

**Ann Arbor Downtown Development Authority Informational Meeting**  
**Wednesday, June 3, 2020 at 12:05 pm**  
**Zoom link: <https://us02web.zoom.us/j/84667208554> Phone: 1-877-853-5257**  
**Meeting ID: 846 6720 8554 Password: 086860**

Mr. Orr said this was the DDA’s first Informational Meeting for 2020. Ms. Pollay gave a presentation on DDA projects and impacts, including highlighting its response during the COVID-19 pandemic.

**Ann Arbor Downtown Development Authority Meeting Minutes**  
**Wednesday, June 3, 2020**

Place: Virtual Meeting--Zoom link: (see above)  
Time: Chair Orr called the meeting to order at 12:20 pm

**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, 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: Mike McKiness/Republic Parking System  
Chris Simmons/getDowntown  
Oliver Kiley/SmithGroup

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

**2. APPROVAL OF BOARD MEETING AGENDA**

Ms. Klopf moved and Ms. Letaw seconded the motion to amend the agenda, moving the Finance Committee earlier on the agenda.

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

**Ayes: Bartelme, Crawford, Dieck, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss**  
**Nays: None**

**Absent: Guenzel**

**The motion to amend the agenda passed.**

Mr. Weiss moved and Ms. Klopf seconded the motion to approve the amended agenda.

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

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

**Nays: None**

**Absent: Guenzel**

**The motion passed.**

<b>3. AUDIENCE PARTICIPATION</b>
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None.

<b>4. REPORTS FROM CITY BOARDS AND COMMISSIONS</b>
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Downtown Area Citizens Advisory Council: Mr. Kaplan said that attendees at last night's CAC meeting shared their experiences as downtown residents over the past three months during the shutdown. They discussed possible changes the pandemic may bring to downtown.

<b>5. DDA MEMBER COMMUNICATIONS</b>
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Ms. Letaw requested a moment of silence in response to the death of George Floyd in Minneapolis and the ongoing nationwide issues surrounding racism. She spoke of the need for change.

<b>6. EXECUTIVE DIRECTOR REPORT</b>
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Ms. Pollay thanked the DTE Foundation for its donation of 500 COVID-kits, each containing 100 disposable masks, 200 disposable gloves, a gallon of hand sanitizer and a large hand sanitizer bottle and said that downtown stakeholders should contact the DDA if they'd like a free kit. She gave kudos to DDA and City staff and the Area Associations for their collaboration on the temporary street closures resolution approved at the June 1 Council meeting in support of downtown businesses as they reopen with capacity restrictions in place.

<b>7. APPROVAL OF MINUTES</b>
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Ms. Letaw moved and Mr. Bartelme seconded the motion to approve the May minutes.

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

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

**Nays: None**

**Absent: Guenzel**

**The resolution passed.**

<b>8A. SUBCOMMITTEE REPORTS –FINANCE COMMITTEE</b>
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Ms. Klopf reported the City Council had approved the FY21 budget as originally submitted; the next step is DDA approval of its FY21 budget. She noted that because it had been prepared pre-pandemic, it will be closely monitored and adjustments made as needed in response to contain costs.

**Ms. Klopf moved and Mr. Weiss seconded the following resolution:**

**RESOLUTION TO ADOPT THE DDA BUDGET FOR FISCAL YEAR 2021**

Whereas, PA 57 of 2018 requires that the Director of the Authority will prepare and submit for the approval of the Board a budget for the operation of the Authority for the ensuing fiscal year;

Whereas, The statute also requires that the budget be prepared in the manner and contain the information required of municipal departments;

Whereas, The DDA has submitted its FY21-FY26 capital improvement items for inclusion in the City of Ann Arbor’s Capital Improvement Plan and that Plan has been approved by the Planning Commission for inclusion in the FY21 Budget;

Whereas, The DDA’s Finance Committee has reviewed the DDA’s updated Ten-Year Plan which includes long range capital improvements, debt service, parking operations, and details the financial assumptions that have gone into that Plan;

