

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, August 18, 2011 – 8:00 a.m.  
SPARK East 215 W. Michigan Ave, Ypsilanti**

**Agenda**

**I. Call to Order**

**II. Roll Call**

Robert M. Barnes	P	A	Rene Greff	P	A
John Coleman	P	A	Leigh Greden	P	A
Darryl Daniels	P	A	Kevin Hill	P	A
Amanda Edmonds	P	A	Karen Maurer	P	A
Linda French	P	A	Paul Schreiber	P	A
Sandee French	P	A	Dave Wheeler	P	A

**III. Approval of Agenda (X)\* p. 1-2**

**IV. Approval of Minutes – July 21, 2011 (X)\* p. 3-14**

**V. Audience Participation (3 minutes each)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**VI. Staff Report/Financial Report (X) p. 15-17**

**VII. Standing Committee Reports**

1. Design ( Darryl Daniels)(X)\* p. 18-22
  - Resolution to Approve the Award of YDDA Façade Improvement Grants
2. Economic Restructuring (Bob Barnes)(X)\* p. 23-24
  - Resolution to Support the Renewal of the Act 88 Economic Development Millage
3. Organization (Sandee French)(X)\* p. 25-37
  - Resolution to Adopt the Uniform Reporting Format for YDDA Financial Reports
4. Promotions (Linda French)

**VIII. Ad Hoc Committee Reports**

**IX. Old Business**

1. 200 Block W. Michigan Ave. Dumpster Service

**X. New Business**

1. YDDA Annual Meeting

2. YDDA Board Retreat

**XI. Proposed Business**

**XII. Reports From Other Boards and Commissions**

- Riverside Arts Center (Paul Schreiber)
- Friends of the Ypsilanti Freighthouse

**XIII. Announcements/Comments**

**XIV. Public Participation**

**XV. Adjourn Regular Board Meeting and Closed Meeting to Follow Immediately**

Key: (\*) = items requiring Board action (X) = documents attached in board packet

**City of Ypsilanti**  
**Downtown Development Authority**

**Board of Directors Meeting**  
**Thursday, July 21, 2011 – 8:00 a.m.**  
**Spark East 215 W. Michigan Ave, Ypsilanti**

**Draft Minutes**

- I. Call to Order:** Chair Wheeler called the meeting to order at 8:05 a.m.
- II. Roll Call:** Coleman, Daniels, Edmonds, L. French\*, S. French, Greff, Greden, Hill, Maurer, Mayor Schreiber, and Chair Wheeler.  
\*left at 8:45
- Members Absent:** Barnes
- Others Present:** Jake Albers; YDDA Intern  
Leonardo Christian; Ypsi News  
Tim Colbeck; YDDA Executive Director  
Jessica de Blacam; YDDA Staff  
Tammie Tischler; YDDA Attorney  
Pete Murdock; City Council
- III. Approval of Agenda:** S. French motioned to strike section XVI (Closed Meeting to Follow Immediately) from agenda. The Executive Directors performance review will be rescheduled for a closed session immediately following the August 18<sup>th</sup> Board meeting. L. French supported and it passed unanimously. S. French motioned to approve the agenda as amended. A. Edmonds supported and it passed unanimously.
- IV. Approval of Minutes – May 19, 2011:** L. Greden motioned to approve the minutes as amended; S. French supported. J. Coleman, D. Daniels, L. French, S. French, R. Greff, L. Greden, K. Hill, K. Maurer, and Mayor Schreiber voted in favor. A. Edmonds abstained from voting.
- Approval of Minutes – June 16, 2011:** L. Greden motioned to approve minutes; K. Maurer supported. J. Coleman, D. Daniels, L. French, S. French, R. Greff, L. Greden, K. Hill, K. Maurer, and Mayor Schreiber voted in favor. A. Edmonds abstained from voting. Mayor Schreiber requested that Resolutions as passed be included in meeting minutes for future Board Meetings.
- V. Audience Participation:** None
- VI. Staff Report/Financial Report:** T. Colbeck reviewed the reports.
- VII. Standing Committee Reports**
- Design:** D. Daniels provided an update stating that the committee has received three applications for the Façade Improvement Program so far. The applications received came from Fantasy Attic, Tower Inn, and Haabs. D. Daniels reviewed the Maintenance and Utility Billing Agreement that was reached between the YDDA and Corners Health Center. D. Daniels stated that the installation of hanging baskets in medians downtown has begun.

