

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY  
DECEMBER 17, 2009  
REGULAR BOARD MEETING MINITUES

**I. Call to Order**

Chair Wheeler called the meeting to order at 8:07 A.M.

**II. Roll Call**

**Members Present:** John Coleman \* John Donegan, Linda French, Sandee French, Rene Greff, Jim Karnopp, Scotty James, Karen Maurer, Peter Rinehart, Paul Schreiber, and Dave Wheeler

Arrived at 8:35 a.m.

**Members Absent:** Darryl Daniels,

**Others Present:** Leonardo Christian; Ypsi News  
Jennifer Coe; Interim DDA Director  
Dave Curtis; Pub 13  
Jessica de Blacam; DDA Intern  
Michael Gelletly; Ypsi Farmers Market  
Teresa Gillotti; MSU Extension Planner  
David Gomez; Ypsi Citizen

Tracy Lewis; DDA Intern  
Pete Murdock; Ypsilanti City Council  
Tammie Tischler; DDA Attorney  
Bonnie Wessler; City of Ypsilanti Planning Intern

**III. Approval of Agenda**

D. Wheeler suggested a revised agenda, which included moving John Barr's presentation to the beginning

J. Coe advised that the board can strike the January annual meeting from the agenda.

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

**IV. Approval of Minutes November 17, 2009**

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

**V. Audience Participation**

Nothing further

## VI. Reports

### Staff Report

T. Gillotti provided a status update for the East Cross/ West Cross streetscape enhancement grant. She advised that city staff is currently working on revisions to the plan that have been generated through public comment and will have more details to this effect to the board and all other funding bodies in January.

T. Gillotti also advised that the Redevelopment Liquor License for the T.C's Speakeasy building has been submitted and is headed to City Council for review.

## VII. Standing Committee Reports

### Design Committee

James S. French advised that the committee voted on an option for the Depot Town signal tower signage, adopted guiding principles and a prioritization schedule.

### Signal Tower Resolution

On behalf of the Design committee; S French motioned to accept the bid submitted by Huron Signs for (2) aluminium signs for a cost not to exceed \$2,000 dollars. Rinehart supports the motion and it passes unanimously.

### Economic Restructuring

Maurer advised that the committee is working on an updated list of available properties and developing a community business packet. She also noted that the E.R. committee has invited several business community members to volunteer on the committee.

### Organizations

Greff presented several revisions to the committee structure policy. She advised that meeting minutes will now be a duty of the staff, open audience participation and Robert's rules will apply to each to meetings

### Committee Structure Policy Resolution

On behalf of the Organizations committee, Greff motioned to approve the amended Committee structure policy as presented. L. French supports the motion and it passes unanimously.

Greff reviewed revisions to the bylaws, which include adding the open meetings obligations to article (5) section (9) which adds this standard to the advisory committees.

### Bylaws Amendment Resolution

On behalf of the Organizations Committee, Greff motioned to approve the amended Bylaws as presented. S. French supports the motion and it passes unanimously.

Greff clarified the definition of the Purchasing policy (the procurement of goods and services ) and Funding Policy (support of outside organizations).

Purchasing and Funding Policy Resolution

On behalf of the Organization committee, Greff motioned to approve the purchasing and funding policy as presented. Maurer supports the motion and it passes unanimously.

T. Gillotti suggested adding the presented definitions to each policy.

Greff gave a brief overview of the redevelopment liquor license policy as it was adopted by the former Depot Town DDA. She advised that this policy requires that applicants attend a public meeting, submit a statement of economic intent, project timeline, business plan, and a clarification of responsibilities.

Redevelopment Liquor License Resolution

On behalf of the Organizations committee, Greff motioned to approve the Redevelopment Liquor License Policy as presented. S. French supports the motion and it passes unanimously.

Greff presented an overview of the meeting schedule.

Meeting schedule Resolution

On behalf of the Organizations committee, Greff motioned to approve the meeting schedule as presented. Barnes supports the motion and it passes unanimously.

Promotions

L. French advised the board that the committee has adopted their guiding principles and is currently reviewing whom they are marketing to and targeting what events to promote.

**VIII. Ad Hoc Committee Reports**

Director Search

Greff advised that the 1<sup>st</sup> review of applicants will be on the 21<sup>st</sup> and the next search committee meeting will be December 30<sup>th</sup> at Spark.

Holiday Lighting

Nothing further

**IX. Old Business**

T. Gillotti reviewed the volunteer form that has been emailed and posted to the website.

**X. New Business**

John Barr Presentation on Open Meetings Act.

Barr provided background on the O.M.A and answered board questions.

Excuse Board Members from January 21, 2010 meeting

Board engaged in discussion regarding the mainstreet training session and its conflict with the next board meeting . The board collectively decided to reschedule the next board meeting so that it occurs on January 20, 2010.

City of Ypsilanti Goal Setting

Mayor Schreiber provided an overview of the city's possible budget reductions. He advised that Goal setting sessions will be held January 11<sup>th</sup> and 19<sup>th</sup>. The city is possibly facing \$1.4 million in budget cuts. Schreiber went on to suggest contracting out city services to the DDA.

Greff suggested that the organization committee review a N. Washington parking lot lease as well as renting City Hall office space and the Design committee review contracting a city police officer for the district.

Rinehart motioned that all committees review options on supporting city services. S. French supports the motion and it passes unanimously.

Dumpster Enclosure Locks (added)

Dave Curtis provided an overview of the dumpster enclosure lock project. He advised that the former Downtown DDA board approved this project and work has been completed now the contractor needs to be paid.

Board engaged in discussion about project

Coleman motioned that the strikeplates be installed to the enclosures and then the outstanding bill to the contractor be paid. Greff supported the motion and it passes unanimously.

Snow removal at the R.A.C parking lot

J. Coe reviewed previous contractual obligation with Margolis. She suggested adding limitations to a new contract and suggested that this be sent to the organization committee for review.

Greff suggested that staff come up with a provisional plan should a snow event occur prior to the next organization committee meeting.

**XI. Reports from Other Boards and Commi ssions**

Nothing further

**XII. Announcements/Comments**

Nothing further

**XIII. Public Participation**

Leonardo Christian announced that he is looking for volunteers or financial support for a Community Holiday dinner that he is hosting at Korey's Krispy Chicken. The Holiday dinner will be for benefit of those less fortunate in the community this holiday season.

Christian also noted that Simply Devine is leaving Ypsilanti by the end of February as well as V.G Kids is moving and the party store in downtown is closing.

S. French suggested that someone for Economic Restructuring should contact these businesses.

#### **XIV. Adjourn**

Greff motioned to adjourn the meeting; Rineheart supports motion and it passes unanimously.

Meeting adjourned at 10:35 a.m.