



DRAFT MINUTES  
DDA BOARD MEETING  
8:30 AM - Thursday, September 22, 2022  
Freighthouse - 100 Market Pl. Ypsilanti 48198

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**1. CALL TO ORDER (8:30am)**

**2. ROLL CALL**

PATTON DOYLE (C)	P	YLONDIA PORTIS	P
ANDY FRENCH (V)	P	DIETER OTTO	P
JEN EASTRIDGE	P	PAUL AJLOUNY	A
LOIS ALLEN RICHARDSON	A	BRYAN FOLEY	A
MALISSA GILLETT	P (8:31am)	JOE RITCHIE	P
VALORY BROWN	P (8:36am)		

**Staff Present: Christopher Jacobs, Elize Jekabson**

**3. AGENDA APPROVAL**

*Andy French motioned to approve the agenda. Dieter Otto supported the motion. Motion passed - unanimous.*

**4. APPROVAL OF MINUTES**

*Andy French motioned to approve the August 18, 2022 Board Meeting minutes and Dieter Otto supported the motion. Motion passed - unanimous.*

**5. PUBLIC COMMENT (3 MINUTES EACH) -**

Angel Vanas - Star Studio - Spoke about the dumpster cleaning proposal.

Cartessa Brown - Love at First Try- Asked about the sponsorship timeline for a halloween event. Asked what the timeline of the DDA creating a revolving loan fund for the Match on Main grants was.

Gerry Kreiner - Mix Fitness Studios - spoke about W. Cross landscaping, offered to build planters and plant native plants after the trees are replaced.

**6. STAFF REPORT/FINANCIAL REPORT** Staff gave updates on the check registry. Ypsi Glow sponsorship will be amended to just be taken from the downtown budget.

Explore Ypsi West Cross - Ylondia Portis asked how staff selected the contractor for this program's marketing. Most work was done in house, to fill in gaps while staff was out of office, staff chose a DDA business that could turn around the specialized work in a very short timeline.

Dos Hermanos moved into Abes, and staff has spoken to them about DDA grant opportunities.

Willy Wonka movie night partnership with Go Icecream was a success.

**7. STANDING COMMITTEE REPORT**

**7.1. Operations and Finance Committee**

Andy French recapped the operations and finance committee meeting.

**7.2. Ad Hoc Committee For Equitable Investment**

Ylondia Portis recapped the Ad Hoc committee meeting.

## **8. CONSENT AGENDA**

**8.1. YDL Halloween Candy Sponsorship - Recommended for \$500 sponsorship from Downtown**

**8.2. West Cross Trash Cans - Recommended for approval budget not to exceed \$2,500**

**8.3. Dog Waste Stations Downtown - Recommended for approval not to exceed \$1,500**

***Andy French motioned to approve the consent agenda and Joe Ritchie supported the motion. Motion passed - unanimous.***

## **9. NEW BUSINESS**

### **9.1. Subcontractor for Dumpster Cleaning Services**

Staff explained the context of the invoice provided by Angel Vanas.

Though he doesn't agree with the order of process with this invoice, Andy French does find it fair to pay the invoice this time around.

***Andy French motioned to approve the invoice for \$500 from Angel Vanas for dumpster cleaning services. Joe Ritchie supported the motion. Motion passed - unanimous.***

Andy French did express a need for broader conversation about continuing any sort of cleaning service agreement moving forward.

The board discussed current rates for large item hauling and garbage cleanup in the enclosures, dumpster rates, dumpster misuse by businesses and residents, and users that have gone above and beyond caring for their enclosures.

The board had interest in furthering incentives for current users, such as lowering the price.

Malissa Gillett asked if it is possible to contract a general services employee whose main responsibility would be to maintain the enclosures, as well as manage snow shoveling, weeds, garbage etc.

The board is not ready to take action on this item.

***Malissa Gillett motioned to table item 9.1 Subcontractor for Dumpster Cleaning Services.***

***Friendly amendment from Ylondia Portis - to establish a budget, solicit more quotes for dumpster cleaning service, and to define a clear scope of work. Malissa Gillett accepted the friendly amendment. Joe Ritchie supported the motion. Motion passed - unanimous.***

### **9.2. Thrive and Shine Equity Needs Assessment Proposal**

Sharonda Simmons from Thrive and Shine shared the scope of her proposed work with the DDA.

The board recognized that equity is not one of the five pillars of the DDA identified in our strategic planning sessions.

