

**Ann Arbor Downtown Development Authority Meeting
Wednesday, October 7, 2020 at 12:00 pm**

Place: Virtual Meeting—Zoom link: <https://us02web.zoom.us/j/81835155004> Or by
Phone: 877-853-5257 (US Toll-free) Meeting ID: 818 3515 5004 Passcode: 445312

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, Phil Weiss

Absent: None

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

Others: Mike McKiness/RPS; Chris Simmons/TheRide; Sean Havera/Hughes Properties

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

2. APPROVAL OF BOARD MEETING AGENDA

Mr. Crawford 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, Weiss

Nays: None

Absent: None

The motion was approved.

3. AUDIENCE PARTICIPATION

Ms. Bonnie Pierce introduced herself as a member of the Community Commons group and said she was looking forward to learning more about DDA to find ways to collaborate in the future.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Mr. Kaplan reported the group debriefed about the City Council meeting last night, sharing comments from the phone calls and emails sent from CAC participants to Council members regarding their resolutions to dissolve the DDA. To help build awareness the group explored the idea of inviting City Council members to future CAC meetings, and expanding the CAC to include members who live outside downtown. These and other ideas will continue to be discussed at future meetings.

5. DDA MEMBER COMMUNICATIONS

Mr. Guenzel shared that Ms. Pollay received a tribute from the State of Michigan for her years of services with the DDA and to the Ann Arbor community as a whole. He thanked her for her leadership and expressed how much she will be missed. Ms. Letaw read the tribute aloud, which was signed by State Senator Jeff Irwin, State Representatives, Rebekah Warren and Yousef Rabhi, Lieutenant Governor Garlin Gilchrist, II and Governor Gretchen Whitmer. All applauded.

6. EXECUTIVE DIRECTOR REPORT

Ms. Pollay thanked all the DDA board members who got involved after the two proposed City Council resolutions to dissolve the DDA came forward, including speaking with Council members and sending emails. She also thanked in particular Sandra Andrade, MSAA and Grace Singleton, KDA for helping to let people know about the proposed resolutions. Ms. Pollay said the messages of support for the DDA were deeply appreciated. Ms. Pollay also reminded the board of the DDA/City Council work session, saying that DDA will provide an update on COVID-impacts to the parking system, and the rest of the evening will be shared with Jennifer Hall/AAHC who will give a project update on work to build affordable housing on the downtown parking lots.

7. APPROVAL OF MINUTES

Mr. Bartelme moved and Ms. Klopf seconded a motion to approve the September minutes.

A consent vote on the motion showed:

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

Nays: None

Absent: None

The motion was approved.

8A. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE

Mr. McKinnon moved and Mr. Kinley seconded the following:

DDA RESOLUTION TO INCREASE THE NUMBER OF PERMITS UNDER A PARKING CONTRACT WITH THE 1116 S. UNIVERSITY DEVELOPMENT (VIC VILLAGE SOUTH)

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments;

Whereas, Through agreement with the City, the DDA are managers of the public parking system until at least 2033;

Whereas, The 1116 S. University Avenue development (Vic Village South) will consist of a 13-story mixed use development, including 2 levels of below-grade parking which will provide 64 parking spaces and 4 additional parking spaces provided behind the building at grade level;

Whereas, The project will also include 14 affordable units;

Whereas, In 2012 Ann Arbor City Council set forward a Contribution in Lieu Parking Space option for new developments in the DDA District that must provide some amount of parking as part of their site plan requirements;

Whereas, Under this In Lieu option, in October 2019 the DDA voted to approve an agreement with the 1116 S. University development to provide 40 off-peak monthly parking permits in the Forest garage and the developer has asked to increase this number to up to 45 off-peak permits;

Whereas, The Operations Committee recommends approval of up to 5 additional off-peak monthly permits in the Forest garage under an agreement with the 1116 S. University development;

RESOLVED, The DDA approves the recommendations as set forward by its Operations Committee.

RESOLVED, The DDA Chair and Executive Director are authorized to work with the DDA Attorney and City to execute a parking contract consistent with the provisions of the development agreement for this project.

A consent vote on the motion showed:

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

Nays: None

Absent: None

The motion was approved.

Parking System Financials: Mr. McKinnon pointed to the FY20 year-end parking numbers. He said funds set aside for the former Ann Ashley expansion project will be spent down in FY21 to help cover anticipated revenue shortfall caused by the pandemic. He said Ms. McCallum is now working from a more conservative revenue projection based on the changing environment.

