolution to Approve a Grant Application for “Power Art”. Ms. Lowenstein moved and Mr. Splitt supported the following resolution.

**RESOLUTION TO APPROVE A GRANT APPLICATION FOR THE NEXT PHASES OF A “POWER ART” TRAFFIC SIGNAL BOX ARTS PROJECT**

Whereas, The DDA’s Development Plan includes strategies to encourage walkability and to support downtown identity by working to bring art into the public realm;

Whereas, At its October 2013 meeting the DDA approved a \$20,500 grant to install vinyl art wraps on downtown traffic signal boxes, and these art wraps , now entitled “Power Art!” were recently installed to great acclaim;

Whereas, The project partners are now planning installations on the remaining 34 downtown signal boxes, and to accomplish this additional funding is needed;

Whereas, The filing deadline for an arts grant from the Michigan Council for Arts and Cultural Affairs program was June 1 and a \$30,000 grant request was submitted for these future Power Art installations;

Whereas, The DDA board must approve this grant submittal to the State;

Resolved, The DDA approves the grant request submitted to the Michigan Council for Arts and Cultural Affairs program for future Power Art installations on downtown signal boxes.

Ms. Lowenstein said that installations on eight downtown traffic signal boxes were very well received by the community. She said that a grant request was submitted to the State seeking funding for future installations and this application requires a vote by the board. The Partnerships Committee recommends approval of this resolution.

**A vote on the resolution showed:**

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

**NAYS:** none

**ABSENT:** McWilliams, Powers

**ABSTAIN:** none

**The resolution carried.**

Ms. Lowenstein said the committee also heard updates from partners.

**The next Partnerships/ Economic Development Committee meeting will be July 8<sup>th</sup> at 11 am.**

No report

<b>7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE</b>
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Resolution Approving Compensation Change for the DDA Executive Director for FY 2015. Mr. Hewitt moved and Mr. Orr 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 Executive Committee recommends that Ms. Pollay be provided with a salary adjustment beginning July 1, 2015 to increase her salary from \$112,000 to \$114,800.



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

Mr. Mouat reported that Board members submitted evaluations for Ms. Pollay, and there was great support for Ms. Pollay's work. Mr. Mouat said that the FY 2016 pay increase for City employees was just announced as 2.75%.

Mr. Orr proposed an amendment to change the amount using this 2.75% increase. This proposed amendment was seen as friendly.

The amended resolution is as follows;

**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 Executive Committee recommends that Ms. Pollay be provided with a salary adjustment beginning July 1, 2015 to increase her salary from \$112,000 to \$115080.

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

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

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

**NAYS:** none

**ABSENT:** McWilliams, Powers

**ABSTAIN:** none

**The amended resolution carried.**

**The next Executive Committee meeting will be September 2nd at 11 am. There will not be a meeting in August.**

<b>8. NEW BUSINESS</b>
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Mr. Mouat reminded everyone that there will not be a Board meeting in August.

<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. Hewitt moved and Ms. Lowenstein supported a motion to adjourn. Mr. Mouat declared the meeting adjourned at 1:40 pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, July 1, 2015**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: John Mouat, Roger Hewitt, Rishi Narayan, Keith Orr, Susan Pollay (ex officio),  
Sandi Smith (ex officio)  
Absent: None  
Others: None

Committee actions and discussions

Agenda Review. The group reviewed the July DDA monthly meeting agenda. Ms. Pollay said that a representative owner of the 101 N. Main Street building had taken one of the speaking slots at the beginning of the meeting to talk about their expired parking contract. Ms. Pollay said that newest DDA Board member Phil Weiss had been sworn in and would be attending.

DDA Reimbursement Policy. Mr. Narayan conveyed information about the development of the policy. He said that the policy was not created in response to any problems, but rather the committee felt it was a proactive approach to managing DDA activities. The question of whether it would or would not be beneficial to have a DDA credit card was discussed.

Staff compensation changes. Mr. Mouat noted that the Executive Committee had been told that the City would be providing raises for nonunion staff for FY 2016 within a range of 2% to 3%, thus the committee had recommended a 2.5% raise for the DDA Executive Director. Subsequently, it was learned that the City had changed its mind and would instead provide a 2.75% increase for nonunion staff. This information would be provided to the board as a possible amendment to the proposed resolution. Ms. Pollay said that she would be authorizing merit increases in addition to the 2.75% authorized by the City for two of the DDA staff as part of their compensation adjustment. Reasons included the levels of responsibility they had as project managers, their advanced education, their technical proficiency, and their experience.

