

**Ann Arbor Downtown Development Authority Meeting Minutes**

**Wednesday, April 1, 2020**

**Virtual Meeting—Zoom Link: <https://zoom.us/j/407330638>**

**or by Phone: 1-877-853-5257 (Meeting ID: 407 330-638#)**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104

Time: Chair Orr called the meeting to order at 12:13 p.m.

**1. ROLL CALL**

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

Absent: Phil Weiss

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: Mike McKiness/Republic Parking System  
Chris Simmons/getDowntown

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

**2. NEW BUSINESS**

Virtual Meeting Guidelines: Mr. Orr read the virtual meeting guidelines outlining the authority given to municipalities to hold electronic meetings for a period of time during the COVID-19 pandemic to conduct necessary business of public bodies as outlined in Governor Whitmer's Executive Order #2020-15.

Ms. Letaw moved and Mr. Bartelme seconded the following resolution.

**RESOLUTION TO AUTHORIZE ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY TO HOLD VIRTUAL MEETINGS**

Whereas, Governor Whitmer's Executive Order #2020-15 authorized the use of teleconferencing and other technologies to support virtual public meetings by public bodies and other governmental entities in Michigan who must continue to meet during the COVID-19 emergency;

Whereas, This Executive Order required that these virtual meetings continue to allow:

- \* Two-way communication for board members and the public to hear and address each other
- \* Participants to record or broadcast the board meeting

\* Participants to address the board during the public comment period

Whereas, The DDA has assembled appropriate technology to ensure public access to its meetings, and has ensured it will continue to appropriately notice and publicize its meetings as required;

Whereas, The DDA must continue to meet to attend to necessary business;

RESOLVED, The DDA authorizes virtual meetings of its board as needed during the COVID-19 emergency.

**A roll call vote on the resolution showed:**

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

**Nays:** None

**Absent:** Weiss

**Recused:** Crawford

**The resolution passed.**

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

**RESOLUTION FOR ACH AND ELECTRONIC TRANSACTIONS**

WHEREAS, On December 30, 2002, the Governor of the State of Michigan approved Act No. 738 of the Public Acts of 2002 authorizing the use of electronic transactions by designated officers of local governmental units; and

WHEREAS, The DDA Board deems that it is in the best interest of the DDA to make certain financial transactions using electronic transactions as described in the Act;

RESOLVED, The DDA approves the following policy for the use of electronic transactions:

- (a) The Treasurer or Accounting Director shall be responsible for establishing all ACH arrangements for the local unit;
- (b) The Treasurer or Accounting Director shall draft a written policy to be followed in accordance with the act and presented to the governing body;
- (c) The Treasurer or Accounting Director shall be responsible for payment approval, accounting, reporting, and generally overseeing compliance or shall appoint an employee to perform such duties;
- (d) The Treasurer or Accounting Director shall submit documentation to the governing body, or person responsible for approving payments by resolution or charter requirements, detailing goods and services purchased, the cost of goods or services, the date of payment, and the department levels serviced;
- (e) All ACH transactions shall be approved by the Treasurer or Accounting Director BEFORE payment is made.

Mr. Crawford asked for clarification on the approval process to which Ms. McCallum responded that the proposed procedure follows the guidelines published by the MML. She stated the DDA's by-laws require Board approval for any expenses over \$25k, that a policy will be created for ACH and electronic transactions and that a report of all transfers and checks written can be generated from the BS&A software for secondary review and verification.

**A roll call vote on the resolution showed:**

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

**Nays:** None

**Absent:** Weiss

**Recused:** Crawford

**The resolution passed.**

**3. APPROVAL OF BOARD MEETING AGENDA**

Mr. McKinnon moved and Mr. Bartelme seconded the motion to approve the Board meeting agenda.

**A roll call vote on the motion showed:**

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

**Nays:** None

**Absent:** Weiss

**Recused:** Crawford

**The motion passed.**

**4. AUDIENCE PARTICIPATION**

None.

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

Downtown Area Citizens Advisory Council: The meeting was cancelled. No report.

**6. DDA MEMBER COMMUNICATIONS**

Ms. Letaw reported her March livestreamed Downtown Hall meeting was well attended and covered DDA and City matters as well as other subjects. She will be holding a May Downtown Hall meeting. More details to be provided on social media and at the May Board meeting. Everyone is always welcome to attend.

**7. EXECUTIVE DIRECTOR REPORT**

Ms. Pollay asked if a resolution being brought forward from staff regarding parking permits could be deferred until by the Board for consideration until the Operations Committee portion of the meeting; there was consensus to defer action until later in the agenda under as part of the Operations Committee report.

**A consensus vote of the Board members present showed no objections to deferring action on the resolution to the Operations Committee report.**

<b>8. APPROVAL OF MINUTES</b>
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Ms. Letaw moved and Mr. Bartelme seconded the motion to approve the March minutes.

**A consensus vote on the motion showed no objections.**

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

**Nays: None**

**Absent: Weiss**

**Recused: Crawford**

**By voice vote, minutes were approved.**

<b>9A. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE</b>
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Mr. Guenzel moved and Ms. Klopff seconded the following resolution:

**RESOLUTION TO APPROVE A CONTRACT FOR DETERRENT FENCING INSTALLATION AT THE ANN ASHLEY PARKING STRUCTURE**

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

Whereas, In 2017 the DDA installed deterrent fencing at the roof levels of all its above ground parking structures;

Whereas, Since 2017 the DDA has been adding additional deterrent fencing below the rooftop levels at many structures;

Whereas, An invitation to bid for one level of below rooftop fencing at the Ann Ashley Structure was distributed to qualified companies, and three companies submitted bids;

Whereas, Adrian Tecumseh Fence submitted the lowest responsible bid in the amount of \$33,597.00;

RESOLVED, The DDA Board authorizes the Executive Director to sign a contract with Adrian Tecumseh fence for fencing at Ann Ashley, in the amount of \$33,597.00, with funds coming from the DDA Parking Maintenance Fund.

**A roll call vote on the resolution showed:**

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

**Nays: None**

**Absent: Weiss**

**Recused: Crawford**

**The resolution was approved.**

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

**RESOLUTION TO APPROVE A CONTRACT FOR DETERRENT FENCING AT THE FOURTH AND WASHINGTON PARKING STRUCTURE**

Whereas, The DDA has managed the public parking system since 1992 in support of its mission; Whereas, In 2017 the DDA installed deterrent fencing at the roof levels of all its above ground parking structures;

Whereas, Since 2017 the DDA has been adding additional deterrent fencing below the rooftop levels at many structures;

Whereas, Given the unique design of the Fourth & Washington structure the addition of barrier cables rather than fencing is necessary to supplement existing rails on the two levels below the rooftop;

Whereas, An invitation to bid for barrier cable installation at two levels below the rooftop was distributed to qualified companies, and four companies submitted bids;

Whereas, Adrian Tecumseh Fence submitted the lowest responsible bid in the amount of \$26,861.00.00;

RESOLVED, The DDA Board authorizes the Executive Director to sign a contract with Adrian Tecumseh fence for barrier cable installation at the Fourth & Washington structure, in the amount of \$28,861.00, with funds coming from the DDA Parking Maintenance Fund.

**A roll call vote on the resolution showed:**

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

**Nays:** None

**Absent:** Weiss

**Recused:** Crawford

**The resolution was approved.**

Ms. Pollay said staff were bringing the following resolution to the DDA board to receive policy guidance. Efforts to curtail the spread of the COVID-19 virus had led to near complete shutdown of commercial, educational, social and entertainment activity in the downtown. This meant meter and off-street hourly parking revenues have disappeared and it may take a lengthy period of time for hourly revenues to rebuild. She underscored that this significant revenue loss will impact the DDA's ability to meet its obligations for debt service, providing funds to the City, and operating and maintaining the parking system. The resolution being presented for Board action was in response to requests from monthly permit holders asking to forego payments; instead staff

recommend the DDA support deferment of late-payment penalties to allow time for stakeholders with cash-flow issues.

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

**RESOLUTION DIRECTING REPUBLIC PARKING TO TEMPORARILY DEFER PENALTIES ON UNPAID OR LATE MONTHLY PARKING PERMIT ACCOUNTS UNTIL JUNE 1, 2020**

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

Whereas, State and local efforts to curtail the COVID-19 pandemic have led to near complete shutdown of commercial and social activity;

Whereas, The financial impacts of the COVID-19 emergency on the Ann Arbor public parking system are not yet understood, but it is clear that there will be a substantial reduction in parking revenue, both immediately, and for a period of time in the future;

Whereas, In recognition of the impact to Downtown stakeholders, it has been recommended that the DDA suspend collection penalties on unpaid March, April, and May 2020 monthly permit accounts, including deactivating permit for nonpayment, until June 1, 2020 at which time normal penalties and permit deactivations will be reinstated;

Whereas, Other than permits required by City site plans, all other monthly permits can be returned to the system at any time, as patrons have a variety of other parking payment options;

RESOLVED, The DDA Board directs Republic Parking to defer late payment penalties on unpaid March, April, and May 2020 monthly permits until June 1, 2020; after which standard late payment processes will resume including permit deactivation, penalties, and forwarding past due accounts to collection agencies.

There was a great deal of discussion regarding the current status of and impact on the parking system and the community as a whole due to the COVID-19 pandemic and the Governor's "Stay Home, Stay Safe" Executive Order. Ms. McCallum said that DDA staff had developed 3-6-12 month revenue and expenditure models as a way of trying to ascertain what the projected impact may be on the DDA's fund balances and its ability to meet its obligations for debt service and payment to the City. Ideas were shared on how to handle fees for parking permits holders. Questions were asked and answered.

Mr. McKinnon moved and Ms. Letaw seconded an amendment to the final RESOLVED of the resolution as follows:

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*RESOLVED, The DDA Board directs Republic Parking to defer late payment penalties on unpaid ~~March, April, and May 2020~~ monthly permits until ~~June 1, 2020~~; **further notice** after which standard late payment processes will resume including permit deactivation, penalties, and forwarding past due accounts to collection agencies.*

**A roll call vote on the amendment to the resolution showed:**

**Ayes:** Bartelme, Dieck, Guenzel, Kinley, Letaw, McFarland, McKinnon, Narayan, Orr

**Nays:** Klopf

**Absent:** Weiss

**Recused:** Crawford

**The amendment to the resolution was approved.**

Mr. Narayan moved and Mr. Orr seconded an amendment to the amended RESOLVED clause, as follows:

*RESOLVED, The DDA Board directs Republic Parking to ~~defer~~ **waive** late payment penalties on unpaid monthly permits until further notice after which standard late payment processes will resume including permit deactivation, penalties, and forwarding past due accounts to collection agencies.*

**A roll call vote on the amendment to the amended RESOLVED clause showed:**

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

**Nays:** None

**Absent:** Weiss

**Recused:** Crawford

**The amendment to the amended RESOLVED clause was approved.**

It was noted that the fourth Whereas clause contained content that had been changed in the RESOLVED clause, and thus should be deleted. Mr. McKinnon moved and Mr. Narayan seconded an amendment to the resolution to remove the fourth Whereas that read as follows:

*Whereas, In recognition of the impact to Downtown stakeholders, it has been recommended that the DDA suspend collection penalties on unpaid March, April, and May 2020 monthly permit accounts, including deactivating permit for nonpayment, until June 1, 2020 further notice at which time normal penalties and permit deactivations will be reinstated;*

**A roll call vote on the amendment to the resolution showed:**

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

**Nays:** None

**Absent:** Weiss

**Recused:** Crawford

**The amendment to the resolution was approved.**

The fully amended resolution reads as follows:

**RESOLUTION DIRECTING REPUBLIC PARKING TO TEMPORARILY WAIVE PENALTIES ON UNPAID OR LATE MONTHLY PARKING PERMIT ACCOUNTS UNTIL FURTHER NOTICE**

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

Whereas, State and local efforts to curtail the COVID-19 pandemic have led to near complete shutdown of commercial and social activity;

Whereas, The financial impacts of the COVID-19 emergency on the Ann Arbor public parking system are not yet understood, but it is clear that there will be a substantial reduction in parking revenue, both immediately, and for a period of time in the future;

Whereas, Other than permits required by City site plans, all other monthly permits can be returned to the system at any time, as patrons have a variety of other parking payment options; RESOLVED, The DDA Board directs Republic Parking to waive late payment penalties on unpaid monthly permits until further notice; after which standard late payment processes will resume including permit deactivation, penalties, and forwarding past due accounts to collection agencies.

**A roll call vote on the fully amended resolution showed:**

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

**Nays:** None

**Absent:** Weiss

**Recused:** Crawford

**The resolution as amended was approved.**

When approving the resolution, the Board members stated they would like to continue discussing the parking system situation during the pandemic in more detail at the next Operations Committee meeting in hopes that additional tools could be added to a toolbox to support downtown stakeholders. Mr. Narayan recommended and there was consensus to move the April Ops meeting up one-week earlier to April 22nd, to allow more time to review data and consider options before the May Board meeting.

The next Operations Committee meeting will be scheduled for Wednesday, April 22 at 11:00 am.

**9B. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE**

The next Finance Committee meeting is scheduled for Thursday, April 30 at 9:30 am (new time).

**9C. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE**

The next Capital Improvements Committee meeting will be on Wednesday, April 15 at 11:00 am.



**9D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE**

Mr. Kinley reported that the focus of the March meeting with partners was on how each agency was responding to the COVID-19 emergency.

The next Partnerships Committee meeting is scheduled for Wednesday, 8 at 9:00 am.

**9E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE**

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

**10. NEW BUSINES**

April Committee Meetings: There was consensus to keep the current April Committee meetings and the May 6<sup>th</sup> Executive Committee meeting on the schedule as previously approved with the understanding that one or more of them may be cancelled if it is determined there wasn't sufficient business to attend to in committee. These will be virtual meetings until further notice.

**11. OTHER AUDIENCE PARTICIPATION**

Mr. Simmons reported TheRide has reduced its routes until further notice, directing riders to the Sunday route schedule for basic route information. They may also reach out to him directly a [chris@getdowntown.org](mailto:chris@getdowntown.org) as well. He directed people to [www.getdowntown.org](http://www.getdowntown.org) for resource information on transit, restaurants offering curbside pick-up service, etc. under the COVID-19 Information tab. Ms. Sendelbach expressed her concern that DDA approved the resolution waiving penalties on late parking permit fees, citing the seriousness of the situation for businesses and recommending that all parking permits fees be waived for a few months.

**12. ADJOURNMENT**

There being no other business, Mr. McKinnon moved and Ms. Klopf seconded the motion to adjourn. A consensus vote showed no objections. Mr. Orr declared the meeting adjourned at 12:52pm.