Electric Vehicle Stations: Mr. McKinnon said that Ms. Hahlbrock and Simi Barr/City Office of Sustainability presented information on opportunities for increasing the number of EV chargers in the parking system. Planning is underway to prepare for when funds become available. For instance, Ms. Hahlbrock is collecting information on charging for electricity and exploring ownership and management scenarios.

Parking & Transportation Report: The report was included in the packet. It included updates on annual restoration work and equipment installation.

The next Operations Committee meeting will be on Wednesday, October 28 at 11 am.

8B. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

DDA Investments. Ms. Klopf said that the Bank of Ann Arbor gave the committee an update.

Financial Statements: Ms. Klopf said the committee reviewed FY20 year-end financial statements and first quarter FY21 parking revenues. The August expense register was also reviewed.

The next Finance Committee meeting is scheduled for Thursday, October 29 at 9am.

8C. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS

Project Updates: Ms. McFarland provided updates on current projects. First and Ashley Phase I (Huron to William) is nearing completion, with Phase I landscaping and furniture installation and Huron intersection work expected to be completed this month. Work between Huron and Miller is underway. Paving between Huron and William and placement the first asphalt layers between Huron and Miller are expected to be completed in early November. On William Street, asphalt patch repair (near Division) and installation of hard centerlines at the intersections of Division and Thompson are underway. Monthly landscaping maintenance on Huron and Fifth/Detroit has been ongoing. Dead trees on Huron will be replaced in October.

In light of the ongoing economic issues caused by the pandemic, Mr. McKinnon and Mr. Weiss asked that the next CIC meeting include a discussion on the potential to move the final phase of the First and Ashley project from 2021 to 2022. Ms. McFarland agreed to add this topic to the October 21 CIC agenda for discussion. Ms. Pollay asked if the committee could also consider a request to renew funding for DDA vault grants.

DDA Pandemic Response: Ms. Dieck reported that City Council extended the DDA-funded street closures until November 1. These street closures have been well received by the community and a lifeline for many businesses. The 150+ curbside carryout spots remain in place as capacity limits are still in effect for restaurants and shops. The program to repurpose parking spaces remains in effect until the end of the month; approximately 30 businesses have taken advantage of this program. DDA and City pilot projects to create social distancing for pedestrians and cyclists were installed and staff are monitoring, making adjustments as needed, and collecting data. Over 600 people have participated in the online survey. Council voted on Monday night to remove several of the City coordinated pilots outside of downtown no later than October 15. Temporary art has been installed in two locations, State at North U and Detroit at Catherine, under the ReVIVE All Zones project.

The next Capital Improvements Committee meeting is scheduled for Wednesday, October 21 at 11 am.

8D. SUBCOMMITTEE REPORTS - AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT

Partner Updates: Mr. Bartelme reported on partner updates. AAATA service has been restored to 60% of normal capacity; current stats show a 80% ridership loss, including 90% of previous UM ridership. New floodplain rules were submitted to City Council which will impose new restrictions

on homeowners in these areas, and revised lighting and sign ordinances are near completion. Ms. Pollay reported on the DDA unanimously approving a \$1M grant to support the purchase of Lurie Terrace. Jennifer Hall provided an update, including Council approval to create pre-entitlement plans for 350 S. 5th Ave and 415 W. Washington, although there isn't funding currently available to pursue the latter.

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, October 14 at 9:00 am (DDA only).

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE
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Ms. Letaw said a special Executive Committee meeting was held on September 15th to continue work on the Executive Director search. DDA attorney, Jerry Lax attended to provide information regarding legal requirements. John Fournier, Assistant City Administrator and Interim HR Director, attended today's meeting to share information on recent executive staff searches by the City. The committee will hold another special committee meeting later this month to continue its work. The committee also reviewed today's Board agenda.

The next Executive Committee is scheduled for Wednesday, November 4 at 11:00 am.

9. NEW BUSINES

None.

10. OTHER AUDIENCE PARTICIPATION

None.

11. ADJOURNMENT

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

A consent vote on the motion showed:

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

Nays: None

Absent: None

The motion passed.

The meeting adjourned at 12:51 pm.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES FOR CITY/DDA JOINT WORKING SESSION
Monday, October 13, 2020**

<https://a2gov.zoom.us/j/91700897533?pwd=SW9wN0psTjlsdm5zcnV5czBCajUvQT09>

Phone: 888-788-0099 or 877-853-5247 (Toll Free) Meeting ID: 917 0089 7533 Password: 886361

Place: Virtual Meeting

Time: The Mayor called the meeting to order at 7:00 p.m.

