

**City of Ypsilanti**  
**Downtown Development Authority**  
**Board of Directors Meeting Agenda**  
**SPARK EAST, 215 W Michigan Ave**  
**Thursday, June 20th, 2019 – 8:30 a.m.**

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**

Beth Bashert	P	A	Ylondia Portis	P	A
Kayia Robinson	P	A	Andrew O’Neal	P	A
Janette Rook	P	A	Danielle Milner	P	A
Andy French	P	A	Ben Harrington (C)	P	A
Dieter Otto	P	A	Jen Eastridge	P	A

- **Introductions**
- **Approval of Agenda (X\*)**
- **Approval of May 16, 2019 Minutes (X\*)**
- **Public Comment (3 minutes each)**
- **Staff Report/Financial Report (X)**
- **Standing Committee Reports**
  - **Operations and Finance Committee**
    - **DDA Officer Recompense (X)**
    - **Legal Services RFP (X\*)**
  - **Marketing Committee**
    - **No Meeting in June**
  - **Grants Committee**
    - **Grant Funding Recommendations for FY 2019-2020 (X\*)**
    - **Grant Funding Recommendations for FY 2018-2019 (X\*)**
- **Old Business**
  - **RAC Negotiations**
- **New Business**
  - **Board Member Term Expirations in 2019**
- **Staff Updates**
- **Public Comment (3 minutes each)**
- **Announcements/Comments**

**Next Meeting: August 15th, 8:30 a.m., SPARK**

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

**City of Ypsilanti**  
**Downtown Development Authority**  
**Board of Directors Meeting**  
**Thursday, May 16, 2019 – 8:30 a.m.**  
**Minutes**

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**

Beth Bashert	P	Ylondia Portis	P
Kayia Robinson	A	Andrew O’Neal	A
Janette Rook	P	Danielle Milner	A
Andy French	P	Ben Harrington (C)	P
Dieter Otto	P	Jen Eastridge	P

**III. Introductions**

**Paula brown corner health**

**IV. Approval of Agenda (X)\***

- Dieter Otto motioned to approve the agenda and Andy French supported the motion. The committee approved the agenda. Motion Carried.

**V. Approval of April 18, 2019 Minutes (X)\***

- Andy French motioned to approve the April 18, 2019 meeting minutes and Jen Eastridge supported the motion. Motion carried.

**Audience Participation (3 minutes each)**

Paula is here for Corner health Center. They want to be involved in community events and be informed.

**VI. Staff Report/Financial Report (X)**

Staff updated the board about Ypsi Cleanup Day, Tech talent development, depot town plaza lights, downtown ambassadors that start work in July.

**VII. Standing Committee Reports**

- **Operations and Finance Committee (X)\***

***Rice street - Sidewalk Conditions***

The sidewalk conditions on Rice Street from Cross Street all the way to the parking lot is deplorable. 734 Brewery has taken a lot of initiative to find contractors and quotes to fix the problem, but the building owner does not seem interested in the project. This is a gateway into the community, and it could cause serious injury to a bicyclist or pedestrian. The question is, should the DDA be spending money fixing sidewalks that businesses are currently required to fix.

Andy French stated that this may cause other building owners distress, as they have been responsible for maintaining their sidewalks in the past.

Beth Bashert stated that it is a catch 22. The City's budget for sidewalks is completely devoted to paying entirely for curb cuts because of a ADA lawsuit. They cannot help pay for sidewalks at this time.

Ylondia Portis pointed out that it was in the DDA's vision for safe walkable cities. Infrastructure repair is paired with equity.

Dieter Otto asked to make assessments. Rice street needs to be accessible.

Jen Eastridge asked if businesses be responsible for the frontage, but can the DDA help with areas to the side of the store frontage for a complete project?

Ylondia Portis asked if the DDA can consider grants to cover such cost.

***Landscaping addendum-***

Staff is interested in removing existing metal tree grates in the Downtown areas and fixing those up. The cost to replace the trees that are currently missing are around about \$7500 per tree with new tree grates.

Beth Bashert asked staff to consider tree diversity.

Andy French asked that if they were to make a motion, how do they reconcile the budget?

Christopher will do the numbers and report back. It could be worked out from flower budget.

Ben Harrington would support the motion as it's tangible, and it's needed.

Andy French wants to make sure that the DDA is not going under reserves, and wants to see the budget amended.

Andy French motioned to approve the landscaping addendum, and Jen Eastridge supported the motion. Motion passed- unanimous.

- **Marketing Committee**

***Depot Town Signage-***

Ylondia Portis presented the Depot Town signage project. Designs are ready to go into production.

Andy French motioned to approve the Depot Town Signage design, and to move into production and installation. Dieter Otto supported the motion. Motion passed - unanimous.

***Incentives brochure-***

Staff give the board a look at an incentives brochure they've been working on for newcomers to the city.

Andy French suggested to have banks refer to this information. Most new businesses have their first conversations will be with their bank. It would also be good to enter CBO language and \* anything that may trigger CBO.

- **Grants Committee**

***Grant eligibility-***

The grants committee asked the board to review grant eligibility for non-profits. They are an important part of the community but do not contribute to the TIF capture.

Ben Harrington stated that he doesn't see a bylaw conflict.

Dieter Otto drew the analogy of a neighbor not mowing their lawn -it brings down the area, and the neighboring buildings.

Beth Bashert stated that if the DDA passes up a project that is bringing down a community, who are helping we helping?

