

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, February 4, 2015

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

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

1. ROLL CALL

Present: Bob Guenzel, Roger Hewitt, Joan Lowenstein, Al McWilliams, John Mouat, Keith Orr, Rishi Narayan, Sandi Smith, John Splitt

Absent: Cyndi Clark, Steve Powers

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

Audience: Art Low, Republic Parking
Ray Detter, Downtown Area CAC
Changming Fan
Ryan Gillies, Logan Restaurant
Mary Jo Callan, Washtenaw County OCED
Brett Lenart, Washtenaw County OCED
Kelley Rubelman, Peaceable Kingdom
Carol Lopez, Peaceable Kingdom
Maura Thomson, MSAA
Chip Smith, Westside Neighborhood Association
Alan Haber, Commons
Lauren Zinn
Elizabeth Hurwitz
Jan Davies McDermott, Davies House Inn
Judith Samonte

2. AUDIENCE PARTICIPATION

Alan Haber spoke in support of a community commons to be created on top of the Library Lane structure. He said that existing community strengths and qualities should be harnessed. Friendliness should not be outsourced.

Changming Fan said he supports the ambassador program but thinks local people should be employed as the ambassadors. Attention should be given to efficient communication between the volunteers and the community.

Lauren Zinn said the ambassador program sounds like a great idea but that local volunteers should be used. She said the Ann Arbor community has many kind, helpful people who would be great ambassadors.

Elizabeth Herwitz asked the DDA Board to provide more data and information on existing problems and how an ambassador program would solve them. She said cultural differences between Ann Arbor and other cities with ambassador programs need to be considered.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. Mr. Detter said that after the CAC meeting many CAC members spoke at the City Planning Commission meeting. CAC members urged the Commission to always remember context when making zoning decisions. Properties at 336 East Ann should have a 10 foot setback, and properties on the north side of E. Huron should have a maximum height of 130 feet as well as a 25 foot separation from Sloan Plaza.

4. COMMUNICATIONS FROM DDA MEMBERS

None.

5. EXECUTIVE DIRECTOR REPORT

Ms. Pollay gave an update on snow removal. She said that despite frigid temperatures Republic Parking staff had been working around the clock to plow and shovel snow from the lots and the garage rooftops, as well as the sidewalks around the parking facilities. Ms. Pollay also reported that the Main Street BIZ contractor had begun hauling snow out of downtown at night.

Ms. Pollay thanked all of the DDA board members who made time to attend the DDA retreat. Many projects were discussed and the Board did a great job working together to distill a potential project list. It had been a busy month for DDA board members, with many meetings, and their commitment of time as volunteers is much appreciated.

6. APPROVAL OF MINUTES

Ms. Lowenstein moved and Mr. Hewitt supported approval of the January 2015 DDA meeting minutes.

A vote on the minutes showed:

AYES: Guenzel, Hewitt, Lowenstein, Mc Williams, Mouat, Narayan, Orr, Smith, Splitt

NAYS: none

ABSENT: Clark, Powers

ABSTAIN: none

The motion carried.

7. A. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE

DDA/AAATA Board Summit. Mr. Orr thanked the DDA and AAATA board members who took time to attend. Areas of discussion included the AAATA 5 year service plan, the area around the Blake Transit Center and a downtown circulator. Mr. Orr reported that a subcommittee of the two boards will be formed to meet regularly to discuss projects of shared interest. This initial list may include creating a 3-5 year vision for the 4th Ave and Blake Transit Center area incorporating the findings of the Street Framework Plan, a downtown circulator, and park & ride lots.

Ambassadors Program. Mr. Hewitt said that the DDA had received a great deal of public input regarding the proposed ambassador program, both electronically and in person. He said that this feedback is very helpful and the Operations Committee will take time to reflect on what they've heard and consider this input as part of committee discussion about the project.

Downtown Street Design Manual (Street Framework Plan). Mr. Mouat said that staff comment continues to be received. A draft of the final document should be ready in March.

