**City of Ypsilanti**

**Downtown Development Authority**

**Board of Directors Meeting**

**Thursday, March 15, 2018 – 8:30 a.m.**

**SPARK East**

**76 North Huron St**

**Agenda**

The **Mission** of the Ypsilanti Downtown Development Authority (YDDA) is to undertake district-wide improvements that have the greatest impact in strengthening the downtown areas and attracting new business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

1. **Call to Order**
2. **Roll Call**

Amanda Edmonds P Jelani McGadney P

Jessica French A Andrew O’Neal P

Adam Gainsley P Diana Wong A

Martha Cleary P Mark Teachout (C) P

Ben Harrington P Dieter Otto P

1. **Introductions**

Prospective City Attorney - Scott Munzel

1. **Approval of Agenda** (X)\*

Dieter Otto motioned to approve the agenda and Adam Gainsley supported the motion. The committee approved the agenda.

1. **Approval of February 15, 2018 Minutes** (X)\*

Adam Gainsley motioned to approve the February 15, 2018 meeting notes and Amanda Edmonds supported the motion.

1. **Audience Participation (3 minutes each)**

 n/a

1. **Staff Report/Financial Report** (X)

 Joe Meyers presented the staff and financial report and fielded questions.

1. **Standing Committee Reports**
	* **Operations and Finance Committee (X)\***
		+ Michigan Vintage VW Club Maple Street Lot Request (X)\*

Discussion ensued over the usage of the maple street lot on May 19, 2018 by the Vintage VW Club.

The following preamble and resolution were offered by Member Dieter Otto and supported by Member Jelani McGadney

WHEREAS, the Michigan Vintage VW Club to have a Single Car Slow Slalom in the Maple Street Lot for May 19th; and

WHEREAS, the Michigan Vintage VW Club has requested sole usage of the lot for the event in accordance with the Maple Street Lot Policy adopted at the August 17, 2017 meeting,

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. the YDDA approves the Michigan Vintage VW Club use of the Maple Street lot on May 19, 2018 for their Single Car Slow Slalom

2. Consistent with current City of Ypsilanti Event Fees and Policies the Ypsilanti District Library will be charged $250 for use of the Maple St. Lot during the event payable to the Ypsilanti Downtown Development Authority.

3. The Ypsilanti DDA will provide signage indicating the lot is closed for a private event and the Michigan Vintage VW Club will be required to provide additional security measures as they see fit.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution and the same hereby are rescinded.

AYES: Amanda Edmonds, Adam Gainsely, Martha Cleary, Ben Harrington, Jelani McGadney, Andrew O’Neal, Mark Teachout, Dieter Otto.

NAYS: None

ABSTAINED: None

YES: 8 NO: 0 ABSENT: 2 VOTE: passed

* + - Downtown Building Rehab Grant Funding Request \*

Discussion ensued over the amount of funding for grants in downtown. The current request for a grant is larger than the total we have have in funding.

Motion by Adam Gainsley supported by Jelani McGadney to increase funding in downtown grants by $1,200 and reevaluate funding as requests become available. Motion carried - Unanimous.

* + **Grants Committee**
		- Tinker Tech Building Rehab Grant Request (X)\*

 Discussion ensued over the grant request for Tinker Tech.

 The following preamble and resolution were offered by Member Adam Gainsley and supported by Member Jelani McGadney .

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants Committee is charged with supporting initiatives that enhance downtown’s physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Grants Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA Building Rehab Grant Program set aside $20,000 for grant awards for the Downtown Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Tinker Tech for interior renovations to help business locate in downtown.

WHEREAS, upon review by the Grants Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; and

WHEREAS, the work committed to from the Building Rehabilitation Grant application has not yet been completed;

 **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. YDDA Board approves the award of a Building Rehab grant as recommended by the Grants Committee.

2. The award of the grant is contingent on the applicant providing a detailed project schedule/timeline for the previously committed improvements to ensure the project is completed in its entirety.

3. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed $3,330.

4. The grant is awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: Amanda Edmonds, Adam Gainsely, Martha Cleary, Ben Harrington, Jelani McGadney, Andrew O’Neal, Mark Teachout, Dieter Otto.

NAYS: None

ABSTAINED: None

YES: 8 NO: 0 ABSENT: 2 VOTE: passed

1. **Old Business**
2. **New Business**

* + Legal Services RFQ – Scott Munzel

Discussion ensued over our legal services RFQ. Mr. Munzel introduced himself and fielded questions by the DDA Board.

Motion by Adam Gainsley, supported by Dieter Otto to recommend hiring Scott Munzel as DDA attorney. Motion Carried - unanimous.

1. **Proposed Business**
	* **DDA Board Gathering** - Joe informed the Board that we are good for April 27 at RAC. Additional information to follow.
	* **Frog Island Parking Lot Request -** Discussion ensued over the request from the city assist in funding the gathering of cost estimates for removing the recycling center and the redoing the parking lot with the extra spaces. A resolution was presented to assist in funding the cost estimate in the amount not to exceed $25,000.

The commission discussed if the resolution and request be sent to the Operations and Finance Committee.

Motion by Ben Harrington, supported by Andrew O’Neal to send the resolution to the Operations and Finance Committee. Motion carried on a roll call vote.

AYES: Amanda Edmonds, Martha Cleary, Ben Harrington, Jelani McGadney, Andrew O’Neal, Mark Teachout, Dieter Otto, Jessica French.

NAYS: Adam Gainsley

ABSTAINED: None

YES: 8 NO: 1 ABSENT: 1 VOTE: passed

1. **Staff Updates**
2. **Announcements/Comments**
3. **Public Participation**

**Next Meeting: April 19, 8:30 a.m., SPARK East, 215 W. Michigan Ave.**

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