**Economic Restructuring:** K. Maurer provided an update stating that the committee is reviewing the three projects near completion from West Cross Rehabilitation & Façade Grant Rd. I to determine when reimbursements may take place.

K. Maurer provided an update stating that three applications have been received for the West Cross Rehabilitation & Façade Grant Rd. II. All three applications are missing necessary provisions for consideration. Staff has notified all parties regarding any missing application information.

K. Maurer indicated that E.R. Committee has discussed a possible Round III of the West Cross Rehabilitation & Façade Grant.

**Organization:**

**Resolution to Approve the Selection of a Website Redevelopment Consultant:** S. French gave an update on the website redevelopment. The Board engaged in discussion on the selection process and how the training can be spread out over time. S. French motioned to approve the resolution; L. French supported and the Resolution passed unanimously. (resolution attached)

**Resolution to Adopt Changes to Procedures on Entering and Voting on Resolutions:** S. French reviewed proposed list of recommended changes to the YDDA procedures on entering and voting on resolutions. The Board engaged in discussion of the proposals.

R. Greff motioned that the resolution be changed to request the Bylaws require a mandatory minimum of 5 votes to pass any resolution; L. Greden supported. R. Greff, L. Greden, S. French, L. French, K. Maurer, J. Coleman, D. Daniels, A. Edmonds, and Mayor Schreiber voted in favor; K. Hill voted against and the motion passed.

R. Greff motioned to strike Section 5 of the proposed resolution which would add language to the YDDA Bylaws stating that whomever is chairing a meeting shall withhold their vote accept in the case of a tie of the available board members; L. French supported and it passed unanimously.

P. Schreiber motioned to amend section 2 of resolution to state that a 2/3 majority or minimum of 5 votes of board members present is required to enact a resolution that did not go through a committee prior to board meeting; L. Greden supported. P. Schreiber, R. Greff, L. Greden, S. French, J. Coleman, D. Daniels voted in favor. K. Hill, K. Maurer, and A. Edmonds voted against and the motion passed.

S. French motioned to approve the resolution as amended; L. Greden supported. P. Schreiber, R. Greff, L. Greden, S. French, J. Coleman, D. Daniels, K. Maurer, and A. Edmonds voted in favor. K. Hill voted against and the motion passed. (resolution attached)

**Resolution to Approve the Executive Director Attending the Michigan Economic Developers Association Conference:** D. Daniels motioned to approve the resolution as written; A. Edmonds supported and the motion passed unanimously. (resolution attached)

**Resolution to Reserve the Month of February for No YDDA Board or Committee Meetings:** S. French motioned to approve the resolution as written; D. Daniels supported and the motion passed unanimously. (resolution attached)

**Promotions:** T. Colbeck provided an update stating the new brochure is nearing completion and the Convention and Visitors Bureau is paying for half of the cost.

**Resolution to Provide Fall Decorations/Cornstalks to YDDA Businesses in the Fall:** K. Hill offered the resolution for consideration. The board discussed the proposed use of YDDA funds for this proposal. R. Greff questioned whether or not such fall decorations were vital enough to take funds out of YDDA Reserves. J. Coleman expressed concern over where fall decorations/cornstalks would be stored when not in use. K. Hill commented that funding fall decorations/cornstalks would be a good way to highlight the district. K Hill motioned to approve the resolution as written; L. Greden supported. D. Daniels, K. Hill, and J. Coleman voted in favor. S. French, R. Greff, P. Schreiber, L. Greden, A. Edmonds, and K. Maurer voted against and the motion did not pass.

