

**Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, May 1, 2019**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: Chair Klopf called the meeting to order at 12:00 p.m.

1. ROLL CALL

Present: Bob Guenzel, Tyler Kinley, Marie Klopf, Joan Lowenstein, Jessica A. S. Letaw, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, Phil Weiss

Absent: Howard Lazarus, Molly McFarland

Staff: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
Sara McCallum, Deputy Director (incoming)
Maura Thomson, Communications Manager
Amber Miller, Capital & Private Projects Manager
Jada Hahlbrock, Manager of Parking Services
Liz Rolla, DDA Project Manager
Kelley Graves, Management Assistant

Audience: Ray Detter, Downtown Area Citizens Advisory Council
Mike McKiness, Republic Parking System
Chris Simmons, get!Downtown
David Diephuis
Peter Honeyman, downtown resident
Wendy Carty-Saxon, Larry Catrinar, Sandra Clark/Avalon Housing
Jennifer Hall, Tim Olivier/ AAHC
Marianne James, Charlotte Csicila/The Ark
David Benkes-Toth, Huron High School

2. APPROVAL OF THE BOARD MEETING AGENDA

Mr. Narayan moved and Mr. Orr seconded the motion to approve the agenda.

A vote on the motion to approve the agenda showed:

Ayes: Guenzel, Kinley, Klopf, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Lazarus, McFarland

The motion was approved.

3. AUDIENCE PARTICIPATION

Ark Director James thanked the DDA for its grant. She said the project goal had been to make the Main St sidewalk more pedestrian friendly, but the DDA's grant guidelines helped the Ark make

its project better. The DDA grant also enabled The Ark to leverage additional funds to renovate and purchase its space – providing The Ark with a secure location for the first time in its history.

Mr. Simmons announced the start of the 2019 Commuter Challenge (a month-long promotion encouraging employees to try various sustainable ways to get to/from work) and thanked the DDA for its robust support, as well as other supporters of the program.

Mr. Diephuis expressed appreciation for the DDA’s continued support of affordable housing and urged DDA approval of the Avalon Housing Ann Arbor Housing Commission grant request.

Ms. Hall invited everyone to an Affordable Housing, Climate Action, and Pedestrian Safety reception on Monday, May 6 at 5:30 pm at City Hall.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS
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Downtown Area Citizens Advisory Council: Mr. Detter said all are encouraged to attend the S.U. Resident Participation meeting on May 6 at Pizza House to discuss a proposed 13-story student-focused mixed use development. There was strong CAC support of the Council resolution directing staff to explore the feasibility of developing affordable housing on several city-owned properties.

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw said her next “Walk and Talk” to talk about the DDA’s William St project will be May 5 at 1 pm starting at BTC, and her next “Downtown Hall” to talk about DDA will be held tonight at 7pm at Avalon Café; all are welcome. Ms. Letaw also shared her positive experience working with Ann Arbor STEAM’S 7th grade class as they developed strategies to make the city better. Ideas included light rail, melting snow in the roadway with a beet juice mixture and a recommendation that the City pursue mixed-income, multi-family housing with roof top solar panels.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay welcomed Ms. Sara McCallum as the DDA’s Accounting Manager/Deputy Director succeeding Joe Morehouse when he retires.

7. APPROVAL OF MINUTES

Mr. Weiss moved and Ms. Lowenstein seconded the motion to approve the April minutes.

A vote on the motion to approve the agenda showed:

Ayes: Guenzel, Kinley, Klopff, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Lazarus, McFarland

The motion was approved.

8A. SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS COMMITTEE

Mr. Mouat moved and Ms. Letaw seconded the following resolution:

RESOLUTION TO APPROVE A CONTRACTOR FOR THE 4TH AVENUE CANOPY DEMOLITION

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which includes improving economic vitality through pedestrian improvements;

Whereas, The large canopy located in front of 100 S. Fourth Avenue was installed by a previous building owner and for many years has been an obstruction and impediment in the public right of way, and is now deteriorating and blighted;

Whereas, In spring 2019 the DDA Capital Improvements Committee affirmed interest in removing the canopy in coordination with the DDA and DTE work on Huron Street and 4th Avenue;

Whereas, In March 2019 the DDA issued a Request for Proposals (RFP) for the canopy demolition;

Whereas, The DDA received two responses and staff recommend contracting with STE Construction Services based on proposal ranking and review;

Whereas, The DDA Capital Improvements Committee recommends proceeding with STE Construction for the 4th Avenue Canopy demolition;

Whereas, The DDA Capital Improvements Committee recommends creating a total project budget of \$250,000 for both demolition and restoration using dollars from the DDA annual ROW repair budget;

RESOLVED, The DDA approves a total project budget of \$250,000 with the selection of STE Construction Services as contractor for the 4th Avenue Canopy demolition with a contract amount of \$196,450.00;

RESOLVED, That a contract contingency amount of \$19,645.00 be established within the STE contract budget and that the Executive Director be authorized to approve additional change orders to the construction contract with STE Construction Services not to exceed \$19,645.00.

RESOLVED That the Ann Arbor DDA Board Chair and Executive Director are authorized to sign the contract with STE Construction Services;

RESOLVED, That the Executive Director be authorized to take the necessary administrative actions to implement this resolution to allow the work of the project to proceed without delay.

