

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, October 7, 2015

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: Mr. Hewitt 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, John Splitt, Phil Weiss

Absent: Sandi Smith

Staff Present: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
Jada Hahlbrock, Management Assistant

Audience: Edward Vielmetti
Sarah DeWitt, Public Market Advisory Commission
David Santacroce, Public Market Advisory Commission
Tom Fitzsimmons
Nancy Shore, getDowntown
Ray Detter, CAC

2. AUDIENCE PARTICIPATION

Peter Allan spoke and shared images of an alley located west of N. Main Street between Kingsley and Miller. He said that alley needs repair, and it could be improved to better serve vehicles and pedestrians. He said that there is much future development opportunity abutting the alley in the many surface parking lots.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council- Mr. Detter extended an invitation to the dedication of the final historical street exhibit displays at N. U./State on November 10th. Mr. Detter reported that CAC members, residents of the Old Fourth Ward and Sloan Plaza, met with the new owners of the parking lot located between Campus Inn and Sloan Plaza to discuss the possible design of a future building on this site.

Public Market Advisory Commission- Mr. Santacroce shared information on the proposed new 3-season structure at the Farmers Market. He said that the building will expand vendor capacity, provide protected stalls in the winter, and function as event space. Also, the entrance will help to strengthen visibility for the Market on Fourth Avenue. Mr. Santacroce explained the project funding sources and requested a grant from the DDA for the amount needed to complete the project. Mr. Santacroce was thanked for his presentation.

4. DDA MEMBERS COMMUNICATIONS

DDA Board members who attended the 2015 International Downtown Association conference reported on sessions they attended, ideas they learned about, and the realization that much that is being done in downtown Ann Arbor is considered best practice by others.

5. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay said the A2Y Chamber will host Impact 2015 on October 23, and the focus of this year's event will be on economic inequalities in Washtenaw County. Ms. Pollay said that the next step in the process of selecting a preferred development proposal for the Library Lane site will take place on October 22, from 3:00-5:00 pm and 6:30-8:30 pm at the Downtown Library when the City will be seeking feedback from the community on the finalist proposals.

Ms. Pollay shared some highlights from her time at the IDA conference. She said that place management is seen to be as important as place design, and very often this is done through public/private partnerships. Other highlights included hearing how Airbnb is reshaping tourism, as well as learning about how "technology-based market disruptions" such as Uber and autonomous vehicles may impact parking systems in the future. Ms. Pollay said a theme that she heard throughout the conference was housing affordability and social equity concerns. She said that a presenter conveyed that well-intended policy decisions made years ago are driving up housing prices in San Francisco today.

6. APPROVAL OF MINUTES

Mr. Mouat moved and Mr. Guenzel supported approval of the September 2015 DDA meeting minutes.

A vote on the motion showed:

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

NAYS: none

ABSENT: Smith

ABSTAIN: none

The motion carried.

7. A. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE

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

RESOLUTION TO APPROVE A PROJECT BUDGET FOR THE SOUTH UNIVERSITY STREETScape PROJECT

Whereas, The DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategies, and also recognized that an enjoyable pedestrian experience is one of downtown's principal attractions, as well as a necessary element in its social and economic life;

Whereas, In Spring 2015 the DDA completed an 18 month collaborative process with the City to create a Downtown Street Design Manual, providing a framework for applying these strategies through downtown streetscape and maintenance projects;

Whereas, Through Board Retreats in January and April of 2015, the DDA Board prioritized four streetscape projects through 2021 and came to consensus on project timing, scope, and budgets;

Whereas, Through these retreats, the DDA Board selected South University Street, from East University Street to Washtenaw Avenue, as the first streetscape project and determined that the project may include new sidewalks, street trees and planters, benches, bike hoops, and crosswalks, within the existing curb line;

Resolved, The DDA Board affirms its commitment to the goals set forth in the DDA Development Plan;

Resolved, The DDA Board is ready to begin implementing the best practices within the Downtown Street Design Manual and the South University project as outlined at the Board Retreats;

Resolved, The DDA Board approves a total project budget of \$1.5M;

Resolved, The DDA Capital Improvements Committee will bring the DDA subsequent resolutions to initiate and approve design and construction services.

