

**Ann Arbor Downtown Development Authority Meeting
Wednesday, July 1, 2020 at 12:00 pm**

1. ROLL CALL

Place: Virtual Meeting—Zoom link: <https://us02web.zoom.us/j/82957499576>
Phone: 877-853-5257. Meeting ID: 829 5749 9576 Password: 197165

Present: Micah Bartelme, Tom Crawford, Alexandra Dieck, Bob Guenzel, Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, Keith Orr, Phil Weiss

Absent: None.

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

Others: Chris Taylor/Republic Parking System

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

2. APPROVAL OF BOARD MEETING AGENDA

Mr. Guenzel moved, and Mr. Weiss seconded the motion approve the meeting agenda.

A consent vote on the motion to approve the agenda showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: None

The motion was approved.

3. AUDIENCE PARTICIPATION

Mr. Steve Hall stated his question and concern, asking who is responsible for enforcement of social distancing and mask wearing in the City.

Mr. Dave Diephuis suggested the DDA provide information on the function of the board officer positions at the beginning of the DDA's Annual Meeting.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: A meeting was held last night. No report.

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw said she plans to resume her Downtown Halls and Walk & Talks in September.

6. EXECUTIVE DIRECTOR REPORT

Ms. Pollay read aloud a resolution thanking Keith Orr for his service on the DDA Board.

RESOLUTION THANKING KEITH ORR

Whereas, Keith Orr has served with distinction on the Ann Arbor Downtown Development Authority board since 2008;

Whereas, Keith Orr brought great intelligence and careful deliberation to the discussion of important DDA projects and policies, as well as a solid commitment to the values, purpose and mission of the DDA;

Whereas, Keith Orr's concern for the unique needs of small independent businesses and their importance to the special quality and attractiveness of the downtown has been an important factor in the goals and achievements of the DDA over the past twelve years;

Whereas, Keith Orr has championed transformative street projects and transportation initiatives aimed at making downtown safer and more enjoyable for pedestrians both at the DDA and at the Washtenaw Area Transportation Study, where he served as DDA representative;

Whereas, Keith Orr skillfully took on leadership roles throughout his time on the DDA, including Co-Chairing the Operations Committee, serving on the Executive Committee, and serving as DDA Chair this year;

Whereas, Keith Orr's remarkable commitment to the DDA and its mission will be sorely missed, and his devotion to the downtown and community is an inspiration to all who have had the good fortune to work beside him;

RESOLVED, The Ann Arbor Downtown Development Authority, on behalf of the downtown and the community, thanks Keith Orr for his great service and abundant contributions to the downtown, and indeed to the community as a whole, through his work on the Ann Arbor Downtown Development Authority.

A consent vote on the motion showed:

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

Nays: None

Absent: None

The motion was approved. All applauded.

Ms. Pollay noted that at the January board meeting she had stated her desire to retire from the DDA in 2020; after consultations with staff she resolved to make her last days in the office around Thanksgiving time. She said that it has been a privilege to work with all of the extraordinary members of the Board, past and present, and to have had the chance to work in support of downtown. She expressed her deep appreciation for her DDA colleagues. She recommended that the Executive Committee work with DDA staff to shape a recommended timeline and process for filling the position. She also recommended that the board take its time with the search and allow space between her departure and the new Director coming onboard.

7. APPROVAL OF MINUTES

Ms. Letaw moved, and Mr. Bartelme seconded the motion to approve the June minutes.

A consent vote on the motion to approve the minutes showed:

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

Nays: None

Absent: None

The motion passed.

