

Ypsilanti Downtown Development Authority Design Committee Meeting

Monday July 25, 2011, 5:30 pm
Jacobsen Daniels, LLC, 30 N. Washington St., Ypsilanti, Michigan

Minutes

I. Call to Order – 5:31 pm

II. Roll Call

Darryl Daniels (C)	<u>P</u>	A	Karl Geil	<u>P</u>	A
Ed Penet (VC)	<u>P</u>	A	Kevin Hill	<u>P</u>	A
Carole Clare	<u>P</u>	A	Paul Schreiber	P	<u>A</u>
Linda French	<u>P</u>	A			

Others Present: Tim Colbeck, DDA Staff
Leonardo Christian; Ypsi News
John Coleman; YDDA Board
Pete Murdock, City Council
Nick Asani, Abe's Coney Island

III. **Approval of Agenda:** E. Penet motioned to approve the agenda; J. Coleman supported and it passed unanimously.

IV. **Approval of Minutes-** June 20, 2011: E. Penet motioned to approve the minutes; C. Clare supported and it passed unanimously.

V. **Audience Participation:** None

VI. Old Business

YDDA Façade Improvement Program Update; T. Colbeck gave the committee an update on the community application process. There was a discussion on whether an applicant would need to have their proposed façade improvements pre-approved by the HDC for the application to be valid. It was asked if we could issue conditional approvals in advance of HDC approvals. Staff will contact the HDC for their opinion on this matter. The committee scheduled a special meeting to be held on 8/8/11 at 5:30 to review the applications received for recommendation to the full board.

Downtown Directional Signage: K. Hill gave a brief update of a DAY project to get directional signage for Downtown Ypsilanti similar to the signage for Depot Town on Michigan Avenue. He stated that DAY is currently working with T. Gillotti/Ypsilanti Planning Department on this project.

T. Colbeck gave a brief report on the Depot Town Kiosk update. The contractor B. Labedzki/Vital Signs has been in the hospital. Staff has been in contact with his wife and he will contact us as soon as he is able to arrange for completion of the updates.

VII. New Business:

Streetscape Design Elements: D. Daniels gave a power point presentation on some standards he would like the YDDA to consider for streetscape enhancement projects, landscaping, public spaces, and site furnishings. He stated that he would like to make this a priority of the Design Committee for the new fiscal year. If approved, these standards would be implemented across all districts and on projects such as the proposed AATA improvements to the Ypsilanti Transit Center/Washington Street Lot.

Downtown Tree Trimming: T. Colbeck shared a tree trimming proposal for the Downtown trees. The committee discussed the overall health of the trees and the need for this maintenance to help preserve them. The committee directed T. Colbeck to get a couple more quotes/proposals for this service to be brought back at our next meeting.

Fall Color Plantings: The committee reviewed the budget for seasonal planting that was approved for the 2011-12 fiscal year. It was discussed that it would be unlikely to afford fall color plantings within the approved budget this year without altering next spring's plantings.

VIII. Proposed Business:

Design Work Plan: D. Daniels addressed the need for the committee to come up with a prioritized work plan for the next 3-5 years. He would like to see the YDDA commit to the incremental purchasing of site furnishings throughout the districts. He requested that our next regularly scheduled meeting be dedicated to working on the strategic plan/work plan

IX. Announcements/Comments: None

X. Audience Participation: N. Asani discussed the efforts to get a mid-block left turn returned to the Abe's block of Michigan Avenue between Hamilton and Ballard.

X. Adjourn: D. Daniels motioned to adjourn the meeting at 6:30. L. French supported and it passed unanimously.

Downtown Development Authority
Economic Restructuring Committee
Thursday, July 7, 2011 – 8:30 a.m.
Frenchies
Minutes

XII. **Call to Order:** B. Barnes called the meeting to order at 8:30 a.m.

XIV. **Roll Call**

Bob Barnes	<u>P</u>	A	Karen Mauer	<u>P</u>	A
Leigh Greden	<u>P</u>	A	Dieter Otto	<u>P</u>	A
Kyle DeBord	<u>P</u>	A	Charlie Penner	P	<u>A</u>
Kevin Hill	<u>P</u>	A			

Other Present: Leonardo Christian; Ypsi News
Tim Colbeck; DDA Executive Director
Jessica de Blacam; DDA Staff
Ruth Ann Jamnick
Pete Murdock; Ypsilanti City Council

XV. **Approval of Agenda:** K. Hill motioned to approve the agenda; K. DeBord supported and it passed unanimously.

XVI. **Approval of June 2, 2011 Minutes:** K. Hill motioned to approve the minutes; K. DeBord supported and it passed unanimously.

XVII. **Audience Participation:** None

XVII. **Old Business**

W. Cross St. Building Rehabilitation & Façade Improvement Grant – Rd. 1 Update: T. Colbeck reported that Tower Inn improvements are nearing completion. He also reported that construction is underway at both 729-735 W. Cross/former Ted's Campus Drugs and 517 W. Cross. A discussion was held on what requirements the applicants need to meet before they can receive their reimbursements. B. Barnes asked if it was required for the applicants to have a Certificate of Occupancy (C of O) before we disbursed funds. The DDA staff will investigate the contract language to determine stipulations for awarding funds and report back to the committee.

W. Cross St. Building Rehabilitation & Façade Improvement Grant – Rd. 2 Status: T. Colbeck stated that the DDA has received 3 applications for round 2. The properties that submitted applications are located at 517 W. Cross St./former Magazine Rack, 511 W. Cross St./former Cross Street Station, and 501 W. Cross St./Eagles Market. He reviewed all 3 applications with E.R. Committee and each application was discussed individually.

The committee first reviewed the 517 W. Cross St. application. It was discussed that it appears that some of this application is for work that was already approved in Rd. 1 of the program. The committee requested that staff compare the Rd. 1 and Rd. 2 applications and report back to the committee what work would be new for consideration of funding in Rd. 2.

The applications for both 511 and 501 W. Cross were incomplete but the committee recommended that both still be considered pending they provide additional information.

Staff was directed to prepare a letter for each applicant requesting required additional information for final consideration. The letter will also establish a timeline for completion and a clear indication that the committee will only consider work that was proposed in their original applications. Each application will be reviewed again at the August committee meeting for a final recommendation to the full board.

XIX. New Business

The committee had a discussion regarding the possible availability for sale of property at 127 N. Washington St. B. Barnes stated that it appears that the property is not currently being listed for sale. He did provide the committee with an up to date MLS listing of available commercial space located within the DDA districts.

XX. Proposed Business

The committee had a brief discussion regarding the possibility of ELG funding for a Rd. 3 of W. Cross St. Rehabilitation & Façade Improvement Grant.

XXI. Announcements/Comments

K. Hill announced that the Crossroads Music Festival will begin on July 8, 2011.

XXII. Audience Participation: None

XXIII. Meeting Schedule: Thursday August 4th, 8:30 a.m. to be held at Frenchies

XXIV. Adjourn: K. Hill motioned to adjourn the meeting at 9:32 a.m.; L. Greden supported and it passed unanimously.

**Downtown Development Authority
Economic Restructuring Committee
Thursday, August 4, 2011 – 8:30 a.m.
Frenchies
Minutes**

I. **Call to Order:** B. Barnes called the meeting to order at 8:30 a.m.

II. **Roll Call**

Bob Barnes	<u>P</u>	A	Karen Mauer	<u>P</u>	A
Leigh Greden	<u>P</u>	A	Dieter Otto	<u>P</u>	A
Kyle DeBord	<u>P</u>	A	Charlie Penner	P	<u>A</u>

Other Present: Leonardo Christian; Ypsi News
Tim Colbeck; YDDA Executive Director
Kevin Hill; YDDA and DAY

III. **Approval of Agenda:** L. Greden motioned to approve the agenda; D. Otto supported and it passed unanimously.

IV. **Approval of July 7, 2011 Minutes:** D. Otto motioned to approve the minutes; L. Greden supported and it passed unanimously.

V. **Audience Participation:** None

VI. **Old Business**

W. Cross St. Building Rehabilitation & Façade Improvement Grant – Rd. 1 Update: T. Colbeck prepared a report outlining a request for grant funds for both 515-7 W. Cross and 701 W. Cross. He discussed the request for grant funds for 515-7 W. Cross, the applicant included receipts verifying that work was completed and paid for, however some of the work the applicant is looking for reimbursement was not the work the committee earmarked the award to. Upon review of the receipts and original application award statement, the committee has recommended that we provide reimbursement at this time only for the funds specifically tied to our award letter. In addition staff was requested to contact the City to make sure that all proper permits were pulled prior to issuing a reimbursement check.

The committee then reviewed a request for reimbursement funds for 701 W. Cross. The invoices and receipts provided are consistent with the award letter for this project. Staff was directed to also verify that all proper permits were pulled by the applicant before issuing the reimbursement check.

W. Cross St. Building Rehabilitation & Façade Improvement Grant – Rd. 2 Status: The committee reviewed the additional information that was provided by all three applicants and each application was discussed individually.

The committee reviewed the material provided for 501 W. Cross St./Eagle Market. There were still some questions about the façade exterior and lighting. The committee requested that contact the applicant and request more detailed information on the proposed exterior lighting and a color rendering of the final façade. Based on the additional information, the committee will make a final recommendation on funding for the September board meeting.

The committee then reviewed the material for 511 W. Cross St. The committee discussed the applicants need to provide proof of liability insurance on the property and the difference in pricing on the two quotes provided for the installation of a fire suppression system in the building. The committee directed staff to get clarification on whether or not the applicant is required to carry liability insurance on the vacant structure and a refined quote for the fire suppression installation. Based on the additional information requested, the committee will make a final recommendation on funding for the September board meeting.

The last applicant review was for 515-7 W. Cross St./Crossroads Bar and Grill. This applicant was approved for grant funding in Rd. I of the program. The committee discussed new request for consideration as compared to the previous one that was awarded \$10,000. It was determined that there is not a significant enough difference in the new proposal to be considered a separate project. The committee has recommended to not fund this project in Rd. II of the program.

VII. New Business

Act 88 Support: L. Greden discussed renewal of the Act 88 Economic Development Millage. This is a renewable millage of 0.043 mills that is used to support economic development initiatives in Washtenaw County including SPARK and the Easter Leaders Group. The Washtenaw County Commissioners will be voting to renew the millage in September. L. Greden motioned that the ER Committee submit a resolution to the Board requesting their support for the millage renewal. The motion was supported by K. Hill and it passed unanimously.

W. Cross St. Building Rehabilitation and Façade Improvement Grant Rd. III: T. Colbeck gave a brief update on the potential of a third round partnership between the YDDA and Washtenaw County. He stated that in a meeting with T. VanDerworp from Washtenaw County/ELG there is potential money available for a third round and the county will consider expanding the boundary for available properties passed the current ones.

VIII. Proposed Business: None

IX. Announcements/Comments: None

X. Audience Participation: None

XI. Meeting Schedule: The first Thursday of the month, 8:30 am at Frenchie's. The next meeting will be on September 1, 2011.

XII. **Adjourn:** L. Greden motioned to adjourn the meeting at 9:45 a.m.; B. Barnes supported and it passed unanimously.

Ypsilanti Downtown Development Authority Design Committee Special Meeting

Monday August 8, 2011, 5:30 pm
Jacobsen Daniels, LLC, 30 N. Washington St., Ypsilanti, Michigan

Minutes

I. Call to Order – 5:36 pm

II. Roll Call

Darryl Daniels (C)	<u>P</u>	A	Karl Geil	P	<u>A</u>
Ed Penet (VC)	<u>P</u>	A	Kevin Hill	<u>P</u>	<u>A</u>
Carole Clare	<u>P</u>	A	Paul Schreiber	P	<u>A</u>
Linda French	<u>P</u>	A			

Others Present: Tim Colbeck, DDA Staff
Leonardo Christian; Ypsi News
John Coleman; YDDA Board

III. Approval of Agenda: D. Daniels motioned to approve the agenda; E. Penet supported and it passed unanimously.

IV. YDDA Façade Grant Applications Review

A brief discussion was held prior the review of the grant applicants. Clarification was made regarding conditional approvals and how much funding is available for individuals.

T. Colbeck gave a power point presentation to the committee of all of the applicants for the program. The committee reviewed the applications by order of DDA districts.

The first district reviewed was W. Cross/Campus Town. There were three total applicants for funding. The committee discussed the applications and determined that since there is enough available funding to provide a maximum grant of \$2,500 for all three, they will recommend conditional approval of each. All of the W. Cross applications were at least partially incomplete. The committee determined that any approval would be contingent on each completing their applications and/or providing missing documentation. Each applicant will be given until Monday, August 22nd to provide all missing information. If they do not provide the information, the application will be considered void.

