City of Ypsilanti
Downtown Development Authority
Board of Directors Meeting Agenda
SPARK EAST - 215 W Michigan Ave
Thursday, January 16th, 2020- 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.

I. **Call to Order**

II. **Roll Call**

Beth Bashert	P	A	Ylondia Portis	P	A
Kayia Robinson	P	A	Athena Johnson	P	A
Andy French	P	A	Danielle Milner (C)	P	A
Dieter Otto	P	A	Ben Harrington	P	A
Paul Ajlouny	P	A	Jen Eastridge	P	A

- **Introductions**
- **Approval of Agenda (X*)**
- **Approval of December 19th, 2019 Minutes (X*)**
- **Public Comment (3 minutes each)**
- **Staff Report/Financial Report (X)**
- **Standing Committee Reports**
    - **Operations and Finance Committee**
- **New Business**
    - **Zonder Tours App Pilot**
    - **Administrative Services Contract w/ City of Ypsilanti (X*)**
    - **2020 FY Budget Adoption (X*)**
- **Old Business**
    - **RAC Negotiations**
    - **Food Cooperative Grant (X)**
- **Staff Updates**
- **Public Comment (3 minutes each)**
- **Announcements/Comments**

Next Meeting: February 20th, 8:30 a.m., SPARK

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

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SPARK EAST 215 W Michigan Ave
Thursday, December 19th, 2019 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.

I. Call to Order

II. Roll Call

Beth Bashert	P	Kayia Hinton	P
Janette Rook	P	Ben Harrington	A
Dieter Otto	A	Ylondia Portis	P
Athena Johnson	P	Danielle Milner (C)	P
Andy French	P	Jen Eastridge	P
Paul Ajlouny	P		

Introductions

Danielle Milner introduced new board member Paul Ajlouny. He owns Eagles Market and Sweetwaters Ypsi.

The board recognized Janette Rook for her service on the YDDA board. This is her last meeting.

Approval of Agenda (X*)

Staff asked for an amendment. 101 W. Michigan Grant extension under new business.

Andy French motioned to approve the agenda as amended. Beth Bashert supported the motion. Motion passed- unanimous.

Approval of November 21st, 2019 Minutes (X*)

Beth Bashert motioned to approve the November 21st,2019 Minutes. Jen Eastridge supported the motion. Motion passed- unanimous

Public Comment (3 minutes each) n/a

Staff Report/Financial Report (X)

Christopher Jacobs reported that since we last met, the DDA has supported the YDL Holiday Tree lighting event on the First Friday of December. They have reported a successful event. They had 300 pony rides and an ice carver that we helped support.

511 W. Cross grant project is complete.

Wok Mandu is set to open this Monday.

Janette Rook asked about porta potties in the Adams lot. Staff Reported that the porta potties have been taken care of.

Beth Bashert updated the board about the city relationship with the Freighthouse and future plans of taking management of the facility.

Standing Committee Reports

Operations and Finance Committee

FY 20/21 Budget

Budget conversations are a few months in advance, work is still at the committee level.

Maple St Lot

Andy French reported for the committee. The committee had little appetite for using the Maple Street lot for permit parking. The train platform would take up 25% of the platform. The committee would like to pull money from the Depot Town reserves and purchase kiosks in the spring.

Danielle Milner asked for a parking update in January with Bonnie Wessler.

Ylondia Portis was concerned about a statement in the Op/Fin minutes that seemed to prioritize parking over the train. Andy French explained that the committee would like to see the train, but not at the expense of the district. The committee wants to see the infrastructure to support the train stop before the train.

Joe Meyers will give a train presentation at a future meeting.

New Business

Redevelopment Liquor License – 17 N Washington

Doug Hanchett and his partner Tom spoke about their background in management and entertainment. They plan to open a Hamburger Marys chain at 17 N. Washington. Upwards of a quarter million dollars will be invested into the building. Offices will be built upstairs.

Christopher Jacobs wants to amend the resolution on page 34 to recommend the RLL to be brought council from February 20th to January 14th.

Timeline to open is June 2020 through September 2020

All application requirements have been met.

Janette Rook motioned to approve the resolution for the Redevelopment Liquor License to 17 N. Washington St. Andy French supported the motion. Motion passed- unanimous.

Danielle Milner tells the applicants that they have the DDA's support and welcome.

2020 Meeting Schedules

Danielle Milner is openly accepting all interest for the RAC board position.

Water Tower Lighting

Elize Jekabson took the lead on hiring TLS productions for the Water Company.

There will be down-lighting from the balcony and lighting inside the windows.

They are installing the lights at 10am today, and focusing the lights tonight.

Jen proposes a map of holiday lighting for next year so that every part of the district is included.

Christopher Jacobs said that this was discussed at the executive meeting. We are expecting to have to replace all the decorations downtown. This could cost upwards of $40,000. Its a challenge to expand decorations when we really need to focus on replacing them.

Choice of colors are red and green lighting for the downlights, or blue and white.

Blue and white was chosen because it encompasses the winter and the solstice.

Staff Updates

Christopher Jacobs wishes everyone a great holiday and new year, its been a pleasure to work together.
Joe Meyers said that this has been the most successful year the YDDA has had. Thank you for your service to Ypsilanti.

Public Comment (3 minutes each)

Todd Girtis of Spark East asked for clarification of the Redevelopment Liquor License resolution for Hamburger Marys. He stated that as an entrepreneur with experience with development, $125,000 to do what was described is not enough money. He cautions the DDA . He is anxious to hear how Stewart Beal commits $125,000 to the City of Ypsilanti. He does not have the track record to back his investments to the city. The City wants to see growth. As the Director of Ann Arbor Spark East he wants to see places for businesses, and will be accelerating the growth rate for 2020. Hes excited about the office space announcement.

101 W. Michigan-
Applicant showed up late. Applicant is ⅔ complete with construction. Lots of the work took longer than expected. Glass has been measured wrong twice. He is asking for a 6 month extension.
Staff recommends allowing the 6 months rather than starting the redistributing process.