A vote on the motion to approve the resolution showed:

Ayes: Guenzel, Kinley, Klopff, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Orr, Weiss
Nays: None
Absent: Lazarus, McFarland
The resolution was approved.

Mr. Mouat moved and Ms. Letaw seconded the following resolution:

RESOLUTION TO APPROVE A CONSTRUCTION COST SHARING AGREEMENT WITH WICKFIELD PROPERTIES FOR THE 4TH AVENUE CANOPY DEMOLITION

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which include improving safety and economic vitality through pedestrian improvements;

Whereas, The large canopy located in front of 100 S. Fourth Avenue was installed by a previous building owner and for many years has been an obstruction and impediment in the public right of way, and is now deteriorating;

Whereas, As part of its annual sidewalk maintenance efforts to maximize the walkability and safety of downtown sidewalks, in May 2019 the DDA will begin removal of the large 4th Avenue Canopy in coordination with the DDA and DTE work on Huron and 4th Avenue;

Whereas, Wickfield Properties is the recent owner of the adjacent building at 100 S. Fourth Avenue and has agreed to allow the DDA to remove the canopy and has offered to support the DDA's efforts by contributing 10% of the demolition costs, estimated at \$19,645.00;

Whereas, DDA and Wickfield have drafted the attached cost-sharing agreement;

Whereas, This agreement has been reviewed and approved, as to form, by the DDA Attorney;

Whereas, the DDA Capital Improvements Committee reviewed the cost-sharing agreement and recommends approval;

RESOLVED, The DDA Board authorizes the Executive Director and Board Chair to sign the cost-sharing agreement with Wickfield Properties.

A vote on the motion to approve the resolution showed:

Ayes: Guenzel, Kinley, Klopff, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Orr, Weiss
Nays: None
Absent: Lazarus, McFarland
The resolution was approved.

Mr. Mouat moved and Mr. Weiss seconded the following resolution:

RESOLUTION TO APPROVE AN AMENDMENT TO THE AGREEMENT WITH HERITAGE LAWN CARE FOR GENERAL ROW REPAIR SERVICES

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which includes improving economic vitality through pedestrian improvements;

Whereas, As part of its annual maintenance efforts to maximize the walkability and accessibility of downtown the DDA takes on ROW repairs and improvements including, repairing sidewalk brick, planting trees, hanging banners, and installing bike parking;

Whereas, In May 2017 the DDA issued a Request for Proposals (RFP) for general ROW repairs to perform these services;

Whereas, The DDA received two responses and selected Heritage Lawn Care based on their proposal response and lower fees and entered into an agreement for FY 18 repair services;

Whereas, The agreement allows for two additional one year renewals;

Whereas, Heritage has adequately performed this work since FY 18;

Whereas, The required funds for the repair services are included in the DDA ROW repair budget;

RESOLVED, The DDA Board approves an amendment to the Professional Services Agreement with Heritage Lawn Care not to exceed \$65,000 for each renewal year for General ROW Repair Services; and

RESOLVED, The DDA Board authorizes the DDA Board Chair and DDA Director to execute the contract amendment.

A vote on the motion to approve the resolution showed:

Ayes: Guenzel, Kinley, Klopff, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Lazarus, McFarland

The resolution was approved.

Project Updates: Ms. Rolla reported that the remaining work at 5th & Detroit is underway, the Huron Street project has begun and the cost-share agreement with the City for the William Street project was approved and the project will begin soon.

The next Capital Improvements Committee meeting will be Wednesday, May 15 at 11 am.

8B. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE

Mr. Weiss moved and Mr. Guenzel seconded the following resolution:

RESOLUTION TO APPROVE A PROJECT BUDGET FOR THE RENOVATION OF THE DDA PARKING OPERATOR CUSTOMER SERVICE/ADMINISTRATIVE OFFICE AND THE SELECTION OF KRULL CONSTRUCTION AS CONTRACTOR

Whereas, The DDA has managed public parking in pursuit of its mission since 1992;

Whereas, The parking system has grown in size and complexity, and during this growth the DDA has remained committed to providing a high level of customer service to patrons;

Whereas, The parking operators customer service and administrative office constructed by the DDA in the Maynard garage now needs renovation, including an expansion of the customer service area and the addition of another bathroom;

Whereas, The DDA Operations Committee directed DDA staff to fully research two options to address these space needs, including the option to lease space in a downtown building for a new parking operator customer service/admin office or the option to renovate the existing office including securing construction bids;

Whereas, DDA staff brought back information to the Operations Committee on both searches, and the Committee determined that renovating the existing office would be less expensive than leasing an office when calculated against the remaining 14 years of the DDA parking contract, and less disruptive to parking patrons than moving this office;

Whereas, The Operations Committee reviewed the five bids received for the office renovation, and Krull Construction was determined to be the lowest responsible bid at \$454,300;

Whereas, The Operations Committee recommends the selection of Krull Construction as contractor, and the establishment of a project budget that included contingency funds;

RESOLVED, The DDA approves the selection of Krull Construction as contractor for the Maynard Structure Office Project with a contract amount of \$454,300;

RESOLVED, That a contract contingency amount of \$45,700 be established within a project budget of \$500,000 and that the Executive Director be authorized to approve additional change orders to the construction contract with Krull Construction not to exceed \$45,700.