The second district reviewed was Depot Town. There were also a total of three applicants for this district. It was also determined that since there is enough available funding to provide the maximum grant of \$2,500 for all three applications, the committee will recommend conditional approval for each. Two of the applications were determined to be complete and one requires additional information. The incomplete applicant will be given the same opportunity to provide all missing information as indicated with the W. Cross St. district.

The final district reviewed was Downtown. There were 16 applications for funding in this district. Several of the applicants turned in multiple applications for buildings that may have more than one street address but shared the same business or tax parcel. It was decided that in this case the applications would be considered as one application only. Since there would only be enough funding available to support eight total grants of \$2,500 each, the committee decided to review each individually and give each a specific ranking based on three specific criteria; the Historical Significance/Relevance of the Project, Visual Impact, and Location in a High Traffic/Population Area.

Scoring sheets were used by the committee members for all of the Downtown applicants and they were given to the E.D. to tally. D. Daniels recommended that the E.D. make a final determination of each applicant based on the committee review and point scoring for the Downtown applicants. The top eight Downtown applications by total points should be conditionally approved with any remaining applicants being considered as reserve awardees if any of the top eight fall off due to not completing the application in the allotted extension period. L. French motioned that the E.D. contact each incomplete applicant to request all missing information/documentation be made available by August 22nd to complete their applications. The E.D. will prepare a board resolution requesting the YDDA conditionally fund the recommended applicants for all three districts contingent to any missing information being provided no later than August 22nd. K. Hill supported the motion and it passed unanimously.

- V. Adjourn:** L. French motioned to adjourn the meeting at 6:35. C. Clare supported and it passed unanimously.

Downtown Development Authority
Economic Restructuring Committee
Thursday, September 1, 2011 – 8:30 a.m.
Frenchies
Minutes

XII. **Call to Order:** B. Barnes called the meeting to order at 8:34 a.m.

XIII. **Roll Call**

Bob Barnes	<u>P</u>	A	Karen Mauer	<u>P</u>	A
Leigh Greden*	<u>P</u>	A	Dieter Otto	<u>P</u>	A
Kyle DeBord	<u>P</u>	A	Charlie Penner	P	<u>A</u>

*Arrived at 8:40 a.m.

XIV. **Other Present:** Jake Albers; DDA Intern
Tim Colbeck; DDA Executive Director
Pete Murdock; Ypsilanti City Council
Kevin Hill; YDDA, DAY

XV. **Approval of Agenda:** K. Hill motioned to approve the agenda; D. Otto supported and it passed unanimously.

XVI. **Approval of August 4, 2011 Minutes:** K. Hill motioned to approve the minutes; K. DeBord supported and it passed unanimously.

XVII. **Audience Participation:** None

XVII. **Old Business**

W. Cross St. Building Rehabilitation & Façade Improvement Grant – Rd. 1 Update:

T. Colbeck reported that all of the approved façade work for 701 W. Cross/Tower Inn has been completed and all licenses and approvals by the City have been received. He stated that 701 W. Cross has provided adequate documentation that the contractors have been paid and he will submit an invoice to the City for their reimbursement.

The committee then engaged in a discussion regarding the reimbursement request for 515 W. Cross. The YDDA had earmarked grant funds specifically for a fire suppression system and entrance façade improvement. As of this date Mr. Christodoulou has completed only the entrance façade work; fire suppression system has yet to be installed. The committee decided that reimbursement for 50% of total cost of entrance façade improvement already completed and paid for will be approved contingent on the property owner providing proof that a final inspection by the City has been passed. The remaining committed funds will be held for reimbursement waiting for the completion of the total project including the fire suppression system. The committee agreed that the property owner can be reimbursed for 50% of the total cost of the fire roll down door. The

committee also agreed that any funds remaining up to the original \$10,000 commitment can be used for HVAC and electrical improvements that were included in the original application. All of the remaining funds will not be reimbursed until the project is completed and all appropriate approvals from the City have been received.

W. Cross St. Building Rehabilitation & Façade Improvement Grant – Rd. 2 Status:

T. Colbeck provided an update for both of the remaining applications being considered. For 501 W. Cross a refined color rendering of the project was submitted to the committee. The committee discussed the need to get a better detailed description of the proposed exterior lighting on the project.

The committee then discussed the application for 511 W. Cross St. T. Colbeck provided clarification on the quotes that were provided to install a fire suppression system in the building. The committee also reviewed the applicant's explanation for why they do not currently carry insurance on the vacant building.

The committee made a final recommendation for funding of these two applicants. The final recommendation will leave some funding unused for the round II grants, however it was determined that it is highly likely that there will be an expanded round III and the leftover funds can be rolled into that.

K. Hill motioned to submit a resolution to DDA Board seeking approval for grant funding of 50% of the total cost of the installation of a fire suppression system at 511 W. Cross St. not to exceed \$8,997.50 and for 501 W. Cross St. 50% of the façade improvements not to exceed \$10,000 and 50% of the total exterior lighting not to exceed \$5,000. The lighting improvement portion is pending the approval of technical specifications and cost estimates being received by the Economic Restructuring Committee. K. Maurer supported and the motion passed unanimously.

XIX. New Business

W. Cross St. Building Rehabilitation & Façade Improvement Grant – Rd. III

L. Greden provided an update stating that Washtenaw County/Easter Leaders Group (ELG) as expressed a commitment to allocate matching funds for a third round of the Building Rehabilitation program. The County would require that their funds be allocated to the YDDA by the end of the calendar year which is their budget cycle. He stated that it is likely that the County is willing to expand the geographic area of the program to include the entire DDA. In addition he stated he believes that the County will increase their match to \$20,000 with the YDDA providing a \$10,000 match.

L. Greden stated that he will discuss the potential third round funding with the ELG at their September meeting. Once there has been a firm commitment to fund a third round he will bring back to the ER Committee to request the required DDA commitment at the October Board meeting. He requested that T. Colbeck prepare a presentation for the September 14th ELG meeting to show the value that we have received from the grant including some before and after pictures of the buildings that were funded, the projected investment amounts, and the number of jobs created.

XX. Proposed Business: None

XXI. Announcements/Comments

T. Colbeck discussed the Matching Opportunities and Resources to Entrepreneurs (MORE) Program. He stated that he learned about this program at the Michigan Economic Developers Association (MEDA) conference he recently attended. The MORE Program will create a web-based application that can be added to our new website that identifies specific resources available for small businesses. It is continually updated and will match an entrepreneur or business with specific resources that meet their needs. It is provided by a non-profit organization and is funded by the State and Federal governments. T. Colbeck stated he will be following up with the organization to implement this on our new website.

XXII. Audience Participation:

P. Murdock announced that there will be a series of budget and strategic planning meetings hosted by the City Council to discuss a 5 year finance plan to budget the City's budget.

XXIII. Meeting Schedule: Thursday, October 6, 2011, 8:30 a.m. at Frenchie's

XXIV. Adjourn: K. Maurer motioned to adjourn at 9:50 a.m.; D. Otto supported and it passed unanimously.

Ypsilanti Downtown Development Authority Economic Restructuring & Design Committee Meeting

Wednesday, September 25, 2013, 8:30 am

SPARK East

215 W. Michigan Ave.

Minutes

I. **Call to Order:** 8:34 a.m.

II. **Roll Call**

Jake Albers *	P	Regan Parker	A
Linda French	P	Charlie Penner	A
Kevin Hill (C)	P	Rois Savvides	P
Dieter Otto	P		

*left at 9:30am

Others in Attendance: Ben Harrington, EMU Student Govt.
Andrew Hellenga, DDA Staff
Teresa Gillotti, Ypsilanti P&DD
Pete Murdock, City council

III. **Approval of Agenda:** D. Otto moved to approve the agenda as submitted. J. Albers supported the motion and it passed unanimously.

IV. **Approval of July 24, 2013 Minutes:** J. Albers moved to approve the minutes as submitted. D. Otto supported the motion and it passed unanimously.

V. **Audience Participation:** None

VI. **Old Business:**

1. YDDA Façade Improvement Program Update:

- Façade Status Report

- 24 E. Cross St/Olde Towne Coin and Gold – A. Hellenga informed Committee that the applicant finished the project before it was approved at the board level as discussed at the July committee meeting. The YDDA Board Chair approved the applicant being notified to proceed based on the review and recommendation of staff and the committee and within the existing DDA purchasing guidelines.
- 9 E. Cross St. /Eyre – A. Hellenga reported that the project has yet to be completed by the applicant due to a change in contractors. Staff has approved an extension for the project and requested that the applicant provide an updated timeline and new rendering if the design is changed.

- Application for 310-12 N. River St./Ypsilanti Food Coop
 - A. Hellenga reviewed the application for grant funding with the committee.
 - The committee directed staff to obtain an updated timeline for the applicant's previously awarded Building Rehab Grant.

J. Albers moved to approve the application for a Façade Grant contingent on the YDDA Board's approval of an amended timeline for the applicant's previously awarded Building Rehab Grant. D. Otto supported the motion and it was approved unanimously.

2. YDDA Building Rehab and Improvement Grant Program Update:

- Request extension for 310-12 N. River St. /Ypsilanti Food Coop

The committee reviewed a written request for extension of the project completion timeline. J. Albers moved to approve the extension as requested. D. Otto supported the motion and it passed unanimously.

3. Downtown Dumpster/Solid Waste Service Program management:

- Camera Installation Quotes

The committee reviewed the quotes for surveillance systems. L. French moved to select ADT for the purchase and installation. J. Albers supported the motion and it passed unanimously.

- The committee suggested that a test area be determined in order to ensure the effectiveness of the system. After discussion the committee determined that the S. Huron enclosure is the most appropriate site.

D. Otto moved to select S. Huron as the test area. L. French supported, the motion passed unanimously.

- Dumpster Billing Rates

The committee reviewed the revised billing rates for the public/private dumpster partnership. J. Albers moved to approve the billing rates as developed by staff. L. French supported the motion and it was approved unanimously.

- Illegal Dumping Brochure and Letter to Community
 - The committee engaged in discussion stating that the signage attached to the dumpsters should include information on where it is appropriate to dump, including ways to contact those organizations.
 - The committee suggested that the brochure be designed in

order to draw users to specific information in the brochure.

- Increased Dumping Fees
 - The committee engaged in a discussion on requesting the City increase dumping fees.
 - Councilmember P. Murdock informed the committee that the Township has higher dumping fees in response to dumping on a larger scale. The City's rates are based on citations for littering. The committee suggested that the DDA submit a resolution to council asking that the dumping fines be increased to the same level as the State of Michigan with language differentiating between littering and dumping.

L. French moved that the YDDA formally request the City adopt dumping fees that mirror those of State of Michigan. D. Otto supported the motion and it passed unanimously.

- Camera Surveillance Policy
 - A Hellenga provided a brief summary of the developed policy as researched by staff. The committee engaged in discussion and recommended adding the police to the list of entities that can view the cameras.

K. Hill moved to recommend the YDDA approve the policy as amended by the committee. L. French supported the motion and it was approved unanimously.

4. Bike Rack installation program Update:

- Selection of Bike Rack
 - A. Hellenga informed committee that staff had received additional information on the previously recommended multi-bike rolling racks stating they are not the preferred facility for bike enthusiasts. Given this information staff solicited estimates to replace these with individual hoop racks totaling 20. He shared the quote from Dero which provided an estimate of \$2,351.08

D. Otto moved to select the 20 single loops from Dero. L. French supported the motion and it was approved unanimously.

- The committee discussed the need to increase the budget line item to cover the costs of purchase and installation and added community support for the cost-sharing program.

L. French supported motion to request the YDDA board increase funding by

\$1,000 for the bike facilities. D. Otto supported the motion and it passed unanimously.

VII. New Business:

- Review of Design Standards
The committee reviewed a memo and the recommended streetscape design standards provided by staff.

T. Gilloti discussed adopting these design standards that are also currently used by the EMU. She also asked that the DDA consider extending these standards or developing new ones for the Water Street District streetscape.

L. French moved to direct staff to research design existing designs and standards from the old Downtown Streetscape project in order to extend these into the Water St. District. D. Otto supported the motion and it passed unanimously.

- Ypsilanti Wayfinding Program of Support
The committee reviewed an update of this project. Staff has shared with the committee a request for support from the YACVB for an amount up to \$2,500 to help pay for the wayfinding study.

L. French moved to request the YDDA provide a match of \$2,500 to the YACVB to show our support and buy in for the overall wayfinding program. D. Otto supported the motion and it passed unanimously.

VIII. Proposed Business:

- Potential Projects/Prioritization: The committee discussed the list of possible projects that the DDA should consider prioritizing. The committee requested that staff gather information regarding certain projects to report at the next committee meeting.

IX. Announcements/Comments: None

X. Audience Participation: None

XI. L. French moved to adjourn the meeting. D. Otto supported motion and it passed unanimously. The meeting was adjourned at 10:19 am. **Next Meeting: Wednesday, October 23, 2013 8:30 am at SPARK East, 215 W. Michigan Ave.**

**Downtown Development Authority
Economic Restructuring & Design Committee
Thursday, October 13, 2011 – 8:30 a.m.
SPARK East
Minutes**

I. **Call to Order:** the meeting was called to order at 8:34 a.m.

II. **Roll Call**

Bob Barnes	P	<u>A</u>	Leigh Greden	<u>P</u>	A
Linda French	<u>P</u>	A	Karen Maurer	<u>P</u>	A

Other Present: Tim Colbeck; YDDA Executive Director
Pete Murdock; Ypsilanti City Council
Kevin Hill; YDDA, DAY
Charlie Penner; MI-SBTDC
Dieter Otto; Eastern Michigan University
Kyle DeBord, SPARK East

III. **Approval of Agenda:** L. Greden request that selection of a new committee chair be moved from New Business and be added immediately following the Approval of Agenda. L. Greden motioned to approve the agenda as amended; K. Maurer supported and it passed unanimously.

IV. **Select New Chair:** L. Greden nominated K. Maurer as Chair of the ER/Design Committee and L. French as Vice-Chair. Both accepted and were unanimously voted on.

V. **Approval of Minutes:**

L. French motioned to approve the July 25, 2011 Design minutes; L. Greden supported and it passed unanimously.

L. French motioned to approve the August 8, 2011 Design minutes; K. Hill supported and it passed unanimously.

L. Greden motioned to approve the September 1, 2011 Economic Restructuring minutes; K. Maurer seconded and it passed unanimously.

VI. **Audience Participation:** None

VII. **Old Business**

YDDA Façade Improvement Program Update:

T. Colbeck gave a brief update on the approved grant applicants. He stated that Haabs Restaurant, Wolverine Grill, and Olde Towne Coin & Gold have all completed their façade projects. He reported that we are in the process of receiving the signed

agreements from the rest of the applicants and will follow up with each to get firm timelines for their projects.

Downtown Tree Trimming:

T. Colbeck reviewed three separate proposals to provide tree trimming services for all of the downtown trees. He stated that it was a recommendation from last year's holiday lighting contractor to trim all of the trees that have lights to improve the quality of both the trees and the lighting. He also reminded the group that the YDDA's 2011-12 fiscal year budget removed all funding for holiday lighting, so if we were to chose any of the provided proposals, the funding would have to come from appropriate reserves. The committee declined to take any action at this time regarding the tree trimming proposals.

The committee then discussed the fact that there are no funds available for holiday lighting in this year's YDDA budget. It was decided that a public statement should be drafted by staff announcing that we will not be providing holiday tree lighting this year. The announcement should include a statement of the costs in previous years including electricity and maintenance and replacements. P. Murdock suggested that there may be groups that will volunteer to remove the existing lights from the trees and salvage what is possible at no charge to the YDDA. He and K. Hill will coordinate with the volunteers and the YDDA staff.

W. Cross St. Building Rehabilitation & Façade Grant Rd. I:

T. Colbeck gave a brief update on the status of the three grant awardees. Tower Inn has completed all of their work and has received their reimbursement. 515 W. Cross/Crossroads Bar is close to completion of all of their work. T. Colbeck stated that upon completion of the proposed work and acknowledgement from the City that all work has passed inspection, they will also receive their reimbursement. 729-735 W. Cross/O'Neal Construction project is still in progress. Staff will ask that the applicant request a timeline extension to complete the project and remain eligible for the grant award.

W. Cross St. Building Rehabilitation & Façade Grant Rd. II:

T. Colbeck stated that award letters have been issued to the two selected grantees and they are in the process of executing formal agreements with the YDDA to move forward.

Depot Town Kiosk Update:

T. Colbeck reported that all work on the updated kiosk has been completed.

Streetscape Design Elements:

T. Colbeck gave a brief report on the proposed streetscape design elements. He stated that D. Daniels had give the Design Committee a power point presentation several months ago to highlight proposed design guidelines and standards for streetscape elements such as wayfinding, planting beds, and site furnishings. He will provide the new committee a copy of the power point for their consideration to move forward with this project as the committee forms its work plan.

Fall Color Plantings:

T. Colbeck stated that there had been discussion with the Design Committee to use some of our seasonal planting budget to purchase mums and other fall foliage for the districts. The committee discussed our reduced seasonal planting budget and decided that based on the decreased budget and the late timeline, no action should be taken on this.

VIII. New Business

Members-at-Large and Meeting Schedule:

K. Maurer recommended that K. Debord, C. Penner, and D. Otto be reappointed to serve as members-at-large for the Economic Restructuring & Design Committee. The committee members agreed unanimously. Meeting dates and times for the committee have been set for Thursday the following week from YDDA Board meetings, 8:30 am at SPARK East. Our next meeting will be Thursday, October 27th.

W. Cross St. Building Rehabilitation & Façade Grant Rd. III:

L. Greden discussed a potential third round for the successful program. He stated that in the first two rounds, the Eastern Leaders Group (ELG) provided a one-to-one match for funds to the YDDA to provide grants. The ELG provided \$15,000 and the YDDA provided \$15,000. He stated that the ELG is now willing to commit a two-to-one match to the YDDA, or \$20,000 from the ELG for \$10,000 from the YDDA. In addition they are now willing to expand the boundaries of the program to include all of the YDDA districts.

He stated that the YDDA would be able to postpone our expenditure of funds until our next fiscal year beginning on July 1, 2012. However the ELG needs to have the money awarded from their books prior to the close of their current fiscal year, which ends December 31, 2011.

K. Hill proposed a resolution for the board that the YDDA approve setting aside \$10,000 to create a round III for the grant that would include all of the YDDA districts. The YDDA dollars would leverage an additional \$20,000 grant to the YDDA for the purpose of funding building rehabilitations and façade improvements. In addition to the \$30,000 there is approximately \$6,000 in remaining funds from previous round of the program. These funds will be moved into the third round program, but will only be available for projects in the W. Cross TIF area. The motion was seconded by C. Penner and it passed unanimously.

Cross Street Enhancement Project Maintenance Agreement:

T. Colbeck reviewed the proposed maintenance agreement between the City and YDDA for the improvements that are part of the current Cross Street enhancement project. He stated that if we sign the YDDA will be responsible for the following items:

- The care of all planting areas including watering, cutting grass (with exception outlined), plant but not tree pruning, leaf and plant waste removal, fertilization, and spraying for insects and disease as necessary.

- Furnishing and planting all plants in planters, islands, and bump-outs as agreed upon.
- Observing street light repair and notifying DTE of outages or repairs.

T. Colbeck noted that there is language regarding monitoring and supervising all dumpsters in the area that should be removed. It was also noted that the agreement does have a description of the area to be served.

L. Greden motioned that a resolution be drafted for the board to agree to the maintenance agreement with the removal of any language regarding dumpster management and the addition of a description of the service area. This was seconded by K. Maurer and it passed unanimously.

River St. Median Landscaping Proposal:

T. Colbeck reviewed a request for funds from Ypsilanti Mill Works Partnership for the YDDA to assist them with planting flowers in the River St. medians. They are requesting \$400 for materials and that these medians be added to the regular watering schedule from WH Canon.

The committee discussed the proposal and felt that this is a low cost improvement for the YDDA. It is also a chance to leverage other resources including labor for the installation and maintenance of the flower beds.

L. French motioned that we submit a resolution to the board requesting that the YDDA support this project by providing up to \$400 for the costs of materials as a reimbursement of expenses upon provision of receipts to the Ypsilanti Mill Works Partnership. The funds would come from the Depot Town TIF reserves. L. Greden seconded the motion. L. French, L. Greden, K. Maurer, D. Otto, and C. Penner voted to support the motion. K. Hill voted against the motion. The motion passed.

IX. Proposed Business:

K. Hill discussed the potential for a group to submit a proposal to support holiday lighting/decorations in the Downtown. It was determined that the committee would consider a proposal similar to the one supporting the River St. Medians that would possibly offer financial support to a third party that will provide and install holiday decorations.

L. French asked this would be the appropriate committee to approach about the possible purchase of available downtown property for the development of additional parking and a possible new YDDA office. It was determined that this is the appropriate committee to approach for these requests.

X. Announcements/Comments: None

XI. Audience Participation: None

XII. **Meeting Schedule:** The first Thursday following a YDDA Board meeting, 8:30 am at SPARK East. Our next meeting is Thursday, October 27, 2011, 8:30 am

XIII. **Adjourn:** The meeting was adjourned at 9:50 am.

Ypsilanti Downtown Development Authority Economic Restructuring & Design Committee Meeting

Wednesday, October 23, 2013, 8:30 am

SPARK East

215 W. Michigan Ave.

Minutes

I. **Call to Order:** 8:34 a.m.

II. **Roll Call**

Jake Albers *	P	Regan Parker	P	
Linda French	P	Charlie Penner		A
Kevin Hill (C)	P	Rois Savvides	P	
Dieter Otto	P			

*left at 9:55am

Others in Attendance: Stewart Beal, Beal Properties
Tim Colbeck, DDA Director
Andrew Hellenga, DDA Staff
Pete Murdock, City council

III. **Approval of Agenda:** J. Albers moved to approve the agenda. D. Otto supported the motion and it passed unanimously.

IV. **Approval of September 25, 2013 Minutes:** J. Albers moved to approve the minutes as submitted. R. Parker supported the motion and it passed unanimously.

V. **Audience Participation:** None

VI. **Old Business:**

1. YDDA Façade Improvement Program Update:

- 27 E. Cross St.
 - Staff reviewed a memo outlining the project scope. The total project estimate is \$1,605.00 which means the applicant would be eligible for \$802.50.
 - The applicant still needs HDC approval for which they have begun the process.
 - The applicant wishes to move forward with the project as quickly as possible due to weather conditions and could proceed as early as next the last week of October if allowed.
 - The committee discussed the application as compared to previous applications that were tentatively approved by committee prior to a full board approval based on smaller

award amounts and timing constraints. Based on existing precedent and the YDDA's purchasing policies, the committee agreed this application was consistent with others that were previously given a tentative approval to proceed before formal award.

D. Otto moved to recommend approval for application contingent upon them receiving HDC and Board approvals. The motion was supported by J. Albers and was approved unanimously.

- 400 North River (Thompson Block)
 - Stewart Beal gave an update on the project status. The committee reviewed an updated timeline. S. Beal stated that the award of a grant is important to show public support to help secure a low interest loan from the State of Michigan which is key to the total project funding along with State tax credits.

L French moved to recommend the YDDA Board approve the application awarding applicant \$2,500 contingent on a submission of a detailed list of financing when available and HDC approval. D. Otto supported the motion and the committee approved unanimously.

2. YDDA Building Rehab and Improvement Grant Program Update.

- 400 North River (Thompson Block)
 - The committee discussed the full project and the benefits to the community as a whole if this project were to be completed. They addressed concerns of tying up funding availability for other potential projects. The committee reviewed the expected timeline of the program and when certain parts of the work will be completed. It was determined that any Building Rehab Grant Funds would be specifically earmarked towards the construction of the building addition that will house the elevator and stairwell which would be appropriate to the program language and intent.

D. Otto moved to recommend the YDDA Board award the applicant \$15,000 contingent on all necessary building approvals are received and the provision of a detailed list of project financing when available. The motion was supported by R. Savvides and the committee approved unanimously.

3. Downtown Dumpster/Solid Waste Service Program Management.

- Staff provided an update on the status of the following;
 - Installation of surveillance system in the South Huron Lot (pilot program).

- Fee Scale – staff is preparing a letter to distribute along with invoices describing the fee scale as well as the program as a whole. K. Hill request that he review the billing statement and letter prior to release and that staff wait until after the pilot camera program is up.
- Brochure and Community letter – staff is waiting for City Council's decision on a possible ordinance change to increases illegal dumping fees for distribution of the letter and brochure.
- Signage wording on enclosures – staff reviewed the requested language for the new/additional enclosure signage. The committee members discussed the language and requested that staff make some minor changes. The committee members also requested that there be signage better directing the public toward the enclosures entrances. Staff will wait for the final installation of new signage until there is a determination by the City of the proposed increased dumping fees.

4. Bike Rack installation Program Update

- The staff updated committee on the status of the purchase and installation of bike racks. Staff informed the committee that there is an excess of requests for bike racks to the available inventory. Due to the initial success of the program it may be necessary to offer this program again in the spring.
- Staff suggested that applications have a limit on how many bike racks can be requested.
- The committee members and staff agreed to the number and general placement of available racks for the fall.

5. Water Street Design Standards Update.

- T. Colbeck shared a memo outlining the preferred design elements/guidelines and timing for the Water St. Streetscape that he conferred with T. Gillotti.
- He addressed the eventual need for a professional engineer/landscape architect to create working plans to be used and the need to be reviewed and approved by MDOT.

6. Potential Project Prioritization Update

- Staff reviewed the potential project list and asked for direction on how to prioritize. The committee identified the following projects as higher priorities.
 - W. Cross 500 Block Streetscape Upgrades.
 - W. Cross 700 Block Ally Design and Repairs.
 - Depot Town Business Directory Kiosk Update.
- Staff informed committee that DPS has been in contact with DTE to

repair/repaint the Downtown Streetlight Poles.

VII. New Business: None

VIII. Proposed Business:

1. Streetscape Maintenance Contract Renewal/RFP: Staff informed the committee that the current maintenance contract will end in March 2014 and that it will be time to begin an RFP process shortly.
2. Holiday Decorations: T. Colbeck reported that YACVB will not be able to pay for the installation of Holiday Décor this year. He stated that per the last two year's invoices to the YACVB, DPS has charged approximately \$4,000 for the installation of decorations.

The committee engaged in discussions to address possible options for the Holiday Decorations this year. Staff will contact the DPS to see if we are required to use them for the installation, if not they will solicit quotes from other companies to see if the work can be done less expensively.

Staff will investigate every option available to the DDA to ensure the installation of decorations this coming season. The committee agreed that the \$1,500 that is in the budget earmarked for the holiday decoration match grant will likely need to be redirected to the installation of our existing inventory. The committee also agreed that this should be the staff's highest priority at this time.

IX. Announcements/Comments: None

X. Audience Participation:

1. K. Hill announced that DAY will be holding their annual Halloween event on Friday, October 25th.
2. L. French announced that the Depot Town Fall Festival will be held on Saturday, October 26th.

XI. L. French moved to adjourn the meeting. D. Otto supported the motion. The meeting was adjourned at 10:17 am. **Next Meeting: Wednesday, December 4th, 2013 8:30 am at SPARK East, 215 W. Michigan Ave.**

City of Ypsilanti
Downtown Development Authority

Economic Restructuring and Design Committee Meeting
Wednesday, November 23, 2011 – 8:30 a.m.
SPARK East 215 W. Michigan Ave, Ypsilanti

Minutes

I. Call to Order: T. Colbeck called the meeting to order at 8:35 a.m.

II. Roll Call

Bob Barnes	P	Karen Maurer (C)	A
Kyle DeBord	P	Dieter Otto	P
Linda French (VC)	A	Charlie Penner	A
Leigh Greden	P		

Others Present: Jake Albers, DDA Staff
Tim Colbeck, DDA Executive Director
Leonardo Christian, Ypsi News
Teresa Gillotti, City of Ypsilanti
Kevin Hill, DDA

III. Approval of Agenda: D. Otto motioned to approve the agenda. K. Hill supported and the motion passed unanimously.

IV. Approval of Minutes: K. Hill motioned to approve the 10-27-12 ER/Design minutes. D. Otto supported and the motion passed unanimously.

V. Audience Participation: None

VI. Old Business:

YDDA Façade Improvement Program Update: T. Colbeck provided an update for the committee regarding the status of the various projects.

West Cross St. Building Rehabilitation & Façade Grant Rd. I and II: T. Colbeck provided an update for the committee. The committee engaged in a discussion regarding any project work that has yet to be completed despite the established deadline. The committee agreed that all of the awardees qualifying work must be completed by March 1, 2012 in order to maintain eligibility for reimbursement. T. Colbeck was directed to write a letter addressing this to the appropriate grant awardees.

YDDA Building Rehabilitation & Façade Grant Rd. III: T. Colbeck stated that a formal contract has been executed between the YDDA and Washtenaw County for the Rd. III funds. He has also submitted an invoice for the funds to the County and expects to receive the \$30,000 from the County before the end of the calendar year.

The committee engaged in a discussion regarding Rd. IV of Building Rehabilitation & Façade Grants. A preliminary time table was established in which staff will send out application terms

from previous rounds to committee members for review in January, 2012. Application terms are to be established in February, 2012. Applications are to be sent out in March, 2012. Approval of applications at committee level is to take place in May, 2012. Committee recommendations are to be submitted to Board in June, 2012.

VII. New Business:

Ypsilanti Planning Department OPRA Discussion: T. Gillotti presented a DDA-Wide OPRA District proposal to the committee.

The goals for establishing this district would be to:

- Further market rehabilitation of upper story redevelopment.
- Remove an approval step leaving the applicant to focus on their application rather than the district creation.
- Save staff noticing time and save the applicant \$200 (cost for establishing district). Application fee still costs \$350.
- Also on the process level, work with the City Assessor to potentially determine “obsolescence” in advance to further market properties as OPRA-ready. Note: certification of obsolescence is required to qualify for an OPRA.
- Potential combine OPRA’s with other available incentives to reduce costs of conversion.

The committee engaged in a discussion regarding the district wide OPRA. The committee is in full support of the DDA-Wide OPRA District proposal from the Planning Department. Committee recommendation will be included in report at December Board Meeting. If the Board states its support for proposal a formal resolution will be submitted at the January Board meeting.

2011-2012 Work Plan: The committee engaged in a discussion regarding the work plan. The committee addressed the philosophical questions created at the Board Retreat.

1. What is the DDA’s role in business recruitment and retention? Should we use public funds to subsidize business expenses and what influence should we have on creating a diverse business mix?

- We do not believe it is the role of the DDA to proactively attract business.
- It is our role to reactively advise existing businesses. We should be able to react to the needs of local businesses.
- It is our role to reactively open business channels for prospective owners through:
 - An up to date inventory of available property as well as available resources.
 - A toolbox of solutions for prospective and existing business owners.
- It is our role to create a favorable business climate through:
 - Improvement to public infrastructure
 - Effective Programming
- We support subsidizing one-time expenses such as façade and building rehabilitation grants.
- It is not our role to subsidize ongoing expenses such as waste removal. However, we remain open and supportive of partnerships that leverage outside resources that could be used to subsidize business expenses such as business incubator expenses.
- Our role is to support a strong and diverse business based on current market demands.
- It is not the role of the DDA to proactively select types of businesses for the district.