Andy French motioned to extend the grant funding of $100,000 to September 1st, 2020. Jen Eastridge supported the motion. Motion passed- unanimous.

Announcements/Comments

Andy French spoke about the Ypsilanti Food Co/Ops grant extension for $30,000 has approached and the DDA needs to start talking about possibly clawing back the money.
Christopher Jacobs said Corrine knows the clawback process will start if the DDA does not have the request for reimbursement by Dec. 31st 2019.

Next Meeting: January 16th, 8:30 a.m., SPARK

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

W. Cross St. Revenue Expenses Report

1/16/2020								
Revenues		Budgeted		YTD		Budget Remaining		% Collected
Operating Millage (1.8282)		7,560		12,612		-5,052		167%
TIFA		104,197		0		104,197		0%
Total		111,757		12,612		99,145		11%
Expenses		Budgeted		YTD		Budget Remaining		% Incurred
Operating Costs		9,265		947		8,318		10%
TIFA Expenses		97,654		11,556		86,098		12%
Total		106,919		12,503		94,416		12%
Revenues Over (Under) Expenses		4,838		109				
Fund Balance as of FYE June 2019		120,163						
Projected Appropriation for FYE June 2019		4,838						
Projected Fund Balance June 2020		125,001						
*both TIF and Operating Reserves								

Depot Town Revenue Expenses Report

1/16/2020								
Revenues		Budgeted		YTD		Budget Remaining		% Collected
Operating Millage (1.8282)		8,342		11,207		-2,865		134%
TIFA		110,454		0		110,454		0%
Total		118,796		11,207		107,589		91%
Expenses		Budgeted		YTD		Budget Remaining		% Incurred
Operating Costs		7,136		866		6,270		12%
TIFA Expenses		100,024		27,075		72,949		27%
Total		107,160		27,941		79,219		26%
Revenues Over (Under) Expenses		11,636		-16,734				
Fund Balance as of FYE June 2019		137,798						
Projected Appropriation for FYE June 2019		11,636						
Projected Fund Balance June 2020		149,434						
*both TIF and Operating Reserves								

Downtown Revenue Expenses Report

1/16/2020								
Revenues		Budgeted		YTD		Budget Remaining		% Collected
Operating Millage (1.8282)		35,074		45,760		-10,686		130%
TIFA		266,994		14,850		252,144		6%
Total		302,068		60,610		241,458		20%
Expenses		Budgeted		YTD		Budget Remaining		% Incurred
Operating Costs		23,755		3,286		20,469		14%
TIFA Expenses		278,298		46,006		232,292		17%
Total		302,053		49,292		252,761		16%
Revenues Over (Under) Expenses		15		11,318				
Fund Balance as of FYE June 2019		95,601						
Projected Appropriation for FYE June 2019		15						
Projected Fund Balance June 2020		95,616						
*both TIF and Operating Reserves								

YDDA Revenue and Expense Report

1/16/2020								
Revenues		Budgeted		YTD		Budget Remaining		% Collected
Operating Millage (1.8282)		50,976		69,579		-18,603		136%
TIFA		481,645		14,850		466,795		3%
Total		532,621		84,429		448,192		16%
Expenses		Budgeted		YTD		Budget Remaining		% Incurred
Operating Costs		40,156		5,099		35,057		13%
TIFA Expenses		475,976		84,637		391,339		18%
Total		516,132		89,736		426,396		17%
Revenues Over (Under) Expenses		16,489		-5,307				
Fund Balance as of FYE June 2019		353,562						
Projected Appropriation for FYE June 2019		16,489						
Projected Fund Balance June 2020		370,051						
*both TIF and Operating Reserves								

City of Ypsilanti DDA Staff Report December 2019- January 2020

Website: Staff continues to update business directory and available properties. Staff is continuing to update website as needed.

Community Outreach and Partnerships: Staff routinely meets with business owners to discuss their needs and to inform them on DDA updates and with new businesses to discuss where to locate.

Downtown Dumpster Management: Staff is promoting the system and conducting weekly maintenance on the enclosures.

Press/Communications: We have been working to promote new businesses and events on the DDA's Facebook Page on a regular basis. Photos of businesses are being highlighted.

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

Streetscape Maintenance: Landscaping season is complete for the season.

Grants: Work is underway and wrapping up for most of the grants awarded in the last two cycles.

New Businesses: Wok Mandu

Businesses Closing:

Staff Hours for December 2019- January 2020

Christopher–Meeting of business owners, Budget preparation, DDA outreach, DDA board and committee meetings, business attraction, partner meetings, marketing, website outreach, grant outreach, implementation of new DDA reporting requirements, dumpster maintenance, - 60 Hours

Elize – Business check-ins, meeting coordination, DDA dumpster maintenance, payment processing dumpsters, website content creation and distribution, processing grant applications, DDA board and committee meeting minutes, promote DDA news and businesses via social media, special projects, mapping - 100 Hours

Scott –Historic research and tours – 12 Hours

Joe – DDA guidance – 10 hours

Notable Projects

Shops local program- Third drawing was held on Jan 13th. 1300 total participants

Water Tower lighting project completed.

Nov. 2019 Expenses

	AMOUNT	W. CROSS	DEPOT TC	DOWNTOW	LINE ITEM DESCRIPTION		
Waste Man	$ 443.40			$ 380.60	Waste Man	11/1-11/30	N. Huron Lot
Waste Man	$ 379.79			$ 374.62	Waste Man	11/1-11/30	S. Huron Lot
Waste Man	$ 1,897.70			$ 1,492.72	Waste Man	11/1-11/30	N. Adams Lot
Total	$ 2,720.89	$ -	$ -	$ 2,247.94			

INTERGOVERNMENTAL CONTRACTUAL SERVICES AGREEMENT

BETWEEN THE YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY AND

CITY OF YPSILANTI

This agreement is made between the **Ypsilanti Downtown Development Authority ("YDDA") a** Michigan Downtown Development Authority of 1 South Huron Street, Ypsilanti, MI 48197, and the City of Ypsilanti **("CITY")** a Home Rule City of 1 South Huron Street, Ypsilanti, MI 48197**.**

GENERAL RECITALS

Legal Authority. The City is a Michigan Home Rule City and the YDDA is a Downtown Development Authority created by the City. The YDDA is an independent Michigan Authority with Authority powers, including the power to contract. The YDDA in the past has hired a director to administer the Authority. The YDDA is presently without a director and desires to contract with the City to provide the services needed for the administration of the YDDA in the day to day operations.