RESOLVED, That the Ann Arbor DDA Board Chair and Executive Director are authorized to sign the contract with Krull Construction and take the necessary administrative actions to implement this resolution to allow the work of the project to proceed without delay.

Mr. McKinnon moved and Mr. Narayan seconded the following amendment:

1) Remove: "Whereas" clause #5 starting with "DDA staff brought back information..." in its entirety.

2) Add:

"Whereas, Two parking spaces (which are currently used for bike parking) will be permanently eliminated as part of this project. The replacement costs for these spaces based on the \$22,000,000, 381 space expansion of the Ann/Ashley structure is approximately \$57,000 per space."

"Whereas, the total project cost shall be considered \$614,000. This includes the bid amount, contingency and replacement cost of the lost parking."

"Resolved, Beginning with the May 2019 meeting, the DDA Operations Committee will receive a report for discussion on the current parking system costs as part of its monthly agenda. The Operations Committee will seek to make changes to the current year's parking operations budget to reduce costs in an amount equal to or greater than \$614,000."

Mr. Weiss said that after the resolution had been postponed last month, the Operations Committee reviewed the options, and once again the consensus was that the office build-out made the most sense. Ms. Klopf said that the Executive Committee was informed that the amendment would be put forward, and there was consensus agreement that new reporting could be developed about parking system expenses; she asked the Finance Committee to take on this project. Mr. Weiss said he agreed with the spirit of this, but he was concerned that the board should avoid getting into minutia. Mr. Orr said that RPS had been hired to manage the system, but it is the DDA's role to determine how to pay for facility improvements not the parking operator.

Ms. Lowenstein said she supported pursuing additional reporting on parking system expenses, but would not support this amendment because it didn't speak to the DDA's responsibility as an employer to resolve known safety and comfort issues for RPS staff operating the parking system on behalf of the DDA. Mr. Narayan said that there was no argument that RPS needed better work space, but he felt the Board was being rushed to make a decision because the contractor bid would expire the next day; Ms. Letaw noted that she was now in her 15th month on the DDA Board and this matter had been under discussion since she joined the Board. Ms. Klopf acknowledged the amount of time and effort Ms. Hahlbrock has expended on exploring all possible options. Mr. Guenzel said he could not support the amendment.

A vote on the amendment to the resolution showed:

Ayes: Kinley, McKinnon, Mouat, Narayan

Nays: Guenzel, Klopf, Letaw, Lowenstein, Orr, Weiss

Absent: Lazarus, McFarland

The amendment to the resolution failed.

Mr. Orr said that the Maynard customer service office was subpar, but with this renovation it would be less subpar. Ms. Letaw asked if the DDA had hired Krull previously; Ms. Pollay said she

didn't believe so. Mr. Mouat said that he struggled with the location of the customer service office being at Maynard so he wouldn't support the resolution.

A roll call vote on the motion to approve the original resolution showed:

Ayes: Guenzel, Klopf, Letaw, Lowenstein, Orr, Weiss

Nays: Kinley, McKinnon, Mouat, Narayan

Absent: Lazarus, McFarland

The resolution failed for lack of 7 affirmative votes.

Given that the resolution failed, Ms. Pollay asked the Board for direction, because staff had provided information on all known options including leasing private office space and constructing a new customer service office as part of the Ann Ashley expansion and all now appeared to be rejected; there was no comment. She then asked if the Board wished to take a second vote; there was no support. Ms. Pollay asked again if the board members could provide direction to staff on how it wished to move forward with this issue so staff could assist; there was no feedback.

Car Share: MAVEN has asked to increase the number of spaces they use for car-share. Staff were asked to get additional data from MAVEN to help them make a decision.

Fencing: Mr. Weiss said that deterrent chain link fencing has been installed on all garage rooftops and many garage floors, and staff were directed to get renderings to explore available option for installing lower-floor fencing at the 4th & Washington structure due to its unique design.

Incident at Library Lane: Mr. Weiss said the Police Department sent a letter praising Republic Parking for its handling of the stabbing incident at the Library Lane structure on April 8th. An RPS staff member, sensing something was wrong, followed the suspects, witnessed the stabbing, called 911 and probably saved the victim's life.

Parking and Transportation Report: There were no questions.

The next Operations Committee meeting will be on Wednesday, May 29 at 11 am.

8C. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

Mr. Guenzel reported that the Finance Committee welcomed Ms. McCallum to the DDA staff.

Financial Statements: Mr. Guenzel said the committee reviewed the March Expense Register. They then reviewed the third quarter financials including the 3rd Quarter Financial Report Summary, 3rd Quarter Balance Sheets and Income Statements, Funds Committee Report, Gross Parking Revenues for 3rd Quarter and for the 9-months ending March 31st.

Ann Ashley Expansion Bond: Mr. Guenzel reported the project site plan is scheduled to be considered by the Planning Commission later this month; in anticipation of the project making its way to City Council, the committee reviewed the project bond financing plan.