Whereas, Before the budget may be adopted by the board, the statute requires that it be approved by the governing body of the municipality;

Whereas, The Director has prepared and submitted a budget as required by PA 57, and the Ann Arbor City Council did approve the FY21 DDA budget as presented at its regular meeting on May 18, 2020;

Whereas, The Finance Committee now recommends the adoption of the FY21 Budget by the DDA Board as required by PA 57;

NOW THEREFORE, BE IT RESOLVED, That the Ann Arbor Downtown Development Authority hereby adopts the following revenue and expenditure appropriations as its fiscal year 2021 budget:

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

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

**Nays: None**

**Absent: Guenzel**

**The resolution passed.**

Ms. Klopf said the February, March and April expense registers and the third quarter financial statements were reviewed by the Committee.

**The next Finance Committee meeting will be on Thursday, June 25 at 11: 00 am.**

<b>8B. SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS COMMITTEE</b>
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Ms. Miller and Mr. Kiley gave a presentation on the DDA's pandemic response strategies, noting that these strategies support the DDA's long-term goals and mission. Ms. McFarland said the Committee had five resolutions, both in response to the COVID-19 pandemic, and to support downtown resiliency; some will be implemented, monitored and managed by the DDA, and others will be implemented by the Area Associations or individual businesses.

**Ms. Letaw moved and Ms. Klopf seconded the following resolution:**

**RESOLUTION TO APPROVE FUNDS FOR SIDEWALK AND SEPARATED BIKEWAY PILOT PROJECTS**

Whereas, The DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategy areas, and included transformative and strategic street projects as important tools to achieve DDA goals;

Whereas, The DDA has taken action to support downtown in response to the COVID-19 pandemic, including providing 143 free pickup/delivery locations, covering the cost of annual sidewalk permits, providing a discount and deferring late payment penalties for monthly parking permit accounts;

Whereas, Over the past weeks DDA and City staff have developed strategies for how downtown streets, sidewalks, and parking lots can be utilized to support economic recovery and build a more resilient community, including supporting physical distancing, encouraging patronage of downtown businesses, and reinforcing core values of safety, mobility, equity, and downtown vitality;

Whereas, In December 2019 the DDA Board approved a \$10M project budget for People-Friendly Streets Round 2; installing pilot projects now can help address the need for safe biking and walking space and improve access for residents, employees, businesses, and others, while engaging the community and guiding future improvements

Whereas, The cost of pilot project implementation is estimated at \$60,000, which includes expanded seating and sidewalk space on State Street and separated bike lanes installed in and within a ¼ mile of the DDA District to allow for meaningful connections;

Whereas, To support physical distancing and access, these pilots require lane reductions, which would need city council approval prior to implementation;

RESOLVED, The DDA Board approves a pilot project budget of \$60,000 to be paid from the General Fund (248), allowing staff to respond quickly and flexibly with City Council approval;

RESOLVED, That the Ann Arbor DDA Executive Director is authorized to sign the necessary contracts to implement the pilot.

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

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

**Nays:** None

**Absent:** Guenzel

**The resolution passed.**

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

**RESOLUTION TO APPROVE FUNDS TO PARTNER WITH LOCAL ARTISTS AND THE ARTS ALLIANCE ON DDA PILOT PROJECTS**

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which include improving safety and economic vitality through pedestrian & bicycle improvements;

Whereas, The DDA has taken action to support downtown in response to the COVID-19 pandemic, including providing 143 free pickup/delivery locations, covering the cost of annual sidewalk permits, providing a discount and deferring late payment penalties for monthly parking permit accounts;

Whereas, Over the past weeks DDA and City staff have developed strategies for how downtown streets, sidewalks, and parking lots can be utilized to support economic recovery and build a more resilient community;

Whereas, As part of the DDA's pilot efforts, staff recommend partnering with the Arts Alliance, a non-profit arts organization, to involve local artists and build community during a time when many are economically effected by the pandemic and necessary stay at home order;

