

**Ann Arbor Downtown Development Authority Informational Meeting**

**Wednesday, December 2, 2020 at 12:00 pm**

**Zoom link: <https://us02web.zoom.us/j/85245504045> Phone: 877-853-5257 (US Toll-free)**

**Meeting ID: 852 4550 4045 Password: 873620**

Ms. Letaw said this was the DDA's second Informational Meeting for 2020. Ms. Thomson gave a presentation on DDA goals and projects that are underway and will be undertaken in the coming calendar year.

**Ann Arbor Downtown Development Authority Meeting Minutes**

**Wednesday, December 2, 2020**

Place: Virtual Meeting--Zoom link: (see above)

Time: Chair Letaw called the meeting to order at 12:20 pm

**1. ROLL CALL**

Present: Micah Bartelme, Tom Crawford, Alex Dieck, Bob Guenzel, Ji Hye Kim, Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan

Absent: None

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

Others: Mike McKiness/RPS; Chris Simmons/TheRide, Steve Kaplan/CAC, Alan Haber

Public: Members of the public were on the Zoom meeting but did not identify themselves.

**2. APPROVAL OF BOARD MEETING AGENDA**

Mr. McKinnon moved and Ms. Klopf seconded the motion to approve the meeting agenda.

**A consent vote on the motion showed:**

**Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan**

**Nays: None**

**Absent: None**

**The motion was approved.**

**3. AUDIENCE PARTICIPATION**

Mr. Haber said the Center of the City group would like to plant a tree near the Library Lane elevator that they would manage.

**4. REPORTS FROM CITY BOARDS AND COMMISSIONS**

Mr. Kaplan said the CAC meeting began by welcoming Maura Thomson as the DDA's Interim Executive Director. The group then shared experiences as downtown residents living in the city center in the midst of a pandemic. People complimented the DDA's new improvements on First St. Ms. Thomson let the group know that First St construction is being buttoned up for winter and remaining work plus construction of the Ashley portion of the project will begin in the spring. Ms. Pollay shared information about pilot ideas are being floated for temporary uses at the 415 W. Washington site, which were supported by CAC members. The group talked briefly about affordable housing including the recent success of the affordable housing millage, and the DDA's efforts to encourage public input on all its projects was noted and appreciated.

**5. DDA MEMBER COMMUNICATIONS**

Ms. Letaw announced that Mr. Phil Weiss had submitted his letter of resignation from the DDA Board to the Mayor. She stated that any individuals interested in submitting an application may do so through the City's website.

**6. EXECUTIVE DIRECTOR REPORT**

Ms. Thomson asked to add an item to agenda. Ms. Letaw read the following resolution:

**RESOLUTION THANKING SUSAN POLLAY**

Whereas, **Susan Pollay** was hired by the Ann Arbor Downtown Development Authority in 1996 , and brought with her a commitment to the vibrancy of downtown Ann Arbor as well as the experience of running a downtown cultural institution and a downtown merchant association;

Whereas, **Susan Pollay** has a passion for cities and the intricacies of what makes them successful, and she often shared information about exciting, innovative and impactful projects from around the country that she felt could be studied or emulated in Ann Arbor;

Whereas, **Susan Pollay** led the DDA through a visioning process which resulted in the amendment and approval of the DDA and its development plan through 2033;

Whereas, **Susan Pollay** was the leader in establishing and executing important and transformative DDA projects and initiatives, a list that would take volumes of "whereas's" including but by no means limited to the following:

- State Street streetscape improvement project including restoration of two-way traffic
- Downtown Wayfinding system
- Fifth / Division streetscape improvement project

- First & Washington public/private redevelopment project
- People Friendly Streets projects including Ann Arbor's first two-way protected bike lane
- Fourth & Washington parking structure
- Forest parking structure
- Expanded Fourth & William parking structure
- Library Lane parking structure

Whereas, during **Susan Pollay's** tenure the DDA assumed responsibility for managing, operating, and maintaining the City of Ann Arbor's public parking system;

Whereas, **Susan Pollay** spearheaded the DDA Affordable Housing grant program, which has provided over \$6M in support of housing projects aimed at retaining Ann Arbor's economic and social diversity;

