

**Ann Arbor Downtown Development Authority Meeting
Wednesday, November 4, 2020 at 12:00 pm**

Place: Virtual Meeting—Zoom link: <https://us02web.zoom.us/j/82547451187> Or by
Phone: 877-853-5257 (US Toll-free) Meeting ID: 825 4745 1187 Passcode: 293698

1. ROLL CALL

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

Absent: Ji Hye Kim, Phil Weiss

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

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 Ms. Klopf seconded the motion to approve the meeting agenda.

A consent vote on the motion showed:

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

Nays: None

Absent: Kim, Weiss

The motion was approved.

3. AUDIENCE PARTICIPATION

None.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

None.

5. DDA MEMBER COMMUNICATIONS

None.

6. EXECUTIVE DIRECTOR REPORT

Ms. Pollay commended the Clerk's office for its handling of the election process yesterday. She said the draft 2021 DDA calendar is included in the board packet for board review and feedback, specifically on holiday observances that fall on committee dates. The final calendar will be shared

at the December meeting. The second State statute required informational meeting for the calendar year will be held on December 2 at Noon, followed immediately by the regular board meeting.

7. APPROVAL OF MINUTES

Mr. Guenzel moved and Mr. Crawford seconded a motion to approve the October minutes.

A consent vote on the motion showed:

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

Nays: None

Absent: Kim, Weiss

The motion was approved.

8A. SUBCOMMITTEE REPORTS – FINANCE

FY2020 Financial Audit Report: Ms. Klopf said that Dan Beard from Yeo & Yeo attended the Committee meeting and walked the Committee members through the details of the Audit. Once again, DDA received a clean audit and there were no recommendations for changes. This was first time the audit was handled 100% remotely due to the pandemic. Mr. Beard commended Ms. McCallum for her excellent preparation and responsiveness throughout the audit process.

Mr. Crawford moved and Ms. McFarland seconded the following resolution:

RESOLUTION TO ACCEPT THE AUDITOR’S REPORT FOR FISCAL YEAR 2020

Whereas, the Uniform Budgeting and Account Act, Public Act 2 of 1968 requires that the financial records of local units be audited annually;

Whereas, The Ann Arbor DDA contracted with the auditing firm of Yeo & Yeo to perform an independent audit of the DDA’s financial records for the fiscal year ending June 30, 2020;

Whereas, Yeo & Yeo performed the audit according to Government Auditing Standards;

Whereas, Yeo & Yeo considered the DDA’s internal controls and found no deficiency in that system;

Whereas, Yeo & Yeo tested the DDA’s compliance on certain provisions of laws, regulations, contracts, and grant agreements and other matters, and found no instances of noncompliance;

Whereas, Yeo & Yeo presented the Authority’s audited financial reports in detail to the Finance Committee at their meeting on October 29, 2020;

Whereas, The Finance Committee thoroughly reviewed the Audited Financial Statements and the Audit Report with Yeo & Yeo, asking questions as needed;

Whereas, The Finance Committee recommends that the DDA Board accept the FY 2020 Audit Report as presented;

RESOLVED, The Ann Arbor Downtown Development Authority Board accepts the Independent Auditor's Report presented by Yeo & Yeo CPAs for the Fiscal Year ending June 30, 2020.

A consent vote on the resolution showed:

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

Nays: None

Absent: Kim, Weiss

The resolution was approved.

Financial Statements: The Committee reviewed the DDA's September Expense Register. Ms. McCallum walked the Committee through the first quarter Cash & Investments Reports, Balance Sheets and, Revenue and Expenditure Reports as of 9/30/2020.

The next Finance Committee meeting is scheduled for Tuesday, November 24 at 9am.

8B. SUBCOMMITTEE REPORTS – OPERATIONS
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Parking System Financials: Mr. McKinnon reported that the Committee reviewed 1st Quarter FY2021 Parking System revenues and expenses, which are on track with projections.

Parking Rate Changes: In 2018, the DDA approved a 5-year schedule of rate changes: The next rate change is scheduled to take place in January. The Committee supports moving forward with this rate change as planned.