Whereas, Similar projects have been implemented all-over the Country pre-pandemic, including Spirit Plaza in Detroit, and Smart Growth for America is now encouraging communities to include artists in their rapid response projects;

Whereas, To support local artists while meeting other DDA goals for access, safety, and vibrancy, staff recommend that the DDA provide up to \$35,000 to cover the costs for 4 project installations, including artist time and materials and the Arts Alliance cost to manage the program;

Whereas, The project would provide a living wage to artists, who would be asked to develop design elements for such street elements as including barricades, corner bump outs, bike lanes, and seating areas;

Resolved, The DDA approves spending up to \$35,000 from the General Fund (248) to cover the cost of artist time, materials, and Arts Alliance support.

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

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

**Nays: Weiss**

**Absent: Guenzel**

**The resolution passed.**

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

**RESOLUTION TO APPROVE BARRICADE FUNDING FOR COMMERCIAL ACCESS DURING THE TIME OF MANDATED SOCIAL DISTANCING**

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which include improving safety and economic vitality through pedestrian & bicycle improvements;

Whereas, The DDA has taken action to support downtown in response to the COVID-19 pandemic, including providing 143 free pickup/delivery locations, covering the cost of annual sidewalk permits, providing a discount and deferring late payment penalties for monthly parking permit accounts;

Whereas, Over the past weeks DDA and City staff have developed strategies and programs for how downtown streets, sidewalks, and parking lots can be utilized to support economic recovery and build a more resilient community, including supporting physical distancing, encouraging patronage of downtown businesses, and reinforcing core values of safety, mobility, equity, and downtown vitality;

Whereas, A necessary part of these programs will be the use of PVB and Type 3 barricades, and grabber cones to temporarily close streets, repurpose on-street parking spaces;

Whereas, Staff have recommended that the DDA waive all meter bag fees and provide up to \$50,000 total to the four downtown area associations to cover their cost of installing, removing, and renting this equipment during the time of mandated physical distancing and economic recovery and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA approves waiving all meter bag fees and spending up to \$50,000 from the General Fund (248), to cover the cost of the downtown area associations installing, removing, and renting barricades and grabber cones to temporarily close streets and repurpose parking spaces.

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

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

**Nays:** None

**Absent:** Guenzel

**The resolution passed.**

Ms. Letaw moved and Ms. McFarland seconded the following resolution:

**RESOLUTION TO APPROVE FUNDS TO RENT, INSTALL, AND SERVICE TEMPORARY HAND WASHING/SANITIZING STATIONS DOWNTOWN**

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which include improving safety and economic vitality through pedestrian & bicycle improvements;

Whereas, The DDA has taken action to support downtown in response to the COVID-19 pandemic, including providing 143 free pickup/delivery locations, covering the cost of annual sidewalk permits, providing a discount and deferring late payment penalties for monthly parking permit accounts;

Whereas, Over the past weeks DDA, City staff, and the downtown area associations have developed strategies and programs for how downtown streets, sidewalks, and parking lots can be utilized to support economic recovery and build a more resilient community, including supporting physical distancing, encouraging patronage of downtown businesses, and reinforcing core values of safety, mobility, equity, and downtown vitality;

Whereas, To improve safety and comfort as downtown restaurants and retail reopen, with a stronger outdoor presence, staff recommend that the DDA provide up to \$25,000 to rent and install temporary hand washing/sanitizing stations downtown (approx. 6 – 8 stations);

RESOLVED, The DDA approves spending up to \$25,000 to cover the cost of the renting, placing, and servicing temporary hand washing stations downtown to be paid from the General Fund (248).

Prior to the vote, questions were asked and answered.