The next Finance Committee meeting will be on Thursday, May 30 at 1 pm.

8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE

Ms. Lowenstein moved and Mr. Weiss seconded the following resolution:

RESOLUTION PROVIDING AVALON WITH A GRANT TO MAKE SAFETY AND STRUCTURAL IMPROVEMENTS TO FIVE RESIDENTIAL PROPERTIES

Whereas, The DDA is a catalyst for strengthening economic vibrancy and quality of life in the downtown area, and to meet its mission, DDA supports a variety of affordable housing projects, including projects that contribute to reducing homelessness in the downtown;

Whereas, Avalon Housing has partnered with the DDA on the acquisition and rehabilitation of several affordable housing units since 1992, and the DDA's \$1.18M investment in these properties has enabled Avalon to leverage over \$7.3M in additional financing;

Whereas, Avalon Housing has requested that the DDA provide a \$190,000 DDA Housing Fund grant to support two important code-related improvements to Avalon-owned properties located within or immediately adjacent to the DDA District, which are:

- Installation of sprinkler systems in 518 and 522 S. Division, 532 N. Main, and 411 N. Ashley. These buildings contain 22 SRO units, which serve vulnerable, disabled, and formerly homeless individuals. The cost of this project is \$110,000
- Structural repairs to 819 Third Street, including new supporting reinforced concrete block walls and revised entry to safeguard the basement residential unit. This building also serves formerly homeless individuals. The cost of this project is \$80,000

Whereas, The DDA Partnerships Committee recommends DDA approval of this grant and urges that it be paid as quickly as possible in recognition of the urgency of these projects;

Whereas, The DDA committed \$745,000 from its Housing Fund to realize its goal of a substantial number of affordable housing units associated with the redevelopment of the former Y-lot, and there will be sufficient scheduled annual transfers into the DDA Housing Fund that ensure DDA funding will be available at the time the former Y-lot is developed;

RESOLVED, The DDA approves a grant to Avalon Housing for \$190,000 from its Housing Fund to support the installation of sprinkler systems in 518 and 522 S. Division, 532 N. Main, and 411 N. Ashley Street, and structural repairs to 819 Third Street;

Mr. McKinnon asked about the structural work; Ms. Carty-Saxon invited Avalon's architect David Esau to respond. Mr. Esau said that temporary shoring had been installed previously, but what is proposed is intended to be a permanent fix.

A vote on the motion to approve the resolution showed:

Ayes: Guenzel, Kinley, Klopf, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Lazarus, McFarland

The resolution was approved.

Ms. Lowenstein moved and Mr. Mouat seconded the following resolution:

RESOLUTION APPROVING A GRANT TO THE ANN ARBOR HOUSING COMMISSION TO ASSIST WITH CAPITAL IMPROVEMENTS TO BAKER COMMONS

Whereas, The DDA is a catalyst for strengthening economic vibrancy and quality of life in the downtown area, and to meet its mission, DDA has supported a variety of downtown affordable housing projects, including projects which serve residents earning below 30% of Area Median Income;

Whereas, The DDA provided \$1.16M in funding support to the Ann Arbor Housing Commission between 2012 and 2014 to complete \$10M in renovations at Baker Commons, including many energy efficiency upgrades;

Whereas, The Ann Arbor Housing Commission has requested that the DDA provide a new grant for Baker Commons as follows to support several additional needed projects, including:

Install roof membrane and snow guards	\$71,537
Install roof ceiling vents and fans	\$5,022
Replace copper plumbing & fasteners	\$120,000 to \$150,000 (will be bid)
Replace common area flooring on all floors	\$86,099
Install LED hallway light fixtures	\$39,000
Install a brick monument sign	<u>\$12,000</u>
	\$333,658-\$363,658
AAHC replacement reserves	<u>\$107,000</u> (includes \$5,022 roof ceiling vents/fans installed in April)
Grant Request	\$256,658 (not to exceed)

Whereas, Baker Commons has 64 apartments, and 94% of its tenants have extremely low incomes (below 30% AMI) and 6% are very low income (below 50% AMI), and DDA's investments enables the building to remain available as a vital downtown affordable housing option;

Whereas, The Partnerships Committee recommends approval of this request, allocating a DDA Housing grant over two fiscal years as follows:

FY19	\$71,537 for roof improvements
FY20	\$155,121-\$185,121 (the remaining grant elements)

Whereas, The DDA committed \$745,000 from its Housing Fund to realize its goal of a substantial number of affordable housing units associated with the redevelopment of the former Y-lot, and there will be sufficient scheduled annual transfers into the DDA Housing Fund that ensure DDA funding will be available at the time the former Y-lot is developed;

RESOLVED, The DDA approves a grant to the Ann Arbor Housing Commission not to exceed \$256,658 using the allocations recommended by its Partnerships Committee.

A vote on the motion to approve the resolution showed:

Ayes: Guenzel, Kinley, Klopf, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Lazarus, McFarland

The resolution was approved.

Ms. Letaw said the DDA's legacy of supporting affordable housing was documented by Ms. Pollay in a history of the DDA's Housing Fund. Ms. Pollay thanked Mr. Kinley for his input shaping the document. She said that since creating the DDA Housing Fund in 1997, the DDA has provided \$5M in grants, which did not include today's grants to Avalon Housing and AAHC, nor the commitment of \$745,000 to the YLot. She said half those grant dollars were used to create new affordable units, and the other half were used to safeguard existing affordable units.

