

City of Ypsilanti
Downtown Development Authority

Board of Directors Meeting
Thursday, August 16, 2018 – 8:30 a.m.
215 W. Michigan Avenue SPARK East

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	A	Kayia Robinson	P	A
Andrew O’Neal	P	A	Danielle Milner	P	A
Adam Gainsley	P	A	Yolandia Portis	P	A
Ben Harrington	P	A	Dieter Otto	P	A

- 3. Introductions**
- 4. Election of Officers**
- 5. Approval of Agenda (X)***
- 6. Approval of June 21, 2018 Minutes (X)***
- 7. Audience Participation (3 minutes each)**
- 8. Staff Report/Financial Report (X)**
- 9. Standing Committee Reports**
- 10. Old Business**
 - a. Riverside Arts Center Parking
- 11. New Business**
 - a. Committee Appointments
- 12. Proposed Business**
 - a. Grant Application Review
 - b. First Fridays Discussion
 - c. Oktoberfest Discussion
- 13. Staff Updates**
- 14. Announcements/Comments**
- 15. Public Participation**

Next Meeting: September, 8:30 a.m., TBA

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

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Thursday, June 21, 2018 – 8:30 a.m.

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.

I. Call to Order

II. Roll Call

Amanda Edmonds	P	Jelani McGadney	A
Jessica French	P	Andrew O’Neal	P
Adam Gainsley	P	Diana Wong	A
Martha Cleary	A	Mark Teachout (C)	P
Ben Harrington	P	Dieter Otto	P

III. Introductions

Danielle from Do Better- grand opening 4-7pm TONIGHT- invite to DDA board. Attending to meet the board. Located next to Insomnia Cookies on W. Cross.

Emily Tuesday from Riverside Arts Center

IV. Approval of Agenda (X)*

Amanda asked to amend- to add DDA boundaries on the agenda.

Adam Gainsley motioned to add the amendment and approve the agenda and Ben Harrington supported the motion. The board approved the amended agenda. Motion Carried.

V. Approval of May 17, 2018 Minutes (X)*

Adam Gainsley motioned to approve the May 17, 2018 meeting notes and Jessica French supported the motion. Motion carried.

Audience Participation (3 minutes each) n/a

VI. Staff Report/Financial Report (X)

Staff asked board to please submit bios for the website. Website to be launched by next meeting. Continuing dumpster checks and bookkeeping.

New Businesses- Unicorn Feed and Supply Co. and 734 Brewing Company.

Staff spoke about the second annual Ypsi Pride, which was a huge success

Andrew O'Neal added that the Smith Furniture building is due to move in July 2nd. MAP will be taking up half of the first floor in addition to the upstairs.

City of Ypsilanti's budget was approved last week.

VII. Standing Committee Reports

- **Operations and Finance Committee (X)***

Adam Gainsley updated that the committee spoke about Maple St. lot but wants input from merchants.

Jessica French spoke about the new Depot Town Foundation which is comprised of Depot Town building owners. Building owners are being taxed by the DDA but do not have access to the lot when its reserved.

- DTF requested a vote before each rental for community.

Board agreed a vote would be too complicated.

Adam Gainsley talked about putting a policy in place and start an Ad Hoc committee focusing on depot town foundation to help create policy.

Jessica French expresses that that is a step in the right direction

Adam Gainsley suggested creating calendar and not blacking out entire days for rental.

Amanda Edmonds does not support having any certain group having a "special say" but agrees there are further policy considerations.

Amanda recommended a public google calendar.

Issues have come up since freighthouse opened as an event space.

Jessica French stated that the Maple lot was not made for for valet parking. The Freighthouse should contract with ladder company

Budget reserve fund

Staff talked about the past Terra cotta pots that were ashtrays, so the DDA is using hanging pots.

Staff proposed 20 new hanging baskets downtown to the Op/Fin committee.

We have money in budget.

Op and fin requested the request move to the board.

Amanda Edmonds motioned that DDA funds be used to install and maintain hanging flower pots along Michigan Avenue and Jessica French supports the motion.

Motion passed-- unanimous.

Amanda Edmonds urged the contractor to stop using morning glories and asks that they pull them out because they overgrow and kill other flowers in the pots.

- **Grants Committee**

Dieter Otto updates the board about the facade grant given to TinkerTech.

Adam Gainsley motioned to use funds from Downtown TIF fund to fully support this grant request and Jessica French supported the motion.

Motion passed ---- unanimous.

VIII. Old Business

V New Business

Ballard Lot-

Ballard lot (scary lot) is not in the DDA district.

Staff reports that it is not legal to purchase land outside of the DDA's district. What we can do, is expand the DDA district in West Cross.

This lot is tax exempt, it could be a new district within west cross district.

The Ballard lot is adjacent to our district and not on MDOT.