Andy French suggested to include non-profit status on the scoring process.

### **VIII. Old Business**

#### **V New Business**

##### ***Maple Street lot-***

Christopher Jacobs reported that Operations and Finance Committee are unanimous on monetizing that lot. Either the DDA can hold off until the parking strategy is implemented, or they can get ahead of the Thompson Block and start collecting parking money for further parking improvements.

Beth Bashert stated that the DDA should know timelines for first low hanging fruit, and asked that the DDA wait until the city has more information about next steps.

Andy French is concerned about the timeline.

##### ***RAC negotiations-***

Ben Harrington updated the board about the current negotiations.

Staff has had the building appraised.

Beth Bashert is worried about conflicts of interests of the current negotiating team, and wants to rethink who will be at this table.

Beth Bashert offered to sit on the new negotiating team.

Beth Bashert motioned that the chair of the DDA create a committee to engage negotiations with Riverside Arts Center. Janette Rook supported the motion. Motion passed -- unanimous.

### **VI. Proposed Business**

#### **Staff Updates**

#### **Announcements/Comments**

#### **Public Participation:**

Paula of Corner Health Center thanked the DDA board for considering the work of nonprofits in this community, and including them in the grants eligibility.

#### **Next Meeting: June 20, 8:30 a.m., Spark East**

I.

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

## June 2019 Expenses

	AMOUNT	W. CROSS	DEPOT TOV	DOWNTOWN	LINE ITEM
WHCanon	\$ 3,822.14	\$ 840.87	\$ 879.09	\$ 2,102.18	Streetscape Maintenance
WHCanon	\$ 250.00			\$ 250.00	Waste Management
landscapeforms	\$ 1,235.85			\$ 1,235.85	TIF Projects
WHCanon	\$ 3,822.14	\$ 840.87	\$ 879.09	\$ 2,102.18	Streetscape Maintenance
Republic	\$ 2,088.93			\$ 2,088.93	Waste Management
Waste Management	\$ 43.87			\$ 43.87	Waste Management
Total	\$ 11,262.93	\$ 1,681.74	\$ 1,758.18	\$ 7,823.01	

## W. Cross St. Revenue Expenses Report

<b>06/11/2019</b>							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		7,560		11,745		-4,185	155%
TIFA		105,026		87,803		17,223	84%
<u>Total</u>		112,586		99,548		13,038	88%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		8,968		7,110		1,858	79%
TIFA Expenses		112,359		13,724		98,635	12%
<u>Total</u>		121,327		20,834		100,493	17%
<u>Revenues Over (Under) Expenses</u>		-8,741		78,714			
Fund Balance as of FYE June 2018		128,904					
Projected Appropriation for FYE June 2019		(8,741)					
Projected Fund Balance June 2019		120,163					
*both TIF and Operating Reserves							

## Depot Town Revenue Expenses Report

<b>06/11/2019</b>							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		12,342		14,381		-2,039	117%
TIFA		115,333		104,613		10,720	91%
<u>Total</u>		127,675		118,994		8,681	7%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		6,581		5,473		1,108	83%
TIFA Expenses		129,802		57,290		72,512	44%
<u>Total</u>		136,383		62,763		73,620	46%
<u>Revenues Over (Under) Expenses</u>		-8,708		56,231			
Fund Balance as of FYE June 2018		149,306					
Projected Appropriation for FYE June 2019		-11,508					
Projected Fund Balance June 2019		137,798					
*both TIF and Operating Reserves							

## Downtown Revenue Expenses Report

<b>06/11/2019</b>							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		35,074		40,211		-5,137	115%
TIFA		570,392		268,902		301,490	47%
<u>Total</u>		605,466		309,113		296,353	51%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		23,804		23,322		482	98%
TIFA Expenses		566,624		144,228		422,396	25%
<u>Total</u>		590,428		167,550		422,878	28%
<u>Revenues Over (Under) Expenses</u>		15,038		141,563			
Fund Balance as of FYE June 2018		80,563					
Projected Appropriation for FYE June 2019		15,038					
Projected Fund Balance June 2019		95,601					
*both TIF and Operating Reserves							

## YDDA Revenue and Expense Report

<b>06/11/2019</b>							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		54,976		66,337		-11,361	121%
TIFA		790,751		461,318		329,433	58%
<u>Total</u>		<u>845,727</u>		<u>527,655</u>		<u>318,072</u>	<u>62%</u>
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		39,353		35,905		3,448	91%
TIFA Expenses		808,785		215,242		593,543	27%
<u>Total</u>		<u>848,138</u>		<u>251,147</u>		<u>596,991</u>	<u>30%</u>
<u>Revenues Over (Under) Expenses</u>		<u>-2,411</u>		<u>276,508</u>			
Fund Balance as of FYE June 2018		358,773					
Projected Appropriation for FYE June 2019		-5,210					
Projected Fund Balance June 2019		353,563					
*both TIF and Operating Reserves							

## **City of Ypsilanti DDA Staff Report May 2019**

**Website:** Staff continues to update business directory and available properties. Business Directory is live.

**Community Outreach and Partnerships:** Staff routinely meets with business owners to discuss their needs and to inform them on DDA updates and with new businesses to discuss where to locate.

**Downtown Dumpster Management:** Staff is promoting the system and conducting weekly maintenance on the enclosures.

**Press/Communications:** We have been working to promote new businesses and events on the DDA's Facebook Page on a regular basis. Photos of businesses are being highlighted weekly.