4th & William Project. Mr. Splitt said that the construction bids came in on Tuesday, delayed one day because of the snow storm. Bids came in higher than expected, and project engineers will review the bids and meet with the low bidder before providing an update at the February Operations Committee meeting. No resolution will be introduced today.

The next Operations Committee meeting will be on February 25th at 11:00 am.

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

Housing Affordability and Economic Equity Report. Ms. Lowenstein moved and Mr. Guenzel supported the following resolution.

RESOLUTION OF SUPPORT FOR THE FINDINGS OF THE WASHTENAW COUNTY WASHTENAW COUNTY HOUSING AFFORDABILITY AND ECONOMIC EQUITY REPORT

Whereas, In support of its mission to encourage private investment and strengthen the downtown, the DDA Board created a DDA Housing Fund in 1997 to support the DDA goal to encourage downtown residential development at a variety of income levels, and more than \$3 million in grants has since been provided from this fund;

Whereas, In June 2014 the DDA provided a grant to the Washtenaw County Office of Community and Economic Development for a Washtenaw County Housing Affordability and Economic Equity Report;

Whereas, This report was completed in January 2015, and includes numerical targets, budget needs, and policy suggestions related to affordable housing in Washtenaw County, including work force housing needs;

Whereas, The DDA Partnerships Committee has reviewed the findings of this report in detail, and urge the DDA to pursue recommendations within its purview, including targeted grants to encourage the construction of new affordable units in and near downtown, as well as support for strengthening transit connections between downtown Ann Arbor and Ypsilanti;

Whereas, The DDA Partnerships Committee also recommend that the DDA, as a sponsor of this study, take as its first step a board resolution of support for the Washtenaw County Housing Affordability and Economic Equity Report to demonstrate the DDA's commitment to helping the City accomplish the goal to create 2,800 new affordable housing units within the next twenty years.

RESOLVED, The DDA approves this resolution of support for the Washtenaw County Housing Affordability and Economic Equity Report, including a DDA commitment to helping the City accomplish the goal to create 2,800 new affordable housing units within the next twenty years.

Ms. Lowenstein said that the committee continued their review of the report and spoke with County staff about next steps and ways in which the DDA could be supportive. She said the Partnerships Committee supported bringing a resolution to the full board to affirm DDA continuing support of affordable housing and the goals outlined in the report.

Ms. Callan and Mr. Lenart answered questions.

A vote on the resolution showed:

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

NAYS: none

ABSENT: Clark, Powers

The motion carried.

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The next Partnerships & Economic Development Committee meeting will be on February 11th at 11:00 am.

7. C. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE

FY15 2nd Quarter Financials. Reports were reviewed and questions answered.

Budget Preparation Process. Mr. Narayan reported that the Committee expects to complete work on a recommended budget at their next meeting, and will distribute it to the Board for

review prior to a vote at the March DDA meeting. He said that as a result of discussions at the retreat, an amount would be shown for sidewalk repairs, water mains, and conduit. Ms. Smith asked that the amount transferred to Housing be increased to \$300,000.

Post-retreat. Mr. Narayan said that financial scenarios had been developed by staff that demonstrated the financial feasibility of taking on the projects selected at the retreat but only if the window of time during which these projects are taken on is expanded beyond five years. The Finance Committee gave feedback to staff on how to convey the various scenarios at a follow up retreat session to help the full board determine a recommended schedule for implementation.

The next Finance Committee meeting will be February 24th at 8:30 am.

7. D. SUBCOMMITTEE REPORTS - COMMUNICATION COMMITTEE

Draft Communication Plan. Ms. Lowenstein said that work was postponed. Instead the time was used to discuss ways the DDA could communicate its support for, and role in, enhancing and growing the regional transit system.

The next Communication Committee meeting will be February 11th at 12:30 p.m.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Committee had nothing to report.

The next Executive Committee meeting will be March 4th at 11:00 am.

8. NEW BUSINESS

Thanking Russ Collins. Mr. Hewitt said that Mr. Collins had recently stepped down off the DDA board due to other commitments. He moved and Mr. Narayan supported the following resolution.

