

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, January 17, 2013 - 8:00 a.m.  
SPARK East  
215 W. Michigan Ave.**

**Agenda**

**I. Call to Order**

**II. Roll Call**

Amanda Edmonds (VC)	P	A	Kevin Hill	P	A
Alex Easley	P	A	Karen Maurer	P	A
Linda French	P	A	Regan Parker	P	A
Sandee French	P	A	Rois Savvides	P	A
Leigh Greden (C)	P	A	Paul Schreiber	P	A

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

**IV. Approval of December 20, 2012 Minutes (X)\* p. 2-9**

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

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

**VI. Staff Report/Financial Report (X) p. 10-13**

**VII. Standing Committee Reports**

- Economic Restructuring & Design (Kevin Hill) no meeting in December
- Operations & Finance – (Karen Maurer) (X) p. 14-16

**VIII. Ad Hoc Committee Reports**

- Parking (Kevin Hill) p. 17-18

**IX. Old Business - none**

**X. Proposed Business - none**

**XI. Announcements/Comments**

**XII. Public Participation**

**XIII. Next Meeting: February 21, 2013, 8:00 a.m., SPARK East, 215 W. Michigan Ave.**

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

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, December 20, 2012 – 8:00 a.m.  
SPARK East  
215 W. Michigan Ave.**

**Draft Minutes**

**I. Call to Order:** L Greden called the meeting to order at 8:09 a.m.

**II. Roll Call**

Amanda Edmonds (VC)	P	Kevin Hill	P
Alex Easley	P	Karen Maurer	P
Linda French	P	Regan Parker	P
Sandee French	P	Rois Savvides	P
L. Greden (C)	P	Paul Schreiber	P

**Others in Attendance:**

Gayle Castle, Transformation Station  
Tim Colbeck, YDDA Director  
Teresa Gillotti, Ypsilanti Planning & Development  
Krista Gjestland, Ypsilanti Courier  
Noella Hobson, Transformation Station

**III. Approval of Agenda:** S. French moved to approve the agenda. K. Hill supported and the motion passed unanimously.

**IV. Approval of November 15, 2012 Minutes:** P. Schreiber moved to approve the minutes as presented. A. Edmonds supported and the motion passed unanimously.

**V. Audience Participation:** none

**VI. Staff Report/Financial Report:** T. Colbeck provided the Board with the staff/financial report.

**VII. City of Ypsilanti Planning & Development Update:** T. Gillotti gave a power point presentation to the board outlining ongoing developments, programs, and goals of the Planning Department for 2013. Some key areas that were discussed included the status of the Water Street redevelopment and the master plan and zoning ordinance updates.

**VIII. Proposed Business**

- **OPRA Application – 54-56 E. Cross St./Sidetrack**

T. Colbeck requested that the Proposed Business be moved up on the agenda to accommodate T. Gillotti.

T. Gillotti and T. Colbeck discussed the current application for OPRA designation for 54-56 E. Cross St. This application was originally intended to go to City Council for consideration in December but has been moved to January. L. Greden suggested that this item be brought back to the board in January for consideration to make sure that the board has any updated information on the application. The January meeting will allow the board to pass a resolution of support in time for the application review by City Council.

**IX. Standing Committee Reports**

- Economic Restructuring & Design: report as submitted by K. Hill.
- Operations & Finance: report as submitted by K. Maurer.
  - Resolution Approving the Amended Committee Structure Policy for the Ypsilanti Downtown Development Authority

K. Maurer reviewed the proposed resolution to amend YDDA Committee Policy to remove any limits to how many Citizens-at-Large can sit on a committee.

K. Maurer moved to approve the resolution as it was submitted. A. Edmonds supported the motion and it passed unanimously.

**X. Ad Hoc Committee Reports**

- Dumpster: no report/no meeting in October/November  
T. Colbeck stated that a committee meeting will be scheduled for January.
- Parking: no report/no meeting in October/November.  
T. Colbeck stated that a committee meeting will be scheduled for January.

**XI. Old Business: None**

**XII. Proposed Business:**

L. Greden brought up the current YDDA Board and Committee meeting schedule to discuss a possible change of the fact that no meetings are scheduled for February and to potentially change that to another month during 2013 and moving forward.

A. Edmonds moved to suspend the rules of our meeting to introduce a resolution that was not on the agenda. K. Hill supported the motion and it passed unanimously.

K. Hill moved to support a resolution to change the YDDA meeting recess month from February to a month to be determined at a later date. Because of the short notice of the planned changes and reflecting that some of the board members already have plans to travel out of the state during February any absences in that month will be excused. R. Parker supported the motion and it passed unanimously.

**XIII. Announcements/Comments:**

T. Gillotti gave a brief update on the Reimagine Washtenaw Plan.

P. Schreiber gave an update on the potential establishment of a 196 Taxing Authority to create a permanent funding source for transit along the Washtenaw Ave. Corridor.

A. Edmonds announced that negotiations for Growing Hope to run the Depot Town Farmers Market in 2013 are ongoing.

A. Edmonds stated that Growing Hope is working with Washtenaw County to provide an economic analysis of the financial benefits to Ypsilanti for the development of more local based food businesses.

K. Hill announced the installation of new Winter banners in the Downtown.

L. Greden circulated a handout prepared by the City's lobbyist outlining the potential impact of the State Legislatures decision to phase out most Personal Property Taxes.

**XIV. Public Participation:**

G. Castle stated that she is very excited about the proposed plans for the Water Street redevelopment regarding improved recreation and the potential health benefits.

**XV. Adjourn:**

Meeting was adjourned at 10:12 am.

**XVI. Next Meeting: January 17, 2013, 8:00 a.m., SPARK East, 215 W. Michigan Ave.**

December, 20, 2012  
2012-23

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan**

**RESOLUTION APPROVING THE AMENDED COMMITTEE STRUCTURE POLICY  
FOR THE YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY**

The following preamble and resolution were offered by Member K. Maurer and supported by Member A. Edmonds.

WHEREAS, the Board of Directors of the Downtown Development Authority of the City of Ypsilanti (the "YDDA") deems it appropriate to adopt a policy which formalizes the structure of the standing committees of the DDA.; and

WHEREAS, the YDDA deems it appropriate to establish a policy which guides the roles and responsibilities of each committee member; and

WHEREAS, the YDDA deems it appropriate to provide guidelines for agendas, reporting, and non-board member participation.

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

1. The Committee Structure of the DDA be amended from its original version initially adopted 12-17-09 and amended 12-16-10 to now reflect that there shall be no limit to the number of Citizen-at-Large members that may be appointed to a committee.
2. The Committee Structure of the DDA, a form of which is attached hereto, is hereby approved.
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: A. Edmonds, A. Easley, L. French, S. French, L. Greden, K. Hill, K. Maurer, R. Parker, R. Savvides, and P. Schreiber

NAYS: none

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

**COMMITTEE STRUCTURE POLICY  
CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY  
(Amended 12-20-12)**

**Purpose:** The purpose of all DDA committees is to pursue fact finding and discussion on various priority efforts, and to recommend action by the full Board.

**Membership:** Each DDA Board member shall be on no less than one (1) committee (additional committee membership is optional). No more than six (6) DDA members shall be on each committee. The committee chair may appoint non-YDDA Board members to be serve as Citizen-at-Large voting members of a committee providing they meet the same qualification requirements of a Board member and are subject to the same attendance requirements. There shall be no limit to the number of Citizen-at-Large committee members. The Board shall utilize the same means of requesting volunteers as presently used for all City boards or each committee may nominate them. The DDA Chair will recommend membership to the Board, each of whom shall serve for a one-year term.

**Chair and Vice-Chair:** Each committee shall elect their own chair and vice-chair, one of whom shall be responsible for taking notes. The appointment of vice chair may be held by a citizen at-large voting member. In order to accept the position of vice chair the citizen at-large member acknowledges and accepts all the responsibilities as the committee chair. Per the Bylaws, the Chair will run the meeting, guide discussion, and coordinate the agenda with the staff. Calling special meetings will also be the responsibility of the Chair as designated in the DDA bylaws. The person taking notes will be responsible for uploading the minutes utilizing the following format: MM-DD-YY, committee name, and document type (i.e. 11-11-09 organization minutes).

**Agenda:** Like the Board agenda, the Chair(s) and staff will work together to set the agenda. The format for the agenda is recommended to be as follows:

Roll Call  
Approval of Agenda  
Approval of Minutes  
Audience Participation (3, 5 minutes slots)  
Old Business  
New Business  
Reports from Other Boards and Commissions  
Public Participation  
Announcements  
Adjourn

All items requiring Board action should first be reviewed by a committee before being placed on the Board agenda. This will allow ample time for Board review. However, it is acknowledged that there may be extenuating circumstances that would inhibit its application.

**Voting:** An appointed member must attend 70% of the meetings of their primary committee. However, an absence due to attendance of a training session shall not count against that requirement. All Board members, inclusive of those not designated as having primary membership to a specific committee, are allowed to vote at any committee meeting.

**Discussion:** Limit the discussion to appointed members (both DDA and general public), but allow at the discretion of each committee that non-appointed members (both DDA and general public) may talk during agenda item discussion. Additionally, as per the Open Meetings Act, a public comment period allowing for 5 – 3 minutes slots shall be included prior to the business items and all others will be relegated to the public comment period at the end of the meeting.

**Quorum:** Having seven or more DDA Board members at a meeting is not a violation of the Open Meetings Act because all standing committee meetings will be posted in accordance with its provisions.

**Reporting:** Each committee shall be responsible for preparing a written status report of non-action items for the Board packet and/or be prepared to present a summary at the meeting.

December 20, 2012  
2012-24

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO CHANGE THE YDDA MEETNG RECESS MONTH FROM  
FEBRUARY TO A MONTH TO BE DETERMINED**

The following preamble and resolution were offered by Member K. Hill and supported by Member R. Parker.

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;

WHEREAS, at the July 21, 2011 meeting it was determined that based on the number of YDDA Board members that travel out of the state in February, that this would be an appropriate month to schedule an annual recess for any YDDA Board and Committee meetings and a resolution acknowledging this schedule was passed; and

WHEREAS, since that time there has been a significant turnover of members of the YDDA board; and

WHEREAS, it has been determined that there may be better alternative month to schedule a recess from any YDDA Board and Committee meetings;

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

1. All standing Board and Committee meetings be rescheduled for the month of February, 2013.
2. Due to the short notice of this schedule change and reflecting some of the YDDA board and committee members may have already scheduled vacations and travel arrangements for February 2013, any absences during that month be excused.

3. The YDDA Operations and Finances Committee review the 2013 meeting schedule in January to determine a more appropriate month to schedule a meeting recess and submit for the YDDA Board for approval.
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: A. Edmonds, A. Easley, L. French, S. French, L. Greden, K. Hill, K. Maurer, R. Parker, R. Savvides, and P. Schreiber

NAYS: none

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

## City of Ypsilanti DDA Staff Report –January 2013

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City of Ypsilanti Coordination: I participated on a 2013-14 City Council Goal Setting meeting. The City Manager and all of the Department Heads addressed their ongoing projects/programs/expenses with the City Council to help them set goals and priorities in the upcoming fiscal year.

I continue to attend the regularly scheduled Ypsilanti department heads meetings where there is a recap of City Council meetings and upcoming agenda items. Each department head also gives updates of upcoming or ongoing projects and initiatives for their department.

Press/Communications: I have continued to work with local media outlets to share our ongoing projects and initiatives.

Eastern Leaders Group: I provided support material to Melissa Milton-Pung of the ELG for their annual project/progress report.

I attended the ELG Executive Committee meeting and networking event. I shared the status/progress of both the Building Rehab and Façade Improvement Grant programs. I met with potential partners for new and/or ongoing projects and developments.

Community Outreach and Partnerships: I attended a River Up project planning meeting at the YACVB offices with YACVB staff, Ypsilanti Township Parks Director, Washtenaw County Parks Director, ELG staff, Ypsilanti City Planner and the Deputy Director of the Huron River Watershed Council.

River Up is a program that is being launched to create recreation, tourism, and economic development opportunities using the Huron River as a central asset.

I met with Diane Carr of the A2 YMCA about finding potential office space in the Ypsilanti DDA area.

Downtown Dumpster Management: I have begun to visit the affected Downtown Businesses to address our plan for the Dumpster Enclosure Partnership Plan after March 2013. Staff has prepared a detailed document outlining the proposed plan and provided information on all alternative options.

Staff regularly monitored the condition of the Downtown Enclosures and either cleaned up debris ourselves or coordinated for clean-up and bulk pick up for items that could not be handled by staff internally.

I have prepared an RFP for our next solid waste service contract and will advertise shortly.

YDDA Website: I have continued to update the website and add additional information as needed.

Staff is continuing to monitor and update the available retail space within the districts to keep the website up to date.

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.

Board and Committee Meetings Support: Staff continues to prepare for and support all of the committee and board meetings, preparing required agendas, minutes, and other documentation for each of the YDDA meetings.

YDDA Bookkeeping and Budget Maintenance: I have continued to process all of our incoming invoices as well as track the monthly revenue and expense reports.

YDDA Façade Improvement Program: Staff has begun marketing the new round of available façade grants. I continue to share the information of the program with area businesses, property owners, realtors, and banks to promote the grant to be used for marketing available space for reuse and development.

Michigan Main Street Program: I have begun to meet with potential partners as we continue to potentially move towards the Select level membership with MMS.

I have met with the following parties to discuss the potential opportunities:

Deb Locke-Daniels, YACVB

Diane Keller, A2Y Chamber of Commerce

Tim Adkins, Pak Mode Media/iSpy

I have contacted the additional potential partners and either have scheduled a meeting or will shortly.

Dr. Heather Khan, EMU Department of Geography and Geology

Ypsilanti Historic District Commission

Riverside Arts Center

Ypsilanti Heritage Foundation

Revenue	Amount					
RAC Parking Permits	\$2,300.00					
<b>TOTAL</b>	<b>\$2,300.00</b>					
<b>EXPENSES</b>						
	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN	LINE ITEM	DESCRIPTION
Eric & Karen Maurer	\$5,000.00	\$0.00	\$0.00	\$5,000.00	Building Rehab Grant	Building Rehab Grant
Staples	\$79.44	\$11.12	\$12.71	\$55.61	Office Supplies	Office Supplies
Staples	\$4.99	\$0.70	\$0.80	\$3.49	Office Supplies	Office Supplies
Waste Management	\$1,841.31	\$0.00	\$0.00	\$1,841.31	Waste Management	December Dumpster Service
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
City of Ypsilanti	\$147.14	\$0.00	\$0.00	\$147.14	TIF Projects	RAC Lot Signage
Congdon's Ace Hardware	\$2.29	\$0.32	\$0.37	\$1.60	Office Supplies	Light Bulbs
Dansen LLC	\$650.00	\$91.00	\$104.00	\$455.00	Rent	December Rent
Dansen LLC	\$650.00	\$91.00	\$104.00	\$455.00	Rent	January Rent
TDS Metrocom	\$116.83	\$16.36	\$18.69	\$81.78	Telephone	December Phone & Internet
Waste Management	\$1,836.90	\$0.00	\$0.00	\$1,836.90	Waste Management	January Dumpsters
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
<b>TOTAL</b>	<b>\$11,078.90</b>	<b>\$210.50</b>	<b>\$240.57</b>	<b>\$10,627.83</b>		



## Operations & Finance Committee Meeting Summary 1/9/13

### **Attendance**

#### Committee Members

S. French  
R.A. Jamnick  
D. Kabat  
C. Laughren  
K. Maurer (C)

#### Other Attendees

T. Colbeck  
A. Hellenga  
K. Hill  
L. Greden  
R. Savvides

### **Upcoming YDDA Milestones**

#### **January 2013**

- Begin reviewing mid-year for adjustments
- Meet with streetscape maintenance contractor to plan for Spring plantings (we are in the second year of a two year maintenance contract, with an optional third year)
- Distribute RAC parking permits and collect revenue

#### **February 2013**

- Michigan Main Street annual report
- Review Spring planting selections
- Review application packet for YDDA Building Rehabilitation Grant program, make any appropriate changes
- Begin inputting any mid-year budget adjustments

### **Old Business**

#### Depot Town TIF Renewal Update

- 2000 Depot Town TIF Plan Progress Report  
T. Colbeck reviewed a detailed list of the project priorities in the 2000 Depot Town TIF Plan. Where available he identified the status of each item with the committee. The items that staff was not sure of the status was confirmed by S. French. Staff will update the spreadsheet with the status of all of the defined project priorities as well as key projects/programs that the YDDA invested TIF funds in that were not identified in the 2000 plan. This information will be used to support the proposed TIF renewal plan as it is developed.
- Proposed Timeline  
Staff shared a proposed TIF renewal methodology with the committee. The methodology includes a timeline to move the planned TIF renewal plan forward and identifies what parties will be responsible for which components. The committee accepted the proposed methodology and requested that staff continue to follow as indicated.

The first items identified in the renewal process was to review the existing TIF plan and evaluate the status of all of the identified projects and see what if any would be carried over to a new plan.

T. Colbeck then led the committee in a visioning process to identify Depot Town TIF priorities for the next 15-20 years. This is intended to only start the conversation and not intended to identify how and when any proposed TIF revenues will be spent. As the process moves forward there will be opportunities for more of the area stakeholders to have input on goals/priorities. These are the project priorities as identified:

- Park Improvements
  - Riverside
  - Frog Island
- Freight House
- Parking lot maintenance and repairs
- Relocating the recycling center
- Redevelopment of vacant properties
  - Thompson Block
  - Depot
- Continuation of existing programs
  - Building rehab and façade grants
- Gateway/Wayfinding
- Investigate possibility of the County taking over Riverside and Frog Island Park management
- Train stop
- Streetscape furnishings/plantings
- Bridge improvements
- Infrastructure improvements

#### YDDA Board Member and Staff Exit Interviews Status Report

The committee briefly discussed the status of assigned exit interviews for former board and staff members.

#### Michigan Main Street Implementation Planning

T. Colbeck shared a list of key stakeholders that he has reached out to discuss possible partnership opportunities. He stated he will continue to grow the list over the next several months.

#### YDDA Meeting Schedule/One Month Recess

The committee discussed possible months to replace February for no scheduled YDDA meetings. It was suggested that the best options would be July, August, or December to schedule a recess.

### **New Business**

The committee welcomed D. Kabat and C. Laughren to the committee. Both members previously sat on the Promotions Committee as Citizens-at-Large members.

### **Announcements/ Comments**

S. French briefly brought up the discussion from last month's meeting regarding retail locations to have a minimum 50% of sales in house. It was clarified that this only applies to food related sales and has not been an issue with any business located in Depot Town for several years.

## Ad Hoc Parking Committee Meeting Summary 1/8/13

### **Attendance**

#### Committee Members

L. French  
T. Gillotti  
K. Hill (C)  
M. Swanson

#### Other Attendees

T. Colbeck  
A. Hellenga

### **Old Business**

#### Review of Final Recommendations

The committee listed recommendations from the parking study in order to prioritize.

- Update inventory
- Signage
- Promote
- Car sharing
- Meter collection by area
- Dedicated revenue and administration
- Enforcement – changes to timing and usage
- Road diet
- Dedicated weekend/ visitor parking
- Non-Motorized facilities – bike sharing
- Meter back up
- Park Mobile

#### Sub Areas

- N. Huron Lot Changes
- S. Huron Signage
- 100-200 Michigan Ave. monitoring
- Depot Town monitoring
- 10-50 E. Cross changes
- W. Cross monitoring

#### 1. Prioritizing Recommendations

Committee prioritized there top three items for the next several months as follows:

- Enforcement
- Signage
- Non-Motorized Facilities

### **New Business**

Proposed Meeting Schedule

The committee scheduled the next two meetings for the Wednesday prior to the YDDA Board meeting.

The next meeting is scheduled for Wednesday, February 20, 2013 at 8:30 am; SPARK East.

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, February 21, 2013 – 8:00 a.m.  
SPARK East  
215 W. Michigan Ave.**

**Agenda**

**I. Call to Order**

**II. Roll Call**

Amanda Edmonds (VC)P	A	Kevin Hill	P	A
Alex Easley	P	Karen Maurer	P	A
Linda French	P	Regan Parker	P	A
Sandee French	P	Rois Savvides	P	A
Leigh Greden (C)	P	Paul Schreiber	P	A

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

**IV. Approval of January 17, 2013 Minutes (X)\* p. 3-6**

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

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

**VI. Staff Report/Financial Report (X) p. 7-11**

**VII. Standing Committee Reports**

- Economic Restructuring & Design (Kevin Hill) (X) \*p. 12-17
  - Resolution to Approve Downtown Tree Trimming and Holiday Lighting Removal
- Operations & Finance – (Karen Maurer) (X) \*p. 18-24
  - Resolution to Designate August as a Recess Month from all YDDA Committee and Board Meetings
  - Resolution to Amend the Budget Line Item Conferences and Workshops of the 2012/13 YDDA Fiscal Year Budget

**VIII. Ad Hoc Committee Reports**

- Parking (Kevin Hill) - TBD

**IX. Old Business - none**

**X. Proposed Business - none**

**XI. Announcements/Comments**

**XII. Public Participation**

**XIII. Next Meeting: March 21, 2013, 8:00 a.m., SPARK East, 215 W. Michigan Ave.**

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

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, January 17, 2013 – 8:00 a.m.  
SPARK East – 215 West Michigan Avenue, Ypsilanti**

**Draft Minutes**

**I. Call to Order:** L. Greden called the meeting to order at 8:09 am.

**III. Roll Call**

Amanda Edmonds (VC)		A	Kevin Hill	P
Alex Easley	P		Karen Maurer	P
Linda French	P		Regan Parker	P
Sandee French	P		Rois Savvides	A
Leigh Greden (C)	P		Paul Schreiber	A

**Others in Attendance:**

Tim Colbeck, YDDA Director  
Krista Gjestland, Ypsilanti Courier  
Andrew Hellenga, YDDA Staff  
Pete Murdock, Ypsilanti City Council  
Tammie Tischler, YDDA Counsel

**III. Approval of Agenda:** L. Greden asked that a review and consideration of a resolution of support of the OPRA application for 52-56 E. Cross St. be added under proposed business. K. Maurer moved to approve agenda as amended. R. Parker supported and the motion passed unanimously.

**IV. Approval of Minutes – Wednesday, August 22, 2012:** K. Hill moved to approve the minutes. L. French supported and the motion passed unanimously.

**V. Audience Participation:** None

**VI. Staff Report/ Financial Report:**

T. Colbeck gave a brief update of his ongoing outreach for additional community partners with the Michigan Main Street Program.

L. Greden stated that due to the time sensitivity of certain requirements, the review of a proposed Solid Waste Services RFP will be handled by the Economic Restructuring & Design Committee rather than organizing a new ad hoc committee at this time.

**VII. Standing Committee Reports:**

- Economic Restructuring & Design – no report/no meeting in December
- Operations & Finance – report as submitted by K. Maurer. K. Maurer stated that the committee has recently started to work on a new TIF/Development Plan for Depot Town and invited all of the board to the next committee meeting.

**VIII. Ad Hoc Committee Reports:**

- Parking – report as submitted by K. Hill  
T Colbeck reported that the committee has begun to review and prioritize the recommendations of the approved parking study. The February meeting will focus on possible changes to enforcement.

**IX. Old Business: None**

**X. Proposed Business:**

- OPRA application for 52-56 E. Cross St./Sidetrack – The board reviewed the Obsolete Property Rehabilitation Act (OPRA) application 52-56 E. Cross St.
  - Resolution of Support for an Obsolete Property Rehabilitation Act (OPRA) Certificate for 52-56 E. Cross St.

K. Maurer moved to approve the proposed resolution of support. The motion was supported by R. Parker and passed by a vote of 6 to 0 with L. French abstaining.

**XI. Announcements/ Comments:**

S. French announced that Aubree’s is opening their first franchise in Livingston County.

T. Colbeck announced that the Wurst Bar is celebrating their one year anniversary.

T. Colbeck announced that a new business, Pocket Full O’ Tea is now open at 8 W. Michigan Ave.

L Greden reminded that board that all board and committee meetings are scheduled for February. The dates for each meeting are:

- Operations & Finance, February 13
- Ad Hoc Parking, February 20
- Board, February 21
- ER & Design, February 27

**XII. Public Participation: None.**

**XIII. Adjourn:** Meeting was adjourned at 8:37am.

**XIV. Next Meeting: February 21, 2013, 8:00 a.m., Spark East 215 W. Michigan Ave.**

January 17, 2013  
2013-1

**DOWNTOWN DEVELOPMENT AUTHORITY  
RESOLUTION OF SUPPORT FOR AN OBSOLETE PROPERTY REHABILITATION  
ACT (OPRA) CERTIFICATE FOR 52-56 E. CROSS ST.**

The following preamble and resolution were offered by Member K. Maurer and supported by Member R. Parker.

WHEREAS, the City of Ypsilanti legally established an Obsolete Property Rehabilitation District that includes the three DDA districts on June 5, 2012; and

WHEREAS, French Woman, LLC has requested that the City of Ypsilanti approve an OPRA exemption certificate for 52, 54, and 56 E. Cross St. which are located within the approved OPRA District; and

WHEREAS, French Woman, LLC is proposing the rehabilitation of 52, 54, and 56 E. Cross St. that will include the rehabilitation of currently functionally obsolete upper stories into a second story banquet facility, third story apartments, and expanded first floor restaurant space; and

WHEREAS, granting an OPRA to for 52, 54, and 56 E. Cross St. will result in a freeze of taxable value at its 2013 assessed rate for 12 years; and

WHEREAS, the YDDA will realize a loss in Tax Increment Finance Authority revenue from 52, 54, 56 E. Cross Street for 12 years;

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

1. The Ypsilanti DDA supports the granting of an Obsolete Property Rehabilitation Act exemption certificate for 52, 54, and 56 E. Cross St. to assist with the complete renovation of the properties and expansion of the existing business.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Easley, S. French, L. Greden, K. Hill, K. Maurer, R. Parker

NAYS: none

ABSTAINED: L. French

YES: 6      NO: 0      ABSENT: 3      VOTE: affirmed

Community Outreach and Partnerships: I continue to meet with community stakeholders/partners to discuss ongoing DDA planning and goals including potential Main Street partners.

- I met with Dr. Heather Kahn of the EMU Planning Program to discuss the ongoing Depot Town TIF renewal plan and potential opportunities to partner with the YDDA.
- I attended a Historic District Commission meeting to discuss our plans to move forward with the Michigan Main Street program and invite them to partner with us as we move forward.
- I met with County Commissioner Roland Sizemore to discuss some potential projects he would like to see the YDDA work on including partnering with the YACVB on a new coupon book for visitors.
- Continue to visit new businesses and introduce myself and the YDDA to them. I recently met with Noella Hobson and Gayle Castle of the Transformation Station, 5 S. Washington St. and Kal of KM Jewelry, 101 W. Michigan Ave.
- Staff attended and participated at the Non-Motorized Advisory Committee meeting.
- I continue to participate on the Ypsi Pride Planning Committee.
- Staff created an available properties spreadsheet taken from our website at the request of David Palmer to share with people interested in locating businesses in the DDA districts.
- I prepared a letter of support at the request of Teresa Gillotti for a Michigan Housing and Community Development Fund grant being applied for by Mark Maynard to support a planned re-use project for the First Congregational United Church of Christ for potential restaurant/bar offices/shared workspaces for creative firms.

Downtown Dumpster Management: I have published an RFP for a new contract of the Downtown Solid Waste Service/Dumpster Program. I held a pre-bid meeting to meet with prospective companies and answer questions regarding the contract terms and expectations. Sealed bids are now being received and we have a public bid opening scheduled for Thursday, Feb. 21<sup>st</sup>, 2:30 pm at City Hall.

Staff has continued to reach out to property owners and businesses to address the planned changes to the Dumpster Program. We have scheduled a community forum to discuss the planned changes and answer all questions. This has been scheduled for Tuesday, Feb. 26<sup>th</sup>, 5:30 pm at SPARK East. Staff has been going door-to-door to circulate a flyer announcing the forum and will continue to notify as many stakeholders as possible up to the meeting date.

Staff has done an inventory of the current condition of each of the enclosures to create an itemized list of needed maintenance and repairs.

Staff continues to regularly monitor the condition of the Downtown Enclosures. We have picked up trash whenever possible and removed snow to make sure that the enclosures can be safely serviced. We also have coordinated for clean-up and bulk pick up for items that could not be handled by staff internally.

City of Ypsilanti Coordination: I continue to attend the regularly scheduled Ypsilanti department heads meetings where there is a recap of City Council meetings and upcoming agenda items. Each department head also gives updates of upcoming or ongoing projects and initiatives for their department.

Staff continued its monthly lunch meeting with Teresa Gillotti – Planning & Development Department to discuss and coordinate ongoing and future programs and projects.

I will be participating on a Master Planning Business Focus Group on February 20<sup>th</sup>.

DIA Inside/Out Program Coordinating: Staff has begun scouting locations for the summer installation of up to seven replicas from the DIA within the DDA districts. I will be meeting with a representative of the DIA on Thursday, Feb. 21<sup>st</sup> to view the locations and move the process along.

Community Capital Forum: I attended a Washtenaw County sponsored forum featuring Michael Schuman discussing new and creative ways to support and fund local businesses. I participated in a small break-out session to discuss how local government can support these efforts.

Staffing: I met with and interviewed a potential new part-time unpaid intern from the EMU Planning program. We are currently working out details on program requirements and availability.

Press/Communications: I have continued to work with local media outlets to share our ongoing projects and initiatives.

Potential Wayfinding Program: I have been in discussions with Tony VanDerworp of the ELG and Deb Locke-Daniel of the YACVB to help coordinate/implement a community wayfinding program. The YACVB has committed funding over the next several years to implement. I gathered information from other communities on programs that they implemented and created a draft RFP for a Wayfinding Consultant Contract for the YACVB to advertise and gathered a list of available qualified companies. I will continue to work with the YACVB on this important project.

Michigan Main Street Program: Staff participated on a MMS webinar outlining our current responsibilities with the program and the current year's key schedule. The information was shared with the Board, Committee members, and other stakeholders.

I have continued my efforts to reach out to various stakeholders to discuss what the Main Street program offers the community and how they can participate.

YDDA Façade Improvement Program: Staff is continuing to market the new round of available façade grants to area businesses, property owners, realtors and banks.

We have received a new application for 23-29 E. Cross St. and are currently reviewing and will bring to the Economic Restructuring & Design Committee for consideration.

Cross St. Streetscape Enhancement Project: I am continuing to work with the Departments of Public Services and Planning as well as MDOT to coordinate the final punch list items for this project. All parties are currently working to resolve issues with the rain gardens with MDOT's contractors by the coming spring.

YDDA Website: I have continued to update the website and add additional information as needed.

Staff is continuing to monitor and update the available retail space within the districts to keep the website up to date.

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.

Board and Committee Meetings Support: Staff continues to prepare for and support all of the committee and board meetings, preparing required agendas, minutes, and other documentation for each of the YDDA meetings.

YDDA Bookkeeping and Budget Maintenance: I have continued to process all of our incoming invoices as well as track the monthly revenue and expense reports.

I have begun to review the 2012-13 budget and make mid-year adjustments.

Streetscape Maintenance and Spring Plantings: I have met with Brian from WH Canon to begin the coordinating for the Spring Planting and maintenance schedule.

<b>Revenue</b>	<b>Amount</b>					
RAC Elevator Loan Repayment	\$10,000.00					
<b>TOTAL</b>	<b>\$10,000.00</b>					
<b>EXPENSES</b>						
	<b>AMOUNT</b>	<b>W. CROSS</b>	<b>DEPOT TOWN</b>	<b>DOWNTOWN</b>	<b>LINE ITEM</b>	<b>DESCRIPTION</b>
Timothy Colbeck	\$25.00	\$3.50	\$4.00	\$17.50	Conferences and Workshops	Community Capital Forum
DTE Electric	\$36.72	\$5.15	\$5.87	\$25.70	DTE Electrical Bill	DTE Electric
Smith Haughey Rice & Roegge	\$61.38	\$8.59	\$9.82	\$42.97	Legal Services	Attorney Fees
Standard Printing	\$3,000.00	\$3,000.00	\$0.00	\$0.00	TIF Projects	Building Rehab Grant Rd. III
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
WH Canon	\$100.00	\$0.00	\$0.00	\$100.00	Streetscape Maintenance	RAC Lot Snow Removal
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
Dansen LLC	\$650.00	\$91.00	\$104.00	\$455.00	Rent	February Rent
Downtown Association of Ypsi	\$500.00	\$0.00	\$0.00	\$500.00	Holiday Lighting & Maint	Holiday Light Reimbursement
Staples	\$59.55	\$8.34	\$9.52	\$41.69	Office Supplies	Office Supplies
TDS Metrocom	\$117.21	\$16.41	\$18.75	\$82.05	Telephone	January Phone & Internet
Waste Management	\$2,034.30	\$0.00	\$0.00	\$2,034.30	Waste Management	January Dumpsters
Olde Towne Coin & Gold	\$2,159.44	\$0.00	\$2,159.44	\$0.00	Façade Grant	Façade Grant
<b>TOTAL</b>	<b>\$9,243.60</b>	<b>\$3,132.99</b>	<b>\$2,311.40</b>	<b>\$3,799.21</b>		



## Economic Restructuring & Design Committee Meeting Summary 1/23/13

### **Attendance**

#### Committee Members

J. Albers  
L. French  
K. Hill (C)  
D. Otto  
C. Penner

#### Other Attendees

T. Colbeck  
L. Greden  
A. Hellenga

### **Old Business**

#### YDDA Façade Improvement Program Update Rd. II

T. Colbeck informed committee that to date staff has received one application (Old Towne Gold and Coin).

T. Colbeck shared a list of potential program partners/applicants that he has approached to date.

#### YDDA Building Rehab & Improvement Grant RD. III

- a) Request for extension for 228 W. Michigan Ave./ Wolverine

T. Colbeck reviewed a request for extension from the applicant to extend the project start timeline with the committee.

The committee engaged in a discussion on how to handle future requests for project timeline extensions. The committee discussed the current policy as described in the program application and determined that DDA staff should be able to approve a first extension request as long as an adequate request with detailed reasoning provided. These extensions may be granted for up to 90 days. If a second extension is required staff will bring to the committee for approval.

L. Greden moved to approve the request for extension for 228 W. Michigan Ave. D. Otto supported and the motion passed unanimously with K. Hill abstaining.

C. Penner moved to approve allowing the Executive Director to approve the first request for extension for an applicant, not to exceed 90 days moving forward with the program. L. Greden supported and the motion passed unanimously.

- b) Request for extension 515-19 W. Cross/ Crossroads Bar and Grill.

The committee directed staff to approve the extension request as determined in the previous discussion.

Michigan and Huron Pedestrian Ramp Repairs

T. Colbeck shared a quote provided to the Public Services Department for the repair of the pedestrian ramp at the southeast corner of Michigan and Huron.

The committee engaged in discussion regarding proposed repairs. T. Colbeck gave a brief history of the DDA's role in the construction of the existing pedestrian ramp as part of a previous streetscape enhancement project and the current condition of the curb. He stated that there is no record of a maintenance agreement between the City and the DDA regarding the project. He also stated that the DDA does have unencumbered bond funds left from the last Michigan Ave Bond issue that can be earmarked for these repairs, however there is not enough available to cover the full costs as defined in the quote.

The committee reviewed the quote from GM & Sons, Inc. and discussed what options are available to partner with the City on these repairs. Staff was directed to contact the City Manager and DPS Director and state that the DDA can provide the remaining Michigan Ave. Streetscape bond funds, up to \$11,000, for the stated repairs. The DDA would require that the City manage the project and ask that they solicit at least two additional quotes and that all work be done to bring all affected ramps up to current ADA compliant standards.

Downtown Tree Trimming and Light Removal

Staff provided the committee with a memo summarizing four quotes for the proposed trimming and light removal for all of the downtown street trees.

It was determined that this proposed work could be paid out of the existing Michigan Ave Streetscape Bond balance.

L. French moved to proceed with the proposed services using the lowest qualified bidder, with the contract not to exceed \$3,000, and using money from the Michigan Ave Streetscape Bond balance. L. Greden supported and the motion passed unanimously.

**RESOLUTION TO APPROVE A CONTRACTOR FOR DOWNTOWN TREE TRIMMING AND HOLIDAY LIGHTING REMOVAL**

WHEREAS, the YDDA Economic Restructuring & Design Committee is charged with supporting initiatives that enhance the DDA district's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, street trees throughout the YDDA districts are an important part of creating a visually appealing and inviting atmosphere; and

WHEREAS, as part of previous Downtown Streetscape Enhancement Projects, the YDDA has planted a variety of street trees along Michigan Ave., Huron, Washington, and Adams Streets; and

WHEREAS, the YDDA has taken on the responsibility of maintaining the various streetscape enhancements that it has implemented over the years; and

WHEREAS, regular pruning/trimming improves both the look and overall health of street trees, as well as maintains appropriate height and width of branches/tree canopies for improved storefront visibility; and

WHEREAS, the trees along the aforementioned streets have not received any regular trimming/maintenance for the last several years and in addition many currently have old and not functioning holiday lights left in them from previous years; and

WHEREAS, YDDA staff have taken a complete inventory of the trees and found that there are 55 trees, 46 of which have old holiday lights left in them; and

WHEREAS, YDDA staff has solicited quotes from qualified contractors to appropriately trim and remove old lights; and

WHEREAS, the YDDA currently has a remaining balance of unencumbered 2004 Michigan Ave. Bond funds in excess of \$11,000 that can be earmarked for these services;

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

1. The YDDA award the contract for Downtown Tree Trimming and Light Removal to McFarland Tree Service, Inc.
2. The contract for services be approved for an amount not exceed \$3,000.
3. That the funds for these services be allocated from the unencumbered balance of 2004 Michigan Ave. Bond.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

**New Business**

**Downtown Dumpster/ Solid Waste Service RFP**

T. Colbeck reviewed the proposed RFP with the committee. He stated that he would like to change the RFP from requesting a two year contract with an optional third year to a one year contract with two additional option years. He also stated that he is waiting for a final review of the RFP documents from the DDA's legal counsel and will implement any of her suggested changes prior to advertising the RFP.

L Greden moved to accept RFP pending any final recommended changes from the DDA legal counsel. D. Otto supported and the motion passed unanimously.

**Streetscape Maintenance Contract Extension**

T. Colbeck requested that the committee approve executing the optional third year on the current Streetscape Maintenance Contract with WH Canon.

The committee engaged in a discussion on the current scope of services. L. French requested that the median flower beds on River St. be added to the watering rotation.

Staff was advised to move forward with the optional contract extension. Staff was also directed to inquire about additional costs for adding River St. flower bed watering to the contract and report back at the next meeting.

J. Albers moved to approve the optional third year of the contract. L. Greden supported and the motion was approved unanimously.

#### YDDA Building Rehab & Improvement Grant Rd. IV Proposed Schedule

T. Colbeck reviewed a memo with a proposed schedule for Rd. IV of the Building Rehab grant program. He is suggesting that the applications be made available in March 2013 with the stipulation that the funds cannot be disbursed prior to July 1, 2013.

L. Greden suggested that this program be made a rolling program like the Façade Improvement Grant program with funding available until committed to a project. The committee engaged in a discussion on whether to reserve funding by district or just make available on a first come basis with the committee reviewing applications and making formal recommendations.

#### **Proposed Business**

L. French requested that the discussion of additional street furnishings (trash cans, bike racks, benches, etc.) be added to next month's agenda. J. Albers stated that DDA staff did an inventory last year that can be easily updated.

T. Colbeck reported that he tentatively has Matt Modrack, the Economic Development and DDA Director in Brighton scheduled to come to next month's meeting to discuss what Brighton has done to address long standing vacancies in their downtown.

K. Hill requested that Downtown Dumpster/Solid Waste Services be added to next month's agenda.

February 21, 2013  
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**DOWNTOWN DEVELOPMENT AUTHORITY  
RESOLUTION TO APPROVE A CONTRACTOR FOR DOWNTOWN TREE TRIMMING  
AND HOLIDAY LIGHTING REMOVAL**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the YDDA Economic Restructuring & Design Committee is charged with supporting initiatives that enhance the DDA district's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, street trees throughout the YDDA districts are an important part of creating a visually appealing and inviting atmosphere; and

WHEREAS, as part of previous Downtown Streetscape Enhancement Projects, the YDDA has planted a variety of street trees along Michigan Ave., Huron, Washington, and Adams Streets; and

WHEREAS, the YDDA has taken on the responsibility of maintaining the various streetscape enhancements that it has implemented over the years; and

WHEREAS, regular pruning/trimming improves both the look and overall health of street trees, as well as maintains appropriate height and width of branches/tree canopies for improved storefront visibility; and

WHEREAS, the trees along the aforementioned streets have not received any regular trimming/maintenance for the last several years and in addition many currently have old and not functioning holiday lights left in them from previous years; and

WHEREAS, YDDA staff have taken a complete inventory of the trees and found that there are 55 trees, 46 of which have old holiday lights left in them; and

WHEREAS, YDDA staff has solicited quotes from qualified contractors to appropriately trim and remove old lights; and

WHEREASE, the YDDA currently has a remaining balance of unencumbered 2004 Michigan Ave. Bond funds in excess of \$11,000 that can be earmarked for these services;

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

1. The YDDA award the contract for Downtown Tree Trimming and Light Removal to McFarland Tree Service, Inc.

2. The contract for services be approved for an amount not exceed \$3,000.
3. That the funds for these services be allocated from the unencumbered balance of 2004 Michigan Ave. Bond.
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:

NAYS:

ABSTAINED:

YES:            NO:            ABSENT:            VOTE:

## Operations & Finance Committee Meeting Summary 2/13/13

### **Attendance**

#### Committee Members

A. Edmonds  
S. French  
R.A. Jamnick  
C. Sikorski

#### Other Attendees

T. Colbeck  
K. Hill  
P. Murdock  
P. Schreiber

### **Old Business**

#### Depot Town TIF Renewal Update

- 2000 Depot Town TIF Plan Progress Report  
T. Colbeck reviewed the updated progress report with the committee. He shared a summary of the 1999 Depot Town Traffic Circulation Study that was done by Hubble, Roth, and Clark (HRC) and Carlisle/Wortman. The committee briefly discussed the history and recommendations that were made in this report. R. Jamnick requested that staff provide a detailed status report of the recommendations in the Circulation Study for the March committee meeting.

A. Edmonds stated her desire to see an increased community input/participation as the study moves forward as well as consideration of past plans that were done to see what is still relevant today.

T. Colbeck also shared key projects that were identified for carryover from the 2000 Depot Town TIF Plan, current zoning for Depot Town, and potential properties and public spaces that will be considered for rehabilitation.

T. Colbeck stated that staff will prepare a draft Request for Proposals (RFP) for a consultant for review at the March committee meeting.

P. Schreiber stated that he believes that it is important that there is a detailed explanation of why an amended TIF plan would be good for and/or necessary for Depot Town as the process continues.

#### YDDA Board Member and Staff Exit Interviews Status Report

T. Colbeck reminded the committee of this assignment and suggested that the end results should either be given to him or assigned to a committee member to summarize without identifying the respondents. This information could then be used to help improve YDDA operations and procedures.

#### Michigan Main Street Implementation Planning

T. Colbeck reported that A. Hellenga would be participating in a MMS webinar this morning. The webinar will address MMS requirements for this year and provide more

details of planned community training opportunities. Staff will provide a summary report for the committee and board.

YDDA Meeting Schedule/One Month Recess

The committee agreed that August would be the best month to schedule no YDDA board and committee meetings. S. French moved to submit a resolution to designate August as a recess month from all YDDA committee and board meetings to the board for approval. A. Edmonds supported and the motion passed unanimously.

**RESOLUTION TO DESIGNATE AUGUST AS A RECESS MONTH FROM ALL YDDA COMMITTEE AND BOARD MEETINGS**

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; and

WHEREAS, in the past the YDDA has designated February as the month to schedule a recess from all Board and Committee meetings; and

WHEREAS, at the December 20, 2012 meeting it was determined that a majority of Board members would prefer a summer month to schedule the recess; and

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

1. August will be the month that a recess from all YDDA Board and Committee meetings will be scheduled.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

**New Business**

National Main Street Conference

T. Colbeck presented the committee with a summary report of the upcoming National Main Street Conference and a request to amend the budget line item Conferences and Workshops to allow for him to attend.

The committee discussed the current budget allocation for this line item and how to amend. A. Edmonds moved to submit a resolution amending the Conferences and Workshop line item from \$1,000 to \$2,500 and for the additional funding be reallocated from current unspent or unencumbered funds in the budget and not from YDDA fund balance reserves. R. Jamnick supported and the motion passed by a vote of four in favor and one opposed. (Ayes: A. Edmonds, S. French, R. Jamnick, and C. Sikorski Nays: K. Hill)

**RESOLUTION TO AMMEND THE BUDGET LINE ITEM CONFERENCES AND WORKSHOPS OF THE 2012/13 YDDA FISCAL YEAR BUDGET**

WHEREAS, on April 19, 2012 the YDDA Board approved a two year budget for the 2012/13 Fiscal Year and 2013/14 Fiscal Year; and

WHEREAS, in the 2012/13 and 2013/14 budgets, \$1,000 was allocated to the line item “Conferences and Workshops”; and

WHEREAS, in the 2011/12 Fiscal Year budget this line item was \$2,500; and

WHEREAS, in the last three fiscal years the YDDA Executive Director has kept the expenses to this line item down by not attending any national conferences; and

WHEREAS, the YDDA Operations and Finance Committee stated that attending conferences and workshops are an important part of the professional growth of its staff and the organization; and

WHEREAS, on November 15, 2012 the YDDA Board passed a resolution to remain an “Associate” level member of the Michigan Main Street program with a goal to apply for the “Select” level for 2014; and

WHEREAS, the Michigan Main Street Center encourages all “Associate” level communities attend the annual National Main Street Conference; and

WHEREAS, the Operations and Finance Committee recognize that attending the National Main Street Conference is important to the YDDA’s transition from the “Associate” level to “Select” level of the Michigan Main Street Program; and

WHEREAS, the costs associated with the attendance of the Executive Director for this conference would exceed the remaining balance of the “Conferences and Workshops” line item of the 2012/13 Fiscal Year Budget;

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

1. YDDA Board has approved increasing the budget line item Conferences and Workshops from \$1,000 to \$2,500 for the 2012/13 Fiscal Year.

2. That the additional \$1,500 not be allocated from YDDA Reserve Balance funds but be reallocated from the line item Permanent Wages-Salaries where there is an excess of unspent/unencumbered funds.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

**Proposed Business**

The following items were requested to be put on the March committee meeting agenda:

1. 2013-14 Work Plan
2. YDDA Annual Meeting/Community Report
3. Budget Amendment/Reallocation Process
4. Committee Member Job Description

February 21, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO DESIGNATE AUGUST AS A RECESS MONTH FROM ALL YDDA  
COMMITTEE AND BOARD MEETINGS**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

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; and

WHEREAS, in the past the YDDA has designated February as the month to schedule a recess from all Board and Committee meetings; and

WHEREAS, at the December 20, 2012 meeting it was determined that a majority of Board members would prefer a summer month to schedule the recess; and

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

1. August will be the month that a recess from all YDDA Board and Committee meetings will be scheduled.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES:

NAYS:

YES:            NO:            ABSENT:            VOTE:

February 21, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMMEND THE BUDGET LINE ITEM CONFERENCES AND  
WORKSHOPS OF THE 2012/13 YDDA FISCAL YEAR BUDGET**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, on April 19, 2012 the YDDA Board approved a two year budget for the 2012/13 Fiscal Year and 2013/14 Fiscal Year; and

WHEREAS, in the 2012/13 and 2013/14 budgets, \$1,000 was allocated to the line item "Conferences and Workshops"; and

WHEREAS, in the 2011/12 Fiscal Year budget this line item was \$2,500; and

WHEREAS, in the last three fiscal years the YDDA Executive Director has kept the expenses to this line item down by not attending any national conferences; and

WHEREAS, the YDDA Operations and Finance Committee stated that attending conferences and workshops are an important part of the professional growth of its staff and the organization; and

WHEREAS, on November 15, 2012 the YDDA Board passed a resolution to remain an "Associate" level member of the Michigan Main Street program with a goal to apply for the "Select" level for 2014; and

WHEREAS, the Michigan Main Street Center encourages all "Associate" level communities attend the annual National Main Street Conference; and

WHEREAS, the Operations and Finance Committee recognize that attending the National Main Street Conference is important to the YDDA's transition from the "Associate" level to "Select" level of the Michigan Main Street Program; and

WHEREAS, the costs associated with the attendance of the Executive Director for this conference would exceed the remaining balance of the "Conferences and Workshops" line item of the 2012/13 Fiscal Year Budget;

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

1. YDDA Board has approved increasing the budget line item Conferences and Workshops from \$1,000 to \$2,500 for the 2012/13 Fiscal Year.

2. That the additional \$1,500 not be allocated from YDDA Reserve Balance funds but be reallocated from the line item Permanent Wages-Salaries where there is an excess of unspent/unencumbered funds.
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:

NAYS:

YES:      NO:      ABSENT:      VOTE:

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, October 17, 2013 - 8:00 a.m.  
SPARK East  
215 W. Michigan Ave.**

**Agenda**

**I. Call to Order**

**II. Roll Call**

Amanda Edmonds (VC)P	A	Kevin Hill	P	A
Linda French	P	Regan Parker	P	A
Adam Gainsley	P	Rois Savvides	P	A
Leigh Greden (C)	P	Paul Schreiber	P	A

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

**IV. Approval of July 18, 2013 Minutes (X)\* p. 3-16  
Approval of September 19, 2013 Notes (X)\* p. 17-20**

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

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

**VI. Staff Report/Financial Report (X) p. 21-25**

**VII. Standing Committee Reports**

- Economic Restructuring & Design (Kevin Hill) (X) p. 26-36
  - Resolution to Approve the Award of an YDDA Façade Improvement Grant for 310-12 N. River St. (X) \* p. 37-60
  - Resolution to Approve the Installation of a Surveillance System for the S. Huron Dumpster Enclosure (X)\* p. 61-77
  - Resolution to Approve the Billing Rates for Participation in the Downtown Dumpster Partnership Program (X)\* p. 78-80
  - Resolution Requesting the City of Ypsilanti Increase Illegal Dumping Fees (X)\* p. 81-82
  - Resolution to Approve the YDDA Camera Surveillance Policy (X)\* p. 83-100
  - Resolution to Amend and Adjust the 2013/14 Fiscal Year Budget (Bike Racks) (X)\* p. 101-102
  - Resolution to Amend and Adjust the 2013/14 Fiscal Year Budget (YACVB/Wayfinding Plan Support) (X)\* p. 103-104
  
- Operations & Finance (Amanda Edmonds) (X) p. 105-109
  - Resolution for the Ypsilanti DDA to Continue as an Associate Level Member of the Michigan Main Street Program for 2014 (X)\* p. 110-115

- Resolution to Authorize Staff to Proceed with a Request for Proposals for the Depot Town TIF Plan Renewal (X)\* p. 116-123

**VIII. Ad Hoc Committee Reports**

- Parking (Kevin Hill) – report TBD

**IX. Old Business**

- Visioning Update
- Board Retreat Schedule

**X. Proposed Business**

- SPARK East Request for Support (Jake Albers) (X)\* p. 124-126

**XI. Announcements/Comments**

**XII. Public Participation**

**XIII. Adjourn Regular Board Meeting/Annual Board Meeting to Follow Immediately**

**XIV. Next Meeting: November 21, 2013, 8:00 a.m., SPARK East, 215 W. Michigan Ave.**

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

# City of Ypsilanti

## Downtown Development Authority

**Board of Directors Meeting**  
**Thursday, July 18, 2013– 8:30 a.m.**  
**SPARK East**  
**215 W. Michigan Avenue, Ypsilanti**

### Draft Minutes

**I. Call to Order:** L. Greden called the meeting to order at 8:13am.

**II. Roll Call:**

Amanda Edmonds (VC)	P	Karen Maurer	A
Linda French	P	Regan Parker	A
Sandee French	P	Rois Savvides	P
Leigh Greden(C)	P	Paul Schreiber	P
Kevin Hill	P		

**Others in Attendance:**

Tim Colbeck, YDDA Director  
Andrew Hellenga, YDDA Staff  
Nino Monea, EMU Student Government  
Pete Murdock, City Council

**III. Approval of Agenda:** K. Hill moved to approve the agenda as submitted. L. French moved to amend the agenda to add a Resolution to allow the Depot Town Merchants Association to manage the Maple St. Parking Lot during the Michigan Brewers Guild Festival under Section VII Standing Committee Reports – Operations & Finance. K. Hill supported the motion to amend and the agenda and it was approved unanimously. L. French moved to approve the agenda as amended. The motion was supported by K. Hill and the agenda was approved unanimously.

**IV. Approval of Minutes – Thursday, June 20, 2013:** K. Hill requested that the minutes under section XI – Announcements/Comments be amended. The second bullet point should state that the DAY voted to provide the DDA with \$1,500 towards the dumpster management for 2013-14 with some of the funds to be earmarked for the installation of cameras and some to be applied to subsidizing the annual bill for participating businesses. K. Hill moved to approve the minutes as amended. L. French supported and the motion passed unanimously.

**V. Audience Participation:** None

**VI. Staff Report/ Financial Report – report as submitted**

- T. Colbeck reported that he is working with the City’s Fiscal Services Department and should be able to provide an audited 2012-13 year end revenue and expense report at the September board meeting.

**VII. Standing Committee Reports:**

- ER and Design report as submitted by K. Hill.
  - Resolution to Approve the Award of a YDDA Façade Improvement Grant for 119 W. Michigan Ave.

K. Hill moved to approve the resolution as submitted. S. French supported the motion and it passed unanimously.

- Resolution to Approve the Purchase and Installation of Bike Corrals.
  - Board engaged in a discussion of the process of the installation such as; schedule, city input, installation formation, and maintenance.
  - Board discussed what strategy the DDA would follow if a business owner asked to have existing bike racks relocated.

A. Edmonds moved to approve the resolution as submitted. The motion was supported by L. French and it passed unanimously.

- Resolution to Approve the Creation of a Bike Rack Cost Sharing Program.

A. Edmonds moved to approve the resolution as submitted. The motion was supported by L. French and the resolution passed unanimously.

- Operations and Finance report as submitted by A. Edmonds.
  - Resolution to Reserve a Designated Amount of Parking Spaces in the Maple St Lot for the Ypsilanti Farmers Market during the Ypsilanti Heritage and Michigan Brewers Guild Festivals.

S. French moved to approve the resolution as submitted. The motion was supported by K. Hill and it passed unanimously with A. Edmonds abstaining.

- Resolution to allow the Depot Town Merchants Association to manage the Maple St Parking Lot during the Michigan Brewers Guild Festival.
  - The board discussed the current policy of the City to allow event organizers to manage the Aubree’s and Frog Island Parking Lots for a fee during festivals.

- The board discussed the resolution as discussed to allow the Depot Town Merchants Association the use of the Maple St. Lot during the Michigan Brewers Guild Festival and how it can be coordinated with the previous resolution to preserve a set number of spaces in the lot for the vendors and patrons of the Depot Town Farmers Market.

L. French moved to approve the resolution as submitted. S. French supported and the motion was approved unanimously.

The board briefly discussed the planned community/annual meeting planned for August. The board committed to having the meeting on Tuesday, August 20, 5:30 pm at SPARK East.

#### **VIII. Ad Hoc Committee Reports:**

Ad hoc Parking Committee – as submitted by K. Hill:

The committee has scheduled a Public Forum to for July 31, 6:30 pm at the Freight House. Staff will review the parking study and the committee's recommendations with the public and allow for stakeholder input.

#### **IX. Old Business:**

- Visioning Work Session

A. Edmonds distributed a compilation of the board and staff's vision statements as prepared. The meeting attendees broke into small workgroups to review the visions as submitted and discussed common elements, core values, and who else we should hear from in the community.

A. Edmonds reviewed the next steps and will continue to work with staff to identify key stakeholders and community members to participate in the process. She will bring back for the September board meeting.

#### **X. Proposed Business: None**

#### **XI. Announcements Comments:**

- A. Edmonds provided a brief synopsis for the recent Michigan Main Street training she attended in Portland and will be providing the Operations and Finance Committee with a full summary.
- K. Hill informed the Board that tagging/graffiti has recently become an issue Downtown that hopefully will be diminished by the addition of security cameras.

**XII. Public Participation:**

- Nino Monea offered to help take the visioning process to the student body of EMU. He will coordinate with staff.

**XIII. Adjourn:** L. French moved to adjourn supported by K. Hill. Meeting adjourned at 9:47am.

**XIV. Next Meeting: September 19, 2013 8:00 am. Spark East 215 W. Michigan Ave.**

July 18, 2013  
2013-21

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT  
GRANT FOR 119 W. MICHIGAN AVE./TERRY BAKERY.**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, at the October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the Eastern Leaders Group/Washtenaw County Economic Development Department has provided the YDDA with a \$7,500 match for the second round of the grant program; and

WHEREAS, the YDDA has matched the ELG grant with \$32,500 in TIF funds made available from the appropriate TIF sources; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each fro the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Batter's Up LLC., the owner of the above mentioned addresses for the restoration of the existing historic signage; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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: A. Edmonds, L. French, S. French, L. Greden, K. Hill, R. Savvides, and P. Schreiber

NAYS: none

ABSTAINED: none

YES: 7      NO: 0      ABSENT: 2      VOTE: affirmed

July 18, 2013  
2013-22

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE PURCHASE AND INSTALLATION OF BIKE  
CORRALS**

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

WHEREAS, the Ypsilanti DDA (YDDA) acknowledges the importance of supporting alternative modes of transportation throughout the DDA districts; and

WHEREAS, the YDDA through the process of creating a detailed parking study for all of the DDA districts and in its continued partnership with the City of Ypsilanti's Non-Motorized Advisory Committee (NMAC) has determined that there is a need to provide additional bike storage options in each of the DDA districts; and

WHEREAS, the YDDA working with the NMAC has identified several preferred locations for the installation of multi-bike corrals in the DDA districts; and

WHEREAS, on May 16, 2013 the YDDA Board approved adding \$2,700 to the YDDA's 2013/14 Fiscal Year budget earmarked for the purchase and installation of bike racks throughout the DDA districts;

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

1. the YDDA approve the purchase and installation of up to three (3) standard multi-bike corrals at or near the locations identified by the NMAC and recommended by the Economic Restructuring & Design Committee (see attached memo).
2. the costs of each corral be paid from the appropriate TIF revenue source as being installed in.
3. the installation of multi-bike corrals be part of an overall strategy to support increased non-motorized opportunities in the DDA districts.
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: A. Edmonds, L. French, S. French, L. Greden, K. Hill, R. Savvides, and P. Schreiber

NAYS: none

ABSTAINED: none

YES: 7

NO: 0

ABSENT: 2

VOTE: affirmed

July 18, 2013  
2013-23

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE CREATION OF A BIKE RACK COST SHARING  
PROGRAM**

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

WHEREAS, the Ypsilanti DDA (YDDA) acknowledges the importance of supporting alternative modes of transportation throughout the DDA districts; and

WHEREAS, the YDDA through the process of creating a detailed parking study for all of the DDA districts and in its continued partnership with the City of Ypsilanti's Non-Motorized Advisory Committee (NMAC) has determined that there is a need to provide additional bike storage options in each of the DDA districts; and

WHEREAS, periodically the YDDA has received requests to install additional single loop bike racks by area businesses and property owners; and

WHEREAS, on May 16, 2013 the YDDA Board approved adding \$2,700 to the YDDA's 2013/14 Fiscal Year budget earmarked for the purchase and installation of bike racks throughout the DDA districts;

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

1. the YDDA approve the creation of a cost sharing program where businesses and property owners can request the purchase and installation of single loop bike racks (see attached memo and application form).
2. the applicant pay a flat fee of \$25 for the purchase and installation of a single loop bike rack and the YDDA will cover all additional expenses.
3. the costs of each corral be paid from the appropriate TIF revenue source as being installed in.
4. this program be part of an overall strategy to support increased non-motorized opportunities in the DDA districts.
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: A. Edmonds, L. French, S. French, L. Greden, K. Hill, R. Savvides, and P. Schreiber

NAYS: none

ABSTAINED: none

YES: 7      NO: 0      ABSENT: 2      VOTE: affirmed

July 18, 2013  
2013-24

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO RESERVE A DESIGNATED AMOUNT OF PARKING SPACES IN  
THE MAPLE STREET LOT FOR THE YPSILANTI FARMERS MARKET DURING THE  
YPSILANTI HERITAGE AND BREWERS GUILD FESTIVALS**

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

WHEREAS, the Depot Town Farmers Market takes place every Saturday morning at the Freighthouse Plaza from May through October; and

WHEREAS, the 2013 Michigan Brewers Guild Festival will be taking place from Friday, July 26<sup>th</sup> through Saturday July 27<sup>th</sup> and the Ypsilanti Heritage Festival will be taking place from Friday, August 16<sup>th</sup> through Sunday, August 18<sup>th</sup>; and

WHEREAS, each of these events annually brings thousands of visitors to the DDA districts; and

WHEREAS, the City of Ypsilanti grants permission for the Michigan Brewers Guild and Ypsilanti Heritage Festival organizers to use the Depot Town and Frog Island public parking for their visitors during the festival; and

WHEREAS, the Maple Street parking lot is not included in the parking agreement between the Ypsilanti Heritage Festival and the City of Ypsilanti; and

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has an interest in the use of the Maple Street parking lot through its bonded indebtedness for the construction and maintenance of the lot; and

WHEREAS, the YDDA recognizes the importance of ensuring that the vendors and patrons of the weekly Depot Town Farmers Market have access to the farmers market during the time some of the larger events are taking place; and

WHEREAS, the Ypsilanti Farmers Market have requested the use of a designated amount of parking spaces in the Maple Street Lot be reserved for the vendors and patrons of the Depot Town Farmers Market during the scheduled times of the market on the weekends of both the Michigan Brewers Guild and Ypsilanti Heritage Festivals;

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

1. the YDDA reserves a yet to be determined amount of parking spaces for the use of the Depot Town Farmers Market vendors and patrons in the Maple Street Lot during the hours of the market's operation on the weekends of both the Michigan Brewers Guild and Ypsilanti Heritage Festivals.
2. these parking spaces will be reserved at no cost to the Ypsilanti Farmers Market during the approved dates and times.
3. the Ypsilanti Farmers Market will not charge its vendors and patrons any fees to use the approved parking spaces.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution and the same hereby are rescinded.

AYES: L. French, S. French, L. Greden, K. Hill, R. Savvides, and P. Schreiber

NAYS: none

ABSTAINED: A. Edmonds

YES: 6      NO: 0      ABSENT: 2      VOTE: affirmed

July 18, 2013  
2013-25

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO ALLOW THE DEPOT TOWN MERCHANTS ASSOCIATION TO  
MANAGE THE MAPLE STREET PARKING LOT DURING THE MICHIGAN  
BREWERS GUILD FESTIVAL**

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

WHEREAS, the 2013 Michigan Brewers Guild Festival will be taking place from Friday, July 26<sup>th</sup> through Saturday July 27<sup>th</sup>; and

WHEREAS, this event annually brings thousands of visitors to the DDA districts; and

WHEREAS, the City of Ypsilanti has granted permission the event's organizers to control the use of the Depot Town and Frog Island public parking lots for their visitors during the festival; and

WHEREAS, the Maple Street parking lot is not included in this parking agreement between the Michigan Brewers Guild Festival and the City of Ypsilanti; and

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has an interest in the use of the Maple Street parking lot through its bonded indebtedness for the construction and maintenance of the lot; and

WHEREAS, the festival organizers have delegated the authority to monitor and control parking during the event to the Depot Town Merchants Association; and

WHEREAS, the Depot Town Merchants Association are a non-profit organization dedicated to supporting the Depot Town district and its businesses; and

WHEREAS, the Depot Town Merchants have requested the YDDA to grant permission to monitor and control the parking in the Maple Street parking lot the weekend of the Michigan Brewers Guild Festival with the intent to raise funds to support permanent infrastructure improvements in Depot Town; and

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

1. the YDDA approves the Depot Town Merchants use of the Maple Street lot during the weekend of the Michigan Brewers Guild Festival for fundraising purposes.

2. the Depot Town Merchants Association reserve a yet to be determined amount of parking in the Maple Street Lot for the use of the Depot Town Farmers Market vendors and patrons on Saturday, July 27<sup>th</sup> during the farmers market hours of operation.
3. the Depot Town Merchants Association will coordinate the use of the lot with the Ypsilanti Farmers Market to ensure the appropriate amount of spaces are reserved and no charges be made to the Farmers Market vendors and Patrons during the Farmers Market hours of operation.
4. any funds generated by collecting parking fees during the Michigan Brewers Guild Festival by the Depot Town Merchants Association be dedicated to permanent infrastructure improvement projects of the Depot Town district.
5. Any agreement for the Depot Town Merchants to manage and use the Maple Street lot only be valid the weekend of the Michigan Brewers Guild Festival, Friday July 26, 2013 through Saturday July 27, 2013.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution and the same hereby are rescinded.

AYES: A. Edmonds, L. French, S. French, L. Greden, K. Hill, R. Savvides and P. Schreiber

NAYS: none

YES: 7      NO: 0      ABSENT: 2      VOTE: affirmed

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, September 19, 2013- 8:30 a.m.  
SPARK East  
215 West Michigan Avenue, Ypsilanti**

**Draft Meeting Notes**

**I. Call to Order:** L. Greden called the meeting to order at 8:08am.

**II. Roll Call:**

Amanda Edmonds (VC)	P	Kevin Hill	P
Linda French		Regan Parker	P
Sandee French	P	Rois Savvides	P
Leigh Greden (C)	P	Paul Schreiber	P

**Others in Attendance:**

Gail Castle, Transformation Station LLC  
Tim Colbeck, YDDA Director  
Zach Fosler, YHC Director  
Michael Gelletly, Resident  
Teresa Gillotti, Ypsilanti P&DD  
Amy Grettum, Resident  
Andrew Hellenga, YDDA Staff  
Chris Mason, Parrish House Inn  
Jesse Tack, Resident

**III. Audience Participation:** None

**IV. Shape Ypsi Master Plan Update (Teresa Gillotti):**

T. Gillotti gave a presentation of the Shape Ypsi/Ypsilanti Master Plan. The presentation primarily focused on items specific to the DDA districts. She discussed the process in which the plan was developed and issues/opportunities that were accented throughout the planning process.

The presentation was broken down into the following categories;

- Demographics: These were reviewed and discussed to strategize business development based off of the skills of the population stock. She also addressed creating more business diversity to ensure economic stability.
- Economy: Ypsilanti still possesses a manufacturing presence however it is smaller than it once was. Educational and Medical institutions (Eds and Meds) are the two largest categories of employment. Ypsilanti needs to concentrate on

diversifying its economy to help sustain the student population as they graduate.

- Housing: The plan accented the “own vs. rent” ratio, stating that singly family units, within the neighborhoods, were largely individually owned. Still the student population of the city is a large factor and should be looked at as an advantage.
- Guiding Values: Safety, diversity, and sustainability have surfaced as the most important core values as the plan developed.
- Discussion of possible projects within the DDA Districts
  - One way roads converted to two way roads
  - Providing festival streets in the Downtown and Depot Town Districts
  - Water Street Plans

T. Gillotti stated the city will begin the process of the final review and approval process for the Master Plan starting October 7<sup>th</sup> and that any and all input would be greatly appreciated.

**V. Staff Report/Financial Report.**

T. Colbeck provided the staff and financial reports for review.

He also gave a detailed presentation for the final FY 2012-13 revenue-expense report and current projections for FY 2013-14.

**VI. Standing Committee Reports:**

- ER and Design:
  - Report as submitted by K. Hill
  - K. Hill informed Committee that staff had completed a draft policy for the installation and monitoring of cameras for the dumpster enclosures based off of policy recommendations from the ACLU and other organizations.
  - Hill suggested that a single area be used as a test site for the surveillance system.
  - Hill stated that new information regarding bike rack preferred practices changed the perspective on desired facilities. Staff has addressed this matter and will move forward after the ER and Design Committee Meeting later this month.
- Operations and Finance:
  - No report, there has been no committee meeting since the last YDDA board meeting.

**VII. Ad Hoc Committee Reports:**

- Ad Hoc Parking Committee:
  - No report, there has been no committee meeting since the last YDDA board meeting.

- K. Hill did state the committee will be finalizing parking recommendations at their October meeting and will submit them for Board approval.

**VIII. Old Business:**

- Visioning Update
  - A. Edmonds briefly discussed the status of the visioning process, pointing to the synergy between the DDA visioning and that of the Master Plan development.

**X. Proposed Business:**

- Board Retreat
  - The retreat has been postponed until early November in order to accommodate the expected appointment of new YDDA Board members. Staff has been directed to provide the board with possible dates for the retreat.
- Act 88 – Agriculture and Economic Development Millage Renewal
  - The annual review for renewal of this county millage will take place at the Washtenaw County Commission Ways and Means Committee meeting scheduled for October 2<sup>nd</sup>.
  - There was discussion of the importance of this millage for a number of local economic development initiatives including the funding of the YDDA’s Building Rehabilitation and Façade Improvement Grant programs. Interested parties including those that have received benefit from these grants were encouraged to attend this meeting to show support for the millage and show evidence of the Act 88’s success.
- The Board discussed the possible need for the DDA to provide interpreters at our meetings to encourage participation by members of the community that have limited English proficiency (LEP). It was stated that the DDA follows the policy of the City of Ypsilanti and will continue to do so in regards to any requirements to provide equal access for all community members at all of our meetings.

**XI. Announcements Comments:**

- P. Schreiber informed the Board that Adam Gainsly, a member of Bike Ypsi and Ypsilanti resident, has been nominated for the YDDA Board and is awaiting Council approval. P. Schreiber also stated that he is currently in the process of selecting at least two other Board members.
- The Board accepted Sandee French’s resignation and thanked her for her many years of services.

**XII. Public Participation: None**

**XIII. Adjourn: Meeting adjourned at 10:03am**

**XIV. Next Meeting: October 17, 2013 8:00 am. Spark East 215 W. Michigan Ave.**

## City of Ypsilanti DDA Staff Report –October 2013

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YDDA Office Relocation: Staff has continued to notify the public of our office relocation and new phone numbers.

I met with the property manager of our previous office to coordinate a final billing for the prorated September rent and cleaning costs after the office was vacated.

Andrew arranged for the pick-up and storage of boxes of old files to Iron Mountain.

Community Outreach and Partnerships: I continue to meet with community stakeholders/partners to discuss ongoing DDA planning and goals.

- I attended a River Up meeting at the YACVB offices. This is an ongoing initiative to create recreational and economic development opportunities by connecting the Huron River from Livingston County to Lake Erie. The meeting was attended by key stakeholders representing the City and Township and private and public interests.
- I attended the Easter Leaders Group (ELG) Executive Committee meeting and with Debbie Locke-Daniel gave a presentation/status report on the ongoing Wayfinding Program.
- Andrew continues to participate in the ELG's Commercial Building Assessment Team meetings to work on strategies to identify commercial property needs and strategies for the DDA and Ypsilanti area.
- I was a guest lecturer for an Urban Planning/Public Administration class at EMU. I discussed how DDA's work in general and highlighted our DDA and ongoing programs.
- Staff continues to meet with business and property owners to keep up to date on the current available properties and business news.

State Legislative Monitoring/DDA Communications: I have been actively participating in ongoing discussions and monitoring of potential changes from the Michigan State Legislature that could have a permanent and negative effect to DDA's and how they are funded.

This is very important to us with the potential renewal of the Depot Town TIF approaching.

Wayfinding Program: I have continued to participate in the ongoing planning for a comprehensive wayfinding program with the YACVB.

The YACVB has officially awarded the consultant contract to Beckett & Raeder, a local Washtenaw County firm. Deb and I have begun coordinating next steps to move forward.

Downtown Dumpster Management: Staff is continuing to monitor the enclosures to ensure their proper use and maintenance. Staff continues to pick up loose debris as necessary and coordinate bulk pick-up and removal of improper waste.

Staff is continuing to work with area stakeholders to make sure that all needs are being met as well as preparing for the voluntary community financial participation in ongoing waste management services.

Andrew has reviewed a number of organizations policies on how and when to monitor a surveillance system, including official standards from the ACLU and Department of Homeland Security, and submitted a policy statement for board approval.

Andrew has solicited bids and made a final recommendation for the installation of a surveillance system for the downtown dumpster enclosures.

Streetscape Maintenance and Spring Plantings: Staff has continued to coordinate all services and maintenance to the Spring Plantings as well as miscellaneous trash pick-ups.

Staff has coordinated the final warranty work and material replacement for the Depot Town rain gardens by MDOT's contractors. The YDDA will become responsible for all maintenance in the spring of 2014. Staff has also as coordinated with MDOT for the replacement of streetscape trees along W. Cross St. per the warranty agreement. In addition there were several trees that were vandalized and need to be replaced. These are not covered under the warranty. The YDDA will be responsible for these replacements and have coordinated with MDOT.

City of Ypsilanti Coordination: The ED continues to attend the regularly scheduled Ypsilanti department heads meetings where there is a recap of City Council meetings and upcoming agenda items. Each department head also gives updates of upcoming or ongoing projects and initiatives for their department.

Staff continues to have a monthly lunch meeting with Teresa Gillotti of the Planning Department to discuss opportunities for partnership, ongoing programs, and potential projects.

Staff gave a presentation on the expected recommendations to come from the YDDA Parking Study/Committee to the City's Parking and Code Enforcement Committee.

Press/Communications: Staff continues to work with local press from various outlets including A2.com, Ypsilanti Courier, Concentrate Media and WEMU to help get positive stories of the DDA districts out to the public.

I was recently interviewed by both MLive and WEMU regarding a potential Pop-Up retail/commercial space program.

YDDA Façade Improvement and Building Rehabilitation Programs: Staff has continued to share program information for both the Façade Grant and Building Rehab Grant to area businesses and property owners.

I have reached out to the past recipients of both the Building Rehab and Façade Improvement Grants to solicit support for the Washtenaw County Commissioners to renew the Act 88 Millage that supports agricultural, tourism, and economic development in the county. This is the millage that allows the Eastern Leaders Group to grant us funds for each of these programs.

Staff continues to work with the grantees to ensure that their projects are completed on time and that all documents are provided to allow for the disbursement of funds to each.

Bike Rack Program/Installation: Staff has promoted the new bike rack request form with key businesses and property owners throughout the DDA. We have received a considerable amount of interest and several applications with checks have been received.

Andrew has ordered 20 bike racks and has made arrangements for them to be delivered to the DPS yard. He has solicited quotes to have these installed by the end of October.

YDDA Website: I have continued to monitor the website to make sure that all meeting announcements and other important information is up to date.

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.

Board and Committee Meetings Support: Staff continues to prepare for and support all of the committee and board meetings, preparing required agendas, minutes, and other documentation for each of the YDDA meetings.

Staff has reviewed and shared other important meeting agendas and minutes with the Board including the FOYF and City Council.

YDDA Bookkeeping and Budget Maintenance: I have continued to process all of our incoming invoices as well as track the monthly revenue and expense reports.

<b>Revenue</b>	<b>Amount</b>					
Bike Rack Applications	\$50.00					
<b>TOTAL</b>	<b>\$50.00</b>					
<b>EXPENSES</b>						
	<b>AMOUNT</b>	<b>W. CROSS</b>	<b>DEPOT TOWN</b>	<b>DOWNTOWN</b>	<b>LINE ITEM</b>	<b>DESCRIPTION</b>
Timothy Colbeck	\$270.00	\$37.80	\$43.20	\$189.00	Membership and Dues	APA Dues
Timothy Colbeck	\$27.00	\$3.78	\$4.32	\$18.90	Rent	Office Move/Recycling
Timothy Colbeck	\$18.54	\$2.60	\$2.96	\$12.98	Rent	Office Move/Boxes
Staples	\$440.08	\$61.61	\$70.41	\$308.06	Office Supplies	Office Chairs
Michigan Downtown Assoc.	\$115.00	\$16.10	\$18.40	\$80.50	Conferences and Workshops	MDA Fall Conference
Olde Towne Coin & Gold	\$875.00	\$0.00	\$875.00	\$0.00	Façade Program	Façade Grant
TDS Metrocom	\$117.05	\$16.39	\$18.73	\$81.93	Telephone	Sept. Phone & Internet
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
WH Canon	\$3,857.14	\$540.00	\$617.14	\$2,700.00	Streetscape Maintenance	Sept. Streetscape Maint.
<b>TOTAL</b>	<b>\$5,969.81</b>	<b>\$678.28</b>	<b>\$1,650.16</b>	<b>\$3,641.37</b>		

<b>October 2013</b>							
							<b>33% of year completed</b>
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
TIFA		397,028		0		397,028	0%
Operating Millage (1.8282)		51,945		35,936		16,009	69%
Miscellaneous Income		15,000		0		15,000	0%
<u>Total</u>		463,973		35,936		428,037	8%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		42,928		8,289		34,639	19%
Wages and Benefits		109,436		27,256		82,180	25%
TIFA Expenses - Recurring/Operating		110,980		23,798		87,181	21%
TIFA Expenses - One-Time/Infrastructure		310,954		7,695		303,259	2%
<u>Total</u>		574,298		67,039		507,259	12%
<u>Revenues Over (Under) Expenses</u>		-110,325					
Fund Balance as of FYE June 2012*		567,406					
Appropriated for FYE June 2013		-110,325					
Projected Fund Balance June 2013		457,081					
Restricted Fund Balance		17,022					
*both TIF and Operating Reserves							

Economic Restructuring & Design Committee Meeting Summary 9/25/13

**Attendance**

Committee Members

J. Albers  
L. French  
K. Hill (C)  
D. Otto  
R. Savvides

Other Attendees

B. Harrington  
A. Hellenga  
T. Gillotti  
P. Murdock

**Old Business**

YDDA Façade Improvement Program Update

a) Façade Status Report

- 24 E. Cross St/Olde Towne Coin and Gold – A. Hellenga informed Committee that the applicant finished the project before it was approved at the board level as discussed at the July committee meeting. The YDDA Board Chair approved the applicant being notified to proceed based on the review and recommendation of staff and the committee and within the existing DDA purchasing guidelines.
- 9 E. Cross St. /Eyrie – A. Hellenga reported that the project has yet to be completed by the applicant due to a change in contractors. Staff has approved an extension for the project and requested that the applicant provide an updated timeline and new rendering if the design is changed.

b) Application for 310-12 N. River St./Ypsilanti Food Coop

A. Hellenga reviewed the application for grant funding with the committee.

The committee directed staff to obtain an updated timeline for the applicant's previously awarded Building Rehab Grant.

J. Albers moved to approve the application for a Façade Grant contingent on the YDDA Board's approval of an amended timeline for the applicant's previously awarded Building Rehab Grant. D. Otto supported the motion and it was approved unanimously.

**RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT GRANT FOR 310-12 N. RIVER ST./YPSILANTI FOOD COOP**

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA's 2013-14 Fiscal Year Budget earmarked a total of \$40,000 to be made available for another round of the Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each for the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Ypsilanti Food Coop for the installation of new awnings and signage at the above referenced address; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; and

WHEREAS, during the review of application by the Economic Restructuring & Design Committee it was noted that the applicant had previously been awarded a \$5,000 Building Rehabilitation Grant for the replacement of doors and other façade improvements in August 2012; and

WHEREAS, the work committed to from the Building Rehabilitation Grant application has not yet been completed;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the award of the grant be contingent on the applicant providing a detailed project schedule/timeline for the previously committed improvements to ensure the project is completed in its entirety.
3. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
4. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.

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

YDDA Building Rehab and Improvement Grant Program Update  
Request extension for 310-12 N. River St. /Ypsilanti Food Coop

The committee reviewed a written request for extension of the project completion timeline. J. Albers moved to approve the extension as requested. D. Otto supported the motion and it passed unanimously.

Downtown Dumpster/Solid Waste Service Program management

**a) Camera Installation Quotes**

The committee reviewed the quotes for surveillance systems. L. French moved to select ADT for the purchase and installation. J. Albers supported the motion and it passed unanimously.

The committee suggested that a test area be determined in order to ensure the effectiveness of the system. After discussion the committee determined that the S. Huron enclosure is the most appropriate site.

D. Otto moved to select S. Huron as the test area. L. French supported, the motion passed unanimously.

**RESOLUTION TO APPROVE THE INSTALLATION OF A SURVEILLANCE SYSTEM FOR THE S. HURON DUMPSTER ENCLOSURE**

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services located in permanent dumpster enclosures at three locations (N. Huron, S. Huron, and N. Adams parking lots) since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, illegal dumping and misuse of the existing enclosures has been identified as a continuing problem with the operation of the YDDA enclosures and the burden of keeping them clean and safe had cost the YDDA an additional \$5,250 to have bulk items removed and the enclosures cleaned in the 2012-13 fiscal year; and

WHEREASE, the YDDA's Economic Restructuring & Design Committee has been working on ways to improve the operation of the enclosures to ensure that they are clean and safe while also containing the Waste Management line item of the YDDA's annual budget to an acceptable level of expense; and

WHEREAS, the YDDA's Economic Restructuring & Design Committee has determined that the installation of a surveillance system for the enclosures would likely decrease the amount of illegal dumping and misuse of the enclosures while also improving the overall security of the downtown's public parking lots; and

WHEREAS, the YDDA staff has done significant research on the cost and effectiveness of public surveillance systems and solicited a number of quotes for the installation of a system; and

WHEREAS, upon review of the provided quotes the Economic Restructuring & Design Committee determined that the quote from ADT offered the services needed at the best overall costs; and

WHEREAS, the Economic Restructuring & Design Committee has recommended that the S. Huron enclosure be used as a test area for the installation of a surveillance system to help determine the overall effectiveness in preventing illegal dumping and improving public safety in the downtown.

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

1. YDDA Board approves the installation of a security/surveillance system for the S. Huron dumpster enclosure by ADT.
2. the cost of the purchase and installation of the surveillance system for the test area shall not exceed \$2,500 including a one year insurance/maintenance agreement.
3. The funds necessary for the installation of a surveillance system for the test area will be earmarked from the Waste Management line item of the 2013-14 fiscal year budget and will be entirely paid from the Downtown TIF revenue.
4. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

**b) Dumpster Billing Rates**

The committee reviewed the revised billing rates for the public/private dumpster partnership. J. Albers moved to approve the billing rates as developed by staff. L. French supported the motion and it was approved unanimously.

**RESOLUTION TO APPROVE THE BILLING RATES FOR PARTICIPATION  
IN THE DOWNTOWN DUMPSTER PARTNERSHIP PROGRAM**

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services located in permanent dumpster enclosures at three locations (N. Huron, S. Huron, and N. Adams parking lots) since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and

maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, at the August 16, 2012 YDDA Board meeting the Board approved a resolution implementing a private participation system for the continued provision of solid waste services in the downtown district; and

WHEREASE, the YDDA's Economic Restructuring & Design Committee has been working on developing and equitable fee scale for the users of the downtown enclosures to share in the ongoing costs of providing a high level of service for solid waste removal to the downtown district.

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

1. YDDA Board approves the proposed sliding fee scale for private partners to continue to participate in the YDDA downtown dumpster enclosure system.
2. the approved fees will be assessed once yearly based on the type of business/user of the system and will be reevaluated on an annual basis to determine appropriate costs in maintaining a high level of service to the public.
3. all funds generated by the yearly assessment will be earmarked entirely towards the YDDA's expenses in running and maintaining the downtown dumpster enclosure system for public use.
4. participation in the public partnership will be strictly voluntary during the first year and will be reviewed on an annual basis to ensure adequate support is provided for the continued provision of services.
5. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

**c) Illegal Dumping Brochure and Letter to Community**

The committee engaged in discussion stating that the signage attached to the dumpsters should include information on where it is appropriate to dump, including ways to contact those organizations.

The committee suggested that the brochure be designed in order to draw users to specific information in the brochure.

**d) Increased Dumping Fees**

The committee engaged in a discussion on requesting the City increase dumping fees.

Councilmember P. Murdock informed the committee that the Township has higher dumping fees in response to dumping on a larger scale. The City's rates are based on citations for littering. The committee suggested that the DDA submit a resolution to

council asking that the dumping fines be increased to the same level as the State of Michigan with language differentiating between littering and dumping.

L. French moved that the YDDA formally request the City adopt dumping fees that mirror those of State of Michigan. D. Otto supported the motion and it passed unanimously.

**RESOLUTION REQUESTING THE CITY OF YPSILANTI INCREASE  
ILLEGAL DUMPING FEES**

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services located in permanent dumpster enclosures at three locations (N. Huron, S. Huron, and N. Adams parking lots) since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, illegal dumping and misuse of the existing enclosures has been identified as a continuing problem with the operation of the YDDA enclosures and the burden of keeping them clean and safe had cost the YDDA an additional \$5,250 to have bulk items removed and the enclosures cleaned in the 2012-13 fiscal year; and

WHEREASE, the YDDA's Economic Restructuring & Design Committee has been working on ways to improve the operation of the enclosures to ensure that they are clean and safe while also containing the Waste Management line item of the YDDA's annual budget to an acceptable level of expense; and

WHEREAS, one of the improvements that the Economic Restructuring & Design Committee would like to see implemented is increased enforcement of the dumping/littering ordinance of the City of Ypsilanti; and

WHEREAS, in Section 71-72 (Specific Violations) of the city code section dealing with dumping/littering. The fee schedule associated with dumping/littering is as follows:

- \$50 first violation
- \$150 second violation
- \$225 third violation

WHEREAS, the YDDA's Economic Restructuring & Design Committee has determined that increasing the fees for illegal dumping in the City of Ypsilanti is necessary to discourage individuals from abusing the current system with continued illegal dumping and misuse of the dumpster enclosures; and

WHEREAS, the YDDA staff has researched nearby public entities policies fees including Ypsilanti Township and Eastern Michigan University and found that they apply the State of Michigan's standards for dumping/littering. The State applies a fee schedule based on cubic feet as follows

- Less than one cubic foot in volume: fine of not more than \$800.00.
- One cubic foot or more but less than three cubic feet in volume: fine of not more than \$1,500.00.
- Three cubic feet or more in volume: fine of not more than \$2,500.00.
- Repeat offenders: fine of not more than \$5,000.00.

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

1. YDDA Board approves the resolution requesting that the City of Ypsilanti adjust the dumping/littering ordinance to be consistent with the State of Michigan standards.
2. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

**e) Camera Surveillance Policy**

A Hellenga provided a brief summary of the developed policy as researched by staff. The committee engaged in discussion and recommended adding the police to the list of entities that can view the cameras.

K. Hill moved to recommend the YDDA approve the policy as amended by the committee. L. French supported the motion and it was approved unanimously.

**RESOLUTION TO APPROVE THE YDDA CAMERA SURVEILLANCE POLICY**

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services located in permanent dumpster enclosures at three locations (N. Huron, S. Huron, and N. Adams parking lots) since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, illegal dumping and misuse of the existing enclosures has been identified as a continuing problem with the operation of the YDDA enclosures and the burden of keeping them clean and safe had cost the YDDA an additional \$5,250 to have bulk items removed and the enclosures cleaned in the 2012-13 fiscal year; and

WHEREASE, the YDDA's Economic Restructuring & Design Committee has been working on ways to improve the operation of the enclosures to ensure that they are clean

and safe while also containing the Waste Management line item of the YDDA's annual budget to an acceptable level of expense; and

WHEREAS, the YDDA's Economic Restructuring & Design Committee has determined that the installation of a surveillance system for the enclosures would likely decrease the amount of illegal dumping and misuse of the enclosures while also improving the overall security of the downtown's public parking lots; and

WHEREAS, the YDDA staff has done significant research on the potential impact to civil liberties with the installation of a surveillance system through the ACLU, the Constitution Project and the Department of Homeland Security; and

WHEREAS, based upon the findings of this research the Economic Restructuring & Design Committee has recommended the approval of policy guidelines created by staff designed to ensure the proper use and management of any proposed surveillance system;

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

1. YDDA Board approves the Surveillance Policy as submitted to ensure the proper use of any potential DDA surveillance installations in all of the DDA districts. (see attached policy)
2. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

Bike Rack installation program Update

Selection of Bike Rack

A. Hellenga informed committee that staff had received additional information on the previously recommended multi-bike rolling racks stating they are not the preferred facility for bike enthusiasts. Given this information staff solicited estimates to replace these with individual hoop racks totaling 20. He shared the quote from Dero which provided an estimate of \$2,351.08

D. Otto moved to select the 20 single loops from Dero. L. French supported the motion and it was approved unanimously.

The committee discussed the need to increase the budget line item to cover the costs of purchase and installation and added community support for the cost-sharing program.

L. French supported motion to request the YDDA board increase funding by \$1,000 for the bike facilities. D. Otto supported the motion and it passed unanimously.

**RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR  
BUDGET (BIKE RACKS)**

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, this includes ensuring that the YDDA submits an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the next fiscal year's budget and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, on May 16, 2013 the YDDA Board approved amending the 2013-14 fiscal year budget by \$2,700 to the budget line item TIF Projects to cover expenses related to the purchase and installation of bike racks throughout the DDA districts; and

WHEREAS, on July 18, 2013 the YDDA Board approved creating a bike rack cost sharing program and the installation of several bike rack corrals in the DDA districts; and

WHEREAS, due to an overwhelming response from interested partners in the bike rack cost sharing program there is a likely need to increase the budgeted amount to accommodate all of the bike rack purchases and installation;

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

1. the YDDA add \$1,000 to the budget line item TIF Projects, a total of \$3,700, to cover potential expenses for the purchase and installation of additional bike racks throughout the DDA districts.
2. these funds be earmarked the Downtown, Depot Town, and W. Cross TIF revenue sources as appropriate.
3. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

**Proposed Business**

Review of Design Standards

The committee reviewed a memo and the recommended streetscape design standards provided by staff.

T. Gilloti discussed adopting these design standards that are also currently used by the EMU. She also asked that the DDA consider extending these standards or developing

new ones for the Water Street District streetscape.

L. French moved to direct staff to research design existing designs and standards from the old Downtown Streetscape project in order to extend these into the Water St. District. D. Otto supported the motion and it passed unanimously.

Ypsilanti Wayfinding Program of Support

The committee reviewed an update of this project. Staff has shared with the committee a request for support from the YACVB for an amount up to \$2,500 to help pay for the wayfinding study.

L. French moved to request the YDDA provide a match of \$2,500 to the YACVB to show our support and buy in for the overall wayfinding program. D. Otto supported the motion and it passed unanimously.

**RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR BUDGET (WAYFINDING SUPPORT)**

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, this includes ensuring that the YDDA submits an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the current and next fiscal year's budgets and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, the YDDA staff have been working with the Ypsilanti Area Convention and Visitors Bureau (YACVB) on creating a Wayfinding Program for the greater Ypsilanti area; and

WHEREAS, as part of the wayfinding program, the YACVB has issued a request for proposals (RFP) for consultants and formed a steering committee that includes the YDDA, City of Ypsilanti, Ypsilanti Township and the Eastern Leaders Group to move the process forward; and

WHEREAS, a considerable amount of community partners have committed funds to ensure the wayfinding plan moves forward, including the YACVB, City, Township, ELG, and A2Y Chamber of Commerce; and

WHEREAS, the current proposed wayfinding program represents an opportunity to create a strong partnership among the various entities at the table and achieve an important goal for the greater community;

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

1. the YDDA add \$2,500 to the budget line item TIF Projects of the 2013-14 fiscal year budget for our support of the YACVB's Wayfinding Program.
2. these funds be earmarked from Downtown, Depot Town, and W. Cross TIF revenue sources as appropriate.
3. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

**Proposed Business**

Potential Projects/Prioritization

The committee discussed the list of possible projects that the DDA should consider prioritizing. The committee requested that staff gather information regarding certain projects to report at the next committee meeting.

October 17, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT  
GRANT FOR 310-12 N. RIVER ST./YPSILANTI FOOD COOP**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA's 2013-14 Fiscal Year Budget earmarked a total of \$40,000 to be made available for another round of the Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each for the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Ypsilanti Food Coop for the installation of new awnings and signage at the above referenced address; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; and

WHEREAS, during the review of application by the Economic Restructuring & Design Committee it was noted that the applicant had previously been awarded a \$5,000 Building Rehabilitation Grant for the replacement of doors and other façade improvements in August 2012; and

WHEREAS, the work committed to from the Building Rehabilitation Grant application has not yet been completed;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the award of the grant be contingent on the applicant providing a detailed project schedule/timeline for the previously committed improvements to ensure the project is completed in its entirety.
3. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
4. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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:

NAYS:

ABSTAINED:

YES:      NO:      ABSENT:      VOTE:

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## **Ypsilanti Downtown Development Authority**

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**To:** ER and Design Committee

**From:** YDDA Staff

**Subject:** Façade Grant Application for 312 North River

**Date:** August 26, 2013

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The YDDA has received an application from 312 North River, Ypsilanti Food Co-op, requesting a façade grant. The applicant explained the scope of work as;

- Awning: Recovering the existing Aluminum, Frame - \$1,550.00
- Lettering: Installing 12” lettering above the Awning - \$1,380.00
- Signage: Remaking and installing a hanging sign for the Café Bakery - \$2,100.00
- Watermark Logo on brick wall - \$1,295.00
- Applicant lists project cost - \$7,000-\$10,000.

The applicant lists the project completion as November 2013. The applicant has met all program requirements.

# Ypsilanti Downtown Development Authority

## YDDA Façade Improvement Program

Application August 22, 2013

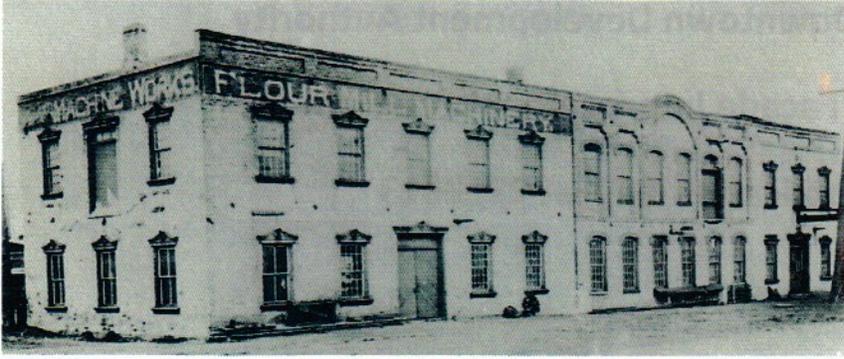


**312 North River  
Ypsilanti, Michigan 48198**

The Ypsilanti Food Co-op would like to apply for a façade grant to continue their ongoing renovations and improvements to their grocery store in Depot Town at 308-310-312 North River Street. The project proposed for this grant is only a portion of the continuous improvements the Mill Works Partnership and the Food Co-op are doing to maintain and improve the building. From 1984 when we the Food Co-op moved in to the building, we have made vast improvements as well as invested heavily in maintaining the integrity of this 173 year old building.

The proposed project for this grant is to replace the awning over the entryway of the Food Co-op, as well as install lettering above the awning as signage. We will also be remaking and installing a sign for the bakery which we took over in 2005 from the Depot Town Community Sourdough Bakery. An additional project of painting our logo onto the brick is a possibility.

Working with Julius deChavez of deChavezDesign, we submitted an RFP to eight local signage /awning companies. We received bids back from four of them for various parts of the RFP. All are attached.



1880



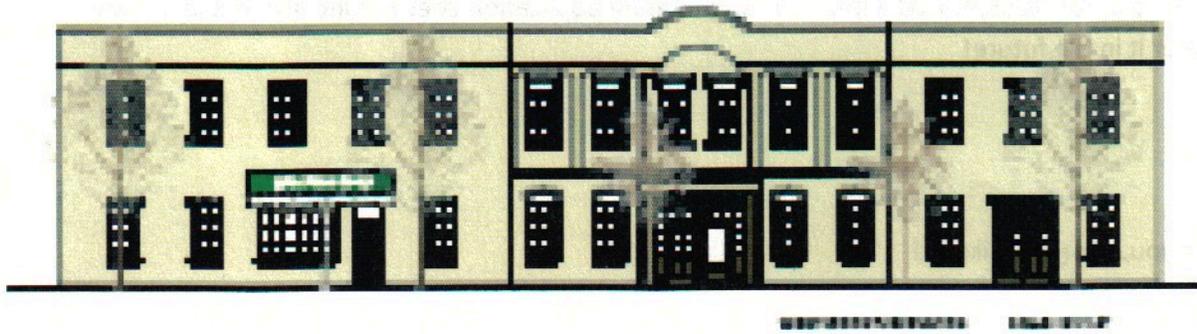
1984



2010: Old worn out awning that finally came down last year!

And, what it could look like with a Watermark!





A better looking Façade!

The projected costs for our project:

Awning: Recovering the existing Aluminum Frame	\$1,550.00
Lettering: Installing 12" letters above the Awning	\$1,380.00
Signage: Remaking and installing a hanging sign for the Café Bakery	\$2,100.00
Watermark Logo on brick wall	\$1,295.00

	Awning	Letters	Watermark	Bakery Sign	Design
Huron Signs installation	2160	880 500		1600 500	
Marygrove	1898				
w4 signs		1377 375	2245 Vinyl		
Chrome Identity Installation	1400 150	2950 295	1295 paint 4130 Vinyl	1250 75	
deChavezDesign					942

Timeline:

- September 2013 Learn of award of Grant
- September 2013 Apply for Sign/building permit and award projects to various companies.
- November 15, 2013 Completion of Awning and Signage!!

The Watermark has not been approved by HDC, and may not be done in this round of improvements, but our total cost is \$5,972.00 without it, so this grant application does not include it, but we will consider it in the future!

Thank you, Corinne Sikorski

General Manager, Ypsilanti Food Co-op

**Ypsilanti Downtown Development Authority  
YDDA Painting/Façade Grant Application**

Ypsilanti DDA  
32 N. Washington, Ste. 14  
Ypsilanti, MI 48197  
734.482.1410

Name	Corinne Sikorski
Mailing Address	312 N. River Ypsilanti, MI 48198
Phone Number	734.483.1354 / 734.260.6344
E-Mail	Corinne@YpsiFoodCoop.org
Business Name	Ypsilanti Food Coop
Project Address	310 & 312 N. River
Property Owner Name	Ypsilanti Mill Works, LLC

Estimated Total Cost of Project: \$7,000 - \$10,000

Project Description: Improvements to Façade of the  
Ypsi Food Coop & Cafe Bakery

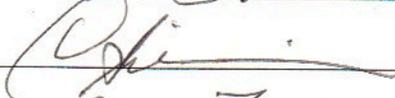
1. An awning over front entry of Coop
2. Signage over awning:  
Ypsilanti Food Coop
3. Sign for Ypsi Food Coop's  
Cafe Bakery

By submitting this application I (we) affirm that the information provided herein is true and accurate to the best of my (our) knowledge;

Acknowledge that I (we) have read and understood the terms and conditions of the YDDA Painting/Façade Grant Program;

Understand that if my (our) application is approved that I (we) will be required to sign a Painting/Façade Grant Agreement prior to commencement of work on the proposed project;

Allow any photos, renderings, or descriptions of the work to be performed on said project to be used the Ypsilanti DDA for promotional purposes.

Name	Corinae Sikorski
Signature	
Date	Aug 7, 2013

Please attach the following items:

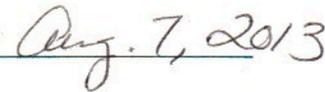
- A minimum of one estimate of project costs from a licensed contractor.
- Color photos of the existing facades.
- Sample materials (glass, cornice detail, trim, colors, etc.).
- Proposed project timeline.
- Letter of permission from the property owner if not the applicant.
- Proof that all applicable taxes are up to date on the property.

ATTACHMENT ONE; General Design Guidelines

1. Changes to the façade of the buildings will not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building.
2. Changes to the façade of buildings will either; 1) partially or fully restore to the appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data, or 2) represent a modern treatment which blends into and is compatible with the building, adjoining and nearby buildings.
3. In general, the Design Committee will encourage repair and preservation of existing features of facades, unless alterations to these facades have resulted in an incoherent, unattractive or inharmonious appearance. While encouraging correction of such alterations, the committee will advocate minimal alterations of harmonious features.
4. For facades which have previously been substantially altered and for which a modern treatment is chosen, such a treatment will conform with the features, materials, rhythms, color and general appearance of the building and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.
5. Paint colors will either be based on original colors obtained from paint samples on the buildings, or be compatible with adjoining buildings and colors of the district. Trim colors, which highlight building details, will be encouraged. Spectacular colors will be avoided.
6. The surface cleaning of the structures will be undertaken with the gentlest of means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.

I/We certify that I/We have read and understand the above design guidelines

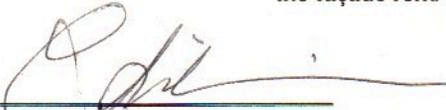
  
Applicant Signature

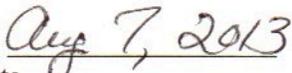
  
Date

ATTACHMENT TWO; Cooperation Agreement

If the project for which this application is submitted is approved for funding by the Board of Directors of the YDDA, the applicant shall cooperate with the YDDA in furtherance of its fundamental goal of halting property deterioration, eliminating that deterioration, and promoting economic growth and vitality within the Downtown Development Area by:

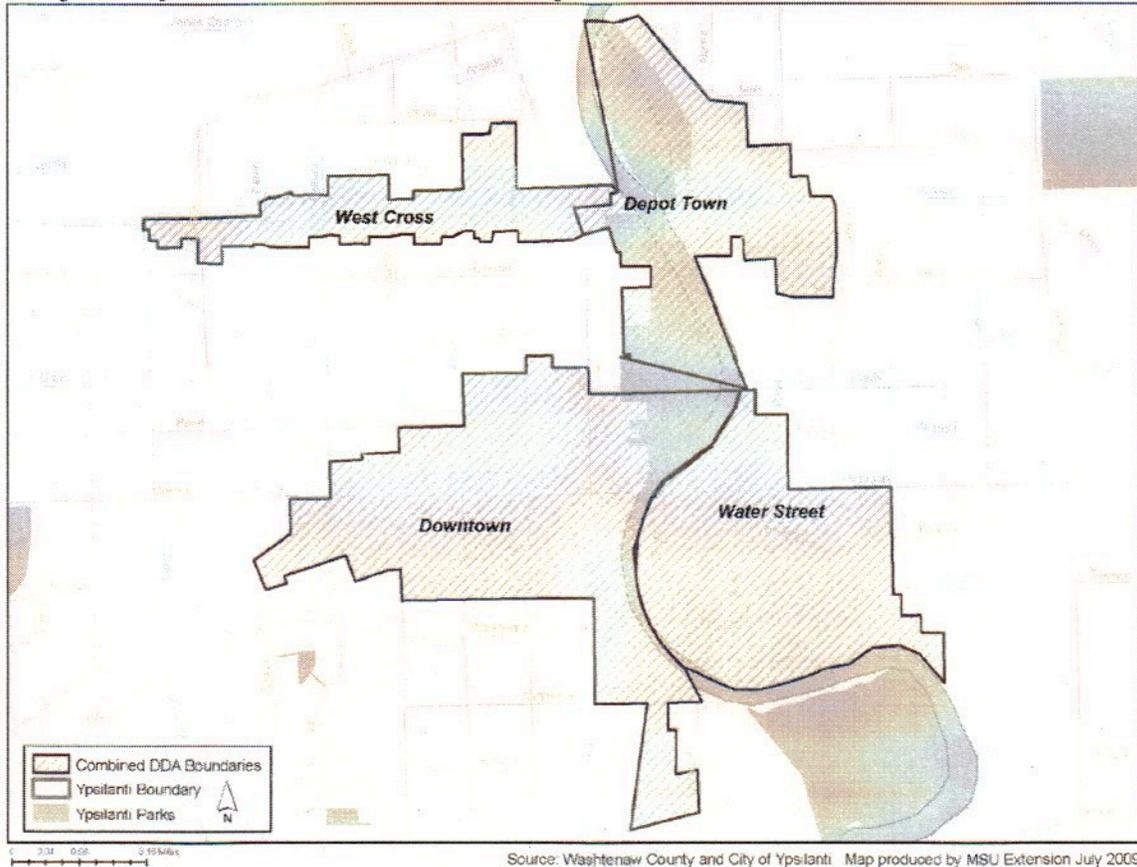
- Participating in YDDA sponsored tours of Downtown
- ~~Participating~~  ~~Cooperating~~ with the YDDA on business development programs.
- Committing where possible to uniform store hours
- Participating in downtown promotion
- Design review for any changes to the façade
- Display signage provided by the YDDA acknowledging our financial during the façade renovation process.

  
\_\_\_\_\_  
Applicant Signature

  
\_\_\_\_\_  
Date

# City of Ypsilanti - DDA boundary

DRAFT



Source: Washtenaw County and City of Ypsilanti. Map produced by MSU Extension July 2009.

**YPSILANTI MILLWORKS, LLC**  
 312 N. RIVER  
 YPSILANTI, MICHIGAN 48198

EXPLANATION	AMOUNT

3183

74-104  
724

PAY AMOUNT OF *Thirteen thousand Seven hundred, ninety five + 20/100* DOLLARS

DATE	TO THE ORDER OF	DESCRIPTION	CHECK NUMBER	CHECK AMOUNT
7/6/13	City of Ypsilanti		3183	\$ 13,795

YPSILANTI MILLWORKS, LLC

KEYBANK NATIONAL ASSOCIATION - YPSILANTI, MICHIGAN 48197  
 1-800-KEY2YOU

*[Signature]* MF

**NON - NEGOTIABLE**

⑈003183⑈ ⑆072401048⑆ 7100121915⑈



**CITY OF YPSILANTI**  
 1 S HURON STREET  
 YPSILANTI, MICHIGAN 48197-0835

**CITY OF YPSILANTI**  
*Kimberly D. Teamer, Treasurer*

PHONE (734) 483-1103 • FAX (734) 482-5790  
[www.cityofypsilanti.com](http://www.cityofypsilanti.com)

**SUMMER TAX**

Taxable Value	Assessed Value
162,382	255,300



0001810  
 YPSILANTI MILL WORKS, LLC  
 CORRINE SIKORSKI  
 312 N RIVER ST  
 YPSILANTI MI 48198-2867

Taxing Authority	Tax Rate	Tax An
CITY	27.94400	453
SANITATION	2.78140	45
ST 2001 RFD 2010	2.43680	39
STREET BOND 03	2.35360	38
PUBLIC TRANSIT	0.97890	15
SCHL OP	18.00000	292
SCHL DBT	7.00000	113
STATE ED	6.00000	97
WCC	3.45760	56
WISD	3.97450	64
LIBRARY	2.81020	45
COUNTY	4.54930	73
DEPOT TOWN	1.82820	29
ADMIN FEE		13

<b>Parcel Number</b>	11-11-09-130-001
<b>School District</b>	81020
<b>Property Address</b>	308 N RIVER ST

% Declared P.R.E. 0.0000

Mortgage Code:

**\*FOR COMPLETE PROPERTY DESCRIPTION  
 SEE ASSESSMENT ROLL AT MUNICIPAL BUILDING\***

<b>Total Amount Due</b>	<b>\$13,795</b>
<b>Fiscal Years</b>	
City	07/01/13 - 06/30
County	07/01/13 - 06/30
Schools	07/01/13 - 06/30
State Ed	07/01/13 - 06/30

**YPSILANTI FOOD COOPERATIVE**  
**City Of Ypsilanti**

Amount: \$4,821.66

1561

Date: Jul 5, 2013

Check # 15610

Invoice	Date	Discount Taken	Amount Paid	Description
2013 summer prpty tx	6/30/13		4,821.66	

LR2279LN1

FLEMING PRINTING SERVICES LLC 248-398-0705

PRINTED II



**CITY OF YPSILANTI**  
 1 S HURON STREET  
 YPSILANTI, MICHIGAN 48197-0835

**CITY OF YPSILANTI**  
*Kimberly D. Teamer, Treasurer*

PHONE (734) 483-1103 • FAX (734) 482-5790  
 www.cityofypsilanti.com

**SUMMER TAX**

Taxable Value	Assessed Value
66,200	66,200



0001811  
 YPSILANTI FOOD CO-OP  
 CORINNE SIKORSKI  
 312 N RIVER ST  
 YPSILANTI MI 48198-2867

<b>Parcel Number</b>	11-99-12-950-222
<b>School District</b>	81020
<b>Property Address</b>	312 N RIVER ST

% Declared P.R.E. 100.0000

Mortgage Code:

**\*FOR COMPLETE PROPERTY DESCRIPTION  
 SEE ASSESSMENT ROLL AT MUNICIPAL BUILDING\***

Taxing Authority	Tax Rate	Tax Am
CITY	27.94400	184
SANITATION	2.78140	18
ST 2001 RFD 2010	2.43680	16
STREET BOND 03	2.35360	15
PUBLIC TRANSIT	0.97890	6
SCHL OP	6.00000	39
SCHL DBT	7.00000	46
STATE ED	6.00000	39
WCC	3.45760	22
WISD	3.97450	26
LIBRARY	2.81020	18
COUNTY	4.54930	30
DEPOT TOWN	1.82820	12
ADMIN FEE		4

**Total Amount Due \$4,821**

Fiscal Years	
City	07/01/13 - 06/30
County	07/01/13 - 06/30
Schools	07/01/13 - 06/30
State Ed	07/01/13 - 06/30
Library	07/01/13 - 06/30



**Ypsilanti Mill Works, LLC.**  
**312 North River**  
**Ypsilanti, Michigan 48198**  
734-483-1354

August 7, 2013

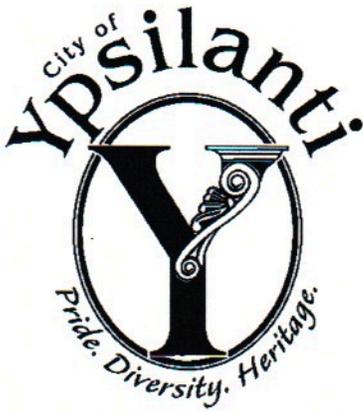
Dear DDA,

The Ypsilanti Mill Works, LLC would be glad to have the Ypsilanti Food Co-op install signage and an awning to the façade of our building!

Thanks!!

Corinne Sikorski, Partner

Don MacMullan, Partner



## City of Ypsilanti

Planning & Development Department

---

April 10, 2013

Corinne Sikorski  
312 N. River  
Ypsilanti, MI 48198

RE: HDC Work Permit Application for 312 N. River St.

Dear Mrs. Sikorski:

On Tuesday, April 9, 2013 the Historic District Commission (HDC) reviewed your request for work at 312 N. River St. Your application was **approved** to include:

Installation of an awning by Sunbrella in either forest green or nutmeg, installation of a sign to an existing bracket for the River Street bakery, and installation of a sign above the awning in metal letters stating "Ypsilanti Food Co-op" mounted to a track or rail such as to minimize penetrations into existing masonry as described in the 3 provided Chavez Design drawings. The awning will be installed on an existing frame.

In the commission's decision, the following Secretary of the Interior Standards were cited:

#10 – New work shall be removable.

**Approval by the Historic District Commission does not exempt you from nor can be substituted for zoning or building department approval. You must apply for and receive all applicable permits within six months of this date for your HDC approval to remain valid.**

Please contact me if you have any questions at 734-483-9646.

Sincerely,

Adam Cripps, HDC Assistant  
Planning and Development Department

Cc: File  
Jenni Wennerberg, Building Department



**WATERMARK ON BRICKS**

THIS LOCA WATERMARK IS APPROXIMATELY 2" X 30" AND WRAPS AROUND THE BUILDING.

- OPTION A: BRICK ART, ANTERIAL.
- OPTION B: MARKED AND PAINTED.



**MAIN ENTRANCE SIGNAGE**

THE SE LETTERS ARE OFFSET FROM THE OTHERS TO MAKE THEM APPEAR AS IF THEY WERE PAINTED THE SAME AS THE BUILDING.

OPTION A

12" H. CONTOURED CLIP  
FOREST GREEN, PAINTED  
#73777 (PMS 540 C)

12" H. CONTOURED CLIP  
FOREST GREEN, PAINTED  
#73777 (PMS 540 C)



12" H.



WALLS: 12" H. CLIP  
FOREST GREEN, PAINTED  
#73777 (PMS 540 C)

WALLS: 12" H. CLIP  
FOREST GREEN, PAINTED  
#73777 (PMS 540 C)

12" H. CLIP  
FOREST GREEN, PAINTED  
#73777 (PMS 540 C)

**FRONT AWNING SPECS**

THE AWNING IS APPROXIMATELY 16"10" WIDE X 3'3" HIGH (BACK) X 12" H. VALANCE X 36" DEEP. PLEASE SEE THE EXISTING AWNING FRAME TO APPLY NEW FABRIC.

THESE ARE DIMENSIONS ON THE LEFT AND RIGHT SIDE AND ON THE VALANCE. PLEASE SEE SPECS BELOW.

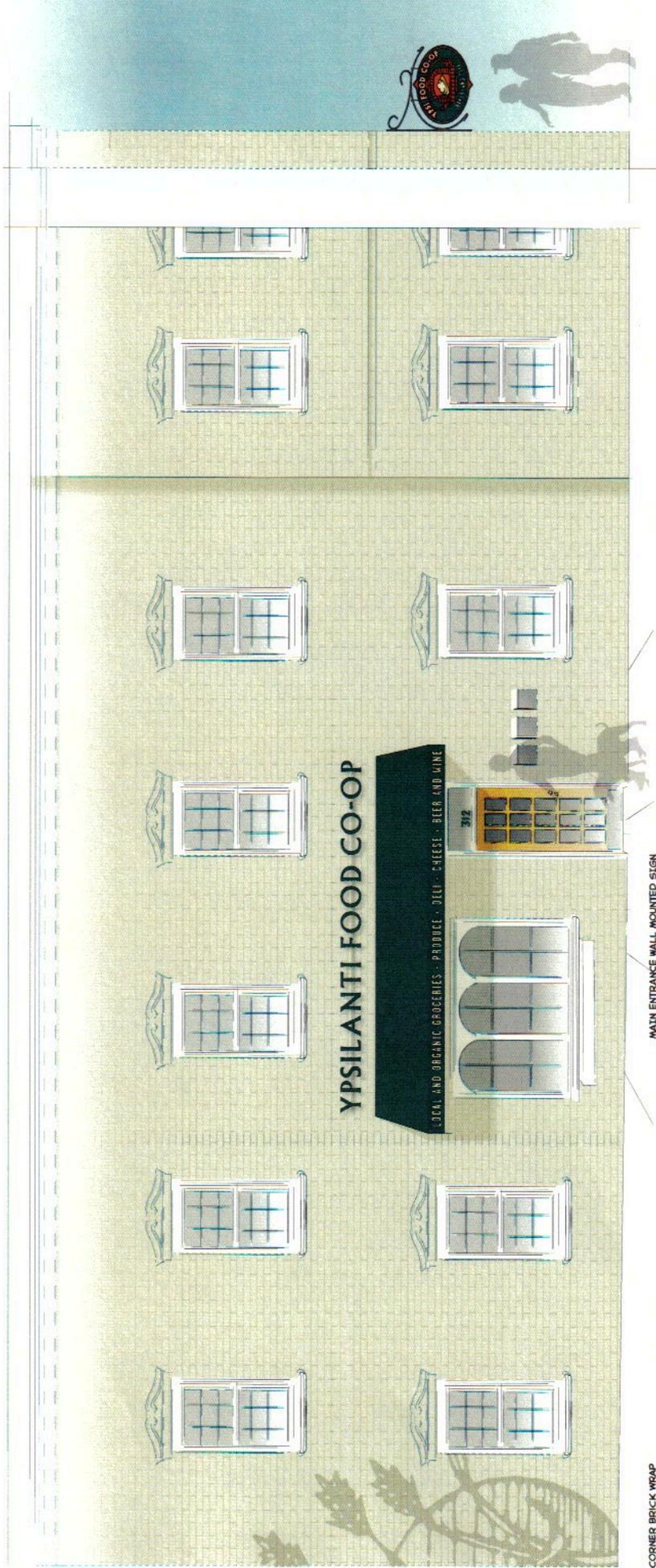
ALL ART WILL BE PROVIDED IN VECTOR FORMAT.

**BAKERY SIGNAGE**

PLEASE SEE THE BAKERY SPECS FOR THE PRICE OPTIONS.



12" H. CLIP  
FOREST GREEN, PAINTED  
#73777 (PMS 540 C)



CORNER BRICK WRAP

YPSI FOOD CO-OP: MAIN ENTRANCE AWNING BUILDING SIGNAGE AND BAKERY SIGNAGE  
JUNE 21, 2018  
SCALE: 1/8" = 1'-0"

MAIN ENTRANCE WALL MOUNTED SIGN AND AWNING

BAKERY SIGNAGE SIDE VIEW

**RFQ SPECS:**

**OPTION A**

PLEASE PROVIDE AN ESTIMATE FOR A SANDBLASTED SUSPENDED SIGN FOR OUR EXISTING IRON STRUCTURE;

- 42.5" WIDE X 32.5" HIGH
- 2 SIDED FORMED SIGN
- MATCH AND PAINT THE 5 COLORS AS INDICATED ON THE RENDERING

**OPTION B**

SAME AS OPTION (A) BUT PROVIDE THE COPPER HUE AS A METALLIC OR COPPER LEAF ENHANCEMENT.

**OPTION C**

SAME SPECIFICATION AS OPTION(A) BUT TO BUILD IT AS A SIMPLE;

- FLAT WOODEN SIGN
- COLORS AS VINYL CUT GRAPHICS AND LETTERS

**OPTION D**

SAME SPECIFICATION AS OPTION(C) BUT TO APPLY METALLIC VINYL FOR THE COPPER INNDICATIONS

**PLEASE PROVIDE IN YOUR RFQ:**

- COST TO BUILD
- ARCHITECTURAL RENDERINGS FOR CITY CODE APPROVAL
- TIME SPAN TO PRODUCE
- INSTALLATION TIME TO SET UP.

FOR ADDITIONAL QUESTIONS, PLEASE CALL CORINNE AT 734.260.6344 FOR DESIGN QUESTIONS, CALL JULIUS AT 248.346.3073



YPSI FOOD CO-OP BAKERY SIGNAGE  
 COMP SPECS FINAL 1  
 06/21/2013

SCALE: 1.375" = 1'0"  
 DECHAVEZDESIGN



## Quotation

**Bill To:**

Ypsilanti Food Coop  
312 N. River Street  
Ypsilanti, MI 48198

**Contact:**

Corinne Sikorski

**Job:**

**Date:** June 27, 2013

**Project Description:**

Exterior Signage

**Consultant:**

Jim Anderson

x.

**Projection sign with existing mounting frame:**

Option A sandblasted high density urethane (HDU) not wood per sketch	1,480.00
Option B same as above with metal overlays in copper areas	1,600.00
Option C HDU flat with vinyl graphics	800.00
Option D HDU flat with vinyl and metallic vinyl	900.00

**Wall letters on channel:**

12" h flat cut out aluminum letters fastened to a mounting channel	880.00
12" h ¾" thick PVC letters fastened to a mounting channel	1,245.00

Installation for both sign types 500.00

**Awning:**

Recover existing awning with traditional fabric, graphics per sketch, 14'-10" w x 4'-3" tall and 3' projection over sidewalk. 2,160.00

We will pass on the watermark as do not have a sign painter to perform that work.

Sales tax and permit fee's are not included at this time. With all the options we will wait to see how our pricing works out to finalize our quote with tax and permits.

**Approval for Production:** x \_\_\_\_\_ **Date:** \_\_\_\_\_

**Terms & Conditions:**

1. Permits, State Sales Tax and city approval costs are not included in the above pricing
2. Installation Price assumes primary electrical service will be provided at the sign location
3. Huron Sign Company assumes no responsibility for damage to unmarked sprinkler lines and under ground parking lot lighting systems and or any buried power lines.
4. Due to the custom nature of the job a 50% deposit will be required and 50% on completion.
5. Price includes a One Year Warranty from the time of installation. Warranty does not cover pre-existing conditions, damage due to fire, weather, traffic accidents or vandalism.
6. Sign finish may degrade if exposed to excessive sprinkler use.

663 S. Mansfield, Ypsilanti, MI 48197 (Shipping)  
P.O. Box 980423 Ypsilanti, MI 48198 (Mailing)  
Phone 734-483-2000 800-783-0100 Fax 734-483-5164  
www.huronsign.com



## Quotation

**Bill To:**

Ypsilanti Food Coop  
312 N. River Street  
Ypsilanti, MI 48198

**Contact:**

Corinne Sikorski

**Job:**

**Date:** June 27, 2013

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x.

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Option C HDU flat with vinyl graphics	800.00
Option D HDU flat with vinyl and metallic vinyl	900.00

**Wall letters on channel:**

12" h flat cut out aluminum letters fastened to a mounting channel	880.00
12" h 3/4" thick PVC letters fastened to a mounting channel	1,245.00

Installation for both sign types 500.00

**Awning:**

Recover existing awning with traditional fabric, graphics per sketch, 14'-10"w x 4'-3" tall and 3' projection over sidewalk. 2,160.00

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663 S. Mansfield, Ypsilanti, MI 48197 (Shipping)  
P.O. Box 980423 Ypsilanti, MI 48198 (Mailing)  
Phone 734-483-2000 800-783-0100 Fax 734-483-5164  
www.huronsign.com



12700 Merriman Rd., Livonia, MI 48150 - (734) 422-7110 - (800) 44-AWNING - FAX (734) 422-3225

**SALES PROPOSAL**

**Billing Information**

Name: Corrine Sikorski  
Company: Ypsilanti Food Coop  
Address: 312 N. River St.  
Ypsilanti, MI, 48198  
Email:  
Phone1: 734.260.6344

Proposal Date: July 08, 13  
Cust No. YP6344-0  
Order No. PRO-YP6344-0-1  
Salesperson: cflores

**Payment Info**

Method:  
Check No:  
Amount Pd: \$0.00  
Balance: \$1,898.00  
Terms: COD

**Job Site Contact Information**

Company or Name: Corrine Sikorski @ Ypsilanti Food Coop  
Contact: Corrine Sikorski @ Ypsilanti Food Coop  
Address: 312 N. River St.  
Ypsilanti, MI 48198  
Phone:

**Order Specifications**

Type	Width	Height	Proj	Price
1 Traditional Awning	17 ft 0 in	4 ft 0 in	3 ft 0 in	\$1,898.00

Fabric: Sunbrella 6037 Forest Green

Apply lettering to face and both sides along with COOP logos on both sides.

Recover existing awning frame with new fabric and apply new graphics.

**\$150 to apply for permit plus cost of permit extra if required. Any additional required endorsements or changes to Marygrove's current liability insurance certificate may be subject to additional costs.**

Extra charge for sealed drawings, if required.

Quoted Price **\$1,898.00**

**PAYMENT:** Payment is due and payable in full upon delivery of units as noted above. All warranties will be void unless all money due Marygrove The Awning Store and More is paid in full when due. The Products listed above are to me custom made for purchases and therefore in this agreement cannot be changed cancelled, modified, or discharged in whole or in part by the Purchaser except in accordance with the law or with written consent of the Seller. Seller does not guarantee performance in case of strikes, floods, or other conditions beyond its control.

It is being agreed that, in the event of cancellation by the purchaser prior to the commencement of manufacturing of the above goods, the Seller would suffer damages in an amount which would be substantial but would be uncertain and difficult of proof. It is agreed, and it is the intention of the parties hereto that in the event Purchaser breaches this contract prior to the commencement of manufacturing of the above goods, he shall pay, as liquidation damages and not as a penalty to the Seller, the sum of thirty-three percent (33%) of the total cash price of this Contract. In the event Purchaser breaches thereafter, he shall be liable for the total cash price of this Contract.

Upon completion of the above work, the undersigned agrees to execute a note and completion certificate as requested by the Contractor.

It is mutually agreed that this contract may be assigned or subcontracted by the Seller and that where the term "Seller" is used herein, it shall be construed to mean assigns, and that the terms and agreements herein contained shall bind, apply and insure the heir, assigns, successors, executors and administrators of the parties thereto.

The undersigned represents that he is (they are) the owners of the above mentioned premises and that the legal title thereto stands on record in his or their names. The undersigned acknowledges receipt of a true copy of the Contract. He further acknowledges that he has read and knows the contents thereof, understands that no other agreements, verbal or otherwise, are binding upon the parties hereto and that his Contract contains the full agreement between the parties and that this and no other agreement exists, and that all previous conversations are undersigned further acknowledges receipt of separate copies of notice of his right to cancel this agreement. **The awning remains the property of Marygrove Awning until the invoice is paid in full.**

**"YOU THE BUYER MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. IN WITNESS THEREOF,** the undersigned have hereunto subscribed their names the day and year first above written.

**COLLECTION COSTS:** Customer agrees to pay 1.5% service charge per month on any outstanding or late balance. Customer also agrees to pay all of Marygrove's collection cost reasonably related to Marygrove's efforts to collect payment for their services, including: (1) attorney's fees; (2) cost of suit; (3) \$200.00 to cover Marygrove's internal collection overhead; (4) all other reasonable collection costs. You agree now that the above amounts are reasonable predictors of what Marygrove's actual costs and overhead will be and are not penalties.

**Marygrove, The Awning Store and More**

Purchasers' Signature

Date of Signature

Sales Rep.:

*C. Flores*

By \_\_\_\_\_

By \_\_\_\_\_

W4 Signs  
 8200 Grand River Rd.  
 Brighton, MI 48114  
 info@w4signs.com  
 P. 810.588.4703  
 F: 810.588.4706



# Estimate

Date	Estimate #
6/27/2013	3862

Ypsilanti Food Co-op Corinne Sikorski	Corinne Sikorski
	corinne@ypsifoodcoop.org
	734-260-6344
Customer Alt. Contact	

P.O. No.	Terms	Rep

Item	Description	Qty	Rate	Total
Individual Letters	OPTION 1 12" H x 1.25" deep FORMED PLASTIC letters. "YPSILANTI FOOD CO-OP" Stock plastic color Flush mounted to dual painted metal rails.	17	39.00	663.00T
Individual Letters	OPTION 2 12" H x 1.25" deep FORMED PLASTIC letters. "YPSILANTI FOOD CO-OP" Painted to match PMS 560 Flush mounted to dual painted metal rails.	17	51.00	867.00T
Individual Letters	OPTION 3 12" H x 3/4" deep LAZER CUT ACRYLIC letters. "YPSILANTI FOOD CO-OP" Painted to match PMS 560 Flush mounted to dual painted metal rails. (Various Depths Available)	17	44.00	748.00T
Individual Letters	OPTION 4 12" H x 3/8" deep LAZER CUT METAL letters. "YPSILANTI FOOD CO-OP" Painted to match PMS 560 Flush mounted to dual painted metal rails. (Various Depths Available)	17	81.00	1,377.00T
Installation	Installation TED. Estimate only. \$75/h @5hr. includes travel.	1	375.00	375.00

<b>Subtotal</b>	\$4,030.00
<b>Sales Tax (6.0%)</b>	\$219.30
<b>Total</b>	\$4,249.30

NOTE: All sales are final once proofing has begun. Every job is custom to your specifications and CANNOT BE REFUNDED. This is a binding contract for services indicated. All jobs require payment in full if under \$200, otherwise 50% deposit is required on all other jobs (unless otherwise stated). Artwork files are owned exclusively by W4 Signs, Inc. unless originally provided by client or otherwise indicated. Original vector artwork files and rights may be purchased for additional fees. It is the responsibility of the client to ensure proof accuracy, including all spelling, colors & materials as indicated. W4 Signs is not responsible for any text, typos or other grammatical & design errors found after proof approval. After the 3rd proof, each additional revision will incur an additional \$15 charge. Proof approval authorizes W4 Signs to proceed with production of the design selected. Call for estimated completion time; jobs will be completed within the current production schedule.

Signature \_\_\_\_\_

W4 Signs  
 8200 Grand River Rd.  
 Brighton, MI 48114  
 info@w4signs.com  
 P. 810.588.4703  
 F: 810.588.4706



# Estimate

Date	Estimate #
6/27/2013	3861

Ypsilanti Food Co-op Corinne Sikorski	Corinne Sikorski
	corinne@ypsifoodcoop.org
	734-260-6344
Customer Alt Contact	

P.O. No.	Terms	Rep

Item	Description	Qty	Rate	Total
brick wrap	18'x16' full color, digitally printed 3M brick wrap on corner of building.	1	1,720.00	1,720.00T
Installation	Installation.		525.00	525.00

<b>Subtotal</b>	\$2,245.00
<b>Sales Tax (6.0%)</b>	\$103.20
<b>Total</b>	\$2,348.20

NOTE: All sales are final once proofing has begun. Every job is custom to your specifications and CANNOT BE REFUNDED. This is a binding contract for services indicated. All jobs require payment in full if under \$200, otherwise %50 deposit is required on all other jobs (unless otherwise stated). Artwork files are owned exclusively by W4 Signs, inc. unless originally provided by client or otherwise indicated. Original vector artwork files and rights may be purchased for additional fees. It is the responsibility of the client to ensure proof accuracy, including all spelling, colors & materials as indicated. W4 Signs is not responsible for any text, typos or other grammatical & design errors found after proof approval. After the 3rd proof, each additional revision will incur an additional \$15 charge. Proof approval authorizes W4 Signs to proceed with production of the design selected. Call for estimated completion time; jobs will be completed within the current production schedule.

Signature \_\_\_\_\_



201 n. park, suite c | depot town

Date: July 08, 2013

Project:

Exterior Signage

invoice

**6012**

Colin Simpson  
734.674.9710

TO: Y. Land Food Corp.  
Depot Town Corinne

QTY	PRODUCT DESCRIPTION	UNIT	TOTAL
1	AWNING ON FRONT ENTRANCE TO SPEC'S.	\$1400.00	\$1400.00
	Installation of Awning.	\$150.00	\$150.00
1	WATER MARK ON CORNER OF BUILDING - PAINTED ON BRICK.	\$1295.00	\$1295.00
	Installation included.		
1	WATER MARK ON CORNER OF BUILDING - OUTDOOR BLOCK CONTOUR VINYL.	\$3650.00	\$3650.00
	Installation of Vinyl.	\$480.00	\$480.00
1	BAKERY SIGN, CANTILEVER - ROUTED 2-SIDED TO SPEC'S.	\$1250.00	\$1250.00
	Installation of Sign.	\$75.00	\$75.00
1	BAKERY SIGN, CANTILEVER - 2-SIDED, 1 PANEL WITH VINYL GRAPHICS.	\$750.00	\$750.00
	Installation of Sign.	\$75.00	\$75.00
1	SET OF 12" DIMENSIONAL MAIN ENTRANCE LETTERING (METAL PER SPEC'S.)	\$2950.00	\$2950.00
	Installation of Dimensional Letters.	\$295.00	\$295.00
1	SET OF 12" DIMENSIONAL MAIN ENTRANCE LETTERING (PLASTIC PER SPEC'S.)	\$1150.00	\$1150.00
	Installation of Dimensional Letters.	\$295.00	\$295.00

PRODUCTS:  
TAX ON MATERIALS:  
SUB-TOTAL:

QTY	SERVICE DESCRIPTION	UNIT	TOTAL

2/3 Deposit required to Start Project. Approx. 4-6 week turnaround time.

SERVICES:  
TOTAL:

October 17, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE INSTALLATION OF A SURVEILLANCE SYSTEM  
FOR THE S. HURON DUMPSTER ENCLOSURE**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services located in permanent dumpster enclosures at three locations (N. Huron, S. Huron, and N. Adams parking lots) since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, illegal dumping and misuse of the existing enclosures has been identified as a continuing problem with the operation of the YDDA enclosures and the burden of keeping them clean and safe had cost the YDDA an additional \$5,250 to have bulk items removed and the enclosures cleaned in the 2012-13 fiscal year; and

WHEREASE, the YDDA's Economic Restructuring & Design Committee has been working on ways to improve the operation of the enclosures to ensure that they are clean and safe while also containing the Waste Management line item of the YDDA's annual budget to an acceptable level of expense; and

WHEREAS, the YDDA's Economic Restructuring & Design Committee has determined that the installation of a surveillance system for the enclosures would likely decrease the amount of illegal dumping and misuse of the enclosures while also improving the overall security of the downtown's public parking lots; and

WHEREAS, the YDDA staff has done significant research on the cost and effectiveness of public surveillance systems and solicited a number of quotes for the installation of a system; and

WHEREAS, upon review of the provided quotes the Economic Restructuring & Design Committee determined that the quote from ADT offered the services needed at the best overall costs; and

WHEREAS, the Economic Restructuring & Design Committee has recommended that the S. Huron enclosure be used as a test area for the installation of a surveillance

system to help determine the overall effectiveness in preventing illegal dumping and improving public safety in the downtown.

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

1. YDDA Board approves the installation of a security/surveillance system for the S. Huron dumpster enclosure by ADT.
2. the cost of the purchase and installation of the surveillance system for the test area shall not exceed \$2,500 including a one year insurance/maintenance agreement.
3. The funds necessary for the installation of a surveillance system for the test area will be earmarked from the Waste Management line item of the 2013-14 fiscal year budget and will be entirely paid from the Downtown TIF revenue.
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:

NAYS:

ABSTAINED:

YES:      NO:      ABSENT:      VOTE:

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## Ypsilanti Downtown Development Authority

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**To:** ER and Design Committee

**From:** YDDA Staff

**Subject:** Dumpster Enclosure/ Waste management Updates

**Date:** May 30, 2013

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### Security Cameras:

Pulsar:

- 3 – Outdoor Enclosures for Site Equipment
- 3 – 2 channel digital recorders ITB
- 3 – 4 Megapixel Cameras

Cost: \$8,000 + Tax

Apex CCTC and Belleville Lock and Key:

- Cost for equipment \$2,309.00
- Cost for installation \$400 for each enclosure (\$1,200)

Cost: \$3,509.00

ADT:

- 2 – Sony infrared turret
- 1 – Sony infrared PTZ dome
- 3 – 4 channel Matrix DVR

Cost: \$4,127.00 possible addition of \$330.00 for lift rental

Q-Star Technologies: This system is self contained 16 megapixel camera. It is motion activated and can capture a license plate at 100ft in the dark. This device only takes still photos and is equipped with a 2-32 gig SD card. This option would require the use of a lift in order to retrieve the SD card.

- FlashCam-880 SX Digital Vandalism Deterrent System with wireless download system.
  - 1 – Wall mounting bracket
  - 1 – RF Keyfob controller
  - 1 – Battery charger
  - 1 – 2 Gigabyte SD card
  - 1 – Quick move adapter

Cost: \$6,995.00 per camera + shipping \$165.00 = \$21,150.00

# Proposal For

**Andrew Hellenga**

**Surveillance Camera Solution**



Submitted By:  
Kedric Walls  
ApexCCTV.com  
Phone: 1-800-997-8460  
[www.apexcctv.com](http://www.apexcctv.com)

## Itemized Hardware Investment

Surveillance Camera Solution			
Quantity	Product	Unit Price	Total Price
1 	<b>4-Ch Digital Video Recorder: AP-FD04</b> <ul style="list-style-type: none"> <li>● 4 Camera Inputs</li> <li>● 4 Audio Inputs</li> <li>● MAC &amp; PC Remote Viewing</li> <li>● iPhone, BlackBerry &amp; Android Compatible</li> <li>● Real Time 120 FPS</li> <li>● CD/DVD Burner</li> <li>● H.264 Compression</li> <li>● Mouse &amp; Remote</li> <li>● 500 GB Hard Drive</li> </ul>	\$650.00	\$650.00
3 	<b>Analog Camera; AP-HD6</b> <ul style="list-style-type: none"> <li>● Super High Resolution 600 TV Lines</li> <li>● 1/3" Super HAD CCD</li> <li>● Wide Dynamic Range</li> </ul>	\$159.00	\$477.00
3 	<b>Lens, Auto Iris; AP-2812A</b> <ul style="list-style-type: none"> <li>● Varifocal</li> <li>● 2.8-12mm</li> <li>● Auto Iris</li> <li>● CS Lens Mount</li> </ul>	\$44.95	\$134.85
3 	<b>Housing, H/B; AP-71B</b> <ul style="list-style-type: none"> <li>● Indoor/Outdoor</li> <li>● Metal Alloy</li> <li>● 292mm x 95mm x 88mm</li> <li>● Blower / Heater</li> <li>● 24v AC</li> </ul>	\$29.95	\$89.85
3 	<b>Cable, Spool; AP-RG59-500</b> <ul style="list-style-type: none"> <li>● Siamese Cable</li> <li>● True RG59 Video Cable</li> <li>● 18 AWG</li> <li>● Package Type: Cable Spool</li> <li>● 500 Feet</li> <li>● Black</li> </ul>	\$89.00	\$267.00
3 	<b>Power Supply, DC, Single; AP-DC1000</b> <ul style="list-style-type: none"> <li>● 12v DC</li> <li>● 1000 mA</li> <li>● Cable Length: 47 Inches</li> <li>● Regulated: UL Rated</li> </ul>	\$9.50	\$28.50

<p>3</p> 	<p><b>Power Supply, AC, Single; AP-2450</b></p> <ul style="list-style-type: none"> <li>● 24v AC</li> <li>● 50 VA</li> <li>● UL Rated</li> </ul>	<p>\$10.90</p>	<p>\$32.70</p>
<p>3</p> 	<p><b>Monitor, 19"; AP-19ASUS</b></p> <ul style="list-style-type: none"> <li>● LED</li> <li>● 19" Widescreen</li> <li>● 1440 x 900</li> <li>● (1) VGA Input</li> </ul>	<p>\$199.00</p>	<p>\$597.00</p>
<p>3</p> 	<p><b>Sign, CCTV Warning; AP-SIGN2</b></p> <ul style="list-style-type: none"> <li>● 11" X 11"</li> <li>● Plastic</li> </ul>	<p>\$6.90</p>	<p>\$20.70</p>
<p>12</p> 	<p><b>Connectors, BNC; AP-013</b></p> <ul style="list-style-type: none"> <li>● For RG59 Coax</li> <li>● Twist-On Connection</li> </ul>	<p>\$0.55</p>	<p>\$6.60</p>
<p>6</p> 	<p><b>Connectors, DC Plug; AP-321</b></p> <ul style="list-style-type: none"> <li>● DC Plug</li> <li>● 8 Inches</li> <li>● 2.1mm</li> <li>● Male</li> </ul>	<p>\$0.95</p>	<p>\$5.70</p>
<p>Subtotal</p>			<p>\$2,309.90</p>
<p>Delivery</p>			<p>\$0.00</p>
<p>Total**</p>			<p>\$2,309.90</p>

\*\* This amount is valid for 30 days from 05/15/2013.



3540 Biddle Avenue  
 Wyandotte, Michigan 48192  
 Voice: (734) 281-2200  
 Fax: (734) 281-7294

ESTIMATE	
DATE	JOB#
03/28/2013	13-143

PAGE: 1 OF 1

*Progress billing due upon receipt. 30% down upon approval.  
 This quote is valid for Sixty (60) days from quotation date.*

**YDDA**

Job Address: 100 Michigan Avenue  
 200 Michigan Avenue  
 14 Huron  
 Ypsilanti, MI

ATTENTION: Andrew

Estimator: Kelly / Bernie

**Work performed by owner: Owner to provide 120v power at all three camera locations.  
 Owner will provide an Ethernet modem and Ethernet at each camera location.  
 Owner will provide needed Ethernet access and power at viewing location.**

**EQUIPMENT LIST**

3 – Outdoor enclosures for site equipment  
 3 – 2ch Digital recorders 1TB  
 3 – 4 megapixel camera  
*Pulsar Electronics Inc will mount camera and other equipment  
 at each site and set equipment up for remote viewing.*

**Installed Cost: \$ 8,000.00 + tax of \$350.00 if applicable**

**For an Analog camera system you can deduct: \$ 1,079.00 + tax if applicable off the cost above.  
 Price could drop more with a lower end camera.  
 This system will not give you the coverage you need.**

**BID QUALIFICATIONS:**

- Customer is responsible for all permits and plan review fees.
- Customer to install all cable, conduit and hardware and provide 110 volt power where necessary.
- Pulsar Electronics, Inc. to provide final connect and programming of NVRs.
- Bid is limited to equipment listed above. Please verify with your take-off.
- Progress billing due upon receipt. 30% down upon approval.
- This quote is valid for Sixty (60) days from quotation date.

**APPROVED SIGNATURE** (I have read the bid qualifications)  
 13 – 143 (Please refer to this number in any correspondence)

**DATED**

**ALL APPROVED BIDS MUST BE FAXED TO 734/281-7294 TO EXPEDITE PROCESSING**

Visit us on the web at: [www.pulsarinc.biz](http://www.pulsarinc.biz)

# KCM-7311

3.6x Zoom H.264 4-Megapixel IP D/N Vandal Proof PoE Rugged Dome with P-Iris & ExDR



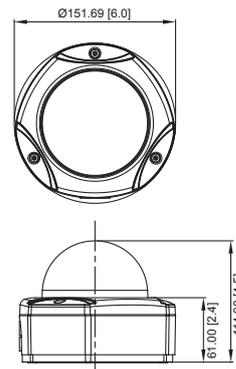
- 1/3.2" Progressive Scan CMOS
- Day and night function with mechanical IR cut filter
- Minimum illumination 0.05 lux at F1.4
- 3.6 x optical zoom
- Built-in f3.3-12 mm / F1.4 Megapixel P-Iris zoom lens
- 8 fps at 2032 x 1920 resolution (1422 TV lines)
- Selectable H.264, MPEG-4 SP, MJPEG compressions with dual streaming
- Up to 4 cropped regions as independent channels
- Two-way audio
- Digital input and digital output
- MicroSD / MicroSDHC card slot for local storage
- ExDR ( Extreme Dynamic Range)
- 2D+3D Digital noise reduction
- Vandal proof and weatherproof IP66 rated casing
- Powered by PoE Class 3 / DC 12V

## PHOTO INDICATION



- |                                 |                          |
|---------------------------------|--------------------------|
| ① Power Button                  | ⑤ Audio Input / Output   |
| ② Ethernet Port                 | ⑥ DC 12V Power Input     |
| ③ Reset Button                  | ⑦ Digital Input / Output |
| ④ MicroSD / MicroSDHC Card Slot |                          |

## DIMENSION DIAGRAM



Unit: mm [inch]

## ACCESSORY OPTIONS

Dome Cover		
PDCX-1101		4-inch, smoke, vandal proof

Power Adapter		
PPBX-0002		Universal Power Adapter, 100~240V, 4 different connectors included

Popular Mounting Solutions		
Surface	Accessories not required	
Wall	PMAX-0308 	
Pendant	PMAX-0101 + PMAX-0103 	
Corner	PMAX-0101 + PMAX-0303 + PMAX-0402 	
Pole	PMAX-0101 + PMAX-0303 + PMAX-0502 	
Flush	PMAX-1003 	

\* For more mounting solutions, please refer to Mounting Accessory section of Buyer's Guide or Project Planner on [www.acti.com](http://www.acti.com)

**PRODUCT SPECIFICATION****KCM-7311****• Device**

Device Type	Fixed Outdoor Dome Camera
Image Sensor	Aptina Progressive Scan CMOS
Sensor Size	1/3.2" (4.5 x 3.4 mm)
Horizontal Resolution	1422 TVL
Day / Night	Yes
Minimum Illumination	Color: 0.1 lux at F1.4 (30 IRE, 2400°K); B/W: 0.05 lux at F1.4 (30 IRE, 2400°K)
Color to B/W switch	ISP based switch, configurable
Mechanical IR Cut Filter	Yes
IR Sensitivity Range	No
IR LED	No
Electronic Shutter	1/25 - 1/2000 sec (50Hz); 1/15 - 1/2000 sec (60Hz) (manual mode) 1 - 1/2000 sec (auto mode)

**• Lens**

Focal Length / Aperture	Zoom, f3.3 - 12 mm / F1.4 - 2.9
Zoom Ratio	3.6x optical
Iris	P-Iris
Focus	Auto Focus
Mount Type	Board Mount
Horizontal Viewing Angle	77.22° - 22.62°
Viewing Angle Adjustment	Pan: 0° - 360°; Tilt: 0° - 180°; Rotate: 0° - 360°

**• Video**

Compression	H.264, MPEG-4 SP, MJPEG
Maximum Frame Rate vs. Resolution (H.264, MJPEG)	8 fps at 2032 X 1920; 15 fps at 1920 X 1080 (HD 1080p); 30 fps at 1280 x 720 (HD 720p); 30 fps at 640 x 480 (VGA)
Maximum Frame Rate vs. Resolution (MPEG-4 SP)	5 fps at 2032 X 1920; 11 fps at 1920 X 1080 (HD 1080p); 25 fps at 1280 x 720 (HD 720p); 30 fps at 640 x 480 (VGA)
4 Cropped VGA Mode (All Compressions)	15 fps at 640 x 480 (VGA)
Multi-Streaming	Simultaneous dual streams based on two configurations in single view mode; Multiple streams based on single configuration in 4 cropped VGA mode
Bit Rate	28 Kbps - 6 Mbps (per stream)
Bit Rate Mode	Constant, Variable
Image Enhancement	ExDR (Extreme Dynamic Range); White balance: automatic, hold and manual; Brightness; Saturation; Contrast; Sharpness; Automatic gain control; 2D+ 3D Digital noise reduction; Flickerless; Defogging
Privacy Mask	4 configurable regions
Text Overlay	User defined text on video
Image Orientation	Image flip and mirror

**• Audio**

Compression	8 kHz, Mono, PCM, 16 bit encoding
Audio-In	Terminal block
Audio-Out	Terminal block

**• Network**

Protocol & Service	TCP, UDP, HTTP, HTTPS, DHCP, PPPoE, RTP, RTSP, IPv6, DNS, DDNS, NTP, ICMP, ARP, IGMP, SMTP, FTP, UPnP, SNMP, Bonjour
Ethernet Port	1, Ethernet (10/100 Base-T), RJ-45 connector
Security	IP address filtering; HTTPS encryption; Password protected user levels; IEEE 802.1X network access control

**• Alarm**

Alarm Trigger	Video motion detection 3 regions in single view mode, 1 region each in 4 cropped VGA mode; External device through digital input
Alarm Response	Notify control center; Go to Zoom preset point or preset tour; Change camera settings; Command other devices; E-mail notification with snapshots; Save video or snapshot to local storage; Upload video, snapshot to FTP server; Activate external device through digital output

**• Interface**

Digital Input	2, terminal block
Digital Output	2, terminal block
Local Storage	MicroSD/MicroSDHC memory card slot (card not included)

**• General**

Power Source / Consumption	PoE Class 3 (IEEE802.3af) / 12.24W DC 12V /10.2W (adaptor not included)
Weight	1200 g (2.65 lb)
Dimensions (Ø x H)	151.69 mm x 114.9 mm (5.97" x 4.52")
Environmental Casing	Weatherproof (IP66 rated); Transparent vandal proof dome cover, up to 659.23 kgF (1453.35 lbf)
Mount Type	Surface, Pendant, Wall, Corner, Pole, Flush
Operating Temperature	-30°C ~ 50°C (-22°F ~ 122°F)
Operating Humidity	10% ~ 85% RH
Approvals	Camera: CE, FCC, IP66

**• Integration**

Unified Solution	Fully compatible with ACTi software
ISV Integration	Software Development Kit (SDK) available ; ONVIF compliant*
Firmware Access Browser	Microsoft Internet Explorer 6.0 or newer

\* ONVIF compliance available from Q2 2012.