Conflict of Interest. Both parties recognize that there could be some inherent conflicts of interest in the performance of this contract. The parties agree that in the event that a conflict of interest of a substantial nature should arise, that either party recognizing such conflict shall notify the other party of the conflict and the parties shall determine a proper course of conduct to settle the conflict, including the hiring of an outside administrator for the YDDA.

The parties have negotiated certain terms of a contractual services agreement in which the City will provide DDA Executive Director and support services to the YDDA.

Nothing in this agreement shall alter the intergovernmental agreement between the DDA and City of Ypsilanti (Resolution No. 2015-248 of November 17, 2015)

AGREEMENT

In consideration of the promises of the parties and of the mutual benefits to be derived from the observance of the covenants in this Agreement, the parties agree as follows:

1. **EFFECTIVE DATE.** The parties acknowledge and agree that, the City's start date shall be February 20, 2020.
2. **DUTIES.** The YDDA agrees to employ the City to carry out the usual duties of a YDDA Executive Director and support staff to carry out the will, mission, vision, and business set forth by the YDDA Board. The City Economic and Development Department (**Department)** will perform the contract for the City and will be assigned duties and tasks by the YDDA Board and will act in an efficient and conscientious manner, and will exercise discretion and judgment in the best interest of both parties at all time in performance of the duties. The City shall assign employees to perform this contract, including an assigned employee of the Department to regularly attend YDDA Board

meetings and sub-committee meetings as requested. The Department will prepare annual budgets and reports as required by statute and law for the approval of the YDDA Board.

3. **SCOPE OF WORK.** The parties will annually create and adopt an agreed scope of work for the City. The YDDA will review and evaluate the City on its performance based on the scope of work.
4. **LENGTH OF TERM AND TERMINATION.** The relationship of the parties shall be of contracting governmental bodies.
    a. The parties agree that the term of this agreement shall be for **24 months** from the starting date of this agreement, unless this agreement is terminated prior to that date as provided herein.
    b. This agreement may be terminated at any time during the term, upon the mutual agreement of the parties.
    c. The City may terminate this agreement by giving 120 days prior written notice to the YDDA.
    d. The YDDA may terminate this agreement by giving 30 days prior written notice and the YDDA shall pay for the entire month in which services were provided.
    e. Either party may immediately terminate this agreement for a material and substantial breach of the contract by the other party, or in the event of a conflict of interest that would prohibit the continuation of the services performed.
5. **CONSIDERATION.** The YDDA shall pay not less than $58,000 per year, payable in even monthly installments to the City. Installments to equal $4,833.33 per month, payable in arrears on or about the 28th day of each months.
6. **REPORTING REQUIREMENTS.** The City shall provide an accounting of time spent on YDDA activities by Department staff by the last day of each month.
7. **ASSIGNMENT OF PERSONNEL.** The Director of Community and Economic Development (**Director**) shall be responsible for the assignment of personnel to carry out the terms of this agreement and notify the YDDA. The Director shall notify the YDDA of any personnel changes within thirty (30) days or sooner if possible. The City shall provide staff support of not less than at total combined amount of 30 employee hours per week. Employees of the City shall not be employees of the YDDA and no officer, official, volunteer or employee of the YDDA shall be an employee of the City because of this agreement or the performance thereof.
8. **STANDARD OF PRACTICE.** The City shall perform services on behalf of the DDA in accordance with the standards of professional services and care normally required by an Executive Director of a Downtown Development Authority.
9. **CONFLICT OF INTEREST.** In the case of any direct or perceived conflict of interest, the City shall notify the Chair of the YDDA (**CHAIR**) at the earliest possible time and the Chair and Director will determine if a conflict exists. If a conflict does exist, the Chair will notify the YDDA Board, the Director will notify the City Manager, and the City will withdraw from the particular work and be excused from any situation in which the conflict exists.
10. **TRAINING EXPENSES.** The YDDA shall pay all expenses associated with training or professional development associated directly to the YDDA in addition to the consideration set out above in section 5. The Chair and Director shall agree on the training and professional development.

11. **YDDA OFFICE AND PUBLIC ACCESS.** The City agrees to maintain the YDDA office and create public hours at 1 South Huron Street, Ypsilanti, MI 48197, dedicated email address, dedicated phone numbers, YDDA website, and to have public office hours and accessibility.
12. **IDEMNIFICATION.** To the extent allowed by law, the YDDA shall indemnify and hold the City harmless from any error or omission, tort, professional liability claim, demand, suit or legal action, and will purchase and maintain insurance to defend, save harmless and indemnify the City against the same whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duties and responsibilities of this contract, provided the City acted both in good faith and within the scope of duties set out in this contract.
13. **INTERPRETATION OF CONTRACT.**
    - **a.** This Agreement constitutes the entire understanding between the YDDA and the City. There are no oral understandings, terms or conditions and no party has relied on any representation, express or implement, not contained in this Agreement.
    - **b.** This Agreement may be changed only by a written amendment signed by both parties.
    - **c.** If any provision or any portion of this agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement shall not be affected and shall remain in full force and effect.
14. **VENUE AND JURISDICITON**. All venue and jurisdiction for any disagreement dispute or claim concerning this contract shall be in Washtenaw County, Michigan.