Mr. Mouat shared information about the process thus far and the details conveyed in the resolution. Ms. Pollay answered questions and said that this project will address problematic elements installed by the DDA decades ago, including the sidewalks and tree planters.

A vote on the resolution showed:

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

NAYS: none

ABSENT: Smith

ABSTAIN: none

The resolution carried.

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

RESOLUTION TO APPROVE A DESIGN TEAM FOR THE SOUTH UNIVERSITY AND 5TH AND DETROIT STREET PROJECTS

Whereas, The DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategies, and also recognized that an enjoyable pedestrian experience is one of downtown's principal attractions, as well as a necessary element in its social and economic life;

Whereas, In Spring 2015 the DDA completed an 18 month collaborative process with the City to create a Downtown Street Design Manual, providing a framework for applying these strategies through downtown streetscape and maintenance projects;

Whereas, Through Board Retreats in January and April of 2015, the DDA Board prioritized four streetscape projects through 2021 and came to consensus on project timing, scope, and budgets;

Whereas, Through these retreats, the DDA Board selected South University Street, from East University Street to Washtenaw Avenue, as the first streetscape project and 5TH and Detroit, from Kingsley to Catherine, to begin shortly after;

Whereas, As a result of this proximate timing, the DDA Capital Improvements Committee issued a combined Request for Qualifications (RFQ) for Streetscape Design and Engineering Services on August 20th, 2015;

Whereas, The DDA received six responses from various teams on September 8th, 2015 and a selection committee determined two of the six were qualified to proceed with interviews on September 17th, 2015;

Whereas, Following these interviews and the recommendation of the committee members and staff in attendance, the DDA Capital Improvements Committee recommends SmithGroup JJR and subconsultants FTC&H and Nelson Nygaard as the streetscape design and engineering team;

Resolved, The DDA Board selects the Smithgroup JJR team for the South University and 5th and Detroit Street Projects;

Resolved, The DDA Board is ready to begin implementing the design phase of the South University Project and authorizes the DDA Chair, Capital Improvements Chair, and DDA Director to execute a design contract, upon review and approval from the Finance Committee, with a not to exceed amount of \$175,000, which includes an estimated fee of \$150,000 and a \$25,000 design contingency;

Resolved, To ensure the project stays on schedule, the DDA Board pre-authorizes \$5,000 of the total contract for SmithGroup JJR to begin survey and public outreach work once adequate insurances are in place;

Resolved, The DDA Capital Improvements Committee will bring the DDA subsequent resolutions to initiate the 5th & Detroit Design and the South University construction phases.

Mr. Mouat described the process that took place to arrive at this resolution. Ms. Pollay explained that the scope of services is nearly done, and that the pre-authorization of \$5000 would allow the team to get started. This amount would be deducted from the total project budget.

A vote on the resolution showed:

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

NAYS: none

ABSENT: Smith

ABSTAIN: none

The resolution carried.

The next Capital Improvements Committee meeting will be on October 21 at 11:00 am.

7. B. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE

Parking/TDM Study. Mr. Splitt said Nelson/Nygaard was in town in September to collect data and meet with stakeholders.

Parking Reports: September 2015. Mr. Splitt said the report was included in the board packet.

FY 2015 Parking Operating Income Statement. Mr. Splitt said the report helps convey how the parking facilities work together as a system. He noted that the report does not include administrative costs or annual maintenance costs.

Changing the name of the Ann Ashley Structure. Mr. Splitt said the Committee discussed this possibility. Ms. Pollay said it was also discussed at the Downtown Taskforce meeting, and a request was conveyed to Mr. Andrew O'Neal, as the name "Kerrytown" is licensed by the O'Neal family and approval from the owners would be required.

Parking system memos. Mr. Splitt said the committee reviewed information about parking system purchasing procedures, audit processes, and about the Republic Parking contract.

101 N Main Request. Mr. Splitt said Mr. Broder attended and again asked for the committee to consider his request for a parking contract. Since no new information was presented, the Committee members decided not to bring the matter back to the Board for reconsideration.

4th & William. Mr. Splitt said that Phase I work will be finished within a few months and includes the completion of the new stair tower. Anticipated project completion date is late fall 2016.

Structure Repairs. Mr. Splitt said that exterior work at Forest will be complete this week. Work at 4th & Washington is underway as is concrete repair and replacement work at Ann Ashley.