**Resolution to Adopt Criteria for Event Sponsorship/Funding Requests:** K. Hill reviewed the proposed criteria for event sponsorship and funding requests. The board engaged in a discussion.

R. Greff motioned that the term “bodies” in section 2 be amended, and the term “visitors” should be substituted; K. Maurer supported and it passed unanimously.

R. Greff motioned to amend resolution to include a total budget for the event be required for consideration of funding. K. Hill supported and it passed unanimously.

A. Edmonds motioned to amend resolution to include a provision stating that specific criteria will be created and voted upon at a later date. K. Hill supported and it passed unanimously.

P. Schreiber motioned to approve resolution as amended; L. Greden supported and it passed unanimously.

T. Colbeck provided an update stating that Promotions committee is discussing the possibility of a Historic Pub Crawl.

**VIII. Ad Hoc Committee Reports:** None

**IX. Old Business:**

**Board Member Attendance Requirements and Procedures:**

The Board engaged in a discussion regarding member attendance requirements and procedures. The responses from B. Penet and J. Karnopp were disregarded due to the expiration of their terms. J. Coleman motioned to accept the responses R. Greff and D. Daniels as written; R. Greff supported. K. Hill stated that the Board is obligated to address legitimate reasons for absences. Chair Wheeler read responses from R. Greff and D. Daniels to the Board. T. Tischler confirmed that the Board had correctly followed bylaw policies for addressing Board member attendance. The Board unanimously accepted the responses of R. Greff and D. Daniels; retaining them as Board members.

**X. New Business:** None

**XI. Proposed Business:**

**200 Block W. Michigan Ave. Dumpster Service Extension:**

T. Colbeck reviewed the status of the YDDA discontinuing solid waste service for the south 200 block of W. Michigan Avenue. He restated that the Board approved an extension of services in May which set the new deadline at August 31, 2011. T. Colbeck reported on a meeting with affected business owners in an effort to establish new dumpster process. T. Colbeck concluded that new dumpster agreement will not be reached by deadline and the group is requesting an

extension. S. French stated that an extension may be granted; however YDDA should not have to pay for services during extension period. K. Maurer explained that there are many time consuming factors that have attributed to the delay in reaching an agreement such as considering public health effects. D. Daniels stated that if an extension is to be given; affected parties must show progress toward agreement to Design Committee. J. Coleman stated that YDDA must consider liability of continuing dumpster; i.e. hazardous materials. T. Tischler indicated that whatever course of action is taken by the Board; instructions must be put in writing.

J. Coleman motioned to extend Dumpster Service 30 days to September 30, 2011; whereas after extension period ends all effected entities will assume payments for dumpster service; T. Tischler was directed to provide a legal opinion on the matter and will be draft a response indicating all provisions of the agreement. Chair Wheeler is to review the legal notice. K. Hill supported and the motion passed unanimously.

**XII. Reports From Other Boards and Commissions**

Riverside Arts Center: P. Schreiber stated that the RAC fashion show was very successful; raising \$1,200.00.

RAC had a float in the July 4<sup>th</sup> Parade.

Friends of the Freighthouse: No update was given. S. French motioned that YDDA staff should provide meeting minutes from both RAC and FOF for the YDDA Board. K. Maurer supported and it passed unanimously.

**XIII. Announcements/Comments:**

S. French inquired about the status of the Depot Town Kiosk.

L. Greden stated that AnnArbor.com had released a positive story regarding residential property growth downtown.

P. Schreiber announced that Dawn Gendich will be joining the YDDA Board as our resident member.

A. Edmonds stated that she attended a seminar in which the benefits of sustainable food growth in local communities. A. Edmonds stated that local growing could greatly impact Ypsilanti's local economy and future efforts for expansion should be discussed.