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

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

**Nays:** None

**Absent:** Guenzel

**The resolution passed.**

Ms. Letaw moved and Ms. McFarland seconded the following resolution:

**RESOLUTION TO APPROVE AN AMENDMENT TO THE AGREEMENT WITH HERITAGE LAWN CARE FOR GENERAL ROW REPAIR SERVICES**

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which includes improving economic vitality through pedestrian improvements;

Whereas, In May 2017 the DDA issued a Request for Proposals (RFP) for general ROW repair services, including brick repairs, tree plantings, banner installation, bike parking, and landscape maintenance as needed;

Whereas, The DDA received two responses and selected Heritage Lawn Care based on their proposal response and lower fees and entered into an agreement for FY 18, and subsequent extensions for FY 19 and 20 services;

Whereas, The downtown area associations have experienced significant revenue shortfalls due to the impacts of COVID-19, and they have asked the DDA for assistance this year maintaining the planters and landscaping in their areas as they do not have the funds;

Whereas, To respond to this request as quickly as possible, staff recommend the DDA approve a one-year extension to its contract with Heritage that would also include landscape maintenance in the four commercial areas, and this recommendation is supported by the Capital Improvements Committee;

Resolved, The DDA Board approves an amendment to the Professional Services Agreement with Heritage Lawn Care not to exceed \$100,000 for 2021 for General ROW Repair Services, including landscape support throughout the four commercial areas to be paid from the General Fund (248); and authorizes the DDA Board Chair and DDA Director to execute the contract amendment.

Questions were asked and answered. It was acknowledged that the map included in the board packet had been created to answer a specific question and was creating confusion.

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

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

**Nays:** None

**Absent:** Guenzel

**The resolution passed.**

Project Updates: Ms. Letaw said the remaining punch list items and clean-up on Huron will be done next week. MDOT signal work is scheduled for spring 2021. William Street pavement markings are scheduled to begin this week, weather permitting. First Street construction for the

next few weeks will consist of grading and installing storm sewer, conduit, concrete and light pole foundations on east side from William to Huron. Paving at First/Jefferson begins this week and west side of First expected to begin early July.

**The next Capital Improvements Committee meeting will be scheduled for Wednesday, June 17 at 11:00 am.**

<b>8C. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE</b>
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Ms. Hahlbrock and Ms. McCallum gave a presentation previously presented to the Operations Committee on strategies to reduce parking expenses in response to anticipated COVID-19 parking revenue losses. Questions were asked and answered.

**Mr. Weiss moved and Ms. Letaw seconded the following resolution:**

**RESOLUTION TO APPROVE A PROJECT BUDGET FOR FOURTH & WASHINGTON 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, The Fourth & Washington parking structure operates with a single elevator and the reliable operation of this elevator is integral to the functioning of the structure;

Whereas, The DDA's elevator contractor, Schindler Elevator Corporation, recommends replacement of the door operating hardware, as the elevator is experiencing recurrent functional issues;

Whereas, The total cost for this work will be \$79,344.00;

Whereas, A contingency equal to 15% of the estimated work will be set aside, thus creating a project budget of \$91,245.00;

Whereas, The DDA Operations Committee approves this work;

RESOLVED, The DDA Board establishes a project budget for this elevator work at Fourth & Washington of \$91,245.00, to be paid for with funds from its FY21 parking budget.

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

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

**Nays: None**

**Absent: Guenzel**

**The resolution passed.**

**Mr. Weiss moved and Ms. McFarland seconded the following resolution:**

**RESOLUTION TO APPROVE THE ANNUAL MANAGEMENT INCENTIVE FOR REPUBLIC PARKING -  
CONTRACT YEAR 2019/2020**

Whereas, The DDA entered into a contract with Republic Parking System (RPS) beginning July 1, 2017 for management of the DDA's parking system;

Whereas, According to this contract the fee paid to RPS is paid in two parts: The first part, \$125,000 is paid on a monthly basis. The second part, up to \$50,000, is paid on the anniversary date of the contract based upon a DDA review of RPS's performance;

Whereas, After reviewing RPS's performance, and in acknowledgement of their efforts this year, the Operations Committee recommends that the DDA provide RPS with the full \$50,000 year-end management incentive;

RESOLVED, The DDA authorizes a 2019/2020 year-end management incentive of \$50,000 for Republic Parking System.

Questions were asked and answered.

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

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

**Nays:** None

**Absent:** Guenzel

**The resolution passed.**

Parking Operations Update: Ms. Hahlbrock reported that given the Governor's most recent Executive Order removing Stay Home restrictions, normal parking system operations will resume on Monday, June 8. RPS offices/cashier booths have been modified to meet social distancing requirements to protect staff and public. In alignment with best practices, RPS staff will go through training and daily screenings.

Parking Permit Receivables: As of last week, 55% of permit holder accounts are fully paid compared to 90% at this time last year. The Committee will review a timeline for reinstating late payment penalties for past due accounts at its June meeting.

**The next Operations Committee meeting is scheduled for Wednesday, June 24 at 11 am.**

<b>8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE</b>
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**Mr. Kinley moved and Mr. Bartelme seconded the following resolution:**

**RESOLUTION APPROVING A \$265,000 GRANT TO FUND THE COSTS TO PURSUE APPROVAL OF A PRE-ENTITLEMENT PLAN FOR THE 350 S. FIFTH AVENUE SITE**

Whereas, The DDA is a catalyst for strengthening economic vibrancy and quality of life in the downtown area, and to meet its mission, DDA has supported a variety of downtown affordable housing projects using its Housing Fund, with total grants now surpassing \$5M;

Whereas, The lack of affordable housing in Ann Arbor has become urgent;

Whereas, The City commissioned a feasibility analysis of the development of affordable housing on multiple city-owned properties which included eight downtown sites, including the 350 S. Fifth Avenue (former Y-Lot) property;

Whereas, On April 20, 2020 City Council approved Enactment R-20-139, which was a resolution to direct the City Administrator, Ann Arbor Housing Commission (AAHC) and Planning Commission to create proposed application materials, review and recommend development entitlements to the City Council for 350 S. Fifth Avenue;

Whereas, Funds are needed to support the cost of planners, material development, and other costs associated with this entitlement process;

Whereas, The AAHC has requested a \$265,000 grant from the DDA's Housing Fund FY21 budget to fund the cost to pursue pre-entitlement approval of a future development on 350 S. Fifth Avenue which will include a substantial number of new affordable housing units;

Whereas, The DDA has previously provided \$300,000 in grants to sponsor public engagement and analyses of the 350 S. Fifth Ave, 415 W. Washington, 353 S. Main, 721 N. Main, S. Ashley lot, and Catherine/4<sup>th</sup> lot, in addition to a downtown parking study and downtown housing study;

Whereas, DDA staff recommends approval of this request and the Partnerships Committee also recommends approval of this request;

RESOLVED, The DDA approves grants to the City for \$265,000 from its FY21 Housing Fund budget to support the pre-entitlement work on the 350 S. Fifth Ave site in pursuit of the future construction of affordable housing units on this site.

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

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

**Nays:** None

**Absent:** Guenzel

**The resolution passed.**

Partner Updates: Mr. Kinley said most of the Partner reports focused on agency responses to the COVID-19 pandemic. AAATA reported on staff layoffs, and adjustments to their scheduling. AADL reported that they had been providing services to patrons online since March. The City reported that a City Hall reopening plan was been developed, and that COVID impacts to City budget will be felt in FY21 and FY22. WCC reported that all training groups were cancelled this summer, and fall classes were likely to be online this fall with the exception of some lab classes. The Planning Commission is discussing an ordinance change so solar panels would not be included in the building's total height calculation.

**The next Partnerships Committee meeting is scheduled for Wednesday, June 10 (DDA only) at 9:00 am.**

<b>8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE</b>
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Mr. Orr reported the Executive Committee did not meet today. The July 1 Board meeting will be followed immediately by the DDA's Annual Meeting.

The next Executive Committee is scheduled for Wednesday, July 1 at 11:00 am.

<b>9. NEW BUSINES</b>
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None.

<b>10. OTHER AUDIENCE PARTICIPATION</b>
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None.

<b>11. ADJOURNMENT</b>
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There being no other business, Mr. Bartelme moved and Ms. Klopf seconded the motion to adjourn. A consensus vote showed no objections. Mr. Orr declared the meeting adjourned at 2:07 pm.