\* All specifications are subject to change without notice.

69 of 126 \* All brand names and registered trademarks are the property of their respective owners.

www.acti.com



# NVRmini 2

Linux Embedded Recorder

Support Megapixel and H.264 cameras



Manage 2 / 4 / 8 / 16 IP Camera



## Key Benefits

### Stability and Reliability

NVRmini 2 is a linux-embedded system that is free from virus attack. With its server-client architecture, NVRmini 2 provides a most stable and high quality monitoring and recording performance. Not only does its software offer a top quality performance, but the hardware enhances stability as well by supporting 4 RAID levels, smart fan, HDD SMART, auto power on, UPS and much more.

### Easy to Use

A top user-friendly system should combine fast and flexible configuration with easy operation. With a few simple steps for installation, the web-based management leads users to configure, monitor and playback video everywhere. UPnP search, auto camera detection and GUI schedule save setting-up time, while the easy drag and drop camera, auto scan, preset point patrolling, and multiple views offer users a prime monitoring experience.

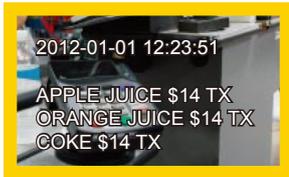
### Value-added Surveillance Features

There are some outstanding features included in the NVRmini 2, one of which is mobile phone client. Users can check their live video wherever they want through iPhone, iPad, Android, BlackBerry. Another feature is Point of Sale (POS). POS data is displayed on live screen of designated channels, and users can fast search POS transaction and related video records. Still another NVRmini 2 feature is the digital watermark on exported video and snapshots, which prevents data from tampered without awareness.

## Key Features

- Support Stream Profile for remote live view bandwidth control
- Support mobile client for iPhone / iPad / Andriod
- Web-based configuration, live viewer, playback
- Panorama 360° PTZ
- Online GUI recording schedule
- Digital PTZ and multi-view
- Audio recording
- Real-time digital output and Email alert
- Up to 128 CH remote live view
- Playback with 5 intelligent search
- Point of Sale (POS)
- Digital watermark
- Auto port-forwarding
- NTP server synchronization

## Web-Based Liveview



### Point of Sale (POS)

POS text overlay on live view video and recordings. All recorded POS transactions are searchable in the NVRmini 2 database.



- Web-based management (Recommend on IE 8 and IE9)
- Up to 128 CH remote live view with multiple monitors
- Easy camera-drag-and-drop on screen
- Camera PTZ integration
- Digital PTZ
- Auto scan
- Multi-view
- Preset point set, go and patrolling
- Joystick support for easier camera controlling
- System event popup
- Camera event on screen display and sound notification



### Multi-View

with duplicating camera on screen and with different digital zoom image.

## Intelligent Playback



- Open record by time, graphic record, event log
- Multi-channel playback
- Playback with 5 intelligent search
- Video enhancement
- POS search
- Support digital watermark on exported video or snapshot
- Evidence export
- Auto backup video to FTP

### Video Enhancement

Fine-tune the image's visibility, sharpness, brightness, contrast or even grey scale.



## 5 Intelligent Search

### General Motion



### Missing Object



### Camera Occlusion



### Foreign Object



### Lose Focus

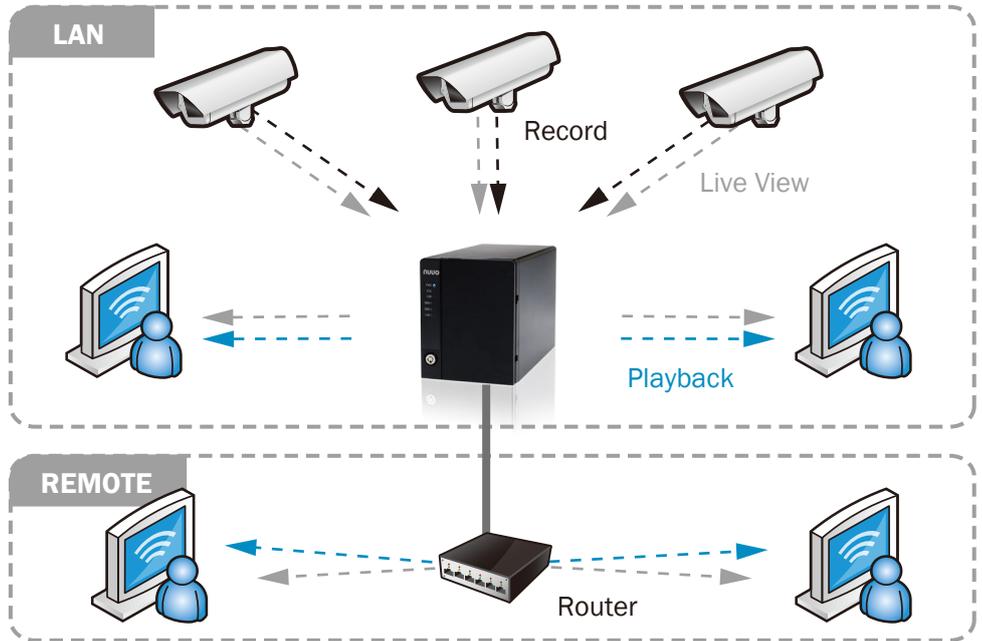


### Multiple Language Support

Chinese (Simplified), Chinese (Traditional), Czech, Dutch, English, Finnish, French, German, Hebrew, Hungarian, Italian, Japanese, Korean, Polish, Portuguese (Brazil), Russian, Serbian, Spanish, Swedish, Turkish

# Server-Client Architecture

- Linux embedded – free from PC crash and virus attack
- RAID 0,1,5,10, for maximum capacity or data protection
- Support megapixel camera and H.264 compression format
- Remote I/O solution and camera I/O integration
- Four kinds of user authorities: administrator, power user, user, and guest
- E-map with indicator
- Alarm source of NUUO Central Management System



**Linux-Embedded**  
Embedded Linux for high stability and free from virus attack



**Dual Streams**  
Dual stream for managing bandwidth



**Panorama 360° PTZ**  
(ImmerVision and VIVOTEK fisheye)  
PanoramaPTZ function can reduce the total cost by decreasing the number of IP cameras. Not only the original view, NVRmini 2 also supports PTZ, quad, and perimeter modes.



**Web-Based Live Viewer**  
Users can login anytime anywhere via Internet Explorer and can login via four different user groups: administrator, power user, user, and guest.



**Compatible with CMS**  
Ultimate central monitoring solution for grand scale projects and projects with multiple sites.



**Multi-Platform Mobile Clients**  
iPhone, iPad, Android



**Intelligent Search**  
Search recorded video for 5 events including general motion, foreign object, missing object, loss focus and camera occlusion.



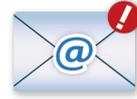
**RAID 0,1,5,10**  
Support RAID 0,1,5 and 10 for maximum capacity or data protection.



**PTZ Control**  
Software enables digital PTZ function. Physical PTZ control and preset/go functions are also available.



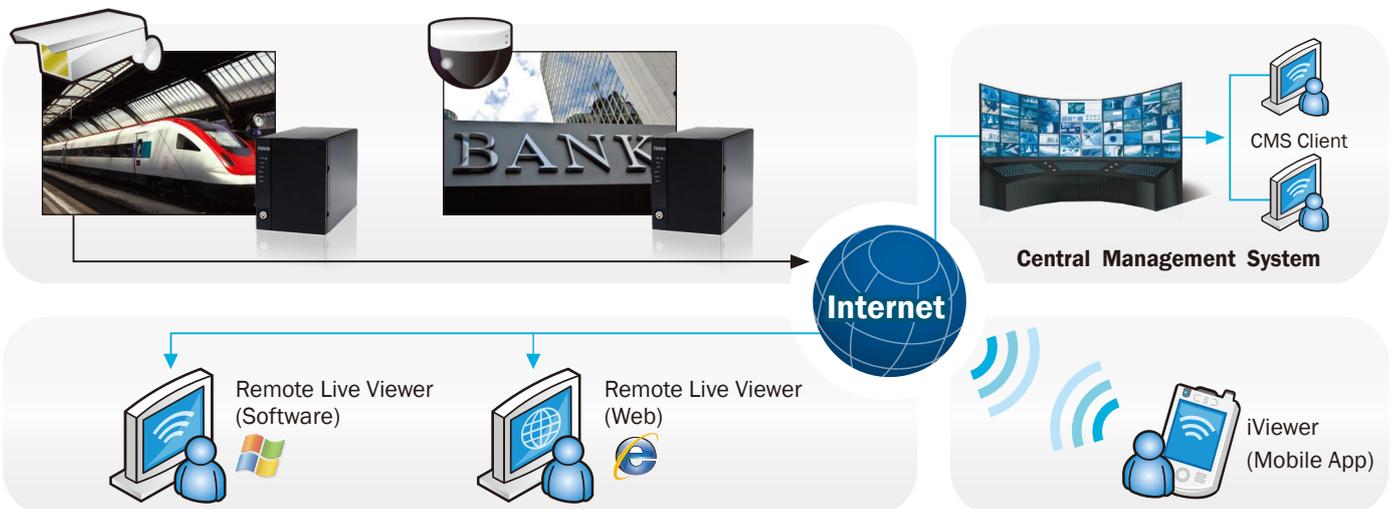
**128CH Remote Live View**  
Monitor multiple NUUO servers for Mainconsole Family simultaneously in one single interface.



**Email Alert**  
Notify users on camera and system event through sound, digital output, Email and NUUO CMS alert.



**Point of Sale (POS)**  
All recorded POS transactions are searchable in the NVRmini 2 database.



# Specification

Model	NVRmini 2			
Product Image	 <b>2-bay Tower</b>		 <b>4-bay Tower</b>	
Part Number	NE- 2020	NE- 2040	NE-4080	NE-4160
Recording Camera	1-2	1-4	1-8	1-16
Number of Drives	2xSATA II		4xSATA II	
Available Drive Bays (US only)	1, 2, 6TB		1, 4, 8, 12TB	
RAID Level	RAID 0,1		RAID 0, 1, 5, 10	
I/O Interface	2xUSB 2.0 (for UPS)		2xUSB 2.0 (for UPS), 1xeSATA (for DAS)	
LAN Port (s)	1xGigabit RJ-45 ethernet port		2xGigabit RJ-45 ethernet ports	
Temperature (Operating with HDD)	0 °C ~ 40 °C			
Humidity (Operating)	5% ~ 95%			
Compression Format	MPEG4, M-JPEG, H264, MxPEG (Depends on IP camera)			
Recording Performance	40Mbps	40Mbps	80Mbps	
Remote PC CPU	Intel Core 2 Duo, 2.6 GHz			
Remote PC RAM	1 GB			
User Interface	HTTP web browser - Internet Explorer 8 and later/ NUUO client application program			
Recording Type	Continuous record, record by schedule, manual record, event trigger record, digital input trigger record			
Remote Live View Control	Live view, preset/ go, PTZ, remote I/O, snapshot, multi-view, digital PTZ, advanced E-Map, bandwidth monitoring			
Audio & Video Recording	Audio & video recording in synchronization			
POS	Live view, record, playback, and search for every transaction			
Auto Backup	Automatically backup the recorded video of the previous date to FTP			
Smart Search	General motion, missing object, foreign object, lose focus, camera occlusion			
Remote Client OS Platform	Windows XP (32-bit) / Windows 7 (32 and 64-bit)			
Remote Live View Connections	Live view maximum 64 connections at the same time			
Mobile Client OS Platform	iPhone, iPad, Android			
IP Camera Brand Support	ACTI, Alphatech, Airlive, Arecont, AMTK, ARM, Asoni, AXIS, BASLER, BOSCH, Brickcom, Bolide, Bullwark, Centrix, CISCO, CNB, COP, CORUM, Dahua, Digital Watchdog, D-Link, DYNACOLOR, Eneo, Ernitec, Everfocus, FINE, Forenix, GE, Grandstream, Grundig, Guardline, Guardliner, HIKVISION, Histream, Honeywell, IQinVision, JVC, Jetstor, LevelOne, LG, Lilin, Linksys, Lumenera, MOBOTIX, MegalP, Messoa, NetworkCamera, NTIC, Onvif, Panasonic, Pelco, PIXORD, Probe, Rover, Samsung, SANTEC, SANYO, Shany, Sony, StarDot, Sunell, Techson, Tiandy, Telview, TOSHIBA, TRUEN, UDP, Videosec, Vision Hi-Tech, Vista, VIVOTEK, Yudor, Zavio, 3Svision			

Part Number	Remark
NE-2020-AU	NE-2020 with AU cable
NE-2020-EU	NE-2020 with EU cable
NE-2020-JP	NE-2020 with JP cable
NE-2020-UK	NE-2020 with UK cable
NE-2020-US	NE-2020 with US cable
NE-2040-AU	NE-2040 with AU cable
NE-2040-EU	NE-2040 with EU cable
NE-2040-JP	NE-2040 with JP cable
NE-2040-UK	NE-2040 with UK cable
NE-2040-US	NE-2040 with US cable
NE-4080-AU	NE-4080 with AU cable
NE-4080-EU	NE-4080 with EU cable
NE-4080-JP	NE-4080 with JP cable
NE-4080-UK	NE-4080 with UK cable
NE-4080-US	NE-4080 with US cable
NE-4160-AU	NE-4160 with AU cable
NE-4160-EU	NE-4160 with EU cable
NE-4160-JP	NE-4160 with JP cable
NE-4160-UK	NE-4160 with UK cable
NE-4160-US	NE-4160 with US cable

## Support 74 brands of IP cameras and 1392 models



### About NUUO

Our core value is to help improve your overall experience in integrating, installing, serving and educating your customers. NUUO is one of the very first pure CCTV manufacturer specializing in development of hybrid and IP recording technologies. There are currently over 10,4000 installations worldwide that are secured by our IP and hybrid systems. We promise to continue bring reliability, innovation and excitement to you through passion and dedication.

# Quote



2730 Monterey Street  
 Suite 106  
 Torrance, CA 90503  
 (310) 294-8194

Date	Quote #
6/4/2013	12342

Ypsilanti DDA  
 Tim Colbeck, Director  
 32 N. Washington St., Ste. 14  
 Ypsilanti, MI 48197

**Contact:**

Tel: 734-482-1418

E-mail: tcolbeck@ypsilantidda.org

Terms	Rep	FOB		
Net 30	Tom V	Torrance, CA		
Item	Description	Qty	Unit Price	Total
FC-880 SX	FlashCAM-880 SX Digital Vandalism Deterrent System with Wireless Download System is powered by Solar  Each System includes: 1 - Wall mounting bracket 1 - RF Keyfob controller 1 - Battery Charger 1 - 2.0 Gigabyte Secure Digital Memory Card 1 - Quick Move Adapter	3	6,995.00	20,985.00
Warranty	1 year		0.00	0.00
#FC SX-880 Tools	CD-ROM: SX-Link Wireless Software (1 per order) User's Manual (1 per order)			0.00
<b>CUSTOMER HARDWARE REQUIREMENTS:</b> A laptop computer with 802.11b wireless capability and either Microsoft Windows XP, Vista, or Windows 7 operating system.				
Shipping - 880	Shipping (Non-Taxable) for FlashCAM	3	55.00	165.00
Extended Warranty	(OPTIONAL) SecurePlus - 2 Year Warranty Extension, For a Total of 3 Years Manufacturer's Warranty Coverage		1,199.00	1,199.00
<b>Sales Tax (0.0%)</b>				\$0.00

Please call Tom Vargo with questions at (614) 595-7001  
 This Quote is valid for 30 days.  
 We are a veteran owned small business!

**Total** \$22,349.00



## ADT – Scope of Work

### Ypsilanti Downtown Development Authority –

Cameras mounted outdoor on 3 different buildings overlooking garbage enclosures and parking lots.

#### North Huron Lot

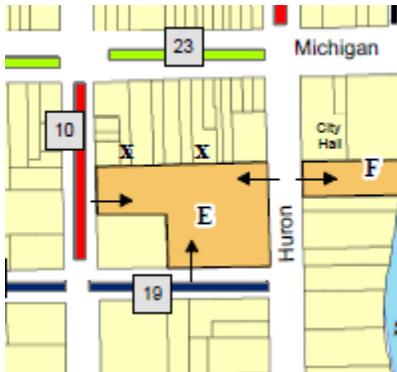


Possible Camera Locations: Corner Health Building, ACE Hardware

Camera Type: Sony Infrared Turret Camera



#### South Huron Lot



Possible Camera Location: Puffer Reds,

Camera Type: Sony Infrared Pan/Tilt/Zoom Dome  
Programmable Automations, to scan entire lot.  
Can be manually controlled as well



#### North Adams Lot



Possible Camera Location: Residential Buildings

Camera Type: Sony Infrared Turret Camera



## Matrix DVRs

- Each Camera location will be set up with a 4 Channel Matrix DVR
- Cameras can be networked using each sites IP address for remote viewing
  - Remote viewing via a computer or the Matrix app for iOS or Android
- Matrix DVR Features
  - 500 GB storage
  - Video Digital Encryption – Protecting the validity of time stamp
  - User friendly search features
  - Email Notification if cameras become disconnected
  - Each DVR could support 3 additional cameras at a later date.
- For more information on ADT's Camera and DVRs, visit [ADT-Matrix.com](http://ADT-Matrix.com)



## Installation Details

- Because of the height at which we are installing the cameras, we may be required to rent a lift. Our lift rental is \$330 per day.
- ADT will assist with the networking at each site for remote viewing

## Quality Service Plan (QSP)

- ADT offers a maintenance program to cover parts and labor beyond the manufacturer's warranty.
- If there are problems with any part of the system, ADT will fix or replace parts at no charge.

## North Huron Lot Installation and equipment

\$1,214    QSP \$9 / mo.

## South Huron Lot Installation and equipment

\$1,699    QSP \$11 / Mo.

## North Adams Lot Installation and equipment

\$1214    QSP \$ 9/Mo.

### Other Discussion Items

- We talked about letting each individual business who agrees to allow the equipment to be housed there having the ability to use the DVR and add 3 more cameras per location.
- We also discussed ADT's referral program. There is no cost to become a referral partner in the program. For each referral where a business or family decides to become an ADT customer, the Ypsilanti DDA would receive \$125. It could be an additional revenue stream to use for whatever projects you have.

October 17, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE BILLING RATES FOR PARTICIPATION IN THE  
DOWNTOWN DUMPSTER PARTNERSHIP PROGRAM**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services located in permanent dumpster enclosures at three locations (N. Huron, S. Huron, and N. Adams parking lots) since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, at the August 16, 2012 YDDA Board meeting the Board approved a resolution implementing a private participation system for the continued provision of solid waste services in the downtown district; and

WHEREASE, the YDDA's Economic Restructuring & Design Committee has been working on developing and equitable fee scale for the users of the downtown enclosures to share in the ongoing costs of providing a high level of service for solid waste removal to the downtown district.

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

1. YDDA Board approves the proposed sliding fee scale for private partners to continue to participate in the YDDA downtown dumpster enclosure system.
2. the approved fees will be assessed once yearly based on the type of business/user of the system and will be reevaluated on an annual basis to determine appropriate costs in maintaining a high level of service to the public.
3. all funds generated by the yearly assessment will be earmarked entirely towards the YDDA's expenses in running and maintaining the downtown dumpster enclosure system for public use.

4. participation in the public partnership will be strictly voluntary during the first year and will be reviewed on an annual basis to ensure adequate support is provided for the continued provision of services.
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:

NAYS:

ABSTAINED:

YES:      NO:      ABSENT:      VOTE:

Dumpster Sliding Scale Payment Plan						
Business Type	Average Amount of Bagged Trash Per Day	Number of Business Type	Total amount of trash per business type	Dollar Amount per Bag (.038434) Multiplied by 364	Total paid by business category	Amount Paid by individual business
Office	4	44	176	13.99	2462.24	55
Residential	6	33	198	13.99	2770.02	83
Personal Service	7	21	147	13.99	2056.53	97
Retail	9	16	144	13.99	2014.56	125
Food Service	14	6	84	13.99	1175.16	195
<b>Totals</b>			749		10478.51	
					10450.38	
Amount paid by individual Business	"Free Rider Increase"	Increase Amount	Total Amount Paid			
55	0.1	5.5	60.5			
83	0.1	8.3	91.3			
97	0.1	9.7	106.7			
125	0.1	12.5	137.5			
195	0.1	19.5	214.5			

October 17, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION REQUESTING THE CITY OF YPSILANTI INCREASE ILLEGAL  
DUMPING FEES**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services located in permanent dumpster enclosures at three locations (N. Huron, S. Huron, and N. Adams parking lots) since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, illegal dumping and misuse of the existing enclosures has been identified as a continuing problem with the operation of the YDDA enclosures and the burden of keeping them clean and safe had cost the YDDA an additional \$5,250 to have bulk items removed and the enclosures cleaned in the 2012-13 fiscal year; and

WHEREASE, the YDDA's Economic Restructuring & Design Committee has been working on ways to improve the operation of the enclosures to ensure that they are clean and safe while also containing the Waste Management line item of the YDDA's annual budget to an acceptable level of expense; and

WHEREAS, one of the improvements that the Economic Restructuring & Design Committee would like to see implemented is increased enforcement of the dumping/littering ordinance of the City of Ypsilanti; and

WHEREAS, in Section 71-72 (Specific Violations) of the city code section dealing with dumping/littering. The fee schedule associated with dumping/littering is as follows:

- \$50 first violation
- \$150 second violation
- \$225 third violation

WHEREAS, the YDDA's Economic Restructuring & Design Committee has determined that increasing the fees for illegal dumping in the City of Ypsilanti is necessary to discourage individuals from abusing the current system with continued illegal dumping and misuse of the dumpster enclosures; and

WHEREAS, the YDDA staff has researched nearby public entities policies fees including Ypsilanti Township and Eastern Michigan University and found that they apply the State of Michigan's standards for dumping/littering. The State applies a fee schedule based on cubic feet as follows

- Less than one cubic foot in volume: fine of not more than \$800.00.
- One cubic foot or more but less than three cubic feet in volume: fine of not more than \$1,500.00.
- Three cubic feet or more in volume: fine of not more than \$2,500.00.
- Repeat offenders: fine of not more than \$5,000.00.

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

1. YDDA Board approves the resolution requesting that the City of Ypsilanti adjust the dumping/littering ordinance to be consistent with the State of Michigan standards.
2. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES:

NAYS:

ABSTAINED:

YES:      NO:      ABSENT:      VOTE:

October 17, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE YDDA CAMERA SURVEILLANCE POLICY**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services located in permanent dumpster enclosures at three locations (N. Huron, S. Huron, and N. Adams parking lots) since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, illegal dumping and misuse of the existing enclosures has been identified as a continuing problem with the operation of the YDDA enclosures and the burden of keeping them clean and safe had cost the YDDA an additional \$5,250 to have bulk items removed and the enclosures cleaned in the 2012-13 fiscal year; and

WHEREASE, the YDDA's Economic Restructuring & Design Committee has been working on ways to improve the operation of the enclosures to ensure that they are clean and safe while also containing the Waste Management line item of the YDDA's annual budget to an acceptable level of expense; and

WHEREAS, the YDDA's Economic Restructuring & Design Committee has determined that the installation of a surveillance system for the enclosures would likely decrease the amount of illegal dumping and misuse of the enclosures while also improving the overall security of the downtown's public parking lots; and

WHEREAS, the YDDA staff has done significant research on the potential impact to civil liberties with the installation of a surveillance system through the ACLU, the Constitution Project and the Department of Homeland Security; and

WHEREAS, based upon the findings of this research the Economic Restructuring & Design Committee has recommended the approval of policy guidelines created by staff designed to ensure the proper use and management of any proposed surveillance system;

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

1. YDDA Board approves the Surveillance Policy as submitted to ensure the proper use of any potential DDA surveillance installations in all of the DDA districts. (see attached policy)
2. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES:

NAYS:

ABSTAINED:

YES:      NO:      ABSENT:      VOTE:

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Ypsilanti Downtown Development Authority

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**To:** ER and Design Committee

**From:** YDDA Staff

**Subject:** Surveillance Camera Policy

**Date:** September 5, 2013

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As directed, staff has been working with several civil rights institutions to develop a workable policy for the implementation of a dumpster/municipal lot surveillance system. Staff has been in contact with the ACLU and conducted research using documents developed by the Constitution Project and the Department of Homeland Security. (The developed policy is attached)

All data collected instructed that governmental surveillance have methods of accountability, undertake a cost/benefit analysis, and implement a civil rights impact analysis. Both the ACLU and the Constitution Project suggest holding a public forum to discuss the intended program. The Public Forum would include all individuals living, running a business, and building owners within the intended surveillance area.

The public forum topics would include;

- A description of the equipment used and its capabilities.
- The program's intended purpose.
- Results of a privacy impact assessment.
- Data of costs incurred by illegal dumping as well as the areas criminal activity.
- Methods of Accountability.
- Timeline to assess the systems effectiveness.

It is suggested that the final decision on surveillance installation be brought to a vote by the community within the viewer shed of the surveillance system.

Issues that should be considered;

- The DDA is an appointed board with little accountability to the public.
- The staff monitoring the system will not be properly trained.
- The system would not be actively monitored which would do little to stop crimes as they occur.

Draft Policy  
Surveillance Policy

- I. This program has been designed to deter illegal dumping, in YDDA owned dumpster enclosures, as well as provide added security to the municipal lots that house the enclosures.
  - a. There are three locations (at each location the DDA requests a partnership with a business owner to house equipment).
    - i. North Huron Lot

- ii. South Huron Lot
  - iii. North Adams Lot
- II. DDA Dumpster Enclosure Surveillance System - The YDDA has determined that the following equipment is needed to accomplish the desired objectives of the system.
  - a. Two static cameras in the North Adams and North Huron municipal lots.
    - i. The physical structure at these locations will have ample coverage provided from static cameras. Static Cameras will also ensure that operators will appropriately use the system.
  - b. The South Huron will require a pan, tilt, zoom (PTZ) style camera.
    - i. This location is more expansive and will require a higher degree of coverage.
    - ii. The camera will be on a schedule and will not deter from that schedule unless it proves ineffective. Ineffectiveness will be decided at Committee level based on a cost-benefit analysis.
- III. Constitutional Rights and Values are of great concern when implementing this system.
  - a. Audio will not be an amenity of this system in order to not deter freedom of speech.
  - b. The cameras will provide surveillance to only the dumpster and municipal parking lots.
  - c. The Cameras will not be focused on a business's entrance to ensure anonymity.
  - d. Cameras will not be used to deter assembly. If a public assembly occurs in a cameras view and an incidence occurs that information will not be given to authorities.
  - e. DDA staff will use a ledger to record each time recorded surveillance material is viewed.
    - i. The ledger will include; name of individuals viewing material, date and time of viewing, and reason of viewing.
    - ii. If recorded data is used during prosecution individuals who are filmed and not involved with the crime will be notified.
    - iii. Recorded surveillance will only be shared with police upon request. Each request will be documented and signed by requesting officer.
  - f. Accountability - Cameras being misused calls for immediate termination.
    - i. The surveillance system will be passive – meaning that it will only be viewed when there is an issue that requires examination. This activity will follow the administrative rules developed for this system.
    - ii. \*\*Issue - DDA board is an appointed position difficult to hold accountable.
- IV. DDA staff will conduct Civil Liberties Impact Assessment. This assessment will be designed to ensure the following;
  - a. The surveillance system will be conducted in a manner that it is not likely to infringe upon expectations of privacy and anonymity.
  - b. The system will not be actively monitored to avoid voyeurism and other types of misuse and abuse.
- V. Cost-Benefit Analysis

- a. The surveillance system is designed to both deter illegal dumping and provide added security to municipal parking lots.
    - i. If successful the system should positively impact the cost of individual enclosure clean-up.
    - ii. Added perception of safety will help to add to a higher level of economic vitality of the Downtown District.
- VI. Provide safeguards for personnel with access to a public video surveillance system.
  - a. Physical access to facilities should be limited to authorized and screened personnel.
  - b. Administrative Rules should govern when operators may use various systems capabilities.
  - c. Personnel failing to comply with rules should face penalties (termination/dismissal from DDA board).
- VII. Provide public notice of surveillance where appropriate.
  - a. Each viewer shed area will be provided with adequate signage informing individuals of the surveillance system.
    - i. This will help to deter criminal activity
    - ii. This will allow law-abiding individuals that they are currently under surveillance.
- VIII. Prohibit, to the extent possible, sharing of public video surveillance data with third parties.

On the next page you will find the Privacy Impact Analysis provided by the Department of Homeland Security. This document will be useful informing the public about the DDA Surveillance System and its intended purpose.

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APPENDIX D



Template  
Privacy Impact Assessment  
for the Use of CCTV  
By  
State and Local Entities

## Overview

The overview should include:

- The system or program’s technical and commonly referred-to name and the organization responsible for its implementation and oversight.
- The name of the Federal, state, local, or other entities that operate, oversee, or have access to the system and program
- The objective of the program and how it relates to the governmental entity’s mission
- A general description of the technology, the system, and the program.
  - Technology: for example, a description of the camera and recording technologies, with model numbers, vendors, and functions.
  - System: for example, a description of the network of surveillance devices—where and how they are installed, the number of devices, the system for collecting and, if applicable, monitoring the visual information.
  - Program: for example, a description of the law enforcement program that oversees or uses the surveillance technology – its development, funding, purpose, and limitations.

*A clear and concise overview provides the reader the context in which to view the remainder of the PLA.*

<< ADD Overview Here >>

## Section 1.0 The System and the Information Collected and Stored Within the System

The following questions are intended to define the scope of the information collected, as well as the reasons for its collection as part of the program being developed. The term “information” includes all images and footage captured by the camera system and any information associated with those images that can be linked to individuals. If the images are viewed but not stored, please indicate that process below.

### 1.1 What information is to be collected?

*(Please check the following if applicable)*

The System’s technology enables it to record:

- Video
  - Static Range:
  - Zoom Range:
  - Pan from one angle to another:
- Tracking
  - Automatic (for example, triggered by certain movements, indicators)
  - Manual (controlled by a human operator)
- Sound
  - Frequency Range:

Provide a description of what the camera is intended to view.

<<ADD Answer Here>>

The System typically records:

- Textual information (such as license plate numbers, street and business names, or text written on recorded persons' belongings).
- Images not ordinarily available to a police officer on the street:
  - Inside commercial buildings, private homes, etc.
  - Above the ground floor of buildings, private homes, etc.
- The System does not record or store the images.

*Sample screenshots of a typical recording may be a helpful item to include in an appendix to the PLA.*

**1.1.1 If the activity or program seeks any specific information or types of information, please specify what is being sought.**

<< ADD Answer Here>>

**1.1.2 Is the information obtained from the CCTV monitoring combined with any other information; and if so, please describe the other information.**

<<ADD Answer Here>>

## **1.2 From whom is the information collected?**

- General public in the monitored areas.
- Targeted populations, areas, or activities (please describe).
- Program personnel are directed to focus on particular people, activities, or places.

**1.2.1 Describe any training, guidance, or policies given to program personnel that direct them to focus on particular people, activities, or places.**

<< ADD Answer Here >>

## **1.3 Why is the information being collected? Identify all that apply.**

- For traffic-control purposes
- Crime prevention
- Crime detection
- To aid in criminal prosecution
- Threat identification
- Terrorism investigation
- Terrorism prevention
- Other (please specify)

### 1.3.1 Policy Rationale

Provide a brief description stating why cameras are necessary to the program and to the governmental entity's mission. Description may address one or more of the following:

- Crime prevention rationale: (For example: (1) Crimes in-progress may only be prevented if the cameras are monitored in real-time. (2) A clearly visible camera alerting the public that they are monitored may deter criminal activity, at least in the monitored area.)
- Crime investigation rationale: (For example: A hidden camera may be investigative, providing after-the-fact records of persons and locations that may be subpoenaed.)
- Terrorism rationale: (For example: Video footage is collected to compare against information contained in terrorist databases.)

**1.3.2** Detail why the particular cameras, their specific placement, the exact monitoring system and its technological features were selected to advance the governmental entity's mission. For example, describe how low-light technology was selected to combat crime at night. It is not sufficient to merely state the general purpose of the system.

<< ADD Answer Here >>

**1.3.3** Are you using the cameras to track and/or to identify individuals?

<<ADD Answer Here>>

### 1.4 How is the information collected?

- Real-time monitoring, with footage streamed, but not stored.
- Real-time monitoring with footage stored.
- Footage not monitored, only stored.

### 1.5 Operating Policies and Procedure

Describe the policies governing how the records can be deleted, altered or enhanced, either before or after storage. Are there access control policies limiting who can see and use the video images and for what purposes? Are there auditing mechanisms to monitor who accesses the records, and to track their uses, and if so, are these mechanisms a permanent and unalterable part of the entire system? What training was conducted for officials monitoring or accessing the technology?

<< ADD Answer Here >>

### 1.6 Effectiveness

Describe how the governmental entity will evaluate the camera system's performance. Are there specific metrics established for evaluation? Is there a specific timeline for evaluation?

<< ADD Answer Here >>

## 1.7 Cost Comparison

Has the governmental entity done a cost comparison of the camera system to alternative means of addressing the system's purposes that may have less of an impact on privacy? If so, provide a summary of such cost comparison. (For example, compare the cost of the camera system to adding law enforcement personnel to patrol the area.)

<< ADD Answer Here >>

## 1.8 What specific legal authorities, arrangements, and/or agreements govern the camera system?

The section should include a description of the legislative authorization at the Federal, State, and/or local level, as well as any executive or law enforcement decision authorizing the system. In addition, provide a list of the limitations or regulations controlling the use of the camera system. This may include existing law enforcement standards, such as subpoenas and warrants, or surveillance-specific rules. For example, is a warrant required for tracking or identifying an individual?

<< ADD Answer Here >>

## 1.9 The Decision Making Process

Describe the decision making process that led to the purchase of the camera system.

- Decision-making process included public comment or review
- Entity making the decision relied on:
  - case studies
  - research
  - hearings
  - recommendations from camera vendors
  - information from other localities
  - other (please specify)

<< ADD Answer Here >>

## 1.10 The Funding

- DHS Grant
- General revenues
- Law enforcement budget
- Other (please specify)
- Funding has limited duration (please specify)
- Funding renewal is contingent on program evaluation

<< ADD Answer Here >>

## 1.11 Privacy Impact Analysis

Given the amount and type of data collected, and the system's structure, purpose and use, discuss what privacy risks were identified and how they were mitigated. If during the system design or

technology selection process, decisions were made to limit the scope of surveillance or increase accountability, include a discussion of this decision.

Relevant privacy risks you can discuss include:

- **Privacy rights.** For example, cameras can capture individuals entering places or engaging in activities where they do not expect to be identified or tracked. Such situations may include entering a doctor's office, or an Alcoholics Anonymous, social, political, or religious meeting.
- **Freedom of speech and association.** Cameras may give the government records of what individuals say, do, and read in the public arena, for example documenting the individuals at a particular rally or associations between individuals. Such recording may chill constitutionally-protected expression and association.
- **Government accountability and procedural safeguards.** While the expectation is that law enforcement and other authorized personnel will use the technology legitimately, the program design should anticipate and safeguard against unauthorized uses, including creating a system of accountability for all uses.
- **Equal protection and discrimination.** Government surveillance, because it makes some policing activities invisible to the public, poses heightened risks of misuse, such as profiling by race, citizenship status, gender, age, socioeconomic level, sexual orientation, or otherwise. Decisions about camera placement, and dynamic decisions about camera operation, should be the product of rationale, non-discriminatory processes and inputs. System decisions should be scrutinized with fairness and non-discrimination concerns in mind.

<< ADD Answer Here >>

## Section 2.0 – Uses of the System and Information

### 2.1 Describe uses of the footage or images derived from the cameras.

Please describe in detail how the footage or images are used, as well as how the footage or images may be used in the future.

<< ADD Answer Here >>

### 2.2 Privacy Impact Analysis

Describe any types of controls that are in place to ensure that the footage or images is handled in accordance with the above described uses. For example, is appropriate use of the information covered in training for all users of the system? Are audit logs regularly reviewed? What disciplinary programs are in place if an individual is found to be inappropriately using the technology or records?

<< ADD Answer Here >>

## Section 3.0 – Retention

The following questions are intended to outline how long information will be retained after the initial collection.

CCTV: Developing Privacy Best Practices  
Report on the DHS Privacy Office Workshop

**3.1 What is the retention period for the information in the system (i.e., how long are footage or images stored)?**

- 24-72 hours
- 72 hours – 1 week
- 1 week – 1 month
- 1 month – 3 months
- 3 months – 6 months
- 6 months – 1 year
- more than 1 year (please describe)
- indefinitely

**3.1.1 Describe any exemptions for the retention period (i.e. Part of an investigation or review)**

<< ADD Answer Here >>

**3.2 Retention Procedure**

- Footage or images are automatically deleted after the retention period expires
- System operator required to initiate deletion
- Under certain circumstances, officials may override detention period:
  - To delete the footage or images before the detention period
  - To retain the footage or images after the detention period
  - Please describe the circumstances and official process for override

**3.3 Privacy Impact Analysis:**

Considering the purpose for retaining the information, explain why the information is maintained for the designated period.

<< ADD Answer Here >>

**Section 4.0 – Internal Sharing and Disclosure**

The following questions are intended to describe the scope of sharing *within* the program’s operation, for example, sharing with various units or divisions within the police department in charge of the camera system. *External sharing with outside entities will be addressed in the next section.*

**4.1 With what internal entities and types of personnel will the information be shared?**

Internal Entities

- Investigations unit
- Auditing unit
- Financial unit
- Property-crimes unit
- Street patrols

- Command unit
- Other (please specify)
- None

Types of Personnel

- Command staff (please specify which positions)
- Middle management (please specify)
- Entry-level employees
- Other (please specify)

**4.2 For the internal entities listed above, what is the extent of the access each receives (i.e. what records or technology is available to them, and for what purpose)?**

<< ADD Answer Here >>

**4.2.1 Is there a written policy governing how access is granted?**

- Yes (please detail)
- No

**4.2.2 Is the grant of access specifically authorized by:**

- Statute (please specify which statute)
- Regulation (please specify which regulation)
- Other (please describe)
- None

**4.3 How is the information shared?**

**4.3.1 Can personnel with access obtain the information:**

- Off-site, from a remote server
- Via copies of the video distributed to those who need it
- Only by viewing the video on-site
- Other (please specify)

**4.4 Privacy Impact Analysis:**

Considering the extent of internal information sharing, discuss what privacy risks were identified and how they were mitigated. For example, discuss any access controls, encryption, training, regulations, or disciplinary procedures that will ensure only legitimate uses of the system within the department.

<< ADD Answer Here >>

## Section 5.0 – External Sharing and Disclosure

The following questions are intended to define the content, scope, and authority for information sharing external to your operation – including Federal, State and Local Government, as well as private entities and individuals.

### 5.1 With which external entities is the information shared?

List the name(s) of the external entities with whom the footage or images and related information will be shared. The term “external entities” refers to individuals or groups outside your organization.

- Local government agencies (please specify)
- State government agencies (please specify)
- Federal government agencies (please specify)
- Private entities:
  - Businesses in monitored areas
  - Insurance companies
  - News outlets
  - Other (please specify)
- Individuals:
  - Crime victims
  - Criminal defendants
  - Civil litigants
  - General public via Public Records Act or Freedom of Information Act requests
  - Other (please specify)

### 5.2 What information is shared and for what purpose?

#### 5.2.1 For each entity or individual listed above, please describe all of the following:

- The purpose for disclosure
- The rules and regulations governing disclosure
- Conditions under which information will not be disclosed
- Citations to any specific authority authorizing sharing of the camera footage or images

### 5.3 How is the information transmitted or disclosed to external entities?

- Discrete portions of camera footage or images are shared on a case-by-case basis
- Certain external entities have direct access to camera footage or images
- Real-time feeds of footage or images between agencies or departments
- Footage or images are transmitted wirelessly or downloaded from a server
- Footage or images are transmitted via hard copy
- Footage or images may only be accessed on-site

**5.4 Is a Memorandum of Understanding (MOU), contract, or agreement in place with each external organization with whom information is shared, and does the MOU reflect the scope of the information currently shared?**

- Yes
- No

*If an MOU is not in place, explain steps taken to address this omission.*

**5.5 How is the shared information secured by the recipient?**

*For each interface with a system outside your operation:*

- There is a written policy defining how security is to be maintained during the information sharing
- One person is in charge of ensuring the system remains secure during the information sharing (please specify)
- The external entity has the right to further disclose the information to other entities
- The external entity does not have the right to further disclose the information to other entities
- Technological protections such as blocking, face-blurring or access tracking remain intact once information is shared
- Technological protections do not remain intact once information is shared

**5.6 Privacy Impact Analysis:**

Given the external sharing, what privacy risks were identified? Describe how they were mitigated. For example, if a sharing agreement is in place, what safeguards (including training, access control or assurance of technological privacy protection) have been implemented to ensure information is used appropriately by agents outside your department/agency?

<< ADD Answer Here >>

## **Section 6.0 – Technical Access and Security**

**6.1 Who will be able to delete, alter or enhance records either before or after storage?**

- Command staff
- Shift commanders
- Patrol officers
- Persons outside the organization who will have routine or ongoing access to the system (please specify)
- Other (please specify)

**6.1.1 Are different levels of access granted according to the position of the user? If so, please describe.**

- All authorized users have access to real-time footage or images
- Only certain authorized users have access to real-time footage or images (please specify which users)
- All authorized users have access to stored footage or images
- Only certain users have access to stored footage or images (please specify which users)
- All authorized users can control the camera functions (pan, tilt, zoom)
- Only certain authorized users can control the camera functions
- All authorized users can delete or modify footage or images
- Only certain authorized users can delete or modify footage or images (please specify which users)

**6.1.2 Are there written procedures for granting access to users for the first time?**

- Yes (please specify)
- No

**6.1.3 When access is granted:**

- There are ways to limit access to the relevant records or technology (please specify)
- There are no ways to limit access

**6.1.4 Are there auditing mechanisms:**

- To monitor who accesses the records?
- To track their uses?

**6.1.5 Training received by prospective users includes discussion of:**

- Liability issues
- Privacy issues
- Technical aspects of the system
- Limits on system uses
- Disciplinary procedures
- Other (specify)
- No training

The training lasts:

- None
- 0-1 hours
- 1-5 hours
- 5-10 hours
- 10-40 hours

- 40-80 hours
- More than 80 hours

The training consists of:

- A course
- A video
- Written materials
- Written materials, but no verbal instruction
- None
- Other (please specify)

## 6.2 The system is audited:

- When an employee with access leaves the organization
- If an employee is disciplined for improper use of the system
- Once a week
- Once a month
- Once a year
- Never
- When called for

### 6.2.1 System auditing is:

- Performed by someone within the organization
- Performed by someone outside the organization
- Overseen by an outside body (for example a city council or other elected body – please specify)

## 6.3 Privacy Impact Analysis:

Given the sensitivity and scope of information collected, what privacy risks related to security were identified and mitigated?

<< ADD Answer Here >>

## Section 7.0 – Notice

### 7.1 Is notice provided to potential subjects of camera recording that they are within view of a camera?

- Signs posted in public areas inform the public of recording by cameras
- Signs in multiple languages
- Attached is a copy of the wording of such notice signs
- Notice is not provided
- Other (please describe)

## Section 8.0 – Technology

The following questions are directed at analyzing the selection process for any technologies used by the camera system, including cameras, lenses, and recording and storage equipment.

### 8.1 Were competing technologies evaluated to compare their ability to achieve system goals, including privacy protection?

- Yes
- No

### 8.2 What design choices were made to enhance privacy?

- The system includes face-blurring technology
- The system includes blocking technology
- The system limited location to address privacy
- The system has other privacy-enhancing technology (Please specify)
- None (Please specify)

## Section 9.0 – Attachments to the PIA

- Authorizing legislation
- Grant documents
- Transcript of public hearing or legislative session
- Press release announcing the CCTV program
- Program manuals outlining the system's rules and regulations
- Other (please specify)

## Responsible Officials

<< ADD Project Manager >>

October 17, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR  
BUDGET (BIKE RACKS)**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

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, this includes ensuring that the YDDA submits an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the next fiscal year's budget and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, on May 16, 2013 the YDDA Board approved amending the 2013-14 fiscal year budget by \$2,700 to the budget line item TIF Projects to cover expenses related to the purchase and installation of bike racks throughout the DDA districts; and

WHEREAS, on July 18, 2013 the YDDA Board approved creating a bike rack cost sharing program and the installation of several bike rack corrals in the DDA districts; and

WHEREAS, due to an overwhelming response from interested partners in the bike rack cost sharing program there is a likely need to increase the budgeted amount to accommodate all of the bike rack purchases and installation;

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

1. the YDDA add \$1,000 to the budget line item TIF Projects, a total of \$3,700, to cover potential expenses for the purchase and installation of additional bike racks throughout the DDA districts.

2. these funds be earmarked the Downtown, Depot Town, and W. Cross TIF revenue sources as appropriate.
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:

NAYS:

ABSTAINED:

YES:            NO:            ABSENT:            VOTE:

October 17, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR  
BUDGET (WAYFINDING SUPPORT)**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

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, this includes ensuring that the YDDA submits an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the current and next fiscal year's budgets and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, the YDDA staff have been working with the Ypsilanti Area Convention and Visitors Bureau (YACVB) on creating a Wayfinding Program for the greater Ypsilanti area; and

WHEREAS, as part of the wayfinding program, the YACVB has issued a request for proposals (RFP) for consultants and formed a steering committee that includes the YDDA, City of Ypsilanti, Ypsilanti Township and the Eastern Leaders Group to move the process forward; and

WHEREAS, a considerable amount of community partners have committed funds to ensure the wayfinding plan moves forward, including the YACVB, City, Township, ELG, and A2Y Chamber of Commerce; and

WHEREAS, the current proposed wayfinding program represents an opportunity to create a strong partnership among the various entities at the table and achieve an important goal for the greater community;

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

1. the YDDA add \$2,500 to the budget line item TIF Projects of the 2013-14 fiscal year budget for our support of the YACVB's Wayfinding Program.
2. these funds be earmarked from Downtown, Depot Town, and W. Cross TIF revenue sources as appropriate.
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:

NAYS:

ABSTAINED:

YES:            NO:            ABSENT:            VOTE:

Operations & Finance Committee Meeting Summary 10/9/13

**Attendance**

Committee Members

A. Edmonds  
R. Jamnick

Other Attendees

T. Colbeck  
B. Harrington  
A. Hellenga  
K. Hill  
P. Murdock  
R. Savvides  
P. Schreiber

**Old Business**

Budget Review

Staff gave a brief review of the 2012/13 and 2013/14 FY budgets as requested at the July committee meeting.

R. Jamnick reminded the committee that all YDDA board and committee members should become acquainted with the standard municipal budget format.

Michigan Main Street Status

Staff prepared a report outlining our current status in the Michigan Main Street Program. It stated that September 6th was the last day to submit an application to be considered for the Select Level.

Staff reported that if the YDDA wishes to stay in the program at the Associate Level, it must submit a resolution to MMS no later than November 1st. The committee asked that staff provide the list of services available to an Associate Level member for the board's consideration.

K. Hill moved to approve to submit a resolution to board requesting that we stay in the program at the Associate Level for 2014. The motion was supported by R. Savvides and was approved unanimously.

**RESOLUTION FOR THE YPSILANTI DDA TO CONTINUE AS AN ASSOCIATE  
LEVEL MEMBER OF THE MICHIGAN MAIN STREET PROGRAM IN 2014**

WHEREAS, the Ypsilanti DDA (YDDA) has been a Michigan Main Street Associate level community since 2008; and

WHEREAS, in the time since the YDDA has become an Associate level Main Street Community there has been a significant turnover in our board members with many of the newer members having no previous training or exposure to the Michigan Main Street Program; and

WHEREAS, YDDA staff has done considerable outreach to gauge the interest of the greater DDA community and stakeholders of the YDDA applying for a Select Level membership in Michigan Main Street; and

WHEREAS, currently the YDDA and the greater community have not yet reached a level of participation necessary to move to the Select Level; and

WHEREAS, the YDDA's Operations & Finance Committee has determined that the YDDA should stay at the Associate Level for 2014;

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

1. the YDDA will remain in the Michigan Main Street program for 2014 as an Associate Level Community.
2. the YDDA Operations & Finance Committee will continue to evaluate the organizations commitment and preparedness to eventually move to a Select Level membership of the MMS Program.
3. the YDDA Operations & Finance Committee will continue to promote the benefits of maintaining our Associate Level membership (see attached).
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

Office Relocation Update

Staff provided the committee with an update on the recent move to City Hall. Staff discussed what steps they have taken to ensure that the public can still easily contact the office. Committee members suggested that they continue to inform the public through email, social media, and web resources about the change in address and phone numbers.

YDDA Community Meeting/ Presentation Recap

Staff gave a brief update on the August 20<sup>th</sup> community meeting. They informed the committee that there was not a very good turnout for the meeting. It was suggested that the committee may need to review if the YDDA should similar meetings in the future.

YDDA Visioning Process

A. Edmonds reported on the visioning process. She stated this will be a primary topic at the upcoming board retreat. She will coordinate with staff to create an agenda and framework for the retreat.

K. Hill discussed a list of possible future projects for the YDDA and asked how they will be prioritized during the visioning process. A. Edmonds reiterated that how the YDDA prioritizes projects in the future will hopefully be guided by the YDDA vision statement.

**New Business**

Depot Town TIF Renewal RFP

T. Colbeck addressed current potential changes to the DDA enabling legislation that may have a severe negative affect to how DDA's are funded in the future. He stressed the importance of moving our RFP forward at this time to get ahead of these potential changes.

The committee reviewed the proposed RFP for consultant services and requested several small changes be made. The changes are to clarify the scope of services and identify previous studies that should be referenced by a consultant during the planning process to ensure the TIF/Development Plan is consistent with existing plans and the consultant does not duplicate work.

K. Hill requested that staff provide information addressing the impact of proceeding with the RFP on the current Depot Town TIF budget and the potential long term affect to the TIF.

K. Hill moved to approve the RFP as amended and request the board allow staff to proceed. R. Jamnick supported and the motion passed unanimously.

**RESOLUTION TO AUTHORIZE STAFF TO PROCEED WITH A REQUEST FOR PROPOSALS FOR THE DEPOT TOWN TIF PLAN RENEWAL**

WHEREAS, the Depot Town DDA was established in 1984 and the district was expanded in 1992; and

WHEREAS, the current Depot Town TIF and Development Plan was implemented in 2000 and has an expiration date of December 2015; and

WHEREAS, a TIF and Development Plan is required to authorize a DDA to capture tax increment financing revenues to support their goals and ongoing operations; and

WHEREAS, a TIF and Development Plan outlines the expected tax increment finance revenue over a set period of time and dictates the projects and programs that can be funded through this revenue; and

WHEREAS, if the YDDA allows the Depot Town TIF and Development Plan to expire in December 2015, the YDDA will no longer be able to collect tax increment financing funds for the Depot Town district; and

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, on May 16, 2013 the YDDA board approved setting aside \$20,000 in the 2013-14 fiscal year budget under the TIF Projects line item with the funds exclusively coming from the Depot Town TIF revenue; and

WHEREAS, staff has worked with the Operations & Finance Committee over the last six months to refine the proposed RFP for consulting services to ensure that the scope of services specifically address the YDDA's needs and take into account all of the previous and/or ongoing studies and plans to make sure the revised TIF and Development Plan is consistent with the needs and plans of the greater community; and

WHEREAS, staff has monitored potential legislative changes from the State of Michigan that could have a long term negative impact on DDA's statewide and their ability to collect tax increment finance revenue; and

WHEREAS, the Operations & Finance Committee have determined that due to the lengthy time required to revise a TIF and Development Plan and the legislative requirements for review and approval that it is in the DDA's best interest to move this process forward in a timely matter;

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

1. the YDDA authorize staff to issue the RFP as approved for professional services to assist us in preparing a TIF and Development Renewal Plan (see attached).
2. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

**Board Retreat**

A. Edmonds reminded the board members present that staff had sent a Doodle invitation to find the best day and time to schedule the annual board retreat. She restated that the primary agenda item for the retreat will be the YDDA Visioning process. Once a date and time have been committed to, staff will make sure to notify the public.

R. Jannick inquired if there will be any orientation for the expected new board members. T. Colbeck stated that he will contact each to give an overview of the board expectations. He also stated that he is working towards completing a board manual for all existing and new board members moving forward. P. Schreiber mentioned that all potential board members have been given a YDDA Board Member job description prior to their acceptance for consideration.

**Proposed Business**

**Maple St. Lot usage Policy**

The committee discussed the importance of creating a formal policy for the usage of the YDDA maintained lot during festivals and events. The concerns revolved around possible liability issues, revenue, and selection process giving organizations use of the lot.

The committee directed staff to research the City's current policy regarding the use of municipal lots during festivals/events in regards to insurance requirements. Staff was also directed to also inquire with our insurance provider on what policies and obligations we should consider. Staff will also inquire with other communities to see if they have policies that they can share with us.

It was determined that this is a medium priority and staff should proceed with its fact finding and report back at a future meeting for further discussion.

YDDA Staffing/Community Development Coordinator

A. Hellenga was requested to excuse himself from the meeting for this discussion.

T. Colbeck shared a memo outlining the current responsibilities and expectations for the Community Development Coordinator. He is requesting consideration of increasing the pay rate to be consistent with the work obligations for the position.

The committee engaged in discussion on what is the proper staffing level for the DDA and when it would be appropriate to consider giving a review for staff and considering pay increases.

It was determined that staffing review and wages should be brought back at a future meeting as a policy discussion. Staff was directed to provide the committee with a report on wages of comparable positions in similar communities for consideration.

October 17, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION FOR THE YPSILANTI DDA TO CONTINUE AS AN ASSOCIATE  
LEVEL MEMBER OF THE MICHIGAN MAIN STREET PROGRAM IN 2014**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti DDA (YDDA) has been a Michigan Main Street Associate level community since 2008; and

WHEREAS, in the time since the YDDA has become an Associate level Main Street Community there has been a significant turnover in our board members with many of the newer members having no previous training or exposure to the Michigan Main Street Program; and

WHEREAS, YDDA staff has done considerable outreach to gauge the interest of the greater DDA community and stakeholders of the YDDA applying for a Select Level membership in Michigan Main Street; and

WHEREAS, currently the YDDA and the greater community have not yet reached a level of participation necessary to move to the Select Level; and

WHEREAS, the YDDA's Operations & Finance Committee has determined that the YDDA should stay at the Associate Level for 2014;

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

1. the YDDA will remain in the Michigan Main Street program for 2014 as an Associate Level Community.
2. the YDDA Operations & Finance Committee will continue to evaluate the organizations commitment and preparedness to eventually move to a Select Level membership of the MMS Program.
3. the YDDA Operations & Finance Committee will continue to promote the benefits of maintaining our Associate Level membership (see attached).
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:

NAYS:

ABSTAINED:

YES:      NO:      ABSENT:      VOTE:

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**CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY**

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**TO:** YPSILANTI DDA BOARD  
**FROM:** TIM COLBECK, EXECUTIVE DIRECTOR  
**SUBJECT:** MICHIGAN MAIN STREET ASSOCIATE LEVEL MEMBERSHIP  
**DATE:** 10/11/2013  
**CC:**

---

At the October 9, 2013 Operations & Finance Committee meeting I was asked to provide a list of the benefits and services offered by the Michigan Main Street Program (MMS) to the Associate Level members. Below is a list of the YDDA's obligations to maintain the Associate Level membership and the direct services provided by MMS.

**MMS Summary**

The Michigan Main Street Center staff provides technical assistance and services to communities at three different levels: Associate, Selected, and Master. Each level is designed to assist the community in tackling increasingly sophisticated downtown revitalization efforts.

**Associate: 1 Year**

The Associate Level is the introduction to the Michigan Main Street program, providing communities with no-cost training available in Selected and Master Level Michigan Main Street communities across the state. The intent of the Associate Level is to provide communities with a basic understanding and knowledge of the Main Street Four-Point Approach® to generate broad based support for the effort locally. Additionally, communities learn the benefits and requirements of the Michigan Main Street program, in order to prepare for the Selected Level.

All participating communities are encouraged to bring as many volunteers as possible to take part in the trainings. This Associate Level lasts one year, though communities may choose to stay in the program with a renewed commitment. Associate Level communities must successfully complete all trainings the year prior to applying for the Selected Level. Currently, 18 Michigan communities are a part of the Associate Level program.

**Commitment by Associate Communities:**

- Attendance at all Associate Level trainings
- Attendance at the National Main Street Conference and/or The Michigan Downtown Conference
- Biannual Reports to MMS
- Michigan Main Street Program Overview Presentation

## **Services available to Associate Level Communities**

**Available Services:** (Services are provided in Selected/Master Level communities across the state unless otherwise noted with a C. In which case the service is available in the participating community)

- Select Level Application Assistance (C)
- Michigan Main Street Program Overview Presentation & Site Visit (C)
- Main Street in Practice
- Orientation Webinar (C)
- MMS Listserv (C)
- Main Street Basics

When/if the YDDA moves forward to the Select Level, both the responsibilities and the benefits increase.

### **Selected: 5 Years**

The Selected Level provides communities with specialized training within their own community. Once a community successfully completes the Associate Level, they are eligible to apply for the Selected Level. The intent of the Selected Level is to assist communities in implementing the Main Street Four-Point Approach® to revitalization by creating a fully-functioning and sustainable local Main Street program. The Main Street program has an active board of directors, providing oversight and direction, four volunteer-driven committees completing projects and a Main Street manager assisting with day-to-day needs.

Michigan Main Street staff, along with other professionals, works closely with Selected level communities to train their boards and committees, hire a full-time Main Street manager, recruit volunteers and get the program up and running. In addition, communities receive a market analysis and other specialized trainings designed to help revitalize their downtown or traditional neighborhood commercial district.

### **Commitment by Selected Communities**

- Must have successfully completed services provided in Associate Level prior to applying
- Employ a full-time Main Street manager who will coordinate and facilitate the work of the program
- Establish and maintain an active board of directors and committees using the Main Street 4-Point Approach®
- Participate in all trainings and services provided by the MMS

- Fund the local Main Street program through both public and private partnerships at a level allowing for the full operation of the program
- Submit monthly reports to the MMS
- Submit annual reports to the MMS
- Maintain a membership with the NMSC network
- Meet accreditation standards set by NMSC by the fifth year

### **Services available to Selected Level Communities**

- Streetscape Visioning Session (C)
- Commercial Real Estate Development Training
- Featured on Michigan Main Street website
- Public Relations 101 Training (C)
- Graphic Design Software 101 Training
- Fundraising with Events Training (C)
- Fundraising – Membership & Pledge Drives Training (C)
- Committee Check In (C)
- Market Study Update & Business Recruitment Services (C)
- Board Retreat Facilitation (C)
- Retail & Special Event Training (C)
- Event Evaluation (C)
- Real Estate Development Training (C)
- Branding Services (C)
- Retail Merchandise Training (C)
- Year-end Assessment (C)
- MMS Quarterly Trainings
- Main Street Building Basics, including Green Principles (C)
- Market Study, including Downtown Housing & Population Recruitment Strategy (C)

- Resource Team Visit (C)
- Volunteer Development Training (C)
- Work Plan Development Training (C)
- Manager Training (C)
- Committee Work Plan Training (C)
- Board Training (C)
- Base-line Assessment (C)
- Manager Selection Assistance (C)
- National Main Street Conference Registration
- Resource Library Materials
- MMS Road Signs
- MMS Listserv
- Access to [michiganmainstreetcenter.org](http://michiganmainstreetcenter.org) Resource Center
- Design Services (C)

October 17, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AUTHORIZE STAFF TO PROCEED WITH A REQUEST FOR  
PROPOSALS FOR THE DEPOT TOWN TIF PLAN RENEWAL**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Depot Town DDA was established in 1984 and the district was expanded in 1992; and

WHEREAS, the current Depot Town TIF and Development Plan was implemented in 2000 and has an expiration date of December 2015; and

WHEREAS, a TIF and Development Plan is required to authorize a DDA to capture tax increment financing revenues to support their goals and ongoing operations; and

WHEREAS, a TIF and Development Plan outlines the expected tax increment finance revenue over a set period of time and dictates the projects and programs that can be funded through this revenue; and

WHEREAS, if the YDDA allows the Depot Town TIF and Development Plan to expire in December 2015, the YDDA will no longer be able to collect tax increment financing funds for the Depot Town district; and

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, on May 16, 2013 the YDDA board approved setting aside \$20,000 in the 2013-14 fiscal year budget under the TIF Projects line item with the funds exclusively coming from the Depot Town TIF revenue; and

WHEREAS, staff has worked with the Operations & Finance Committee over the last six months to refine the proposed RFP for consulting services to ensure that the scope of services specifically address the YDDA's needs and take into account all of the previous and/or ongoing studies and plans to make sure the revised TIF and Development Plan is consistent with the needs and plans of the greater community; and

WHEREAS, staff has monitored potential legislative changes from the State of Michigan that could have a long term negative impact on DDA's statewide and their ability to collect tax increment finance revenue; and

WHEREAS, the Operations & Finance Committee have determined that due to the lengthy time required to revise a TIF and Development Plan and the legislative requirements for review and approval that it is in the DDA's best interest to move this process forward in a timely matter;

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

1. the YDDA authorize staff to issue the RFP as approved for professional services to assist us in preparing a TIF and Development Renewal Plan (see attached).
2. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES:

NAYS:

ABSTAINED:

YES:            NO:            ABSENT:            VOTE:

# **Ypsilanti Downtown Development Authority**

## **Request for Proposals**

### **Introduction**

The Ypsilanti Downtown Development Authority (YDDA) will be accepting proposals from consultants interested in preparing a Tax Increment Finance (TIF) and Development renewal plan for our Depot Town Development District. The YDDA will accept proposals from \_\_\_\_\_ to \_\_\_\_\_.

### **Background**

The YDDA is seeking a consultant to help develop a TIF plan to renew and extend the existing one for our Depot Town District. Our goal, which is echoed in the current Ypsilanti Master Plan, is to develop a vision to preserve, enhance, and to diversify the city. The focus of this goal should be expanded to detail what the future of the Depot Town District will be and include the following principles:

- Preservation of the traditional downtown environment with a high quality of public services while keeping the identity, cultural diversity, and creative population intact.
- Enhancement of property maintenance, regional connectivity together in a pedestrian friendly environment, and residential facilities to maintain and expand the districts population.
- Diversification of housing and transportation options along with a mixture of businesses and job opportunities.

The YDDA's Operation and Finance Committee will be the lead agency for this project. The YDDA's purpose is to provide an emphasis on an active shopping and entertainment district. The project area will be within the DDA boundaries as identified on the attached map. The Committee will be involved with review of proposals, interviewing consultants for the project, submitting a recommendation to the DDA Board and City Council, and working with the selected consultant to develop a long-term plan.

### **Project Goals**

To identify and develop projects within the Depot Town District of the YDDA and refine current projects to prevent deterioration, encourage preservation, and promote growth in Ypsilanti's Depot Town District.

## **Project Scope of Services**

In accordance with Section 17 of Act 197 of 1975 the preparation of the TIF plans shall include:

- Public Input and Presentations
  - A minimum of 2 public meetings included, but not limited to focus groups, town halls and charettes.
  - Final presentations to the Operations and Finance Committee, YDDA Board of Directors, and City Council.
- A plan to coordinate the new TIF and Development Plan with already completed studies and plans, including but not limited to; the 2000 Depot Town TIF and Development Plan, 2008 Downtown Blueprint, 2020 Ypsilanti Task Force Report, 1999 Depot Town Circulation Study, and the 2013 Shape Ypsi Master Plan.
- A plan to accommodate for existing guidelines including Complete Streets, Transit Oriented Design and Sustainability through multiple forms of transportation, i.e. pedestrian friendly, bike racks, bus stops, parking; long term preparedness; and sustainability measures in redevelopment.
- A description of existing improvements and economic development initiatives in the development area. Refine current economic development initiatives.
- Projected public and private redevelopment projects and economic development initiatives.
- The location, extent, character, and estimated cost of improvements and economic development initiatives.
- A timeline of construction stages and economic initiatives.
- An estimated cost of development and budget entailing a maximum amount of bonded indebtedness to be incurred along with a statement of the proposed method of financing.
- TIF Renewal Areas shall conform to the Washtenaw County Performance Standards-Policy for County Participation in Downtown Development Authorities with Tax Increment Financing.
- TIF Revenue Projections for each plan for the Return on Investment.

## **Proposal Requirements**

The selection of a consultant will be based on qualifications and the content of the proposal submitted. At a minimum, proposals should contain the following information:

### **Introductory Letter**

- Firm name or joint venture
- Address
- Contact Person

- A concise summary of why the Committee, as empowered by the YDDA, should consider your firm or joint venture for this work.

## **Selection Process and Schedule**

The Operations and Finance Committee of the YDDA will review all submitted proposals to determine potential consultants that will be granted an interview. Following interviews, the Committee will make a recommendation to the YDDA Board, which will negotiate an agreement with the top ranked consultant. If no agreement can be reached that consultant shall be dismissed and the committee shall proceed with discussions with the second ranked consultant. This process may be repeated as many times as necessary until an agreement can be negotiated that is satisfactory for both parties.

The Committee reserves the right to reject any and or all bids or proposals, waive technicalities, and to be the sole judge of the suitability of the proposed services for its intended use and further specifically reserves the right to make the award in the best interest of the YDDA.

The projected schedule for selecting a consultant for this project is as follows:

- Advertise request for proposals (October 2013).
- RFP from consultants is due (November 2013)
- Review of proposals by Operations and Finance Committee (December 2013).
- Operations and Finance Committee conducts interviews (January 2014).
- Select of Consultant (February 2014).
- DDA Board approval (March 2014).

In submitting their bid, each bidder represents that they have read and understand the bidding documents.

Please submit three sealed proposals to the address listed below:

Ypsilanti City Clerks Office  
Attn: YDDA Depot Town TIF Renewal  
Ypsilanti City Hall  
One S. Huron St.  
Ypsilanti, MI 48197

For additional information, please contact YDDA Executive Director Tim Colbeck at 734.482.9762 or by e-mail at [tcolbeck@ypsilantidda.org](mailto:tcolbeck@ypsilantidda.org).

## **Method of Evaluation**

The award of a contract will be made the firm/team whose proposal is determined to be the most advantageous to the YDDA, taking into considerations the following evaluation factors:

### **Team Qualification**

Firm/team's experience and reputation:

- The record of experience of the firm in similar work and successful results.

### **Team Dynamic**

The firm/team should demonstrate their ability to complete the project based on its current workload, demonstrated understanding of the YDDA's goals and purpose for this project, specific management approach and how the firm proposes to achieve the project's timeline, and the firm ability to offer their breadth and quality of service requested for the project. The firm/team should demonstrate their ability to work with diverse communities, organizations, and volunteers.

### **Project Understanding**

The firm/team response to the project goals and scope should be outlined in the RFP:

- This includes a demonstrated understanding of the scope of the project, innovative suggestions that may enhance the value of this project, and a demonstrated ability to present technical data in a user friendly format with appropriate use of graphics. Present the best solution for cost effectiveness and allocation of budget.
- Schedule: The proposed schedule for performing the work for the project. The selected firm must be in a position to begin work within two weeks of notice to proceed.
- Fee Proposal: The YDDA will consider the fees in the overall evaluation of the proposal.

### **Creativity**

The firm/team should be able to demonstrate their creativity and ingenuity in developing actionable TIF Plans that will be approved by the City and County. The firm/team should demonstrate their comprehension of the YDDA's needs, with the ability to think outside of the box in terms of developing a creative plan that meets the terms of scope of services.

## **Possible Future Projects**

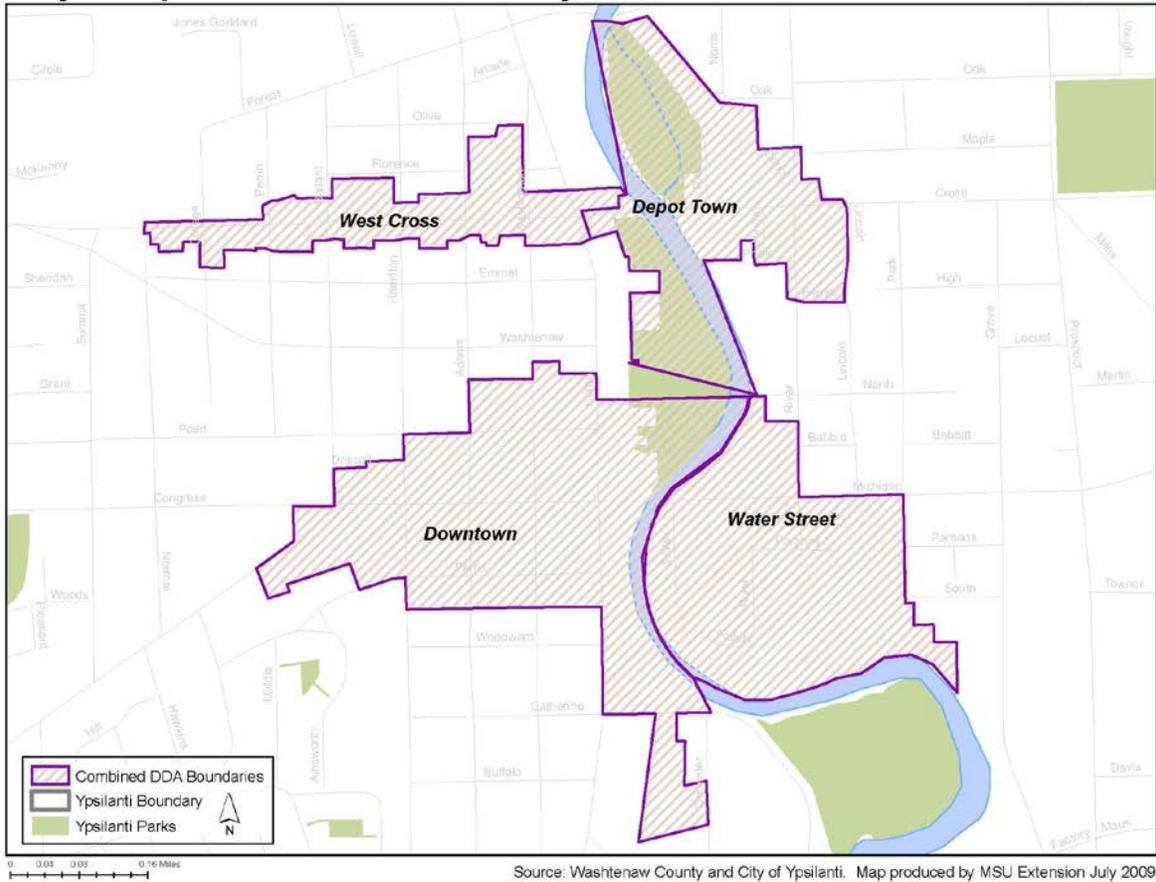
The following is a list of potential programs and projects to be included in the Plan:

- Programs to encourage businesses and event activity during the day and evening.
- A comprehensive Way-finding/signage plan.
- Projects to expand and connect bike paths/lanes.
- Creating a "curbless" festival street on River between Cross and Maple.
- Developing a plan to see the vacant Thompson Block occupied.
- Support to lead to full commercial and residential occupancy for the district.

\*The prospected projects are based on analysis provided during the 2013 Shape Ypsi Master Plan Process.

### City of Ypsilanti - DDA boundary

**DRAFT**



<b>October 2013</b>							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
TIFA		76,842		0		76,842	0%
Operating Millage (1.8282)		6,931		5,696		1,235	82%
Miscellaneous Income		5,000		0		5,000	0%
<u>Total</u>		88,773		5,696		83,077	94%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		7,160		1,326		5,834	19%
Wages and Benefits		17,453		4,361		13,092	25%
TIFA Expenses - Recurring/Operating		15,738		3,524		12,214	22%
TIFA Expenses - One-Time/Infrastructure		64,612		5,988		58,624	9%
<u>Total</u>		104,963		15,199		89,764	14%
<u>Revenues Over (Under) Expenses</u>		-16,190					
Fund Balance as of FYE June 2013*		113,777					
Projected Appropriation for FYE June 2014		-16,190					
Projected Fund Balance June 2014		97,587					
Restricted Fund Balance		3,413					
*both TIF and Operating Reserves							



October 10, 2013

Timothy Colbeck  
Executive Director, Ypsilanti Downtown Development Authority  
32 N. Washington, Ste. 14  
Ypsilanti, MI 48197

Tim,

Thank you for your meeting inquiry regarding the Ypsilanti Downtown Development Authority's support for SPARK East Incubator. Per your request, we are inviting you to renew your support for SPARK East in 2013. We very much appreciate your previous multi-year contribution of \$5,000, and are requesting a multi-year contribution of \$10,000 this year.

As you know, Ann Arbor SPARK is a public-private partnership whose mission is to advance innovation-based economic development in Washtenaw and Livingston counties. Our vision is to lead the region in becoming a nationally known center for innovation, vibrant business growth, and world class talent.

SPARK realizes this mission specifically with early stage companies by partnering with the Ypsilanti DDA as well as other local organizations in our region. SPARK focuses its efforts on supporting companies within Driving Industries. Driving Industries companies are those that sell goods & services outside of the region, thus growing the local GDP.

Since 2009, SPARK East Incubator has helped create 50 companies by providing flexible office space and mentoring to early stage companies. SPARK East tenant companies have created a total of 125 jobs. Since January 2011, SPARK East occupancy has doubled.

The incubator provides companies with Business Acceleration Services as well. To date, SPARK East companies have received \$216,000 in Micro-Loan Funding and \$110,100 in Business Acceleration Grant Funding.

SPARK East serves as an entrepreneurial and community hub by hosting over 325 networking events, educational events and meetings since opening. Since 2010, our monthly Starting Your Own Business educational series has attracted 554 prospective entrepreneurs from 76 cities across the State of Michigan and Canada into the DDA district.

SPARK East provides no cost office space to both Washtenaw County Office of Community and Economic Development and The Ann Arbor/Ypsilanti Regional Chamber of Commerce. The space we provide allows these organizations to maintain their presence in the community.



SPARK East tenant sponsored programs attract diverse and talented people into the district:

- Anchor tenant LaVision, Inc. attracts 30 of the world's leading Optics & Photonics researchers annually for their 3-day Particle Image Velocimetry Short Course.
- Sensei Change Associates, SPARK East tenant and facilitators of the Michigan Shifting Gears program, bring in nearly 70 talented and experienced professionals from across the state annually for their 3-day Business Simulation.

SPARK East has a number of guiding principles, including:

1. **Partnership:** The incubator continually works with community organizations including Eastern Michigan University, The Ann Arbor/Ypsilanti Regional Chamber and the Eastern Leaders Group to ensure that this incubator takes advantage of all possible resources and support, and provides services that truly meet the diverse needs of this community.
2. **Leverage:** The SPARK East incubator, along with the SPARK Central incubator, is located within the Ann Arbor – Ypsilanti Smart Zone. Additionally, this incubator has access to a variety of SPARK services including marketing, administrative, talent and entrepreneurial education offerings.
3. **Integrated Service Offerings:** The goal for this incubator is to provide high value and low cost services to accelerate new business development. The physical space and related amenities are just the beginning of the services that will be offered to quickly and successfully move an entrepreneur from idea to commercialization.

SPARK East Incubator is committed to collaborating with the Ypsilanti Community. Our Incubator hosts more than 15 community, non-profit organizations, and special events including:

- Eastern Leaders Group Quarterly Executive Committee Meeting
- Downtown Association of Ypsilanti Monthly Board Meeting
- Growing Hope Vendor Orientation
- Community Policing Action Council (CoPac) monthly Meeting
- Michigan State Housing Development Authority – First-time Homebuyers Class
- Annual Ypsilanti Community Health Day
- Communities that Care
- Ypsi Pride Day Planning Committee

SPARK East is committed to keeping our talented college and university graduates in the area. To that end, we dedicate funding for the incubation of student-led start-up companies. To date, the program has attracted student entrepreneurs from Eastern Michigan University, Washtenaw Community College, Northern Michigan University, and University of Michigan.

SPARK has also partnered with the City of Ypsilanti and Ypsilanti Township to attract and retain talented people in the eastern Washtenaw County region, and promote the surrounding area as an attractive place to live and work. In the past year Ypsilanti area companies have leveraged SPARK's Talent Portal, and filled open positions with SPARK's assistance.



As we see the rapid growth of the Entrepreneurial Ecosystem in both eastern Washtenaw County and the DDA District, we look forward to continued growth of SPARK's relationship with the Ypsilanti DDA. SPARK is committed to our presence in downtown Ypsilanti and has finalized a 5-year lease renewal.

It is important to note that unlike SPARK's facility in downtown Ann Arbor, the SPARK East Incubator received no funding, beyond the \$5000 annual grant, to support operations from the joint Ann Arbor-Ypsilanti Local Development Finance Authority. Unlike Ann Arbor, the Ypsilanti Downtown Development Authority is capturing all of the available tax increment, leaving no funds to be collected by the LDFA to support the Smart Zone's business accelerator services. In Ann Arbor, the LDFA collects and distributes to SPARK approximately \$1.8 M to support the acceleration programs. SPARK East's activities are supported by one-time State grant funds, Washtenaw County support through the Act 88 legislation and SPARK's general operating funds received from private sector partners. Given the significant cost just to lease SPARK East, let alone the expenses to provide services within its walls, the support from the Ypsilanti DDA is absolutely crucial in retaining the facility in downtown Ypsilanti.

Funds that the Ypsilanti DDA pledges to support SPARK East are leveraged through our Incubator, Business Acceleration Services, Talent and Event services to add high value to eastern Washtenaw County and the Ypsilanti experience. We sincerely appreciate your support. We invite you to commit to a multi-year contribution of \$10,000 in support of SPARK East. A multi-year investment allows SPARK the flexibility to continue to innovate in our support of early stage companies. Please do not hesitate to contact me if you have questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Krutko". The signature is fluid and cursive.

Paul Krutko  
President and CEO  
Ann Arbor SPARK

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, March 21, 2013 – 8:00 a.m.  
SPARK East  
215 W. Michigan Ave.**

**Agenda**

**I. Call to Order**

**II. Roll Call**

Amanda Edmonds (VC)P	A	Kevin Hill	P	A
Alex Easley	P	Karen Maurer	P	A
Linda French	P	Regan Parker	P	A
Sandee French	P	Rois Savvides	P	A
Leigh Greden (C)	P	Paul Schreiber	P	A

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

**IV. Approval of February 21, 2013 Minutes (X)\* p. 3-12**

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

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

**VI. Thompson Block Redevelopment Update – Stewart Beal**

**VII. Color Run Presentation – Mary Zuccherro, Ypsilanti Area Convention and Visitors Bureau**

**VIII. Staff Report/Financial Report (X) p. 13-21**

**IX. Standing Committee Reports**

- Economic Restructuring & Design (Kevin Hill) (X) \* p. 22-34
  - Resolution to Approve the Award of an YDDA Façade Improvement Grant for 23, 25, & 29 E. Cross St.
  - Resolution to Approve the Award of an YDDA Façade Improvement Grant for 701 W. Cross St.
  - Resolution to Award the Downtown Solid Waste Collection and Disposal Contract
- Operations & Finance – (Karen Maurer) (X) \* p. 35-43
  - Resolution to Amend and Adjust the YDDA 2012-13 Fiscal Year Budget

**X. Ad Hoc Committee Reports**

- Parking (Kevin Hill) – no meeting scheduled prior to March 21, 2013 Board meeting

**XI. Old Business – none**

**XII. Proposed Business - none**

**XIII. Announcements/Comments**

**XIV. Public Participation**

**XV. Next Meeting: April 18, 2013, 8:00 a.m., SPARK East, 215 W. Michigan Ave.**

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

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, February 21, 2013- 8:30 a.m.  
SPARK East – 215 West Michigan Avenue, Ypsilanti**

**Draft Minutes**

**I. Call to Order:** L. Greden called the meeting to order at 8:16 a.m.

**II. Roll Call:**

Amanda Edmonds (VC)	P	Kevin Hill	P
Alex Easley	P	Karen Maurer	P
Linda French	A	Regan Parker	A
Sandee French	P	Rois Savvides	P
Leigh Greden(C)	P	Paul Schreiber	P

**Others in Attendance:**

Tim Colbeck, YDDA Director  
Michael Gelletly, Resident  
Andrew Hellenga, YDDA Staff  
Pete Murdock, City Council

**III. Approval of Agenda:** K. Hill moved to approve the agenda as submitted. A. Edmonds supported and the motion passed unanimously.

**IV. Approval of Minutes – Thursday, January 17, 2013:** S. French moved to approve the minutes as submitted. K. Hill supported and the motion passed unanimously.

**V. Audience Participation:** None

**VI. Staff Report/ Financial Report:** reports as submitted by T. Colbeck.

T. Colbeck reviewed the staff report with the board. He specifically highlighted staff activity on the following items:

- Staff has spent extra time recently working on Downtown dumpster management. This includes the RFP process for a new service contract as well as cleaning and maintenance of the enclosures.
- T. Colbeck has been working in partnership with the ELG and YACVB on an area wayfinding plan. He has prepared a draft RFP for the YACVB to for consulting services.
- Staff has been identifying possible locations and coordinating with the DIA for a June installation of up to 7 art replicas throughout the DDA districts.

- Staff has continued working with the State of Michigan Main Street program to move the DDA forward with the program. This included attending a webinar and coordinating with the City to sign a formal agreement to stay in the program.
- T. Colbeck has begun the mid-year review of the DDA's annual budget for adjustments.

P. Schreiber inquired about the recent meeting with the HDC in regarding opportunities to partner and help move forward the Main Street program. T. Colbeck reported that the meeting was positive and representatives of the HDC expressed their interest in partnering with the DDA moving forward. The City's attorney is currently reviewing the State of Michigan's Incompatible Offices Act to see if there are any restrictions for an individual to sit on both the HDC and/or the DDA board or committees.

A. Edmonds discussed an opportunity for the E.D. and one board member to attend an upcoming ZingTrain seminar on visioning for your organization. She has been able to secure two free seminar registrations for the YDDA. T. Colbeck will attend and asked that any interested board members let him know ASAP to officially register. T. Colbeck will forward the seminar itinerary to the full board to review.

A. Edmonds asked staff to place on a future agenda a discussion of creating Design Standards for the Water St redevelopment. T. Colbeck stated he will add this to the March ER and Design Committee meeting.

S. French inquired about the status of Cross St. Streetscape Enhancement project. T. Colbeck reported that he and S. Kirton and T. Gillotti are working with MDOT and their contractors to address all remaining punch list items.

## **VII. Standing Committee Reports:**

Economic Restructuring and Design – report as submitted by K. Hill:

- Resolution to Approve Downtown Tree Trimming and Holiday Lighting

K. Hill moved to approve the resolution as submitted. The motion was seconded by K. Maurer and was approved unanimously.

Operations and Finance – report as submitted by S. French:

- Resolution to Designate August as a Recess Month from all YDDA Committee and Board Meetings

S. French moved to approve the resolution as submitted. The motion was seconded by K. Hill and was approved unanimously.

- Resolution to Amend the Budget Line Item Conferences and Workshops of the 2012/13 YDDA Fiscal Year Budget

A. Edmonds moved to approve resolution as submitted. The motion was seconded by K. Maurer and was approved by a 7 to 1 vote. (Ayes: A. Edmonds, A. Easley, S. French, L. Greden, K. Maurer, R. Savvides, and P. Schreiber – Nays: K. Hill)

### **VIII. Ad Hoc Committee Reports**

Ad hoc Parking Committee:

K. Hill reported gave the board a report on the most recent Ad Hoc Parking Committee meeting. He reported that there was a considerable turn out from Downtown businesses and property owners. The committee reviewed current enforcement policies and the Downtown residential permit process. He stated that there was a very productive discussion on possible recommendations to move forward regarding Downtown enforcement hours and days.

T. Colbeck stated that it is his goal for the committee to review the parking study as completed last year and make final recommendations to take to the City Council for implementation. The committee has identified its top priorities and will review over the next several months. Once a final recommendation is made by the committee it will be taken to the full board for approval and then he will give a presentation to City Council of the completed study and our recommendations. He stated that this ideally will take place by this coming summer.

S. French asked that commercial loading zones be looked at by the committee.

K. Maurer asked that the committee also look at access for on-street loading parking be looked at for move-in and move-out where apartments are located.

**IX. Old Business:** None

**X. Proposed Business:** None

**XI. Announcements/ Comments:**

A. Edmonds announced that Growing Hope is almost complete with a MOU to take over the management of the Depot Town's Farmer's Market for 2013. She also stated that Growing Hope is working on an economic evaluation of the value of farmer's markets J. Brown an expert in local food economies from Philadelphia, PA.

T. Colbeck announced that there will be a sealed bid opening today for the Downtown Dumpster Enclosure/Solid Waste contract. He also informed the board of the upcoming community dumpster forum scheduled for next Tuesday, February 26<sup>th</sup>, 5:30 at SPARK East.

**XII. Public Participation:** None.

**XIII. Adjourn:** K. Hill moved to adjourn the meeting. The motion was supported by K. Maurer and passed unanimously. The meeting was adjourned at 9:08 a.m.

**XIV. Next Meeting:** March 21, 2013, 8:00 am, SPARK East, 215 E. Cross.

February 21, 2013  
2013-2

**DOWNTOWN DEVELOPMENT AUTHORITY  
RESOLUTION TO APPROVE A CONTRACTOR FOR DOWNTOWN TREE TRIMMING  
AND HOLIDAY LIGHTING REMOVAL**

The following preamble and resolution were offered by Member K. Hill and supported by Member K. Maurer.

WHEREAS, the YDDA Economic Restructuring & Design Committee is charged with supporting initiatives that enhance the DDA district's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, street trees throughout the YDDA districts are an important part of creating a visually appealing and inviting atmosphere; and

WHEREAS, as part of previous Downtown Streetscape Enhancement Projects, the YDDA has planted a variety of street trees along Michigan Ave., Huron, Washington, and Adams Streets; and

WHEREAS, the YDDA has taken on the responsibility of maintaining the various streetscape enhancements that it has implemented over the years; and

WHEREAS, regular pruning/trimming improves both the look and overall health of street trees, as well as maintains appropriate height and width of branches/tree canopies for improved storefront visibility; and

WHEREAS, the trees along the aforementioned streets have not received any regular trimming/maintenance for the last several years and in addition many currently have old and not functioning holiday lights left in them from previous years; and

WHEREAS, YDDA staff have taken a complete inventory of the trees and found that there are 55 trees, 46 of which have old holiday lights left in them; and

WHEREAS, YDDA staff has solicited quotes from qualified contractors to appropriately trim and remove old lights; and

WHEREASE, the YDDA currently has a remaining balance of unencumbered 2004 Michigan Ave. Bond funds in excess of \$11,000 that can be earmarked for these services;

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

1. The YDDA award the contract for Downtown Tree Trimming and Light Removal to McFarland Tree Service, Inc.

2. The contract for services be approved for an amount not exceed \$3,000.
3. That the funds for these services be allocated from the unencumbered balance of 2004 Michigan Ave. Bond.
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: A. Edmonds, A. Easley, S. French, L. Greden, K. Hill, K. Maurer, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 2      VOTE: affirmed

February 21, 2013  
2013-3

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO DESIGNATE AUGUST AS A RECESS MONTH FROM ALL YDDA  
COMMITTEE AND BOARD MEETINGS**

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

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; and

WHEREAS, in the past the YDDA has designated February as the month to schedule a recess from all Board and Committee meetings; and

WHEREAS, at the December 20, 2012 meeting it was determined that a majority of Board members would prefer a summer month to schedule the recess; and

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

1. August will be the month that a recess from all YDDA Board and Committee meetings will be scheduled.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, A. Easley, S. French, L. Greden, K. Hill, K. Maurer, R. Savvides, & P. Schreiber

NAYS: none

YES: 8      NO: 0      ABSENT: 2      VOTE: affirmed



February 21, 2013  
2013-4

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMMEND THE BUDGET LINE ITEM CONFERENCES AND  
WORKSHOPS OF THE 2012/13 YDDA FISCAL YEAR BUDGET**

The following preamble and resolution were offered by Member A. Edmonds and supported by Member K. Maurer.

WHEREAS, on April 19, 2012 the YDDA Board approved a two year budget for the 2012/13 Fiscal Year and 2013/14 Fiscal Year; and

WHEREAS, in the 2012/13 and 2013/14 budgets, \$1,000 was allocated to the line item "Conferences and Workshops"; and

WHEREAS, in the 2011/12 Fiscal Year budget this line item was \$2,500; and

WHEREAS, in the last three fiscal years the YDDA Executive Director has kept the expenses to this line item down by not attending any national conferences; and

WHEREAS, the YDDA Operations and Finance Committee stated that attending conferences and workshops are an important part of the professional growth of its staff and the organization; and

WHEREAS, on November 15, 2012 the YDDA Board passed a resolution to remain an "Associate" level member of the Michigan Main Street program with a goal to apply for the "Select" level for 2014; and

WHEREAS, the Michigan Main Street Center encourages all "Associate" level communities attend the annual National Main Street Conference; and

WHEREAS, the Operations and Finance Committee recognize that attending the National Main Street Conference is important to the YDDA's transition from the "Associate" level to "Select" level of the Michigan Main Street Program; and

WHEREAS, the costs associated with the attendance of the Executive Director for this conference would exceed the remaining balance of the "Conferences and Workshops" line item of the 2012/13 Fiscal Year Budget;

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

1. YDDA Board has approved increasing the budget line item Conferences and Workshops from \$1,000 to \$2,500 for the 2012/13 Fiscal Year.

2. That the additional \$1,500 not be allocated from YDDA Reserve Balance funds but be reallocated from the line item Permanent Wages-Salaries where there is an excess of unspent/unencumbered funds.
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: A. Edmonds, A. Easley, S. French, L. Greden, K. Maurer, R. Savvides, & P. Schreiber

NAYS: K. Hill

YES: 7      NO: 1      ABSENT: 2      VOTE: affirmed

Community Outreach and Partnerships: I continue to meet with community stakeholders/partners to discuss ongoing DDA planning and goals including potential Main Street partners.

- I continued to participate on the Ypsilanti Pride Planning Committee. The committee discussed fundraising opportunities, identifying Dine to Donate events and reaching out to various community stakeholders to either volunteer or donate to support the event. I have discussed opportunities for SPARK to participate in the event with Jake Albers and committed to provide YDDA marketing support through our website and Facebook page.
- Met with John Weinberg of Resource Office Interiors and Deb Locke-Daniel of YACVB to discuss ongoing projects and initiatives in the downtown districts. I introduced John to Jake at SPARK East to discuss potential partnership opportunities.
- I attended a meeting of the A2Y Chamber Public Policy Committee to share with them our ongoing programs and initiatives. We discussed both how the A2Y can assist the YDDA as we move forward and identified opportunities for the YDDA, AADDA, and A2Y Chamber can partner to support business attraction and retention in the greater area.
- I will be meeting with Stewart Beal and Tyler Weston of Howard Hanna Real Estate to discuss the ongoing plans for the Thompson Block redevelopment and how the DDA can help. I arranged to have Stewart attend our March YDDA Board meeting to give an update on the project.
- Staff continues to attend and participate at the Non-Motorized Advisory Committee meetings.
- I will be attending a SPARK East tenant and staff event to network with the current tenants and representatives from SPARK Ann Arbor.
- I had a phone conversation with Andrew Epstein, who recently purchased the former Elbow Room bar. We discussed his long-term plans for the location as a Mexican restaurant. We also discussed the requirements to apply for a Redevelopment Liquor License and I shared with him information on available YDDA Building Rehabilitation and Façade Grants.

Downtown Dumpster Management: We received two bids for the Solid Waste Services Contract and I have begun to coordinate for a likely change of services between contractors. The potential change in service providers will require that a last pick-up date be scheduled with our current provider and a location is provided for them to place the containers for removal. I have consulted with the likely new service provider to ensure that their containers are placed in the enclosures in a timely manner to ensure no disruption of service to the public. I have also communicated the potential change of service

providers with the various city departments (Planning, Police, Building, and Public Services) to coordinate all required details.

Staff conducted a community outreach forum to communicate our new service model and answer questions regarding individual participation and billing. The forum was moderately well attended and we received primarily positive responses and four commitments by property owners/businesses to participate in the new structure.

We were FOIA'd by David Heikkinen for all board minutes from 2003-2007 as they pertained to the original implementation of the downtown dumpster services. Staff has gathered all available information for Dave and have made available to him.

I have reviewed proposed contract language requests from the potential new contractor with our legal counsel Tammie Tischler. I am in ongoing discussions with the contractor to ensure that there are no issues that would prevent either party from moving forward with the agreement.

Staff has been soliciting contractors for bids on needed repairs to the dumpster enclosures gates. We have also been researching costs and effectiveness of additional security mechanisms for the enclosures including both camera systems and motion sensor lights. Staff is soliciting quotes for installation of security devices and has been in communication with the Ypsilanti Police Department to discuss the effectiveness of various options and current infrastructure.

Staff continues to regularly monitor the condition of the Downtown Enclosures. We have picked up trash whenever possible and removed snow to make sure that the enclosures can be safely serviced. We also have coordinated for clean-up and bulk pick up for items that could not be handled by staff internally.

City of Ypsilanti Coordination: I continue to attend the regularly scheduled Ypsilanti department heads meetings where there is a recap of City Council meetings and upcoming agenda items. Each department head also gives updates of upcoming or ongoing projects and initiatives for their department.

Staff has continued to participate in the ongoing Master Plan initiative. I will be meeting with the consultants to discuss what the YDDA is working towards and how it fits into the City's plan. Andrew will be participating in a public meeting with representatives of EMU, the City and their consultants. They will be touring from campus through Downtown with students and faculty and discussing what they would like to see in the master plan.

I have met the Marilou Uy and Sallea Tisch of the City's Fiscal Services Department to update the YDDA budget and coordinate all line items for the City's ongoing mid-year budget adjustments. I have entered our appropriate budget adjustments as needed using the City's financial reporting system. I will be meeting with the Marilou and the City Manager Ralph Lange to discuss our remaining 2012-13 and the 2013-14 FY's budgets moving forward.

DIA Inside/Out Program Coordinating: I have met with Joan Walton of the Detroit Institute of Arts to discuss the preferred locations for this coming summer's art installations. We walked the DDA districts to scout locations. I will begin coordinating with the City and property owners for approvals shortly.

ZingTrain Creating a Vision of Greatness seminar: I will be attending the two day seminar on how to implement an organizational visioning process. I will prepare a summary report for a future committee or board meeting.

Press/Communications: I have continued to work with local media outlets to share our ongoing projects and initiatives. I have recently been interviewed by reporters from the Ypsilanti Courier, Ann Arbor.com, and Concentrate Media regarding the newest round of the YDDA Building Rehabilitation Grant Program.

In addition I have been approached and committed to be a guest blogger for Concentrate Media in April to discuss our ongoing efforts to revitalize and support growth in the DDA districts.

Wayfinding Program: I have continued to work with Deb Locke-Daniel of the YACVB to launch a comprehensive wayfinding program. I have prepared a detailed request for proposals (RFP) for the YACVB to use and provided them with a list of viable consultants based on input from some of my counterparts throughout the state.

I have also met with Melissa Milton-Pung of the Easter Leaders Group to discuss this important project and have confirmed their willingness to be a financial partner in the program as it moves forward.

Michigan Main Street Program: I coordinated with the City's attorney John Barr to submit a resolution to the City Council approving our maintaining our partnership with Michigan Main Street. I attended a recent City Council meeting and spoke on behalf of our commitment to maintain this relationship. The resolution was unanimously approved by Council.

I coordinated the execution of our annual executive agreement with the Michigan Main Street Center with Ralph Lange and have forwarded to the MMS Center.

Staff is continuing to reach out to various stakeholders and potential partners to discuss what the Main Street program offers the community and how they can participate. We recently received this year's schedule of training seminars and have shared with the YDDA board and various potential community partners.

YDDA Façade Improvement and Building Rehabilitation Programs: Staff is continuing to market the new round of both available grant programs to area businesses, property owners, realtors and banks.

We have recently shared information and/or answered inquiries for one or the other program with the following potential applicants:

Corner Health; RAC; Joe Lawrence; Stewart Beal; Standard Printing; the Wurst Bar; and Fiesta Mexicana.

Cross St. Streetscape Enhancement Project: I am continuing to work with the Departments of Public Services and Planning as well as MDOT to coordinate the final punch list items for this project. All parties are currently working to resolve issues with the rain gardens with MDOT's contractors by the coming spring. I have recommended that if there is no resolution of the ongoing concerns that the City contact their lobbyist and our state elected officials to help the process.

YDDA Website: I have continued to update the website and add additional information as needed.

Staff is continuing to monitor and update the available retail space within the districts to keep the website up to date.

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.

Board and Committee Meetings Support: Staff continues to prepare for and support all of the committee and board meetings, preparing required agendas, minutes, and other documentation for each of the YDDA meetings. Staff has begun working on the 2013-14 work plan with each committee.

YDDA Bookkeeping and Budget Maintenance: I have continued to process all of our incoming invoices as well as track the monthly revenue and expense reports.

As reported earlier, I have been working with the City's Fiscal Services Department to ensure that our current fiscal year budget is updated accordingly and begun working on updated revenue projections for the next fiscal year. I have specifically requested an estimate of the potential negative impact to our revenue of the expected dissolution of the Personal Property Tax by the state legislators.

Streetscape Maintenance and Spring Plantings: I have met with Brian from WH Canon to begin the coordinating for the Spring Planting and maintenance schedule. We are in the process of selecting materials to be ordered in advance of Ypsilanti Pride Day. We have also continued regular maintenance items including snow removal for the RAC parking lot.

Staff has coordinated the downtown tree trimming and holiday light removal with our approved contractor. Work is scheduled to begin by the end of this month.

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**CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY**

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**TO:** YPSILANTI DDA BOARD  
**FROM:** TIM COLBECK, YDDA EXECUTIVE DIRECTOR  
**SUBJECT:** ZINGTRAIN CREATING A VISION OF GREATNESS SEMINAR  
**DATE:** 3/20/2013  
**CC:**

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As you are aware, the YDDA was generously offered the opportunity for two people to attend a ZingTrain seminar, *Creating a Vision of Greatness*, on March 14-15. I attended the seminar along with Ruth Ann Jamnick (Kevin Hill was originally scheduled to attend but was unable to due to a last minute issue).

The emphasis of this seminar is the importance of creating a **vision statement** for your organization. The creation of a great **vision statement** is very useful at both the personal and organizational level. Because of what was learned and exchanged in our discussions during these two days, I feel that creating a **YDDA vision statement** is an important part of our responsibilities.

It is important to note that a **vision statement** is not the same as a **mission statement**. A **mission statement** should be:

- What we do
- Why we do it
- How we do it
- Who we do it for

Our mission statement as it was approved by the board on June 28, 2012 is:

*“The mission of the Ypsilanti Downtown Development Authority (YDDA) is to undertake district-wide improvements that have the greatest impact in strengthening the downtown areas and attracting new investment. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.”*

It is important to remember a **vision statement** is also **not** a strategic plan, something that a consultant does for us, or only for the top of the organization.

A strong **mission statement** should always stay with the organization and not be changed, but a **vision statement** represents a particular point in time and should be reevaluated over time, 5-10-15

years, whatever seems appropriate for the organization. A **vision statement** can be completed and crossed off a list. An effective **vision statement** should be:

- Inspiring
- Strategically sound
- Documented
- Communicated (by all)

By not having a **vision statement** we are potentially missing a great tool to move our organization and more importantly the DDA districts forward. Without a clear vision guiding our actions, it often appears that the programs, policies and plans that we are implementing are not unified and do not have a clear goal or finish line. We are too often reactive and not proactive in how we function. It is in many ways similar to building a home without a blue print. Having a clear **vision statement** helps ensure the ongoing success of the YDDA. Board members will change, staff will change, but a strong vision can still be used to create the future of our organization. I strongly encourage the YDDA board to consider implementing a process to write our **vision statement**.

### **How do we start?**

Each board member clearly has a special place in their heart and soul for Ypsilanti. I believe all of you have a sincere desire to keep Ypsilanti a great place to live, visit, and do business. *But what does that mean to each of you?* A visioning process requires each voice of the board to be heard. In the end a strong vision statement is one that at least 80% of you agree with and 100% support.

This is not a one day process and we are done. What I'm asking from each board member is for you to write down what is your vision of the DDA in five years. It is important to not dwell on the past, but to say what a successful Downtown, Depot Town, W. Cross/Campus Town, and Water Street will look like to you. This would not require an extensive amount of your time, but if each board member could take 30-45 minutes to write a draft vision and send it to me. I recognize that each of you are very busy with all of your other responsibilities and commitments, but please try and find the time to do this worthy exercise. During the seminar all of us were all able to accomplish this task for ourselves and I believe we can too.

Please remember that a **vision statement** is only a tool to guide the organization moving forward. Nothing that we ever do is guaranteed to bring the success we envision. But it is my belief that having a clear guiding vision will allow the YDDA to successfully move forward in the next several years and increase our chances of implementing the changes we all hope to see.

## **Zingerman's 12 Natural Laws of Business**

This is not necessarily related to the visioning process, but does provide an example of a successful business created their future and have been willing to share it with others. For those of you familiar with Zingerman's, you know that they have created several successful businesses and have empowered many people to be a part of that success. We also have some creative and successful businesses in Ypsilanti who have created and followed their own vision.

These are the basic laws that Zingerman's applies to its business model. While these may not all be applicable to our organization since we are not a for profit business, they are really good laws to follow:

1. An inspiring, strategically sound vision leads to greatness.
2. You need to give your customers some really compelling reasons to buy from you.
3. Without good finance, you fail.
4. People do their best work when they're part of a really great organization.
5. If you want staff to give great service, give great service to staff.
6. To get great performance, you need to give clear expectations and training tools.
7. Successful businesses do things others know they should do, but generally don't.
8. To get to greatness you've got to keep getting better all the time.
9. Success means you get better problems.
10. Strengths lead to weaknesses.
11. It takes longer to make something great happen than you think.
12. Great organizations are appreciative and the people in them have more fun.

Revenue	Amount					
<b>TOTAL</b>	\$0.00					
<b>EXPENSES</b>						
	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN	LINE ITEM	DESCRIPTION
Timothy Colbeck	\$355.00	\$49.70	\$56.80	\$248.50	Conferences and Workshops	NMS Conference Registration
Timothy Colbeck	\$334.70	\$46.86	\$53.55	\$234.29	Conferences and Workshops	NMS Airfare
Smith Haughey Rice & Roegge	\$1,192.60	\$166.96	\$190.82	\$834.82	Legal Services	Legal Services
TDS Metrocom	\$117.51	\$16.45	\$18.80	\$82.26	Telephone	Feb. Phone & Internet
United Sonz Business Solutions	\$21.00	\$0.00	\$0.00	\$21.00	Waste Management	Dumpster Forum Flyers
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
WH Canon	\$400.00	\$0.00	\$0.00	\$400.00	Streetscape Maintenance	RAC Lot Snow Removal
WH Canon	\$300.00	\$0.00	\$0.00	\$300.00	Streetscape Maintenance	RAC Lot Snow Removal
A2Y Chamber of Commerce	\$328.50	\$45.99	\$52.56	\$229.95	Membership and Dues	A2Y Membership Dues
Timothy Colbeck	\$79.99	\$11.20	\$12.80	\$55.99	Operating Supplies	Fax Service
Congdon's Ace Hardware	\$18.97	\$2.66	\$3.03	\$13.28	Operating Supplies	Operating Supplies
Crain's Business Detroit	\$29.50	\$4.13	\$4.72	\$20.65	Books and Magazines	Annual Subscription
Dansen LLC	\$650.00	\$91.00	\$104.00	\$455.00	Rent	March Rent
WH Canon	\$300.00	\$0.00	\$0.00	\$300.00	Streetscape Maintenance	RAC Lot Snow Removal
City of Ypsilanti	\$15,017.29	\$2,102.42	\$2,402.77	\$10,512.10	Contractual Services	Financial Services
City of Ypsilanti	\$20,000.00	\$2,800.00	\$3,200.00	\$14,000.00	Pedestrian Trash Collection	Pedestrian Trash Collection
<b>TOTAL</b>	\$39,395.06	\$5,337.37	\$6,099.85	\$27,957.84		



Economic Restructuring & Design Committee Meeting Summary 2/27/13

**Attendance**

Committee Members

J. Albers  
K. Hill (C)  
D. Otto  
R. Parker  
R Savvides

Other Attendees

T. Colbeck  
A. Hellenga

**Old Business**

YDDA Façade Improvement Program Update Rd. II

**a) Application for 23, 25, & 29 E. Cross St.**

The committee reviewed a façade application for awning replacement for the three addresses inclusive. The application was completed as required and it was determined that this is an appropriate project for funding through the Façade Improvement program.

D. Otto moved to submit a recommendation to the YDDA Board that the application be approved for \$2,500 Façade Improvement Grant. R. Parker supported and the motion was approved unanimously.

**RESOLUTION TO APPROVE THE AWARD OF AN YDDA FAÇADE IMPROVEMENT GRANT FOR 23, 25, & 29 E. CROSS ST.**

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, at the October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the Eastern Leaders Group/Washtenaw County Economic Development Department has provided the YDDA with a \$7,500 match for the second round of the grant program; and

WHEREAS, the YDDA has matched the ELG grant with \$32,500 in TIF funds made available from the appropriate TIF sources; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each from the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request for the above mentioned addresses for the replacement of existing awnings; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. The grant be awarded upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

**b) Application for 701 W. Cross St./Tower Inn**

T. Colbeck reported that he received a façade grant application yesterday, February 26, 2013 for 701 W. Cross St./Tower Inn. Due to the timing of the receipt of the application, he was not able to include in the committee meeting packet in advance of the meeting. The committee received paper copies of the application to review.

The committee reviewed the application as submitted and discussed. The proposed project will replace and upgrade the main entrance of the restaurant in order to make it ADA compliant.

D. Otto moved to submit a recommendation to the YDDA Board that the application is approved for a \$2,500 Façade Improvement Grant, with the grant only covering eligible façade related work and being contingent on the applicant receiving approval from the HDC if necessary. R. Parker supported the motion and it passed unanimously with R.

Savvides abstaining.

**RESOLUTION TO APPROVE THE AWARD OF AN YDDA FAÇADE  
IMPROVEMENT GRANT FOR 701 W. CROSS ST.**

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

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1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.

2. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. The grant be awarded upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

#### YDDA Building Rehabilitation Grant RD. IV

The committee reviewed a draft of the YDDA Building Rehabilitation Program Application. The committee suggested that the application should provide information regarding required City approvals or permits and how to contact the appropriate department or commission including the HDC. Staff suggested that this info could be added to a Frequently Asked Questions (FAQ) sheet to be included in the application packet.

J. Albers moved to approve the draft application as amended. D. Otto supported the motion and it passed unanimously.

The committee requested staff to make the application available to the public on March 1, 2013.

#### Downtown Dumpsters/Solid Waste Service Bids & Recommendation

T. Colbeck reviewed a summary report of the bids that were received for the Commercial Solid Waste Collection and Disposal Services RFP. There were two bids received:

- Waste Management our current provider for \$15,996.00 for the first year, then \$16,475.88 and \$16,970.16 each proceeding year
- Republic Services for \$10,501.92, then \$10,837.37 and \$11,162.50

R. Savvides suggested that the final contract executed should have language requiring the timely removal of the contractor's dumpsters upon termination of the contract to prevent any delay in changeover of service providers.

J. Albers moved to recommend the YDDA Board award the Solid Waste Collection and Disposal Services Contract to Republic Services as specified in the RFP. R. Parker supported the motion and it passed unanimously.

### **RESOLUTION TO AWARD THE DOWNTOWN SOLID WASTE COLLECTION AND DISPOSAL CONTRACT**

WHEREAS, the 2003 Michigan Avenue Tax Increment Financing and Development Plan identified the provision of community dumpster/solid waste service as long-term goal; and

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, the current contract for Downtown Solid Waste Collection and Disposal is set to expire on March 31, 2013; and

WHEREAS, on January 31, 2013 the YDDA posted a Request for Proposals (RFP) for Downtown Solid Waste Collection and Disposal Services; and

WHEREAS, two sealed bids were received by the RFP deadline of February 21, 2013 with bids ranging in annual prices from \$10,501.92 to \$15,996.00; and

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

1. the YDDA accept the Republic Services bid proposal to provide Downtown Solid Waste Collection and Disposal Services for the 2013-14 Fiscal Year with two additional option years (2014-15 and 2015-16) with all work to be provided as specified in the RFP.
2. the base contract costs for services be \$10,501.92 for the first year and \$10,837.37 and \$11,162.50 for each successive year.
3. the base costs are subject to change based on potential fluctuations in required services based on volume of waste produced in the Downtown and potential al a carte costs of bulk item removal and dumpster clean outs.
4. the contract is for one year with two optional years with guaranteed pricing at the YDDA's discretion.
5. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

T. Colbeck stated he will coordinate the service changeover between the current provider and potential new one to ensure that there is a seamless transfer. He will work with the proposed new contractor to receive new dumpsters that are clearly marked for either solid waste or cardboard recycling as appropriate and that have the ability to be locked if needed. He will also make sure that current service provider schedule a last service pick-up for any/all dumpsters no later than March 31, 2013 and that their dumpsters are removed from the enclosures by that date.

## **New Business**

### **DDA Streetscape Furnishings Inventory**

T. Colbeck reviewed a memo outlining the existing inventory of all streetscape furnishings (benches and trash receptacles) by DDA districts. He also stated that bike racks have been inventoried, but will be looked at as part of the ongoing work of the Ad Hoc Parking Committee. He suggested that based on current inventories the committee should commit to identifying top priorities for additional furnishings over the next several years. This should be FY 2013-2014 work plan item and the committee should consider what is appropriate for the budget for the next two fiscal years.

### **Downtown Dumpsters/Solid Waste Service Program Management**

Staff reviewed a memo with the committee that identifies needed repairs to the three dumpster enclosures. The committee also reviewed a response from the Chief Walker of the Ypsilanti PD regarding the effectiveness of cameras for preventing illegal dumping and code enforcement.

The committee discussed the identified repairs needed to the main gates so that they can be locked and secured on a regular basis. The committee agreed that that doing this will likely help to alleviate some of the illegal dumping that occurs. Staff will bring quotes for the needed repairs to the next committee meeting.

K. Hill suggested that YDDA need to broaden the scope of the current mission of the dumpster policy review to include safety concerns. He would like the committee and staff to investigate adding cameras to the dumpster enclosures. Staff will bring quotes for the installation and operation of security cameras to the next meeting also. T. Colbeck also suggested that motion sensor lights should be looked at as a possible deterrent and staff will gather quotes for the next meeting.

K. Hill also discussed the addition of more explicit signage addressing who is allowed to use the enclosures. He stated there has already been discussion on the language and he will bring to a future meeting.

### **Letter of Support for the Solar Ypsilanti Coalition**

T. Colbeck shared a request from the Solar Ypsilanti Coalition to sign an online letter of support for their goals of having 1,000 solar roofs installed in Ypsilanti by 2020 and 2,000 by 2030. He stated that the letter of support is addressed to the Ypsilanti City Council and requires no other obligation from the YDDA. The committee agreed that this would be acceptable and directed T. Colbeck to proceed.

## **Proposed Business**

T. Colbeck requested that the 2013-14 Work Plan be added to the March committee agenda.

## **Announcements/Comments**

T. Colbeck reported that per a request from L. French at the last committee meeting, he has coordinated the addition of watering the River St. median flower beds to the regular watering schedule of the Streetscape Maintenance contract. There will be no additional charge for these services.

March 21, 2013  
2013 -

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF AN YDDA FAÇADE IMPROVEMENT  
GRANT FOR 23, 25, & 29 E. CROSS ST.**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

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WHEREAS, the YDDA has received a grant request for the above mentioned addresses for the replacement of existing awnings; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

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

1. YDDA Board approve the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
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3. The grant be awarded upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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:

NAYS:

YES:      NO:      ABSENT:      VOTE:

March 21, 2013  
2013 -

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF AN YDDA FAÇADE IMPROVEMENT  
GRANT FOR 701 W. CROSS ST.**

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AYES:

NAYS:

YES:      NO:      ABSENT:      VOTE:

March 21, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AWARD THE DOWNTOWN SOLID WASTE COLLECTION AND  
DISPOSAL CONTRACT**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the 2003 Michigan Avenue Tax Increment Financing and Development Plan identified the provision of community dumpster/solid waste service as long-term goal; and

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services since 2008; and

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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:

NAYS:

YES:      NO:      ABSENT:      VOTE:

## Operations & Finance Committee Meeting Summary 3/13/13

### **Attendance**

#### Committee Members

A. Edmonds  
R.A. Jamnick  
D. Kabat  
K. Maurer

#### Other Attendees

T. Colbeck  
A. Hellenga  
K. Hill  
P. Murdock

### **Old Business**

#### Depot Town TIF Renewal

T. Colbeck reviewed an updated memo on the 1999 Depot Town Circulation Study. The memo highlighted the plan's goals and recommendations and provided the status of each goal and recommendation where available. The committee discussed the status of each and engaged in discussion about reaching out to some of the longer term Depot Town stakeholders to fill in some of the missing information in the status.

There was discussion regarding the summary report and how it is a historical record for the long term planning process for Depot Town. T. Colbeck stated that reviewing the status of both the 1999 Depot Town Circulation Study and the 2000 TIF and Development Plan will be important as we move forward with creating a new TIF and Development Plan. He stated that this information will be necessary for any potential consultant to develop a new plan by working with the committee and area stakeholders to find what items they would like to see move forward. Eventually there will be a document that identifies the items that are the highest priorities to carry forward.

The committee then discussed the draft RFP for hiring a consultant to update the TIF and Development Plan.

A. Edmonds recommended that the draft RFP be brought back next month after T. Colbeck has an opportunity to attend the ZingTrain seminar on Visioning Process. She stated that the training may help give us a more detailed scope of work as it regards soliciting public input and what we expect from a consultant in regards to public meetings and focus groups.

T. Colbeck discussed the potential timeline to move the process forward based on our budget and start of the next fiscal year. He stated that we potentially could put the RFP out to the public prior to the start of the next fiscal year in July, however we would not have any funding to move forward until after the start of the 2013-14 FY on July 1<sup>st</sup>. He also stated the committee should consider how much would be appropriate to place in our next budget to hire a consultant. Based on his most recent research and input from other communities, the costs would likely be between \$20,000 and \$30,000 for a completed plan.

K. Hill asked for clarification on where the potential funding would be allocated from. The committee engaged in discussion on how this would be funded in regards to each of the specific DDA TIF's. T. Colbeck stated that all funds for the cost of doing the update would be paid exclusively from the Depot Town TIF revenue. K. Hill asked for staff to provide a detailed TIF revenue and expense report by district at the next meeting to help with the process.

A. Edmonds suggested that since this committee is responsible for the finances of the DDA that it would make sense for them to review a detailed budget each month. T. Colbeck will begin presenting a detailed revenue and expense report for the committee each month that includes a break down by each district for the last, current, and next fiscal years.

#### YDDA Board Member and Staff Exit Interviews Status Report

The committee briefly discussed the exit interview status and no action was taken.

#### Michigan Main Street Implementation Update

T. Colbeck shared with the committee the 2013 Associate Level syllabus. He informed the committee that the first of the required training sessions is scheduled for April 4<sup>th</sup> in Howell. He stated that up to two people associated with the YDDA can attend, but that we need to RSVP by March 22<sup>nd</sup>. There will be three trainings offered on Main Street Basics, so if no one can attend the April 4<sup>th</sup> training, there will be two more opportunities, but none as close as Howell. T. Colbeck also reminded the committee that these trainings are not exclusively for YDDA staff, board, and committee members. He asked the committee members to forward potential candidates to attend the training for him to follow up with. He also will resend the syllabus to an extended group of stakeholders to see if there is any interest.

The committee then engaged in a discussion on the actual boundaries of the district. T. Colbeck stated that as we are currently set up at the Associate level membership, the main street portion is only the Downtown district. He reminded the committee that the application for Associate level membership was done prior to the merger of the two DDA's. He discussed the physical requirements that the State expects to be met for a qualifying district and reminded the committee that there must be a contiguous district unified by the historic structures and commercial activity. He stated to the committee that while the DDA boundaries and the Main Street boundaries may not match, it would not preclude the board from implementing the overall Main Street management program for the combined DDA. The whole DDA as an organization could still benefit from implementing the program even if only a small portion is physically in it. He also stated that a successful Main Street program would be something that runs parallel to the YDDA board and that the two do not have to be mutually exclusive.

T. Colbeck also briefly shared a description of the roles and responsibilities of a typical Organization Committee using the Main Street model. He stated that many of the items outlined would be the types of responsibilities that would fall under our current Operations and Finances Committee structure.

## **New Business**

### **YDDA Annual Meeting/ Community Report**

T. Colbeck shared an article outlining the top ten reasons to do a public annual report. The committee agreed that this would be a valuable thing to do for public relations. The committee engaged in discussion on when would be an appropriate time to schedule the annual meeting. It was determined that it should follow the close of the current fiscal year. The committee recommended planning a formal annual meeting in August since there will be no other YDDA board or committee meetings scheduled for that month.

### **Budget Amendment /Reallocation Process**

T. Colbeck updated the committee on the required mid-year budget adjustment process for all city departments and the DDA. He shared a memo outlining the current fiscal year budget line items that he had to adjust and by how much.

K. Hill moved to submit a resolution approving the 2012-13 FY budget adjustments to the full board. A. Edmonds supported and the motion passed unanimously.

## **RESOLUTION TO AMEND AND ADJUST THE YDDA 2012-13 FISCAL YEAR BUDGET**

WHEREAS, one of the Operations & Finance Committee's guiding principles is to support the long term financial planning for the YDDA; and

WHEREAS, this includes ensuring that the YDDA promotes an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, as part of the overall City of Ypsilanti's fiscal policies, each city department including the YDDA is asked to perform a mid-year review of its annual budget and make appropriate adjustments to line items as needed for accounting purposes; and

WHEREAS, these proposed budget adjustments reflect the current state of all revenues and expenses as reported to the YDDA board each month; and

WHEREAS, each budget line item adjustment is requested to ensure that adequate funding is in place to cover expected expenses for the remainder of the current fiscal year;

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

1. the YDDA approve the required budget adjustments as proposed (see attached memo).

2. that staff make sure that all budget adjustments are appropriately entered into the City of Ypsilanti's accounting system as required.
3. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

T. Colbeck also reported that he had asked the City of Ypsilanti's Fiscal Services Department to prepare an estimate of lost income in the next fiscal year if the likely repeal of the Personal Property Tax makes it through the State legislature. He stated that per the Fiscal Services it could potentially reduce the annual revenue in the combined TIF's by \$40,000. However he reminded the committee that this is only an estimate and an actual dollar amount would not be available at this time.

The committee briefly engaged in a discussion of how that should be reflected both in the current fiscal year budget and the next moving forward. that the State most likely will rescind personal property tax. This issue will lower TIFA generated funds.

#### Committee Member Job Description

Staff shared a proposed committee member job description as asked for at last month's meeting. The committee approved the description as provided.

#### 2013-2014 Work Plan

T. Colbeck shared with the committee the current 2011-13 work plan and asked the committee to review for discussion at next month's meeting.

March 21, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMEND AND ADJUST THE YDDA 2012-13 FISCAL YEAR  
BUDGET**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, one of the Operations & Finance Committee's guiding principles is to support the long term financial planning for the YDDA; and

WHEREAS, this includes ensuring that the YDDA promotes an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, as part of the overall City of Ypsilanti's fiscal policies, each city department including the YDDA is asked to perform a mid-year review of its annual budget and make appropriate adjustments to line items as needed for accounting purposes; and

WHEREAS, these proposed budget adjustments reflect the current state of all revenues and expenses as reported to the YDDA board each month; and

WHEREAS, each budget line item adjustment is requested to ensure that adequate funding is in place to cover expected expenses for the remainder of the current fiscal year;

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

1. the YDDA approve the required budget adjustments as proposed (see attached memo).
2. that staff make sure that all budget adjustments are appropriately entered into the City of Ypsilanti's accounting system as required.
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:

NAYS:

YES: \_\_\_\_

NO: \_\_\_\_

ABSENT: \_\_\_\_

VOTE: \_\_\_\_

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**CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY**

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**TO:** YPSILANTI DDA BOARD  
**FROM:** YDDA EXECUTIVE DIRECTOR  
**SUBJECT:** YDDA 2012/13 FY BUDGET ADJUSTMENTS  
**DATE:** 3/13/2013  
**CC:**

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Once yearly in February or March, each department of the City of Ypsilanti and the YDDA are asked to review the current fiscal year's budget to adjust as necessary for any significant increases or decreases from the approved projections. This year the YDDA has remained as close as possible in both Revenues and Expenses to what was approved by the Board last year.

The following is a breakdown of what items need to be adjusted with a brief explanation of each:

<b>Budget Line Item</b>	<b>2012-13 Budget</b>	<b>YTD Actual</b>	<b>Amended Budget</b>	<b>Explanation</b>
Legal Services	\$3,500	\$2,924	\$4,000	We have had higher than expected services needed due to review of dumpster policies, FOIA requests, and other document reviews. The amended budget is in case of additional services needed before the end of the FY.
Conferences and Workshops	\$1,000	\$1,527	\$3,500	Budget increase approved to cover conference expenses relating to Michigan Main

				Street Program.
Printing and Publishing	\$2,500	\$2,700	\$3,000	We expended most of this budget early in the year to produce Ypsilanti Heritage Festival Coupon Book. The amended budget is in case of additional services needed before the end of the FY.
Permanent Wages and Salaries	\$85,436	\$39,712	\$83,936	We reduced this line item by \$2,500 to cover the increase in the Conferences and Workshop line item. We were able to do this because there will be unspent money that was earmarked for the salary of a downtown police officer which is currently vacant.
Streetscape Maintenance	\$25,000	\$16,273	\$25,850	The budget increase is due to unbudgeted costs pertaining to snow removal and the installation of a new bench.

Waste Management	\$24,000	\$19,255	\$29,500	The budget increase is due to additional services needed for bulk item pick-up, dumpster enclosure clean-outs and other costs related to the change of service.
Misc. TIF Expenses	\$0	\$2,110	\$2,110	Misc. expenses including installation of bench in Depot Town, Donation to the DAY for electrical board, and installation of signage at RAC lot.
<b>Totals</b>			<b>\$10,460</b>	

All adjustments will be made to the appropriate TIF/Expense item based on the actual cost incurred.

It is important to note that we will be significantly under budget for wages and benefits due to money not being spent for the Downtown Police Officer position which has remained vacant this fiscal year and for the period of time when the YDDA staff was reduced to only the ED. The approximate savings is \$37,280.

All unspent money at the end of each FY is returned into each TIF's Fund Balance and carried over.

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, April 18, 2013 – 8:00 a.m.  
SPARK East  
215 W. Michigan Ave.**

**Agenda**

**I. Call to Order**

**II. Roll Call**

Amanda Edmonds (VC)	P	A	Kevin Hill	P	A
Alex Easley	P	A	Karen Maurer	P	A
Linda French	P	A	Regan Parker	P	A
Sandee French	P	A	Rois Savvides	P	A
Leigh Greden (C)	P	A	Paul Schreiber	P	A

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

**IV. Approval of March 21, 2013 Minutes (X)\* p. 3-17**

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

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

**VI. Thompson Block Redevelopment Update – Stewart Beal**

**VII. Staff Report/Financial Report (X) p. 18-22**

**VIII. Standing Committee Reports**

- Economic Restructuring & Design (Kevin Hill) (X) p. 23-24
- Operations & Finance – (Karen Maurer) (X) p. 25-27
  - Depot Town TIF Renewal Draft RFP (X) \* p. 28-35

**IX. Ad Hoc Committee Reports**

- Parking (Kevin Hill) (X) p. 36-37

**X. Old Business – none**

**XI. Proposed Business - none**

**XII. Announcements/Comments**

**XIII. Public Participation**

**XIV. Next Meeting: May 16, 2013, 8:00 a.m., SPARK East, 215 W. Michigan Ave.**

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

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, March 21, 2013- 8:00 a.m.  
SPARK East – 215 West Michigan Avenue, Ypsilanti**

**Draft Minutes**

**I. Call to Order:** L. Greden called the meeting to order at 8:09 am.

**II. Roll Call:**

Amanda Edmonds (VC)	P	Kevin Hill	P
Alex Easley*	P	Karen Maurer	P
Linda French	A	Regan Parker	P
Sandee French	A	Rois Savvides	P
Leigh Greden(C)#	P	Paul Schreiber	P

\*Arrived at 8:36am

#Left at 9:00am

**Others in Attendance:**

Tim Colbeck, YDDA Director  
Michael Gelletly, Resident  
Krista Gjestland, Ypsilanti Courier  
Andrew Hellenga, YDDA Staff  
Ruth Ann Jamnick, Operations & Finance  
Mary Zuccherro, YACVB

**III. Approval of Agenda:** T. Colbeck announced that Stewart Beal had requested his presentation be postponed until the April board meeting. L. Greden asked that all action items be moved up on the agenda due to his having to leave the meeting early. A. Edmonds moved to approve agenda as amended. K. Hill supported the motion and it passed unanimously.

**IV. Approval of Minutes – Thursday, February 21, 2013:** K. Maurer moved to approve the minutes as submitted. K. Hill supported the motion and it passed unanimously.

**V. Audience Participation:** None

**VI. Thompson Block Redevelopment Update – Stewart Beal:** Postponed till April Board Meeting.

**VII. Color Run Presentation – Mary Zuccherro, Ypsilanti Area Convention and Visitor Bureau:**

M. Zucchero gave a presentation on the return of the Color Run Michigan Eastside on Saturday, May 11, 2013. Last year's events had much positive feedback from the community and business owners reported record sales during the event. There are 15,000 registered runners for this year. Ypsilanti is one of the smallest communities holding the run this year but has the second highest registration.

M. Zucchero stated that the Color Run's volunteers come from local non-profits with each of them getting a donation to the organization for providing the volunteers. She also stated that the Color Run Organization reimburses the city for all services provided including police and public services.

A. Edmonds stated that this year's event is scheduled at the same time as the Depot Town Farmer's Market. She reported that Growing Hope and the YACVB are making arrangements to hold the market at a different venue for that day.

**VIII. Staff Report/ Financial Report:**

T. Colbeck shared the staff and financial reports with the board. He highlighted the great amount of work and time staff has been spending on dumpster management recently. This includes contract management and logistical planning for the changing of providers. Staff is also engaged in soliciting companies to perform repairs on the enclosures as well as investigating options for improved security.

**VIV. Standing Committee Reports:**

Economic Restructuring and Design – report as submitted by K. Hill:

K. Hill briefly discussed ongoing review of the Downtown Dumpster Enclosures procedures and policies. He would like to see the policies referred to as beautification and security instead of just dumpster management.

- Resolution to Approve the Award of the YDDA Façade Improvement Grant for 23, 25, & 29 E. Cross St.

K. Hill presented a resolution to approve awarding a façade grant for proposed new awnings at the addresses listed. P. Schreiber requested that future resolutions for façade grants should include photos of the properties and indicate who the applicant is. T. Colbeck stated that the applicants are Carolyn and Gary McKeever. He will make sure that all future resolutions include a photo of the property, description of the proposed project and name of the applicant.

K. Hill moved to approve resolution as submitted. The motion was supported by K. Maurer and it passed unanimously.

- Resolution to Approve the Award of an YDDA Façade Improvement Grant for 701 W. Cross St.

K. Hill presented a resolution to approve awarding a façade grant for a new ADA compliant entrance at the address listed. He addressed some procedural issues that came up during the committee meeting regarding this application and reminded the board that the application is for Tower Inn which is owned by one of the YDDA Board members, R. Savvides. He stated that the application was reviewed and was found to be consistent with the program guidelines and intent.

K. Hill moved to approve the resolution as submitted. The motion was supported by A. Edmonds and it passed unanimously with R. Savvides abstaining.

- Resolution to Award the Downtown Solid Waste Collection and Disposal Contract.

K. Hill presented a resolution to approve awarding the Downtown Solid Waste Collection and Disposal Contract. L. Greden asked staff if the contract is specific in what is expected of the awarded company. Staff said that the contract is specific in what duties are to be performed as well as the contract sunset clause. The contract will be for one year with two additional one year options.

P. Schreiber inquired if staff has consulted with City staff on the proposed services contract to check for possible areas of cooperation or coordination can be done to when the City bids out its waste services contract. T. Colbeck stated there has not been any significant coordination between the YDDA and the DPS. He also stated that the terms of this contract are very small when compared to the larger City's service contract and coordination opportunities may be limited due this being a commercial/business service compared to the City's primarily residential service contract.

P. Schreiber inquired on the status of the contract language and expressed concern that the YDDA Board has not been presented a final contract to review and approve. T. Colbeck stated that the original contract language was reviewed at the committee level and by the YDDA's legal counsel, however it has not been finalized with the proposed contractor yet. P. Schreiber requested that any future resolutions that require a contract with the YDDA to be executed must have a full board review and approval of all contract language prior to final approval.

K. Hill moved to approve the resolution as submitted. The resolution was supported by K. Maurer and it passed unanimously.

T. Colbeck reported that the application is now available for the Building Rehabilitation Grant Rd. IV. Funding will be available at the beginning of the next FY.

R. Savvides asked if would be possible to have targeted properties pre-qualified for the grant. After board discussion it was decided to bring it to the committee for further analysis.

P. Schreiber inquired about the letter of support for the Solar Ypsilanti Coalition that was referenced in the committee report. The committee had directed T. Colbeck to sign an electronic letter of support. P. Schreiber stated that any formal support that comes from the YDDA should be approved by the full board. He requested that a resolution of support for the Solar Ypsilanti Coalition be entered by the YDDA board.

P. Schreiber moved to submit a resolution of support for the Solar Ypsilanti Coalition. The motion was seconded by K. Hill and it passed unanimously.

Operations and Finance – report as submitted by K. Maurer:

- Resolution to Amend and Adjust the YDDA 2012-2013 Fiscal Year Budget.

K. Maurer presented a resolution to make appropriate mid-year budget adjustments to the YDDA budget and shared a memo from staff outlining the proposed amendments. T. Colbeck reviewed all of the budget line items that needed to be amended to ensure that there are enough funds available to cover appropriate expenses. The combined total of amendments/additions to the budget is \$10,460.

The board engaged in discussion on how to adjust the budget and plan for future years. R. A. Jammick was asked to share her opinion on the proposed budget amendment resolution. She stated that it is her preference to not draw funds from reserves if there could be adjustments made to line items that are projected to be under budget. T. Colbeck reported that this is an option moving forward because the current fiscal year budget currently is showing a potential surplus of \$37,280 in wages because of the vacant Downtown Police Officer position as well as the several months when the YDDA had only one staff person. He also reminded the board that all unspent or unencumbered budget funds and surplus will be returned to the reserve balance at the end of the fiscal year.

K. Maurer moved to approve the resolution as submitted. The resolution was supported by K. Hill and it passed unanimously.

T. Colbeck briefly reminded the board of the upcoming Main Street training seminar in Howell on April 4.

T. Colbeck also replied to some ongoing questions regarding the Michigan Main Street program requirements and the boundary of the Ypsilanti Main Street. He reminded the board that the YDDA board originally applied for the Michigan Main Street program prior to the merger of the two boards. He stated that our Main Street portion of the DDA is currently only the historic downtown. He also shared with the board a list of specific boundary criteria set out by the Michigan Main Street program to qualify as a Main Street. He stated that with the current DDA district boundaries, we would not be able to incorporate Depot Town and W. Cross St. formally to the program because there is not a contiguous commercial area between the districts.

He reminded the board that even if the other districts are not registered by the state in the Main Street program, it does not mean that the program can't be applied to the whole DDA. The only thing that the other districts would not currently be eligible for are some specific services such as design assistance or market studies that can be provided by the State to full program members. He also stated that potentially Depot Town could initiate its own Main Street Program or the boundaries of the districts could be amended to include Huron St. between Downtown and Depot Town to create the necessary continuity.

**X. Ad Hoc Committee Reports**

Ad hoc Parking Committee – no report:

The last meeting was postponed until March 28, 2013.

**XI Old Business: None**

**XII. Proposed Business:**

P. Schreiber informed the board R. Parker has resigned her board position with the Riverside Arts Center (RAC). The RAC board has two seats reserved for YDDA board members. He solicited the other board members for interest in filling the vacancy. He stated that the RAC potentially can either fill that position or shrink their board and only include one seat for DDA board members. He asked if this position could be considered as a replacement for a YDDA board member sitting on one of the standing committees? This item will be added to the March Operations and Finance Committee agenda for discussion.

T. Colbeck and R. A. Jamnick gave the board a summary of the ZingTrain seminar they attended on Creating a Vision of Greatness for your organization. Both of them shared what they learned of the visioning process and encouraged the board to take this up as a process for the YDDA. A. Edmonds stated that she would help facilitate the process and it will be added to the April Operations and Finance Committee agenda.

**XIII. Announcements/ Comments:**

P. Schreiber gave the board a report on the City's Master Plan updating. He stated that the City and their consultants had a series of public meetings and presentations last week and will be bringing their findings back to the community on April 16-20.

A. Edmonds shared a report on the economic impact of the Downtown Farmers Market on our Downtown. She also reported that the Depot Town Farmer's Market will be run by Growing Hope on Saturday's starting this spring. She encouraged the board to support both.

**XII. Public Participation:**

M. Gelletly expressed appreciation for all the work that YDDA has put in to the community and all of our accomplishments.

**XIII. Adjourn:** A. Edmonds moved to adjourn the meeting, supported by K. Hill. Meeting adjourned at 10:05am.

**XIV. Next Meeting: April 18, 2013, 8:00 am**

March 21, 2013  
2013-5

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF AN YDDA FAÇADE IMPROVEMENT  
GRANT FOR 23, 25, & 29 E. CROSS ST.**

The following preamble and resolution were offered by Member K. Hill and supported by Member K. Maurer.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, at the October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the Eastern Leaders Group/Washtenaw County Economic Development Department has provided the YDDA with a \$7,500 match for the second round of the grant program; and

WHEREAS, the YDDA has matched the ELG grant with \$32,500 in TIF funds made available from the appropriate TIF sources; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each fro the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request for the above mentioned addresses for the replacement of existing awnings; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. The grant be awarded upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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: A. Edmonds, A. Easley, L. Greden, K. Hill, K. Maurer, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 2      VOTE: affirmed

March 21, 2013  
2013-6

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF AN YDDA FAÇADE IMPROVEMENT  
GRANT FOR 701 W. CROSS ST.**

The following preamble and resolution were offered by Member K. Hill and supported by Member A. Edmonds.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, at the October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the Eastern Leaders Group/Washtenaw County Economic Development Department has provided the YDDA with a \$7,500 match for the second round of the grant program; and

WHEREAS, the YDDA has matched the ELG grant with \$32,500 in TIF funds made available from the appropriate TIF sources; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each for the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request for the above mentioned addresses for the replacement of existing awnings; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. The grant be awarded upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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: A. Edmonds, A. Easley, L. Greden, K. Hill, K. Maurer, R. Parker, & P. Schreiber

NAYS: none

ABSTAINED: R. Savvides

YES: 7      NO: 0      ABSENT: 2      VOTE: affirmed

March 21, 2013  
2013-7

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AWARD THE DOWNTOWN SOLID WASTE COLLECTION AND  
DISPOSAL CONTRACT**

The following preamble and resolution were offered by Member K. Hill and supported by Member K. Maurer.

WHEREAS, the 2003 Michigan Avenue Tax Increment Financing and Development Plan identified the provision of community dumpster/solid waste service as long-term goal; and

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, the current contract for Downtown Solid Waste Collection and Disposal is set to expire on March 31, 2013; and

WHEREAS, on January 31, 2013 the YDDA posted a Request for Proposals (RFP) for Downtown Solid Waste Collection and Disposal Services; and

WHEREAS, two sealed bids were received by the RFP deadline of February 21, 2013 with bids ranging in annual prices from \$10,501.92 to \$15,996.00; and

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

1. the YDDA accept the Republic Services bid proposal to provide Downtown Solid Waste Collection and Disposal Services for the 2013-14 Fiscal Year with two additional option years (2014-15 and 2015-16) with all work to be provided as specified in the RFP.
2. the base contract costs for services be \$10,501.92 for the first year and \$10,837.37 and \$11,162.50 for each successive year.
3. the base costs are subject to change based on potential fluctuations in required services based on volume of waste produced in the Downtown and potential at a carte costs of bulk item removal and dumpster clean outs.

4. the contract is for one year with two optional years with guaranteed pricing at the YDDA's discretion.
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: A. Edmonds, A. Easley, L. Greden, K. Hill, K. Maurer, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAIN: none

YES: 8      NO: 0      ABSENT: 2      VOTE: affirmed

March 21, 2013  
2013-8

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION OF SUPPORT FOR THE SOLAR YPSILANTI COALITION**

The following preamble and resolution were offered by Economic Restructuring Member P. Schreiber and supported by Member K. Hill.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) is organized to act in accordance of Act 197 of the Public Acts of 1975 under which the DDA serves the purpose of correcting and preventing deterioration in the downtown districts, encouraging historic preservation, creating and implementing development plans in the districts and promoting the economic growth and vitality of the districts; and

WHEREAS, the Solar Ypsilanti Coalition has been formed to create awareness of the benefit of solar energy opportunities for the City of Ypsilanti by lowering energy costs, creating solar energy industry jobs, and reducing the City's dependence on fossil fuels; and

WHEREAS, SolarYpsi has successfully installed solar energy kits at the Ypsilanti Food Coop, Riverstreet Bakery, and Ypsilanti City Hall and building on these successes the Solar Ypsilanti Coalition has set goals of seeing 1,000 solar roofs installed in Ypsilanti by 2020 and 2,000 by 2030;

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

1. The YDDA supports the Solar Ypsilanti Coalition's goals for the installation of solar roofs in the City of Ypsilanti.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, A. Easley, K. Hill, K. Maurer, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 7    NO: 0    ABSENT: 3    VOTE: affirmed

March 21, 2013  
2013-9

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMEND AND ADJUST THE YDDA 2012-13 FISCAL YEAR  
BUDGET**

The following preamble and resolution were offered by Member K. Maurer and supported by Member K. Hill.

WHEREAS, one of the Operations & Finance Committee's guiding principles is to support the long term financial planning for the YDDA; and

WHEREAS, this includes ensuring that the YDDA promotes an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, as part of the overall City of Ypsilanti's fiscal policies, each city department including the YDDA is asked to perform a mid-year review of its annual budget and make appropriate adjustments to line items as needed for accounting purposes; and

WHEREAS, these proposed budget adjustments reflect the current state of all revenues and expenses as reported to the YDDA board each month; and

WHEREAS, each budget line item adjustment is requested to ensure that adequate funding is in place to cover expected expenses for the remainder of the current fiscal year;

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

1. the YDDA approve the required budget adjustments as proposed (see attached memo).
2. that staff make sure that all budget adjustments are appropriately entered into the City of Ypsilanti's accounting system as required.
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: A. Edmonds, A. Easley, K. Hill, K. Maurer, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 7      NO: 0      ABSENT: 3      VOTE: affirmed

Community Outreach and Partnerships: I continue to meet with community stakeholders/partners to discuss ongoing DDA planning and goals including potential Main Street partners.

- I continue to participate on the Ypsilanti Pride Planning Committee. The committee discussed ongoing fundraising opportunities, identifying Dine to Donate events and reaching out to various community stakeholders to either volunteer or donate to support the event.
- I was invited to attend the annual Washtenaw County Economic Club luncheon as a guest of the A2Y Chamber. This luncheon at Washtenaw Community College presents an annual report of the economic outlook for the county by George Fulton who is a U of M Economist.
- I met with Stewart Beal and Tyler Weston of Howard Hanna Real Estate to discuss the ongoing plans for the Thompson Block redevelopment and how the DDA can help. I arranged to have Stewart attend our April YDDA Board meeting to give an update on the project.
- I had a lunch meeting with Joe Musallam of DTE Energy to discuss ongoing programs with both the DDA and DTE and possible opportunities for Joe to participate on with our organization and in Ypsilanti in general. Joe is an electrical engineer with DTE but he is also in a leadership program with them that looks to create community partnerships.
- Staff continues to attend and participate at the Non-Motorized Advisory Committee meetings.
- I met with JP and David Millepieux who are area residents interested in opening a French restaurant and cooking school in Downtown Ypsilanti. We discussed their long term plans and possible locations. I shared some available resources currently available and referred them to Charlie Penner of the MI-SBTDC.
- I have continued to talk to Andrew Epstein, who recently purchased the former Elbow Room bar. I have been helping with a potential Redevelopment Liquor License application for his proposed Mexican restaurant.

Downtown Dumpster Management: Working with Tammie Tischler and Scott Capuatan of Republic Services, we finalized the new Solid Waste/Dumpster Services contract. Scott and I have executed and the transfer of services has taken place.

Staff is continuing to monitor the enclosures during the initial stages of the new services contract to ensure that everything is operating as smoothly as possible. I am currently working with Republic to ensure that adequate service times and days are being provided. Staff has also monitored the enclosures and picked up loose debris as necessary.

Andrew is continuing to solicit quotes for needed enclosure repairs and added security. We will be providing detailed information at the May Economic Restructuring and Design Committee meeting.

Staff is continuing to work with area stakeholders to make sure that all needs are being met as well as preparing for the voluntary community financial participation in ongoing waste management services.

City of Ypsilanti Coordination: I continue to attend the regularly scheduled Ypsilanti department heads meetings where there is a recap of City Council meetings and upcoming agenda items. Each department head also gives updates of upcoming or ongoing projects and initiatives for their department.

Staff has continued to participate in the ongoing Master Plan initiative. I had an extensive phone interview with the City's consultants where we discussed the 2008 Hyett Palma retail report and the DDA's goals for Water Street.

I met the Marilou Uy of the City's Fiscal Services Department and City Manager Ralph Lange to review the 2012-13, 2013-14 and 2014-15 fiscal year income projections for each of the YDDA's TIFAs. I am continuing to work with the Fiscal Services Department to make sure all budget adjustments are handled appropriately.