Whereas, **Susan Pollay** was zealous in her pursuit of alternative transportation initiatives and was instrumental in the development of the getDowntown program and the go!Pass;

Whereas, **Susan Pollay** skillfully expanded the DDA team from a single staff member to six dedicated public servants committed to the mission of the DDA;

Whereas, **Susan Pollay's** remarkable commitment to the DDA and its mission will be sorely missed, and her devotion to the downtown and community is an inspiration to all who have had the good fortune to work beside her;

RESOLVED, The Ann Arbor Downtown Development Authority, on behalf of the downtown and the community, thanks **Susan Pollay** for her great service and abundant contributions to the downtown, and indeed to the community as a whole, through her 24 years of leadership at the Ann Arbor Downtown Development Authority.

**A consent vote on the resolution showed:**

**Ayes:** Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopff, Letaw, McFarland, McKinnon, Narayan

**Nays:** None

**Absent:** None

**The resolution was approved.** Ms. Pollay conveyed her surprise and gratitude for the resolution.

Ms. Thomson said the final 2021 DDA calendar was included in the board packet.

7.

**APPROVAL OF MINUTES**

**Mr. McKinnon moved and Mr. Bartelme seconded a motion to approve the November minutes.**

**A consent vote on the motion showed:**

**Ayes:** Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopff, Letaw, McFarland, McKinnon, Narayan

**Nays:** None

**Absent: None**

**The motion was approved.**

<b>8A. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS</b>
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First Street Project Update: Ms. McFarland reported that concrete work including signal pole foundations and sidewalk installation is continuing north of Huron, and the street is scheduled to be reopened by month end. Work between Kingsley and Miller will be completed in Spring 2021.

Ashley Street Project Update: Ms. McFarland said that staff were asked to determine the feasibility of delaying Ashley St construction to 2022, and they expended substantial time working with DDA legal counsel, City staff, and the consultant team to prepare a response. Fear about upcoming construction impacts on Ashley was acknowledged in light of the major effort that took place on First St this year. First Street is the DDA's largest street project in recent history and had been planned to be under construction for two seasons. By contrast, Ashley St construction is estimated to take only ½ a construction season.

DDA and City staff determined it is not feasible and did not support delaying Ashley St construction. After reviewing the materials, the Committee agreed. A key issue are the bond covenants requiring that proceeds must be spent by Feb 2022; there are no federal provisions for extending the expenditure period despite COVID. If funds are not spent within the established timeframe, IRS regulations require that a rebate analysis be completed, and the tax-exempt status of the bonds could be in jeopardy. Since the funds were issued by the City, DDA failure to comply with the bond provisions, could put the City in a position to evaluate whether they would need to step in and complete the project with the remaining bond proceeds. Delay could result in a damage claim by the contractor against the DDA and the City, as Fonson has scheduled their work around this project timing. It may also lead to increased costs and construction impacts for First St businesses due to the need for extended temporary treatments. Plus, there may also be broader impacts to other projects in the City's CIP scheduled for 2022.

Ms. McFarland said that staff & the Design Team are assessing ways to alleviate construction impacts on businesses to the extent possible, including sequencing changes, the potential for early spring work, and additional construction oversight. A key next step is to finalize plans to fill in the underground sidewalk vaults so new pedestrian streetlights and trees can be installed. Staff has been in contact with and had support from property owners to fill in these vaults when the design was finalized and now will reach back out to them. Questions were asked and answered.

Pandemic Response and Pilot Projects: Ms. Dieck said that street closures ended 11/6. DDA and City staff are preparing a report on the pilot projects. New red meter bags for the 15-minute pickup spaces were installed that are now enforceable by Community Standards to discourage long-term parking. The parking space repurposing program was extended beyond 11/30; a limited number of businesses continue to use these spaces for outdoor dining.

People-Friendly Streets Phase II: Public meetings will take place in early 2021.

The next Capital Improvements Committee meeting is scheduled for Wednesday, December 16 at 11 am.

**8B. SUBCOMMITTEE REPORTS – OPERATIONS**

Parking System Financials: The Committee reviewed October 2020 Parking System revenues which are on track with staff projections.