8A. SUBCOMMITTEE REPORTS –OPERATIONS COMMITTEE

Mr. Weiss moved, and Mr. McKinnon seconded the following resolution:

**RESOLUTION TO APPROVE A CONTRACT WITH RAM CONSTRUCTION SERVICES FOR FY21
PARKING STRUCTURE REPAIRS AND ESTABLISH A PROJECT BUDGET**

Whereas, The DDA has managed the public parking system since 1992 in support of its mission;

Whereas, Annually the DDA undertakes necessary repairs to keep its eight parking structures in good condition;

Whereas, Annually this repair work is adopted in the CIP;

Whereas, The DDA's engineer, WGI Inc., has provided the DDA with a list of recommended parking structure repairs for the 2020 construction season based on the 20-year plan of work;

Whereas, DDA staff worked with WGI engineers to defer all non-urgent work and has focused this year's scope of work on essential repairs;

Whereas, The work was bid out, and four companies submitted a bid;

Whereas, RAM Construction Services submitted the lowest responsible bid in the amount of \$1,143,238.01;

Whereas, Given the age of many garages and the issues that may arise during repairs, a contingency equal to 20% of the estimated work will be set aside, thus creating a project budget of \$1,371,885.62;

RESOLVED, The DDA Board establishes a project budget of \$1,371,885.62 for Parking Structure Repairs to be paid from its Parking Capital Improvement Fund;

RESOLVED, The DDA Board accepts the bid for \$1,143,238.01 from Ram Construction Services for Parking Structure Repairs and authorizes the Board Chair and Executive Director to execute contract documents and change orders as necessary up to \$1,371,885.62.

A consent vote on the resolution showed:

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

Nays: None

Absent: None

The resolution passed.

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

RESOLUTION TO APPROVE A PROJECT BUDGET FOR ANN ASHLEY PARKING STRUCTURE ELEVATOR REPAIRS

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

Whereas, Annually parking system repairs, including elevator repairs, are adopted in the CIP plan;

Whereas, The DDA's elevator contractor, Schindler Elevator Corporation, recommends replacement of the canopies, ceilings, flooring, and door operating hardware on both Ann Ashley parking structure elevators due to deterioration and recurrent maintenance problems;

Whereas, The total cost for this work will be \$220,245.00;

Whereas, A contingency equal to 15% of the estimated work will be set aside, thus creating a project budget of \$253,281.00;

Whereas, The DDA Operations Committee recommends the DDA approve this project budget so the work can proceed;

RESOLVED, The DDA Board establishes a project budget of \$253,281.00 for elevator repairs at the Ann Ashley Parking Structure, to be paid from its Parking CIP Fund;

RESOLVED, The DDA Board accepts the proposal from Schindler Elevator Corporation for \$220,245.00 and authorizes the Executive Director to execute documents and change orders as necessary up to \$253,281.00.

Mr. Weiss noted that the Committee had asked staff to hire an elevator consultant to frame an elevator repair/maintenance plan, and to be on hand to oversee future elevator repairs.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: None

The resolution passed.

Mr. Weiss moved, and Mr. McKinnon seconded the following resolution:

RESOLUTION DIRECTING REPUBLIC PARKING TO REINSTATE STANDARD PROCESSES FOR UNPAID OR LATE MONTHLY PARKING PERMIT ACCOUNTS

Whereas, The DDA has managed the Ann Arbor Public Parking System in support of its mission since 1992;

Whereas, In response to COVID-19 pandemic impacts in downtown, at its April 2020 meeting the DDA board voted to direct its parking operator Republic Parking to temporarily waive standard processes for unpaid or late monthly parking permit accounts until further notice;

Whereas, This has included suspension of permit deactivation, penalties, and forwarding past due accounts to collection agencies;

Whereas, Recently government restrictions have been lifted and the downtown economy has started to revive;

Whereas, Reinstating standard processes for unpaid or late monthly parking permit accounts is critical to collecting parking revenues needed for the operation and maintenance of the public parking system in addition to revenues needed by the City to fund services;

Whereas, Staff and the Operations Committee recommend the DDA restore standard processes for unpaid or late monthly parking permit accounts beginning July 1, 2020;

RESOLVED, The DDA authorizes restoration of standard processes for unpaid or late monthly parking permit accounts beginning July 1, 2020;

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: None

The resolution passed.