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

DDA Absent : Alex Dieck

DDA Staff: Susan Pollay, Executive Director
Sara McCallum, Deputy Director, Accounting Director
Maura Thomson, Communications Director
Jada Hahlbrock, Manager of Parking Services
Kelley Graves, Management Assistant

Mayor & Council: Zach Ackerman, Anne Bannister, Jack Eaton, Julie Grand, Kathy Griswold, Jeff Hayner, Jane Lumm, Elizabeth Nelson, Ali Ramlawi, Chip Smith, Christopher Taylor

City Staff: Jacqueline Beaudry/Clerk, Jennifer Hall/AAHC, Derek Delacourt/City

Others: Michael Johnson & Alex Huff/SmithGroup; Tresna Taylor & Damian Farrell/Damian Farrell Design Group; Teresa Gillotti/Washtenaw County

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

Meeting Summary

Ms. Hahlbrock and Ms. McCallum presented information on COVID-19 impacts on parking revenues and DDA's strategies to curtail expenses. Ms. Thomson highlighted the DDA's efforts to help downtown amid the pandemic. Questions were asked and answered.

Ms. Hall gave an update on the planning for affordable housing on city properties, including public input. SmithGroup and Damian Farrell Design representatives walked through each site showing design options. Questions were asked and answered.

Public Comment

Ms. Michelle Hughes expressed her excitement for the affordable housing initiatives.

Adjournment

The meeting adjourned at 9:05 pm.

Respectfully submitted,
Susan Pollay, Executive Director

AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, October 14, 2020

Place: Virtual Meeting-Zoom link: <https://us02web.zoom.us/j/88217657948> or by phone 1-877-853-5257 (Meeting ID: 882 1765 7948 Password: 169268)

Time: 9:00 a.m.

Committee Present: Bob Guenzel, Tyler Kinley, Darren McKinnon

Committee Absent: Micah Bartelme

Other DDA Present: Jessica A.S. Letaw

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.

DDA/City Council Joint Work Session. The Committee debriefed about the session held the night before. Ms. Thomson reminded the group that the meeting is held as required by the City/DDA parking agreement. Ms. Pollay said that affordable housing had been added to the agenda this year because of the overlap with parking, as several lots are being examined for possible redevelopment with affordable housing, thus raising questions about parking impacts. She noted that nearly everyone on the DDA board had attended, yet there were no opportunities for engagement with members of City Council. She asked whether future work session should be conducted solely by staff. Committee members noted the benefits to having DDA board members attending, and there was consensus to instead work to revise the meeting agenda and framework to make it more purposeful and meaningful moving forward.

November Agenda: The group discussed possible agenda topics for the next meeting with Partners. Mr. Kinley suggested and there was agreement to invite all the incoming Council members to attend as guests as an opportunity to learn more about the DDA. It was agreed to invite Ron Stevens of the Michigan Small Business Development Center to attend the November Committee meeting to provide insight into what the businesses need to help them survive amid the pandemic. Ms. Thomson will also be asked to share insights gleaned from meetings with the downtown associations. Other speakers recommended for future meetings included Phil Santer (SPARK), Andy LaBarre (Chamber), Mike Rein (UM) and Rich Chang (New Foundry).

Public Comment: None.

The next Affordable Housing/Economic Development Committee meeting (with Partners) is scheduled for November 18 at 9 am.

The meeting adjourned at 10:15 am.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, October 28, 2020**

Place: Virtual meeting—Zoom link: <https://us02web.zoom.us/j/89530336188>
or Phone: 1-877-853-5227 (Mtg ID: 895 3033 6188 Password: 544702)

Time: 11 am

Committee Present: Robert Guenzel, Tyler Kinley, Darren McKinnon, Phil Weiss

Committee Absent: None

Other Board Mbrs: Jessica A.S. Letaw

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

Other Attendees: Mike McKiness/RPS, Chris Simmons/GetDowntown

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

Virtual Meeting Guidelines: Mr. McKinnon outlined meeting details for everyone attending.

