



**City of Ann Arbor**  
**Meeting Minutes**  
**Local Development Finance Authority**  
**(LDFA)**

301 E. Huron St.  
Ann Arbor, MI 48104  
[http://a2gov.legistar.com/  
Calendar.aspx](http://a2gov.legistar.com/Calendar.aspx)

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Thursday, March 26, 2020

8:15 AM

Electronic Meeting - Zoom Video/Phone  
Conferencing

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**Meeting to be held Electronically to mitigate the spread of COVID-19 Join Zoom Meeting:  
<https://zoom.us/j/189273565> - Electronic Meeting ID:189 273 565# or call 1-929-436-2866**

**I. CALL TO ORDER**

*Chair Rapundalo called the meeting to order at 8:15 a.m. using Zoom remote video conferencing.*

**II. ROLL CALL**

*Phil Tepley arrived at 8:23 a.m.*

*Ali Ramlawi arrived at 8:23 a.m.*

*Paula Sorrell arrived at 8:42 and left at 9:00 a.m.*

**Present:** 9 - Caryn Charter, Carrie Leahy, Stephen Rapundalo, Paula Sorrell, Phil Tepley, Heather Grisham, Ali Ramlawi, Michele Mueller, and Andy LaBarre

**III. PUBLIC COMMENT**

*None*

Public comment shall be allowed at all meetings. An individual may speak for up to three (3) minutes on any item listed on the Agenda. The Chair may extend an individual's speaking time in his/her discretion. Public comment on non-agenda items may be limited in the Chair's discretion.

**IV. APPROVAL OF AGENDA**

**A motion was made by Charter, seconded by LaBarre, that the Agenda be Approved with changes made under Other Business to include item "4. Update on Conflict of Interest Discussion." On a voice vote, Chair Rapundalo declared the motion carried.**

**V. APPROVAL OF MINUTES**

[20-0471](#) LDFA Board Meeting Minutes - January 23, 2020

**Attachments:** LDFA Board Meeting Minutes - January 23, 2020.pdf

**A motion was made by Vice Chair Grisham, seconded by LaBarre, that the January 23, 2020 minutes be approved. On a voice vote, Chair Rapundalo declared the motion carried.**

**VI. LDFA CHAIR'S REPORT**

*Chair Rapundalo said the Grant reviews were not completed by Grant Committee due to the COVID-19 but will resume as soon as possible.*

**VII. LDFA TREASURER'S REPORT**

*Treasurer Charter said the 3rd quarter financial report will be presented at the April Board meeting.*

**VIII. REPORTS FROM SERVICE PROVIDERS**

*Bill Mayer reported that as of last week, SPARK did a soft closure of SPARK Central and as of Monday, the office will totally close due to the governor's response of COVID-19.*

*In addition, Mr. Mayer said startup companies are asking for a temporary waiver on the rent. The Board discussed waving rent for tenants or adjusting rent for hardship cases.*

**A motion was made by Councilmember Ramlawi, seconded by LaBarre, that rent be forgiven for incubator tenants during the term of the Governor's stay-at-home Executive Order effective 3/24/20 going forward on a prorated basis until the Order is removed. On a voice vote, Chair Radunpalo declared the motion carried.**

[20-0149](#) SPARK - LDFA 2nd Quarter Report FY2020

**Attachments:** Q2 LDFA 2019-2020 Final.pdf

*Jennifer Queen, VP of Marketing, gave an overview of the Marketing Plan and performance metrics for the 2nd quarter. Ms. Queen also stated that 96 startup companies requested help with marketing.*

**IX. OTHER BUSINESS**

*Board member Paula Sorrell announced to the Board that effective April*

*30, 2020, she would be stepping down from the LDFA Board to take a new position that require her to work out of state.*

**1. Budget Adoption - FY2021**

*Charter reported that the Budget Committee met twice to discuss the budget and contract. The total budget request is \$6M which includes \$1.5M for Tech Park and \$115,50 for a second mobility person for SPARK. This is 4-1/2% over last year's budget.*

**20-0472** LDFA Draft Budget - FY2021

**Attachments:** LDFA FY2021 Budget-Draft.pdf

**A motion was made by Mueller, seconded by Vice Chair Grisham, to approved the proposed LDFA Budget for FY2021. On a voice vote, Chair Rapundalo declared the motion carried.**

**2. Tech Park Grant Agreement as Amended for Approval**

**20-0473** Tech Park Grant Agreement

**Attachments:** Tech Park Grant Agreement.pdf

**A motion was made by Councilmember Ramlawi, seconded by Treasurer Charter, that the Tech Park Grant Agreement be approved as modified by council in section 2e.(4) to read "ensure that all grant funds are accounted for separately in a separate City Fund entitled: "General Capital Fund: Tech Park Fiber Project." On a voice vote, Chair Rapundalo declared the motion carried.**

**3. Review of Strategic Plan**

*Crawford gave a quick review of the Strategic Plan vision and mission statement. In review, the Board did not recommend any changes at this time.*

**20-0474** LDFA Strategic Plan

**Attachments:** LDFA Strategic Plan.pdf

**4. Update of Conflict of Interest Discussion**

*Grisham raised to the board the fact she has decided to engage with two companies at SPARK East, Project Fred and Oral Lab, and has accepted compensation for her work with them. She wanted to raise this as a potential conflict of interest for the board's consideration.*

*Grisham left the meeting and the board discussed the matter.*

*Grisham returned to the meeting.*

*The board recognized the value of Grisham's contributions and felt it was acceptable for her to vote on the total budget along with the rest of the board.*

**A motion was made by Leahy, seconded by LaBarre, that Grisham would remain on the LDFA Board as there was no direct conflict of interest determined but that she would distance herself from the appearance by not serving on the Contract Committee nor participate in any board action related directly to service to the two companies. On a voice vote, Chair Rapundalo declared the motion carried.**

**5. Board Appointment Recommendation**

*Board member Sorrell will be resigning from the Board as of April 30, 2020. Crawford asked the Board to think of someone to replace Sorrell to present to city council. It was also noted that Board member Tepley's term will end 6/30/20.*

**A motion was made by Councilmember Ramlawi, seconded by Treasurer Charter, to reopen the Board Agenda. On a voice vote, Chair Rapundalo declared the motion carried.**

**A motion was made by LaBarre, seconded by Councilmember Ramlawi, that a recommendation be made for Board member appointments. On a voice vote, Chair Rapundalo declared the motion carried.**

**A motion was made by LaBarre, seconded by Treasurer Charter, to recommend reappointment of Councilmember Ali Ramlawi and Carrie Leahy to the LDFA Board. On a voice vote, Chair Rapundalo declared the motion carried.**

**X. ADJOURNMENT**

**A motion was made by Treasurer Charter, seconded by LaBarre that the Board meeting be adjourned at 10 a.m. On a voice vote, Chair Rapundalo declared the motion carried.**

**All persons are encouraged to participate in public meetings. Citizens requiring translation or sign language services or other reasonable accommodations may contact the City Clerk's office at 734.794.6140; via e-mail to: [cityclerk@a2gov.org](mailto:cityclerk@a2gov.org); or by written request addressed and mailed or delivered to:**

**City Clerk's Office  
301 E. Huron St.  
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