

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, December 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: Tom Crawford (acting City Administrator), Bob Guenzel, Roger Hewitt, Marie Klopf, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Phil Weiss, John Splitt

Absent: Sandi Smith

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

Audience: Nancy Shore, getDowntown
Ed Vielmetti
David Orfield, RPS
Alan Haber, Committee for the Community Commons
Ray Detter, CAC

1. AGENDA

Mr. Hewitt said that Mr. Crawford will attend DDA Board meetings during the period he serves as the acting City Administrator. Members of the board welcomed Mr. Crawford.

Mr. Hewitt said the Executive Committee would like to amend the agenda to add a resolution regarding the DDA office space. There was agreement to make this change.

2. AUDIENCE PARTICIPATION

Alan Haber said that a group advocating for a public park on Library Lane have collected signatures in an effort to bring any plans for the space to a vote of the public. He said Library Lane was as important a natural feature as the river and greenway. He suggested that cars be removed from the surface of the garage so that planning could begin to enable it to be used for public purposes, such as a skating rink.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council- Mr. Detter said CAC members held their annual holiday dinner. Discussion included a review of current topics as well as thoughts and wishes for downtown in 2016.

4. DDA MEMBERS COMMUNICATIONS

Mr. Crawford said the new Ann Arbor Police Chief, James White, would start in mid-January.

Mr. Crawford said that finalists for the Community Services Administrator position would be introduced to the community at a public reception on December 10th at 5:30 at City Hall.

Mr. Crawford said the best and final development offers for Library Lane site are due this week. The goal is to present a recommendation to City Council in late December or early January.

5. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay said that the City's FOIA policies were not available for review in June when the DDA revised its policies. The Executive Committee had a discussion about revisions that would make the DDA's FOIA policies more parallel with the City's. It is anticipated that a revised policy will be presented at the January or February DDA meeting.

Ms. Pollay reminded everyone that on Friday, December 4th, downtown will host Midnight Madness and Kindlefest. All were welcome.

6. APPROVAL OF MINUTES

Mr. Mouat moved and Mr. Splitt supported approval of the November 2015 DDA meeting minutes.

A vote on the motion showed:

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

NAYS: none

ABSENT: Smith

ABSTAIN: none

The motion carried.

7. A. SUBCOMMITTEE REPORTS- OPERATIONS COMMITTEE

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

Construction at 4th & William. Mr. Splitt said that Phase I will be complete by late December. Phase II, which includes removing the old stair tower and installing a new elevator, will begin immediately thereafter.

Structure Repairs. Mr. Splitt said work in the Ann Ashley structure will be complete this week. The contractor will return to the 4th & Washington structure in mid-December for 2 days of work to repair stair nosings.

The next Operations Committee meeting will be on December 16 at 9:00 am.

7. B. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE

Mr. Mouat said the committee did not meet in November. The December meeting agenda will include a review of public outreach and input from focus group meetings.

The next Capital Improvements Committee meeting will be December 16 at 11:00 a.m.

7. C. SUBCOMMITTEE REPORTS – PARTNERSHIPS/ECONOMIC DEVELOPMENT COMMITTEE

Ms. Lowenstein said the committee did not meet in November.

Ms. Lowenstein said that after the DDA approval of its Grant Guidelines last month, four grant applications had been received: Farmers Market, the Ark, State Theater/MI Theater, Kerrytown District Association. The Committee will work with staff to set a time in January for the full DDA Board to review the applications.

Ms. Lowenstein said that at its next meeting the Partnerships Committee will discuss the possibility of quarterly committee meetings, rather than monthly meetings.

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

7. D. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE

Ms. Klopf said the committee did not meet in November.

The next Finance Committee meeting will be December 15th at 1:00 p.m.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

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

RESOLUTION TO EXTEND THE OFFICE LEASE WITH 150 S. FIFTH, LLC

Whereas, The DDA leases its office, located at 150 S. Fifth Avenue, Suite 301, from the 150 S. Fifth, LLC;

Whereas, This lease expires on June 30, 2016 and the DDA has the option for a five-year lease extension which would entail annual rental rate increases benchmarked by the CPI;

Whereas, The Executive Committee recognizes many reasons the DDA should move to extend its lease, including the optimal location and favorable lease terms, and recommends that the DDA board vote to approve this lease extension;

Whereas, The Executive Committee also recommends that the DDA approve funds for office modifications to create additional work areas and more efficient storage arrangements;

RESOLVED, The DDA approves the lease extension with 150 S. Fifth, LLC as recommended by its Executive Committee;

RESOLVED, The DDA Executive Director is authorized to sign the lease extension on behalf of the DDA.

