



**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, October 24, 2019

8:15 AM

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

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**Meeting held at the City of Ypsilanti Council Chamber**

**I. CALL TO ORDER**

*Chair Rapundalo called the meeting to order at 8:17 a.m. in the City of Ypsilanti Council Chambers, One South Huron Street in Ypsilanti.*

**II. ROLL CALL**

*LaBarre arrived at 8:34 a.m.*

*Mueller arrived at 8:26 a.m.*

**Present:** 7 - Caryn Charter, Stephen Rapundalo, Paula Sorrell, Heather Grisham, Ali Ramlawi, Michele Mueller, and Andy LaBarre

**Absent:** 2 - Carrie Leahy, and Phil Tepley

**III. PUBLIC COMMENT**

*SPARK East representative Todd Girdis welcomed the LDFA Board to Ypsilanti.*

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 Vice Chair Grisham, that the agenda be approved as presented. On a voice vote, Chair Rapundalo declared the motion carried.**

**V. APPROVAL OF MINUTES**

[19-2030](#) LDFA Board Meeting Minutes - September 26, 2019

**Attachments:** LDFA Board Meeting Minutes - September 26, 2019.pdf

**A motion was made by Sorrell, seconded by Councilmember Ramlawi, that the Minutes of September 26, 2019 be approved. On a voice vote, Chair Rapundalo declared the motion carried.**

**VI. LDFA CHAIR'S REPORT**

*No Report*

**VII. LDFA TREASURER'S REPORT**

*Treasurer Charter reviewed the financial forecast with the Board.*

**19-2032** Smartzone Financial Report - September 30, 2019

**Attachments:** Smartzone Financial Report 09.30.19.pdf

**VIII. REPORTS FROM SERVICE PROVIDERS**

**1. SPARK - LDFA Quarterly Report**

*Bill Mayer and Todd Girdis reviewed the SPARK-LDFA 1st Quarter Report with discussion around the timing of interships, the potential re-allocation of budget funds from TechTrek, and the services provided for SPARK East.*

*Mayer indicated that TechTrek is being moved next year to the Friday before the UM/Wisconsin game. He also requested that the Board consider a budget amendment consistent with the attachment for the next agenda item.*

**19-2031** SPARK - LDFA 1st Quarter Report - FY2020

**Attachments:** SPARK - LDFA 1st Qtr Report FY2020.pdf

**2. SPARK Budget Reallocation Request**

**A motion was made by Vice Chair Grisham, seconded by Washtenaw Community College Representative Mueller, to reallocate funds requested by SPARK, subject to a more defined spending plan for the Detroit Auto Show and directed SPARK to**

explore options for cost reductions at the Auto Show. On a voice vote, Chair Rapundalo declared the motion carried.

[19-2035](#) Proposed Budget Surplus Reallocation for FY2020

**Attachments:** Proposal to Reallocate the Budget Surplus for Fiscal Year 2019-2020.pdf

3. **Ann Arbor-Ypsilanti Smartzone 1st Quarter Report - FY2020**

*Crawford shared the Ann Arbor/Ypsilanti Smartzone 1st quarter report for FY2020 with the Board.*

[19-2049](#) Ann Arbor/Ypsilanti Smartzone 1st Quarter Report for FY2020

**Attachments:** LDFA FY2020 Q1 Quarterly Report.pdf

IX. **OTHER BUSINESS**

1. **MEDC's Request for a Resolution**

**A motion was made by Vice Chair Grisham, seconded by Washtenaw County Rep. LaBarre, that it be Resolved that the newly revised Board acknowledges the actions of prior Boards in their efforts to pursue the objectives of the LDFA Development Plan approved by the MEDC. On a voice vote, Chair Rapundalo declared the motion carried.**

2. **Review Assignments of LDFA Board Officers and Committees for FY2020**

**A motion was made by Washtenaw County Rep. LaBarre, seconded by Councilmember Ramlawi, that the following changes be made to the LDFA Board Committees for FY2020: Audit Committee Chair changed from Charter to Grisham, Metrics/Strategic Plan committee added Crawford, Grants committee removed Grisham, changed Sorrell to Chair, added Charter. On a voice vote, Chair Rapundalo declared the motion carried.**

[19-2036](#) LDFA Board Officers and Committees for FY2020

**Attachments:** LDFA Board Officers and Committees for FY2020.pdf, Updated Board Officers and Committees for FY2020.pdf

3. LDFA Grant Review Committee Charter

A motion was made by Washtenaw County Rep. LaBarre, seconded by Councilmember Ramlawi, that the Grant Review Committee Charter be amended and approved by deleting the paragraph listing the Grant review committee members. On a voice vote, Chair Rapundalo declared the motion carried.

[19-2034](#) LDFA Grant Committee Charter

**Attachments:** Grant Committee Charter (10.16.19 draft).pdf

4. Grant Request Process Revised Draft

A motion was made by Washtenaw County Rep. LaBarre, seconded by Vice Chair Grisham, that a sentence be added under "Eligibility" stating that "In addition, the Board will consider requests for matching funds to support state and federal grants." On a voice vote, Chair Rapundalo declared the motion carried.

[19-2033](#) Grant Request Process Draft No.3

**Attachments:** GrantRequestProcessDraft3.pdf

5. Additional Directors and Officers Insurance Coverage

A motion was made by Treasurer Charter, seconded by Sorrell, that the additional Directors and Officers insurance coverage of \$1,000,000 from Cincinnati Insurance Company be denied. On a voice vote, Chair Rapundalo declared the motion carried.

6. City of Ann Arbor Policy Agenda for FY2019

A motion was made by Vice Chair Grisham, seconded by Washtenaw County Rep. LaBarre, to approve LDFA recommendation for council to consider adding to their policy agenda a new section supporting economic development with specific attention to support funding for the MEDC and encourage Treasury to continue its support for SmartZone. On a voice vote, Chair Rapundalo declared the motion carried.

[19-1833](#) City's Legislative Agenda for FY2019

**Attachments:** City's Legislative Agenda FY19.pdf

X. ADJOURNMENT

**A motion was made by Washtenaw County Rep. LaBarre, seconded by Councilmember Ramlawi, that the meeting be Adjourn at 10:08 a.m. On a voice vote, Chair Rapundalo declared the motion carried.**

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