IN WITNESS WHEREOF, the undersigned have set their hands:

For the CITY OF YPSILANTI

_____ Date: _____
Beth Bashert, Mayor

_____ Date: _____
Andrew Hellenga, Clerk

For the YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

_____ Date: _____
Danielle Milner, DDA Chair

DOWNTOWN	REQUESTED FY 2020/2021
Revenues	
Operating	$ 35,074
TIF	266,994
Revenue Subtotal	**$ 302,068**
Expenditures	
Operating	$ 23,755
TIF	$ 278,298
Expenditure Subtotal	**$ 302,053**
Surplus/(Loss)	**$ 15**
_ _ _	
Memo: General Fund Balances	
Starting Fund Balance	**$ 95,616**
Current Year Surplus/(Loss)	15
Ending Fund Balance	**$ 95,631**

DOWNTOWN REVENUE		REQUESTED FY 2020/2021
TOTAL REVENUE	**$**	**302,068**
OPERATING REVENUE (1.8282 mils)		
CURRENT PROPERTY TAXES		27,719
DELINQUENT PROPERTY		100
INTEREST ON CURRENT TAXES		50
INTEREST ON DELINQUENT TAXES		5
INTEREST EARNINGS		1,000
MISCELLANEOUS REVENUE		6,200
	$	**35,074**
TIF REVENUE		
TIFA REIMB PA 86 S17		4,000
CURRENT TIFA TAXES		231,794
DOWNTOWN PARKING PERMITS		7,200
DOWNTOWN GARBAGE COLLECTION		24,000
	$	**266,994**

DOWNTOWN EXPENDITURES		REQUESTED FY 2020/2021
TOTAL EXPENDITURES	**$**	**302,053**
OPERATING EXPENDITURES		
OFFICE SUPPLIES		660
POSTAGE		500
OPERATING SUPPLIES		275
AUDIT FEES		1,395
CONTRACTUAL SERVICES		10,794
GENERAL LIABILITY		2,899
LEGAL SERVICES		1,375
TELEPHONE		543
CONFERENCES AND WORKSHOPS		561
PRINTING AND PUBLISHING		2,000
RENT		2,120
BOOK MAGAZINES AND PERIODICAL		83
MEMBERSHIPS AND DUES		550
	$	**23,755**
TIF EXPENDITURES		
IGA 35%		81,128
ADMIN CONTRACT		31,900
TIF/CAPITAL IMPROV		12,000
IRRIGATION SYSTEM		120
STREETSCAPE MAINTENANCE		15,000
WASTE MANAGEMENT		24,000
SEASONAL PLANTING		2,500
DTE ELECTRIC BILL		150
HOLIDAY LIGHTING & MAINTENANCE		1,500
SPECIAL EVENT CONTRIBUTION		5,000
FAÇADE GRANT		10,000
BUILDING REHABILITATION GRANT		10,000
BOND PAYMENT		85,000
	$	**278,298**
Surplus or Deficit	**$**	**15**

DEPOT TOWN		REQUESTED FY 2020/2021
Revenues		
Operating	$	8,342
TIF		110,454
Revenue Subtotal	**$**	**118,796**
Expenditures		
Operating	$	7,136
TIF	$	110,024
Expenditure Subtotal	**$**	**117,160**
Surplus/(Loss)	**$**	**1,636**
Memo: General Fund Balances		
Starting Fund Balance	**$**	**149,434**
Current Year Surplus/(Loss)		1,636
Ending Fund Balance	**$**	**151,070**

DEPOT TOWN REVENUE		REQUESTED FY 2020/2021
TOTAL REVENUE	**$**	**118,796**
OPERATING REVENUE (1.8282 mils)		
CURRENT PROPERTY TAXES		7,574
INTEREST ON CURRENT TAXES		20
INTEREST EARNINGS		748
	$	**8,342**
TIF REVENUE		
TIFA REIMB PA86 S17		3,500
CURRENT TIFA TAXES		106,954
	$	**110,454**

DEPOT TOWN EXPENDITURES		REQUESTED FY 2020/2021
TOTAL EXPENDITURES	**$**	**117,160**
OPERATING EXPENDITURES		
OFFICE SUPPLIES		192
POSTAGE		200
OPERATING SUPPLIES		80
AUDIT FEES		432
CONTRACTUAL SERVICES		3,140
GENERAL LIABILITY		640
LEGAL SERVICES		400
TELEPHONE		112
CONFERENCES AND WORKSHOPS		163
PRINTING AND PUBLISHING		1,000
RENT		594
BOOK MAGAZINES AND PERIODICAL		23
MEMBERSHIPS AND DUES		160
	$	**7,136**
TIF EXPENDITURES		
IGA 35%		37,434
ADMIN CONTRACT		13,340
STREETSCAPE MAINTENANCE		5,000
SEASONAL PLANTING		750
HOLIDAY LIGHTING & MAINTENANCE		3,000
SPECIAL EVENT CONTRIBUTION		7,500
FAÇADE GRANT		-
BUILDING REHABILATION GRANT		-
TIF/CAPITAL IMPROV		43,000
	$	**110,024**
Surplus or Deficit	**$**	**430**

WEST CROSS		REQUESTED FY 2020-2021
Revenues		
Operating	$	7,560
TIF		104,197
Revenue Subtotal	**$**	**111,757**
Expenditures		
Operating	$	9,265
TIF	$	97,654
Expenditure Subtotal	**$**	**106,919**
Surplus/(Loss)	**$**	**4,838**
Memo: General Fund Balances		
Starting Fund Balance	**$**	**125,001**
Current Year Surplus/(Loss)		4,838
Ending Fund Balance	**$**	**129,839**

WEST CROSS REVENUE		REQUESTED FY 2020/2021
TOTAL REVENUE	**$**	**111,757**
OPERATING REVENUE (1.8282 mils)		
CURRENT PROPERTY TAXES		7,115
DELINQUENT PROPERTY TAXES		20
INTEREST ON CURRENT TAXES		20
INTEREST ON DELINQUENT TAXES		-
INTEREST EARNINGS		405
	$	**7,560**
TIF REVENUE		
TIFA REIMB PA 86 S17		4,500
CURRENT TIFA TAXES		99,697
	$	**104,197**

