

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY
NOVEMBER 19, 2009
REGULAR BOARD TRAINING MEETING MINITUES

I. Call to Order

Chair Wheeler called the meeting to order at 8:04 A.M.

II. Roll Call

Members Present: Darryl Daniels*, Linda French, Sandee French, Rene Greff, Jim Karnopp, Scotty James, Karen Maurer, Peter Rinehart, Paul Schreiber, and Dave Wheeler

Arrived at 8:30 a.m.

Members Absent: Robert Barnes, John Coleman, John Donegan,

Others Present: Leonardo Christian; Ypsi News
Jennifer Coe; Interim DDA Director
Jessica de Blacam; DDA Intern
Teresa Gillotti; MSU Extension Planner
Tracy Lewis; DDA Intern
Pete Murdock; Ypsilanti City Council
Tammie Tischler; DDA Attorney
Bonnie Wessler; City of Ypsilanti Planning Intern
Don Wortman; Carlisle/Wortman Associates Inc.

III. Approval of Agenda

D. Wheeler suggested a revised agenda which included holding off on the passage of the bylaws as well as adding a discussion on the Redevelopment Liquor license for the old T.C's Speakeasy building.

Greff requested to add a discussion on agenda structure.

Schreiber motioned to approve the agenda as amended; Greff supported and the motion passes unanimously.

IV. Approval of Minutes October 15, 2009

S. French stated that the minutes are incorrect in stating that she volunteered for the Economic Restructuring Committee.

Greff motioned to approve the minutes as amended; S. French supported the motion and it passed unanimously.

V. Audience Participation

Don Wortman from Carlisle/Wortman Associates Inc. introduced himself to the Board.

VI. Reports

Staff Report

Gillotti provided an overview of the public input session relating to the East/ West Cross Streetscape Enhancement Grant. She advised that if anyone has any additional input, it should be submitted to herself or Richard Murphy at the City.

Standing Committee Reports

Design Committee

S. French provided an overview for the design committee meeting which primarily included a discussion on a list of potential projects and the meeting schedule.

T. Gillotti advised that the next Design Committee meeting has been schedule for Monday November 30, 2009 at 5:00 p.m. at the Jacobsen Daniels conference room.

Economic Restructuring Committee

Maurer advised that the committee as approved its formal members. The committee also discussed various projects which included the development of a mission statement, exchanging contact information with various community organizations, creating business packets and identifying various niche markets.

Organizations Committee

Greff advised that the committee has elected a chair and co-chair. She advised that staff will make meeting materials available online. Greff also advised that the committee evaluated a list of policies and projects. Greff concluded by stating that Organization Committee meetings will be on the 1st and 3rd Wednesday of every month at 8:00 a.m. and will be held at Spark East.

Promotions Committee

L. French informed the board that the committee discussed initiatives such as connecting different community groups, promoting community events, marketing, cross promoting businesses and defining the committee's purpose.

T. Gillotti provided a brief overview of the Starlight Shopping Spree for the board she advised that the spree is a collaborative event between DAY and various downtown businesses. The DDA provided financial support by posting an ad in the Ann Arbor Observer.

VII. Audience Participation

Nothing further

VIII. Old Business

Nothing Further

IX. New Business

Board Meeting and Main Street Training Conflict January 21, 2010

J. Coe advised that the January Board meeting and the January Main Street training session occur on the same day. She requested discussion on how to proceed.

Rinehart motioned to excuse board members that want to attend the January Main Street training session. Daniels supported the motion and it passes unanimously.

Ballard Lot employee parking- recommendation by the city

T. Gillotti advised that the city is currently considering allowing employee parking permits for the Ballard Street lot.

Daniels stated that this project was discussed within the Design Committee where the recommendation was made to turn this over to the full Board.

Greff suggested that this project should fall under the auspices of the Organization Committee because they are currently reviewing taking over parking in the districts as well as the financial obligations attached to doing so.

L. French advised that this topic was discussed among the previous DDA Board where it was decided that businesses should approach the Church before any consideration should be given to converting this public lot.

Greff motioned to move this discussion to the Organization Committee for further review, James supported the motion and it passes unanimously.

Organization Committee

Bylaw Amendments

Greff advised that amendments have been made to the following sections:

Article 6; Section 1: All Board members shall serve on at least one (1) committee **and no more than six (6) DDA Board members shall serve on each committee.**

And

The quantity and role of the committees shall be formalized through a separate policy. **However, the role of the committees, unless specifically noted otherwise, is limited to making recommendations to the DDA Board.**

Article 6; Section 4: **Chair and Vice-Chairperson: Two At least Oone (12)** members of each committee shall be **elected appointed** Chair and Vice-Chairperson by the committee members thereof.

Greff advised that a section regarding the open meetings act has been added to Article 6, this section advises: **Section 6. Open Meetings: All advisory committee meetings of the Authority shall comply with the spirit of the Open Meetings Act, Public Act 267 of 1976, as amended, by posting the time and place of all meetings, ensuring that all meetings are open to the public, and providing for audience participation.**

Committee Structure

Greff provided a brief overview of the board and community volunteer membership guidelines.

Board engaged in discussion on committee membership.

Schreiber requested that Tammie Tischler attend the next Organization Committee meeting to provide legal support.

Request for Additional Funds for Downtown (Ad Hoc Lighting Committee)

James advised that Marc Dutton was selected to install the holiday lights in Downtown and Depot Town. He went on to state that the downtown portion of lighting will be completed in two phases which will include installing lights from the River to Huron (Phase 1) and then installing lighting from Huron to Adams (Phase 2). James stated that in order to complete Phase 2 of this project the board needs to approve an additional \$5,000 to cover all costs.

Daniels motioned to approve \$5,000 for the use of completing Phase 2 of the holiday lighting project; the motion is supported by S. French and it passes unanimously.

Ad Hoc Director Search Committee

J. Coe advised that there is language in the DDA Director Job description that designates this position as a city employee and is thus seeking out additional clarification on this language.

Wheeler requested that Tammie Tischler be consulted for her legal opinion.

J. Coe asked for input on including the salary range in the job description. J. Coe suggested omitting the salary range and replacing it with a request for salary expectations.

Board engaging in discussion on job description posting and salary range.

Greff motioned to authorize the director to move forward with posting the job description and to including a salary range of \$45 to 60K in the said description; motion is supported by S. French and it passes unanimously

Redevelopment Liquor License Application

T. Gillotti advised that the DDA has been handling an inquiry from the Cool LLC with regard to a Redevelopment Liquor License application for the former T.C's Speakeasy location. She advised that a resolution is needed from the Board on this application before going to City Council.

Maurer spoke in favor of an resolution supporting Cool LLC.

L. French advised uncomfortable moving forward on a resolution at this point

Greff also advised uncomfortable moving forward without more knowledge of the project

T. Gillotti provided background on the Cool LLC application.

Rinehart suggested that this discussion be brought before the Economic Restructuring Committee.

X. Reports from Other Boards and Commissions

Nothing Further

XI. Announcements/Comments

J. Coe advised that the DDA has been approached on making a recommendation on the Jamboree.

XII. Public Participation

Nothing Further

XIII. Adjourn

Rinehart motioned to adjourn the meeting; motion is supported by Daniels and it passes unanimously.

Meeting adjourned at 10:10 a.m.