**XIV. Public Participation: None**

**XV. Adjourn: L. Greden motioned to adjourn; K. Maurer supported and it passed unanimously.**

July 21, 2011  
2011- 19

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE SELECTION OF A WEBSITE REDEVELOPMENT  
CONSULTANT**

The following preamble and resolution were offered by Member S. French and supported by Member L. French.

WHEREAS, the YDDA's Organization Committee has a concentration area of communications and public relations; and

WHEREAS, at the April 2011 Board meeting an RFP for website design services was approved by the YDDA Board; and

WHEREAS, we received sixteen proposals to the RFP that were reviewed by the YDDA staff; and

WHEREAS, of the sixteen total proposals the staff first narrowed the list down to five qualified proposals and that was further narrowed down to two qualified proposals with the input of the Organization Committee; and

WHEREAS, staff was directed to make a final recommendation based on following up with the two remaining submittals to clarify questions regarding website applications, design, and implementation; and

WHEREAS, the staff has made a final recommendation to select the website design proposal submitted by Orange Egg Advertising based on their competitive pricing, content management system, and design proposal;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. That the YDDA Board approve the Orange Egg Advertising proposal for web design and hosting services for the amount of \$4,370.
2. That the funds for this project be allocated from the \$5,000 Website Development line item that was proposed in the 2010-11 FY Budget.
3. That the approval of the Orange Egg Advertising proposal is contingent on their approval to increase the hours of content management system training provided to YDDA staff from two to eight.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: J. Coleman, D. Daniels, A. Edmonds, L. French, S. French, R. Greff, L. Greden,  
K. Hill, K. Maurer, P. Schreiber

NAYS: none

YES: 10      NO: 0      ABSENT: 1      VOTE: affirmed

July 21, 2011  
2011-20

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO ADOPT CHANGES TO PROCEDURES ON ENTERING AND  
VOTING ON RESOLUTIONS**

The following preamble and resolution were offered by Member S. French and supported by Member L. Greden.

WHEREAS, the YDDA's Organization Committee has traditionally been responsible for the YDDA's bylaws and various procedural rules; and

WHEREAS, the YDDA has adopted official bylaws in December 2009 that includes specific language on how we are to conduct Board meetings including what a quorum for voting purposes at both the Board and committee level and how an item may be entered into the agenda for Board votes; and

WHEREAS, unless otherwise identified in the bylaws, all of the YDDA Board and committee meetings are to comply with Robert's Rules of parliamentary procedures; and

WHEREAS, at the June 2011 Organization Meeting the committee reviewed the Robert's Rules for parliamentary procedures and requested staff provide a summary of the discussion points for further discussion by the committee at the July meeting; and

WHEREAS, at the July 2011 Organization Meeting the committee reviewed the staff's summary report of the previous month's discussion of board project and resolution procedures – issuing and voting; and

WHEREAS, the Organization Committee upon review of the summary report has indicated that many of the proposed changes are not necessary because they are already addressed through the proper application of Robert's Rules of Parliamentary Procedures and our existing bylaws and committee rules; and

WHEREAS, the Organization Committee upon consideration of the previous month's discussions and the input from the members present at the July meeting, are making the following recommendations for changes to be implemented to the YDDA procedures, rules, and bylaws that are not directly addressed by Robert's Rules or our existing bylaws and committee rules;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. Under the **Agenda** item of our Committee Structure Policy where it states that "all items requiring Board action should first be reviewed by a committee

before being placed on the Board agenda” that the word should be replaced with shall.

