ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
Wednesday, January 7, 2015

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: Mr. Mouat called the meeting to order at 12:05 p.m.

1. ROLL CALL

Present: Cyndi Clark, Roger Hewitt, Joan Lowenstein, Al McWilliams, John Mouat, Keith Orr, Rishi Narayan, Steve Powers, John Splitt

Absent: Russ Collins, Bob Guenzel, Sandi Smith

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

Audience: Art Low, Republic Parking
Ray Detter, Downtown Area CAC
Changming Fan
Ryan Stanton, Ann Arbor News

2. AUDIENCE PARTICIPATION

Changming Fan said he supports the use of technology in the ambassador program to bring all Ann Arbor residents together. He said that a wide range of jobs downtown, including manufacturing, would be a benefit to everyone.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. Mr. Detter said that the CAC meeting was devoted to a discussion of recent downtown developments, including the City Council decision to set new height limits for development of the property located at South Main Street at William. For the CAC, the Council decision is a compromise that can be accepted.

4. COMMUNICATIONS FROM DDA MEMBERS

Mr. Hewitt said that the Connector study is in a holding phase while the new UM President sets priorities. Work and meetings are expected to resume this spring.

5. EXECUTIVE DIRECTOR REPORT

Ms. Pollay reminded the board that the DDA retreat will take place on Wednesday, January 28 at 8:00 am at the Blake Transit Center. Board members will be asked to select a project to give a short two minute presentation about at the retreat. Details about the session will be sent to the board next week.
6. APPROVAL OF MINUTES

Mr. Hewitt moved and Mr. Powers supported approval of the December 2014 DDA meeting minutes.

A vote on the minutes showed:
AYES: Clark, Hewitt, Lowenstein, Mc Williams, Mouat, Narayan, Orr, Powers, Splitt
NAYS: none
ABSENT: Collins, Guenzel, Smith
ABSTAIN: none
The motion carried.

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

Washtenaw County Affordable Housing Needs Assessment. Ms. Lowenstein said County staff members gave a presentation on the soon-to-be-released report. Much of the focus looked at the challenge of increasing demand for housing in Ypsilanti City and Ypsilanti Township, while at the same time increasing the supply of affordable housing in Ann Arbor and Pittsfield Township. The presentation and discussion will continue at the January Committee meeting, including ideas for ways the DDA can get involved.

The next Partnerships & Economic Development Committee meeting will take place on January 14th at 11:00 am.

7. B. SUBCOMMITTEE REPORTS - COMMUNICATION COMMITTEE

Draft Communication Plan. Mr. McWilliams said the Committee reviewed goals that could become the focus of a DDA communications plan. These included a goal to increase general awareness of the DDA to 100% in the next year, a goal to increase downtown-stakeholder awareness to 100% within the next year and a branding strategy. There was also discussion about whether a consultant or a new staff member might be hired to oversee these efforts.

The next Marketing Committee meeting will take place on January 14th at 12:30 pm.

7. C. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE

Resolution. Mr. Narayan moved and Mr. Hewitt supported the following resolution.

RESOLUTION TO ACCEPT THE DDA FISCAL YEAR 2014 FINANCIAL AUDIT

Whereas, The auditing firm of Rehmann Robson, LLC. was contracted by the DDA to audit the DDA’s financial records for the fiscal year ending June 30, 2014;
Whereas, The Finance Committee went through the document in detail with the DDA auditor and recommends acceptance of the audit by the DDA;

RESOLVED, The DDA accepts the Fiscal Year ending June 30, 2014 financial audit prepared by Rehmann Robson, LLC.

Mr. Narayan said the auditor Mark Kettner, Rehmann reviewed the DDA’s FY 2014 audit with the committee in detail. It was a clean audit, meaning that the financial statements were considered to have been presented fairly in all material respects. Discussion also included a timeline for next year’s audit process.

A vote on the resolution showed:
AYES: Clark, Hewitt, Lowenstein, McWilliams, Mouat, Narayan, Orr, Powers, Split
NAYS: none
ABSENT: Collins, Guenzel, Smith
ABSTAIN: none
The resolution passed.

Budget Preparation. Mr. Narayan reported that the committee began work preparing the FY 16 and FY 17 budgets, including a discussion about the best ways to present information to help the board make its decisions.

The committee will meet on Tuesday, February 3rd at 3:00 p.m.

7. D. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE

DDA/AAATA Board Summit. Mr. Orr said that the session will take place on January 20th at 9:00 am at the Blake Transit Center, and is intended to provide an opportunity for the boards to talk about projects of shared interest. He said he hoped this would begin an ongoing collaboration between the boards.

4th & William Project. Mr. Split outlined the anticipated project phasing.

Downtown Street Design Manual (Street Framework Plan). Mr. Mouat said that last month the Advisory Committee met and technical review meetings were held with City staff.

Ambassadors Program. Mr. Hewitt reported that the Operations Committee discussed information the DDA received from an RFQ, RFP, and interviews. Block-by-Block was selected by the committee as the recommended firm to negotiate a contract with. Next steps will
include meeting with a representative of Block-by-Block to begin work shaping proposed project details.

The next Operations Committee meeting will be January 21st at 11:00 am.

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<th>7. E.</th>
<th>SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE</th>
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<td>Nothing to report from the Committee.</td>
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The next Executive Committee meeting will be February 4th at 11:00 am.

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<th>8.</th>
<th>NEW BUSINESS</th>
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<td>2015 DDA meetings. The Board approved the 2015 meeting calendar.</td>
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<th>OTHER AUDIENCE PARTICIPATION</th>
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<td>Mr. Fan said the City of Ann Arbor Master Plan needs to be changed to better include the 6 P’s: parks, parking, potholes, property, production and people. He said that the manufacturing of an Ambassador light could and should happen in downtown.</td>
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<th>ADJOURNMENT</th>
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<td>There being no other business, Mr. Hewitt moved and Mr. Orr supported a motion to adjourn. Mr. Mouat declared the meeting adjourned at 12:58 pm.</td>
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Respectfully submitted,
Susan Pollay, Executive Director