

**Ann Arbor Downtown Development Authority Informational Meeting**

**Wednesday, December 2, 2020 at 12:00 pm**

**Zoom link: <https://us02web.zoom.us/j/85245504045> Phone: 877-853-5257 (US Toll-free)**

**Meeting ID: 852 4550 4045 Password: 873620**

Ms. Letaw said this was the DDA's second Informational Meeting for 2020. Ms. Thomson gave a presentation on DDA goals and projects that are underway and will be undertaken in the coming calendar year.

**Ann Arbor Downtown Development Authority Meeting Minutes**

**Wednesday, December 2, 2020**

Place: Virtual Meeting--Zoom link: (see above)

Time: Chair Letaw called the meeting to order at 12:20 pm

**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

Absent: None

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

Others: Mike McKiness/RPS; Chris Simmons/TheRide, Steve Kaplan/CAC, Alan Haber

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

**2. APPROVAL OF BOARD MEETING AGENDA**

Mr. McKinnon 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**

**Nays: None**

**Absent: None**

**The motion was approved.**

**3. AUDIENCE PARTICIPATION**

Mr. Haber said the Center of the City group would like to plant a tree near the Library Lane elevator that they would manage.

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

Mr. Kaplan said the CAC meeting began by welcoming Maura Thomson as the DDA's Interim Executive Director. The group then shared experiences as downtown residents living in the city center in the midst of a pandemic. People complimented the DDA's new improvements on First St. Ms. Thomson let the group know that First St construction is being buttoned up for winter and remaining work plus construction of the Ashley portion of the project will begin in the spring. Ms. Pollay shared information about pilot ideas are being floated for temporary uses at the 415 W. Washington site, which were supported by CAC members. The group talked briefly about affordable housing including the recent success of the affordable housing millage, and the DDA's efforts to encourage public input on all its projects was noted and appreciated.

**5. DDA MEMBER COMMUNICATIONS**

Ms. Letaw announced that Mr. Phil Weiss had submitted his letter of resignation from the DDA Board to the Mayor. She stated that any individuals interested in submitting an application may do so through the City's website.

**6. EXECUTIVE DIRECTOR REPORT**

Ms. Thomson asked to add an item to agenda. Ms. Letaw read the following resolution:

**RESOLUTION THANKING SUSAN POLLAY**

Whereas, **Susan Pollay** was hired by the Ann Arbor Downtown Development Authority in 1996 , and brought with her a commitment to the vibrancy of downtown Ann Arbor as well as the experience of running a downtown cultural institution and a downtown merchant association;

Whereas, **Susan Pollay** has a passion for cities and the intricacies of what makes them successful, and she often shared information about exciting, innovative and impactful projects from around the country that she felt could be studied or emulated in Ann Arbor;

Whereas, **Susan Pollay** led the DDA through a visioning process which resulted in the amendment and approval of the DDA and its development plan through 2033;

Whereas, **Susan Pollay** was the leader in establishing and executing important and transformative DDA projects and initiatives, a list that would take volumes of "whereas's" including but by no means limited to the following:

- State Street streetscape improvement project including restoration of two-way traffic
- Downtown Wayfinding system
- Fifth / Division streetscape improvement project

- First & Washington public/private redevelopment project
- People Friendly Streets projects including Ann Arbor's first two-way protected bike lane
- Fourth & Washington parking structure
- Forest parking structure
- Expanded Fourth & William parking structure
- Library Lane parking structure

Whereas, during **Susan Pollay's** tenure the DDA assumed responsibility for managing, operating, and maintaining the City of Ann Arbor's public parking system;

Whereas, **Susan Pollay** spearheaded the DDA Affordable Housing grant program, which has provided over \$6M in support of housing projects aimed at retaining Ann Arbor's economic and social diversity;

Whereas, **Susan Pollay** was zealous in her pursuit of alternative transportation initiatives and was instrumental in the development of the getDowntown program and the go!Pass;

Whereas, **Susan Pollay** skillfully expanded the DDA team from a single staff member to six dedicated public servants committed to the mission of the DDA;

Whereas, **Susan Pollay's** remarkable commitment to the DDA and its mission will be sorely missed, and her devotion to the downtown and community is an inspiration to all who have had the good fortune to work beside her;

RESOLVED, The Ann Arbor Downtown Development Authority, on behalf of the downtown and the community, thanks **Susan Pollay** for her great service and abundant contributions to the downtown, and indeed to the community as a whole, through her 24 years of leadership at the Ann Arbor Downtown Development Authority.

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

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

**Nays:** None

**Absent:** None

**The resolution was approved.** Ms. Pollay conveyed her surprise and gratitude for the resolution.

Ms. Thomson said the final 2021 DDA calendar was included in the board packet.

7.

**APPROVAL OF MINUTES**

**Mr. McKinnon moved and Mr. Bartelme seconded a motion to approve the November minutes.**

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

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

**Nays:** None

**Absent: None**

**The motion was approved.**

<b>8A. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS</b>
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First Street Project Update: Ms. McFarland reported that concrete work including signal pole foundations and sidewalk installation is continuing north of Huron, and the street is scheduled to be reopened by month end. Work between Kingsley and Miller will be completed in Spring 2021.