WEST CROSS EXPENDITURES		REQUESTED FY 2020/2021
TOTAL EXPENDITURES	**$**	**106,919**
OPERATING EXPENDITURES		
OFFICE SUPPLIES		252
POSTAGE		150
OPERATING SUPPLIES		105
AUDIT FEES		533
CONTRACTUAL SERVICES		4,121
GENERAL LIABILITY		1,106
LEGAL SERVICES		525
TELEPHONE		207
CONFERENCES AND WORKSHOPS		214
PRINTING AND PUBLISHING		1000
RENT		810
BOOK MAGAZINES AND PERIODICALS		32
MEMBERSHIPS AND DUES		210
	$	**9,265**
TIF EXPENDITURES		
IGA 35%		34,894
ADMIN CONTRACT		12,760
STREETSCAPE MAINTENANCE		3,500
SEASONAL PLANTING		500
HOLIDAY LIGHTING & MAINTENANCE		3,000
SPECIAL EVENT CONTRIBUTION		5,000
FAÇADE GRANT		15,000
BUILDING REHABILATION GRANT		15,000
TIF/CAPITAL IMPROV		8,000
	$	**97,654**
Surplus or Deficit	**$**	**4,838**

YDDA		REQUESTED FY 2020-2021
Revenues		
Operating	$	50,976
TIF		481,645
Revenue Subtotal	**$**	**532,621**
Expenditures		
Operating		40,156
TIF		465,976
Expenditure Subtotal	**$**	**506,132**
Surplus/(Loss)	**$**	**26,489**
– – –		
Memo: General Fund Balances		
Starting Fund Balance	**$**	**416,957**
Current Year Surplus/(Loss)		26,489
Ending Fund Balance	**$**	**443,446**

YDDA REVENUE		REQUESTED FY 2020-2021
TOTAL REVENUE	**$**	**532,621**
OPERATING REVENUE (1.8282 mils)		
CURRENT PROPERTY TAXES		42,408
DELINQUENT PROPERTY		120
INTEREST ON CURRENT TAXES		90
INTEREST ON DELINQUENT TAXES		5
INTEREST EARNINGS		2,153
MISCELLANEOUS REVENUE		6,200
TRANSFER FROM DEPOT TOWN		-
	$	**50,976**
TIF REVENUE		
TIFA REIMB PA 86 S17		12,000
CURRENT TIFA TAXES		438,445
DOWNTOWN PARKING PERMITS		7,200
DOWNTOWN GARBAGE COLLECTION		24,000
	$	**481,645**

YDDA EXPENDITURES		REQUESTED FY 2020-2021
TOTAL EXPENDITURES	**$**	**506,132**
OPERATING EXPENDITURES		
OFFICE SUPPLIES		1,104
POSTAGE		850
OPERATING SUPPLIES		460
AUDIT FEES		2,360
CONTRACTUAL SERVICES		18,055
GENERAL LIABILITY		4,645
LEGAL SERVICES		2,300
TELEPHONE		862
CONFERENCES AND WORKSHOPS		938
PRINTING AND PUBLISHING		4,000
RENT		3,524
BOOK MAGAZINES AND PERIODICAL		138
MEMBERSHIPS AND DUES		920
	$	**40,156**
TIF EXPENDITURES		
IGA 35%		153,456
ADMIN CONTRACT		58,000
TIF/CAPITAL IMPROV		43,000
IRRIGATION SYSTEM		120
STREETSCAPE MAINTENANCE		23,500
WASTE MANAGEMENT		24,000
SEASONAL PLANTING		3,750
DTE ELECTRIC BILL		150
HOLIDAY LIGHTING & MAINTENANCE		7,500
SPECIAL EVENT CONTRIBUTION		17,500
FAÇADE GRANT		25,000
BUILDING REHABILITATION GRANT		25,000
BOND PAYMENT		85,000
	$	**465,976**

Ypsilanti Downtown Development Authority

To: Grant Committee
From: Elize Jekabson, Ypsilanti DDA
Subject: Ypsilanti Food Cooperative
Date: October 10th, 2018

YDDA Staff has received a facade grant application for 308/310/312 N. River St. The application was submitted by Corrine Sikorski of The Ypsilanti Food Cooperative. The total cost for the proposed project **estimated** at 60,000. The proposed facade improvements are: Replacement of all front entry doors for the building to ADA code.

The scope of the project applicable to grant:

- Materials + Labor: $60,000
- Total asking price: $30,000

The application has provided the following documents:

- Applicant Information
- Project Information
- Project Description
- Building Information
- Signed Application form
- Proof of property insurance
- Proof that all property taxes are paid and current
- Copy of liability insurance
- Images of current building facade
- Attachments 2,3, 4, and 5
- Two contractor quotes
- Proof of Project Budget
- HDC Letter of Approval

YPSILANTI DDA

BUILDING REHABILITATION AND FAÇADE PROGRAM

Application Form

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.4829762

1. Applicant Information

Name: Corinne Sikorski

Business Name: Ypsilanti Food Cooperative

Business Address: 312 N. River Street Ypsilanti, MI 48198

Home Address: _____

_____ Business Phone: [redacted]

_____ Home Phone: [redacted]

Email: [redacted]

2. Project Information

Building Location: 308, 310, 312 N. River Street Ypsilanti, MI

Business(es) Located in the Building: Ypsilanti Food Co-op and Bakery and four apartments

Building Age/Date Built: 1840

Current Zoning: 201C Building SEV: 288,200

Owner of Record: Ypsilanti Mill Works, LLC

If Leased: Years Left on Lease: December 31, 2018 Renewal Term: indefinite

3. Project Description

Describe in detail the proposed scope of work including design firm selected if applicable. In describing the project, be sure to differentiate between interior renovations vs. exterior façade improvements to be undertaken. Use separate sheet in necessary.

Replace all of the front entry doors of the building, across all 3 units of the building, to be up to code, handicap accessible and beautify the building. We will work with A3 Architects, on completing a design which will be for the full expansion of the bakery and cafe,incorporating the entry ways.