Annual Meeting review. There was a discussion about the pending committee changes, notably the creation of a Capital Improvements Committee. The work plan of this committee versus the Operations Committee was delineated as being focused on improvements to the right of way versus improvements to parking facilities. It was suggested that the Capital Improvements Committee meet immediately after Operations Committee meetings since there was interest on the part of some to attend both meetings.

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

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL MEETING MINUTES**

**Wednesday, July 1, 2015**

**DDA Offices, 150 S. Fifth Avenue, Ann Arbor, MI 48104**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: DDA Chair Mr. Mouat called the meeting to order at 1:40 p.m.

**1. ROLL CALL**

Present: Bob Guenzel, Roger Hewitt, Marie Klopf, Joan Lowenstein, John Mouat, Rishi Narayan, Keith Orr, Sandi Smith, John Splitt, Phil Weiss

Absent: Al McWilliams , Steve Powers

Staff Susan Pollay, Executive Director

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

Audience: Ray Detter, Downtown Area Citizens Advisory Council  
Nancy Shore, getDowntown

**2. NEW BUSINESS**

**A. Election of Officers**

Treasurer: Mr. Mouat asked for nominations for the position of Treasurer. Ms. Klopf was nominated by Mr. Orr and seconded by Mr. Hewitt. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss

NAYS: none

ABSENT: McWilliams, Powers

ABSTAIN: none

The motion carried.

Secretary: Mr. Mouat asked for nominations for the position of Secretary. Ms. Smith was nominated by Mr. Splitt and seconded by Mr. Narayan. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss

NAYS: none

ABSENT: McWilliams, Powers

ABSTAIN: none

The motion carried.

Vice-Chair: Mr. Mouat asked for nominations for the position of Vice-Chair. Mr. Narayan was nominated by Mr. Hewitt and seconded by Mr. Splitt. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss

NAYS: none

ABSENT: McWilliams, Powers

ABSTAIN: none

The motion carried.

Chair: Mr. Mouat asked for nominations for the position of Chair. Mr. Hewitt was nominated by Mr. Narayan and seconded by Mr. Guenzel. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss

NAYS: none

ABSENT: McWilliams, Powers

ABSTAIN: none

The motion carried.

### **B. DDA Committees for FY 2016**

Board members evaluated committee structure and decided to dissolve existing committees and create new committees as follows.

Ms. Smith moved and Mr. Hewitt supported the following resolution.

#### **RESOLUTION TO DISSOLVE THE DDA COMMUNICATION COMMITTEE.**

A vote on the motion to dissolve the committee showed:

AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss

NAYS: none

ABSENT: McWilliams, Powers

ABSTAIN: none

The motion carried.

Ms. Smith moved and Mr. Hewitt supported the following resolution.

#### **RESOLUTION TO DISSOLVE THE DDA OPERATIONS COMMITTEE**

A vote on the motion to dissolve the committee showed:

AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss

NAYS: none

ABSENT: McWilliams, Powers

ABSTAIN: none

The motion carried.

Mr. Guenzel moved and Mr. Hewitt supported the following resolution.

**RESOLUTION TO CREATE A DDA CAPITAL IMPROVEMENTS COMMITTEE**

A vote on the motion to establish the committee showed:

AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss

NAYS: none

ABSENT: McWilliams, Powers

ABSTAIN: none

The motion carried.

Capital Improvements Committee Chair(s): John Mouat

Mr. Hewitt moved and Mr. Guenzel supported the following resolution.

**RESOLUTION TO CREATE A DDA OPERATIONS COMMITTEE**

A vote on the motion to establish the committee showed:

AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss

NAYS: none

ABSENT: McWilliams, Powers

ABSTAIN: none

The motion carried.

Operations Committee Chair(s): Keith Orr & John Splitt

Mr. Hewitt moved and Mr. Splitt supported the following resolution.

