

**YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY (YDDA)**  
**Board of Directors' Meeting**  
**Thursday, June 18, 2009 — 8:00.m.**  
**Jacobsen Daniels Conference Room — 34 N. Washington St. Ypsilanti, MI 48197**

**I. Call to Order**

Chair Rinehart called the meeting to order at 8:05 a.m.

**II. Roll Call**

**Present:** Beal, Coleman, Daniels, James, Maurer, Nelson, Rinehart, Schreiber.

**Absent:** Curtis.

**Others Present:** Teresa Gillotti (MSU Extension Community and Economic Development Educator - Ypsilanti), Kent Baumkel (YDDA Recording Secretary), Jessica de Balcam (DDA Intern), Peter Murdock (City Council Member) and Leonardo Christian ([www.YpsiNews.com](http://www.YpsiNews.com)).

**III. Approval of Agenda**

Daniels moved, seconded by James, to approve the Agenda with the addition of “*Acceptance of Director’s Resignation Letter*” as item #2 under “New Business. The Board unanimously approved the motion.

**IV. Audience Participation**

None

**V. Approval of Minutes**

**1. May 21, 2009 — Regular Meeting**

Board members made minor corrections to the minutes. Maurer moved, seconded by James, to approve the Minutes as amended. The Board unanimously approved the motion.

**2. June 2, 2009 — Special Meeting**

Nelson moved, seconded by Daniels, to approve the Minutes as presented. The Board unanimously approved the motion.

**VI. Old Business**

**1. Interim Director/Executive Director Committee Report**

Coleman reported that the Committee (Coleman, Schreiber, Daniels) met three times, including DT-DDA Chair Wheeler and Ms. Gillotti in meetings, to explore options for locating an Interim Director and conducting an Executive Director search. Mayor Schreiber requested that the YDDA Board allow him to step down from Committee due to competing city commitments. The Committee interviewed two firms and will meet with a third shortly to discuss DDA needs, job parameters, search processes and associated costs.

*Interim Director:* Committee recommendations include:

- Selection of a firm (rather than an individual person) to provide an Interim director.
- The firm selected will fill the Interim Director position.
- The Interim Director will not be eligible to apply for the Executive Director position.
- The Interim Director will work 10-20 hours per week @ \$50 - \$75 per hour.

Following discussion, Daniels moved, seconded by James, to set a NTE \$5K per month for an Interim Director, but the motion was tabled.

The Board asked that the Committee continue its work and present its hiring recommendation for a qualified Interim Director via a formal resolution to the Board within 30 days. A Special Board Meeting may be called for this purpose.

## **2. Budget Re-allocation: Additional Intern**

Ms. Gillotti stated that the YDDA and DT-DDA have a number of projects going and asked that the YDDA Board increase DDA Intern Jessica de Balcam's hours from 10 to 20 hours per week to keep this momentum going during the Director transition period.

Daniels moved, seconded by Coleman, to increase YDDA Intern hours from 10 to 20 hours per week for YDDA Intern Jessica de Balcam, re-allocating the cost associated with this change from dollars remaining in the YDDA FY 2008-2009 Budget under "Marketing," to "Temporary Wages – Interns." The Board unanimously approved the motion.

## **3. DDA Bond Spend-Down**

Ms. Gillotti reviewed the three communications included in the Board Packet regarding the DDA Bonds issued in 2004:

- 6/8/09: The City's Bond Attorney, Patrick McGrow (Miller, Canfield, Paddock and Stone) confirmed that the remaining funds may be expended on "acquiring and constructing public improvements, including parking, streets, streetscape, signage, utilities and related public improvements" on such projects listed in the YDDA's Michigan Avenue Development Area Plan during the current construction season.
- 6/15/09: City Manager Ed Koryzno and City Finance Director Mary Lou Uy wrote to Ms. Mary Kramer at the Michigan Economic Development Corporation (MEDC) confirming that the DDA Bond funds were used as match on the City's MEDC Grant for the elevator project in the DDA-owned Riverside Arts Center (RAC), that \$68,000 remains in unspent DDA Bond funds which the DDA intends to expend the funds by the end of September, and requests an extension on the MEDC Grant through September 30, 2009.
- 6/16/09: Ms. Uy emailed Ms. Gillotti to confirm that Ms. Kramer from MEDC approved the MEDC grant extension to 9/30/09.