DIA Inside/Out Program Coordinating: I have confirmed the number, locations, and replications for the art installation program. I have begun coordinating with the appropriate property owners to receive the needed permissions. I have also scheduled myself to attend an upcoming HDC meeting to address any possible concerns and receive the needed permissions to move forward.

Press/Communications: I was a guest writer for Concentrate Media for their April 10<sup>th</sup> addition. I wrote about my vision for the DDA and how we are more popular than we think.

Wayfinding Program: I have continued to work with Deb Locke-Daniel of the YACVB to launch a comprehensive wayfinding program. Deb and I had lunch with Jan Carpman of Carpman-Grant Associates which is a firm located in Ann Arbor that specializes in wayfinding projects. While she stated her firm would not be able to bid on the proposed project, she volunteered to review our RFP and give us valuable insight on what should be added and/or removed and what the scope of work should look like. I have taken her input and began working on a new draft for the RFP for Deb.

Michigan Main Street Program: Andrew attended the Michigan Main Street Basics training in Howell along with Tyler Weston of Howard Hannah Realty. He prepared a summary report for the Operations and Finance Committee.

I will be attending the National Main Streets Conference in New Orleans from April 13-16<sup>th</sup>. I will prepare a detailed conference report for the May Operations and Finance and YDDA Board meetings.

YDDA Façade Improvement and Building Rehabilitation Programs: Staff is continuing to market the new round of both available grant programs to area businesses, property owners, realtors and banks.

We have recently shared information and/or answered inquiries for one or the other program with Sweet Waters Café.

Staff also met with Joe Lawrence to help him with façade applications for both 5 and 7 S. Washington St.

Cross St. Streetscape Enhancement Project: I am continuing to work with the Departments of Public Services and Planning as well as MDOT to coordinate the final punch list items for this project. I have solicited a quote from WH Canon on the repair or replacement of the sitting wall located adjacent to Aubree's.

YDDA Website: I have continued to update the website and add additional information as needed.

Staff is continuing to monitor and update the available retail space within the districts to keep the website up to date.

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.

Board and Committee Meetings Support: Staff continues to prepare for and support all of the committee and board meetings, preparing required agendas, minutes, and other documentation for each of the YDDA meetings. Staff has begun working on the 2013-14 work plan with each committee.

YDDA Bookkeeping and Budget Maintenance: I have continued to process all of our incoming invoices as well as track the monthly revenue and expense reports.

As reported earlier, I have been working with the City's Fiscal Services Department to ensure that our current fiscal year budget is updated accordingly and begun working on updated revenue projections for the next fiscal year.

Streetscape Maintenance and Spring Plantings: I have met with Brian from WH Canon and Leigh of Moose & Squirrel who provide Canon with their planting materials to coordinate for the Spring Planting. We are in the process of selecting materials to be ordered in advance of Ypsilanti Pride Day.

Andrew coordinated the downtown tree trimming and holiday light removal with our approved contractor.

Revenue	Amount					
<b>TOTAL</b>	\$0.00					
<b>EXPENSES</b>						
	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN	LINE ITEM	DESCRIPTION
Timothy Colbeck	\$275.00	\$38.50	\$44.00	\$192.50	Telephone & Internet	Annual Webhosting Fee
Congdon's Ace Hardware	\$30.96	\$4.33	\$4.96	\$21.67	Operating Supplies	Operating Supplies
Dansen LLC	\$650.00	\$91.00	\$104.00	\$455.00	Rent	April Rent
DTE Energy	\$37.54	\$0.00	\$0.00	\$37.54	DTE Electric Bill	N. Huron Lot
Smith Haughey Rice & Roegge	\$1,190.00	\$166.60	\$190.40	\$833.00	Legal Services	Attorney Fees
Eric Walters	\$3,000.00	\$0.00	\$0.00	\$3,000.00	Bldg Rehab Program	Bldg Rehab Grant
Staples	\$48.69	\$6.82	\$7.79	\$34.08	Office Supplies	Office Supplies
Staples	\$42.73	\$5.98	\$6.84	\$29.91	Office Supplies	Office Supplies
Staples	\$7.21	\$1.01	\$1.15	\$5.05	Office Supplies	Office Supplies
TDS Metrocom	\$116.69	\$16.34	\$18.67	\$81.68	Telephone & Internet	April Phone & Internet
Tower Inn Café	\$2,500.00	\$2,500.00	\$0.00	\$0.00	Façade Program	Façade Grant
Waste Management Service	\$47.68	\$0.00	\$0.00	\$47.68	March Dumpster Service	Waste Management
<b>TOTAL</b>	\$7,946.50	\$2,830.58	\$377.81	\$4,738.11		



## Economic Restructuring & Design Committee Meeting Summary 3/27/13

### **Attendance**

#### Committee Members

J. Albers  
K. Hill (C)  
D. Otto  
C. Penner  
R Savvides

#### Other Attendees

T. Colbeck  
L. French (City of Brighton)  
L. Greden  
A. Hellenga  
M. Modrack (City of Brighton)

### **Vacant Property Programs and Policies Presentation Matt Modrack, Brighton DDA & Community Development Director**

M. Modrack gave a presentation on practices that they have used in Downtown Brighton to encourage the redevelopment of long standing vacant properties. He stated that Brighton has both a DDA and a Principle Shopping District (PSD). He also stated that they have very successfully leveraged using the “Main Street” model for their downtown. Downtown Brighton is now dining and entertaining destination.

M. Modrack said that Brighton started with a detailed market study, to see exactly where the demand was in the community. He then reported that they looked at what obstacles were facing outside investors looking to locate in the downtown. He has worked to remove regulations and policies that were a detriment to business development. Brighton has also successfully used the Redevelopment Liquor Licenses (RLL) as a resource to encourage downtown development.

M. Modrack stated that the DDA/PSD has been very pro-active in the development of vacant/underutilized properties. That they have actively purchased vacant properties and even demolished properties to assemble for future uses. They have created a unique model that allows them to develop vacant property for downtown parking with an option to develop at a later time as needed. By assembling the properties, the city has more control over the long term condition of each parcel. Everything that was done in Brighton was done with a long term plan but allows temporary uses until full redevelopment is ready to leverage the market.

### **Old Business**

#### YDDA Façade Improvement Program Update Rd. II

Discussion was postponed until next month’s meeting.

#### YDDA Building Rehab & Improvement Grant Rd. IV

Discussion was postponed until next month’s meeting

#### DDA Streetscape Furnishing Inventory

Staff briefly reviewed the existing inventory memo with the committee. K. Hill

commented on the need to consider street benches designed to deter individuals from sleeping on them. J. Albers stated that a basic design standard often used ensures that benches should only be four feet long, or if longer are equipped with armrests.

T. Colbeck stated that the committee should begin thinking about what their top priorities for street furnishings are for the next several years; such as by district need, placement, and use type. He also reminded the committee to consider how to budget for this over the next several years.

#### Downtown Dumpster/ Solid Waste Service Program Management

T. Colbeck reported that staff is currently soliciting quotes for both dumpster enclosure repairs and security installation/cameras.

K. Hill stated that once the new contract is in place it is important to finalize the community pricing system, with all costs for service and maintenance included.

K. Hill also reminded the committee that security cameras are still a high priority for some of the community stakeholders. He stated that there needs to be a partnership between the DDA and community members in order to provide the appropriate security and that any related expenses should be included in the yearly assessment.

The committee engaged in discussion of the potential addition of security cameras including the potential costs and effectiveness. There were several different options for security cameras discussed. Staff will continue to solicit quotes for the purchase and installation of these different devices and provide an update at the April committee meeting.

#### New Business

##### DDA Design Guidelines

T. Colbeck reviewed a report outlining the reasons to implement design guidelines for the DDA districts and shared with the committee work that had been done previously by staff to adopt guidelines for streetscape elements. He also briefly discussed some information he forwarded to the committee with a sample of strong guidelines created for Downtown Kalamazoo and a presentation from the National Main Street Center on the benefits of good design guidelines for a community.

##### 2013-14 Work Plan

The committee briefly reviewed the 2012-13 work plan. Staff will prepare a detailed 2013-14 work plan to be reviewed at the April committee meeting.

##### Proposed Business

T. Colbeck shared with the committee an energy assessment program available to businesses from the Warm Training Center, based Detroit. Staff will bring back for discussion at the April committee meeting.

## Operations & Finance Committee Meeting Summary 4/10/13

### **Attendance**

#### Committee Members

A. Edmonds  
R. Jamnick  
D. Kabat  
C. Sikorski

#### Other Attendees

T. Colbeck  
A. Hellenga  
K. Hill  
P. Murdock  
R. Savvides

### **Audience Participation**

P. Murdock announced that the Shape Ypsi master plan process will be having a second round of community meetings from April 15-18.

He also announced that the City is currently working with Washtenaw Community College construction management program to re-plank the Tridge.

### **Old Business**

#### Depot Town TIF Renewal

##### 1999 Depot Town Circulation Plan Review

The committee continued its review of the plan summary to identify what goals and objectives have been completed since 1999. There was some discussion on goals that need to be prioritized moving forward, but the committee agreed that at this time the important thing is to identify the status of the plan existing plan items.

The committee identified some key stakeholders in Depot Town who would have input on the historical content of the plan. They also identified key City staff to contact to gather additional information. Staff will follow up as directed and provide a detailed summary at the next committee meeting.

##### Draft RFP

The committee discussed the revised draft RFP. T. Colbeck reviewed some additional language he incorporated using ideas that he learned from the ZingTrain Visioning seminar he attended.

K. Hill encouraged the committee to everything they can to keep the overall costs of hiring a consultant down for this process. The committee discussed what can be done in advance of hiring a consultant to reduce the scope of work. A. Edmonds stated that the RFP does request a detailed budget from any proposed consultant identifying tasks that can be removed from the scope of work if not necessary.

T. Colbeck stated that he will edit the map in the RFP to specifically show the Depot Town district. The committee suggested that the full DDA district map should remain and we should possibly add some aerial photos of the district to the RFP.

The committee requested that staff provide the draft RFP for the full board to consider for review. If there are any requested changes it will come back to the committee for a final edit before being submitted for approval to go out for bid.

#### Michigan Main Street Implementation

A. Hellenga reviewed a summary report of the Michigan Main Street Basics seminar that he attended with T. Weston last week. He stated some key points from the seminar including some questions that the seminar identified for each community to answer regarding their readiness to move forward with the program.

K. Hill discussed possibility of amending current YDDA borders in order to provide contiguous linkages between Downtown and Depot Town in order to have a single Main Street for those two districts. T. Colbeck stated that language requesting the potential expansion/amendment of a TIF district boundary could be added to the Depot TIF Plan RFP. The committee agreed that this should be considered.

The committee engaged in discussion as to what would have to be done to move this discussion forward and for the full board to determine whether or not to apply for Select Level membership with the Michigan Main Street Program this year. A. Edmonds asked staff to provide the committee with a ready list of what it would take to move forward in becoming a Select Level community. Staff will prepare for next month's meeting.

C. Sikorski inquired to what the benefits are in becoming a Select Level community? A. Edmonds listed some of the key benefits regarding services provided and training available through the State program. She stated that the YDDA board received a presentation from the State office last October and requested that staff share the presentation with the committee. C. Sikorski also identified the need to have a specific vision to take to the greater community to build support for our membership.

#### New Business

##### Detailed YDDA TIF/ Budget Review

The committee briefly discussed the detailed budget report as provided. It was determined that this should be brought back for next month's meeting so that T. Colbeck can walk the committee through the report and how to read it. T. Colbeck also reminded the committee that there will likely be a need to add some line items to the next two year's budgets that are not currently included.

##### YDDA Visioning

T. Colbeck and A. Edmonds briefly discussed the potential visioning process for the YDDA and how to implement. They will meet prior to the next committee meeting to lay the groundwork for the process.

Board Member Committee Obligations

This item was postponed until the May committee meeting.

2013-2014 Work Plan

This item was postponed until the May committee meeting.

**Announcements/ Comments**

P. Murdock stated he recently met with T. Gillotti the City Planner and S. Kirton the Director of Public Service to discuss some of his ongoing concerns with the Cross St. Streetscape Enhancement Project. These items included the re-stripping of area crosswalks, addressing the sitting wall outside of Aubree's, fixing the Depot Town fountain, the addition of pedestrian crossing bollards in Depot Town, and addressing maintenance and repairs needed for the Depot Town rain gardens.

## **Ypsilanti Downtown Development Authority**

### **Request for Proposals**

#### **Introduction**

The Ypsilanti Downtown Development Authority (YDDA) will be accepting proposals from qualified consultants to update the 2000 Depot Town Tax Increment Finance (TIF) and Development Plan in accordance with Public Act 197 of 1975. The YDDA will accept proposals from \_\_\_\_\_ to \_\_\_\_\_.

#### **Background**

The YDDA is seeking a consultant to help us develop a plan to update and renew the Depot Town TIFA. The current Depot Town TIF/Development is set to expire in December 2015. It is our intent to use the proposed plan to extend the existing TIF/Development Plan for another 15 years, until 2030. The YDDA believes that there is still work to be done for the long-term success of the Depot Town area. Our goals, which should be reflected in our YDDA Mission and Vision Statements and will be echoed in the upcoming City of Ypsilanti Master Plan, are to develop a vision to preserve, enhance, and to diversify the city. The foci of these goals are expanded to detail what the future of the Depot Town District is:

- Preservation of the traditional downtown environment and high quality of public services while keeping the identity, cultural diversity, and creative population intact.
- Enhancement of property maintenance, regional connectivity together with a pedestrian friendly environment, and commercial and residential services and facilities with technology accessibility.
- Diversification of housing, retail/commercial, and transportation options along with a mixture of businesses and job opportunities.

The YDDA's Operation and Finance Committee will be the lead agency for this project. The YDDA's main purpose is to provide an emphasis on an active shopping and entertainment district. The project area will be within the DDA boundaries as identified on the attached map. The Operations and Finance Committee will be involved with review of proposals, interviewing consultants for the project, submitting a recommendation to the DDA Board and City Council, and working with the selected consultant to develop a long-term strategy.

#### **Project Goals**

To identify and develop projects within the Depot Town District of the YDDA and refine current projects to prevent deterioration, encourage preservation, and promote growth in Ypsilanti's Depot Town District over a 15 year period. To create a path to achieve our long-term

development goals through clearly defined, incremental steps with estimated costs associated with each. To provide revenue/budget projections for the same 15 year period that allows the YDDA to plan and prioritize the TIF/Development Plan projects and programs.

### **Project Scope of Services**

In accordance with Section 17 of Act 197 of 1975 the preparation of the TIF plans shall include:

- Public Input and Presentations
  - A survey for public input on development projects and redevelopment initiatives.
  - A minimum of 2 public meetings included, but not limited to focus groups, town halls and charettes.
  - Final presentations to the Operations and Finance Committee, YDDA Board of Directors, and City Council.
- Identify potential expanded DDA boundaries to connect the Depot Town TIF area with the Downtown TIF area, including potentially expanding the TIF capture area of the Depot Town district (see attached map):
  - S. Huron St. from Pearl to Cross St.
- A plan to accommodate for Complete Streets, Transit Oriented Design and Sustainability through multiple forms of transportation, i.e. pedestrian friendly, bike racks, bus stops, parking; long term preparedness; and sustainability measures in redevelopment.
- A description of existing improvements and economic development initiatives in the development area. Refine current economic development initiatives.
- Projected public and private redevelopment projects and economic development initiatives.
- The location, extent, character, and estimated cost of improvements and economic development initiatives.
- A timeline of construction stages and economic initiatives.
- A description of any open space to be left in the development area and the use for such space.
- An estimated cost of development and budget entailing a maximum amount of bonded indebtedness to be incurred along with a statement of the proposed method of financing.
- TIF Renewal Areas shall conform to the State, County, and Municipal performance standards and policies.
- TIF Revenue Projections and sample budget of expenditures.
- Financial Projections for the plan with potential Return on Investments.
- Format for deliverables:
  - One final document.
  - Maps in electronic format, including PDF, GIS, PSD, and JPEG files.
  - Final documents in electronic format, including PDF and original program file that it was created in.
  - 3 copies of the final document, bound and in full color.

- 24x36 poster of TIF boundaries and projected plans.

## **Proposal Requirements**

The selection of a consultant will be based on qualifications and the content of the proposal submitted. At a minimum, proposals should contain the following information:

### **Introductory Letter**

- Firm name or joint venture
- Address
- Contact Person
- A clear and concise response as to why the Operations and Finance Committee, as empowered by the Ypsilanti Downtown Development Authority, should select your firm or joint venture for this work.

### **Statement of Qualifications of firm/joint venture:**

- Firm/joint venture experience and current workload.
  - A detailed description of similar projects successfully completed by the firm/joint venture in the past three to five years and a detailed description of results of that work. Include the name and telephone number of a contact person for each client who can verify the information provided.
  - Listing of all projects (if any) completed for the City of Ypsilanti within the past five years.
  - Listing of three (3) similar projects with references.
- Firm/joint venture personnel experience.
  - Name of project manager with resume and experience record.
  - A flow chart of team members who will be assigned to perform substantial amounts of the work on the project and the role of each.
  - Provide a resume and experience record for each person, including years of experience, education, and location.
- Sub-consultant personnel experience.
  - Names and addresses of any outside consultants or associates proposed to be involved with this project.
  - Include each proposed sub-consultant or associate proposed to be involved with this project.
  - Include each proposed sub-consultants' experience and qualifications as described above.

### **Project Approach**

- A detailed description of how the firm proposes to approach this project.
- Include sufficient discussion of proposed methodologies, techniques, and procedures for each work item listed in aforementioned Project Scope of Services.
- Provide a breakdown and description of tasks assigned per project team member.

- The work program should indicate the formats and number of meetings proposed for the Operations and Finance Committee and staff involvement. The purpose of these meetings should be included.
- A statement of your firm and/or joint venture's philosophy on how you approach the process of preparing a TIF/Development Plan and how you incorporate not just the views and expectations of the lead agency but the overall community.

### **Detailed Scope of Work & Timeline**

- A proposed timeline and method of assuring that the timeline is met, including the name of the person responsible.
- Provide a proposed timeline for completion of key tasks and method to assure that the timeline will be met.

### **Budget Proposal**

- The Operations and Finance Committee will consider fees in its overall evaluation of the proposals.
- Provide in your proposal a not-to-exceed cost for all services including fees and expenses.
- The budget proposal should break the not-to-exceed costs into the following components:
  - Itemized costs for the elements identified in the Project Scope of Services.
  - Costs for travel, meals, and lodging (for consultants traveling outside the Metro-Detroit/Ann Arbor area).
  - If additional items beyond those outlined in this RFP are incorporated in the proposal, the estimated budget shall list those items separately.
- Provide a fee schedule for supplemental charges that may be charged for additional unforeseen works tasks. If such services should be required via future contract addendum, such as fees for conducting additional meetings with staff, stakeholders or community, additional iterations or revisions, or additional information related to installation, etc.

### **Selection Process and Schedule**

The Operations and Finance Committee of the YDDA will review all submitted proposals to determine potential consultants that will be granted an interview. Following interviews, the Operations and Finance Committee will make a recommendation to the YDDA Board, which will attempt to negotiate an agreement with the top ranked consultant. If no agreement can be reached that consultant shall be dismissed and the committee shall proceed with discussions with the second ranked consultant. This process may be repeated as many times as necessary until an agreement can be negotiated that is satisfactory for both parties.

The Operations and Finance Committee reserves the right to reject and or all bids or proposals, waive technicalities, and to be the sole judge of the suitability of the proposed services for its

intended use and further specifically reserves the right to make the award in the best interest of the Ypsilanti DDA.

The projected schedule for selecting a consultant for this project is as follows:

- Advertise request for proposals (May 2013).
- RFP from consultants is due (June 2013)
- Review of proposals by Operations and Finance Committee (June 2013).
- Operations and Finance Committee conducts interviews (June 2013).
- Recommend selection of consultant (July 2013).
- DDA Board approval (July 2013).

In submitting their bid, each bidder represents that they have read and understand the bidding documents.

Please submit three sealed proposals to the address listed below:

Ypsilanti City Clerks Office  
Attn: YDDA Depot Town TIF Renewal  
Ypsilanti City Hall  
One S. Huron St.  
Ypsilanti, MI 48197

For additional information, please contact YDDA Executive Director Tim Colbeck at 734.482.1410 or by e-mail at [tcolbeck@ypsilantidda.org](mailto:tcolbeck@ypsilantidda.org).

### **Method of Evaluation**

The award of a contract will be made the firm/team whose proposal is determined to be the most advantageous to the YDDA, taking into considerations the following evaluation factors:

#### **Team Qualification**

Firm/team's experience and reputation:

- The record of experience of the firm in similar work and successful results.

#### **Team Dynamic**

The firm/team should demonstrate their ability to complete the project based on its current workload, demonstrated understanding of the YDDA's goals and purpose for this project, specific management approach and how the firm proposes to achieve the project's time goals, and the firm ability to offer their breadth and quality of service requested for the project. The

firm/team should demonstrate their ability to work with diverse communities, organizations, and volunteers.

### **Project Understanding**

Response to the project goals and scope outlined in the RFP:

- This includes demonstrated understanding of scope of project, innovative suggestion that may enhance the value of this project, innovative suggestion that may enhance the value of this project, demonstrated ability to present technical data in a user friendly format with appropriate use of graphics. Present the best solution for cost effectiveness and allocation of set budget.
- Schedule: The proposed schedule for performing the work for the project. The selected firm must be in a position to begin work within two weeks of notice to proceed.
- Fee Proposal: The YDDA will consider the fees in the overall evaluation of the proposal.

### **Creativity**

The firm/team should graphically demonstrate their creativity and ingenuity in developing actionable TIF Plans that will be approved by the City and County. The firm/team should demonstrate their comprehension of the YDDA needs, with the ability to think outside of the box in terms of developing a creative plan that meets the terms of scope of services.



# DDA Districts - potential expansion area



Ad Hoc Parking Committee Meeting Summary 3/28/13 (No Quorum)

**Attendance**

Committee Members

K. Hill (C)  
M. Swanson

Other Attendees

T. Colbeck  
A. Hellenga  
P. Murdock

**Old Business**

Review the Final Recommendations

a) Parking Enforcement

The committee reviewed the discussion notes from the February meeting to clarify what recommendations to carry forward. The following items were highlighted:

- General extension/ rearrangement of enforcement hours; the committee suggested that recommendations be general in order to allow the city to implement changes effectively.
- The committee discussed changing 2hr parking to 90 min parking for parking along major roads.
- Developing a strategy in order to encourage more visitors parking in the South Huron and Washington Lots.
- Developing a way to incentivize residential parking pass holders to use the Washington St and S. Huron lots. The committee discussed creating a premium pass rate for the N. Adams and N. Huron Lots.
- The committee discussed potentially approaching EMU to change the College of Business parking structure into a pay parking deck.
- The committee discussed approaching the Key Bank Building owners for possible shared use of their parking lot during higher frequency days (weekends, special events, etc...).

b) Signage

The staff reviewed a summary report of the existing parking signage that identifies both direction and requirements. T. Colbeck reported that he is currently working with the YACVB on a large wayfinding initiative that would likely address some of the identified issues.

The committee stated that it would like to see more uniformity when dealing with parking signage. Signage should be the same color. Each parking sign should have both the city symbol as well as the universal parking symbol.

The committee also briefly discussed repainting the directional symbols in the S. Huron lot and handicap parking spaces.

**Proposed Business**

The committee agreed to schedule its meetings on the Tuesday immediately prior to scheduled board meetings. The next meeting will be held on Tuesday, April 14<sup>th</sup>, 8:30 am at SPARK East.

# City of Ypsilanti Downtown Development Authority

Board of Directors Meeting  
Thursday, May 16, 2013 - 8:00 a.m.  
SPARK East  
215 W. Michigan Ave.

## Agenda

**I. Call to Order**

**II. Roll Call**

Amanda Edmonds (VC)P	A	Kevin Hill	P	A
Alex Easley	P	Karen Maurer	P	A
Linda French	P	Regan Parker	P	A
Sandee French	P	Rois Savvides	P	A
Leigh Greden (C)	P	Paul Schreiber	P	A

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

**IV. Approval of April 18, 2013 Minutes (X)\* p. 3-7**

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

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

**VI. Staff Report/Financial Report (X) p. 8-12**

- 2013-14 Budget Update (X) p. 13-47

**VII. Standing Committee Reports**

- Economic Restructuring & Design (Kevin Hill) (X) p. 48-67
  - Resolution to Approve the Award of a YDDA Façade Improvement Grant for 5 S. Washington St. (X)\*p. 68-69
  - Resolution to Approve the Award of a YDDA Façade Improvement Grant for 7 S. Washington St. (X)\*p. 70-71
- Operations & Finance – (Karen Maurer) (X) p. 72-74

**VIII. Ad Hoc Committee Reports**

- Parking (Kevin Hill) (X) p. 75-76

**IX. Old Business - none**

**X. Proposed Business - none**

**XI. Announcements/Comments**

**XII. Public Participation**

**XIII. Next Meeting: June 20, 2013, 8:00 a.m., SPARK East, 215 W. Michigan Ave.**

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

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, April 18, 2013- 8:30 a.m.  
Ypsilanti Area Convention and Visitors Bureau  
106 West Michigan Avenue, Ypsilanti**

**Draft Minutes**

**I. Call to Order:** L. Greden called the meeting to order at 8:06 am.

**II. Roll Call:**

Amanda Edmonds (VC)	P	Kevin Hill	P
Alex Easley*	P	Karen Maurer	P
Linda French	P	Regan Parker	P
Sandee French	P	Rois Savvidas	P
Leigh Greden(C)	P	Paul Schreiber	P

\*Arrived at 8:37am

**Others in Attendance:**

Stewart Beal, Thompson Block LLC/Beal Properties  
Tim Colbeck, YDDA Director  
Mike Gelletly, Ypsilanti Resident  
Andrew Hellenga, YDDA Staff  
Pete Murdock, City Council  
Nathan Phillips, Ypsilanti Resident  
Katrease Stafford, AnnArbor.com  
Tyler Weston, Howard Hanna

**III. Approval of Agenda:** L. French moved to approve agenda as submitted. K. Maurer supported and the motion passed unanimously.

**IV. Approval of Minutes – Thursday, March 21, 2013:** K. Maurer moved to approve the minutes as submitted. K. Hill supported and the motion passed unanimously.

**V. Audience Participation:** None

**VI. Thompson Block Redevelopment Update – Stewart Beal:**  
Stewart Beal, of Beal Properties, and Tyler Weston, of Howard Hanna Realty, gave a presentation regarding the redevelopment of the Thompson Block properties in Depot Town.

- The Redevelopment Project includes 16 2<sup>nd</sup> and 3<sup>rd</sup> floor luxury lofts, 14,000 sq ft of commercial space, and 30 parking spaces. Thompson Block LLC has purchased the property behind 400 N. River and will request an alley vacation from the city and eventually a lot combination of the two properties.
- S. Beal has a consent agreement with the city on the property with 11 items benchmarked for his compliance, of which 10 of the 11 requirements have been met. The final stipulation requires construction of a roof by September of this year. Beal stated that the last requirement cannot be met until there has been considerable other work done in excess of a million dollars, all of which are contingent on meeting certain financing and sales goals.
- The YDDA Board members engaged S. Beal and T. Weston in questions regarding the intended uses for the properties, financing plans, and status of previously awarded tax credits.
- S. Beal stated that this project will include four sources of financing; traditional loans, bridge loans, tax credits, and equity investors.
- He is hoping to receive a one year extension on the consent agreement to move the project forward. He stated that this meeting is the first meeting to take his vision to the public and build support in the community for his plans.
- S. Beal stated that he will formally ask the YDDA to provide the Thompson Block LLC with a letter of support to City Council requesting the extension of the consent agreement. He also stated that he will likely request consideration for YDDA Façade and Building Rehabilitation Grants as well as consideration of a possible redevelopment liquor licenses application.
- L. Greden suggested that S. Beal make a formal request for support to the ER and Design Committee. P. Schreiber suggested that the committee consider requesting a resolution for the YDDA board rather than a letter of support.

#### **VII. Staff Report/ Financial Report:**

- T. Colbeck provided a brief update on the National Main Streets Conference in New Orleans. He reported that Rochester, MI won the Great American Main Street Award this year along with a highly urban neighborhood program in H Street, Washington DC, and a smaller resort town of Ocean Springs, MS. He stated that this shows how the program can work in a variety of settings. He will provide a full summary of the conference for next month's Operations and Finance Committee meeting.
- A. Edmonds discussed that there has been interest by individuals to open a French Restaurant / cooking school in the Downtown District, referencing that the former Angel Food Catering as a possible venue.

- P. Schreiber inquired about the changing in dumpster management contracts. A. Easley reported concern about dumpster cleanliness. Staff reported that it is beginning to smooth out initial glitches and there will be fewer problems as time progresses.
- K. Hill suggested that signage indicating cardboard be clearer. Staff stated that it will add indicators to each side of the dumpsters.

#### **VIII. Standing Committee Reports:**

- Economic Restructuring and Design report as submitted by K. Hill
  - K. Hill stated that committee is researching possible improvements to the dumpster enclosures including security enhancements such as cameras.
- Operations and Finance report as submitted by T. Colbeck and A. Edmonds
  - A. Edmonds discussed the draft RFP for the Depot Town TIF renewal. Edmonds was pleased with the detail of the RFP and how staff will use the bids of consulting firms in order to determine what tasks staff could complete in house.
  - T. Colbeck stated that the RFP will include language requesting that the consultant provide a detailed summary of the possible expansion of the district to increase the connectivity of the Downtown and Depot Town districts. This would potentially address concerns of whether the two districts can join one Main Street program.
  - L. French discussed some concerns regarding the increase of the TIF district affecting funds that should go to the city. Staff reported that an increase in the DDA borders does not necessarily mean an increase in the TIFA district.
  - K. Hill stated that this process is not an attempt by the DDA to increase its funds rather an attempt to further create connectivity between the districts. Hill's comments were supported by S. French.
  - T. Colbeck requested that the board members review the RFP language and provide their input ASAP. L. Greden requested that any board input be shared with staff no later than Monday, April 22<sup>nd</sup> for review. The committee will make final edits as needed and resubmit for the full board in May.
  - A. Edmonds discussed the committee's request to review the detailed YDDA budget more closely with the assistance of staff. This is in order to make more sound recommendations to the board regarding budget issues.
  - L. Greden inquired when the next budget approval needs to take place. T. Colbeck informed him that we are currently in the adjustment period, but that the YDDA approved a two year budget last year, so we have a formal budget through the 2013-14 fiscal year.

#### **IX. Ad Hoc Committee Reports**

Ad hoc Parking Committee – report as submitted by K. Hill:

- K. Hill presented that committee has been developing their final recommendations to give to city council with a goal of presenting them by July or August. Hill discussed that committee wants to provide recommendations that will address long term needs; L. French and P. Schreiber were both in support of this goal.

**X. Old Business: None**

**XI. Proposed Business:**

- L. Greden informed the board that he, A. Edmonds, and P. Schreiber had recently met with the Riverside Arts Center (RAC) Board to discuss their long term plans for the organization and the Art Center. During this meeting the RAC expressed concern about acquiring further grant funding without a long term lease in place. L. Greden directed that the Operations and Finance Committee to discuss the possibility of extending the RAC lease and present it to Board.
- P. Schreiber stated that the RAC has also proposed that it gain control over the RAC parking lot. K. Hill suggested that rather than lose DDA revenue from the sale of RAC lot parking passes the DDA look toward more parking flexibility and examine further examine the times and days that the Art Center needs extra parking.

**XIII. Announcements/ Comments:**

- S. French expressed concern for several issues occurring in Depot Town (i.e. the sitting wall, rain garden, and vandalism). P. Murdock stated that the city has begun to address these issues.
- A. Edmonds informed The Board that a new Michigan themed gift shop is going to be opening in Depot Town.
- A. Edmonds stated that the Depot Town Farmer's Market will open in two weeks.
- P. Schreiber thanked T. Colbeck for his Blog in "Concentrate".
- P. Schreiber urged members of the board to take place in the "Shape Ypsi" planning sessions that are going on and discussed that the process was geared toward building form.

**XII. Public Participation:**

- Nathan Phillips an Ypsilanti resident discussed his desire to open a coffee shop in Ypsilanti in order to help support the non-profit 'Native Youth Alliance'. He asked The Board for any assistance that we could provide in this process.
- Mike Gelletly stated his general support for the Thompson Block Redevelopment project. However, he expressed concern of what effect it may have on the neighboring residential district and asked that the YDDA consider the neighborhood as we evaluate our support for the project.

**XIII. Adjourn:** L. French moved to adjourn the meeting supported by K. Hill.  
Meeting adjourned at 9:55am.

**XIV. Next Meeting: May 16, 2013, 8:00 am. Spark East 215 W. Michigan Ave.**

## **City of Ypsilanti DDA Staff Report –May 2013**

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Community Outreach and Partnerships: I continue to meet with community stakeholders/partners to discuss ongoing DDA planning and goals including potential Main Street partners.

- I continue to participate on the Ypsilanti Pride Planning Committee. The committee discussed ongoing fundraising opportunities, identifying Dine to Donate events and reaching out to various community stakeholders to either volunteer or donate to support the event.
- Staff continues to attend and participate at the Non-Motorized Advisory Committee meetings.
- I attended the monthly Easter Leaders Group (ELG) project managers meeting to discuss ongoing projects and partnerships.
- I attended a Concentrate Media community forum on doing business in Downtown Ypsilanti.
- Staff assisted the planning of an outdoor café area for Bona Sera by coordinating the relocation of four of the YDDA's large Washington St. Planters to accommodate the restaurant with DPS.
- I met with the new real estate agent listing the Pub 13 and Savoy space, Patrick Hoffman of Colliers International. We discussed potential good fits for the long vacant space, available YDDA and City programs to assist in getting a new tenant in the spaces and how we can partner to help move the process along.
- Staff visited the Eyrie, which is a new arts store located in Depot Town and met the owner, Janette Rock. We discussed the potential for her to apply for the YDDA Façade Improvement Program Grant.
- I met with the Michael Maynard, the owner of Angel Food Catering and toured the facility. We discussed his planned move to a new location and the availability of the space for sale.

Riverside Arts Center Parking Permit Coordination: Staff invoiced all of the existing permit holders, processed payments, and circulated four month passes for the RAC lot users.

Downtown Dumpster Management: Staff is continuing to monitor the enclosures to ensure their proper use and maintenance. Staff continues to pick up loose debris as necessary and coordinate bulk pick-up and removal of improper waste.

Andrew is continuing to solicit quotes for needed enclosure repairs and added security. We will be providing additional detailed information at the May Economic Restructuring and Design Committee meeting.

Staff is continuing to work with area stakeholders to make sure that all needs are being met as well as preparing for the voluntary community financial participation in ongoing waste management services.

City of Ypsilanti Coordination: I continue to attend the regularly scheduled Ypsilanti department heads meetings where there is a recap of City Council meetings and upcoming agenda items. Each department head also gives updates of upcoming or ongoing projects and initiatives for their department.

Staff continues to have a monthly lunch meeting with Teresa Gillotti of the Planning Department to discuss opportunities for partnership, ongoing programs, and potential projects.

I have provided the City Manager's office with our most up to date budget presentation and met with the City Manager Ralph Lange and Assistant to the City Manager Ericka Savage to coordinate my presentation to the City Council for the 2013-14 FY budget.

Staff has provided information as requested by City staff and elected officials including detailed budget information and street light inventory.

I will attend the May 14<sup>th</sup> City Council meeting to provide a detailed report of the YDDA's 2012-13 FY accomplishments and the proposed 2013-14 budget.

DIA Inside/Out Program Coordinating: I met with the appropriate contact person at each proposed location to ensure their sign-off on the installation.

I presented the proposed locations to the Ypsilanti Historic District Commission (HDC) and received their approval for the DIA to proceed.

I forwarded off all needed approvals and support documents to the Detroit Institute of Arts (DIA) for the summer installations.

I attended a kick-off meeting at the DIA to learn about the installation dates, marketing, and other support being provided.

Press/Communications: Staff continues to work with local press from various outlets including A2.com, Ypsilanti Courier and Concentrate Media to help get positive stories of the DDA districts out to the public.

Wayfinding Program: I have continued to participate in the ongoing planning for a comprehensive wayfinding program with the YACVB. I attended a partner meeting with representatives from the YACVB, City of Ypsilanti, Ypsilanti Township, and ELG.

The planning committee is continuing to review progress and I have re-edited the Request for Proposals to be submitted by the YACVB.

Michigan Main Street Program: I submitted the first of two annual progress reports to the Michigan Main Street offices in Lansing.

YDDA Façade Improvement and Building Rehabilitation Programs: Staff has continued to share program information for both the Façade Grant and Building Rehab Grant to area businesses and property owners. We are currently working with Sweet Waters Café, O’Neal Construction, and the Eyrie on potential grant requests.

YDDA Website: I have continued to update the website and add additional information as needed.

Staff is continuing to monitor and update the available retail space within the districts to keep the website up to date.

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.

Board and Committee Meetings Support: Staff continues to prepare for and support all of the committee and board meetings, preparing required agendas, minutes, and other documentation for each of the YDDA meetings. Staff has begun working on the 2013-14 work plan with each committee.

YDDA Bookkeeping and Budget Maintenance: I have continued to process all of our incoming invoices as well as track the monthly revenue and expense reports.

I have also continued to maintain the annual budget with the input of the City’s Fiscal Services Department for revenue adjustments.

Streetscape Maintenance and Spring Plantings: Staff has made final arrangements for the Spring Planting on Ypsi Pride Day including the purchase of materials, coordination of delivery, and finding volunteers to plant materials.

I have also coordinated the purchase of a small amount of additional materials at the request of funding by the DAY.

<b>Revenue</b>	<b>Amount</b>					
RAC Parking Permits	\$2,200.00					
<b>TOTAL</b>	<b>\$2,200.00</b>					
<b>EXPENSES</b>						
	<b>AMOUNT</b>	<b>W. CROSS</b>	<b>DEPOT TOWN</b>	<b>DOWNTOWN</b>	<b>LINE ITEM</b>	<b>DESCRIPTION</b>
Timothy Colbeck	\$900.50	\$126.07	\$144.08	\$630.35	Conferences and Workshops	National Main Street Conf
Smith Haughey Rice & Roegge	\$1,015.00	\$0.00	\$0.00	\$1,015.00	Legal Services	Dumpster Review
TDS Metrocom	\$117.72	\$16.48	\$18.84	\$82.40	Telephone & Internet	April Phone & Internet
Andrew Hellenga	\$13.63	\$1.91	\$2.18	\$9.54	Conferences and Workshops	MI Main Street Training
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
WH Canon	\$200.00	\$0.00	\$0.00	\$200.00	Streetscape Maintenance	RAC Snow Removal
YCUA	\$68.76	\$0.00	\$0.00	\$68.76	Irrigation	10 N. Washington Meter
YCUA	\$37.85	\$0.00	\$0.00	\$37.85	Irrigation	224 W. Michigan Meter
Timothy Colbeck	\$84.79	\$11.87	\$13.57	\$59.35	Operating Supplies	Norton Anti-Virus
Congdon's Ace Hardware	\$11.97	\$1.68	\$1.89	\$8.40	Operating Supplies	Operating Supplies
Dansen LLC	\$650.00	\$91.00	\$104.00	\$455.00	Rent	May Rent
Waste Management	\$2,091.80	\$0.00	\$0.00	\$2,091.80	Waste Management	March Dumpster Service
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
<b>TOTAL</b>	<b>\$5,942.02</b>	<b>\$249.01</b>	<b>\$284.56</b>	<b>\$5,408.45</b>		

<b>May 2013</b>							
							<b>92% of year completed</b>
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Remaining</u>
TIFA		342,556		0		342,556	100%
Operating Millage (1.8282)		51,377		41,758		9,619	19%
Appropriation from Fund Balance		127,863		0		127,863	100%
Miscellaneous Income		41,830		34,989		6,841	16%
<u>Total</u>		563,626		76,747		486,879	86%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Remaining</u>
Operating Costs		42,933		39,940		2,993	7%
Wages and Benefits		134,700		80,204		54,496	40%
TIFA Expenses		197,188		95,274		101,914	52%
Bond Interest and Principal		188,805		181,803		7,002	4%
<u>Total</u>		563,626		397,221		166,405	30%
Fund Balance as of FYE June 2012*		586,265					
Appropriated for FYE June 2013		127,863					
Projected Fund Balance June 2013		458,402					
Restricted Fund Balance		17,588					
*both TIF and Operating Reserves							

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**CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY**

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**TO:** YPSILANTI DDA BOARD  
**FROM:** YDDA EXECUTIVE DIRECTOR  
**SUBJECT:** YDDA DETAILED BUDGET REVIEW  
**DATE:** 5/10/2013  
**CC:**

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At the May 8, 2013 YDDA Operations and Finance Committee meeting, we reviewed the detailed YDDA budget for the current and next fiscal years. The Committee and staff detailed what information would be most helpful for the YDDA Board in understanding the budgeting process and our current finances.

For the May 16, 2013 YDDA Board meeting staff has provided the following information:

- A detailed summary of potential additional expenses to be taken on in the 2013-14 fiscal year and potential decreases in revenue for the same (provided in this memo).
- A detailed explanation of the universal chart of accounts outlining each revenue and expense line item for the board (provided in this memo).
- A complete budget/revenue-expense report that includes each specific line item for the 2011-12, 2012-13, 2013-14, and 2014-15 fiscal years as well as the year-to-date revenue and expenses for the current 2012-13 fiscal year (please note that the 2014-15 revenue-expense report is only an estimate that does not include likely increased revenue or expenses).
- A copy of the 2012-13 and 2013-14 budget presentation that I will have presented to City Council on May 14, 2013.

Potential 2013-14 Budget Adjustments

The YDDA Board formally adopted a two year budget for the 2012-13 and 2013-14 fiscal years in April 2012. We are fast approaching the end of the 2012-13 fiscal year and the start of the 2013-14 fiscal year. At this time we are reexamining the proposed 2013-14 budget to identify potential additions and/or subtractions. I have provided a detailed budget by each district and combined for the full DDA to review (see attached).

At this time we do not have to make any formal adjustments to the projected 2013-14 budget, we will have an opportunity to adjust if needed mid-year of that budget, but it is important to review

and consider possible budget adjustments from potential projects and initiatives that are currently being considered by the YDDA Board and its committees.

Per ongoing discussions at committee and board meetings, the following items have been discussed as potential items that will require dedicated funding set aside in the next fiscal year: I have identified the items, projected costs incurred, and identified the TIF source of funding for each expense:

<b>Project or Program</b>	<b>Estimated Costs</b>	<b>Funding Source</b>
Depot Town TIF/Development Plan Renewal	\$15,000-\$25,000 consultant fees for study/plan	Depot Town TIF
Additional Streetscape Furnishings (benches, trash receptacles, bike racks)  *this may be phased over multiple years  **the addition of trash receptacles will likely increase our pedestrian trash pick-up costs, not accounted for in estimate  ***there has been discussion to add recycling cans as part of the pedestrian trash service	9 additional benches - \$13,500 for purchase and installation  18 bike racks - \$2,700 for purchase and installation  12 trash receptacles - \$12,000 for purchase and installation	\$9,400 for each TIF district if divided evenly
Dumpster Enclosure Repairs and Security Installation	\$1,200 for gate repairs  \$8,000 for camera system installation	Downtown TIF
YDDA Match for Michigan Ave. Pedestrian Crossing	\$25,000 over two years (\$12,500 and \$12,500)	Downtown TIF

There has also been discussion at various levels regarding the possible loss of revenue. These include a very serious discussion at the state level to eliminate the Personal Property Tax which would have a big effect on TIFA revenue. There is also been discussion at the local legislative level (Ypsilanti City Council) for the YDDA to forfeit Public Transit millage revenue to support the City's

partnership with the AATA and RAC parking permit revenue to support the Riverside Arts Center operations. Provided below is a brief summary of the potential impact of each.

Potential Revenue Loss Source	Estimated Revenue Loss	Breakdown by District if Applicable
Elimination of State of Michigan Personal Property Tax  *discussions are ongoing with the State Legislatures	\$40,768 from TIFA Revenue  \$1,805 from Operating Millage  <b>\$42,573 total</b>  *this is estimated using 2012 values	Not available
Forfeiture of Public Transit Millage	<b>\$6,108</b>  *based on current fiscal year, would likely be higher	\$1,585 Depot Town  \$264 W. Cross/Campus Town  \$4,259 Downtown
Forfeiture of RAC parking permit revenue	<b>\$6,600</b>	Not applicable

With the potential loss of revenue, the YDDA board should consider how to pay for current and proposed expenditures. There are two basic options; make up the difference from Fund Balance Reserves or targeted reduction of expenditures. The current budget as presented does not reflect any of the potential new expenses or reductions of revenue since none of these items are final.

#### Chart of Accounts

Each municipality in the state of Michigan uses a standard accounting system to track all revenues and expenses. As a part of the City of Ypsilanti that includes the YDDA. Each revenue and expense item will appear in a standard budget with a 13 digit account number associated with it. This is the system that I use for all budgeting and invoice processing to ensure that all items are correctly identified and paid from the correct revenue source.

The standard account numbers look like the following:

- Downtown Revenues – 413-4-7230-000-00
- Downtown Expenses – 413-7-7231-000-00
- Depot Town Revenues – 275-4-7290-000-00

- Depot Town Expenses – 275-7-7291-000-00
- W. Cross/Campus Town Revenues – 275-4-7270-000-00
- W. Cross/Campus Town Expenses – 275-7-7271-000-00

In the detailed report both revenues and expenses are broken down by Operating and TIF sources. Operating expenses should be paid only from Operating revenue. TIF expenses should be paid only from TIF revenues. The one exception we have historically made to this is in recent years we have generated excess Operating revenues to expenses and designated the surplus towards wages.

Here is a detailed list with explanations of the chart of accounts that will help with the review of the standard Revenue-Expense or Budget report:

OPERATING REVENUES	Notes
###-#-####-402-00 CURRENT PROPERTY TAXES	This is the approximate 1.8282 property tax millage that we leverage
###-#-####-420-01 DELINQUENT PERSONAL PROPERTY	
###-#-####-445-02 INTEREST ON CURRENT TAXES	
###-#-####-445-05 INTEREST ON DELINQUENT TAXES	
###-#-####-664-00 INTEREST EARNINGS	Interest on Fund Balance Accounts
###-#-####-694-01 MISCELLANEOUS REVENUE	Various sources of revenue including donations and reimbursements
###-#-####-699-94 APPROPRIATION FUND BALANCE-TIF	Potential Appropriations to Cover Operation Expenses (there has been none on record)
###-#-####-440-02 OPRA REIMBURSEMENT-DEPOT TOWN	This was for the Thompson Block which has been rescinded by the City, so there is no revenue
###-#-####-440-01 OPRA REIMB-200,206 MI AVE	
###-#-####-440-03 OPRA REIMB-211, 213, 215 MI AV	
###-#-####-462-01 DOWNTOWN PARKING PERMITS	RAC Parking Lot
TIF REVENUES	
###-#-####-439-02 CURRENT TIFA TAXES	Tax Increment Finance revenues
###-#-####-674-43 ELG FACADE GRANT	Grant revenue from Washtenaw County to be used towards the YDDA Building Rehab and Façade Improvement Grants
###-#-####-699-91 APPROP.-FB	Appropriations used to cover expenditure deficits
###-#-####-DELINQUENT TIFA TAXES	
OPERATING EXPENDITURES	
###-#-####-728-00 OFFICE SUPPLIES	Misc. office supplies; paper, toner, pens, etc.
###-#-####-730-00 POSTAGE	
###-#-####-757-00 OPERATING SUPPLIES	Misc. maintenance supplies; tools, trash bags, etc.

###-#-####-775-01 REPAIR AND MAINTENANCE SUPPLY	
###-#-####-807-00 AUDIT FEES	YDDA's pro-rated share of the City's annual audit
###-#-####-818-00 CONTRACTUAL SERVICES	Fee's to the City for accounting and human resources
###-#-####-822-10 GENERAL LIABILITY	Liability insurance for the YDDA board and staff
###-#-####-826-10 LEGAL SERVICES	
###-#-####-853-00 TELEPHONE	
###-#-####-864-01 CONFERENCES AND WORKSHOPS	
###-#-####-900-00 PRINTING AND PUBLISHING	
###-#-####-940-00 RENT	
###-#-####-957-00 BOOKS AND MAGAZINES	
###-#-####-958-00 MEMBERSHIPS AND DUES	
###-#-####-962-53 MTT - SETTLEMENT	Old and discontinued expense item
###-#-####-962-55 WASH CO. CHARGEBACKS	Old and discontinued expense item
###-#-####-965-00 MARKETING	
TIF EXPENDITURES	
###-#-####-706-00 PERMANENT WAGES-SALARIES	includes the Executive Director and Downtown Police Officer
###-#-####-706-10 PART TIME WAGES	staff
###-#-####-707-00 TEMPORARY WAGES	
###-#-####-709-00 OVERTIME	
###-#-####-714-01 UNEMPLOYMENT	
###-#-####-714-02 WORKER'S COMPENSATION	
###-#-####-714-05 SOCIAL SECURITY & MEDICARE	
###-#-####-714-07 20% HEALTH CARE PREMIUM	
###-#-####-714-08 HEALTH CARE COSTS - BLUE CROSS	
###-#-####-714-09 2% OF BASE SALARY DEDUCTIONS	
###-#-####-714-10 BASIC CLAIMS	
###-#-####-714-11 VACATION AND SICK LIABILITY	
###-#-####-714-12 BASIC FEES	
###-#-####-714-13 EHIM WRAP CLAIMS	
###-#-####-714-14 EHIM WRAP FEES	

###-#####-714-15 EHIM SCRIPTS	
###-#####-714-16 HEALTH CARE WAIVERS	
###-#####-714-17 DENTAL	
###-#####-714-18 OPTICAL	
###-#####-714-19 LIFE INSURANCE	
###-#####-714-22 LONG TERM DISABILITY	
###-#####-714-23 TELEPHONE REIMBURSEMENT	
###-#####-714-24 HEALTHCARE SAVINGS PLAN	
###-#####-820-00 TIF - PROJECTS	Misc. expenses used for items that may come up that were not in the original budget
###-#####-820-02 STREETScape MAINTENANCE	Contract for services, including flower planting, watering, miscellaneous cleaning, tree trimming and fertilization, snow removal (WH Canon)
###-#####-820-01 IRRIGATION SYSTEM	Related expenses to irrigation systems installed during the Michigan Ave Streetscape Enhancements (not in active use, but there are nominal annual charges for maintenance of existing meters)
###-#####-820-04 SEASONAL PLANTING	Spring planting materials only (installation under Streetscape Maintenance)
###-#####-820-05 PEDESTRIAN TRASH COLLECTION	Contract with DPS for twice weekly trash collection of district wide pedestrian containers
###-#####-820-03 WASTE MANAGEMENT	Charges related to the service and maintenance of the Downtown Dumpster Enclosures
###-#####-820-06 HOLIDAY LIGHTING & MAINTENANCE	
###-#####-820-07 PUBLIC RELATION CAMPAIGN	
###-#####-820-08 WAYFINDING CITYWIDE	
###-#####-920-00 UTILITIES-DTE ELECTRICAL BILL	Electric charges for usage at downtown parking lots and during holidays for decorations
###-#####-920-01 DTE LIGHT FIXTURE STOCKING	Per the Cross St. Enhancement Project we agreed to purchase a minimum inventory of replacement light fixtures
###-#####-940-01 RAIL FENCE LEASE	Annual lease in Depot Town
###-#####-965-04 LIBRARY PARK CONTRIBUTION	Expired

###-#-####-965-05 SPECIAL EVENT CONTRIBUTION	
###-#-####-965-06 FACADE PROG. CONT TO BLD-TIF	DDA portion of contribution to private partners/façade grant awards
###-#-####-965-10 ANN ARBOR SPARK CONTRIBUTION	Expired
###-#-####-971-27 WASH CO BLDG REHAB GRANT	DDA portion of contribution to private partners/building rehab grant awards
###-#-####-999-03 CONT TO MAJOR STREET - CROSS	DDA portion of the Cross St. Enhancements Project
###-#-####-965-26 E. CROSS REPAVING	A one time contribution to the City to support the repaving of E. Cross St.
###-#-####-991-00 DT BOND PRINCIPAL ENDS 12/28/15	Depot Town Bond payment for Maple St. Lot
###-#-####-995-00 DT BOND INTEREST	Interest on Depot Town Bond
###-#-####-991-00 DOWNTOWN BOND PRINCIPAL THRU 5/1/14	Downtown Bond for Michigan Ave Streetscape I
###-#-####-995-00 DOWNTOWN BOND INTEREST	Interest on Michigan Ave Streetscape I bond
###-#-####-997-00 PAYING AGENT FEES	misc. bond fees
###-#-####-999-20 CONTRIBUTION TO 2004A (473)	DDA contribution to City for Downtown/Michigan Ave Streetscape II bond, expires in 2024
items in blue are obligated expenses	

<b>Proposed Budget</b>					
Budget Report as of April 4, 2013					
COMBINED YDDA					
			AMENDED	REQUESTED	REQUESTED
	ACTUAL	YTD	BUDGET #2	BUDGET	BUDGET
	2011/2012	2012/2013	2012/2013	2013/2014	2014/2015
REVENUES					
OPERATING					
###-#-####-402-00 CURRENT PROPERTY TAXES	41,414	34,429	39,153	41,054	41,054
###-#-####-420-01 DELINQUENT PERSONAL PROPERTY	163	1,236	1,285	1,285	85
###-#-####-445-02 INTEREST ON CURRENT TAXES	387	27	35	45	45
###-#-####-445-05 INTEREST ON DELINQUENT TAXES	5	3	6	6	6
###-#-####-664-00 INTEREST EARNINGS	2,364	1,563	2,010	1,900	1,983
###-#-####-694-01 MISCELLANEOUS REVENUE	15,165	1,330	1,330	0	0
###-#-####-699-94 APPROPRIATION FUND BALANCE-TIF	0	0	0	0	0
###-#-####-440-02 OPRA REIMBURSEMENT-DEPOT TOWN	1,832	0	0	0	0
###-#-####-440-01 OPRA REIMB-200,206 MI AVE	2,088	0	2,088	2,088	2,088
###-#-####-440-03 OPRA REIMB-211, 213, 215 MI AV	0	0	0	0	0
###-#-####-462-01 DOWNTOWN PARKING PERMITS	1,650	4,500	6,800	6,900	6,900
TOTAL OPERATING REVENUES	65,068	43,088	52,707	53,278	52,161
TIF					
###-#-####-439-02 CURRENT TIFA TAXES	375,827	0	342,556	397,028	397,028
###-#-####-674-43 ELG FACADE GRANT	0	33,659	40,500	22,500	30,000
###-#-####-699-91 APPROP.-FB	0	0	115,875	75,484	66,610
###-#-####-DELINQUENT TIFA TAXES	0	0	0	0	0
TOTAL TIF REVENUES	375,827	33,659	498,931	495,012	493,638

			AMENDED	REQUESTED	REQUESTED
	ACTUAL	YTD	BUDGET #2	BUDGET	BUDGET
	2011/2012	2012/2013	2012/2013	2013/2014	2014/2015
TOTAL COMBINED REVENUES	440,895	76,747	551,638	548,290	545,799
			AMENDED	REQUESTED	REQUESTED
	ACTUAL	YTD	BUDGET #2	BUDGET	BUDGET
	2011/2012	2012/2013	2012/2013	2013/2014	2014/2015
EXPENDITURES					
OPERATING EXPENDITURES					
###-#-####-728-00 OFFICE SUPPLIES	994	467	750	925	925
###-#-####-730-00 POSTAGE	0	0	200	200	200
###-#-####-757-00 OPERATING SUPPLIES	574	548	800	800	800
###-#-####-775-01 REPAIR AND MAINTENANCE SUPPLY	0	0	0	0	0
###-#-####-807-00 AUDIT FEES	1,950	1,950	2,023	2,502	2,502
###-#-####-818-00 CONTRACTUAL SERVICES	30,656	15,017	15,120	15,120	15,120
###-#-####-822-10 GENERAL LIABILITY	2,943	2,651	3,666	3,666	3,666
###-#-####-826-10 LEGAL SERVICES	4,122	5,129	4,000	3,850	3,850
###-#-####-853-00 TELEPHONE	1,561	1,448	2,000	2,000	2,000
###-#-####-864-01 CONFERENCES AND WORKSHOPS	943	2,442	2,500	2,500	1,000
###-#-####-900-00 PRINTING AND PUBLISHING	1,973	2,700	3,000	2,500	2,500
###-#-####-940-00 RENT	7,800	6,500	7,800	7,800	7,800
###-#-####-957-00 BOOKS AND MAGAZINES	116	30	162	150	150
###-#-####-958-00 MEMBERSHIPS AND DUES	769	1,058	912	915	915
###-#-####-962-53 MTT - SETTLEMENT	0	0	0	0	0
###-#-####-962-55 WASH CO. CHARGEBACKS	110	0	0	0	0
###-#-####-965-00 MARKETING	0	0	0	0	0
TOTAL EXPENDITURES	54,511	39,940	42,933	42,928	41,428
TIF EXPENDITURES					

			AMENDED	REQUESTED	REQUESTED
	ACTUAL	YTD	BUDGET #2	BUDGET	BUDGET
	2011/2012	2012/2013	2012/2013	2013/2014	2014/2015
###-####-706-00 PERMANENT WAGES-SALARIES	74,821	48,218	83,936	85,436	85,436
###-####-706-10 PART TIME WAGES	17,862	13,487	23,660	23,660	23,660
###-####-707-00 TEMPORARY WAGES	0	0	0	0	0
###-####-709-00 OVERTIME	0	0	0	0	0
###-####-714-01 UNEMPLOYMENT	0	795	795	0	0
###-####-714-02 WORKER'S COMPENSATION	1,351	912	1,055	166	166
###-####-714-05 SOCIAL SECURITY & MEDICARE	5,617	4,526	5,544	5,116	5,116
###-####-714-07 20% HELATH CARE PREMIUM	-1,614	-2,870	-4,194	-5,109	-5,109
###-####-714-08 HEALTH CARE COSTS - BLUE CROSS	10,224	8,171	12,764	16,170	16,170
###-####-714-09 2% OF BASE SALARY DEDUCTIONS	-594	0	0	0	0
###-####-714-10 BASIC CLAIMS	590	48	0	0	0
###-####-714-11 VACATION AND SICK LIABILITY	888	0	0	0	0
###-####-714-12 BASIC FEES	111	106	136	180	180
###-####-714-13 EHIM WRAP CLAIMS	1,856	1,893	2,550	3,570	3,570
###-####-714-14 EHIM WRAP FEES	238	214	324	431	431
###-####-714-15 EHIM SCRIPTS	2,021	1,886	2,700	3,780	3,780
###-####-714-16 HEALTH CARE WAIVERS	2,333	1,000	1,000	0	0
###-####-714-17 DENTAL	873	780	2,250	3,000	3,000
###-####-714-18 OPTICAL	15	114	642	843	843
###-####-714-19 LIFE INSURANCE	251	188	310	295	295
###-####-714-22 LONG TERM DISABILITY	343	286	328	414	414
###-####-714-23 TELEPHONE REIMBURSEMENT	0	0	0	0	0
###-####-714-24 HEALTHCARE SAVINGS PLAN	0	450	900	1,800	1,800
###-####-820-00 TIF - PROJECTS	7,503	2,110	3,390	0	0
###-####-820-02 STREETScape MAINTENANCE	29,290	16,773	25,850	25,750	25,750
###-####-820-01 IRRIGATION SYSTEM	1,019	203	203	0	0
###-####-820-04 SEASONAL PLANTING	3,013	0	2,500	2,500	2,500
###-####-820-05 PEDESTRIAN TRASH COLLECTION	20,000	20,000	20,000	20,000	20,000
###-####-820-03 WASTE MANAGEMENT	24,091	19,903	29,500	15,900	15,900
###-####-820-06 HOLIDAY LIGHTING & MAINTENANCE	2,052	500	1,500	1,500	1,500
###-####-820-07 PUBLIC RELATION CAMPAIGN	0	0	0	0	0

	ACTUAL	YTD	AMENDED BUDGET #2	REQUESTED BUDGET	REQUESTED BUDGET
	2011/2012	2012/2013	2012/2013	2013/2014	2014/2015
###-####-820-08 WAYFINDING CITYWIDE	0	0	0	0	0
###-####-920-00 UTILITIES-DTE ELECTRICAL BILL	134	142	2,000	2,000	2,000
###-####-920-01 DTE LIGHT FIXTURE STOCKING	0	0	0	0	0
###-####-940-01 RAIL FENCE LEASE	175	175	244	244	244
###-####-965-04 LIBRARY PARK CONTRIBUTION	5,000	0	0	0	0
###-####-965-05 SPECIAL EVENT CONTRIBUTION	1,000	0	0	0	0
###-####-965-06 FACADE PROG. CONT TO BLD-TIF	21,146	4,659	40,000	40,000	40,000
###-####-965-10 ANN ARBOR SPARK CONTRIBUTION	5,000	0	0	0	0
###-####-971-27 WASH CO BLDG REHAB GRANT	0	29,998	72,001	30,000	30,000
###-####-999-03 CONT TO MAJOR STREET - CROSS	62,879	811	0	0	0
###-####-965-26 E. CROSS REPAVING	28,639	0	0	0	0
###-####-991-00 DT BOND PRINCIPAL ENDS 12/28/15	16,266	12,855	17,101	18,155	18,155
###-####-995-00 DT BOND INTEREST	4,241	2,508	3,411	2,357	2,357
###-####-991-00 DOWNTOWN BOND PRINCIPAL THRU 5/1/14	65,000	75,000	75,000	80,000	80,000
###-####-995-00 DOWNTOWN BOND INTEREST	13,332	8,267	9,920	5,120	5,120
###-####-997-00 PAYING AGENT FEES	400	200	400	400	400
###-####-999-20 CONTRIBUTION TO 2004A (473)	79,660	82,973	82,973	81,073	81,073
TOTAL TIF EXPENDITURES	507,026	357,281	520,693	464,751	464,751
TOTAL COMBINED EXPENDITURES	561,537	397,221	563,626	507,679	506,179
REVENUE OVER/(UNDER) EXPENDITURES	-120,642	-320,474	-11,988	40,611	39,620
items in blue are obligated expenses					

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# Downtown Development Authority (DDA)

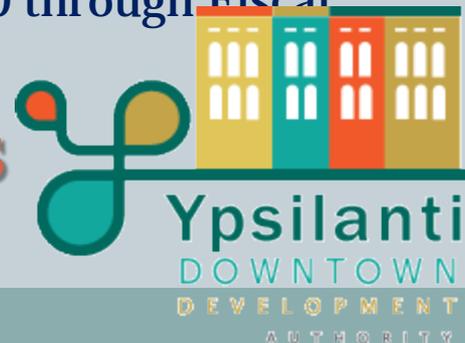
## Tim Colbeck, Director



# Downtown Development Authority (DDA) Tim Colbeck, Director Pg. 75-79, 103-105

- **YDDA Building Rehab Grant Rd. III & IV**
  - Washtenaw County/ELG awarded YDDA a \$30,000 grant for Rd. III of the program for Fiscal Year 2012-13 and a \$15,000 for Rd. IV in Fiscal Year 2013-14
  - The YDDA matched the Washtenaw County Grants with an additional \$15,000 for Rd. III and \$15,000 for Rd. IV
  - The Building Rehab Grant program has been expanded its eligibility requirements to three DDA districts (Downtown, Depot Town, & W. Cross/Campus Town)
  - In Rd. III we awarded 8 grants totaling \$48,000 which will leverage a projected \$219,000 (\$171,000 private equity) in building improvements and create 47 permanent jobs
  - Rd. IV grants are currently available equaling \$30,000 through Fiscal Year 2013-14

## **FY 2012-13 Accomplishments**



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# Downtown Development Authority (DDA) Tim Colbeck, Director Pg. 75-79, 103-105



YDDA Building Rehab Grantee  
515-17 E. Cross St./Crossroads



## FY 2012-13 Accomplishments



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# Downtown Development Authority (DDA) Tim Colbeck, Director Pg. 75-79, 103-105



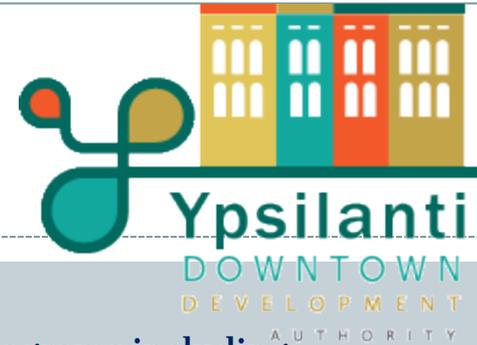
- **YDDA Façade Grant Program Rd. II & III**
  - Washtenaw County/ELG awarded YDDA a \$7,500 grant for Rd. II of the program for Fiscal Year 2012-13 and is expected to match for 2013-14 also
  - The YDDA matched the Washtenaw County Grant with an additional \$32,500 each for Rd. II and Rd. III
  - To date the YDDA has awarded 5 grants totaling \$12,159 which has leveraged a projected \$39,054 (\$26,895 in private equity) in facade improvements for Rd. II
  - YDDA has committed to fund \$40,000 for Rd. III of the program in Fiscal Year 2013-14

## **FY 2012-13 Accomplishments**



# FY 2012-2013 Accomplishments

## Tim Colbeck, Director

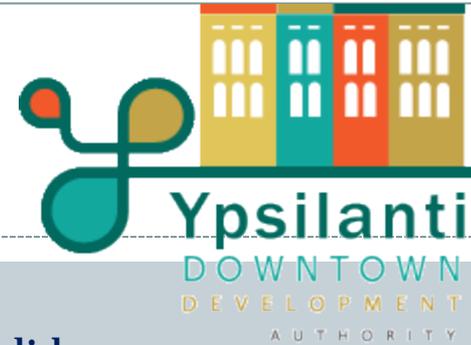


### • Beautification and Maintenance

- YDDA continued to provide DDA wide beautification and maintenance programs including:
  - ✦ Spring flower planting and regular watering and maintenance
    - Providing all materials for hanging baskets, terra cotta planters, Michigan Ave. median and Washington St. Planters and four times weekly watering
    - Weekly loose trash removal in the N. and S. Huron, N. Adams, and Washington St. public lots and general areas
    - Fertilization and weed control in Downtown parking lot shrub beds and tree wells
  - ✦ Downtown tree trimming and old holiday light removal
    - Trimmed and removed old and damaged holiday lights from 55 Downtown trees
    - Improved the health of the trees, aesthetics to downtown businesses, as well as the public safety
  - ✦ Partnered with the YACVB on the installation of winter/seasonal street banners in Downtown and Depot Town districts
  - ✦ Partnered with the YACVB on Holiday Lighting and/Decoration installment
    - YDDA provided décor and the YACVB paid DPS to install in Downtown and Depot Town Districts
  - ✦ Provided a \$500 match grant to the DAY to purchase extra holiday lighting/decorations for the Downtown district
    - Made available equal grants to both Depot Town and W. Cross/Campus Town districts

# FY 2012-2013 Accomplishments

## Tim Colbeck, Director



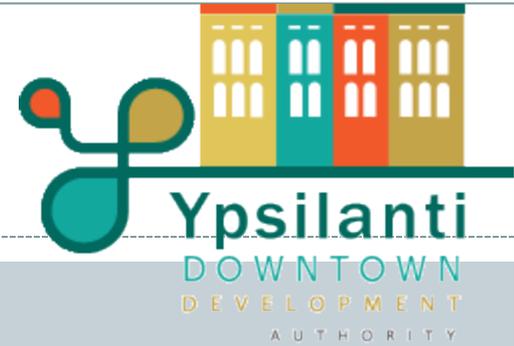
- Beautification and Maintenance (continued)

- ✦ Provided a \$500 match grant to the DAY to purchase extra holiday lighting/decorations for the Downtown district
  - Made available equal grants to both Depot Town and W. Cross/Campus Town districts
- ✦ Provided pedestrian trash can services throughout the DDA districts
  - Contract with the City of Ypsilanti DPS for twice weekly pedestrian trash can service (\$20,000 annually)
- ✦ Provided solid waste and cardboard recycling services for the Downtown District
  - Services provided with permanent enclosures located in the N. Huron, S. Huron and N. Adams public lots and behind 215 W. Michigan Ave.
  - Provided an average savings to adjacent businesses of \$4,888 annually based on a 6 CY dumpster serviced once weekly based on average industry rates
- ✦ Funded the installation of a Washington St. Electrical box to support the DAY Crossroads Summer Musical Festival and other potential public events
- ✦ Facilitated the installation of a new pedestrian bench in front of the Ypsilanti Food Co-Op

# FY 2012-2013 Accomplishments

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## Tim Colbeck, Director



- Beautification and Maintenance (continued)



Spring plantings Downtown and W. Cross/Campus Town

# FY 2012-2013 Accomplishments

## Tim Colbeck, Director

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- Beautification and Maintenance (continued)



**Downtown Tree Trimming and Festival Infrastructure Support**

# FY 2012-2013 Accomplishments

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## Tim Colbeck, Director

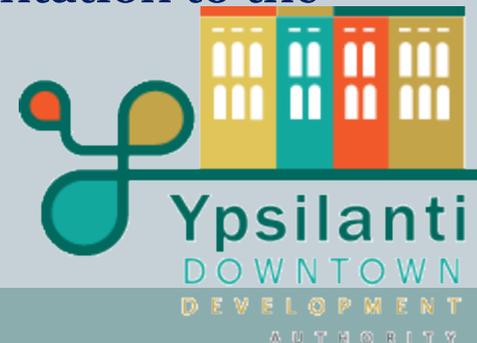


- **YDDA Parking Study**

- YDDA performed a detailed In-House Parking Study in Fiscal Year 2012-13

- ✦ Staff provided approximately 580 hours of time actively working on the study as well as an additional 210 hours of volunteer time provided by EMU students
- ✦ The YDDA incurred no additional costs to perform this study

- The YDDA Ad Hoc Parking Committee is currently reviewing the study to make final recommendations for implementation to the City of Ypsilanti in the summer of 2013



# FY 2012-2013 Accomplishments

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## Tim Colbeck, Director

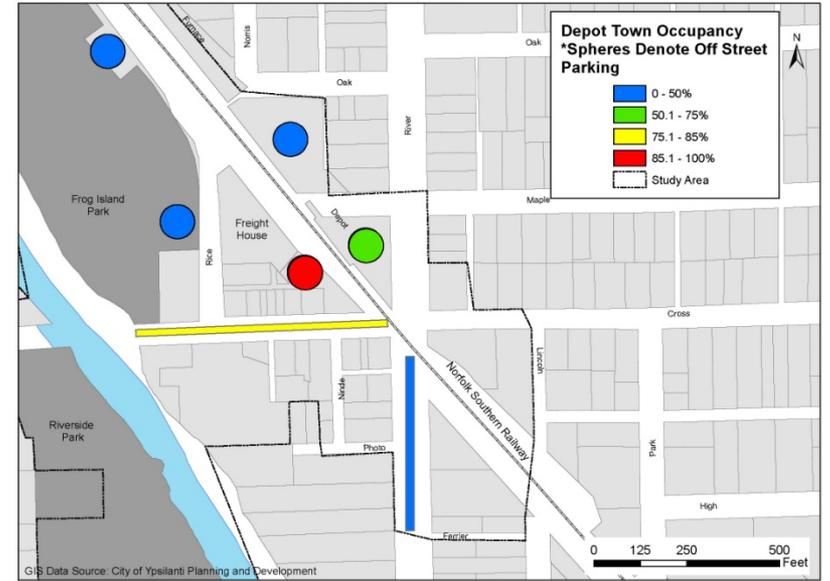


### YDDA Parking Study

#### Depot Town Public Parking Ypsilanti, MI



#### Depot Town Occupancy - Weekend 10 p.m.



# FY 2012-2013 Budget Summary

## Tim Colbeck, Director

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### Revenues

✦ Operating (1.8282 mil)	\$51,377
✦ TIFA	\$342,556
✦ Misc. Income	\$41,830
✦ Appropriation Fund Balance	<u>\$127,863</u>
✦ Total	\$563,626

### Expenses

✦ Operating	\$42,933
✦ Wages & Benefits	\$134,700
✦ Bond Payments	\$188,805
✦ TIFA Expenses	<u>\$197,188</u>
✦ Total	\$563,626

### FY 2012-2013 Accomplishments

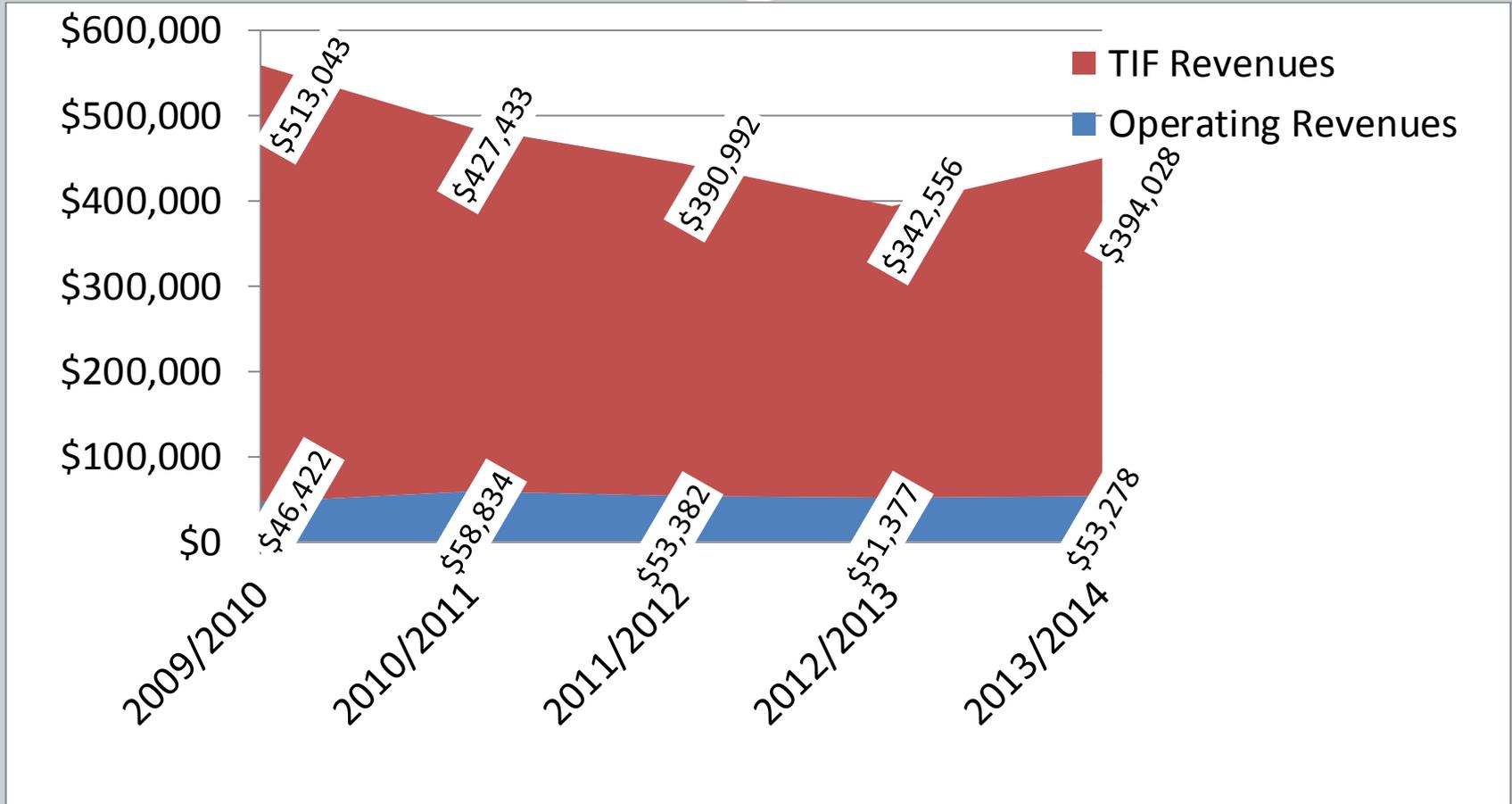
Fund Balance as of FYE June 2012	\$586,265
Appropriated for FYE June 2013	\$127,863
Projected FB FYE June 2013	\$458,402



# DDA- Operating & TIF Revenues

## Tim Colbeck, Director

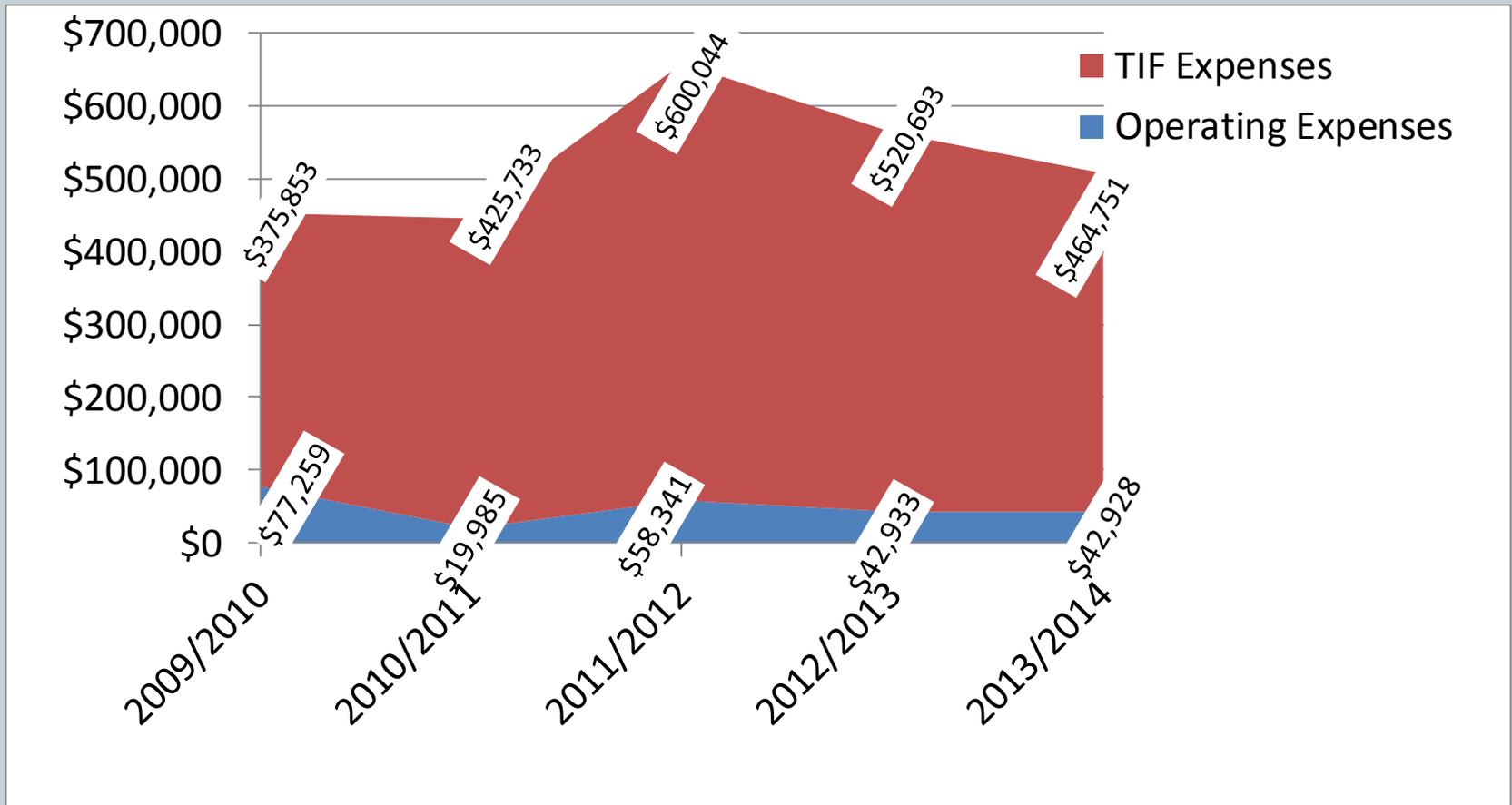
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# Operating & TIF Expenditures

## Tim Colbeck, Director

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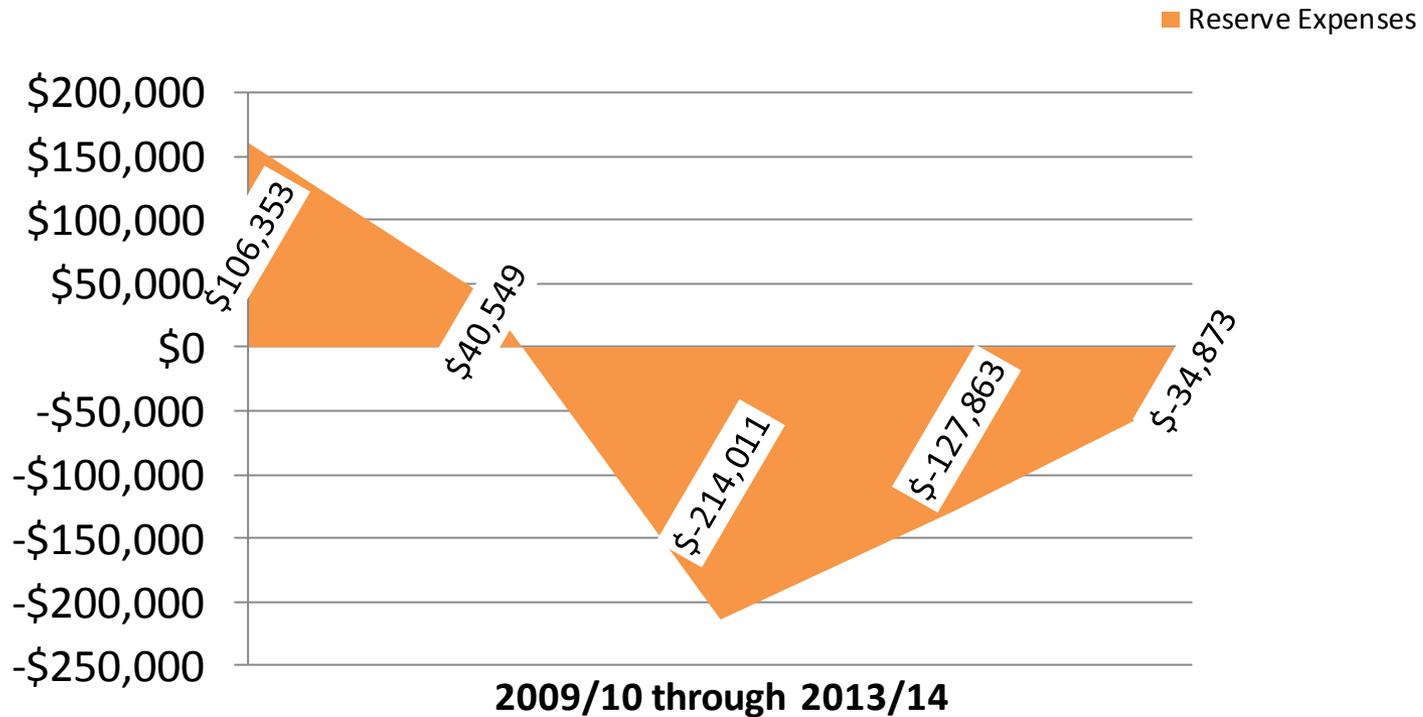
# TIF Reserves Expenses

## Tim Colbeck, Director

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### TIF Reserve Expenses



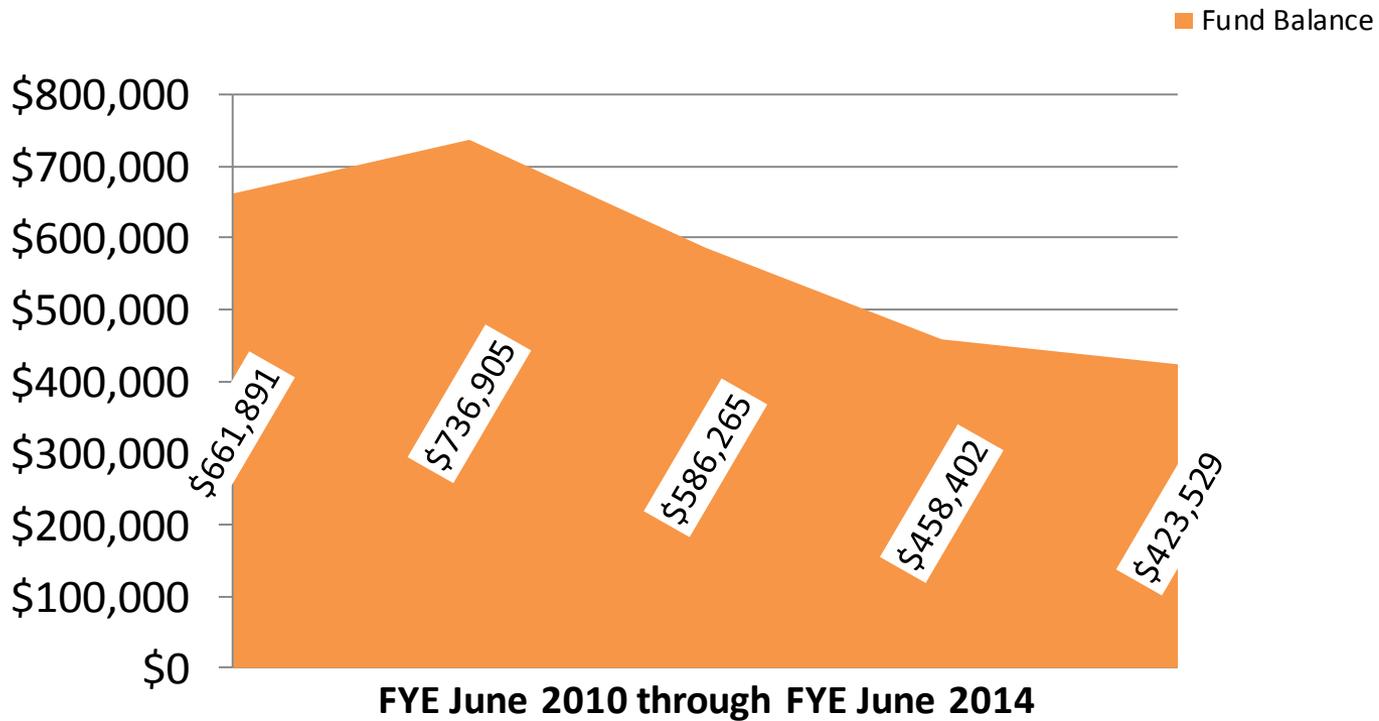
# TIF Reserves Fund Balance

## Tim Colbeck, Director

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TIF Fund Balance



# 2013-14 FY Budget Summary

## Tim Colbeck, Director

### Revenues

✦ Operating (1.8282 mil)	\$53,278
✦ TIFA	\$397,028
✦ Misc. Income	\$22,500
✦ Appropriation Fund Balance	\$34,873
✦ Total	\$507,679

### Expenses

✦ Operating	\$42,928
✦ Wages & Benefits	\$139,752
✦ Bond Payments	\$187,105
✦ TIFA Expenses	\$137,894
✦ Total	\$507,679

Fund Balance as of FYE June 2013	\$458,402
Appropriated for FYE June 2013	\$34,873
Projected FB FYE June 2013	\$423,529
Restricted FB (3%)	\$12,706



# 2013-14 TIFA Rev-Exp Breakdown

## Tim Colbeck, Director

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### Operating Revenues

\$53,278

- ✦ Operating Revenues are restricted to only Operating Expenses
- ✦ Expenses include rent, supplies, city fees for payroll and audit, legal services, and conferences (can be earmarked for wages)
- ✦ Revenues exceed Expenses by \$10,350

### Operating Expenses

\$42,928

### Misc./Grant Revenues

\$22,500

- ✦ Misc. Revenues include grants and other non-tax related sources
- ✦ Grant Revenues are restricted by the terms of the grant award
- ✦ \$15,000 is ELG award earmarked to YDDA Building Rehab Program and \$7,500 to YDDA Façade Improvement Program

### Misc./Grant Expenses

\$22,500

# 2013-14 TIFA Rev-Exp Breakdown

## Tim Colbeck, Director

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### TIFA Revenues

**\$397,028**

### TIFA Expenses

**\$442,251**

- ✦ TIFA Revenues are not restricted funds
- ✦ TIFA Expenses include Wages & Benefits, Bond Payments, and TIFA Project Expenses
- ✦ Expenses exceed Revenue by \$-45,223
- ✦ The deficit is made up through Appropriations from our FB



# 2013-14 TIFA Rev-Exp Breakdown

## Tim Colbeck, Director

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### TIFA Revenues

**\$397,028**

- ✦ Wages include YDDA Staff and downtown police officer
  - Executive Director - \$55,286
  - YDDA Staff - \$23,660
  - Downtown Officer - \$30,150
- ✦ Benefits include social security, healthcare, and retirement
- ✦ Can use \$10,350 remainder from Operating Revenue here
- ✦ The remainder of TIFA Revenues are \$267,626

### Wages & Benefits

**\$139,752**



# 2013-14 TIFA Rev-Exp Breakdown

## Tim Colbeck, Director

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### TIFA Revenues (- wages)      Bond Payments

**\$267,626**

**\$187,105**

- ✦ **Bonds include Depot Town Maple St. Lot, Downtown Streetscape I and II**
- ✦ **The remainder of TIFA Revenues are \$80,521**



# 2013-14 TIFA Rev-Exp Breakdown

## Tim Colbeck, Director

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### TIFA Revenues (- wages & bonds)

### TIFA Program Expenses

**\$80,521**

**\$137,894**

- ✦ **TIFA expenses include both one time and ongoing program/project expenses**
- ✦ **Grant money will pay for \$22,500 of TIFA Program Expenses as allowed**
- ✦ **The remainder of TIFA Revenues are \$-34,873**
- ✦ **The remainder will be made up through FB appropriations**



# 2013-14 TIFA Rev-Exp Breakdown

## Tim Colbeck, Director

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### TIFA Program Expenses

✦ Streetscape Maintenance	\$25,750
✦ Seasonal Planting	\$2,500
✦ Pedestrian Trash Coll.	\$20,000
✦ Waste Management	\$15,900
✦ Holiday Lighting/Decor.	\$1,500
✦ DTE Electrical Bills	\$2,000
✦ DT Rail Fence Lease	\$244
✦ Building Rehab Grants*	\$12,627
✦ <u>Sub-total</u>	<u>\$80,521</u>

### Revenue Source

TIFA Revenue

**\*the remainder of this expense will come from FB reserves**



# 2013-14 TIFA Rev-Exp Breakdown

## Tim Colbeck, Director

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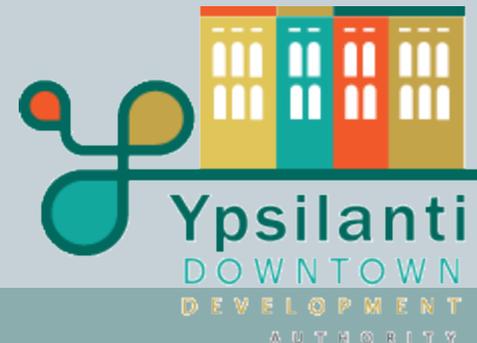
### TIFA Program Expenses

✦ Building Rehab Grants*	\$2,373
✦ Façade Grants	\$32,750
✦ <u>Sub-total</u>	<u>\$34,873</u>

### Revenue Source

FB Reserve  
FB Reserve

\*Remainder not covered by TIFA revenue



Economic Restructuring & Design Committee Meeting Summary 4/24/13

**Attendance**

Committee Members

J. Albers  
L. French  
K. Hill (C)  
D. Otto  
C. Penner  
R Savvides

Other Attendees

T. Colbeck  
L. Greden  
A. Hellenga  
P. Murdock

**Old Business**

YDDA Façade Improvement Program Update

T. Colbeck reviewed two façade applications for 5 and 7 S. Washington St. with the committee. The scope of the work for both applications involved tuck point repair, awning replacement, and painting of the building facades. 5 S. Washington currently has first floor tenants while 7 S. Washington does not. The Downtown currently has \$20,000 available for funding façade grants. The committee discussed each application on their separate merits. However the committee agreed that each should be recommended for approval for consistency since while these are two separate addresses they make up one distinct façade.

D. Otto moved to recommend approval for the Façade Grant Application for 5 S. Washington. C. Penner supported the motion and it passed unanimously.

**RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT GRANT FOR 5 S. WASHINGTON ST.**

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, at the October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the Eastern Leaders Group/Washtenaw County Economic Development Department has provided the YDDA with a \$7,500 match for the second round of the grant program; and

WHEREAS, the YDDA has matched the ELG grant with \$32,500 in TIF funds made available from the appropriate TIF sources; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each from the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Joe Lawrence the owner of the above mentioned addresses for tuck point repairs, front and side exterior painting, and the installation of a new canvas awning, detailed application attached; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. The grant be awarded upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

D. Otto moved to recommend approval for the Façade Grant Application for 7 S. Washington. C. Penner supported the motion and it passed unanimously.

**RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT GRANT FOR 7 S. WASHINGTON ST.**

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, at the October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

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WHEREAS, the YDDA has received a grant request from Joe Lawrence the owner of the above mentioned addresses for tuck point repairs, front exterior painting, and the installation of a new canvas awning, detailed application attached; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. The grant be awarded upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

### YDDA Building Rehab and Improvement Grant Update

T. Colbeck provided a summary report for each of the grants that were awarded in round III of the program.

### YDDA Streetscape Furnishings Inventory

The committee reviewed a summary report of where there are currently street benches and trash receptacles for each district and the potential costs to add new ones. T. Colbeck asked the committee to think about what their priority areas are for additional furnishings as well as to consider what dollar amount should be allocated into a streetscape furnishings line item for the next couple of fiscal years. L. Greden asked that staff provide a detailed budget update at the next board meeting outlining the current approved budget for the 2013-14 FY with a summary of potential new costs to be added. T. Colbeck stated that a detailed budget review will be an agenda item for the next Operations and Finance Committee and he will report at the May YDDA Board meeting.

### Downtown Dumpster/Solid Waste Service Program Management

A. Hellenga updated Committee on current research regarding dumpster enclosure repairs as well as added security cameras.

K. Hill stated that the DAY is considering partnering with the YDDA in this initiative to add security cameras for the enclosures.

Staff discussed the current installation quotes and the need for installation to include the costs for support infrastructure. L. Greden offered to speak with DTE for help with this once we have confirmed what needs to be installed.

L. French discussed that if this is truly a safety initiative then it should be reflected throughout the districts. K. Hill stated that this issue came up directly related to the dumpster enclosures and has grown into beautification and safety item for the Downtown district. The committee discussed the potential to grow a camera program to the other districts in the future but that it would be prudent to begin with a single area rather than expend funds for security cameras district wide. J. Albers stated that cameras for the enclosures should be considered a pilot program to see if they are in fact effective.

The committee directed staff to continue to gather information concerning security camera installation and costs and report back at the next meeting.

### YDDA Design Guidelines

T. Colbeck reviewed a summary memo outlining the how's and why's to create design guidelines for all of the DDA districts. He stated that while this is a very valuable project to take on for the committee, he would like to see the committee's project list prioritized to give staff structure on how to allocate their time properly.

### 2013-2014 Work Plan

T. Colbeck shared the current 2012-13 work plan with the committee. He requested that each committee member review before our next meeting and provide a prioritized list of

the top three items that each member would like to see concentrated on for the 2013-14 FY. He stated that this would be a valuable tool to help create a more effective organization by appropriately identifying and allocating staff time and budgetary resources.

### **New Business**

#### Rebuild Michigan Introductory Energy Evaluation

T. Colbeck shared information with the committee regarding free energy audit service that is available to local businesses. The committee directed staff to share this information with the public.

#### DIA Inside/Out Program

T. Colbeck informed the committee about his work to coordinate the installation of seven reproductions of famous DIA art pieces throughout the DDA districts from July through September this year. The committee approved of all steps taken to date and showed strong support for this project.

#### Ypsilanti Wayfinding Initiative

T. Colbeck discussed his ongoing work with Deb Locke-Daniels of the YACVB to institute a community wide wayfinding program. He stated that while this is primarily a YACVB initiated program, the ELG will be a partner as well as potentially Ypsilanti Township. He has been providing assistance in the planning and preparation of an RFP for consultant services to be issued by the YACVB. He stated that is the goal of the participants to see a wayfinding system implemented in the next year. He also discussed that the YDDA may be approached to provide some funding as the program moves forward to actual installation of wayfinding.

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## Ypsilanti Downtown Development Authority

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**To:** ER and Design Committee

**From:** YDDA Staff

**Subject:** Façade Applications for 5 and 7 South Washington

**Date:** April 15, 2013

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YDDA Staff has received an application from Joseph Lawrence. Their application is in regards to properties within the Depot Town District.

There are three aspects of this project for 7 S. Washington:

- Tuck point and replace brick with like as needed, estimate \$2,100
- Installation of new canvass awning, estimate \$75
- Paint 1<sup>st</sup> and 2<sup>nd</sup> floor façade, estimate \$3,300
- Total: \$5,475.00

There are three aspects concerning the project for 5 S. Washington:

- Tuck point and replace brick with like as needed, estimate \$3,200
- Installation of new canvass awning, estimate \$75
- Prime and front façade and North side of building, estimate \$5,800
- Total: \$9,075.00

The proposed project provides an end date of June 30, 2013. The project abides by all general design guidelines. The applicants have consented to all cooperation agreements asked for by the YDDA. The project costs of \$5,475.00 and \$9,075.00.

The applicant mistakenly submitted a building rehabilitation grant instead of a façade application grant. However, all needed materials for the façade application have been provided, except building materials. The applicant included an estimate of one contractor. Color photos have been provided. The applicant's taxes are up to date and the YDDA have been submitted with proof of this. A letter of approval form the HDC was also provided.

**YPSILANTI DDA  
BUILDING REHABILITATION PROGRAM**

**Application Form**

**1. Applicant Information**

NAME: JOSEPH D. LAWRENCE  
 BUSINESS ADDRESS: SAME AS HOME ADDRESS  
 HOME ADDRESS: 212 SOUTH HURON STREET, YPSILANTI, MI 48197-8402  
 BUSINESS PHONE: HOME PHONE HOME PHONE: 734/482-8388  
 FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**2. Project Information**

BUILDING LOCATION: 7 SOUTH WASHINGTON STREET  
 BUSINESS (ES) LOCATED IN BUILDING: CURRENTLY VACANT;  
FORMERLY CPA OFFICES 1989 - MID-2000'S  
 BUILDING AGE: ±153 YEARS  
 BUILDING ZONED AS: B3 BUILDING SEV: \$33,600 (2013)  
 OWNER OF RECORD: JOSEPH D. LAWRENCE  
 IF LEASED: Lease Expires \_\_\_\_\_ Renewal Term \_\_\_\_\_

**3. Project Description**

Describe in detail the proposed scope of work including design firm selected if applicable. In describing project, be sure to differentiate between interior renovations vs. exterior façade improvements to be undertaken. Use separate sheet(s) if necessary.

SEE ATTACHED OWNER/APPLICANT STATEMENTS  
DATED FEBRUARY 19, 2010 (2 PAGES) AND MARCH 25,  
2013 (3 PAGES) PLUS ITEMIZED ESTIMATE FOR  
\$5,475.00 FROM HOME SERVICES, LTD, DATED  
MARCH 25, 2013.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Anticipated Construction  
 Start Date: ASAP Completion Date: JUNE 30, 2013 Total Project Cost: \$5,475.00

4. **Mortgage Information**

Is there a current Mortgage on the property: YES \_\_\_\_\_ NO X

If YES, Holder of Mortgage

\_\_\_\_\_

Date of Mortgage: \_\_\_\_\_

Original Amount: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Are there any other loans, liens, deed restrictions on the property?

YES \_\_\_\_\_ NO X

If YES, please list: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

5. **Building Information**

Will project result in a change of use for the building? YES \_\_\_\_\_ NO X

Uses of the building after completion of the Rehabilitation project:

1<sup>st</sup> Floor: PROFESSIONAL OFFICES

2<sup>nd</sup> Floor: PROFESSIONAL OFFICES

3<sup>rd</sup> Floor: \_\_\_\_\_

Other: \_\_\_\_\_

6. **Other Required Documentation**

- ✓ a. Property deed with legal description of property
- ✓ b. Proof that all property taxes are paid and current
- ✓ c. Proof of property and liability insurance *3/20/12 → 3/20/13 ATTACHED. RENEWAL DOCUMENTATION WILL BE SUPPLIED WHEN RECEIVED.*
- N.A.* d. Signed mortgage note
- N.A.* e. Copies of any leases associated with property
- ✓ f. Project budget
- ✓ g. Two (2)-contractor quotes/construction bids for total project *ONLY 1 REQUIRED FOR FACADE GRANT*
- ✓ h. Photographs of proposed project site

I / We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the YDDA Building Rehabilitation Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed to be repaid in full to the YDDA.

The applicant further certifies that he/she has read and understands the YDDA Building Improvement Program Guidelines. If a determination is made by YDDA staff that program funds have not been used for eligible program activities, the Applicant agrees that the proceeds shall be returned, in full, to the YDDA and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right, or claim. It is understood that all YDDA funding commitments are contingent upon the availability of program funds.

The applicant understands that Construction must commence within 90 days of approval for funding, verified by a YDDA award letter, and be completed within 120 days after construction start date, as verified by the YDDA. Requests for time extensions must be submitted in writing and will only be approved upon the express written consent of the YDDA.

Signed this 26<sup>th</sup> day of MARCH, 20 13

By: Joseph Lawrence



**CITY OF YPSILANTI**  
 1 S HURON STREET  
 YPSILANTI, MICHIGAN 48197-0835

**CITY OF YPSILANTI**  
*Kimberly D. Teamer, Treasurer*  
 PHONE (734) 483-1103 • FAX (734) 482-5790  
 www.cityofypsilanti.com

**2012 WINTER TAX**

<del>Taxable Value</del>	<del>Assessed Value</del>
33,300	33,300



0001586  
 LAWRENCE JOSEPH D  
 212 S HURON ST  
 YPSILANTI MI 48197-8402

Taxing Authority	Tax Rate	Tax Amount
COUNTY PARKS	0.47200	15.71 ✓
COUNTY NAT AREA	0.24090	8.02 ✓
COUNTY EECS	0.20000	6.66 ✓
COUNTY HCMA	0.21460	7.14 ✓
COUNTY VET RELF	0.02860	0.95 ✓
COUNTY ECON DEV	0.06000	1.99 ✓
ADMIN FEE		0.40 ✓

Parcel Number 11-11-39-101-015
School District 81020
Property Address 7 S WASHINGTON ST

% Declared P.R.E. 0.0000

Mortgage Code:

\*FOR COMPLETE PROPERTY DESCRIPTION  
 SEE ASSESSMENT ROLL AT MUNICIPAL BUILDING\*

PAID \$40.87  
 12/28/12  
 SPA# 3,472

Bank of  
 DEC 31 2012  
 3-3  
 Ann Arbor

Total Amount Due \$40.87

Fiscal Years  
 County 12/01/12 - 11/30/13

MISCELLANEOUS MESSAGES MAY APPEAR IN THIS BOX

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

KEEP THIS PORTION FOR YOUR RECORDS

**HOME SERVICES, LTD.**  
*Maintenance, Painting, Wallpapering*  
*Specializing in Historic Restoration & Commercial*  
*Over 35 Years of Service*

**R.W. Rupert**  
421 North Huron Street – Suite 1  
Ypsilanti, Michigan 48197  
Office: 734-484-1614  
Mobile: 810-241-0600  
[RRupert@PeoplePC.com](mailto:RRupert@PeoplePC.com)

January 4, 2013

**This estimate has been prepared for:** **Mr. Joseph D. Lawrence**  
212 South Huron Street  
Ypsilanti, Michigan 48197

Exterior of 7 South Washington

- Tuck point and replace spalling brick with like as needed. Est. \$2,100
- Installation of new canvass awning (compatible to bldg. colors). \$75
- Paint 1<sup>st</sup> and 2<sup>nd</sup> floor façade (colors same) satin finish latex. Est.\$3,300

No power washing or spraying, all work to be done by hand, all debris to be removed from site, tarps used for covering, all materials included, all permits have been approved, fully insured, licensed, and completed to your satisfaction.

**Estimate \$ 5,475.00**

421 North Huron Street – Suite 1 • Ypsilanti, Michigan 48197 • Phone: 734.484.1614 • Residence:  
734.484.4226 • [RRupert@PeoplePC.com](mailto:RRupert@PeoplePC.com)

**YPSILANTI DDA  
BUILDING REHABILITATION PROGRAM**

**Application Form**

**1. Applicant Information**

NAME: JOSEPH D. LAWRENCE  
 BUSINESS ADDRESS: SAME AS HOME ADDRESS  
 HOME ADDRESS: 212 SOUTH HURON STREET, YPSILANTI, MI 48197-8402  
 BUSINESS PHONE: HOME PHONE HOME PHONE: 734/482-8388  
 FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**2. Project Information**

BUILDING LOCATION: 5 SOUTH WASHINGTON STREET  
 BUSINESS (ES) LOCATED IN BUILDING: A TRANSFORMATION STATION, LLC  
 BUILDING AGE: ± 153 YEARS  
 BUILDING ZONED AS: B3 BUILDING SEV: \$32,300 (2013)  
 OWNER OF RECORD: JOSEPH D. LAWRENCE  
 IF LEASED: Lease Expires JAN. 13, 2015 Renewal Term 5 1-YEAR OPTIONS

**3. Project Description**

Describe in detail the proposed scope of work including design firm selected if applicable. In describing project, be sure to differentiate between interior renovations vs. exterior façade improvements to be undertaken. Use separate sheet(s) if necessary.

SEE ATTACHED OWNER/APPLICANT STATEMENTS DATED FEBRUARY 19, 2010 (2 PAGES) AND MARCH 25, 2013 (3 PAGES) PLUS ITEMIZED ESTIMATE FOR \$9,075.00 FROM HOME SERVICES, LTD. DATED MARCH 25, 2013.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Construction  
Start Date: ASAP Completion Date: JUNE 30, 2013 Total Project Cost \$9,075.00

4. **Mortgage Information**

Is there a current Mortgage on the property: YES \_\_\_\_\_ NO X

If YES, Holder of Mortgage

\_\_\_\_\_

Date of Mortgage: \_\_\_\_\_

Original Amount: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Are there any other loans, liens, deed restrictions on the property?

YES \_\_\_\_\_ NO X

If YES, please list: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. **Building Information**

Will project result in a change of use for the building? YES \_\_\_\_\_ NO X

Uses of the building after completion of the Rehabilitation project:

1<sup>st</sup> Floor: PROFESSIONAL OFFICES

2<sup>nd</sup> Floor: PROFESSIONAL OFFICES

3<sup>rd</sup> Floor: \_\_\_\_\_

Other: \_\_\_\_\_

6. **Other Required Documentation**

- ✓ a. Property deed with legal description of property
- ✓ b. Proof that all property taxes are paid and current
- ✓ c. Proof of property and liability insurance *3/20/12 → 3/20/13 ATTACHED. RENEWAL WILL BE SUPPLIED WHEN RECEIVED*
- N.A.d. Signed mortgage note
- ✓ e. Copies of any leases associated with property *WILL BE PROVIDED WHEN FINALIZED AND EXECUTED.*
- ✓ f. Project budget
- ✓ g. Two (2)-contractor quotes/construction bids for total project *ONLY | REQUIRED FOR FACADE GRANT*
- ✓ h. Photographs of proposed project site

I / We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the YDDA Building Rehabilitation Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed to be repaid in full to the YDDA.

The applicant further certifies that he/she has read and understands the YDDA Building Improvement Program Guidelines. If a determination is made by YDDA staff that program funds have not been used for eligible program activities, the Applicant agrees that the proceeds shall be returned, in full, to the YDDA and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right, or claim. It is understood that all YDDA funding commitments are contingent upon the availability of program funds.

The applicant understands that Construction must commence within 90 days of approval for funding, verified by a YDDA award letter, and be completed within 120 days after construction start date, as verified by the YDDA. Requests for time extensions must be submitted in writing and will only be approved upon the express written consent of the YDDA.

Signed this 26<sup>th</sup> day of MARCH, 20 13

By: Joseph D Lawrence

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Ypsilanti, Michigan 48197

Office: 734-484-1614

Mobile: 810-241-0600

[RRupert@PeoplePC.com](mailto:RRupert@PeoplePC.com)

March 25, 2013

**This estimate has been prepared for:**

**Mr. Joseph D. Lawrence**  
212 South Huron Street  
Ypsilanti, Michigan 48197

Exterior of 5 South Washington

- Tuck point and replace spalling brick as needed. Est. \$3,200  
Prime and paint front façade and north side exterior (colors same). Est. \$5,800
- Installation of new canvass awing (compatible to bldg. colors) Est. \$75

No power washing or spraying, all work to be done by hand, all debris to be removed from site, tarps used for covering, all materials included, all permits have been approved, fully insured, licensed, and completed to your satisfaction.

**Estimate \$ 9,075.00**



**CITY OF YPSILANTI**  
 1 S HURON STREET  
 YPSILANTI, MICHIGAN 48197-0835

**CITY OF YPSILANTI**  
 Kimberly D. Teamer, Treasurer  
 PHONE (734) 483-1103 • FAX (734) 482-5790  
 www.cityofypsilanti.com

**2012 WINTER TAX**

Taxable Value	Assessed Value
31,800	31,800



0001565  
 LAWRENCE JOSEPH D  
 212 S HURON ST  
 YPSILANTI MI 48197-8402

Parcel Number 11-11-39-101-014
School District 81020
Property Address 5 S WASHINGTON ST

% Declared P.R.E. 0.0000

Mortgage Code:

\*FOR COMPLETE PROPERTY DESCRIPTION  
 SEE ASSESSMENT ROLL AT MUNICIPAL BUILDING\*

*PAID \$39.02  
 12/28/12  
 SPA# 3,472*

MISCELLANEOUS MESSAGES MAY APPEAR IN THIS BOX

Taxing Authority	Tax Rate	Tax Amount
COUNTY PARKS	0.47200	15.00 ✓
COUNTY NAT AREA	0.24090	7.66 ✓
COUNTY EECS	0.20000	6.36 ✓
COUNTY HCMA	0.21460	6.82 ✓
COUNTY VET RELF	0.02860	0.90 ✓
COUNTY ECON DEV	0.06000	1.90 ✓
ADMIN FEE		0.38 ✓

Bank of  
**DEC 31 2012**  
 33  
 Ann Arbor

Total Amount Due	\$39.02
Fiscal Years	
County	12/01/12 – 11/30/13

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

KEEP THIS PORTION FOR YOUR RECORDS



**City of Ypsilanti**  
Planning & Development Department

---

December 12, 2012

Ron Rupert  
421 N. Huron St.  
Ypsilanti, MI 48197

RE: HDC Work Permit Application for 5 & 7 S. Washington

Dear Mr. Rupert:

On Tuesday, December 11, 2012 the Historic District Commission (HDC) reviewed your request for work at 5 & 7 S. Washington. Your application was **approved** to include:

re-pointing and replacing bricks as needed, replacing the 2<sup>nd</sup> floor windows with metal clad wood windows, the windows will be double-hung, arched top, two-over-two full replacements, replace the canvas awning, and repaint the first and second floors with colors to match existing colors on the building. All the masonry work will be done in accordance with the Fact Sheets and no power washing will be done.

In the commission's decision, the following Secretary of the Interior Standards were cited:

- #6 – Repair, don't replace. Replacements shall match original.
- #7 – Clean building gently- no sandblasting.

**Approval by the Historic District Commission does not exempt you from nor can be substituted for zoning or building department approval.** You must apply for and receive all applicable permits within six months of this date for your HDC approval to remain valid.

Please contact me if you have any questions at 734-483-9646.

Sincerely,

Adam Cripps, HDC Assistant  
Planning and Development Department

Cc: File  
Jenni Wennerberg, Building Department

---

One South Huron Street  
Ypsilanti, MI 48197

Tel (734) 483-9646  
Fax (734) 483-7260

[www.CityofYpsilanti.com](http://www.CityofYpsilanti.com)

## ATTACHMENT TWO

### General Design Guidelines

1. Changes to the façade of the buildings will not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building.
2. Changes to the façade of buildings will either; 1) partially or fully restore to the appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data, or 2) represent a modern treatment which blends into and is compatible with the building and adjoining buildings.
3. In general, the Economic Restructuring Committee will encourage repair and preservation of existing features of facades, unless alterations to these facades have resulted in an incoherent, unattractive or inharmonious appearance. While encouraging correction of such alterations, the committee will advocate minimal alterations of harmonious features.
4. For facades which have previously been substantially altered and for which a modern treatment is chosen, such a treatment will conform with the features, materials, rhythms, color and general appearance of the building and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.
5. Paint colors will either be based on original colors obtained from paint samples on the buildings, or be compatible with adjoining buildings and colors on W. Cross Street. Trim colors, which highlight building details, will be encouraged. Spectacular colors will be avoided.
6. The size, color and shape of a sign should complement the building and add to the historic flavor of the area.
7. The surface cleaning of the structures will be undertaken with the gentlest of means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.
8. Any alterations to a building's façade first must obtain consent by the Historic District Commission to ensure that all alterations follow HDC guidelines.

I/We certify that I/We have read and understand the above design guidelines.

  
Applicant

  
Date

### ATTACHMENT THREE

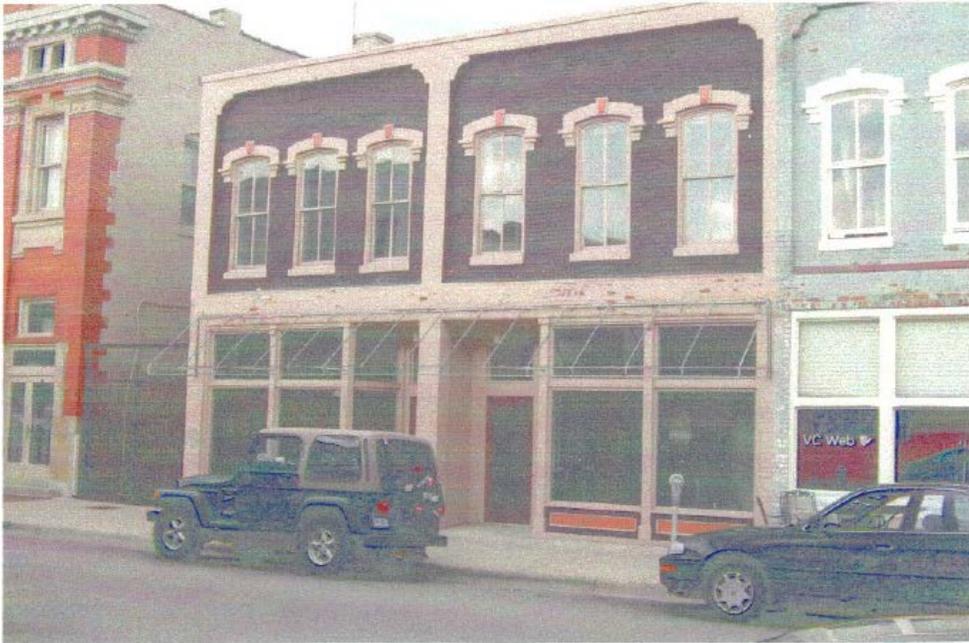
#### **Cooperation Agreement for Building Rehabilitation Program**

If the project for which this application is submitted is approved for funding by the Board of Directors of the YDDA, the applicant shall cooperate with the YDDA in furtherance of its fundamental goal of halting property value deterioration, eliminating that deterioration, and promoting economic growth and vitality within the Downtown Development Area by:

- Participating in YDDA sponsored tours of Downtown
- Working with the YDDA on business development programs.
- Committing where possible to uniform store hours
- Participating in downtown promotion
- Design review for any changes to the facade

Joseph Lawrence  
Applicant

March, 2013  
Date



May 16, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT  
GRANT FOR 5 S. WASHINGTON ST.**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, at the October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the Eastern Leaders Group/Washtenaw County Economic Development Department has provided the YDDA with a \$7,500 match for the second round of the grant program; and

WHEREAS, the YDDA has matched the ELG grant with \$32,500 in TIF funds made available from the appropriate TIF sources; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each fro the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Joe Lawrence the owner of the above mentioned addresses for tuck point repairs, front and side exterior painting, and the installation of a new canvas awning, detailed application attached; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. The grant be awarded upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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:

NAYS:

ABSTAINED:

YES:      NO:      ABSENT:      VOTE:

May 16, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT  
GRANT FOR 7 S. WASHINGTON ST.**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, at the October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the Eastern Leaders Group/Washtenaw County Economic Development Department has provided the YDDA with a \$7,500 match for the second round of the grant program; and

WHEREAS, the YDDA has matched the ELG grant with \$32,500 in TIF funds made available from the appropriate TIF sources; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each fro the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Joe Lawrence the owner of the above mentioned addresses for tuck point repairs, front exterior painting, and the installation of a new canvas awning, detailed application attached; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. The grant be awarded upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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:

NAYS:

ABSTAINED:

YES:      NO:      ABSENT:      VOTE:

## Operations & Finance Committee Meeting Summary 5/8/13

### **Attendance**

#### Committee Members

A. Edmonds  
S. French  
R. Jamnick  
K. Maurer  
C. Sikorski

#### Other Attendees

T. Colbeck  
A. Hellenga  
K. Hill

### **Detailed YDDA TIF/Budget Review**

T. Colbeck reviewed the detailed Revenue and Expense Report/Budget and his Budget Presentation he will be giving to City Council with the committee.

T. Colbeck reported that the newest revenue numbers received from the City's Fiscal Services Department for the 2013-14 Fiscal Year show an increase from the current fiscal year. At this time last year the budget predicted a slight decline in revenue, so this is a major improvement.

K. Hill suggested that the committee focus on reviewing the combined budget at this time rather than reviewing the separate budgets by district. The committee agreed.

The committee recommended providing a summary review for the full board that would include the detailed summary budget, budget presentation, and a chart of accounts summary/cheat sheet.

The committee made recommendations for the council budget presentation to better show the value of the DDA to the City instead of just stating revenue and expenses. T. Colbeck agreed and will make appropriate changes.

T. Colbeck addressed potential decreases in revenue that may be coming including the loss of Personal Property Tax revenue and request to forfeit the Ypsilanti Transit Millage back to the City and RAC Parking Permit revenue to the Riverside Arts Center.

T. Colbeck stressed the importance to the committee that a review of the budget should not be a once a year event and that committee and board need to consider what potential changes to expenses would need to be made if potential revenue reductions come through.

### **Old Business**

#### Depot Town TIF Renewal Update

- 1999 Depot Town Circulation Study

Staff informed the committee that they have not received responses from individuals that they solicited for input on the status for the 1999 study. The committee recommended that staff send a reminder to these parties.

- **Draft RFP**

Per the April YDDA Board meeting, no corrections or additions to the RFP have been requested at this time and should be considered ready to go.

The committee determined that the RFP should not be submitted until after the City's Master Plan is completed. The committee determined that there may be important information that will be directly related to the TIF/Development plan.

### Michigan Main Street Implementation Update

T. Colbeck provided a detailed written report of the National Main Streets Conference.

Committee engaged in further discussion of the commitment to move forward with the Main Street Program for the YDDA. Staff was directed to provide research from some communities that do not use the Main Street model for their DDA's such as Kalamazoo and Marquette to see why they have chosen a different management model. Staff will revisit information previously provided to the Board and contact several communities for their feedback.

### **New Business**

#### YDDA Visioning

Discussion on this item was postponed until the June 12 meeting. However A. Edmonds stated she has begun working on this and requested that the committee start the process prior to the next meeting. She will email a packet of information with directions to each committee member and staff to review and begin the process.

#### Board Member Committee Obligation

Staff briefly recapped the discussion from the last YDDA Board meeting and asked the committee to make this a work item for June.

#### 2013-2014 Work Plan

Staff asked each committee to review the 2012-13 work plan and bring a list of their top three priorities for 2013-14 to the next meeting.

### **Proposed Business**

T. Colbeck requested that RAC Lease Renegotiation be placed on next month's agenda. The committee determined that it would not be added until a formal request is made by the Riverside Arts Council Board.

## Ad Hoc Parking Committee Meeting Summary 4/16/13

### **Attendance**

#### Committee Members

K. Hill (C)  
L. French  
R. Parker  
M. Swanson

#### Other Attendees

A. Hellenga  
P. Murdock

### **Old Business**

#### Review of Final Recommendations

##### a) Parking Enforcement

Committee reviewed recommendations and provided several clarifications. Committee directed staff to provide an inventory of residential (occupied and potential) units in the downtown before any recommendations are made.

- In regards to 2hr parking changing to 90 min committee discussed that it is the wishes of business to free parking up for prospective customers. Staff should inquire how other communities have addressed concerns.
- Regarding residential parking permits – In order to incentivize permit parking through premium rates (Washington St and S Huron Lots) increased safety should be a concern.
- General extension / rearrangement of enforcement hours; the committee suggested that recommendations be general in order to allow the city to implement changes effectively.
- Develop a strategy in order to encourage more visitors parking in the South Huron and Washington Lots.
- Committee proposed that shared parking strategies include EMU College of Business, Key Bank, and St John's Church. These strategies should be recommended in a more general way.
- Committee added looking toward long term parking possibilities regarding the Downtown.

##### b) Signage

- Committee suggests that all signs be uniform pointing to the Pease Auditorium and City Hall signs as recommended styles.
- Committee suggested that YDDA continue to work with the CVB in efforts for wayfinding possibly including parking signs as an option of that project.

### **New Business**

#### 2013-14 Work Plan

- Committee suggested that the work plan reflect its current efforts of parking recommendations. Committee suggests that recommendations be submitted to council in either July or August 2013.
- Committee suggests that the YDDA continue to monitor parking trends.
- Committee suggests that long term parking be examined for potential growth.
- Loading zones evaluation.
- Non-motorized facilities.

#### On-Street Commercial Loading Zones

- Committee has directed staff to provide aerial views of the districts in order to address possible loading zones in the districts.
- Committee directed staff to provide data pertinent to this issue in order to make more sound recommendations.

#### Budget Issues

- Committee wishes to bring budget recommendations to the board concerning both signage and non-motorized facilities.

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, June 20, 2013 – 8:00 a.m.  
Ypsilanti Area Convention & Visitors Bureau  
106 W. Michigan Ave.**

**Agenda**

**I. Call to Order**

**II. Roll Call**

Amanda Edmonds (VC)P	A	Kevin Hill	P	A	
Alex Easley	P	A	Karen Maurer	P	A
Linda French	P	A	Regan Parker	P	A
Sandee French	P	A	Rois Savvides	P	A
Leigh Greden (C)	P	A	Paul Schreiber	P	A

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

**IV. Approval of May 16, 2013 Minutes (X)\* p. 3-23**

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

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

**VI. Staff Report/Financial Report (X) p. 24-29**

- 2013-14 Budget Update (X)\* p. 30-32

**VII. Standing Committee Reports**

- Economic Restructuring & Design (Kevin Hill) (X) p. 33-37
  - Resolution to Approve the Award of a YDDA Façade Improvement Grant for 9 E. Cross St. (X)\* p. 38-51
- Operations & Finance – (Karen Maurer) (X) p. 52-56
  - Resolution to Amend and Adjust the YDDA 2013/14 Fiscal Year Budget (X)\* p. 57-59
  - YDDA Visioning Process – Working Session (X)\* p. 60-61
  - Resolution to Authorize the YDDA Staff to Proceed with the Proposed Relocation of YDDA Offices to City Hall (X)\* p. 62-68

**VIII. Ad Hoc Committee Reports**

- Parking (Kevin Hill) (X) p. 69

**IX. Old Business – none**

**X. Proposed Business - none**

**XI. Announcements/Comments**

**XII. Public Participation**

**XIII. Next Meeting: July 18, 2013, 8:00 a.m., SPARK East, 215 W. Michigan Ave.**

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

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, May 16, 2013- 8:00 a.m.  
SPARK East  
215 W. Michigan Ave.**

**Draft Minutes**

**I. Call to Order:** L. Greden called the meeting to order at 8:06 am.

**II. Roll Call:**

Amanda Edmonds (VC)	P	Kevin Hill	P	
Alex Easley*	P	Karen Maurer	P	
Linda French#	P	Regan Parker		A
Sandee French	P	Rois Savvides		A
Leigh Greden(C)	P	Paul Schreiber	P	

\*Arrived at 8:40am

#Left at 8:55am

**Others in Attendance:**

Tim Colbeck, YDDA Director  
Krystal Elliot, Ypsilanti Courier  
Travis Gonyou, Rep. John Dingell's Office  
Dave Heikkinen, DAY  
Andrew Hellenga, YDDA Staff  
Pete Murdock, City Council  
Tammy Tischler, YDDA Counsel

**III. Approval of Agenda:** L. Greden requested that the agenda be amended to move the budget discussion including the City Council's Resolution regarding public transit millage to the top of the staff report. S. French moved to approve the agenda as amended. The motion was supported by L. French and the agenda was approved unanimously.

**IV. Approval of Minutes - Thursday, April 18, 2013:** K. Maurer moved to approve the minutes as submitted. K. Hill supported and the motion passed unanimously.

**V. Audience Participation:**

1. Dave Heikkinen -

- Raised his concerns with the current state of the Downtown Dumpster Enclosures. Improved signage was the central issue and will be brought to ER and Design Committee for action.

- Addressed concerns with the underuse of the Riverside Arts Center facilities and the lack of responsiveness to requests to use the center by the Riverside Arts Center board.
- Stated that he feels that the YDDA should purchase more bike racks for the Downtown.

**VI. Staff Report/ Financial Report**

- 2013-2014 Budget Update

T. Colbeck reviewed the City Council Resolution that was passed on May 14<sup>th</sup> requesting the YDDA forego tax increment financing funds (TIF) captured from the public transit millage and transfer \$20,000 to that Ann Arbor Transportation Authority (AATA).

P. Murdock, the author of the resolution stated that the funds requested from City Council come from a voter approved transportation millage and that the DDA should forgo that TIF revenue so that it can be directed to the AATA as the voters intended.

L. Greden stated that the YDDA’s legal counsel has reviewed the request and provided a legal opinion on the matter. If there is to be a discussion of the attorney’s findings, it should be done in a closed session. He cited that is necessary to protect the YDDA’s attorney-client privilege.

P. Murdock stated that the City’s Attorney advised Council that they can amend the DDA TIF Plan by ordinance to require the DDA forego the transit millage funds.

S. French moved to go to a closed meeting for the purpose of attorney-client privilege. K. Hill seconded the motion. L. Greden directed T. Colbeck to take a roll call vote:

- |                  |                    |
|------------------|--------------------|
| A. Edmonds – Yes | K. Hill - Yes      |
| L. French – Yes  | K. Maurer - Yes    |
| S. French – Yes  | P. Schreiber - Yes |
| L. Greden – Yes  |                    |

The motion passed unanimously

**The YDDA Board entered Closed Session at 8:25 am.**

**The YDDA Board re-opened the meeting at 8:42 am.**

L. Greden proposed that the YDDA make a onetime gift of \$20,000 to AATA for infrastructure improvements to the Ypsilanti Transit Center.

S. French moved to propose a resolution for the YDDA to make a one time gift of \$20,000 to the AATA for the purpose of supporting infrastructure improvements to the Ypsilanti Transit Center. The funding will be divided among the three TIF sources using the YDDA's standard division. L. French supported the motion. The resolution passed unanimously.

T. Colbeck reviewed a memo with the board outlining additional proposed budget amendments for the 2012-13 and 2013-14 fiscal years. The board reviewed each item individually for consideration.

S. French moved to amend the 2013-14 FY budget, adding \$20,000 for potential consultant fees for the Depot Town TIF/Development Plan Renewal. This line item will be paid entirely from the Depot Town TIF. K. Hill supported the motion.

\*\*A. Easley left meeting 9:05

The resolution passed unanimously.

A. Edmonds moved to amend the 2012-13 FY budget adding \$12,500 for one half of the DDA's promised match for the City's Michigan Ave. Pedestrian Bridge project. This line item will be paid entirely from the Downtown TIF. K. Hill supported the motion and it passed unanimously.

A. Edmonds moved to amend the 2013-2014 FY budget adding \$12,500 for the second half of the DDA's match for the Michigan Ave. Pedestrian Bridge project. This line item will be paid entirely from the Downtown TIF. K. Hill supported the motion and it passed unanimously.

K. Hill moved to amend the 2013-2014 FY budget by increasing the Waste Management line item by \$2,000. This line item will be paid entirely from the Downtown TIF. S. French supported the motion and it passed unanimously.

A. Edmonds moved to amend the 2013-2014 FY budget by adding \$2,700 dollars to be used for the purchase of bike racks throughout the DDA districts. This line item will be divided by district based on the actual purchase/installation. K. Hill supported the motion and it passed unanimously.

P. Schreiber suggested that in the future staff present estimated five year budget projections to help the board with long term budget decisions.

## **VII. Standing Committee Reports:**

- Operations and Finance – report as submitted by K. Maurer.

Staff briefly reported on the Depot Town TIF/Development Plan Renewal RFP. They stated that the release of the RFP should coincide with the completion of the City's Master Plan process to properly coordinate and make use of the final Master Plan's work and findings. The RFP should go live by late summer/early fall.

L. Greden informed the Board that the City has provided proposals for the YDDA to rent office space at City Hall. The initial proposals would provide a significant reduction in rent. L. Greden asked K. Maurer to help in the negotiation process. This issue will be placed on the agenda of the next Operations and Finance Meeting.

A. Edmonds briefly discussed the importance of the YDDA employing a visioning process to help set the organization's goals and agenda in the future. She stated that a template has been set out to the board to begin the process.

\*\*A. Easley returned to meeting 9:30am

- Economic Restructuring and Design - report as submitted by K. Hill.

K. Hill reviewed a façade application for 5 S. Washington and read the Resolution to Approve the Award of an YDDA Façade Improvement Grant for 5 S. Washington.

K. Hill moved to approve the grant request. K. Maurer supported the motion and it passed unanimously.

K. Hill reviewed a façade application for 7 S. Washington Resolution and read the Resolution to Approve the Award of a YDDA Façade Improvement Grant for 7 S. Washington

K. Hill moved to approve the grant request. K. Maurer supported the motion and it passed unanimously.

### **VIII. Ad Hoc Committee Reports:**

- Ad hoc Parking Committee – report as submitted by K. Hill.

K. Hill reviewed the status of the committee making a final recommendation to City Council based on the 2012 parking study. He informed the Board that parking recommendations should be finalized and ready to submit to City Council by no later than August. K. Hill requested for staff to submit a stand alone list of current recommendations to the board for review.

**IX. Old Business:** None

**X. Proposed Business:**

K. Hill discussed the potential request by the Riverside Arts Center Board to assume control of the RAC parking lot and the revenue generated by the sale of parking permits. It was determined that this will go to the Operations and Finance Committee for review when a formal request is received.

**XI. Announcements Comments:**

T. Colbeck announced that Saturday, May 18 is Ypsilanti PRIDE Day. The YDDA will once again be coordinating our Spring Plantings with the help of volunteers from the Corner Health and from SPARK East.

A. Edmonds reminded the Board that the Downtown and Depot Town Farmer's Markets are now going on weekly on Tuesday (Downtown) and Saturday (Depot Town).

S. French stated her ongoing concern for the current state of the sitting wall outside of Aubree's. She stated that the City did do a repair of the wall recently but that it was not a particularly well done fix. She expressed her feeling that the DDA should take charge and repair the wall. L. Greden asked that this issue be considered at the next ER and Design meeting.

**XII. Public Participation:**

P. Murdock thanked the board for their action regarding the AATA resolution. However, he expressed concern on earmarking the funds for infrastructure improvements to the Ypsilanti Transit Center as opposed to general operation support.

**XIII. Adjourn:** K. Hill moved to adjourn supported by K. Maurer. Meeting adjourned at 9:55am.

**XIV. Next Meeting: June 20, 2013, 8:00 am. Spark East 215 W. Michigan Ave.**

May 16, 2013  
2013-10

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO PROVIDE GRANT FUNDING TO THE ANN ARBOR TRANSIT  
AUTHORITY TO SUPPORT PLANNED IMPROVEMENTS TO THE YPSILANTI  
TRANSIT CENTER**

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

WHEREAS, the Ypsilanti DDA (YDDA) acknowledges the importance of affordable and reliable public transit to a successful DDA; and

WHEREAS, the YDDA recognizes the value and importance that the Ann Arbor Transit Authority (AATA) brings to the DDA districts and Ypsilanti in general through the provision of public transit services; and

WHEREAS, the AATA has increased its investment in both services and infrastructure to the DDA districts in recent years and will continue to do so through significant improvements to the Ypsilanti Transit Center (YTC) located in the Downtown District of Ypsilanti; and

WHEREAS, the YDDA is committed to supporting the continued participation of the City of Ypsilanti as a partner to the AATA; and

WHEREAS, the YDDA Board believes that it is important to demonstrate the YDDA's commitment to the AATA and public transit servicing all of the DDA districts by investing DDA funds to help maintain and encourage the continued AATA/City of Ypsilanti partnership;

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

1. the YDDA approve giving a one-time grant in the amount of \$20,000 to the AATA to be applied towards planned improvements to the YTC in the YDDA's 2013-14 fiscal year.
2. since there is an important economic impact to all of the DDA districts by the ongoing partnership with the AATA, that these funds be made available from the appropriate fund balance reserves of the Downtown, Depot Town, and W. Cross St. districts using the YDDA's standard breakdown of 70% Downtown, 16% Depot Town, and 14% W. Cross St. districts.

3. this commitment from each district equals \$14,000 from the Downtown, \$3,200 from Depot Town, and \$2,800 from W. Cross St.
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: A. Edmonds, A. Easley, L. French, S. French, L. Greden, K. Hill, K. Maurer, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 2      VOTE: affirmed

May 16, 2013  
2013-11

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR  
BUDGET**

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

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, this includes ensuring that the YDDA submits an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the next fiscal year's budget and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, the YDDA Board has reviewed the 2013-14 fiscal year budget and request the following amendment;

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

1. the YDDA add \$20,000 to the budget line item TIF Projects to cover potential expenses of consultant fees for the Depot Town TIF/Development Plan Renewal.
2. these funds be earmarked exclusively from Depot Town TIF revenue sources.
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: A. Edmonds, S. French, L. Greden, K. Hill, K. Maurer, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 6

NO: 0

ABSENT: 4

VOTE: affirmed

May 16, 2013  
2013-12

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMEND AND ADJUST THE YDDA 2012-13 FISCAL YEAR  
BUDGET**

The following preamble and resolution were offered by Member A. Edmonds and supported by Member K. Hill.

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, this includes ensuring that the YDDA submits an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the current and next fiscal year's budgets and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, the YDDA Board approved a resolution allocating \$25,000 in funding over two years (\$12,500 in FY 2011-12 and \$12,500 in FY 2012-13) for the Huron River/Michigan Ave. Pedestrian Bridge on March 17, 2011 to be used as a required match for the City of Ypsilanti's Michigan Natural Resource Trust Fund Grant application to support this project; and

WHEREAS, the project had been delayed until the 2013-14 fiscal year by the City of Ypsilanti; and

WHEREAS, the YDDA Board has reviewed the 2012-13 fiscal year budget and request the following amendment;

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

1. the YDDA add \$12,500 to the budget line item TIF Projects of the 2012-13 fiscal year budget for one half of the required City match funding for the Huron River/Michigan Ave. Pedestrian Crossing Project.
2. these funds be earmarked exclusively from Downtown TIF revenue sources.

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: A. Edmonds, S. French, L. Greden, K. Hill, K. Maurer, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 6      NO: 0      ABSENT: 4      VOTE: affirmed

May 16, 2013  
2013-13

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR  
BUDGET**

The following preamble and resolution were offered by Member A. Edmonds and supported by Member K. Hill.

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, this includes ensuring that the YDDA submits an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the current and next fiscal year's budgets and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, the YDDA Board approved a resolution allocating \$25,000 in funding over two years (\$12,500 in FY 2011-12 and \$12,500 in FY 2012-13) for the Huron River/Michigan Ave. Pedestrian Bridge on March 17, 2011 to be used as a required match for the City of Ypsilanti's Michigan Natural Resource Trust Fund Grant application to support this project; and

WHEREAS, the project had been delayed until the 2013-14 fiscal year by the City of Ypsilanti; and

WHEREAS, the YDDA Board has reviewed the 2013-14 fiscal year budget and request the following amendment;

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

1. the YDDA add \$12,500 to the budget line item TIF Projects of the 2013-14 fiscal year budget for one half of the required City match funding for the Huron River/Michigan Ave. Pedestrian Crossing Project.
2. these funds be earmarked exclusively from Downtown TIF revenue sources.

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: A. Edmonds, S. French, L. Greden, K. Hill, K. Maurer, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 6      NO: 0      ABSENT: 4      VOTE: affirmed

May 16, 2013  
2013-14

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR  
BUDGET**

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

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, this includes ensuring that the YDDA submits an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the next fiscal year's budget and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, the YDDA Board has reviewed the 2013-14 fiscal year budget and request the following amendment;

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

1. the YDDA add \$2,000 to the budget line item Waste Management to cover potential expenses for repairs and improvements to the Downtown Dumpster Enclosures.
2. these funds be earmarked exclusively from Downtown TIF revenue sources.
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: A. Edmonds, S. French, L. Greden, K. Hill, K. Maurer, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 6

NO: 0

ABSENT: 4

VOTE: affirmed

May 16, 2013  
2013-15

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR  
BUDGET**

The following preamble and resolution were offered by Member A. Edmonds and supported by Member K. Hill.

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, this includes ensuring that the YDDA submits an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the next fiscal year's budget and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, the YDDA Board has reviewed the 2013-14 fiscal year budget and request the following amendment;

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

1. the YDDA add \$2,700 to the budget line item TIF Projects to cover potential expenses for the purchase and installation of additional bike racks throughout the DDA districts.
2. these funds be earmarked the Downtown, Depot Town, and W. Cross TIF revenue sources as appropriate.
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: A. Edmonds, S. French, L. Greden, K. Hill, K. Maurer, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 6      NO: 0      ABSENT: 4      VOTE: affirmed

May 16, 2013  
2013-16

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT  
GRANT FOR 5 S. WASHINGTON ST.**

The following preamble and resolution were offered by Member K. Hill and supported by Member K. Maurer.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, at the October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the Eastern Leaders Group/Washtenaw County Economic Development Department has provided the YDDA with a \$7,500 match for the second round of the grant program; and

WHEREAS, the YDDA has matched the ELG grant with \$32,500 in TIF funds made available from the appropriate TIF sources; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each fro the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request for the above mentioned addresses for tuck point repairs, replacement of damaged bricks, and the installation of new awnings; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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: A. Edmonds, A. Easley, S. French, L. Greden, K. Hill, K. Maurer, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 7      NO: 0      ABSENT: 3      VOTE: affirmed

**May 16, 2013  
2013-17**

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT  
GRANT FOR 7 S. WASHINGTON ST.**

The following preamble and resolution were offered by Member K. Hill and supported by Member K. Maurer.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, at the October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the Eastern Leaders Group/Washtenaw County Economic Development Department has provided the YDDA with a \$7,500 match for the second round of the grant program; and

WHEREAS, the YDDA has matched the ELG grant with \$32,500 in TIF funds made available from the appropriate TIF sources; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each fro the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request for the above mentioned addresses for tuck point repairs, replacement of damaged bricks, and the installation of new awnings; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

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2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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: A. Edmonds, A. Easley, S. French, L. Greden, K. Hill, K. Maurer, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 7      NO: 0      ABSENT: 3      VOTE: affirmed

Community Outreach and Partnerships: I continue to meet with community stakeholders/partners to discuss ongoing DDA planning and goals including potential Main Street partners.

- Staff continues to attend and participate at the Non-Motorized Advisory Committee meetings.
- I attended the Easter Leaders Group (ELG) Executive Committee meeting to discuss ongoing initiatives and partnerships targeted to improve the Eastern Washtenaw Community through economic and educational opportunities.
- I met with the new real estate agents listing the Pub 13 and Savoy space, David Hamilton and Charlie Koenn of Swisher Commercial. We discussed potential good fits for the long vacant space, available YDDA and City programs to assist in getting a new tenant in the spaces and how we can partner to help move the process along.
- Met with County Commissioner Roland Sizemore, City Planner Teresa Gillotti and Washtenaw County/ELG representatives Tony VanDerworp and Melissa Milton-Pung to discuss the 400 block (Abe's block) of Michigan Avenue. We discussed strategies to approach the various property and business owners to address the current conditions of properties and the rear parking lot.
- Met with a potential new business proprietor, Tory Culver who is interested in purchasing 17 N. Washington/Savoy for a night club. We discussed his proposed business model as well as grant programs and redevelopment liquor license requirements.
- Began discussion on creating a pop-up business program with Teresa Gillotti and Charlie Penner of the MI-SBTDC. Assisted with the creation of a list of potential vacant properties to be considered.
- Met with two people, Avram Kluger and Scott Loney who are interested in potential business opportunities in Ypsilanti and to discuss the general business climate and available properties.
- Staff continues to meet with business and property owners to keep up to date on the current available properties and business news.
- Staff is working with Teresa Gillotti and Jason Morgan the Director of Government Relations at WCC on the creation/fabrication of a model multi-unit bike rack to be installed in some of the municipal parking lots.
- Will meet with Teresa Gillotti and representatives of the Depot Town Association, Merrill Guerra and Carolyn and Gary McKeever to discuss past DTA infrastructure projects and ongoing maintenance.

Downtown Dumpster Management: Staff is continuing to monitor the enclosures to ensure their proper use and maintenance. Staff continues to pick up loose debris as necessary and coordinate bulk pick-up and removal of improper waste.

Andrew has coordinated the repairs to the existing enclosures to enable the main gates to be locked again. Work shall be done within the next month.

I coordinated the replacement of the cardboard recycling dumpster in the N. Adams lot with one that only allows for broken down cardboard to be placed in. This was due to an excessive amount of other trash being deposited and preventing the recycling servicing.

Andrew has continued to solicit for bids and meet with prospective installers for a security camera system at the three enclosures.

I have been working with our legal counsel to create a maintenance agreement for the potential installation of security cameras on private property and to address who can legally view any security video that is created.

Staff is continuing to work with area stakeholders to make sure that all needs are being met as well as preparing for the voluntary community financial participation in ongoing waste management services.

City of Ypsilanti Coordination: I continue to attend the regularly scheduled Ypsilanti department heads meetings where there is a recap of City Council meetings and upcoming agenda items. Each department head also gives updates of upcoming or ongoing projects and initiatives for their department.

Staff continues to have a monthly lunch meeting with Teresa Gillotti of the Planning Department to discuss opportunities for partnership, ongoing programs, and potential projects.

I have met with the City Manager Ralph Lange and Teresa Gillotti to review potential office space for the DDA at City Hall. I will continue to work with the City on this potential opportunity.

I met with the City Manager and representatives of the Planning, Public Service, Building, and Police Departments to review and address a number of City Council and community concerns regarding the conditions and uses of various Depot Town infrastructure including the rain gardens, sitting wall, and municipal parking lots.

I participated with the City's Traffic Review Committee with representatives of the Planning, Police, and Public Services Department to discuss various proposals for parking and street infrastructure requests from the community.

I will attend a meeting scheduled on June 17<sup>th</sup> with various City officials and representatives of MDOT to address the remaining punch list items to be completed on the Cross Street Streetscape Enhancement Project.

DIA Inside/Out Program Coordinating: I am continuing to work with the DIA to finalize the installation of art replicas on June 28<sup>th</sup>.

Press/Communications: Staff continues to work with local press from various outlets including A2.com, Ypsilanti Courier and Concentrate Media to help get positive stories of the DDA districts out to the public.

I prepared a press release to address the YDDA/AATA partnership program.

I was recently interviewed for several stories by the local press including the potential DDA office relocation to City Hall, the Hertz 24/7 Program, and the Thompson Block Redevelopment.

I have been in communication with Krystal Elliott of Heritage Media/Ypsilanti Courier to make sure that she receives all meeting packets and information.

Wayfinding Program: I have continued to participate in the ongoing planning for a comprehensive wayfinding program with the YACVB. I attended a partner meeting with representatives from the YACVB, City of Ypsilanti, Ypsilanti Township, and ELG.

I have continued to work closely with Debbie Locke-Daniels to finalize the RFP and submitted to the approved list of qualified consultants.