RESOLVED, The DDA approves \$35,000 for costs associated with office renovations.

Ms. Pollay said that keeping the DDA office in its current location made sense for many reasons including the rental rate, its location within downtown, and the availability of parking, bike and transit options.

A vote on the resolution showed:

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

NAYS: none

ABSENT: Smith

ABSTAIN: none

The resolution carried.

The next Executive Committee meeting will be January 6th at 11 am.

8. NEW BUSINESS

DDA 2016 Calendar. Mr. Hewitt pointed to a proposed 2016 DDA board and committee meeting calendar. He noted that some of the meetings fall on religious holiday observances. The Board agreed to post the meeting dates as listed, and to make adjustments to accommodate holidays as needed during the year.

9. OTHER AUDIENCE PARTICIPATION

Nancy Shore from getDowntown shared information about the 2015-16 Conquer the Cold program. Conquer the Cold looks to support alternative commutes during the coldest part of winter. She said bike tune-up events provided by a downtown bike store and hosted at the Bike Houses were very successful.

Ed Vielmetti thanked the DDA for its prompt publication of minutes.

Alan Haber said the DDA and CAC have not yet undertaken a full discussion of the full site park option for Library Lane. He said it must be a back and forth, meaningful discussion. He repeated his request for the Library Lot space to be used as a public skating rink this winter.

10.

ADJOURNMENT

There being no other business, Mr. Splitt moved and Mr. Mouat supported a motion to adjourn. Mr. Hewitt declared the meeting adjourned at 12:33 pm.

Respectfully submitted,
Susan Pollay, Executive Director

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

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

Committee actions and discussions

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

Office lease. Ms. Pollay presented information about the current DDA lease, and said that the DDA had the option for a single 5-year extension. She recommended that the DDA consider taking this extension for reasons including the advantageous rental rate and the close proximity to City Hall. She said that if the DDA did decide to remain in place some modifications would be made to the office, including creating more work areas and creating more efficient storage. The Committee determined that it would present a resolution to the board recommending that the DDA approve a lease extension, and approve funds for the costs associated with office renovations.

FOIA. Ms. Pollay said that the State's new FOIA rules went into effect in July, and in anticipation, the DDA approved revisions to its FOIA policies and procedures in June. She said that the City's updated policies and procedures seemed to provide greater clarity than the DDA's, and recommended that the DDA consider making the DDA's FOIA policies parallel with the City's for ease by the public. The Committee talked about possible changes. The work will continue at the January committee meeting, and recommended changes may be brought to the DDA at the January or February DDA meeting.

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

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

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

Time: 9:00 a.m.

Present: Bob Guenzel, Joan Lowenstein, Keith Orr, Sandi Smith, Phil Weiss

Absent: Tom Crawford, Roger Hewitt, Marie Klopff, Al McWilliams, John Mouat, Rishi Narayan, John Splitt

Others: Jane Lumm/City; Michael Benham/ AAATA

Staff: Susan Pollay, Amber Miller, Jada Hahlbrock

Public: Sabra Briere/City Council and CPC

1. Discussion Items

AAATA Walkway- Mr. Benham said that after a delay the AAATA is now ready to construct the walkway and conveyed a letter from AAATA CEO Carpenter, asking the DDA to extend its grant for the project. It was decided to support this request with a resolution at the January DDA Board meeting.

DDA Grants- Four submittals were received by the deadline. Because the guidelines are new, it was decided to invite all members of the DDA board to a special meeting in January to review the applications.

2. Partner Updates

AAATA- Mr. Benham said work is underway planning the May 2016 service change, including renumbering routes.

Planning Commission. An email from Mr. Peters conveyed updates on projects near or in downtown. Ms. Briere spoke about the continued discussion surrounding zoning premiums.

City Council- Ms. Lumm said Council passed new council rules, approved the 2016 Council calendar and committee assignments, and they will hold a planning retreat on December 14th.

DDA- Ms. Pollay and DDA Board members reported on the status of planning for the S.U. and Kerrytown projects. Ms. Pollay also shared an update on the 4th & William project.

3. Future meetings

The Committee discussed the possibility of meeting quarterly or bi-monthly. It was decided that the Committee would continue to meet monthly, but that representatives from our partner organizations would be invited to an every-other month meeting. This was seen to be a way to be respectful of their time, as well as to have the most productive meetings possible. The Committee also considered selecting a meeting in 2016 to take a closer look at affordable housing.

