



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)

Thursday, January 23, 2020

8:15 AM

City of Ypsilanti Council Chamber, One
South Huron St., Ypsilanti, MI 48197

Meeting held at the City of Ypsilanti Council Chamber

I. CALL TO ORDER

Chair Rapundalo called the meeting to order at 8:24 a.m. in the City of Ypsilanti Council Chambers, One South Huron Street in Ypsilanti.

II. ROLL CALL

Present: 6 - Caryn Charter, Stephen Rapundalo, Paula Sorrell, Phil Tepley, Heather Grisham, and Ali Ramlawi

Absent: 3 - Carrie Leahy, 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 Treasurer Charter, seconded by Councilmember Ramlawi, that the Agenda be Approved as presented. On a voice vote, Chair Rapundalo declared the motion carried.

V. APPROVAL OF MINUTES

[20-0147](#) LDFA Board Meeting Minutes - October 24, 2019

Attachments: LDFA Board Meeting Minutes - October 24, 2019.pdf

A motion was made by Vice Chair Grisham, seconded by Treasurer Charter, that the Minutes of October 24, 2019 be Approved by the Board. On a voice vote, Chair Rapundalo declared the motion carried.

VI. LDFA CHAIR'S REPORT

No Report

VII. LDFA TREASURER'S REPORT

Report was received and forecasted to be within budget for the full year.

[20-0148](#) Smartzone Financial Report - December 31, 2019

Attachments: Smartzone Financial Report 12.31.19.pdf

VIII. REPORTS FROM SERVICE PROVIDERS

1. SPARK -LDFA 2nd Quarter Report - FY2020

SPARK 2nd quarter report was received and discussed. Bill Mayer described efforts to help companies find new employees by hosting at the incubator in the spring and at Tech homecoming in the Fall. He also raised the Board's attention to the article at the end of the report which discussed Ann Arbor Start-up community.

Gary Clemetson also review the Lenawee NOW results which are included in the report.

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

Attachments: Q2 LDFA 2019-2020 Final.pdf

2. SPARK Budget Adjustment Update

SPARK will be part of the official program at the 2020 North American International Auto Show this year. The University of Michigan will partner with SPARK in the program.

Mr. Mayer reviewed the \$125,000 allocation for the auto show. The venue cost was lowered, allowing the allocation for marketing to increase. The venue fee is \$5,000 for a space in the Guardian Building in downtown

Detroit.

A motion was made by Councilmember Ramlawi, seconded by Treasurer Charter, that the Agenda be re-opened to add a SPARK request for Capital Improvement funding and Conflict of Interest policy. On a voice vote, the Chair declared the motion carried.

20-0155 SPARK Request for Budget Adjustment

Attachments: 2020 NAIAS Ann Arbor House LDFA Update 1-20.pdf

A motion was made by Treasurer Charter, seconded by Vice Chair Grisham, to accept the expenditure plan for the Auto Show. On a voice vote, Chair Rapundalo declared the motion carried.

3. SPARK Request for Capital Improvement

A motion was made by Treasurer Charter, seconded by Vice Chair Grisham to amend the budget by transferring \$9,000 from SPARK East operating expenses to SPARK East Capital for lighting improvements and directed the contract committee to consider language on how to handle capital expenditures in the next contract. On a voice vote, Chair Rapundalo declared the motion carried.

4. LDFA 2nd Quarter Report FY2020

Mr. Crawford presented the LDFA 2nd quarter report to the Board. The report will be forwarded to both Ann Arbor and Ypsilanti councils.

20-0156 LDFA 2nd Quarter Report FY2020

Attachments: LDFA FY2020 Q2 Quarterly Report.pdf

IX. OTHER BUSINESS

1. Grant Committee Update

The Grant Committee has received two grant requests and has begun meeting to evaluate them.

2. Tech Park Grant Agreement

The Board briefly discussed the attached agreement. Ms. Charter requested to amend paragraph 2e by adding "(4) grantee shall ensure all project funds are accounted for separately and not co-mingled with other funds."

Mr. Crawford suggested Ms. Charter be appointed the project manager for the grants.

20-0162 Tech Park Grant Agreement

Attachments: Tech Park Grant Agreement - Jan 2020 (003).pdf

A motion was made by Vice Chair Grisham, seconded by Sorrell, to approved the contract as amended and appoint Ms. Charter as project manager. On a voice vote, Chair Rapundalo declared the motion carried.

3. LDFA FY2021 Budget Timing Plan

Mr. Crawford presented the LDFA Budget Timing Plan for FY2021 to the Board.

20-0153 LDFA FY2021 Budget Timing Plan

Attachments: LDFA FY2021 Budget Timing Plan.pdf

4. LDFA FY2021 Budget - Draft

The Contract Committee will begin working on the draft budget.

20-0154 LDFA FY2021 Budget - Draft

Attachments: LDFA FY2021 Budget-Draft.pdf

5. Conflict of Interest Policy

Vice-chair Grisham disclosed she is considering a position with a company which receives funding from SPARK. The Board discussed her potential employment, concluding there is no existing conflict. Ms. Grisham indicated she would update the Board of her decision of employment at the next meeting.

X. ADJOURNMENT

A motion was made by Vice Chair Grisham, seconded by Treasurer Charter, that the meeting be Adjourned at 9:53 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; or by written request addressed and mailed or delivered to:

**City Clerk's Office
301 E. Huron St.
Ann Arbor, MI 48104**

Requests made with less than two business days' notice may not be able to be accommodated.