Parking System Financials: Ms. McCallum presented the parking system financials for 1Q FY21. Parking fees were presented by month and compared to monthly totals last year as well as the FY21 budget and the most recent projections. Expenditures for the parking system were also presented by category. Timing of expenditures was discussed. She noted grant expenses have been moved out of the administrative expenses into its own line item. Concerns regarding the potential for lower revenue levels during the winter months were discussed. McCallum commented that current revenue and expenditure levels are on track with projections. Ms. Hahlbrock reported that eight accounts signed up for the repayment plan for past due balances offered by RPS. Additionally, 39 accounts with an overall total of \$15,000 in outstanding balances, either did not respond or have stated they do plan to pay. Those permits have been deactivated. Questions were asked and answered.

Upcoming Parking Rate Changes: Ms. Hahlbrock reminded the group that the DDA had previously approved a five-year schedule of parking rate changes. She noted the DDA resolution approved at the May 2020 deferring the scheduled July 2020 parking rate increases; the next scheduled rate change will be January 2021. She said she recommended moving forward with these increases as previously planned. Ms. Pollay asked for context if the City was forestalling water rate changes; Mr. Fournier responded that the City moved forward with its planned water rate increases. Questions were asked and answered. The committee members stated their agreement to allow the next set of rate changes to go through as scheduled. Ms. Letaw suggested that information be provided about the DDA's COVID efforts at the November board meeting.

Monthly Parking Permit Ms. Hahlbrock reported that permit turnover has increased this year due to the pandemic. Staff outreach to individuals on the wait lists in an effort to sell permits has resulted in some sales and provided an opportunity to clean-up the wait list.

Parking Operator Bid Process: Ms. Hahlbrock reported the DDA's agreement with Republic Parking System expires June 30, 2022 and that preparation for the parking operator bid process needs to begin now to ensure a decision is made in alignment with that date. Ms. Hahlbrock stated that the best practice is to include a draft of the future management agreement with the RFP. Due to the financial and operational significance of the parking system, Ms. Hahlbrock requested and the committee approved the release an RFP for a consultant to assist with writing the parking operator agreement for the bid process.

EV Charging Stations Update: Ms. Hahlbrock said she continues to gather data regarding how much other parking system charge EV users for electricity , and ownership models posed at last month's meeting. She said she plans to bring information to the December committee meeting.

Parking Equipment Installation: The TIBA equipment was installed this month at Liberty Square and installation is underway at 4th and Washington. Installation at Library Lane is next, followed by Forest and Maynard.

Annual Garage Restoration: Restoration work is expected to be completed by the end of the year. The work includes the stairway renovation and elevator hardware replacement at 4th & Washington.

Transportation: Mr. Simmons reported go!Pass sales have been impacted by the pandemic with totals at only 39% of last year's sales. Several businesses have requested to defer purchasing passes while they continue to work from home. go!Pass ridership is currently at 28% of last year. UM ridership remains at only 10% of last year's total. TheRide, downtown area associations and the DDA are collaborating on a January promotion event in conjunction with the Conquer the Cold program. The goal is to reach out to businesses and employees working remotely to encourage them to patronize downtown businesses. Mr. Simmons reported that a one-way loop of Route 26 is being added back as part of the temporary service plan.

Committee Calendar: The committee agreed to move the next Operations Committee meeting, currently scheduled for November 25th, which is the day before Thanksgiving. Ms. Graves said she would work with the Committee to confirm the new date, tentatively suggested to be Tuesday November 24th.

Public Comment: None.

Operations Committee Meeting Minutes

October 28, 2020

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Next Meeting: The next Operations Committee meeting is tentatively rescheduled for Tuesday, November 24 at 11 am, pending confirmation of availability of the committee members.

The meeting adjourned at 12:07 pm.

Respectfully submitted by
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT
AUTHORITY FINANCE COMMITTEE MEETING MINUTES
Thursday, October 29, 2020**

Place: Virtual Meeting--Zoom Link: <https://us02web.zoom.us/j/88356052717>
by Phone: 1-877-853-5227
(Meeting ID: 883 5605 2717 Password: 887201)

Time: 9:00 am

Committee Present: Bob Guenzel, Marie Klopf, Rishi Narayan

Committee Absent: Phil Weiss

Other Board Present: Jessica A.S. Letaw

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

Other Attendees: Matt Horning/City, Dan Beard/Yeo & Yeo

Public: None.

Virtual Meeting Guidelines: Ms. Klopf outlined meeting details for everyone attending.

FY 2020 Audit Report: Yeo & Yeo auditor, Dan Beard reviewed the DDA's FY20 audit. He affirmed that the DDA received a clean audit and there were no recommendations for changes. Mr. Beard commended Ms. McCallum's work preparing materials and prompt and helpful responses, especially as this was the first time the DDA audit was handled 100% remotely due to the pandemic. There was support to present a resolution to the board to accept the DDA's FY20 audit.