Parking and Transportation Update: Ms. Hahlbrock reported that Republic Parking operations are going well, and that staff are adapting to the new sanitizing and social distancing processes. The AAATA will provide updated information next month on its recovery plan.

Virtual Meetings Vs. In Person Meetings. Mr. Weiss said that he would like very much for the Committee to begin meeting again in person, albeit following all social distancing guidelines. Mr. McKinnon indicated his agreement. Ms. Pollay said that staff will work to accommodate this request as possible.

The next Operations Committee meeting will be on Wednesday, August 26 at 11: 00 am.

8B. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

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

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: None

The motion passed.

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

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: None

The motion passed.

Committee Business. Mr. Guenzel reported that the May expense registers were reviewed. The committee also reviewed its calendar and determined that it will meet seven times per year to coincide with key points in the DDA's financial cycle. The meeting start times will also shift earlier to 9:00 a.m. to accommodate committee members' schedules.

The next Finance Committee meeting is scheduled for Thursday, August 27 at 9:00 am.

8C. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE
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First Street: This week the contractor will continue to place concrete curb and sidewalk and install conduit and light pole bases between William and Washington. The road base is being prepared between Huron and Washington. Next week we expect to begin removals on the west side, south of Huron.

William: William is substantially complete, including permanent pavement markings. Since William Street is our first protected bike lane, staff are monitoring as discussed during the planning process and will provide updates regarding maintenance, delineators, and minor design changes at a subsequent meeting.

Huron: Miscellaneous punch list repairs will take place in the coming weeks.

Pandemic Response-DDA Support & Pilot Projects: Parking space closures and the DDA grant for street closures have been well received by businesses operating within those expanded outdoor spaces.

Pilot projects: On June 15th, City Council postponed DDA and City-funded pilot projects until Monday, July 6th. These were the projects intended to support physical distancing and downtown access, while also informing future DDA projects.

Ms. Letaw thanked staff for all of their hard work on these efforts.

People-friendly Streets: Staff are working closely with the Housing Commission, Office of Sustainability, and Transportation Department to shape project values and initial project recommendations for committee discussion.

The next Capital Improvements Committee meeting is scheduled for Wednesday, July 15 at 11 am.

8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE

Mr. Kinley reported that at its last meeting, the Committee discussed its history and purpose ahead of the upcoming Annual meeting. The Committee decided it wanted to emphasize its focus on affordable housing, including oversight of the DDA's Housing Fund. It also wants to

retain its connection with the taxing authority partners. To better emphasize the Committee's purpose, it will recommend at the Annual meeting to change the name to Housing and Economic Development Committee and revise the description.

The next Partnerships Committee meeting is scheduled for Wednesday, July 15 at 9:00 am. This will be a meeting with Partners.

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE
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Mr. Orr reported the Executive Committee meet today to review the Board and Annual meetings agendas. The DDA received the letter of engagement from Yeo & Yeo auditing firm for the DDA's FY20 audit. There will not be an Executive Committee meeting in August.

The next Executive Committee is scheduled for Wednesday, September 2 at 11:00 am.

9. NEW BUSINES

Ms. Letaw thanked the Operations Committee for the thoughtful leadership at its last meeting discussing how help the people and businesses in the community during this time. She noted that some board members want to return to in-person meetings but cautioned that it would be important to ensure that requirements for public accessibility were met as well as requirements for health safety.

10. OTHER AUDIENCE PARTICIPATION

None.

11. ADJOURNMENT

There being no other business, Mr. Orr declared the meeting adjourned at 12:50 pm, and said that the DDA's Annual Meeting would begin immediately after this adjournment.

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, July 1, 2020

Place: Virtual Meeting-Zoom link: <https://us02web.zoom.us/j/86317983353> or by phone
1-877-853-5257 (US Toll-free) Meeting ID: 863 1798 3353 Password: 508900

Time: 11:00 a.m.

