

**Ann Arbor Downtown Development Authority Informational Meeting  
Wednesday, January 6, 2021 at 12:00 pm**

Place: Virtual Meeting: Zoom link: <https://us02web.zoom.us/j/86438434027>  
Phone: 877-853-5257 Meeting ID: 864 3843 4027 Passcode: 493208

Time: 12:00 Noon

**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. Bartelme 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 provided an update on the fir tree the Community Commons Initiating Committee planted last month near the Library Lane elevator. The group has established a website where the community may share opinions, feedback and ideas.

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

Mr. Kaplan said that Mr. Haber attended the meeting, sharing information on the Community Commons Initiating Committee's activities. The CAC members expressed interest in learning more

as specific plans are developed and recommended the Commons Initiating Committee reach out to the AADL.

<b>5. DDA MEMBER COMMUNICATIONS</b>
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None.

<b>6. EXECUTIVE DIRECTOR REPORT</b>
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Ms. Thomson announced that Mr. Jonathan Massey has been appointed by the Mayor and City Council to fill the DDA Board vacancy. Mr. Massey is a downtown resident and UM Professor and Dean of the A. Alfred Taubman College of Architecture and Urban Planning. Mr. Massey will be joining as of the February Board meeting.

Ms. Thomson shared that the First Street Bikeway was named to a Top 10 list of projects for 2020. She thanked the board for its leadership in supporting and approving the People-Friendly Streets Projects, Phase 1 & 2. She thanked Amber Miller for her continued commitment to collaboration with City staff and the community and, her dedication to excellence in the design and implementation of projects, such as the bikeway, that benefit the whole community.

GetDowntown is collaborating with the area associations for a virtual Conquer The Cold program this year. Participants may collect badges and prizes for shopping trips, carryout food orders, etc.

The Swisher 2020 Year-end Vacancy report has been released. Staff will forward a copy to the Board.

<b>7. APPROVAL OF MINUTES</b>
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**Mr. McKinnon moved and Mr. Guenzel seconded a motion to approve the December minutes.**

**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.**

<b>8A. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS</b>
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**Downtown Pilot Project Report:** Ms. McFarland provided a summary of the Committee's discussion of the pilot project report. The project measurably improved safety, access, and non-motorized use with 73-81% of respondents who used a specific pilot project reporting that it improved their experience biking and walking downtown. Bicycle traffic increased dramatically at all pilot locations. During a 3-day collection period, over 4,649 bicycle trips were recorded at 13 different locations. The temporary street changes reduced speed at nearly all pilot locations by 1-6 mph; reducing the likelihood of a severe/fatal crash. The key lessons learned included recognizing

temporary measures are not as effective as permanent implementations and the use of construction barrels and cones can be confusing and not intuitive. It was noted while the pilots slowed traffic, several locations needed to be reduced further to fall within the safe and legal speed limit. Community engagement needs to be broadened with a focus on a shared understanding of community values. Polarization within community dialogue was a challenge noted. Project goals were met with an increase in physical distancing and COVID-19 safety, reinforcement of DDA core values for street projects and gaining insights that will inform future design/projects.

**Ashley Street Project Update:** Ms. Dieck stated that the contractor estimates a March 15-July 15 construction timeline for the current scope. The team is investigating winter work to allow for a shorter construction season this spring and summer. Pre-pandemic, building owners strongly supported filling underground vaults, which shaped the project scope. Staff are reaching back out and understand that owners' circumstances may have changed due to the current environment. Adjustments to the project scope will be made as needed, should some building owners choose not to fill in their vaults at this time.

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

The next Capital Improvements Committee meeting is scheduled for Wednesday, January 20 at 11 am.

<b>8B. SUBCOMMITTEE REPORTS – OPERATIONS</b>
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Mr. McKinnon reported that the December Committee meeting was 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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**UM Discussion:** Mike Rein, Director of Community Relations for UM spoke of the University's pandemic response to-date. UM maintained contact with Michigan Department of Health and Human Services (MDHHS), Washtenaw County Health Department and the City. In-person classes resumed in August with a planned semester end date of Thanksgiving and when there was an increase in COVID cases, UM shifted all but the Graduate and Health Services' classes to online for Winter term following MDHHS guidelines. UM plans to resume in-person classes in Fall 2021. All but a few construction projects have been placed on-hold due to the pandemic. UM has plans for future development of student residence halls on the former Fingerle Lumber lot and renovation of the Northwood housing area. The Committee asked how to more actively involve UM students and faculty in DDA project related public engagement. Mr. Rein noted existing collaboration and communication with DDA staff but will provide student government and council contacts to the DDA for public engagement outreach opportunities. Mr. Rein will attend next week's AH/ED Committee meeting to share this update with our Partners.

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, January 13 at 9:00 am (with Partners).

**8D. SUBCOMMITTEE REPORTS – FINANCE**

Ms. Klopf reported the December Committee meeting was cancelled. The next Finance Committee meeting is scheduled for Thursday, January 28 at 9am at which time the first draft of the FY 2022 budget will be presented.