**RESOLUTION TO REAPPOINT THE DDA PARTNERSHIPS COMMITTEE**

A vote on the motion to reappoint the committee showed:

AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss

NAYS: none

ABSENT: McWilliams, Powers

ABSTAIN: none

The motion carried.

Partnerships Committee Chair(s): Joan Lowenstein & Al McWilliams

Mr. Hewitt moved and Mr. Guenzel supported the following resolution.

**RESOLUTION TO REAPPOINT THE DDA FINANCE COMMITTEE**

A vote on the motion to reappoint the committees showed:

AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss

NAYS: none

ABSENT: McWilliams, Powers

ABSTAIN: none

The motion carried.

Finance Committee Chair(s): Marie Klopf

### Executive Committee

The Executive Committee will consist of all officers of the Board and the past previous DDA Chair. The previous Chair shall be a non-voting member and the Executive Director shall be a non-voting ex officio member of this committee.

<b>3. STAFF THANK YOU TO THE BOARD AND OUTGOING DDA CHAIR</b>
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Ms. Pollay thanked the DDA board members for their hard work this year in support of the DDA's mission. Ms. Pollay thanked Mr. Mouat for his excellent leadership of the DDA. She noted his wisdom and passion for downtown as key to many of the projects undertaken and completed this year.

<b>4. ADJOURNMENT</b>
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There being no other business, Mr. Splitt moved and Mr. Guenzel seconded the motion to adjourn. Ms. Smith declared the meeting adjourned at 1:55 p.m.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES  
WEDNESDAY, JULY 8, 2015**

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

Time: 11:00 a.m.

Present: Joan Lowenstein, Al McWilliams, John Mouat, Keith Orr, Sandi Smith, John Splitt, Phil Weiss

Absent: Bob Guenzel, Roger Hewitt, Marie Klopf, Rishi Narayan, Steve Powers

Others: Jane Lumm /City; Jeremy Peters/ CPC

Staff: Susan Pollay, Amber Miller, Jada Hahlbrock

Public: Ray Detter/CAC; Sabra Briere/City Council and CPC

1. Partner Updates

Planning Commission. Mr. Peters said the CPC approved its FY 2016 work plan and schedule. Several documents were made Commission resource documents, including the Reimagine Washtenaw Report, the County Housing Needs Assessment Report, among others.

City Council- Ms. Lumm said Council recently discussed possible election reforms. She said a work session will focus on deer management, and the search for a new police chief is underway.

DDA- Ms. Pollay shared updates on the DDA capital project planning efforts, and its newly commissioned parking and transportation demand (TDM) study.

2. Discussion Items

Formulating DDA Grant Goals, Priorities and Procedures- Continuing the discussion from the previous meeting, the group offered ideas for criteria, timing, and grant reviews. DDA staff were asked to create a mission statement that can be refined by the Committee at the next meeting.

IDA Annual Conference- Continuing the discussion from the previous meeting, many noted that the conference was an excellent opportunity to learn the most current best practices. Of special interest is best practice as it relates to City planning and zoning efforts within downtown. Six DDA board members had signed up. The group recommended that a member of the Planning Commission, and possibly a City Council representative, be sponsored by the DDA to attend the conference as well.

3. Public Comment-

None.

Next Meetings: The Committee decided not to meet in August. It was also decided that future committee meetings will take place at 9am on the second Wednesday of the month.

**The next committee meeting will take place Wednesday, September 9<sup>th</sup> at 9:00 am.**

The meeting adjourned at 12:30 pm.

Respectfully submitted, Susan Pollay, Executive Director



**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
DDA/AAATA BOARD FORUM MEETING MINUTES  
WEDNESDAY, JULY 29, 2015**

Place: Ann Arbor DDA Office, 150 S. Fifth Avenue, Suite 301 Ann Arbor, 48104  
Time: 10:00 a.m.  
DDA Present: Bob Guenzel, Roger Hewitt, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Sandi Smith, John Split  
DDA Absent: Marie Klopf, Steve Powers, Phil Weiss  
DDA Staff: Susan Pollay, Amber Miller, Jada Hahlbrock  
AAATA Board: Eli Cooper, Sue Gott, Larry Krieg, Stephen Wade  
AAATA Staff: Matt Carpenter, Bill DeGroot, Mary Stasiak, Al Thomas  
Public: None

Downtown Transportation & Parking Analysis & Recommendations (Nelson/Nygaard Study)- Ms. Miller gave a presentation on the Nelson/Nygaard study which will analyze parking and transportation supply and demand and set forward TDM-based recommendations. Parking and transportation data is being gathered, along with information contained on the City's GIS system. The project is expected to conclude in December and will provide a toolbox of options for the DDA and AAATA to consider.