2. **What, if any role, should the DDA play in supporting the Arts and Events and what is our relationship with the Riverside Arts Center?**
 - Our role is to support the Arts, Events, and Entertainment that improves the business climate.
 - Our role is to support infrastructure to enable events rather than subsidize events.
 - Our role is to support the Arts as a cultural amenity that drives economic activity.
3. **What is the DDA's role in the long term financial situation of the City and how active should we be in redeveloping Water Street?**
 - Our role is to support Water Street in the same way that we support all DDA districts.
 - If the DDA is to be successful; then we are developing a long-term financial commitment with the City.

VIII. Proposed Business: T. Colbeck provided an update on the Cross St. Streetscape maintenance contract with the City. According to the contract, the City has added that the DDA agree to be responsible for maintaining an inventory of light poles and fixtures per the DTE contract requirements. We already have purchased the initial inventory of light fixtures, which are in storage at DPS. It is unclear if DTE will require an inventory of the poles to be kept, it is the understanding of T. Gillotti that while the poles being used for the project are not standard DTE poles, they have since approved these as one of their standard poles. If this is correct, then there will not be the additional requirement to keep an inventory of the poles, only the light fixtures. Staff is to confirm this with DTE.

The YDDA Board already approved the maintenance agreement by resolution at the November Board meeting. It was decided that this discussion is to be included in the committee report and brought up specifically for discussion at December Board Meeting.

IX. Announcements/Comments:

T. Gillotti provided an update on the Sign Ordinance.

The city is applying for a grant to restore the historically designated store signs throughout the city.

T. Gillotti also announced that the Key Bank building is interested in improving the streetscape along their portion of Michigan Avenue. She inquired about DDA interest in partial support of the project as it provides a direct benefit to public infrastructure. T. Colbeck stated that the YDDA has approximately \$16,000 left in reserve from the Michigan Ave. Streetscape II Project that may be eligible to use for these improvements.

X. Audience Participation: None

XI. Adjourn: K. Hill motioned to adjourn. B. Barnes supported and the motion passed unanimously at 10:35 a.m.

XII. Meeting Schedule: Thursday, December 22, 2011; SPARK East at 8:30 a.m.

Ypsilanti Downtown Development Authority Economic Restructuring & Design Committee Meeting

Wednesday, December 4, 2013, 8:30 am

SPARK East

215 W. Michigan Ave.

Minutes

I. **Call to Order:** 8:38 a.m.

II. **Roll Call**

Jake Albers	P	Regan Parker	P	
Linda French	P	Charlie Penner		A
Kevin Hill (C)	P	Rois Savvides	P	
Dieter Otto	P			

Others in Attendance:

Tim Colbeck, DDA Director
Amanda Edmonds, DDA Board
Andrew Hellenga, DDA Staff
Adam Gainsley, DDA Board
Leigh Greden, DDA Board
Pete Murdock, City Council
Corinne Sikorski, FOYF

III. **Approval of Agenda:** D. Otto moved to approve the agenda as submitted. L. French supported and the motion passed unanimously.

IV. **Approval of October 23, 2013 Minutes:** J. Albers moved to approve the minutes as submitted. D. Otto supported and the motion passed unanimously.

V. **Audience Participation:** None

VI. **Old Business:**

1. YDDA Façade Improvement Program Update:
 - 133 W. Michigan Ave./Michigan Heritage Building

Staff reviewed the façade application with the committee. The applicant proposes replacing side doors on Washington St. The total project cost is \$4,375.00. The applicant is currently waiting on a required HDC approval.

D. Otto moved to approve the grant application contingent upon their receiving HDC approval. L. French supported the motion and the committee approved unanimously.

2. Downtown Dumpster/Solid Waste Service Program management:

Staff gave a brief status report on the installation of camera on the rear of 119 W. Michigan Ave. /Terry Bakery. A. Hellenga reported that the HDC has granted approval for the installation. It is expected to be done within the next two weeks.

3. Bike Rack installation program Update:

Staff informed the committee that 15 bicycle racks have been installed. The remaining 7 will be installed in early spring due to need to pour concrete pads for their installation.

4. Potential Project Prioritization Update:

Staff gave a brief update on three projects.

- Depot Town Kiosk: Staff has been soliciting estimates and shared one that has been received from Steve's Custom Signs with the committee.
- 500 Block W. Cross Streetscape Improvements: Staff is currently soliciting estimates from several concrete companies.
- 700 Block W. Cross St. Alley Redesign/Repairs: T. Colbeck shared an engineering estimate we received from OHM with the scope of work and estimated costs provided.

A. Edmonds requested that the proposed project priority list be provided at the next Board meeting for consideration of how they fit in the Visioning process.

5. Holiday Decorations Update:

T. Colbeck gave a brief update on the status of holiday lighting/décor installation. The committee discussed the process for holiday lighting and requested that this be an agenda/ budget item at a future meeting to ensure proper coordination is done next year.

VII. New Business:

1. Friends of the Ypsilanti Freighthouse Request for Support:

C. Sikorski gave a presentation on the history and mission of the Ypsilanti Freighthouse and the FOYF. C. Sikorski answered specific questions from the committee regarding the current status of the property, fundraising plans, and business plans.

The committee members engaged in discussion of the proposed request, the importance of this project for the Depot Town district, and how the request impacts the YDDA's budget.

A. Edmonds moved to approve the award \$25,000 divided between the FY 2013-14 and FY 2014-15 contingent on the FOYF/City of Ypsilanti receiving the SHPO Grant. The committee voted:

Ayes: J. Albers, A. Edmonds, L. French, A. Gainsley, L. Greden, D. Otto, R. Parker, and R. Savvides.

Nays: K. Hill

The motion passed by an 8-1 vote.

2. Streetscape Maintenance Contract Renewal/RFP:

Due to the length of the meeting, this item was postponed until the next committee meeting.

VIII. Proposed Business: All proposed business was postponed until the next committee meeting.

IX. Announcements/Comments: None

X. Audience Participation: None

XI. R. Parker moved to adjourn the meeting. J. Albers supported the motion and it passed unanimously. The meeting was adjourned at 9:57 am. Next Meeting: TBD