Anticipated Construction

State Date: January 2019 Completion Date: June 2019 Total Project Cost: $60,000.00

4. Building Information

Will the project result in a change of use for the building? Yes X No _____

What will the uses of the building be after the project in completed?

1st Floor: Grocery store with Bakery, Cafe, Grab & go Deli

2nd Floor: Co-op offices, meeting/education room + 4 apartments

3rd + Floor(s): Nothing but solar panels up there!

5. Other Required Documentation

a. Property deed with legal description of property
b. Proof that all property taxes are paid and current
c. Proof of property and liability insurance
d. Copies of Lease
e. Project budget
f. Two (2)-contractor quotes/construction bids for total project
g. Photographs of proposed project site
h. Rendering of completed project (for façade only)

I / We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the YDDA Building Rehabilitation Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed to be repaid in full to the YDDA.

The applicant further certifies that he/she has read and understands the YDDA Building Improvement Program Guidelines. If a determination is made by YDDA staff that program funds have not been used for eligible program activities, the Applicant agrees that the proceeds shall be returned, in full, to the YDDA and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right, or claim. It is understood that all YDDA funding commitments are contingent upon the availability of program funds.

The applicant understands that Construction must commence within 90 days of approval for funding, verified by a YDDA award letter, and be completed within 120 days after construction start date, as verified

ATTACHMENT THREE

Economic Impact

Please use this sheet to answer the following attach additional sheets as necessary:

1. Project Start Date: January 2019 Completion Date: June 2019
2. How will the applicant ensure the project happens in the time projected?

   We have obtained a MDA grant for a good portion of the project and are ready to move forward on floor plans to do this project.

3. Will the project increase property and personal taxes?

   Yes, the full project is around $600,000, which will increase both property and personal taxes.

4. Will the project create jobs? yes, construction, bakers, cooks, store staff.

   If so, number of temporary? 12 Number of permanent? 10-20

5. Does the project activate a vacant store front? Yes, 308 has been vacant for 5 years., and was previously office, but will become retail
6. Is the project helping an existing business expand? Yes, it will allow the YFC grocery store to survive amongst immense pressure on grocery stores, and allow a small grocery store continue to exist in this neighborhood.
7. Will the award of this grant help a new business start in the DDA?

   Yes, the cafe portion is new, although a subset of the Coop.

8. What percentage of the project is the applicant requesting funds for? 10%
9. How will the project benefit the DDA district?

   Customers will continue to have access to a grocery store in their community, keeping this area from being a food desert. It will also allow the coop to provide more options to shoppers, which will keep them shopping in the DDA district. This business is unique to all of the Ypsilanti DDA districts, and a vital businesses in keeping the shopping opportunities varied.

10. What special factors should the DDA should consider when reviewing this application?

    This business is collectively owned by over 900 community members, and is in need of a renovation to keep the business up to code and viable, and capable of competing with the external forces all around. The building owners are not in a position to make the improvements for the tenant, so the Ypsi Food Co-op will raise the funds and do the lease hold improvements to make this project happen This will secure the tenancy of the coop, and the improvement to the building to keep it viable. This grant will help us close the gap for the financing to complete the full project.

Ypsilanti Downtown Development Authority

YDDA Building Rehab and Façade Improvement Program

Application October 5, 2018

YPSILANTI
FOOD CO-OP

312 North River
Ypsilanti, Michigan 48198

Ypsilanti Mill Works Partnership
312 North River
Ypsilanti, Michigan 48198

I AM REQUESTING THIS GRANT FOR THE REPLACEMENT OF ALL OF THE DOORS ON THE FAÇADE OF THE THREE BUILDINGS THAT COMPRISE THE MILL WORKS BUILDING. THIS IS A PART OF THE LARGER UNDERTAKING OF THE EXPANSION OF OUR KITCHEN AND THE GROCERY STORE AND THE CREATION OF A CAFÉ AREA

FOR GRAB AND GO DINING THAT WE HAVE BEEN SLOWLY WORKING AT; SEE THE ATTACHED VISION. THIS EXPANSION WILL ALLOW US TO CREATE A BARRIER FREE STORE WITH NEW DOORS WHICH WOULD CORRECT THE EGRESS ISSUES OF THE CURRENT ENTRYWAYS AND ADD ADA BATHROOMS. IT WILL OPEN PREVIOUSLY CLOSED BRICK ARCHES TO CREATE AN OPEN SPACE THROUGHOUT THE FIRST FLOOR. CONTINUING TO REVIVE THE MILL WORKS BUILDING AS A LANDMARK OF DEPOT TOWN WILL INCREASE THE PROPERTY VALUE FOR OUR BUILDING AS WELL AS THE DISTRICT. ENHANCING OUR GROCERY STORE WITH A CAFÉ, AND BECOMING A THIRD PLACE THAT IS DESIRED BY OUR COMMUNITY, WILL ADD MORE VALUE TO WHAT THE YPSILANTI FOOD COOP HAS COME TO BE KNOWN FOR: GREAT FOOD AND BREAD AND COMMUNITY BUILDING! CONTINUOUS IMPROVEMENTS TO OUR 178 YEAR BUILDING HAS BEEN A CHALLENGE; IN MEETING MODERN BUILDING CODE AND ACCESSIBILITY REQUIREMENTS, AS WELL AS MAINTAINING THE BRICK, FOUNDATION AND ROOF FROM EROSION OF ITS STRENGTH AND STABILITY. WE WILL CONTINUE TO CREATE CONSISTENCY IN DESIGN, MATERIALS AND ARCHITECTURAL CHARACTER THEREBY ENHANCING THE PHYSICAL APPEARANCE OF DEPOT TOWN.

The Ypsilanti Mill Works Partnership and the Ypsilanti Food Coop propose to continue their ongoing renovations and improvements to their building in Depot Town at 308-310-312 North River Street, in Depot Town, and request a grant of $30,000.00 for the replacement of doors.