Board member Nelson is working with Ms. Gillotti to complete the DDA Bond spend-down projects. They reported the following:

- \$ TBD — The City is negotiating long-term lease for the Washington St. parking lot – some of the DDA Bond funds may be used for that purpose.
- Additional projects include:
  - \$12,000 — Patching and striping parking lots (North Adams, North Huron, South Huron lots)
  - \$14,900 — Concrete work: islands, guard rail, curbing and drain collar (primarily in North Adams lot)
  - \$ 7,500 — Lighting Washington Street Alley

- (floodlights on Pub 13 Building exterior)
- \$ 4,000 – Landscaping islands  
(North Adams lot)
- \$ TBD —Welcome Sign  
(South Huron lot)
- \$ TBD — Shrubs and Plants. Island boulders (prevent damage by trucks)  
(North Adams lot)
- \$ 8,845 — Black metal fencing  
(North Adams lot)
- \$ TBD — Installation of parking meters from A2  
(DDA meeting with A2, DDA collecting post info, DPS will install)

Total known costs currently ballpark at \$52,000 based on quotes. As additional quotes come in, estimates will change. Gillotti and Nelson are working with building owners adjacent to the work areas to address concerns and facilitate progress, as property lines and public/private ownership is not always entirely clearly delineated.

## **VII. New Business**

### **1. City Council Resolution**

Mayor Schreiber announced Ypsilanti City Council unanimously approved combining the Downtown and Depot Town Development Boards on 6/16/09. The existing four TIF districts will remain intact, and the new DDA Board will work together to govern DDA operations and determine TIF fund expenditures. The Mayor read the resolution into the record:

Resolution No. 2009-119

June 16, 2009

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT pursuant to the Downtown Development Act, Section 125.1624, subsection 4(7), City Council hereby creates a single Downtown Development Authority board to govern both of Ypsilanti's Downtown Development Authorities;

AND FURTHER RESOLVED THAT such board will consist of twelve members plus the Mayor;

AND FURTHER RESOLVED THAT such board will be appointed as required by Section 125.1624;

AND FURTHER RESOLVED THAT the members of the combined DDA board filling a resident requirement or the requirement of "having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district" will be equally divided between the two DDA districts;

AND FURTHER RESOLVED THAT at least one member of the combined DDA board shall be a representative of Eastern Michigan University (EMU);

AND FURTHER RESOLVED THAT the existing DDA boards will expire in thirty (30) days from passage of this resolution or upon the appointment of the combined DDA Board, whichever occurs first.

The Mayor stated that he intends to re-appoint some existing members from each existing DDA board to ensure continuity, and will work diligently to construct a board that includes equal YDDA and DT-DDA representation, and a wide variety of different viewpoints. All those meeting the requirements above and interested in being considered as candidates for the new DDA Board are asked to submit a letter or email to Mayor Schreiber by 7/7/09 that includes: name and address, a statement of interest, and how they satisfy the resident/"interest" requirements listed above.

**2. Acceptance of Director's Resignation Letter**

Board members discussed whether or not to accept Director Vosburg's letter of resignation as submitted by Vosburg to Chair Rinehart and placed on file with the City's Human Resources Department. Schreiber declared he would vote against accepting the letter, saying that he felt that Vosburg "deserved better." Board members noted that they had not seen the resignation letter and requested that a copy of Director Vosburg's email and resignation letter as submitted to Chair Rinehart be sent to Board members.

Daniels moved, based on the assumption that a resignation letter exists, to accept Director Vosburg's letter of resignation. Maurer seconded the motion, which carried. Schreiber voted against the motion. Rinehart abstained from the vote.

**VIII. Announcements**

Nelson announced that RAC is holding a Fundraising Dinner on June 25, 2009 at the Keystone Bar. Dinner starts at 5:30 p.m. and tickets are \$25 per person – please consider attending, and spread the word!

**IX. Adjourn**

Daniels moved, seconded by Maurer, to adjourn the meeting. The motion passed. Chair Rinehart adjourned the meeting at 9:51 a.m.

**Minutes Respectfully Submitted,**

**Kent Baumkel, Recording Secretary**

**June 30, 2009**