YDDA Façade Improvement and Building Rehabilitation Programs: Staff has continued to share program information for both the Façade Grant and Building Rehab Grant to area businesses and property owners. We are currently working with Terry Bakery on potential grant requests.

Andrew had acknowledgement signs created to be displayed in the windows of our grant partners as per the application agreements.

YDDA Website: I have continued to update the website and add additional information as needed.

Staff is continuing to monitor and update the available retail space within the districts to keep the website up to date.

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.

Board and Committee Meetings Support: Staff continues to prepare for and support all of the committee and board meetings, preparing required agendas, minutes, and other documentation for each of the YDDA meetings.

YDDA Bookkeeping and Budget Maintenance: I have continued to process all of our incoming invoices as well as track the monthly revenue and expense reports.

I have also continued to maintain the annual budget with the input of the City's Fiscal Services Department for revenue adjustments.

I have been working on a detailed budget report and summary to share with the YDDA Board and the public to better communicate how we are using our revenue to address ongoing questions.

Streetscape Maintenance and Spring Plantings: Staff has continued to coordinate all services and maintenance to the Spring Plantings as well as miscellaneous trash pick-ups.

Ypsilanti Pride Day: I coordinated both the YDDA volunteers and paid contractors to ensure that all flowers were planted accordingly and that we appropriately picked up any related waste items and disposed of.

Parking: Andrew has been visiting DDA businesses and soliciting their input via survey regarding their loading needs and how to address.

Revenue	Amount					
<b>TOTAL</b>	\$0.00					
<b>EXPENSES</b>						
	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN	LINE ITEM	DESCRIPTION
Moose & Squirrel	\$200.90	\$28.13	\$32.14	\$140.63	Seasonal Planting	Spring Planting
Moose & Squirrel	\$1,839.60	\$257.54	\$294.34	\$1,287.72	Seasonal Planting	Spring Planting
Staples	\$48.69	\$6.82	\$7.79	\$34.08	Office Supplies	Office Supplies
Staples	\$41.62	\$5.83	\$6.66	\$29.13	Office Supplies	Office Supplies
TDS Metrocon	\$116.28	\$16.28	\$18.60	\$81.40	Telephone	May Phone & Internet
WH Canon	\$3,857.14	\$540.00	\$617.14	\$2,700.00	Streetscape Maintenance	April Streetscape Maint.
WH Canon	\$3,857.14	\$540.00	\$617.14	\$2,700.00	Streetscape Maintenance	May Streetscape Maint.
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
City of Ypsilanti	\$12,500.00	\$0.00	\$0.00	\$12,500.00	TIF Projects	Mich. Ave. Ped. Bridge
McFarland Tree Service	\$2,500.00	\$0.00	\$0.00	\$2,500.00	TIF Projects	Tree Trimming
Allied Waste	\$1,810.11	\$0.00	\$0.00	\$1,810.11	Waste Management	April Dumpsters
Dansen LLC	\$650.00	\$91.00	\$104.00	\$455.00	Rent	June Rent
Allied Waste	\$1,091.80	\$0.00	\$0.00	\$1,091.80	Waste Management	May Dumpsters
Congdon's Ace Hardware	\$4.29	\$0.60	\$0.69	\$3.00	Operating Supplies	Operating Supplies
United Sonz	\$45.00	\$6.30	\$7.20	\$31.50	Operating Supplies	Grant Display Signs
Gary McKeever	\$2,500.00	\$0.00	\$2,500.00	\$0.00	Façade Grant	Façade Grant
Michael Cromer	\$3,000.00	\$0.00	\$0.00	\$3,000.00	Building Rehab Grant	Building Rehab Grant
<b>TOTAL</b>	\$34,312.57	\$1,492.50	\$4,205.70	\$28,614.37		

<b>May 2013</b>							
							<b>99% of year completed</b>
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
TIFA		358,246		342,556		15,690	96%
Operating Millage (1.8282)		52,409		47,655		4,754	91%
Miscellaneous Income		35,000		33,659		1,341	96%
<u>Total</u>		445,655		423,870		21,785	95%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		40,169		41,544		-1,375	103%
Wages and Benefits		103,952		93,999		9,953	90%
TIFA Expenses		173,894		109,538		64,356	63%
Bond Interest and Principal		188,805		185,222		3,583	98%
<u>Total</u>		506,820		430,303		76,518	85%
<u>Revenues Over (Under) Expenses</u>		-61,165					
Fund Balance as of FYE June 2012*		586,265					
Appropriated for FYE June 2013		-61,165					
Projected Fund Balance June 2013		525,100					
Restricted Fund Balance		17,588					
*both TIF and Operating Reserves							

<b>Approved Budget</b>				
amended 5/16/13				
<b>COMBINED YDDA</b>				
	Approved	% of total	Approved	% of total
	BUDGET	revenue	BUDGET	revenue
	2012/2013	2012/2013	2013/2014	2013/2014
<b>REVENUES</b>				
<b>OPERATING</b>				
CURRENT PROPERTY TAXES (1.8282 Operating Millage)	39,153	8.93%	41,054	8.85%
DELINQUENT PERSONAL PROPERTY	1,285	0.29%	2,050	0.44%
INTEREST ON CURRENT TAXES	35	0.01%	35	0.01%
INTEREST ON DELINQUENT TAXES	6	0.00%	6	0.00%
INTEREST EARNINGS	2,010	0.46%	1,900	0.41%
MISCELLANEOUS REVENUE	1,330	0.30%	0	0.00%
OPRA REIMB-200,206 MI AVE	2,088	0.48%	0	0.00%
DOWNTOWN PARKING PERMITS	6,800	1.55%	6,900	1.49%
<b>TOTAL OPERATING REVENUES</b>	<b>52,707</b>	<b>12.03%</b>	<b>51,945</b>	<b>11.20%</b>
<b>TIF</b>				
CURRENT TIFA TAXES	342,556	78.16%	397,028	85.57%
ELG FACADE GRANT	43,000	9.81%	15,000	3.23%
<b>TOTAL TIF REVENUES</b>	<b>385,556</b>	<b>87.97%</b>	<b>412,028</b>	<b>88.80%</b>
<b>TOTAL COMBINED REVENUES</b>	<b>438,263</b>		<b>463,973</b>	
	Approved	% of total	Approved	% of total
	BUDGET	expenditures	BUDGET	expenditures
	2012/2013	2012/2013	2013/2014	2012/2013
<b>EXPENDITURES</b>				
<b>OPERATING EXPENDITURES</b>				
OFFICE SUPPLIES	750	0.13%	925	0.16%
POSTAGE	200	0.03%	200	0.04%
OPERATING SUPPLIES	800	0.14%	800	0.14%
AUDIT FEES	2,023	0.35%	2,502	0.44%
CONTRACTUAL SERVICES	15,120	2.62%	15,120	2.68%
GENERAL LIABILITY	3,666	0.64%	3,666	0.65%
LEGAL SERVICES	4,000	0.69%	3,850	0.68%
TELEPHONE	2,000	0.35%	2,000	0.35%

	Approved	% of total	Approved	% of total
	BUDGET	revenue	BUDGET	revenue
	2012/2013	2012/2013	2013/2014	2013/2014
CONFERENCES AND WORKSHOPS	2,500	0.43%	2,500	0.44%
PRINTING AND PUBLISHING	3,000	0.52%	2,500	0.44%
RENT	7,800	1.35%	7,800	1.38%
BOOKS AND MAGAZINES	162	0.03%	150	0.03%
MEMBERSHIPS AND DUES	912	0.16%	915	0.16%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>42,933</b>	<b>7.44%</b>	<b>42,928</b>	<b>7.60%</b>
<b>TIF EXPENDITURES</b>				
<b>WAGES AND BENEFITS</b>				
PERMANENT WAGES-SALARIES (Executive	55,286	9.58%	55,286	9.79%
PART TIME WAGES (Community Development Coord)	23,660	4.10%	23,660	4.19%
TEMPORARY WAGES	0	0.00%	0	0.00%
OVERTIME	0	0.00%	0	0.00%
UNEMPLOYMENT	795	0.14%	0	0.00%
WORKER'S COMPENSATION	1,055	0.18%	0	0.00%
SOCIAL SECURITY & MEDICARE *	5,544	0.96%	5,116	0.91%
20% HELATH CARE PREMIUM	-4,194	-0.73%	-5,109	-0.90%
HEALTH CARE COSTS - BLUE CROSS	12,764	2.21%	16,170	2.86%
2% OF BASE SALARY DEDUCTIONS	0	0.00%	0	0.00%
BASIC CLAIMS	0	0.00%	0	0.00%
VACATION AND SICK LIABILITY	0	0.00%	0	0.00%
BASIC FEES	136	0.02%	180	0.03%
EHIM WRAP CLAIMS	2,550	0.44%	3,570	0.63%
EHIM WRAP FEES	324	0.06%	431	0.08%
EHIM SCRIPTS	2,700	0.47%	3,780	0.67%
HEALTH CARE WAIVERS	1,000	0.17%	0	0.00%
DENTAL	2,250	0.39%	3,000	0.53%
OPTICAL	642	0.11%	843	0.15%
LIFE INSURANCE	310	0.05%	295	0.05%
LONG TERM DISABILITY	278	0.05%	414	0.07%
TELEPHONE REIMBURSEMENT	0	0.00%	0	0.00%
HEALTHCARE SAVINGS PLAN	900	0.16%	1,800	0.32%
* includes pro-rated rate for Downtown Police Officer				
<b>SUB-TOTAL WAGES AND BENEFITS</b>	<b>106,000</b>	<b>18.37%</b>	<b>109,436</b>	<b>19.38%</b>
<b>RECURRING/OPERATING TIF EXPENSES</b>				
DOWNTOWN POLICE OFFICER	28,650	4.96%	30,150	5.34%
STREETSCAPE MAINTENANCE	25,850	4.48%	25,750	4.56%
IRRIGATION SYSTEM	203	0.04%	0	0.00%

	Approved	% of total	Approved	% of total
	BUDGET	revenue	BUDGET	revenue
	2012/2013	2012/2013	2013/2014	2013/2014
SEASONAL PLANTING	2,500	0.43%	2,500	0.44%
PEDESTRIAN TRASH COLLECTION	20,000	3.47%	20,000	3.54%
WASTE MANAGEMENT	29,500	5.11%	17,900	3.17%
HOLIDAY LIGHTING & MAINTENANCE	1,500	0.26%	1,500	0.27%
UTILITIES-DTE ELECTRICAL BILL	2,000	0.35%	2,000	0.35%
RAIL FENCE LEASE	244	0.04%	244	0.04%
SPECIAL EVENT CONTRIBUTION	1,000	0.17%	0	0.00%
<b>SUB-TOTAL RECURRING/OPERATING TIF</b>	<b>111,447</b>	<b>19.31%</b>	<b>100,044</b>	<b>17.72%</b>
<b>ONE-TIME/INFRASTRUCTURE TIF EXPENSES</b>				
MISC. TIF - PROJECTS*	15,890	2.75%	55,200	9.77%
*includes one-time/infrastructure expenses with no specific budget line item				
FACADE PROG. CONT TO BLD-TIF	40,000	6.93%	40,000	7.08%
WASH CO BLDG REHAB GRANT	72,001	12.48%	30,000	5.31%
DT BOND PRINCIPAL ENDS 12/28/15	17,101	2.96%	18,155	3.21%
DT BOND INTEREST	3,411	0.59%	2,357	0.42%
DOWNTOWN BOND PRINCIPAL THRU 5/1/14	75,000	13.00%	80,000	14.17%
DOWNTOWN BOND INTEREST	9,920	1.72%	5,120	0.91%
PAYING AGENT FEES	400	0.07%	400	0.07%
CONTRIBUTION TO 2004A (473)	82,973	14.38%	81,073	14.36%
<b>SUB-TOTAL PERMANENT/INFRASTRUCTURE TIF EXPENSES</b>	<b>316,696</b>	<b>54.88%</b>	<b>312,305</b>	<b>55.30%</b>
<b>TOTAL TIF EXPENDITURES</b>	<b>534,143</b>		<b>521,785</b>	
<b>TOTAL COMBINED EXPENDITURES</b>	<b>577,076</b>		<b>564,713</b>	
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>-138,813</b>		<b>-100,740</b>	
<b>END OF PREVIOUS FISCAL YEAR FUND BALANCE</b>	<b>586,265</b>		<b>447,452</b>	
APPROPRIATION -FUND BALANCE	138,813		100,740	
YEAR END FUND BALANCE	447,452		346,712	

## Economic Restructuring & Design Committee Meeting Summary 5/22/13

### **Attendance**

#### Committee Members

J. Albers  
K. Hill (C)  
C. Penner  
R. Savvides

#### Other Attendees

T. Colbeck  
D. Heikkinen  
A. Hellenga  
P. Murdock

### **Audience Participation**

Dave Heikkinen, a downtown business owner provided committee with suggestions on how to ensure the prosperity of downtown:

- Fully implement the safety and beautification program.
- Target “wayfinding” throughout districts
- Continue the Façade Improvement Grant Program
- Improve usability
- Get a better return on the Riverside Arts Center
- Enhance the South Side of Riverside Park
- Need more funds coming in to the DDA

### **Old Business**

#### YDDA Façade Improvement Program Update

- Application for 735 W. Cross St/ Sweetwaters
  - Staff reviewed the application as submitted with the committee.
  - T. Colbeck outlined to the committee that the installation of the proposed signage in the application has already been completed. The remainder of the application is for the purchase of patio furniture.
  - Committee discussed the ramifications of both approving a project retroactively as well as for a project that is not a permanent fixture. It was determined that if this application was approved it would require a change to the existing program guidelines specific to both project scope and timelines.

C. Penner moved to not approve the application based on the fact that it would not qualify for eligibility under the current guidelines. J. Albers supported the motion and it was approved unanimously.

Staff was instructed to prepare a letter thanking the applicant but outlining why the grant request was not approved. The letter should encourage future applications.

- Application for 9 E. Cross St./ The Eyrie
  - Staff reviewed the application as submitted with the committee.

- T. Colbeck stated that application is for the purchase and installation of a new sign. The total project total costs included both permit costs and HDC fees which under grant guidelines are not eligible expenses.
- After committee discussion all felt that this is a straight forward project.

J. Albers moved to approve application for a façade grant for eligible costs pertaining to the purchase and installation of a new sign. C. Penner supported the motion and it was approved unanimously.

**RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE  
IMPROVEMENT GRANT FOR 9 E. CROSS ST.**

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown’s physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, at the October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the Eastern Leaders Group/Washtenaw County Economic Development Department has provided the YDDA with a \$7,500 match for the second round of the grant program; and

WHEREAS, the YDDA has matched the ELG grant with \$32,500 in TIF funds made available from the appropriate TIF sources; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each for the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Jannette Rook/the Eyrie LLC, the owner of the above mentioned addresses for the installation of new signage; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

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

1. the YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$568.49.
3. the grant be awarded upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
4. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.
  - Application for 400 N. River / Thompson Block
    - Staff reviewed the application as submitted with the committee.
    - T. Colbeck described the Thompson Block project as one of the biggest development opportunities after the Water St. development within the YDDA districts.
    - The committee discussed at length the benefit of this project and the proposed timeline for its completion. The committee recommended that this application be placed on hold and reconsidered within a time frame that is closer to the actual start of work and completion of the total project.
    - The committee's final determination was to hold the application until a later date when the applicant could provide more detailed information on project funding and within a six month period of a confirmed start date for actual restoration/development work.
    - The committee voiced strong support for this project moving forward and requested staff to write a letter to the applicant stating that we will reexamine the application at a later date and expressing our commitment to support the project when it is near shovel ready.

YDDA Building Rehab and Improvement Grant Update

- Application for 400 N. River / Thompson Block
  - Staff reviewed the application as submitted with the committee.
  - The committee cited the previous discussion regarding the same developer's application for a Façade Improvement Grant and determined that this application should also be placed on hold.
  - R. Savvides asked staff to request the applicant provide information on what if any funds did the applicant receive from the property insurance policy after the fire.
  - The committee again stated that it strongly supports this project and once the applicant moves closer to being construction ready they will reexamine the application for a Building Rehabilitation Grant.

- Staff will prepare a letter to the applicant for this request similar to the one outlined previously at this meeting.

### Downtown Dumpster/Solid Waste Service Program Management

- Camera Installation Quotes
  - Staff provided a summary of the quotes that have been received to date for the installation of security cameras at the three dumpster enclosures. We have received a second quote which was much lower than the initial one. This is in result of a potential new strategy regarding installation.
  - Staff will continue to gather quotes with the goal of providing a thorough report at the June committee meeting.
  - The committee suggested that staff begin outreach to community stakeholders outlining the potential implementation of a camera system, who will have access to the film, and what the costs will be to our partners.
  - T. Colbeck stated that he is currently working with the YDDA's legal counsel on several of these items.
- Dumpster Enclosure Repairs
  - Staff advised the committee that they expect to receive a second estimate for repairs by no later than the end of the week. Staff will work with the YDDA Board Chair as allowed under the YDDA purchasing guidelines to authorize these repairs as soon as possible.
- Illegal Dumping Brochure and Letter to Community
  - Staff shared a sample letter to the public and brochure outlining the proper procedures to use the dumpster enclosures and alternative solutions for bulk item pick-up.
  - The committee recommended that both of these items be given to landlords in order to provide this information for future and current tenants.
  - The committee discussed items that should be added or omitted to both documents.
  - The committee feels that these items are good tools to promote what the DDA has done and continues to do involving Downtown dumpster service.

### 2013-2014 Work Plan

- Staff asked each committee member to provide there three top priority items to address in the next fiscal year at the June meeting.

### New Business

#### DDA Bike Rack Program

- T. Colbeck shared with committee that the YDDA board has approved funding to address bike facilities in the 2013-14 budget.

- Staff and committee members reviewed a potential Cost-Sharing strategy that will involve an application process for those who are interested in a bike rack in front of their building/business.
- K. Hill stated that there has also been discussion to use some of the dedicated funding to add Bike Corrals to areas in the DDA Districts that will be beneficial to the community as a whole. He also provided detailed information obtained from the Ypsilanti Non-Motorized Transportation Committee of areas where bike corrals would be most effective.
- The committee also suggested that moving current bike rack locations to where they would be better utilized should be a considered.

#### Depot Town Sitting Wall Repair/ Replacement

- T. Colbeck reviewed the current condition of the sitting wall in the Aubree's parking lot. He stated that he was going to reach out to Washtenaw Community College Construction Management Department to see if they would be interested in repairing or replacing the existing wall.
- The committee recommended that staff proceed as well as looking at other potential options also be explored.

June 20, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT  
GRANT FOR 9 E. CROSS ST.**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, at the October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the Eastern Leaders Group/Washtenaw County Economic Development Department has provided the YDDA with a \$7,500 match for the second round of the grant program; and

WHEREAS, the YDDA has matched the ELG grant with \$32,500 in TIF funds made available from the appropriate TIF sources; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each fro the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Jannette Rook/the Eyrie LLC., the owner of the above mentioned addresses for the installation of a new sign; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$568.49.
3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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:

NAYS:

ABSTAINED:

YES:      NO:      ABSENT:      VOTE:

---

## Ypsilanti Downtown Development Authority

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**To:** ER and Design Committee

**From:** YDDA Staff

**Subject:** Façade Grant Application for 9 E. Cross St.

**Date:** May 17, 2013

---

The YDDA has received a Façade Grant Application from Janette Rook of the Eyrie for 9 E. Cross St.

The purpose of the application is to pay for new signage.

The applicant has provided a color rendering and estimate for the signage as follows:

**Signage:**

- 17.7 Sq. Ft. aluminum background with non-lit aluminum letters attached, purchase and installation **Cost \$1,136.98** (\$450 in permits and HDC fees are not eligible expenses)

**Total Cost of Project: \$1,586.98**

The application submitted was complete. Permission was given to install new signage from the property owner, Jeff Kuhns, J&K Worldwide LLC, via email. The applicant has provided an estimate for the manufacture and installation of signage. It is not clear what the applicant's timeline for project completion is. This project is within the historic district and will require HDC approval. Staff has verified that all 2012 Property Taxes are current on this property.

**Ypsilanti Downtown Development Authority**  
**YDDA Painting/Façade Grant Application**

Ypsilanti DDA  
32 N. Washington, Ste. 14  
Ypsilanti, MI 48197  
734.482.1410

Name	JANETTE ROOK / The Eyrie, LLC
Mailing Address	9 E. Cross St, Ypsilanti, MI 48198
Phone Number	734-340-9286
E-Mail	info@theeyrie.net
Business Name	The Eyrie
Project Address	9 E. Cross St.
Property Owner Name	J+K Worldwide, LLC

Estimated Total Cost of Project: \$1586.98

Project Description: Fabrication, permit process +  
installation of new front facade  
sign (option #1)

By submitting this application I (we) affirm that the information provided herein is true and accurate to the best of my (our) knowledge;

Acknowledge that I (we) have read and understood the terms and conditions of the YDDA Painting/Façade Grant Program;

Understand that if my (our) application is approved that I (we) will be required to sign a Painting/Façade Grant Agreement prior to commencement of work on the proposed project;

Allow any photos, renderings, or descriptions of the work to be performed on said project to be used the Ypsilanti DDA for promotional purposes.

Name	JANETTE ROOK
Signature	Janette Rook
Date	5/17/13

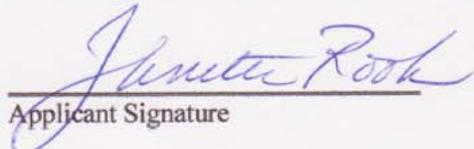
Please attach the following items:

- A minimum of one estimate of project costs from a licensed contractor.
- Color photos of the existing facades.
- Sample materials (glass, cornice detail, trim, colors, etc.).
- Proposed project timeline.
- Letter of permission from the property owner if not the applicant.
- Proof that all applicable taxes are up to date on the property.

ATTACHMENT ONE; General Design Guidelines

1. Changes to the façade of the buildings will not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building.
2. Changes to the façade of buildings will either; 1) partially or fully restore to the appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data, or 2) represent a modern treatment which blends into and is compatible with the building, adjoining and nearby buildings.
3. In general, the Design Committee will encourage repair and preservation of existing features of facades, unless alterations to these facades have resulted in an incoherent, unattractive or inharmonious appearance. While encouraging correction of such alterations, the committee will advocate minimal alterations of harmonious features.
4. For facades which have previously been substantially altered and for which a modern treatment is chosen, such a treatment will conform with the features, materials, rhythms, color and general appearance of the building and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.
5. Paint colors will either be based on original colors obtained from paint samples on the buildings, or be compatible with adjoining buildings and colors of the district. Trim colors, which highlight building details, will be encouraged. Spectacular colors will be avoided.
6. The surface cleaning of the structures will be undertaken with the gentlest of means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.

I/We certify that I/We have read and understand the above design guidelines

  
Applicant Signature

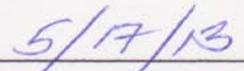
  
Date

ATTACHMENT TWO; Cooperation Agreement

If the project for which this application is submitted is approved for funding by the Board of Directors of the YDDA, the applicant shall cooperate with the YDDA in furtherance of its fundamental goal of halting property deterioration, eliminating that deterioration, and promoting economic growth and vitality within the Downtown Development Area by:

- Participating in YDDA sponsored tours of Downtown
- Working with the YDDA on business development programs.
- Committing where possible to uniform store hours
- Participating in downtown promotion
- Design review for any changes to the façade
- Display signage provided by the YDDA acknowledging our financial during the façade renovation process.

  
Applicant Signature

  
Date

# Flat Cut Aluminum Letters on Aluminum Accent Field Panel



663 S. MANSFIELD  
P.O. BOX 980423  
YPSILANTI, MI 48198  
PHONE 734-483-2000  
1-800-783-0100  
FAX 734-483-5164  
www.huronsign.com



18'-0"  
FRONTAGE

**17.7 SQFT**

**OPTION 1**



IVORY TO MATCH DOOR  
FRAME - TBD



3M BLACK

NOTE: The colors called out  
in the rendering do not exactly  
match the print, to see actual  
color samples see your sales  
representative.

SCALE 1/4" = 1'



SCALE 1" = 1'



# OF SETS	1	RETURN DEPTH	N.A.	RACEWAY COLOR	N.A.	DESIGNER	S WILKIE
FACE COLOR	BLACK / IVORY	TYPE OF INSTALL	STUD / FLUSH	TRANSFORMER	N.A.	DATE	05/13/13
RETURN COLOR	N.A.	TYPE OF FACE	ALUMINUM	BALLAST	N.A.	JOB NO.	8684
RETAINER COLOR	N.A. (BLIND)	RACEWAY D.	H. L. N.A.	COMMENTS:		JOB NAME	EYRIE-8684-1
LED COLOR	N.A.	HOUSINGS	N.A.	SALESPERSON:	KEVIN SHORT	ADDRESS:	9 E. CROSS ST. YPSILANTI, MI

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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THIS DRAWING PROVIDED & INTENDED FOR CONCEPTUAL PURPOSES ONLY. THE FINISHED PRODUCT MAY BE SUBJECT TO MINOR & NECESSARY MODIFICATIONS TO AID OR ENABLE FABRICATION PROCEDURES

# Flat Cut Aluminum Letters on Aluminum Accent Field Panel



**HURON  
SIGN**

663 S. MANSFIELD  
P.O. BOX 980423  
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PHONE 734-483-2000  
1-800-783-0100  
FAX 734-483-5164  
www.huronsign.com



18'-0"  
FRONTAGE

**17.7 SQFT**

**OPTION 2**



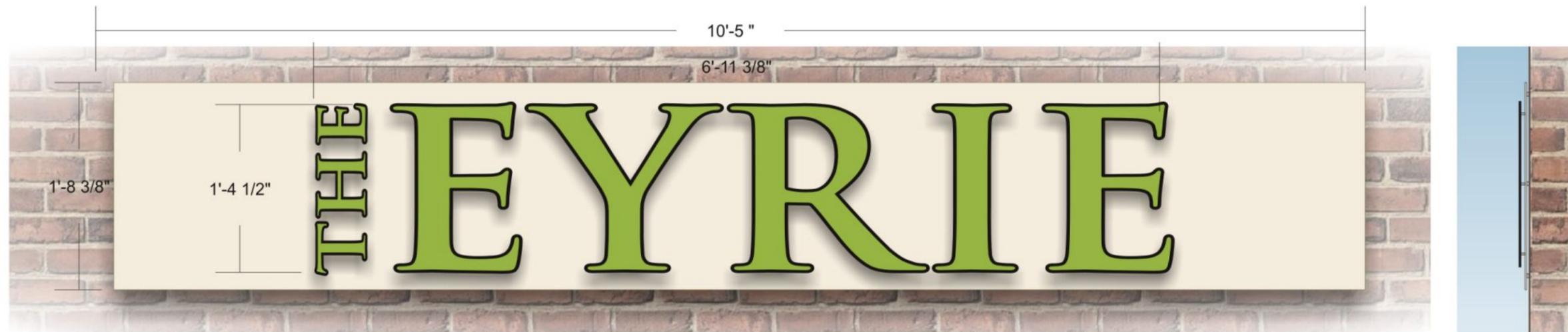
IVORY TO MATCH DOOR  
FRAME - TBD



LOGO LIGHT GREEN

NOTE: The colors called out  
in the rendering do not exactly  
match the print, to see actual  
color samples see your sales  
representative.

SCALE 1/4" = 1'



10'-5"

6'-11 3/8"

1'-8 3/8"

1'-4 1/2"

SCALE 1" = 1'



# OF SETS	1	RETURN DEPTH	N.A.	RACEWAY COLOR	N.A.	DESIGNER	S WILKIE
FACE COLOR	LT GRN / IVORY	TYPE OF INSTALL	STUD / FLUSH	TRANSFORMER	N.A.	DATE	05/13/13
RETURN COLOR	N.A.	TYPE OF FACE	ALUMINUM	BALLAST	N.A.	JOB NO.	8684
RETAINER COLOR	N.A. (BLIND)	RACEWAY D.	H. L. N.A.	COMMENTS:		JOB NAME	EYRIE-8684-1
LED COLOR	N.A.	HOUSINGS	N.A.	SALESPERSON:	KEVIN SHORT	ADDRESS:	9 E. CROSS ST. YPSILANTI, MI

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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# Flat Cut Aluminum Letters on Aluminum Accent Field Panel



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www.huronsign.com



SCALE 1/4" = 1'

**17.7 SQFT**

**OPTION 3**



IVORY TO MATCH DOOR FRAME - TBD



LOGO DARK GREEN

NOTE: The colors called out in the rendering do not exactly match the print, to see actual color samples see your sales representative.



SCALE 1" = 1'



# OF SETS	1	RETURN DEPTH	N.A.	RACEWAY COLOR	N.A.	DESIGNER	S WILKIE
FACE COLOR	DK GRN / IVORY	TYPE OF INSTALL	STUD / FLUSH	TRANSFORMER	N.A.	DATE	05/13/13
RETURN COLOR	N.A.	TYPE OF FACE	ALUMINUM	BALLAST	N.A.	JOB NO.	8684
RETAINER COLOR	N.A. (BLIND)	RACEWAY D.	H. L. N.A.	COMMENTS:		JOB NAME	EYRIE-8684-1
LED COLOR	N.A.	HOUSINGS	N.A.	SALESPERSON:	KEVIN SHORT	ADDRESS:	9 E. CROSS ST. YPSILANTI, MI

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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## Quotation

**Bill To:**

The Erie  
9 E. Cross Street  
Ypsilanti, MI 48197

**Contact:**

Janette Rook

**Job:**

8684

**Date:**

May 13, 2013

**Project Description:**

Wall letters

**Consultant:**

Kevin Short VP Sales

x.

---

Following is our quotation to fabricate and install one (1) set of non lit aluminum letters attached to an aluminum background on the wall per drawing dated 5/13/13.

Complete new sign	\$733.00
Sales tax	43.98
Permit fees & HDC	450.00
Labor to install	<u>360.00</u>
Total	\$1,586.98

**Approval for Production:** x \_\_\_\_\_ **Date:** \_\_\_\_\_

Terms & Conditions:

1. Prices are valid for thirty days
2. Permits, State sales tax and city approval costs are included in the above pricing
3. Total price is subject to change after a detailed on site survey has been performed.
4. Due to the custom nature of the job a 50% deposit will be required and 50% on completion.
5. Price includes a One Year Warranty from the time of installation. Warranty does not cover pre-existing conditions, damage due to fire, weather, traffic accidents or vandalism.

[\[Send To Printer\]](#)

Parcel: 11-11-04-462-002

**Unit Information** [\[collapse\]](#)

City of Ypsilanti

**Property Address** [\[collapse\]](#)9 E CROSS ST  
YPSILANTI, MI 48198**Owner Information** [\[collapse\]](#)ONEY PROPERTIES LLC  
IVAN C HARNER  
1350 N HURON RIVER DRIVE  
YPSILANTI, MI 48197**Unit:** 11**Taxpayer Information** [\[collapse\]](#)

SEE OWNER INFORMATION

**Legal Information for 11-11-04-462-002** [\[collapse\]](#)

\*OLD SID - 11 11-020-030-00 YP CITY 1E-12 LD COM AT NW COR CROSS &amp; RICE STS, TH N 194.55FT, TH W 107.54FT, TH S 195.63FT, TH E 108.68FT TO BEG

**General Information for 2012 Summer**

<b>School District:</b>	81020	<b>PRE/MBT %:</b>	0.0000
<b>Taxable Value:</b>	\$148,200	<b>State Equalized Value:</b>	\$148,200
<b>Property Class:</b>	201	<b>Assessed Value:</b>	\$148,200
<b>Tax Bill Number</b>		<b>Last Receipt Number:</b>	00047887
<b>Last Payment Date:</b>	02/26/2013	<b>Number Of Payments</b>	2
<b>Base Tax:</b>	\$12,297.61	<b>Base Paid:</b>	\$12,297.61
<b>Admin Fees:</b>	\$122.97	<b>Admin Fees Paid:</b>	\$122.97
<b>Interest Fees:</b>	\$266.64	<b>Interest Fees Paid</b>	\$266.64
<b>Total Tax &amp; Fees:</b>	\$12,687.22	<b>Total Paid:</b>	\$12,687.22
<b>Renaissance Zone:</b>	N/A	<b>Mortgage Code:</b>	N/A

**Tax Bill Breakdown for 2012 Summer**

<b>Taxing Authority</b>	<b>Millage Rate</b>	<b>Amount</b>	<b>Amount Paid</b>
CITY	26.421400	\$3,915.65	\$3,915.65
SANITATION	2.781400	\$412.20	\$412.20
ST 2001 RFD 2010	2.446600	\$362.58	\$362.58
STREET BOND 03	2.577700	\$382.01	\$382.01
PUBLIC TRANSIT	0.978900	\$145.07	\$145.07
SCHL OP	18.000000	\$2,667.60	\$2,667.60
SCHL DBT	7.000000	\$1,037.40	\$1,037.40
STATE ED	6.000000	\$889.20	\$889.20
WCC	3.637600	\$539.09	\$539.09
WISD	3.974500	\$589.02	\$589.02
LIBRARY	2.784500	\$412.66	\$412.66
COUNTY	4.549300	\$674.20	\$674.20
DEPOT TOWN	1.828200	\$270.93	\$270.93

Admin Fees:		\$122.97	\$122.97
Interest Fees:		\$266.64	\$266.64
<b>Totals:</b>	<b>82.980100</b>	<b>\$12,687.22</b>	<b>\$12,687.22</b>

**Parcel:** 11-11-04-462-002

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## Sign for The Eyrie

J&K Worldwide, LLC [jkwwllc@gmail.com]

Sent: Sunday, May 05, 2013 2:46 AM

To: Tim Colbeck

Cc: info@theeyrie.net

Hello,

My name is Jeff Kuhns and I am the Managing Partner of J&K Worldwide, LLC which owns the property that 9 E. Cross St./ The Eyrie is located. We have given The Eyrie permission to install an exterior sign above the awning & above the entrance to the space being leased. If you have any other questions or need any other information from me just let me know.

Jeff Kuhns

J&K Worldwide, LLC

Operations & Finance Committee Meeting Summary 6/12/13

**Attendance**

Committee Members

A. Edmonds  
S. French  
R. Jamnick  
D. Kabat  
K. Maurer  
C. Sikorski

Other Attendees

T. Colbeck  
K. Elliott  
A. Hellenga  
K. Hill  
P. Murdock

**Old Business**

Depot Town TIF Renewal Update

T. Colbeck reported that this is on hold waiting until the City's Shape Ypsi/Master Plan process is finished so that any key programs and policy directions may be incorporated into our RFP.

YDDA Budget Review

- T. Colbeck reviewed a new/refined proposed budget format with the committee.
- The Committee engaged in discussion on how the YDDA's budget should be formatted as well as how and when the budget should be amended to reflect accurate accounting for the DDA.
- The Committee reviewed updated information from the City regarding the DDA Area Police Officer. The City Council has approved authorizing the YPD to fill the vacant position. The base salary and benefits for this position has increased by approximately 30% from the original amount budgeted when the YDDA approved the partnership. When the partnership was created the YPD requested one half of \$60,300 (\$30,150) to cover the costs of payroll and benefits. The new number is \$82,172 (\$41,086). City Council has requested that YDDA increase the 2013/14 budgeted amount dedicated for this agreement by \$10,936 to full cover ½ of the wages and benefits.

K. Hill moved to amend the YDDA's approved 2013/14 FY budget for the appropriate line items by a total \$10,936 as requested by City Council. The motion was supported by S. French and it passed unanimously.

**RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR BUDGET**

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, this includes ensuring that the YDDA submits an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the next fiscal year's budget and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, in June 2010 the YDDA Board agreed to provide ½ of the costs to secure an Ypsilanti Police officer who will be exclusively assigned to the DDA districts 40 hours per week for the FY 2010-2011 and 2011 -2012 budget in the amount of \$30,150; and

WHEREAS, in May 2012 the YDDA Board agreed to extend this agreement with the same terms and dollar amount for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, in June 2013 DDA staff was notified that the Ypsilanti City Council amended the City's 2013-14 fiscal year budget to include ½ of the costs of the Downtown police officer to allow the hiring of an additional police officer; and

WHEREAS, the cost for ½ of the salary and benefits for the Downtown police officer has increased from \$30,150 to \$41,086; and

WHEREAS, the YDDA Operations and Finance Committee has reviewed documentation from the City outlining the increased costs for ½ of the salary and benefits of the Downtown police officer and request the YDDA Board amend the 2013-14 fiscal year budget to make up the difference;

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

1. the YDDA add \$10,936 to the appropriate budget line items of the YDDA's budget to fully cover ½ of the salary and wages for the proposed Downtown police officer.
2. these funds be earmarked from the Downtown, Depot Town, and W. Cross TIF revenue sources using the standard percentage breakdown among each.
3. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

Michigan Main Street

- Staff provided a summary of four Michigan DDA's that are not members of the Michigan Main Street (MMS) program and how they are organized.
- Staff reported that they have reached out to five DDA's to specifically as why they are not members of the MMS program. They reported that they have received two responses to date:
  - The Ann Arbor DDA stated that they have twice researched applying the Main Street Model but determined that it would not work in their community. They reported that while the Main Street Model emphasizes consensus and partnership building, in Ann Arbor this type of stakeholder partnerships has been very informal and not easily

maintained. They also responded that a majority of property owners are not willing or interested in participating for shared promotions and commercial mix.

- Downtown Kalamazoo Inc. stated that when their organization began it already followed the Main Street Program and therefore do not see the value of becoming a MMS member. However, they strongly encouraged that Ypsilanti become a member citing the many positives of the Main Street system.

#### YDDA Visioning.

- A. Edmonds presented a summary of the goals and process for the YDDA to engage in a long term visioning plan.
- The Committee engaged in a discussion regarding how a proper visioning process can lead to a more effective organization.
- A. Edmonds outlined a two level process for the YDDA to implement.
- The Committee discussed a timeline for this process to move forward and determined that it should be started at the next YDDA Board meeting.
- A. Edmonds will resend her process summary to the YDDA Board and Committee members to be prepared for the Board meeting.
- The Committee agreed that this should be a separate agenda item for the Board meeting and all members should plan to participate in the process.

#### New Business

##### DDA Office Relocation to City Hall

- T. Colbeck provided a cost/benefit analysis of the potentially moving the DDA offices to City Hall. The City has provided two options which were compared with our current office.
  - Option #1 – 3<sup>rd</sup> floor 2 offices. Rent \$300 per/month
  - Option #2 – 4<sup>th</sup> floor 3 offices. Rent \$350 per/ month
- T. Colbeck also provided an additional cost/benefit summary if the DDA were to also adopt the City's IT contract with Washtenaw County as opposed to the current system of separate agreements and subscriptions.
- In his summary findings, T. Colbeck recommended option #1 as the best possible relocation option and also recommended that the DDA better integrate with the City by adopting the IT agreement with the County if we were to move forward.
- He also outlined some additional items that need to be clarified by the City regarding the use of additional meeting space and the potential provision of phone and internet services as well as the preparation of the space to be considered move-in ready.
- The Committee engaged in a discussion concerning the best option for DDA offices and agreed with the Staff's recommendations.

S. French moved to recommend that the YDDA Board authorize staff to move forward with the proposed relocation of the DDA offices to City Hall based on staff's recommendations and upon addressing all remaining questions with the City. K. Hill supported the motion and it passed unanimously.

#### **RESOLUTION TO AUTHROIZE THE YDDA STAFF TO PROCEED WITH THE PROPOSED RELOCATION OF YDDA OFFICES TO CITY HALL**

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Operations and Finance Committee are responsible for reviewing all of the YDDA's organizational operations; and

WHEREAS, part of the YDDA's yearly operations are maintaining a regular office for all regular business; and

WHEREAS, the YDDA staff have recently received and reviewed two proposals for potential new office space for the YDDA located in City Hall; and

WHEREAS, upon review of each proposal YDDA staff has made a recommendation to move forward with an option to move the DDA offices to space on the third floor of City Hall; and

WHEREAS, in conjunction with a proposed office relocation the Executive Director request that some of the potential costs savings in the first year be redirected into IT service, and office equipment and furniture upgrades; and

WHEREAS, YDDA staff has recommended the YDDA Board authorize the Executive Director the authority to proceed with negotiations with the City to facilitate a move to City Hall;

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

1. YDDA Board authorizes the Executive Director to proceed with all due diligence to facilitate a relocation of the YDDA offices to City Hall.
2. the YDDA select the first option provided from the City for office space located on the third floor of City Hall in the amount of \$300 per month or \$3,600 annually.
3. the YDDA offices be fully integrated into the City's IT service contract with Washtenaw County to improve operating systems and consistency with the City.
4. That before a final determination can be made on any proposed office relocation all outstanding questions regarding additional costs for meeting space, telephone system, and IT support be clarified.
5. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

Board Member Committee Obligations

T. Colbeck reviewed a summary of the current YDDA bylaws and policies as they pertain to committee structure and board member obligations to sit on a committee.

2013-14 Work Plan

The Committee decided to table the item until the completion of the visioning process.

YDDA Community Meeting/Presentation

T. Colbeck briefly discussed the Community Meeting as approved by the committee several months ago. The meeting is planned for the end of the August or the beginning of September. A venue has not yet been set and the Committee discussed several options. C. Sikorski recommended that the meeting not be scheduled until the DDA has received a final closed out revenue and expense report for the 2012-13 Fiscal Year.

June 20, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR  
BUDGET**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

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, this includes ensuring that the YDDA submits an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the next fiscal year's budget and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, in June 2010 the YDDA Board agreed to provide ½ of the costs to secure an Ypsilanti Police officer who will be exclusively assigned to the DDA districts 40 hours per week for the FY 2010-2011 and 2011 -2012 budget in the amount of \$30,150; and

WHEREAS, in May 2012 the YDDA Board agreed to extend this agreement with the same terms and dollar amount for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, in June 2013 DDA staff was notified that the Ypsilanti City Council amended the City's 2013-14 fiscal year budget to include ½ of the costs of the Downtown police officer to allow the hiring of an additional police officer; and

WHEREAS, the cost for ½ of the salary and benefits for the Downtown police officer has increased from \$30,150 to \$41,086; and

WHEREAS, the YDDA Operations and Finance Committee has reviewed documentation from the City outlining the increased costs for ½ of the salary and benefits of the Downtown police officer and request the YDDA Board amend the 2013-14 fiscal year budget to make up the difference;

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

1. the YDDA add \$10,936 to the appropriate budget line items of the YDDA's budget to fully cover ½ of the salary and wages for the proposed Downtown police officer.
2. these funds be earmarked from the Downtown, Depot Town, and W. Cross TIF revenue sources using the standard percentage breakdown among each.
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:

NAYS:

ABSTAINED:

YES:            NO:            ABSENT:            VOTE:

**Cost of Tier 2 Police Officer**

	<b>BCBS HEALTH COVERAGE*</b>			
	<b>Family</b>	<b>2 person</b>	<b>Single</b>	<b>Average</b>
Wages	40,485	40,485	40,485	40,485
AdminLv	-	-	-	-
Waiver	-	-	-	-
OT Adj	-	-	-	-
SignBonus	-	-	-	-
Uniform	1,120	1,120	1,120	1,120
Holiday	2,730	2,730	2,730	2,730
FICA	643	643	643	643
WC	-	-	-	-
BCBC*	12,189	9,751	4,063	8,668
Basic Fees	-	-	-	-
EHIM Claims-Self insured	1,743	1,743	1,743	1,743
EHIM Fees	216	216	216	216
EHIM Scripts-Self insured	1,845	1,845	1,845	1,845
Dental	1,500	1,500	1,500	1,500
Optical	567	567	567	567
Life	274	274	274	274
Pension	20,260	20,260	20,260	20,260
OPEB	-	-	-	-
LTD	-	-	-	-
Phone	-	-	-	-
HCSP	1,800	1,800	1,800	1,800
20% co-share of Health, EHIM claims, Fees, and Scripts	(3,198)	(2,711)	(1,573)	(2,494)
Total Wages and Fringes	82,172	80,222	75,672	79,355
Summary:				
Total Wages	40,485	40,485	40,485	40,485
Total Fringes	41,687	39,737	35,187	38,870
Total Wages and Fringes	82,172	80,222	75,672	79,355
50% DDA police officer costs	41,086	40,111	37,836	39,678

## 10 Year Ypsilanti DDA District Visioning

The visioning process is broken down into two levels. First, the **community vision** is what we want our future reality of the physical, social, economic, and relational spaces in our DDA Districts to be. After that vision is articulated, we'll then work to create an **organizational vision** about how we want the DDA to operate, govern, lead, etc. in a way that will support the community vision we've created.

### Community Vision Process

- 1. Board member vision statements.** First, all board members will create written vision statements in advance of a board meeting. The process of writing helps people think about what they'd like to see. There's no wrong way to write these—they don't have to be tight formal language—they can include narrative, lists, outline of thoughts, et al. See below for guiding questions.
- 2. Some board members will share vision statements aloud at board meeting.** The process of sharing these helps see, in a different way than during regular board business, where board members are coming from what they hope for the future.
- 3. After that, all vision statements will be compiled for everyone to read.** Board members will both be able to read the vision statements verbatim, and see a summary of common and unique elements.
- 4. Decide on and conduct a process for gathering vision statements from community members, other constituents for the DDA districts.**
- 5. Draft a vision statement for the DDA districts based on board and community input.** Present to operations committee and then board for review, input. Revise as needed.

### VISION STATEMENT GUIDING QUESTIONS

Describe your future hopes for 2023 in Ypsilanti's DDA districts. Some people do this in form of writing a letter to someone in which you're talking about the community. Some write a first person account of a day in that time that they're moving through the community. Think about what you see, hear, feel, how people interact, who is there. Don't be bound by money, and think in qualifying statements instead of quantifying "Water Street is fully invested" versus "\$\$\$ dollars have been gotten for Water Street". Think about the following--

- **Physical space?** What does it look like? How is that different from how it is now? How is the space branded to a local? To a visitor?

- **Relationships?** Who is here? Where do they live, where are they from, what groups do they represent? How are they interacting with one another, and with the businesses/institutions here? What's the overall vibe?
- **Activities?** What is happening in the space? What opportunities does someone have when they're in the district?
- **Movement?** How do people, vehicles, bicycles, etc. move around? How do they relate to the street, sidewalk, and buildings?
- **Establishments?** What kind of businesses, services, organizations, institutions, and other entities are present? How are they involved in the district and how do they interact with one another and the community?

Remember we have 4 districts in our DDA—so please talk about them all, and if there are distinct features in each, call them out.

June 20, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AUTHROIZE THE YDDA STAFF TO PROCEED WITH THE  
PROPOSED RELOCATION OF YDDA OFFICES TO CITY HALL**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Operations and Finance Committee are responsible for reviewing all of the YDDA's organizational operations; and

WHEREAS, part of the YDDA's yearly operations are maintaining a regular office for all regular business; and

WHEREAS, the YDDA staff have recently received and reviewed two proposals for potential new office space for the YDDA located in City Hall; and

WHEREAS, upon review of each proposal YDDA staff has made a recommendation to move forward with an option to move the DDA offices to space on the third floor of City Hall; and

WHEREAS, in conjunction with a proposed office relocation the Executive Director request that some of the potential costs savings in the first year be redirected into IT service, and office equipment and furniture upgrades; and

WHEREAS, YDDA staff has recommended the YDDA Board authorize the Executive Director the authority to proceed with negotiations with the City to facilitate a move to City Hall;

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

1. YDDA Board authorizes the Executive Director to proceed with all due diligence to facilitate a relocation of the YDDA offices to City Hall.
2. the YDDA select the first option provided from the City for office space located on the third floor of City Hall in the amount of \$300 per month or \$3,600 annually.
3. the YDDA offices be fully integrated into the City's IT service contract with Washtenaw County to improve operating systems and consistency with the City.

4. That before a final determination can be made on any proposed office relocation all outstanding questions regarding additional costs for meeting space, telephone system, and IT support be clarified.
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:

NAYS:

ABSTAINED:

YES:      NO:      ABSENT:      VOTE:

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**CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY**

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**TO:** YPSILANTI DDA OPERATIONS & FINANCE COMMITTEE  
**FROM:** YDDA EXECUTIVE DIRECTOR  
**SUBJECT:** DDA OFFICE RELOCATION TO CITY HALL OPTIONS  
**DATE:** 6/6/2013  
**CC:**

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We have received two proposals for office space at City Hall. Below is a basic cost analysis reviewing potential costs/savings for the two options and our current office space.

Office Location	Amenities	Existing Costs and Required/Desired Upgrades	Potential Savings
32 N. Washington (current office)	<ul style="list-style-type: none"> <li>• 550 sq. ft. office space</li> <li>• TDS phone &amp; internet, one phone line with voicemail</li> <li>• Corner office with windows</li> <li>• Onsite space for file storage – two 1.5’x3’ and two 1.5’x1.5’ file cabinets</li> <li>• Private office for Executive Director</li> <li>• Access to public parking</li> <li>• Central location</li> </ul>	<ul style="list-style-type: none"> <li>• Rent = \$650 per month/\$7,800 annual on a month-to-month lease</li> <li>• Phone/internet (one phone line and secure internet)= \$116 per month/\$1,392 annual</li> <li>• Internet Fax Service \$79.99</li> <li>• Total = \$9,271.99</li> </ul>	

	<p>in the DDA</p> <ul style="list-style-type: none"> <li>• Small meeting space in office, mid-size conference space available in the building</li> <li>• ADA compliant/accessible</li> <li>• Utilities included</li> </ul>		
1 S. Huron City Hall (option #1/third floor)	<ul style="list-style-type: none"> <li>• 303 sq. ft. office space (2 offices, Rm. #1 175 sq. ft.; Rm. #2 128 sq. ft.)</li> <li>• Office with windows</li> <li>• Private office for Executive Director</li> <li>• Access to public parking</li> <li>• Central location in the DDA</li> <li>• ADA accessible</li> <li>• Utilities included</li> <li>• Building security</li> <li>• Small meeting space in office</li> </ul>	<ul style="list-style-type: none"> <li>• Rent = \$300 per month/\$3,600 annual</li> <li>• Phone/internet (two phone lines and secure internet)= \$166 per month/\$1,992 annual</li> <li>• Internet fax subscription \$79.99 annual</li> <li>• Use of 4<sup>th</sup> floor Mgr. Room, Council Chamber, additional meeting space (no costs indicated, need to clarify)</li> <li>• Total = \$5,671.99</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Projected Savings = \$3,600 annual</b></li> </ul>

<p>1 S. Huron City Hall (option #2/fourth floor)</p>	<ul style="list-style-type: none"> <li>• 336 sq. ft. office space (3 offices, Rm. #1 91 sq. ft.; Rm. #2 117 sq. ft.; Rm. #3 128 sq. ft.)</li> <li>• Office with windows</li> <li>• Private office for Executive Director</li> <li>• Access to public parking</li> <li>• Central location in the DDA</li> <li>• ADA accessible</li> <li>• Utilities included</li> <li>• Building security</li> <li>• Small meeting space in office</li> </ul>	<ul style="list-style-type: none"> <li>• Rent = \$350 per month/\$4,200 annual</li> <li>• Phone/internet (two phone lines and secure internet)= \$166 per month/\$1,992 annual</li> <li>• Internet fax subscription \$79.99 annual</li> <li>• Use of 4<sup>th</sup> floor Mgr. Room, Council Chamber, additional meeting space (no costs indicated, need to clarify)</li> <li>• Total = \$6,271.99</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Projected Savings = \$3,000 annual</b></li> </ul>
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In addition to the proposed savings, we would also be able to free up two parking spaces at the RAC which could generate an additional \$600 in revenue annually.

If the board were to choose to relocate our offices, I would recommend that this be an appropriate time to upgrade some computer hardware and office furnishings. This would incur some one-time charges which I recommend be covered by the projected overall savings. At a minimum staff will need one new laptop, two new phones, two desks, chairs and filing cabinets. Staff will research competitive costs to ensure the best possible deals.

Based on the two proposed options, if the board decides to proceed, I request that we go with option #1. After viewing all of the proposed office spaces I believe that option will best serve the current staffing needs base on the size and proximity of the offices for the executive director and staff. While option #2 provides more aggregate space, it is divided into three separate smaller offices. One of these would just sit empty.

For next steps I recommend that we request clarification on if there are additional costs associated with the use of various meeting space as this is not clear in the initial proposal. I also would request that any offices would be appropriately cleaned and painted prior to move in at the city's expense. I would also recommend that rather than having to provide our own phone lines and internet, that we be added to the city's system. Even if we have to pay a pro-rated share for phone and internet, it would likely reduce our current estimate event further.

In addition to the basic office costs that I have outlined above, I would request that the board reconsider buying into the City/County IT Services Contract. Initially the YDDA and the City of Ypsilanti was provided free IT Service Support from the County that included Tech Support, Content Management, and Basic Software Upgrades. However in 2010 the County quit providing free services and created a contract agreement with the City based on a per user charge. The per user charge is \$1,327 annually. After a research of potential costs by staff, the YDDA board decided to opt out of this service agreement in 2011 and directed staff to procure services using an a la carte and as needed system for various IT services.

If we are going to share office space with the City, I believe it makes more sense to integrate fully with the IT services rather than having to provide our own through a variety of sources. While this is more expensive, from an operational point of view it is much more practical. A basic comparison of the County services versus our current system is provided below:

<b>Service</b>	<b>Washtenaw County IT \$2,654 per year (2 licenses needed at \$1,327)</b>	<b>Ala Carte Options  Total Current Costs \$1,343.79</b>	<b>Price Difference  +\$1,310.21</b>
High speed network connection	X	We have high speed internet/wifi currently through TDS \$50 per month/\$600 annual	
Desktop support/Help Desk	X	Can pay for services as needed; quoted from Affordable Computers. \$65 per hour on site \$30 per hour by remote	
Network support including LAN/WAN support, firewall upgrades/ email retention	X	Norton Anti-Virus (2 licenses) \$84.79	
Network maintenance, upgrades, and application	X	Can pay for services as needed; quoted from Affordable Computers.	

troubleshooting		\$65 per hour on site \$30 per hour by remote	
Applications and software support for all standard desktop applications	X	Can pay for services as needed; quoted from Affordable Computers. \$65 per hour on site \$30 per hour by remote	
Support shared software with the City (Citrix Incode, ArcGIS)	X	We have two Citrix Software Licenses with the City/County (needed for access to shared file drive and accounting software) \$600	
New and/or additional software requests	X (at cost)	Would have to pay per PC/License as needed.	
IT Help Desk by phone and email	X	Can pay for services as needed; quoted from Affordable Computers. \$65 per hour on site \$30 per hour by remote	
PC replacement	X (at cost)	Would have to pay as needed.	
Needs assessment for both hardware and software	X	Can pay for services as needed; quoted from Affordable Computers. \$65 per hour on site \$30 per hour by remote	
Additional services; consultation, installation of hardware, application development	X (additional fees may be assessed)	Can pay for services as needed; quoted from Affordable Computers. \$65 per hour on site \$30 per hour by remote	
External file back-up	X	1 Carbonite web-based backup license \$59 annual	
Webmail/Remote Mail	X	County currently provides at no additional charge	

Ad Hoc Parking Committee Meeting Summary 5/14/13

**Attendance**

Committee Members

K. Hill (C)  
T. Gillotti

Other Attendees

T. Colbeck  
A. Hellenga  
P. Murdock

**Old Business**

Review of Final Recommendations

Committee engaged in discussion and proposed that all recommendations be generalized. It is the intention of the committee to refine proposed strategies that would encompass all DDA districts. The Committee will also provide the city with a list of areas we would like to see concentrated on. Staff will engage in monitoring trends and will make recommendations flexible to change as parking needs change.

**New Business**

2013-14 Work Plan

Committee reviewed proposed work plan but is unable to adopt until quorum is present.

On-Street Commercial Loading Zones

Staff was instructed to provide best practices in other municipalities that best match characteristics of Ypsilanti for next month.

Non-Motorized Facilities

Staff shared information on creating a program that would allow property owners and businesses to apply for the installation of bike racks. This program would require the applicant pay a nominal fee for the purchase and installation of bike facilities. The DDA would be responsible for the actual purchase and installation.

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, July 18, 2013 - 8:00 a.m.  
SPARK East  
215 W. Michigan Ave.**

**Agenda**

**I. Call to Order**

**II. Roll Call**

Amanda Edmonds (VC)	P	A	Kevin Hill	P	A
Alex Easley	P	A	Karen Maurer	P	A
Linda French	P	A	Regan Parker	P	A
Sandee French	P	A	Rois Savvides	P	A
Leigh Greden (C)	P	A	Paul Schreiber	P	A

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

**IV. Approval of June 20, 2013 Minutes (X)\* p. 3-12**

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

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

**VI. Staff Report/Financial Report (X) p. 13-17**

**VII. Standing Committee Reports**

- Economic Restructuring & Design (Kevin Hill) (X) p. 18-23
  - Resolution to Approve the Award of an YDDA Façade Improvement Grant for 119 W. Michigan Ave. (X)\* p. 24-39
  - Resolution to Approve the Purchase and Installation of Bike Corrals (X)\* p. 40-41
  - Resolution to Approve the Creation of a Bike Rack Cost Sharing Program (X)\* p. 42-47
- Operations & Finance – (Karen Maurer) (X) p. 48-50
  - Resolution to Reserve a Designated Amount of Parking Spaces in the Maple St. Lot for the Ypsilanti Farmers Market During the Ypsilanti Heritage and Michigan Brewers Guild Festivals (X)\* p. 51-52

**VIII. Ad Hoc Committee Reports**

- Parking (Kevin Hill) (X) p. 53-54

**IX. Old Business**

- Visioning Work Session

**X. Proposed Business - none**

**XI. Announcements/Comments**

**XII. Public Participation**

**XIII. Next Meeting: September 19, 2013, 8:00 a.m., SPARK East, 215 W. Michigan Ave.**

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

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, June 20, 2013- 8:30 a.m.  
Ypsilanti Area Convention and Visitors Bureau  
106 West Michigan Avenue, Ypsilanti**

**Draft Minutes**

**I. Call to Order:** L. Greden called the meeting to order at 8:05 am.

**II. Roll Call:**

Amanda Edmonds (VC)	P		Kevin Hill	P	
Alex Easley		A	Karen Maurer		A
Linda French	P		Regan Parker	P	
Sandee French	P		Rois Savvides	P	
Leigh Greden(C)	P		Paul Schreiber	P	

**Others in Attendance:**

Tim Colbeck, YDDA Director  
Michael Gelletly, Ypsilanti Resident  
Teresa Gillotti, Ypsilanti Planning Dept.  
Andrew Hellenga, YDDA Staff  
Ralph Lange, Ypsilanti City Manager  
Nino Monea, EMU Student Govt.  
Pete Murdock, Ypsilanti City Council

**III. Approval of Agenda:** L Greden requested the agenda be amended to move the resolution regarding the YDDA offices relocating to city hall before the visioning work session. A. Edmonds moved to approve agenda as amended. The motion was supported by R. Parker and the agenda was approved unanimously.

**IV. Approval of Minutes – Thursday, May 16, 2013:** L. French moved to approve the minutes as presented. K. Hill supported the motion and it was approved unanimously.

**V. Audience Participation:**

Ralph Lange – City Manager

- Stated his appreciation for the growing partnership between the YDDA and the City, citing the DDA’s support for a Downtown police officer and the potential relocation of DDA offices to City Hall.

**VI. Staff Report/ Financial Report**

- T. Colbeck presented the Staff and Financial Reports as submitted.
- 2013-2014 Budget Update
  - T. Colbeck reviewed the amended 2013-14 fiscal year budget with the board. He reported that several changes were implemented to better reflect how the DDA is allocating resources and make our budget easier to read and understand for the board and the general public.
  - T. Colbeck noted that he still prepares an unaudited revenue-expense report each month to review the YDDA budget, but it is not included in the monthly board packet.
  - He will make the unaudited revenue and expense reports available upon request and offered to meet with any board members to walk through these reports. He also stated that he would be willing to meet with any member of the public that would also like to review the unaudited reports.
  - A. Edmonds requested that each line items account code be listed in the budget. It was also recommended that charts would be helpful to understand the budget. T. Colbeck stated he will make appropriate changes for the July board meeting.
- T. Colbeck reported that the DIA Inside/Out program is coming to Ypsilanti. He stated that he has coordinated the installation of seven replicas to be installed throughout the DDA districts. The DIA will be installing the art work on Friday, June 28<sup>th</sup>. He also informed the board that as a participant in the program, the DIA will be having a special Ypsilanti weekend at the DIA when residents will be given free admission and discounts to the café and gift shop. The Ypsilanti weekend will be July 27-28.

## **VII. Standing Committee Reports:**

- ER and Design: Report as submitted by K. Hill.
  - K. Hill gave an update on recent applications for the YDDA Façade Grant Program.
  - K. Hill also updated the board on Building Rehabilitation Grant Program and a recent application for the Thompson Block property.
  - Resolution to Approve the Award of an YDDA Façade Grant for 9 E. Cross St.
    - K. Hill moved to approve the grant request. L. French supported and the motion was approved unanimously.
- Operations and Finance: Report as submitted by A. Edmonds.
  - Resolution to Amend and adjust the YDDA 2013/2014 FY Budget.
    - The board engaged in discussion of the requested budget amendment to cover additional costs for the DDA's

commitment to pay ½ of the salary for a full time police officer dedicated to the DDA districts.

- A. Edmonds moved to approve the budget amendment. S. French supported the motion and it was approved unanimously.
- Resolution to Authorize the YDDA Staff to Proceed with the Proposed Relocation of YDDA Offices to City Hall.
  - The board discussed all of the parameters of the potential move having been provided a detailed cost/benefit analysis.
  - L. French mentioned that previous YDDA boards specifically did not want the offices to be in City Hall. The board engaged in a discussion on the pros and cons of the DDA sharing office space with the City.
  - R. Lange, the City Manager, discussed how the connectivity of both the City and the YDDA will help to assist in providing a greater synergy in coordinated efforts.
  - R. Parker moved to approve the resolution as provided for the relocation of YDDA Offices to City Hall. K. Hill supported the motion and it passed unanimously.
- YDDA Visioning Process – Working Session
  - A. Edmonds reviewed the visioning process with the board members.
  - The board members read from their vision statements.
  - A. Edmonds gave the next steps for the visioning process with the board. She requested each member provide an updated vision statement to her by Friday, June 28<sup>th</sup>. She will create a summary report for the July YDDA Board meeting.

### **VIII. Ad Hoc Committee Reports:**

Ad hoc Parking Committee: Report as submitted by K. Hill:

- K. Hill informed the Board that parking recommendations are very close to completion. The committee agreed to hold a public/community forum to review the draft recommendations and ensure that all voices have been heard. After the forum the committee will hold one final meeting in July to finalize their recommendations to go to city council.
- The community forum is tentatively scheduled for July 10, 2013 at 6:30pm at the Freight House.

### **IX. Old Business: None**

### **X. Proposed Business: A. Edmonds restated that she will bring in the compiled responses of the board for the visioning process at the next YDDA**

Board meeting. She requested that the board members begin thinking about how the DDA can move forward with stage one of the process.

**XI. Announcements Comments:**

- K. Hill announced the upcoming DAY summer concert schedule. He stated that all information can be obtained by going to DAY's new website at [www.DAYpsi.com](http://www.DAYpsi.com).
- K. Hill also announced that DAY voted to provide the DDA with \$1,500 for the installation of security cameras at the downtown dumpster enclosures.
- L. French announced that all of the Ypsilanti museums are creating a plan to collaborate on promotions to support better marketing for upcoming events.
- L. French announced that the Depot Town Merchants Association has recently made necessary repairs to the Depot Town drinking fountain.
- A. Edmonds announced a new partnership between Growing Hope and the Ypsilanti Library System.
- R. Savvides brought up some concerns about changes to the EMU "Ypsi Bucks" program.
- P. Schreiber stated that the AATA will be voting to adopt an amendment to add two seats to their board. One seat will be appointed by him and approved by city council. The name of the organization will be changed to AAATA, Ann Arbor Area Transit Authority.
- T. Gillotti announced that the "Shape Ypsi" draft will be released in July. She also reported that there will be a next round of community meetings coming soon.

**XII. Public Participation:**

- P. Murdock provided a brief history of how the DDA and the City had interacted when the DDA was first formed.
- N. Monea, the EMU Student Government President, expressed his interest in publicizing the events that happen in the city to the EMU student body. He also stated his desire to form a stronger relationship between the University and the City.

**XIII. Adjourn:** L. French moved to adjourn the meeting, supported by K. Hill. The meeting adjourned at 9:41am.

**XIV. Next Meeting: July 18, 2013 8:00 am. Spark East 215 W. Michigan Ave.**

June 20, 2013  
2013-18

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT  
GRANT FOR 9 E. CROSS ST.**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, at the October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the Eastern Leaders Group/Washtenaw County Economic Development Department has provided the YDDA with a \$7,500 match for the second round of the grant program; and

WHEREAS, the YDDA has matched the ELG grant with \$32,500 in TIF funds made available from the appropriate TIF sources; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each fro the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Jannette Rook/the Eyrie LLC., the owner of the above mentioned addresses for the installation of a new sign; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$568.49.
3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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: A. Edmonds, L. French, S. French, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 2      VOTE: affirmed

June 20, 2013  
2013-19

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR  
BUDGET**

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

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, this includes ensuring that the YDDA submits an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the next fiscal year's budget and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, in June 2010 the YDDA Board agreed to provide ½ of the costs to secure an Ypsilanti Police officer who will be exclusively assigned to the DDA districts 40 hours per week for the FY 2010-2011 and 2011 -2012 budget in the amount of \$30,150; and

WHEREAS, in May 2012 the YDDA Board agreed to extend this agreement with the same terms and dollar amount for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, in June 2013 DDA staff was notified that the Ypsilanti City Council amended the City's 2013-14 fiscal year budget to include ½ of the costs of the Downtown police officer to allow the hiring of an additional police officer; and

WHEREAS, the cost for ½ of the salary and benefits for the Downtown police officer has increased from \$30,150 to \$41,086; and

WHEREAS, the YDDA Operations and Finance Committee has reviewed documentation from the City outlining the increased costs for ½ of the salary and benefits of the Downtown police officer and request the YDDA Board amend the 2013-14 fiscal year budget to make up the difference;

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

1. the YDDA add \$10,936 to the appropriate budget line items of the YDDA's budget to fully cover ½ of the salary and wages for the proposed Downtown police officer.
2. these funds be earmarked from the Downtown, Depot Town, and W. Cross TIF revenue sources using the standard percentage breakdown among each.
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: A. Edmonds, L. French, S. French, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 2      VOTE: affirmed

June 20, 2013  
2013-20

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AUTHROIZE THE YDDA STAFF TO PROCEED WITH THE  
PROPOSED RELOCATION OF YDDA OFFICES TO CITY HALL**

The following preamble and resolution were offered by Member R. Parker and supported by Member K. Hill.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Operations and Finance Committee are responsible for reviewing all of the YDDA's organizational operations; and

WHEREAS, part of the YDDA's yearly operations are maintaining a regular office for all regular business; and

WHEREAS, the YDDA staff have recently received and reviewed two proposals for potential new office space for the YDDA located in City Hall; and

WHEREAS, upon review of each proposal YDDA staff has made a recommendation to move forward with an option to move the DDA offices to space on the third floor of City Hall; and

WHEREAS, in conjunction with a proposed office relocation the Executive Director request that some of the potential costs savings in the first year be redirected into IT service, and office equipment and furniture upgrades; and

WHEREAS, YDDA staff has recommended the YDDA Board authorize the Executive Director the authority to proceed with negotiations with the City to facilitate a move to City Hall;

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

1. YDDA Board authorizes the Executive Director to proceed with all due diligence to facilitate a relocation of the YDDA offices to City Hall.
2. the YDDA select the first option provided from the City for office space located on the third floor of City Hall in the amount of \$300 per month or \$3,600 annually.
3. the YDDA offices be fully integrated into the City's IT service contract with Washtenaw County to improve operating systems and consistency with the City.

4. That before a final determination can be made on any proposed office relocation all outstanding questions regarding additional costs for meeting space, telephone system, and IT support be clarified.
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: A. Edmonds, L. French, S. French, L. Greden, K. Hill, R. Parker, R. Savvides 7  
P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 2      VOTE: affirmed

Community Outreach and Partnerships: I continue to meet with community stakeholders/partners to discuss ongoing DDA planning and goals including potential Main Street partners.

- I attended the Easter Leaders Group (ELG) Project Managers meeting to discuss ongoing initiatives and partnerships within the ELG including the ongoing Wayfinding Program and creating a Commercial Building Space Assessment Team.
- I met with Annette Weathers and Barbara Marcotte of Bona Sera to discuss marketing and promotional ideas for the DDA. We discussed the long-term plans for Bona Sera and how they can become more active in the community and promote more unified and business based events for the Downtown. They are currently promoting a First Friday arts event each month and are interested in creating a pop-up gallery program.
- Visited the Motorsport Studio on Huron and introduced myself to the owner. Discussed potential marketing assistance and the availability of the Façade Grant program.
- Staff continues to meet with business and property owners to keep up to date on the current available properties and business news.

Downtown Dumpster Management: Staff is continuing to monitor the enclosures to ensure their proper use and maintenance. Staff continues to pick up loose debris as necessary and coordinate bulk pick-up and removal of improper waste.

The repairs to the dumpster gates have been completed, I am working with Scott Capuatan of Republic Services to have new locks placed on the gates as stipulated in the service agreement.

Andrew has coordinated a special subcommittee meeting with Rois Savvides/Tower Inn and Dieter Otto/EMU to continue reviewing the best options for the installation of security cameras at the dumpster enclosures.

Staff is continuing to work with area stakeholders to make sure that all needs are being met as well as preparing for the voluntary community financial participation in ongoing waste management services.

City of Ypsilanti Coordination: I continue to attend the regularly scheduled Ypsilanti department heads meetings where there is a recap of City Council meetings and upcoming agenda items. Each department head also gives updates of upcoming or ongoing projects and initiatives for their department.

Staff continues to have a monthly lunch meeting with Teresa Gillotti of the Planning Department to discuss opportunities for partnership, ongoing programs, and potential projects.

I have continued to work with the City Manager Ralph Lange and Marilou Uy of the Fiscal Services Department to coordinate our office relocation to City Hall.

DIA Inside/Out Program Coordinating: I coordinated the installation of the seven replicas with the DIA.

I produced a press release announcing the Inside/Out Program for Ypsilanti and answered direct questions by local press outlets including WEMU and the Ypsilanti Courier.

Staff has distributed maps and posters to the YACVB and area businesses to display.

Press/Communications: Staff continues to work with local press from various outlets including A2.com, Ypsilanti Courier and Concentrate Media to help get positive stories of the DDA districts out to the public.

Wayfinding Program: I have continued to participate in the ongoing planning for a comprehensive wayfinding program with the YACVB.

I have continued to work closely with Debbie Locke-Daniel on the RFP process and have fielded questions from potential consultants.

YDDA Façade Improvement and Building Rehabilitation Programs: Staff has continued to share program information for both the Façade Grant and Building Rehab Grant to area businesses and property owners.

YDDA Website: I have continued to update the website and add additional information as needed.

Staff is continuing to monitor and update the available retail space within the districts to keep the website up to date.

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.

Board and Committee Meetings Support: Staff continues to prepare for and support all of the committee and board meetings, preparing required agendas, minutes, and other documentation for each of the YDDA meetings.

YDDA Bookkeeping and Budget Maintenance: I have continued to process all of our incoming invoices as well as track the monthly revenue and expense reports.

I have also continued to work with the City's Fiscal Services Department to make sure the 2013-14 budget is correct and all line items are accounted for.

I have continued to refine the detailed budget report and summary to share with the YDDA Board and the public to better communicate how we are using our revenue to address ongoing questions.

Streetscape Maintenance and Spring Plantings: Staff has continued to coordinate all services and maintenance to the Spring Plantings as well as miscellaneous trash pick-ups.

Revenue	Amount					
<b>TOTAL</b>	\$0.00					
<b>EXPENSES</b>						
	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN	LINE ITEM	DESCRIPTION
Moose & Squirrel	\$660.00	\$92.40	\$105.60	\$462.00	Seasonal Planting	Spring Planting
Smith Haughey Rice & Roegge	\$2,275.00	\$318.50	\$364.00	\$1,592.50	Legal Services	DDA TIFA Review
Staples	\$72.67	\$10.17	\$11.63	\$50.87	Office Supplies	Office Supplies
Staples	\$14.99	\$2.10	\$2.40	\$10.49	Office Supplies	Office Supplies
TDS Metrocom	\$117.82	\$16.49	\$18.85	\$82.48	Telephone	June Phone & Internet
Westfield Insurance	\$580.00	\$81.20	\$92.80	\$406.00	General Liability	Annual Insurance Dues
WH Canon	\$3,857.14	\$540.00	\$617.14	\$2,700.00	Streetscape Maintenance	June Streetscape Maint.
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
<b>TOTAL</b>	\$8,077.62	\$1,060.86	\$1,212.42	\$5,804.34		

<b>June (year end) 2013</b>							
							<b>100% of year completed (unaudited)</b>
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
TIFA		358,246		342,556		15,690	96%
Operating Millage (1.8282)		52,409		47,923		4,486	91%
Miscellaneous Income		35,000		39,159		-4,159	112%
<u>Total</u>		445,655		429,638		16,017	96%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		40,169		44,655		-4,486	111%
Wages and Benefits		104,952		97,968		6,984	93%
TIFA Expenses		172,894		118,147		54,747	68%
Bond Interest and Principal		188,805		185,422		3,383	98%
<u>Total</u>		506,820		446,192		60,628	88%
<u>Revenues Over (Under) Expenses</u>		-61,165					
Fund Balance as of FYE June 2012*		586,265					
Appropriated for FYE June 2013		-61,165					
Projected Fund Balance June 2013		525,100					
Restricted Fund Balance		17,588					
*both TIF and Operating Reserves							

Economic Restructuring & Design Committee Meeting Summary 6/26/13

**Attendance**

Committee Members

J. Albers  
L. French  
K. Hill (C)  
D. Otto  
C. Penner  
R. Savvides

Other Attendees

T. Colbeck  
A. Hellenga  
P. Murdock

**Old Business**

YDDA Façade Improvement Program Update

T. Colbeck provided a year to date summary report to committee that included all grants awarded so far and the remaining funds available for the current fiscal year. It was discussed by the committee that any unencumbered funds from the current fiscal year be rolled into the next fiscal year and added to the allotted budget amount for 2013-14.

The committee discussed increased marketing for the program including the upcoming YDDA Community Meeting in August and sharing with the HDC again.

a) Application for 119 W. Michigan Ave. / Terry Bakery.

The committee reviewed the application for 119 W. Michigan Ave.

D. Otto moved to recommend approval of the application as submitted. L. French supported the motion and it was approved unanimously.

**RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE  
IMPROVEMENT GRANT FOR 9 E. CROSS ST.**

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, at the October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the Eastern Leaders Group/Washtenaw County Economic Development Department has provided the YDDA with a \$7,500 match for the second round of the grant program; and

WHEREAS, the YDDA has matched the ELG grant with \$32,500 in TIF funds made available from the appropriate TIF sources; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each for the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Batter's Up LLC, the owner of the above mentioned addresses for the restoration of the existing historic signage; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

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

1. the YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
  2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
  3. the grant be awarded upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
  4. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.
- b) Application for 501 W. Cross St. / Eagle's Market

The committee reviewed the application for 501 W. Cross St. It was requested that staff ask the applicant to provide a color rendering of the new sign and bring the application back for consideration at the July meeting.

YDDA Building Rehab and Improvement Grant Update

T. Colbeck gave a brief status report of all the applications awarded in Rd. III of the

program. He will follow up with the applicants that have not yet completed their projects and provide a status report at the July committee meeting.

#### Downtown Dumpster/Solid Waste Service Program Management

##### a) Camera installation Quotes

Staff reviewed the quotes that have been received to date for the camera installation. The committee engaged in discussion on other options to look at for the security cameras.

There was discussion regarding the intended scope and/or objective of the camera installations. Staff will prepare a detailed project scope/objective for the next committee meeting.

The committee recommended creating a subcommittee to meet to review camera options. D. Otto, R. Savvides, and A. Hellenga agreed to meet as a subcommittee to discuss additional options and technologies. A. Hellenga will provide a detailed summary and additional quotes if available at the July committee meeting.

##### b) Installation and Maintenance Agreement

Discussion on the formal agreement between the YDDA and property owners regarding the installation of cameras was put on hold to the July committee meeting.

##### c) Dumpster Enclosure Repairs Status Report

Staff informed the committee that the needed enclosure repairs have been scheduled for the second week in July.

##### d) Billing Statement to the Dumpster User

Staff reviewed a first draft of the community billing structure by business type for the voluntary buy-in for dumpster services.

The committee engaged in discussion on the breakdown of costs per business and requested several changes be made to the spreadsheet and pricing adjustments. Staff will make adjustments and bring back for review at the July committee meeting.

##### e) Illegal Dumping Brochure and Letter to Community

The committee reviewed the brochure and letter to the public. K. Hill asked for clarification of the public's ability to purchase stickers/tags from the service provider for the pick-up of bulk items. Staff informed the committee that that service is not currently available to the Downtown business. T. Colbeck did report that he is engaged in discussion with the DDA's service representative from Republic about creating a similar program and will report back in July. He also stated that our current contract does allow for Republic to do bulk item pick-up and dumpster cleanouts at a rate of \$150 per hour.

K. Hill suggested that the DDA consider working out an arrangement with Republic for a set number of bulk pick-up dates that coincide with major move-ins and outs with the Downtown apartments.

K. Hill also requested that the bulk pick-up and recycling options available to the public be better highlighted in the letter to the community.

#### YDDA Bike Rack Program

The committee discussed the two phased bike rack/non-motorized facilities program as provided by staff.

The committee discussed the recommended locations for multi-bike storage corrals as recommended by the City's Non-Motorized Advisory Committee. J. Albers moved to approve the locations as recommended by the NMAC and have the DDA move forward with these installations. The motion was supported by L. French and was approved unanimously.

### **RESOLUTION TO APPROVE THE PURCHASE AND INSTALLATION OF BIKE CORRALS**

WHEREAS, the Ypsilanti DDA (YDDA) acknowledges the importance of supporting alternative modes of transportation throughout the DDA districts; and

WHEREAS, the YDDA through the process of creating a detailed parking study for all of the DDA districts and in its continued partnership with the City of Ypsilanti's Non-Motorized Advisory Committee (NMAC) has determined that there is a need to provide additional bike storage options in each of the DDA districts; and

WHEREAS, the YDDA working with the NMAC has identified several preferred locations for the installation of multi-bike corrals in the DDA districts; and

WHEREAS, on May 16, 2013 the YDDA Board approved adding \$2,700 to the YDDA's 2013/14 Fiscal Year budget earmarked for the purchase and installation of bike racks throughout the DDA districts;

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

1. the YDDA approve the purchase and installation of up to three (3) standard multi-bike corrals at or near the locations identified by the NMAC and recommended by the Economic Restructuring & Design Committee (see attached memo).
2. the costs of each corral be paid from the appropriate TIF revenue source as being installed in.

3. the installation of multi-bike corrals be part of an overall strategy to support increased non-motorized opportunities in the DDA districts.
4. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

The committee also reviewed the proposed Bicycle Rack Sharing Application for partnering private businesses/property owners with the DDA for the installation of single bike racks. The committee requested some small changes to the application. D. Otto motioned to approve the amended application and recommend the program be approved by the YDDA board. L. French supported the motion and it was approved unanimously.

### **RESOLUTION TO APPROVE THE CREATION OF A BIKE RACK COST SHARING PROGRAM**

WHEREAS, the Ypsilanti DDA (YDDA) acknowledges the importance of supporting alternative modes of transportation throughout the DDA districts; and

WHEREAS, the YDDA through the process of creating a detailed parking study for all of the DDA districts and in its continued partnership with the City of Ypsilanti's Non-Motorized Advisory Committee (NMAC) has determined that there is a need to provide additional bike storage options in each of the DDA districts; and

WHEREAS, periodically the YDDA has received requests to install additional single loop bike racks by area businesses and property owners; and

WHEREAS, on May 16, 2013 the YDDA Board approved adding \$2,700 to the YDDA's 2013/14 Fiscal Year budget earmarked for the purchase and installation of bike racks throughout the DDA districts;

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

1. the YDDA approve the creation of a cost sharing program where businesses and property owners can request the purchase and installation of single loop bike racks (see attached memo and application form).
2. the applicant pay a flat fee of \$25 for the purchase and installation of a single loop bike rack and the YDDA will cover all additional expenses.
3. the costs of each corral be paid from the appropriate TIF revenue source as being installed in.
4. this program be part of an overall strategy to support increased non-motorized opportunities in the DDA districts.

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

### **Proposed Business**

#### Depot Town Rain Gardens

L. French informed the committee that the Depot Town Merchants Association met with the City Manager to discuss potential fixes for the Depot Town rain gardens. She stated that they have hired a private landscape architect to look at the current rain gardens and prepare an alternate plan to be implemented to improve the quality of the existing rain gardens.

She requested that when this report is finalized that it be reviewed by this committee for consideration.

July 18, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT  
GRANT FOR 119 W. MICHIGAN AVE./TERRY BAKERY.**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, at the October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the Eastern Leaders Group/Washtenaw County Economic Development Department has provided the YDDA with a \$7,500 match for the second round of the grant program; and

WHEREAS, the YDDA has matched the ELG grant with \$32,500 in TIF funds made available from the appropriate TIF sources; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each fro the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Batter's Up LLC., the owner of the above mentioned addresses for the restoration of the existing historic signage; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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:

NAYS:

ABSTAINED:

YES:      NO:      ABSENT:      VOTE:

---

## Ypsilanti Downtown Development Authority

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**To:** ER and Design Committee

**From:** YDDA Staff

**Subject:** Façade Grant Application – 119 W. Michigan Ave

**Date:** June 2, 2013

---

YDDA staff has received a Façade Grant Application from Batter's Up LLC, Terry's Bakery. The scope of work described in the application is sign rehabilitation. The applicant has submitted two estimates from Huron Signs and Barrett Sign Company.

Huron Signs: \$16,200.00

Barrett Sign Company: \$14,800.00

- The project timeline is 6-8 weeks from project start.
- The property's taxes are current.
- Photographs have been provided.
- Project has HDC and SHPO approval.

The applicant has worked with the city in acquiring a grant from the city and was awarded \$5,760 in federal grant funding through the SHPO. The funding was part of the CLG grant program, which is a 40-60 match program with the grant covering 60% of the estimated sign rehabilitation costs. Terry Bakery is required to provide the 40% match.



By submitting this application I (we) affirm that the information provided herein is true and accurate to the best of my (our) knowledge;

Acknowledge that I (we) have read and understood the terms and conditions of the YDDA Painting/Façade Grant Program;

Understand that if my (our) application is approved that I (we) will be required to sign a Painting/Façade Grant Agreement prior to commencement of work on the proposed project;

Allow any photos, renderings, or descriptions of the work to be performed on said project to be used the Ypsilanti DDA for promotional purposes.

Name	Debra A. Swanson
Signature	Debra A. Swanson
Date	5/27/13.

Please attach the following items:

- A minimum of one estimate of project costs from a licensed contractor.
- Color photos of the existing facades.
- Sample materials (glass, cornice detail, trim, colors, etc.).
- Proposed project timeline.
- Letter of permission from the property owner if not the applicant.
- Proof that all applicable taxes are up to date on the property.

ATTACHMENT ONE; General Design Guidelines

1. Changes to the façade of the buildings will not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building.
2. Changes to the façade of buildings will either; 1) partially or fully restore to the appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data, or 2) represent a modern treatment which blends into and is compatible with the building, adjoining and nearby buildings.
3. In general, the Design Committee will encourage repair and preservation of existing features of facades, unless alterations to these facades have resulted in an incoherent, unattractive or inharmonious appearance. While encouraging correction of such alterations, the committee will advocate minimal alterations of harmonious features.
4. For facades which have previously been substantially altered and for which a modern treatment is chosen, such a treatment will conform with the features, materials, rhythms, color and general appearance of the building and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.
5. Paint colors will either be based on original colors obtained from paint samples on the buildings, or be compatible with adjoining buildings and colors of the district. Trim colors, which highlight building details, will be encouraged. Spectacular colors will be avoided.
6. The surface cleaning of the structures will be undertaken with the gentlest of means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.

I/We certify that I/We have read and understand the above design guidelines

Debra A. Swanson  
Applicant Signature

5/22/13  
Date

Debra A. Swanson, President

Mark D. Swanson  
Mark D. Swanson, Vice-President

5/22/13

Jerry T. Goodridge  
Jerry T. Goodridge, Secretary/Treasurer

5/22/13

ATTACHMENT TWO; Cooperation Agreement

If the project for which this application is submitted is approved for funding by the Board of Directors of the YDDA, the applicant shall cooperate with the YDDA in furtherance of its fundamental goal of halting property deterioration, eliminating that deterioration, and promoting economic growth and vitality within the Downtown Development Area by:

- Participating in YDDA sponsored tours of Downtown
- Working with the YDDA on business development programs.
- Committing where possible to uniform store hours
- Participating in downtown promotion
- Design review for any changes to the façade
- Display signage provided by the YDDA acknowledging our financial during the façade renovation process.

Debra A. Swanson  
Applicant Signature

5/22/13  
Date

Debra A. Swanson, President

Mark D. Swanson  
Mark D. Swanson, Vice-President

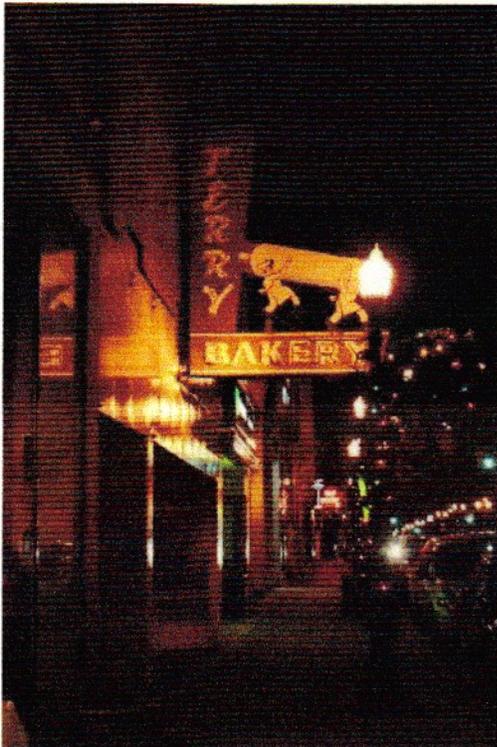
5/22/13

Jerry T. Goodridge  
Jerry T. Goodridge, Secretary/Treasurer

5/22/13

# Terry's Bakery

119 W Michigan Ave, Ypsilanti, MI 48197-5438  
734-482-9511



**Related Details...**

- Property and Land
- Building Department
- Sp. Assessment

[Back to Main](#)

**collapse the menu**  
 Click this button to collapse the above menu to the top of the screen.

[Main](#) > [Current Tax](#) > [Tax Information Search](#) > [Results](#) > [Details](#)

**Detailed Tax Information**

[Printer friendly version](#)

**Parcel:** 11-11-39-101-009

[View this parcel in GIS](#)

**Property Address** [collapse]

119 W MICHIGAN AVE  
 YPSILANTI, MI 48197

**Owner Information** [collapse]

BATTERS UP, LLC **Unit:** 11  
 MARK SWANSON  
 119 W MICHIGAN  
 YPSILANTI, MI 48197

**Taxpayer Information** [collapse]

SEE OWNER INFORMATION

**Legal Information for 11-11-39-101-009** [collapse]

OLD SID 11 11-030-121-10 YPC 2W-192 REWRITE PER WD L4770 P635 YPC 2W-192 BEG AT NW COR LOT 121, TH EAST 32.33 FT, TH S 165 FT, TH W 32.33 FT, TH N 165 FT TO THE POB, EXC BEG AT NW COR LOT 121 TH E 1.21 FT, TH S 70 FT, TH W 1.21 FT, TH N 70 FT TO THE POB. PT OF LOT 121 ORIGINAL PLAT.

**Enter Future Interest Date:**

**\*\*Note:** On March 1 at 00:00, local taxes become ineligible for payment at the local unit. The total due shown for prior year taxes is as of the annual settlement date with the County for that particular tax year and does not reflect any payments, fees, or interest accrual that may have occurred after the settlement date. For updated tax information, please check with the local County.

Use the +/- button to expand and collapse the Tax Detail Information.

Year / Season	Total Amt	Total Paid	Last Paid	Total Due
2012, Winter	\$125.98	\$125.98	12/31/2012	\$0.00
2012, Summer	\$8,826.51	\$8,826.51	12/31/2012	\$0.00
2011, Winter	\$327.24	\$327.24	01/11/2012	\$0.00
2011, Summer	\$9,778.98	\$9,778.98	01/11/2012	\$0.00
2010, Winter	\$123.54	\$123.54	12/31/2010	\$0.00
2010, Summer	\$8,283.39	\$8,283.39	01/12/2011	\$0.00
2009, Winter	\$123.60	\$123.60	01/26/2010	\$0.00
2009, Summer	\$8,514.01	\$8,514.01	01/26/2010	\$0.00
2008, Winter	\$118.39	\$0.00		\$118.39 <b>**Read Note Above</b>
2008, Summer	\$8,184.46	\$0.00		\$8,184.46 <b>**Read Note Above</b>
2007, Winter	\$109.42	\$0.00		\$109.42 <b>**Read Note Above</b>
2007, Summer	\$7,894.91	\$0.00		\$7,894.91 <b>**Read Note Above</b>
2006, Winter	\$256.03	\$0.00		\$256.03 <b>**Read Note Above</b>
2006, Summer	\$7,443.68	\$0.00		\$7,443.68 <b>**Read Note Above</b>

**Related Details...**

- Property and Land
- Building Department
- Sp. Assessment

[Back to Main](#)

**collapse the menu**  
 Click this button to collapse the above menu to the top of the screen.

[Main](#) > [Current Tax](#) > [Tax Information Search](#) > [Results](#) > [Details](#)

**Detailed Tax Information**

[Printer friendly version](#)

**Parcel:** 11-99-08-962-002

[View this parcel in GIS](#)

**Property Address** [collapse]

119 W MICHIGAN AVE  
 YPSILANTI, MI 48197

**Owner Information** [collapse]

SWEET SHOPPE **Unit:** 11  
 MARK SWANSON  
 119 W MICHIGAN  
 YPSILANTI, MI 48197

**Taxpayer Information** [collapse]

SEE OWNER INFORMATION

**Legal Information for 11-99-08-962-002** [collapse]

PERSONAL PROPERTY

**Enter Future Interest Date:**

**\*\*Note:** Delinquent Personal Taxes may not be accurate due to periodic interest and penalty calculations. Please contact your local municipality for payoff amounts.

Use the +/- button to expand and collapse the Tax Detail Information.

Year / Season	Total Amt	Total Paid	Last Paid	Total Due
2012, Winter	\$0.00	\$0.00		\$0.00
2012, Summer	\$0.00	\$0.00		\$0.00
2011, Winter	\$40.82	\$40.82	01/11/2012	\$0.00
2011, Summer	\$340.34	\$340.34	01/11/2012	\$0.00
2010, Winter	\$23.05	\$23.05	12/31/2010	\$0.00
2010, Summer	\$1,326.29	\$0.00		\$1,326.29 <b>**Read Note Above</b>
2009, Winter	\$21.66	\$0.00		\$21.66 <b>**Read Note Above</b>
2009, Summer	\$1,221.87	\$1,128.25	03/18/2011	\$93.62 <b>**Read Note Above</b>
2008, Winter	\$19.02	\$0.00		\$19.02 <b>**Read Note Above</b>
2008, Summer	\$1,153.68	\$1,146.83	10/09/2009	\$6.85 <b>**Read Note Above</b>
2007, Winter	\$14.21	\$0.00		\$14.21 <b>**Read Note Above</b>
2007, Summer	\$1,009.81	\$802.57	04/01/2009	\$207.24 <b>**Read Note Above</b>
2006, Winter	\$31.26	\$0.78	12/20/2007	\$30.48 <b>**Read Note Above</b>
2006, Summer	\$912.28	\$912.28	12/20/2007	\$0.00
2005, Winter	\$43.38	\$43.84	03/28/2007	(\$0.46)
2005, Summer	\$860.73	\$860.73	03/28/2007	\$0.00
2004, Winter	\$98.17	\$0.00		\$98.17 <b>**Read Note Above</b>

# barrettsign corporation

may 22 2013

city of ypsilanti  
1 south huron street  
ypsilanti, michigan 48197

attention...connie locker in planning and development

re...the terry bakery neon sign project.

connie...

enclosed herewith you will find lots of stuff...namely our bid for your terry bakery neon sign refurbish project...your bid request packet....photos of some of our recent neon sign projects....and a letter of recommendation form our local historian tom mudd.

barrett sign has been building signs in mid michigan for almost 90 years....we work all over the state and we fabricate and install all kinds of advertising displays....mostly internally illuminated signs with plastic faces....as of late, a lot of the new digital matrix displays that are popping up everywhere.

but.... in the last few years we have been involved in some much more satisfying projects....making old neon signs new....like your terry bakery project....some of the antique neon signs we have reworked lately we actually built years and years ago and are bringing them back to life the same way we built them. thats pretty cool.

barrett sign has been involved in at least 30 neon sign makeovers in the last ten years....see some of the photos in the packet....we are well equipped to handle the terry bakery project....in a professional and timely manner...at a cost and quality that is hard to beat.....typical start to finish work time is 6-8 weeks....it will be done before you know it.

take a look at our information and bid...if you have any questions or concerns feel free to contact me by phone or email at your convenience.

regards,



steve jordan  
president barrett sign corporation.

321 lyon street saginaw mich 48602 989 792 SIGN fax 989 791SIGN [barrettsign.net](http://barrettsign.net)

# barrettsign company

city of ypsilanti

1 south huron street in ypsilanti, michigan 48197

attention... connie locher at 9734.483.6946... planning and development coordinator

email to... CLocker@cityofypsilanti.com

re... terry bakery sign renovation

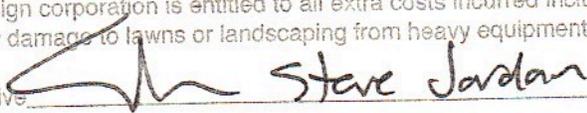
1. **refurbish terry bakery sign.** (as follows)...two boom crews to travel to site....remove the terry bakery sign from wall...load on trailer....travel back to saginaw.... shop work includes stripping the existing sign facings from the angle steel frame (faces are to be saved) ....if there is porcelain decorative under the existing paint then it will be refurbished by stripping paint and buffing...if not then the sign will be finished per photo with two coats of sprayed alkyld based enamel with hardener in the original sign color...vinyl details to bakery men.... price includes the scrapping of most of the original rusted internal framework, we will a build a new angle steel skeleton support frame, which is primed prior to face reassembly.. faces are to be remounted to frame with non corrosive stainless steel hardware, shop crew is to fabricate new brake formed sheet aluminum edge filler / retainer system in gloss black baked enamel for sign sides, top and bottom. all of the neon is to be refabricated per original and will be installed via all new vintage glass tubing supports and new pk glass neon housings they are connected together inside the sign via internal hardwire copper connectors per the original installation...power for the neon is via brand new 30 milliamper neon sign transformers for "neon" tubing and 60 milliamper transformers for any "argon" tubes.....sign is to be loaded on trailer and transported to site and installed via existing angle brackets with new guide cables and turnbuckles per the original....crew to reconnect power in approved devices with service switch for sign repair per code.

removal and installation of sign.... 16 hours two boom crews at 110.00 each or....3520.00  
labor to refurbish sign....80 hours (2) man shop crew at 50.00 each or....8000.00  
neon tubing...approximately 120' at 11.50 or...1380.00  
(4) transformers...(16) pk housings....tube supports...wire....misc....1100.00  
paint....angle steel...aluminum sheet...cable support system....800.00

total project cost is.....14,800.00 dollars

payment to be on half down... 1/4 upon matrix delivrey... and net upon completion price does not include tax unless otherwise noted permit / permit procurement fees are not included in the price any alterations or deviations are subject to a cost increase / decrease all work is guaranteed to be as specified. barrett sign corporation is fully licensed and insured barrett sign corporation is not responsible for any delays beyond our control in the event of collection, barrett sign corporation is entitled to all extra costs incurred including legal fees barrett cannot be held responsible for any damage to lawns or landscaping from heavy equipment this proposal is subject to change after thirty days

barrett representative

 Steve Jordan

date 4-21-13

signature of acceptance

date

321 lyon street saginaw mich 48602 989 792 SIGN fax 989 791SIGN barrettsign.net

# H·U·R·O·N S·I·G·N·C·O

April 26, 2013

Connie Locker  
Planning & Development Department  
City of Ypsilanti  
One South Huron Street  
Ypsilanti, MI 48197

Re: Rehabilitation of Terry Bakery Historic Sign

Our experience with historic signs that we have fabricated and rehabilitated started 68 years ago. Of these signs, the Tap Room that our father originally fabricated and installed in 1945. Also in the 50's, inside the Bomber restaurant, he made the original Bomber letters. At the Ypsilanti Heritage Museum, we rehabilitated the Hudson signs, the Ford sign and most of the neon signs.

We also fabricated, maintained and rehabilitated the McDonald sign inside the Henry Ford Museum, the Ypsi-Arbor pole sign, the Vinology, Grizzly Peak, Habana, Blue Tractor and the Michigan Theater signs.

If awarded the contract, our proposal will start with a complete survey of the sign and the building to finalize the method of attachment and engineering how the rehabilitated sign will be re-installed. Then we will proceed and remove the sign, this process will take 1 week.

We will take the sign completely apart inside our facility to determine the exact method and materials we will use to restore the sign. We will then create detailed drawings how we are going to proceed with the rehabilitation. This process will take 2 weeks.

After these drawings are approved by all parties involved, we will submit the proposed sign drawings to the HDC review and necessary City Building Department permits. This process can take 2 to 4 weeks.

When all is approved by the HDC and City, we will order the materials and start the rehabilitation. This process will take 1 week.

The complete rehabilitation will take 4 weeks and the re-installation 1 week to schedule.

This complete proposal is subject to change depending on all the parties involved. We welcome all parties to be involved during this entire project and are welcome to visit our facility at any time during the rehabilitation.

Thank you for the opportunity to submit this proposal. If you have any questions, please free to call me.

Sincerely,

  
Kevin K. Short  
Vice President Sales

663 S. Mansfield, Ypsilanti, MI 48197 (Shipping)  
P.O. Box 980423 Ypsilanti, MI 48198 (Mailing)  
Phone 734-483-2000 800-783-0100 Fax 734-483-5164  
[www.huronsgn.com](http://www.huronsgn.com)

Request for Proposal: Rehabilitation of Terry Bakery Historic Sign

<b>BID SHEET</b>
------------------

**Description**

**Total  
Cost**

Fixed Price for all work and material needed  
for this proposal.

\$ 16,200.00

Additional charges not listed, but should be considered:

New electrical circuit per NEC \$2,500.00  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request for Proposal: Rehabilitation of Terry Bakery Historic Sign

**SIGNATURE PAGE**

<u>Kevin K Short</u> Signature	<u>Huron Advertising Inc. DBA/Huron Sign Co.</u> Company Name
<u>Kevin K. Short</u> Print Name	<u>PO Box 980423</u> Company Address
<u>VP Sales</u> Title	<u>663 S. Mansfield St.</u>
<u>4/26/2013</u> Date	<u>Ypsilanti</u> <u>MI</u> <u>48198</u> City                      State              Zip
<u>(734) 483-2000</u> Telephone #	<u>(734) 483-5164</u> Fax #
<u>38-1844460</u> Federal Tax ID #	<u>kevinshort@huronsign.com</u> Email Address

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

July 18, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE PURCHASE AND INSTALLATION OF BIKE  
CORRALS**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti DDA (YDDA) acknowledges the importance of supporting alternative modes of transportation throughout the DDA districts; and

WHEREAS, the YDDA through the process of creating a detailed parking study for all of the DDA districts and in its continued partnership with the City of Ypsilanti's Non-Motorized Advisory Committee (NMAC) has determined that there is a need to provide additional bike storage options in each of the DDA districts; and

WHEREAS, the YDDA working with the NMAC has identified several preferred locations for the installation of multi-bike corrals in the DDA districts; and

WHEREAS, on May 16, 2013 the YDDA Board approved adding \$2,700 to the YDDA's 2013/14 Fiscal Year budget earmarked for the purchase and installation of bike racks throughout the DDA districts;

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

1. the YDDA approve the purchase and installation of up to three (3) standard multi-bike corrals at or near the locations identified by the NMAC and recommended by the Economic Restructuring & Design Committee (see attached memo).
2. the costs of each corral be paid from the appropriate TIF revenue source as being installed in.
3. the installation of multi-bike corrals be part of an overall strategy to support increased non-motorized opportunities in the DDA districts.
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:

NAYS:

ABSTAINED:

YES:

NO:

ABSENT:

VOTE:

July 18, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE CREATION OF A BIKE RACK COST SHARING  
PROGRAM**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti DDA (YDDA) acknowledges the importance of supporting alternative modes of transportation throughout the DDA districts; and

WHEREAS, the YDDA through the process of creating a detailed parking study for all of the DDA districts and in its continued partnership with the City of Ypsilanti's Non-Motorized Advisory Committee (NMAC) has determined that there is a need to provide additional bike storage options in each of the DDA districts; and

WHEREAS, periodically the YDDA has received requests to install additional single loop bike racks by area businesses and property owners; and

WHEREAS, on May 16, 2013 the YDDA Board approved adding \$2,700 to the YDDA's 2013/14 Fiscal Year budget earmarked for the purchase and installation of bike racks throughout the DDA districts;

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

1. the YDDA approve the creation of a cost sharing program where businesses and property owners can request the purchase and installation of single loop bike racks (see attached memo and application form).
2. the applicant pay a flat fee of \$25 for the purchase and installation of a single loop bike rack and the YDDA will cover all additional expenses.
3. the costs of each corral be paid from the appropriate TIF revenue source as being installed in.
4. this program be part of an overall strategy to support increased non-motorized opportunities in the DDA districts.
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:

NAYS:

ABSTAINED:

YES:            NO:            ABSENT:            VOTE:

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## **Ypsilanti Downtown Development Authority**

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**To:** ER and Design Committee

**From:** YDDA Staff

**Subject:** Non Motorized Facilities

**Date:** June 21, 2013

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With the creation of a line item in the budget dedicated to non-motorized facilities. This process, as directed by committee, will have to phases. The first phase is installing Bike Corrals in each of the three districts. The desired locations for the corrals have been provided by the Non-Motorized Committee:

1. Ypsilanti AATA Transit Center – Add 2 to 4 additional bicycle racks, plus a sign at the Transit Center indicating the location of existing covered bicycle racks just inside the EMU College Of Business parking deck on Pearl Street.
2. Depot Town – Install at least two bicycle racks on the north side of Cross Street next to the “newspaper” stands and immediately across from the Sidetrack. Also, the installation of one rack on the south side of Cross Street, in front of the Bird Brain office, should be examined.
3. Downtown – Install 1 or 2 bicycle racks on the southeast corner of Washington Street and Michigan Avenue, across the street from the Tap Room.
4. Reposition the bicycle rack in front of Haabs on Michigan Avenue further in from the road. As it is right now this rack has parked bicycles very close to the road.

Staff advises that we chose a single area within each district that would be best suited for a corral. If in the next fiscal year committee feels that it is necessary to add more facilities it can be addressed. This will ensure that there will be funds for the second phase of this program

The second phase of the program is the bike rack cost sharing program. Staff has created an application in which to use for the program. The application is based of a model used in Yuba City, California. The application’s intention is to produce information regarding individual business needs for bike racks. If you wish to add or omit anything to the application please inform staff.

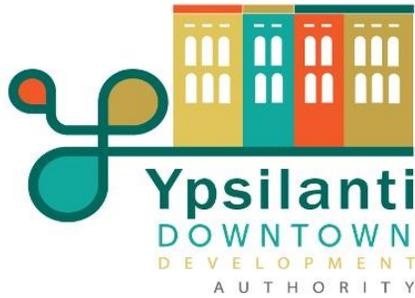
It is the intention of staff to go public with the application by July so that Bike racks can be installed in September or October. Staff believes that it would be best to install all awarded bike racks at the same time in order to purchase racks at a lower rate.

Staff has been researching bike racks that would be most cost effective. Municipal Catalog provided the most reasonable prices:

- \$98.00 each for 1-2
- \$96.04 each for 3-5
- \$94.57 each for 6-9
- \$93.10 each for 10+

**Municipal Catalog Item #145-1438**





## Bicycle Rack Cost Sharing Application

Application Due Date:

Submit Application To: Tim Colbeck  
Ypsilanti Downtown Development Authority  
32 North Washington St. Ste 14  
Ypsilanti, Michigan 48197  
(734) 482-1410  
[tcolbeck@ypsilantidda.org](mailto:tcolbeck@ypsilantidda.org)

**Program Information:** The Ypsilanti Downtown Development Authority has developed a process for individual property and business owners to have a bike rack installed at their business. The application fee is \$25 dollars per bike rack. The Ypsilanti Downtown Development Authority will cover the rest of the cost for purchase and installation. All bike racks will be a standard single loop as approved by the DDA.

### Applicant Information:

Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

How many bike racks are being requested: \_\_\_\_\_

**Qualifying Criteria:** (Circle Either Yes or No)

- |  |     |    |
|--|-----|----|
| 1. Is your business currently in operation?  | Yes | No |
| 2. Does your business have customers, employees, or visitors you utilize bicycles to travel to the business?                                 | Yes | No |
| 3. Does the business have space on the property for the installation of a bike rack?   | Yes | No |
| 4. If the answer to number three is no, is there space in the public right-of-way for the installation of a bike rack?                       | Yes | No |
| 5. Are you the property owner?   | Yes | No |
| 6. If you are not the property owner, has the property owner authorized the tenant to participate in the program? And can you Provide proof? | Yes | No |

7. Please include a site map (map may be hand drawn) and pictures showing the preferred location for the bike rack(s).

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## Operations & Finance Committee Meeting Summary 7/10/13

### **Attendance**

#### Committee Members

A. Edmonds  
S. French  
R. Jamnick  
C. Sikorski

#### Other Attendees

T. Colbeck  
L. Greden  
A. Hellenga  
K. Hill

### **Old Business**

#### Depot Town TIF Renewal Update

T. Colbeck reported this item is on hold per the request of the committee until the Shape Ypsi process is completed.

#### YDDA Budget Review

T. Colbeck reviewed an updated budget with the committee. Per discussion at the June YDDA Board meeting he added the corresponding account codes to each line item. He also added a detailed breakdown of expenses listed as Miscellaneous TIF Projects.

T. Colbeck also reported that the DDA Police Officer expenses will now be charged as a once yearly fee to city rather than a wages and benefit item.

R. A. Jamnick suggested that a key be added to the expense pie chart. A. Edmonds also suggested adding footnotes explaining the types of expenses in each category.

A. Edmonds also requested that a chart be added to show both the revenues generated by district and expenses by district.

#### Michigan Main Street

T. Colbeck shared a brief update on a recent meeting with the owners of Bona Sera. He also reported on staff's continued research on other DDA's in Michigan that are not part of the Michigan Main Street program. He stated that he recently spoke with Mona Lang, Marquette's DDA Director, and he shared their experience and reasoning to not be a participating member of MMS.

#### DDA Office Relocation to City Hall

T. Colbeck gave a brief update on the status of the office relocation.

#### YDDA Community Meeting

The committee discussed potential dates and locations for the Community Report/Meeting. The committee decided on August 20-22 as possible dates for the meeting with a preference for Tuesday, August 20th. Staff will follow up on possible venues and confirm the availability of YDDA Board members.

## New Business

### Spark East Request for Support

T. Colbeck reviewed a request for funding support from SPARK East. He gave a brief history of the YDDA's past support for SPARK East.

The committee engaged in discussion on the request and determined that they would like someone from SPARK to come to the September YDDA Board meeting to give a presentation with specific details. The committee directed T. Colbeck to follow up with Spark to coordinate.

### Increased Park Usage Fees for Public Events

The committee discussed the recent decision by City Council to increase park usage and event fees. S. French expressed her concerns about the potential negative effect this will have on some of the key festivals and events.

A. Edmonds discussed how the DDA should handle policy issues like this in the future. She requested that the staff start reviewing proposed City Council agendas and report on key items to give the YDDA Board enough time to review potential policy changes that the YDDA may want to weigh in on.

### Ypsilanti Farmers Market/Maple Street Lot Usage During the Ypsilanti Heritage Festival

A. Edmonds requested that a portion of the Maple St. Lot be reserved for the use of the Ypsilanti Farmers Market patrons and vendors during the Ypsilanti Heritage Festival.

The committee engaged in discussion on the City's policy to allow groups to use the municipal lots as fundraisers during key events and how to accommodate the local businesses and farmers market during these events.

K. Hill moved to recommend a resolution to the YDDA Board to allow the Ypsilanti Farmers Market to use a designated amount of parking spaces, to be determined, for their vendors and patrons during operational hours of the farmers market for both the weekends of the Ypsilanti Heritage Festival and the Michigan Brewers Guild Festival. The motion was seconded by C. Sikorski and it passed unanimously with A. Edmonds abstaining.

## **RESOLUTION TO RESERVE A DESIGNATED AMOUNT OF PARKING SPACES IN THE MAPLE STREET LOT FOR THE YPSILANTI FARMERS MARKET DURING THE YPSILANTI HERITAGE AND BREWERS GUILD FESTIVALS**

WHEREAS, the Depot Town Farmers Market takes place every Saturday morning at the Freighthouse Plaza from May through October; and

WHEREAS, the 2013 Michigan Brewers Guild Festival will be taking place from Friday, July 26<sup>th</sup> through Saturday July 27<sup>th</sup> and the Ypsilanti Heritage Festival will be taking place from Friday, August 16<sup>th</sup> through Sunday, August 18<sup>th</sup>; and

WHEREAS, each of these events annually brings thousands of visitors to the DDA districts; and

WHEREAS, the City of Ypsilanti grants permission for the Michigan Brewers Guild and Ypsilanti Heritage Festival organizers to use the Depot Town and Frog Island public parking for their visitors during the festival; and

WHEREAS, the Maple Street parking lot is not included in the parking agreement between the Ypsilanti Heritage Festival and the City of Ypsilanti; and

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has an interest in the use of the Maple Street parking lot through its bonded indebtedness for the construction and maintenance of the lot; and

WHEREAS, the YDDA recognizes the importance of ensuring that the vendors and patrons of the weekly Depot Town Farmers Market have access to the farmers market during the time some of the larger events are taking place; and

WHEREAS, the Ypsilanti Farmers Market have requested the use of a designated amount of parking spaces in the Maple Street Lot be reserved for the vendors and patrons of the Depot Town Farmers Market during the scheduled times of the market on the weekends of both the Michigan Brewers Guild and Ypsilanti Heritage Festivals;

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

1. the YDDA reserves a yet to be determined amount of parking spaces for the use of the Depot Town Farmers Market vendors and patrons in the Maple Street Lot during the hours of the market's operation on the weekends of both the Michigan Brewers Guild and Ypsilanti Heritage Festivals.
2. these parking spaces will be reserved at no cost to the Ypsilanti Farmers Market during the approved dates and times.
3. the Ypsilanti Farmers Market will not charge its vendors and patrons any fees to use the approved parking spaces.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution and the same hereby are rescinded.

**Visioning Process**

A. Edmonds gave the committee a report on the ongoing visioning process. She stated that this process should be inclusive of the greater community and asked the committee member to help identify additional participants. She also requested that any committee member as well as YDDA staff that has not already to submit their vision statement to her to be included in the process. She stated she will prepare an updated process description and asked staff to circulate to more area stake holders.

July 18, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO RESERVE A DESIGNATED AMOUNT OF PARKING SPACES IN  
THE MAPLE STREET LOT FOR THE YPSILANTI FARMERS MARKET DURING THE  
YPSILANTI HERITAGE AND BREWERS GUILD FESTIVALS**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Depot Town Farmers Market takes place every Saturday morning at the Freighthouse Plaza from May through October; and

WHEREAS, the 2013 Michigan Brewers Guild Festival will be taking place from Friday, July 26<sup>th</sup> through Saturday July 27<sup>th</sup> and the Ypsilanti Heritage Festival will be taking place from Friday, August 16<sup>th</sup> through Sunday, August 18<sup>th</sup>; and

WHEREAS, each of these events annually brings thousands of visitors to the DDA districts; and

WHEREAS, the City of Ypsilanti grants permission for the Michigan Brewers Guild and Ypsilanti Heritage Festival organizers to use the Depot Town and Frog Island public parking for their visitors during the festival; and

WHEREAS, the Maple Street parking lot is not included in the parking agreement between the Ypsilanti Heritage Festival and the City of Ypsilanti; and

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has an interest in the use of the Maple Street parking lot through its bonded indebtedness for the construction and maintenance of the lot; and

WHEREAS, the YDDA recognizes the importance of ensuring that the vendors and patrons of the weekly Depot Town Farmers Market have access to the farmers market during the time some of the larger events are taking place; and

WHEREAS, the Ypsilanti Farmers Market have requested the use of a designated amount of parking spaces in the Maple Street Lot be reserved for the vendors and patrons of the Depot Town Farmers Market during the scheduled times of the market on the weekends of both the Michigan Brewers Guild and Ypsilanti Heritage Festivals;

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

1. the YDDA reserves a yet to be determined amount of parking spaces for the use of the Depot Town Farmers Market vendors and patrons in the Maple Street Lot during the hours of the market's operation on the weekends of both the Michigan Brewers Guild and Ypsilanti Heritage Festivals.
2. these parking spaces will be reserved at no cost to the Ypsilanti Farmers Market during the approved dates and times.
3. the Ypsilanti Farmers Market will not charge its vendors and patrons any fees to use the approved parking spaces.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution and the same hereby are rescinded.

AYES:

NAYS:

YES:

NO:

ABSENT:

VOTE:

Ad Hoc Parking Committee Meeting Summary 6/18/13

Committee Members

L. French  
K. Hill (C)  
R. Parker  
M. Swanson

Other Attendees

T. Colbeck  
K. Elliott  
A. Hellenga  
J. McMillan

**Old Business**

Review of Final Recommendations

The committee and staff reviewed the suggested recommendations that have come from the committee since January 2013. They restated that the three primary areas of focus have been; enforcement, signage, and non-motorized facilities.

Per the discussions at the May 14, 2013 committee meeting, it was agreed that all recommendations should be generalized with an intention to refine strategies that would encompass all of the DDA districts.

The committee then reviewed the DDA staff recommendations that were made in September 2012 to see what should be eliminated or refined based on the work that has been done since January. Staff will make appropriate changes to the draft recommendations including identifying the responsible party for each recommendation (City or DDA).

The committee also engaged in discussion on the On-Street Commercial Loading Zone surveys that YDDA staff has been circulating and the summary of policies from several other communities.

L. French expressed her desire for one more community forum to make sure that the Depot Town stakeholders as well as the other DDA district stakeholders has an opportunity to weigh in on a final draft of parking recommendations before the committee finalizes and takes to the full YDDA Board. Staff will make all appropriate changes to the draft recommendations prior to any community forum.

**Proposed Business**

Community Outreach Forum

M Swanson moved that the committee schedule a community forum to allow area stakeholders to review the final draft parking recommendations for the week of 8<sup>th</sup>. L. French supported the motion and it passed unanimously.

L French recommended that the meeting be held on July 10<sup>th</sup>, 6:00 pm at the Ypsilanti Freight House. Staff will verify the availability of the Freight House and coordinate.

Once this stakeholders meeting is held, the committee will meet once more in July to finalize a draft of recommendations for the YDDA Board to approve.

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, September 19, 2013 – 8:00 a.m.  
SPARK East  
215 W. Michigan Ave.**

**Agenda**

**I. Call to Order**

**II. Roll Call**

Amanda Edmonds (VC)P	A	Kevin Hill	P	A
Linda French	P	Regan Parker	P	A
Sandee French	P	Rois Savvides	P	A
Leigh Greden (C)	P	Paul Schreiber	P	A

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

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

**IV. Shape Ypsi Master Plan Update (Teresa Gillotti)**

**V. Staff Report/Financial Report (X) p. 2-6**

- 2012-13 Final Revenue-Expense Summary (X) p. 7-21

**VI. Standing Committee Reports**

- Economic Restructuring & Design (Kevin Hill) (X) p. 22-25
- Operations & Finance – no report

**VII. Ad Hoc Committee Reports**

- Parking – no report

**VIII. Old Business**

- Visioning Update

**IX. Proposed Business**

- Board Retreat Schedule

**X. Announcements/Comments**

**XI. Public Participation**

**XII. Next Meeting: October 17, 2013, 8:00 a.m., SPARK East, 215 W. Michigan Ave.**

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

## City of Ypsilanti DDA Staff Report –September 2013

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YDDA Parking Forum: Staff prepared a summary report of the YDDA Ad Hoc Parking Committee's recommendations for parking system improvements. We invited community members and stakeholders from all of the DDA districts to attend a community outreach and informational forum at the Ypsilanti Freighthouse. I gave a formal presentation to the public and will take all input back to the Ad Hoc Parking Committee to finalize their recommendations to City Council.

YDDA Community Update/Forum: Staff prepared a 2012-13 summary presentation and 2013-14 plan presentation for the public. Staff invited the general public and all of the DDA's businesses and stakeholders to attend a formal presentation at SPARK East. I shared a power point presentation with the meeting's attendees.

YDDA Office Relocation: Staff has continued to work towards the relocation of our office to City Hall. I reviewed the proposed lease with our legal counsel and executed.

Staff has itemized and boxed old DDA files to be shipped to Iron Mountain for storage. Staff has prepared the office for the final move including contracting with a moving company to transport desks, cabinets, and all other items.

I have worked with Marilou (Fiscal Services) to ensure the new offices are ready for our move including repainting and carpeting, new phones installed, and the provision of new computers and transfer of files and data by Washtenaw County's IT Department.

I have coordinated the discontinuation of phone and internet services to our old office. I prepared a change of address request to the USPS as well as our various service providers and key contractors (WH Canon, Allied/Republic Services). I have also arranged for a final move out inspection with our old landlord and coordinated a final billing for rent.

I have notified the general public by email and our website of the office move and made appropriate changes to our website to update the address and phone number.

QVC Event Coordination: I met with representatives from QVC to scout locations for filming "In the Kitchen with David". I attended several additional coordinating meetings with City staff and QVC officials during the planning process to ensure a successful event.

Community Outreach and Partnerships: I continue to meet with community stakeholders/partners to discuss ongoing DDA planning and goals including potential Main Street partners.

- I attended the Easter Leaders Group (ELG) Project Managers meeting to discuss ongoing initiatives and partnerships within the ELG including the ongoing Wayfinding Program.

- Andrew has regularly participated in the ELG's Commercial Building Assessment Team meetings to work on strategies to identify commercial property needs and strategies for the DDA and Ypsilanti area.
- I attended the YACVB Community/Visitor Industry Partnership Meeting.
- I met with officials from SPARK to discuss the request of financial support for SPARK East to the YDDA.
- Staff continues to meet with business and property owners to keep up to date on the current available properties and business news.

Staff Review and Management: I prepared and shared a formal six-month performance review for Andrew.

Wayfinding Program: I have continued to participate in the ongoing planning for a comprehensive wayfinding program with the YACVB.

The YACVB received two bids for the proposed plan and I reviewed with Deb. I prepared an itemized spreadsheet that compares the two proposals for the Wayfinding Committee to review.

I attended a committee meeting with the Deb, Melissa Milton-Pung (ELG), Teresa Gillotti (Planning) and Brenda Stumbo and Karen Lovejoy Roe (Ypsilanti Township) to review the RFP bids. Deb and I agreed to follow up with the respondents for more information on each and scheduled a follow up committee meeting.

Downtown Dumpster Management: Staff is continuing to monitor the enclosures to ensure their proper use and maintenance. Staff continues to pick up loose debris as necessary and coordinate bulk pick-up and removal of improper waste.

Staff is continuing to work with area stakeholders to make sure that all needs are being met as well as preparing for the voluntary community financial participation in ongoing waste management services.

Streetscape Maintenance and Spring Plantings: Staff has continued to coordinate all services and maintenance to the Spring Plantings as well as miscellaneous trash pick-ups.

I have been coordinating a final warranty review of all of the plant materials in the Depot Town rain gardens and the W. Cross St. trees with MDOT's landscape architect. All of the materials that require replacement per the warranty will be done this fall and the YDDA will take over the maintenance moving forward.

RAC Parking Lot Permits: Staff invoiced all of the permit holders for the Sept-Dec period. We received payment for the permits and distributed to appropriate holders. The checks were processed to be added to Downtown income.

City of Ypsilanti Coordination: I continue to attend the regularly scheduled Ypsilanti department heads meetings where there is a recap of City Council meetings and upcoming agenda items. Each department head also gives updates of upcoming or ongoing projects and initiatives for their department.

Staff continues to have a monthly lunch meeting with Teresa Gillotti of the Planning Department to discuss opportunities for partnership, ongoing programs, and potential projects.

I participated in a Traffic Control Committee meeting with Planning, YPD, and DPS to review special requests and proposed ordinance changes.

Staff has assisted in promoting public presentations for the Shape Ypsi Master Plan including our September board meeting.

Press/Communications: Staff continues to work with local press from various outlets including A2.com, Ypsilanti Courier, Concentrate Media and WEMU to help get positive stories of the DDA districts out to the public.

YDDA Façade Improvement and Building Rehabilitation Programs: Staff has continued to share program information for both the Façade Grant and Building Rehab Grant to area businesses and property owners.

Bike Rack Program/Installation: Staff has promoted the new bike rack request form with key businesses and property owners throughout the DDA. Andrew has researched appropriate models and pricing for the installation using the input of key stakeholders.

YDDA Website: I have continued to update the website and add additional information as needed.

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.

Board and Committee Meetings Support: Staff continues to prepare for and support all of the committee and board meetings, preparing required agendas, minutes, and other documentation for each of the YDDA meetings.

Staff has reviewed and shared other important meeting agendas and minutes with the Board including the FOYF and City Council.

YDDA Bookkeeping and Budget Maintenance: I have continued to process all of our incoming invoices as well as track the monthly revenue and expense reports.

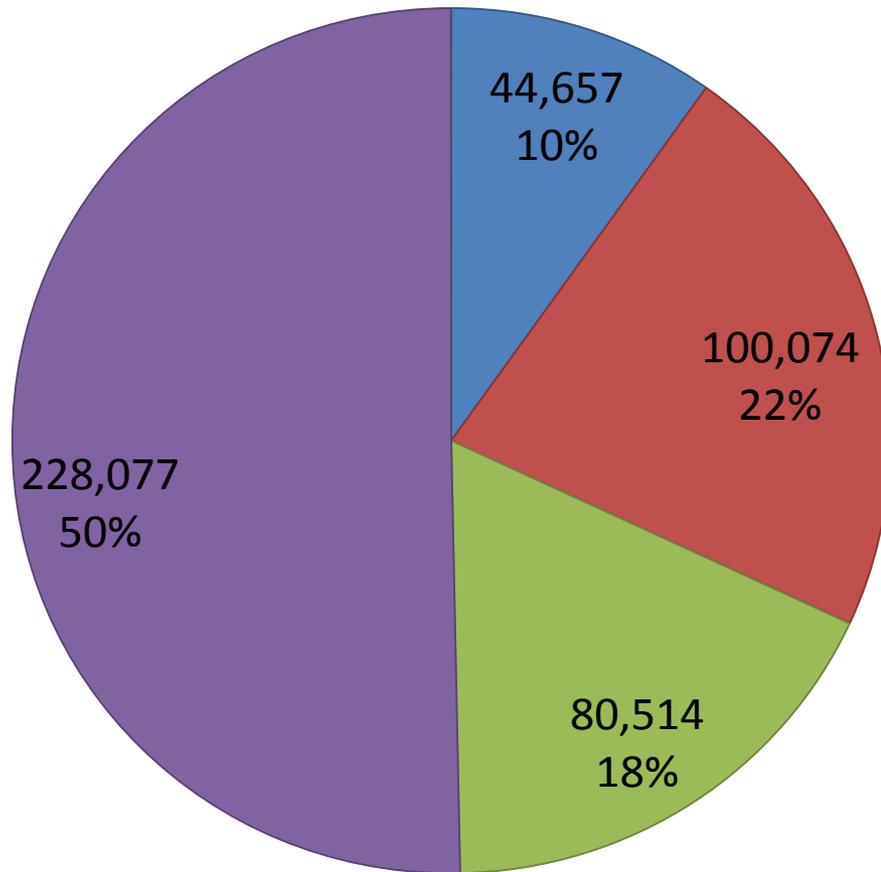
I reviewed our final 2012-13 FY Revenue and Expenses and prepared a detailed summary for the Board and general public.