Ashley Street Project Update: Ms. McFarland said that staff were asked to determine the feasibility of delaying Ashley St construction to 2022, and they expended substantial time working with DDA legal counsel, City staff, and the consultant team to prepare a response. Fear about upcoming construction impacts on Ashley was acknowledged in light of the major effort that took place on First St this year. First Street is the DDA's largest street project in recent history and had been planned to be under construction for two seasons. By contrast, Ashley St construction is estimated to take only ½ a construction season.

DDA and City staff determined it is not feasible and did not support delaying Ashley St construction. After reviewing the materials, the Committee agreed. A key issue are the bond covenants requiring that proceeds must be spent by Feb 2022; there are no federal provisions for extending the expenditure period despite COVID. If funds are not spent within the established timeframe, IRS regulations require that a rebate analysis be completed, and the tax-exempt status of the bonds could be in jeopardy. Since the funds were issued by the City, DDA failure to comply with the bond provisions, could put the City in a position to evaluate whether they would need to step in and complete the project with the remaining bond proceeds. Delay could result in a damage claim by the contractor against the DDA and the City, as Fonson has scheduled their work around this project timing. It may also lead to increased costs and construction impacts for First St businesses due to the need for extended temporary treatments. Plus, there may also be broader impacts to other projects in the City's CIP scheduled for 2022.

Ms. McFarland said that staff & the Design Team are assessing ways to alleviate construction impacts on businesses to the extent possible, including sequencing changes, the potential for early spring work, and additional construction oversight. A key next step is to finalize plans to fill in the underground sidewalk vaults so new pedestrian streetlights and trees can be installed. Staff has been in contact with and had support from property owners to fill in these vaults when the design was finalized and now will reach back out to them. Questions were asked and answered.

Pandemic Response and Pilot Projects: Ms. Dieck said that street closures ended 11/6. DDA and City staff are preparing a report on the pilot projects. New red meter bags for the 15-minute pickup spaces were installed that are now enforceable by Community Standards to discourage long-term parking. The parking space repurposing program was extended beyond 11/30; a limited number of businesses continue to use these spaces for outdoor dining.

People-Friendly Streets Phase II: Public meetings will take place in early 2021.

The next Capital Improvements Committee meeting is scheduled for Wednesday, December 16 at 11 am.

<b>8B. SUBCOMMITTEE REPORTS – OPERATIONS</b>
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Parking System Financials: The Committee reviewed October 2020 Parking System revenues which are on track with staff projections.

415 W. Washington Lot Pilots: Mr. McKinnon said the Treeline Conservancy is pursuing a temporary pedestrian walkway along the eastern edge of the lot; staff are overseeing details such as insurances, etc. Also, the Ark and Summer Festival let the DDA know they may also explore the possibility of using the lot to stage performances and events throughout the month of June 2021.

Parking Equipment Installation: TIBA equipment installation continues. The next installation will be at Forest, followed by Maynard, Ann Ashley, and Library Lane.

Transportation (getDowntown reports): Go!Pass sales are at 49% of last year's sales. TheRide will be seeking feedback on what the full system recovery could/should look starting in August 2021.

The December Committee meeting has been cancelled. The next Operations Committee meeting will be on Wednesday, January 27 at 11 am.

<b>8C. SUBCOMMITTEE REPORTS - AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT</b>
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SBDC: Mr. Bartelme said that Ron Stevens shared information about SBDC services, including free assistance with new websites to help businesses pursue online sales, plus consulting to help businesses get through the pandemic. He made it clear that cash flow management, curbside service and having an online/website presence are essential for small businesses. Questions were asked and answered.

Partner Updates: Mr. Bartelme provided highlights of the partner updates. The AADL temporarily suspended vestibule services due to a spike in COVID-19 cases, and their Tiny Expo is being held online. Ms. Hall reported that the Lurie Terrace closing has been delayed until early 2021. TheRide continues to adjust its routes to meet the needs of the public. Ridership remains at 20-25% of pre-COVID levels. The Planning Commission continues to press for private developments to include affordable housing and sustainability elements whenever possible. A tiered approval system is being discussed for smaller projects to shorten approval timeline and modify how responsibility for infrastructure is addressed. Ms. Thomson reported that the State Street improvements project has been moved to 2022 to allow for comprehensive public engagement next year. She also shared that the DDA is sponsoring a collaborative effort by the four downtown associations to promote downtown businesses during the holidays; the new showyourlovea2.org site and video went live today. Linh Song joined the Committee as the second City Council representative. City Council voted

to encourage a new transit-oriented development zoning strategy along key transit corridors. Questions were asked and answered.

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

**8D. SUBCOMMITTEE REPORTS – FINANCE**

Mr. Guenzel said that the November and December Committee meetings were cancelled. The next Finance Committee meeting is scheduled for Thursday, January 28 at 9am.

**8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE**

Executive Director Search Update: Ms. Letaw said the Committee received eight (8) responses to the DDA's Executive Director search firm RFP; four firms were selected for interviews. The Committee anticipates bringing a recommendation to the January Board meeting.

DDA Office Lease: The DDA office lease expires in June 2021. Staff recommended and the Committee agreed to staff approaching the building owner about a one-year lease to allow time before researching options for a permanent future lease.

Ms. Letaw said the Committee also reviewed the agenda for today's meeting.

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

**9. NEW BUSINES**

None.

**10. OTHER AUDIENCE PARTICIPATION**

None.

**11. ADJOURNMENT**

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

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

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

**Nays: None**

**Absent: None**

**The motion was approved.**

The meeting adjourned at 1:00 pm.

Respectfully submitted,  
Maura Thomson, Interim Executive Director