

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, June 3, 2015

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

Time: Mr. Mouat called the meeting to order at 12:02 p.m.

1. ROLL CALL

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

Arriving Late: John Splitt

Absent: None

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

Audience: Ed Vielmetti, Ann Arbor Telegraph
Deb Polich, The Arts Alliance
Nancy Shore, getDowntown
Sabra Briere

2. AUDIENCE PARTICIPATION

Deb Polich gave an update on the Power Art project, reporting that Phase I installation is complete. Many positive feedback have been received. She said that the Arts Alliance and the DDA have partnered to apply for a State of Michigan grant to fund Phase II.

Mr. Splitt enters.

Nancy Shore said that there will be a ribbon cutting for the Arbor Bike program on Friday June 5th at 11:30 near South University and East University.

Ed Vielmetti shared a concern about cleanliness in the parking structures, saying that one solution would be the installation of portable restroom facilities in downtown parks open to the public.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Detter said the CAC meeting focused on the topic of zoning premiums. Mr. Detter said the CAC has taken the position that no premiums should be granted at any time if they have a negative impact on the historic character of Downtown or near-downtown residential neighborhoods. He said zoning premiums should be reexamined every 3 to 5 years.

4. COMMUNICATIONS FROM DDA MEMBERS

Ms. Smith said that she feels strongly that the Farmers Market request for free parking at Ann Ashley during Market hours should be kept under consideration, and TDM solutions discussed to help solve a parking problem in the very busy market area.

5. EXECUTIVE DIRECTOR REPORT

Ms. Pollay said that she and Ms. Hahlbrock took the A2 Area and Ypsilanti Area CVB's new CTA training class, which encourages participants to learn about area attractions, and provides training on how to provide personalized recommendations to guests.

Ms. Pollay said in May she gave a presentation to the Grand Rapids DDA about the Ann Arbor DDA's TDM efforts, specifically the getDowntown and go!Pass programs.

Ms. Pollay said the Regional Transit Authority is eliciting public input to create a regional transit master plan that will encompass Washtenaw, Oakland, Wayne, and Macomb Counties. Goals include creating a more seamless transportation experience for passengers, including elements like a shared fare card and better connections between the existing systems. The RTA also has a corridor study underway exploring transit options to connect Ann Arbor with downtown Detroit along Michigan Avenue/Washtenaw Avenue. She said more information was on the RTA website: rtamichigan.org/.

Ms. Pollay said that the DDA and the Art's Alliance have applied for a State grant to fund the next phase of the Power Art project, and a resolution would be presented to the board at the July meeting to support this grant application.

Ms. Pollay explained state FOIA rule changes.

6. APPROVAL OF MINUTES

Mr. Hewitt moved and Mr. Guenzel supported approval of the May 2015 DDA meeting minutes.

A vote on the motion showed:

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

NAYS: none

ABSENT: none

ABSTAIN: none

The motion carried.

7. A. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE

Parking Report. Mr. Hewitt said the Committee reviewed a new report which conveys many details about the parking system. This report will be provided every month.

Request for free parking. Mr. Hewitt said the Committee discussed the request for free parking at Ann Ashley on Market Saturdays. The consensus was that the issue would be a good component to include in the upcoming parking/transit supply and demand study and TDM strategy update.

Art Fair date change. Mr. Hewitt said that data will be captured during the 2015 Art Fair to assist logistics planning for the 2016 Fair.

Downtown Street Design Manual. Mr. Mouat said that the project is now complete.

4th & William Construction. Mr. Splitt shared that demolition at the existing stair/elevator tower continues. Steel erection will begin in June and will be complete by Art Fair.

Ann Ashley Bike House. Mr. Orr reported that construction is on schedule. Steel will be installed in early June and the bike house is scheduled be done by early July.

Future projects planning. Mr. Hewitt said that a scenario setting forward a possible project schedule shows the feasibility of the work plan. Staff will create additional scenarios to help the committee select a preferred schedule which will be presented to the board.

The next Operations Committee meeting will be on June 24th at 11:00 am.

7. B. SUBCOMMITTEE REPORTS- FINANCE COMMITTEE

FY 2016 Budget. Mr. Narayan reported that Council budget amendments were discussed.

Capital Improvements Planning. Mr. Narayan said a scenario setting forward a possible project schedule was assessed using the ten year plan, and it showed the feasibility of the work plan.

The next Communication Finance meeting will be June 23rd at 1:00 p.m.

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

Ms. Lowenstein said the committee heard partner updates and also continued its work developing a grant policy. Mr. Mouat asked that free parking requests should be thought of as grant requests.