Resolution Thanking Russ Collins

Whereas, Russ Collins has contributed a tremendous amount of dedication, time, and energy to the Ann Arbor Downtown Development Authority since joining the board in 2005;

Whereas, Russ Collins brought great intelligence, creative thinking, and a much-appreciated sprinkling of wit to the discussion of important DDA projects, as well as a firm commitment to the values and mission of the DDA;

Whereas, Russ Collins gifted the DDA and public with an invaluable insight emphasizing the important elements that are part of an authentically urban environment, which are distinct from those things that are desired in suburbia;

Whereas, Russ Collins also conveyed the importance of downtown cultural institutions and their significant impact on the special quality and attractiveness of the downtown;

Whereas, Russ Collins' passionate love for downtown Ann Arbor is an inspiration to all who have had the good fortune to work beside him;

RESOLVED, The Ann Arbor Downtown Development Authority, on behalf of the downtown and the community, thanks Russ Collins for his great service and abundant contributions to the downtown, and indeed to the community as a whole, through his work on the Ann Arbor Downtown Development Authority.

Mr. Hewitt read the resolution out loud. Mr. Narayan suggested that in Mr. Collins' honor, the resolution be tabled for a thorough discussion at a retreat. All laughed, and then all expressed support for the resolution.

A vote on the resolution showed:

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

NAYS: none

ABSENT: Clark, Powers

The motion carried.

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9. OTHER AUDIENCE PARTICIPATION
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Jan Davies McDermott said that Ann Arbor already has successful volunteer ambassador programs in place, noting that programs run by UM, the Chamber of Commerce and the CVB welcome and assist visitors and newcomers to Ann Arbor. She said increased coordination between these programs makes more sense than creating another new ambassador program.

Ryan Gillis shared an experience he had with an ambassador program in another city in which he was harassed due to the content of a private conversation overheard by an ambassador. He warned against similar free speech violations happening here in Ann Arbor.

Changming Fan thanked those who spoke in opposition to the ambassador program, but said he supports it. He said the program will help facilitate social, mobile and local advances in Ann Arbor.

Carol Lopez said that the board should listen to the people on the street, who are often more concerned with parking rates than other issues. An ambassador program should use local people and not bring in a faith based company from outside the community.

10.

ADJOURNMENT

There being no other business, Mr. Guenzel moved and Mr. Hewitt supported a motion to adjourn. Mr. Mouat declared the meeting adjourned at 1:13 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, February 4, 2015

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:05 a.m.
Present: Roger Hewitt, John Mouat, Rishi Narayan, Keith Orr, Susan Pollay (ex officio)
Absent: Sandi Smith (ex officio)
Others: Joan Lowenstein, Changming Fan

Committee actions and discussions

Agenda Review. The group reviewed the February DDA meeting agenda. Ms. Pollay let the group know that she anticipated that there would be people attending who would want to comment on downtown ambassadors.

Bike House. Mr. Orr said that he would let the board know that he was scheduled to meet with staff to examine the potential to create another bike house, this time in the Ann Ashley parking structure.

Finance Committee. Mr. Narayan said that he would report to the board that the committee would incorporate the ideas generated at the DDA retreat last week into the FY 2016 budget. Given the interest expressed by board members about finding ways for the DDA to support quality of life issues in downtown, he asked if meter bag fee waivers should be brought to the full board every month for approvals as part of a new consent agenda; Mr. Hewitt suggested that alternately, perhaps the board could receive a monthly report outlining which meter bag fees had been waived. Ms. Pollay was asked to find out if meter bag fee waivers should be recognized on DDA financial statements.

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

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Tuesday, February 3, 2015**

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

Time: 3:00 p.m.

Present: Roger Hewitt, Rishi Narayan, John Splitt

Absent: Cyndi Clark, Bob Guenzel, Joan Lowenstein, John Mouat, Al McWilliams, Keith Orr, Steve Powers, Sandi Smith

Also Present: Tom Crawford, City of Ann Arbor

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

Public: None

1. Financial Statements

- a. Financial Statements-The Committee reviewed second quarter financial statements. Questions were asked and answered. There were no large variances when compared to the FY15 budget.
- b. Expense Listing- Committee reviewed the expense listing for December 2015. Questions were asked and answered.