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon, Keith Orr, Susan Pollay

Absent: None

Others: Bob Guenzel, Phil Weiss

Other Staff: Kelley Graves, Sara McCallum

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

Agenda Review. The Committee reviewed the July Board and Annual meeting agendas. Questions were asked and answered.

Engagement of DDA Auditors. Ms. Pollay noted that Yeo & Yeo had sent their annual engagement letter for the upcoming FY20 DDA audit.

New Business. Ms. Pollay said that she would announce to the board that she had decided her last days in the office before retirement would be around Thanksgiving. She recommended that DDA staff work with the Executive Committee to formulate the search process.

Public Comment. None.

Adjournment. There being no other business, the meeting adjourned at 11:30 am.

Respectfully submitted, Susan Pollay, Executive Director

AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, July 15, 2020

Place: Virtual Meeting-Zoom link: <https://us02web.zoom.us/j/87090832881>
by phone 1-877-853-5257 (Meeting ID: 870 9083 2881 Password: 650730)

Time: 9:00 a.m.

Committee Present: Micah Bartelme, Bob Guenzel, Tyler Kinley

Committee Absent: Darren McKinnon

Others: Matt Carpenter/AAATA, Ali Ramlawi/City Council, Jane Lumm/City Council, Josie Parker/AADL, Brandon Tucker/WCC, Shannon Gibbs Randall/Planning Commission

Other DDA Present: None

Staff: Susan Pollay, Maura Thomson, 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 given to public bodies to hold electronic meetings as outlined in Governor Whitmer's Executive Order #2020-129.

Committee Name Change: Mr. Bartelme said that the DDA had changed the name of the Committee slightly from the Partnerships/Economic Development Committee to Affordable Housing/Economic Development Committee. He said that this change was made to underscore the DDA's commitment to tangibly making progress to create more affordable housing units in and near downtown. It also underscores the DDA's interest in working with its taxing authority partners to find ways to strengthen the community's economic base building on the synergy created by having the Library, City, WCC, DDA, AAATA and County meeting together regularly at the same table. Questions were asked and answered.

Partner Updates:

AAATA: Mr. Carpenter said information will soon go out about TheRide's August service change, which will increase service from 20% of normal capacity to as much as 60%, pending UM's plans. The BTC will reopen on August 2nd. Installation of plexiglass protection for drivers is underway. AAATA anticipates an extended period of reduced revenues and probable state budget cuts. Questions were asked and answered about specific routes.

AADL: Ms. Parker said the Library is open for contactless lobby and locker pick-up and patrons have access to library staff 12-8pm Mon-Sun via a lobby kiosk. WIFI capacity has been increased because on-site computing services are not able to be resumed. She said AADL remains fiscally conservative in its planning due to anticipated property tax reductions. Questions were asked and answered.

City Council: CM Ramlawi reported Council approved moving forward to pre-entitle the 415 W. Washington site. Ms. Gibbs-Randall said there are considerable utility issues near this site which should

be considered as the pre-entitlement plan is assembled; Mr. Ramlawi said he would let Mr. Delacourt know. CM Lumm reported the City approved its FY21 budget, but a pandemic response plan has been put into effect. For instance, senior staff have taken pay cuts and any new hires are on-hold. CM Ramlawi shared that businesses are thankful for the DDA's support through the curbside pick-up and the pilot curbside dining extended sidewalk/patio program.

DDA: Ms. Thomson reported on the DDA's COVID-19 efforts. DDA continues to respond to requests for additional curbside pick-up locations. The DDA, City and merchant associations continue to collaborate on the pilot street closure and extended sidewalk/patio program. Ms. Thomson worked with the City Communications staff to create 500 posters and 100 yard signs promoting social distancing and mask wearing. The DDA and City's Healthy Streets projects were approved by City Council on 7/6 and City and DDA staff are working to get this implemented by early August. The parking system is open and the DDA continues to monitor revenues. The First/Ashley project is moving forward; currently there is work underway on both the east and west sides of First Street.