The next Partnerships/ Economic Development Committee meeting will be June 10th at 11 am.

7. D. SUBCOMMITTEE REPORTS - COMMUNICATION COMMITTEE

DDA Spring Update. Mr. McWilliams said committee members provided feedback on a newly-created Update which conveys the types of data captured in the larger annual Downtown Report. He said at the June meeting ideas for distribution of this new Update will be discussed.

The next Communication Committee meeting will be on June 10th at 12:30 pm.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Resolution Revising DDA FOIA Policies. Mr. Guenzel moved and Mr. Splitt supported the following resolution.

RESOLUTION TO MODIFY ANN ARBOR DDA FOIA POLICIES

Whereas, The State of Michigan has put forward new Freedom of Information Act (FOIA) requirements for public agencies effective July 1, 2015 which necessitates that the DDA modify its FOIA policies;

Whereas, Upon consultation with the DDA Attorney, the DDA Executive Committee developed a set of new FOIA procedures and guidelines, which it recommends for approval by the DDA and are attached to this resolution;

RESOLVED, The DDA approves its revised FOIA policies and guidelines effective July 1, 2015.

A vote on the resolution showed:

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

NAYS: None

ABSENT: None

ABSTAIN: None

The resolution carried.

Mr. Mouat said that the Executive Committee is underway with their annual performance review of the DDA Executive Director, and a resolution may be brought to the July meeting.

The next Executive Committee meeting will be July 1st at 11 am.

8. NEW BUSINESS

None

9. OTHER AUDIENCE PARTICIPATION
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Mr. Vielmetti thanked the Board for updating the FOIA policy.

10. ADJOURNMENT

There being no other business, Mr. Orr moved and Ms. Lowenstein supported a motion to adjourn. Mr. Mouat declared the meeting adjourned at 12:45 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, June 3, 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: Joan Lowenstein, Ed Vielmetti

Committee actions and discussions

Agenda Review. The group reviewed the June DDA monthly meeting agenda. Ms. Pollay said that Ms. Shore had asked to take one of the speaking slots at the beginning of the meeting.

DDA FOIA Policy. Ms. Pollay said that DDA staff had attended two FOIA seminars to learn as much as possible about the new state requirements. She noted that the proposed revisions to the DDA FOIA policy had been reviewed by the DDA Attorney and needed to be approved by the board prior to the July 1st changes going into effect.

Executive Director Annual Review. Upon motion by Mr. Mouat, seconded by Mr. Orr, the Executive Committee moved to go into closed session for the purpose of a periodic personnel evaluation, as requested by the employee. A role call was taken of the Committee members, and all voted in the affirmative to go into closed session. Ms. Pollay was asked to leave the room during the Committee discussion.

The Committee went into closed session at 11:20 a.m.

The Committee returned to the open meeting at 11:45am.

Mr. Mouat said that the Committee would bring a resolution regarding any compensation changes to the July DDA board meeting.

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, JUNE 10, 2015**

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

Time: 11:00 a.m.

Present: Bob Guenzel, Al McWilliams, John Mouat, Keith Orr, John Splitt

Absent: Roger Hewitt, Joan Lowenstein, Marie Klopf, Rishi Narayan, Steve Powers, Sandi Smith

Others: Graydon Krapohl & Jane Lumm /City; Jason Moran/WCC, Jeremy Peters/ CPC

Staff: Susan Pollay, Amber Miller, Jada Hahlbrock

Public: Ray Detter/CAC

1. Partner Updates

Planning Commission. Mr. Peters said the Planning Commission is developing a work plan and priorities for the next year. Discussions on premiums continue.

WCC. Mr. Morgan said WCC once again received the State's highest possible funding increase. Tuition will increase 1%, or \$1 per credit hour, the smallest increase in the State.

City Council- Ms. Lumm said Council will review proposals for the top of Library Lane. She reported that there will be a work session on deer management and that the 2016 change in Art Fair dates was approved. Mr. Krapohl gave an update on the work of the Pedestrian Taskforce. He said he would travel Germany as part of the Sister City delegation to Tubingen.

DDA- Ms. Pollay shared updates on the PowerArt project, the construction work at 4th & William, and DDA planning for capital improvement projects.

2. Discussion Items

Grant Request for Power Art- Ms. Pollay said that the first phase has been well received, and a grant request has been submitted to the State seeking funding for additional installations. This submittal requires DDA approval; the Committee will bring a resolution to the July meeting.