2. Under the **Agenda** item of our Committee Structure Policy where it states “however, it is acknowledged that there may be extenuating circumstances that would inhibit its application” be stricken. This language will be replaced with “a 2/3<sup>rd</sup> majority of available board members with a minimum of five members is required to enter a resolution at a Board meeting if it did not go through a committee meeting prior to the Board meeting it is being considered”.
3. That when an individual requests that an item be added to either a Board or Committee agenda, that it be done in writing no later than one week prior to the meeting in question and that the request be included in the appropriate meeting packet. The person requesting the agenda item shall be identified on the agenda.
4. That all YDDA calendars and meeting schedules include the deadline to submit items for consideration for the next scheduled meetings.
5. That the YDDA Bylaws be changed under **Article V – Meetings Section 7 Quorum and Voting** where it states “A majority of the Board members in office shall constitute a quorum for the transaction of business”, we should add “however a minimum majority of five members is required to pass a Board Resolution”.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: P. Schreiber, R. Greff, L. Greden, S. French, J. Coleman, D, Daniels, K. Maurer, A. Edmonds

NAYS: K. Hill

YES: 8      NO: 1      ABSENT: 2      VOTE: Passed

July 21, 2011  
2011-21

**Downtown Development Authority of the City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE EXECUTIVE DIRECTOR ATTENDING THE  
MICHIGAN ECONOMIC DEVELOPERS ASSOCIATION CONFERENCE**

The following preamble and resolution were offered by Member D. Daniels and supported by Member A. Edmonds.

WHEREAS, the YDDA Organization Committee has a stated goal of ongoing professional development; and

WHEREAS, the YDDA is a participating member of the Michigan Economic Developers Association (MEDA); and

WHEREAS, the MEDA has its annual conference scheduled for August 24-26, 2011; and

WHEREAS, the MEDA conference will provide an excellent opportunity for the YDDA Executive Director to network with other communities and learn about new programs, resources, and best practices in Economic Development;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The YDDA approve the Executive Director to attend the 2011 MEDA conference.
2. That the costs of attending the conference not exceed \$750 which includes the cost of registration, hotel, transportation, and meals.
3. That the funds to attend the conference be allocated from the \$1,500 budget line item conferences and workshops.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: J. Coleman, D. Daniels, A. Edmonds, S. French, R. Greff, L. Greden, K. Hill, K. Maurer, P. Schreiber

NAYS: none

YES: 9            NO: 0            ABSENT: 2            VOTE: passed

July 21, 2011  
2011-22

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO RESERVE THE MONTH OF FEBRUARY FOR NO YDDA BOARD  
OR COMMITTEE MEETINGS**

The following preamble and resolution were offered by Member S. French and supported by Member D. Daniels.

WHEREAS, the YDDA's Organization Committee has traditionally been responsible for the YDDA's bylaws and various procedural rules; and

WHEREAS, the YDDA Board and Committees traditionally set the date, time, and location of all of their meetings for the next calendar year at their December meetings; and

WHEREAS, all of the YDDA Board and Committee members serve in a voluntary position; and

WHEREAS, it has been deemed appropriate to commit one month in the calendar year for no regularly scheduled meetings; and

WHEREAS, it has been determined that with proper notification and planning, scheduling no meetings for one month would not negatively impact the operations of the YDDA;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. That no regularly scheduled meetings be held in the month of February.
2. That this become a recurring event for YDDA meeting schedules in the future.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: J. Coleman, D. Daniels, A. Edmonds, S. French, R. Greff, L. Greden, K. Hill, K. Maurer, P. Schreiber

NAYS: none

YES: 9      NO: 0      ABSENT: 2      VOTE: passed

July 21, 2011  
2011-23

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO ADOPT CRITERIA FOR EVENT SPONSORSHIP/FUNDING  
REQUESTS**

The following preamble and resolution were offered by Member P. Schreiber and supported by Member L. Greden.