**YDDA Bookkeeping and Budget:** Staff continues to monitor the budget and make recommendations to the Operations and Finance Committee as necessary.

**Streetscape Maintenance:** Staff has been planning 2019 streetscape maintenance with contractor. Crews have begun 2019 landscaping season.

**Grants:** New cycle is underway, we had 11 applicants, 8 of which are moving towards board decision

**New Businesses:** n/a

**Businesses Closing:** n/a

### **Staff Hours for April**

Christopher—Meeting of business owners, Budget preparation, DDA outreach, DDA board and committee meetings, business attraction, partner meetings, marketing, website outreach, grant outreach, implementation of new DDA reporting requirements, dumpster maintenance - 60 Hours  
Elize – Business check-ins, meeting coordination, DDA dumpster maintenance, payment processing for parking and dumpsters, website content creation and distribution , processing grant applications, DDA board and committee meeting minutes, promote DDA news and businesses via social media, special projects, meet and greet planning - 100 Hours

Bonnie –social media support, mapping and website help – 12 Hours

Joe – DDA guidance – 10 hours

### **Notable Projects**

**Tech Talent Development:** Match day was May 22<sup>nd</sup>.

**Downtown Ambassadors:** Ambassadors will be employed for 12 weeks, ten hours a week. The ambassadors will begin work in July.

**Upcoming Funding Request meetings:** Ypsi Glow

**RAC Negotiations and Appraisal:** Appraisal received.

**Community Cleanup Day:** Success

**Depot Town Plaza:**

**DDA Shop Incentive Program:** Staff is working on scrips system.

**First Fridays Report:** May had 37 venues participate. June had 42 venues holding events. Ypsi Pride was a giant success. Count estimates have not been made, but it looked to be about double the size of participants than the 5,000 in 2018.

**City of Ypsilanti Downtown Development Authority  
Operations & Finance Committee Meeting  
Wednesday June 12, 2019 – 8:30AM  
SPARK East 215 W Michigan Ave**

**I. Call to Order:****II. Roll Call**

Andrew French	P	Ruth Ann Jamnick	P
Zachary Schultz	A	Danielle Milner	P
Patton Doyle	A	Jared Walfish	P
Jen Eastridge	P		

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

- Ruth Ann Jamnick motioned to approve the agenda and Danielle Milner supported the motion. The committee approved the agenda. Motion passed- Unanimous.

**IV. Approval of Minutes\*(X)**

- Ruth Ann Jamnick motioned to approve the May 8th, 2019 meeting minutes and Danielle Milner supported the motion. Motion passed- Unanimous.

**V. Audience Participation: n/a****VI. Old Business:*****DDA Officer Recompense***

DDA provides a percentage of their revenue for services they did not receive in the past. The city recognizes the mistake and issue. 35% of TIF revenues go straight to the city for this agreement. 35% is about \$153,000.

Staff asks the committee to think about what they would like to see in the form of recompense from the city. Andy French was concerned over a lack of confidence that the city will provide services in the future given that they've already broken that trust with the DDA.

Recently, the DDA looked into the idea of acquiring parking lots to manage and monetize as a form of recompense from the city. The city did not like this idea.

Theres an idea that the 35% TIF revenue that goes directly to the city potentially be brought down to 30%. Andy French said that a \$7,000 reduction of payment to the city is nothing, would rather see it go down to 25% or explore other options.

Ruth Ann Jamnick and Jared Walfish would like to know the date of the of the signature on the IGA, and the approval date.

Andy French spoke to the bonding restrictions in the IGA on Depot Town. He mentioned that in his conversation with Ronnie Peterson, Amtrack will not come to depot town until parking infrastructure is enhanced. This money should be put towards the capital improvements such as parking for the train.

Jared Walfish agreed that if our ultimate goal is train and parking, the DDA should focus on that.

It was pointed out that all the money paid out to the IGA comes from all three districts, so the recompense cannot all be aimed at one project.

Danielle Milner stated that the partnership between the DDA and the City needs to remain strong.

Andy French stated that this IGA was not made in good faith on behalf of the city. There needs to be an acknowledgement that the DDA was pushed into a bad deal. The DDA needs the city to be a good partner and with good faith.

Ruth Ann Jamnick suggested to have a special meeting to talk about the history between the DDA and the City.

Jared Walfish wants to see increased services.

Jen Eastridge agreed that the City should pony up the services, not necessarily the cash, as that would be most beneficial for the residents and businesses.

### ***Downtown Ambassadors***

A meeting has not been scheduled yet, but sometime in the next week employees will be identified.

Danielle Milner asked if board members could attend the welcoming meeting and meet the ambassadors. Staff will invite all board members.

### **VII. New Business:**

#### ***West Cross Capital Improvement Planning***

The idea has been brought up about installing a power source, similar to what DAY has installed on N. Washington Street, down on West Cross for events.

The committee liked the idea, and wants to think of more needs that could be fulfilled on W. Cross.

Danielle Milner stressed about improvements to Ballard St. lot and how much that needs to be fixed to help the district.

#### ***Legal Services RFP***

Staff explained issues with the current DDA attorney. With a new attorney, we could confidently answer questions about the ballard street lot, tif borders, etc. The current attorney has been with the DDA since last year, but is charging too much, and giving inaccurate information.

Staff seeks a motion to move the Legal Services RFP to the board level.