August 2015 / May 2016 Service- Ms. Stasiak shared information on the expanded and new services that will be begin in August and as well as next May. Mr. McWilliams said that expanded hours is a game changer for many people who work downtown. Ms. Stasiak said that additional service in Ypsilanti and a new route in Pittsfield Township will help people get around those communities, and connect with downtown Ann Arbor. Ms. Stasiak said the Scio Township board had voted unanimously to place a transit millage on their November ballot.

Greyhound Update- Mr. DeGroot said that AAATA is working to create a memorandum of understanding with Greyhound, and would set forward operational and financial expectations.

4<sup>th</sup> & William Elevator Project Update- Ms. Pollay said that the project had been delayed due to problems galvanizing the stairs. Steel components for the stair tower are now being coated; once completed, steel erection should take approximately 2 weeks.

Public Comment- None

Next Meeting- The next meeting will be held in the fall. It was suggested that an update on the Nelson/Nygaard study could be included on the meeting agenda.

The meeting adjourned at 11:01 am.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, July 29, 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, Keith Orr, John Splitt

Absent: Bob Guenzel, Marie Klopf, Al McWilliams, Steve Powers, Sandi Smith, Phil Weiss

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

Others: Brian Kern & Andrea Miller/RPS

Public: Richard Broder, Ray Detter, Maura Thompson

Parking Report- Committee members reviewed the July report. Time was spent reviewing this year's Art Fair, including Art Fair parking operations.

Parking Revenue/Patron Comparison- Committee members reviewed the 4<sup>th</sup> Quarter and fiscal year comparisons.

Parking System Repairs- Mr. Morehouse shared information on this year's repairs.

101 N Main Parking Agreement- Ms. Pollay said that she and Mr. Broder had met and the key elements requested by One North Main LLC were: 1) 7 year term, 2) 113 monthly permits, 3) the cost would be the standard monthly rate plus a 20% surcharge. Mr. Broder answered questions. Ms. Pollay was directed to draft a proposed agreement to be reviewed/edited by the Operations Committee and brought to the DDA at its September meeting. The committee supported reducing the number of permits throughout the seven year term; Mr. Broder was asked to provide details that supported this.

Proposed Zip Car Agreement- Committee members reviewed a proposed Zip Car contract which outlined the DDA/Zip Car relationship including Zipcar payment for parking spaces. The Committee supported bringing the contract to the full DDA Board in September.

City Council Presentation- Committee members discussed what information should be included in the DDA presentation to City Council at the annual DDA/Council work session this fall.

Parking Revenue Internal Controls- DDA Staff presented a detailed report outlining how parking revenue is collected, processed, deposited and audited. Questions were asked and answered.

Art Fair Move to Sunday- Republic Parking and DDA staff shared data collected on the Sunday following Art Fair. City, Republic Parking and DDA staff will meet soon to develop a logistics plan to accommodate church patrons on Sunday during Art Fair that utilizes this and other information.

Nelson/Nygaard TDM Study- Ms. Miller said that information is being compiled and the first phase of work has begun. As findings become available they will be shared with the committee.

4th & William- Work has been delayed due to problems with the galvanizing of the stairs. The stairs will have an architectural coating applied, making them even more durable. Once this work is completed, stair erection can begin.

Ann Ashley Bike House- There will be a soft opening the week of August 3. Some final work is being completed but the bike house is now ready for users.

Tree Installation & Sidewalk Repairs- Staff provided updates. It was noted that this report will now be overseen by the Capital Improvements Committee.

Mural Work- Ms. Pollay said the Neutral Zone has been approved to paint a mural on the Ashley Street side of a sheer wall at the Ann Ashley structure, and that there has also been a request to install a “word wall” mural at the 4<sup>th</sup> & William structure.

Public Comment – none.

