

City of Ypsilanti
Downtown Development Authority

Board of Directors Meeting

Thursday, February 17, 2011 – 8:00 a.m. Approved Minutes (K.H & B.B)
Spark East 215 W. Michigan Ave, Ypsilanti

- I. Call to Order:** Vice-chair Coleman called the meeting to order at 8:05 a.m.
- II. Roll Call:** Barnes, Coleman, Daniels, S. French, Greden, Hill, Karnopp, Maurer, Penet*, Schreiber**
* Arrived at 8:28 a.m.
** Arrived at 8:08 a.m.
Members Absent: L. French, Greff and Wheeler
Others Present: Leonardo Christian; Ypsi News
Tim Colbeck; DDA Executive Director
Jessica de Blacam; DDA Staff
Dave Heikkinen; Heikks Apparel and Promotions Vice-chair
Sam Shihadeh; Cross Street Group
Pete Murdock; Ypsilanti City council Member
- III. Approval of Agenda:** Daniels motioned to approve the agenda; Hill supported and it passed unanimously.
- IV. Approval of Minutes:** Greden motioned to approve January 20, 2011 minutes; Maurer supported and it passed unanimously.
- V. Audience Participation:** None
- VI. Staff Report/Financial Report:** T. Colbeck reviewed the reports.
- VII. Standing Committee Reports**
Design: Daniels reported that the committee reviewed several proposals for hanging baskets and planter designs for the districts. The committee decided to accept design suggestions provided by Nature's Garden Center. Staff was directed to confirm that if materials were purchased from Nature's Garden Center that we can select specific colors of flowers and that the baskets can be stored during the Cross St. Streetscape project construction period if necessary.
Daniels stated that staff received an updated quote from Vital Signs that indicated additional work will be required to complete the updating of the Depot Town business directory/kiosk. This will increase the original quote by \$200. The proposed increase will still fall into acceptable budget and purchasing guidelines. The committee recommended that staff proceed with the work pending approval of the additional funds from the Board Chair.
Daniels informed the Board that Committee member Hill presented a proposal for the DDA to create a new program that would assist property owners and/or businesses with painting front and rear facades of businesses. Staff was requested to research similar programs in other communities and report at the next committee meeting.
Staff reported that the DDA has been approached by Sarah Pressprich of the AATA to discuss landscaping improvements for the Ypsilanti Transit Center (YTC). They have expressed a willingness to pay for the installation of landscaping and site furnishings

for the YTC and are looking for the DDA's input on the design. Staff will schedule a meeting with the AATA and report back to the committee.

Resolution Approving the Advertising of a Request for Proposals for Downtown and Depot Town Streetscape Maintenance Services: Daniels reviewed the resolution and motioned to approve it; K. Maurer supported and it passed unanimously.

Resolution Approving the Purchase of Seasonal Plantings: Daniels reviewed the resolution and motioned to approve it; S. French supported and it passed unanimously.

Economic Restructuring: Barnes provided an update. He reported that Kyle DeBord will be replacing Shamar Herron as SPARK East manager and also as an Economic Restructuring Citizen-at-Large member. Barnes stated that the committee reviewed their work plan and briefed the Board on the West Cross Street Building Rehabilitation & Façade Improvement Round I stating that both 701 W. Cross/Tower Inn and 515-17 W. Cross/Crossroads Bar and Grill have not begun work. Yiannis Christodoulou the owner of 515-17 W. Cross has been out of town but is anxious to begin work. The E.R committee is waiting for Rois Savvides with Tower Inn to provide an updated renovation list, since the project will be scaled back, for the committee to review to ensure that the renovations will fall under the goals of the grant. Work has begun on 729-35 W. Cross with the goal of being completed by September 2011.

Barnes informed the Board that the ELG has allocated \$15,000 for a second round of building rehabilitation grants with the stipulation that the DDA would match the funds. He outlined a tentative timeline for the second round of grants:

- March: The committee will review the application during March's committee meeting for any additional amendments for approval during March DDA Board meeting.
- April: Staff will market the application to the 500-800 section of West Cross.
- June: Staff would review and forward the applications to the E.R committee members for the June committee meeting for a recommendation to the DDA Board, unless more information is needed, for approval of grant awardees at June 16, 2011 Board meeting.
- Barnes reviewed the resolution approving matching ELG's \$15,000 for a second round West Cross Commercial Building and Rehabilitation Program and motioned to approve the resolution; L. Greden supported and it passed unanimously.

Resolution Approving Matching Washtenaw County Eastern Leaders Group \$15,000 for West Cross Commercial Rehabilitation Program Round II. Barnes reviewed the resolution approving matching ELG's \$15,000 for a second round West Cross Commercial Building and Rehabilitation Program and motioned to approve the resolution; Greden supported and it passed unanimously.

Organization: S. French provided an update stating that the Organization Committee has not meet since the last Board meeting however it would like to formalize the DDA 2010-2011 and 2011-2012 work plan. S. French reviewed the work plan projects with the board. K. Hill motioned that work plan be approved with the parking study be removed from it seconded by Barnes. The board members engaged in discussion if the parking study would be an obligation if it is in the work plan. Coleman called for a roll call vote to approve the work plan with the parking study removed:

Ayes: Members Karnopp, Penet, Hill, Maurer and Barnes

Nays: Members Daniels, Schreiber, S. French and Greden

The work plan was approved as amended.

Promotions: D. Heikkinen provided an update stating that Carolyn McKeever and Pattie

Harrington have been working on the design and layout of a new business brochure and map. It will be an extension of the existing Depot Town brochure to include the entire DDA. The Promotions Committee set an April 15, 2011 deadline to have brochures printed. The CVB has stated that they will offer financial support for the project.

D. Heikkinen stated that L. French and DDA staff meet with Cam at Freeman Bunting to discuss non-profits organization's events being covered under the DDA insurance. Cam stated that the DDA could sponsor 5-7 small events and it would cost approximately \$100 per event. The Promotions Committee recommends that the cost would be split between the Promotions Committee, 75%, and the event organizer, 25%.

D. Heikkinen stated that the Committee will be investigating hiring a PR firm since it was highlighted in the Blue Prints study.

Resolution Approving the Creation of a Non-Profit Special Events Insurance Policy: D.

Heikkinen reviewed the resolution and K. Hill motioned to approve the resolution; J.

Karnopp supported and it passed unanimously.

VIII. Ad Hoc Committee Reports

Parking Study Ad Hoc Committee Update: T. Colbeck stated that 10 RFPs were received and were forwarded to the AD-Hoc committee to review and for a recommendation at April's monthly Board meeting.

IX. Old Business: None

X. Future Business: None

XI. Reports From Other Boards and Commissions

Riverside Arts Center: Mayor Schreiber stated that he attended his first RAC meeting and that Don Lapnow is now the RAC Chair and stated that each of the Board members bring a specific skill set that is beneficial to the organization.

Friends of the Ypsilanti Freighthouse: B. Penet provided an update stating that the FOFH have started to pay the City back for construction overruns and has been a lot of requests for wedding receptions. B. Penet stated that the next stage for getting the Freight House operational is 2 ADA bathrooms, great hall repairs and minor kitchen work.

XII. Announcements/Comments: S. French stated that Harvest Kitchen a local food dispensary that provides complete meals for its members will be opening in the former Queen of Heart Bakery in Depot Town. T. Colbeck stated that B-24's is now open in the former Bombadill's space. J. de Blacam stated that there will be a tour of properties for lease/sale Friday, February 25 in the afternoon that is open to any interested parties.

Public Participation: L. Christian stated that there have been several inquiries into the former Club 13 and Savoy.

XIII. Adjourn: S. French motioned to adjourn the meeting at 10:03 a.m.; D. Daniels supported and it passed unanimously.