The next Partnerships Committee meeting will be Wednesday, May 8 at 9 am. (with Partners).

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE
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Ms. Klopf reported that the committee reviewed the board meeting agenda.

Ms. Klopf moved and Ms. Letaw seconded the following resolution:

RESOLUTION TO APPROVE THE SELECTION OF A CONSULTANT AND A PROJECT BUDGET TO REDESIGN THE DDA WEBSITE

Whereas, The DDA current website was developed in 2013 and needs technological, content, and aesthetic updates, in part to meet new website requirements set forward in the State of Michigan's Act 57, the Recodified Tax Increment Financing Act, of 2018;

Whereas, Redeveloping the website will allow its content and design to be improved to increase transparency by enhancing the user's ability to locate information including archived data;

Whereas, The DDA distributed a Proposal (RFP) and received six submittals;

Whereas, DDA staff reviewed each submittal against the requirements set forward in the RFP, and the selected bidder, Keystone Media, met or exceeded all requirements of the RFP with a bid of \$31,360;

Whereas, DDA staff recommend a project budget of \$35,000 be established for this project to include a small contingency, with the cost split between the DDA's FY19 (003) TIF and (063) Parking budgets;

Whereas, The DDA Finance Committee has reviewed this recommendation and recommends approval of this project budget and the selection of Keystone Media as developer for the DDA website redesign;

RESOLVED, The DDA approves the selection of Keystone Media as the developer for the DDA's website redesign in the amount of \$31,360.

RESOLVED, The DDA establishes a project budget for the DDA website redesign as \$35,000.

Ms. Thomson was asked if staff could keep the website updated; Ms. Thomson said yes.

A vote on the motion to approve the resolution showed:

Ayes: Guenzel, Kinley, Klopf, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Lazarus, McFarland

The resolution was approved.

The next Executive Committee will be on Wednesday, June 11 at 11 am.

9. NEW BUSINESS

Ms. Pollay announced as part of the new PA 57 requirements the DDA will hold two informational meetings during the year; the first will be held June 12 ahead of the DDA regular board meeting.

10. OTHER AUDIENCE PARTICIPATION

None.

11. ADJOURNMENT

There being no other business, Mr. Orr moved and Mr. Weiss seconded the motion to adjourn. Ms. Klopf declared the meeting adjourned at 1:15 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, May 1, 2019

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Marie Klopf, Joan Lowenstein, Darren McKinnon, Susan Pollay (ex officio), Phil Weiss (ex officio)
Absent: Keith Orr
Others: Jessica A. S. Letaw, Maura Thomson

Committee actions and discussions

DDA Website. Ms. Thomson reported that there were five submittals to a RFP bid solicitation to select a contractor to update the DDA's website, and staff recommended the selection of Keystone Media. Questions were asked and answered. There was consensus support to put forward this recommendation to the DDA for approval.

Agenda Review. The Committee reviewed the May board agenda. Mr. McKinnon shared an amendment he said he would make to the resolution that had been postponed the month before, approving renovations to the Maynard parking operator customer service/admin office. This amendment would include a new resolved clause that would set up additional reporting on parking system expenses and would eliminate \$600,000 from the FY19 parking operations expense budget to match the cost of the office renovation plus the value of two parking spaces used for the bike house adjacent to the office. Questions were asked and answered. There was much discussion, in which Committee members stated support for more parking system expense reporting; Ms. Klopf asked that this project be developed by the Finance Committee and Mr. Guenzel as Finance Committee Chair concurred. Committee members also stated that they would not support the amendment as currently written.

Miscellaneous. Ms. Pollay informed the group about the status of the Library Lane Taskforce, and reported that an upcoming resolution would direct the Administrator to work with the DDA, Library, and others to identify a process to remove public parking from the surface lot atop the Library Lane garage. Ms. Pollay informed the group that Mr. Weiss' name was being put forward for reappointment on the DDA board.

There being no other business, the meeting adjourned at 11:53 a.m.
Susan Pollay, Executive Director

PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, May 8, 2019

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

Time: 9:00 a.m.

Present: Bob Guenzel, Tyler Kinley, Howard Lazarus, Jessica A.S. Letaw, Joan Lowenstein

Absent: Marie Klopf, Howard Lazarus, Molly McFarland, Darren McKinnon, Rishi Narayan, John Mouat, Keith Orr, Phil Weiss

Others: Matt Carpenter/AAATA, Jane Lumm and Ali Ramlawi/City, Shannon Gibbs-Randall/Planning Commission, Brendan Prebo/WCC, Jack Eaton/City

Staff: Susan Pollay, Amber Miller, Jada Hahlbrock, Kelley Graves

Public: None

WCC: The committee welcomed Brendan Prebo, WCC Assistant VP of Marketing & Communications. Mr. Prebo reported on the growing list of union training events at WCC this summer, as well as the list of upcoming Economic Club speakers. He said Commencement will be held May 18th; WCC has seen a 16% increase in certificates and degrees to be awarded and Mr. Prebo credited the success of academic coaches. He said WCC was awarded a grant in support of an Advanced Transportation building.