The Food Coop is the tenant of the whole lower level of 5,000 sf as well as 1,700 sf of the 2nd floor for offices. The proposal for this grant is a continuation of the improvements the Co-op has done to provide a neighborhood grocery store to the community since moving to this location in 1984. Much of the work to rehabilitate the building was done by the Ypsilanti Mill Works Partnership, which has maintained and improved the integrity and value of this 178 year old building, with substantial improvements made by the Ypsilanti Food Coop as well. The investments that have been made have revived this building from a building close to demolition, to being the home for the Food Coop as well as four desired apartments in Depot Town.

The attached budget and project detail shows that our overall plan for the project is almost $600,000.00. A few years ago we completed a renovation of the store which has created a nicer store with better access to healthy food. In the fall of 2016, we replaced all of the grocery shelving, and added a cooler for fresh meat and local cheeses, and a 3 door freezer, to allow for more ice cream and desserts to continue to better serve the Ypsilanti community. Go Ice Cream will be hitting the freezer shelves for retail consumers, next week!

This next phase includes the purchase of new equipment for our bakery and kitchen, as well as a complete renovation to the bakery, removing walls within the grocery store and bakery to open up the space. We previously replaced sewer pipes running from the second story through the store, added 3phase electrical power for the larger appliances being added, added efficient lighting fixtures, made major repairs to the interior masonry walls throughout the building, and have continued window replacement with double pane windows for energy efficiency as well as aesthetic value.

Continued growth of the Ypsilanti Food Coop and the Ypsi Food Coop Bakery will continue to provide greater ability to pay more employees and to help us attain a more livable wage for the employees. Currently the Food Coop employees 22 staff and more than half of them are full time. The expansions are growing the only grocery store in Depot Town, providing more consumers local and healthy food choices in a walkable community, providing a steady outlet for local producers, and continuously improving our local economy. The food coop has been the anchor business in the Mill Works Building in Depot Town for 34 years!

PROJECT SUMMARY AS PROPOSED TO THE MDA

The Ypsilanti Food Cooperative is a Michigan Nonprofit operating a natural foods grocery with educational intent for the community since 1974. Our holistic view of food production and personal health considers the value of each part of the process.
The YFC will renovate and expand its kitchen, adding and replacing equipment to create a certified bakery and café centered around our wood-fired oven. The expansion will allow us to double our production of breads, sandwiches, soups, salads and entrées made with Michigan sourced ingredients, from produce to dairy items to flours, grains and beans. Space will be added for on premise consumption of the prepared foods, which will also be available for grab and go. Our store currently sources about 40% of its products from local and regional farmers and producers, and our goal is to increase that to 80%.
Our products will continue to be produced using environmentally sustainable and fair practices throughout the process- from farm- to our kitchen-to your table. We use locally produced solar energy from our roof, bake with wood, a renewable energy source, and our food is intended to create an affordable option that is healthy and nourishing as well as great tasting!

PROJECT PURPOSE/IMPACT

The YFC project will increase the availability of healthy foods made from Michigan ingredients, ready for consumers to take home or to eat in our Café through the expansion of our kitchen. Our prepared foods are real without additives and are affordably nourishing.

With this project we will be able to expand our production of food, and our market study forecast that sales would grow by 40% to $2.1 million. Prepared foods are currently 15% of our sales, and would more than double to 30% of overall sales. We will add self-serve hot and cold food bars, grab and go coolers for take home meals, and displays for our made from scratch bakery items.

We will source 80% of our ingredients from Michigan suppliers and growers and promote this in our advertising and marketing materials. Exposure we provide for Michigan products has already been a benefit, and increased production will increase consumer access to more Michigan flours and other ingredients.

We are a full line grocery store in the City of Ypsilanti. We will address the lack of production space and the equipment necessary to increase sales, as well as healthy food access. The population of Ypsilanti is growing in interest in food prepared and ready to eat and we would like to provide options that are fresh, healthy, and nutritious and made from real Michigan ingredients. We serve a varied clientele and work with the EBT and Double Up Food Bucks programs to provide accessibility to great food to all consumers.

With the uncertainty in our food systems as climate patterns change, it is vital that our geographic area become self-sufficient where possible. Through the distribution of great foods produced with Michigan grown ingredients we hope to achieve sustainable food systems for production and consumption.

Objectives of this project include creating a professional Bakery and Deli Kitchen, and to provide the Ypsilanti community with healthy fermented breads, fresh soups, sandwiches, and prepared meal options and sides, that use at least 80% Michigan produced products.

This project is innovative in bringing the ancient tradition of slow fermented sourdough bread to the forefront of food in our community. The production of sourdough bread, (one of the healthiest ways of processing raw foods,) will be a highlight of the foods produced from Michigan ingredients. We will enrich the Ypsilanti community with healthy, local, and organic foods, so they may be nourished, revitalized and encouraged to continue to reinvest their time, money and values in sustainable Michigan Agriculture.

Once completed, the YFC Bakery and Cafe will be sustainable through retail profits from the sale of our products, increasing the level of commerce, increasing tax revenue for the city through improvements, and increasing the number of employees.

Impacts of this project are creating jobs, increasing healthy Michigan food options to the Ypsilanti community, improving the sustainability of the YFC, and growing the impact on the Michigan agricultural system.

PROJECT INFORMATION

Please describe the desired outcomes of the project.

The purpose of the renovation of the YFC kitchen is to increase production of food and thereby increase access to fresh nutritional Michigan grown foods in our community through the cooperatively owned Bakery and Café and grocery store. The increase in production will increase purchases and variety of Michigan grown or produced ingredients for use in our prepared foods, as well as those sold in our grocery store. All ingredients are not Michigan grown, but will be used when economically feasible to do so.

How will this project benefit the food and agriculture sector?

Awareness will be raised by the visibility of Michigan foods in healthy options for consumers, and sales by food producers and growers will be increased.

Strengthening the local economy will keep over $500,000.00 of food investment in the Michigan economy. Sustainable food systems increase Michigan's ability to support itself through agricultural growth, as well as supporting other sectors selling and transporting food and constructing facilities.