The board believes that its good to get ahead of the parking issues and fixing up the Ballard lot would show the W. Cross district that we are working for them.

This would be an opportunity to include the water tower in the district and EMU parking lot.

Jessica French stated that we should take any opportunity to build bridges with EMU and W. Cross

Amanda Edmonds pointed out that we can invest in the parking lot without owning it.

Adam Gainsley Motions to authorize staff to explore including water tower, Ballard lot, and EMU lot in a 2018 TIF District and Andrew O'Neal supported the motion

Motion passes---unanimous.

RAC Lot

Jessica French spoke about the DDA board that purchased the masonic building and RAC has been renting it for \$1 a year since the early ninetys.

Jessica French urges board to reconsider permitting after the cycle is up and to Give RAC parking free of charge. She would like to see the DDA grant free usage as a trial run until the end of the current lease.

Amanda Edmonds states that everyone who uses that lot need to pay for it and brings up similarities with the Freight House parking issues with the city.

Joe Meyers spoke about costs of maintenance and informed the board that staff is researching the history of RAC, as many different accounts have been given in the story line.

Jessica French asked for the boards temperature on this issue

Ben Harrington suggests a discount as an inkind, but not free parking.

Dieter Otto said we have interest in making sure RAC does well. Needs to look into it more.

Emily Tuesday (RAC) suggested 30 minute signs on RAC side and put permit parking on the further side with higher prices.

Andrew O'Neal insisted that we need to look at this from a landlord perspective (who generally lease out parking) and find something that is good for everyone.

Jessica French stated that we need to give RAC assurance that we will work on something.

Adam Gainsley stated that we have been discussing this in depth in the op/fin committee and during our own staff time. We are a willing partner - The lease is \$1. The DDA needs to raise parking prices and whatever rate RAC pays will be less than market rate. Not work trade.

Amanda Edmonds asked for a formal request from RAC.

Mark Teachout stressed that the DDA and RAC need boundaries with maintenance. He issues a second request to RAC stop spending money on maintenance of the lot. The DDA has contracts to maintain it.

Jessica French stated that RAC needs assurance that something will happen by new permitting cycle

Amanda Edmonds requested that staff give updated price structure on the lot and what would pricing be like for other non-profits?

In summary- No official decisions have been made. The DDA expects a formal request from RAC, and staff will continue collecting information. Staff will continue to monitor the lot as in the past.

Overall Parking

DDA has been asked to be part of city parking strategy.

Joe Meyers urged DDA to work with the city- we will have a professional strategy on how to manage our lots. DDA would pay a ½ of the parking study. There will be a request.

Jessica French spoke about RAC's cross walk and asked to put a resolution on the table to support it.

Amanda Edmonds stated that the city would need more information about safety and policy. The city wants to promote safety in crossing, but there are many crosswalks that need to be focused on, in particular on S. Hamilton St.

VI. Proposed Business

I. Staff Updates

August 14th are DDA board appointments

Mark Teachout, Jessica French, and Jelani McGadney's terms expire July 7th 2018

The board discusses meeting July's meeting to August. No meeting was scheduled for August.

Adam Gainsley motions to move July's meeting to August and Jessica French supports the motion.

Motion passes ---- unanimous.

Amanda Edmonds asks for a DDA board member to sit on Pitch Ypsi. They have monthly meetings the third wednesday 5-7pm.

Staff speaks to Mark Teachout and Jessica French and thanks them for their incredible service to the Ypsilanti DDA. Their dedication did not go unnoticed. The staff thanked them for their consistent communication and strong leadership and they will be truly missed.

II. Announcements/Comments

III. Public Participation

IV. Next Meeting: AUGUST., TBA

V.

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

City of Ypsilanti DDA Staff Report June/July 2018 --

Website: Staff continues to work with designers on the new website and it went live on August 7, 2018.

Community Outreach and Partnerships: Met with most business owners to discuss their needs and to inform them on DDA updates. Staff routinely meets with new businesses to discuss where to locate. DDA meets with First Fridays Ypsilanti on a monthly basis to discuss events and partnership.

Downtown Dumpster Management: Staff is working on collecting dumpster payments, promoting the system and conducting weekly maintenance on the enclosures. Staff met with Republic to ensure consistent pick up, and to address certain barriers.

Press/Communications: We have been working to promote new businesses and events on the DDA's Facebook Page on a regular basis. Staff continues to work with Concentrate Media on the On The Ground Program.

YDDA Bookkeeping and Budget: Staff continues to monitor the budget and make recommendations to the Operations and Finance Committee as necessary.

Streetscape Maintenance: Hanging flower baskets have been planted Downtown and new flowers were planted in downtown to make a more attractive landscape.

Grants: Staff is working with business owners to go over granting possibilities throughout the districts.