Planning Commission: Ms. Gibbs-Randall reported that the Commission is currently reviewing a hotel project on Jackson Road. The new EV charging station ordinance will come to Council soon. The revised sign ordinance will be coming to Council soon as well.

Washtenaw Community College: Mr. Tucker reported WCC plans to open on August 31st with 80% online and 20% on-ground courses (e.g., labs). The incoming 35-37 police academy recruits will be attending on-ground with all appropriate health guidelines in place. WCC will remain fiscally cautious, anticipating enrollment to remain down for at least FY21. Enrollment reduction forecast is 5-6%.

Public Comment: None.

The next Affordable Housing/Economic Development Committee meeting (DDA only) is scheduled for August 12 at 9 am.

The meeting adjourned at 10:45 am.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, July 15, 2020 11:00 am**

Place: Virtual Meeting: <https://us02web.zoom.us/j/85764191319> or by Phone: 1-877-853-5257 Meeting ID: 857 6419 1319 Password: 516979

Time: 11:00 a.m.

Committee Present: Tyler Kinley, Jessica A.S. Letaw, Molly McFarland, Alex Dieck

Committee Absent: Micah Bartelme, Darren McKinnon

Other DDA Present: None

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

Others Present: Bob Doyle, Oliver Kiley/SmithGroup

Public: None.

Virtual Meeting Guidelines: Ms. McFarland outlined the guidelines for electronic meetings as provided for in Governor Whitmer's Executive Order #2020-129.

Introduction and Check-in: None.

People Friendly Streets Phase 2: Mr. Kiley and Ms. Miller went through a presentation which set forward values that would be used to select and guide future CIC projects: 1) Safe, comfortable downtown streets, 2) Equitable, just access for all, 3) Affordable and inclusive community, 4) Resilient, energy responsible downtown, 5) Vibrant and thriving local economy, 6) Responsible design and implementation, 7) Connected community with streets as civic space. Ms. Miller said this list had been assembled by a technical leadership team consisting of DDA, Housing Commission and Transportation, SmithGroup and Toole Design staff. Ms. McFarland asked if there was committee support as these will be the metrics by which future decisions will be made. Questions were asked and answered. After discussion there was committee support to take a resolution adopting these values to the board for approval. Ms. Letaw expressed appreciation for the immense effort that went into this presentation. She also asked that the committee be given a narrative on the key elements so she and other DDA members can serve as knowledgeable ambassadors in the community.

Ms. Miller stated that while COVID-19 has had impacts, the team plans to move forward with alternative ways of conducting public engagement for the next round of projects. The focus of the next CIC meeting will be on project types and opportunities related to infrastructure

projects which support DDA goals of affordable housing, equitable access and mobility systems, and placemaking/business supportive/ flexible streets.

Pandemic Response: Ms. Miller reported the DDA has been working to create programs such as dining in parking spaces and street closures. After a delay, earlier this month City Council voted to approve the DDA and City pilot projects; the team is now working to implement these projects by early August. A report is due back to Council in October. Ms. Pollay gave kudos to Ms. Thomson for her work to create and distribute 500 posters and 100 exterior yard signs to encourage mask wearing and social distancing downtown.

Projects Updates: Ms. Rolla reported there are few punch lists items to complete on Huron. The First/Ashely project is underway with concrete sidewalk work on the east side of the street, electric conduit and installation of light pole bases on the west side of the street. Washington Street will be closed for one-day next week for conduit work. The watermain work north of Huron will begin in mid-August.

Public Comment: None.

The next Capital Improvements Committee meeting will take place Wednesday, August 19 at 11 am.

The meeting adjourned at 12:45 pm.

Respectfully submitted,
Susan Pollay, Executive Director