415 W. Washington Lot Pilots: Mr. McKinnon said the Treeline Conservancy is pursuing a temporary pedestrian walkway along the eastern edge of the lot; staff are overseeing details such as insurances, etc. Also, the Ark and Summer Festival let the DDA know they may also explore the possibility of using the lot to stage performances and events throughout the month of June 2021.

Parking Equipment Installation: TIBA equipment installation continues. The next installation will be at Forest, followed by Maynard, Ann Ashley, and Library Lane.

Transportation (getDowntown reports): Go!Pass sales are at 49% of last year's sales. TheRide will be seeking feedback on what the full system recovery could/should look starting in August 2021.

The December Committee meeting has been cancelled. The next Operations Committee meeting will be on Wednesday, January 27 at 11 am.

**8C. SUBCOMMITTEE REPORTS - AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT**

SBDC: Mr. Bartelme said that Ron Stevens shared information about SBDC services, including free assistance with new websites to help businesses pursue online sales, plus consulting to help businesses get through the pandemic. He made it clear that cash flow management, curbside service and having an online/website presence are essential for small businesses. Questions were asked and answered.

Partner Updates: Mr. Bartelme provided highlights of the partner updates. The AADL temporarily suspended vestibule services due to a spike in COVID-19 cases, and their Tiny Expo is being held on-line. Ms. Hall reported that the Lurie Terrace closing has been delayed until early 2021. TheRide continues to adjust its routes to meet the needs of the public. Ridership remains at 20-25% of pre-COVID levels. The Planning Commission continues to press for private developments to include affordable housing and sustainability elements whenever possible. A tiered approval system is being discussed for smaller projects to shorten approval timeline and modify how responsibility for infrastructure is addressed. Ms. Thomson reported that the State Street improvements project has been moved to 2022 to allow for comprehensive public engagement next year. She also shared that the DDA is sponsoring a collaborative effort by the four downtown associations to promote downtown businesses during the holidays; the new showyourlovea2.org site and video went live today. Linh Song joined the Committee as the second City Council representative. City Council voted

to encourage a new transit-oriented development zoning strategy along key transit corridors. Questions were asked and answered.

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, December 9 at 9:00 am (DDA only).

**8D. SUBCOMMITTEE REPORTS – FINANCE**

Mr. Guenzel said that the November and December Committee meetings were cancelled. The next Finance Committee meeting is scheduled for Thursday, January 28 at 9am.

**8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE**

Executive Director Search Update: Ms. Letaw said the Committee received eight (8) responses to the DDA’s Executive Director search firm RFP; four firms were selected for interviews. The Committee anticipates bringing a recommendation to the January Board meeting.

DDA Office Lease: The DDA office lease expires in June 2021. Staff recommended and the Committee agreed to staff approaching the building owner about a one-year lease to allow time before researching options for a permanent future lease.

Ms. Letaw said the Committee also reviewed the agenda for today’s meeting.

The next Executive Committee is scheduled for Wednesday, January 6 at 11:00 am.

**9. NEW BUSINES**

None.

**10. OTHER AUDIENCE PARTICIPATION**

None.

**11. ADJOURNMENT**

Mr. Bartelme moved and Mr. Crawford seconded the motion to adjourn.

**A consent vote on the motion showed:**

**Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan**

**Nays: None**

**Absent: None**

**The motion was approved.**

The meeting adjourned at 1:00 pm.

Respectfully submitted,  
Maura Thomson, Interim Executive Director

**AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES**  
**Wednesday, December 9, 2020**

Place: Virtual Meeting-Zoom link: <https://us02web.zoom.us/j/88043273966> or by phone 1-877-853-5257 (Meeting ID: 880 4327 3966 Password: 576063)

Time: 9:00 a.m.

Committee Present: Micah Bartelme, Bob Guenzel, Tyler Kinley

Committee Absent: Darren McKinnon

Other DDA Present: Jessica A.S. Letaw, Ji Hye Kim

Others: Mike Rein/UM

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

Public: Members of the public were on the Zoom meeting but did not identify themselves.

Virtual Meeting Guidelines: Mr. Kinley outlined the guidelines for electronic meetings.

