

**Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, January 8, 2020**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: Vice Chair Letaw called the meeting to order at 12:04 p.m.

1. ROLL CALL

Present: Alexandra Dieck, Bob Guenzel, Tyler Kinley, Marie Klopff, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, Phil Weiss

Absent: Micah Bartelme, Howard Lazarus, Keith Orr

Staff: Susan Pollay, Executive Director
Sara McCallum, Deputy Director
Jada Hahlbrock, Parking Services Manager
Maura Thomson, Communications Manager
Amber Miller, Capital & Private Projects Manager
Kelley Graves, Management Assistant

Audience: Mike McKiness, Republic Parking System
Ray Detter, CAC
Steve Kaplan, CAC
David Diephuis, Resident
Adam Oxner

2. APPROVAL OF THE BOARD MEETING AGENDA

Ms. Klopff moved and Mr. Weiss seconded the motion to approve the meeting agenda.

A vote on the motion showed:

Ayes: Dieck, Guenzel, Kinley, Klopff, Letaw, McFarland, McKinnon, Narayan, Weiss

Nays: None

Absent: Bartelme, Lazarus, Orr

The motion was approved.

3. AUDIENCE PARTICIPATION

None.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Given that he was still healing from a car accident, Mr. Detter announced that Steve Kaplan has agreed to help lead the CAC. Steve lived downtown, and now lives just steps outside the DDA. Mr. Kaplan reported on the CAC meeting the night before. Norm Tyler gave an update on the Center of the City Taskforce. The CAC discussed the various alternatives outlined by Mr. Tyler. No one is clear yet on what a "Commons" is, what funding sources may be available, or what kinds of activities might take place. Members urged the Taskforce to be limited by the deadline, and instead to take its time and think broadly to find

concepts that will inspire us. The CAC also discussed a proposed Historic Sound District which would amend the existing noise ordinance, raising the acceptable sound level exponentially and extending the hours when noise is allowed. While CAC members agreed it is an interesting concept, the noise impacts on residents must be considered.

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw said her Downtown Halls will start again in March and will be quarterly. All are welcome. She reported that AAATA and Regional Transit Authority are holding a public hearing tonight to discuss a pilot express transit service between downtown Ann Arbor and Detroit.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay reminded the group about the DDA's retreat/facilitated strategic session on February 4 asking board and staff members to fill out a survey to help frame an agenda for the session. Ms. Pollay announced that she plans to retire in 2020 after nearly 24 years of service, and she looked forward to assisting through the upcoming transition.

7. APPROVAL OF MINUTES

Mr. McKinnon moved and Ms. Klopff seconded the motion to approve the December minutes.

A vote on the motion showed:

Ayes: Dieck, Guenzel, Kinley, Klopff, Letaw, McFarland, McKinnon, Narayan, Weiss

Nays: None

Absent: Bartelme, Lazarus, Orr

The motion was approved.

8A. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE

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

RESOLUTION TO PURCHASE AND INSTALL PARKING ACCESS AND REVENUE CONTROL EQUIPMENT

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, and it manages the Ann Arbor public parking system as a means to help it accomplish its mission;

Whereas, This parking system serves many thousands of users on a daily basis, and parking revenue control equipment is an integral component;

Whereas, Current equipment has reached the end of its useful life, and an RFP for new equipment and software was distributed in October 2019 and four responses were received in November 2019;

Whereas, DDA and Republic Parking staff reviewed the submissions, and input was sought from other parking systems through reference checks and a site visit, and DDA staff recommend approval of the Traffic & Safety Control Systems proposal as best meeting the needs of the DDA parking system;

Whereas, The cost for equipment and installation under this proposal is calculated to be \$1,440,485.00 and it is recommended that an additional 10% be included for other project-related costs for a total project budget of \$1,584,533.50;

Whereas, Funds for this project will come from the DDA's FY20 and FY21 parking budgets;

Whereas, The DDA Operations Committee reviewed this recommendation and endorses its approval by the DDA Board;

RESOLVED, The DDA approves the Traffic & Safety Control Systems proposal for new parking revenue control equipment and software;

RESOLVED, The DDA approves a project budget not to exceed \$1,584,533.50;

RESOLVED, Following review by the DDA Attorney, the DDA authorizes its Executive Director to execute a contract with Traffic & Safety Control Systems for the purchase and installation of this equipment and software.

A vote on the motion to approve the resolution showed:

Ayes: Dieck, Guenzel, Kinley, Klopff, Letaw, McFarland, McKinnon, Narayan, Weiss

Nays: None

Absent: Bartelme, Lazarus, Orr

The resolution was approved.

Mr. Weiss said the monthly parking and transportation report was in the board packet; there were no questions. He said the committee has begun a discussion about parking permits, including policies and posting the wait list on the website, and this will continue at the next meeting. Mr. Weiss reported that staff once again met with architects regarding the Maynard office/ customer service area and determined that relocating the restroom door wasn't feasible. The Committee didn't have further direction to give staff at this time.

The next Operations Committee meeting is scheduled for Thursday, January 29 at 11am.

8B. SUBCOMMITTEE REPORTS – PARTNERSHIPS COMMITTEE
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Mr. Kinley said the Committee met earlier in the morning, and the discussion focused on affordable housing. Jennifer Hall shared the presentation she will give to Council showing an analysis and results of the public engagement sessions regarding the potential affordable housing sites. It was very informative, and Ms. Hall will be asked to give this presentation again so DDA members who missed today's Committee meeting can attend and ask questions.

Partner updates included the Planning Commission's approval of the Main/William St site plan. The Commission will strive to support the City's recently approved 2030 Climate Emergency Plan,

but certain policies must change. City Council voted to allow AirBNBs in Single Family neighborhoods where the owner resides on site to lessen the chance of disturbance. AAATA reported that a new express transit service between downtown Detroit and Ann Arbor (A2D2) will begin soon. AADL reported that its board continues its work exploring options to address its deteriorating downtown building, including how a new building could take shape without asking for a new tax. It was noted that more people come to the downtown library than any other destination except the UM stadium. There was robust discussion following the suggestion that the AADL shift locations and build a new building atop the Library Lane parking garage.

8C. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE

Ms. Letaw said the December Committee meeting was cancelled due to a lack of agenda items.

The next Capital Improvements Committee meeting is scheduled for Wednesday, January 22 (which is one week later than usual) at 11 am and will focus the vendor selection for the First and Ashley Streets project.

8D. SUBCOMMITTEE REPORTS- FINANCE COMMITTEE

Mr. Guenzel said the December Committee meeting was cancelled due to a lack of agenda items.

The next Committee meeting will be on Thursday, January 30 at 1pm and will focus on developing the DDA's FY21 and FY22 budgets.

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE

Ms. Letaw said the Executive Committee reviewed today's meeting agenda, and also touched on the February retreat.

The next Executive Committee meeting is scheduled for Wednesday, February 5 at 11 am.

9. NEW BUSINESS

None.

10. OTHER AUDIENCE PARTICIPATION

None.

11. ADJOURNMENT

There being no other business Mr. McKinnon moved and Mr. Narayan seconded the motion to adjourn. Ms. Letaw declared the meeting adjourned at 12:30 pm.

Respectfully submitted,
Susan Pollay, Executive Director