2. FY16 & FY 17 Budgets- The Committee continued working line by line to prepare the budgets. Work will be completed at the February Committee meeting. The consensus from the recent DDA retreat was to set aside \$250,000/year for sidewalk related repairs, water mains, and conduit. The budget will be presented to the DDA at its March 4th meeting, and information shared at a City Council work session on Monday March 9th.

3. Scenarios- Several projects were prioritized by the DDA members at the recent retreat, and staff had assembled various scenarios that tested the feasibility of undertaking all these projects within the next five years. What was demonstrated was that limited DDA resources will require that this list be further refined, including spreading projects out beyond the five year window. Committee members made recommendations for format changes to enable the full board to review its options and priorities.

4. Public Comment- None

The meeting adjourned at 5:20 pm
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, FEBRUARY 11, 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, Sandi Smith, John Split
Absent: Cyndi Clark, Roger Hewitt, Al McWilliams, Rishi Narayan, Steve Powers
Other Participants: Graydon Krapohl/City Council; Jane Lumm/City Council; Jeremy Peters/Planning Commission
Staff: Susan Pollay, Amber Miller, Jada Hahlbrock
Public: Sabra Briere; Ray Detter, CAC

1. Partner Updates-

AAATA- Mr. Guenzel said that the search for a new CEO continues. The goal is to have information on finalists to present to the AAATA Board at their February 26th meeting. Mr. Guenzel shared information on a MDOT project that would widen US 23 and a North/South Rail feasibility study. He said staff are reviewing the 5 year Transit Improvement Plan and will be providing updates to participating communities.

Planning Commission- Mr. Peters reported that the Commission is close to completing its review of downtown zoning as directed by City Council. An updated work plan has been developed and will include a review of the ZORO (Zoning Ordinance Reorganization) draft document.

City- Ms. Lumm reported that Council saw a presentation on the treatment court programs. Ms. Lumm and Mr. Krapohl reported on the homeless Point in Time Count and survey.

DDA- Ms. Lowenstein said a DDA retreat was held to discuss Board project priorities. The next step will be to explore those potential projects in detail to decide on scope as well as timing. Ms. Lowenstein provided an update on the downtown ambassador program, saying that the DDA had received much public feedback. Discussion on the program and feedback will continue at the next Operations Committee meeting.

2. Washtenaw County Affordable Housing Needs Assessment- Discussed as part of updates from partners.

3. Public Comment-
None

4. Next meeting.
The next committee meeting will take place Wednesday, March 11th at 11:00 am.

The meeting adjourned at 12:35 pm.
Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
COMMUNICATION COMMITTEE MEETING MINUTES**
Wednesday, February 11, 2015

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

Time: 12:35 p.m.

DDA Present: Bob Guenzel, Joan Lowenstein, Keith Orr, John Splitt

DDA Absent: Cyndi Clark, Roger Hewitt, Al McWilliams, John Mouat, Rishi Narayan, Steve Powers, Sandi Smith

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

Public: Sabra Briere

1. Creating a Communication Plan.

Committee chair Mr. McWilliams was absent from the meeting. Committee members decided to postpone discussion on the DDA Communication plan until the March committee meeting.

2. Next meeting.

The next committee meeting will take place Wednesday, March 11th at 12:30 pm.

3. Public Comment.

None

The meeting adjourned at 12:40 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Monday, February 16, 2015**

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

Time: 3:00 p.m.