The next Operations Committee meeting will be October 28 at 11:00 a.m.

7. C. SUBCOMMITTEE REPORTS- FINANCE COMMITTEE

Annual Audit. Ms. Klopf said the audit is complete and the auditor will attend the next Committee meeting, and the audit will be shared with the full board in November.

The next Finance Committee meeting will be October 27 at 1:00 p.m.

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

Partner Updates. Mr. McWilliams said the Committee heard updates from DDA partners.

Formulating Grant Policies and Procedures. Mr. McWilliams pointed to a draft document, and said that feedback from board members ahead of the next Committee meeting would be appreciated.

The next Partnerships/ Economic Development Committee meeting will take place on October 14 at 9:00 am.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Mr. Hewitt reported that the Committee reviewed the board meeting agenda.

The next Executive Committee meeting will be November 4th at 11 am.

8. NEW BUSINESS

Ms. Pollay said the DDA would be presenting information to City Council about the parking system at the annual work session on October 12th.

Mr. Narayan shared that Moe’s Sport Shop is celebrating its 100th anniversary this year.

9. OTHER AUDIENCE PARTICIPATION

Mr. Vielmetti said that there are two buildings in downtown that require immediate municipal attention. They are located at 111 S Main and at 218 S State. Mr. Vielmetti said he would like the DDA to share on the DDA website, both pdf and shape files for the maps it produces.

10. ADJOURNMENT

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

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, October 7, 2015

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:10 a.m.
Present: Roger Hewitt, Rishi Narayan, Marie Klopf, Susan Pollay (ex officio)
Absent: Sandi Smith, John Mouat (ex officio)
Others: Joan Lowenstein, Steve Powers

Committee actions and discussions

Agenda Review. The group reviewed the October DDA monthly meeting agenda. Ms. Pollay shared details for upcoming meetings of note, including the Chamber Impact session, the Library Lane public meetings, and the RTA public input session that would be held at the DDA office. Ms. Pollay shared information about the current status of construction at the 4th & William structure.

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, OCTOBER 14, 2015**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 9:00 a.m.
Present: Bob Guenzel, Joan Lowenstein, Al McWilliams, John Mouat
Absent: Roger Hewitt, Marie Klopff, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith, John Splitt, Phil Weiss
Others: Graydon Krapohl/City; Jeremy Peters/ CPC
Staff: Susan Pollay, Amber Miller, Jada Hahlbrock
Public: Ray Detter/CAC; Sabra Briere/City Council and CPC

1. Discussion Items

DDA Grant Procedures- The Committee reviewed and edited the draft grant policy. Staff will work to develop an application form. The Committee recommended bringing the policy to the full DDA Board for a vote in November.

Grant requests: It was decided that discussion on the grant requests received from the Farmers Market and Michigan Theater will be wait until the Grant Policies are approved by the board.

2. Partner Updates

Planning Commission. Mr. Peters said the CPC work has been affected by recent staff departures. Mr. Peters shared lessons learned from the Michigan Association of Planners conference.

City Council- Mr. Krapohl shared an update on the City Administrator search process. He said Council received an update on road maintenance at a recent work session. Ms. Briere spoke about the potential to move a house once lived in by Arthur Miller to Liberty Plaza Park.

DDA- Ms. Pollay and DDA Board members reported out on information gained at the recent IDA (International Downtown Association) conference in San Francisco.

3. Public Comment-

None.

The November 11th committee meeting has been cancelled.

The meeting adjourned at 10:55 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, October 21, 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, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss
Absent: Marie Klopf, Al McWilliams, Steve Powers, Sandi Smith
Other Participants: Bob Doyle/Smith Group JJR, Oliver Kiley/Smith Group JJR, Karina Ricks/Nelson Nygaard
Staff: Susan Pollay, Amber Miller, Jada Hahlbrock
Public: None

Introductions- Committee members and members of the consultant team introduced themselves.

Resolution for traffic signal box art- DDA staff shared news that the DDA received a grant of \$22,500 from the Michigan Council for Arts and Cultural Affairs. The grant requires \$50,000 in matching funds which can be paid out over two fiscal years. The Committee discussed what Phase Two of the Power Art project would include. The Arts Alliance would administer the project on behalf of the DDA, including soliciting funds from other sources. Committee was supportive of using dollars from the sidewalk maintenance fund to fund this project as it targets public property that is regularly graffitied, thus working against the DDA's efforts to maintain the pedestrian sphere in downtown. There was support to bring a resolution to the November DDA Board meeting.

Overview of the Downtown Street Design Manual- Mr. Kiley provided a brief review of the street design manual, and how it will now be used as the beginning point for design of the S. U. project. He described this by pointing to the details of the Design Manual that will be utilized. Questions were asked and answered.

South University project. - Committee members identified some issues and questions about the uses in the area, including pedestrian flows, vehicular and bicycle access, business types, and more. Committee members were encouraged to observe the area to help identify issues and opportunities. Staff and consultants would be walking around the S. U. area after the committee meeting ended, and all were invited to join them on this walk around.

Public Comment – none.

Next Meeting November 18th at 11:00 am.

The meeting adjourned at 11:40 am.
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Tuesday, October 27, 2015

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

1. Audit- Ms. Kasperek presented the FY15 DDA audit. She reported that it was a clean audit. No material deficiencies, errors or corrections were reported. Questions were asked and answered.
2. Financial Statements. The committee reviewed and discussed the following reports.
 - September 2015 Expense Listing
 - 1st quarter FY 2015 Financial Statements
 - DDA Funds Committed Report
3. New Business
 - a. DDA Investment Policy. Mr. Morehouse presented recommended update for the current investment policy. Additional recommendations were made. Discussions will continue at the next Committee meeting.
 - b. DDA Cell Phone Policy. Mr. Morehouse suggested a new policy based on a new City policy. The Committee approved the policy as recommended, noting that no additional DDA Board action required as this was an administrative action.
 - c. South University Project. Per board action, Ms. Miller presented the Professional Services Agreement between the DDA and Smith Group/JJR for the South University project. She said the template is one that the DDA has used in the past, and that this agreement had been reviewed by the DDA attorney. The committee reviewed and stated their support.
 - d. DDA Court/Police Building Grant. Mr. Crawford said that the DDA grant extends to 2038, five years past the current expiration of the DDA. Committee members reviewed options to address this and decided to take no action at this time.
4. Old Business- none
5. Next Meeting- November 17, 2015 at 1:00 pm (moved one week early due to Thanksgiving)
6. Public Commentary- None

The meeting adjourned at 2:10 pm
Joseph Morehouse, Deputy Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, October 28, 2015**

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

Parking Report. Committee members reviewed the October report, and questions were asked and answered. Mr. Kern provided operational information about how the parking system is managed during home football games, including when post-game traffic prevents drivers from exiting the facilities.

TDM Study Status. Ms. Miller said that the analysis portion of the project is nearly complete. As a piece of the work that is being done, Ms. Miller shared draft analysis maps indicating where and when demand was greatest. The committee reviewed and discussed these maps in detail.

Ann Ashley Structure Name Change- Ms. Pollay noted that staff had not heard back from the O’Neal family regarding the possibility of renaming the garage the “Kerrytown garage”. There was no further discussion.

4th & William- The stairs are fully installed. The curtain wall installation is on-going. Installation of the handrail is scheduled to begin the week of November 2nd.

Other Business. Ms. Pollay noted that the lease with Greyhound will end in August. She said that an important step would be learn from AAATA at the next AAATA/DDA board summit if the new transit service being rolled out in 2016 and 2017 will require the curb space currently being used by Greyhound buses. Ms. Pollay also noted that the parking system had grown exponentially in the past many years, and suggested that it would be helpful to ask for an outside review of the parking system to elicit recommended changes that could be incorporated in a future bid document when the current contract is completed. She asked for committee input on this idea; there was support. Ms. Pollay said that as a next step she will bring a list for what this review might look like to the next committee meeting.

Public Comment – Mr. Detter stated that the CAC members were pleased to be invited by the developer to provide design input into a development that will be located between Campus Inn and Sloan Plaza. The CAC support a mix of uses on the Library Lot, including public open space.

Next Meeting November 18 at 9:00am (date moved due to Thanksgiving and an earlier start time)

The meeting adjourned at 12:30 pm.
Susan Pollay, Executive Director