Next Meeting August 26 at 11:00 am

The meeting adjourned at 1:25 pm.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES  
Wednesday, August 19, 2015**

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, John Splitt

Absent: Marie Klopf, Al McWilliams, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith, Phil Weiss

Staff: Susan Pollay, Amber Miller, Jada Hahlbrock

Public: Emily Boring, Ray Detter

Design and Great Downtowns- Committee members talked about memorable downtowns and what makes them great. Some themes that surfaced included walkability, people, scale, delineation of uses, and attention to detail.

Major Projects- Committee members reviewed a revised, more detailed project timeline. Questions were asked and answered. Staff provided information about all the ways the public would be engaged to provide input at each phase of design. Committee members reviewed an RFQ that would be used to hire a design team for the Fifth/Detroit and S.U. projects. It was agreed that the DDA and City would jointly select a single design team that would work under the DDA's direction, as this would enable the Fifth/Detroit Street street reconstruction and pedestrian improvements project to be undertaken in a more seamless way. And it was also agreed that a single contractor should undertake the construction, and strongly recommended by the Committee that it be the City that hired the contractor. The project and project budget will be clearly specified, with the DDA taking responsibility for the improvements portion of this project, and the City taking responsibility for the street reconstruction portion of the project.

Other Projects- DDA staff gave brief updates on DDA sidewalk repairs, and noted that DDA tree replacements were completed this spring. Committee members talked about other projects that could be undertaken by the committee in addition to the large multi-year capital projects. Ideas included a vault repair program and repairs to crosswalks.

Public Comment – none.

Next Meeting September 23 at 11:00 am

The meeting adjourned at 1:15 pm.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE MEETING MINUTES  
Tuesday, August 25, 2015**

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

1. Financial Statements - The following were reviewed, and questions asked and answered.
  - July 2015 Expense Listing
  - FY 2015 Year End Financial Statements (Unaudited)
  - FY 2015 Year End Funds Committed Report
  - FY 2016 Funds Committed Report
  - 10-Year Plan Update for FY 2015 Year End Amounts (Unaudited)
2. New Business
  - a. Committee members reviewed the DDA Accounting and Procedures Manual which outlines DDA internal accounting controls. Committee members also reviewed the Parking Revenue Internal Control Memo which outlines the parking revenue controls and procedures followed by Republic Parking, DDA staff, and Bank of Ann Arbor. Questions were asked and answered.
  - b. It was discussed whether to raise the per diem amount allowed under the DDA travel policy in light of the IDA conference in San Francisco; it was decided to leave it unchanged.
  - c. Mr. Morehouse reported that audit materials were ready on August 18<sup>th</sup> as requested by the auditor.
3. Old Business- none
4. Next Meeting- Upcoming Committee meeting dates were changed as follows: September 22, October 27, November 17 and December 22.
5. Public Commentary –none

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

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, August 26, 2015**

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

Parking - Committee members reviewed the August parking report. DDA staff reported that structure repairs are progressing on schedule. Mr. Kern answered questions about staff changes at the Ann Arbor Republic Parking system.

101 N Main Parking Agreement- Ms. Pollay shared requested contract terms from the property owner. After discussion the Committee decided to present a resolution at the September DDA meeting. The proposed draft agreement will be clarified before that discussion.

Nelson/Nygaard TDM Study- Ms. Miller said the existing conditions portion of the study is nearly complete. A site visit is planned for late September. Mr. Hewitt asked that data be used to back up any recommendations to ensure that they are feasible and practical.

4th & William- Issues with the alignment of the existing columns have impacted the installation of the new stairs. Work has been delayed while the subcontractor works to find a solution.

Ann Ashley Bike House- The project is complete and there will be a ribbon cutting ceremony on August 27 at 9:30 am. All are welcome to attend.

Arbor Bike Update- Staff shared data on usage by location. The Committee asked for additional information including locations where bikes are returned, and the length of time they are in use.

Public Comment

Mr. Vielmetti shared a concern that Republic Parking staff had inappropriately using DDA resources while working for another parking system.

Mr. Detter asked that the city's zoning consultant speak with Nelson/Nygaard representatives.

Next Meeting September 16 at 11:00 am  
The meeting adjourned at 12:35 pm.

Susan Pollay, Executive Director