



MINUTES
DDA SPECIAL BOARD MEETING
8:30 AM - Thursday, September 19, 2024
Back Office Studio - 13 N. Washington

1. CALL TO ORDER (8:38am)

2. ROLL CALL

PATTON DOYLE	P	KAYIA HINTON	A
YLONDIA PORTIS (C)	P	ANDY FRENCH	P
DIETER OTTO	P	PAUL AJLOUNY (V)	A
VALORY BROWN	P	NICOLE BROWN	P
BRIAN JONES-CHANCE	P (8:50 am)	BRYAN FOLEY	A
GERRY KREINER	P		
EMMY MAURER	A		

Staff Present: DDA: Elize Jekabson, City/DDA: Danya Youssef-Agha

3. AGENDA APPROVAL

Ylondia Portis motioned to approve the agenda. Patton Doyle supported the motion. Motion passed - unanimous.

4. APPROVAL OF MINUTES

A. 7-18-24 DDA Board Minutes

Andy French motioned to approve the minutes. Nicole Brown supported the motion. Motion passed - unanimous.

5. PUBLIC COMMENT (3 MINUTES EACH) -

Rudy (co-op) wanted to thank DDA for 50th anniversary banners

6. FINANCIAL / STAFF REPORT

A. Financial Report and Staff Report

Elize updated on closing out the fiscal year.

\$15,000 moved from maple street lot maintenance to restricted fund.

Updated board on new staff member, DDA Coordinator, Danya Youssef-Agha

Malissa Gillette stepping down from board

CTAP grant for drinking fountain - \$10,000 grant

New businesses in Ypsi - Beara Bakes, Find and Shine, and others

Updated beautification tasks in business districts.

Maple lot parking is now free parking.

7. COMMITTEE REPORTS

A. Operations and Finance Committee

Andy French gave update on committee

Updated IGA packet agreement

Discussed holiday lighting plan for each business district

Fishbeck contract amendment update - additional \$6,700 contract update for additional services of renderings and attendance in meetings

Internal purchasing policy update which will be discussed later in more in depth and be voted on

Unanimous vote for approving 50th anniversary banners in depot town

Now that maple lot is free - maintenance will be responsible through DDA - agreed to move forward with DJs as a contract for services

B. Committee for Equitable Inclusion

Solidified date for stakeholders meeting October 23rd

Looking at having a gathering of W Cross business owners so we can get an affinity group together

8. NEW BUSINESS

A. Intergovernmental Agreement with the City Of Ypsilanti

RESOLUTION TO APPROVE AN AMENDED INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE CITY OF YPSILANTI

The following preamble and resolution were offered by Member Patton Doyle and supported by Member Brian Jones-Chance.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) and the City of Ypsilanti (City) agreed to open negotiations in the Spring of 2024 for the benefit of both parties.

WHEREAS, one of the Ypsilanti DDA Board's guiding principles and primary responsibilities is to support the long term financial planning for the YDDA;

and WHEREAS, the YDDA's primary source of income comes from the capture of TIFA revenue;

and WHEREAS, the YDDA Board recognizes that the long term financial success of the DDA is directly tied to the long term financial strength of the City of Ypsilanti;

and WHEREAS, over the last five years the YDDA has taken on many opportunities support projects, programs, and initiatives led by the City that would be mutually beneficial to the DDA Districts and the City of Ypsilanti in its entirety;

and WHEREAS, the YDDA has directly supported the City financially in the last five years through formal agreements;

and WHEREAS, YDDA wishes to continue to offer its support to the City that would be mutually beneficial;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA Board approves an intergovernmental agreement amendment for services that specifically dedicates a portion of the DDA's TIFA capture to be given to the City in return for a list of guaranteed services to be provided by the City (see attached) in the DDA districts.
2. The amendments to the agreement shall take effect immediate to City Council Approval, and the payment structure agreed to in this document shall take effect on July 1, 2025 to line up with the City's fiscal year. The terms will be maintained and agreed to as specified in the formal agreement.
3. The term of this Agreement shall terminate on July 1, 2028.
4. The terms of the agreement can only be amended by the mutual consent of the YDDA and Ypsilanti

City Council as specified in the agreement.

5. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: Doyle, Portis, Otto, V. Brown, Jones-Chance, French, Kreiner

NAYS: 0

ABSTAINED: N. Brown

YES: 7 NO: 0 ABSENT: 4 ABSTAINED: 1 VOTE: Passed

Resolved, this 19th day of September , 2024.

B. Internal Purchasing Policy Review

3 options to review - all found in agenda packet. Elize went through and described each options

Open discussion with the board on options.

Andy opened discussion by arguing that the Director should have the power to run the DDA without needing board approval and it could speed up the process of getting things done. Andy would like to see option 1 or option 2 approved.

Ylondia argues in checks and balances and wants there to be some type of discussion with spending with another person. She thinks the chair should be responsible for approving.

Patton thinks with this large of a policy change he wants there to be an open discussion with the entirety of the board and that is why he held up having this voted through the op and finance committee. Patton believes option 3 is the best option for our board.

Nicole argues that Elize is hired to do their job without board approval and would like to see them be able to do their job. Nicole thinks board approval is holding Elize back from fully being able to do their job. Nicole thinks about the risk of not having a quorum for board meetings and important decisions to be pushed back another month when Elize could have approved the project. Brian Jones Chance agrees with Nicole and is leaning towards option 1.

Brian Jones Chance suggested switching language to after 15,000 in 3rd - best value should be attained before selecting pre qualified bidder.

Next item in discussion is what the policy would cover. Patton argues if it should be anything within budget or just beautification. Only pause for Andy is anything besides special events.

Patton Doyle motioned to approve Option Two with updated language of best value for items at the 15,000 level. Andy French supported the motion. Motion passed - unanimous.

C. Holiday Lighting Plan

Elize went through a quote found on page 38 of agenda packet. Elize has a more affordable contractor for the lamp post decoration and that is why it is crossed off in the estimate. Contractor has quoted lamppost decorations at \$3,600 dollars.

Ylondia would like to see examples of holiday planters and would like to see lights to stay installed through Michigan Ave. Elize said that it is possible to get a quote for cost of maintenance. Ylondia is wondering if we should ignore the holiday planters and just focus on the highlight of the lighting.

Patton thinks it makes sense to only do trees and poles but would like to see some planters done on Washington street. Brian Jones Chance we should reach out to local kids or orgs for us to do planters decorations from people in the community. Elize and Danya will work on getting the planters filled. Elize to look into what it would take to decorate 8 poles on Washington Ave since DPS wont install them. Ylondia wants us to get the lights checked out to make sure they work ahead of time before the holidays start. Elize to check with DPS and then maybe a contractor if they won't come out.

Patton Doyle motioned to approve lights on Michigan Ave for \$12,979, Depot Town trees for \$3,509 from DJs, and Depot Town Tree Repair for \$600 from Holiday Lighting Express. Brian Jones-Chance supported the motion. Motion passed - unanimous.

D. Fishbeck Contract Amendment

Andy French motioned to approve the Fishbeck contract for an additional \$4,900 plus \$1,800 for 3D rendering. Brian Jones-Chance seconded. Motion unanimously passes.

E. Maple Street Lot Maintenance

Elize went over contract for DJs of Maple Street lot to be taken care for a year contract of service for \$11,300

Brian Jones-Chance motioned to approve the maple street lot maintenance contract through DJs for a yearly service of \$11,300. Dieter Otto supported the motion. Motion passed - unanimous.

F. Welcome To Depot Town Banners

Discussion of 15 "Welcome to Depot Town" banners throughout depot town with 3 of the banners being the 50th anniversary of the Food Co-Op.

Brian Jones-Chance motioned to remove banners from agenda since it is under \$5,000 spending limit. Patton Doyle supported the motion. Motion passed - unanimous.

G. West and East Cross Beautification Punch List

Patton Doyle motioned to remove everything from the beautification punch list except for the West Cross Ginko Tree proposal. Brian Jones-Chance seconded and unanimously passed motion.

Going over tree warranty by DJs - found on page 56 of packet.

Patton Doyle motioned to approve up to \$8,200 to spend on replacement and appropriate watering cycle to get guarantee. Brian Jones Chance seconded. Motion unanimously approved.

9. PROPOSED BUSINESS

Elize went over proposed business

- LAITR to be reviewed next month
- Fishbeck to have an updated design and price estimates soon.
- Check out campfire app to be prepared for presentation from app developers

Brian Jones-Chance moved for the Grants committee to review and approve Special Events Sponsorships. Andy French supported the motion. Motion passed - Unanimous.

Ylondia would like to see medians on Michigan Ave elevated and start that discussion. Open seat on board and Ylondia would like us to create transparency for recommendations on board and make sure we let people know what committees have an open seat when promoting this spot. Elize will send out communication, Elize will filter, applicant needs to apply, and Nicole gets sent the application.

10. PUBLIC COMMENT (3 MINUTES)

Rudy (Ypsi Co-op Board Member) wanted to thank DDA for 50th anniversary banners.

11. ADJOURNMENT - 10:30 PM