WHEREAS, the DDA's Promotions Committee guiding principle is to market Ypsilanti's unique characteristics to residents, visitors, investors and business owners. Promotions are positive, and are achieved through advertising, retail activities, special events and marketing campaigns to encourage commercial activity and investment in the area; and

WHEREAS, the YDDA Board approved an annual budget for the 2011-12 FY that did not allocate specific funds to support events within the DDA districts; and

WHEREAS, upon the approval of the 2011-12 FY budget the Board committed to still consider event sponsorships on a case by case basis with the money to come out of the TIF reserves; and

WHEREAS, to help the Promotions Committee determine the validity of an event sponsorship request it was determined that a list of criteria be created and applied to each request for consideration;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. That the YDDA Board approve the use of standard criteria to help determine impact to the DDA districts on all requests for event sponsorship.
2. That the following questions be used to help determine the value or impact to the DDA of the event requesting funding; How many visitors will the event bring into the DDA districts? How many of the visitors will be first time visitors or returning after a long absence to Ypsilanti? What is the events funding source, a complete budget for the event must be provided for YDDA consideration, can they show a diversity of sources? What exposure or name recognition will the YDDA receive for sponsoring the event?
3. Additional specific criteria will be created and approved by the YDDA Board at a later date.

4. That these criteria be used for all event sponsorship requests and that the parties requesting funds are responsible for providing this information to the best of their abilities.
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: Members J. Coleman, D. Daniels, A. Edmonds, S. French, R. Greff, L. Greden, K. Hill, K. Maurer, P. Schreiber

NAYS: none.

YES: 9      NO: 0      ABSENT: 2      VOTE: passed

Cross Street Corridor Non-Motorized Enhancement Project: Staff has continued to coordinate project details with the City, MDOT, and LaCaria Construction. The pedestrian light installation will one of the final items scheduled. The Depot Town rain gardens and West Cross tree installation will be planted in the early fall. I helped the City notify the public of continued schedule and road closures. I reviewed the proposed materials to be used for the streetscape crosswalks and shared my input with DPS, Planning and MDOT.

YDDA Facebook Page: I continued to update the YDDA Facebook page with positive press stories, important YDDA updates, and links to DDA businesses and events as available.

City of Ypsilanti Department Heads: I have continued to attend the regular department heads meeting to share updates and coordinate projects.

ELG: I met with T. VanDerworp/Washtenaw County's Economic Development & Energy Director to discuss the ongoing status for the W. Cross St. Building Rehabilitation and Façade Grant Program.

Attended the ELG Managers meeting to discuss ongoing initiatives and give updates.

Dumpster Management: I met with the YDDA attorney T. Tischler to review the history of the Dumpster Program, our current contract with Waste Management, and the current situation as it pertains to service in the south alley of the 200 block of W. Michigan Avenue. I researched old files, board minutes, and reviewed the property lines for the current location.

I fielded phone calls and emails regarding someone using the S. Huron dumpster corral as a bathroom. I coordinated the clean-up with DPS, will make arrangements for any further instances with WH Canon. I was notified that an individual had been sleeping in that same dumpster, contacted the Ypsilanti Police to patrol overnight. We were also notified that the same corral was tagged with graffiti. I attempted to remove the graffiti using a prescribed method by the Building Department, but it did not work. I have contacted WH Canon to remove by power washing.

Website Redevelopment: I have had a couple of meetings with the website development team. We executed a contract using the terms agreed to by the YDDA board. We have begun work on several design templates for the new website.

RAC Parking: I received several phone calls recently from RAC parking permit holders that the lot has been filled with non-permitted cars during the day. I left flyers on the cars that were not displaying our permit and contacted the RAC board chair to help notify his tenants that the lot is for permit parking only from 8:00 am to 6:00 pm Monday through Friday. I am working with the RAC board to find alternate parking locations for their short term tenants.

I have begun the renewal process for our current permit holders for the remainder of the year.

Traffic Review Committee: I met with representatives from the Department of Public Services, Planning, and Police to review various requests for pedestrian signage, parking changes, and other traffic related issues.

Banner Coordination: I have been working with EMU on a proposal to remove and replace the very old Depot Town banners located on River St. I have also worked with Growing Hope to coordinate downtown banners and met with the CVB to discuss their long term year round downtown banner program.

New Business Coordination: I met with a prospective new business operator to discuss the process to apply for a Redevelopment Liquor License.

YDDA Building Rehab and Façade Grants: I have continued to work with the W. Cross St. Building Rehabilitation Grant applicants to complete the Round II applications. I also have worked with the Round I applicants so that they can start filing requests for their reimbursements.

I reviewed each of the 22 grant applications received for the YDDA Façade Grant Program. I prepared a power point presentation for the Design Committee to review. I am continuing to work with all of the applicants to make sure that all of the required information is provided to complete their applications no later than August 22<sup>nd</sup>.

Board and Committee Meetings Support: I prepared all of the required agendas, minutes, and other documentation required for each of the YDDA meetings. I made sure that updated information was available to all board and committee members as well as the general public and updated our meeting schedules on our website and by display at our offices and City Hall to remain compliant with the Open Meetings Act.

YDDA Budget: I reviewed all of the incoming invoices for the YDDA and submitted for approval. I input each invoice using the City of Ypsilanti's invoice system.

Streetscape Maintenance: I coordinated with our contractor on additional services included fresh mulch at the downtown parking lots and new/replacement plant material for our various planters.

I have been soliciting companies for tree trimming quotes for Downtown and Depot Town.

YDDA Staffing: I prepared a new job description for YDDA staff position and have begun working with the City's Human Resource Department to advertise the available position.

YDDA Map/Brochure: I have received the final brochures and have begun to distribute them along with the CVB.

Depot Town Dumpsters: I met with Bill French to discuss the YDDA overall dumpster policies and how they apply to the ongoing discussions regarding the Frog Island Parking Lot dumpsters.

August 2011 DDA Check Register

Revenue	Amount					
<b>TOTAL</b>						
<b>EXPENSES</b>						
VENDOR	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN	LINE ITEM	DISCRPTION
Ann Arbor Spark	\$5,000.00			\$5,000.00	Ann Arbor Spark Contribution	annual contribution
Dansen LLC	\$650.00	\$91.00	\$104.00	\$455.00	Rent	August rent
TDS	\$119.08	\$16.67	\$19.05	\$83.36	Telephone	July phone
Standard Printing	\$1,200.00	\$168.00	\$192.00	\$840.00	TIF Projects	YDDA Brochure
WMI	\$1,918.16			\$1,918.16	Waste Management	August service
Pear Sperling Eggan & Daniels	\$831.25			\$831.25	Legal Services	dumpster consult
City Printing	\$57.00	\$7.98	\$9.12	\$39.90	Printing and Publishing	YDDA Brochure
City Printing	\$1,435.00	\$200.90	\$229.60	\$1,004.50	Printing and Publishing	YDDA Brochure
Orange Egg Advertising	\$1,456.00	\$203.84	\$232.96	\$1,019.20	TIF Projects	website
Moose & Squirrel	\$990.00			\$990.00	TIF Projects	hanging baskets
WH Canon	\$3,857.14	\$540.00	\$617.14	\$2,700.00	Streetscape Maintenance	July maintenance
WH Canon	\$360.00		\$360.00		Streetscape Maintenance	Freighthouse Water
TDS	\$117.90	\$16.50	\$18.87	\$82.53	Telephone	August phone
MEDA	\$240.00	\$33.60	\$38.40	\$168.00	Membership and Dues	membership renewal
MEDA	\$260.00	\$36.40	\$41.60	\$182.00	Conferences and Workshops	conference registration
Moose & Squirrel	\$477.00		\$477.00		Seasonal Planting	Depot Town baskets
<b>TOTAL</b>	<b>\$18,968.53</b>	<b>\$1,314.89</b>	<b>\$2,339.74</b>	<b>\$15,313.90</b>		