

**City of Ypsilanti Downtown Development Authority**  
**Board of Directors Meeting Agenda**  
**SPARK East, 215 W. Michigan Ave.**  
**Thursday, February 21st, 2018 – 8:30 a.m.**

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.

**Call to Order**

**Roll Call**

Beth Bashert	P	Ylondia Portis	P
Kayia Hinton	P	Andrew O’Neal	P
Janette Rook	P	Danielle Milner	P
Andy French	P	Ben Harrington (C)	P
Dieter Otto	P	Jen Eastridge	P

**A. Introductions**

The committee welcomes new board member Jen Eastridge and DDA Officer Justin Taite. The room introduces themselves with their affiliations.

Also Present:

Christopher Jacobs and Elize Jekabson: DDA Staff

Joe Meyers: City of Ypsilanti Staff

Viktor Foshion: First Fridays Ypsilanti Program Coordinator

Mark Swanson: Terry Bakery

Richard Muszynski: 101 W. Michigan Ave.

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

Andy French motioned to approve the agenda and Kayia Hinton supported the motion. The board approved the agenda.

**C. Approval of January 17, 2019 Minutes (X\*)**

Andrew O’Neal motioned to approve the January 17, 2019 minutes and Danielle Milner supported the motion. Motion Carried.

**D. Audience Participation (3 minutes each) n/a**

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

- Christopher Jacobs goes over the staff report, along with the check registry and financials. Amendments are reflected in DDA expense reports given
- Meet and greet on January 28th was successful despite the bad winter storm. Ben Harrington would like to see if a quarterly meet and greet is beneficial.
- Officer Justin Taite reported complaints at the Beer Cooler, overall concerns about panhandling. Winter seems to be holding everyone at bay.

- Kayia Hinton asked Officer Taite about teenage activity and past issues with fights at the transit center. Elize Jekabson and Christopher Jacobs are attending a monthly round table that focuses on youth safety with the AAATA, and other stakeholders. The group talks about alternative solutions to policing at the transit center. Ben Harrington asks if this is a discussion other board members can attend. Yes it is.
- Ben Harrington asked staff to notify board when Officer Taite plans to attend meetings so that the board can be ready with questions if they have them.
- The board discusses expenditure for Depot Town plaza cafe lighting.

## **F. Standing Committee Reports**

### **Operations and Finance Committee**

The Op/Finance meeting had no quorum last week.

#### **First Fridays Sponsorship (X\*)**

- Viktor Foshion presented First Fridays Ypsilanti Masterpiece sponsorship ask of \$8,000 for their 2019 Season. Viktor discusses with the board the history, the platform and the goals of First Fridays Ypsilanti.
- Ylondia Portis asked about total funds for special events. After expected event funding asks from groups as First Fridays Ypsilanti, Ypsi Glow, Cider Fest, and Get Down in Depot Town, theres still about \$5,000 for sponsorship of unforeseen events. This sponsorship would not cripple the DDA's ability to sponsor others.
- Other DDA's run their own First Fridays or art walks. It is important for this DDA to support the events that the community has already created.
- The only event that the DDA sponsors routinely sponsored has been Ypsi Glow.
- *Andy French motioned to support funding First Fridays Ypsilanti \$500 from Fiscal Year 18/19, and \$7,500 from Fiscal Year 19/20. Dieter Otto supported the motion. Motion passed- unanimous.*

### **Marketing Committee**

- Ylondia Portis updated the board about the work done in the marketing committee as seen in notes.
- Ben harrington appointed Sandy Aldrich from Back Office Studio to the marketing committee.
- Andy French asked for an update on new signage in Depot Town. Christopher Jacobs responded that construction is planned for July 1 as that is the start of the fiscal year.
- Committee is to finalize design shortly.

## **G. Old Business**

### **Parking Strategy (X)**

- The parking strategy has not been released yet.
- Beth Bashert states that when it comes out, there will be a joint working session with the DDA and council.
- Public will likelly want a public engagement sessions, and the city will schedule.
- Each business district has their own needs and all needs will be addressed differently.