Financial Reports: Ms. McCallum walked the committee through the DDA's Monthly Expense Register, first quarter Cash and Investments Reports, Balance Sheets and Revenue and Expenditure Reports as of 9/30/2020. Questions were asked and answered. The monthly expense registers were accepted as presented.

New Business: None.

Public Comment: None.

Next Meeting: The next Finance Committee meeting is scheduled for Tuesday, November 24, 2020 at 9am. This is a few days earlier than usual due to the Thanksgiving holiday.

The meeting adjourned at 9:48 am.

Respectfully submitted by
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, October 7, 2020

Place: Virtual Meeting: Zoom link: <https://us02web.zoom.us/j/81459095658>
Phone: 877-853-5257 Meeting ID: 814 5909 5658 Passcode: 766994

Time: 11:00 a.m.

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

Absent: None

Others: Robert Guenzel/DDA Board, John Fournier/City

Staff: Kelley Graves, Sara McCallum, Maura Thomson

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

Executive Director Search. Ms. Letaw said that the Committee had asked Mr. Fournier to attend the meeting to share information from the City's recent executive level searches. Mr. Fournier explained the many services provided by a good search firm. This could include visioning sessions with the board to help shape a job description, grading the salary, developing timeline and recruitment plan, conducting phone screening, providing a list of semi-finalists or finalists, and assisting with the interview process. He suggested that all search firms provide essentially the same services, and the primary difference is their fees. He said it is important to ask the firm to identify its network for cultivating candidates locally, regionally and nationally and their proven success getting diverse candidates hired. Mr. Fournier said the City would be able to assist with candidate background checks. There was discussion about the framework for candidate interviews including panel format, requiring a written component and having candidates ask the questions. Committee member questions were asked and answered. There was agreement to schedule another special Executive Committee meeting this month to continue the work on the search process. Ms. Pollay suggested that at this meeting a draft resolution to appoint Maura Thomson as Interim Director be discussed.

Agenda Review. The Committee reviewed the October board meeting agenda. Ms. Pollay noted that no members of the public had signed up yet to speak.

Public Comment. Mr. Diephuis said he found the discussion very informative and he appreciated the committee's work to find the right candidate.

Adjournment. There being no other business, the meeting adjourned at 11:45 am.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Non-regularly scheduled/Special Executive Committee Meeting
Wednesday, October 19, 2020

Place: Virtual Meeting: Zoom link: <https://us02web.zoom.us/j/82308798822>
Phone: 877-853-5257 Meeting ID: 823 0879 8822 Passcode: 887120

Time: 2:00 pm

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

Absent: None

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

Public: None

Zoom Meeting: Ms. Letaw outlined the meeting elements as required for virtual meetings.

Interim Director: The committee reviewed and provided edits to a draft resolution which would appoint Maura Thomson as Interim DDA Director. There was discussion about the added workload on Ms. Thomson, which will only be made possible by the support and teamwork of the other staff. It was acknowledged that staff will be working at capacity and unable to take on additional projects during this time. There was agreement to bring the resolution to the board.

Search Firm Selection Process: The committee discussed the pros and cons of how to proceed, noting the twin goals of maximal transparency and moving forward in a timely way. There was agreement that the DDA will issue an RFP. Staff will work to provide Committee members with an opportunity to review key elements of the RFP as soon as possible; to this end another Special Executive Committee meeting will be held before the end of the month.

Public Comment: None.

Next Meeting: The next regularly scheduled meeting is November 4, 2020 at 11 am.

Adjournment: There being no other business, the meeting adjourned at 3:02 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Non-regularly scheduled/Special Executive Committee Meeting
Wednesday, October 29, 2020

Place: Virtual Meeting: Zoom link: <https://us02web.zoom.us/j/82603338409>
Phone: 877-853-5257 Meeting ID: 826 0333 8409 Passcode: 101681

Time: 11:00 am

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

Absent: None

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

Public: None

Zoom Meeting: Ms. Letaw outlined the meeting elements as required for virtual meetings.

Search Firm RFP: The committee provided edits to a draft RFP which will be released shortly.

Public Comment: None.

Next Meeting: The next regularly scheduled meeting is November 4, 2020 at 11 am.

Adjournment: There being no other business, the meeting adjourned at 11:31 am.

Respectfully submitted,
Susan Pollay, Executive Director