Revenue	Amount					
RAC Lot Permits	\$2,400.00					
<b>TOTAL</b>	<b>\$2,400.00</b>					
<b>EXPENSES</b>						
	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN	LINE ITEM	DESCRIPTION
Allied Waste Systems	\$1,053.43	\$0.00	\$0.00	\$1,053.43	Waste Management	June Dumpster Service
Congdon's Ace Hardware	\$1.99	\$0.28	\$0.32	\$1.39	Operating Supplies	Operating Supplies
Dansen LLC	\$650.00	\$91.00	\$104.00	\$455.00	Rent	July Rent
DTE Energy	\$36.30	\$0.00	\$0.00	\$36.30	DTE Electric Bill	N. Huron Lot
YCUA	\$68.76	\$0.00	\$0.00	\$68.76	Irrigation System	10 N. Washington
YCUA	\$76.85	\$0.00	\$0.00	\$76.85	Irrigation System	224 W. Michigan Ave.
Upright Fence	\$1,210.00	\$0.00	\$0.00	\$1,210.00	Waste Management	Dumpster Gate Repairs
WH Canon	\$3,857.14	\$540.00	\$617.14	\$2,700.00	Streetscape Maintenance	July Streetscape
Allied Waste Systems	\$1,053.43	\$0.00	\$0.00	\$1,053.43	Waste Management	July Dumpster Service
Timothy Colbeck	\$59.99	\$8.40	\$9.60	\$41.99	Operating Supplies	Carbonite Subscription
Congdon's Ace Hardware	\$8.65	\$1.21	\$1.38	\$6.06	Office Supplies	Office Supplies
Dansen LLC	\$650.00	\$91.00	\$104.00	\$455.00	Rent	August Rent
Mich. Econ. Dev. Assoc.	\$260.00	\$36.40	\$41.60	\$182.00	Membership and Dues	MEDA Annual Dues
Moose & Squirrel Horticulture	\$180.00	\$25.20	\$28.80	\$126.00	Seasonal Planting	Hanging Baskets
Smith Haughey Rice & Roegge	\$3,016.00	\$422.24	\$482.56	\$2,111.20	Legal Services	Legal Services
Staples	\$48.69	\$6.82	\$7.79	\$34.08	Office Supplies	Office Supplies
Staples	\$8.18	\$1.15	\$1.31	\$5.72	Office Supplies	Office Supplies
TDS Metrocom	\$115.73	\$16.20	\$18.52	\$81.01	Telephone	July Phone & Internet
United Sonz Business Solutions	\$73.00	\$10.22	\$11.68	\$51.10	Printing & Publishing	Parking Forum Flyers
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
Allied Waste Systems	\$1,053.43	\$0.00	\$0.00	\$1,053.43	Waste Management	August Dumpster Service
Timothy Colbeck	\$35.27	\$4.94	\$5.64	\$24.69	Operating Supplies	Community Meeting
TDS Metrocom	\$117.15	\$16.40	\$18.75	\$82.00	Telephone	August Phone & Internet
WH Canon	\$3,857.14	\$540.00	\$617.14	\$2,700.00	Streetscape Maintenance	August Streetscape
YCUA	\$68.76	\$0.00	\$0.00	\$68.76	Irrigation System	10 N. Washington
YCUA	\$37.85	\$0.00	\$0.00	\$37.85	Irrigation System	224 W. Michigan Ave.
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
<b>TOTAL</b>	<b>\$18,347.74</b>	<b>\$1,811.46</b>	<b>\$2,070.23</b>	<b>\$14,466.05</b>		

<b>September 2013</b>							
							<b>17% of year completed</b>
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
TIFA		397,028		0		397,028	0%
Operating Millage (1.8282)		51,945		7,668		44,277	15%
Miscellaneous Income		15,000		0		15,000	0%
<u>Total</u>		463,973		7,668		456,305	2%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		42,928		7,149		35,779	17%
Wages and Benefits		109,436		17,585		91,851	16%
TIFA Expenses - Recurring/Operating		110,980		5,591		105,389	5%
TIFA Expenses - One-Time/Infrastructure		312,305		841		311,464	0%
<u>Total</u>		575,649		31,166		544,483	5%
<u>Revenues Over (Under) Expenses</u>		-111,676					
Fund Balance as of FYE June 2012*		567,406					
Appropriated for FYE June 2013		-111,676					
Projected Fund Balance June 2013		455,730					
Restricted Fund Balance		17,022					
*both TIF and Operating Reserves							

<b>June (year end) 2013</b>						
						<b>100% of year completed</b>
<u>Revenues</u>		<u>Budgeted</u>	<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
TIFA		342,556	342,556		0	100%
Operating Millage (1.8282)		52,707	52,746		-39	100%
Miscellaneous Income		43,000	39,159		3,841	91%
<u>Total</u>		438,263	434,461		3,802	99%
<u>Expenses</u>		<u>Budgeted</u>	<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		42,933	44,657		-1,724	104%
Wages and Benefits		134,650	100,074		34,576	74%
TIFA Expenses - Recurring/Operating		81,797	80,513		1,284	98%
TIFA Expenses - One-Time/Infrastructure		305,196	228,077		77,119	75%
<u>Total</u>		564,576	453,320		111,256	80%
<u>Revenues Over (Under) Expenses</u>		-126,313	-18,859			
Fund Balance as of FYE June 2012*		586,265	586,265			
Appropriated for FYE June 2013		-126,313	-18,859			
Projected Fund Balance June 2013		459,952	567,406			
Restricted Fund Balance		17,588	17,588			
*both TIF and Operating Reserves						

## YDDA 2012/13 Expenses \$453,322



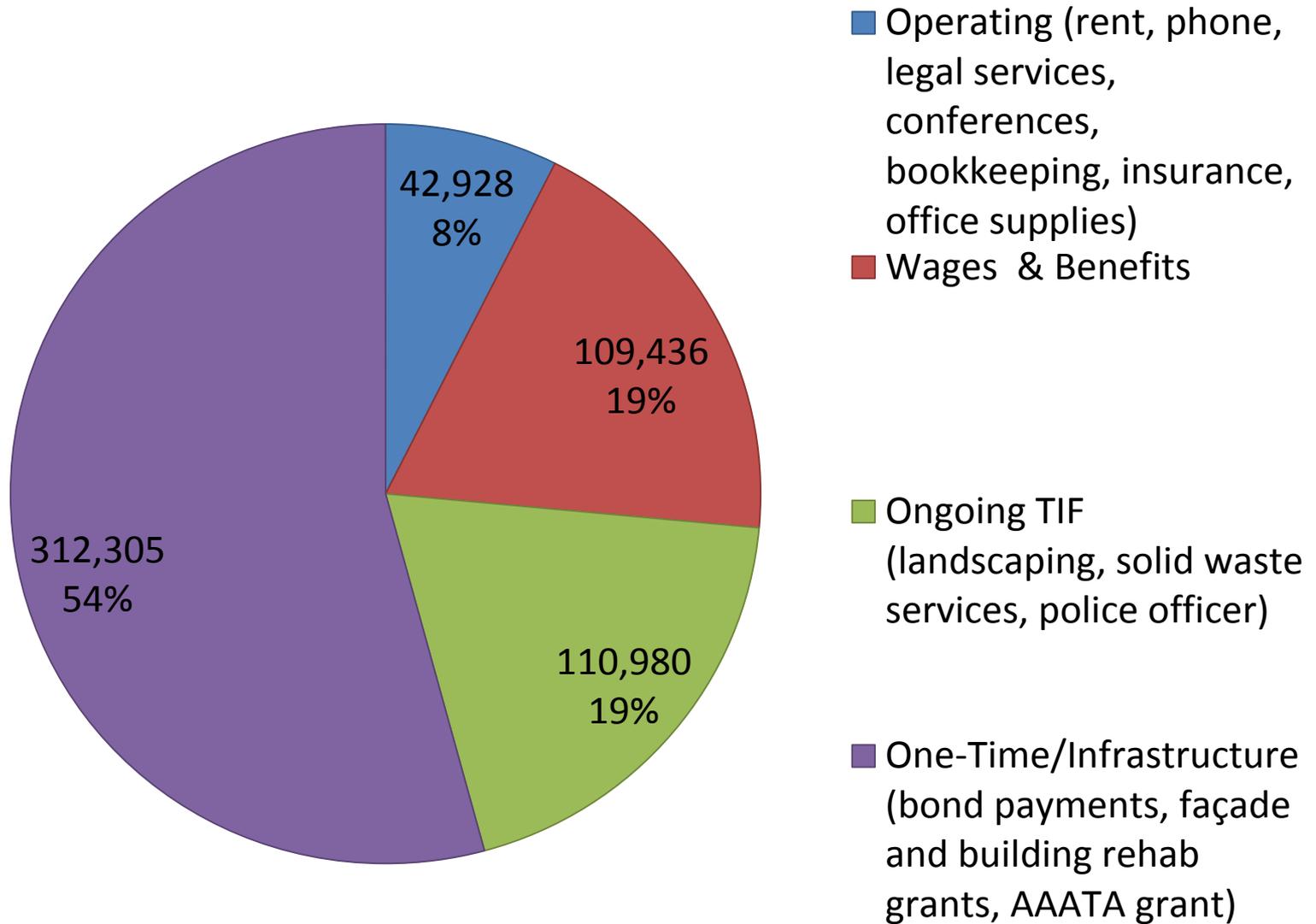
■ Operating (rent, phone, legal services, conferences, bookkeeping, insurance, office supplies)

■ Wages & Benefits

■ Ongoing TIF (landscaping, solid waste services)

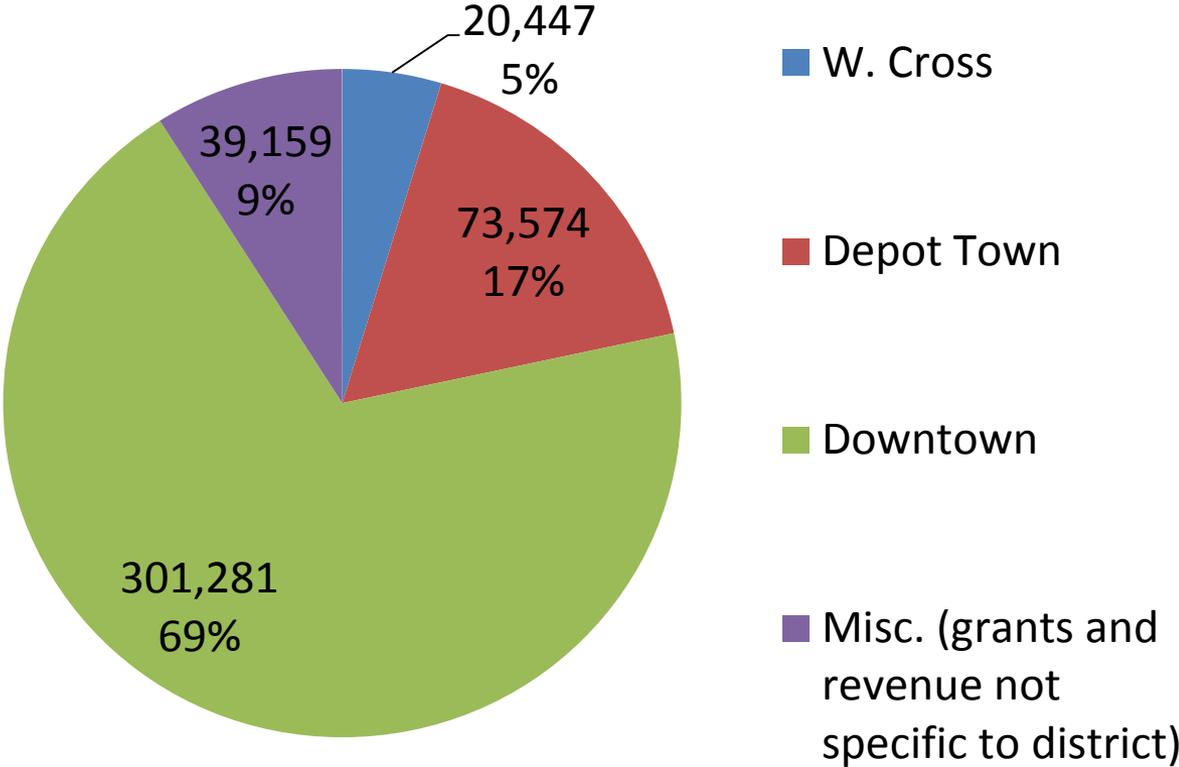
■ One-Time/Infrastructure (bond payments, façade and building rehab grants)

## YDDA 2013/14 Expenses \$575,649



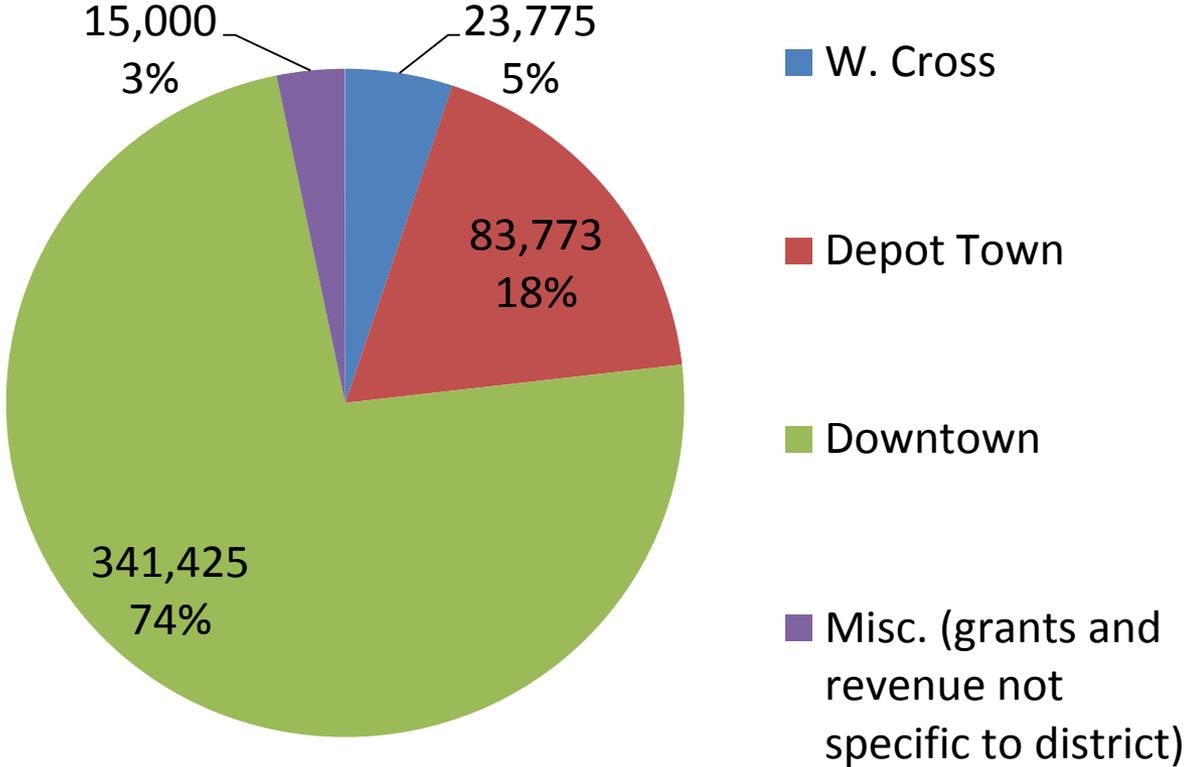
# 2012-13 Revenue by District

## Total \$434,461



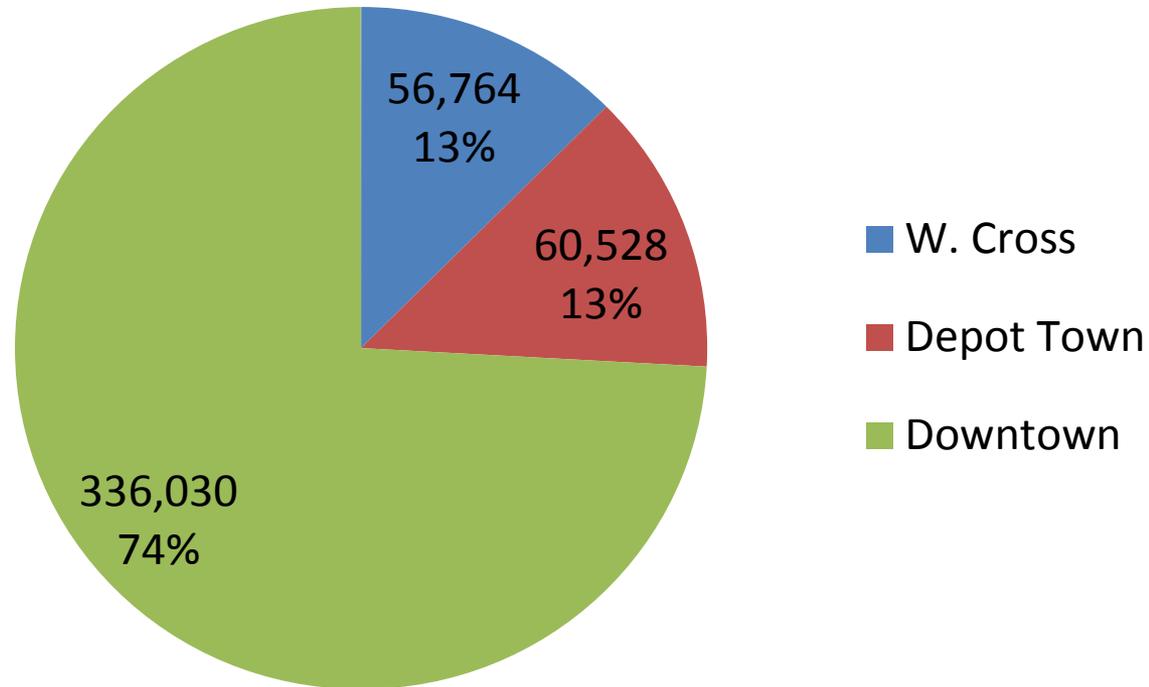
# 2013-14 Revenue by District

## Total \$463,973



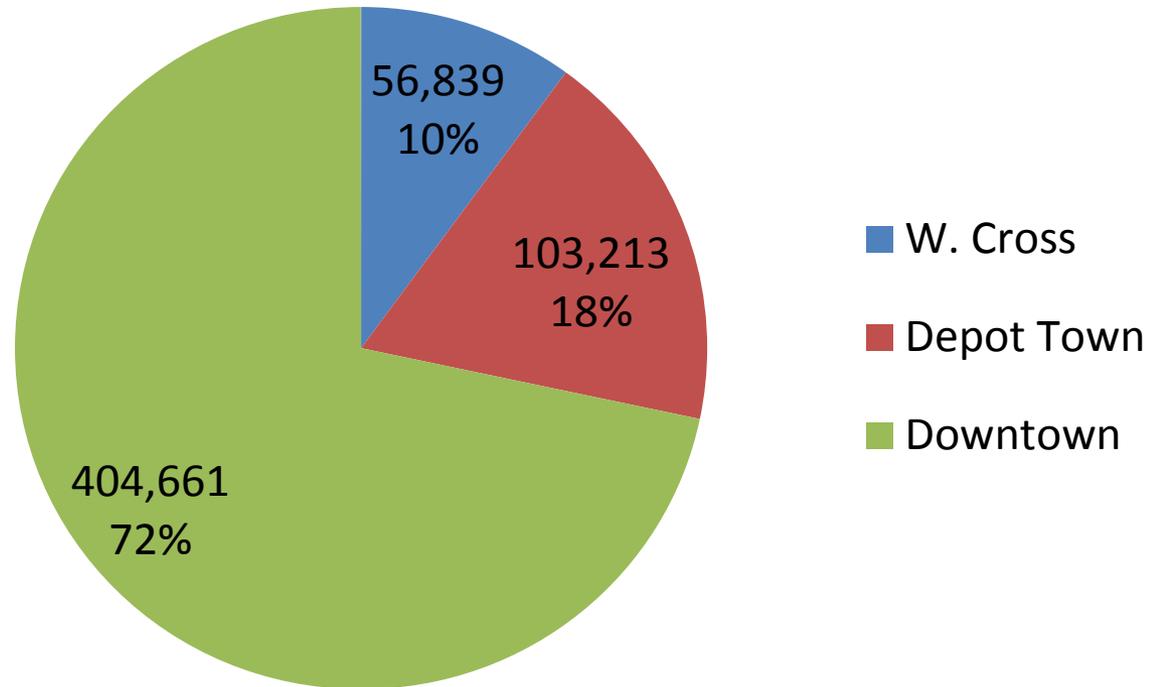
# 2012-13 Expenses by District

## Total \$453,322



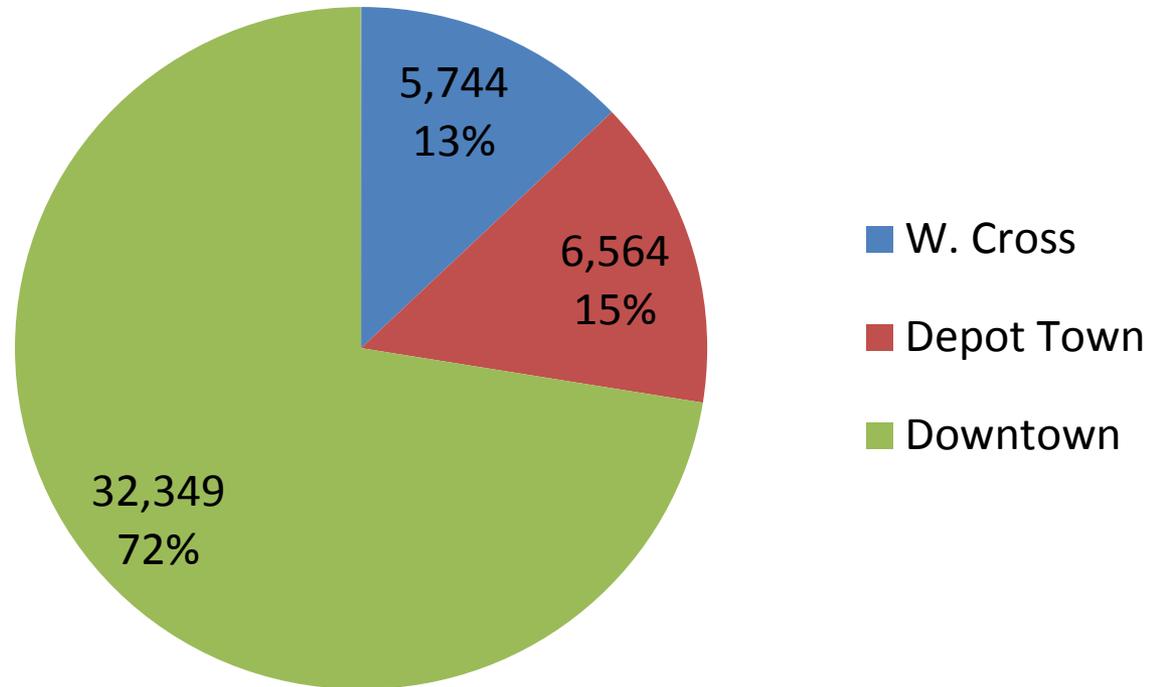
# 2013-14 Expenses by District

## Total \$564,713



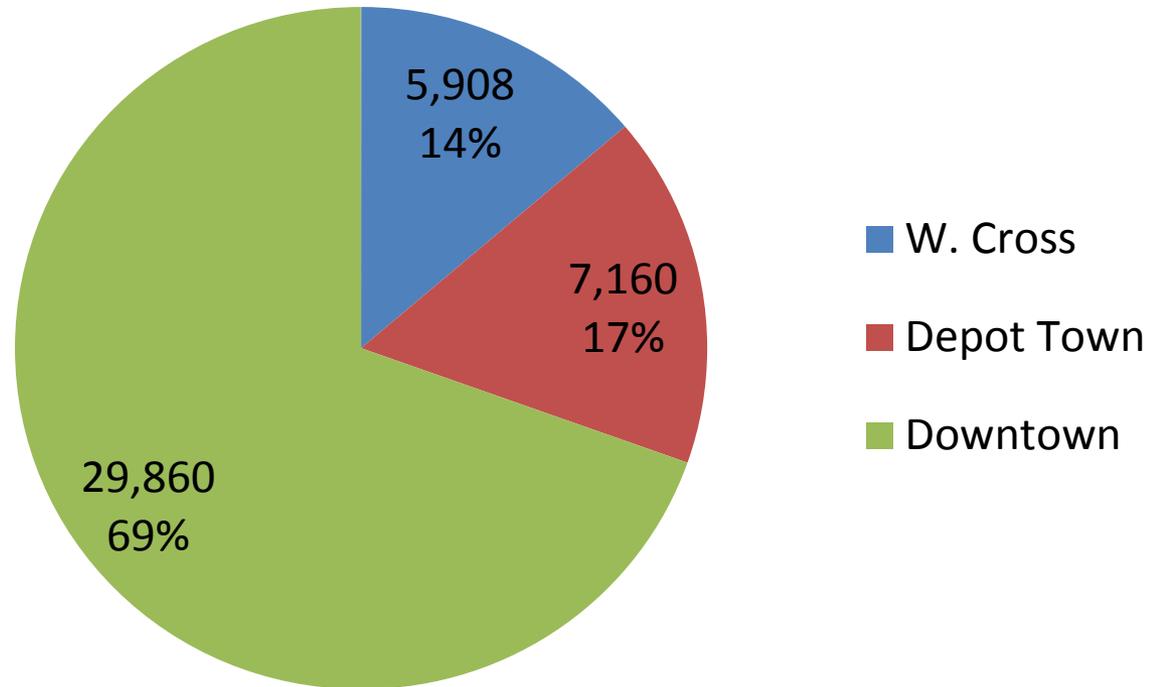
# 2012-13 Operating Expenses by District

## Total \$44,657



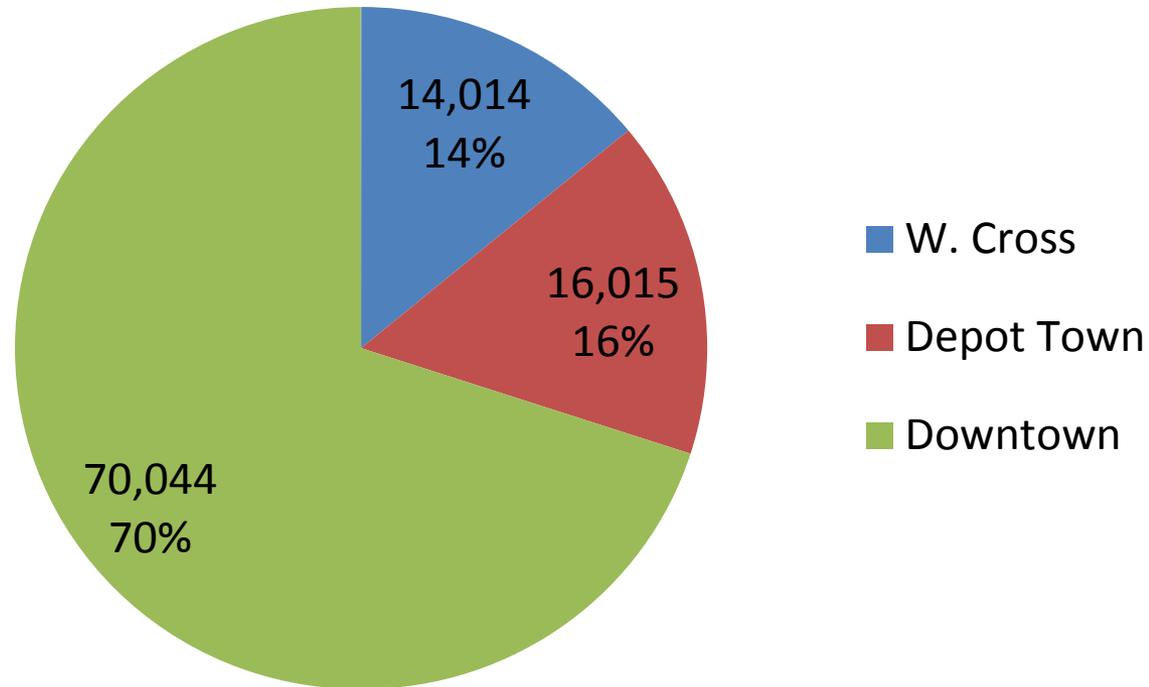
# 2013-14 Operating Expenses by District

## Total \$42,928



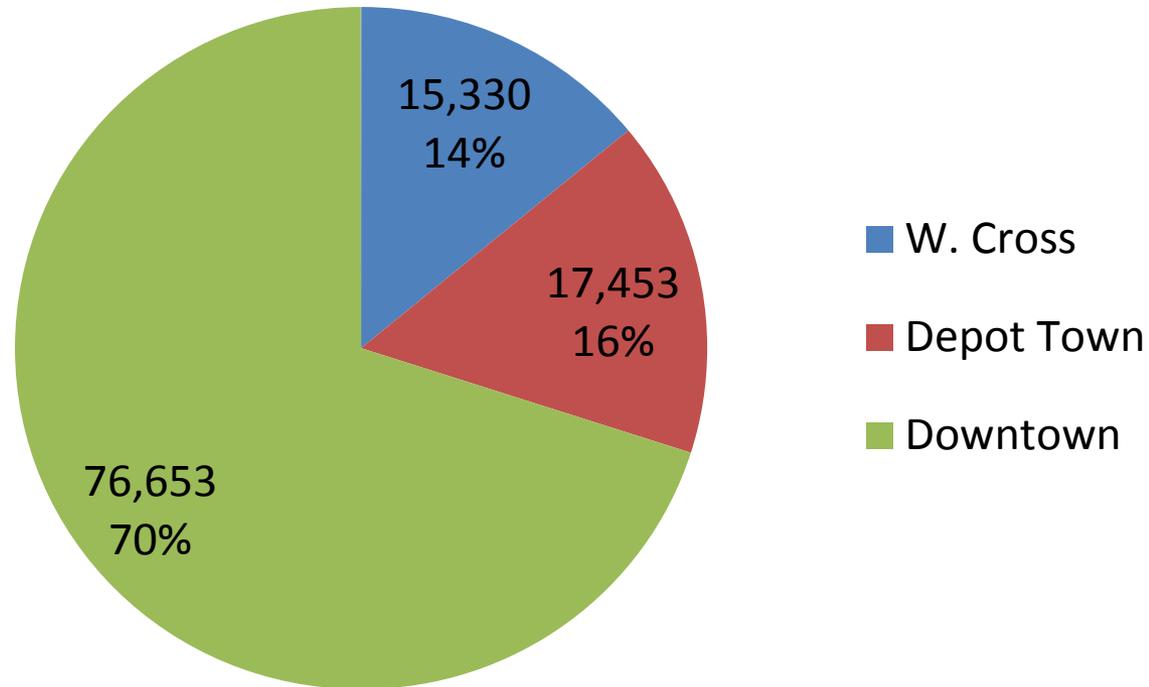
# 2012-13 Wages/Benefits by District

## Total \$100,073



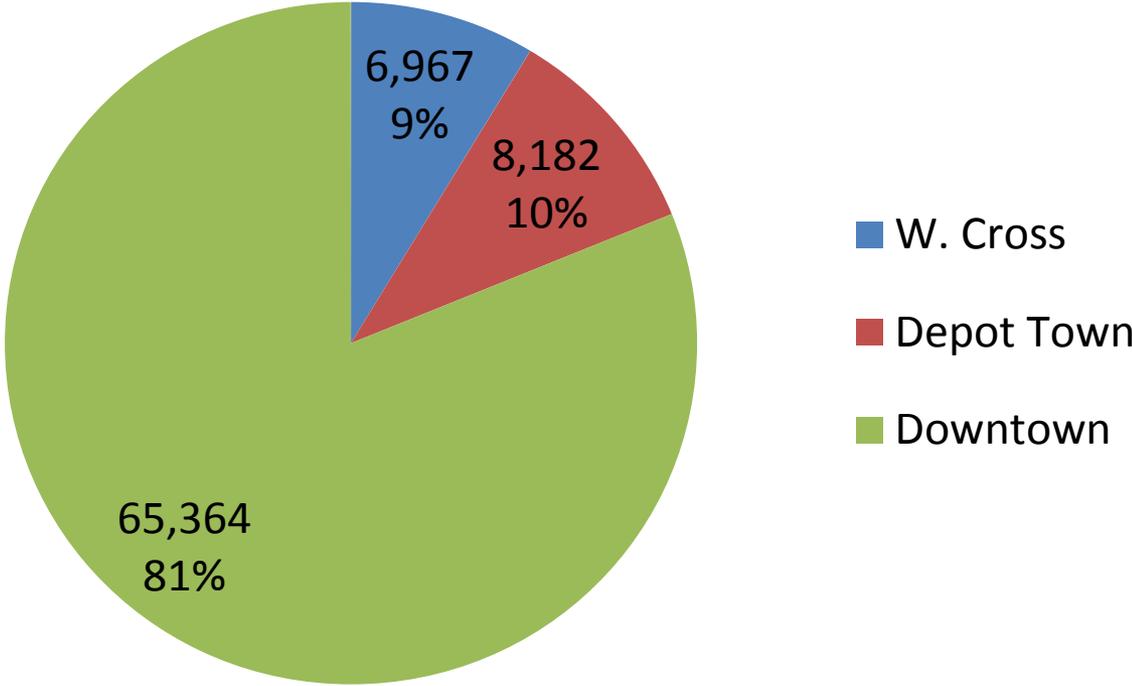
# 2013-14 Wages/Benefits by District

## Total \$109,436

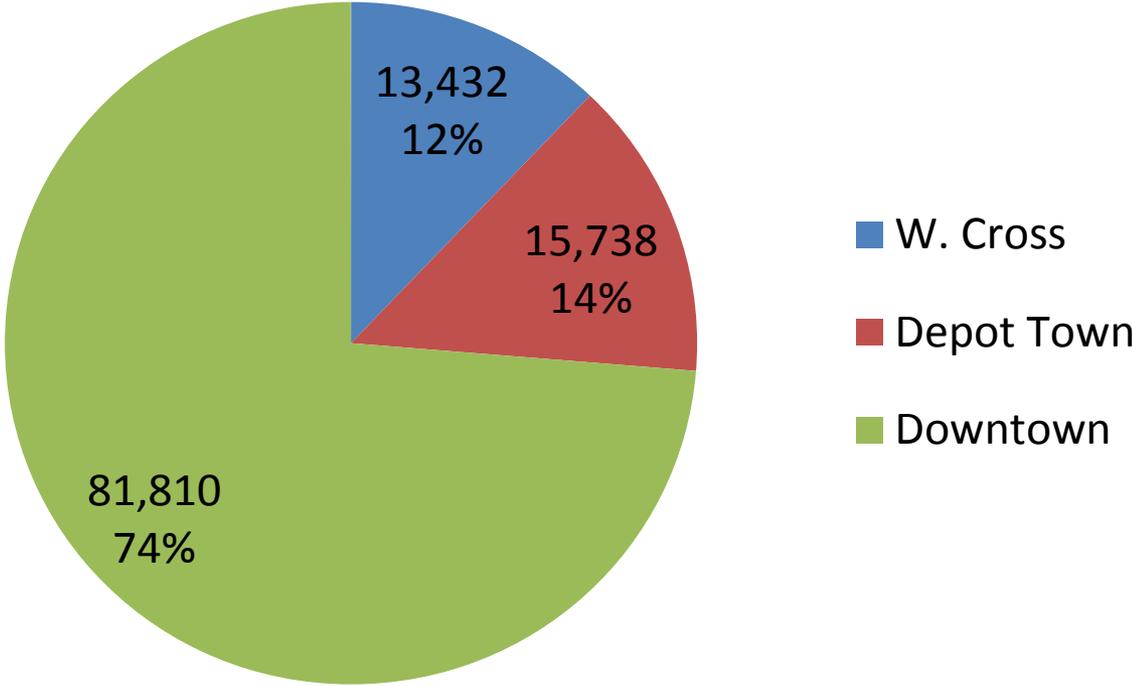


# 2012-13 Recurring/Operating TIF Expenses by District

Total \$80,514

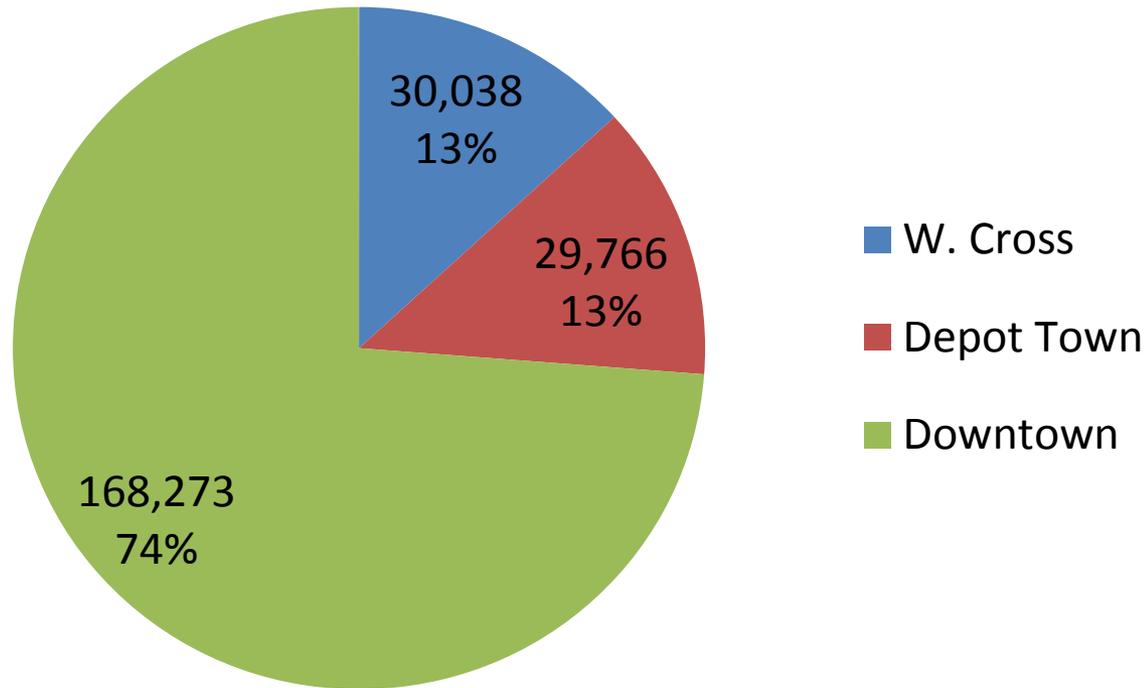


# 2013-14 Recurring/Operating TIF Expenses by District Total \$110,980



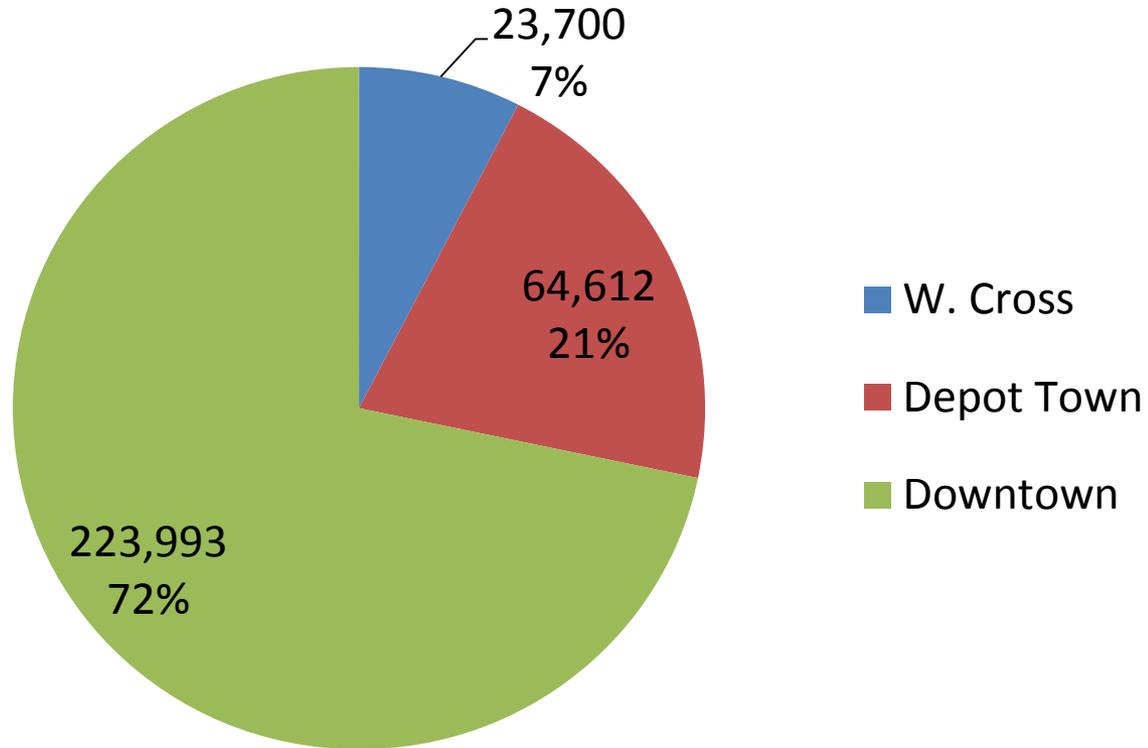
# 2012-13 One-Time/Infrastructure TIF Expenses by District

## Total \$228,077



# 2013-14 One-Time/Infrastructure TIF Expenses by District

## Total \$312,305



## Economic Restructuring & Design Committee Meeting Summary 6/26/13

### **Attendance**

#### Committee Members

J. Albers  
K. Hill (C)  
D. Otto  
C. Penner  
R. Savvides

#### Other Attendees

T. Colbeck  
A. Hellenga  
P. Murdock

### **Old Business**

#### YDDA Façade Improvement Program Update

T. Colbeck provided the committee with an updated list of all the façade grants awarded in FY 2012-2013. The update included remaining available balance for each district and included the new 2013-2014 allotment.

- a) Follow Up to Application for 501 W. Cross St. /Eagles Market.  
T. Colbeck reported that he followed up with the applicant and verified that the outlined work had been completed prior to the application being submitted.

The committee engaged in a discussion regarding the façade grant process and procedures. As has been previously determined by the committee and clearly stated in the application packet, work completed prior to an application being received and reviewed by the committee is not eligible for grant funding. Staff will notify the applicant in writing that his project is not eligible for grant funding.

- b) Application for 24 E. Cross St./Olde Towne Coin and Gold.  
The committee reviewed the application for a façade grant for the above referenced address. Staff indicated that the application will need HDC approval, however in checking with the HDC intern, the scope of the project will only require an update and can be approved prior to a full HDC meeting. The applicant is currently in process for the HDC approval.

Staff informed the committee that the applicant would like to have the project complete before the Ypsilanti Heritage Festival in August, however there will not be a YDDA Board meeting prior to then to approve a resolution of grant award.

The committee engaged in discussion on how to proceed. It discussed that there is a precedent to approve a façade grant with a contingency that funding cannot be available until a formal action by the YDDA Board. It was also discussed that based on the dollar amount of the grant requested that the YDDA Executive Director can possibly request approval by the Board Chair for the allocation of funds following the existing YDDA Purchasing Policy.

There was also discussion of potentially requesting a special board meeting with the sole agenda item being the approval of the grant request due to the project timeline.

Staff was directed to discuss with the YDDA Board Chair for an opinion on the best way to expedite the request.

C. Penner moved to approve the application contingent upon both HDC and YDDA Board approval. D. Otto supported the motion and it passed unanimously.

#### YDDA Building Rehab and Improvement Grant Update

T. Colbeck gave a status report on the 2012-13 FY grants. He informed the committee that there are three projects that were awarded that have yet to begin work. Each was previously given an extension of the required timeline, however some of these have now expired.

- 515-519 W. Cross St./Crossroads: Per the applicant they are working with the City's Planning and Building Departments for approval of the proposed project. Once they have received approval they will be able to give a firm project timeline and will request an additional extension.
- 54-56 E. Cross St./Sidetrack: The applicant was given an extension contingent to the approval of their OPRA application with the City. The OPRA process is still ongoing, once that is approved they will have a firm schedule for completion.
- 308-312 N. River St./Ypsilanti Food Co-Op: T. Colbeck reported that he has requested a status update on the proposed project, but has not heard back from the applicant. He will follow up to see if they will be moving forward with the proposed project.

#### Downtown Dumpsters/ Solid Waste Service Program

##### a) Camera Subcommittee Meeting

D. Otto provided synopsis of discussion of the subcommittee meeting. Including what camera installation recommendations were made as well as other requested changes to signage and enforcement.

- In the N. Adams and N. Huron lots they are recommending single static cameras be installed. For the S. Huron lot they have recommended a point tilt zoom (PTZ) camera. These options will provide proper surveillance of both the dumpster enclosures as well as the parking lots that house them.
- There will need to be proper signage informing individuals that they are being monitored. Signs should be both on the enclosures as well as the parking lot entrances.

- Dummy Cameras should be in place to discourage any illegal activity.
  - The project costs are set to not exceed \$10,000.
  - There was further discussion of expansion possibilities for security measures in other districts.
  - There was discussion on the need to raise the fines for illegal dumping.
- b) Camera Installation Quotes  
Staff will be meeting with at least one more surveillance system company to solicit another estimate based on the recommendations of the subcommittee.
- Installation and Maintenance Agreement  
YDDA legal counsel has provided a sample agreement to be executed between the DDA and property owners that agree to have cameras installed on private property.
- c) Billing statement to the Dumpster Users  
Committee discussed fee implementation including the addition of pledged funds from the DAY which will be partially used to subsidize individual business fees for the dumpster program.
- d) Illegal Dumping Brochure and Letter to Community  
Staff has updated both documents and is still working with Republic Services to finalize fees for bulk item removal that can be requested by individual property owners.

T. Colbeck stated he is working with Republic Services to come up with an estimate to provide a roll out dumpster twice a year during the move-in and out periods for EMU students. He will provide additional information as it is received.

### **Proposed Business**

#### **Smith Furniture Building Opportunity**

The committee reviewed a memo provided by Teresa Gillotti regarding the potential of the DDA purchasing the Smith Furniture Building/15 S. Washington St.

The committee engaged in discussion on the potential uses of the property and what options would be available for the DDA to lead the redevelopment of the building.

Staff was directed to investigate the potential sale price of the property and begin researching if there are any private parties interested in redeveloping the space.

### **Announcements/Comments**

C. Penner provided a brief update regarding the Huron Watershed Project and the potential for economic activity in Ypsilanti.

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, November 21, 2013 – 8:00 a.m.  
SPARK East  
215 W. Michigan Ave.**

**Agenda**

**I. Call to Order**

**II. Roll Call**

Amanda Edmonds (C)	P	A	Kevin Hill	P	A
Linda French	P	A	Regan Parker	P	A
Adam Gainsley	P	A	Rois Savvides	P	A
Leigh Greden (VC)	P	A	Paul Schreiber	P	A

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

**IV. Approval of October 17, 2013 Minutes (X)\* p. 3-30  
Approval of October 17, 2013 Annual Meeting Minutes (X)\* p. 31  
Approval of November 7, 2013 Board Retreat Minutes (X) \* p. 32-36**

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

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

**VI. Presentation – Ellen Schulmeister, Shelter Association of Washtenaw County**

**VII. Staff Report/Financial Report (X) p. 37-47**

**VIII. Standing Committee Reports**

- Economic Restructuring & Design (Kevin Hill) (X) p. 48-54
  - Resolution to Approve the Award of an YDDA Façade Improvement Grant for 27 E. Cross St. (X) \* p. 55-67
  - Resolution to Approve the Award of an YDDA Façade Improvement Grant for 400 N. River St./Thompson Block (X) \* p. 68-85
  - Resolution to Approve the Award of an YDDA Building Rehabilitation Grant for 400 N. River St./Thompson Block (X) \* p. 86-137
- Operations & Finance (Amanda Edmonds) (X) p. 138-139
  - Staffing and Evaluation Policy Review (X) p. 140-143

**IX. Old Business**

- SPARK East Request for Support (X)\* p. 144-148
- Committee Assignments
- Visioning Work Session (X) \* p. 149-152

- X. Proposed Business**
- XI. Announcements/Comments**
- XII. Public Participation**
- XIII. Adjourn Board Meeting**
- XIV. Next Meeting: December 19, 2013, 8:00 a.m., SPARK East, 215 W. Michigan Ave.**

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

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, October 17, 2013– 8:30 a.m.  
SPARK East  
215 West Michigan Avenue, Ypsilanti**

**Draft Meeting Minutes**

**I. Call to Order:** L. Greden called the meeting to order at 8:06am.

**II. Roll Call:**

Amanda Edmonds (VC)	P	Kevin Hill	P
Linda French	P	Regan Parker	P
Adam Gainsley	P	Rois Savvides	P
Leigh Greden (C)	P	Paul Schreiber	P

**Others in Attendance:**

Stewart Beal, Beal Properties  
Tim Colbeck, YDDA Director  
James Dauphine, Divine Interventions  
Andrew Hellenga, YDDA Staff  
Ralph Lange, City Manager  
Nino Monea, EMU Student Govt.  
Pete Murdock, City Council  
Tyler Weston, Howard Hanna Real Estate

**III. Approval of Agenda:** K. Hill requested that the Resolution to Approve the Final Recommendations from the Ad Hoc Parking Committee for the YDDA Parking Study be added to the agenda under Section VIII Ad Hoc Committee Reports. A. Edmonds moved to approve agenda as amended. The motion was supported by L. French and approved unanimously.

**IV. Approval of July 18, 2013 Minutes:** R. Parker moved to approve minutes as submitted. The motion was supported by K. Hill and it passed unanimously.

**Approval of September 19, 2013 Notes:** L. French moved to approve the notes as submitted. The motion was supported by K. Hill and was approved unanimously.

**V. Audience Participation:**

1. R. Lange expressed his desire to continue the positive partnership between the City and YDDA citing the recent DDA office move to City Hall.
2. S. Beal, Beal gave a brief update of the Thompson Block Project. He answered questions from the board regarding the status of the project. He requested the YDDA provide two letters of support, one letter supporting

the project's historic PUD and site plan approval, and one to support his application for an OPRA designation.

The Board discussed his request and how to address.

R. Parker moved to amend the agenda adding to Section VII – Standing Committee Reports a Resolution of Support for the Thompson Block Site Plan/Historic PUD and OPRA Designation Approval by City Council. The motion supported by K. Hill and it passed unanimously.

**VI. Staff Report:** Reports as submitted by T. Colbeck. A. Edmonds suggested that he add a record of the number of new business inquiries and other request for support that staff receive in a month to the Staff Report.

**VII. Standing Committee Reports:**

1. Economic Restructuring and Design report as submitted by K. Hill
  - a. Resolution to Approve the Award of an YDDA Façade Improvement Grant for 310-12 N. River.

T. Colbeck briefly discussed that the applicant was previously approved for an YDDA Building rehabilitation Grant but the project has yet to be completed. The applicant has been granted an extension for the Building Rehab grant. He stated that per the recommendation of the Economic Restructuring and Design Committee that this application for a Façade Grant be awarded contingent on the applicant providing a detailed timeline for completion of the previously awarded grant. He stated he is currently working with the applicant on this requirement.

K. Hill moved to approve the Façade Grant application for 310-12 N. River. R. Parker supported the motion and it was approved unanimously.

- b. Resolution to Approve the Installation of a surveillance system for the S. Huron Dumpster enclosure.

K. Hill gave a report on the reasoning behind choosing a test area for the installation of a surveillance system.

L. French moved to approve the installation of a surveillance system at the S. Huron Dumpster Enclosure. R. Parker supported the motion and it was approved unanimously.

- c. Resolution to Approve the Billing Rates for Participation in the Downtown Dumpster Partnership Program.

A. Hellenga reviewed the proposed sliding scale for the billing rates for the private users of the dumpster enclosures. He answered questions on how these were calculated.

The Board directed staff to provide a cover letter when distributing invoices to the private partners. The letter should include a summary of the costs incurred by the YDDA for the provision of dumpster services in the Downtown as well as an explanation of how each business category is coded.

K. Hill informed the Board that DAY will be contributing \$1,500 to be split evenly among both the surveillance system installation and cost of operations for dumpster service.

K. Hill moved to approve the Billing Rates for participation in the Downtown Dumpster Partnership Program. The motion was supported by R. Parker and was approved unanimously.

d. Resolution Requesting the City of Ypsilanti Increase Illegal Dumping Fees.

The Board discussed how the current fee structure does little to discourage illegal dumping and that the new proposed fee structure is consistent with the State of Michigan's which is used by neighboring communities and EMU.

P. Murdock informed the Board that this would require an ordinance change. He stated that the City Attorney is currently working on a resolution for City Council's approval and should go before council shortly.

A. Edmonds moved to formally request City Council change the ordinance regarding the illegal dumping fee structure. The motion was supported by R. Parker and it was approved unanimously.

e. Resolution to Approve the YDDA Pilot Camera Surveillance Policy.

The Board discussed the importance of creating a policy to address the institution of a public surveillance program. There was discussion on how to approve the policy prior to their being a public meeting to gain perspective from the public as addressed in the proposed policy.

It was determined that the resolution approve the creation of a "pilot" YDDA surveillance policy that will be amended and

approved after a public input opportunity has been given. The Board requested staff make several changes to the resolution as submitted.

K. Hill motioned to approve the Resolution to Approve the YDDA Pilot Surveillance Policy as amended. The motion supported by R. Parker and was approved unanimously.

- f. Resolution to Amend and adjust the 2013/14 Fiscal year Budget (Bike Racks).

Staff discussed the large amount of public interest that has been generated from the Bike Rack Cost-Sharing Program. Due to large number of interested partners, we may require a second round in the spring.

A. Edmonds moved to amend the 2013/14 budget to increase the line item for bike facilities. The motioned was supported by A. Gainsley and it was approved unanimously.

- g. Resolution to Amend and Adjust the 2013/14 Fiscal Year Budget (YACVB/Wayfinding Plan of Support).

T. Colbeck provided the Board with an update regarding the Wayfinding program.

K. Hill moved to amend the 2013/14 to account for support to the YACVB for the Wayfinding Program. L. French supported motion and it was approved unanimously.

- h. Resolution to encourage City Council to approve the Site Plan including a Historic PUD regarding the Thompson Block.

The Board engaged in discussion on how to best support this project moving forward. L. French stated that the Depot Town Merchants Association has already expressed its support for the project and recognizes the importance of it to the Depot Town District.

L. French moved to approve the Resolution of Support. K. Hill supported the motion and it was approved unanimously.

## 2. Operations and Finance report as submitted by A. Edmonds.

- a. Resolution for the Ypsilanti DDA to Continue as an Associate Level Member of the Michigan Main Street Program for 2014.

Staff provided the Board with information regarding the benefits of staying an Associate Level Member. Information regarding benefits of graduating to the Select Level was also provided.

A. Edmonds moved to renew the YDDA current membership as an Associate Level Member in the Michigan Main Street program. L. French supported the motion and it was approved unanimously.

b. Resolution to Authorize Staff to Proceed with a Request for Proposals for the Depot Town TIF Plan Renewal.

The Board engaged in discussion regarding the RFP process that has been worked through committee. T. Colbeck also stressed the importance of moving forward at this time with the RFP to get ahead of potential legislation that could have a negative affect on DDA's ability to collect TIF revenue.

A. Edmonds moved to allow staff to move forward with the RFP for the Depot Town TIF Renewal Plan. The motion was supported by K. Hill and the Board approved unanimously.

**VIII. Ad Hoc Committee Report:**

1. Ad Hoc Parking report as submitted by K. Hill.
  - a. Resolution to approve parking recommendations developed by the 2012 YDDA Parking Study.

The Board has a brief discussion of the process that has gone into the parking study and next steps.

K. Hill moved to approve parking recommendations as submitted. The motion was supported R. Parker and was approved unanimously.

**IX. Old Business:**

1. Board Retreat Schedule – Meeting set for Thursday, November 7<sup>th</sup> from 8am to 12pm.
2. Visioning Update – This will be the primary work item at the Board Retreat.

**X. Proposed Business:**

SPARK East Request for Support (Jake Albers)

J. Albers provided brief description of SPARK's mission and how it supports all of eastern Washtenaw County.

The Board engaged in discussion of the request for funding support. Staff was directed to investigate the amount of money that would be captured by the Ypsilanti portion of the Local Development Financing Authority (LDFA) if it were not already captured by the YDDA.

The Board agreed to postpone a vote until more information has been provided.

**XI. Announcements/ Comments:**

1. K. Hill announced DAY is sponsoring its annual Halloween Event on Friday October 25<sup>th</sup> from 5pm-6:30pm on Washington St.
2. L. French announced that the Depot Town Harvest Festival is scheduled for Saturday October 26<sup>th</sup> on E. Cross.
3. A. Edmonds stated that Growing Hope has Halloween Costumes available for rent.
4. P. Schreiber state that there is still opportunities to offer suggestions on the new zoning ordinances. Input can be made on the Shape Ypsi site or by contacting the Ypsilanti Planning Department.
5. K. Hill mentioned that DAY is accepting donations of Halloween candy for the event on the 25<sup>th</sup>.
6. P. Schreiber commented on the value of having our own local CVB.

**XII. Public Participation:**

1. P. Murdock reminded the Board that the City has directed over \$2 million in improvements to Depot Town in the last several years.
2. J. Dauphine expressed his interest in becoming more involved in the community and participating in local government.

**XIV. Adjourn Regular Board Meeting:** A. Edmonds moved to adjourn meeting and immediately move to the YDDA Annual Meeting. The Motion was supported by L. French and it passed unanimously. Meeting adjourned 9:54am.

October 17, 2013  
2013-26

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT  
GRANT FOR 310-12 N. RIVER ST./YPSILANTI FOOD COOP**

The following preamble and resolution were offered by Member K. Hill and supported by Member R. Parker.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA's 2013-14 Fiscal Year Budget earmarked a total of \$40,000 to be made available for another round of the Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each for the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Ypsilanti Food Coop for the installation of new awnings and signage at the above referenced address; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; and

WHEREAS, during the review of application by the Economic Restructuring & Design Committee it was noted that the applicant had previously been awarded a \$5,000 Building Rehabilitation Grant for the replacement of doors and other façade improvements in August 2012; and

WHEREAS, the work committed to from the Building Rehabilitation Grant application has not yet been completed;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the award of the grant be contingent on the applicant providing a detailed project schedule/timeline for the previously committed improvements to ensure the project is completed in its entirety.
3. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
4. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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: A. Edmonds, L. French, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 0      VOTE: affirmed

October 17, 2013  
2013-27

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE INSTALLATION OF A SURVEILLANCE SYSTEM  
FOR THE S. HURON DUMPSTER ENCLOSURE**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services located in permanent dumpster enclosures at three locations (N. Huron, S. Huron, and N. Adams parking lots) since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, illegal dumping and misuse of the existing enclosures has been identified as a continuing problem with the operation of the YDDA enclosures and the burden of keeping them clean and safe had cost the YDDA an additional \$5,250 to have bulk items removed and the enclosures cleaned in the 2012-13 fiscal year; and

WHEREAS, the YDDA's Economic Restructuring & Design Committee has been working on ways to improve the operation of the enclosures to ensure that they are clean and safe while also containing the Waste Management line item of the YDDA's annual budget to an acceptable level of expense; and

WHEREAS, the YDDA's Economic Restructuring & Design Committee has determined that the installation of a surveillance system for the enclosures would likely decrease the amount of illegal dumping and misuse of the enclosures while also improving the overall security of the downtown's public parking lots; and

WHEREAS, the YDDA staff has done significant research on the cost and effectiveness of public surveillance systems and solicited a number of quotes for the installation of a system; and

WHEREAS, upon review of the provided quotes the Economic Restructuring & Design Committee determined that the quote from ADT offered the services needed at the best overall costs; and

WHEREAS, the Economic Restructuring & Design Committee has recommended that the S. Huron enclosure be used as a test area for the installation of a surveillance

system to help determine the overall effectiveness in preventing illegal dumping and improving public safety in the downtown.

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

1. YDDA Board approves the installation of a security/surveillance system for the S. Huron dumpster enclosure by ADT.
2. the cost of the purchase and installation of the surveillance system for the test area shall not exceed \$2,500 including a one year insurance/maintenance agreement.
3. The funds necessary for the installation of a surveillance system for the test area will be earmarked from the Waste Management line item of the 2013-14 fiscal year budget and will be entirely paid from the Downtown TIF revenue.
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: A. Edmonds, L. French, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 0      VOTE: affirmed

October 17, 2013  
2013-28

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE BILLING RATES FOR PARTICIPATION IN THE  
DOWNTOWN DUMPSTER PARTNERSHIP PROGRAM**

The following preamble and resolution were offered by Member K. Hill and supported by Member R. Parker.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services located in permanent dumpster enclosures at three locations (N. Huron, S. Huron, and N. Adams parking lots) since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, at the August 16, 2012 YDDA Board meeting the Board approved a resolution implementing a private participation system for the continued provision of solid waste services in the downtown district; and

WHEREASE, the YDDA's Economic Restructuring & Design Committee has been working on developing and equitable fee scale for the users of the downtown enclosures to share in the ongoing costs of providing a high level of service for solid waste removal to the downtown district.

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

1. YDDA Board approves the proposed sliding fee scale for private partners to continue to participate in the YDDA downtown dumpster enclosure system.
2. the approved fees will be assessed once yearly based on the type of business/user of the system and will be reevaluated on an annual basis to determine appropriate costs in maintaining a high level of service to the public.
3. all funds generated by the yearly assessment will be earmarked entirely towards the YDDA's expenses in running and maintaining the downtown dumpster enclosure system for public use.

4. participation in the public partnership will be strictly voluntary during the first year and will be reviewed on an annual basis to ensure adequate support is provided for the continued provision of services.
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: A. Edmonds, L. French, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 0      VOTE: affirmed

October 17, 2013  
2013-29

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION REQUESTING THE CITY OF YPSILANTI INCREASE ILLEGAL  
DUMPING FEES**

The following preamble and resolution were offered by Member A. Edmonds and supported by Member R. Parker.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services located in permanent dumpster enclosures at three locations (N. Huron, S. Huron, and N. Adams parking lots) since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, illegal dumping and misuse of the existing enclosures has been identified as a continuing problem with the operation of the YDDA enclosures and the burden of keeping them clean and safe had cost the YDDA an additional \$5,250 to have bulk items removed and the enclosures cleaned in the 2012-13 fiscal year; and

WHEREASE, the YDDA's Economic Restructuring & Design Committee has been working on ways to improve the operation of the enclosures to ensure that they are clean and safe while also containing the Waste Management line item of the YDDA's annual budget to an acceptable level of expense; and

WHEREAS, one of the improvements that the Economic Restructuring & Design Committee would like to see implemented is increased enforcement of the dumping/littering ordinance of the City of Ypsilanti; and

WHEREAS, in Section 71-72 (Specific Violations) of the city code section dealing with dumping/littering. The fee schedule associated with dumping/littering is as follows:

- \$50 first violation
- \$150 second violation
- \$225 third violation

WHEREAS, the YDDA's Economic Restructuring & Design Committee has determined that increasing the fees for illegal dumping in the City of Ypsilanti is necessary to discourage individuals from abusing the current system with continued illegal dumping and misuse of the dumpster enclosures; and

WHEREAS, the YDDA staff has researched nearby public entities policies fees including Ypsilanti Township and Eastern Michigan University and found that they apply the State of Michigan's standards for dumping/littering. The State applies a fee schedule based on cubic feet as follows

- Less than one cubic foot in volume: fine of not more than \$800.00.
- One cubic foot or more but less than three cubic feet in volume: fine of not more than \$1,500.00.
- Three cubic feet or more in volume: fine of not more than \$2,500.00.
- Repeat offenders: fine of not more than \$5,000.00.

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

1. YDDA Board approves the resolution requesting that the City of Ypsilanti adjust the dumping/littering ordinance to be consistent with the State of Michigan standards.
2. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 0      VOTE: affirmed

October 17, 2013  
2013-30

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE PILOT YDDA CAMERA SURVEILLANCE POLICY**

The following preamble and resolution were offered by Member K. Hill and supported by Member R. Parker.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services located in permanent dumpster enclosures at three locations (N. Huron, S. Huron, and N. Adams parking lots) since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, illegal dumping and misuse of the existing enclosures has been identified as a continuing problem with the operation of the YDDA enclosures and the burden of keeping them clean and safe had cost the YDDA an additional \$5,250 to have bulk items removed and the enclosures cleaned in the 2012-13 fiscal year; and

WHEREASE, the YDDA's Economic Restructuring & Design Committee has been working on ways to improve the operation of the enclosures to ensure that they are clean and safe while also containing the Waste Management line item of the YDDA's annual budget to an acceptable level of expense; and

WHEREAS, the YDDA's Economic Restructuring & Design Committee has determined that the installation of a surveillance system for the enclosures would likely decrease the amount of illegal dumping and misuse of the enclosures while also improving the overall security of the downtown's public parking lots; and

WHEREAS, the YDDA staff has done significant research on the potential impact to civil liberties with the installation of a surveillance system through the ACLU, the Constitution Project and the Department of Homeland Security; and

WHEREAS, based upon the findings of this research the Economic Restructuring & Design Committee has recommended the approval of policy guidelines created by staff designed to ensure the proper use and management of any proposed surveillance system; and

WHEREAS, at an appropriate time after the initial test area surveillance system has been installed and there has been adequate time to test its efficacy, YDDA staff will

conduct a community forum/public meeting to allow community stakeholders in the viewer shed area to have input on the continued operation of a surveillance system;

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

1. YDDA Board approves the Pilot Surveillance Policy as submitted to ensure the proper use of any potential DDA surveillance installations in all of the DDA districts.
2. the YDDA will solicit public input from community stakeholders before adopting a final camera surveillance policy.
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: A. Edmonds, L. French, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 0      VOTE: affirmed

October 17, 2013  
2013-31

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR  
BUDGET (BIKE RACKS)**

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

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, this includes ensuring that the YDDA submits an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the next fiscal year's budget and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, on May 16, 2013 the YDDA Board approved amending the 2013-14 fiscal year budget by \$2,700 to the budget line item TIF Projects to cover expenses related to the purchase and installation of bike racks throughout the DDA districts; and

WHEREAS, on July 18, 2013 the YDDA Board approved creating a bike rack cost sharing program and the installation of several bike rack corrals in the DDA districts; and

WHEREAS, due to an overwhelming response from interested partners in the bike rack cost sharing program there is a likely need to increase the budgeted amount to accommodate all of the bike rack purchases and installation;

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

1. the YDDA add \$1,000 to the budget line item TIF Projects, a total of \$3,700, to cover potential expenses for the purchase and installation of additional bike racks throughout the DDA districts.

2. these funds be earmarked the Downtown, Depot Town, and W. Cross TIF revenue sources as appropriate.
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: A. Edmonds, L. French, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 0      VOTE: affirmed

October 17, 2013  
2013-32

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR  
BUDGET (WAYFINDING SUPPORT)**

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

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, this includes ensuring that the YDDA submits an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the current and next fiscal year's budgets and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, the YDDA staff have been working with the Ypsilanti Area Convention and Visitors Bureau (YACVB) on creating a Wayfinding Program for the greater Ypsilanti area; and

WHEREAS, as part of the wayfinding program, the YACVB has issued a request for proposals (RFP) for consultants and formed a steering committee that includes the YDDA, City of Ypsilanti, Ypsilanti Township and the Eastern Leaders Group to move the process forward; and

WHEREAS, a considerable amount of community partners have committed funds to ensure the wayfinding plan moves forward, including the YACVB, City, Township, ELG, and A2Y Chamber of Commerce; and

WHEREAS, the current proposed wayfinding program represents an opportunity to create a strong partnership among the various entities at the table and achieve an important goal for the greater community;

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

1. the YDDA add \$2,500 to the budget line item TIF Projects of the 2013-14 fiscal year budget for our support of the YACVB's Wayfinding Program.
2. these funds be earmarked from Downtown, Depot Town, and W. Cross TIF revenue sources as appropriate.
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: A. Edmonds, L. French, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 0      VOTE: affirmed

October 17, 2013  
2013-33

**DOWNTOWN DEVELOPMENT AUTHORITY  
RESOLUTION OF SUPPORT FOR A PLANNED UNIT DEVELOPMENT (PUD) AND  
SITE PLAN APPROVAL AND OBSOLETE PROPERTY REHABILITATION ACT  
(OPRA) CERTIFICATE FOR 400 N. RIVER ST. (THOMPSON BLOCK)**

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

WHEREAS, 400 N. River/Thompson Block is one of the key redevelopment pieces located in the Depot Town District of the Ypsilanti DDA; and

WHEREAS, Thompson Block Partners LLC has been formed with the mission of redeveloping the vacant Thompson Block properties; and

WHEREAS, the Thompson Block Partners LLC has applied to the City for approval of its Historic PUD and site plan at 400 N. River; and

WHEREAS, the PUD and site plan have been reviewed by the City of Ypsilanti's Planning Commission and they have recommended their approval to City Council; and

WHEREAS, Thompson Block Properties LLC has requested that the City of Ypsilanti approve an OPRA exemption certificate for 400 N. River St. which is located within the pre-approved OPRA District; and

WHEREAS, granting an OPRA to 400 N. River St. will result in a freeze of taxable value at its 2014 assessed rate for 12 years; and

WHEREAS, the YDDA has previously supported the OPRA designation for this property and accepts the potential loss of TIF revenue with the freeze of taxable value; and

WHEREAS, Thompson Block Partners LLC is proposing the complete rehabilitation of 400 N. River St. that will include the restoration of the historic property into a mixed-use development; and

WHEREAS, the YDDA believes that the proposed redevelopment of this property is a long term goal of the DDA and that the Thompson Block Partners LLC plan represents a great opportunity to achieve this goal; and

WHEREAS, another key community stakeholder, the Depot Town Merchants has expressed similar support;

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

1. the Ypsilanti DDA supports the approval of the PUD and site plan for 400 N. River St. as submitted to assist with the complete restoration of these historic properties and return to active use.
2. the Ypsilanti DDA supports the granting of an Obsolete Property Rehabilitation Act (OPRA) exemption certificate for 400 N. River St. to also assist with the complete restoration of these historic properties and return to active use.
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: A. Edmonds, L. French, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 0      VOTE: affirmed

October 17, 2013  
2013-34

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION FOR THE YPSILANTI DDA TO CONTINUE AS AN ASSOCIATE  
LEVEL MEMBER OF THE MICHIGAN MAIN STREET PROGRAM IN 2014**

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

WHEREAS, the Ypsilanti DDA (YDDA) has been a Michigan Main Street Associate level community since 2008; and

WHEREAS, in the time since the YDDA has become an Associate level Main Street Community there has been a significant turnover in our board members with many of the newer members having no previous training or exposure to the Michigan Main Street Program; and

WHEREAS, YDDA staff has done considerable outreach to gauge the interest of the greater DDA community and stakeholders of the YDDA applying for a Select Level membership in Michigan Main Street; and

WHEREAS, currently the YDDA and the greater community have not yet reached a level of participation necessary to move to the Select Level; and

WHEREAS, the YDDA's Operations & Finance Committee has determined that the YDDA should stay at the Associate Level for 2014;

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

1. the YDDA will remain in the Michigan Main Street program for 2014 as an Associate Level Community.
2. the YDDA Operations & Finance Committee will continue to evaluate the organizations commitment and preparedness to eventually move to a Select Level membership of the MMS Program.
3. the YDDA Operations & Finance Committee will continue to promote the benefits of maintaining our Associate Level membership.
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: A. Edmonds, L. French, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 0      VOTE: affirmed

October 17, 2013  
2013-35

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AUTHORIZE STAFF TO PROCEED WITH A REQUEST FOR  
PROPOSALS FOR THE DEPOT TOWN TIF PLAN RENEWAL**

The following preamble and resolution were offered by Member A. Edmonds and supported by Member K. Hill.

WHEREAS, the Depot Town DDA was established in 1984 and the district was expanded in 1992; and

WHEREAS, the current Depot Town TIF and Development Plan was implemented in 2000 and has an expiration date of December 2015; and

WHEREAS, a TIF and Development Plan is required to authorize a DDA to capture tax increment financing revenues to support their goals and ongoing operations; and

WHEREAS, a TIF and Development Plan outlines the expected tax increment finance revenue over a set period of time and dictates the projects and programs that can be funded through this revenue; and

WHEREAS, if the YDDA allows the Depot Town TIF and Development Plan to expire in December 2015, the YDDA will no longer be able to collect tax increment financing funds for the Depot Town district; and

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, on May 16, 2013 the YDDA board approved setting aside \$20,000 in the 2013-14 fiscal year budget under the TIF Projects line item with the funds exclusively coming from the Depot Town TIF revenue; and

WHEREAS, staff has worked with the Operations & Finance Committee over the last six months to refine the proposed RFP for consulting services to ensure that the scope of services specifically address the YDDA's needs and take into account all of the previous and/or ongoing studies and plans to make sure the revised TIF and Development Plan is consistent with the needs and plans of the greater community; and

WHEREAS, staff has monitored potential legislative changes from the State of Michigan that could have a long term negative impact on DDA's statewide and their ability to collect tax increment finance revenue; and

WHEREAS, the Operations & Finance Committee have determined that due to the lengthy time required to revise a TIF and Development Plan and the legislative requirements for review and approval that it is in the DDA's best interest to move this process forward in a timely matter;

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

1. the YDDA authorize staff to issue the RFP as approved for professional services to assist us in preparing a TIF and Development Renewal Plan
2. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 0      VOTE: affirmed

October 17, 2013  
2013-36

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE FINAL RECOMMENDATIONS FROM THE AD  
HOC PARKING COMMITTEE FOR THE YDDA PARKING STUDY**

The following preamble and resolution were offered by Member K. Hill and supported by Member R. Parker.

WHEREAS, at the September 21, 2011 YDDA Board Meeting the creation of an Ad Hoc Parking Committee was formed to focus on the implementation of a YDDA Parking Study; and

WHEREAS, in the summer/fall of 2012 YDDA staff conducted a thorough and detailed study of parking practices and conditions throughout each of the DDA districts; and

WHEREAS, in September 2012 a first draft was done of the YDDA Parking Study and presented to the YDDA Board; and

WHEREAS, in January 2013 the Ad Hoc Committee reconvened to revise the recommendation study of the draft YDDA Parking Study; and

WHEREAS, between January-August 2013 YDDA staff and Ad Hoc Committee members reviewed the recommendations and met with members of the public to solicit additional input; and

WHEREAS, a final review of the recommendations has been conducted by the Ad Hoc Parking Committee and has been recommended for YDDA Board approval;

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

1. YDDA Board approves the final draft of the YDDA Parking Study including all recommendations that come from it.
2. YDDA staff will present the final study and recommendations to the City Council and all appropriate departments and continue working towards the implementation of the final recommendations.
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: A. Edmonds, L. French, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8      NO: 0      ABSENT: 0      VOTE: affirmed

**City of Ypsilanti  
Downtown Development Authority**

**Annual Meeting  
Thursday, October 17, 2013- 10:00 a.m.  
SPARK East  
215 West Michigan Avenue, Ypsilanti**

**Draft Meeting Minutes**

**I. Call to Order:** L. Greden called the meeting to order at 9:55am.

**II. Roll Call:**

Amanda Edmonds (VC)	P		Kevin Hill	P
Linda French		A	Regan Parking	P
Adam Gainsley	P		Rois Savvides	P
Leigh Greden (C)	P		Paul Schreiber	P

**Others in Attendance:** Tim Colbeck, YDDA Director  
Andrew Hellenga, YDDA Staff  
Pete Murdock, City Council

**III. Audience Participation:** None

**IV. Board Officers Elections:**

1. Chairperson –  
R. Parker nominated A. Edmonds.  
A. Edmonds accepted the nomination. The Board voted unanimously to approve.
2. Vice-Chair –  
R. Parker nominated K. Hill. K. Hill declined the nomination.  
A. Edmonds nominated L. Greden. L. Greden accepted the nomination.  
The Board voted unanimously to approve.
3. Treasurer –  
L. Greden nominated K. Hill. K. Hill accepted the nomination. The Board voted unanimously to approve.

**V.** L. Greden moved to adjourn the meeting. K. Hill supported and the meeting adjourned at 10:02am.

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Retreat  
Thursday, November 7, 2013– 8 a.m.  
SPARK East  
215 West Michigan Avenue, Ypsilanti**

**Meeting Minutes**

**I. Call to Order:** A. Edmonds called the meeting to order at 8:10am.

**II. Roll Call:**

Amanda Edmonds (C)	P	Kevin Hill	P
Linda French	P	Regan Parker	P
Adam Gainsley	P	Rois Savvides	P
Leigh Greden (VC)	P	Paul Schreiber	A

**Others in Attendance:**

Tim Colbeck, YDDA Director  
James Dauphine, Divine Intervention  
Tasha Heintzelman, EMU Student  
Andrew Hellenga, YDDA Staff  
Ruth Ann Jamnick, Operations & Finance  
Committee  
Richard Smith, VIP Beauty Supplies

**III. Approval of Agenda:** L. Greden moved to amend Section X of the agenda to expand the discussion to all districts regarding holiday decorations, not just Depot Town. The motion supported by L. French and it was approved unanimously.

**V. Audience Participation:** None

**VI. Vision Statement and Values:**

- Review Statements: The board members and other participants divided into small groups to review and refine a list of eight core values of the YDDA. The groups shared their lists with all the participants. The commonalities of each list were discussed and refined into a single list.
  - Core Values
    - Safe, Clean, Cared For
    - Community Engagement/Ownership/Participation
    - Historic Preservation
    - Diverse/Accessible
    - Unique, Eclectic, Locally Owned
    - Positive (Imaging, Communication, Approach)

- Sustainability
- Integrated/Partnership/Collaborative

**VII. Vision Statement:** The participants read aloud a consolidated draft version of the community vision statement. The attendees separated into small groups again to discuss the vision, focusing on what they think is missing from the vision, what aspects should be strengthened, and what aspects could be weakened.

**VIII. Vision to Action:** The participants separated into three groups. Each group was provided a framework (Experience, Economy, and Environment) to discuss and state what possible end goals are for each. The groups then began to list identifiers of a positive framework and were asked to list an action/task that could help to achieve each identifier. The groups reconvened to share their findings.

**IX. Old Business:** None

**X. Proposed Business:**

- Budget increase for holiday decorations in the DDA districts.

Board members discussed the current funding levels for the installation of holiday decorations. T. Colbeck gave a brief overview of the current situation and the DDA's potential options available. He stated that he approached the City Manager Ralph Lange for assistance in helping to pay for the DDA's existing decorations to be installed this year. Mr. Lange working with the Dept. of Public Services agreed to an in-kind donation of \$1,500 to help ensure the holiday decorations are installed this year. Mr. Lange also approached the DAY and Depot Town Merchants for additional financial assistance with each initially agreeing to provide \$500 each towards the holiday decorations which would achieve raising the amount required to install all of the existing decorations throughout the DDA.

T. Colbeck stated that there has been an additional request made from the Depot Town Merchants to also fund the tree lighting in Depot Town. K. Hill stated that the DAY would also like to have additional decorations installed at the Library Plaza and would request the DDA's support.

T. Colbeck suggested that rather than providing \$500 apiece from DAY and Depot Town Merchants that they treat their donations as in-kind also and handle the additional decorations they were looking for DDA assistances with. This would however still leave the DDA with a \$1,000 shortfall to install the holiday decorations as they have been the last several years.

K. Hill moved to amend the YDDA's 2013-14 FY budget and increase the line item Holiday Lighting by \$1,000 to cover the shortfall. The motion was supported by R. Parker and it was approved unanimously.

**XI. Announcements Comments:** None

**XII. Public Participation:** None

**XII. Meeting adjourned:** K. Hill moved to adjourn meeting at 12:00 pm. The motion was supported by A. Gainsley and it was approved unanimously. **Next Meeting: November 21, 2013 8:00 am. Spark East 215 W. Michigan Ave.**

November 7, 2013  
2013-37

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR  
BUDGET (HOLIDAY LIGHTING & MAINTENANCE)**

The following preamble and resolution were offered by Member K. Hill and supported by Member R. Parker.

WHEREAS, one of the Ypsilanti DDA Board's guiding principles is to market Ypsilanti's unique characteristics to residents, visitors, investors and business owners. An important part of marketing the DDA districts is ensuring that the DDA districts look welcoming and inviting throughout the year; and

WHEREAS, an important piece of this positive marketing is the provision of seasonal decorations includes installing Holiday Lighting and Décor in each of the DDA districts; and

WHEREAS, for the last two fiscal years the Ypsilanti Area Convention and Visitors Bureau (YACVB) has provided financial support to ensure that Holiday Decorations were installed throughout the DDA by paying the City of Ypsilanti's Department of Public Services (DPS) approximately \$4,000 each year for this service; and

WHEREAS, the YACVB is no longer able to provide this financial assistance; and

WHEREAS, the City of Ypsilanti has offered to provide an in-kind donation of \$1,500 to help with the installation of Holiday Decorations; and

WHEREAS, the YDDA currently has \$1,500 earmarked for Holiday Lighting and Maintenance in the current fiscal year budget; and

WHEREAS, there is a deficit of \$1,000 in the current budget to cover the full costs of Holiday Decoration installation;

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

1. the YDDA add \$1,000 to the budget line item Holiday Lighting and Decorations of the 2013-14 fiscal year budget to cover the shortfall costs of installing Holiday Decorations throughout the DDA districts.
2. these funds be earmarked from Downtown, Depot Town, and W. Cross TIF revenue sources as appropriate.

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: A. Edmonds, L. French, A. Gainsley, K. Hill, R. Parker, & R. Savvides

NAYS: none

ABSTAINED: none

YES: 6      NO: 0      ABSENT: 2      VOTE: affirmed

Community Outreach and Partnerships: I continue to meet with community stakeholders/partners to discuss ongoing DDA planning and goals as well as people interested in opportunities within the DDA.

- I met with Patty Yagerlener who is looking to create a for profit social enterprise that would combine pop-up retail for clothing and textile designers as well as shared space for independent designers to work and be trained on specific software for the textile design industry. We discussed potential locations as well as tools available for a start-up company to prepare business plans and other assistance.
- I met with Melissa Milton-Pung to discuss the ongoing DDA/ELG partnership to support the Building Rehabilitation Grant program. I shared with her a detailed report on the 2012-13 grant awardees and discussed the current round of available grants. We discussed continuing the partnership in 2014 and I prepared and submitted a request for funding for the next round of grants.
- I met with Barb and Annette of Bona Sera to discuss the process to apply for a Redevelopment Liquor License (RLL). I contacted the Building Department and requested that they pull all work permits for the property in the last 5 years to see if there has been enough qualified work to meet the investment threshold for an RLL and shared the information with Barb and Annette.
- I met with Marshall Averill an EMU student in the Urban Planning program to discuss the various facets of our DDA and potential opportunities for an internship.
- I attended a tenant meeting for the O’Neal properties located at 729-35 W. Cross St. with the property owner Andrew O’Neal, his commercial property manager, and the managers of Sweetwaters Coffee and Tea, Ypsilanti T-Shirt Co., and Subway. I gave them a brief overview of the DDA and our programs. We also discussed a variety of items including current business trends, security issues, opportunities to partner with other businesses for recycling and waste management coordination, the installation of bike racks, and the need to address the deterioration of the public alley on this block.
- I lead a bus tour of our DDA districts for the A2Y Chamber Leadership Class. I highlighted current developments, opportunities, and other DDA priorities.
- I met with Odie Chis, a Wayne State grad student in their MPA program to discuss the YDDA, its mission and programs.
- I will attend a meeting with Teresa Gillotti and Charles Penner to discuss the potential of creating a framework to support pop-up markets and galleries in the DDA districts.

- I have been working with Joe Lawrence on strategies to market his available office space at 5-7 S. Washington St.
- I have been working with Bon Rose Fine, the owner of 27 E. Cross St. to coordinate façade improvements and work on other potential property improvements for the spring of 2014.
- Andrew has continued to participate with ELG's Commercial Property Assessment Team to strategize on how to market the DDA to potential businesses.
- I have coordinated an informational presentation by Ellen Schulmeister of the Shelter Association of Washtenaw County to discuss homelessness issues and misconceptions in Washtenaw County.

Wayfinding Program: I have continued to participate in the ongoing planning for a comprehensive wayfinding program with the YACVB.

I helped to provide various support and background material for the consultants to begin their process.

Depot Town TIF and Development Plan Renewal: The RFP has been made available to the public. I have been in communication with five potential/interested consultants to answer their questions specific to the process.

I have coordinated with the City Clerk's office for a November 22<sup>nd</sup> bid opening.

Bike Rack Program/Installation: Staff has continued to work with the Department of Public Services for the installation of 21 bike racks and the relocation of two additional ones. The bike racks have been delivered to DPS and we have met with Brad Holman to coordinate the installation. Due to the change in weather it may not be possible to install all of the racks at this time. Some will require a concrete pad to be poured for the installation, these require warmer weather. The majority will be installed in the coming weeks. Staff will prepare a release to the public to update them on the status.

Holiday Lighting and Decoration Installation: I met with City Manager Ralph Lange and we worked out an agreement with the DPS for an in-kind donation of services in the amount of \$1,500 to assist with the installation of holiday decorations. I have coordinated with DPS and all work will be completed before Thanksgiving.

I also solicited quotes for the Depot Town Tree light installation. I coordinated the work to be done with the lowest bid for the first week of December and forwarded all pertinent information to the Depot Town Merchants organization for them to handle all final details and billing.

Michigan Downtown Association Conference: I attended the quarterly MDA Conference in Grand Rapids. See the attached summary report.

Downtown Dumpster Management: Staff is continuing to monitor the enclosures to ensure their proper use and maintenance. Staff continues to pick up loose debris as necessary and coordinate bulk pick-up and removal of improper waste.

Andrew has continued to coordinate the installation of the ADT security system for a test area in the S. Huron Lot. He has had to adjust the original plans due to some unforeseen issues arising with the private party that initially agreed to the installation of the camera on their building. He has since found an alternate location and is working with ADT to finalize.

City of Ypsilanti Coordination: The ED continues to attend the regularly scheduled Ypsilanti department heads meetings where there is a recap of City Council meetings and upcoming agenda items. Each department head also gives updates of upcoming or ongoing projects and initiatives for their department.

Staff continues to have a monthly lunch meeting with Teresa Gillotti of the Planning Department to discuss opportunities for partnership, ongoing programs, and potential projects.

I have prepared an updated list of the YDDA's recent achievements and our goals for the 2014-15 fiscal year for the upcoming goal setting meeting with City Council.

Board and Committee Meetings Support: Staff continues to prepare for and support all of the committee and board meetings, preparing required agendas, minutes, and other documentation for each of the YDDA meetings.

I have continued to review City Council agendas and packets and highlighted items of importance to the YDDA for the board.

Staff is working with the board chair to keep the visioning process moving forward. This includes creating summary of work that has been during the retreat and other meetings as well as researching best practices and examples of visioning and long-term planning from other communities and sharing with the board.

I have met with the new YDDA treasurer to discuss our budgeting and accounting processes and potential policies to be reviewed to ensure that the organizations continues to apply sound financial policies.

Press/Communications: Staff continues to work with local press from various outlets including A2.com, Ypsilanti Courier, Concentrate Media and WEMU to help get positive stories of the DDA districts out to the public.

I recently fielded questions from the Eastern Echo regarding the business atmosphere in Ypsilanti and MLive regarding upcoming holiday events and business specials.

YDDA Website: I have continued to monitor the website to make sure that all meeting announcements and other important information is up to date.

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.

YDDA Bookkeeping and Budget Maintenance: I have continued to process all of our incoming invoices as well as track the monthly revenue and expense reports.

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**CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY**

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**TO:** YPSILANTI DDA BOARD  
**FROM:** EXECUTIVE DIRECTOR  
**SUBJECT:** MICHIGAN DOWNTOWN ASSOCIATION CONFERENCE  
**DATE:** 11/8/2013  
**CC:**

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I attended a two day conference in Grand Rapids that addressed current trends and practices in downtown development. The conference was attended by downtown managers, economic development professionals, and state officials and covered many useful topics ranging from how to support small business entrepreneurs, how to leverage cultural events and institutions for economic development, and cooperative advertising opportunities for local businesses. The most important topic that was a key topic in both days was discussing potential changes to the DDA/TIF enabling legislation that will potentially restrict TIF's as a financing tool for our downtowns.

**Day 1 Key Points**

The **keynote speaker** on day one was Donovan **Rypkema of Place Economics**. He gave a presentation on what qualities make a healthy downtown. He emphasized the importance of placemaking, which is a currently important idea with the State of Michigan. He stated that it is important that there are abundant “non-economic” activities in your downtown to create a sense of place. These are your public spaces, libraries, parks, etc. and events and art. These are important things other than businesses that people identify with a specific community.

He also stressed the importance of preserving our historic buildings. Some key points were:

- Who loses out from a vacant storefront/building?
  - Property owners lose potential rent.
  - Local government loses property taxes through depressed property values.
  - States lose sales tax.
  - Utility companies lose customers.
  - Banks lose customers and loans.
  - Professional and service companies lose clients, insurance, accounting, cleaning, etc.

- What is the cost of an empty storefront? A small building, approximately 20' x 100', two stories sitting empty for one year can have the following impact on a community.
  - \$250,000 in lost sales
  - \$12,500 in lost sales tax revenue
  - \$1,500 in lost property tax revenue
  - \$15,000 in lost rent to the property owner
  - \$51,000 in lost demand to local banks for the building
  - \$15,000 in lost demand to local banks for the business
  - \$750 in lost property management fees
  - \$24,750 in lost business profits and owner compensation
  - \$16,250 in lost employee payroll
  
- Less than 7 acres in a historic downtown typically produces more tax value than 95 acres of big box retail.

I attended two breakout sessions on day one. The first was **New Small Business Entrepreneurs**.

In this session there was a discussion by several small business/entrepreneurs that discussed how they found their niche and what it took to maintain and grow the business. In the discussions I began to think of how and where we have had successes in our downtown and how to build off of them. For example how can we use the success of Beezy's and Bona Sera to build commercial activity on Washington St.

Each of the speakers discussed the need to help small businesses with developing business plans and marketing strategies. It was stated that a great resource is the Michigan Small Business and Technology Development Centers (MI-SBTDC). They can assist potential entrepreneurs by providing one-on-one consulting and can help develop the following:

- Market Analysis/Market Plans
- Loan Packages
- Financial Analysis

The second breakout session was **Banking & Project Financing: Are You Prepared?** This session focused primarily on real estate development in the downtowns. It outlined some of the current State of Michigan loan programs available and how to leverage multiple sources of revenue to make a project work.

On the panel were representatives of several banks. They identified OPRA designation as a valuable tool to identify the local municipality's support, which may help a developer with traditional financing options. They identified some big red flags for project financing as:

- Projects that are over financed or have loan to value problems because of the downturn in property values.
- The developer does not have enough equity.
- The developer is overly optimistic in their revenue projections.

### **Day 2 Key Points**

The breakfast speaker was Kris Larson, Executive Director of the Grand Rapids DDA. He gave a great presentation on how Downtown Grand Rapids took multiple public and private entities that were all working in the Downtown with separate boards and directives, sometimes contrary to each other and combined them under one umbrella.

He stated that Grand Rapids focused on three legs to move forward, **Investment, Vibrancy, and Livability**. Using these three legs they worked on finding where the goals of each organization intersected and how they supported them. He stated that for too long the ends (policies & process) dictated the means. There were too many public meetings, charettes, committees, and public comments. The DDA reframed how they engaged the public. They realized that you cannot reach the Millennials through the old traditional ways. They needed to go to the public and not vice versa.

The next session was a **Legislative Update**. It focused exclusively on some potential legislation being considered by State Representative Eileen Kowall (R) District 44 in northwest Oakland County that would greatly restrict the continued access to TIF's as a financing tool for DDA's.

There has been lobbying by the Michigan Association of Counties (MAC) to recapture county funds diverted by TIF's. The Michigan Downtown Association (MDA) has hired lobbyists to work with State Rep. Kowall to make sure she understands the value DDA's bring to Michigan and the importance of TIF's as our primary funding source. Some of the potential changes that are being considered are:

- A mandatory "sunset clause" for TIF's that would eliminate the ability of a municipality to extend the plan without having to start the process over.
- Requiring a TIF to reset their baseline year if they are extended, effectively eliminating any significant revenue for the first several years.
- Making it easier for taxing entities including Counties, Community Colleges, Libraries, etc. to opt out of TIF's.

The MDA stated they are monitoring this closely and will continue to lobby on behalf of all the Downtowns. They advised that each community should create “talking points” that identify just what they do with TIF revenue and how it benefits not just the Downtowns.

The next session I attended was on **Arts & Culture** as an economic engine. The panel discussed the positive impact that events and institutions have on a downtown. They shared a valuable resource with the attendees, an Arts & Economic Prosperity Calculator located at [www.artsusa.org](http://www.artsusa.org). They also discussed the usefulness of a DDA having an Art & Cultural Development Plan.

I then attended a session called **More Myths About DDA & TIF**. The discussion during this session was specifically to debunk common misconceptions about DDA’s and TIF’s. A list of some of the commonly held misconceptions are:

- All DDA’s use TIF’s
- A DDA cannot operate without a TIF (we should all diversify our funding sources)
- TIF was intended only for infrastructure projects
- TIF cannot be used for Downtown Management
- DDA’s and TIF’s were always meant to sunset
- DDA’s should be sunset because Downtown’s can manage themselves
- A DDA TIF plan is the same as a TIFA plan
- Municipalities can use a DDA’s TIF revenue for general fund projects without detailed accounting
- The original TIF district cannot be expanded, or must be expanded, or there can only be one district
- Revenue from one district can be spent in another
- TIF is a new tax
- The base year should periodically be reset
- Taxing jurisdictions who supply TIF revenue receive no benefits.

The last session I attended was a presentation on **Co-Op Advertising to Stretch Your Downtown Management Budget**. This presentation was done by the DDA director of Rochester and showed a variety of co-op advertising ideas. These allow many businesses to leverage resources, get more accessibility to advertisements they may not be able to afford on their own, and to tap into new

markets. Rochester has done TV and print ads that allow many businesses to get exposure they likely could not have gotten by themselves.

Revenue	Amount					
<b>TOTAL</b>	\$0.00					
<b>EXPENSES</b>						
	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN	LINE ITEM	DESCRIPTION
Allied Waste Systems	\$1,053.43	\$0.00	\$0.00	\$1,053.43	Waste Management	October Dumpster Service
DTE Energy	\$16.28	\$0.00	\$0.00	\$16.28	DTE Electric Bill	N. Huron Lot
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
Dero	\$2,351.08	\$329.15	\$376.17	\$1,645.76	TIF Projects	Bike Racks
Allied Waste Systems	\$1,081.43	\$0.00	\$0.00	\$1,081.43	Waste Management	Sept. Dumpster Service
Congdon's Ace Hardware	\$3.18	\$0.45	\$0.50	\$2.23	Office Supplies	Office Keys
DTE Energy	\$39.01	\$0.00	\$0.00	\$39.01	DTE Electric Bill	N. Huron Lot
Joseph Lawrence	\$2,500.00	\$0.00	\$0.00	\$2,500.00	Façade Grant Program	Façade Grant
Joseph Lawrence	\$2,500.00	\$0.00	\$0.00	\$2,500.00	Façade Grant Program	Façade Grant
City of Ypsilanti	\$20,000.00	\$2,800.00	\$3,200.00	\$14,000.00	Pedestrian Trash Collection	Pedestrian Can Pick-Up
Two Men and a Truck	\$513.00	\$71.82	\$82.08	\$359.10	Rent	Office Move
Tim Colbeck	\$8.02	\$1.12	\$1.29	\$5.61	Office Supplies	Retreat Supplies
Tim Colbeck	\$63.95	\$0.00	\$0.00	\$63.95	Office Supplies	Halloween Candy
Tim Colbeck	\$275.13	\$38.52	\$44.02	\$192.59	Conferences and Workshops	MDA Conference
Staples	\$49.44	\$6.92	\$7.92	\$34.60	Office Supplies	Office Supplies
Staples	\$49.03	\$6.86	\$7.85	\$34.32	Office Supplies	Office Supplies
United Sonz	\$138.24	\$19.35	\$22.12	\$96.77	Office Supplies	Business Cards/Letterhead
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
WH Canon	\$3,857.16	\$540.00	\$617.15	\$2,700.01	Streetscape Maintenance	October Streetscape
Ypsilanti Area CVB	\$2,500.00	\$350.00	\$400.00	\$1,750.00	TIF Projects	Wayfinding Support
<b>TOTAL</b>	<b>\$37,998.38</b>	<b>\$4,164.19</b>	<b>\$4,759.10</b>	<b>\$29,075.09</b>		

<b>November 2013</b>							
							<b>42% of year completed</b>
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
TIFA		397,028		0		397,028	0%
Operating Millage (1.8282)		51,945		36,339		15,606	70%
Miscellaneous Income		15,000		0		15,000	0%
<u>Total</u>		463,973		36,339		427,634	8%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		42,928		10,396		32,532	24%
Wages and Benefits		109,436		35,669		73,767	33%
TIFA Expenses - Recurring/Operating		110,980		50,463		60,517	45%
TIFA Expenses - One-Time/Infrastructure		310,954		15,195		295,759	5%
<u>Total</u>		574,298		111,724		462,574	19%
<u>Revenues Over (Under) Expenses</u>		-110,325					
Fund Balance as of FYE June 2012*		567,406					
Appropriated for FYE June 2013		-110,325					
Projected Fund Balance June 2013		457,081					
Restricted Fund Balance		17,022					
*both TIF and Operating Reserves							

Economic Restructuring & Design Committee Meeting Summary 10/23/13

**Attendance**

Committee Members

J. Albers  
L. French  
K. Hill (C)  
D. Otto  
R. Parker  
R. Savvides

Other Attendees

S. Beal  
T. Colbeck  
A. Hellenga  
P. Murdock

**Old Business**

YDDA Façade Improvement Program Update

a) 27 E. Cross St.

Staff reviewed a memo outlining the project scope. The total project estimate is \$1,605.00 which means the applicant would be eligible for \$802.50.

The applicant still needs HDC approval for which they have begun the process.

The applicant wishes to move forward with the project as quickly as possible due to weather conditions and could proceed as early as next the last week of October if allowed.

The committee discussed the application as compared to previous applications that were tentatively approved by committee prior to a full board approval based on smaller award amounts and timing constraints. Based on existing precedent and the YDDA's purchasing policies, the committee agreed this application was consistent with others that were previously given a tentative approval to proceed before formal award.

D. Otto moved to recommend approval for application contingent upon them receiving HDC and Board approvals. The motion was supported by J. Albers and was approved unanimously.

**RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE  
IMPROVEMENT GRANT FOR 27 E. CROSS ST.**

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA's 2013-14 Fiscal Year Budget earmarked a total of \$40,000 to be made available for another round of the Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each for the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Edwin & Bon Rose Fine for the repainting of the façade and rear deck supports, repair of brick work and trim, and reglazing of front windows at the above referenced address; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the request would be an appropriate use of the grant program; and

WHEREAS, the proposed improvements would need the formal approval by the Ypsilanti Historic District Commission (HDC) to be eligible for a grant award;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
  2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$802.50.
  3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
  4. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.
- b) 400 North River (Thompson Block)  
Stewart Beal gave an update on the project status. The committee reviewed an updated timeline. S. Beal sated that the award of a grant is important to show public support to help secure a low interest loan from the State of Michigan which is key to the total project funding along with State tax credits.

L French moved to recommend the YDDA Board approve the application awarding

applicant \$2,500 contingent on a submission of a detailed list of financing when available and HDC approval. D. Otto supported the motion and the committee approved unanimously.

**RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE  
IMPROVEMENT GRANT FOR 400 N. RIVER ST./THOMPSON BLOCK**

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA's 2013-14 Fiscal Year Budget earmarked a total of \$40,000 to be made available for another round of the Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each for the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from the Thompson Block Partners for the demolition and removal of the existing storefronts and entrances, furnishing and installation of new wood, glass, and aluminum storefront and entries, restoration and replacement of historic windows, masonry restoration, recreation and reinstallation of the original cornice detail, and repairs to entry sidewalks and stairs at the above referenced address; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application is complete and the request would be an appropriate use of the grant program; and

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.

3. the award of the grant is contingent on the applicant providing a detailed list of project financing as soon as it is available.
4. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
5. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

#### YDDA Building Rehab and Improvement Grant Program Update

##### a) 400 North River (Thompson Block)

The committee discussed the full project and the benefits to the community as a whole if this project were to be completed. They addressed concerns of tying up funding availability for other potential projects. The committee reviewed the expected timeline of the program and when certain parts of the work will be completed. It was determined that any Building Rehab Grant Funds would be specifically earmarked towards the construction of the building addition that will house the elevator and stairwell which would be appropriate to the program language and intent.

D. Otto moved to recommend the YDDA Board award the applicant \$15,000 contingent on all necessary building approvals are received and the provision of a detailed list of project financing when available. The motion was supported by R. Savvides and the committee approved unanimously.

#### **RESOLUTION TO APPROVE THE AWARD OF A YDDA BUILDING REHABILITATION GRANT FOR 400 N. RIVER ST./THOMSPON BLOCK**

WHEREAS, a guiding principle of the Ypsilanti Downtown Development Authority (YDDA) is to strengthen the community's existing economic assets while expanding and diversifying its economic base and creating a welcoming business environment; and

WHEREAS, the Washtenaw County Eastern Leaders Group (ELG) has continued a partnership with the YDDA by providing \$15,000 for the YDDA's Building Rehabilitation Grant Program for the 2013-14 fiscal year; and

WHEREAS, the YDDA has allocated a matching \$15,000 for the Building Rehabilitation and Façade Grant Program in the FY 2013-14 budget; and

WHEREAS, the YDDA has received a grant request from the Thompson Block Partners for the extensive rehabilitation of the above referenced address that would include: core, shell, and infrastructure improvements, apartment build-out of the buildings 2<sup>nd</sup> and 3<sup>rd</sup> floors, and renovation of the 1<sup>st</sup> floor into a "white box" level ready commercial spaces; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application is complete and the request would be an appropriate use of the grant program; and

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

1. YDDA Board approves the award of a building rehabilitation grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$15,000 and be specifically earmarked for the construction of an addition to the property that will house an elevator and stairwell.
3. the award of the grant is contingent on the applicant providing a detailed list of project financing as soon as it is available.
4. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
5. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

Downtown Dumpster/Solid Waste Service Program Management

Staff provided an update on the status of the following:

- Installation of surveillance system in the South Huron Lot (pilot program).
- Fee Scale – staff is preparing a letter to distribute along with invoices describing the fee scale as well as the program as a whole. K. Hill request that he review the billing statement and letter prior to release and that staff wait until after the pilot camera program is up.
- Brochure and Community letter – staff is waiting for City Council’s decision on a possible ordinance change to increases illegal dumping fees for distribution of the letter and brochure.
- Signage wording on enclosures – staff reviewed the requested language for the new/additional enclosure signage. The committee members discussed the language and requested that staff make some minor changes. The committee members also requested that there be signage better directing the public toward the enclosures entrances. Staff will wait for the final installation of new signage until there is a determination by the City of the proposed increased dumping fees.

Bike Rack installation Program Update

The staff updated committee on the status of the purchase and installation of bike racks.

Staff informed the committee that there is an excess of requests for bike racks to the available inventory. Due to the initial success of the program it may be necessary to offer this program again in the spring.

Staff suggested that applications have a limit on how many bike racks can be requested.

The committee members and staff agreed to the number and general placement of available racks for the fall.

#### Water Street Design Standards Update

T. Colbeck shared a memo outlining the preferred design elements/guidelines and timing for the Water St. Streetscape that he conferred with T. Gillotti.

He addressed the eventual need for a professional engineer/landscape architect to create working plans to be used and the need to be reviewed and approved by MDOT.

#### Potential Project Prioritization Update

Staff reviewed the potential project list and asked for direction on how to prioritize. The committee identified the following projects as higher priorities:

- W. Cross 500 Block Streetscape Upgrades.
- W. Cross 700 Block Alley Design and Repairs.
- Depot Town Business Directory Kiosk Update.

Staff informed committee that DPS has been in contact with DTE to repair/repaint the Downtown Streetlight Poles.

### **Proposed Business**

#### Streetscape Maintenance Contract Renewal/RFP

Staff informed the committee that the current maintenance contract will end in March 2014 and that it will be time to begin an RFP process shortly.

#### Holiday Decorations

T. Colbeck reported that YACVB will not be able to pay for the installation of Holiday Décor this year. He stated that per the last two year's invoices to the YACVB, DPS has charged approximately \$4,000 for the installation of decorations.

The committee engaged in discussions to address possible options for the Holiday Decorations this year. Staff will contact the DPS to see if we are required to use them for the installation, if not they will solicit quotes from other companies to see if the work can be done less expensively.

Staff will investigate every option available to the DDA to ensure the installation of decorations this coming season. The committee agreed that the \$1,500 that is in the budget earmarked for the holiday decoration match grant will likely need to be redirected to the installation of our existing inventory. The committee also agreed that this should

be the staff's highest priority at this time.

November 21, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT  
GRANT FOR 27 E. CROSS ST.**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA's 2013-14 Fiscal Year Budget earmarked a total of \$40,000 to be made available for another round of the Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each for the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Edwin & Bon Rose Fine for the repainting of the façade and rear deck supports, repair of brick work and trim, and reglazing of front windows at the above referenced address; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the request would be an appropriate use of the grant program; and

WHEREAS, the proposed improvements would need the formal approval by the Ypsilanti Historic District Commission (HDC) to be eligible for a grant award;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$802.50.
3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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

NAYS:

ABSTAINED:

YES:      NO:      ABSENT:      VOTE:

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## Ypsilanti Downtown Development Authority

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**To:** ER and Design Committee

**From:** YDDA Staff

**Subject:** Façade Grant Application 27 E. Cross St.

**Date:** October 21, 2013

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The YDDA has received a grant application for 27 E. Cross St. The application was submitted by Edwin and Bon Rose Fine. The application states that the total cost of the project is \$1,605.00. The estimated date of completion for all façade work is late October or early November pending grant approval and weather.

The scope of the project in regards to the façade grant is as follows:

- Repaint storefronts and entrances using existing colors/themes.
- Repair and prepare brick work and trim.
- Reglaze front window.
- Paint back deck support poles & stringers.

The application is complete with all appropriate signatures. The following documents have been provided:

- An estimate from a contractor.
- Color photos of existing façade.
- Sample materials/colors.
- Proof that all taxes are current.

The application did not include a detailed timeline, however in conversation with the applicant they plan to proceed with work to be completed by no later than the first week of November.

The applicant will need HDC approval, which was not provided. The applicant has previously received approval from the HDC for the colors and work. They have contacted the HDC and expect to be approved by their next meeting.

**Ypsilanti Downtown Development Authority  
YDDA Painting/Façade Grant Application**

Ypsilanti DDA  
 32 N. Washington, Ste. 14 1 S. HURON  
 Ypsilanti, MI 48197 YPSILANTI MI 48197  
 734.482.1410 734. 482. 9762

Name	EDWIN M. FINE & B. ROSE FINE
Mailing Address	3769 FIELDCREST LN., YPSILANTI, MI 48197
Phone Number	734.434.4555
E-Mail	bonrosefine@comcast.net
Business Name	
Project Address	27 CROSS ST., YPSILANTI, MI 48198
Property Owner Name	EDWIN M. FINE & B. ROSE FINE

Estimated Total Cost of Project: 1605.00

Project Description: \_\_\_\_\_

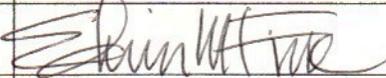
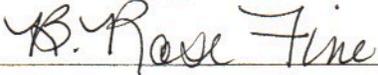
- PAINT 1<sup>ST</sup> LEVEL, STOREFRONT & APT. ENTRANCE  
USING EXISTING COLOR THEME
  - REPAIR & PREPARE BRICK WORK & TRIM, ALSO  
REGLAZE FRONT WINDOW
  - PRIME & PAINT BACK DECK SUPPORT POLES  
& STRINGERS
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

By submitting this application I (we) affirm that the information provided herein is true and accurate to the best of my (our) knowledge;

Acknowledge that I (we) have read and understood the terms and conditions of the YDDA Painting/Façade Grant Program;

Understand that if my (our) application is approved that I (we) will be required to sign a Painting/Façade Grant Agreement prior to commencement of work on the proposed project;

Allow any photos, renderings, or descriptions of the work to be performed on said project to be used the Ypsilanti DDA for promotional purposes.

Name	EDWIN M. FINE	B. ROSE FINE
Signature		
Date	10/17/13	10/17/13

Please attach the following items:

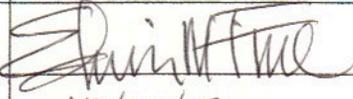
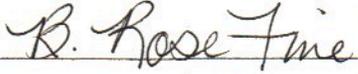
- A minimum of one estimate of project costs from a licensed contractor.
- Color photos of the existing facades.
- Sample materials (glass, cornice detail, trim, colors, etc.).
- Proposed project timeline.
- Letter of permission from the property owner if not the applicant.
- Proof that all applicable taxes are up to date on the property.

By submitting this application I (we) affirm that the information provided herein is true and accurate to the best of my (our) knowledge;

Acknowledge that I (we) have read and understood the terms and conditions of the YDDA Painting/Façade Grant Program;

Understand that if my (our) application is approved that I (we) will be required to sign a Painting/Façade Grant Agreement prior to commencement of work on the proposed project;

Allow any photos, renderings, or descriptions of the work to be performed on said project to be used the Ypsilanti DDA for promotional purposes.

Name	EDWIN M. FINE	B. ROSE FINE
Signature		
Date	10/17/13	10/17/13

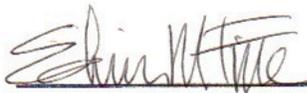
Please attach the following items:

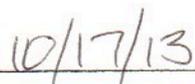
- A minimum of one estimate of project costs from a licensed contractor.
- Color photos of the existing facades.
- Sample materials (glass, cornice detail, trim, colors, etc.).
- Proposed project timeline.
- Letter of permission from the property owner if not the applicant.
- Proof that all applicable taxes are up to date on the property.

ATTACHMENT ONE; General Design Guidelines

1. Changes to the façade of the buildings will not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building.
2. Changes to the façade of buildings will either; 1) partially or fully restore to the appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data, or 2) represent a modern treatment which blends into and is compatible with the building, adjoining and nearby buildings.
3. In general, the Design Committee will encourage repair and preservation of existing features of facades, unless alterations to these facades have resulted in an incoherent, unattractive or inharmonious appearance. While encouraging correction of such alterations, the committee will advocate minimal alterations of harmonious features.
4. For facades which have previously been substantially altered and for which a modern treatment is chosen, such a treatment will conform with the features, materials, rhythms, color and general appearance of the building and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.
5. Paint colors will either be based on original colors obtained from paint samples on the buildings, or be compatible with adjoining buildings and colors of the district. Trim colors, which highlight building details, will be encouraged. Spectacular colors will be avoided.
6. The surface cleaning of the structures will be undertaken with the gentlest of means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.

I/We certify that I/We have read and understand the above design guidelines

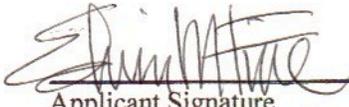
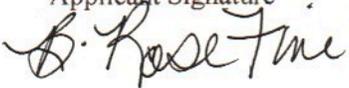
  
\_\_\_\_\_  
Applicant Signature  
B. Rose Fine

  
\_\_\_\_\_  
Date  
10/17/13

ATTACHMENT TWO; Cooperation Agreement

If the project for which this application is submitted is approved for funding by the Board of Directors of the YDDA, the applicant shall cooperate with the YDDA in furtherance of its fundamental goal of halting property deterioration, eliminating that deterioration, and promoting economic growth and vitality within the Downtown Development Area by:

- Participating in YDDA sponsored tours of Downtown
- Working with the YDDA on business development programs.
- Committing where possible to uniform store hours
- Participating in downtown promotion
- Design review for any changes to the façade
- Display signage provided by the YDDA acknowledging our financial during the façade renovation process.

  
\_\_\_\_\_  
Applicant Signature  


10/17/13  
Date  
10/17/13

---

**Fwd: Bid Specs**

---

**From :** Irish Bros <irishbrospainting@gmail.com>

Fri, Oct 18, 2013 06:48 AM

**Subject :** Fwd: Bid Specs

**To :** Bon Rose Fine <bonrosefine@comcast.net>

**BID FROM IRISH BROS, LLC PAINTING AND HOME SOLUTIONS**

**irishbrospainting@gmail.com**

**734-657-0001**

**LICENSED AND INSURED**

**License info: 2101205035**

**BID FOR 27 E. CROSS STREET, YPSILANTI, MI 48198**

**All surfaces prepped; two coats of paint.**

**Store Front Painting:**

**This includes the two doors on the front.**

**Approximately 5 Gallons of Paint = \$150**

**Labor = \$600**

**Store Front Painting Total = \$750**

**Store Front Repairs:**

**1 1x4 Board = \$10**

**Trim = \$20**

**Molding = \$30**

**Glue = \$5**

**Tuck Pointing Materials = \$20**

**Labor = \$450**

**Store Front Repairs Total = \$535**

**Window Glazing:**

**Glaze = \$20**

**Labor = \$120**

**Window Glazing Total = \$140**

**Back Pole and Stringer Painting:**

**Approximately 1 Gallon of Paint = \$30**

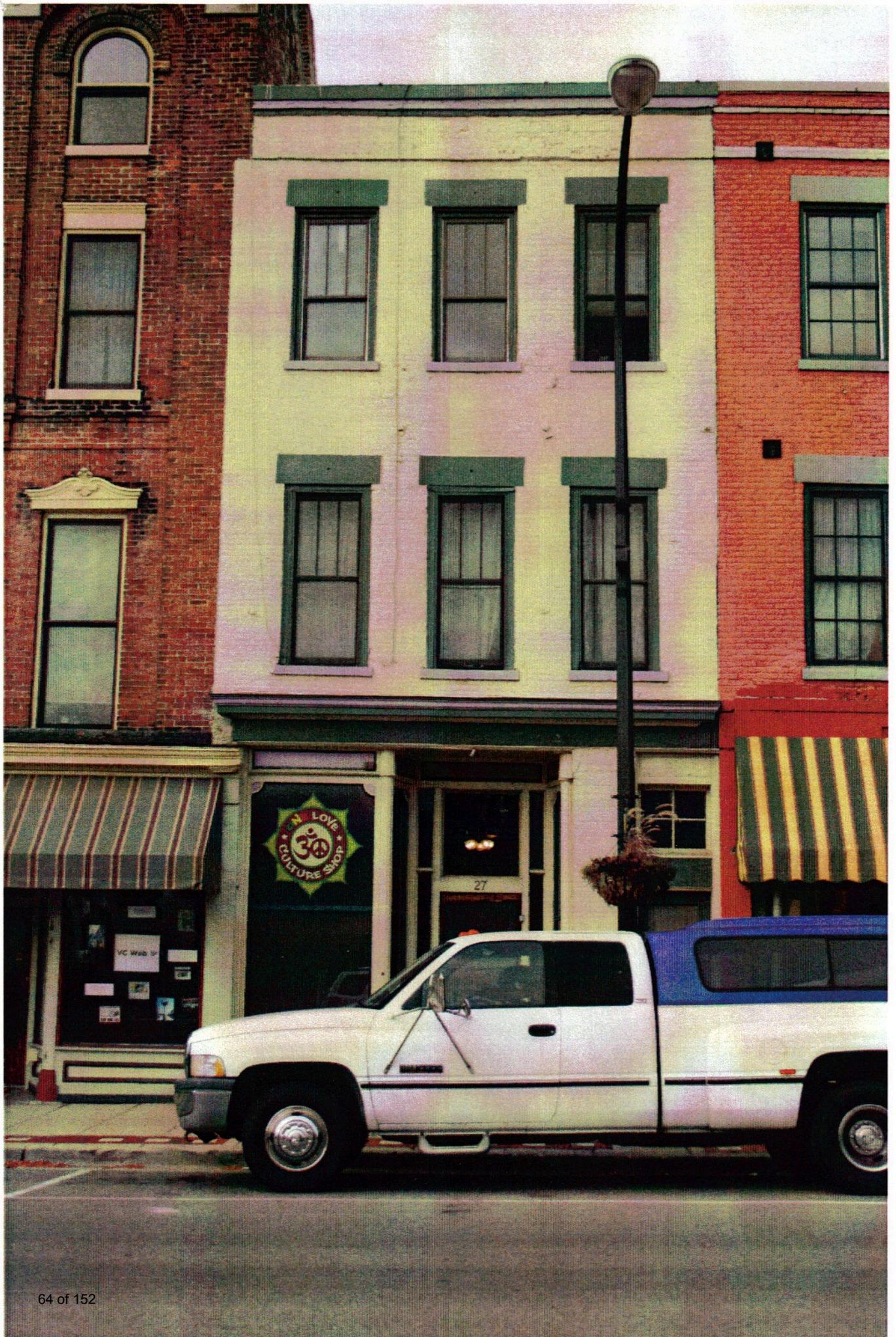
**Approximately 1 Gallon of Primer = \$30**

**Labor = \$120**

**Back Pole and Stringer Painting Total = \$180**

**Whole Project Total = \$1605**

**Mike Scott & Mike Loughray**  
**Irish Bros. LLC**





# Detailed Tax Information

Parcel: 11-11-04-463-006

### Property Address [collapse]

27 E CROSS ST  
YPSILANTI, MI 48198

### Owner Information [collapse]

BENITA-EDWING, ROSEN-FINE  
3769 FIELDCREST  
YPSILANTI, MI 48198

Unit: 11

### Taxpayer Information [collapse]

SEE OWNER INFORMATION

### Legal Information for 11-11-04-463-006 [collapse]

OLD SID 11-11-020-034-00 YPC 1E-16A LD COM AT PNT ON N/LN CROSS ST 152.5 FT W OF SE COR LOT 271 NORRIS&CROSS ADDITION, TH N 70 FT,TH W 18 FT,TH S 70 FT,TH E 18 FT TO POB.PT OF SE 1/4 SEC 4 T3S,R7E

Enter Future Interest Date:

10/18/2013



Re-Calculate

Use the +/- button to expand and collapse the Tax Detail Information.

Year / Season	Total Amt	Total Paid	Last Paid	Total Due
+ 2013, Summer	\$4,037.95	\$4,037.95	08/21/2013	\$0.00
+ 2012, Winter	\$56.98	\$56.98	12/03/2012	\$0.00
+ 2012, Summer	\$3,890.12	\$3,890.12	09/11/2012	\$0.00
+ 2011, Winter	\$136.89	\$136.89	12/31/2011	\$0.00
+ 2011, Summer	\$3,719.57	\$3,719.57	08/19/2011	\$0.00
+ 2010, Winter	\$53.66	\$53.66	12/10/2010	\$0.00
+ 2010, Summer	\$3,451.63	\$3,451.63	09/09/2010	\$0.00
+ 2009, Winter	\$53.68	\$53.68	12/18/2009	\$0.00
+ 2009, Summer	\$3,478.05	\$3,478.05	09/10/2009	\$0.00
+ 2008, Winter	\$49.69	\$49.69	12/12/2008	\$0.00
+ 2008, Summer	\$3,354.82	\$3,354.82	09/02/2008	\$0.00
+ 2007, Winter	\$47.53	\$47.53	12/07/2007	\$0.00
+ 2007, Summer	\$3,236.82	\$3,236.82	09/06/2007	\$0.00
+ 2006, Winter	\$107.47	\$107.47	12/19/2006	\$0.00
+ 2006, Summer	\$3,066.15	\$3,066.15	09/12/2006	\$0.00
+ 2005, Winter	\$156.57	\$156.57	12/31/2005	\$0.00
+ 2005, Summer	\$2,890.89	\$2,890.89	09/06/2005	\$0.00
+ 2004, Winter	\$284.33	\$284.33	12/31/2004	\$0.00
+ 2004, Summer	\$2,657.17	\$2,657.17	08/26/2004	\$0.00
+ 2003, Winter	\$241.58	\$241.58	12/22/2003	\$0.00
+ 2003, Summer	\$2,576.62	\$2,576.62	08/27/2003	\$0.00
+ 2002, Winter	\$240.01	\$240.01	01/03/2003	\$0.00

SHERWIN WILLIAMS  
AMERICA'S HERITAGE  
PAINT



BODY  
SW 2822



TRIM  
SW 2811



ACCENT

27 E. CROSS ST.

November 21, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT  
GRANT FOR 400 N. RIVER ST./THOMPSON BLOCK**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA's 2013-14 Fiscal Year Budget earmarked a total of \$40,000 to be made available for another round of the Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each for the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from the Thompson Block Partners for the demolition and removal of the existing storefronts and entrances, furnishing and installation of new wood, glass, and aluminum storefront and entries, restoration and replacement of historic windows, masonry restoration, recreation and reinstallation of the original cornice detail, and repairs to entry sidewalks and stairs at the above referenced address; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application is complete and the request would be an appropriate use of the grant program; and

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. the award of the grant is contingent on the applicant providing a detailed list of project financing as soon as it is available.
4. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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

NAYS:

ABSTAINED:

YES:      NO:      ABSENT:      VOTE:

---

## Ypsilanti Downtown Development Authority

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**To:** ER and Design Committee

**From:** YDDA Staff

**Subject:** Façade Grant Application 400 River St. (Thompson Block)

**Date:** May 15, 2013 (updated October 18, 2013)

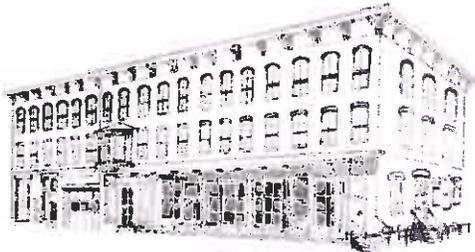
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The YDDA has received a grant application for 400 River St, The Thompson Block. The application was submitted by Stewart Beal. The application states that the total cost of the project is \$274,850.00. The estimated date of completion for all façade work is July 2, 2014.

The scope of the project in regards to the façade grant is as follows:

- Demolition and removal of the existing storefronts and entrances.
- Furnishing and installation of new wood / glass aluminum storefront system and entries, with all related structural work.
- Restoration / replacement as necessary of all existing historic windows.
- Masonry restoration, including tuck-pointing, cleaning and repair.
- Recreation and reinstallation of original cornice detail.
- Repairs to entry sidewalks, stairs and related areas in front of the façade.
- Supervision, permits, miscellaneous general condition and fees

The applicant has submitted all required documents aside from building samples. The applicant's taxes are current (as of 9/14/13). Pictures of the property have been provided as well as renderings of finished completed project. Mr. Beal has included an estimate for the project and a detailed summary of the project timeline. (see attached new timeline)



## *Thompson Block Partners*

April 24, 2013

City of Ypsilanti Downtown Development Authority  
32 North Washington St., Suite 14  
Ypsilanti, Michigan 48197

Re: Thompson Block  
Ypsilanti Façade Grant Program

Dear DDA Board Members,

We at Thompson Block Partners appreciate this opportunity to submit our application for a 2013 façade grant for the River Street façade of the Thompson Block Re-development Project at 400 North River Street.

We are in the process of assembling the revised development plan, and propose to launch the comprehensive re-development of the Thompson Block yet this year.

Because of the 2009 Fire however, our incremental costs of development have increased significantly over our original estimates; we now for example need all new windows when restoration of existing was originally contemplated. The grant requested here would assist, in a small way to bring those costs more in line with our expectations across the building re-development as originally proposed. This assistance will launch the project sooner than might otherwise be possible in the current financing climate.

Included with this letter are a proposal and budget for the façade work from JC Beal Construction Inc., and the additional support documents requested. Thompson Block Partners LLC anticipates obtaining a loan to fund the majority of this project, and that process is well underway. The design work for this project is completed, and the work could be expected to be completed within 120 days of funding

Please consider this proposal for participation in the local façade grant program. We would be pleased to answer any questions and follow up with additional information as required to support your overall application or to qualify our own. Thank you for your consideration.

Sincerely

Stewart W. Beal, Manager / Member  
Thompson Block Partners, LLC

**Ypsilanti Downtown Development Authority**  
**YDDA Painting/Façade Grant Application**

Ypsilanti DDA  
32 N. Washington, Ste. 14  
Ypsilanti, MI 48197  
734.482.1410

Name	Thompson Block Partners LLC
Mailing Address	221 Felch Street, Ann Arbor, MI 48103
Phone Number	734-662-6133
E-Mail	sbeal@gobeal.com
Business Name	Thompson Block Partners LLC
Project Address	400 North River
Property Owner Name	Thompson Block Partners LLC

Estimated Total Cost of Project: \$4,000,000.00

Project Description: The Thompson Block Redevelopment includes the comprehensive historic restoration and tenant build-out of the Thompson Block Building located at 400 North River Street in Ypsilanti. Façade improvements include masonry restoration, replacement windows and storefront, cornice work and repainting.

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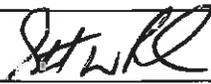
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By submitting this application I (we) affirm that the information provided herein is true and accurate to the best of my (our) knowledge;

Acknowledge that I (we) have read and understood the terms and conditions of the YDDA Painting/Façade Grant Program;

Understand that if my (our) application is approved that I (we) will be required to sign a Painting/Façade Grant Agreement prior to commencement of work on the proposed project;

Allow any photos, renderings, or descriptions of the work to be performed on said project to be used the Ypsilanti DDA for promotional purposes.

Name	Stewart W. Beal
Signature	
Date	4/17/13

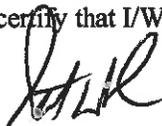
Please attach the following items:

- A minimum of one estimate of project costs from a licensed contractor.
- Color photos of the existing facades.
- Sample materials (glass, cornice detail, trim, colors, etc.).
- Proposed project timeline.
- Letter of permission from the property owner if not the applicant.
- Proof that all applicable taxes are up to date on the property.

ATTACHMENT ONE; General Design Guidelines

1. Changes to the façade of the buildings will not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building.
2. Changes to the façade of buildings will either; 1) partially or fully restore to the appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data, or 2) represent a modern treatment which blends into and is compatible with the building, adjoining and nearby buildings.
3. In general, the Design Committee will encourage repair and preservation of existing features of facades, unless alterations to these facades have resulted in an incoherent, unattractive or inharmonious appearance. While encouraging correction of such alterations, the committee will advocate minimal alterations of harmonious features.
4. For facades which have previously been substantially altered and for which a modern treatment is chosen, such a treatment will conform with the features, materials, rhythms, color and general appearance of the building and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.
5. Paint colors will either be based on original colors obtained from paint samples on the buildings, or be compatible with adjoining buildings and colors of the district. Trim colors, which highlight building details, will be encouraged. Spectacular colors will be avoided.
6. The surface cleaning of the structures will be undertaken with the gentlest of means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.

I/We certify that I/We have read and understand the above design guidelines

  
\_\_\_\_\_  
Applicant Signature

7/7/13  
\_\_\_\_\_  
Date

ATTACHMENT TWO; Cooperation Agreement

If the project for which this application is submitted is approved for funding by the Board of Directors of the YDDA, the applicant shall cooperate with the YDDA in furtherance of its fundamental goal of halting property deterioration, eliminating that deterioration, and promoting economic growth and vitality within the Downtown Development Area by:

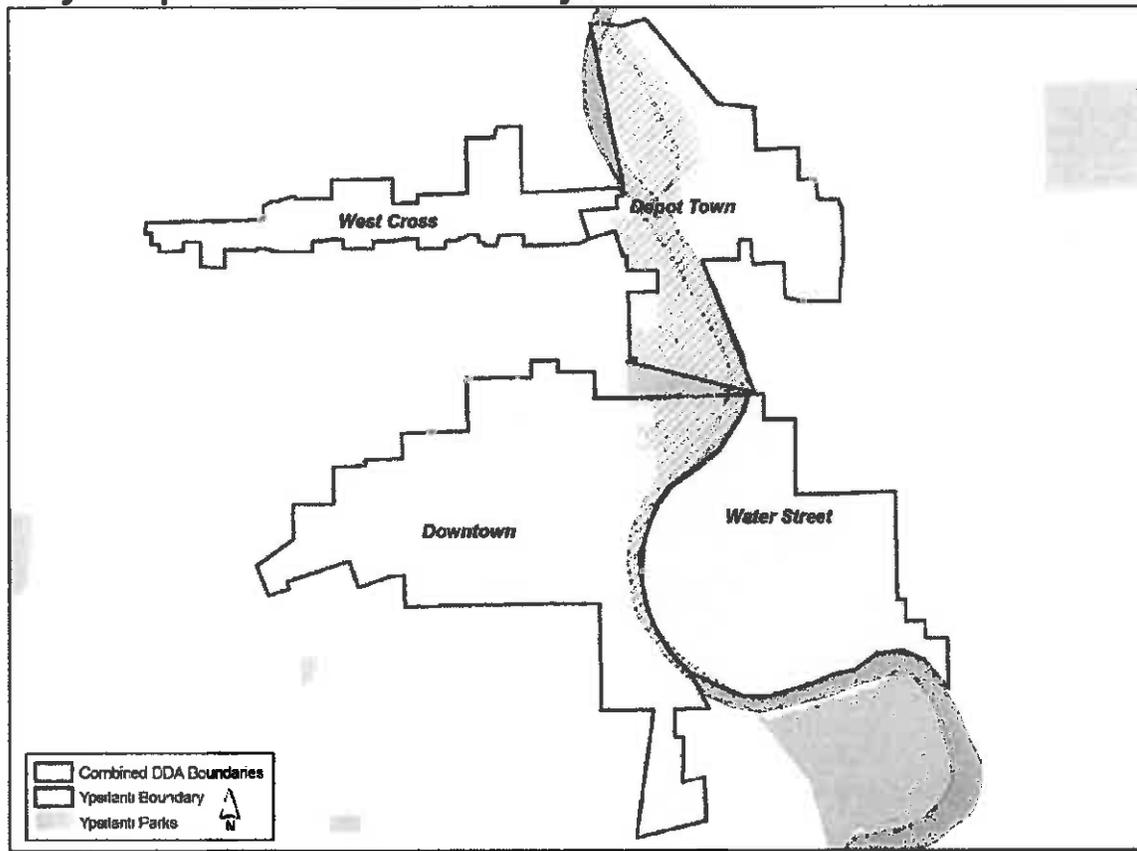
- Participating in YDDA sponsored tours of Downtown
- Working with the YDDA on business development programs.
- Committing where possible to uniform store hours
- Participating in downtown promotion
- Design review for any changes to the façade
- Display signage provided by the YDDA acknowledging our financial during the façade renovation process.

  
\_\_\_\_\_  
Applicant Signature

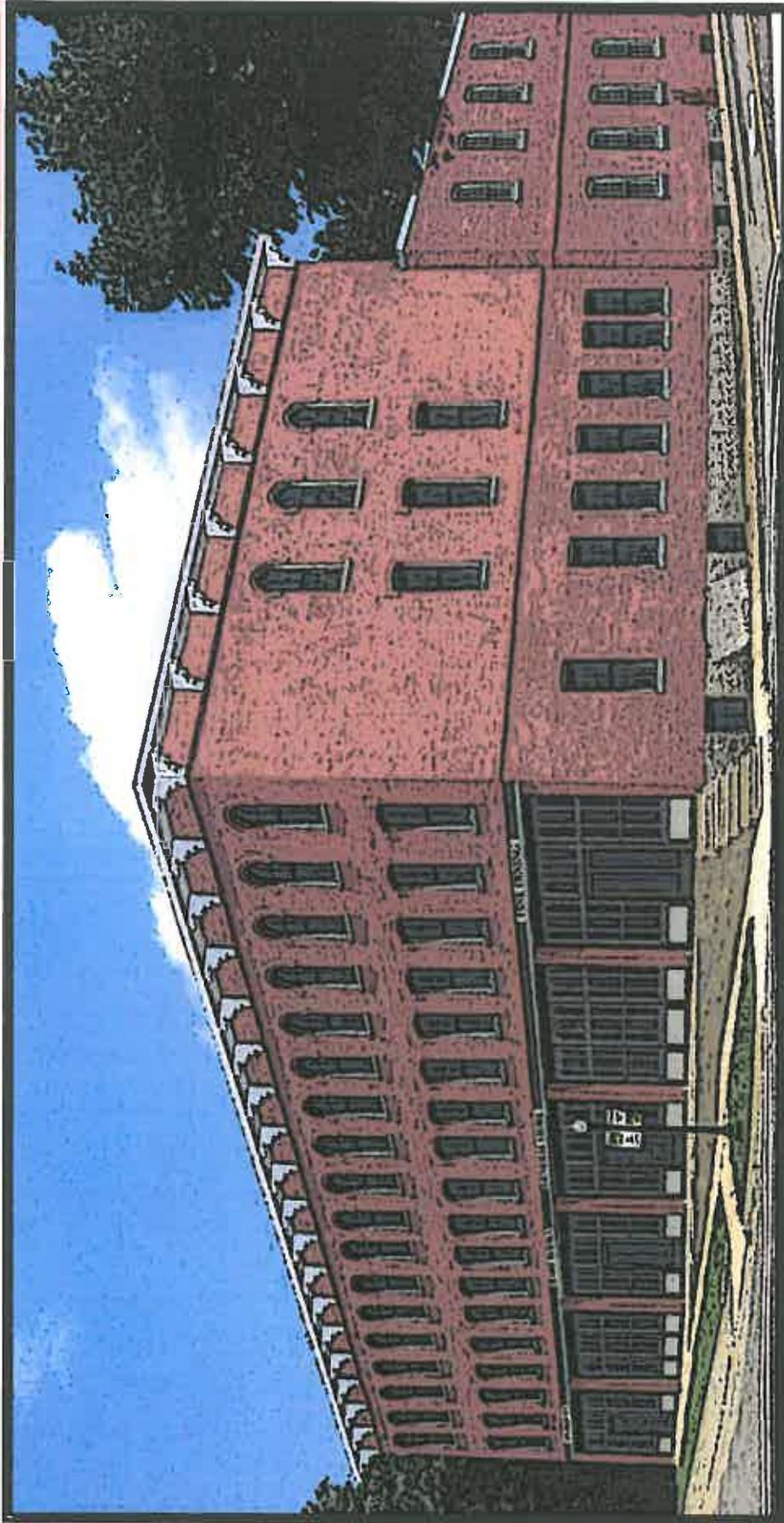
9/7/13  
\_\_\_\_\_  
Date

# City of Ypsilanti - DDA boundary

DRAFT



Source: Washtenaw County and City of Ypsilanti. Map produced by MSU Extension July 2009.



# the Thompson Block

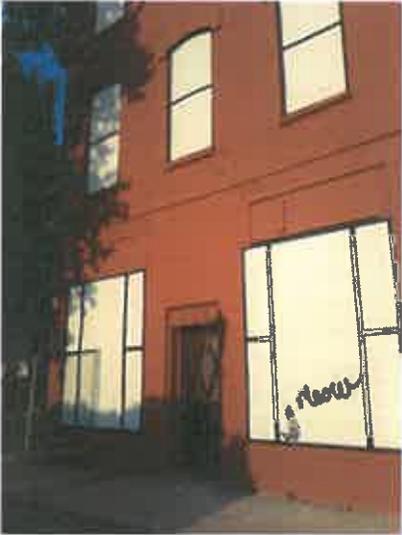
Historic Renovation

Depot Town

Ypsilanti, Michigan



Thompson Block  
Today





221 Felch Street, Ann Arbor, MI 48103  
(734) 662-6133 (734) 662-5869 fax

277 Gratiot, Suite 500, Detroit, MI 48226  
(313) 963-8951 (313) 963-3144

Precisely as intended.

fjbeal@jcbeal.com

*An equal opportunity employer*

April 22, 2013

Mr. Stewart Beal  
Thompson Block Partners LLC  
221 Felch Street, Suite 6  
Ann Arbor, Michigan 48103

Re: Façade Restoration; 400 North River Street

Dear Mr. Beal,

We remain eager to assist you in your application to the Ypsilanti Façade Grant Program for a grant to support improvements to the River Street façade of your 400 North River (Thompson Block) redevelopment. We offer the following proposal based on the fully developed plans and specification of March 2008 and revised post fire in 2010 by John Biggar of JC Beal / studiozONE llc.

Our proposed scope of work for the project is as follows; note again that all work applies ONLY to the front face of the Thompson Block complex, otherwise referred to as 400 North River Street. Ypsilanti.

- o Demolition and removal of the existing storefront and entrances
- o Furnishing and installation new wood / glass aluminum storefront system and entries, with all related structural work.
- o Restoration / replacement as necessary of all existing historic windows
- o Masonry restoration , including tuck-pointing, cleaning, and repair
- o Re-creation and re-installation of an original cornice detail
- o Repairs to entry sidewalks, stairs, and related areas in front of the facade
- o Supervision, permits, miscellaneous general conditions and fee

Note that all work is to be performed in accordance with the Secretary of State's standards for Historic Preservation, and with appropriate permits issued by the City of Ypsilanti. A reduced illustration of the finished façade is attached.

We at JC Beal Construction Inc. propose to complete the scope of work as outlined above, on a monthly percentage completion / net 30 basis, and to complete all work within 120 days of award for the total sum of .....\$ 274,850.00

We at J.C. Beal thank you again for the opportunity to submit this proposal. Please call with any questions regarding the scope or cost of this work. We look forward to working with you, and we thank you for your consideration.

Sincerely

A handwritten signature in black ink, appearing to read 'Fred J. Beal', written in a cursive style.

Fred J. Beal, President  
J.C. Beal Construction, Inc.



Precisely as intended.

221 Felch Street  
Ann Arbor, Michigan 48103  
734-662-6133 / 734-662-5869

277 Gratiuot, Suite 500  
Detroit, Michigan 48226  
313-963-8951 / 313-963-3144

Estimator: Fred J. Beal  
February 16, 2010  
Revised April 22, 2013

# The Thompson Building Re-development

400-408 North River Street  
Ypsilanti, Michigan 48198

## A Project of Thompson Block Partners LLC

### 400-408 Building Front Façade Renovation Only

Based on John Biggar / studiozONE LLC drawings of March 2008 and 2010 Post Fire Updates

Work Category	Unit	# Units	Unit Pricing	Total Labor	Material	Sub Pricing	Total Price
<b>Division I General Conditions</b>							
Supervision				0			0
Project Manager	mo	2	2500	5000	500		5500
Superintendent	mo	2	10750	21500	500		22000
Project Engineer	mo	2	500	1000	214		1214
Cleanup				0			0
Progress	trip	3	175	525	175		700
Final	hours	16	45	720	180		900
Dumpsters	each	2	375	0	750		750
Temporary Facilities				0			0
Sidewalk / Street barricades/permits	allow			0		1500	1500
Project temporary utilities	mo	2	250	500	125	192	817
Temp. storefront, other protection	hrs	16	50	800	200		1000
Testing and Layout	allow			0		500	500
				0			0
<b>Division II Demolition &amp; Sitework</b>							
Site Concrete along front & side façade				0			0
Retaining wall footings	lf	40	40	1600	w/labor		1600
Retaining wall	lf	40	125	5000	w/labor		5000
Demolition				0			0
Selective demolition				0			0
Tear out temp storefront	sf	1280	1.5	1920	300		2220
Debris removal & dumpsters	cf	1280	1	1280	375		1655
				0			0
<b>Division III Building Concrete Work</b>							
Foundations				0			0
New footings at storefront posts	lf	40	45	1800	w/labor		1800
				0			0
<b>Division IV Masonry Work</b>							
Masonry restoration (facades only; add to work already completed)				0			0
General tuckpointing and cleaning	sf	1200	4.5	0		5400	5400
Infill openings, repair at windows	each	4	350	0		1400	1400
Additional repairs at corners	each	2	3500	0		7000	7000
Shoring for storefront repair	each	4	200	800	200		1000

					0			0
<b>Division V Steelwork</b>					0			0
Structural Steel					0			0
New posts at storefront	each	12	500	6000	6000	500		12500
Stroefront opening beams	each	2	250	500	2000			2500
					0			0
<b>Division VI Wood &amp; Plastic</b>					0			0
Rough carpentry					0			0
Facade construction					0			0
Scaffold erection ( w/picks )	box	56	120	6720	1280	500		8500
Frame in storefront	lf	120	25	3000	800			3800
Cornice framing	lf	120	20	2400	400			2800
Cornice sheathing	sf	240	1	240	100			340
Finish Carpentry					0			0
Window casings	each	40	75	3000	3000			6000
Facade construction					0			0
Trim out storefront	lf	120	50	6000	2000			8000
Install panels below glass	each	16	150	2400	2500			4900
Cornice brackets	each	40	125	5000	4000			9000
Cornice cove/misc molding(5 part)	lf	120	15	1800	5000			6800
					0			0
<b>Division VII Thermal / Moisture</b>					0			0
Roofing					0			0
Wall flashings & copings at facades	lf	120	10	1200	w/labor			1200
Caulking and sealants					0			0
Door frames	ea	2	30	60	60			120
					0			0
<b>Division VIII Doors and Windows</b>					0			0
Storefront wood entry doors	each	2	150	300	1000			1300
Hardware					0			0
special hardware: exits, etc	set	8	250	2000	2000			4000
Glass & glazing					0			0
Storefront glazing	sf	1440	19.5	0	w/labor	28080		28080
Windows					0			0
Window Replacement	each	40	250	10000	60000			70000
					0			0
<b>Division IX Finishes</b>					0			0
Paint Systems					0			0
exterior paint	sf	5000	0.65	3250				3250
					0			0
					0			0
<b>Division XVI Electrical Work</b>					0			0
Electrical					0			0
Exterior lighting	Allow				0	5000		5000
<b>Project Subtotal</b>								<b>\$240,046</b>
JC Beal CM Fee	7.50%							19,129
Project specific insurance cost	0.28%							672
Building & misc permits	1.25%							3,001
Contingency	5.00%							12,002
<b>Totals</b>								<b>\$274,850</b>





**CATHERINE MCCLARY, CPFO**

**WASHTENAW COUNTY TREASURER**  
200 N MAIN ST, SUITE 200  
PO BOX 8645  
ANN ARBOR, MI 48107-8645

PHONE: 734-222-6600  
FAX: 734-222-6632  
EMAIL: TAXES@EWASHTENAW.ORG  
WEBSITE: TREASURER.EWASHTENAW.ORG

**RECEIPT FOR PROPERTY TAXES PAID**

**RECEIPT NO:** 000208912D TOWNSHIP OR MUNICIPALITY: City of Ypsilanti  
**DATE POSTED:** 04/11/2013 **PARCEL:** 11-11-04-495-023  
**PROPERTY ADDRESS:** 400 N RIVER ST

**PAYMENT TYPE/CHECK NO:** 7620

**TAX YEAR: 2012 Final Payment**

	PREV. AMT DUE	PAYMENT
BASE TAX	5,085.87	5,085.87
INTEREST	101.72	101.72
ADMIN FEE	203.43	203.43
PA123 FEES	0.00	0.00
<b>TOTAL</b>	<b>5,391.02</b>	<b>5,391.02</b>

**CASHIER:** trepv3

**PROPERTY DESCRIPTION:**

OWNER REQUEST YPC 21E-2A LOTS 422, 423,424 & 425 M. MORRIS' ADDITION. SPLIT ON 11/20/2007 FROM 11-11-04-495-013, 11-11-04-495-014;

HISTORIC EQUITIES FUND, LLC  
221 FELCH, STE 6  
ANN ARBOR MI 48103

**Please keep  
this receipt  
for your tax  
records.**



**CATHERINE MCCLARY, CPFO**

**WASHTENAW COUNTY TREASURER**  
200 N MAIN ST, SUITE 200  
PO BOX 8645  
ANN ARBOR, MI 48107-8645

PHONE: 734-222-6600  
FAX: 734-222-6632  
EMAIL: TAXES@EWASHTENAW.ORG  
WEBSITE: TREASURER.EWASHTENAW.ORG

---

**RECEIPT FOR PROPERTY TAXES PAID**

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**RECEIPT NO:** 000208913D **TOWNSHIP OR MUNICIPALITY:** City of Ypsilanti  
**DATE POSTED:** 04/11/2013 **PARCEL:** 11-88-04-495-023  
**PROPERTY ADDRESS:** 400 N RIVER ST

**PAYMENT TYPE/CHECK NO:** 7619

**TAX YEAR: 2012 Final Payment**

	PREV. AMT DUE	PAYMENT
BASE TAX	6,007.67	6,007.67
INTEREST	120.15	120.15
ADMIN FEE	240.31	240.31
PA123 FEES	0.00	0.00
<b>TOTAL</b>	<b>6,368.13</b>	<b>6,368.13</b>

---

**CASHIER:** trepv3

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**PROPERTY DESCRIPTION:**

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HISTORIC EQUITIES FUND

221 FELCH, STE 6  
ANN ARBOR

MI 48103

**Please keep  
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November 21, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA BUILDING  
REHABILITATION GRANT FOR 400 N. RIVER ST./THOMPSON BLOCK**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, a guiding principle of the Ypsilanti Downtown Development Authority (YDDA) is to strengthen the community's existing economic assets while expanding and diversifying its economic base and creating a welcoming business environment; and

WHEREAS, the Washtenaw County Eastern Leaders Group (ELG) has continued a partnership with the YDDA by providing \$15,000 for the YDDA's Building Rehabilitation Grant Program for the 2013-14 fiscal year; and

WHEREAS, the YDDA has allocated a matching \$15,000 for the Building Rehabilitation and Façade Grant Program in the FY 2013-14 budget; and

WHEREAS, the YDDA has received a grant request from the Thompson Block Partners for the extensive rehabilitation of the above referenced address that would include: core, shell, and infrastructure improvements, apartment build-out of the buildings 2<sup>nd</sup> and 3<sup>rd</sup> floors, and renovation of the 1<sup>st</sup> floor into a "white box" level ready commercial spaces; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application is complete and the request would be an appropriate use of the grant program; and

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

1. YDDA Board approves the award of a building rehabilitation grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$15,000 and be specifically earmarked for the construction of an addition to the property that will house an elevator and stairwell.
3. the award of the grant is contingent on the applicant providing a detailed list of project financing as soon as it is available.

4. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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:

NAYS:

Abstained:

YES:            NO:            ABSENT:            VOTE:

---

## Ypsilanti Downtown Development Authority

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**To:** ER and Design Committee

**From:** YDDA Staff

**Subject:** Building Rehabilitation Application for 400 River St, Thompson Block

**Date:** May 15, 2013 (updated October 18, 2013)

---

YDDA has received an application from Stewart Beal and Thompson Block LLC regarding the property on 400 River St. The application states that it will begin construction January 15, 2014 and the expected final completion date is December 2, 2014. The total project cost is \$3,875,00.00.

The project scope listed on the application is as follows:

- Core, shell, and infrastructure improvement, with a specific emphasis on returning the facades on River and Cross St to their historic appearance.
- Apartment build-out on the building's 2<sup>nd</sup> and 3<sup>rd</sup> floors.
- Renovation of the 1<sup>st</sup> floor to a "white box" level ready for build-out by others.
- All site improvements shown and/ or anticipated, including the construction of a parking lot on the adjacent E. Cross St site.
- Supervision, permits, miscellaneous general and fees.

### Application Summary:

- The Application provides vast information about the applicant, including past projects, description of the company, and information regarding the individuals associated with the project.
- Project information and Description are included.
- Mortgage information is not present in the application. Applicant states that this will be provided prior to project start.
- Building information and signed application form are present.
- Other required documentation is lacking:
  - Proof of liability insurance will be provided at project start.
  - Copies of lease agreements are currently underway on a confidential basis. Lease and/or LOI's provided upon request.
  - Two contractor quotes for total façade project. JC Beal is acting as construction manager and has solicited multiple trade bids to ensure fair pricing.
- Attachments two and three have been signed.
- Attachment four:
  - Projected real property taxes; applicant states that OPRA is in place so no estimates are provided.
  - Personal property taxes will be dependent on tenant mix.
  - The application states that 50-75 temporary construction jobs will be created.

- The application states that this project will produce 50 permit jobs.
- Attachment five is signed.
- Building rehabilitation agreement has been signed.



## *Thompson Block Partners*

May 13, 2013

City of Ypsilanti Downtown Development Authority  
32 North Washington St., Suite 14  
Ypsilanti, Michigan 48197

Re: Ypsilanti DDA  
Building Rehabilitation Program  
The Thompson Block, 400 North River Street

Dear DDA Board Members,

We at Thompson Block Partners appreciate this opportunity to submit our application for a 2013 Building Rehabilitation Grant for the proposed re-development of the Thompson Block at 400 North River Street.

We are in the process of assembling the revised development plan, and propose to launch the comprehensive re-development of the Thompson Block yet this year.

Because of the 2009 Fire however, our incremental costs of development have increased significantly over our original estimates; we now for example need all new windows when restoration of existing was originally contemplated. The grant requested here would assist, in a small way to bring those costs more in line with our expectations across the building re-development as originally proposed. This assistance will launch the project sooner than might otherwise be possible in the current financing climate.

Included with this letter are a proposal and budget for the re-development work from JC Beal Construction Inc., and the additional support documents requested. Thompson Block Partners obtaining a loan to fund the majority of this project, a process now underway. The design work for this project is completed, and the work could be expected to proceed within 120 days of funding.

Please consider this proposal for participation in the local Building Rehabilitation Program. We would be pleased to answer any questions and follow up with additional information as required to support your overall application or to qualify our own. Thank you for your consideration.

Sincerely

Stewart W. Beal, Manager / Member  
Thompson Block Partners, LLC

## YPSILANTI DDA BUILDING REHABILITATION PROGRAM

### Application Checklist

Please provide information for the following items. Refer to Application Packet for description of requested materials.

1. Applicant Information	<u>X</u>
2. Project Information	<u>X</u>
3. Project Description	<u>X</u>
4. Mortgage Information	<u>*</u>
5. Building Information	<u>X</u>
6. Signed Application Form	<u>X</u>
7. Signed Mortgage Note	<u>*</u>
8. Other Required Documentation	
A. Property deed with legal description	<u>X</u>
B. Proof that all property taxes are paid and current	<u>X</u>
C. Proof of property and liability insurance	<u>*</u>
D. Copies of any leases associated with property	<u>**</u>
E. Two contractor quotes for total façade project	<u>***</u>
F. Photographs of proposed project site	<u>X</u>
9. Attachment Two	<u>X</u>
10. Attachment Three	<u>X</u>
11. Attachment Four	<u>X</u>
12. Attachment Five	<u>X</u>
13. Building Rehabilitation Agreement	<u>X</u>

\* to be provided prior to construction start

\*\* lease negotiations for the commercial spaces are currently under way on a confidential basis. Leases and/or LOI's to be provided on request.

\*\*\* JC Beal Construction is acting as the Construction Manager for this project and has solicited multiple trade bids in each category to ensure fair pricing.

**Thompson Block Partners, LLC**  
A Michigan Limited Liability Company  
221 Felch Street, Suite 6 Ann Arbor, Michigan 48103  
(734) 662-6133 sbeal@gobeal.com

## **EXECUTIVE SUMMARY**

### **DESCRIPTION OF THE COMPANY**

Thompson Block Partners, LLC (the "Company") is a Michigan limited liability company formed December 2012. The company was formed for the express purpose of raising equity and debt to redevelop the Thompson Block at 400 N. River, Ypsilanti and neighboring property.

The Company plans to achieve its objective of higher than average rates of return through a combination of; increases in property value, rental income, the use of historic and/or other tax credits, including strategies to "sell" credits to third parties, and other tax, property management, and marketing strategies that enhance long term investor income and property value. The Company's affiliation with Amherst Fund, LLC, JC Beal Construction Inc., and Beal Properties LLC provide it with special expertise in these areas that has the potential to both enhance value and reduce the risk normally associated with re-development projects.

In the opinion of management, the Company will also function in a socially responsible manner, through its focus on the re-development of historic and traditionally undervalued properties. The Company plans to profitably serve its investors while at the same time improving the often underserved downtowns and neighborhoods in which it invests. This reinvestment in existing neighborhoods will contribute to a reduction in sprawl, and the reuse of existing structures reduces the consumption of valuable resources.

The Company will, to obtain the best overall returns available, be investing currently undervalued properties, which as referenced above may include foreclosure property, buildings in poor condition, or simply properties where the Company has the appropriate expertise to realize property values that the current owner may be incapable of achieving.

The investment contemplated here is however likely to be long term, in the order of five (5) years or longer, with a greater emphasis on long term, rather than short term investor returns. Because the properties will require comprehensive re-development to achieve the desired results, there will be minimal immediate income. The use of certain incentive financing mechanisms, such as historic and/or other tax credit contemplated here will require the Company to hold the property for a specific length of time, in this case not less than the five (5) year "burn-off" period for historic tax credits.

The fund intends to be able to generate an income for its investors each year after project completion, while at the same time substantially enhancing property value and therefore total investor return over the longer term. We currently project the Internal Rate of Return (IRR) returns for the Thompson Block Redevelopment Project based on the additional investment contemplated herein to be in the range of 20%. Financial projections that support same will be provided upon request.

## **Management**

Pursuant to the terms of the Operating Agreement (See Attachment "Operating Agreement"), the Company will be managed by Amherst Fund, LLC and Beal Properties, LLC (the "Managers").

**Amherst Fund LLC** is a privately held investment company based in Ann Arbor, Michigan that specializes in private equity and community investment. Founded in 1998, Amherst Fund has invested in schools and hospitals in communities across the United States. Along with our community focus, we also partner with private companies through equity and debt investments. Seed and venture capital for small companies as well as joint ventures with other funds have included industries such as; assisted living, electronic component manufacturing, robotic navigation, real estate, natural gas wells, landfill gas reclamation, banking, education, software, medical devices and life sciences venture funds. From municipal bonds to high risk start-ups, Amherst Fund has a broad range of investment participation.

**Beal Properties LLC** was formed in 2002 by Fred J. Beal, the President of JC Beal Construction Inc. and Stewart W. Beal, President of Beal Properties LLC, for the purpose of purchasing and redeveloping historic and significantly undervalued real estate in southeastern Michigan. The company currently owns and/or manages 68 properties in Michigan and Ohio encompassing 400+ apartments and more than 100,000sf of commercial space.

### **Fred J. Beal**

Fred J. Beal has been involved in the construction business for 30 years, working first as a tradesman with JC Beal Construction Inc. and other local firms, and then in positions of increasing authority with JC Beal Construction Inc. until advancing to President in 1987. Mr. Beal has expanded the firm from a strictly local business with \$2 million in sales in 1986 to a full service general contracting / construction management / design-build firm performing a broad spectrum of commercial and institutional construction for clients across the region from full service offices in Detroit and Ann Arbor, and project offices in Toledo and Atlanta, with an average sales volume of \$25 million.

Under Mr. Beal's direction, the firm has developed a regionally recognized expertise in "downtown construction", including renovation / restoration, new infill construction and tenant build-out projects, and provides extensive pre-development support for its clients, culminating in the completion in November 2012 of the thirty three million dollar renovation and redevelopment of the 34 story Broderick Tower in downtown Detroit.

Among the firm's recent new construction projects, all downtown infills, are the five story Collegian on Maynard and four story Fifth Avenue Building at Fifth and Washington in Ann Arbor. Local examples of historic restorations include the Broderick Tower mentioned above and 1015 Spruce Lofts in Detroit, the 100 West Washington block and 301 North Main in Ann Arbor, and a group of similar projects on South Main in downtown Royal Oak. Other renovations of note include a major overhaul of the former 500 room Ramada Inn and Conference Center in Atlanta into the 333 room Atlanta Airport North Holiday Inn and Suites, and the renovation of 84,000sf of former bank office space into a high tech office environment for Google Inc. completed in 2008.

Mr. Beal has served multiple roles with the Washtenaw Contractors Association including a five year term as President and by that group was recognized with the prestigious VanderHyden Award. He is active with various historic preservation organizations, receiving special recognition from the Michigan Historic Preservation Network as their 2004 Citizen of the Year.

Mr. Beal served on the City of Ann Arbor Downtown Residential Taskforce and authored, with Douglas Kelbaugh and Sandra Arlinghaus, an article in "Solstice" regarding the 3D imaging used in support of

the Task force's work. He has served as chair of the City of Ann Arbor Downtown Development Authority (DDA) Board and the DDA Capital Improvements Committee, and on the Board of the City's Economic Development Authority.

Mr. Beal has directed and/or participated in a number of real estate development projects, beginning with the purchase and re-development of 221 Felch Street in Ann Arbor in late 1992, followed by a string of other projects throughout southeastern Michigan. Recent projects have focused on the re-development of historic and traditionally undervalued properties in Ypsilanti and Detroit utilizing a variety of fairly unique strategies to rapidly enhance property value, with his most recent accomplishment the redevelopment of the 34 story Broderick Tower in downtown Detroit referenced above.

Mr. Beal holds Bachelor of Science and Masters of Science Degrees from Michigan State University, and regularly participates in continuing education activities through the Construction Association of Michigan, Falls Management Institute, and Urban Land Institute.

### **Stewart W. Beal**

Stewart W. Beal is an aggressive serial entrepreneur who brings extensive management, marketing, and leadership abilities to any project. Mr. Beal has been actively involved in real estate, construction, acquisition, development, and management since 1997. Mr. Beal founded Beal Properties, LLC in 2002, Beal Incorporated in 2006, LaborNOW Inc. in 2010, Vigilant Inc. Merithall.com in 2011, CityFARM in 2012, and Beal Construction Services, Inc. in 2013. Beal Properties has purchased 70 properties in the past 8 years in Ypsilanti, Ann Arbor, Toledo, and downtown Detroit. In 2012 Beal Inc. his construction contracting company saw annual revenue in excess of over \$7Million. Under Mr. Beal's leadership Beal Properties and Beal Incorporated have won numerous awards at local, state, and national levels culminating with Inc. Magazine naming Beal Incorporated the 191<sup>st</sup> fastest growing privately owned business in America in 2010.

Mr. Beal's past management experience also includes serving as Vice-President (and founder) of Burns Lawn Care and Landscaping Inc. and managing member of both Go Downtown! LLC and Historic Equities Fund I, LLC, both real estate holding companies established to develop luxury lofts in historic buildings. Mr. Beal has degree in Business Management from Eastern Michigan University and has served on the boards of Ypsilanti's Chamber of Commerce and Ypsilanti's Downtown Development Authority.

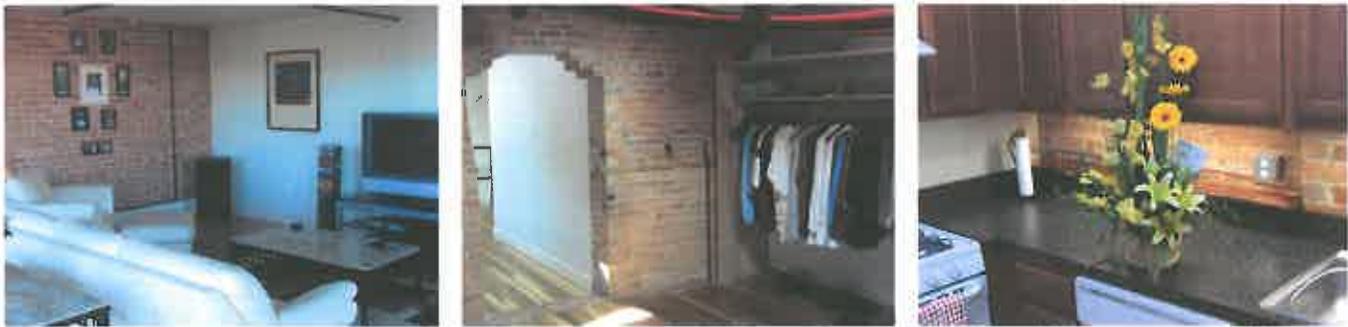
In 2007, Crain's Detroit Business included Stewart Beal in their "20 in their 20's" feature, an annual article about rising entrepreneurs in Southeastern, Michigan. In 2010 the United States Small Business Administration named Stewart Beal their "Michigan Young Entrepreneur of the Year" and their "Midwest Young Entrepreneur of the Year." Also in 2010 the Ypsilanti Jaycees named Stewart Beal their "2010 Michigan Rising Star" and both Beal Inc. and Beal Properties were honored with Washtenaw County Fast Track awards, with Stewart Beal being the first entrepreneur in the awards history to be President of two companies on the same list.

### **Manager's Development Experience**

#### **The West Michigan Avenue Loft Apartments, Ypsilanti**

This project combines 5 historic buildings in downtown Ypsilanti to house 20 loft apartments on floors 2-3 and a variety of retail/restaurant tenants below. The project is complete and all of the apartments are occupied. The





project was developed by Beal Properties LLC, Maurer Management and Properties, and JC Beal Construction Inc. in a unique project in which the 5 buildings will share common elements to reduce the cost of development, even though they will continue under separate ownerships.

The project utilized a combination of historic tax credits, property rehabilitation tax district tax abatements, developer equity, and bank loans to construct a financing package with very low investment risk.

#### The Riley Court Apartments, Ypsilanti

This 30 unit apartment complex was purchased by Beal Properties LLC in the summer of 2004. Immediately after purchasing the property, Beal Properties LLC contracted with JC Beal Construction Inc. to make \$100,000 of improvements to the exterior as well as miscellaneous improvements to each apartment. The project was refinanced after just 5 months of ownership allowing the developers to take out all of their original investment. Now fully occupied with qualified tenants, the building will be held for the long term. JC Beal Construction Inc. is currently assisting Beal Properties LLC in an evaluation of whether 30 additional apartments can be developed on the 5 acre site.

#### The Kingsley Building, Ann Arbor



This beautiful 3000 square foot stand alone office building, located at 214 West Kingsley in Ann Arbor was constructed in 1999 - 2000 after negotiating the combined regulatory maze of the City of Ann Arbor, the Washtenaw County Drain Commission, and the Michigan DEQ to allow its construction tucked into the edge of the Allen Creek floodway near downtown Ann Arbor. Fred J. Beal is the sole owner of this building, and led the development through design, approval, construction and lease up.

### 115 West Liberty Lofts, Ann Arbor



The former Riders Hobby Shop building, located at 115 West Liberty in Ann Arbor was redeveloped in 2000 creating a modern retail environment to house Tabor Hill Winery on the first floor, and business / residential lofts on the two floors above. This historic tax credit project was developed by a group that included Fred J. Beal and JC Beal Construction Inc. in conjunction with Peter Allen of Peter Allen & Associates, and David Kwan of Kwan Moore Commercial. The project was re-financed in 2004 to allow the developers to withdraw their original cash investment, and provides a steady flow of both cash returns and historic tax credits that continue to offset other income, and sold at a substantial profit in 2011.

### The 221 Felch Street Trade Building, Ann Arbor

This 28,000 square foot complex of buildings located at 221 Felch Street on the northwest side of downtown Ann Arbor was constructed haphazardly through the middle of this century. Purchased in very poor condition in late 1992 by Fred J. Beal and George Beal under the structure of 221 Ventures Inc., the complex has undergone a continuing series of improvements to enhance its street presence and upgrade the office and shop space to serve a large group of primarily artist and trade firm tenants. The property was appraised and refinanced in mid 2012 at \$2.1 million, approximately 5 times its 1992 value.

### 150 South Fifth Avenue, Ann Arbor



This project blends the historic Weinmann Building at the corner of Fifth and Washington in downtown Ann Arbor with a new office building attached to the north and facing Fifth Avenue, to house the Blue Nile Restaurant, three high end residential condominiums and class A office space, all constructed by JC Beal

Construction Inc. The project, developed originally with Spoon Equities, was taken over in late 2004 in its entirety by 221 Ventures Inc. and Fred J. Beal and George Beal. Historic tax credits generated by the renovation portion of this project were sold to recoup a portion of the acquisition costs, and the project is in the process of being sold.

## **Ownership Interest of Managers and Management Fees**

Manager will not charge a management fee for its activities in identifying and qualifying real estate investments for the Company prior to contract to acquire of such real estate by the Company, and for providing general management of the Company's affairs. Manager's compensation will come in the form of a 10% Membership Interest in the Company, received for establishing the Company and providing services to it as referenced below. The Company will bear the cost of due diligence and legal expenses prior to purchase, and all cost of purchase, redevelopment, management, and sale of the property. In that connection, the Manager intends to hire JC Beal Construction Inc. to provide preconstruction and construction services, architecture, and certain consulting services for the redevelopment of purchased properties. Fred J. Beal is President of JC Beal Construction Inc. The Company also intends to hire Beal Properties LLC to provide long term property management services for purchased properties. Both Fred J. Beal and Stewart W. Beal hold management positions with Beal Properties LLC. All fees charged by JC Beal Construction Inc. and Beal Properties LLC, to provide necessary services to the Company, will be at or below market rates.