AAATA: Mr. Carpenter said he and other AAATA representatives rode buses to hand out tokens and passes to passengers as part of TheRide's 50th Anniversary celebration. He said that there may be a millage vote in 2020 for the Regional Transit Authority (RTA). His Board will hold a retreat in June to talk about issues that impact future transit growth. Questions were asked and answered about the status/timeline for the proposed Washtenaw Avenue BRT program.

Planning Commission: Ms. Gibbs-Randall reported that the revised sign ordinance will be considered by Council next month and night sky lighting ordinance is in the works. The Area Plan for the proposed DTE development on the Huron River was approved by the Planning Commission. Questions were asked and answered about this project.

City: There was discussion about the goal to increase the amount of compostables as part of a number of solid waste management issues. Ms. Pollay said there are downtown stakeholders interested to see a Downtown Solid Waste District created. Ms. Pollay said she hoped a Downtown Alley Master Plan would be created. The 415 W. Washington building was discussed. Mr. Lazarus said that a portion of the site is in the flood-way, the site is referenced as part of the Treeline Plan, and previous attempts to develop the site through an RFP process failed due to these and other complicating factors; Mr. Mouat, who was on the RFP selection committee agreed. Mr. Lazarus recommended adding the site to the City's portfolio of projects for consideration this fall. Mr. Ramlawi said he wanted a more immediate plan to create an urban farm on the site while exploring long-range options. Mr. Kinley offered insight as a developer that it would be better to move carefully and thoughtfully with a big project like this

that has so many elements to consider. Ms. Gibbs-Randall noted that with the probable contaminants on the site, an urban farm would not be a safe option. She said that the Planning Commission likely would be supportive of a high-density building that includes/embraces the Treeline.

Ms. Pollay suggested the DDA could grant funds to the City to enable it to hire a consultant to guide a public input process to determine where there is agreement on the future use(s) of the site, similar to the process that will soon be underway for the former Y-lot. Ms. Letaw suggested Mr. Ramlawi hold a Ward 5 Town Hall meeting on the site as part of the public outreach. Ms. Lumm cautioned about the potential pushback if the DDA were to lead the initiative; Mr. Mouat and Ms. Lowenstein both agreed, saying this should be a City planning project. There was consensus among the DDA Board members for Ms. Pollay to reach out to City staff to gauge interest in hiring a consultant to conduct public outreach.

Public comment: None.

The next Partnerships Committee meeting (DDA only) is on Wednesday, June 12 at 9:00 am.

The meeting adjourned at 12:40 pm.

Respectfully submitted,
Susan Pollay, DDA Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, May 15, 2019 11:00 am**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Robert Guenzel, Tyler Kinley, Howard Lazarus, Jessica A.S. Letaw, Joan Lowenstein, Darren McKinnon, John Mouat, Keith Orr, Phi Weiss
Absent: Marie Klopf, Molly McFarland, Rishi Narayan
Staff: Susan Pollay, Amber Miller, Liz Rolla, Maura Thomson, Sara McCallum, Kelley Graves
Other: Oliver Kiley, Smith Group; Jeremy Schrot, Wade Trim
Public: Ray Detter/Downtown Area Citizens Advisory Council, Connie Dimond

First/Ashley: The group was asked to frame a high-level priority direction; the project budget is \$8.3M and the estimated cost to complete all proposed elements was \$11.5M. Ms. Miller and Mr. Kiley reviewed project goals and elements including safety, economic development, resurfacing, new water mains, pedestrian improvements, and new bikeway connecting to the Treeline. Three general design directions were presented: First Street “All In”, Infrastructure “All In” and a First Street focus/partial Ashley streetscape. There was discussion on the trade-offs for each. It was noted that there are Ashley St vaults which would preclude DDA from making improvements on those sidewalks if owners are unwilling to fill in these vaults. Most committee members indicated support for the first option, which focused DDA dollars primarily on First St as it was felt this direction would have the most impact. There were also comments of support for the other two options. Questions were asked and answered. The design team was directed to develop the First Street option. Staff were asked to contact Ashley St property owners to assess their willingness to fill in their sidewalk vaults, and to explore the potential for the DDA to expand its project budget to include some Ashley streetscape in the project.

Project Updates: The Farmer’s Market lot resurfacing and drive approach work is complete. Final paving on 5th Ave is underway; brick work will wait until after the school year is over. New electrical is being installed on Huron St between Third and Main, and new light pole foundations are being installed. The William Street bikeway construction began on Monday, May 13th.

Public Comment: Mr. Detter conveyed CAC’s support of the DDA’s projects, including the Ann Ashley expansion and First/Ashley projects. He said CAC shares the DDA’s concern about the issue of affordability downtown.

The next Capital Improvements Committee meeting will be on Wednesday, June 19 at 11 am.

The meeting adjourned at 1:00 p.m.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Thursday, May 30, 2019**

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

Time: 1:00 p.m.