4. Public Comment- None

The next Partnerships Committee meeting is scheduled for January 13th at 9:00 am.

The meeting adjourned at 11:15 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Tuesday, December 15, 2015**

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

1. Financial Statements- The committee reviewed and discussed the November 2015 Expense Listing. Questions were asked and answered.

2. New Business-The committee discussed FY 17 budget work. It was noted that timing of the grant applications review will be helpful as it times well with the schedule for the budget. The committee also discussed possible parking equipment purchases in FY17, especially the acquisition of additional epark machines.

3. Old Business- None

4. Next Meeting will be Tuesday, January 26, 2016 at 1:00 pm

5. Public Comment- None

The meeting adjourned at 2:45 pm
Susan Pollay, Executive Director

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

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

Time: 9:00 a.m.

Present: Roger Hewitt, Joan Lowenstein, Keith Orr, John Splitt,

Absent: Tom Crawford, Bob Guenzel, Marie Klopf, Al McWilliams, John Mouat, Rishi Narayan, Sandi Smith, Phil Weiss

Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock

Others: Dan Grossman/GMC; Alex Keros/GMC; Dave Orfield/RPS; Zafar Razzacki/GMC; Nancy Shore/getDowntown; Bob Tiderington/GMC

Public: None

Parking. The Committee reviewed the December parking report. Questions were asked and answered.

4th & William. Staff reported that Phase I of the project will be completed soon, and Phase II will begin immediately thereafter, and will include the eventual installation of the first of two new elevators.

Transportation. Ms. Shore said the getDowntown program is offering bike lights and reflective vests to downtown employees. She noted that go!Pass use is down, likely influenced by the mild weather and low gas prices.

Parking System Review. Ms. Pollay shared a draft RFQ that will enable the DDA to find a qualified consultant that can provide it with an objective view on parking system operations. Responses will be returned in time for review at the January Operations Committee meeting.

GMC Car Share Proposal. Mr. Razzacki and Mr. Tiderington from General Motors shared information on the GM proposal to the DDA. They said that an arrangement with the UM for 21 spaces is nearly completed and it is anticipated that the program will begin in January. They would like to expand this program so it is available to the public, as well as UM faculty, students, and staff. They reviewed marketing plans to introduce the program to Ann Arbor and addressed questions about what makes their program different from Zipcar. The Committee decided to work out details of the proposed contract at its January meeting, and to possibly take a resolution to the DDA Board in February.

Public Comment – None

Next Operations Committee Meeting: January 27 at 11:00 am

The meeting adjourned at 10:55 am.

Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, December 16, 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, Keith Orr, John Splitt, Phil Weiss
Absent: Tom Crawford, Bob Guenzel, Marie Klopf, Al McWilliams, Rishi Narayan, Sandi Smith
Other Participants: Bob Doyle/Smith Group JJR, Oliver Kiley/Smith Group JJR
Staff: Susan Pollay, Amber Miller, Liz Rolla, Jada Hahlbrock
Public: Ray Detter

South University Project - Consultants from Smith Group JJR presented information about the project including the estimated timeline for design development, as well as feedback received from the public. Community feedback came from nearly 70 sidewalk interviews and from participants attending a meeting hosted by the South University Area Association, and other sources. The presentation noted the issues where there appeared to be agreement and issues where there does not appear to be agreement. At the next Committee meeting the consultant team will bring design alternatives for review, in anticipation of additional public meetings in February.

Fifth & Detroit Street Project- Ms. Miller reviewed the draft version of a DDA/City agreement regarding responsibilities and cost allocation for the design phase of the project. The fee breakout was reviewed, including an allocation of costs for element of design development, and apportionment to the City and or to the DDA. Questions asked and answered. The Committee approved sending two resolutions to the DDA Board for their consideration at the January 2016 meeting. The first resolution would approve an agreement with the City for the design phase of the project. The second resolution would approve a project budget for the 5th & Detroit project.

Sidewalk Repairs and Projects in 2016- Ms. Pollay said that in addition to the streetscape projects currently underway, the Committee had an opportunity to determine priorities for sidewalk and other right of way improvement projects in 2016. She suggested the Committee consider this question at its January meeting so funding could be included in the FY17 budget planning process.

Public Comment – Mr. Detter noted the importance of including the CAC, property owners, and developers in the planning for the South University project. He noted that although the area is very student-centered now that has not always been the case. Because of that, long-time residents of the community would have much to offer the process in terms of perspective.

Next Meeting January 20th at 11:00 am.

The meeting adjourned at 12:50 pm.
Susan Pollay, Executive Director