Minutes
Downtown Development Authority
Thursday, October 8, 1998

Place: DDA Office
301 E. Liberty, Suite 690
Ann Arbor, MI 48104

Time: The Vice-Chair, Lorri Sipes, called the meeting to order at 5:05 p.m.

1. Roll Call

Present: Neal Berlin, Ron Dankert, David Fritz, Leah Gunn, Maria Harshe, Deanna Relyea, Lorri Sipes

Absent: Dave DeVarti, Bob Gillett, Karl Pohrt, Ed Shaffran, Skip Ungrodt

Staff: Susan Pollay, Executive Director

Present: Joseph Morehouse, Fiscal and Administrative Manager

Audience: Ray Detter, Citizens Advisory Council
Adrian Iraola, City Engineering
Donna Johnson, City Planning Department
Andrew Kinchen, National Garages, Inc.

2. Approval of Minutes

Ms. Harshe made a motion, and Ms. Gunn seconded, that the minutes of the September 10, 1998 meeting be approved.

A vote on the motion showed:

AYES: Berlin, Dankert, Fritz, Gunn, Harshe, Relyea, Sipes
NAYS: None
Absent: DeVarti, Gillett, Pohrt, Shaffran, Ungrodt

The motion carried.

Mr. Ungrodt Enters

3. Report by DDA Citizens Advisory Council

Mr. Gillett enters.
Mr. Pohrt enters.
4. **Audience Participation**

None

5. **New Business**

None

6. **Subcommittee Reports**

**Parking Operations Committee Report**
Ms. Gunn presented a financial analysis of the surface parking lots. Unlike an earlier breakdown based on projections, this analysis was based on FY 1997/1998 actual costs and revenues.

Ms. Gunn reviewed the progress of the installation of video equipment at the Liberty Square and Maynard parking structures. Due to the impending repair work at Maynard, she did not expect that new video equipment would be installed until after the repairs were complete. Ms. Pollay reported on liability issues raised at the last meeting, stating that Jerry Lax, the DDA’s attorney, would send a letter to the DDA commenting on this issue.

Ms. Gunn reported that the Residential Parking Permit would be reviewed at the next meeting. She assured the board that loft residents were already being receiving wait list preference.

With the upcoming holiday season, Ms. Gunn reported that the Parking Operations Committee would be working on a promotional effort to encourage more shoppers to come downtown and use Ann Ashley during the evening and on the weekends.

**Spaces Between Buildings Steering Committee**
Ms. Sipes went over a memo from the retreat planning committee to all DDA members, asking committees to prepare for the upcoming DDA retreat by preparing a report that reviewed what the committee had accomplished in the past year, and what projects it hoped might be included in the DDA action plan for next year.

Ms. Harshe commented on the usefulness of a “Spaces Between” steering committee and questioned whether or not it should be disbanded in favor of letting individual board members bring forward proposals and then forming committees to oversee individual projects.

Mr. Pohrt reported on the progress of the State Street study by the University of Michigan. He felt very encouraged by the quality of the personnel involved and the positive press attention the study had received.
Mr. Fritz reported that the planter at North University and Thayer Streets has been constructed and is awaiting planting. The tree will be funded by the Dean Fund.

Ms. Pollay brought the board up to date on the repairs to the brickwork along East Liberty and East Washington streets. The repairs are nearing completion, but some areas require the use of mortar to keep the bricks in place.

**Finance Committee**
Mr. Morehouse reviewed the financial report with the board and explained some of the major variances he observed. Mr. Gillett inquired about the negative variance on the construction account. Ms. Pollay explained that the current year construction budget is only part of the funding for current construction activities. Much of the rest will be paid for out of the (063) Parking Fund balance. It was agreed that the ten-year repair and construction finance plan would be reviewed at the retreat.

**Parking Construction Committee**
Ms. Pollay reported that the repairs to the brickwork on the Liberty Square façade are underway and should be completed in a few weeks. Mr. Iraola reported that the work on the First and Washington Structure would begin next Monday. Mr. Iraola further reported that the plans for Maynard repair work are proceeding, and that the percentage of repair to the facility is not great enough to require bringing the entire parking structure up to current building code.

**Personnel Committee**
Ms. Pollay requested an executive session for her evaluation.

After reconvening, Ms. Relyea made the motion that the board accept the evaluation of Ms. Pollay and to provide the Executive Director’s a 5% increase for the current year.

**A vote on the motion showed:**

**AYES:** Berlin, Dankert, Fritz, Gillett, Gunn, Harshe, Pohrt, Relyea, Sipes, Ungrodt

**Ungrodt**

**NAYS:** None

**Absent:** DeVarti, Shaffran
Executive Director Report
Ms. Pollay reported that as part of its FY 98/99 budget approval, City Council had directed the City Administrator to devise a process by which the downtown community could offer recommendations for spending the $400,000 anticipated to be generated by the increase in street meter rates. The Administrator brought this issue to the Mayor’s Downtown Task Force two months ago. Taskforce ideas with the greatest support were to direct funds to the DDA’s parking repair program and to increase use of the AATA system. At its most recent meeting, the Taskforce had supported use of as much funding as possible for parking structure repairs, with an additional $25,000 set aside for emergency telephones in the downtown. The next Taskforce meeting would focus on transit opportunities in the downtown. Following this discussion, a complete recommendation would be brought before City Council.

7. Adjournment
There being no other business, upon motion, the meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Susan Pollay, Executive Director
Secretary