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

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

**RESOLUTION APPROVING THE SELECTION OF GovHR USA LLC TO CONDUCT SEARCH FOR THE NEXT DDA EXECUTIVE DIRECTOR**

Whereas, DDA Bylaws set forward that the DDA Executive Committee may make recommendations to the Board and shall perform such other duties as specified by the Board;

Whereas, In September 2020 the DDA Board authorized its Executive Committee, with such board and staff input as may be useful, to carry out tasks relating to this selection process;

Whereas, The Executive Committee oversaw the distribution of an RFP soliciting proposals from executive search firms interested in assisting the DDA with its search, reviewed the eight responses and interviewed four firms;

Whereas, After contacting references, and after much consideration, the Executive Committee recommends the DDA approve the selection of GovHR USA LLC at a fee equal to \$24,500 to manage the search process for the next DDA Executive Director;

RESOLVED, The DDA approves the selection of GovHR USA LLC at a fee equal to \$24,500 to assist the DDA with its search process for the next DDA Executive Director.

RESOLVED, The DDA Chair and Interim Executive Director are authorized to sign documents associated with this approval, including a detailed scope of work.

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

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

**Nays: None**

**Absent: None**

**The resolution was approved.**

Ms. Letaw asked for a motion and a second on a resolution brought forward by the Executive Committee. **Ms. Klopf moved and Mr. Crawford seconded the following resolution:**

**RESOLUTION TO DIRECT THE DISBURSEMENT OF ACCRUED INTEREST HELD IN ESCROW AGAINST THE 2001 MORTGAGE 100 S. FOURTH AVENUE BUILDING (COURTHOUSE SQUARE APARTMENTS)**

Whereas, In 2000 the DDA received a request from First Centrum LLC for financial assistance to help them rehabilitate their 100 S. Fourth Ave building, including making roof repairs and replacing two elevators;

Whereas, The building had been a former hotel, and once renovated and renamed Courthouse Square Apartments, the building contained 116 affordable housing units for people over the age of 55, including some units at 50% and 60% AMI;

Whereas, In response to the request from First Centrum, in October 2000 the DDA provided \$100,000 to this project in the form of a 6% interest loan and in August 2001 a mortgage was filed (liber 4059) against the property as repayment assurance;

Whereas, in December 2013 Courthouse Square Acquisitions, LLC purchased the property and was assigned the mortgage and note by consent of the DDA;

Whereas, In December 2020 Courthouse Square Acquisitions requested that the DDA discharge this mortgage to allow a property closing to go through, and also asked the DDA to consider the waiver of the \$116,000 of interest that has accrued on the loan, either in whole or in part;

Whereas, As consideration for the DDA's agreement to discharge the Mortgage and enable Courthouse Acquisitions to proceed to closing, Courthouse Acquisitions did deposit \$216,000 into an escrow account held by Liberty Title Agency, Inc., prior to the date of closing, which represents the sum of the principal amount of \$100,000 and the interest accrued thru December 31, 2020 of \$116,000;

Whereas, \$100,000 of the escrowed funds, being the principal portion, was distributed to the DDA upon closing and the mortgage was thereupon discharged;

Whereas, The terms of the escrow agreement call for the disbursement of the remaining \$116,000, being the accrued interest portion, to be directed by the DDA Board;

Whereas, The Executive Committee recommends that the DDA Board direct Liberty Title Agency to disburse \$ xxxxxxxx of the accrued interest held in escrow to Courthouse Square Acquisitions, and to disburse any remaining funds to the Ann Arbor Downtown Development Authority.

Resolved, The DDA Board directs Liberty Title Agency to disburse \$xxxxx to Courthouse Square Acquisitions, and to disburse any remaining funds to the Ann Arbor Downtown Development Authority; and authorizes the DDA Executive Director to execute any necessary documentation.

Prior to the vote on the resolution, Mr. Bartelme and Ms. Dieck recused themselves. Questions were asked and answered regarding the resolution.

**Mr. Narayan moved and Mr. Crawford seconded a motion to postpone a vote on the resolution and move it to the Finance Committee for further discussion.** A voice consent vote showed a mix of votes. Ms. Letaw called for a roll call vote.

**A roll call vote on the motion to postpone a vote on the resolution and move it to the Finance Committee for further discussion showed:**

**Ayes:** Crawford, Guenzel, McFarland, McKinnon, Narayan

**Nays:** Kinley, Klopf, Letaw

**Absent:** Kim

**Recused:** Bartelme, Dieck

**The motion was approved.**

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

The next Executive Committee is scheduled for Wednesday, February 3 at 11:00 am.

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

<b>10. OTHER AUDIENCE PARTICIPATION</b>
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Mr. Honeyman raised questions regarding the Wickfield Properties resolution and hopes they will be addressed at the Finance Committee meeting.

Mr. Haber said that perhaps the accrued interest funds in the Wickfield Properties resolution could be used in some way for the Center of the City initiative.

<b>11. ADJOURNMENT</b>
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**Mr. McKinnon moved and Mr. Narayan seconded the motion to adjourn.**

**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.**

The meeting adjourned at 12:55 pm.

Respectfully submitted,  
Maura Thomson, Interim Executive Director