Present: Bob Guenzel, Joan Lowenstein, Phil Weiss

Absent: Marie Klopf, Tyler Kinley, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr

City: None

Staff: Susan Pollay, Joseph Morehouse, Sara McCallum, Jada Hahlbrock, Maura Thomson, Kelley Graves

Public: Cole Wagner, Alison MacGilliway, Sydney Vigo, Cameron Wallace/Skyline High School

April Expense Register: Expenses were reviewed. Questions were asked and answered.

FY20 Budget Resolution: Ms. McCallum said that the DDA FY20 budget was approved at Council with no changes. She had prepared a draft resolution for the DDA to adopt the budget; the Committee indicated its support to bring this resolution to the June Board meeting for adoption.

Ann Ashley Expansion: Ms. Pollay said that the project was reviewed by the Planning Commission on May 21st and will be presented to City Council on July 1.

Reporting: Staff asked the Committee for direction so they could respond to a board member request for additional parking system expense reporting. It wasn't clear what information was being sought, or in what format. There was a general discussion about the information that is provided to the board. Ms. Hahlbrock provided an overview of her role overseeing the parking operator including approving expenditures and how the budget is established each year. Questions were asked and answered. It was noted that some information was more useful when it was presented quarterly and annually because of seasonal variations, and it was noted that charts and graphs would be helpful tools. Following the discussion the committee members expressed their confidence in the DDA's oversight of RPS and, RPS's handling of expenditures.

Public Comment: The students from Skyline High School asked questions about the DDA which were answered by the Committee members and DDA staff.

The next Finance Committee meeting is scheduled for June 27 at 1 pm.

The meeting adjourned at 12:50 pm.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, May 29, 2019**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 am
Present: Robert Guenzel, Tyler Kinley, Joan Lowenstein, Darren McKinnon, John Mouat, Phil Weiss
Absent: Marie Klopff, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Rishi Narayan, Keith Orr
Staff: Susan Pollay, Joe Morehouse, Sara McCallum, Jada Hahlbrock, Maura Thomson, Amber Miller, Kelley Graves
Others: Kelly Schwartz/getDowntown, Mike McKiness/RPS, John Fournier & Missy Stults/City, David Diephuis, Ray Detter/CAC, Brad Moore/J. Bradley Moore & Associates, Chris Johnson, Sandra Andrade / MSAA, Kevin Gudejko/Mainstreet Ventures

Parking Lot Repair: Ms. Hahlbrock asked for committee support to bring a resolution to the board to accept a bid from Asphalt Solutions to repave the S. Ashley lot. There was support.

Parking Garage Repairs: Ms. Hahlbrock asked for committee support to bring a resolution to the board to accept a bid from Pullman SST, Inc. and establish a project budget for the 2019 annual parking garage repairs. There was support.

Annual Performance-Based Incentive Fee: Ms. Hahlbrock reported on RPS's work this year, noting instances demonstrating their responsiveness, expertise, assistance, and high-level of customer service. She asked that it be recommended to the DDA Board that that it award the full \$50,000 incentive fee as set forward in the RPS contract. There was support.

MAVEN: Ms. Hahlbrock shared MAVEN's responses to Committee questions. They said they are not able to share utilization data; Committee members asked if a report could be run on MAVEN vehicle entries/exits. It was noted that the DDA has made car share spaces available to encourage downtown employees to use transit/walk/bike/car share to get to work knowing they have vehicles available to them if they must attend midday meetings. There was consensus support to approve their request for three additional spaces.

Solar Carport/EV Project: Dr. Stults gave an overview of the City's proposed project with E-mobility Analytics to install a 2-car solar carport/EV station, and asked if the DDA would allow it to be installed in the Main/William lot. The project goal is to gather and analyze data particularly from the batteries. In answer to the question if this equipment would interfere with the lot's use for special events it was noted the equipment won't be in use during events. There was consensus support to provide the spaces in the Main/William lot.

616 E. Washington: Mr. Moore and Mr. Johnson addressed questions raised earlier by the Committee and again requested approval to lease 15 permits (10 limited permits at Liberty Sq and five standard permits at location(s) determined by DDA). Questions were asked and answered. Mr. McKinnon suggested that all 15 be off-peak permits; Mr. Johnson said he would ask about this. After discussion there as support to bring a resolution to the Board for 15 limited permits noting that the developer may return to request five be switched to standard permits. Also recommended is that a parking contract be as short as possible with no renewals.

Ann Ashley Expansion: The project was reviewed by the Planning Commission on May 21st. The project will now move forward to City Council later this summer.

4th & Washington Fence: Mr. Hahlbrock presented five renderings of possible fence options for the levels below the rooftop. Questions were asked and answered. There was consensus that the cable option #2 met the need, was more aesthetically appealing and probably was the least expensive. With this direction, staff will develop the concept further.

Rate Change: The next parking rate change in the five-year plan will take effect on July 1st.

Maynard Customer Service/Admin Office: Given the defeat of the resolution to approve an office renovation, Mr. Mouat and Mr. Kinley worked together to propose a smaller renovation that would reduce project costs. There was discussion again about RPS switching places with, sharing or completely moving out the police from the Maynard mini-office; Mr. Fournier said he would meet with Police leadership to discuss this. Additionally, staff were authorized to work with the project architect to explore either pursuing the low-bid contractor's willingness to reduce the project scope or whether the project would be rebid. With the DDA office lease up in two years, Ms. Pollay asked if the Committee would support revisiting a potential office build out at Ann Ashley; there was support to bring this question to a future committee meeting.