## **Investment Objectives and Criteria**

Managers will redevelop the Thompson Block and adjacent properties which it believes can be materially enhanced by the redevelopment process and competent long term management. Manager reserves the right acquire other neighboring or nearby property that it thinks can successfully add value to the overall project. The company intends to invest 95% of the fund in the next 12 months, with 5% held in reserves.

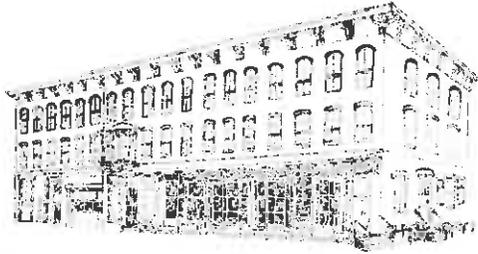
The success of any particular project undertaken by the Company depends upon the Manager's analysis of the undeveloped property for investment purposes. There can be no assurance, however, that the Manager's assumptions and analysis of any potential investment will prove to be accurate over time and lead to positive financial results.

## **Historic Tax Credits**

It is the intention of the Company to take advantage of the Federal Historic Preservation Tax Credit and Michigan Historic Preservation Tax Credit, where possible. The Company may employ strategies to "sell" the tax credits to third parties or may assign the credits to members. Generally speaking, to qualify for the federal tax credits, property must be listed in the National Register of Historic Places either individually or as part of a registered historic district. Projects qualifying for the state tax credit must be certified by the State Historic Preservation Office while federal tax credits must be certified by the State Historic Preservation Office and the National Park Service. To obtain the credit, a "certified rehabilitation" approved by the National Park Service is required. A certified rehabilitation is one consistent with the character of the property and the district where it is located.

The Federal Historic Preservation Tax Credit is a 20% federal income tax credit while the Michigan Historic Preservation Tax Credit is a state income tax credit of up to 25%. To obtain the state tax credit, a property owner must first apply for the Federal Historic Preservation Tax Credit. If approved for the federal tax credit, a project would be eligible only for an additional 5% state tax credit.

**Thompson Bloock Partners LLC**



## *Thompson Block Partners*

# **The Thompson Block Redevelopment Project Description and Building History and Significance**

The Ypsilanti Historic District contains the historic core of Ypsilanti, one of Michigan's oldest towns, including the historic downtown, with buildings dating back at least to the early 1850's; a second old commercial/industrial area "Depot Town" dating from the 1840's and 50's; and the city's oldest residential neighborhoods on either bank of the Huron River. Numerous buildings both in the downtown and in the Depot Town area survive from the pre-Civil War heyday of development of these two separate commercial/industrial areas, the one focusing on the town's main through highway, the other on water power sites and a railroad line and depot.

The homes of very many of the town founders who were instrumental in promoting the city's commercial and industrial growth during the nineteenth century also remain standing within the district. The district contains most of Ypsilanti's oldest homes, commercial, industrial, and civic buildings, and churches. The age, quality, and diversity of this architecture is almost unique in Michigan for a town of Ypsilanti's size.

Downtown Ypsilanti began in 1825 with a store opened by Jonathon G. Morton and Erastus Belden at the northwest corner of Huron and Pearl Streets. Ypsilanti's position straddling the Chicago road, one of the main primary routes for "landlookers" and settlers heading west into the newly-opened- for- settlement southern part of Michigan, caused the town to flourish.

Hotels were built along the road in what is now the downtown area to accommodate the throng of travelers. The most important was the Hawkins House at the northwest corner of Michigan and Washington which by 1848 under the ownership of Abiel Hawkins had grown to take up the entire site now occupied by the Union Block.

The first bridge across the Huron River was built in 1827. By 1830 several flour mills and a saw and woolcarding mill had been built. In 1831 the Detroit and St. Joseph Railroad Company was chartered to build a line across the territory from Detroit through Ypsilanti to Lake Michigan. The booming Ypsilanti settlement obtained its own village government in 1832.

The Ypsilanti Historic District is notable as well in architectural terms in the southern Michigan context for the age, diversity, and quality of its buildings. The district contains numerous houses dating from the 1830s and 1840s and one of Michigan's largest collections of commercial blocks dating from the 1850s and even the 1840s. Its residential, commercial, industrial, religious, and public buildings represent a very broad range of building types and forms and architectural styles characteristic of southern Michigan from the 1830s to the 1930s and include many individual buildings and groups of buildings that are notable in a statewide context.

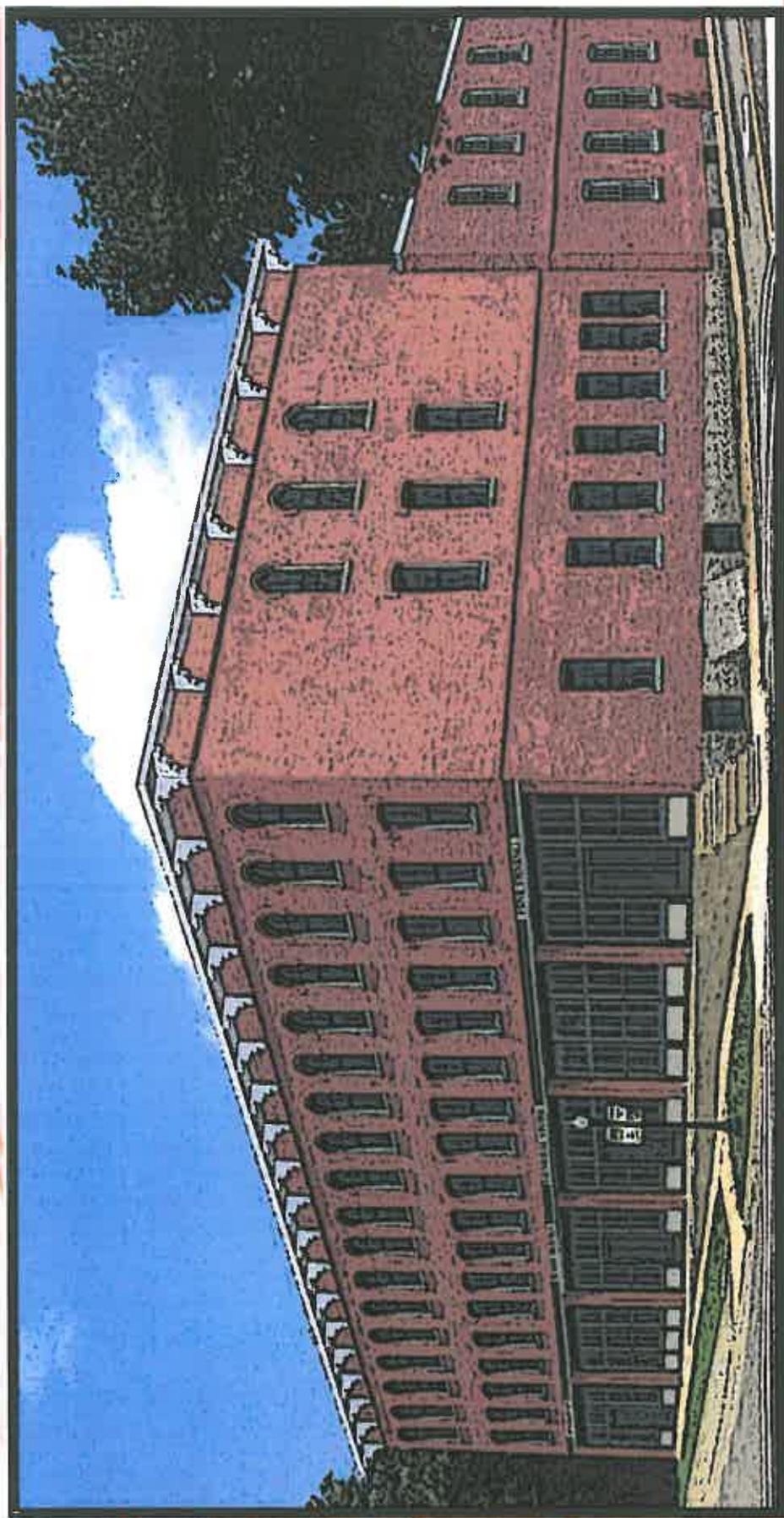
The number of surveying historic commercial buildings in the downtown and Depot Town dating from the 1850s and in some cases, perhaps, the 1840s probably exceeds that in nearly any other Michigan town. Those of Ypsilanti's early commercial buildings that have not been hidden beneath modern metal skins – such as the plain Greek Revival-inspired buildings at 27 and 29 East Cross, the Italianate Follett House at 17-25 East Cross, the Thompson Block on North River, and the Gothic- influenced buildings at 40-44 and 52 East Cross – or that have been resurrected – the Gothic building at 118 West Michigan – illustrate the design quality characteristic of that period that is today generally seen only in old photographs.

The historic Thompson Block is a 150-year old building, located in a prominent local historic district; Depot Town. The Thompson Block was built with the bricks and stones of the Great Western Hotel, another historic building for the area. This structure has played host to the 14th and 27th infantry during the civil war, it was rumored to have been a stop on the Underground Railroad with a direct link to the Michigan Central Railroad across the street.

In its long and robust lifetime the building has been a paint store, a bicycle shop, a fire department, and one of the first Dodge dealerships in the area. Complicating its re-development was a fire in 2009 that gutted much of the building's interior, and requiring a herculean effort to stabilize, and more recently improve the façade. With a history as significant and colorful as the Thompson Block's has been it is imperative that it is re-developed before any further decay occurs.

Housing 16 luxury lofts and approximately 10,000sf of new retail and / or restaurant venues, this \$4 Million redevelopment will bring employees to new businesses, and visitors by the hundreds to Depot Town, and help support new and existing restaurant and retail establishments.

The Thompson Block renovation project as contemplated will dramatically improve a highly visible stretch of River Street and the most visible corner in Depot Town further encouraging development in the area. Further, the permanent investment made here will help raise the value of this and the surrounding buildings to several times their current value, all of which will benefit the surrounding community considerably.

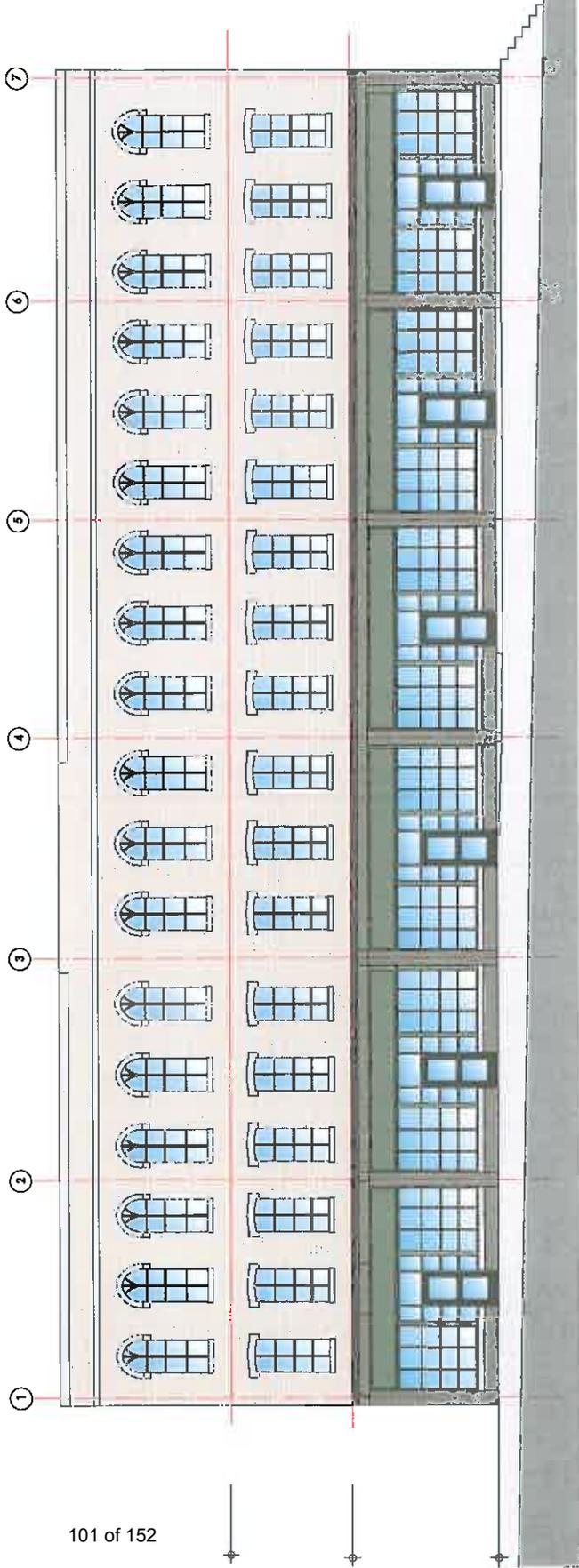


# the Thompson Block

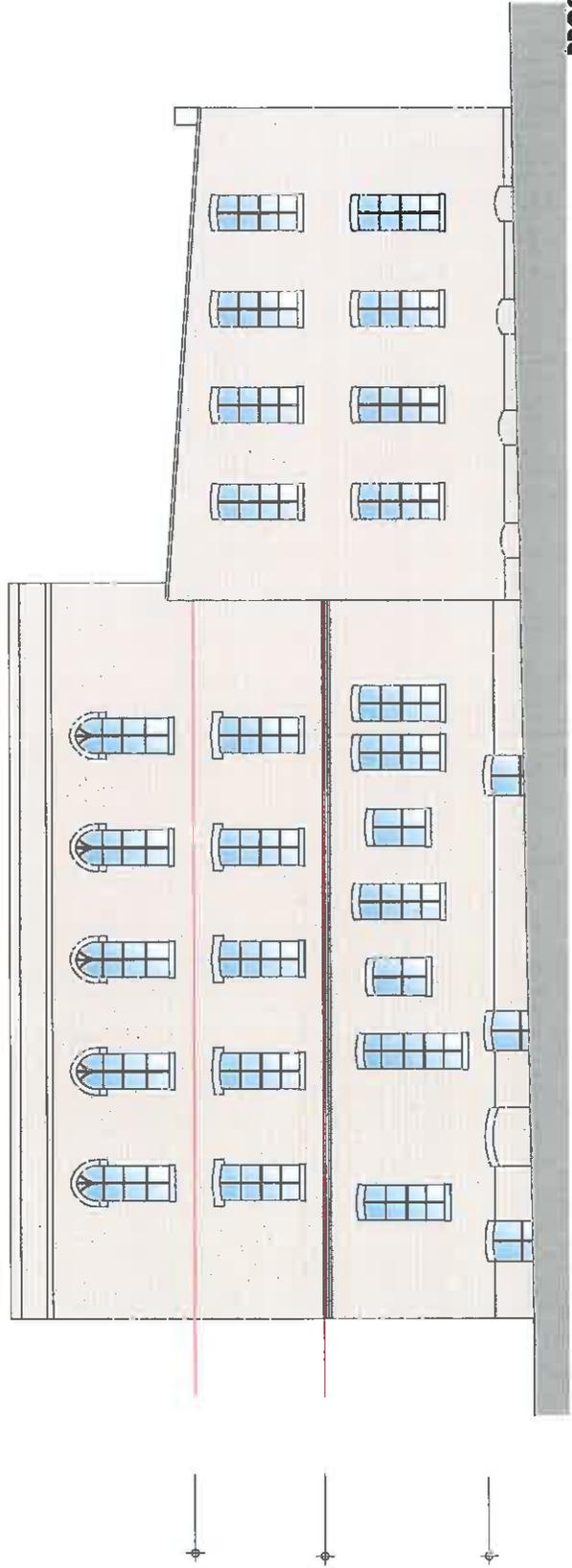
Historic Renovation

Depot Town

Ypsilanti, Michigan



B | PROPOSED ELEVATION (WEST)  
SCALE: 1/4" = 1'-0"



A | PROPOSED ELEVATION (SOUTH)  
SCALE: 1/4" = 1'-0"

18-Broad Street, Newark  
12-Broad Street, Newark  
100-1000  
1000-1000

**Thompson Block**

Design Team  
J. Beck, M. Hughes

consultative architect  
JCBed Construction, Inc.



Prepared by: JCBed

CONSTRUCTION DOCUMENTS

Project Number: 01/05 Date: 06/01/24

Sheet Title

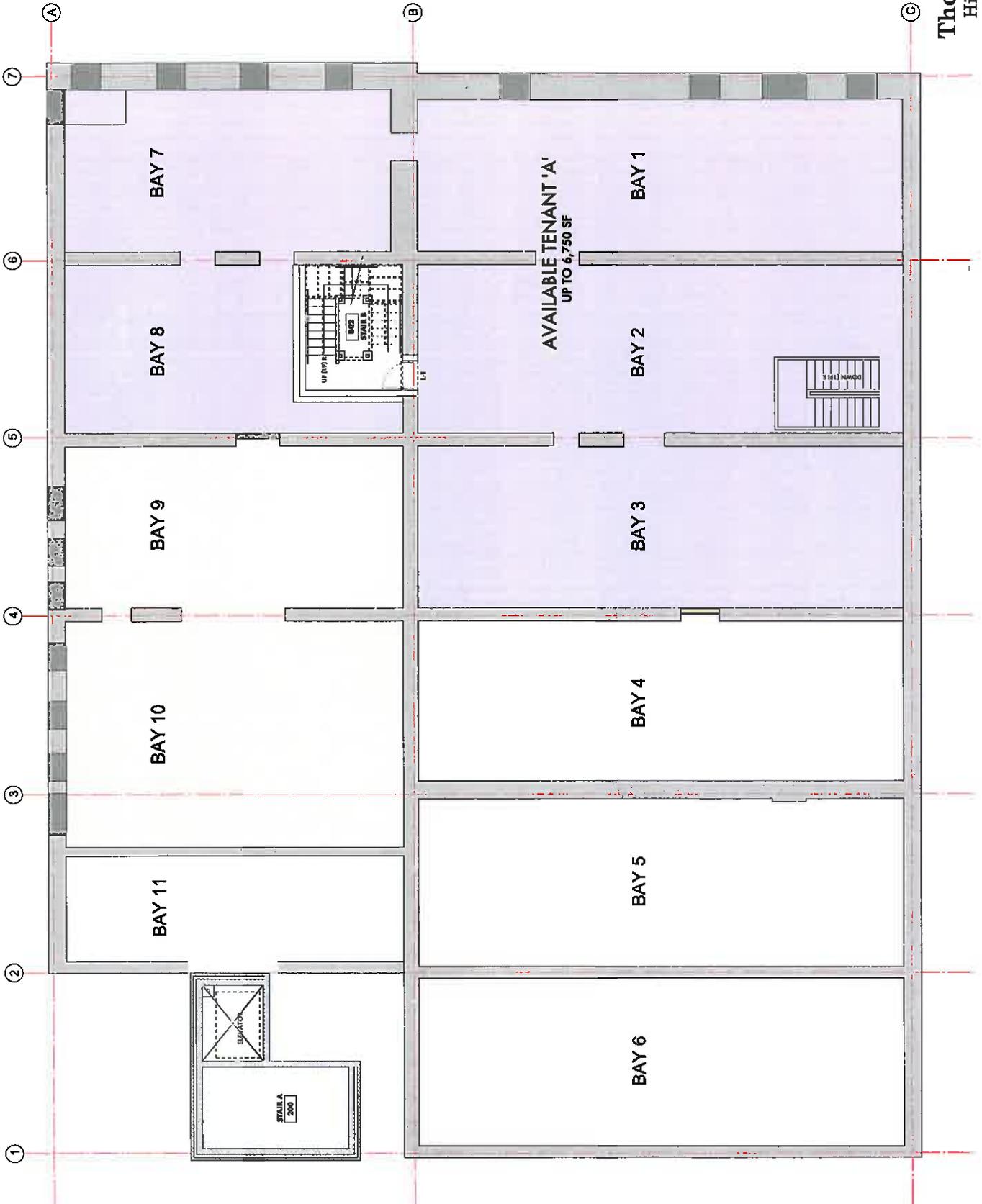
PROPOSED  
EXTERIOR  
ELEVATIONS

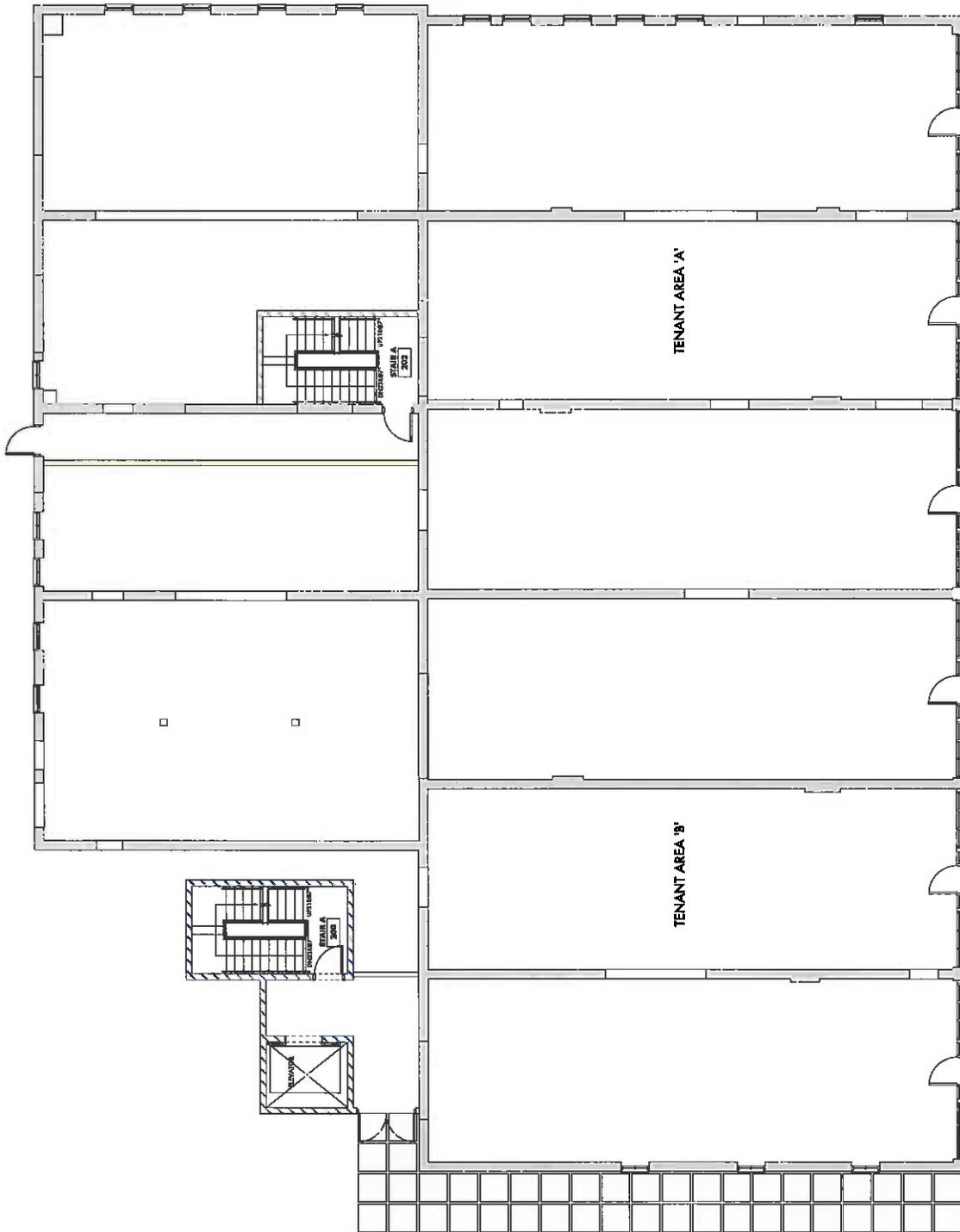
Sheet Number

**A5.10**

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**PROGRESS SET  
NOT FOR CONSTRUCTION**





1 FIRST FLOOR PLAN  
 SCALE: 1/4" = 1'-0"

14 E. 100th Ave. 4th Floor  
 13,000,000 Square Feet  
 100th Ave. Station

**Thompson Block**

Project Name  
 100th Ave. Station

Construction Manager  
 Clark Construction, Inc.

**JCB**  
 Project Architect

Project Number: 00103    1.4.2016.05

Project Name  
**1ST FLOOR PLAN -  
 SCHEME A**

Sheet Number  
**A3.01**

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141 West 20th Street, New York, NY 10011  
 7th Floor, Office Building  
 12 West 17th Street, New York, NY 10011  
 12th Floor, Office Building

**Thompson Block**

Design Team  
 Architect: [unreadable]  
 Structural: [unreadable]

Construction Manager:  
 JCBed Construction, Inc.

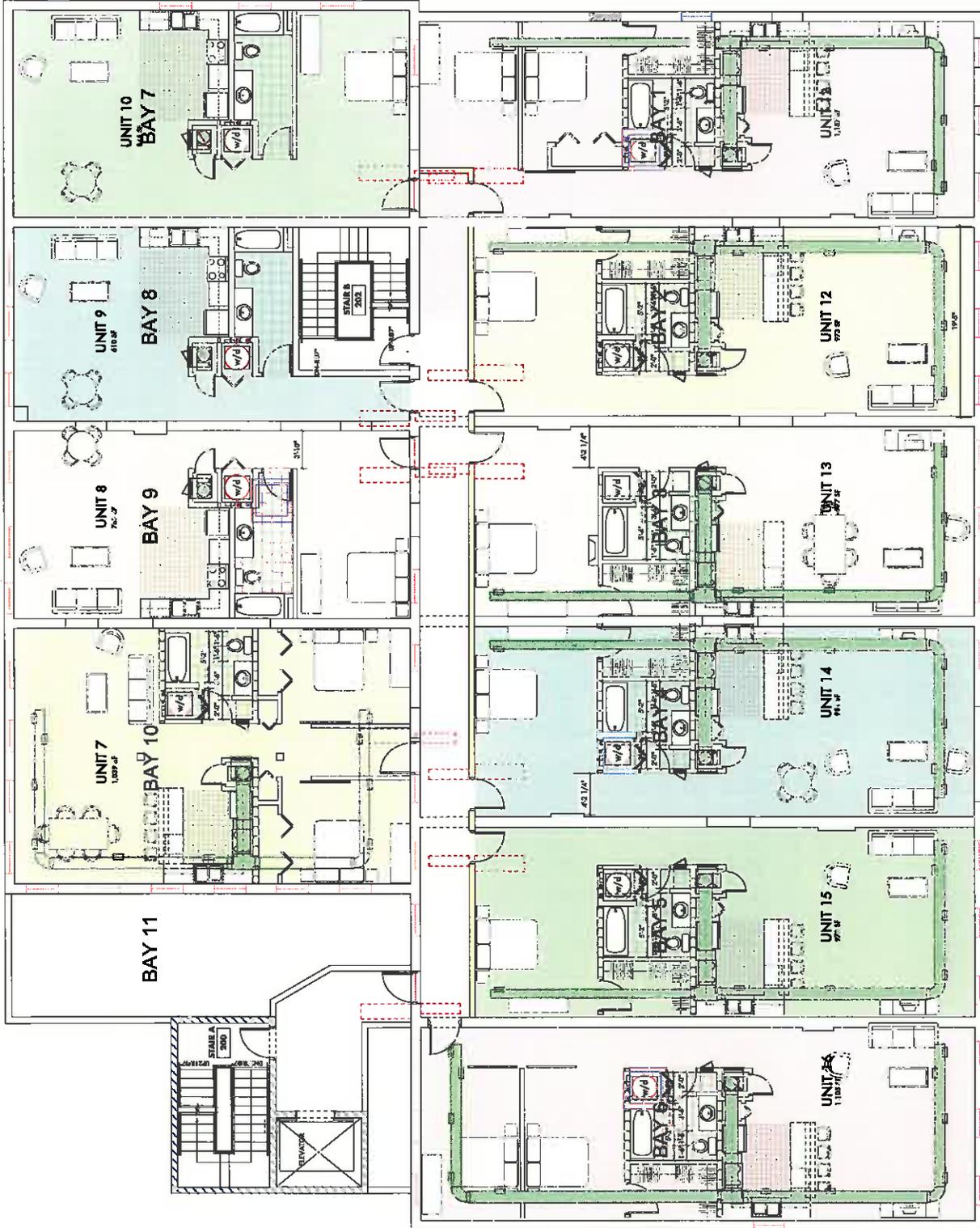
**JCBed**  
 CONSTRUCTION DOCUMENTS  
 Precise as intended.

Project Number: 00106 Date: 10/20/16

Sheet Title:  
**2ND FLOOR PLAN - SCHEMED**

3rd Edition  
**A3.12 (D)**

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**PROGRESS SET  
 NOT FOR CONSTRUCTION**

SECOND FLOOR PLAN



**YPSILANTI DDA  
BUILDING REHABILITATION PROGRAM**

**Application Form**

**1. Applicant Information**

NAME: Thompson Block Partners LLC

BUSINESS ADDRESS: 221 Felch street, Ann Arbor, MI 48103

HOME ADDRESS: 113 Buffalo, Ypsilanti, MI 48197

BUSINESS PHONE: 734-662-6133 HOME PHONE: 734-320-6376

FAX: 734-662-5869 EMAIL: sbeal@gobeal.com

**2. Project Information**

BUILDING LOCATION: 400 North River Street, Ypsilanti, MI 48108

BUSINESS (ES) LOCATED IN BUILDING: Building now vacant

See .5 below for projected uses

BUILDING AGE: 165 yrs.

BUILDING ZONED AS: B3 BUILDING SEV: \$152,900.00

OWNER OF RECORD: Thompson Block Partners LLC

IF LEASED: Lease Expires \_\_\_\_\_ Renewal Term \_\_\_\_\_

**3. Project Description**

Describe in detail the proposed scope of work including design firm selected if applicable. In describing project, be sure to differentiate between interior renovations vs. exterior façade improvements to be undertaken. Use separate sheet(s) if necessary.

Architect of Record: JC Beal Construction, Inc.

The Thompson Block Redevelopment includes the comprehensive historic restoration and tenant build-out of the Thompson Block Building located at 400 North River

Street in Ypsilanti. Facade Improvements include masonry restoration, replacement windows and storefront, cornice work and repainting.

See drawings for more information

**Anticipated Construction**

Start Date: 9/15/2013 Completion Date: 3/15/2013 Total Project Cost \$4,000,000.00

4. **Mortgage Information**

See attached drawings for more information

Is there a current Mortgage on the property: YES \_\_\_\_\_ NO X \_\_\_\_\_

If YES, Holder of Mortgage

\_\_\_\_\_

Date of Mortgage: \_\_\_\_\_

Original Amount: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Are there any other loans, liens, deed restrictions on the property?

YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, please list: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. **Building Information**

Will project result in a change of use for the building? YES X NO \_\_\_\_\_

Uses of the building after completion of the Rehabilitation project:

1<sup>st</sup> Floor: Restaurant and Retail Uses

\_\_\_\_\_

2<sup>nd</sup> Floor: Residential - Loft Apartments

\_\_\_\_\_

3<sup>rd</sup> Floor: Residential - Loft Apartments

\_\_\_\_\_

Other:

\_\_\_\_\_

6. **Other Required Documentation**

- a. Property deed with legal description of property
- b. Proof that all property taxes are paid and current
- c. Proof of property and liability insurance
- d. Signed mortgage note
- e. Copies of any leases associated with property
- f. Project budget
- g. Two (2)-contractor quotes/construction bids for total project
- h. Photographs of proposed project site

I / We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the YDDA Building Rehabilitation Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed to be repaid in full to the YDDA.

The applicant further certifies that he/she has read and understands the YDDA Building Improvement Program Guidelines. If a determination is made by YDDA staff that program funds have not been used for eligible program activities, the Applicant agrees that the proceeds shall be returned, in full, to the YDDA and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right, or claim. It is understood that all YDDA funding commitments are contingent upon the availability of program funds.

The applicant understands that Construction must commence within 90 days of approval for funding, verified by a YDDA award letter, and be completed within 120 days after construction start date, as verified by the YDDA. Requests for time extensions must be submitted in writing and will only be approved upon the express written consent of the YDDA.

Signed this 7<sup>th</sup> day of April, 20 13

By: \_\_\_\_\_

Stewart Beal, Manager  
Thompson Block Partners LLC



OFFICIAL SEAL

08/04/06

L-4574 P-201

Washtenaw Co., MI  
Lawrence Kestenbaum  
Clerk Register

Page: 1 of 7



ACS-5746658-05-2006-7  
Lawrence Kestenbaum, Washtenaw

03:58 P  
08/04/06

L-4574 P-201

STATE OF Michigan  
Washtenaw Co  
08/04/2006  
9829



REAL ESTATE TRANSFER TAX  
\$381.15-C  
-S  
# 97153

381.15  
32.15  
⑦

**SHERIFF'S DEED ON JUDICIAL FORECLOSURE SALE**

THIS INDENTURE, made May 11, 2006, between Jimmy F. Moore, Deputy Sheriff for the County of Washtenaw, 2201 Hogback Road, Ann Arbor, Michigan 48104, Grantor, and Stewart W. Beal, Successor Receiver and Assignee of Robert C. Barnes, of 221 Felch Street, Ann Arbor, Michigan 48103, Grantee.

WHEREAS, Default has made in the conditions of Judgment of Foreclosure of Lien dated February 4, 2005 in Washtenaw County Circuit Court, Case No. 03-1380 CH, Robert C. Barnes, Plaintiff v. David Kircher, Defendant, and

WHEREAS, pursuant to said Judgment notice was duly published and posted as required by law, providing that the premises would be sold on Thursday, May 11, 2006 at 10:00 a.m. in the main lobby of the Washtenaw County Court House Building, 101 E. Huron, Ann Arbor, Michigan and

WHEREAS, pursuant to said notice I did on Thursday, May 11, 2006 at 10:00 a.m. expose for sale the land hereafter described, and on said sale did sell the land to Stewart W. Beal, for the sum of \$346,186.39, that being the highest bid therefore, which land is situated in the City of Ypsilanti, County of Washtenaw, State of Michigan described as,

408 N. River: Commencing of the East line of River Street 25 feet south of the line between Lots 425 and 426 of Norris' Addition and at the center of the brick wall between the fifth and sixth stores (numbering from the South) in what is known as Norris Block, running thence South on the East line of River Street 20 and 36/100 feet to the center of the brick wall between the fourth and fifth stores in same block; thence East through the center of the last mentioned wall 100 feet to the West line of an alley in rear of said Lots 425 and 426; thence North along the West line of said alley 20 and 36/100 feet; thence West through the center of first mentioned wall 100 feet to beginning. Intending to convey the fifth store in said block and the ground of same width in rear and also the North 24 feet of Lot 425 in Norris' Addition to the Village (now City) of Ypsilanti,

file ✓

Exhibit 2

⑦



ACS-5740650-DS-2006-7  
Lawrence Keisterbaum, Washtenaw

03:58 P  
08/04/06

L-4574 P-201

and bounded as follows: North by land now or formerly owned by Henry Densmore, East by and alley, South by a line running East and West from River Street to the aforesaid alley through the center of the brick wall, connecting the building sold with the one adjoining on the South, and West by River Street. Intending hereby to convey the following described property: Commencing at a point on the East line of River Street, 82.49 feet North of the North line of Cross Street, said point being on the centerline of the party wall between the fourth and fifth stores, so called; thence Easterly through the center of said party wall 57.92 feet to the center of a North and South brick wall; thence Northerly along the center line of said brick wall 6.54 feet to the center of an East and West brick wall; thence Easterly 12.36 feet along the center of said brick wall to the West line of a one rod alley, said point being 87.45 feet North of the North line of Cross Street; thence Northerly along the West line of said alley 40.55 feet to a point 128.00 feet North of the North line of Cross Street, said point being the Northeast corner of Lot 425 of Norris' Addition; thence Westerly parallel with the North line of Cross Street and along the North line of said Lot 425, 100.30 feet to the East line of River Street; hence Southerly along the East line of River Street, 46.51 feet to the Place of Beginning, said parcel being Lot 425 and the Northerly part of Lot 424 of Norris' Addition, Ypsilanti, Michigan.

400 N. River: Commencing at the Southwest corner of Lot 422 and running thence North along the West line of Lots 422, 423 and 424, 81 and 88/100 feet to the center of a brick wall between the fourth and fifth stores as now located; thence running East through the center of said brick wall, 100 feet to an alley; thence running South along the West line of said alley, 81 and 88/100 feet to the North line of East Cross Street; thence running West along the South line of said Lot 422, 100 feet to the Place of Beginning, and being Lot 422, 423 and part of Lot 424, according to the recorded plat of Norris' Addition to the Village (now City) of Ypsilanti, in the County of Washtenaw and State of Michigan.

Commonly known as 400-408 N. River

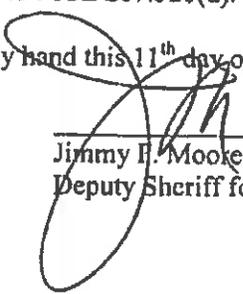
Tax Parcel Numbers 11-11-04-495-014 and 11-11-04-495-013

I as Deputy Sheriff, pursuant to the Statue in such case and in consideration of the sum of money so paid, have granted, conveyed, bargained and sold, and by this Deed do grant, convey, bargain and sell to Stewart W. Beal, Successor Receiver and Assignee of Robert C. Barnes, the land and tenements as described, with the appurtenances and all the estate, right, title and interest which the said David Kircher had in the land and every part thereof on December 6, 1979 or at any time thereafter, TO HAVE AND TO HOLD the said land and tenements and every part thereof forever as fully and absolutely as I, the Deputy Sheriff, under my authority, might, could or ought to sell the same.

Attached hereto and made a part hereof are an Affidavit of Posting, Affidavit of Publication, Affidavit of Auctioneer and Non-Military Affidavit.

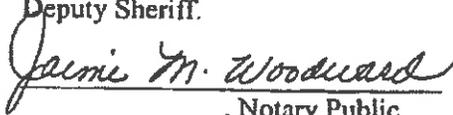
Exempt from State transfer tax pursuant to MCL 207.526(u).

IN WITNESS WHEREOF, I have set my hand this 11<sup>th</sup> day of May, 2006.

  
Jimmy F. Moore  
Deputy Sheriff for Washtenaw County

STATE OF MICHIGAN     )  
  )ss.  
COUNTY OF WASHTENAW)

The foregoing instrument was acknowledged before me this 11<sup>th</sup> day of May, 2006 in Washtenaw County by Jimmy F. Moore, Deputy Sheriff for the County of Washtenaw, as Deputy Sheriff.

  
\_\_\_\_\_, Notary Public  
Washtenaw County, Michigan  
My commission expires: \_\_\_\_\_  
Acting in Washtenaw County

**JAIME M. WOODWARD**  
Notary Public, State of Michigan  
County of Washtenaw  
My Commission Expires Mar. 22, 2011  
Acting in the County of \_\_\_\_\_

Page: 3 of 7  
03:58 P  
08/04/06  
ACS-5740650-DS-2006-7  
Lawrence Kesterbaum, Washtenaw  
L-4574 P-201

Drafted by: Nora Lee Wright, Attorney at Law 221 Felch St., Ann Arbor, MI 48104  
(734) 332-7863





**CATHERINE MCCLARY, CPFO**

**WASHTENAW COUNTY TREASURER**  
200 N MAIN ST, SUITE 200  
PO BOX 8645  
ANN ARBOR, MI 48107-8645

PHONE: 734-222-6600  
FAX: 734-222-6632  
EMAIL: TAXES@EWASHTENAW.ORG  
WEBSITE: TREASURER.EWASHTENAW.ORG

**RECEIPT FOR PROPERTY TAXES PAID**

**RECEIPT NO:** 000208912D **TOWNSHIP OR MUNICIPALITY:** City of Ypsilanti  
**DATE POSTED:** 04/11/2013 **PARCEL:** 11-11-04-495-023  
**PROPERTY ADDRESS:** 400 N RIVER ST

**PAYMENT TYPE/CHECK NO:** 7620

**TAX YEAR:** 2012 **Final Payment**

	PREV. AMT DUE	PAYMENT
BASE TAX	5,085.87	5,085.87
INTEREST	101.72	101.72
ADMIN FEE	203.43	203.43
PA123 FEES	0.00	0.00
<b>TOTAL</b>	<b>5,391.02</b>	<b>5,391.02</b>

**CASHIER:** trepv3

**PROPERTY DESCRIPTION:**  
OWNER REQUEST YPC 21E-2A LOTS 422, 423,424 & 425 M. MORRIS' ADDITION. SPLIT ON 11/20/2007 FROM 11-11-04-495-013, 11-11-04-495-014;

HISTORIC EQUITIES FUND, LLC  
221 FELCH, STE 6  
ANN ARBOR MI 48103

**Please keep  
this receipt  
for your tax  
records.**



**CATHERINE MCCLARY, CPFO**

**WASHTENAW COUNTY TREASURER**

200 N MAIN ST, SUITE 200  
PO BOX 8645  
ANN ARBOR, MI 48107-8645

PHONE: 734-222-6600

FAX: 734-222-6632

EMAIL: TAXES@EWASHTENAW.ORG

WEBSITE: TREASURER.EWASHTENAW.ORG

**RECEIPT FOR PROPERTY TAXES PAID**

**RECEIPT NO: 000208913D** TOWNSHIP OR MUNICIPALITY: City of Ypsilanti

DATE POSTED: 04/11/2013

PARCEL: **11-88-04-495-023**

PROPERTY ADDRESS: 400 N RIVER ST

PAYMENT TYPE/CHECK NO: 7619

**TAX YEAR: 2012 Final Payment**

	PREV. AMT DUE	PAYMENT
BASE TAX	6,007.67	6,007.67
INTEREST	120.15	120.15
ADMIN FEE	240.31	240.31
PA123 FEES	0.00	0.00
<b>TOTAL</b>	<b>6,368.13</b>	<b>6,368.13</b>

CASHIER: trepv3

PROPERTY DESCRIPTION:

HISTORIC EQUITIES FUND

221 FELCH, STE 6  
ANN ARBOR

MI 48103

**Please keep  
this receipt  
for your tax  
records.**



221 Felch Street, Ann Arbor, MI 48103  
(734) 662-6133 (734) 662-5869 fax

277 Gratiot, Suite 500, Detroit, MI 48226  
(313) 963-8951 (313) 963-3144

fjbeal@jcbeal.com

Precisely as intended.

*An equal opportunity employer*

May 6, 2013

Mr. Stewart Beal  
Thompson Block Partners LLC  
221 Felch Street, Suite 6  
Ann Arbor, Michigan 48103

Re: Ypsilanti DDA  
Building Rehabilitation Program  
The Thompson Block, 400 North River Street

Dear Mr. Beal,

We remain eager to assist you and Thompson Block Partners LLC with the comprehensive re-development of the Thompson Block at 400 North River Street in Depot Town. On that basis we present the following proposal and attached estimate to complete building renovations and apartment build-out based on the fully developed plans and specification of March 2008 and revised post fire in 2010 by John Biggar of JC Beal / studiozONE llc.

Our proposed scope of work for the project is as follows;

- o Core, Shell and Infrastructure Improvement, with a specific emphasis on returning the facades on River and Cross Street to their historic appearance
- o Apartment build-out on the building's 2<sup>nd</sup> and 3<sup>rd</sup> floors
- o Renovation of the 1st floor to a "white box" level ready for build-out by others
- o All site improvements shown and /or anticipated, including the construction of a parking lot on the adjacent 107 East Cross Street site.
- o Supervision, permits, miscellaneous general conditions and fee

Note that all work is to be performed in accordance with the Secretary of State's standards for Historic Preservation, and with appropriate permits issued by the City of Ypsilanti. A reduced illustration of the finished façade is attached.

We at JC Beal Construction Inc. propose to complete the scope of work as outlined above, on a monthly percentage completion / net 30 basis, and to complete all work within 360 days of award for the total sum of ....\$ 3,875,000.00

We at J.C. Beal thank you again for the opportunity to submit this proposal. Please call with any questions regarding the scope or cost of this work. We look forward to working with you, and we thank you for your consideration.

Sincerely

A handwritten signature in black ink that reads "Fred J. Beal". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Fred J. Beal, President  
J.C. Beal Construction, Inc.



Precisely as intended.

277 Gratiot, Suite 500  
 Detroit, Michigan 48226  
 313-963-8951 / 313-963-3144

221 Felch Street  
 Ann Arbor, Michigan 48103  
 734-662-6133 / 734-662-5869

Fred J. Beal  
 November 25, 2012  
 Reviewed February 12, 2013

# The Thompson Block Project Completion Estimate As Designed with 1st Floor Commercial

400-412 River Street  
 Ypsilanti, Michigan 48198

## Completion Estimate

Including owner's cost of temporary Fire Response / Façade Stabilization Work and Fire Repairs related to the September 23, 2009 fire incident, plus all costs to complete the buildout of the project for loft apartments and retail white box as envisioned in the JC Beal Construction Inc. drawings of March 8, 2008 with the addition of a parking lot constructed at 107 East Cross Street.

Work Category	Unit	# Units	Unit Pricing	Total Labor	Material	Sub Pricing	Total Price	Category Totals	Sq Ft Cost by Category	% of Project Cost	
<b>Division I General Conditions</b>											
Supervision and Cleanup											
Project Manager	mo	10	\$4,500.00	\$45,000.00	\$1,500.00		\$46,500.00				
Superintendent	mo	10	\$8,500.00	\$85,000.00	\$5,000.00		\$90,000.00				
Project Engineer	mo	10	\$500.00	\$5,000.00	\$568.82		\$5,568.82				
Cleanup											
Progress	trip	30	\$175.00	\$5,250.00	\$500.00		\$5,750.00				
Final	sf	26820	\$0.10	\$2,682.00	\$600.00		\$3,282.00				
Dumpsters	each	10	\$375.00	\$0.00		\$3,750.00	\$3,750.00		\$5.77	4.00%	
Temporary Facilities; Re-construction											
Sidewalk / Street barricades	allow	1	\$15,000.00	\$0.00		\$15,000.00	\$15,000.00				
Traffic Engineering / permit for same	allow	1	\$10,000.00	\$0.00		\$10,000.00	\$10,000.00				
Safety rails at floor / wall openings	lf	120	\$6.00	\$720.00	\$600.00		\$1,320.00				
Project temporary utilities	mo	10	\$500.00	\$5,000.00	\$5,000.00		\$11,000.00				
Temp. storefront, other protection	hrs	80	\$50.00	\$4,000.00	\$3,000.00		\$7,000.00				
Security installation & maintenance	mo	10	\$50.00	\$500.00		\$200.00	\$700.00				
Testing and Layout	allow	1	\$5,000.00	\$0.00		\$5,000.00	\$5,000.00				
<b>Category Totals</b>								<b>\$154,850.82</b>	<b>\$50,020.00</b>	<b>1.87</b>	<b>1.29%</b>

Temp Construction: Facade Stabilization										\$98,390.00	\$3.67	2.54%
Fire watch / stabilization supervision	hours	60	\$65.00	\$3,900.00	\$300.00				\$4,200.00			
Temporary chain link fence	lf	600	\$4.50	\$0.00				\$2,700.00	\$2,700.00			
Assemble scaffold on Cross & River	boxes	80	\$100.00	\$8,000.00	\$5,000.00			\$500.00	\$13,500.00			
Add 2x wall / diagonal bracing	lf	1500	\$6.00	\$9,000.00	\$5,000.00			\$2,500.00	\$16,500.00			
Fasten bracing to street	lf	200	\$10.00	\$2,000.00	\$1,000.00				\$3,000.00			
Run "wall clamps"	lf	960	\$4.50	\$4,320.00	\$1,800.00				\$6,120.00			
Install shoring posts	each	20	\$75.00	\$1,500.00	\$2,400.00			\$100.00	\$4,000.00			
Add cable ties	hours	8	\$50.00	\$400.00	\$150.00				\$550.00			
Board up first floor openings	sf	1000	\$0.50	\$500.00	\$500.00			\$100.00	\$1,100.00			
Rear wall post installation	each	8	\$75.00	\$600.00	\$400.00			\$100.00	\$1,100.00			
Set up rear wall bracing	each	8	\$200.00	\$1,600.00	\$700.00				\$2,300.00			
Remove dangerous wall sections	sf	400	\$2.50	\$1,000.00	\$700.00			\$500.00	\$1,000.00			
Apply fill along foundation walls	cy	70	\$15.00	\$1,050.00	\$350.00				\$2,250.00			
Street cleanup	hours	16	\$45.00	\$720.00					\$1,070.00			
Structural Engineering Expense	LS	1	\$7,500.00	\$0.00				\$7,500.00	\$7,500.00			
Relocate exterior shoring for City	hrs	160	\$50.00	\$8,000.00	\$1,000.00			\$500.00	\$9,500.00			
Dismantle / remove all of above	hrs	400	\$50.00	\$20,000.00	\$1,000.00			\$1,000.00	\$22,000.00			
<b>Division II Demolition &amp; Sitework</b>										<b>\$34,500.00</b>	<b>\$1.29</b>	<b>0.89%</b>
Utilities												
Reinstall temporary electric service	allow	1	\$4,500.00					\$4,500.00	\$4,500.00			
New services												
Electric / Gas	allow	1	\$15,000.00					\$15,000.00	\$15,000.00			
Water and Sewer	allow	1	\$15,000.00					\$15,000.00	\$15,000.00			
Site Improvements / Repairs												
Earthwork												
Clear debris from alley	cy	50	\$18.00	\$900.00	\$375.00				\$375.00			
Excavate & backfill retaining wall	cy	100	\$30.00	\$3,000.00	\$1,000.00				\$4,000.00			
Clear drive area for asphalt	cy	150	\$18.00	\$2,700.00	\$800.00				\$3,500.00			
Backfill demolished building area	cy	120	\$15.00	\$1,800.00	\$1,200.00				\$3,000.00			
Site Concrete												
Retaining wall footings	lf	100	\$40.00	\$0.00				\$4,000.00	\$4,000.00			
Retaining wall	lf	100	\$125.00	\$0.00				\$12,500.00	\$12,500.00			
New front & side stair at porch	lfsf	108	\$25.00	\$0.00				\$2,700.00	\$2,700.00			
New side stair at south elevation	lfsf	45	\$25.00	\$0.00				\$1,125.00	\$1,125.00			
Concrete walks & porch floor	sf	800	\$10.00	\$0.00				\$8,000.00	\$8,000.00			
Curb and gutter	lf	300	\$24.00	\$0.00				\$7,200.00	\$7,200.00			
Asphalt												
Parking lot and drive w / stone	sf	4080	\$3.00	\$0.00				\$12,240.00	\$12,240.00			
Street repairs at water/gas line	allow	1	\$3,500.00	\$0.00				\$3,500.00	\$3,500.00			
<b>Division II Demolition &amp; Sitework</b>										<b>\$65,140.00</b>	<b>\$2.43</b>	<b>1.68%</b>





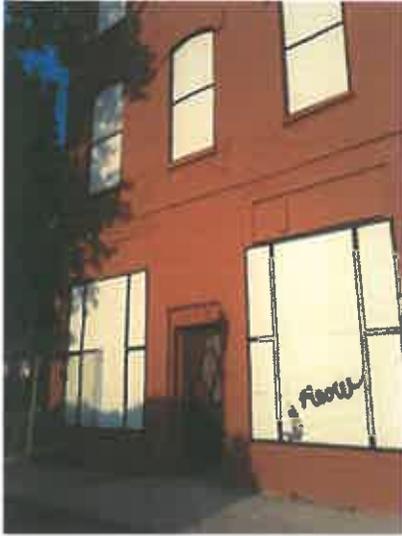




<b>Fire Protection</b>									
Piping, distribution, and heads									
Building set up for same	26820	\$2.75	\$0.00	\$73,755.00	\$73,755.00			\$3.31	2.29%
HVAC work	1	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00			"	"
Residential HVAC systems	16	\$8,250.00	\$0.00	\$132,000.00	\$132,000.00			\$7.72	5.34%
Commercial Area White Box	10000	\$7.50	\$0.00	\$75,000.00	\$75,000.00			"	"
<b>Division XVI Electrical Work</b>									
Electrical									
Service Work	Allow	\$45,000.00	\$0.00	\$45,000.00	\$45,000.00			\$9.96	6.89%
Power and lighting throughout building	26820	\$8.25	\$0.00	\$221,265.00	\$222,064.40			\$0.50	0.35%
Special systems									
Fire alarm system/phone/data	w/above								
Security & access control systems	sf	\$0.50	\$0.00	\$13,410.00	\$13,410.00				
<b>Project Subtotal</b>				<b>\$3,391,655.22</b>	<b>\$3,391,655.22</b>			<b>\$126.46</b>	<b>87.53%</b>
Contingency		5.0%		\$169,582.76	\$169,582.76			\$6.32	4.38%
Building & misc permits		1.00%		\$33,916.55	\$33,916.55			\$1.26	0.88%
Liability & misc. project insurance		0.28%		\$9,496.63	\$9,496.63			\$0.35	0.25%
JC Beal CM Fee		7.5%		\$270,348.84	\$270,348.84			\$10.08	6.98%
<b>Grand Total for Project Completion as an all Residential Project</b>				<b>\$3,875,000.00</b>	<b>\$3,875,000.00</b>			<b>\$144.48</b>	<b>100.00%</b>
Cost per square foot				26820	\$144.48				



Thompson Block  
Today

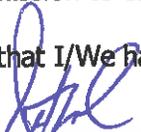


## ATTACHMENT TWO

### General Design Guidelines

1. Changes to the façade of the buildings will not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building.
2. Changes to the façade of buildings will either; 1) partially or fully restore to the appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data, or 2) represent a modern treatment which blends into and is compatible with the building and adjoining buildings.
3. In general, the Economic Restructuring Committee will encourage repair and preservation of existing features of facades, unless alterations to these facades have resulted in an incoherent, unattractive or inharmonious appearance. While encouraging correction of such alterations, the committee will advocate minimal alterations of harmonious features.
4. For facades which have previously been substantially altered and for which a modern treatment is chosen, such a treatment will conform with the features, materials, rhythms, color and general appearance of the building and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.
5. Paint colors will either be based on original colors obtained from paint samples on the buildings, or be compatible with adjoining buildings and colors on W. Cross Street. Trim colors, which highlight building details, will be encouraged. Spectacular colors will be avoided.
6. The size, color and shape of a sign should complement the building and add to the historic flavor of the area.
7. The surface cleaning of the structures will be undertaken with the gentlest of means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.
8. Any alterations to a building's façade first must obtain consent by the Historic District Commission to ensure that all alterations follow HDC guidelines.

I/We certify that I/We have read and understand the above design guidelines.

  
\_\_\_\_\_  
Applicant

  
\_\_\_\_\_  
Date

## ATTACHMENT THREE

### Cooperation Agreement for Building Rehabilitation Program

If the project for which this application is submitted is approved for funding by the Board of Directors of the YDDA, the applicant shall cooperate with the YDDA in furtherance of its fundamental goal of halting property value deterioration, eliminating that deterioration, and promoting economic growth and vitality within the Downtown Development Area by:

- Participating in YDDA sponsored tours of Downtown
- Working with the YDDA on business development programs.
- Committing where possible to uniform store hours
- Participating in downtown promotion
- Design review for any changes to the facade

  
\_\_\_\_\_  
Applicant

  
\_\_\_\_\_  
Date

## ATTACHMENT FOUR

### Additional Criteria

**Please use this sheet to answer the following attach additional sheets as necessary:**

1. Project Start Date: 9/01/2013                      Completion Date: 3/15/2013

2. Economic Impact:

A. Projected Real Property Tax Increase:

Note that there is an OPRA currently in place on the project

B. Projected Personal Property Tax Increase:

Level of personal property taxes will be dependent on our tenant mix and can not be estimated at this time.

C. Temporary (construction) Jobs Created: 50 - 75

D. Permanent Jobs Created: 50



\_\_\_\_\_  
Applicant



\_\_\_\_\_  
Date

## ATTACHMENT FIVE

### Grant Criteria: Building Rehabilitation Program

Applications for funding under the YDDA's Building Rehabilitation Programs will be evaluated using the following criteria. These criteria ensure that each project that is approved contributes to the continuing revitalization to the YDDA Development Area, as well, as contributing to the wise use of monies allocated for such goals.

1. Specifications, Bids (2) and Cost Analysis: Is the DDA receiving value for the monies requested?
2. Overall Project Impacts: How will the DDA district benefit?
3. Needs Assessment: Are there special factors that should be considered in evaluation of this project?
4. Timetable of Project: Does the project demonstrate a willingness to complete the proposed improvements in a timely manner?
5. Economic Impact: Does the proposed project demonstrate positive economic impacts in any of the following areas?
  - a. Projected property and personal tax increases
  - b. Job creation: construction and permanent

Applicant



Date

4/7/13

**BUILDING REHABILITATION  
AGREEMENT (\_\_\_\_\_Project)**  
Thompson Block Redevelopment

This Building Rehabilitation Agreement (the "Agreement") is made as of May 9,  
2013, between the YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY,

a Michigan pr

**PREMISES**

WHEREAS, the YDDA was created pursuant to the Downtown Development Authority Act, Act 197 of the Public Acts of 1975, as amended (the "Act") in 1982 by Ordinance adopted by the City of Ypsilanti; and

WHEREAS, the Act recognizes as essential public purposes the halting of property value deterioration and the promotion of economic growth; and

WHEREAS, the Act has expressly provided the YDDA with the power and authority to implement programs and otherwise engage in activity that has the objective of accomplishing the foresaid purposes within the YDDA development area; and

WHEREAS, pursuant to the power and authority granted to the YDDA by said Act it has established the Building Rehabilitation Program (the "Program") as an incentive for property owners/tenants to improve commercial buildings located within the Development Area and thereby halt property value deterioration and promote economic growth; and

WHEREAS, the Program is intended to create consistency in design, materials, and architectural character, thereby enhancing the physical appearance of downtown Ypsilanti; and

WHEREAS, the Developer owns/leases property located in the Development Area as described in Exhibit A (the "Site") and desires to make façade improvements at the Site (the "Project"), the design, description and estimated costs of which are set forth in Exhibit B; and

WHEREAS, the YDDA has approved the Developer's application to participate in the Program and undertake the Project; and

WHEREAS, the YDDA has further agreed to reimburse the Developer up to fifty percent (50%) of the total cost of the Project, but not to exceed Forty Five Thousand Dollars (\$45,000.00) pursuant to the terms of the Program and this Agreement.

In consideration of the foregoing premises and the mutual covenants contained in this Agreement, the Developer and the DDA hereby covenant and agree as follows:

## **ARTICLE I**

### **COVENANTS OF THE DEVELOPER**

**Construction.** The Developer shall construct and complete the Project in an expeditious and workmanlike manner pursuant to and in accordance with Exhibit C. Developer shall commence construction within 90 days from the date of this Agreement and Developer shall complete the Project within 120 days of the start of construction.

**Payment of Taxes.** The Developer agrees to pay, or cause to be paid, all real property, personal property and other taxes due and owing with respect to the Site, as and when the same become due. Developer recognizes and agrees that the failure by Developer to pay these taxes, or cause them to be paid, is an event of default and a breach of this Agreement.

**Priority Obligations.** The Developer understands and agrees that the order of priority of payments from YDDA is as follows:

- a. The annual operating expenses of the YDDA;
- b. Obligations of the YDDA for prior projects;  
and
- c. Payments due Developer under this Agreement.

**Indemnification of YDDA and its Agents.**

a. The Developer shall indemnify and hold the YDDA and its members, officers, agents and employees (the "Indemnified Persons") harmless from any loss, expense (including reasonable attorney fees and expenses), or liability of any nature due to any and all suits, actions, legal or administrative proceedings, or claims against the Indemnified Persons by reason of the reimbursement for the cost of the Project, if made by third parties alleging personal injuries suffered by them while on the Site arising or resulting from, or in any way connected with, the Project. If any suit, action or proceeding is brought against any Indemnified Person, that action or proceeding shall be defended by counsel to the Developer.

b. The Developer shall not be obligated to indemnify and reimburse any Indemnified Person under subsection (a) if a court of competent jurisdiction finds that the liability in question was caused by willful misconduct or gross negligence of the involved Indemnified Person, unless the court determines that, despite the adjudication of liability, but in view of all circumstances of the case, the Indemnified Person(s) is (are) fairly and reasonably entitled to indemnity for the expenses which the court considers proper.

c. The Developer shall also indemnify and reimburse the YDDA for all reasonable costs and expenses, including reasonable attorney fees and expenses incurred in:

- (i) enforcing any obligation of the Developer under this Agreement or any related agreement,
- (ii) taking any action requested by the Developer, or
- (iii) taking any action considered necessary by the YDDA and which is authorized by this Agreement.

d. The obligations of the Developer under this section shall survive any assignment of this Agreement, unless the YDDA otherwise expressly and specifically agrees in writing.

Agreement not to Change Façade Without Consent of YDDA. After completion of the Project, and for a period of five (5) years thereafter, the Developer, its successors and assigns, agree not to modify or alter the façade of the building without the express written permission of the YDDA. All permitted modifications to the façade shall be consistent with the guidelines established for the Program. This restriction may be enforced either by an action at law, or by an injunction or other equitable proceeding. If requested, the Developer agrees to execute an easement in the building in favor of the YDDA, for the purposes set forth herein, which easement shall be perpetual, and run with the land.

ARTICLE II  
COVENANTS OF THE  
YDDA

Payments to Developer; Conditions Precedent. Provided that (i) there shall be no event of default or breach of any of the covenants and agreements of the Developer under the terms of this Agreement, (ii) no construction liens shall have been filed against the Site, (iii) Developer shall have provided the YDDA with such sworn statements, waivers of lien, affidavits, other documents, paid receipts and other proof of payment from Developer and from any general contractor, subcontractors, suppliers and laborers as shall be required by the YDDA, (iv) the Project shall have been constructed to the date of Developer's request for reimbursement in a manner satisfactory to the YDDA and in accordance with the approved application under the Program and pursuant to Exhibit C, and (v) the amount of the requested reimbursement plus all previous reimbursements to the Developer from the YDDA for the Project shall not exceed Forty Five Thousand Dollars (\$45,000.00), the YDDA shall disburse to the Developer a check in the amount of fifty percent (50%) of the costs of the Project made to the date of the request for reimbursement.

Additional Indebtedness. This Agreement shall not prevent the City or the YDDA from issuing any bonds, notes or other evidences of indebtedness secured by or payable from the tax increments collected from the Development Area which have a priority over the obligations of the YDDA to the Developer under this Agreement.

### ARTICLE III

#### REPRESENTATIONS AND WARRANTIES

##### Representations and Warranties of the Developer.

a. The Developer (i) is duly organized and validly existing as a LLC in good standing under the laws of the State of Michigan with power under the laws of such state to carry on its business as now being conducted, (ii) is duly qualified to do business in the State of Michigan, and (iii) has the power and the authority to own or lease the Site and the Project.

b. There is no violation or default by the Developer under any indenture, contract, mortgage, lien, agreement, lease, loan agreement, note, order, judgment, decree or other instrument of any kind or character to which it is a party and by which it is bound, or to which it or any of its assets are subject, wherein a default or violation would materially and adversely affect any of the transactions contemplated by, or the validity of, this Agreement. Compliance with the terms, conditions and provisions of this Agreement does not conflict with, and will not result in or constitute a breach of, or default under, any of the foregoing.

##### Representations and Warranties of the YDDA.

a. The YDDA is a public body corporate, duly existing and validly created pursuant to the Act. The YDDA has taken all actions necessary to authorize the execution and delivery of this Agreement.

b. There is no action, suit, proceeding or investigation before any court, public board or body pending to which the YDDA is a party, or to the best knowledge of the YDDA threatened against the YDDA, contesting the establishment of the YDDA or the validity or binding effect of this Agreement.

## ARTICLE IV

### DEFAULT

Event of Default. An Event of Default shall consist of any misrepresentation or failure to comply with the terms and provisions hereof by either party. In addition, an Event of Default shall include any misrepresentation made in the application by Developer.

Remedies. Upon the happening of an Event of Default, the non-defaulting party shall be entitled to seek all remedies available at law or in equity. In the event of suit, the prevailing party shall be entitled to recover its costs and attorney fees.

## ARTICLE V

### MISCELLANEOUS

Assignment of this Agreement. No party to this Agreement may transfer, assign or delegate to any other person or entity all or any part of its rights or obligations arising under this Agreement without the prior written consent of all other parties hereto. Consent may be given or withheld in the sole and absolute discretion of the party from whom consent is sought. The obligations of the Developer under this Agreement shall survive any assignment, unless the DDA otherwise specifically and expressly agrees in writing.

Notices. All written notices, certificates or communications required by this Agreement to be given shall be sufficiently given and shall be deemed delivered when personally served or when mailed by registered or certified mail, postage prepaid, return receipt requested, addressed to the respective parties at the last known address of the receiving party.

Amendment. No amendment or modification to or of this Agreement shall be binding upon any party hereto until such amendment or modification is reduced to writing and executed by all parties hereto.

Entire Agreement. This Agreement contains all agreements between the parties. There are no other representations, warranties, promises, agreements or understandings, oral, written or implied, among the parties, except to the extent reference is made thereto in this Agreement.

Binding Effect. This Agreement shall be binding upon the parties hereto and upon their respective successors and assigns.

Severability. If any clause, provision or section of this Agreement shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect the validity of any of the remaining clauses, provisions or sections of this Agreement.

Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.

Captions. The captions and headings in this Agreement are for convenience only and in no way limit, define or describe the scope or intent of any provision of this Agreement.

Applicable Law. This Agreement shall be governed in all respects, whether as to validity, construction, performance and otherwise, by the laws of the State of Michigan.

Mutual Cooperation. Each party to this Agreement shall:

- (a) take all actions required of it by the terms of this Agreement as

expeditiously as possible;

(b) cooperate, to the fullest extent possible, with the other party to this Agreement and with any individual, entity or governmental agency involved in or with jurisdiction over the engineering, design, construction or operation of the Project, or any other improvements which are undertaken in connection with the foregoing, in the granting and obtaining of all easements, rights of way, permits, licenses, approvals and any other permissions necessary for the construction or operation thereof.

(c) execute and deliver all documents necessary to accomplish the purposes and intent of this Agreement, including, but not limited to, such documents or agreements as may be required by the Developer's lenders with respect to the Project to secure the Developer's financing from such lenders;

(d) use its best efforts to assist the other party to this Agreement in the discharge of their respective obligations hereunder; and

(e) use its best efforts and cooperate with the other party to assure that all conditions precedent to the completion of the Project is timely satisfied.

Permits and Approvals. The Developer shall be responsible for obtaining, at its sole cost and expense, all easements, rights-of-way, licenses, permits, approvals and any other permission necessary for the construction of the Project.

Force Majeure. No party hereto shall be liable for the failure to perform its obligations hereunder if such failure is due to unforeseeable events beyond the party's reasonable control and without such party's fault or negligence, including, but not limited to, acts of God, acts of the public enemy, acts of the federal government, acts of the other party, fires, floods, epidemics, quarantine restrictions, strikes and embargoes, and delays of contractors due to such causes. Said failure to perform shall be excused only for the period during which the event giving rise to said failure to perform exists; provided, however, that the party seeking relief from its obligations under this Section 512 shall notify the other parties in writing, setting forth the event giving rise to such failure to perform, within ten (10) days following the occurrence of such event.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first written above.

YPSILANTI DOWNTOWN  
DEVELOPMENT AUTHORITY

By:

\_\_\_\_\_

Its:

\_\_\_\_\_

DEVELOPER:

By

*St. Bel*

Its:

*Member*

**List of Exhibits**

**Exhibit A – The Project Site**

**Exhibit B – Design, Description and Cost of Project**

## Operations & Finance Committee Meeting Summary 11/13/13

### **Attendance**

#### Committee Members

A. Edmonds  
R. Jamnick  
D. Kabat

#### Other Attendees

T. Colbeck  
A. Gainsley  
A. Hellenga  
K. Hill  
P. Murdock

### **Old Business**

#### Depot Town TIF and Development Plan Renewal

T. Colbeck reported that there has been much expressed interest and inquiries from consultants for the RFP. This is a sealed bid process and all bids are to be submitted to the City Clerk's office with a public opening of the bids on November 22.

#### Maple Street Parking Lot Event Policy

Staff has been in contact with Amanda Holsinger the Administrative Services Manager of the YPD who handles all of the city's special event requests to see what the City's current policy on using municipal lots during events is. She informed staff that there is currently not a formal policy in place other than charging a flat fee of \$250 for the right to exclusively use the lots during events. She informed staff that the City will be forming a committee to discuss Special Event policies in the beginning of next year. This committee will consist of Teresa Gillotti (City Planner), Stan Kirton (DPS Director), Erica Savage (Assistant to the City Manager), and Holsinger. She has invited the DDA to be a part of the process.

A. Edmonds requested that we invite A. Holsinger to board meeting in the next few months to give a presentation on current and proposed Special Event Policies.

### **New Business**

#### Staffing and Evaluation Policy

T. Colbeck gave a brief report outlining YDDA Staffing Wages and Evaluation Policy. The YDDA officially uses City of Ypsilanti's Non-Union Employee Handbook standards for timing of evaluation reviews.

The committee continued its discussions on when it would be appropriate to consider wage increases for staff and when evaluations should be given. Staff was directed to investigate what the City policy is for unionized employees pay grades and non-union step increases or progression charts. This should be brought back to the committee for consideration.

Staff was also directed to provide the memo outlining evaluation reviews and the standard review form for the next Board meeting.

#### Michigan Downtown Association Conference Memo

T. Colbeck provided an overview of the conference. The committee discussed the need to have guidelines addressing economic development that coincide with the visioning process. Staff was directed to include the conference summary memo for the full board meeting.

A. Edmonds requested that we have someone from the Washtenaw County Economic Development Department give a presentation to the board in the next few months to discuss current county initiatives and efforts.

O'Neal Properties Tenant Meeting Report

T. Colbeck gave a brief report of a meeting he attended with the property owner/manager and tenants of 729-35 W. Cross. He stated that it was a very positive meeting where they discussed a range of topics including current security issues, recycling opportunities, business trends, and partnership opportunities.

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**CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY**

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**TO:** YPSILANTI DDA BOARD  
**FROM:** EXECUTIVE DIRECTOR  
**SUBJECT:** YDDA STAFFING AND ANNUAL EVALUATIONS  
**DATE:** 11/8/2013  
**CC:**

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At the October 9, 2013 Operations & Finance Committee meeting there was discussion of the YDDA Staffing/Community Development Coordinator role and compensation. The committee members discussed the staffing levels for the DDA and when performance reviews should be given. As part of that discussion I was directed to investigate the wages and benefits of comparable positions in the State to bring back for discussion.

To provide that information I have solicited input from my counterparts throughout the State for information. As of today I have only received two responses which makes it difficult to say with any accuracy what the State median or mean is. However I would like to report that in the two responses that I did receive the salary for someone with commensurate education and experience was significantly higher than what we currently offer. I also received a suggestion to visit the Michigan Municipal League's website. They have a detailed wage and benefit survey that was done in 2012 which provides detailed information for a variety of municipal positions. Unfortunately I cannot access this survey because the information is only available to communities that participated in the survey and Ypsilanti did not. I will continue to research this.

Another question that came up was when should staff evaluations be done and when would it be appropriate to consider wage increases. I contacted Judi Smith the Human Resource Director for the City to see if they had a standard policy for pay raises, they do not have a policy in place. However in the City of Ypsilanti's Non-Union Employees' Handbook which applies to all of the DDA's staff it states:

**Section 2.09 Performance Evaluation**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the midpoint, and at the end, of an employee's initial period in any new position. This period, known as the probationary period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

After the initial probationary period, performance evaluations shall be conducted annually on the employee's anniversary date. It is the responsibility of the individual supervisors to track employee anniversary dates.

# Performance Evaluation – Ypsilanti D.D.A.

Employee	Reviewer
Job Title	Date of Review (DD/MM/YY)

Evaluation of Performance	Rate 1 to 5*	Comments
1. Conducts annual Strategic Planning to establish goals and priorities for the coming year.		
2. Develop and make amendments to the DDA's annual budget.		
3. Initiate and manage all physical and infrastructure improvement projects.		
4. Maintain a comprehensive inventory of available buildings and sites in the Downtown and respond to requests for information.		
5. Administer the DDA's Business Assistance Program which provides grants and other professional resources.		
6. Enthusiastically promote the Downtown through use of website, press releases, media, special events, and a comprehensive marketing campaign.		
7. Carry out necessary administrative actions to support the DDA office, including the preparation of meeting materials, maintaining files, budget preparation, accounting, correspondence, and staff management.		
8. Professionally represent the DDA and serve as liaison with other local organizations and government offices.		
9. Monitor local, state, and federal legislation and regulations relating to downtown development and current best practices in the field.		
10. Work with appropriate public agencies to obtain necessary funding for DDA projects and programs.		

11. Keep the DDA, City Council, and other organizations informed on the progress of the organization.		
12. Attend professional development workshops and conferences to keep updated on trends and developments.		
13. Develop and implement board member development materials, new board member orientation packet, and develop tasks for board member participation in the functions of the DDA.		
<b>TOTAL SCORE</b> <b>AVERAGE SCORE</b>		

*\*1=Needs Significant Improvement; 3=Acceptable Performance; 5=High Performance  
N/A=Not Applicable (If the answer to any item is N/A it will not be factored in the Average Score)*

**Employers' Comments**


**Goals for Next Year**


Date of Next Evaluation: \_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Interviewer



October 10, 2013

Timothy Colbeck  
Executive Director, Ypsilanti Downtown Development Authority  
32 N. Washington, Ste. 14  
Ypsilanti, MI 48197

Tim,

Thank you for your meeting inquiry regarding the Ypsilanti Downtown Development Authority's support for SPARK East Incubator. Per your request, we are inviting you to renew your support for SPARK East in 2013. We very much appreciate your previous multi-year contribution of \$5,000, and are requesting a multi-year contribution of \$10,000 this year.

As you know, Ann Arbor SPARK is a public-private partnership whose mission is to advance innovation-based economic development in Washtenaw and Livingston counties. Our vision is to lead the region in becoming a nationally known center for innovation, vibrant business growth, and world class talent.

SPARK realizes this mission specifically with early stage companies by partnering with the Ypsilanti DDA as well as other local organizations in our region. SPARK focuses its efforts on supporting companies within Driving Industries. Driving Industries companies are those that sell goods & services outside of the region, thus growing the local GDP.

Since 2009, SPARK East Incubator has helped create 50 companies by providing flexible office space and mentoring to early stage companies. SPARK East tenant companies have created a total of 125 jobs. Since January 2011, SPARK East occupancy has doubled.

The incubator provides companies with Business Acceleration Services as well. To date, SPARK East companies have received \$216,000 in Micro-Loan Funding and \$110,100 in Business Acceleration Grant Funding.

SPARK East serves as an entrepreneurial and community hub by hosting over 325 networking events, educational events and meetings since opening. Since 2010, our monthly Starting Your Own Business educational series has attracted 554 prospective entrepreneurs from 76 cities across the State of Michigan and Canada into the DDA district.

SPARK East provides no cost office space to both Washtenaw County Office of Community and Economic Development and The Ann Arbor/Ypsilanti Regional Chamber of Commerce. The space we provide allows these organizations to maintain their presence in the community.



SPARK East tenant sponsored programs attract diverse and talented people into the district:

- Anchor tenant LaVision, Inc. attracts 30 of the world's leading Optics & Photonics researchers annually for their 3-day Particle Image Velocimetry Short Course.
- Sensei Change Associates, SPARK East tenant and facilitators of the Michigan Shifting Gears program, bring in nearly 70 talented and experienced professionals from across the state annually for their 3-day Business Simulation.

SPARK East has a number of guiding principles, including:

1. **Partnership:** The incubator continually works with community organizations including Eastern Michigan University, The Ann Arbor/Ypsilanti Regional Chamber and the Eastern Leaders Group to ensure that this incubator takes advantage of all possible resources and support, and provides services that truly meet the diverse needs of this community.
2. **Leverage:** The SPARK East incubator, along with the SPARK Central incubator, is located within the Ann Arbor – Ypsilanti Smart Zone. Additionally, this incubator has access to a variety of SPARK services including marketing, administrative, talent and entrepreneurial education offerings.
3. **Integrated Service Offerings:** The goal for this incubator is to provide high value and low cost services to accelerate new business development. The physical space and related amenities are just the beginning of the services that will be offered to quickly and successfully move an entrepreneur from idea to commercialization.

SPARK East Incubator is committed to collaborating with the Ypsilanti Community. Our Incubator hosts more than 15 community, non-profit organizations, and special events including:

- Eastern Leaders Group Quarterly Executive Committee Meeting
- Downtown Association of Ypsilanti Monthly Board Meeting
- Growing Hope Vendor Orientation
- Community Policing Action Council (CoPac) monthly Meeting
- Michigan State Housing Development Authority – First-time Homebuyers Class
- Annual Ypsilanti Community Health Day
- Communities that Care
- Ypsi Pride Day Planning Committee

SPARK East is committed to keeping our talented college and university graduates in the area. To that end, we dedicate funding for the incubation of student-led start-up companies. To date, the program has attracted student entrepreneurs from Eastern Michigan University, Washtenaw Community College, Northern Michigan University, and University of Michigan.

SPARK has also partnered with the City of Ypsilanti and Ypsilanti Township to attract and retain talented people in the eastern Washtenaw County region, and promote the surrounding area as an attractive place to live and work. In the past year Ypsilanti area companies have leveraged SPARK's Talent Portal, and filled open positions with SPARK's assistance.



As we see the rapid growth of the Entrepreneurial Ecosystem in both eastern Washtenaw County and the DDA District, we look forward to continued growth of SPARK's relationship with the Ypsilanti DDA. SPARK is committed to our presence in downtown Ypsilanti and has finalized a 5-year lease renewal.

It is important to note that unlike SPARK's facility in downtown Ann Arbor, the SPARK East Incubator received no funding, beyond the \$5000 annual grant, to support operations from the joint Ann Arbor-Ypsilanti Local Development Finance Authority. Unlike Ann Arbor, the Ypsilanti Downtown Development Authority is capturing all of the available tax increment, leaving no funds to be collected by the LDFA to support the Smart Zone's business accelerator services. In Ann Arbor, the LDFA collects and distributes to SPARK approximately \$1.8 M to support the acceleration programs. SPARK East's activities are supported by one-time State grant funds, Washtenaw County support through the Act 88 legislation and SPARK's general operating funds received from private sector partners. Given the significant cost just to lease SPARK East, let alone the expenses to provide services within its walls, the support from the Ypsilanti DDA is absolutely crucial in retaining the facility in downtown Ypsilanti.

Funds that the Ypsilanti DDA pledges to support SPARK East are leveraged through our Incubator, Business Acceleration Services, Talent and Event services to add high value to eastern Washtenaw County and the Ypsilanti experience. We sincerely appreciate your support. We invite you to commit to a multi-year contribution of \$10,000 in support of SPARK East. A multi-year investment allows SPARK the flexibility to continue to innovate in our support of early stage companies. Please do not hesitate to contact me if you have questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Krutko". The signature is fluid and cursive.

Paul Krutko  
President and CEO  
Ann Arbor SPARK

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**CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY**

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**TO:** YPSILANTI DDA BOARD  
**FROM:** EXECUTIVE DIRECTOR  
**SUBJECT:** SPARK EAST REQUEST FOR SUPPORT  
**DATE:** 11/15/2013  
**CC:**

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At the October 17, 2013 YDDA Board meeting the Board reviewed a request for financial support from SPARK East. It was requested that the request be brought back in November for further consideration. Staff was asked to provide information regarding what the potential Ann Arbor Smart Zone LDFA TIF revenue would be if it were collected in Ypsilanti and used to support SPARK East.

I looked into the LDFA to see what they are currently collecting in Ann Arbor, what the base year for the TIF is, and what potential revenue they would receive if they applied the TIF to Ypsilanti.

The Ann Arbor Smart Zone LDFA's base year was 2002. Their boundary overlaps with the DDA's, it is approximately equivalent to the Michigan Ave 1983 boundary. The DDA's TIF takes precedent over the LDFA's so the LDFA does not collect any revenue for this portion of the TIF. However an LDFA TIF is eligible to collect up to 50% of the value of school millages, which a DDA TIF is no longer eligible to do, so there is a potential revenue stream to the LDFA in Ypsilanti that is not being collected that could be earmarked for SPARK East operations.

I worked with Courtney Dugger in the City's Assessor's Office to see if we could find what this revenue would be based on the geography and base year. With the help of Teresa Gillotti of the Planning Department, Kim Jones in the Finance Department, and Jake Albers of SPARK we were able to come up with the estimated of this revenue from 2002 through 20112. Based on the potential revenue that is not being collected from the school millages the LDFA would have collected \$19,193 in TIF revenue in 2012. If the LDFA also received the TIF revenue from the millages that the DDA collects (Ypsilanti, WCC, Washtenaw County, etc.), that revenue would have been an additional \$79,454. I have attached a copy of the spreadsheet to review.

<b>LDFA Potential TIF Revenue from School Taxes</b>								
<u>Year</u>	<u>Base Value</u>	<u>TV</u>	<u>Capture</u>	<u>WISD Rate</u>	<u>Dollars</u>	<u>St. ED Rate</u>	<u>Dollars</u>	<u>Total Dollars</u>
2002	9,842,380	9,842,380	0	0.0307	\$0.00	0.0600	\$0.00	\$0.00
2003	9,842,380	14,470,000	4,627,620	0.030552	\$70,691.52	0.0500	\$115,690.50	\$186,382.02
2004	9,842,380	10,877,532	1,035,152	0.0404	\$20,884.19	0.0600	\$31,054.56	\$51,938.75
2005	9,842,380	10,599,303	756,923	0.0400	\$15,127.11	0.0600	\$22,707.69	\$37,834.80
2006	9,842,380	11,126,665	1,284,285	0.039745	\$25,521.95	0.0600	\$38,528.55	\$64,050.50
2007	9,842,380	10,437,274	594,894	0.039745	\$11,822.03	0.0600	\$17,846.82	\$29,668.85
2008	9,842,380	10,728,272	885,892	0.039745	\$17,604.89	0.0600	\$26,576.76	\$44,181.65
2009	9,842,380	12,596,104	2,753,724	0.039745	\$54,723.38	0.0600	\$82,611.72	\$137,335.10
2010	9,842,380	12,081,157	2,238,777	0.039745	\$44,490.10	0.0600	\$67,163.31	\$111,653.41
2011	9,842,380	11,014,042	1,171,662	0.039745	\$23,283.85	0.0600	\$35,149.86	\$58,433.71
2012	9,842,380	10,227,223	384,843	0.039745	\$7,647.79	0.0600	\$11,545.29	\$19,193.08
<b>LDFA Potential TIF Revenue if no DDA capture (not including schools)</b>								
<u>Year</u>	<u>Base Value</u>	<u>TV</u>	<u>Capture</u>	<u>DDA TIFA Rate</u>	<u>Dollars</u>			<u>Total Dollars</u>
2012	9,842,380	10,227,223	384,843	0.412921	\$158,909.76			\$158,909.76

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# Ypsilanti Downtown Development Authority

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**To:** YDDA Board

**From:** YDDA Staff

**Subject:** Board Retreat Summary

**Date:** November 8, 2013

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## Meeting Notes

- The attendees of the retreat were given a list of core values which were identified through the community visioning process.
  - The participants then separated into small groups to list eight core values they feel are the most important. The groups were instructed to also identify any core values that they thought were missing. Once the eight core beliefs had been identified each group was asked to provide a sentence describing each.
  - The groups reconvened to present and discuss their lists. Commonalities between each were identified and condensed into a single list. The following were the key Core Values identified.
    - Safe, clean, and cared for.
    - Community engagement, ownership, and participation.
    - Historic Preservation.
    - Diverse and accessible.
    - Unique, eclectic, locally owned.
    - Positive (messaging/communication/approach).
    - Sustainability.
    - Integrated/partnership, collaborative.
- The participants then read aloud a consolidated version of the community vision that drew upon various responses/visions we received. The participants again separated into small groups to discuss questions provided by the board chair.
  - The items of discussion/questions were;
    - What aspects of the vision should be maximized or minimized?
    - What is missing?
- A vision framework dividing areas into Experience, Environment, and Economy were discussed. The participants were again separated into three groups and assigned one of these framework attributes.
  - The groups were then asked to identify five indicators that would illustrate success for each framework.
    - The groups were then asked to brainstorm what actions could help achieve the indicators.
- Staff was directed to compare the DDA vision to date with other documents including our existing TIF and Development plans, the Ypsilanti Master Plan, current YDDA work plans, and other pertinent documents to review as we move forward in the visioning process.
- The board chair indicated that the visioning process will remain ongoing and there will be another work session at the November 21<sup>st</sup> Board meeting.

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# Ypsilanti Downtown Development Authority

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**To:** YDDA Board

**From:** YDDA Staff

**Subject:** Visioning Process

**Date:** November 1, 2013

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## Grand Rapids

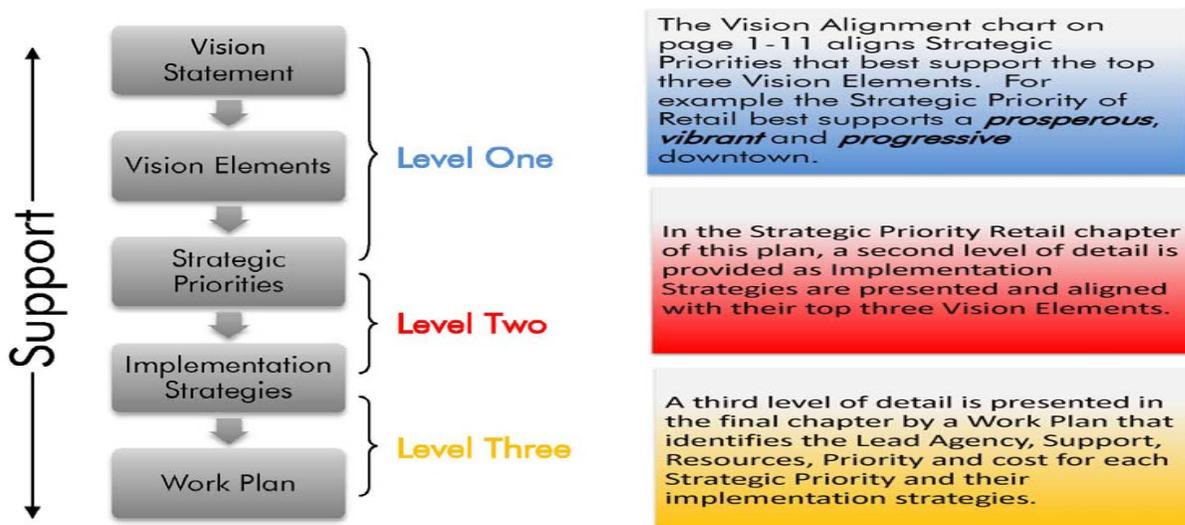
In 2011 the Grand Rapids DDA completed, “A Framework to Guide Future Planning and Investment”. This document provides insight how a vision statement can be used as a tool for an organization goal development. The framework plan lays out both near-term and mid-term priorities and policies for the DDA to prepare and maximize this opportunity. Below is a synopsis of how this framework was completed.

1. Grand Rapids first identified the consistent themes developed during the visioning process.
2. Develop three inter-dependent programs in order to allocate resources effectively.
3. With each program identify three broad goals.
4. Create action plans in order to achieve said goals. The action plan should discuss why the goal is important. The plan should provide specific target areas.
5. Strategies will then be developed to achieve the goals in the target areas.
6. Develop strategies into incremental tasks.

The key to this process is small incremental tasks; it is easier to alter small tasks than an entire a broad project. Operating in this manner provides staff the ability to navigate around issues before they become detrimental to the overall goal. Committee members then are provided with the ability to mitigate all possible obstacles.

## Kalamazoo

“The promise of downtown is to be a focal point for a distinctive sense of community, forming the foundation for educational, economic and personal success for all.” – The Promise of Downtown Kalamazoo: 2008 Comprehensive Plan. Kalamazoo, when approaching their vision, identified five areas of concern. Much like Grand Rapids, Kalamazoo formed incremental steps to address its concerns. This plan is illustrated in the figures below;



## State of the Downtown

This is based on the Ann Arbor DDA's State of the Downtown Presentation that they prepare annually, a yearly snapshot that records trends and celebrates the many attributes that make the downtown unique.

The State of the Downtown should include;

1. List events (quantity)
2. Sidewalk cafes
3. New business
4. Residential population
5. Crime rate
6. Transit ridership

What does the YDDA do to assist in the vitality of the downtown?

1. Boundaries of the DDA (districts)
  - a. Sq Miles
  - b. Total acres
    - i. Acres of public right of way
    - ii. Open space and parkland
    - iii. Historic district
    - iv. Floodplains and flood ways
  - c. Land are with development restrictions
  - d. Total building square footage
    - i. Commercial
    - ii. Industrial
    - iii. Office residential
2. Commercial
  - a. List downtown's largest employers
  - b. Major projects for that FY
  - c. New business moving into the DDA districts
  - d. Make-up of downtown's commercial sector
  - e. Downtown office vacancy rates
3. Employment
  - a. Workforce housing? How many employees live and work downtown?
  - b. Percentage of jobs in the DDA boundaries opposed to the rest of the city?
  - c. Monthly salary comparison
    - i. Less than \$1250
    - ii. \$1251-\$3333
    - iii. Greater than \$3333
    - iv. Kist downtown IT and supporting export business
4. Action - Downtown – 3 unique commercial districts (and Water Street) / center of art culture and creativity for the region
  - a. Local Hotel occupancy / Bed and Breakfast (measures draw of events in the area)
  - b. CVB how many events / conventions have been scheduled?

- c. How many of the city's events happen downtown?
  - d. How many special events were held during the FY?
  - e. How many attendees at the RAC?
  - f. Museums?
  - g. Data on what events attracted the largest crowds
5. Residential
- a. How many residents live downtown?
  - b. Housing options in and around the DDA?
  - c. Average price per home in the DDA districts? Has the price been increasing or decreasing?
  - d. Has there been any residential development in or outside the DDA borders?
  - e. How many vacancies are downtown?
6. Living
- a. Food
    - i. Farmers markets – how many vendors? How many grocers are in the DDA boundaries? How many home goods stores are located in and around the DDA districts?
    - ii. Community Space – What is the walk score of the DDA? How many trees? Parks? Boarder to Boarder trail?
    - iii. Exercise facilities? How many?
7. Education
- a. What are the education demographics?
  - b. How many museums?
  - c. K-12 education status?
8. Map of amenities, type of amenities, crime data, walk score comparison
9. Movement
- a. Transit options
    - i. Find metric to quantify
  - b. Transportation Menu?

#### DDA Projects and Impacts

- Projects that help the community reach economic development, affordable living, sustainability, transportation goals.
  - Private investment
  - Building permits issued
  - List all projects for FY
- Future projects

#### About DDA

- History
- Mission Statement
- Vision Statement
- List of partners

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, December 19, 2013 - 8:00 a.m.  
SPARK East  
215 W. Michigan Ave.**

**Agenda**

**I. Call to Order**

**II. Roll Call**

Amanda Edmonds (C)	P	A	Regan Parker	P	A
Linda French	P	A	Rois Savvides	P	A
Adam Gainsley	P	A	Paul Schreiber	P	A
Leigh Greden (VC)	P	A	Richard Smith	P	A
Kevin Hill	P	A			

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

**IV. Approval of November 21, 2013 Minutes (X)\* p. 3-18  
Approval of December 9, 2013 Minutes (X)\* p. 19-22**

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

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

**VI. Staff Report/Financial Report (X) p. 23-39**

**VII. Standing Committee Reports**

- Economic Restructuring & Design (Kevin Hill) (X) p. 40-42
  - Resolution to Approve the Award of an YDDA Façade Improvement Grant for 133 W. Michigan Ave./Michigan Heritage Building (X)\* p. 43-54
- Operations & Finance – no report/no meeting in December

**VIII. Old Business**

- Visioning Update

**IX. Proposed Business**

**X. Announcements/Comments**

**XI. Public Participation**

**XII. Adjourn Board Meeting**

**XIII. Next Meeting: January 16, 2013, 8:00 a.m., SPARK East, 215 W. Michigan Ave.**

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

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, November 21, 2013- 8 a.m.  
SPARK East  
215 West Michigan Avenue, Ypsilanti**

**Draft Minutes**

**I. Call to Order:** A. Edmonds called the meeting to order at 8:13 am.

**II. Roll Call:**

Amanda Edmonds (C)	P	Kevin Hill	P
Linda French	P	Regan Parker	P
Adam Gainsley	A	Rois Savvides	P
Leigh Greden (VC)	P	Paul Schreiber	A

**Others in Attendance:** Jake Albers, Manager SPARK East  
Angela Barbash, Reconsider  
Stuart Beal, Beal Properties  
Tim Colbeck, DDA Director  
James Dauphine, Divine Interventions  
Andrew Hellenga, DDA Staff  
Meg Maurer, University of Kentucky  
Nino Monea, EMU Student Government  
Pete Murdock, City Council  
Diana Neering, Shelter Association of  
Washtenaw County  
Ellen Schulmeister, Shelter Association of  
Washtenaw County  
Corrine Sikorski, Chair FOYF  
Lauren Thompson, VC FOYF  
Tyler Weston, Howard Hannah Realty

**III. Approval of Agenda:** T. Colbeck requested that the agenda item SPARK East Request for Support be moved up on the schedule to accommodate J. Albers schedule. The item was moved to follow Section VII Staff Report/Financial Report. K. Hill moved to approve agenda as amended. R. Parker supported the motion and it was approved unanimously.

**IV. Approval of October 17, 2013 Minutes:** L. Greden moved to approve minutes as submitted. The motion was supported by K. Hill and passed unanimously.  
**Approval of October 17, 2013 Annual Meeting Minutes:** L. Greden moved to approve minutes as submitted. The motion was supported by K. Hill and passed unanimously.

**Approval of November 7, 2013:** L. Greden moved to approve minutes as submitted. The motion was supported by K. Hill and passed unanimously.

**V. Audience Participation:**

- Corrine Sikorski Chair of the Friends of the Ypsilanti Freighthouse (FOYF) distributed information to the board outlining the current status and plans for the Ypsilanti Freighthouse. She stated that the FOYF is working with the City Planner T. Gillotti on a State Historic Preservation Office (SHPO) grant application to pay for the installation of a fire suppression system at the freighthouse. The grant requires a 40%/ 60% match to be eligible. The grant request will ask for \$60,00 from SHPO and therefore will require a \$40,000 match. The FOYF are asking the YDDA to provide this match. A. Edmonds requested that this be added to the agenda under Proposed Business.

**VI. Presentation – Ellen Schulmeister, Shelter Association of Washtenaw County:**

E. Shulmeister gave a presentation on her organization, the services they provide, and the ongoing issue of homelessness in eastern Washtenaw County. She stated she hopes to build relationships between the Shelter Association and the organizations and businesses in Ypsilanti so that they know what resources are available for the homeless in Ypsilanti and how we can share and promote this.

**VII. SPARK East Request for Support:** The board continued their discussion of the request for a financial support commitment from SPARK East that started at last month's board meeting. J. Albers answered questions specific to SPARK's request. The board engaged in discussion on the merits of the request and many positives that SPARK brings to the community.

K. Hill moved to approve a contribution of \$2,500 for two years to SPARK. L. Greden supported the motion and it was approved unanimously.

**VIII. Staff Report/ Financial Report:** Reports as submitted by T. Colbeck. The board and T. Colbeck briefly discussed the status of Bona Sera's application for a Redevelopment Liquor License.

**IX. Standing Committee Report:**

- Economic Restructuring and Design report as submitted by Kevin Hill.
  - Resolution to Approve the Award of an YDDA Façade Improvement Grant for 27 E. Cross St.

K. Hill moved to approve the award of the Façade Grant for 27 E. Cross St. The motion was supported by L. Greden and it was approved unanimously.

- Resolution to Approve the Award of an YDDA Façade Improvement Grant for 400 N. River St. / Thompson Block

K. Hill moved to approve the award of a Façade Grant for 400 N. River St./ Thompson Block. The motion was supported by R. Parker and it was approved unanimously.

- Resolution to Approve the Award of an YDDA Building Rehabilitation Grant for 400 N. River St. / Thompson Block

K. Hill moved to approve the award of a Building Rehab Grant for 400 N. River St. / Thompson Block. The motion was supported by L. French and it was approved unanimously.

- Operation and Finance as submitted by T. Colbeck.
  - Staffing and Evaluation Policy Review

T. Colbeck gave a brief update on the ongoing discussions by the committee regarding when it is appropriate to provide staff reviews and consideration for pay increases.

A. Edmonds stated that the process for the board to evaluate the Executive Director will be underway shortly and noted that the evaluation form was included in the meeting packet.

**IX. Old Business:**

- Committee Assignments: A. Edmonds requested that board members consider what committee they would like to sit on for the coming year. She asked that this item be brought back at the January board meeting.
- Visioning Work Session: A. Edmonds reviewed the latest draft of the YDDA Vision Statement with the board. L. French moved to adopt the YDDA Vision Draft as submitted. The motion was supported by R. Savvides and the Vision Statement was approved unanimously.

Staff will continue to work with A. Edmonds on next steps moving forward.

**X. Proposed Business:**

- Friends of the Ypsilanti Freighthouse (FOYF) Request for Support: C. Sikorski shared some historical information on the Freighthouse and the ongoing process to rehabilitate the building. She reported that they have an opportunity to receive a \$60,000 grant from SHPO that can be used to install the needed fire suppression system however they need to raise a \$40,000 match to qualify.

She requested the YDDA provide the \$40,000 to FOYF to move the application forward. The deadline for the application is December 19<sup>th</sup> which is also the date of the next YDDA board meeting.

The board asked for the FOYF to prepare a formal request to the YDDA and submit for review at the next Economic Restructuring & Design Committee meeting, scheduled for December 4<sup>th</sup>. After the request has been reviewed by the committee, if approved at committee level, the YDDA board will schedule a special meeting the week of December 9-13 to give them enough time to submit the application.

**XI. Announcements Comments:**

- K. Hill announced a series of upcoming Downtown events:
  - December 6<sup>th</sup> Downtown Tree Lighting.
  - December 9-14<sup>th</sup> there will be a series of events including an appearance by Santa Downtown and a fundraiser for Meals on Wheels.
  - December 19<sup>th</sup> there will be an annual fundraiser dinner held at Corey's Krispy Krunchy Chicken.
  
- L. French announced that the annual Depot Town Christmas Tree Lighting will be held on Saturday, December 7<sup>th</sup>.
  
- Both K. Hill and L. French will provide a detailed list of events to T. Colbeck so that he can promote.
  
- A. Edmonds state that this coming Saturday, November 30<sup>th</sup>, is Small Business Day. Growing Hope will be holding a pop-up event at the Eyrie in Depot Town.

**XII. Public Participation:**

- N. Monea informed the board that EMU Student Government is willing to coordinate and help with volunteer opportunities in the city.
- P. Murdock gave a brief update of current City items:
  - The City is in the process of hiring a new police chief and will be having a public forum with the final candidates in the near future.
  - The City has recently hired three new police officers and will be looking to fill more positions.
  - The proposed changes to the City Dumping Ordinance are still under review.
  - City Council is reviewing proposed changes to the Snow Removal Ordinance that will compress the time for property owners to clear snow from ROW's from 48 to 24 hours.

**XIII.** R. Savvides moved to adjourn meeting, supported by K. Hill. The motion was supported unanimously. The meeting adjourned at 10:29 am.

**XIV. Next Meeting: December 19, 2013 8:00 am. Spark East 215 W. Michigan Ave.**

November 21, 2013  
2013-38

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO PROVIDE GRANT FUNDING TO SPARK ANN ARBOR TO  
SUPPORT THE ONGOING OPERATIONS OF THE SPARK EAST BUSINESS  
INCUBATOR**

The following preamble and resolution were offered by Member K. Hill and supported by Member L. Greden.

WHEREAS, the Ypsilanti DDA (YDDA) recognizes the importance of business and entrepreneurial development to the DDA and the greater Ypsilanti Community; and

WHEREAS, the SPARK East business incubator provides an important piece of the future economic development of the community through its ongoing operations that create opportunities for start-up businesses to grow in the DDA districts; and

WHEREAS, to date SPARK East has helped create 50 companies and 125 jobs, and held over 325 networking and educational events and meetings in the last several years bringing in many new people to Downtown Ypsilanti; and

WHEREAS, the YDDA has in previous years supported the ongoing operations of SPARK East with a three year commitment of \$5,000 per year in the 2009-10, 2010-11, and 2011-12 Fiscal Years; and

WHEREAS, the YDDA recognizes the importance for us and other key community stakeholders to show our support and investment in SPARK East towards their long term sustainability and ability to leverage important State of Michigan funding;

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

1. the YDDA approve a two year financial commitment to SPARK Ann Arbor of \$2,500 each of the two years.
2. this commitment is for the YDDA's 2013-14 and 2014-15 Fiscal Years.
3. all funding made available to SPARK Ann Arbor be specifically earmarked to support the ongoing operations of SPARK East.
4. this commitment will be allocated from the appropriate TIF district revenue as represented.

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: A. Edmonds, L. French, L. Greden, K. Hill, R. Parker, R. Savvides

NAYS: none

ABSTAINED: none

YES: 6      NO: 0      ABSENT: 2      VOTE: affirmed

November 21, 2013  
2013-39

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT  
GRANT FOR 27 E. CROSS ST.**

The following preamble and resolution were offered by Member K. Hill and supported by Member L. Greden.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA's 2013-14 Fiscal Year Budget earmarked a total of \$40,000 to be made available for another round of the Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each for the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Edwin & Bon Rose Fine for the repainting of the façade and rear deck supports, repair of brick work and trim, and reglazing of front windows at the above referenced address; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the request would be an appropriate use of the grant program; and

WHEREAS, the proposed improvements would need the formal approval by the Ypsilanti Historic District Commission (HDC) to be eligible for a grant award;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$802.50.
3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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: A. Edmonds, L. French, L. Greden, K. Hill, R. Parker, and R. Savvides

NAYS: none

ABSTAINED: none

YES: 6      NO: 0      ABSENT: 2      VOTE: affirmed

November 21, 2013  
2013-40

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT  
GRANT FOR 400 N. RIVER ST./THOMPSON BLOCK**

The following preamble and resolution were offered by Member K. Hill and supported by Member R. Parker.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA's 2013-14 Fiscal Year Budget earmarked a total of \$40,000 to be made available for another round of the Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each for the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from the Thompson Block Partners for the demolition and removal of the existing storefronts and entrances, furnishing and installation of new wood, glass, and aluminum storefront and entries, restoration and replacement of historic windows, masonry restoration, recreation and reinstallation of the original cornice detail, and repairs to entry sidewalks and stairs at the above referenced address; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application is complete and the request would be an appropriate use of the grant program; and

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. the award of the grant is contingent on the applicant providing a detailed list of project financing as soon as it is available.
4. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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: A. Edmonds, L. French, L. Greden, K. Hill, R. Parker and R. Savvides

NAYS: none

ABSTAINED: none

YES: 6      NO: 0      ABSENT: 2      VOTE: affirmed

November 21, 2013  
2013-41

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA BUILDING  
REHABILITATION GRANT FOR 400 N. RIVER ST./THOMPSON BLOCK**

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

WHEREAS, a guiding principle of the Ypsilanti Downtown Development Authority (YDDA) is to strengthen the community's existing economic assets while expanding and diversifying its economic base and creating a welcoming business environment; and

WHEREAS, the Washtenaw County Eastern Leaders Group (ELG) has continued a partnership with the YDDA by providing \$15,000 for the YDDA's Building Rehabilitation Grant Program for the 2013-14 fiscal year; and

WHEREAS, the YDDA has allocated a matching \$15,000 for the Building Rehabilitation and Façade Grant Program in the FY 2013-14 budget; and

WHEREAS, the YDDA has received a grant request from the Thompson Block Partners for the extensive rehabilitation of the above referenced address that would include: core, shell, and infrastructure improvements, apartment build-out of the buildings 2<sup>nd</sup> and 3<sup>rd</sup> floors, and renovation of the 1<sup>st</sup> floor into a "white box" level ready commercial spaces; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application is complete and the request would be an appropriate use of the grant program; and

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

1. YDDA Board approves the award of a building rehabilitation grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$15,000 and be specifically earmarked for the construction of an addition to the property that will house an elevator and stairwell.
3. the award of the grant is contingent on the applicant providing a detailed list of project financing as soon as it is available.

4. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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: A. Edmonds, L. French, L. Greden, K. Hill, R. Parke and R. Savvides

NAYS: none

Abstained: none

YES: 6      NO: 0      ABSENT: 2      VOTE: affirmed

November 21, 2013  
2013-42

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO ADOPT A YDDA VISION STATEMENT**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) believes that having a strong vision and core values identified is important to developing ongoing initiatives and programs to help us achieve our goals; and

WHEREAS, the YDDA Board, Staff and other Stakeholders have participated in a comprehensive visioning process to create a truly representative vision statement of our organization; and

WHEREAS, building on the input that was gathered during this process the YDDA has created a statement that represents the overall vision of what we would like the DDA districts and greater community to look like in the future;

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

1. The YDDA board and staff officially adopt the YDDA Vision Statement (attached) as the primary statement of the YDDA's long term aspirations and driving values.
2. That the Vision Statement be used as a guide when considering new projects and initiatives for the YDDA to implement.
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: A. Edmonds, L. French, L. Greden, K. Hill, R. Parker and R. Savvides

NAYS: none

ABSTAINED: none

YES: 6      NO: 0      ABSENT: 2      VOTE: affirmed

## **Draft DDA 2023 Vision Statement - V2.0 (11/21/13)**

It's 2023 and Ypsilanti is a place you want to be, whether to live, work, play, or visit. Our DDA districts—while unique in offerings and character, are very much bound by their commonalities and shared vibrancy. They collectively make up the nucleus of the community. We have a positive reputation across the region and country.

Our DDA is filled with unique and eclectic businesses owned locally; many of those owners live in or very near our community, and are invested in both their own enterprises' success and the community's success. People want to move and invest here to open a business, knowing they'll be supported and have the opportunity to be part of a bigger whole. The historic character of our physical infrastructure has been preserved—and celebrated. Our occupancy is full, including both our historic structures and the fully developed Water Street district, which has been built out in ways that mimic the physical nature of our historic buildings, so while it is clear what is new and old, there is a continuity of look and feel.

### **A Safe and Well-Kept District**

It's safe to be here, and visitors and residents alike know that. Properties are kept up—both individual businesses, and the space between, behind, and in front of them—and that leads to a perception of being cared for, which greatly influences a perception of safety. We all take part in picking up trash, helping one another spruce things up-- there's a proactive approach by residents and employees/owners alike to take part in this. The abundance of activity—people sitting at sidewalk cafes, walking in the day and evening, and strong on-site presence of employees and owners in the districts contribute to the eyes on the street that make the community feel safe.

### **Diverse Businesses, Visitors, Institutions, and Partnerships**

We have exemplified effective placemaking in our districts and community overall. There is a mix of businesses and operations in our districts that both attract visitors and provide for core daily needs of residents. There are both retail and service-oriented businesses. This mix attracts those accustomed to urban living where all of one's needs can be met within a few blocks. We also recognize the value, partner with, and support the core institutions in and adjacent to our DDA, including (and especially) EMU, our library, health care centers, nonprofits, and museums. These anchors are essential to our success. EMU and its student and staff population contribute to this vibrancy in many ways economically and culturally, including an active embrace of the locally-owned businesses on campus and off. Students are an asset as residents and shoppers in our DDA, and many of them stay in the community once they graduate. There are hangouts and retail establishments geared towards this audience.

### **A Supportive Environment to Start and Grow A Business**

This diversity in types of businesses is also reflected in our business and property owners, residents, and visitors. We are strong because we attract, embrace, and celebrate people of all backgrounds, and our business and institutional offerings are geared towards people of a variety of racial, ethnic, economic, and age backgrounds. People move to Ypsilanti on purpose. And they stay.

Business owners know that Ypsilanti is a place that can start and grow a business, and the community has support available at multiple scales for businesses at different stages. There are a variety of business services available, from incubators to district-wide marketing and promotion. Businesses

want to start here and have opportunities to stay here as they expand. Our business and property owners recognize the value of working together for shared business and district success. The vibrancy of our DDA districts also attracts development—residential, industrial, commercial—elsewhere in the City; our healthy commercial districts are an indicator of a healthy economy in Ypsilanti and place you want to live, work, play, or invest.

### **Model Green Infrastructure... A River... And a Train!**

Our green infrastructure is a key to this vibrancy as well. Major parks sit in the middle of our DDA districts and are the jewels of our community and are highly connected to our nearby residents and businesses. Community and economic activity in and around the parks are fed through an active festival scene and outdoor recreation for visitors and residents. This connectivity extends through bike and walking trails through surrounding neighborhoods. We couldn't imagine a community or DDA districts without thriving, clean, and safe parks, our beautiful Huron River, and an anchor recreation center. The Huron River has returned to be seen as a centerpiece of the community and its vitality.

Green infrastructure also means multi-modal transportation. The train stops in Ypsi. Our DDA districts are fully walkable, bike-friendly, and handicapped accessible. It's easy and clear how to get around using any form of transit, which also contributes to the DDA as a welcoming space for all. And, you can indeed find parking—whether for a short visit or an overnight stay.

Sustainability means energy efficiency, green materials and reuse, alternative energy, gardens/green areas/trees, pollution prevention, sustainable transportation, and waste reduction. In our DDA sustainability is embraced by business owners, property owners, residents, and visitors. For owners and occupants this emphasis has improved quality of life, health, and affordability. We're a model of sustainability and others visit to learn from Ypsi. This has become a driver for economic development and investment in Ypsilanti.

### **A Vibrant and Creative Destination**

Our DDA is the core of our community and of it as a cultural and activity destination. In addition to our many festivals in our parks, those events that attract residents and visitors occur throughout our districts. There are other regular entertainment and dining opportunities as well for all ages and interests. Public and private art is throughout our DDA, showcasing the creative class that has been core to Ypsilanti's revitalization. People are out and about throughout the day and night, fueling the energy and ensuring the safety that such positive and active presence brings.

### **Integrated into our Region**

The DDA—and its staff and board—recognize that our districts don't exist in a vacuum. Our adjacent residential and commercial districts, our community-wide resources including schools, and other areas impacting community life and livelihood all impact the success of our DDA. We're involved, therefore, as a partner in conversations, initiatives, and organizations within and outside of our district that contribute to making Ypsilanti overall a vibrant place to invest, live, work, play, visit, or go to school. When we can look from the vantage of this success for our city and region, our district is strong.

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Special Meeting  
Monday, December 9, 2013– 4 p.m.  
SPARK East  
215 West Michigan Avenue, Ypsilanti**

**Draft Minutes**

**I. Call to Order:** L. Greden called the meeting to order at 4:06pm.

**II. Roll Call:**

Amanda Edmonds (C)		A	Regan Parker	A
Linda French	P		Rois Savvides	P
Adam Gainsley	P		Paul Schreiber	P
Leigh Greden (VC)	P		Richard Smith	P
K. Hill	P			

**Others in Attendance:**

Tim Colbeck, DDA Director  
Andrew Hellenga, DDA Staff  
Pete Murdock, City Council  
Corinne Sikorski, FOYF Chair  
Katrease Stafford, Mlive  
Lauren Thomson, FOYF Vice-Chair

**III. Approval of Agenda:** L. French moved to approve the agenda as submitted. The motion was supported by K. Hill and approved unanimously.

**IV. Audience Participation:**

1. Corrine Sikorski, FOYF spoke on behalf of the FOYF regarding their request for support from the YDDA. She restated the current fundraising results for the required match for the SHPO grant. She stated that the FOYF is asking the YDDA to provide \$25,000 of the required \$40,000 match which will leverage an additional \$60,000 from SHPO. This money will be used to install the required fire suppression system in the Freighthouse.

**V. Old Business:**

1. Friends of the Ypsilanti Freighthouse (FOYF) Request for Support: T. Colbeck gave a brief recap of the request from the FOYF. L. French provided the Board with the history of the Freighthouse and its importance to the Depot Town District.

L. French moved to award \$25,000 split in even portions in the 2013-14 and 2014-15 fiscal years for the Ypsilanti Freighthouse for the required match of the

SHPO grant and earmarked for the installation of a fire suppression system. The motion was supported by A. Gainsley.

The Board voted:

Ayes: L. French; A. Gainsley; L. Greden; R. Savvides; P. Schreiber; and R. Smith

Nays: K. Hill

The motion passed by a 6-1 vote.

**VI. Proposed Business:** None

**VII. Announcements Comments:**

1. K. Hill reminded the board members that the Executive Director Evaluations are due December 15.
2. R. Savvides stated that the second EMU Honors College community panel discussion is scheduled for Saturday, December 14, 9:45 am. Both he and T. Colbeck participated on December 7<sup>th</sup>. The Honors College is looking for 1-2 additional participants for the December 14<sup>th</sup> panel.

**VIII. Public Participation:** None

**IX. Meeting adjourned:** K. Hill moved to adjourn meeting at 4:36 pm. The motion was supported by L. French and approved unanimously. **Next Meeting: December 19, 2013 8:00 am. Spark East 215 W. Michigan Ave.**

December 9, 2013  
2013-43

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO PROVIDE GRANT FUNDING TO THE FRIENDS OF THE  
YPSILANTI FREIGHTHOUSE TO SUPPORT THE REQUIRED MATCH FOR A STATE  
HISTORIC PRESERVATION OFFICE GRANT**

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

WHEREAS, a guiding principle of the Ypsilanti Downtown Development Authority (YDDA) is to strengthen the community's existing economic assets while expanding and diversifying its economic base and creating a welcoming business environment; and

WHEREAS, since 2004 the Friends of the Ypsilanti Freighthouse (FOYF) has been raising funds for the restoration of the Ypsilanti Freighthouse; and

WHEREAS, in that time the FOYF has raised over \$900,000 towards this goal and has completed a significant amount of structural repairs to the facility; and

WHEREAS, the FOYF estimates that there is still over \$400,000 in work left to complete the rehabilitation of the facility and open it back up to the public; and

WHEREAS, the City of Ypsilanti has identified a State Historic Preservation Office (SHPO) Grant that is available for \$60,000; and

WHEREAS, the SHPO grant would be earmarked for the installation of a required fire suppression system at the facility; and

WHEREAS, the SHPO grant requires that the FOYF and the City of Ypsilanti provide a match of \$40,000 to be eligible; and

WHEREAS, the FOYF have received other commitments of support totaling \$15,000 towards the required match; and

WHEREAS, the YDDA supports the rehabilitation of the Freighthouse and recognizes the importance of a completely rehabilitated facility for Depot Town and the greater DDA community;

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

1. the YDDA approve a granting the FOYF \$25,000 for the remainder of their required match to be eligible for the SHPO grant.

2. this commitment will be made available in installments of \$12,500 from the YDDA's 2013-14 and 2014-15 Fiscal Years.
3. all funding is contingent on the FOYF/City of Ypsilanti being approved for the SHPO grant for the amount of \$60,000.
4. this commitment will be allocated from the Depot Town TIF district reserve funds.
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: L. French, A. Gainsley, L. Greden, R. Savvides, P. Schreiber, and R. Smith

NAYS: K. Hill

ABSTAINED: none

YES: 6          NO: 1          ABSENT: 2          VOTE: affirmed

## City of Ypsilanti DDA Staff Report – December 2013

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City of Ypsilanti Coordination: Tim has attended and participated in two City Council Goal Setting meetings. He has shared the YDDA's recent achievements and goals for the coming year and how we can coordinate our efforts with the City of Ypsilanti both the City's and DDA's goals.

Tim has continued to work with Teresa Gillotti to set deliverable goals and timelines for the implementation of the DDA's recommendations from the approved YDDA Parking Study.

Tim attended a City Council meeting and gave a formal presentation of the Parking Study where he shared the findings and recommendations and indicated the DDA's ongoing partnership with the City to achieve mutual goals in improving the parking system. To support this meeting he edited the power point presentation to reflect the study as it was approved.

Tim has been coordinating some repairs and maintenance items with Brad and Stan of the Department of Public Services. These include some paver repair/replacement on Washington St. and the removal of tree stumps from damaged street trees on Huron and Michigan Avenue.

Tim continues to attend the regularly scheduled Ypsilanti department heads meetings where there is a recap of City Council meetings and upcoming agenda items. Each department head also gives updates of upcoming or ongoing projects and initiatives for their department.

Both Tim and Andrew continue to meet regularly with Teresa Gillotti to discuss opportunities for partnership, ongoing programs, and potential projects.

Community Outreach and Partnerships: Staff continues to meet with community stakeholders/partners to discuss ongoing DDA planning and goals as well as people interested in opportunities within the DDA.

- Tim participated in a panel discussion of the Ypsilanti Community for the EMU Presidential Scholarship Competition. He attended the event on Saturday, December 7<sup>th</sup> where groups of parents of high school seniors/prospective EMU students were able to ask the panel questions about the Ypsilanti community and opportunities for EMU students to participate in community events.
- Andrew was interviewed by some EMU film students working on a project to help bridge the "Town and Gown" gap in Ypsilanti.
- Tim has communicated with Charlie Koenn of Swisher Commercial to discuss a possible purchaser of 13-17 N. Washington St. and what the requirements are to purchase a Redevelopment Liquor License.
- Tim has followed up with Patty Yagerlener and Teresa Gillotti on potential space for a proposed for profit social enterprise that would combine pop-up retail for clothing and textile designers as

well as shared space for independent designers to work and be trained on specific software for the textile design industry.

- Tim met with Melissa Milton-Pung to coordinate a new round of ELG grant money to the YDDA for the continued support of the YDDA Building Rehabilitation Grant program. I provided required information to process the receipt of funding before the end of the calendar year.
- Tim provided a detailed report on the YDDA Building Rehab and Façade Improvement programs to Benjamin Crumm from the ELG for their upcoming annual meeting. The report detailed all of the grants that were issued with the assistance of ELG funds, potential job creation statistics, and investment amounts.
- Tim met with Chris Stranad who is interested in opening a photography studio in Downtown Ypsilanti. We discussed potential locations and I provided him with appropriate contacts.
- Tim has been in communication with Lydia Clarke who is interested in opening a coffee shop and bookstore at 13-17 N. Washington. We discussed grant opportunities and will be meeting prior to the board meeting to discuss her business plan and proposal for the space.
- Andrew has continued to participate with ELG's Commercial Property Assessment Team to strategize on how to market the DDA to potential businesses.
- Tim shared a press release with the Barry LaRue of the RAC regarding the arrest of two "taggers" who hit a number of properties in the DDA including RAC. He shared with them a contact for a reliable company specializing in graffiti removal. The spots identified cannot be power washed due to the delicate surfaces. Tim is continuing to offer help in making arrangements with the RAC.
- Tim is continuing to work with Jesse Thomason/Crossroads Bar to help them move forward with a proposed roof top deck that was awarded a YDDA Building Rehab Grant last year.

Wayfinding Program: Tim has continued to participate in the ongoing planning for a comprehensive wayfinding program with the YACVB.

Tim has been in communication with Brian Barrick of Beckett-Raeder to help coordinate next steps and plan the next meeting with the consultant and wayfinding committee.

Depot Town TIF and Development Plan Renewal: Tim and Andrew have reviewed the four submitted bids. Tim has provided a detailed summary of each bid and the qualifications of the firms for the Operating and Finance Committee to consider and move forward with.

Tim has continued to field questions from potential consultants regarding the selection process.

Holiday Lighting and Decoration Installation: Tim coordinated the purchase and installation of additional rope garland for Depot Town.

Andrew has done a count of street poles that we are using electricity from to fill out required billing forms from DTE.

Tim has worked with DAY and the Department of Public Services to ensure all downtown electrical receptacles are working correctly.

Downtown Dumpster Management: Both Tim and Andrew continue to monitor the enclosures to ensure their proper use and maintenance. Staff continues to pick up loose debris as necessary and coordinate bulk pick-up and removal of improper waste.

Andrew has continued to coordinate the installation of the ADT security system for a test area in the S. Huron Lot. He followed through the process for HDC approval of placing the camera on the Terry Bakery building and has coordinated with ADT Security to move forward with the installation.

Board and Committee Meetings Support: Tim and Andrew continue to prepare for and support all of the committee and board meetings, preparing required agendas, minutes, and other documentation for each of the YDDA meetings.

Tim continued to review City Council agendas and packets and highlighted items of importance to the YDDA for the board.

Andrew is continuing to work with the board chair to keep the visioning process moving forward.

Tim and Andrew have prepared detailed budget projection summary and graphs to address ongoing concerns over the YDDA's expected revenue and expenses and the impact to the fund balance reserves over the next several years.

Tim communicated with other members of the Michigan Downtowns Association to get information and verify that Special Assessment Districts (SAD's) are not captured by TIF's.

Tim worked with the Friends of the Ypsilanti Freighthouse (FOYF) on their request for support from the DDA. He read the detailed support/documentation that was provided by the FOYF and created a summary report that could be easily shared with the board and committee members.

Press/Communications: Tim and Andrew continues to work with local press from various outlets including A2.com, Ypsilanti Courier, Concentrate Media and WEMU to help get positive stories of the DDA districts out to the public.

Tim continues to update the YDDA/Downtown Ypsilanti Facebook page with good news, positive stories, and new business and event announcements.

Tim recently was interviewed and/or answered questions for both MLive and the Ypsilanti Courier.

YDDA Website: Tim continued to monitor the website to make sure that all meeting announcements and other important information is up to date.

YDDA Bookkeeping and Budget Maintenance: Tim continued to process all of our incoming invoices as well as track the monthly revenue and expense reports.

Tim continued to process payroll and track hours for the DDA with the City's Fiscal Services Department.

<b>Revenue</b>	<b>Amount</b>					
TDS Metrocom Refund	\$7.88					
<b>TOTAL</b>	<b>\$7.88</b>					
<b>EXPENSES</b>						
	<b>AMOUNT</b>	<b>W. CROSS</b>	<b>DEPOT TOWN</b>	<b>DOWNTOWN</b>	<b>LINE ITEM</b>	<b>DESCRIPTION</b>
Allied Waste Systems	\$1,053.43	\$0.00	\$0.00	\$1,053.43	Waste Management	November Dumpster Service
Fastenal Co.	\$32.58	\$4.56	\$5.21	\$22.81	TIF Projects	Fasteners for Bike Racks
Jonathan Goetz	\$377.00	\$0.00	\$377.00	\$0.00	Holiday Lighting	Rope Garland
Michigan Downtown Assoc.	\$200.00	\$28.00	\$32.00	\$140.00	Membership and Dues	MDA Membership Dues
Smith Haughey Rice & Roegge	\$367.50	\$51.45	\$58.80	\$257.25	Legal Services	Legal Services
City of Ypsilanti	\$394.10	\$55.17	\$63.06	\$275.87	TIF Projects	Bike Rack Installation
<b>TOTAL</b>	<b>\$2,424.61</b>	<b>\$139.18</b>	<b>\$536.07</b>	<b>\$1,749.36</b>		

<b>December 2013</b>							
							<b>50% of year completed</b>
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
TIFA		342,556		0		342,556	0%
Operating Millage (1.8282)		51,377		37,055		14,322	72%
Miscellaneous Income		22,500		7,500		15,000	33%
<u>Total</u>		416,433		44,555		371,878	11%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		40,583		12,197		28,386	30%
Wages and Benefits		104,550		48,683		55,867	47%
TIFA Expenses - Recurring/Operating		128,383		53,714		74,669	42%
TIFA Expenses - One-Time/Infrastructure		372,006		21,591		350,415	6%
<u>Total</u>		645,522		136,185		509,337	21%
<u>Revenues Over (Under) Expenses</u>		-229,089					
Fund Balance as of FYE June 2013*		567,406					
Appropriated for FYE June 2014		-229,089					
Projected Fund Balance June 2014		338,317					
Restricted Fund Balance		17,022					
*both TIF and Operating Reserves							

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**CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY**

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**TO:** YPSILANTI DDA BOARD  
**FROM:** EXECUTIVE DIRECTOR  
**SUBJECT:** BUDGET PROJECTIONS  
**DATE:** 12/13/2013  
**CC:**

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I have prepared a detailed projection of the DDA's revenue, expenses, and reserves through the fiscal year 2017-18 (see attached). The projection of future years' revenue and expenses are a best guess made using reasonable assumptions and projections provided to me from the City's Fiscal Services Department based on data from the Washtenaw County Assessor.

The trends we hope to show is how our revenue and expenses intersect over the next several years and what the impact will be to our reserves. Based on the projected revenue and expense through the 2017-18 fiscal year, the whole DDA will be creating a surplus in revenue by the 2016-2017 fiscal year. However this is assuming that no new large projects or commitments are made in the next several years as well as reducing the amount of funds committed to the Building Rehabilitation and Façade Improvement Grants.

Here are some key points on the current 2013-2014 fiscal year budget:

- The YDDA Board adopted our two year budget (2012-13 and 2013-14) on 4/19/12. Staff prepared the two-year budget using the standard municipal accounting practices with guidance from the Ypsilanti Fiscal Services Department.
- On 4/19/12 the YDDA Board approved resolution #2012-05 requiring that the YDDA Fund Balance Reserves not be allowed to drop below 3% of the existing balance at the start of the most current fiscal year.
- We have received \$22,500 in grant funding from the ELG to support the Building Rehabilitation and Façade Improvement Grant programs for 2013-2014.
- At the 5/16/13 board meeting the YDDA Board approved a series of amendments to the 2013-2014 fiscal budget, these included:
  - \$20,000 to be granted to the AAATA to support their ongoing operations in the City of Ypsilanti in the 2013-2014 FY. This would be broken down by district as:
    - \$14,000 Downtown

- \$3,200 Depot Town
  - \$2,800 W. Cross
- \$20,000 to be earmarked for the hiring of a consultant to prepare a TIF/Development Renewal Plan for Depot Town. This will be entirely paid for out of the Depot Town TIF in 2013-2014.
- \$12,500 to be earmarked for the Michigan Ave. Pedestrian Crossing for the Border to Border connection in both 2012-2013 and 2013-2014 fiscal years. These funds are to provide a required match for the City's Michigan Natural Resource Trust Fund Grant application. These funds will be paid entirely for out of the Downtown TIF in each of the fiscal years.
- An additional \$2,000 was added to the Waste Management line item to cover the costs of required repairs to the Downtown Dumpster Enclosures. This will be paid out of the Downtown TIF in 2013-2014 FY.
- \$2,700 was earmarked for the purchase and installation of bicycle racks throughout the DDA. This estimated by district as:
  - \$1,890 Downtown
  - \$432 Depot Town
  - \$378 W. Cross
- Each of the above referenced changes is reflected in the monthly revenue-expense reports that I provide at the monthly board meetings.
- Since the acceptance of the 2013-2014 budget at the 5/16/13 board meeting, there have been a number of additional expenses added to the budget. These are:
  - At the 6/20/13 board meeting the YDDA Board approved increasing the dollar amount reserved for our portion of the Downtown Police Officer's wages and benefits by \$10,936. This is reflected as an increase to each district as:
    - \$7,655 Downtown
    - \$1,750 Depot Town
    - \$1,531 W. Cross
  - At the 10/17/13 board meeting the YDDA Board approved increasing the amount set aside for the purchase and installation of bicycle racks by \$1,000. This is broken down by district as:

- \$700 Downtown
  - \$160 Depot Town
  - \$140 W. Cross
- At the 10/17/13 board meeting the YDDA Board approved providing \$2,500 to the YACVB to support their Wayfinding Study. This is broken down by district as:
  - \$1,750 Downtown
  - \$400 Depot Town
  - 350 W. Cross
- At the 10/17/13 board meeting the YDDA Board approved increasing the Holiday Lighting line item by \$1,000. This is estimated by district as:
  - \$700 Downtown
  - \$160 Depot Town
  - \$140 W. Cross
- At the 11/21/13 board meeting the YDDA Board approved supporting the SPARK East business incubator with \$2,500 for the 2013-2014 and 2014-15 fiscal years. This would be paid entirely from the Downtown TIF.
- At the 12/9/13 special meeting the YDDA Board approved providing a grant to the FOYF for them to apply to the required match for a SHPO grant to be used to install a fire suppression system to the Freighthouse. The grant will be allocated as \$12,500 over two fiscal years, 2013-2014 and 2014-2015 and will be paid entirely from the Depot Town TIF.
- In September 2013 our offices moved to City Hall. Factoring in the decreased rent and phone costs and the increase in IT service costs, we will save approximately \$2,000 in 2013-2014 which is reflected in the updated budget.
- While we are projected to dip into the reserves for the current fiscal year in the amount of approximately \$229,000, the real amount will likely be considerably less at the end of the fiscal year.
  - We have \$40,000 earmarked for the Downtown Police Officer, however there is still not an officer to fill the position. In a best case scenario an officer will be hired in March. We could therefore not expend between \$30,000 to \$40,000 dollars.
  - We currently only have commitments for approximately \$10,500 of an allocated

\$40,000 in façade grants.

- We currently only have \$15,000 in commitments for \$30,000 allocated in building improvement grants.
- Just these alone have the potential of reducing the hit to the reserves by \$74,000.
- I will be able to adjust these figures accordingly after the close of the fiscal year in July 2014.

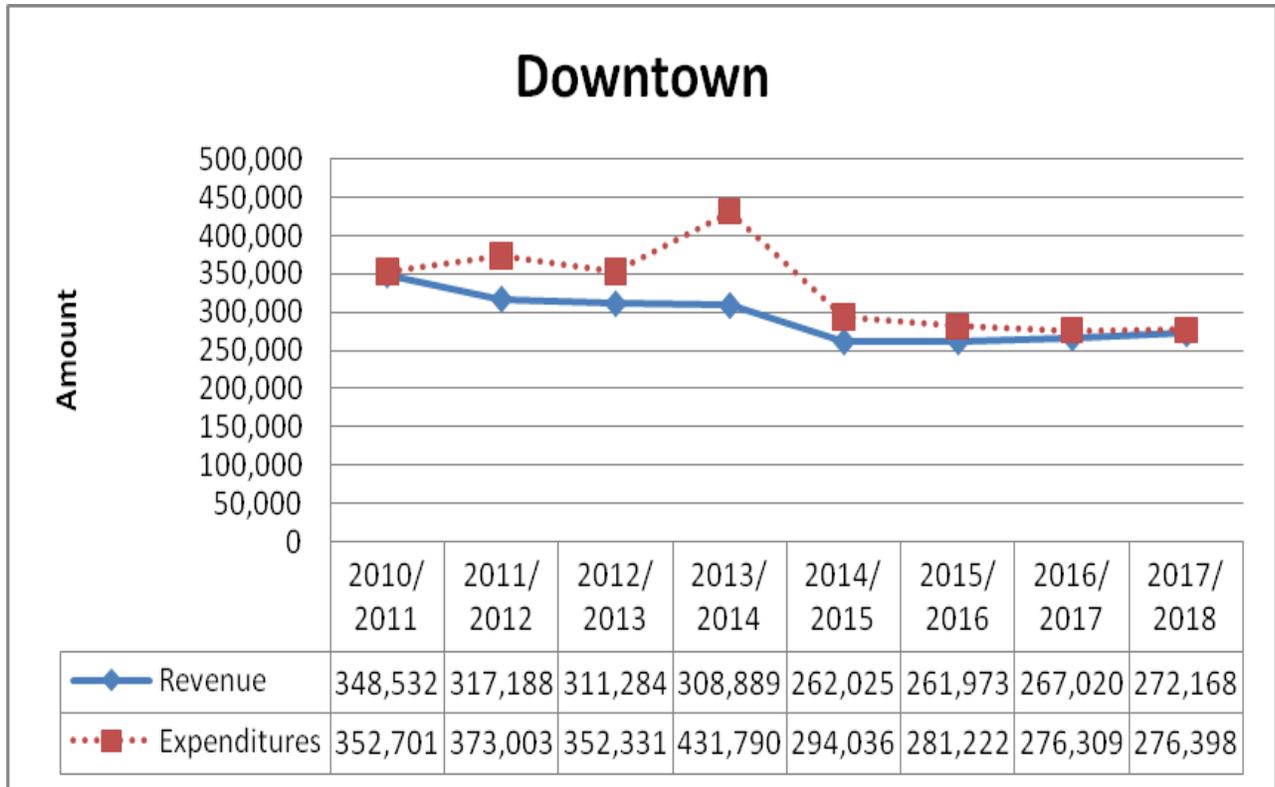
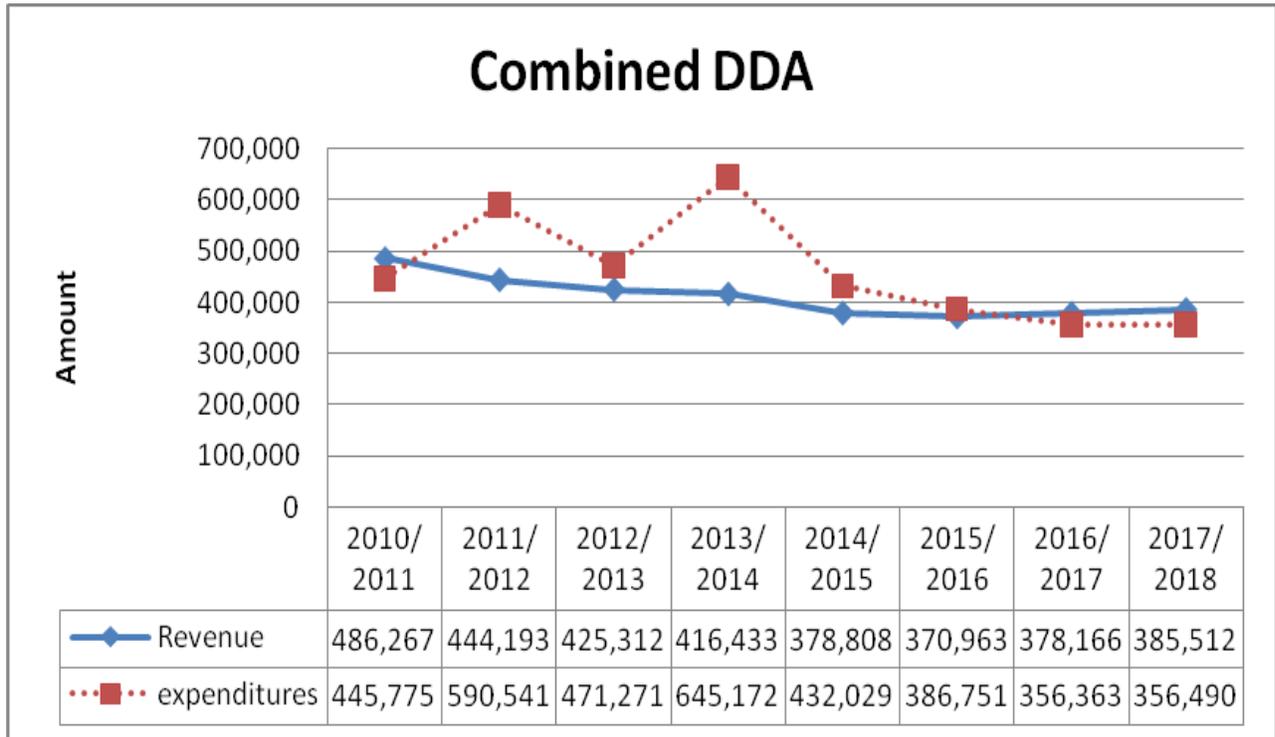
Here are a list of some key/expected changes to revenue and expenses for the projections of fiscal years 2014-2015 through 2017-2018:

- In the 2013-14 fiscal year we should be making the last payment to the MI AVE 1983 bond, removing approximately \$85,000 in bond expenses from the Downtown TIF, but this will be offset by an equivalent loss of revenue through the elimination of TIF capture of local school taxes.
- I am assuming the continuation of the Depot TIF after December 2015, otherwise the Depot Town district revenue will drop to only the Operating Millage, approximately \$6,700-6,800 in the 2016-2017 and 2017-2018 fiscal years.
- If the Depot Town TIF is expected, we will have paid off a bond obligation in December 2015 which is reflected in an approximately \$20,000 decrease in expenses annually. The Depot Town TIF does not include capture of local school taxes as the Downtown TIF did, so there will be no corresponding decrease in revenue.
- Per the City's Fiscal Services Department, beginning in 2014-2015 we will be seeing a reduction of approximately 1% in TIF and Operating Revenue from the phased in removal of the Personal Property Tax.
- Per the City's Fiscal Services Department and the County Assessor, we can expect to begin to see an increase in taxable value starting in 2014 with a projected increase of 1.6%.
- It has been projected that we will see a 2% increase in 2015-2016. Based on Proposition 1, property taxable value increases are capped at 5% or the rate of inflation, whichever is less. I have factored in a moderate increase of 2% for the 2016-2017 and 2017-2018 fiscal years.
- With the move to City Hall we are saving approximately \$3,500 a year in rent, telephone, and IT services starting in 2014-2015.
- Beginning with the 2014-2015 fiscal year I factored in decreasing the amount of the YDDA Façade Improvement Program from \$40,000 to \$20,000 in 2014-2015 and 2015-2016 and again to \$10,000 in 2016-2017 and 2017-2018. We have seen a decreased demand for the grants, with a total of just over \$7,100 awarded in fiscal year 2012-2013 and a commitment

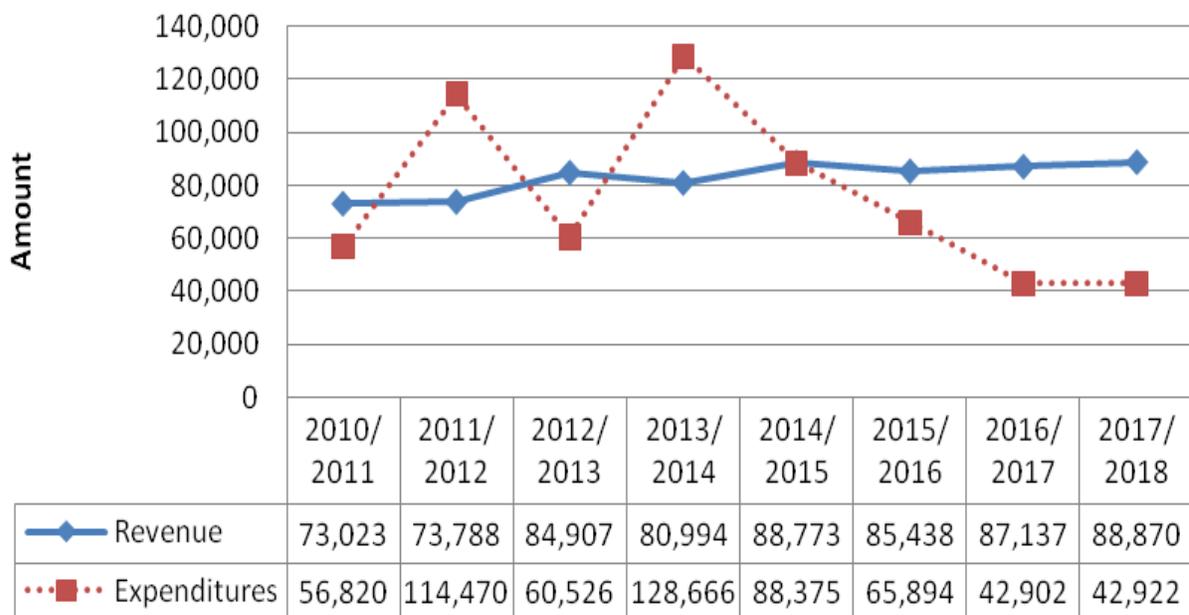
for only \$10,500 in the current fiscal year.