- Danielle Milner adds that sharing timelines would build trust and credibility to the public.
- Andy French was frustrated that the strategy has not been released yet, when it was expected in late January.
- Beth Bashert replied that the city has a history of rushing into conclusions.
- Doodle poll will be sent to council and the DDA board for a joint session meeting.

#### H. New Business

##### **101 W Michigan Grant Agreement (X\*)**

- Richard Muszynski of 101 W. Michigan Ave. is asking for an extension to start and complete work on the facade grant he received from the DDA. Mr. Muszynski was awarded \$100,000 from the DDA in the MEDC funding round in October 2018.  
Mr. Muszynski was under the assumption that he had two years to complete his project, and he received his grant agreement at the end of January. Building has been taxed at 100% for the previous owner. He is waiting on SHPO and the assessor for an OPRA, but it is not guaranteed he would receive the OPRA. Government shutdown affected the timeline. He cannot start any work until he is granted the OPRA. He is seeking the OPRA for the upper floors of his building as they are unusable. Quotes for this windows alone are 100-150k.
- The DDA has until September 2020 to use the money or the money has to go back to the state. Every reimbursable cost must be at the state by that deadline. If the DDA allows an extension, it puts the DDA at great risk of losing the money without the ability to have time to reallocate the funds to a new project.
- Andy French asked if the OPRA would trigger a CBO. Staff responded yes, a CBO would go into effect. This would likely be the first CBO the city will encounter, and is likely to really push the timeline.
- Beth Bashert is concerned about the confusion and the state of delay and she sees a few red flags. If the DDA extends this timeline, then she hopes its not for very long.
- Staff pointed out that this project is the last grant agreement to be signed from the October batch of awards. Others were signed early in January, some projects are already underway, and some are complete. The states grant agreement terms were only available in early January. An extension has already been put into place by way of refusal to sign the grant agreement by the awardee.
- Staff estimated that It would take 3-4 months minimum to reallocate funds to a new project. The DDA grant was not made on conditions of tax credits.
- Dieter Otto stated that the DDA is only financing the facade. This work should not affect the OPRA. Staff points out that with the larger grants such as this one, applicants were able to leverage facade awards with interior costs.
- Andrew O'Neal asked if the grant money can be put into a escrow account. Staff responds that the MEDC would not allow this.
- Joe Meyers points out that an issue with taxable value can take a year to sort out, minimum. It could take up to 2-3 years.

- Ben Harrington reminds the board that it is their job to work out policy and make sure the DDA's money is not put at risk.
- Richard Muszynski stressed that he needs this money to finish the project.
- Dieter Otto stated that he would be comfortable with a 90-day extension with review.
- *Janette Rook made the motion to not allow an extension on the start and finish dates for 101 W. Michigan facade project. Beth Bashert supported the motion.*

**Rollcall Vote as follows-**

Andrea O'Neal- Nay	Beth Bashert- Aye
Janette Rooke- Aye	Danielle Milner- Aye
Ylondia Portis- Aye	Kayia Hinton- Aye
Dieter Otto- Nay	Jen Eastridge- Aye
Ben Harrington- Aye	Andy French- Nay

*Motion passed.*

- Richard Muszynski is happy to sign the agreement today.

**2019 Goal Setting Document (X\*)**

Staff asked board to please look over, we want it to be a living document.

Ben Harrington- great job to see a plan to move forward. Encourages everyone to look over over the next month.

**I. Staff Updates**

**J. Announcements/Comments -**

Spot on friends of freighthouse for a DDA rep.

DAM survey- was well attended. Please take the survey on the city website and give feedback.

Train survey had good input.

**K. Public Participation: n/a**

Next Meeting: March 21st, 8:30 a.m., SPARK I. Key: (\*) = items requiring Board action (X) = documents attached in board packet