New Businesses: Common Source Acupuncture

Businesses Closing: n/a

Staff Hours for January and February

Joe – Budget preparation, meeting coordination, DDA outreach, DDA board and committee meetings, business attraction, partner meetings, marketing, website outreach - 90 Hours

Elize – Business check-ins, DDA dumpster maintenance, website site content creation, distribution, collection and processing of dumpster invoice, DDA board and committee meetings, First Fridays support and mapping, promote DDA news and businesses via social media, special projects- 150 Hours

Bonnie –social media support, mapping and website help – 12 Hours

Cindy – Available properties and social media support – 20 Hours

Nan – Budget – 10 Hours

W. Cross St. Revenue Expenses Report

8/16/18							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	
						<u>% Collected</u>	
Operating Millage (1.8282)		11,550		56		11,494	0%
TIFA		103,511		0		103,511	0%
<u>Total</u>		115,061		56		115,005	0%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	
						<u>% Incurred</u>	
Operating Costs		7,412		122		7,290	2%
TIFA Expenses		87,851		256		87,595	0%
<u>Total</u>		95,263		378		94,885	0%
<u>Revenues Over (Under) Expenses</u>		19,798		-322			
Fund Balance as of FYE June 2017*		129,793					
Projected Appropriation for FYE June 2018		19,798					
Projected Fund Balance June 2018		149,591					
*both TIF and Operating Reserves							
Unpaid Liabilities Not In Fund Balance		0					

Depot Town Revenue Expenses Report

8/16/18							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		11,550		221		11,329	2%
TIFA		103,511		0		103,511	0%
<u>Total</u>		115,061		221		114,840	100%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		5,533		98		5,435	2%
TIFA Expenses		92,639		1,534		91,105	2%
<u>Total</u>		98,172		1,632		96,540	2%
<u>Revenues Over (Under) Expenses</u>		16,889		-1,411			
Fund Balance as of FYE June 2017*		125,065					
Projected Appropriation for FYE June 2018		16,889					
Projected Fund Balance June 2018		141,954					
*both TIF and Operating Reserves							
Unpaid Liabilities Not In Fund Balance		5,000					
Ypsi Food Coop Rehab		5,000					

Downtown Revenue Expenses Report

8/16/18							
<u>Revenues</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>			
Operating Millage (1.8282)	34,244	1,865	32,379	5%			
TIFA	268,236	5,700	262,536	2%			
<u>Total</u>	302,480	7,565	294,915	3%			
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>			
Operating Costs	28,527	512	28,015	2%			
TIFA Expenses	270,849	4,897	265,952	2%			
<u>Total</u>	299,376	5,409	293,967	2%			
<u>Revenues Over (Under) Expenses</u>	3,104	2,156					
Fund Balance as of FYE June 2017*	93,040						
Projected Appropriation for FYE June 2018	3,104						
Projected Fund Balance June 2018	96,144						
*both TIF and Operating Reserves							
Unpaid Liabilities Not In Fund Balance	0						

YDDA Revenue and Expense Report

8/16/18								16% of year completed
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>		<u>% Collected</u>
Operating Millage (1.8282)		57,344		2,142		55,202		4%
TIFA		475,258		5,700		469,558		1%
<u>Total</u>		532,602		7,842		524,760		1%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>		<u>% Incurred</u>
Operating Costs		41,472		732		40,740		2%
TIFA Expenses		451,339		6,687		444,652		1%
<u>Total</u>		492,811		7,419		485,392		2%
<u>Revenues Over (Under) Expenses</u>		39,791		423				
Fund Balance as of FYE June 2017*		347,898						
Projected Appropriation for FYE June 2018		39,791						
Projected Fund Balance June 2018		387,689						
*both TIF and Operating Reserves								
Unpaid Liabilities Not In Fund Balance		5,000						
Downtown		0						
Depot Town		5,000						
West Cross		0						

	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN
Westfield Insurance	\$500.00	\$90.00	\$80.00	\$330.00
Pear Sperling Eggan & Daniels PC	\$1,008.25	\$181.49	\$161.32	\$665.45
Republic Services	\$1,737.26			\$1,737.26
Moose and Squirrel	\$2,580.45	\$129.02	\$670.92	\$1,780.51
YCUA	\$23.21			\$23.21
Enchanted Florist	\$40.99			\$40.99
Moose and Squirrel	\$1,645.00		\$1,645.00	
Total	\$7,535.16	\$400.51	\$2,557.24	\$4,577.42

LINE ITEM	DESCRIPTION
General Liability	Insurance7/3/18-7/3/19
Legal Services	
Waste Management	06/01-06/30
Streetscape	Ypsi Proud
Water	Sprinkler
Operating Expense	Welcome Flowers for Unicorn Feed & Supply
Streetscape	Hanging Baskets