Formulating grant policies. The Committee discussed the purpose and role of grants, and how they help the DDA to meet its mission. Work to establish a grant policy will continue at future meetings. Grant requests may be used as a template to discuss this policy.

Annual IDA Conference. Ms. Pollay said that the IDA Annual Conference that will take place in San Francisco this fall. Staff will contact DDA members to determine interest in attending.

4. Public Comment-

None

The next committee meeting will take place Wednesday, July 8th at 11:00 am.

The meeting adjourned at 12:32 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
COMMUNICATION COMMITTEE MEETING MINUTES
Wednesday, June 10, 2015**

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

Time: 12:45 p.m.

DDA Present: Al Mc Williams, John Mouat, Keith Orr

DDA Absent: Bob Guenzel, Roger Hewitt, Marie Klopf, Joan Lowenstein, Rishi Narayan, Steve Powers, Sandi Smith, John Splitt

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

Public: Jeremy Peters, Ed Vielmetti

1. Public Comment

Mr. Vielmetti shared that he has been exploring new mapping software and considering how it could be put to use in Ann Arbor. He is interested in linking parking availability information to widely available mapping software.

Mr. Peters said that adding infrastructure data to mapping systems would be helpful to pedestrians and cyclists. He said that making parking transaction paper receipts optional would be in alignment with the City's sustainability goals.

2. Communication Committee/Committee Structure

The Committee discussed the possibility of dissolving the Communication Committee. It was decided that future DDA communication work could be folded in with the Partnerships Committee and the Communication Committee eliminated. Committee structure will be discussed further at the DDA Annual meeting July 1st.

The meeting adjourned at 1:05 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Tuesday, June 23, 2015**

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

1. Financial Statements
 - a. May 2015 Expenses- Listing was reviewed. Questions asked and answered.
2. New Business
 - a. TIF Annual Revenue vs. Parking Annual Revenue- As requested, Mr. Morehouse shared a comparison of TIF and Parking revenue. It was found that there was no direct correlation. The Committee was asked to suggest other questions to explore, as much data will be analyzed as part of the upcoming parking study.
 - b. Committee members discussed possible committee configurations, roles and responsibilities. Discussion will continue at the July 1 Annual meeting.
3. Old Business
 - a. TIF Construction Scenarios- Committee members reviewed the proposed project scenarios. All were determined to be financially feasible.
 - b. Draft DDA Reimbursement Policy- Staff presented a revised draft version of the reimbursement policy. The Committee suggested additional changes. The policy will be brought to the DDA Board in July for approval.
4. Next meeting- Tuesday July 28 at 1:00 pm.
5. Public Comment- None

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

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, June 24, 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, John Splitt, Keith Orr
Absent: Roger Hewitt, Marie Klopff, Al McWilliams, Rishi Narayan, Steve Powers, Sandi Smith,
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock
Others: Nancy Shore/getDowntown, Andrea Miller/RPS, Tom Brown/Nelson Nygaard
Public: Ray Detter

Parking Study- Committee members asked questions of Mr. Brown/Nelson Nygaard, and provided direction for the study. A resolution will be brought to the board to select Nelson Nygaard, and set forward a \$100,000 project budget.

Art Fair Date Shift- Committee members discussed what data should be collected to inform logistics planning for 2016, including parking on Sunday morning in the structures and on street usage.

Committee Changes- Roles and responsibilities of the Operations Committee were discussed. Ops will oversee parking and transportation, and construction will become its own committee.

Parking Report- Committee members reviewed the June report. Questions were asked and answered.

Summer Repairs. DDA staff reported on the bidding process for the annual structure repair work contract. RAM Construction had the lowest responsible bid. A resolution will be brought to the board for approval.

101 N Main Parking Agreement- The contract providing Ann Ashley structure parking spaces will expire June 30th. The Committee discussed an extension request, and determined that they would not recommend an agreement extension.

4th & William- Demolition work will be complete this week. Steel erection will begin June 29th.

Ann Ashley Bike House- Steel has been installed. Work should be complete by mid-July.

Tree Installation & Sidewalk Repairs- Tree planting work is complete. Sidewalk work will begin July 1st.

Capital Improvement Projects- Committee reviewed four scenarios based on staff and Board capacity, City CIP schedule and budget constraints. After much discussion, scenario 1 will be recommended. This recommendation will be brought to the board for discussion, along with a fall-back scenario 4.

Next Meeting July 29 at 11:00 am

Public Comment – none.

The meeting adjourned at 1:14 pm.
Susan Pollay, Executive Director