Ruth Ann Jamnick motioned to recommend the Legal Services RFP to the board. Jen Eastridge supported the motion. Motion passed- unanimous.

#### ***Policy Review – Election of Officers***

On request of the committee, staff is to present one policy to review per month.

The committee discussed the policy, particularly that a committee chair is to only be chair for one year.

Rotating is healthy but we need to be realistic and mindful of board members time and capacity.

### **IX. Proposed Business:**

Danielle Milner recommends going into depth about RAC negotiations that are underway.

Jared Walfish would like to speak more about the Maple Street lot.

Danielle Milner asked if the DDA board can issue a special thank you letter, or proclamation, or event for the organizers of First Fridays Ypsilanti and Ypsi Pride. Staff will include this on the upcoming board agenda.

### **IX. Announcements/Comments:**

**X. Audience Participation:** N/A

### **XI. Adjourn**

Key: \* = items requiring Committee action (X) = documents attached in packet Ypsilanti Downtown Development Authority



## **DDA Officer Recompense**

## Intergovernmental Agreement for Services

The City of Ypsilanti (City), a Michigan Home Rule City of 1 South Huron Street, Ypsilanti MI 48197 and the Ypsilanti Downtown Development Authority (DDA) of 1 South Huron Street, Ypsilanti, MI 48197 for the mutual promises and benefit of each enter into this Intergovernmental Agreement:

### General Recitals

The DDA is a combination of several DDAs established by the City by ordinance. The DDA established several Tax Increment Financing (TIF) Districts and City approved the several TIF Plans. The Depot Town Plan will be expiring at the end of 2015. The DDA has developed and approved a new TIF Plan (Plan), presented it to the City and has requested that the City approve the Plan. The City is interested in approving the Plan. The parties are desirous of working together for the general greater benefit of the City and its downtown districts.

The City has been providing police services and trash pick up services to the DDA for several years in the DDA districts. The parties desire to continue this service arrangement and memorialize the service and payment for the 25 year duration of the Plan.

The City and DDA are both vitally interested in securing train service for the City. To secure train service, the City will have to invest in capital train-related improvements in the Depot Town area. The City and DDA will have to raise funds to invest in the capital improvements. In order to be able have funds available in the future, the parties will need to prioritize their expenditures. The parties both understand that it is important for the parties to agree on the prioritizing and expenditure of funds, especially funds raised from DDA tax increment financing. This agreement is to document the agreement of the parties.

The parties agree:

1. City will continue to provide one sworn police officer to patrol the DDA area on a schedule that is agreeable to both parties.
  - a. The City and the City Police Department (YPD) shall have complete control over the said police officer and officer functions, including scheduling, personnel assigned, police methods, equipment used, and training.
  - b. No member, officer, or employee of the DDA shall have any authority over such police officer and shall in no case give direction or comments to said police officer.

- c. All legal responsibility for the police officer and actions of the police officer shall be maintained by City and the City shall obtain and maintain liability insurance concerning the patrol activities of the police officer and YPD.
    - d. The parties understand that all of the actual scheduling shall be at the discretion of YPD, and the officer may be assigned or called upon to different duties or patrol upon exigent circumstances.
    - e. Any prior agreements between the parties concerning the dedication of officers to the DDA area are hereby expressly revoked.
2. City will continue to provide bi-weekly pedestrian trash receptacle service of 64 trash cans in the DDA areas.
  - a. The parties entered into a Contract for Downtown Pedestrian Trash Receptacle Services effective July 1, 2010.
  - b. The parties then entered into an Extension of this Contract for Downtown Pedestrian Trash Receptacle Services effective July 1, 2015.
  - c. The terms and conditions of these agreements shall be incorporated herein by reference and remain in full force and effect except as modified herein: Particularly the contract price, payment, and term are modified by this Intergovernmental Agreement.
3. City will provide annual Holiday Lighting and Décor installation and removal throughout the DDA.
  - a. All materials will be provided by the DDA. The DDA will be responsible for the costs associated with replacing broken or worn out decorations.
  - b. City will store all materials during the remainder of the year at the DPS yard.
4. City will provide snow removal and salt for the Riverside Arts Center Parking Lot, located at 76 N. Huron.
  - a. Snow removal will be provided based on the regular schedule of priorities for the City and will be done in conjunction with other Downtown municipal parking lots.
5. DDA will compensate and pay City for the services described herein in the amount of 35% of the gross funds received by the DDA from TIF plan capture in each of the Downtown, Depot Town and Cross Street TIF.
  - a. This agreement does not apply to the Water Street TIF.
  - b. The amounts shall be adjusted in the event of the addition or deletion of any TIF district.