The equity needs assessment would be split between districts financially from the community mental health line item.

The board would like the upcoming strategic planning session to be tied into this work.

Andy French is glad to see the officer refund money used for this assessment.

***Andy French motioned to approve the Thrive and Shine DEI service quote not to exceed \$12,000. Jen Eastridge supported the motion. Motion passed - unanimous.***

### **9.3. Frog Island Parking Memo and Resolution**

Depot Town business owners would like to see the DDA invest \$75,000 a year to support a bond for repaving and redesigning the Rice Street lot.

Staff stressed that the DDA cannot go at it alone, and we would need partners.

Andy French stated that Depot Town building owners are interested in a special assessment to support this work.

Staff says a sale might be dead on arrival, but Depot Town does not want to lease.

#### **RESOLVED BY THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF THE CITY OF YPSILANTI:**

*WHEREAS*, Depot Town remains in a significant parking deficit of more than 250 spaces and since adopting the parking strategy completed by Rich and Associates we have added zero new capacity; and *WHEREAS*, Frog Island Lot is the primary commercial parking lot for visitors to support Depot Town businesses and has seen long term disinvestment and neglect among the competing City priorities for funding; and

*WHEREAS*, the YDDA is interested in dedicating its bonding capacity to address these parking challenges which remain a top priority for Depot Town stakeholders; and

*NOW THEREFORE BE IT RESOLVED THAT* the Downtown Development Authority Board of Ypsilanti is formally requesting negotiations with City Council and City Leadership to find agreement about how DDA TIF Revenues can be used to support our mutual interest in repairing the Frog Island Lot and potentially redesigning it to add more spaces by removing old landscaping from the recycling center era.

**OFFERED BY: Joe Ritchie SUPPORTED BY: Andy French**

**YES: 8 NO: 0 ABSENT: 3 (Allen Richardson, Ajlouny, Foley)**

**VOTE: Passed.**

### **9.4. Holiday Storefront Competition**

Staff presented the program, which is very similar to last years. The only difference is timing of approval so that the DDA can notify business owners so they have enough time to plan.

The program last year was embraced by the community and a fun easy way to to get shoppers interacting with businesses during the holiday season.

***Andy French motioned to approve \$2,500 for the the Holiday Storefront Competition. Joe Ritchie supported the motion. Jen Eastridge offered a friendly amendment to add two more categories and increasing the budget by \$1000. Andy French and Joe Ritchie accepted the friendly amendment. Motion passed - unanimous.***

Jen Eastridge stated that this year is tough for DDA businesses and increasing prizes will only help business.

The board discussed potential new categories and landed on Most Inclusive, and Most Engaging.

### **9.5. Downtown Solar Grants (added by Chair Patton Doyle)**

This initiative downtown has leveraged over \$150,000 in private investment and has two building owners on a waitlist. It deeply aligns with the DDA's purpose, and progresses our district into a more sustainable future.

***Joe Ritchie motioned to extend the Downtown Solar Grants program by \$50,000. Malissa Gillett supported the motion. Motion passed - unanimous.***

#### **10. PROPOSED BUSINESS**

Staff introduced a new board member, Valory Brown. The board introduced themselves.

Malissa Gillett proposed a shopping and restaurant guide for the DDA. Staff wants to make sure that efforts are not being duplicated and will reach out to Ypsi Real. Staff could make holiday lighting guide. Ylondia Portis asked about state funding and parking.

Jen Eastridge asked for a holiday lighting plan to be discussed at the next meeting.

The board discussed the revolving loan fund. We have an obligation to taxpayers to make sure the money is paid back.

Andy French left at 10:34am.

Staff will bring back documents needed, including personal guarantees with legal opinions on how to best protect the DDA. We can tentatively plan on having this program in place, but when we send projects to the MEDC, we can also have the protection documents signed only for this grant program.

***Ylondia Portis motioned for provisional approval of the revolving loan fund for the MEDC Match on Main Grant subject to the approval of supporting documents designed to protect the DDA from loss at the next meeting, and to change the local consideration scoring criteria for the same grant from "private investment leveraged" to a "but/for" question. Jen Eastridge supported the motion. Motion passed - unanimous.***

**11. AUDIENCE PARTICIPATION** -none.

#### **12. ADJOURNMENT**

***Joe Ritchie motioned to adjourn at 10:37am. Jen Eastridge supported the motion. Motion passed - unanimous.***