



MINUTES
DDA SPECIAL BOARD MEETING
8:30 AM - Thursday, June 27, 2024
Ypsilanti Freighthouse - 100 Market Pl.

1. CALL TO ORDER

2. ROLL CALL

PATTON DOYLE	P	KAYIA HINTON	A
YLONDIA PORTIS (C)	P	ANDY FRENCH	P
DIETER OTTO	P	PAUL AJLOUNY (V)	P
MALISSA GILLETT	P	VALORY BROWN	A
NICOLE BROWN	P	BRIAN JONES-CHANCE	P
BRYAN FOLEY	P	GERRY KREINER	P
EMMY MAURER	P		

Staff Present: DDA: Elize Jekabson, City: Katie Jones, Andrew Hellenga

3. AGENDA APPROVAL

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

4. APPROVAL OF MINUTES

Paul Ajlouny motioned to approve the May 16, 2024 Board Meeting minutes and Dieter Otto supported the motion. Motion passed - unanimous.

5. PUBLIC COMMENT (3 MINUTES EACH) -

Linda French - Business Owner - Sidetrack: Here to observe the meeting, she served on the DDA for close to 20 years, and at the time the board really listened to the business owner requests. She asks that the current board hear the voices of the business owners.

6. FINANCIAL / STAFF REPORT

A. Financial Report and Staff Report

Staff have create a new budget chart that includes restricted and unrestricted funds. It will be presented at the next meeting. We have paid out the Facade grant for Herbal Solutions.

Staff gave a full staff report of the work done in the previous month.

7. COMMITTEE REPORTS

A. Grants Committee - Dieter Otto presented the committee report.

B. Operations and Finance Committee - Andy French presented the committee report.

C. Committee for Equitable Investment - The committee did not have a quorum.

8. NEW BUSINESS

A. 2024 Facade and Rehab Grants

The Grants Committee reviewed and scored two projects on Friday, June 7, 2024.

107 W. Michigan - Facade restoration

The total cost of the project is \$101,445. 34/40 average score.

6 N. Huron - ADA Restroom addition

The total project cost is \$22,300. 30.7/40 average score.

The committee recommended awarding both projects at about 32-34% of their total project costs.

Brian Jones-Chance motioned to approve \$7,500 for 6 North Huron St., and \$32,500 to 107 W. Michigan. Nicole Brown supported the motion. Yes - 10. No - 0. Abstained - 1 (Foley)

Bryan Foley abstained because he stepped out of the room and was not able to hear the entire conversation.

B. Administrative Services Contract - Amendment

It was brought to our attention that the Administrative Services Contract for the DDA Coordinator provided to us from the City did not include language about the cost of benefits, and cost-of-living increases were fixed at 2.5%, a percentage that no longer aligns with the City's annual increases. The City has posted the position, and we hope to interview and fill the position within the next month.

Patton Doyle motioned to approve the Administrative Services Agreement as amended. Paul Ajlouny supported the motion.

The body discussed the contract in relation to the IGA. They agreed to table the vote until after the IGA discussion.

Patton Doyle withdrew his motion.

C. Intergovernmental Agreement update with the City of Ypsilanti

The Board reviewed the IGA. City Manager Andrew Hellenga is online to answer questions.

The board asked staff to find out what best practice is for recurring review from our attorney.

Andy French would like to see a provision that allows the DDA to opt out of the additional 4% for financial services without needing to amend the entire IGA, in the event that the DDA is not happy with services. He would prefer to have a separate financial services agreement and remove number 1.

Andy French addressed 17C - if in any two/three years there is an annual increase of 8-9%, the DDA should be able to make an adjustment.

Andy French pointed out that there is no fee schedule listed for banners, and one should be included.

Staff explained that the fee schedules change annually. Also, if the DDA is required to have its property to a certain standard, the City should be held to the same standard.

Brian Jones-Chance - Maybe we should revisit the IGA more often. Maybe we should keep the financial services separate for now and then move

back once the city has their financials moved into bs&a in 18 months.

Elize Jakobson offered to review that percentage annually, and bring any concerns to the city manager if the increase is 8-10%. per Andrew's report.

The CM explained that his interests are to have the city at the highest standard, but it is not possible within their capacity. The IGA that is in place was a requirement to pass the Depot Town TIF. The CM stated that the agreement heavily benefits the DDA and the document in good faith holds the city accountable in many ways that it hasn't been held accountable in the past.

Elize and Andrew are working on an agreement/policy with the union for a fair and timely response to union/contracted work.

Patton Doyle- Because of typos, he is uncomfortable approving the IGA but comfortable approving the intent.

Brian Jones-Chance – comfortable with approving if the financial services are removed.

Andy French is not comfortable approving this until we get our full review back from the DDA attorney.

Ylondia Portis asked for clarity on why the timeline is the way it is. Are there any drawbacks to pushing final approval to the next meeting? No, there is still an IGA in place. The city was pushing this through to make it align with the new fiscal year.

Patton Doyle motioned to table this agreement to July following a review from our counsel. Brian Jones-Chance supported the motion. Motion passed - unanimous.

For the document itself, the following requests were given to the CM.

1. Remove item #2 for redundancy.
2. The numbering on the document provided is incorrect. Please correct,
3. Clarity on item #1, and that this item makes up for the 4% increase.
4. Item #5 Holiday lighting should be modified - removal date to be in February or latest by date.
5. The board requested a definition of “tree pit”.
6. Annual review by Director and CM

Staff communicated that the DDA Board would like for City Council to be aware the the document is still under review, and requests that it be tabled at Council.

The Mayor and CM will discuss after this meeting, but they are leaning to keep it off the agenda until next month.

Patton Doyle motioned to approve the Administrative Services agreement with the two recommended amendments. Dieter Otto supported the motion.

Andy French requested a friendly amendment, that the Item #2 is removed from the IGA.

Patton Doyle’s concern is that if council moves forward without removing #2, then we don’t have an administrative agreement. He declined the friendly amendment.

Motion passed - unanimous.

D. Depot Town Drinking Fountain

Staff gave a summary of the Depot Town Drinking Fountain process. The water lines have been tested.

We have applied for \$10,000 from CTAP for this project as well, which would cover a portion of the installation costs as well. Regardless of the grant results, the Operations and Finance Committee recommends this move forward from the Capital Infrastructure Line item.

We are waiting for installation costs, but the color we choose will need a longer lead time for production.

Andy French motioned to approve the purchase of the drinking fountain stated in the packet at \$7,980.11. Dieter Otto supported the motion. Motion passed - unanimous.

E. Special Events Sponsorship - Freak Fest

Jazz Fest moved to the township, and staff recommends reallocating its sponsorship to the next highest scoring event, Freak Fest, a punk DIY street fair on a First Friday. Its a multi-day event, but this would be strictly to fund the Downtown Street Festival.

Patton Doyle motioned to approve \$2,500 for Freak Fest from the Downtown Special Event Account. Malissa Gillett supported the motion. Motion passed - unanimous.

9. PROPOSED BUSINESS - Patton Doyle confirmed that preparations for the DTE lights on N. Washington have started this morning.

10. PUBLIC COMMENT (3 MINUTES) - none.

11. ADJOURNMENT - at 10:45am.