Parking Operator Bid Process: The DDA's agreement with Republic Parking is set to expire June 30, 2022. Mr. McKinnon stated a first step will be to prepare a Parking Operator Agreement to include with the bid documents. The committee supports staff's recommendation to hire a consultant to help draft this Agreement.

Parking Equipment Installation: Liberty Square is completed; work is underway at 4th and Washington.

Annual Garage Restoration: Work is expected to be completed by the end of the year, including the stairway renovation and elevator door hardware replacement at 4th & Washington.

Transportation (getDowntown reports): Go!Pass sales are only at 39% of last year's sales. Many businesses are deferring pass purchases while they continue working from home. Go!Pass ridership is 28% of last year and UM ridership is 10% of last year's total.

The next Operations Committee meeting will be on Tuesday, November 24 at 11 am.

8C. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS

Pandemic Response – DDA Support & Pilot Projects: Ms. McFarland said that to ensure pavement marking restoration prior to winter, the pilot projects are being removed this week. DDA and City staff are working on a summary report for December. South University and State Street ended their weekend street closures for the season. Main Street is planning to close the street this weekend.

Project Updates: Underground work on the First and Ashley project, south of Miller, is significantly complete. This week the contractor is installing light poles and concrete curb and grading the road from Huron to Miller in preparation for paving early next week. The remaining concrete sidewalk, south of Miller, will be completed and First Street scheduled to be reopened before the end of this month. Signal installations work north of Miller, and final paving from Huron to Miller will be completed in 2021.

The next Capital Improvements Committee meeting is scheduled for Wednesday, November 18 at 11 am.

8D. SUBCOMMITTEE REPORTS - AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT

City/DDA Work Session Debrief: Mr. Kinley said the committee debriefed about the October 13th work session with City Council.

Future Agenda Topics: The Committee discussed future committee agenda topics. There was consensus to invite the incoming Council members as an opportunity to learn more about the DDA. The committee agreed to invite Ron Stevens of the Michigan Small Business Development Center to attend the November Committee meeting to share information about the SBDC's programs and to hear Ron's insights into how downtown businesses are doing. Other speakers recommended for future meetings included Phil Santer (SPARK), Andy LaBarre (Chamber), Mike Rein (UM) and Rich Chang (New Foundry).

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, November 18 at 9:00 am (with Partners).

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE

Executive Director Search Update: Ms. Letaw said that two special Executive Committee meetings were held in October to continue the work on the Executive Director search. The Committee approved the release of the RFP to hire a search firm. Responses are due back by mid-November,

giving the Committee time to review submissions, conduct interviews and bring a recommendation to the January Board meeting.

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

RESOLUTION TO APPOINT MAURA THOMSON AS INTERIM DDA EXECUTIVE DIRECTOR

Whereas, The DDA Executive Director is retiring and it is anticipated that the search process to find her replacement will take time;

Whereas, The DDA Executive Committee recommends that Maura Thomson be appointed to serve as Interim DDA Executive Director until the DDA board has appointed the next DDA Executive Director and he/she/they begin work;

Resolved, The DDA appoints Maura Thomson to serve as Interim DDA Executive Director effective December 1, 2020 and until May 31, 2021 or until the time the permanent DDA Executive Director appointed by the DDA board begins work, whichever comes first.

Resolved, During the time she serves as Interim Executive Director Maura Thomson shall be paid the current annual salary of the DDA Executive Director;

Resolved, During the time she serves as Interim Executive Director Maura Thomson shall also perform the essential duties of the DDA Communications Manager;

RESOLVED, the DDA Board supports the recommendation of the Executive Committee and approves Maura Thomson as Interim Executive Director as of December 1, 2020.

A consent vote on the resolution showed:

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

Nays: None

Absent: Kim, Weiss

The resolution was approved.

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

9. NEW BUSINES

None.

10. OTHER AUDIENCE PARTICIPATION

None.

11. ADJOURNMENT

Ann Arbor DDA Monthly Meeting

November 4, 2020

6

Mr. McKinnon moved and Mr. Guenzel seconded the motion to adjourn.

A consent vote on the motion showed:

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

Nays: None

Absent: Kim, Weiss

The motion was approved.

The meeting adjourned at 12:27 pm.

Respectfully submitted,

Susan Pollay, Executive Director

STAFF DRAFT