

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, January 21, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Agenda

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 business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

I. Call to Order

II. Roll Call

Amanda Edmonds	P	A	Russ Olwell	P	A
Jessica French	P	A	Andrew O’Neal	P	A
Adam Gainsley	P	A	Richard Smith	P	A
Cisco Garcia	P	A	Mark Teachout (C)	P	A
Ben Harrington	P	A	RayVon Williams	P	A
Jelani McGadney	P	A			

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

IV. Approval of December 17, 2015 Minutes (X)* p. 3-15

V. Audience Participation (3 minutes each)

1. _____
2. _____
3. _____
4. _____
5. _____

VI. Streetscape/Spring Plantings – Cheryl Farmer

VII. Staff Report/Financial Report (X) p. 16-29

VIII. Standing Committee Reports

- Economic Restructuring & Design (X) p. 30-31
 - Downtown Surveillance Discussion
- Operations & Finance (X) p. 32-33

IX. Old Business

- Dumpster Enclosure Agreement (X)* p. 34-36

X. Proposed Business

XI. Announcements/Comments

XII. Public Participation

XIII. Next Meeting: February 18, 2015, 8:30 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 17, 2015 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Meeting Minutes

I. Call to Order: M. Teachout called the meeting to order at 8:38 am.

II. Roll Call

Amanda Edmonds	P	Russ Olwell^^	P
Jessica French	P	Andrew O’Neal	P
Adam Gainsley**	P	Richard Smith*	P
Cisco Garcia	A	Mark Teachout (C)	P
Ben Harrington	A	RayVon Williams^	P
Jelani McGadney**	P		

*arrived at 9:00

**arrived at 9:12

^departed at 9:47

^^departed at 10:00

Others in Attendance:

Rasheed Atwater, Ypsilanti Economic Dev.
John Cassino, Model Cave
Tim Colbeck, YDDA Director
John Cool, Red Rock
Cheryl Farmer, Ypsilanti resident
Dave Heikkinen, Heik’s
Kevin Hill, DAY
Joe Licavoli, SPARK East
Caitlin Malloy-Marcon, LSL Planning
Joe Meyer, Ypsilanti Economic Dev.
Eric Williams, Puffer Reds
Peter Vorhees, AECOM
Bonnie Wessler, Ypsilanti Planning

III. Approval of Agenda: J. French moved to approve the agenda as submitted. R. Williams supported the motion and it was approved unanimously.

IV. Approval of November 19, 2015 Minutes: J. French moved to approve the minutes as submitted. A. O’Neal supported the motion and it passed unanimously.

V. Audience Participation:

- D. Heikkinen expressed his concern with the DDA’s plan to no longer fund the Downtown dumpster services.
- J. Cool expressed his concern with the DDA’s plan to no longer fund the Downtown dumpster services and the importance to his business.

- J. Cassino expressed his concerns with the DDA’s plan to no longer fund the Downtown dumpster services and the communications from the DDA.
- E. Williams expressed his concerns with the DDA’s plan to no longer fund the Downtown dumpster services. He talked about the history of the program implementation and his financial support for the voluntary fee.
- C. Farmer discussed the history of the shared dumpster program and the importance to the cleanliness of the Downtown.
- K. Hill addressed some specific questions in the language of the resolution pertaining to the dumpster service. He also acknowledged the DDA’s concerns regarding the ongoing costs.
- J. Meyers introduced himself to the YDDA Board.
- B. Wessler introduced herself to the YDDA Board.
- R. Atwater introduced himself to the YDDA Board.

VI. Regional Transit Authority Update – P. Vorhees & C. Malloy-Marcon: P. Vorhees handed out an update report for the ongoing RTA master planning process. He primarily focused on the Michigan Ave. Corridor plan. He highlighted the potential options and routes connecting Detroit to Ann Arbor that would include Ypsilanti. The options contain both potential bus rapid transit and rail. He also briefly addressed the potential funding partnership the RTA may have for the AAATA. He opened the floor up for questions.

C. Farmer asked if there were any plans to make Cross St. a two way street. P. Vorhees stated that is not currently planned, but that all options would be part of ongoing discussions. He noted that possibility could open up some additional route opportunities.

A. Edmonds asked how the process is being handled as it relates to rail. She stated as mayor this is the highest priority. P. Vorhees addressed how this is being looked at and the likelihood of a blended system that makes use of both busses and trains.

A. Edmonds also asked why there appears to be a stop every mile on the bus rapid transit line when it would be duplicating services provided by the AAATA. C. Malloy-Marco and P. Vorhees noted that any new bus line would be coordinated with AAATA and they believe would just give more options to the public.

R. Olwell noted that increased connectivity to western Wayne County would greatly benefit EMU students and other youth, giving them more access to the university.

P. Vorhees noted that a strong benefit the RTA will have over the existing local transportation authorities is that if the voters pass, there will be no opt out clause for communities.

He also shared possible plans highlighting how Depot Town will be connected to the Michigan Avenue and Washtenaw routes.

VII. Staff Report/Financial Report: Staff and financial report as submitted. T. Colbeck.

VIII. Standing Committee Reports:

- **Economic Restructuring & Design:** Report as submitted.
 - **Resolution for the Ypsilanti Downtown Development Authority to Discontinue the Free Downtown Dumpster Program:** T. Colbeck gave a summary of the discussions by the committee that has lead to the recommendation to discontinue the

free dumpster service at the three downtown parking lot enclosures. He also addressed questions regarding the timeline and deliverables mentioned in the resolution.

J. McGadney moved to approve the resolution as submitted. A. O'Neal supported the motion. M. Teachout opened the floor for discussion.

R. Smith stated he believes that staff has not done enough outreach to the business owners on this or any other issue.

A. Edmonds elaborated on the budget constraints facing the DDA and how the new Intergovernmental Agreement (IGA) has made the decreased revenue to the DDA an even bigger issue.

A. O'Neal elaborated on the discussions at the committee meetings and stated that we are allowing for six months for the affected businesses to work on an alternate plan which he feels is an acceptable amount of time.

A. Gainsley stated he supports this move as long as it is implemented in a highly coordinated effort with the businesses and property owners.

J. Cool stated that the volunteer pay participation does work but that if it were mandatory fee he would support paying for service.

E. Williams stated that the DDA needs to clearly explain the DDA's budgetary concerns and firmly stating the need for the businesses to step up to preserve the services.

C. Farmer acknowledged that it is probably the right time to transition how the services are being paid for.

A. O'Neal acknowledged that the DDA could increase our outreach, but he also noted that the business owners need to make more of an effort to participate with the DDA on this and other opportunities.

R. Smith again noted his belief that the Executive Director has not been communicating with the public. He also stated that he has had many suggestions made in the past ignored by the director.

J. McGadney called for a point of order to bring the discussion back to the resolution and not the Executive Directors performance.

R. Smith again stated he wants staff to do more to communicate with the public and that he would like to extend the DDA's funding of services for one year, which he believes we have the revenue to support. He moved to table the resolution for one month to bring back some alternative options other than the discontinuation of funding. J. French supported his motion and a roll call vote was taken:

Ayes: R. Smith

Nays: A. Edmonds, J. French, A. Gainsley, J. McGadney, A. O'Neal, and M. Teachout

The motion to table failed on a 1-6 vote.

A. Gainsley requested a friendly amendment to the resolution under item #5 that would clearly express that the potentially affected stake holders would be actively engaged in

the planning for any new agreement to use the enclosures and pay for services collaboratively. The amendment was agreed to by consent.

A roll call vote was taken:

Ayes: A. Edmonds, J. French, A. Gainsley, J. McGadney, A. O'Neal, and M. Teachout
Nays: R. Smith

The motion passed by a 6-1 vote.

- **Resolution to Approve the Award of a YDDA Building Rehabilitation Grant for 10 S. Huron:** J. French moved to approve the resolution as submitted. M. Teachout supported the motion and opened the floor for discussion.

T. Colbeck addressed how much funding has been earmarked from the budget line item to date and what is currently available by district.

The board engaged in discussion of the program funding and the appropriateness of this request. A. O'Neal stated that the committee reviewed the application and recommended the grant amount based on precedent. There was further discussion on how funds should be allocated, using the ELG grant support across districts first then the TIF funds as appropriate by district.

A. Edmonds requested a friendly amendment to the resolution under item #2 stating that \$2,000 of the total \$4,000 being awarded come specifically from the less restricted ELG funds. J. French accepted this amendment. A voice vote was taken and resolution was approved unanimously.

- **Operations & Finance:** Report as submitted.
 - **Board Retreat:** T. Colbeck shared the committee's proposal for when to hold the next board retreat and what topics it should cover. The board agreed generally that February would make the best month to schedule and on the topics.

A. Edmonds requested that the structure be amended slightly. She would like for the first item of the retreat be a deep dive into the DDA's strategic plan/Vision and Values statement. She would then like the detailed budget review evaluating how the DDA's expenses fit with its plan and vision.

She agreed that we should bring in an outside facilitator and recommended Diana Wong/Sensei Change. She asked the director to conduct a google poll with the board members to determine the best day and time to schedule the retreat.
 - **Resolution to Provide \$5,000 to Support the Ypsilanti Area Wayfinding Program:** J. McGadney moved to approve the resolution as submitted. J. French supported the motion and it was approved unanimously.
 - **Resolution to Award YDDA Marketing Grant to the Ypsilanti Coffee Showcase for the Pour Over Ypsi Event:** T. Colbeck addressed the timing of the board review of the request to support the event after it has passed. He stated that the Operations & Finance Committee recommended we support the request for future events, which he has confirmed. He noted that the resolution specifically notes that if approved the applicant can't come back with another request for support during the fiscal year.

J. French moved to approve the resolution as submitted. A. O'Neal supported the motion and it was approved unanimously.

IX. Old Business:

- **2016 meeting schedule:** T. Colbeck shared the proposed meeting schedule for next year. He noted that the responses to a recent google survey indicated that we should make no changes to the schedule. He did note that there was a suggestion to piggyback the Economic Restructuring & Design Committee meeting to the monthly board meeting so that board members would only have to commit one day a month for meetings. He then stated that the committee meetings can be more flexible based on the majority input of the committee members.

X. Proposed Business:

- R. Smith wanted to know why there wasn't discussion of his proposals to have the director create a DDA postcard introducing us to interested parties to be left at area businesses and the provision of DDA board member business cards.

T. Colbeck reported that the postcard will be on the January Operations & Finance Committee meeting agenda and the business cards were reviewed at the December committee meeting and the committee did not recommend moving that item forward because they did not believe that providing business cards to board members would necessarily increase their outreach efforts and therefore the costs associated with this would not produce a valuable outcome.

R. Smith suggested that the business card discussion was specifically rushed through before he came to the meeting so that he could not support. He again referenced his belief that the director was ignoring his suggestions.

A. Gainsley noted that R. Smith was late for the meeting and the committee did fully discuss the item.

A. Edmonds noted that Growing Hope has in the past provided generic business cards to its board members that do not include specific names and contact info, but the organization name and contact info with an opportunity for board members write their own specifics if they chose. She noted by doing this the cards would never be out of date. T. Colbeck will bring this back to committee to consider.

XI. Announcements/Comments:

- T. Colbeck announced to the board that he has notified M. Teachout and A. Edmonds of his resignation as Executive Director effective Friday, January 15, 2016.

XII. Public Participation: none.

XIII. Adjourn: The meeting was adjourned at 11:15 am.

XIV. Next Meeting: January 21, 2016, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

December 17, 2015
2015-36

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION FOR THE YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY
TO DISCONTINUE THE FREE DOWNTOWN DUMPSTER PROGRAM**

The following preamble and resolution were offered by Member J. McGadney and supported by Member A. O'Neal.

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, in April 2013 the YDDA entered into a new contractual agreement with Republic Services to provide solid waste and recycling services for the three DDA owned Downtown Dumpster Enclosures, the contract was for three years and will expire on March 30, 2016; and

WHEREAS, at the October 23, 2013 YDDA Board meeting the Board approved a resolution approving billing rates for a voluntary public-private Downtown Dumpster Partnership Program and directed staff to issue invoices and bring back the Board to evaluate the success of the program annually; and

WHEREAS, in July 2014 staff mailed out 61 invoices requesting businesses to voluntarily contribute for the use of the Downtown Dumpster Enclosures with a goal of raising \$7,691 in private funds to help preserve the program; and

WHEREASE, the YDDA received responses from only 16 businesses for a total of \$2,242.70; and

WHEREAS, in September 2015 a second round of voluntary fee invoices was sent to 72 businesses with a goal of raising \$13,950 to support the continuation of the program; and

WHEREAS, as of December 2015 we have received only 11 responses totaling \$1,553.50;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The YDDA discontinue the free Downtown Dumpster Program effective at the start of the next fiscal year beginning on July 1, 2016.
2. The YDDA notify the downtown community of the discontinuation of this free service and begin working with the business community to implement an alternative plan for solid waste and cardboard recycling services for the affected businesses.
3. The YDDA agree to allow the public to continue to use the DDA constructed and owned enclosures in the S. Huron, N. Huron and N. Adams parking lots for privately provided dumpster services.
4. The YDDA will in perpetuity maintain the physical infrastructure of the dumpster enclosures, not including regular cleaning of the enclosures caused by the use of private dumpsters.
5. The YDDA will engage all of the stakeholders in the development of a formal policy and agreement to partner with private entities for the use of the enclosures specifically outlining each party's commitment and responsibility to maintain the structures and the adjacent areas in clean and safe conditions by the end of January 2016.
6. The YDDA staff will coordinate with our service provider and community participants to ensure a smooth and orderly transition of the service contract(s).
7. 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, J. French, A. Gainsley, J. McGadney, A. O'Neal, and M. Teachout

NAYS: R. Smith

ABSTAINED: none

YES: 6 NO: 1 ABSENT: 4 VOTE: affirmed

December 17, 2015
2015-37

**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 10 S. HURON**

The following preamble and resolution were offered by Member J. French and supported by Member M. Teachout.

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 2015-16 fiscal year; and

WHEREAS, the YDDA has allocated a matching \$15,000 for the Building Rehabilitation and Façade Grant Program in the FY 2015-16 budget; and

WHEREAS, the YDDA has received a grant request from Jeffery Kuhns for the rehabilitation of the above referenced address that would include: tear off and replace the existing roof including all flashing and gutters; 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;

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 \$4,000 with \$2,000 of the award being funded with the non-restricted ELG funds.
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, J. French, A. Gainsley, J. McGadney, A. O'Neal, R. Smith, and M. Teachout

NAYS: none

ABSTAINED: none

YES: 7 NO: 0 ABSENT: 4 VOTE: affirmed

December 17, 2015
2015-38

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO PROVIDE \$5,000 TO SUPPORT THE YPSILANTI AREA
WAYFINDING PROGRAM**

The following preamble and resolution were offered by Member J. McGadney and supported by Member J. French.

WHEREAS, the Ypsilanti DDA (YDDA) is dedicated to ensuring the physical environment in each of the DDA's districts are attractive, inviting, and well maintained; and

WHEREAS, the YDDA's districts are highly accessible year round to residents, businesses, and visitors via multiple forms of transportation; and

WHEREAS, beginning in 2013 YDDA staff has been participating on a Ypsilanti Area Wayfinding committee along with members of the YACVB, ELG, City, and Township to develop a design and implementation plan for a comprehensive and unifying wayfinding system for the greater Ypsilanti Area; and

WHEREAS, the YACVB and ELG have begun to receive financial commitments from various community partners to begin the implementation of the first phase of the Ypsilanti Area Wayfinding Program; and

WHEREAS, representatives from the YACVB and ELG presented a formal request for funding support to the YDDA at our November 9, 2016 meeting; and

WHEREAS, the YDDA Board previously had earmarked \$5,000 in both the 2014/15 and 2015/16 fiscal year for the Wayfinding budget line item; and

WHEREAS, these funds were not expended in 2014/15 and were removed from the current 2015/16 budget without being committed; and

WHEREAS, the YDDA's Operation & Finance Committee have considered the request and encourage the YDDA Board to re-allocate the Wayfinding budget line item;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The YDDA approve a financial commitment for the implementation of the Ypsilanti Area Wayfinding Program in the amount \$5,000 for the 2015/16 fiscal year.
2. The funding be earmarked under the Wayfinding budget line item and be allocated from each of the DDA TIF district's revenues using the standard percentage breakdown by district.

3. Our funding support be specifically earmarked to the installation of new signage for area parking lots.
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, J. French, A. Gainsley, J. McGadney, A. O'Neal, R. Smith, & M. Teachout

NAYS: none

ABSTAINED: none

YES: 7 NO: 0 ABSENT: 4 VOTE: affirmed

December 17, 2015
2015-39

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AWARD YDDA MARKETING GRANT TO THE YPSILANTI
COFFEE SHOWCASE FOR THE POUR OVER YPSI EVENT**

The following preamble and resolution were offered by Member J. French and supported by Member A. O'Neal.

WHEREAS, in its Vision, Values, and Outcomes statement the Ypsilanti Downtown Development Authority (YDDA) has identified as a desired outcome that the DDA districts attract a diversity of businesses, visitors, and residents for retail, services, and events/experiences; and

WHEREAS, on December 18, 2014 the YDDA Board adopted a formal marketing and promotion grant application form and policy to support small events that support one or more of the DDA districts; and

WHEREAS, in November 2015 we received a request for support from the Ypsilanti Coffee Showcase for their Pour Over Ypsi event; and

WHEREAS, the successful event was held on December 6, 2015 and the event coordinators have already committed to make this an annual event and to list the YDDA as one of their sponsors;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA will provide a \$300 Marketing and Promotion Grant to the Ypsilanti Coffee Showcase.
2. The grant will be used to support the production of marketing materials for future events.
3. The applicant will not be eligible for a second request for the 2015/16 fiscal year.
4. The award of the grant will be earmarked from the Special Event line item of the 2015/16 budget and allocated from the Depot Town TIF.
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, J. French, A. Gainsley, J. McGadney, A. O'Neal, R. Smith, & M. Teachout

NAYS: none

ABSTAINED: none

YES: 7 NO: 0 ABSENT: 4 VOTE: affirmed

City of Ypsilanti DDA Staff Report – January 2016

City of Ypsilanti Coordination: Working with the Finance Department I filed our annual Municipal Finance Qualifying Statements with the Michigan Department of the Treasury.

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 spoke with a person looking for retail space for a possible small clothing store specializing in custom t-shirts and hoodies in the DDA. We reviewed the available property lists for possible matches. We also discussed creating a business plan and I referred him the MI-SBDC.
- I spoke with Peter Vorhees who was looking for small office space in the DDA for his wife. We reviewed the available property lists for possible matches.
- I visited Encuentro Latino Restaurant and shared info on the DDA and the façade grant program.
- I visited Wagon Trail Home Décor and shared info on the DDA and the façade grant program.
- I spoke Corinne Sikorski about available office space she has available and researched some items for her to help market.
- I've continued to work with Will Hathaway of the Riverside Arts Center to ensure ongoing communication between our two organizations and identifying opportunities to support each other. I coordinated a significant graffiti removal of the building with him.
- I have begun working with various City staff to help with the transition with my upcoming departure.
- I attended the ELG Spring Summit

Downtown Dumpster Management: I continue to monitor the enclosures to ensure their proper use and maintenance. I regularly perform basic maintenance of the enclosures including picking up excess debris.

I am still working with our representative from Allied-Republic to coordinate an extension of the current contract set to expire for at least three more months to take us through the fiscal year.

I prepared a draft dumpster enclosure agreement that would allow private partners to continue to use our enclosures after July 1st and outlines responsibilities for each party.

Board and Committee Meetings Support: I continued 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.

Press/Communications: I continue to update the YDDA/Downtown Ypsilanti Facebook page with good news, positive stories, and new business and event announcements.

I was interviewed by WEMU and MLive regarding my announced resignation. I addressed the DDA's ongoing successes.

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

I continue to monitor and update both the DDA business directory and available properties list.

YDDA Bookkeeping, Budget Maintenance, and Other DDA Business: I continue to process all of our incoming invoices as well as track the monthly revenue and expense reports. I also continued to process payroll and track hours for the DDA with the City's Fiscal Services Department.

I have begun working with Diana Wong of Sensei Change to plan for the annual board retreat. I created a doodle poll to help select the best possible date with the board members.

I have been soliciting for bids to repair the Depot Town Clock.

Streetscape Maintenance: I continued to monitor our maintenance contractors to ensure all work being done according to all agreements.

December 2015 DDA Check Register

Revenue	Amount					
Parking Fees	\$2,400.00					
YCUA Reimbursement	\$6,587.13					
Holiday Décor Reimbursement	\$2,000.00					
Dumpster Fees	\$212.85					
TOTAL	\$11,199.98					
EXPENSES						
	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN	LINE ITEM	DESCRIPTION
Staples	\$80.85	\$4.04	\$21.02	\$55.79	Office Supplies	Office Supplies
National Main Street Center	\$250.00	\$12.50	\$65.00	\$172.50	Membership & Dues	Main Street Membership
Mishigama Craft Brewing	\$2,500.00	\$0.00	\$0.00	\$2,500.00	Façade Grant	Façade Grant Ypsi Ale House
Heritage Appraisal Service	\$4,000.00	\$0.00	\$0.00	\$4,000.00	Building Rehab Grant	Rehab Grant 10 S. Huron
Downtown Assoc. of Ypsi	\$239.40	\$0.00	\$0.00	\$239.40	Holiday Lighting & Maint	Holiday Light Reimburse
Mishigama Craft Brewing	\$10,000.00	\$0.00	\$0.00	\$10,000.00	Building Rehab Grant	Rehab Grant Ypsi Ale House
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
City of Ypsilanti	\$6,250.00	\$0.00	\$0.00	\$6,250.00	TIF Projects	Mich. Ave. Mid Block Cross
Comcast	\$69.95	\$0.00	\$0.00	\$69.95	TIF Projects	WIFI N. Adams Lot
Comcast	\$69.95	\$0.00	\$0.00	\$69.95	TIF Projects	WIFI N. Huron Lot
Comcast	\$69.95	\$0.00	\$0.00	\$69.95	TIF Projects	WIFI S. Huron Lot
Federal Express	\$49.64	\$0.00	\$0.00	\$49.64	Streetscape Maintenance	Shipping for Brick Pavers
Green Hills	\$96.00	\$0.00	\$0.00	\$96.00	Streetscape Maintenance	Snow Removal RAC Lot
Republic Services	\$1,507.39	\$0.00	\$0.00	\$1,507.39	Waste Management	Dec. 2015 Dumpsters
YACVB	\$5,000.00	\$250.00	\$1,300.00	\$3,450.00	Wayfinding Citywide	Wayfinding Support 2015-16
Trillium Diversified Services	\$1,470.00	\$0.00	\$0.00	\$1,470.00	Streetscape Maintenance	Graffiti Removal
TOTAL	\$31,903.13	\$266.54	\$1,386.02	\$30,250.57		

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

275-DEPOT TOWN DDA
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

REVENUE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
REVENUE SUMMARY						
DTDA W CROSS OPERATING	7,886	7,936	18.79	6,805.13	1,130.87	14.25
DTDA W CROSS TIF	42,824	42,349	0.00	5,000.00	37,349.00	88.19
DTDA E CROSS OPERATING	6,776	10,394	0.00	5,697.16	4,696.84	45.19
DTDA E CROSS TIF	78,400	87,345	0.00	5,000.00	82,345.00	94.28
TOTAL REVENUES	135,886	148,024	18.79	22,502.29	125,521.71	84.80
	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPERATING	5,270	2,000	16.00	5,254.05 (3,254.05)	162.70-
DTDA W CROSS TIF	42,824	42,349	172.67	15,968.62	26,380.38	62.29
DTDA E CROSS OPERATING	6,022	10,394	83.20	3,604.19	6,789.81	65.32
DTDA E CROSS TIF	62,922	83,680	897.91	37,064.41	46,615.59	55.71
TOTAL EXPENDITURES	117,038	138,423	1,169.78	61,891.27	76,531.73	55.29
	=====	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	18,848	9,601 (1,150.99) (39,388.98)	48,989.98	510.26
	=====	=====	=====	=====	=====	=====

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 58.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
----------	-----------------	----------------	-----------------	----------------------	------------------	--------------------

DTDA W CROSS OPERATING
 =====

REVENUES						
275-4-7270-402-00 CURRENT PROPERTY TAXES	7,075	7,108	18.43	6,529.30	578.70	8.14
275-4-7270-402-05 PERSONAL PROP TAX REIMBURSE	122	122	0.00	0.00	122.00	100.00
275-4-7270-420-01 DELINQUENT PROPERTY TAXES	85	85	0.00	0.00	85.00	100.00
275-4-7270-445-02 INTEREST ON CURRENT TAXES	20	20	0.36	1.78	18.22	91.10
275-4-7270-445-05 INTEREST ON DELINQUENT TAXES	1	1	0.00	0.00	1.00	100.00
275-4-7270-664-00 INTEREST EARNINGS	583	600	0.00	274.05	325.95	54.33
TOTAL REVENUES	7,886	7,936	18.79	6,805.13	1,130.87	14.25

TOTAL DTDA W CROSS OPERATING	7,886	7,936	18.79	6,805.13	1,130.87	14.25
------------------------------	-------	-------	-------	----------	----------	-------

DTDA W CROSS TIF
 =====

REVENUES						
275-4-7271-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	3,407	0.00	0.00	3,407.00	100.00
275-4-7271-439-02 CURRENT TIFA TAXES-WEST CROSS	6,504	7,224	0.00	0.00	7,224.00	100.00
275-4-7271-439-05 PERSONAL PROP TIF REIMBURSE	2,819	0	0.00	0.00	0.00	0.00
275-4-7271-674-43 WASH CO. BLDG REHAB/fFACADE	5,000	5,000	0.00	5,000.00	0.00	0.00
275-4-7271-699-92 APPROPRIATION FUND BALANCE-TIF	28,501	26,718	0.00	0.00	26,718.00	100.00
TOTAL REVENUES	42,824	42,349	0.00	5,000.00	37,349.00	88.19

TOTAL DTDA W CROSS TIF	42,824	42,349	0.00	5,000.00	37,349.00	88.19
------------------------	--------	--------	------	----------	-----------	-------

DTDA E CROSS OPERATING
 =====

REVENUES						
275-4-7290-402-00 CURRENT PROPERTY TAXES	6,128	6,277	0.00	5,510.71	766.29	12.21
275-4-7290-402-05 PERSONAL PROP TX REIMBURSE	143	143	0.00	0.00	143.00	100.00
275-4-7290-445-02 INTEREST ON CURRENT TAXES	5	10	0.00	5.48	4.52	45.20
275-4-7290-664-00 INTEREST EARNINGS	500	500	0.00	180.97	319.03	63.81
275-4-7290-699-91 APPROPRIATIONS FUND BALANCE	0	3,464	0.00	0.00	3,464.00	100.00
TOTAL REVENUES	6,776	10,394	0.00	5,697.16	4,696.84	45.19

TOTAL DTDA E CROSS OPERATING	6,776	10,394	0.00	5,697.16	4,696.84	45.19
------------------------------	-------	--------	------	----------	----------	-------

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 58.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DTDA E CROSS TIF =====						
REVENUES						
275-4-7291-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	9,254	0.00	0.00	9,254.00	100.00
275-4-7291-439-01 CURRENT TIFA TAXES	70,104	73,091	0.00	0.00	73,091.00	100.00
275-4-7291-439-05 PERSONAP PROP TIF REIMBURSE	3,296	0	0.00	0.00	0.00	0.00
275-4-7291-674-43 WASH CO. BLDG REHAB GRANT	5,000	5,000	0.00	5,000.00	0.00	0.00
TOTAL REVENUES	78,400	87,345	0.00	5,000.00	82,345.00	94.28
<hr/>						
TOTAL DTDA E CROSS TIF	78,400	87,345	0.00	5,000.00	82,345.00	94.28
<hr/>						
TOTAL REVENUES	135,886	148,024	18.79	22,502.29	125,521.71	84.80
	=====	=====	=====	=====	=====	=====

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
---------------------------	-----------------	----------------	----------------------	---------------------------	------------------	--------------------

DTDA W CROSS OPERATING
 =====

EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7270-728-00 OFFICE SUPPLIES	175	63	0.00	17.40	45.60	72.38
275-7-7270-730-00 POSTAGE	28	10	0.00	0.00	10.00	100.00
275-7-7270-757-00 OPERATING SUPPLIES	67	24	0.00	0.00	24.00	100.00
275-7-7270-807-00 AUDIT FEES	344	123	0.00	0.00	123.00	100.00
275-7-7270-818-00 CONTRACTUAL SERVICES	2,231	933	0.00	4,853.91 (3,920.91)	420.25-
275-7-7270-822-10 GENERAL LIABILITY	487	183	0.00	0.00	183.00	100.00
275-7-7270-826-10 LEGAL SERVICES	490	193	0.00	160.00	33.00	17.10
275-7-7270-853-00 TELEPHONE	127	45	0.00	43.17	1.83	4.07
275-7-7270-864-01 CONFERENCES AND WORKSHOPS	140	50	0.00	0.00	50.00	100.00
275-7-7270-900-00 PRINTING AND PUBLISHING	350	125	1.00	24.57	100.43	80.34
275-7-7270-940-00 RENT	658	197	15.00	105.00	92.00	46.70
275-7-7270-957-00 BOOKS AND MAGAZINES	21	8	0.00	0.00	8.00	100.00
275-7-7270-958-00 MEMBERSHIPS AND DUES	152	46	0.00	50.00 (4.00)	8.70-
TOTAL EXPENDITURES	5,270	2,000	16.00	5,254.05 (3,254.05)	162.70-

TOTAL DTDA W CROSS OPERATING	5,270	2,000	16.00	5,254.05 (3,254.05)	162.70-
------------------------------	-------	-------	-------	------------	-----------	---------

DTDA W CROSS TIF
 =====

EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7271-706-00 PERMANENT WAGES-SALARIES	7,740	2,867	0.00	1,466.99	1,400.01	48.83
275-7-7271-706-07 PERMANENT WAGES-POLICE PATROL	5,752	2,054	0.00	0.00	2,054.00	100.00
275-7-7271-706-10 PART TIME WAGES	3,312	0	0.00	0.00	0.00	0.00
275-7-7271-707-00 TEMPORARY WAGES	0	1,183	0.00	60.48	1,122.52	94.89
275-7-7271-714-02 WORKER'S COMPENSATION	118	92	0.00	24.35	67.65	73.53
275-7-7271-714-05 SOCIAL SECURITY & MEDICARE	899	467	0.00	122.79	344.21	73.71
275-7-7271-714-07 20% HEALTH CARE PREMIUM (446)	0	0.00	0.00	0.00	0.00
275-7-7271-714-08 HEALTH CARE COSTS - BLUE CROSS	1,931	0	0.00	0.71 (0.71)	0.00
275-7-7271-714-10 BASIC CLAIMS	0	0	0.00 (11.01)	11.01	0.00
275-7-7271-714-12 BASIC FEES	13	9	0.00	4.05	4.95	55.00
275-7-7271-714-13 EHIM WRAP CLAIMS	269	0	0.00	0.00	0.00	0.00
275-7-7271-714-14 EHIM WRAP FEES	32	0	0.00	0.00	0.00	0.00
275-7-7271-714-15 EHIM SCRIPTS	285	0	0.00	0.00	0.00	0.00
275-7-7271-714-16 HEALTH CARE WAIVERS	700	125	0.00	125.00	0.00	0.00
275-7-7271-714-17 DENTAL	424	48	0.00	116.22 (68.22)	142.13-
275-7-7271-714-18 OPTICAL	181	4	0.00	1.98	2.02	50.50
275-7-7271-714-19 LIFE INSURANCE	50	17	0.00	14.80	2.20	12.94
275-7-7271-714-22 LONG TERM DISABILITY	56	18	1.48	13.03	4.97	27.61
275-7-7271-714-24 HEALTH CARE SAVINGS PLAN	252	0	0.00	0.00	0.00	0.00
275-7-7271-818-00 CONTRACTUAL SERVICES	0	5,752	171.19	1,198.34	4,553.66	79.17
275-7-7271-820-00 TIF - WEST CROSS DEV AREA	871	6,908	0.00	0.00	6,908.00	100.00
275-7-7271-820-02 STREETSCAPE MAINTENANCE	3,605	3,605	0.00	1,778.39	1,826.61	50.67

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7271-820-04 SEASONAL PLANTING	350	350	0.00	0.00	350.00	100.00
275-7-7271-820-05 PEDESTRIAN TRASH COLLECTION	3,200	3,200	0.00	0.00	3,200.00	100.00
275-7-7271-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,000	250	0.00	0.00	250.00	100.00
275-7-7271-820-08 WAYFINDING CITYWIDE	700	0	0.00	0.00	0.00	0.00
275-7-7271-920-00 UTILITIES-DTE ELECTRICAL BILL	280	0	0.00	0.00	0.00	0.00
275-7-7271-965-05 SPECIAL EVENT CONTRIBUTION	0	400	0.00	0.00	400.00	100.00
275-7-7271-965-06 FACADE PROG. CONT TO BLD-TIF	1,250	5,000	0.00	0.00	5,000.00	100.00
275-7-7271-965-10 AA SPARK CONTRIBUTION	0	0	0.00	50.00 (50.00)	0.00
275-7-7271-971-27 WASH. CO BLDG REHAB GRANT	10,000	10,000	0.00	11,002.50 (1,002.50)	10.03-
TOTAL EXPENDITURES	42,824	42,349	172.67	15,968.62	26,380.38	62.29

TOTAL DTDA W CROSS TIF	42,824	42,349	172.67	15,968.62	26,380.38	62.29
------------------------	--------	--------	--------	-----------	-----------	-------

DTDA E CROSS OPERATING

=====

EXPENDITURES

275-7-7290-728-00 OFFICE SUPPLIES	200	325	0.00	90.46	234.54	72.17
275-7-7290-730-00 POSTAGE	32	52	0.00	0.00	52.00	100.00
275-7-7290-757-00 OPERATING SUPPLIES	76	124	0.00	0.00	124.00	100.00
275-7-7290-807-00 AUDIT FEES	394	640	0.00	758.00 (118.00)	18.44-
275-7-7290-818-00 CONTRACTUAL SERVICES	2,550	4,854	0.00	933.44	3,920.56	80.77
275-7-7290-822-10 GENERAL LIABILITY	556	953	0.00	0.00	953.00	100.00
275-7-7290-826-10 LEGAL SERVICES	560	1,001	0.00	832.00	169.00	16.88
275-7-7290-853-00 TELEPHONE	144	235	0.00	56.48	178.52	75.97
275-7-7290-864-01 CONFERENCES AND WORKSHOPS	160	260	0.00	0.00	260.00	100.00
275-7-7290-900-00 PRINTING AND PUBLISHING	400	650	5.20	127.81	522.19	80.34
275-7-7290-940-00 RENT	752	1,022	78.00	546.00	476.00	46.58
275-7-7290-957-00 BOOK MAGAZINES AND PERIODAL	24	39	0.00	0.00	39.00	100.00
275-7-7290-958-00 MEMBERSHIPS AND DUES	174	239	0.00	260.00 (21.00)	8.79-
TOTAL EXPENDITURES	6,022	10,394	83.20	3,604.19	6,789.81	65.32

TOTAL DTDA E CROSS OPERATING	6,022	10,394	83.20	3,604.19	6,789.81	65.32
------------------------------	-------	--------	-------	----------	----------	-------

DTDA E CROSS TIF

=====

EXPENDITURES

275-7-7291-706-00 PERMANENT WAGES - SALARIES	8,846	14,910	0.00	7,628.63	7,281.37	48.84
275-7-7291-706-07 PERMANENT WAGES-POLICE PATROL	6,574	10,682	0.00	0.00	10,682.00	100.00
275-7-7291-706-10 PART TIME WAGES	3,786	0	0.00	0.00	0.00	0.00
275-7-7291-707-00 TEMPORARY WAGES	0	6,151	0.00	314.50	5,836.50	94.89
275-7-7291-714-02 WORKER'S COMPENSATION	134	476	0.00	126.95	349.05	73.33
275-7-7291-714-05 SOCIAL SECURITY & MEDICARE	1,028	2,428	0.00	637.88	1,790.12	73.73
275-7-7291-714-07 20% HEALTH CARE PREMIUM (509)	0	0.00	0.00	0.00	0.00
275-7-7291-714-08 HEALTH CARE COSTS - BLUE CROSS	2,206	0	0.00	0.81 (0.81)	0.00
275-7-7291-714-10 BASIC CLAIMS	0	0	0.00 (57.58)	57.58	0.00
275-7-7291-714-12 BASIC FEES	14	49	0.00	12.33	36.67	74.84

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7291-714-13 EHIM WRAP CLAIMS	307	0	0.00	0.00	0.00	0.00
275-7-7291-714-14 EHIM WRAP FEES	37	0	0.00	0.00	0.00	0.00
275-7-7291-714-15 EHIM SCRIPTS	325	0	0.00	0.00	0.00	0.00
275-7-7291-714-16 HEALTH CARE WAIVERS	800	650	0.00	650.00	0.00	0.00
275-7-7291-714-17 DENTAL	485	250	0.00	209.22	40.78	16.31
275-7-7291-714-18 OPTICAL	207	19	0.00	2.26	16.74	88.11
275-7-7291-714-19 LIFE INSURANCE	58	86	0.00	16.88	69.12	80.37
275-7-7291-714-22 LONG TERM DISABILITY	64	92	7.71	51.00	41.00	44.57
275-7-7291-714-24 HEALTH CARE SAVINGS PLAN	288	0	0.00	0.00	0.00	0.00
275-7-7291-818-00 CONTRACTUAL SERVICES	0	6,574	890.20	6,231.39	342.61	5.21
275-7-7291-820-02 STREETScape MAINTENANCE	4,378	4,378	0.00	2,159.51	2,218.49	50.67
275-7-7291-820-04 SEASONAL PLANTING	400	425	0.00	0.00	425.00	100.00
275-7-7291-820-05 PEDESTRIAL TRASH COLLECTION	8,400	8,400	0.00	0.00	8,400.00	100.00
275-7-7291-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,250	1,300	0.00	1,353.36 (53.36)	4.10-
275-7-7291-820-08 WAYFINDING CITYWIDE	800	0	0.00	0.00	0.00	0.00
275-7-7291-940-01 RAIL FENCE LEASE	244	244	0.00	0.00	244.00	100.00
275-7-7291-965-05 SPECIAL EVENT CONTRIBUTION	0	400	0.00	0.00	400.00	100.00
275-7-7291-965-06 FACADE PROG. CONT TO BLD-TIF	1,250	5,000	0.00	0.00	5,000.00	100.00
275-7-7291-965-10 AA SPARK CONTRIBUTION	0	0	0.00	260.00 (260.00)	0.00
275-7-7291-971-27 WASH CO. BLDG REHAB GRANT	10,000	10,000	0.00	0.00	10,000.00	100.00
275-7-7291-974-01 TIF PROJECTS	996	612	0.00	10,589.19 (9,977.19)	1,630.26-
275-7-7291-991-00 PRINCIPAL ENDS 12/28/2015	10,080	10,080	0.00	6,792.46	3,287.54	32.61
275-7-7291-995-00 INTEREST	474	474	0.00	85.62	388.38	81.94
TOTAL EXPENDITURES	62,922	83,680	897.91	37,064.41	46,615.59	55.71
TOTAL DTDA E CROSS TIF	62,922	83,680	897.91	37,064.41	46,615.59	55.71
TOTAL EXPENDITURES	117,038	138,423	1,169.78	61,891.27	76,531.73	55.29
REVENUES OVER/(UNDER) EXPENDITURES	18,848	9,601 (1,150.99) (39,388.98)	48,989.98	510.26

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

413-DOWNTOWN DEV AUTH
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

REVENUE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
REVENUE SUMMARY						
DOWNTOWN DA OPERATING	35,640	49,771	2,144.51	35,423.16	14,347.84	28.83
DOWNTOWN DA TIF	257,711	292,987	0.00	0.00	292,987.00	100.00
DOWNTOWN DA OTHER	5,000	5,000	0.00	5,000.00	0.00	0.00
TOTAL REVENUES	298,351	347,758	2,144.51	40,423.16	307,334.84	88.38
	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING	26,120	27,584	220.80	24,438.56	3,145.44	11.40
DOWNTOWN DA TIF	257,711	292,986	2,382.89	125,157.98	167,828.02	57.28
DOWNTOWN DA OTHER	5,000	5,000	0.00	0.00	5,000.00	100.00
TOTAL EXPENDITURES	288,831	325,570	2,603.69	149,596.54	175,973.46	54.05
	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	9,520	22,188	(459.18)	(109,173.38)	131,361.38	592.04
	=====	=====	=====	=====	=====	=====

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 58.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING =====						
REVENUES						
413-4-7230-402-00 CURRENT PROPERTY TAXES	25,350	25,431	338.19	21,621.07	3,809.93	14.98
413-4-7230-402-05 PERSONAL PROP TAX REIMBURSE	885	885	0.00	0.00	885.00	100.00
413-4-7230-420-01 DELINQUENT PROPERTY TAXES	1,200	1,200	0.00	0.00	1,200.00	100.00
413-4-7230-445-02 INTEREST ON CURRENT TAXES	100	100	6.32	20.54	79.46	79.46
413-4-7230-445-05 INTEREST ON DELINQUENT TAXES	5	5	0.00	0.00	5.00	100.00
413-4-7230-462-01 DOWNTOWN PARKING PERMITS	7,200	7,200	1,800.00	4,300.00	2,900.00	40.28
413-4-7230-664-00 INTEREST EARNINGS	900	1,000	0.00	322.35	677.65	67.77
413-4-7230-694-01 MISCELLANEOUS REVENUE	0	13,950	0.00	9,159.20	4,790.80	34.34
TOTAL REVENUES	35,640	49,771	2,144.51	35,423.16	14,347.84	28.83
TOTAL DOWNTOWN DA OPERATING	35,640	49,771	2,144.51	35,423.16	14,347.84	28.83
DOWNTOWN DA TIF =====						
REVENUES						
413-4-7231-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	16,085	0.00	0.00	16,085.00	100.00
413-4-7231-439-01 CURRENT TIFA TAXES	178,847	183,255	0.00	0.00	183,255.00	100.00
413-4-7231-439-03 PERSONAL PROP TIF REIMBURSE	16,085	0	0.00	0.00	0.00	0.00
413-4-7231-699-92 APPROPRIATION FUND BALANCE-TIF	62,779	93,647	0.00	0.00	93,647.00	100.00
TOTAL REVENUES	257,711	292,987	0.00	0.00	292,987.00	100.00
TOTAL DOWNTOWN DA TIF	257,711	292,987	0.00	0.00	292,987.00	100.00
DOWNTOWN DA OTHER =====						
REVENUES						
413-4-7232-674-43 MSHDA ELG FACADE GRANT	5,000	5,000	0.00	5,000.00	0.00	0.00
TOTAL REVENUES	5,000	5,000	0.00	5,000.00	0.00	0.00
TOTAL DOWNTOWN DA OTHER	5,000	5,000	0.00	5,000.00	0.00	0.00
DOWNTOWN WATER ST =====						
REVENUES						
TOTAL REVENUES	298,351	347,758	2,144.51	40,423.16	307,334.84	88.38

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING						
=====						
EXPENDITURES						
413-7-7230-728-00 OFFICE SUPPLIES	875	863	0.00	240.13	622.87	72.17
413-7-7230-730-00 POSTAGE	140	138	0.00	0.00	138.00	100.00
413-7-7230-757-00 OPERATING SUPPLIES	332	328	0.00	0.00	328.00	100.00
413-7-7230-807-00 AUDIT FEES	1,722	1,697	0.00	1,518.00	179.00	10.55
413-7-7230-818-00 CONTRACTUAL SERVICES	11,157	12,882	0.00	12,881.53	0.47	0.00
413-7-7230-822-10 GENERAL LIABILITY	2,623	2,530	0.00	4,908.00 (2,378.00)	93.99-
413-7-7230-826-10 LEGAL SERVICES	2,800	2,657	0.00	2,208.00	449.00	16.90
413-7-7230-853-00 TELEPHONE	634	624	0.00	204.71	419.29	67.19
413-7-7230-864-01 CONFERENCES AND WORKSHOPS	700	690	0.00	0.00	690.00	100.00
413-7-7230-900-00 PRINTING AND PUBLISHING	1,750	1,725	13.80	339.19	1,385.81	80.34
413-7-7230-940-00 RENT	2,520	2,712	207.00	1,449.00	1,263.00	46.57
413-7-7230-957-00 BOOKS MAGAZINES AND PERIODICAL	105	104	0.00	0.00	104.00	100.00
413-7-7230-958-00 MEMBERSHIPS AND DUES	762	634	0.00	690.00 (56.00)	8.83-
TOTAL EXPENDITURES	26,120	27,584	220.80	24,438.56	3,145.44	11.40
<hr/>						
TOTAL DOWNTOWN DA OPERATING	26,120	27,584	220.80	24,438.56	3,145.44	11.40
DOWNTOWN DA TIF						
=====						
EXPENDITURES						
413-7-7231-706-00 PERMANENT WAGES - SALARIES	38,700	39,569	0.00	20,245.25	19,323.75	48.84
413-7-7231-706-07 PERMANENT WAGES-POLICE PATROL	28,760	28,760	0.00	0.00	28,760.00	100.00
413-7-7231-706-10 PART TIME WAGES	16,562	0	0.00	0.00	0.00	0.00
413-7-7231-707-00 TEMPORARY WAGES	0	16,323	0.00	834.62	15,488.38	94.89
413-7-7231-714-02 WORKER'S COMPENSATION	588	1,264	0.00	337.16	926.84	73.33
413-7-7231-714-05 SOCIAL SECURITY & MEDICARE	4,495	6,444	0.00	1,693.11	4,750.89	73.73
413-7-7231-714-07 20% HEALTH CARE PREMIUM (2,228)	0	0.00	0.00	0.00	0.00
413-7-7231-714-08 HEALTH CARE COSTS - BLUE CROSS	9,653	0	0.00	3.54 (3.54)	0.00
413-7-7231-714-10 BASIC CLAIMS	0	0	0.00 (152.51)	152.51	0.00
413-7-7231-714-12 BASIC FEES	63	129	0.00	36.97	92.03	71.34
413-7-7231-714-13 EHIM WRAP CLAIMS	1,345	0	0.00	0.00	0.00	0.00
413-7-7231-714-14 EHIM WRAP FEES	162	0	0.00	0.00	0.00	0.00
413-7-7231-714-15 EHIM SCRIPTS	1,424	0	0.00	0.00	0.00	0.00
413-7-7231-714-16 HEALTH CARE WAIVERS	3,500	1,725	0.00	1,725.00	0.00	0.00
413-7-7231-714-17 DENTAL	2,121	662	0.00	399.69	262.31	39.62
413-7-7231-714-18 OPTICAL	904	50	0.00	9.91	40.09	80.18
413-7-7231-714-19 LIFE INSURANCE	252	228	0.00	73.92	154.08	67.58
413-7-7231-714-22 LONG TERM DISABILITY	280	245	20.45	143.44	101.56	41.45
413-7-7231-818-00 CONTRACTUAL SERVICES	0	28,760	2,362.44	16,537.08	12,222.92	42.50
413-7-7231-820-00 TIF PROJECTS	4,355	9,411	0.00	17,833.72 (8,422.72)	89.50-
413-7-7231-820-01 IRRIGATION SYSTEM	0	40	0.00	41.03 (1.03)	2.58-
413-7-7231-820-02 STREETScape MAINTENANCE	17,767	17,768	0.00	9,734.97	8,033.03	45.21

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
413-7-7231-820-03 WASTE MANAGEMENT	17,900	27,900	0.00	8,733.08	19,166.92	68.70
413-7-7231-820-04 SEASONAL PLANTING	1,750	3,450	0.00	0.00	3,450.00	100.00
413-7-7231-820-05 PEDESTRIAN TRASH COLLECTION	8,400	8,400	0.00	0.00	8,400.00	100.00
413-7-7231-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,750	3,450	0.00	3,689.40 (239.40)	6.94-
413-7-7231-820-08 WAY FINDING CITY WIDE	3,500	0	0.00	0.00	0.00	0.00
413-7-7231-920-00 DTE ELECTRIC BILL	200	0	0.00	77.89 (77.89)	0.00
413-7-7231-965-05 SPECIAL EVENTS CONTRIBUTIONS	0	400	0.00	246.96	153.04	38.26
413-7-7231-965-06 FACADE PROG. CONT TO BLD-TIF	2,500	5,000	0.00	4,992.50	7.50	0.15
413-7-7231-965-10 AA SPARK CONTRIBUTION	0	0	0.00	690.00 (690.00)	0.00
413-7-7231-971-27 MSHDA ELG FACADE GRANT PROG.	10,000	10,000	0.00	23,000.00 (13,000.00)	130.00-
413-7-7231-997-00 PAYING AGENT FEES	400	400	0.00	0.00	400.00	100.00
413-7-7231-999-20 TRANSFER OUT(473)2004A	82,608	82,608	0.00	14,231.25	68,376.75	82.77
TOTAL EXPENDITURES	257,711	292,986	2,382.89	125,157.98	167,828.02	57.28
<hr/>						
TOTAL DOWNTOWN DA TIF	257,711	292,986	2,382.89	125,157.98	167,828.02	57.28
 DOWNTOWN DA OTHER =====						
EXPENDITURES						
413-7-7232-971-27 FACADE GRANT PROGRAM	5,000	5,000	0.00	0.00	5,000.00	100.00
TOTAL EXPENDITURES	5,000	5,000	0.00	0.00	5,000.00	100.00
<hr/>						
TOTAL DOWNTOWN DA OTHER	5,000	5,000	0.00	0.00	5,000.00	100.00
 DOWNTOWN WATER ST =====						
EXPENDITURES						
<hr/>						
TOTAL EXPENDITURES	288,831	325,570	2,603.69	149,596.54	175,973.46	54.05
<hr/>						
REVENUES OVER/(UNDER) EXPENDITURES	9,520	22,188 (459.18) (109,173.38)	131,361.38	592.04

YDDA Revenue and Expense Report

January 2016									58.33% of year completed
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>			<u>% Collected</u>
TIFA		287,908		0		287,908			0%
Operating Millage (1.8282)		64,637		47,925		16,712			74%
Miscellaneous Income		15,000		15,000		0			100%
<u>Total</u>		367,545		62,925		304,620			17%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>			<u>% Incurred</u>
Operating Costs		39,978		33,297		6,681			83%
Wages and Benefits		96,606		36,882		59,724			38%
TIFA Expenses - Recurring/Operating		219,008		73,644		145,364			34%
TIFA Expenses - One-Time/Infrastructure		61,931		67,665		-5,734			109%
<u>Total</u>		417,523		211,487		206,036			51%
<u>Revenues Over (Under) Expenses</u>		-49,978							
Fund Balance as of FYE June 2015*		386,948							
Appropriated for FYE June 2016		-49,978							
Projected Fund Balance June 2016		336,970							
Restricted Fund Balance		41,752							
*both TIF and Operating Reserves									

Attendance

Committee Members

J. Albers
J. French
A. O'Neal
D. Otto
K. Scheiber
M. Teachout

Other Attendees

T. Colbeck
R. Williams

Old Business

1. YDDA Wi-Fi Support Update:

- a. **Partnership Agreement:** T. Colbeck shared a memo outlining the history of the surveillance program and how we came to the opportunity with Steve Pierce. He then updated the committee on an email conversation between himself and S. Pierce where he stated he was unwilling to execute a formal agreement where he would forfeit his ability to sell recorded footage from his cameras. He noted that it isn't his intent to do profit from the cameras, but he objected to what he determined the DDA taking away his ownership of the footage.

T. Colbeck then shared with the committee what options we have to move forward with, including going back to asking for updated bids for surveillance systems for other parties including ADT, not allowing S. Pierce access to our wi-fi modems for surveillance but allowing him to use for Wireless Ypsi support, or disconnecting the wi-fi modems altogether. He shared the costs we would be obligated to from Comcast if we chose to cancel the service.

The committee members agreed that we can't proceed with the surveillance partnership without S. Pierce's agreement to not sell any recorded footage. There was a stated concern that without the agreement, the DDA would potentially be subsidizing S. Pierce's profits. They then began discussing what the DDA's commitment to surveillance should be. The committee was not supportive of rebidding the camera installation at this time.

They then discussed our commitment to continue to support Wireless Ypsi providing free internet access to the Downtown. The committee recommended that there be a discussion at the board level on what our role should be with surveillance Downtown and how it impacts our budget. They also requested that T. Colbeck reach out to S. Pierce and advise him to not move forward with his camera installation at this time until we can resolve.

2. **Downtown Dumpster Enclosures:** T. Colbeck gave an update to the committee regarding the board's approval to move forward with the recommendation to discontinue

the free dumpster service Downtown at the end of the current fiscal year. He addressed the concerns that were raised at the board meeting and that we will work with the community stakeholders to help the transition. He noted that he has been in discussion with our representative from Allied-Republic to get a quote for extending the current contract that expires at the end of March through the remainder of the current fiscal year and also for a one-year extension if necessary. He is still waiting for the response from our contractor.

T. Colbeck stated that he has been directed to begin working on a draft agreement to allow the public to continue to use our enclosures for their own private contracts. He also shared a draft letter to the stakeholders to address why the DDA has made this decision and asked for the committee members to review and share their input.

3. **YDDA Work Plan Review:** T. Colbeck provided a detailed review of the DDA work plan goals and action strategies as they applied to this committee. This included a detailed review of all of the work the committee has done in the last 18 months and how they either did or did not fall into the work plan and what if any expenditures it cost the DDA.
4. **Depot Town Clock Repair:** T. Colbeck gave an update regarding his efforts to get quotes for the repair of the clock. He contacted the out of state company that the City has used in the past and the electrician referred to him by A. O'Neal. He stated he is still waiting for the quotes. J. French suggested that Raphael from Olde Towne Coin & Gold may know somebody qualified to do clock repair. She will reach out to him and ask for assistance. T. Colbeck will also look for at least one other local company to solicit a quote from.

New Business: none

Operations & Finance Committee Meeting Summary 1/13/16

Attendance

Committee Members

B. Harrington

Other Attendees

T. Colbeck

J. French

S. Pierce

Audience Participation

1. S. Pierce gave an update on the installation of four new wireless access points downtown (S. Huron, N. Huron, N. Adams, and Washington St. parking lots). He also noted that two new cameras were up and running at the N. Adams and N. Huron lots.

He is working with MLive to promote the expansion of Wireless Ypsi in the DDA and our role in assisting this. He stated that he will also contact WEMU, the Echo, Concentrate and other media outlets to share this information. He is also working on improving the Wireless Ypsi splash page that you see when you log onto the internet using Wireless Ypsi so that it acknowledges the DDA's role in providing wireless internet access for the area.

Old Business

1. YDDA Outreach: T. Colbeck shared a memo outlining three specific items:

- YDDA board member roles and responsibilities
- DDA non-specific business cards
- DDA rack cards

T. Colbeck expressed that with his upcoming departure the DDA board members should become more familiar with their roles and increase their efforts to represent the DDA publicly by assisting with outreach. The members in attendance also briefly discussed the potential options available for the transition of executive directors.

T. Colbeck shared the quote for non-specific business cards that can be circulated by YDDA board members. He stated that the quote was very reasonable and recommends that if there are interested board members that they should purchase on their own.

The members present stated they are not interested in proceeding with this item.

T. Colbeck shared a draft of a DDA rack card that could be made available for distribution. The committee members stated that their approval of the content of the rack cards, however they do not see the value of pursuing this at this time until there is a consensus on who and how outreach should be done.

2. YDDA Marketing: T. Colbeck shared information from Downtown Kalamazoo Inc. (DKI) on how they produced their infographics sheet that was shared at last month's committee meeting. The members briefly discussed the potential for the DDA to take on a similar project at some point in the future.

New Business

1. Michigan Main Street Presentation: T. Colbeck shared a memo regarding the usefulness of scheduling a presentation in the spring from a representative of the Michigan Main Street program to discuss the value of our continued membership and help determine whether it is appropriate for us.

DUMPSTER ENCLOSURE USAGE AGREEMENT

This Agreement (“Agreement”) is made on _____, 2016 between The Ypsilanti Downtown Development Authority, a downtown development authority, whose address is _____ (“Grantor”) and _____, whose address is _____ (“Grantee”)

RECITALS

The purpose of this Agreement is to grant the use of a YDDA owned dumpster enclosure for the purpose of placing a solid waste and/or cardboard recycling dumpster within the confines of the enclosure.

In consideration of the mutual acts and promises set forth herein, the parties agree as follows:

1. *Premises.* Grantor is the owner and manager of a dumpster enclosure located at _____ in Ypsilanti, County of Washtenaw, Michigan. Grantor agrees to provide to Grantee, and Grantee agrees to use approximately _____ square feet of the interior space of the dumpster enclosure for the purpose of placing a _____ cubic yard dumpster inside.
2. *Term.* The term of this Agreement shall be for _____ months, beginning on _____ and terminating on _____. Grantee shall have the right to extend the Term for five successive five-year periods (the Renewal Terms) on the same terms and conditions as set forth herein. This Agreement shall automatically be extended for each successive Renewal Term unless Grantee notifies Grantor of its intention not to renew prior to commencement of the succeeding Renewal Term.
3. *Responsibility for Care, Use and Maintenance.*
 - (a) Grantee shall maintain any dumpster(s) in good condition and repair and shall clean the area and make all necessary repairs at Lessee’s expense.
 - (b) Grantee agrees not to permit others to use the dumpster(s), for waste removal or otherwise, without first obtaining the written consent of Grantor.
 - (c) Grantee and Grantee’s employees shall have access to the dumpster Premises without notice to Grantor 24 hours a day, 7 days a week at no charge.
 - (d) Grantor shall maintain all access areas to the Premises. Grantor shall be responsible for maintaining and repairing the dumpster enclosure at its sole expense, except for any damage caused by Grantee’s use of the dumpster enclosure.
4. *Ownership.* The dumpster enclosure is, and shall at all times remain, the sole and exclusive property of the Grantor. Grantee shall have no right, title or interest in it except as expressly set forth in this Agreement.
5. *Assignment; Subletting.* Grantee agrees not to assign, sublease, or transfer interest in the dumpster enclosure without first receiving the prior written consent of Grantor.

6. *Quite Enjoyment.* Grantor covenants and agrees with Grantee that if Grantee performs all of the conditions and covenants in this Agreement, Grantee shall peaceably and quietly hold, possess, and use the dumpster enclosure for the purpose stated above.

7. *Insurance.* Grantee agrees to procure and pay the premium for liability insurance, covering both damage to persons and property incurred during the use of the compost dumpster in the sum of _____. The insurance policy shall name both parties as insured parties. The insurance policy shall cover liability for any loss, damage, injury, or other casualty to persons or property caused or occasioned by or arising from any use of the dumpster enclosure by or negligence of Grantee or any of Grantee's employees, agents or business invitees. A copy of the insurance policy or certificate of coverage shall be provided to Grantor upon request.

8. *Hazardous Substances.* Grantee agrees that is will not use, generate, store or dispose of any Hazardous Material on, under, about, or within the Premises in violation of any law or regulation. Grantor represents, warrants, and agrees (1) that neither Grantor nor, to Grantor's knowledge, any third party has used, generated, stored or disposed of, or permitted the use, generation, storage, or disposal of, any Hazardous Material on, under, about or within the Premises in violation of any law or regulation and (2) that Grantor will not, and will not permit any third party, to use, generate, store or dispose of any Hazardous material on, under, about, or within the Premises in violation of any law or regulation. Grantor and Grantee each agree to defend, indemnify, and hold harmless the other and the other's partners, affiliates, agents, and employees against any and all losses, liabilities, claims or costs (including reasonable attorney fees and costs) arising from any breach of any representation, warranty, or agreement contained in this paragraph. As used in this paragraph, Hazardous Material shall mean petroleum or any petroleum product; asbestos; any substance known by the state in which the Premises is located to cause cancer or reproductive toxicity; or any substance, chemical, or waste that is identified as hazardous, toxic or dangerous in any applicable federal, state, or local law or regulation. This paragraph shall survive the termination of this Agreement.

9. *Termination.* This Agreement may be terminated without further liability on 30 days prior written notice as follows: (i) by Grantor for any reason or for no reason, provided Grantor delivers written notice of early termination to Grantee no later than 30 days prior to the Termination Date; (ii) by Grantee for any reason or no reason, provided Grantee delivers written notice of early termination to Grantor no later than 30 days prior to the Termination Date.

10. *Notices.* Any notice specified in this Agreement shall be deemed properly given if delivered in writing personally or by certified mail to the parties at their addresses listed above, or at any other address that may be communicated by the parties to each other in writing.

11. *Miscellaneous.*

(a) This Agreement constitutes the entire agreement and understanding between the parties and supersedes all offers, negotiations, and other agreements concerning the subject matter contained herein. Any amendments to this Agreement must be in writing and executed by both parties.

(b) If any provision of this Agreement is invalid or unenforceable with respect to any party, the remainder of this Agreement or the application of such provision to persons other than those to whom it is held invalid or unenforceable shall not be affected and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

(c) This Agreement shall be governed by the laws of the State of Michigan. Venue for any disputes shall lie in Washtenaw County, Michigan.

(d) In any case where the approval or consent of one party to this Agreement is required, requested, or otherwise to be given under this Agreement, such party shall not unreasonably delay or withhold its approval or consent.

(e) This Agreement may be executed in duplicate counterparts, each of which shall be deemed an original.

YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

By: _____

Its: Executive Director

Dated: _____

_____ (partner)

By: _____

Its:

Dated: _____

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Special Meeting
Thursday, February 11, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Agenda

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 business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

I. Call to Order

II. Roll Call

Amanda Edmonds	P	A	Russ Olwell	P	A
Jessica French	P	A	Andrew O’Neal	P	A
Adam Gainsley	P	A	Richard Smith	P	A
Cisco Garcia	P	A	Mark Teachout (C)	P	A
Ben Harrington	P	A	RayVon Williams	P	A
Jelani McGadney	P	A			

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

IV. Audience Participation (3 minutes each)

1. _____
2. _____
3. _____
4. _____
5. _____

V. Old Business

- **DDA Director Services Proposal – B. Ernat, Ypsilanti Economic Development Department (X)* p. 2-4**

VI. Proposed Business

- **Executive Director Waiver and Release Agreement (X)* p. 5-7**

VII. Announcements/Comments

VIII. Public Participation

IX. Next Meeting: February 18, 2015, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

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

INTERGOVERNMENTAL CONTRACTUAL SERVICES AGREEMENT
BETWEEN THE YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY AND
CITY OF YPSILANTI

This agreement is made between the **Ypsilanti Downtown Development Authority (“YDDA”)** a Michigan Downtown Development Authority of 1 South Huron Street, Ypsilanti, MI 48197, and the City of Ypsilanti (**“CITY”**) a Home Rule City of 1 South Huron Street, Ypsilanti, MI 48197.

GENERAL RECITALS

Legal Authority. The City is a Michigan Home Rule City and the YDDA is a Downtown Development Authority created by the City. The YDDA is an independent Michigan Authority with Authority powers, including the power to contract. The YDDA in the past has hired a director to administer the Authority. The YDDA is presently without a director and desires to contract with the City to provide the services needed for the administration of the YDDA in the day to day operations.

Conflict of Interest. Both parties recognize that there could be some inherent conflicts of interest in the performance of this contract. The parties agree that in the event that a conflict of interest of a substantial nature should arise, that either party recognizing such conflict shall notify the other party of the conflict and the parties shall determine a proper course of conduct to settle the conflict, including the hiring of an outside administrator for the YDDA.

The parties have negotiated certain terms of a contractual services agreement in which the City will provide DDA Executive Director and support services to the YDDA.

Nothing in this agreement shall alter the intergovernmental agreement between the DDA and City of Ypsilanti (Resolution No. 2015-248 of November 17, 2015)

AGREEMENT

In consideration of the promises of the parties and of the mutual benefits to be derived from the observance of the covenants in this Agreement, the parties agree as follows:

1. **EFFECTIVE DATE.** The parties acknowledge and agree that, the City’s start date shall be February 18, 2016.
2. **DUTIES.** The YDDA agrees to employ the City to carry out the usual duties of a YDDA Executive Director and support staff to carry out the will, mission, vision, and business set forth by the YDDA Board. The City Economic and Development Department (**Department**) will perform the contract for the City and will be assigned duties and tasks by the YDDA Board and will act in an efficient and conscientious manner, and will exercise discretion and judgment in the best interest of both parties at all time in performance of the duties. The City shall assign employees to perform this contract, including an assigned employee of the Department to regularly attend

YDDA Board meetings and sub-committee meetings as requested. The Department will prepare annual budgets and reports as required by statute and law for the approval of the YDDA Board.

3. **SCOPE OF WORK.** The parties will annually create and adopt an agreed scope of work for the City. The YDDA will review and evaluate the City on its performance based on the scope of work.
4. **LENGTH OF TERM AND TERMINATION.** The relationship of the parties shall be of contracting governmental bodies.
 - a. The parties agree that the term of this agreement shall be for **24 months** from the starting date of this agreement, unless this agreement is terminated prior to that date as provided herein.
 - b. This agreement may be terminated at any time during the term, upon the mutual agreement of the parties.
 - c. The City may terminate this agreement by giving 120 days prior written notice to the YDDA.
 - d. The YDDA may terminate this agreement by giving 30 days prior written notice and the YDDA shall pay for the entire month in which services were provided.
 - e. Either party may immediately terminate this agreement for a material and substantial breach of the contract by the other party, or in the event of a conflict of interest that would prohibit the continuation of the services performed.
5. **CONSIDERATION.** The YDDA shall pay not less than \$58,000 per year, payable in even monthly installments to the City. Installments to equal \$4,833.33 per month, payable in arrears on or about the 28th day of each month.
6. **REPORTING REQUIREMENTS.** The City shall provide an accounting of time spent on YDDA activities by Department staff by the last day of each month.
7. **ASSIGNMENT OF PERSONNEL.** The Director of Community and Economic Development (**Director**) shall be responsible for the assignment of personnel to carry out the terms of this agreement and notify the YDDA. The Director shall notify the YDDA of any personnel changes within thirty (30) days or sooner if possible. The City shall provide staff support of not less than at total combined amount of 30 employee hours per week. Employees of the City shall not be employees of the YDDA and no officer, official, volunteer or employee of the YDDA shall be an employee of the City because of this agreement or the performance thereof.
8. **STANDARD OF PRACTICE.** The City shall perform services on behalf of the DDA in accordance with the standards of professional services and care normally required by an Executive Director of a Downtown Development Authority.
9. **CONFLICT OF INTEREST.** In the case of any direct or perceived conflict of interest, the City shall notify the Chair of the YDDA (**CHAIR**) at the earliest possible time and the Chair and Director will determine if a conflict exists. If a conflict does exist, the Chair will notify the YDDA Board, the Director will notify the City Manager, and the City will withdraw from the particular work and be excused from any situation in which the conflict exists.
10. **TRAINING EXPENSES.** The YDDA shall pay all expenses associated with training or professional development associated directly to the YDDA in addition to the consideration set out above in section 5. The Chair and Director shall agree on the training and professional development.

- 11. YDDA OFFICE AND PUBLIC ACCESS.** The City agrees to maintain the YDDA office and create public hours at 1 South Huron Street, Ypsilanti, MI 48197, dedicated email address, dedicated phone numbers, YDDA website, and to have public office hours and accessibility.
- 12. IDEMNIFICATION.** To the extent allowed by law, the YDDA shall indemnify and hold the City harmless from any error or omission, tort, professional liability claim, demand, suit or legal action, and will purchase and maintain insurance to defend, save harmless and indemnify the City against the same whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duties and responsibilities of this contract, provided the City acted both in good faith and within the scope of duties set out in this contract.
- 13. INTERPRETATION OF CONTRACT.**
- a. This Agreement constitutes the entire understanding between the YDDA and the City. There are no oral understandings, terms or conditions and no party has relied on any representation, express or implied, not contained in this Agreement.
 - b. This Agreement may be changed only by a written amendment signed by both parties.
 - c. If any provision or any portion of this agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement shall not be affected and shall remain in full force and effect.
- 14. VENUE AND JURISDICTION.** All venue and jurisdiction for any disagreement dispute or claim concerning this contract shall be in Washtenaw County, Michigan.

WAIVER AND RELEASE AGREEMENT

This Waiver and Release Agreement (hereinafter "Agreement") is made between Tim Colbeck ("the Employee"), and Ypsilanti Downtown Development Authority ("YDDA"). As used herein, the term "YDDA" means The Ypsilanti Downtown Development Authority and its past, present and future Members, the Mayor of Ypsilanti, its Council Members, elected and/or appointed officials, representatives, employees, attorneys, successors and assigns.

In exchange for the promises and consideration contained in this Agreement, the parties agree as follows:

1. The Employee voluntarily terminates his employment with the YDDA effective February 12, 2016.
2. The YDDA will not contest any application for unemployment benefits made by the Employee in connection with the termination of his employment with the YDDA. However, the parties acknowledge that the decision to award or deny unemployment benefits will be made by an agency of the State of Michigan, and the YDDA is not responsible for that decision.
3. The YDDA will continue the Employee's regular, base wages (based upon an eighty-hour, two-week pay period) until February 12, 2016.
4. The Employee hereby releases and forever discharges the YDDA from any and all suits, damages, claims or causes of action of any type, known or unknown, arising out of or relating to his employment with **YDDA through the date hereof**. Without limiting the generality of the foregoing, the parties agree that this release includes, but is not limited to the following:
 - a. Any suit, claim or action alleging that the Employee was illegally, improperly or unfairly terminated from his employment with the YDDA, or was illegally, improperly or unfairly forced to end his employment with the YDDA;
 - b. Any claim that the Employee was illegally harassed during his employment with the YDDA;
 - c. Any suit, claim or action alleging that the YDDA breached any provision of its Charter or similar governing document(s) or law(s);
 - d. Any suit, claim or action alleging that the YDDA breached any contract or other agreement, express or implied;

- e. Any suit, claim or action alleging that the YDDA violated any provision of any employee handbook, personnel manual or other policy, procedure or rule, however named;
- f. Any suit, claim or action alleging any violation of any federal, state or local statute, law, ordinance, regulation or order, including but not limited to, the following: the Fair labor Standards Act, 29 U.S.C. 201, et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e, et seq.; the Civil Rights Act of 1866, 42 U.S.C. 1981; the Civil Rights Act of 1991, Pub.L. No. 102-166; the Americans with Disabilities Act, 42 U.S.C. 12101 et seq.; the Family and Medical Leave Act, Pub. L. No. 1030-3; the Elliot-Larsen Civil Rights Act, M.C.L. 37.2101, et seq.; the Michigan Handicappers' Civil Rights Act, M.C.I. 37.1101, et seq.; the Michigan Minimum Wage Law of 1964; the Michigan Act Regulating Payment of Wages and Fringe Benefits, M.C.L. 408.471; Age Discrimination in Employment Act, 29 U.S.C. 621, et seq., as amended, and the Older Workers' Benefit Protection Act;

5. EMPLOYEE HAS HAD AT LEAST 21 DAYS TO REVIEW THE TERMS OF THIS AGREEMENT AND HAS BEEN ADVISED IN WRITING TO CONSULT WITH THE ATTORNEY OF HIS CHOICE REGARDING THE TERMS OF THE AGREEMENT. EMPLOYEE UNDERSTANDS THAT HE MAY REVOKE THIS AGREEMENT UP TO 7 DAYS AFTER SIGNING IT. TO BE EFFECTIVE, THE REVOCATION MUST BE IN WRITING AND DELIVERED TO A PERSON WHO EXECUTED THIS AGREEMENT ON YDDA'S BEHALF. IF THE AGREEMENT IS NOT REVOKED WITHIN THE 7-DAY PERIOD, IT SHALL BE FULLY ENFORCEABLE WITHOUT ANY FURTHER AFFIRMATIVE ACTION BY EITHER PARTY.

- 6. Employee represents that he has had adequate time to review the terms of this Agreement, that he has thoroughly discussed all aspects of this Agreement with his attorney, that he understands all of its provisions, and that he is freely and voluntarily entering into this agreement.
- 7. The parties agree that the execution of this Agreement shall not be construed as an admission by either party of any act of wrongdoing or any liability of any kind, all liability and wrongdoing being expressly denied.
- 8. This Agreement constitutes the entire agreement between the parties pertaining to the subject matter addressed herein, and supersedes any other agreement, written or oral. The Employee agrees that he has not been promised any consideration other than that specifically listed in this Agreement.
- 9. If any provision, paragraph or subparagraph of this Agreement is found to be contrary o law, then such provision, paragraph or subparagraph shall not be deemed valid, except to the extent permitted by law, but all other provisions, paragraphs and subparagraphs shall remain binding and in full force and effect.

10. This Agreement is subject to and conditioned upon ratification by the Ypsilanti Downtown Development Authority.

Ypsilanti Downtown Development Authority

By: _____

Its: _____

Date: _____

By: _____

Its: _____

Date: _____

Employee

Tim Colbeck

_____ Date: _____

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, February 18, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Agenda

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 business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

I. Call to Order

II. Roll Call

Amanda Edmonds	P	A	Russ Olwell	P	A
Jessica French	P	A	Andrew O’Neal	P	A
Adam Gainsley	P	A	Richard Smith	P	A
Cisco Garcia	P	A	Mark Teachout (C)	P	A
Ben Harrington	P	A	RayVon Williams	P	A
Jelani McGadney	P	A			

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

**IV. Approval of January 21, 2016 Minutes (X)* p. 3-7
Approval of February 11, 2016 Minutes (X)* p. 8-9**

V. Audience Participation (3 minutes each)

1. _____
2. _____
3. _____
4. _____
5. _____

VI. Downtown Sculpture Project – Cheryl Farmer

VII. Staff Report/Financial Report (X) p. 10-22

VIII. Standing Committee Reports

- Economic Restructuring & Design (X) p. 23-25
 - Downtown Dumpster Discussion (X) p. 26-27
 - Downtown Camera and WI-FI Discussion (X) p. 28-29
 - Resolution to Approve a YDDA Building Rehabilitation Grant Application 42 E. Cross St./Café Ollie (X)* p. 30-56
- Operations & Finance

IX. Old Business

X. Proposed Business

XI. Announcements/Comments

- Discussion with new Executive Director

XII. Public Participation

XIII. Next Meeting: March 17, 2015, 8:30 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 21, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Meeting Minutes

I. Call to Order: M. Teachout called the meeting to order at 8:34 am.

II. Roll Call

Amanda Edmonds	P	Russ Olwell	P	
Jessica French	P	Andrew O’Neal	P	
Adam Gainsley	P	Richard Smith		A
Cisco Garcia	P	Mark Teachout (C)	P	
Ben Harrington	P	RayVon Williams	P	
Jelani McGadney*	P			

*departed at 10:00

Others in Attendance:

Mark Bullard, Property Owner/Resident
Tim Colbeck, YDDA Director
Beth Ernat, Ypsilanti Economic Dev. Director
Cheryl Farmer, Ypsilanti resident
Reynold Lowe, Materials Unlimited
Joe Meyer, Ypsilanti Economic Dev.
Mark Swanson, Terry Bakery
Bonnie Wessler, Ypsilanti Planning

III. Approval of Agenda: J. French moved to approve the agenda as submitted. M. Teachout requested that a discussion on the Proposal for DDA Director Services by the Ypsilanti Community and Economic Development Department be added to the agenda under Proposed Business. A. Gainsley supported the amended agenda and it was approved unanimously.

IV. Approval of December 17, 2015 Minutes: A. Gainsley moved to approve the minutes as submitted. C. Garcia supported the motion and it passed unanimously.

V. Audience Participation: Audience members introduced themselves.

VI. Draft Proposal to Reimagine the Michigan Ave. Median Planters – C. Farmer, R. Lowe & M. Swanson: C. Farmer introduced a proposal to replace the Michigan Ave. median plantings with sculptures. She discussed her presentation from the last year addressing concerns with the ongoing streetscape maintenance including the plantings. She stated that with her input the plantings improved last year but still need work. She stated that this proposal could offer a plan to improve the look of Michigan Ave.

M. Swanson circulated the proposal to the DDA members to review. He addressed what he has seen other communities do during his frequent business travel. He outlined how using sculptures in the medians can be done to highlight local businesses and would be unique to our

community. He suggested that there could be a contest for local artists to participate and that this could be paid out of the DDA's existing Streetscape Maintenance budget line item.

R. Lowe discussed the potential scope and location of the art. The presenters shared potential ideas for the existing planters, how the project could be phased in, and potential funding sources.

M. Teachout asked if they saw this program being developed into something similar to ArtPrize in Grand Rapids.

M. Swanson stated that while this could draw some visitors to the DDA, he does not see it as being event specific.

A. O'Neal asked who would own the art and be responsible for repairs and maintenance.

C. Farmer stated that the proposal would be for the City to own the art work. M. Swanson discussed how design elements could be implemented that would lower maintenance costs.

A. O'Neal expressed his concern that the DDA could inherit the cost to maintain the art. B. Ernat noted that public art insurance policies are available. She also raised the issue that with Michigan Ave. being an MDOT road we would have to see what requirements they may place on such a program. She stated that she can research this.

A. Edmonds stated that while she is favorable to this proposal, she would not support a total removal of seasonal plantings on Michigan Ave. She also expressed her concerns on the potential locations and the regular damage that has occurred to some of the planters. She then stated that she has been working with the CVB and EMU on opportunities to develop better signage. She would like to see this brought into the bigger program.

R. Olwell noted that he has had some success in finding grants for public art, however the application period is typically in the fall for spring implementation. He stated he could help with both developing and marketing the program.

C. Farmer asked the DDA board what their next steps should be.

J. French stated that we would need the MDOT opinion before making any decision. She also would like to see some research on available public art grants.

A. Edmonds stated that there is a program available in Michigan that provides rental art, but it is expensive. She will share this info with the presenters and the board members.

A. Gainsley stated that it would be good for the DDA to look at the budget allocation for maintenance and how much might be saved by this proposal. He would also like to see what other funding opportunities there are available.

B. Harrington stated his is supportive of the idea but would like to see what the DDA could get for \$10,000. He asked the presenters to provide cost estimates for the art installations.

J. McGadney stated he likes the idea and stressed the desire for the art to be produced locally.

R. Williams also stated he likes the idea. He stated he would like to see all available funding options and was supportive of local business sponsorships.

R. Olwell expressed his support for the idea and stated he will look into how EMU can participate and/or provide funding.

C. Garcia supports the proposal. He would like to know the costs of public art insurance and also supports local business sponsorships.

A. O'Neal state that he likes the idea too, but suggests that the program be eased into. He asked if there are alternate locations for art not on Michigan Ave. that would require MDOT approval.

C. Farmer stated her group will look further into the items addressed and bring back to the DDA board.

VII. Staff Report/Financial Report: Staff and financial report as submitted by T. Colbeck.

VIII. Standing Committee Reports:

- **Economic Restructuring & Design:** Report as submitted. A. Edmonds addressed the need for the committee to appoint a vice chair that is a YDDA board member.
 - **Downtown Surveillance Discussion:** M. Teachout gave a brief summary of the current situation regarding Steve Pierce's installation of private cameras at two downtown locations piggy-backing on the DDA's provision of WI-FI service.

T. Colbeck further elaborated on the history of the DDA's surveillance policies and program and the offer to partner with S. Pierce. He noted the recurring service interruptions that have occurred with our ADT camera in the S. Huron lot and the difficulty to access it. He also discussed the fact that adjacent to our camera is one of S. Pierce's monitoring the exact same area. Some board members asked him what has been the value of installing a surveillance system in the S. Huron lot has been to the DDA. T. Colbeck responded based on the costs to benefit he did not believe it was an effective program to maintain and recommended discontinuing our ADT contract. He did state that our support for Wireless Ypsi providing WI-FI throughout the downtown was a good investment though.

A. Gainsley requested that two items be brought back to the Economic Restructuring & Design committee for discussion, the discontinuation of any DDA support for surveillance cameras and our continued support for Wireless Ypsi.

T. Colbeck briefly discussed the current board member assignments to committees. The board members that were not currently assigned to a committee stated their preferences. T. Colbeck will send an updated assignment list to the board for review.

- **Operations & Finance:** Report as submitted.

IX. Old Business:

- **Dumpster Enclosure Agreement:** T. Colbeck shared a first draft of a dumpster enclosure agreement for private parties to continue to use our enclosures after the July 1st date.

M. Teachout suggested that as an opportunity to remove the DDA entirely from the dumpster business he would like to offer to turn over all responsibilities to DAY. He suggested that we could potentially help fund their operations for the first few years and be phased out.

A. Edmonds stated she was not in favor of placing DAY in charge of the dumpster enclosures due to their lack of staffing and organizational structure. She stated she believes that they do not have the capacity to successfully manage the system. She requested that more discussion of how we will transition out of the dumpster service contract should be had by the Economic Restructuring & Design committee.

X. Proposed Business:

- **DDA Director Services Proposal – B. Ernat, Ypsilanti Economic Development Department:** With the impending departure of T. Colbeck as the YDDA executive director, B. Ernat shared a proposal for the Economic Development Department (EDD) to staff the DDA on an interim basis. The proposal outlined other communities where the economic development department staffs the DDA, the potential structure of the proposal and costs.

J. Meyer helped elaborate on how this would work and how the DDA would still be its own separate entity not managed by the city manager or council.

M. Teachout stated while he believes the economic development staff are qualified, he has a concern about protecting the DDA's autonomy. He asked for the other board members to weigh in on the proposal.

J. French stated that she has faith that the DDA board has the ability to go through a thorough hiring process to select a permanent director. She may support the city's proposal if the terms were shorter. She is concerned with the appearance of propriety.

A. Gainlsey said he was not concerned with any perceived conflict of interests with the EDD being contracted to staff the DDA. He stated he is open for a discussion on terms and length of the agreement. He is favorable to the cost saving aspect of the agreement.

A. O'Neal noted that he does not have much concern with the separation issue and is open to discussing terms.

B. Ernat stated that the proposed length of 24 months would give the DDA the benefit of locking in the price. The agreement could still be cancelled short of the 24 months by either party if it is not working.

J. French stated she is not ready to make a decision on the proposal today. Would like to contact some of the communities cited that have a similar arrangement to get their opinions.

A. Edmonds stated that she supports this as an interim arrangement. She suggested that the EDD add in language that they will help support the process to find a full time director when the DDA proceeds. She stated that a board decision could be made in February and suggested that a special meeting be scheduled in February prior to the regular board meeting.

C. Garcia expressed his support for the proposal. He stated that 24 months appears to be a long term, but is satisfied with the DDA's ability to get out of the agreement early if they chose to.

R. Williams said he was supportive also noting the benefit to our budget.

R. Olwell suggested that the proposal speak less on who would be assigned which responsibilities from the EDD and instead more on the specific jobs covered.

B. Harrington commented that he believed this is an innovative solution for the DDA and that there is value added by the amount of staffing we would receive, the qualifications of that staffing, and the reduced impact to our budget. He encouraged the board to continue to do its due diligence but recommended that they do not delay on making a decision.

Based on the input of the board members it appears that there is general support for this proposition. However there is additional due diligence that needs to be done. B. Ernat suggested that the board make a motion to enter into discussion of a contract with the EDD. The board members discussed if this should be assigned to a specific committee or for a special board meeting to be scheduled. They agreed that there should be a special meeting.

M. Teachout moved to enter into discussions with the EDD on a potential service contract for them to provide DDA staffing. J. French supported the motion and it was passed unanimously. The board members agreed that this meeting should be scheduled within the next five days.

XI. Announcements/Comments: none

XII. Public Participation: none.

XIII. Adjourn: The meeting was adjourned at 10:40 am.

XIV. Next Meeting: February 18, 2016, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

**City of Ypsilanti
Downtown Development Authority**

**Special Board of Directors Meeting
Thursday, February 11, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Meeting Minutes

I. Call to Order: M. Teachout called the meeting to order at 8:40 am.

II. Roll Call

Amanda Edmonds		A	Russ Olwell	P	
Jessica French	P		Andrew O’Neal		A
Adam Gainsley		A	Richard Smith	P	
Cisco Garcia	P		Mark Teachout (C)	P	
Ben Harrington	P		RayVon Williams		A
Jelani McGadney		A			

Others in Attendance:

Rasheed Atwater, Ypsilanti Economic/Community Dev
Tim Colbeck, YDDA Director
Beth Ernat, Ypsilanti Economic/Community Dev
Dave Heikkinen, Heik’s Decorated Apparel
Joe Meyers, Ypsilanti Economic/Community Dev
Pete Murdock, Ypsilanti City Council
Kevin Welch, Ypsilanti HR Director

III. Approval of Agenda: B. Harrington moved to approve the agenda as submitted. R. Olwell supported the motion and it was approved unanimously.

IV. Audience Participation: None

V. Old Business

- **DDA Director Proposal:** B. Ernat presented the intergovernmental contractual services agreement between the DDA and the city of Ypsilanti to provide DDA Director and supportive services. The board engaged in discussion on the contract.

B. Harrington moved to approve the intergovernmental contractual services agreement as submitted. C. Garcia supported the motion

A roll call vote was taken:

Ayes: C. Garcia, B. Harrington, R. Olwell, R. Smith and M. Teachout

Nays: J. French

The motion passed by a 5-1 vote.

VI. Proposed Business:

- **Executive Director Waiver and Release Agreement:** K. Welch explained the Waiver and Release Agreement and what it means for both the YDDA Board and the departing Executive Director.

J. French moved to approve the Waiver and Release Agreement as presented. B. Harrington supported the motion and it was approved unanimously.

VII. Announcements/Comments:

- T. Colbeck addressed recent discussions by the state legislature to make serious changes to the DDA/TIFA enabling legislation that could have a very negative impact on all DDA's. He stated they should keep a close eye on these discussions as they move forward.

VIII. Public Participation: none

IX. Adjourn: The meeting adjourned at 10:00 am.

X. Next Meeting: February 18, 2016, 8:30 am, SPARK East, 215 W. Michigan Ave.

December 2015 DDA Check Register

Revenue	Amount					
Dumpster Fees	\$212.85					
TOTAL	\$212.85					
EXPENSES						
	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN	LINE ITEM	DESCRIPTION
Back Office Studio	\$15,000.00	\$0.00	\$0.00	\$15,000.00	Building Rehab Grant	Grant to Back Office Studio
WH Canon	\$250.00	\$0.00	\$0.00	\$250.00	Waste Management	Dumpster Cleanout
Comcast	\$79.45	\$0.00	\$0.00	\$79.45	TIF Projects	WIFI S. Huron Lot
Comcast	\$69.95	\$0.00	\$0.00	\$69.95	TIF Projects	WIFI N. Adams Lot
Comcast	\$69.95	\$0.00	\$0.00	\$69.95	TIF Projects	WIFI N. Huron Lot
DTE	\$33.51	\$0.00	\$0.00	\$33.51	DTE Electric Bill	N. Huron Lot
Green Hills	\$417.00	\$0.00	\$0.00	\$417.00	Streetscape Maintenance	Snow Removal RAC Lot
Republic Services	\$1,467.39	\$0.00	\$0.00	\$1,467.39	Waste Management	January Dumpsters
TOTAL	\$17,387.25	\$0.00	\$0.00	\$17,387.25		

YDDA Revenue and Expense Report

February 2016							
							58.33% of year completed
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
TIFA		287,908		0		287,908	0%
Operating Millage (1.8282)		64,637		50,746		13,891	79%
Miscellaneous Income		15,000		15,000		0	100%
<u>Total</u>		367,545		65,746		301,799	18%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		39,978		33,327		6,651	83%
Wages and Benefits		96,606		42,498		54,108	44%
TIFA Expenses - Recurring/Operating		219,008		77,017		141,991	35%
TIFA Expenses - One-Time/Infrastructure		61,931		91,875		-29,944	148%
<u>Total</u>		417,523		244,717		172,806	59%
<u>Revenues Over (Under) Expenses</u>		-49,978					
Fund Balance as of FYE June 2015*		386,948					
Appropriated for FYE June 2016		-49,978					
Projected Fund Balance June 2016		336,970					
Restricted Fund Balance		41,752					
*both TIF and Operating Reserves							

Budget Impact Summary

2015-16 Building Rehab Grants						
Applicant	Project Description	Grant Award	ELG Funds (\$15,000)	Downtown TIF Funds (\$5,000)	Depot Town TIF Funds (\$5,000)	W. Cross TIF Funds (\$5,000)
Funding			\$15,000	\$5,000	\$5,000	\$5,000
306 N. River/Hyperion Coffee	Installation of ADA compatible restroom	\$5,000	\$5,000			
10 N. Washington	Installation of ADA compatible restroom	\$4,000	\$4,000			
206 W. Michigan Ave./Lampshade	Installation of ADA compatible restroom	\$4,000	\$4,000			
10 S. Huron	Tear off and replace roof	\$4,000	\$2,000	\$2,000		
Available			\$0	\$3,000	\$5,000	\$5,000

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

275-DEPOT TOWN DDA
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

REVENUE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
REVENUE SUMMARY						
DTDA W CROSS OPERATING	7,886	7,936	18.79	6,844.52	1,091.48	13.75
DTDA W CROSS TIF	42,824	42,349	0.00	5,000.00	37,349.00	88.19
DTDA E CROSS OPERATING	6,776	10,394	0.00	5,736.55	4,657.45	44.81
DTDA E CROSS TIF	78,400	87,345	0.00	5,000.00	82,345.00	94.28
TOTAL REVENUES	135,886	148,024	18.79	22,581.07	125,442.93	84.74
	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
EXPENDITURE SUMMARY						
DTDA W CROSS OPERATING	5,270	2,000	17.53	5,255.58 (3,255.58)	162.78-
DTDA W CROSS TIF	42,824	42,349	689.85	16,590.25	25,758.75	60.82
DTDA E CROSS OPERATING	6,022	10,394	91.17	3,612.16	6,781.84	65.25
DTDA E CROSS TIF	62,922	83,680	3,572.21	39,844.58	43,835.42	52.38
TOTAL EXPENDITURES	117,038	138,423	4,370.76	65,302.57	73,120.43	52.82
	=====	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	18,848	9,601 (4,351.97) (42,721.50)	52,322.50	544.97
	=====	=====	=====	=====	=====	=====

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 58.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPERATING =====						
REVENUES						
275-4-7270-402-00 CURRENT PROPERTY TAXES	7,075	7,108	18.43	6,529.30	578.70	8.14
275-4-7270-402-05 PERSONAL PROP TAX REIMBURSE	122	122	0.00	0.00	122.00	100.00
275-4-7270-420-01 DELINQUENT PROPERTY TAXES	85	85	0.00	0.00	85.00	100.00
275-4-7270-445-02 INTEREST ON CURRENT TAXES	20	20	0.36	1.78	18.22	91.10
275-4-7270-445-05 INTEREST ON DELINQUENT TAXES	1	1	0.00	0.00	1.00	100.00
275-4-7270-664-00 INTEREST EARNINGS	583	600	0.00	313.44	286.56	47.76
TOTAL REVENUES	7,886	7,936	18.79	6,844.52	1,091.48	13.75
<hr/>						
TOTAL DTDA W CROSS OPERATING	7,886	7,936	18.79	6,844.52	1,091.48	13.75
DTDA W CROSS TIF =====						
REVENUES						
275-4-7271-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	3,407	0.00	0.00	3,407.00	100.00
275-4-7271-439-02 CURRENT TIFA TAXES-WEST CROSS	6,504	7,224	0.00	0.00	7,224.00	100.00
275-4-7271-439-05 PERSONAL PROP TIF REIMBURSE	2,819	0	0.00	0.00	0.00	0.00
275-4-7271-674-43 WASH CO. BLDG REHAB/fFACADE	5,000	5,000	0.00	5,000.00	0.00	0.00
275-4-7271-699-92 APPROPRIATION FUND BALANCE-TIF	28,501	26,718	0.00	0.00	26,718.00	100.00
TOTAL REVENUES	42,824	42,349	0.00	5,000.00	37,349.00	88.19
<hr/>						
TOTAL DTDA W CROSS TIF	42,824	42,349	0.00	5,000.00	37,349.00	88.19
DTDA E CROSS OPERATING =====						
REVENUES						
275-4-7290-402-00 CURRENT PROPERTY TAXES	6,128	6,277	0.00	5,510.71	766.29	12.21
275-4-7290-402-05 PERSONAL PROP TX REIMBURSE	143	143	0.00	0.00	143.00	100.00
275-4-7290-445-02 INTEREST ON CURRENT TAXES	5	10	0.00	5.48	4.52	45.20
275-4-7290-664-00 INTEREST EARNINGS	500	500	0.00	220.36	279.64	55.93
275-4-7290-699-91 APPROPRIATIONS FUND BALANCE	0	3,464	0.00	0.00	3,464.00	100.00
TOTAL REVENUES	6,776	10,394	0.00	5,736.55	4,657.45	44.81
<hr/>						
TOTAL DTDA E CROSS OPERATING	6,776	10,394	0.00	5,736.55	4,657.45	44.81

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 58.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DTDA E CROSS TIF =====						
REVENUES						
275-4-7291-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	9,254	0.00	0.00	9,254.00	100.00
275-4-7291-439-01 CURRENT TIFA TAXES	70,104	73,091	0.00	0.00	73,091.00	100.00
275-4-7291-439-05 PERSONAP PROP TIF REIMBURSE	3,296	0	0.00	0.00	0.00	0.00
275-4-7291-674-43 WASH CO. BLDG REHAB GRANT	5,000	5,000	0.00	5,000.00	0.00	0.00
TOTAL REVENUES	78,400	87,345	0.00	5,000.00	82,345.00	94.28
<hr/>						
TOTAL DTDA E CROSS TIF	78,400	87,345	0.00	5,000.00	82,345.00	94.28
<hr/>						
TOTAL REVENUES	135,886	148,024	18.79	22,581.07	125,442.93	84.74
	=====	=====	=====	=====	=====	=====

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
---------------------------	-----------------	----------------	----------------------	---------------------------	------------------	--------------------

DTDA W CROSS OPERATING
 =====

EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7270-728-00 OFFICE SUPPLIES	175	63	0.00	17.40	45.60	72.38
275-7-7270-730-00 POSTAGE	28	10	0.00	0.00	10.00	100.00
275-7-7270-757-00 OPERATING SUPPLIES	67	24	0.00	0.00	24.00	100.00
275-7-7270-807-00 AUDIT FEES	344	123	0.00	0.00	123.00	100.00
275-7-7270-818-00 CONTRACTUAL SERVICES	2,231	933	0.00	4,853.91 (3,920.91)	420.25-
275-7-7270-822-10 GENERAL LIABILITY	487	183	0.00	0.00	183.00	100.00
275-7-7270-826-10 LEGAL SERVICES	490	193	0.00	160.00	33.00	17.10
275-7-7270-853-00 TELEPHONE	127	45	1.53	44.70	0.30	0.67
275-7-7270-864-01 CONFERENCES AND WORKSHOPS	140	50	0.00	0.00	50.00	100.00
275-7-7270-900-00 PRINTING AND PUBLISHING	350	125	1.00	24.57	100.43	80.34
275-7-7270-940-00 RENT	658	197	15.00	105.00	92.00	46.70
275-7-7270-957-00 BOOKS AND MAGAZINES	21	8	0.00	0.00	8.00	100.00
275-7-7270-958-00 MEMBERSHIPS AND DUES	152	46	0.00	50.00 (4.00)	8.70-
TOTAL EXPENDITURES	5,270	2,000	17.53	5,255.58 (3,255.58)	162.78-

TOTAL DTDA W CROSS OPERATING	5,270	2,000	17.53	5,255.58 (3,255.58)	162.78-
------------------------------	-------	-------	-------	------------	-----------	---------

DTDA W CROSS TIF
 =====

EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7271-706-00 PERMANENT WAGES-SALARIES	7,740	2,867	220.60	1,687.59	1,179.41	41.14
275-7-7271-706-07 PERMANENT WAGES-POLICE PATROL	5,752	2,054	0.00	0.00	2,054.00	100.00
275-7-7271-706-10 PART TIME WAGES	3,312	0	0.00	0.00	0.00	0.00
275-7-7271-707-00 TEMPORARY WAGES	0	1,183	0.00	60.48	1,122.52	94.89
275-7-7271-714-02 WORKER'S COMPENSATION	118	92	3.30	27.65	64.35	69.95
275-7-7271-714-05 SOCIAL SECURITY & MEDICARE	899	467	16.19	138.98	328.02	70.24
275-7-7271-714-07 20% HEALTH CARE PREMIUM (446)	0	0.00	0.00	0.00	0.00
275-7-7271-714-08 HEALTH CARE COSTS - BLUE CROSS	1,931	0	0.00	0.71 (0.71)	0.00
275-7-7271-714-10 BASIC CLAIMS	0	0	23.39	12.38 (12.38)	0.00
275-7-7271-714-12 BASIC FEES	13	9	0.00	4.05	4.95	55.00
275-7-7271-714-13 EHIM WRAP CLAIMS	269	0	0.00	0.00	0.00	0.00
275-7-7271-714-14 EHIM WRAP FEES	32	0	0.00	0.00	0.00	0.00
275-7-7271-714-15 EHIM SCRIPTS	285	0	0.00	0.00	0.00	0.00
275-7-7271-714-16 HEALTH CARE WAIVERS	700	125	0.00	125.00	0.00	0.00
275-7-7271-714-17 DENTAL	424	48	0.00	220.67 (172.67)	359.73-
275-7-7271-714-18 OPTICAL	181	4	0.00	1.98	2.02	50.50
275-7-7271-714-19 LIFE INSURANCE	50	17	3.70	18.50 (1.50)	8.82-
275-7-7271-714-22 LONG TERM DISABILITY	56	18	1.48	13.03	4.97	27.61
275-7-7271-714-24 HEALTH CARE SAVINGS PLAN	252	0	0.00	0.00	0.00	0.00
275-7-7271-818-00 CONTRACTUAL SERVICES	0	5,752	171.19	1,198.34	4,553.66	79.17
275-7-7271-820-00 TIF - WEST CROSS DEV AREA	871	6,908	0.00	0.00	6,908.00	100.00
275-7-7271-820-02 STREETSCAPE MAINTENANCE	3,605	3,605	0.00	1,778.39	1,826.61	50.67

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7271-820-04 SEASONAL PLANTING	350	350	0.00	0.00	350.00	100.00
275-7-7271-820-05 PEDESTRIAN TRASH COLLECTION	3,200	3,200	0.00	0.00	3,200.00	100.00
275-7-7271-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,000	250	0.00	0.00	250.00	100.00
275-7-7271-820-08 WAYFINDING CITYWIDE	700	0	250.00	250.00 (250.00)	0.00
275-7-7271-920-00 UTILITIES-DTE ELECTRICAL BILL	280	0	0.00	0.00	0.00	0.00
275-7-7271-965-05 SPECIAL EVENT CONTRIBUTION	0	400	0.00	0.00	400.00	100.00
275-7-7271-965-06 FACADE PROG. CONT TO BLD-TIF	1,250	5,000	0.00	0.00	5,000.00	100.00
275-7-7271-965-10 AA SPARK CONTRIBUTION	0	0	0.00	50.00 (50.00)	0.00
275-7-7271-971-27 WASH. CO BLDG REHAB GRANT	10,000	10,000	0.00	11,002.50 (1,002.50)	10.03-
TOTAL EXPENDITURES	42,824	42,349	689.85	16,590.25	25,758.75	60.82

TOTAL DTDA W CROSS TIF	42,824	42,349	689.85	16,590.25	25,758.75	60.82
------------------------	--------	--------	--------	-----------	-----------	-------

DTDA E CROSS OPERATING

=====

EXPENDITURES

275-7-7290-728-00 OFFICE SUPPLIES	200	325	0.00	90.46	234.54	72.17
275-7-7290-730-00 POSTAGE	32	52	0.00	0.00	52.00	100.00
275-7-7290-757-00 OPERATING SUPPLIES	76	124	0.00	0.00	124.00	100.00
275-7-7290-807-00 AUDIT FEES	394	640	0.00	758.00 (118.00)	18.44-
275-7-7290-818-00 CONTRACTUAL SERVICES	2,550	4,854	0.00	933.44	3,920.56	80.77
275-7-7290-822-10 GENERAL LIABILITY	556	953	0.00	0.00	953.00	100.00
275-7-7290-826-10 LEGAL SERVICES	560	1,001	0.00	832.00	169.00	16.88
275-7-7290-853-00 TELEPHONE	144	235	7.97	64.45	170.55	72.57
275-7-7290-864-01 CONFERENCES AND WORKSHOPS	160	260	0.00	0.00	260.00	100.00
275-7-7290-900-00 PRINTING AND PUBLISHING	400	650	5.20	127.81	522.19	80.34
275-7-7290-940-00 RENT	752	1,022	78.00	546.00	476.00	46.58
275-7-7290-957-00 BOOK MAGAZINES AND PERIODAL	24	39	0.00	0.00	39.00	100.00
275-7-7290-958-00 MEMBERSHIPS AND DUES	174	239	0.00	260.00 (21.00)	8.79-
TOTAL EXPENDITURES	6,022	10,394	91.17	3,612.16	6,781.84	65.25

TOTAL DTDA E CROSS OPERATING	6,022	10,394	91.17	3,612.16	6,781.84	65.25
------------------------------	-------	--------	-------	----------	----------	-------

DTDA E CROSS TIF

=====

EXPENDITURES

275-7-7291-706-00 PERMANENT WAGES - SALARIES	8,846	14,910	1,147.16	8,775.79	6,134.21	41.14
275-7-7291-706-07 PERMANENT WAGES-POLICE PATROL	6,574	10,682	0.00	0.00	10,682.00	100.00
275-7-7291-706-10 PART TIME WAGES	3,786	0	0.00	0.00	0.00	0.00
275-7-7291-707-00 TEMPORARY WAGES	0	6,151	0.00	314.50	5,836.50	94.89
275-7-7291-714-02 WORKER'S COMPENSATION	134	476	17.20	144.15	331.85	69.72
275-7-7291-714-05 SOCIAL SECURITY & MEDICARE	1,028	2,428	84.17	722.05	1,705.95	70.26
275-7-7291-714-07 20% HEALTH CARE PREMIUM (509)	0	0.00	0.00	0.00	0.00
275-7-7291-714-08 HEALTH CARE COSTS - BLUE CROSS	2,206	0	0.00	0.81 (0.81)	0.00
275-7-7291-714-10 BASIC CLAIMS	0	0	121.55	63.97 (63.97)	0.00
275-7-7291-714-12 BASIC FEES	14	49	0.00	12.33	36.67	74.84

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7291-714-13 EHIM WRAP CLAIMS	307	0	0.00	0.00	0.00	0.00
275-7-7291-714-14 EHIM WRAP FEES	37	0	0.00	0.00	0.00	0.00
275-7-7291-714-15 EHIM SCRIPTS	325	0	0.00	0.00	0.00	0.00
275-7-7291-714-16 HEALTH CARE WAIVERS	800	650	0.00	650.00	0.00	0.00
275-7-7291-714-17 DENTAL	485	250	0.00	315.09 (65.09)	26.04-
275-7-7291-714-18 OPTICAL	207	19	0.00	2.26	16.74	88.11
275-7-7291-714-19 LIFE INSURANCE	58	86	4.22	21.10	64.90	75.47
275-7-7291-714-22 LONG TERM DISABILITY	64	92	7.71	51.00	41.00	44.57
275-7-7291-714-24 HEALTH CARE SAVINGS PLAN	288	0	0.00	0.00	0.00	0.00
275-7-7291-818-00 CONTRACTUAL SERVICES	0	6,574	890.20	6,231.39	342.61	5.21
275-7-7291-820-02 STREETScape MAINTENANCE	4,378	4,378	0.00	2,159.51	2,218.49	50.67
275-7-7291-820-04 SEASONAL PLANTING	400	425	0.00	0.00	425.00	100.00
275-7-7291-820-05 PEDESTRIAL TRASH COLLECTION	8,400	8,400	0.00	0.00	8,400.00	100.00
275-7-7291-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,250	1,300	0.00	1,353.36 (53.36)	4.10-
275-7-7291-820-08 WAYFINDING CITYWIDE	800	0	1,300.00	1,300.00 (1,300.00)	0.00
275-7-7291-940-01 RAIL FENCE LEASE	244	244	0.00	0.00	244.00	100.00
275-7-7291-965-05 SPECIAL EVENT CONTRIBUTION	0	400	0.00	0.00	400.00	100.00
275-7-7291-965-06 FACADE PROG. CONT TO BLD-TIF	1,250	5,000	0.00	0.00	5,000.00	100.00
275-7-7291-965-10 AA SPARK CONTRIBUTION	0	0	0.00	260.00 (260.00)	0.00
275-7-7291-971-27 WASH CO. BLDG REHAB GRANT	10,000	10,000	0.00	0.00	10,000.00	100.00
275-7-7291-974-01 TIF PROJECTS	996	612	0.00	10,589.19 (9,977.19)	1,630.26-
275-7-7291-991-00 PRINCIPAL ENDS 12/28/2015	10,080	10,080	0.00	6,792.46	3,287.54	32.61
275-7-7291-995-00 INTEREST	474	474	0.00	85.62	388.38	81.94
TOTAL EXPENDITURES	62,922	83,680	3,572.21	39,844.58	43,835.42	52.38
TOTAL DTDA E CROSS TIF	62,922	83,680	3,572.21	39,844.58	43,835.42	52.38
TOTAL EXPENDITURES	117,038	138,423	4,370.76	65,302.57	73,120.43	52.82
REVENUES OVER/(UNDER) EXPENDITURES	18,848	9,601 (4,351.97) (42,721.50)	52,322.50	544.97

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

413-DOWNTOWN DEV AUTH
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

REVENUE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
REVENUE SUMMARY						
DOWNTOWN DA OPERATING	35,640	49,771	4,842.06	38,165.36	11,605.64	23.32
DOWNTOWN DA TIF	257,711	292,987	0.00	0.00	292,987.00	100.00
DOWNTOWN DA OTHER	5,000	5,000	0.00	5,000.00	0.00	0.00
TOTAL REVENUES	298,351	347,758	4,842.06	43,165.36	304,592.64	87.59
	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING	26,120	27,584	241.94	24,459.70	3,124.30	11.33
DOWNTOWN DA TIF	257,711	292,986	31,860.51	154,954.25	138,031.75	47.11
DOWNTOWN DA OTHER	5,000	5,000	0.00	0.00	5,000.00	100.00
DOWNTOWN WATER ST	0	0	10,000.00	10,000.00	(10,000.00)	0.00
TOTAL EXPENDITURES	288,831	325,570	42,102.45	189,413.95	136,156.05	41.82
	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	9,520	22,188	(37,260.39)	(146,248.59)	168,436.59	759.13
	=====	=====	=====	=====	=====	=====

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 58.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING =====						
REVENUES						
413-4-7230-402-00 CURRENT PROPERTY TAXES	25,350	25,431	531.87	21,814.75	3,616.25	14.22
413-4-7230-402-05 PERSONAL PROP TAX REIMBURSE	885	885	0.00	0.00	885.00	100.00
413-4-7230-420-01 DELINQUENT PROPERTY TAXES	1,200	1,200	0.00	0.00	1,200.00	100.00
413-4-7230-445-02 INTEREST ON CURRENT TAXES	100	100	10.19	24.41	75.59	75.59
413-4-7230-445-05 INTEREST ON DELINQUENT TAXES	5	5	0.00	0.00	5.00	100.00
413-4-7230-462-01 DOWNTOWN PARKING PERMITS	7,200	7,200	4,300.00	6,800.00	400.00	5.56
413-4-7230-664-00 INTEREST EARNINGS	900	1,000	0.00	367.00	633.00	63.30
413-4-7230-694-01 MISCELLANEOUS REVENUE	0	13,950	0.00	9,159.20	4,790.80	34.34
TOTAL REVENUES	35,640	49,771	4,842.06	38,165.36	11,605.64	23.32
TOTAL DOWNTOWN DA OPERATING	35,640	49,771	4,842.06	38,165.36	11,605.64	23.32
DOWNTOWN DA TIF =====						
REVENUES						
413-4-7231-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	16,085	0.00	0.00	16,085.00	100.00
413-4-7231-439-01 CURRENT TIFA TAXES	178,847	183,255	0.00	0.00	183,255.00	100.00
413-4-7231-439-03 PERSONAL PROP TIF REIMBURSE	16,085	0	0.00	0.00	0.00	0.00
413-4-7231-699-92 APPROPRIATION FUND BALANCE-TIF	62,779	93,647	0.00	0.00	93,647.00	100.00
TOTAL REVENUES	257,711	292,987	0.00	0.00	292,987.00	100.00
TOTAL DOWNTOWN DA TIF	257,711	292,987	0.00	0.00	292,987.00	100.00
DOWNTOWN DA OTHER =====						
REVENUES						
413-4-7232-674-43 MSHDA ELG FACADE GRANT	5,000	5,000	0.00	5,000.00	0.00	0.00
TOTAL REVENUES	5,000	5,000	0.00	5,000.00	0.00	0.00
TOTAL DOWNTOWN DA OTHER	5,000	5,000	0.00	5,000.00	0.00	0.00
DOWNTOWN WATER ST =====						
REVENUES						
TOTAL REVENUES	298,351	347,758	4,842.06	43,165.36	304,592.64	87.59

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
---------------------------	-----------------	----------------	----------------------	---------------------------	------------------	--------------------

DOWNTOWN DA OPERATING
 =====

EXPENDITURES						
413-7-7230-728-00 OFFICE SUPPLIES	875	863	0.00	240.13	622.87	72.17
413-7-7230-730-00 POSTAGE	140	138	0.00	0.00	138.00	100.00
413-7-7230-757-00 OPERATING SUPPLIES	332	328	0.00	0.00	328.00	100.00
413-7-7230-807-00 AUDIT FEES	1,722	1,697	0.00	1,518.00	179.00	10.55
413-7-7230-818-00 CONTRACTUAL SERVICES	11,157	12,882	0.00	12,881.53	0.47	0.00
413-7-7230-822-10 GENERAL LIABILITY	2,623	2,530	0.00	4,908.00 (2,378.00)	93.99-
413-7-7230-826-10 LEGAL SERVICES	2,800	2,657	0.00	2,208.00	449.00	16.90
413-7-7230-853-00 TELEPHONE	634	624	21.14	225.85	398.15	63.81
413-7-7230-864-01 CONFERENCES AND WORKSHOPS	700	690	0.00	0.00	690.00	100.00
413-7-7230-900-00 PRINTING AND PUBLISHING	1,750	1,725	13.80	339.19	1,385.81	80.34
413-7-7230-940-00 RENT	2,520	2,712	207.00	1,449.00	1,263.00	46.57
413-7-7230-957-00 BOOKS MAGAZINES AND PERIODICAL	105	104	0.00	0.00	104.00	100.00
413-7-7230-958-00 MEMBERSHIPS AND DUES	762	634	0.00	690.00 (56.00)	8.83-
TOTAL EXPENDITURES	26,120	27,584	241.94	24,459.70	3,124.30	11.33

TOTAL DOWNTOWN DA OPERATING	26,120	27,584	241.94	24,459.70	3,124.30	11.33
-----------------------------	--------	--------	--------	-----------	----------	-------

DOWNTOWN DA TIF
 =====

EXPENDITURES						
413-7-7231-706-00 PERMANENT WAGES - SALARIES	38,700	39,569	3,044.40	23,289.65	16,279.35	41.14
413-7-7231-706-07 PERMANENT WAGES-POLICE PATROL	28,760	28,760	0.00	0.00	28,760.00	100.00
413-7-7231-706-10 PART TIME WAGES	16,562	0	0.00	0.00	0.00	0.00
413-7-7231-707-00 TEMPORARY WAGES	0	16,323	0.00	834.62	15,488.38	94.89
413-7-7231-714-02 WORKER'S COMPENSATION	588	1,264	45.68	382.84	881.16	69.71
413-7-7231-714-05 SOCIAL SECURITY & MEDICARE	4,495	6,444	223.41	1,916.52	4,527.48	70.26
413-7-7231-714-07 20% HEALTH CARE PREMIUM (2,228)	0	0.00	0.00	0.00	0.00
413-7-7231-714-08 HEALTH CARE COSTS - BLUE CROSS	9,653	0	0.00	3.54 (3.54)	0.00
413-7-7231-714-10 BASIC CLAIMS	0	0	322.62	170.11 (170.11)	0.00
413-7-7231-714-12 BASIC FEES	63	129	0.00	36.97	92.03	71.34
413-7-7231-714-13 EHIM WRAP CLAIMS	1,345	0	0.00	0.00	0.00	0.00
413-7-7231-714-14 EHIM WRAP FEES	162	0	0.00	0.00	0.00	0.00
413-7-7231-714-15 EHIM SCRIPTS	1,424	0	0.00	0.00	0.00	0.00
413-7-7231-714-16 HEALTH CARE WAIVERS	3,500	1,725	0.00	1,725.00	0.00	0.00
413-7-7231-714-17 DENTAL	2,121	662	0.00	508.49	153.51	23.19
413-7-7231-714-18 OPTICAL	904	50	0.00	9.91	40.09	80.18
413-7-7231-714-19 LIFE INSURANCE	252	228	18.48	92.40	135.60	59.47
413-7-7231-714-22 LONG TERM DISABILITY	280	245	20.45	143.44	101.56	41.45
413-7-7231-818-00 CONTRACTUAL SERVICES	0	28,760	2,362.44	16,537.08	12,222.92	42.50
413-7-7231-820-00 TIF PROJECTS	4,355	9,411	0.00	18,043.57 (8,632.57)	91.73-
413-7-7231-820-01 IRRIGATION SYSTEM	0	40	0.00	41.03 (1.03)	2.58-
413-7-7231-820-02 STREETScape MAINTENANCE	17,767	17,768	1,615.64	11,350.61	6,417.39	36.12

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
413-7-7231-820-03 WASTE MANAGEMENT	17,900	27,900	1,757.39	10,490.47	17,409.53	62.40
413-7-7231-820-04 SEASONAL PLANTING	1,750	3,450	0.00	0.00	3,450.00	100.00
413-7-7231-820-05 PEDESTRIAN TRASH COLLECTION	8,400	8,400	0.00	0.00	8,400.00	100.00
413-7-7231-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,750	3,450	0.00	3,689.40 (239.40)	6.94-
413-7-7231-820-08 WAY FINDING CITY WIDE	3,500	0	3,450.00	3,450.00 (3,450.00)	0.00
413-7-7231-920-00 DTE ELECTRIC BILL	200	0	0.00	77.89 (77.89)	0.00
413-7-7231-965-05 SPECIAL EVENTS CONTRIBUTIONS	0	400	0.00	246.96	153.04	38.26
413-7-7231-965-06 FACADE PROG. CONT TO BLD-TIF	2,500	5,000	0.00	4,992.50	7.50	0.15
413-7-7231-965-10 AA SPARK CONTRIBUTION	0	0	0.00	690.00 (690.00)	0.00
413-7-7231-971-27 MSHDA ELG FACADE GRANT PROG.	10,000	10,000	19,000.00	42,000.00 (32,000.00)	320.00-
413-7-7231-997-00 PAYING AGENT FEES	400	400	0.00	0.00	400.00	100.00
413-7-7231-999-20 TRANSFER OUT(473)2004A	82,608	82,608	0.00	14,231.25	68,376.75	82.77
TOTAL EXPENDITURES	257,711	292,986	31,860.51	154,954.25	138,031.75	47.11
<hr/>						
TOTAL DOWNTOWN DA TIF	257,711	292,986	31,860.51	154,954.25	138,031.75	47.11
<hr/>						
DOWNTOWN DA OTHER =====						
EXPENDITURES						
413-7-7232-971-27 FACADE GRANT PROGRAM	5,000	5,000	0.00	0.00	5,000.00	100.00
TOTAL EXPENDITURES	5,000	5,000	0.00	0.00	5,000.00	100.00
<hr/>						
TOTAL DOWNTOWN DA OTHER	5,000	5,000	0.00	0.00	5,000.00	100.00
<hr/>						
DOWNTOWN WATER ST =====						
EXPENDITURES						
413-7-7233-818-00 FEASIBILITY STUDY	0	0	10,000.00	10,000.00 (10,000.00)	0.00
TOTAL EXPENDITURES	0	0	10,000.00	10,000.00 (10,000.00)	0.00
<hr/>						
TOTAL DOWNTOWN WATER ST	0	0	10,000.00	10,000.00 (10,000.00)	0.00
<hr/>						
TOTAL EXPENDITURES	288,831	325,570	42,102.45	189,413.95	136,156.05	41.82
<hr/>						
REVENUES OVER/(UNDER) EXPENDITURES	9,520	22,188 (37,260.39) (146,248.59)	168,436.59	759.13

Attendance

Committee Members

J. Albers
R. Murphy
D. Otto
K. Scheiber

Other Attendees

T. Colbeck

Old Business

- 1. Downtown Dumpster Enclosures:** T. Colbeck gave an update on the process to transfer the dumpster service to the private users. He shared two options that were given by our service provider to extend the contract through June 2016 and another to extend until June 2017. The option for the extension through 2017 would potentially allow for a smooth transition from public to private funding of the service by allowing our partners to not have to bid the process and get a guaranteed pricing for one year.

He then updated the committee on the discussion by the YDDA board to remove ourselves from also maintaining the dumpsters by turning over the operations to DAY. He noted that no determination has been agreed to at this time, but the committee may be asked to look into this in the very near future. The committee will wait for further direction from the YDDA board.

- 2. YDDA Surveillance Program:** T. Colbeck gave an update to the committee regarding the board's discussion on whether the DDA should be involved in surveillance at all. He noted that there is very strong support to end any DDA role in surveillance. He restated the issue with S. Pierce's installation of private cameras piggy backing on our WIFI without having an approval to proceed. The committee members agreed that the cameras have not delivered the impact we had hoped for when compared to the expense. They also discussed the legal ramifications of the camera footage being made available to the public and not complying to our request to ensure no recorded footage could be used for private profit.

T. Colbeck shared the information on the potential cost to cancel our existing ADT contract. The committee members agreed that this would make sense but agreed to wait for the DDA board to discuss further.

The committee then discussed our desire to stay on as a partner and support Wireless Ypsi. They recommend that we require S. Pierce disconnect his cameras from our routers but all support for Wireless Ypsi hotspots would remain intact. They noted that S. Pierce has several cameras online that use private WIFI access so they do not believe this would prevent him from preserving his camera program privately if he chooses to. This also will need the input of the board before we proceed.

- 3. Depot Town Clock Repair:** T. Colbeck shared the quote he received from Verdin

Clock Restoration and the two options provided. He noted that we are still waiting on information from Raphael of Olde Towne Coin & Gold on the potential of finding a local company to do the work. If we can't find an alternate, T. Colbeck recommends proceeding with Verdin with a goal of having the clock fully repaired and refurbished before the summer event season.

4. **YDDA Façade Grant Program Status:** T. Colbeck shared a memo outlining the program status. He recommends that the program application be made available on February 1st to re-open the program. He will prepare a release and promote the program as of that date. He also restated our commitment to consider the five grants applications that were received prior to the YDDA board's decision to put the program on hold. Each of these applications will be considered along with any and all new applications. The application period will be February-March which would allow for a thorough review of each application and recommendations to the board for their April meeting. The revised application and the review matrix were included in the meeting packet.

New Business:

1. **YDDA Building Rehabilitation Grant Application 42 E. Cross St./Café Ollie:** T. Colbeck reviewed the application with the committee. He noted that there were several items we still needed to complete the application, but none of them were substantive to our ability to review and make a recommendation today.

The committee discussed the criteria for consideration of a grant and the availability of funding. The committee noted the validity of the proposed project as a use of Building Rehabilitation funds. There was some discussion on this project not leveraging an economic impact via job creation or increased property taxes because this is an actively used space with a running business. However there was consideration of the fact that the work being done was required from the county health department and if the work was not done, it could have a very real negative impact on the local economy.

R. Murphy moved to recommend the approval of a YDDA Building Rehabilitation Grant in the amount of \$1,000 to support the project, contingent upon clarification of any outstanding application requirements. J. Albers supported the motion and it was approved unanimously.

RESOLUTION TO APPROVE THE AWARD OF A YDDA BUILDING REHABILITATION GRANT FOR 42 E. CROSS ST./CAFÉ OLLIE

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 2015-16 fiscal year; and

WHEREAS, the YDDA has allocated a matching \$15,000 for the Building Rehabilitation and Façade Grant Program in the FY 2015-16 budget; and

WHEREAS, the YDDA has received a grant request from Café Ollie LLC for the rehabilitation of the above referenced address that would include: replacement of subfloor and installation of concrete laminate in the kitchen and bar/service counter area; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the proposed improvements would be an appropriate use of the grant program;

NOW, THEREFORE, BE IT RESOLVED THAT:

- YDDA Board approves the award of a building rehabilitation grant as recommended by the Economic Restructuring & Design Committee.
- the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$1,000.
- 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.
- all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: ECONOMIC RESTRUCTURING & DESIGN COMMITTEE
FROM: TIM COLBECK, EXECUTIVE DIRECTOR
SUBJECT: DOWNTOWN DUMPSTER ENCLOSURES
DATE: 1/21/2016
CC:

Update:

As part of the plan for the DDA to transfer the provision of solid waste and cardboard recycling services at the three Downtown dumpster enclosures to the local businesses and property owners, I have requested that our service provider prepare a quote to extend the services past the March 31st contract expiration date through at least the remainder of the fiscal year. Scott Cabautan our sales rep with Republic Services has proposed the following:

- Extension of existing contract through June 30, 2016
 - This will allow us to continue the current contract through the remaining fiscal year
 - The contract price will increase by 3% for the period April 1st through June 30th
 - This will raise the monthly bill from approximately \$1,507 to \$1,552
- Extension of existing contract through June 30, 2017
 - This will extend the existing contract for one additional fiscal year
 - The contract price will remain at its current level for one more year.

This allows us to do one of two things, let the contract expire at the end of the fiscal year with an expected transition to the private users finding their own contractor or to hand over the costs of the existing contract for one additional year to our partners, removing one step for them to address. I would like the committee to weigh in on these options.

At the December committee meeting I provided a copy of a service cancellation letter to be distributed to the public and asked for any input on the letter. I have not received any requested changes, so I will assume the letter is good and distribute ASAP (see attached).

At the January YDDA Board meeting I provided a first draft of the dumpster use contract that will allow private parties to continue to operate within the DDA maintained enclosures (see attached).

Potential of transferring ownership:

At the January 21, 2016 YDDA board meeting, board chair Mark Teachout suggested we investigate the potential of transferring ownership of the enclosures to the city or handing the program management over to DAY.

It would appear highly unlikely that the city would be willing to assume ownership responsibility of the enclosures. However, it warrants at least introducing the possibility to the city for a response.

There was much discussion on this topic and whether DAY has the capacity to manage the program with no staff and apparent lack of regular meetings. If the program were to be turned over the DDA could offer to subsidize potentially for the first few years. The YDDA board requested that this idea be brought back to committee for consideration.

If it is recommended to at least make this offer I recommend that we get input from our attorney on how this could contractually be done and determine what, if any, budget amount we would allocate to support.

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: ECONOMIC RESTRUCTURING & DESIGN COMMITTEE
FROM: TIM COLBECK, EXECUTIVE DIRECTOR
SUBJECT: YDDA SURVEILLANCE PROGRAM UPDATE
DATE: 1/21/2016
CC:

Surveillance Program Update

At the January 13, 2016 Operations & Finance meeting, Steve Pierce gave an update on the expansion of Wireless with four new wireless access points downtown and the installation of two private cameras in the N. Adams and N. Huron parking lots.

At the December 23, 2105 committee meeting, I informed the committee members of Steve's unwillingness to sign our partnership agreement because of the stipulation that he could not sell any recorded footage, which he considers forfeiting his ownership rights to the DDA. At that time I was directed to contact Steve and advise him not to proceed with the installation of cameras until the YDDA board could make a determination on how or whether to proceed. I emailed him on December 23rd and advised him that at this time I would put on hold any next steps to set up the surveillance system until the YDDA board can review where we are at and consider our options to proceed. However on January 11, 2016 I received an email where he notified me that he had proceeded to install the cameras and announced that they could be viewed at:

<http://cams.ypsi.com/>

Also, in the last month we have experienced another service interruption with our one ADT surveillance system located in the S. Huron parking lot. I have contacted our representative Adam Barber of ADT to see if we can address the issue. This is the second time we have experienced a significant service outage on the camera. At that time I asked Adam what would be our cost to disconnect the camera and close our account. He stated we could cancel the contract at any time by paying 90% of our remaining costs. We have approximately 15 months left on our current agreement. The bulk of our costs for the installation was up front for the purchase of equipment and installation which was approximately \$1,200. Our remaining costs is the annual contract which is for \$132 or \$11 per month. So the cost to cancel the service would be about \$148.50.

At the January 21, 2016 YDDA board meeting, there was a discussion on the future of any DDA related surveillance programs. There was clear support to discontinue any DDA participation of public security cameras or support for private ones. I was asked my opinion of the program, to which I stated that the cost to value of us maintaining was not good. Due to the service interruptions, lack of easy access to the camera equipment in the private property, and the time staff has to dedicate to maintenance, I recommended either not renewing our agreement more preferably

cancelling our service. The board requested that this item be returned to the Economic Restructuring & Design Committee for further consideration and evaluation of the program's effectiveness and costs to maintain.

Support for Wireless Ypsi

At the January board meeting we also discussed our support for providing access to DDA provided WI-FI through Comcast to strengthen the Wireless Ypsi to provide free wireless internet to the downtown. The ability to contract for broadband and/or wireless service is an expressly approved power of a DDA per the DDA enabling legislation (PA 197 of 1975).

At the January 13th Operations & Finance meeting Steve Pierce acknowledged his efforts to publically identify the YDDA as a primary sponsor of Wireless Ypsi, which was another stipulation of our partnership agreement. He noted that he will prominently feature the YDDA as a sponsor on the Wireless Ypsi splash page that anyone who access the WI-FI will automatically see.

At the January 21st YDDA board meeting I was directed to also bring our potential continued support for Wireless Ypsi back to the committee for discussion and a recommendation. It was recommended that the Surveillance Partnership and Support for Wireless Ypsi should be considered two separate and unique items by the YDDA board.

The committee should make a recommendation to the YDDA board on how to proceed on both items. As I outlined at last month's committee meeting we have some potential options that include requiring the cameras to be unplugged but maintaining our Comcast service to support the WI-FI, cancelling our Comcast service, or amending our proposal with HDL.com/Steve Pierce to request but not explicitly ban the potential sale of footage for profit.

I did confirm with Comcast that we can sign a voluntary disconnect form with 60 days notice. We would be liable for 75% of the remaining contracts. We currently have 21 months left at \$69.95 or \$1,468.95 total each. To cancel we would owe approximately \$1,101.

**YPSILANTI DDA
BUILDING REHABILITATION PROGRAM**

Application Form

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.4829762

1. Applicant Information

NAME: Cafe ollie LLC / Danielle & Mark Teachout
BUSINESS ADDRESS: 42 E cross st.
HOME ADDRESS: 974 N. Prospect rd.
BUSINESS PHONE: 734 482 8050 HOME PHONE: 734 829 9112
FAX: N.A. EMAIL: Cafe ollie@gmail.com

2. Project Information

BUILDING LOCATION: 42 E cross st. - Depot town
BUSINESS (ES) LOCATED IN BUILDING: Cafe ollie

BUILDING AGE: 160 years
BUILDING ZONED AS: Commercial BUILDING SEV: _____
OWNER OF RECORD: _____
IF LEASED: Lease Expires Dec. 2025 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.

Replacement of sub-floor and concrete
laminated flooring installed in kitchen and
behind Bar/service counter.

Anticipated Construction
Start Date: 1-25-16 Completion Date: 1-30-16 Total Project Cost 5000.00

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 _____

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:

1st Floor:

2nd Floor:

6. **Other Required Documentation**

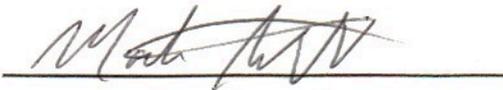
- a. Property deed with legal description of property
- b. Proof that all property taxes are paid and current
- c. Proof of property and liability insurance
- d. Signed mortgage note
- e. Copies of any leases associated with property
- f. Project budget
- g. Two (2)-contractor quotes/construction bids 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 15 day of January, 20 16

By: 
Mark Teachout

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

N.A.

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

Cafe ollie LLC
Applicant

1-15-2016
Date

ATTACHMENT FOUR

Additional Criteria

Please use this sheet to answer the following attach additional sheets as necessary:

1. Project Start Date: 1-25-2016 Completion Date: 1-30-2016

2. Economic Impact:

A. Projected Real Property Tax Increase:

None

B. Projected Personal Property Tax Increase:

NONE

C. Temporary (construction) Jobs Created:

yes. A2 faux floor LLC

D. Permanent Jobs Created:

None

Cake office LLC

Applicant

1-15-2016

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

Cafe Office LLC

Date

1-15-2016



Mark Teachout <cafeollie@gmail.com>

epoxy floor

1 message

gwgrover@yahoo.com <gwgrover@yahoo.com>
To: "cafeollie@gmail.com" <cafeollie@gmail.com>

Mon, Sep 14, 2015 at 12:08 PM

Hi Mark,

Sorry for the delays! my email has been giving me trouble for over a week now. Looks like you have a total of 632 ssf. That's the kitchen, storage room, and counter area.

A) Epoxy work

1. Sand new plywood substrate
2. Apply primer coat of flexible epoxy ~ 32 mils thick, 2 separate coats each approx.. 16 mils.
3. Sand primer epoxy
4. Apply coat of tinted epoxy, 100% solids then broadcast color flake onto the wet epoxy.
5. Sand decorative epoxy
6. Apply one coat of high wear urethane with aggregate, satin sheen ~ 3.5 mils thick.
7. Broom clean job site

Total price for labor and material\$3988.00

Best Regards

Gary Grover
734.646.9195
www.a2fauxflooring.com

[color chart General polymer epoxy standard_colors \(1\).pdf](#)
183K



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/15/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER:
Dave Stanbury Insurance Agency
7282 N Sheeldon Rd
Canton, MI 48187

INSURER:
NAME: Dave Stanbury
PHONE: 7346671752 FAX: 17346671758
E-MAIL: dave@stanburyinsurance.com
ADDRESS: dave@stanburyinsurance.com
INSURER(S) AFFORDING COVERAGE: Grange Insurance Company

INSURED:
Cafe Ollie LLC
42 E Cross St
Ypsilanti, MI 48198

INSURER A:
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

COVERAGES: CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURANCE TYPE OF INSURANCE	ADOL. SUBR. (800-333-2000)	POLICY NUMBER	ISSUANCE DATE (MM/DD/YYYY)	EXPIRATION DATE (MM/DD/YYYY)	REVISION NUMBER	LIMITS
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> POLICY <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		BP 2008700-01	09/01/2015	09/01/2016		EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (REASONABLE) \$ 100,000 MED EXP (any one person) \$ 5,000 PERSONAL & ADV INJURY \$ INCLUDED GENERAL AGGREGATE PRODUCTS - CONCURR ADG \$ 2,000,000
AUTOMOBILE LIABILITY ANY AUTO SCHEDULED OWNED AUTOS NON-OWNED HIRED AUTOS AUTOS						SEPARATE SINGLE LIMIT (per accident) BODILY INJURY (per person) \$ BODILY INJURY (per accident) \$ PROPERTY DAMAGE (per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
UMBRELLA LIABILITY EXCESS LIMIT OCCUR CLAIMS-MADE						SEPARATE SINGLE LIMIT (per accident) E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROFESSIONAL SERVICE EXECUTIVE (Excluded in MI) If yes, describe under DESCRIPTION OF OPERATIONS below						RETENTION \$ Y/N N/A

DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES (ACORD 10), Additional Remarks Schedule, may be attached if more space is required

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

 Dave Stanbury

ACORD 25 (2014/01) The ACORD name and logo are registered marks of ACORD © 1988-2014 ACORD CORPORATION. All rights reserved.

COMMERCIAL LEASE

This Lease made and entered into October 19, 2015 between REX RICHIE and SALLY RICHIE, husband and wife, 1065 Maplewood, Ypsilanti, Michigan 48198-5861, herein called "Lessor" and **Café Ollie LLC** herein called "Lessee":

WITNESSETH as follows:

1. Lessor, in consideration of the rents and covenants herein, does hereby let and lease to Lessee premises, commonly known as 42 E. Cross Street, Ypsilanti, MI 48198, being the center 1/3 and the back west 1/3 of the ground floor of the following described premises, to wit:

Land in the City of Ypsilanti, county of Washtenaw, State of Michigan, described as:

Lot 320 and the East 62.88 feet of Lot 321
of the Showerman and Compton's allotment, as recorded
in Liber "P" page 265 Washtenaw County Records.

2. The term of this lease shall be ten years commencing on January 1, 2016. Rental payments will commence when Lessee takes possession.

3. Rent shall be paid at the rate of one thousand five hundred dollars (\$1,500.00) per month for the first year of this lease. The rental rate may be increased by the Lessor each year thereafter. The amount of the increase shall be based on the consumer index not to exceed 5% per year. Rent shall be due on the first day of the month. Rent paid later than the 5th of the month will be subject to a twenty-five dollar and no 100 (\$25.00) late charge.

4. Lessee shall pay water and electricity and gas for the demised premises. *Lessee shall be responsible for snow removal and keeping the area clean in front of the demised premises.*

5. Notwithstanding anything to the contrary herein, Lessee shall be responsible for the maintenance repair or replacement of all glass and doors to the premises and the interior of the demised premises. Lessor shall be responsible for maintenance, repair or replacement of the heating, ventilation and air conditioning equipment and plumbing for the premises. Lessee shall be responsible for keeping the sidewalk area in front of their business clean. Lessor shall be responsible for the maintenance, repair and/or replacement of every other portion and aspect of the building in which the premises are located. Lessor may raise the rent during the term of this Lease to cover the cost of an additional and or larger dumpster needed to accommodate Lessee's business.

6. Lessee shall secure written approval from Lessor for any signs to be placed on the outside of the building. Such approval shall not be unreasonably withheld.

7. Lessee shall use the demised premises for its business, the **Café Ollie**, and for purposes incidental thereto and for no other purpose without the prior written consent of Lessor. Lessee shall not be permitted to sell or display X rated and/or adult material on the demised premises. Lessee shall maintain and conduct their business and maintain the premises in compliance with all statutes, ordinances, regulations and other laws governing such activity.

8. Upon the expiration of this Lease, Lessee may remove all or any part of the furniture, fixtures, equipment, business equipment, systems, and all other personal property placed in upon or about said premises by Lessee. The Lessee maintains the right to remove such additions or improvements upon expiration of this Lease or any extension of this Lease. Any leasehold improvements which do not constitute improvements to the building itself or leasehold additions shall be the property of the Lessee and shall be removed by the Lessee

at its option, said removal to take place within thirty (30) days after termination of the Lease, and or any extension thereof, for failure of which said improvements shall become the property of Lessor. Any leasehold improvements made to the building shall become part of the said building and shall belong to the Lessor. At the expiration of the term hereof or any extension, Lessee shall repair or reimburse Lessor for any damage to the building caused by installation and maintenance of furniture, fixtures, equipment, business equipment, systems or related items on or about said premises.

9. Lessee shall be responsible for all personal property taxes and/or other taxes arising as a result of its use and occupation of said premises with the exception of real property taxes, which taxes shall be the sole responsibility of Lessor.

10. Lessee shall not assign this Lease or sublet the demised premises without the written permission of Lessor. Lessor shall have the right to assign its interest in this Lease subject to the duty to give written notice to Lessee of such assignment upon completion of the same.

11. Lessee shall insure against liability for bodily injury in the amount of FIVE HUNDRED THOUSAND and no/100 (\$500,000.00) per occurrence. Such policy shall provide for indemnification of Lessor with respect to any such claims for bodily injury arising on that portion of the building leased herein, including the sidewalk in front of the demised premises. Lessee shall also provide their own fire insurance on contents and shall have the option of insuring the windows against breakage or covering the total cost of repair or replacement within SEVEN (7) days of damage. Lessee shall provide Lessor with copies of such policies, amendments thereto and proof of payment of the same as it becomes due from time to time.

12. Lessee shall indemnify Lessor against all expenses, liabilities, and claims of every kind, including reasonable attorney fees, by or on behalf of any person or entity arising out of either (1) a failure by Lessee to perform any of the terms and conditions of this Lease, (2) any injury or damage happening on or about the demised premises caused by any acts or omissions of Lessee, its agents, employees or representatives (3) failure to comply with any law or governmental authority, or (4) any construction lien or security interest filed against the demised premises for equipment, materials, or alterations of buildings or improvements therein caused by any acts or omissions of Lessee, its agents, employees or representatives.

13. In the event of a partial destruction of the premises during the term or any extension hereof, from any cause, Lessor shall forthwith repair the same, provided the repairs can be made within ninety (90) days under the laws and regulations of applicable governmental authorities. Any partial destruction shall neither null nor void this Lease, except that Lessee shall be entitled to a proportionate reduction of rent while the repairs are being made, any proportionate reduction being based on the extent to which the making of repairs shall interfere with business carried on by Lessee in the premises. If the repairs cannot be made in the specified time, Lessor may, at Lessor's option, make repairs within a reasonable time, this Lease continuing in full force and effect and the rent to be proportionately abated as previously set forth in this section. In the event that Lessor does not elect to make repairs that cannot be made within six (6) months of the date of loss, or those repairs cannot be made under the laws and regulations of the applicable governmental authorities, this Lease may be terminated at the option of either party. Should that part of the building in which the demised premises are situated be destroyed to the extent of no less than fifty (50%) percent of the replacement cost thereof, replacement pursuant to the terms of this paragraph shall be at the sole reasonable option of the Lessor, that option to be exercised by written notice of intent to repair within thirty (30) days of the date of the loss.

14. If the whole of the demised premises shall be taken or condemned by any competent authority for any public or quasi public use or purpose, this Lease shall cease and terminate as of the date on which title shall vest thereby in that authority, and the rent reserved herein shall be proportioned and paid up to that date. If only a portion of the demised premises shall be taken or condemned, this Lease and the term thereof shall not cease or terminate, but the rent payable after the date on which Lessee shall be required to surrender possession of such portion shall be reduced and proportioned to the decreased use suffered by Lessee as the parties may agree.

In the event of any taking or condemnation in whole or in part, the entire resulting award of consequential damages shall belong to Lessor without any deduction for the value of the unexpired term of this Lease or for any

14. If the whole of the demised premises shall be taken or condemned by any competent authority for any public or quasi public use or purpose, this Lease shall cease and terminate as of the date on which title shall vest thereby in that authority, and the rent reserved herein shall be proportioned and paid up to that date. If only a portion of the demised premises shall be taken or condemned, this Lease and the term thereof shall not cease or terminate, but the rent payable after the date on which Lessee shall be required to surrender possession of such portion shall be reduced and proportioned to the decreased use suffered by Lessee as the parties may agree.

In the event of any taking or condemnation in whole or in part, the entire resulting award of consequential damages shall belong to Lessor without any deduction for the value of the unexpired term of this Lease or for any other estate or interest in the demised premises now or later vested in Lessee. Lessee assigns to the Lessor all his right, title and interest in any and all such awards. In the event of a partial taking, Lessor shall promptly process to restore the remainder of the demised premises to a self-contained architectural unit, and Lessor shall pay the cost of restoration which, in no event, shall exceed a sum equal to the amount of the separate award made to and received by Lessor for consequential damages.

In case of any governmental action not resulting in the taking or condemnation of any portion of the demised premises but creating a right compensation therefore, or if less that a fee title to all or any portion of the demised premises shall be taken or condemned by any governmental authority for temporary use or occupancy, this Lease shall continue in full force and effect without reduction or abatement of rent, and the rights of the parties shall be unaffected by the other provisions of this section, but shall be governed by applicable law.

15. The parties shall be bound by now existing easements, agreements, and encumbrances of record relating to the demised premises, and Lessor shall not be liable to Lessee for any damages resulting from any action taken by a holder of an interest pursuant to the rights of the holder there under.

16. Lessor warrants that Lessee shall be granted peaceable, quiet enjoyment of the demised premises from any eviction or interference by Lessor or those claiming under Lessor if Lessee pays the rent and other charges provided herein and otherwise full and punctually performs the terms and conditions imposed on Lessee.

17. If Lessee (a) defaults in paying any sums to Lessor when due and does not cure the default within five (5) days, (b) defaults in performing any other covenant or conditions of the lease and does not cure the default within thirty (30) days after written notice from Lessor specifying the default, or (c) is bankrupt or makes any assignment for the benefit of creditors, then Lessor may accelerate the full balance of the rent payable for the remainder of the term and sue for the sums, may terminate this Lease and sue for damages, or may without terminating this Lease reenter the premises, dispossess Lessee or any other occupant the premises, remove Lessee's effects, and relet the premises for the account of Lessee for the rent upon the terms that are satisfactory to Lessor, crediting the proceeds, after deducting the cost of reentry, alterations, additions, and reletting, to the unpaid rent and the other amounts due during the remainder of the term, and Lessee shall remain liable to Lessor for any unpaid balance. Lessor may elect one or more of such remedies as allowed by law.

If suit is brought to recover possession of the premises, to recover any rent or any other amount due under the provisions of this Lease, or because of the breach of any other covenant that Lessee was to keep or perform, and a breach is established, then Lessee shall pay to Lessor all expenses incurred, including reasonable attorney fees, which be deemed to have been incurred on the commencement of the default and shall be enforceable whether or not the action is prosecuted to judgment.

18. LEAD WARNING STATEMENT: Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, Lessors must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Lessee must also receive a Federally approved pamphlet on lead poisoning prevention. LESSOR'S DISCLOSURE: *Lessor has no 44 East knowledge of lead-based paint and/or lead based paint hazards in the housing. *Lessor has no reports pertaining to lead-based and/or lead-based paint hazards in the housing.

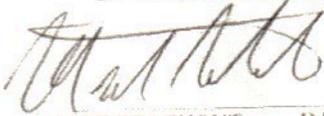
19. Lessee shall on the last day of the term or any extension thereof, or on earlier termination and forfeiture of the Lease, peaceably and quietly surrender and deliver the demised premises of Lessor free of sub tenancies.

20. This Lease contains the entire agreement between the parties and cannot be changed or terminated except by a written instrument subsequently executed by the parties hereto. This Lease and the terms and conditions hereof apply to and are binding on the heirs, legal representatives, successors and assigns of both parties.

21. Lessee will be responsible for expenses incurred to change existing awning to reflect its' business name or for the purchase of a new awning, which ever is required to make the name change. Lessee is responsible for cost incurred for the awning over their individual business. Wording, lettering and awning must be approved by Lessor. Such approval shall not be unreasonably withheld.

22. Lessee agrees to sign a new Lease three (3) months before the expiration of the current lease if Lessee intends on continuing to lease the premises. In the event the Lessee does not sign the lease three (3) months prior to the expiration, the Lessor will exercise its right to market the space for rent to another party upon expiration of this Lease. This language is not to be interpreted as a 10 year lease with an automatic renewal clause.

24. Time is of the essence in all provisions of this Lease.

 1/1/16
MARK TEACHOUT DATE
STOCKHOLDER CAFÉ OLLIE, LLC

 1/1/16
SALLY L. RICHIE, LESSOR DATE

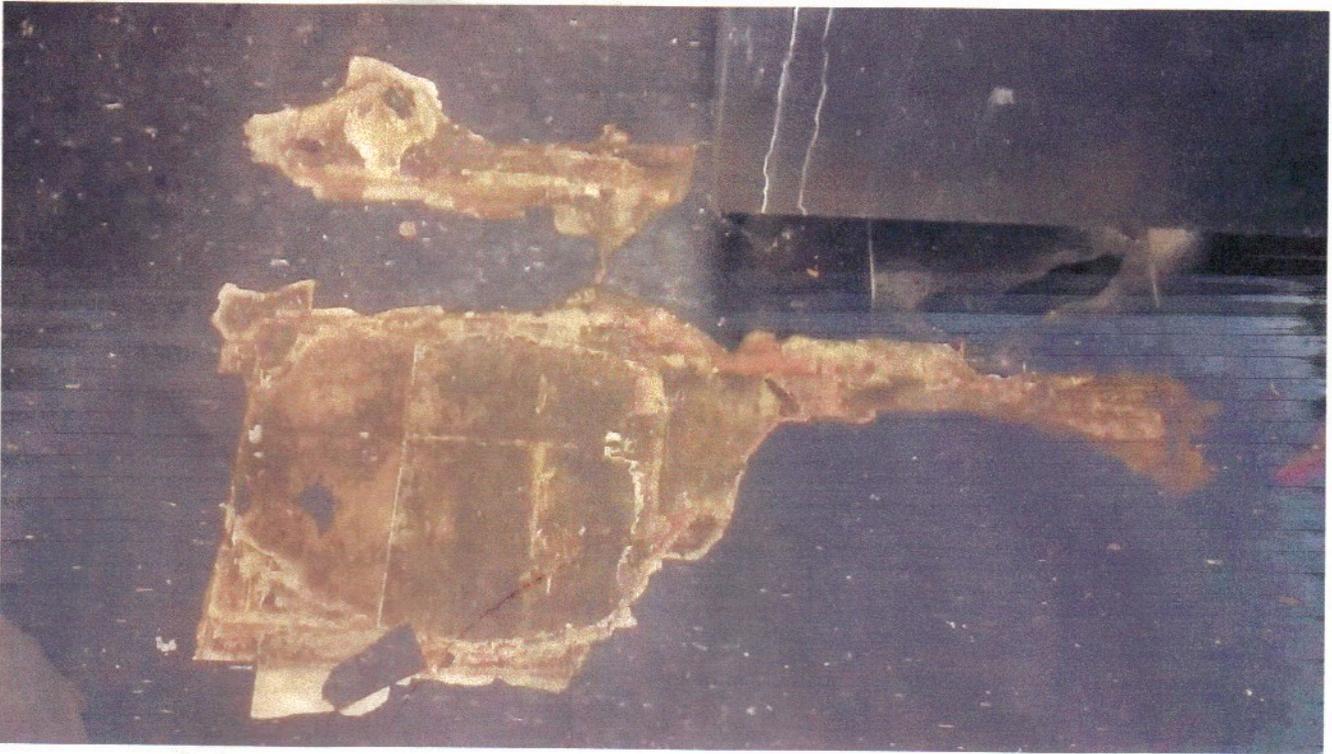
 1/1/16
DANIELLE SCHWERIN DATE
STOCKHOLDER CAFÉ OLLIE, LLC

 1/1/16
REX RICHIE, LESSOR DATE

Danielle Teachout

+j











Detailed Tax Information

City of Ypsilanti

[Back to Non-Printer Friendly Version] [Send To Printer]

Parcel: 11-11-09-131-011

Property Address

[collapse]

40 E CROSS ST
YPSILANTI, MI 48198

Owner Information

[collapse]

• RICHIE REX & SALLY
1065 MAPLEWOOD
YPSILANTI, MI 48198

Unit: 11

Taxpayer Information

[collapse]

SEE OWNER INFORMATION

Legal Information for 11-11-09-131-011

[collapse]

*OLD SID - 11 11-605-320-00 YP CITY 31E-14 LOT 320 & E 62.88 FT OF LOT 321 SHOWERMAN & COMPTON'S ALLOTMENT OF PART OF FRAC'L SECTION 9, T 3 SOUTH OF RANGE 7 EAST.

Enter Future Interest Date:

1/19/2016



Re-Calculate

****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
+ 2015, Winter	\$281.95	\$281.95	12/15/2015	\$0.00
+ 2015, Summer	\$13,517.49	\$13,517.49	09/14/2015	\$0.00
+ 2014, Winter	\$332.21	\$332.21	12/19/2014	\$0.00
+ 2014, Summer	\$13,287.43	\$13,287.43	09/15/2014	\$0.00
+ 2013, Winter	\$249.45	\$249.45	12/31/2013	\$0.00
+ 2013, Summer	\$13,081.41	\$13,081.41	09/16/2013	\$0.00
+ 2012, Winter	\$184.66	\$184.66	12/31/2012	\$0.00
+ 2012, Summer	\$12,602.60	\$12,602.60	09/20/2012	\$0.00
+ 2011, Winter	\$443.64	\$443.64	12/08/2011	\$0.00
+ 2011, Summer	\$12,049.99	\$12,049.99	09/14/2011	\$0.00
+ 2010, Winter	\$173.83	\$173.83	12/20/2010	\$0.00
+ 2010, Summer	\$11,181.85	\$11,181.85	09/14/2010	\$0.00
+ 2009, Winter	\$173.92	\$173.92	12/17/2009	\$0.00
+ 2009, Summer	\$11,267.48	\$11,267.48	09/14/2009	\$0.00
+ 2008, Winter	\$161.00	\$161.00	12/31/2008	\$0.00
+ 2008, Summer	\$10,868.10	\$10,868.10	09/17/2008	\$0.00
+ 2007, Winter	\$153.97	\$153.97	12/31/2007	\$0.00
+ 2007, Summer	\$10,848.93	\$10,848.93	09/24/2007	\$0.00
+ 2006, Winter	\$348.17	\$348.17	02/15/2007	\$0.00
+ 2006, Summer	\$9,932.68	\$9,932.68	09/14/2006	\$0.00
+ 2005, Winter	\$507.20	\$507.20	12/08/2005	\$0.00
+ 2005, Summer	\$9,364.74	\$9,364.74	09/14/2005	\$0.00
+ 2004, Winter	\$921.13	\$921.13	12/21/2004	\$0.00
+ 2004, Summer	\$8,607.71	\$8,607.71	09/14/2004	\$0.00
+ 2003, Winter	\$782.57	\$782.57	02/10/2004	\$0.00
+ 2003, Summer	\$8,346.64	\$8,346.64	09/11/2003	\$0.00
+ 2002, Winter	\$777.53	\$777.53	12/16/2002	\$0.00
+ 2002, Summer	\$8,211.50	\$8,211.50	09/11/2002	\$0.00
+ 2001, Winter	\$764.78	\$764.78	01/04/2002	\$0.00
+ 2001, Summer	\$8,450.34	\$8,450.34	02/12/2002	\$0.00
+ 2000, Winter	\$717.37	\$717.37	01/16/2001	\$0.00
+ 2000, Summer	\$7,416.31	\$7,416.31	02/12/2001	\$0.00
+ 1999, Winter	\$2,412.41	\$2,412.41	01/04/2000	\$0.00
+ 1999, Summer	\$5,610.16	\$5,610.16	08/27/1999	\$0.00
+ 1998, Winter	\$2,285.36	\$2,285.36	12/31/1998	\$0.00
+ 1998, Summer	\$5,557.88	\$5,557.88	09/04/1998	\$0.00
+ 1997, Winter	\$2,302.45	\$0.00		\$2,302.45 **Read Note Above
+ 1997, Summer	\$5,601.98	\$4,000.00	12/31/1997	\$1,601.98 **Read Note Above

****Disclaimer:** BS&A Software provides this Web Site as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

[Privacy Policy](#)

Friday, January 29, 2016 2:25 PM

**Sally Richie
Rex A. Richie
1065 Maplewood Avenue
Ypsilanti, MI 48198**

January 21, 2016

To Whom It May Concern:

We are aware that our tenant Café Ollie has applied for a DDA grant to install a new kitchen floor.

We support them in this effort to install the floor and apply for the grant. They have our approval to do so.

Sincerely,

Sally L. Richie

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: TIM COLBECK, YPSILANTI DDA
SUBJECT: BUILDING REHAB GRANT APPLICATION 42 E. CROSS ST./CAFÉ OLLIE
DATE: 2/12/2016
CC:

The YDDA has received a building rehabilitation grant application for 42 E. Cross St./Café Ollie. The application was submitted by Café Ollie LLC.

The scope of the project is as follows:

- The replacement of sub-floor and installation of concrete laminate flooring in the kitchen and service counter. It is indicated that the total project will cost \$5,000.

The application has provided the following documents:

- Completed application – includes project timeline and budget
- One quote for proposed work \$3,998 and a signed bid waiver request
- Certificate of liability insurance
- Copy of lease
- Interior photos of areas to be repaired
- Proof that taxes are current
- Legal description of property (with proof of taxes)
- Authorization from the landlord
- Proof of property insurance from the building owner
- Mortgage is not applicable (tenant)

The application still needs the following documents:

- Proof of financing
- Description of work to be done by the applicant and proposed costs, explanation of discrepancy in proposed budget and quote.

The scope of the project is consistent with the guidelines of the Building Rehabilitation Program. The project scope will address a long-standing structural issue with the interior floor adding value to the space.

February 18, 2016
2016-

**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 42 E. CROSS ST./CAFÉ OLLIE**

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 2015-16 fiscal year; and

WHEREAS, the YDDA has allocated a matching \$15,000 for the Building Rehabilitation and Façade Grant Program in the FY 2015-16 budget; and

WHEREAS, the YDDA has received a grant request from Café Ollie LLC for the rehabilitation of the above referenced address that would include: replacement of subfloor and installation of concrete laminate in the kitchen and bar/service counter area; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the proposed improvements would be an appropriate use of the grant program;

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 \$1,000.
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:

ATTACHMENT SIX

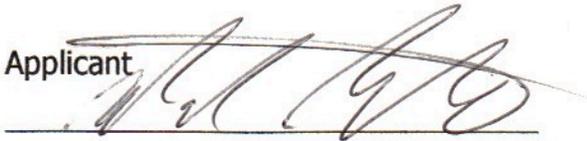
Bid Waiver Form

The YDDA Building Rehabilitation and Façade Improvement Grant Application require that at least two bids for all eligible project work to be considered be provided in the application. However in some special cases a waiver of this requirement will be considered. A waiver may be considered for one of the following reasons:

- The required work is of such a specialized nature that there are not multiple qualified contractors who can bid on it.
- The applicant is also the primary licensed developer who will provide work/services themselves.
- The applicant has solicited multiple bids but has not received responses in a reasonable time frame.
- Additional reasonable explanations will be considered on a case by case basis.

If an applicant requires a bid waiver, you will provide a short written explanation attached to the application.

Applicant



Date

1-21-2016

 WESTFIELD INSURANCE <small>Sharing Knowledge. Building Trust.®</small>		RENEWAL BUSINESSOWNERS POLICY DECLARATIONS			43
COMPANY PROVIDING COVERAGE		WESTFIELD INSURANCE COMPANY			
NAMED INSURED AND MAILING ADDRESS		AGENCY	21-04227	PROD.	000
REX A AND SALLY L RICHIE 1065 MAPLEWOOD AVE YPSILANTI MI 48198		FREEMAN BUNTING INS AGENCY PO BOX 981008 YPSILANTI MI 48198-1008 TELEPHONE 734-482-4732			
Policy Number: BOP 3 070 739		WIC Account Number: 2170002519		Q	
Policy Period	From To	05/29/15 05/29/16 at 12:01 A.M. Standard Time at your mailing address shown above.			
SCHEDULE OF DESCRIBED PREMISES					
Loc. Bldg.	Address, City & State		Construction	Occupancy	
001 001	40 E CROSS ST APT 4244 YPSILANTI		Joisted Masonry	Retail	
002 001	[REDACTED] MI 48198		Frame	[REDACTED]	
	[REDACTED] MI 48197				
PROPERTY COVERAGES					
Loc. Bldg. Coverage				Limits of Insurance	
001 001	Business Income & Extra Expense			Actual Loss Sustained	
001 001	Building Actual Cash Value			[REDACTED]	
002 001	Business Income & Extra Expense			Actual Loss Sustained	
002 001	Building Actual Cash Value			[REDACTED]	
Building Limit - Automatic Increase: 4%					
LIABILITY AND MEDICAL PAYMENTS					
BUSINESS LIABILITY				Limits of Insurance	
Each Occurrence Limit				[REDACTED]	
General Aggregate Limit				[REDACTED]	
Products/Completed Operations Aggregate Limit				[REDACTED]	
Personal & Advertising Injury Limit(Per Person or Organization)				[REDACTED]	
Medical Expenses				[REDACTED]	
Damage to Premises Rented To You Limit(Any One Premises)				[REDACTED]	
Each paid claim for the above coverages reduces the amount of insurance we provide during the applicable annual period. Please refer to Section II - Liability in the Businessowners Coverage Form and any attached endorsements.					
SCHEDULE					
Loc. Bldg. Classification				Code	
001 001	Apartment Buildings			60010	
OPTIONAL COVERAGES					
Loc. Bldg.				Limits of Insurance	
ALL ALL	Terrorism Insurance Coverage			[REDACTED]	
ALL ALL	Business Income (Extended)			[REDACTED]	
ALL ALL	Extended Period of Indemnity		Number of Days	60	
ALL ALL	Business Income - Ordinary Payroll		Coverage Period	60	
ALL ALL	Electronic Data			[REDACTED]	
ALL ALL	Employee Dishonesty			[REDACTED]	
ALL ALL	Forgery and Alteration			[REDACTED]	
ALL ALL	Interruption of Computer Operations			[REDACTED]	
ALL ALL	Personal Property Off Premises			[REDACTED]	
001 ALL	Fire Department Service Charge			[REDACTED]	
001 001	Accounts Receivable			[REDACTED]	
001 001	Business Income from Dependent Properties			[REDACTED]	
001 001	Business Income and Extra Expense - Revised Period of Indemnity			[REDACTED]	
001 001	Debris Removal Additional Insurance			[REDACTED]	
001 001	Fine Arts Coverage			[REDACTED]	
001 001	Money and Securities - Inside Premises			[REDACTED]	
001 001	Money and Securities - Outside Premises			[REDACTED]	

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, March 17, 2016 – 8:00 a.m.**

PLEASE NOTE THE TIME CHANGE ABOVE

**SPARK East
215 W. Michigan Ave.**

Agenda

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 business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

I. Call to Order

II. Roll Call

Amanda Edmonds	P	A	Russ Olwell	P	A
Jessica French	P	A	Andrew O’Neal	P	A
Adam Gainsley	P	A	Richard Smith	P	A
Cisco Garcia	P	A	Mark Teachout (C)	P	A
Ben Harrington	P	A	RayVon Williams	P	A
Jelani McGadney	P	A			

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

IV. Approval of February 18, 2016 Minutes (X)* 3-6

V. Audience Participation (3 minutes each)

1. _____
2. _____
3. _____
4. _____
5. _____

VI. Resolution of Support for an Obsolete Property Rehabilitation Act (OPRA) Certification Application for 209 Pearl* (X) p. 7-11

VII. Staff Report/Financial Report (X) 12-24

VIII. Standing Committee Reports

- Economic Restructuring & Design* (X) p. 25-75
Resolution to approve the award of a YDDA Building Rehabilitation Grant for 10 N. Washington Suite 104/Go Ice Cream
- Operations & Finance (X) 76-77

IX. Old Business

- Discussion on the Downtown Dumpster Transition

X. Proposed Business

- Non-Motorized Advisory Committee Presentation – Bob Krzewinski

XI. Announcements/Comments

XII. Public Participation

XIII. Next Meeting: April 20, 2016, 8:30 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 18, 2015 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Meeting Minutes

I. Call to Order: M. Teachout called the meeting to order at 8:35 am.

II. Roll Call

Amanda Edmonds	P		Russ Olwell	P	
Jessica French		A	Andrew O’Neal	P	
Adam Gainsley	P		Richard Smith		A
Cisco Garcia	P		Mark Teachout (C)	P	
Ben Harrington*	P		RayVon Williams*	P	
Jelani McGadney		A			

*arrived at 8:40

**arrived at 8:45

Others in Attendance:

Rasheed Atwater, Ypsilanti Economic Dev.
Cheryl Farmer, Ypsilanti resident
Joe Licavoli, SPARK East
Joe Meyer, Ypsilanti Economic Dev.
Beth Ernat, Ypsilanti Economic Dev.
Mark Swanson, Terry’s Bakery
Ronald Lowe, Materials Unlimited

III. Approval of Agenda: Cisco Garcia moved to approve the agenda as submitted. Russ Olwell supported the motion and it was approved unanimously.

IV. Approval of January 21, 2016 and February 22, 2016 Minutes: Amanda Edmonds moved to approve the minutes of January 21, 2016 as submitted. Russ Olwell supported the motion and it passed unanimously.

Cisco Garcia moved to approve the February 11, 2016 special meeting minutes as submitted. Russ Olwell supported the motion and it passed unanimously.

V. Audience Participation:

- Mark Swanson noted that the DDA camera on Terry’s Bakery is inoperable and has been since December. He went on to note that he took this concern with Tim Colbeck and no action has been taken since.

VI. Downtown Sculpture Project– Mark Swanson, Cheryl Farmer, Ronald Lowe:

- Cheryl Farmer stated that since learning that MDOT will not allow sculptures in median they have created other ideas which include (attached):
 1. Enhance Trellis that exist
 2. Paint the surface of the current median pots

3. Put sculptures on N. Washington

Or possibly dropping the DDA district entirely and placing sculptures in entrances of Ypsilanti.

- Beth Ernat noted the city received CTAP Grant to assist with water plants
- Ronald Lowe proposed artist submit drawings and prototypes to art center where they could be sold if not used by DDA
- Cisco Garcia stated he likes the Trellis idea, especially if students were involved. Also noted that it by enhancing the trellises that are already there the DDA could save money
- Russ Olwell likes students being involved with the project. Also likes the idea of artist bringing sculptures to RAC
- Andrew O'Neal stated he likes trellis idea. Think we should start small; maybe one a year
- Adam Gainsley is in favor of trellises
- Mark Teachout indicated would be in support of all ideas
- Ben Harrington is in favor of all ideas. Would like to start small first
- RayVon Williams likes all ideas but he would like to support ideas once budget is in healthier status
- Amanda Edmonds: Would like to get stake holders of N. Washington together to get their opinion on sculptures and stated support for medians being painted and offered to assist in the labor effort. Amanda also indicated that she would like to create long-term beautification initiatives based off these ideas.
- Mark Teachout indicated that the board would be discussing the budget at their next meeting and would have a better understanding of funding after that.

VII. Staff Report/Financial Report: N/A was as presented

VIII. Standing Committee Reports:

- **Economic Restructuring & Design:** Report as submitted.

Downtown Dumpster Discussion:

- Joe Meyers reported a letter was drafted by the former DDA director regarding the discontinuation of the dumpster program but it has not been sent to business owners.
- The board requested that they have time to review the letter and asked that it be sent out as soon as possible and that that the dumpster program transition be on the agenda for the next meeting.
- Mark Teachout suggested that downtown business owners could come together to form a committee to pay for the dumpster services. Mark also stated the DDA should not extend the dumpster contract past June.
- RayVon Williams agreed with Mark Teachout that business owners should pay for the dumpster services.
- Russ Olwell suggested the DDA send a clear letter to business owners detailing exactly what is going to happen, that the DDA is leaving the dumpster business, and put a time and day to discuss issues in the letter
- Amanda Edmonds proposed giving people dumpster information letter and getting feedback. Amanda also suggested making the letter and Dumpster information accessible via Facebook, the city website, and other sources of social media.
- Mark Teachout recommended Joe or Rasheed go to businesses directly and give letter directly to business owners.
- Adam Gainsley requested to see the letter before it is sent out.
- Beth Ernat Suggested there be a 3 day response window for business owners once they receive the letter.

- Joe Meyers informed the board that the current waste contract ends on March 31, 2016 and if the board would like to extend the contract they would need to act this meeting.
- Mark Teachout moved to extend the contract with republic services for dumpster and cardboard recycling services through June 30, 2016. RayVon Williams second his motion and the a roll call vote was taken:

Ayes: Amanda Edmonds, Russ Olwell, Mark Teachout, Adam Gainsley, Cisco Garcia, Ben Harrington, Andrew O'Neal, RayVon Williams

Nays: None

Abstain: None

Motion passed unanimously.

Downtown Camera and WI-FI Discussion

- Mark Teachout stated that he felt that the DDA should not be in the business of monitoring the public and selling the content. Mark also indicated that the DDA should get out of contract with the ADT by negotiating the current contract to a lower rate and paying it out.
- RayVon Williams asked if there could be a time limit on Wireless Ypsi to keep independent cameras from recording for long periods of time
- Beth Ernat: indicated that it may be a couple of weeks to research and discover the connection between Wireless Ypsi and the DDA.
- Board continued the conversation stating that they support Wireless Ypsi, but do not want to support private individuals' cameras.

Resolution to approve YDDA Building Rehabilitation Grant Application 42 E. Cross St. /Café Ollie

- Mark Teachout excused himself as the petitioner at 9:37am and Adam Gainsley transitioned to chair of DDA
- Mark Teachout informed the committee that the work on the floor has already been completed. He went on to state that the building historically had problems with the floor and the new floor will last at least for fifty years and raise the property value.
- Adam Gainsley moved to approve the resolution for the YDDA Building Rehabilitation Grant Application to Café Ollie. C. Garcia second his motion and the a roll call vote was taken:
Ayes: Amanda Edmonds, Russ Olwell, Adam Gainsley, Cisco Garcia, Ben Harrington, Andrew O'Neal, RayVon Williams
Nays: none
Abstain: Mark Teachout
The resolution passed unanimously.
- Mark Teachout was called back and returned to head of DDA at 9:47am

- **Operations & Finance:** N/A

IX. Old Business: N/A

X. Proposed Business:

- Amanda Edmonds stated she would like to have subcommittee's updates, especially the R.A.C.
- Joe Meyers asked the board what they would like from him as the new director
- Adam Gainsley: answered he would like to have the emails and packets organized
- Joe Meyers asked if the board wanted PDF's in the email
- Mark Teachout and Ben Harrington requested PowerPoint presentations during the meetings instead of a paper agendas

- Beth Ernat suggested sending the full report to Adam and Amanda then send overviews to everyone else and have links to information on DDA website so concerned members can investigate at their convenience.

XI. Announcements/Comments:

- Mark Teachout indicated that he is in the process of listing Café Ollie for sale and the restaurant will remain open until a sale is final.
- Growing Hope will host Grounds Management for Pollinated Protection.

XII. Public Participation: none.

XIII. Adjourn: The meeting was adjourned at 10:12 am.

XIV. Next Meeting: March 17, 2016, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: DDA BOARD
FROM: JOE MEYERS
SUBJECT: OPRA CERTIFICATE APPLICATION FOR 209 PEARL ST
DATE: 3/15/2016

The City has received applications for Obsolete Property Rehabilitation Exemption Certificate (OPRA) for 209 Pearl, located across from the commuter bus station (see attached memo).

The property located at 209 Pearl Street is the former Michigan Bell Telephone building. The property has formerly been used as a hostel and two small retail areas. Frank D's barbershop has been a long-term tenant to the building. In September of 2014, a fire destroyed the upper residential units of the building. Hedger Breed purchased the building in 2015 and the petitioners, Ypsilanti Property Alliance, LLC, have a contract purchase agreement with the owner. Ypsilanti Property Alliance is represented by Mark Maynard and Jesse Kranyak.

Ypsilanti Property Alliance

The Ypsilanti Property Alliance is seeing to redevelop the building in a three phase project with phase one being 900 square of ground floor retail space, 3,200 square feet of office/work space for creative professionals and a single residential loft on the second floor. Phase two will consist of redeveloping the remaining 2,300 square foot for a new entity that is being formed.

The 3200 sf of office/work space is being named Landline Creative Labs and is being tailored to Ypsilanti's growing community of creative professionals; graphic designers, web architecture, photography, film/video, illustration and writing. Three letters of intent for space rental have been secured for the spaces.

The Ypsilanti Property Alliance LLC is seeking to rehabilitate this property into a mixed use space with office, retail, restaurant and residential. Conceptual costs for the renovation are approximately \$198,150 for Phase I and II, \$290,900 for Phase III; total projects costs are approximately \$489,050.

Items for immediate rehabilitation are: sprinkler system, plumbing, electrical, HVAC, roof, flooring, and interior finishing. Work is expected to be completed within one-year of approval for Phase I and II. Work for Phase III is anticipated in 2018.

The applicant is requesting an Obsolete Property Rehabilitation Act (OPRA) exemption for 12 years. The OPRA would effectively freeze the value of the improvements on the property at the current taxable value, approximately \$70,300. Investment and improvements to the properties would not be taxed during the lifetime of the abatement. Initial estimates for renovation total over \$489,050.

The Economic Development Department is recommending approval of the OPRA Request.

Summary

This property is located in the pre-approved OPRA district that the YDDA board approved in January 2012. The application is consistent with all of the requirements for consideration. Per the City's approval process, they will submit any OPRA application for properties in one of the DDA District for the YDDA's approval. We recognize that freezing the taxable value of a property could lead to a loss of TIF revenue.



From: Beth Ernat, Director of Community and Economic Development

Subject: 209 Pearl OPRA request – public hearing and resolution

SUMMARY & BACKGROUND: The property under consideration is 209 Pearl, located across from the commuter bus station. The property is located in the DDA OPRA District and in the Historic District. Parcel Number 11-11-40-484-002.

The property located at 209 Pearl Street is the former Michigan Bell Telephone building. The property has formerly been used as a hostel and two small retail areas. Frank D's barbershop has been a long-term tenant to the building. In September of 2014, a fire destroyed the upper residential units of the building. Hedger Breed purchased the building in 2015 and the petitioners, Ypsilanti Property Alliance, LLC, have a contract purchase agreement with the owner. Ypsilanti Property Alliance is represented by Mark Maynard and Jesse Kranyak.

The Ypsilanti Property Alliance is seeking to redevelop the building to create 990 square feet of ground floor retail spaces, 3200 square feet of office/work space for creative professionals, and a single residential loft on the second floor. Frank D's barbershop has a lease through 2018. Additionally, as a Phase II to this project, the Ypsilanti Property Alliance is seeking to use the remaining 2,300 square foot on the first floor for a new business entity they are forming.

The 3200 sf of office/work space is being named Landline Creative Labs and is being tailored to Ypsilanti's growing community of creative professionals; graphic designers, web architecture, photography, film/video, illustration and writing. Three letters of intent for space rental have been secured for the spaces.

Proposed Redevelopment

The Ypsilanti Property Alliance LLC is seeking to rehabilitate this property into a relevant mixed-use space with office, retail, and restaurant. Conceptual costs for renovation are approximately \$198,150 for Phase I and II, \$290,900 for Phase III; total projects costs are approximately \$489,050.

Items for immediate rehabilitation are: sprinkler system, plumbing, electrical, HVAC, roof, flooring, and interior finishing. Work is expected to be completed within one-year of approval for Phase I and II. Work for Phase III is anticipated in 2018.

OPRA Application

The applicant is requesting an Obsolete Property Rehabilitation Act (OPRA) exemption for 12 years. The OPRA would effectively freeze the value of the improvements on the property at the current taxable value, approximately \$70,300. Investment and improvements to the properties would not be taxed during the lifetime of the abatement. Initial estimates for renovation total over \$489,050.

Staff is in receipt of a copy of the paid 2014 taxes and a copy of the deed verifying ownership by Hedger Breed and purchase agreement with Ypsilanti Property Alliance.

PROPERTY IMPACT

The petitioners will be bringing the current property up to code and making improvements to create, one residential unit, approximately 1000 square feet of commercial space, 3200 square feet of office/professional space, and 2300 square feet of entertainment/restaurant space. The total improvements are approximately \$500,000 excluding purchase price. The petitioners would receive benefit of approximately \$104,036 over the lifetime (12 years) of the OPRA certificate.

DDA

The DDA is aware of the request and has been supportive of the application. The DDA will meet on March 17th and provide a resolution of support if they so agree.

Staff Recommendation: Staff recommends approval of the OPRA request. The property has been underutilized and blighted for over a decade and this is a great opportunity to move forward improvements especially with the proximity to the commuter bus terminal on Pearl. This development also enhances other development occurring on North Washington.

Staff additionally recommends that Council caveat approval with a reversion clause if the petitioners are unable to secure DDA approval, a Certificate of Occupancy for the building within 24 months of approval, fail to complete Phase III within 36 months of approval, and/or become tax delinquent within any time during the 12 years.

ATTACHMENTS: Application, Business Plan, Improvement Plans, Pictures, and tax information.

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

March 17, 2016
2016-

**DOWNTOWN DEVELOPMENT AUTHORITY
RESOLUTION OF SUPPORT FOR AN OBSOLETE PROPERTY REHABILITATION
ACT (OPRA) CERTIFICATE APPLICATION FOR 209 PEARL BUILDING**

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, 209 Pearl has been a long underutilized property located in the Downtown District of the Ypsilanti DDA; and

WHEREAS, Ypsilanti Property Alliance LLC has a purchase agreement with the intent of redeveloping the vacant Michigan Bell Telephone building; and

WHEREAS, the Michigan Property Alliance is requesting that the City approve an OPRA certificate to support the proposed redevelopment of the property; and

WHEREAS, 209 Pearl is located within the pre-approved OPRA District; and

WHEREAS, the applicant has made the case that the OPRA designation is required to make the project financially achievable; and

WHEREAS, granting an OPRA to 209 Pearl will result in a freeze of taxable value at its 2016 assessed rate for 12 years; and

WHEREAS, the YDDA will not request the City reimburse the DDA for lost TIF revenues if the OPRA is approved;

NOW, THEREFORE, BE IT RESOLVED THAT

1. the Ypsilanti DDA supports the granting of an Obsolete Property Rehabilitation Act (OPRA) exemption certificate for 209 Pearl to assist with the complete restoration of the property and return to active use.
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:

February 2016							
							58.33% of year completed
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
TIFA		287,908		43,983		243,925	15%
Operating Millage (1.8282)		64,637		51,396		13,241	80%
Miscellaneous Income		15,000		15,000		0	100%
<u>Total</u>		367,545		110,380		257,165	30%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		39,978		33,739		6,239	84%
Wages and Benefits		96,606		47,994		48,612	50%
TIFA Expenses - Recurring/Operating		219,008		86,707		132,301	40%
TIFA Expenses - One-Time/Infrastructure		61,931		55,663		6,268	90%
<u>Total</u>		417,523		224,104		193,419	54%
<u>Revenues Over (Under) Expenses</u>		-49,978					
Fund Balance as of FYE June 2015*		382,534					
Appropriated for FYE June 2016		-49,978					
Projected Fund Balance June 2016		332,556					
*both TIF and Operating Reserves							

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 29TH, 2016

275-DEPOT TOWN DDA
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

REVENUE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
<u>REVENUE SUMMARY</u>						
DTDA W CROSS OPERATING	7,886	7,936	132.88	7,011.94	924.06	11.64
DTDA W CROSS TIF	42,824	42,349	4,942.66	9,942.66	32,406.34	76.52
DTDA E CROSS OPERATING	6,776	10,394	(43.25)	5,727.84	4,666.16	44.89
DTDA E CROSS TIF	78,400	87,345	6,635.64	11,635.64	75,709.36	86.68
TOTAL REVENUES	135,886	148,024	11,667.93	34,318.08	113,705.92	76.82
=====						
EXPENDITURE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPERATING	5,270	2,000	20.58	1,469.49	530.51	26.53
DTDA W CROSS TIF	42,824	42,349	1,755.40	18,346.58	24,002.42	56.68
DTDA E CROSS OPERATING	6,022	10,394	107.01	7,473.40	2,920.60	28.10
DTDA E CROSS TIF	62,922	83,680	2,669.48	42,515.13	41,164.87	49.19
TOTAL EXPENDITURES	117,038	138,423	4,552.47	69,804.60	68,618.40	49.57
=====						
REVENUES OVER/(UNDER) EXPENDITURES	18,848	9,601	7,115.46	(35,486.52)	45,087.52	469.61
=====						

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 66.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPERATING						
=====						
REVENUES						
275-4-7270-402-00 CURRENT PROPERTY TAXES	7,075	7,108	129.64	6,658.94	449.06	6.32
275-4-7270-402-05 PERSONAL PROP TAX REIMBURSE	122	122	0.00	0.00	122.00	100.00
275-4-7270-420-01 DELINQUENT PROPERTY TAXES	85	85	0.00	0.00	85.00	100.00
275-4-7270-445-02 INTEREST ON CURRENT TAXES	20	20	3.24	5.02	14.98	74.90
275-4-7270-445-05 INTEREST ON DELINQUENT TAXES	1	1	0.00	0.00	1.00	100.00
275-4-7270-664-00 INTEREST EARNINGS	583	600	0.00	347.98	252.02	42.00
TOTAL REVENUES	7,886	7,936	132.88	7,011.94	924.06	11.64
<hr/>						
TOTAL DTDA W CROSS OPERATING	7,886	7,936	132.88	7,011.94	924.06	11.64
DTDA W CROSS TIF						
=====						
REVENUES						
275-4-7271-410-00 TIFA REIMBURSMT PA86 SECT 17	0	3,407	4,942.66	4,942.66 (1,535.66)	45.07-
275-4-7271-439-02 CURRENT TIFA TAXES-WEST CROSS	6,504	7,224	0.00	0.00	7,224.00	100.00
275-4-7271-439-05 PERSONAL PROP TIF REIMBURSE	2,819	0	0.00	0.00	0.00	0.00
275-4-7271-674-43 WASH CO. BLDG REHAB/fFACADE	5,000	5,000	0.00	5,000.00	0.00	0.00
275-4-7271-699-92 APPROPRIATION FUND BALANCE-TIF	28,501	26,718	0.00	0.00	26,718.00	100.00
TOTAL REVENUES	42,824	42,349	4,942.66	9,942.66	32,406.34	76.52
<hr/>						
TOTAL DTDA W CROSS TIF	42,824	42,349	4,942.66	9,942.66	32,406.34	76.52
DTDA E CROSS OPERATING						
=====						
REVENUES						
275-4-7290-402-00 CURRENT PROPERTY TAXES	6,128	6,277 (46.77)	5,463.94	813.06	12.95
275-4-7290-402-05 PERSONAL PROP TX REIMBURSE	143	143	0.00	0.00	143.00	100.00
275-4-7290-445-02 INTEREST ON CURRENT TAXES	5	10	3.52	9.00	1.00	10.00
275-4-7290-664-00 INTEREST EARNINGS	500	500	0.00	254.90	245.10	49.02
275-4-7290-699-91 APPROPRIATIONS FUND BALANCE	0	3,464	0.00	0.00	3,464.00	100.00
TOTAL REVENUES	6,776	10,394 (43.25)	5,727.84	4,666.16	44.89
<hr/>						
TOTAL DTDA E CROSS OPERATING	6,776	10,394 (43.25)	5,727.84	4,666.16	44.89

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 29TH, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 66.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DTDA E CROSS TIF =====						
<u>REVENUES</u>						
275-4-7291-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	9,254	6,635.64	6,635.64	2,618.36	28.29
275-4-7291-439-01 CURRENT TIFA TAXES	70,104	73,091	0.00	0.00	73,091.00	100.00
275-4-7291-439-05 PERSONAP PROP TIF REIMBURSE	3,296	0	0.00	0.00	0.00	0.00
275-4-7291-674-43 WASH CO. BLDG REHAB GRANT	<u>5,000</u>	<u>5,000</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	78,400	87,345	6,635.64	11,635.64	75,709.36	86.68
<hr/>						
TOTAL DTDA E CROSS TIF	78,400	87,345	6,635.64	11,635.64	75,709.36	86.68
<hr/>						
TOTAL REVENUES	<u>135,886</u>	<u>148,024</u>	<u>11,667.93</u>	<u>34,318.08</u>	<u>113,705.92</u>	<u>76.82</u>

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAININGG
DTDA W CROSS OPERATING						
=====						
EXPENDITURES						
275-7-7270-728-00 OFFICE SUPPLIES	175	63	3.02	20.42	42.58	67.59
275-7-7270-730-00 POSTAGE	28	10	0.00	0.00	10.00	100.00
275-7-7270-757-00 OPERATING SUPPLIES	67	24	0.00	0.00	24.00	100.00
275-7-7270-807-00 AUDIT FEES	344	123	0.00	113.80	9.20	7.48
275-7-7270-818-00 CONTRACTUAL SERVICES	2,231	933	0.00	933.44 (50.44)	0.05-
275-7-7270-822-10 GENERAL LIABILITY	487	183	0.00	0.00	183.00	100.00
275-7-7270-826-10 LEGAL SERVICES	490	193	0.00	160.00	33.00	17.10
275-7-7270-853-00 TELEPHONE	127	45	1.56	46.26 (1.26)	2.80-
275-7-7270-864-01 CONFERENCES AND WORKSHOPS	140	50	0.00	0.00	50.00	100.00
275-7-7270-900-00 PRINTING AND PUBLISHING	350	125	1.00	25.57	99.43	79.54
275-7-7270-940-00 RENT	658	197	15.00	120.00	77.00	39.09
275-7-7270-957-00 BOOKS AND MAGAZINES	21	8	0.00	0.00	8.00	100.00
275-7-7270-958-00 MEMBERSHIPS AND DUES	152	46	0.00	50.00 (4.00)	8.70-
TOTAL EXPENDITURES	5,270	2,000	20.58	1,469.49	530.51	26.53
TOTAL DTDA W CROSS OPERATING						
	5,270	2,000	20.58	1,469.49	530.51	26.53

DTDA W CROSS TIF
=====

EXPENDITURES						
275-7-7271-706-00 PERMANENT WAGES-SALARIES	7,740	2,867	110.30	1,797.89	1,069.11	37.29
275-7-7271-706-07 PERMANENT WAGES-POLICE PATROL	5,752	2,054	0.00	0.00	2,054.00	100.00
275-7-7271-706-10 PART TIME WAGES	3,312	0	0.00	0.00	0.00	0.00
275-7-7271-707-00 TEMPORARY WAGES	0	1,183	0.00	60.48	1,122.52	94.89
275-7-7271-714-02 WORKER'S COMPENSATION	118	92	1.65	29.30	62.70	68.15
275-7-7271-714-05 SOCIAL SECURITY & MEDICARE	899	467	8.09	147.07	319.93	68.51
275-7-7271-714-07 20% HEALTH CARE PREMIUM (446)	0	0.00	0.00	0.00	0.00
275-7-7271-714-08 HEALTH CARE COSTS - BLUE CROSS	1,931	0	1,365.83	1,366.54 (1,366.54)	0.00
275-7-7271-714-10 BASIC CLAIMS	0	0 (12.38)	0.00	0.00	0.00
275-7-7271-714-12 BASIC FEES	13	9	0.00	4.05	4.95	55.00
275-7-7271-714-13 EHIM WRAP CLAIMS	269	0	0.00	0.00	0.00	0.00
275-7-7271-714-14 EHIM WRAP FEES	32	0	0.90	0.90 (0.90)	0.00
275-7-7271-714-15 EHIM SCRIPTS	285	0	12.86	12.86 (12.86)	0.00
275-7-7271-714-16 HEALTH CARE WAIVERS	700	125	0.00	125.00	0.00	0.00
275-7-7271-714-17 DENTAL	424	48	0.00	220.67 (172.67)	359.73-
275-7-7271-714-18 OPTICAL	181	4	0.54	3.45	0.55	13.75
275-7-7271-714-19 LIFE INSURANCE	50	17	0.00	18.50 (1.50)	8.82-
275-7-7271-714-22 LONG TERM DISABILITY	56	18	1.48	14.51	3.49	19.39
275-7-7271-714-24 HEALTH CARE SAVINGS PLAN	252	0	0.00	0.00	0.00	0.00
275-7-7271-818-00 CONTRACTUAL SERVICES	0	5,752	266.13	1,464.47	4,287.53	74.54
275-7-7271-820-00 TIF - WEST CROSS DEV AREA	871	6,908	0.00	0.00	6,908.00	100.00
275-7-7271-820-02 STREETSCAPE MAINTENANCE	3,605	3,605	0.00	1,778.39	1,826.61	50.67

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7271-820-04 SEASONAL PLANTING	350	350	0.00	0.00	350.00	100.00
275-7-7271-820-05 PEDESTRIAN TRASH COLLECTION	3,200	3,200	0.00	0.00	3,200.00	100.00
275-7-7271-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,000	250	0.00	0.00	250.00	100.00
275-7-7271-820-08 WAYFINDING CITYWIDE	700	0	0.00	250.00 (250.00)	0.00
275-7-7271-920-00 UTILITIES-DTE ELECTRICAL BILL	280	0	0.00	0.00	0.00	0.00
275-7-7271-965-05 SPECIAL EVENT CONTRIBUTION	0	400	0.00	0.00	400.00	100.00
275-7-7271-965-06 FACADE PROG. CONT TO BLD-TIF	1,250	5,000	0.00	0.00	5,000.00	100.00
275-7-7271-965-10 AA SPARK CONTRIBUTION	0	0	0.00	50.00 (50.00)	0.00
275-7-7271-971-27 WASH. CO BLDG REHAB GRANT	10,000	10,000	0.00	11,002.50 (1,002.50)	10.03-
TOTAL EXPENDITURES	42,824	42,349	1,755.40	18,346.58	24,002.42	56.68

TOTAL DTDA W CROSS TIF 42,824 42,349 1,755.40 18,346.58 24,002.42 56.68

DTDA E CROSS OPERATING

=====

EXPENDITURES

275-7-7290-728-00 OFFICE SUPPLIES	200	325	15.71	106.17	218.83	67.33
275-7-7290-730-00 POSTAGE	32	52	0.00	0.00	52.00	100.00
275-7-7290-757-00 OPERATING SUPPLIES	76	124	0.00	0.00	124.00	100.00
275-7-7290-807-00 AUDIT FEES	394	640	0.00	591.76	48.24	7.54
275-7-7290-818-00 CONTRACTUAL SERVICES	2,550	4,854	0.00	4,853.91	0.09	0.00
275-7-7290-822-10 GENERAL LIABILITY	556	953	0.00	0.00	953.00	100.00
275-7-7290-826-10 LEGAL SERVICES	560	1,001	0.00	832.00	169.00	16.88
275-7-7290-853-00 TELEPHONE	144	235	8.10	72.55	162.45	69.13
275-7-7290-864-01 CONFERENCES AND WORKSHOPS	160	260	0.00	0.00	260.00	100.00
275-7-7290-900-00 PRINTING AND PUBLISHING	400	650	5.20	133.01	516.99	79.54
275-7-7290-940-00 RENT	752	1,022	78.00	624.00	398.00	38.94
275-7-7290-957-00 BOOK MAGAZINES AND PERIODICAL	24	39	0.00	0.00	39.00	100.00
275-7-7290-958-00 MEMBERSHIPS AND DUES	174	239	0.00	260.00 (21.00)	8.79-
TOTAL EXPENDITURES	6,022	10,394	107.01	7,473.40	2,920.60	28.10

TOTAL DTDA E CROSS OPERATING 6,022 10,394 107.01 7,473.40 2,920.60 28.10

DTDA E CROSS TIF

=====

EXPENDITURES

275-7-7291-706-00 PERMANENT WAGES - SALARIES	8,846	14,910	573.58	9,349.37	5,560.63	37.29
275-7-7291-706-07 PERMANENT WAGES-POLICE PATROL	6,574	10,682	0.00	0.00	10,682.00	100.00
275-7-7291-706-10 PART TIME WAGES	3,786	0	0.00	0.00	0.00	0.00
275-7-7291-707-00 TEMPORARY WAGES	0	6,151	0.00	314.50	5,836.50	94.89
275-7-7291-714-02 WORKER'S COMPENSATION	134	476	8.60	152.75	323.25	67.91
275-7-7291-714-05 SOCIAL SECURITY & MEDICARE	1,028	2,428	42.09	764.14	1,663.86	68.53
275-7-7291-714-07 20% HEALTH CARE PREMIUM	(509)	0	0.00	0.00	0.00	0.00
275-7-7291-714-08 HEALTH CARE COSTS - BLUE CROSS	2,206	0	645.40	646.21 (646.21)	0.00
275-7-7291-714-10 BASIC CLAIMS	0	0 (63.97)	0.00	0.00	0.00
275-7-7291-714-12 BASIC FEES	14	49	0.00	12.33	36.67	74.84

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 29TH, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAININGG
275-7-7291-714-13 EHIM WRAP CLAIMS	307	0	0.00	0.00	0.00	0.00
275-7-7291-714-14 EHIM WRAP FEES	37	0	4.68	4.68 (4.68)	0.00
275-7-7291-714-15 EHIM SCRIPTS	325	0	66.89	66.89 (66.89)	0.00
275-7-7291-714-16 HEALTH CARE WAIVERS	800	650	0.00	650.00	0.00	0.00
275-7-7291-714-17 DENTAL	485	250	0.00	315.09 (65.09)	26.04-
275-7-7291-714-18 OPTICAL	207	19	0.61	3.94	15.06	79.26
275-7-7291-714-19 LIFE INSURANCE	58	86	0.00	21.10	64.90	75.47
275-7-7291-714-22 LONG TERM DISABILITY	64	92	7.71	58.71	33.29	36.18
275-7-7291-714-24 HEALTH CARE SAVINGS PLAN	288	0	0.00	0.00	0.00	0.00
275-7-7291-818-00 CONTRACTUAL SERVICES	0	6,574	1,383.89	7,615.28 (1,041.28)	15.84-
275-7-7291-820-02 STREETScape MAINTENANCE	4,378	4,378	0.00	2,159.51	2,218.49	50.67
275-7-7291-820-04 SEASONAL PLANTING	400	425	0.00	0.00	425.00	100.00
275-7-7291-820-05 PEDESTRIAL TRASH COLLECTION	8,400	8,400	0.00	0.00	8,400.00	100.00
275-7-7291-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,250	1,300	0.00	1,353.36 (53.36)	4.10-
275-7-7291-820-08 WAYFINDING CITYWIDE	800	0	0.00	1,300.00 (1,300.00)	0.00
275-7-7291-940-01 RAIL FENCE LEASE	244	244	0.00	0.00	244.00	100.00
275-7-7291-965-05 SPECIAL EVENT CONTRIBUTION	0	400	0.00	0.00	400.00	100.00
275-7-7291-965-06 FACADE PROG. CONT TO BLD-TIF	1,250	5,000	0.00	0.00	5,000.00	100.00
275-7-7291-965-10 AA SPARK CONTRIBUTION	0	0	0.00	260.00 (260.00)	0.00
275-7-7291-971-27 WASH CO. BLDG REHAB GRANT	10,000	10,000	0.00	0.00	10,000.00	100.00
275-7-7291-974-01 TIF PROJECTS	996	612	0.00	10,589.19 (9,977.19)	1,630.26-
275-7-7291-991-00 PRINCIPAL ENDS 12/28/2015	10,080	10,080	0.00	6,792.46	3,287.54	32.61
275-7-7291-995-00 INTEREST	474	474	0.00	85.62	388.38	81.94
TOTAL EXPENDITURES	62,922	83,680	2,669.48	42,515.13	41,164.87	49.19
TOTAL DTDA E CROSS TIF	62,922	83,680	2,669.48	42,515.13	41,164.87	49.19
TOTAL EXPENDITURES	117,038	138,423	4,552.47	69,804.60	68,618.40	49.57
REVENUES OVER/(UNDER) EXPENDITURES	18,848	9,601	7,115.46 (35,486.52)	45,087.52	469.61

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 29TH, 2016

413-DOWNTOWN DEV AUTH
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

REVENUE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
<u>REVENUE SUMMARY</u>						
DOWNTOWN DA OPERATING	35,640	49,771	370.68	38,565.40	11,205.60	22.51
DOWNTOWN DA TIF	257,711	292,987	22,405.09	22,405.09	270,581.91	92.35
DOWNTOWN DA OTHER	5,000	5,000	0.00	5,000.00	0.00	0.00
DOWNTOWN WATER ST	0	0	6,667.67	6,667.67	(6,667.67)	0.00
TOTAL REVENUES	298,351	347,758	29,443.44	72,638.16	275,119.84	79.11
=====						
EXPENDITURE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING	26,120	27,584	283.99	24,796.12	2,787.88	10.11
DOWNTOWN DA TIF	257,711	292,986	9,221.80	164,180.72	128,805.28	43.96
DOWNTOWN DA OTHER	5,000	5,000	0.00	0.00	5,000.00	100.00
DOWNTOWN WATER ST	0	0	0.00	10,000.00	(10,000.00)	0.00
TOTAL EXPENDITURES	288,831	325,570	9,505.79	198,976.84	126,593.16	38.88
=====						
REVENUES OVER/(UNDER) EXPENDITURES	9,520	22,188	19,937.65	(126,338.68)	148,526.68	669.40
=====						

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 29TH, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 66.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
----------	-----------------	----------------	-----------------	----------------------	------------------	--------------------

DOWNTOWN DA OPERATING
 =====

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
413-4-7230-402-00 CURRENT PROPERTY TAXES	25,350	25,431	153.81	21,968.56	3,462.44	13.62
413-4-7230-402-05 PERSONAL PROP TAX REIMBURSE	885	885	0.00	0.00	885.00	100.00
413-4-7230-420-01 DELINQUENT PROPERTY TAXES	1,200	1,200	0.00	0.00	1,200.00	100.00
413-4-7230-445-02 INTEREST ON CURRENT TAXES	100	100	4.02	28.43	71.57	71.57
413-4-7230-445-05 INTEREST ON DELINQUENT TAXES	5	5	0.00	0.00	5.00	100.00
413-4-7230-462-01 DOWNTOWN PARKING PERMITS	7,200	7,200	0.00	6,800.00	400.00	5.56
413-4-7230-664-00 INTEREST EARNINGS	900	1,000	0.00	396.36	603.64	60.36
413-4-7230-694-01 MISCELLANEOUS REVENUE	0	13,950	212.85	9,372.05	4,577.95	32.82
TOTAL REVENUES	35,640	49,771	370.68	38,565.40	11,205.60	22.51
TOTAL DOWNTOWN DA OPERATING	35,640	49,771	370.68	38,565.40	11,205.60	22.51

DOWNTOWN DA TIF
 =====

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
413-4-7231-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	16,085	22,405.09	22,405.09 (6,320.09)	39.29-
413-4-7231-439-01 CURRENT TIFA TAXES	178,847	183,255	0.00	0.00	183,255.00	100.00
413-4-7231-439-03 PERSONAL PROP TIF REIMBURSE	16,085	0	0.00	0.00	0.00	0.00
413-4-7231-699-92 APPROPRIATION FUND BALANCE-TIF	62,779	93,647	0.00	0.00	93,647.00	100.00
TOTAL REVENUES	257,711	292,987	22,405.09	22,405.09	270,581.91	92.35
TOTAL DOWNTOWN DA TIF	257,711	292,987	22,405.09	22,405.09	270,581.91	92.35

DOWNTOWN DA OTHER
 =====

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
413-4-7232-674-43 MSHDA ELG FACADE GRANT	5,000	5,000	0.00	5,000.00	0.00	0.00
TOTAL REVENUES	5,000	5,000	0.00	5,000.00	0.00	0.00
TOTAL DOWNTOWN DA OTHER	5,000	5,000	0.00	5,000.00	0.00	0.00

DOWNTOWN WATER ST
 =====

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
413-4-7233-674-00 CONTRIBUTION WATER ST DEV'T	0	0	6,667.67	6,667.67 (6,667.67)	0.00
TOTAL REVENUES	0	0	6,667.67	6,667.67 (6,667.67)	0.00
TOTAL DOWNTOWN WATER ST	0	0	6,667.67	6,667.67 (6,667.67)	0.00

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 66.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
TOTAL REVENUES	298,351	347,758	29,443.44	72,638.16	275,119.84	79.11

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 29TH, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING						
=====						
EXPENDITURES						
413-7-7230-728-00 OFFICE SUPPLIES	875	863	41.69	281.82	581.18	67.34
413-7-7230-730-00 POSTAGE	140	138	0.00	0.00	138.00	100.00
413-7-7230-757-00 OPERATING SUPPLIES	332	328	0.00	0.00	328.00	100.00
413-7-7230-807-00 AUDIT FEES	1,722	1,697	0.00	1,570.44	126.56	7.46
413-7-7230-818-00 CONTRACTUAL SERVICES	11,157	12,882	0.00	12,881.52	0.48	0.00
413-7-7230-822-10 GENERAL LIABILITY	2,623	2,530	0.00	4,908.00 (2,378.00)	93.99-
413-7-7230-826-10 LEGAL SERVICES	2,800	2,657	0.00	2,208.00	449.00	16.90
413-7-7230-853-00 TELEPHONE	634	624	21.50	247.35	376.65	60.36
413-7-7230-864-01 CONFERENCES AND WORKSHOPS	700	690	0.00	0.00	690.00	100.00
413-7-7230-900-00 PRINTING AND PUBLISHING	1,750	1,725	13.80	352.99	1,372.01	79.54
413-7-7230-940-00 RENT	2,520	2,712	207.00	1,656.00	1,056.00	38.94
413-7-7230-957-00 BOOKS MAGAZINES AND PERIODICAL	105	104	0.00	0.00	104.00	100.00
413-7-7230-958-00 MEMBERSHIPS AND DUES	762	634	0.00	690.00 (56.00)	8.83-
TOTAL EXPENDITURES	26,120	27,584	283.99	24,796.12	2,787.88	10.11
TOTAL DOWNTOWN DA OPERATING						
	26,120	27,584	283.99	24,796.12	2,787.88	10.11

DOWNTOWN DA TIF

=====

EXPENDITURES

413-7-7231-706-00 PERMANENT WAGES - SALARIES	38,700	39,569	1,522.20	24,811.85	14,757.15	37.29
413-7-7231-706-07 PERMANENT WAGES-POLICE PATROL	28,760	28,760	0.00	0.00	28,760.00	100.00
413-7-7231-706-10 PART TIME WAGES	16,562	0	0.00	0.00	0.00	0.00
413-7-7231-707-00 TEMPORARY WAGES	0	16,323	0.00	834.62	15,488.38	94.89
413-7-7231-714-02 WORKER'S COMPENSATION	588	1,264	22.84	405.68	858.32	67.91
413-7-7231-714-05 SOCIAL SECURITY & MEDICARE	4,495	6,444	111.70	2,028.22	4,415.78	68.53
413-7-7231-714-07 20% HEALTH CARE PREMIUM	(2,228)	0	0.00	0.00	0.00	0.00
413-7-7231-714-08 HEALTH CARE COSTS - BLUE CROSS	9,653	0	1,712.28	1,715.82 (1,715.82)	0.00
413-7-7231-714-10 BASIC CLAIMS	0	0 (170.11)	0.00	0.00	0.00
413-7-7231-714-12 BASIC FEES	63	129	0.00	36.97	92.03	71.34
413-7-7231-714-13 EHIM WRAP CLAIMS	1,345	0	0.00	0.00	0.00	0.00
413-7-7231-714-14 EHIM WRAP FEES	162	0	12.42	12.42 (12.42)	0.00
413-7-7231-714-15 EHIM SCRIPTS	1,424	0	177.47	177.47 (177.47)	0.00
413-7-7231-714-16 HEALTH CARE WAIVERS	3,500	1,725	0.00	1,725.00	0.00	0.00
413-7-7231-714-17 DENTAL	2,121	662	0.00	508.49	153.51	23.19
413-7-7231-714-18 OPTICAL	904	50	2.68	17.26	32.74	65.48
413-7-7231-714-19 LIFE INSURANCE	252	228	0.00	92.40	135.60	59.47
413-7-7231-714-22 LONG TERM DISABILITY	280	245	20.45	163.89	81.11	33.11
413-7-7231-818-00 CONTRACTUAL SERVICES	0	28,760	3,672.62	20,209.70	8,550.30	29.73
413-7-7231-820-00 TIF PROJECTS	4,355	9,411	219.35	18,262.92 (8,851.92)	94.06-
413-7-7231-820-01 IRRIGATION SYSTEM	0	40	0.00	41.03 (1.03)	2.58-
413-7-7231-820-02 STREETScape MAINTENANCE	17,767	17,768	417.00	11,767.61	6,000.39	33.77

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 29TH, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAININGG
413-7-7231-820-03 WASTE MANAGEMENT	17,900	27,900	1,467.39	11,957.86	15,942.14	57.14
413-7-7231-820-04 SEASONAL PLANTING	1,750	3,450	0.00	0.00	3,450.00	100.00
413-7-7231-820-05 PEDESTRIAN TRASH COLLECTION	8,400	8,400	0.00	0.00	8,400.00	100.00
413-7-7231-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,750	3,450	0.00	3,689.40 (239.40)	6.94-
413-7-7231-820-08 WAY FINDING CITY WIDE	3,500	0	0.00	3,450.00 (3,450.00)	0.00
413-7-7231-920-00 DTE ELECTRIC BILL	200	0	33.51	111.40 (111.40)	0.00
413-7-7231-965-05 SPECIAL EVENTS CONTRIBUTIONS	0	400	0.00	246.96	153.04	38.26
413-7-7231-965-06 FACADE PROG. CONT TO BLD-TIF	2,500	5,000	0.00	4,992.50	7.50	0.15
413-7-7231-965-10 AA SPARK CONTRIBUTION	0	0	0.00	690.00 (690.00)	0.00
413-7-7231-971-27 MSHDA ELG FACADE GRANT PROG.	10,000	10,000	0.00	42,000.00 (32,000.00)	320.00-
413-7-7231-997-00 PAYING AGENT FEES	400	400	0.00	0.00	400.00	100.00
413-7-7231-999-20 TRANSFER OUT(473)2004A	82,608	82,608	0.00	14,231.25	68,376.75	82.77
TOTAL EXPENDITURES	257,711	292,986	9,221.80	164,180.72	128,805.28	43.96
<hr/>						
TOTAL DOWNTOWN DA TIF	257,711	292,986	9,221.80	164,180.72	128,805.28	43.96
<hr/>						
DOWNTOWN DA OTHER	=====					
<hr/>						
EXPENDITURES	=====					
413-7-7232-971-27 FACADE GRANT PROGRAM	5,000	5,000	0.00	0.00	5,000.00	100.00
TOTAL EXPENDITURES	5,000	5,000	0.00	0.00	5,000.00	100.00
<hr/>						
TOTAL DOWNTOWN DA OTHER	5,000	5,000	0.00	0.00	5,000.00	100.00
<hr/>						
DOWNTOWN WATER ST	=====					
<hr/>						
EXPENDITURES	=====					
413-7-7233-818-00 FEASIBILITY STUDY	0	0	0.00	10,000.00 (10,000.00)	0.00
TOTAL EXPENDITURES	0	0	0.00	10,000.00 (10,000.00)	0.00
<hr/>						
TOTAL DOWNTOWN WATER ST	0	0	0.00	10,000.00 (10,000.00)	0.00
<hr/>						
TOTAL EXPENDITURES	288,831	325,570	9,505.79	198,976.84	126,593.16	38.88
<hr/>						
REVENUES OVER/(UNDER) EXPENDITURES	9,520	22,188	19,937.65 (126,338.68)	148,526.68	669.40

Revenue	Amount					
TOTAL	\$0.00					
EXPENSES						
	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN	LINE ITEM	DESCRIPTION
Karen Mendelson	\$387.50	\$23.25	\$96.88	\$267.38	Legal Services	Tim Resignation Agreement
Comcast	\$69.95			\$69.95	TIF Projects	WIFI
Comcast	\$69.95			\$69.95	TIF Projects	WIFI
Comcast	\$79.45			\$79.45	TIF Projects	WIFI
Green Hills	\$267.00			\$267.00	Streetscape Maintenance	Snow Removal RAC Lot
Republic Services	\$14,767.39			\$1,467.39	Waste Management	February 2015 Dumpsters
WH Canon	\$250.00			\$250.00	Waste Management	Dumpster Cleanup
TOTAL	\$15,891.24	\$23.25	\$96.88	\$2,471.12		

Ypsilanti Downtown Development Authority
Economic Restructuring & Design Committee Meeting
Tuesday, February 24, 2016, 8:30 am
SPARK East
215 W. Michigan Ave.

Minutes

I. Call to Order: D. Otto called the meeting to order at 8:40 am.

II. Roll Call:

Jake Albers	P	Richard Murphy	P
Kory Scheiber	P	Dieter Otto (C)	P
Jessica French	A	Marl Teachout	P
Andrew O’Neal	P		

Others in Attendance: Joe Meyers YDDA Director
Rasheed Atwater, YDDA Coordinator

III. Approval of Agenda: Jake Albers moved to approve the agenda as submitted. Richard Murphy supported the motion and it passed unanimously.

IV. Approval of January 27, 2016 Minutes: Jake Albers moved to approve the minutes as submitted. Mark Teachout supported the motion and it passed unanimously.

V. Audience Participation: none

VI. Old Business: None

VII. New Business:

1. YDDA Building Rehabilitation Grant Application 10 N. Washington St/Go Ice Cream (X)* p.5-49

Joe Meyers gave a general overview of the Performa and missing items of the grant. The board members informed Mr. Meyers of the items that the committee has accepted in the past to meet the requirements. They also indicated that the grant would be as a reimbursement.

Jake Albers moved to recommend approval of a YDDA Building Rehabilitation Grant in the amount of \$3,000 to support the project, contingent upon the clarification of any outstanding application requirements. Andrew O’Neil supported the motion and it was approved unanimously. Kory Scheiber abstained from the voting.

- VIII. Proposed Business:** Joe Meyers asked the board if they were expecting to open the façade grant program this year. Andrew O’Neil indicated that it would best to check with the previous applicants to see if their project is still a possibility. Jake Albers explained that the board created a new set of criteria to help evaluate the feasibility of façade grants. Discussion ensued over if the board should accept new applications. It was determined that there other applications should be taken and they should be reviewed according to the new criteria.
- IX. Announcements/Comments:** none
- X. Audience Participation:** none.
- XI.** Jake Albers moved to adjourn. The meeting adjourned at 9:20 am. **Next Meeting: March 23, 2016 at SPARK East.**

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: BUILDING REHAB GRANT APPLICATION 10 NORTH WASHINGTON/GO ICE CREAM
DATE: 3/15/2016
CC:

The YDDA has received a building rehabilitation grant application for 10 N. Washington Suite 104. The application was submitted by Rob Hess.

The scope of the project is as follows:

Outfit the space with proper utilities for commercial food production, including plumbing and electrical service for a total cost of \$10,000 with a total project cost of \$25,800. It is indicated in the grant application that this project is part of a larger total project that should cost \$74,000.

The application has provided the following documents:

- Completed application – includes project timeline and budget
- One quote for proposed work \$22,600 and a signed bid waiver request w/explanation
- Certificate of liability insurance
- Copy of lease
- Interior photos of areas to be repaired
- Proof that taxes are current
- Legal description of property (with proof of taxes)
- Authorization from the landlord
- Proof of property insurance from the building owner
- Mortgage is not applicable (tenant)
- Proof of financing

The scope of the project is consistent with the guidelines of the Building Rehabilitation Program. Go! Ice Cream has a three year lease and will bring one new business to the Downtown District. They are expecting to create two full time and two part time jobs as part of this project.

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: ECONOMIC RESTRUCTURING & DESIGN COMMITTEE
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: BUILDING REHAB GRANT APPLICATION 10 N. WASHINGTON/GO! ICE CREAM
DATE: 3/15/2016
CC:

The YDDA has received a building rehabilitation grant application for 10 N. Washington, Suite 104/GO! Ice Cream. The application was submitted by Rob Hess.

The scope of the project is as follows:

- Outfit the space with proper utilities for commercial food production, including plumbing and electrical service for a total cost of \$10,000 with a total project cost of \$25,800.

The application has provided the following documents:

- Completed application – includes project timeline and budget
- One quote for proposed work \$22,600
- Description of work to be done by the applicant and proposed costs, explanation of discrepancy in proposed budget and quote.
- Certificate of liability insurance
- Copy of lease
- Interior photos of areas to be repaired
- Proof that taxes are current
- Legal description of property (with proof of taxes)
- Mortgage is not applicable (tenant)

The application still needs the following documents:

- Authorization from the landlord
- Proof of property insurance from the building owner
- A second quote or a signed bid waiver request
- Proof of financing

The scope of the project is consistent with the guidelines of the Building Rehabilitation Program. Go! Ice Cream has a three year lease and will bring one new business to the Downtown District. They are expecting to create two full time and two part time jobs as part of this project.

**YPSILANTI DDA
BUILDING REHABILITATION PROGRAM**

Application Form

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.4829762

1. Applicant Information

NAME: Rob Hess
BUSINESS ADDRESS: 10 N. Washington, Suite 104
HOME ADDRESS: 96 Oakwood St., Ypsilanti 48197
BUSINESS PHONE: 248-310-2556 HOME PHONE: ← Same
FAX: _____ EMAIL: Rob@GOICECREAMGO.COM

2. Project Information

BUILDING LOCATION: 10 N. Washington, Suite 104
BUSINESS (ES) LOCATED IN BUILDING: GO Ice Cream

BUILDING AGE: 100⁺ yrs.
BUILDING ZONED AS: Commercial BUILDING SEV: _____
OWNER OF RECORD: Elan Ruggill
IF LEASED: Lease Expires 3 years Renewal Term _____
8/31/18

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 attachments

Anticipated Construction

Start Date: 1/16 Completion Date: 3/16 Total Project Cost: \$ 74,000

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 _____

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:

1st Floor:

New storefront & Commercial Kitchen

2nd Floor:

N/A

3rd Floor: N/A

Other: N/A

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 28 day of January, 2014

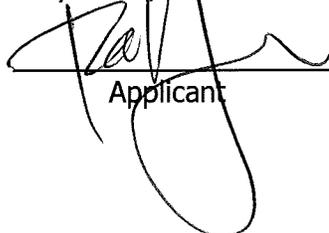
By: 

ATTACHMENT TWO

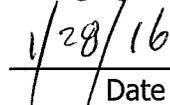
General Design Guidelines

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

1/28/16

Date

ATTACHMENT FOUR

Additional Criteria

Please use this sheet to answer the following attach additional sheets as necessary:

1. Project Start Date:

1/16

Completion Date:

3/16 For commercial kitchen
5/16 For storefront

2. Economic Impact:

A. Projected Real Property Tax Increase:

No idea how to gauge this, Sorry.

B. Projected Personal Property Tax Increase:

N/A

C. Temporary (construction) Jobs Created: Best construction staff will be on-site for the duration of the project.

D. Permanent Jobs Created: 1 Kitchen manager working alongside Rob will be full-time, plus at least two part-time staff to run the counter.



Applicant

1/28/16

Date

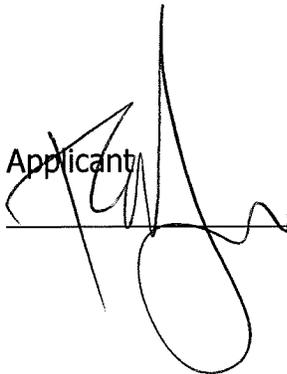
ATTACHMENT FIVE

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

1/28/16

Go! Ice Cream
Ypsilanti DDA Application form

3.) Project Description

Go! Ice Cream is in the process of renovating 10 North Washington (Suite 104) to outfit the space for a commercial kitchen and small ice cream store. This is a significant overhaul, changing almost everything about the space.

In order to outfit this space with the proper utilities for commercial food production, whole-scale infrastructure work is required for both plumbing and electrical, the approximate cost of which is \$10,000. The total cost for the services performed by Beal Construction is \$22,600*.

Please note that Beal Construction is partnering with us to tailor the project in a way that keeps the construction cost extremely low. No other company was willing to work with us in this way, so that's why you'll only see one project bid.

* Material costs are not included in the Beal estimate. Those total \$3,200, bringing the total costs to \$25,800.

Go! Ice Cream Storefront Buildout Estimates			
This spreadsheet is a dashboard of budgeted costs, amounts spent to date and the final costs for items associated with the buildout at 10 N. Washington.			
Project Expenses			
Item	Budgeted	Spent To Date	Final Costs
Architect	1,000		750
Legal	0		750
Accountant	0		0
patronicity fees	1,700		1,575
crowdfunding reward costs	1,700	1,100	
permit fees	0		250
Total	4,400	1,100	3,325
Storefront Expenses			
Item	Budgeted	Spent To Date	Final Costs
Front counter materials	500	0	
Merchandising freezer	500	0	
Soda Counter Stools	750		390
Extra/Outdoor Seating			
Tables	750		100
Chairs	1,000		100
Renovation of tables & chairs	1,000	0	
Point of Sale system	2,000	0	
Soda Fountain restoration	5,500	0	
Total	12,000	0	590
Kitchen Expenses			
Item	Budgeted	Spent To Date	Final Costs
Walk-in cooler	2,500		0
Stove	0		0
Hood system			
Hood purchase	500		500
Hood plans & install	3,000	0	
Oven	500	0	
Stand Mixer	1,000	0	
Ice Maker	500	0	
Sinks	600		600
Prep Tables	300		200
Refrigerated Prep Table	0		0
Pasteurizer	14,000	0	
Basement washer/dryer	0	0	
Refrigerated units install & repair	2,500	0	
Total	25,400	0	1,300
General Buildout Expenses			
Item	Budgeted	Spent To Date	Final Costs
Demolition	1,000		1,000
Flooring	5,000		5,000
Lighting	1,000	0	
Electrical	3,500	0	
HVAC	5,000		5,000
Carpentry	5,000	0	
Sign & Permit	1,500	0	
Vintage exterior sign	500		115
New Graphics for sign	250	0	
Installation	1,000	0	
Buildout Materials	3,500	0	
Office / back office needs	1,000		900
Total	28,250	0	12,015
TOTAL BUDGETED PROJECT COST	70,050		
TOTAL SPENT TO DATE	18,330		
FUNDING SOURCE TOTALS			
Patronicity Funds	33,000	Available	
Owner Contribution	5,000	Available	
Business Loan	30,000	Applied For	
Awesome Foundation Grant	1,000	Applied For	
Ypsilanti DDA Grants	5,000	Applied For	
TOTAL PROJECTED FUNDS	74,000		

Detailed Tax Information

[\[Back to Non-Printer Friendly Version\]](#) [\[Send To Printer\]](#)

Parcel: 11-11-40-485-009

Property Address [collapse]

10 N WASHINGTON ST
YPSILANTI, MI 48197

Owner Information [collapse]

10 N WASHINGTON LLC
10 N. WASHINGTON
YPSILANTI, MI 48197

Unit: 11

Taxpayer Information [collapse]

SEE OWNER INFORMATION

Legal Information for 11-11-40-485-009 [collapse]

OLD SID 11 11-030-118-40 YPC 2W-182A BEG AT A PNT ON E/LN OF WASHINGTON ST 141 FT N OF SWCOR LOT 118,TH E 70 FT PARALLEL TO N/LN OF LOT,TH S40.8 FT IN E/LN OF LOT 118, TH W 70 FT PARALLEL TO N/LN OF LOT TO POB ORIGINAL PLAT

Enter Future Interest Date:

1/27/2016



Re-Calculate

****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
+ 2015, Winter	\$81.59	\$0.00		\$81.59 ** Pay Tax Bill Now
+ 2015, Summer	\$3,912.01	\$3,912.01	09/02/2015	\$0.00
+ 2014, Winter	\$139.08	\$139.08	01/09/2015	\$0.00
+ 2014, Summer	\$4,112.94	\$4,112.94	07/09/2014	\$0.00
+ 2013, Winter	\$119.10	\$0.00		\$119.10 **Read Note Above
+ 2013, Summer	\$4,131.04	\$0.00		\$4,131.04 **Read Note Above
+ 2012, Winter	\$61.65	\$61.65	12/13/2012	\$0.00
+ 2012, Summer	\$4,209.19	\$4,209.19	08/27/2012	\$0.00
+ 2011, Winter	\$148.16	\$148.16	12/14/2011	\$0.00
+ 2011, Summer	\$4,024.65	\$4,024.65	07/06/2011	\$0.00
+ 2010, Winter	\$58.05	\$58.05	12/13/2010	\$0.00
+ 2010, Summer	\$3,734.72	\$3,734.72	08/05/2010	\$0.00
+ 2009, Winter	\$58.08	\$58.08	12/11/2009	\$0.00
+ 2009, Summer	\$3,763.33	\$3,763.33	09/03/2009	\$0.00
+ 2008, Winter	\$53.77	\$53.77	12/18/2008	\$0.00
+ 2008, Summer	\$3,630.01	\$3,630.01	08/14/2008	\$0.00
+ 2007, Winter	\$51.42	\$51.42	01/07/2008	\$0.00
+ 2007, Summer	\$3,502.26	\$3,502.26	08/13/2007	\$0.00

+ 2006, Winter	\$116.29	\$116.29	12/12/2006	\$0.00
+ 2006, Summer	\$3,317.59	\$3,317.59	08/09/2006	\$0.00
+ 2005, Winter	\$169.40	\$169.40	12/22/2005	\$0.00
+ 2005, Summer	\$3,127.94	\$3,127.94	08/17/2005	\$0.00
+ 2004, Winter	\$307.66	\$307.66	01/14/2005	\$0.00
+ 2004, Summer	\$2,875.11	\$2,875.11	08/17/2004	\$0.00
+ 2003, Winter	\$261.38	\$261.38	01/06/2004	\$0.00
+ 2003, Summer	\$2,787.94	\$2,787.94	08/14/2003	\$0.00
+ 2002, Winter	\$259.71	\$259.71	02/10/2003	\$0.00
+ 2002, Summer	\$2,742.82	\$2,742.82	08/05/2002	\$0.00
+ 2001, Winter	\$255.44	\$255.44	02/06/2002	\$0.00
+ 2001, Summer	\$2,664.36	\$2,664.36	09/12/2001	\$0.00
+ 2000, Winter	\$239.62	\$239.62	02/01/2001	\$0.00
+ 2000, Summer	\$2,477.29	\$2,477.29	02/01/2001	\$0.00
+ 1999, Winter	\$805.82	\$805.82	02/11/2000	\$0.00
+ 1999, Summer	\$1,874.02	\$1,874.02	07/19/1999	\$0.00
+ 1998, Winter	\$763.41	\$763.41	01/14/1999	\$0.00
+ 1998, Summer	\$1,856.54	\$1,856.54	09/09/1998	\$0.00
+ 1997, Winter	\$763.43	\$763.43	02/12/1998	\$0.00
+ 1997, Summer	\$1,825.98	\$1,825.98	09/15/1997	\$0.00

****Disclaimer:** BS&A Software provides this Web Site as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

[Privacy Policy](#)



**Report Claims Immediately by Calling
1-800-238-6225**

*Speak directly with a claim professional
24 hours a day, 365 days a year*

Unless Your Policy Requires **Written** Notice or Reporting

STORE PAC

ICE CREAM & FROZEN YOGURT, NO COOKING



A Custom Insurance Policy Prepared for:

**GO ICE CREAM LLC
96 OAKWOOD ST
YPSILANTI MI 48197**

Presented by: WOLF-CHANDLER AGENCY LLC

COMMON POLICY DECLARATIONS

STORE PAC

BUSINESS:ICE CREAM & FRO**INSURING COMPANY:**

TRAVELERS CASUALTY INSURANCE COMPANY OF AMERICA

POLICY NO.: 680-3G727666-15-42**ISSUE DATE:** 09/17/2015**1. NAMED INSURED AND MAILING ADDRESS:**GO ICE CREAM LLC
96 OAKWOOD ST
YPSILANTI MI 48197**2. POLICY PERIOD:** From 09/20/2015 to 09/20/2016 12:01 A.M. Standard Time at your mailing address.**3. DESCRIPTION OF PREMISES:**

PREM.

LOC.

NO.

001

BLDG.

NO.

001

OCCUPANCY

ICE CREAM & FRO

ADDRESS

(same as Mailing Address unless specified otherwise)

10 N WASHINGTON ST

YPSILANTI

MI 48197

4. COVERAGE PARTS AND SUPPLEMENTS FORMING PART OF THIS POLICY AND INSURING COMPANIES

COVERAGE PARTS and SUPPLEMENTS

INSURING COMPANY

Businessowners Coverage Part

ACJ

5. The COMPLETE POLICY consists of this declarations and all other declarations, and the forms and endorsements for which symbol numbers are attached on a separate listing.**6. SUPPLEMENTAL POLICIES:** Each of the following is a separate policy containing its complete provisions.

POLICY

POLICY NUMBER

INSURING COMPANY

DIRECT BILL**7. PREMIUM SUMMARY:**

Provisional Premium

\$

558.00

Due at Inception

\$

Due at Each

\$

NAME AND ADDRESS OF AGENT OR BROKER

COUNTERSIGNED BY:

WOLF-CHANDLER AGENCY LLC
32100 TELEGRAPH RD STE 175

DDY70

Authorized Representative

BINGHAM FARMS

MI 48025

IL TO 19 02 05 (Page 1 of 01)

DATE: 09/17/2015

Office: GRAND RAPIDS MI DOWN



BUSINESSOWNERS COVERAGE PART DECLARATIONS

STORE PAC

POLICY NO.: 680-3G727666-15-42

ISSUE DATE: 09/17/2015

INSURING COMPANY:

TRAVELERS CASUALTY INSURANCE COMPANY OF AMERICA

POLICY PERIOD:

From 09-20-15 to 09-20-16 12:01 A.M. Standard Time at your mailing address

FORM OF BUSINESS: LIMITED LIAB CORP

COVERAGES AND LIMITS OF INSURANCE: Insurance applies only to an item for which a "limit" or the word "included" is shown.

COMMERCIAL GENERAL LIABILITY COVERAGE

OCCURRENCE FORM	LIMITS OF INSURANCE	
General Aggregate (except Products-Completed Operations Limit)	\$	2,000,000
Products-completed Operations Aggregate Limit	\$	2,000,000
Personal and Advertising Injury Limit	\$	1,000,000
Each Occurrence Limit	\$	1,000,000
Damage to Premises Rented to You	\$	300,000
Medical Payments Limit (any one person)	\$	5,000

BUSINESSOWNERS PROPERTY COVERAGE

DEDUCTIBLE AMOUNT: Businessowners Property Coverage: \$ 500 per occurrence.
 Building Glass: \$ 500 per occurrence.

BUSINESS INCOME/EXTRA EXPENSE LIMIT: Actual loss for 12 consecutive months

Period of Restoration-Time Period: Immediately

ADDITIONAL COVERAGE:

Fine Arts: \$ 25,000

Other additional coverages apply and may be changed by an endorsement. Please read the policy.

SPECIAL PROVISIONS:

**COMMERCIAL GENERAL LIABILITY COVERAGE
IS SUBJECT TO A GENERAL AGGREGATE LIMIT**

BUSINESSOWNERS PROPERTY COVERAGE

PREMISES LOCATION NO.: 001

BUILDING NO. : 001

COVERAGE	LIMIT OF INSURANCE	VALUATION	COINSURANCE	INFLATION GUARD
BUSINESS PERSONAL PROPERTY \$ *Replacement Cost	15,000	RC*	N/A	0.0%

COVERAGE EXTENSIONS:

Accounts Receivable	\$ 25,000
Valuable Papers	\$ 25,000

Other coverage extensions apply and may be changed by an endorsement. Please read the policy.

POLICY NUMBER: 680-3G727666-15-42

EFFECTIVE DATE: 09/20/2015

ISSUE DATE: 09/17/2015

LISTING OF FORMS, ENDORSEMENTS AND SCHEDULE NUMBERS

THIS LISTING SHOWS THE NUMBER OF FORMS, SCHEDULES AND ENDORSEMENTS
BY LINE OF BUSINESS

IL T0 19 02 05	COMMON POLICY DECLARATIONS
MP T0 01 02 05	BUSINESSOWNERS COVERAGE PART DECLARATIONS
IL T8 01 01 01	FORMS ENDORSEMENTS AND SCHEDULE NUMBERS
IL T3 15 09 07	COMMON POLICY CONDITIONS

BUSINESSOWNERS

MP T1 30 02 05	TABLE OF CONTENTS - BUSINESSOWNERS COVERAGE PART - DELUXE PLAN
MP T1 02 02 05	BUSINESSOWNERS PROPERTY COVERAGE SPECIAL FORM
MP T3 25 01 15	FEDERAL TERRORISM RISK INSURANCE ACT DISCLOSURE
MP T3 50 11 06	EQUIPMENT BREAKDOWN - SERVICE INTERRUPTION LIMITATION
MP T3 56 02 08	AMENDATORY PROVISIONS - GREEN BUILDING AND BUSINESS PERSONAL PROP COV ENHANCEMENTS
MP T9 70 03 06	POWER PAC ENDORSEMENT
MP T5 33 05 10	MICHIGAN CHANGES

COMMERCIAL GENERAL LIABILITY

CG T0 34 11 03	TABLE OF CONTENTS - COMMERCIAL GENERAL LIABILITY COVERAGE FORM CG 00 01 10 01
CG 00 01 10 01	COMMERCIAL GENERAL LIABILITY COVERAGE FORM
CG D2 55 11 03	AMENDMENT OF COVERAGE - POLLUTION
CG D3 09 11 03	AMENDATORY ENDR- PRODUCTS-COMPLETED OPERATIONS HAZARD
CG D4 71 01 15	AMENDMENT OF COVERAGE B - PERSONAL AND ADVERTISING INJURY LIABILITY
CG D0 37 04 05	OTHER INSURANCE - ADDITIONAL INSUREDS
CG D1 86 11 03	XTEND ENDORSEMENT
CG D2 03 12 97	AMEND - NON CUMULATION OF EACH OCC
CG M3 01 02 05	PRODUCTS/COMPLETED OPERATIONS HAZARDS REDEFINED - CHANGES
CG D4 13 04 08	AMEND COVG - POLLUTION-EQUIP EXCEPTION
CG D2 56 11 03	AMENDMENT OF COVERAGE - PROPERTY DAMAGE
CG D2 88 11 03	EMPLOYMENT-RELATED PRACTICES EXCLUSION
CG D3 26 10 11	EXCLUSION - UNSOLICITED COMMUNICATION
CG D3 56 05 14	MOBILE EQUIPMENT REDEFINED - EXCLUSION OF VEHICLES SUBJECT TO MOTOR VEHICLE LAWS
CG D4 21 07 08	AMEND CONTRAL LIAB EXCL - EXC TO NAMED INS
CG D6 18 10 11	EXCLUSION - VIOLATION OF CONSUMER FINANCIAL PROTECTION LAWS
CG D7 46 01 15	EXCLUSION - ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION
CG D1 42 01 99	EXCLUSION - DISCRIMINATION
CG D2 42 01 02	EXCLUSION - WAR

POLICY NUMBER: 680-3G727666-15-42

EFFECTIVE DATE: 09/20/2015

ISSUE DATE: 09/17/2015

COMMERCIAL GENERAL LIABILITY (CONTINUED)

CG T4 78 02 90 EXCLUSION - ASBESTOS
CG 01 68 10 09 MICHIGAN CHANGES

MULTIPLE SUBLINE ENDORSEMENTS

CG T3 33 11 03 LIMITATION WHEN TWO OR MORE POLICIES APPLY

INTERLINE ENDORSEMENTS

IL T4 14 01 15 CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM
IL T3 82 05 13 EXCLUSION OF LOSS DUE TO VIRUS OR BACTERIA
IL 00 21 09 08 NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT (BROAD
FORM)
IL 02 86 09 08 MICHIGAN CHANGES - CANCELLATION AND NONRENEWAL

POLICY OVERPRINT

POLICY NUMBER: 680-3G727666-15-42

ISSUE DATE: 09/17/2015

RATER: AD

EFFECTIVE DATE: 09/20/2015

EXPIRATION DATE: 09/20/2016

INSURED'S NAME: GO ICE CREAM LLC

New/Renewal: N

Solicitor Code:

SAI: 6923P3197

MSI: I

Rating Mode:

Special Code:

Program Code: 74F

Paymode: 0

Audit Frequency: N

Responsibility: I

Watch File:

Survey Code:

Reinsurance: f

DOWNSTREAM

Pro Rata Factor: 1.000

PREMIUM SUMMARY

S.B.	ACCT.	EFF.	PREMIUM
MO.	DATE	.1500	

Type Code

Type Code Description

OFFICE: GRAND RAPIDS MI 079

PRODUCER NAME: WOLF-CHANDLER AGENCY LLC

DDY70

TRAVELERS RATING MODIFICATION REPORT ADDITIONAL COMMENTS

GENERAL COMMENTS

RISK MODIFICATIONS WERE CONSIDERED BUT DID NOT APPLY BASED ON
THE CHARACTERISTICS OF THE ACCOUNT



1/25/2016

Attn: Rob Hess
10 N. Washington
Ypsilanti, MI 48197

Re: Go Ice Cream Project

We at Beal Construction Services are pleased to provide you with this proposal for the work as required at *10 N. Washington, Ypsilanti, MI 48197.*

Beal Performed Work (Owner supply and deliver all materials)\$22,600.00

- Building permit
- Frame 19' wide 12'tall partition wall
- Install 3 standard interior doors (no windows)
- Trim out 3 interior doors
- Hang drywall on new 19' wide 12' tall wall and 3 coats mud (no finish sand)
- Install glass (owner supplied) in wall and trim out
- Plumbing permit
- Rough in 8 plumbing drain lines
- Rough in 7 water supply lines
- Re rout vent stack into wall
- HVAC permit
- Remove old diffusers and duct work as needed
- Install new round spiral duct work exposed
- Electrical permit
- Install and wire up 7 light fixtures (3 track, 4 LED approved for over food)
- Install and wire up 1 emergency exit sign with back up battery for lights
- Install 3, 20amp, 220 volt circuits
- Rework and install 3 gang switch at front of store
- Install and wire up 1-220 20 amp drop
- Install and wire up 1-120 2 gang drop
- Repair and rework existing electrical as needed for high hard ceiling
- Rework and install new as needed electrical outlets as shown on print
- Rework and wire switches as needed for new lighting as shown on print
- Install 3 pendant lights (owner supplied)
- New concrete floor slope to floor drains in kitchen area (no floor base)

Price INCLUDES all the following items:

277 Gratiot, Suite 410
Detroit, MI 48226
(313) 963-8951 x 224

221 Felch, Suite 11
Ann Arbor, MI 48103
(734) 662-6133 x224

425 W. Bancroft, Suite 104
Toledo, OH 43620
(419) 386-8578

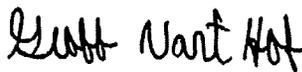
- **Labor**
- **Clean up**
- **Materials only for electrical and HVAC**
- **Permits**

Price EXCLUDES all the following items:

- **Electric and Water on Site**
- **All Materials except electrical and duct work**
- **Any Extra Requirements to Obtain Permits**
- **Any work not stated above**
- **Any unforeseen conditions that alter scope of work (floor joist under concrete)**
- **Any work listed below (ROB'S WORK)**
 - *Demo old floor tile*
 - *Cut up concrete floor in kitchen*
 - *Remove and dispose of concrete after cut*
 - *Add blocking for wall mounted sinks*
 - *Final sand new drywall*
 - *Patch and paint existing walls*
 - *Paint new walls*
 - *Finish floor in customer area*
 - *All floor base*
 - *Disposal of construction debris/scrap material*
 - *All plumbing after rough plumbing inspection*
 - *Any work required to refinish old high hard ceiling*
 - *Any work required on existing walls*
 - *Supply, install, and hook up all kitchen equipment*
 - *Install exterior box sign*
 - *Any FRP or stainless steel needed on walls*
 - *Build or install any counters/cabinets*

Note: \$5,000.00 Down is required to start/schedule job. Remaining balance would be due at completion.

We at Beal Construction Services are pleased to have this opportunity to be of service with regard to this project and look forward to working with you.



Geoff Van't Hof, Estimator
Beal Construction Services
Cell: 616-841-1310

277 Gratiot, Suite 410
 Detroit, MI 48226
 (313) 963-8951 x 224

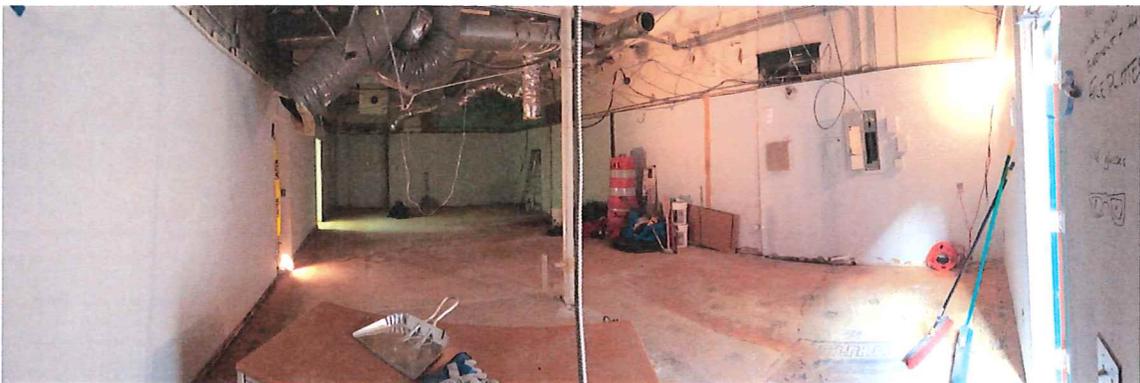
221 Felch, Suite 11
 Ann Arbor, MI 48103
 (734) 662-6133 x224

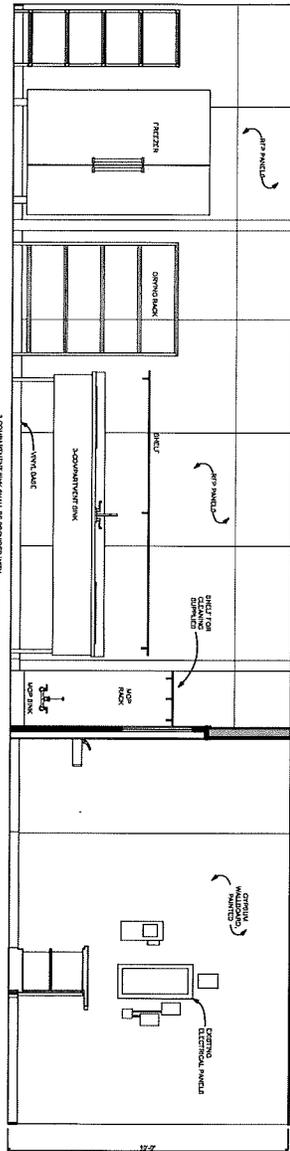
425 W. Bancroft, Suite 104
 Toledo, OH 43620
 (419) 386-8578

Interior: picture 1

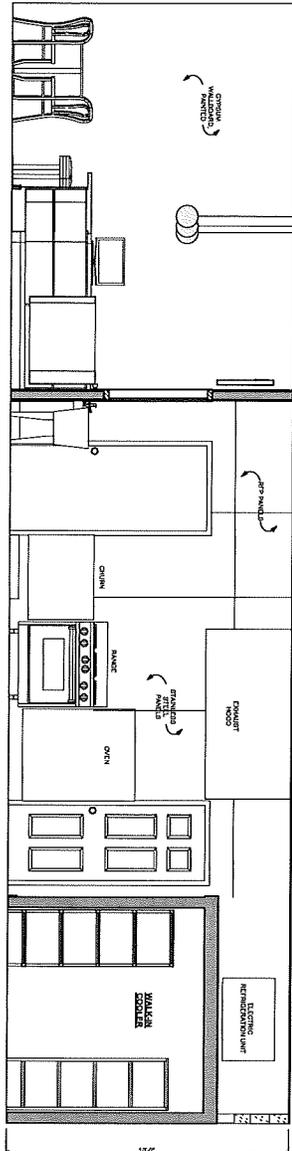


Interior: picture 2

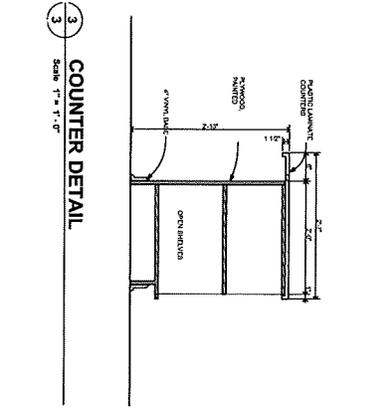




1 EAST WALL
1/2" = 1'-0"

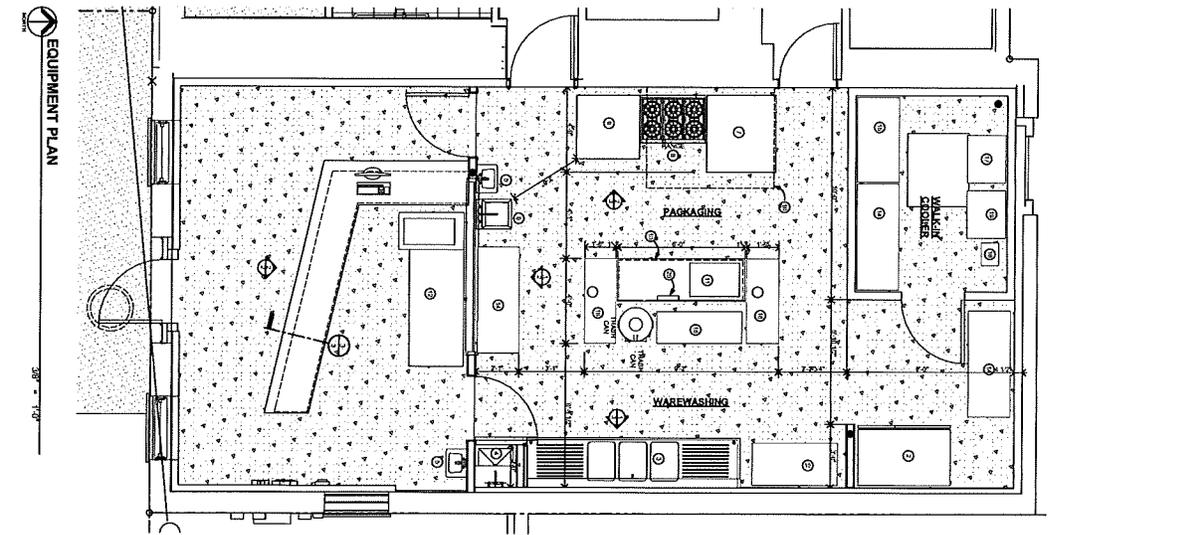


2 WEST WALL
1/2" = 1'-0"



3 COUNTER DETAIL
Scale 1" = 1'-0"

Q	DESCRIPTION	QTY	MANUFACTURER MODEL #	WIDTH	DEPTH	HT	SHALL	INW	CON	QAD	VOLE	THICK	WIR
1	WALKER COOLER	1	TO BE SELECTED BY TRAVELER	72"	36"	86"	-	-	-	200	-	-	-
2	FREEZER	1	TO BE SELECTED BY TRAVELER	72"	36"	86"	-	-	-	200	-	-	-
3	3-COMPARTMENT SINK	1	TO BE SELECTED BY TRAVELER	72"	36"	86"	-	-	-	200	-	-	-
4	HAND WASH SINK	1	TO BE SELECTED BY TRAVELER	24"	18"	86"	-	-	-	200	-	-	-
5	PREP RACK	1	TO BE SELECTED BY TRAVELER	72"	36"	86"	-	-	-	200	-	-	-
6	OVEN	1	TO BE SELECTED BY TRAVELER	24"	24"	86"	-	-	-	200	-	-	-
7	ELECTRICAL PANEL	1	TO BE SELECTED BY TRAVELER	36"	36"	86"	-	-	-	200	-	-	-
8	ELECTRICAL PANEL	1	TO BE SELECTED BY TRAVELER	36"	36"	86"	-	-	-	200	-	-	-
9	ELECTRICAL PANEL	1	TO BE SELECTED BY TRAVELER	36"	36"	86"	-	-	-	200	-	-	-
10	ELECTRICAL PANEL	1	TO BE SELECTED BY TRAVELER	36"	36"	86"	-	-	-	200	-	-	-
11	ELECTRICAL PANEL	1	TO BE SELECTED BY TRAVELER	36"	36"	86"	-	-	-	200	-	-	-
12	ELECTRICAL PANEL	1	TO BE SELECTED BY TRAVELER	36"	36"	86"	-	-	-	200	-	-	-
13	ELECTRICAL PANEL	1	TO BE SELECTED BY TRAVELER	36"	36"	86"	-	-	-	200	-	-	-
14	ELECTRICAL PANEL	1	TO BE SELECTED BY TRAVELER	36"	36"	86"	-	-	-	200	-	-	-
15	ELECTRICAL PANEL	1	TO BE SELECTED BY TRAVELER	36"	36"	86"	-	-	-	200	-	-	-
16	ELECTRICAL PANEL	1	TO BE SELECTED BY TRAVELER	36"	36"	86"	-	-	-	200	-	-	-
17	ELECTRICAL PANEL	1	TO BE SELECTED BY TRAVELER	36"	36"	86"	-	-	-	200	-	-	-
18	ELECTRICAL PANEL	1	TO BE SELECTED BY TRAVELER	36"	36"	86"	-	-	-	200	-	-	-
19	ELECTRICAL PANEL	1	TO BE SELECTED BY TRAVELER	36"	36"	86"	-	-	-	200	-	-	-
20	ELECTRICAL PANEL	1	TO BE SELECTED BY TRAVELER	36"	36"	86"	-	-	-	200	-	-	-



EQUIPMENT PLAN
3/8" = 1'-0"

PROJECT:
GO ICE CREAM!
1818 W. WASHINGTON
YPSILANTI, MI

TITLE: EQUIPMENT PLAN

focus / design
Todd Ballou, Registered Architect
(734) 276-2110
www.focusdesign.us
focusdesign@comcast.net
3300 Berry Rd, Ypsilanti, MI 48198

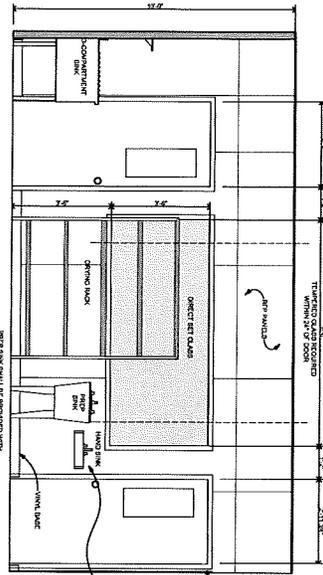
DATE PRINTED: 21 DEC 2016
DATE CHANGED: 14 DEC 2016
DRAWING NO: 17-000-0018
CONTRACT NO: 17-000-0018

CONTRACT NO: 17-000-0018
SCALE: NOT SPECIFIED A.L.C.

SHEET NO. **3**

JOB NO. **1525**

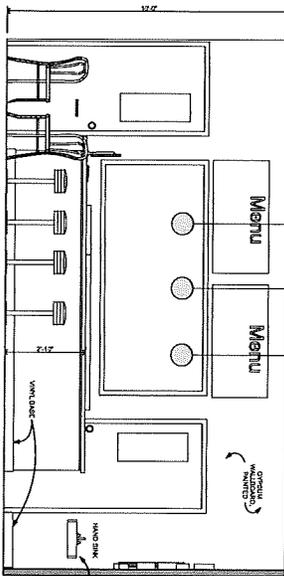
DATE PRINTED: 21 DEC 2016
DATE CHANGED: 14 DEC 2016
DRAWING NO: 17-000-0018
CONTRACT NO: 17-000-0018



1 KITCHEN- SOUTH WALL
1/8" = 1'-0"

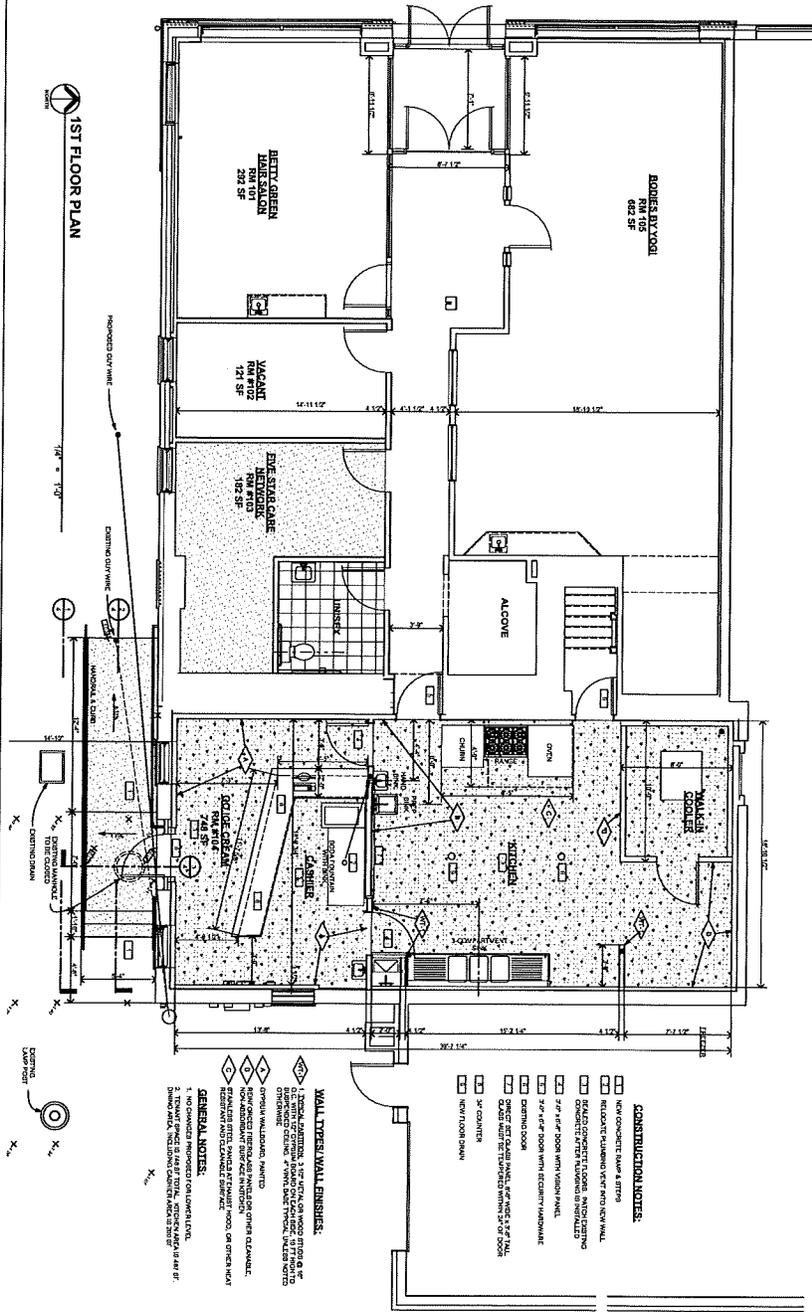
1. ALL WALLS TO BE FINISHED WITH 1/2" GYP BOARD OVER 1/2" INSULATION.
2. ALL WALLS TO BE PAINTED.

REWORKING THIS WALL TO PROTECT THE INTERIOR OF AN ADJACENT ROOM. REMOVE EXISTING WALL AND RECONSTRUCT WITH 1/2" GYP BOARD OVER 1/2" INSULATION. CHECK FOR BATH TUB AND RELOCATE AS NECESSARY. ALL WALLS TO BE FINISHED WITH 1/2" GYP BOARD OVER 1/2" INSULATION AND PAINTED.



2 FRONT OF STORE
1/8" = 1'-0"

REWORKING THIS WALL TO PROTECT THE INTERIOR OF AN ADJACENT ROOM. REMOVE EXISTING WALL AND RECONSTRUCT WITH 1/2" GYP BOARD OVER 1/2" INSULATION. CHECK FOR BATH TUB AND RELOCATE AS NECESSARY. ALL WALLS TO BE FINISHED WITH 1/2" GYP BOARD OVER 1/2" INSULATION AND PAINTED.



1ST FLOOR PLAN
1/8" = 1'-0"

- CONSTRUCTION NOTES:**
- 1. NEW CONCRETE SLAB & STIFF
 - 2. RELOCATE PLUMBING TO NEW WALL
 - 3. RELOCATE ELECTRICAL TO NEW WALL
 - 4. CONCRETE FLOOR ANCHORING
 - 5. CONCRETE FLOOR FINISHES TO BE INSTALLED
 - 6. 2"x4" W/4" DOOR WITH FIBER PANEL
 - 7. 2"x4" W/4" DOOR WITH RECYCLED WOODS
 - 8. EXISTING DOOR
 - 9. EXISTING DOOR
 - 10. EXISTING DOOR
 - 11. NEW FLOOR DOWN

- WALL TYPES WALL FINISHES:**
- 1. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 2. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 3. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 4. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 5. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 6. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 7. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 8. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 9. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 10. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 11. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 12. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 13. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 14. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 15. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 16. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 17. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 18. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 19. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 20. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 21. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 22. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 23. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 24. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 25. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 26. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 27. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 28. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 29. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 30. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 31. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 32. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 33. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 34. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 35. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 36. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 37. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 38. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 39. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 40. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 41. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 42. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 43. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 44. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 45. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 46. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 47. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 48. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 49. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 50. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 51. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 52. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 53. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 54. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 55. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 56. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 57. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 58. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 59. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 60. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 61. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 62. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 63. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 64. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 65. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 66. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 67. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 68. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 69. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 70. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 71. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 72. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 73. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 74. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 75. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 76. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 77. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 78. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 79. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 80. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 81. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 82. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 83. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 84. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 85. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 86. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 87. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 88. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 89. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 90. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 91. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 92. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 93. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 94. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 95. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 96. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 97. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 98. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 99. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION
 - 100. EXISTING CONCRETE, 1/2" GYP BOARD OVER 1/2" INSULATION

PROJECT:
GO ICE CREAM!
10 N. WASHINGTON
YPSILANTI, MI

JOB NO:
1525

TITLE: **1ST FLOOR PLAN**

focus / design
Todd Ballou, Registered Architect
(734) 276-2110
www.focusdesign.us
focusdesign@comcast.net
3300 Berry Rd, Ypsilanti, MI 48198

DATE PLOTTED: 2/28/2013
SCALE: 1/8" = 1'-0"
SHEET NO: 2

CONTRACT NO.:
SCALE: UNIFORMED A-1/C

10 N. Washington
LEASE AGREEMENT

(1) **This Lease** made this 5th day of August 2015 by and between

Beal Properties, LLC the Lessor, hereinafter designated as the Landlord,
And **Go Ice Cream, LLC** the Lessee, hereinafter designated as the Tenant.

Description of Premises (2) **WITNESSETH:** The Landlord, in consideration of the rents to be paid and the covenants and agreements to be performed by the Tenant, does hereby lease unto the Tenant the following described premises situated at:

To wit: 10 N. Washington, Suite 104 1st Floor + Basement Space Suite 105
Ypsilanti, MI 48197

Lease Term 9/1/15 – 8/31/18 3 years with 1 three-year tenant option. First Payment of \$1,100 to be paid by tenant 1/1/2016

Lease Rate: \$12.00/sf + all utilities for 1st floor (750 sq. feet) = \$750 per month and \$350 + all utilities for lower level (approximately 1000 SF) for a total of \$1,100 per month. Rent will increase in year two 9/1/16 by 3% and will increase by 3% each year going forward inside of lease term.

Tenant Option Landlord shall grant Tenant the last 3-year option at price and terms reflective of the current rental rate of \$1,100 per month with a 3% Annual increase to start in year 2 (9/1/16) . Tenant Shall notify Landlord one hundred and eighty (180) days prior to Lease expiration of his intent to exercise said option. Tenant shall have first right of refusal for additional space in building starting at the end of the first year lease term (8/31/2016) and remaining an option throughout the lease term of three years.

Rent (4) The Tenant hereby hires the said premises for the said term as above mentioned and covenants well and truly to pay, or cause to be paid unto the Landlord at the dates and times mentioned, the rent above reserved.

Late Charge (5) Rents received after the 3rd of the month it is due, will be accompanied by a \$50.00 late charge.
(6) All payments of rent or other sums to be made to the landlord shall be made at such a place, as the Landlord shall designate in writing from time to time.

Assignment (7) The Tenant covenants not to assign or transfer this lease or hypothecates or mortgages the same or sublet said premises or any part thereof without the written consent of the Landlord. Any assignment, transfer, hypothecation, mortgage or subletting without said written consent shall give the Landlord the right to terminate his lease and to reenter and repossess the leased premises.

Bankruptcy and Insolvency (8) The Tenant agrees that if the estate created hereby shall be taken in execution, or by other process of law, or if the Tenant shall be declared bankrupt or insolvent, according to law, or any receiver be appointed for the business and property of the Tenant, or if any assignment shall be made of the Tenant's property for the benefit of creditors, then and in such event this lease may be canceled at the option of the Landlord.

Right to Mortgage (9) The Landlord reserves the right to subject and subordinate this lease at all times to the lien of any mortgage or mortgages now or hereafter placed upon the Landlord's interest in the said premises and on the land and buildings of which the said premises are a part or upon any buildings hereafter placed upon the land of which the leased premises form a part. And the Tenant covenants and agrees to execute and deliver upon demand such further instrument or the Landlord and any mortgagees or proposed mortgagees shall desire instruments subordinating this lease to the lien of any such mortgages as.

- Use and Occupancy (10) It is understood and agreed between parties hereto that said premises during the continuance of this lease shall be used and occupied for office and for no other purpose or purposes without the written consent of the landlord, and that the Tenant will not use the premises for any other purpose in violation of any law, municipal ordinance or regulation, and that on any breach of this agreement the Landlord may at his option terminate this lease forthwith and reenter and repossess the leased premises through summary proceedings.
- Parking (11) No onsite parking is available.
- Fire (12) It is understood and agreed that if the premises hereby leased be damaged or destroyed in whole or in part by fire or other casualty during the term hereof, the landlord will repair and restore the same to good tenantable condition with reasonable dispatch, and the rent herein provided for shall abate entirely in case the entire premises are untenable and pro rata for the portion rendered untenable, in case a part only is untenable, until the same shall be restored to tenantable condition; provided however, that if the Tenant shall fail to adjust his own insurance or to remove his damaged goods, wares, equipment or property within a reasonable time, and as a result thereof the repairing and restoration is delayed, there shall be no abatement or rental during the period of such resulting delay, and provides further that there shall be no abatement of rental if such fire or other cause damaging or destroying the leased premises shall result from the negligence or willful act of the Tenant, his agents or employees, and provided further that if the Tenant shall use any part of the leased premises for storage during the period of repair a reasonable charge shall be made therefor against the Tenant, and provided further that in case the leased premises, or the building of which they are a part, shall be destroyed to the extent of more than one-half of the value thereof, the Landlord may at his option terminate this lease forthwith by a written notice to the Tenant.
- Repairs (13) The Landlord after receiving written notice from the Tenant and having reasonable opportunity thereafter to obtain the necessary workmen therefore agrees to keep in good order and repair the roof and the four outer walls of the premises including the doors, door frames, plumbing systems, and electrical systems.
- The tenant agrees to maintain the air conditioning system that services this space, and window glass, window casing, window frames and windows, as necessary for the term of the lease.
- Insurance (14) The Tenant agrees to indemnify and hold harmless the Landlord from any liability for damages to any person or property in, or on said leased premises from any cause whatsoever; with the exception of incidents caused by the gross negligence of the Landlord or its representatives and Tenant will procure and keep in effect during the term hereof public liability and property damage insurance for the benefit of the Landlord in the sum of \$1,000,000.00 for damages resulting to one person and \$1,000,000.00 for damages resulting from one casualty, and \$1,000,000.00 property damages insurance resulting from any one occurrence. Tenant shall deliver said policies to the Landlord and upon Tenant's failure so to do, the Landlord may at his option obtain such insurance and the cost thereof shall be paid as additional rent due and payable upon the next ensuing rent day.
- Alterations & Repairs (15) The Tenant further covenants and agrees that he will, at his own expense, during the continuation of this lease, keep the said premises and ever part thereof in as good repair and at the expiration of the term yield and deliver up the same in like condition as when taken, reasonable use and wear thereof and damage by the elements excepted. The Tenant shall not make any alterations, additions or improvements to said premises without the Landlord's written consent, and all alterations, additions or improvements made by either of the parties hereto upon the premises, except movable office furniture and trade fixtures put in at the expense of the Tenant, shall be the property of the Landlord, and shall remain upon and be surrendered with the premises at the termination of this lease, without molestation or injury, consistent with the foregoing. Provided, however, the Tenant may make certain de minimis improvements to the premises without Landlord's consent, such as painting and/or wall papering the interior of the premises. The Tenant covenants and agrees that if the demised premises consists of only a part of a structure owned or controlled by the Landlord, the Landlord may enter the demised premises at reasonable times and install or repair ductwork, shafts, pipes, wires and other appliances or make any repairs and/or alterations deemed by the Landlord essential to the use and occupancy of the other parts of the Landlord's building.
- Eminent Domain (16) See Exhibit B
- Reservation (17) The Landlord reserves the right of free access at all times to the roof of said leased premises and may not rent said roof for advertising purposes. The Tenant shall not erect any structures for storage or any aerial, or use the roof for any purpose without the consent in writing of the Landlord.

Care of Premises	<p>(18) The Tenant shall not perform any acts or carry on any practices which may injure the building or be a nuisance or menace to other Tenants in the building and shall keep premises clean and free of rubbish and dirt at all times, and shall further agree that if they do not comply with these provisions, the Landlord may enter upon said premises and have rubbish, dirt or other material removed, in which event the Tenant agrees to pay all charges that the Landlord shall pay for removing and hauling rubbish and dirt. Said charges shall be paid to the Landlord by the Tenant as soon as bill is presented to him and the Landlord shall have the same remedy as is provided in Paragraph 6 of this lease in the event of Tenant's failure to pay. Landlord shall be responsible for the care of the structure of the building, its systems, utilities that service the building and premises, elevators, common areas, sidewalks, drives, streets, alleys, yards, and parking lot.</p> <p>(19) The Tenant shall at his own expense under penalty of forfeiture and damages promptly comply with all lawful laws, orders, regulations or ordinances of all municipal, County and State authorities affecting the premises hereby leased and the cleanliness, safety, occupation and use of same.</p> <p>(20) The Landlord shall not be responsible or liable to the Tenant for any loss or damage that may be occasioned by or through the acts or omissions of persons occupying adjoining premises or any part of the premises adjacent to or connected with the premises hereby leased or any part of the building of which the leased premises are a part or for any loss or damage resulting to the Tenant or his property from bursting, stoppage or leaking of water, gas, sewer or steam pipes, unless such damage shall be caused by the negligence or fault of Landlord, its agents, representatives or employees.</p>
Re-Renting	<p>(21) The Tenant hereby agrees that for a period commencing 90 days prior to the termination of this lease, the Landlord may show the premises to prospective Tenants.</p>
Holding Over	<p>(22) It is hereby agreed that per the Tenants request 60 days before the expiration of the Lease, and with Landlord approval, the Tenant hold over rate is 125% of the current lease rate after the termination of this lease. Thereafter the tenancy shall be from month to month in the absence of a written agreement to the contrary.</p>
Utilities	<p>(23) See Exhibit C.</p>
Advertising	<p>(24) It is further agreed that all signs and advertising displayed in and about the premises, which have exposure to common areas or the exterior of the building, shall be such only as to advertise the business carried on upon said premises, and that the Landlord shall control the character and size thereof, and that no sign shall be displayed excepting such as shall be approved in writing by the Landlord, and that no awning shall be installed or used on the exterior of said building unless approved in writing by Landlord.</p>
Access to Premises	<p>(25) Tenant is entitled 24-hour access into the building for the purpose of conducting business during hours set by Tenant. The Landlord shall have the right to enter upon the leased premises at all reasonable hours for the purpose of inspecting the same. The Landlord shall contact or make every reasonable effort to notify tenant of entry to leased premises in a timely manner before entry. If the Landlord deems any repairs necessary he may demand that the Tenant make said repairs if they are the responsibility of the Tenant, and if the Tenant refuses or neglects forthwith to commence such repairs and complete the same with reasonable dispatch the Landlord may make or cause to be made such repairs and shall not be responsible to the Tenant for any loss or damage that may accrue to his stock or business by reason thereof, and if the Landlord makes or causes to be made such repairs the Tenant agrees that he will forthwith on demand pay to the Landlord the cost thereof with interest at 8% per annum, and if he shall make default in such payment the landlord shall have the remedies provided in Paragraph 6 hereof.</p>
Re-entry	<p>(26) In case any rent shall be due and unpaid or if default be made in any of the covenants herein contained, or if said leased premises shall be deserted or vacated, then it shall be lawful for the Landlord, his certain attorney, heirs, representatives and assigns, to re-enter into, repossess the said premises and the Tenant and each and every occupant to remove and put out through appropriate summary proceedings with both Landlord and Tenant having the rights and remedies provided by Law.</p>
Quiet Enjoyment	<p>(27) The Landlord covenants that the said Tenant, on payment of all aforesaid installments and performing all the covenants aforesaid, shall and may peacefully and quietly have, hold and enjoy the said demised premises for the term aforesaid.</p>

Expenses, Damages, Reentry (28) In the event that the landlord shall, during the period covered by this lease, obtain possession of said premises by reentry, summary proceedings, or otherwise, the Tenant hereby agrees to pay the Landlord the expense caused by Tenant and only attributable to the remaining unexpired term, incurred in obtaining possession of said premises, and also all expenses and commissions which may be paid in and about the letting of the same.

Remedies not Exclusive (29) It is agreed that each and every of the rights, remedies and benefits provided by this lease shall be cumulative, and shall not be exclusive of any other of said rights, remedies and benefits, or of any other rights, remedies and benefits allowed by law.

Waiver (30) One or more waivers of any covenant or condition by the Landlord shall not be construed as a waiver of a further breach of the same covenant or condition.

Delay of Possession (31) It is understood that if the Tenant shall be unable to enter into and occupy the premises hereby leased at the time above provided, by reason of the said premises not being ready for occupancy, or by reason of the holding over of any previous occupant of said premises, or as a result of any cause or reason beyond the direct control of the Landlord, including delay of Tenant Improvements, the Landlord shall not be liable in damages to the Tenant therefor, but during the period the Tenant shall be unable to occupy said premises as herein before provided, the rental therefor shall be abated and the Landlord is to be sole judge as to when the premises are ready for occupancy.

Notices (32) Whenever under this Lease a provision is made for notice of any kind it shall be deemed sufficient notice and service thereof is such notice to the Tenant is in writing addressed to the Tenant at his last known Post Office address or at the leased premises and deposited in the mail with postage prepaid and if such notice to the Landlord is in writing addressed to the last known Post Office address of the Landlord and deposited in the mail with postage prepaid. Notice need be sent to only one Tenant or Landlord where the Tenant or Landlord is more than one person. Notices may also be deemed secured if hand delivered or telefaxed with written acknowledgment of proof of service by the receiving party.

(33) It is agreed that in this lease the word "he" shall be used as synonymous with the words "she", "it" and "they", and the word "his" synonymous with the words "her", "its" and "their".

(34) The covenants, conditions and agreements made and entered into by the parties hereto are declared binding on their respective heirs, successors, representatives and assigns.

Security Deposit (35) The Landlord herewith acknowledges the receipt of \$1,100.00 dollars (\$1,100.00) which he is to retain as security for the faithful performance of all of the covenants, conditions and agreements of this lease, but in no event shall the Landlord be obliged to apply the same upon rents or other charges in arrears or upon damages for the Tenants' failure to perform the said covenants, conditions and agreements; the Landlord may so apply the security at his option; and the Landlord's right to the possession of the premises for non-payment of rent or for any other reason shall not in any event be affected by reason of the fact that the Landlord holds this security.

The said sum if not applied toward the payment of rent in arrears or toward the payment of damages suffered by the Landlord by reason of the Tenant's breach of the covenants, conditions and agreements of this lease is to be returned to the Tenant when this lease is terminated, according to these terms, and in no event is the said security to be returned until the Tenant has vacated the premises and delivered possession to the Landlord.

In the event that the Landlord repossesses himself of the said premises because of the Tenant's default or because of the Tenant's failure to carry out the covenants, conditions, and agreements of this lease, the Landlord may apply the said security upon all damages suffered to the date of said repossession and may retain the said security to apply upon such damages as may be suffered or shall accrue thereafter by reason of the Tenant's default or breach. The Landlord shall not be obliged to keep the said security as a separate fund, but may mix the said security with his own funds.

Pets (36) Landlord shall not permit Tenant to house pets within the premise.

Smoke Free (37) The entire premises shall be smoke free.

Basement Access (38) Access to basement at building will only be accessible between the hours of 8AM – 9PM

Exhibits

- (38) Exhibit A - Rules and Regulations
- (39) Exhibit B - Eminent Domain
- (40) Exhibit E - Landlord and Tenant Work
- (41) Exhibit F – Application of Payment

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this day and year first above written.

WITNESSED BY:

LANDLORD:
Beal Properties, LLC

Stewart W. Beal

TENANT:
Go Ice Cream, LLC.

Robert Hess

Lease is Personally Guaranteed By:

Robert Hess

EXHIBIT A

RULES AND REGULATIONS

This Lease is subject to the following Rules and Regulations, which are made a part hereof **and shall be uniformly and consistently applied to all occupants of the building:**

FIRST. Tenants, their agents, employees or visitors, shall not in any way obstruct the sidewalks, entry passages, corridors, halls, stairways or elevators, or use the same in any other way than as a means of passage to and from their respective premises, nor permit anything to be done in the premises, nor bring nor keep anything therein, which may in any way increase or tend to increase the rate of fire insurance for the Building, or which may obstruct or interfere with the rights of other tenants, or in any way injure or annoy them, or which may conflict with the regulations of the Fire Department or with any rules or ordinances established by the Board of Health; and they shall not make or permit any offensive noises or odors, nor smoke in the elevators or other places designated to be smoke-free, nor throw substances of any kind out of the windows or doors, or down passage ways, nor bring into nor keep within the Building any dogs, cats, or animals of any kind (other than properly-trained leader dogs).

SECOND. Tenants may not install, leave, or store equipment, supplies, furniture or trash in the common areas of the Building (i.e., outside their Leased Premises).

THIRD. Tenant shall not place any merchandise, fixtures or any other thing whatsoever so as to be exposed through the exterior windows of the Leased Premises. Tenant shall not allow anything to be placed against or near any glass in the partitions between the Leased Premises and the halls and corridors. If Tenant is provided with show windows opening either on the street or on the halls, lobbies or corridors of the Building, Tenant shall at all times keep the same in a neat and attractive condition, with a display of goods containing nothing which Landlord shall consider objectionable, and shall keep said display sufficiently illuminated during ordinary business hours whenever and wherever such illumination is necessary for the purpose of the proper and attractive exhibition of such display.

FOURTH. The lavatory facilities shall not be used for and purpose other than that, which they were constructed, and no rubbish, ashes, newspapers, tobacco or any other substances of any kind shall be thrown into them.

FIFTH. Tenant shall not use signs or displays in or about the Building except as are specifically in writing approved by Landlord as to character, size form, quality and location.

SIXTH. When electric wiring of any kind is used in the Leased Premises it must be connected as directed by Landlord, and no boring or cutting for the wires will be allowed except with the consent of the Landlord.

SEVENTH. Landlord may prescribe the maximum weight and size of all safes and other heavy equipment brought into the Building. All safes and heavy equipment shall stand on supports of such size as shall be designated by Landlord.

EIGHTH. Tenant shall return all keys upon termination of tenancy. No additional lock or locks shall be placed by Tenant on any door in the Leased Premises or Building unless written consent of the Landlord shall have first been obtained, and if so obtained Tenant shall provide to Landlord (to permit emergency access) two (2) extra keys for each additional lock.

NINTH. The Landlord shall contact or make every reasonable effort to notify tenant of entry to leased premises in a timely manner before entry. Landlord shall have the right to enter the Leased Premises at all reasonable hours to perform necessary services or to make such repairs or alterations as shall be deemed necessary for the safety or preservation of the Building, and also at any time during the last six months of any tenancy, to exhibit the Leased Premises to prospective tenants.

TENTH. The Lease Premises shall be used only for purposes as described in Paragraph 10. "Use and Occupancy", of this Lease.

ELEVENTH. Landlord (or Landlord's property manager) will not be liable or responsible for lost or stolen money, jewelry or other personal property from any Tenants Leased Area or public areas of the Building unless occasioned by the gross negligence or willful misconduct of Landlord, its agents or employees.

TWELFTH. Tenant shall provide Landlord's property manager with names and telephone numbers of individuals who should be contacted in an emergency.

THIRTEENTH. Landlord reserves the right to make such other or further reasonable rules and regulations as in its judgment many from time to time be necessary or desirable for the safety, care and cleanliness of the Building, and for the preservation of good order therein.

FOURTEENTH. Landlord may prescribe reasonable security measures for the Building and Tenant shall cooperate with Landlord's security personnel. Landlord may issue passes to Tenant and its employees and may deny access to the Building to **persons not authorized by the Tenant** after customary business hours and on weekends. The customary business hours of the Building shall be 8:00 a.m. until 6:00 p.m. Monday through Friday.

FIFTEENTH. Landlord reserves the right, but shall not be held obligated, to eject from the Building any or all solicitors, and also other persons who conduct themselves in such a manner as in the opinion of Landlord to be an annoyance to any of the tenants of the Building or to interfere with the operation of the Building.

SIXTEENTH. No smoking is allowed in the Premises or elsewhere in the building including other tenant spaces and common areas including hallways, stairwells, basement, and vestibules. Tenant shall notify its employees, clients and guests of this policy. Failure to enforce this policy will create a violation of Landlord's insurance regulations.

EXHIBIT B

EMINENT DOMAIN

If the whole or any substantial part of the Leased Premises shall be taken by any public authority under the power of eminent domain, under any similar power, or by any purchase in lieu thereof, then the term of this Lease shall cease on parts so taken as of the date possession of that part shall be required for public use, and, in the case of a partial taking, either Landlord or Tenant may terminate this Lease as to the balance of the Leased Premises upon thirty (30) days prior written notice to the other party, which notice shall be delivered within sixty (60) days following the date notice is received of such taking. In the event that neither party shall terminate this Lease, the Landlord shall make all necessary repairs to the Leased Premises and the Building to render and restore the same to a complete architectural unit, and Tenant shall continue in possession of the portion of the Leased Premises not taken for public use, and such possession shall be under the same terms and conditions as provided in this Lease, except that the Base Rent and Tenant's Share of Applicable Taxes, Operating Expenses and Utility Expenses, shall be adjusted to reflect such taking. All damages awarded for such taking shall belong to and be the property of Landlord, whether such damages be awarded as compensation for diminution in value of the Landlord shall not be entitled to any separated award (or payment) made to Tenant for removal and re-installation of Tenant's fixtures or moving expenses.

EXHIBIT C

LANDLORD AND TENANT WORK

The landlord is not responsible for utilities and Tenant will pay those directly to the provider at lease commencement. Alternatively, utilities will be divided by the tenants based on an agreed upon allocation.

Landlord is responsible for the demo work on the bathroom and kitchen. This includes removing sinks and toilet. Demolishing the southern and eastern wall of the bathroom. That will take place following the build-out of the new bathroom (must have a functioning bathroom available to other tenants).

BUILDING REHABILITATION
AGREEMENT (GO Project)
LLC cream

This Building Rehabilitation Agreement (the "Agreement") is made as of 1/28/14, 2010, between the YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY, a Michigan public authority (the "YDDA"), and GO LLC, a Michigan LLC, (the "Developer").
cream

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, ²⁷

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

ROB HESS



Its:

OWNER

List of Exhibits

Exhibit A – The Project Site

Exhibit B – Design, Description and Cost of Project

See application info

Frequently asked Questions Regarding the Building Rehabilitation Grant

Ypsilanti Downtown Development Authority

1 S. Huron

Ypsilanti, Michigan

48197

Phone: (734) 482-9726

Ypsilantidda.org

Q. Who is Eligible for the program?

A. Any property must be located within the one of the YDDA districts to be eligible. The program is open to both property owners and tenants; however, the owner must sign the Building Rehabilitation Agreement if the applicant is a tenant. Applicants will be required to complete an application packet provided by the YDDA.

The Following eligibility requirements also apply:

1. Projects should include exterior façade improvements as part of the total project scope, or verify that appropriate façade improvements will be undertaken within the time period prescribed by the YDDA.
2. Projects must maintain or create first floor retail, commercial or professional uses to be eligible for program funding.
3. Program funds can be utilized for interior renovation and construction costs, with an emphasis on barrier free design requirements and/or state and local fire and safety codes.

Q. When is the Building Rehabilitation Program's application available?

A. The applications will be available as early as March in order to enable to provide applicants ample time to complete their projects during the warmer months.

Q. How can you obtain a Building Rehabilitation Program Application?

A. Applications are available on the YDDA website or at the YDDA office located at 32 N. Washington Ste 14.

Q. When will the Building Rehabilitation Program funds be available?

A. Program funds will be available at the beginning of the fiscal year, July 1st, 2013. **All payments will be made upon project completion.**

Q. What is the application deadline?

A. There is no application deadline however funds will be made available on a first-come first-serve basis.

ATTACHMENT SIX

Bid Waiver Form

The YDDA Building Rehabilitation and Façade Improvement Grant Application require that at least two bids for all eligible project work to be considered be provided in the application. However in some special cases a waiver of this requirement will be considered. A waiver may be considered for one of the following reasons:

- The required work is of such a specialized nature that there are not multiple qualified contractors who can bid on it.
- The applicant is also the primary licensed developer who will provide work/services. The applicant has solicited multiple bids but has not received responses in a reasonable time frame.
- Additional reasonable explanations will be considered on a case by case basis.

If an applicant requires a bid waiver, you will provide a short written explanation attached to the application.

Applicant



Date

03/03/16



Summary of Funds Raised - Go! Ice Cream

Ebrahim Varachia <ebrahim@patronicity.com>
To: Rob Hess <rob@goicecreamgo.com>

Sat, Sep 19, 2015 at 12:05 AM

Hello Rob,

Wow, what an incredible campaign! Great job again on getting the Go! Ice Cream fully funded and More! Really excited to come check out the space in the near future and get some delicious ice cream!!! *Let me know when you have updates on the groundbreaking dates, and Grand Opening/Ribbon Cutting dates or other little events in the space.* Below is a financial [summary](#):

Total Raised	\$33,923
Raised Online	\$24,060.00
Raised Offline	\$9,863.00
MINUS failed payments	\$525.00
MINUS Adjustments	
MINUS Patronicity 5% of successful funds raised	\$1,669.90
MINUS CC fees 3% of online payments	\$706.05
Fees Paid by Donor	\$800.00
To Transfer	\$21,959.05

Note: For the transfer we will need the following information: Name on the Account, Checking or Savings, Personal or Business, Org Mailing address, Bank Routing Number & Bank Account Number (usually found on bottom of checks) & Tax-ID number.

Let us know if you have any further questions. I would also love to come by and talk to you about your campaign and experience.

Warm regards,
The Patronicity Team

--
Ebrahim Varachia
Co-Founder | President
Patronicity.com
[248.854.5130](tel:248.854.5130)

March 17, 2016
2016-

**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 10 N. Washington St/Go Ice Cream**

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 2015-16 fiscal year; and

WHEREAS, the YDDA has allocated a matching \$15,000 for the Building Rehabilitation and Façade Grant Program in the FY 2015-16 budget; and

WHEREAS, the YDDA has received a grant request from Rob Hess for the rehabilitation of the above referenced address that would include: replacement of subfloor and installation of concrete laminate in the kitchen and bar/service counter area; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the proposed improvements would be an appropriate use of the grant program;

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 \$3,0000.
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
Operations & Finance Committee Meeting**

Wednesday, March 9, 2015, 8:30 am

SPARK East

215 W. Michigan Ave.

Minutes

I. Call to Order: B. Harrington called the meeting to order at 8:38 am.

II. Roll Call:

Adam Gainsley	P	David Kabat	A
Ben Harrington (C)	P	Richard Smith	A
Ruth Ann Jamnick	A		

Others in Attendance: Joe Meyers, YDDA Director
RayVon Williams, YDDA Board

III. Approval of Agenda: A Gainsley moved to approve the agenda as submitted. R. Williams supported the motion and it was approved unanimously.

IV. Approval of November 11, 2015 Minutes: A. Gainsley moved to approve the minutes as submitted. R. Williams supported the motion and it was approved unanimously.

V. Audience Participation: None.

VI. Old Business: None.

VII. New Business

1. Budget: Joe Meyers handed out a budget and DDA program overview. Discussion ensued over programs that the DDA is funding in the 2015/2016 fiscal year. Discussion ensued over expenses and revenues. The committee informed Joe that the budget is typically handled at a budget retreat. The committee offered to help do some heavy lifting on the budget process if the board would like them to.

VIII. Proposed Business: Adam Gainsley informed the committee that a Riverside Playground group is going to ask the DDA to help fund a playground in Riverside Park in the next few months. They are looking to utilize the MEDC Public Spaces Community Places funding mechanism.

IX. Announcements/Comments: none

X. Audience Participation: none

XI. Meeting adjourned at 10:09 am. **Next Meeting: April 13, 2016 at SPARK East.**

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, April 14, 2016 – 8:30 a.m.**

PLEASE NOTE THE DATE CHANGE ABOVE

**SPARK East
215 W. Michigan Ave.**

Agenda

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 business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

I. Call to Order

II. Roll Call

Amanda Edmonds	P	A	Russ Olwell	P	A
Jessica French	P	A	Andrew O’Neal	P	A
Adam Gainsley	P	A	Richard Smith	P	A
Cisco Garcia	P	A	Mark Teachout (C)	P	A
Ben Harrington	P	A	RayVon Williams	P	A
Jelani McGadney	P	A			

III. Approval of Agenda (X)* p.

IV. Approval of March 17, 2016 Minutes (X)*

V. Audience Participation (3 minutes each)

1. _____
2. _____
3. _____
4. _____
5. _____

VI. Staff Report/Financial Report (X)

VII. Standing Committee Reports

- Economic Restructuring & Design
 - Façade Program Discussion (X)
- Operations & Finance
 - YDDA 16/17 & 17/18 Budget Discussion

VIII. Old Business

- Discussion on the Downtown Dumpster Sub-committee Meeting
- Security Camera/WIFI Discussion (X)

IX. Proposed Business

X. Announcements/Comments

XI. Public Participation

XII. Next Meeting: May 18, 2016, 8:30 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 17, 2016 – 8:00 a.m.
SPARK East
215 W. Michigan Ave.**

Meeting Minutes

I. Call to Order: M. Teachout called the meeting to order at 8:15 am.

II. Roll Call

Amanda Edmonds	P	Russ Olwell	P
Jessica French	P	Andrew O’Neal	P
Adam Gainsley	P	Richard Smith*	P
Cisco Garcia	P	Mark Teachout (C)	P
Ben Harrington	P	RayVon Williams	P
Jelani McGadney	P		

*arrived at 8:45

Others in Attendance:

Rasheed Atwater, YDDA
Eric Williams, Puffer Reds
Patrick Williams, Corner Health
Joe Licavoli, SPARK East
Joe Meyers, YDDA
Beth Ernat, City of Ypsilanti
Mark Swanson, Terry’s Bakery
Rob Hess, Go Ice Cream
Paul Congden, Ace Hardware
Brian Brickley, Tap Room
Odell Palacio, Dream Ypsi
Bob Krzewinski, Non-Motorized Advisory Committee

III. Approval of Agenda: Jessica French moved to approve the agenda as submitted. Cisco Garcia supported the motion and it was approved unanimously.

IV. Approval of February 18, 2016 Minutes: Cisco Garcia moved to approve the minutes of January 21, 2016 as submitted. Jelani McGadney supported the motion and it passed unanimously.

Cisco Garcia moved to approve the February 11, 2016 special meeting minutes as submitted. Russ Olwell supported the motion and it passed unanimously.

V. Audience Participation:

- Odell Palacio discussed “Shop Ypsi,” a campaign to be held during small business week that would help bring customers to Ypsilanti. Businesses would participate by giving customers 18-20% off their purchases. Palacio asked for DDA support in pushing the idea and motivating other business to join the campaign.

VI. Resolution of Support for an Obsolete Property Rehabilitation Act (OPRA) Certification Application for 209 Pearl* (X)

- Beth Ernat gave a brief overview of the proposed project to revitalize 209 Pearl. She stated they are seeking to rehab the building for office, apartment, and restaurant space.
- Mark Maynard informed the board that three people have already signed on to be tenants at the new space. Mark ensured the board that the space would be a space for creative people in Ypsilanti to work together in a single location instead of a business incubator. He also informed the board that he plans for the second floor of the business to be open and ready for occupancy by the end of summer 2016. For more information Mark advised the board to visit landlinepsi.com.
- Adam Gainsley moved to approve the resolution of support for 209 Pearl OPRA. Ben Harrington supported the motion and it was approved unanimously

VII. Staff Report/Financial Report:

- Joe Meyers stated that the financial report was in the packet, and that there was no staff report at this time.
- Mark Teachout asked if the DDA retreat was still scheduled
- Joe Meyers asked the board if they still wanted to hold a DDA retreat.
- Jessica French suggested that a retreat could be scheduled for later in the year, once the budget was worked out
- Mark stated that the board could forgo the DDA retreat. There was a general consensus that the board retreat could be postponed until next fiscal year.

VIII. Standing Committee Reports:

- **Economic Restructuring & Design:**

Resolution to approve the award of an YDDA Building Rehabilitation Grant for 10 N. Washington, Suite 104/Go Ice Cream

- Robb Hess explained to the board what Go Ice Cream is and when they plan on opening. He also expounded on using the building rehabilitation grant to redo and renovate the building’s floor.
- Joe Meyers informed the board that Go Ice Cream asked for \$5,000, but the committee approved the grant for \$3,000.
- Mark Teachout stated he would like to support the project as long as the funds were available.
- Jessica French moved to approve the resolution of support for 10 N. Washington Suite 104/Go Ice Cream for an amount not to exceed \$3,000. Adam Gainsley supported the motion and it was approved unanimously.

- **Operations & Finance:** N/A

IX. Old Business: Discussion on the Downtown Dumpster Transition

Mark Teachout opened the floor for audience participation on the dumpster transition.

Paul Congden, Ace Hardware stated that he came to see what options were available for the dumpsters. He went on to say that he knows that in the past his business sent money to the DDA for dumpsters, but now he just wants to know what he has to do to keep the dumpster service.

Brian Brickley agreed with Paul and asked the board what they want him and other businesses to do to keep the dumpster services.

Eric Williams stated that he came to find out what he needs to do to create a solution that would keep the current dumpsters.

Mark Swanson informed the board that he received a letter from the former city manager that downtown business owners could set their trash on the curb like residential property owners.

Mark Teachout responded that the issue and reason that the DDA may no longer fund the dumpster enclosures is completely budgetary. He went on to say that the two options the DDA board has now are:

1. Help with creating a coalition of downtown businesses to pay for the trash services or
2. Have the DDA manage the current contract but set up a system where the businesses using the service would pay for the service.

Eric Williams indicated that he would have preferred that the DDA explained to the local businesses the financial trouble this caused for the DDA. He then asked if the current volunteer amount would be the same if the board decided to follow option 2.

Mark Teachout responded by saying that there might be some change, but he was not sure the amount yet. Mark ensured that the amount would be cheaper than if a business was to pay for the dumpster service individually.

Eric Williams stated that at one time he had his own dumpster, but the city took his dumpster away without notice and made him use the DDA dumpsters.

Beth Ernat suggested the businesses pay for the dumpster services twice a year.

Richard Smith suggested getting all of the DDA businesses together to create a goal for the dumpsters so everyone would be on the same page.

Mark Teachout suggested creating a separate meeting where a steering committee could guide the dumpster discussions and plans.

Mayor Amanda Edmonds stated that she would like to see the letter the former city manager Swanson made mention of.

Beth Ernat suggested that Joe utilize the DDA messenger board to contact other DDA's to see how other cities pay for their dumpster pickups.

Mark Teachout appointed Adam Gainsley as the chair of the subcommittee and the subcommittee meeting was scheduled for SPARK East April 7th at 9 am.

Mayor Amanda Edmonds added she would like to see the subcommittee look into the correct handling of trash.

X. Proposed Business:

Mark Teachout requested to have HDL security cameras added to next month's agenda.

Bob Krzewinski reported on the many initiatives the non-motorized advisory committee has and will be working on. Bob asked for DDA presence at the meetings. The Non-Motorized Advisory Committee meets during the first Thursday of each month at the Ypsilanti Public Library at 7pm. In addition, Bob stated he would like to see the DDA improve the amphitheater at Frog Island.

Ben Harrington volunteered to serve on the Non-Motorized Advisory Committee board and Mark Teachout volunteered to serve as an alternate.

Mayor Amanda Edmonds stated she would like to see the DDA Board consider street furniture, beautification, and physical improvements of downtown in the next fiscal year.

XI. Announcements/Comments:

Mayor Amanda Edmonds informed the DDA Board about the free food and entrepreneur training that Growing Hope will be hosting at SPARK East and at 9 S. Adams. In addition, she informed the board about the Ypsilanti Garden Supply move to 16 S. Washington.

Mayor Amanda Edmonds also discussed the train stop that will be coming to Ypsilanti. She stated that city council has invested in contracts for engineering analysis and train platforms

Jessica French discussed the new specials at Sidetracks.

XII. Public Participation:

XIII. Adjourn: The meeting was adjourned at 9:55 am.

XIV. Next Meeting: April 21, 2016, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2016

413-DOWNTOWN DEV AUTH
 FINANCIAL SUMMARY

% OF YEAR COMPLETED

REVENUE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING
<u>REVENUE SUMMARY</u>					
DOWNTOWN DA OPERATING	35,640	49,771	87.86	38,681.53	11,089.47
DOWNTOWN DA TIF	257,711	292,987	0.00	22,405.09	270,581.91
DOWNTOWN DA OTHER	5,000	5,000	0.00	5,000.00	0.00
DOWNTOWN WATER ST	0	0	0.00	20,002.01	(20,002.01)
TOTAL REVENUES	298,351	347,758	87.86	86,088.63	261,669.37
<u>EXPENDITURE SUMMARY</u>					
DOWNTOWN DA OPERATING	26,120	27,584	509.60	25,305.72	2,278.28
DOWNTOWN DA TIF	257,711	292,986	10,690.79	174,878.17	118,107.83
DOWNTOWN DA OTHER	5,000	5,000	0.00	0.00	5,000.00
DOWNTOWN WATER ST	0	0	0.00	10,000.00	(10,000.00)
TOTAL EXPENDITURES	288,831	325,570	11,200.39	210,183.89	115,386.11
REVENUES OVER/(UNDER) EXPENDITURES	9,520	22,188	(11,112.53)	(124,095.26)	146,283.26

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING
DOWNTOWN DA OPERATING					
=====					
REVENUES					
413-4-7230-402-00 CURRENT PROPERTY TAXES	25,350	25,431	85.30	22,053.86	3,377.14
413-4-7230-402-05 PERSONAL PROP TAX REIMBURSE	885	885	0.00	0.00	885.00
413-4-7230-420-01 DELINQUENT PROPERTY TAXES	1,200	1,200	0.00	0.00	1,200.00
413-4-7230-445-02 INTEREST ON CURRENT TAXES	100	100	2.56	30.99	69.01
413-4-7230-445-05 INTEREST ON DELINQUENT TAXES	5	5	0.00	0.00	5.00
413-4-7230-462-01 DOWNTOWN PARKING PERMITS	7,200	7,200	0.00	6,800.00	400.00
413-4-7230-664-00 INTEREST EARNINGS	900	1,000	0.00	424.63	575.37
413-4-7230-694-01 MISCELLANEOUS REVENUE	0	13,950	0.00	9,372.05	4,577.95
TOTAL REVENUES	35,640	49,771	87.86	38,681.53	11,089.47
<hr/>					
TOTAL DOWNTOWN DA OPERATING	35,640	49,771	87.86	38,681.53	11,089.47
DOWNTOWN DA TIF					
=====					
REVENUES					
413-4-7231-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	16,085	0.00	22,405.09 (6,320.09)
413-4-7231-439-01 CURRENT TIFA TAXES	178,847	183,255	0.00	0.00	183,255.00
413-4-7231-439-03 PERSONAL PROP TIF REIMBURSE	16,085	0	0.00	0.00	0.00
413-4-7231-699-92 APPROPRIATION FUND BALANCE-TIF	62,779	93,647	0.00	0.00	93,647.00
TOTAL REVENUES	257,711	292,987	0.00	22,405.09	270,581.91
<hr/>					
TOTAL DOWNTOWN DA TIF	257,711	292,987	0.00	22,405.09	270,581.91
DOWNTOWN DA OTHER					
=====					
REVENUES					
413-4-7232-674-43 MSHDA ELG FACADE GRANT	5,000	5,000	0.00	5,000.00	0.00
TOTAL REVENUES	5,000	5,000	0.00	5,000.00	0.00
<hr/>					
TOTAL DOWNTOWN DA OTHER	5,000	5,000	0.00	5,000.00	0.00
DOWNTOWN WATER ST					
=====					
REVENUES					
413-4-7233-674-00 CONTRIBUTION WATER ST DEV'T	0	0	0.00	20,002.01 (20,002.01)
TOTAL REVENUES	0	0	0.00	20,002.01 (20,002.01)
<hr/>					
TOTAL DOWNTOWN WATER ST	0	0	0.00	20,002.01 (20,002.01)

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING
TOTAL REVENUES	298,351	347,758	87.86	86,088.63	261,669.37

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING
DOWNTOWN DA OPERATING					
=====					
EXPENDITURES					
413-7-7230-728-00 OFFICE SUPPLIES	875	863	0.00	281.82	581.18
413-7-7230-730-00 POSTAGE	140	138	0.00	0.00	138.00
413-7-7230-757-00 OPERATING SUPPLIES	332	328	0.00	0.00	328.00
413-7-7230-807-00 AUDIT FEES	1,722	1,697	0.00	1,570.44	126.56
413-7-7230-818-00 BOOKKEEPING SERVICE	11,157	12,882	0.00	12,881.52	0.48
413-7-7230-822-10 GENERAL LIABILITY	2,623	2,530	0.00	4,908.00 (2,378.00)
413-7-7230-826-10 LEGAL SERVICES	2,800	2,657	267.38	2,475.38	181.62
413-7-7230-853-00 TELEPHONE	634	624	21.42	268.77	355.23
413-7-7230-864-01 CONFERENCES AND WORKSHOPS	700	690	0.00	0.00	690.00
413-7-7230-900-00 PRINTING AND PUBLISHING	1,750	1,725	13.80	366.79	1,358.21
413-7-7230-940-00 RENT	2,520	2,712	207.00	1,863.00	849.00
413-7-7230-957-00 BOOKS MAGAZINES AND PERIODICAL	105	104	0.00	0.00	104.00
413-7-7230-958-00 MEMBERSHIPS AND DUES	762	634	0.00	690.00 (56.00)
TOTAL EXPENDITURES	26,120	27,584	509.60	25,305.72	2,278.28
TOTAL DOWNTOWN DA OPERATING	26,120	27,584	509.60	25,305.72	2,278.28

DOWNTOWN DA TIF

=====

EXPENDITURES					
413-7-7231-706-00 PERMANENT WAGES - SALARIES	38,700	39,569	0.00	24,811.85	14,757.15
413-7-7231-706-07 PERMANENT WAGES-POLICE PATROL	28,760	28,760	0.00	0.00	28,760.00
413-7-7231-706-10 PART TIME WAGES	16,562	0	0.00	0.00	0.00
413-7-7231-707-00 TEMPORARY WAGES	0	16,323	0.00	834.62	15,488.38
413-7-7231-714-02 WORKER'S COMPENSATION	588	1,264	0.00	405.68	858.32
413-7-7231-714-05 SOCIAL SECURITY & MEDICARE	4,495	6,444	0.00	2,028.22	4,415.78
413-7-7231-714-07 20% HEALTH CARE PREMIUM (2,228)	0	0.00 (119.38)	119.38
413-7-7231-714-08 HEALTH CARE COSTS - BLUE CROSS	9,653	0	0.00	1,715.82 (1,715.82)
413-7-7231-714-11 VACATION AND SICK LIABILITY	0	0	2,435.51	2,435.51 (2,435.51)
413-7-7231-714-12 BASIC FEES	63	129	12.21	49.18	79.82
413-7-7231-714-13 EHIM WRAP CLAIMS	1,345	0	53.43	53.43 (53.43)
413-7-7231-714-14 EHIM WRAP FEES	162	0	12.22	24.64 (24.64)
413-7-7231-714-15 EHIM SCRIPTS	1,424	0	176.34	353.81 (353.81)
413-7-7231-714-16 HEALTH CARE WAIVERS	3,500	1,725	0.00	1,725.00	0.00
413-7-7231-714-17 DENTAL	2,121	662	0.00	616.05	45.95
413-7-7231-714-18 OPTICAL	904	50	0.00	17.26	32.74
413-7-7231-714-19 LIFE INSURANCE	252	228	0.00	110.88	117.12
413-7-7231-714-22 LONG TERM DISABILITY	280	245	20.45	184.34	60.66
413-7-7231-818-00 CONTRACTUAL SERVICES	0	28,760	5,697.44	25,907.14	2,852.86
413-7-7231-820-00 TIF PROJECTS	4,355	9,411	298.80	18,561.72 (9,150.72)
413-7-7231-820-01 IRRIGATION SYSTEM	0	40	0.00	41.03 (1.03)
413-7-7231-820-02 STREETScape MAINTENANCE	17,767	17,768	267.00	12,034.61	5,733.39

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING
413-7-7231-820-03 WASTE MANAGEMENT	17,900	27,900	1,717.39	13,675.25	14,224.75
413-7-7231-820-04 SEASONAL PLANTING	1,750	3,450	0.00	0.00	3,450.00
413-7-7231-820-05 PEDESTRIAN TRASH COLLECTION	8,400	8,400	0.00	0.00	8,400.00
413-7-7231-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,750	3,450	0.00	3,689.40 (239.40)
413-7-7231-820-08 WAY FINDING CITY WIDE	3,500	0	0.00	3,450.00 (3,450.00)
413-7-7231-920-00 DTE ELECTRIC BILL	200	0	0.00	111.40 (111.40)
413-7-7231-965-05 SPECIAL EVENTS CONTRIBUTIONS	0	400	0.00	246.96	153.04
413-7-7231-965-06 FACADE PROG. CONT TO BLD-TIF	2,500	5,000	0.00	4,992.50	7.50
413-7-7231-965-10 AA SPARK CONTRIBUTION	0	0	0.00	690.00 (690.00)
413-7-7231-971-27 MSHDA ELG FACADE PROG.	10,000	10,000	0.00	42,000.00 (32,000.00)
413-7-7231-997-00 PAYING AGENT FEES	400	400	0.00	0.00	400.00
413-7-7231-999-20 TRANSFER OUT(473)2004A	82,608	82,608	0.00	14,231.25	68,376.75
TOTAL EXPENDITURES	257,711	292,986	10,690.79	174,878.17	118,107.83
TOTAL DOWNTOWN DA TIF	257,711	292,986	10,690.79	174,878.17	118,107.83
DOWNTOWN DA OTHER					
=====					
EXPENDITURES					
413-7-7232-971-27 FACADE GRANT PROGRAM	5,000	5,000	0.00	0.00	5,000.00
TOTAL EXPENDITURES	5,000	5,000	0.00	0.00	5,000.00
TOTAL DOWNTOWN DA OTHER	5,000	5,000	0.00	0.00	5,000.00
DOWNTOWN WATER ST					
=====					
EXPENDITURES					
413-7-7233-818-00 FEASIBILITY STUDY	0	0	0.00	10,000.00 (10,000.00)
TOTAL EXPENDITURES	0	0	0.00	10,000.00 (10,000.00)
TOTAL DOWNTOWN WATER ST	0	0	0.00	10,000.00 (10,000.00)
TOTAL EXPENDITURES	288,831	325,570	11,200.39	210,183.89	115,386.11
REVENUES OVER/(UNDER) EXPENDITURES	9,520	22,188 (11,112.53) (124,095.26)	146,283.26

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2016

275-DEPOT TOWN DDA
 FINANCIAL SUMMARY

% OF YEAR COMPLETED

REVENUE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING
<u>REVENUE SUMMARY</u>					
DTDA W CROSS OPERATING	7,886	7,936	0.00	7,056.55	879.45
DTDA W CROSS TIF	42,824	42,349	0.00	9,942.66	32,406.34
DTDA E CROSS OPERATING	6,776	10,394	0.00	5,772.45	4,621.55
DTDA E CROSS TIF	78,400	87,345	0.00	11,635.64	75,709.36
TOTAL REVENUES	135,886	148,024	0.00	34,407.30	113,616.70
<u>EXPENDITURE SUMMARY</u>					
DTDA W CROSS OPERATING	5,270	2,000	36.92	1,506.41	493.59
DTDA W CROSS TIF	42,824	42,349	622.09	19,066.93	23,282.07
DTDA E CROSS OPERATING	6,022	10,394	192.02	7,665.42	2,728.58
DTDA E CROSS TIF	62,922	83,680	4,912.06	47,491.05	36,188.95
TOTAL EXPENDITURES	117,038	138,423	5,763.09	75,729.81	62,693.19
REVENUES OVER/(UNDER) EXPENDITURES	18,848	9,601	(5,763.09)	(41,322.51)	50,923.51

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING
DTDA W CROSS OPERATING					
=====					
REVENUES					
275-4-7270-402-00 CURRENT PROPERTY TAXES	7,075	7,108	0.00	6,658.94	449.06
275-4-7270-402-05 PERSONAL PROP TAX REIMBURSE	122	122	0.00	0.00	122.00
275-4-7270-420-01 DELINQUENT PROPERTY TAXES	85	85	0.00	0.00	85.00
275-4-7270-445-02 INTEREST ON CURRENT TAXES	20	20	0.00	5.02	14.98
275-4-7270-445-05 INTEREST ON DELINQUENT TAXES	1	1	0.00	0.00	1.00
275-4-7270-664-00 INTEREST EARNINGS	583	600	0.00	392.59	207.41
TOTAL REVENUES	7,886	7,936	0.00	7,056.55	879.45
<hr/>					
TOTAL DTDA W CROSS OPERATING	7,886	7,936	0.00	7,056.55	879.45
DTDA W CROSS TIF					
=====					
REVENUES					
275-4-7271-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	3,407	0.00	4,942.66	1,535.66
275-4-7271-439-02 CURRENT TIFA TAXES-WEST CROSS	6,504	7,224	0.00	0.00	7,224.00
275-4-7271-439-05 PERSONAL PROP TIF REIMBURSE	2,819	0	0.00	0.00	0.00
275-4-7271-674-43 WASH CO. BLDG REHAB/FACADE	5,000	5,000	0.00	5,000.00	0.00
275-4-7271-699-92 APPROPRIATION FUND BALANCE-TIF	28,501	26,718	0.00	0.00	26,718.00
TOTAL REVENUES	42,824	42,349	0.00	9,942.66	32,406.34
<hr/>					
TOTAL DTDA W CROSS TIF	42,824	42,349	0.00	9,942.66	32,406.34
DTDA E CROSS OPERATING					
=====					
REVENUES					
275-4-7290-402-00 CURRENT PROPERTY TAXES	6,128	6,277	0.00	5,463.94	813.06
275-4-7290-402-05 PERSONAL PROP TX REIMBURSE	143	143	0.00	0.00	143.00
275-4-7290-445-02 INTEREST ON CURRENT TAXES	5	10	0.00	9.00	1.00
275-4-7290-664-00 INTEREST EARNINGS	500	500	0.00	299.51	200.49
275-4-7290-699-91 APPROPRIATIONS FUND BALANCE	0	3,464	0.00	0.00	3,464.00
TOTAL REVENUES	6,776	10,394	0.00	5,772.45	4,621.55
<hr/>					
TOTAL DTDA E CROSS OPERATING	6,776	10,394	0.00	5,772.45	4,621.55

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING
<u>DTDA E CROSS TIF</u>					
<u>REVENUES</u>					
275-4-7291-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	9,254	0.00	6,635.64	2,618.36
275-4-7291-439-01 CURRENT TIFA TAXES	70,104	73,091	0.00	0.00	73,091.00
275-4-7291-439-05 PERSONAP PROP TIF REIMBURSE	3,296	0	0.00	0.00	0.00
275-4-7291-674-43 WASH CO. BLDG REHAB GRANT	5,000	5,000	0.00	5,000.00	0.00
TOTAL REVENUES	78,400	87,345	0.00	11,635.64	75,709.36
TOTAL DTDA E CROSS TIF	78,400	87,345	0.00	11,635.64	75,709.36
TOTAL REVENUES	135,886	148,024	0.00	34,407.30	113,616.70

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING
DTDA W CROSS OPERATING					
=====					
EXPENDITURES					
275-7-7270-728-00 OFFICE SUPPLIES	175	63	0.00	20.42	42.58
275-7-7270-730-00 POSTAGE	28	10	0.00	0.00	10.00
275-7-7270-757-00 OPERATING SUPPLIES	67	24	0.00	0.00	24.00
275-7-7270-807-00 AUDIT FEES	344	123	0.00	113.80	9.20
275-7-7270-818-00 CONTRACTUAL SERVICES	2,231	933	0.00	933.44 (0.44)
275-7-7270-822-10 GENERAL LIABILITY	487	183	0.00	0.00	183.00
275-7-7270-826-10 LEGAL SERVICES	490	193	19.37	179.37	13.63
275-7-7270-853-00 TELEPHONE	127	45	1.55	47.81 (2.81)
275-7-7270-864-01 CONFERENCES AND WORKSHOPS	140	50	0.00	0.00	50.00
275-7-7270-900-00 PRINTING AND PUBLISHING	350	125	1.00	26.57	98.43
275-7-7270-940-00 RENT	658	197	15.00	135.00	62.00
275-7-7270-957-00 BOOKS AND MAGAZINES	21	8	0.00	0.00	8.00
275-7-7270-958-00 MEMBERSHIPS AND DUES	152	46	0.00	50.00 (4.00)
TOTAL EXPENDITURES	5,270	2,000	36.92	1,506.41	493.59
<hr/>					
TOTAL DTDA W CROSS OPERATING	5,270	2,000	36.92	1,506.41	493.59
DTDA W CROSS TIF					
=====					
EXPENDITURES					
275-7-7271-706-00 PERMANENT WAGES-SALARIES	7,740	2,867	0.00	1,797.89	1,069.11
275-7-7271-706-07 PERMANENT WAGES-POLICE PATROL	5,752	2,054	0.00	0.00	2,054.00
275-7-7271-706-10 PART TIME WAGES	3,312	0	0.00	0.00	0.00
275-7-7271-707-00 TEMPORARY WAGES	0	1,183	0.00	60.48	1,122.52
275-7-7271-714-02 WORKER'S COMPENSATION	118	92	0.00	29.30	62.70
275-7-7271-714-05 SOCIAL SECURITY & MEDICARE	899	467	12.84	159.91	307.09
275-7-7271-714-07 20% HEALTH CARE PREMIUM (446)	0	0.00 (8.65)	8.65
275-7-7271-714-08 HEALTH CARE COSTS - BLUE CROSS	1,931	0	0.00	1,366.54 (1,366.54)
275-7-7271-714-11 VACATION AND SICK LIABILITY	0	0	176.49	176.49 (176.49)
275-7-7271-714-12 BASIC FEES	13	9	0.89	4.94	4.06
275-7-7271-714-13 EHIM WRAP CLAIMS	269	0	3.87	3.87 (3.87)
275-7-7271-714-14 EHIM WRAP FEES	32	0	0.89	1.79 (1.79)
275-7-7271-714-15 EHIM SCRIPTS	285	0	12.78	25.64 (25.64)
275-7-7271-714-16 HEALTH CARE WAIVERS	700	125	0.00	125.00	0.00
275-7-7271-714-17 DENTAL	424	48	0.00	323.88 (275.88)
275-7-7271-714-18 OPTICAL	181	4	0.00	3.45	0.55
275-7-7271-714-19 LIFE INSURANCE	50	17	0.00	22.20 (5.20)
275-7-7271-714-22 LONG TERM DISABILITY	56	18	1.48	15.99	2.01
275-7-7271-714-24 HEALTH CARE SAVINGS PLAN	252	0	0.00	0.00	0.00
275-7-7271-818-00 CONTRACTUAL SERVICES	0	5,752	412.85	1,877.32	3,874.68
275-7-7271-820-00 TIF - WEST CROSS DEV AREA	871	6,908	0.00	0.00	6,908.00
275-7-7271-820-02 STREETScape MAINTENANCE	3,605	3,605	0.00	1,778.39	1,826.61

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING
275-7-7271-820-04 SEASONAL PLANTING	350	350	0.00	0.00	350.00
275-7-7271-820-05 PEDESTRIAN TRASH COLLECTION	3,200	3,200	0.00	0.00	3,200.00
275-7-7271-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,000	250	0.00	0.00	250.00
275-7-7271-820-08 WAYFINDING CITYWIDE	700	0	0.00	250.00 (250.00)
275-7-7271-920-00 UTILITIES-DTE ELECTRICAL BILL	280	0	0.00	0.00	0.00
275-7-7271-965-05 SPECIAL EVENT CONTRIBUTION	0	400	0.00	0.00	400.00
275-7-7271-965-06 FACADE PROG. CONT TO BLD-TIF	1,250	5,000	0.00	0.00	5,000.00
275-7-7271-965-10 AA SPARK CONTRIBUTION	0	0	0.00	50.00 (50.00)
275-7-7271-971-27 BUILDING REHAB	10,000	10,000	0.00	11,002.50 (1,002.50)
TOTAL EXPENDITURES	42,824	42,349	622.09	19,066.93	23,282.07

TOTAL DTDA W CROSS TIF 42,824 42,349 622.09 19,066.93 23,282.07

DTDA E CROSS OPERATING

EXPENDITURES

275-7-7290-728-00 OFFICE SUPPLIES	200	325	0.00	106.17	218.83
275-7-7290-730-00 POSTAGE	32	52	0.00	0.00	52.00
275-7-7290-757-00 OPERATING SUPPLIES	76	124	0.00	0.00	124.00
275-7-7290-807-00 AUDIT FEES	394	640	0.00	591.76	48.24
275-7-7290-818-00 CONTRACTUAL SERVICES	2,550	4,854	0.00	4,853.91	0.09
275-7-7290-822-10 GENERAL LIABILITY	556	953	0.00	0.00	953.00
275-7-7290-826-10 LEGAL SERVICES	560	1,001	100.75	932.75	68.25
275-7-7290-853-00 TELEPHONE	144	235	8.07	80.62	154.38
275-7-7290-864-01 CONFERENCES AND WORKSHOPS	160	260	0.00	0.00	260.00
275-7-7290-900-00 PRINTING AND PUBLISHING	400	650	5.20	138.21	511.79
275-7-7290-940-00 RENT	752	1,022	78.00	702.00	320.00
275-7-7290-957-00 BOOK MAGAZINES AND PERIODAL	24	39	0.00	0.00	39.00
275-7-7290-958-00 MEMBERSHIPS AND DUES	174	239	0.00	260.00 (21.00)
TOTAL EXPENDITURES	6,022	10,394	192.02	7,665.42	2,728.58

TOTAL DTDA E CROSS OPERATING 6,022 10,394 192.02 7,665.42 2,728.58

DTDA E CROSS TIF

EXPENDITURES

275-7-7291-706-00 PERMANENT WAGES - SALARIES	8,846	14,910	0.00	9,349.37	5,560.63
275-7-7291-706-07 PERMANENT WAGES-POLICE PATROL	6,574	10,682	0.00	0.00	10,682.00
275-7-7291-706-10 PART TIME WAGES	3,786	0	0.00	0.00	0.00
275-7-7291-707-00 TEMPORARY WAGES	0	6,151	0.00	314.50	5,836.50
275-7-7291-714-02 WORKER'S COMPENSATION	134	476	0.00	152.75	323.25
275-7-7291-714-05 SOCIAL SECURITY & MEDICARE	1,028	2,428	243.96	1,008.10	1,419.90
275-7-7291-714-07 20% HEALTH CARE PREMIUM (509)	0	0.00 (44.99)	44.99
275-7-7291-714-08 HEALTH CARE COSTS - BLUE CROSS	2,206	0	0.00	646.21 (646.21)
275-7-7291-714-11 VACATION AND SICK LIABILITY	0	0	917.73	917.73 (917.73)
275-7-7291-714-12 BASIC FEES	14	49	4.60	16.93	32.07

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING
275-7-7291-714-13 EHIM WRAP CLAIMS	307	0	20.13	20.13 (20.13)
275-7-7291-714-14 EHIM WRAP FEES	37	0	4.61	9.29 (9.29)
275-7-7291-714-15 EHIM SCRIPTS	325	0	66.45	133.34 (133.34)
275-7-7291-714-16 HEALTH CARE WAIVERS	800	650	0.00	650.00	0.00
275-7-7291-714-17 DENTAL	485	250	0.00	419.72 (169.72)
275-7-7291-714-18 OPTICAL	207	19	0.00	3.94	15.06
275-7-7291-714-19 LIFE INSURANCE	58	86	0.00	25.32	60.68
275-7-7291-714-22 LONG TERM DISABILITY	64	92	7.71	66.42	25.58
275-7-7291-714-24 HEALTH CARE SAVINGS PLAN	288	0	0.00	0.00	0.00
275-7-7291-818-00 CONTRACTUAL SERVICES	0	6,574	3,500.23	11,115.51 (4,541.51)
275-7-7291-820-02 STREETScape MAINTENANCE	4,378	4,378	0.00	2,159.51	2,218.49
275-7-7291-820-04 SEASONAL PLANTING	400	425	0.00	0.00	425.00
275-7-7291-820-05 PEDESTRIAL TRASH COLLECTION	8,400	8,400	0.00	0.00	8,400.00
275-7-7291-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,250	1,300 (1,353.36)	0.00	1,300.00
275-7-7291-820-08 WAYFINDING CITYWIDE	800	0	0.00	1,300.00 (1,300.00)
275-7-7291-940-01 RAIL FENCE LEASE	244	244	0.00	0.00	244.00
275-7-7291-965-05 SPECIAL EVENT CONTRIBUTION	0	400	0.00	0.00	400.00
275-7-7291-965-06 FACADE PROG. CONT TO BLD-TIF	1,250	5,000	0.00	0.00	5,000.00
275-7-7291-965-10 AA SPARK CONTRIBUTION	0	0	0.00	260.00 (260.00)
275-7-7291-971-27 BUILDING REHAB	10,000	10,000	1,500.00	1,500.00	8,500.00
275-7-7291-974-01 TIF PROJECTS	996	612	0.00	10,589.19 (9,977.19)
275-7-7291-991-00 PRINCIPAL ENDS 12/28/2015	10,080	10,080	0.00	6,792.46	3,287.54
275-7-7291-995-00 INTEREST	474	474	0.00	85.62	388.38
TOTAL EXPENDITURES	62,922	83,680	4,912.06	47,491.05	36,188.95
TOTAL DTDA E CROSS TIF	62,922	83,680	4,912.06	47,491.05	36,188.95
TOTAL EXPENDITURES	117,038	138,423	5,763.09	75,729.81	62,693.19
REVENUES OVER/(UNDER) EXPENDITURES	18,848	9,601 (5,763.09) (41,322.51)	50,923.51

March 2016 DDA Check Register

Revenue	Amount					
TOTAL	\$0.00					
EXPENSES						
	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN	LINE ITEM	DESCRIPTION
Republic Services	\$1,467.39			\$1,467.39	Waste Management	March 2016 Dumpsters
Comcast	\$79.45			\$79.45	TIF Projects	WIFI
Comcast	\$79.45			\$79.45	TIF Projects	WIFI
Comcast	\$79.45			\$79.45	TIF Projects	WIFI
Green Hills	\$912.00			\$912.00	Streetscape Maintenance	Snow Removal RAC Lot
Ann Arbor/Ypsilanti Regional Cham	\$355.00	\$17.75	\$92.30	\$244.95	Membership and Dues	A2/Ypsi Regional Chamber
McFarland Tree Service	\$500.00		\$500.00		Holiday Lighting & Maintenance	Depot Town Tree
City of Ypsilanti	\$12,500.00			\$12,500.00	TIF Projects	Rivers Edge Trail Contribution
TOTAL	\$15,972.74	\$17.75	\$592.30	\$15,362.69		

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD OF DIRECTORS
FROM: JOE MEYERS
SUBJECT: FAÇADE GRANT PROGRAM STATUS
DATE: APRIL 14, 2016
CC:

At the January Economic Restructuring and Design Committee, it was presented that the YDDA should reopen the 15/16 façade improvement program and the committee should follow a set of metrics to help guide funding decisions as recommended by the board in July 2015 (attached).

Through the transition, the façade program reopening has been delayed and before the announcement is made, we are requesting the board to review the metrics approved by the committee to ensure it is what was originally envisioned.

If the board agrees to reopen the program, we will issue a press release notifying DDA business owners that applications will be made available by April 25 allowing the committee to recommend approval and get board approval at the June meeting.

Each district currently has \$5,000 budgeted and no grants have been approved for FY 15/16.

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: ECONOMIC RESTRUCTURING & DESIGN COMMITTEE
FROM: TIM COLBECK, EXECUTIVE DIRECTOR
SUBJECT: FAÇADE GRANT PROGRAM STATUS
DATE: JANUARY 19, 2016
CC:

At the July 16, 2015 YDDA board meeting the board requested that all Façade Grant applications received for the current fiscal year be put on hold. This was done to assess and restructure the façade improvement program to ensure that the reduced program funding is used in the most productive way for the current fiscal year. We reduced the available funding for façade grants from \$20,000 to \$15,000 in the 2015/16 fiscal year. All of the applications received up to that point were put on hold with a goal of doing one open application period so that each applicant can be assessed using the same metrics. It was determined that the application should be made available after the review and assessment at some point in the winter with a goal of spring 2016 work being done. All of the applications in hand will still be eligible for grant consideration regardless of the work status.

The applications received and placed on hold were for:

- 10 N. Washington
- 33 S. Huron
- 47 N. Huron
- 8-14 S. Huron
- 224 W. Michigan Ave.

Each of these applicants were notified by phone/email and in writing of the status of their applications.

In the last several months the ER-Design committee has reviewed and approved a metric to review and evaluate applications together to help guide funding decisions (see attached). At this time I am recommending that we issue a press release notifying the public that the program applications will be available on February 1, 2016. This would allow interested parties to have applications in to the DDA in February-March with a goal of approving awards at the April YDDA board meeting.

2015-16 YDDA Façade Improvement Program Rubric

Project Address: _____

Name of Business: _____

Brief Description of Business: _____

Project Scope: _____

Design Committee Member _____

Total Estimated Project Cost	
Is the application complete?	
Has the project been reviewed/approved by the HDC?	

1: Poor 2: Average 5: Superior	1	2	3	4	5
Historical Significance of the Property					
Visual Impact of the Project					
Project Consistency with Historical Content of District					
High Traffic/Profile Area					
High Traffic/Profile Business					

Are there special factors that should be considered in evaluating this project?

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: JOE MEYERS
SUBJECT: YDDA SURVEILLANCE PROGRAM UPDATE
DATE: 4/11/2016
CC:

HDL.com/Wireless Ypsi Partnership Agreement

Over the past several months, the YDDA has had several discussions over the partnership agreement with HDL.com over the use of surveillance cameras in downtown and the WIFI connections to support Wireless Ypsi (see attached).

Mr. Pierce has presented changes to the original agreement (attached). The major changes to the original agreement is Mr. Pierce has removed the Section 105 titled Restrictions to use of Surveillance Footage (not selling footage) and added a Section 106 titled Notice of Termination (90 days). The reason Mr. Pierce gave for removing Section 105 was based on the first amendment (see attached email).

ADT Agreement

The ADT surveillance system the DDA uses for the S. Huron parking lot has not worked for several months. At the February YDDA Board Meeting it seemed that the consensus of the board was to terminate the existing contract with ADT but to wait until the board had the larger discussion over surveillance. To cancel the existing contract, it would cost approximately \$120.

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: ECONOMIC RESTRUCTURING & DESIGN COMMITTEE
FROM: TIM COLBECK, EXECUTIVE DIRECTOR
SUBJECT: YDDA SURVEILLANCE PROGRAM UPDATE
DATE: 1/21/2016
CC:

Surveillance Program Update

At the January 13, 2016 Operations & Finance meeting, Steve Pierce gave an update on the expansion of Wireless with four new wireless access points downtown and the installation of two private cameras in the N. Adams and N. Huron parking lots.

At the December 23, 2015 committee meeting, I informed the committee members of Steve's unwillingness to sign our partnership agreement because of the stipulation that he could not sell any recorded footage, which he considers forfeiting his ownership rights to the DDA. At that time I was directed to contact Steve and advise him not to proceed with the installation of cameras until the YDDA board could make a determination on how or whether to proceed. I emailed him on December 23rd and advised him that at this time I would put on hold any next steps to set up the surveillance system until the YDDA board can review where we are at and consider our options to proceed. However on January 11, 2016 I received an email where he notified me that he had proceeded to install the cameras and announced that they could be viewed at:

<http://cams.ypsi.com/>

Also, in the last month we have experienced another service interruption with our one ADT surveillance system located in the S. Huron parking lot. I have contacted our representative Adam Barber of ADT to see if we can address the issue. This is the second time we have experienced a significant service outage on the camera. At that time I asked Adam what would be our cost to disconnect the camera and close our account. He stated we could cancel the contract at any time by paying 90% of our remaining costs. We have approximately 15 months left on our current agreement. The bulk of our costs for the installation was up front for the purchase of equipment and installation which was approximately \$1,200. Our remaining costs is the annual contract which is for \$132 or \$11 per month. So the cost to cancel the service would be about \$148.50.

At the January 21, 2016 YDDA board meeting, there was a discussion on the future of any DDA related surveillance programs. There was clear support to discontinue any DDA participation of public security cameras or support for private ones. I was asked my opinion of the program, to which I stated that the cost to value of us maintaining was not good. Due to the service interruptions, lack of easy access to the camera equipment in the private property, and the time staff has to dedicate to maintenance, I recommended either not renewing our agreement more preferably

cancelling our service. The board requested that this item be returned to the Economic Restructuring & Design Committee for further consideration and evaluation of the program's effectiveness and costs to maintain.

Support for Wireless Ypsi

At the January board meeting we also discussed our support for providing access to DDA provided WI-FI through Comcast to strengthen the Wireless Ypsi to provide free wireless internet to the downtown. The ability to contract for broadband and/or wireless service is an expressly approved power of a DDA per the DDA enabling legislation (PA 197 of 1975).

At the January 13th Operations & Finance meeting Steve Pierce acknowledged his efforts to publically identify the YDDA as a primary sponsor of Wireless Ypsi, which was another stipulation of our partnership agreement. He noted that he will prominently feature the YDDA as a sponsor on the Wireless Ypsi splash page that anyone who access the WI-FI will automatically see.

At the January 21st YDDA board meeting I was directed to also bring our potential continued support for Wireless Ypsi back to the committee for discussion and a recommendation. It was recommended that the Surveillance Partnership and Support for Wireless Ypsi should be considered two separate and unique items by the YDDA board.

The committee should make a recommendation to the YDDA board on how to proceed on both items. As I outlined at last month's committee meeting we have some potential options that include requiring the cameras to be unplugged but maintaining our Comcast service to support the WI-FI, cancelling our Comcast service, or amending our proposal with HDL.com/Steve Pierce to request but not explicitly ban the potential sale of footage for profit.

I did confirm with Comcast that we can sign a voluntary disconnect form with 60 days notice. We would be liable for 75% of the remaining contracts. We currently have 21 months left at \$69.95 or \$1,468.95 total each. To cancel we would owe approximately \$1,101.

PARTNERSHIP AGREEMENT

This agreement is made on ~~October~~April____, 20165, (the "Effective Date"), by and among The Ypsilanti Development Authority, a Michigan Public Authority ("DDA"), and HDL.com/Wireless Ypsi ("HDL"), a Michigan ~~_____~~Limited Liability Corporation, -Company, collectively the ("Parties").

PREMISES

WHEREAS, the DDA was created pursuant to the Downtown Development Authority Act, Act 197 of the Public Acts of 1975, as amended (the "Act") in 2009, 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 DDA with the power and authority to implement programs and otherwise engage in activity that has the objective of accomplishing the foresaid purposes within the DDA development area in the city of Ypsilanti including contracting for broadband service and wireless technology service in the downtown district.; and

In consideration of the foregoing premises and the mutual covenants contained in this Agreement, the DDA and HDL hereby covenant and agree as follows:

ARTICLE I COVENANTS

Section 101. PURCHASE AND INSTALLATION. The DDA shall purchase all required hardware and provide service for a three broadband connections. HDL will provide all cabling, hardware, including Wireless Access Points and other necessary equipment and provide installation of said /wi-fi system and install the hardware as required to increase-expand the wireless internet access to the Downtown. HDL equipment will be provided at no cost to the DDA and all equipment will remain the property of HDL. HDL shall provide said equipment for the lifetime of this Agreement.

Section 102. MAINTENANCE. The DDA shall maintain and keep all equipment in good condition and repair. The DDA shall be solely responsible for all repairs or replacement to the hardware at its sole expense. The DDA shall be responsible for all repairs or replacements of the hardware occasioned by the negligence or willful act of others. HDL shall maintain and keep all HDL-owned equipment in good condition and repair for the lifetime of this Agreement.

Section 103. PERMISSION OF USE OF HARDWARE. The DDA shall permit HDL to access the YDDA purchased and installed hardware to be used for the following purposes:

- To increase the signal strength of the FREE Wireless Ypsi WI-FI for the City of Ypsilanti, its residents, property owners, and visitors.
- ~~To provide an access point and required WI-FI service for the use of Private Surveillance Cameras for the N. Huron and N. Adams installed and maintained by HDL at their sole expense.~~

Section 104. PROPER NOTIFICATION OF PARTNERSHIP. HDL agrees to publicly acknowledge the DDA's ongoing support for Wireless Ypsi in the City of Ypsilanti Downtown District on the Wireless Ypsi welcome page ~~if website~~ and all printed materials. HDL will provide a changeable link to a landing page that each visitor will see when first connecting to the Wireless Ypsi service in the Downtown District.

~~Section 105. RESTRICTIONS TO USE OF SURVEILLANCE FOOTAGE. HDL agrees to only use the surveillance system for the provision of public safety in the N. Huron and N. Adams parking lot areas and will not profit from the sale or distribution of any recorded surveillance footage.~~

~~Section 105. RESTRICTIONS TO USE OF WEBCAM- FOOTAGE. HDL shall only use surveillancewebcam system as permitted and allowed by law.~~

Section 10~~5~~⁶⁶. INDEMNIFICATION OF DDA, HDL, ~~AND~~ THEIR AGENTS. The obligations of the DDA and HDL under this section shall survive any assignment of this Agreement, unless the parties otherwise expressly and specifically agree in writing.

~~Section 10~~6~~⁷. NOTICE OF TERMINATION. Either party may terminate this agreement upon giving the other party 90 days written notice of termination, at any time with no penalty or consideration due to the other party. Notice shall be in writing and no less than 90 days from termination date.~~

ARTICLE II **REPRESENTATIONS AND WARRANTIES**

Section 201. REPRESENTATIONS AND WARRANTIES OF THE DDA.

- a. The DDA is a public body corporate, duly existing and validly created pursuant to the Act. The DDA 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 DDA is a party, or to the best knowledge of the DDA threatened against the DDA, contesting the establishment of the DDA or the validity or binding effect of this Agreement.

Section 202. REPRESENTATIONS AND WARRANTIES OF HDL.

a. HDL (i) is duly organized and validly existing as a Michigan
Limited Liability Corporation Company 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 receive the camera for the use stated.

b. There is no violation or default by HDL 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.

ARTICLE III
DEFAULT

Section 301. 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.

Section 302. 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 IV
MISCELLANEOUS

Section 401. 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 PARTIES under this Agreement shall survive any assignment, unless the PARTIES otherwise specifically and expressly agree in writing.

Section 402. 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.

Section 403. 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.

Section 404. 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.

Section 405. BINDING EFFECT. This Agreement shall be binding upon the parties hereto and upon their respective successors and assigns.

Section 406. 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.

Section 407. 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.

Section 408. 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.

Section 409. 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.

Section 410. 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) execute and deliver all documents necessary to accomplish the purposes and intent of this Agreement; and
- (c) use its best efforts to assist the other party to this Agreement in the discharge of their respective obligations hereunder.

Section 411. 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 412 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.

DOWNTOWN DEVELOPMENT AUTHORITY
~~COM WIRELESS YPSI~~ THE CITY OF YPSILANTI

HDL.com, LLC

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

From: [Beth Ernat](#)
To: [Joe Meyers](#)
Subject: FW: HDL DDA Wireless agreement
Date: Monday, April 04, 2016 1:29:32 PM
Attachments: [2015-10-16 DDA-HDL agreement.doc](#)



Beth Ernat
Director of Economic Development
City of Ypsilanti
734-482-9774 direct
734-945-9270 cell
[*bernat@cityofypsilanti.com*](mailto:bernat@cityofypsilanti.com)
[*www.cityofypsilanti.com*](http://www.cityofypsilanti.com)

From: Pierce, Steve [mailto:steve@hdl.com]
Sent: Monday, April 04, 2016 12:36 PM
To: Beth Ernat; Thomas C. Manchester
Subject: HDL DDA Wireless agreement

Beth,

Attached is a copy of the proposed agreement for the DDA and HDL with updated redlines.

The reason I am proposing a change on the restriction of video or camera use while using the Free WiFi in the downtown district is on the basis of the First Amendment.

Taking photographs and video of things that are plainly visible in public spaces is a constitutional right.

— Jay Stanley, Senior Policy Analyst, Speech, Privacy and Technology Project, ACLU.org

It is a well-understood right affirmed by the US Supreme Court and the ACLU that a photograph or video taken a public space, even if using a publicly paid for Internet service, belongs to the person and neither the City of Ypsilanti nor the DDA should attempt to restrict that right in this agreement.

The Wireless network that is currently available from the nearly dozen of privately owned and paid for Internet connections in the DDA district, as well as the three additional connections provided by the DDA, is a public and free WiFi network.

Anyone may use and connect to the Free Wireless Wi-Fi service.

Anyone may also take a picture or make a video of a public space while using the Free Wireless Service.

It would not be reasonable to put a restriction on any resident or business on what they can do with a photograph or video they took while using the free service.

It would also be unfair to restrict what one person or organization can do and not extend that restriction to all people.

The other proposed changes made clarify which party is paying for which parts of the service, sets a date for notice of termination with no penalties and makes other minor editing changes.

When is the next DDA meeting scheduled?

--

Steve Pierce
(734) 274-4602
Steve@HDL.com | www.HDL.com

HDL is the power behind Wireless Ypsi

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, May 19, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Agenda

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 business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

I. Call to Order

II. Roll Call

Amanda Edmonds	P	A	Russ Olwell	P	A
Jessica French	P	A	Andrew O’Neal	P	A
Adam Gainsley	P	A	Richard Smith	P	A
Cisco Garcia	P	A	Mark Teachout (C)	P	A
Ben Harrington	P	A	RayVon Williams	P	A
Jelani McGadney	P	A			

III. Approval of Agenda (X)*

IV. Approval of April 14, 2016 Minutes (X)*

V. Audience Participation (3 minutes each)

1. _____
2. _____
3. _____
4. _____
5. _____

VI. Staff Report/Financial Report (X)

VII. Standing Committee Reports

- Economic Restructuring & Design (X)
- Operations & Finance (X)*

VIII. Old Business

- Downtown Dumpster Enclosure (X)*
- Security Camera/WIFI Discussion Continuation(X)*

IX. Proposed Business

- Membership Discussion
- First Fridays Discussion
- Committee Structure Discussion

X. Announcements/Comments

XI. Public Participation

XII. Next Meeting: June 16, 2016, 8:30 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 14, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Meeting Minutes

I. Call to Order: M. Teachout called the meeting to order at 8:39 am.

II. Roll Call

Amanda Edmonds		A	Russ Olwell	P	
Jessica French	P		Andrew O’Neal	P	
Adam Gainsley		A	Richard Smith		A
Cisco Garcia	P		Mark Teachout (C)	P	
Ben Harrington*	P		RayVon Williams*		A
Jelani McGadney	P				

*arrived at 8:42am

Others in Attendance:

Rasheed Atwater, DDA
Patrick Williams, Corner Health
Joe Licavoli, SPARK East
Joe Meyers, DDA
Beth Ernat, City of Ypsilanti
Mark Swanson, Terry’s Bakery
Dave Heikkinen, Heikk’s

III. Approval of Agenda: Mark Teachout moved to approve the agenda as submitted. Cisco Garcia supported the motion and it was approved unanimously.

IV. Approval of March 17, 2016 Minutes: Jessica French moved to approve the minutes of March 17, 2016 as submitted. Cisco Garcia supported the motion and it passed unanimously.

V. Audience Participation:

- Dave Heikkinen- Announced to the board that downtown businesses want garbage figured out. He also stated that he likes cameras around downtown and would like the DDA to help Wireless Ypsi by providing internet access.
- Andrew O’Neal- Discussed Sweet Water Café’s concerns with sidewalk café permits and inspections. He stated that he would like the board to make a recommendation to the city in position to support the shortening of sidewalk permit process.

- Mark Teachout stated that he doesn't believe DDA has authority in the sidewalk permits.
- Beth Ernat explained the reason for inspections and MDOT regulation mainly centered around sidewalk accessibility and that the city is overcautious about inspections because of legal actions taken upon the city in past circumstances
- Mark Teachout suggested that policy be changed so one does not have to continue to process paperwork and are sent a bill every year instead
- Patrick Williams asked about the plan for the dumpster enclosure is for July 1st?
- Mark Teachout informed Patrick that the dumpster plan is on the agenda and that the DDA is actively working on it now to find resolution.

VI. Staff Report/Financial Report:

- Joe Meyers presented the DDA board with the staff report detailing what staff has done for the last 2 months. In addition, he told the board to send good stories regarding the DDA so staff can post it on social media account and promote DDA businesses.

VIII. Standing Committee Reports:

Economic Restructuring & Design:

- Joe Meyers stated that the Economic Restructuring & Design Committee didn't meet but wanted to get the boards opinion on reopening the façade grant program. He also noted that 5 façade grants are currently on hold.
- There was a general consensus of approval of façade grant program.
- Andrew motioned to change Economic Restructuring & Design Committee to Design and Review Committee. Mark Teachout supported the motion and it was passed unanimously.

Operations & Finance: Budget

- Joe Meyers detailed the DDA'S current and projected budget informed the board about the city budget process. The presentation detailed liabilities in each district and where improvements could be made.
- Beth Ernat explained the budget process in the city and review timeline. She noted that the budget proposed today is rough, but something has to be presented to city council on May 17th
- Ben Harrington moved to approve the budget as presented. Jelani supported the motion and the board unanimously supported the motion.
- Beth Ernat announced that Brandon Harrison (DDA police officer) will be our new k-9 officer and the new DDA officer would hopefully be in place

IX. Old Business: Discussion on the Downtown Dumpster Transition and Cameras

- Russ Olwell gave his account of the sub-committee meeting. He stated that he was not sure how many solutions were presented and didn't leave feeling many solutions were made.
- Joe Meyers reported that the general consensus of the meeting was if the DDA only handles trash business owners would consider the DDA successful.
- Mark Teachout detailed the historical connection between the DDA and dumpster enclosure. He noted that the dumpster program was not to be a permanent solution, but ten years later the program still exists.
- Dave Heikkinen asked why the city doesn't pick up the dumpster when they pick up trash.
- Beth Ernat recommended that the downtown business owners create a committee where downtown businesses pay into an enterprise fund to cover the bill.
- Mark Swanson stated that he doesn't want to be forced to pay a fee for a service he doesn't use.
- Mark Teachout stated that the details of who pays what can be hashed out by the new committee.
- The board agreed that the committee should consist of a representative from the DDA, a DDA staff member, city member, a total of 6-8 members, and appointed Andrew O'Neal as committee chair.
- Cisco moved to create the committee with Andrew O'Neil as chair. Jessica French supported the motion and it passed unanimously.
- **Security Camera/Wifi discussion**
- Joe Meyers discussed the surveillance camera history, relationship with Steve Pierce and the updated contract with HDL Inc.
- Jessica French stated that she objected to the terms in the presented agreement.
- Mark Teachout explained the original discussion with Steve Pierce and privacy agreement with cameras. Mark also stated that he felt if Mr. Pierce wanted to continue the camera program, the DDA shouldn't support Wireless Ypsi.
- Dave Heikkinen informed the board that wireless ypsi is a benefit to downtown business owners.
- Jelani moved to continue the discussion on the agreement to our next meeting to give board members additional time to review the contract. Ben Harrington supported the motion and it was passed unanimously

X. Proposed Business: N/A

XI. Announcements/Comments: N/A

XII. Public Participation:

- Beth Ernat announced that in May, she would like to meet with the DDA board to revision Water Street proposals.

XIII. Adjourn: The meeting was adjourned at 10:30am

XIV. Next Meeting: May 19, 2016, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

City of Ypsilanti DDA Staff Report – May 2016

Website: Staff has updated the business directory and available properties. We believe the website is up to date so please let us know if you see something is not correct.

Community Outreach and Partnerships: Met with most business owners to introduce ourselves and distribute information about the DDA and the façade grant program.

Downtown Dumpster Management: Held a subcommittee with the Downtown Association of Ypsilanti to discuss dumpster enclosure transition. We worked with the city's locksmith to receive a quote to secure the enclosures.

Press/Communications: We continue working on a strategy to update the DDA's Facebook Page on a regular basis.

YDDA Bookkeeping and Budget: We are processing all invoices and working to get the budget ready for the board to review. We will have an easy to review template at our next meeting.

Streetscape Maintenance: We are working with Moose and Squirrel and WH Canon for this year's streetscape maintenance.

Ypsi P.R.I.D.E.: We are working to organize the downtown Ypsi P.R.I.D.E. event and coordinating with the Depot Town P.R.I.D.E group to see how we can better work together.

Staff Hours (February, March, April)

Joe – Budget preparation, meeting coordination, website site content creation, DDA outreach, DDA board and committee meetings – 150 Hours

Rasheed – DDA outreach, realtor outreach, business directory update, meeting coordination, website content creation, façade grant outreach, DDA board and committee meetings – 168 Hours

Bonnie – Mapping work and financial spreadsheet update – 3 Hours

Cindy – Available Properties and website update – 9 Hours

Nan – Budget – 12 Hours

Beth – DDA oversight and guidance – 25 Hours

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 83.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING						
REVENUES						
413-4-7230-402-00 CURRENT PROPERTY TAXES	25,350	25,431	0.00	22,053.86	3,377.14	13.28
413-4-7230-402-05 PERSONAL PROP TAX REIMBURSE	885	885	0.00	0.00	885.00	100.00
413-4-7230-420-01 DELINQUENT PROPERTY TAXES	1,200	1,200	53.08	53.08	1,146.92	95.58
413-4-7230-445-02 INTEREST ON CURRENT TAXES	100	100	0.00	30.99	69.01	69.01
413-4-7230-445-05 INTEREST ON DELINQUENT TAXES	5	5	1.92	1.92	3.08	61.60
413-4-7230-462-01 DOWNTOWN PARKING PERMITS	7,200	7,200	2,400.00	9,200.00	(2,000.00)	27.78-
413-4-7230-664-00 INTEREST EARNINGS	900	1,000	0.00	424.63	575.37	57.54
413-4-7230-694-01 MISCELLANEOUS REVENUE	0	13,950	0.00	9,372.05	4,577.95	32.82
TOTAL REVENUES	35,640	49,771	2,455.00	41,136.53	8,634.47	17.35
TOTAL DOWNTOWN DA OPERATING	35,640	49,771	2,455.00	41,136.53	8,634.47	17.35
DOWNTOWN DA TIF						
REVENUES						
413-4-7231-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	16,085	0.00	22,405.09	(6,320.09)	39.29-
413-4-7231-439-01 CURRENT TIFA TAXES	178,847	183,255	175,246.65	175,246.65	8,008.35	4.37
413-4-7231-439-03 PERSONAL PROP TIF REIMBURSE	16,085	0	0.00	0.00	0.00	0.00
413-4-7231-699-92 APPROPRIATION FUND BALANCE-TIF	62,779	93,647	0.00	0.00	93,647.00	100.00
TOTAL REVENUES	257,711	292,987	175,246.65	197,651.74	95,335.26	32.54
TOTAL DOWNTOWN DA TIF	257,711	292,987	175,246.65	197,651.74	95,335.26	32.54
DOWNTOWN DA OTHER						
REVENUES						
413-4-7232-674-43 MSHDA ELG FACADE GRANT	5,000	5,000	0.00	5,000.00	0.00	0.00
TOTAL REVENUES	5,000	5,000	0.00	5,000.00	0.00	0.00
TOTAL DOWNTOWN DA OTHER	5,000	5,000	0.00	5,000.00	0.00	0.00
DOWNTOWN WATER ST						
REVENUES						
413-4-7233-674-00 CONTRIBUTION WATER ST DEV'T	0	0	0.00	20,002.01	(20,002.01)	0.00
TOTAL REVENUES	0	0	0.00	20,002.01	(20,002.01)	0.00
TOTAL DOWNTOWN WATER ST	0	0	0.00	20,002.01	(20,002.01)	0.00

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 83.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
TOTAL REVENUES	298,351	347,758	177,701.65	263,790.28	83,967.72	24.15

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
<u>DOWNTOWN DA OPERATING</u>						
<u>EXPENDITURES</u>						
413-7-7230-728-00 OFFICE SUPPLIES	875	863	0.00	281.82	581.18	67.34
413-7-7230-730-00 POSTAGE	140	138	0.00	0.00	138.00	100.00
413-7-7230-757-00 OPERATING SUPPLIES	332	328	0.00	0.00	328.00	100.00
413-7-7230-807-00 AUDIT FEES	1,722	1,697	0.00	1,570.44	126.56	7.46
413-7-7230-818-00 BOOKKEEPING SERVICE	11,157	12,882	0.00	12,881.52	0.48	0.00
413-7-7230-822-10 GENERAL LIABILITY	2,623	2,530	0.00	4,908.00 (2,378.00)	93.99-
413-7-7230-826-10 LEGAL SERVICES	2,800	2,657	0.00	2,475.38	181.62	6.84
413-7-7230-853-00 TELEPHONE	634	624	21.53	290.30	333.70	53.48
413-7-7230-864-01 CONFERENCES AND WORKSHOPS	700	690	0.00	0.00	690.00	100.00
413-7-7230-900-00 PRINTING AND PUBLISHING	1,750	1,725	206.30	573.09	1,151.91	66.78
413-7-7230-940-00 RENT	2,520	2,712	207.00	2,070.00	642.00	23.67
413-7-7230-957-00 BOOKS MAGAZINES AND PERIODICAL	105	104	0.00	0.00	104.00	100.00
413-7-7230-958-00 MEMBERSHIPS AND DUES	762	634	331.55	1,021.55 (387.55)	61.13-
TOTAL EXPENDITURES	26,120	27,584	766.38	26,072.10	1,511.90	5.48
TOTAL DOWNTOWN DA OPERATING	26,120	27,584	766.38	26,072.10	1,511.90	5.48

DOWNTOWN DA TIF

EXPENDITURES

413-7-7231-706-00 PERMANENT WAGES - SALARIES	38,700	39,569	0.00	24,811.85	14,757.15	37.29
413-7-7231-706-07 PERMANENT WAGES-POLICE PATROL	28,760	28,760	0.00	0.00	28,760.00	100.00
413-7-7231-706-10 PART TIME WAGES	16,562	0	0.00	0.00	0.00	0.00
413-7-7231-707-00 TEMPORARY WAGES	0	16,323	0.00	834.62	15,488.38	94.89
413-7-7231-714-02 WORKER'S COMPENSATION	588	1,264	0.00	405.68	858.32	67.91
413-7-7231-714-05 SOCIAL SECURITY & MEDICARE	4,495	6,444	0.00	2,028.22	4,415.78	68.53
413-7-7231-714-07 20% HEALTH CARE PREMIUM (2,228)	0	0.00 (119.38)	119.38	0.00
413-7-7231-714-08 HEALTH CARE COSTS - BLUE CROSS	9,653	0 (856.41)	855.87 (855.87)	0.00
413-7-7231-714-11 VACATION AND SICK LIABILITY	0	0	0.00	2,435.51 (2,435.51)	0.00
413-7-7231-714-12 BASIC FEES	63	129	0.00	49.18	79.82	61.88
413-7-7231-714-13 EHIM WRAP CLAIMS	1,345	0	0.00	54.44 (54.44)	0.00
413-7-7231-714-14 EHIM WRAP FEES	162	0	0.00	24.64 (24.64)	0.00
413-7-7231-714-15 EHIM SCRIPTS	1,424	0	0.00	423.03 (423.03)	0.00
413-7-7231-714-16 HEALTH CARE WAIVERS	3,500	1,725	0.00	1,725.00	0.00	0.00
413-7-7231-714-17 DENTAL	2,121	662	0.00	616.05	45.95	6.94
413-7-7231-714-18 OPTICAL	904	50	0.00	26.47	23.53	47.06
413-7-7231-714-19 LIFE INSURANCE	252	228	0.00	110.88	117.12	51.37
413-7-7231-714-22 LONG TERM DISABILITY	280	245	0.00	184.34	60.66	24.76
413-7-7231-818-00 CONTRACTUAL SERVICES	0	28,760	5,697.44	31,604.58 (2,844.58)	9.89-
413-7-7231-820-00 TIF PROJECTS	4,355	9,411	12,738.35	31,300.07 (21,889.07)	232.59-
413-7-7231-820-01 IRRIGATION SYSTEM	0	40	0.00	41.03 (1.03)	2.58-
413-7-7231-820-02 STREETScape MAINTENANCE	17,767	17,768	912.00	12,946.61	4,821.39	27.14

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
413-7-7231-820-03 WASTE MANAGEMENT	17,900	27,900	1,467.39	15,142.64	12,757.36	45.73
413-7-7231-820-04 SEASONAL PLANTING	1,750	3,450	0.00	0.00	3,450.00	100.00
413-7-7231-820-05 PEDESTRIAN TRASH COLLECTION	8,400	8,400	0.00	0.00	8,400.00	100.00
413-7-7231-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,750	3,450	0.00	3,689.40 (239.40)	6.94-
413-7-7231-820-08 WAY FINDING CITY WIDE	3,500	0	0.00	3,450.00 (3,450.00)	0.00
413-7-7231-920-00 DTE ELECTRIC BILL	200	0	0.00	111.40 (111.40)	0.00
413-7-7231-965-05 SPECIAL EVENTS CONTRIBUTIONS	0	400	0.00	246.96	153.04	38.26
413-7-7231-965-06 FACADE PROG. CONT TO BLD-TIF	2,500	5,000	0.00	4,992.50	7.50	0.15
413-7-7231-965-10 AA SPARK CONTRIBUTION	0	0	0.00	690.00 (690.00)	0.00
413-7-7231-971-27 MSHDA ELG FACADE PROG.	10,000	10,000	0.00	42,000.00 (32,000.00)	320.00-
413-7-7231-997-00 PAYING AGENT FEES	400	400	0.00	0.00	400.00	100.00
413-7-7231-999-20 TRANSFER OUT(473)2004A	82,608	82,608	0.00	14,231.25	68,376.75	82.77
TOTAL EXPENDITURES	257,711	292,986	19,958.77	194,912.84	98,073.16	33.47
TOTAL DOWNTOWN DA TIF	257,711	292,986	19,958.77	194,912.84	98,073.16	33.47
DOWNTOWN DA OTHER						
=====						
EXPENDITURES						
413-7-7232-971-27 FACADE GRANT PROGRAM	5,000	5,000	0.00	0.00	5,000.00	100.00
TOTAL EXPENDITURES	5,000	5,000	0.00	0.00	5,000.00	100.00
TOTAL DOWNTOWN DA OTHER	5,000	5,000	0.00	0.00	5,000.00	100.00
DOWNTOWN WATER ST						
=====						
EXPENDITURES						
413-7-7233-818-00 FEASIBILITY STUDY	0	0	0.00	10,000.00 (10,000.00)	0.00
TOTAL EXPENDITURES	0	0	0.00	10,000.00 (10,000.00)	0.00
TOTAL DOWNTOWN WATER ST	0	0	0.00	10,000.00 (10,000.00)	0.00
TOTAL EXPENDITURES	288,831	325,570	20,725.15	230,984.94	94,585.06	29.05
=====						
REVENUES OVER/(UNDER) EXPENDITURES	9,520	22,188	156,976.50	32,805.34 (10,617.34)	47.85-

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 83.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
----------	-----------------	----------------	-----------------	----------------------	------------------	--------------------

DTDA W CROSS OPERATING

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
275-4-7270-402-00 CURRENT PROPERTY TAXES	7,075	7,108	0.00	6,658.94	449.06	6.32
275-4-7270-402-05 PERSONAL PROP TAX REIMBURSE	122	122	0.00	0.00	122.00	100.00
275-4-7270-420-01 DELINQUENT PROPERTY TAXES	85	85	2.88	2.88	82.12	96.61
275-4-7270-445-02 INTEREST ON CURRENT TAXES	20	20	0.00	5.02	14.98	74.90
275-4-7270-445-05 INTEREST ON DELINQUENT TAXES	1	1	0.08	0.08	0.92	92.00
275-4-7270-664-00 INTEREST EARNINGS	583	600	0.00	392.59	207.41	34.57
TOTAL REVENUES	7,886	7,936	2.96	7,059.51	876.49	11.04

TOTAL DTDA W CROSS OPERATING	7,886	7,936	2.96	7,059.51	876.49	11.04
------------------------------	-------	-------	------	----------	--------	-------

DTDA W CROSS TIF

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
275-4-7271-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	3,407	0.00	4,942.66 (1,535.66)	45.07-
275-4-7271-439-02 CURRENT TIFA TAXES-WEST CROSS	6,504	7,224	7,227.32	7,227.32 (3.32)	0.05-
275-4-7271-439-05 PERSONAL PROP TIF REIMBURSE	2,819	0	0.00	0.00	0.00	0.00
275-4-7271-674-43 WASH CO. BLDG REHAB/FACADE	5,000	5,000	0.00	5,000.00	0.00	0.00
275-4-7271-699-92 APPROPRIATION FUND BALANCE-TIF	28,501	26,718	0.00	0.00	26,718.00	100.00
TOTAL REVENUES	42,824	42,349	7,227.32	17,169.98	25,179.02	59.46

TOTAL DTDA W CROSS TIF	42,824	42,349	7,227.32	17,169.98	25,179.02	59.46
------------------------	--------	--------	----------	-----------	-----------	-------

DTDA E CROSS OPERATING

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
275-4-7290-402-00 CURRENT PROPERTY TAXES	6,128	6,277	0.00	5,463.94	813.06	12.95
275-4-7290-402-05 PERSONAL PROP TX REIMBURSE	143	143	0.00	0.00	143.00	100.00
275-4-7290-445-02 INTEREST ON CURRENT TAXES	5	10	0.00	9.00	1.00	10.00
275-4-7290-664-00 INTEREST EARNINGS	500	500	0.00	299.51	200.49	40.10
275-4-7290-699-91 APPROPRIATIONS FUND BALANCE	0	3,464	0.00	0.00	3,464.00	100.00
TOTAL REVENUES	6,776	10,394	0.00	5,772.45	4,621.55	44.46

TOTAL DTDA E CROSS OPERATING	6,776	10,394	0.00	5,772.45	4,621.55	44.46
------------------------------	-------	--------	------	----------	----------	-------

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 83.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
<u>DTDA E CROSS TIF</u>						
<u>REVENUES</u>						
275-4-7291-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	9,254	0.00	6,635.64	2,618.36	28.29
275-4-7291-439-01 CURRENT TIFA TAXES	70,104	73,091	68,751.17	68,751.17	4,339.83	5.94
275-4-7291-439-05 PERSONAP PROP TIF REIMBURSE	3,296	0	0.00	0.00	0.00	0.00
275-4-7291-674-43 WASH CO. BLDG REHAB GRANT	5,000	5,000	0.00	5,000.00	0.00	0.00
TOTAL REVENUES	78,400	87,345	68,751.17	80,386.81	6,958.19	7.97
TOTAL DTDA E CROSS TIF	78,400	87,345	68,751.17	80,386.81	6,958.19	7.97
TOTAL REVENUES	135,886	148,024	75,981.45	110,388.75	37,635.25	25.43

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPERATING						
=====						
<u>EXPENDITURES</u>						
275-7-7270-728-00 OFFICE SUPPLIES	175	63	0.00	20.42	42.58	67.59
275-7-7270-730-00 POSTAGE	28	10	0.00	0.00	10.00	100.00
275-7-7270-757-00 OPERATING SUPPLIES	67	24	0.00	0.00	24.00	100.00
275-7-7270-807-00 AUDIT FEES	344	123	0.00	113.80	9.20	7.48
275-7-7270-818-00 CONTRACTUAL SERVICES	2,231	933	0.00	933.44 (0.44)	0.05-
275-7-7270-822-10 GENERAL LIABILITY	487	183	0.00	0.00	183.00	100.00
275-7-7270-826-10 LEGAL SERVICES	490	193	0.00	179.37	13.63	7.06
275-7-7270-853-00 TELEPHONE	127	45	1.56	49.37 (4.37)	9.71-
275-7-7270-864-01 CONFERENCES AND WORKSHOPS	140	50	0.00	0.00	50.00	100.00
275-7-7270-900-00 PRINTING AND PUBLISHING	350	125	39.50	66.07	58.93	47.14
275-7-7270-940-00 RENT	658	197	15.00	150.00	47.00	23.86
275-7-7270-957-00 BOOKS AND MAGAZINES	21	8	0.00	0.00	8.00	100.00
275-7-7270-958-00 MEMBERSHIPS AND DUES	152	46	24.03	74.03 (28.03)	60.93-
TOTAL EXPENDITURES	5,270	2,000	80.09	1,586.50	413.50	20.68
TOTAL DTDA W CROSS OPERATING	5,270	2,000	80.09	1,586.50	413.50	20.68

DTDA W CROSS TIF

=====

<u>EXPENDITURES</u>						
275-7-7271-706-00 PERMANENT WAGES-SALARIES	7,740	2,867	0.00	1,797.89	1,069.11	37.29
275-7-7271-706-07 PERMANENT WAGES-POLICE PATROL	5,752	2,054	0.00	0.00	2,054.00	100.00
275-7-7271-706-10 PART TIME WAGES	3,312	0	0.00	0.00	0.00	0.00
275-7-7271-707-00 TEMPORARY WAGES	0	1,183	0.00	60.48	1,122.52	94.89
275-7-7271-714-02 WORKER'S COMPENSATION	118	92	0.00	29.30	62.70	68.15
275-7-7271-714-05 SOCIAL SECURITY & MEDICARE	899	467	0.00	159.91	307.09	65.76
275-7-7271-714-07 20% HEALTH CARE PREMIUM (446)	0	0.00 (8.65)	8.65	0.00
275-7-7271-714-08 HEALTH CARE COSTS - BLUE CROSS	1,931	0 (62.06)	1,303.77 (1,303.77)	0.00
275-7-7271-714-11 VACATION AND SICK LIABILITY	0	0	0.00	176.49 (176.49)	0.00
275-7-7271-714-12 BASIC FEES	13	9	0.00	4.94	4.06	45.11
275-7-7271-714-13 EHIM WRAP CLAIMS	269	0	0.00	3.94 (3.94)	0.00
275-7-7271-714-14 EHIM WRAP FEES	32	0	0.00	1.79 (1.79)	0.00
275-7-7271-714-15 EHIM SCRIPTS	285	0	0.00	30.65 (30.65)	0.00
275-7-7271-714-16 HEALTH CARE WAIVERS	700	125	0.00	125.00	0.00	0.00
275-7-7271-714-17 DENTAL	424	48	0.00	323.88 (275.88)	574.75-
275-7-7271-714-18 OPTICAL	181	4	0.00	5.29 (1.29)	32.25-
275-7-7271-714-19 LIFE INSURANCE	50	17	0.00	22.20 (5.20)	30.59-
275-7-7271-714-22 LONG TERM DISABILITY	56	18	0.00	15.99	2.01	11.17
275-7-7271-714-24 HEALTH CARE SAVINGS PLAN	252	0	0.00	0.00	0.00	0.00
275-7-7271-818-00 CONTRACTUAL SERVICES	0	5,752	412.85	2,290.17	3,461.83	60.18
275-7-7271-820-00 TIF - WEST CROSS DEV AREA	871	6,908	0.00	0.00	6,908.00	100.00
275-7-7271-820-02 STREETScape MAINTENANCE	3,605	3,605	0.00	1,778.39	1,826.61	50.67

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAININGG
275-7-7271-820-04 SEASONAL PLANTING	350	350	0.00	0.00	350.00	100.00
275-7-7271-820-05 PEDESTRIAN TRASH COLLECTION	3,200	3,200	0.00	0.00	3,200.00	100.00
275-7-7271-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,000	250	0.00	0.00	250.00	100.00
275-7-7271-820-08 WAYFINDING CITYWIDE	700	0	0.00	250.00 (250.00)	0.00
275-7-7271-920-00 UTILITIES-DTE ELECTRICAL BILL	280	0	0.00	0.00	0.00	0.00
275-7-7271-965-05 SPECIAL EVENT CONTRIBUTION	0	400	0.00	0.00	400.00	100.00
275-7-7271-965-06 FACADE PROG. CONT TO BLD-TIF	1,250	5,000	0.00	0.00	5,000.00	100.00
275-7-7271-965-10 AA SPARK CONTRIBUTION	0	0	0.00	50.00 (50.00)	0.00
275-7-7271-971-27 BUILDING REHAB	10,000	10,000	0.00	11,002.50 (1,002.50)	10.03-
TOTAL EXPENDITURES	42,824	42,349	350.79	19,423.93	22,925.07	54.13

TOTAL DTDA W CROSS TIF 42,824 42,349 350.79 19,423.93 22,925.07 54.13

DTDA E CROSS OPERATING

EXPENDITURES

275-7-7290-728-00 OFFICE SUPPLIES	200	325	0.00	106.17	218.83	67.33
275-7-7290-730-00 POSTAGE	32	52	0.00	0.00	52.00	100.00
275-7-7290-757-00 OPERATING SUPPLIES	76	124	0.00	0.00	124.00	100.00
275-7-7290-807-00 AUDIT FEES	394	640	0.00	591.76	48.24	7.54
275-7-7290-818-00 CONTRACTUAL SERVICES	2,550	4,854	0.00	4,853.91	0.09	0.00
275-7-7290-822-10 GENERAL LIABILITY	556	953	0.00	0.00	953.00	100.00
275-7-7290-826-10 LEGAL SERVICES	560	1,001	0.00	932.75	68.25	6.82
275-7-7290-853-00 TELEPHONE	144	235	8.12	88.74	146.26	62.24
275-7-7290-864-01 CONFERENCES AND WORKSHOPS	160	260	0.00	0.00	260.00	100.00
275-7-7290-900-00 PRINTING AND PUBLISHING	400	650	49.20	187.41	462.59	71.17
275-7-7290-940-00 RENT	752	1,022	78.00	780.00	242.00	23.68
275-7-7290-957-00 BOOK MAGAZINES AND PERIODAL	24	39	0.00	0.00	39.00	100.00
275-7-7290-958-00 MEMBERSHIPS AND DUES	174	239	124.92	384.92 (145.92)	61.05-
275-7-7290-962-55 WASHTENAW COUNTY CHARGE BACK	0	0	184.57	184.57 (184.57)	0.00
TOTAL EXPENDITURES	6,022	10,394	444.81	8,110.23	2,283.77	21.97

TOTAL DTDA E CROSS OPERATING 6,022 10,394 444.81 8,110.23 2,283.77 21.97

DTDA E CROSS TIF

EXPENDITURES

275-7-7291-706-00 PERMANENT WAGES - SALARIES	8,846	14,910	0.00	9,349.37	5,560.63	37.29
275-7-7291-706-07 PERMANENT WAGES-POLICE PATROL	6,574	10,682	0.00	0.00	10,682.00	100.00
275-7-7291-706-10 PART TIME WAGES	3,786	0	0.00	0.00	0.00	0.00
275-7-7291-707-00 TEMPORARY WAGES	0	6,151	0.00	314.50	5,836.50	94.89
275-7-7291-714-02 WORKER'S COMPENSATION	134	476	0.00	152.75	323.25	67.91
275-7-7291-714-05 SOCIAL SECURITY & MEDICARE	1,028	2,428	0.00	1,008.10	1,419.90	58.48
275-7-7291-714-07 20% HEALTH CARE PREMIUM (509)	0	0.00 (44.99)	44.99	0.00
275-7-7291-714-08 HEALTH CARE COSTS - BLUE CROSS	2,206	0 (322.70)	322.70 (322.70)	0.00
275-7-7291-714-11 VACATION AND SICK LIABILITY	0	0	0.00	917.73 (917.73)	0.00

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7291-714-12 BASIC FEES	14	49	0.00	16.93	32.07	65.45
275-7-7291-714-13 EHIM WRAP CLAIMS	307	0	0.00	20.51 (20.51)	0.00
275-7-7291-714-14 EHIM WRAP FEES	37	0	0.00	9.29 (9.29)	0.00
275-7-7291-714-15 EHIM SCRIPTS	325	0	0.00	159.42 (159.42)	0.00
275-7-7291-714-16 HEALTH CARE WAIVERS	800	650	0.00	650.00	0.00	0.00
275-7-7291-714-17 DENTAL	485	250	0.00	419.72 (169.72)	67.89-
275-7-7291-714-18 OPTICAL	207	19	0.00	6.05	12.95	68.16
275-7-7291-714-19 LIFE INSURANCE	58	86	0.00	25.32	60.68	70.56
275-7-7291-714-22 LONG TERM DISABILITY	64	92	0.00	66.42	25.58	27.80
275-7-7291-714-24 HEALTH CARE SAVINGS PLAN	288	0	0.00	0.00	0.00	0.00
275-7-7291-818-00 CONTRACTUAL SERVICES	0	6,574	2,146.87	13,262.38 (6,688.38)	101.74-
275-7-7291-820-02 STREETScape MAINTENANCE	4,378	4,378	0.00	2,159.51	2,218.49	50.67
275-7-7291-820-04 SEASONAL PLANTING	400	425	0.00	0.00	425.00	100.00
275-7-7291-820-05 PEDESTRIAL TRASH COLLECTION	8,400	8,400	0.00	0.00	8,400.00	100.00
275-7-7291-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,250	1,300	500.00	500.00	800.00	61.54
275-7-7291-820-08 WAYFINDING CITYWIDE	800	0	0.00	1,300.00 (1,300.00)	0.00
275-7-7291-940-01 RAIL FENCE LEASE	244	244	0.00	0.00	244.00	100.00
275-7-7291-965-05 SPECIAL EVENT CONTRIBUTION	0	400	0.00	0.00	400.00	100.00
275-7-7291-965-06 FACADE PROG. CONT TO BLD-TIF	1,250	5,000	5,000.00	5,000.00	0.00	0.00
275-7-7291-965-10 AA SPARK CONTRIBUTION	0	0	0.00	260.00 (260.00)	0.00
275-7-7291-971-27 BUILDING REHAB	10,000	10,000	0.00	1,500.00	8,500.00	85.00
275-7-7291-974-01 TIF PROJECTS	996	612	0.00	10,589.19 (9,977.19)	1,630.26-
275-7-7291-991-00 PRINCIPAL ENDS 12/28/2015	10,080	10,080	0.00	6,792.46	3,287.54	32.61
275-7-7291-995-00 INTEREST	474	474	0.00	85.62	388.38	81.94
TOTAL EXPENDITURES	62,922	83,680	7,324.17	54,842.98	28,837.02	34.46
TOTAL DTDA E CROSS TIF	62,922	83,680	7,324.17	54,842.98	28,837.02	34.46
TOTAL EXPENDITURES	117,038	138,423	8,199.86	83,963.64	54,459.36	39.34
REVENUES OVER/(UNDER) EXPENDITURES	18,848	9,601	67,781.59	26,425.11 (16,824.11)	175.23-

February 2016							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
TIFA		15,631		17,170		-1,539	110%
Operating Millage (1.8282)		7,936		7,060		876	89%
<u>Total</u>		23,567		24,229		-662	103%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		2,000		1,587		414	79%
Wages and Benefits		6,884		3,399		3,485	49%
TIFA Expenses		35,465		16,025		19,440	45%
<u>Total</u>		44,349		21,010		23,339	47%
<u>Revenues Over (Under) Expenses</u>		-20,782		3,219			
Fund Balance as of FYE June 2015*		146,966					
Projected Appropriation for FYE June 2016		-20,782					
Projected Fund Balance June 2016		126,184					
*both TIF and Operating Reserves							

February 2016						
<u>Revenues</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>		
TIFA	87,345	80,387	6,958	92%		
Operating Millage (1.8282)	6,930	5,772	1,158	83%		
<u>Total</u>	94,275	86,159	8,116	9%		
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>		
Operating Costs	10,394	8,110	2,284	78%		
Wages and Benefits	33,389	13,689	19,701	41%		
TIFA Expenses	50,291	41,154	9,137	82%		
<u>Total</u>	94,074	62,953	31,121	67%		
<u>Revenues Over (Under) Expenses</u>	201	23,206				
Fund Balance as of FYE June 2015*	72,637					
Projected Appropriation for FYE June 2016	201					
Projected Fund Balance June 2016	72,838					
*both TIF and Operating Reserves						

February 2016							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
TIFA		204,340		202,652		1,688	99%
Operating Millage (1.8282)		49,771		41,137		8,634	83%
<u>Total</u>		254,111		243,788		10,323	96%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		27,584		26,072		1,512	95%
Wages and Benefits		66,639		33,777		32,862	51%
TIFA Expenses		197,562		161,136		36,426	82%
<u>Total</u>		291,785		220,985		70,800	76%
<u>Revenues Over (Under) Expenses</u>		-37,674		22,803			
Fund Balance as of FYE June 2015*		162,931					
Projected Appropriation for FYE June 2016		-37,674					
Projected Fund Balance June 2016		125,257					
*both TIF and Operating Reserves							

March 2016							
							83% of year completed
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
TIFA		307,316		300,209		7,107	98%
Operating Millage (1.8282)		64,637		53,968		10,669	83%
<u>Total</u>		371,953		354,177		17,776	95%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		39,978		35,769		4,209	89%
Wages and Benefits		106,912		50,865		56,047	48%
TIFA Expenses		283,318		218,315		65,003	77%
<u>Total</u>		430,208		304,949		125,260	71%
<u>Revenues Over (Under) Expenses</u>		-58,255					
Fund Balance as of FYE June 2015*		382,534					
Appropriated for FYE June 2016		-58,255					
Projected Fund Balance June 2016		324,279					
*both TIF and Operating Reserves							

Revenue	Amount					
Parking Passes	\$1,800.00					
TOTAL	\$1,800.00					
EXPENSES						
	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN	LINE ITEM	DESCRIPTION
DTE	\$35.42			\$35.42	DTE Electrical Bill	Feb-May Electrical Bill
Rob Hess	\$3,000.00			\$3,000.00	Building Rehab Grant	Go! Ice Cream
Comcast	\$69.95			\$69.95	TIF Projects	WIFI
Comcast	\$69.95			\$69.95	TIF Projects	WIFI
Comcast	\$60.45				TIF Projects	WIFI
WH Canon	\$250.00			\$250.00	Waste Management	Dumpster Cleanup
Republic Services	\$1,467.39			\$1,467.39	Waste Management	Trash Service
Karen Mendelson	\$87.50	\$4.38	\$22.75	\$60.38	Legal Services	Wifi Contract
Hadrout	\$275.00	\$13.75	\$71.50	\$189.75	TIF Projects	Website Maintenance
Dan Kubera	\$5,000.00		\$5,000.00		Building Rehab Grant	Hyperion Coffee
TOTAL	\$10,315.66	\$18.13	\$5,094.25	\$5,142.84		

Ypsilanti Downtown Development Authority
Economic Restructuring & Design Committee Meeting
Wednesday April 27, 2016, 8:30 am
SPARK East
215 W. Michigan Ave.

Minutes

I. Call to Order: D. Otto called the meeting to order at 8:40 am.

II. Roll Call:

Jake Albers		A	Richard Murphy	P	
Kory Scheiber	P		Dieter Otto (C)	P	
Jessica French		A	Marl Teachout		A
Andrew O’Neal	P				

Others in Attendance: Joe Meyers YDDA Director
Bill Kinley

III. Approval of Agenda: Kory Scheiber moved to approve the agenda as submitted. Richard Murphy supported the motion and it passed unanimously.

IV. Approval of February 26, 2016 Minutes: Andrew O’Neal moved to approve the minutes as submitted. Richard Murphy supported the motion and it passed unanimously.

V. Audience Participation: none

VI. Old Business: None

VII. New Business:

Shop Ypsi Proposal: Joe Meyers informed the committee that the person who is bringing this proposal to the committee was unavailable and would the chance to discuss this at the next committee meeting.

Frog Island Park Proposal: Bill Kinley presented a proposal to improve a staircase and area for a launch on the north end of the park and was seeking financial support from the DDA. Bill indicated that the numbers are still being compiled but it should cost around \$22,000 with the additional funds being donated from local contractors. The committee approved of the concept. Kory Scheiber moved to approve the concept and recommend the Operations and Finance Committee see if funding is available. Richard Murphy supported the motion and it passed unanimously.

Riverside Park Proposal: Richard Murphy presented a proposal to construct a playground in Riverside Park. Richard indicated that the group is looking to raise funds from multiple sources and would like the DDA’s support. Kory Scheiber moved to approve the concept and recommend the Operations and Finance Committee see if

funding is available. Andrew O'Neil supported the motion and it passed unanimously.

VIII. Proposed Business: none

IX. Announcements/Comments: none

X. Audience Participation: none.

XI. Richard Murphy moved to adjourn. The meeting adjourned at 9:40 am. **Next Meeting:**
May 23, 2016 at SPARK East.

**Ypsilanti Downtown Development Authority
Operations & Finance Committee Meeting**

Wednesday, May 11, 2016, 8:30 am

Ypsilanti City Hall

1 S. Huron St

Minutes

I. Call to Order: B. Harrington called the meeting to order at 8:37 am.

II. Roll Call:

Adam Gainsley	P	Ben Harrington (C)	P
Richard Smith	A		
Ruth Ann Jamnick	A		

Others in Attendance: Russ Olwell, YDDA Board
Joe Meyers, YDDA Director
Rasheed Atwater, YDDA Coordinator
Joe Licavoli, SPARK East
Bill Kinley
Teresa Gillotti
Richard Murphy

III. Approval of Agenda: Adam Gainsley motioned to approve the agenda. Russ Olwell supported the motion and it was approved unanimously.

IV. Approval of April 13, 2016 Minutes: Russ Olwell moved to approve the minutes as submitted. Adam Gainsley supported the motion and it passed unanimously.

V. Audience Participation: None.

VI. Old Business: None.

VII. New Business

VIII. Design and Review Committee Recommendations for Funding

1. Frog Island River Access Improvements

- a. Discussion ensued about the funding of the frog island improvement plan. There was a general consensus that the funding for project will come from the depot town funding.
- b. Ben Harrington, discussed river up campaign and Huron River Water Trail project, how the funds would be used and the responsibility of the Huron River Water Trail.
- c. Adam Gainsley moved to recommend DDA board approve project with \$3,000 budget. Russ Olwell supported the Design and Review Committee Recommendations for Funding

2. Riverside Park Playground Proposal

- a. Teresa Gillotti discussed the need for park in Riverside Park and how useful it will be for families. Galati ensured the committee they planned for the city to be the patron and take over the park project
- b. The committee was in favor of the presentation and there was a general consensus of support. There was a decision to present again for the June meeting.

IX. Proposed Business:

X. Announcements/Comments: none

X. Audience Participation: none

XI. Meeting adjourned at 9:29 am. Next Meeting: June 8, 2016 at SPARK East.

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: YDDA DUMPSTER ENCLOSURES
DATE: 5/16/2016

Over the past several years, the Ypsilanti DDA has discussed a transition for funding of the downtown dumpster enclosures. At the December 2015 meeting, a resolution was passed to discontinue paying for the service. Over the last two month, staff/board members have met with downtown businesses owners at a dumpster forum and a committee between the Downtown Association of Ypsilanti (DAY) and the YDDA. The consensus from the forum was that the business owners present wanted the YDDA to keep funding the service. At the joint meeting between the YDDA and DAY, the consensus was that they would like the YDDA to keep paying for the service but if it could not, they wanted us to coordinate the service, set a price and bill users wanting the service accordingly. In looking at the numbers, the following fee structure would cover the liability of \$27,000:

Restaurants: \$125 per month (assuming 8 restaurants use the service)
Non-restaurant businesses: \$50 per month (assuming 15 businesses use the service)
Residential units: \$25 per month (assuming 20 units use the service)

This structure does not assume that every business, resident, or restaurant in Downtown will use the service. Many, such as those at 301 West Michigan or the Centennial Building, have independent trash service. Still others might choose to use City trash service, putting their trash on the street for pickup following the city's waste policies and procedures. Businesses that have the available land adjacent to their property could also build a dumpster enclosure and get pat for the service. Residents and businesses will be notified of this opportunity to buy in via letter and one-on-one visits. Staff currently anticipates billing would take place three times per year, in line with the current billing schedule for YDDA parking permits. The fee will be reviewed once per year to ensure the DDA is not over/under charging with some funds being recovered for the administration of the program.

Should the YDDA choose to pursue the cooperative trash agreement, staff requests that the YDDA also support a capital outlay of up to \$7,750 to secure the gates to the dumpsters, including installation of locks and provision of keycodes to trash agreement customers; furthermore, that the YDDA authorize staff to pursue a contract extension with our current trash hauler.

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: ECONOMIC RESTRUCTURING & DESIGN COMMITTEE
FROM: TIM COLBECK, EXECUTIVE DIRECTOR
SUBJECT: YDDA SURVEILLANCE PROGRAM UPDATE
DATE: 1/21/2016
CC:

Surveillance Program Update

At the January 13, 2016 Operations & Finance meeting, Steve Pierce gave an update on the expansion of Wireless with four new wireless access points downtown and the installation of two private cameras in the N. Adams and N. Huron parking lots.

At the December 23, 2105 committee meeting, I informed the committee members of Steve's unwillingness to sign our partnership agreement because of the stipulation that he could not sell any recorded footage, which he considers forfeiting his ownership rights to the DDA. At that time I was directed to contact Steve and advise him not to proceed with the installation of cameras until the YDDA board could make a determination on how or whether to proceed. I emailed him on December 23rd and advised him that at this time I would put on hold any next steps to set up the surveillance system until the YDDA board can review where we are at and consider our options to proceed. However on January 11, 2016 I received an email where he notified me that he had proceeded to install the cameras and announced that they could be viewed at:

<http://cams.ypsi.com/>

Also, in the last month we have experienced another service interruption with our one ADT surveillance system located in the S. Huron parking lot. I have contacted our representative Adam Barber of ADT to see if we can address the issue. This is the second time we have experienced a significant service outage on the camera. At that time I asked Adam what would be our cost to disconnect the camera and close our account. He stated we could cancel the contract at any time by paying 90% of our remaining costs. We have approximately 15 months left on our current agreement. The bulk of our costs for the installation was up front for the purchase of equipment and installation which was approximately \$1,200. Our remaining costs is the annual contract which is for \$132 or \$11 per month. So the cost to cancel the service would be about \$148.50.

At the January 21, 2016 YDDA board meeting, there was a discussion on the future of any DDA related surveillance programs. There was clear support to discontinue any DDA participation of public security cameras or support for private ones. I was asked my opinion of the program, to which I stated that the cost to value of us maintaining was not good. Due to the service interruptions, lack of easy access to the camera equipment in the private property, and the time staff has to dedicate to maintenance, I recommended either not renewing our agreement more preferably

cancelling our service. The board requested that this item be returned to the Economic Restructuring & Design Committee for further consideration and evaluation of the program's effectiveness and costs to maintain.

Support for Wireless Ypsi

At the January board meeting we also discussed our support for providing access to DDA provided WI-FI through Comcast to strengthen the Wireless Ypsi to provide free wireless internet to the downtown. The ability to contract for broadband and/or wireless service is an expressly approved power of a DDA per the DDA enabling legislation (PA 197 of 1975).

At the January 13th Operations & Finance meeting Steve Pierce acknowledged his efforts to publically identify the YDDA as a primary sponsor of Wireless Ypsi, which was another stipulation of our partnership agreement. He noted that he will prominently feature the YDDA as a sponsor on the Wireless Ypsi splash page that anyone who access the WI-FI will automatically see.

At the January 21st YDDA board meeting I was directed to also bring our potential continued support for Wireless Ypsi back to the committee for discussion and a recommendation. It was recommended that the Surveillance Partnership and Support for Wireless Ypsi should be considered two separate and unique items by the YDDA board.

The committee should make a recommendation to the YDDA board on how to proceed on both items. As I outlined at last month's committee meeting we have some potential options that include requiring the cameras to be unplugged but maintaining our Comcast service to support the WI-FI, cancelling our Comcast service, or amending our proposal with HDL.com/Steve Pierce to request but not explicitly ban the potential sale of footage for profit.

I did confirm with Comcast that we can sign a voluntary disconnect form with 60 days notice. We would be liable for 75% of the remaining contracts. We currently have 21 months left at \$69.95 or \$1,468.95 total each. To cancel we would owe approximately \$1,101.

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: JOE MEYERS
SUBJECT: YDDA SURVEILLANCE PROGRAM UPDATE
DATE: 5/16/2016
CC:

HDL.com/Wireless Ypsi Partnership Agreement

Over the past several months, the YDDA has had several discussions over the partnership agreement with HDL.com over the use of surveillance cameras in downtown and the WIFI connections to support Wireless Ypsi (see attached).

Mr. Pierce has presented changes to the original agreement (attached). The major changes to the original agreement is Mr. Pierce has removed the Section 105 titled Restrictions to use of Surveillance Footage (not selling footage) and added a Section 106 titled Notice of Termination (90 days). The reason Mr. Pierce gave for removing Section 105 was based on the first amendment (see attached email).

ADT Agreement

The ADT surveillance system the DDA uses for the S. Huron parking lot has not worked for several months. At the February YDDA Board Meeting it seemed that the consensus of the board was to terminate the existing contract with ADT but to wait until the board had the larger discussion over surveillance. To cancel the existing contract, it would cost approximately \$120.

From: [Beth Ernat](#)
To: [Joe Meyers](#)
Subject: FW: HDL DDA Wireless agreement
Date: Monday, April 04, 2016 1:29:32 PM
Attachments: [2015-10-16 DDA-HDL agreement.doc](#)



Beth Ernat
Director of Economic Development
City of Ypsilanti
734-482-9774 direct
734-945-9270 cell
[*bernat@cityofypsilanti.com*](mailto:bernat@cityofypsilanti.com)
[*www.cityofypsilanti.com*](http://www.cityofypsilanti.com)

From: Pierce, Steve [mailto:steve@hdl.com]
Sent: Monday, April 04, 2016 12:36 PM
To: Beth Ernat; Thomas C. Manchester
Subject: HDL DDA Wireless agreement

Beth,

Attached is a copy of the proposed agreement for the DDA and HDL with updated redlines.

The reason I am proposing a change on the restriction of video or camera use while using the Free WiFi in the downtown district is on the basis of the First Amendment.

Taking photographs and video of things that are plainly visible in public spaces is a constitutional right.

— Jay Stanley, Senior Policy Analyst, Speech, Privacy and Technology Project, ACLU.org

It is a well-understood right affirmed by the US Supreme Court and the ACLU that a photograph or video taken a public space, even if using a publicly paid for Internet service, belongs to the person and neither the City of Ypsilanti nor the DDA should attempt to restrict that right in this agreement.

The Wireless network that is currently available from the nearly dozen of privately owned and paid for Internet connections in the DDA district, as well as the three additional connections provided by the DDA, is a public and free WiFi network.

Anyone may use and connect to the Free Wireless Wi-Fi service.

Anyone may also take a picture or make a video of a public space while using the Free Wireless Service.

It would not be reasonable to put a restriction on any resident or business on what they can do with a photograph or video they took while using the free service.

It would also be unfair to restrict what one person or organization can do and not extend that restriction to all people.

The other proposed changes made clarify which party is paying for which parts of the service, sets a date for notice of termination with no penalties and makes other minor editing changes.

When is the next DDA meeting scheduled?

--

Steve Pierce
(734) 274-4602
Steve@HDL.com | www.HDL.com

HDL is the power behind Wireless Ypsi

PARTNERSHIP AGREEMENT

This agreement is made on ~~October~~April____, 20165, (the "Effective Date"), by and among The Ypsilanti Development Authority, a Michigan Public Authority ("DDA"), and HDL.com/Wireless Ypsi ("HDL"), a Michigan ~~_____~~Limited Liability Corporation, -Company, collectively the ("Parties").

PREMISES

WHEREAS, the DDA was created pursuant to the Downtown Development Authority Act, Act 197 of the Public Acts of 1975, as amended (the "Act") in 2009, 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 DDA with the power and authority to implement programs and otherwise engage in activity that has the objective of accomplishing the foresaid purposes within the DDA development area in the city of Ypsilanti including contracting for broadband service and wireless technology service in the downtown district.; and

In consideration of the foregoing premises and the mutual covenants contained in this Agreement, the DDA and HDL hereby covenant and agree as follows:

ARTICLE I COVENANTS

Section 101. PURCHASE AND INSTALLATION. The DDA shall purchase all required hardware and provide service for a three broadband connections. HDL will provide all cabling, hardware, including Wireless Access Points and other necessary equipment and provide installation of said /wi-fi system and install the hardware as required to increase-expand the wireless internet access to the Downtown. HDL equipment will be provided at no cost to the DDA and all equipment will remain the property of HDL. HDL shall provide said equipment for the lifetime of this Agreement.

Section 102. MAINTENANCE. The DDA shall maintain and keep all equipment in good condition and repair. The DDA shall be solely responsible for all repairs or replacement to the hardware at its sole expense. The DDA shall be responsible for all repairs or replacements of the hardware occasioned by the negligence or willful act of others. HDL shall maintain and keep all HDL-owned equipment in good condition and repair for the lifetime of this Agreement.

Section 103. PERMISSION OF USE OF HARDWARE. The DDA shall permit HDL to access the YDDA purchased and installed hardware to be used for the following purposes:

- To increase the signal strength of the FREE Wireless Ypsi WI-FI for the City of Ypsilanti, its residents, property owners, and visitors.
- ~~To provide an access point and required WI-FI service for the use of Private Surveillance Cameras for the N. Huron and N. Adams installed and maintained by HDL at their sole expense.~~

Section 104. PROPER NOTIFICATION OF PARTNERSHIP. HDL agrees to publicly acknowledge the DDA's ongoing support for Wireless Ypsi in the City of Ypsilanti Downtown District on the Wireless Ypsi welcome page ~~if website~~ and all printed materials. HDL will provide a changeable link to a landing page that each visitor will see when first connecting to the Wireless Ypsi service in the Downtown District.

~~Section 105. RESTRICTIONS TO USE OF SURVEILLANCE FOOTAGE. HDL agrees to only use the surveillance system for the provision of public safety in the N. Huron and N. Adams parking lot areas and will not profit from the sale or distribution of any recorded surveillance footage.~~

~~Section 105. RESTRICTIONS TO USE OF WEBCAM- FOOTAGE. HDL shall only use surveillancewebcam system as permitted and allowed by law.~~

Section 10~~566~~⁵⁶⁶. INDEMNIFICATION OF DDA, HDL, ~~AND THEIR AGENTS.~~ The obligations of the DDA and HDL under this section shall survive any assignment of this Agreement, unless the parties otherwise expressly and specifically agree in writing.

~~Section 10~~67~~⁶⁷. NOTICE OF TERMINATION. Either party may terminate this agreement upon giving the other party 90 days written notice of termination, at any time with no penalty or consideration due to the other party. Notice shall be in writing and no less than 90 days from termination date.~~

ARTICLE II **REPRESENTATIONS AND WARRANTIES**

Section 201. REPRESENTATIONS AND WARRANTIES OF THE DDA.

- a. The DDA is a public body corporate, duly existing and validly created pursuant to the Act. The DDA 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 DDA is a party, or to the best knowledge of the DDA threatened against the DDA, contesting the establishment of the DDA or the validity or binding effect of this Agreement.

Section 202. REPRESENTATIONS AND WARRANTIES OF HDL.

a. HDL (i) is duly organized and validly existing as a Michigan
Limited Liability Corporation Company 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 receive the camera for the use stated.

b. There is no violation or default by HDL 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.

ARTICLE III
DEFAULT

Section 301. 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.

Section 302. 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 IV
MISCELLANEOUS

Section 401. 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 PARTIES under this Agreement shall survive any assignment, unless the PARTIES otherwise specifically and expressly agree in writing.

Section 402. 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.

Section 403. 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.

Section 404. 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.

Section 405. BINDING EFFECT. This Agreement shall be binding upon the parties hereto and upon their respective successors and assigns.

Section 406. 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.

Section 407. 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.

Section 408. 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.

Section 409. 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.

Section 410. 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) execute and deliver all documents necessary to accomplish the purposes and intent of this Agreement; and
- (c) use its best efforts to assist the other party to this Agreement in the discharge of their respective obligations hereunder.

Section 411. 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 412 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.

DOWNTOWN DEVELOPMENT AUTHORITY
~~COM WIRELESS YPSI~~ THE CITY OF YPSILANTI

HDL.com, LLC

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, June 16, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Agenda

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 business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

I. Call to Order

II. Roll Call

Amanda Edmonds	P	A	Russ Olwell	P	A
Jessica French	P	A	Andrew O’Neal	P	A
Adam Gainsley	P	A	Richard Smith	P	A
Cisco Garcia	P	A	Mark Teachout (C)	P	A
Ben Harrington	P	A	RayVon Williams	P	A
Jelani McGadney	P	A			

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

IV. Approval of May 19, 2016 Minutes (X)* p. 3-5

V. Audience Participation (3 minutes each)

1. _____
2. _____
3. _____
4. _____
5. _____

VI. Staff Report/Financial Report (X) p. 6-17

VII. Standing Committee Reports

- Economic Restructuring & Design (X)* p. 18-20
 - Resolution to approve the award of a YDDA Marketing Grant for First Fridays (X)* p. 21-23
 - Riverside Arts Center Memo and Application(X) p. 24-40
 - Resolution to approve a YDDA Façade Improvement Grant for 10 N. Washington (X)* p. 41-55
 - Resolution to approve a YDDA Façade Improvement Grant for 209 Adams (X)* p. 56-68
 - Resolution to approve a YDDA Façade Improvement Grant for 47 N. Huron (X)* p. 69-87
 - Resolution to approve a YDDA Façade Improvement Grant for 40, 42, 44 E. Cross St (X)* p. 88-103

o Resolution to approve a YDDA Façade Improvement Grant for 312 N. River
(X)* p. 104-133

VIII. Old Business

- Security Camera/WIFI Discussion Continuation(X)* p. 134
- Frog Island Park Grant Request Continuation*

IX. Proposed Business

- Dahlmann Depot Parking Lot Discussion

X. Announcements/Comments

XI. Public Participation

XII. Next Meeting: August 18, 2016, 8:30 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 19, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Meeting Minutes

I. Call to Order: M. Teachout called the meeting to order at 8:34 am.

II. Roll Call

Amanda Edmonds	P	Russ Olwell	P
Jessica French*	P	Andrew O’Neal	P
Adam Gainsley	P	Richard Smith	A
Cisco Garcia	P	Mark Teachout (C)	P
Ben Harrington	P	RayVon Williams**	P
Jelani McGadney	P		

*arrived at 8:40

**arrived at 8:45

Others in Attendance:

Joe Licavoli, SPARK East
Beth Ernat, Ypsilanti Economic Dev.
Martha Cleary, Downtown Resident
Brian Brickley, Tap Room
Eric Williams, Puffer Reds

III. Approval of Agenda: Andrew O’Neal moved to approve the agenda as amended. Adam Gainsley supported the motion and it passed unanimously

IV. Approval of April 14, 2016 Minutes: Ben Harrington moved to approve the minutes as submitted. Andrew O’Neal supported the motion and it passed unanimously.

V. Audience Participation:

- Martha Cleary asked what the DDA was doing for Ypsi P.R.I.D.E. Day. Joe Meyers informed Martha of all of the P.R.I.D.E. Day initiatives for the DDA.

VI. Staff Report/Financial Report:

- Joe Meyers reported to the DDA Board that the DDA website and business directory is up to date. DDA Staff is continuing to add more business to the website as they come in and update available properties every week. In addition, staff has continued to conduct outreach to business and stakeholders, work on finding a dumpster solution and plan for Ypsi P.R.I.D.E. Day.

VIII. Standing Committee Reports:

- **Design and Review:**
 - Met the 27th of April, discussed Frog Island Park Proposal which would improve canoe launch and improve the infrastructure of the area.
 - Teresa Gillotti discussed Riverside Park proposal and will bring the proposal back at the next DDA meeting in June.
- **Operation and Finance:**
 - Joe Meyers showed the project cost of the frog island project and where DDA depot town district funds would go.
 - DDA funds will go mainly towards railing and screening fabrication and ensuring safety measures of area.
 - Amanda Edmonds would want to pursue having youth do mural and changing policy to ensure that contracted services with DDA have to obey the living wage ordinance.
 - Jessica French discussed possibly holding off the approval of this initiative until she speaks with Depot Town merchants.
 - Jessica French moved to table the discussion until our next meeting to get the input of the Depot Town Merchants. Russ Olwell supported the motion and it was approved unanimously.

Downtown Dumpster Discussion:

- Joe discussed dumpster options and gave a proposal for the dumpster enclosures. In addition, Joe detailed the cost for each business type to receive a code for the dumpster. Under current proposal for a key pad system Restaurants \$125, non-restaurants business \$50, residential units \$25. Businesses will pay the fee then receive 3 months use of code to dumpster enclosure.
- Amanda Edmonds would like to add recycling caveat in agreement contract for businesses.
- Adam Gainsley wanted to make sure the codes on the dumpster will have tracking capabilities to see how many times businesses use the dumpster to adjust and ensure cost varying
- Adam Gainsley motioned to approve the proposal. Jelani McGadney supported the motion and it was approved unanimously

Downtown Camera and WI-FI Discussion Cameras:

- Mark Teachout discussed surveillance program history and issues.
- Joe discussed contract proposals from the DDA to Steve Pierce and Mr. Pierce's counter contract
- Cisco affirmed that Steve Pierce is currently using the internet for cameras without approval
- Jelani McGadney motioned to continue to the discussion next month for second legal opinion of section 105. Jessica French supported the motion and it was passed unanimously.

IX. Old Business: N/A

X. Proposed Business:

First Fridays discussion:

- Beth Ernat informed the board of the discussions staff is having with the Frist Fridays to better coordinate with the two organizations.
- The board generally conceded that they believe partnering with first Friday would be a good thing, but they would like to see the specifics of what First Friday wants to do, and how much it will cost the DDA.

Committee Structure Discussion:

- Beth Ernat proposed combining both committees and creating sub committees for districts to create a chain of command consisting of district sub-committee, committee, then DDA Board. This will be an effort to involve more businesses to committees and in DDA
- Jelani McGadney expressed that this will create a wider discussion of how and what the board and committees will do and act.
- The board agreed that further discussions would need to take place prior to changing the committee structure but most seemed receptive to the discussion.

XI. Announcements/Comments:

- Adam Gainsley motioned to move all July meetings to August. Jelani McGadney supported the motion and the motion passed unanimously.
- The board also decide to hold their September DDA meeting at Sidetracks 54 E. Cross st Ypsilanti MI 48197

XII. Public Participation: none.

XIII. Adjourn: The meeting was adjourned at 10:12 am.

XIV. Next Meeting: June 16, 2016, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

May 2016									
									91.7% of year completed
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>		<u>% Collected</u>	
TIFA		307,316		295,209		12,107		96%	
Operating Millage (1.8282)		64,637		54,217		10,420		84%	
<u>Total</u>		371,953		349,425		22,528		94%	
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>		<u>% Incurred</u>	
Operating Costs		39,978		42,883		-2,905		107%	
Wages and Benefits		106,912		50,865		56,047		48%	
TIFA Expenses		283,318		255,415		27,903		90%	
<u>Total</u>		430,208		349,162		81,046		81%	
<u>Revenues Over (Under) Expenses</u>		-58,255							
Fund Balance as of FYE June 2015*		382,534							
Appropriated for FYE June 2016		-58,255							
Projected Fund Balance June 2016		324,279							
*both TIF and Operating Reserves									

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 100.00

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPERATING						
=====						
REVENUES						
275-4-7270-402-00 CURRENT PROPERTY TAXES	7,075	7,108	0.00	6,658.94	449.06	6.32
275-4-7270-402-05 PERSONAL PROP TAX REIMBURSE	122	122	0.00	0.00	122.00	100.00
275-4-7270-420-01 DELINQUENT PROPERTY TAXES	85	85	0.00	2.88	82.12	96.61
275-4-7270-445-02 INTEREST ON CURRENT TAXES	20	20	0.00	5.02	14.98	74.90
275-4-7270-445-05 INTEREST ON DELINQUENT TAXES	1	1	0.00	0.08	0.92	92.00
275-4-7270-664-00 INTEREST EARNINGS	583	600	0.00	490.18	109.82	18.30
TOTAL REVENUES	7,886	7,936	0.00	7,157.10	778.90	9.81
<hr/>						
TOTAL DTDA W CROSS OPERATING	7,886	7,936	0.00	7,157.10	778.90	9.81
DTDA W CROSS TIF						
=====						
REVENUES						
275-4-7271-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	3,407	0.00	4,942.66 (1,535.66)	45.07-
275-4-7271-439-02 CURRENT TIFA TAXES-WEST CROSS	6,504	7,224	0.00	7,227.32 (3.32)	0.05-
275-4-7271-439-05 PERSONAL PROP TIF REIMBURSE	2,819	0	0.00	0.00	0.00	0.00
275-4-7271-674-43 WASH CO. BLDG REHAB/FACADE	5,000	5,000	0.00	5,000.00	0.00	0.00
275-4-7271-699-92 APPROPRIATION FUND BALANCE-TIF	28,501	26,718	0.00	0.00	26,718.00	100.00
TOTAL REVENUES	42,824	42,349	0.00	17,169.98	25,179.02	59.46
<hr/>						
TOTAL DTDA W CROSS TIF	42,824	42,349	0.00	17,169.98	25,179.02	59.46
DTDA E CROSS OPERATING						
=====						
REVENUES						
275-4-7290-402-00 CURRENT PROPERTY TAXES	6,128	6,277	0.00	5,463.94	813.06	12.95
275-4-7290-402-05 PERSONAL PROP TX REIMBURSE	143	143	0.00	0.00	143.00	100.00
275-4-7290-445-02 INTEREST ON CURRENT TAXES	5	10	0.00	9.00	1.00	10.00
275-4-7290-664-00 INTEREST EARNINGS	500	500	0.00	397.10	102.90	20.58
275-4-7290-699-91 APPROPRIATIONS FUND BALANCE	0	3,464	0.00	0.00	3,464.00	100.00
TOTAL REVENUES	6,776	10,394	0.00	5,870.04	4,523.96	43.52
<hr/>						
TOTAL DTDA E CROSS OPERATING	6,776	10,394	0.00	5,870.04	4,523.96	43.52

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 100.00

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DTDA E CROSS TIF =====						
REVENUES						
275-4-7291-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	9,254	0.00	6,635.64	2,618.36	28.29
275-4-7291-439-01 CURRENT TIFA TAXES	70,104	73,091	0.00	68,751.17	4,339.83	5.94
275-4-7291-439-05 PERSONAP PROP TIF REIMBURSE	3,296	0	0.00	0.00	0.00	0.00
275-4-7291-674-43 WASH CO. BLDG REHAB GRANT	5,000	5,000	0.00	5,000.00	0.00	0.00
TOTAL REVENUES	78,400	87,345	0.00	80,386.81	6,958.19	7.97

TOTAL DTDA E CROSS TIF	78,400	87,345	0.00	80,386.81	6,958.19	7.97

TOTAL REVENUES	135,886	148,024	0.00	110,583.93	37,440.07	25.29
=====						

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
<u>DTDA W CROSS OPERATING</u>						
<u>EXPENDITURES</u>						
275-7-7270-728-00 OFFICE SUPPLIES	175	63	0.00	20.42	42.58	67.59
275-7-7270-730-00 POSTAGE	28	10	0.00	0.00	10.00	100.00
275-7-7270-757-00 OPERATING SUPPLIES	67	24	0.00	0.00	24.00	100.00
275-7-7270-807-00 AUDIT FEES	344	123	0.00	113.80	9.20	7.48
275-7-7270-818-00 CONTRACTUAL SERVICES	2,231	933	0.00	933.44 (0.44)	0.05-
275-7-7270-822-10 GENERAL LIABILITY	487	183	0.00	0.00	183.00	100.00
275-7-7270-826-10 LEGAL SERVICES	490	193	0.00	183.75	9.25	4.79
275-7-7270-853-00 TELEPHONE	127	45	0.00	50.91 (5.91)	13.13-
275-7-7270-864-01 CONFERENCES AND WORKSHOPS	140	50	0.00	1.08	48.92	97.84
275-7-7270-900-00 PRINTING AND PUBLISHING	350	125	1.00	68.07	56.93	45.54
275-7-7270-940-00 RENT	658	197	15.00	180.00	17.00	8.63
275-7-7270-957-00 BOOKS AND MAGAZINES	21	8	0.00	0.00	8.00	100.00
275-7-7270-958-00 MEMBERSHIPS AND DUES	152	46	0.00	74.03 (28.03)	60.93-
TOTAL EXPENDITURES	5,270	2,000	16.00	1,625.50	374.50	18.73

TOTAL DTDA W CROSS OPERATING 5,270 2,000 16.00 1,625.50 374.50 18.73

DTDA W CROSS TIF

EXPENDITURES

275-7-7271-706-00 PERMANENT WAGES-SALARIES	7,740	2,867	0.00	1,797.89	1,069.11	37.29
275-7-7271-706-07 PERMANENT WAGES-POLICE PATROL	5,752	2,054	0.00	0.00	2,054.00	100.00
275-7-7271-706-10 PART TIME WAGES	3,312	0	0.00	0.00	0.00	0.00
275-7-7271-707-00 TEMPORARY WAGES	0	1,183	0.00	60.48	1,122.52	94.89
275-7-7271-714-02 WORKER'S COMPENSATION	118	92	0.00	29.30	62.70	68.15
275-7-7271-714-05 SOCIAL SECURITY & MEDICARE	899	467	0.00	159.91	307.09	65.76
275-7-7271-714-07 20% HEALTH CARE PREMIUM (446)	0	0.00 (8.65)	8.65	0.00
275-7-7271-714-08 HEALTH CARE COSTS - BLUE CROSS	1,931	0	0.00	1,303.77 (1,303.77)	0.00
275-7-7271-714-11 VACATION AND SICK LIABILITY	0	0	0.00	176.49 (176.49)	0.00
275-7-7271-714-12 BASIC FEES	13	9	0.00	4.94	4.06	45.11
275-7-7271-714-13 EHIM WRAP CLAIMS	269	0	0.00	3.94 (3.94)	0.00
275-7-7271-714-14 EHIM WRAP FEES	32	0	0.00	1.79 (1.79)	0.00
275-7-7271-714-15 EHIM SCRIPTS	285	0	0.00	30.65 (30.65)	0.00
275-7-7271-714-16 HEALTH CARE WAIVERS	700	125	0.00	125.00	0.00	0.00
275-7-7271-714-17 DENTAL	424	48	0.00	323.88 (275.88)	574.75-
275-7-7271-714-18 OPTICAL	181	4	0.00	5.29 (1.29)	32.25-
275-7-7271-714-19 LIFE INSURANCE	50	17	0.00	22.20 (5.20)	30.59-
275-7-7271-714-22 LONG TERM DISABILITY	56	18	0.00	15.99	2.01	11.17
275-7-7271-714-24 HEALTH CARE SAVINGS PLAN	252	0	0.00	0.00	0.00	0.00
275-7-7271-818-00 CONTRACTUAL SERVICES	0	5,752	434.85	3,137.87	2,614.13	45.45
275-7-7271-820-00 TIF - WEST CROSS DEV AREA	871	6,908	0.00	0.00	6,908.00	100.00
275-7-7271-820-02 STREETScape MAINTENANCE	3,605	3,605	1,838.37	3,616.76 (11.76)	0.33-

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7271-820-04 SEASONAL PLANTING	350	350	0.00	0.00	350.00	100.00
275-7-7271-820-05 PEDESTRIAN TRASH COLLECTION	3,200	3,200	0.00	0.00	3,200.00	100.00
275-7-7271-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,000	250	0.00	0.00	250.00	100.00
275-7-7271-820-08 WAYFINDING CITYWIDE	700	0	0.00	250.00 (250.00)	0.00
275-7-7271-920-00 UTILITIES-DTE ELECTRICAL BILL	280	0	0.00	0.00	0.00	0.00
275-7-7271-965-05 SPECIAL EVENT CONTRIBUTION	0	400	0.00	0.00	400.00	100.00
275-7-7271-965-06 FACADE PROG. CONT TO BLD-TIF	1,250	5,000	0.00	0.00	5,000.00	100.00
275-7-7271-965-10 AA SPARK CONTRIBUTION	0	0	0.00	50.00 (50.00)	0.00
275-7-7271-971-27 BUILDING REHAB	10,000	10,000	0.00	14,002.50 (4,002.50)	40.03-
TOTAL EXPENDITURES	42,824	42,349	2,273.22	25,110.00	17,239.00	40.71

TOTAL DTDA W CROSS TIF 42,824 42,349 2,273.22 25,110.00 17,239.00 40.71

DTDA E CROSS OPERATING

=====

EXPENDITURES

275-7-7290-728-00 OFFICE SUPPLIES	200	325	0.00	106.17	218.83	67.33
275-7-7290-730-00 POSTAGE	32	52	0.00	0.00	52.00	100.00
275-7-7290-757-00 OPERATING SUPPLIES	76	124	0.00	0.00	124.00	100.00
275-7-7290-807-00 AUDIT FEES	394	640	0.00	591.76	48.24	7.54
275-7-7290-818-00 CONTRACTUAL SERVICES	2,550	4,854	0.00	4,853.91	0.09	0.00
275-7-7290-822-10 GENERAL LIABILITY	556	953	0.00	0.00	953.00	100.00
275-7-7290-826-10 LEGAL SERVICES	560	1,001	0.00	955.50	45.50	4.55
275-7-7290-853-00 TELEPHONE	144	235	0.00	96.77	138.23	58.82
275-7-7290-864-01 CONFERENCES AND WORKSHOPS	160	260	0.00	5.62	254.38	97.84
275-7-7290-900-00 PRINTING AND PUBLISHING	400	650	5.20	197.81	452.19	69.57
275-7-7290-940-00 RENT	752	1,022	78.00	936.00	86.00	8.41
275-7-7290-957-00 BOOK MAGAZINES AND PERIODAL	24	39	0.00	0.00	39.00	100.00
275-7-7290-958-00 MEMBERSHIPS AND DUES	174	239	0.00	384.92 (145.92)	61.05-
275-7-7290-962-55 WASHTEENAW COUNTY CHARGE BACK	0	0	0.00	184.57 (184.57)	0.00
TOTAL EXPENDITURES	6,022	10,394	83.20	8,313.03	2,080.97	20.02

TOTAL DTDA E CROSS OPERATING 6,022 10,394 83.20 8,313.03 2,080.97 20.02

DTDA E CROSS TIF

=====

EXPENDITURES

275-7-7291-706-00 PERMANENT WAGES - SALARIES	8,846	14,910	0.00	9,349.37	5,560.63	37.29
275-7-7291-706-07 PERMANENT WAGES-POLICE PATROL	6,574	10,682	0.00	0.00	10,682.00	100.00
275-7-7291-706-10 PART TIME WAGES	3,786	0	0.00	0.00	0.00	0.00
275-7-7291-707-00 TEMPORARY WAGES	0	6,151	0.00	314.50	5,836.50	94.89
275-7-7291-714-02 WORKER'S COMPENSATION	134	476	0.00	152.75	323.25	67.91
275-7-7291-714-05 SOCIAL SECURITY & MEDICARE	1,028	2,428	0.00	1,008.10	1,419.90	58.48
275-7-7291-714-07 20% HEALTH CARE PREMIUM (509)	0	0.00 (44.99)	44.99	0.00
275-7-7291-714-08 HEALTH CARE COSTS - BLUE CROSS	2,206	0	0.00	322.70 (322.70)	0.00
275-7-7291-714-11 VACATION AND SICK LIABILITY	0	0	0.00	917.73 (917.73)	0.00

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7291-714-12 BASIC FEES	14	49	0.00	16.93	32.07	65.45
275-7-7291-714-13 EHIM WRAP CLAIMS	307	0	0.00	20.51 (20.51)	0.00
275-7-7291-714-14 EHIM WRAP FEES	37	0	0.00	9.29 (9.29)	0.00
275-7-7291-714-15 EHIM SCRIPTS	325	0	0.00	159.42 (159.42)	0.00
275-7-7291-714-16 HEALTH CARE WAIVERS	800	650	0.00	650.00	0.00	0.00
275-7-7291-714-17 DENTAL	485	250	0.00	419.72 (169.72)	67.89-
275-7-7291-714-18 OPTICAL	207	19	0.00	6.05	12.95	68.16
275-7-7291-714-19 LIFE INSURANCE	58	86	0.00	25.32	60.68	70.56
275-7-7291-714-22 LONG TERM DISABILITY	64	92	0.00	66.42	25.58	27.80
275-7-7291-714-24 HEALTH CARE SAVINGS PLAN	288	0	0.00	0.00	0.00	0.00
275-7-7291-818-00 CONTRACTUAL SERVICES	0	6,574	2,168.87	17,578.12 (11,004.12)	167.39-
275-7-7291-820-02 STREETSCAPE MAINTENANCE	4,378	4,378	2,232.31	4,391.82 (13.82)	0.32-
275-7-7291-820-04 SEASONAL PLANTING	400	425	0.00	0.00	425.00	100.00
275-7-7291-820-05 PEDESTRIAL TRASH COLLECTION	8,400	8,400	0.00	0.00	8,400.00	100.00
275-7-7291-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,250	1,300	0.00	500.00	800.00	61.54
275-7-7291-820-08 WAYFINDING CITYWIDE	800	0	0.00	1,300.00 (1,300.00)	0.00
275-7-7291-940-01 RAIL FENCE LEASE	244	244	0.00	0.00	244.00	100.00
275-7-7291-965-05 SPECIAL EVENT CONTRIBUTION	0	400	0.00	0.00	400.00	100.00
275-7-7291-965-06 FACADE PROG. CONT TO BLD-TIF	1,250	5,000	0.00	5,000.00	0.00	0.00
275-7-7291-965-10 AA SPARK CONTRIBUTION	0	0	0.00	260.00 (260.00)	0.00
275-7-7291-971-27 BUILDING REHAB	10,000	10,000	0.00	1,500.00	8,500.00	85.00
275-7-7291-974-01 TIF PROJECTS	996	612	0.00	10,589.19 (9,977.19)	1,630.26-
275-7-7291-991-00 PRINCIPAL ENDS 12/28/2015	10,080	10,080	0.00	6,792.46	3,287.54	32.61
275-7-7291-995-00 INTEREST	474	474	0.00	85.62	388.38	81.94
TOTAL EXPENDITURES	62,922	83,680	4,401.18	61,391.03	22,288.97	26.64
TOTAL DTDA E CROSS TIF	62,922	83,680	4,401.18	61,391.03	22,288.97	26.64
TOTAL EXPENDITURES	117,038	138,423	6,773.60	96,439.56	41,983.44	30.33
REVENUES OVER/(UNDER) EXPENDITURES	18,848	9,601 (6,773.60)	14,144.37 (4,543.37)	47.32-

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

413-DOWNTOWN DEV AUTH
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
<u>REVENUE SUMMARY</u>						
DOWNTOWN DA OPERATING	35,640	49,771	20.42	41,287.14	8,483.86	17.05
DOWNTOWN DA TIF	257,711	292,987	0.00	197,651.74	95,335.26	32.54
DOWNTOWN DA OTHER	5,000	5,000	0.00	5,000.00	0.00	0.00
DOWNTOWN WATER ST	0	0	0.00	20,002.01	(20,002.01)	0.00
TOTAL REVENUES	298,351	347,758	20.42	263,940.89	83,817.11	24.10
<u>EXPENDITURE SUMMARY</u>						
DOWNTOWN DA OPERATING	26,120	27,584	6,754.80	32,944.30	(5,360.30)	19.43-
DOWNTOWN DA TIF	257,711	292,986	15,024.10	286,001.54	6,984.46	2.38
DOWNTOWN DA OTHER	5,000	5,000	0.00	0.00	5,000.00	100.00
DOWNTOWN WATER ST	0	0	0.00	10,000.00	(10,000.00)	0.00
TOTAL EXPENDITURES	288,831	325,570	21,778.90	328,945.84	(3,375.84)	1.04-
REVENUES OVER/(UNDER) EXPENDITURES	9,520	22,188	(21,758.48)	(65,004.95)	87,192.95	392.97

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 100.00

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING						
=====						
<u>REVENUES</u>						
413-4-7230-402-00 CURRENT PROPERTY TAXES	25,350	25,431	0.00	22,098.46	3,332.54	13.10
413-4-7230-402-05 PERSONAL PROP TAX REIMBURSE	885	885	0.00	0.00	885.00	100.00
413-4-7230-420-01 DELINQUENT PROPERTY TAXES	1,200	1,200	19.62	78.32	1,121.68	93.47
413-4-7230-445-02 INTEREST ON CURRENT TAXES	100	100	0.00	32.77	67.23	67.23
413-4-7230-445-05 INTEREST ON DELINQUENT TAXES	5	5	0.80	2.90	2.10	42.00
413-4-7230-462-01 DOWNTOWN PARKING PERMITS	7,200	7,200	0.00	9,200.00 (2,000.00)	27.78-
413-4-7230-664-00 INTEREST EARNINGS	900	1,000	0.00	502.64	497.36	49.74
413-4-7230-694-01 MISCELLANEOUS REVENUE	0	13,950	0.00	9,372.05	4,577.95	32.82
TOTAL REVENUES	35,640	49,771	20.42	41,287.14	8,483.86	17.05
<hr/>						
TOTAL DOWNTOWN DA OPERATING	35,640	49,771	20.42	41,287.14	8,483.86	17.05
DOWNTOWN DA TIF						
=====						
<u>REVENUES</u>						
413-4-7231-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	16,085	0.00	22,405.09 (6,320.09)	39.29-
413-4-7231-439-01 CURRENT TIFA TAXES	178,847	183,255	0.00	175,246.65	8,008.35	4.37
413-4-7231-439-03 PERSONAL PROP TIF REIMBURSE	16,085	0	0.00	0.00	0.00	0.00
413-4-7231-699-92 APPROPRIATION FUND BALANCE-TIF	62,779	93,647	0.00	0.00	93,647.00	100.00
TOTAL REVENUES	257,711	292,987	0.00	197,651.74	95,335.26	32.54
<hr/>						
TOTAL DOWNTOWN DA TIF	257,711	292,987	0.00	197,651.74	95,335.26	32.54
DOWNTOWN DA OTHER						
=====						
<u>REVENUES</u>						
413-4-7232-674-43 MSHDA ELG FACADE GRANT	5,000	5,000	0.00	5,000.00	0.00	0.00
TOTAL REVENUES	5,000	5,000	0.00	5,000.00	0.00	0.00
<hr/>						
TOTAL DOWNTOWN DA OTHER	5,000	5,000	0.00	5,000.00	0.00	0.00
DOWNTOWN WATER ST						
=====						
<u>REVENUES</u>						
413-4-7233-674-00 CONTRIBUTION WATER ST DEV'T	0	0	0.00	20,002.01 (20,002.01)	0.00
TOTAL REVENUES	0	0	0.00	20,002.01 (20,002.01)	0.00
<hr/>						
TOTAL DOWNTOWN WATER ST	0	0	0.00	20,002.01 (20,002.01)	0.00

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 100.00

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
TOTAL REVENUES	298,351	347,758	20.42	263,940.89	83,817.11	24.10

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING						
=====						
EXPENDITURES						
413-7-7230-728-00 OFFICE SUPPLIES	875	863	0.00	81.84	781.16	90.52
413-7-7230-730-00 POSTAGE	140	138	0.00	0.00	138.00	100.00
413-7-7230-757-00 OPERATING SUPPLIES	332	328	0.00	0.00	328.00	100.00
413-7-7230-807-00 AUDIT FEES	1,722	1,697	0.00	1,570.44	126.56	7.46
413-7-7230-818-00 BOOKKEEPING SERVICE	11,157	12,882	6,534.00	19,415.52 (6,533.52)	50.72-
413-7-7230-822-10 GENERAL LIABILITY	2,623	2,530	0.00	4,908.00 (2,378.00)	93.99-
413-7-7230-826-10 LEGAL SERVICES	2,800	2,657	0.00	2,535.75	121.25	4.56
413-7-7230-853-00 TELEPHONE	634	624	0.00	311.61	312.39	50.06
413-7-7230-864-01 CONFERENCES AND WORKSHOPS	700	690	0.00	14.90	675.10	97.84
413-7-7230-900-00 PRINTING AND PUBLISHING	1,750	1,725	13.80	600.69	1,124.31	65.18
413-7-7230-940-00 RENT	2,520	2,712	207.00	2,484.00	228.00	8.41
413-7-7230-957-00 BOOKS MAGAZINES AND PERIODICAL	105	104	0.00	0.00	104.00	100.00
413-7-7230-958-00 MEMBERSHIPS AND DUES	762	634	0.00	1,021.55 (387.55)	61.13-
TOTAL EXPENDITURES	26,120	27,584	6,754.80	32,944.30 (5,360.30)	19.43-
=====						
TOTAL DOWNTOWN DA OPERATING	26,120	27,584	6,754.80	32,944.30 (5,360.30)	19.43-

DOWNTOWN DA TIF

=====

EXPENDITURES						
413-7-7231-706-00 PERMANENT WAGES - SALARIES	38,700	39,569	0.00	24,811.85	14,757.15	37.29
413-7-7231-706-07 PERMANENT WAGES-POLICE PATROL	28,760	28,760	0.00	0.00	28,760.00	100.00
413-7-7231-706-10 PART TIME WAGES	16,562	0	0.00	0.00	0.00	0.00
413-7-7231-707-00 TEMPORARY WAGES	0	16,323	0.00	834.62	15,488.38	94.89
413-7-7231-714-02 WORKER'S COMPENSATION	588	1,264	0.00	405.68	858.32	67.91
413-7-7231-714-05 SOCIAL SECURITY & MEDICARE	4,495	6,444	0.00	2,028.22	4,415.78	68.53
413-7-7231-714-07 20% HEALTH CARE PREMIUM (2,228)	0	0.00 (119.38)	119.38	0.00
413-7-7231-714-08 HEALTH CARE COSTS - BLUE CROSS	9,653	0	0.00	855.87 (855.87)	0.00
413-7-7231-714-11 VACATION AND SICK LIABILITY	0	0	0.00	2,435.51 (2,435.51)	0.00
413-7-7231-714-12 BASIC FEES	63	129	0.00	49.18	79.82	61.88
413-7-7231-714-13 EHIM WRAP CLAIMS	1,345	0	0.00	54.44 (54.44)	0.00
413-7-7231-714-14 EHIM WRAP FEES	162	0	0.00	24.64 (24.64)	0.00
413-7-7231-714-15 EHIM SCRIPTS	1,424	0	0.00	423.03 (423.03)	0.00
413-7-7231-714-16 HEALTH CARE WAIVERS	3,500	1,725	0.00	1,725.00	0.00	0.00
413-7-7231-714-17 DENTAL	2,121	662	0.00	616.05	45.95	6.94
413-7-7231-714-18 OPTICAL	904	50	0.00	26.47	23.53	47.06
413-7-7231-714-19 LIFE INSURANCE	252	228	0.00	110.88	117.12	51.37
413-7-7231-714-22 LONG TERM DISABILITY	280	245	0.00	184.34	60.66	24.76
413-7-7231-818-00 CONTRACTUAL SERVICES	0	28,760	5,719.44	43,021.46 (14,261.46)	49.59-
413-7-7231-820-00 TIF PROJECTS	4,355	9,411	200.35	31,700.77 (22,289.77)	236.85-
413-7-7231-820-01 IRRIGATION SYSTEM	0	40	43.76	84.79 (44.79)	111.98-
413-7-7231-820-02 STREETScape MAINTENANCE	17,767	17,768	9,060.55	22,007.16 (4,239.16)	23.86-

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
413-7-7231-820-03 WASTE MANAGEMENT	17,900	27,900	0.00	16,860.03	11,039.97	39.57
413-7-7231-820-04 SEASONAL PLANTING	1,750	3,450	0.00	0.00	3,450.00	100.00
413-7-7231-820-05 PEDESTRIAN TRASH COLLECTION	8,400	8,400	0.00	0.00	8,400.00	100.00
413-7-7231-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,750	3,450	0.00	3,689.40 (239.40)	6.94-
413-7-7231-820-08 WAY FINDING CITY WIDE	3,500	0	0.00	3,450.00 (3,450.00)	0.00
413-7-7231-920-00 DTE ELECTRIC BILL	200	0	0.00	146.82 (146.82)	0.00
413-7-7231-965-05 SPECIAL EVENTS CONTRIBUTIONS	0	400	0.00	246.96	153.04	38.26
413-7-7231-965-06 FACADE PROG. CONT TO BLD-TIF	2,500	5,000	0.00	4,992.50	7.50	0.15
413-7-7231-965-10 AA SPARK CONTRIBUTION	0	0	0.00	690.00 (690.00)	0.00
413-7-7231-971-27 MSHDA ELG FACADE PROG.	10,000	10,000	0.00	42,000.00 (32,000.00)	320.00-
413-7-7231-997-00 PAYING AGENT FEES	400	400	0.00	0.00	400.00	100.00
413-7-7231-999-20 TRANSFER OUT (473)2004A	82,608	82,608	0.00	82,645.25 (37.25)	0.05-
TOTAL EXPENDITURES	257,711	292,986	15,024.10	286,001.54	6,984.46	2.38
TOTAL DOWNTOWN DA TIF	257,711	292,986	15,024.10	286,001.54	6,984.46	2.38
DOWNTOWN DA OTHER						
=====						
EXPENDITURES						
413-7-7232-971-27 FACADE GRANT PROGRAM	5,000	5,000	0.00	0.00	5,000.00	100.00
TOTAL EXPENDITURES	5,000	5,000	0.00	0.00	5,000.00	100.00
TOTAL DOWNTOWN DA OTHER	5,000	5,000	0.00	0.00	5,000.00	100.00
DOWNTOWN WATER ST						
=====						
EXPENDITURES						
413-7-7233-818-00 FEASIBILITY STUDY	0	0	0.00	10,000.00 (10,000.00)	0.00
TOTAL EXPENDITURES	0	0	0.00	10,000.00 (10,000.00)	0.00
TOTAL DOWNTOWN WATER ST	0	0	0.00	10,000.00 (10,000.00)	0.00
TOTAL EXPENDITURES	288,831	325,570	21,778.90	328,945.84 (3,375.84)	1.04-
REVENUES OVER/(UNDER) EXPENDITURES	9,520	22,188 (21,758.48) (65,004.95)	87,192.95	392.97

**Ypsilanti Downtown Development Authority
Economic Restructuring & Design Committee Meeting**

Wednesday February 24, 2016, 8:30 am

SPARK East
215 W. Michigan Ave.

Agenda

I. Call to Order

II. Roll Call

Jake Albers	P		Dieter Otto (C)	P	
Jessica French		A	Kory Scheiber	P	
Richard Murphy	P		Mark Teachout		A
Andrew O’Neal*	P		Russ Olwell	P	

*arrived at 8:45am

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

- Kory Scheiber moved to approve the agenda. Jake Albers supported the motion and it passed unanimously.

IV. Approval of April 27, 2016 Minutes (X)* p. 2-3

- Jake Albers motioned to approve the agenda and Richard Murphy supported the motion. The motion passed unanimously.

V. Audience Participation

- No audience participation

VI. Old Business

- No old business

VII. New Business

1. Building Rehabilitation Grant* (X) p. 4-51

- Ypsilanti Food Coop
 - The committee concern in longevity of architectural plan
 - Discussion on what the board has paid for in the past and the grants purpose with the grant ensued.
 - Jake Albers made a motion to deny the application due to questions concerning paying for architectural design work. Andrew O’Neal supported the motion and it passed unanimously.

2. Marketing and Promotion Contribution Grant Application

- First Fridays (X) p. 52-53
 - Joe Meyers noted that First Friday's is asking for \$300.00 for directional signs and promotion in all districts.
 - Discussion surrounding what First Friday is and its importance to the DDA ensued.
 - Russ Olwell moved to recommend approval of the grant application. Kory Scheiber supported the motion and the motion was carried unanimously.
- 3. Façade Improvement Grant (X)* p. 54
 - The Board began to review and grade each application based off Façade Improvement Program Rubric
 - 10 N. Washington (X) p. 55-69
 - Received 19/25 points
 - Jake Albers motioned to approve \$2,000 of façade improvement grant to 10 N. Washington. Kory Scheiber supported the motion and the motion was carried unanimously.
 - Newell Block Apartments (X) p. 70-85
 - Discussion began on importance of project to Depot Town district.
 - Received 19/25 points
 - Richard Murphy moved to recommend approval of a \$1,600 façade improvement grant to Newell Block Apartments contingent upon HDC approval. Jake Albers supported the motion and the motion was carried unanimously.
 - Ypsilanti Food Coop (X) p. 86-122
 - Received 19/25 points
 - Richard Murphy motioned to recommend approval of a \$1,900 Façade Improvement Grant to Ypsilanti Food Coop contingent upon HDC and city approvals. Kory Scheiber supported the motion and the motion was carried unanimously.
 - Corner Health (X) p. 123-138
 - Received 19/25 points
 - Jake Albers recommend approval of a \$500 for a facade improvement grant to Corner Health. Richard Murphy supported the motion and the motion was carried unanimously.
 - Heritage Appraisal Services (X) p. 139-145
 - Application was disqualified due to incomplete packet
 - 209 Pearl St (X) p. 146-159
 - Received 20/25 points
 - Jake Albers motioned to recommend approval of a \$2,500 Façade Improvement Grant to 209 Pearl St contingent upon HDC and city approvals. Kory Scheiber supported the motion and the motion was carried unanimously.
 - 33 S. Huron (X) p. 160-175
 - Application was disqualified due to incomplete packet

- Vixen Salon (X) p. 176-185
 - Application was disqualified due to incomplete packet

VIII. Proposed Business: N/A

IX. Announcements/Comments: N/A

X. Audience Participation: N/A

No audience participation: N/A

XI. Next Meeting: Wednesday, July 27, 2016, 8:30 am at SPARK East.

Key: * = items requiring Committee action [X] = documents attached

June 08, 2016
2016-

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AWARD YDDA MARKETING GRANT TO THE YPSILANTI
FIRST FRIDAY FOR THE FIRST FRIDAY EVENT'S**

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, in its Vision, Values, and Outcomes statement the Ypsilanti Downtown Development Authority (YDDA) has identified as a desired outcome that the DDA districts attract a diversity of businesses, visitors, and residents for retail, services, and events/experiences; and

WHEREAS, on December 18, 2014 the YDDA Board adopted a formal marketing and promotion grant application form and policy to support small events that support one or more of the DDA districts;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA will provide a \$300 Marketing and Promotion Grant to the Ypsilanti First Friday's.
2. The grant will be used to support the production of marketing materials for future events.
3. The applicant will not be eligible for a second request for the 2016/17 fiscal year.
4. The award of the grant will be earmarked from the Special Event line item of the 2016/17 budget and allocated from the Downtown, Depot Town and West Cross TIF.
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
YDDA Marketing and Promotion Contribution Application

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.482-9762

Applicant/Name	Kayj Michelle
Mailing Address	76 NORTH HURON ST
Phone Number	734-606-9774
E-Mail	kayj@firstfridaysypsi.com

Program/Campaign Title: FIRST FRIDAYS YPSILANTI (FFY)

Program/Event/Campaign Estimated Cost: \$300⁰⁰

Please provide a short description of the program, event, or campaign: FFY is a free, family friendly art + culture walk in Depot Town, Downtown + Cross St, monthly April-December.

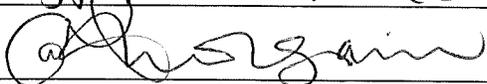
How will YDDA funds be used? FFY is in need of ~~upgrag~~ upgrading our directional signs + sidewalk signs.

What is your target audience? Ypsilanti Area residents, students, families, retirees.

What impact will this have on the DDA or district? This will help with communication about where the art + culture walk goes, and what local businesses are participating. Better signage will increase our welcoming efforts to people visiting Ypsi and are unfamiliar.

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

I (we) Understand that if my (our) application is approved that I (we) will ensure that the Ypsilanti Downtown Development Authority (YDDA) will be formally recognized and acknowledged as a supporter of this program, event, or campaign in all press releases, websites, and/or printed materials.

Name	Kayj Michelle (Catherine Garrison)
Signature	
Date	5/9/2016

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: BUILDING FAÇADE GRANT APPLICATION RIVERSIDE ARTS CENTER
DATE: 6/13/2016
CC:

After the Design and Review Committee met to review the façade applications, an application was found to be misfiled and not reviewed by the committee. Upon realizing this mistake, the application was emailed out to the committee and received an unofficial averaged score of 18. The main concern with the application was regarding the use of a power washer to clean the building and that being against the rules of the Historic District.

Please take this application into consideration when reviewing the funding requests for downtown facades.

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: DESIGN & REVIEW COMMITTEE
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: BUILDING FAÇADE GRANT APPLICATION RIVERSIDE ARTS CENTER
DATE: 6/13/2016
CC:

The YDDA has received a façade grant application for Riverside Arts Center. The application was submitted by Will Hathaway.

The scope of the project is as follows:

- Repainting of the second floor windows and refinishing of the large “garage” doors. The total project is estimated to cost \$4,991.

The application has provided the following documents:

- Completed application – includes project timeline and budget
- Quote for work
- Copy of lease
- Interior photos of areas to be repaired
- Proof that taxes are current
- Legal description of property (with proof of taxes)
- Authorization from the landlord to proceed with improvements
- Timeline of project

The application still needs to provide the following documents:

- Copy of mortgage
- Proof of Financing
- Proof of property insurance on the building
- HDC Approval

Ypsilanti Downtown Development Authority
YDDA Painting/Façade Grant Application

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.482-9762

Name	Riverside Arts Center Foundation
Mailing Address	76 N. Huron Street, Ypsilanti MI 48197
Phone Number	734-480-2787
E-Mail	willhathaway@riversidearts.org
Business Name	Riverside Arts Center
Project Address	64 N. Huron Street, Ypsilanti MI 48197
Property Owner Name	DTE

Estimated Total Cost of Project: \$ 4,991.00

Project Description: (see attached)

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	Will Hathaway
Signature	
Date	6/26/15

Please attach the following items:

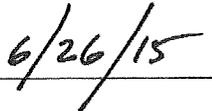
- A minimum of one estimate of project costs from a licensed contractor.
- Color photos of the existing facades.
- Sample materials (glass, cornice detail, trim, colors, etc.).
- Proposed project timeline.
- Letter of permission from the property owner if not the applicant.
- Proof that all applicable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

ATTACHMENT 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

Project Address: 64 North Huron, Ypsilanti MI 48197

Project Description:

The Riverside Art Center (RAC) seeks an Ypsilanti Downtown Development Authority (YDDA) façade grant for the repainting of the second floor windows and refinishing the large “garage” doors at 64 North Huron Street. The total combined cost of these two elements is estimated at \$ 4,991.00 (see attached project quote from *Custom Living*). The most significant element of the 64 North Huron façade improvement is the repair and renovation of the first floor windows. This structural part of the project is being undertaken separately by DTE and is **not** included in the grant application.

Background:

In 2014, RAC applied for and the YDDA approved a grant for repainting the façade of 76 North Huron Street. That work began, but was suspended due to winter weather. The painting at 76 North Huron is now underway again.

When RAC obtained quotes for façade work in 2014, there had been hope that 64 North Huron might be included, but the cost was prohibitive – largely because of the structural work needed at street level. The decision was made to proceed with work on 76 North Huron and hold off on the 64 North Huron work until a future time.

In the meantime, RAC approached DTE, the owner of 64 North Huron, and requested that DTE undertake repair of the building façade. DTE’s engineering firm (*NTH Consultants*) has begun the process of rebuilding the street level windows, however, DTE chose to exclude the second floor windows and the garage doors from the scope of its work. As a result RAC is now moving forward with a plan for these parts of 64 North Huron façade improvement.

HDC Approval of paint:

The paint colors selected for the window frames on 64 North Huron are:

- Trim: SW 6440 “Courtyard”
- Sash: SW 6258 “Tricorn Black”

These colors were approved by the HDC on 6/23/15 and added to the DTE Work Permit approved by the HDC on 6/9/15 (see attached). The refinishing of the garage doors is not a change in color and therefore does not require HDC approval.

Permission to do work:

DTE (“Edison”) is owner of 64 North Huron and RAC is the tenant. According to the language of the lease,

“Edison is responsible for the roof, foundation, and structural components of the building. Tenant is responsible for all other repairs and maintenance. Tenant shall provide all improvements they require to utilize the building as they need. Tenant is required to pay for all work necessary to bring the leased premises up to code. Tenant is responsible for all day-to-day maintenance of the building....”

Attached Files:

- Cost Estimate for 64 North Huron Street Project (*Custom Living*)
- Color photo of existing façade showing test patch of paint color
- HDC work permit application for the 64 N. Huron structural façade improvement
- Proof of tax payments from Ypsilanti assessor



To: DTE Building

Address: 64 N. Huron Street
Ypsilanti, MI 48197

Phone: 734-480-2787 Date: 6/24/15 Job#: 14-069 b

Proposal

Project consist of 11 upper 2 color windows and 2 wood entry doors. Prep work includes power washing all areas to be painted, light sand and scraping to remove loose paint and flakes. Any rotted wood corners or edges will be rebuilt with exterior wood patch. Larger areas are not included in proposal and will be addressed if found. All open or loose caulk will be cut back and reset with exterior paintable caulk. Any new areas or bare surfaces will be primed and then repainted as required to completely coat the surface areas. Areas with solid base paint will be painted over to match existing paint colors. Proposal includes all prep materials, primer, exterior grade paints to match existing colors and miscellaneous protection materials. Existing paint materials will not be tested. All concrete surfaces will be protected and old paint materials will be vacuumed and removed from site. 2nd floor windows will be completed with scaffold and ladders. Portions of the sidewalk will be taped off but full closure is not figured for this proposal. The entry and Large wood doors will be sanded, joint sealed and a marine grade coating will be applied. Window Panels will be sanded and repainted but removal and replacement may be a better option.

Preparations:

Washing: Clean all surfaces to be painted to remove all dirt and mildew so the new finish coat will adhere properly. Washing will be completed with standard water and 3000 psi power washer.

Caulking: Fill all cracks and gaps around windows, doors, wood joints, seams, nail holes and gaps – to prevent wood decay, seal out moisture and drafts of all areas to be painted. Does not include caulking brick to brick areas.

Clean Up: All exterior debris will be removed from the project. The owner is to provide access to power and water for project use.

Prime & Paint:

Testing: After power washing, wood moisture content will be tested to meet manufacturer's specifications prior to any application of solid stain.

Protections: Effort to protect signage, concrete and windows will be made by using tarps, water saturation and some tape. Most areas will not be protected and will be cleaned as needed.

Painting: 1 coat of exterior grade paint will be brush applied per specifications. To meet warranty specifications and coverage requirements an additional coat may be required in certain areas.

Wood Doors: Wood will be sanded, joints sealed and 2-3 coats of marine grade urethane will be applied. Large door coating is in the initial stages of breaking down and allowing the wood to absorb moisture. Proposal includes the correct finishing of the wood doors for a longer lasting finish but a quick coat of poly would get through another year.

Proposal Breakdown:

1. Upper Windows:

Equipment Scaffolding	\$ 435.00
Materials: Paint: 3 Gallons Field Base (Primer)	163.40
2 Gallons Dark	109.00
2 Gallons Dark Accent	109.00
Misc. Supplies/protection	148.60
Labor (including prep)	\$ 2,145.00
	Total Upper Windows \$ 3,110.00

2. Wood Entrance Doors:

Materials: Paint: 3 Gallons Marine Cover	252.78
Misc. Supplies/protection	83.53
Labor (including prep)	\$ 1,545.00
	Total Front Entrance \$ 1,881.00

Acceptance and payments:

This proposal is price locked for 90 days. Acceptance of the whole proposal will require 3 -4 weeks to order and prepare materials and labor required to get started. Work is weather dependent. Initial payment of 30% due upon material order and the remaining amount due upon completion of each area.

Excluded: Sidewalk permit, work permit, historical society approval. Hazardous materials. Street level base windows painting, rebuilding or repairs in not included.

If you have any questions or concerns regarding this proposal please contact me at cell 734-323-7916.
Thanks, John Monroe

John Monroe
8810 Crane Road
Milan, MI 48160

Cell #: 734-323-7916



64 North Huron Street



Ypsilanti Historic District Work Permit Application

Date filed May 19, 2015 for HDC meeting date June 9, 2015

Action item Study item *Action items require payment of the application fee. There is no fee to submit a study item for discussion.*

Property Address 64 North Huron Street, Ypsilanti, Michigan

Applicant Owner Architect Contractor
ENGINEER

Name John Stadnicar

Address 41780 Six Mile Road

City Northville State MI Zip 48168

Phone (248) 662-2730 Fax (248) 324-5179

E-mail jstadnicar@nthconsultants.com

Owner DTE Energy
(If different than applicant)

Who will perform the work? Owner Contractor

Contractor TBD
(Name, address, phone)

Action Items only.

Construction Cost _____ Permit Application Fee _____

The fee is \$35 for the first \$3,000 in construction cost plus \$5 for every additional or portion of \$3,000 of construction cost. An additional fee of \$50 applies to HDC work started without the applicable permit.

To complete this application:

1. On the reverse side, summarize the work proposed, list the main materials to be used, and (if relevant) indicate the color scheme planned.
2. Attach the following documents:
 - a. Photo(s) showing all locations where work is proposed
 - b. Paint color chips (if relevant)
 - c. Catalog cut sheets or similar details for windows, doors, light fixtures, and any other manufactured or preassembled components
 - d. Dimensioned drawings of any new construction or modifications to existing structures
 - e. A site plan, if proposal is for work on the grounds and not just the structure (e.g., installing an air conditioning system compressor). For fences, new structures, or work that will alter the footprint of existing structures, a photocopy of the mortgage survey with proposed changes indicated is required.

Submit the completed application to the City of Ypsilanti Building Department, 1 South Huron Street, along with the application fee if you wish the HDC to consider the proposal as an action item, not a study item.

Incomplete applications will not be considered.

For additional information, or if you have questions, contact the City of Ypsilanti Planning and Development Department, 734.483.9646, hintern@cityofypsilanti.com.

Ypsilanti Historic District Work Permit Application

Date filed May 19, 2015 for HDC meeting date June 9, 2015

Property Address 64 North Huron Street, Ypsilanti, Michigan

Applicant NTH Consultants, Ltd.

Description of proposed work *(see sample applications)*

Removal and replacement of storefront windows, restoration of wood framing, and installation of insulated metal panels and glass block below storefront windows.

Includes masonry cleaning, tuck pointing, and replacement of joint sealants on west elevation of the building.

Refer to attached rendering.

Materials

Kawneer Encore Glazing System, aluminum frame (copper-like finish)

Insulated metal panels

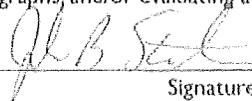
Glass Block

Colors *(Attach color chips or samples)*

Body Brown (TBD) Accent 1 _____
Trim Copper-like Accent 2 _____
Roof _____ Other _____

- This property has, or will have before the proposed work is completed, a fire alarm system or smoke alarm complying with the Stille-DeRossett-Hale single-state construction code, PA 230 of 1972, as amended. (Compliance with this act must be certified to complete this application.)

I hereby attest that the above information is accurate. I am authorized to and hereby grant permission to the City of Ypsilanti and its staff to be on my property for the purposes of preparing reports, taking photographs, and/or evaluating and reviewing this application.

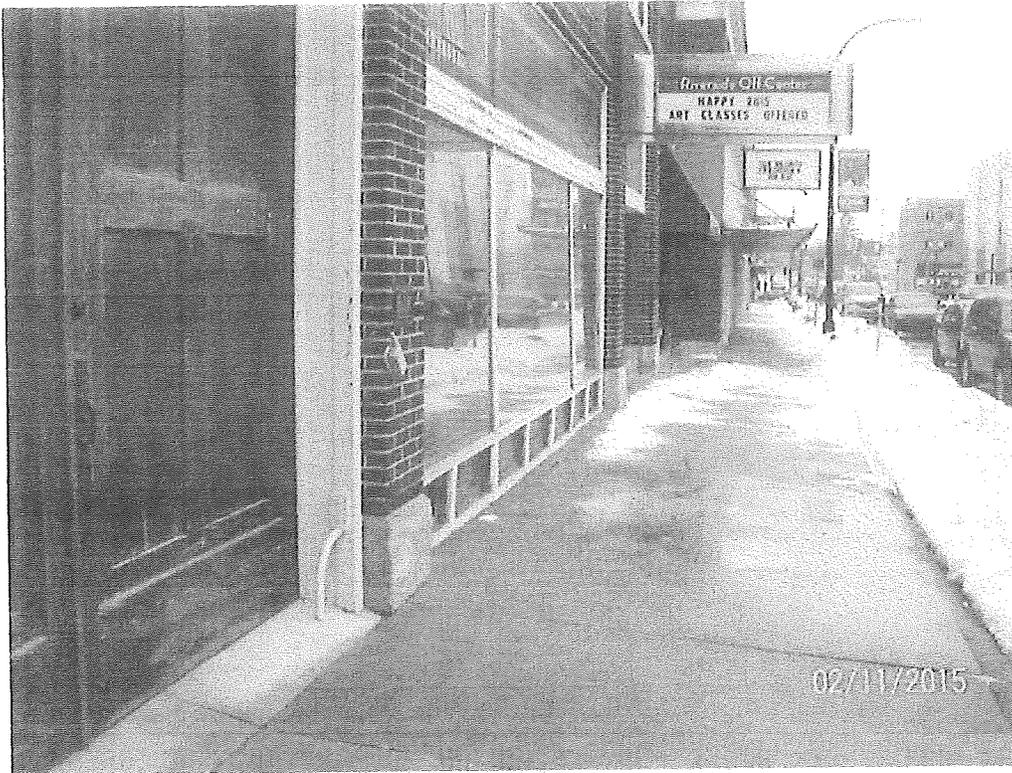


Signature of Applicant

May 19, 2015

Date

DTE Ypsilanti Customer Office 62-150081-00

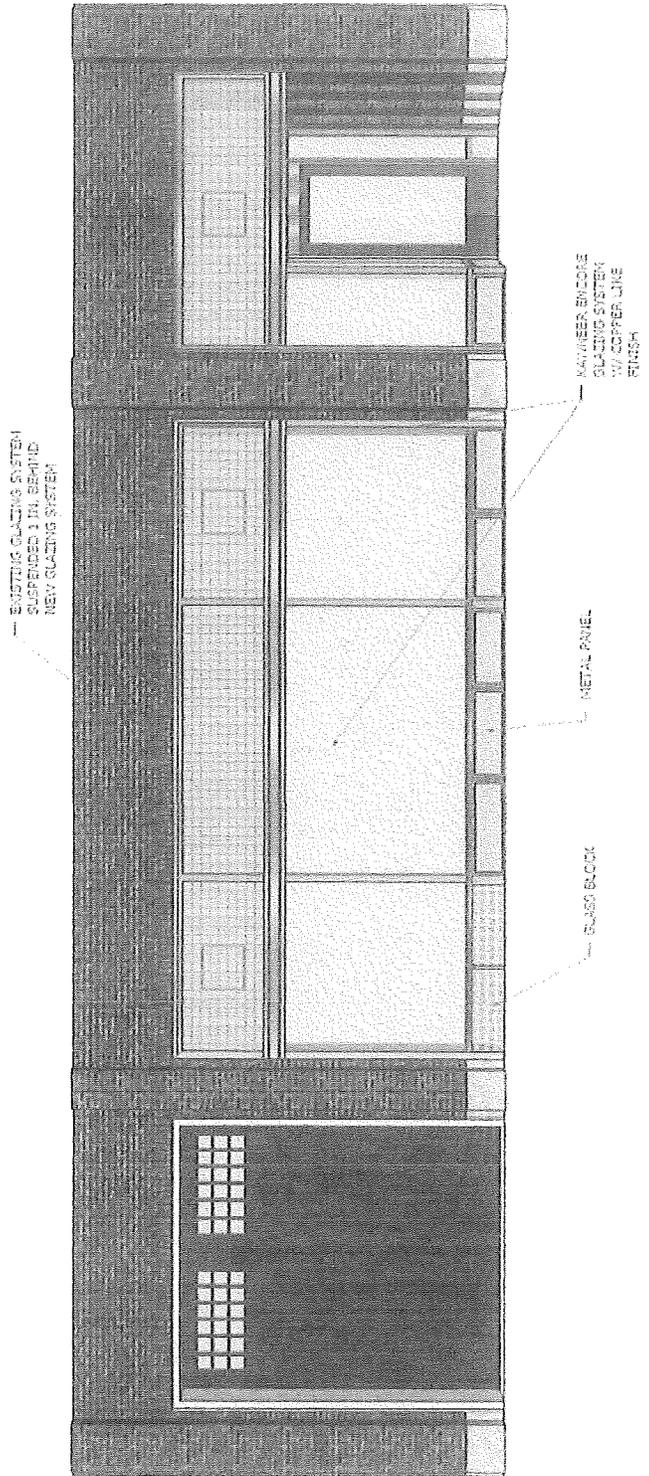


100_6319



Storefront

Similar Storefront-After



YPSILANTI CUSTOMER OFFICE BUILDING

SCALE 1/4"=1'

June 2, 2016

**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 10 N. WASHINGTON.**

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Design & Review 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 Design & Review 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 2015-16 Fiscal Year Budget earmarked a total of \$5,000 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 \$5,000 for grant awards for the Downtown District and \$5,000 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 10 N. Washington for the installation of light fixtures, APA compliant ramp; restoration of original faced and window; and

WHEREAS, upon review by the Design & Review Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; 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 Design and Review Committee.
2. The award of the grant is 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 \$2,000.
4. The grant is 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:

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: ECONOMIC RESTRUCTURING & DESIGN COMMITTEE
FROM: TIM COLBECK, EXECUTIVE DIRECTOR YPSILANTI DDA
SUBJECT: FAÇADE GRANT APPLICATION 10 N. WASHINGTON
DATE: 6/22/2015
CC:

The YDDA has received a façade grant application for 10 N. Washington. The application was submitted by Elan Ruggill/10 N. Washington LLC. The total cost of the proposed project is between \$39,170 and \$44,700. This includes both the façade work and interior work not covered by the grant. We received one detailed bid that breaks out the façade only portion at approximately \$26,976.

The scope of the project is as follows:

- Removal of wood framed awning and façade and complete restoration of the original brick façade.
- Restoration of the monument half round window on Washington St. façade.
- Replacement of external lighting.
- Four new windows installed in the blocked out areas of the pedestrian mall side façade.
- ADA compliant ramp installed at the service door.
- Repainting of façade.

The application has provided the following documents:

- A complete and executed application, although it does not specifically list the total cost of the façade only portion of the proposed project.
- Rendering/elevation of the proposed façade improvements.
- Proof that taxes are current.
- HDC application has been filed and provided.
- Color renderings and samples for materials provided.
- Photo of current façade.

The application still needs to provide the following documents:

- Proposed project timeline.
- Verification of HDC approval.

\$ 2,500

JA - KIT

PENDING HDC & TIMELINE

Ypsilanti Downtown Development Authority
YDDA Painting/Façade Grant Application

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.482-9762

Name	Elan Ruggill
Mailing Address	1869 Chicory Ridge Ann Arbor 48103
Phone Number	734 707 3198
E-Mail	elansr@yahoo.com
Business Name	
Project Address	10 N. Washington
Property Owner Name	Elan Ruggill via 10 N Washington LLC

Estimated Total Cost of Project: _____

Project Description: The existing wood-frame awning on the front façade will be removed to restore the original façade. An 8ft-wide monumental half-round window will be restored above the front door. More traditional light fixtures will replace the existing contemporary fixtures on the front columns. Four new windows will be restored in existing blocked openings on the side façade facing the public pedestrian mall. A new ADA-compliant ramp will be installed at the service door also opening to the mall. The entire building will be repainted with a 3-color palette that highlights the brick detail.

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	Elan Russell
Signature	
Date	5-14-2015

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

5-14-2015
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

5-14-2005
Date

Rec 18640

①



Ypsilanti Historic District Work Permit Application

Date filed 4/29/15 for HDC meeting date 5/12/15

Action item Study item Action items require payment of the application fee. There is no fee to submit a study item for discussion.

Property Address 10 N. Washington

Applicant Owner Architect Contractor

Name Elan Ruzzill

Address 1869 Chicory Ridge

City Ann Arbor State MI Zip 48103

Phone 734 707 3198 Fax _____

E-mail elansr@yahoo.com

Owner _____
(If different than applicant)

Who will perform the work? Owner Contractor

Contractor TBD
(Name, address, phone)

Action Items only: \$ 20,000
Construction Cost: 20,000 **Permit Application Fee:** 80.00
The permit fee is \$30 plus \$5 for each \$3,000 of construction cost, and is due at the time of application. An additional administrative fee of \$50 applies to HDC work started without the issuance of applicable permit.

~~20,000 = 6.66
3,000 x 5
33.33
+ 35
68.33~~
\$80.00

\$35

To complete this application:

1. On the reverse side, summarize the work proposed, list the main materials to be used, and (if relevant) indicate the color scheme planned.
2. Attach the following documents:
 - a. Photo(s) showing all locations where work is proposed
 - b. Paint color chips (if relevant)
 - c. Catalog cut sheets or similar details for windows, doors, light fixtures, and any other manufactured or preassembled components
 - d. Dimensioned drawings of any new construction or modifications to existing structures
 - e. A site plan, if proposal is for work on the grounds and not just the structure (e.g., installing an air conditioning system compressor). For fences, new structures, or work that will alter the footprint of existing structures, a photocopy of the mortgage survey with proposed changes indicated is required.

Submit the completed application to the City of Ypsilanti Building Department, 1 South Huron Street, along with the application fee if you wish the HDC to consider the proposal as an action item, not a study item.

Incomplete applications will not be considered.

For additional information, or if you have questions, contact the City of Ypsilanti Planning and Development Department, 734.483.9646, hintern@cityofypsilanti.com.

Ypsilanti Historic District Work Permit Application

Date filed 4/29/15 for HDC meeting date 5/12/15

Property Address 10 N. Washington

Applicant Elan Ruggell

Description of proposed work (see sample applications)

Remove Ex. Wood Awning at front
Install new windows on front + side
ADA ramp + steps at existing side entry

Materials

Colors (Attach color chips or samples)

Body Tomato Bisque

Accent 1 Fortune Cookie

Trim _____

Accent 2 Black Walnut

Roof _____

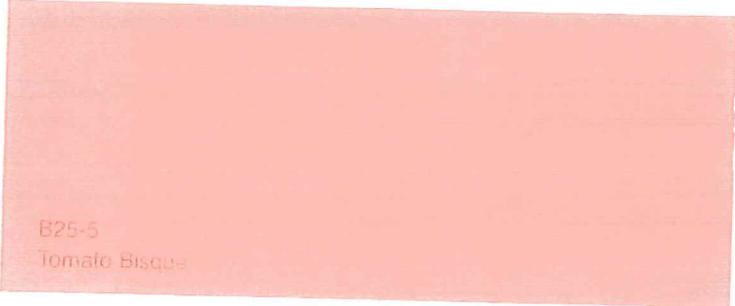
Other _____

- This property has, or will have before the proposed work is completed, a fire alarm system or smoke alarm complying with the Stille-DeRossett-Hale single-state construction code, PA 230 of 1972, as amended. (Compliance with this act must be certified to complete this application.)

I hereby attest that the above information is accurate. I am authorized to and hereby grant permission to the City of Ypsilanti and its staff to be on my property for the purposes of preparing reports, taking photographs, and/or evaluating and reviewing this application.

[Signature]
Signature of Applicant

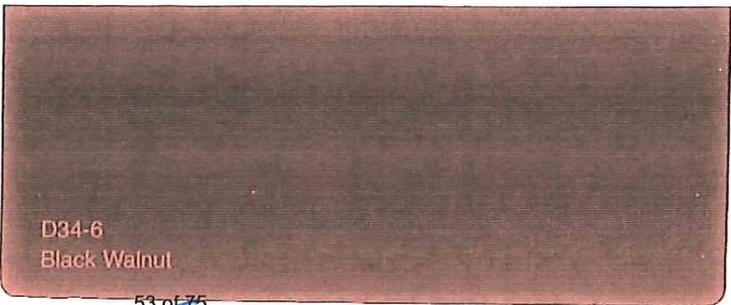
4/29/15
Date



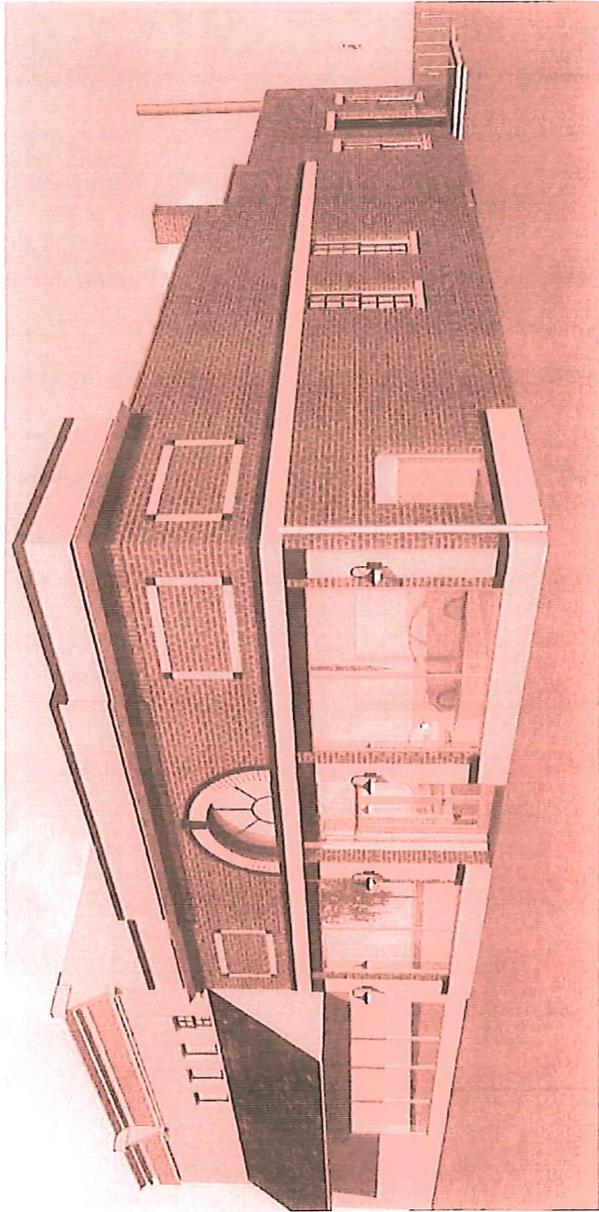
B25-5
Tomato Bisque

B17a

B17-1
Fortune Cookie



D34-6
Black Walnut



Rendering with 3 color concept



Similar Color Palette
18 N. Washington

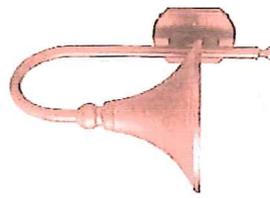


B17a

B17a
Fortune Cookie



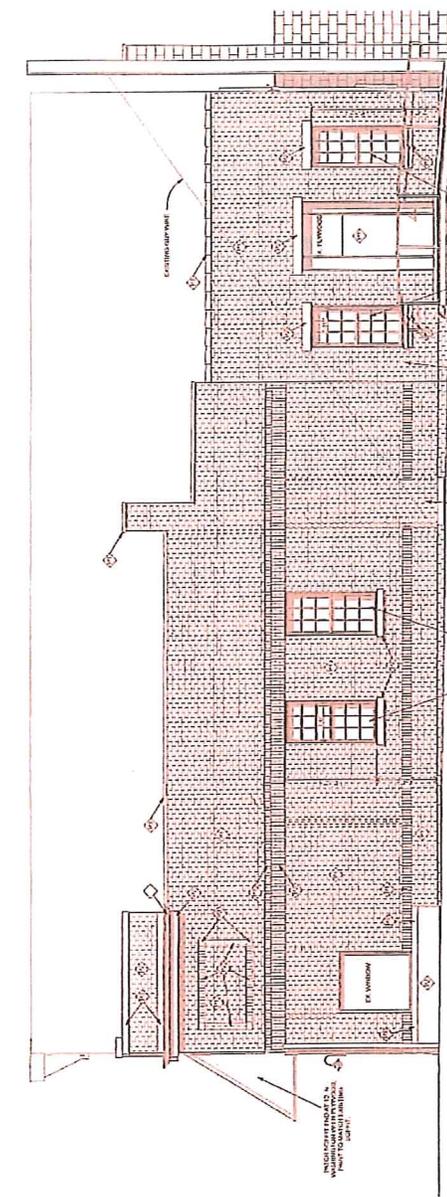
Paint colors (based on Olympic Paints)
 P1- Tomato Bisque B25-5
 P2- Fortune Cookie B17a
 P3- Black Walnut D34-6 (or match to available dark brown window color)



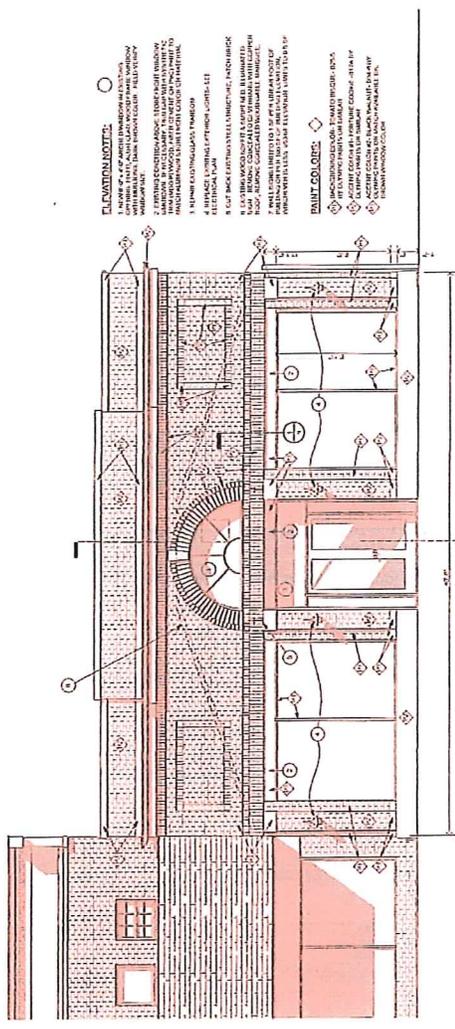
Trans Globe 4775RT
 Exterior Wall Sconce
 18" Tall
 10" wide
 Bronze color

ARCHITECT: JAMES H. HARRIS & ASSOCIATES, INC. 1000 EAST 10TH AVENUE DENVER, CO 80202 TEL: 303.733.1100 FAX: 303.733.1101 WWW.JHHARRIS.COM	PROJECT: 10 N. WASHINGTON PHOENIX, AZ	TIME: RENDERINGS
	FOCUS / design 3550 BIRCH AVE. SUITE 100 PHOENIX, AZ 85018 (734) 276-2170 WWW.FOCUSD.COM	JOB NO.: 1409

<p>10 N. WASHINGTON 17th Floor Washington, DC 20004</p>	<p>PROJECT: 10 N. WASHINGTON 17th Floor Washington, DC 20004</p>	<p>TITLE: ELEVATIONS</p>	<p>JOB NO: 1409</p>	<p>SHEET NO. 2</p>
---	--	--------------------------	---------------------	--------------------



RIGHT ELEVATION 1/4" = 1'-0"



FRONT ELEVATION 1/4" = 1'-0"

- PAINT COLORS:**
- 1. BRICK: BRICK
 - 2. WOOD: STAIN
 - 3. METAL: BRASS
 - 4. GLASS: CLEAR

- ELEVATION NOTES:**
1. BRICK: BRICK
 2. WOOD: STAIN
 3. METAL: BRASS
 4. GLASS: CLEAR
 5. BRICK: BRICK
 6. WOOD: STAIN
 7. METAL: BRASS
 8. GLASS: CLEAR

- PAINT COLORS:**
- 1. BRICK: BRICK
 - 2. WOOD: STAIN
 - 3. METAL: BRASS
 - 4. GLASS: CLEAR



focus / design
7000 E. 17th Ave, Suite 1700
Denver, CO 80202
(303) 276-2110

10 N. WASHINGTON
17th Floor
Washington, DC 20004

Commercial Line Construction

8810 Crane Road

Milan, MI 48160

(734) 323-7916

Project: Selective demolition, installation of new windows, access ramp, painting and new windows. See Focus Design bid set dated 1/22/15

Bid Proposal:

1. Windows: Existing plywood filled openings will be cleared and reframed for new windows. Base plan calls for the upper portion of each window area to be filled in. Exterior will receive brick veneer and the interior will be dry-walled and trimmed to match existing areas. Window allowance of 453.56/each is based on Anderson 400 series and may require a 4-6 week order time. All raw wood & drywall will be primed but final painting is not included in this proposal.

Window total incld. windows: \$ 5,544.00

2. Use full height windows to fill openings and then create window wells in the interior drop ceilings. This option greatly reduces the exterior work. Interior work will still require drywall and ceilings being reworked. Window allowance of 652.24/each is based on Anderson 400 series and may require a 4-6 week order time.

Window Option total incld. windows: \$ 4,938.21

3. Handicap access ramp. Work in alley will require permit and approval based on utilities and possible obstruction. Work includes excavation and hauling, full depth footings, concrete ramp and metal railing. Bid does not include labor & cost to permit.

Ramp: \$ 4,200.00

TOTAL
4938
4200
2200
8252
6780
12800
\$ 39,170

4. Remove awning. This work will also require the patch and repair of the neighboring building once awning is removed.

Remove Awning: \$ 2,200.00

5. Reconstructing front facade. Until the front awning is removed this is a generic price. Deteriorated masonry, patching, etc... will require additional work. Price is based on the assumption for new crown, marquee panels and dental work all above the existing windows. Priming is included in this proposal. Historical committee and permit approval cost are not included.

Front facade: \$ 8,252.00

6. Painting. Work includes power washing, prep and patch, new caulking at windows & doors. Priming and paint figured for 2 sides of existing building based on plan by Focus Design sheet 3 dated 1/22/15.

Painting: \$ 6,780.00

7. Bathroom & Misc interior work. Rework existing bathroom and closet into compliant ADA bathroom. Work requires building, plumbing and electrical permits. Occupants will be without bathroom area for roughly 2 weeks during reconstruction. Portable bathroom will be made available outside. Removal of existing sinks & counters and light touch up of walls.

Bathroom: \$ 12,800.00

Additional Notes:

Project is bid for normal work hours. Selective exclusions are noted above. Replacement of front door is not included in this proposal.

Please contact me at cell 734-323-7916 with any questions.

Thanks, John Monroe



06/12/2015

Attn: Elan Ruggill
18 Chicory Ridge
Ann Arbor, MI 48103

Re: 10 N. Washington Exterior Work

We at Beal Construction Services are pleased to provide you with this proposal for the work as required at *10 N. Washington, Ypsilanti, MI 48197.*

Building Renovation.....\$44,700.00

- All work as indicated on print dated April 6th 2015
 - Sheet No. 1,2,3, and 4
- Permits covered in price
 - Plumbing
 - Electrical
 - Demolition
- Raising sewer manhole to top of ramp elevation
- Painting all walls in room #104 and new work in vestibule (white)
- Power washing all exterior before painting

Price INCLUDES all the following items:

- **Labor**
- **Clean up**
- **Disposal**
- **Materials**
- **Permits(plumbing, electrical, demolition)**

Price EXCLUDES all the following items:

- **Electric and Water on Site**
- **Building permit**
- **Any type of historic permits or approvals**
- **Any permits needed that are associated with sewer or concrete ramp work**
- **Sidewalk closure permit (most likely not needed)**
- **Repair of any removed ceiling in basement for plumbing**
- **Cutting or chipping of concrete vault to fit plumbing**
- **Inspect existing walls. Patch any existing holes or repair any damaged area. Repaint to match existing wall. (in non-work areas)**
- **Unknown work above storefront window**
- **Installing any new drop ceiling grid system**

277 Gratiot, Suite 410	221 Felch, Suite 11	425 W. Bancroft, Suite 104
Detroit, MI 48226	Ann Arbor, MI 48103	Toledo, OH 43620
(313) 963-8951 x 224	(734) 662-6133 x224	(419) 386-8578

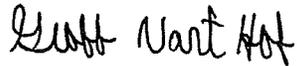
an equal opportunity employer

GoBeal.com

60 of 75

- *Any changes to concrete ramp and metal handrails that may be needed*
- *Refinish existing interior window trim/casing*
- *Fixing or replacing any exterior masonry that is loose or crumbling*
- *Managing or coordinating with DTE for electrical pole wire brace*

We at Beal Construction Services are pleased to have this opportunity to be of service with regard to this project and look forward to working with you.



*Geoff Van't Hof, Estimator
Beal Construction Services
Cell: 616-841-1310*

277 Gratiot, Suite 410
Detroit, MI 48226
(313) 963-8951 x 224

221 Felch, Suite 11
Ann Arbor, MI 48103
(734) 662-6133 x224

425 W. Bancroft, Suite 104
Toledo, OH 43620
(419) 386-8578

an equal opportunity employer

GoBeal.com

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: DESIGN & REVIEW COMMITTEE
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: BUILDING FAÇADE GRANT APPLICATION YPSILANTI PROPERTY ALLIANCE
DATE: 5/25/2016
CC:

The YDDA has received a façade grant application for Ypsilanti Property Alliance. The application was submitted by Mark Maynard. The total cost of the project is \$33,000. The proposed façade improvements are to repair 29 windows.

The application has provided the following documents:

- Completed application
- Project budget
- Quote for work
- Proof that taxes are current
- Legal description of property (with proof of taxes)
- Copy of mortgage
- Description of work to be done by the applicant and proposed costs, explanation of discrepancy in proposed budget and quote.

The application is missing the following documents

- Interior photos of areas to be repaired
- Proof of financing
- Proof of property insurance from the building owner
- Timeline of project

June 2, 2016

**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 209 PEARL ST.**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Design & Review 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 Design & Review 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 2015-16 Fiscal Year Budget earmarked a total of \$5,000 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 \$5,000 for grant awards for the Downtown District and \$5,000 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 209 Pearl St for the rehabilitation of 29 historic windows; and

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

2. The award of the grant is 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 is 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 YDDA Façade Improvement Program

Summary:

The Ypsilanti Downtown Development Authority (YDDA) has created the Façade Improvement Program to encourage private investment in the DDA districts building stock and to enhance the overall physical appearance of Downtown Ypsilanti.

This program was created to assist property and business owners to improve the front and prominent rear entrances of their buildings. Funding for the grant program will come from the YDDA. *YDDA funding is limited and we will assess each application based on a list of criteria that include the historical significance and context of the property as well as the level visibility to proposed improvements.* The grants will be issued as a reimbursement for eligible expenses related to façade improvements. The maximum grant award will be for 50% of the eligible expenses not to exceed \$2,500.

Applications will be reviewed by the YDDA Staff and Economic Restructuring & Design Committee and will be rated on how well they maintain the architectural and historical integrity of the building and the DDA districts and their economic impact. It is the intent of the YDDA to provide the greatest impact possible through this program. *Applications will be available starting February 1, 2016 and all must be received no later than March 15, 2016.*

Program Rules:

- Building must be within the YDDA District (see attached map)
- Improvements funded through this program must be on any exterior face of the building that is visible from any street, right-of-way, or parking lot; no interior work will be funded.
- This is a grant program. Money will be distributed after project completion and upon presentation of satisfactory evidence of expenditure/billing and verification that all appropriate permits and approvals have been received.
- All grant requests must be submitted before any work is started. Work not approved will not be grant-eligible.
- All applicants must have their proposed improvements reviewed and approved by the Ypsilanti Historic District Commission (HDC) prior to approval.
- The applications will be reviewed by the YDDA Staff and Economic Restructuring & Design Committee, and presented to the YDDA Board for approval. The decision of the YDDA shall be final and binding.
- Work must comply with the City of Ypsilanti building and zoning codes. The Economic Restructuring & Design Committee reserves the right to inspect all completed work before payment of the grant.
- Any changes to the originally approved scope of work must be approved in writing by the YDDA Economic Restructuring & Design Committee prior to construction. Failure to receive written approval may invalidate the grant award.
- Building owners or tenants are eligible. If the tenant applies they must provide written proof that the building owner has authorized proposed improvements and the owner must sign the Façade Improvement Program application.
- Grant applications will be considered for individual projects on single tax parcels. Multiple applications for the same tax parcel in one fiscal year will be only considered if they represent distinct and separate work for separate and individual businesses with their own district business address.
- Participant must be current with all real and personal property taxes to apply for the grant.

- Once a project is approved for funding, work should begin within 30 days of the execution of the program agreement and be completed within 90 days thereafter, or the grant funds may revert back to the funding pool. Requests for time extensions must be submitted in writing and will only be approved upon the expressed written consent of the YDDA.
- All work must be performed in accordance with all applicable local, state, and federal codes.
- Applicants must sign an agreement stating that any improvements paid for with YDDA grant funds must remain intact for at least five years after project completion.
- Applicant agrees to display signage provided by the YDDA acknowledging our financial support for the project during the façade improvement work.

Application and Funding Process:

Interested applicants should submit their applications to the Ypsilanti Downtown Development Authority.

In addition to a completed application, the following information will be required for consideration:

- 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.

All funding will be paid as a reimbursement of project costs. The applicant must submit “paid in full” invoices or cancelled checks for all costs considered for reimbursement. Reimbursement can be withheld for all or a portion of completed work if the applicant has deviated from the originally approved scope of work. Any proposed changes to the approved plan must be submitted in writing to the YDDA Design Committee for consideration.

Eligible Projects:

The following façade improvements are eligible for grant funding:

- Woodwork and architectural metal repair, cleaning, restoration, painting or replacement.
- Masonry repairs, tuck pointing, or low pressure cleaning.
- Exterior painting.
- Window and door repair, restoration, repainting, or replacement.
- Cornice or parapet repair, restoration, or replacement.
- Awning repair, restoration, or installation.
- Exterior lighting fixtures.
- Exterior lighted and two-dimensional signage.
- Architectural and engineering services.
- Removal of after-installed facades along with restoration of vintage elements.

The following items are not eligible for grant funding:

- Property acquisition, mortgage or land contract, or other financing fees.
- Permit fees.
- Appraisal, legal, or accountant fees.
- Repair or creation of features not compatible with original architecture on historical buildings.
- Costs incurred before final grant approval by DDA.

SELECTION CRITERIA

1. Attachment One of this packet addresses General Design Guidelines that will assist the Design Committee with the evaluation proposed façade improvements.
2. Attachment Two of this packet is a Cooperation Agreement that states that the applicant will 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.

Ypsilanti Downtown Development Authority
YDDA Painting/Façade Grant Application

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.482-9762

Name	Mark Maynard
Mailing Address	209 Pearl Street, Ypsilanti
Phone Number	734.516.1432
E-Mail	markmaynard11@gmail.com
Business Name	Ypsilanti Property Alliance
Project Address	209 Pearl Street
Property Owner Name	Mark Maynard, Jesse Kranyak

Estimated Total Cost of Project: **\$33,650**

Project Description: **There are 29 historic widows on the second floor of 209 Pearl Street, which are original to the 1929 structure. Some are fire damaged, but all need a great deal of work. We intend to have them rehabbed by Bill Click, a graduate of EMU's Historic Preservation program.**

[See quote attached.]

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	Mark Maynard
Signature	
Date	May 20, 2016

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

May 20, 2016

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

May 20, 2016

Date

Joe Meyers

From: Mark Maynard <markmaynard11@gmail.com>
Sent: Saturday, May 21, 2016 2:21 PM
To: Joseph Meyers
Cc: jesse kranyak
Subject: Facade Improvement Grant 209 Pearl
Attachments: 209 Pearl YDDA Facade Improvement Grant 15-16.pdf; Screen Shot 2016-05-21 at 2.10.57 PM.png

Joe,

By the time we got to City Hall yesterday after work, it was locked up, and we didn't want to just leave our Facade Improvement Grant application stuck in the outside door, hoping that it would find its way to you. So here it is in electronic form. As the quote to repair our 29 historic windows was too large to attach, we've just cut and pasted the most relevant part below, and we've attached a window by window breakdown as to what its going to cost to rehab each of them individually. [If you should have any additional funds left over, and want to put it to good use, let us know. It's going to cost over \$33,000 for us to repair our fire damaged windows, clean them, etc. And that's quite a bit more than we'd budgeted for. We think it's important to preserve the historic 1929 historic windows, though.]

Please let us know if you need anything else from either me or Jesse.

Thanks,
Mark

Summary

The following information is provided to Ypsilanti Property Alliance, LLC (client) on behalf of ClickonConservation, LLC (contractor). Its purpose is to document the physical condition of the existing windows at 209 Pearl Street, Ypsilanti, MI for the purpose of establishing a restoration plan for the existing 2nd floor windows.

Baseline lead testing has been declined by the clients. All work performed on the windows will be compliant with EPA/HUD lead removal standards and protocol.

This project requires many levels of intervention including:

Intensive cleaning of all surfaces

Due to large amounts of animal waste, fire and smoke, intensive cleaning and preparation will be required before restoration can begin. This cost, including chemical treatments are included in this assessment and proposal.

Salvage and restoration of existing windows and hardware

In an effort to conserve materials, time and resources, all areas will be treated by their individual view sheds. Glass and matching hardware will be treated accordingly to ensure a consistent appearance when possible.

Reconstruction and relocation of fire damaged and deteriorated windows and/or frames

To keep the viewable exterior consistent, window frame and components of will be fabricated to match the existing frames and sashes will be moved from the interior hall area of the second floor to the east elevation that suffered the worst fire damage.

The cost of moving or the windows/frames and components as well as securing the opening with plywood are included in this proposal. Installation of glass block or other window materials into the interior hall window openings that will be vacant will be at additional cost.

Structural epoxy and polyester resin application including consolidation

Structural and non-structural epoxies will be utilized on all affected areas of the window and frame interior and exterior surfaces. The cost of these materials are included in this estimate.

Reconditioning and/or replacement of sash cords, pulleys, glazing and glass

As agreed, all loose finishes will be removed; sound adhered finishes will remain. Existing interior and exterior finishes will only be removed to the first sound layer. Primer will be applied to all epoxied areas at time of restoration and are included in the cost. Glazing will not be primed as curing time is required by manufacturer and as such, is not included in this proposal and if ClickonConservation is to prime and paint glazing, there will be an additional cost. Any new finishes (paints or stains/sealers) will be at an additional cost.

General Treatment Progression

1. All windows will need the following treatments:
2. Remove and dispose all exterior aluminum storm windows.
3. Cleaning
4. Assess condition of window frame and components.
5. Epoxy treatment
6. Glass replacement
7. Hardware reconditioned and Installed

8. Priming and Finishing

Specific Treatment

Windows

North Elevation: Windows 1-5

Type: Double Hung

Glazing Pattern: 12/12

Size: 4' x 7'

East Elevation: Windows 6-14, 16

Type: Double Hung

Glazing Pattern: 3/3

Size: 4' x 7'

South Elevation Windows 15, 23-24

Type: Double Hung

Glazing Pattern: 3/3

Size: 4' x 7'

West Elevation Windows 17-22, 25-29

Type: Double Hung

Glazing Pattern: 3/3

Size: 4' x 7'

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: DESIGN & REVIEW COMMITTEE
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: BUILDING FAÇADE GRANT APPLICATION YPSILANTI PROPERTY ALLIANCE
DATE: 6/13/2016
CC:

The YDDA has received a façade grant application for Ypsilanti Property Alliance. The application was submitted by Mark Maynard. The total cost of the project is \$33,000. The proposed façade improvements are to repair 29 windows.

The application has provided the following documents:

- Completed application
- Project budget
- Quote for work
- Proof that taxes are current
- Legal description of property (with proof of taxes)
- Copy of mortgage
- Description of work to be done by the applicant and proposed costs, explanation of discrepancy in proposed budget and quote.

The application is missing the following documents

- Interior photos of areas to be repaired
- Proof of financing
- Proof of property insurance from the building owner
- Timeline of project

June 2, 2016

**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 47 N. Huron/ Corner Health Center.**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Design & Review 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 Design & Review 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 2015-16 Fiscal Year Budget earmarked a total of \$5,000 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 \$5,000 for grant awards for the Downtown District and \$5,000 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 47 N. Huron/ Corner Health Center for the installation of two LED spot lights, photocell to illuminate sign, LED canopy light at northeast entry alcove; and

WHEREAS, upon review by the Design & Review Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; 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 Design and Review Committee.
2. The award of the grant is 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 \$500.
4. The grant is 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:

AG-JF

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: ECONOMIC RESTRUCTURING & DESIGN COMMITTEE
FROM: RACHELLE ENOCHS, YPSILANTI DDA
SUBJECT: FAÇADE GRANT APPLICATION 47 N HURON/CORNER HEALTH CENTER.
DATE: 6/19/2015
CC:

Questions Re:

The YDDA has received a façade grant application for 47 N. Huron/Corner Health Center. The application was submitted by Nicole Adelman. The total cost of the proposed façade work is \$3,610. 47 N. Huron is owned by Corner Health Center and the proposed façade improvement is to install lighting to illuminate the Corner Health Center's sign and front entryways to improve visibility during non-daylight hours.

The scope of the project is as follows:

- Mount 2 LED spot lights and a small photocell to illuminate Corner Health Center's sign.
- Replace existing light above main entry alcove.
- Install new LED canopy light at northeast entry alcove.

The application has provided the following documents:

- A complete and executed application.
- Quote for proposed improvement.
- Color photos of current façade.
- Pictures and specifications of proposed lighting.
- Proposed project timeline.
- Corner Health Center is a tax exempt organization and is not liable for property taxes. The applicant has attached a copy of their most recent tax exemption determination letter.
- They have communicated that on June 9th they received HDC approval for the proposed project.

AG - JF APPROVED TO TABLE - UNANIM

MORE OUTREACH SET APP PERIOD?
WHO WANTS TO SUPPORT? BANKS?

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

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.482-9762

Name	Nicole Adelman
Mailing Address	47 N Huron St, Ypsilanti, MI
Phone Number	734 - 714 - 2240
E-Mail	nadelman@cornerhealth.org
Business Name	Corner Health Center
Project Address	47 N Huron St, Ypsilanti, MI
Property Owner Name	Corner Health Center

Estimated Total Cost of Project: \$ 3,610

Project Description: Lighting Corner Health Center Sign & Entrances

To improve visibility during non-daylight hours, the Corner Health Center plans to install lighting to illuminate the Corner's sign and front entryways.

Corner staff met with the Ypsilanti Historic District Commission on March 24, 2015, to discuss the project as a study item. With the feedback received, the Corner has developed the following plan, which will be presented to the HDC for approval at their June 9, 2015 meeting.

See Attachments.

Timeline

The project will begin as soon as possible after HDC Approval. We expect the project will be completed by the end of June 2015.

Please note that the Corner Health Center is a tax exempt organization under section 501 (C)(3) of the Internal Revenue code. A copy of our most recent tax exemption determination letter is attached. We are not liable, therefore, for property taxes.

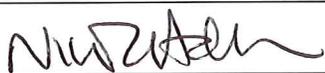
19 47

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	Nicoh Adelman
Signature	
Date	6/3/15

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.
- NA • Letter of permission from the property owner if not the applicant.
- ✓• Proof that all applicable taxes are up to date on the property. *IRS Tax Determination Letter.*

20 48

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

6/3/15

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

6/3/15

Date

Pending

Ypsilanti Historic District Work Permit Application

Date filed 6-2-15 for HDC meeting date 6-9-15

Property Address 47 N Huron St

Applicant Corner Health Center

Description of proposed work (see sample applications)

Install light fixtures to illuminate the Corner Health Center sign and recessed front doors, as follows:

A. Mount two LED spot lights and small photo cell to illuminate Corner sign; one spot light on either side and slightly above sign, aimed to focus light down onto sign. Tap electrical feed from existing entry light power source. Mount timer inside building. (Photo cell will regulate when lights turn on; timer will control when lights turn off.) Spot lights and photo cell to be mounted on top edge of horizontal purple band onto which Corner sign is affixed. (Purple band is actually a shallow metal box offset from the building facade; see photos attached.)

B. Replace existing light above main entry alcove (southeast door) with new LED 42W canopy light.

C. Install new LED 38W canopy light at northeast entry alcove, tapping power from existing emergency light fixture.

Materials

See attachments for additional detail:

2 RAB LFLED5 spot lights with multi-chip 5W high-output long-life LED bulbs

CREE LED Recessed Canopy Light - wide distribution, 42W LED

CREE LED Canopy Light - wide distribution, 36W LED

Colors (Attach color chips or samples)

Body Black power coat finish for spot lights Accent 1

Trim Accent 2

Roof Other

[X] This property has, or will have before the proposed work is completed, a fire alarm system or smoke alarm complying with the Stille-DeRossett-Hale single-state construction code, PA 230 of 1972, as amended. (Compliance with this act must be certified to complete this application.)

I hereby attest that the above information is accurate. I am authorized to and hereby grant permission to the City of Ypsilanti and its staff to be on my property for the purposes of preparing reports, taking photographs, and/or evaluating and reviewing this application.

Signature of Applicant

June 2, 2015 Date

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: May 9, 2013

Person to Contact:

Vaida Singleton - 0203345

Toll Free Telephone Number:

877-829-5500

Employer Identification Number:

38-2329742

CORNER HEALTH CENTER
47 N HURON ST
YPSILANTI MI 48197-2607

Dear Sir or Madam:

This is in response to your March 4, 2013, request for information regarding your name.

Our records indicate you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in November 1980.

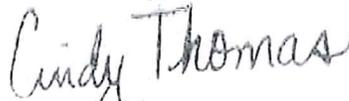
Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/charities for information regarding filing requirements. Specifically, note that section 6033(j) of the Code automatically revokes the tax-exemption of any organization that fails to satisfy its filing requirement for three consecutive years. The automatic revocation of exemption is effective as of the due date of the third required annual filing or notice. The IRS maintains a list of organizations whose tax-exempt status was automatically revoked at IRS.gov.

If you have any questions, please call the phone number in the heading of this letter.

Sincerely,



Cindy Thomas
Manager, Exempt Organizations
Determinations



Ypsilanti Historic District Work Permit Application

Date filed June 2, 2015 for HDC meeting date June 9, 2015

Action item Study item Action items require payment of the application fee. There is no fee to submit a study item for discussion.

Property Address 47 N Huron St

Applicant Owner Architect Contractor

Name Corner Health Center

Address 47 N Huron St

City Ypsilanti State MI Zip 48197

Phone 734-714-2240 Fax 734-829-0137

E-mail nadelman@cornerhealth.org

Owner Same
(If different than applicant)

Who will perform the work? Owner Contractor

Contractor AF Smith Electric Inc
(Name, address, phone) 624 S Mansfield, Ypsilanti, MI 48197

Action Items only:
Construction Cost \$3,610 **Permit Application Fee** \$40
The fee is \$35 for the first \$3,000 in construction cost plus \$5 for every additional or portion of \$3,000 of construction cost. An additional fee of \$50 applies to HDC work started without the applicable permit.

To complete this application:

1. On the reverse side, summarize the work proposed, list the main materials to be used, and (if relevant) indicate the color scheme planned.
2. Attach the following documents:
 - a. Photo(s) showing all locations where work is proposed
 - b. Paint color chips (if relevant)
 - c. Catalog cut sheets or similar details for windows, doors, light fixtures, and any other manufactured or preassembled components
 - d. Dimensioned drawings of any new construction or modifications to existing structures
 - e. A site plan, if proposal is for work on the grounds and not just the structure (e.g., installing an air conditioning system compressor). For fences, new structures, or work that will alter the footprint of existing structures, a photocopy of the mortgage survey with proposed changes indicated is required.

Submit the completed application to the City of Ypsilanti Building Department, 1 South Huron Street, along with the application fee if you wish the HDC to consider the proposal as an action item, not a study item.

Incomplete applications will not be considered.

For additional information, or if you have questions, contact the City of Ypsilanti Planning and Development Department, 734.483.9646, hintern@cityofypsilanti.com.



P. O. Box 981241 • 48198-1241
 624 South Mansfield • Ypsilanti, Michigan 48197
 Voice: 734-482-0977 • E-Mail: info@afsmith.com
 Estimating/Purchasing Fax: 734-482-2034
 Accounting Fax: 734-482-0817



PROPOSAL / WORK CONTRACT

TO: Corner Clinic

DATE: 5-1-15

Attention: Joe Slowins

LOCATION: Sign Ltg.

We hereby submit specifications and estimates, subject to all terms and conditions as follows:

We propose to furnish labor and material to provide the electrical work required per my site visit as follows;

A. Tap off of the entry light power and feed 2 new RAB LED 5W LF to shine on the sign as discussed. Then we will add a photo cell and timer (with timer mounter inside) to control the sign lights. We will also add a new LED 38W canopy light at the north east entry tapped off of the emer. fixture there now and add a recessed 42W LED canopy light where the old fixture is now at the south main door.

All work is figured for straight time only and permit fees are included.

Total for the work described will be.....\$3,610.00

Note; See attached cut sheet of each fixture, note the RAB is only 6" in length. This quote does not include and Historical Society approval. Timer will be 24/7and will be lockable.

The total proposed work as described above will be: **As Stated Above**

TERMS: Net 30 Days

ACCEPTANCE OF BID

THE ABOVE SPECIFICATIONS, TERMS & CONTRACT ARE SATISFACTORY, AND (I) (WE) HEREBY AUTHORIZE THE PERFORMANCE OF THIS WORK. If not paid as above, we agree to pay a late charge of 1.5% PER MONTH (Equal to an ANNUAL PERCENTAGE RATE OF 18%) on past due amounts.

This proposal created by W, Jeffrey Koepf. This proposal may not be reproduced, revised or translated in whole or in part without permission of the author. Copyright ©2008.

CONTRACTOR'S GUARANTEE

WE GUARANTEE ALL MATERIAL USED IN THIS CONTRACT TO BE AS SPECIFIED ABOVE & THE ENTIRE JOB TO BE DONE IN A NEAT, WORKMANLIKE MANNER. ANY VARIATIONS FROM PLAN OR ALTERATIONS REQUIRING EXTRA LABOR OR MATERIAL WILL BE PERFORMED ONLY UPON WRITTEN ORDER AND BILLED IN ADDITION TO THE SUM COVERED BY THIS CONTRACT. AGREEMENTS MADE WITH OUR WORKMEN ARE NOT RECOGNIZED. THIS PROPOSAL IS SUBJECT TO CHANGE AND MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS OF ABOVE DATE.

A. F. SMITH ELECTRIC, Inc.

Accepted by: _____

Date: _____ Phone: _____

Glenn Jennings

Glenn Jennings / Service Manager

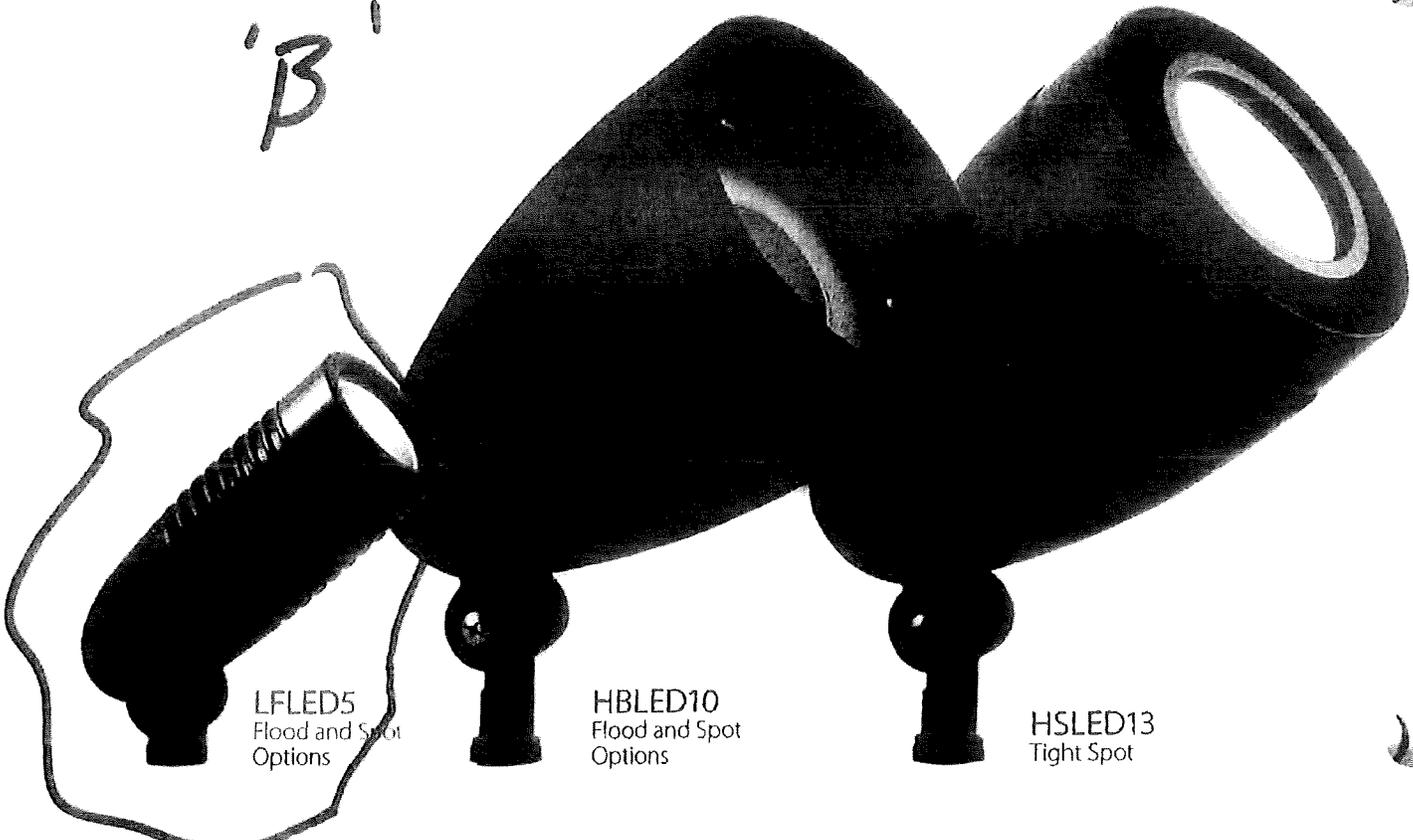
THIS CONTRACT IS VOID 30 DAYS FROM DATE UNLESS COPY IS SIGNED AND RETURNED TO BIDDER..
 WE COMPLY WITH ALL WORKMAN'S COMPENSATION & PROPERTY DAMAGE LIABILITY INSURANCE LAWS.

27 55

LFLLOOD®

LED FLOODLIGHTS

'B'



LFLED5
Flood and Spot
Options

HBLED10
Flood and Spot
Options

HSLED13
Tight Spot

SPECIFICATIONS

UL Listing
Suitable for wet locations. Suitable for mounting within 4' of the ground DC fixtures not UL Listed.

LEDs
LFLED5: Multi-chip 5W high-output, long-life LED
HBLED10: Multi-chip 10W high-output, long-life LED
HBLED13: Multi-chip 13W high-output, long-life LED
HSLED13: Multi-chip 13W high-output, long-life LED

Lumen Maintenance
100,000-hour LED lifespan based on IES LM-80 results and TM-21 calculations*.

Drivers
LFLED5: Constant Current, Class 2, 50/60 Hz, 100 - 240VAC, 0.18 Amps.
HBLED10: Constant Current, Class 2, 100V-240V, 50/60 Hz, 1kV Surge Protection, 350mA, 0.3 Amps.

HBLED13: Constant Current, Class 2, 100V-277V, 50/60 Hz, 4kV Surge Protection, 720mA, 100-240VAC, 0.3-0.15 Amps, 277VAC: 0.15 Amps, THD ≤ 20%, Power Factor: 96%

Cold Weather Starting
Minimum starting temperature is -40°C (-40°F)

Ambient Temperature
Suitable for use in 40°C (104°F) ambient temperatures

Thermal Management
Die-cast aluminum thermal management system for optimal heat dissipation

Housing
Precision die-cast aluminum housing, lens frame and mounting arm

Reflector
Specular aluminum

Gaskets
High-temperature silicone

Finish
White, Bronze, Black or Verde Green chip and fade resistant polyester powder coat finish. LFLED5 also available in Brass designed for marine use.

Color Consistency and Stability
RAB LED Color consistency is reported in MacAdam ellipses and is shown on the table to the right. RAB LED Color Stability is measured based on LM-80 testing and is available upon request

Green Technology
Mercury and UV free, and RoHS compliant

IESNA LM-79 & LM-80 Testing
RAB LED luminaires have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80, and have received the Department of Energy "Lighting Facts" label

Patents
RAB LED Floodlight designs are protected by patents pending in U.S., Canada, China, and Taiwan

*See TM 21 explanation on page 8

28 54



LED Recessed Canopy Light - Wide Distribution

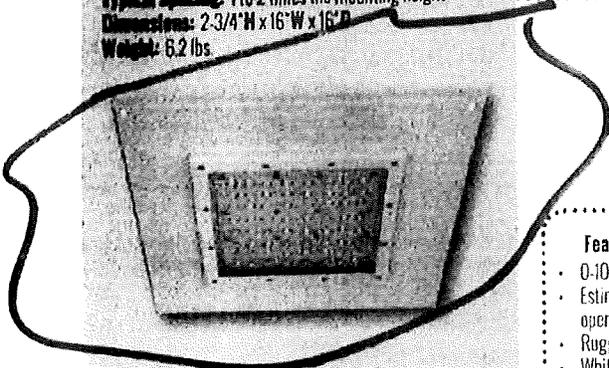
Applications: Security, entryway and perimeter lighting - also recommended for walkways and exterior canopies

Typical Mounting Height: 8 to 15 feet

Typical Spacing: 1 to 2 times the mounting height

Dimensions: 2-3/4" H x 16" W x 16" D

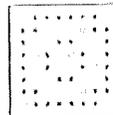
Weight: 6.2 lbs



SOUTH ENTRY



LED PATTERN



COLOR TEMP

Cool White (5000K)

WATTAGE

42W LED

LUMENS

4100

CRI

75

COMPARABLE TO

100W PSMH

CAT.# White

ERC2L04CW



Features:

- 0-10V dimmable driver
- Estimated 50,000 hours of maintenance-free operation to L70 at 25°C
- Rugged and durable aluminum housing
- White polyester powder-coat finish
- Minimum starting temperature: -30°F (-22°F)
- UV-stabilized acrylic lens with molded precision optics
- 1/2" conduit entry on top
- Hanging cable supports fixture while wiring connections are made
- Secures to mounting surface with four screws (provided by others)
- RoHS compliant
- Universal voltage (120V through 277V)
- Cree® LEDs inside
- ETL listed for wet locations
- 5 year limited warranty



LED CANOPY

Low-Profile LED Canopy Light - Wide Distribution

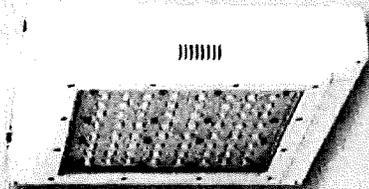
Applications: Security, entryway and perimeter lighting - also recommended for parking garages, shopping area walkways & exterior canopies

Typical Mounting Height: 8 to 20 feet

Typical Spacing: 1 to 2 times the mounting height

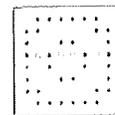
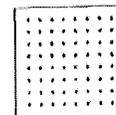
Dimensions: 2-3/8" H x 12" W x 12" D

Weight: 7.5 lbs



72w Delivers Over 7000 Lumens!

LED PATTERN



COLOR TEMP

Cool White (5000K)

Cool White (5000K)

WATTAGE

72W LED

42W LED

LUMENS

7300

4100

CRI

≤ 75

≤ 75

COMPARABLE TO

250W PSMH

100W PSMH

CAT.# White

E-CP2L07CW

E-CP2L04CW



Features:

- Estimated 50,000 hours of maintenance-free operation to L70 at 25°C
- 0-10V dimmable driver
- Rugged and durable aluminum housing
- White polyester powder-coat finish
- Minimum starting temperature: -30°F (-22°F)
- UV-stabilized acrylic lens with molded precision optics
- 1/2" conduit entry on top for pendant mounting or on one side for NPT threaded pipe
- Slots provided on top for mounting over a 4" square or octagonal J-box
- Universal voltage (120V through 277V)
- Cree® LEDs inside
- ETL Listed for wet locations
- 5-year limited warranty



Free Shipping on Orders Over \$500

2957

E-CC3

COLOR TEMP	Neutral White (4100K)
WATTAGE	38W LED
LUMENS	2000
CRI	77
COMPARABLE TO	70W PSMH
CAT.# White	E-CC3L03NW
PRICE	

LED Canopy Light - Wide Distribution

Applications: Security, entryway and perimeter lighting - also recommended for parking garages, shopping area walkways & exterior canopies

Typical Mounting Height: 8 to 15 feet

Typical Spacing: 1 to 2 times the mounting height

Dimensions: 3-15/16" H x 9-7/8" W x 9-7/8" D

Weight: 5.0 lbs.

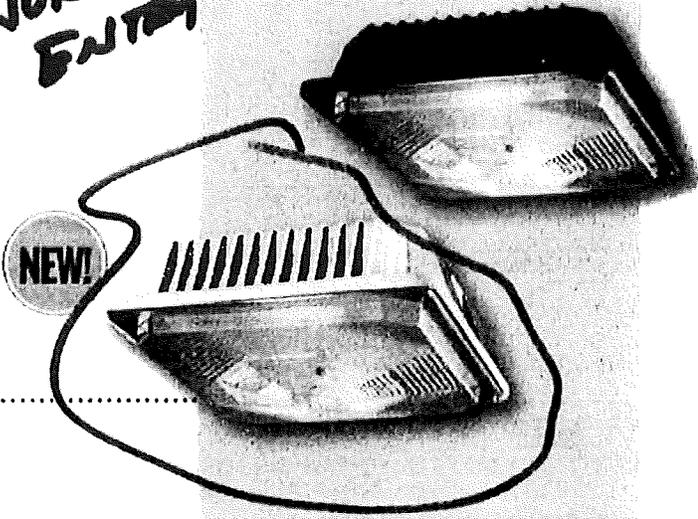
E-CC5

COLOR TEMP	Cool White (5000K)	Neutral White (4000K)
WATTAGE	36W LED	36W LED
LUMENS	3618	3662
CRI	≥ 70	≥ 70
COMPARABLE TO	100W PSMH	100W PSMH
CAT.# Dark Bronze	E-CC5L03CZ	E-CC5L03NZ
CAT.# White	E-CC5L03CW	E-CC5L03NW
PRICE		

Now DLC Listed!

NORTH ENTRY

NEW!



LED CANOPY

Features:

- Estimated 50,000 hours of maintenance-free operation to L70 at 25°C
- Non-dimmable
- Low-copper, die-cast aluminum housing
- Polyester powder-coat finish for extra corrosion protection and long-lasting color - dark bronze or white finishes available
- Minimum starting temperature: -40°C (-40°F)
- UV-stabilized acrylic prismatic refractor with self-retaining screws
- 75°C minimum supply wire required
- 3/4" conduit entry on top for pendant mounting
- 1/2" conduit entries on two sides
- Universal voltage (120V through 277V)
- Cree® LEDs inside
- UL Listed for wet locations
- 5-year limited warranty

25





16

2006

the **CORNER** Health Center

33 41



3462

June 2, 2016

**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 40, 42, 44 E. CROSS ST/ NEWELL BLOCK APARTMENTS.**

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Design & Review 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 Design & Review 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 2015-16 Fiscal Year Budget earmarked a total of \$5,000 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 \$5,000 for grant awards for the Downtown District and \$5,000 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 40, 42, and 44 E. Cross St for the installation of goose neck lighting and wooden cornice of referenced address; and

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

2. The award of the grant is 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 \$1,600.
4. The grant is 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

To: Design and Review Committee

From: Rasheed J. Atwater, Ypsilanti DDA

Subject: Newel Block Apartments, 40, 42, and 44 E. Cross st

Date: May 20, 2016

YDDA Staff has received a façade grant application for 40, 42, and 44 E. Cross st/ Newel Block Apartments. The application was submitted by the property manager Rex and Sallie Richie. The total cost for the proposed project is \$3,200. The proposed façade improvements are goose neck lighting and wooden cornice. Their application is in regards to properties within the Depot Town District.

The scope of the project applicable to grant:

- Materials \$483
- Labor \$2,736
- Total asking price: \$3,200

The application has provided the following documents:

- A complete application
- Color photos of current façade.
- Quote for proposed improvements
- Proposed project timeline
- Proof that applicant taxes are up to date on the property
- Letter of permission from the property owner if not the applicant
- Sample Materials (glass, cornice detail, trim, colors, etc).

Ypsilanti Downtown Development Authority
YDDA Painting/Façade Grant Application

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.482-9762

Name	Rex and Sally Richie
Mailing Address	1065 Maplewood Avenue, Ypsilanti 48198
Phone Number	734-484-1510
E-Mail	slr106@att.net
Business Name	Newel Block Apartments
Project Address	40.42.44 East Cross, Ypsilanti 48198
Property Owner Name	Sally and Rex Richie

Estimated Total Cost of Project: _____

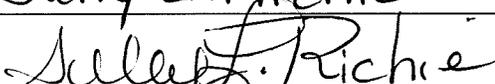
Project Description: Install Goose Neck lighting
and wooden cornice

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	Sally L. Richie
Signature	
Date	4-28-16

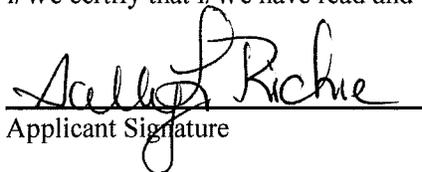
Please attach the following items:

- 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

4-28-16
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

4-28-16
Date

Thomas McConnell <electrictom@live.com>

To

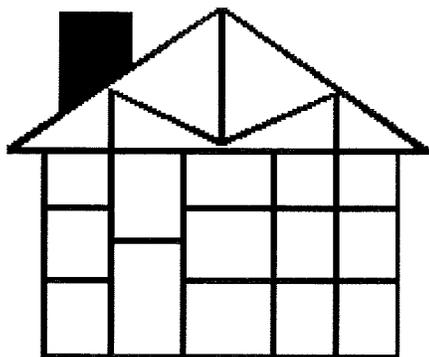
Sally Richie

Apr 23 at 12:54 PM

Rex,

Just a quick note on providing a new circuit from the house panel to your newly proposed building facade lighting. The project costs out to @\$483.00 in materials, and \$2,736.00 in labor. So a \$3200 budget should be considered.

Thanks, Tom @ Electricity Management



R2 BUILDING SERVICES
Rex Richie
1065 Maplewood Avenue
Ypsilanti, MI 48198
734-834-0416

Estimate

DATE	ESTIMATE #
4/29/2016	1408

BILL TO
Newel Block Apartments 40,42,44 East Cross Street Ypsilanti, MI 48198

DESCRIPTION	AMOUNT
Fabricate, install and paint a wooden cornice across the store fronts of 40, 42 and 44 East Cross Street. Color to be SW 2839 Roycroft Copper Red.	3,000.00
Thank you for your business!	Subtotal 3,000.00
	0% Tax
	Total 3,000.00



Ann Arbor
 4649 Runway Blvd.
 Ann Arbor, MI 48108
 Tel: 734-665-6131
 Fax: 734-665-9239

QUOTE

Quote Number: **6-3183111**
 Order Number: Quote
 Customer Number: 620735-0

TO:
 R2 BUILDING SERVICES
 1065 MAPLEWOOD AVE
 YPSILANTI, MI 481985861
 PHONE: (734) 484-1510 FAX: (734) 484-1510

SHIP TO:
 R2 BUILDING SERVICES
 1065 MAPLEWOOD AVE
 YPSILANTI, MI 48198-5861

Quote Date	Customer PO.	Job Number	Requested By
04/15/2016	rab fixture		

Ln	Qty	Mfg	Part Number	Description	Price	Ext. Price
1	8	RAB	RABGN1LED13YRACB	GN1LED13YRACB 13W GOOSNECK CON	\$236.250 E	\$1,890.00

Comment:
 GOOSENECK ARM 13W led

SubTotal: \$1,890.00
Sales Tax: \$113.40

Grand Total: **\$2,003.40**

Please do not hesitate to call with any questions.

Thank you,
 James Eberle

Quote good for 30 days..

 Signature

 Date

 Purchase Order

10th Prox. Net 30 Days

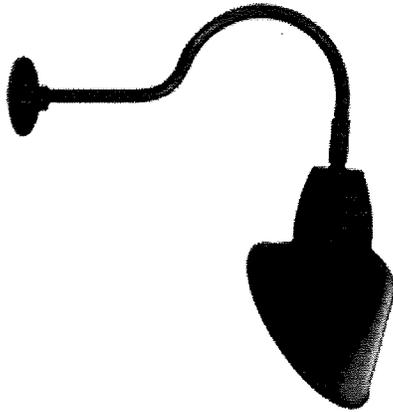


ISO
9001:2008

Q1



GN1LED13YRACB



13 & 26 Watt Angled Cone Shade LED Gooseneck Luminaire designed to match the architecture of Main Street storefronts and building perimeters. LED Gooseneck Cone Shade with 24" Goose Arm Style 1.

Color: Black

Weight: 11.2 lbs

Project:	Type:
Prepared By:	Date:

Driver Info		LED Info	
Type:	Constant Current	Watts:	13W
120V:	0.3A	Color Temp:	3000K (Warm)
208V:	0.3A	Color Accuracy:	86 CRI
240V:	0.3A	L70 Lifespan:	100000
277V:	0.15A	Lumens:	344
Input Watts:	16W	Efficacy:	22 LPW
Efficiency:	83%		

Technical Specifications

Listings

UL Listing:

Suitable for wet locations. Suitable for mounting within 1.2m (4ft) of the ground.

IESNA LM-79 & IESNA LM-80 Testing:

RAB LED luminaires have been tested by an independent laboratory in accordance with IESNA LM-79 and 80, and have received the Department of Energy "Lighting Facts" label.

Optical

Photometrics:

Contact the RAB Lighting Design department for the photometrics.

LED Characteristics

Lifespan:

100,000-hour LED lifespan based on IES LM-80 results and TM-21 calculations.

LED:

Single multi-chip, 13W high-output, long-life LED.

Correlated Color Temp. (Nominal CCT):

3000K

Color Consistency:

3-step MacAdam Ellipse binning to achieve consistent fixture-to-fixture color.

Color Stability:

LED color temperature is warranted to shift no more than 200K in CCT over a 5 year period.

Color Uniformity:

RAB's range of CCT (Correlated color temperature) follows the guidelines of the American National Standard for Specifications for the Chromaticity of Solid State Lighting (SSL) Products, ANSI C78.377-2015.

Construction

Fixture:

The GN1LED13YRACB comes with the GOOSE1B Arm.

Thermal Management:

Custom heat sink assembly in thermal contact with die-cast aluminum housing for superior heat sinking.

Housing:

Precision die-cast aluminum housing, lens frame and mounting plate.

Gaskets:

High Temperature Silicone.

Mounting:

Heavy-duty mounting arm with "O" ring seal and stainless steel screw.

Cold Weather Starting:

The minimum starting temperature is -40°F/-40°C.

Ambient Temperature:

Suitable for use in 40°C (104°F) ambient temperatures.

Finish:

Our environmentally friendly polyester powder coatings are formulated for high-durability and long-lasting color, and contains no VOC or toxic heavy metals. Offers significantly improved gloss retention and resistance to color change.

Green Technology:

Mercury and UV free, and RoHS compliant. Polyester powder coat finish formulated without the use of VOC or toxic heavy metals.

Electrical

Driver:

Constant Current, Class 2, 100-277V, 50/60 Hz, 100-240VAC 0.3 - 0.15A, 277VAC 0.15A, THD ≤20%, PF 97.5%.

Surge Protection:

4kv

Other

Shades:

15" Angled Cone Shade offered.

Equivalency:

The GNLED13 is equivalent in delivered lumens to 75W incandescent, 50W MH or 18W CFL.

California Title 24:

Goosenecks complies with 2013 California Title 24 building and electrical codes as a commercial outdoor non-pole-mounted fixture < 30 Watts when used with a photosensor control. Select catalog number PCS900(120V) or PCS900/277 to order a photosensor.

Patents:

The design of the Gooseneck is protected by patents pending in US, Canada, China and Taiwan.

Warranty:

RAB warrants that our LED products will be free from defects in materials and workmanship for a period of five (5) years from the date of delivery to the end user, including coverage of light output, color stability, driver performance and fixture finish.

Country of Origin:

Designed by RAB in New Jersey and assembled in the USA by RAB's IBEW Local 3 workers.

Technical Specifications (continued)

Other

Buy American Act Compliant:

This product is a COTS item manufactured in the United States, and is compliant with the Buy American Act.

Recovery Act (ARRA) Compliant:

This product complies with the 52.225-21 "Required Use of American Iron, Steel, and Manufactured Goods-- Buy American Act-- Construction Materials (October 2010).

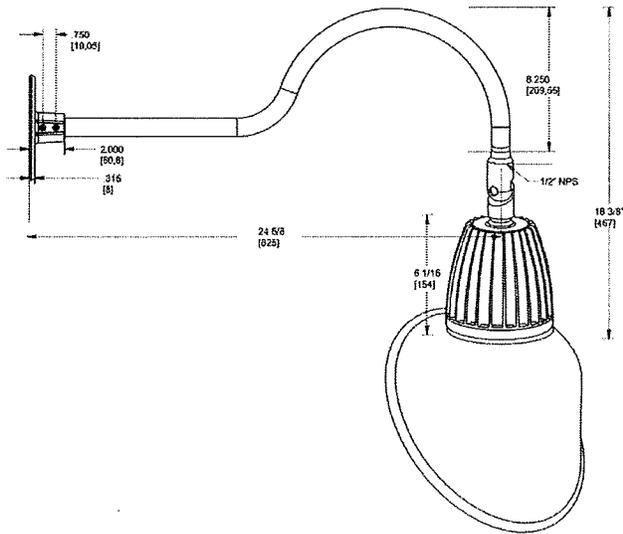
Trade Agreements Act Compliant:

This product is a COTS item manufactured in the United States, and is compliant with the Trade Agreements Act.

GSA Schedule:

Suitable in accordance with FAR Subpart 25.4.

Dimensions



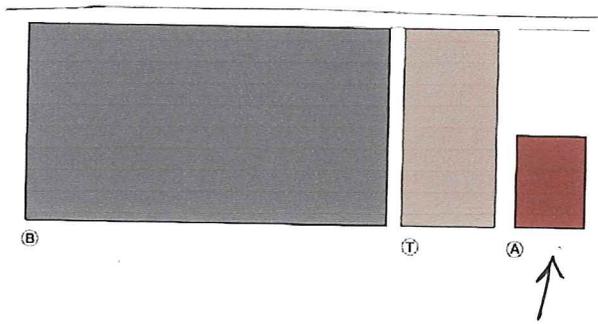
Features

- Adjustable 45° swivel joint
- Superior heat sink
- Die-cast aluminum housing
- 5 year LED warranty

Ordering Matrix

Family	Watts	Color Temp	Reflector	Shade	ShadeSize	Finish
GN1LED	13	Y	R	AC		B
	13 = 13W watt = 26W	Y = 3000K (Warm) N = 4000K (Neutral)	= Flood R = Rectangular S = Spot	AC = Angled Cone	11 = 11" = 15"	B = Black W = White A = Bronze S = Silver G = Hunter Green YL = Yellow LB = Light Blue BL = Royal Blue BWN = Brown I = Ivory R = Red





Cornice Color
SW 2839 Roycroft Copper Red.

The propose time line for this job will be within 3 months of receiving the order for the lights.

Light order is to take 4 to 6 weeks to come in.

Hope to have it complete before the end of the summer.

Building Inspection Department
Phone: 734/482-1025

One South Huron
Fax: 734/483-7444

Ypsilanti, MI 48197
Hours: Monday-Friday 8 am - 4 pm

Work Location 11-11-09-131-011
40 E CROSS

Owner: RICHIE REX & SALLY
1065 MAPLEWOOD
YPSILANTI MI 48198

Issued: 03/30/16 **Expires:** 03/30/17

Contractor: OWNER OF RECORD

Permits expire 6 Mos. from issue date if work has not been started or an inspection has not been conducted.

YPSILANTI MI 48198

**PLEASE CALL FOR INSPECTIONS A
MINIMUM OF 24 HOURS IN ADVANCE**

**Permit holder must request inspections
Sub-Contractor requests will not be honored.**

Work Description: INSTALL GOOSE NECK LIGHTING AND WOODEN CORNICE PER APPROVED PLANS

Upon approval, applicant is granted permission to perform as indicated by types and class of permit. Applicant further agrees to comply with all applicable ordinances and codes of the City of Ypsilanti.

**PERMIT NUMBER IS REQUIRED WHEN SCHEDULING INSPECTIONS
FINAL INSPECTION OF WORK REQUIRED TO FINALIZE PERMIT**

WARNING: If this work is being performed in rental units, you must comply with Ordinance 732, Tenant Privacy Act. A copy of this ordinance is available for your review in the Building Department Office.

IDENTIFICATION of your business is required on your vehicle(s) while working within the City of Ypsilanti per Ordinance 728. A copy of the Ordinance is also available for review in the Building Department Offices.

A COPY OF THE APPROVED PLANS MUST BE ON SITE

Fees

Permit Item		Fee Basis	Item Total
BASE FEE	Standard Item	1.00	\$55.00
ADDITIONAL FEE PER 1,000	Standard Item	2.00	\$22.00
Plan Review	Plan Review	77.00	\$15.40

Fee Total: \$92.40

ALL WORK MUST MEET ALL CODE REQUIREMENTS

Section 23a of the State Construction Code Act of 1972, Act No 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements for this state relating to persons who are to perform work on a residential structure. Violations of Section 23a are subject to civil fines.

June 2, 2016

**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 312 N. RIVER/ YPSILANTI FOOD COOPERATIVE.**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Design & Review 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 Design & Review 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 2015-16 Fiscal Year Budget earmarked a total of \$5,000 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 \$5,000 for grant awards for the Downtown District and \$5,000 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 312 N. River/ Ypsilanti Food Cooperative for the installation of new bakery sign, logo on building and renovation/ adding entry doors for ADA access and increase kitchen size; and

WHEREAS, upon review by the Design & Review Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; 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 Design and Review Committee.
2. The award of the grant is 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 \$1,900.
4. The grant is 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

To: Design and Review Committee

From: Rasheed J. Atwater, Ypsilanti DDA

Subject: Façade Application for Ypsilanti Food Cooperative, 312 N. River

Date: May 20, 2016

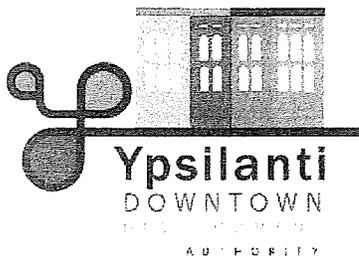
YDDA Staff has received a façade grant application for 312 N. River/ Ypsilanti Food Cooperative. The application was submitted by the general manager Corinne Sikorski. The total cost for the proposed project is \$5,800. The proposed façade improvements are a new logo on building, hanging sign for bakery, and to complete development design drawings for renovation/ adding entry doors for ADA access and increase kitchen size. Their application is in regards to properties within the Depot Town District.

The scope of the project applicable to grant:

- Design Development for YFC Renovation \$2,000
- Bakery Sign \$2,300
- Logo on Building \$1,490
- Total: \$5,790.00

The application has provided the following documents:

- A complete application
- Color photos of current façade.
- Quote for proposed improvements
- Proposed project timeline
- Proof that applicant taxes are up to date on the property
- Letter of permission from the property owner if not the applicant
- Sample Materials (glass, cornice detail, trim, colors, etc).



April 25, 2016

FOR IMMEDIATE RELEASE

Contact Information:

Joe Meyers, YDDA Executive Director

734-482-9762

joe@ypsilantidda.com

Subject: Façade Improvement Program

The Ypsilanti Downtown Development Authority is excited to announce the continuation of the façade improvement program for 2015/2016. This program was created to encourage businesses and property owners to invest in the renewal and beautification of the buildings and our DDA community. Through this program we have provided reimbursements to façade improvements including but not limited to:

- Exterior painting
- Awnings
- Business signage
- Window replacement
- Exterior lighting

The grants are paid as reimbursements to eligible expenses on a façade improvement project as a 50% match to the property/business owners investment. The maximum grant amount is \$2,500. Since 2011, the YDDA has awarded 31 grants, totaling \$30,592.95 leading to \$251,009.38 in building improvements.

The grant applications are now available! They can be downloaded from our website at www.ypsilantidda.org or you can request a copy from the DDA offices. All applications should be received by May 20th. If you have any questions please contact our office.

1 South Huron
Ypsilanti, MI 48197
734.482.9762
ypsilantidda.org

Ypsilanti Downtown Development Authority YDDA Façade Improvement Program

Summary:

The Ypsilanti Downtown Development Authority (YDDA) has created the Façade Improvement Program to encourage private investment in the DDA districts building stock and to enhance the overall physical appearance of Downtown Ypsilanti.

This program was created to assist property and business owners to improve the front and prominent rear entrances of their buildings. Funding for the grant program will come from the YDDA. *YDDA funding is limited and we will assess each application based on a list of criteria that include the historical significance and context of the property as well as the level visibility to proposed improvements.* The grants will be issued as a reimbursement for eligible expenses related to façade improvements. The maximum grant award will be for 50% of the eligible expenses not to exceed \$2,500.

Applications will be reviewed by the YDDA Staff and Economic Restructuring & Design Committee and will be rated on how well they maintain the architectural and historical integrity of the building and the DDA districts and their economic impact. It is the intent of the YDDA to provide the greatest impact possible through this program. *Applications will be available starting February 1, 2016 and all must be received no later than March 15, 2016.*

Program Rules:

- Building must be within the YDDA District (see attached map)
- Improvements funded through this program must be on any exterior face of the building that is visible from any street, right-of-way, or parking lot; no interior work will be funded.
- This is a grant program. Money will be distributed after project completion and upon presentation of satisfactory evidence of expenditure/billing and verification that all appropriate permits and approvals have been received.
- All grant requests must be submitted before any work is started. Work not approved will not be grant-eligible.
- All applicants must have their proposed improvements reviewed and approved by the Ypsilanti Historic District Commission (HDC) prior to approval.
- The applications will be reviewed by the YDDA Staff and Economic Restructuring & Design Committee, and presented to the YDDA Board for approval. The decision of the YDDA shall be final and binding.
- Work must comply with the City of Ypsilanti building and zoning codes. The Economic Restructuring & Design Committee reserves the right to inspect all completed work before payment of the grant.
- Any changes to the originally approved scope of work must be approved in writing by the YDDA Economic Restructuring & Design Committee prior to construction. Failure to receive written approval may invalidate the grant award.
- Building owners or tenants are eligible. If the tenant applies they must provide written proof that the building owner has authorized proposed improvements and the owner must sign the Façade Improvement Program application.
- Grant applications will be considered for individual projects on single tax parcels. Multiple applications for the same tax parcel in one fiscal year will be only considered if they represent distinct and separate work for separate and individual businesses with their own district business address.
- Participant must be current with all real and personal property taxes to apply for the grant.

- Once a project is approved for funding, work should begin within 30 days of the execution of the program agreement and be completed within 90 days thereafter, or the grant funds may revert back to the funding pool. Requests for time extensions must be submitted in writing and will only be approved upon the expressed written consent of the YDDA.
- All work must be performed in accordance with all applicable local, state, and federal codes.
- Applicants must sign an agreement stating that any improvements paid for with YDDA grant funds must remain intact for at least five years after project completion.
- Applicant agrees to display signage provided by the YDDA acknowledging our financial support for the project during the façade improvement work.

Application and Funding Process:

Interested applicants should submit their applications to the Ypsilanti Downtown Development Authority.

In addition to a completed application, the following information will be required for consideration:

- 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.

All funding will be paid as a reimbursement of project costs. The applicant must submit “paid in full” invoices or cancelled checks for all costs considered for reimbursement. Reimbursement can be withheld for all or a portion of completed work if the applicant has deviated from the originally approved scope of work. Any proposed changes to the approved plan must be submitted in writing to the YDDA Design Committee for consideration.

Eligible Projects:

The following façade improvements are eligible for grant funding:

- Woodwork and architectural metal repair, cleaning, restoration, painting or replacement.
- Masonry repairs, tuck pointing, or low pressure cleaning.
- Exterior painting.
- Window and door repair, restoration, repainting, or replacement.
- Cornice or parapet repair, restoration, or replacement.
- Awning repair, restoration, or installation.
- Exterior lighting fixtures.
- Exterior lighted and two-dimensional signage.
- Architectural and engineering services.
- Removal of after-installed facades along with restoration of vintage elements.

The following items are not eligible for grant funding:

- Property acquisition, mortgage or land contract, or other financing fees.
- Permit fees.
- Appraisal, legal, or accountant fees.
- Repair or creation of features not compatible with original architecture on historical buildings.
- Costs incurred before final grant approval by DDA.

SELECTION CRITERIA

1. Attachment One of this packet addresses General Design Guidelines that will assist the Design Committee with the evaluation proposed façade improvements.
2. Attachment Two of this packet is a Cooperation Agreement that states that the applicant will 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.

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

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.482-9762

Corinne Sikorski

Name	Ypsilanti Food Cooperative
Mailing Address	312 N. River Street Ypsi, MI 48198
Phone Number	734.483.1354
E-Mail	corinne@ypsi foodcoop.org
Business Name	Ypsilanti Food Coop
Project Address	312 N. River
Property Owner Name	Ypsilanti Mill Works, LLC.

Estimated Total Cost of Project: This portion \$25,900.00 \$5,800

Project Description: To create an expanded, more efficient grocery store
1. Complete Development ^{design} drawings for
Renovation/Expansion of Ypsi Food
incorporating Entry Doors which
provide ADA access; bathrooms which
provide ADA access; increase kitchen +
bakery to provide more products, esp:
bread, baked good, ready to eat hot food,
fresh meat.
2. Hanging Sign for our bakery
3. Logo on building

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	Corinne Sikorski
Signature	
Date	May 20, 2016

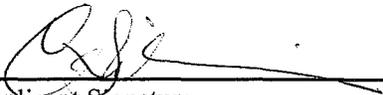
Please attach the following items:

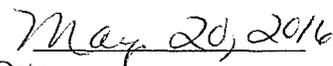
- A minimum of one estimate of project costs from a licensed contractor.
- Color photos of the existing facades.
- Sample materials (glass, cornice detail, trim, colors, etc.).
- Proposed project timeline.
- Letter of permission from the property owner if not the applicant.
- Proof that all applicable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

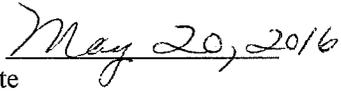
ATTACHMENT TWO; Cooperation Agreement

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:

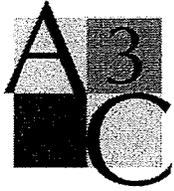
- Participating in YDDA sponsored tours of Downtown
- Working with the YDDA on business development programs.
- Committing where possible to uniform store hours
- Participating in downtown promotion
- Design review for any changes to the façade
- Display signage provided by the YDDA acknowledging our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



Applicant Signature



Date



Principals
 Jan K. Culbertson
 Daniel H. Jacobs
 Brian K. Winkler

6 March 2016

Corinne Sikorski
 Ypsilanti Food Co-op
 312 North River Street
 Ypsilanti, MI 48197

RE: Professional Design Services for:
 Bakery Expansion at the Ypsilanti Food Co-op
 312 North River Street
 Ypsilanti, MI 48197

Corinne:

Thank you for the opportunity to provide a proposal to assist the co-op in renovating the existing bakery and expanding into the remainder of the first floor of the building.

*Facade
 Rehab*

Professional Services:

Design Development Phase: \$2000

1) A3C will update the code analysis based on our meetings with code officials, attend up to two meetings with the owner and food service equipment supplier, coordinate with ME Engineering and update schematic floor plans for the Co-op's expansion into the remaining portion of building's first floor. Phasing of the work may need be considered.

Construction Documents: \$22,000

1) A3C will develop construction documents for building permit and bidding. Work includes space reconfiguration, adding two barrier free toilets, removing stairs, finish selections and coordination with mechanical electrical and structural engineering and food service equipment supplier for the renovation.

Bidding: \$1500

1) A3C will assist the owner with bidding the project to General Contractors including distributing bid sets electronically, conducting a pre bid walk through, answering bidders questions, reviewing bids with the Owner.

Construction Administration Services: \$500/week (estimate 14 weeks of construction if completed in one phase)

1) A3C will attend construction progress meetings every two weeks, review shop drawings, answer contractors' questions, review pay applications, conduct a punch list walkthrough at project completion and a final punchlist review.

Included in the fees above are the following consultants:

MEP Engineering: \$7300 (proposal attached)

Structural Engineering: \$5000 (allowance)

Services not included:

Food service area design, expansion of the building, façade changes other than accommodating revised door openings and Department of Agriculture licensing application/paperwork.

A3C
 210 E. Huron St.
 Ann Arbor, MI
 48104-1913
 734.663.1910 T
 734.663.8427 F
 www.a3c.com

C O L L A B O R A T I V E A R C H I T E C T U R E

**Ypsilanti Downtown Development Authority
YDDA Building Façade Improvement Program**

Application May 20, 2016



**312 North River
Ypsilanti, Michigan 48198**



**Ypsilanti Mill Works Partnership
312 North River
Ypsilanti, Michigan 48198**

The Ypsilanti Mill Works Partnership and the Ypsilanti Food Coop propose to continue their ongoing renovations and improvements to their building in Depot Town at 308-310-312 North River Street. The Food Coop has moved from the original 1,400 sf into the whole lower level of 5,000 sf and the proposal for this grant is a continuation of the improvements the Co-op is doing to provide a grocery store to the community. From 1984, when the Food Coop began leasing space in the building until today, vast improvements have been made to the building. Much of the work to rehabilitate the building was done by the Ypsilanti Mill Works Partnership, which has maintained and improved the integrity and value of this 176 year old building. The

investments that have been made have revived this building from a building close to demolition, to being the home for the Food Coop as well as four prominent apartments in Depot Town.

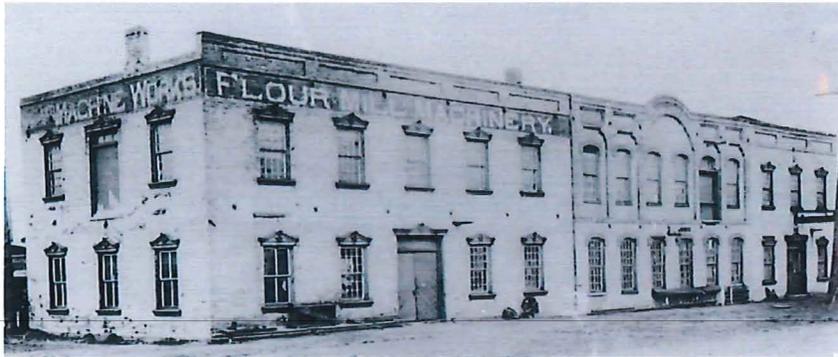
The attached budget and project detail shows that our overall plan for the project is close to \$500,000.00. A few years ago we completed a renovation of the store which has created a nicer store with better access to healthy food, with more space, coolers and freezers for more product to better serve the Ypsilanti community.

This phase includes the purchase of new equipment, replacement of shelving, removing walls within the grocery store and bakery to open up the space, and a complete renovation of our bakery and kitchen. We previously replaced sewer pipes running from the second story through the store, added 3phase electrical power for the larger appliances being added, added efficient lighting fixtures, made major repairs to the interior masonry walls throughout the building, and have continued window replacement with double pane windows for energy efficiency as well as aesthetic value.

Continued growth of the Ypsilanti Food Coop and the Ypsi Food Coop Bakery will continue to provide greater ability to pay more employees and to help us attain a more livable wage for the employees. Currently the Food Coop employees 20 staff and more than half of them are full time. The expansions that are underway are growing the only grocery store in Depot Town providing more consumers greater local food choices in a walkable community, and are providing a steady outlet for local producers, continuously improving our local economy. The food coop has been the anchor business in the Mill Works Building and one of a few in Depot Town for 32 years!

1. I am requesting this grant for a Design/Development plan to begin the process for the plans that will be done to expand our kitchen and the grocery store as well as create a café area for grab and go dining. This plan will lead to architectural drawings which will allow us to create a barrier free store through new doors which would correct the egress issues of the current entryways and add ADA bathrooms.
2. I am also requesting funds for the completion of signage: a hanging sign for the bakery, as well as a logo to be affixed to the northeast corner of the building. Both will add to the appeal of the facade to this building, add advertising, create excitement and draw customers to our building. These projects were previously approved by the Historic District commission, and were not completed with the letters and awning done at the time.

Many improvements have been made over the years, as you can see from the photos from 1988, so we hope you are able to help provide financial support to this cornerstone of the Ypsilanti community.



1880



1984



2010: Our blue and taupe stage with the awning that was replaced in 2014.



See the attached plan for the bakery signage, and what it would look like with a watermark!

The projected costs for this grant project:

Design Development for YFC Renovation	\$2,000.00
Bakery Sign	\$2,300.00
Logo on Building	\$1,490.00
Total	\$5,790.00

Timeline:

June 2016	Learn of award of Grant
June 2016	Apply for Sign/building permit and award projects to various companies.
June 2016	Complete Design Development plan
September 2016	Completion of Signage and Logo!!

We are requesting the full match of 50% that is available.

Thank you, Corinne Sikorski

General Manager, Ypsilanti Food Co-op





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 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

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

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	3863

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
Sandblasted Sign	OPTION 1 - CEDAR Sandblasted Sign 6" X 42.5" X 32.5" sandblasted cedar, double sided. painted to customer specifications. Copper hue is One Shot Copper Metallic paint.	1	2,850.00	2,850.00T
Sandblasted Sign	OPTION 2 - HDU FOAM Sandblasted Sign 6" X 42.5" X 32.5" sandblasted HDU graine frames for wood like look, double sided. painted to customer specifications. Copper hue is One Shot Copper Metallic paint.	1	2,325.00	2,325.00T
Dibond Sign	OPTION 3 42.5"x43" 6mm Dibond Sign, Fulll color with premium Laminate. includes (2) single sided, Custom Cut faces, mounted to 1.5" Urethane cor substrate. Included metal hangers for existing mounting bracket.	1	925.00	925.00T
Dibond Sign	OPTION 4 42.5"x43" 6mm Dibond Sign, Fulll color with premium Laminate w/ copper metallic accents. includes (2) single sided, custom cut faces, mounted to 1.5" Urethane cor substrate. Included metal hangers for existing mounting bracket.	1	982.00	982.00T

Subtotal	\$7,082.00
Sales Tax (6.0%)	\$424.92
Total	\$7,506.92

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	3863

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
Sandblasted Sign	OPTION 1 42.5" Custom shaped, ___ Deep Sandblasted Sign 5 Painted Colors, plus copper metallic/leaf . 2-sided	1	0.00	0.00T
Sandblasted Sign	OPTION 2 42.5" Custom shaped, ___ Deep Sandblasted Sign 5 Painted Colors, plus copper metallic/leaf . 2-sided	1	0.00	0.00T
Dibond Sign	OPTION 3 42.5"x43" 6mm Dibond Sign, Fulll color with premium Laminate. includes (2) single sided, Custom Cut faces, mounted to 1.5" Urethane cor substrate. Included metal hangers for existing mounting bracket.	1	925.00	925.00T
Dibond Sign	OPTION 4 42.5"x43" 6mm Dibond Sign, Fulll color with premium Laminate w/ copper metallic accents. includes (2) single sided, custom cut faces, mounted to 1.5" Urethane cor substrate. Included metal hangers for existing mounting bracket.	1	982.00	982.00T

Subtotal	\$1,907.00
Sales Tax (6.0%)	\$114.42
Total	\$2,021.42

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 _____

Subject: Brick wrap quote
From: "Kevin Rocheleau" <kevin@w4signs.com>
Date: 6/27/2013 6:00 PM
To: <corinne@ypsifoodcoop.org>
CC: "Mike Giacomantonio" <mikeg@w4signs.com>

Corinne,

I made a mistake on the brick wrap quote. I thought the rendering said 18'x16', not 15'x16' so the price of the wrap goes down to **\$1490**

Best Regards,

Kevin Rocheleau

Design & Production Manager

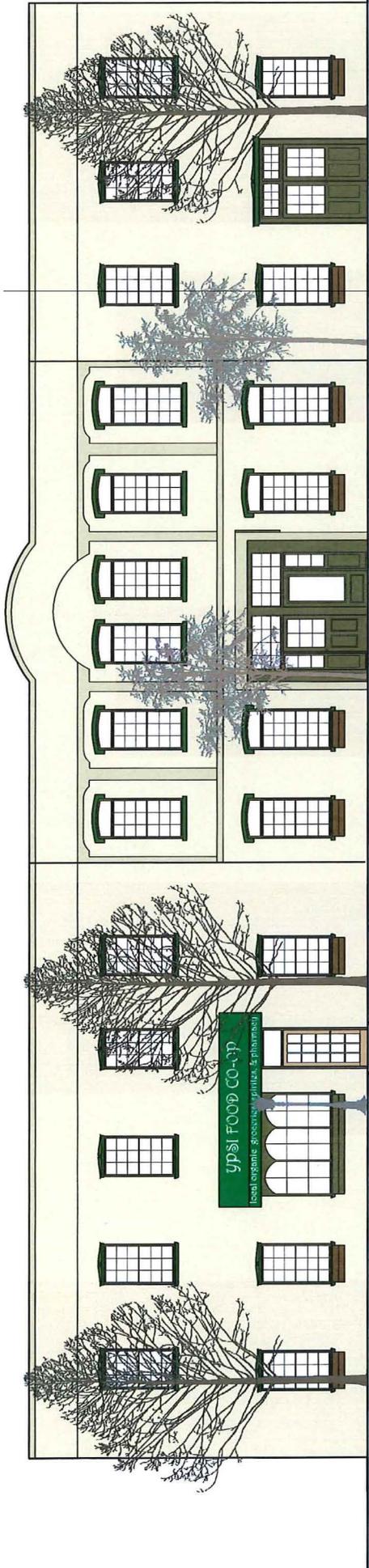
W4 Signs

p: (810) 588-4703 f: (810) 588-4706

8200 Grand River Ave. Brighton, MI 48114

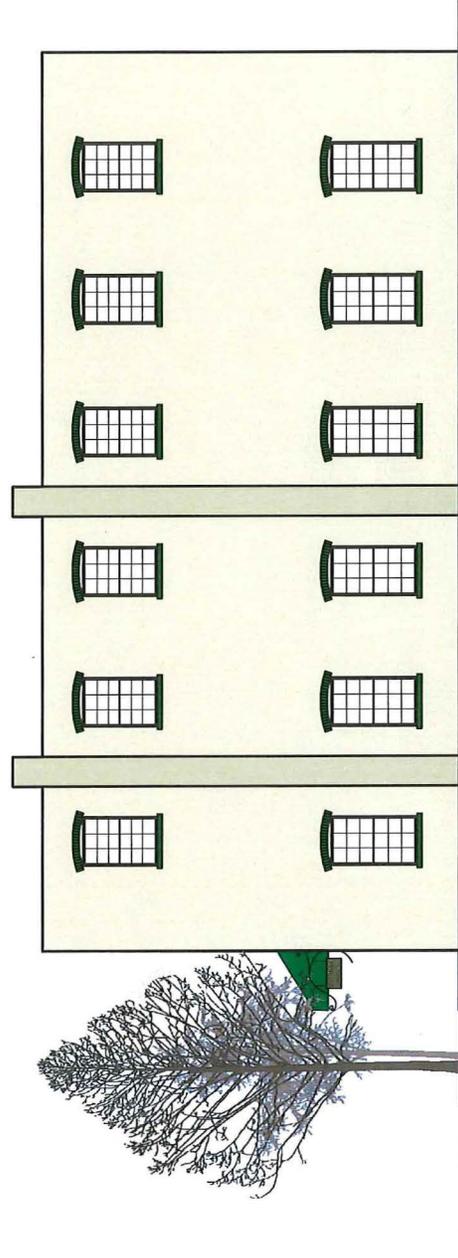


w4signs.com



WEST (FRONT) ELEVATION

SCALE: 1/8"=1'-0"



SOUTH (SIDE) ELEVATION

SCALE: 1/8"=1'-0"

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 INDICATIONS

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



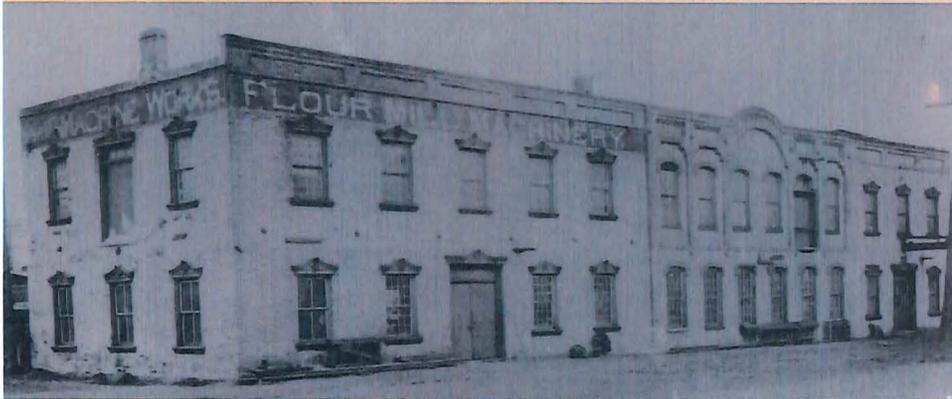
YPSI FOOD CO-OP BAKERY
SIGNAGE
COMP SPECS FINAL 1
06/21/2013

SCALE: 1.375" = 1'0"
DECHAVEZDESIGN

The Mill Works Building

308, 310, 312 North River Street
Ypsilanti, Michigan 48198

Built in 1840 through 1860, it's basic design was for the functionality of a factory where the grinders for flour mills were manufactured. Through various owners, and eras in history, the building has become one of Depot Town's landmarks. Known as the Ypsilanti Machine works, they also produced scalpels, centrifugal reels, elevator heads, and boots with pulleys. A special reel for separating salt was also manufactured for the Diamond Crystal Salt Co. of St. Claire, Michigan.

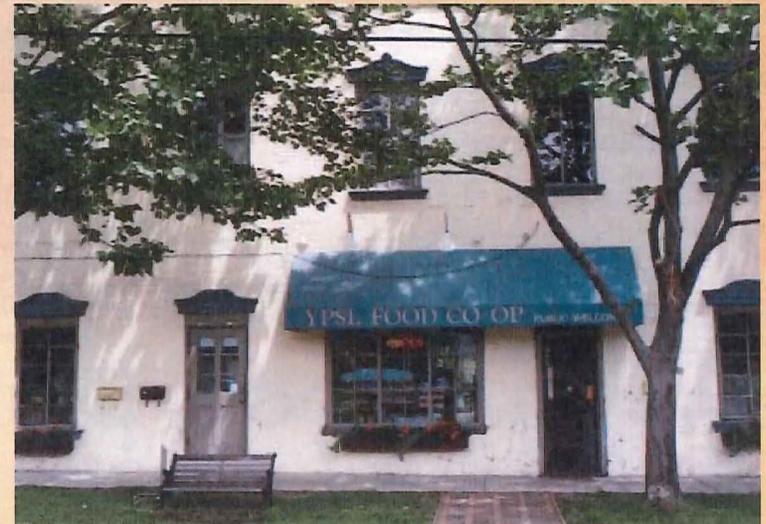


The building was purchased in 1988 by a group of 5 people interested in historic preservation and community development. They formed the Ypsilanti Mill Works Partnership and through much labor and capital investment have renovated the building to it's current multi- use with 4 upper apartments, 4 offices and 3,200 sf retail space.

Circa 2000



Circa 1988



The Ypsilanti Food Coop

The Mill Works Building has been the home of the Ypsilanti Food Co-op since 1984, a not-for-profit corporation, that has been providing natural foods in the community since 1975, is cooperatively owned by over 800 members of the Ypsilanti community.



One of only two grocery stores in the city of Ypsilanti, the coop provides a full line of groceries, with an emphasis on organic, local and unprocessed. They carry Milk and dairy items, baked goods, bulk and packaged flours, grains, beans, and other baking supplies, herbs and spices, coffees and teas, produce, seeds and starter plants, beer and wine, frozen foods, and from their deli hot soups and salads and sandwiches to go.

The Depot Town Sourdough Bakery was created in 1989, with a wood fired brick oven built into the back wall of 310 North River Street. Designed to produce whole grain artisan breads, it continues today as the Ypsilanti Food Coop Bakery, and is owned and operated by the Ypsilanti Food co-op. The bakery provides healthier alternatives to typical baked goods, including granolas, pies, cakes, cookies, brownies, baklava, scones, and cupcakes.





Subject: logo watermark composite
From: Julius deChavez <julius.dechavezdesign@gmail.com>
Date: 5/16/2013 9:06 PM
To: Corinne Sikorski <corinne@ypsifoodcoop.org>

here you go.

jules

--
[julius deChavez](#)
.: Print + Digital Art Director

.....
[deChavez Design, LLC](#) _ 248 346 3073 C _ Reach me on Skype at:
[deChavez Design, LLC](#) _ 810 231 2231 H [iconicbrandonskype](#)

.....
[deChavezDesign](#) | [deChavezFoto Imaging](#) | [Coroflot](#)

—C-NorthWest Wall.jpg



—Attachments:—

C-NorthWest Wall.jpg

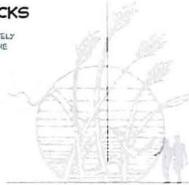
524 KB



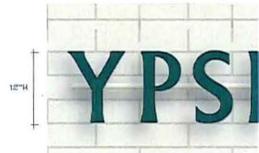
WATERMARK ON BRICKS

THIS ECHO WATERMARK IS APPROXIMATELY 13'-0" H X 16'-0" W AND WRAPS AROUND THE BUILDING

- OPTION A BRICK VINYL MATERIAL
- OPTION B AWNING AND PAINTED



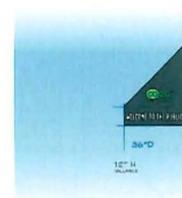
MAIN ENTRANCE SIGNAGE



THESE LETTERS ARE OFFSET OFF THE EXTERIOR WALL WITH A SINGLE FRAME (PAINTED THE SAME AS THE BUILDING)

- OPTION A 12" H CONTOURED CUT LETTERS METAL PAINTED FOREST GREEN #7E1777 (PMS 560 C)

- OPTION B 12" H CONTOURED CUT LETTERS PLASTIC PAINTED FOREST GREEN #7E1777 (PMS 560 C)



VINYL FOR AWNING: NUTMEG #D952 (PMS 751 C) / #7E1777 (PMS 560 C) (PMS 560 C)

FABRIC FOR AWNING: FOREST GREEN #7E1777 (PMS 560 C)



FABRIC FOR CO-OP: FOREST GREEN #7E1777 (PMS 560 C)

FRONT AWNING SPECS

THE AWNING IS APPROXIMATELY 14'-10" WIDE X 3'-3" HIGH (BACK) X 12" H VALANCE X 36" DEEP. THERE IS AN EXISTING AWNING FRAME TO APPLY NEW FABRIC.

THERE ARE GRAPHICS ON THE LEFT AND RIGHT SIDE AND ON THE VALANCE. PLEASE SEE SPEC BELOW. ALL ART WILL BE PROVIDED IN VECTOR FORMAT.

BAKERY SIGNAGE

PLEASE SEE THE BAKERY SPECS FOR THE PRICE OPTIONS.



CORNER BRICK WRAP

YPSI-FOOD CO-OP: MAIN ENTRANCE AWNING BUILDING SIGNAGE AND BAKERY SIGNAGE
 FR-SPECS
 JUNE 21, 2013
 SCALE: .215" = 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 INDICATIONS

PLEASE PROVIDE IN YOUR RFQ:

- COST TO BUILD
- ARCHITECTURAL RENDERINGS FOR CITY CODE APPROVAL
- TIME SPAN TO PRODUCE
- INSTALATION 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

Ypsilanti Food Coop Expansion		Budget
Construction		
Architecture fee		22,000.00
Design fees		3,000.00
Bid documents		1,500.00
Construction architecture/admin		7,000.00
Building permits		7,000.00
Demo stairway		30,000.00
Arch demo and masonry		35,000.00
Entry Doors 310		30,000.00
Entry Doors 308		20,000.00
Carpentry		25,000.00
HVAC		37,000.00
electrician		35,000.00
Plumbing		35,000.00
Roof Vents		5,000.00
Clean up		3,000.00
Fire Extenquishers		600.00
Painting		7,000.00
Floor refinish		8,000.00
Project management		20,000.00
Total Construction		331,100.00
Kitchen and Café		
Merchandizer		8,000.00
Merchandizer		10,000.00
Merchandizer		10,000.00
Sandwich prep		4,000.00
Range		4,000.00
Exhaust Hood		15,000.00
Fire Suppresion system		3,000.00
Reach in fridge		5,000.00
Reach in freezer		5,000.00
Work Table		1,000.00
Bread Slicer		1,000.00
bread table		1,000.00
Stainless Sink		2,500.00
dishwasher		2,000.00
Retail area buildout		15,000.00
Signage		2,400.00
Shelving		5,000.00
Total - Kitchen Equipment		93,900.00
Office		
Kitchen office equipment		100.00
File cabinets		600.00
computers		2,000.00

Ypsilanti Food Coop Expansion			Budget
phones		Add New Phone System, possibly intercom	2,000.00
		Total - Office	4,700.00
	Store		
Metal Grocery Shelving			8,000.00
Bulk bins for liquids			1,000.00
Display cooler			6,000.00
Display freezer			8,500.00
Additional Lighting			2,000.00
Security system add ons			1,000.00
Electrical upgrades			4,000.00
		Total - Grocery Store Improvements	30,500.00
		Total - Expansion Overall	460,200.00

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: HDL INC/WIRELESS YPSI AGREEMENT
DATE: 6/13/2016
CC:

HDL.com/Wireless Ypsi Partnership Agreement

Per the email sent on June 7, 2016, HDL Inc. sold the cameras they operated downtown to the businesses they are mounted to making the need for a privacy agreement with the DDA not applicable. At this time, we may want to show our support to Wireless Ypsi by giving them a direct donation instead of providing additional nodes to boost bandwidth. This would allow Wireless Ypsi to use the funds for maintaining and upgrading the system. In speaking with HDL, they would be receptive to this. In response to Mr. Williams request to get a list of repeaters throughout the downtown, Mr. Pierce indicated that the number a location of “repeaters” is proprietary and would only disclose that there are over 300 nodes throughout the city.

ADT Agreement

The ADT surveillance system the DDA uses for the S. Huron parking lot has not worked for several months. At the February YDDA Board Meeting it seemed that the consensus of the board was to terminate the existing contract with ADT but to wait until the board had the larger discussion over surveillance. To cancel the existing contract, it would cost approximately \$100.

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, August 18, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Agenda

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 business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

I. Call to Order

II. Roll Call

Amanda Edmonds	P	A	Russ Olwell	P	A
Jessica French	P	A	Andrew O’Neal	P	A
Adam Gainsley	P	A	Diana Wong	P	A
Martha Cleary	P	A	Mark Teachout (C)	P	A
Ben Harrington	P	A	RayVon Williams	P	A
Jelani McGadney	P	A			

III. Introductions

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

V. Approval of May 19, 2016 and June 17, 2016 Minutes (X)* p. 3-7

VI. Audience Participation (3 minutes each)

1. _____
2. _____
3. _____
4. _____
5. _____

VII. Staff Report/Financial Report (X) p. 6-20

VIII. Standing Committee Reports

- Economic Restructuring & Design (X)* p. 21-23
 - Resolution to approve the award of a YDDA Marketing Grant for First Fridays (X)* p. 24-26
 - Riverside Arts Center Memo and Application(X) p. 27-41
 - Resolution to approve a YDDA Façade Improvement Grant for 10 N. Washington (X)* p. 42-58
 - Resolution to approve a YDDA Façade Improvement Grant for 209 Adams (X)* p. 59-71
 - Resolution to approve a YDDA Façade Improvement Grant for 47 N. Huron (X)* p. 72-89

- Resolution to approve a YDDA Façade Improvement Grant for 40, 42, 44 E. Cross St (X)* p. 90-105
- Resolution to approve a YDDA Façade Improvement Grant for 312 N. River (X)* p. 106-134

IX. Old Business

- Security Camera/WIFI Discussion Continuation(X)* p. 135
- Frog Island Park Grant Request Continuation* p 136

X. Proposed Business

- Dumpster Enclosure Program Update and Request* p. 137
- Maple Street Parking Lot Requests * p. 138
- Riverside Arts Center Board Appointment

XI. Announcements/Comments

XII. Public Participation

XIII. Next Meeting: September 15, 2016, 8:30 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 16, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Meeting Minutes

I. Call to Order: M. Teachout called the meeting to order at 8:34 am.

II. Roll Call

Amanda Edmonds		A	Russ Olwell	A
Jessica French*	P		Andrew O’Neal	A
Adam Gainsley	P		Richard Smith	A
Cisco Garcia	P		Mark Teachout(C)	P
Ben Harrington		A	RayVon Williams	A
Jelani McGadney		A		

Others in Attendance:

Joe Licavoli, SPARK East
Beth Ernat, Ypsilanti Economic Dev.
Alex Goldsmith, Mentor2Youth
Marisa Kurtzhals , CVB
Corinne Sikorski, Ypsi Food Coop
Joe Meyers, DDA
Rasheed J. Atwater, DDA

No quorum was present.

III. Approval of Agenda: N/A

IV. Approval of May 19, 2016 Minutes: N/A

V. Audience Participation:

Marisa First Fridays:

- Gave update to what has been added to First Fridays. Marissa also discussed partnership with DDA and possible DDA grant to create new signs promoting First Fridays.

Joe Licavoli Spark East:

- Gave an update on new initiatives at Spark East and informed board that YCVB is staying at Spark East due to construction of YCVB building.
- Joe also discussed Ann Arbor Tech Trek on June 17 and its promotion of the region.

Alex Goldsmith

- Discussed Mentor2Youth Art Van Challenge and updates with the organization.
- Questioned what type of businesses are acceptable on N. Washington.

Corinne Sikorski

- Discussed the Façade and Rehab grant the Ypsilanti Food Coop requested and opened the floor to field any questions.
- Joe discussed why the rehab grant was not approved by the design and review committee.

VI. Staff Report/Financial Report (X)* p. 18-20: N/A

VII. Standing Committee Reports: N/A

• **Economic Restructuring & Design (X)* p. 18-20**

- Resolution to approve the award of a YDDA Marketing Grant for First Fridays (X)* p. 21-23
- Riverside Arts Center Memo and Application (X) p. 24-40
- Resolution to approve a YDDA Façade Improvement Grant for 10 N. Washington (X) * p. 41-55
- Resolution to approve a YDDA Façade Improvement Grant for 209 Adams (X)* p. 56-68
- Resolution to approve YDDA Façade Improvement Grant for 47 N. Huron (X)* p. 69-87
- Resolution to approve a YDDA Façade Improvement Grant for 40, 42, 44 E. Cross St (X)* p. 88-103
- Resolution to approve a YDDA Façade Improvement Grant for 312 N. River (X)* p. 104-133

IX. Old Business: N/A

- Security Camera/ WIFI Discussion Continuation (X)* p. 134
It was discussed that the request for the security cameras and access to DDA purchased bandwidth has been withdrawn
- Frog Island Park Grant Request Continuation*

X. Proposed Business: N/A

- Dahlmann Depot Parking Lot Discussion
It was discussed that the owner of the Depot would like to enter into an agreement with the DDA for insurance liability for the public parking being provided at the depot.

XI. Announcements/Comments: N/A

XII. Public Participation: N/A

XIII. Adjourn: The meeting was adjourned at 8:50 am.

XIV. Next Meeting: August 18, 2016, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, May 19, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Meeting Minutes

I. Call to Order: M. Teachout called the meeting to order at 8:34 am.

II. Roll Call

Amanda Edmonds	P	Russ Olwell	P	
Jessica French*	P	Andrew O’Neal	P	
Adam Gainsley	P	Richard Smith		A
Cisco Garcia	P	Mark Teachout (C)	P	
Ben Harrington	P	RayVon Williams**	P	
Jelani McGadney	P			

*arrived at 8:40

**arrived at 8:45

Others in Attendance:

Joe Licavoli, SPARK East
Beth Ernat, Ypsilanti Economic Dev.
Martha Cleary, Downtown Resident
Brian Brickley, Tap Room
Eric Williams, Puffer Reds

III. Approval of Agenda: Andrew O’Neal moved to approve the agenda as amended. Adam Gainsley supported the motion and it passed unanimously

IV. Approval of April 14, 2016 Minutes: Ben Harrington moved to approve the minutes as submitted. Andrew O’Neal supported the motion and it passed unanimously.

V. Audience Participation:

- Martha Cleary asked what the DDA was doing for Ypsi P.R.I.D.E. Day. Joe Meyers informed Martha of all of the P.R.I.D.E. Day initiatives for the DDA.

VI. Staff Report/Financial Report:

- Joe Meyers reported to the DDA Board that the DDA website and business directory is up to date. DDA Staff is continuing to add more business to the website as they come in and update available properties every week. In addition, staff has continued to conduct outreach to business and stakeholders, work on finding a dumpster solution and plan for Ypsi P.R.I.D.E. Day.

VIII. Standing Committee Reports:

- **Design and Review:**
 - Met the 27th of April, discussed Frog Island Park Proposal which would improve canoe launch and improve the infrastructure of the area.
 - Teresa Gillotti discussed Riverside Park proposal and will bring the proposal back at the next DDA meeting in June.
- **Operation and Finance:**
 - Joe Meyers showed the project cost of the frog island project and where DDA depot town district funds would go.
 - DDA funds will go mainly towards railing and screening fabrication and ensuring safety measures of area.
 - Amanda Edmonds would want to pursue having youth do mural and changing policy to ensure that contracted services with DDA have to obey the living wage ordinance.
 - Jessica French discussed possibly holding off the approval of this initiative until she speaks with Depot Town merchants.
 - Jessica French moved to table the discussion until our next meeting to get the input of the Depot Town Merchants. Russ Olwell supported the motion and it was approved unanimously.

Downtown Dumpster Discussion:

- Joe discussed dumpster options and gave a proposal for the dumpster enclosures. In addition, Joe detailed the cost for each business type to receive a code for the dumpster. Under current proposal for a key pad system Restaurants \$125, non-restaurants business \$50, residential units \$25. Businesses will pay the fee then receive 3 months use of code to dumpster enclosure.
- Amanda Edmonds would like to add recycling caveat in agreement contract for businesses.
- Adam Gainsley wanted to make sure the codes on the dumpster will have tracking capabilities to see how many times businesses use the dumpster to adjust and ensure cost varying
- Adam Gainsley motioned to approve the proposal. Jelani McGadney supported the motion and it was approved unanimously

Downtown Camera and WI-FI Discussion Cameras:

- Mark Teachout discussed surveillance program history and issues.
- Joe discussed contract proposals from the DDA to Steve Pierce and Mr. Pierce's counter contract
- Cisco affirmed that Steve Pierce is currently using the internet for cameras without approval
- Jelani McGadney motioned to continue to the discussion next month for second legal opinion of section 105. Jessica French supported the motion and it was passed unanimously.

IX. Old Business: N/A

X. Proposed Business:

First Fridays discussion:

- Beth Ernat informed the board of the discussions staff is having with the Frist Fridays to better coordinate with the two organizations.
- The board generally conceded that they believe partnering with first Friday would be a good thing, but they would like to see the specifics of what First Friday wants to do, and how much it will cost the DDA.

Committee Structure Discussion:

- Beth Ernat proposed combining both committees and creating sub committees for districts to create a chain of command consisting of district sub-committee, committee, then DDA Board. This will be an effort to involve more businesses to committees and in DDA
- Jelani McGadney expressed that this will create a wider discussion of how and what the board and committees will do and act.
- The board agreed that further discussions would need to take place prior to changing the committee structure but most seemed receptive to the discussion.

XI. Announcements/Comments:

- Adam Gainsley motioned to move all July meetings to August. Jelani McGadney supported the motion and the motion passed unanimously.
- The board also decide to hold their September DDA meeting at Sidetracks 54 E. Cross st Ypsilanti MI 48197

XII. Public Participation: none.

XIII. Adjourn: The meeting was adjourned at 10:12 am.

XIV. Next Meeting: June 16, 2016, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

City of Ypsilanti DDA Staff Report May - August 2016

Website: Staff continues to update the available properties and business directory sections.

Community Outreach and Partnerships: Met with most business owners to discuss their needs and to distribute information about the upcoming dumpster enclosure changes.

Downtown Dumpster Management: Staff reached out to lock vendors

Press/Communications: We have been working to promote new businesses and events on the DDA's Facebook Page on a regular basis.

YDDA Bookkeeping and Budget: We are processing all invoices and worked with the city council to adopt the budget. We are doing a check of all expenses and revenues to make sure everything is accounted for and will have a 2015/2016 budget report for the September 2016 board meeting.

Streetscape Maintenance: All of the planters and hanging baskets look great and are starting to have discussions for the end of year maintenance needed.

Grants: Worked with grant applicants to ensure necessary grant documents were turned in for the most recent façade round.

Staff Hours for May, June, July & August

Joe – Budget presentation, meeting coordination, website site content creation, DDA outreach, DDA board and committee meetings, dumpster enclosure program start up and follow up. Vacation from June 16 – July 5 – 144 Hours

Rasheed – Business interviews, locksmith reach out, DDA dumpster outreach, invoice preparation, DDA board and committee meetings, façade grant review, updated website and business directory. Study Abroad June 23-July 9 and Military Leave July 25-August 7 – 248 Hours

Bonnie –Financial spreadsheet update and DDA Mailing – 2 Hours

Cindy – Available Properties and website update, DDA Mailing – 20 Hours

Nan – Budget – 13.5 Hours

Beth – DDA oversight and guidance – 45 Hours

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 16.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
----------	-----------------	----------------	-----------------	----------------------	------------------	--------------------

DTDA W CROSS OPERATING
 =====

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
275-4-7270-402-00 CURRENT PROPERTY TAXES	7,075	7,017	0.00	0.00	7,017.00	100.00
275-4-7270-402-05 PERSONAL PROP TAX REIMBURSE	122	0	0.00	0.00	0.00	0.00
275-4-7270-420-01 DELINQUENT PROPERTY TAXES	85	20	0.00	10.93	9.07	45.35
275-4-7270-445-02 INTEREST ON CURRENT TAXES	20	20	0.00	0.00	20.00	100.00
275-4-7270-445-05 INTEREST ON DELINQUENT TAXES	1	0	0.00	0.33 (0.33)	0.00
275-4-7270-664-00 INTEREST EARNINGS	583	447	0.00	0.00	447.00	100.00
TOTAL REVENUES	7,886	7,504	0.00	11.26	7,492.74	99.85

TOTAL DTDA W CROSS OPERATING 7,886 7,504 0.00 11.26 7,492.74 99.85

DTDA W CROSS TIF
 =====

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
275-4-7271-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	4,943	0.00	0.00	4,943.00	100.00
275-4-7271-439-02 CURRENT TIFA TAXES-WEST CROSS	6,504	3,288	0.00	0.00	3,288.00	100.00
275-4-7271-439-05 PERSONAL PROP TIF REIMBURSE	2,819	0	0.00	0.00	0.00	0.00
275-4-7271-674-43 WASH CO. BLDG REHAB/FACADE	5,000	0	0.00	0.00	0.00	0.00
275-4-7271-699-92 APPROPRIATION FUND BALANCE-TIF	28,501	7,831	0.00	0.00	7,831.00	100.00
TOTAL REVENUES	42,824	16,062	0.00	0.00	16,062.00	100.00

TOTAL DTDA W CROSS TIF 42,824 16,062 0.00 0.00 16,062.00 100.00

DTDA E CROSS OPERATING
 =====

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
275-4-7290-402-00 CURRENT PROPERTY TAXES	6,128	6,524	0.00	0.00	6,524.00	100.00
275-4-7290-402-05 PERSONAL PROP TX REIMBURSE	143	0	0.00	0.00	0.00	0.00
275-4-7290-445-02 INTEREST ON CURRENT TAXES	5	20	0.00	0.00	20.00	100.00
275-4-7290-664-00 INTEREST EARNINGS	500	314	0.00	0.00	314.00	100.00
275-4-7290-699-91 APPROPRIATIONS FUND BALANCE	0	3,557	0.00	0.00	3,557.00	100.00
TOTAL REVENUES	6,776	10,415	0.00	0.00	10,415.00	100.00

TOTAL DTDA E CROSS OPERATING 6,776 10,415 0.00 0.00 10,415.00 100.00

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 16.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DTDA E CROSS TIF						
=====						
REVENUES						
275-4-7291-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	6,636	0.00	0.00	6,636.00	100.00
275-4-7291-439-01 CURRENT TIFA TAXES	70,104	50,787	0.00	0.00	50,787.00	100.00
275-4-7291-439-05 PERSONAP PROP TIF REIMBURSE	3,296	0	0.00	0.00	0.00	0.00
275-4-7291-674-43 WASH CO. BLDG REHAB GRANT	5,000	0	0.00	0.00	0.00	0.00
TOTAL REVENUES	78,400	57,423	0.00	0.00	57,423.00	100.00
<hr/>						
TOTAL DTDA E CROSS TIF	78,400	57,423	0.00	0.00	57,423.00	100.00
<hr/>						
TOTAL REVENUES	135,886	91,404	0.00	11.26	91,392.74	99.99
	=====	=====	=====	=====	=====	=====

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPERATING						
=====						
EXPENDITURES						
275-7-7270-728-00 OFFICE SUPPLIES	175	63	0.00	0.00	63.00	100.00
275-7-7270-730-00 POSTAGE	28	10	0.00	0.00	10.00	100.00
275-7-7270-757-00 OPERATING SUPPLIES	67	24	0.00	0.00	24.00	100.00
275-7-7270-775-01 REPAIR AND MAINTENANCE SUPPLY	0	123	0.00	0.00	123.00	100.00
275-7-7270-807-00 AUDIT FEES	344	116	0.00	0.00	116.00	100.00
275-7-7270-818-00 CONTRACTUAL SERVICES	2,231	933	0.00	0.00	933.00	100.00
275-7-7270-822-10 GENERAL LIABILITY	487	183	0.00	30.00	153.00	83.61
275-7-7270-826-10 LEGAL SERVICES	490	193	0.00	0.00	193.00	100.00
275-7-7270-853-00 TELEPHONE	127	56	0.00	1.54	54.46	97.25
275-7-7270-864-01 CONFERENCES AND WORKSHOPS	140	50	0.00	0.00	50.00	100.00
275-7-7270-900-00 PRINTING AND PUBLISHING	350	125	0.00	0.00	125.00	100.00
275-7-7270-940-00 RENT	658	197	0.00	0.00	197.00	100.00
275-7-7270-957-00 BOOKS AND MAGAZINES	21	8	0.00	0.00	8.00	100.00
275-7-7270-958-00 MEMBERSHIPS AND DUES	152	46	0.00	0.00	46.00	100.00
TOTAL EXPENDITURES	5,270	2,127	0.00	31.54	2,095.46	98.52
TOTAL DTDA W CROSS OPERATING						
	5,270	2,127	0.00	31.54	2,095.46	98.52

DTDA W CROSS TIF
 =====

EXPENDITURES						
275-7-7271-706-00 PERMANENT WAGES-SALARIES	7,740	0	0.00	0.00	0.00	0.00
275-7-7271-706-07 PERMANENT WAGES-POLICE PATROL	5,752	0	0.00	0.00	0.00	0.00
275-7-7271-706-10 PART TIME WAGES	3,312	0	0.00	0.00	0.00	0.00
275-7-7271-714-02 WORKER'S COMPENSATION	118	0	0.00	0.00	0.00	0.00
275-7-7271-714-05 SOCIAL SECURITY & MEDICARE	899	0	0.00	0.00	0.00	0.00
275-7-7271-714-07 20% HEALTH CARE PREMIUM (446)	0	0.00	0.00	0.00	0.00
275-7-7271-714-08 HEALTH CARE COSTS - BLUE CROSS	1,931	0	0.00	0.00	0.00	0.00
275-7-7271-714-12 BASIC FEES	13	0	0.00	0.00	0.00	0.00
275-7-7271-714-13 EHIM WRAP CLAIMS	269	0	0.00	0.00	0.00	0.00
275-7-7271-714-14 EHIM WRAP FEES	32	0	0.00	0.00	0.00	0.00
275-7-7271-714-15 EHIM SCRIPTS	285	0	0.00	0.00	0.00	0.00
275-7-7271-714-16 HEALTH CARE WAIVERS	700	0	0.00	0.00	0.00	0.00
275-7-7271-714-17 DENTAL	424	0	0.00	0.00	0.00	0.00
275-7-7271-714-18 OPTICAL	181	0	0.00	0.00	0.00	0.00
275-7-7271-714-19 LIFE INSURANCE	50	0	0.00	0.00	0.00	0.00
275-7-7271-714-22 LONG TERM DISABILITY	56	0	0.00	0.00	0.00	0.00
275-7-7271-714-24 HEALTH CARE SAVINGS PLAN	252	0	0.00	0.00	0.00	0.00
275-7-7271-818-00 CONTRACTUAL SERVICES	0	3,707	0.00	0.00	3,707.00	100.00
275-7-7271-820-00 TIF - WEST CROSS DEV AREA	871	3,000	0.00	0.00	3,000.00	100.00
275-7-7271-820-02 STREETScape MAINTENANCE	3,605	3,605	0.00	0.00	3,605.00	100.00
275-7-7271-820-04 SEASONAL PLANTING	350	350	0.00	0.00	350.00	100.00

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAININGS
275-7-7271-820-05 PEDESTRIAN TRASH COLLECTION	3,200	0	0.00	0.00	0.00	0.00
275-7-7271-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,000	0	0.00	0.00	0.00	0.00
275-7-7271-820-08 WAYFINDING CITYWIDE	700	0	0.00	0.00	0.00	0.00
275-7-7271-920-00 UTILITIES-DTE ELECTRICAL BILL	280	0	0.00	0.00	0.00	0.00
275-7-7271-965-05 SPECIAL EVENT CONTRIBUTION	0	400	0.00	0.00	400.00	100.00
275-7-7271-965-06 FACADE PROG. CONT TO BLD-TIF	1,250	0	0.00	0.00	0.00	0.00
275-7-7271-971-27 BUILDING REHAB	10,000	5,000	0.00	0.00	5,000.00	100.00
TOTAL EXPENDITURES	42,824	16,062	0.00	0.00	16,062.00	100.00

TOTAL DTDA W CROSS TIF 42,824 16,062 0.00 0.00 16,062.00 100.00

DTDA E CROSS OPERATING
 =====

EXPENDITURES

275-7-7290-728-00 OFFICE SUPPLIES	200	325	0.00	0.00	325.00	100.00
275-7-7290-730-00 POSTAGE	32	52	0.00	0.00	52.00	100.00
275-7-7290-757-00 OPERATING SUPPLIES	76	124	0.00	0.00	124.00	100.00
275-7-7290-807-00 AUDIT FEES	394	640	0.00	0.00	640.00	100.00
275-7-7290-818-00 CONTRACTUAL SERVICES	2,550	4,854	0.00	0.00	4,854.00	100.00
275-7-7290-822-10 GENERAL LIABILITY	556	953	0.00	125.00	828.00	86.88
275-7-7290-826-10 LEGAL SERVICES	560	1,001	0.00	0.00	1,001.00	100.00
275-7-7290-853-00 TELEPHONE	144	235	0.00	7.99	227.01	96.60
275-7-7290-864-01 CONFERENCES AND WORKSHOPS	160	260	0.00	0.00	260.00	100.00
275-7-7290-900-00 PRINTING AND PUBLISHING	400	650	0.00	0.00	650.00	100.00
275-7-7290-940-00 RENT	752	1,022	0.00	0.00	1,022.00	100.00
275-7-7290-957-00 BOOK MAGAZINES AND PERIODAL	24	39	0.00	0.00	39.00	100.00
275-7-7290-958-00 MEMBERSHIPS AND DUES	174	260	0.00	0.00	260.00	100.00
TOTAL EXPENDITURES	6,022	10,415	0.00	132.99	10,282.01	98.72

TOTAL DTDA E CROSS OPERATING 6,022 10,415 0.00 132.99 10,282.01 98.72

DTDA E CROSS TIF
 =====

EXPENDITURES

275-7-7291-706-00 PERMANENT WAGES - SALARIES	8,846	0	0.00	0.00	0.00	0.00
275-7-7291-706-07 PERMANENT WAGES-POLICE PATROL	6,574	0	0.00	0.00	0.00	0.00
275-7-7291-706-10 PART TIME WAGES	3,786	0	0.00	0.00	0.00	0.00
275-7-7291-714-02 WORKER'S COMPENSATION	134	0	0.00	0.00	0.00	0.00
275-7-7291-714-05 SOCIAL SECURITY & MEDICARE	1,028	0	0.00	0.00	0.00	0.00
275-7-7291-714-07 20% HEALTH CARE PREMIUM (509)	0	0.00	0.00	0.00	0.00
275-7-7291-714-08 HEALTH CARE COSTS - BLUE CROSS	2,206	0	0.00	0.00	0.00	0.00
275-7-7291-714-12 BASIC FEES	14	0	0.00	0.00	0.00	0.00
275-7-7291-714-13 EHIM WRAP CLAIMS	307	0	0.00	0.00	0.00	0.00
275-7-7291-714-14 EHIM WRAP FEES	37	0	0.00	0.00	0.00	0.00
275-7-7291-714-15 EHIM SCRIPTS	325	0	0.00	0.00	0.00	0.00
275-7-7291-714-16 HEALTH CARE WAIVERS	800	0	0.00	0.00	0.00	0.00

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAININGG
275-7-7291-714-17 DENTAL	485	0	0.00	0.00	0.00	0.00
275-7-7291-714-18 OPTICAL	207	0	0.00	0.00	0.00	0.00
275-7-7291-714-19 LIFE INSURANCE	58	0	0.00	0.00	0.00	0.00
275-7-7291-714-22 LONG TERM DISABILITY	64	0	0.00	0.00	0.00	0.00
275-7-7291-714-24 HEALTH CARE SAVINGS PLAN	288	0	0.00	0.00	0.00	0.00
275-7-7291-818-00 CONTRACTUAL SERVICES	0	13,929	1,256.67	2,513.34	11,415.66	81.96
275-7-7291-820-02 STREETScape MAINTENANCE	4,378	4,378	0.00	0.00	4,378.00	100.00
275-7-7291-820-04 SEASONAL PLANTING	400	425	0.00	0.00	425.00	100.00
275-7-7291-820-05 PEDESTRIAL TRASH COLLECTION	8,400	0	0.00	0.00	0.00	0.00
275-7-7291-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,250	0	0.00	0.00	0.00	0.00
275-7-7291-820-08 WAYFINDING CITYWIDE	800	0	0.00	0.00	0.00	0.00
275-7-7291-940-01 RAIL FENCE LEASE	244	0	0.00	0.00	0.00	0.00
275-7-7291-965-05 SPECIAL EVENT CONTRIBUTION	0	400	0.00	0.00	400.00	100.00
275-7-7291-965-06 FACADE PROG. CONT TO BLD-TIF	1,250	5,000	0.00	0.00	5,000.00	100.00
275-7-7291-971-27 BUILDING REHAB	10,000	5,000	0.00	0.00	5,000.00	100.00
275-7-7291-974-01 TIF PROJECTS	996	5,000	0.00	0.00	5,000.00	100.00
275-7-7291-991-00 PRINCIPAL ENDS 12/28/2015	10,080	0	0.00	0.00	0.00	0.00
275-7-7291-995-00 INTEREST	474	0	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	62,922	34,132	1,256.67	2,513.34	31,618.66	92.64
TOTAL DTD A E CROSS TIF	62,922	34,132	1,256.67	2,513.34	31,618.66	92.64
TOTAL EXPENDITURES	117,038	62,736	1,256.67	2,677.87	60,058.13	95.73
REVENUES OVER/(UNDER) EXPENDITURES	18,848	28,668 (1,256.67) (2,666.61)	31,334.61	109.30

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2016

413-DOWNTOWN DEV AUTH
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

REVENUE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
<u>REVENUE SUMMARY</u>						
DOWNTOWN DA OPERATING	35,640	34,459	0.00	3.76	34,455.24	99.99
DOWNTOWN DA TIF	257,711	168,254	200.00	5,400.00	162,854.00	96.79
DOWNTOWN DA OTHER	5,000	0	0.00	0.00	0.00	0.00
TOTAL REVENUES	298,351	202,713	200.00	5,403.76	197,309.24	97.33
=====						
EXPENDITURE SUMMARY	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING	26,120	27,571	0.00	366.23	27,204.77	98.67
DOWNTOWN DA TIF	257,711	168,254	3,335.00	6,870.35	161,383.65	95.92
DOWNTOWN DA OTHER	5,000	0	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	288,831	195,825	3,335.00	7,236.58	188,588.42	96.30
=====						
REVENUES OVER/(UNDER) EXPENDITURES	9,520	6,888	(3,135.00)	(1,832.82)	8,720.82	126.61
=====						

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 16.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING						
=====						
<u>REVENUES</u>						
413-4-7230-402-00 CURRENT PROPERTY TAXES	25,350	26,104	0.00	0.00	26,104.00	100.00
413-4-7230-402-05 PERSONAL PROP TAX REIMBURSE	885	0	0.00	0.00	0.00	0.00
413-4-7230-420-01 DELINQUENT PROPERTY TAXES	1,200	100	0.00	3.76	96.24	96.24
413-4-7230-445-02 INTEREST ON CURRENT TAXES	100	50	0.00	0.00	50.00	100.00
413-4-7230-445-05 INTEREST ON DELINQUENT TAXES	5	5	0.00	0.00	5.00	100.00
413-4-7230-462-01 DOWNTOWN PARKING PERMITS	7,200	7,200	0.00	0.00	7,200.00	100.00
413-4-7230-664-00 INTEREST EARNINGS	900	1,000	0.00	0.00	1,000.00	100.00
TOTAL REVENUES	35,640	34,459	0.00	3.76	34,455.24	99.99
<hr/>						
TOTAL DOWNTOWN DA OPERATING	35,640	34,459	0.00	3.76	34,455.24	99.99
DOWNTOWN DA TIF						
=====						
<u>REVENUES</u>						
413-4-7231-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	22,405	0.00	0.00	22,405.00	100.00
413-4-7231-439-01 CURRENT TIFA TAXES	178,847	117,574	0.00	0.00	117,574.00	100.00
413-4-7231-439-03 PERSONAL PROP TIF REIMBURSE	16,085	0	0.00	0.00	0.00	0.00
413-4-7231-607-01 DOWNTOWN GARBAGE COLL FEE	0	0	200.00	5,400.00	(5,400.00)	0.00
413-4-7231-699-92 APPROPRIATION FUND BALANCE-TIF	62,779	28,275	0.00	0.00	28,275.00	100.00
TOTAL REVENUES	257,711	168,254	200.00	5,400.00	162,854.00	96.79
<hr/>						
TOTAL DOWNTOWN DA TIF	257,711	168,254	200.00	5,400.00	162,854.00	96.79
DOWNTOWN DA OTHER						
=====						
<u>REVENUES</u>						
413-4-7232-674-43 MSHDA ELG FACADE GRANT	5,000	0	0.00	0.00	0.00	0.00
TOTAL REVENUES	5,000	0	0.00	0.00	0.00	0.00
<hr/>						
TOTAL DOWNTOWN DA OTHER	5,000	0	0.00	0.00	0.00	0.00
DOWNTOWN WATER ST						
=====						
<u>REVENUES</u>						
<hr/>						
TOTAL REVENUES	298,351	202,713	200.00	5,403.76	197,309.24	97.33
	=====	=====	=====	=====	=====	=====

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING						
=====						
<u>EXPENDITURES</u>						
413-7-7230-728-00 OFFICE SUPPLIES	875	850	0.00	0.00	850.00	100.00
413-7-7230-730-00 POSTAGE	140	138	0.00	0.00	138.00	100.00
413-7-7230-757-00 OPERATING SUPPLIES	332	328	0.00	0.00	328.00	100.00
413-7-7230-807-00 AUDIT FEES	1,722	1,697	0.00	0.00	1,697.00	100.00
413-7-7230-818-00 BOOKKEEPING SERVICE	11,157	12,882	0.00	0.00	12,882.00	100.00
413-7-7230-822-10 GENERAL LIABILITY	2,623	2,530	0.00	345.00	2,185.00	86.36
413-7-7230-826-10 LEGAL SERVICES	2,800	2,657	0.00	0.00	2,657.00	100.00
413-7-7230-853-00 TELEPHONE	634	624	0.00	21.23	602.77	96.60
413-7-7230-864-01 CONFERENCES AND WORKSHOPS	700	690	0.00	0.00	690.00	100.00
413-7-7230-900-00 PRINTING AND PUBLISHING	1,750	1,725	0.00	0.00	1,725.00	100.00
413-7-7230-940-00 RENT	2,520	2,712	0.00	0.00	2,712.00	100.00
413-7-7230-957-00 BOOKS MAGAZINES AND PERIODICAL	105	104	0.00	0.00	104.00	100.00
413-7-7230-958-00 MEMBERSHIPS AND DUES	762	634	0.00	0.00	634.00	100.00
TOTAL EXPENDITURES	26,120	27,571	0.00	366.23	27,204.77	98.67
<hr/>						
TOTAL DOWNTOWN DA OPERATING	26,120	27,571	0.00	366.23	27,204.77	98.67

DOWNTOWN DA TIF
 =====

<u>EXPENDITURES</u>						
413-7-7231-706-00 PERMANENT WAGES - SALARIES	38,700	0	0.00	0.00	0.00	0.00
413-7-7231-706-07 PERMANENT WAGES-POLICE PATROL	28,760	0	0.00	0.00	0.00	0.00
413-7-7231-706-10 PART TIME WAGES	16,562	0	0.00	0.00	0.00	0.00
413-7-7231-714-02 WORKER'S COMPENSATION	588	0	0.00	0.00	0.00	0.00
413-7-7231-714-05 SOCIAL SECURITY & MEDICARE	4,495	0	0.00	0.00	0.00	0.00
413-7-7231-714-07 20% HEALTH CARE PREMIUM (2,228)	0	0.00	0.00	0.00	0.00
413-7-7231-714-08 HEALTH CARE COSTS - BLUE CROSS	9,653	0	0.00	0.00	0.00	0.00
413-7-7231-714-12 BASIC FEES	63	0	0.00	0.00	0.00	0.00
413-7-7231-714-13 EHIM WRAP CLAIMS	1,345	0	0.00	0.00	0.00	0.00
413-7-7231-714-14 EHIM WRAP FEES	162	0	0.00	0.00	0.00	0.00
413-7-7231-714-15 EHIM SCRIPTS	1,424	0	0.00	0.00	0.00	0.00
413-7-7231-714-16 HEALTH CARE WAIVERS	3,500	0	0.00	0.00	0.00	0.00
413-7-7231-714-17 DENTAL	2,121	0	0.00	0.00	0.00	0.00
413-7-7231-714-18 OPTICAL	904	0	0.00	0.00	0.00	0.00
413-7-7231-714-19 LIFE INSURANCE	252	0	0.00	0.00	0.00	0.00
413-7-7231-714-22 LONG TERM DISABILITY	280	0	0.00	0.00	0.00	0.00
413-7-7231-818-00 CONTRACTUAL SERVICES	0	40,761	3,335.00	6,670.00	34,091.00	83.64
413-7-7231-820-00 TIF PROJECTS	4,355	10,000	0.00	200.35	9,799.65	98.00
413-7-7231-820-01 IRRIGATION SYSTEM	0	40	0.00	0.00	40.00	100.00
413-7-7231-820-02 STREETScape MAINTENANCE	17,767	17,768	0.00	0.00	17,768.00	100.00
413-7-7231-820-03 WASTE MANAGEMENT	17,900	5,000	0.00	0.00	5,000.00	100.00
413-7-7231-820-04 SEASONAL PLANTING	1,750	3,450	0.00	0.00	3,450.00	100.00

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAININGG
413-7-7231-820-05 PEDESTRIAN TRASH COLLECTION	8,400	0	0.00	0.00	0.00	0.00
413-7-7231-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,750	0	0.00	0.00	0.00	0.00
413-7-7231-820-08 WAY FINDING CITY WIDE	3,500	0	0.00	0.00	0.00	0.00
413-7-7231-920-00 DTE ELECTRIC BILL	200	0	0.00	0.00	0.00	0.00
413-7-7231-965-05 SPECIAL EVENTS CONTRIBUTIONS	0	400	0.00	0.00	400.00	100.00
413-7-7231-965-06 FACADE PROG. CONT TO BLD-TIF	2,500	5,000	0.00	0.00	5,000.00	100.00
413-7-7231-971-27 MSHDA ELG FACADE PROG.	10,000	0	0.00	0.00	0.00	0.00
413-7-7231-997-00 PAYING AGENT FEES	400	400	0.00	0.00	400.00	100.00
413-7-7231-999-20 TRANSFER OUT(473)2004A	82,608	85,435	0.00	0.00	85,435.00	100.00
TOTAL EXPENDITURES	257,711	168,254	3,335.00	6,870.35	161,383.65	95.92
<hr/>						
TOTAL DOWNTOWN DA TIF	257,711	168,254	3,335.00	6,870.35	161,383.65	95.92
<hr/>						
DOWNTOWN DA OTHER	=====					
<hr/>						
EXPENDITURES	=====					
413-7-7232-971-27 FACADE GRANT PROGRAM	5,000	0	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	5,000	0	0.00	0.00	0.00	0.00
<hr/>						
TOTAL DOWNTOWN DA OTHER	5,000	0	0.00	0.00	0.00	0.00
<hr/>						
DOWNTOWN WATER ST	=====					
<hr/>						
EXPENDITURES	=====					
<hr/>						
TOTAL EXPENDITURES	288,831	195,825	3,335.00	7,236.58	188,588.42	96.30
<hr/>						
REVENUES OVER/(UNDER) EXPENDITURES	9,520	6,888	(3,135.00)	(1,832.82)	8,720.82	126.61

**Ypsilanti Downtown Development Authority
Economic Restructuring & Design Committee Meeting**

Wednesday February 24, 2016, 8:30 am

SPARK East
215 W. Michigan Ave.

Agenda

I. Call to Order

II. Roll Call

Jake Albers	P		Dieter Otto (C)	P	
Jessica French		A	Kory Scheiber	P	
Richard Murphy	P		Mark Teachout		A
Andrew O'Neal*	P		Russ Olwell	P	

*arrived at 8:45am

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

- Kory Scheiber moved to approve the agenda. Jake Albers supported the motion and it passed unanimously.

IV. Approval of April 27, 2016 Minutes (X)* p. 2-3

- Jake Albers motioned to approve the agenda and Richard Murphy supported the motion. The motion passed unanimously.

V. Audience Participation

- No audience participation

VI. Old Business

- No old business

VII. New Business

1. Building Rehabilitation Grant* (X) p. 4-51

- Ypsilanti Food Coop
 - The committee concern in longevity of architectural plan
 - Discussion on what the board has paid for in the past and the grants purpose with the grant ensued.
 - Jake Albers made a motion to deny the application due to questions concerning paying for architectural design work. Andrew O'Neal supported the motion and it passed unanimously.

2. Marketing and Promotion Contribution Grant Application

- First Fridays (X) p. 52-53
 - Joe Meyers noted that First Friday's is asking for \$300.00 for directional signs and promotion in all districts.
 - Discussion surrounding what First Friday is and its importance to the DDA ensued.
 - Russ Olwell moved to recommend approval of the grant application. Kory Scheiber supported the motion and the motion was carried unanimously.
- 3. Façade Improvement Grant (X)* p. 54
 - The Board began to review and grade each application based off Façade Improvement Program Rubric
 - 10 N. Washington (X) p. 55-69
 - Received 19/25 points
 - Jake Albers motioned to approve \$2,000 of façade improvement grant to 10 N. Washington. Kory Scheiber supported the motion and the motion was carried unanimously.
 - Newell Block Apartments (X) p. 70-85
 - Discussion began on importance of project to Depot Town district.
 - Received 19/25 points
 - Richard Murphy moved to recommend approval of a \$1,600 façade improvement grant to Newell Block Apartments contingent upon HDC approval. Jake Albers supported the motion and the motion was carried unanimously.
 - Ypsilanti Food Coop (X) p. 86-122
 - Received 19/25 points
 - Richard Murphy motioned to recommend approval of a \$1,900 Façade Improvement Grant to Ypsilanti Food Coop contingent upon HDC and city approvals. Kory Scheiber supported the motion and the motion was carried unanimously.
 - Corner Health (X) p. 123-138
 - Received 19/25 points
 - Jake Albers recommend approval of a \$500 for a facade improvement grant to Corner Health. Richard Murphy supported the motion and the motion was carried unanimously.
 - Heritage Appraisal Services (X) p. 139-145
 - Application was disqualified due to incomplete packet
 - 209 Pearl St (X) p. 146-159
 - Received 20/25 points
 - Jake Albers motioned to recommend approval of a \$2,500 Façade Improvement Grant to 209 Pearl St contingent upon HDC and city approvals. Kory Scheiber supported the motion and the motion was carried unanimously.
 - 33 S. Huron (X) p. 160-175
 - Application was disqualified due to incomplete packet

- Vixen Salon (X) p. 176-185
 - Application was disqualified due to incomplete packet

VIII. Proposed Business: N/A

IX. Announcements/Comments: N/A

X. Audience Participation: N/A

No audience participation: N/A

XI. Next Meeting: Wednesday, July 27, 2016, 8:30 am at SPARK East.

Key: * = items requiring Committee action [X] = documents attached

Ypsilanti Downtown Development Authority
YDDA Marketing and Promotion Contribution Application

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.482-9762

Applicant/Name	Kayj Michelle
Mailing Address	76 NORTH HURON ST
Phone Number	734-606-9774
E-Mail	kayj@firstfridaysypsi.com

Program/Campaign Title: FIRST FRIDAYS YPSILANTI (FFY)

Program/Event/Campaign Estimated Cost: \$300⁰⁰

Please provide a short description of the program, event, or campaign: FFY is a free, family friendly art + culture walk in Depot Town, Downtown + Cross St, monthly April-December.

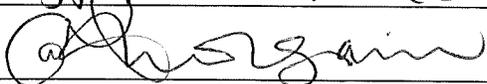
How will YDDA funds be used? FFY is in need of ~~upgrag~~ upgrading our directional signs + sidewalk signs.

What is your target audience? Ypsilanti Area residents, students, families, retirees.

What impact will this have on the DDA or district? This will help with communication about where the art + culture walk goes, and what local businesses are participating. Better signage will increase our welcoming efforts to people visiting Ypsi and are unfamiliar.

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

I (we) Understand that if my (our) application is approved that I (we) will ensure that the Ypsilanti Downtown Development Authority (YDDA) will be formally recognized and acknowledged as a supporter of this program, event, or campaign in all press releases, websites, and/or printed materials.

Name	Kayj Michelle (Catherine Garrison)
Signature	
Date	5/9/2016

June 08, 2016
2016-

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AWARD YDDA MARKETING GRANT TO THE YPSILANTI
FIRST FRIDAY FOR THE FIRST FRIDAY EVENT'S**

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, in its Vision, Values, and Outcomes statement the Ypsilanti Downtown Development Authority (YDDA) has identified as a desired outcome that the DDA districts attract a diversity of businesses, visitors, and residents for retail, services, and events/experiences; and

WHEREAS, on December 18, 2014 the YDDA Board adopted a formal marketing and promotion grant application form and policy to support small events that support one or more of the DDA districts;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA will provide a \$300 Marketing and Promotion Grant to the Ypsilanti First Friday's.
2. The grant will be used to support the production of marketing materials for future events.
3. The applicant will not be eligible for a second request for the 2016/17 fiscal year.
4. The award of the grant will be earmarked from the Special Event line item of the 2016/17 budget and allocated from the Downtown, Depot Town and West Cross TIF.
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:

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: BUILDING FAÇADE GRANT APPLICATION RIVERSIDE ARTS CENTER
DATE: 8/15/2016
CC:

After the Design and Review Committee met to review the façade applications, an application was found to be misfiled and not reviewed by the committee. Upon realizing this mistake, the application was emailed out to the committee and received an unofficial averaged score of 18. The main concern with the application was regarding the use of a power washer to clean the building and that being against the rules of the Historic District.

Please take this application into consideration when reviewing the funding requests for downtown facades.

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: DESIGN & REVIEW COMMITTEE
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: BUILDING FAÇADE GRANT APPLICATION RIVERSIDE ARTS CENTER
DATE: 8/15/2016
CC:

The YDDA has received a façade grant application for Riverside Arts Center. The application was submitted by Will Hathaway.

The scope of the project is as follows:

- Repainting of the second floor windows and refinishing of the large “garage” doors. The total project is estimated to cost \$4,991.

The application has provided the following documents:

- Completed application – includes project timeline and budget
- Quote for work
- Copy of lease
- Interior photos of areas to be repaired
- Proof that taxes are current
- Legal description of property (with proof of taxes)
- Authorization from the landlord to proceed with improvements
- Timeline of project

The application still needs to provide the following documents:

- Copy of mortgage
- Proof of Financing
- Proof of property insurance on the building
- HDC Approval

Ypsilanti Downtown Development Authority
YDDA Painting/Façade Grant Application

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.482-9762

Name	Riverside Arts Center Foundation
Mailing Address	76 N. Huron Street, Ypsilanti MI 48197
Phone Number	734-480-2787
E-Mail	willhathaway@riversidearts.org
Business Name	Riverside Arts Center
Project Address	64 N. Huron Street, Ypsilanti MI 48197
Property Owner Name	DTE

Estimated Total Cost of Project: \$ 4,991.00

Project Description: (see attached)

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	Will Hathaway
Signature	
Date	6/26/15

Please attach the following items:

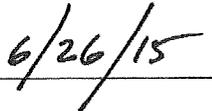
- A minimum of one estimate of project costs from a licensed contractor.
- Color photos of the existing facades.
- Sample materials (glass, cornice detail, trim, colors, etc.).
- Proposed project timeline.
- Letter of permission from the property owner if not the applicant.
- Proof that all applicable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

ATTACHMENT 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

Project Address: 64 North Huron, Ypsilanti MI 48197

Project Description:

The Riverside Art Center (RAC) seeks an Ypsilanti Downtown Development Authority (YDDA) façade grant for the repainting of the second floor windows and refinishing the large “garage” doors at 64 North Huron Street. The total combined cost of these two elements is estimated at \$ 4,991.00 (see attached project quote from *Custom Living*). The most significant element of the 64 North Huron façade improvement is the repair and renovation of the first floor windows. This structural part of the project is being undertaken separately by DTE and is **not** included in the grant application.

Background:

In 2014, RAC applied for and the YDDA approved a grant for repainting the façade of 76 North Huron Street. That work began, but was suspended due to winter weather. The painting at 76 North Huron is now underway again.

When RAC obtained quotes for façade work in 2014, there had been hope that 64 North Huron might be included, but the cost was prohibitive – largely because of the structural work needed at street level. The decision was made to proceed with work on 76 North Huron and hold off on the 64 North Huron work until a future time.

In the meantime, RAC approached DTE, the owner of 64 North Huron, and requested that DTE undertake repair of the building façade. DTE’s engineering firm (*NTH Consultants*) has begun the process of rebuilding the street level windows, however, DTE chose to exclude the second floor windows and the garage doors from the scope of its work. As a result RAC is now moving forward with a plan for these parts of 64 North Huron façade improvement.

HDC Approval of paint:

The paint colors selected for the window frames on 64 North Huron are:

- Trim: SW 6440 “Courtyard”
- Sash: SW 6258 “Tricorn Black”

These colors were approved by the HDC on 6/23/15 and added to the DTE Work Permit approved by the HDC on 6/9/15 (see attached). The refinishing of the garage doors is not a change in color and therefore does not require HDC approval.

Permission to do work:

DTE (“Edison”) is owner of 64 North Huron and RAC is the tenant. According to the language of the lease,

“Edison is responsible for the roof, foundation, and structural components of the building. Tenant is responsible for all other repairs and maintenance. Tenant shall provide all improvements they require to utilize the building as they need. Tenant is required to pay for all work necessary to bring the leased premises up to code. Tenant is responsible for all day-to-day maintenance of the building....”

Attached Files:

- Cost Estimate for 64 North Huron Street Project (*Custom Living*)
- Color photo of existing façade showing test patch of paint color
- HDC work permit application for the 64 N. Huron structural façade improvement
- Proof of tax payments from Ypsilanti assessor



To: DTE Building

Address: 64 N. Huron Street
Ypsilanti, MI 48197

Phone: 734-480-2787 Date: 6/24/15 Job#: 14-069 b

Proposal

Project consist of 11 upper 2 color windows and 2 wood entry doors. Prep work includes power washing all areas to be painted, light sand and scraping to remove loose paint and flakes. Any rotted wood corners or edges will be rebuilt with exterior wood patch. Larger areas are not included in proposal and will be addressed if found. All open or loose caulk will be cut back and reset with exterior paintable caulk. Any new areas or bare surfaces will be primed and then repainted as required to completely coat the surface areas. Areas with solid base paint will be painted over to match existing paint colors. Proposal includes all prep materials, primer, exterior grade paints to match existing colors and miscellaneous protection materials. Existing paint materials will not be tested. All concrete surfaces will be protected and old paint materials will be vacuumed and removed from site. 2nd floor windows will be completed with scaffold and ladders. Portions of the sidewalk will be taped off but full closure is not figured for this proposal. The entry and Large wood doors will be sanded, joint sealed and a marine grade coating will be applied. Window Panels will be sanded and repainted but removal and replacement may be a better option.

Preparations:

Washing: Clean all surfaces to be painted to remove all dirt and mildew so the new finish coat will adhere properly. Washing will be completed with standard water and 3000 psi power washer.

Caulking: Fill all cracks and gaps around windows, doors, wood joints, seams, nail holes and gaps – to prevent wood decay, seal out moisture and drafts of all areas to be painted. Does not include caulking brick to brick areas.

Clean Up: All exterior debris will be removed from the project. The owner is to provide access to power and water for project use.

Prime & Paint:

Testing: After power washing, wood moisture content will be tested to meet manufacturer's specifications prior to any application of solid stain.

Protections: Effort to protect signage, concrete and windows will be made by using tarps, water saturation and some tape. Most areas will not be protected and will be cleaned as needed.

Painting: 1 coat of exterior grade paint will be brush applied per specifications. To meet warranty specifications and coverage requirements an additional coat may be required in certain areas.

Wood Doors: Wood will be sanded, joints sealed and 2-3 coats of marine grade urethane will be applied. Large door coating is in the initial stages of breaking down and allowing the wood to absorb moisture. Proposal includes the correct finishing of the wood doors for a longer lasting finish but a quick coat of poly would get through another year.

Proposal Breakdown:

1. Upper Windows:

Equipment Scaffolding	\$ 435.00
Materials: Paint: 3 Gallons Field Base (Primer)	163.40
2 Gallons Dark	109.00
2 Gallons Dark Accent	109.00
Misc. Supplies/protection	148.60
Labor (including prep)	\$ 2,145.00
	Total Upper Windows \$ 3,110.00

2. Wood Entrance Doors:

Materials: Paint: 3 Gallons Marine Cover	252.78
Misc. Supplies/protection	83.53
Labor (including prep)	\$ 1,545.00
	Total Front Entrance \$ 1,881.00

Acceptance and payments:

This proposal is price locked for 90 days. Acceptance of the whole proposal will require 3 -4 weeks to order and prepare materials and labor required to get started. Work is weather dependent. Initial payment of 30% due upon material order and the remaining amount due upon completion of each area.

Excluded: Sidewalk permit, work permit, historical society approval. Hazardous materials. Street level base windows painting, rebuilding or repairs in not included.

If you have any questions or concerns regarding this proposal please contact me at cell 734-323-7916.
Thanks, John Monroe

John Monroe
8810 Crane Road
Milan, MI 48160

Cell #: 734-323-7916



64 North Huron Street



Ypsilanti Historic District Work Permit Application

Date filed May 19, 2015 for HDC meeting date June 9, 2015

Action item Study item *Action items require payment of the application fee. There is no fee to submit a study item for discussion.*

Property Address 64 North Huron Street, Ypsilanti, Michigan

Applicant Owner Architect Contractor
ENGINEER

Name John Stadnicar

Address 41780 Six Mile Road

City Northville State MI Zip 48168

Phone (248) 662-2730 Fax (248) 324-5179

E-mail jstadnicar@nthconsultants.com

Owner DTE Energy
(If different than applicant)

Who will perform the work? Owner Contractor

Contractor TBD
(Name, address, phone)

Action Items only.
Construction Cost _____ Permit Application Fee _____
The fee is \$35 for the first \$3,000 in construction cost plus \$5 for every additional or portion of \$3,000 of construction cost. An additional fee of \$50 applies to HDC work started without the applicable permit.

To complete this application:

1. On the reverse side, summarize the work proposed, list the main materials to be used, and (if relevant) indicate the color scheme planned.
2. Attach the following documents:
 - a. Photo(s) showing all locations where work is proposed
 - b. Paint color chips (if relevant)
 - c. Catalog cut sheets or similar details for windows, doors, light fixtures, and any other manufactured or preassembled components
 - d. Dimensioned drawings of any new construction or modifications to existing structures
 - e. A site plan, if proposal is for work on the grounds and not just the structure (e.g., installing an air conditioning system compressor). For fences, new structures, or work that will alter the footprint of existing structures, a photocopy of the mortgage survey with proposed changes indicated is required.

Submit the completed application to the City of Ypsilanti Building Department, 1 South Huron Street, along with the application fee if you wish the HDC to consider the proposal as an action item, not a study item.

Incomplete applications will not be considered.

For additional information, or if you have questions, contact the City of Ypsilanti Planning and Development Department, 734.483.9646, hintern@cityofypsilanti.com.

Ypsilanti Historic District Work Permit Application

Date filed May 19, 2015 for HDC meeting date June 9, 2015

Property Address 64 North Huron Street, Ypsilanti, Michigan

Applicant NTH Consultants, Ltd.

Description of proposed work *(see sample applications)*

Removal and replacement of storefront windows, restoration of wood framing, and installation of insulated metal panels and glass block below storefront windows.

Includes masonry cleaning, tuck pointing, and replacement of joint sealants on west elevation of the building.

Refer to attached rendering.

Materials

Kawneer Encore Glazing System, aluminum frame (copper-like finish)

Insulated metal panels

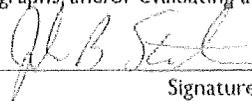
Glass Block

Colors *(Attach color chips or samples)*

Body Brown (TBD) Accent 1 _____
Trim Copper-like Accent 2 _____
Roof _____ Other _____

- This property has, or will have before the proposed work is completed, a fire alarm system or smoke alarm complying with the Stille-DeRossett-Hale single-state construction code, PA 230 of 1972, as amended. (Compliance with this act must be certified to complete this application.)

I hereby attest that the above information is accurate. I am authorized to and hereby grant permission to the City of Ypsilanti and its staff to be on my property for the purposes of preparing reports, taking photographs, and/or evaluating and reviewing this application.

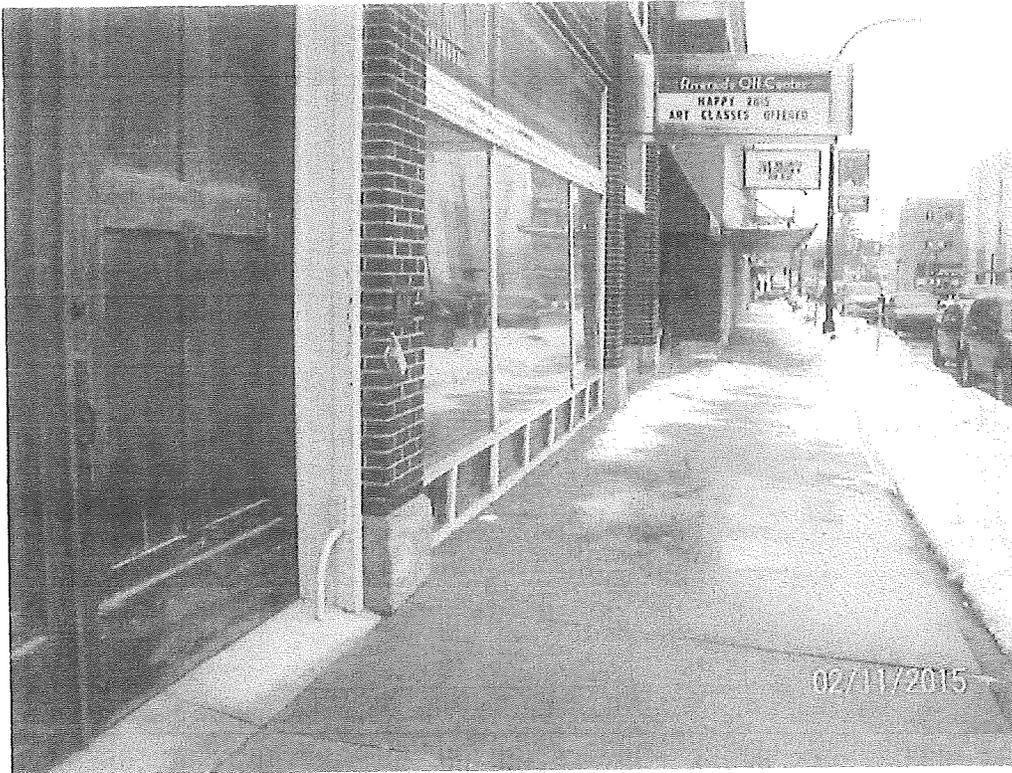


Signature of Applicant

May 19, 2015

Date

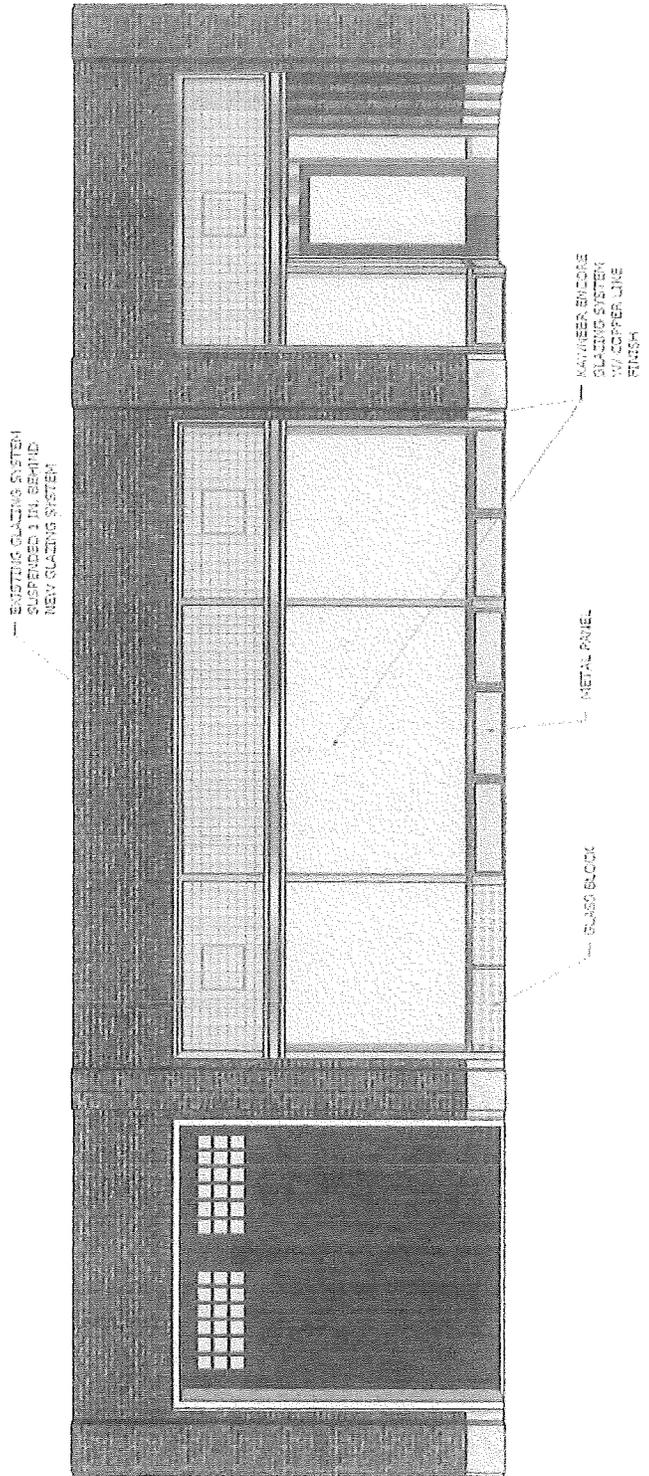
DTE Ypsilanti Customer Office 62-150081-00



100_6319



Similar Storefront-After



YPSILANTI CUSTOMER OFFICE BUILDING

SCALE 1/4"=1'

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: ECONOMIC RESTRUCTURING & DESIGN COMMITTEE
FROM: TIM COLBECK, EXECUTIVE DIRECTOR YPSILANTI DDA
SUBJECT: FAÇADE GRANT APPLICATION 10 N. WASHINGTON
DATE: 6/22/2015
CC:

The YDDA has received a façade grant application for 10 N. Washington. The application was submitted by Elan Ruggill/10 N. Washington LLC. The total cost of the proposed project is between \$39,170 and \$44,700. This includes both the façade work and interior work not covered by the grant. We received one detailed bid that breaks out the façade only portion at approximately \$26,976.

The scope of the project is as follows:

- Removal of wood framed awning and façade and complete restoration of the original brick façade.
- Restoration of the monument half round window on Washington St. façade.
- Replacement of external lighting.
- Four new windows installed in the blocked out areas of the pedestrian mall side façade.
- ADA compliant ramp installed at the service door.
- Repainting of façade.

The application has provided the following documents:

- A complete and executed application, although it does not specifically list the total cost of the façade only portion of the proposed project.
- Rendering/elevation of the proposed façade improvements.
- Proof that taxes are current.
- HDC application has been filed and provided.
- Color renderings and samples for materials provided.
- Photo of current façade.

The application still needs to provide the following documents:

- Proposed project timeline.
- Verification of HDC approval. >

\$ 2,500

JA - KIT

PENDING HDC & TIMELINE

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

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.482-9762

Name	Elan Ruggill
Mailing Address	1869 Chicory Ridge Ann Arbor 48103
Phone Number	734 707 3198
E-Mail	elansr@yahoo.com
Business Name	
Project Address	10 N. Washington
Property Owner Name	Elan Ruggill via 10 N Washington LLC

Estimated Total Cost of Project: _____

Project Description: The existing wood-frame awning on the front façade will be removed to restore the original façade. An 8ft-wide monumental half-round window will be restored above the front door. More traditional light fixtures will replace the existing contemporary fixtures on the front columns. Four new windows will be restored in existing blocked openings on the side façade facing the public pedestrian mall. A new ADA-compliant ramp will be installed at the service door also opening to the mall. The entire building will be repainted with a 3-color palette that highlights the brick detail.

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	Elan Russell
Signature	
Date	5-14-2015

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

5-14-2015
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

5-14-2005
Date

Rec 18640

①



Ypsilanti Historic District Work Permit Application

Date filed 4/29/15 for HDC meeting date 5/12/15

Action item Study item Action items require payment of the application fee. There is no fee to submit a study item for discussion.

Property Address 10 N. Washington

Applicant Owner Architect Contractor

Name Elan Ruzzill

Address 1869 Chicory Ridge

City Ann Arbor State MI Zip 48103

Phone 734 707 3198 Fax _____

E-mail elansr@yahoo.com

Owner _____
(If different than applicant)

Who will perform the work? Owner Contractor

Contractor TBD
(Name, address, phone)

\$35

Action Items only:	\$	<u>20,000</u>	Permit Application Fee	<u>80⁰⁰</u>
Construction Cost				

The permit fee is \$30 plus \$5 for each \$3,000 of construction cost, and is due at the time of application. An additional administrative fee of \$50 applies to HDC work started without the issuance of applicable permit.

~~20,000 = 6.66
3,000 x 5
33.33
+ 35
68.33~~

\$80⁰⁰

To complete this application:

1. On the reverse side, summarize the work proposed, list the main materials to be used, and (if relevant) indicate the color scheme planned.
2. Attach the following documents:
 - a. Photo(s) showing all locations where work is proposed
 - b. Paint color chips (if relevant)
 - c. Catalog cut sheets or similar details for windows, doors, light fixtures, and any other manufactured or preassembled components
 - d. Dimensioned drawings of any new construction or modifications to existing structures
 - e. A site plan, if proposal is for work on the grounds and not just the structure (e.g., installing an air conditioning system compressor). For fences, new structures, or work that will alter the footprint of existing structures, a photocopy of the mortgage survey with proposed changes indicated is required.

Submit the completed application to the City of Ypsilanti Building Department, 1 South Huron Street, along with the application fee if you wish the HDC to consider the proposal as an action item, not a study item.

Incomplete applications will not be considered.

For additional information, or if you have questions, contact the City of Ypsilanti Planning and Development Department, 734.483.9646, hintern@cityofypsilanti.com.

Ypsilanti Historic District Work Permit Application

Date filed 4/29/15 for HDC meeting date 5/12/15

Property Address 10 N. Washington

Applicant Elan Ruggell

Description of proposed work (see sample applications)

Remove Ex. Wood Awning at front
Install new windows on front + side
ADA ramp + steps at existing side entry

Materials

Colors (Attach color chips or samples)

Body Tomato Bisque

Accent 1 Fortune Cookie

Trim _____

Accent 2 Black Walnut

Roof _____

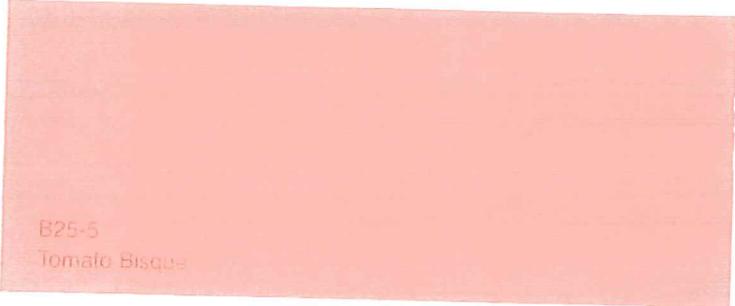
Other _____

- This property has, or will have before the proposed work is completed, a fire alarm system or smoke alarm complying with the Stille-DeRossett-Hale single-state construction code, PA 230 of 1972, as amended. (Compliance with this act must be certified to complete this application.)

I hereby attest that the above information is accurate. I am authorized to and hereby grant permission to the City of Ypsilanti and its staff to be on my property for the purposes of preparing reports, taking photographs, and/or evaluating and reviewing this application.

[Signature]
Signature of Applicant

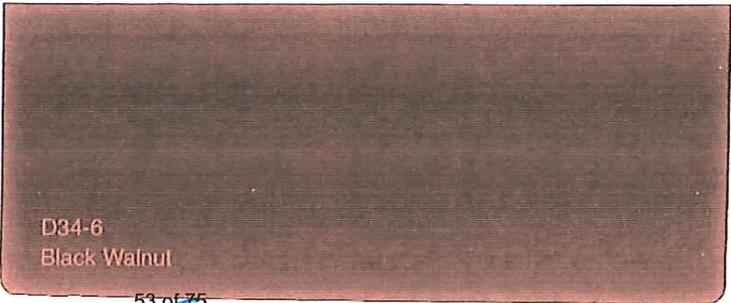
4/29/15
Date



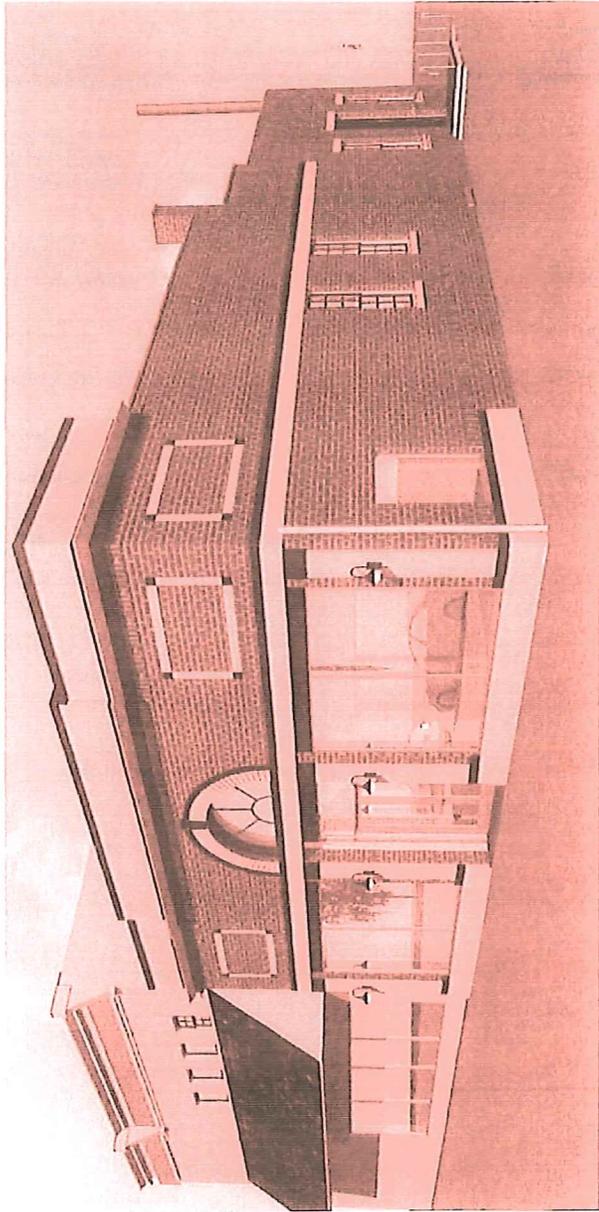
B25-5
Tomato Bisque

B17a

B17-1
Fortune Cookie



D34-6
Black Walnut



Rendering with 3 color concept



Similar Color Palette
18 N. Washington



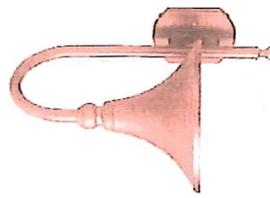
B17a

B17a
Fortune Cookie



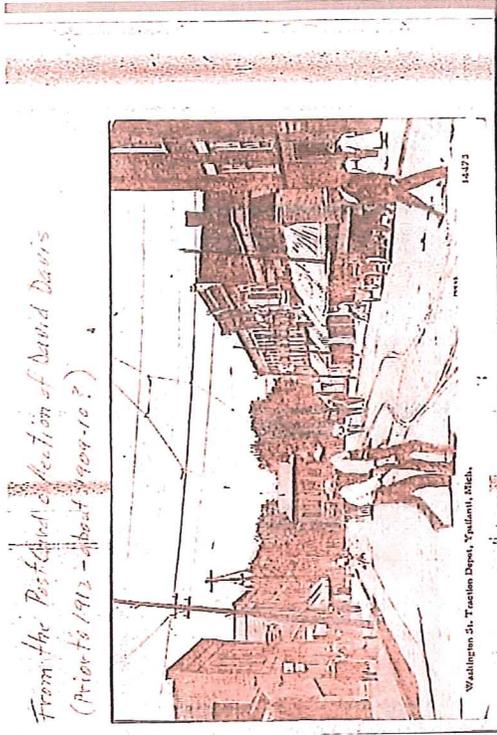
Paint colors (based on Olympic Paints)

- P1- Tomato Bisque B25-5
- P2- Fortune Cookie B17a
- P3- Black Walnut D34-6 (or match to available dark brown window color)

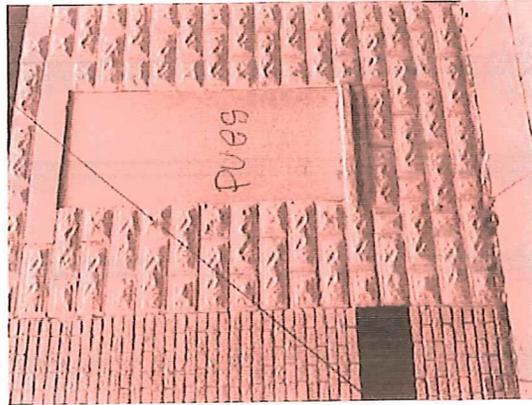


Trans Globe 4775RT
Exterior Wall Sconce
18" Tall
10" wide
Bronze color

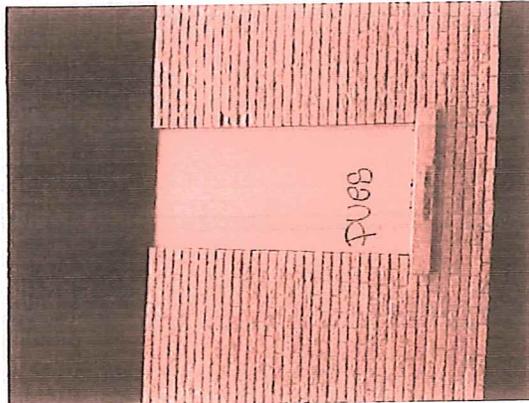
ARCHITECT: JAMES H. HARRIS & ASSOCIATES, INC. 1000 EAST 10TH AVENUE SUITE 1000 DENVER, CO 80202 TEL: 303.733.1100 FAX: 303.733.1101 WWW.JHHAS.COM	focus / design Todd Brown, Registered Architect (734) 276-2170 WWW.FOCUSDESIGN.COM 3550 BIRCH AVE., SUITE 100 FORT COLLINS, CO 80504	PROJECT: 10 N. WASHINGTON FORT COLLINS, CO	TIME: RENDERINGS	JOB NO.: 1409	SHEET NO.: 1
---	--	--	------------------	------------------	-----------------



Historic Photo



Typical side window



Typical side window



Current Photo- front

PHOTOGRAPHY

PHOTOGRAPHER
 2000 BERRY RD, WYOMING, MI 48393
 (313) 276-2110
 focus / design

PROJECT:
 10 N. WASHINGTON
 1000 BERRY RD, WYOMING, MI 48393
 (313) 276-2110
 focus / design

PROJECT:
 10 N. WASHINGTON
 1000 BERRY RD, WYOMING, MI 48393
 (313) 276-2110
 focus / design

DOC NO:
 1409



SHEET NO.
 3

Commercial Line Construction

8810 Crane Road

Milan, MI 48160

(734) 323-7916

Project: Selective demolition, installation of new windows, access ramp, painting and new windows. See Focus Design bid set dated 1/22/15

Bid Proposal:

1. Windows: Existing plywood filled openings will be cleared and reframed for new windows. Base plan calls for the upper portion of each window area to be filled in. Exterior will receive brick veneer and the interior will be dry-walled and trimmed to match existing areas. Window allowance of 453.56/each is based on Anderson 400 series and may require a 4-6 week order time. All raw wood & drywall will be primed but final painting is not included in this proposal.

Window total incld. windows: \$ 5,544.00

2. Use full height windows to fill openings and then create window wells in the interior drop ceilings. This option greatly reduces the exterior work. Interior work will still require drywall and ceilings being reworked. Window allowance of 652.24/each is based on Anderson 400 series and may require a 4-6 week order time.

Window Option total incld. windows: \$ 4,938.21

3. Handicap access ramp. Work in alley will require permit and approval based on utilities and possible obstruction. Work includes excavation and hauling, full depth footings, concrete ramp and metal railing. Bid does not include labor & cost to permit.

Ramp: \$ 4,200.00

TOTAL
4938
4200
2200
8252
6780
12800
\$ 39,170

4. Remove awning. This work will also require the patch and repair of the neighboring building once awning is removed.

Remove Awning: \$ 2,200.00

5. Reconstructing front facade. Until the front awning is removed this is a generic price. Deteriorated masonry, patching, etc... will require additional work. Price is based on the assumption for new crown, marquee panels and dental work all above the existing windows. Priming is included in this proposal. Historical committee and permit approval cost are not included.

Front facade: \$ 8,252.00

6. Painting. Work includes power washing, prep and patch, new caulking at windows & doors. Priming and paint figured for 2 sides of existing building based on plan by Focus Design sheet 3 dated 1/22/15.

Painting: \$ 6,780.00

7. Bathroom & Misc interior work. Rework existing bathroom and closet into compliant ADA bathroom. Work requires building, plumbing and electrical permits. Occupants will be without bathroom area for roughly 2 weeks during reconstruction. Portable bathroom will be made available outside. Removal of existing sinks & counters and light touch up of walls.

Bathroom: \$ 12,800.00

Additional Notes:

Project is bid for normal work hours. Selective exclusions are noted above. Replacement of front door is not included in this proposal.

Please contact me at cell 734-323-7916 with any questions.

Thanks, John Monroe



06/12/2015

Attn: Elan Ruggill
18 Chicory Ridge
Ann Arbor, MI 48103

Re: 10 N. Washington Exterior Work

We at Beal Construction Services are pleased to provide you with this proposal for the work as required at *10 N. Washington, Ypsilanti, MI 48197.*

Building Renovation.....\$44,700.00

- All work as indicated on print dated April 6th 2015
 - Sheet No. 1,2,3, and 4
- Permits covered in price
 - Plumbing
 - Electrical
 - Demolition
- Raising sewer manhole to top of ramp elevation
- Painting all walls in room #104 and new work in vestibule (white)
- Power washing all exterior before painting

Price INCLUDES all the following items:

- **Labor**
- **Clean up**
- **Disposal**
- **Materials**
- **Permits(plumbing, electrical, demolition)**

Price EXCLUDES all the following items:

- **Electric and Water on Site**
- **Building permit**
- **Any type of historic permits or approvals**
- **Any permits needed that are associated with sewer or concrete ramp work**
- **Sidewalk closure permit (most likely not needed)**
- **Repair of any removed ceiling in basement for plumbing**
- **Cutting or chipping of concrete vault to fit plumbing**
- **Inspect existing walls. Patch any existing holes or repair any damaged area. Repaint to match existing wall. (in non-work areas)**
- **Unknown work above storefront window**
- **Installing any new drop ceiling grid system**

277 Gratiot, Suite 410	221 Felch, Suite 11	425 W. Bancroft, Suite 104
Detroit, MI 48226	Ann Arbor, MI 48103	Toledo, OH 43620
(313) 963-8951 x 224	(734) 662-6133 x224	(419) 386-8578

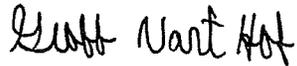
an equal opportunity employer

GoBeal.com

60 of 75

- *Any changes to concrete ramp and metal handrails that may be needed*
- *Refinish existing interior window trim/casing*
- *Fixing or replacing any exterior masonry that is loose or crumbling*
- *Managing or coordinating with DTE for electrical pole wire brace*

We at Beal Construction Services are pleased to have this opportunity to be of service with regard to this project and look forward to working with you.



*Geoff Van't Hof, Estimator
Beal Construction Services
Cell: 616-841-1310*

277 Gratiot, Suite 410
Detroit, MI 48226
(313) 963-8951 x 224

221 Felch, Suite 11
Ann Arbor, MI 48103
(734) 662-6133 x224

425 W. Bancroft, Suite 104
Toledo, OH 43620
(419) 386-8578

an equal opportunity employer

GoBeal.com

June 2, 2016

**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 10 N. WASHINGTON.**

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Design & Review 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 Design & Review 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 2015-16 Fiscal Year Budget earmarked a total of \$5,000 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 \$5,000 for grant awards for the Downtown District and \$5,000 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 10 N. Washington for the installation of light fixtures, APA compliant ramp; restoration of original faced and window; and

WHEREAS, upon review by the Design & Review Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; 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 Design and Review Committee.
2. The award of the grant is 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 \$2,000.
4. The grant is 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:

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: DESIGN & REVIEW COMMITTEE
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: BUILDING FAÇADE GRANT APPLICATION YPSILANTI PROPERTY ALLIANCE
DATE: 5/25/2016
CC:

The YDDA has received a façade grant application for Ypsilanti Property Alliance. The application was submitted by Mark Maynard. The total cost of the project is \$33,000. The proposed façade improvements are to repair 29 windows.

The application has provided the following documents:

- Completed application
- Project budget
- Quote for work
- Proof that taxes are current
- Legal description of property (with proof of taxes)
- Copy of mortgage
- Description of work to be done by the applicant and proposed costs, explanation of discrepancy in proposed budget and quote.

The application is missing the following documents

- Interior photos of areas to be repaired
- Proof of financing
- Proof of property insurance from the building owner
- Timeline of project

Ypsilanti Downtown Development Authority YDDA Façade Improvement Program

Summary:

The Ypsilanti Downtown Development Authority (YDDA) has created the Façade Improvement Program to encourage private investment in the DDA districts building stock and to enhance the overall physical appearance of Downtown Ypsilanti.

This program was created to assist property and business owners to improve the front and prominent rear entrances of their buildings. Funding for the grant program will come from the YDDA. *YDDA funding is limited and we will assess each application based on a list of criteria that include the historical significance and context of the property as well as the level visibility to proposed improvements.* The grants will be issued as a reimbursement for eligible expenses related to façade improvements. The maximum grant award will be for 50% of the eligible expenses not to exceed \$2,500.

Applications will be reviewed by the YDDA Staff and Economic Restructuring & Design Committee and will be rated on how well they maintain the architectural and historical integrity of the building and the DDA districts and their economic impact. It is the intent of the YDDA to provide the greatest impact possible through this program. *Applications will be available starting February 1, 2016 and all must be received no later than March 15, 2016.*

Program Rules:

- Building must be within the YDDA District (see attached map)
- Improvements funded through this program must be on any exterior face of the building that is visible from any street, right-of-way, or parking lot; no interior work will be funded.
- This is a grant program. Money will be distributed after project completion and upon presentation of satisfactory evidence of expenditure/billing and verification that all appropriate permits and approvals have been received.
- All grant requests must be submitted before any work is started. Work not approved will not be grant-eligible.
- All applicants must have their proposed improvements reviewed and approved by the Ypsilanti Historic District Commission (HDC) prior to approval.
- The applications will be reviewed by the YDDA Staff and Economic Restructuring & Design Committee, and presented to the YDDA Board for approval. The decision of the YDDA shall be final and binding.
- Work must comply with the City of Ypsilanti building and zoning codes. The Economic Restructuring & Design Committee reserves the right to inspect all completed work before payment of the grant.
- Any changes to the originally approved scope of work must be approved in writing by the YDDA Economic Restructuring & Design Committee prior to construction. Failure to receive written approval may invalidate the grant award.
- Building owners or tenants are eligible. If the tenant applies they must provide written proof that the building owner has authorized proposed improvements and the owner must sign the Façade Improvement Program application.
- Grant applications will be considered for individual projects on single tax parcels. Multiple applications for the same tax parcel in one fiscal year will be only considered if they represent distinct and separate work for separate and individual businesses with their own district business address.
- Participant must be current with all real and personal property taxes to apply for the grant.

- Once a project is approved for funding, work should begin within 30 days of the execution of the program agreement and be completed within 90 days thereafter, or the grant funds may revert back to the funding pool. Requests for time extensions must be submitted in writing and will only be approved upon the expressed written consent of the YDDA.
- All work must be performed in accordance with all applicable local, state, and federal codes.
- Applicants must sign an agreement stating that any improvements paid for with YDDA grant funds must remain intact for at least five years after project completion.
- Applicant agrees to display signage provided by the YDDA acknowledging our financial support for the project during the façade improvement work.

Application and Funding Process:

Interested applicants should submit their applications to the Ypsilanti Downtown Development Authority.

In addition to a completed application, the following information will be required for consideration:

- 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.

All funding will be paid as a reimbursement of project costs. The applicant must submit “paid in full” invoices or cancelled checks for all costs considered for reimbursement. Reimbursement can be withheld for all or a portion of completed work if the applicant has deviated from the originally approved scope of work. Any proposed changes to the approved plan must be submitted in writing to the YDDA Design Committee for consideration.

Eligible Projects:

The following façade improvements are eligible for grant funding:

- Woodwork and architectural metal repair, cleaning, restoration, painting or replacement.
- Masonry repairs, tuck pointing, or low pressure cleaning.
- Exterior painting.
- Window and door repair, restoration, repainting, or replacement.
- Cornice or parapet repair, restoration, or replacement.
- Awning repair, restoration, or installation.
- Exterior lighting fixtures.
- Exterior lighted and two-dimensional signage.
- Architectural and engineering services.
- Removal of after-installed facades along with restoration of vintage elements.

The following items are not eligible for grant funding:

- Property acquisition, mortgage or land contract, or other financing fees.
- Permit fees.
- Appraisal, legal, or accountant fees.
- Repair or creation of features not compatible with original architecture on historical buildings.
- Costs incurred before final grant approval by DDA.

SELECTION CRITERIA

1. Attachment One of this packet addresses General Design Guidelines that will assist the Design Committee with the evaluation proposed façade improvements.
2. Attachment Two of this packet is a Cooperation Agreement that states that the applicant will 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.

Ypsilanti Downtown Development Authority
YDDA Painting/Façade Grant Application

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.482-9762

Name	Mark Maynard
Mailing Address	209 Pearl Street, Ypsilanti
Phone Number	734.516.1432
E-Mail	markmaynard11@gmail.com
Business Name	Ypsilanti Property Alliance
Project Address	209 Pearl Street
Property Owner Name	Mark Maynard, Jesse Kranyak

Estimated Total Cost of Project: **\$33,650**

Project Description: **There are 29 historic widows on the second floor of 209 Pearl Street, which are original to the 1929 structure. Some are fire damaged, but all need a great deal of work. We intend to have them rehabbed by Bill Click, a graduate of EMU's Historic Preservation program.**

[See quote attached.]

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	Mark Maynard
Signature	
Date	May 20, 2016

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

May 20, 2016

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

May 20, 2016

Date

Joe Meyers

From: Mark Maynard <markmaynard11@gmail.com>
Sent: Saturday, May 21, 2016 2:21 PM
To: Joseph Meyers
Cc: jesse kranyak
Subject: Facade Improvement Grant 209 Pearl
Attachments: 209 Pearl YDDA Facade Improvement Grant 15-16.pdf; Screen Shot 2016-05-21 at 2.10.57 PM.png

Joe,

By the time we got to City Hall yesterday after work, it was locked up, and we didn't want to just leave our Facade Improvement Grant application stuck in the outside door, hoping that it would find its way to you. So here it is in electronic form. As the quote to repair our 29 historic windows was too large to attach, we've just cut and pasted the most relevant part below, and we've attached a window by window breakdown as to what its going to cost to rehab each of them individually. [If you should have any additional funds left over, and want to put it to good use, let us know. It's going to cost over \$33,000 for us to repair our fire damaged windows, clean them, etc. And that's quite a bit more than we'd budgeted for. We think it's important to preserve the historic 1929 historic windows, though.]

Please let us know if you need anything else from either me or Jesse.

Thanks,
Mark

Summary

The following information is provided to Ypsilanti Property Alliance, LLC (client) on behalf of ClickonConservation, LLC (contractor). Its purpose is to document the physical condition of the existing windows at 209 Pearl Street, Ypsilanti, MI for the purpose of establishing a restoration plan for the existing 2nd floor windows.

Baseline lead testing has been declined by the clients. All work performed on the windows will be compliant with EPA/HUD lead removal standards and protocol.

This project requires many levels of intervention including:

Intensive cleaning of all surfaces

Due to large amounts of animal waste, fire and smoke, intensive cleaning and preparation will be required before restoration can begin. This cost, including chemical treatments are included in this assessment and proposal.

Salvage and restoration of existing windows and hardware

In an effort to conserve materials, time and resources, all areas will be treated by their individual view sheds. Glass and matching hardware will be treated accordingly to ensure a consistent appearance when possible.

Reconstruction and relocation of fire damaged and deteriorated windows and/or frames

To keep the viewable exterior consistent, window frame and components of will be fabricated to match the existing frames and sashes will be moved from the interior hall area of the second floor to the east elevation that suffered the worst fire damage.

The cost of moving or the windows/frames and components as well as securing the opening with plywood are included in this proposal. Installation of glass block or other window materials into the interior hall window openings that will be vacant will be at additional cost.

Structural epoxy and polyester resin application including consolidation

Structural and non-structural epoxies will be utilized on all affected areas of the window and frame interior and exterior surfaces. The cost of these materials are included in this estimate.

Reconditioning and/or replacement of sash cords, pulleys, glazing and glass

As agreed, all loose finishes will be removed; sound adhered finishes will remain. Existing interior and exterior finishes will only be removed to the first sound layer. Primer will be applied to all epoxied areas at time of restoration and are included in the cost. Glazing will not be primed as curing time is required by manufacturer and as such, is not included in this proposal and if ClickonConservation is to prime and paint glazing, there will be an additional cost. Any new finishes (paints or stains/sealers) will be at an additional cost.

General Treatment Progression

1. All windows will need the following treatments:
2. Remove and dispose all exterior aluminum storm windows.
3. Cleaning
4. Assess condition of window frame and components.
5. Epoxy treatment
6. Glass replacement
7. Hardware reconditioned and Installed

8. Priming and Finishing

Specific Treatment

Windows

North Elevation: Windows 1-5

Type: Double Hung

Glazing Pattern: 12/12

Size: 4' x 7'

East Elevation: Windows 6-14, 16

Type: Double Hung

Glazing Pattern: 3/3

Size: 4' x 7'

South Elevation Windows 15, 23-24

Type: Double Hung

Glazing Pattern: 3/3

Size: 4' x 7'

West Elevation Windows 17-22, 25-29

Type: Double Hung

Glazing Pattern: 3/3

Size: 4' x 7'

June 2, 2016

**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 209 PEARL ST.**

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Design & Review 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 Design & Review 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 2015-16 Fiscal Year Budget earmarked a total of \$5,000 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 \$5,000 for grant awards for the Downtown District and \$5,000 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 209 Pearl St for the rehabilitation of 29 historic windows; and

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

2. The award of the grant is 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 is 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:

AG-JF

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: ECONOMIC RESTRUCTURING & DESIGN COMMITTEE
FROM: RACHELLE ENOCHS, YPSILANTI DDA
SUBJECT: FAÇADE GRANT APPLICATION 47 N HURON/CORNER HEALTH CENTER.
DATE: 6/19/2015
CC:

Questions Re:

The YDDA has received a façade grant application for 47 N. Huron/Corner Health Center. The application was submitted by Nicole Adelman. The total cost of the proposed façade work is \$3,610. 47 N. Huron is owned by Corner Health Center and the proposed façade improvement is to install lighting to illuminate the Corner Health Center's sign and front entryways to improve visibility during non-daylight hours.

The scope of the project is as follows:

- Mount 2 LED spot lights and a small photocell to illuminate Corner Health Center's sign.
- Replace existing light above main entry alcove.
- Install new LED canopy light at northeast entry alcove.

The application has provided the following documents:

- A complete and executed application.
- Quote for proposed improvement.
- Color photos of current façade.
- Pictures and specifications of proposed lighting.
- Proposed project timeline.
- Corner Health Center is a tax exempt organization and is not liable for property taxes. The applicant has attached a copy of their most recent tax exemption determination letter.
- They have communicated that on June 9th they received HDC approval for the proposed project.

AG - JF APPROVED TO TABLE - UNAN

MORE OUTREACH SET APP PERIOD?
WHO WANTS TO SUPPORT 2 BANKS?

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

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.482-9762

Name	Nicole Adelman
Mailing Address	47 N Huron St, Ypsilanti, MI
Phone Number	734 - 714 - 2240
E-Mail	nadelman@cornerhealth.org
Business Name	Corner Health Center
Project Address	47 N Huron St, Ypsilanti, MI
Property Owner Name	Corner Health Center

Estimated Total Cost of Project: \$ 3,610

Project Description: Lighting Corner Health Center Sign & Entrances

To improve visibility during non-daylight hours, the Corner Health Center plans to install lighting to illuminate the Corner's sign and front entryways.

Corner staff met with the Ypsilanti Historic District Commission on March 24, 2015, to discuss the project as a study item. With the feedback received, the Corner has developed the following plan, which will be presented to the HDC for approval at their June 9, 2015 meeting.

See Attachments.

Timeline

The project will begin as soon as possible after HDC Approval. We expect the project will completed by the end of June 2015.

Please note that the Corner Health Center is a tax exempt organization under section 501 (C)(3) of the Internal Revenue code. A copy of our most recent tax exemption determination letter is attached. We are not liable, therefore, for property taxes.

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	Nicoh Adelman
Signature	
Date	6/3/15

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.
- NA • Letter of permission from the property owner if not the applicant.
- ✓• Proof that all applicable taxes are up to date on the property. *IRS Tax Determination Letter.*

20 48

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

6/3/15

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

6/3/15

Date

Pending

Ypsilanti Historic District Work Permit Application

Date filed 6-2-15 for HDC meeting date 6-9-15

Property Address 47 N Huron St

Applicant Corner Health Center

Description of proposed work (see sample applications)

Install light fixtures to illuminate the Corner Health Center sign and recessed front doors, as follows:

- A. Mount two LED spot lights and small photo cell to illuminate Corner sign; one spot light on either side and slightly above sign, aimed to focus light down onto sign. Tap electrical feed from existing entry light power source. Mount timer inside building. (Photo cell will regulate when lights turn on; timer will control when lights turn off.) Spot lights and photo cell to be mounted on top edge of horizontal purple band onto which Corner sign is affixed. (Purple band is actually a shallow metal box offset from the building facade; see photos attached.)
B. Replace existing light above main entry alcove (southeast door) with new LED 42W canopy light.
C. Install new LED 38W canopy light at northeast entry alcove, tapping power from existing emergency light fixture.

Materials

See attachments for additional detail:

- 2 RAB LFLED5 spot lights with multi-chip 5W high-output long-life LED bulbs
CREE LED Recessed Canopy Light - wide distribution, 42W LED
CREE LED Canopy Light - wide distribution, 36W LED

Colors (Attach color chips or samples)

Body Black power coat finish for spot lights Accent 1
Trim Accent 2
Roof Other

[X] This property has, or will have before the proposed work is completed, a fire alarm system or smoke alarm complying with the Stille-DeRossett-Hale single-state construction code, PA 230 of 1972, as amended. (Compliance with this act must be certified to complete this application.)

I hereby attest that the above information is accurate. I am authorized to and hereby grant permission to the City of Ypsilanti and its staff to be on my property for the purposes of preparing reports, taking photographs, and/or evaluating and reviewing this application.

Signature of Applicant

June 2, 2015 Date

23 51

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: May 9, 2013

Person to Contact:

Vaida Singleton - 0203345

Toll Free Telephone Number:

877-829-5500

Employer Identification Number:

38-2329742

CORNER HEALTH CENTER
47 N HURON ST
YPSILANTI MI 48197-2607

Dear Sir or Madam:

This is in response to your March 4, 2013, request for information regarding your name.

Our records indicate you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in November 1980.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/charities for information regarding filing requirements. Specifically, note that section 6033(j) of the Code automatically revokes the tax-exemption of any organization that fails to satisfy its filing requirement for three consecutive years. The automatic revocation of exemption is effective as of the due date of the third required annual filing or notice. The IRS maintains a list of organizations whose tax-exempt status was automatically revoked at IRS.gov.

If you have any questions, please call the phone number in the heading of this letter.

Sincerely,



Cindy Thomas
Manager, Exempt Organizations
Determinations

24 52



Ypsilanti Historic District Work Permit Application

Date filed June 2, 2015 for HDC meeting date June 9, 2015

Action item Study item Action items require payment of the application fee. There is no fee to submit a study item for discussion.

Property Address 47 N Huron St

Applicant Owner Architect Contractor

Name Corner Health Center

Address 47 N Huron St

City Ypsilanti State MI Zip 48197

Phone 734-714-2240 Fax 734-829-0137

E-mail nadelman@cornerhealth.org

Owner Same
(If different than applicant)

Who will perform the work? Owner Contractor

Contractor AF Smith Electric Inc
(Name, address, phone) 624 S Mansfield, Ypsilanti, MI 48197

Action Items only:

Construction Cost \$3,610 **Permit Application Fee** \$40

The fee is \$35 for the first \$3,000 in construction cost plus \$5 for every additional or portion of \$3,000 of construction cost. An additional fee of \$50 applies to HDC work started without the applicable permit.

To complete this application:

1. On the reverse side, summarize the work proposed, list the main materials to be used, and (if relevant) indicate the color scheme planned.
2. Attach the following documents:
 - a. Photo(s) showing all locations where work is proposed
 - b. Paint color chips (if relevant)
 - c. Catalog cut sheets or similar details for windows, doors, light fixtures, and any other manufactured or preassembled components
 - d. Dimensioned drawings of any new construction or modifications to existing structures
 - e. A site plan, if proposal is for work on the grounds and not just the structure (e.g., installing an air conditioning system compressor). For fences, new structures, or work that will alter the footprint of existing structures, a photocopy of the mortgage survey with proposed changes indicated is required.

Submit the completed application to the City of Ypsilanti Building Department, 1 South Huron Street, along with the application fee if you wish the HDC to consider the proposal as an action item, not a study item.

Incomplete applications will not be considered.

For additional information, or if you have questions, contact the City of Ypsilanti Planning and Development Department, 734.483.9646, hintern@cityofypsilanti.com.



P. O. Box 981241 • 48198-1241
 624 South Mansfield • Ypsilanti, Michigan 48197
 Voice: 734-482-0977 • E-Mail: info@afsmith.com
 Estimating/Purchasing Fax: 734-482-2034
 Accounting Fax: 734-482-0817



PROPOSAL / WORK CONTRACT

TO: Corner Clinic

DATE: 5-1-15

Attention: Joe Slowins

LOCATION: Sign Ltg.

We hereby submit specifications and estimates, subject to all terms and conditions as follows:

We propose to furnish labor and material to provide the electrical work required per my site visit as follows;

A. Tap off of the entry light power and feed 2 new RAB LED 5W LF to shine on the sign as discussed. Then we will add a photo cell and timer (with timer mounter inside) to control the sign lights. We will also add a new LED 38W canopy light at the north east entry tapped off of the emer. fixture there now and add a recessed 42W LED canopy light where the old fixture is now at the south main door.

All work is figured for straight time only and permit fees are included.

Total for the work described will be.....\$3,610.00

Note; See attached cut sheet of each fixture, note the RAB is only 6" in length. This quote does not include and Historical Society approval. Timer will be 24/7and will be lockable.

The total proposed work as described above will be: **As Stated Above**

TERMS: Net 30 Days

ACCEPTANCE OF BID

THE ABOVE SPECIFICATIONS, TERMS & CONTRACT ARE SATISFACTORY, AND (I) (WE) HEREBY AUTHORIZE THE PERFORMANCE OF THIS WORK. If not paid as above, we agree to pay a late charge of 1.5% PER MONTH (Equal to an ANNUAL PERCENTAGE RATE OF 18%) on past due amounts.

This proposal created by W, Jeffrey Koepf. This proposal may not be reproduced, revised or translated in whole or in part without permission of the author. Copyright ©2008.

CONTRACTOR'S GUARANTEE

WE GUARANTEE ALL MATERIAL USED IN THIS CONTRACT TO BE AS SPECIFIED ABOVE & THE ENTIRE JOB TO BE DONE IN A NEAT, WORKMANLIKE MANNER. ANY VARIATIONS FROM PLAN OR ALTERATIONS REQUIRING EXTRA LABOR OR MATERIAL WILL BE PERFORMED ONLY UPON WRITTEN ORDER AND BILLED IN ADDITION TO THE SUM COVERED BY THIS CONTRACT. AGREEMENTS MADE WITH OUR WORKMEN ARE NOT RECOGNIZED. THIS PROPOSAL IS SUBJECT TO CHANGE AND MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS OF ABOVE DATE.

A. F. SMITH ELECTRIC, Inc.

Accepted by: _____

Date: _____ Phone: _____

Glenn Jennings

 Glenn Jennings / Service Manager

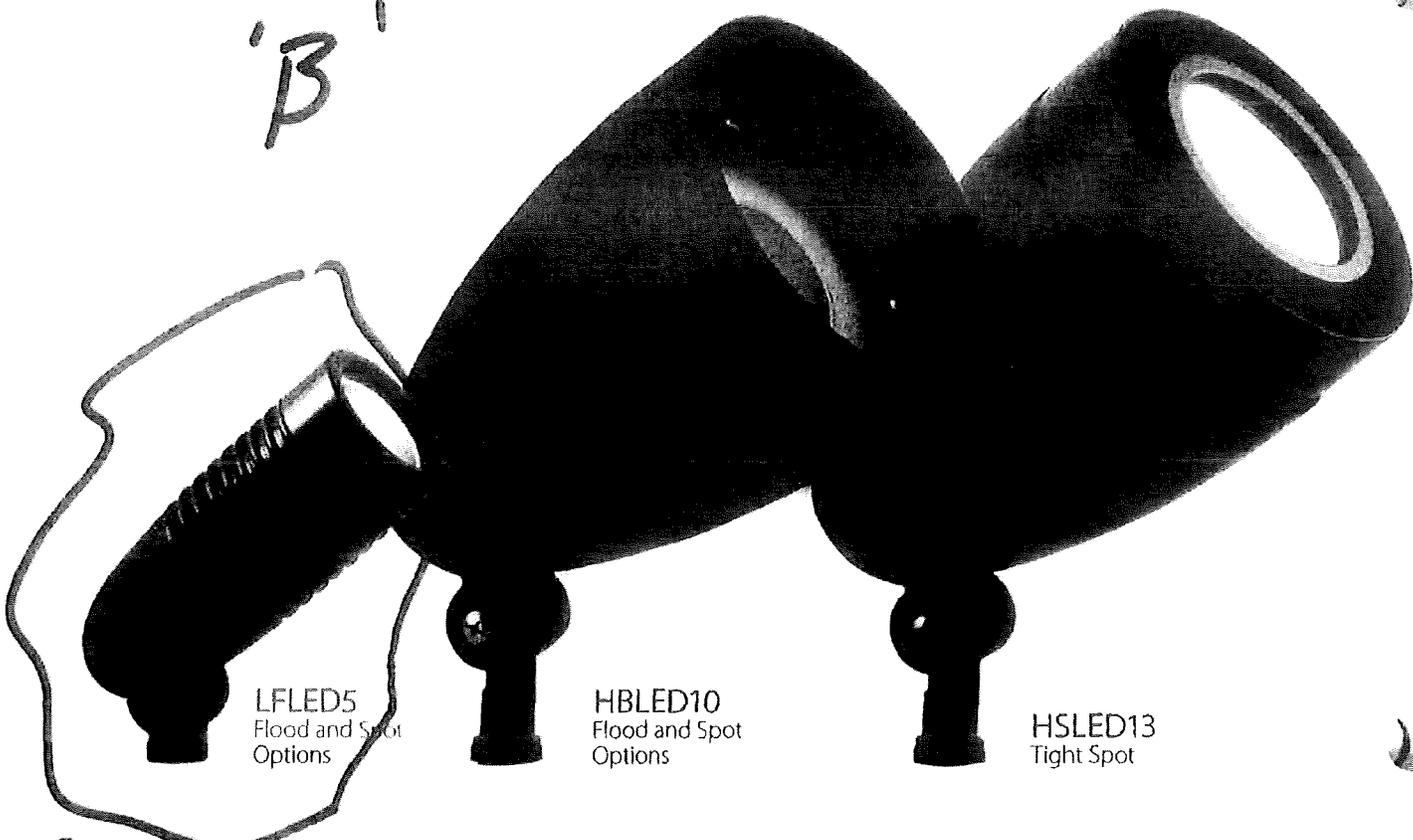
THIS CONTRACT IS VOID 30 DAYS FROM DATE UNLESS COPY IS SIGNED AND RETURNED TO BIDDER..
 WE COMPLY WITH ALL WORKMAN'S COMPENSATION & PROPERTY DAMAGE LIABILITY INSURANCE LAWS.

27 55

L FLOOD®

LED FLOODLIGHTS

'B'



LFLED5
Flood and Spot
Options

HBLED10
Flood and Spot
Options

HSLED13
Tight Spot

SPECIFICATIONS

UL Listing
Suitable for wet locations. Suitable for mounting within 4' of the ground. DC fixtures not UL Listed.

LEDs
LFLED5: Multi-chip 5W high-output, long-life LED
HBLED10: Multi-chip 10W high-output, long-life LED
HBLED13: Multi-chip 13W high-output, long-life LED
HSLED13: Multi-chip 13W high-output, long-life LED

Lumen Maintenance
100,000-hour LED lifespan based on IES LM-80 results and TM-21 calculations*.

Drivers
LFLED5: Constant Current, Class 2, 50/60 Hz, 100 - 240VAC, 0.18 Amps.
HBLED10: Constant Current, Class 2, 100V-240V, 50/60 Hz, 1kV Surge Protection, 350mA, 0.3 Amps.

HBLED13: Constant Current, Class 2, 100V-277V, 50/60 Hz, 4kV Surge Protection, 720mA, 100-240VAC, 0.3-0.15 Amps, 277VAC: 0.15 Amps, THD ≤ 20%, Power Factor: 96%

Cold Weather Starting
Minimum starting temperature is -40°C (-40°F)

Ambient Temperature
Suitable for use in 40°C (104°F) ambient temperatures

Thermal Management
Die-cast aluminum thermal management system for optimal heat dissipation

Housing
Precision die-cast aluminum housing, lens frame and mounting arm

Reflector
Specular aluminum

Gaskets
High-temperature silicone

Finish
White, Bronze, Black or Verde Green chip and fade resistant polyester powder coat finish. LFLED5 also available in Brass designed for marine use.

Color Consistency and Stability
RAB LED Color consistency is reported in MacAdam ellipses and is shown on the table to the right. RAB LED Color Stability is measured based on LM-80 testing and is available upon request

Green Technology
Mercury and UV free, and RoHS compliant

IESNA LM-79 & LM-80 Testing
RAB LED luminaires have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80, and have received the Department of Energy "Lighting Facts" label

Patents
RAB LED Floodlight designs are protected by patents pending in U.S., Canada, China, and Taiwan

*See TM 21 explanation on page 8

28 54



LED Recessed Canopy Light - Wide Distribution

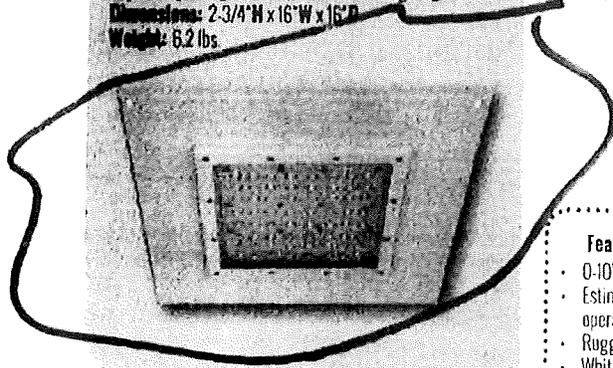
Applications: Security, entryway and perimeter lighting - also recommended for walkways and exterior canopies

Typical Mounting Height: 8 to 15 feet

Typical Spacing: 1 to 2 times the mounting height

Dimensions: 2-3/4" H x 16" W x 16" D

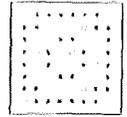
Weight: 8.2 lbs.



SOUTH ENTRY



LED PATTERN



COLOR TEMP

Cool White (5000K)

WATTAGE

42W LED

LUMENS

4100

CRI

75

COMPARABLE TO

100W PSMH

CAT.# White

E-RC2L04CW



Features:

- 0-10V dimmable driver
- Estimated 50,000 hours of maintenance-free operation to L70 at 25°C
- Rugged and durable aluminum housing
- White polyester powder-coat finish
- Minimum starting temperature: -30°F (-22°F)
- UV-stabilized acrylic lens with molded precision optics
- 1/2" conduit entry on top
- Hanging cable supports fixture while wiring connections are made
- Secures to mounting surface with four screws (provided by others)
- RoHS compliant
- Universal voltage (120V through 277V)
- Cree® LEDs inside
- ETL listed for wet locations
- 5 year limited warranty

LED CANOPY

Low-Profile LED Canopy Light - Wide Distribution

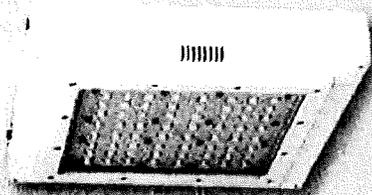
Applications: Security, entryway and perimeter lighting - also recommended for parking garages, shopping area walkways & exterior canopies

Typical Mounting Height: 8 to 20 feet

Typical Spacing: 1 to 2 times the mounting height

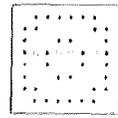
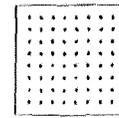
Dimensions: 2-3/8" H x 12" W x 12" D

Weight: 7.5 lbs.



72w Delivers over 7000 Lumens!

LED PATTERN



COLOR TEMP

Cool White (5000K)

Cool White (5000K)

WATTAGE

72W LED

42W LED

LUMENS

7300

4100

CRI

≤ 75

≤ 75

COMPARABLE TO

250W PSMH

100W PSMH

CAT.# White

E-CP2L07CW

E-CP2L04CW



Features:

- Estimated 50,000 hours of maintenance-free operation to L70 at 25°C
- 0-10V dimmable driver
- Rugged and durable aluminum housing
- White polyester powder-coat finish
- Minimum starting temperature: -30°F (-22°F)
- UV-stabilized acrylic lens with molded precision optics
- 1/2" conduit entry on top for pendant mounting or on one side for NPT threaded pipe
- Slots provided on top for mounting over a 4" square or octagonal J-box
- Universal voltage (120V through 277V)
- Cree® LEDs inside
- ETL listed for wet locations
- 5 year limited warranty

E-CC3

COLOR TEMP	Neutral White (4100K)
WATTAGE	38W LED
LUMENS	2000
CRI	77
COMPARABLE TO	70W PSMH
CAT.# White	E-CC3L03NW
PRICE	

LED Canopy Light - Wide Distribution

Applications: Security, entryway and perimeter lighting - also recommended for parking garages, shopping area walkways & exterior canopies

Typical Mounting Height: 8 to 15 feet

Typical Spacing: 1 to 2 times the mounting height

Dimensions: 3-15/16" H x 9-7/8" W x 9-7/8" D

Weight: 5.0 lbs.

E-CC5

COLOR TEMP	Cool White (5000K)	Neutral White (4000K)
WATTAGE	36W LED	36W LED
LUMENS	3618	3662
CRI	≥ 70	≥ 70
COMPARABLE TO	100W PSMH	100W PSMH
CAT.# Dark Bronze	E-CC5L03CZ	E-CC5L03NZ
CAT.# White	E-CC5L03CW	E-CC5L03NW
PRICE		

Now DLC Listed!

NORTH ENTRY

NEW!



LED CANOPY

Features:

- Estimated 50,000 hours of maintenance-free operation to L70 at 25°C
- Non-dimmable
- Low-copper, die-cast aluminum housing
- Polyester powder-coat finish for extra corrosion protection and long-lasting color - dark bronze or white finishes available
- Minimum starting temperature: -40°C (-40°F)
- UV-stabilized acrylic prismatic refractor with self-retaining screws
- 75°C minimum supply wire required
- 3/4" conduit entry on top for pendant mounting
- 1/2" conduit entries on two sides
- Universal voltage (120V through 277V)
- Cree® LEDs inside
- UL Listed for wet locations
- 5-year limited warranty



55





16

2006

the **CORNER** Health Center

33 41



3462

June 2, 2016

**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 47 N. Huron/ Corner Health Center.**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Design & Review 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 Design & Review 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 2015-16 Fiscal Year Budget earmarked a total of \$5,000 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 \$5,000 for grant awards for the Downtown District and \$5,000 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 47 N. Huron/ Corner Health Center for the installation of two LED spot lights, photocell to illuminate sign, LED canopy light at northeast entry alcove; and

WHEREAS, upon review by the Design & Review Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; 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 Design and Review Committee.
2. The award of the grant is 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 \$500.
4. The grant is 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

To: Design and Review Committee

From: Rasheed J. Atwater, Ypsilanti DDA

Subject: Newel Block Apartments, 40, 42, and 44 E. Cross st

Date: May 20, 2016

YDDA Staff has received a façade grant application for 40, 42, and 44 E. Cross st/ Newel Block Apartments. The application was submitted by the property manager Rex and Sallie Richie. The total cost for the proposed project is \$3,200. The proposed façade improvements are goose neck lighting and wooden cornice. Their application is in regards to properties within the Depot Town District.

The scope of the project applicable to grant:

- Materials \$483
- Labor \$2,736
- Total asking price: \$3,200

The application has provided the following documents:

- A complete application
- Color photos of current façade.
- Quote for proposed improvements
- Proposed project timeline
- Proof that applicant taxes are up to date on the property
- Letter of permission from the property owner if not the applicant
- Sample Materials (glass, cornice detail, trim, colors, etc).

Ypsilanti Downtown Development Authority
YDDA Painting/Façade Grant Application

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.482-9762

Name	Rex and Sally Richie
Mailing Address	1065 Maplewood Avenue, Ypsilanti 48198
Phone Number	734-484-1510
E-Mail	slr106@att.net
Business Name	Newel Block Apartments
Project Address	40.42.44 East Cross, Ypsilanti 48198
Property Owner Name	Sally and Rex Richie

Estimated Total Cost of Project: _____

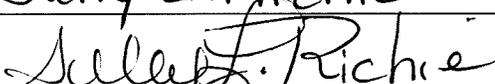
Project Description: Install Goose Neck lighting
and wooden cornice

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	Sally L. Richie
Signature	
Date	4-28-16

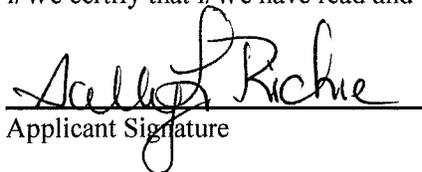
Please attach the following items:

- 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

4-28-16
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

4-28-16
Date

Thomas McConnell <electrictom@live.com>

To

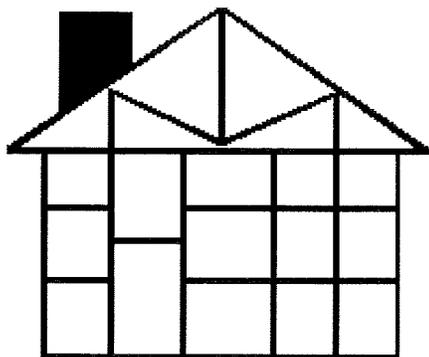
Sally Richie

Apr 23 at 12:54 PM

Rex,

Just a quick note on providing a new circuit from the house panel to your newly proposed building facade lighting. The project costs out to @\$483.00 in materials, and \$2,736.00 in labor. So a \$3200 budget should be considered.

Thanks, Tom @ Electricity Management



R2 BUILDING SERVICES
Rex Richie
1065 Maplewood Avenue
Ypsilanti, MI 48198
734-834-0416

Estimate

DATE	ESTIMATE #
4/29/2016	1408

BILL TO
Newel Block Apartments 40,42,44 East Cross Street Ypsilanti, MI 48198

DESCRIPTION	AMOUNT
Fabricate, install and paint a wooden cornice across the store fronts of 40, 42 and 44 East Cross Street. Color to be SW 2839 Roycroft Copper Red.	3,000.00

Thank you for your business!	Subtotal	3,000.00
	0% Tax	
	Total	3,000.00



Ann Arbor
 4649 Runway Blvd.
 Ann Arbor, MI 48108
 Tel: 734-665-6131
 Fax: 734-665-9239

QUOTE

Quote Number: **6-3183111**
 Order Number: Quote
 Customer Number: 620735-0

TO:
 R2 BUILDING SERVICES
 1065 MAPLEWOOD AVE
 YPSILANTI, MI 481985861
 PHONE: (734) 484-1510 FAX: (734) 484-1510

SHIP TO:
 R2 BUILDING SERVICES
 1065 MAPLEWOOD AVE
 YPSILANTI, MI 48198-5861

Quote Date	Customer PO.	Job Number	Requested By
04/15/2016	rab fixture		

Ln	Qty	Mfg	Part Number	Description	Price	Ext. Price
1	8	RAB	RABGN1LED13YRACB	GN1LED13YRACB 13W GOOSNECK CON	\$236.250 E	\$1,890.00

Comment:
 GOOSENECK ARM 13W led

SubTotal: \$1,890.00
Sales Tax: \$113.40

Grand Total: **\$2,003.40**

Please do not hesitate to call with any questions.

Thank you,
 James Eberle

Quote good for 30 days..

 Signature

 Date

 Purchase Order

10th Prox. Net 30 Days

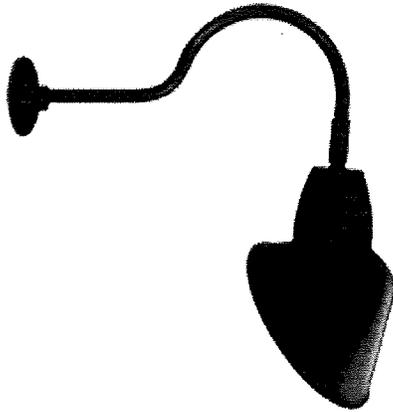


ISO
9001:2008

Q1



GN1LED13YRACB



13 & 26 Watt Angled Cone Shade LED Gooseneck Luminaire designed to match the architecture of Main Street storefronts and building perimeters. LED Gooseneck Cone Shade with 24" Goose Arm Style 1.

Color: Black

Weight: 11.2 lbs

Project:	Type:
Prepared By:	Date:

Driver Info		LED Info	
Type:	Constant Current	Watts:	13W
120V:	0.3A	Color Temp:	3000K (Warm)
208V:	0.3A	Color Accuracy:	86 CRI
240V:	0.3A	L70 Lifespan:	100000
277V:	0.15A	Lumens:	344
Input Watts:	16W	Efficacy:	22 LPW
Efficiency:	83%		

Technical Specifications

Listings

UL Listing:

Suitable for wet locations. Suitable for mounting within 1.2m (4ft) of the ground.

IESNA LM-79 & IESNA LM-80 Testing:

RAB LED luminaires have been tested by an independent laboratory in accordance with IESNA LM-79 and 80, and have received the Department of Energy "Lighting Facts" label.

Optical

Photometrics:

Contact the RAB Lighting Design department for the photometrics.

LED Characteristics

Lifespan:

100,000-hour LED lifespan based on IES LM-80 results and TM-21 calculations.

LED:

Single multi-chip, 13W high-output, long-life LED.

Correlated Color Temp. (Nominal CCT):

3000K

Color Consistency:

3-step MacAdam Ellipse binning to achieve consistent fixture-to-fixture color.

Color Stability:

LED color temperature is warranted to shift no more than 200K in CCT over a 5 year period.

Color Uniformity:

RAB's range of CCT (Correlated color temperature) follows the guidelines of the American National Standard for Specifications for the Chromaticity of Solid State Lighting (SSL) Products, ANSI C78.377-2015.

Construction

Fixture:

The GN1LED13YRACB comes with the GOOSE1B Arm.

Thermal Management:

Custom heat sink assembly in thermal contact with die-cast aluminum housing for superior heat sinking.

Housing:

Precision die-cast aluminum housing, lens frame and mounting plate.

Gaskets:

High Temperature Silicone.

Mounting:

Heavy-duty mounting arm with "O" ring seal and stainless steel screw.

Cold Weather Starting:

The minimum starting temperature is -40°F/-40°C.

Ambient Temperature:

Suitable for use in 40°C (104°F) ambient temperatures.

Finish:

Our environmentally friendly polyester powder coatings are formulated for high-durability and long-lasting color, and contains no VOC or toxic heavy metals. Offers significantly improved gloss retention and resistance to color change.

Green Technology:

Mercury and UV free, and RoHS compliant. Polyester powder coat finish formulated without the use of VOC or toxic heavy metals.

Electrical

Driver:

Constant Current, Class 2, 100-277V, 50/60 Hz, 100-240VAC 0.3 - 0.15A, 277VAC 0.15A, THD ≤20%, PF 97.5%.

Surge Protection:

4kv

Other

Shades:

15" Angled Cone Shade offered.

Equivalency:

The GNLED13 is equivalent in delivered lumens to 75W incandescent, 50W MH or 18W CFL.

California Title 24:

Goosenecks complies with 2013 California Title 24 building and electrical codes as a commercial outdoor non-pole-mounted fixture < 30 Watts when used with a photosensor control. Select catalog number PCS900(120V) or PCS900/277 to order a photosensor.

Patents:

The design of the Gooseneck is protected by patents pending in US, Canada, China and Taiwan.

Warranty:

RAB warrants that our LED products will be free from defects in materials and workmanship for a period of five (5) years from the date of delivery to the end user, including coverage of light output, color stability, driver performance and fixture finish.

Country of Origin:

Designed by RAB in New Jersey and assembled in the USA by RAB's IBEW Local 3 workers.

Technical Specifications (continued)

Other

Buy American Act Compliant:

This product is a COTS item manufactured in the United States, and is compliant with the Buy American Act.

Recovery Act (ARRA) Compliant:

This product complies with the 52.225-21 "Required Use of American Iron, Steel, and Manufactured Goods-- Buy American Act-- Construction Materials (October 2010).

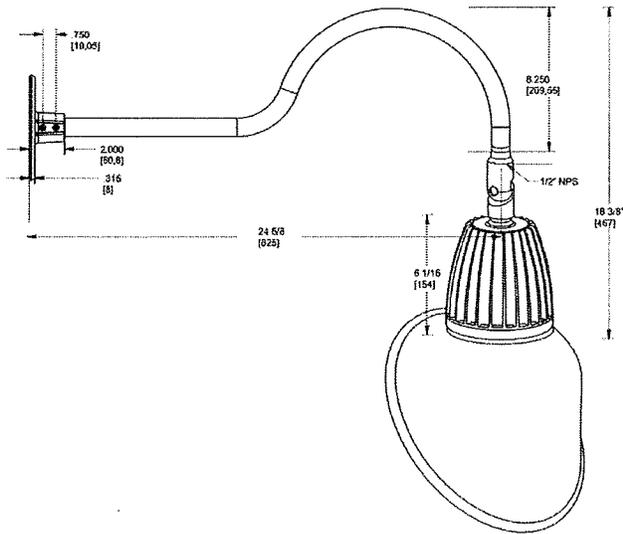
Trade Agreements Act Compliant:

This product is a COTS item manufactured in the United States, and is compliant with the Trade Agreements Act.

GSA Schedule:

Suitable in accordance with FAR Subpart 25.4.

Dimensions



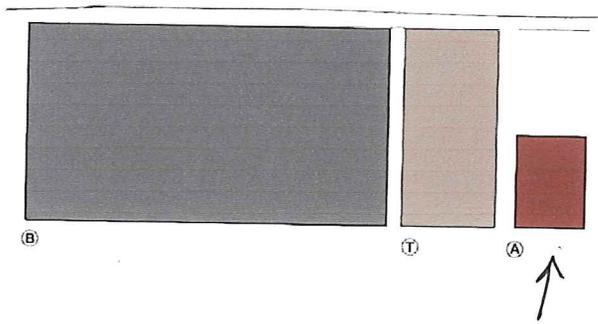
Features

- Adjustable 45° swivel joint
- Superior heat sink
- Die-cast aluminum housing
- 5 year LED warranty

Ordering Matrix

Family	Watts	Color Temp	Reflector	Shade	ShadeSize	Finish
GN1LED	13	Y	R	AC		B
	13 = 13W watt = 26W	Y = 3000K (Warm) N = 4000K (Neutral)	= Flood R = Rectangular S = Spot	AC = Angled Cone	11 = 11" = 15"	B = Black W = White A = Bronze S = Silver G = Hunter Green YL = Yellow LB = Light Blue BL = Royal Blue BWN = Brown I = Ivory R = Red





Cornice Color
SW 2839 Roycroft Copper Red.

The propose time line for this job will be within 3 months of receiving the order for the lights.

Light order is to take 4 to 6 weeks to come in.

Hope to have it complete before the end of the summer.

Building Inspection Department
Phone: 734/482-1025

One South Huron
Fax: 734/483-7444

Ypsilanti, MI 48197
Hours: Monday-Friday 8 am - 4 pm

Work Location 11-11-09-131-011
40 E CROSS

Owner: RICHIE REX & SALLY
1065 MAPLEWOOD
YPSILANTI MI 48198

Issued: 03/30/16 **Expires:** 03/30/17

Contractor: OWNER OF RECORD

Permits expire 6 Mos. from issue date if work has not been started or an inspection has not been conducted.

YPSILANTI MI 48198

**PLEASE CALL FOR INSPECTIONS A
MINIMUM OF 24 HOURS IN ADVANCE**

**Permit holder must request inspections
Sub-Contractor requests will not be honored.**

Work Description: INSTALL GOOSE NECK LIGHTING AND WOODEN CORNICE PER APPROVED PLANS

Upon approval, applicant is granted permission to perform as indicated by types and class of permit. Applicant further agrees to comply with all applicable ordinances and codes of the City of Ypsilanti.

**PERMIT NUMBER IS REQUIRED WHEN SCHEDULING INSPECTIONS
FINAL INSPECTION OF WORK REQUIRED TO FINALIZE PERMIT**

WARNING: If this work is being performed in rental units, you must comply with Ordinance 732, Tenant Privacy Act. A copy of this ordinance is available for your review in the Building Department Office.

IDENTIFICATION of your business is required on your vehicle(s) while working within the City of Ypsilanti per Ordinance 728. A copy of the Ordinance is also available for review in the Building Department Offices.

A COPY OF THE APPROVED PLANS MUST BE ON SITE

Fees

Permit Item		Fee Basis	Item Total
BASE FEE	Standard Item	1.00	\$55.00
ADDITIONAL FEE PER 1,000	Standard Item	2.00	\$22.00
Plan Review	Plan Review	77.00	\$15.40

Fee Total: \$92.40

ALL WORK MUST MEET ALL CODE REQUIREMENTS

Section 23a of the State Construction Code Act of 1972, Act No 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements for this state relating to persons who are to perform work on a residential structure. Violations of Section 23a are subject to civil fines.

June 2, 2016

**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 40, 42, 44 E. CROSS ST/ NEWELL BLOCK APARTMENTS.**

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Design & Review 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 Design & Review 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 2015-16 Fiscal Year Budget earmarked a total of \$5,000 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 \$5,000 for grant awards for the Downtown District and \$5,000 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 40, 42, and 44 E. Cross St for the installation of goose neck lighting and wooden cornice of referenced address; and

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

2. The award of the grant is 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 \$1,600.
4. The grant is 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

To: Design and Review Committee

From: Rasheed J. Atwater, Ypsilanti DDA

Subject: Façade Application for Ypsilanti Food Cooperative, 312 N. River

Date: May 20, 2016

YDDA Staff has received a façade grant application for 312 N. River/ Ypsilanti Food Cooperative. The application was submitted by the general manager Corinne Sikorski. The total cost for the proposed project is \$5,800. The proposed façade improvements are a new logo on building, hanging sign for bakery, and to complete development design drawings for renovation/ adding entry doors for ADA access and increase kitchen size. Their application is in regards to properties within the Depot Town District.

The scope of the project applicable to grant:

- Design Development for YFC Renovation \$2,000
- Bakery Sign \$2,300
- Logo on Building \$1,490
- Total: \$5,790.00

The application has provided the following documents:

- A complete application
- Color photos of current façade.
- Quote for proposed improvements
- Proposed project timeline
- Proof that applicant taxes are up to date on the property
- Letter of permission from the property owner if not the applicant
- Sample Materials (glass, cornice detail, trim, colors, etc).

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

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.482-9762

Corinne Sikorski

Name	Ypsilanti Food Cooperative
Mailing Address	312 N. River Street Ypsi, MI 48198
Phone Number	734.483.1354
E-Mail	corinne@ypsi foodcoop.org
Business Name	Ypsilanti Food Coop
Project Address	312 N. River
Property Owner Name	Ypsilanti Mill Works, LLC.

Estimated Total Cost of Project: This portion ~~\$25,900.00~~ \$5,800

Project Description: To create an expanded, more efficient grocery store
1. Complete Development ^{design} drawings for
Renovation/Expansion of Ypsi Food
incorporating Entry Doors which
provide ADA access; bathrooms which
provide ADA access; increase kitchen +
bakery to provide more products, esp:
bread, baked good, ready to eat hot food,
fresh meat.
2. Hanging Sign for our bakery
3. Logo on building

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	Corinne Sikorski
Signature	
Date	May 20, 2016

Please attach the following items:

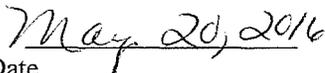
- A minimum of one estimate of project costs from a licensed contractor.
- Color photos of the existing facades.
- Sample materials (glass, cornice detail, trim, colors, etc.).
- Proposed project timeline.
- Letter of permission from the property owner if not the applicant.
- Proof that all applicable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

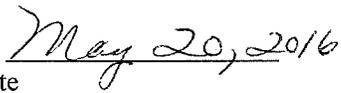
ATTACHMENT TWO; Cooperation Agreement

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:

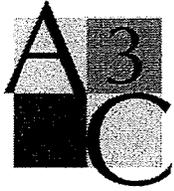
- Participating in YDDA sponsored tours of Downtown
- Working with the YDDA on business development programs.
- Committing where possible to uniform store hours
- Participating in downtown promotion
- Design review for any changes to the façade
- Display signage provided by the YDDA acknowledging our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



Applicant Signature



Date



Principals
 Jan K. Culbertson
 Daniel H. Jacobs
 Brian K. Winkler

6 March 2016

Corinne Sikorski
 Ypsilanti Food Co-op
 312 North River Street
 Ypsilanti, MI 48197

RE: Professional Design Services for:
 Bakery Expansion at the Ypsilanti Food Co-op
 312 North River Street
 Ypsilanti, MI 48197

Corinne:

Thank you for the opportunity to provide a proposal to assist the co-op in renovating the existing bakery and expanding into the remainder of the first floor of the building.

Professional Services:

Design Development Phase: \$2000

1) A3C will update the code analysis based on our meetings with code officials, attend up to two meetings with the owner and food service equipment supplier, coordinate with ME Engineering and update schematic floor plans for the Co-op's expansion into the remaining portion of building's first floor. Phasing of the work may need be considered.

*Facade
 Rehab*

Construction Documents: \$22,000

1) A3C will develop construction documents for building permit and bidding. Work includes space reconfiguration, adding two barrier free toilets, removing stairs, finish selections and coordination with mechanical electrical and structural engineering and food service equipment supplier for the renovation.

Bidding: \$1500

1) A3C will assist the owner with bidding the project to General Contractors including distributing bid sets electronically, conducting a pre bid walk through, answering bidders questions, reviewing bids with the Owner.

Construction Administration Services: \$500/week (estimate 14 weeks of construction if completed in one phase)

1) A3C will attend construction progress meetings every two weeks, review shop drawings, answer contractors' questions, review pay applications, conduct a punch list walkthrough at project completion and a final punchlist review.

Included in the fees above are the following consultants:

MEP Engineering: \$7300 (proposal attached)

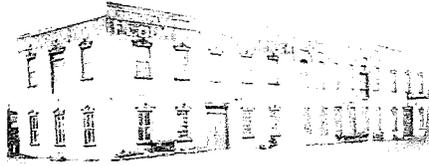
Structural Engineering: \$5000 (allowance)

Services not included:

Food service area design, expansion of the building, façade changes other than accommodating revised door openings and Department of Agriculture licensing application/paperwork.

A3C
 210 E. Huron St.
 Ann Arbor, MI
 48104-1913
 734.663.1910 T
 734.663.8427 F
 www.a3c.com

C O L L A B O R A T I V E A R C H I T E C T U R E



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

May 14, 2016

Dear DDA,

The Ypsilanti Mill Works, LLC would be glad to have the Ypsilanti Food Co-op install signage and to the façade of our building and to expand their business into further areas of the building!

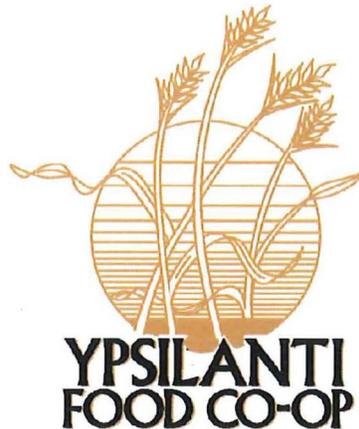
The Food Co-op is one of the five partners of the Ypsilanti Mill Works, LLC.

Thank you,

Corinne Sikorski, Partner

**Ypsilanti Downtown Development Authority
YDDA Building Façade Improvement Program**

Application May 20, 2016



**312 North River
Ypsilanti, Michigan 48198**



**Ypsilanti Mill Works Partnership
312 North River
Ypsilanti, Michigan 48198**

The Ypsilanti Mill Works Partnership and the Ypsilanti Food Coop propose to continue their ongoing renovations and improvements to their building in Depot Town at 308-310-312 North River Street. The Food Coop has moved from the original 1,400 sf into the whole lower level of 5,000 sf and the proposal for this grant is a continuation of the improvements the Co-op is doing to provide a grocery store to the community. From 1984, when the Food Coop began leasing space in the building until today, vast improvements have been made to the building. Much of the work to rehabilitate the building was done by the Ypsilanti Mill Works Partnership, which has maintained and improved the integrity and value of this 176 year old building. The

investments that have been made have revived this building from a building close to demolition, to being the home for the Food Coop as well as four prominent apartments in Depot Town.

The attached budget and project detail shows that our overall plan for the project is close to \$500,000.00. A few years ago we completed a renovation of the store which has created a nicer store with better access to healthy food, with more space, coolers and freezers for more product to better serve the Ypsilanti community.

This phase includes the purchase of new equipment, replacement of shelving, removing walls within the grocery store and bakery to open up the space, and a complete renovation of our bakery and kitchen. We previously replaced sewer pipes running from the second story through the store, added 3phase electrical power for the larger appliances being added, added efficient lighting fixtures, made major repairs to the interior masonry walls throughout the building, and have continued window replacement with double pane windows for energy efficiency as well as aesthetic value.

Continued growth of the Ypsilanti Food Coop and the Ypsi Food Coop Bakery will continue to provide greater ability to pay more employees and to help us attain a more livable wage for the employees. Currently the Food Coop employees 20 staff and more than half of them are full time. The expansions that are underway are growing the only grocery store in Depot Town providing more consumers greater local food choices in a walkable community, and are providing a steady outlet for local producers, continuously improving our local economy. The food coop has been the anchor business in the Mill Works Building and one of a few in Depot Town for 32 years!

1. I am requesting this grant for a Design/Development plan to begin the process for the plans that will be done to expand our kitchen and the grocery store as well as create a café area for grab and go dining. This plan will lead to architectural drawings which will allow us to create a barrier free store through new doors which would correct the egress issues of the current entryways and add ADA bathrooms.
2. I am also requesting funds for the completion of signage: a hanging sign for the bakery, as well as a logo to be affixed to the northeast corner of the building. Both will add to the appeal of the facade to this building, add advertising, create excitement and draw customers to our building. These projects were previously approved by the Historic District commission, and were not completed with the letters and awning done at the time.

Many improvements have been made over the years, as you can see from the photos from 1988, so we hope you are able to help provide financial support to this cornerstone of the Ypsilanti community.



1880



1984



2010: Our blue and taupe stage with the awning that was replaced in 2014.



See the attached plan for the bakery signage, and what it would look like with a watermark!

The projected costs for this grant project:

Design Development for YFC Renovation	\$2,000.00
Bakery Sign	\$2,300.00
Logo on Building	\$1,490.00
Total	\$5,790.00

Timeline:

June 2016	Learn of award of Grant
June 2016	Apply for Sign/building permit and award projects to various companies.
June 2016	Complete Design Development plan
September 2016	Completion of Signage and Logo!!

We are requesting the full match of 50% that is available.

Thank you, Corinne Sikorski

General Manager, Ypsilanti Food Co-op





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 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

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

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	3863

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
Sandblasted Sign	OPTION 1 - CEDAR Sandblasted Sign 6" X 42.5" X 32.5" sandblasted cedar, double sided. painted to customer specifications. Copper hue is One Shot Copper Metallic paint.	1	2,850.00	2,850.00T
Sandblasted Sign	OPTION 2 - HDU FOAM Sandblasted Sign 6" X 42.5" X 32.5" sandblasted HDU graine frames for wood like look, double sided. painted to customer specifications. Copper hue is One Shot Copper Metallic paint.	1	2,325.00	2,325.00T
Dibond Sign	OPTION 3 42.5"x43" 6mm Dibond Sign, Fulll color with premium Laminate. includes (2) single sided, Custom Cut faces, mounted to 1.5" Urethane cor substrate. Included metal hangers for existing mounting bracket.	1	925.00	925.00T
Dibond Sign	OPTION 4 42.5"x43" 6mm Dibond Sign, Fulll color with premium Laminate w/ copper metallic accents. includes (2) single sided, custom cut faces, mounted to 1.5" Urethane cor substrate. Included metal hangers for existing mounting bracket.	1	982.00	982.00T

Subtotal	\$7,082.00
Sales Tax (6.0%)	\$424.92
Total	\$7,506.92

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	3863

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
Sandblasted Sign	OPTION 1 42.5" Custom shaped, ___ Deep Sandblasted Sign 5 Painted Colors, plus copper metallic/leaf . 2-sided	1	0.00	0.00T
Sandblasted Sign	OPTION 2 42.5" Custom shaped, ___ Deep Sandblasted Sign 5 Painted Colors, plus copper metallic/leaf . 2-sided	1	0.00	0.00T
Dibond Sign	OPTION 3 42.5"x43" 6mm Dibond Sign, Fulll color with premium Laminate. includes (2) single sided, Custom Cut faces, mounted to 1.5" Urethane cor substrate. Included metal hangers for existing mounting bracket.	1	925.00	925.00T
Dibond Sign	OPTION 4 42.5"x43" 6mm Dibond Sign, Fulll color with premium Laminate w/ copper metallic accents. includes (2) single sided, custom cut faces, mounted to 1.5" Urethane cor substrate. Included metal hangers for existing mounting bracket.	1	982.00	982.00T

Subtotal	\$1,907.00
Sales Tax (6.0%)	\$114.42
Total	\$2,021.42

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 _____

brick wrap quote

Subject: Brick wrap quote
From: "Kevin Rocheleau" <kevin@w4signs.com>
Date: 6/27/2013 6:00 PM
To: <corinne@ypsifoodcoop.org>
CC: "Mike Giacomantonio" <mikeg@w4signs.com>

Corinne,

I made a mistake on the brick wrap quote. I thought the rendering said 18'x16', not 15'x16' so the price of the wrap goes down to **\$1490**

Best Regards,

Kevin Rocheleau

Design & Production Manager

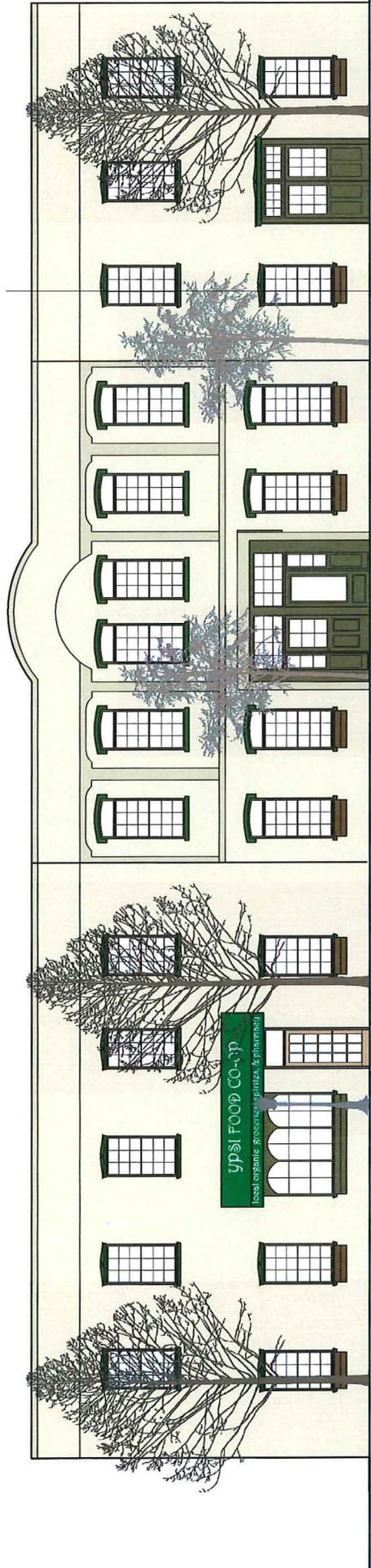
W4 Signs

p: (810) 588-4703 f: (810) 588-4706

8200 Grand River Ave. Brighton, MI 48114

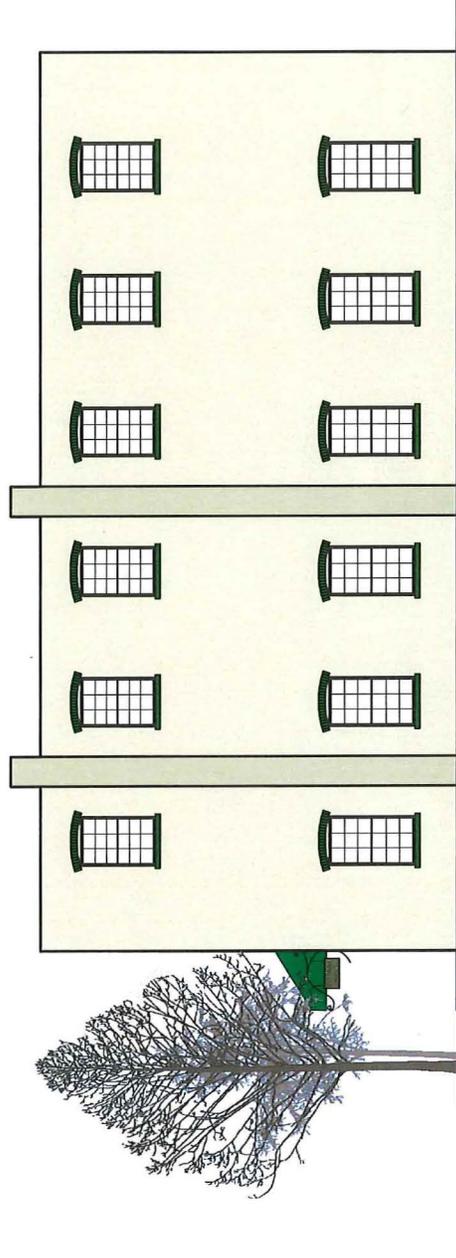


w4signs.com



WEST (FRONT) ELEVATION

SCALE: 1/8"=1'-0"



SOUTH (SIDE) ELEVATION

SCALE: 1/8"=1'-0"

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 INDICATIONS

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

The Mill Works Building

308, 310, 312 North River Street
Ypsilanti, Michigan 48198

Built in 1840 through 1860, it's basic design was for the functionality of a factory where the grinders for flour mills were manufactured. Through various owners, and eras in history, the building has become one of Depot Town's landmarks. Known as the Ypsilanti Machine works, they also produced scalpels, centrifugal reels, elevator heads, and boots with pulleys. A special reel for separating salt was also manufactured for the Diamond Crystal Salt Co. of St. Claire, Michigan.

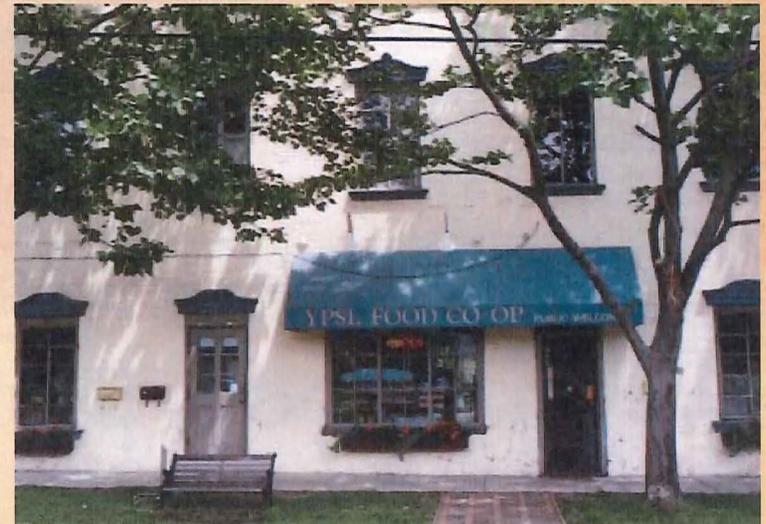


The building was purchased in 1988 by a group of 5 people interested in historic preservation and community development. They formed the Ypsilanti Mill Works Partnership and through much labor and capital investment have renovated the building to it's current multi- use with 4 upper apartments, 4 offices and 3,200 sf retail space.

Circa 2000



Circa 1988



The Ypsilanti Food Coop

The Mill Works Building has been the home of the Ypsilanti Food Co-op since 1984, a not-for-profit corporation, that has been providing natural foods in the community since 1975, is cooperatively owned by over 800 members of the Ypsilanti community.



One of only two grocery stores in the city of Ypsilanti, the coop provides a full line of groceries, with an emphasis on organic, local and unprocessed. They carry Milk and dairy items, baked goods, bulk and packaged flours, grains, beans, and other baking supplies, herbs and spices, coffees and teas, produce, seeds and starter plants, beer and wine, frozen foods, and from their deli hot soups and salads and sandwiches to go.

The Depot Town Sourdough Bakery was created in 1989, with a wood fired brick oven built into the back wall of 310 North River Street. Designed to produce whole grain artisan breads, it continues today as the Ypsilanti Food Coop Bakery, and is owned and operated by the Ypsilanti Food co-op. The bakery provides healthier alternatives to typical baked goods, including granolas, pies, cakes, cookies, brownies, baklava, scones, and cupcakes.







Subject: logo watermark composite
From: Julius deChavez <julius.dechavezdesign@gmail.com>
Date: 5/16/2013 9:06 PM
To: Corinne Sikorski <corinne@ypsifoodcoop.org>

here you go.

jules

--
[julius deChavez](#)
.: Print + Digital Art Director

.....
[deChavez Design, LLC](#) _ 248 346 3073 C _ Reach me on Skype at:
[deChavez Design, LLC](#) _ 810 231 2231 H [iconicbrandonskype](#)

.....
[deChavezDesign](#) | [deChavezFoto Imaging](#) | [Coroflot](#)

— C-NorthWest Wall.jpg



— Attachments: —

C-NorthWest Wall.jpg

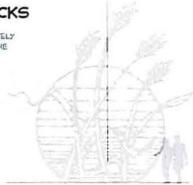
524 KB



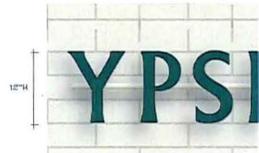
WATERMARK ON BRICKS

THIS ICON WATERMARK IS APPROXIMATELY 15'-0" H X 16'-0" W AND WRAPS AROUND THE BUILDING

- OPTION A BRICK VINYL MATERIAL
- OPTION B AWNING AND PAINTED



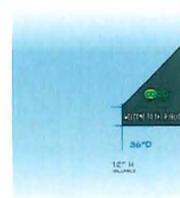
MAIN ENTRANCE SIGNAGE



THESE LETTERS ARE OFFSET OFF THE EXTERIOR WALL WITH A SINGLE FRAME (PAINTED THE SAME AS THE BUILDING)

- OPTION A 12" H CONTOURED CUT LETTERS METAL PAINTED FOREST GREEN #7E1777 (PMS 560 C)

- 12" H CONTOURED CUT LETTERS PLASTIC PAINTED FOREST GREEN #7E1777 (PMS 560 C)



VINYL FOR AWNING: NUTRICE
FABRIC FOR AWNING: NUTRICE



F20 FOR 'YPSI' LETTERS: FOREST GREEN #7E1777 (PMS 560 C)



F20 USING THE GREEN FROM CO-OP BRAND BLUE #7E1777 (PMS 560 C)

FRONT AWNING SPECS

THE AWNING IS APPROXIMATELY 14'-10" WIDE X 3'-3" HIGH (BACK) X 12" H VALANCE X 36" DEEP. THERE IS AN EXISTING AWNING FRAME TO APPLY NEW FABRIC.

THERE ARE GRAPHICS ON THE LEFT AND RIGHT SIDE AND ON THE VALANCE. PLEASE SEE SPEC BELOW. ALL ART WILL BE PROVIDED IN VECTOR FORMAT.

BAKERY SIGNAGE

PLEASE SEE THE BAKERY SPECS FOR THE PRICE OPTIONS.



YPSILANTI FOOD CO-OP

LOCAL AND ORGANIC GROCERIES • PRODUCE • DELI • CHEESE • BEER AND WINE

312

CORNER BRICK WRAP

YPSI-FOOD CO-OP: MAIN ENTRANCE AWNING BUILDING SIGNAGE AND BAKERY SIGNAGE
FR-SPECS
JUNE 21, 2013
SCALE: .215" = 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 INDICATIONS

PLEASE PROVIDE IN YOUR RFQ:

- COST TO BUILD
- ARCHITECTURAL RENDERINGS FOR CITY CODE APPROVAL
- TIME SPAN TO PRODUCE
- INSTALATION 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

Ypsilanti Food Coop Expansion		Budget
Construction		
Architecture fee		22,000.00
Design fees		3,000.00
Bid documents		1,500.00
Construction architecture/admin		7,000.00
Building permits		7,000.00
Demo stairway		30,000.00
Arch demo and masonry		35,000.00
Entry Doors 310		30,000.00
Entry Doors 308		20,000.00
Carpentry		25,000.00
HVAC		37,000.00
electrician		35,000.00
Plumbing		35,000.00
Roof Vents		5,000.00
Clean up		3,000.00
Fire Extenquishers		600.00
Painting		7,000.00
Floor refinish		8,000.00
Project management		20,000.00
Total Construction		331,100.00
Kitchen and Café		
Merchandizer		8,000.00
Merchandizer		10,000.00
Merchandizer		10,000.00
Sandwich prep		4,000.00
Range		4,000.00
Exhaust Hood		15,000.00
Fire Suppresion system		3,000.00
Reach in fridge		5,000.00
Reach in freezer		5,000.00
Work Table		1,000.00
Bread Slicer		1,000.00
bread table		1,000.00
Stainless Sink		2,500.00
dishwasher		2,000.00
Retail area buildout		15,000.00
Signage		2,400.00
Shelving		5,000.00
Total - Kitchen Equipment		93,900.00
Office		
Kitchen office equipment		100.00
File cabinets		600.00
computers		2,000.00

Ypsilanti Food Coop Expansion			Budget
phones		Add New Phone System, possibly intercom	2,000.00
		Total - Office	4,700.00
	Store		
Metal Grocery Shelving			8,000.00
Bulk bins for liquids			1,000.00
Display cooler			6,000.00
Display freezer			8,500.00
Additional Lighting			2,000.00
Security system add ons			1,000.00
Electrical upgrades			4,000.00
		Total - Grocery Store Improvements	30,500.00
		Total - Expansion Overall	460,200.00

June 2, 2016

**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 312 N. RIVER/ YPSILANTI FOOD COOPERATIVE.**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Design & Review 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 Design & Review 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 2015-16 Fiscal Year Budget earmarked a total of \$5,000 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 \$5,000 for grant awards for the Downtown District and \$5,000 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 312 N. River/ Ypsilanti Food Cooperative for the installation of new bakery sign, logo on building and renovation/ adding entry doors for ADA access and increase kitchen size; and

WHEREAS, upon review by the Design & Review Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; 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 Design and Review Committee.
2. The award of the grant is 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 \$1,900.
4. The grant is 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:

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

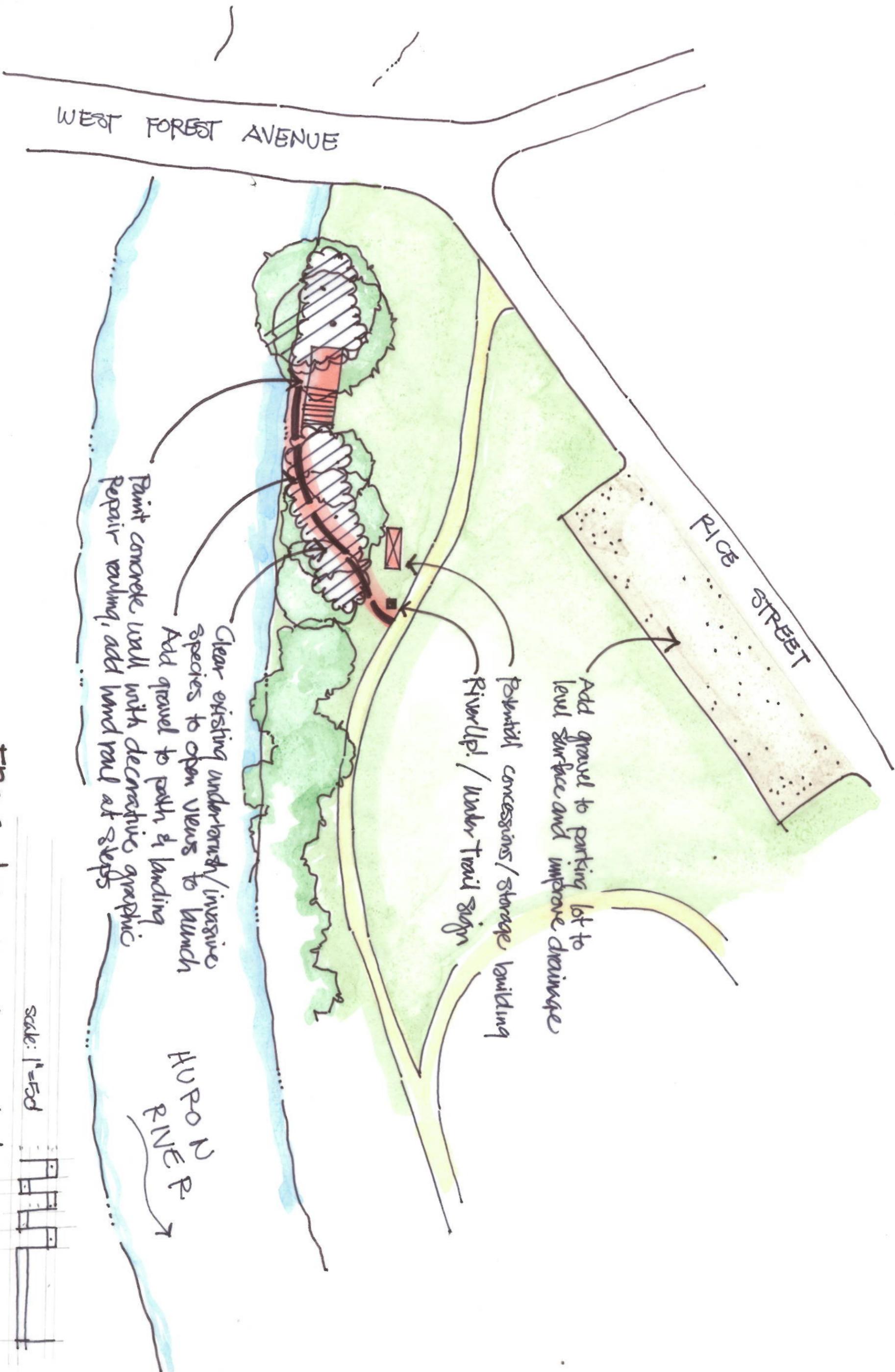
TO: YDDA BOARD
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: HDL INC/WIRELESS YPSI AGREEMENT
DATE: 8/15/2016
CC:

HDL.com/Wireless Ypsi Partnership Agreement

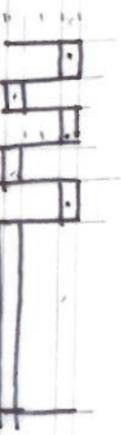
Per the email sent on June 7, 2016, HDL Inc. sold the cameras they operated downtown to the businesses they are mounted to making the need for a privacy agreement with the DDA not applicable. At this time, we may want to show our support to Wireless Ypsi by giving them a direct donation instead of providing additional nodes to boost bandwidth. This would allow Wireless Ypsi to use the funds for maintaining and upgrading the system. In speaking with HDL, they would be receptive to this. In response to Mr. Williams request to get a list of repeaters throughout the downtown, Mr. Pierce indicated that the number a location of “repeaters” is proprietary and would only disclose that there are over 300 nodes throughout the city.

ADT Agreement

The ADT surveillance system the DDA uses for the S. Huron parking lot has not worked for several months. At the February YDDA Board Meeting it seemed that the consensus of the board was to terminate the existing contract with ADT but to wait until the board had the larger discussion over surveillance. To cancel the existing contract, it would cost approximately \$100.



Scale: 1" = 50'



FROG ISLAND LAUNCH IMPROVEMENTS
 Huron River Waterford Council / River Up!

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: DOWNTOWN TRASH ENCLOSURE PROGRAM UPDATE
DATE: 8/15/2016
CC:

The downtown trash enclosure program has been up and running since July 18th and in the first month, we collected \$6,200 from 23 businesses and residents. To cover the total costs every four months, we need to collect approximately \$7,500, which would enable us to cover the costs of the program.

Over the past month, we have reviewed many inquiries on the new program. Most are requesting the process to sign up for the service but some are complaining about the new cost. In working to address some of the concerns, we have come up with a few concerns with our fee schedule. Some of our larger buildings have multiple tenants with most not being full-time tenants. Under the fee schedule, a building like the Michigan Heritage Building (eight separate business units) would have a \$400 per month charge while producing the amount of trash like eight standard storefronts. With this being the case, the executive committee recommended an additional fee be added to the fee schedule of \$200 per month for an entire building, excluding restaurants. This would give the larger building owners an opportunity to see a reduced cost for scale and keeping our program solvent.

If the board wishes to add this fee to the schedule, it could be implemented immediately.

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: MAPLE STREET LOT
DATE: 8/15/2016
CC:

The YDDA has received several requests in 2016 for the usage of the Maple Street parking lot in Depot Town. In years past, discussions have been held to create a policy on reserving the lot and assigning a fee of \$250 per day, but no policy has ever been adopted. The three groups that request usage of the lot annually are the Heritage Festival, Depot Town Merchants and Growing Hope.

This year, the request for usage from Depot Town Merchants came at the beginning of July and the request from Growing Hope came during the week of Beer Festival. With no committee meeting scheduled for July, we worked with the Chair of the YDDA Board to create a solution wherein, the Depot Town Merchants could use the lot on Friday all day and Saturday from 1:30pm-7:00pm and Growing Hope could use the lot on Saturday from 9am-1:30pm. I also requested that all parties make their requests at least 30 days in advance for next year.

The Heritage Festival has requested usage of the lot from 8/26-8/28 2016 for vendor parking and Growing Hope has requested use of all 55 spaces on 8/27 for the farmers market (see attached emails).

Please advise on how we should proceed on this request and how we should handle requests in the future.

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, September 15, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Agenda

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 business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

I. Call to Order

II. Roll Call

Amanda Edmonds	P	A	Russ Olwell	P	A
Jessica French	P	A	Andrew O’Neal	P	A
Adam Gainsley	P	A	Diana Wong	P	A
Martha Cleary	P	A	Mark Teachout (C)	P	A
Ben Harrington	P	A	RayVon Williams	P	A
Jelani McGadney	P	A			

III. Introductions

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

V. Approval of August 17, 2016 Minutes (X)* p. 3-7

VI. Audience Participation (3 minutes each)

1. _____
2. _____
3. _____
4. _____
5. _____

VII. Staff Report/Financial Report (X) p. 6-20

VIII. Standing Committee Reports

- Operations and Finance Committee Minutes

IX. Old Business

X. Proposed Business

- University of Michigan/Urban Land Institute Development Opportunity Discussion (X)*
- Regional Transit Authority Resolution of Support (X)*
- Committee Appointments (X)*
- Executive Director Performance Review

XI. Announcements/Comments

XII. Public Participation

XIII. Next Meeting: September 15, 2016, 8:30 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, August 18, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Meeting Minutes

I. Call to Order: M. Teachout called the meeting to order at 8:34 am.

II. Roll Call

Amanda Edmonds	P		Russ Olwell	P
Jessica French		A	Andrew O’Neal	P
Adam Gainsley	P		Diana Wong	P
Martha Cleary	P		Mark Teachout(C)	P
Ben Harrington	P		RayVon Williams	P
Jelani McGadney		A		

Others in Attendance:

Joe Licavoli, SPARK East
Beth Ernat, Ypsilanti Economic Dev.
Marisa Kurtzhals, CVB
Joe Meyers, DDA
Rasheed J. Atwater, DDA

III. Introductions

Board members and audience introduced themselves

IV. Approval of Agenda:

Mark motioned to move the maple street parking discussion to the standing committee report after the First Friday Grant Request.

The Board unanimously approved the agenda

V. Approval of May 19, 2016 and June 17, 2016 Minutes:

Adam moved to approve May board minutes. Rayvon Williams supported the motion and it passed unanimously.

Adam moved to approve June minutes. Ben Harrington supported the motion and it passed unanimously.

VI. Audience Participation:

Marisa Kurtzhals from Ypsi First Fridays spoke on the grant request.

VI. Staff Report/Financial Report (X)* p. 6-20: N/A

VII. Standing Committee Reports: N/A

o **Economic Restructuring & Design (X)* p. 21-23**

- o Resolution to approve the award of a YDDA Marketing Grant for First Fridays (X)* p. 21-23

- Adam moved to open the resolution to vote. Andrew O’Neal supported the motion. The resolution passed with a unanimous vote and First Fridays was awarded \$300 for marketing grant
- Maple Street Parking Lot Request* p. 138
 - Joe gave background information about the use of Maple Street Lot and recommended we create a policy for use of the parking lot
 - Amanda Edmonds moved to the audience and left her seat on the board
 - Discussion ensued about who should use parking lot and who turned in request for use of the lot in the past
 - Beth Ernat stated that Heritage Festival needs to be more organized moving forward. In addition, she stated that the DDA needs to create a formal policy for use of parking lots
 - Adam suggested giving the maple street lot to the farmers market on the day of August 27 up to 2pm, then giving the lot to heritage fest from 2pm until its close
 - Adam Gainsley moved his request and Ben Harrington supported the motion. The motion passed unanimously approved with Amanda Edmonds abstaining from the vote.
 - Amanda noted that we must make sure the vendors know that there is no overnight parking.
- Riverside Arts Center Memo and Application (X) p. 27-41
 - Discussion ensued about the Arts center memo and application
- Resolution to approve a YDDA Façade Improvement Grant for 10 N. Washington (X) * p. 41-55
 - Adam motioned to approve the resolution. Ben Harrington supported the motion and it passed unanimously.
- Resolution to approve a YDDA Façade Improvement Grant for 209 Pearl (X)* p. 56-68
 - Andrew O’Neal moved to approve the grant. Martha Cleary supported the motion and the board passed the resolution unanimously
- Resolution to approve YDDA Façade Improvement Grant for 47 N. Huron (X)* p. 69-87
 - Russ moved. Andrew seconded the motion and 47 N. Huron was awarded a \$500 façade grant

o Resolution to approve a YDDA Façade Improvement Grant for 40, 42, 44 E. Cross St (X)* p. 88-103

o Mark Teachout recused himself from voting

o Russ moved to approve the Façade grant. Ben Harrington supported the motion and the resolution passed unanimously

o Resolution to approve a YDDA Façade Improvement Grant for 312 N. River (X)* p. 104-133

o Adam moved to approve the grant. Russ Olwell supported the motion and the resolution passed unanimously.

IX. Old Business: N/A

- Security Camera/ WIFI Discussion Continuation (X)* p. 134
Staff recommended a 1,000 donation to wireless Ypsi to improve equipment to Wireless Ypsi and cancel Comcast agreement
Andrew O'Neal motioned to carry the staff recommendation to vote. Adam Gainsley supported the motion and the board passed the motion unanimously.
- Frog Island Park Grant Request Continuation*
Amanda requested a full proposal and matching funds before consideration for vote

X. Proposed Business: N/A

- Dumpster Enclosure Program Update and Request
Joe Meyers proposed a \$200 monthly bulk rate building fee for buildings looking to enter the dumpster program agreement
Adam suggested setting \$200 a month being the base for business that would pay more than \$200 under current circumstances
Amanda suggested using a written appeal explaining number of units, types of units and how they will recycling for separate fee for use of dumpster enclosure.
Beth suggested that only units with 4 or more units can be considered for dumpster enclosure appeal
\$200 a month while appeal process is ongoing/ Staff will suggest/Executive board will set appeal
Adam motioned to approve the staff recommendation with board input. Russ Olwell supported the motion and a unanimous decision to support the staff dumpster proposal for bulk rate agreement policy was passed

XI. Announcements/Comments:

XII. Public Participation: N/A

Beth Ernat gave an update to the Thompson Block. Ernat noted that 2Mission will take over the project.

Beth also noted that the freight house may open and authorized to host events by the end of the year

XIII. Adjourn: The meeting was adjourned at 10:50 am.

XIV. Next Meeting: September 15, 2016, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 25.00

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPERATING						
=====						
REVENUES						
275-4-7270-402-00 CURRENT PROPERTY TAXES	7,075	7,108	0.00	2,625.13	4,482.87	63.07
275-4-7270-402-05 PERSONAL PROP TAX REIMBURSE	122	0	0.00	0.00	0.00	0.00
275-4-7270-420-01 DELINQUENT PROPERTY TAXES	85	20	0.00	10.93	9.07	45.35
275-4-7270-445-02 INTEREST ON CURRENT TAXES	20	20	0.00	0.00	20.00	100.00
275-4-7270-445-05 INTEREST ON DELINQUENT TAXES	1	0	0.00	0.33	(0.33)	0.00
275-4-7270-664-00 INTEREST EARNINGS	583	596	0.00	35.10	560.90	94.11
TOTAL REVENUES	7,886	7,744	0.00	2,671.49	5,072.51	65.50
TOTAL DTDA W CROSS OPERATING						
	7,886	7,744	0.00	2,671.49	5,072.51	65.50
DTDA W CROSS TIF						
=====						
REVENUES						
275-4-7271-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	4,943	0.00	0.00	4,943.00	100.00
275-4-7271-439-02 CURRENT TIFA TAXES-WEST CROSS	6,504	7,227	0.00	0.00	7,227.00	100.00
275-4-7271-439-05 PERSONAL PROP TIF REIMBURSE	2,819	0	0.00	0.00	0.00	0.00
275-4-7271-674-43 WASH CO. BLDG REHAB/FACADE	5,000	5,000	0.00	0.00	5,000.00	100.00
275-4-7271-699-92 APPROPRIATION FUND BALANCE-TIF	28,501	21,562	0.00	0.00	21,562.00	100.00
TOTAL REVENUES	42,824	38,732	0.00	0.00	38,732.00	100.00
TOTAL DTDA W CROSS TIF						
	42,824	38,732	0.00	0.00	38,732.00	100.00
DTDA E CROSS OPERATING						
=====						
REVENUES						
275-4-7290-402-00 CURRENT PROPERTY TAXES	6,128	6,090	0.00	1,202.19	4,887.81	80.26
275-4-7290-402-05 PERSONAL PROP TX REIMBURSE	143	0	0.00	0.00	0.00	0.00
275-4-7290-445-02 INTEREST ON CURRENT TAXES	5	20	0.00	0.00	20.00	100.00
275-4-7290-664-00 INTEREST EARNINGS	500	419	0.00	35.10	383.90	91.62
275-4-7290-699-91 APPROPRIATIONS FUND BALANCE	0	4,282	0.00	0.00	4,282.00	100.00
TOTAL REVENUES	6,776	10,811	0.00	1,237.29	9,573.71	88.56
TOTAL DTDA E CROSS OPERATING						
	6,776	10,811	0.00	1,237.29	9,573.71	88.56

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPERATING						
=====						
EXPENDITURES						
275-7-7270-728-00 OFFICE SUPPLIES	175	50	0.00	0.00	50.00	100.00
275-7-7270-730-00 POSTAGE	28	10	0.00	0.00	10.00	100.00
275-7-7270-757-00 OPERATING SUPPLIES	67	24	0.00	0.00	24.00	100.00
275-7-7270-807-00 AUDIT FEES	344	114	0.00	0.00	114.00	100.00
275-7-7270-818-00 CONTRACTUAL SERVICES	2,231	933	444.60	444.60	488.40	52.35
275-7-7270-822-10 GENERAL LIABILITY	487	183	0.00	1,372.90	1,189.90	650.22-
275-7-7270-826-10 LEGAL SERVICES	490	193	0.00	0.00	193.00	100.00
275-7-7270-853-00 TELEPHONE	127	56	0.00	3.09	52.91	94.48
275-7-7270-864-01 CONFERENCES AND WORKSHOPS	140	50	0.00	0.00	50.00	100.00
275-7-7270-900-00 PRINTING AND PUBLISHING	350	75	0.00	0.00	75.00	100.00
275-7-7270-940-00 RENT	658	197	0.00	0.00	197.00	100.00
275-7-7270-957-00 BOOKS AND MAGAZINES	21	8	0.00	0.00	8.00	100.00
275-7-7270-958-00 MEMBERSHIPS AND DUES	152	68	0.00	0.00	68.00	100.00
TOTAL EXPENDITURES	5,270	1,961	444.60	1,820.59	140.41	7.16
TOTAL DTDA W CROSS OPERATING	5,270	1,961	444.60	1,820.59	140.41	7.16

DTDA W CROSS TIF

=====

EXPENDITURES

275-7-7271-706-00 PERMANENT WAGES-SALARIES	7,740	1,798	0.00	0.00	1,798.00	100.00
275-7-7271-706-07 PERMANENT WAGES-POLICE PATROL	5,752	0	0.00	0.00	0.00	0.00
275-7-7271-706-10 PART TIME WAGES	3,312	0	0.00	0.00	0.00	0.00
275-7-7271-707-00 TEMPORARY WAGES	0	60	0.00	0.00	60.00	100.00
275-7-7271-714-02 WORKER'S COMPENSATION	118	29	0.00	0.00	29.00	100.00
275-7-7271-714-05 SOCIAL SECURITY & MEDICARE	899	160	0.00	0.00	160.00	100.00
275-7-7271-714-07 20% HEALTH CARE PREMIUM	(446)	(9)	0.00	0.00	(9.00)	100.00
275-7-7271-714-08 HEALTH CARE COSTS - BLUE CROSS	1,931	1,304	0.00	0.00	1,304.00	100.00
275-7-7271-714-11 VACATION AND SICK LIABILITY	0	176	0.00	0.00	176.00	100.00
275-7-7271-714-12 BASIC FEES	13	5	0.00	0.00	5.00	100.00
275-7-7271-714-13 EHIM WRAP CLAIMS	269	4	0.00	0.00	4.00	100.00
275-7-7271-714-14 EHIM WRAP FEES	32	2	0.00	0.00	2.00	100.00
275-7-7271-714-15 EHIM SCRIPTS	285	31	0.00	0.00	31.00	100.00
275-7-7271-714-16 HEALTH CARE WAIVERS	700	125	0.00	0.00	125.00	100.00
275-7-7271-714-17 DENTAL	424	324	0.00	0.00	324.00	100.00
275-7-7271-714-18 OPTICAL	181	5	0.00	0.00	5.00	100.00
275-7-7271-714-19 LIFE INSURANCE	50	22	0.00	0.00	22.00	100.00
275-7-7271-714-22 LONG TERM DISABILITY	56	16	0.00	0.00	16.00	100.00
275-7-7271-714-24 HEALTH CARE SAVINGS PLAN	252	0	0.00	0.00	0.00	0.00
275-7-7271-818-00 CONTRACTUAL SERVICES	0	10,264	241.66	1,169.58	9,094.42	88.61
275-7-7271-820-00 TIF - WEST CROSS DEV AREA	871	6,908	0.00	0.00	6,908.00	100.00
275-7-7271-820-02 STREETScape MAINTENANCE	3,605	3,605	0.00	0.00	3,605.00	100.00

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7271-820-04 SEASONAL PLANTING	350	350	0.00	0.00	350.00	100.00
275-7-7271-820-05 PEDESTRIAN TRASH COLLECTION	3,200	1,600	0.00	0.00	1,600.00	100.00
275-7-7271-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,000	250	0.00	0.00	250.00	100.00
275-7-7271-820-08 WAYFINDING CITYWIDE	700	250	0.00	0.00	250.00	100.00
275-7-7271-920-00 UTILITIES-DTE ELECTRICAL BILL	280	0	0.00	0.00	0.00	0.00
275-7-7271-965-05 SPECIAL EVENT CONTRIBUTION	0	400	0.00	0.00	400.00	100.00
275-7-7271-965-06 FACADE PROG. CONT TO BLD-TIF	1,250	0	0.00	0.00	0.00	0.00
275-7-7271-965-10 AA SPARK CONTRIBUTION	0	50	0.00	0.00	50.00	100.00
275-7-7271-971-27 BUILDING REHAB	10,000	11,003	0.00	0.00	11,003.00	100.00
TOTAL EXPENDITURES	42,824	38,732	241.66	1,169.58	37,562.42	96.98

TOTAL DTDA W CROSS TIF 42,824 38,732 241.66 1,169.58 37,562.42 96.98

DTDA E CROSS OPERATING

=====

EXPENDITURES

275-7-7290-728-00 OFFICE SUPPLIES	200	325	0.00	0.00	325.00	100.00
275-7-7290-730-00 POSTAGE	32	52	0.00	0.00	52.00	100.00
275-7-7290-757-00 OPERATING SUPPLIES	76	124	0.00	0.00	124.00	100.00
275-7-7290-807-00 AUDIT FEES	394	759	0.00	0.00	759.00	100.00
275-7-7290-818-00 CONTRACTUAL SERVICES	2,550	4,854	539.87	539.87	4,314.13	88.88
275-7-7290-822-10 GENERAL LIABILITY	556	953	0.00	383.25	569.75	59.78
275-7-7290-826-10 LEGAL SERVICES	560	1,001	0.00	0.00	1,001.00	100.00
275-7-7290-853-00 TELEPHONE	144	235	0.00	16.06	218.94	93.17
275-7-7290-864-01 CONFERENCES AND WORKSHOPS	160	260	0.00	0.00	260.00	100.00
275-7-7290-900-00 PRINTING AND PUBLISHING	400	650	0.00	0.00	650.00	100.00
275-7-7290-940-00 RENT	752	1,022	0.00	0.00	1,022.00	100.00
275-7-7290-957-00 BOOK MAGAZINES AND PERIODAL	24	39	0.00	0.00	39.00	100.00
275-7-7290-958-00 MEMBERSHIPS AND DUES	174	352	0.00	0.00	352.00	100.00
275-7-7290-962-55 WASHTENAW COUNTY CHARGE BACK	0	185	0.00	0.00	185.00	100.00
TOTAL EXPENDITURES	6,022	10,811	539.87	939.18	9,871.82	91.31

TOTAL DTDA E CROSS OPERATING 6,022 10,811 539.87 939.18 9,871.82 91.31

DTDA E CROSS TIF

=====

EXPENDITURES

275-7-7291-706-00 PERMANENT WAGES - SALARIES	8,846	9,349	0.00	0.00	9,349.00	100.00
275-7-7291-706-07 PERMANENT WAGES-POLICE PATROL	6,574	0	0.00	0.00	0.00	0.00
275-7-7291-706-10 PART TIME WAGES	3,786	0	0.00	0.00	0.00	0.00
275-7-7291-707-00 TEMPORARY WAGES	0	315	0.00	0.00	315.00	100.00
275-7-7291-714-02 WORKER'S COMPENSATION	134	153	0.00	0.00	153.00	100.00
275-7-7291-714-05 SOCIAL SECURITY & MEDICARE	1,028	1,008	0.00	0.00	1,008.00	100.00
275-7-7291-714-07 20% HEALTH CARE PREMIUM (509) (45)	(509)	(45)	0.00	0.00	(45.00)	100.00
275-7-7291-714-08 HEALTH CARE COSTS - BLUE CROSS	2,206	323	0.00	0.00	323.00	100.00
275-7-7291-714-11 VACATION AND SICK LIABILITY	0	918	0.00	0.00	918.00	100.00

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
275-7-7291-714-12 BASIC FEES	14	17	0.00	0.00	17.00	100.00
275-7-7291-714-13 EHIM WRAP CLAIMS	307	21	0.00	0.00	21.00	100.00
275-7-7291-714-14 EHIM WRAP FEES	37	9	0.00	0.00	9.00	100.00
275-7-7291-714-15 EHIM SCRIPTS	325	159	0.00	0.00	159.00	100.00
275-7-7291-714-16 HEALTH CARE WAIVERS	800	650	0.00	0.00	650.00	100.00
275-7-7291-714-17 DENTAL	485	420	0.00	0.00	420.00	100.00
275-7-7291-714-18 OPTICAL	207	6	0.00	0.00	6.00	100.00
275-7-7291-714-19 LIFE INSURANCE	58	25	0.00	0.00	25.00	100.00
275-7-7291-714-22 LONG TERM DISABILITY	64	66	0.00	0.00	66.00	100.00
275-7-7291-714-24 HEALTH CARE SAVINGS PLAN	288	0	0.00	0.00	0.00	0.00
275-7-7291-818-00 CONTRACTUAL SERVICES	0	21,847	1,256.67	4,309.88	17,537.12	80.27
275-7-7291-820-02 STREETScape MAINTENANCE	4,378	4,378	0.00	0.00	4,378.00	100.00
275-7-7291-820-04 SEASONAL PLANTING	400	425	0.00	0.00	425.00	100.00
275-7-7291-820-05 PEDESTRIAL TRASH COLLECTION	8,400	6,800	0.00	0.00	6,800.00	100.00
275-7-7291-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,250	1,300	0.00	0.00	1,300.00	100.00
275-7-7291-820-08 WAYFINDING CITYWIDE	800	1,300	0.00	0.00	1,300.00	100.00
275-7-7291-940-01 RAIL FENCE LEASE	244	0	0.00	0.00	0.00	0.00
275-7-7291-965-05 SPECIAL EVENT CONTRIBUTION	0	400	0.00	0.00	400.00	100.00
275-7-7291-965-06 FACADE PROG. CONT TO BLD-TIF	1,250	5,000	0.00	0.00	5,000.00	100.00
275-7-7291-965-10 AA SPARK CONTRIBUTION	0	260	0.00	0.00	260.00	100.00
275-7-7291-971-27 BUILDING REHAB	10,000	10,000	0.00	0.00	10,000.00	100.00
275-7-7291-974-01 TIF PROJECTS	996	10,589	0.00	0.00	10,589.00	100.00
275-7-7291-991-00 PRINCIPAL ENDS 12/28/2015	10,080	10,080	0.00	0.00	10,080.00	100.00
275-7-7291-995-00 INTEREST	474	474	0.00	0.00	474.00	100.00
TOTAL EXPENDITURES	62,922	86,247	1,256.67	4,309.88	81,937.12	95.00
TOTAL DTDA E CROSS TIF	62,922	86,247	1,256.67	4,309.88	81,937.12	95.00
TOTAL EXPENDITURES	117,038	137,751	2,482.80	8,239.23	129,511.77	94.02
REVENUES OVER/(UNDER) EXPENDITURES	18,848	5,782 (2,482.80) (4,330.45)	10,112.45	174.90

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 25.00

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING						
REVENUES						
413-4-7230-402-00 CURRENT PROPERTY TAXES	25,350	25,065	0.00	6,099.88	18,965.12	75.66
413-4-7230-402-05 PERSONAL PROP TAX REIMBURSE	885	0	0.00	0.00	0.00	0.00
413-4-7230-420-01 DELINQUENT PROPERTY TAXES	1,200	100	0.00	3.76	96.24	96.24
413-4-7230-445-02 INTEREST ON CURRENT TAXES	100	50	0.00	0.00	50.00	100.00
413-4-7230-445-05 INTEREST ON DELINQUENT TAXES	5	5	0.00	0.00	5.00	100.00
413-4-7230-462-01 DOWNTOWN PARKING PERMITS	7,200	7,200	1,500.00	1,600.00	5,600.00	77.78
413-4-7230-664-00 INTEREST EARNINGS	900	1,000	0.00	43.70	956.30	95.63
413-4-7230-694-01 MISCELLANEOUS REVENUE	0	13,950	0.00	100.00	13,850.00	99.28
TOTAL REVENUES	35,640	47,370	1,500.00	7,847.34	39,522.66	83.43

TOTAL DOWNTOWN DA OPERATING 35,640 47,370 1,500.00 7,847.34 39,522.66 83.43

DOWNTOWN DA TIF

REVENUES						
413-4-7231-410-00 TIFA REIMBURSMNT PA86 SECT 17	0	22,405	0.00	0.00	22,405.00	100.00
413-4-7231-439-01 CURRENT TIFA TAXES	178,847	175,247	0.00	0.00	175,247.00	100.00
413-4-7231-439-03 PERSONAL PROP TIF REIMBURSE	16,085	0	0.00	0.00	0.00	0.00
413-4-7231-607-01 DOWNTOWN GARBAGE COLL FEE	0	0	0.00	6,400.00	(6,400.00)	0.00
413-4-7231-699-92 APPROPRIATION FUND BALANCE-TIF	62,779	120,434	0.00	0.00	120,434.00	100.00
TOTAL REVENUES	257,711	318,086	0.00	6,400.00	311,686.00	97.99

TOTAL DOWNTOWN DA TIF 257,711 318,086 0.00 6,400.00 311,686.00 97.99

DOWNTOWN DA OTHER

REVENUES						
413-4-7232-674-43 MSHDA ELG FACADE GRANT	5,000	5,000	0.00	0.00	5,000.00	100.00
TOTAL REVENUES	5,000	5,000	0.00	0.00	5,000.00	100.00

TOTAL DOWNTOWN DA OTHER 5,000 5,000 0.00 0.00 5,000.00 100.00

DOWNTOWN WATER ST

REVENUES						
413-4-7233-674-00 CONTRIBUTION WATER ST DEV'T	0	20,002	0.00	0.00	20,002.00	100.00
TOTAL REVENUES	0	20,002	0.00	0.00	20,002.00	100.00

TOTAL DOWNTOWN WATER ST 0 20,002 0.00 0.00 20,002.00 100.00

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 25.00

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
TOTAL REVENUES	298,351	390,458	1,500.00	14,247.34	376,210.66	96.35

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING						
=====						
EXPENDITURES						
413-7-7230-728-00 OFFICE SUPPLIES	875	863	0.00	0.00	863.00	100.00
413-7-7230-730-00 POSTAGE	140	138	0.00	0.00	138.00	100.00
413-7-7230-757-00 OPERATING SUPPLIES	332	328	0.00	0.00	328.00	100.00
413-7-7230-807-00 AUDIT FEES	1,722	1,697	0.00	0.00	1,697.00	100.00
413-7-7230-818-00 BOOKKEEPING SERVICE	11,157	12,882	2,691.24	2,694.71	10,187.29	79.08
413-7-7230-822-10 GENERAL LIABILITY	2,623	4,908	0.00	3,908.85	999.15	20.36
413-7-7230-826-10 LEGAL SERVICES	2,800	2,657	0.00	0.00	2,657.00	100.00
413-7-7230-853-00 TELEPHONE	634	624	0.00	42.63	581.37	93.17
413-7-7230-864-01 CONFERENCES AND WORKSHOPS	700	690	0.00	0.00	690.00	100.00
413-7-7230-900-00 PRINTING AND PUBLISHING	1,750	1,725	0.00	0.00	1,725.00	100.00
413-7-7230-940-00 RENT	2,520	2,712	0.00	0.00	2,712.00	100.00
413-7-7230-957-00 BOOKS MAGAZINES AND PERIODICAL	105	104	0.00	0.00	104.00	100.00
413-7-7230-958-00 MEMBERSHIPS AND DUES	762	949	0.00	270.00	679.00	71.55
TOTAL EXPENDITURES	26,120	30,277	2,691.24	6,916.19	23,360.81	77.16
TOTAL DOWNTOWN DA OPERATING	26,120	30,277	2,691.24	6,916.19	23,360.81	77.16

DOWNTOWN DA TIF
=====

EXPENDITURES						
413-7-7231-706-00 PERMANENT WAGES - SALARIES	38,700	24,812	0.00	0.00	24,812.00	100.00
413-7-7231-706-07 PERMANENT WAGES-POLICE PATROL	28,760	0	0.00	0.00	0.00	0.00
413-7-7231-706-10 PART TIME WAGES	16,562	0	0.00	0.00	0.00	0.00
413-7-7231-707-00 TEMPORARY WAGES	0	835	0.00	0.00	835.00	100.00
413-7-7231-714-01 UNEMPLOYMENT	0	4,996	0.00	0.00	4,996.00	100.00
413-7-7231-714-02 WORKER'S COMPENSATION	588	406	0.00	0.00	406.00	100.00
413-7-7231-714-05 SOCIAL SECURITY & MEDICARE	4,495	2,028	0.00	0.00	2,028.00	100.00
413-7-7231-714-07 20% HEALTH CARE PREMIUM (2,228)	(119)	0.00	0.00	(119.00)	100.00
413-7-7231-714-08 HEALTH CARE COSTS - BLUE CROSS	9,653	856	0.00	0.00	856.00	100.00
413-7-7231-714-11 VACATION AND SICK LIABILITY	0	2,436	0.00	0.00	2,436.00	100.00
413-7-7231-714-12 BASIC FEES	63	49	0.00	0.00	49.00	100.00
413-7-7231-714-13 EHIM WRAP CLAIMS	1,345	54	0.00	0.00	54.00	100.00
413-7-7231-714-14 EHIM WRAP FEES	162	25	0.00	0.00	25.00	100.00
413-7-7231-714-15 EHIM SCRIPTS	1,424	423	0.00	0.00	423.00	100.00
413-7-7231-714-16 HEALTH CARE WAIVERS	3,500	1,725	0.00	0.00	1,725.00	100.00
413-7-7231-714-17 DENTAL	2,121	616	0.00	0.00	616.00	100.00
413-7-7231-714-18 OPTICAL	904	26	0.00	0.00	26.00	100.00
413-7-7231-714-19 LIFE INSURANCE	252	111	0.00	0.00	111.00	100.00
413-7-7231-714-22 LONG TERM DISABILITY	280	184	0.00	0.00	184.00	100.00
413-7-7231-818-00 CONTRACTUAL SERVICES	0	43,410	3,335.00	12,196.24	31,213.76	71.90
413-7-7231-820-00 TIF PROJECTS	4,355	35,000	158.90	1,047.53	33,952.47	97.01
413-7-7231-820-01 IRRIGATION SYSTEM	0	41	0.00	0.00	41.00	100.00

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2016

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAININGG
413-7-7231-820-02 STREETScape MAINTENANCE	17,767	17,768	0.00	0.00	17,768.00	100.00
413-7-7231-820-03 WASTE MANAGEMENT	17,900	27,900	2,472.85	4,195.70	23,704.30	84.96
413-7-7231-820-04 SEASONAL PLANTING	1,750	3,450	0.00	0.00	3,450.00	100.00
413-7-7231-820-05 PEDESTRIAN TRASH COLLECTION	8,400	11,600	0.00	0.00	11,600.00	100.00
413-7-7231-820-06 HOLIDAY LIGHTING & MAINTENANCE	1,750	3,689	0.00	0.00	3,689.00	100.00
413-7-7231-820-08 WAY FINDING CITY WIDE	3,500	3,450	0.00	0.00	3,450.00	100.00
413-7-7231-920-00 DTE ELECTRIC BILL	200	111	0.00	33.66	77.34	69.68
413-7-7231-965-05 SPECIAL EVENTS CONTRIBUTIONS	0	400	0.00	0.00	400.00	100.00
413-7-7231-965-06 FACADE PROG. CONT TO BLD-TIF	2,500	4,993	0.00	0.00	4,993.00	100.00
413-7-7231-965-10 AA SPARK CONTRIBUTION	0	1,750	0.00	0.00	1,750.00	100.00
413-7-7231-971-27 MSHDA ELG FACADE PROG.	10,000	42,000	0.00	0.00	42,000.00	100.00
413-7-7231-997-00 PAYING AGENT FEES	400	400	0.00	0.00	400.00	100.00
413-7-7231-999-20 TRANSFER OUT(473)2004A	82,608	82,661	0.00	0.00	82,661.00	100.00
TOTAL EXPENDITURES	257,711	318,086	5,966.75	17,473.13	300,612.87	94.51
TOTAL DOWNTOWN DA TIF	257,711	318,086	5,966.75	17,473.13	300,612.87	94.51
DOWNTOWN DA OTHER						
=====						
EXPENDITURES						
413-7-7232-971-27 FACADE GRANT PROGRAM	5,000	0	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	5,000	0	0.00	0.00	0.00	0.00
TOTAL DOWNTOWN DA OTHER	5,000	0	0.00	0.00	0.00	0.00
DOWNTOWN WATER ST						
=====						
EXPENDITURES						
413-7-7233-818-00 FEASIBILITY STUDY	0	10,000	0.00	0.00	10,000.00	100.00
TOTAL EXPENDITURES	0	10,000	0.00	0.00	10,000.00	100.00
TOTAL DOWNTOWN WATER ST	0	10,000	0.00	0.00	10,000.00	100.00
TOTAL EXPENDITURES	288,831	358,363	8,657.99	24,389.32	333,973.68	93.19
REVENUES OVER/(UNDER) EXPENDITURES	9,520	32,095 (7,157.99) (10,141.98)	42,236.98	131.60

**Ypsilanti Downtown Development Authority
Operations & Finance Committee Meeting**

Wednesday, September 7, 2016, 8:30 am

SPARK East

215 W. Michigan Ave

Minutes

- I. Call to Order:** B. Harrington called the meeting to order at 8:34 am.
- II. Roll Call:**
- | | | | |
|------------------|---|--------------------|---|
| Adam Gainsley | P | Ben Harrington (C) | P |
| Ruth Ann Jamnick | P | | |
- Others in Attendance:** Joe Meyers, YDDA Director
Rasheed Atwater, YDDA Coordinator
- III. Approval of Agenda:** Adam Gainsley motioned to approve the agenda. Ruth Ann Jamnick supported the motion and it was approved unanimously.
- IV. Approval of May 11, 2016 Minutes:** Adam Gainsley moved to approve the minutes as submitted. Ruth Ann Jamnick supported the motion and it passed unanimously.
- V. Audience Participation:** None.
- VI. Old Business:** None.
- VII. New Business**
Joe discussed future prospects for DDA budget and the possibility of increasing grant funding as well as contract negotiations.
- Joe fielded questions pertaining to the budget
- Discussion on what to do with planters ensued
- The committee requested Joe to look into the planter contract and find the details on budget specifics. The committee also requested an accounting of OPRA's and how that should impact the budget.
- Ben- Concerned that there will be more spending downtown than expected
- VIII. Proposed Business:**
Ben asked how the public is made aware of available properties. Joe informed him that it is on the DDA's Website as well as the City's Website.
- IX. Announcements/Comments:** none

X. **Audience Participation:** none

XI. Meeting adjourned at 9:29 am. **Next Meeting: June 8, 2016 at SPARK East.**

DRAFT

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: UNIVERSITY OF MICHIGAN/URBAN LAND INSTITUTE
DEVELOPMENT OPPORTUNITY
DATE: 9/12/2016
CC:

In August, the City of Ypsilanti was selected to pitch a development opportunity in one of the city's DDA Districts. In selecting a site, the city is reaching out to the DDA board to get its opinion on their preferred site. If selected, the site will be one of three sites presented at the University of Michigan/Urban Land Institute's Real Estate Forum. From the top three sites, the "Best Deal" will receive a lot of in-kind work to help package the site for redevelopment.

The two sites we are looking at are the Abe's Block and The Trojan Cleaners Corner.

Further information will be presented at the meeting but please start thinking about other sites in our districts and/or pros and cons of these sites.

RESOLUTION SUPPORTING
Citizens for Connecting our Communities — Vote YES for Regional Transit

At a regular meeting of the [NAME OF ORGANIZATION] held in the [LOCATION], on the [DAY] of [MONTH],

PRESENT:

ABSENT:

The following resolution was offered by [NAME] and seconded by [NAME]:

WHEREAS, Southeast Michigan’s regional public transit system is challenged due to severe underfunding compared to peer regions around the country, leaving us at an economic disadvantage; and

WHEREAS, the Regional Master Transit Plan outlines the connected network that seniors and people with disabilities need to maintain independence and mobility; and

WHEREAS, Southeast Michigan is failing to secure billions in potential economic benefit, that studies show accompany regional transit investments; and

WHEREAS, a large majority of jobs in the region are not readily accessible by existing regional transit; and

WHEREAS, the Regional Master Transit Plan will connect people to jobs; and

WHEREAS, the Regional Master Transit Plan will connect Southeast Michigan’s four counties — Macomb, Oakland, Washtenaw and Wayne — and two major population centers – Detroit and Ann Arbor; and

WHEREAS, the RTA of Southeast Michigan’s Regional Master Transit Plan is the opportunity we need to create a connected regional transit system that supports the needs of our residents; and

WHEREAS, improved regional transit will help Southeast Michigan to compete economically with other major metropolitan areas; and

WHEREAS, connecting Southeast Michigan’s four counties with regional public transit will create new jobs and provide connections to existing jobs; and

WHEREAS, younger generations continue to look outside of Southeast Michigan to relocate to regions with effective, reliable regional transit; and

WHEREAS, regional transit must be strengthened and improved to make Southeast Michigan more competitive, which will help local communities attract more businesses and create local jobs; and

WHEREAS, this is the opportunity to connect Macomb, Oakland, Washtenaw and Wayne counties with the reliable regional transit network we need,

NOW, THEREFORE, BE IT RESOLVED, the [NAME OF ORGANIZATION] hereby expresses its strong support for Citizens for Connecting our Communities (C3) and the need to Vote YES for Regional Transit that connects Southeast Michigan's four counties. We urge our [residents/members] to support C3 and commit to help pass connected regional public transportation in Southeast Michigan in 2016.

[NAME]

[TITLE] [ORGANIZATION]

[DATE]

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: COMMITTEE APPOINTMENTS
DATE: 9/12/2016
CC:

Due to the most recent board appointments and resignations, our committees are in need of some new members. Below is list vacancies that need to be filled:

Riverside Arts Center – Board Member
Operations and Finance Committee – Committee Member (2)
Design and Review Committee – Committee Member

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, October 20, 2016 – 8:30 a.m.**

Riverside Arts Center*

76 N. Huron St

*** LOCATION CHANGE**

Agenda

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 business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

I. Call to Order

II. Roll Call

Amanda Edmonds	P	A	Russ Olwell	P	A
Jessica French	P	A	Andrew O’Neal	P	A
Adam Gainsley	P	A	Diana Wong	P	A
Martha Cleary	P	A	Mark Teachout (C)	P	A
Ben Harrington	P	A	RayVon Williams	P	A
Jelani McGadney	P	A			

III. Introductions

IV. Approval of Agenda (X)*

V. Approval of September 15, 2016 Minutes (X)*

VI. Audience Participation (3 minutes each)

1. _____
2. _____
3. _____
4. _____
5. _____

VII. Staff Report/Financial Report (X)

VIII. Standing Committee Reports

- Operations and Finance Committee
ELG Grant Funding – Thompson Block (X)*

IX. Old Business

- Executive Director Performance Review(X)*

X. Proposed Business

- Website Discussion
- New Business Welcome Program

XI. Announcements/Comments

XII. Public Participation

XIII. Next Meeting: November 17, 2016, 8:30 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, September 15, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Meeting Minutes

I. Call to Order: M. Teachout called the meeting to order at 8:34 am.

II. Roll Call

Amanda Edmonds	P		Russ Olwell	P
Jessica French		A	Andrew O’Neal	P
Adam Gainsley	P		Diana Wong	P
Martha Cleary	P		Mark Teachout(C)	P
Ben Harrington	P		RayVon Williams	P
Jelani McGadney		A		

Others in Attendance: Beth Ernat, Ypsilanti Economic Dev.
Joe Meyers, DDA
Rasheed J. Atwater, DDA

III. Introductions: No audience available for introductions

IV. Approval of Agenda:

Adam Gainsley moved to approve agenda. Diana Wong supported the motion, it was approved unanimously.

V. Approval of May 19, 2016 and June 17, 2016 Minutes:

Adam moved to approve May board minutes. Rayvon Williams supported the motion and it passed unanimously

Adam moved to approve June minutes. Ben Harrington supported the motion and it passed unanimously

VI. Audience Participation: N/A

VI. Staff Report/Financial Report (X)* p. 6-20:

Joe informed board that the 2016 financials should be ready by the next meeting

VII. Standing Committee Reports: N/A

- **Operation and Finance Committee Minutes**

Discussion ensued over the Operations and Finance Committee meeting.

Adam Gainsley and Ben Harrington noted that the Operation and Finance Committee is looking at cost savings for the Downtown TIF District.

IX. Old Business: N/A

X. Proposed Business: N/A

- **University of Michigan/ Urban Land Institute Development Opportunity Discussion**

Joe presented information about the Urban Land Institute Development Opportunity competition and fielded questions.

The board directed staff to concentrate on Abe's Block first and the Trojan Lot if there were complications with the Abe's Block.

Joe informed the board that he'll pitch the idea to University of Michigan students in two weeks.

- **Regional Transit Authority Resolution of Support**

Adam Gainsley discussed the transit mileage and proposed that the DDA support the mileage and pass a resolution to support of support.

Adam Gainsley moved to pass the resolution. Diana Wong supported the motion and it passed unanimously.

- **Committee Appointments**

Joe Meyers informed the board of the open committee seats that board needs to fill.

Jessica French moved to dissolve the Design & Review Committee and create a Grant Review committee to meet quarterly. Adam Gainsley supported the motion and it was passed unanimously.

Diana Wong motioned to appoint Dieter Otto, Russ Olwell, Richard Murphy, Kory Scheiber, Andrew O'Neal, RayVon Williams and Martha Cleary were appointed to the grant review committee. Diana Wong supported the motion and it was approved unanimously.

Ben Harrington motioned to appoint Diana Wong as member of Operation and Finance Committee. Adam Gainsley supported the motion and it was approved unanimously.

Russ Olwell motioned to appointment of Jessica French to RAC Committee and Ben Harrington as an alternate. Martha Cleary supported the motion and it was approved unanimously.

XI. Announcements/Comments:

- Ben Harrington motioned to table the Executive Director performance review to next month. Adam Gainsley supported the motion and it passed unanimously

XII. Public Participation: N/A

XIII. Adjourn: The meeting was adjourned at 10:08 am.

XIV. Next Meeting: September 15, 2016, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2016

3-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
<u>DOWNTOWN DA OPERATING</u>						
<u>REVENUES</u>						
413-4-7230-402-00 CURRENT PROPERTY TAXES	26,104	26,104	0.00	20,733.12	5,370.88	20.57
413-4-7230-420-01 DELINQUENT PROPERTY TAXES	100	100	0.00	81.81	18.19	18.19
413-4-7230-445-02 INTEREST ON CURRENT TAXES	50	50	0.00	0.00	50.00	100.00
413-4-7230-445-05 INTEREST ON DELINQUENT TAXES	5	5	0.00	3.43	1.57	31.40
413-4-7230-462-01 DOWNTOWN PARKING PERMITS	7,200	7,200	0.00	1,600.00	5,600.00	77.78
413-4-7230-664-00 INTEREST EARNINGS	1,000	1,000	0.00	102.93	897.07	89.71
413-4-7230-694-01 MISCELLANEOUS REVENUE	0	0	0.00	100.00	(100.00)	0.00
TOTAL REVENUES	34,459	34,459	0.00	22,621.29	11,837.71	34.35
TOTAL DOWNTOWN DA OPERATING	34,459	34,459	0.00	22,621.29	11,837.71	34.35
<u>DOWNTOWN DA TIF</u>						
<u>REVENUES</u>						
413-4-7231-410-00 TIFA REIMBURSMNT PA86 SECT 17	22,405	22,405	0.00	0.00	22,405.00	100.00
413-4-7231-439-01 CURRENT TIFA TAXES	117,574	117,574	0.00	0.00	117,574.00	100.00
413-4-7231-607-01 DOWNTOWN GARBAGE COLL FEE	0	0	400.00	6,900.00	(6,900.00)	0.00
413-4-7231-699-92 APPROPRIATION FUND BALANCE-TIF	28,275	28,275	0.00	0.00	28,275.00	100.00
TOTAL REVENUES	168,254	168,254	400.00	6,900.00	161,354.00	95.90
TOTAL DOWNTOWN DA TIF	168,254	168,254	400.00	6,900.00	161,354.00	95.90
<u>DOWNTOWN DA OTHER</u>						
<u>REVENUES</u>						
<u>DOWNTOWN WATER ST</u>						
<u>REVENUES</u>						
TOTAL REVENUES	202,713	202,713	400.00	29,521.29	173,191.71	85.44

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING						
=====						
<u>EXPENDITURES</u>						
413-7-7230-728-00 OFFICE SUPPLIES	850	850	0.00	90.39	759.61	89.37
413-7-7230-730-00 POSTAGE	138	138	0.00	0.00	138.00	100.00
413-7-7230-757-00 OPERATING SUPPLIES	328	328	0.00	85.00	243.00	74.09
413-7-7230-807-00 AUDIT FEES	1,697	1,697	0.00	0.00	1,697.00	100.00
413-7-7230-818-00 BOOKKEEPING SERVICE	12,882	12,882	0.00	2,694.71	10,187.29	79.08
413-7-7230-822-10 GENERAL LIABILITY	2,530	2,530	0.00	3,908.85 (1,378.85)	54.50-
413-7-7230-826-10 LEGAL SERVICES	2,657	2,657	0.00	0.00	2,657.00	100.00
413-7-7230-853-00 TELEPHONE	624	624	0.00	63.71	560.29	89.79
413-7-7230-864-01 CONFERENCES AND WORKSHOPS	690	690	0.00	106.95	583.05	84.50
413-7-7230-900-00 PRINTING AND PUBLISHING	1,725	1,725	13.80	55.20	1,669.80	96.80
413-7-7230-940-00 RENT	2,712	2,712	207.00	828.00	1,884.00	69.47
413-7-7230-957-00 BOOKS MAGAZINES AND PERIODICAL	104	104	0.00	0.00	104.00	100.00
413-7-7230-958-00 MEMBERSHIPS AND DUES	634	634	0.00	270.00	364.00	57.41
TOTAL EXPENDITURES	27,571	27,571	220.80	8,102.81	19,468.19	70.61
<hr/>						
TOTAL DOWNTOWN DA OPERATING	27,571	27,571	220.80	8,102.81	19,468.19	70.61
DOWNTOWN DA TIF						
=====						
<u>EXPENDITURES</u>						
413-7-7231-818-00 CONTRACTUAL SERVICES	40,761	40,761	0.00	12,196.24	28,564.76	70.08
413-7-7231-820-00 TIF PROJECTS	10,000	10,000	216.98	1,084.51	8,915.49	89.15
413-7-7231-820-01 IRRIGATION SYSTEM	40	40	0.00	43.11 (3.11)	7.78-
413-7-7231-820-02 STREETScape MAINTENANCE	17,768	17,768	0.00	0.00	17,768.00	100.00
413-7-7231-820-03 WASTE MANAGEMENT	5,000	5,000	505.46	4,701.16	298.84	5.98
413-7-7231-820-04 SEASONAL PLANTING	3,450	3,450	0.00	0.00	3,450.00	100.00
413-7-7231-920-00 DTE ELECTRIC BILL	0	0	0.00	79.19 (79.19)	0.00
413-7-7231-965-05 SPECIAL EVENTS CONTRIBUTIONS	400	400	100.00	100.00	300.00	75.00
413-7-7231-965-06 FACADE PROG. CONT TO BLD-TIF	5,000	5,000	500.00	500.00	4,500.00	90.00
413-7-7231-997-00 PAYING AGENT FEES	400	400	0.00	0.00	400.00	100.00
413-7-7231-999-20 TRANSFER OUT(473)2004A	85,435	85,435	0.00	0.00	85,435.00	100.00
TOTAL EXPENDITURES	168,254	168,254	1,322.44	18,704.21	149,549.79	88.88
<hr/>						
TOTAL DOWNTOWN DA TIF	168,254	168,254	1,322.44	18,704.21	149,549.79	88.88
DOWNTOWN DA OTHER						
=====						
<u>EXPENDITURES</u>						
<hr/>						

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPERATING						
=====						
REVENUES						
275-4-7270-402-00 CURRENT PROPERTY TAXES	7,017	7,017	0.00	6,401.64	615.36	8.77
275-4-7270-420-01 DELINQUENT PROPERTY TAXES	20	20	0.00	10.93	9.07	45.35
275-4-7270-445-02 INTEREST ON CURRENT TAXES	20	20	0.00	0.00	20.00	100.00
275-4-7270-445-05 INTEREST ON DELINQUENT TAXES	0	0	0.00	0.33	0.33	0.00
275-4-7270-664-00 INTEREST EARNINGS	447	447	0.00	73.63	373.37	83.53
TOTAL REVENUES	7,504	7,504	0.00	6,486.53	1,017.47	13.56
<hr/>						
TOTAL DTDA W CROSS OPERATING	7,504	7,504	0.00	6,486.53	1,017.47	13.56
DTDA W CROSS TIF						
=====						
REVENUES						
275-4-7271-410-00 TIFA REIMBURSMNT PA86 SECT 17	4,943	4,943	0.00	0.00	4,943.00	100.00
275-4-7271-439-02 CURRENT TIFA TAXES-WEST CROSS	3,288	3,288	0.00	0.00	3,288.00	100.00
275-4-7271-699-92 APPROPRIATION FUND BALANCE-TIF	7,831	7,831	0.00	0.00	7,831.00	100.00
TOTAL REVENUES	16,062	16,062	0.00	0.00	16,062.00	100.00
<hr/>						
TOTAL DTDA W CROSS TIF	16,062	16,062	0.00	0.00	16,062.00	100.00
DTDA E CROSS OPERATING						
=====						
REVENUES						
275-4-7290-402-00 CURRENT PROPERTY TAXES	6,524	6,524	0.00	4,720.67	1,803.33	27.64
275-4-7290-445-02 INTEREST ON CURRENT TAXES	20	20	0.00	0.00	20.00	100.00
275-4-7290-664-00 INTEREST EARNINGS	314	314	0.00	73.63	240.37	76.55
275-4-7290-699-91 APPROPRIATIONS FUND BALANCE	3,557	3,557	0.00	0.00	3,557.00	100.00
TOTAL REVENUES	10,415	10,415	0.00	4,794.30	5,620.70	53.97
<hr/>						
TOTAL DTDA E CROSS OPERATING	10,415	10,415	0.00	4,794.30	5,620.70	53.97
DTDA E CROSS TIF						
=====						
REVENUES						
275-4-7291-410-00 TIFA REIMBURSMNT PA86 SECT 17	6,636	6,636	0.00	0.00	6,636.00	100.00
275-4-7291-439-01 CURRENT TIFA TAXES	50,787	50,787	0.00	0.00	50,787.00	100.00
TOTAL REVENUES	57,423	57,423	0.00	0.00	57,423.00	100.00
<hr/>						
TOTAL DTDA E CROSS TIF	57,423	57,423	0.00	0.00	57,423.00	100.00

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
TOTAL REVENUES	91,404	91,404	0.00	11,280.83	80,123.17	87.66

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPERATING						
=====						
EXPENDITURES						
275-7-7270-728-00 OFFICE SUPPLIES	63	63	0.00	6.55	56.45	89.60
275-7-7270-730-00 POSTAGE	10	10	0.00	0.00	10.00	100.00
275-7-7270-757-00 OPERATING SUPPLIES	24	24	0.00	0.00	24.00	100.00
275-7-7270-775-01 REPAIR AND MAINTENANCE SUPPLY	123	123	0.00	0.00	123.00	100.00
275-7-7270-807-00 AUDIT FEES	116	116	0.00	0.00	116.00	100.00
275-7-7270-818-00 CONTRACTUAL SERVICES	933	933	0.00	444.60	488.40	52.35
275-7-7270-822-10 GENERAL LIABILITY	183	183	0.00	1,372.90	1,189.90	650.22-
275-7-7270-826-10 LEGAL SERVICES	193	193	0.00	0.00	193.00	100.00
275-7-7270-853-00 TELEPHONE	56	56	0.00	4.62	51.38	91.75
275-7-7270-864-01 CONFERENCES AND WORKSHOPS	50	50	0.00	40.30	9.70	19.40
275-7-7270-900-00 PRINTING AND PUBLISHING	125	125	1.00	4.00	121.00	96.80
275-7-7270-940-00 RENT	197	197	15.00	60.00	137.00	69.54
275-7-7270-957-00 BOOKS AND MAGAZINES	8	8	0.00	0.00	8.00	100.00
275-7-7270-958-00 MEMBERSHIPS AND DUES	46	46	0.00	0.00	46.00	100.00
TOTAL EXPENDITURES	2,127	2,127	16.00	1,932.97	194.03	9.12
TOTAL DTDA W CROSS OPERATING	2,127	2,127	16.00	1,932.97	194.03	9.12
DTDA W CROSS TIF						
=====						
EXPENDITURES						
275-7-7271-818-00 CONTRACTUAL SERVICES	3,707	3,707	0.00	1,169.58	2,537.42	68.45
275-7-7271-820-00 TIF - WEST CROSS DEV AREA	3,000	3,000	0.00	0.00	3,000.00	100.00
275-7-7271-820-02 STREETScape MAINTENANCE	3,605	3,605	0.00	0.00	3,605.00	100.00
275-7-7271-820-04 SEASONAL PLANTING	350	350	0.00	0.00	350.00	100.00
275-7-7271-965-05 SPECIAL EVENT CONTRIBUTION	400	400	100.00	100.00	300.00	75.00
275-7-7271-971-27 BUILDING REHAB	5,000	5,000	0.00	0.00	5,000.00	100.00
TOTAL EXPENDITURES	16,062	16,062	100.00	1,269.58	14,792.42	92.10
TOTAL DTDA W CROSS TIF	16,062	16,062	100.00	1,269.58	14,792.42	92.10
DTDA E CROSS OPERATING						
=====						
EXPENDITURES						
275-7-7290-728-00 OFFICE SUPPLIES	325	325	0.00	34.06	290.94	89.52
275-7-7290-730-00 POSTAGE	52	52	0.00	0.00	52.00	100.00
275-7-7290-757-00 OPERATING SUPPLIES	124	124	0.00	0.00	124.00	100.00
275-7-7290-807-00 AUDIT FEES	640	640	0.00	0.00	640.00	100.00
275-7-7290-818-00 CONTRACTUAL SERVICES	4,854	4,854	0.00	539.87	4,314.13	88.88
275-7-7290-822-10 GENERAL LIABILITY	953	953	0.00	383.25	569.75	59.78

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAININGG
275-7-7290-826-10 LEGAL SERVICES	1,001	1,001	0.00	0.00	1,001.00	100.00
275-7-7290-853-00 TELEPHONE	235	235	0.00	24.00	211.00	89.79
275-7-7290-864-01 CONFERENCES AND WORKSHOPS	260	260	0.00	7.75	252.25	97.02
275-7-7290-900-00 PRINTING AND PUBLISHING	650	650	5.20	20.80	629.20	96.80
275-7-7290-940-00 RENT	1,022	1,022	78.00	312.00	710.00	69.47
275-7-7290-957-00 BOOK MAGAZINES AND PERIODAL	39	39	0.00	0.00	39.00	100.00
275-7-7290-958-00 MEMBERSHIPS AND DUES	260	260	0.00	0.00	260.00	100.00
TOTAL EXPENDITURES	10,415	10,415	83.20	1,321.73	9,093.27	87.31
TOTAL DTDA E CROSS OPERATING	10,415	10,415	83.20	1,321.73	9,093.27	87.31
DTDA E CROSS TIF =====						
EXPENDITURES						
275-7-7291-818-00 CONTRACTUAL SERVICES	13,929	13,929	0.00	4,309.88	9,619.12	69.06
275-7-7291-820-02 STREETScape MAINTENANCE	4,378	4,378	0.00	0.00	4,378.00	100.00
275-7-7291-820-04 SEASONAL PLANTING	425	425	0.00	0.00	425.00	100.00
275-7-7291-965-05 SPECIAL EVENT CONTRIBUTION	400	400	100.00	100.00	300.00	75.00
275-7-7291-965-06 FACADE PROG. CONT TO BLD-TIF	5,000	5,000	0.00	0.00	5,000.00	100.00
275-7-7291-971-27 BUILDING REHAB	5,000	5,000	0.00	0.00	5,000.00	100.00
275-7-7291-974-01 TIF PROJECTS	5,000	5,000	0.00	0.00	5,000.00	100.00
TOTAL EXPENDITURES	34,132	34,132	100.00	4,409.88	29,722.12	87.08
TOTAL DTDA E CROSS TIF	34,132	34,132	100.00	4,409.88	29,722.12	87.08
TOTAL EXPENDITURES	62,736	62,736	299.20	8,934.16	53,801.84	85.76
REVENUES OVER/(UNDER) EXPENDITURES	28,668	28,668 (299.20)	2,346.67	26,321.33	91.81

City of Ypsilanti
Downtown Development Authority
Operations & Finance Committee Meeting
Wednesday, October 12, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.

I. Call to Order 10:41

II. Roll Call

Adam Gainsley	P	Ruth Ann Jamnick	P
Ben Harrington (C)	P	Diana Wong	P
Russ Olwell	P		

III. Approval of Agenda *(X)

- Ben Harrington motioned to approve the agenda and Russ Olwell supported the motion. The board unanimously approved and the motion passed.

IV. Approval of September 7, 2016 Minutes *(X)

- Russ Olwell moved to approve the minutes and Ben Harrington supported the motion. The board unanimously approved and the motion passed.

V. Audience Participation: N/A

VI. Old Business: N/A

VII. New Business

1. Budget and Grant Program Discussion (handouts to be provided at the meeting)

- Joe Meyers explained to the committee the OPRA process, and the current budget status.
- Discussion of Thompson Block ensued.
- The committee and Joe discussed possible budget cuts and ways to balance the downtown budget by 2020.
- Ben discussed coordinating community service and sponsorship to alleviate some of the budget burden.
- The committee would like to see a detailed breakdown of costs for plantings along with other recommendations for potential budget cuts.

VIII. Proposed Business

- ELG Grant:
 - Joe Meyers discussed the current \$15,000 ELG grant and opened the discussion to the committee for possible solutions.
 - Adam proposed not restricting the grant to districts.

- Ben Harrington proposed using the funds for the downtown district due to its current budgetary deficit but prioritizing the funds to provide for tax base generation.
- Joe indicated that he would prepare a memo to present to the board.

IX. Announcements/Comments:

X. Audience Participation: N/A

XI. Adjourn – Meeting adjourned at 9:55am

Next committee meeting will be held Wednesday, November 9, 2016, at SPARK East, 215 W. Michigan Ave.

Key: * = items requiring Committee action (X) = documents attached in packet

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: EASTERN LEADERS GROUP GRANT FUNDING
DATE: 10/17/2016
CC:

On November 13, 2013 the DDA gave a grant to the Thompson Block for \$15,000. This money came from Washtenaw County via Act 88 funding and no matching funds were given. Over the past few years several extensions were given with the last one expiring on June 30, 2016. With these funds back available we need to come up with a plan on how best to utilize them.

The Operations and Finance Committee recommended to the board that we open the funds up to all of the districts with a preference going to businesses that would add taxable value to one of our districts.

Currently there are several businesses looking for funds to do work in the downtown district and Washtenaw County has send one development opportunity.

If the board agrees with the Operations and Finance Committee, we would purpose a well promoted building rehab grant round with the preference being given to tax base generating projects (i.e. adding residential units above commercial storefronts).

NARRATIVE QUESTIONS:

1. WHAT AREA OF THE DDA DIRECTOR JOB PERFORMANCE AM I MOST PROUD OF IN THE PAST 6 MONTHS?

1. I feel the DDA is much more in touch with local businesses, and we no longer hear complaints or questions about contact and/or lack thereof.
2. Outreach. Staff has implemented a 180 in terms of quality and completeness in outreach efforts. I am looking forward to a more consistent and meaningful conversation between the DDA (both board and staff) and our community.
3. Proud that the staff, with the direction of board is now tackling difficult and long standing problems. Dumpsters, budget, etc.

2. WHAT AREA OF THE DDA DIRECTOR JOB PERFORMANCE DO I NOT WANT TO REPEAT IN THE FUTURE?

1. I wish the grants process allowed for more forecasting, but it may be impossible, given the problems folks have filling out the forms and getting approvals. I honestly groan when we get new grants in that I would love to fund, but we may already disbursed our full amount for the year.
2. I wish the grants process allowed for more forecasting, but it may be impossible, given the problems folks have filling out the forms and getting approvals. I honestly groan when we get new grants in that I would love to fund, but we may already disbursed our full amount for the year.
3. Do not want to repeat the lack of ability to make choices and decisions for fear of negative public image.

3. WHAT CAN BE ACCOMPLISHED IN THE NEXT 12 MONTHS TO IMPROVE JOB PERFORMANCE?

1. I think wrapping up dumpsters and cameras are a good first step. Now, on to broader economic and community development.
2. Note: I realize all of the below aren't necessarily things that can be 'accomplished' in the next 12 months but if we're active on all these fronts the DDA will grow and strengthen as an organization. 1. Cleaning up our public face. By this I mean our website - for now just cleaning up and updating/correcting/completing existing content while we explore a more complete rebuild. The following information should be easy to find and peruse. 2. Who's on the board and reach them. 3. When/where all scheduled meetings are. 4. Directory of businesses in district. 5. Documents - complete budgets, meeting agendas/packets/minutes, by-laws, enabling legislation, district maps and legal descriptions... I'm sure there's more. 6. Continuing public engagement. There are many benefits to a strong, productive relationship with our community. We need to continue to grow this.7. Diversify our revenues. Hopefully everyone on staff understands why this is important.
3. The staff can lead the board back into the direction of economic development and community/business partnership.

Rank the executive director on the performance factors using the following performance definitions: 5=outstanding, 4=exceed expectations, 3=fully capable, 2=needs improvement, 1=unsatisfactory.

1. ADMINISTRATION

Performance Factor	Performance (From 1 to 5)	Comments
Planning	3.5	All planning work has been done well. To date more internal work done.
Budgeting and Economic Management	4.25	Board understanding continues to improve as well as budget accuracy.
Prioritization of Work	4.25	Staff has been doing a good job of juggling competing priorities
Problem Solving and Decision Making	3.75	Staff is consistently strong here. Need to continue to be vigilant about potential gotchas
Risk (Liability) Management	4	Good work so far. Need to continue to fill out picture of current budget and trends.

2. Communications

Performance Factor	Performance (From 1 to 5)	Comments
Oral Communication	4	Generally solid
Written Communication	4	Emails are clear and concise. Response times are always quick. Packets are consistently good too.
Coordination/Collaboration	4.25	Staff are quick and easy to work with even for requests that require multiple peoples' input. Ad hoc meetings are handled well too.
Leadership	4	

3. Job Performance

Performance Factor	Performance (From 1 to 5)	Comments
Effort and Initiative	4.5	Generally very strong effort. Staff is proactive.
Professional and Technical Competence	4	Staff are consistent in their professionalism. No real complaints about technical professionalism but I do have a desire to explore opportunities to use tech for things like improving internal and external communication, organizing documents, making internal information easily accessible to the board.

Innovation	3.5	In the innovation vs productivity balance staff has correctly focused on productivity. We'll need to shift to innovation as we shift from understanding our budget to improving it.
Objectivity	4.25	Staff has done a fine job of balancing their input with the direction of the board. While staff brings good ideas and info to the table they respect the will of the board.
Credibility	4.25	Even as we've struggled with unpopular decisions staff have been consistent about providing consistent and complete information to the community. Consistent outreach and communication efforts have added to this too.

OVERALL EVALUATION (Please check one.)

Outstanding

Exceed expectations

Fully capable

Needs improvement

Unsatisfactory

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, November 17, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.
Agenda**

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 business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

I. Call to Order

II. Roll Call

Amanda Edmonds	P	A	Russ Olwell	P	A
Jessica French	P	A	Andrew O’Neal	P	A
Adam Gainsley	P	A	Diana Wong	P	A
Martha Cleary	P	A	Mark Teachout (C)	P	A
Ben Harrington	P	A	RayVon Williams	P	A
Jelani McGadney	P	A			

III. Introductions

IV. Approval of Agenda (X)*

V. Approval of October 20, 2016 Minutes (X)*

VI. Audience Participation (3 minutes each)

1. _____
2. _____
3. _____
4. _____
5. _____

VII. Staff Report/Financial Report (X)

VIII. Standing Committee Reports

- Operations and Finance Committee (X)
- Grants Committee (X)*

IX. Old Business

- Frog Island Park River Access Improvements (X)*

X. Proposed Business

- Website Discussion
- New Business Welcome Program (X)*
- Small Business Saturday Program

XI. Announcements/Comments

XII. Public Participation

XIII. Next Meeting: November 17, 2016, 8:30 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 20, 2016 – 8:30 a.m.
Riverside Art Center*
76 N. Huron St**

***LOCATION CHANGE**

Agenda

I. Call to Order: M. Teachout called the meeting to order at 8:34 am.

II. Roll Call

Amanda Edmonds	P	Russ Olwell	P	
Jessica French	P	Andrew O’Neal	P	
Adam Gainsley	P	Diana Wong		A
Martha Cleary	P	Mark Teachout(C)	P	
Ben Harrington	P	RayVon Williams	P	
Jelani McGadney	P			

Others in Attendance:

Beth Ernat, Ypsilanti Economic Dev.
Joe Meyers, DDA
Rasheed J. Atwater, DDA
Mark Swanson, Terry’s Bakery
Will Hathaway, Riverside Art Center
Tommy Porter, YPD
Tony, DeGiusti, YPD

III. Introductions:

Officer Porter was introduced by Chief DeGiusti

IV. Approval of Agenda:

Rayvon Williams motioned to approve the agenda and Adam Gainsley supported the motion. The board approved the agenda with a unanimous vote.

V. Approval of September 15, 2016 Minutes:

Rayvon Williams motioned to approve the September 15, 2016 minutes and Adam Gainsley supported the motion. The board approved the agenda with a unanimous vote.

VI. Audience Participation:

Mark Swanson requested DDA compensation, for damage to building due to Wireless Ypsi internet modem and payback of rent for the modem. Swanson also proposed a \$25 per hour labor fee for him to find e-mails between Tim Colbeck and his self, detailing their modem agreement and terms.

VII. Staff Report/Financial Report (X)* p. 6-20:

Joe passed out staff report and discussed his visit at the Michigan downtown Association conference.

He detailed social media training and promotional techniques for the DDA

Amanda Edmonds suggested the DDA staff post daily task to DDA website and social media pages as a promotional tool, and keep the community up to date on DDA task.

VI. Standing Committee Reports:

• Operation and Finance Committee Minutes

- Ben Harrington discussed the committee's efforts to alleviate the downtown budget burden and finding volunteers to ease some burdens in the downtown area.
- Amanda suggested continuing contractual services for parking lot clean ups.

• ELG Grant Funding – Thompson Block (X)*

- Joe discussed the 15,000 fund investment for the Thompson block project that was not used and proposed to the board ways to use these funds in the DDA District.
- Many ideals were discussed for the grant funding and discussion was tabled for the next meeting.

IX. Old Business: N/A

Executive Director Performance Review

- Joe informed the board that staff is continuing to improve and make strides toward becoming a more productive DDA and opened the floor for discussion.
- RayVon suggested creating stricter guidelines for grant review and making the process easier to evaluate for the board.
- Amanda proposed adopting the formal yearly review in January.

X. Proposed Business:

• Website Discussion

- Beth discussed the problems with the current website and proposed putting money in a website account for an hourly rate to board members to create a website that is portable and mobile.
- DDA brought possible solutions and decided to table the discussion for the next meeting.

• New Business Welcome Program

- Staff informed the board that a packet will be prepared for the next meeting
- Amanda requested having a business opening and closing updates every month
- Board suggested the welcome packet include a press release and new business feature on DDA social media accounts

• Depot Town Christmas Tree Lighting

- Joe informed the board that depot town merchants would like to have the DDA help with the payment of lights for the Christmas tree that will be placed in depot town.
- Russ moved to approve funds to Christmas tree lights and RayVon Williams supported the motion. The board unanimously approved the proposal.

XI. Announcements/Comments:

- Joe informed the board that the DDA has acquired a box for the EMU football game on November 16th.
- Beth requested the board inform the DDA if anyone will come by Monday
- Adam suggested we enforce the 3 minute audience participation
- Martha Cleary suggested putting audience participation on website to give people the opportunity to make comments before board meetings

XII. Public Participation: N/A

Will Hathaway welcomed the board to RAC and offered a tour of the center for any board members.

XIII. Adjourn: The meeting was adjourned at 10:33 am.

XIV. Next Meeting: November 17, 2016, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

City of Ypsilanti DDA Staff Report November 2016

Website: Staff continues to update the available properties and business directory sections.

Community Outreach and Partnerships: Met with most business owners to discuss their needs and to distribute information about the upcoming dumpster invoice. Staff is also doing outreach on what businesses in our district are doing for small business Saturday.

Downtown Dumpster Management: Staff has begun collecting payments for the next quarter of the dumpster program.

Press/Communications: We have been working to promote new businesses and events on the DDA's Facebook Page on a regular basis.

YDDA Bookkeeping and Budget: Working with committees to make budget solvent by 2020.

Streetscape Maintenance: Staff is looking to remove the terracotta pots are in discussion to be removed from next year's bid. Discussion on cutting cost for planters in works.

Grants: Processing façade grant reimbursement requests.

Staff Hours for October/November

Joe – Meeting coordination, website site content creation, DDA outreach, DDA board and committee meetings, dumpster enclosure program follow up, working with new businesses looking to open in the district, held a tour of the DDA for the Ann Arbor/Ypsilanti Area Chamber of Commerce leadership academy. 45 Hours

Rasheed – Business check-ins, DDA dumpster maintenance, invoice distribution, collect and process dumpster invoice, DDA board and committee meetings, façade grant distribution and collection, updated website and business directory, developed welcome packet for new businesses, connect emu students with employment opportunities in DDA district, DDA news via social media, promote Small Business Saturday. 96 hours

Bonnie –Mapping assistance – 2 Hours

Cindy – Available Properties and website update– 5 Hours

Nan – Budget – 5 Hours

Beth – DDA oversight and guidance – 15 Hours

City of Ypsilanti
Downtown Development Authority
Operations & Finance Committee Meeting
Wednesday, November 9, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.

I. Call to Order 10:41

II. Roll Call

Adam Gainsley	P	Ruth Ann Jamnick	P
Ben Harrington (C)	P	Diana Wong	P

III. Approval of Agenda *(X)

- Ben Harrington motioned to approve the agenda and Adam Gainsley supported the motion. The board unanimously approved and the motion passed.

IV. Approval of September 7, 2016 Minutes *(X)

- Adam Gainsley moved to approve the minutes and Diana Wong supported the motion. The board unanimously approved and the motion passed.

V. Audience Participation: N/A

VI. Old Business: N/A

VII. New Business

1. Budget Discussion

- The board discussed what to do with the downtown planters
- Joe informed the board that going with hanging baskets instead of terracotta planters will save the DDA money
- Joe gave the board a cost breakdown of the expenses in each district
- Ben recommended selling terracotta planters
- Joe informed the committee of why we have a contract with Moose & Squirrel
- Adam recommended finding a new vendor for flowers in the Downtown and Cross St. district. Adam further recommended, asking the CVB to contribute to the cost of planters in the district
- Joe informed the committee that staff is in the process of creating bid specs to propose to the committee next month and with their approval will go to the DDA
- The committee proposed, eliminating the terracotta planter programs and also allowing businesses to use them as they would like.

VIII. Proposed Business: N/A

IX. Announcements/Comments: N/A

X. Audience Participation: N/A

XI. Adjourn – Meeting adjourned at 9:21am

Next committee meeting will be held Wednesday, December 7, 2016, at SPARK East, 215 W. Michigan Ave.

Key: * = items requiring Committee action (X) = documents attached in packet

City of Ypsilanti
Downtown Development Authority
Grant Committee Meeting
Wednesday, October 26, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.

I. Call to Order 8:30am

II. Roll Call

RayVon Williams	P	Dieter Otto (C)	P	
Martha Cleary	P	Kory Scheiber	P	
Richard Murphy (C)	P	Diana Wong		A
Andrew O’Neal	P	Jelani McGadney	P	

III. Approval of Agenda *(X)

- Kory Scheiber motioned to approve the agenda. Martha Cleary supported the motion and the committee unanimously approved the agenda.

IV. Approval of May 25, 2016 Minutes *(X)

- Andrew O’Neal motioned to approve the meeting notes. Kory Scheiber supported the motion and the board unanimously approved the minutes.

V. Audience Participation:

- The committee introduced themselves and welcomed new committee member Martha Cleary.

VI. Old Business: N/A

VII. New Business

1. New Grant Programs – Eastern Leaders Group Funds
 - a. Joe informed committee the current status with the ELG Fund grant and opened the floor for proposals on how to spend the grant.
 - b. The committing agreed that applications for the grant should be vetted through the DDA office before brought to the committee
 - c. Committee agreed that money should be giving quarterly in amounts divided by the boards discretion
 - d. Andrew suggested setting a grant amount that will be high enough to be impactful for businesses. Andrew also proposed advertising two 5,000 grants this fiscal year, then the following fiscal year, giving the remaining grant funds out.
 - e. Joe asked the committee if we should fund completed projects for grants like done in the past
 - f. General consensus was that after 6 months of not using the funds awarded, the awardee will be giving an opportunity to apply for a three month extension or the

award will go back to the DDA. If the award isn't spent after the three month extension then the award will go back into the DDA fund for another applicant.

- g. The committee agreed that the funds should be give favor to new business, vacant store front, and existing business applicant projects that produce new jobs and produce an economic impact. They also agreed that only completed applications will be accepted and the ELG funds will be open for all districts in the DDA to use.
- h. Martha Cleary motioned to approve recommend the DDA board approve reopening the building improvement program grant with the additional vetting from staff prior to the committee reviewing the application, the creation of a scoring system similar to the façade grant program, giving preference to grants that will create new businesses, fill vacant store front, and expand existing business applicant projects that produce new jobs and produce an economic impact the grant and approving the release of 15,000 for the first round of funding. Richard Murphy supported the motion and the committee unanimously approved the proposals.

VIII. Proposed Business

- The committee proposed having a November 30th meeting to review and alter the rubric for approving grants
- Joe will create a calendar for the grant approval and review committee in regards to when the ELG grant and other grants will be open and when they should be awarded.

IX. Announcements/Comments: N/A

X. Audience Participation: N/A

XI. Adjourn – Meeting adjourned at 9:39am

Next committee meeting will be held Wednesday, November 30, 2016, at SPARK East, 215 W. Michigan Ave.

Key: * = items requiring Committee action (X) = documents attached in packet

Request for Assistance: Frog Island Park River Access Improvements

Frog Island Park, located on the Huron River National Water Trail at river mile 40.7, is a five-acre park between Cross Street and Forest Avenue in Ypsilanti, Michigan. A footpath to the river on the park's north end provides access for fishing, wading, and paddlesports, but the area requires basic improvements for it to be safe and accessible. The section of the river features mature tree canopy, newly restored fish habitat, and an unimpeded paddle trip to Spring Street or into Ford Lake.

Since November 2015, invasive shrubs were removed and sight lines to the river opened up, hand rails on the stairs were installed, concrete cleaned, and an access path and launch graded and gravel added. The access is safer and easier to use. **Investments to-date** by the private and public partners of RiverUp! **are valued at \$17,700.**

- New railing and screening, gravel, project administration from HRWC RiverUp!: \$11,000
- Underbrush removal, river rock placement, path from Margolis Landscaping: \$4,000 in-kind
- Sandblasting concrete from BC Contractors: \$2,000 in-kind
- Underbrush removal from volunteers: \$700

In order to have this access point ready for use by residents and visitors, the **following tasks also need to be completed:**

1. Prepare, repair, and prime concrete wall: \$2,800
2. Design mural for wall, execute mural: \$6,500
3. Protective anti-graffiti top coat: \$700
4. Design, fabricate, and install signage: \$2,500

Can the Ypsilanti Downtown Development Authority help us fill this \$12,500 gap with support of \$3,000? The Erb Family Foundation will match the DDA's contribution. Additionally, individual donors to RiverUp! will help us meet our goal.

Thanks to Bill Kinley for championing this project, with financial support from the Walter J. Weber Jr. Family, Washtenaw County Convention & Visitors Bureau, and individual donors.



1. The concrete stairs before sandblasting.



2. Volunteers help clear brush to open up views.



3. New railing and sandblasted concrete stairs.



4. Crushed gravel footpath to river.

WEST FOREST AVENUE

HURON RIVER

scale: 1"=50'

FROG ISLAND LAUNCH IMPROVEMENTS
Huron River Watershed Council / River Up!

1 Existing railing with pipe posts and rails.

2 Example wire mesh panel. Wire mesh panels would connect to metal posts.

3 The Huron River at Frog Island Park.

4 Existing concrete wall and stairs. Proposed post/rail to be anchored in wall next to steps. Commissioned mural art for wall.

Potential concessions/storage building
RiverUp! / Water Trail sign

Clear existing undergrowth/invasive species to open views to launch
Add gravel to path & landing
Paint concrete wall with decorative graphic
Repair railing, add hand rail at steps

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: RASHEED ATWATER, YPSILANTI DDA
SUBJECT: WELCOME PACKAGE
DATE: 11/14/2016
CC:

Looking to be more proactive with the new businesses in the DDA district, we would like to create a formal package that we can deliver as a “Welcome to the DDA”. We would like the first impression new businesses have of the DDA to be positive and let them know we are an advocate for them. Currently we stop in, drop off our contact information and see if they have any questions. We would like to improve this by including info on what the DDA is and contact information for board members, information on city services (ie DPS, Police, etc) Ypsi Real Trinkets, the dumpster program info (if applicable) and their business license. We would also like to propose the ability of staff to spend some funds to purchase a small gift of \$10-\$40 (ie flowers, ice cream pie, gift cards, etc) from businesses in the DDA.

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, December 15, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.
Agenda**

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 business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

I. Call to Order

II. Roll Call

Amanda Edmonds	P	A	Russ Olwell	P	A
Jessica French	P	A	Andrew O’Neal	P	A
Adam Gainsley	P	A	Diana Wong	P	A
Martha Cleary	P	A	Mark Teachout (C)	P	A
Ben Harrington	P	A	RayVon Williams	P	A
Jelani McGadney	P	A			

III. Introductions

IV. Approval of Agenda (X)*

V. Approval of November 17, 2016 Minutes (X)*

VI. Audience Participation (3 minutes each)

1. _____
2. _____
3. _____
4. _____
5. _____

VII. Staff Report/Financial Report (X)

VIII. Standing Committee Reports

- Operations and Finance Committee (X)*
- Grants Committee (X)*

IX. Old Business

X. Proposed Business

- Depot Town Merchants Request
- 2017 Meeting Schedule

XI. Announcements/Comments

XII. Public Participation

XIII. Next Meeting: November 17, 2016, 8:30 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 17, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan
Agenda**

I. Call to Order:

II. Roll Call

Jessica French		A	Andrew O’Neal	P	
Adam Gainsley	P		Diana Wong		A
Martha Cleary	P		Mark Teachout(C)	P	
Ben Harrington		A	RayVon Williams		A
Jelani McGadney	P		Amanda Edmonds	P	

Others in Attendance:

Beth Ernat, Ypsilanti Economic Dev.
Joe Meyers, DDA
Rasheed J. Atwater, DDA
Bill Kinley

III. Introductions:

IV. Approval of Agenda:

Adam Gainsley motioned to approve the agenda as amended and Jelani McGadney supported the motion. The board unanimously approved and the agenda was approved.

V. Approval of October 20, 2016 Minutes:

Adam Gainsley motioned to approve the agenda and Jelani McGadney supported the motion. The board unanimously approved and the agenda was approved.

VI. Audience Participation:

Joe Licavoli updated the board of news at SPARK East and informed them of new initiatives for decreasing incubator vacancy.

VIII. Old Business: N/A

- Frog Island Park River Access Improvements (X)*
 - Bill Kinley updated the board on the progress the Huron River Water Commission has made with Frog Island Park and asked for DDA support.
 - Bill informed the board that the signage and mural are the only things needed for the completion of the project.
 - Andrew motioned to support \$3,000 grant for Frog Island River Access Improvements and Martha Cleary supported the motion. The board unanimously approved the motion.

VII. Staff Report/Financial Report (X):

- Financial report and staff report were presented and Joe fielded questions.
- Adam Gainsley recommended staff report be recorded by calendar month.

VI. Standing Committee Reports:

- Operation and Finance Committee Minutes (X)

- Joe informed the board that the committee is investigating replacing terracotta pots for hanging baskets and possibly selling the pots to businesses.
- Joe also informed the board that the committee is looking into finding local options for plants and restructuring or ending contract with Moose & Squirrel.
- Adam Gainsley added that the committee is continuing to find ways to ease the burden of downtown spending.
- Grants Committee (X)
 - Joe informed the board that the committee proposed advertising two grant rounds.
 - General consensus was that after 6month of not using the funds awarded, the awardee will be giving an opportunity to apply for a three month extension or the award will go back to the DDA. If the award isn't spent after the three month extension then the award will go back into the DDA fund for another applicant.
 - The committee agreed that the funds should be give favor to new business, vacant store front, and existing business applicant projects that produce new jobs and produce an economic impact. They also agreed that only completed applications will be accepted and the ELG funds will be open for all districts in the DDA to use.

IX. Proposed Business:

- **Website Discussion**
 - Adam and Joe will meet next week to discuss website design
- **New Business Welcome Program**
 - Rasheed presented business welcome package
 - Adam wanted to be part of the welcoming day
 - Beth proposed asking chamber if they would like to put any money into this initiative
 - Amanda proposed adding a welcome card with DDA board members signatures
- **Small Business Saturday Program**
 - Amanda suggested talking to Betty Green and Ypsiplanti about Small business Saturday

X. Announcements/Comments:

- Amanda Edmonds spoke on the city looking into affirming inclusiveness by becoming a Sanctuary city, working to amplifying diverse businesses, and install welcome to ypsi in different languages on the light pole banners

XI. Public Participation:

- Mark Teachout announced that the Russian Ballet is closing and Café Ollie moving in.
- Amanda informed the board that Ypsi Mow is happening at riverside park, the city is doing open interviews for city manager on Dec 17, Live Ypsi recently had their 40 family take them up on the program and the Ypsilanti Farmers market moved indoors to the marketplace on Tuesday from 3-7.

XII. Adjourn: 10:35am

XIII. Next Meeting: January 19, 2017, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

City of Ypsilanti DDA Staff Report November 2016

Website: Staff continues to update the available properties and business directory sections. Staff working with board member Adam Gainsley to start the process of updating the website.

Community Outreach and Partnerships: Met with most business owners to discuss their needs and to distribute information about the upcoming dumpster invoice.

Downtown Dumpster Management: Staff has begun collecting payment for the next quarter of the dumpster program.

Press/Communications: We have been working to promote new businesses and events on the DDA's Facebook Page on a regular basis.

YDDA Bookkeeping and Budget: Working with committees to make budget solvent by 2020.

Streetscape Maintenance: All of the flower pots have been removed and staff is working to draft a new bid for street scape maintenance for 2017-2020

Grants: Grant review committee discussed new grant review rubric which will be presented at this month's Board Meeting

Staff Hours for November

Joe – Budget presentation, meeting coordination, website site content creation, DDA outreach, DDA board and committee meetings, Ypsilanti downtown site University of Michigan Study, business recruitment and counseling - 60 Hours

Rasheed – Business check-ins, DDA dumpster maintenance, invoice distribution, collect and process dumpster invoice, DDA board and committee meetings, updated business directory, developed welcome packet for new businesses, promote DDA news via social media, promote small business Saturday. 86 Hours.

Bonnie –Mapping assistance – 2 Hours

Cindy – Available Properties update and Small Business Saturday Map– 4.5 Hours

Nan – Budget – 7.5 Hours

Beth – DDA oversight and guidance – 15 Hours

YDDA Revenue and Expense Report

November 2016							
							50% of year completed
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
TIFA		241,739		11,530		230,209	5%
Operating Millage (1.8282)		52,378		36,157		16,221	69%
<u>Total</u>		294,117		47,687		246,430	16%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		40,113		15,165		24,948	38%
TIFA Expenses		218,448		51,560		166,888	24%
<u>Total</u>		258,561		66,726		191,835	26%
<u>Revenues Over (Under) Expenses</u>		35,556					
Fund Balance as of FYE June 2016*		311,273					
Appropriated for FYE June 2016		35,556					
Projected Fund Balance June 2017		346,829					
*both TIF and Operating Reserves							
Unpaid Liabilities		9,900					
Downtown		5,000					
Depot Town		4,900					

City of Ypsilanti
Downtown Development Authority
Operations & Finance Committee Meeting
Wednesday, December 7, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.

I. Call to Order 10:41

II. Roll Call

Adam Gainsley	P	Ruth Ann Jamnick	P	
Ben Harrington (C)	P	Diana Wong		A

III. Approval of Agenda *(X)

- Adam Gainsley motioned to approve the agenda and Ruth Ann Jamnick supported the motion. The board unanimously approved and the motion passed.

IV. Approval of September 7, 2016 Minutes *(X)

- Adam Gainsley moved to approve the minutes and Ruth Ann Jamnick supported the motion. The board unanimously approved and the motion passed.

V. Audience Participation: N/A

VI. Old Business: N/A

VII. New Business

Streetscape Maintained Services

Discussion ensued over the proposed downtown streetscape services contract and what was removed from this current RFP.

Joe informed the committee that we had taken out fertilizing, application of pre-emergent herbicide, cleaning of sidewalks, and terracotta pots. We have added a section on adding hanging baskets to replace the terracotta pots downtown if the funds become available to purchase the hardware.

Motion by Ben Harrington, to recommend the board to approve the RFP for street scape maintenance services (attached). Ruth Ann Jamnick supported the motion and it was approved unanimously.

VIII. Proposed Business: N/A

IX. Announcements/Comments: N/A

X. Audience Participation: N/A

XI. Adjourn – Meeting adjourned at 9:21am

Next committee meeting will be held Wednesday, February 8, 2017, at SPARK East, 215 W. Michigan Ave.

Key: * = items requiring Committee action (X) = documents attached in packet

REQUEST FOR PROPOSALS

TO: ALL INTERESTED CONTRACTORS

FROM: JOE MEYERS, EXECUTIVE DIRECTOR YDDA

**SUBJ: YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY STREET SCAPE
MAINTENANCE SERVICES**

DATE:

The Ypsilanti Downtown Development Authority (YDDA) is seeking a qualified contractor to provide maintenance service for the landscape and streetscape elements within its Downtown Development Area (see map attached to these specification). The selected contractor must be able to provide a variety of services for maintaining the downtown area including, but not limited to landscaping, planting, irrigation, fertilization, weed control, trash removal, and other services as outlined in the attached specifications. Minority and Woman-Owned Business Enterprises and Section 3 Business Concerns seeking to provide this service are encouraged to apply.

The term of this service contract will be immediately upon YDDA authorization to proceed from April 1, 2017 through March 31, 2019 with a one year contract extension option for April 1, 2019 through March 31, 2020, based upon the mutual consent of both parties with the same terms and conditions. The YDDA Board of Directors shall review the bids and select the contractor and its decision shall be final.

Instructions to bidders and specification for the desired scope of service are attached to this invitation to bid. For further information regarding this request for bids please contact Joe Meyers at 734-482-9762 or joe@ypsilantidda.org.

Sealed bids shall be submitted to the Ypsilanti City Clerks Office at Ypsilanti City Hall, One South Huron Street, Ypsilanti MI 48197 by no later than February 10, 2017 at 2:00 p.m. at which time a public bid opening will be conducted. Proposals shall be clearly marked "Downtown Streetscape Maintenance Services Bid" on the outside envelope.

YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY STREETScape MAINTENANCE SERVICES REQUEST FOR PROPOSALS

INSTRUCTIONS TO BIDDERS

1. PROPOSALS

- A.** In submitting their bid, each bidder represents that they have read and understand the bidding documents.
- B.** Proposals shall be submitted only on forms provided by the YDDA and shall be priced as indicated on the Proposal Form and shall be for all items of the Contract. The Contract will be awarded on the basis of the lowest qualified bid with a preference in using services based in the Ypsilanti area.
- C.** Sealed proposals shall be submitted to the Ypsilanti City Clerk's Office at Ypsilanti City Hall, One South Huron Street, Ypsilanti MI 48197 by no later than Friday February 10, 2017 at 2:00 p.m. Proposals shall be clearly marked with the bidder name and "Downtown Streetscape Maintenance Service Bid" on the outside envelope.
- D.** The City Clerk Office shall conduct a public bid opening on Friday, February 10, 2017 at 2:00 p.m. in the Ypsilanti City Council Chambers at One South Huron Street, Ypsilanti, MI 48197
- E.** Proposals shall be made in full conformity with all the conditions set forth in these specifications. Bids and Bid bonds are firm, must remain in effect and cannot be withdrawn for a period of sixty (60) days after the public opening.
- F.** The City of Ypsilanti's Addendum to Agreement for Services shall be incorporated as part of the contract with the contractor selected by the YDDA according to this Request for Proposals.
- G.** The selected contractor shall be required to provide a performance bond for one hundred (100) percent of the total amount of the final contract as part of the contract documents. Completed and signed Contractors Affidavit forms shall also be required as part of the contract.

2. PROJECT WORK AREA

- A.** The project work area is defined as the Development Area of the Ypsilanti Downtown Development Authority as shown on the enclosed map.
- B.** The project work area includes all public right-of-ways and public street furnishing within the Development Area including sidewalks, parking lots, parking lot islands, curbs, planters, trees, and tree grates and other public areas and furnishings.
- C.** The project work area includes the following public parking lots and associated planting islands: S. Huron parking lot, N Huron parking lot, Adams parking lot, N. Washington parking lot.

3. INSPECTION OF SITE AND CONTRACT DOCUMENTS

- A.** Before submitting a proposal, each bidder shall personally make a determination as to the extent of the work area and condition of the streetscape and landscape to be involved in this contract. Each bidder shall be held to have satisfactorily determined the conditions, and shall complete the work in whatever material and under whatever conditions that may be encountered or created without extra cost to the YDDA.
- B.** Each bidder shall be held to have compared the work area with the specifications and to have been satisfied as to the conditions of the work site, existing conditions, and other factors affecting the implementation of the work, before delivery of the proposal.

- C. No allowance or extra consideration on behalf of the bidder will subsequently be allowed by reason of error or oversight on the part of the bidder or on account of interference by YDDA or other bidder activities.
- D. Each bidder shall be responsible for being aware of and in compliance with applicable federal, state and local laws, ordinances, regulations and licensing requirements affecting performance of the work.
- E. A pre-bid conference will be held on Friday, January 27, 2017 at 2:00 p.m at the Ypsilanti City Hall located at One South Huron Ypsilanti, MI 48197 in the City Council Chambers. All bidders are encouraged to attend this meeting prior to submitting a proposal. **This is not a mandatory meeting.**

4. TIME OF COMPLETION

- A. Contract Begin Date: April 1, 2017
- B. Contract End Date: March 31, 2019
- C. Optional One Year Extension: April 1, 2019 – March 31, 2020

The YDDA reserves the right to terminate the contract at any time for Contractor’s negligence, misuse of YDDA and other public or private property, poor performance, or failure to complete a work item, within the time stipulated as determined and evaluated by the YDDA.

5. NAMES AND STATUS OF BIDDER

- A. The names and legal status of the bidder as a corporation, partnership, or individual shall be stated in the proposal.
- B. Anyone signing a proposal as an agent of another or others shall submit legal evidence of the authority to do with the proposal.

6. EXPERIENCE AND FINANCIAL STATEMENT

It is the intention of the YDDA to award this contract to a Contractor fully capable, both financially and with related experience, to perform and complete the work in a satisfactory manner. Appropriately, the YDDA requires that each bidder under consideration submit a statement of experience and financial status.

7. EXPLANATION TO BIDDERS

- A. The YDDA Director shall give verbal answers to inquiries regarding the scope of work and these specifications previous to award of the contract. Any verbal statements regarding the same by any other person shall be non-binding.
- B. Explanations desired by bidders shall be requested of the YDDA Director in writing, and if explanations are necessary, a reply will be made in the form of an Addendum, a copy of which will be forwarded to each bidder whose work is affected. No request for explanation received within in four working days of the bid deadline date will be given consideration.
- C. Addenda issued to bidders prior to the date of receipt of proposals shall become a part of the specifications and all proposals shall include the work described in the addenda.
- D. Failure of the YDDA to send or of the bidder to receive, any such interpretations shall not relieve the bidder from obligation under the bid as submitted.

8. INCREASE OR DECREASE IN CONTRACT QUANTITIES

The YDDA reserves the right to increase, decrease or delete items in the proposal in order to match the contract amount to the funds available.

9. AWARD OF CONTRACT

The YDDA reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the YDDA to be in the best interests of the YDDA even though not the lowest bid.

10. EQUAL OPPORTUNITY

The contractor agrees to perform this work and contract in accord with all federal, state and local laws and will not discriminate against any person, employee or applicant for employment because of race color, religion, sex, sexual orientation, national origin, disability as set forth in the American's with Disability Act, age, height, weight, or marital status (except in so far as it relates to a bona fide or occupational qualification reasonable and necessary to the normal operation of the business). Breach of this provision may be regarded as a material breach of the contract.

11. PROJECT SUPERVISOR

The contractor shall designate a single project supervisor who is authorized to act as their agent and be responsible for supervision and coordination of all workers and subcontractors in accordance with the contract and these specifications. The project supervisor shall be the main contact between the contractor and the YDDA and shall provide an office phone and a mobile phone number so that the YDDA may contact the supervisor in case of emergency. The contractor shall appoint an alternate supervisor during times of illness, vacation, and other absences.

12. YDDA REPRESENTATIVE

The YDDA representative shall be the primary contact between the contractor and the YDDA. The YDDA representative shall be Joe Meyers, 1 S. Huron St., Ypsilanti, MI 48197 (734) 482- 9762.

**CONTRACT FOR DOWNTOWN STREETSCAPE MAINTENANCE SERVICES YPSILANTI
DOWNTOWN DEVELOPMENT AUTHORITY
YPSILANTI, MICHIGAN**

The **YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY** located at 1. S. Huron St, Ypsilanti, Michigan 48197, hereinafter referred to as the "AUTHORITY", hereby contracts with _____ of _____ hereinafter referred to as the "CONTRACTOR", and the parties agree to the following terms.

1. The AUTHORITY requested bids for downtown streetscape maintenance services and the CONTRACTOR submitted an eligible bid proposal that has been accepted by the AUTHORITY for completion of the desired services.
2. The scope of work shall include general duties associated with the maintenance of the downtown development area public landscaping and streetscape areas, as detailed in the attached bid documents, and generally including the following activities:
 - a. Weed control in hardscape areas.
 - b. Loose trash removal including cleaning of Downtown dumpster enclosures.
 - c. Care and maintenance of trees and shrubs.
 - d. Care and maintenance of public parking lot planting islands.
 - e. Care and maintenance of Michigan Avenue median planters.
 - f. Care and maintenance of hanging baskets.
 - g. Care and maintenance of W. Cross rain garden bump outs.
 - h. Other general maintenance duties as may be requested by the AUTHORITY.
3. Project Work Area. The project work area is defined as the Development Area of the AUTHORITY as shown on the map incorporated in the bid documents that are a part of this contract. The project work area includes all public right-of-ways and public street furnishings within the Development area including sidewalks, parking lots, islands, curbs, planters, trees, and tree grates and other public areas and furnishings. The project work area includes the following public parking lots and associated planting islands: S. Huron Parking Lot, N. Huron Parking Lot, N. Adams Parking Lot, and the Upper Level Parking Lot at Ypsilanti City Hall at One South Huron Street, Ypsilanti, Michigan.
4. Time of Performance. The CONTRACTOR shall begin and commence work within ten (10) days of AUTHORITY approval to proceed and shall conduct the specified work activities in two phases:
 - a. Year 1 & 2: From April 1, 2017 through March 31, 2019.
 - b. Year 3: From April 1, 2019 through March 31, 2020.
5. Payment. The AUTHORITY shall reimburse the CONTRACTOR, in accordance with the approved bid proposal incorporated herein, on a monthly basis for services rendered and materials supplied in a satisfactory manner. The CONTRACTOR shall submit a monthly

invoice that provides a detailed description of the dates of service, types and locations of services performed. The AUTHORITY representative shall review the invoice and service documentation and submit the invoice for payment to the City of Ypsilanti upon approval.

6. Use of Streets and Right-of-Ways. The CONTRACTOR'S operations in public streets, sidewalks, and public right-of-ways shall be confined to as small a space as practicable, so as not to cause an undue inconvenience to the public, motorists, pedestrians, businesses or abutting properties, and shall be subject to approval by the AUTHORITY.
7. Maintenance of Service. The CONTRACTOR shall be responsible for ensuring that drainage paths to existing sewer and storm drain facilities are not blocked as a result of work activities associated with these specifications or contract. During the progress of work, the CONTRACTOR shall accommodate both vehicular and pedestrian traffic and shall maintain free access to fire hydrants, water, and gas valves. In the event of the CONTRACTOR'S failure to comply with these provisions, the AUTHORITY may, with or without notice, cause the same to be done and will deduct the cost of such work from any money due or to become due the CONTRACTOR under this contract, but performance of such work by the AUTHORITY, shall serve in no way to release the contractor from his general or particular liability for the safety of the public or the work.
8. Cleanliness of the Work. The CONTRACTOR shall keep the work and all property occupied by him in a neat and orderly condition at all times. Waste material, rubbish, and debris shall not be allowed to accumulate. CONTRACTOR'S equipment and excess materials shall be promptly removed from public property, as they become no longer needed for the progress of the work or at completion of the contracted work.
9. Water Supply Unless otherwise authorized by the AUTHORITY, the CONTRACTOR shall be responsible for using his own water supply and related equipment for watering of planting beds and planters.
10. Materials and Equipment. CONTRACTOR shall furnish all labor, materials, tools, equipment, utilities, transportation, and supervision necessary to perform and complete all work under the terms of this contract in a satisfactory manner. CONTRACTOR shall bear the risk of loss for equipment and materials until the work under this contract is complete and all equipment and excess material is removed from the work area.
11. Ordinances and Codes. All work shall be conducted in accordance with all local, state, and federal rules and regulations and all established codes and best management practices applicable thereto and shall conform in all respects to requirements of all competent authorities having jurisdiction thereover.
12. Compliance with MIOSHA. All of the CONTRACTOR'S and subcontractors operations and construction equipment shall comply with requirements of the Michigan Occupational Safety and Health Act insofar as they apply to the work to be performed under this contract.

13. Use of Subcontractors. The CONTRACTOR shall not subcontract, sublet, or transfer their contract of any portion or any payment due him thereunder, without the written consent of the Authority.
14. Special Events. Special events are scheduled at certain locations in the downtown district from time to time that will require modifications to the schedule, services, and locations of services under this contract. The AUTHORITY will provide the CONTRACTOR at least five (5) days notice prior to such special events.
15. Monthly Progress Meetings. The project supervisor shall be available to meet with the AUTHORITY representative on a monthly basis to review work activities and progress under the contract. Additional meetings may be requested by the AUTHORITY if necessary to address additional service needs or unforeseen circumstances.
16. Governance. This Agreement shall be construed in accordance and governed by the laws of the State of Michigan and situs for any claims shall be Washtenaw County, Michigan.
17. Resolution of Disputes. In the event of any dispute concerning this contract or the terms thereof, the parties agree to binding arbitration according to the rules of the American Arbitration Association. Any arbitration shall be conducted in Ypsilanti, Michigan.
18. Inclusion of Bid Documents. The bid documents and approved bid proposal from CONTRACTOR are part of this contract and incorporated herein by reference. This contract shall take precedence in case of any conflict between this contract and any bid document.
19. Addendum to Agreement for Services. The City of Ypsilanti's standard Addendum to Agreement for Services is part of this contract and incorporated herein by reference.

This is the entire contract between the parties and no modification or variation of the same shall be recognized except in writing by the parties.

Dated this _____ day of _____ 2017, in Ypsilanti, Michigan.

In Witness:

YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

_____ **By:** _____

_____ **By:** _____

**YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY
STREETSCAPE MAINTENANCE SERVICE CONTRACT**

APPENDICES

- Appendix A: Addendum to Agreement for Services
- Appendix B: Bid Documents Request for Proposals
- Appendix C: Minority and Female Status Report
- Appendix D: Living Wage Ordinance Compliance Report
- Appendix E: Performance Bond
- Appendix F: Contractor's Declaration
- Appendix G: Contractor's Affidavit
- Appendix H: Map of Service Area

ADDENDUM TO AGREEMENT FOR SERVICES

This Addendum shall be a part of a certain agreement between the YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY of, 1 S. Huron, Ypsilanti Michigan 48197 referred to as "AUTHORITY" and _____ of _____ referred to as "CONTRACTOR", a Michigan Corporation

1. This Addendum is an addition and amendment to the primary Contract between the parties. In an event of a conflict between the language of this Addendum and the primary Contract, the language and terms of this Addendum shall take precedence.
2. **Standard of Performance.** The CONTRACTOR shall perform the Contract faithfully and diligently and perform the services in a competent, professional, satisfactory and proper manner and during the Contract term or extensions thereof, use every best effort and endeavor to promote the interests of the AUTHORITY and devote such time, attention, skill, knowledge and ability as is necessary to most effectively and efficiently carry out and perform the Contract.
3. The parties understand and agree that the AUTHORITY may terminate this Contract at any time with or without notice. In such event the CONTRACTOR will be compensated for work already completed.
4. This Contract is to be performed in Washtenaw County, Michigan and all legal venues shall exclusively lie therein.
5. The parties agree that time is of the essence in the performance of this Contract by the CONTRACTOR.
6. Each provision of this Contract shall be separately enforceable and in the event that a court of competent jurisdiction determines or adjudges that any provision of this Contract is invalid or illegal, such decision shall not affect the rest of the Contract which shall remain in full force and effect.
7. This Agreement shall be governed by and construed in accordance with the laws of Michigan.
8. **Independent Contractor.** The relationship of the CONTRACTOR to the AUTHORITY is and shall continue to be that of an independent contractor and no liability or benefits such as worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract.
9. **Waiver of Liability.** The CONTRACTOR hereby waives any claim against the AUTHORITY and agrees not to hold the AUTHORITY liable for any personal injury or damage incurred by it, its employees or associates on this project which is not held by a court of competent

jurisdiction to be directly attributable to the sole and/or gross negligence or malicious intentional conduct of any employee of the AUTHORITY acting within the scope of their employment. It further agrees to hold the AUTHORITY harmless from any such claim by its employees or associates.

10. For the purpose of the hold harmless indemnity and insurance provisions contained in this Contract, the term "AUTHORITY" shall be deemed to include the City of Ypsilanti and all other associated, affiliated, allied or subsidiary entities, or commissions, officers, agents, representatives and employees.

11. The following Indemnification Agreement shall be, and is hereby, a provision of the Contract and shall be endorsed on the reverse sides of all certificates of insurance:

"The CONTRACTOR agrees to protect, defend, indemnify and hold the AUTHORITY and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this Agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copy right (or application for any thereof) or any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The CONTRACTOR further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent."

12. Insurance.

a. The CONTRACTOR prior to commencing work shall provide at his own cost and expense the following insurance to the AUTHORITY (in insurance companies licensed and/or approved in the State of Michigan, which insurance shall be evidenced by certificates and/or policies as determined by the AUTHORITY. All policies and certificates of insurance shall be approved by the Director of the AUTHORITY prior to the inception of any work.

b. Each certificate or policy shall require that, thirty days prior to cancellation or material change in the policies, notice thereof shall be given to the AUTHORITY of registered mail, return receipt requested, for all of the following stated insurance policies. All such notices shall name the CONTRACTOR and identify the contract number.

c. All property losses shall be made payable to and adjusted with the AUTHORITY.

d. In order to determine financial strength and reputation of insurance carriers, all companies providing the coverages required shall be licensed or

approved by the Insurance Bureau of the State in which the work is performed and shall have a financial rating not lower than XI and a policyholder's service rating no lower than B+ as listed in A.M. Best's Key Rating Guide, current edition. Certificates of insurance shall note A.M. Best's Rating. Companies with ratings lower than B+: XI will be acceptable only upon written consent of the Owner.

e. All policies and certificates of insurance of the CONTRACTOR shall contain the following clauses:

(1) The clause "other insurance provision" in a policy in which the AUTHORITY is named as an insured, shall not apply to the AUTHORITY.

(2) The insurance companies issuing the policy or policies shall have no recourse against the AUTHORITY (Including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.

(3) Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the sole risk of the CONTRACTOR.

(4) The AUTHORITY (at its option) shall be listed as an Additional Named Insured on the following insurance coverages provided by the CONTRACTOR.

YES <input checked="" type="checkbox"/>	NO	1) Comprehensive General Liability
YES <input checked="" type="checkbox"/>	NO	2) Automobile Liability
YES <input checked="" type="checkbox"/>	NO	3) Owners Contractors Protective Liability

f. The CONTRACTOR shall maintain at its own expense during the term of this Contract the following insurance:

(1) Worker's Compensation insurance with Michigan statutor/ limits and employers' liability insurance with minimum limits of \$100,000 each accident.

(2) General Liability insurance with a minimum limit of liability per occurrence of \$1 Million Combined Single Limit (Bodily Injury/Property Damage).

This insurance shall indicate on the Certificate of Insurance the following coverages:

- (a) Premises - Operations
- (b) Independent Contractor and Subcontractors
- (c) Products and Completed Operations
- (d) Broad Form Contractual
- (e) Broad Form Liability Endorsement

(2) Automobile Liability insurance with minimum limits of liability, per occurrence, of \$1 Million Combined Single Limit (Bodily Injury/Property Damage) unless otherwise indicated in the "Special Conditions" of the Contract specifications. This insurance shall include for bodily injury and property damage the following coverages:

- (a) Owned automobiles

- (b) Hired automobiles
- (c) Non-owned automobiles

(2) Protective Liability Insurance: Owners and Contractors. The CONTRACTOR shall provide the original and duplicate policy of insurance to the AUTHORITY Executive Director. This insurance contract shall name the AUTHORITY as the insured and remain in effect until the contract is accepted by the AUTHORITY.

The insurance shall provide minimum limits of liability per occurrence of \$500,000 Combined Single Limit. Said insurance shall provide that the term "Owner" or AUTHORITY shall be deemed to include all authorities, boards, bureaus, commissions, divisions, departments, districts and offices of the AUTHORITY and the individual members, employees and agents thereof in their official capacities.

(3) Construction Insurance: The CONTRACTOR at his own cost and expense shall provide and maintain the applicable construction insurance until the Contract is accepted by the AUTHORITY and/or its designee. This coverage shall be written for 100% of the completed value covering the AUTHORITY as the insured, with a deductible of not more than \$1,000. The CONTRACTOR shall provide the original and duplicate policy to the AUTHORITY (unless the AUTHORITY/ shall accept, in lieu thereof, all contained endorsements including all applicable provisions and coverages).

(4) Professional Services. CONTRACTOR shall provide professional liabilities (errors and omissions) insurance, with minimum limits of \$1 Million each occurrence.

(5) Disability Benefits: The CONTRACTOR shall provide proof of compliance with the Disability Benefits Law. (If applicable).

(6) Additional insurance may be required on an individual basis for extra hazardous contracts and specific service agreements. If such additional insurance is required for a specific contract, that requirement will be described in the "Special Conditions" of the contract specifications.

b. If any of the Property and Casualty insurance requirements are not complied with at their renewal dates, payments to the CONTRACTOR will be withheld until those requirements have been met, or at the option of the AUTHORITY, the AUTHORITY may pay the Renewal Premium and withhold such payments from any monies due the CONTRACTOR.

c. In the event that claims in excess of the insured amounts provided herein, are filed by reason of any operations under the Contract, the amount of excess of such claims, or any portion thereof, may be withheld from payment due or to become due the CONTRACTOR until such time as the CONTRACTOR shall furnish such additional security covering such claims as may be determined by the AUTHORITY.

d. If at any time any of the foregoing policies shall be or become unsatisfactory to the AUTHORITY to form or substance, or if a company insuring any

such policy shall be or become unsatisfactory to the AUTHORITY, the CONTRACTOR shall upon notice to that effect from the AUTHORITY promptly obtain a new policy, submit the same to the AUTHORITY Director for approval and submit a certificate thereof as herein provided. Upon failure of the CONTRACTOR to furnish, deliver and maintain such insurance as above provided, this Contract, at the election of the AUTHORITY may be forthwith declared suspended, discontinued or terminated. Failure of the CONTRACTOR to take out and/or maintain or the taking out and/or maintenance of any required insurance, shall not relieve the CONTRACTOR from any liability under the Contract, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of the CONTRACTOR concerning indemnification.

2. Conflict of Interest. The CONTRACTOR covenants that neither said corporation nor any officer, agent or employee of the corporation has any interest nor shall they acquire any interest, directly or indirectly, which would conflict in the manner or degree of performance with the Contract.

3. Contingent Fees. The CONTRACTOR warrants it has not employed or retained any company or person other than bonafide employees working solely for the CONTRACTOR, to solicit or secure this Contract, and that it has not paid or agreed to pay any company, or person, other than a bonafide employee working solely for the CONTRACTOR, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award of making this Contract. For breach or violation of this warranty, the AUTHORITY shall have the right to annul the Contract without liability or, at its discretion, to deduct from the fees due the CONTRACTOR, or otherwise, recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

4. Equal Opportunity. The CONTRACTOR has knowledge of and agrees to comply with the provisions of the Ypsilanti City Ordinance 538, Affirmative Action.

5. The CONTRACTOR further agrees to perform this Contract in accord with all federal, state and local laws and will not discriminate against any person on the basis of race, sex, sexual orientation, color, national origin, religion, handicap status, heights, weight, marital status, or other criteria which is not relevant to the particular job.

6. The CONTRACTOR further agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, disability as set forth in the American's With Disability Act, age, height, weight, or marital status (except insofar as it relates to a bonafide or occupational qualification reasonable necessary to the normal operation of the business). Breach of this provision may be regarded as material breach of the Agreement.

7. Permits. The CONTRACTOR shall secure and bear the cost of any permits or licenses of a temporary nature necessary for the prosecution of the work. In particular, he shall secure and bear the cost of shutting off and turning on public services of every nature which may be required by his operations. Where such discontinuance of service affects consumers, due and sufficient notice shall be served upon those so affected.

8. Davis-Bacon Act. Pursuant to City Code section 2.298(8), and the Davis-Bacon Act, Title 29. 40 UCS Section 276A-276A-5 the rates of wages paid to employees of the CONTRACTOR on this work shall be the prevailing wages for this locality to all class of workers employed by the CONTRACTOR on this improvement, as forth in the Code and Act.

9. In the event the contract provides for improvement of real property or performing management construction services as provided in MCLA 125.1591, the following provisions apply:

(A) A contract between CONTRACTOR and the AUTHORITY for an improvement as provided above shall contain the following provisions:

(a) That if a CONTRACTOR discovers one or both of the following physical conditions of the surface or subsurface at the improvement site, before disturbing the physical condition, the contractor shall promptly notify the AUTHORITY of the physical condition in writing:

(i) A subsurface or a latent physical condition at the site is differing materially from those indicated in the improvement contract.

(ii) An unknown physical condition at the site is of an unusual nature differing materially from those ordinarily encountered and generally recognized as inhering in work of the character provided for in the improvement contract.

(b) That if the AUTHORITY receives a notice under subdivision (A), the AUTHORITY shall promptly investigate the physical condition.

(c) That if the AUTHORITY determines that the physical conditions do materially differ and will cause an increase or decrease in costs or additional time needed to perform the contract, the AUTHORITY's determination shall be made in writing and an equitable adjustment shall be made and the contract modified in writing accordingly.

(d) That the CONTRACTOR cannot make a claim for additional costs or time because of a physical condition unless the CONTRACTOR has complied with the notice requirements of subdivision (A). The AUTHORITY may extend the time required for notice under subdivision (A).

(e) The CONTRACTOR cannot make a claim for an adjustment under the contract after the CONTRACTOR has received the final payment under the contract.

(B) If the CONTRACTOR does not agree with the AUTHORITY's determination, with the AUTHORITY's consent the CONTRACTOR may complete performance on the contract.

(C) At the option of the AUTHORITY, the CONTRACTOR and the AUTHORITY shall arbitrate the CONTRACTOR'S entitlement to recover the actual increase in contract time and costs incurred because of the physical condition of the improvement site. The arbitration shall be conducted in accordance with the rules of the American Arbitration Association and judgment rendered may be entered in any court having jurisdiction.

(D) If an improvement contract does not contain the provisions required under (A), the provisions shall be incorporated into and considered part of the improvement contract.

21. **Living Wage. NOTE: THIS PARAGRAPH TO BE USED ONLY IF CONTRACT IS OVER \$10,000.**

A. (1) Living Wages shall be paid according to the Ypsilanti Living Wage Ordinance No. 892 (The Ordinance), and

(2) Suitable notices shall be posted in the work place; and

(3) Evidence of compliance including payroll records shall be provided to the Ypsilanti Personnel Department within 10 days of written request from the Ypsilanti Personnel Department.

B. In the event of violation of the provisions of The Ordinance or this contract this contract may be modified or terminated to comply with the provisions of The Ordinance, including withholding of moneys in amount equal to Living Wages not paid in accordance with The Ordinance and the AUTHORITY may also take action to recover the amount of the contract provided to any person found to have violated The ordinance.

C. Any employee shall have a separate cause of action to enforce the provisions of this contract and The Ordinance and any rights conferred under The Ordinance, in law and or equity, and any court of competent jurisdiction upon proper proof and the prevailing of the employee in such action, shall award actual damages, wage restitution, interest and actual attorney fees.

D. The AUTHORITY shall have the right to enforce this contract and The Ordinance in law or equity by court process including specific performance.

22. Citizenship The CONTRACTOR is responsible for ensuring that all employees have furnished proof of their right to work in the United States.

23. Not in Default to AUTHORITY. The CONTRACTOR hereby certifies that the CONTRACTOR is not in default to the AUTHORITY, and that there are no unpaid taxes, real or personal, owed to the AUTHORITY by the CONTRACTOR, and the CONTRACTOR has no other unfulfilled obligations to the AUTHORITY and is compliance with all Ypsilanti City codes and ordinances. The parties understand that a breach of this provision is a material breach of the contract.

24. This Contract and attachments hereto are the sole Contract and Agreement between the parties. Any changes, additions or deletions shall not be effective or actionable unless they are in writing signed by the parties.

IN WITNESS WHEREOF, the undersigned have set their hands this day of _____, 2017.

In the presence of:

_____ a Michigan Corporation, CONTRACTOR

By: _____

**YPSILANTI DOWNTOWN
DEVELOPMENT AUTHORITY.
AUTHORITY**

By: _____
Joe Meyers, Executive Director

**YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY STREETScape MAINTENANCE
SERVICES REQUEST FOR PROPOSALS**

Name of Bidding Contractor: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

As the authorized representative of the bidding contractor named above, I hereby declare familiarity with the location of the proposed scope of services and conditions under which it must be performed, that these specifications have been carefully examined, are understood and accepted as adequate for the purpose, and agrees to contract with the Ypsilanti Downtown Development Authority (YDDA) to perform all specified tasks and to furnish all labor, materials, tools, equipment, utilities, transportation and supervision necessary to perform and complete, in a satisfactory manner, all work required in conjunction with the above named project and to accept as full payment thereof, subject to additions and/ or deletions required by the contract, the sum of _____ total year 1 & 2 Dollars.

TOTAL YEAR 1 BASE BID: \$ _____

TOTAL YEAR 2 BASE BID: \$ _____

OPTIONAL YEAR 3 BASE BID: \$ _____

BID ANALYSIS

Unit prices shall be submitted for all proposed contract work. Contractor is responsible to verify site conditions, specifications, estimated quantity of labor and material requirements. All work to be completed in accordance with these specifications.

1. WEED CONTROL IN HARDSCAPE AREAS

Treatment and removal of weeds from public sidewalks, parking lots, curb edges, tree grates, and other public right-of-ways.

Year 1: 4 treatments

Year 2: 4 treatments

\$ _____

\$ _____

2. LOOSE TRASH REMOVAL

Removal of loose trash from public sidewalks, parking lots, common dumpster areas in the N. and S. Huron St. parking lots and Adams St. lot, and the general areas of the Washington Street Parking lot, alleyways, planting areas and other public rights-of-way. Dumpsters to be emptied by Republic Services and street receptacles to be emptied by City's Department of Public Services.

Year 1: Weekly

Year 2: Weekly

\$ _____

\$ _____

Extra trash pick-up and power-washing of common dumpster areas in the N. and S. Huron St. parking lots and Adams St. lot as needed including bulk item/trash removal.

Year 1: As needed

Year 2: As needed

\$ _____/yr

\$ _____/yr

3. PARKING LOT PLANTING ISLANDS

Monitor all planting islands every 2 weeks and remove weeds as needed to maintain weed-free beds;

Year 1: Bi-weekly

Year 2: Bi-weekly

\$ _____/hr \$ _____/yr

\$ _____/hr _____/yr

Fall clean-up, dead-head and remove foliage from annuals and perennials as appropriate and clean out/rake all planting beds.

Year 1: One per year

Year 2: One per year

\$ _____/hr \$ _____/yr

\$ _____/hr \$ _____/yr

Spring clean-up, dead-head and remove foliage as appropriate, clean out/rake all planting beds, and improve soil as needed (except S. Huron Parking Lot entrance islands).

Year 1: One per year

Year 2: One per year

\$ _____/hr \$ _____/yr

\$ _____/hr \$ _____/yr

Water all planting beds 3 times per week or as directed by YDDA to meet seasonal needs. Please include an ala carte cost for additional watering as requested when necessary to due seasonal needs.

Year 1: 3 /wk as needed

Year 2: 3/wk as needed

\$ _____/hr \$ _____/yr

\$ _____/hr \$ _____/yr

Water all planting beds on afternoon of Ypsilanti Pride Day if plantings conducted by volunteers (third Saturday in May unless otherwise defined).

Year 1: 1 application

Year 2: 1 application

\$ _____/app

\$ _____/app

4. MICHIGAN AVENUE MEDIAN/NORTH WASHINGTON PLANTERS

Monitor all planters every 2 weeks and remove weeds as needed to maintain weed-free beds

Year 1: Bi-weekly

Year 2: Bi-weekly

\$ _____

\$ _____

Fall clean-up and remove foilage from all median planters

Year 1: One per year

Year 2: One per year

\$ _____

\$ _____

Prepare and cultivate soil of all planters in and install annuals (as directed and supplied by YDDA).

Year 1: One per year

Year 2: One per year

\$ _____

\$ _____

Replant planters with replacement annuals as needed and directed by the YDDA.

Year 1: As needed

Year 2: As needed

\$ _____/hr \$ _____/yr

\$ _____/hr \$ _____/yr

Water planters 3 times per week or as directed by YDDA to meet seasonal needs. Weekly costs shall be

based on actual applications up to 3 such applications each week based on seasonal needs. Additional applications shall be made only with permission of YDDA. Please include an ala carte cost for additional watering.

Year 1 3/ wk as needed

Year 2: 3/wk as needed

\$_____/hr \$_____/yr

\$_____/hr \$_____/yr

5. HANGING BASKET PLANTERS

Replant hanging basket planters with replacement annuals as needed and directed by the YDDA.

Year 1: As needed

Year 2: As needed

\$_____/hr \$_____/yr

\$_____/hr \$_____/yr

Water hanging basket planters 3 times per week or as directed by YDDA to meet seasonal needs. Weekly costs shall be based on actual applications up to 4 such applications each week based on seasonal needs. Additional applications shall be made only with permission of YDDA. Please include the ala carte costs for additional watering as needed.

Year 1: 3/wk as needed

Year 2: 3/ wk as needed

\$_____/hr \$_____/yr

\$_____/hr \$_____/yr

Water and Install hanging basket planters on afternoon of Ypsilanti Pride Day.

Year 1: 1 application

Year 2: 1 application

\$_____/app

\$_____/app

ADDITIONAL COST: if the DDA adds additional hanging baskets, please provide a per basket cost for watering and installing hanging baskets

Year 1:

Year 2: 1 application

\$_____/per basket

\$_____/per basket

9. DEPOT TOWN RAINGARDENS

Monitor all rain gardens every 2 weeks and remove weeds as needed to maintain weed-free beds;

Year 1: Bi-weekly

Year 2: Bi-weekly

\$_____/hr \$_____/yr

\$_____/hr _____/yr

Monitor all rain gardens every 2 weeks and remove all loose trash and debris;

Year 1: Bi-weekly

Year 2: Bi-weekly

\$ _____/hr \$ _____/yr

\$ _____/hr _____/yr

Fall clean-up, dead-head and remove foliage from perennials as appropriate and clean out/rake all rain gardens.

Year 1: One per year

Year 2: One per year

\$ _____/hr \$ _____/yr

\$ _____/hr \$ _____/yr

Spring clean-up, dead-head and remove foliage as appropriate, clean out/rake all rain gardens, and improve soil as needed.

Year 1: One per year

Year 2: One per year

\$ _____/hr \$ _____/yr

\$ _____/hr \$ _____/

Water all rain gardens as directed by YDDA to meet seasonal needs.

Year 1: As needed

Year 2: As needed

\$ _____/app

\$ _____/app

MINORITY AND FEMALE STATUS REPORT

The City of Ypsilanti has adopted an ordinance requiring contracts over \$2,000 and employing at least one person, to submit information to the City regarding minority and female participation in your workforce. This document consists of five sections of which I and IV are required to be completed by the contractor. To verify compliance with the ordinance, the contractor must complete section II or III but not both. Contractors may comply without regard to this document by submitting an acceptable affirmative action plan consistent with the guidelines of the Michigan Civil Rights Commission.

.....

SECTION I. Company Name _____ Contact Person _____

Street Address _____ City _____ State ____ Zip _____

County _____ Phone _____ Date Prepared _____

Contract For _____ City Department _____

.....

SECTION II.

JOB CATEGORY	# OF EMPLOYEES	# OF FEMALES	% OF FEMALES	# OF MINORITIES	% OF MINORITIES
OFFICIALS, ADMINISTRATORS, MANAGERS					
PROFESSIONALS					
SKILLED CRAFT					
CLERICAL					
TECHNICIANS					
OPERATORS					
SERVICE WORKERS					
LABORERS					
SERVICE/ MAINTENANCE					
SALES					
EMPLOYMENT TOTALS *					

* NOTE: AN AFFIRMATIVE ACTION STATEMENT **MUST** BE ATTACHED IF THE OVERALL FEMALE PERCENTAGE DOES NOT EQUAL AT LEAST 46.6% AND THE OVERALL MINORITY PERCENTAGE DOES NOT EQUAL AT LEAST 12.9%.

SECTION III. Assurances of Minority Contract Compliance

COMPLETE THIS SECTION ONLY IF YOU DID NOT COMPLETE SECTION II.

___ Part A. The general contractor named in Section I assures the City of Ypsilanti that 10% of the prime contract will be expended on services or supplies from minority contractors or from persons employing at least 50% minorities:

_____	_____	_____	_____
Subcontractor's Name	Telephone	Subcontract Value	
_____	_____	_____	_____
Street Address	City	State	Zip Code

___ Part B. An Affirmative Action Plan is attached.

___ Part C. The general contractor named in Section I is a minority owned business.

.....

SECTION IV. Contractor's Certification

I hereby swear that this is a true and correct document and I am an authorized representative of this company.

_____	_____
Authorized Signature	Date

Sworn before me _____ a Notary Public on this day of _____, _____.

Notary Signature

.....

CITY USE ONLY - AUTHORIZED CITY REPRESENTATIVE CERTIFICATION (DEPARTMENT SUBMITTING CONTRACT)

I, _____, as the City Representative for the above contract do hereby affirm that this document was prepared in accordance with the City of Ypsilanti charter, ordinances and bid specifications.

_____	_____
City Authorized Representative	Date

.....

SECTION V. CERTIFICATION OF COMPLIANCE

I, _____, Affirmative Action Compliance Officer, do hereby certify that, to the records on file in my office, the contractor doing business as stated above is in compliance with Ordinance 538.

Date

REV. 03/05 - HR DEPARTMENT

SAMPLE ONLY

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYMENT POLICY STATEMENT

We are an equal opportunity employer and make employment decisions on the basis of merit; We want to have the best available person in every job. Company policy prohibits unlawful discrimination based on race, color, religion, sex, ancestry, sexual orientation, national origin, marital status, age, physical or mental disability, or any other status or condition made unlawful by Federal, state, or local law.

The company is committed to complying with all applicable equal employment opportunity laws and pledges not to discriminate against employees or applicants because of any of the protected classifications listed above or other non-job related characteristics. This commitment applies to all persons involved in the company's operations and prohibits unlawful discrimination by all employees at all levels.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, we will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless undue hardship would result.

Also, we wish to issue a firm statement of personal commitment that affirmative action employment is a fundamental company policy. All department heads are responsible for the enforcement of affirmative action and transmitting to all employees and citizens of our community our commitment to this goal.

Our equal employment policy requires us to practice specific affirmative action throughout the company to overcome effects of past discrimination. Affirmative action affects all employment practices, including hiring, promotions and layoffs.

Signature of Company Official

Date

LIVING WAGE ORDINANCE COMPLIANCE REPORT

The City of Ypsilanti has adopted Ordinance 892, which requires any person(s) receiving financial benefit from the City of Ypsilanti to pay their employees a living wage, financial benefit shall mean (1) any contract to primarily furnish services in the amount of \$10,000, or more, in any 12 month period, or (2) the receipt of grant money, financial assistance, or a tax abatement in the amount of \$10,000, or more, in any 12 month period, financial benefit does not include maintenance services purchased at the time of purchase of equipment.

Every person that receives a financial benefit from or through the City of Ypsilanti shall pay a living wage to all persons who work on the contract or who work in (or whose base of employment is in) the workplace or location that receives the grant money, tax abatement, or financial assistance. Living Wage is defined as wages of \$14.43 per hour when health care is not provided, and \$12.93 per hour when health care is provided.

Please complete the sections listed below. Section A is mandatory.

By completing Section B, you certify that your contract or agreement with the City of Ypsilanti is not subject to Ordinance 892.

By completing Section C, you certify that your contract, agreement, or other form of financial assistance is subject to Ordinance 892. As a requirement of the Ordinance, the City's Human Resources Department may request proof of compliance with the Ordinance. **You are required to furnish the Human Resources Department with copies of payroll records within 10 days of a written request. Failure to comply with the request may cause the contract to be modified or terminated to comply with the provision of the Living Wage Ordinance, including withholding of moneys in amount equal to Living Wages not paid in accordance with this Ordinance, and the City may also take action to recover the amount of any contract provided to any person found to have violated the Ordinance.**

Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ypsilanti has the right to modify, terminate, cancel, or suspend a contract if the Ordinance is violated.

SECTION A: COMPANY INFORMATION	
Company Name & Contact Person:	Street Address, City, State, Zip Code:
Telephone Number:	Contract For: YDDA Streetscape Maintenance Contract
Date Prepared;	City Department Downtown Development Authority

SECTION B – Not subject to Ordinance 892	
I hereby swear that this is a true and correct document and I am an authorized representative of this company.	
Signature:	Date:

SECTION C – Subject to Ordinance 892	
I hereby swear that this is a true and correct document and I am an authorized representative of this company.	
Signature:	Date:

SECTION D – Authorized City Representative Certification (Department Submitting Contract)	
I, _____, as the City Representative for the above contract do hereby affirm that this was prepared in accordance with the City of Ypsilanti charter, ordinances, and bid specifications.	
Signature:	Date:

SECTION E – Certification of Receipt	
I, _____, do hereby certify that I have received this notice for compliance with Ordinance 892, and if the ordinance in fact applies to this contract, I will insure compliance by requesting payroll records from the company once the contract is approved by City Council.	
Signature:	Date:

SECTION F – Certification of Compliance	
I, _____, do hereby certify that I requested and received payroll records from the company listed in section A, and they do comply with the provision of Ordinance 892.	
Signature:	Date:

* Health Care Benefits include those paid for by the employer or making an employer contribution toward the purchase of health care.

REV. 6/09 - HR DEPARTMENT

PERFORMANCE BOND

Any singular reference to Contractor, Surety, Owner, or other party shall be considered plural where applicable.

CONTRACTOR (Name and Address)

SURETY (Name and Address of Principal
Place of Business)

OWNER (Name and Address)

City of Ypsilanti Downtown Development Authority
1 S. Huron
Ypsilanti, MI 48197

CONTRACT

Date:

Amount:

Description: Streetscape Maintenance Services for the Ypsilanti Downtown Development
Authority's Development Area.

BOND

Date (Not Earlier than Contract Date):

Amount:

Modifications to this Bond Form:

Surety and Contractor, intending to be legally bound hereby, subject to the terms established in
the following sections of this Performance Bond, do each cause this Performance Bond to be duly
executed on its behalf by its authorized officer, agent or representative.

CONTRACTOR AS PRINCIPAL SURETY

Company: _____(Corp.Seal) Company:_____ (Corp. Seal)

Signature: _____ Signature: _____

Name & Title: _____ Name & Title: _____

(Attach Power of Attorney)

(Space is provided below for signatures of additional parties, if required.)

1. The Contractor and the Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner for the performance of the contract, which is incorporated herein by reference.
2. If the Contractor performs the contract, the Surety and the Contractor have no obligation under this Bond, except to participate in conferences as provided in Section 3.1.
3. If there is no Owner default, the Surety's obligation under this Bond shall arise after:
 - 3.1 The Owner has notified the Contractor and the Surety at the addresses described in Section 10 below, that the Owner is considering declaring a Contractor default and has requested and attempted to arrange a conference with the Contractor and the Surety to be held not later than fifteen days after receipt of such notice to discuss methods of performing the contract. If the Owner, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Contract, but such an agreement shall not waive the Owner's right, if any, subsequently to declare a Contractor's default; and
 - 3.2 The Owner has declared a Contractor default and formally terminated the Contractor's right to complete the Contract. Such Contractor default shall not be declared earlier than twenty days after the Contractor and the Surety have received notice as provided in Section 3.1; and
 - 3.3 The Owner has agreed to pay the balance of the Contract price to:
 - 3.3.1 The Surety in accordance with the terms of the Contract;
 - 3.3.2 Another contractor selected pursuant to Section 4.3 to perform the Contract.
4. When the Owner has satisfied the conditions of Section 3, the Surety shall promptly and at the Surety's expense take one of the following actions:
 - 4.1 Arrange for the Contractor, with consent of the Owner, to perform and complete the Contract; or
 - 4.2 Undertake to perform and complete the Contract itself, through its agents or through independent contractors; or
 - 4.3 Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Contract, arrange for a contract to be prepared for execution by the Owner and the contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Contract, and pay to the Owner the amount of damages as described in Section 6 in excess of the balance of the Contract price incurred by the Owner resulting from the Contractor default; or
 - 4.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances;
 - 4.4.1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, tender payment therefore to the Owner; or
 - 4.4.2 Deny liability in whole or in part and notify the Owner citing reasons therefore.

5. If the Surety does not proceed as provided in Section 4 with reasonable promptness, the Surety shall be deemed to be in default on the bond fifteen days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Section 4.4, and the Owner refuses the payment tendered or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.
6. After the Owner has terminated the Contractor's right to complete the Contract, and if the Surety elects to act under Section 4.1, 4.2, or 4.3 above, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Contract, and the responsibilities of the Owner to the Surety shall not be greater than those to the Owner under the Contract. To a limit of the amount of this bond, but subject to commitment by the Owner of the balance of the Contract price to mitigation of costs and damages on the Contract, the Surety is obligated without duplication for:
 - 6.1 The responsibilities of the Contractor for correction of defective work and completion of the Contract;
 - 6.2 Additional legal, design professional and delay costs resulting from the Contractor's default, and resulting from the actions or failure to act of the Surety under Section 4; and
 - 6.3 Liquidated damages, or if no liquidated damages are specified in the Contract, actual damages caused by delayed performance or nonperformance of the Contractor.
7. The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Contract, and the balance of the Contract price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on the bond to any person or entity other than the Owner or its heirs, executors, administrators, or successors.
8. The Surety hereby waives notice of any change, including changes of time, to the Contract or to related subcontracts, purchase orders, and other obligations.
9. Any proceeding, legal or equitable, under this bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within two years after Contractor default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this bond, whichever occurs first. If the provisions of this paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.
10. Notice to the Surety, the Owner, or the Contractor shall be mailed or delivered to the address shown on the signature page.
11. When this bond has been furnished to comply with a statutory or other legal requirement, in the location where the Contract was being performed, any provision in this bond conflicting with said statutory or legal requirement shall be deemed deleted here from and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. The intent is that this bond shall be construed as a statutory bond and not as a common law bond.

12. Definitions.

- 12.1 Balance of the Contract Price: The total amount payable by the Owner to

The Contractor under the Contract after all proper adjustments have been made, including allowance to the Contractor or any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contract or under the Contract.

- 12.2 Contract: The agreement between the Owner and the Contractor identified on the signature page, including all Contract documents and changes thereto.
- 12.3 Contractor Default: Failure of the Contractor, which has neither been remedied nor waived, to perform or otherwise to comply with the terms of the Contract.
- 12.4 Owner Default: Failure of the Owner, which has neither been remedied nor waived, to pay the Contractor as required by the Contract or to perform and complete or comply with the other terms thereof.

CONTRACTOR'S DECLARATION

I hereby declare that I have not, during the period _____
to _____ A.D., 2017 performed any work, furnished any material, sustained any loss, damage or delay for any
reason, including soil conditions encountered or created, or otherwise done anything for which I shall ask,
demand, or sue for or claim compensation from _____ or
his agents, in addition to the regular items in set forth in the contact entitled
_____ and dated
_____ A.D., 2017 for
_____ executed between myself and the Owner, and in the Change Orders for work
issued by the Owner in writing as provided thereunder, except as I hereby make claim for additional
compensation and/or extension of time, as set forth on the itemized statement attached hereto.

There (is) (is not) an itemized statement attached.

Date: _____

Name of Contractor

By: _____

Name/Title: _____

CONTRACTOR'S AFFIDAVIT

STATE OF MICHIGAN)
) S.S
COUNTY OF WASHTENAW)

The undersigned, _____ hereby represents that on _____ A.D., 2017. he (it) was awarded a contract by the Ypsilanti Downtown Development Authority, 1 S. Huron, Ypsilanti, Michigan 48197, herein after referred to as the "Owner" _____ to accordance with the terns and conditions of the Contract entitled _____; and the undersigned further represents that the subject work has now been accomplished and the said Contract has now been completed.

The undersigned hereby warrants and certifies that all of his (its) indebtedness arising by reason of said Contract has been fully or satisfactorily secured, and that all claims from subcontractors and others for labor and material used in accomplishing said project, as well as all other claims arising from performance of said Contract, have been fully paid or satisfactorily secured. The undersigned further agrees that if any such claim should arise, he (it) shall assume responsibility for the same immediately upon request to do so by the Owner.

The undersigned for a valuable consideration, receipt of which is hereby acknowledged, does further hereby waive, release or relinquish any and all such claims or right of lien which the undersigned now has or may hereafter acquire upon the subject premised for labor and material used in accomplishing said project by the Owner.

This affidavit is freely and voluntarily given with full knowledge of the facts on this _____ day of A.D., 2017.

Contractor

By: _____

Name/Title: _____

Subscribed and sworn before a Notary Public in and for Washtenaw County, Michigan on this _____ day of A.D., 2017,

Notary Public: _____

My Commission Expires: _____

**City of Ypsilanti
Downtown Development Authority
Grant Approval and Review Committee Meeting
Wednesday, November 30, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

I. Call to Order 8:30am

II. Roll Call

RayVon Williams	P	Dieter Otto (C)	P
Martha Cleary	P	Kory Scheiber	P
Richard Murphy	A	Diana Wong	A
Andrew O’Neal	P	Jelani McGadney	A

III. Approval of Agenda *(X)

- Martha Cleary motioned to approve the agenda. Kory Schreiber supported the motion and the committee unanimously approved the agenda.

IV. Approval of October 25, 2016 Minutes *(X)

- Andrew O’Neal motioned to approve the meeting notes. Kory Scheiber supported the motion and the board unanimously approved the minutes.

V. Audience Participation: N/A

VI. Old Business: N/A

VII. New Business

1. New Grant Program – Rubric Review
 - a. Joe informed the committee of the suggestions the DDA board approved, then asked how the committee wanted staff to vet grants before committee review.
 - b. Martha Cleary suggested attaching the rubric to the façade grant.
 - c. The committee wanted the application to be open so people understand the process and ensure matches the values and vision of the DDA.
 - d. It was suggested that the new rubric be based off a 100 points possible grading scale.
 - e. The committee suggested adding an economic impact section to the application.
 - f. Andrew O’Neal proposed simplifying the language of the application, so no applicants are confused on the process or grading rubric.

- g. The committee final recommendation is to have the board approve the new application (attached) for the rehabilitation grant with the changes of adding the scoring mechanism to the grant, making the scoring to be out of 100 points and adding an economic impact section.

VIII. Proposed Business: N/A

IX. Announcements/Comments: N/A

X. Audience Participation: N/A

XI. Adjourn – Meeting adjourned at 9:51am

Next committee meeting will be held Wednesday, January 25, 2017, at 8:30am at SPARK East, 215 W. Michigan Ave.

Key: * = items requiring Committee action (X) = documents attached in packet

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 _____
2. Project Information _____
3. Project Description _____
4. Mortgage Information _____
5. Building Information _____
6. Signed Application Form _____
7. Signed Mortgage Note _____
8. Other Required Documentation
 - A. Property deed with legal description _____
 - B. Proof that all property taxes are paid and current _____
 - C. Proof of property and liability insurance _____
 - D. Copies of any leases associated with property _____
 - E. Two contractor quotes for total façade project _____
 - F. Photographs of proposed project site _____
9. Attachment Two _____
10. Attachment Three _____
11. Attachment Four _____
12. Attachment Five _____
13. Building Rehabilitation Agreement _____

YPSILANTI DDA BUILDING REHABILITATION PROGRAM

PURPOSE

As a fundamental goal of the Ypsilanti Downtown Development Authority (YDDA), the YDDA has determined that it is in the best interest of the public to halt property value deterioration, to eliminate that deterioration, and to promote economic growth and vitality within the Downtown Districts. In response to this stated objective, the YDDA has created the Building Rehabilitation program to rehabilitate and reuse older buildings in the Downtown Districts. The program is focused on providing financial assistance for upgrading older buildings to meet modern building code and accessibility requirements as well as to create consistency in design, materials and architectural character thereby enhancing the physical appearance of the Downtown. The buildings, once rehabilitated, must make a positive contribution to the overall character and architectural integrity of Downtown Ypsilanti. A successful rehab program will also leverage additional private capital results in continued growth and development within the borders of the DDA.

ELIGIBILITY

A property must be located within the one of the YDDA districts to be eligible. The program is open to both property owners and tenants; however, the owner must sign the Building Rehabilitation Agreement if the applicant is a tenant. Applicants will be required to complete an application packet provided by the YDDA. The following eligibility criteria also apply:

For Building Rehabilitation Grants:

1. Projects may include exterior façade improvements as part of the total project scope.
2. Projects must maintain or create first floor retail, commercial or professional uses to be eligible for program funding.
3. Program funds can be utilized for interior renovation and construction costs, with an emphasis on barrier free design requirements and/or state and local fire and safety codes.
4. Upon completion of any project the building must meet a basic condition test, which indicates that the property appears to be structurally sound, the roof intact and meets basic public safety codes.
5. The YDDA Economic Restructuring & Design Committee must approve the proposed improvements.
6. Awnings and signs may be eligible expenses under program guidelines, as long as they are part of a comprehensive building rehabilitation project.
7. Only facades abutting public right-of-way are eligible for assistance. Highly visible rear facades will be considered.
8. Building owners and tenants are eligible for the grant program. If a tenant applies for assistance, they must provide written proof that the building owner authorized proposed improvements and evidence

of an executed lease for a term equal to the Improvement Agreement.

9. All improvements must acquire Historic District Commission (HDC) approval in order to ensure that all modifications are in accordance with HDC guidelines before any reimbursement can be issued.

Additional Grant Requirements:

1. Applicant must provide proof that all property taxes are current and that the subject property is properly insured.
2. Applicant must provide detailed project financing and cost information and provide proof of available project funding in the form of bank/loan commitment letter(s) or personal equity.
3. Annual program funding will be limited, with projects awarded as funds are available. The YDDA will make final determinations on individual project eligibility and can reject any application based upon required insufficient program funds.
4. It is preferred that at least two licensed contractor quotes must be submitted, however, the applicant will not necessarily be required to accept the low bidder. If the applicant cannot provide two quotes, a waiver may be asked for (attachment six).
5. A minimum of 5% owner cash equity (of total project costs) will be required for all projects utilizing bank or other public financing.
6. All required municipal or government permits must be obtained prior to construction starting up.
7. Funds will be provided on a draw basis upon completion of work. Executed contracts and/or contractor invoices and proof that all required licenses, permits, and inspections have been received must be presented prior to disbursement of program funds.
8. Construction must commence within 90 days of approval for funding, verified by an award letter from the YDDA, 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.
9. Applicant must agree to abide by the items outlined in Attachment Two: Cooperation Agreement.

INELIGIBLE USES OF PROGRAM FUNDS

Program funds cannot be utilized for any of the following uses:

1. Refinancing or paying off existing debt
2. Property acquisition
3. Site plan, building or sign permit fees
4. Property appraisal costs, legal fees, or loan origination fees
5. Labor costs paid to the owner/applicant or relatives of owner/applicant
6. Building Demolition
7. Environmental consulting, testing, or actual abatement/clean-up costs
8. Purchase or upgrade of equipment.

PROGRAM REQUIREMENTS

Applicants will be required to complete an application packet provided by the YDDA. Applications may be obtained at the offices of the YDDA or by calling 734-482-9762. In addition to all required forms, architectural renderings and/or project descriptions must be presented in sufficient detail to demonstrate the exact scope of work. The following items will also be required as a part of the review/approval process:

1. A valid mortgage on the subject property and/or personal guarantee will be required as collateral.
2. Building Rehabilitation Program funding cannot exceed 50% of total project costs, or \$30,000, whichever is less.
3. Construction must commence within 90 days of approval for funding, verified by an award letter from the YDDA, and the Project must be completed within 120 days after the construction start date as verified by the YDDA. Requests for time extensions must be submitted in writing and will only be approved upon the expressed written consent of the YDDA.
4. After completion of the Project, and for a period of five (5) years thereafter, the Developer, its successors and assignees, agree not to modify or alter the façade of the building without the express written permission of the DDA.
5. Any façade alterations first must be reviewed by the Historic District Commission in order to ensure compliance with HDC guidelines.

FINANCING GUIDELINES

Applicants must demonstrate proof of available project funding, whether owner equity or private financing.

Program financing will be in the form of a reimbursement to the property owner/applicant. The reimbursement will be disbursed on a draw basis, under the terms and conditions specified in the Development Agreement.

APPLICATION & SELECTION PROCESS

YDDA staff will work closely with property owners and tenants to market the program and determine initial eligibility under program guidelines. Once the initial scope of work has been determined, staff will present the project to the YDDA Economic Restructuring & Design Committee. This committee will meet as needed to provide input, make suggestions to scope of work and approve or deny individual projects. Upon preliminary approval by committee, the project will be submitted to YDDA Board of Directors for final approval. Upon approval of the YDDA Board of Directors at a regularly scheduled monthly meeting, an Agreement will be executed and the project can proceed.

Selection Criteria

1. Buildings with first floor retail uses or projects, which will result in new commercial occupancy, will receive funding priority.
2. Projects, which will result in the creation or rehabilitation of upper story residential units or loft apartments, will also be considered.
3. Additional criteria that address the economic impacts of the proposed improvement and the overall program goals are included in Attachment Three and Four of this packet.
4. Attachment Five of this packet addresses General Design Guidelines that will govern the evaluation taken by Project Review Committee of proposed improvements.

SOURCE OF PROGRAM FUNDING

The YDDA and Washtenaw County Economic Development & Energy provide all funding for this program.

RIGHTS RESERVED

The YDDA reserves the right to reject any and all applications up to the limit of closing. The specific program guidelines herein are subject to revision or amendment by the YDDA Board of Directors. The YDDA may discontinue this program at any time, subject to the availability of program funding.

DEFAULT AND REMEDY

To access program funds, applicants must demonstrate a bona fide commitment to implement building improvements and must certify that construction will commence within 90 days of funding approval, verified by an YDDA award letter, and that the Project will be completed within 120 days of the start of construction as verified by the YDDA. The applicant will be in default if rehabilitation is not undertaken within the specific time period.

In the event of default all program funds applied to the project shall become due and payable, plus collection costs and reasonable attorney fees, if applicable. One or more of the following events shall constitute default:

1. The Owner/Applicant fails to pay, when due, any real estate taxes or special assessments on the subject property.
2. The Owner/Applicant expends program funds for uses other than approved project costs as represented in the original application.
3. If, during a period of five (5) years following the completion of the project, the Owner/Applicant transfers ownership or interest in subject property to another party, unless, such transfer secures the prior written approval of the YDDA.
4. Borrower defaults on private bank loan or other public financing made in conjunction with the DDA Building Rehabilitation Program.
5. 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.

**YPSILANTI DDA
BUILDING REHABILITATION PROGRAM**

Application Form

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.4829762

1. Applicant Information

Score: ___/5

NAME: _____

BUSINESS ADDRESS: _____

HOME ADDRESS: _____

BUSINESS PHONE: _____ HOME PHONE: _____

FAX: _____ EMAIL: _____

2. Project Information

Score: ___/5

BUILDING LOCATION: _____

BUSINESS (ES) LOCATED IN BUILDING: _____

BUILDING AGE: _____

BUILDING ZONED AS: _____ BUILDING SEV: _____

OWNER OF RECORD: _____

IF LEASED: Lease Expires _____ Renewal Term _____

3. **Project Description**

Score: ___/5

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.

Anticipated Construction

Start Date: _____ Completion Date: _____ Total Project Cost _____

4. **Mortgage Information**

Score: ___/5

Is there a current Mortgage on the property: YES _____ NO _____

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**

Score: ___/5

Will project result in a change of use for the building? YES _____ NO _____

Uses of the building after completion of the Rehabilitation project:

1st Floor:

2nd Floor:

3rd Floor:

Other:

6. **Other Required Documentation**

Score: ___/5

- 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 _____ day of _____, 20 ____

By: _____

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

Score: ___/5

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

Economic Impact

Score: ___/50

Please use this sheet to answer the following attach additional sheets as necessary:

1. Project Start Date: _____ Completion Date: _____

2. 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:

 - C. Temporary (construction) Jobs Created:

 - D. Permanent Jobs Created:

 - E. Does the project activate a vacant store front:

 - F. Is the project helping an existing business expand:

 - G. Will the award of this grant help a new business start in the DDA:

Applicant

Date

ATTACHMENT FIVE

Grant Criteria: Building Rehabilitation Program

Score: ___/10

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?

Applicant

Date

List of Exhibits

Exhibit A – The Project Site

Exhibit B – Design, Description and Cost of Project

Total Score: ___/100

Board Meetings –

3rd Thursday of each month, 8:30 am at SPARK East, 215 W. Michigan Ave.

January 19, 2017
February 16, 2017
March 16, 2017
April 20, 2017
May 18, 2017
June 15, 2017
July 20, 2017
August (no meeting scheduled)
September 21, 2017
October 19, 2017
November 16, 2017
December 21, 2017

Grants Committee Meetings – Wednesday the week following a Board meeting at 8:30 am at SPARK East, 215 W. Michigan Ave.

February 22, 2017
May 24, 2017
September 27, 2017
December 27, 2017

Operations & Finance Committee Meetings – Wednesday the week prior to Board meetings, 8:30 am at SPARK East, 215 W. Michigan Ave.

February 8, 2017
March 8, 2017
April 12, 2017
May 10, 2017
June 14, 2017
July 12, 2017
August (no meeting scheduled)
September 13, 2017
October 11, 2017
November 8, 2017
December 7, 2017

UPDATED 12/13/16