6. Payments under this Intergovernmental Agreement shall be made by the City deducting said amount from the budget appropriation for the DDA each year.
7. The parties will continue to coordinate on DDA bond opportunities and the Depot Town TIFA shall not expend more than \$25,000 within one fiscal year on any one project without the mutual consent of City Council and the DDA Board.
8. The DDA agrees to prioritize bond opportunities to help provide funds for the future train or rail stations and additional parking in Depot Town for not more than 35% of the total Depot Town TIF capture.
9. The term of this Intergovernmental Agreement shall be for 25 years, commencing on the date executed by both parties. Any changes, additions, or deletions shall not be effective or actionable unless they are approved by the governing body of both parties and in writing and signed by both parties.
10. Each provision of this Intergovernmental Agreement shall be separately enforceable and in the event that a court of competent jurisdiction determines or adjudges that any portion of this contract is invalid or illegal, such decision shall not affect the rest of this contract, which shall remain in full force and effect.
11. This Intergovernmental Agreement is to be performed in the City of Ypsilanti, Washtenaw County, Michigan and all legal venue shall exclusively lie therein.
12. This Intergovernmental Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

13. This Intergovernmental Agreement shall inure to the assigns and successors of the parties.

IN WITNESS WHEREOF, the undersigned have set their hands:

**For the CITY OF YPSILANTI**

\_\_\_\_\_ Date: \_\_\_\_\_  
Amanda Edmonds, Mayor

\_\_\_\_\_ Date: \_\_\_\_\_  
Frances, McMullan, Clerk

**For the YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY**

\_\_\_\_\_ Date: \_\_\_\_\_  
Tim Colbeck, Executive Director

# Ypsilanti Downtown Development Authority Legal Services RFP



Due: August 1, 2019 at 3pm

## DDA Legal Services

### RFP

The Ypsilanti Downtown Development Authority (YDDA) is governed by a board of 12 members plus the Mayor of the City of Ypsilanti. The day-to-day work of the YDDA is carried out by its Executive Director and staff.

The Mission of the YDDA is to undertake district-wide improvements that have a positive economic, physical, aesthetic, and community impact in each of our four districts, including, attracting new businesses, retaining and growing existing businesses, and attracting residents and visitors.

Our **Core Values** are:

- Safe / clean / cared for
- Community engagement / participation / ownership
- Historic Preservation
- Diverse and Accessible
- Unique / eclectic / locally owned
- Positive (messaging, communication, approach)
- Sustainability
- Integrated / partnership / collaborative

The Ypsilanti Downtown Development Authority (YDDA) was originally established in March of 1976 with the goal of executing the Washington Promenade Streetscape Project. The YDDA then became inactive by 1979. However there was renewed interest in a YDDA in 1980 that led to the City completing a downtown development study in 1981. This eventually led to the creation of the 1983 Downtown Development TIF district and development plan. The TIF district and development plan have been amended several times since then leading the 2003 Downtown TIF and development plan.

In 2000, the YDDA district was expanded to include the Water St. District. A Water Street TIF and development plan was established in 2001.

The Depot Town DDA (DTDDA) was established in June of 1984 as part of the stated goals of the City's 1976 master plan. In 1992 a DTDDA TIF and development plan was established and was amended in 2000.

As part of the 2000 amended DTDDA TIF and development plan, the DTDDA district was expanded to include the W. Cross St. District. A Cross Street Neighborhood Improvement Plan was developed in 2002 and a new TIF district established in 2003.

The City of Ypsilanti was one of the few Michigan communities to have two separate DDA's. These two DDA's were governed by separate boards. In June 2009, the Ypsilanti City Council voted to create a single DDA board to govern both DDA's as one organization, the new YDDA.

Currently, the City's Community and Economic Development Department are contracted to provide Executive Director Services to the YDDA. The current contract will run from February 15, 2018 to February 14, 2020.

The YDDA is seeking retainer legal services for their operations. The YDDA seeks to enter into a two-year retainer service agreement would be the ideal relationship. Interested parties shall submit a proposal for consideration.

## **THE PROPOSAL**

Proposals shall be submitted in the following format for consideration no later than February 9, 2018

### **I. Letter of Transmittal.**

Please provide a letter of transmittal containing the following:

1. Explanation of the legal areas for which a proposal is being submitted.
2. A commitment that should the firm/attorney be selected they will be able to provide services.
3. The names and contact information of the persons authorized to represent the respondent.

### **II. Resumes**

Please provide a copy of resumes for each person included in the submittal.

### **III. Short Answer**

Please provide a brief response to each question.

1. Name, address, telephone number, and email address of the firm/attorney. Length of time at the present location.
2. Name, email address, and telephone number of contact attorney.
3. Number of year the firm/attorney has been in practice.
4. Brief history of the firm/attorney and practice areas.
5. Experience of the firm representing municipal or other public entities.
6. Indicate continuing legal education in the past two years relevant to the public sector.
7. Public entities currently represented.
8. Public entities represented in the past.
9. Litigation experience relevant to the public sector.
10. Specific experience in relation to Public Act 197, Michigan downtown development authorities, or similar public entities.
11. Does the firm/attorney have malpractice insurance?
12. Indicate for each attorney if there has been any disciplinary actions, suspension of license to practice law, or finding of misconduct.
13. Indicate if the firm/attorney has ever brought or threatened legal action against the Ypsilanti Downtown Development Authority or City of Ypsilanti. If so, indicate what the nature of the proceedings where, when the action was brought, and what the result was.

14. Indicate if the firm/attorney currently represents any party with a contract with the Ypsilanti Downtown Development Attorney.
15. Indicate if the firm/attorney has ever worked for the Ypsilanti Downtown Development Authority or City of Ypsilanti and if so when.
16. Give the name, telephone number and email address of three references.

IV. Financial Summary.

Please fill-in the financial summary as completely as possible. If a section does not apply please mark N/A (Not Applicable), if further information is required please submit a written explanation. Do not attach an alternative fee schedule.

Fees should be provided per hour unless otherwise indicated.

	Fees	Provider
Annual Retainer (if applicable)	\$	
Contract review	\$	
Consultation	\$	
Research	\$	
Correspondence	\$	
Copying, faxing, transmissions, ect.	\$	
Litigation	\$	
Other/Misc.	\$	

V. Submission Requirements.

Responses are due no later than August 1, 2019 at 3pm.

Reponses should be submitted by email in a .pdf format to:

Christopher Jacobs, Executive Director

[Christopher@ypsilantidda.org](mailto:Christopher@ypsilantidda.org)

Email confirmation of receipt shall be sent within 48 hours or receipt or sooner.

Reponses will be reviewed in a timely manner and responders will be notified if an interview is requested.

**City of Ypsilanti Downtown Development Authority**

**Grants Committee Meeting**

**Tuesday, June 11, 2019 – 8:30 a.m.**

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

**I. Call to Order**

**II. Roll Call**

Janette Rook	A	Dieter Otto	P
Jen Eastridge	P	Kory Scheiber	P
Richard Murphy	A	Andrew O’Neal	P

**III. Introductions:** The committee introduced themselves to the audience

**IV. Approval of Agenda (X)\***

- Kory Scheiber motioned to approve the agenda and Jen Eastridge supported the motion. The committee approved the agenda. Motion passed- Unanimous.

**V. Approval April 24, 2019 Minutes (X)\***

- Jen Eastridge motioned to approve the May 23rd meeting notes and Andrew O’Neal supported the motion. Motion passed- Unanimous.

**VI. Audience Participation:** Audience members introduce themselves. Todd Curtis of Spark East, Amanda Gayton of Ypsilantique, Barbara Marcotte of Bona Sera, John Keane of 12 W. Michigan, and Kalyn from the Thrift Shop of Ypsilanti are all present at this moment.

**VII. Old Business:**

1. Rehab/Façade Grants Depot Town

1. Sidetrack - Completed
2. Ypsilanti Food Co/Op – Not Started

Staff reached out to Corrine of the YFC. Before the last meeting they were lined up to be seen by the HDC, now they have reported that they are finalizing details for the doors. They expect installation to begin a month. According to contract, Their start date was to be April 4th, 2019 and this applicant has a history of not completing projects in time. Jen Eastridge makes a motion to offer a one time extension of 30 days from today to break ground with the Ypsilanti Food Co/op project.

Kory Scheiber requests 60 days to ensure the door will be delivered, as he understands manufacturing mishaps.

Andrew O’Neal stressed that they have missed deadlines in past. This is a cycle.

Kory Scheiber amended the motion to offer a one time extension of 45 days from today to break ground with the Ypsilanti Food Co/op project. Jen Eastridge accepted the amendment to her motion. Motion passed, unanimous.

1. Rehab/Façade Grants Downtown

1. 209 Pearl – In progress
2. 117 Pearl- Completed
3. 100 W. Michigan – In Progress
4. 101 W. Michigan – In Progress

1. Rehab/Façade Grants West Cross

1. Veg-O-Rama - Completed
2. Tower Inn – Not Started

Staff updated the committee that the Tower Inn ran into issues with the architect and designer. They have a new designer, and new cost estimates. They do not expect to be able to break ground in one month.

Andrew O’Neal pointed out that the grant was approved with a certain designer and cost estimate. A new designer changes the scope of the project and that breaks the terms of the grant agreement. They need to reapply if they want to receive this funding.

Andrew O’Neal motioned to pull the grant award given on October 18th, 2018 to Tower Inn. Kory Scheiber supported the motion. Motion passed- unanimous.

The grants committee encouraged Tower Inn to reapply on a later date.

### VIII. New Business

First step the committee chose to do, was to go through each project, have the applicant if present answer questions, and move forward to a second phase if there are not issues or concerns.

1. Rehab/Façade Grants Depot Town - \$10,000 Budgeted

1. Ypsilanti Auto Museum – 10k

The committee is not convinced the work on the facade is more than general maintenance but likes the historical marker requested. The project moved to the next phase.

2. Hyperion- 5k

Eric Mullins presented the project. The project moved to the next phase.

1. Rehab/Façade Grants Downtown

1. Ypsilantique – 5.2k Amanda Gaytan presented the project. The project moved to the next phase.

2. 12 W. Michigan- 3.7k

John Keane presented the project. Kory Scheiber asked about the kitchenette and office. The project moved to the next phase.

3. Ypsilanti Thrift Shop- 2.5k

Kayln of the Ypsilanti Thrift Shop presented the project. The project moved to the next phase.

4. Bona Sera- 15k

Barbara Marcotte presented the project. The project moved to the next phase.

5. Dansen Building- 6k

The project moved to the next phase.

6. Herbal Solutions- 15k

Incomplete application. The project is not moved to the next phase.

7. 133 W. Michigan- 30k

Committee wants clarification on quote provided. The project moved to the next phase.

8. Munro Building- 2.1k

Alexander Munro presented his project. The project moved to the next phase.

9. Go Ice Cream- 3.5k

Rob Hess presented his project. The project moved to the next phase.

*Depot Town- Phase 2 discussions*

- Hyperion Coffee- The committee loved this project in the past but there wasn't enough money to award them last year. They feel this is still a strong project. Yes to fully funding the request.
- Ypsilanti Auto Museum- The committee believes the historical marker is important to the site, but that the building repairs fall under general maintenance, that the grant does not cover.

Kory Scheiber motioned to recommend that the board approve Hyperion Coffee Co. for \$5,000 and The Ypsilanti Auto Museum 50% or up to \$5,000 to be used on the historical marker only. Andrew O'Neal supported the motion. Motion passed- unanimous.

*Downtown- Phase 2 discussions*

- Ypsilantique- 5.2k This is a thumbs up. The committee loved the project, and feels that the N. Huron stretch is highly visible and needs a lot of love. The committee would like to move this funding request to the board.
- 12 W. Michigan Ave. 3.7k The committee is not excited about this project, as it is creating a kitchenette and an office that the next owner might tear out. It's a remodel, not a rehab. The committee does not want to move to the board.
- Thrift shop of Ypsilanti- 2.5k This is a small ask for an impactful downtown business in an area that needs attention. The committee would like to move this funding request to the board.
- Bona Sera - The committee discussed whether this is general maintenance or not, and why is the landlord is not responsible for a structural project. Bona Sera is required to put in the flooring by the owner. The unsealed floors from the previous business affect both businesses upstairs and in the basement negatively, and the floors are degrading daily with required cleaning. The committee recommended \$8,350 to be awarded to Bona Sera with the option of fully funding 50% of the project if another project on this list pulls out.
- Dansen Building- Like for like awning replacement does not score high against other projects. The committee does not want to move this funding request to the board.
- 133 W. Michigan- We do not have the funding to fully award the request, but will offer the applicant \$8,350 towards the project. The committee would like to move this funding request to the board.
- Munro Building- 2.1k Cornice work is a good start to the bigger project at hand. The committee would like to move this funding request to the board.
- Go Ice Cream- 3.5k The committee would like to move this funding request to the board.

Andrew O'Neal motioned to recommend the board approve part or full grant funding to Ypsilantique, The Thrift Shop of Ypsilanti, Bona Sera Restaurant, 133 W. Michigan Ave, the Munro building, and Go Ice Cream. Jen Eastridge Supported the motion. Motion passed- unanimous.

**VIII. Proposed Business:** N/A **IX. Announcements/Comments:** N/A

**X. Public Participation:** N/A **XI. Next Meeting:**

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

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## Ypsilanti Downtown Development Authority

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**To:** Grant Committee  
**From:** Elize Jekabson, Ypsilanti DDA  
**Subject:** Ypsilantique, 56 N. Huron St.  
**Date:** January 31st, 2019

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YDDA Staff has received a facade grant application for 56 N. Huron St in late October of 2018. The application was submitted by Amanda Gaytan of Ypsilantique. The total cost for the proposed project is \$10,470. The proposed facade improvements are: Replacement of windows, installation of stained glass window above the doorway, and copper color aluminum trim around the doors and windows. Most of this work has since been completed due to timing between grant committee meetings.

The scope of the project applicable to grant:

- Materials + Labor: \$10,470
- Total asking price: \$5,235

The application has provided the following documents:

- Applicant Information
- Project Information
- Project Description
- Building Information
- Signed Application form
- Proof of property insurance
- Proof that all property taxes are paid and current
- Copy of liability insurance
- Images of current building facade
- Attachments 2, 4, and 5
- 1 quote with Attachment 6
- New contractor quote with explanation

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## Ypsilanti Downtown Development Authority

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**To:** Grant Committee  
**From:** Elize Jekabson, Ypsilanti DDA  
**Subject:** 14 S. Washington St.  
**Date:** June 3rd, 2019

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YDDA Staff has received a rehab/facade grant application for 14 S. Washington St. The application was submitted by Kalyn Sterzik, President of the Thrift Shop of Ypsilanti. The total cost for the proposed project is \$5,000. The proposed improvements are: repair of cracks on two load bearing mortar joints, backlog of deferred maintenance, filling in a boarded up window with brick, painting, and patching.

The scope of the project applicable to grant:

- Materials + Labor: \$5,000
- Total asking price: \$2,500

The application has provided the following documents:

- Applicant Information
- Project Information
- Project Description
- Building Information
- Signed Application form
- Proof of property insurance
- Proof that all property taxes are paid and current
- Copy of lease associated with property
- Images of current building conditions
- Attachments 2,3,4,5
- 2 quotes from licenced contractors.
- HDC confirmation

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## Ypsilanti Downtown Development Authority

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**To:** Grants Committee  
**From:** Elize Jekabson, Ypsilanti DDA  
**Subject:** 200 W. Michigan Ave.  
**Date:** June 3rd, 2019

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YDDA Staff has received a rehabilitation grant application for 200 W. Michigan Ave. The application was submitted by Barbara Marcotte and Annette Weathers, owners of Bona Sera Restaurant and Bona Sera Underground. The estimated total cost for the proposed project is \$20,000 to \$30,000. The proposed building rehab improvements are: Installation of commercial grade vinyl plank flooring throughout the dining area, removing existing molding and replacement. The current floors are unsealed, and damaging the subfloor, and bar area below.

The applicant has informed staff that the estimated cost has a broad range because uneven floors due to the age of the building may require additional installation hours of labor and material.

The scope of the project applicable to grant:

- Materials + Labor: 20,000-30,000
- Total asking price: 50% of the project up to \$15,000

The application has provided the following documents:

- Applicant Information
- Project Information
- Project Description
- Building Information
- Signed Application form
- Proof of property insurance
- Proof that all property taxes are paid and current
- Copy of lease associated with property
- Images of current building conditions
- Attachments 2,3 and 5
- 2 quotes from licenced contractors.
- Permission for upgrades from the building owner

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## Ypsilanti Downtown Development Authority

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**To:** Grant Committee  
**From:** Elize Jekabson, Ypsilanti DDA  
**Subject:** 133 W. Michigan Ave.  
**Date:** June 3rd, 2019

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YDDA Staff has received a facade grant application for 133 W. Michigan Ave. The application was submitted by Randall S. Faber, owner of the building and Michigan Heritage LLC. The total cost for the proposed project is \$60,000. The proposed improvements are: replacement of 14 windows on the west side facade of the building, and 2 lower level front windows on Michigan Ave facade.

The scope of the project applicable to grant:

- Materials + Labor: \$60,000
- Total asking price: \$30,000

The application has provided the following documents:

- Applicant Information
- Project Information
- Project Description
- Building Information
- Signed Application form
- Proof of property insurance
- Proof that all property taxes are paid and current
- Copy of lease associated with property
- Images of current building conditions
- Attachments 2, 3, 4, 5
- 1 quote from a licensed contractor and attachment 6.
- HDC confirmation
- Proof of funds

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## Ypsilanti Downtown Development Authority

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**To:** Grant Committee  
**From:** Elize Jekabson, Ypsilanti DDA  
**Subject:** 46-50 N. Huron St.  
**Date:** June 3rd, 2019

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YDDA Staff has received a facade grant application for 46-50 N. Huron St. The application was submitted by Alex Munro, owner of the building and Thistle Holdings, LLC. The total cost for the proposed project is \$4,200. The proposed improvements are: cornice restoration.

The scope of the project applicable to grant:

- Materials + Labor: \$4,200
- Total asking price: \$2,100

The application has provided the following documents:

- Applicant Information
- Project Information
- Project Description
- Building Information
- Signed Application form
- Proof that all property taxes are paid and current
- Proof of Property Insurance
- Copy of lease associated with property
- Images of current building conditions
- Attachments 2 and 3
- 2 quotes from licenced contractors.
- Proof of funds.
- HDC paperwork filed
- Attachment 6

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## Ypsilanti Downtown Development Authority

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**To:** Grant Committee  
**From:** Elize Jekabson, Ypsilanti DDA  
**Subject:** 10 N. Washington St.  
**Date:** June 10th, 2019

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YDDA Staff has received a rehab grant application for 10 N. Washington St. The application was submitted by Rob Hess, owner of Go! Ice Cream. The total cost for the proposed project is \$7,000. The proposed improvements are to remove the existing carpet and replace it with washable, professional-grade, highly durable flooring in the hallway and party room.

The scope of the project applicable to grant:

- Materials + Labor: \$7,000
- Total asking price: \$3,500

The application has provided the following documents:

- Applicant Information
- Project Information
- Project Description
- Building Information
- Signed Application form
- Proof that all property taxes are paid and current
- Copy of lease associated with property
- Images of current building conditions
- Attachments 2 and 3
- 2 quotes from licenced contractors.
- Proof of funds.
- HDC paperwork filed
- Attachment 6
- Proof of Property/Liability Insurance

The application is still missing:

- 2 contractor quotes

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## Ypsilanti Downtown Development Authority

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**To:** Grant Committee  
**From:** Elize Jekabson, Ypsilanti DDA  
**Subject:** Hyperion  
**Date:** June 3rd, 2018

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YDDA Staff has received a facade grant application for 306 N. River St. The application was submitted by Eric G. Mullins, of Hyperion Coffee Co. The total cost for the proposed project is \$10,136.29. The proposed facade improvements are: removing cinder blocks that have filled old window openings, fixing the masonry, and putting in new windows on th building.

The scope of the project applicable to grant:

- Materials + Labor: \$10,136.29
- Total asking price: \$5,068

The application has provided the following documents:

- Applicant Information
- Project Information
- Project Description
- Building Information
- Signed Application form
- Proof of property insurance
- Copy of liability insurance
- Images of current building facade
- Attachments 2,3, 4, and 5
- Two contractor quotes
- Proof of project budget
- HDC Application and confirmation

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## Ypsilanti Downtown Development Authority

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**To:** Grant Committee

**From:** Elize Jekabson, Ypsilanti DDA

**Subject:** Ypsilanti Automotive Heritage Museum, 100 E. Cross St.

**Date:** January 31st, 2019

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YDDA Staff has received a facade grant application for 100 E. Cross St. The application was submitted by Ron Bluhm, Board President of the Ypsilanti Automotive Heritage Museum. The total cost for the proposed project is \$26,750. The proposed facade improvements are: Repairing and painting stucco, brick, soffits, wood trim, siding, and masonry. Water damage would be repaired around the windows, soffits, and skylight area. They are also including the price of ordering and installing a two-sided Michigan Historical Marker 42" Wide and 54" high. The scope of the project if deemed applicable to grant by committee:

- Materials + Labor: \$26,750
- Total asking price: \$10,000

The application has provided the following documents:

- Applicant Information
- Project Information
- Project Description
- Building Information
- Signed Application form
- Proof of property insurance
- Proof that all property taxes are paid and current
- Copy of liability insurance
- Images of current building facade
- Attachments 2, 4, and 5
- Attachment 6
- W9 form



## DDA Board Member Terms Expiring in 2019

Ben Harrington - 7/1/2019

Ylondia Portis- 7/1/2019

Andrew O'Neal - 7/7/2019

Andrew French - 9/1/2019