As more consumers are less involved in preparing their own food, we will improve convenient food choices with healthy options that are made from Michigan ingredients.

The renovation of our building will increase civic engagements in our area through construction of our building in a historic district.

Stakeholders in this project are:

Members of the Ypsilanti Food Coop (about 950), the Ypsilanti Community, especially Depot Town, National Co-op Grocers, Staff (currently 20), over 100 current growers and producers of Michigan food, as well as the architect, contractors, and designers to be involved.

Expected full-time and/or part-time positions to be created by this project	___10___Full Time = 2080 hours per year ___6___Part-time = less than 2080 hours per year
Projected capital investment in this project	$597,900.00
Who is providing the capital for this project?	The Ypsilanti Food Coop, Member loans, Dept. of Ag grant and Mill Works, LLC

The projected costs for our grant projects:

Door replacements for 308, 310, and 312	$45,000.00
Electrical work for hook up of automated openers	$15,000.00
Total	$60,000.00

Timeline:

October 2018	Learn of award of Grant
November 2018	Create plans and Get permits and HDC approval
December to January 2019	Contract with Door Company
January to March 2019	Install Doors, depending on weather

Our previously awarded grant of $5,000.00 would be replaced by this grant which would put us close to completion in the process of obtaining the funds necessary to complete this project feasibly. While I realize there may be disappointment that the door project has not been completed, it is with this further funding that we are in a position to move forward toward completion. If the costs of this project are lower than projected, the grant payout would be less.

Thank you, Corinne Sikorski

General Manager, Ypsilanti Food Co-op

Attachment A The Ypsilanti Mill Works Building

1880 before Ypsi Food Coop was here!

1984: the year Ypsi Food Coop made the move to Depot Town. 310 was condemned and 308 was a car repair, with a full garage door in the front of the building!

2010: Our blue and taupe period with new double hung, aluminum clad windows in taupe.

Attachment A The Ypsilanti Mill Works Building

2014, our Cream, Green and Taupe period begins with our new awning. Doors are old and ready for replacement.

The Eisen Group

Special-Lite
Doors with more life.

Manufacturer's Representatives
570 E. Nine Mile Road
Ferndale, Michigan 48220
248-545-1002 ph 248-545-7902 fax

Corinne Sikorski
Ypsilanti Food Coop
312 N. River Street
Ypsilanti, Michigan 48198

Re: Budget Cost for Door Replacement
Ypsilanti Food Coop – 3 openings

A) Material + Installation for Single Door and Frame replaced with a Full Glass Aluminum Door w/divided lite surface muntins + including an ADA Auto Operator (Swinging Door) + Exit Devices for Egress = $6,000

B) Material + Installation for 1 Pair of Doors and Frame replaced with a Full Glass Aluminum Door w/ divided lite surface muntins + Surface Closers and Exit Devices for Egress = $10,000

C) Material + Installation for 2 Single Doors and Complicated Frames replaced with a Full Glass Aluminum Door w/ divided lite surface muntins + Surface Closers and Exit Devices for Egress = $17,000

Jeff Blackford
The Eisen Group
Manufacturers Representative for Special-Lite, Inc.
570 E Nine Mile Rd
Ferndale, MI 48220
(248) 545-1002 office
(810) 772-8659 cell

Michigan Commercial Door

Opening Possibilities

111 E 12 Mile Road, Madison Heights, MI 48071

www.mcdoorgroup.com | 800.826.DOOR | 248.629.1628 Fax

November 5, 2016

Proposal MCD98799-1 Alternate

Attention: Corinne Sikorski

Company: Ypsilanti Food Co-op
312 N River St.
Ypsilanti, MI 48198
734-260-6344 Phone
corinne@ypsifoodcoop.org

From: Scott Behr ext. 129

Project: Budget - Entry Doors

Thank you for this sales opportunity. Per your request, we are pleased to submit the following quotation for your consideration and approval.

SCOPE OF WORK

MCD will furnish and install (4) door systems including the main entry "store" door, the "delivery" door with wall system, the eating area door with keyed alarmed egress and the office entry (pair) of doors. All of the doors will include 1" insulated clear glass with integral brown muttins (this provides for the same look as the windows in the building).

To Include:

- The frames and doors are supplied in a dark bronze finish.
- All doors will allow for emergency egress and in addition the main store entry will be equipped with an ADA heavy duty handicap access operator and RF push plates for door activation.
- Control wiring is included
- Power wiring is NOT included
- Take down and haul away of existing material is included
- Furnish and Install

Total price is $ 41,443.00

- **$ 24,443.00 deposit required on this project** for special order material **prior** to material being ordered
- Proposal is only good for 30 days.

Option

If customer desires doors and transoms to be glazed with 1/4" clear tempered glass please **ADD $ 2,760.00** to the above price and deposit.

Note

All exterior doors will swing out across the side walk. This is to comply with emergency egress rules.

SCHEDULE

Lead times begin after MCD receives written acceptance and the material deposit.

- Estimated lead time for material is approximately **4 - 5 weeks**
- Estimated lead time for installation is approximately **5 - 7 business days**

312 North River Street
Ypsilanti, Michigan 48198
734-483-1354
www.ypsifoodcoop.org

Dear DDA,

I will am rescinding my previously awarded Facade Grant for $5,000.

I am hopeful that an award for the larger amount will allow us to actually complete this project.

Cooperatively,

Corinne Sikorski
General Manager, Ypsilanti Food Coop

10/18/2018

Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT GRANT FOR YPSILANTI FOOD COOPERATIVE

The following preamble and resolution were offered by Member and supported by Member .

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 Façade Improvement Grant Program set aside $30,000 for grant awards for the Depot Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the Michigan Economic Development Corporation has awarded the Ypsilanti DDA $300,000 in grant funding to be used within one year of accepting the award; and

WHEREAS, the YDDA has received a grant request from Ypsilanti Food Cooperative to help business expand in Depot Town; and

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

WHERAS, 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 Façade 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 $30,000.

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:

NAYS:

ABSTAINED:

YES: NO: ABSENT: VOTE: