

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, July 21, 2011 – 8:00 a.m.
SPARK East 215 W. Michigan Ave, Ypsilanti**

Agenda

I. Call to Order

II. Roll Call

Robert M. Barnes	P	A	Rene Greff	P	A
John Coleman	P	A	Leigh Greden	P	A
Darryl Daniels	P	A	Kevin Hill	P	A
Amanda Edmonds	P	A	Karen Maurer	P	A
Linda French	P	A	Paul Schreiber	P	A
Sandee French	P	A	Dave Wheeler	P	A

III. Approval of Agenda p. 1 & 2

IV. Approval of Minutes – May 19, 2011 (X)* p. 3-6

V. Approval of Minutes – June 16, 2011 (X)* p. 7-9

VI. Audience Participation (3 minutes each)

1. _____
2. _____
3. _____
4. _____
5. _____

VII. Staff Report/Financial Report (X) p. 10-12

VIII. Standing Committee Reports

1. Design (Darryl Daniels)
 - Corner Health Maintenance Agreement (X) p. 13-16
2. Economic Restructuring (Bob Barnes)
3. Organization (Sandee French)
 - Resolution to Approve the Selection of a Website Redevelopment Contractor (X)* p. 17-18
 - Resolution to Adopt Changes to Procedures on Entering and Voting on Resolutions (X)* p. 19-20
 - Resolution to Approve the Executive Director Attending the Michigan Economic Developers Association Conference (X)* p. 21
 - Resolution to Reserve the Month of February for No YDDA Board or Committee Meetings (X)* p. 22

4. Promotions (Linda French)

- Resolution to Provide Fall Decorations/Cornstalks to YDDA Businesses in the Fall (X)* p. 23-24
- Resolution to Adopt Criteria for Event Sponsorship/Funding Requests (X)* p. 25-26

IX. Ad Hoc Committee Reports

X. Old Business

1. Board Member Attendance Requirements and Procedures

XI. New Business

XII. Proposed Business

1. 200 Block W. Michigan Ave. Dumpster Service Extension

XIII. Reports From Other Boards and Commissions

- Riverside Arts Center (Paul Schreiber)
- Friends of the Ypsilanti Freighthouse

XIV. Announcements/Comments

XV. Public Participation

XVI. Adjourn Regular Board Meeting and Closed Meeting to Follow Immediately

Key: (*) = items requiring Board action (X) = documents attached in board packet

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, May 19, 2011 – 8:00 a.m.
Spark East 215 W. Michigan Ave, Ypsilanti**

Draft Minutes

- I. Call to Order:** Chair Wheeler called the meeting to order at 8:06 a.m.
- II. Roll Call:** Coleman, Daniels, S. French, Greff, Greden, Hill, Karnopp, Maurer, Mayor Schreiber and Chair Wheeler.

Members Absent: Barnes, L. French and Penet.

Others Present: Leonardo Christian; Ypsi News
Tim Colbeck; DDA Executive Director
John Cool; Red Rock BBQ
Linda Cool; Red Rock BBQ
Jessica de Blacam; DDA Staff
John Donegan; EMU
Sam Shihedeh; Cross Street LLC
Scott Storrar, EMU
Amy Nolff; EMU
Pete Murdock; City Council

- III. Approval of Agenda:** K. Hill motioned to add funding requests for Growing Hope, Elvis Fest and Art Walk to the agenda; K. Maurer supported. K. Hill, K. Maurer, J. Karnopp, and P. Schreiber voted in favor to amend the agenda and R. Greff, D. Daniels, J. Coleman, S. French, and L. Greden voted against. The motion failed. The Board engaged in discussion on how funding requests are made and it was decided that these requests should be vetted through the Promotions Committee and returned to the board.

J. Coleman motioned to approve the agenda as submitted; D. Daniels supported and it passed unanimously.

- IV. Approval of Minutes – April 21, 2011:** L. Greden motioned to approve the minutes; K. Hill supported and it passed unanimously.
- V. Audience Participation:** J. Cool stated that he had received notice that the DDA will no longer be servicing the dumpster behind the 215 block of Michigan Avenue as of June 30th and requested that the timeline be extended so that the affected businesses can make alternate arrangements.
- VI. EMU Wayfinding Presentation:** Amy Nolff gave a presentation on the new wayfinding system that will be installed on the EMU campus. She stated that installation will begin in the middle of June on EMU's main campus and as funds become available extended to the COB and throughout the City.
- VII. Staff Report/Financial Report:** T. Golbeck reviewed the reports.

VIII. Standing Committee Reports

Design: Darryl Daniels provided an update stating that the committee approved a façade grant program with a maximum grant award be 50% of eligible project costs not to exceed \$2,500. The dollar amount the committee recommends is \$20,000 for Downtown, and \$10,000 each for Depot Town and W. Cross/Campus Town.

The Board engaged in discussion on the proposed program and to approve the program as amended by R. Greff and supported by K. Maurer to add a requirement of signage recognizing the DDA financial help with the individual projects.

Resolution to Create and Fund a YDDA Façade Improvement Program: Daniels motioned to approve the resolution; Hill supported and the Board engaged in discussion. L. Greden motioned to amend Section 4 of resolution to reduce maximum grant award to 25% of eligible project costs not to exceed \$2,500; R. Greff supported. D. Daniels, J. Karnopp, L. Greden, P. Schreiber, and R. Greff voted in favor and K. Hill, J. Coleman, S. French, and K. Mauer voted against. The motion to amend the resolution passed.

L. Greden motioned to amend Section 3 of resolution to reduce dollar amount of district funds by 50%; providing \$10,000 for Downtown, and \$5,000 each for Depot Town and W. Cross/Campus Town; R. Greff supported. R. Greff, P. Schreiber, S. French, and L. Greden voted in favor and K. Hill, J. Karnopp, D. Daniels, J. Coleman, and K. Mauer voted against. The motion to amend the resolution did not pass.

P. Schreiber motioned to re-vote on the amendment to Section 4 of the resolution reducing maximum grant award to 25% of eligible project costs not to exceed \$2,500; J. Coleman supported. K. Hill, J. Karnopp, J. Coleman, K. Mauer, and P. Schreiber voted in favor and R. Greff, L. Greden, S. French, and D. Daniels voted against. The motion to re-vote passed.

P. Schreiber motioned to amend Section 4 of resolution to return maximum grant award to 50% of eligible project costs not to exceed \$2,500; J. Coleman supported. K. Mauer, K. Hill, J. Karnopp, J. Coleman, and P. Schreiber voted in favor and L. Greden, S. French, R. Greff, and D. Daniels voted against. The motion to rescind the previous amendment passed.

D. Daniels motioned to approve the resolution as presented; K. Hill supported. J. Coleman, J. Karnopp, K. Hill, K. Maurer, L. Greden, and P. Schreiber voted in favor and D. Daniels, R. Greff, and S. French voted against. The motion passed.

D. Daniels stated that the committee reviewed a request from the City Manager to support the proposed street resurfacing on E. Cross from Huron to River not including the bridge. The City's initial engineering estimate for the project was \$211,000 and they are requesting the YDDA provide \$40,000 towards the project.

Resolution to Provide \$40,000 in Funding for the Proposed Resurfacing of E. Cross St: D. Daniels motioned to approve the resolution; S. French supported. The Board engaged in discussion. R. Greff motioned to amend the resolution to state that the DDA will fund up to 25% not to exceed \$40,000 of the project and will include signage recognizing DDA financial help with the project, the amendment was approved by D. Daniels. D. Daniels, S. French, R. Greff, L. Greden, K. Hill, J. Karnopp, K. Maurer, and P. Schreiber voted in favor, J. Coleman voted against, the motion passed.

Economic Restructuring: K. Maurer provided an update on the W. Cross St. Building Rehabilitation & Façade Improvement Grant – Rd. I, she that all three of the awardees have signed contracts committing to complete the work on their projects. Work has already begun on 735 W. Cross (former Campus Drugs). Work should begin shortly on both 701 W. Cross (Tower Inn) and 515 W. Cross (former Magazine Rack).

W. Cross St. Building Rehabilitation & Façade Improvement Grant – Rd. II: Staff has begun marketing the program to the public and applications will be due on June 27th. The committee will review the applications in July with the goal that recommendations can be given to the full Board in July as well.

K. Maurer stated that a second property tour is being scheduled for the afternoon of Friday, June 3. She also stated that Dave Strenski will be presenting at the next E.R meeting on the benefits of solar power and the credits that are available to make it an economically viable option for property owners in the DDA.

Organization: Sandee French provided an update stating that committee reviewed a collection of documents accumulated over the last year in reference to the YDDA's history in redeveloping the Riverside Arts Center, amount of YDDA funding that has been invested in the property, the current lease between the YDDA and the RAC Foundation, the status of the proposed office relocation to the RAC, and a listing of other available space in the downtown that could host our office.

The committee decided that the proposed office relocation would be tabled for now and a motion was made to form a working group that consists of two YDDA and two RAC Foundation board members to create dialog between our organizations and to become more aware of each organization's finances and mission and look for opportunities to partner. The motion also requires the YDDA to start scheduling our regular committee meetings at the RAC.

Resolution to Create Partnership Opportunities between the YDDA and the RAC

Foundation: S. French motioned to approve the resolution; L. Greden supported. J. Coleman, D. Daniels, and S. French voted in favor, K. Hill, J. Karnopp, R. Greff, P. Schreiber, K. Maurer, and L. Greden voted against. The resolution did not pass.

S. French stated that a brief discussion was held on the possible date of the next board retreat. It will be scheduled for sometime in September and that staff will start soliciting board members for good dates.

P. Schreiber stated that he would like the Board to consider the following changes in how we enter and vote on resolutions:

- Allowing resolutions to come before the full Board although they had not been vetted through committee if 2/3 of the members vote to add the resolution to the agenda.
- Committees get more direction form the Board.
- Committees do not need a quorum to make a recommendation to the full Board.
- Resolution coming from Committee should be written by staff and approved by the committee.
- Number of members need to pass a resolution.

D. Daniels motioned to send the recommendation to the Organization committee to be reviewed; K. Hill supported and it passed unanimously.

Promotions: No report was given because there was not a quorum at the last meeting.

IX. Ad Hoc Committee Reports: None

X. Old Business: None

XI. New Business: The board discussed giving an extension on the deadline for the YDDA to quit servicing the dumpster located in the alley of the south 200 block of W. Michigan Avenue. K. Maurer motioned to extend the dumpster timeline for 3 months to allow businesses time to explore their options; J. Karnopp supported. R. Greff offered a friendly amendment of extending the time until only August 31, 2011, K. Maurer and J. Karnopp approved and it passed unanimously.

Mayor Schreiber also suggested a discussion of an easement between property owner and DDA for the dumpster operations goes through the Design Committee.

XII. Reports From Other Boards and Commissions

Riverside Arts Center: Mayor Schreiber stated that there was not a RAC Board meeting but he did attend a fundraiser and there was a great turnout.

Friends of the Ypsilanti Freighthouse: No update was given.

XIII. Announcements/Comments

Chair Wheeler stated that he sold Utilities Instrumentation Services and hopes the new owner will grow the company.

XIV. Public Participation

J. Cool stated that he was appreciative that we was allowed to speak and is encouraged that the YDDA is very business friendly.

XV. Adjourn: R. Greff motioned to adjourn the meeting at 9:56 a.m.; K. Hill supported and it passed unanimously.

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, June 16, 2011 – 8:00 a.m.
Spark East 215 W. Michigan Ave, Ypsilanti**

Draft Minutes

- I. Call to Order:** Chair Wheeler called the meeting to order at 9:15 a.m.
- II. Roll Call:** Barnes, *Coleman, L. French, Greden, Hill, **Schreiber and Chair Wheeler
* Arrived at 9:15 a.m.
**Arrived at 8:40a.m.

Members Absent: Daniels, S. French, Greff, Karnopp, Maurer and Penet.

Others Present: Jake Albers; DDA Intern
Leonardo Christian; Ypsi News
Tim Colbeck; DDA Executive Director
Jessica de Blacam; DDA Staff
Tammie Tischler; DDA Attorney
Pete Murdock; City Council

- III. Approval of Agenda:** L. Greden motioned to amend the agenda to move Section VII pt. 4 to precede Section IV (Approval of Minutes); L. French supported and it passed unanimously.

Promotions: L. French provided an update stating that the committee recommends sponsoring the 2011 Elvisfest with a contribution of \$1,000; citing that the community economic impact and the transition of the organization of Elvisfest warranted such a contribution despite Elvisfest being a paid ticket event.

Resolution to Sponsor the 2011 Elvisfest: L. French motioned to approve the resolution as presented; L. Greden supported with K. Hill, P. Schreiber, L. French, L. Greden, and J. Coleman in favor, B. Barnes opposed, the motion passed

L. French stated that the committee recommends sponsoring the 2011 Downtown Ypsilanti Farmers Market with a contribution of \$1,000 from Downtown TIFA reserves. L. French indicated that the increased foot traffic helps the safety perception and the access of healthy foods is important to the community. Additionally, the Downtown Farmers Market provides both a positive economic impact and a stabilizing factor in the Downtown. The Board engaged in discussion of reducing the funding for Downtown Ypsilanti Farmers Market based on the size of the event as well as the frequency in which funding is requested.

Resolution to Sponsor the 2011 Downtown Ypsilanti Farmers Market: J. Coleman motioned to amend Section 1 of resolution to reduce funding to \$250.00 for Downtown Ypsilanti Farmers Market; K. Hill supported. P. Schreiber, L. Greden, L. French, and J. Coleman voted in favor and R. Barnes voted against. The motion to amend resolution passed. L. French motioned to approve resolution as amended; L. Greden supported, J. Coleman, L. French, L. Greden, K. Hill and Mayor Schreiber voted in favor, B. Barnes opposed, and the resolution passed.

L. French stated that the committee approved a resolution to sponsor the 2011 ArtWalk with a contribution of \$350.00 from the Depot Town, Campus Town and Downtown TIFA reserves. L. French continued that in 2010 the YDDA sponsored the ArtWalk for the same amount and received a 1/3 page ad in their arts guide. Additionally, nine Ypsilanti based galleries/studios participated including four located within the YDDA district.

Resolution to Sponsor the 2011 ArtWalk: L. French motioned to approve the resolution as presented; L. Greden supported. Board members voted unanimously against, the motion did not pass.

YDDA staff presented the board with the latest draft of the Ypsilanti Brochure. Upon completion, the brochure will be available at EMU, Ypsilanti Convention and Visitors Bureau, and other destinations.

IV. Approval of Minutes – May 19, 2011: L. Greden motioned to postpone approval of May 19, 2011 minutes in order for DDA staff to include all motions regarding Resolution to Create and Fund a YDDA Façade Improvement Program until July 21, 2011 Board Meeting; K. Hill supported and it passed unanimously.

V. Audience Participation: None

VI. Staff Report/Financial Report: T. Colbeck reviewed the reports.

VII. Standing Committee Reports

Design: T. Colbeck provided an update stating that the committee approved a maintenance and utility billing agreement between the YDDA and Corner Health for new exterior mural lighting. Corner Health Center has agreed to pay for the installation of the new lighting as well as any maintenance and utility charges in perpetuity. The resolution was offered by K. Hill and supported by L. French.

Resolution to Create a Maintenance and Utility Billing Agreement between the YDDA and Corner Health for New Exterior Mural Lighting: K. Hill motioned to approve the resolution as presented; L. French supported and the resolution passed unanimously.

T. Colbeck provided an update stating that Sara Pressprich is upgrading the AATA Façade Program; which will enhance downtown with no cost to the YDDA.

Economic Restructuring: B. Barnes provided an update on the YDDA Façade Improvement Program; stating that the owners of Fantasy Attic have submitted an application for approval.

B. Barnes stated that 3 projects have started as a result of Rd. 1 of the W. Cross St. Building Rehabilitation & Façade Improvement Grant. The 3 projects are near 50% complete. B. Barnes continued by stating that zero applications have been received for Rd. 2 of the W. Cross St. Building Rehabilitation & Façade Improvement Grant.

Organization: T. Colbeck provided an update stating that 2 prospects are left for the website redevelopment. Final recommendations will be made during the July Organization Committee meeting.

VIII. Ad Hoc Committee Reports: None

IX. Old Business: None

1. New Business

Board Member Attendance Requirements and Procedures: The Board members and Tammie Tischler engaged in discussion of the procedure that is required. It was decided that Chair Wheeler would notify the members that have exceeded the maximum absentee requirement and would be asked to respond to the violation with a written response that will be included in Julys packet and members would also be given Executive Director One Year Performance Evaluations

X. Proposed Business: None

XI. Reports From Other Boards and Commissions

Riverside Arts Center: Mayor Schreiber stated that the RAC fashion show was very successful; raising \$1,200.00.

Friends of the Freighthouse: L. French stated that watering of the rain garden will be paid for by YDDA until the flowers become established.

XII. Announcements/Comments: L. Greden announced that 735 W. Cross will be hosting a open house for community members to tour the renovation project and stated that he will forward the invitation to T. Colbeck to email the Board members.

XIII. Public Participation: None

XIV. Adjourn: K. Hill motioned to adjourn the meeting at 10:21 a.m.; B. Barnes supported and it passed unanimously.

City of Ypsilanti DDA Staff Report – July 21, 2011

Cross Street Corridor Non-Motorized Enhancement Project: Staff has continued to coordinate project details with the City, MDOT, and LaCaria Construction. The pedestrian light installation will be one of the final items scheduled. The Depot Town rain gardens and West Cross tree installation will be planted in the early fall. Working with EMU and DPS to remove and temporarily store pedestrian trash cans that were removed along W. Cross to construct the new pedestrian ramps.

We received delivery of the required inventory of light fixtures that will be installed along W. Cross St. The light fixtures that were ordered and delivered to both DPS and DTE were not the fixtures approved by the Historic District Commission. They are the lights that were originally approved during the design phase and have had all of the appropriate engineering approved by DTE in regards to lighting requirements. The YDDA and Ypsilanti Planning Department is working with the Historic District Commission to address for reconsideration.

DDA/DPS Meeting: Staff held its regular meeting with Stan Kirton of DPW to coordinate projects on Tuesday, July 12.

Broken Tree Grate: Staff was contacted by DPW regarding a broken tree grate was causing safety issues on the corner of Huron and Ferris Street. Staff coordinated with WH Cannon to replace the tree grate with a spare in the DPW yard.

Michigan Avenue Planters: Staff received a check for \$165.00 for the reimbursement of planter materials that were destroyed last fall by vandals along Michigan Avenue.

Michigan Avenue Banners: Staff coordinated with MDOT and DTE for the installation of CVB and Growing Hope banners.

YDDA Facebook Page: Staff continued to keep the YDDA Facebook page up to date with positive press stories, important YDDA updates, and links to DDA businesses and events.

City of Ypsilanti Department Heads: The E.D. continues to attend the regular department heads meeting to share updates and coordinate projects.

YDDA Financial Reports: The E.D. is continuing to work with Ruth Ann Jamnick and Marilou Uy/Fiscal

ELG: The E.D. attended the June ELG managers meeting. There was discussion on several ongoing ELG projects including the Live Ypsi partnership with EMU.

Community Marketing Presentation: The E.D. met with Community Marketing Associates staff and Ted Coutilish/EMU to discuss partnership opportunities and a proposal for public relations assistance for the Downtown.

Dumpster Management: The E.D. met with several of the stakeholders regarding the dumpster located in the south alley of the 200 block of W. Michigan Ave. to come up with a plan/agreement for the property owners to take over the waste disposal at this location. The E.D. also met with our rep from Waste Management to research possible savings we can find in our existing waste disposal services contract.

O'Neal Construction/729-735 W. Cross Open House: Staff attended an open house of the redevelopment of Ted's Campus Drugs. Met with the developer and their real estate agent and discussed how the DDA can help with placing tenants.

RAC Meeting: The E.D. met with Don Loppnow/Chair of the Riverside Arts Center Foundation to discuss relationship building and review the financial support documentation the YDDA has regarding our investments in the RAC over the years.

Washington St. Parking Lot Planning: The E.D. attended a meeting with various City staff to discuss the long term plans for the use of the Washington St. Parking Lot.

River Street Banner Replacement: Staff has been working with EMU on a proposal to remove and replace the very old Depot Town banners located on River St.

Depot Town Promotions: The E.D. attended the July Depot Town Promotions organization meeting. He discussed the ongoing streetscape enhancement project and advertised the façade grant program to the businesses in Depot Town.

YDDA Building Rehab and Façade Grants: The DDA staff has continued to market the façade program to eligible businesses.

Downtown Filming: Staff attended a meeting with AWOL site coordinators, City, Police and Fire departments to coordinate and discuss shooting locations and times. Equipment for the AWOL movie will be stored in the 2-hour parking section of the S. Huron parking lot during the last week of July, the equipment will not interfere with the permit or handicapped parking spaces. It was decided that the movie staff would be required to notify business and residents of their intentions with the parking lot and DDA staff will help coordinate.

July 2011 DDA Check Register

Revenue	Amount
14A-2 District C	\$165
TOTAL	\$165

EXPENSES

VENDOR	AMOUNT	W. CROSS	DEPOT TOW	DOWNTOWN	LINE ITEM	DISCRIPTION
Waste Manager	\$1,864.83			\$1,864.83	Waste Management	June Dumpster
TDS	\$119.08	\$16.67	\$19.05	\$83.36	Phone	May/June Phone
WH Cannon	\$3,857.14			\$3,857.14	Streetscape Maint.	June Main.
WH Cannon	\$250.00			\$250.00	Streetscape Maint.	Dumpster Cleanout
MDOT	\$2,918.49	\$1,958.23	\$960.26		Streetscape Enhance	Part A Cat. 1
Mich. ElvisFest	\$1,000.00			\$1,000.00	Special Event Cont.	2011 ElvisFest
USBS	\$28.00	\$28.00			Printing	W. Cross Grant App.
LSI	\$4,260	\$4,260.00			Streetscape Enhance	Lighting Extra Stock
Canbonite	\$59.00	\$8.26	\$9.44	\$41.30	Office Supplies	Online Backup
Staples	\$103	\$14.42	\$16.47	\$72	Office Supplies	Ink & Toner
Norton	\$92	12.91	\$14.75	\$64.54	Office Supplies	Anti-Virus
TOTAL	\$4,107.14	\$6,298.49	\$1,019.97	\$7,233.26		

MAINTENANCE AGREEMENT

This agreement is made on June ____, 2011, (the "Effective Date"), by and among The Ypsilanti Development Authority, a Michigan Public Authority ("DDA"), and the Corner Health Center ("Corner Health") a Michigan non-profit company, collectively the ("Parties").

PREMISES

WHEREAS, the DDA was created pursuant to the Downtown Development Authority Act, Act 197 of the Public Acts of 1975, as amended (the "Act") in 2009 by Ordinance adopted by the City of Ypsilanti; and

WHEREAS, the Act recognizes as essential public purposes the halting of property value deterioration and the promotion of economic growth; and

WHEREAS, the Act has expressly provided the DDA with the power and authority to implement programs and otherwise engage in activity that has the objective of accomplishing the foresaid purposes within the DDA development area in the city of Ypsilanti; and

In consideration of the foregoing premises and the mutual covenants contained in this Agreement, the DDA and Corner Health hereby covenant and agree as follows:

ARTICLE I COVENANTS

Section 101. PURCHASE AND INSTALLATION. The Corner Health shall purchase one adjustable metal halide light fixture and install the light on an existing light pole located in the N. Huron public parking lot to highlight the mural on the Corner Health building.

Section 102. MAINTENANCE. Corner Health shall maintain and keep the lighting in good condition and repair. Corner Health shall be solely responsible for all utility bills and all repairs or replacement to the lights or fixtures at its sole expense.

Section 103. Indemnification of DDA and its Agents.

a. Corner Health shall indemnify and reimburse the DDA for all reasonable costs and expenses, including reasonable attorney fees and expenses incurred in:

- (i) enforcing any obligation of Corner Health under this Agreement or any related agreement,