Parking and Transportation Report: Ms. Hahlbrock and Ms. Schwartz provided highlights.

Public Comment: Mr. Gudejko asked that the City's solar EV project be moved so it was next to the alley in the Main/William lot so it wouldn't block visibility for signage Main St Ventures intends to paint on their building.

Mr. Detter shared the CAC's discussion about and its support of the proposed 616 E. Washington development. He suggested that serious consideration be given overall to whether 80% AMI should truly be considered affordable housing level.

The next Operations Committee meeting is scheduled for Wednesday, June 26 at 11 am.

The meeting adjourned at 1:14 pm.

Respectfully submitted,
Susan Pollay, Executive Director

Parking & Transportation Report May 2019

Parking Operations

Special Events in May

5/4 UM Commencement
5/4 Free Comic Book Day at Vault of Midnight
5/5 Cinco de Mayo at Tios
5/10-19 Cinetopia Film Festival
5/11 Ann Arbor Blooms Day & Ann Arbor Bloom Fest
5/11 Rock the District
5/11 Fab Faux at Michigan Theater

Special Event Meter Bag Fee Waivers/ Free Parking in May

5/10-19 Cinetopia Film Festival \$990
5/11 Ann Arbor Blooms Day -Provided 100 parking validations for the Library Lane Structure
5/11 Rock the District \$350

Meters

Meter department staff did extensive maintenance on eparks including lubricating locks, resetting printer alerts, replacing keypads as needed, and applying Rain-X. Also did maintenance on space markers and bollards including replacing faded decals and painting. The parking system includes 261 epark kiosks and 1209 space markers.

Staff are working with contractors on the various street projects downtown to arrange for meter bags, and post/epark removal when necessary.

General Operations

The Forest and 4th & William structures were operated with a flat rate/prepay system during UM Commencement. The Maynard structure operated with a flat rate/prepay for the State Street Rock the District event. Given that the Maynard Street side of the facility was closed the prepay greatly helped egress during a busy day for the neighborhood.

Operations and IT staff are busy preparing staffing schedules and testing equipment ahead of Art Fair.

Parking System Maintenance/Equipment

The spring parking structure wash downs continue, and the crew is running ahead of schedule with only Maynard and 4th & William to complete.

Planters and pots at structures and lots have been repainted. RPS maintenance staff have completed the spring planting and mulching work. The plantings around the parking system always receive many compliments.

IT staff have been reviewing options for alternative security and fire alarm service contracts.

The April Lane Operational Efficiency number remained high at 99.96%. This percentage represents the amount of uptime when a lane should be available for use. Many lanes had no down time at all.

City/DDA Parking Enforcement and Operations Group

The group met on May 16th. April transaction and issued ticket information was discussed. Discussion also included street projects underway downtown, upcoming events, and the July 1st rate change. Community

Standards, Treasury, Republic Parking, and DDA staff shared updates and information.

Tally Hall Condominium Meeting

Group met on April 23. Maintenance updates, and well as changes to service contracts were discussed. Next meeting scheduled for July 9.

First & Washington Condominium Meeting

The next meeting has yet to be scheduled. The structure opened in late 2013 and a condominium board has yet to be formally established.

Parking Construction

Ann Ashley

DDA staff joined the project team at the Planning Commission meeting on Tuesday, May 21st. Project scope and benefits were reviewed. Commissioners provided feedback related to stormwater and lighting. The site plan received approval from the Commission. Next steps include working with the City Finance Department to continue bond process.

Transportation

Bike Parking

Current rentals:

- Bike Locker Rentals: 6 rentals of 10 available lockers (60%)
- Maynard Bike House Rentals: 11 of 28 spaces (39%)
- Ann Ashley Bike House Rentals: 37 of 27 spaces (137%)

Go!pass Summary - April

Total # of companies in program = 410

Total # of active passes = 5,390

Total # of unique passes used = 3,060

New go!pass companies for April 2019

- Professional Clinical Massage
- InstaCart
- Tamarind Hill

Engagement for April 2019

Social Media:

- Facebook
 - 1571 Page Likes
 - 261 Engaged Users
 - 3815 Average Daily Reach
 - 88 Organic Reach
 - 3734 Paid Reach
 - 12 Viral Reach
- Twitter
 - 477 Profile Visits
 - 59,600 tweet impressions

Other Activities

- Commuter Challenge remains open for trips to be logged through June 7th. We intend to announce final winners on June 11th, and final statistics will be provided in the June report. We will also include a marketing report that encompasses the paid advertising results for the campaign.
- Staff has appeared on the Lucy Ann Lance Show on May 8th and in a pre-recorded segment on the Hot in Here Show on WCBN on May 24th. Hot in Here also included interviews with commuters on Bike to Work Day.
- Current promotions and events:
 - William Street construction with the cycle-track
 - Mayor's Green Fair June 14th
 - ArborBike re-launch
- getDowntown is always looking for additional business testimonials on how the program or go!pass contributes to their success. Board members are encouraged to contact the office and provide their success stories.