Present: Roger Hewitt, Rishi Narayan, John Split

Absent: Cyndi Clark, Bob Guenzel, Joan Lowenstein, John Mouat, Al McWilliams, Keith Orr, Steve Powers, Sandi Smith

Staff: Susan Pollay, Joseph Morehouse

Public: None

1. Financial Statements / January Expense Listing- Report was reviewed. Questions asked and answered.
2. City Council Budget Work Session Monday March 9th. A series of work sessions have been scheduled so City Council can begin its work approving the FY 2016 and 2017 budgets. The DDA will be included on the March 9th work session evening. DDA staff will present information; DDA Finance Committee members are welcomed to attend and help answer questions.
3. FY 2016 & FY 2017 DDA Draft Budget. Staff provided draft budgets that included content discussed at the recent DDA retreat including amounts shown for sidewalk maintenance, capital improvements projects, and grants. The Committee members discussed the documents and made changes. The Finance Committee will recommend these budgets at the March DDA meeting for approval and submission to the City. Staff were asked to present the budgets to the DDA board using the City format and using color to help communicate budget details.
4. Other. It was decided that a resolution will be presented at the March DDA meeting that would modify the existing policy so that DDA grant funds would need to be expended within the fiscal year they are approved unless otherwise resolved, such as a determination to expend funds at a designated future fiscal year.
5. Public Comment- None

The meeting adjourned at 4:45pm
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, February 25, 2015**

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

Time: 11:00 a.m.

Present: Cyndi Clark, Bob Guenzel, Roger Hewitt, John Mouat, Keith Orr, John Split

Absent: Joan Lowenstein, Al McWilliams, Rishi Narayan, Steve Powers, Sandi Smith

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

Also Attending: Art Low/RPS, Nancy Shore/getDowntown, Mike Ortlieb/CWI, Josh Rozeboom/CWI,
Dan Mooney/Edge Design

Public: Maura Thomson, Changming Fan, Ray Detter

1. Public Comment- None

2. Construction

- a. 4th & William- Ms. Pollay said that CWI engineers worked with the contractor low bidder to address project cost questions. The revised contractor bid fits within the total project budget approved by the DDA. A resolution approving the selection of Spence Brothers as contractor for the project will be presented next week for DDA board approval.
- b. 1st & Washington. An update was provided on the burst pipe and flooding that occurred over the weekend.

3. Parking

- a. RPS 2014 Review- Mr. Morehouse presented a recommendation, which was supported by the Committee and will be presented for board approval next week.
- b. Fiber Network- Mr. Morehouse shared a draft agreement for use of the City's fiber network system. Questions were asked and answered. A resolution will be presented to the board for approval.
- c. Other Parking- Parking data was reviewed. Mr. Morehouse said that Republic Parking has been using a Tool Cat machine for snow removal; it saved them money and did an excellent job, and they are working on a rental agreement.

4. New Business

- a. Bike House- Mr. Orr said that businesses near Ann/Ashley requested secure bike parking, which may take the form of a bike house. Two locations have been sited, and the preliminary cost estimate is \$40,000-\$60,000. Committee members asked for information about usage at the Maynard bike house and the estimated number of employees that would use a new facility at Ann Ashley as part of their consideration of a draft resolution at the next committee meeting.

5. Old Business

- a. Street Framework Plan - Ms. Miller said that a draft has been received and is being reviewed.

- b. Discussion of How to Create a Plan to Address Future Parking Demand- Ms. Pollay said that DDA staff has begun to draft a RFP for the parking demand study that would also generate a series of recommendations for additional transportation demand management-based programs. Board members were invited to share questions or ideas they would like to see explored in the RFP.
- c. MDOT Request- Ms. Pollay said that MDOT has asked the DDA for input on the proposed US 23 expansion project. Committee members said they would like to see a DDA resolution lending support to the City and AAATA positions on this proposed project. Mr. Pollay said that she would reach out to the City's Transportation Coordinator, Eli Cooper, for his help with this.
- d. Downtown Ambassador Program- The Committee reviewed the revised proposal from Block by Block. The Committee also discussed comments and concerns they've heard from the community about this program, as well as their goals for the program and how communicate these goals. The discussion will continue at the next committee meeting.

6. Public Comment

Changming Fan affirmed his support for the ambassador program. He said it is strategic and pragmatic. He said it is important to put humans on the street.

Next meeting- Wednesday March 25th at 11:00 am.

The meeting adjourned at 1:10 pm.
Susan Pollay, Executive Director