

YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY (YDDA)
Board of Directors — Special Meeting
Tuesday, July 7, 2009 — 8:00 a.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: Daniels, James, Maurer, Nelson, Rinehart, and Schreiber*.

Absent: Beal, Coleman, Curtis.

* = Arrived after Interim Director Approval discussion and vote concluded.

Others Present: Teresa Gillotti (MSU Extension Community and Economic Development Educator - Ypsilanti), Kent Baumkel (YDDA Recording Secretary) and Christine Laughren (www.YpsiCiti.com).

III. Approval of Agenda

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

IV. Audience Participation

None

V. New Business

1. **Interim Director Approval (Daniels and Gillotti made presentation):** The joint DT-DDA and YDDA Interim Director/Director Search Committee reviewed proposals from a number of consulting firms, interviewed 2-3 firms, and presented its recommendation of the Carlisle Wortman & Associates to provide Interim director services to the YDDA Board for review and consideration. The firm will provide an Interim Director to work 10-15 hours/week handling Interim Director, while staff will continue to work on general operations and special projects to keep things humming along.

The Interim Director will provide:

- **Regular administrative duties** (assistance with board meeting preparation, some committee involvement when necessary, other administrative duties)
- **Support to staff** (assist staff with specific projects underway to continue momentum)
- **Legal and procedural assistance re: DDA merger** (budgets, bylaws and policies such as purchasing, redevelopment liquor licenses, donation requests, etc.)
- **General assistance re: organizational structure related to DDA merger** (identifying staff roles, development of DDA Director job description, ideas for staff organization around project /TIF areas).
- **Provide assistance in developing and preparing new DDA board** (general board education, helping provide board history, TIF and Master Plan reviews by area, goal setting).

A brief review of Carlisle Wortman & Associates' written proposal and a short general discussion ensued.

James proposed, seconded by Maurer, to approve Carlisle Wortman & Associates as the consulting firm selected to fill the Interim DDA Director position. The motion was made with the proviso that the cost for the Interim Director not to exceed (NTE) \$5K per month. The motion carried with Nelson abstaining, stating that he will not be continuing on the Board.

Gillotti noted that the DT-DDA also approved Carlisle Wortman & Associates at its meeting, but with a NTE of \$4K per month, total duration of 3 months.

James moved, with Maurer seconding, to noted that the same recommendation had been made to the DT-DDA

2. New DDA Meeting - July: Date, time and location to be determined - Mayor Schreiber will announce.

VI. Announcements

Karen Maurer: City of Ypsilanti Preserve America Community Application – DDA Letter of Support. Kent Baumkel, Deborah Strong and Ed Penet are working as a team to assemble the City of Ypsilanti's application for Preserve America Community designation, and the team is seeking a Letter of Support from the new DDA to accompany the application.

Designation will provide the City with:

1. National recognition and promotion of Ypsilanti's heritage assets.
2. Eligibility to apply for future Preserve America Grant opportunities (2010 and beyond).

Kent has made a formal request to the DDA via email to Mayor Schreiber, Teresa Gillotti, John Coleman and Peter Rinehart for a Letter of Support to be drafted and presented to the new DDA board for review/approval at its July 2009 meeting.

VII. Adjourn

Daniels moved, seconded by James, to adjourn the meeting. The motion passed. Chair Rinehart adjourned the meeting at 8:14 a.m.

Minutes Respectfully Submitted,

Kent Baumkel, Recording Secretary