UM/Mike Rein: Mr. Rein, Government Relations Director for UM spoke of the University's pandemic response to-date. The University maintained contact with the Michigan Department of Health and Human Services (MDHHS), Washtenaw County Health Department and the City. In-person classes resumed in August with a planned semester end date of Thanksgiving. In response to an increase in cases and following MDHHS guidelines, UM shifted all but the Graduate and Health Services' classes to online for Winter term. Those remaining in residence halls, will be assigned one-person to a room. UM plans to resume in-person classes in Fall 2021.

Mr. Rein said that all but a few construction projects have been placed on-hold due to the pandemic. There are plans for future development of student residence halls on the former Fingerle Lumber lot and renovation of the Northwood housing area. When asked, he stated that development of affordable housing is not part of UM's mission. Questions were asked and answered.

There was discussion about how to more actively involve UM students and faculty in DDA project related public engagement. Mr. Rein noted that he is scheduled to do a site-walk of the upcoming State Street project area with Amber Miller. He will provide student government and council contacts to the DDA for public engagement outreach opportunities.

Mr. Rein agreed to attend the January 13<sup>th</sup> AH/ED Committee meeting with partners.

Public Comment: None.

The next Affordable Housing/Economic Development Committee meeting (with Partners) is scheduled for January 13, 2021 at 9 am.

The meeting adjourned at 10:20 am.

Respectfully submitted,  
Maura Thomson, Interim Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES  
Wednesday, December 16, 2020**

Place: Virtual Meeting: <https://us02web.zoom.us/j/82482609900> or by Phone: 1-877-853-5257 Meeting ID: 824 8260 9900 Passcode: 584472

Time: 11:00 am

Committee Present: Tyler Kinley, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon

Committee Absent: Micah Bartelme, Alex Dieck

Other DDA Present: None

Staff: Maura Thomson, Amber Miller, Liz Rolla, Jada Hahlbrock, Sara McCallum, Susan Pollay, Kelley Graves

Others Present: Oliver Kiley/SmithGroup

Public: Members of the public were on the Zoom meeting but did not identify themselves.

Virtual Meeting Guidelines: Ms. McFarland outlined the guidelines for electronic meetings.

Downtown Pilot Projects: Ms. Miller and Mr. Kiley presented the results of the Healthy Streets Pilot Projects. Key findings, both successes and challenges, were reviewed. The projects measurably improved safety, access, and non-motorized use. Polarization within the community was a challenge noted. Some of the key lessons learned include recognizing temporary measures are not as effective as permanent implementations, the use of construction barrels and cones can be confusing and not intuitive, speeds needs to be further reduced, and community engagement needs to be broadened with a focus on a shared understanding of community values. The project goals to increase physical distancing and COVID-19 safety, reinforce DDA core values for street projects and inform future design/projects were met. Questions were asked and answered.

People Friendly Streets Phase 2: Public outreach to begin in March.

First and Ashley Construction: Ms. Miller said Staff and the design team are working towards a March 15-July 15 construction timeline. Outreach to building owners pre-pandemic regarding underground vault filling was well received. Staff understands when they reach back out, that owners' circumstances may have changed due to the current environment. Adjustments to the project scope will be made as needed, should some building owners choose not to fill in their vaults at this time.

Projects Updates: Ms. Rolla reported work on 1<sup>st</sup> Street has been buttoned up for the winter.

Public Comment: None.

The meeting adjourned at 12:25 pm.

Respectfully submitted,  
Maura Thomson, Interim Executive Director



**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, December 2, 2020**

Place: Virtual Meeting: Zoom link: <https://us02web.zoom.us/j/88043273966>  
Phone: 877-853-5257 Meeting ID: 880 4327 3966 Passcode: 576063

Time: 11:00 am

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon, Maura Thomson (ex officio)

Absent: None

Others: None

Staff: Kelley Graves, Sara McCallum, Susan Pollay

Public: Members of the public were on the Zoom but did not identify themselves

Executive Director Search. The Committee discussed the eight (8) Executive Director Search Firm RFP responses received and agreed to interview four (4) of the respondents. Staff to schedule one-hour Zoom interviews with the firms for next week and develop questions based on Committee input.

DDA Office Lease: The DDA office lease is set to expire in June 2021. Given the continued uncertainty due to COVID-19 health crisis, Staff recommended and the Committee agreed to Staff discussing a one-year lease with the building owner.

Agenda Review. The Committee reviewed the December board meeting agenda.

Public Comment. None.

Adjournment. There being no other business, the meeting adjourned at 11:51 am.

Respectfully submitted,  
Maura Thomson, Interim Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Special Executive Committee Meeting**  
**Tuesday, December 8, 2020**

Place: Virtual Meeting: Zoom link: <https://us02web.zoom.us/j/85257680379>  
Phone: 877-853-5257 Meeting ID: 852 5768 0379 Passcode: 318721

Time: 10:00 a.m.

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon, Maura Thomson (ex officio)

Absent: None

Others: Amy Cell, Sonja Parkinson, Lucy Binn, Kylie McGill/AmyCell Talent

Staff: Susan Pollay, Sara McCallum, Kelley Graves, Sara McCallum

Public: Members of the public were on the Zoom but did not identify themselves

Executive Director Search. The Executive Committee received eight (8) responses to the DDA's Executive Director search firm RFP; four firms were selected for interviews. The Committee interviewed AmyCell Talent. Questions were asked and answered.

Adjournment. There being no other business, the meeting adjourned at 10:50 am.

Respectfully submitted,  
Maura Thomson, Interim Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Special Executive Committee Meeting**  
**Tuesday, December 8, 2020**

Place: Virtual Meeting: Zoom link: <https://us02web.zoom.us/j/89239883572>  
Phone: 877-853-5257 Meeting ID: 892 3988 3572 Passcode: 031992

Time: 11:00 a.m.

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon, Maura Thomson (ex officio)

Absent: None

Others: David Gomez/DavidGomez Partners

Staff: Susan Pollay, Sara McCallum, Kelley Graves

Public: Members of the public were on the Zoom but did not identify themselves

Executive Director Search. The Executive Committee received eight (8) responses to the DDA's Executive Director search firm RFP; four firms were selected for interviews. The Committee interviewed David Gomez. Questions were asked and answered.

Adjournment. There being no other business, the meeting adjourned at 10:45.

Respectfully submitted,  
Maura Thomson, Interim Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Special Executive Committee Meeting**  
**Friday, December 11, 2020**

Place: Virtual Meeting: Zoom link: <https://us02web.zoom.us/j/84907300569>  
Phone: 877-853-5257 Meeting ID: 849 0730 0569 Passcode: 921613

Time: 12:00 Noon

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon, Maura Thomson(ex officio)

Absent: None

Others: Jaymes Vettraino/GOVHR, Cheryl Orr/i4x

Staff: Susan Pollay, Kelley Graves, Sara McCallum

Public: Members of the public were on the Zoom but did not identify themselves

Executive Director Search. The Executive Committee received eight (8) responses to the DDA's Executive Director search firm RFP; four firms were selected for interviews. The Committee interviewed GOVHR/i4x. Questions were asked and answered.

Adjournment. There being no other business, the meeting adjourned at 12:50 pm.

Respectfully submitted,  
Maura Thomson, Interim Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Special Executive Committee Meeting**  
**Friday, December 11, 2020**

Place: Virtual Meeting: Zoom link: <https://us02web.zoom.us/j/81403126791>  
Phone: 877-853-5257 Meeting ID: 849 0730 0569 Passcode: 161514

Time: 1:00 pm

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon, Maura Thomson(ex officio)

Absent: None

Others: Nancy Huckaba, Amy Miller, Jessica Galbraith/EFL Associates

Staff: Susan Pollay, Kelley Graves, Sara McCallum

Public: Members of the public were on the Zoom but did not identify themselves

Executive Director Search. The Executive Committee received eight (8) responses to the DDA's Executive Director search firm RFP; four firms were selected for interviews. The Committee interviewed EFL Associates. Questions were asked and answered.

Adjournment. There being no other business, the meeting adjourned at 1:45 pm.

Respectfully submitted,  
Maura Thomson, Interim Executive Director