- It is likely that the 2014-2015 fiscal year will be the last year we are eligible for the ELG grant supporting the YDDA Building Rehabilitation Grant. I have projected eliminating that program starting in 2015-2016 fiscal year.
- The proposed expenses for 2015-2016 through 2017-2018 assume no new large projects or commitments. However there are several potential projects or commitments that may come up in the near future, including:
  - A potential rebuild of the alley behind the 700 block of W. Cross with an initial cost estimate of \$80,000.
  - There will likely be an ask by the YACVB to support the implementation of a unified Wayfinding System with no estimate of costs to date.
  - With the extension of the Depot Town TIF plan a significant amount of projects will likely be identified for investment including:
    - Improvements to public parking lots
    - Investment in the Freighthouse
    - Improvements to Frog Island Park

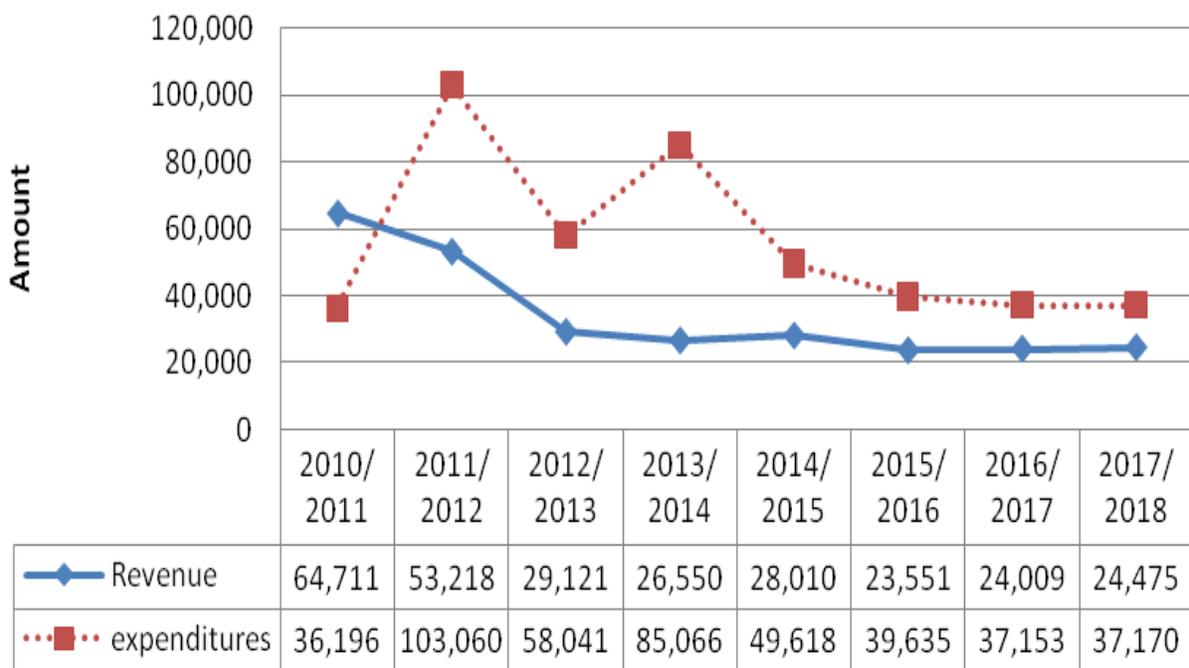
## YDDA Revenue/ Expenditures



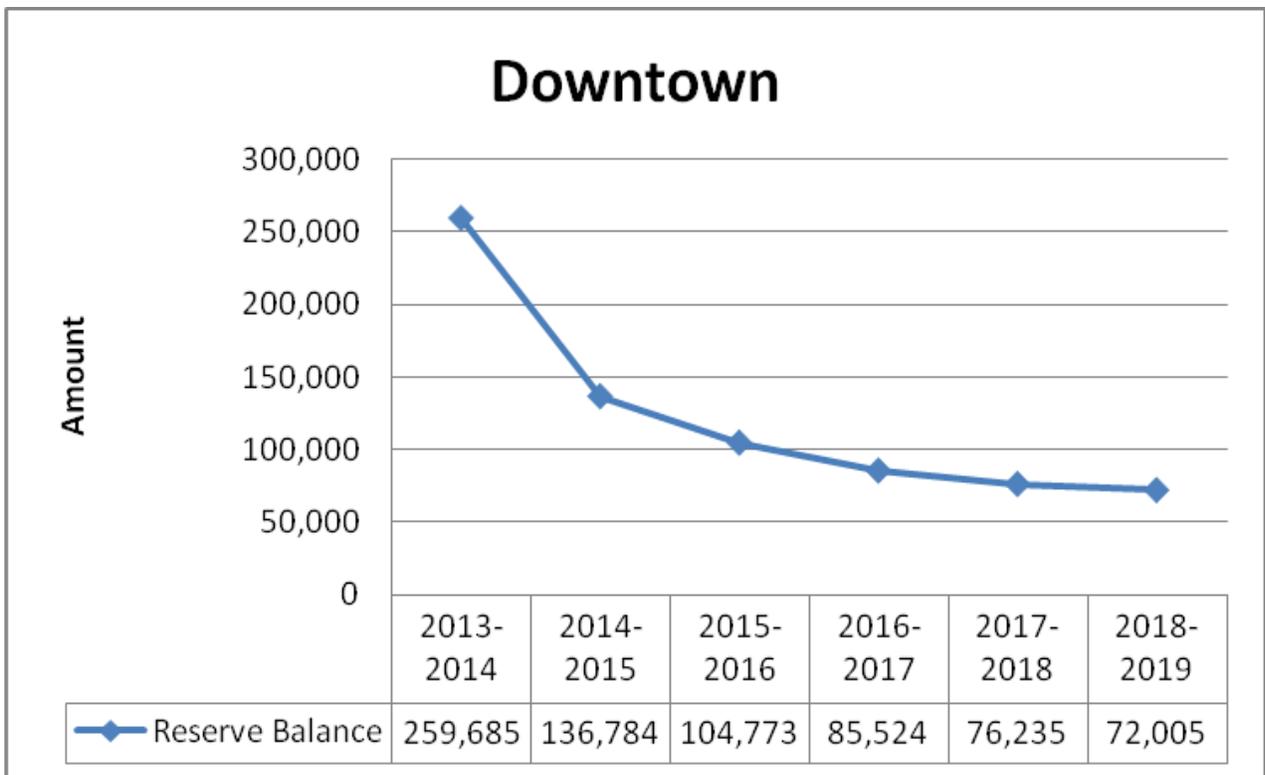
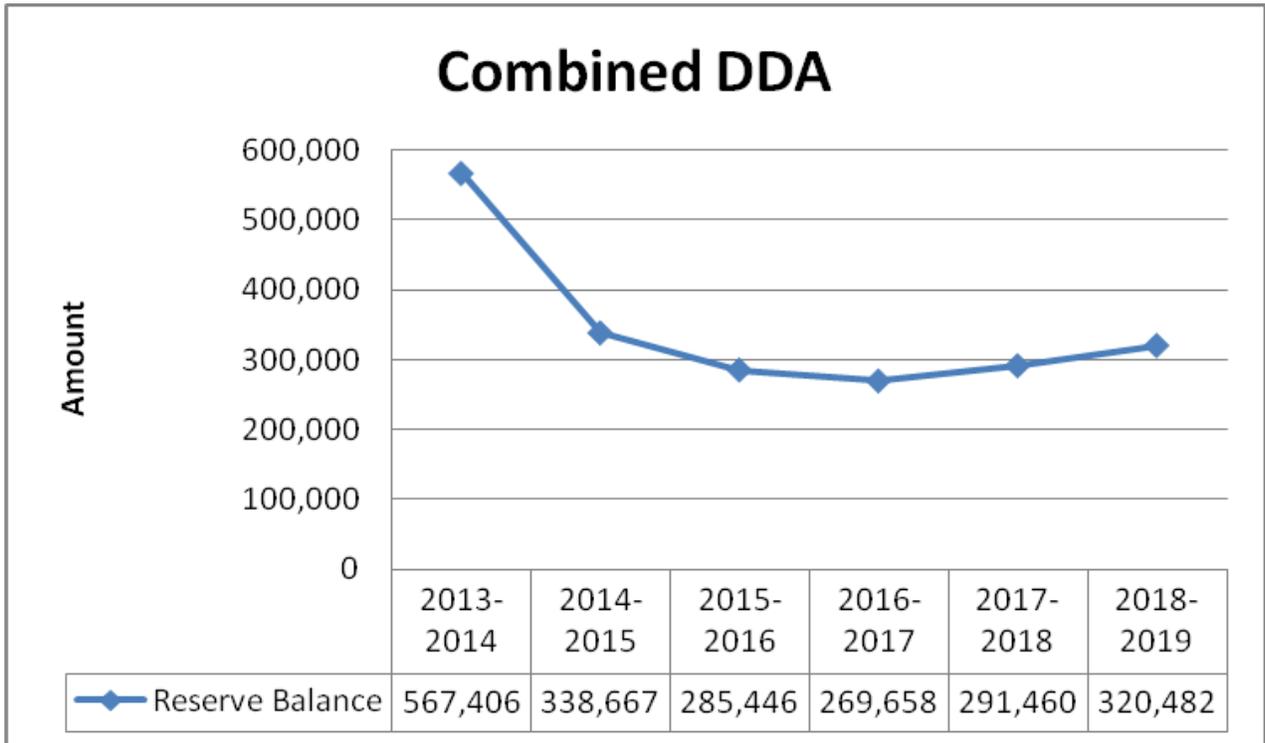
## Depot Town



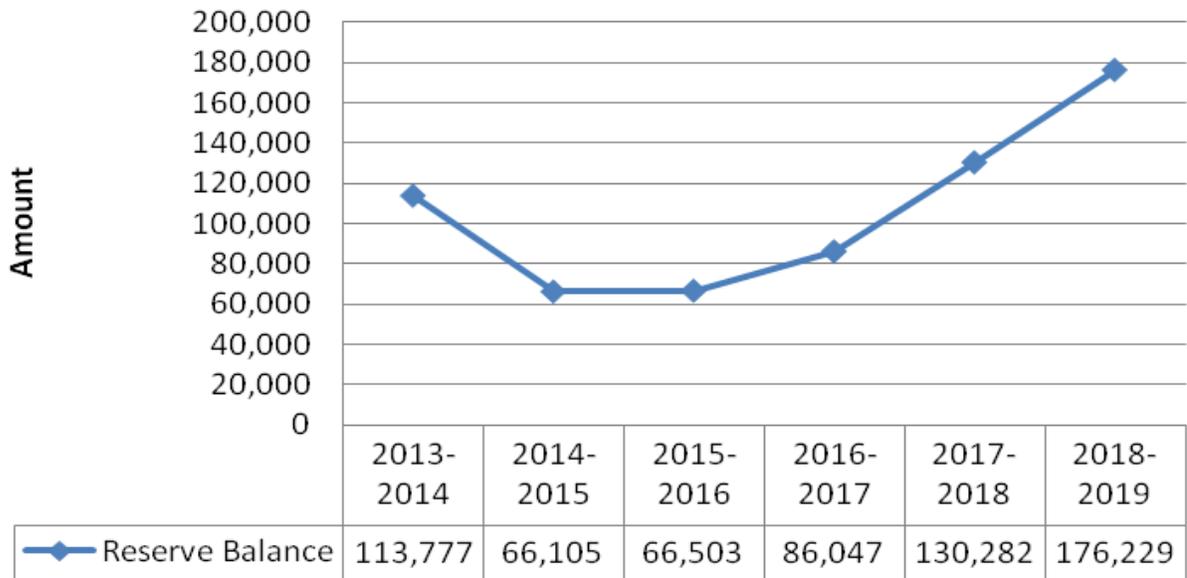
## West Cross



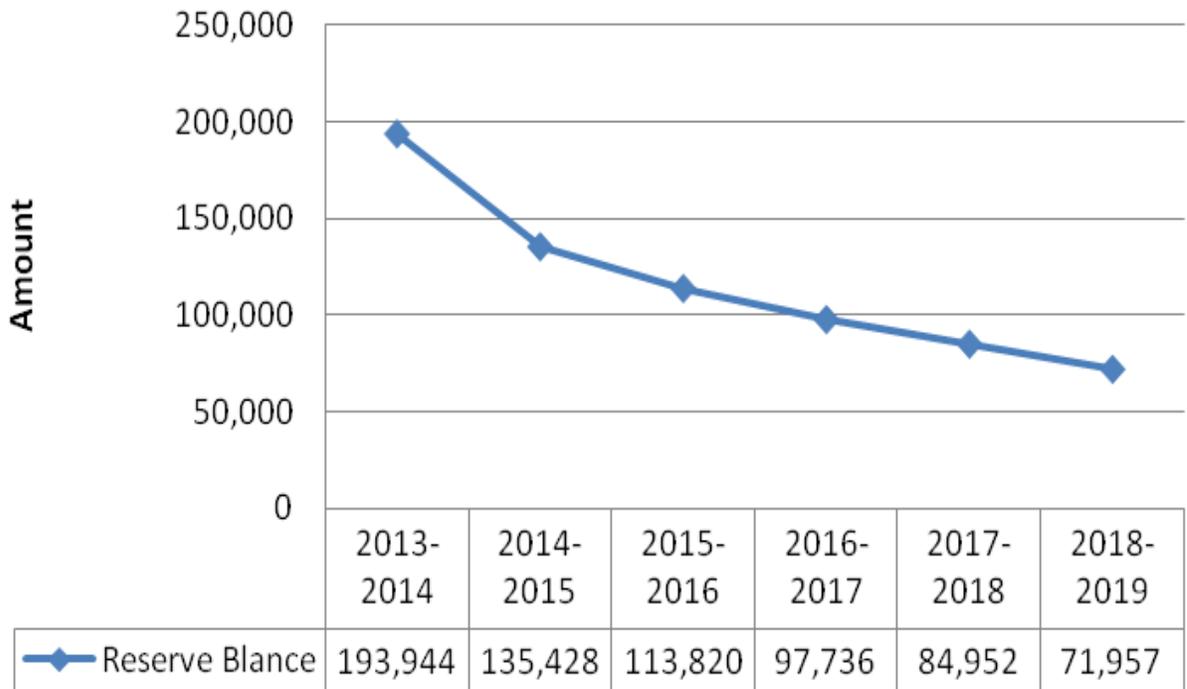
## YDDA Surplus/ Deficit



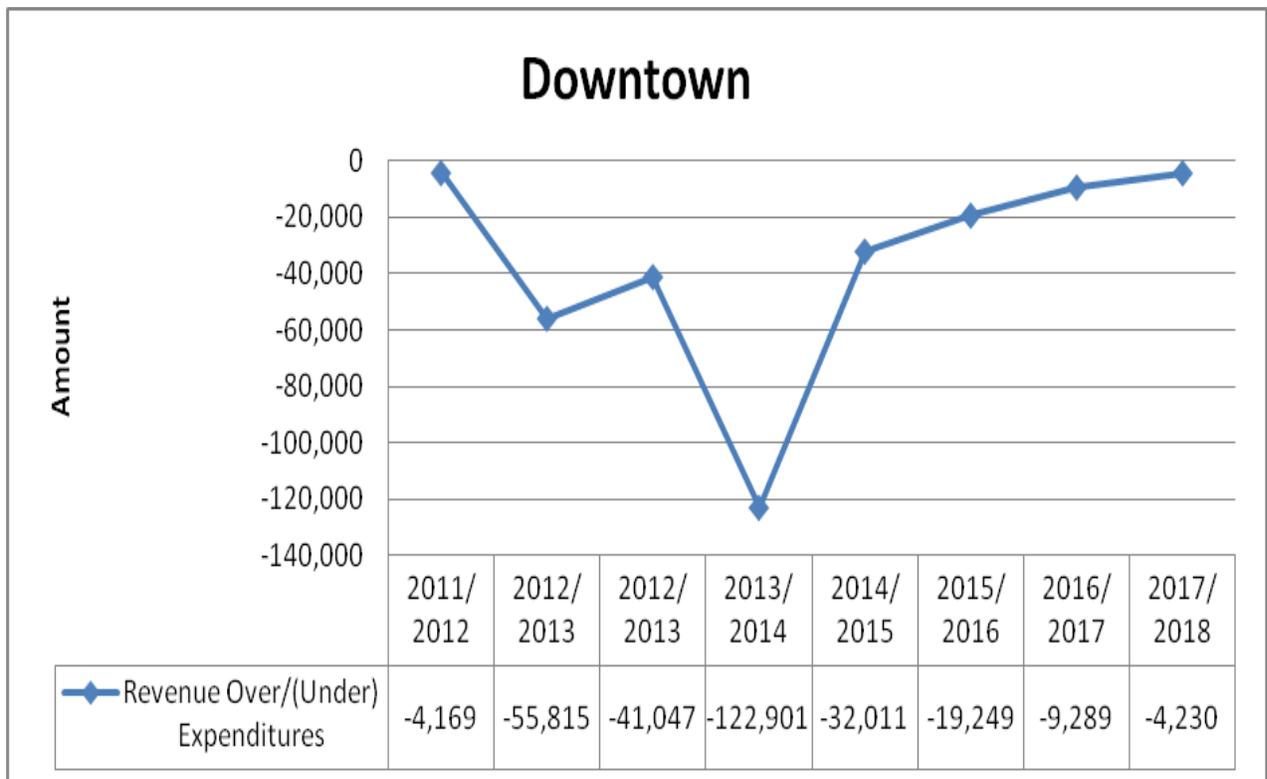
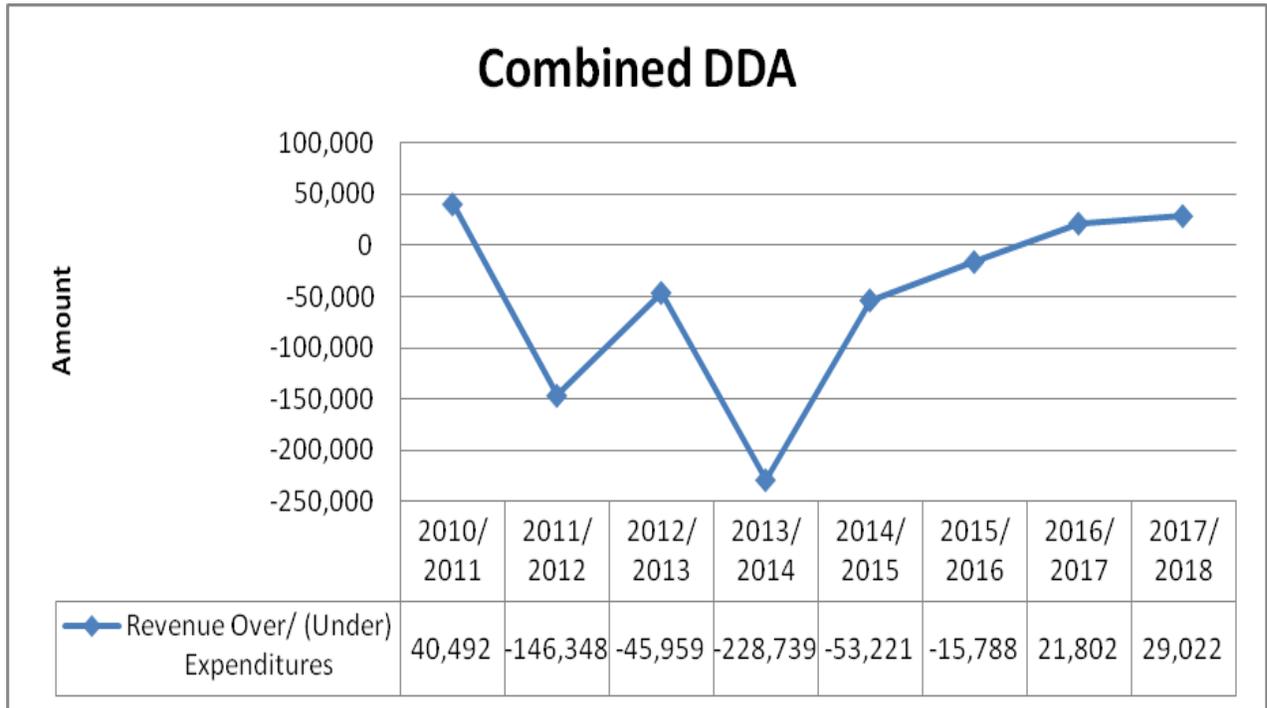
## Depot Town



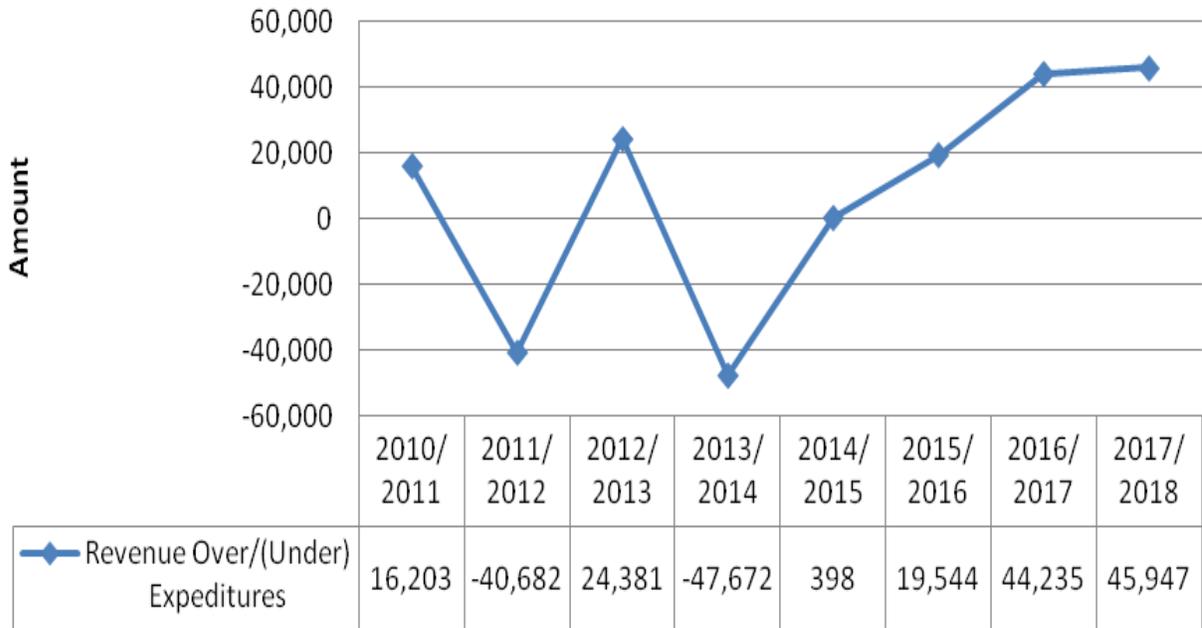
## West Cross



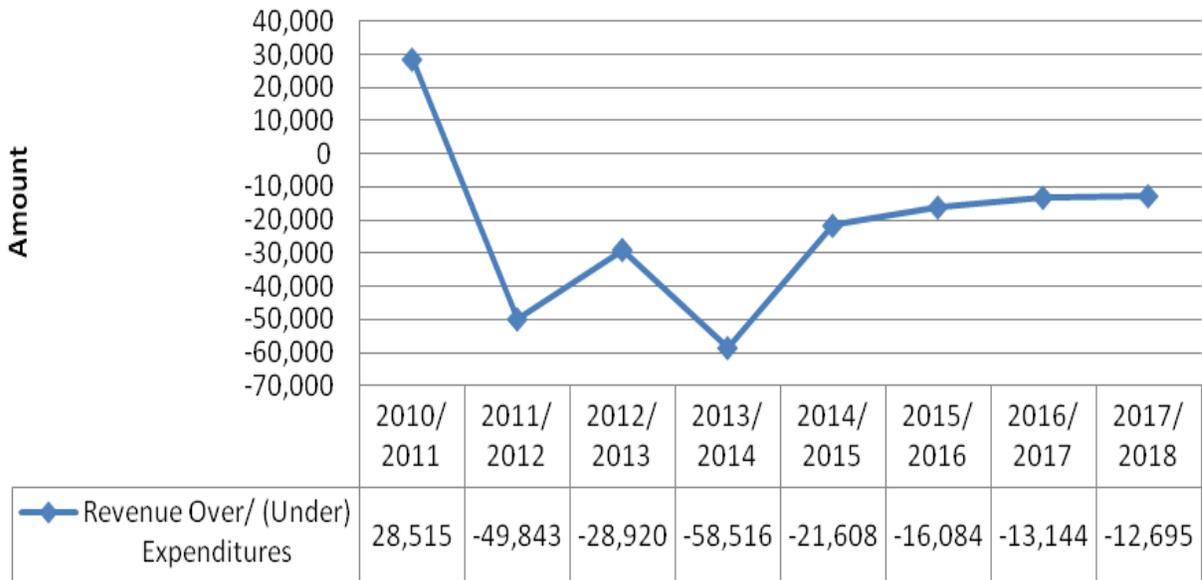
## Revenue Over/ (Under) Expenditures



## Depot Town



## West Cross



Economic Restructuring & Design Committee Meeting Summary 10/23/13

**Attendance**

Committee Members

J. Albers  
L. French  
K. Hill (C)  
D. Otto  
R. Parker  
R. Savvides

Other Attendees

T. Colbeck  
A. Edmonds  
A. Hellenga  
A. Gainsley  
L. Greden  
P. Murdock  
C. Sikorski

**Old Business**

YDDA Façade Improvement Program Update

a) 133 W. Michigan Ave./Michigan Heritage Building

Staff reviewed the façade application with the committee. The applicant proposes replacing side doors on Washington St. The total project cost is \$4,375.00. The applicant is currently waiting on a required HDC approval.

D. Otto moved to approve the grant application contingent upon their receiving HDC approval. L. French supported the motion and the committee approved unanimously.

**RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE  
IMPROVEMENT GRANT FOR 133 W. MICHIGAN AVE./MICHIGAN  
HERITAGE BUILDING**

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA's 2013-14 Fiscal Year Budget earmarked a total of \$40,000 to be made available for another round of the Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each for the Depot Town and W.

Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Michigan Heritage LLC for the replacement of exterior doors on the Washington St. façade for the above referenced address; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the request would be an appropriate use of the grant program; and

WHEREAS, the proposed improvements would need the formal approval by the Ypsilanti Historic District Commission (HDC) to be eligible for a grant award;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,187.50.
3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
4. all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

Downtown Dumpster/Solid Waste Service Program management

Staff gave a brief status report on the installation of camera on the rear of 119 W. Michigan Ave. /Terry Bakery. A. Hellenga reported that the HDC has granted approval for the installation. It is expected to be done within the next two weeks.

Bike Rack installation program Update

Staff informed the committee that 15 bicycle racks have been installed. The remaining 7 will be installed in early spring due to need to pour concrete pads for their installation.

Potential Project Prioritization Update

Staff gave a brief update on three projects.

- Depot Town Kiosk: Staff has been soliciting estimates and shared one that has been received from Steve's Custom Signs with the committee.
- 500 Block W. Cross Streetscape Improvements: Staff is currently soliciting estimates from several concrete companies.
- 700 Block W. Cross St. Alley Redesign/Repairs: T. Colbeck shared an engineering estimate we received from OHM with the scope of work and estimated costs provided.

A. Edmonds requested that the proposed project priority list be provided at the next Board meeting for consideration of how they fit in the Visioning process.

#### Holiday Decorations Update

T. Colbeck gave a brief update on the status of holiday lighting/décor installation. The committee discussed the process for holiday lighting and requested that this be an agenda/ budget item at a future meeting to ensure proper coordination is done next year.

#### **New Business**

##### Friends of the Ypsilanti Freighthouse Request for Support

C. Sikorski gave a presentation on the history and mission of the Ypsilanti Freighthouse and the FOYF. C. Sikorski answered specific questions from the committee regarding the current status of the property, fundraising plans, and business plans.

The committee members engaged in discussion of the proposed request, the importance of this project for the Depot Town district, and how the request impacts the YDDA's budget.

A. Edmonds moved to approve the award \$25,000 divided between the FY 2013-14 and FY 2014-15 contingent on the FOYF/City of Ypsilanti receiving the SHPO Grant. The committee voted:

Ayes: J. Albers, A. Edmonds, L. French, A. Gainsley, L. Greden, D. Otto, R. Parker, and R. Savvides.

Nays: K. Hill

The motion passed by an 8-1 vote.

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## Ypsilanti Downtown Development Authority

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**To:** ER and Design Committee

**From:** YDDA Staff

**Subject:** Façade Grant Application for 133 W. Michigan Ave.

**Date:** November 21, 2013

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Staff has received a Façade Grant Application for 133 W. Michigan Ave. The project timeline is roughly three weeks. The project scope is as follows;

- Remove existing entrance and replace with commercial aluminum - \$975.00
- Door 42 x 84 – medium stile, bronze, with bottom sweep - \$790.00
- Frame: 72 x 113, 2 x 4.5 bronze flush glazed entrance system - \$990.00
- Norton 1600 series heavy duty commercial door closer - \$130.00
- Concealed vertical rod panic exit device - \$575.00
- Low-e tempered insulated 38 x 76 - \$295.00
- Low-e tempered insulated 30 x 82 - \$260.00
- Low-e tempered insulated 68 x 28 - \$210.00
- Fasteners, shims, wipes, ect... \$100.00 & \$50.00

The applicant has provided all required documentation except for HDC approval. Staff informed the applicant and provided them with the appropriate application.

**Ypsilanti Downtown Development Authority  
YDDA Painting/Façade Grant Application**

Ypsilanti DDA  
324 Washington St. # 1 S. HUDON ST  
Ypsilanti, MI 48197  
734.482.1410 734.482.9762

Name	Michigan Heritage, LLC / Randall Fuher
Mailing Address	P.O. Box 3393, Ann Arbor, MI 48106
Phone Number	(734) 363-8885
E-Mail	cathy@piaroadventures.com
Business Name	Michigan Heritage, LLC
Project Address	133 W. Michigan Ave, Ypsilanti
Property Owner Name	Michigan Heritage, LLC

Estimated Total Cost of Project: 84,375.00

Project Description: Replacement of existing side exit door on exterior of the building on the southwest corner.

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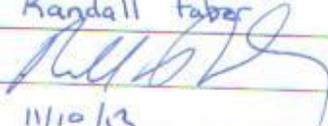
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By submitting this application I (we) affirm that the information provided herein is true and accurate to the best of my (our) knowledge;

Acknowledge that I (we) have read and understood the terms and conditions of the YDDA Painting/Façade Grant Program;

Understand that if my (our) application is approved that I (we) will be required to sign a Painting/Façade Grant Agreement prior to commencement of work on the proposed project;

Allow any photos, renderings, or descriptions of the work to be performed on said project to be used the Ypsilanti DDA for promotional purposes.

Name	Randall Faber
Signature	
Date	11/10/13

Please attach the following items:

- A minimum of one estimate of project costs from a licensed contractor.
- Color photos of the existing facades.
- Sample materials (glass, cornice detail, trim, colors, etc.).
- Proposed project timeline. *3 weeks*
- Letter of permission from the property owner if not the applicant.
- Proof that all applicable taxes are up to date on the property.

ATTACHMENT ONE: General Design Guidelines

1. Changes to the façade of the buildings will not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building.
2. Changes to the façade of buildings will either; 1) partially or fully restore to the appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data, or 2) represent a modern treatment which blends into and is compatible with the building, adjoining and nearby buildings.
3. In general, the Design Committee will encourage repair and preservation of existing features of facades, unless alterations to these facades have resulted in an incoherent, unattractive or inharmonious appearance. While encouraging correction of such alterations, the committee will advocate minimal alterations of harmonious features.
4. For facades which have previously been substantially altered and for which a modern treatment is chosen, such a treatment will conform with the features, materials, rhythms, color and general appearance of the building and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.
5. Paint colors will either be based on original colors obtained from paint samples on the buildings, or be compatible with adjoining buildings and colors of the district. Trim colors, which highlight building details, will be encouraged. Spectacular colors will be avoided.
6. The surface cleaning of the structures will be undertaken with the gentlest of means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.

I/We certify that I/We have read and understand the above design guidelines

  
Applicant Signature

11/10/13  
Date

ATTACHMENT TWO; Cooperation Agreement

If the project for which this application is submitted is approved for funding by the Board of Directors of the YDDA, the applicant shall cooperate with the YDDA in furtherance of its fundamental goal of halting property deterioration, eliminating that deterioration, and promoting economic growth and vitality within the Downtown Development Area by:

- Participating in YDDA sponsored tours of Downtown
- Working with the YDDA on business development programs.
- Committing where possible to uniform store hours
- Participating in downtown promotion
- Design review for any changes to the façade
- Display signage provided by the YDDA acknowledging our financial during the façade renovation process.

  
Applicant Signature

11/10/13  
Date



**Arbor Glass & Mirror, LLC**

3752 Carpenter Rd.  
P.O. Box 980783  
Ypsilanti, MI 48108

**Date** 9/13/2013  
**Estimate #** 435

Michigan Heritage, LLC  
PO Box 3393  
Ann Arbor, MI 48106

**P.O. #**  
**Terms** Net 30

**Due Date** 10/13/2013  
**Other**

Remove existing entrance and replace with commercial aluminum	1	975.00	975.00
Door: 42 x 84 - medium stile, bronze, with bottom sweep	1	790.00	790.00
Frame: 72" x 113" 2" X 4 1/2" bronze flush glazed entrance system	1	990.00	990.00
Norton 1600 series heavy duty commercial door closer	1	130.00	130.00
Concealed vertical rod panic exit device	1	575.00	575.00
Low-e tempered insulated 38 x 76	1	295.00	295.00
Low-e tempered insulated 30 x 82	1	260.00	260.00
Low-e tempered insulated 68 x 28	1	210.00	210.00
Fasteners, shims, wlpes etc.	1	50.00	50.00
	1	100.00	100.00
		<b>\$4,375.00</b>	
			<b>\$0.00</b>
		<b>\$4,375.00</b>	

**Detailed Tax Information**

**City of Ypsilanti**

Parcel: 11-11-39-101-020

[Back to Non-Printer Friendly Version] [Send To Printer]

**Property Address** [collapse]

133 W MICHIGAN AVE  
YPSILANTI, MI 48197

**Owner Information** [collapse]

MICHIGAN HERITAGE, LLC  
RANDALL FABER  
PO BOX 3393  
ANN ARBOR, MI 48106

**Unit:** 11

**Taxpayer Information** [collapse]

SEE OWNER INFORMATION

**Legal Information for 11-11-39-101-020** [collapse]

030-119-40 & 030-119-50 2-W187 W 49' OF N 80' OF LOT 119 ALSO E 17' OF LOT 119 & W 3' OF LOT 120 ORIGINAL PLAT

Enter Future Interest Date:

**\*\*Note:** On March 1 at 00:00, local taxes become ineligible for payment at the local unit. The total due shown for prior year taxes is as of the annual settlement date with the County for that particular tax year and does not reflect any payments, fees, or interest accrual that may have occurred after the settlement date. For updated tax information, please check with the local County. Use the +/- button to expand and collapse the Tax Detail Information.

Year / Season	Total Amt	Total Paid	Last Paid	Total Due
2013, Summer	\$13,049.13	\$13,049.13	09/16/2013	\$0.00
2012, Winter	\$202.27	\$202.27	02/12/2013	\$0.00
2012, Summer	\$13,803.43	\$13,803.43	09/12/2012	\$0.00
2011, Winter	\$632.00	\$632.00	01/17/2012	\$0.00
2011, Summer	\$14,838.37	\$14,838.37	09/09/2011	\$0.00
2010, Winter	\$270.10	\$270.10	02/08/2011	\$0.00
2010, Summer	\$17,976.17	\$17,976.17	09/15/2010	\$0.00
2009, Winter	\$298.95	\$288.94	02/17/2010	\$10.01 <b>**Read Note Above</b>
2009, Summer	\$18,718.59	\$18,718.59	09/10/2009	\$0.00
2008, Winter	\$323.40	\$323.40	01/27/2009	\$0.00
2008, Summer	\$21,830.17	\$21,830.17	09/15/2008	\$0.00
2007, Winter	\$309.27	\$0.00		\$309.27 <b>**Read Note Above</b>
2007, Summer	\$22,313.02	\$0.00		\$22,313.02 <b>**Read Note Above</b>
2006, Winter	\$723.58	\$0.00		\$723.58 <b>**Read Note Above</b>
2006, Summer	\$21,037.66	\$0.00		\$21,037.66 <b>**Read Note Above</b>
2005, Winter	\$1,088.87	\$1,052.40	02/17/2006	\$36.47 <b>**Read Note Above</b>
2005, Summer	\$20,176.98	\$7,000.00	09/14/2005	\$13,176.98 <b>**Read Note Above</b>

Michigan Heritage, LLC

November 8, 2013

Tim Colbeck  
Executive Director  
Ypsilanti Downtown Development Authority  
1 S. Huron St.  
Ypsilanti, MI 48197  
734-482-9762  
888-255-4467 fax  
tcolbeck@ypsilantidda.org

**Re: Project Timeline – Façade Improvements for 133 W. Michigan Ave**

Dear Tim:

Upon project approval, our contractor has estimated 3 weeks to complete.

Please call me at 734-363-8885, if any remaining items need to be addressed.

Best wishes,



Cathy Whitehead  
Finance Manager  
Michigan Heritage, LLC

Pictures of existing door for Michigan Heritage, LLC at 133 W. Michigan Ave.  
Taken November 13, 2013.



Michigan Heritage, LLC

November 8, 2013

Tim Colbeck  
Executive Director  
Ypsilanti Downtown Development Authority  
1 S. Huron St.  
Ypsilanti, MI 48197  
734-482-9762  
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Best wishes,



Cathy Whitehead  
Finance Manager  
Michigan Heritage, LLC

December 19, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT  
GRANT FOR 133 W. MICHIGAN AVE./MICHIGAN HERITAGE BUILDING**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the YDDA's 2013-14 Fiscal Year Budget earmarked a total of \$40,000 to be made available for another round of the Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each for the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Michigan Heritage LLC for the replacement of exterior doors on the Washington St. façade for the above referenced address; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the request would be an appropriate use of the grant program; and

WHEREAS, the proposed improvements would need the formal approval by the Ypsilanti Historic District Commission (HDC) to be eligible for a grant award;

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

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,187.50.
3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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:

NAYS:

ABSTAINED:

YES:      NO:      ABSENT:      VOTE:

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Special Meeting  
Monday, December 9, 2013 – 4:00 p.m.  
SPARK East  
215 W. Michigan Ave.**

**Agenda**

**I. Call to Order**

**II. Roll Call**

Amanda Edmonds (C)	P	A	Regan Parker	P	A
Linda French	P	A	Rois Savvides	P	A
Adam Gainsley	P	A	Paul Schreiber	P	A
Leigh Greden (VC)	P	A	Richard Smith	P	A
Kevin Hill	P	A			

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

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

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

**V. Old Business**

- Friends of the Ypsilanti Freighthouse (FOYF) Request for Support (X)\* p. 2-121

**VI. Proposed Business**

**VII. Announcements/Comments**

**VIII. Public Participation**

**IX. Adjourn Board Meeting**

**X. Next Meeting: December 19, 2013, 8:00 a.m., SPARK East, 215 W. Michigan Ave.**

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

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**CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY**

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**TO:** YPSILANTI DDA ECONOMIC RESTRUCTURING & DESIGN COMMITTEE  
**FROM:** YDDA STAFF  
**SUBJECT:** FRIENDS OF THE YPSILANTI FREIGHTHOUSE – REQUEST FOR SUPPORT  
**DATE:** 11/26/2013  
**CC:**

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At the November 21<sup>st</sup> YDDA Board meeting Corinne Sikorski and Lauren Thomson of the Friends of the Ypsilanti Freighthouse (FOYF) Board submitted a request for a grant of \$40,000 to act as a match for potential \$60,000 grant from the State Historic Preservation Office (SHPO). The state grant along with the matching funds will be used to add the required fire suppression system to the freighthouse, bringing it one step closer to the project's completion.

At the YDDA Board meeting the FOYF were asked to provide additional information to support their request for funding. The request was designated for review by the Economic Restructuring and Design Committee who will recommend a determination on if and how much to fund the request to the full YDDA Board. Due to the short turn around needed for the City to file an application for the funding the YDDA will schedule a special meeting in the week of December 9-13 to review the committee's recommendation and vote on.

**FOYF support documentation**

A brief summary of the support documentation and key points of each is provided below:

- FOYF letter of request
  - FOYF Mission Statement
  - The FOYF have been raising funds for the project since 2004
  - The needed structural repairs have been completed as of 2012
  - Architectural work and cost estimates for the next steps have been completed
  - They have received a commitment from the A2 Community Foundation to update the 2011 Strategic Plan in 2014
  - There is an estimated \$400,000 worth of work that still needs to be complete the building rehabilitation and open it to the public
  - Ypsilanti City Planner Teresa Gillotti will be applying on the behalf of the FOYF for the \$60,000 SHPO grant
  - They provided a summary of their goals and ongoing uses of the freighthouse
- FOYF History and Goals
- FOYF Timeline and Milestones
- FOYF 2014 Fundraising Campaign
  - A list of revenue and expenses to date

- A list of proposed expenses to complete the rehabilitation
- FOYF Fundraising Income Summary
- FOYF Other Income
  - A summary of other grants, gifts, and rental income to date
- FOYF Expenses
  - A summary of all of the expenses for the rehabilitation to date
- FOYF Board Members
- Support Articles
  - “Our Vanishing Third Places” article
  - SEMCOG and Commuter Rail article
- FOYF 2009 Business Plan
  - Three stages of Preparation are identified
    - #1 structural repairs and renovations
      - A summary of the needed structural repairs needed between 2009-10 are identified totaling \$650,000
      - This is further broken down into steps
        - First step was having biddable architectural drawings done
        - Second step was the restoration and renovation of the café
        - Third step was the restoration and renovation of the great hall
    - #2 fundraising campaign
      - They identified expected costs and goals for fundraising as well as identify potential partners
    - # 3 advance public relations, marketing, and advertising
    - Preparation schedule for 2009
      - A detailed schedule was provided with a projected opening date of April 2010
  - Business description
    - Rationale and objectives of proposed freighthouse business
    - Industry outlook and possibilities
    - Initial operations
      - Three contractual operational arrangements identified
        - Freighthouse management
        - Farmers market and market plaza management
        - Café operations
      - Business type
        - The FOYF is identified as a 501 (c) (3) organization
      - Three businesses identified with costumer profiles for each
        - Farmers Market
        - Great Hall Rental
        - Freighthouse Café
      - Competitive edge of the freighthouse
        - Convergence of preservation and lifestyle
        - Convergence of destinations
    - When will the freighthouse reach break-even?



<b>Proposed Project/Priority</b>	<b>Estimated Costs</b>	<b>Estimated Schedule</b>
Freighthouse Signage and Streetscape	\$10,000	2003
Market Plaza Improvements	\$20,000	2005
Repair & Maintain Public Facilities	\$100,000	2015

- The YDDA’s External Funding and Contribution Policy states the following for Funding Requests of more than \$10,000:
  - As a matter of practice, the Ypsilanti Downtown Development Authority will not fund projects requiring \$10,000 or more. Any such funding request will require the majority of the Board to exercise its authority to waive this policy.
  - However the YDDA has provided funding in excess of \$10,000 in the recent past including grants through the Building Rehabilitation Grant Program and to the City of Ypsilanti to provide their match for the Michigan Avenue Pedestrian Bridge/Crossing.
- Per my discussions with Teresa Gillotti, any funding agreed to by the YDDA can be split between the 2013-14 and 2014-15 fiscal years.
- The current projected fund balance reserve for the Depot Town TIF will be \$97,587 as of June 30, 2014.

# Friends of the Ypsilanti Freighthouse

P.O. Box 970919

Ypsilanti, Michigan 48197-0919

[www.foyf.org](http://www.foyf.org)



November 27, 2013

Dear Ypsilanti DDA,

We appreciate the opportunity to expand upon our request for support of funding of the Ypsilanti Freighthouse Project.

Our mission is to develop a business that will be self-sustaining and provide benefit to the local community. This local adaptive reuse project is a good example of a way that citizens, businesses, merchants; and local, state and the federal government can work together to provide the community with a sustainable business, and a place for social interaction; see the attached article on Third Places. The Ypsilanti Freighthouse is a Third Place for our community, helping unite us in a way that creates happier people.

The Friends of the Freighthouse has been working to raise money and to rehabilitate this building since at least 2004, when this important community building was closed because of structural issues. There have been many people involved in the process, and the Friend's board has been made up of folks in our community who have volunteered countless hours to reopen the Freighthouse. In 2012, the projects that money had been raised for were completed. Major structural repairs to the building had been done. The board stepped back and commissioned an architectural plan that would take us to completion in order to reopen the building. With financial support of the Visitors and Convention Bureau, the plans were completed by Quinn Evans, an architectural firm that specializes in historically significant buildings, along with estimates for the work that needs to be completed to bring the building up to code. The next phase will be to finish the interior work so that the building can be open to the public for community and private events, a cafe, train station and possibly a year round farmer's market. The work that needs to be done includes heating, bathrooms and a fire suppression system. The plans were approved by our own City of Ypsilanti Historic Commission as well as the State of Michigan Historic Preservation Office.

This summer created renewed interest and excitement for the future of the Freighthouse, as it welcomed the visit of Amtrak and MDOT during the Heritage Festival, with their Press Release about plans for the commuter rail coming to Ypsilanti! SEMCOG and MDOT held presentations in the Freighthouse and are very excited about the possibility of the train stopping in Depot Town!

The board has sought the support of Ann Arbor Community Foundation, who will sponsor a consultant to work us through Strategic Planning and review of the Business Plan which was last reviewed in 2011. We will be working with Diane Kern from the NEW Center in Ann Arbor. The Strategic Planning will help us determine how we will fulfill our obligation to the City of Ypsilanti, and be able to continue our contract with the management and rehabilitation of the building. The Ann Arbor Community Foundation has also offered support in obtaining grants during their funding cycle beginning in January 2014.

The City of Ypsilanti Planner, Teresa Gillotti, has also been instrumental in supporting the ongoing efforts of the board, and has worked with the State Historic Preservation Office (SHPO) in finding the great opportunity before us for a 60/40 matching grant. Because of the short time frame that we must obtain the 40% matching grant for this part of the larger project (by December 19), we are coming to you for this support.

We have projected a need for about \$400,000 to complete the building rehabilitation and begin operating the building as the community building we all desire it to be. Your support of \$40,000 is just the beginning of this final push of this long project. We will continue our campaign to raise the remaining \$400,000 even as we prepare this grant proposal to SHPO.

The FOYF's goal is to reopen the entire Freighthouse for use by and for the community. Having a facility of this sort available to the community again, in such a central location, will benefit the residents of the area as well as the local businesses. The newly renovated space will be suitable for civic functions such as community meetings or polling places, but will also be available for private functions such as weddings, activities for youth or senior citizens, craft shows and other such events. In addition to containing a local coffee shop or café, it will also house a Ypsilanti Depot Town tourism, rail ticket and hospitality center.

People attending events at the Freighthouse will be encouraged to explore the many businesses in Depot Town and downtown Ypsilanti. Well-stocked kiosks in the hospitality center at the Freighthouse will provide visitors with information about restaurants, hotels, retail stores, museums, and other highlights of Ypsilanti. When the SEMCOG commuter rail service comes to Ypsilanti, having the Freighthouse open will be especially important, as there will be a lot of media attention to it. Providing passengers with a warm and inviting place to have a cup of coffee and browse through information about other businesses in Ypsilanti will give positive attention to our community.

The Freighthouse can also be used as an educational site, for the teaching of history as well as environmental studies. We have a large collection of photographs and documents which tell the history of the railroad in Ypsilanti, the many uses of the freighthouse, and of the efforts of the community to rehabilitate it. This display is exhibited each year during the Heritage Festival, and is a very popular attraction. Parts of this exhibit can be on display so that all visitors to the Freighthouse can enjoy learning about this important part of the community. Part of our renovations include the installation of solar panels with the collaboration of "SolarYpsi" and the Ypsilanti Food Co-op, which reinforces our commitment to sustainability and conservation of resources. The Rain Garden is another example of that commitment. In May 2011, the Rain Garden at the Ypsilanti Freighthouse was planted with 1,100 perennial plants. Storm water from the Freighthouse rooftop drains into the garden, and is filtered by it before flowing into the Huron River. Previously the gutters were discharged to the parking lot at the building foundation base and into the storm sewer that led directly to the river. This discharge caused damage to the foundation. In addition, the dust and debris that settled on the roof between rains was being washed into the river during storm events. The garden also works to clean a layer of

soil that was contaminated with oil, creosote and gasoline when the area served as a maintenance yard from 1890 to 1940. Funding for the garden came from a State Historic Preservation Office Grant for a storm water management system to stop the water damage.

Our commitment to sustainability and support of the local economy are all part of the plan for establishing the Freighthouse as an important resource that will provide positive experiences for the entire community. Ypsilanti has seen a growth in the number of people of all generations who are likewise interested and invested in supporting the local economy, in efficient transportation systems, and in preserving and sustaining the historic integrity of our community.

In the years since the Friends of the Freighthouse has begun work on this project, we have interacted with many people in the community who have either helped in some way, or have expressed interest in being involved in the future. We have had a continued collaboration with the Model Train Club, a local organization of high school and college students who provide a display during the Heritage Festival. They have helped with cleaning and setting up the Freighthouse each year. Their displays never fail to draw large crowds during the Festival, and young people especially are excited to be in the Freighthouse. We foresee a greater involvement by nearby Ypsilanti residents in the activities at the Freighthouse, and a greater feeling of community pride as a result.

We are reaching out to the community to help us raise this money, and to the DDA. You have been a great support in the past, and we hope that you will support us again in this final stage to complete the renovations of the Ypsilanti Freighthouse.

Sincerely,

---

**Board of Trustees:**

Corinne Sikorski, Chair; Lauren Thomson, Vice Chair; Martha Kern-Boprie, Secretary/Treasurer;  
Susan Campbell; Nathalie Edmunds; Ron Rupert; Anne Stevenson-Less



## History and Goals

Built in 1878 to handle the shipping needs of the growing town, the 6,000 square foot Ypsilanti Freighthouse is located in Depot Town, within the Ypsilanti Historic District, which has been listed on the Department of the Interior's National Register of Historic Places since 1978. In 1997, the Freighthouse was listed as an individual site on the State Register of Historic Places. The building is also protected for preservation purposes under the terms of an historic easement with the Michigan State Historic Preservation Office.

In 1979, the City of Ypsilanti purchased it and, after adding bathrooms and a small kitchen area, opened it for use as a community center and for the Depot Town Farmers Market. It housed a café in the front, windowed section, that was open every Saturday, and on Wednesday nights featured live music. The large open space in the rear of the building, known as the "Great Hall" was used for dances, weddings, and other community events. In 2003, the insurance company for the City of Ypsilanti deemed the building uninsurable due to concerns about the structural stability of the building. In 2004, the Freighthouse was closed to the public.

The Friends of Ypsilanti Freighthouse (FOYF), a group of citizens concerned with maintaining and helping to keep the operations of the building running, was formed in 1996. In response to the closing of the building, the FOYF became a 501 (c) 3 non-profit corporation in order to seek grants and other benefits to aid in the repair and restoration of the building. In 2004, the FOYH obtained a management agreement with the City of Ypsilanti, which still owns the building, giving the group the formal authorization to raise funds and oversee the restoration process.

Since 2004, the Friends of the Ypsilanti Freighthouse has been raising money and directing the restoration of the building. The goal is to reopen the Freighthouse for use as a community center, a rental venue for events, a café, and year-round Farmer's Market. Additionally, it will house a Tourism and Hospitality Center, and serve as a commuter train passenger station for the proposed Detroit to Ann Arbor Light Rail Service. This rail service is an important component for the refurbishing of the Freighthouse. Ypsilanti was served by a passenger rail service from 1838 until 1984. Since then, people wanting to travel to Detroit and points east and to Chicago and points west, have to go to Ann Arbor to board a train. Plans are in place to create a light rail service that will include Ann Arbor, Ypsilanti, Dearborn, Greenfield Village, and Detroit Metropolitan Airport.

The goal of the Friends of the Freighthouse is to develop a business that will be self-sustaining and provide benefit to the local community. This local adaptive reuse project is a good example of a way that citizens, businesses, merchants; and local, state and the federal government can work together to provide the community with a sustainable business, and a place for social interaction.

FOYF Fundraising income

Draft 11/23/13

<b>Date</b>	<b>Item</b>	<b>Amount</b>	<b>Type</b>	<b>Purpose</b>
1/1/05	Elbow Room Event	\$320	fundraising	
2/1/05	Preservation Ball Fundraiser	\$18,000	fundraising	
9/6/06	Corn Roast	\$1,079	fundraising	
4/1/08	Fullfreight Banjo Fundraiser	\$3,000	fundraising	
4/30/08	Membership Dues	\$3,521	fundraising	
5/1/08	Frenchie's Fundraiser	\$5,105	fundraising	
6/1/08	Haab's Fundraiser	\$331	fundraising	
7/1/08	Book Launch Fundraiser	\$530	fundraising	
8/8/08	Heritage Festival Jazz Party	\$1,125	fundraising	
9/1/08	Chili Cook-off	\$150	fundraising	
9/30/08	Miscellaneous Sales (Buttons, T-shirts,Whistles, etc)	\$217	fundraising	
10/8/08	Halloween Party	\$330	fundraising	
1/31/09	Individual Donations	\$2,383	fundraising	
4/1/10	Auction at Fire Museum	\$44,000	fundraising	
6/30/11	Sponsorship donation	\$15,000	fundraising	
6/30/11	Individual Donations, Annual total	\$3,900	fundraising	
6/30/11	Fundraisers	\$4,727	fundraising	
6/30/12	Individual Donations, Annual total	\$1,863	fundraising	
6/30/12	Fundraisers	\$2,692	fundraising	
06/30/13	Sponsorship donation	\$5,000	fundraising	
06/30/13	Individual Donations, Annual total	\$497	fundraising	
06/30/13	Fundraisers	\$440	fundraising	
10/31/13	Individual Donations, Annual total	\$431	fundraising	
10/31/13	Fundraisers	\$150	fundraising	
<b>Fundraising total</b>		<b>\$114,790</b>		
<b>Income grand total</b>		<b>\$906,611</b>		

**FOYF Match, Grant, Rental, and other income**

Draft 11/23/13

<b>Date</b>	<b>Item</b>	<b>Amount</b>	<b>Type</b>	<b>Purpose</b>
5/1/05	Depot Town Downtown Development Authority	\$5,000	match	Matching funds SHPO Grant
5/1/08	Depot Town Downtown Development Authority	\$5,000	match	
9/1/08	Depot Town Downtown Development Authority	\$5,000	match	Matching funds SHPO Grant
10/1/08	Ypsilanti Heritage Foundation	\$5,000	match	Matching funds SHPO Grant
10/1/08	Ypsilanti Heritage Foundation	\$2,377	match	Gift for Rain Garden
	<b>Match total</b>	<b>\$22,377</b>		
5/1/05	SHPO CLG grant	\$25,000	grant	Condition Assessment Report
5/1/08	SHPO CLG grant	\$35,000	grant	Moisture deterioration abatement
12/1/09	AAACF / Pfizer grant	\$103,000	grant	
12/1/09	MDOT ARRA grant	\$413,000	grant	structural repairs to building
4/1/10	AAACF challenge grant - auction	\$25,000	grant	
12/1/10	Masco grant	\$20,000	grant	\$15,000 cash, \$5,000 materials
12/1/10	WAFUCU grant	\$10,000	grant	Cash, plus ATM Rental & revenue sharing
	<b>Grant total</b>	<b>\$631,000</b>		
6/30/11	Rental Income	\$3,131	rental income	
6/30/12	Rental Income (Farmers' market)	\$1,450	rental income	
06/30/13	Rental Income (Farmers' market)	\$801	rental income	
10/31/13	Rental Income (Farmers' market)	\$700	rental income	
	<b>Rental Income total</b>	<b>\$6,082</b>		roof repairs & crawl space soil removal
1/31/09	Earned Interest	\$1,504	interest	
12/1/09	City of Ypsilanti	\$100,859	loan	roof repairs & crawl space soil removal
12/1/11	City of Ypsilanti / YCUA	\$30,000	in-kind	for water supply line to Freighthouse
	<b>Other total</b>	<b>\$132,362</b>		
<b>Grand total of non-fundraising Income</b>		<b>\$791,821</b>		

## Freighthouse Expenses

Draft 11/23/13

Date	Expense or Work Description	Amount	Type
6/30/10	Annual Operating Expenses * placeholder	\$2,000	general
6/30/11	Annual Operating Expenses *	\$18,107	general
6/30/12	Annual Operating Expenses *	\$3,466	general
6/30/13	Annual Operating Expenses *	\$3,342	general
6/30/14	Annual Operating Expenses *	\$1,062	general
<b>General Expenses total</b>		<b>\$27,977</b>	
* Bank fees, postage, security system, utilities, insurance			
6/1/08	Condition Assessment Report	\$30,000	planning
12/1/09	Business Plan & presentation	\$6,000	planning
12/1/10	Engineering Plans	\$103,300	planning
12/1/10	GPS Site Survey	\$3,200	planning
<b>Planning Expenses total</b>		<b>\$142,500</b>	
1/1/06	Electrical Upgrades	*	repairs
1/1/06	Plumbing upgrades	*	repairs
1/1/06	asbestos removal	*	repairs
1/1/06	HVAC upgrades	*	repairs
1/1/06	Security system	*	repairs
1/1/06	Fire/smoke alarms	*	repairs
6/1/08	Replace Café Floor beam	*	repairs
6/1/09	Water Runoff, Fascia, Gutters, Rain Garden	\$40,000	repairs
12/1/10	Soil Borings & Testing	\$2,633	repairs
12/1/10	Foundation, Walls, Roof, Ridge, Masonry, Deck	\$400,000	repairs
12/1/10	Removal of Excess Soil	\$26,939	repairs
12/1/10	Roof repairs, unforeseen	\$72,000	repairs
12/1/10	Electrical & Security construction contingencies	\$6,000	repairs
12/1/10	Architectural & Engineering MDOT changes & consultation on-site	\$20,000	repairs
6/30/10	Annual Building repair costs (placeholder)	\$3,000	repairs
6/30/11	Annual Building repair costs	\$32,033	repairs
6/30/12	Annual Building repair costs	\$8,843	repairs
6/30/13	Annual Building repair costs	\$10,220	repairs
6/30/14	Annual Building repair costs	\$2,200	repairs
<b>Repair Expense total</b>		<b>\$623,868</b>	
* figure unavailable at this point; may have been covered by City			
<b>Grand Total of Expenses</b>		<b>\$794,345</b>	

some dates are approximate, we hope to be clarified in future

## Friends of the Ypsilanti Freighthouse Our 2014 Campaign

Since 2004 the Friends of the Ypsilanti Freighthouse (FOYF) has raised more than \$900,000 to restore the building. We have raised money through grants, fundraising events, auctions, word of mouth, the Heritage Festival, and generous donations of many individuals and businesses. We have received aid in the form of professional services donated by many others. We have seen the structure of the building stabilized, including the roof, walls, and floor. We have seen the water runoff system improved so that problems do not develop again in the future. We have also had setbacks, and many additional costs added to our slate, including the need for multiple iterations of plans plus an expensive fire suppression system. So despite our success in raising more than \$900,000 we are gearing up for a final push to raise \$400,000 that will cover the fire suppression system, the heating system, new ADA-compliant bathrooms, electrical improvements, and some operating funds to pay a staff person during the opening season as the Freighthouse begins to earn its keep.

### Funds raised so far

Grants and Matching funds	\$653,000+
Fundraising events	\$115,000+
Loan or In-kind from the City	\$131,000+
Rental or interest income	\$7,500+
<b>Total</b>	<b>\$906,500+</b>

### Expenses so far

Structural repairs to the building	\$624,000+
Planning costs (professional services)	\$142,000+
Operating expenses (\$2,000/year)	\$28,000+
<b>Total</b>	<b>\$794,000</b>

### Planned Expenses to finish the job!

Fire suppression system	\$80,000
Heating system	\$70,000
Bathrooms (ADA compliant)	\$75,000
Electrical systems to support all of above	\$45,000
Construction manager on site	\$30,000
Permits	\$2,500
<b>subtotal</b>	<b>\$302,500</b>

Part-time facility coordinator for first year that the Freighthouse is open	\$35,000
<b>subtotal</b>	<b>\$337,500</b>

<b>Contingencies</b>	<b>\$20,000</b>
<b>Total</b>	<b>\$357,500</b>

## **Friends of Ypsilanti Freighthouse**

### **Timeline and Key milestones**

2013

New Board and Reassessment of scope of projects remaining

October 2013

Renew contract with City of Ypsilanti

December

SHPO Grant ap and raise \$40,000

Winter 2013

Strategic Planning and revision of Business Plan with support of AA  
Community Foundation

February/March 2014

Inform City of Ypsilanti of Strategic Plan

Spring 2014

Install Fire Suppression, if SHPO grant is obtained

Winter/Spring 2013

Fund Raise \$300,000

Spring/Summer 2014

Other renovations

Fall 2014

Tentative opening of the Café and Great Hall

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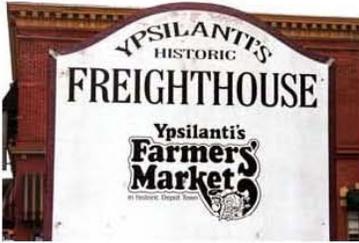
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March 1, 2009

# BUSINESS PLAN FOR THE YPSILANTI FREIGHTHOUSE

Prepared by  
John G. Fike, CFRE  
President, Philanthropy Solutions, LLC  
Ypsilanti, Michigan  
With The Friends of the Ypsilanti Freighthouse

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## **Executive Summary**

This business plan describes the processes the Friends of the Ypsilanti Freighthouse (FOYF) will employ to restore and renovate the Freighthouse and operate it and the neighboring Market Plaza as a community-centered and self-sustaining business enterprise. Not only is long-term preservation our goal, but also continued maintenance and expansion of community service programming.

Much research has been devoted to the history of the Michigan Central Railroad Freighthouse (MCRR) in Ypsilanti. Its construction, architecture, and the notable products it serviced are well-documented. Its recent use as a community-focused venue is also documented and widely appreciated. The Ypsilanti Freighthouse is undeniably a jewel in our community's history.

In 2008 the FOYF signed a five-year Management Agreement with the City. The agreement clarifies our mandate, including the preservation, restoration, maintenance and operation detailed in this plan. The FOYF is confident that the City, the State Historic Preservation Office (SHPO), our Historic District Commission (HDC), the Ypsilanti Heritage Foundation, Depot Town DDA (DTDDA), the Farmers, vendors, and area citizenry will support our efforts to pursue our mission of restoring, preserving and operating the Freighthouse and the Market Plaza as a thriving center of community activity.

This business plan is divided into two essential parts: Preparations & Operations.

### **1. PREPARATION**

There are three necessary steps needed to re-open the Freighthouse.

#### **a. Preparation through Structural Repairs & Renovations**

The necessary "Critical," "Serious," and "Minor" repairs are described in a Condition Assessment Report prepared by Smith Group, LLC. in July, 2006. These repairs and other necessary exterior and interior renovations are<sup>1</sup> forecast, in current dollars, to cost \$550,000. Biddable architectural and engineering drawings are estimated to cost an additional \$50,000 to \$60,000. All structural repairs and most interior renovations must be completed prior to public use.

## **b. Preparation through Intensive Fundraising**

We have initial plans to solicit contributions and investment to meet the financial need for (1) Structural Repairs & Renovations, (2) Advanced Public Relations and Marketing, and (3) Operations, which are detailed in this document.

The FOYF has a successful recent history of fundraising through local events and SHPO grants. Currently, stimulated by our needs, our ambitious plans and our dedication, a local foundation and a coalition of civic and political leaders have combined to help us launch our preparations for structural preservation and renovation. Further, we have been offered continuing fundraising support, including pro bono consultation, FOYF Board development and education, plus help in the recruitment of a professional fundraiser who will work on a percentage of revenue. (Ref. Chart: Projected Contributions & Investment from the Community, Sec. 1.3)

## **c. Preparation through Advanced Public Relations, Marketing and Advertising**

Concurrent with construction, the FOYF will launch an assertive program of public relations, marketing and advertising to prepare the public and future venue customers throughout the region of the Freighthouse's re-opening ... April 1, 2010. A campaign will be developed and pursued throughout 2009, and then transition after a Grand Opening into a continuing public relations and business-getting mode.

These activities will be planned and carried through by a Freighthouse Manager, under the supervision of the FOYF Board of Trustees. Initially on a part-time basis, the Manager will be responsible for overall facility management, promotions (PR, marketing and advertising), event planning and bookings.

## **2. OPERATION**

Following our Grand Opening and armed with initial advanced bookings, the FOYF business plan addresses continued development of our Core Business Operations.

### **a. Core Business of the Freighthouse**

The core business of the Ypsilanti Freighthouse will be Events Rental enterprise. As it primarily functioned prior to its closing in 2004, the 5500 sq. ft. Freighthouse Great Hall will once again be available for auctions, banquets, business meetings, conferences, concerts, dances, office gatherings, civic and cultural celebrations, parties, receptions, wedding activities, other special events and more.

Around the event business in the Great Hall, we will build a strong Cafe & Gift Shop business in the old Freight Office area, and promote various community gatherings in the Plaza spring through fall; including a Saturday Farmers' Market.

## **b. Competitive Edge of the Freighthouse**

Coupled with the general nature of the Freighthouse as an event venue, there are three aspects of our business approach that give us a strong competitive edge:

First, is the convergence of preservation values and lifestyle choices among significant numbers of people in our region and state. The Freighthouse has what creative workers demand: a natural, recreational, cultural venue in balance with their economic goals and lifestyles.

Second, for those who seek an event venue that is "unique," "remarkable," and which has "contextual qualities," the Freighthouse fits the bill. Its grand scope, yet simple elegance, is impressive. Its Italianate red brick lines, walls and pilasters, expansive beams and sturdy pine plank floor create an immediate impression of strength and welcoming openness.

Third, the Freighthouse is situated within a city and a neighborhood, which boast a wealth of heritage tourism destinations. In addition to seeing the Freighthouse and examining our railroad artifacts, displays and other Ypsilanti industrial and railroading memorabilia; people coming into the area for a Freighthouse event will discover much more to explore and enjoy.

## **c. Factors for Success**

There are four additional factors to help ensure our success:

First, we have a renewed, excited, committed and active FOYF Board, supported by a network of government, corporate, professional and community advisors.

Second, we now have the Management Agreement with the City of Ypsilanti to manage and operate the Freighthouse as a community-centered project.

Third, we have adopted a working style of collaboration and cooperation that has brought together many different kinds of businesses, government entities, groups and individuals into the planning for this enterprise.

Fourth, Freighthouse development is the logical and necessary next step in the ongoing re-development of the Depot Town neighborhood and the Ypsilanti Community with regard to our outreach to regional tourism and visitors.

#### **d. A Boost from Regional Commuter Rail**

Projected for the fall of 2010, the SEMCOG commuter rail project on a trial basis will have round trip Ann Arbor-to-Detroit commuter trains stopping four times daily in Depot Town. This will further help to ensure the Freighthouse project's success by bringing an estimated 50,000 people to Depot Town annually.

Combined with our eventual annual target of 50,000 persons attending Freighthouse events, significantly increased vehicle and pedestrian traffic is assured into Depot Town. The incremental impact we could share with our neighboring merchants and restaurants could be as much as \$10 to \$15 million annually in sales.

#### **e. The Road Ahead**

We believe that the Freighthouse project will be self-sustaining and able to produce revenues in excess of expenses by at least the sixth year of operation. If we are successful in obtaining all of the funding necessary for the year of preparation, then we will most likely be self-sustaining in the second year of operation. For further details, refer to the financial summaries and spreadsheets.

Projections over the next five years clearly identify the necessity for an intense effort to obtain event bookings of \$195,000 or better annually. In the start-up years, the FOYF Board will continue to be engaged in significant community fundraising to complement the rental revenues. We conservatively project annual Café rental income in the range of \$10,000-\$15,000. Outdoor Market Plaza activities may annually contribute another \$5,000-10,000, plus a steady \$4,000-\$5,000 from the Farmers' Market.

We project that our revenues will begin to outpace expenses by a comfortable 20% either in Year Two or in Year Six, depending upon initial funding. Once we pass that "break even" point, the FOYF can fund meaningful expansion of: (a) cultural and history programming, (b) nutrition and environmental education, and (c) continued preservation activities—the other three key elements of our FOYF Mission.

In sum, we have a community partnership, centered upon a City-owned facility, managed under contract and operated by a dedicated Friends group as a community-serving business enterprise. This is a highly desirable combination, since both organizations have only the community's welfare and the greater public good at heart.

## **1.0: Preparation**

Three stages of preparation are necessary to ready the Ypsilanti Freighthouse for operation. Repairs must be made to stabilize the structure and satisfy current codes for safe occupancy. Renovations must be made to improve the viability of all aspects of our business plans and the comforts of our guests. And a supportive, coordinated fundraising, public relations, marketing and advertising effort must be launched to help make all of the above possible.

### **1.1. Preparation through Freighthouse Repairs & Renovations**

Before the Ypsilanti Freighthouse can re-open, specified repairs must be made to assure long term structural and historic preservation and to make the building safe for public use. This is not only to satisfy City of Ypsilanti Building Code requirements, but also to satisfy the terms of an easement from the State Historic Preservation Office (SHPO), which are the terms of a grant that paid for a Condition Assessment Report (CAR) in 2004. The complete text of the CAR is available on the City of Ypsilanti website.

Also important are the environmental changes required over the entire Freighthouse and Market Plaza site according to an unfunded mandate from the Michigan Department of Environmental Quality (MDEQ).

The CAR's detailed "Critical," "Serious" and "Minor" repairs now require biddable architectural and engineering drawings to be completed before contractors can be involved. This work will be fast-tracked and approved for bids in early spring of 2009 in order to start construction as soon as possible, especially if the FOYF hopes to open on April 1, 2010. The most urgent structural repairs and minimal renovations which would allow the Freighthouse to open in early 2010 will cost an estimated \$550,000.

If full funding for the project is not available in 2009, some of the repairs specified in the CAR report and other necessary renovations needed to equip the facility for events may have to be deferred to the second through fifth years, until business operations become self-sufficient.

The estimated cost in 2008 dollars for necessary repairs and major renovations during 2009 and early 2010 totals nearly: **\$650,000**.

### **1.1.1. The First Step – Biddable Drawings**

Following a bid process, a preservation architect and engineering team will be selected to analyze the C.A.R. report and to update all assumptions, calculations and proposed remedies. Viable concepts will be drawn and submitted for FOYF and City agency (HDC, Planning and Building Department) pre-approvals, prior to creating blueprints.

Although an RFP process is underway at this time, it has been estimated that a full set of biddable architectural, structural and mechanical drawings will cost: \$50,000-\$60,000.

Design and engineering work will commence as soon as funding is made available, and will be fast-tracked in order to accelerate the issue bid specifications for construction. FOYF focus will be on structural repairs for the foundation, walls and roof in order to immediately proceed to structural construction bids, while remaining repair and renovations drawings continue to be developed.

FOYF will reserve the right to control costs through thorough design process review and reserve line item removal from the contract

### **1.1.2. The Second Step - Restoration & Renovation of the Café**

Following exterior structural prints and approvals, design and engineering work will focus on the Café. The 1,000 square foot Café area was the original Freight Office. Prior to the recent closing of the Freighthouse, it had been converted into a Café with a small kitchenette, backed by two small bathrooms accessible only from the Great Hall.

The Café interior, fenestration and most other features, including a pot belly stove, are virtually original, as evidence by photographic research. Some changes were made by the Michigan Central Railroad in 1917, and are noted on a set of prints. Restoration to the original state will be paramount in this area, while renovations will also be required for current code and business operations.

Some interior reconfiguration may prove necessary in order to accommodate adequate ADA-compliant restroom facilities and other purposes.. New lighting, seating and other refinements will follow. Some kitchen enhancements may also follow.

Also, the pot belly stove will be replaced with a functional substitute. The existing stone deck for the old stove, chimney work and the installation of a new standing seam steel roof are all necessary to make retention of the stove a reality.

Also to be considered is the ultimate total floor space in light of the need to service future SEMCOG passengers who will be passing through, especially in inclement weather. Exterior decking, patio, stairs, proper ADA ramps and covered waiting platform areas may also be required at a later date, not only for passenger service, but also to complement Café clientele.

Indeed, if these passenger service trials are successful, Café hours may expand. Café leasehold issues, utilities and expanded hours raise design issues regarding security. That is, the connection or separation of the Café from the Great Hall

### **1.1.3. The Third Step - Restoration & Renovation of the Great Hall**

The 5,500 square foot Great Hall was the original freight receiving and shipping area of the Freighthouse. While personal baggage was handled at the Depot on the east side of the tracks, all commercial, industrial and agricultural products were loaded and off-loaded from sidings along the Freighthouse loading docks.

Since the above-mentioned MCRR alterations in 1917, a few modifications have been made by prior users, the City and the FOYF to accommodate the use of the Great Hall for community use. Double exit doors with break-away safety mechanisms, exit signs, fire and smoke detection and security alarms, interior lighting, electrical service, interior electrical conduit, and ceiling-mounted gas forced air heating units have been added. A large, free-standing storage room was also constructed. Importantly from a preservation standpoint, nothing has been added that cannot be changed or removed.

The need for structural repairs to the foundation, walls, pilasters, trusses, roof and flooring are readily visible in the Great Hall. There is a beam to be repaired under the old scale. And the scale, itself, requires repair to be saved. Both lateral and longitudinal stability must be addressed. From an HVAC point of view, much also can be done to increase comfort and convenience. In short, the Great Hall is a blank slate when it comes to designing structural and mechanical improvements.

From a renovations standpoint, the FOYF views the Great Hall as a major venue and its major income-producing business aspect. However, it lacks bathrooms, office, storage, a catering center, adequate tables and chairs, electrical, lighting, communications, A/V and cable access, sound and year-round comfort and security. As for the pine plank floor in the Great Hall, research continues, including the concept of a portable dance floor for event use.

The design challenge is to retain as much available open floor space as possible to retain our competitive 550 capacity maximum.

## 1.2. Preparation through a Pre-Opening Fundraising Campaign

From a fundraising point-of-view, our community-focused message throughout the region will be that the community will have two levels of participation ... as program recipients and as program contributors. Our message is that the community can take advantage of our services, education and exhibits featured at the Freighthouse, and/or also help to sustain various aspects of the Freighthouse through volunteerism, donations, bequests and in-kind contributions.

In order to raise the funds needed to carry out all of the above preparations, the FOYF will need to engage in a significant fundraising campaign throughout the region. As part of our preparation for that campaign, we will require fundraising counsel and the services of a fundraising professional to guide and assist us.

To support our fundraising efforts with the marketing and communication tools which will be necessary, we have budgeted \$30,000 for the pre-opening period. This expense will be necessary to supply our fundraisers and to cover anticipated office operations necessary for a financial campaign.

### Summary of Preparation Costs:

Renovations and Repairs	\$530,000
Freighthouse Manager in 1 <sup>st</sup> year	\$ 35,000
Advertising and Marketing Campaign	\$ 65,000
<u>Costs of Fundraising Campaign</u>	<u>\$ 30,000</u>
<b>Total Estimated Costs:</b>	<b>\$650,000</b>

Against these projected cost, we envision several sources of financial assistance. The following chart represents a gifting/investment level breakdown our needed revenue from a variety of fundraising and investment efforts throughout the community.

### Projected Contributions and Investment from the Community

Prospects Gifts	Level	Amount	Cumulative
4	1 \$	200,000.00	\$ 200,000.00
4	1 \$	100,000.00	\$ 300,000.00
8	2 \$	50,000.00	\$ 400,000.00
32	8 \$	25,000.00	\$ 600,000.00
20	5 \$	10,000.00	\$ <b>650,000.00</b>

The following is a general list of types of prospective donors or community investors whom we hope to interest in this fundraising campaign:

- Community Foundations
- Community or Business bonding capabilities
- Retail and wholesale business owners
- Manufacturing business owners
- Service business owners
- Community individuals and families
- Special fundraising events
- Government agencies and earmarks
- Fees for services after operations begin

Clearly, there is a distinct advantage to larger gifts, grants and investments in the preparation phases of the Freighthouse project. This would allow the start-up funding campaign to compete less with the marketing and advertising campaign. and would reserve the full strength of our volunteer fundraising efforts to be used during the first two years of operation (2010 and 2011). It would ensure more revenue against anticipated business expenses and allow the Freighthouse to become self-sustaining much earlier.

### **1.3. Preparation through Advanced Public Relations, Marketing & Advertising**

Preparations for our opening will also require advance public relations, marketing and advertising. We want to let people throughout the region to know we're re-opening and what we're offering in the way of venue features and services.

We need to obtain a dozen or more advance bookings for the Great Hall and to have those bookings start as early in our opening year as possible. This will allow us to meet our first year revenue targets. Also, we need to create the policies and procedures to guide the future Freighthouse management.

With the help of our pro bono professional advisory team, we anticipate recruiting and hiring our Freighthouse Facility Manager in time for that person to help create and carry out the publicity and marketing plan, help to create the policies and procedures, and to begin to make the contacts that will bring in a Café lessee and advanced Great Hall bookings.

The FOYF has budgeted \$65,000 for our publicity and marketing campaign. A breakdown of this budget includes preliminary branding for the Freighthouse itself, the FOYF and creation of a Freighthouse business website, plus pre-opening PR, marketing and advertising expenses. An additional \$35,000 is budgeted for a Facility Manager through the pre-opening effort.

We believe this kind of assertive start to the project will have both short-term and long-term benefits. In the short-term, having the manager on board will channel volunteer efforts to critical tasks. We will also accomplish our objectives of letting people know about our re-opening and receive our invitations to use the Great Hall. The manager, our fundraising advisory team, working with the FOYF Board, will work to cultivate and solicit the necessary gifts and investments from various resources to perform the repairs and renovations.

A strong start in marketing will also help us greatly with our branding, which means getting out the Freighthouse name and message.

#### **1.4. Preparation Schedule 2009**

Looking forward to a Grand Opening on April 1, 2010, there is much work for the FOYF ahead. The following schedule is constantly in flux and represents only major steps forward, each of which contain incredible details and require constant follow-through. But it is our Preparations map for the moment.

##### **Rough Time Schedule from Repair/Renovation Launch Through Start-Up of Business on Opening Day**

- **Jan Feb 2009** – Finalize the Business Plan. Select an architect/engineering team. Select and contract with a Farmers' Market Management team
- **March to April 2009** – Create a fundraising plan in concert with local foundation consultants and a pro bono professional fundraiser. Send out RFPs for branding, public relations, marketing and advertising. Work on repair and restoration designs with selected architect/engineering team. Let bids for foundation, walls and roof repairs. Complete SHPO storm water management project and submit final report for funding reimbursement.
- **April to May 2009** – Develop wider governmental relationships within County and State departments to enhance facility repair and renovation execution and funding. By the end of March, have selected a branding & marketing supplier and begin development of necessary Freighthouse branding, website and pre-opening programming, plus renewed FOYF branding, fundraising materials and website design. Board development and volunteer recruitment remains a priority.
- **April 2009 to April 2010** – For construction repairs and renovations to continue, fundraising success will be critical. Funds required to mount the public relations, marketing and advertising are also key. This time will be

used to complete site improvements and parking area changes to prepare the Plaza for the Farmers' Market opening at the end of April.

- **June and July 2009** – A process for the search effort to hire for Freighthouse Facility Manager candidates should begin, and an initial event marketing plan should be designed so a 2010 calendar can be created and marketing can begin for advance 2010 and 2011 bookings. Plan a local fundraising schedule for the late summer and fall.
- **July 2009** – Initiate vetting and interviews for Freighthouse Facility applicants, using completed job description and performance standards. Initiate vetting and interviews for a Café lessee, using pre-determined terms and contract language.
- **August to September 2009** – Hire Freighthouse Facility Manager and begin setting up temporary offices, equipment and business systems. Regardless of construction stage, begin site visits for potential donors to encourage giving. Regardless of funding resources, maintain a strong push at the Facility Manager level on advanced bookings. Open Café during Heritage Festival for site visits, promotions and fundraising activities on the decks and the Market Plaza. Create a float for Heritage Festival.
- **September 2009** – Start Board conversations about Opening Day, Opening Week, Opening Month publicity and events. Create a yearly schedule of special Freighthouse events that serve a variety of purposes—community excitement, fun, history, preservation, fundraising. Plans should detail the how, where, when, why, by whom, and costs.
- **October 2009** – Contract with the Café Manager and get them on board with Grand Opening celebrations in the Café. Launch Fall Fundraising events at various venues.
- **October through December 2009** – Continue local fundraising efforts to supplement what we need to make the \$645,000.
- **January through March 2010** – Complete whatever construction plans were afforded, finish Opening-Day planning, continue Marketing and Advertising push, stocking the Café and the Great Hall. Make final preparations for Opening Month, Week, Day activities.
- **Opening Day April 1, 2010**

## **2.0: Business Descriptions**

The Ypsilanti Freighthouse, built in 1878, is a 6,500-square-foot red brick building built in response to increased railroad freight commerce in that era. For two generations the Freighthouse was a busy transportation hub for southeastern Michigan commerce. As the prominence of rail transportation faded from the region after World War II, the Freighthouse fell into disuse through the 1950s and 1960s. The building was acquired by the City of Ypsilanti in 1979 and operated by the City as a community center until 2004, when it was closed due to significant structural issues. Today, the building remains original and virtually unchanged. Following necessary structural repairs and much needed renovations, the Ypsilanti Freighthouse will again be open as a thriving community center for the benefit of the Ypsilanti community and the entire region.

The Freighthouse has hosted events such as: a Pfizer Corporation Christmas Party, the Michigan Abilities Partners fundraiser, a Vietnam Vets fundraiser, the Engine Club Christmas Party, the Historic Museum fundraiser, Boy Scouts awards banquet, local Food Co-op fundraiser and Christmas Party, a Growing Hope fundraiser, the kickoff to the Ypsilanti Heritage Festival, fundraisers for the Freighthouse itself, a Roots & Shoots event, Depot Town Development Association meetings, dozens of elections, weddings, funeral receptions, auctions, civic meetings, and Winter Jazz concerts.

A fully operational Ypsilanti Freighthouse will re-establish a healthy revenue stream with the return of community meetings and events, concerts, dances, theatrical revues, antique and trade shows, auctions, art exhibits, private parties, youth and senior activities, polling, car show activities, classes for crafts, hobbies, food, nutrition and exercises, and most importantly the permanent display to house our growing collection of Ypsilanti railroading & transportation history memorabilia.

A welcoming Ypsilanti Freighthouse is the one place in Ypsilanti where people, things and events can meet to build community, encourage local economic development and build civic pride. Such intended uses are ideal for this unique and historic venue.

### **2.1. Rationale and Objectives of Freighthouse Businesses**

The Friends of the Ypsilanti Freighthouse (FOYF) will operate the Freighthouse and also develop and control various businesses under the terms of its Management Agreement with the City of Ypsilanti.

There are three distinct entities involved: (1) the City of Ypsilanti as owner, (2) the FOYF as manager of the Freighthouse, and (3) the Freighthouse structure itself as the focus of preservation, renovation, and community center.

The City's rationale and objectives can be described as:

- a. to preserve an historical site within the bounds proscribed by local political considerations relative to the need for and extent of reservation programs for city property generally, plus
- b. have a sustainable financial arrangement for the Freighthouse which does not cost the City money
- c. successfully assist the municipality, the citizens and local business operators with economic and community development which enhance the City, the County and the Region economically

The Friends of the Ypsilanti Freighthouse (FOYF) rationale and objectives, or missions, can be described as:

- a. to restore and preserve the historic Freighthouse
- b. to educate the public about the Freighthouse's historic significance in the region
- c. to promote the use of the Freighthouse as a community gathering place
- d. to promote community health, nutrition, and the nurture of the Farmer's Market

As the third "entity," the structure of the Freighthouse itself and the adjacent Market Plaza combine:

- a. to serve not only as a focus for preservation efforts, but also as a Community Center or gathering point, which must be financially sustainable over a long period of time
- b. to serve the community through economic development
- c. to expand over time to create more economic opportunities for this neighborhood, the City, the County and the Region

## **2.2. The Industry – Present Outlook and Future Possibilities**

The Freighthouse effort falls squarely in the special events corner of the hospitality and tourism industries. So-called "historic tourism" is a rapidly developing professional and meaningful economic development term. It has become a growing area of commerce nationwide over the past decade and statewide during recent years.

Research shows that the tourism, events and the hospitality industry should continue to grow and flourish over time in this area, despite the present economic situation. Some industry projections are optimistic that hospitality and its historic tourism sub-category will retain much of its vitality for the present and will actually lead the broader economy out of the recession as it nears its end.

### **2.3. Initial Operations**

Initially, the FOYF will carry on the business of the project through three contractual operational arrangements.

The first contract will be with the Freighthouse Manager for services of general supervision and management; primary involvement with public relations, marketing and advertising, and handling advanced bookings for the Great Hall venue.

The second contract will be with a management group that will take responsibility for operating a traditional Saturday Farmers' Market on the Market Plaza and returning annually to the FOYF fees amounting to approximately \$4,000 - \$8,000. All market management, organization, advertising, marketing, plus any applicable Washtenaw County Health Department, Federal and/or State of Michigan Agriculture Department permitting and licensing will be handled by this group. This management group may also contract with the FOYF for other activities.

The third contract will be with an individual or business entity to provide operation and management of the Café, returning to the FOYF fees amounting to \$12,000 - \$18,000 annually. This management group would work in close concert with the FOYF to provide additional services in the Café, including Freighthouse gifts & promotional items, literature, and other products. The Cafe will also be made available as a small meeting venue for non-profits and other guest groups.

Additionally, if the SEMCOG commuter train stops in Depot Town, some form of automated ticketing may be made available requiring only minimal supervision and maintenance. Should the commuter trial run work out, FOYF Café plans will be impacted and may will affect the design, equipment and staffing required as we expand service from 8 hours on Market Days & Sundays, to 10 -12 hours seven days a week, as the train schedule expands.

### **2.4. FOYF Type of Business Organization**

Registered with the Internal Revenue and operated as a 501(c)(3) organization, the FOYF will accomplish its missions at the Freighthouse in the following ways:

- a. The FOYF will operate in pursuit of its charitable objectives of historic preservation and historical education by operating businesses which contribute directly to its missions, and which can become self-sustaining
- b. The FOYF will continually attempt to raise additional contributed funds in support of historic preservation and community historical education, and for the creation and expansion of new programming and periodic economic development projects

## **2.5. The Three FOYF Markets**

We envision three types of customers, one for each of our three business areas: the Farmers' Market, the Great Hall and the Café. Following is a brief statement of each of these three customer profiles. (See: Section #5: Market Analysis for details.)

### **2.5.1. Customer Profiles**

Following are short summaries of the customer profiles for each Freighthouse business component. Full profiles are in Section 5: Markets Analysis.

#### **2.5.1.1. Customer Profile for the Farmers' Market**

Adults between the ages of 40 and 75 who live alone or whose children have grown, and who essentially preserve traditional values. They seek the comfort of fresh produce, home-baked products and crafts, and know the local growers by name. Many are retired and live on pensions plus social security. Those working have mid-range incomes of from \$50,000 - \$75,000 annually. About half are close to retirement.

An important secondary market also exists and is growing rapidly in the area. This is a younger group of persons and young families, described by some as the emerging "creative class," although not all of them fit this classification perfectly. They are between the ages of 30 and 45, may own or rent, profess a variety of lifestyles, have higher than average educational levels than their older counterparts, have above average income, and actively seek fresh produce and baked goods, are drawn to "organics," and are involved in "healthy activities."

#### **2.5.1.2. Customer Profile for the Great Hall**

Likely patrons for the Great Hall, i.e. those who would be making the buying decision for holding weddings or receptions in our facility, would be younger (ages 20 to 30), reasonably successful, or have parents whose incomes are such, and will be above average in education.

Those who would make decisions to hold business meetings or conferences in the Great Hall would be upper level managers or their staff representatives of typically larger companies or industry associations or other groups. They will be looking for a unique or different venue that is relatively close to their business address, but a location that offers a true "get-away" look and feel.

Those who select the Great Hall for class reunions will be upper-middle class volunteer-organizers, who seek not only to meet their group's needs but also to impress them with the selection of a unique venue for a special touch.

Those seeking to bring educational or industrial or business exhibits and shows to the Freighthouse Great Hall will be upper management people or their surrogates. They may be association or industry group leaders, and may also be higher level owners/operators serving their peers within a certain industry or trade.

### **2.5.1.3. Customer Profile for the Freighthouse Café**

Café patrons will be interested in warmth on spring and fall mornings, that first cup of coffee, maybe a bit of breakfast, a quick lunch or a snack. They will come for the conversation and networking, or as part of showing family members or friends around the Depot Town area.

Some of our Café consumers will be past generational patrons of the Saturday Farmers' Market, bringing those demographic characteristics into the mix.

A third group of future potential Café customers will be students, local business people, Depot Town loft dwellers and shoppers, plus a few retired persons, who will use the Café for a quick, economical but nutritious lunch, have a chat over a cup of coffee and a dessert, take advantage of our free wi-fi service, or come for the conversation and networking throughout the week.

A fourth group of potential Café customers will be locals who come to Depot Town to catch the SEMCOG commuter train for commuting or pleasure. They may walk, drive, or bus to get to the train. Also using the train may be commuting students, friends or parents coming to visit their children or to attend an event. The potential of automated ticketing and a comfortable waiting environment with refreshment is sure to draw some to the Freighthouse.

## **2.5.2. The Products and Services we will Offer to the Public**

The Friends of the Ypsilanti Freighthouse will seek to offer best-in-class products and services to our customers.

### **2.5.2.1. The Farmers' Market**

The Ypsilanti Freighthouse has been "home" to the Farmers' Market for many years. Recently, west-siders and seniors have enjoyed an additional Tuesday

afternoon Market downtown, thanks to Growing Hope and its community-wide coalition. Meanwhile, the Saturday morning Farmers' Market has continued outdoors, recently formalizing their organization as the Depot Town Farmers' Market Association (DTFM). In fact, most of the vendors sell at both markets.

Both of Ypsilanti's farm markets contribute immensely to local economic development and good nutrition and must be encouraged to prosper. Market research, on-site consumer surveys, and careful tracking show the strong acceptance of both the downtown Tuesday Farmer's Market and the Depot Town Market.

We anticipate resuming the Saturday morning Depot Town market 7:00 a.m. to 3:00 p.m. each weekend from the end of April through October on the Market Plaza. The FOYF will help in any way to assure the market's success and growth.

### **2.5.2.2. The Great Hall**

The Freighthouse's importance of "place" in Ypsilanti cannot be over-emphasized. It has been written that the Ypsilanti railroad complex was the singular point in Ypsilanti for generations, where goods and people arrived or departed.

An open Freighthouse can again support traditional local event tie-ins and accept rental reservations for the Great Hall. With its grand, simple elegance, it should regain its role as the local venue of choice for both public and private needs for events, conventions, conferences, educational activities, arts and crafts markets, parties, concerts and other entertainment events for families, companies, businesses, and civic organizations.

The Great Hall is 5500 sq. ft. of open space. Once renovated, and depending upon the chosen seating configurations, it will support anywhere from 550 to 750 people. Comparable or larger spaces can only be found at area hotels, or university gymnasiums and arenas, none of which offer the character or ambiance of the Great Hall in the Ypsilanti Freighthouse.

Our goal for the Great Hall is an annual average of four to five events per week of widely varying size and scope, or from 200 to 250 events per year. That goal can also be represented by a rough annual revenue figure of from \$200,000 to \$250,000. Our booking rate goal is comparable to the peak months of our nearest competitor, Cobblestone Farms in Ann Arbor.

To reach these rates over time, 1,000 personal contacts will need to be made each year, meaning also that marketing and advertising would need to reach nearly 4,000 prospective event planners or potential customers.

### **2.5.2.3. The Café**

The current Café is 1000 sq. ft., including a small 150 sq. ft. serving and storage kitchenette with minimal cold storage and a food preparation area sufficient for assembling cheese and veggie trays or the traditional market day coffee and donuts. In its current configuration, it can support seating for approximately 50-60 persons. It will require a minimum of one or perhaps two ADA bathrooms during the renovation.

In the past, the Freighthouse Café functioned exclusively as a support activity during market days, with similar supporting activity during other Freighthouse events. But, as with the Great Hall, there was no mandate to operate the Café as a profit center. No one was charged with focusing on income per square foot, table turns, portion sizes profits, and the like. The City paid the one person staff, all of the expenses, and absorbed all deficits. This is no longer the case.

Going forward, the FOYF will remain more directly involved in Café activities with the objective of making it a more significant contributor to local economic development and Freighthouse income. So, for the moment, we envision the Café offering coffee, teas, cider, in season, soft drinks, water, cookies and light pastries and the like during limited hours. These seem to be logical offerings especially since Depot Town restaurants and bars are open late and have full food menus and beverage service.

Looking forward to full-time operation, a Freighthouse Café & Gift Shop can become the de facto Depot Town tourism information Center. Working in conjunction with the Ypsilanti VCB, DDA and DTDDA, and Chamber, the Café represents the potential to be an eastside, Depot Town, one-stop resource of current local information 7-days a week.

Additionally, the Freighthouse Café is a logical setting as a local historic and preservation information resource, as well as an adjunct community center venue for neighborhood association, club and other small civic group gatherings. Working in conjunction with the local museums, the Historic Museum Archives and Preservation EMU, the Café can be a daily resource for historic tourism information.

## **2.6. The Competitive Edge of the Ypsilanti Freighthouse**

There are several ways that the Freighthouse offers a competitive edge in the area events and hospitality marketplace.

### **2.6.1. Convergence of Preservation and Lifestyle**

The Freighthouse is in a unique position to take advantage of the convergence of historical preservation and the development of creative class contemporary lifestyles emerging in the southeastern lower Michigan region.

As the State preservation plan “Preservation Shore-to-Shore” notes, “Buildings are only the physical representations of the lives lived in them. Historic preservation is about maintaining the sense of continuity, belonging and shared experiences that are the keystones of our communities.”

We should also heed Richard Florida’s argument in *The Rise of the Creative Class* that creative workers demand natural, recreational, cultural and lifestyle amenities in balance with the economic opportunities and lifestyles they chose when selecting a place to live, work and play.

This echoes Jane Jacobs, author of *The Death and Life of American Cities*, who warns of the economic consequences of the failure of American cities to protect unique places like the Freighthouse, when she writes, “There is sameness – this is one of the things that is boring people – this sameness. This sameness has economic implications. You don’t get new products and services out of sameness.”

These sensitivities to satisfy our need for historic preservation, when joined with new understandings of sustainability needed for living, re-creating and generating competitive ideas in the marketplace, gives the Ypsilanti Freighthouse a unique and marketable edge in the events and hospitality industry in southeastern Michigan.

Stated another way, the Ypsilanti Freighthouse is an unusual, remarkable, warm and innovative venue that people yearn to use as a backdrop for everything from weddings, parties and celebrations to training, business meetings and conferences. Its unique, historical textures, visual power and its Depot Town context combine to make the Freighthouse a go-to venue.

We repeat Richard Florida’s argument that: “creative workers demand natural, recreational, cultural and lifestyle amenities in balance with the economic opportunities and lifestyles they chose when selecting a place to live, work and play.” This balance makes the Freighthouse a stand-out venue.

### **2.6.2. Convergence of Destinations**

The second way the Freighthouse has a competitive edge is that it is situated within a city, and a neighborhood, that boasts a wealth of heritage tourism destinations.

Ypsilanti boasts the second largest Historic District in the State, an active Historic District Commission, a well-respected Heritage Foundation, Depot Town, the Michigan Fire House Museum, the Ypsilanti Historical Museum & Archives, the Automotive Heritage Museum (with a National Park Designation), the Ladies Literary Club, the Water Tower, four waterside parks (Peninsula Park, Frog Island, Riverside Park and Water Works Park) that line the Huron River through the center of Ypsilanti, and the many restored homes and commercial properties from various periods in time that grace our neighborhoods and tree-lined thoroughfares. In the midst of this rich cultural center, the Freighthouse can be the hub, where everyone can once again gather for celebration, fun, recreation, education and commerce.

People who come to the Freighthouse will find themselves within just blocks of all of these historic attractions. No other similar venue in the region boasts such a context of so many active and available destinations.

## **2.7. Why the Freighthouse Businesses Will Be Successful**

Following are the four reasons why we can anticipate business success and sustainability in the ongoing operations of the Ypsilanti Freighthouse.

### **2.7.1. FOYF Leadership**

The presently-constituted Board of Trustees of the Friends of the Ypsilanti Freighthouse is excited, energized and committed to a dynamic new vision for the community and the region. With new bylaws, a renewed five-year Management Agreement with the City, a solid board training and development plan in the works, the FOYF Board is doing its hardest work up front.

The latest SHPO grant turned a new page in the research, due diligence, and the detailed planning and execution capabilities of the Board. Despite key member turnover, we have made steady progress and have continued to move forward as we rebuild, recruit and execute our commitment to the City and the community.

### **2.7.2. The Organizational Environment**

The present Board and its wealth of advisors have created an organizational environment that makes possible such a vast simultaneous undertaking as the repair and renovation of the site. Add to that, the Board is tackling the creation of a five-year business plan and the fundraising, which underpins all of this execution.

Our efforts have greatly impressed the community, which has resulted in increased momentum with foundation funding, including an offer for pro bono Board development and further fundraising consultation, including grants and endowments. Our efforts have also stimulated City and County leadership with in-kind services and significant fundraising assistance.

Through its activities in the past year, the Board has also developed connections to a wide range of professional consultants, who are providing both expertise and in-kind planning, design, environmental, nutrition, business development, and preservation construction.

### **2.7.3. Cooperation and Collaboration**

Cooperation and collaboration with others in the community is a hallmark of our new working style. We're coordinating action with many strategic players in the area, such as local merchants, financial institutions, local business and manufacturing leaders, our local DDAs, a new Community Development Corporation, the Chamber of Commerce, the Downtown Association of Ypsilanti, the Ypsilanti Visitors and Conventions Bureau, and both major universities (U. of M. and EMU), but especially Eastern Michigan University through its Historic Preservation program and active Preservation Eastern graduate student involvement.

### **2.7.4. The Next Logical Step in Depot Town Re-Development**

This project is the next logical step in continuing to promote and develop Depot Town as a popular neighborhood venue in the region. The Freighthouse business enterprise combined with the launch of the commuter rail stop trials ensure that the time is right for this next step in Community re-development for the entire City of Ypsilanti.

#### **2.7.4.1. A Major Draw to the Neighborhood**

The Freighthouse is going to be a major draw for new customers to visit Depot Town. Great Hall events will bring visibility to local merchants and restaurants, and will complement the existing festivals and other activities already part of Depot Town's tourist attractions.

#### **2.7.4.2. Service to Both Old and New Customers**

We estimate that the Freighthouse, with its Great Hall, Farmer's Market, Café, and Market Plaza activities will serve some 50,000 people annually, of which

50% will be first-time visitors to the Depot Town area. Many will take logical advantage of available amenities and will spread a positive word about their experiences to family, colleagues and friends.

#### **2.7.4.3. SEMCOG Commuter Stop**

As we said above, the possible trial SEMCOG Commuter Rail stop in Depot Town could bring another estimated 50,000 persons to the area annually as Ypsilanti commuters plus a large percentage of first-time visitors passing through. Added to fully-operational Freighthouse attendance projections, these two developments could draw more than 100,000 people to Depot Town yearly.

#### **2.7.4.4. Additional Visitors Drawn to Ypsilanti & Depot Town**

We can rely on the City, its Parks and its parades, festivals, car shows, and other promotions to continue to attract approximately 500,000 persons annually to the area. Two events, the Elvis Fest and the Heritage Festival, combine to draw half of that number. Most of these visitors are long-time area residents and repeat customers who bring their families and spread the word of the good things they find and the good times they have in Depot Town.

#### **2.7.4.5. Overall: Increased Foot Traffic & Spending in Depot Town**

The Ypsilanti Freighthouse business enterprises will create significantly increased positive branding for Depot Town and City of Ypsilanti. We have calculated that up to 70% of these people may bring at least \$10.5 million into the local economy over the first full five years of operation. Continued repeat business from just 15% each year's contingent of new visitors could bring an incremental \$1.5 million into the economy each year.

What's in this for Freighthouse investors?  
**Visibility - Image - Customers**

What's in it for Freighthouse major donors?  
**Achievement - Recognition - Satisfaction**

### **2.8. When Will the Freighthouse Reach Break-Even?**

When the Freighthouse will break even and become self-sustaining depends on:  
(1) the total amount of money the FOYF is able to raise to carry out the preparations during 2009, and (2) the amounts the FOYF can continue to raise during each of the

first business years to supplement earned income from the Freighthouse's three main revenue sources. At this juncture, we can project two scenarios:

In the first scenario, the FOYF raises the \$650,000 needed for repairs and renovation of the most critical elements, the advance advertising campaign and hiring a Manager. With construction projects accomplished in 2009, the FOYF then raises \$75,000 to \$100,000 in contributions (grants, investments, and in-kind services) from the community in 2010 and 2011. In this scenario, 2011 becomes a profitable year.

**SCENARIO 1: No borrowing**

Item	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Operating Rev.	\$ 63,987.00	\$ 131,505.00	\$ 204,445.00	\$ 222,900.00	\$ 237,005.00	\$ 237,005.00
Fundraising Rev.	\$ 96,000.00	\$ 96,000.00	\$ 76,000.00	\$ 76,000.00	\$ 76,000.00	\$ 76,000.00
<b>Total Revenues</b>	<b>\$ 159,987.00</b>	<b>\$ 227,505.00</b>	<b>\$ 280,445.00</b>	<b>\$ 298,900.00</b>	<b>\$ 313,005.00</b>	<b>\$ 313,005.00</b>
Operating Exps	\$ 127,200.00	\$ 138,700.00	\$ 181,500.00	\$ 215,600.00	\$ 215,000.00	\$ 215,000.00
Principal & Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fundraising Exp	\$ 23,200.00	\$ 23,200.00	\$ 21,200.00	\$ 21,200.00	\$ 21,200.00	\$ 21,200.00
<b>Total Expense</b>	<b>\$ 150,400.00</b>	<b>\$ 161,900.00</b>	<b>\$ 202,700.00</b>	<b>\$ 236,800.00</b>	<b>\$ 236,200.00</b>	<b>\$ 236,200.00</b>
Revenue over Exps	\$ 9,587.00	\$ 65,605.00	\$ 77,745.00	\$ 62,100.00	\$ 76,805.00	\$ 76,805.00

In a second scenario, the FOYF is unable to raise the full \$650,000 and must borrow money (a loan or a loan/bond combination) to do this. If \$200,000 is borrowed, this places a further burden on the start-up years due to interest and principle payments. In this scenario, we also assume that the FOYF is able to raise community contributions of about \$80,000 to \$96,000 per year to support Freighthouse expenses during start-up. If this occurs, the project would be self-sustaining in 2014 or 2015.

**SCENARIO 2: Paying Back a Loan in 5 years**

Item	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Operating Rev.	\$ 63,987.00	\$ 131,505.00	\$ 204,445.00	\$ 222,900.00	\$ 237,005.00	\$ 237,005.00
Fundraising Rev.	\$ 96,000.00	\$ 96,000.00	\$ 76,000.00	\$ 76,000.00	\$ 76,000.00	\$ 76,000.00
<b>Total Revenues</b>	<b>\$ 159,987.00</b>	<b>\$ 227,505.00</b>	<b>\$ 280,445.00</b>	<b>\$ 298,900.00</b>	<b>\$ 313,005.00</b>	<b>\$ 313,005.00</b>
Operating Exps	\$ 127,200.00	\$ 138,700.00	\$ 181,500.00	\$ 215,600.00	\$ 215,000.00	\$ 215,000.00
Principal & Interest	\$ 12,000.00	\$ 49,600.00	\$ 66,000.00	\$ 62,400.00	\$ 42,400.00	\$ -
Fundraising Exp	\$ 23,200.00	\$ 23,200.00	\$ 21,200.00	\$ 21,200.00	\$ 21,200.00	\$ 21,200.00
<b>Total Expense</b>	<b>\$ 162,400.00</b>	<b>\$ 211,500.00</b>	<b>\$ 268,700.00</b>	<b>\$ 299,200.00</b>	<b>\$ 278,600.00</b>	<b>\$ 236,200.00</b>
Revenue over Exps	\$ (2,413.00)	\$ 16,005.00	\$ 11,745.00	\$ (300.00)	\$ 34,405.00	\$ 76,805.00

Consequently, the financial health and self-sufficiency of the project rests on three factors: 1) reaching the financial goal for repairs and renovations, advertising campaign and manager in the year of preparation; 2) the speed with which rental income can reach a point of \$190,000 or more; and 3) the extent to which the community can continue to support the project through fairly substantial contributions.

## **2.9. Keeping Revenues Ahead of Expenses**

In these budget scenarios, it is important to keep revenues well ahead of expenses. There are two reasons for this. First, it is prudent business practice. There are always a variety of unknown contingencies in any given year that make a budget cushion necessary. Second, the FOYF has both preservation and education objectives to achieve as part of its mission and community programming to underwrite as part of its commitment to the community center aspect of the Freighthouse Project.

## **2.10. Expanding the Freighthouse Business – The Plan for the Future**

Excess of revenues over expenses will be used to fund necessary repairs and maintenance, plus new community and economic development programs to be centered at the Freighthouse, or in community outreach programming.

Following are some ideas that have been generated about how new and creative Freighthouse projects can expand the brand and the business through various service and product offerings to the public.

### **2.10.1. Future Possibilities**

#### **2.10.1.2. Education**

Guided by the FOYF Mission Statement, future Great Hall activities will focus upon:

- (1) the history of transportation and industry in Ypsilanti (Depot, Freighthouse),
- (2) the economic, social and cultural development of the region through Transportation (Rail, Automotive, Aircraft and related manufacturing and supplier activities),
- (3) support of good health and nutrition through sponsorship of the locally Grown produce and sample products in the Café, plus
- (4) community development through the promotion of cultural celebrations and other community-building activities.

#### **2.10.1.2. Community Center and Special Event Programming**

We envision an ever-expanding event schedule. A calendar in development tracks local milestones, political holidays, civic and social events for potential tie-in, plus creative monthly Great Hall activities and celebrations; private rentals, club meetings and educational programming. Specifically, each of the

four missions of the FOYF would be developed with regular and special event programming, displays, presentations, concerts, events, classes, and demonstrations.

As a contributing Depot Town member, the Ypsilanti Freighthouse Café can also be one of the best places to learn about current and upcoming events, make reservations and/or purchase advanced tickets. It is, after all our Community Center: a friendly, family-welcoming facility.

### **2.10.1.3. Expanding our Contractual Agreements**

Day-to-day operations can be supplemented by contractual arrangements with a variety of entrepreneurs or by volunteers sheltering or otherwise incubating any number of stand-alone businesses and activities, which may be non-profit or for-profit operations, as vendors and tenants.

### **2.10.1.4. Nutrition Emphasis**

FOYF visioning sessions revealed many opportunities to work jointly with local farmers, crafters and artists to create Smart Shopping, Health & Nutrition Programs, Local Produce Awareness, Cooking Demonstrations, and even product incubator possibilities.

Federal, State and County agriculture and nutrition programs also exist, which will be able to tie into the Freighthouse for their activities. Several of the operational possibilities are in the talking stage.

### **2.10.1.5. Café Enhancements**

FOYF visioning as well as the hundreds of Hamburger Helper respondents asked for a return of a Café complete with banjos, functional pot belly stove, coffee, and sugar donuts ... the works! In addition to interior restoration work in the Café, we envision doing all that the public demands, and more, as we kick the Freighthouse Café up a couple notches to make it truly unique.

Concepts being discussed include daily hours, books on railroading and other Michigan and Ypsilanti history, music CDs, gifts, stationary/postal cards and Freighthouse postage stamps, reproduction historic art/posters/old Ypsilanti product advertising reproductions, proprietary coffee and baked products, unique prepared and frozen food products for retail, and more.

Further down the tracks of time, an updated catering kitchen and outdoor furnishings for a proposed deck extension to the south end are under consideration. The catering kitchen may ultimately be in the Great Hall.

Creatively, we also view the Freighthouse Café as a Gift Shop/Emporium. We anticipate offering items such as frozen and labeled pre-packaged foods and proprietary products, like specialty coffees, teas, wine, coasters, prints and more. The products of local vendors and other regional entrepreneurs can be stocked here. The Café can also collaborate with individual farmers and the Ypsilanti Food Co-Op and become the focal point for a “Taste of Washtenaw County Fresh.” This effort could feature herbs, cheeses, honey, organic sausages, locally baked products and more.

Shoppers might also find unique and traditional crafts, like handmade rag rugs; plus unique greeting and gift cards, post cards, organic soaps and other unique Ypsilanti collectibles. And of course, getting out “the brand” brings to mind train whistles, engineer hats, collectible lapel buttons and patches, Freighthouse teas, jackets, hoodies, and caps, MCRR belt buckles ... the works!

Additional future offerings might include railroader and modeler specialties as well as collectible model Michigan Central railcars, locomotives, and MCRR/ NYCRR memorabilia. Model kits and railroad posters, new and used books on railroading, and information on area/national railroading clubs could also be offered. This could be the place for information and ticketing for rides on the historic Southern Michigan Railroad or the Algona, Ontario, Canada train.

We also see possibilities for some creative Café décor, such as historic ads, photos and artifacts of Ypsilanti industrial pioneers, a model display of Elijah McCoy’s original locomotive self-oiler.

All this, plus enjoyment of light refreshment add up to visitors spending a worthwhile time getting a taste of Ypsilanti hospitality.

Also, Market Day in the Freighthouse traditionally meant music. We’ll have music each Market Day, either outside or inside the Café, or both!

In addition to something old, there can also be something new. Because the Ypsilanti Freighthouse future will eventually include sustainable environmental features, such as a storm water management, a rain garden, energy-efficient appliances, mechanical systems, lighting, and eventually a new metal roof with a possible 10,000 square foot solar collection system, there will be a strong option to promote a demonstration component to the Freighthouse. FOYF is even researching permeable surfaces for the Market Plaza and parking. As sustainability technologies advance, we may want to display such environmentally relevant items as wind turbines, or geo-thermal equipment. We foresee that all disposables in the Café will be recyclable. This is an opportunity for education in itself. Our many installed systems will be exposable for public tours, lectures, teachers and students, so their function can be viewed and studied. There is also an opportunity here for sharing consumer information on applicability to new and historic buildings.

### **2.10.2. Internet Presence and e-Commerce**

As the continuing guiding and inspirational force, as well as the management overseers of the Ypsilanti Freighthouse, the FOYF will always have a need for its own 'Friends' business, news, gifts and grant development web presence, linked to the financial, corporate, governmental and wider preservation communities.

At the same time, the Ypsilanti Freighthouse requires a more retail, community service-focused, and a strong educational/informational/motivational internet presence. In this regard, some preparations have begun to outline the site.

Now is the time, while building restoration and renovation proceeds, to launch the research, design and branding program for our Internet presence. Using the present FOYF site, however, many of the programs and products discussed above could be offered on the site, tested for consumer response and thus begin to produce some income, if successful. After all, the 21<sup>st</sup> century business model is the internet with eBay, Amazon and Google leading the charge.

### **2.10.3. Premiums and Gifts**

Another use for proposed Ypsilanti Freighthouse products is as "premiums" for donors. Private donors, especially smaller, individual donors, could be offered our proprietary Ypsilanti Freighthouse products, which would be "laddered" as "premiums" to the scale of the donors' gifts.

For example, for a \$25 donation an "I Love The Freighthouse Button" which when worn gets a 10% off any day at the Café or from present Ypsilanti "partners. Or, for a \$50 donation we can offer a choice from a selection of Ypsilanti Freighthouse tee shirts with clever sayings and art. Even better, for a \$100 donation, choice of a CD from the "Fullfreight Banjo" CD Collection, and so forth.

### **2.10.4. Proprietary Products**

Longer term, it is quite possible that the Café could develop a trade in limited food products, such as labeled hand-crafted foods, plus other local crafts and goods.

We could provide programming in "buying local," gardening, storage, nutrition and frugal buying and healthy food preparation, as possibilities. These might happen through the aegis of local agencies, or interested private and civic organizations, or through direct sponsorship by the Freighthouse.

### **2.10.5. Endowment Fund**

Longer term, the FOYF will likely need to institute an endowment fund to help ensure the continued successful accomplishment of its mission and to underpin its growth. This would involve the organization in an additional fundraising push to raise planned gifts to support the endowment. This would be a creative and beneficial way for local citizens to benefit the community for many years to come through their wills and estate plans.

### **2.10.6. The Market Plaza**

The Market Place Plaza is sorely underutilized. Even with a Saturday Farmer's Market and the use of the parking lots for Heritage Festival tents and events, the Freighthouse Market Plaza is vacant most of the year. The FOYF Business Plan does not at this time address further uses for the Plaza. But the FOYF is seriously contemplating that many local activities, including tie-ins to ongoing Depot Town promotions, can be encouraged and accommodated for reasonable rental rates.

Another important potential is the cross-promotional value of a revitalized Freighthouse and Market Place Plaza for any and all Depot Town and Ypsilanti businesses. Recommended physical changes to the Market Plaza are in the design stage at this time. Any recommendations must satisfy MDEQ mandates and will be presented to the DTDDA and the City, and support sought from merchants and neighbors. In any case, we foresee an active Market Plaza in the future.

### **2.10.7. Arts and Cultural Programming**

There is growing attention within our wide market area to the needs at every educational and societal level for Arts & Culture expansion and for community-building. The Ypsilanti Freighthouse combines the cultural significance of "Place" plus 5500 square feet of open "Space" for Arts performances, displays, participative educational programming, and classroom-relevant activity.

### **2.10.8. Eco-Systems Programming**

Through research into the Condition Assessment Report and the SHPO grant, FOYF determined: (1) that the Ypsilanti Freighthouse project involved an entire City-owned site, which necessarily increased the scale of the storm water issues, and (2) that the proper solutions to storm water management on the site and around the Freighthouse itself, would be determined under an unfunded mandate from the Michigan Department of Environmental Quality (MDEQ).

The FOYF subcommittee consulted with MDEQ-qualified storm water management personnel, a civil engineer intimately familiar with the Ypsilanti drain system and then worked with the City Planning Department to amend the SHPO RFP, which was successful and approved. Work commenced in the fall of 2008 and will be completed in the spring.

The opportunity with MDEQ is to employ common sense technologies (many historic in nature) to retain storm water runoff on-site. This new thinking also helped the FOYF focus on a key opportunity for the Freighthouse . . . as an eco-focused “destination.” With storm water management, the ultimate opportunity is to make the Ypsilanti Freighthouse a regional destination site for storm water management “best practices.” Seminars and other educational activities could be held at the Freighthouse.

This type of environmental information and more could be distributed via our website, web links, or a publishing activity. Presentations or public education/awareness and professional development programming in the Great Hall could be held. The press for the City and for the Freighthouse, not to mention, the positive political value could prove immeasurable.

“Destination” also becomes a useful economic development theme for all of the above business opportunities we’ve mentioned, especially for historic preservation, transportation history and event planning. After all, the Ypsilanti railroad complex (Depot, Freighthouse, Greenhouse and other “lost” site features) was this county’s major destination for generations. It can be again.

## **3.0: Management Summary**

### **3.1. Organization Structure**

Consistent with its purpose and mission statement, the Friends of the Ypsilanti Freighthouse (FOYF) operates as an incorporated charitable organization under the Internal Revenue Code Section 501(c)(3). An FOYF organization chart is included at the end of this section.

The FOYF organization is governed by a community-based volunteer Board of Trustees, directed by an Executive Committee, and supported by ad hoc working committees and trusted advisors.

The FOYF Board of Trustees will be the responsible management entity for the Freighthouse as it fulfills its renewable five-year Management Agreement with the City of Ypsilanti, effective September 2, 2008.

### **3.2. Board of Trustees, Friends of the Ypsilanti Freighthouse**

The Board of Trustees governs and manages the business, activities and affairs of the Friends of the Ypsilanti Freighthouse. The number of Board members can range from 7 to 14, with each Trustee having one vote. Board members serve two-year terms and are eligible for re-election for up to five consecutive terms. Trustees serve with no compensation. Trustees are community-based volunteers with active involvement in the FOYF organization, its mission, its restoration and renovation, plans, plus continued operation of the Ypsilanti Freighthouse.

There are currently 12 Trustees seated on the Board of the Friends of the Ypsilanti Freighthouse (FOYF). Active Trustees have one vote each on issues of the organization.

To be nominated and elected as a Trustee, an individual applies his or her unique skills on a necessary assignment, follows through with the Executive Board and its committees for a time to fulfill that assignment, may work independently on their assignment, maintains close contact with the Board, attends all necessary meetings, and fully supports the consensus of the Board.

During the last quarter of each fiscal year (July 1 to June 30) of the corporation, the Board of Trustees elect Trustees and appoint Officers to replace those whose terms will expire at the end of the fiscal year. This election takes place during a regular meeting of the Trustees, called in accordance with the provisions of the organization's bylaws. Candidate Trustees are elected by a majority of the Trustees then serving,

provided there is a quorum present. Trustees so elected serve a term beginning on the first day of the next fiscal year.

The Board of Trustees annually appoints the following officers: Chairperson, Vice-Chairperson, Secretary and Treasurer. These officers have the duties normally attendant to such posts in comparable charitable organizations. These four officers also constitute the Board's Executive Committee, which has the powers and authority of the Board of Trustees in the intervals between meetings of the Board, with the exception of amending the articles of incorporation for the organization and the by-laws.

The Board of Trustees creates Committees as needed, such as Fundraising, Public Relations, Restoration and Preservation and Management.

The Board of Trustees is responsible for developing and reviewing fiscal procedures and must approve all expenditures. The fiscal year ends on June 30 of each year. Annual reports are required to be submitted to the Board showing income and expenditures. The financial records of the corporation are public information and shall be made available to Board members and the public.

Several past trustees who are not active day-to-day have remained involved as expert advisors, consultants, counselors without a vote on Board matters. As Trustees either resign or move to Advisory status, open Board positions have become available. Given our aggressive Business Plan for the next five years, each Board seat now represents a specific skill set, demanding experience and good community-wide relations.

Board development over the next several months will involve identifying and vetting new candidates. Current volunteers, advisors or consultants, who have demonstrated their creative ideas and productive skills, also may be approached for Board appointments from time to time.

### **3.3. Community Advisors**

Community Advisors may be former FOYF Trustees or volunteers, who have expressed continued but necessarily limited interest in the mission of the FOYF. Even now they continue to make themselves available on a request basis and spend focused amounts of time on specific tasks, events, or Freighthouse needs. Community Advisors also include well-positioned allies in the State and within the County-wide community, who lead other non-governmental groups or organizations with related community, preservation, tourism, nutrition or educational missions.

### **3.4. Community Consultants**

Community Consultants are professionals, who have expressed continued but necessarily limited interest in working with the FOYF. They may also be former FOYF Board Members or volunteers. They make themselves available on a request-only basis to employ specific skills or advice on the needs of the FOYF and the Freighthouse. Many have preservation and/or construction, restoration, renovation, maintenance and/or other skills, such as, storm water management, landscaping, or energy sustainability, for instance.

Community Consultants are likely to be: architects, engineers, painters, masons, contractors, business men and women, marketing and merchandising consultants, writers, artists, business or preservation students.

### **3.5. Corporate & Education Partners**

The FOYF attempts to make unique and meaningful connections to express the education aspect of our mission. We look forward to providing seminars, programs, exhibits and other events of interest in (1) historic preservation and education, (2) local transportation history appreciation and education, (3) Farmers'/Vendors' Market and nutrition education, (4) community-building, and (5) sustainable energy construction.

The FOYF objective is to establish long-term relationships to provide outlets for our Corporate and Education Partners, such as, Eastern Michigan University, Washtenaw Community College and the University of Michigan, to enjoy the Ypsilanti Freighthouse as a continuing outlet or outreach resource for their programs, products, messages and customers.

### **3.6. Government Allies**

The FOYF enjoys strong support from the City of Ypsilanti, its Mayor and Council, the Ypsilanti Historic District Commission, Planning Commission and Planning Department, the City Building Department, Public Works, Washtenaw County Preservation, the Washtenaw County Commission, plus the Michigan State Historic Preservation Office (SHPO) and, most recently, the Michigan Department of Environmental Quality (MDEQ) in Lansing.

The FOYF is also building communication links with our State and Federal legislators.

### **3.7. Freighthouse Operations**

The fully-operational Ypsilanti Freighthouse is intended to be a self-sustaining, not-for-profit operation managed by a hired professional Facility Manager, supplemented by volunteers, sheltering or otherwise incubating any number of stand-alone businesses and activities, which may be non-profit or for-profit operations, as vendors and tenants.

#### **3.7.1. The Ypsilanti Farmers' & Crafters' Market**

Since the City acquired the site, the Ypsilanti Farmers' Market has enjoyed a permanent home. In its prior history, the Ypsilanti Farmers' Market moved to several locations downtown, but was eventually settled at the freighthouse. Farmers and vendors also now enjoy a successful second site, thanks to Growing Hope, spring, summer and fall, Tuesday afternoons at the downtown Key Bank lot.

Since the closing of the Freighthouse for restoration and renovation, the farmers and crafters have established a more independent organization, which can function as a single tenant on the outdoor Freighthouse Market Plaza site. This entity will handle the operations of the Farmers' Market, along with its own advertising and marketing, and will negotiate a rental fee to be paid to the FOYF.

#### **3.7.2. Food Programs**

FOYF visioning sessions revealed many opportunities to work jointly with the Farmers' Market, the Ypsilanti Food Co-Op and Growing Hope, as well as independently, to create Smart Shopping, Health & Nutrition Programs, Local Produce Awareness, Cooking Demonstrations, and even product incubator possibilities. Federal, State and County agriculture and nutrition programs also exist, which may have application at the Freighthouse for these activities. Several of the operational possibilities are in the talking stage.

#### **3.7.3. Freighthouse Café**

FOYF visioning as well as the hundreds of Hamburger Helper write-ins asked for a return of a Freighthouse Café complete with fiddles, banjos, the pot belly stove, strong coffee, and sugar donuts – the works! In addition to interior restoration and renovation work in the Café, we envision doing all that the public demands, and more, as we kick the Freighthouse Café up a couple notches to make it unique.

### **3.7.4. Freighthouse Brands**

Café visioning opened the possibilities for a host of proprietary ideas for gifts, foods and other concepts. For the most “homegrown” of these ideas, we could retain under our own label—hence, “Freighthouse Brands.” The example most often cited is our own line of “Fullfreight” coffees and teas, which we could have supplied.

### **3.7.5. Freighthouse Website/Freighthouse Wi-Fi**

As the continuing guiding and inspirational force, as well as the management overseers of the Ypsilanti Freighthouse, the FOYF will always have a need for its own ‘Friends’ business, news, gifts and grant development web presence, linked to the financial, corporate, governmental and wider preservation communities.

However, we now see the FOYF “brand” as a straight-forward business management brand. And we see the Freighthouse “brand” as following through with the public to bring the history, culture, events and excitement to the fore.

Brand development for both will eventually feed new identities and website designs and business communication strategies.

The Café will subscribe to the Ypsilanti Wi-Fi project, add a repeater, if needed, and provide free internet Wi-Fi to our customers and the local area.

### **3.7.6. Arts & Cultural Programming**

There is growing attention within our wide market area to the needs at every educational and societal level for Arts & Culture expansion. We have come to better understand the important cultural basis for the Arts in community-building. The Ypsilanti Freighthouse combines the cultural significance of “Place” plus 5500 square feet of open “Space” in the Great Hall for Arts performances, displays, participative and educational programming, even classroom activity. The Freighthouse is truly unique in our entire market area with this combination of “Place” and “Space.”

### **3.7.7. Eco-Systems Programming**

Through research into the Condition Assessment Report and the SHPO grant, the FOYF determined:

- a. that the Ypsilanti Freighthouse project involved an entire City-owned site, which necessarily increased the scale of the storm water issues and

- b. that the proper solutions to storm water management on the site and around the Freighthouse itself, would be determined under an unfunded mandate from the Michigan Department of Environmental Quality (MDEQ) in concert with sustainability directives and best practices of the Washtenaw County Drain Commission.

To satisfy these requirements and mandates, the FOYF subcommittee writing the RFP consulted with MDEQ-qualified storm water management personnel and a civil engineer intimately familiar with the Ypsilanti drain system. The result was an amended SHPO RFP, which was submitted with drawings for publication approval, contractor selection and construction, and which was completed in spring 2009.

### **3.7.8. Business Management**

Freighthouse Operations on our FOYF Organization Chart represents a team of two or more volunteer persons who will work with the Freighthouse Manager to record, supervise and handle all of the financial management aspects of the Freighthouse Operations, and make monthly reports to the FOYF Treasurer. These results will, in turn, and at appropriate intervals, be forwarded on to the City of Ypsilanti as part of our reporting requirements.

### **3.7.9. Facility Maintenance**

Both the day-to-day and historic preservation aspects of the Freighthouse require maintenance. The FOYF may initially create a subcommittee of volunteers to work out a non-skilled maintenance schedule for both event clean-up, rental furnishings procurement and storage. The Board might approve additional responsibilities to include a continuing, skilled, on-site renovation and repair schedule according to preservation standards (and with SHPO oversight). Eventually, this supervisory function would be taken on by the Freighthouse Facility Manager.

## **3.8. Administration of the Freighthouse – Manager and Board**

There are basically two parties to the administration of the Freighthouse: the Board of Trustees and the Facility Manager hired to manage Freighthouse operations. Following is a description of some of the management responsibilities for both parties that will be involved in the administration of the operational Freighthouse.

### **3.8.1. Job Description for the Freighthouse Facility Manager**

Following is the job description for the Freighthouse Facility Manager:

#### **3.8.1.1. Reporting**

The Freighthouse Facility Manager reports directly to the Freighthouse Executive Committee of the FOYF Board of Trustees. The Freighthouse Facility Manager's performance is reviewed quarterly by the Executive Committee and annually by the full Board according to written performance standards. The results of the Facility Manager's performance evaluation are reported annually to the City of Ypsilanti.

#### **3.8.1.2. Duties and Responsibilities**

The Facility Manager of the Freighthouse has these duties and responsibilities:

##### **Contracting**

Contracting with individuals or firms as tenants, including the Farmer's Market, Cafe, Market Plaza, and Great Hall rentals

##### **Hiring**

Hiring and supervising routine cleaning and maintenance personnel to keep the facility and grounds in an orderly, clean, presentable and inviting place.

This will include notices and cost figures for the Board when necessary painting, plumbing, carpentry, and other repair work are required. The Board may also include responsibilities for communications, utilities, and other facility operational aspects.

##### **Supervision of Market Plaza Operations**

All Market Plaza events, including a Saturday Farmers' Market, will be contracted and supervised by the Facility Manager. It is especially important that the Farmers' Market management team fulfill its contract with transparency and to the letter of the contract.

##### **Supervision of the Cafe**

Contracting with a firm or individual to be responsible for operations of the Freighthouse Café, following approval by the Board. Café Management will have their responsibilities, under the oversight of the Facility Manager and the Board, outlined in a management contract.

### **Supervision of & Events Booking in the Great Hall**

- a. Handling aspects of promoting, marketing, and advertising all FOYF-sponsored events in the Great Hall.
- b. Handling solicitation and booking of rental events in the Great Hall
- c. Enforcing contract rules and regulations and the collection of fees and costs according to those contracts.
- d. Investigating references of all prospective renters as is necessary and reasonable to protect the City and FOYF against loss and for protection of the premises.
- e. Supervising Great Hall events to enforce house rules and regulations, other rental contract terms.
- f. Maintaining the Great Hall to an exceptionally inviting and attractive level.

### **Branding Participation**

The Facility Manager will work with the FOYF Board and its communication agencies and suppliers to create powerful, consistent, creative and efficient branding activity via public relations, marketing and advertising.

The objective is to promulgate the Ypsilanti Freighthouse brand to reach as many individuals, businesses, media and prospective users in as many creative and innovative ways as are affordable, and to otherwise saturate the region with news and information about the Freighthouse, its history, its offerings to the public and its contribution to the region past, present and future.

### **Other Media & Communications Participation**

The Freighthouse Manager will work with the Board in concert with the FOYF communications agencies and other professional partners to develop media plans. While the FOYF Board of Trustees will have as their objective the budgeting of adequate funds to support the ongoing marketing and advertising needed for all of the Freighthouse's business components, the Facility Manager may submit the needs for such promotion as seen by the manager.

### **Requisite Facility Manager Candidate Skills**

The following skills represent a preliminary list, which may be augmented by the FOYF Board:

- Experience in managing retail services for the public
- Personnel management skills
- Contract management and oversight
- Building maintenance policies and procedures
- Ability to work creatively and transparently with municipal agencies and their staff members
- Enthusiasm for the project, the Depot Town neighborhood and the Ypsilanti community. An understanding of the ways and means by which a relationship between a business entity, a charitable organization

and a municipality can best be established, nourished and employed for the mutual benefit of all three organizations

- Congenial, with a high degree of people skills
- Warm, inviting, ingratiating manner in dealing with people
- Marketing and advertising experience and skills in writing for a variety of media; newspapers, radio, television, etc.
- Experience and skill in fiscal controls and financial management of a business entity, plus a clear understanding of the rules for transparent wise and prudent management policies and procedures, and how to institute and enforce such within staff or among contractors hired by the organization

### **3.8.1.3. Anticipated Salary Range for the Facility Manager**

The initial salary range or contracting fee for the Freighthouse Facility Manager is an initial \$35,000 with possible increases after 3-month, 6-month and 9-month reviews. Following an acceptable 12-month review, the salary may be increased in larger increments at the pleasure of the Executive Board and concurring vote of the full Board. A published salary cap for this position is yet to be determined.

The FOYF Board and Management Committee are committed to increasing the number of hours and the pay scale for this manager as quickly as the annual budget will allow, given the economic and tourism environment in which the Freighthouse is being operated.

The objective is a full-time, well-paid Facility Manager position, supplemented as conditions warrant by a second Associate Manager & Events Planner to take over Great Hall events planning and bookings. This second position is not budgeted in this document.

### **3.8.1.4. Hiring Process for the Facility Manager**

- Following is a representation of the anticipated process to be used:
- Executive Board creates a Management Committee.
- Management Committee seeks job applicants or individuals with whom to contract, interviewing each extensively.
- The Management Committee selects three finalists to recommend to the Board of Trustees
- The Board of Trustees meets with each finalist, selecting one as a salaried employee or as contracted manager, and the Board dissolves the Management Committee.
- The selected candidate is properly installed in the position with a trial period of three months, after which the relationship will be on a year-by-year basis with quarterly performance reviews.

### **3.9. FOYF Board and Related Volunteer Responsibilities**

Following are considerations for the FOYF Board and key volunteers with regard to specific aspects of the operation of the Freighthouse business enterprises:

#### **3.9.1. Supervision of Freighthouse Manager**

The Executive Board of FOYF will supervise the Freighthouse Facility Manager and will conduct quarterly performance reviews through the first year. The Board may amend the Facility Manager's job description as the business develops over time.

This responsibility should be undertaken on the basis of written policies and procedures developed prior to the interview process.

#### **3.9.2. Continued Fundraising**

Continual FOYF fundraising in the community will remain important for two reasons:

- (1) To maintain civic support for the achievement of its charitable objectives of preservation and education and to maintain a community gathering place for the City of Ypsilanti. Such fundraising through governmental opportunities and potential corporate giving can help to preserve and even extend the Board's Management position with the City and its reputation throughout the region.
- (2) To provide future opportunities where the community itself and individual citizens can demonstrate their ongoing need and desire for the Freighthouse as a their community gathering place, and to allow them a chance to express their approval of the FOYF programming presented on their behalf through their tangible financial support.

With these two thoughts in mind, the FOYF Board and its volunteer Fundraising Committee may consider taking the following steps:

- Naming and organizing fundraising projects
- Writing and maintaining the case for financial support for each project
- Development and maintenance of donor pools and maintenance of donor and prospect lists in the database
- Delivery of a Case for Support to donors and prospects on a regular, persistent and consistent basis
- Identification and recruitment of volunteers for cultivation and solicitation of financial support for the Freighthouse project

- Cultivation and solicitation of major gifts from donors
- Development of a recognition system to reward, thank and embrace donors within the Freighthouse “family” of friends and supporters

### **3.9.3. Ongoing FOYF Promotional Considerations**

The FOYF Board will collaborate with the Freighthouse Manager to develop a database and mailing list of friends and associates of the Ypsilanti Freighthouse who should be sent periodic marketing and promotional announcements, special promotions, and more.

The FOYF Board may also review and approve marketing and advertising plans and budget requests submitted to them by the Freighthouse Manager, and then review them with the FOYF’s professional branding and marketing supplier(s). Such plans and budgets, when approved, will become part of the general budgeting process for the Freighthouse Project.

### **3.9.4. Continued Market Research**

Certainly, the FOYF Board will rely upon the Facility Manager to track key user data and make this information known for planning purposes. In addition, continual market research from our professional suppliers and volunteer consultants should be sought to keep the FOYF Board apprised of changing market conditions. Leveraging assets is key; as are sustainability and profitability.

## **3.10. A Brief S.W.O.T. (Strengths, Weaknesses, Opportunities, Threats) Analysis**

### **3.10.1. FOYF Strengths**

- Dedicated, vital, all-volunteer Board of Trustees
- New Business Plan to assist planning for repairs and renovations and fundraising
- Strong history of concern and track record for historic preservation
- Energetic community-involved people in this organization
- People in the organization ready to do what it takes to achieve the mission
- Local government and business community well represented
- FOYF reaches out to other organizations and individuals as partners
- Lots of spirit for collaboration and cooperation on this project
- Good history of fundraising for a “friends” group

### **3.10.2. FOYF Weaknesses**

- a. Weak attendance at Board Meetings
- b. Active Trustees comprise a quorum for important votes, but less than a quorum perform the day-to-day work needed to be done
- c. Board Development is in the process of identifying specific titles, tasks and performance required for each seat, just beginning to occur
- d. Recent significant turnover due to deaths, health issues, policy issues, job and family priorities, other personal issues
- e. Recent 2008 heavy schedule of activities too demanding (New Bylaws, New Management Agreement, SHPO Grant, Community Visioning, Branding program, Business Plan and other critical projects and related meetings)

### **3.10.3. FOYF Opportunities**

- a. FOYF has the type of facility that is becoming more popular
- b. FOYF has an excellent location
- c. FOYF has significant low-cost advantages
- d. FOYF has significant pricing advantages
- e. Possible Southeast Michigan Council of Governments (SEMCOG) commuter trial runs will stop in Depot Town for potential traffic of 50,000 persons annually
- f. Opportunity to add significantly to local economic development
- g. Opportunity for collaboration with many partners in and around city
- h. Summer events provide excellent context for community-centered programming
- i. Recent increases in tourism in southeastern Michigan
- j. Increases in numbers of people attending Depot Town events
- k. Increases in numbers of people living in Depot Town and/or coming here regularly
- l. The economic downturn offers opportunity for pushing this unique, low-cost venue for people to hold events and meetings
- m. The large amount of interest the Freighthouse has recently generated
- n. FOYF has a community that has long been supportive of our efforts
- o. FOYF has an inter-dependent business community that is supportive
- p. FOYF has a community that needs a community center offering a wide variety of community programming.

#### 3.10.4. Potential Threats to FOYF Success

- a. Up-front preparation costs and fundraising costs
- b. Unknown length and impact of the economic downturn
- c. The large amount of fundraising that will need to be done if no larger grants and investments become immediately available.
- d. General hospitality market is currently over capacity. FOYF will rely upon its uniqueness.
- e. Parking and traffic issues will need to be resolved during preparatory year
- f. At present, it is undecided how to equip the Cafe ... new cold case, freezer, warming ovens, ice machine, and serving (chafing) supplies, other needs
- g. FOYF Board requires development and fundraising coaching with *pro bono* professional fundraising support
- h. Too much responsibility falling upon too few people – more and specifically skilled volunteers are needed to be recruited and brought up-to-date
- i. All marketing efforts (business promotions, as well as, fundraising tools) need to be funded and produced before programs can be launched
- j. Heavy reliance on pioneers and a few with creative business vision

## **4.0: Pricing and Marketing Strategies**

A budget chart of anticipated costs for the Freighthouse marketing plan for the “Preparation Year” can be found later in this section.

### **4.1. Pricing of Freighthouse Facilities and Services**

Pricing establishes a public mindset or tone for a business, it speaks to value. At this writing, the FOYF has not established price points for all proposed products and services. The largest factor is that the Freighthouse has been closed for several years, and even when open, was not run as a year around business; meaning that the FOYF has no idea of the true costs of full-time operation. To arrive at our budgets, we studied other models and sustainable “best practices.”

Another factor is that Café costs of operation will be borne by the lessee, including a moderate lease. The food service industry has established guidelines by square foot, number of tables, etc. which food service providers can use to plan and measure against. Although our intention in the Café is to “partner” in a sense to share space for our brand promotions, all other costs will be absorbed by the lessee.

In general, because the facility is City-owned and will be managed and operated by a non-profit group, we will enjoy some significant tax and other savings on fees, certain City and County services. We fully intend to make good use of these advantages, passing them directly onto the community in terms of reasonable fees and pricing for all goods and services, while fully intending to make a healthy return for future growth and expansion.

#### **4.1.1. Farmer’s Market/Market Plaza Pricing**

Based on historical records, we will maintain a modest to low pricing structure for Farmers’ Market and other similar activities and events. Nutrition is a key community-directed mission aspect of the Freighthouse business plan. And we anticipate significant growth and activity in this area, though not from the Farmers’ Market alone, but in view of other activities taking place at different times throughout the year to generate cultural impact and produce revenue.

#### **4.1.2. Great Hall Pricing**

Great Hall pricing will be tiered to reflect our market position relative to area competition. The Great Hall has a square footage advantage with respect to both Weller’s and Cobblestone Farm’s barn. Like Cobblestone Farms, food and

beverage service at the Freighthouse will require catering as compared to Wellers. Parking concerns with our business neighbors for large events are yet to be resolved. While this plan establishes an initial rule of thumb of \$1000/event for Great Hall pricing, we may make adjustments depending on the additional value we can create over time to our service product and as demand increases.

#### **4.1.3. Café Pricing**

FOYF will work with the Café Management service to determine appropriate products and services, and price points. This will depend on what we agree to in terms of foods, drinks and amenities offered, anticipated traffic through the Café, and the schedule of hours we will be open. And, again, the SEMCVOG commuter rail trail period may significantly alter our Café plans.

As stated above, the FOYF foresees significant branding opportunities in the Café and will therefore work with the Café Management to make that an attractive part of the business proposition and lease terms. The budget spreadsheets show revenues we think are practical, reasonable and necessary given our overall expense structure.

## **4.2. Marketing and Promotions**

Marketing, advertising and other promotions are reflected for the initial preparation year and are then shown to continue to one extent or another for the following years of operation. We make the case that a strong, assertive campaign of branding and marketing will be to our advantage as a start-up company. This will be enhanced by the variety and number of Great Hall events and exhibits we are able to mount in these first five years.

Our marketing and promotional plans include: research on trends in marketing and advertising in our industry, internet presence, physical competitors in the area; communications media, networking through memberships and affiliations, subscriptions to industry publications; promotions and discounts (especially in our first year of operation); and promotional literature. In addition to a Freighthouse brand presence on the web, the FOYF will continue to cultivate and promote our own web presence, as well as through a Freighthouse site link.

## **4.3. Professional Consultation**

The FOYF will seek out pro bono and other paid professional consultation to help develop a comprehensive marketing and promotions communication plan. Following a carefully researched and tested branding process, we anticipate employing a variety of public media and physical materials to convey our message.

Initially our objectives will be to answer: 1) Who, What, Where, When, Why, and How is the Freighthouse, 2) Who, etc. the FOYF is, and 3) What the Freighthouse services are and how can they be enjoyed. As we get closer to our Grand Opening, those plans will need to be conveyed and the event(s) promoted to the fullest extent possible. At the same time, methods and materials to be used to build advanced bookings to follow our opening need to be produced and disseminated.

#### 4.4. The Promotional Budget

A working list of budgeted costs for marketing and promotions follow.

##### 4.4.1. Preparation Year

Research for web, direct mail, and other sources	\$ 1,300
Communications through the media	\$10,250
Networking through the web, affiliations, memberships	\$ 2,500
Promotions and special offers	\$ 1,500
Advertising mtrls., print and Internet site	<u>\$51,500</u>
<b>Total 2009 Campaign:</b>	<b>\$65,550</b>

##### 4.4.2. First Five Years of Operation

Research for web, direct mail, and other sources	\$ 1,800
Communications through the media	\$ 4,000
Networking through the web, affiliations, memberships	\$ 2,500
Promotions and special offers	\$ 600
Advertising articles, brochures, flyers, etc.	<u>\$12,600</u>
<b>Total Annually (Years 1 through 5):</b>	<b>\$20,900</b>

## **5.0: Market Analysis for the Freighthouse**

### **5.1. Target Market Area**

Because of the very history of the Ypsilanti Freighthouse as a regional railroad hub for several generations, we see our audience from a regional southeastern lower Michigan standpoint. This is very different from most other Ypsilanti businesses. This is why we have promoted our business plan and financial needs to a wider audience inside the County and outside the County.

We will reach out to potential patrons with four general geographical origins:

- (1) the local area of Washtenaw, Wayne and Livingston Counties, plus sections of Oakland County (population estimated at 2.1 million)
- (2) the remaining Southeastern Michigan area (total population 4.8 million)
- (3) the State of Michigan (population 0 million), and
- (4) the Ontario, and Midwestern Great Lakes area of the United States

We anticipate that we will have our most frequent and largest customer utilization rate within Washtenaw and western Wayne Counties with some 60% of our business coming from this area, while another 25% of our patrons will come from the Southeastern Michigan region, and the final 5% will come from other locations in the Midwest, Ontario and from around the United States.

We discussed customer profiles for each of our business operations in section 2.0 Business Descriptions, sub-section 2.51, including profiles for the Farmers' Market Café and Great Hall. We also discussed profiles of the Great Hall users, but not in great detail. Since the Great Hall will be our largest profit center, a more lengthy consideration is in order here.

### **5.2. Sources for Information on our Market**

#### **5.2.1. Public Input Sessions**

In the fall of 2008, the FOYF held a series of two community input meetings to which the public was invited. About 25 people were present at each session, which included key market vendor representatives and community stakeholders. The FOYF Board and Business Plan Committee gave a brief statement, underlining our intent to preserve the Freighthouse as a community center and the nature of its anticipated operations.

The input we received was as varied as the participants, with many good ideas presented. Overall response was positive and most of the people attending expressed a strong desire to see the Freighthouse operating once again. The FOYF was commended by most for its work in developing a plan whereby this could happen.

### **5.2.2. Input from Cobblestone Farm**

Cobblestone Farm in Ann Arbor is our closest competitor, both geographically and in terms of the services they offer that are similar to those we anticipate offering to the public. Their Facility Rental Coordinator, pointed to several reasons to believe that there is a substantial and growing market for the Freighthouse:

- Capacity in the Cobblestone Farm barn is 350
- They generally run 18 - 24 months in advance bookings, averaging \$1000 per event
- They have developed a strong use policies and lengthy contract
- They are open four days a week for events, Thursday through Sundays and busy year round, slowing to two to four events in winter weeks, with six events in most weeks.

### **5.2.3. Relevant Demographic Information on Local Resident Population**

Our immediate market area population numbers about 2.1 million, as stated above, out of the nearly 5 million residents in the southeastern lower Michigan region. Importantly, we have a growing minority population to draw upon, including Asian, Hispanic and Middle Eastern.

60% of us range in age from 25 to 63 years, and the numbers of us over 65 will increase considerably in the next 20 years. While the numbers of young persons (18 and under) is remaining steady at 21.5%, which is just below the State average of 24.5%, we have, overall, the ethnic and age mix necessary to create a variety of events programming and venue marketing opportunities.

### **5.2.4. Local Area Education Levels**

By one recent survey, 55% of our target market have some college, are college graduates or have some postgraduate education. This is a strong indication that our typical Freighthouse consumer will be attracted to the types of programming we have planned to further our mission of preservation, education, nutrition and community-building. Each of these missions has special meaning to every member of our population.

### **5.2.5. Local Area Income**

Despite the recent nationwide, even global, downturn, most household incomes remain intact, with 34% of our household with an income of \$49,000 or less, another 34% of families averaging \$50,000 to \$149,000 per household, and 8% with households bringing in above \$150,000. The average, then, is \$73,000.

Another source indicates that the number of people in our local area with incomes of \$50,000 and above now comprises 58% of our population. This suggests there is enough income to support the wide variety of offerings the Freighthouse will present to our public, especially at the price points we are planning to offer.

### **5.2.6. Local Area Spending Habits**

Even as the recession has deepened in our heavily dependent Industrial area of Michigan, out of the area's \$73,000 average household income, we have recently purchased 1.5 automobiles that cost an average of \$10,000 and burn about \$3200 worth of gasoline each year. This same average household spends \$2200 on home furnishings and equipment, and a similar amount for apparel and services, and nearly \$3000 on health care, insurance medical supplies and pharmaceuticals each year. They also spend about \$3000 on entertainment of which nearly \$800 goes to fees and admissions, and about \$1000 on education, while saving some \$6600 for retirement in a variety of ways.

### **5.2.7. Cultural Spending**

When it comes to general cultural spending, adult continuing education is strong at 12% of those surveyed, while sewing and crafts involved 23%. Entertainment items most frequently cited are: 15% visiting The Henry Ford, 13% Cedar Point, 32% for the Detroit Zoo, and 11% to the Palace at Auburn Hills. We take this to mean that our ability to attract people to the Freighthouse and Depot Town for the types of activities we plan to create fits well within these entertainment and recreational attributes.

### **5.2.8. Positive Results for the Ypsilanti Freighthouse**

If the Freighthouse were able to attract just 1% of the area's population (21,000 people) per year, and if, only for example, each person spent \$50 in fees, educational materials, snacks, lunches, or produce and crafts, this would provide annual gross revenue from the various Freighthouse offerings of over \$1 million.

## **5.2.9. Demographic Growth Information on Southeast Michigan Region**

### **5.2.9.1. General Population Growth**

Southeast Michigan will grow to nearly 5.1 million by 2035 from about 4.8 million presently according to SEMCOG (a rate of 3.4%).

### **5.2.9.2. Local Area Population Growth**

A large share of the population growth will be in Washtenaw County, which will gain 40,000 people. Growth in Washtenaw, Wayne and Livingston counties when combined will increase by 100,000 people.

### **5.2.9.3. Baby Boomers Getting Older**

Over the next 20 years, the population 50 and over will increase by 65%. Currently, Ann Arbor's senior population is 8%, the total County is 8.3%, while all of Michigan averages 12.5%. These population changes not only fit our Farmers' Market and Café profiles, but offer new opportunities for Great Hall nutrition, entertainment and community activities.

### **5.2.9.4. Average Household Growth**

Within our local area, there are numerous townships where moderate to large increases are anticipated in average households. The unsold or empty builders' homes will eventually fill. So we can expect more families to be among us, who can be attracted to the various events of Depot Town and the auxiliary events at the Freighthouse.

### **5.2.9.5. Employment**

Most exciting for every segment of the Freighthouse business enterprise are the projected types and distribution of new jobs in our local area. Between now and 2035 Livingston County is forecast to have an increase of 20,000 jobs, Washtenaw County an increase of 50,000 jobs, our western Oakland area an increase of 100,000 jobs, while out-Wayne County will hold even.

Not only will our key constituents have relative steady-to-increasing income from these jobs, but they will be younger, creative class workers, with careers in computers, health care, related bio-tech, education and services industries,

which suggests that people will have the interests and incomes to spend at the Freighthouse and neighboring Depot Town attractions.

## **6.0: Financial Plan Summary**

What follows is a line by line description of plans and assumption for projected budgets for our first five years.

Our general assumption is that each year, we need revenues to exceed expenses by between 10% and 20%. Those who may not understand best practices of managing voluntary organizations should understand that “nonprofit” is the IRS designation of certain charitable organizations as described in Section 501(c)(3) of the tax code. We will operate our nonprofit organization as a business and will expect revenues to exceed expenses in every year.

### **6.1. Revenues**

#### **6.1.1. Great Hall Sales**

##### **6.1.1.1. 2009 through 2010**

Our chief source of revenue for the Ypsilanti Freighthouse will be event rental of the Great Hall. (Please see Appendix for projections.)

Through 2009 our start-up year, we expect to close on a dozen contracts for rentals for 2010. Additionally, we have verbal promises from an auctioneer (Steve Gross), and from a charity bingo entrepreneur (Jane Wells), that they would become Great Hall customers, as specified in the projections at \$1000 per occasion. These commitments and others have helped us formulate our forecasts.

Our first year, 2010, may start off relatively slow, with a few bookings in January and February, growing slightly in March, then a little more in April, and so forth. The projections show the year ending up stronger as summer and fall produce more rentals. We anticipate that by this time word is starting to get around, plus the advance advertising and marketing push should work in our favor.

Should the Great Hall bring in \$52,000 for the year, that would represent 52 events or an average of 1 per week. Our ultimate goal at that rate is 4-5 per week. 52 events means a minimum (5x) of 260 personal contacts for the Freighthouse Facility Manager, and likely means that 1300 (5x) individuals or business firms who are looking for event venues need to be reached with our advertising and marketing program.

#### **6.1.1.2. Year Two – 2011**

In the second year, we believe the Great Hall will see increased activity in the winter months, and then heavier usage through the spring and summer. We foresee the number of events each month moving into the 10 to 12 range, and a year-end revenue stream of \$104,000. These 104 events reflect nearly 500 personal contacts made by the Freighthouse Facility Manager and an ability to reach out and touch some 2000 potential prospects.

#### **6.1.1.3. Years Three to Five**

In the third year, we see winter and spring growing, with summer/fall revenues climbing incrementally as we may see near \$20,000 in the better months. We could, in fact, end the year in excess of \$150,000. That would represent +/-150 events for the year. So at this point we have achieved about 55% of our goal of 4-5 events per week.

We again see incremental change in a positive direction for the next two years, so that by the end of the fifth year, we could look at Great Hall revenues of close to \$200,000. That would represent some 200 events, or an average of about 12-16 events per month. This would put us at about 75% of our goal of ±250 events per year, and would make us competitive with some of the peak months experienced at Cobblestone Farms.

Repairs and maintenance will certainly be required by this time, and further enhancements for the facility should be considered. Looking further out, years six through eight should see the Freighthouse reaching the goal of 6 events per week, which would be at or close to a full schedule throughout the year.

#### **6.1.2. Freighthouse Café Sales**

While projecting revenue from the Café, we have a contingency for the SEMCOG commuter train stopping in Depot Town beginning in October 2010. This factor would demand that the Café be open approximately 10-12 hours a day, 7 days a week. It also has restroom, supplies and Great Hall security implications. It is quite possible that it would bring an incremental 80-120 customers per day.

We have yet to project with a hired Café manager or a lessee what the implications of those hours spread over that number of customer does for the Café's. We have projected this budget on simple monthly lessee fees that would be part of the agreement with the managing entity. We have not investigated fully whether the situation is tenable with only the railroad traffic. But we continue to work on learning more about the financial implications of this situation.

### **6.1.2.1. Year One – 2010, then Years 2 through 5**

The Café may have a slow start should it only open in April on market days and other occasional Market Plaza events. Should it open full-time beginning in April, it may gather much more momentum.

If we should get additional street traffic from people in the area, that would improve the revenue picture somewhat. We have also been approached about Café rentals for meetings and intimate events. These are possible, but will not produce significant revenue.

Beginning in October of 2010, if the commuter train starts service, we the Freighthouse Café will see significant incremental growth. From that point forward, we have projected steady growth over the next four years. And by the end of the fifth year, we foresee the Café operation returning as much as \$33,000 per annum.

Also, beginning in Year 3, we envision some enhancements to the Café, as the FOYF volunteers turn the Café more in the direction of an “emporium,” adding some nutrition products, home-crafted goodies, etc. to complement the indoor Farmers’ Market offerings, perhaps some Freighthouse brand merchandise, and so forth. If only to promote historic tourism and Freighthouse branding, the concept should produce positive results.

### **6.1.3. Farmers’ Market Sales**

We foresee very modest rental fees from the Farmers’ Market management contract between April, and October of each year. As the Market grows, there will be possible year-to-year growth in contract fees. However, those “rents” are shown to be modest and steady. At best, we see \$5000 to \$6000 per year in the first two years with a range of \$13,000 to \$15,000 coming with good growth in years 3 to 5. This may be much too optimistic. But even if we are 40% wrong, the result will not greatly affect the net of those three years.

### **6.1.4. Fundraising Opportunities**

While the Freighthouse should become self-sustaining over time, raising funds will remain a constant challenge. Many long range FOYF objectives will not allow prices to rise beyond community center affordability limits, while other FOYF programming objectives will require additional resources –hence more fundraising.

Only time will tell if the FOYF can raise enough funds in 2009 to be fully operational in time for an April 1, 2010 Grand Opening. If that isn’t the case,

fundraising will need to continue until enough repair and renovation work is accomplished to open, and then to continue fundraising in the future.

#### **6.1.4.1. 2010 – Year One**

To cover the first year's expenses, \$100,000 will need to be raised. Resources of every kind will need to be solicited: government, civic foundations, corporate and private individuals. This first year will be the most fragile for the FOYF due to the initially low number of events in the Great Hall, a fledgling Café operation and the SEMCOG rail plan scheduled to begin later in the fall.

#### **6.1.4.2. 2011 – Year Two**

Again, the bottom line for 2011 will be \$100,000, With the Facility Manager on-board and with additional effort by the FOYF, this could be the breakeven year. 2011 could prove to be quite successful, in fact, if 2010 went well and a marketing momentum can be created. And as stated above, commuter rail project success could help to create revenue and regional "buzz" for the Freighthouse.

#### **6.1.4.3. 2012-2014 – Years Three to Five**

Rising Great Hall event bookings will lift all boats. As will Café success. Yet, even in these out years, contact with the community via fundraising events, large and small, will remain a key element of the two-way Freighthouse community involvement, which will become a hallmark of Freighthouse marketing and community service good practices.

### **6.2. Expenses**

The expense analysis projected here is the result of research into City records, past Freighthouse operations materials, and reasonable and customary projections for similar business operations. Additionally, individual cost items, such as utilities, have been gathered from consultants and experts, or from actual resources themselves, such as DTE, etc.

#### **6.2.1. General Operating – All Years**

In this business plan projection some of the general operating expenses, such as legal and accounting and insurance premiums, have been kept relatively even.

Other line items will rise over the first five years. For example, we think that maintenance costs will rise with the increase in Great Hall sales, as will the need for additional equipment, operating supplies and possibly some outside services to assist the Manager.

We see a constant figure for repairs in the second through fifth years, and this figure is fairly hefty due to expected heavy wear and tear, to which public buildings are exposed.

We also see transportation needs increasing as the Manager and others will need to get out to meet with customers and prospects, and to maintain the kinds of filial ties with colleagues, event planners and relevant organizations as needed in the industry.

### **6.2.2. Facility Manager's Salary – All Years**

The Facility Manager's salary is the largest component in this budget. As was stated above, the Manager will begin part-time in 2009 at \$35,000 and will receive 3-month performance reviews with the potential for increases at each review. In the second year and forward, increases will be earned annually following performance reviews by the FOYF Executive Committee and with approval of the whole Board.

The basic approach will be pay for performance. Bookings will be the major factor along with the performance of other duties and responsibilities as listed earlier in this document. Looking further out, the Board may consider a salary cap for this position.

Also possible is creation of a new position of Events Manager to help greatly reduce the work load of the Facility Manager. This assumes a nearly full schedule of bookings and the need for the Facility Manager to focus on other key facility requirements, maintenance, and renovations. The position of Events Manager has not been included in the 5-year budget.

### **6.2.3. Advertising Budget – All Years**

We see an increasing marketing and advertising budget, since we will need to reach significantly increasing numbers of prospective customers. A strong marketing and advertising program is the only way we will be able to initiate and maintain brand visibility among our customers and prospects. We have some 145 competitors of various kinds in the area who also advertise at a significant level. We need to stand out in our highly competitive marketplace.

Most importantly, we have such a unique marketing story and approach, that this economic downturn may be a great opportunity to establish our brand and build share as others cut back.

#### **6.2.4. Fundraising Expenses – All Years**

We have represented fundraising expenses at a general level of \$0.24 on the dollar raised. In many situations with mature charities that have fully functional, well-integrated multi-faceted fundraising programs, the typical cost to raise a dollar is in a range of \$0.18 to \$0.21.

Our figure is a bit higher because:

- (1) The FOYF is still the new kid on the block when it comes to fundraising. We do not have a fully functional and multi-faceted fundraising program in place . . . yet.
- (2) About forty percent of the funds raised will likely come from special events fundraising, which typically costs in a range of from \$0.45 to \$0.65 to raise a dollar. Normally special events would represent only 10-15% of a fundraising effort's gross revenue. So with this anticipated skew toward special events we are projecting twenty-four cents on the dollar as a realistic target.

Why the skew to special events?

First, it's what the FOYF has been successful doing for much of its past.

Second, community fundraising tends to be centered on events because that is where we can all come together and have fun while fund raising. It's a kind of fundraising that bonds people together, makes them feel good, and is something that gives a great deal of feedback to an organization about where they stand in the community's heart. This is also continual and valuable indicator of success in serving the needs of the community. It is considered an appropriate skew in fundraising for this type of effort.

#### **6.2.5. Additional Renovations – All Years**

As part of the FOYF's continuing responsiveness to the Conditions Assessment Report, a necessary part of this business plan must be to continue to do incremental repairs and renovation. While the "critical" and "serious" categories of repairs will be accomplished in the year of preparation, we are committed to making sure that all the other components of the CAR report are accomplished.

Also, a significant element in the FOYF's mission statement has to do with continued preservation and renovation of the Freighthouse structure over time, so this is represented in this line of the budget.

However, we must first build the business to the point where income from sales and fundraising cover all basic expenses before we can approach further repair and renovation. Note that we have a separated line item for maintenance and that we show a gradual use of incremental funds over the five-year period.

#### **6.2.6. Educational Programs – All Years**

What is true for additional renovations is true also for educational programs, economic development programming and community centered activities. We first need to build the business, then we can begin to use some of the revenues over expenses to accomplish these kinds of goals.

### **6.3. Revenue over Expenses**

We feel that it is prudent to anticipate that a “break-even” condition in the Freighthouse business is NOT at the point where we actually see revenue and expenses being equal figures. As with any business enterprise, we want our revenues to be consistently 20% over expenses. There are two reasons for this.

First, that we need a substantial contingency cushion in the budget to account for the many things that can happen in any one business year to upset the best-laid, best-researched plans. We must be prepared to handle those kinds of contingencies and not let them throw us off the mark.

Second, any excess of revenues over expenses in the business enterprise will be used for fulfilling the community-focused purposes and mission of the Friends of the Ypsilanti Freighthouse, namely preservation, education and community programming.

### **6.4. Five Year Summary – Revenues and Expenses**

Overall, we project a successful business enterprise. Following is a spreadsheet summary of our anticipated revenues and expenses over the initial five-year period.

Item	Year 1	Year 2	Year 3	Year 4	Year 5
Great Hall Revenues	\$ 52,000.00	\$ 104,000.00	\$ 169,000.00	\$ 183,000.00	\$ 195,000.00
Farmers' Market Rev.	\$ 4,085.00	\$ 5,605.00	\$ 12,185.00	\$ 12,465.00	\$ 13,445.00
Café Revenues	\$ 7,902.00	\$ 21,900.00	\$ 26,900.00	\$ 31,400.00	\$ 32,900.00
Fundraising Revenues	\$ 96,000.00	\$ 96,000.00	\$ 76,000.00	\$ 76,000.00	\$ 76,000.00
<b>Subtotal Revenues</b>	<b>\$ 159,987.00</b>	<b>\$ 227,505.00</b>	<b>\$ 284,085.00</b>	<b>\$ 302,865.00</b>	<b>\$ 317,345.00</b>
General Operating Exps.	\$ 127,200.00	\$ 138,700.00	\$ 181,500.00	\$ 215,600.00	\$ 215,600.00
Fundraising Expenses	\$ 23,200.00	\$ 23,200.00	\$ 21,200.00	\$ 21,201.00	\$ 21,201.00
Additional Renovations	\$ 4,000.00	\$ 12,000.00	\$ 24,000.00	\$ 12,000.00	\$ 12,000.00
Additional Education	\$ -	\$ 4,000.00	\$ 24,000.00	\$ 12,000.00	\$ 12,000.00
<b>Subtotal Expenses</b>	<b>\$ 154,400.00</b>	<b>\$ 177,900.00</b>	<b>\$ 250,700.00</b>	<b>\$ 260,801.00</b>	<b>\$ 260,801.00</b>
<b>Revs. over Exps.</b>	<b>\$ 5,587.00</b>	<b>\$ 49,605.00</b>	<b>\$ 33,385.00</b>	<b>\$ 42,064.00</b>	<b>\$ 56,544.00</b>

## **7.0: Historical Background**

### **7.1. History of the Ypsilanti Freighthouse**

Michigan government completed the first major railroad line in the state to Ypsilanti in January 1838, and the first train arrived in Ypsilanti soon after with great fanfare on February 8, 1838. The railroad was extended to Ann Arbor the next year and eventually to Chicago.

Structures of early Ypsilanti railroading included a wooden passenger station, a cargo shed and a large woodshed. A grand three-story brick depot, built in 1854, featured an integrated Second Empire Tower. Fire and a later derailment combined to reduce the depot to its present configuration. In response to increased railroad freight commerce, the nearly 6500 square foot Ypsilanti Freighthouse was completed in July of 1878 by contractor, C. T. Douglas of Aurora, Illinois. The Ypsilanti Commercial Newspaper claimed in 1878, "It is the most substantial structure in town.

The rectangular one-story red brick Freighthouse is constructed on a timber-frame with mortise and tenon joints and has a low-pitched, gabled roofline, originally finished in standing seam metal. Ten heavy wooden cargo bay doors rise and close with counterweights. The architecture is commercial Italianate adapted for this use. As part of the Michigan Central Railroad Complex, the Freighthouse played a vital role in the growth and development of Ypsilanti and southeastern Michigan. To this day, the building remains little changed.

The coming of the railroad to Ypsilanti and beyond enabled farms, mills and various industries to ship their products across the country and even abroad. Also, increased commercial railroad traffic allowed new businesses to flourish and develop. Manufacturing, commercial and retail businesses flourished with the railroad and the Freighthouse. By 1885, The Ypsilanti Dress Stay Company alone had shipping sales of \$300,000 in one year. During the same period a mineral water enterprise sent 200 box cars a month to the east. By 1887, 100,000 barrels of flour were shipped to eastern markets every year. Ypsilanti Underwear sent huge shipments to London and Paris. Railroading also benefited the commercial area around the rail yard, today known as Depot Town.

The importance of rail freight traffic decreased after World War II and the Freighthouse ceased operations in 1959. In the 1960s and 1970s the building was used as a warehouse. Then, in 1979 the City of Ypsilanti acquired the building to use as a Farmers' Market and Community Events Center.

Events have included: the Pfizer Corporation Christmas Party, the Michigan Abilities Partners fundraiser, a Vietnam Vets event, the Engine Club Christmas Party, the Historic Museum fundraiser, Boy Scouts awards banquet, local Food Co-op fundraiser and Christmas Party, a Growing Hope fundraiser, the kickoff to the Ypsilanti Heritage Festival, fundraisers for the Freighthouse itself, a Roots & Shoots event, Depot Town DDA meetings, dozens of elections, wedding, funeral receptions, auctions, civic meetings, and Winter Jazz Concerts.

In 1997 the Freighthouse was listed on the State Register of Historic Places. Since 1978 the Freighthouse has been a recognized part of the local Historic District, which is on the Department of Interior's National Register of Historic Places.

On September 2, 2004, after an inspection by an insurance adjuster, the building was determined to be in violation of numerous building code standards. The city's insurance carrier cancelled the policy immediately, forcing the city to close the building that same day. This three-year closure of the Freighthouse was felt throughout the city, not for the loss of revenue, but for the community focal point it represented to organizations and individuals who conducted activities and events at the site. A deep impact of the closing was also felt by local merchants, including the Ypsilanti Farmers' Market.

Due to the closing of the Freighthouse, the citizens of Ypsilanti lost the one facility in the central city capable of accommodating large groups for a wide variety of events. As an events venue, the building is capable of holding from 500 to 700 people, depending upon the type of event.

Realizing the loss of such an essential element in both City and Depot Town revitalization, a new determination to act was created by The Friends of the Freighthouse. In 2006, working with the City of Ypsilanti, a Certified Local Government (CLG) grant from the State Historic Preservation Office was used to contract the Smith Group Inc. to create a thorough evaluation of the facility.

Architectural and engineering investigation identified several significant structural deficiencies. These critical structural issues were compiled in a written Condition Assessment Report (CAR) and are at the heart of the current need for immediate restorations of the facility, prior to reopening the Freighthouse. Renovations for improved business operations have also been identified and prioritized. All of these preservation restoration and renovation costs are identified in this 5-year plan developed by the Friends of the Freighthouse.

In the past, as a City-owned and operated facility, the Freighthouse grossed nearly \$6000 monthly during its operations. This was not enough to cover staff salaries and benefits, let alone normal expenses for necessary restorations and renovations, or even minor repairs and maintenance. Now closed, the Freighthouse cannot generate any income. And so, the FOYF has reached the point at which a failure to make progress for another few years is certain to have tragic consequences. It is the hope

of the FOYF that a tragedy can be avoided, and that the Freighthouse will be preserved as the “city jewel” that it is.

## **7.2. A Summary of the Project to Restore the Ypsilanti Freighthouse by The Friends of the Ypsilanti Freighthouse**

In the preface to our “Management Agreement” with the City of Ypsilanti, we say:

*The Ypsilanti Freighthouse restoration and renovation project is vital to the economic redevelopment efforts of the City of Ypsilanti and Depot Town.*

The Friends of the Ypsilanti Freighthouse (FOYF), originally formed as a grassroots organization of committed volunteers, was re-organized since May of 2004 into a Federal Tax-Exempt 501(c)(3) Organization. The FOYF has a Board of Trustees with two goals:

- (1) To secure funding for the total restoration and operational renovation of the Freighthouse structure and surrounding site; and
- (2) To develop a long-term operational business management plan, which provides for the reopening and continuing self-sustaining operation and maintenance of the Freighthouse.

The reconfiguration of the FOYF, its proven ability to attract interested parties and advisors, its recent fundraising successes, including receipt of a second State Historic Preservation Office grant, matched by local funds; and its innovative approach to a new vision for the Freighthouse has created additional momentum for the FOYF.

Answering the call from our citizens for a revitalized Freighthouse, the FOYF has secured legal counsel and necessary insurance and is preparing a new, five-year Business/Master Plan. Further, the FOYF continues to receive counsel from partners at City, County and State levels, as well as civic organizations such as the Chamber of Commerce and Ann Arbor SPARK. The FOYF has also secured restoration and renovation partners from Eastern Michigan University, Leadership in Energy and Environmental Design (LEED) architects, and historic restoration specialists.

As a result, the FOYF is now in a position to pursue restoration of the site and development of the business model.

## **7.3. Significant FOYF Activities Since the Freighthouse Closure in 2004**

The City of Ypsilanti has received three Federal Certified Local Government (CLG) 60/40 matching grants for the Freighthouse through the State Historic Preservation Office (SHPO). Matches were provided with FOYF funds and solicitations from FOYF to the Depot Town DDA and the Ypsilanti Heritage Foundation and others.

An initial \$30K grant helped to upgrade electrical systems. Later, a \$50K grant was used to fund the Condition Assessment Report, which provided detailed architectural remediation and structural specifications. A third and most recent grant for \$60K has been used for exterior storm water management to keep water away from the foundation and the façade by directing it into a rain garden.

Additionally, the City also received a Federal Fire Act, Homeland Security Grant, \$6,000 of which was used to install a fire alarm system in the Freighthouse.

New door locks and a zoned security alarm system have been installed, funded directly by the FOYF.

In January 2005, under a formal agreement with the City, The Friends of the FOYF officially assumed management and the responsibilities of restoration and fundraising with code compliance and a permit of occupancy for public use as our immediate objectives.

The first FOYF fundraising effort, a Preservation Ball, raised \$18,000 in fiscal year 2005.

During the summer of 2006, FOYF self-financed replacement of the failed beam structure under the Café, enabling the FOYF to obtain provisional display use of the cafe during the 2006 and 2007 Ypsilanti Heritage Festivals. More than 800 visitors attended.

Many volunteers over the last few years have worked to clean accumulated debris inside and out, and from under the structure, repaired some of the eaves, removed tile flooring, and cleared any unnecessary equipment and construction materials from the site.

In early 2008, a fundraiser (Fullfreight Banjo) was sponsored by local musicians. The event was both a publicity and community-building success, netting over \$3000.

Several other benefits were held in 2008, including Frenchie's Restaurant in Depot Town, which produced \$5000, Haab's Restaurant downtown, and a Chili Cook-off at the Ladies Literary Club sponsored by our graduate student partners at EMU Preservation, and a coupon redemption program at Café Luwak.

The FOYF entirely revised its by-laws during 2008, is working to reshape our Board to accommodate our progress and our long-term goals, and crafted a renewable five-year Management Agreement, which became effective as of September 2008.

Additional activities of the Board include:

- Hosting youth groups, scout troops who may visit the site

- Making presentations in the area to groups interested in the history and renovation of the Freighthouse
- Dissemination of a new brochure to solicit donations, memberships and volunteers
- A new website is under construction
- A comprehensive 2009-2014 Business Plan is near completion for civic and public presentations, business development and fundraising
- Critical fundraising to cover the costs of architectural and engineering designs and blueprints for Freighthouse restoration and renovation.

Current outstanding and pending fundraising efforts include:

- General Mills/Hamburger Helper (Request: \$15,000)
- Ann Arbor Farm Women's Association (Request: \$3000)
- Ann Arbor Area Community Foundation (Gift \$100,000) plus continued consultation and *pro bono* fundraising support
- Federal Transportation Enhancement Grant (Request: \$500,000)
- Honeywell Energy Audit program benefits
- Grant research into MDOT programs and other available energy-Efficiency program funding (grants, etc.)

## 8.0: FOYF Purpose, Mission, Goals and Objectives

### 8.1. The Purpose of the Friends of the Ypsilanti Freighthouse

The Friends of the Ypsilanti Freighthouse is organized to promote the Restoration and Preservation of the Historic Ypsilanti Freighthouse; to develop and utilize the building as a community facility; to educate and develop awareness of the historic significance of the building; to raise funds in support these activities; and to act as the management organization to meet these goals under contract with the City of Ypsilanti.

### 8.2. The Mission of the Friends of the Ypsilanti Freighthouse

Our mission dictates our objectives. There are four essential elements in the Mission Statement of the Friends of the Ypsilanti Freighthouse. These constitute our goals and objectives:

- (1) “To restore and preserve the historic Ypsilanti Freighthouse . . . .”

A repair is a repair: fixed, done. And, in fact, a great deal of repair needs to be done on the structure before it can be opened again to the public. However, the Freighthouse restoration and renovation will be an ongoing and continual process. Many restoration aspects of the site and original structure are not included in the Condition Assessment Report and are scheduled for completion in future years. One example is restoration of the original 12-foot wide loading deck along the west façade. Another is a standing seam metal roof.

Preservation is also complex, and involves not only brick and mortar, but also research, documentation, archiving and interpretation. Much work remains to be done. Further repairs, restoration and preservation projects will continue to be targets for grants, gifts and income potential. Each step forward will help increase the value of the site and structure. Each project will add greater utility to the site.

- (2) “. . . educate the public of its significance to the region . . . .”

The Ypsilanti Freighthouse and its surrounding site represent immediate and visible connections to the region, its people, its businesses and industries, their histories and their futures. Most obviously, the Freighthouse is central to the story of early transportation in America and Ypsilanti. The re-emergence of commuter rail travel should again bring railroading to the fore.

The site's distant history is a resource of names, happenings, places, which suggest development potential for on-site events and promotional activities appropriate for any combination of the Plaza, the Café and the Great Hall. Ideas we have developed include the following: railroad-themed classic movie nights, railroad history presentations, model railroad exhibits, demonstrations, rail and automotive transportation-themed auctions, displays, exhibits, a traveling classroom program on transportation history for schools, live performances, and musical events. Transportation history can be augmented with books, craft kits, posters, patches, and much more.

(3a.) “. . . promote its use as a community gathering place . . . .”

It has been written that the Ypsilanti railroad complex was the singular point in Ypsilanti for generations, where goods and people arrived or departed. The Freighthouse's importance of “place” in Ypsilanti cannot be over-emphasized.

An open Freighthouse can again support traditional local event tie-ins and accept rental reservations. With Café renovations and the availability of ADA-compliant restrooms, the Café will be suitable, if basic. Once available, the 6500 sq. ft. Freighthouse (1500 sq. ft. in the Café, 5000 sq. ft. in the Hall) should regain its role as the local venue of choice for concerts, dances, meetings, auctions, receptions, reunions and more.

The Freighthouse can also support private needs for events and promotions, providing unique venue accommodations for families, companies, businesses, and civic organizations to engage in reunions, weddings, meetings, educational events, assemblies, ceremonies and gatherings of all kinds.

(3b.) “. . . and our local Farmer's Market . . . .”

The Ypsilanti Freighthouse has been home to the Farmer's Market for many years. Recently, west-side residents and seniors have enjoyed an additional Tuesday afternoon Market downtown, thanks to Growing Hope and its community-wide coalition. While the Wednesday afternoon outdoor market will be discontinued, the Saturday morning outdoor market will continue, but move to Market Plaza.

While the outdoor Farmers' Market could services 20 to 25 vendors, only 11-14 or so currently participate. Future growth is the objective for the Plaza. Other practical nutrition programs will have to wait for completion of the Great Hall.

Opening the Freighthouse would provide nutrition program space for nearly thirty (30) additional booth spaces for nutrition education, displays, labeled

and pre-packaged food products, including reserved space for our area's youngest entrepreneurs.

Longer term, it is quite possible that the Café could develop a trade in limited food products, such as labeled hand-crafted foods, plus other local crafts and goods. We envision programming in "buying local," gardening, cooking, nutrition and low-income assistance as further possibilities, either through the aegis of local agencies, or interested private and civic organizations.

- (4.) "... and to operate and maintain the Freighthouse as a self-sustaining financial venture."

The need for the FOYF to function as a fundraising and awareness-building organization, widening support for efforts to open the doors, will not end on Opening Day. The Friends of the Ypsilanti Freighthouse will take on added management oversight functions.

Once the Freighthouse is on its feet financially, the FOYF operations and maintenance functions can evolve into staff functions under FOYF oversight. With wide pricing latitude, hours of operation and expenses can be limited to market days and abbreviated office hours for volunteer staff. As part-time staff becomes more desirable their hours and responsibilities can be similarly limited, then later broadened as receipts increase. Once open, cost savings through future renovations, such as: storm windows, insulation, roofing, efficient heating and cooling, lighting, etc. can be achieved.

The Freighthouse will create a rental fee schedule that not only covers all costs, but also produces a growing working capital fund. Longer term, the FOYF envisions setting up an endowment fund to help ensure its continued mission.

### **8.3. Goals and Objectives of the Friends of the Ypsilanti Freighthouse**

The focus of The Friends of the Ypsilanti Freighthouse is to rebuild the business base of the Freighthouse and re-constitute that structure as the home of the Ypsilanti Freighthouse Community Center. We are committed to providing a vital education, meeting and gathering place for the community as it grows and flourishes

This business plan is a detailed expression of the goals and objectives of the FOYF. We trust this project will have tremendous positive impact on our community's economic and social future.

## **8.4. FOYF Fundraising Strategies**

### **8.4.1. Rationale for Continuing Fundraising**

The FOYF will always need to do some fundraising in the community, for two reasons;

First, the organization needs contributions to provide support for the achievement of its community objectives other than managing the facility. In its relationship with the City of Ypsilanti, the FOYF has a most fortunate opportunity to achieve its preservation and education objectives as well as its community gathering place objective, while at the same time operating the Freighthouse as a custodian for the City.

But the FOYF also has educational and preservation objectives that reach beyond programming for the Freighthouse. The activities that fulfill these goals need a source of regular income over and above the revenues offered by Freighthouse operations. Thus, fundraising is for this nonprofit, as it is for most, a constant part of the daily work for staff and volunteers.

The second reason that continued fundraising is an important ingredient of the Freighthouse project is that it will provide, over the years, occasions through which the community and its citizens can demonstrate their ongoing need and desire for such a community gathering place, express their approval of the kinds of programming created and presented by FOYF and others on their behalf, and share their thanks for the existence and availability of such a facility through their tangible financial support. This is an ongoing advantage to the City and the FOYF, as well as an annual barometer by which public sentiment and acceptance can be measured.

### **8.4.2. Community Fundraising Efforts Complement Freighthouse Revenue**

This section will deal with the strategies for effective fundraising going forward once the Freighthouse Project is begun.

#### **8.4.2.1. Fundraising for the Year of Preparation**

The first order of business for the Freighthouse project is to secure the funding necessary to renovate and improve the building, internally and externally, prior to opening. The cost of this work will be approximately \$650,000.

#### **8.4.2.2. Fundraising in the Years Ahead**

At this time, the FOYF Board is primarily focused on the restoration and renovation of the Ypsilanti Freighthouse. In that regard, every effort is being made to seek gifts and grants from individuals, foundations, corporations and the community.

The targeting of solicitations for gifts and grants, however, is not indiscriminate. The FOYF attempts to make unique and meaningful connections to satisfy its required funding from resources that match our missions: (1) historic preservation and education, (2) local transportation history appreciation and education, (3) Farmer's/Vendor's Market and nutrition education, (4) community-building.

The FOYF objective is to establish long-term relationships to provide outlets for our Corporate and Education Partners to enjoy the Freighthouse as a continuing outlet or outreach resource for their programs, products, messages and customers.

#### **8.4.2.3. The FOYF Process of Fundraising**

During the 2009 preparation year, the FOYF will develop a comprehensive fund development plan that will be the basis for ongoing fundraising in the community. Following is a brief description of the process of fundraising and the methods of fundraising most appropriate to the FOYF's purposes.

- (1) An annual fund drive with a Freighthouse-related theme is being considered.
- (2) The practice of preparing a written Case for Support for all specific fundraising efforts is planned.
- (3) The development of a donor database and prospect lists are key.
- (4) A professional process for the delivery and presentation of the FOYF Case for Support requests must be developed.
- (5) Volunteers for various types and levels of fundraising tasks need to be identified and recruited.
- (6) A strategy for solicitation of major gifts should be developed.
- (7) A correspondence system to generate thank you notice; and both private and public recognition concepts for donors must be established and followed through.

### 8.4.3. Fundraising Methods

Annually the Fundraising Committee of the FOYF Board and the Board itself will have fundraising goals between \$75,000 and \$100,000.

A proposed gift chart below demonstrates the relative weights of contributions to the Freighthouse and FOYF annual fund drives from a variety of sources we anticipate will want to help. In this chart, the goal to be reached has been expanded well above the figure finally needed in order to account for difference between plan and reality.

Source	No. Gifts	Level	Amount	Cumulative
Foundations	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Foundations	2	\$ 5,000.00	\$ 10,000.00	\$ 20,000.00
Corporation Grants	2	\$ 5,000.00	\$ 10,000.00	\$ 30,000.00
Corporation Grants	2	\$ 3,000.00	\$ 6,000.00	\$ 36,000.00
Corporate sponsorships	1	\$ 8,000.00	\$ 8,000.00	\$ 44,000.00
Corporate sponsorships	2	\$ 5,000.00	\$ 10,000.00	\$ 54,000.00
Corporate sponsorships	3	\$ 2,500.00	\$ 7,500.00	\$ 61,500.00
Individuals	3	\$ 3,000.00	\$ 9,000.00	\$ 70,500.00
Individuals	5	\$ 2,000.00	\$ 10,000.00	\$ 80,500.00
Individuals	8	\$ 1,000.00	\$ 8,000.00	\$ 88,500.00
Individuals	10	\$ 500.00	\$ 5,000.00	\$ 93,500.00
Special Events	2	\$ 15,000.00	\$ 30,000.00	\$ 123,500.00
Direct Mail	3	\$ 9,000.00	\$ 27,000.00	<b>\$ 150,500.00</b>

A list of methods might include:

- Direct Mail
- A monthly theme, with an Open House kick-off event
- Annual Fund Drive, other Major Special Events
- Major Gift Solicitations – Private & Annual Fund
- Corporate Responsibility & Investment Gifts and Grants
- Corporate Sponsorships, Naming & Licensing
- Planned Giving – Endowments

## **9.0: Letters of Support**

## **10.0: Appendix**

**Appendix A: Profit and Loss Plan for 2010 – OPENING YEAR**

**Appendix B: Profit and Loss Plan for 2011 – SECOND YEAR:**

**Appendix C: Profit and Loss Plan for 2012 – THIRD YEAR:**

**Appendix D: Profit and Loss Plan for 2013 – FOURTH YEAR:**

**Appendix E: Profit and Loss Plan for 2014 – FIFTH YEAR**

Appendix A

File updated 1-30-2009

Profit and Loss Plan for 2010 - Opening Year

Category	Item	January 2010		February 2010		March 2010		April 2010		May 2010		June 2010		July 2010		August 2010	
		Month 1	% Total	Month 2	% Total	Month 3	% Total	Month 4	% Total	Month 5	% Total	Month 6	% Total	Month 7	% Total	Month 8	% Total
<b>REVENUES</b>																	
<b>Great Hall Sales</b>																	
	Weddings		0%		0%		0%	\$ 1,000.00	25%	\$ 2,000.00	40%	\$ 3,000.00	43%	\$ 1,000.00	14%	\$ 1,000.00	20%
	Auction by Steve Gross	\$ 1,000.00	50%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	25%	\$ 1,000.00	20%	\$ 1,000.00	14%	\$ 1,000.00	14%	\$ 1,000.00	20%
	Charity Poker with Jane Wells		0%		0%		0%		0%	\$ 1,000.00	20%		0%	\$ 1,000.00	14%		0%
	Parties	\$ 1,000.00	50%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	25%	\$ 1,000.00	20%	\$ 1,000.00	14%	\$ 1,000.00	14%	\$ 1,000.00	20%
	Reunions		0%		0%		0%		0%		0%	\$ 1,000.00	14%	\$ 1,000.00	14%	\$ 1,000.00	20%
	Business Meetings		0%	\$ 1,000.00	33%		0%	\$ 1,000.00	25%		0%	\$ 1,000.00	14%	\$ 1,000.00	14%	\$ 1,000.00	20%
	Conferences		0%	-	0%	\$ 1,000.00	33%		0%		0%		0%	\$ 1,000.00	14%		0%
	Other category(ies)		0%		0%		0%		0%		0%		0%		0%		0%
	<b>Subtotal Great Hall Sales</b>	<b>\$ 2,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 4,000.00</b>	<b>100%</b>	<b>\$ 5,000.00</b>	<b>100%</b>	<b>\$ 7,000.00</b>	<b>100%</b>	<b>\$ 7,000.00</b>	<b>100%</b>	<b>\$ 5,000.00</b>	<b>100%</b>
<b>Farmer's Market Sales</b>																	
	Farmers Outside	\$ 1.00	100%	\$ 1.00	100%	\$ 1.00	100%	\$ 240.00	60%	\$ 240.00	60%	\$ 240.00	60%	\$ 400.00	56%	\$ 400.00	56%
	Farmers Inside	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%
	Pro Crafters Outside	-	0%	-	0%	-	0%	120.00	30%	120.00	30%	120.00	30%	240.00	33%	240.00	33%
	Pro Crafters Inside	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%
	Amateur Crafters Outside	-	0%	-	0%	-	0%	40.00	10%	40.00	10%	40.00	10%	80.00	11%	80.00	11%
	Amateur Crafters Inside	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%
	<b>Subtotal Farmer's Market Sales</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 400.00</b>	<b>100%</b>	<b>\$ 400.00</b>	<b>100%</b>	<b>\$ 400.00</b>	<b>100%</b>	<b>\$ 720.00</b>	<b>100%</b>	<b>\$ 720.00</b>	<b>100%</b>
<b>Café Revenue</b>																	
	Rental from operator of Café	-	0%	-	0%	-	0%	500.00	83%	500.00	71%	500.00	71%	500.00	71%	500.00	71%
	Rental from outside parties	\$ 1.00	100%	\$ 1.00	100%	\$ 100.00	100%	\$ 100.00	17%	\$ 200.00	29%	\$ 200.00	29%	\$ 200.00	29%	\$ 200.00	29%
	<b>Subtotal Café Revenues</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 100.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 700.00</b>	<b>100%</b>	<b>\$ 700.00</b>	<b>100%</b>	<b>\$ 700.00</b>	<b>100%</b>	<b>\$ 700.00</b>	<b>100%</b>
<b>Subtotal REVENUES from SALE:</b>		<b>\$ 2,002.00</b>		<b>\$ 3,002.00</b>		<b>\$ 3,101.00</b>		<b>\$ 5,000.00</b>		<b>\$ 6,100.00</b>		<b>\$ 8,100.00</b>		<b>\$ 8,420.00</b>		<b>\$ 6,420.00</b>	
<b>Fundraising Revenues</b>																	
	Special Event #1	-	0%	-	0%	-	0%	20,000.00	87%	-	0%	-	0%	-	0%	-	0%
	Special Event #2	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%
	Individual Gifts	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	13%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%
	Corporate Grants	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	13%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%
	Corporate Sponsorships	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	13%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%
	Foundation Grants	-	0%	-	0%	5,000.00	63%	-	0%	-	0%	-	0%	-	0%	-	0%
	Government Grants/Subsidies	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%
	<b>Subtotal Fundraising Revenues</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 8,000.00</b>	<b>100%</b>	<b>\$ 23,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>
<b>TOTAL REVENUES</b>		<b>\$ 5,002.00</b>		<b>\$ 6,002.00</b>		<b>\$ 11,101.00</b>		<b>\$ 28,000.00</b>		<b>\$ 9,100.00</b>		<b>\$ 11,100.00</b>		<b>\$ 11,420.00</b>		<b>\$ 9,420.00</b>	

Category	Item	January 2010		February 2010		March 2010		April 2010		May 2010		June 2010		July 2010		August 2010	
		Month 1	% Total	Month 2	% Total	Month 3	% Total	Month 4	% Total	Month 5	% Total	Month 6	% Total	Month 7	% Total	Month 8	% Total
<b>EXPENSES</b>																	
<b>GENERAL OPERATING EXPENSES</b>																	
	Manager Salary @ \$45k/yr	\$ 3,750.00	35%	\$ 3,750.00	35%	\$ 3,750.00	35%	\$ 3,750.00	35%	\$ 3,750.00	35%	\$ 3,750.00	35%	\$ 3,750.00	35%	\$ 3,750.00	35%
	Cost to Move the Farmer's Market	\$ 416.67	4%	\$ 416.67	4%	\$ 416.67	4%	\$ 416.67	4%	\$ 416.67	4%	\$ 416.67	4%	\$ 416.67	4%	\$ 416.67	4%
	Purchase of tables and chairs for GH	\$ 166.67	2%	\$ 166.67	2%	\$ 166.67	2%	\$ 166.67	2%	\$ 166.67	2%	\$ 166.67	2%	\$ 166.67	2%	\$ 166.67	2%
	Maintenance Costs	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%
	Continued Renovations	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%
	Other Outside Svcs	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%
	Operating Supplies	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%
	Routine Repairs	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%
	Advertising & Promotions fro Advert Sprds	\$ 1,643.00	16%	\$ 1,643.00	16%	\$ 1,643.00	16%	\$ 1,643.00	16%	\$ 1,643.00	16%	\$ 1,643.00	16%	\$ 1,643.00	16%	\$ 1,643.00	16%
	Research = \$225/mo = \$2700/yr																
	Communication = \$234/mo = \$2812/yr																
	Networking - \$208/mo = \$2500/yr																
	Promotions = \$50/mo = \$600/yr																
	Advertising = \$2125/mo. = \$25,500/yr																
	Transportation	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%
	Legal & Accounting	\$ 250.00	2%	\$ 250.00	2%	\$ 250.00	2%	\$ 250.00	2%	\$ 250.00	2%	\$ 250.00	2%	\$ 250.00	2%	\$ 250.00	2%
	Utilities																
	Telephone	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%
	Electric	\$ 2,500.00	24%	\$ 2,500.00	24%	\$ 2,500.00	24%	\$ 2,500.00	24%	\$ 2,500.00	24%	\$ 2,500.00	24%	\$ 2,500.00	24%	\$ 2,500.00	24%
	Water	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%
	Insurance	\$ 500.00	5%	\$ 500.00	5%	\$ 500.00	5%	\$ 500.00	5%	\$ 500.00	5%	\$ 500.00	5%	\$ 500.00	5%	\$ 500.00	5%
	Interest		0%		0%		0%		0%		0%		0%		0%		0%
	Depreciation	\$ 500.00	5%	\$ 500.00	5%	\$ 500.00	5%	\$ 500.00	5%	\$ 500.00	5%	\$ 500.00	5%	\$ 500.00	5%	\$ 500.00	5%
	<b>Subtotal General Expenses</b>	<b>\$ 10,576.33</b>	<b>100%</b>	<b>\$ 10,576.33</b>	<b>100%</b>	<b>\$ 10,576.33</b>	<b>100%</b>	<b>\$ 10,576.33</b>	<b>100%</b>	<b>\$ 10,576.33</b>	<b>100%</b>	<b>\$ 10,576.33</b>	<b>100%</b>	<b>\$ 10,576.33</b>	<b>100%</b>	<b>\$ 10,576.33</b>	<b>100%</b>
	<b>Fundraising Expenses</b>																
	Special Event #1	\$ -	0%	\$ -	0%	\$ -	0%	\$ 7,000.00	92%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Special Event #2	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Individual Gifts	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	18%	\$ 200.00	3%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	33%
	Corporate Grants	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	18%	\$ 200.00	3%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	33%
	Corporate Sponsorships	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	18%	\$ 200.00	3%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	33%
	Foundation Grants	\$ -	0%	\$ -	0%	\$ 500.00	45%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Government Grants/Subsidies	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	<b>Subtotal Fundraising Revenues</b>	<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 1,100.00</b>	<b>100%</b>	<b>\$ 7,600.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>
	Additional Renovations to Building	\$ 400.00		\$ 400.00		\$ 400.00		\$ 400.00		\$ 400.00		\$ 400.00		\$ 400.00		\$ 400.00	
	<b>TOTAL EXPENSES</b>	<b>\$ 11,576.33</b>		<b>\$ 11,576.33</b>		<b>\$ 12,076.33</b>		<b>\$ 18,576.33</b>		<b>\$ 11,576.33</b>		<b>\$ 11,576.33</b>		<b>\$ 11,576.33</b>		<b>\$ 11,576.33</b>	
	<b>TOTAL REVENUES less EXPENS</b>	<b>\$ (6,574.33)</b>		<b>\$ (5,574.33)</b>		<b>\$ (975.33)</b>		<b>\$ 9,423.67</b>		<b>\$ (2,476.33)</b>		<b>\$ (476.33)</b>		<b>\$ (156.33)</b>		<b>\$ (2,156.33)</b>	

Sept 2010		October 2010		November 2010		December 2010		2010	
Month 9	% Total	Month 10	% Total	Month 11	% Total	Month 12	% Total	YEAR TOTALS	% Total
								\$ -	
\$ 1,000.00	17%	\$ 1,000.00	25%		0%		0%	\$ 10,000.00	19%
\$ 1,000.00	17%	\$ 1,000.00	25%	\$ 1,000.00	25%	\$ 1,000.00	50%	\$ 12,000.00	23%
\$ 1,000.00	17%		0%	\$ 1,000.00	25%		0%	\$ 4,000.00	8%
\$ 1,000.00	17%	\$ 1,000.00	25%	\$ 1,000.00	25%	\$ 1,000.00	50%	\$ 12,000.00	23%
	0%		0%		0%		0%	\$ 3,000.00	6%
\$ 1,000.00	17%	\$ 1,000.00	25%	\$ 1,000.00	25%		0%	\$ 8,000.00	15%
\$ 1,000.00	17%		0%		0%		0%	\$ 3,000.00	6%
	0%		0%		0%		0%	\$ -	0%
<b>\$ 6,000.00</b>	<b>100%</b>	<b>\$ 4,000.00</b>	<b>100%</b>	<b>\$ 4,000.00</b>	<b>100%</b>	<b>\$ 2,000.00</b>	<b>100%</b>	<b>\$ 52,000.00</b>	<b>100%</b>
								\$ -	
								\$ -	
\$ 400.00	56%	\$ 400.00	56%	\$ 1.00	100%	\$ 1.00	100%	\$ 2,325.00	57%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
\$ 240.00	33%	\$ 240.00	33%	\$ -	0%	\$ -	0%	\$ 1,320.00	32%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
\$ 80.00	11%	\$ 80.00	11%	\$ -	0%	\$ -	0%	\$ 440.00	11%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	0%		0%		0%		0%	\$ -	0%
<b>\$ 720.00</b>	<b>100%</b>	<b>\$ 720.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 4,085.00</b>	<b>100%</b>
								\$ -	
								\$ -	
\$ 500.00	71%	\$ 1,000.00	83%	\$ 1,000.00	83%	\$ 1,000.00	77%	\$ 6,000.00	76%
\$ 200.00	29%	\$ 200.00	17%	\$ 200.00	17%	\$ 300.00	23%	\$ 1,902.00	24%
<b>\$ 700.00</b>	<b>100%</b>	<b>\$ 1,200.00</b>	<b>100%</b>	<b>\$ 1,200.00</b>	<b>100%</b>	<b>\$ 1,300.00</b>	<b>100%</b>	<b>\$ 7,902.00</b>	<b>100%</b>
								\$ -	
<b>\$ 7,420.00</b>		<b>\$ 5,920.00</b>		<b>\$ 5,201.00</b>		<b>\$ 3,301.00</b>		<b>\$ 63,987.00</b>	<b>40%</b>
								\$ -	
\$ -	0%		0%	\$ -	0%	\$ -	0%	\$ 20,000.00	21%
\$ 20,000.00	71%		0%	\$ -	0%	\$ -	0%	\$ 20,000.00	21%
\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	8%	\$ 12,000.00	13%
\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	8%	\$ 12,000.00	13%
\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	8%	\$ 12,000.00	13%
\$ 5,000.00	18%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 10,000.00	10%
\$ -	0%	\$ -	0%	\$ -	0%	\$ 10,000.00	77%	\$ 10,000.00	10%
<b>\$ 28,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 13,000.00</b>	<b>100%</b>	<b>\$ 96,000.00</b>	<b>100%</b>
<b>\$ 35,420.00</b>		<b>\$ 8,920.00</b>		<b>\$ 8,201.00</b>		<b>\$ 16,301.00</b>		<b>\$ 159,987.00</b>	

Sept 2010		October 2010		November 2010		December 2010		2010	
Month 9	% Total	Month 10	% Total	Month 11	% Total	Month 12	% Total	YEAR TOTALS	% Total
									\$ -
\$ 3,750.00	35%	\$ 3,750.00	35%	\$ 3,750.00	35%	\$ 3,750.00	35%	\$ 45,000.00	35% x
\$ 416.67	4%	\$ 416.67	4%	\$ 416.67	4%	\$ 416.67	4%	\$ 5,000.00	4%
\$ 166.67	2%	\$ 166.67	2%	\$ 166.67	2%	\$ 166.67	2%	\$ 2,000.00	2%
\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 2,400.00	2% x
\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 1,200.00	1%
\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 600.00	0% x
\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 1,200.00	1% x
\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 1,200.00	1% x
\$ 1,643.00	16%	\$ 1,643.00	16%	\$ 1,643.00	16%	\$ 1,927.00	18%	\$ 20,000.00	16% x
									\$ -
									\$ -
									\$ -
									\$ -
\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 600.00	0% x
\$ 250.00	2%	\$ 250.00	2%	\$ 250.00	2%	\$ 250.00	2%	\$ 3,000.00	2% x
									\$ -
\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 1,800.00	1% x
\$ 2,500.00	24%	\$ 2,500.00	24%	\$ 2,500.00	24%	\$ 2,500.00	23%	\$ 30,000.00	24% x
\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 1,200.00	1% x
\$ 500.00	5%	\$ 500.00	5%	\$ 500.00	5%	\$ 500.00	5%	\$ 6,000.00	5% x
									\$ -
\$ 500.00	5%	\$ 500.00	5%	\$ 500.00	5%	\$ 500.00	5%	\$ 6,000.00	5% x
<b>\$ 10,576.33</b>	<b>100%</b>	<b>\$ 10,576.33</b>	<b>100%</b>	<b>\$ 10,576.33</b>	<b>100%</b>	<b>\$ 10,860.33</b>	<b>100%</b>	<b>\$ 127,200.00</b>	<b>100%</b>
									\$ -
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 7,000.00	30%
\$ 7,000.00	86%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 7,000.00	30%
\$ 200.00	2%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	13%	\$ 2,400.00	10%
\$ 200.00	2%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	13%	\$ 2,400.00	10%
\$ 200.00	2%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	13%	\$ 2,400.00	10%
\$ 500.00	6%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 1,000.00	4%
\$ -	0%	\$ -	0%	\$ -	0%	\$ 1,000.00	63%	\$ 1,000.00	4%
<b>\$ 8,100.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 1,600.00</b>	<b>100%</b>	<b>\$ 23,200.00</b>	<b>100%</b>
									\$ -
\$ 400.00		\$ 400.00		\$ -		\$ -		\$ 4,000.00	
									\$ -
<b>\$ 19,076.33</b>		<b>\$ 11,576.33</b>		<b>\$ 11,176.33</b>		<b>\$ 12,460.33</b>		<b>\$ 154,400.00</b>	
									\$ -
<b>\$ 16,343.67</b>		<b>\$ (2,656.33)</b>		<b>\$ (2,975.33)</b>		<b>\$ 3,840.67</b>		<b>\$ 5,587.00</b>	
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
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Friends of the Ypsilanti Freighthouse Business Plan

File updated 1-30-2009

Appendix B

Profit and Loss Plan for 2011 - SECOND YEAR

Category	Item	January 2011		February 2011		March 2011		April 2011		May 2011		June 2011	
		Month 1	% Total	Month 2	% Total	Month 3	% Total	Month 4	% Total	Month 5	% Total	Month 6	% Total
<b>REVENUES</b>													
<b>Great Hall Sales</b>													
	Weddings		0%	\$ 1,000.00	25%	\$ 1,000.00	14%	\$ 2,000.00	25%	\$ 3,000.00	24%	\$ 4,000.00	38%
	Auction by Steve Gross	\$ 1,000.00	50%	\$ 1,000.00	25%	\$ 1,000.00	14%	\$ 1,000.00	13%	\$ 1,000.00	8%	\$ 1,000.00	10%
	Charity Poker with Jane Wells		0%		0%		0%		0%	\$ 1,000.00	8%		0%
	Parties	\$ 1,000.00	50%	\$ 1,000.00	25%	\$ 2,000.00	29%	\$ 2,000.00	25%	\$ 2,000.00	16%	\$ 2,000.00	19%
	Reunions		0%		0%	\$ 1,000.00	14%	\$ 1,000.00	13%	\$ 1,000.00	8%	\$ 1,000.00	10%
	Business Meetings		0%	\$ 1,000.00	25%	\$ 1,000.00	14%	\$ 2,000.00	25%	\$ 2,000.00	16%	\$ 1,000.00	10%
	Conferences		0%	-	0%	\$ 1,000.00	14%		0%	\$ 1,000.00	8%		0%
	FOYF Events with Festivals in Parks etc.	\$ -	0%		0%		0%		0%	\$ 1,500.00	12%	\$ 1,500.00	14%
	<b>Subtotal Great Hall Sales</b>	<b>\$ 2,000.00</b>	<b>100%</b>	<b>\$ 4,000.00</b>	<b>100%</b>	<b>\$ 7,000.00</b>	<b>100%</b>	<b>\$ 8,000.00</b>	<b>100%</b>	<b>\$ 12,500.00</b>	<b>100%</b>	<b>\$ 10,500.00</b>	<b>100%</b>
<b>Farmer's Market Sales</b>													
	Farmers Outside	\$ 1.00	100%	\$ 1.00	100%	\$ 1.00	100%	\$ 480.00	60%	\$ 480.00	60%	\$ 480.00	60%
	Farmers Inside	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Pro Crafters Outside	\$ -	0%	\$ -	0%	\$ -	0%	\$ 240.00	30%	\$ 240.00	30%	\$ 240.00	30%
	Pro Crafters Inside	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Amateur Crafters Outside	\$ -	0%	\$ -	0%	\$ -	0%	\$ 80.00	10%	\$ 80.00	10%	\$ 80.00	10%
	Amateur Crafters Inside	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	<b>Subtotal Framer's Market Sales</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 800.00</b>	<b>100%</b>	<b>\$ 800.00</b>	<b>100%</b>	<b>\$ 800.00</b>	<b>100%</b>
<b>Café Revenue</b>													
	Rental from operator of Café	\$ 1,000.00	100%	\$ 1,000.00	100%	\$ 1,000.00	91%	\$ 1,500.00	71%	\$ 1,500.00	68%	\$ 1,500.00	68%
	FOYF "Emporium" in part of café	\$ -	0%	\$ -	0%	\$ -	0%	\$ 500.00	24%	\$ 500.00	23%	\$ 500.00	23%
	Rental from outside parties	\$ -	0%	\$ -	0%	\$ 100.00	9%	\$ 100.00	5%	\$ 200.00	9%	\$ 200.00	9%
	<b>Subtotal Café Revenues</b>	<b>\$ 1,000.00</b>	<b>100%</b>	<b>\$ 1,000.00</b>	<b>100%</b>	<b>\$ 1,100.00</b>	<b>100%</b>	<b>\$ 2,100.00</b>	<b>100%</b>	<b>\$ 2,200.00</b>	<b>100%</b>	<b>\$ 2,200.00</b>	<b>100%</b>
<b>Subtotal REVENUES from SALES</b>		<b>\$ 3,000.00</b>		<b>\$ 5,000.00</b>		<b>\$ 8,100.00</b>		<b>\$ 10,100.00</b>		<b>\$ 14,700.00</b>		<b>\$ 12,700.00</b>	
<b>Fundraising Revenues</b>													
	Special Event #1	\$ -	0%	\$ -	0%	\$ -	0%	\$ 20,000.00	87%	\$ -	0%	\$ -	0%
	Special Event #2	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Individual Gifts	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	13%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%
	Corporate Grants	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	13%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%
	Corporate Sponsorships	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	13%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%
	Foundation Grants	\$ -	0%	\$ -	0%	\$ 5,000.00	63%	\$ -	0%	\$ -	0%	\$ -	0%
	Government Grants/Subsidies	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	<b>Subtotal Fundraising Revenues</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 8,000.00</b>	<b>100%</b>	<b>\$ 23,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>
<b>TOTAL REVENUES</b>		<b>\$ 6,000.00</b>		<b>\$ 8,000.00</b>		<b>\$ 16,100.00</b>		<b>\$ 33,100.00</b>		<b>\$ 17,700.00</b>		<b>\$ 15,700.00</b>	

Category	Item	January 2011		February 2011		March 2011		April 2011		May 2011		June 2011	
		Month 1	% Total	Month 2	% Total	Month 3	% Total	Month 4	% Total	Month 5	% Total	Month 6	% Total
<b>EXPENSES</b>													
<b>GENERAL OPERATING EXPENSES</b>													
	Manager Salary @ \$45k/yr	\$ 3,750.00	32%	\$ 3,750.00	32%	\$ 3,750.00	32%	\$ 3,750.00	32%	\$ 3,750.00	32%	\$ 3,750.00	32%
	Maintenance Costs	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%
	Equipment Purchases	\$ 208.33	2%	\$ 208.33	2%	\$ 208.33	2%	\$ 208.33	2%	\$ 208.33	2%	\$ 208.33	2%
	Continued Renovations	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%
	Other Outside Svcs	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%
	Operating Supplies	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%
	Routine Repairs	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%
	Advertising & Promotions fro Advert Sprdsht	\$ 2,000.00	17%	\$ 2,000.00	17%	\$ 2,000.00	17%	\$ 2,000.00	17%	\$ 2,000.00	17%	\$ 2,000.00	17%
	Research = \$225/mo = \$2700/yr												
	Communication = \$234/mo = \$2812/yr												
	Networking - \$208/mo = \$2500/yr												
	Promotions = \$50/mo = \$600/yr												
	Advertising = \$2125/mo. = \$25,500/yr												
	Transportation	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%
	Legal & Accounting	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%
	Utilities												
	Telephone	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%
	Electric	\$ 2,500.00	22%	\$ 2,500.00	22%	\$ 2,500.00	22%	\$ 2,500.00	22%	\$ 2,500.00	22%	\$ 2,500.00	22%
	Water	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%
	Insurance	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%
	Interest		0%		0%		0%		0%		0%		0%
	Depreciation	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%
	<b>Subtotal General Expenses</b>	<b>\$ 11,558.33</b>	<b>100%</b>	<b>\$ 11,558.33</b>	<b>100%</b>	<b>\$ 11,558.33</b>	<b>100%</b>	<b>\$ 11,558.33</b>	<b>100%</b>	<b>\$ 11,558.33</b>	<b>100%</b>	<b>\$ 11,558.33</b>	<b>100%</b>
	<b>Fundraising Expenses</b>												
	Special Event #1	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Special Event #2	\$ 350.00	33%	\$ 350.00	33%	\$ 350.00	14%	\$ 350.00	11%	\$ 350.00	33%	\$ -	0%
	Individual Gifts	\$ 200.00	19%	\$ 200.00	19%	\$ 200.00	8%	\$ 200.00	7%	\$ 200.00	19%	\$ 200.00	33%
	Corporate Grants	\$ 200.00	19%	\$ 200.00	19%	\$ 200.00	8%	\$ 200.00	7%	\$ 200.00	19%	\$ 200.00	33%
	Corporate Sponsorships	\$ -	0%	\$ -	0%	\$ 1,000.00	39%	\$ -	0%	\$ -	0%	\$ 200.00	33%
	Foundation Grants	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Government Grants/Subsidies	\$ 300.00	29%	\$ 300.00	29%	\$ 800.00	31%	\$ 2,300.00	75%	\$ 300.00	29%	\$ -	0%
	<b>Subtotal Fundraising Revenues</b>	<b>\$ 1,050.00</b>	<b>100%</b>	<b>\$ 1,050.00</b>	<b>100%</b>	<b>\$ 2,550.00</b>	<b>100%</b>	<b>\$ 3,050.00</b>	<b>100%</b>	<b>\$ 1,050.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>
	Additional Renovations on Building	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00	
	Educational Purposes of FOYF	\$ 400.00		\$ 400.00		\$ 400.00		\$ 400.00		\$ 400.00		\$ 400.00	
	<b>TOTAL EXPENSES</b>	<b>\$ 14,008.33</b>		<b>\$ 14,008.33</b>		<b>\$ 15,508.33</b>		<b>\$ 16,008.33</b>		<b>\$ 14,008.33</b>		<b>\$ 13,558.33</b>	
	<b>TOTAL REVENUES less EXPENSES</b>	<b>\$ (8,008.33)</b>		<b>\$ (6,008.33)</b>		<b>\$ 591.67</b>		<b>\$ 17,091.67</b>		<b>\$ 3,691.67</b>		<b>\$ 2,141.67</b>	

July 2011		August 2011		Sept 2011		October 2011		November 2011		December 2011		2011	
Month 7	% Total	Month 8	% Total	Month 9	% Total	Month 10	% Total	Month 11	% Total	Month 12	% Total	YEAR	% Total
												\$	-
\$ 2,000.00	19%	\$ 2,000.00	24%	\$ 2,000.00	15%	\$ 2,000.00	16%	\$ 2,000.00	25%	\$ 1,000.00	14%	\$ 22,000.00	21%
\$ 1,000.00	10%	\$ 1,000.00	12%	\$ 1,000.00	7%	\$ 1,000.00	8%	\$ 1,000.00	13%	\$ 1,000.00	14%	\$ 12,000.00	12%
\$ 1,000.00	10%		0%	\$ 1,000.00	7%		0%	\$ 1,000.00	13%		0%	\$ 4,000.00	4%
\$ 2,000.00	19%	\$ 2,000.00	24%	\$ 3,000.00	22%	\$ 3,000.00	24%	\$ 2,000.00	25%	\$ 3,000.00	43%	\$ 25,000.00	24%
\$ 1,000.00	10%	\$ 1,000.00	12%	\$ 1,000.00	7%	\$ 1,000.00	8%		0%		0%	\$ 8,000.00	8%
\$ 1,000.00	10%	\$ 1,000.00	12%	\$ 2,000.00	15%	\$ 2,000.00	16%	\$ 2,000.00	25%	\$ 2,000.00	29%	\$ 17,000.00	16%
\$ 1,000.00	10%		0%	\$ 2,000.00	15%	\$ 2,000.00	16%		0%		0%	\$ 7,000.00	7%
\$ 1,500.00	14%	\$ 1,500.00	18%	\$ 1,500.00	11%	\$ 1,500.00	12%		0%		0%	\$ 9,000.00	9%
<b>\$ 10,500.00</b>	<b>100%</b>	<b>\$ 8,500.00</b>	<b>100%</b>	<b>\$ 13,500.00</b>	<b>100%</b>	<b>\$ 12,500.00</b>	<b>100%</b>	<b>\$ 8,000.00</b>	<b>100%</b>	<b>\$ 7,000.00</b>	<b>100%</b>	<b>\$ 104,000.00</b>	<b>100%</b>
												\$	-
\$ 480.00	60%	\$ 480.00	60%	\$ 480.00	60%	\$ 480.00	60%	\$ 1.00	100%	\$ 1.00	100%	\$ 3,365.00	60%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
\$ 240.00	30%	\$ 240.00	30%	\$ 240.00	30%	\$ 240.00	30%	\$ -	0%	\$ -	0%	\$ 1,680.00	30%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
\$ 80.00	10%	\$ 80.00	10%	\$ 80.00	10%	\$ 80.00	10%	\$ -	0%	\$ -	0%	\$ 560.00	10%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
<b>\$ 800.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 5,605.00</b>	<b>100%</b>						
												\$	-
\$ 1,500.00	68%	\$ 1,500.00	68%	\$ 1,500.00	68%	\$ 1,500.00	68%	\$ 1,500.00	88%	\$ 1,500.00	83%	\$ 16,500.00	75%
\$ 500.00	23%	\$ 500.00	23%	\$ 500.00	23%	\$ 500.00	23%	\$ -	0%	\$ -	0%	\$ 3,500.00	16%
\$ 200.00	9%	\$ 200.00	9%	\$ 200.00	9%	\$ 200.00	9%	\$ 200.00	12%	\$ 300.00	17%	\$ 1,900.00	9%
<b>\$ 2,200.00</b>	<b>100%</b>	<b>\$ 1,700.00</b>	<b>100%</b>	<b>\$ 1,800.00</b>	<b>100%</b>	<b>\$ 21,900.00</b>	<b>100%</b>						
												\$	-
<b>\$ 12,700.00</b>		<b>\$ 10,700.00</b>		<b>\$ 15,700.00</b>		<b>\$ 14,700.00</b>		<b>\$ 9,700.00</b>		<b>\$ 8,800.00</b>		<b>\$ 131,505.00</b>	<b>58%</b>
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 20,000.00	21%
\$ -	0%	\$ -	0%	\$ 20,000.00	71%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 20,000.00	21%
\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	8%	\$ 12,000.00	13%
\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	8%	\$ 12,000.00	13%
\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	8%	\$ 12,000.00	13%
\$ -	0%	\$ -	0%	\$ 5,000.00	18%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 10,000.00	10%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 10,000.00	77%	\$ 10,000.00	10%
<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 28,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 13,000.00</b>	<b>100%</b>	<b>\$ 96,000.00</b>	<b>100%</b>
<b>\$ 15,700.00</b>		<b>\$ 13,700.00</b>		<b>\$ 43,700.00</b>		<b>\$ 17,700.00</b>		<b>\$ 12,700.00</b>		<b>\$ 21,800.00</b>		<b>\$ 227,505.00</b>	
												\$	-

July 2011		August 2011		Sept 2011		October 2011		November 2011		December 2011		2011		
Month 7	% Total	Month 8	% Total	Month 9	% Total	Month 10	% Total	Month 11	% Total	Month 12	% Total	YEAR TOTALS	% Total	
												\$	-	
\$ 3,750.00	32%	\$ 3,750.00	32%	\$ 3,750.00	32%	\$ 3,750.00	32%	\$ 3,750.00	32%	\$ 3,750.00	32%	\$ 45,000.00	32% x	
\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 4,800.00	3% x	
\$ 208.33	2%	\$ 208.33	2%	\$ 208.33	2%	\$ 208.33	2%	\$ 208.33	2%	\$ 208.33	2%	\$ 2,500.00	2%	
\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 1,200.00	1%	
\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 50.00	0%	\$ 600.00	0% x	
\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 2,400.00	2% x	
\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 6,000.00	4% x	
\$ 2,000.00	17%	\$ 2,000.00	17%	\$ 2,000.00	17%	\$ 2,000.00	17%	\$ 2,000.00	17%	\$ 2,000.00	17%	\$ 24,000.00	17%	
												\$	-	
												\$	-	
												\$	-	
												\$	-	
\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 1,800.00	1% x	
\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 4,800.00	3% x	
\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 200.00	2%	\$ 2,400.00	2% x	
\$ 2,500.00	22%	\$ 2,500.00	22%	\$ 2,500.00	22%	\$ 2,500.00	22%	\$ 2,500.00	22%	\$ 2,500.00	22%	\$ 30,000.00	22% x	
\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 1,200.00	1% x	
\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 6,000.00	4% x	
\$	0%	\$	0%	\$	0%	\$	0%	\$	0%	\$	0%	\$	0%	
\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 500.00	4%	\$ 6,000.00	4% x	
<b>\$ 11,558.33</b>	<b>100%</b>	<b>\$ 138,700.00</b>	<b>100%</b>											
\$	0%	\$	0%	\$	0%	\$	0%	\$	0%	\$	0%	\$	7,000.00	30%
\$	0%	\$	0%	\$	92%	\$	0%	\$	0%	\$	0%	\$	7,000.00	30%
\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	3%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	29%	\$ 2,400.00	10%	
\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	3%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	29%	\$ 2,400.00	10%	
\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	3%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	29%	\$ 2,400.00	10%	
\$	0%	\$	0%	\$	1%	\$	0%	\$	0%	\$	0%	\$	1,000.00	4%
\$	0%	\$	0%	\$	0%	\$	0%	\$	0%	\$	14%	\$	1,000.00	4%
<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 7,650.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 700.00</b>	<b>100%</b>	<b>\$ 23,200.00</b>	<b>100%</b>	
												\$	-	
\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 12,000.00		
\$ 400.00		\$ 400.00		\$ 400.00		\$ 400.00		\$ 400.00		\$ 400.00		\$ 4,800.00		
												\$	-	
												\$	-	
<b>\$ 13,558.33</b>		<b>\$ 13,558.33</b>		<b>\$ 20,608.33</b>		<b>\$ 13,558.33</b>		<b>\$ 13,558.33</b>		<b>\$ 13,658.33</b>		<b>\$ 178,700.00</b>		
												\$	-	
<b>\$ 2,141.67</b>		<b>\$ 141.67</b>		<b>\$ 23,091.67</b>		<b>\$ 4,141.67</b>		<b>\$ (858.33)</b>		<b>\$ 8,141.67</b>		<b>\$ 48,805.00</b>		

Appendix C

Profit and Loss Plan for 2012 - THIRD YEAR

Category	Item	January 2012		February 2012		March 2012		April 2012		May 2012		June 2012	
		Month 1	% Total	Month 2	% Total	Month 3	% Total	Month 4	% Total	Month 5	% Total	Month 6	% Total
<b>REVENUES</b>													
<b>Great Hall Sales</b>													
	Weddings		0%	\$ 1,000.00	13%	\$ 1,000.00	9%	\$ 2,000.00	14%	\$ 3,000.00	16%	\$ 4,000.00	22%
	Auction by Steve Gross	\$ 1,000.00	20%	\$ 1,000.00	13%	\$ 1,000.00	9%	\$ 1,000.00	7%	\$ 1,000.00	5%	\$ 1,000.00	6%
	Charity Poker with Jane Wells		0%	\$ 1,000.00	13%	\$ 1,000.00	9%	\$ 1,000.00	7%	\$ 1,000.00	5%	\$ 1,000.00	6%
	Parties	\$ 2,000.00	40%	\$ 2,000.00	25%	\$ 4,000.00	36%	\$ 4,000.00	29%	\$ 4,000.00	21%	\$ 4,000.00	22%
	Reunions		0%	\$ 1,000.00	0%	\$ 1,000.00	9%	\$ 1,000.00	7%	\$ 1,000.00	5%	\$ 1,000.00	6%
	Business Meetings	\$ 1,000.00	20%	\$ 2,000.00	25%	\$ 2,000.00	18%	\$ 4,000.00	29%	\$ 4,000.00	21%	\$ 2,000.00	11%
	Conferences	\$ 1,000.00	20%	\$ 1,000.00	13%	\$ 1,000.00	9%	\$ 1,000.00	7%	\$ 2,000.00	11%	\$ 2,000.00	11%
	FOYF Events with Festivals in Parks etc.	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 3,000.00	16%	\$ 3,000.00	17%
	<b>Subtotal Great Hall Sales</b>	<b>\$ 5,000.00</b>	<b>100%</b>	<b>\$ 8,000.00</b>	<b>100%</b>	<b>\$ 11,000.00</b>	<b>100%</b>	<b>\$ 14,000.00</b>	<b>100%</b>	<b>\$ 19,000.00</b>	<b>100%</b>	<b>\$ 18,000.00</b>	<b>100%</b>
<b>Farmer's Market Sales</b>													
	Farmers Outside	\$ 1.00	100%	\$ 1.00	100%	\$ 1.00	100%	\$ 480.00	39%	\$ 480.00	39%	\$ 480.00	39%
	Farmers Inside	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Pro Crafters Outside	\$ -	0%	\$ -	0%	\$ -	0%	\$ 240.00	20%	\$ 240.00	20%	\$ 240.00	20%
	Pro Crafters Inside	\$ -	0%	\$ -	0%	\$ -	0%	\$ 300.00	25%	\$ 300.00	25%	\$ 300.00	25%
	Amateur Crafters Outside	\$ -	0%	\$ -	0%	\$ -	0%	\$ 80.00	7%	\$ 80.00	7%	\$ 80.00	7%
	Amateur Crafters Inside	\$ -	0%	\$ -	0%	\$ -	0%	\$ 120.00	10%	\$ 120.00	10%	\$ 120.00	10%
		\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	<b>Subtotal Framer's Market Sales</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1,220.00</b>	<b>100%</b>	<b>\$ 1,220.00</b>	<b>100%</b>	<b>\$ 1,220.00</b>	<b>100%</b>
<b>Café Revenue</b>													
	Rental from operator of Café	\$ 1,500.00	100%	\$ 1,500.00	100%	\$ 1,500.00	94%	\$ 1,500.00	58%	\$ 1,500.00	56%	\$ 1,500.00	56%
	FOYF "Emporium" in part of café	\$ -	0%	\$ -	0%	\$ -	0%	\$ 1,000.00	38%	\$ 1,000.00	37%	\$ 1,000.00	37%
	Rental from outside parties	\$ -	0%	\$ -	0%	\$ 100.00	6%	\$ 100.00	4%	\$ 200.00	7%	\$ 200.00	7%
	<b>Subtotal Café Revenues</b>	<b>\$ 1,500.00</b>	<b>100%</b>	<b>\$ 1,500.00</b>	<b>100%</b>	<b>\$ 1,600.00</b>	<b>100%</b>	<b>\$ 2,600.00</b>	<b>100%</b>	<b>\$ 2,700.00</b>	<b>100%</b>	<b>\$ 2,700.00</b>	<b>100%</b>
<b>Subtotal REVENUES from SALES</b>		<b>\$ 6,500.00</b>		<b>\$ 9,500.00</b>		<b>\$ 12,600.00</b>		<b>\$ 16,720.00</b>		<b>\$ 21,820.00</b>		<b>\$ 20,820.00</b>	
<b>Fundraising Revenues</b>													
	Special Event #1	\$ -	0%	\$ -	0%	\$ -	0%	\$ 20,000.00	87%	\$ -	0%	\$ -	0%
	Special Event #2	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Individual Gifts	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%
	Corporate Grants	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%
	Corporate Sponsorships	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%
	Foundation Grants	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Government Grants/Subsidies	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	<b>Subtotal Fundraising Revenues</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 23,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>	<b>\$ 3,000.00</b>	<b>100%</b>
<b>TOTAL REVENUES</b>		<b>\$ 9,500.00</b>		<b>\$ 12,500.00</b>		<b>\$ 15,600.00</b>		<b>\$ 39,720.00</b>		<b>\$ 24,820.00</b>		<b>\$ 23,820.00</b>	

Category	Item	January 2012		February 2012		March 2012		April 2012		May 2012		June 2012	
		Month 1	% Total	Month 2	% Total	Month 3	% Total	Month 4	% Total	Month 5	% Total	Month 6	% Total
<b>EXPENSES</b>													
<b>GENERAL OPERATING EXPENSES</b>													
	Manager Salary @ \$65k/yr	\$ 5,417.00	36%	\$ 5,417.00	36%	\$ 5,417.00	36%	\$ 5,417.00	36%	\$ 5,417.00	36%	\$ 5,417.00	36%
	Maintenance Costs	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%
	Equipment Purchases	\$ 208.33	1%	\$ 208.33	1%	\$ 208.33	1%	\$ 208.33	1%	\$ 208.33	1%	\$ 208.33	1%
	Continued Renovations	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%
	Other Outside Svcs	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%
	Operating Supplies	\$ 300.00	2%	\$ 300.00	2%	\$ 300.00	2%	\$ 300.00	2%	\$ 300.00	2%	\$ 300.00	2%
	Routine Repairs	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%
	Advertising & Promotions fro Advert Sprdsht	\$ 2,500.00	17%	\$ 2,500.00	17%	\$ 2,500.00	17%	\$ 2,500.00	17%	\$ 2,500.00	17%	\$ 2,500.00	17%
	Research												
	Communication												
	Networking												
	Promotions												
	Advertising												
	Transportation	\$ 300.00	2%	\$ 300.00	2%	\$ 300.00	2%	\$ 300.00	2%	\$ 300.00	2%	\$ 300.00	2%
	Legal & Accounting	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%
	Utilities												
	Telephone	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%
	Electric	\$ 3,000.00	20%	\$ 3,000.00	20%	\$ 3,000.00	20%	\$ 3,000.00	20%	\$ 3,000.00	20%	\$ 3,000.00	20%
	Water	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%
	Insurance	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%
	Interest		0%		0%		0%		0%		0%		0%
	Depreciation	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%
	<b>Subtotal General Expenses</b>	<b>\$ 15,125.33</b>	<b>100%</b>	<b>\$ 15,125.33</b>	<b>100%</b>	<b>\$ 15,125.33</b>	<b>100%</b>	<b>\$ 15,125.33</b>	<b>100%</b>	<b>\$ 15,125.33</b>	<b>100%</b>	<b>\$ 15,125.33</b>	<b>100%</b>
	<b>Fundraising Expenses</b>												
	Special Event #1	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Special Event #2	\$ 350.00	33%	\$ 350.00	33%	\$ 350.00	33%	\$ 350.00	11%	\$ 350.00	33%	\$ -	0%
	Individual Gifts	\$ 200.00	19%	\$ 200.00	19%	\$ 200.00	19%	\$ 200.00	7%	\$ 200.00	19%	\$ 200.00	33%
	Corporate Grants	\$ 200.00	19%	\$ 200.00	19%	\$ 200.00	19%	\$ 200.00	7%	\$ 200.00	19%	\$ 200.00	33%
	Corporate Sponsorships	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 200.00	33%
	Foundation Grants	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Government Grants/Subsidies	\$ 300.00	29%	\$ 300.00	29%	\$ 300.00	29%	\$ 2,300.00	75%	\$ 300.00	29%	\$ -	0%
	<b>Subtotal Fundraising Revenues</b>	<b>\$ 1,050.00</b>	<b>100%</b>	<b>\$ 1,050.00</b>	<b>100%</b>	<b>\$ 1,050.00</b>	<b>100%</b>	<b>\$ 3,050.00</b>	<b>100%</b>	<b>\$ 1,050.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>
	Additional Renovation Exps	\$ 2,000.00		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00	
	Additional Education Expense	\$ 2,000.00		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00	
	<b>TOTAL EXPENSES</b>	<b>\$ 20,175.33</b>		<b>\$ 20,175.33</b>		<b>\$ 20,175.33</b>		<b>\$ 22,175.33</b>		<b>\$ 20,175.33</b>		<b>\$ 19,725.33</b>	
	<b>TOTAL REVENUES less EXPENSES</b>	<b>\$ (10,675.33)</b>		<b>\$ (7,675.33)</b>		<b>\$ (4,575.33)</b>		<b>\$ 17,544.67</b>		<b>\$ 4,644.67</b>		<b>\$ 4,094.67</b>	

July 2012		August 2012		Sept 2012		October 2012		November 2012		December 2012		2012	
Month 7	% Total	Month 8	% Total	Month 9	% Total	Month 10	% Total	Month 11	% Total	Month 12	% Total	YEAR	% Total
												\$	-
\$ 2,000.00	13%	\$ 2,000.00	13%	\$ 2,000.00	11%	\$ 2,000.00	11%	\$ 2,000.00	15%	\$ 1,000.00	9%	\$ 22,000.00	13%
\$ 1,000.00	6%	\$ 1,000.00	6%	\$ 1,000.00	5%	\$ 1,000.00	5%	\$ 1,000.00	8%	\$ 1,000.00	9%	\$ 12,000.00	7%
\$ 1,000.00	6%	\$ 1,000.00	6%	\$ 1,000.00	5%	\$ 1,000.00	5%	\$ 1,000.00	8%	\$ 0.00	0%	\$ 10,000.00	6%
\$ 4,000.00	25%	\$ 4,000.00	25%	\$ 5,000.00	26%	\$ 5,000.00	26%	\$ 3,000.00	23%	\$ 3,000.00	27%	\$ 44,000.00	26%
\$ 1,000.00	6%	\$ 1,000.00	6%	\$ 1,000.00	5%	\$ 1,000.00	5%	\$ 0.00	0%	\$ 0.00	0%	\$ 8,000.00	5%
\$ 2,000.00	13%	\$ 2,000.00	13%	\$ 4,000.00	21%	\$ 4,000.00	21%	\$ 4,000.00	31%	\$ 4,000.00	36%	\$ 35,000.00	21%
\$ 2,000.00	13%	\$ 2,000.00	13%	\$ 2,000.00	11%	\$ 2,000.00	11%	\$ 2,000.00	15%	\$ 2,000.00	18%	\$ 20,000.00	12%
\$ 3,000.00	19%	\$ 3,000.00	19%	\$ 3,000.00	16%	\$ 3,000.00	16%	\$ -	0%	\$ -	0%	\$ 18,000.00	11%
\$ 16,000.00	100%	\$ 16,000.00	100%	\$ 19,000.00	100%	\$ 19,000.00	100%	\$ 13,000.00	100%	\$ 11,000.00	100%	\$ 169,000.00	100%
												\$	-
												\$	-
\$ 480.00	39%	\$ 480.00	39%	\$ 480.00	39%	\$ 480.00	39%	\$ 1.00	100%	\$ 1.00	100%	\$ 3,365.00	39%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
\$ 240.00	20%	\$ 240.00	20%	\$ 240.00	20%	\$ 240.00	20%	\$ -	0%	\$ -	0%	\$ 1,680.00	20%
\$ 300.00	25%	\$ 300.00	25%	\$ 300.00	25%	\$ 300.00	25%	\$ -	0%	\$ -	0%	\$ 2,100.00	25%
\$ 80.00	7%	\$ 80.00	7%	\$ 80.00	7%	\$ 80.00	7%	\$ -	0%	\$ -	0%	\$ 560.00	7%
\$ 120.00	10%	\$ 120.00	10%	\$ 120.00	10%	\$ 120.00	10%	\$ -	0%	\$ -	0%	\$ 840.00	10%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
\$ 1,220.00	100%	\$ 1,220.00	100%	\$ 1,220.00	100%	\$ 1,220.00	100%	\$ 1.00	100%	\$ 1.00	100%	\$ 8,545.00	100%
												\$	-
												\$	-
\$ 1,500.00	56%	\$ 1,500.00	56%	\$ 1,500.00	56%	\$ 1,500.00	56%	\$ 1,500.00	88%	\$ 1,500.00	83%	\$ 18,000.00	67%
\$ 1,000.00	37%	\$ 1,000.00	37%	\$ 1,000.00	37%	\$ 1,000.00	37%	\$ -	0%	\$ -	0%	\$ 7,000.00	26%
\$ 200.00	7%	\$ 200.00	7%	\$ 200.00	7%	\$ 200.00	7%	\$ 200.00	12%	\$ 300.00	17%	\$ 1,900.00	7%
\$ 2,700.00	100%	\$ 2,700.00	100%	\$ 2,700.00	100%	\$ 2,700.00	100%	\$ 1,700.00	100%	\$ 1,800.00	100%	\$ 26,900.00	100%
												\$	-
<b>\$ 18,820.00</b>		<b>\$ 18,820.00</b>		<b>\$ 21,820.00</b>		<b>\$ 21,820.00</b>		<b>\$ 14,700.00</b>		<b>\$ 12,800.00</b>		<b>\$ 204,445.00</b>	<b>73%</b>
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 20,000.00	26%
\$ -	0%	\$ -	0%	\$ 20,000.00	87%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 20,000.00	26%
\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 12,000.00	16%
\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 12,000.00	16%
\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 12,000.00	16%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
\$ 3,000.00	100%	\$ 3,000.00	100%	\$ 23,000.00	100%	\$ 3,000.00	100%	\$ 3,000.00	100%	\$ 3,000.00	100%	\$ 76,000.00	100%
<b>\$ 21,820.00</b>		<b>\$ 21,820.00</b>		<b>\$ 44,820.00</b>		<b>\$ 24,820.00</b>		<b>\$ 17,700.00</b>		<b>\$ 15,800.00</b>		<b>\$ 280,445.00</b>	
												\$	-

July 2012		August 2012		Sept 2012		October 2012		November 2012		December 2012		2012	
Month 7	% Total	Month 8	% Total	Month 9	% Total	Month 10	% Total	Month 11	% Total	Month 12	% Total	YEAR	% Total
												\$	-
\$ 5,417.00	36%	\$ 5,417.00	36%	\$ 5,417.00	36%	\$ 5,417.00	36%	\$ 5,417.00	36%	\$ 5,413.00	36%	\$ 65,000.00	36%
\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 6,000.00	3%
\$ 208.33	1%	\$ 208.33	1%	\$ 208.33	1%	\$ 208.33	1%	\$ 208.33	1%	\$ 208.33	1%	\$ 2,500.00	1%
\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 6,000.00	3%
\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 1,800.00	1%
\$ 300.00	2%	\$ 300.00	2%	\$ 300.00	2%	\$ 300.00	2%	\$ 300.00	2%	\$ 300.00	2%	\$ 3,600.00	2%
\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 6,000.00	3%
\$ 2,500.00	17%	\$ 2,500.00	17%	\$ 2,500.00	17%	\$ 2,500.00	17%	\$ 2,500.00	17%	\$ 2,500.00	17%	\$ 30,000.00	17%
												\$	-
												\$	-
												\$	-
												\$	-
\$ 300.00	2%	\$ 300.00	2%	\$ 300.00	2%	\$ 300.00	2%	\$ 300.00	2%	\$ 300.00	2%	\$ 3,600.00	2%
\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 400.00	3%	\$ 4,800.00	3%
\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 2,400.00	1%
\$ 3,000.00	20%	\$ 3,000.00	20%	\$ 3,000.00	20%	\$ 3,000.00	20%	\$ 3,000.00	20%	\$ 3,000.00	20%	\$ 36,000.00	20%
\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 150.00	1%	\$ 1,800.00	1%
\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 6,000.00	3%
\$ 500.00	0%	\$ 500.00	0%	\$ 500.00	0%	\$ 500.00	0%	\$ 500.00	0%	\$ 500.00	0%	\$ -	0%
\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 6,000.00	3%
<b>\$ 15,125.33</b>	<b>100%</b>	<b>\$ 15,125.33</b>	<b>100%</b>	<b>\$ 15,121.33</b>	<b>100%</b>	<b>\$ 181,500.00</b>	<b>100%</b>						
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 7,000.00	33%
\$ -	0%	\$ -	0%	\$ 7,000.00	92%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 7,000.00	33%
\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	3%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	33%	\$ 2,400.00	11%
\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	3%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	33%	\$ 2,400.00	11%
\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	3%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	33%	\$ 2,400.00	11%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 7,600.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 600.00</b>	<b>100%</b>	<b>\$ 21,200.00</b>	<b>100%</b>
												\$	-
\$ 2,000.00		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00		\$ 24,000.00	
\$ 2,000.00		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00		\$ 24,000.00	
												\$	-
<b>\$ 19,725.33</b>		<b>\$ 19,725.33</b>		<b>\$ 26,725.33</b>		<b>\$ 19,725.33</b>		<b>\$ 19,725.33</b>		<b>\$ 19,721.33</b>		<b>\$ 250,700.00</b>	
												\$	-
<b>\$ 2,094.67</b>		<b>\$ 2,094.67</b>		<b>\$ 18,094.67</b>		<b>\$ 5,094.67</b>		<b>\$ (2,025.33)</b>		<b>\$ (3,921.33)</b>		<b>\$ 29,745.00</b>	

Appendix D

file updated 1-30-2009

Profit and Loss Plan for 2013 - FOURTH YEAR

Category	Item	January 2013		February 2013		March 2013		April 2013		May 2013		June 2013	
		Month 1	% Total	Month 2	% Total	Month 3	% Total	Month 4	% Total	Month 5	% Total	Month 6	% Total
<b>REVENUES</b>													
<b>Great Hall Sales</b>													
	Weddings		0%	\$ 1,000.00	11%	\$ 1,000.00	8%	\$ 2,000.00	13%	\$ 3,000.00	15%	\$ 4,000.00	21%
	Auction by Steve Gross	\$ 1,000.00	17%	\$ 1,000.00	11%	\$ 1,000.00	8%	\$ 1,000.00	7%	\$ 1,000.00	5%	\$ 1,000.00	5%
	Charity Poker with Jane Wells		0%	\$ 1,000.00	11%	\$ 1,000.00	8%	\$ 1,000.00	7%	\$ 1,000.00	5%	\$ 1,000.00	5%
	Parties	\$ 2,000.00	33%	\$ 2,000.00	22%	\$ 4,000.00	33%	\$ 4,000.00	27%	\$ 4,000.00	20%	\$ 4,000.00	21%
	Reunions		0%	\$ 1,000.00	0%	\$ 1,000.00	8%	\$ 1,000.00	7%	\$ 1,000.00	5%	\$ 1,000.00	5%
	Business Meetings	\$ 1,000.00	17%	\$ 2,000.00	22%	\$ 2,000.00	17%	\$ 4,000.00	27%	\$ 4,000.00	20%	\$ 2,000.00	11%
	Conferences	\$ 1,000.00	17%	\$ 1,000.00	11%	\$ 1,000.00	8%	\$ 1,000.00	7%	\$ 2,000.00	10%	\$ 2,000.00	11%
	FOYF Events with Festivals in Parks etc.	\$ 1,000.00	17%	\$ 1,000.00	11%	\$ 1,000.00	8%	\$ 1,000.00	7%	\$ 4,000.00	20%	\$ 4,000.00	21%
	<b>Subtotal Great Hall Sales</b>	<b>\$ 6,000.00</b>	<b>100%</b>	<b>\$ 9,000.00</b>	<b>100%</b>	<b>\$ 12,000.00</b>	<b>100%</b>	<b>\$ 15,000.00</b>	<b>100%</b>	<b>\$ 20,000.00</b>	<b>100%</b>	<b>\$ 19,000.00</b>	<b>100%</b>
<b>Farmer's Market Sales</b>													
	Farmers Outside	\$ 1.00	100%	\$ 1.00	100%	\$ 1.00	100%	\$ 480.00	40%	\$ 480.00	40%	\$ 480.00	40%
	Farmers Inside	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Pro Crafters Outside	\$ -	0%	\$ -	0%	\$ -	0%	\$ 240.00	20%	\$ 240.00	20%	\$ 240.00	20%
	Pro Crafters Inside	\$ -	0%	\$ -	0%	\$ -	0%	\$ 240.00	20%	\$ 240.00	20%	\$ 240.00	20%
	Amateur Crafters Outside	\$ -	0%	\$ -	0%	\$ -	0%	\$ 80.00	7%	\$ 80.00	7%	\$ 80.00	7%
	Amateur Crafters Inside	\$ -	0%	\$ -	0%	\$ -	0%	\$ 160.00	13%	\$ 160.00	13%	\$ 160.00	13%
	<b>Subtotal Framer's Market Sales</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1,200.00</b>	<b>100%</b>	<b>\$ 1,200.00</b>	<b>100%</b>	<b>\$ 1,200.00</b>	<b>100%</b>
<b>Café Revenue</b>													
	Rental from operator of Café	\$ 1,500.00	100%	\$ 1,500.00	100%	\$ 1,500.00	94%	\$ 2,000.00	65%	\$ 2,000.00	63%	\$ 2,000.00	63%
	FOYF "Emporium" in part of café	\$ -	0%	\$ -	0%	\$ -	0%	\$ 1,000.00	32%	\$ 1,000.00	31%	\$ 1,000.00	31%
	Rental from outside parties	\$ -	0%	\$ -	0%	\$ 100.00	6%	\$ 100.00	3%	\$ 200.00	6%	\$ 200.00	6%
	<b>Subtotal Café Revenues</b>	<b>\$ 1,500.00</b>	<b>100%</b>	<b>\$ 1,500.00</b>	<b>100%</b>	<b>\$ 1,600.00</b>	<b>100%</b>	<b>\$ 3,100.00</b>	<b>100%</b>	<b>\$ 3,200.00</b>	<b>100%</b>	<b>\$ 3,200.00</b>	<b>100%</b>
<b>Subtotal REVENUES from SALES</b>		<b>\$ 7,500.00</b>		<b>\$ 10,500.00</b>		<b>\$ 13,601.00</b>		<b>\$ 18,260.00</b>		<b>\$ 23,360.00</b>		<b>\$ 22,360.00</b>	
<b>Fundraising Revenues</b>													
	Special Event #1	\$ -	0%	\$ -	0%	\$ -	0%	\$ 20,000.00	87%	\$ -	0%	\$ -	0%
	Special Event #2	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Individual Gifts	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%
	Corporate Grants	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%
	Corporate Sponsorships	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%
	Foundation Grants	\$ 1.00	0%	\$ 1.00	0%	\$ 1.00	0%	\$ 1.00	0%	\$ 1.00	0%	\$ 1.00	0%
	Government Grants/Subsidies	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	<b>Subtotal Fundraising Revenues</b>	<b>\$ 3,001.00</b>	<b>100%</b>	<b>\$ 3,001.00</b>	<b>100%</b>	<b>\$ 3,001.00</b>	<b>100%</b>	<b>\$ 23,001.00</b>	<b>100%</b>	<b>\$ 3,001.00</b>	<b>100%</b>	<b>\$ 3,001.00</b>	<b>100%</b>
<b>TOTAL REVENUES</b>		<b>\$ 10,501.00</b>		<b>\$ 13,501.00</b>		<b>\$ 16,601.00</b>		<b>\$ 41,261.00</b>		<b>\$ 26,361.00</b>		<b>\$ 25,361.00</b>	

Category	Item	January 2013		February 2013		March 2013		April 2013		May 2013		June 2013	
		Month 1	% Total	Month 2	% Total	Month 3	% Total	Month 4	% Total	Month 5	% Total	Month 6	% Total
<b>EXPENSES</b>													
<b>GENERAL OPERATING EXPENSES</b>													
	Manager Salary @ \$80k/yr	\$ 6,666.00	37%	\$ 6,666.00	37%	\$ 6,666.00	37%	\$ 6,666.00	37%	\$ 6,666.00	37%	\$ 6,666.00	37%
	Maintenance Costs	\$ 800.00	4%	\$ 800.00	4%	\$ 800.00	4%	\$ 800.00	4%	\$ 800.00	4%	\$ 800.00	4%
	Equipment Purchases	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%
	Continued Renovations	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%
	Other Outside Svcs	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%
	Operating Supplies	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%
	Routine Repairs	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%
	Advertising & Promotions fro Advert Sprdsht	\$ 3,000.00	17%	\$ 3,000.00	17%	\$ 3,000.00	17%	\$ 3,000.00	17%	\$ 3,000.00	17%	\$ 3,000.00	17%
	Research = \$225/mo = \$2700/yr												
	Communication = \$234/mo = \$2812/yr												
	Networking - \$208/mo = \$2500/yr												
	Promotions = \$50/mo = \$600/yr												
	Advertising = \$2125/mo. = \$25,500/yr												
	Transportation	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%
	Legal & Accounting	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%
	Utilities												
	Telephone	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%
	Electric	\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 3,500.00	19%
	Water	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%
	Insurance	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%
	Interest		0%		0%		0%		0%		0%		0%
	Depreciation	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%
	<b>Subtotal General Expenses</b>	<b>\$ 17,966.00</b>	<b>100%</b>	<b>\$ 17,966.00</b>	<b>100%</b>	<b>\$ 17,966.00</b>	<b>100%</b>	<b>\$ 17,966.00</b>	<b>100%</b>	<b>\$ 17,966.00</b>	<b>100%</b>	<b>\$ 17,966.00</b>	<b>100%</b>
	<b>Fundraising Expenses</b>												
	Special Event #1	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Special Event #2	\$ 350.00	33%	\$ 350.00	33%	\$ 350.00	33%	\$ 350.00	11%	\$ 350.00	33%	\$ -	0%
	Individual Gifts	\$ 200.00	19%	\$ 200.00	19%	\$ 200.00	19%	\$ 200.00	7%	\$ 200.00	19%	\$ 200.00	33%
	Corporate Grants	\$ 200.00	19%	\$ 200.00	19%	\$ 200.00	19%	\$ 200.00	7%	\$ 200.00	19%	\$ 200.00	33%
	Corporate Sponsorships	\$ 0.20	0%	\$ 0.20	0%	\$ 0.20	0%	\$ 0.20	0%	\$ 0.20	0%	\$ 200.00	33%
	Foundation Grants	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 0.01	0%
	Government Grants/Subsidies	\$ 300.10	29%	\$ 300.10	29%	\$ 300.10	29%	\$ 2,300.10	75%	\$ 300.10	29%	\$ -	0%
	<b>Subtotal Fundraising Revenues</b>	<b>\$ 1,050.30</b>	<b>100%</b>	<b>\$ 1,050.30</b>	<b>100%</b>	<b>\$ 1,050.30</b>	<b>100%</b>	<b>\$ 3,050.30</b>	<b>100%</b>	<b>\$ 1,050.30</b>	<b>100%</b>	<b>\$ 600.01</b>	<b>100%</b>
	Additional Renovations Exps	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00	
	Additional Education Expenses	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00	
	<b>TOTAL EXPENSES</b>	<b>\$ 21,016.30</b>		<b>\$ 21,016.30</b>		<b>\$ 21,016.30</b>		<b>\$ 23,016.30</b>		<b>\$ 21,016.30</b>		<b>\$ 20,566.01</b>	
	<b>TOTAL REVENUES less EXPENSES</b>	<b>\$ (10,515.30)</b>		<b>\$ (7,515.30)</b>		<b>\$ (4,415.30)</b>		<b>\$ 18,244.70</b>		<b>\$ 5,344.70</b>		<b>\$ 4,794.99</b>	

July 2013		August 2013		Sept 2013		October 2013		November 2013		December 2013		2013	
Month 7	% Total	Month 8	% Total	Month 9	% Total	Month 10	% Total	Month 11	% Total	Month 12	% Total	YEAR	% Total
												\$	-
\$ 2,000.00	12%	\$ 2,000.00	12%	\$ 2,000.00	10%	\$ 2,000.00	10%	\$ 2,000.00	13%	\$ 1,000.00	8%	\$ 22,000.00	12%
\$ 1,000.00	6%	\$ 1,000.00	6%	\$ 1,000.00	5%	\$ 1,000.00	5%	\$ 1,000.00	7%	\$ 1,000.00	8%	\$ 12,000.00	7%
\$ 1,000.00	6%	\$ 1,000.00	6%	\$ 1,000.00	5%	\$ 1,000.00	5%	\$ 1,000.00	7%		0%	\$ 10,000.00	5%
\$ 4,000.00	24%	\$ 4,000.00	24%	\$ 5,000.00	25%	\$ 5,000.00	25%	\$ 3,000.00	20%	\$ 3,000.00	23%	\$ 44,000.00	24%
\$ 1,000.00	6%	\$ 1,000.00	6%	\$ 1,000.00	5%	\$ 1,000.00	5%		0%		0%	\$ 8,000.00	4%
\$ 2,000.00	12%	\$ 2,000.00	12%	\$ 4,000.00	20%	\$ 4,000.00	20%	\$ 4,000.00	27%	\$ 4,000.00	31%	\$ 35,000.00	19%
\$ 2,000.00	12%	\$ 2,000.00	12%	\$ 2,000.00	10%	\$ 2,000.00	10%	\$ 2,000.00	13%	\$ 2,000.00	15%	\$ 20,000.00	11%
\$ 4,000.00	24%	\$ 4,000.00	24%	\$ 4,000.00	20%	\$ 4,000.00	20%	\$ 2,000.00	13%	\$ 2,000.00	15%	\$ 32,000.00	17%
<b>\$ 17,000.00</b>	<b>100%</b>	<b>\$ 17,000.00</b>	<b>100%</b>	<b>\$ 20,000.00</b>	<b>100%</b>	<b>\$ 20,000.00</b>	<b>100%</b>	<b>\$ 15,000.00</b>	<b>100%</b>	<b>\$ 13,000.00</b>	<b>100%</b>	<b>\$ 183,000.00</b>	<b>100%</b>
												\$	-
												\$	-
\$ 480.00	40%	\$ 480.00	40%	\$ 480.00	40%	\$ 480.00	40%	\$ 1.00	100%	\$ 1.00	100%	\$ 3,365.00	40%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
\$ 240.00	20%	\$ 240.00	20%	\$ 240.00	20%	\$ 240.00	20%	\$ -	0%	\$ -	0%	\$ 1,680.00	20%
\$ 240.00	20%	\$ 240.00	20%	\$ 240.00	20%	\$ 240.00	20%	\$ -	0%	\$ -	0%	\$ 1,680.00	20%
\$ 80.00	7%	\$ 80.00	7%	\$ 80.00	7%	\$ 80.00	7%	\$ -	0%	\$ -	0%	\$ 560.00	7%
\$ 160.00	13%	\$ 160.00	13%	\$ 160.00	13%	\$ 160.00	13%	\$ -	0%	\$ -	0%	\$ 1,120.00	13%
	0%		0%		0%		0%		0%		0%		0%
<b>\$ 1,200.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 8,405.00</b>	<b>100%</b>						
												\$	-
												\$	-
\$ 2,000.00	63%	\$ 2,000.00	63%	\$ 2,000.00	63%	\$ 2,000.00	63%	\$ 2,000.00	91%	\$ 2,000.00	87%	\$ 22,500.00	72%
\$ 1,000.00	31%	\$ 1,000.00	31%	\$ 1,000.00	31%	\$ 1,000.00	31%	\$ -	0%	\$ -	0%	\$ 7,000.00	22%
\$ 200.00	6%	\$ 200.00	6%	\$ 200.00	6%	\$ 200.00	6%	\$ 200.00	9%	\$ 300.00	13%	\$ 1,900.00	6%
<b>\$ 3,200.00</b>	<b>100%</b>	<b>\$ 2,200.00</b>	<b>100%</b>	<b>\$ 2,300.00</b>	<b>100%</b>	<b>\$ 31,400.00</b>	<b>100%</b>						
												\$	-
<b>\$ 20,360.00</b>		<b>\$ 20,360.00</b>		<b>\$ 23,360.00</b>		<b>\$ 23,360.00</b>		<b>\$ 17,200.00</b>		<b>\$ 15,300.00</b>		<b>\$ 222,805.00</b>	<b>75%</b>
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 20,000.00	26%
\$ -	0%	\$ -	0%	\$ 20,000.00	87%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 20,000.00	26%
\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 12,000.00	16%
\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 12,000.00	16%
\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 12,000.00	16%
\$ 1.00	0%	\$ 1.00	0%	\$ 1.00	0%	\$ 1.00	0%	\$ 1.00	0%	\$ 1.00	0%	\$ 12.00	0%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
<b>\$ 3,001.00</b>	<b>100%</b>	<b>\$ 3,001.00</b>	<b>100%</b>	<b>\$ 23,001.00</b>	<b>100%</b>	<b>\$ 3,001.00</b>	<b>100%</b>	<b>\$ 3,001.00</b>	<b>100%</b>	<b>\$ 3,001.00</b>	<b>100%</b>	<b>\$ 76,012.00</b>	<b>100%</b>
<b>\$ 23,361.00</b>		<b>\$ 23,361.00</b>		<b>\$ 46,361.00</b>		<b>\$ 26,361.00</b>		<b>\$ 20,201.00</b>		<b>\$ 18,301.00</b>		<b>\$ 298,817.00</b>	
												\$	-

July 2013		August 2013		Sept 2013		October 2013		November 2013		December 2013		2013	
Month 7	% Total	Month 8	% Total	Month 9	% Total	Month 10	% Total	Month 11	% Total	Month 12	% Total	YEAR	% Total
												\$	-
\$ 6,666.00	37%	\$ 6,666.00	37%	\$ 6,666.00	37%	\$ 6,666.00	37%	\$ 6,666.00	37%	\$ 6,674.00	37%	\$ 80,000.00	37%
\$ 800.00	4%	\$ 800.00	4%	\$ 800.00	4%	\$ 800.00	4%	\$ 800.00	4%	\$ 800.00	4%	\$ 9,600.00	4%
\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 3,000.00	1%
\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 1,200.00	1%
\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 6,000.00	3%
\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 4,800.00	2%
\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 6,000.00	3%
\$ 3,000.00	17%	\$ 3,000.00	17%	\$ 3,000.00	17%	\$ 3,000.00	17%	\$ 3,000.00	17%	\$ 3,000.00	17%	\$ 36,000.00	17%
												\$	-
												\$	-
												\$	-
												\$	-
\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 4,800.00	2%
\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 4,800.00	2%
\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 3,000.00	1%
\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 42,000.00	19%
\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 2,400.00	1%
\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 6,000.00	3%
	0%		0%		0%		0%		0%		0%	\$	-
\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 6,000.00	3%
<b>\$ 17,966.00</b>	<b>100%</b>	<b>\$ 17,974.00</b>	<b>100%</b>	<b>\$ 215,600.00</b>	<b>100%</b>								
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 7,000.00	33%
\$ -	0%	\$ -	0%	\$ 7,000.00	92%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 7,000.00	33%
\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	3%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	33%	\$ 2,400.00	11%
\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	3%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	33%	\$ 2,400.00	11%
\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	3%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	33%	\$ 2,400.00	11%
\$ 0.01	0%	\$ 0.01	0%	\$ 0.01	0%	\$ 0.01	0%	\$ 0.01	0%	\$ 0.01	0%	\$ 1.20	0%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
<b>\$ 600.01</b>	<b>100%</b>	<b>\$ 600.01</b>	<b>100%</b>	<b>\$ 7,600.01</b>	<b>100%</b>	<b>\$ 600.01</b>	<b>100%</b>	<b>\$ 600.01</b>	<b>100%</b>	<b>\$ 600.01</b>	<b>100%</b>	<b>\$ 21,201.20</b>	<b>100%</b>
												\$	-
\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 12,000.00	
\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 12,000.00	
												\$	-
<b>\$ 20,566.01</b>		<b>\$ 20,566.01</b>		<b>\$ 27,566.01</b>		<b>\$ 20,566.01</b>		<b>\$ 20,566.01</b>		<b>\$ 20,574.01</b>		<b>\$ 260,801.20</b>	
												\$	-
<b>\$ 2,794.99</b>		<b>\$ 2,794.99</b>		<b>\$ 18,794.99</b>		<b>\$ 5,794.99</b>		<b>\$ (365.01)</b>		<b>\$ (2,273.01)</b>		<b>\$ 38,015.80</b>	

Appendix E

file updated 1-30-2009

Profit and Loss Plan for 2014 - FIFTH YEAR

Category	Item	January 2014		February 2014		March 2014		April 2014		May 2014		June 2014	
		Month 1	% Total	Month 2	% Total	Month 3	% Total	Month 4	% Total	Month 5	% Total	Month 6	% Total
<b>REVENUES</b>													
<b>Great Hall Sales</b>													
	Weddings		0%	\$ 1,000.00	10%	\$ 1,000.00	8%	\$ 2,000.00	13%	\$ 3,000.00	14%	\$ 4,000.00	20%
	Auction by Steve Gross	\$ 2,000.00	29%	\$ 2,000.00	20%	\$ 2,000.00	15%	\$ 2,000.00	13%	\$ 2,000.00	10%	\$ 2,000.00	10%
	Charity Poker with Jane Wells		0%	\$ 1,000.00	10%	\$ 1,000.00	8%	\$ 1,000.00	6%	\$ 1,000.00	5%	\$ 1,000.00	5%
	Parties	\$ 2,000.00	29%	\$ 2,000.00	20%	\$ 4,000.00	31%	\$ 4,000.00	25%	\$ 4,000.00	19%	\$ 4,000.00	20%
	Reunions		0%	\$ 1,000.00	0%	\$ 1,000.00	8%	\$ 1,000.00	6%	\$ 1,000.00	5%	\$ 1,000.00	5%
	Business Meetings	\$ 1,000.00	14%	\$ 2,000.00	20%	\$ 2,000.00	15%	\$ 4,000.00	25%	\$ 4,000.00	19%	\$ 2,000.00	10%
	Conferences	\$ 1,000.00	14%	\$ 1,000.00	10%	\$ 1,000.00	8%	\$ 1,000.00	6%	\$ 2,000.00	10%	\$ 2,000.00	10%
	FOYF Events with Festivals in Parks etc.	\$ 1,000.00	14%	\$ 1,000.00	10%	\$ 1,000.00	8%	\$ 1,000.00	6%	\$ 4,000.00	19%	\$ 4,000.00	20%
	<b>Subtotal Great Hall Sales</b>	<b>\$ 7,000.00</b>	<b>100%</b>	<b>\$ 10,000.00</b>	<b>100%</b>	<b>\$ 13,000.00</b>	<b>100%</b>	<b>\$ 16,000.00</b>	<b>100%</b>	<b>\$ 21,000.00</b>	<b>100%</b>	<b>\$ 20,000.00</b>	<b>100%</b>
<b>Farmer's Market Sales</b>													
	Farmers Outside	\$ 1.00	100%	\$ 1.00	100%	\$ 1.00	100%	\$ 480.00	37%	\$ 480.00	37%	\$ 480.00	37%
	Farmers Inside	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Pro Crafters Outside	\$ -	0%	\$ -	0%	\$ -	0%	\$ 240.00	18%	\$ 240.00	18%	\$ 240.00	18%
	Pro Crafters Inside	\$ -	0%	\$ -	0%	\$ -	0%	\$ 300.00	23%	\$ 300.00	23%	\$ 300.00	23%
	Amateur Crafters Outside	\$ -	0%	\$ -	0%	\$ -	0%	\$ 80.00	6%	\$ 80.00	6%	\$ 80.00	6%
	Amateur Crafters Inside	\$ -	0%	\$ -	0%	\$ -	0%	\$ 200.00	15%	\$ 200.00	15%	\$ 200.00	15%
		\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	<b>Subtotal Framer's Market Sales</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1,300.00</b>	<b>100%</b>	<b>\$ 1,300.00</b>	<b>100%</b>	<b>\$ 1,300.00</b>	<b>100%</b>
<b>Café Revenue</b>													
	Rental from operator of Café	\$ 2,000.00	100%	\$ 2,000.00	100%	\$ 2,000.00	95%	\$ 2,000.00	65%	\$ 2,000.00	63%	\$ 2,000.00	63%
	FOYF "Emporium" in part of café	\$ -	0%	\$ -	0%	\$ -	0%	\$ 1,000.00	32%	\$ 1,000.00	31%	\$ 1,000.00	31%
	Rental from outside parties	\$ -	0%	\$ -	0%	\$ 100.00	5%	\$ 100.00	3%	\$ 200.00	6%	\$ 200.00	6%
	<b>Subtotal Café Revenues</b>	<b>\$ 2,000.00</b>	<b>100%</b>	<b>\$ 2,000.00</b>	<b>100%</b>	<b>\$ 2,100.00</b>	<b>100%</b>	<b>\$ 3,100.00</b>	<b>100%</b>	<b>\$ 3,200.00</b>	<b>100%</b>	<b>\$ 3,200.00</b>	<b>100%</b>
<b>Subtotal REVENUES from SALES</b>		<b>\$ 9,000.00</b>		<b>\$ 12,000.00</b>		<b>\$ 15,100.00</b>		<b>\$ 19,300.00</b>		<b>\$ 24,400.00</b>		<b>\$ 23,400.00</b>	
<b>Fundraising Revenues</b>													
	Special Event #1	\$ -	0%	\$ -	0%	\$ -	0%	\$ 20,000.00	87%	\$ -	0%	\$ -	0%
	Special Event #2	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Individual Gifts	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%
	Corporate Grants	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%
	Corporate Sponsorships	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%
	Foundation Grants	\$ 1.00	0%	\$ 1.00	0%	\$ 1.00	0%	\$ 1.00	0%	\$ 1.00	0%	\$ 1.00	0%
	Government Grants/Subsidies	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	<b>Subtotal Fundraising Revenues</b>	<b>\$ 3,001.00</b>	<b>100%</b>	<b>\$ 3,001.00</b>	<b>100%</b>	<b>\$ 3,001.00</b>	<b>100%</b>	<b>\$ 23,001.00</b>	<b>100%</b>	<b>\$ 3,001.00</b>	<b>100%</b>	<b>\$ 3,001.00</b>	<b>100%</b>
<b>TOTAL REVENUES</b>		<b>\$ 12,001.00</b>		<b>\$ 15,001.00</b>		<b>\$ 18,101.00</b>		<b>\$ 42,301.00</b>		<b>\$ 27,401.00</b>		<b>\$ 26,401.00</b>	

Category	Item	January 2014		February 2014		March 2014		April 2014		May 2014		June 2014	
		Month 1	% Total	Month 2	% Total	Month 3	% Total	Month 4	% Total	Month 5	% Total	Month 6	% Total
<b>EXPENSES</b>													
<b>GENERAL OPERATING EXPENSES</b>													
	Manager Salary @ \$80k/yr	\$ 6,666.00	37%	\$ 6,666.00	37%	\$ 6,666.00	37%	\$ 6,666.00	37%	\$ 6,666.00	37%	\$ 6,666.00	37%
	Equipment Purchases	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%
	Maintenance Costs	\$ 800.00	4%	\$ 800.00	4%	\$ 800.00	4%	\$ 800.00	4%	\$ 800.00	4%	\$ 800.00	4%
	Continued Renovations	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%
	Other Outside Svcs	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%
	Operating Supplies	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%
	Routine Repairs	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%
	Advertising & Promotions fro Advert Sprdsh	\$ 3,000.00	17%	\$ 3,000.00	17%	\$ 3,000.00	17%	\$ 3,000.00	17%	\$ 3,000.00	17%	\$ 3,000.00	17%
	Research = \$225/mo = \$2700/yr												
	Communication = \$234/mo = \$2812/yr												
	Networking - \$208/mo = \$2500/yr												
	Promotions = \$50/mo = \$600/yr												
	Advertising = \$2125/mo. = \$25,500/yr												
	Transportation	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%
	Legal & Accounting	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%
	Utilities												
	Telephone	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%
	Electric	\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 3,500.00	19%
	Water	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%	\$ 200.00	1%
	Insurance	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%
	Interest		0%		0%		0%		0%		0%		0%
	Depreciation	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%
	<b>Subtotal General Expenses</b>	<b>\$ 17,966.00</b>	<b>100%</b>	<b>\$ 17,966.00</b>	<b>100%</b>	<b>\$ 17,966.00</b>	<b>100%</b>	<b>\$ 17,966.00</b>	<b>100%</b>	<b>\$ 17,966.00</b>	<b>100%</b>	<b>\$ 17,966.00</b>	<b>100%</b>
	<b>Fundraising Expenses</b>												
	Special Event #1	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Special Event #2	\$ 350.00	33%	\$ 350.00	33%	\$ 350.00	33%	\$ 350.00	11%	\$ 350.00	33%	\$ -	0%
	Individual Gifts	\$ 200.00	19%	\$ 200.00	19%	\$ 200.00	19%	\$ 200.00	7%	\$ 200.00	19%	\$ 200.00	33%
	Corporate Grants	\$ 200.00	19%	\$ 200.00	19%	\$ 200.00	19%	\$ 200.00	7%	\$ 200.00	19%	\$ 200.00	33%
	Corporate Sponsorships	\$ 0.20	0%	\$ 0.20	0%	\$ 0.20	0%	\$ 0.20	0%	\$ 0.20	0%	\$ 200.00	33%
	Foundation Grants	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 0.01	0%
	Government Grants/Subsidies	\$ 300.10	29%	\$ 300.10	29%	\$ 300.10	29%	\$ 2,300.10	75%	\$ 300.10	29%	\$ -	0%
	<b>Subtotal Fundraising Revenues</b>	<b>\$ 1,050.30</b>	<b>100%</b>	<b>\$ 1,050.30</b>	<b>100%</b>	<b>\$ 1,050.30</b>	<b>100%</b>	<b>\$ 3,050.30</b>	<b>100%</b>	<b>\$ 1,050.30</b>	<b>100%</b>	<b>\$ 600.01</b>	<b>100%</b>
	Additional Renovations Exps	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00	
	Additional Education Expenses	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00	
	<b>TOTAL EXPENSES</b>	<b>\$ 21,016.30</b>		<b>\$ 21,016.30</b>		<b>\$ 21,016.30</b>		<b>\$ 23,016.30</b>		<b>\$ 21,016.30</b>		<b>\$ 20,566.01</b>	
	<b>TOTAL REVENUES less EXPENSES</b>	<b>\$ (9,015.30)</b>		<b>\$ (6,015.30)</b>		<b>\$ (2,915.30)</b>		<b>\$ 19,284.70</b>		<b>\$ 6,384.70</b>		<b>\$ 5,834.99</b>	

July 2014		August 2014		Sept 2014		October 2014		November 2014		December 2014		2014	
Month 7	% Total	Month 8	% Total	Month 9	% Total	Month 10	% Total	Month 11	% Total	Month 12	% Total	YEAR	% Total
												\$	-
\$ 2,000.00	11%	\$ 2,000.00	11%	\$ 2,000.00	10%	\$ 2,000.00	10%	\$ 2,000.00	13%	\$ 1,000.00	7%	\$ 22,000.00	11%
\$ 2,000.00	11%	\$ 2,000.00	11%	\$ 2,000.00	10%	\$ 2,000.00	10%	\$ 2,000.00	13%	\$ 2,000.00	14%	\$ 24,000.00	12%
\$ 1,000.00	6%	\$ 1,000.00	6%	\$ 1,000.00	5%	\$ 1,000.00	5%	\$ 1,000.00	6%	\$ 1,000.00	0%	\$ 10,000.00	5%
\$ 4,000.00	22%	\$ 4,000.00	22%	\$ 5,000.00	24%	\$ 5,000.00	24%	\$ 3,000.00	19%	\$ 3,000.00	21%	\$ 44,000.00	23%
\$ 1,000.00	6%	\$ 1,000.00	6%	\$ 1,000.00	5%	\$ 1,000.00	5%	\$ 1,000.00	0%	\$ 1,000.00	0%	\$ 8,000.00	4%
\$ 2,000.00	11%	\$ 2,000.00	11%	\$ 4,000.00	19%	\$ 4,000.00	19%	\$ 4,000.00	25%	\$ 4,000.00	29%	\$ 35,000.00	18%
\$ 2,000.00	11%	\$ 2,000.00	11%	\$ 2,000.00	10%	\$ 2,000.00	10%	\$ 2,000.00	13%	\$ 2,000.00	14%	\$ 20,000.00	10%
\$ 4,000.00	22%	\$ 4,000.00	22%	\$ 4,000.00	19%	\$ 4,000.00	19%	\$ 2,000.00	13%	\$ 2,000.00	14%	\$ 32,000.00	16%
<b>\$ 18,000.00</b>	<b>100%</b>	<b>\$ 18,000.00</b>	<b>100%</b>	<b>\$ 21,000.00</b>	<b>100%</b>	<b>\$ 21,000.00</b>	<b>100%</b>	<b>\$ 16,000.00</b>	<b>100%</b>	<b>\$ 14,000.00</b>	<b>100%</b>	<b>\$ 195,000.00</b>	<b>100%</b>
												\$	-
												\$	-
\$ 480.00	37%	\$ 480.00	37%	\$ 480.00	37%	\$ 480.00	37%	\$ 1.00	100%	\$ 1.00	100%	\$ 3,365.00	37%
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
\$ 240.00	18%	\$ 240.00	18%	\$ 240.00	18%	\$ 240.00	18%	\$ -	0%	\$ -	0%	\$ 1,680.00	18%
\$ 300.00	23%	\$ 300.00	23%	\$ 300.00	23%	\$ 300.00	23%	\$ -	0%	\$ -	0%	\$ 2,100.00	23%
\$ 80.00	6%	\$ 80.00	6%	\$ 80.00	6%	\$ 80.00	6%	\$ -	0%	\$ -	0%	\$ 560.00	6%
\$ 200.00	15%	\$ 200.00	15%	\$ 200.00	15%	\$ 200.00	15%	\$ -	0%	\$ -	0%	\$ 1,400.00	15%
	0%		0%		0%		0%		0%		0%		0%
<b>\$ 1,300.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 1.00</b>	<b>100%</b>	<b>\$ 9,105.00</b>	<b>100%</b>						
												\$	-
												\$	-
\$ 2,000.00	63%	\$ 2,000.00	63%	\$ 2,000.00	63%	\$ 2,000.00	63%	\$ 2,000.00	91%	\$ 2,000.00	87%	\$ 24,000.00	73%
\$ 1,000.00	31%	\$ 1,000.00	31%	\$ 1,000.00	31%	\$ 1,000.00	31%	\$ -	0%	\$ -	0%	\$ 7,000.00	21%
\$ 200.00	6%	\$ 200.00	6%	\$ 200.00	6%	\$ 200.00	6%	\$ 200.00	9%	\$ 300.00	13%	\$ 1,900.00	6%
<b>\$ 3,200.00</b>	<b>100%</b>	<b>\$ 2,200.00</b>	<b>100%</b>	<b>\$ 2,300.00</b>	<b>100%</b>	<b>\$ 32,900.00</b>	<b>100%</b>						
												\$	-
<b>\$ 21,400.00</b>		<b>\$ 21,400.00</b>		<b>\$ 24,400.00</b>		<b>\$ 24,400.00</b>		<b>\$ 18,200.00</b>		<b>\$ 16,300.00</b>		<b>\$ 237,005.00</b>	<b>76%</b>
\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 20,000.00	26%
\$ -	0%	\$ -	0%	\$ 20,000.00	87%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 20,000.00	26%
\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 12,000.00	16%
\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 12,000.00	16%
\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	4%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 1,000.00	33%	\$ 12,000.00	16%
\$ 1.00	0%	\$ 1.00	0%	\$ 1.00	0%	\$ 1.00	0%	\$ 1.00	0%	\$ 1.00	0%	\$ 12.00	0%
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July 2014		August 2014		Sept 2014		October 2014		November 2014		December 2014		2014	
Month 7	% Total	Month 8	% Total	Month 9	% Total	Month 10	% Total	Month 11	% Total	Month 12	% Total	YEAR	% Total
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\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 3,000.00	1%
\$ 800.00	4%	\$ 800.00	4%	\$ 800.00	4%	\$ 800.00	4%	\$ 800.00	4%	\$ 800.00	4%	\$ 9,600.00	4%
\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 100.00	1%	\$ 1,200.00	1%
\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 6,000.00	3%
\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 400.00	2%	\$ 4,800.00	2%
\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 6,000.00	3%
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\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 250.00	1%	\$ 3,000.00	1%
\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 3,500.00	19%	\$ 42,000.00	19%
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\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 500.00	3%	\$ 6,000.00	3%
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\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	3%	\$ 200.00	33%	\$ 200.00	33%	\$ 200.00	33%	\$ 2,400.00	11%
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<b>\$ 3,834.99</b>		<b>\$ 3,834.99</b>		<b>\$ 19,834.99</b>		<b>\$ 6,834.99</b>		<b>\$ 634.99</b>		<b>\$ (1,273.01)</b>		<b>\$ 52,215.80</b>	

# Our Vanishing “Third Places”

by Ray Oldenburg

Most residential areas built since World War II have been designed to protect people from community rather than connect them to it.

Virtually all means of meeting and getting to know one’s neighbors have been eliminated. An electronically-operated garage door out front and a privacy fence out back afford near-total protection from those who, in former days, would have been neighbors.

Here and there one sees evidence of people struggling against the anti-community character of the postwar suburban landscape. A rare vacant lot attracts dog-owners who, near day’s end, time their visits so as to maximize contact with others. The animals “doing their business” constitutes a social high point in their owners’ day.

Beneath a shade tree by a convenience store one sees working men drinking a beer which they may not consume inside, and enjoying the company of other men for which there is no provision inside. Elsewhere, men and women

WHAT SUBURBIA CRIES FOR ARE THE MEANS FOR PEOPLE TO GATHER EASILY, INEXPENSIVELY, REGULARLY, AND PLEASURABLY — A “PLACE ON THE CORNER,” REAL LIFE ALTERNATIVES TO TELEVISION...

build a meager social life around visits to a laundromat, a most unlikely place, and yet many laundromat owners add amenities so as to capitalize on people’s frustrated need for affiliation.

Such embers of human association signal the flaw in much of today’s residential land use pattern — all space is used up and there’s no provision for a community life. What should be local is remote, and because it is remote it serves no community at all.

What suburbia cries for are the means for people to gather easily, inexpensively, regularly, and pleasurably — a “place on the corner,” real life alternatives to television, easy escapes from the cabin fever of marriage and family life that do not necessitate getting into an automobile.

## “THIRD PLACES”

Most needed are those “third places” which lend a public balance to the increased privatization of home life. Third places are nothing more than informal public gathering places. The phrase “third places” derives from considering our homes to be the “first” places in our lives, and our work places the “second.”

Americans long enjoyed third places in the form of the inns and ordinaries of colonial society, then as the saloons and general stores springing up with westward expansion. *Colonial Taverns*. Later came the candy stores, soda fountains, coffee shops, diners, etc. which, along



Just some of the regulars.

with the local post office, were conveniently located and provided the social anchors of community life.

“Third places” also suggest the stability of the tripod in contrast to the relative instability of the bipod. Life without community has produced, for many, a life style consisting mainly of a home-to-work-and-back-again shuttle. Social well-being and psychological health depend upon community. It is no coincidence that the “helping professions” became a major industry in the United States as suburban planning helped destroy local public life and the community support it once lent.

Nor is it a coincidence that the *joie de vivre* cultures of the world are those in which third places are regarded as just as essential as home and work. “Joy in living” depends upon peoples’ capacity to enjoy the company of those who live and work around them. Places to do this must be provided and the time to do it will be available if those places are close to where people live.

#### THE IMPORTANCE OF THIRD PLACES TO INDIVIDUALS AND COMMUNITIES

Third places serve many functions, important both to individuals and to the communities they live in:

1. *Third places help unify neighborhoods.* Where third places are absent we find that people often live in the same vicinity for years without ever getting to know one another. Indeed, the subdivision resident who knows three other families is something of a social gad-about.

Before neighborhood taverns were banished to commercial strips, the average one drew about 80 percent of its trade from within a two-block radius. It served the same function as does the English “local” — creating community where there would otherwise be a regi-

mentation of private dwellings with little interaction between households.

2. *Third places also serve as “ports of entry” for visitors and newcomers to the neighborhood where directions and other information can easily be obtained.* For new residents, they provide a means of getting acquainted quickly and learning where things are and how the neighborhood works.

One might have thought that the high rate of residential mobility in our society would have inspired planners to make provision for new residents to get acquainted quickly and easily. With almost a fifth of the population changing residence every year, would it not have made sense to create the means for newcomers to be easily assimilated? Instead, the typical residential district is notable for its absence of public gathering places, offering instead of maze of frequently deserted streets.

3. *Third places are “sorting” areas.* While third places serve to promote the habit of association generally, they are also the places in which those with special interests find one another. In third places, amateur musicians, shooting enthusiasts, poetry lovers, fishermen, scuba divers, etc., get introduced and find local outlets for their interests. Here is provided the basis of whatever kind and degree of local culture will emerge. In the modern subdivision, “local” culture is provided by television.

4. *Third places can bring youth and adults into association with one another.* In soda fountains, diners, family taverns, produce markets, and the like, children of prewar days “hung out” with adults and learned a lot from

*continued on page 8*



## Colonial Taverns

“Group discussions were a traditional part of tavern social activity. Within the tavern context, ordinary citizens had an opportunity to express their opinions and hear the viewpoints of others. ... Politicians found working within the tavern where large crowds gathered was a means of securing public attention. John Adams commented in 1761, ‘These [public] Houses are in many places the Nurseries of our Legislators ...’ “

*From Early American Taverns, by Kym S. Rice (New York: Regnery Gateway, 1983).*

“As early as 1752 one hundred and twenty licensed taverns did business in [Philadelphia] ... Such houses offered a genuine social solvent. ‘I dined at a tavern with a very mixed company of different nations and religions,’ recorded Dr. Alexander Hamilton in his *Itinerarium* in 1744. ‘There were Scots, English, Dutch, Germans, and Irish; there were Roman Catholics, Churchmen, Presbyterians, Quakers, Newlighters, Methodists, Seventh daymen, Moravians, Anabaptists, and one Jew,’ gathered in ‘a great hall well stocked with flies.’ Daytimes, hundreds frequented the London Coffee House at Front and Market streets, opened by William Bradford in 1754, which served as a general clearinghouse for business, news and gossip ... ”

*From Rebels and Gentlemen: Philadelphia in the Age of Franklin, by Carl and Jessica Bridenbaugh, (New York: Reynal & Hitchcock, 1942).*

*Illustration: Philadelphia’s famous City Tavern was located next to the Bank of Pennsylvania. The Tavern is on the left in this 1800 engraving by William Russell Birch. From Library of Congress.*





Capitol Hill, Seattle.

## Quench the Thirst for Community

by David Sucher

“This corner is every bit as barren and unfriendly as it appears to be. Yet the urban thirst for new experiences and stimulation is so great (and obvious to all) that even here in an urban Sahara the entrepreneur can — with the most minimal of investment — create an oasis for people to ‘hang out, meet people, swap ideas’ ...

Like the lichen — which pioneers the barest and most inhospitable mountain summit and gradually through its own chemical action breaks down the hardest rock into soil where plants can grow — any refreshment is nice but the espresso bar particularly creates a fertile ground for community.

Again, government action can thwart such small improvements as this espresso bar. But its creation — so very vital to the real life of cities — is beyond institutional reach.”

*From City Comforts: How to Build An Urban Village (Seattle: City Comforts Press, 1995). Reprinted with permission.*

*Editor’s Note: In City Comforts, David Sucher (a former Seattle planning commissioner) offers a number of common-sense, often easy to implement, ideas on how to strengthen neighborhoods by creating a better built environment. The book is well-illustrated and a delight to read. It should be on your bookshelf. To order City Comforts (\$21.00, including shipping), call: 800-942-2489; fax: 206-632-1883; or e-mail: dsucher@city-comforts.com.*

*Sucher, in his book, also offers a cautionary note to planners:*

“Be limited in your goals. Creating community — which is what all this boils down to — is a worthy goal. But it is a goal largely beyond the reach of government.

Community evolves from individual conversations. Venues for these conversations are difficult to create. That’s one reason very few adults ever hang around the so-called Community Center. Such places, built and managed by bureaucracy, most often fall flat. Necessarily run by gray government, they lack the unique and quirky personality often contributed by individual enterprise. Interesting public spaces provide only a framework, with the daily details supplied by aware entrepreneurs who recognize what is working and what is not, and act immediately.”

## “Third Places”

*continued from page 7*

them. Sadly, as time spent with parents has declined for the nation’s children, so has the time spent with other adults.

Between 1965 and 1985, the amount of time parents spent with their children declined by almost half. Meanwhile, those children were increasingly being raised in neighborhoods where contact with other adults was reduced to almost nothing because of the lack of places where they might spend time together.

5. *Third places help care for the neighborhood.* The people who operate third places are often the kind of people noted social observer Jane Jacobs described as “public characters.” They seem to know everybody in the neighborhood; they keep an eye on the local kids and what they’re up to; they do favors for local customers; and they keep regulars up-to-date on all variety of local matters.

Third places also serve as gathering spots when emergencies or disasters occur. People want, and need, to be with other people in these situations — to help and support each other, and to decide on courses of action.

6. *Third places foster political debate.* From the colonial inn to the old country store, from the neighborhood tavern to the soda fountain, third places have historically served as forums for political debate and discussion.

It should surprise no one that political literacy is low in this country; that people don’t know who serves in the President’s cabinet, or who their local legislators are. This kind of information matters to us more when we put it to use by conversing, arguing, and debating with each other. We can better test and refine our opinions by interacting with others, not by simply listening to the pronouncements of television commentators.

7. *Third places help reduce the cost of living.* Where people meet regularly to relax and enjoy one another’s company, natural support groups or “mutual aid” societies tend to form. As we take our relaxation with people, we grow to like them and, as we come to like them, we

are inclined to “do for them.” Third places are also easy places to collect time-saving, labor-saving, and money-saving advice — sometimes without even asking!

8. *Third places are entertaining.* And the entertainment is provided by the people themselves. The sustaining activity is conversation which is variously passionate and light-hearted, serious and witty, informative and silly. In the course of it, people become very near and dear to one another such that continuity is assured.

Television offers the principal form of entertainment today. Yet how many of us, having “surfed” through the available channels two or three times and been bored by it all, wouldn’t like to walk down to the corner and have a cold one (or a hot cup of coffee or tea) with friends and neighbors? Ah, but there’s nothing on the corner, nor in walking distance at all, to easily go to.

9. *Third places give the gift of friendship.* Not the singular, lifelong “best” friendship necessarily, but the tonic of friends met in numbers. The great boon to friendship is that which is often called “neutral ground” and third places represent the best of it. On neutral ground people avoid the obligations of both guest and host and simply enjoy the company. They come and go without making arrangements or excuses; they may leave the very moment it suits them to do so. It is a very easy form of human association.

When friends meet in numbers, as opposed to “one-on-one,” there is a festive spirit and laughter is frequent. There is an atmosphere of acceptance and belonging that no single friend, no matter how close, can provide.

10. *Third places are important for retired people.* They provide the means for keeping in touch with others and continuing to enjoy the life of the community. “Only in America,” it seems, do millions of retired people make a final migration away from the cities and towns where they worked and knew people.

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## The Corner Grocery

“We believe that people are not only willing to walk to their local corner groceries, but that the corner grocery plays an essential role in any healthy neighborhood: partly because it is just more convenient for individuals; partly because it helps to integrate the neighborhood as a whole. ...

[A] study by Arthur D. Little, Inc., ... found that neighborhood stores are one of the two most important elements in people’s perception of an area as a neighborhood. ...



*Corner grocers still flourish in many older neighborhoods*



*... and also serve as informal community information centers.*

Apparently this is because local stores are an important destination for neighborhood walks. People go to them when they feel like a walk as well as when they need a carton of milk. In this way, as a generator of walks, they draw a residential area together and help to give it the quality of a neighborhood.”

*From A Pattern Language: Towns -Buildings -Construction, by Christopher Alexander, et. al., (New York: Oxford Univ. Press, 1977).*

## River Park’s Main Street

In one chapter of *The Great Good Place*, Ray Oldenburg discusses some of the changes to one small midwestern town:

“In River Park [in 1940] informal socializing spilled out into the street and into places of commerce ... . It is for this reason that Main Street was almost as much a third place as any of the sites along it. ... The more gregarious or less busy citizen might take an hour to negotiate one block of Main Street, for there were always a good many people walking or lounging along it during daylight hours. It was not just a matter of whom one might meet coming out of a store or walking in the other direction, for one could chat with the elderly and retired who sat along the store front steps and benches provided by many of the business establishments. The old-timers liked nothing better than to talk with the more active people of the community and keep up on things.

If one were to visit River Park today, one would see quite a different place from that which existed in 1940. ... The people are largely gone from the street now, as are the physical amenities that earlier accommodated them. The architecture of Main Street has changed noticeably. The earlier storefronts featured large windows and the majority of them had outdoor seating, in most cases integral to their architecture. Wide steps and Kasota stone slabs that flanked the entrances were heavily used by those who found them cool places to sit in the summer. ... Large windows and the encouragement to lounge at the portals combined to unify indoors and out and to encourage a ‘life on the street’ as well. That outdoor seating is all but gone now. The new storefronts are tight against the street and their much smaller windows allow little seeing in or seeing out.”



## Third Places I Know

by Kathy Madden

Many cities are bringing back neighborhoods by creating new types of third places. Local efforts don't have to be dramatic or expensive. Sometimes, just small changes can create a world of difference.

In New Haven, Connecticut, the width of a street bordering the Yale University campus was reduced, and the sidewalk enlarged, with parking added back along the rest of the block. The new sidewalk space is used for outdoor seating next to a coffee shop. People now meet there, and run into friends ... a man has even started selling newspapers on the corner because enough people now pass by.

In San Rafael, California, one community developed a plan to upgrade an existing park (in conjunction with its "sister city" in Italy). A new bocci court in the park has become a gathering spot for all ages. Every night at least a hundred people play bocci, bring picnics, and socialize with their friends.

In San Bernardino, California, a downtown community has worked with the city to create a central square where a parking lot had stood. In the square, there are now markets and events, the bus stops nearby, and angled parking has been added to the edge of the square (helping create a more active retail environment than parallel parking would, while also slowing traffic speeds).

In my neighborhood in Brooklyn, New York, there are many places where people gather, including an active farmers market, a bookstore open until 9 or 10 at night, bagel stores with outdoor seating ... There are also many family-owned businesses: a butcher, a fruit and vegetables shop, a middle eastern supply store. Many of these places have been owned and operated by at least two generations. They are places where the owner trusts you to pay the next day, and where you greet each other by name. Shopping in my neighborhood is a social as well as a retail experience.

Kathy Madden is Vice President of Project for Public Spaces, a non-profit organization that works with communities across the country on improvements to public spaces to increase pedestrian activity and promote a sense of community. She authored, "A Cry for Community," in PCJ #16.



## "Heyimas": Another Kind of Third Place

"In a Valley town everybody had two houses: the house you lived in, your dwelling-place, in the Left Arm of the double-spiral-shaped town; and in the right Arm, your House, the heyimas. ... The heyimas was a center of worship, instruction, training, and study, a meetinghouse, a political forum, a workshop, a library, archive, and museum, a clearinghouse, an orphanage, hotel, hospice, refuge, resource center, and the principal center of economic control and management for the community ... In the smaller towns the heyimas was a large, five-sided, underground chamber, subdivided with partitions, with a low, four-sided, pyramidal roof showing above-ground."

From *Always Coming Home*, by Ursula K. Le Guin (Grafton Books, 1988). Editor's Note: *Le Guin's book about the Kesh people, besides telling a fascinating story, offers many insights into the meaning of community and its physical form.*



## New Urbanism Principles

"Many activities of daily living should occur within walking distance, allowing independence to those who do not drive, especially the elderly and the young. ... Concentrations of civic, institutional, and commercial activity should be embedded in neighborhoods and districts, not isolated in remote, single-use complexes."

From the "Charter of the New Urbanism" adopted by the Congress of the New Urbanism. Editor's Note: *The Charter of the New Urbanism is available on the World Wide Web at: <http://www.arc.miami.edu/cnu/charter.htm>.*

## "Third Places"

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"Sun Cities" did not come into vogue until retirees confronted the prospect of trying to find a life in the boring suburbs from which work had provided the only means of regular escape. The young and the active need the elderly and the contributions they have always made to community. But the elderly also need community, and need it more acutely.

### SOME PERSONAL OBSERVATIONS

Having described some of the many benefits of third places, let me offer just a few personal observations:

- Third places work as I described in the preceding paragraphs only when they are local; and they work best when within walking distance of the people they serve.

- With very few exceptions, third places have been and remain local, independently owned, commercial establishments. Chain establishments run by large corporations can, at best, yield less hardy forms of third places, subject to the (cash) flow of distant owners.

- While third places often seem to depend on a mysterious chemistry, planners can help foster the conditions in which they might emerge.

One way is by eliminating the policies prevalent in so many zoning codes of prohibiting commercial uses such as taverns, coffee houses, donut shops, and the like, from locating where people live. These policies don't just discourage third places, they virtually prevent them. You can't have a *neighborhood* tavern or *neighborhood* coffee house that's not located in the neighborhood.

Another way planners can help is by promoting walkable communities, where people, in fact, are able to easily make their way to their nearby "third place." ♦

Ray Oldenburg is author of *The Great Good Place* (Paragon House 1989), and teaches sociology at the University of West Florida in Pensacola.



# SEMCOG, Ypsilanti to showcase commuter rail cars in Depot Town prior to Heritage Festival

By [TOM PERKINS](#) AnnArbor.com Freelance Journalist

Posted on Fri, Aug 16, 2013 : 5:57 a.m.

For the first time in recent memory, a train will stop in Ypsilanti's Depot Town and potential passengers will be able to climb aboard.

This Friday, at the **Ypsilanti Freighthouse**, area residents will have a chance to view the cars planned to be part of a commuter train service that will stop in Depot Town as part of the proposed [Ann Arbor-to-Detroit rail service](#).



Ann Arbor resident Nick Tobier and his 3-year-old son Oscar board a recently refurbished railcar for the proposed Ann Arbor-to-Detroit commuter rail service on display in downtown Ann Arbor on June 14.

Ryan J. Stanton | [AnnArbor.com](#)

[The line would run from Ann Arbor to Ypsilanti](#), Metro Airport, Dearborn and Detroit, where it would link with the new Woodward Line.

Friday's MiTrain press conference will feature speakers including SEMCOG Executive Director **Paul Tait**, Ypsilanti Mayor **Paul Schreiber**, Eastern Michigan University President **Susan Martin** and **Debbie Locke** of the Ypsilanti Visitors and Convention Bureau.

After remarks, visitors can take a look inside the refurbished cars that will be part of the line.

“People can get on board and take a look around, sit in the seats and get a feel for it,” Tait said. “There will be a platform that will allow people to climb on board and see what they’ll be riding in the not-too-distant future.”

Tait said the Ann Arbor-to-Detroit commuter rail, which has been in the works for several years, is moving forward despite slower-than-expected progress.

But SEMCOG and the Michigan Department of Transportation are now working on a multi-million dollar effort to upgrade the tracks between Ann Arbor and Detroit to reduce travel time and improve the ability of passenger and freight trains to share the tracks.

That effort will take several years, and Tait said SEMCOG is simultaneously working to secure more funding for the estimated \$10 million in annual operating costs.

The cars cost about \$300,000 each to renovate, and Tait said he is pleased with the results.

“The refurbished cars really were cost effective compared to buying new cars,” Tait said. “And they are really first class. You would never guess they are old cars. We want people to stop in and take a look at them”

Plans are also in the works for special event trains that will shuttle riders between Detroit and Ann Arbor for events like the Thanksgiving Day Parade, the outdoor hockey game at the University of Michigan on New Year’s Day or to Greenfield Village.

“We want to try to generate some buzz about it,” Tait said.

The MiTrain press conference will be held as [this year’s Heritage Festival](#) gets underway for the weekend.

“The train stop in Ypsilanti is going to happen in the future, and this is a way to not only look back on heritage of Ypsilanti, but look forward on what’s going to happen,” Mayor Schreiber said.

Already Ypsilanti has design plans for a platform that would connect to the Ypsilanti Freighthouse. City planners are also considering the impact of increased development pressure a train stop in Depot Town will bring.

The event starts at 1:45 p.m. on Friday at the Ypsilanti Freighthouse.

# Commuter rail showcase, John Dingell help kick off Ypsilanti Heritage Festival

By [TOM PERKINS](#) AnnArbor.com Freelance Journalist

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Two-year-old Isaac Letter checks out recently purchased passenger cars for an Ann Arbor-to-Detroit commuter rail line. Officials showed off the cars Friday at a press conference at the Ypsilanti Heritage Festival.

Tom Perkins | For AnnArbor.com

When **Susan Greenberg** graduated from **Lincoln Consolidated Schools**, she took a trip via rail to Washington, D.C., to celebrate.

Greenberg boarded that train in Ypsilanti's Depot Town.

Now, almost 60 years later, Greenberg once again got the chance to board a passenger train in Depot Town.



The interior of one of the rail cars.

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The demonstration passenger rail car she boarded is one of 23 that will be a part of the [Ann Arbor-to-Detroit commuter rail](#) that will make regular stops in Depot Town when service begins in what officials expect will be about three years.

Greenberg said she is excited to see rail return and thinks it's a service Ypsilanti and the region needs.

"Most people are finding it harder to pay for and run an automobile," she said. "Wages aren't keeping up where everyone can afford it and it helps to have rail where many people are traveling together."

A [press conference](#) Friday that showcased the recently purchased cars helped kick off the [Ypsilanti Heritage Festival](#) weekend.

Representatives from the city of Ypsilanti, Southeastern Michigan Council of Governments (SEMCOG) Washtenaw County, the Ypsilanti Visitor's and Convention Bureau, Eastern Michigan University and U.S. Rep. **John Dingell** all spoke at the event.

Ypsilanti Mayor **Paul Schreiber** reminded more than 100 attendees that as they walk around the Heritage Festival and think about Ypsilanti's past and its tie to rail, they should also consider the role rail will play in the city's future.

Specifically, he noted how Depot Town has been on an upswing since it was full of derelict buildings in the 1970s.

“Depot Town has made big strides since the 1970s and this is the next big stride,” Schreiber said.

Dingell also recalled that rail was once a central component of Ypsilanti.



U.S. Rep John Dingell speaks at the MiTrain Press Conference that showed off the newly purchased commuter rail cars.

Tom Perkins | For AnnArbor.com

“A lot of people forget that this used to be a railroad town. And it's going to be a railroad town again,” he said. “I want you to know it’s going to be a success.”

But, like several other speakers, he told the audience many challenges to making the Ann Arbor-To-Detroit rail line a success still lie ahead.

“Don’t pat yourself on the back yet. There’s still a lot more work to be done,” he said.

The purchase of the cars showcased at Friday’s event was a milestone, however. The **Michigan Department of Transportation** recently bought 23 cars from the **Chicago Metra** and refurbished them for around \$300,000 each.

SEMCOG and MDOT are now working on a multi-million-dollar effort to upgrade the tracks between Ann Arbor and Detroit to reduce travel time and improve the ability of passenger and freight trains to share the tracks.

That effort will take several years, and SEMCOG Executive Director **Paul Tait** said the organization is simultaneously working to secure more funding for the estimated \$10 million in annual operating costs.

Tait underscored the positives that the Ann Arbor-To-Detroit corridor has working for it. It holds three of the state's top 10 employers; it has 135,000 college students, four of the state's most populous cities, several health systems and a variety of sporting and entertainment venues.

'We have to be patient, but rightfully optimistic about the potential,' Tait said.

**Ypsilanti Visitors and Convention Bureau** Director Debbie Locke-Daniels, like most in Ypsilanti, is eager to see the potential of a train stop in Ypsilanti realized.

"It will bring thousands of new visitors," she said. "We already know what we have here in Depot Town, and we want many, many more people to discover it."

December 9, 2013  
2013-

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO PROVIDE GRANT FUNDING TO THE FRIENDS OF THE  
YPSILANTI FREIGHTHOUSE TO SUPPORT THE REQUIRED MATCH FOR A STATE  
HISTORIC PRESERVATION OFFICE GRANT**

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, a guiding principle of the Ypsilanti Downtown Development Authority (YDDA) is to strengthen the community's existing economic assets while expanding and diversifying its economic base and creating a welcoming business environment; and

WHEREAS, since 2004 the Friends of the Ypsilanti Freighthouse (FOYF) has been raising funds for the restoration of the Ypsilanti Freighthouse; and

WHEREAS, in that time the FOYF has raised over \$900,000 towards this goal and has completed a significant amount of structural repairs to the facility; and

WHEREAS, the FOYF estimates that there is still over \$400,000 in work left to complete the rehabilitation of the facility and open it back up to the public; and

WHEREAS, the City of Ypsilanti has identified a State Historic Preservation Office (SHPO) Grant that is available for \$60,000; and

WHEREAS, the SHPO grant would be earmarked for the installation of a required fire suppression system at the facility; and

WHEREAS, the SHPO grant requires that the FOYF and the City of Ypsilanti provide a match of \$40,000 to be eligible; and

WHEREAS, the FOYF have received other commitments of support totaling \$15,000 towards the required match; and

WHEREAS, the YDDA supports the rehabilitation of the Freighthouse and recognizes the importance of a completely rehabilitated facility for Depot Town and the greater DDA community;

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

1. the YDDA approve a granting the FOYF \$25,000 for the remainder of their required match to be eligible for the SHPO grant.

2. this commitment will be made available in installments of \$12,500 from the YDDA's 2013-14 and 2014-15 Fiscal Years.
3. all funding is contingent on the FOYF/City of Ypsilanti being approved for the SHPO grant for the amount of \$60,000.
4. this commitment will be allocated from the Depot Town TIF district reserve funds.
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:

NAYS:

ABSTAINED:

YES:            NO:            ABSENT:            VOTE: