

City of Ypsilanti
Downtown Development Authority
Board of Directors Meeting Agenda
City Council Chambers, 1 S Huron Street, Ypsilanti
Thursday, January 17th, 2018 – 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

A. Introductions

B. Approval of Agenda (X)*

C. Approval of December 20, 2018 Minutes (X)*

D. Audience Participation (3 minutes each)

E. Staff Report/Financial Report (X)

F. Standing Committee Reports

- Operations and Finance Committee
- Marketing Committee
- Executive Committee

G. Old Business

- Concentrate Media Sponsorship

H. New Business

- YDDA Annual Report
- Budget Amendment for FY 2018/2019
- Budget Recommendation for 2019/2020

I. Staff Updates

- Meet and Greet

J. Announcements/Comments

K. Public Participation

Next Meeting: February 21st, 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 Agenda
Riverside Arts Center Theater, 76 N. Huron Street, Ypsilanti
Thursday, December 20th, 2018 – 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	Ylondia Portis	P
Kayia Hinton	P	Andrew O’Neal	P
Janette Rook	A	Danielle Milner	A
Andy French	P	Ben Harrington (C)	P
Dieter Otto	P		

A. Introductions

Also present:

Christopher Jacobs and Elize Jekabson – DDA Staff

Joe Meyers- City of Ypsilanti

Emily Tuesday- Riverside Arts Center

Concentrate Media

B. Approval of Agenda (X)*

Andy French motioned to approve the agenda and Ylondia Portis supported the motion. The board approved the agenda.

C. Approval of November 15, 2018 Minutes (X)*

Dieter Otto motioned to approve the November 15th meeting notes and Dieter Otto supported the motion. Motion to approve the minutes passed.

D. Audience Participation (3 minutes each) n/a

E. Staff Report/Financial Report (X)

- **Parking Strategy**

The board discusses parking strategy and the district meetings that took place last week. Andy French asked if the entirety of parking can be consolidated to one entity. Beth Bashert stated that it would be a good discussion in the future.

Staff spoke about the feedback from the three districts. The report will be public information when it is released in late January.

- **Financial-**

Staff showed expense pie graphs that show total amount of TIF expenditures. Downtown only has 17% of TIF funds for wiggle room. Capital improvements is only 4% which is \$15,000.

The Downtown bond for parking lots and dumpsters drops off at 2024. The DDA pays 80,000 a year for this. It was a 20 year bond without a maintenance plan.

The IGA is 35% of total TIF revenues for all DDA.

Andy French asked if money from facade or rehab in depot town can be reallocated. Christopher Jacobs replied that it is up to the board to decide where that money goes. Joe Meyers informed the board that the DDA had to cut streetscape maintenance in 2016.

Andy French asked what is best practice, and how much should each district have in their own reserve.

Staff responded that general accepted accounting principles say 25%. DDAs have been under fire for saving reserves without a project- this is somewhere that we do not want to be.

F. Standing Committee Reports

- **Operations and Finance Committee**

Andy French updated the board about funding asks from staff for addition bike loops and a funding ask from Concentrate media. The Operations and Finance Committee has decided to table additional spending until the DDA board has a clear vision and budget for 2019.

The Committee is looking for a representative from Downtown on to sit on the Op/Fin committee.

Staff stressed that everything on the DDA level should not be put on hold for 5 months while we make a budget.

- **Marketing Committee**

Ylondia Portis spoke about the newly forming Marketing Committee which had its second meeting yesterday and has been focusing on building framework and objectives for what the committee will do.

The goals are to –

Build awareness

Gain public support and trust

Have folks engage

Construct a journey for each Target audience and identify their pain points.

The Marketing team is looking to fill committee seats

Ideally this would consist of one member from W. cross, one merchant and one EMU marketing student.

The Meet and greet is to be used as an opportunity to collect data.

Also, what we do with concentrate funding ask will also impact this committee.

Dieter Otto agreed to connect marketing committee with EMU for potential committee members.

Signage:

Ylondia Portis and Kayia Hinton gave a recommendation that all district signage share consistency in shape and font, but differ in color and imagery.

G. Old Business

- **Annual Meeting Priorities Discussion**

Andy French read 2013 goals to the board.

2013 priority- safe clean district

Ben Harrington requested a working session for the executive committee- all invited.

Identify which tactic to use with each value from the 2013 goals.

Joe Meyers stated it would be helpful for staff to know what the DDA priorities are. Staff will bring recommendations for next meeting – here's where we're at, here's where we can go.

Ylondia Portis asked if the DDA should cut building rehab and facade grants.

Joe Meyers stated that the YDDA is an example to the state for our rehab/facade program

Ylondia Portis agreed that the DDA should not cut anything until they get recommendations from staff.

Andy French was encouraged to hear the façade/rehab grant is an example, but parking is far more important to Depot Town.

Ylondia Portis asked if the DDA can adjust priorities by district? Answer – Yes.

- **Façade Grant Dashboard and Agreements**

Staff presented Façade grant dashboard and agreements and explained the Investment leveraged graph. \$120,081 spent by the DDA has spurred \$1,045,561 in total public investment.

Andy French asked if there is there more money available from the MEDC. Answer- No not yet.

Joe Meyers talked about Sizzles and Ziggys - facade and rehab grants like theirs have helped businesses open, stay open and transfer to new businesses.

Andrew O'Neal- wants to see either larger amounts for facade grants consistently, or use that money for bike racks, plowing, or fixing alleyways. In between is not ideal.

H. New Business

- **Committee Functions – tabled due to time**

- **Expansion of West Cross District**

Discussion ensued about alleyways in the West Cross district. Dieter Otto stated that the Alley in question is beyond the DDA's zone- estimates were made to fix it but the DDA couldn't do anything about it.

Christopher Jacobs is looking at possibility to open TIF and talking to DDA attorney about it. Staff will have suggestions for each district.

Ben Harrington suggested that we make a google survey that says "Here is 10,000 fictional dollars. Please allocate for your district's needs", to get a pulse of what each district prioritizes.

Beth Bashert- wants to include city recycling in the conversation. Possibly experiment recycling in parks in DDA districts. This would enhance all the districts if the DDA would buy in on it.

- **Concentrate Media**

Concentrate On the Ground presents their project. They asked for \$7,500 in funding for 2019.

DDA sponsored the first year for \$3,000 when the focus was just on the city and then \$7500 last year when the focus expanded into the township.

Board agrees that DDA should be at every quarterly meeting, if the sponsorship moves. Tabled to next month.

- **Resolution:**

RESOLUTION TO ALLOW EXECUTIVE DIRECTOR TO SIGN AND ENTER INTO CONTRACTS AS APPROVED BY DDA BOARD

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

WHEREAS, the Ypsilanti DDA has approved seeking an MEDC Façade Improvement Grant and wishes to facilitate the process of implementation.

WHEREAS, the Ypsilanti DDA Executive Director may be responsible to coordinate this implementation on behalf of the board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA permits the Executive Director to sign and enter into contracts that have been approved by the YDDA Board.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution and the same hereby are rescinded.

AYES: Dieter Otto, Beth Bashert, Andy French, Ylondia Portis, Andrew O’Neal, Ben Harrington

NAYS:

ABSTAINED:

YES: 6 NO: 0 ABSENT: 3 VOTE:

I. Staff Updates

- **Meet and Greet**

January 28th 6pm at 734 Brewing Co.

J. Announcements/Comments

Beth Bashert announced new member of DDA - Jen Eastridge, owner of Unicorn Feed and Supply

This Friday at 5pm - dedication to playground and Liz Dahl McGregor memorial at Riverside Park

K. Public Participation

Next Meeting: January 17th, 8:30 a.m., TBA

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

W. Cross St. Revenue Expenses Report

01/03/19							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		11,550		9,643		1,907	83%
TIFA		103,511		5,329		98,182	5%
<u>Total</u>		115,061		14,972		100,089	13%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		7,412		2,328		5,084	31%
TIFA Expenses		87,851		2,993		84,858	3%
<u>Total</u>		95,263		5,321		89,942	6%
<u>Revenues Over (Under) Expenses</u>		19,798		9,651			
Fund Balance as of FYE June 2017*		129,793					
Projected Appropriation for FYE June 2018		19,798					
Projected Fund Balance June 2018		149,591					
*both TIF and Operating Reserves							

Depot Town Revenue Expenses Report

01/03/19							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		8,278		11,319		-3,041	137%
TIFA		109,681		0		109,681	0%
<u>Total</u>		117,959		11,319		106,640	90%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		5,533		1,844		3,689	33%
TIFA Expenses		92,639		14,105		78,534	15%
<u>Total</u>		98,172		15,949		82,223	16%
<u>Revenues Over (Under) Expenses</u>		19,787		-4,630			
Fund Balance as of FYE June 2017*		125,065					
Projected Appropriation for FYE June 2018		19,787					
Projected Fund Balance June 2018		144,852					
*both TIF and Operating Reserves							

Downtown Revenue Expenses Report

01/03/19							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		34,244		26,792		7,452	78%
TIFA		268,236		30,170		238,066	11%
<u>Total</u>		302,480		56,962		245,518	19%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		28,527		7,698		20,829	27%
TIFA Expenses		270,849		32,081		238,768	12%
<u>Total</u>		299,376		39,779		259,597	13%
<u>Revenues Over (Under) Expenses</u>		3,104		17,183			
Fund Balance as of FYE June 2017*		93,040					
Projected Appropriation for FYE June 2018		3,104					
Projected Fund Balance June 2018		96,144					
*both TIF and Operating Reserves							

YDDA Revenue and Expense Report

01/03/19								58% of year completed
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>		<u>% Collected</u>
Operating Millage (1.8282)		54,072		47,754		6,318		88%
TIFA		481,428		35,499		445,929		7%
<u>Total</u>		535,500		83,253		452,247		16%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>		<u>% Incurred</u>
Operating Costs		41,472		11,870		29,602		29%
TIFA Expenses		451,339		49,179		402,160		11%
<u>Total</u>		492,811		61,049		431,762		12%
<u>Revenues Over (Under) Expenses</u>		42,689		22,204				
Fund Balance as of FYE June 2017*		347,898						
Projected Appropriation for FYE June 2018		42,689						
Projected Fund Balance June 2018		390,587						
*both TIF and Operating Reserves								

December 2018 Expenses

	AMOUNT	W. CROSS	DEPOT TC	DOWNTOWN	LINE ITEM
Goetz Greenhouse	\$363.00		\$363.00		Holiday Lights and Maintenance
Total	\$363.00	\$0.00	\$363.00	\$0.00	

City of Ypsilanti DDA Staff Report December 2018

Website: Staff continues to update business directory and available properties

Community Outreach and Partnerships: Staff routinely meets with most business owners to discuss their needs and to inform them on DDA updates and with new businesses to discuss where to locate. DDA meets with First Fridays Ypsilanti on a monthly basis to discuss events and partnership.

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

Press/Communications: We have been working to promote new businesses and events on the DDA's Facebook Page on a regular basis. Staff has worked with board members to create a marketing committee.

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 budget and changes.

Grants: Staff working with MEDC and drafted grant terms of agreement.

New Businesses: n/a

Businesses Closing: n/a

Staff Hours for December

Christopher– Annual Report, Meeting of business owners, board and committee members, Budget preparation, DDA outreach, DDA board and committee meetings, business attraction, partner meetings, marketing, website outreach, grant outreach, study and implementation of new DDA reporting requirements - 60 Hours

Elize – Business check-ins, meeting coordination, DDA dumpster maintenance, payment processing for parking and dumpsters, website content creation and distribution , DDA board and committee meeting minutes, promote DDA news and businesses via social media, special projects, meet and greet planning - 87 Hours

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

Cindy – Available properties and social media support – 15 Hours

Nan – Budget – 10 Hours

Joe – DDA guidance – 10 hours

Meetings/events attended by DDA staff

Weekly Planning and Building Department Meetings

Pitch Ypsi- December 5th

Paula Holts from MEDC – December 5th

Public Hearings for Parking Study – December 5th

DDA Photographer- December 7th

Brian Foley- Café Lights in Depot town December 7th

DDA Attorney- December 11th

Stakeholder townhall in each district for public parking – December 12th

Downtown Association of Ypsilanti – December 19th

Youth and Safety Collaborative at ACCE - December 20th

City of Ypsilanti
Downtown Development Authority
Operations & Finance Committee Meeting
Wednesday January 9, 2018 – 8:30AM
City Hall 4th floor Meeting Room
1 S Huron St

I. Call to Order:

II. Roll Call

Andrew French	P	Ruth Ann Jamnick	P
Zachary Schultz	P	Danielle Milner	P

III. Approval of Agenda *(X)

Joe Meyers requested that Request that budget Amendment for FY 2018/2019 is addressed first as he needed to step out of the meeting briefly.

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

IV. Approval of Minutes*(X)

Ruth Ann Jamnick motioned to approve the December 12th, 2018 meeting minutes and Danielle Milner supported the motion. Motion carried.

V. Audience Participation: n/a

VI. New business:

Budget Amendment for FY 2018/2019:

- Christopher Jacobs explained to the committee about amendments were needed that were not reflected in the budget. For example, Downtown had a TIF reimbursement that was larger than expected. MEDC money was allocated to Downtown and that was not expected at the beginning of the year.
Downtown is at surplus.
- *Depot Town-*
TIF reimbursement did not come from state that was expected.
General liability expenses were adjusted.
TIF expenditures- seasonal planting, holiday lighting and maintenance budgets needs to go up, \$2500 will be put towards plaza lights.
Discussion about events ensued. Smart use of funds would be to support events, at least one in each district.
Andy French stated that Downtowns are community gathering spaces. The focus on downtowns that events bring to them is very important.
- *W. Cross-*

West Cross had a 15,000 surplus that went into a \$8,000 deficit because of the facade program.

Operations expenses are up slightly.

- ❖ Danielle Milner motioned to accept and approve the amended 2018/19 budget and Ruth Ann Jamnick supported the motion. Motion carries - unanimous.

VII. Old Business:

Concentrate Media:

- Discussion about Concentrate's On the Ground program ensued. They asked the DDA board for \$7500 in sponsorship. The presenter had mentioned that they have safeguards in case an organization was unable to support on any given year. DDA has limited funding and other priorities at this time.
- Danielle Milner motioned to recommend the DDA board to deny the \$7500 sponsorship for reasons of budget concerns and priorities. Zachary Schultz supported the motion. Motion carried -- unanimous.

VII. New Business:

YDDA Annual Report:

- Christopher Jacobs presented the first draft of the annual report. Things highlighted: New businesses, accomplishments in grants, beautification, and events. Grants have been the biggest and most tangible activities the DDA did in 2018. Andy French suggested putting large banners on projects to show that we supported them.
- Streetscape beautification discussion ensued. Ruth Ann Jamnick suggested that the DDA and staff should have a separate discussion about all the small issues or the "bumps in the road". Committee would love to see issues that staff see on a daily basis.

Budget Recommendation for 2019/2020:

- Each district has three options
 - Option A- Staff Recommends
 - Option B- Spend more
 - Option C- Spend less
- DDAs have been frowned upon for hoarding cash without a clear plan for that money.
- One of the changes across the districts is an increase in the line item - events. Joe Meyers pointed out that the DDA has given \$300 to First Fridays Ypsilanti in the last five years. Andy French remarked that most other DDAs run the First Fridays in their towns. It would cost the DDA a lot more money to run its own First Fridays, or similar event than supporting the organization this city already has.

Conversation ensued about annual premier sponsorship of First Fridays Ypsilanti in 2019.

Downtown-

- Wants basic streetscape maintenance, Holiday light increase, and event support.
- One easy project for 2019 is clear signage for Washington street parking lot.

Depot town-

- Option A has more for postage, publications, streetscape maintenance, seasonal lighting.
- Andy French would like to see improvements in streetscape, lighting, and weed control, but wants to wait and see results of the parking strategy before allocating money to the rehab and facade grants. Once that is released, then they would make the decision to use the money for parking or for grants.
- Christopher Jacobs pointed out that it would be more difficult to amend line items later than just not spending the budget.
- Andy French suggested tabling the allocation.
- Danielle Milner suggested allocating the money to grants/facades but not distributing the money until results of parking strategy are assessed.
- The committee agreed to move \$20,000 to TIF funding from the Rehab and Facade grants line item. This will leave \$5,000 for rehabilitation grants and \$5,000 in facade grants. This line item will have an asterisk - to be used for Depot Town parking if the strategy asks for it.

W. Cross-

- Increase in budget for postage, streetscape, holiday lighting, events.
- Danielle Milner would like to see more allocated into events for a back to school event.
- The committee recommended allocating \$5000 in W. Cross events line item.

- ❖ Ruth Ann Jamnick motioned for the Operations and Finance Committee to recommend Option A with amendments to board for all three districts and Danielle Milner supported the motion. Motion passed- unanimous.

IX. Proposed Business: N/A

IX. Announcements/Comments: N/A

X. Audience Participation: N/A

XI. Adjourn

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

Ypsilanti Downtown Development Authority



2018 YDDA ANNUAL REPORT



TABLE OF CONTENTS

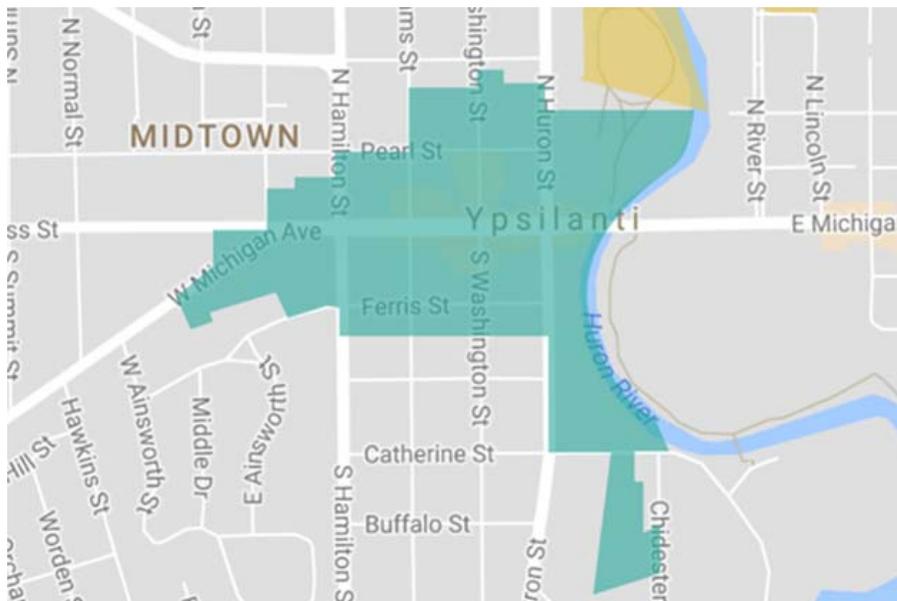
Three Districts, One Ypsilanti _____	3-5
Downtown _____	3
Depot Town _____	4
West Cross _____	5
New Businesses in 2018 _____	6
Major Accomplishments and Projects _____	7-33
Facade and Building Rehab _____	8-22
Streetscapes _____	23-25
Events _____	26-33
FY 2018/2019 Budget _____	34-37
Downtown _____	35
Depot Town _____	36
West Cross _____	37
DDA Board Members _____	38

DOWNTOWN

Morning in historic downtown Ypsilanti finds the sun is rising over brick buildings and storefronts along Michigan Avenue, while many local residents take their dogs for the first walk of the day. Joggers from Ypsi Studio or Ypsilanti Running Company wave to each other, while Beezy's, B-24's and other restaurants fire up coffee and breakfast.

Apartments, lofts, and historic homes line the streets and knit together the fabric of the neighborhood. Downtown Ypsilanti is known for community fixtures such as Puffer Reds, Haab's and the Tap Room, while also welcoming recent new businesses such as Go! Ice Cream, Dolores Restaurant, Ma Lou's, and Love at First Try.

Fun Facts: The city's original movie theater was located adjacent to Corner Health in what is now the North Huron St Parking Lot. Most of the downtown parking lots were created after fires in the district.



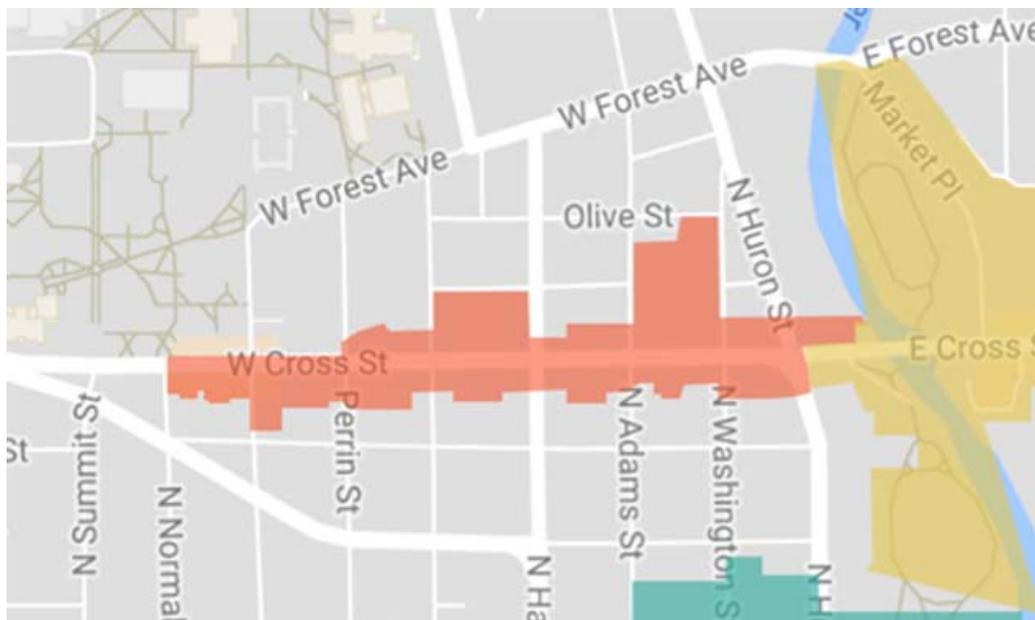
“Launching and running Go! Ice Cream in Ypsilanti’s Downtown Business District has been critical in the success of our enterprise. The excitement, momentum and connection here is palpable, and my business wouldn’t be what it is today if we had opened in a different area.”

-Rob Hess, Go! Ice Cream

WEST CROSS

West Cross Street Commercial District is a vibrant area situated between Ypsilanti's Downtown and Depot Town, adjacent to Eastern Michigan University's campus. This mixed-use, walkable business district is experiencing an energizing revitalization with the infusion of great neighborhood bars like the Wurst Bar, as well as community-friendly coffee shops like Sweetwaters Coffee and Tea, which draws a mix of EMU students and local residents. The district contains many established businesses popular with locals such as Tower Inn, Cross Street Coffee and La Fiesta Mexicana and many fast casual student oriented businesses such as Jimmy John's, Got Burger, and Insomnia Cookies.

Fun facts: West Cross is home to the original Domino's Pizza (now Got Burger). However, the original Domino's was first called Dominics and it was located in the present location of Stufd.



“West Cross Street Business District is a multicultural, diverse, warm, welcoming, safe and business friendly environment. It makes the best destination for new businesses especially because the district officers are very supportive and encouraging. We love every bit of being here! Thank you Ypsilanti!”

- Prafulla Kharkar, Veg-O-Rama

NEW BUSINESSES IN 2018

2018 was an exciting year for new business growth in each of the districts as we saw many properties revitalized with vibrant new tenants and offerings. Here is the list of new businesses that call Ypsilanti home. YDDA is proud to have been a part of many of these new projects as you will read about in the coming grant sections. YDDA offers many new resources and assistance if you are looking to grow or start your business in one of the DDA districts. Please do not hesitate to reach us at Christopher@ypsilantidda.org for more information.

Business Name	Address	DDA District
734 Brewing	15 E Cross	Depot Town
K & S Custom Embroidery	306 River	Depot Town
Candy's Closet Envy	24 E Cross	Depot Town
Fur Ball Society	9 E Cross	Depot Town
Unicorn Feed and Supply	114 W Michigan	Downtown
TinkerTech	216 W Michigan	Downtown
Common Source Acupuncture	9 S Washington	Downtown
Art of Africa	224 W Michigan	Downtown
Decode Ypsilanti	16 N Washington	Downtown
Showtime Professional Tax Service	10 S Huron	Downtown
The Back Office Studio	13 N Washington	Downtown
Sun Tax Service	301 W Michigan	Downtown
Dolores	6 S Washington	Downtown
BrandHrt	215 W Michigan	Downtown
Michigan Advocacy Program	15 S Washington	Downtown
Human Electric Hybrids	25 S Huron	Downtown
Worthwhile Paper	306 W Cross	West Cross
W Cross Station	517 W Cross	West Cross
Vegorama	533 W Cross	West Cross
Do Better	731 W Cross	West Cross

MAJOR ACCOMPLISHMENTS AND PROJECTS

Building and Façade Rehabilitation

One of the primary activities of the YDDA in 2018 was a Building and Façade Rehabilitation grant program aimed at halting property value deterioration, enhancing the overall appearance, and promoting economic growth and vitality in each of the DDA Districts. YDDA supported 7 completed projects in 2018 and secured \$300,000 from the MEDC Façade Restoration Initiative that are set to begin in January of 2019. 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 Districts.

Up to \$30,000 is made available per project to cover up to 50% of the total costs associated with building or façade rehabilitation. 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 and result in continued growth and development within the borders of the DDA. For more information on this grant program please visit www.ypsilantidda.com.

Streetscape Beautification

Additionally, a vital goal of the YDDA is beautification of the districts and there are a number of ways we seek to accomplish this goal annually. This includes over \$22,000 in streetscape maintenance, \$3,000 in seasonal planting, maintenance of roughly two dozen public trash cans throughout downtown, and managing a private dumpster program in three major commercial locations for businesses, restaurants, and downtown residents. These contributions represent just a few of most tangible and aesthetic benefits YDDA provides to the community.

Event Sponsorship

Lastly, the YDDA supported a number of community events throughout the year including the DDA Meet and Greet, First Fridays, Ypsi Glow, Get Down in Depot Town, and the 150 year Downtown Library Gala. One of the most prestigious designations in 2018 was East Cross St in Depot Town being named one of “Great Streets of America” by the American Planning Association. Get Down in Depot Town was our way our celebrating this accomplishment. More information on this and all of our event support is detailed on page 18 of this report.

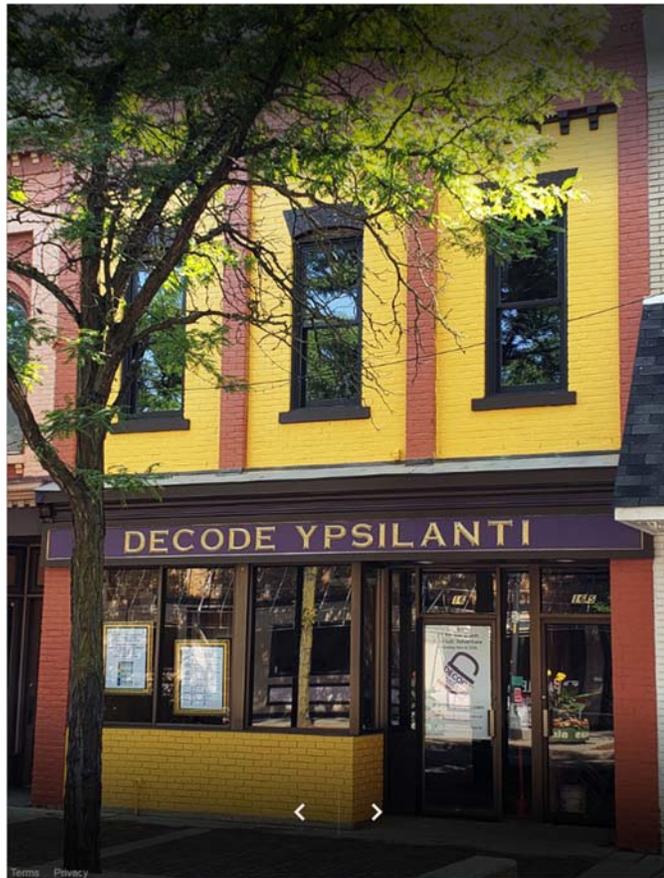
FAÇADE AND BUILDING REHAB GRANTS

- 16 N. Washington, *Decode Ypsilanti*
 - \$7,500 grant award from YDDA for the reinforcement of internal building structure, replacement of a non-compliant stairwell, and window removal/replacement. This award helped support the \$396,000 in private investment that has made the space a regional escape room destination. In 2016, this property was on the vacant and dangerous building list but now represents a beautiful, restored, and occupied commercial building that features an exciting addition to the entertainment options offered in downtown Ypsilanti.

Exterior Before:



Exterior After:



Interior After:



Interior After:



- 216 W. Michigan Ave, *TinkerTech*
 - \$3,300 grant award from YDDA for façade painting and signboard with powder coated steel logo and rehabilitation of the interior workshop floor. TinkerTech is a community minded makerspace that provides both technology and classes for woodworking, metalworking, fiber arts, and electronics. Members of the community can take advantage of these high quality tools and courses at only half the cost of most other makerspaces in Southeast Michigan.

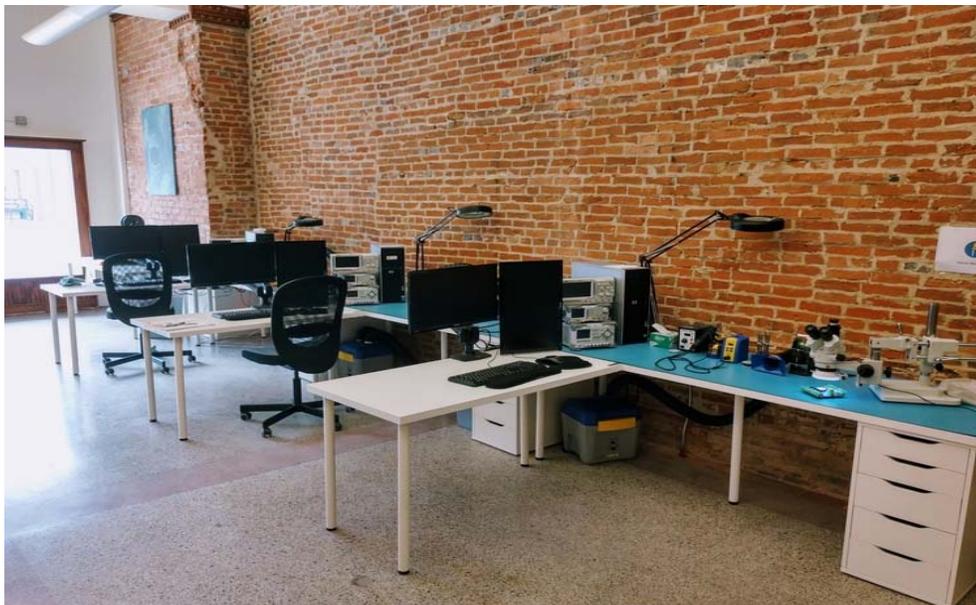
Exterior Before:



Exterior After:



Interior After:



- 5 S. Washington, *Paint and Pour*
 - \$3,500 grant award from YDDA to remove and replace walls on both floors in order to create a larger classroom space. This also allowed for updated floors, painting, and lighting improvements which totaled \$19,000 in private investment. As Downtown Ypsilanti's economy continues to evolve and thrive we are glad to support Paint and Pour's creative entertainment mission.

Interior After:



Interior After:



- 36 E. Cross St., *Maiz*
 - \$5,000 grant award from YDDA for the barrier free costs associated with connecting the space to existing restaurant. These improvements included a barrier free bathroom and entrance ramp for a total project cost of \$17,000. Maiz is a keystone restaurant in Depot Town that employs over 50 full time staff with living wages and regularly supports community fundraising activities.

Interior After:



Interior After:



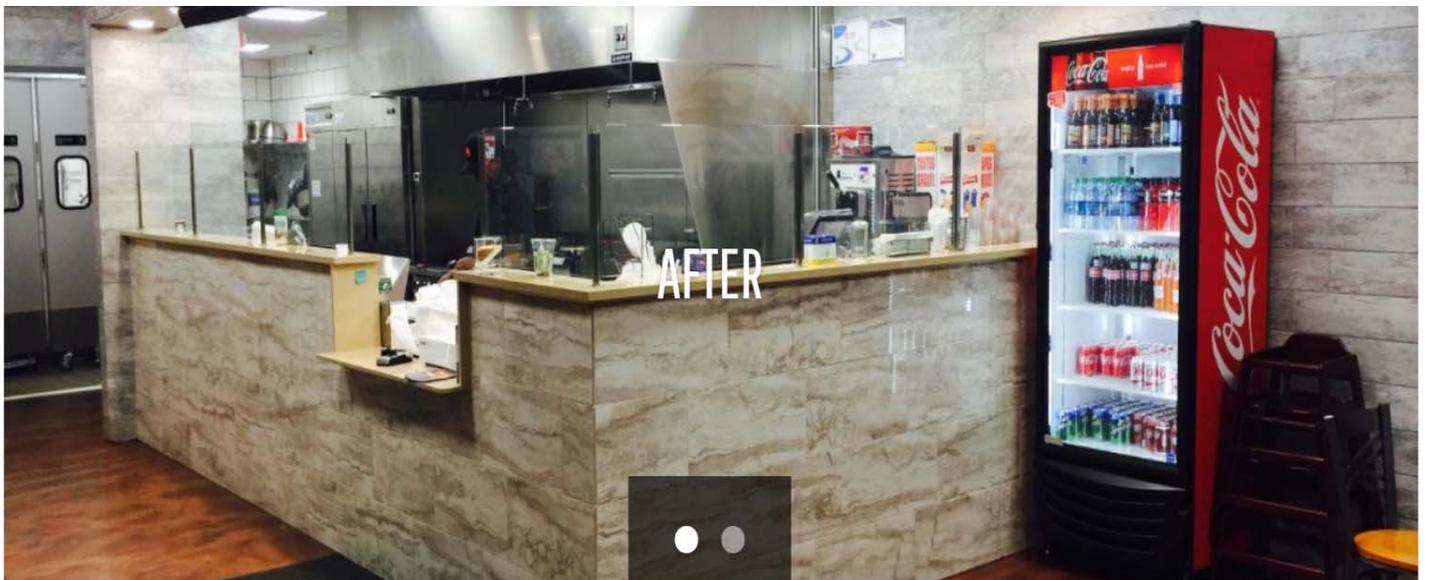
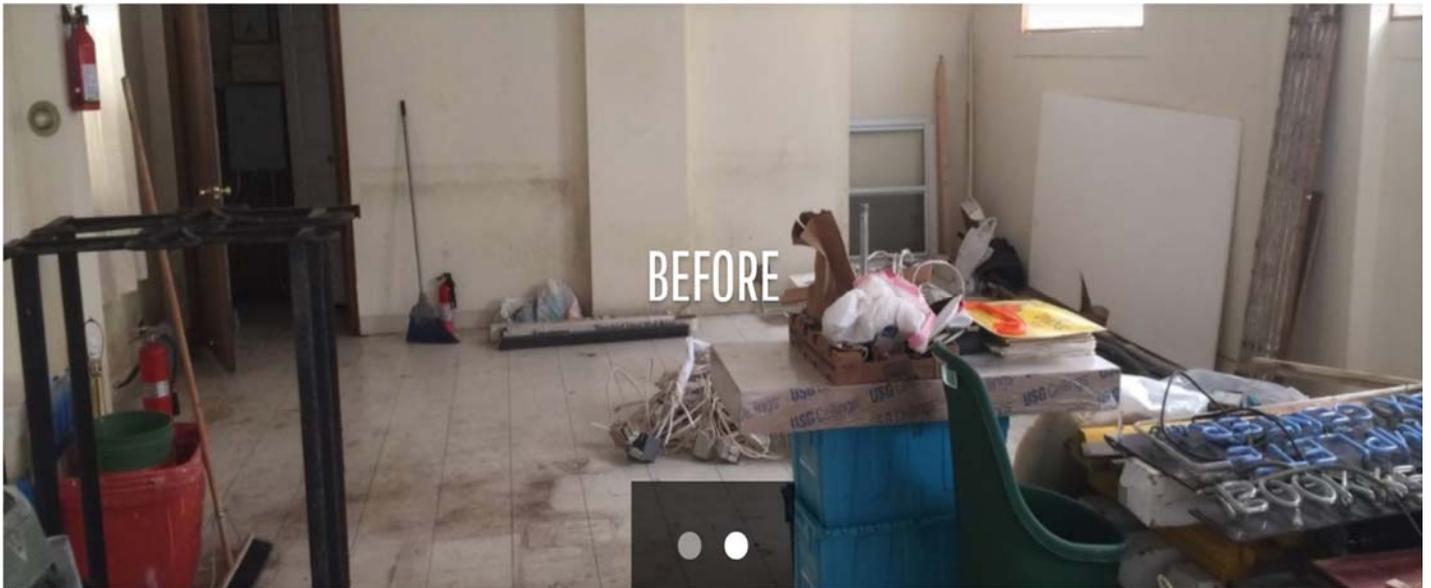
Interior After:



Exterior After:



- 10 N. Adams, *Sizzles*
 - \$3,500 grant award from YDDA removing and replacing the windows units, redoing the side walk and parking lot, installing new awnings and exterior lights, cleaning and paint existing pole sign, and installing structural support for building. 10 N. Adams was a vacant building that was overlooked for 25 years. The project was completed in 2018, with the help of the YDDA rehab and façade grants, the building went under a complete transformation.



- 15 E. Cross St., *734 Brewing Company*
 - \$5,000 grant award from YDDA to help offset \$120,000 in private investment for new wiring, new compliant HVAC unit and ductwork, the addition of two ADA compliant bathrooms, and brew house plumbing. 734 Brewery is Ypsilanti's newest brewery and has quickly become a go-to destination in Depot Town's burgeoning night life as an inclusive community space.

Exterior Before:



Exterior After:

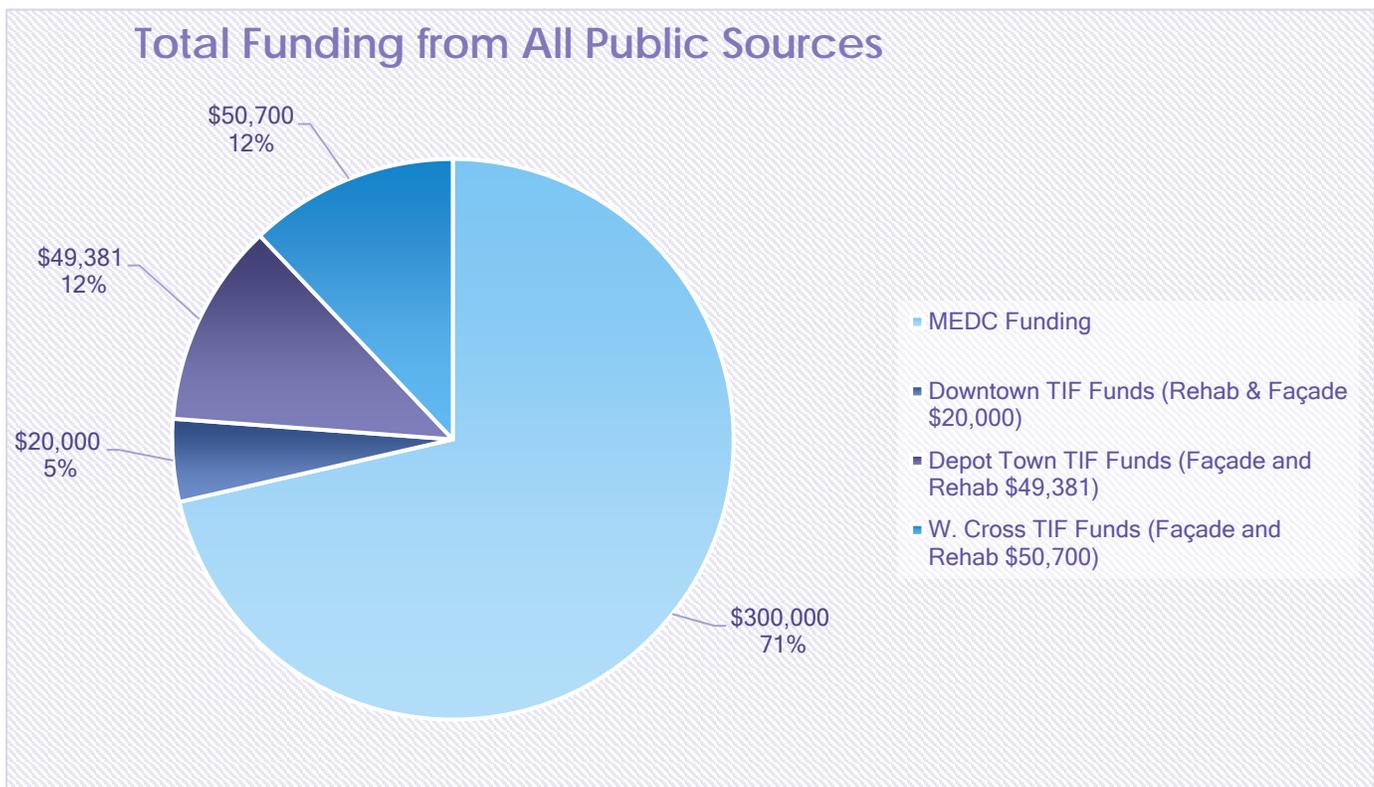


• **Upcoming Grants awarded for 2019**

- As mentioned earlier the YDDA was awarded a \$300,000 Façade Restoration Initiative from the MEDC. These funds have been committed to a number of high value projects and helped us leverage nearly \$120,000 through our own tax capture to realize major future improvements in some high profile locations. This investment is the largest in the YDDA’s Building and Façade programs history to date.



2019 YDDA Grants	
Applicant	Grant Awards
Vegorama	\$5,700
Tower Inn	\$45,000
Sidetrack	\$27,760
Ypsilanti Food Coop	\$30,000
209 Pearl	\$100,000
117 Pearl	\$11,621
100 W. Michigan	\$100,000
101 W. Michigan	\$100,000



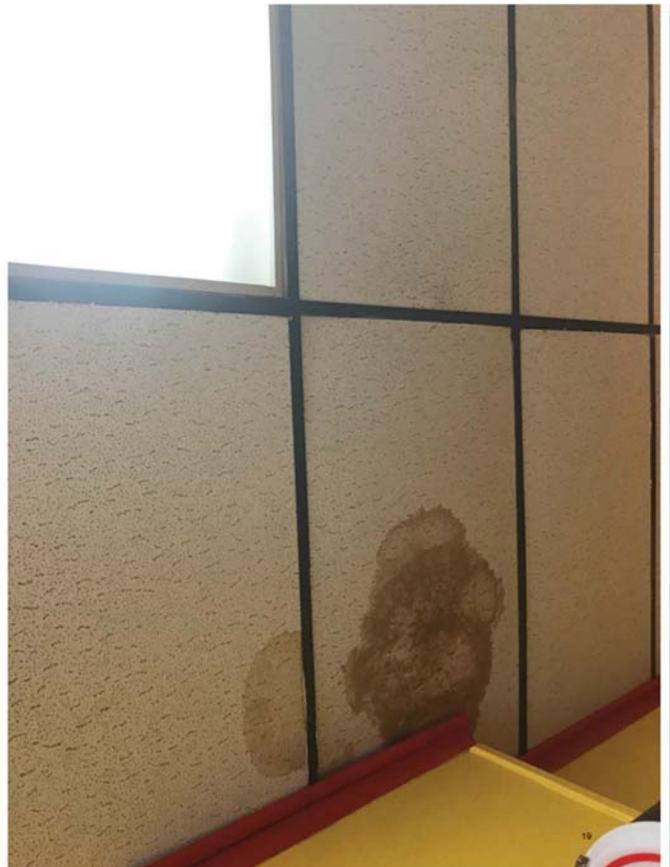
- **Vegorama**

- 5,600 grant award from YDDA to help offset \$5,700 in private investment for interior renovation, ceiling repair and repainting, and wall repainting. Vegorama is new to Ypsilanti as of 2018 in the West Cross district. Its unique concept of fast casual Indian-American fusion is 100% vegetarian and the owners support fundraising efforts for local schools and non-profits. Below are some before photos of the improvements they seek to complete using grant funds.

Interior Before:



Interior Before:



- **Tower Inn**

- \$45,000 grant award from YDDA to help offset \$45,000 in private investment for exterior façade renovation, elevating the building height, replacing awnings, soffit repair, new signage, and the construction of permanent sidewalk/patio railing system. The Tower Inn is one of the longest running restaurants in the city located directly across the street from Eastern Michigan University and is truly an anchor in the West Cross district. Included below is a mock up rendering of what the improvements seek to accomplish.

Exterior After Mock Up:



- **Sidetrack**

- \$27,760 grant award from YDDA to help offset \$27,760 in private investment for the addition of 5 first floor windows and expansion of entry way including floor installation, reconfiguration, case work, mill work, new glass, painting, and finishing. To those acquainted with Depot Town, Sidetrack needs little introduction. The Sidetrack has existed as a historically family-owned pub/bar since its inception in 1850, even surviving a train collision. Sidetrack is a cornerstone of the Cross Street corridor which was recently named one of the “Great Streets of America” by the APA in 2018.

Train Collision Photo for historical reference:



Contemporary Sidetrack:



- **Ypsilanti Food Cooperative**

- \$30,000 grant award from YDDA to help offset \$30,000 in private investment for interior renovation and replacement of all front entry doors of the building for handicap accessibility and beautification. These improvements will be part of a full expansion of the bakery and café which incorporates these necessary changes. Up to 10 full time and 6 part time jobs are expected as a result of these improvements and expansions. The Ypsilanti Food Cooperative is owned by over 900 community members and serves the unique mission of sourcing up to 80% of its goods and produce locally to meet the needs of a community with few grocery stores in the city limits.

Exterior Before:



Exterior After:



- **209 Pearl**

- \$100,000 grant award from YDDA to help offset \$350,000 in private investment for a complete interior and exterior rehabilitation of the building by Pearl Street Ventures. PSV intends to open both a casual fine dining restaurant and sandwich counter facing the Ypsilanti Transit Center, which sits directly across from 209 Pearl. This block has proven historically to be a problem for both the City's economic development staff and public safety workers alike. With this grant, PSV can not only tear out and replace the broken and unsightly concrete that currently spans the area, but add space for outdoor seating and make Pearl Street a more vibrant downtown corridor.

209 Pearl Exterior After Mock Up:



- **117 Pearl**
 - \$11,621 grant award from YDDA to help offset \$11,621 in private investment for removal of the existing windows, exterior door, new aluminum storefront system and entry door. These remodeling efforts will effectively replace the existing façade to be more consistent with the original architectural design and material of the building. The future use of this building is intended to be office space with the option of retail with residential apartments above.

Exterior Before:

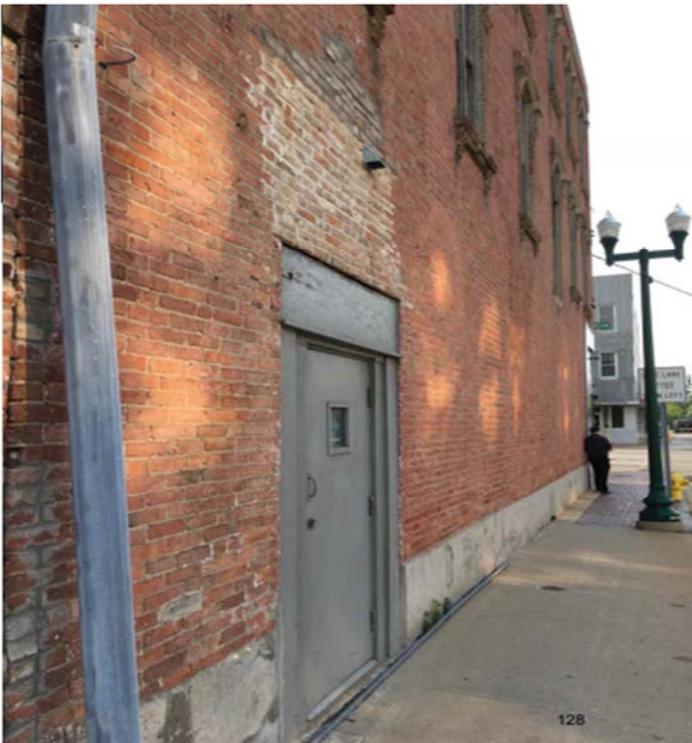


- **100 W. Michigan**
 - \$100,000 grant award from YDDA to help offset \$295,031 in private investment for removal of existing metal panels and to evaluate the condition of the underlying brick, rebuilding original window arches, window replacement, and installation of a new canopy. The first floor at 100 W. Michigan is intended to feature two retail suites and one restaurant while the second and third floors may be used for tech office space. This project is expected to create up to 42 temporary jobs and 60 permanent. Once these improvements are complete it will provide the DDA with approximately 10,000 square feet of office space geared towards tech start-ups.

Exterior Before:



- **101 W. Michigan**
 - \$100,000 grant award from YDDA to help offset \$280,350 in private investment for removing aluminum façade and to restore the building back to its 1830's design. Restoration work includes tucking the point mortar joints, installing two new doors on east façade, replacement of historic windows, new stairway, and electrical work for egress lighting and outlets. This project is expected to create up to 60 permanent jobs and include a new restaurant and office space.

1st Row: Exterior Before2nd Row: Interior Before

STREETSCAPE BEAUTIFICATION

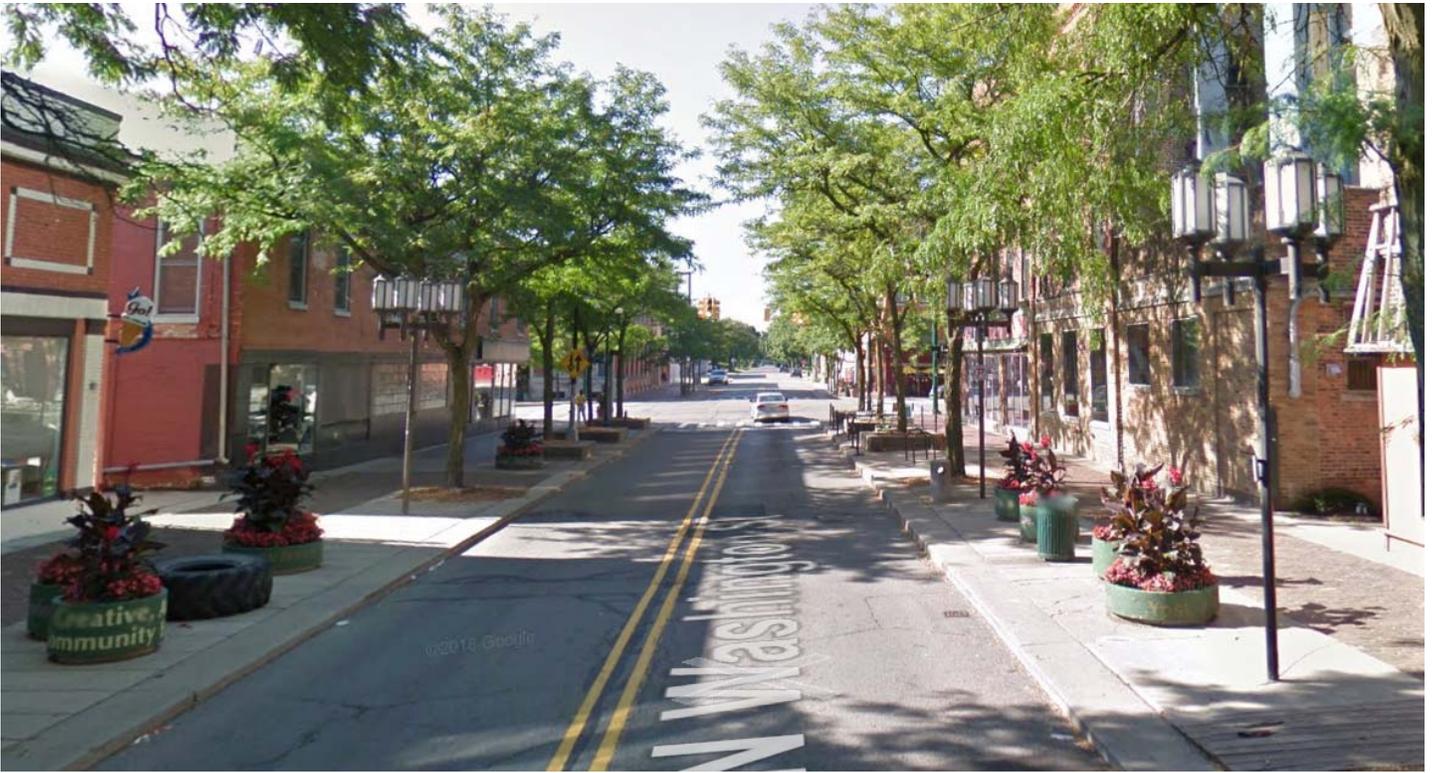
Every winter season the districts are transformed for the holidays as YDDA supports beautification through its installation of holiday lights, garland, and other decorations. The YDDA also provides assistance for holiday ceremonies that are well attended in both Downtown and Depot Town (pictured below) and this year may have been the biggest yet!



These aesthetic improvements have a big impact on place-making and help draw visitors from around the region to our districts for their holiday shopping. From the holiday greenery in median planters to the festive lights, these investments pay big dividends to our quality of life and help make Ypsilanti a special place to be. The YDDA partners with a number of key stakeholders to share in the cost of these improvements including the Conventions and Visitors Bureau, Depot Town Merchants, Downtown Association of Ypsilanti, and the City of Ypsilanti.

The YDDA also contracted WH Canon to support streetscape maintenance throughout 2018 and worked to ensure it meets our high standards including a living wage ordinance meant to ensure we do business equitably. This contract totaled over \$22,000 and represents a sizable investment in beautification that keeps our downtown districts attractive. This work includes loose trashing removal from public sidewalks, parking lots, and common dumpster areas, weeding and watering the flower beds and rain gardens, as well as installation and maintenance of hanging basket planters, and parking lot planting islands. Additionally, this work includes weed control in hardscape areas including public sidewalks, parking lots, curb edges, tree grates, and other public right-of-ways, and planters in median islands on Huron Street. Lastly, spring and fall cleanup as well as installation of more than \$3,000 in annual seasonal planting round out the aesthetic contributions people enjoy annually.





EVENTS

- **First Fridays**

- First Fridays Ypsilanti is a self-guided monthly art and culture walk hosted throughout the downtown areas of Ypsilanti at multiple venues. Each month on the first Friday participating venues offer free art activities involving local artists, musicians, and/or tastings. The goal of the First Fridays Ypsilanti is to invite community members into the downtown area to support local talent and businesses while having a fun time! This extremely popular event draws people to support local arts and businesses in a unique and exciting way.

Festival of the Honey Bee, in partnership with First Fridays Ypsilanti, celebrated 6 years in September 2018. Festival of the Honeybee is a city wide celebration of bees, with art, music, educational activities for all ages, vendors, demonstrations, and more! The 2nd Annual Ypsi pride event is yet another offshoot of First Fridays which featured two stages of family friendly entertainment, beer gardens, local organizations and vendors, children's activity area, and a 21+ after party! YDDA is proud to be a supporter of this incredible event series and hopes to foster its ongoing success for many years.





- **Ypsi Glow**

- On Friday, October 26th from 7-10 p.m., downtown Ypsilanti glowed bright with hundreds of community and artist creations, for a night of dancing, DJ's raised into the air, interactive art activities, black-lit stations, street performances, glowing window displays, and more. Local artists also activate downtown storefronts with installations, showing just how vibrant downtown Ypsilanti can be. Several of these windows come to life during the event, along with over a dozen other multi-media projects, like video projections, giant luminaries, performance art, live painting, shadow puppets, chalk muralists, and laser shows.





- **150th Anniversary Downtown Library Gala**

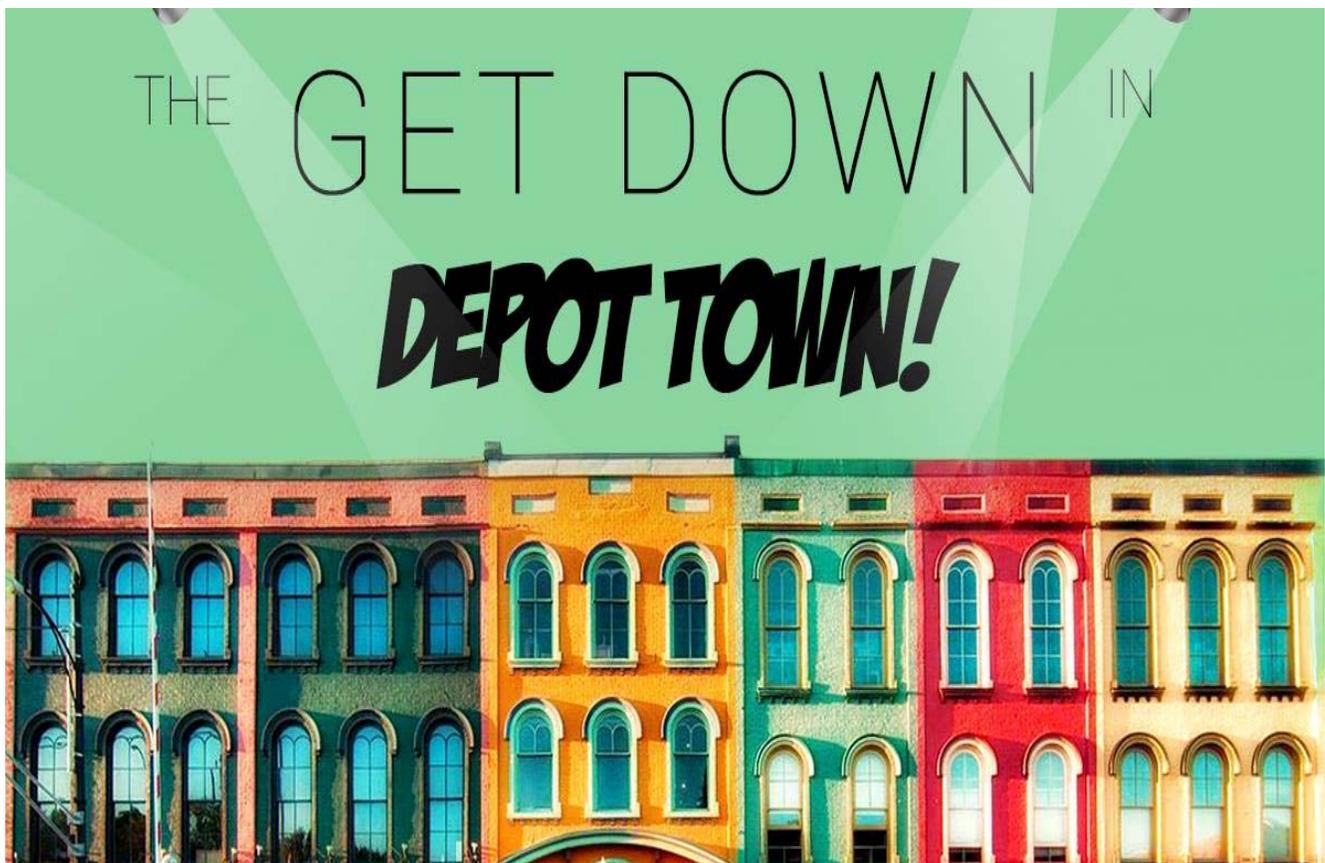
- Held at the historic Ypsilanti Freighthouse (which is ten years younger than the library!) the Gala was a memorable night supporting a great cause and celebrating the 150th anniversary of YDL. The Gala featured professional storyteller La’Ron Williams reflecting on the power of libraries and of stories to unite and transform communities, Music from the Keith Gamble Jazz Ensemble, dinner, drinks, and desserts from local vendors and a silent auction featuring unique items and experiences from all over Michigan.





- **Get Down in Depot Town**

- Ypsilanti's Depot Town neighborhood received national attention after East Cross Street was named to the American Planning Association's (APA) list of 15 "Great Places in America" for 2018. The APA program recognizes five great places in three categories: neighborhoods, streets, and public spaces. East Cross was recognized in the "Great Streets" category this year. The APA looks for places that are "unique and exemplary in their amenities and infrastructure, cultural identity, and use of sustainable and innovative practices." Get Down in Depot Town was a community celebration for this incredible achievement.



- **DDA Meet and Greet**

- In April of 2018 YDDA held a widely attended Meet and Greet event at Riverside Arts Center. The event was catered with food and drinks from around the districts and served as a great opportunity for the districts to come together and celebrate mutual successes while learning from each other's common obstacles. Riverside Arts Center's gallery room was a festive and apt meeting space for such an event given the YDDA's historic public-private partnership that's helped revitalize it. There was no better way to reflect on what we have accomplished while looking forward to all of the opportunities we have to grow together.



2018 YDDA BUDGET

YDDA TOTALS		
Fiscal Year	18/19	
Revenues		
Operating	\$	50,955
TIF		485,050
Revenue Subtotal	\$	536,005
Expenditures		
Operating		37,191
TIF		452,576
Expenditure Subtotal	\$	490,366
Surplus/(Loss)	\$	45,639
Memo: General Fund Balances		
Starting Fund Balance	\$	389,861
Current Year Surplus/(Loss)		45,639
Ending Fund Balance	\$	435,000

YDDA Revenue	
FISCAL YEAR	18/19
TOTAL REVENUE	536,005
OPERATING REVENUE (1.8282 mils)	
CURRENT PROPERTY TAXES	42,408
DELINQUENT PROPERTY	120
INTEREST ON CURRENT TAXES	90
INTEREST ON DELINQUENT TAXES	5
INTEREST EARNINGS	2,132
MISCELLANEOUS REVENUE	6,200
TRANSFER FROM DEPOT TOWN	-
TOTAL OPERATING REVENUE	50,955
TIF REVENUE	
TIFA REIMB PA 86 S17	17,000
CURRENT TIFA TAXES	436,850
DOWNTOWN PARKING PERMITS	7,200
DOWNTOWN GARBAGE COLLECTION	24,000
TOTAL TIF REVENUE	485,050

YDDA EXPENDITURES	
FISCAL YEAR	18/19
TOTAL EXPENDITURES	490,366
OPERATING EXPENDITURES	
OFFICE SUPPLIES	1,104
POSTAGE	184
OPERATING SUPPLIES	460
AUDIT FEES	2,360
CONTRACTUAL SERVICES	18,056
GENERAL LIABILITY	4,645
LEGAL SERVICES	2,300
TELEPHONE	862
CONFERENCES AND WORKSHOPS	938
PRINTING AND PUBLISHING	2,300
RENT	3,524
BOOK MAGAZINES AND PERIODICAL	139
MEMBERSHIPS AND DUES	920
WASHTENAW COUNTY CHARGEBACKS/TRANSFER OUT	-
TOTAL OPERATING EXPENDITURES	37,791
TIF EXPENDITURES	
IGA 35%	152,898
ADMIN CONTRACT	58,000
TIF/CAPITAL IMPROV	20,000
IRRIGATION SYSTEM	120
STREETSCAPE MAINTENANCE	22,633
WASTE MANAGEMENT	24,000
SEASONAL PLANTING	3,275
DTE ELECTRIC BILL	150
HOLIDAY LIGHTING & MAINTENANCE	3,500
SPECIAL EVENT CONTRIBUTION	3,000
FAÇADE GRANT	40,000
BUILDING REHABILITATION GRANT	40,000
BOND PAYMENT	85,000
TOTAL TIF EXPENDITURES	452,576

DOWNTOWN BUDGET

DOWNTOWN TOTALS	
Fiscal Year	18/19
Revenues	
Operating	35,074
TIF	270,151
Revenue Subtotal	305,225
Expenditures	
Operating	22,740
TIF	271,503
Expenditure Subtotal	294,243
Surplus/(Loss)	10,982
Memo: General Fund Balances	
Starting Fund Balance	76,653
Current Year Surplus/(Loss)	10,982
Ending Fund Balance	87,635

DOWNTOWN REVENUE	
FISCAL YEAR	18/19
TOTAL REVENUE	305,225
OPERATING REVENUE (1.8282 mils)	
CURRENT PROPERTY TAXES	27,719
DELINQUENT PROPERTY	100
INTEREST ON CURRENT TAXES	50
INTEREST ON DELINQUENT TAXES	5
INTEREST EARNINGS	1,000
MISCELLANEOUS REVENUE	6,200
TOTAL OPERATING REVENUE	35,074
TIF REVENUE	
TIFA REIMB PA 86 S17	8,000
CURRENT TIFA TAXES	230,951
DOWNTOWN PARKING PERMITS	7,200
DOWNTOWN GARBAGE COLLECTION	24,000
TOTAL TIF REVENUE	270,151

DOWNTOWN EXPENDITURES	
FISCAL YEAR	18/19
TOTAL EXPENDITURES	294,243
OPERATING EXPENDITURES	
OFFICE SUPPLIES	660
POSTAGE	110
OPERATING SUPPLIES	275
AUDIT FEES	1,395
CONTRACTUAL SERVICES	10,794
GENERAL LIABILITY	2,899
LEGAL SERVICES	1,375
TELEPHONE	543
CONFERENCES AND WORKSHOPS	561
PRINTING AND PUBLISHING	1,375
RENT	2,120
BOOK MAGAZINES AND PERIODICAL	83
MEMBERSHIPS AND DUES	550
WASHTENAW COUNTY CHARGEBACKS	-
TOTAL OPERATING EXPENDITURES	22,740
TIF EXPENDITURES	
IGA 35%	80,833
ADMIN CONTRACT	31,900
TIF/CAPITAL IMPROV	10,000
IRRIGATION SYSTEM	120
STREETSCAPE MAINTENANCE	15,000
WASTE MANAGEMENT	24,000
SEASONAL PLANTING	2,500
DTE ELECTRIC BILL	150
HOLIDAY LIGHTING & MAINTENANCE	1,000
SPECIAL EVENT CONTRIBUTION	1,000
FAÇADE GRANT	10,000
BUILDING REHABILITATION GRANT	10,000
BOND PAYMENT	85,000
TOTAL TIF EXPENDITURES	271,503

DEPOT TOWN BUDGET

DEPOT TOWN	
Fiscal Year	18/19
Revenues	
Operating	8,321
TIF	110,565
Revenue Subtotal	118,886
Expenditures	
Operating	6,369
TIF	92,941
Expenditure Subtotal	99,310
Surplus/(Loss)	19,576
Memo: General Fund Balances	
Starting Fund Balance	149,306
Current Year Surplus/(Loss)	19,576
Ending Fund Balance	173,130

DEPOT TOWN REVENUE	
FISCAL YEAR	18/19
TOTAL REVENUE	118,886
OPERATING REVENUE (1.8282 mils)	
CURRENT PROPERTY TAXES	7,574
INTEREST ON CURRENT TAXES	20
INTEREST EARNINGS	727
TOTAL OPERATING REVENUE	8,321
TIF REVENUE	
TIFA REIMB PA&6 S17	4,000
CURRENT TIFA TAXES	106,565
TOTAL TIF REVENUE	110,565

DEPOT TOWN EXPENDITURES	
FISCAL YEAR	18/19
TOTAL EXPENDITURES	99,310
OPERATING EXPENDITURES	
OFFICE SUPPLIES	192
POSTAGE	32
OPERATING SUPPLIES	80
AUDIT FEES	432
CONTRACTUAL SERVICES	3,140
GENERAL LIABILITY	640
LEGAL SERVICES	400
TELEPHONE	112
CONFERENCES AND WORKSHOPS	163
PRINTING AND PUBLISHING	400
RENT	594
BOOK MAGAZINES AND PERIODICAL	24
MEMBERSHIPS AND DUES	160
TOTAL OPERATING EXPENDITURES	6,369
TIF EXPENDITURES	
IGA 35%	37,298
ADMIN CONTRACT	13,340
STREETSCAPE MAINTENANCE	4,378
SEASONAL PLANTING	425
HOLIDAY LIGHTING & MAINTENANCE	1,500
SPECIAL EVENT CONTRIBUTION	1,000
FAÇADE GRANT	15,000
BUILDING REHABILITATION GRANT	15,000
TIF/CAPITAL IMPROV	5,000
TOTAL TIF EXPENDITURES	92,941

WEST CROSS BUDGET

WEST CROSS	
Fiscal Year	18/19
Revenues	
Operating	7,560
TIF	104,334
Revenue Subtotal	111,894
Expenditures	
Operating	8,682
TIF	88,132
Expenditure Subtotal	96,814
Surplus/(Loss)	15,080
Memo: General Fund Balances	
Starting Fund Balance	128,544
Current Year Surplus/(Loss)	15,080
Ending Fund Balance	143,624

WEST CROSS REVENUE	
FISCAL YEAR	18/19
TOTAL REVENUE	111,894
OPERATING REVENUE (1.8282 mils)	
CURRENT PROPERTY TAXES	7,115
DELINQUENT PROPERTY TAXES	20
INTEREST ON CURRENT TAXES	20
INTEREST ON DELINQUENT TAXES	-
INTEREST EARNINGS	405
TOTAL OPERATING REVENUE	7,560
TIF REVENUE	
TIFA REIMB PA 86 S17	5,000
CURRENT TIFA TAXES	99,334
TOTAL TIF REVENUE	104,334

WEST CROSS EXPENDITURES	
FISCAL YEAR	18/19
TOTAL EXPENDITURES	96,814
OPERATING EXPENDITURES	
OFFICE SUPPLIES	252
POSTAGE	42
OPERATING SUPPLIES	105
AUDIT FEES	533
CONTRACTUAL SERVICES	4,121
GENERAL LIABILITY	1,106
LEGAL SERVICES	525
TELEPHONE	207
CONFERENCES AND WORKSHOPS	214
PRINTING AND PUBLISHING	525
RENT	810
BOOK MAGAZINES AND PERIODICALS	32
MEMBERSHIPS AND DUES	210
TOTAL OPERATING EXPENDITURES	8,682
TIF EXPENDITURES	
IGA 35%	34,767
ADMIN CONTRACT	12,760
STREETSCAPE MAINTENANCE	3,255
SEASONAL PLANTING	350
HOLIDAY LIGHTING & MAINTENANCE	1,000
SPECIAL EVENT CONTRIBUTION	1,000
FAÇADE GRANT	15,000
BUILDING REHABILITATION GRANT	15,000
TIF/CAPITAL IMPROV	5,000
TOTAL TIF EXPENDITURES	88,132

DDA BOARD MEMBERS

- **Ben Harrington**, *Board Chair*
– *Ann Arbor SPARK (2019)*
- **Ylondia Portis**, *Vice Chair*
– *Brandhrt Digital Insights and Strategy (2022)*
- **Andrew French**, *Treasurer*
– *Aubrees (2019)*
- **Beth Bashert**, *Mayor of Ypsilanti*
- **Andrew O’Neal**
– *O’Neal Construction (2019)*
- **Kayia Hinton**
– *Hinton Real Estate Group (2022)*
- **Danielle Milner**
– *Do:Better Brand Studio (2022)*
- **Dieter Otto**
– *Eastern Michigan University (2020)*
- **Janette Rook**
– *The Eyrie (2019)*



FY 2018-2019 Budget Amendments for Approval

DOWNTOWN	REQUESTED	AMENDED
Fiscal Year	18/19	18/19
Revenues		
Operating	\$ 35,074	\$ 35,074
TIF	270,151	570,392
Revenue Subtotal	<u>\$ 305,225</u>	<u>\$ 605,466</u>
Expenditures		
Operating	\$ 22,740	\$ 23,804
TIF	\$ 271,503	\$ 566,624
Expenditure Subtotal	<u>\$ 294,243</u>	<u>\$ 590,428</u>
Surplus/(Loss)	\$ 10,982	\$ 15,038
--- Memo: General Fund Balances		
Starting Fund Balance	\$ 80,563	\$ 80,563
Current Year Surplus/(Loss)	10,982	15,038
Ending Fund Balance	\$ 91,545	\$ 95,601

DOWNTOWN REVENUE	REQUESTED	AMENDED
FISCAL YEAR	18/19	18/19
TOTAL REVENUE	\$ 305,225	\$ 605,466
OPERATING REVENUE (1.8282 mils)		
CURRENT PROPERTY TAXES	27,719	27,719
DELINQUENT PROPERTY	100	100
INTEREST ON CURRENT TAXES	50	50
INTEREST ON DELINQUENT TAXES	5	5
INTEREST EARNINGS	1,000	1,000
MISCELLANEOUS REVENUE	6,200	6,200
TRANSFER FROM DEPOT TOWN	-	-
	\$ 35,074	\$ 35,074
TIF REVENUE		
TIFA REIMB PA 86 S17	8,000	16,620
CURRENT TIFA TAXES	230,951	230,951
MEDC GRANT FUNDING		291,621
DOWNTOWN PARKING PERMITS	7,200	7,200
DOWNTOWN GARBAGE COLLECTION	24,000	24,000
	\$ 270,151	\$ 570,392

DOWNTOWN EXPENDITURES	REQUESTED	AMENDED
FISCAL YEAR	18/19	18/19
TOTAL EXPENDITURES	\$ 294,243	\$ 590,428
OPERATING EXPENDITURES		
OFFICE SUPPLIES	660	660
POSTAGE	110	110
OPERATING SUPPLIES	275	275
AUDIT FEES	1,395	1,395
CONTRACTUAL SERVICES	10,794	10,794
GENERAL LIABILITY	2,899	2,899
LEGAL SERVICES	1,375	1,375
TELEPHONE	543	543
CONFERENCES AND WORKSHOPS	561	1,625
PRINTING AND PUBLISHING	1,375	1,375
RENT	2,120	2,120
BOOK MAGAZINES AND PERIODICAL	83	83
MEMBERSHIPS AND DUES	550	550
WASHTENAW COUNTY CHARGEBACKS	-	-
	\$ 22,740	\$ 23,804
TIF EXPENDITURES		
IGA 35%	80,833	80,833
ADMIN CONTRACT	31,900	31,900
TIF/CAPITAL IMPROV	10,000	13,500
IRRIGATION SYSTEM	120	120
STREETSCAPE MAINTENANCE	15,000	15,000
WASTE MANAGEMENT	24,000	24,000
SEASONAL PLANTING	2,500	2,500
DTE ELECTRIC BILL	150	150
HOLIDAY LIGHTING & MAINTENANCE	1,000	1,000
SPECIAL EVENT CONTRIBUTION	1,000	1,000
FAÇADE GRANT	10,000	301,621
BUILDING REHABILITATION GRANT	10,000	10,000
BOND PAYMENT	85,000	85,000
	\$ 271,503	\$ 566,624

DEPOT TOWN	REQUESTED	AMENDED
Fiscal Year	18/19	18/19
Revenues		
Operating	\$ 8,321	\$ 12,342
TIF	110,565	115,333
Revenue Subtotal	\$ 118,886	\$ 127,675
Expenditures		
Operating	\$ 6,369	\$ 6,581
TIF	\$ 92,941	\$ 132,602
Expenditure Subtotal	\$ 99,310	\$ 139,183
Surplus/(Loss)	\$ 19,576	\$ (11,508)
--- Memo: General Fund Balances		
Starting Fund Balance	\$ 149,306	\$ 149,306
Current Year Surplus/(Loss)	19,576	(11,508)
Ending Fund Balance	\$ 173,130	\$ 137,798

DEPOT TOWN REVENUE	REQUESTED	AMENDED
FISCAL YEAR	18/19	18/19
TOTAL REVENUE	\$ 118,886	\$ 127,675
OPERATING REVENUE (1.8282 mils)		
CURRENT PROPERTY TAXES	7,574	7,574
INTEREST ON CURRENT TAXES	20	20
INTEREST EARNINGS	727	748
MISCELLANEOUS REVENUE	-	4,000
	\$ 8,321	\$ 12,342
TIF REVENUE		
TIFA REIMB PA86 S17	4,000	
MEDC GRANT FUNDING	-	8,379
CURRENT TIFA TAXES	106,565	106,954
	\$ 110,565	\$ 115,333

DEPOT TOWN EXPENDITURES		
FISCAL YEAR	REQUESTED 18/19	AMENDED 18/19
TOTAL EXPENDITURES	\$ 99,309.87	\$ 139,182.82
OPERATING EXPENDITURES		
OFFICE SUPPLIES	192	192
POSTAGE	32	32
OPERATING SUPPLIES	80	80
AUDIT FEES	432	432
CONTRACTUAL SERVICES	3,140	3,140
GENERAL LIABILITY	640	640
LEGAL SERVICES	400	400
TELEPHONE	112	112
CONFERENCES AND WORKSHOPS	163	375
PRINTING AND PUBLISHING	400	400
RENT	594	594
BOOK MAGAZINES AND PERIODICAL	24	24
MEMBERSHIPS AND DUES	160	160
	\$ 6,369	\$ 6,581
TIF EXPENDITURES		
IGA 35%	37,298	37,434
ADMIN CONTRACT	13,340	13,340
STREETScape MAINTENANCE	4,378	4,378
SEASONAL PLANTING	425	900
HOLIDAY LIGHTING & MAINTENANCE	1,500	2,800
SPECIAL EVENT CONTRIBUTION	1,000	1,000
FAÇADE GRANT	15,000	42,750
BUILDING REHABILITATION GRANT	15,000	15,000
TIF/CAPITAL IMPROV	5,000	15,000
	\$ 92,941	\$ 132,602

WEST CROSS	REQUESTED	AMENDED
Fiscal Year	18/19	18/19
Revenues		
Operating	\$ 7,560	\$ 7,560
TIF	104,334	105,026
Revenue Subtotal	\$ 111,894	\$ 112,586
Expenditures		
Operating	\$ 8,682	\$ 8,968
TIF	\$ 88,132	\$ 112,359
Expenditure Subtotal	\$ 96,814	\$ 121,327
Surplus/(Loss)	\$ 15,080	\$ (8,741)
--- Memo: General Fund Balances		
Starting Fund Balance	\$ 128,904	\$ 128,904
Current Year Surplus/(Loss)	15,080	(8,741)
Ending Fund Balance	\$ 143,984	\$ 120,163

WEST CROSS REVENUE	REQUESTED	AMENDED
FISCAL YEAR	18/19	18/19
TOTAL REVENUE	\$ 111,894	\$ 112,586
OPERATING REVENUE (1.8282 mils)		
CURRENT PROPERTY TAXES	7,115	7,115
DELINQUENT PROPERTY TAXES	20	20
INTEREST ON CURRENT TAXES	20	20
INTEREST ON DELINQUENT TAXES	-	-
INTEREST EARNINGS	405	405
	\$ 7,560	\$ 7,560
TIF REVENUE		
TIFA REIMB PA 86 S17	5,000	5,329
CURRENT TIFA TAXES	99,334	99,697
	\$ 104,334	\$ 105,026

WEST CROSS EXPENDITURES	REQUESTED	AMENDED
FISCAL YEAR	18/19	18/19
TOTAL EXPENDITURES	\$ 96,814	\$ 121,327
OPERATING EXPENDITURES		
OFFICE SUPPLIES	252	252
POSTAGE	42	42
OPERATING SUPPLIES	105	105
AUDIT FEES	533	533
CONTRACTUAL SERVICES	4,121	4,121
GENERAL LIABILITY	1,106	1,106
LEGAL SERVICES	525	525
TELEPHONE	207	207
CONFERENCES AND WORKSHOPS	214	500
PRINTING AND PUBLISHING	525	525
RENT	810	810
BOOK MAGAZINES AND PERIODICALS	32	32
MEMBERSHIPS AND DUES	210	210
TRANSFER OUT 413	-	-
	<u>\$ 8,682</u>	<u>\$ 8,968</u>
TIF EXPENDITURES		
IGA 35%	34,767	34,894
ADMIN CONTRACT	12,760	12,760
STREETSCAPE MAINTENANCE	3,255	3,255
SEASONAL PLANTING	350	350
HOLIDAY LIGHTING & MAINTENANCE	1,000	1,000
SPECIAL EVENT CONTRIBUTION	1,000	1,000
FAÇADE GRANT	15,000	35,600
BUILDING REHABILITATION GRANT	15,000	15,000
TIF/CAPITAL IMPROV	5,000	8,500
	<u>\$ 88,132</u>	<u>\$ 112,359</u>

DDA			
Fiscal Year		REQUESTED 18/19	AMENDED 18/19
Revenues			
Operating		\$ 50,955	\$ 50,976
TIF		485,050	790,751
Revenue Subtotal		<u>\$ 536,005</u>	<u>\$ 841,727</u>
Expenditures			
Operating		37,791	39,353
TIF		452,576	811,585
Expenditure Subtotal		<u>\$ 490,366</u>	<u>\$ 850,937</u>
Surplus/(Loss)		\$ 45,639	\$ (9,210)

Memo: General Fund Balances			
Starting Fund Balance		\$ 409,678	\$ 409,678
Current Year Surplus/(Loss)		45,639	(9,210)
Ending Fund Balance		<u>\$ 455,316</u>	<u>\$ 400,468</u>

DDA Revenue	REQUESTED	AMENDED
FISCAL YEAR	18/19	18/19
TOTAL REVENUE	\$ 536,005	\$ 841,727
OPERATING REVENUE (1.8282 mils)		
CURRENT PROPERTY TAXES	42,408	42,408
DELINQUENT PROPERTY	120	120
INTEREST ON CURRENT TAXES	90	90
INTEREST ON DELINQUENT TAXES	5	5
INTEREST EARNINGS	2,132	2,153
MISCELLANEOUS REVENUE	6,200	6,200
TRANSFER FROM DEPOT TOWN	-	-
	\$ 50,955	\$ 50,976
TIF REVENUE		
TIFA REIMB PA 86 S17	17,000	21,949
CURRENT TIFA TAXES	436,850	437,602
MEDC GRANT FUNDING		300,000
DOWNTOWN PARKING PERMITS	7,200	7,200
DOWNTOWN GARBAGE COLLECTION	24,000	24,000
	\$ 485,050	\$ 790,751

DDA EXPENDITURES		
	REQUESTED	AMENDED
FISCAL YEAR	18/19	18/19
TOTAL EXPENDITURES	\$ 490,366	\$ 850,937
OPERATING EXPENDITURES		
OFFICE SUPPLIES	1,104	1,104
POSTAGE	184	184
OPERATING SUPPLIES	460	460
AUDIT FEES	2,360	2,360
CONTRACTUAL SERVICES	18,056	18,056
GENERAL LIABILITY	4,645	4,645
LEGAL SERVICES	2,300	2,300
TELEPHONE	862	862
CONFERENCES AND WORKSHOPS	938	2,500
PRINTING AND PUBLISHING	2,300	2,300
RENT	3,524	3,524
BOOK MAGAZINES AND PERIODICAL	139	139
MEMBERSHIPS AND DUES	920	920
WASHTENAW COUNTY CHARGEBACKS/TRANSF	-	-
	\$ 37,791	\$ 39,353
TIF EXPENDITURES		
IGA 35%	152,898	153,161
ADMIN CONTRACT	58,000	58,000
TIF/CAPITAL IMPROV	20,000	37,000
IRRIGATION SYSTEM	120	120
STREETSCAPE MAINTENANCE	22,633	22,633
WASTE MANAGEMENT	24,000	24,000
SEASONAL PLANTING	3,275	3,750
DTE ELECTRIC BILL	150	150
HOLIDAY LIGHTING & MAINTENANCE	3,500	4,800
SPECIAL EVENT CONTRIBUTION	3,000	3,000
FAÇADE GRANT	40,000	379,971
BUILDING REHABILITATION GRANT	40,000	40,000
BOND PAYMENT	85,000	85,000
	\$ 452,576	\$ 811,585



FY 2019-2020 Budget for Approval

DOWNTOWN	REQUESTED
Fiscal Year	19/20
Revenues	
Operating	\$ 35,074
TIF	266,994
Revenue Subtotal	\$ 302,068
Expenditures	
Operating	\$ 23,755
TIF	\$ 278,298
Expenditure Subtotal	\$ 302,053
Surplus/(Loss)	\$ 15

Memo: General Fund Balances	
Starting Fund Balance	\$ 95,601
Current Year Surplus/(Loss)	15
Ending Fund Balance	\$ 95,616

DOWNTOWN REVENUE	REQUESTED
FISCAL YEAR	19/20
TOTAL REVENUE	\$ 302,068
OPERATING REVENUE (1.8282 mils)	
CURRENT PROPERTY TAXES	27,719
DELINQUENT PROPERTY	100
INTEREST ON CURRENT TAXES	50
INTEREST ON DELINQUENT TAXES	5
INTEREST EARNINGS	1,000
MISCELLANEOUS REVENUE	6,200
TRANSFER FROM DEPOT TOWN	-
	\$ 35,074
TIF REVENUE	
TIFA REIMB PA 86 S17	4,000
CURRENT TIFA TAXES	231,794
DOWNTOWN PARKING PERMITS	7,200
DOWNTOWN GARBAGE COLLECTION	24,000
	\$ 266,994

DOWNTOWN EXPENDITURES		REQUESTED	Staff Recommended	Benefit
FISCAL YEAR		19/20		
TOTAL EXPENDITURES		\$ 294,538	\$ 302,053	
OPERATING EXPENDITURES				
OFFICE SUPPLIES	660		660	
POSTAGE	110		500	More postage for publications
OPERATING SUPPLIES	275		275	
AUDIT FEES	1,395		1,395	
CONTRACTUAL SERVICES	10,794		10,794	
GENERAL LIABILITY	2,899		2,899	
LEGAL SERVICES	1,375		1,375	
TELEPHONE	543		543	
CONFERENCES AND WORKSHOPS	561		561	
PRINTING AND PUBLISHING	1,375		2,000	More publications like newsletters, physical surveys, pamphlets for grant programs
RENT	2,120		2,120	
BOOK MAGAZINES AND PERIODICAL	83		83	
MEMBERSHIPS AND DUES	550		550	
	\$ 22,740		\$ 23,755	
TIF EXPENDITURES				
IGA 35%	81,128		81,128	
ADMIN CONTRACT	31,900		31,900	
TIF/CAPITAL IMPROV	10,000		12,000	More "fun projects" like bike loops, benches, improved signage, meet and greets, walking tours, incentive program, movies in the park, public art, Big Belly Trash Recycling
IRRIGATION SYSTEM	120		120	
STREETSCAPE MAINTENANCE	15,000		15,000	
WASTE MANAGEMENT	24,000		24,000	
SEASONAL PLANTING	2,500		2,500	
DTE ELECTRIC BILL	150		150	
HOLIDAY LIGHTING & MAINTENANCE	1,000		1,500	Upgrades to existing lights and decorations or additions
SPECIAL EVENT CONTRIBUTION	1,000		5,000	Increased sponsorship of First Fridays and other key events
FAÇADE GRANT	10,000		10,000	
BUILDING REHABILITATION GRANT	10,000		10,000	
BOND PAYMENT	85,000		85,000	
	\$ 271,798		\$ 278,298	
Surplus or Deficit	\$ 7,530		\$ 15,000	

DEPOT TOWN	REQUESTED
Fiscal Year	19/20
Revenues	
Operating	\$ 8,342
TIF	110,454
Revenue Subtotal	\$ 118,796
Expenditures	
Operating	\$ 7,136
TIF	\$ 100,024
Expenditure Subtotal	\$ 107,160
Surplus/(Loss)	\$ 11,636
--- Memo: General Fund Balances	
Starting Fund Balance	\$ 137,798
Current Year Surplus/(Loss)	11,636
Ending Fund Balance	\$ 149,434

DEPOT TOWN REVENUE	REQUESTED
FISCAL YEAR	19/20
TOTAL REVENUE	\$ 118,796
OPERATING REVENUE (1.8282 mils)	
CURRENT PROPERTY TAXES	7,574
INTEREST ON CURRENT TAXES	20
INTEREST EARNINGS	748
	\$ 8,342
TIF REVENUE	
TIFA REIMB PA86 S17	3,500
CURRENT TIFA TAXES	106,954
	\$ 110,454

DEPOT TOWN EXPENDITURES		REQUESTED
FISCAL YEAR		19/20
TOTAL EXPENDITURES		\$ 99,445.12
OPERATING EXPENDITURES		
OFFICE SUPPLIES	192	
POSTAGE	32	
OPERATING SUPPLIES	80	
AUDIT FEES	432	
CONTRACTUAL SERVICES	3,140	
GENERAL LIABILITY	640	
LEGAL SERVICES	400	
TELEPHONE	112	
CONFERENCES AND WORKSHOPS	163	
PRINTING AND PUBLISHING	400	
RENT	594	
BOOK MAGAZINES AND PERIODICAL	23	
MEMBERSHIPS AND DUES	160	
	\$ 6,368	
TIF EXPENDITURES		
IGA 35%	37,434	
ADMIN CONTRACT	13,340	
STREETScape MAINTENANCE	4,378	
SEASONAL PLANTING	425	
HOLIDAY LIGHTING & MAINTENANCE	1,500	
SPECIAL EVENT CONTRIBUTION	1,000	
FAÇADE GRANT	15,000	
BUILDING REHABILITATION GRANT	15,000	
TIF/CAPITAL IMPROV	5,000	
	\$ 93,077	
Surplus or Deficit	\$ 19,350	

Staff Recommended

Benefit

\$ 107,160

192

200

80

432

3,140

640

400

112

163

1,000

594

23

160

\$ 7,136

More postage for publications

More publications like newsletters, physical surveys, pamphlets for grant programs

37,434

13,340

5,000

750

3,000

7,500

5,000

5,000

Weed control, more hanging baskets or planters, battle of the blooms.
More flowers and other decorative beautification elements
Upgrades to existing lights and decorations or additions
Increased sponsorship of First Fridays and other key events
Reduced grant program in support of capital improvements
Reduced grant program in support of capital improvements

23,000

\$ 100,024

\$ 11,636

More "fun projects" like bike loops, benches, meet and greets, walking tours, movies in the park, treasure hunts, public art programs, Depot Town Signage Project, 10K for parking lot capital improvements, Big Belly Recycling

WEST CROSS	REQUESTED
Fiscal Year	19/20
Revenues	
Operating	\$ 7,560
TIF	104,197
Revenue Subtotal	\$ 111,757
Expenditures	
Operating	\$ 9,265
TIF	\$ 97,654
Expenditure Subtotal	\$ 106,919
Surplus/(Loss)	\$ 4,838

Memo: General Fund Balances	
Starting Fund Balance	\$ 120,163
Current Year Surplus/(Loss)	4,838
Ending Fund Balance	\$ 125,001

WEST CROSS REVENUE	REQUESTED
FISCAL YEAR	19/20
TOTAL REVENUE	\$ 111,757
OPERATING REVENUE (1.8282 mils)	
CURRENT PROPERTY TAXES	7,115
DELINQUENT PROPERTY TAXES	20
INTEREST ON CURRENT TAXES	20
INTEREST ON DELINQUENT TAXES	-
INTEREST EARNINGS	405
	\$ 7,560
TIF REVENUE	
TIFA REIMB PA 86 S17	4,500
CURRENT TIFA TAXES	99,697
	\$ 104,197

WEST CROSS EXPENDITURES		
FISCAL YEAR		REQUESTED 19/20
TOTAL EXPENDITURES	\$	96,941
OPERATING EXPENDITURES		
OFFICE SUPPLIES	252	
POSTAGE	42	
OPERATING SUPPLIES	105	
AUDIT FEES	533	
CONTRACTUAL SERVICES	4,121	
GENERAL LIABILITY	1,106	
LEGAL SERVICES	525	
TELEPHONE	207	
CONFERENCES AND WORKSHOPS	214	
PRINTING AND PUBLISHING	525	
RENT	810	
BOOK MAGAZINES AND PERIODICALS	32	
MEMBERSHIPS AND DUES	210	
	\$	8,682
TIF EXPENDITURES		
IGA 35%	34,894	
ADMIN CONTRACT	12,760	
STREETScape MAINTENANCE	3,255	
SEASONAL PLANTING	350	
HOLIDAY LIGHTING & MAINTENANCE	1,000	
SPECIAL EVENT CONTRIBUTION	1,000	
FAÇADE GRANT	15,000	
BUILDING REHABILITATION GRANT	15,000	
TIF/CAPITAL IMPROV	5,000	
	\$	88,259
Surplus or Deficit	\$	14,816

Staff Recommended

Benefit

\$ 106,919

252

150

105

533

4,121

1,106

525

207

214

1000

810

32

210

\$ 9,265

34,894

12,760

3,500

500

3,000

5,000

15,000

15,000

8,000

\$ 97,654

\$ 4,838

More postage for publications

More publications like newsletters, physical surveys, pamphlets for grant programs

Weed control, more hanging baskets or planters, battle of the
More flowers and other decorative beautification elements
Upgrades to existing lights and decorations or additions.
Lighting the water tower.
Increased sponsorship of First Fridays and other key events

More "fun projects" like bike loops, benches, improved signage, meet and greets, walking tours, incentive program, public art programs, Big Belly Recycling

DDA	REQUESTED
Fiscal Year	19/20
Revenues	
Operating	\$ 50,976
TIF	481,645
Revenue Subtotal	<u>\$ 532,621</u>
Expenditures	
Operating	40,156
TIF	475,976
Expenditure Subtotal	<u>\$ 516,132</u>
Surplus/(Loss)	\$ 16,489

Memo: General Fund Balances	
Starting Fund Balance	\$ 400,468
Current Year Surplus/(Loss)	16,489
Ending Fund Balance	\$ 416,957

DDA Revenue	REQUESTED
FISCAL YEAR	19/20
TOTAL REVENUE	\$ 532,621
OPERATING REVENUE (1.8282 mils)	
CURRENT PROPERTY TAXES	42,408
DELINQUENT PROPERTY	120
INTEREST ON CURRENT TAXES	90
INTEREST ON DELINQUENT TAXES	5
INTEREST EARNINGS	2,153
MISCELLANEOUS REVENUE	6,200
TRANSFER FROM DEPOT TOWN	-
	\$ 50,976
TIF REVENUE	
TIFA REIMB PA 86 S17	12,000
CURRENT TIFA TAXES	438,445
DOWNTOWN PARKING PERMITS	7,200
DOWNTOWN GARBAGE COLLECTION	24,000
	\$ 481,645

DDA EXPENDITURES		REQUESTED
FISCAL YEAR		19/20
TOTAL EXPENDITURES		\$ 516,132
OPERATING EXPENDITURES		
OFFICE SUPPLIES		1,104
POSTAGE		850
OPERATING SUPPLIES		460
AUDIT FEES		2,360
CONTRACTUAL SERVICES		18,055
GENERAL LIABILITY		4,645
LEGAL SERVICES		2,300
TELEPHONE		862
CONFERENCES AND WORKSHOPS		938
PRINTING AND PUBLISHING		4,000
RENT		3,524
BOOK MAGAZINES AND PERIODICAL		138
MEMBERSHIPS AND DUES		920
		\$ 40,156
TIF EXPENDITURES		
IGA 35%		153,456
ADMIN CONTRACT		58,000
TIF/CAPITAL IMPROV		43,000
IRRIGATION SYSTEM		120
STREETSCAPE MAINTENANCE		23,500
WASTE MANAGEMENT		24,000
SEASONAL PLANTING		3,750
DTE ELECTRIC BILL		150
HOLIDAY LIGHTING & MAINTENANCE		7,500
SPECIAL EVENT CONTRIBUTION		17,500
FAÇADE GRANT		30,000
BUILDING REHABILITATION GRANT		30,000
BOND PAYMENT		85,000
		\$ 475,976

City of Ypsilanti
Downtown Development Authority
Board of Directors Meeting Agenda
SPARK East, 215 W. Michigan Ave.
Thursday, February 21st, 2018 – 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

A. Introductions

B. Approval of Agenda (X*)

C. Approval of January 16, 2018 Minutes (X*)

D. Audience Participation (3 minutes each)

E. Staff Report/Financial Report (X)

F. Standing Committee Reports

- **Operations and Finance Committee**
 - **First Fridays Sponsorship (X*)**
- **Marketing Committee**

G. Old Business

- **Parking Strategy (X)**

H. New Business

- **101 W Michigan Grant Agreement (X*)**
- **2019 Goal Setting Document (X*)**

I. Staff Updates

J. Announcements/Comments

K. Public Participation

Next Meeting: March 21st, 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 Agenda

City Hall, Council Chambers 1 S. Huron Street, Ypsilanti

Thursday, January 17th, 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.

1. **Call to Order**
2. **Roll Call**

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

A. Introductions

Also present:

Christopher Jacobs and Elize Jekabson – DDA Staff

Joe Meyers- City of Ypsilanti

Mark Swanson- Terry Bakery

B. Approval of Agenda (X)*

Andy French motioned to approve the agenda and Dieter Otto supported the motion. The board approved the agenda.

C. Approval of December 20, 2018 Minutes (X)*

Danielle Milner motioned to approve the December 20, 2018 meeting notes, with an amendment to fix a mistake on approval of meeting minutes from Dieter Otto supporting to Andrew O’Neal, and Kayia Hinton supported the motion. Motion to approve the minutes passed -- unanimous.

D. Audience Participation (3 minutes each) n/a

E. Staff Report/Financial Report (X)

Staff added a list of meetings and events that they are attending on the staff report.

3D Nutrition moved to a different city, staff reported that Contacto Michigan looks to be occupying the space currently.

F. Standing Committee Reports

- **Operations and Finance Committee**

Andy French reported that the operations and finance committee spent a large amount of time going over the 2019/20 budget, and the 2018/19 budget amendments. The

committee talked about each district, and came together with a nice plan going into 2019.

The committee discussed the sponsorship for Concentrate Media and does not recommend sponsoring the organization for 2019.

The committee also reviewed the annual report, and gave staff recommendations.

- **Marketing Committee**

The marketing committee met and reviewed the annual report. Recommendations of edits were given to staff. The committee discussed depot town signage, and agree that it is important to have a design in place before the start of the new fiscal year, so that these signs can be updated and installed in a timely manner.

This committee does not yet have the membership to act as a real committee, and to have detailed minutes of the meetings.

Beth Bashert suggested new board member Jen Eastridge on the marketing committee.

Andy French suggested that each committee should have charges that work to support 3 year vision led by the director.

Danielle Milner would like a succession plan for committee members.

Non DDA members on all committees do not have expiration dates, but these members have been enormously valuable with their service.

- **Executive Committee**

Ben Harrington reported that the executive committee reviewed the recommendation for the budget, reviewed the annual report, and discussed the IGA.

G. Old Business

- **Concentrate Media**

The Operations and Finance committee discussed the sponsorship for Concentrate Media On the Ground program and does not recommend sponsoring the organization for 2019 due to priorities in this years upcoming budget.

Beth Bashert wanted to make sure that Concentrate Media is thanked, and told that this is a fiscal decision and does not represent a relationship issue between Concentrate Media and the YDDA. The DDA invites Concentrate Media to come back next year with an ask.

Andy French motioned to turn down the \$7500 sponsorship request from Concentrate Media, danielle milner supported the motion. Motion passed -- unanimous.

H. New Business

- **YDDA Annual Report**

Christopher Jacobs spoke about the annual report. The DDA will be providing it to City Council in February. The annual report highlights streetscape maintenance, grants, and events.

The board asked about a plan for communicating this report.

Beth Bashert stressed that this annual report is an important tool for telling the DDA's story. It seems like many people do not know what a DDA is.

Ben Harrington asked if staff is presenting at the meet and greet. Staff is hoping to present the annual report on a powerpoint or at least in print at the meet and greet.

Christopher Jacobs wants approval from board and will make a plan for sharing with the public.

Beth Bashert pointed out that there are number of stories this annual report tells, and it would be wise put it out in pieces do give focus to all the details.

Andy French motioned to accept the annual report as is and bring before City Council, and Dieter Otto supported the motion. Motion passed -- unanimous

- **Budget Amendment for FY 2018/2019**

Some amendments need to made because of the personal property tax that the DDA received in November. Downtown surplus went up because of the personal property tax, and Depot Town unexpectedly, did not receive any. Further details in the operations and finance minutes.

Janette Rook motioned to approve the budget amendments for FY 2018/2019 and Danielle Milner supported the motion. Motion passed-- unanimous.

- **Budget Recommendation for 2019/2020**

Downtown

Operations and Finance committee recommends option A to the board. This option was staff recommended.

Downtown more postage, printing/publishing, and increasing TIF capital improvement.

Christopher Jacobs spoke about a future project, the treasure hunt. Staff will have an official proposal shortly. Staff hopes to have a similar project that pulls EMU students off campus, and into the Districts.

Staff is looking at Recycling programs downtown. These would ideally be smart containers. The DDA would work with the City to provide big belly trash cans.

Big belly is expensive and will need to be partnership with the city. Beth Bashert said there will need to be trials, possibly in the DDA,

Holiday lighting will need to be updated, so that is a line item that has increased for the next fiscal year.

Special event contribution for all the districts to increase for support for events like First Fridays Ypsilanti, and The Get Down in Depot Town.

Depot Town

Operations and Finance recommended taking down overall budget for rehab and facade grants from \$30,000, to \$10,000 in the district. The \$20,000 would be contributed towards the parking solutions in Depot Town.

Andy French explained that the city spends money for strategies but seems to never have money to implement the strategies. \$20000 is not going to move the needle but it can cover the low hanging fruit in parking solutions.

Andrew O'Neal is interested in commuter connector bus, and its costs.

West Cross

West Cross has an increase in postage, printing/publishing, and increasing TIF capital improvement. Event contribution to increase.

Holiday lighting budget to increase so that the DDA can light the Water Tower.

Dieter Otto motioned to approve the Budget Recommendation for 2019/2020 and Andy French supported the motion. Motion carried- unanimous.

I. Staff Updates

- **Meet and Greet**

Flyers handed out about meet and greet on January 28th at 734 Brewing Co.

J. Announcements/Comments

K. Public Participation

Mark Swanson noted that there has been a crime uptick downtown in the last few months, and an employee at The Rocket was assaulted. He said that it was nice to see DDA police officer on duty, Officer Justin Taite.

Staff added that Officer Taite will be attending future DDA meetings.

Next Meeting: February 21st, 8:30 a.m., Spark East

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

February 2019 Expenses

	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN	LINE ITEM	DESCRIPTION
MDA	\$135.00	\$27.00	\$20.25	\$87.75	Conferences and Work	Conference
Dolores	\$125.00	\$27.50	\$28.75	\$68.75	TIF	Meet and Greet
Ma Lous	\$395.00	\$86.90	\$90.85	\$217.25	TIF	Meet and Greet
Go Ice Cream	\$365.00	\$58.40	\$65.70	\$240.90	TIF	Meet and Greet
Veg-O-Rama	\$108.00	\$23.76	\$24.84	\$59.40	TIF	Meet and Greet
WH Canon	\$1,958.58	\$430.89	\$450.47	\$1,077.22	Landscape Maintenanc	October Landscape Maintenance
Veg-O-Rama	\$5,700.00	\$5,700.00			Building Rehab Grant	Veg-O-Rama Grant
Jonathan Goetz	\$363.00		\$363.00		Holiday Lighting	Garland
Brain Foley	\$1,500.00		\$1,500.00		TIF	Electricity for Depot Town
United Sonz	\$950.00			\$950.00	TIF	Parking Signage
WHCanon	\$500.00			\$500.00	Waste Management	Dumpster Cleanout
WHCanon	\$500.00			\$500.00	Waste Management	Dumpster Cleanout
WHCanon	\$250.00			\$250.00	Waste Management	Dumpster Cleanout
Republic Services	\$1,988.31			\$1,988.31	Waste Management	Dumpster Services
Total	\$14,837.89	\$6,354.45	\$2,543.86	\$5,939.58		

W. Cross St. Revenue Expenses Report

02/07/19							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		11,550		12,007		-457	104%
TIFA		103,511		5,329		98,182	5%
<u>Total</u>		115,061		17,336		97,725	15%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		7,412		2,666		4,746	36%
TIFA Expenses		87,851		9,182		78,669	10%
<u>Total</u>		95,263		11,848		83,415	12%
<u>Revenues Over (Under) Expenses</u>		19,798		5,488			
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

02/07/19							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		8,278		12,739		-4,461	154%
TIFA		109,681		0		109,681	0%
<u>Total</u>		117,959		12,739		105,220	89%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		5,533		2,098		3,435	38%
TIFA Expenses		92,639		15,494		77,145	17%
<u>Total</u>		98,172		17,592		80,580	18%
<u>Revenues Over (Under) Expenses</u>		19,787		-4,853			
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

02/07/19							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		34,244		31,253		2,991	91%
TIFA		268,236		32,720		235,516	12%
<u>Total</u>		302,480		63,973		238,507	21%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		28,527		8,872		19,655	31%
TIFA Expenses		270,849		37,654		233,195	14%
<u>Total</u>		299,376		46,526		252,850	16%
<u>Revenues Over (Under) Expenses</u>		3,104		17,447			
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							

City of Ypsilanti DDA Staff Report January 2019

Website: Staff continues to update business directory and available properties

Community Outreach and Partnerships: Staff routinely meets with most business owners to discuss their needs and to inform them on DDA updates and with new businesses to discuss where to locate. DDA meets with First Fridays Ypsilanti on a monthly basis to discuss events and partnership. Staff held a DDA Meet and Greet which had 40 attendees.

Downtown Dumpster Management: Staff is promoting the system and conducting weekly maintenance on the enclosures. Staff is looking at how to improve the system we have.

Press/Communications: We have been working to promote new businesses and events on the DDA's Facebook Page on a regular basis. Staff has worked with board members to create a marketing committee.

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 RFP

Grants: Grant agreements are signed. Staff checking in, answering questions and processing payments.

New Businesses: n/a

Businesses Closing: 3D Nutrition

Staff Hours for December

Christopher– Annual Report presentation, 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 - 60 Hours
Elize – Business check-ins, meeting coordination, DDA dumpster maintenance, payment processing for parking and dumpsters, website content creation and distribution , DDA board and committee meeting minutes, promote DDA news and businesses via social media, special projects, meet and greet planning - 87 Hours

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

Cindy – Available properties and social media support – 15 Hours

Nan – Budget – 10 Hours

Joe – DDA guidance – 10 hours

Meetings/events attended by DDA staff

Weekly Planning and Building Department Meetings

Ypsi Parking Strategy Review – January 9th

Youth and Safety Collaborative at AADA –January 10th

Meeting with Plush Party Palace- January 14th

DDA Officer Meeting – January 14th

100 W. Michigan Grant meeting – January 17th

Alarm Lock Training- January 22nd

Mayor, DDA Chair, Staff meeting – January 22nd

DAY Meet and Greet- January 22nd

City Council/ Staff retreat- January 23rd

Back Office Studio Grand Opening- January 25th

DDA Meet and Greet- January 28th

City of Ypsilanti
Downtown Development Authority
Operations & Finance Committee Meeting
Wednesday February 13, 2018 – 8:30AM
SPARK East 215 W Michigan Ave

I. Call to Order:

II. Roll Call

Andrew French	P	Ruth Ann Jamnick	P
Zachary Schultz	P	Danielle Milner	P

III. Approval of Agenda *(X)

IV. Approval of Minutes*(X)

V. Audience Participation:

VI. Old Business:

New Committee Members

VII. New Business:

First Fridays Sponsorship
2019 Goal Setting Document
Landscaping RFP

IX. Proposed Business: N/A

IX. Announcements/Comments: N/A

X. Audience Participation: N/A

XI. Adjourn

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

Ypsilanti Downtown Development Authority

**City of Ypsilanti
Downtown Development Authority
Marketing Committee Meeting**

NOTES

Wednesday February 13, 2019 – 10:30 a.m.

Hinton Real Estate
36 N. Washington St.

I. Call to Order:

II. Roll Call

Ylondia Portis P Kayia Hinton P

III. Approval of Agenda *(X) This agenda is for note purposes only as the committee is not yet official.

IV. Audience Participation:

Sandy Aldrich- Back Office Studios - interested in joining committee.

V. Old Business:

- **Committee Membership**

Interested parties were contacted and invited to sit in on the meeting. We hope to build the committee to at least five members. Still looking for Depot Town, West Cross, and EMU representation. Patrick Elchin at 734 Brewing Co. is interested, but this meeting time does not fit his schedule.

Staff has reached out to Rick from Tower Inn and looking for a contact for an interested EMU student.

- **Depot Town Signage**

The main goals are to

Prioritize locations and designs, Quotes or bids, and Construction.

The goal is to talk about this now, have the plans in place, and be ready for construction on July 1st

Committee looked over google maps at locations and talked about wayfinding ideas.

One example is the current sign on Huron and Cross - wayfinding seems to be backwards and not make sense.

Instead of the signs pointing out Freighthouse or Farmers Market it could say -

Freighthouse plaza. Sign closer Fire museum can point to auto museum and vice versa.

VI. New Business:

- **Public Participation Policy**

Christopher Jacobs goes over the city's public participation draft.

Is what the city using something we can adopt as the DDA? How do we fit our needs to their methods.

Ylondia Portis - We should map out a consumer journey- what is our motivation to speak to that audience. Chris points out chart on page 6. This outlines how certain demographics get their info now. Where are they looking for information because that is where we need to be talking to them.

Section preceding the chart can explain why we choose to engage a certain audience.

Before we speak about tactics- we need to discuss objectives.

We need to strengthen our branding for the DDA.

We need to document our target audience. Staff will put something together before the next meeting.

Committee offers support to staff to achieve these tasks.

- **Ypsi "Treasure Hunt"**

The current committee likes the framework of the "ypsi treasure hunt". A person collects a certain number of receipts from the district and they can win a giftcard.

The committee believes there should be less winners, but with a bigger prize and VIP "Key to the City" treatment. An idea is to include a Parking spot for a few months.

The idea came up of a Ypsi Black Card that has \$500 on it and can be used exclusively at DDA District locations.

Include a Mini milestone or a point system incentive.

Sandy Aldrich suggested to contact the A2 District library and their best practices for their summer reading program.

Press Release.

VII. Old Business:

VIII. Proposed Business:

IX. Announcements/Comments:

IX. Audience Participation:

X. Adjourn

Next Meeting– Wednesday, March 13, 2019, Hinton Real Estate, 36 N. Washington St.

Key: * = items requiring Committee action (X) = docum attached in packet

Ypsilanti Downtown Development Authority



Parking Strategy



First Fridays Sponsorship

Presentation and funding request

FIRST FRIDAYS YPSILANTI ■

HISTORY

HOW TO
SUPPORT

WHAT IS FFY

SPECIAL
EVENTS



WHO WE ARE

First Fridays Ypsilanti is a self-guided monthly art and culture walk hosted throughout the downtown areas of Ypsilanti at multiple venues. Each month on the first Friday participating venues offer free art activities involving local artists, musicians, and/or tastings. The goal of the First Fridays Ypsilanti is to invite community members into the downtown area to support local talent and businesses while having a fun time!

First Fridays Ypsilanti is committed to hosting a free, self-guided, monthly art and culture walk. The Organization accomplishes this by:



PLATFORM

ECONOMIC

CULTURE

22 22 North

22 N Huron St; 7p-9:30p
The RFD Boys at 22 North!
Relaxed, family friendly concert with SE Michigan's beloved bluegrass band as they start their 50th year! Feel free to come and go and make requests.

7B 734 Brewing Company

15 E Cross St; 8p-10p
Live! at 734: Last First Friday
Still glowing from their performances at YpsiGlow, soulful violinist Laina and DJ ShwPk fuse modern hip hop beats with violin.



Bank of Ann Arbor
7 W Michigan Ave; 9a - 6p

www.bankofann Arbor.com
FFY's official sponsor! Stop by to pick up maps and learn more about their services.

BS Bona Sera Restaurant

200 W Michigan Ave; 5p-10p
LEILA BARBOSA At Bona Sera
For a survivor of Brazil's military dictatorship and to navigate Trump and Bolsonaro's post-fact era is in itself an investigative process. She expresses herself and her feelings regarding the times we are in today through signs, colors and movements.

CS Cross Street Coffee

317 W Cross St; 6p-8p
The Best of Both Worlds
Luke Jackson has an eye for capturing the perfect photo. That mixed with the pen of Akanni Hayes is when the magic happens.

CC Cultivate Coffee & Taphouse

307 N River St; 5p-10p
Holiday Movies & Crafts
We will be showing classic favorites like Rudolph & Home Alone all night and offering coloring & crafting for kids of all ages

EV Evenstar's Chalice

36 N Huron St; 5:30p-8p
Tarot Wisdom Insights with Jeanne Adwani
Have your insights from the tarot cards read by Jeanne Adwani.

GM Gallery Mutt - POP UP GALLERY

12 W Michigan Ave; 6p-9p
Holiday Pop up Jewelry and Local Artist Event
Please join us for the soft opening of Gallery Mutt, a jewelry and object gallery featuring both local and national talent. This event will feature jewelry from Cranbrook alumni, Ypsi Alloy members, and Michigan jewelers as well as objects, furniture and prints. A large earring wall will be available for holiday shoppers as well as hot cider and light snacks!

DOWNTOWN TREE LIGHTING

Library Plaza; 5:30p-7p

Join us at 5:30p for cookie decorating and hot chocolate!
At 6p the Ypsilanti Community Choir will lead caroling followed by a visit from Santa and photo ops!



Sponsored by the Downtown Association of Ypsilanti.



First Fridays Ypsilanti is a self-guided art walk event that happens on the first Friday of each month.

All venues provide free art events, including displayed art, live music, art workshops, puppet shows, performance art, and more!

firstfridaysypsi.com



/FirstFridaysYpsi



@FFYpsi



@FirstFridaysYpsi



info@
firstfridaysypsi.com



734-606-YPSI



First Fridays will be hibernating for the winter.

See you in April!



Ann Arbor Area
Community Foundation

Ypsi
REAL



DECEMBER 7th, 2018





- GO** **Gol Ice Cream**
10 N Washington St; 6p-9p
Ypsi Youth Orchestra Performance & Fundraiser!
Enjoy sweet treats and sweet sounds as the Ypsi Youth Orchestra Jazz Ensemble performs live from 6 to 8pm. A portion of the evening's proceeds benefit the YYO!
- GC** **Gold and More Jewelry**
120 Pearl St; 10a-5:30p
Jingle Bash
Buy one and get the second item (equal value or lower) 50% off!
- HB** **Haab's Restaurant**
18 W Michigan Ave; 6:30p-8:30p
Live Music by Dave Keeler
Classic folk songs with acoustic guitar accompaniment while you're dining.

- NA** **Nelson Amos Studio**
23 E Cross St; 7p-8:30p
Art, Music, and Theater at the Nelson Amos Studio
Korin & Nelson will play piano and classical guitar. Mind the Gap, joined by Chris Amos, will include comic sketches in the Monty Python tradition.
- PR** **Puffer Red's**
113 W Michigan Ave; 7p-9p
Mega Melanin
Mega Melanin presents Pull Up at Puffer Reds. The event will be an open mic featuring Darion from EMU Poet Society. Mention First Friday for in-store 20% discount during the event.
- RA** **Riverside Arts Center Off-Center Gallery**
64 & 76 N Huron St; 8p-10p
Staged Readings of Original One-Act Plays
Join us for an evening of theatre as we present staged readings of three new scripts by local playwrights!
"A Touch Awkward" by Brian Cox - Directed by Dianne Bernick
"Last Day in Paradise" by Dustin Mineau - Directed by Craig VanKempen
"Whatever Happened to Captain Future?" by Greg Pizzino - Directed by Marisa Dlugie
***Some content may not be suitable for young children
- RO** **The Rocket**
122 W Michigan Ave; 11a-8p
www.therocketypsi.com
The official spot to grab your FFY tee shirts, stickers, and more!
- SC** **Salt City Antiques**
115 W Michigan Ave; 5p-8p
Warm up with refreshments
Warm up with snacks and drinks while you shop antique and vintage items.
- SS** **Silver Spoon Antiques**
42 N Huron St; 5p-8p
Jewelry Extravaganza
Vintage jewelry makes great holiday gifts! Silver Spoon has hundreds of pieces of vintage jewelry many of which have just come in. We also carry other ladies' accessories, vintage clothing, paper items and more.
- SL** **St. Luke's Episcopal Church**
120 N Huron St; 7p-8p
Sugar Prince at St. Luke's
Sugar Prince (Amber Fellows and Isaac Levine) will be coming by and presenting a free performance Friday evening in the sanctuary!
- SW** **Sweetwaters of Ypsilanti**
735 W Cross St | *OFF THE MAP!*; 5:30p-7:30p
Opaque Dialogues
A reception and Group Art Exhibit presenting current art work from five local and international women artists. Featuring drawings, paintings, sculptures, wearable art and more. Entertainment will be provided.

- TR** **The Tap Room**
201 W Michigan Ave; 9p-1:30a
NO COVER Concert w/ Mercury Salad Sandwich, Daynites, Las Drogas
Featuring the following bands:
The DayNites - 9pm - Neo-Soul Blues Fusion
Las Drogas - 10pm - catchy, danceable, and fun garage rock influenced by 50s and 60s roots rock - like The White Stripes mashed with Jerry Lee Lewis.
Mercury Salad Sandwich - 11pm - ACOUSTIC FUNK WITH TWANGY FOLK ROCK
- TY** **The Thrift Shop of Ypsilanti**
14 S Washington St; 4p-8p
It's "Ugly" Christmas Sweater Time!
We have quite a collection of wonderful ugly AND pretty Christmas sweaters, and they are all on sale for \$2.00 apiece! We've got you covered—in gaudy sequins, reindeer, Santa, snowflakes, etc. Lots of other Christmas goodies are available too!
- VR** **Veg-O-Rama**
533 W Cross St | *OFF THE MAP!*; 5p-8p
First Friday
Free Lentil Soup on every meal for First Fridays Ypsilanti!
- YA** **Ypsi Ale House**
124 Pearl St; 5p-11p
First Friday at Ypsi Alehouse
Live music starting at 5pm with the Pearl Street String Band. At 8pm enjoy the soulful, groovin' rock-n-roll sounds of Band of Rasmus. Come in early for Happy Hour from 3-6 for \$2 off beer, hard cider, wine and bar snacks.
- YL** **Ypsilanti District Library**
Library Plaza; 5:30p-7p
Downtown Tree Lighting!
Join us at 5:30pm for cookie decorating and hot chocolate. At 6pm the Ypsilanti Community Choir will lead caroling followed by a visit from Santa and photo-ops! Sponsored by the Downtown Association of Ypsilanti.
- YR** **Ypsilanti Running Co.**
126 W Michigan Ave; 6p-8p
CoCo Rose Accessories
CoCo Rose Accessories is stocked with knit scarves, blanket scarves, and home good items to take you into the holiday season and through the winter. Each piece is made by creator Courtney Vanderlaan and crafted with careful attention to detail and functionality. All pieces are priced with affordability in mind so that folks are able to gift themselves and others at any price point!
- ZG** **Ziggy's**
206 W Michigan Ave; 6p-12m
First Fridays Jazz And Electric Soul Show
6-8pm it's the final installment of our First Fridays Jazz Series! It's Mark Pappas, Ingrid Racine and Scott Kretzer. Then, from 8 till late, it's The Electric Soul Show presented by The House Of Mole. Electric Blanket are joined by Ypsi songstress Dani Darling, with Detroit rapper Day Oshee bringing her rhymes of peace and love from the Hip-Hop Oracle.

CREATING ECONOMIC STIMULUS IN YPSILANTI DOWNTOWN DISTRICTS.

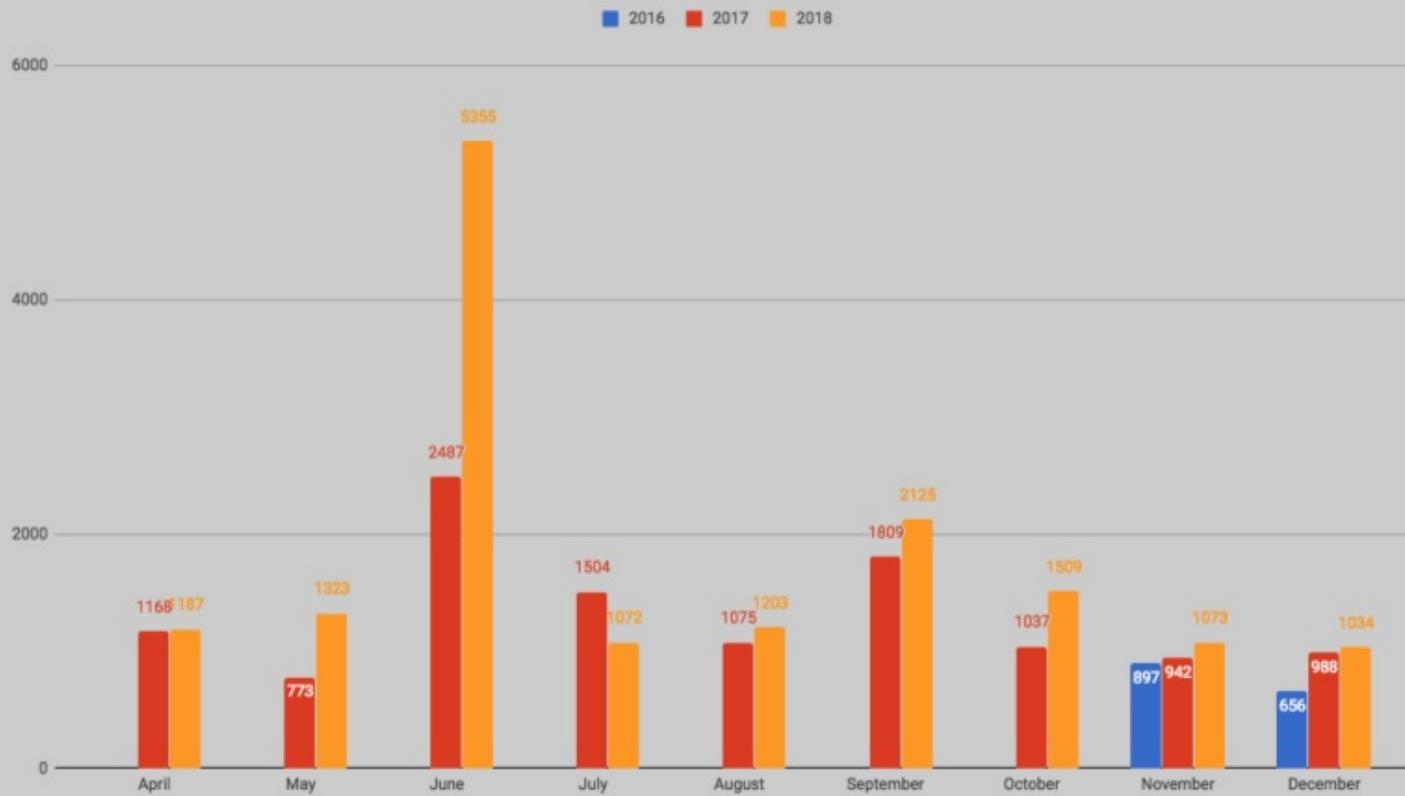


In 2017, Go! Ice Cream, Brick and Mortar, Tap Room, Sidetrack, Ziggys, and Riverside Arts Center reported an increase of sales during a First Fridays night. Cultivate saw a 20% increase of sales every First Friday. Bona Sera Restaurant reported a 20-40% increase of sales every First Friday.

CHARTS

REACH

First Fridays Foot Traffic



67 VENUES PARTICIPATED IN 2018 WITH 280 EVENTS

Facebook: 6,033 followers
Instagram: 3,133 followers



First Fridays Ypsilanti promotes 30-45 events every month between April and December. 1,000 maps are printed and distributed throughout Ypsilanti. Maps are also downloaded from our website, Facebook, and QR codes at every venue.

FACILITATING AND SHOWCASING YPSILANTI'S CREATIVE AND HISTORIC CULTURE.



In 2012, Ypsilanti had a robust creative art and music scene, but there was very little space to showcase the work and engage with the community. Ypsi Cafes were hosting art shows on the same nights but not cross-promoting each others events. Artists started meeting at the Ballroom Collective (now Ypsi Alloy Studios) and recruiting employees of Ypsi businesses to convince their bosses to let them put local art on the walls, and hold openings with live music on the First Friday of every month. The A2Awesome Foundation recognized the value of the project and awarded the small group enough cash to create an organization. First Fridays Ypsilanti was founded in late 2013.

EARLY MAP





EVENTS

FFY currently hosts two street events and a fundraising gala by organizing, planning, facilitating with community members.

YPSI PRIDE

FOTHB

5 YEAR
GALA

YPSI PRIDE



Ypsi Pride will be celebrating its third year on June 7th, 2019. Due to its wild popularity, we expanded the event from one block to two blocks in 2018. Ypsi Pride is run by FFY staff and select board members, along with a steering committee of seven community members. Ypsi Pride currently has six sub-committees of volunteers.

FESTIVAL OF THE HONEY BEE



FOTHB will be celebrating its seventh year, and second year as a block party on Washington Street. Our aim is to raise awareness of the importance the honey bee and other pollinators have on our environment. We celebrate Ypsilanti's status as a Bee City USA through art, music, and community. This theme has city-wide participation. FOTHB is organized by FFY staff and board, in partnership with the Music and Arts Guild

FFY GALA AND FUNDRAISER



The FFY Gala and Fundraiser is organized by the FFY board and staff. Business owners, community members, and artists gathered to celebrate five years of First Fridays in Ypsilanti.

YDDA SPONSORSHIP

We cannot bring First Fridays to Ypsilanti without help from people like you who love this community.



MASTERPIECE

PROJECT
HORIZON

MASTERPIECE SPONSORSHIP \$8,000+

- Your Business presents - First Fridays Ypsilanti on all red location markers at every venue.
- Logo on the front of every map April-December 2019
- Tags on social media events, and hashtags on instagram posts.
- Shoutouts on radio and TV interviews for First Fridays Ypsilanti.
- Opportunity for sponsor to speak at Ypsi Pride and Festival of the Honey Bee
- One board member position for the year.

- Bragging Rights. Because First Fridays Ypsilanti is awesome and how cool that you get to be the premiere sponsor??

PROJECT HORIZON

- New Red Venue Signs- Designed by local Artist Rob Todd- \$5,000
- New Map design featuring monthly visual artist- \$4,500
- Winter Outdoor Holiday Market (December FFY) - \$5,000+
- Artist Feature article
- Further outreach to surrounding neighborhoods/schools.
- Further West Cross/EMU promotion and outreach



101 W Michigan Grant Agreement

Developer is requesting amendment to the grant resolution for extended time to begin and complete the project

10/18/2018

**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 101 W. MICHIGAN**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants 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 Grants 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 Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the Michigan Economic Development Corporation has awarded the Ypsilanti DDA \$300,000 in grant funding to be used within one year of accepting the award; and

WHEREAS, the YDDA has received a grant request from 101 W. Michigan to help business expand in Downtown; and

WHEREAS, upon review by the Grants 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 Building Façade grant as recommended by the Grants 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 \$100,000
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:

Ypsilanti Downtown Development Authority

To: Grant Committee
From: Elize Jekabson, Ypsilanti DDA
Subject: 101 W. Mich
Date: October 11th, 2018

YDDA Staff has received a facade grant application for 101 W. Michigan Ave. The application was submitted by Richard Muszynski, of Shelter Bay Realty. The total cost for the proposed project is \$380,350. The proposed facade improvements are: Removing aluminum facade and to bring the building back to its 1830's design. Tuck point mortar joints, two new doors on east facade, replacement of historic windows, new stairway on east facade with electrical work for egress lighting and outlets.

The scope of the project applicable to grant:

- Materials + Labor: \$380,350
- Total asking price: \$100,000

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
- Site plans
- Attachments 2,3, 4, and 5
- Most contractor quotes with Attachment 6
- HDCl - HDC staff has spoken to architect and owner and expects them to proceed shortly.

**YPSILANTI DDA
BUILDING REHABILITATION AND FAÇADE PROGRAM**

Application Form

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.4829762

1. Applicant Information

Name: Richard Muszynski

Business Name: Shelter Bay Realty LLC

Business Address: 101 West Michigan Avenue, Ypsilanti, MI

Home Address: [REDACTED]

Business Phone: [REDACTED] Home Phone: _____

Email: [REDACTED]

2. Project Information

Building Location: 101 West Michigan Avenue, Ypsilanti, MI

Business(es) Located in the Building: Independent Vapor Company

Building Age/Date Built: 1830

Current Zoning: C Building SEV: \$91,700

Owner of Record: Shelter Bay Realty LLC

If Leased: Years Left on Lease: 1 Year Renewal Term: Option to Renew

3. Project Description

Describe in detail the proposed scope of work including design firm selected if applicable. In describing the project, be sure to differentiate between interior renovations vs. exterior façade improvements to be undertaken. Use separate sheet in necessary.

See attached form.

Anticipated Construction

State Date: 11/1/2018 Completion Date: 10/1/2020 Total Project Cost: \$380,350

4. Building Information

Will the project result in a change of use for the building? Yes _____ No

What will the uses of the building be after the project in completed?

1st Floor: Restaurant

2nd Floor: Commercial - Office Space

3rd + Floor(s): Commercial - Office Space

5. 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. Copies of Lease
- e. Project budget
- f. Two (2)-contractor quotes/construction bids for total project
- g. Photographs of proposed project site
- h. Rendering of completed project (for façade only)

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

August 31st, 2018

Attention: Joe Meyer, City Manager
Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197

Dear Mr. Meyer,

I have included the application information for the Ypsilanti facade grant and all of it's forms for your consideration. Included in this package is the application, deed for the property, proof of insurance, proof of property taxes paid, the current lease for the first floor, quotes for construction, plans and photos for the project. If you have any questions please do not hesitate to contact me.

I welcome the opportunity to work with the City of Ypsilanti to revitalize the downtown. The facade grant will allow for me to bring the building back to it's original beauty as a 1830's brick downtown building.

Due to the short timeline to submit for the facade grant the quotes provided are not final and are subject to change. We are with the understanding that we will be able to complete the architectural drawings and provide you with finalized quotes at a later date. If this is not how you want the application please extend us a written extension to complete the grant requirements.

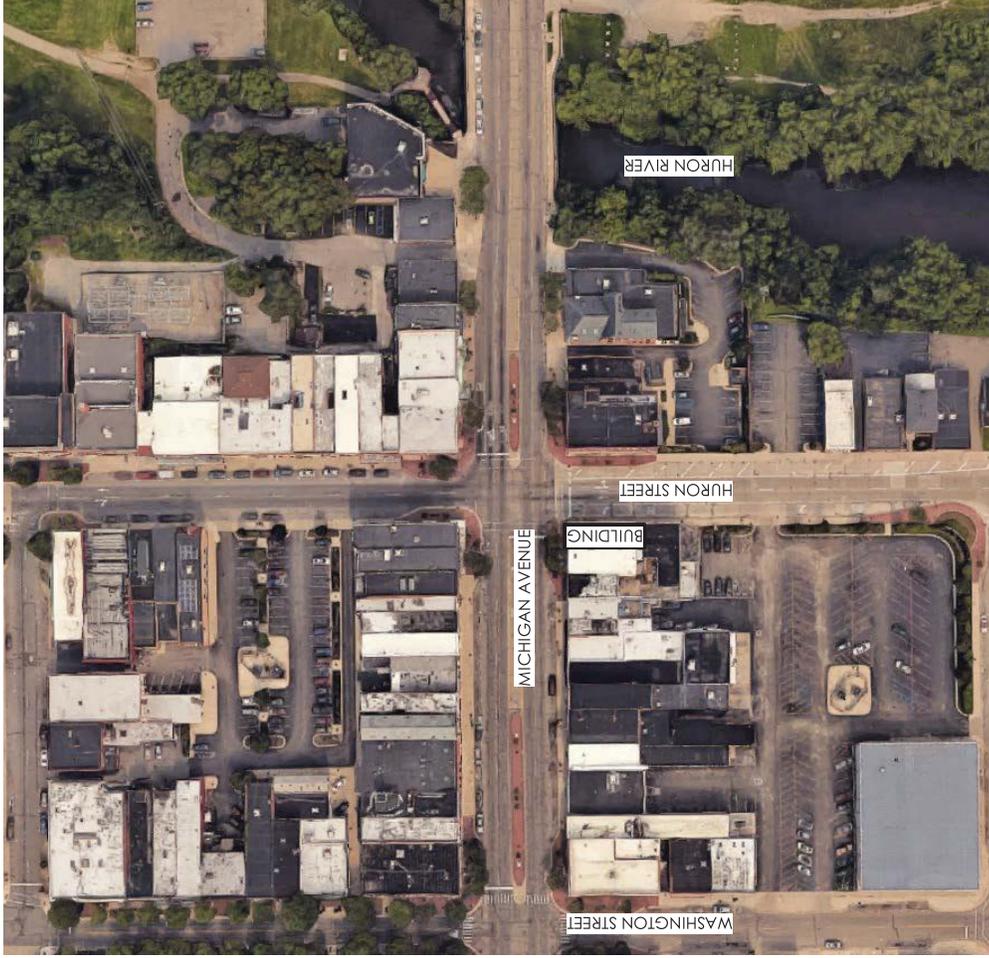
Sincerely,

Richard Muszynski



101 W. MICHIGAN

101 WEST MICHIGAN AVE., YPSILANTI, MI



101 WEST MICHIGAN AVENUE
WASHTENAW COUNTY
YPSILANTI, MI 48197
GPS COORDINATES (42.241150, -83.612991)

↑ SITE CONTEXTURAL MAP

SCALE 1" = 100' 0 100 200'

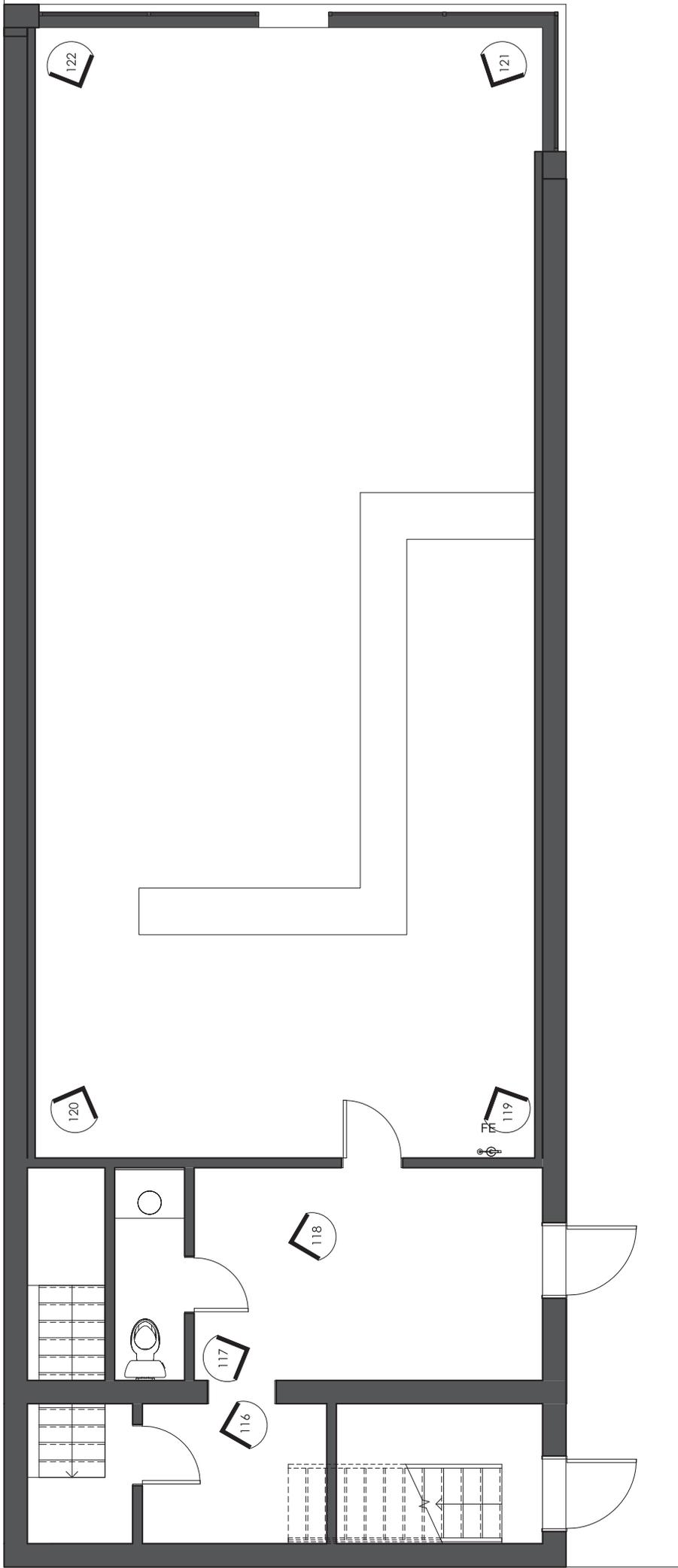


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101 W. MICHIGAN

101 WEST MICHIGAN AVE., YPSILANTI, MI



⇒ FIRST FLOOR PLAN

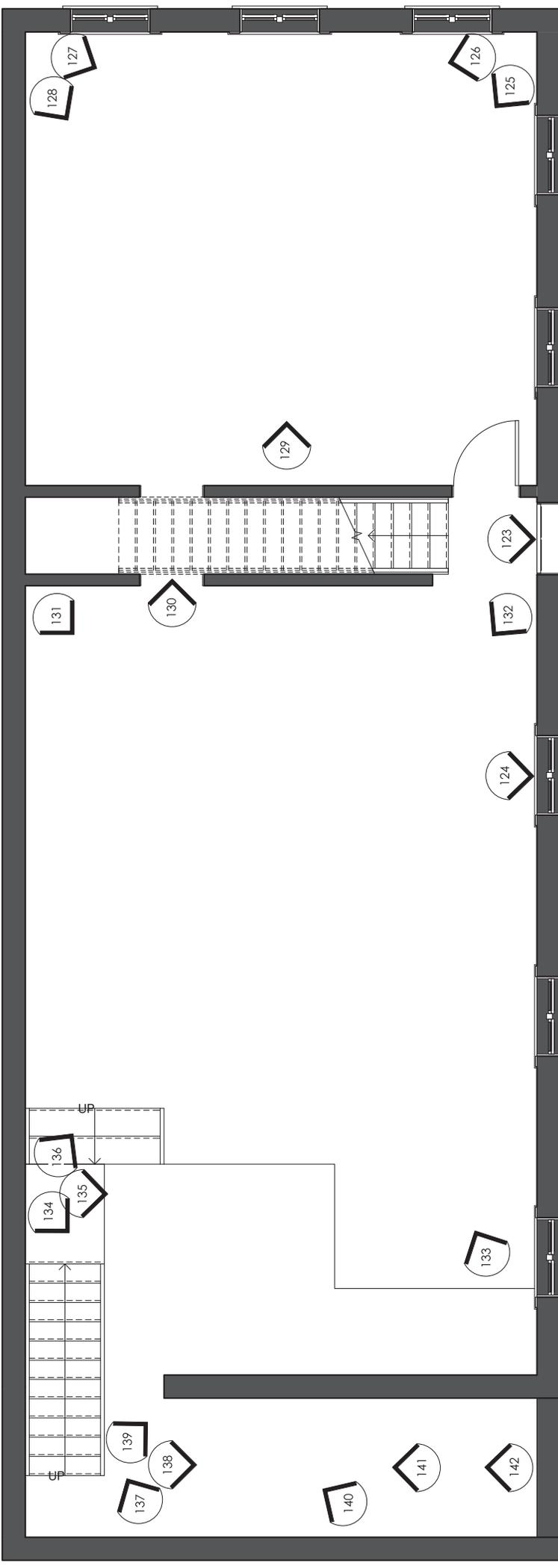
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101 WEST MICHIGAN AVE., YPSILANTI, MI



⇒ SECOND FLOOR PLAN

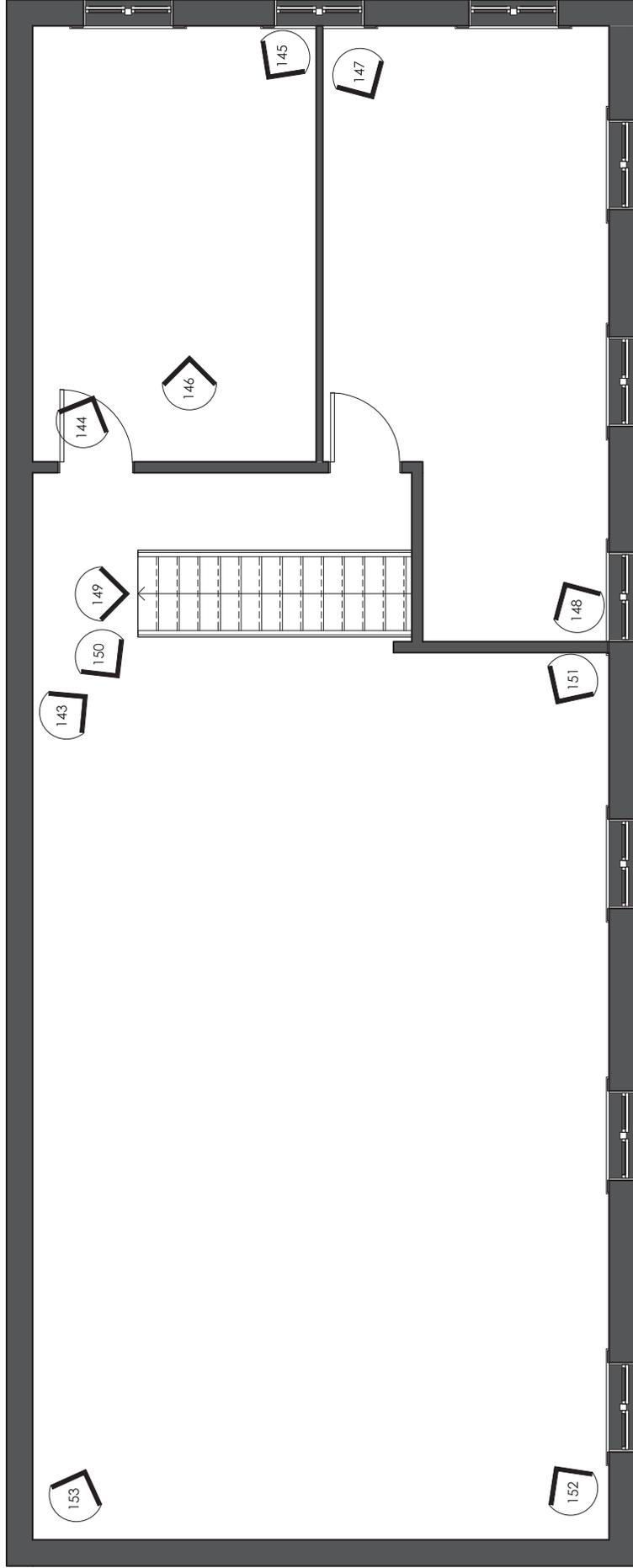
SCALE 1/4" = 1'-0"

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101 W. MICHIGAN

101 WEST MICHIGAN AVE., YPSILANTI, MI



⇒ THIRD FLOOR PLAN

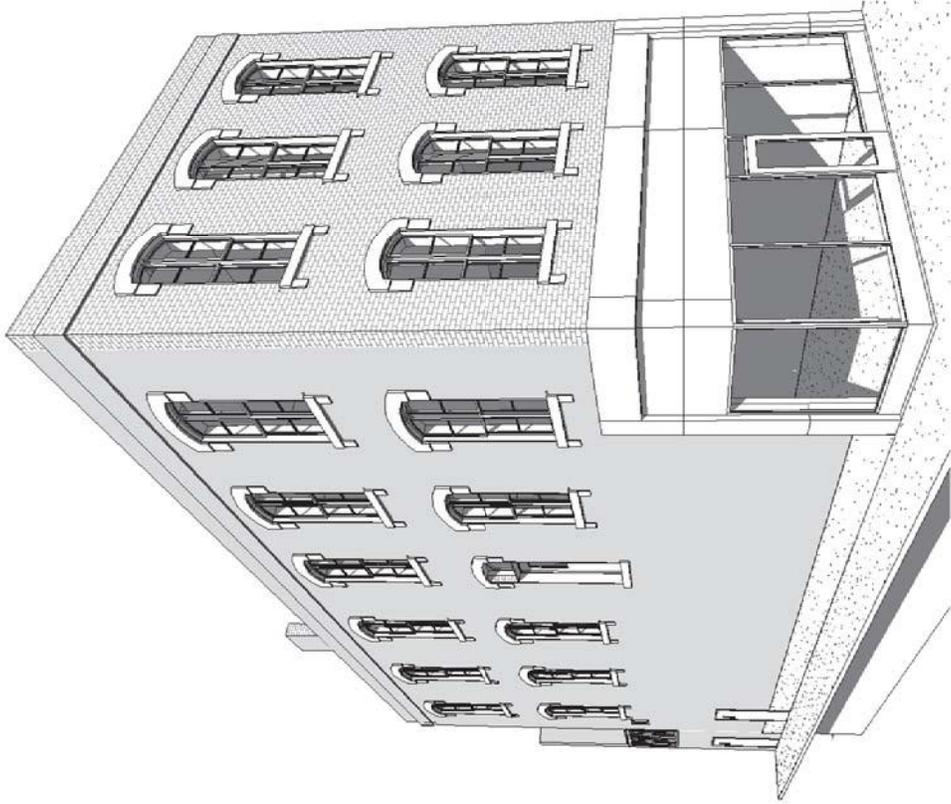
SCALE 1/4" = 1'-0"

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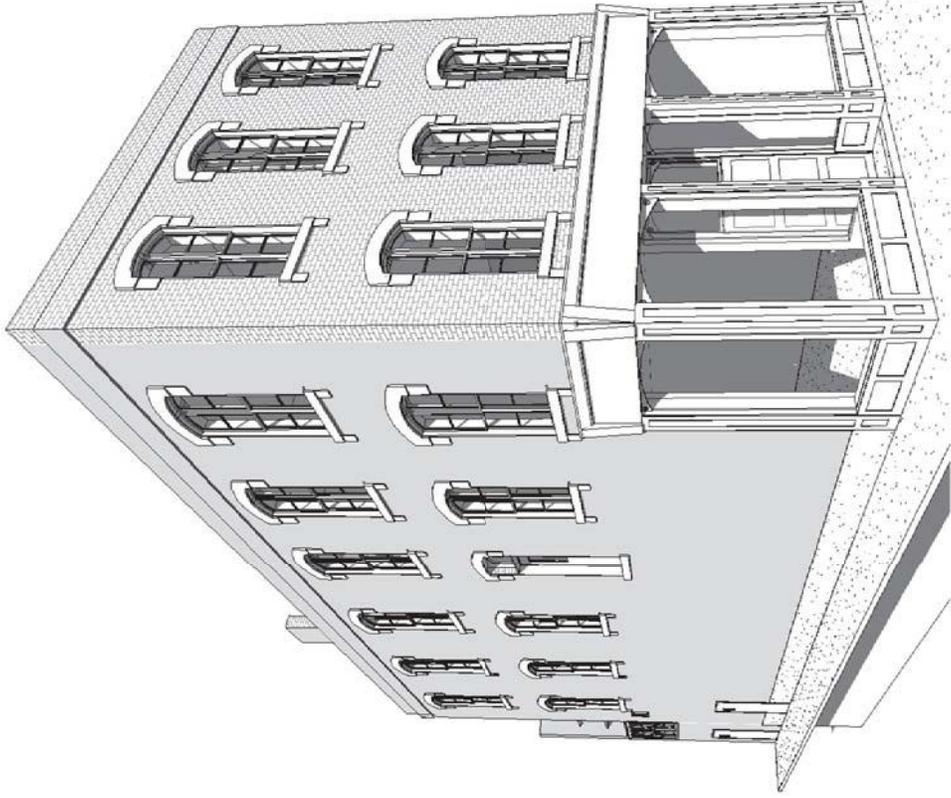
101 W. MICHIGAN

101 WEST MICHIGAN AVE., YPSILANTI, MI



1 EXISTING EXTERIOR

A-0



2 PROPOSED EXTERIOR

A-0

ENTRY - EXIST VS NEW

SCALE

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3. Project Description

The building is located on the corner of Michigan Avenue and Huron Street, downtown Ypsilanti, Michigan. The current facade facing Michigan Avenue has a blue metal panel and aluminum storefront system on the first floor, which is not period appropriate. As part of the renovation work to the building it is being proposed that the facade be taken back to the original 1830's design. The rest of the facade facing Michigan Avenue (the north facade) is a red brick masonry with type K mortar. This facade warps to the east facade which is exposed with a sidewalk on Huron Street.

There are several spots where the mortar joints need to be tuckpointed. On the east facade on the south portion there will be two stories added to the existing one story for a new stairway that will extend from the first floor to the third floor of the building, providing a new code compliant stairway. This new facade is proposed to be a modern storefront system helping to define between the existing building and the new addition.

There are two doors on the east facade which will need to be replaced with new hollow metal or solid core doors.

All of the historic windows on the north and east facade will need to be replaced per the Secretary of Interior's Standards. The trim above and below the windows will need to be sandblasted, primed and painted with two finish coats.

A new stairway is being proposed on the east facade which will extend from the first floor to the third floor. This will require a new two story storefront or curtain wall system above the existing first story to enclose the stair.

The new stairway and facade would require new lighting, egress lighting, and outlets. There is currently no power, meters, or panels upstairs. A new 400 amp line, new panels, meters, and exterior led lighting for the outside of the building will need to be provided. A fire alarm system and exterior camera and magnetic door key locks are to be installed by the electrician. This work is not included in the provided quote.

The architecture firm for the work is Driven Design Studio, a restoration and adaptive reuse firm specializing in historical work out of Battle Creek, Michigan. They can be contacted at (269) 753-8040 with any questions regarding the architecture.

Quotes

Architectural

- 1) Driven Design Studio LLC - Selected
- 2) Archiopolis Architects LLC - Not Selected

Structural

- 1) E.S.E.T., Inc - Selected

Carpentry

- 1) Ypsilanti Restoration - Quote Provided

Electrical

- 1) Huron Valley Electrical - Quote Provided
- 2) A.F. Smith Electrical - Awaiting Quote

Masonry

- 1) Roberts Masonry, Inc. Justin Roberts - Quote Provided
- 2) Resources Unlimited - Quote Provided

Windows

- 1) Active One - Quote Provided
- 2) Blackberry Systems - Quote Provided

Stair Quote

- 1) Nancy Fabrication - Quote Provided
- 2) Assemblers Group - Awaiting Quote

Curtain Wall Quote

- 1) National Construction Enterprises - Awaiting Quote
- 2) Dan Enterprises - Awaiting Quote

Project Cost breakdown

Wednesday, August 15th, 2018

Richard Muszynski
Shelter Bay Realty LLC



Dear Mr. Muszynski,

Driven Design Studio welcomes the opportunity to collaborate with you regarding the renovation of the upper two floors of 101 West Michigan Avenue, Ypsilanti, Michigan. This letter outlines the proposed services and serves as our agreement for the project as defined and the services described herein.

Project Description

Based on the site meeting on August 14th and prior phone calls it is our understanding that you are looking to rehabilitate the upper two floors and the storefront of 101 West Michigan Avenue, Ypsilanti, Michigan. The project is looking to utilize funding from the Michigan Economic Development Corporation (MEDC) and the Federal Historic Tax Credits. Existing information from the client is outlined in Exhibit B.

Scope of Services

Driven Design Studio will provide architectural services to provide a permit set of contract documents (drawings) for submittal to the city of Ypsilanti and the Ypsilanti Historic Review Board. The services will include a site visit to verify existing conditions and attending board review meetings as required.

Driven Design Studio is to be provided with the following documentation in order to complete our services:

- Any historic images of the building
- A structural report on the building
- Any environmental reports
- Window report from Blackberry Systems
- Any existing documentation on the building (surveys, plans, etc.)

Driven Design Studio **will not** be providing the following services as part of this agreement:

- Mechanical, electrical, or plumbing engineering (this work is to be done as design/build)

Deliverables

Permit ready set of architectural construction documents shall include:

- Code Review
- Cover Sheet
- Demolition Sheet
- Architectural floor plan sheet
- Architectural reflected ceiling plan
- Plan details sheets
- Exterior details sheet

In addition to the architectural drawing services, Driven Design Studio will also work with you to complete the historic tax credit application, including parts one, two and three. In addition to the historic tax credits, Driven Design Studio will also help guide you through the MEDC process, answering any architectural forms or questions about the project.

Schedule

With your approval of this proposal within 14 days, we will begin work within two weeks. We anticipate the architectural portion of the job to take 6-8 weeks, depending on the review processes with the city of Ypsilanti and the historic review board.

Compensation

Driven Design Studio proposes that basic compensation be a lump sum of \$10,000 to complete the services outlined herein. In addition to basic compensation, you will be invoiced for reimbursable expenses incurred by Driven Design Studio. Reimbursable expenses are outlined in Exhibit A.

Invoices will be set out monthly for the percentage of the work completed and payment is due upon the receipt of invoice. As we progress through our services, if the project is abandoned for any reason, compensation shall be for the time incurred to date plus reimbursable expenses. A service charge of 5% per month is applied to accounts unpaid after 30 days from the date of invoice.

Limited Liability

Driven Design Studio makes no expressed or implied warranties by its provision of services under this Agreement. Shelter Bay Reality LLC and Driven Design Studio PLLC have discussed our respective risks, rewards, and benefits related to the project and the Driven Design Studio total fee for services, and we have allocated the risks such that if the Owner or others makes a claim against the Architect, the Owner is limited in the amount which it may recover as "Damages" to the amount of fees that the Architect has collected from the Owner.

Conclusion

We hope the information contained within this proposed agreement is acceptable. Please provide your written authorization to proceed with the services described herein by signing on the line provided and returning a copy to our office via e-mail (drivendesignstudiollc@gmail.com) so we may honor these terms and conditions.

We are excited to work with you on this project and we look forward to hearing from you soon. Please contact us if you have any questions.

Sincerely,

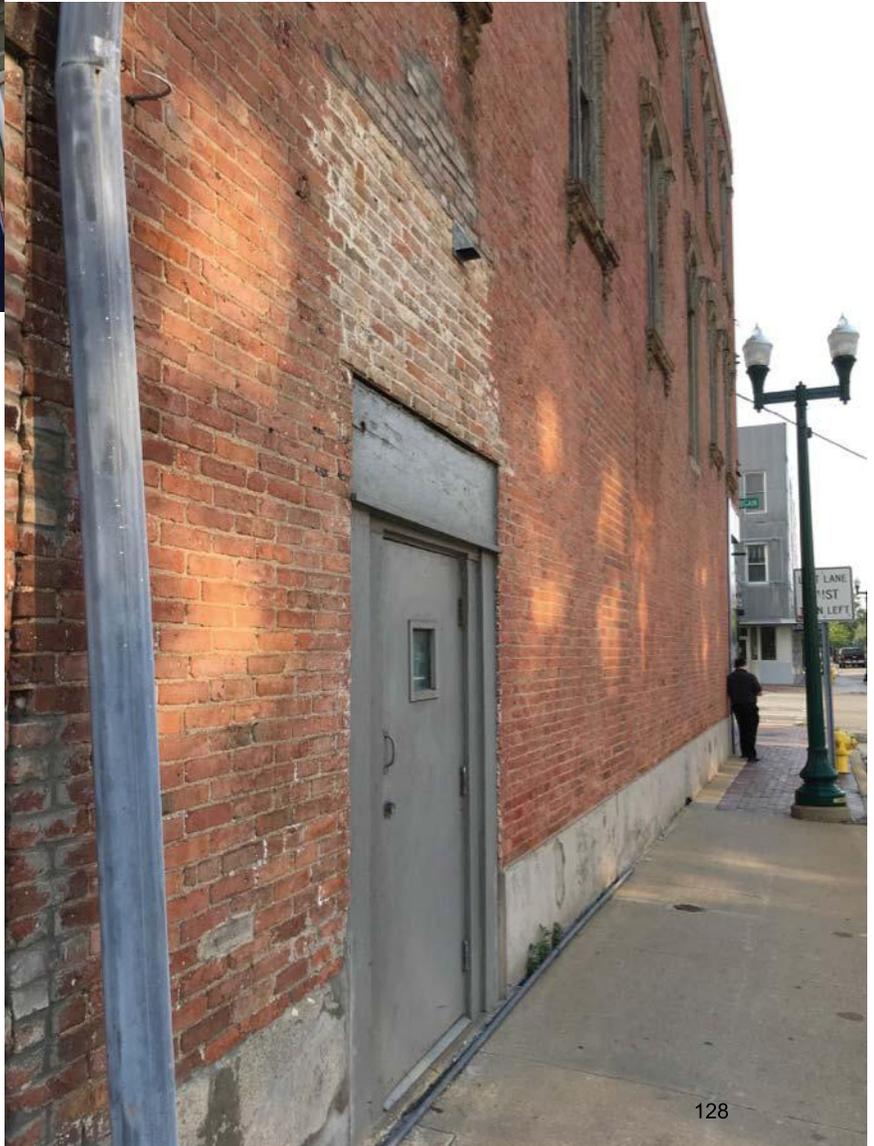
Cody Newman
President

ACCEPTED AND AGREED ON BEHALF OF SHELTER BAY REALTY LLC

Richard Muszynski
President

Date

EXHIBIT B. Existing Conditions







ARCHIOPOLIS ARCHITECTS, LLC

CONTRACT AGREEMENT

Page 1 of 2

CLIENT : Richard Muszynski
ADDRESS : 101 W. Michigan Ave.
CITY/STATE/ZIP : Ypsilanti, MI 48197
PHONE : 917-548-8800

PROJECT TITLE : 101 W. Michigan Ave.
PROJECT NO. : 03 08 15 18
DATE REQUESTED : August 14, 2018
EST. COMPLETION : 12 weeks

DESCRIPTION OF PROJECT

The Client, Richard Muszynski, has recently purchased a building at the southwest corner of W. Michigan Ave. and Huron St. in downtown Ypsilanti, Michigan, dating from 1837. The building has structural brick bearing walls with wood floors, wood floor joists and wood roof and wood roof joists. A prior engineering analysis indicates that the building structure is sound. The building footprint is roughly 1,200 square feet with 3 floors and a basement. One current business occupies the street level storefront on W. Michigan Ave. The upper floors have been vacant for many years.

The Client desires to renovate and restore the building. He is seeking historical designation for the building which may provide access to state grants and/or federal tax credits. The existing street front business tenant will remain during the renovation process. The Client desires to make the upper 2 floors suitable for lease as office space. The interior exposed brick walls on those floors will remain visible and will be repaired as necessary and cleaned. New flooring will be placed over the existing hardwood plank floors. The open joist ceilings on the upper floors will also remain visible and will be cleaned or painted. The mono-sloped roof has bituminous roll roofing that appears to be relatively recent and in good condition. The original wood windows have been inspected and deemed unsalvageable. New energy efficient windows replicating the originals will be installed. The existing street level storefront will not be altered at this time. However, there exists a rendering for the storefront restoration which will be used to obtain approval for implementation at a later date.

There will be need to be a new steel stairway constructed to connect all floors at the rear of this building. Each floor will also require a restroom and mechanical room housing new HVAC and DHW equipment. The Client has made contact with the City of Ypsilanti and begun the process of getting approvals for the work to be done. He now needs construction drawings suitable for submittal to the City of Ypsilanti to obtain a building permit and for various trades to bid and implement the Project. Archiopolis Architects, LLC offers the following Contract Agreement to meet the needs of the Client. Final drawings suitable for construction will be provided by mid-November, 2018.

ARCHITECTURAL DESIGN SERVICES TO BE RENDERED

PROJECT FEE

Flat Fee for Architectural Design and Construction Drawings

\$18,000

List of Architectural Design Drawings to be Completed

- TS - Title Sheet with Site Plan and Analysis of Pertinent Sections of the 2015 Michigan REHAB Code
- A1 - Basement, 1st Floor, and 2nd Floor Plans
- A2 - 3rd Floor and Roof Plans, Door and Window Elevations and Schedules
- A3 - North and East Building Elevations and Building Section(s)
- A4 - New Stairwell and Other Construction Details
- M1 - Mechanical Floor Plans (1st Floor, 2nd Floor & Schedules, Symbols Key and Notes)
- M2 - Mechanical Floor Plans (3rd Floor, Roof & Schedules, Symbols Key and Notes)
- P1 - Plumbing Plans
- E1 - Lighting and Power Plans
- E2 - Electrical Schedules and Panel Plan

CONTRACT AGREEMENT: Upon execution by the authorized Signatories below, this document is accepted and forms the basis of the Contract Agreement between the Client and Archiopolis Architects, LLC. An initial retainer payment of \$6,000 is required to begin the project. See page 2 for Payments Schedule and Reimbursable Expenses.

Client Signature

Date

Archiopolis Signature

Date

321 S. MAIN STREET ANN ARBOR, MI 48104 (734) 665-1400

131

08-05-18

E.S.E.T., INC.
Environmental Science & Engineering Technology
Jack Durbin, President
36088 Grennada Street
Livonia, MI 48154
(734) 778-2883

Proposal for 101 W. Michigan Ave
Ypsilanti

Scope of work:

Structural Review

- Inspect existing condition of exterior walls
- Inspect existing condition of interior walls on each floor
- Inspect existing condition of floors/ceilings on each floor
- Inspect existing condition of the roof
- Inspect existing condition of the electrical, mechanical and plumbing systems (to the extent possible without televising or removing walls/ceilings)

Existing Floor Plans

- Provide floor plans for each floor that indicate windows, doors, passage ways, etc.

Costs:

Structural Review: \$ 750.00

\$38,000 for the storefront, pending actual window and door quotes, assuming we can find someone to make them that big.

That should account for interior and exterior enclosures, demolition, framing, trim, glass and door installation, a sign circuit run from the existing panel and painting.

I'm assuming the vape shop will be closed for the project.

I was not made aware that there was a time table. I was planning on giving the project a once over for preliminary estimates during the next weekend or two.

Also, we are nearly booked up for the remainder of the year and probably would not be able to start until 2019.

Best Regards,

Michael F. Condon

Ypsilanti Restoration L.L.C.

Office: (734) 485-2653

Cell: (734) 262-2328

www.ypsilantirestoration.com



Proposal #829181

August 29, 2018

Richard Muszynski
Shelter Bay Realty
101 West Michigan Ave
Ypsilanti, MI 48197

Re: 101 West Michigan Renovation

Rich,

Huron Valley Electric is pleased to submit the following proposal based upon the site visit on 8/3/18.

Scope of Work:

- Basement:
 - Demo unused wiring.
 - Replace existing receptacles with GFI type.
- 1st Floor:
 - Re-work existing interior service equipment into (1) panel.
 - Provide new 400amp single phase meter stack at existing meter location.
 - New feeder shall be terminated at the existing DTE service drop.
- 2nd Floor:
 - Provide (1) 100amp panel.
 - Install (13) receptacles.
 - Install (13) recessed cans.
 - Install (1) utility closet fixture.
 - Install (1) exit sign.
 - Install (1) bathroom fixture.
 - Fixture is by others.
 - Install (1) bathroom exhaust fan.
 - Fan is by others.
 - Single point electrical connections to water heater, furnace, and condenser are included.
 - HVAC control wiring is not included.
- 3rd Floor:
 - Provide (1) 100amp panel.
 - Install (17) receptacles.
 - Install (11) recessed cans.
 - Install (1) utility closet fixture.
 - Install (1) exit sign.
 - Install (1) bathroom fixture.
 - Fixture is by others.
 - Install (1) bathroom exhaust fan.
 - Fan is by others.
 - Install (2) office fixtures.
 - Fixtures is by others.
 - Single point electrical connections to water heater, furnace, and condenser are included.
 - HVAC control wiring is not included.

- Stairway:
 - Provide (1) 60amp house panel.
 - Install (3) wall mount fixtures.
 - Install (3) exit signs.

Special Notes:

- All work and pricing is based on normal working hours.
- Plan review fees and utility company fees are not included.
- Permit and inspection fees are included.
- Fire alarm system wiring and equipment are not included.
- Tele/Data raceway, cabling, and equipment are not included.
- Cutting, patching, and painting are not included
- Roof penetrations and access panels are by others.
- Daily clean-up for HVE trade and scope is included.

Total Cost..... \$49,800.00

Additive Alternates:

- 1) Replace Basement Electrical Panel.....\$975.00
 - Existing wiring to remain.

Feel free to contact me with any questions.

Andrew Gorski
Estimator/Project Manager
agorski@huronvalleyelectric.com

Roberts Masonry, Inc. Justin Roberts
1647 Kelly Rd. Mason, MI 48854
517-290-2944 justinrobertsbrick@gmail.com



August 31 2018

Shelter Bay Realty LLC

Richard Muszynski

Building

101 W. Michigan Ave.

Ypsilanti, MI 48187

Dear Richard

We propose to do the masonry work and specifications for the above referenced project. For the sum of \$76,400.00 (seventy six thousand four hundred 00/100 dollars).

The following qualifications are a part of this proposal

1. This proposal is for all masonry labor and materials to complete the project in the following conditions
2. We will be grinding and tuck pointing damaged mortar joints. Removing and adding damaged bricks to help the appearance and structure of the exterior of the building.
3. General contractor to supply water, electricity and closing of sidewalks/Roads for the entire Project.
4. There are no winter conditions cost in the price stated above.

PROPOSAL

Resources Unlimited Masonry Restoration and Development Company

Services Provided By:

Resources Unlimited Masonry

P.O. Box 3976

Ann Arbor, MI 48106

Phone: 734-846-4096

E-mail: contact@rumasonry.com

Services Provided To:

Cody Newman

101 West Michigan Ave.

Ypsilanti, MI

Phone:

E-mail: drivendesigntudiollc@gmail.com

Job Specifications:

Grind out deteriorated mortar and re-tuck with existing mortar content.

Crew Size = (3) technicians, (1) laborer

\$10,800/week

Estimated time - Exterior work = 3 weeks

\$32,400.00

Lift Cost = \$3,000/month

\$3,000.00

Possible interior masonry

Subtotal

\$35,400.00

Down Payment Requested

TBD

06/04/2018

Shelter Bay Realty LLC.
Attn: Richard
101 W. Michigan Ave
Ypsilanti, MI
Phone: (917) 548-8800

Job Name: Ypsilanti Building
Job Location: Ypsilanti, MI

Historic Window Site Review: Budget Pricing

The following is the written Historic Window Site Review for the wood hung windows on the building located at 101 W. Michigan Ave. in downtown Ypsilanti, MI. This information was developed based on a physical site visit, discussions with the owner Richard and adhering to the guidelines for restoration and replication for Wood Window Restoration NPS Brief #9. Likewise, in providing our recommendation for the restoration or replication of wood hung windows we are adhering to the guidelines that meet NPS and SHPO standards based on the information provided that this project may seek to obtain Federal Historic Tax Credits.



I. Existing Conditions: (18) Wood Hung Windows @ (504 sq. ft.)

The existing frames and a majority of the sashes appear to be original to the building. However, at some point, someone replaced a number of sashes, covered the jambs with an interior trim board and appears the rope or chain has been removed as well as possibly the pulley. This has made them unable to operate

Architectural • Historical • Commercial Window and Door Systems

properly and stay in an open position. Most of the interior casing has been removed and replaced. None of this work matches the original windows and was poorly executed. All windows appear to be glazed with $\frac{1}{8}$ " clear glass, outside putty glazed and originally used a pulley, weights and chain or rope balancer for operation. Most of the windows appear to be in very poor to fair condition. The following typical siteline dimensions include $2\frac{7}{8}$ " bottom rail, $1\frac{1}{2}$ " side rail, $\frac{1}{2}$ " muntins, 1" meeting rail with a $2\frac{3}{4}$ " mullion. $\frac{1}{2}$ " x $\frac{1}{2}$ " parting bead, $\frac{3}{4}$ " x $\frac{1}{2}$ " blind stop, $1\frac{1}{2}$ " x $\frac{3}{4}$ " brickmould, sash thickness is $1\frac{1}{2}$ " and sill face is 1". This window is a typical narrow siteline, inexpensive hung window often found in a factory setting. A majority of the windows have missing hardware and sills and muntins that are missing or in very poor condition. Most sills are fissured, decaying and in very poor condition from being exposed to water and years of being unprotected. The overall condition of all the sashes and frames are very poor to fair.



Recommendation:

BlackBerry recommends full replacement of the existing windows based on the overall poor condition of the windows and key components. We recommend one of two options to either use a thermally broken aluminum replica product or a wood/clad replica product. Both would be a single-hung window with an exterior historic panning and sill, AAMA 2605 finish, low-e/argon, standard hardware, and no screens. Windows should be designed to match critical site lines within an $\frac{1}{8}$ " plus or minus, and existing profiles. An environmental haz-mat report should be commissioned and reviewed for presence of ACM and lead paint. Typically, windows of this time period contain ACM. We are a licensed abatement contractor and abatement has been included in the budget price.

Option No. 1: Aluminum Replica Window

Budget Pricing: \$50,500.00

Option No. 2: Wood/Clad Replica Window

Budget Pricing: \$70,600.00

Pricing includes all material, tax on material, labor (Non-Union Wage Rate), employee cost, insurance, delivery, disposal, shop drawings, and supervision.

[REDACTED]
Kaitlyn E. Shields
Commercial Estimator
BlackBerry Systems, Inc.

06/04/18
Date



Quote

Date 8/22/2018
 Receipt # _____

Nacy Engineering & Fabrication, LLC
 3720 Gregory Rd.
 Lake Orion, MI 48359
 Phone 248-231-2386
 MDNacy@gmail.com

SOLD Name Shelter Bay Realty, LLC
TO Address 1 101 W. Michifan Ave.
 Address 2 Ypsilanti, MI 48197
 Phone 917-548-8800

Payment Method	Check No.	Job
Cash or check	-	Stairway, Landing, and 3 Story Window Facade

Qty	Item #	Description	Unit Price	Line total
1	1	Stairway from ground to 2 nd story with cement landing		\$13,000
1	2	Stairway from 2 nd story landing to 3 rd story (includes cutting hole in brick all to 3 rd floor)		\$12,000
1	3	3 story structure for window facade		\$20,000
1	4	Materials		\$4,000
TOTAL ESTIMATE:				\$49,000

*The above quote is an **estimate only**, price to be adjusted after engineering drawings are available. This is not a binding contract.*

Project Cost Breakdown

Estimated Hard Costs

Masonry Estimated Cost	\$77,000
Electrical Estimated Cost	\$50,000
Windows Estimated Cost	\$90,000
Storefront Estimated Cost	\$40,000
Curtain Wall System	\$10,000
New Stairway	\$49,000
Exterior Cleaning/Painting	\$20,000
Contingency (10%)	\$33,600

Architectural Cost	\$10,000
Engineering Cost	\$750

Total Facade Improvement	\$380,350
--------------------------	-----------

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



12/27/18

101 W. MICHIGAN AVE.
YPSILANTI, MI.
X Rh m m

* OUTER STAIR WELL/glass CURTAIN WALL
We had three separate contractors come out to bid and only one responded which is what we where able to submit.



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:

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- 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

[REDACTED]

9/28/18

101. W. MICHIGAN AVE

* FRONT FAÇADE (STORE FAÇADE)

- We had four contractors come out and only one contractor local to Ypsilanti submitted a bid which we provided.

Best

[REDACTED]



2019 Goal Setting Document

My intent is for this to be a "living document" that provides a roadmap with timelines for us to define our goals with deliverables. Please review and amend as needed.



What does the YDDA do?

The YDDA utilizes tax increment financing (TIF) revenue to support economic development in each of its 3 unique districts. This broad mission can take many forms but typically we have focused on public infrastructure, grants programs, and beautification.

Who are we?

The YDDA is represented by 10 board members of which a majority work or own a business in one of the 3 districts. These districts are Downtown, Depot Town, and West Cross. This board is responsible for making decisions on how best to utilize TIF revenue and directing staff effectively in support of its mission. YDDA staff includes Executive Director, Christopher Jacobs (Christopher@ypsilantidda.org) and YDDA Coordinator Elize Jakobson (Elize@ypsilantidda.org). Additional staff support is provided through the planning and economic development department of the City which includes Joe Meyers (jmeyers@cityofypsilanti.com), Bonnie Wessler (wesslerb@cityofypsilanti.com), Cynthia Kochanek (ckochanek@cityofypsilanti.com), and Nan Schuette (nschuette@cityofypsilanti.com).

How do we communicate and engage the public effectively?

The most direct way is by monthly public YDDA board and committee meetings. Here decisions are made and issues can be brought directly for consideration face to face. YDDA staff also spends considerable time engaging business owners and stakeholders where they work and manages a digital presence through our website and Facebook page where we promote, celebrate, and tell our story. These mediums can be effective and time saving ways to reach people and answer questions. Future plans to improve this communication strategy include surveys, newsletters, and growing our digital footprint.

What did the YDDA accomplish in 2018?

YDDA's leadership has evolved substantially over 2018, in fact, over half the board is new including our Mayor, Vice Chair, Treasurer, and Executive Director. Despite all of that change, YDDA was busy as ever with streetscape beautification, façade and building rehabilitation grants, and special events. At least 20 new businesses have opened among the districts in this time and substantial private investment has helped halt property value deterioration and make our downtowns vibrant places to live, work, and play. Six façade and building rehabilitation projects were completed in 2018 and 8 more are planned for 2019, which includes \$300,000 from MEDC, over \$1,000,000 in private investment, and roughly \$120,000 from YDDA. One of the most noteworthy accomplishments was Cross Street being recognized as one of the "Great Streets of America" by the American Planning Association. For a complete report of YDDA's 2018 accomplishments please visit: <https://www.ypsilantidda.org/wp-content/uploads/2019/01/2018-YDDA-ANNUAL-REPORT-FINAL.pdf>

DDA Priorities for the next two Years

1. Partnership with the City to help finance and manage parking solutions in each of the districts, particularly Depot Town where Amtrak and Thompson Block developments provide incredible opportunities and challenges.
 - Maple street lot monetization
 - Frog Island lot resurfacing
2. Streetscape Beautification through seasonal flower beds, hangers, weeding, and holiday decorations.
 - Bid out this contract with specific deliverables and plans to expand Christmas Decorations in each district.
3. Special Events and Incentives that support economic development in the districts.
 - Premier Sponsorship of First Fridays, Ypsi Glow, Get Down in Depot Town.
 - Introduction of new “Ypsi Passport” incentive program
4. Façade and Building Rehabilitation grants to mitigate property value deterioration.
 - Continued investment in each of the districts grants programs to leverage public resources in order to achieve substantial improvements and realize increased private investment.
5. Leveraging our limited financial resources with state and federal incentives to encourage private investment and economic growth.
 - LDFA, MEDC, Opportunity Zones
6. Infrastructure Investments that support the emerging tech market in Downtown Ypsilanti.
 - Work with LDFA, Spark, TinkerTech, and other early innovators to identify needs in order to grow this market and target investment.

7. Engaging the public effectively to identify opportunities and pain points where the DDA could play a proactive role in finding solutions
 - Surveys, newsletters, interpersonal engagement, growing our digital footprint, “Meet and Greet” events, walking tour.

8. Supporting the public arts and creative community
 - Engaging with the City to identify “Art Prize” like opportunities which showcase public arts and offer economic benefit to our vibrant creative community.
 - Support of First Fridays is integral in this way.

9. Supporting public safety in the DDA districts through investment in DDA Officer and engagement with stakeholders to address crime.
 - Regular communication with DDA Officer to understand crime metrics and inform constituents of ongoing support efforts.
 - Encourage business check ins and community policing that builds trust.

10. Improving the dumpster program downtown and deploying smart solutions like Big Belly for public trash and recycling in the districts.
 - Big Belly pilot program with the City
 - Consider security solutions such as cameras
 - Bid out contract for service
 - Upgrade electronic door locking system

City of Ypsilanti
Downtown Development Authority
Board of Directors Meeting Agenda
SPARK East, 215 W. Michigan Ave.
Thursday, March 21st, 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

A. Introductions

B. Approval of Agenda (X*)

C. Approval of February 21, 2019 Minutes (X*)

D. Audience Participation (3 minutes each)

E. Staff Report/Financial Report (X)

F. Standing Committee Reports

- **Operations and Finance Committee**
 - **Cider Fest Sponsorship (*)**
 - **Waste Management RFP (X*)**
 - **Depot Town Plaza Lights Project (X*)**
 - **Downtown Ambassador Program (X*)**
- **Marketing Committee**

G. Old Business

- **Parking Strategy**

H. New Business

- **LDFA Talent Development Initiative (*)**

I. Staff Updates

J. Announcements/Comments

K. Public Participation

Next Meeting: April 18th, 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 Agenda
SPARK East, 215 W. Michigan Ave.
Thursday, February 21st, 2018 – 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.

Call to Order

Roll Call

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

A. Introductions

The committee welcomes new board member Jen Eastridge and DDA Officer Justin Taite. The room introduces themselves with their affiliations.

Also Present:

Christopher Jacobs and Elize Jekabson: DDA Staff

Joe Meyers: City of Ypsilanti Staff

Viktor Foshion: First Fridays Ypsilanti Program Coordinator

Mark Swanson: Terry Bakery

Richard Muszynski: 101 W. Michigan Ave.

B. Approval of Agenda (X*)

Andy French motioned to approve the agenda and Kayia Hinton supported the motion. The board approved the agenda.

C. Approval of January 17, 2019 Minutes (X*)

Andrew O’Neal motioned to approve the January 17, 2019 minutes and Danielle Milner supported the motion. Motion Carried.

D. Audience Participation (3 minutes each) n/a

E. Staff Report/Financial Report (X)

- Christopher Jacobs goes over the staff report, along with the check registry and financials. Amendments are reflected in DDA expense reports given
- Meet and greet on January 28th was successful despite the bad winter storm. Ben Harrington would like to see if a quarterly meet and greet is beneficial.
- Officer Justin Taite reported complaints at the Beer Cooler, overall concerns about panhandling. Winter seems to be holding everyone at bay.

- Kayia Hinton asked Officer Taite about teenage activity and past issues with fights at the transit center. Elize Jekabson and Christopher Jacobs are attending a monthly round table that focuses on youth safety with the AAATA, and other stakeholders. The group talks about alternative solutions to policing at the transit center. Ben Harrington asks if this is a discussion other board members can attend. Yes it is.
- Ben Harrington asked staff to notify board when Officer Taite plans to attend meetings so that the board can be ready with questions if they have them.
- The board discusses expenditure for Depot Town plaza cafe lighting.

F. Standing Committee Reports

Operations and Finance Committee

The Op/Finance meeting had no quorum last week.

First Fridays Sponsorship (X*)

- Viktor Foshion presented First Fridays Ypsilanti Masterpiece sponsorship ask of \$8,000 for their 2019 Season. Viktor discusses with the board the history, the platform and the goals of First Fridays Ypsilanti.
- Ylondia Portis asked about total funds for special events. After expected event funding asks from groups as First Fridays Ypsilanti, Ypsi Glow, Cider Fest, and Get Down in Depot Town, theres still about \$5,000 for sponsorship of unforeseen events. This sponsorship would not cripple the DDA's ability to sponsor others.
- Other DDA's run their own First Fridays or art walks. It is important for this DDA to support the events that the community has already created.
- The only event that the DDA sponsors routinely sponsored has been Ypsi Glow.
- *Andy French motioned to support funding First Fridays Ypsilanti \$500 from Fiscal Year 18/19, and \$7,500 from Fiscal Year 19/20. Dieter Otto supported the motion. Motion passed- unanimous.*

Marketing Committee

- Ylondia Portis updated the board about the work done in the marketing committee as seen in notes.
- Ben harrington appointed Sandy Aldrich from Back Office Studio to the marketing committee.
- Andy French asked for an update on new signage in Depot Town. Christopher Jacobs responded that construction is planned for July 1 as that is the start of the fiscal year.
- Committee is to finalize design shortly.

G. Old Business

Parking Strategy (X)

- The parking strategy has not been released yet.
- Beth Bashert states that when it comes out, there will be a joint working session with the DDA and council.
- Public will likelly want a public engagement sessions, and the city will schedule.
- Each business district has their own needs and all needs will be addressed differently.

- Danielle Milner adds that sharing timelines would build trust and credibility to the public.
- Andy French was frustrated that the strategy has not been released yet, when it was expected in late January.
- Beth Bashert replied that the city has a history of rushing into conclusions.
- Doodle poll will be sent to council and the DDA board for a joint session meeting.

H. New Business

101 W Michigan Grant Agreement (X*)

- Richard Muszynski of 101 W. Michigan Ave. is asking for an extension to start and complete work on the facade grant he received from the DDA. Mr. Muszynski was awarded \$100,000 from the DDA in the MEDC funding round in October 2018.
Mr. Muszynski was under the assumption that he had two years to complete his project, and he received his grant agreement at the end of January. Building has been taxed at 100% for the previous owner. He is waiting on SHPO and the assessor for an OPRA, but it is not guaranteed he would receive the OPRA. Government shutdown affected the timeline. He cannot start any work until he is granted the OPRA. He is seeking the OPRA for the upper floors of his building as they are unusable. Quotes for this windows alone are 100-150k.
- The DDA has until September 2020 to use the money or the money has to go back to the state. Every reimbursable cost must be at the state by that deadline. If the DDA allows an extension, it puts the DDA at great risk of losing the money without the ability to have time to reallocate the funds to a new project.
- Andy French asked if the OPRA would trigger a CBO. Staff responded yes, a CBO would go into effect. This would likely be the first CBO the city will encounter, and is likely to really push the timeline.
- Beth Bashert is concerned about the confusion and the state of delay and she sees a few red flags. If the DDA extends this timeline, then she hopes its not for very long.
- Staff pointed out that this project is the last grant agreement to be signed from the October batch of awards. Others were signed early in January, some projects are already underway, and some are complete. The states grant agreement terms were only available in early January. An extension has already been put into place by way of refusal to sign the grant agreement by the awardee.
- Staff estimated that It would take 3-4 months minimum to reallocate funds to a new project. The DDA grant was not made on conditions of tax credits.
- Dieter Otto stated that the DDA is only financing the facade. This work should not affect the OPRA. Staff points out that with the larger grants such as this one, applicants were able to leverage facade awards with interior costs.
- Andrew O'Neal asked if the grant money can be put into a escrow account. Staff responds that the MEDC would not allow this.
- Joe Meyers points out that an issue with taxable value can take a year to sort out, minimum. It could take up to 2-3 years.

- Ben Harrington reminds the board that it is their job to work out policy and make sure the DDA's money is not put at risk.
- Richard Muszynski stressed that he needs this money to finish the project.
- Dieter Otto stated that he would be comfortable with a 90-day extension with review.
- *Janette Rook made the motion to not allow an extension on the start and finish dates for 101 W. Michigan facade project. Beth Bashert supported the motion.*

Rollcall Vote as follows-

Andrea O'Neal- Nay	Beth Bashert- Aye
Janette Rooke- Aye	Danielle Milner- Aye
Ylondia Portis- Aye	Kayia Hinton- Aye
Dieter Otto- Nay	Jen Eastridge- Aye
Ben Harrington- Aye	Andy French- Nay

Motion passed.

- Richard Muszynski is happy to sign the agreement today.

2019 Goal Setting Document (X*)

Staff asked board to please look over, we want it to be a living document.

Ben Harrington- great job to see a plan to move forward. Encourages everyone to look over over the next month.

I. Staff Updates

J. Announcements/Comments -

Spot on friends of freighthouse for a DDA rep.

DAM survey- was well attended. Please take the survey on the city website and give feedback.

Train survey had good input.

K. Public Participation: n/a

Next Meeting: March 21st, 8:30 a.m., SPARK I. Key: (*) = items requiring Board action (X) = documents attached in board packet

February 2019 Expenses

	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN
Michigan Downtown Association	\$135.00	\$27.00	\$20.25	\$87.75
WHCanon	\$250.00			\$250.00
Veg-O-Rama	\$5,700.00	\$5,700.00		
Veg-O-Rama				
Ma Lous				
Total	\$6,085.00	\$5,727.00	\$20.25	\$337.75

LINE ITEM	DESCRIPTION
Conferences and Workshops	Lansing Day MDA Conference
Waste Management	Dumpster Cleanout
Building Rehab	Grant Reimbursement

City of Ypsilanti DDA Staff Report February 2019

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Website: Staff continues to update business directory and available properties

Community Outreach and Partnerships: Consistently met with business owners to discuss their needs and to inform them on DDA updates. Staff routinely met with new businesses to discuss where to locate. DDA meets with First Fridays Ypsilanti on a monthly basis to discuss events and partnership.

Downtown Dumpster Management: Staff promotes the system and conducted 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. Staff continues to update Facebook events list.

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

Streetscape Maintenance:

Grants: Staff assisted grant recipients and continues to promote the grant program. Staff assisted new applicants

New Businesses: Contacto Michigan

Businesses Closing: n/a

Special Projects: RAC lot was installed with new parking signs for patrons and tenants of RAC and permit holders. LDFA Talent Initiative Meetings with Spark. Youth Employment Meetings with Ozone House.

Staff Hours for February

Christopher – Budget preparation, meeting coordination, DDA outreach, DDA board and committee meetings, business attraction, partner meetings, marketing, website outreach, Lansing Day training, dumpster cleanup - 60 Hours

Elize – Business check-ins, DDA dumpster maintenance, website site content creation, DDA board and committee meetings and minutes, partner meetings, marketing, promote DDA news and businesses via social media, special projects, dumpster cleanup- 100 Hours

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

Nan – Budget – 5 Hours

Joe- DDA Guidance – 10 Hours

**City of Ypsilanti
Downtown Development Authority
Marketing Committee**

NOTES

Wednesday March 13, 2019 – 10:30 a.m.
Back Office Studio
13 N. Washington St.

I. Call to Order:

II. Roll Call

Ylondia Portis (C)	P	Kayia Hinton	A
Sandy Aldrich	P		

III. Approval of Agenda *(X) This agenda is for note purposes only as the committee is not yet official.

IV. Audience Participation:

Shavani Kharkar came to observe the meeting, is interested in joining the committee. Shavani owns Veg-o-Rama with her husband. This is their first business, and they are anxious but the DDA really welcomed them to the city and they want to give back.

V. Old Business:

- **Committee Membership-**

Ylondia mentioned that Janette Rook was interested in serving on marketing, staff will reach out.

It was pointed out that there is a need for a male presence on the committee as well.

If staff cannot fill position from from Depot Town, EMU student would be favorable.

Shavani has large population of EMU students and professors in her restaurant daily, would be happy to post a flyer about the position aimed at EMU marketing studetns

- **Depot Town Signage**

Sandy Aldrich asked staff to cross reference Ypsi Real wayfinding signs to check imagery and patterns in different regions.

Marketing committee tasked staff to move forward with chosen design. Addition being that each district is differentiated by the border color of the sign to match the DDA logo-

Depot Town - Red

Downtown - Yellow

W. Cross - Teal

- **Target Audience document**

Committee went over target audience document that Christopher Jacobs provided. Notes (edits) on document- External Audience should include surrounding townships residents, surrounding township and city businesses. #3 is too broad. Make it look like #1 and #2.

Next step- now that we have target market, we have to figure out what is the value proposition for each one. What is important to them and pain points for each. Create grid highlighting each target audience with Values, Fears, and Barriers.

Example- Township residents dont have downtown urban experience. No walkability- something the DDA districts can offer

Use board retreat language to shape the DDA's communications

VI. New Business:

- **Project Signage** - moved to next month due to time.

VII. Old Business:

VIII. Proposed Business:

IIX. Announcements/Comments:

IX. Audience Participation:

X. Adjourn

Next Meeting– Wednesday, March 13, 2019, Hinton Real Estate, 36 N. Washington St.

Key: * = items requiring Committee action (X) = docum attached in packet

Ypsilanti Downtown Development Authority



Cider Fest Sponsorship

**Action: Motion to approve or deny Cider Fest
Sponsorship Request**



Waste Management RFP

Action: Motion to proceed with request for proposals based on the language provided.

REQUEST FOR PROPOSALS

TO: ALL INTERESTED CONTRACTORS

FROM: CHRISTOPHER JACOBS, EXECUTIVE DIRECTOR YDDA

**SUBJ: YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY WASTE
MANAGEMENT SERVICES**

DATE:

The Ypsilanti Downtown Development Authority (YDDA) is seeking a qualified contractor to provide waste management services for 3 dumpster enclosures in Downtown Ypsilanti which are managed by YDDA (see map attached to these specifications). The selected contractor must be able to provide 4 trash dumpsters and 3 recycling dumpsters for typical commercial and residential waste management services offered to those who live or do business downtown. Additionally, the selected contractor must provide timely and reliable services for emptying these trash and recycling dumpsters twice weekly in consistent intervals. 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 May 1, 2019 through April 30, 2020 with a one year contract extension option for May 1, 2020 through April 30, 2021, 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 Christopher Jacobs at 989-992-8457 or Christopher@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 April 15, 2019 at 4:00 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 Monday, April 15, 2019 at 4:00 p.m. Proposals shall be clearly marked with the bidder name and "Downtown Waste Management Services Bid" on the outside envelope.
- D.** The City Clerk Office shall conduct a public bid opening on Monday, April 15, 2019 at 4:00 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 the following public parking lots where the dumpster enclosures are located : 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 services to be involved in this contract. Each bidder shall be held to have satisfactory 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.

4. TIME OF COMPLETION

- A. Contract Begin Date: May 1, 2019
- B. Contract End Date: April 30, 2020
- C. Optional One Year Extension: May 1, 2020 – April 30, 2021

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 Christopher Jacobs, 1 S. Huron St., Ypsilanti, MI 48197 (989) 992-8457

**CONTRACT FOR WASTE MANAGEMENT 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 waste management 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 procurement and regular maintenance of downtown dumpster enclosures, as detailed in the attached bid documents, and generally including the following activities:
 - a. Emptying 3 total recycling dumpsters from 3 separate locations located in a four block radius no less than 6 times weekly at regularly scheduled intervals.
 - b. Emptying 4 total trash dumpsters from 3 separate locations located in a four block radius no less than 8 times weekly at regularly scheduled intervals.
 - c. Providing the City of Ypsilanti 4 total trash dumpsters and 3 total recycling dumpsters for the duration of this contract. These are the dumpsters to be serviced as detailed above.
 - d. Consistently secure the locks and close doors to the dumpster enclosures after service to prevent unauthorized use and dumping.
3. Project Work Area. The project work area is as shown on the map incorporated in the bid documents that are part of this contract. The project work area includes the following public parking lots where the dumpster enclosures are located: S. Huron Parking Lot, N. Huron Parking Lot, and N. Adams Parking Lot.
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 : From May 1, 2019 through April 30, 2020.
 - b. Year 2: From May 1, 2021 through April 30, 2021.
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. 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. 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.
10. 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.
11. 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.

12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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 _____ 2019, 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 _____, **2019**.

In the presence of:

_____ a Michigan Corporation, CONTRACTOR

By: _____

**YPSILANTI DOWNTOWN
DEVELOPMENT AUTHORITY.
AUTHORITY**

By: _____
Christopher Jacobs, Executive Director

**YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY WASTE MANAGEMENT
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 Dollars.

TOTAL YEAR I BASE BID: \$ _____

OPTIONAL YEAR 2 BASE BID: \$ _____

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 PECENTAGE 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

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., 2019 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., 2019 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., 2019. 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., 2019.

Contractor

By: _____

Name/Title: _____

Subscribed and sworn before a Notary Public in and for Washtenaw County, Michigan on this _____ day of A.D., 2019,

Notary Public: _____

My Commission Expires: _____



Depot Town Plaza Lights Projects

Action: Motion to approve or deny projects

A. F. SMITH ELECTRIC INC.
P.O. BOX 981241
624 S. MANSFIELD
YPSILANTI, MI 48198
(734)482-0977

*Joe, is the lighting the
this is for Depot town.
bill for wiring in Depot town.*

SIDE TRACK
56 E. CROSS ST.
YPSILANTI, MI 48198

Statement of Account as of 12-31-2018

<u>Invoice</u>	<u>Description</u>	<u>Date</u>	<u>Charges</u>	<u>Credits</u>
55903	Inv	11-30-2018	6,256.93	
Non-contract Totals			6,256.93*	.00*
Statement Totals			6,256.93*	.00*

Depot town paid for the lights. This bill is for install. This was actually approved when Joe was on board.

The job still needs to be completed. IT needs DTE to install meters & hook up them up to meters

Linda

6,256.93

6,256.93



P.O. Box 981241 • 48198-1241
 624 South Mansfield • Ypsilanti, Michigan 48197
 Voice: 734-482-0977 • www.afsmith.com
 Estimating/Purchasing Fax: 734-482-2034
 Accounting Fax: 734-482-0817



INVOICE

COPY

SIDE TRACK
 56 E. CROSS ST.
 YPSILANTI, MI 48198

Invoice#: 55903
 Invoice Date: 11/30/2018
 Due Date: 12/30/2018
 Customer ID: 475
 Phone#: (734) 483-1035

Job: SIDE TRACK/ADD LIGHTS TO COURT
 Job#: 55903

Work Ordered:

(S) T&M 10-15-18 ADD LED STRING LTG TO COURTYARD AND PARKING AREA PER JOHN & LINDA'S DIRECTION, TAKE P/C WITH YOU. 734-645-6072 JOHN WILL MEET YOU.

Work Performed:

PER: JOHN/ GBJ/ MW/ MATT P/ INSTALLED STRING LIGHTS IN ALLEY BY THE TRAIN STATION AND SIDETRACK.

Item	Description	Qty	Price	Total
4132	P&S 2097 GFCI DUPLEX	1.00	18.19 E	18.19
7375	Yellow Scotchlok Wirenuts (#22-10)	4.00	152.53 M	0.61
7379	Plastic Tape (33+) 3/4x66	1.00	6.14 E	6.14
7402	GRD.TAILS	1.00	52.94 C	0.53
T100	MECOGNT450UV	1.00	27.90 E	27.90
T101	INTEK4736S	2.00	26.47 E	52.94
PS3059	1G IN USE HEAVY DUTY	1.00	8.48 E	8.48
T102	BLBKW063	1.00	145.44 E	145.44
2761	12/2 UF-NMC Romex w/Ground	150.00	499.06 M	74.86
Material :				335.09
L354	LABOR - 5+ HOURS / MATT	27.50	110.00 H	3,025.00
L355	LABOR - OT	2.50	154.00 H	385.00
L360	LABOR - FOREMAN / KEVIN	4.50	110.00 H	495.00
L361	LABOR - FOREMAN OVT - KEVIN	2.50	154.00 H	385.00
L365	LABOR - MAURICE	8.00	79.60 H	636.80
L272	SERVICE CHARGE	1.00	20.00 H	20.00
Labor :				4,946.80
M207	HOME DEPOT	1.00	35.48 E	35.48
M188	MISC. MATERIAL CASH VENDORS	1.00	33.43 E	33.43
M208	LOWE'S	1.00	91.13 E	91.13
M130	Bucket Truck	15.00	45.00 E	675.00
M161	Permit Fee	1.00	140.00 E	140.00
Misc Charges :				975.04
Total Due				\$6,256.93

Terms: NET 30

SCANNED
 DATE 12/5

Bills not paid within 30 days begin to accrue service charges of \$2.00 or 1.5% per month, whichever is greater, and the customer hereby agrees to pay these charges. A construction lien against the property for non-payment of charges due will be filed if not paid within 60 days, and the customer agrees to pay any and all reasonable fees and costs involved.

Propos

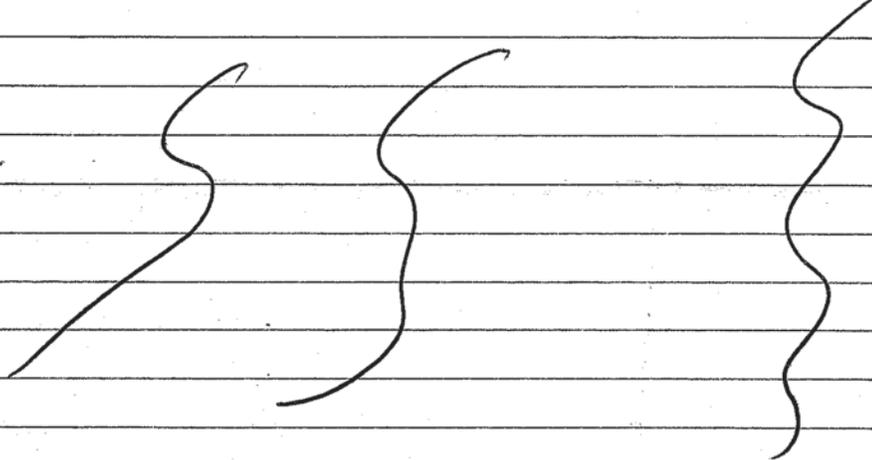
PROPOSAL NO.	005-2019
SHEET NO.	01
DATE	2/15/2019

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME D.D.A	ADDRESS Cross St
ADDRESS 40 EAST CROSS	DATE OF PLANS Ypsilanti MI 48197
PHONE NO.	ARCHITECT 02/7/2019

We hereby propose to furnish the materials and perform the labor necessary for the completion of We propose to install
A DTE Metered service complete with housing
disconnecting means outlets and all associated
wiring and parts to be attached to existing
service drop at said address.



All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Seven one Hundred Dollars and zero cents Dollars (\$ 750⁰⁰) with payments to be made as follows. \$500⁰⁰ Due
at start of project and \$250 upon completion.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

BK Ja

Respectfully submitted Bryan R. Foley

Per Bryan R. Foley

Note — this proposal may be withdrawn by us if not accepted within 30 days

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made



Downtown Ambassador Program

Action: Motion to approve or deny Memorandum of Understanding and Job Description



Job Description: Do you love Downtown Ypsilanti and helping people? Then a position as a Downtown Ambassador is just for you! Our Ypsilanti Downtown Ambassadors work all summer long to welcome and assist visitors, assist in the enforcement of rules and regulations, provide a watchful eye, and help keep the downtown looking clean and inviting.

The Ypsilanti Downtown Ambassador positions are temporary, part-time positions in partnership with Ozone House's WorkZone program. The position requires 10 hours of availability per week for up to 10 weeks or 100 total hours. This position will be active from June 1st through September 9th. Duties and responsibilities include:

- ~ Provide visitors with maps and brochures
- ~ Help customers locate destinations and provide recommendations for their visit
- ~ Assist with promotion of key events including First Fridays, Ypsi Glow, etc.
- ~ Call for medical assistance if someone needs it
- ~ Identify and report hazards or damage to infrastructure
- ~ Report and resolve cleanliness issues
- ~ Share a smile and a watchful eye
- ~ Serve as a liaison for Youth Safety Alliance monthly meetings
- ~ Helping YDDA Staff coordinate incentive programs
- ~ Assist with YDDA Board and Committee Meetings
- ~ Engage business owners and community stakeholders to solicit feedback
- ~ Find and return lost items

Job Qualifications:

- ~ Must be 16 – 22 years of age
- ~ Outgoing, friendly and helpful personality
- ~ Strong communication and interpersonal skills
- ~ Physically able to walk/stand for long periods of time in warm weather, rain or shine
- ~ Willingness to wear a uniform and keep a neat professional appearance
- ~ Ability to work well with others
- ~ Self-motivated and hardworking
- ~ Ability to work as needed throughout the summer months with flexible schedule



LDFA Talent Development Initiative

**Action: Motion to approve or deny LDFA Talent
Development Initiative**

City of Ypsilanti
Downtown Development Authority
Board of Directors Meeting Agenda
Back Office Studio 13 N. Washington
Thursday, April 18th, 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

A. Introductions

B. Approval of Agenda (X*)

C. Approval of February 21, 2019 Minutes (X*)

D. Public Comment (3 minutes each)

E. Staff Report/Financial Report (X)

F. Standing Committee Reports

- **Operations and Finance Committee**
 - **Waste Management RFP (X*)**
 - **Depot Town Plaza Lights Sponsorship (X*)**
 - **Cider Fest Sponsorship (X*)**
 - **Landscaping Contract Renewal (*X)**
- **Marketing Committee**
 - **Depot Town Signage**
 - **Ypsi Shops Local Incentive**

G. Old Business

- **Parking Strategy Adoption (X*)**

H. New Business

I. Staff Updates

J. Announcements/Comments

Next Meeting: May 16th, 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 Agenda
SPARK East, 215 W. Michigan Ave.**

Thursday, March 21st, 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	Ylondia Portis	A
Kayia Robinson	P	Andrew O’Neal	A
Janette Rook	A	Danielle Milner	P
Andy French	P	Ben Harrington (C)	P
Dieter Otto	P	Jen Eastridge	P

A. Introductions The chair introduced the members of the board

B. Approval of Agenda (X*) Dieter Otto motioned to approve the agenda and Kayia Hinton supported the motion. The board approved the agenda.

C. Approval of February 21, 2019 Minutes (X*) Andy French motioned to approve the February 21, 2019 meeting minutes, and Dieter Otto supported the motion. Motion to approve the minutes passed -- unanimous.

D. Audience Participation (3 minutes each)

The DDA inadvertently omitted public comment.

E. Staff Report/Financial Report (X)

- Christopher Jacobs reported to the board about streetscape maintenance and the upcoming contract with WHCanon. Some of the façade grants have been completed- 117 Pearl, Veg-o-Rama, and Sidetrack. Updated board about the Youth safety meeting staff is attending. Staff has spent a lot of time cleaning the dumpsters.
- Ben Harrington asked if 101 W. Michigan has signed their grant agreement. – Affirmative.
- Discussions about reallocating the grant funds if it is needed to happen 4 months from now.
- Riverside Arts Center has not engaged the DDA about their upcoming lease renewal and the ball is in their court. Ben Harrington stated that he told RAC to wait for the DDA, so they think the ball is in our court. Christopher Jacobs will reach out to RAC. It was mentioned that the Director of RAC to be out of office indefinitely.

F. Standing Committee Reports

- **Operations and Finance Committee
Cider Fest Sponsorship (*)**

- Andy French updated board of the conversation the committee had about the presentation.
- Julie Palmer of Cider Fest presented her presentation to the board.
- Andy French asked for this year’s revenue projections for Cider Fest.
- Julie will leave costs at \$20 per wristband, and they are anticipating upwards of 1,300 participants. Andy French pointed out at that cost, that’s \$26,000 in revenue.
- A board member asked, who pays for the cider? – Jessie of Wurst Bar buys the cider and took a significant risk doing so- he did have a small loss.
- Is there an entity that keeps the revenue? Julie Palmer answered - no not yet- they hope to become its own entity, Michigan Cider Fest.

- Danielle Milner thanked Julie Palmer for her work, and appreciates that they brought this to W. Cross. Danielle Milner senses that the table is asking for more transparency.
- Beth Bashert commented that having hosted and sponsored events herself, she feels that the ask for specifying a certain dollar amount to a certain part of a festival is micro-managing the event planners. She wants to sponsor the event. Speaking for herself, she is satisfied with the info she has.
- Andy French pointed out that if he was to put up a tent and sell beer he would keep all the revenue. He is not comfortable with Cider Fest being a for-profit venture.
- Beth Bashert motioned that sponsorship of Cider Fest 2019 is contingent on that the sales wristbands don't go through a private business entity. No support on motion.
- Andy French stated that he would want to see W. Cross create a nonprofit or business association that would control funds. Board members agree.
- Dieter Otto motioned to table the sponsorship of Ciderfest 2019, and Andy French supported the motion. Motion passed – unanimous.

Waste Management RFP (X*)

Kayia Hinton Stepped out at 9:37am due to prior commitments, the DDA lost quorum.

We don't have a current contract with Republic Services. Asking for a blessing to move forward. Discussion ensued.

DDA reached quorum with the arrival of Ylondia Portis at 9:42am.

Andy French motioned to move forward with the Waste Management RFP, and to accept the RFP languages. Ylondia Portis supported the motion. Motion passed – unanimous.

Downtown Ambassador Program (X*)

- Staff is working with Ozone House to employ Ypsi youth for 100 hours over the summer as DDA Ambassadors.
- The Funding would pay a supervisor 29 hours a week for 12 weeks to coordinate youth through the Work Zone program. Staff is looking for the board to approve the \$5,526 for the Supervisor position.
- Andy French motioned to approve \$5,526 to support the Downtown Ambassador Program, and Ylondia Portis supported the motion. Motion passed – unanimous.

LDFA Talent Development initiative conversation moved from new business section.

LDFA Talent Development Initiative (*)

- Staff is working on a MOU with Spark East for talent development. This would start this summer 2019. The DDA is looking to identify youth interested in technology that are ages 16-22.
- The LDFA funding was approved on Tuesday.
- Joe Meyers stated that the DDA being able to have two youth programs for this summer is very great for the DDA. He thanked Christopher Jacobs for all his hard work.
- The program would be starting small with about 5-10 kids as the pilot program. Staff is hoping that next year be closer to 20 kids participating.

Depot Town Plaza Lights Project (X*)

Staff updated the board about the Depot Town Plaza lights situation.

- Operations and Finance Committee recommended that the board honor the \$2500 the former chair had authorized for the Depot Town lights, and require the Merchants to follow the DDA's funding request policy for the rest of the funds.
- Andy French expressed disappointment in process not followed, and that it puts the DDA in a strange spot.
- There was a major miscommunication about authorization. The merchants thought they have approval. The DDA board agreed that it is a great project.

- Beth Bashert motioned that the DDA pay bill in full, and merchants compensate through in-kind of food and services. She stated that the DDA cannot pay for their mistakes, but it would be a smaller bite, and it encourages more interaction.
- Andy French asked, what is the best way of dealing with this without hurting a local business?
- Ben Harrington stated that the DDA should have monitored the entirety of the project.
- Beth Bashert withdrew the motion.
- Ben Harrington stated support for the committee recommendation.
- Andy French wanted to make sure that this is not to be pulled out of the capital improvement fund for parking.
- Beth Bashert motioned that the board honor the \$2500 the former chair had authorized for the Depot Town lights, and require the Merchants to follow the DDA's funding request policy for the rest of the funds. Dieter Otto supported the motion. Motion passed—unanimous.

Marketing Committee

Tabled in interest of time.

G. Old Business

Parking Strategy

Tabled in interest of time.

Meeting Adjourned.

Next Meeting: April 18th, 8:30 a.m., SPARK

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

February 2019 Expenses

	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN
Enchanted Florist	\$ 50.00	\$ 11.00	\$ 11.50	\$ 27.50
Depot Town Merchants	\$ 1,400.00		\$ 1,400.00	
McFarland Tree Services	\$ 1,400.00		\$ 1,400.00	
Pear Sperling Eggan & Daniels PC	\$ 418.00	\$ 83.60	\$ 62.70	\$ 229.90
The Flying Locksmiths	\$ 1,700.50			\$ 1,700.50
Bill Sloan 117 Pearl	\$ 5,000.00			\$ 5,000.00
Bill Sloan 117 Pearl	\$ 6,621.00			\$ 6,621.00
AF Smith Electric	\$ 2,500.00		\$ 2,500.00	
Leisa Thompson Photography	\$ 1,350.00	\$ 220.00	\$ 230.00	\$ 550.00
Total	\$ 20,439.50	\$ 314.60	\$ 5,604.20	\$ 14,128.90

LINE ITEM	DESCRIPTION
TIF	Flowers for Hinton Real Estate
Holiday Lighting	Reimbursement for Xmas tree lighting
Holiday Lighting	Xmas tree lighting
Legal Services	Review Statutes and revisions
Waste Management	Replacement of Door lock
Façade Grant Reimbursement	117 Pearl Street
MEDC Façade Grant Reimburs	117 Pearl Street
TIF Projects	Plaza Lights
TIF Projects	DDA Photography

W. Cross St. Revenue Expenses Report

04/05/19							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		7,560		12,615		-5,055	167%
TIFA		105,026		87,803		17,223	84%
<u>Total</u>		112,586		100,418		12,168	89%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		8,968		3,085		5,883	34%
TIFA Expenses		112,359		12,042		100,317	11%
<u>Total</u>		121,327		15,127		106,200	12%
<u>Revenues Over (Under) Expenses</u>		-8,741		85,291			
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

03-15-19							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		12,342		13,349		-1,007	108%
TIFA		115,333		104,612		10,721	91%
<u>Total</u>		127,675		117,961		9,714	8%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		6,581		2,439		4,142	37%
TIFA Expenses		132,602		22,785		109,817	17%
<u>Total</u>		139,183		25,224		113,959	18%
<u>Revenues Over (Under) Expenses</u>		-11,508		92,737			
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

03-15-19							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		35,074		35,351		-277	101%
TIFA		570,392		264,201		306,191	46%
<u>Total</u>		605,466		299,552		305,914	49%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		23,804		10,204		13,600	43%
TIFA Expenses		566,624		49,321		517,303	9%
<u>Total</u>		590,428		59,525		530,903	10%
<u>Revenues Over (Under) Expenses</u>		15,038		240,027			
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

03-15-19									58% of year completed
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>			<u>% Collected</u>
Operating Millage (1.8282)		54,976		61,315		-6,339			112%
TIFA		790,751		456,616		334,135			58%
<u>Total</u>		845,727		517,931		327,796			61%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>			<u>% Incurred</u>
Operating Costs		39,353		15,728		23,625			40%
TIFA Expenses		811,585		84,148		727,437			10%
<u>Total</u>		850,938		99,876		751,062			12%
<u>Revenues Over (Under) Expenses</u>		-5,211		418,055					
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 March 2019

Website: Staff continues to update business directory and available properties

Community Outreach and Partnerships: Staff routinely meets with most business owners to discuss their needs and to inform them on DDA updates and with new businesses to discuss where to locate. Staff went door to door to businesses to provide information about upcoming parking strategy meetings.

Downtown Dumpster Management: Staff is promoting the system and conducting weekly maintenance on the enclosures. Staff is looking at how to improve the system we have.

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. Staff has been working with the marketing committee.

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

Grants: Grant agreements are signed. Staff checking in, answering questions and processing payments.

New Businesses: n/a

Businesses Closing:

Staff Hours for December

Christopher– Annual Report presentation, 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 - 60 Hours
Elize – Business check-ins, meeting coordination, DDA dumpster maintenance, payment processing for parking and dumpsters, website content creation and distribution , 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

Meetings/events attended by DDA staff

Weekly Planning and Building Department Meetings

Youth Employment Meeting with Ozone House- March 8th March 12th

Meeting with Steve Pierce- March 8th

DDA Executive meeting with Mayor- March 12th

DAY Meeting- March 13th

Historic District Commission SHPO CAMP training- March 15th

Parking Strategy Meeting – March 18th

Spark, LDFA Meeting – March 26th



Waste Management RFP

Action: Motion to accept bid for services



Depot Town Plaza Lights

Action: Motion approve remaining expense

A. F. SMITH ELECTRIC INC.
P.O. BOX 981241
624 S. MANSFIELD
YPSILANTI, MI 48198
(734)482-0977

*Joe, is the
this is the lighting the
bill for Depot town.
wakaup in Depot town.*

SIDE TRACK
56 E. CROSS ST.
YPSILANTI, MI 48198

Statement of Account as of 12-31-2018

<u>Invoice</u>	<u>Description</u>	<u>Date</u>	<u>Charges</u>	<u>Credits</u>
55903	Inv	11-30-2018	6,256.93	
Non-contract Totals			6,256.93*	.00*
Statement Totals			6,256.93*	.00*

*Depot town paid for
the lights. This bill is
for install. This was
actually approved when
Joe was on board.*

*The job still needs to be
completed. IT needs DTE
to install meters & hook up
them up to meters*

Linda

6,256.93

6,256.93



P.O. Box 981241 • 48198-1241
 624 South Mansfield • Ypsilanti, Michigan 48197
 Voice: 734-482-0977 • www.afsmith.com
 Estimating/Purchasing Fax: 734-482-2034
 Accounting Fax: 734-482-0817



INVOICE

COPY

SIDE TRACK
 56 E. CROSS ST.
 YPSILANTI, MI 48198

Invoice#: 55903
 Invoice Date: 11/30/2018
 Due Date: 12/30/2018
 Customer ID: 475
 Phone#: (734) 483-1035

Job: SIDE TRACK/ADD LIGHTS TO COURT
 Job#: 55903

Work Ordered:

(S) T&M 10-15-18 ADD LED STRING LTG TO COURTYARD AND PARKING AREA PER JOHN & LINDA'S DIRECTION, TAKE P/C WITH YOU. 734-645-6072 JOHN WILL MEET YOU.

Work Performed:

PER: JOHN/ GBJ/ MW/ MATT P/ INSTALLED STRING LIGHTS IN ALLEY BY THE TRAIN STATION AND SIDETRACK.

Item	Description	Qty	Price	Total
4132	P&S 2097 GFCI DUPLEX	1.00	18.19 E	18.19
7375	Yellow Scotchlok Wirenuts (#22-10)	4.00	152.53 M	0.61
7379	Plastic Tape (33+) 3/4x66	1.00	6.14 E	6.14
7402	GRD.TAILS	1.00	52.94 C	0.53
T100	MECOGNT450UV	1.00	27.90 E	27.90
T101	INTEK4736S	2.00	26.47 E	52.94
PS3059	1G IN USE HEAVY DUTY	1.00	8.48 E	8.48
T102	BLBKW063	1.00	145.44 E	145.44
2761	12/2 UF-NMC Romex w/Ground	150.00	499.06 M	74.86
Material :				335.09
L354	LABOR - 5+ HOURS / MATT	27.50	110.00 H	3,025.00
L355	LABOR - OT	2.50	154.00 H	385.00
L360	LABOR - FOREMAN / KEVIN	4.50	110.00 H	495.00
L361	LABOR - FOREMAN OVT - KEVIN	2.50	154.00 H	385.00
L365	LABOR - MAURICE	8.00	79.60 H	636.80
L272	SERVICE CHARGE	1.00	20.00 H	20.00
Labor :				4,946.80
M207	HOME DEPOT	1.00	35.48 E	35.48
M188	MISC. MATERIAL CASH VENDORS	1.00	33.43 E	33.43
M208	LOWE'S	1.00	91.13 E	91.13
M130	Bucket Truck	15.00	45.00 E	675.00
M161	Permit Fee	1.00	140.00 E	140.00
Misc Charges :				975.04
Total Due				\$6,256.93

Terms: NET 30

SCANNED

DATE 12/5

Bills not paid within 30 days begin to accrue service charges of \$2.00 or 1.5% per month, whichever is greater, and the customer hereby agrees to pay these charges. A construction lien against the property for non-payment of charges due will be filed if not paid within 60 days, and the customer agrees to pay any and all reasonable fees and costs involved.



Cider Fest Sponsorship

**Action: Motion to approve or deny Cider Fest
Sponsorship Request**



Notes from YDDA Board Meeting on 03/21/19 concerning Cider Fest:

Andy French updated board of the conversation the committee had about the presentation. Julie Palmer of Ciderfest presented the presentation to the board.

Andy French asked for this year's revenue projections for Ciderfest. Julie will leave costs at \$20 per wristband, and they are anticipating upwards of 1,300 participants.

Andy French pointed out at that cost, that's \$26,000 in revenue.

A board member asked, Who pays for the cider? – Jessie of Wurst Bar buys the cider and took a significant risk doing so- he did have a small loss. Is there an entity that keeps the revenue? Julie Palmer answered - no not yet- they hope to become its own entity, Michigan Cider Fest.

Danielle Milner thanked Julie Palmer for her work, and appreciates that they brought this to W. Cross. Danielle Milner senses that the table is asking for more transparency.

Beth Bashert commented that having hosted and sponsored events herself, she feels that the ask for specifying a certain dollar amount to a certain part of a festival is a bit micro-managing. She wants to sponsor the event. Speaking for herself, she is satisfied with the info she has.

Andy French pointed out that if he was to put up a tent and sell beer he would keep all the revenue. He is not comfortable with Ciderfest being a for-profit venture.

Beth Bashert motioned that sponsorship of Ciderfest 2019 is contingent on that the sales wristbands don't go through a private business entity.

Andy French stated that he would want to see W. Cross create a nonprofit or business association that would control funds.

Dieter Otto motioned to table the sponsorship of Ciderfest 2019, and Andy French supported the motion. Motion passed – unanimous.

Correspondence from Julie Palmer of Cider Fest:

Hello again. Thank you for sharing these questions with me. Here is my response and I've added additional information below that from my research into the media possibilities through the beverage distribution industry.

If the festival is using Wurst Bar's liquor license is the money that is generated going back to the Wurst Bar?

The Wurst Bar purchased all cider in advance, taking on considerable risk. Last year, we took a small loss due to the cider that was not fully consumed at the festival. It broke my heart to see it poured out into the street's storm drain. I truly understand that we created a way to do this festival that is new and different from anything done before. To me, this is exciting because others can do the same, providing even more incredible events and celebrations in Ypsilanti. Who profits from the event? The West Cross businesses and the city overall. There was no "profit" as I believe your question was truly asking. We barely broke even. Because the West Cross business district often felt like an abandoned stepchild, in classic, awesome Ypsilanti style, people got together to create something on their own and as such, this district is poised to truly benefit from the festival, just as the Depot Town restaurants benefit from the Beer Fest attendees. Because we are invested in this community and the WC district, we chose to do more to benefit the businesses. It's sad that we don't see any local Ypsi restaurant selling their food inside the Beer Fest food tent.

Where do ticket sales and wrist bands go?

There were no tickets for entry. Entry was free. The wrist band purchases covered some of the costs for which Jesse and I personally put up the money: city fees, liability insurance, state fees, & rental company deposit. Several vendors waited to get paid after the event, so that's where the available money from on-site wristband sales went.

Who holds on to the money?

Online sales were held with the transaction processing company until moved to my account for reimbursement. Jesse and I held onto the money generated the day of the festival so we could settle up with everyone.

Is this a community event or a for-profit event run by a bar and an event planning company?

Jesse and I are the two creators and organizers. This is clearly a community event and a West Cross Ward 3 event. We did this, and will happily continue to do this, for the West Cross business district and the city we love. We are mainly focused on not losing money. We certainly want to be reimbursed for our personal expenses and when able, to be reimbursed for the many hours spent organizing and executing the event. Profits, in the future, will be reinvested into the next year's event. It's hard to operate with unknowns right now, as it takes time to make a festival break even. Another plan that we didn't discuss during yesterday's meeting is to be able to purchase a significant quantity of gift cards from the WC businesses in advance and raffle them off as another way to drive business back into the West Cross economy after the festival.

Is there a possibility of a West Cross Association to form and take the reins?

I don't know how to respond to this question. I don't believe any Ypsi association runs Beer Fest. As this is our future vision, I don't see the cider festival fitting with a small association either. Again, I am committed to this year and making it happen. I cannot predict the future perfectly and I'd like to stay focused on the tasks of finding sponsorship partners and enrolling new cider makers.

Media and the beverage industry: I spent a long time on the phone with a Rave representative who illuminated so much for me. While some radio time is purchased, the distribution companies don't pay for it. Media time is typically paid for by the parent company who owns several breweries, wineries and or cider makers. I was also told that Rave could not confirm exactly what radio stations were paid and what they offered in return; nor were they able to confirm the demographics of any radio stations. I also learned that when a corporate owner pays, they expect something in return. In Rave's experience, this looks like them asking for exclusivity of their product, meaning we'd see a significant reduction in the cider we can offer. Also, with hard cider making up a still-small percent of the overall market, the radio ads focus on beer and sometimes wine the majority of the time.

Christopher and Elize, I know it's different when someone shows up, finding a way to do something that's never been done before. It challenges existing paradigms. I tend to get excited when one starts in the realm of "I don't know what I don't know" and then finds a way to create something new. It took a lot of fast work with the city, the police department and even the state to make this happen and I am still in awe of the amazing, committed individuals within our city and beyond who were courageous enough to find a way. If only I could bottle the energy from the actual festival and share it with all of you. It's something special. Know that I am so honored to be on this adventure with you and others.

All my best,
Julie



Landscaping Contract Renewal
Action: Motion to approve Landscaping
Contract Renewal

WHCanon

Landscape Company

Landscape Proposal

Job: Ypsilanti DDA Streetscape Maintenance Services

Ypsilanti, MI

Report date:

3/22/2019

Description	Mea	Qty	Bid Unit Price	Total Bid Price
Parking lot planting islands				
Fall clean-up, dead-head and remove foliage from annuals and perennials as appropriate and clean-out/rake all planting beds	occ	1	1,950.00	1,950.00
Spring clean-up, dead-head and remove foliage as appropriate, clean out/rake all planting beds and improve soil as needed (except S. Huron pkg lot entrance islands)	occ	1	1,385.00	1,385.00
Weekly Gardening				
Provide weekly gardening to all planting beds within the District	occ	20	210.00	4,200.00
Provide bed pre-emergent and fertilizer	app	1	600.00	600.00
Michigan Avenue Median Planters				
Fall clean-up and remove foliage from all median planters	occ	1	275.00	275.00
Prepare and cultivate soil of all median planters in spring install annuals.	occ	1	525.00	525.00
Water median planters 2/3/4 times per week	occ	48	70.00	3,360.00
Hanging Basket Planters				
Water hanging basket planters 2/3/4 times per week or as directed	occ	48	70.00	3,360.00
Water hanging basket planters on afternoon of Ypsilanti Pride Day	app	1	150.00	150.00
Mulch				
Supply and install double shredded hardwood bark mulch	cy	25	50.00	1,250.00
Annual Flowers				
Supply and install annual flowers in planters and bed areas	ls	1	6,000.00	6,000.00
Supply and install annual flowers in hanging baskets	ls	1	3,700.00	3,700.00
Total Base Landscape				26,755.00



Cross / Huron Islands

Depot Town Hanging Baskets (qty 10)

Alley Bed

Signal Tower Bed

Clock Tower Bed

Photo St

Ypsilanti DDA

Emmet St

Washtenaw Ave

Driscoll Ct

Washington St Planters (3 on each side of street)

Riverside Arts Center

N. Adams Lot

N. Huron Lot

Cross St W Michigan Ave

Median Planters (qty 5)

Median Planters (qty 11)

Median Planters (qty 5)

Median Planters (qty 2)

Hanging Baskets (qty 20)

E Michigan Ave

S. Huron Lot

Downtown Sign Bed

Google Earth

© 2018 Google

1000 ft

Legend





**City of Ypsilanti
Downtown Development Authority
Marketing Committee Meeting**

NOTES

Wednesday April 10, 2019 – 10:30 a.m.

Hinton Real Estate
36 N. Washington St.

I. Call to Order:

II. Roll Call

Ylondia Portis	P	Kayia Hinton	P
Sandy Aldridge	A	Shivani Karkhar	A

III. Approval of Agenda *(X) This agenda is for note purposes only as the committee is not yet official.

IV. Audience Participation:

V. Old Business:

- **Depot Town Signage**
-

Kayia and Ylondia discussed signage with staff, looked at images of each sign, and discussed what made the most sense in wayfinding.

- 1A - points to downtown. Both welcome to freighthouse plaza
- 2A- Frog island, riverside tridge right . Business district on Left. West Cross District right
- 2B- No riverside park or tridge. Frog island left. Freighthouse plaza to right
- 3A - points to w cross
- 4A - Directional. Freighthouse plaza parking branding on top
- 4B - Welcome to depot town one of the great street of america
- 5A - design concepts
- 5B

VI. New Business:

- **Public Participation Policy**

Each meeting take one part of the framework, and build and focus on it.

- **Ypsi “Treasure Hunt”**

Ypsi local rewards program. We will announce winner on website to draw more folks to the website. Discussion about figuring out how to include other businesses that are not retail or restaurants.

Use of tokens in increments of \$5 or \$10.

Discussed how to measure success - the program would start in July, and end in April.

Important measurables include diversity of participants and amount of receipts.

VII. Old Business:

VIII. Proposed Business:

IX. Announcements/Comments:

IX. Audience Participation:

X. Adjourn

Next Meeting– Wednesday, March 13, 2019, Hinton Real Estate, 36 N. Washington St.

Key: * = items requiring Committee action (X) = docum attached in packet

Ypsilanti Downtown Development Authority



Parking Strategy Adoption
Action: Motion to adopt the
recommendations

Recommendation Summary

Successfully operating municipal parking systems are actively managed with the primary goal of serving the downtown business community. This means that revenues are sufficient to maintain and upgrade the system as needs require so that parking is actually a non-event in the consideration of whether or not to visit downtown. In order to achieve this goal, the Rich / Giffels Webster Team is recommending:

Operations / Management

- Parking Services Manager - Appointment of a Parking Services Manager who can serve as the central point of responsibility and answer questions by the business and residential community.
- DDA with larger role in parking management - The City and DDA work together so that the DDA has a larger role in the day-to-day operation of the parking system. Periodic reports to the City will allow the City to have input in the management of the parking system.
- New Parking Control Equipment - Until such time that revenues achieve the necessary level, the City may be required to invest in parking system upgrades for consistent revenue control equipment across all three DDA districts. Once revenues are established the system should be able to fund replacement of parking control equipment with rates that meet the revenue needs of the system.
- Private Parking - Maintain the policy of not requiring parking within the districts with the exception of residential parking combined with maintaining the policy that such developments can pay a fee-in-lieu of providing the required number of spaces. This will help get the proportion of public to private parking more in line with best practices.
- Shared-Use Opportunities - Maximize the use of the existing parking supply by having the City and DDA work with private businesses to use surplus capacity as either public parking during off-hours (nights/weekends) or working with businesses whereby employees of certain businesses can use surplus private parking capacity from other adjoining businesses. This may also mean adjusting the rates for the N. Washington Street lot to encourage use by employees although this may require lighting upgrades.
- Bicycle Parking - Increased use of bicycle parking opportunities combined with ride-share/bike-share or car-sharing options can help in reducing the number of parking spaces that may be needed in the future. Other technologies should also be monitored for their potential impact on future parking needs.
- Residential Parking - The City should help to market opportunities where residential overnight parking can be permitted and under what conditions. The annual renewal period for residential permits should also allow a grace period for issuance of penalty citations to allow new and relocating residents the opportunity to renew permits.
- Parking Duration and Allocations - Rich recommends, as a best practice, that on-street parking convenient to adjacent businesses should have a maximum time limit of two-hours. Less convenient parking or parking where turnover is not required can have longer periods and serve as alternative employee parking. The most convenient off-

street spaces in various parking lots should have a time restriction of three hours to discourage use by employees while affording customers and visitors with parking with longer time frames than on-street.

User Experience

- Parking Signs - Parking signs play an integral role in patrons understanding of where, when and the cost for parking. These signs should be consistent, clearly identifiable and clear in their message. There are a family of signs that best address signage issues. Among the highest priority are lot identification signs with lot names, permitted parking groups and hours of operation.
- Employee Parking - It is generally expected that employees park further than customers and visitors. This requires that the appropriate permit areas (on and off-street) be developed but that the walkability is improved so that employees feel safe parking in these areas and walking to their ultimate destination.
- Lower Cost Bus Permits for Employee - Improving employee parking opportunities or reducing the need for employee parking can also be achieved through a possible partnership with TheRide, similar to the arrangement between the Ann Arbor DDA and the transit authority that provides discounted bus fares.
- Pedestrian Enhancements – Improvements in landscaping, lighting and other walkability issues can improve the perceptions of pedestrians to encourage more of a park-once and walk to multiple destinations. Making appropriate improvements (shade, benches, traffic separation) can increase the acceptable walking distance under various conditions.
- Marketing – Distributing appropriate information to the public through flyers, social media, and the City web-page can help in understanding new policies and procedures and where available parking is located. This media can also help provide information for special events for available parking locations, directions, etc.
- Parking Ambassadors – Parking enforcement officers have a central function of enforcing the rules and procedures necessary to make the parking system function efficiently. As a visible presence in the CBD however, they should also be trained and marketed to help with directions, additional security presence and disseminating information.

Maintenance

- Budgeting / Tracking Parking Revenues / Expenses - Monitoring all parking related revenues and expenses and having these reported in City and DDA budgets. Eventually it should be intended that parking operates as an Enterprise Fund able to handle all operating and capital needs. This may also require development of a parking sinking fund to provide for capital upgrades and long-term parking facility replacement and repair.

- Maintenance Schedule – All public lots should have developed a schedule for daily, weekly, monthly and annual issues to be monitored and addressed. This will help to make the appropriate budgeting decisions to address deficiencies in a timely manner.
- Painting / Striping – Curbs must be painted consistently depending on their use and / or restrictions following the standard colors for no parking, loading zone, and handicap. Stripe on-street spaces so that cars can park more efficiently.
- Communications – Maintain the text alert system to keep the public informed on maintenance issues in lots that may impact access to all or some of the parking spaces.
- Parking Control Equipment – Parking Control equipment must be consistent so that patrons do not have to try to figure out the operation, policies or procedures for different equipment. This may require as noted above investment in new equipment by the City.
- Stormwater – Consider landscaping technologies that can help with runoff from parking areas.

ADA Parking

- ADA Deficiencies – Address deficiencies in parking lots that do not meet the requirements for the number of ADA required spaces. The City should also monitor the need for handicap accessible parking that may require providing more off-street or provision of on-street parking in excess of ADA minimums.

Parking Enforcement

- Staffing – Parking enforcement is a necessary element of any well-run parking system. Maintain the policy of two full-time parking enforcement staff with random scheduling. Enforcement staff should also be trained as CBD ambassadors to provide information and direction to CBD patrons.
- Fines – Develop a policy of issuing courtesy citations to first-time offenders as well as during the residential renewal period and when significant changes are made to parking policies.

Additional Parking

- New Parking – New development particularly in the Depot Town District will increase the strain on parking resources. The City should investigate partnership opportunities for development of additional parking in this district combined with parking mitigation measures (increased bike parking, ride-sharing, pedestrian enhancements) to improve the parking experience.

SECTION 7 | RECOMMENDATIONS

Recommendation Type	Category	Rec #	Description	Begin Process	Process Complete	6/1/2019	8/1/2019	10/1/2019	12/1/2019	2/1/2020	4/1/2020	6/1/2020	8/1/2020	10/1/2020	12/1/2020	2/1/2021	4/1/2021	6/1/2021	8/1/2021	10/1/2021	12/1/2021	2/1/2022	4/1/2022
Management & Operations	Bike Parking	5.3	Add Bicycle Parking Corrals	6/1/2019	12/1/2019																		
Management & Operations	Management	1.1	Appoint Point Person to Manage Parking	6/1/2019	12/1/2020																		
Management & Operations	Management	1.2	Seek Opportunity for City/DDA Cooperation re Parking	6/1/2019	12/1/2020																		
Management & Operations	Management	1.3	Form Parking Advisory Committee	6/1/2019	12/1/2020																		
Management & Operations	Private Parking	3.1	Limit New Private Parking	6/1/2019	12/1/2019																		
Management & Operations	Bike Parking	5.1	Develop and Adopt Bicycle Parking Standards	6/1/2019	12/1/2019																		
Management & Operations	Bike Parking	5.2	Expand Bicycle Parking	6/1/2019	12/1/2019																		
Management & Operations	Residential Parking	7.2	Residential Parking Grace Period (Renewal Period)	6/1/2019	8/1/2019																		
User Experience	Employee Parking	10.5	Investigate Partner with Transit for Reduced Cost Emp Pmts	6/1/2019	11/1/2019																		
User Experience	Pedestrian Enhancements	11.4	Work with Private Owners for Improvements to Ped Walkways	6/1/2019	12/1/2020																		
Maintenance	Painting	14.1	Stripe On-street Spaces	6/1/2019	6/1/2020																		
Maintenance	Painting	14.2	Paint Curbs Consistently for Restrictions	6/1/2019	6/1/2020																		
Maintenance	Communication	15.1	Maintain Policy of Text Message Alerts	6/1/2019	6/1/2020																		
ADA	ADA Parking	18.1	Address Deficiencies in ADA Compliance Within Lots	6/1/2019	12/1/2019																		
ADA	ADA Parking	18.2	Monitor Need for Accessible Spaces Above ADA Minimums	6/1/2019	12/1/2025																		
Parking Enforcement	Staffing	19.1	Continue Enforcement with Two Staff	6/1/2019	12/1/2025																		
Parking Enforcement	Staffing	19.2	Parking Enforcement Primary Duties	6/1/2019	12/1/2025																		
Management & Operations	Shared-Use	4.1	Use of Vacant Private Spaces for Public Parking Off-hours	8/1/2019	8/1/2020																		
Management & Operations	Shared-Use	4.2	Use of Private Lots Additional Employee Parking	8/1/2019	8/1/2020																		
Management & Operations	Rideshare/Technology	6.1	Designate Ridesharing Pickup/Drop-off Locations	8/1/2019	12/1/2019																		
Maintenance	Budgeting	13.1	Track All Parking Revenues / Expenses	8/1/2019	12/1/2019																		
User Experience	Marketing / Staffing	12.3	PEO's Trained as Ambassadors	10/1/2019	10/1/2020																		
Parking Enforcement	Fines / Citations	19.4	Adopt Recommended Fine Schedule w/ Courtesy Tickets	10/1/2019	10/1/2020																		
Management & Operations	Upgrades	2.3	Begin the Budget Process to Upgrade to Pay Stations	12/1/2019	12/1/2020																		
Management & Operations	Rideshare/Technology	6.3	Evaluate Bike-share/Ride-share/Scooters	12/1/2019	6/1/2020																		
Management & Operations	Duration / Allocation	8.1	Customer On-street Parking 2-Hours	12/1/2019	6/1/2020																		
Management & Operations	Duration / Allocation	8.2	Long-term on Less Convenient On-street Spaces	12/1/2019	6/1/2020																		
Management & Operations	Duration / Allocation	8.3	Customer Parking Off-street 3-Hours	12/1/2019	6/1/2020																		

SECTION 7 | RECOMMENDATIONS

Recommendation Type	Category	Rec #	Description	Begin Process	Process Complete	6/1/2019	8/1/2019	10/1/2019	12/1/2019	2/1/2020	4/1/2020	6/1/2020	8/1/2020	10/1/2020	12/1/2020	2/1/2021	4/1/2021	6/1/2021	8/1/2021	10/1/2021	12/1/2021	2/1/2022	4/1/2022
Management & Operations	Duration / Allocation	8.4	Reduce Price Washington Street Lot to Encourage Use	12/1/2019	3/1/2020																		
User Experience	Employee Parking	10.2	Establish Employee Permit Areas in All 3 Districts	12/1/2019	12/1/2020																		
User Experience	Employee Parking	10.3	Manage Employee Permit Sales to Encourage Permit Parking	12/1/2019	12/1/2020																		
User Experience	Pedestrian Enhancements	11.1	Follow Landscape Criteria In All Public Lots	12/1/2019	12/1/2020																		
User Experience	Pedestrian Enhancements	11.2	Conduct Lighting Study	12/1/2019	12/1/2020																		
User Experience	Signage	9.1	Add Identification Signs at the Entrance to All Public Lots	3/1/2020	9/1/2020																		
Management & Operations	Upgrades	2.2	Launch Phone Parking Application	6/1/2020	12/1/2021																		
Management & Operations	Residential Parking	7.1	Residential Parking Flyer Developed	6/1/2020	12/1/2020																		
User Experience	Signage	9.2	Begin Developing Family of Sign Types	6/1/2020	6/1/2022																		
User Experience	Pedestrian Enhancements	11.3	Evaluate Placement of Parking to Walking Distance	6/1/2020	6/1/2021																		
User Experience	Marketing	12.4	Purchase Sandwich Boards - Temp Wayfinding Signs	6/1/2020	12/1/2020																		
Maintenance	Budgeting	13.2	Develop Maintenance Schedule for Lots	6/1/2020	6/1/2021																		
Maintenance	Equipment	16.1	Correct Inconsistency Between Meters (Heights/Payment)	7/1/2020	7/1/2022																		
User Experience	Signage	9.3	Consistency in Signs	9/1/2020	6/1/2022																		
User Experience	Signage	9.4	Clearly Identify Permit and Visitor Parking	9/1/2020	6/1/2022																		
Management & Operations	Upgrades	2.1	Install Meters in Depot Town	10/1/2020	10/1/2021																		
Management & Operations	Bike Parking	5.4	Improve Bicycle Connections Between/Within Districts	10/1/2020	11/1/2022																		
Additional Parking	New Parking	20.1	Investigate Opportunities to Add Parking	10/1/2020	10/1/2022																		
Management & Operations	Rideshare/Technology	6.2	Monitor Development Autonomous Vehicles	12/1/2020	12/1/2034																		
User Experience	Employee Parking	10.4	Address Ballard St Lot Deficiencies - Sell Permits	6/1/2021	6/1/2022																		
User Experience	Employee Parking	10.1	Improve Walkability from Lots to Destinations	6/1/2021	6/1/2023																		
User Experience	Marketing	12.2	City Website Link for Parking	10/1/2021	6/1/2022																		
Maintenance	Stormwater Management	17.1	Investigate Design Changes in Lots Stormwater Management	3/1/2022	3/1/2025																		



MINUTES

COUNCIL/DDA Joint Meeting

7:00 PM - Wednesday, April 3, 2019
Riverside Arts Center

The REGULAR COUNCIL of the City of Ypsilanti was called to order on Wednesday, April 3, 2019, at 7:00 PM, in the Riverside Arts Center, with the following members present:

PRESENT: Beth Bashert, Council Member Jennifer Symanns, Council Member Steven Wilcoxon, and Council Member Anthony Morgan

ABSENT: Council Member Pete Murdock, Council Member Nicole Brown, and Council Member Lois Richardson

I CALL TO ORDER

The meeting was called to order at 7:00 p.m.

II ROLL CALL - DOWNTOWN DEVELOPMENT AUTHORITY

Ben Harrington - Chair	Present
Andrew O'Neal	Present
Danielle Milner	Present
Jen Eastridge	Present
Ylondia Portis	Present
Kayia Robinson	Present
Andy French	Present
Dieter Otto	Present
Janette Rook	Present

III INVOCATION

Mayor Bashert asked all to stand for a moment of silence.

IV PLEDGE OF ALLEGIANCE

- a) I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

V AGENDA APPROVAL

DDA Board Member Portis moved, seconded by DDA Board Member Hinton to approve the agenda.

On a voice vote, the motion carried, and the agenda was approved.

VI INTRODUCTIONS

Mayor Bashert introduced the following individuals; Community Development Manager/DDA Director Christopher Jacobs, City Planner Bonnie Wessler, MML Program Coordinator Richard Murphy, Parking Enforcement Officer Sandra Rogala, DDA Coordinator Elize Jekabson, and Rich & Associates Parking Planning Director David Burr.

VII PUBLIC COMMENT (3 MINUTES)

1. Rex Richie, 40 E. Cross, asked how many people at the table have actually read the report in its entirety.
2. Corrine Sikorski, Ypsilanti Food Coop, expressed that many businesses in the city would benefit from short term parking.
3. Martha Kern-Boprie, Friends of the Frieghthouse Board Member, encouraged the installation of parking meters in Depot Town.
4. Nicole Bell, 512 Washtenaw, Vegorama Manager, stated there needs to be better signage for parking.
5. Jeanne Adwani, 36 N Huron, stated the city needs parking meters in order to create greater turnover for parking.
6. Jessica French, 56 E Cross, stated the recommendations are based on a study that lasted only two days, and feels the study is not comprehensive. She added if the city adopts a policy to have a 50% private/public parking the city would need to provide over 200 additional parking spaces. She suggested examining a parking structure.
7. Carolyn Mckeever, 23, 25, & 29 E Cross, stated her concern with both her commercial and residential tenants. Both categories need to have spaces to park, and she does not want to charge outrageous prices for parking because she would never be able to acquire tenants.
8. Sallie Richie, 40 E. Cross, stated she does not feel the study is an accurate reflection of the parking in the city.
9. Jason Branham, 36 E Cross, stated when the city wants to get something done it gets done. He does not agree with other business owners that the study is not a reflection of parking. He stated he wants to see progress in parking.
10. Tyler Weston, 302 N Grove, stated he is disappointed in the process and asked for something to be done quickly to help the situation.
11. Bekah Wallace, Cultivate, stated she hopes the city is not just going to put a Band-Aid on this problem, or continue to kick the can down the road. She is concerned what will happen when Thompson Block is finished.

VIII RESOLUTIONS/MOTIONS/DISCUSSIONS

a) Discussion of the Parking Strategy Report and Recommendations

DDA Board Member French asked if there has been any thought to using gates rather than have meters gate the lots. This would help to reduce cost for signage and new meters. Gates will also allow you to collect revenue twenty-four hours a day. Rich & Associates Parking Planning David Burr replied that technology is expensive, and the technology used now is a multiple space pay station. These stations allow a user to add time to their space using a phone app. Mr. French replied the city would need to employ a person to monitor the meters. According to the study Depot Town is stressed until roughly 10:00 p.m. Is there a plan to staff parking enforcement until 9:00 to 10:00 p.m. Mr. Burr replied it is a recommendation to expand enforcement hours.

DDA Board Member Portis asked if there has been any consideration regarding outsourcing the entire parking system. Mr. Burr responded no, however there are organizations that provide that service.

Mr. French asked how the DDA would play a larger role in the parking enforcement. Mr. Burr responded the city is going to develop the policy and the DDA will ensure those policies are implemented. Mr. French asked if the DDA is going to implement the policy. Council Member Morgan interjected that is according to the recommendation. City Planner Bonnie Wessler stated the DDA might not necessarily implement the policy.

DDA Board Member Milner asked what makes Ypsilanti's parking system unique and what similarities are there between other communities. Mr. Burr responded Ypsilanti is unique in that it has three distinct districts. Ypsilanti is similar in that each district has its own parking issues.

Council Member Morgan asked what exactly a Parking Manager would be responsible. He also asked what the difference is for having privatized parking and having the DDA control parking functions. Mr. Jacobs responded the Parking Manager would take the lead in policy setting with the direction of Council and the DDA. Ms. Wessler added a parking committee would assist the Parking Manager performing their duties. The Parking Manager would be the one point of contact. Mr. Jacobs stated the DDA overseeing the system is different the privatization because it can set policy.

Ms. Portis asked if the report identifies a best in class in research regarding other jurisdictions. Mr. Burr responded for policy development the research is based on the best practices a municipality should have.

DDA Board Member Harrington asked how parking supply can be effected, especially in Depot Town. Mr. Burr replied adding capacity will not happen overnight, there is potential to build a parking structure. Mr. Jacobs suggested shared parking.

DDA Board Member Hinton asked if a parking structure in Depot Town is feasible. Ms. Wessler replied nothing is off the table. Mr. Burr added that is a policy decision.

DDA Board Member Eastridge stated she understands there is a parking deficit in Depot Town, but that problem also exists in the Downtown.

Mr. French stated the study lists Depot Town as the one district that meets the 50% threshold private/public parking. However, there is a 250 parking spot deficit and in the near future it will be north of 300. He stated when the city creates a policy of 50% threshold the city is responsible for those upgrades. Not having that parking is a major threat to business. He asked if there is a recommendation for the city to loosen that policy and allow private business to purchase land to provide parking. Mr. Burr replied private parking will only be for that specific business. Public parking encourages a park once mentality, in that a person parks and moves through the city enjoying everything it has to offer. Mr. French stated by having that goal it puts the onus on the city to provide that parking. Mr. Burr responded in the affirmative.

Council Member Symanns stated the city needs a long term strategy. However, it would be great if there were some quick wins. She asked if there is something as simple as having better signage. Mr. Jacobs responded that and policy.

DDA Board Member O'Neal stated he owns a building at Cross and Normal and there is not a parking supply issue there. There needs to be flexibility in policy for the districts.

Mr. French stated he sees the Parking Manager as a very important role, especially from an economic development standpoint. He asked who this person would report to. Mayor Bashert replied this person will not decide things, they would only execute policy created by Council and the DDA. Council Member Morgan suggested the DDA fund the salary of the Parking Manager. DDA Board Member Otto stated city staff should be examined to see if there is potential for a Manager to come from current employee stock. He added this would assist in getting change moving forward.

Ms. Portis stated outsourcing this position should be considered. Mayor Bashert responded the city is not afraid to outsource.

Mr. Harrington stated the current revenues created through parking are realized through the city, but some of the parking costs are realized through the DDA. He believes having this under one body in streamline both repairs. Council Member Morgan stated parking is a city problem that affects everyone, not just businesses.

Council Member Symanns stated centralizing parking could build efficiencies.

Mr. Harrington stated the DDA does not have a specific role in mind that it would like to pay other than support the stakeholders involved. He added there are many different stakeholder in the area and that parking does not meet their needs. There is an influx of development and daytime businesses, and that revenue created through parking should be directed to the parking system. Mayor Bashert responded the DDA is not looking for a major role in parking. Mr. Harrington replied the DDA is open to either potential.

Council Member Symanns stated generally she is not a fan of privatization, however, it has been effective in some instances. She would like to see the DDA play a bigger role in the parking system. Mayor Bashert stated the privatization of parking is not going well for EMU, there would be a loss of control.

Mr. Harrington stated roughly ten to fifteen years ago the DDA funded the reconstruction of the Downtown parking lots, without revenue to fund the construction. The DDA is still paying \$80,000 a year to pay for the construction, but cannot afford to repair them. The city and the DDA have enough revenue to provide a better system. It might not be a bad idea to have a public/private system with city oversight. Mayor Bashert added the loan the DDA took to fund that construction was for longer than the life expectancy of the parking lots.

Mayor Bashert stated the city's current parking meters are in terrible condition. The city has been discussing a kiosks system, they are expensive but they do pay for themselves. Council Member Symanns agreed the parking technology needs to be modernized with consistency throughout the city.

Ms. Portis agreed for the need of smart technology, but asked where the revenue created would be held. Those funds should only be reserved for the parking system. She added much of this discussion is punitive but parking should be designed for people to walk through the city.

Council Member Morgan stated he understands the need to increase revenue, however, he is not in favor of increasing enforcement too late. Mayor Bashert

stated the discussion has been to extend enforcement until 8:00 p.m. to 9:00 p.m. Ms. Hinton agreed with Council Member Morgan to not extend enforcement until late into the night. Ms. Bashert replied no matter what is decided some people are not going to be happy.

Council Member Symanns stated parking enforcement is a necessary evil, and part of the intention is to create turnover in parking. If there were better signage to inform people where the long term parking is located it would be helpful. She suggested enforcement be expanded to other areas in the city. Mr. French stated Royal Oak just extended enforcement until 9:00 p.m. and it appears that is the new rule in areas with an active night scene. Mayor Bashert stated there is a value in coming to Ypsilanti.

Council Member Symanns stated she has always had to have a residential parking permit, and it might make sense to expand that to other areas of the city.

Mayor Bashert asked if there are any thoughts regarding public/private shared parking. Mr. Harrington responded it would be good in general, however, consistency is important. He added in his day job he tries to bring additional businesses to Ypsilanti, and it has become difficult to encourage growth without available parking. There is not an effort to provide parking for daytime users.

Mayor Bashert asked how people felt regarding two hour street parking, and longer term parking being further away.

Council Member Symanns stated there needs to be safe ample parking for employees. There should be lots for employees the city sells.

Mr. Harrington stated he supports the recommendations as written it does a good job of balancing the needs of the retail and employee parking.

Mayor Bashert stated there is a need for better parking signs and employees should not be parking in prime spaces.

Council Member Symanns stated there might be a partnership available with the AAATA to provide busing for downtown employees. Mr. O'Neal suggested a commuter bus that travel throughout the central business district. Council Member Morgan stated there is already a bus line through the College of Business.

Mayor Bashert stated she is in favor of encouraging biking and keeping the city looking its best.

DDA Board Member Rook stated she bikes to work each day, but there are issues with crossing Huron. She asked if there is a way to traffic calming. Ms. Wessler responded last fall a traffic safety analysis was performed at that location and MDOT authorized the City to fund, at its own cost, certain traffic calming methods.

Council Member Symanns stated all of the city's parking lots need updates. Mr. French stated he is glad the city is open to creating an enterprise fund for parking. He asked if there are plans to get parking lots into serviceable conditional in the near term. Mayor Bashert responded the city does not have the funding available to fix the parking lots. However, the city is looking at different strategies to fix those lots.

Mr. Harrington stated 50% of the DDA Tax Capture is going into bond payments for the parking lots. The city and the DDA need to work together to increase revenue.

Mr. Harrington asked if there is any way to increase parking especially in Depot Town. Mr. Burr responded there is potential to pick up spaces in the Frog Island lot. Mr. French asked if there is potential to use the land north of the Freight House. Ms. Wessler replied that land is owned by the railroad.

Mr. French stated he has heard autonomous vehicles are many years away, and the city cannot rely on that to solve these issues. Mr. Burr agreed.

DDA Board Member Portis moved, seconded by DDA Board Member Hinton to extend the meeting until 9:05 p.m.

On a voice vote the motion carried and the meeting was extended.

IX PUBLIC COMMENT (3 MINUTES)

1. Mike, stated there are two issues; one, visitors and owners and two, metering enforcement at night will not work in Ypsilanti when people can go to Ann Arbor.
2. Corrine Sikorski, Food Coop, thirty minutes parking is very important for businesses like the coop.
3. Audience member stated having employees park far away at night is not safe.
4. Audience member stated the system should be privatized allow an outside company to make all the profits while Ypsilanti sees the benefits.
5. Kirista, Freighthouse Manager, stated she would like to see an employee walk, bike, ride program. She would like to see electric charging stations and more bike parking.
6. Audience member stated it is exciting to be a part of this city. There needs to be two approaches to solving this problem; one immediate and one long term.

7. Jason Branham, 36 E Cross, stated during the earlier meeting most of the people in attendance were residents and he asked how that information was presented to Council.
8. Jessica French, 56 Cross, stated her concern with the 50% public threshold, and the city better be able to provide that parking.

X ADJOURNMENT

Council Member Morgan moved, seconded by Council Member Wilcoxon to adjourn the meeting.

On a voice vote, the motion carried, and the meeting adjourned at 9:01 p.m.

City of Ypsilanti
Downtown Development Authority
Board of Directors Meeting Agenda
Ypsilanti Firehouse Museum
110 W Cross St
Thursday, May 16th, 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 April 18, 2019 Minutes (X*)**
- **Public Comment (3 minutes each)**
- **Staff Report/Financial Report (X)**
- **Standing Committee Reports**
 - **Operations and Finance Committee**
 - **Rice Streetscape Project (X)**
 - **Downtown Infrastructure Projects (X)**
 - **Landscaping Addendum (X*)**
 - **Marketing Committee**
 - **Depot Town Signage (X*)**
 - **Leisa Thompson Photography Project**
 - **Incentive Brochure (X)**
 - **Grants Committee**
 - **DDA Board Discussion on Grant Eligibility**
- **Old Business**
- **New Business**
 - **Maple St Lot Monetization**
 - **RAC Negotiations**
- **Staff Updates**
- **Public Comment (3 minutes each)**
- **Announcements/Comments**

Next Meeting: June 20th, 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

Agenda

Back Office Studio 13 N. Washington

Thursday, April 18th, 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 8:31

II. Roll Call

Beth Bashert	P	Ylondia Portis (8:48a)	P
Kayia Robinson	A	Andrew O’Neal	P
Janette Rook	A	Danielle Milner	P
Andy French	P	Ben Harrington (C)	P
Dieter Otto	P	Jen Eastridge	P

A. Introductions

From audience:

Jared Walfish- Interested in joining a committee

Bonnie Wessler - City Planner

Mark Swanson- Terry Bakery - observing.

John Newman- Back Office Studio- observing.

B. Approval of Agenda (X*)

Beth Bashert motioned to approve the agenda and Dieter Otto supported the motion. The committee approved the agenda. Motion Carried.

C. Approval of February 21, 2019 Minutes (X*)

Danielle Milner motioned to approve the February 21, 2019 meeting notes and Beth Bashert supported the motion. Motion carried.

D. Public Comment (3 minutes each)

Mark Swanson of Terry Bakery asked for 15 because he said the DDA missed public comment last two meetings. He wants to discuss what public comment looks like. He also asked for updates with the IGA and the money coming back from the city for years of unfulfilled police officer position.

In regards to the Depot Town lights, he believes that if the Depot Town Merchants get a slap on the hand and still can be reimbursed for their work, other organizations should be reimbursed for projects they led.

Andy French added an amendment to add three minutes to audience participation segment of the agenda. Andrew O'Neal supported the motion. Motion passed unanimous.

E. Staff Report/Financial Report (X)

Staff spoke about the inventory of trees. Staff is looking for external funding for trees downtown.

Christopher Jacobs mentioned the Rice street- streetscape maintenance project in the pipeline.

Facade Grant updates- Sidetrack and 117 pearl finished their work.

F. Standing Committee Reports

- **Operations and Finance Committee**

- **Waste Management RFP (X*)**

- Bid opened last friday. It cost over \$1,900 a month for substandard service from Republic Waste.

- Christopher Jacobs updated the board about a Recycling grant he had applied for for the city.

- Staff recommended that the board approve the lowest bid, which is from Waste Management. This contract would give the DDA annual savings of about \$11,000 per year.

Andy French motioned for staff to sign a contract with Waste Management, and Danielle Milner supported the motion. Motion passed- unanimous.

- **Depot Town Plaza Lights Sponsorship (X*)**

- Andy described the situation that caused confusion with the plaza lights project in Depot Town. HDC requirements spiked the overall cost of the project, and so did the additional conduit and labor needed to comply.

- Merchants and the CDC are committed to use the right processes in the future.

- The DDA board reviewed the went the project sponsorship policy.

Beth Bashert motioned that the DDA pay for the additional \$3,756 out of the Depot Town TIF fund for the Depot Town Plaza Lights Sponsorship. Danielle Milner supported the motion. Motion carried - unanimous.

- **Cider Fest Sponsorship (X*)**

- At the last meeting, the DDA requested that the organizers reorganize as a non-profit rather than a for profit if they want to use funds from the DDA.

Andy French did not think it is a good use of public funds to support a for profit venture.

Danielle Milner was disappointed that there was not a transparent funding mechanism, but she supports the event personally.

Andy French motioned to deny sponsorship to Ciderfest 2019. Dieter Otto supported the motion. Motion passed- unanimous.

- **Landscaping Contract Renewal (*X)**

WHCanon's Brian MacDonald explained the landscaping contract to the DDA.

Weeding was never in the contract, but now it is.

This contract represents best what is happening in the city, and what needs need to be met.

Christopher Jacobs added that the DDA has been doing a lot of work in pieces. We can get a better price if we do it all at once.

Jen Eastridge asked about native plants and perennials.

Danielle Milner asked about how to expand landscaping down W. Cross

Brian MacDonald answered that adding W. Cross would not affect overall price.

Danielle Milner pointed out the parking strategy and how it stresses walkability that landscaping impacts.

Beth Bashert asked about use of neonicotinoids or any other pollinator killing chemicals. Brian MacDonald responded that they have not been using chemicals.

Andy French asked what should the businesses be ready to provide. Brian MacDonald responded that there are no expectations from business owners. They will take care of it all.

Ben Harrington asked if the contractor can work on "nice to have" item list for the future.

Dieter Otto motioned to approve the landscaping contract renewal with WHCanon with caveat that the contractor look at design upgrades for the future. Andy French supported the motion. Motion passed - unanimous.

- **Marketing Committee**

- **Depot Town Signage**

Staff discussed content of the Depot Town signs. They will bring to the designer to be ready for July 1.

- **Ypsi Shops Local Incentive**

Staff updated board about ongoing project planning.

G. Old Business

· Parking Strategy Adoption (X*)

Bonnie Wesler is present to answer any questions about the parking strategy and asked for the DDA to either approve or deny the parking strategy as a whole.

City Council approved parking strategy.

Ben Harrington thanked everyone. Every single board member showed up.

The board discussed creating a committee between DDA and city council to address further actions. Four members from DDA four from City.

Daniele asked that when a committee is established, that it is part of the agenda.

Andy French was looking at the timeline and did not see current conditions being addressed. Beth Bashert assured him that she is working on DPS to address current issues

Ylondia Portis asked that by approving this parking strategy, the DDA approves where the parking manager reports. Answer is no. Approving parking strategy as a whole moves both bodies forward to create a city parking committee.

Ylondia Portis motioned to approve the Parking Strategy that has been presented to the City of Ypsilanti and the YDDA. Jen Eastridge supported the motion. Motion passed, unanimous.

H. New Business

Ben Harrington spoke about committee structure asked members from grants to move to operations and finance.

Beth Bashert asked for the attendance policy and to share with members.

Ylondia Portis asked about noise ordinance policies Downtown and looking at noise policy.

I. Staff Updates - n/a

Audience Participation:

Mark Swanson spoke about providing a power source on W. Cross funded by the DDA.

John Newman spoke about planter locations on Washington St.

J. Announcements/Comments

City Council approved 125k in park updates

Next Meeting: May 16th, 8:30 a.m., Firehouse Museum

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

April 2019 Expenses

	AMOUNT	W. CROSSDEPOT TOW/DOWN T/O V LINE ITEM		DESCRIPTION
Sidetrack	\$ 19,381.00	\$ 19,381.00		Depot Town Façade Program
Sidetrack	\$ 8,379.00	\$ 8,379.00		Façade Program

Total	\$ 27,760.00	\$ -	\$ 27,760.00	\$ -
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W. Cross St. Revenue Expenses Report

2

<u>05/08/19</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>
<u>Revenues</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	7,022	1,946	78%
TIFA Expenses	112,359	12,043	100,316	11%
<u>Total</u>	121,327	19,065	102,262	16%
<u>Revenues Over (Under) Expenses</u>	-8,741	80,483		
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				

5/6/2019

3

Depot Town Revenue Expenses Report

<u>05/08/19</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>
<u>Revenues</u>				
Operating Millage (1.8282)	12,342	14,093	-1,751	114%
TIFA	115,333	104,613	10,720	91%
<u>Total</u>	127,675	118,706	8,969	7%
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs	6,581	5,400	1,181	82%
TIFA Expenses	132,602	56,802	75,800	43%
<u>Total</u>	139,183	62,202	76,981	45%
<u>Revenues Over (Under) Expenses</u>	-11,508	56,504		
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				

5/6/2019

Downtown Revenue Expenses Report

<u>05/08/19</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>
<u>Revenues</u>				
Operating Millage (1.8282)	35,074	38,314	-3,240	109%
TIFA	570,392	268,402	301,990	47%
<u>Total</u>	605,466	306,716	298,750	51%
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs	23,804	23,016	788	97%
TIFA Expenses	566,624	61,484	505,140	11%
<u>Total</u>	590,428	84,500	505,928	14%
<u>Revenues Over (Under) Expenses</u>	15,038	222,216		
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				

5/6/2019

City of Ypsilanti DDA Staff Report April 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. Old dumpsters were moved out, and new dumpsters for Waste Management have been moved in.

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. Staff has been working with the marketing committee.

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 mulching and maintaining DDA garden beds.

Grants: Grant agreements are signed. Staff checking in, answering questions and processing payments.

New Businesses: Revalue, This, That & the ODDer things

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 - 60 Hours

Elize – Business check-ins, meeting coordination, DDA dumpster maintenance, payment processing for parking and dumpsters, website content creation and distribution , 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: We have ten tech companies signed up to receive Summer '19 youth employees. Match Day (the day the companies are matched with their employees) is May 22nd. The planning department at the city will hire an employee from the program as well.

Downtown Ambassadors: The DDA has signed an MOU with Ozone House for the Downtown Ambassador program. Ambassadors will be employed for 12 weeks, ten hours a week.

Upcoming Funding Request meetings: Zydeco Fest and Krampus.

RAC Negotiations and Appraisal: Underway.

Community Cleanup Day: Staff will be leading a downtown area cleanup effort.

Depot Town Plaza: Working with DTE for new service install.

DDA Shop Incentive Program: Staff is working on scrip system.

First Fridays Report: April 32 venues participated, May had 37 venues participate.

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

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

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

III. Approval of Agenda *(X)

Danielle Milner motioned to approve the agenda and Jen Eastridge supported the motion.
Motion carried.

IV. Approval of Minutes*(X) no quorum last meeting**V. Audience Participation:** n/a**VI. Old Business:**

- **New Committee Membership**

The committee introduced themselves to Jared Walfish. He moved to College Heights pretty recently, works at U of M, has an MBA. He is interested in serving a committee that makes an impact in Ypsilanti.

Andy french appointed Jared Walfish to the committee.

- **Landscaping Addendum**

Staff drove around with contractor and looked at spots that could have added landscaping. Landscaping will be added to W. Cross.

Tree grates around downtown will be dug out, and a weed barrier will be added/
Garden bed by Family Fried Chicken will receive a cleanup and pollinator friendly flowers.

Side note for financials- TIF revenue is coming in.

VII. New Business:

- **Downtown Infrastructure Projects:**

Staff wants to be proactive on working on infrastructure projects or downtown will look like Rice Street in 5-10 years.

Staff wants to know what the appetite is for infrastructure project by the committee.

The DDA has 6k to spend. This would be only enough to address the trees and bike racks. There is a lot more need than resources.

Zachary Schultz asked if it would be better to take care of the danger spots (trip hazards) first and then planting trees. Jared Walfish agreed.

Andy French noted that in the past, business owners were made to fix sidewalks. The committee should be mindful of what they pay for vs. what has been forced on the property owners in the past.

Patton Doyle wanted to see a standard which identifies parties that are responsible for different hazards.

Christopher Jacobs said that Special assessments to force property owners to pay for the sidewalks beaten down because of the high taxes they already pay.

Danielle Milner added that the parking strategy spoke about upgrading streetscape. This falls into line with what we already want to do. We can not pay for a lot right now- but we can make the city more walkable.

Jared Walfish suggest that the committee word the project with a more positive spin.

“We’re going to fix the trees, so you dont have to deal with the sidewalks later” putting a positive spin on the project. “Getting at the root cause.” Pun intended.

Patton Doyle added that cutting trees could be upsetting to some community members.

Andy French would like to see a three year plan to address these issues.

Jen Eastridge asked about temporary fixes. If the DDA can’t afford put trees in where they are missing, can we put something beautiful in the spot to buy us time.

Staff is to identify hot spots.

- **Bench cost sharing application**

The committee was tasked to review one policy per month.

The payment on this cost share is pretty weighted on the DDAs portion of the cost.

Christopher Jacobs updated committee about bench issues on N. Washington St.

Jen Eastridge asked to consider a 50/50 split on items.

Patton Doyle guessed these were set on original prices and not changed in a while.

Jen Eastridge suggested that we include photos of all of items available.

Jared Walfish asked that if we raised the price, would people pay into the system and if not, would the dda end up paying for whole bench anyways?

Patton Doyle suggested including a concrete price for the cost share, not just 50%.

He also asked if trees could be included, possibly with a plaque.

Elize Jekabson mentioned that generally a check is provided with the application, what is the right of refusal if the project doesnt make sense for location.

Daniele Milner trusts staff decisions on the matter.

Andy French asked if there are public nuisance issues if we put the bench in, are we exasperating the issue? Would the DDA be able to remove benches that community is unhappy about.

Jared Walfish asked if the City will be taking out benches the DDA paid for if there are public complaints.

Danielle Milner stressed that this is a great program that helps businesses get what they might not otherwise be able to afford.

Jared Walfish stressed that he is totally for the program, he just wants to make sure that we’re thinking about all the issues.

Could ashtrays be part of this program to help clean up the streets.

Danielle Milner asked that as we approve the work can the committee celebrate the work that has been done in following meetings.

- **Rice streetscape project**

Patrick and brian approached DDA to help work on this project. The sidewalks on Rice Street are wrecked and present huge trip hazards. Most people visiting Depot Town use this entrance and it a pretty embarrassing entrance to our district .

Staff sees this as a major public health issue.

734 is working with DDA to get multiple quotes for the work, which could be upwards of \$20,000.

Patton Doyle pointed out that money has been pulled from parking for plaza lights, not leaving much for another project. Some think this would be the building owners responsibility.

Christopher Jacobs felt that this project fits totally within the parking plan. DDA could pay for parking improvements using bonding capacity, and monetizing the maple st. lot.

Christopher has had conversations with a company about monetizing the maple lot. This is a modest way to introduce paid parking in depot town.

Andy French suggests talking to other communities about their programs with this company.

Andy French is interested in monetizing that lot because Thompson block will take a while to benefit the community- this is a way to ensure revenue from the Thompson block.

Jared Walfish asked what makes the Rice Street project different? Why would we spend 20k at this location and not address the issues elsewhere? How does it look from the outside?

Staff believes that this is a benefit to the district rather than to one property owner, and the extent of damage is huge.

Danielle Milner added that 734 does not own the building. The current building owner does not seem interested in investing in the area.

Andy French asked about pressure from City to building owners to clean up their properties.

Chris Jacobs updated the committee about business inspections that were just passed by city council.

Jen Eastridge stressed to hold contractors accountable for start times and finish times for construction in a high use area.

IX. Proposed Business: N/A

IX. Announcements/Comments: N/A

New dumpsters are in place.

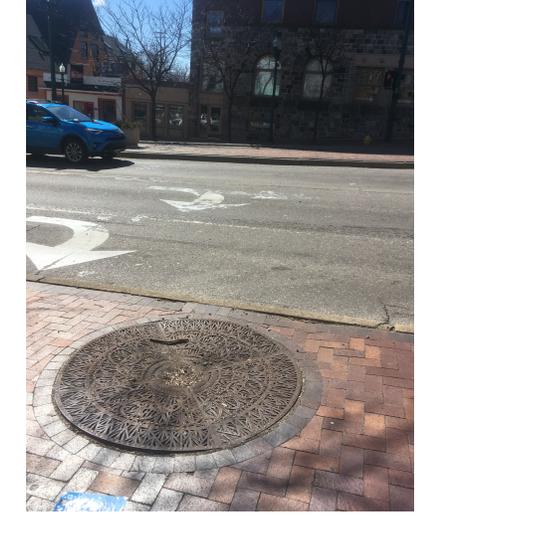
Danielle Milner asks that any official minutes reflect any reference to parking.

XI. Adjourn

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



Downtown Infrastructure Project
Missing trees, broken sidewalks, additional
trash cans and bike racks





Rice Streetscape Project



The Lumberjacks

8205 Jackson Rd.
Ann Arbor, Mi 48103

TheLumberjacks.com

info@thelumberjacks.com
734 663-0808

**Tree Service
Landscape Mulch
Reclaimed Lumber**

Tree Trimming

Tree Removal

Stump Grinding

Lot Clearing

Emergency/Storm Damage

Licensed & Insured

734 Brewing Company
Patrick Echlin
15 E Cross St
Ypsilanti, MI 48198

Proposal By: John OConnor
Date: 4/23/2019

Job Name: 734 Brewing Company 20190423
Work Site: 15 E Cross St
Ypsilanti, MI 48198

#	Item	Description	Qty	Cost
1	Locust	Complete Tree Removal Remove 12 Locust trees along Rice St., including 9 trees on west side, from Cross St to parking lot and 3 on east side, along building. We will remove this tree, chip the brush and haul away all of the wood. In addition, we will grind out the stump and above-ground root material in open areas to a depth of 6-8" below grade. All stump mulch will be backfilled in the hole and left onsite. Job includes raking up.	0	\$3,950.00

Subtotal: \$3,950.00

Tax: \$0.00

Total: \$3,950.00

*To proceed: Call or email us with your authorization. Be sure to note which items you'd like to have done. We'll be careful, but trucks and equipment may impact lawn, driveway and/or landscaping. We disclaim liability for any indirect, incidental or consequential damages that result from our work for you. Our liability for damages will not exceed the amount of our contract with you, plus any available insurance coverage. Please mark sprinkler lines/heads to avoid damage. Payment to be made upon completion of work.
Please note: Scheduling a date for your job is not recommended and will likely delay completion of work--we can do your job faster by fitting it in as we have availability in your area. If you require scheduling, a surcharge may apply.*



Owned and Operated by Certified Arborists:
Patrick OConnor, ISA Certification # Mi-3931-A
John OConnor, ISA Certification # Mi-4201-A





ESTIMATE

GatlinByrd Cement Corp.

GatlinByrd Cement
Ypsilanti, Michigan 48197
United States

Mobile: (734)323-8882
www.GBCement.com

BILL TO
Brewing Company
15 E Cross st.
Ypsilanti, Mi, 48197

7346496453
734Brewing@gmail.com

Estimate Number: E-620

Estimate Date: April 15, 2019

Expires On: April 15, 2019

Grand Total (USD): \$9,500.00

Service	Quantity	Price	Amount
City Sidewalk City sidewalk 6 x 207	1	\$0.00	\$0.00
Sidewalk Sidewalk Flag 4 x 5	1	\$0.00	\$0.00
ADA Ramp ADA ramp with tile 6 x 10	1	\$0.00	\$0.00
Sidewalk Sidewalk (across the road) 6 x 11	1	\$0.00	\$0.00
DESCRIPTION Remove and replace concrete / grass as needed, add 21 AA stone as needed, compacted, set forms, 6 bag mix, 4,000 psi, and saw cut	1	\$9,500.00	\$9,500.00

Total: \$9,500.00

Grand Total (USD): \$9,500.00

Notes

Thank You For Your Business!
GatlinByrd Cement Corp.





























**City of Ypsilanti
Downtown Development Authority
Marketing Committee Meeting**

NOTES

Wednesday May 8th, 2019 – 10:30 a.m.

Hinton Real Estate
36 N. Washington St.

I. Call to Order:

II. Roll Call

Ylondia Portis	P	Kayia Hinton	P
Shivani Kharkar	A	Sandy Aldrich	P

III. Approval of Agenda *(X) This agenda is for note purposes only as the committee is not yet official.

IV. Audience Participation:

Holly Schoenfield - interested in joining committee. She's a freelancer, graphic artist, worked with fire group and ypsi real in the past, artist behind Ypsilicious, associated with Beautifypsi.

V. Old Business:

- **Depot Town Signage**

Staff presented artist mockups of depot town signage. The group discussed colors of the base. All orange sticks out too much. The committee prefers a black base, but asks for the artist to be mindful that the colors don't come off "too halloweenie".

Images 4A and 4B need to be reworked with the great streets saying, and the historic quote is problematic.

The committee recommended moving the design with changes discussed to the board for final vote.

- **Leisa Thompson Photography Project**

Staff is interested in going a step further with the photography of the DDA business owners, and asks committee to brainstorm ideas.

Is there a possibility for cataloging the images into a publication.

Sandy Aldrich liked the idea of a slideshow, possibly made with the platform called Magista. This slideshow could be playing at the locations that have TV screens, possibly during First Fridays.

Ylondia Portis wants to inquire about partnering with Ypsi Real to put these images on the banners around downtown.

Sandy Aldrich talked about an exhibition, maybe in the township.

Elize Jekabson talked about a gallery exhibition at 22 North during a First Fridays.

Conversations of press release targeted outside of the city ensued.

Holly Schoenfield offered a map, that could be used as a catalogue - she enjoys map making and would like a month to draw one up.

Conversations of QR code “about this business” with the photos ensued.

- **Incentive Brochure**

Staff presented incentive brochure to help new businesses get information they might need to get started.

These would be handed out by the downtown ambassadors. Downtown ambassadors could also help push an effort to clean up google pages.

VI. New Business:

- **“Ypsi Shops Local” Incentive**

VII. Old Business:

VIII. Proposed Business:

IX. Announcements/Comments:

IX. Audience Participation:

X. Adjourn

Next Meeting– Wednesday, June 12, 2019, Hinton Real Estate, 36 N. Washington St.

Key: * = items requiring Committee action (X) = docum attached in packet

Ypsilanti Downtown Development Authority

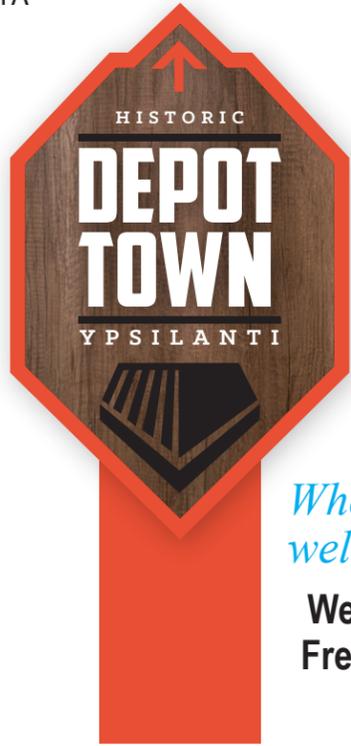


Depot Town Signage Project

Action: Motion to proceed with construction of new signage using design and content recommendations from Marketing Committee

Is Depot Town frame color DDA orange or gold?
 Or all districts same? (black or deep green to blend in)

1A



1B



Where does
welcome go?

Welcome to
Freighthouse
Plaza



2A



2B



3A

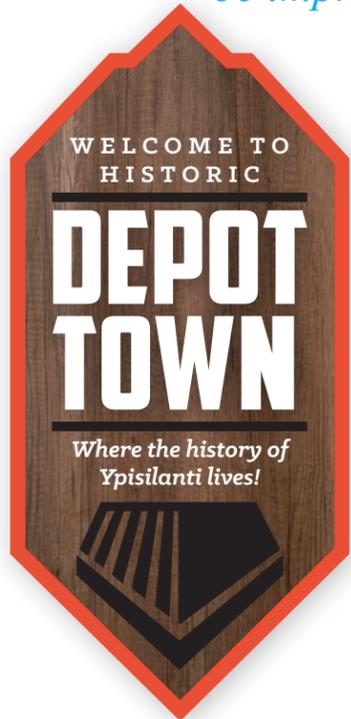


3B



4A

Can this slogan
be improved?

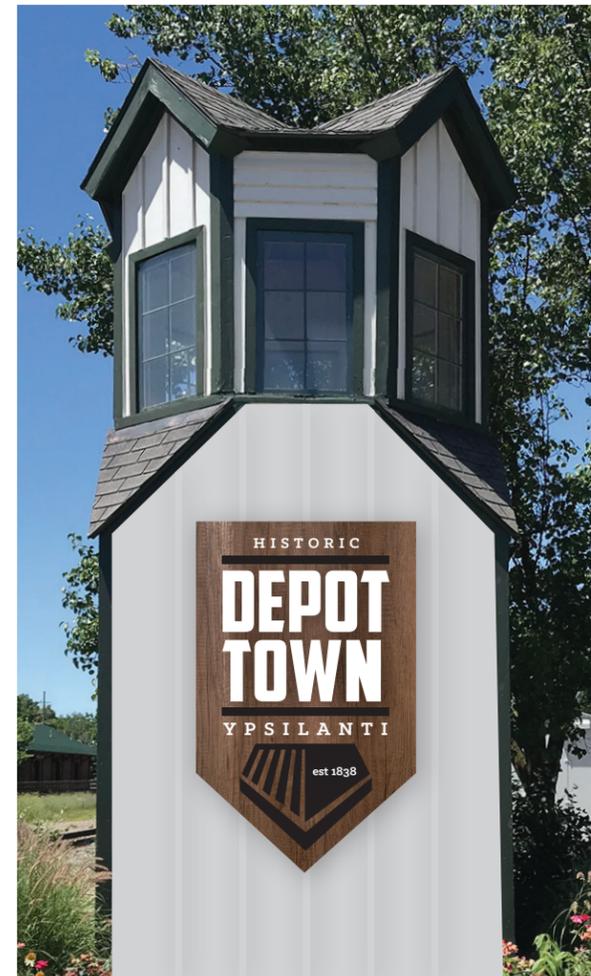


4B



Where does
bronze plaque go?
What is size?

5A & 5B





Ypsi Incentive Brochure



The following resources are available to all businesses and building owners in any of the 3 DDA districts of Ypsilanti.

REHABILITATION AND BUILDING FACADE GRANTS

If you are a business or property owner in one of the DDA districts, the YDDA has grant opportunities available for building rehabilitation and/or facade improvement projects.

2019-2020 YDDA Grant Application

The Deadline for the next grant cycle is **Monday, June 3, 2019.**

Grants Committee Meetings – Wednesday the week following a Board meeting at 8:30am at SPARK East, 215 W. Michigan Ave.

Upcoming dates:

June 11, 2019

September 25, 2019

MARKETING AND PROMOTIONS

The YDDA wants to help with efforts to promote all of the DDA districts as a place to Live, Work, and Play. To do so we are offering to help organizations that are planning programs and/or events that promote one or all of the distinct DDA districts with Marketing & Promotions assistance.

Specific requirements and the application can be found here: [marketing funding policy 12-3-14](#)

BIKE RACKS AND STREET BENCHES

The YDDA has implemented a Street Bench, Trash Receptacle and Bike Rack partnership. The specific requirements can be found here: [YDDA Bike Rack and Street Furnishing Partnership](#)

REDEVELOPMENT LIQUOR LICENSE

The State of Michigan approved the creation of Redevelopment Liquor Licenses through PA 501 of 2006. This act allows local governments to issue new liquor licenses above their allotted quota with the stated purpose of encouraging economic development in approved development areas. Redevelopment Liquor Licenses are available for \$20,000 provided certain investment thresholds and performance criteria are met. For specific details and application see below:

[Michigan Economic Development Corporation Redevelopment Liquor License Fact Sheet](#)

[PA 501 of 2006 Redevelopment Liquor License](#)

[YDDA Redevelopment Liquor License Policy](#)

The following resources are available to all businesses and building owners in the City of Ypsilanti, but not limited to one of the 3 DDA districts.

MICHIGAN SMALL BUSINESS DEVELOPMENT CENTER

Are you thinking about launching or growing your small business? If you are then you should visit the Michigan Small Business Development Center (MI-SBDC). They offer free counseling, market research, and business training services and have a local office in Downtown Ypsilanti. For more information visit sbdc-michigan.org »

SPARK EAST BUSINESS INCUBATOR

Since 2008 the SPARK East Business Incubator in Downtown Ypsilanti has been a magnet for innovation based companies of all sizes. If you are an entrepreneur looking for a space for your start-up company and the resources to get your business venture off the ground, you should pay SPARK East a visit. For more information visit SPARK's website »

AVAILABLE LOCAL INCENTIVES

The City of Ypsilanti offers a series of incentives to businesses, residents, and investors, and we can also assist in helping applicants receive incentives from county, state and federal government agencies. Locally initiated tax exemption programs include:

Brownfield Incentives

Brownfield incentives, including Brownfield tax increment financing (TIF), also require approval from City Council, but they are processed through the Washtenaw County Brownfield Redevelopment Authority.

Commercial Rehabilitation Exemption Certificate

Similar to the OPRA exemption, the City of Ypsilanti can provide property tax abatement to owners of certain rehabilitated commercial facilities in designated districts by freezing its pre-rehabilitated taxable value for 1-10 years.

How To Apply For Tax Abatement

Click [here](#) to view these easy steps for applying for a tax abatement.

Industrial Facilities Act Tax Exemption

This program is designed to replace the property tax on industrial and high technology developments, expansions, and rehabilitation efforts with an Industrial Facilities Tax (IFT).

Obsolete Property Rehabilitation Act

This incentive is designed to promote redevelopment of contaminated, blighted, or functionally obsolete commercial and commercial housing properties.

Personal Property Tax Certificate

PA 328 allows the City of Ypsilanti to offer a tax exemption to spur investment in the Industrial Development District, Brownfield Redevelopment District, Local Development Financing District/Smart Zone, or the Downtown Development District.

Youth Mental Health Mini-Grant

The City of Ypsilanti is making available \$25,000 in fiscal year 2018-2019, and \$25,000 in 2019-2020, to support youth-serving 501c3 organizations already serving City of Ypsilanti youth (ages 3 - 22), for programs, initiatives, and/or services that directly support the mental health of our community's young people.

Starting, Expanding or Relocating Your Business

Ypsilanti has a proud business community that includes the nation's oldest ladder manufacturing company (Michigan Ladder), green businesses (Corner Brewery), small startups growing out of the SPARK East Incubator, and established restaurant and entertainment venues. The process for starting, expanding or relocating a business does vary based on the business type and location, but the overall process is similar. The City's staff is committed to aiding businesses and developers through this process. To assist in your journey towards starting or growing your business here, the City and YDDA maintain a list of available commercial properties both [here](#) and [here](#). For information about permits please visit the City website [permit page](#).

Working collaboratively, the City of Ypsilanti, YDDA, Ann Arbor SPARK and the Washtenaw Office of Community and Economic Development have created robust incentive options for businesses in Eastern Washtenaw County

SPARK East Resources

Companies that join the SPARK East Incubator are eligible to access funding from the Local Development Finance Authority (LDFA) for marketing, recruiting, legal and other professional services.

Innovate Ypsi

The Innovate Ypsi incentive program is designed to provide funding to businesses that create jobs and investment in the 48197/48198 zip codes. Projects are reviewed on a case-by-case basis by a review committee, with consideration given to the type of project, number of new employees, capital investment, financial support and impact on the community. Grants and loans range in size from \$10,000 to \$75,000.

Eastside Microloans

The Eastside Microloan is designed to assist Ypsilanti-based companies to grow their business in Ypsilanti city and township. Some portions of loan repayment may be waived, on a per loan basis, in conjunction with meeting certain milestones that have been deemed to make significant economic impact. Microloan terms vary on a case by case basis, but typically carry below-market rates and do not exceed \$50,000 per company.

Washtenaw County Gap Manufacturing Fund

The loan fund is a partnership between Center for Empowerment & Economic Development (CEED Lending), Washtenaw County and the U.S. Small Business Administration. The fund was established to assist existing and start-up small businesses in who cannot obtain conventional financing due to lack of capital, no credit, and insufficient collateral. Loans are up to \$50,000 and have an interest rate that can be fixed as low as 0%.

Funding and Eligibility

The use of funds is flexible, and the terms are flexible. Funds can be used for a variety of expenses. For example:

- Marketing and business development assistance
- Product development and scaling manufacturing
- Talent relocation and recruitment assistance
- Direct lease assistance
- Rehabilitation grants/funding for leasing or purchasing property
- Purchase and leaseback of machinery and equipment
- Payroll/Salaries

Incentives available to all in Washtenaw County

Tax Abatements	
Commercial Rehabilitation Tax Exemption (PA 210)	<p>Property tax abatement for a period of 1 to 10 years for owners of certain rehabilitated commercial facilities. The district has to be greater than three acres in size unless located inside a city designated downtown or business district. Qualifying buildings must be a multifamily or commercial building that is at least 15 years old. Commercial Rehabilitation Tax Exemption certificates freeze the property at its pre-rehabilitated value, effectively allowing the rehabilitation to be property tax free, with the exception of school operating taxes. Land and most personal property are not eligible for a Commercial Rehabilitation tax exemption.</p> <p>Link (Copy and paste into your browser): http://www.michiganadvantage.org/cm/Files/Fact-Sheets/CommercialRehabilitationAct.pdf</p>
Historic Preservation Tax Credits	<p>20% Federal tax credit to encourage owners to protect and restore the historic resources of the area. Applies to National Register-listed or NR-eligible properties/districts. Plans must first be approved at the state and federal level for credits.</p> <p>10% tax credit available for rehabilitation of non-historic buildings, non-residential buildings built before 1936</p> <p>Link (Copy and paste into your browser): Michigan.gov/shpo</p>

<p>Industrial Facilities Tax Exemption (PA 198)</p>	<p>This program is designed to replace the property tax on industrial and high technology developments, expansions, and rehabilitation efforts with an Industrial Facilities Tax (IFT). Up to 50% of real and personal property taxes can be exempted for new facilities, and up to 100% of real and personal property taxes can be exempted for the renovation of obsolete buildings. This exemption requires a petition to the local government to create an Industrial Facilities district.</p> <p>Link (Copy and paste into your browser): http://www.michiganbusiness.org/cm/Files/Fact-Sheets/IndustrialProptaxAbatePA198.pdf</p>
<p>New Market Tax Credits</p>	<p>Taxpayers may receive credit against federal income tax for making qualified equity investments in a Community Development Entity. The credits provide about 10 – 20% equity money to the project proposed, and are to be used over a seven-year credit allowance period. During the first three years, an investor receives a credit equal to 5% of the total amount paid for the stock or capital interest at the time of purchase. During the final four years, the value of the credit is 6% annually. Projects need to be in poverty areas of at least 20%. The money can be used to clean up blight, for significant job creation projects, and to provide local services (usually for commercial projects). Projects should have an estimated cost at least \$2 million.</p> <p>Link (Copy and paste into your browser): https://www.cdfifund.gov/programs-training/Programs/new-markets-tax-credit/Pages/default.aspx</p>
<p>Obsolete Property Rehabilitation Act (PA 146)</p> <p>Ann Arbor and Ypsilanti</p>	<p>Redevelopment of contaminated, blighted, or functionally obsolete properties used for either commercial or commercial housing. This law allows Core Communities to “freeze” the taxable value of a structure (before improvements are made) for no less than 1 year and no longer than 12 years. OPRA Exemptions essentially allow property owners to rehabilitate their buildings property tax free; with the exception of school taxes (the State may also decide to exempt one-half of the school millage for up to six years). This exemption requires a petition to the local government to create an OPRA district for each property on a case-by-case basis.</p> <p>Link (Copy and paste into your browser): https://www.michigan.gov/taxes/0,1607,7-238-43535_53197-213177--,00.html</p> <p>Core Communities link http://www.michiganbusiness.org/cm/files/fact-sheets/core_communities.pdf</p>
<p>Personal Property Tax Exemption (PA 328)</p> <p>Ann Arbor and Ypsilanti</p>	<p>Allows local governments to offer a personal property tax exemption to spur investment in the Industrial Development District, Brownfield Redevelopment District, Local Development Financing District/ Smart Zone, or the Downtown Development District. New personal property (equipment) leased or owned by eligible businesses and located within these established districts could be 100% exempt from local and state personal property taxes. This incentive is not project-specific and extends to all personal property investments during the time of the exemption.</p> <p>Link (Copy and paste into your browser): http://www.michigan.gov/taxes/0,4676,7-238-43535_53197-213182--,00.html</p>

Renaissance Zones	<p>Most state and local taxes, including real and personal property tax and Michigan business tax liability, are abated within Renaissance Zones for up to 15 years. Taxes still due are those mandated by the federal government, local bond obligations, school sinking fund or special assessments. The State of Michigan reimburses intermediate and local school districts, community college and public libraries for lost revenue. Zones include Agricultural Processing Facilities, Renewable Energy, Forest Products processing, Michigan Strategic Fund Designated Zones, Geographic and Next Michigan Development Corporation Zones.</p> <p>Link (Copy and paste into your browser): http://www.michiganbusiness.org/renaissance-zones/</p>
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Grants & Loans	
Community Development Block Grant Economic Development Projects	<p>This program can be used to support economic development projects such as blight elimination, façade improvements, downtown public infrastructure, and signature building acquisition. Funding is targeted toward low- and moderate-income areas, and is coordinated through the Urban County agreement for participating communities in Washtenaw County. Non-participating governments apply directly to the state of Michigan.</p> <p>Link (Copy and paste into your browser): Participants: http://www.ewashtenaw.org/urbancounty Non-Participants: http://www.michiganbusiness.org/cm/files/fact-sheets/cdbg.pdf</p>
CDBG Section 108 Loans	<p>Section 108 is the loan guarantee component of the Community Development Block Grant (CDBG) Program. Section 108 provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. The Section 108 loan guarantee program allows local governments to transform a small portion of their CDBG funds into federally guaranteed loans large enough to pursue physical and economic revitalization projects capable of renewing entire neighborhoods.</p> <p>Link (Copy and paste into your browser): https://www.hudexchange.info/section-108/section-108-program-eligibility-requirements/</p>

Gap Financing for Manufacturing	<p>Zero interest loans for new or expanding manufacturing companies located east of US 23 in Washtenaw County. Loans may be used for production expansion equipment and plant improvements.</p> <p>Link (Copy and paste into your browser): http://www.ewashtenaw.org/services_for/manufacturing-gap-financing</p>
Michigan Business Development Program	<p>Grants, loans and other economic assistance to businesses for highly competitive projects in Michigan. A minimum of 50 qualified new jobs must be created and commitment of staff, financial or economic support is required by the local municipality.</p> <p>Link (Copy and paste into your browser): http://www.michiganbusiness.org/cm/files/fact-sheets/michiganbusinessdevelopmentprogram.pdf</p>

Michigan Business Growth Fund Collateral Support Program	<p>Cash collateral accounts to lending institutions to enhance the collateral coverage of borrowers in financing expansion or diversification projects. This program can also enable companies to acquire the necessary financing that might otherwise be unavailable due to a cash flow shortage according to the lender's analysis. Qualified industries include: mining, manufacturing, research and development, film and digital media, high technology products and services.</p> <p>Link (Copy and paste into your browser): http://www.michiganbusiness.org/michigan-business-growth-fund/#mbgf</p>
Michigan Community Revitalization Program	<p>Grants, loans and other economic assistance for private investment projects located in areas of historical disinvestment, historic, blighted or functionally obsolete conditions in traditional downtowns. Up to \$10,000,000 (not to exceed 25% of the eligible investment) for flexible term and condition loans and grants. Projects must be in a downtown or commercial center.</p> <p>Link (Copy and paste into your browser): http://www.michiganbusiness.org/cm/files/fact-sheets/communityrevitalizationprogram.pdf</p>
Michigan Capital Locator Tool	<p>MEDC capital locator tool can assist you in connecting to grants, venture capitalists, banks and other programs.</p> <p>Link (Copy and paste into your browser): http://www.michiganbusiness.org/start-up/capital/#capital-locator</p>

Patronicity	<p>Communities, non-profits and other business entities can submit projects by applying for a Patronicity crowdfunding online donation campaign. Projects meeting fundraising goals can receive a matching grant from MEDC of up to \$100,000. Public Spaces Community Places projects include: public plaza & green space development, access to public amenities, farmer's markets, community kitchens, pop-up retail/incubator space, alley rehabilitation, any other place based (or public space improvement) project</p> <p>Link (Copy and paste into your browser): https://www.patronicity.com/puremichigan</p>
MSHDA Rental Rehab Program for Downtown Areas	<p>Grants of up to \$40,000 per new unit or \$25,000 per existing unit for rehabilitation of existing rental housing or conversion of vacant space to rental units in a downtown area. Non-entitlement communities and not for profit entities in any community are eligible.</p> <p>Link (Copy and paste into your browser): http://www.michigan.gov/documents/mshda/mshda_cd_rental_ps_448130_7.pdf</p>
SPARK Microloans Eastern Washtenaw County	<p>Low interest loans up to \$50,000 for companies located east of US 23 in Washtenaw County that are near commercialization (within a year of closing their first or second customer sale, or raising private equity that will provide significant funding to help the company be successful).</p> <p>Link (Copy and paste into your browser): http://www.annarborusa.org/start-here-entrepreneurial-support/funding/microloans/microloan-information</p>

SBA 504 Loans	<p>Loans of up to \$5 million for up to 90% of acquisition, buildings, equipment and associated costs.</p> <p>Link (Copy and paste into your browser): http://metrogrowthcdc.org/</p>
Tax Exempt Industrial Revenue Bonds (PA 62)	<p>Industrial Revenue Bonds are issued by the EDC to finance the acquisition, construction, installation, or rehabilitation of industrial buildings including land, buildings, site work and equipment, plus certain soft costs and fees related to the financing. Facilities include factory, mill, shop, processing plant, assembly plant, fabricating plant, warehouse, research and development facility, an engineering, architectural, or design facility, or a tourist and resort facility.</p> <p>Link (Copy and paste into your browser): http://www.legislature.mi.gov/(S{glgfj33q2xn1dyt2mgeitcrz})/mileg.aspx?page=GetObject&objectname=mcl-Act-62-of-1963</p>
Washtenaw County Micro Loans	<p>Loans up to \$50,000 in low interest microloans to companies that are unable to obtain conventional financing.</p> <p>Link (Copy and paste into your browser): http://www.ceedlending.org/</p>

Other Incentives & Tools	
Brownfield Incentives (PA 381)	<p>Grants and loans for site assessment and cleanup of contaminated, blighted or functionally obsolete properties. Additionally, Tax Increment Financing is also available to qualifying properties. Brownfield projects require the creation and approval of a Brownfield Plan by the Washtenaw County Brownfield Redevelopment Authority and local government.</p> <p>Link (Copy and paste into your browser): http://www.ewashtenaw.org/brownfields</p>
EB5	<p>The EB-5 visa provides a method of obtaining a green card for foreign nationals who invest money in the United States. To obtain the visa, individuals must invest \$1,000,000 (or at least \$500,000 in a Targeted Employment Area - high unemployment or rural area), creating or preserving at least 10 jobs for U.S. workers excluding the investor and their immediate family.</p> <p>Link (Copy and paste into your browser): http://eb5michigan.com/</p>

<p>HUBZone – Federal Contracting Preferences</p>	<p>Federal contracting preferences to small businesses located within a HUBZone (Historically Underutilized Business Zone) in part by employing staff who live in a HUBZone. The company must also maintain a "principal office" in one of these specially designated areas. [A principal office can be different from a company headquarters].</p> <p>Link (Copy and paste into your browser): https://www.sba.gov/content/understanding-hubzone-program</p>
<p>Local Development Financing Act (PA 281)</p>	<p>While this Act is used as the mechanism for the Ann Arbor/Ypsilanti SmartZone, it can be used by any City or Village in Washtenaw County, as well as Ypsilanti and Pittsfield Townships, to utilize tax increment financing to fund public infrastructure improvements.</p> <p>Link (Copy and paste into your browser): http://www.michiganbusiness.org/cm/files/fact-sheets/localdevelopmentfinancingactpa281.pdf</p>
<p>Neighborhood Enterprise Zones (PA 147) Ypsilanti</p>	<p>Neighborhood Enterprise Zones were established to provide a tax incentive for the development and rehabilitation of residential housing. The City of Ypsilanti can designate one or more areas in which the community will reduce the taxes on property for up to 15 years to promote the revitalization of designated neighborhoods. No such zones are currently designated in either community.</p> <p>Link (Copy and paste into your browser): http://www.michiganbusiness.org/cm/files/fact-sheets/neighborhoodenterprisezone.pdf</p>
<p>Venture Capital & Angel Funding</p>	<p>The mission of these private firms is to make equity investments in early stage and emerging growth companies. SPARK can serve as a liaison to this funding program and to similar funding programs.</p> <p>Link (Copy and paste into your browser): http://www.annarborusa.org/start-here/funding/venture-capital-angel-sources-funding</p>
<p>Virtual Business Advisor</p>	<p>An economic development tool that aims to assist entrepreneurs and early-stage businesses as they work towards their next stage of growth. Through a series of assessments, the VBA identifies personal and company strengths and weaknesses, benchmarks against other companies in the region, and connects users to suggestions and available resources to address their unique needs.</p> <p>Link (Copy and paste into your browser): http://www.virtualbusinessadvisor.com/</p>
<p>Washtenaw Community College Entrepreneurship Center</p>	<p>Resources and professional assistance for students and the community to bring ideas to market.</p> <p>Link (Copy and paste into your browser): http://departments.wccnet.edu/entrepreneurship/</p>

About This Guide

The importance of microloans for startups cannot be overstated. Often times, the needs of small business owners and the lending criteria of traditional banks are not aligned. Microloans are an especially good source of funds for businesses that have never borrowed from a bank, have less than stellar credit, or do not have any prior operating experience.

Depending on the lender, money can go towards a wide range of uses, including: working capital, inventory, supplies, furniture, fixtures, machinery and equipment.

Here are ways to prepare prior to applying for a microloan:

- Have a business plan
- Make sure you will be able to make the monthly payments by completing a budget with sales projections
- Show a readiness to invest some of your own money in the business
- Develop patience

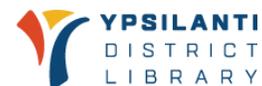
Not ready to apply for a loan yet? The City of Ypsilanti has great partners to help get you ready:



<https://sbdcmichigan.org/>



<http://ec.wccnet.edu/>



<https://www.ypsilibrary.org/>

ACCESS (Arab Community Center for Economic and Social Services) - Microloan



<https://www.accesscommunity.org>

ACCESS is the largest Arab-American community nonprofit in the United States. With 11 locations and more than 120 programs serving metro Detroit, ACCESS offers a wide range of social, economic, health and educational services to a diverse population.

Amount	\$500—\$10,000
Payback timeframe	6 months - 36 months
Interest Rate	Prime + 4%
Who	Non-citizen immigrant w/ refugee or asylee status at time of entry into US
Fund Usage	No restrictions

Accion



<https://us.accion.org/>

Accion is a global nonprofit committed to creating a financially inclusive world, with a pioneering legacy in microfinance and fintech impact investing. Accion works to help people, small businesses, and communities grow and thrive.

Amount	\$500—\$50,000 ; depending on type of business
Payback timeframe	6 months - 60 months
Interest Rate	Starting at 8.99%
Who	
Fund Usage	Working capital, operating costs, vehicle purchase, inventory, equipment, moving, marketing, and packaging (depends on type of business)

SPARK—Innovate Ypsi



<https://annarborusa.org/>

Ann Arbor SPARK serves the greater Ann Arbor region as a catalyst for economic development. Economic SPARK is committed to bringing together partners to support the growth of companies and the creation of jobs.

Amount	\$500—\$50,000 ; depending on type of business and business investment
Payback timeframe	6 months - 60 months
Interest Rate	Starting as low as 0%. Loans and grants available
Who	Businesses in zip codes 48197 and 48198. Not for home businesses
Fund Usage	Marketing and business development, product development and scaling manufacturing, talent relocation and recruitment, direct lease assistance, rehabilitation grants, purchase and lease-back of machinery and equipment, payroll/salaries, real estate

Washtenaw County Loan Program



<https://www.greatlakeswbc.org/>

The Washtenaw Loan Fund was established to assist existing and start-up small businesses in Washtenaw County who cannot obtain conventional financing. The loans are up to \$50,000.

Amount	\$500—\$50,000
Payback timeframe	Up to 5 years
Interest Rate	Prime + 4%
Who	Business located in Washtenaw County
Fund Usage	

Level One Bank—eLine of Credit



<https://www.levelonebank.com>

If your business needs additional working capital that is unattainable through traditional financing, our Entrepreneurial Line of Credit (eLine) can help. Our bankers developed this unique product to help local small businesses like yours grow and prosper.

Amount	Up to \$25,000
Payback timeframe	6 months - 60 months
Interest Rate	
Who	
Fund Usage	Working capital

First Children's Finance— Loan



<http://www.firstchildrensfinance.org>

First Children's Finance has loaned over \$11 million to child care businesses, including family child care homes and both for-profit and nonprofit child care centers.

Amount	\$5,000—\$125,000
Payback timeframe	Negotiable
Interest Rate	Competitive
Who	Home-based or child care facilities
Fund Usage	Real estate acquisition, remodeling, supplies and equipment purchase, consolidate business debt

Hebrew Free Loan—Danto Small Business Loan



We Provide Loans. We Promise Dignity.

<https://hfdetroit.org/>

Michigan is an active and growing center for entrepreneurship, and Hebrew Free Loan continues our tradition of providing interest-free loans to help entrepreneurs in our Jewish community.

Amount	\$20,000 - \$100,000
Payback timeframe	36 months - 48 months
Interest Rate	0%
Who	51% Jewish ownership
Fund Usage	

Lakestone Bank & Trust— Small Business Loan Program



<https://www.lakestonebank.com/>

The Lakestone Bank & Trust Small Business Loan Program was designed to reduce the information requirements for borrowers, facilitate quicker credit decisions and expedite loan closings. All loans must be collateralized with machinery, equipment, vehicles or all assets filing. No real estate will be taken as collateral.

Amount	Up to \$100,000
Payback timeframe	12 month (line of credit) 60 month amortizing
Interest Rate	Prime + 1.5% for line of credit/ Starting at 6.5% for term loans
Who	In business for less than 5 years
Fund Usage	Vehicle purchases, equipment replacement or upgrades, inventory acquisitions, remodeling expense, leasehold improvements, working capital and operation lines of credit.

Michigan Business Connection— Small Business Loan



<https://www.mbcloans.biz/>

Michigan Business Connection (MBC) has supported our state's small and medium-sized businesses by underwriting and originating commercial loans for financial institutions statewide. We primarily serve Michigan credit unions and their members.

Amount	Starting at \$50,000
Payback timeframe	5-10 years
Interest Rate	Starting at prime + 1.5%
Who	Member of MI Credit Union
Fund Usage	Line of credit, equipment (80% of purchase price), real estate

Michigan Good Food Fund



<http://migoodfoodfund.org/>

Michigan Good Food Fund is a \$30 million public-private partnership loan fund that provides financing to good food enterprises working to increase access to affordable, healthy food in low-income and underserved communities in Michigan.

Amount	\$2,500—\$250,000
Payback timeframe	Up to 10 years
Interest Rate	6.75% – 8%
Who	Business located in Washtenaw County
Fund Usage	Real estate, inventory, working capital, construction, equipment

Michigan Saves—



<https://michigansaves.org/>

If your business needs additional working capital that is unattainable through traditional financing, our Entrepreneurial Line of Credit (eLine) can help. Our bankers developed this unique product to help local small businesses like yours grow and prosper.

Amount	Up to \$150,000
Payback timeframe	24 months - 60 months
Interest Rate	1.99% - 2.99%
Who	DTE customers
Fund Usage	Various energy saving upgrades

Michigan Women's Foundation—Microloan Fund



<https://www.miwf.org/>

It is often difficult for newly formed but promising businesses to obtain financing. The Michigan Women's MicroLoan Fund is a financing program available to women entrepreneurs and small business owners.

Amount	\$2,500—\$50,000
Payback timeframe	Up to 36 months
Interest Rate	8%
Who	Home-based or child care facilities
Fund Usage	Inventory, working capital, start-up costs, equipment purchase, loan subordination

MSU Federal Credit Union—Business startUP Loan



<https://www.msufcu.org/>

The startUP Loan is for entrepreneurs looking to start their business in areas of Michigan served by MSUFCU branches. Whether you're looking for financing to purchase equipment or space for your business, the startUP loan can help you jump-start your new idea.

Amount	Up to \$15,000
Payback timeframe	Up to 3 years
Interest Rate	Fixed at 7%
Who	Areas of MI served by MSUFCU branches
Fund Usage	Equipment, inventory, construction

Opportunity Resource Fund—Small Business Loans



<https://oppfund.org/>

We offer several types of loans to help further the economic development goals of your community. Our goal is to ensure that all small businesses have equal access to capital.

Amount	\$10,000—\$250,000
Payback timeframe	Up to 60 months
Interest Rate	competitive
Who	
Fund Usage	Startup, inventory, working capital, pre-development costs, build out

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

06/11/2019							
<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

06/11/2019							
<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

06/11/2019							
<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

06/11/2019							
<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 22nd.

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.

There's 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 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

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

Ypsilanti Downtown Development Authority

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

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

Ypsilanti Downtown Development Authority

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

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

Ypsilanti Downtown Development Authority

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

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

Ypsilanti Downtown Development Authority

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

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

Ypsilanti Downtown Development Authority

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

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

Ypsilanti Downtown Development Authority

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

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

Ypsilanti Downtown Development Authority

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

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

Ypsilanti Downtown Development Authority

To: Grant Committee

From: Elize Jekabson, Ypsilanti DDA

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

Date: January 31st, 2019

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

City of Ypsilanti
Downtown Development Authority
Board of Directors Meeting Agenda
SPARK EAST, 215 W Michigan Ave
Thursday, August 15th, 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	Athena Johnson	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 June 20, 2019 Minutes (X*)**
- **Public Comment (3 minutes each)**
- **Staff Report/Financial Report (X)**
- **Standing Committee Reports**
 - **Operations and Finance Committee**
 - **DDA Officer Refund (X*)**
 - **Parking Extravaganza Update (X*)**
 - **Cigarette Butt Recycling Program (X*)**
 - **Legal Services RFQ (X*)**
- **Old Business**
 - **Depot Town Signage (X*)**
 - **Grant Resolutions (X*)**
 - **RAC Negotiations**
- **New Business**
 - **Camera System at N Adams Parking Lot**
 - **Volunteer Recognition Event**
- **Staff Updates**
- **Public Comment (3 minutes each)**
- **Announcements/Comments**

Next Meeting: September 19th, 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, June 20, 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	A	Ylondia Portis	P
Kayia Robinson	P	Andrew O’Neal	P
Janette Rook	P	Danielle Milner	P
Andy French	P	Ben Harrington (C)	P
Dieter Otto	P	Jen Eastridge	P

III. Introductions

IV. Approval of Agenda (X)*

- Janette Rook motioned to approve the agenda and Jen Eastridge supported the motion. The committee approved the agenda. Motion Carried.

V. Approval of May 16, 2019 Minutes (X)*

- Andy French motioned to approve the May 16th, 2019 meeting minutes and Andrew O’Neal supported the motion. Motion carried.

Audience Participation (3 minutes each)

Mark Swason spoke about the IGA recompense, and urged that the DDA requests money, not services from the city as pay back.

VI. Staff Report/Financial Report (X)

Staff updated the board about activities and projects, as mentioned in the staff report.

VII. Standing Committee Reports

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

DDA Officer Recompense (X)

Joe Meyers explained that the DDA had always paid for services and police but when the Inter-Governmental Agreement came into play, the DDA switched to paying a percentage to the City to pay for those services. This is something that hasn't been resolved because rotating DDA board members need to constantly be brought up to speed. It is a complex problem.

The city owes the DDA for years of not providing a police officer that the DDA had been paying for. The Operations and Finance Committee is not in the position to make a recommendation, and seeks guidance, or a deeper look at the options for recompense.

Jen Eastridge points out that “cash” payment would have consequences. The DDA should find something that is fair but what will benefit the businesses.

Joe Meyers has pushed for downtown recycling in the past, the DDA could look into those sorts of services.

Legal services RFP

Christopher Jacobs described issues with the current legal services provided to the DDA. Staff is unsatisfied, and rates have gone up.

Jen Eastridge made a motion to move forward with the new Legal Services RFP, and Danielle Milner supported the motion. Motion passed- unanimous.

- **Marketing Committee**

Depot Town Signage-

Committee did not meet this month. Signage project is moving forward.

- **Grants Committee-**

Grant Funding Recommendations for FY 2018-2019(X*)

The board was updated about a grant from the 2018 cycle. Tower Inn had problem with the designer/architect, and therefore has not broken ground in the agreed time. They will need to hire a new designer, and this will change the scope of the project.

Dieter Otto moved to pull the \$30,000 facade grant awarded to Tower Inn on October 18, 2018.

Andrew O’Neal supported the motion. Motion passed - unanimous.

The DDA board recommends that Tower Inn reapply with the new scope and a timeline when they are ready.

Ypsilanti Food Co/op asks for extension of 2018 grant award of \$30,000

Dieter Otto explained the current climate in the construction world. Special orders and general construction is delayed due to weather and rising material prices.

Corrinne Sikorski of the Ypsi Food Co/op explained that along with family emergencies, the building owners are in process of buying out their partners. This has been a difficult process, and HDC applications also held up progress. The doors are being made by the manufacturer.

Dieter Otto motioned to extend the Ypsilanti Food Co/op’s start date of their project to the end of September 2019, and to be finished 90 days out from then. Danielle Milner supported the motion. Motion passed - unanimous.

Grant Funding Recommendations for FY 2019-2020(X*)

There is \$30,000 available Downtown

\$10,000 available in Depot Town

\$20,000 available in W. Cross (no applicants)

Staff read through all applications that were recommended by the grants committee.

The board asked 113 W. Michigan Ave. if they would still do their project if full ask of \$15,000 is not awarded. The applicant responded that he would focus on the west side upper floor windows if he was awarded \$8,350 for the project. Applicant asked if he can apply for the second half of the project next year. The board encouraged him to do so, so long as they reapply.

Dieter Otto motioned to award 133 W. Michigan Avenue a grant of \$8,350 for the upper west side windows. Andrew O'Neil supported the motion. Motion passed - unanimous.

The board asked Bona sera if they would still do their project without their full ask of \$15,000 being awarded. Barbara Marcotte of Bona Sera responded that they cannot do this project without the grant, but would be able to do so without the full grant.

Ron Bloom of Ypsilanti Auto Museum had a new estimate and gave it to staff. The Auto Museum would like to ask for more than the \$5,000 than the grants committee recommended. The grants committee felt that a lot of the building work fell into "general maintenance" , which is not eligible for support. The committee recommended \$5,000 be used for the historical marker.

Danielle Milner felt that there needs to be more committee work.

Andrew O'Neal motioned for \$5,000 to be awarded to the Ypsilanti Auto Museum to be used for the historical marker or eligible upgrades to the facade. Jen Eastridge supported the motion, Jen Eastridge supported the motion. Motion passed- unanimous.

Danielle Milner motioned to award \$5,200 to Ypsilantique, \$8,350 to Bona Sera Restaurant, \$2,500 to The Thrift Shop of Ypsilanti, \$2,100 to Alexander Munro, \$3,500 to Go Ice Cream, and \$5,000 to Hyperion Coffee for their projects. Janette Rook supported the motion. Motion passed- unanimous.

VIII. Old Business

- **RAC Negotiation-**

Jen Eastridge has been added to the RAC negotiation team. She feels that her background in arts and her status as a building owner adds a helpful perspective to the team.

Christopher Jacobs recommended Andrew O'Neil to the RAC negotiation team as he has building and construction knowledge. Danielle Milner supported the nomination.

Andrew O'Neil will think about it.

V New Business

VI. Proposed Business

Staff Updates

Announcements/Comments

Public Participation:

The grant awardees thanked the board.

Next Meeting: August 15, 8:30 a.m., Spark East

I.

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

June/July 2019 Expenses

	AMOUNT	W. CROSS	DEPOT TOWN	DOWNTOWN	LINE ITEM	DESCRIPTION
YCUA	\$ 9.29			\$	9.29 Irrigation	Sprinkler
Gerald Alcock Co.	\$ 2,475.00			\$	2,475.00 TIF Projects	RAC Appraisal
Westfield Insurance	\$ 500.00	\$ 100.00	\$	75.00	\$ 325.00 Insurance	2019
Waste Management	\$ 743.00			\$	743.00 Waste Management	6/1-6/30 N. Huron Lc
Waste Management	\$ 491.09			\$	491.09 Waste Management	6/1-6/30 S. Huron Lc
Waste Management	\$ 1,020.19			\$	1,020.19 Waste Management	6/1-6/30 N. Adams L
Waste Management	\$ 461.73			\$	461.73 Waste Management	7/1-7/31 N. Huron Lc
Waste Management	\$ 248.19			\$	248.19 Waste Management	7/1-7/31 S. Huron Lc
Waste Management	\$ 518.40			\$	518.40 Waste Management	7/1-7/31 N. Adams L
landscapeforms	\$ 1,235.85			\$	1,235.85 TIF Projects	Costshare Bench - Dre
Ypsilanti Hardware	\$ 11.99			\$	11.99 Waste Management	Shovel for Dumpster C
WHCanon	\$ 3,822.14	\$ 840.87	\$	879.09	\$ 2,102.18 Streetscape Maintenance	June
Ozone House	\$ 5,526.00	\$ 1,215.72	\$	1,270.98	\$ 3,039.30 Waste Management	Dumpster Delivery
First Fridays Ypsilanti	\$ 7,500.00	\$ 1,650.00	\$	1,725.00	\$ 4,125.00 TIF Projects	First Fridays 2019 Sea
Heikks Apparel	\$ 200.00	\$ 44.00	\$	46.00	\$ 110.00 TIF Projects	Downtown Ambassadc
TinkerTech	\$ 570.00	\$ 125.40	\$	131.10	\$ 313.50 TIF Projects	Shopping incentive prc
WHCanon	\$ 3,822.14	\$ 840.87	\$	879.09	\$ 2,102.18 Streetscape Maintenance	July
Total	\$ 29,155.01	\$ 4,816.86	\$	5,006.26	\$ 19,331.89	

W. Cross St. Revenue Expenses Report

07/31/2019							
<u>Revenues</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>			
Operating Millage (1.8282)	7,560	2,464	5,096	33%			
TIFA	104,197	0	104,197	0%			
<u>Total</u>	111,757	2,464	109,293	2%			
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>			
Operating Costs	9,265	2	9,263	0%			
TIFA Expenses	97,654	7,351	90,303	8%			
<u>Total</u>	106,919	7,353	99,566	7%			
<u>Revenues Over (Under) Expenses</u>	4,838	-4,889					
Fund Balance as of FYE June 2019	120,163						
Projected Appropriation for FYE June 2019	4,838						
Projected Fund Balance June 2020	125,001						
*both TIF and Operating Reserves							

Depot Town Revenue Expenses Report

07/31/2019							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		8,342		19		8,323	0%
TIFA		110,454		0		110,454	0%
<u>Total</u>		118,796		19		118,777	100%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		7,136		9		7,127	0%
TIFA Expenses		100,024		3,921		96,103	4%
<u>Total</u>		107,160		3,930		103,230	4%
<u>Revenues Over (Under) Expenses</u>		11,636		-3,911			
Fund Balance as of FYE June 2019		137,798					
Projected Appropriation for FYE June 2019		11,636					
Projected Fund Balance June 2020		149,434					
*both TIF and Operating Reserves							

Downtown Revenue Expenses Report

07/31/2019							
<u>Revenues</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>			
Operating Millage (1.8282)	35,074	4,839	30,235	14%			
TIFA	266,994	3,950	263,044	1%			
<u>Total</u>	302,068	8,789	293,279	3%			
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>			
Operating Costs	23,755	24	23,731	0%			
TIFA Expenses	278,298	9,376	268,922	3%			
<u>Total</u>	302,053	9,400	292,653	3%			
<u>Revenues Over (Under) Expenses</u>	15	-611					
Fund Balance as of FYE June 2019	95,601						
Projected Appropriation for FYE June 2019	15						
Projected Fund Balance June 2020	95,616						
*both TIF and Operating Reserves							

YDDA Revenue and Expense Report

07/31/2019						
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>
						<u>% Collected</u>
Operating Millage (1.8282)		50,976		7,322		43,654
TIFA		481,645		3,950		477,695
<u>Total</u>		532,621		11,272		521,349
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>
						<u>% Incurred</u>
Operating Costs		40,156		35		40,121
TIFA Expenses		475,976		20,648		455,328
<u>Total</u>		516,132		20,683		495,449
<u>Revenues Over (Under) Expenses</u>		16,489		-9,411		
Fund Balance as of FYE June 2019		353,562				
Projected Appropriation for FYE June 2019		16,489				
Projected Fund Balance June 2020		370,051				
*both TIF and Operating Reserves						

City of Ypsilanti DDA Staff Report June- July 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. Dumpster payments were invoiced and collected. Codes were changed on the N. Adams lot to combat code sharing. Staff have been meeting to come up with solutions with the dumping problems. Violating businesses have been approached.

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: WHCanon is fulfilling the streetscape maintenance contract.

Grants: Staff has prepared grant agreements. Work is underway. Hyperion has turned in their invoice for reimbursement

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 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, DDA ambassador training, mapping - 100 Hours

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

Joe – DDA guidance – 10 hours

Notable Projects

City of Ypsilanti Downtown Development Authority
Operations & Finance Committee Meeting
Wednesday August 7, 2018 – 8:30AM
SPARK East 215 W Michigan Ave

I. Call to Order:

II. Roll Call

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

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

Patton Doyle motioned to approve the agenda and Jen Eastridge supported the motion. Motion carried.

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

Zachary Schultz motioned to approve the June 12th, 2019 meeting minutes and Jen Eastridge supported the motion. Motion passed- Unanimous.

V. Audience Participation: n/a

VI. Old Business:

- **DDA Officer Recompense – \$25,000 IGA Reduction over the next 3 years**

The DDA Officer was not provided for by the city for 1.5 years.

Andy French stated that this is a fair offer.

Ruth Ann Jamnick motioned to recommend DDA board approval of a \$25,000 IGA Reduction over the next 3 years for the DDA Officer Recompense from the City of Ypsilanti. Jen Eastridge supported the motion. Motion passed - unanimous.

- **Parking Extravaganza Update**

- o Maple St Lot RFP

September 3, 2019 the City of Ypsilanti will be beginning the parking rollout with policy changes. Downtown and depot town will be monetizing parking.

Patton Doyle was concerned about long term free or discounted parking. His Corporate clients choose Ann Arbor location over the Ypsilanti location for free parking. He also suggested that permit costs be lower for minimum wage employees in the City.

Discussion about meters ensued. The city plans to implement meter parking using the meters we already have.

Andy French said that used meters were a surprise, and suggested that the DDA pay for kiosks and meters, and have the City reimburse them. He wants to see it done right the first time.

Christopher Jacobs pointed out that this could blow up the budget the DDA has planned.

Andy French suggests that it is worth a conversation. Suggests to bring in thoughts from Depot Town Merchants and DAY.

Jen Eastridge does not think that hand-me down is a signal of a thriving city. Would like to make a direct move to the kiosks. She sees waste of money on installation and take down of hand-me down meters.

Andy French said that this is a branding issue. It's a public perception issue.

Patton Doyle wants to see intention set out of the long term goals.

Jen Eastridge asked if the DDA can at least make the old meters a community art project that is meant to be intentionally creative and beautiful?

Andy French mentioned that the City is holding building owners and business owners to a standard that they are not holding on themselves.

The committee reviewed the Maple Lot gating RFP presented by Christopher Jacobs.

Patton Doyle motioned to recommend that the DDA Board approves the Maple Lot RFP as presented.

Ruth Ann Jamnick supported the motion. Motion passed- unanimous.

o Bike Loop Proposal

The parking strategy calls for more bike loops. Staff is proposing to add seven racks at Normal St. lot and three on Perrin St.

In Depot town, four by the caboose, and six near Frog Island.

In Downtown, to move current loops from Adams St. to the front of the Library, three at each parking lot, and two at RAC.

This would be funded through the Tif capital improvements fund.

Jen Eastridge motioned to recommend the bike loop proposal as presented to the DDA board. Patton Doyle supported the motion. Motion passed- unanimous.

VII. New Business:

● Cigarette Butt Recycling Program

Staff presented a recycling program for cigarette butts. This is a Terracycle program that is in collaboration with Santa Fe Tobacco Co. The recycled butts are turned into plastic decking, and the tobacco is composted. The program is free, but the municipality must pay for the receptacles.

The committee raised concerns over staff emptying cigarette bins. Staff is happy to do it for the cleanliness of the city and the environment, but agree after turnover, there is a risk of the effort being abandoned.

It was suggested that the DDA offer businesses disposal service at 50 dollars a year. This could help pay for the task being done by the contracted landscapers.

For now, staff would like to pilot the program at bars and restaurants around the districts. Seven locations have already shown interest in being part of the pilot.

Jen Eastridge motioned to move forward with the Cigarette Butt Recycling program starting with a dozen receptacles. Patton Doyle supported the motion. Motion passed- unanimous.

● Legal Services RFQ

Staff updated the committee with the list of bids for legal services. McGraw Morris is reasonably priced, and Christopher Jacobs has worked with them in the past. He highly recommends their expertise. They are very knowledgeable of municipal law.

Ruth Ann Jamnick motioned to recommend that the DDA board approve the legal services bid by McGraw Morris. Zachary Schultz supported the motion. Motion Passed- unanimous.

- **Halloween Carnival Sponsorship Funding Request**

Krista Jacob - manager at Ypsilanti Freighthouse

Hannah Williamson - assistant manager

Julie Palmer- events planner

The Ypsilanti Freighthouse proposes a fun, completely free, activity filled four hour event. A place where kids who might not live in a trick-or-treating friendly environment can celebrate halloween.

They are looking to take over the Depot Town district. The plan is to use Cross street for Trunk-or-treating. This is an activity where people trick-or-treat from trucks or cars. This would require a cross street closure.

The team has thought about making it worthwhile for depot town businesses. Ideas include a punch card, and volunteer candy handouts at each business.

They are asking for \$725 sponsorship to help facilitate street closure. \$500 is a deposit to be returned to the DDA. In addition, they request social media help.

Andy French said to make sure to fill programming on the street to keep Depot Town merchants happy.

Christopher Jacobs recommended a sponsorship up to \$1000. This would take the burden off of the organizers and business district of inkind and sponsorship.

Patton Doyle reiterates the worry of filling the street, would like the organizers to come back with a broader plan.

Elize Jakobson stated that the street is very large once you have it all blocked off. Street programming would have to be a lot broader.

Christopher Jacobs stated that the committee can recommend that the chair of the DDA board to approve up to \$1000 on condition that they fill out the street programming for the closure.

The Freighthouse was asked to return with a new site plan.

IX. Proposed Business: N/A

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 Refund

**YDDA Officer missing from 7/1/2017 to 1/1/2019
1.5 years Total @\$50,000 per year**

**Committee recommends a resolution to formally
request a reduction in the IGA by \$25,000 per year
starting in FY 2020-2021 and ending 2022-2023.**



City of Ypsilanti Parking Policy Draft

The following policy is a simple yet consistent approach to begin addressing many of the frustrations experienced by residents, employees, and customers. Provided at the end of this policy are detailed maps illustrating the current and revised parking maps in Depot Town, Downtown, and West Cross.

On Street Public Parking: Staff recommends on-street parking convenient to adjacent businesses should have a maximum time limit of two hours. Less convenient parking or parking where turnover is not required can have longer periods and serve as alternative employee parking.

Off Street Public Parking: The most convenient off street spaces in various parking lots should have a time restriction of three hours to discourage use by employees while affording customers and visitors with parking with longer time frames than on-street. With this in mind we staff recommends that the adding of meters take place in three phases.

Phase 1 – 60 Days

In all three districts, all metered spaces will now feature pay by phone technology using Passport Inc. vendor. Downtown public on street parking will be 2 hour metered and all public off street parking will be converted to 3 hour metered. In Downtown this will mean converting a number of currently free 2 hour parking spaces including East Michigan Avenue 0 Block, West Michigan 0, 100, 200 Blocks.

Depot Town on street public spaces will become 2 hour metered. In Depot Town this will mean the addition of meters converting a number of currently free 2 hour parking spaces on Cross Street from Huron to River Street and on River Street from Cross to Photo. The Freight House Lot will become 2 hour pay by kiosk. The City and YDDA will seek to cooperatively implement a paid parking system at the Maple St Lot. In West Cross all On Street Public Parking will be 2 hour metered.

Permit Parking issued by the City will no longer distinguish between employees and residents. A single permit will now allow parking at the designated areas listed in the revised map addendum. Notably this will move Downtown permit parking from the South Huron Street Lot to Ferris Street. The City will no longer maintain a policy allowing for residential or employee permits to use metered spots without additional payment.

Phase 2 – 9 Months

Add Kiosks Downtown at North and South Huron Off Street Parking Lots and Adams St Lot. Install new signage to signal all of these various changes with a comprehensive communication strategy and grace period as people adjust.

Phase 3 – 2 years

Add paid parking in Frog Island and Ballard St Lots once the lots are resurfaced. These lots could have times ranging from 2-10 hours to accommodate permit parking in these lots for the West Cross and Depot Town Districts.
Add kiosks to Frog Island once resurfaced and identify employee parking.



Maple St Lot RFP



REQUEST FOR PROPOSAL FOR:

Parking Access and Revenue Control Equipment

ALL PROPOSALS MUST BE SUBMITTED TO:

YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

1 S HURON ST

YPSILANTI, MI 48197

Attn: Christopher Jacobs, Executive Director

[cjacobs@ cityofypsilanti.com](mailto:cjacobs@cityofypsilanti.com)

PRIOR TO AND NO LATER THAN:

4:00 PM, September 16, 2019

RESPONSES WILL BE CONSIDERED FOR AWARD BY YDDA WITH ALL PROPOSALS FIRM FOR 90 DAYS FOLLOWING THE OPENING THEREOF.

Table of Contents

- I. Introduction**
- II. Scope of Work**
- III. Scope of Project/ Required Elements of Proposal**
- IV. Site Visit**
- V. Questions related to the Project**
- VI. Proposal Process**
- VII. Review of Proposals**
- VIII. Public Records Law**
- IX. Company Background and Qualifications**
- X. References**
- XI. Proposal Evaluation**
- XII. Insurance Requirements**
- XIII. General Requirements**

**REQUEST FOR PROPOSALS FOR PARKING ACCESS
AND REVENUE CONTROL SYSTEM**

**Proposal Submission Deadline:
September 16, 2019**

I. Introduction

The Ypsilanti Downtown Development Authority (YDDA) is seeking proposals from qualified and experienced vendors for the installation of a Gated Parking Access and Revenue Control System including hardware and back office software (“System”) within a single surface lot containing 62 public parking spaces.

The purpose of this request for proposal (RFP) is to solicit proposals from qualified Proposers to establish a contract for the provision of a Gated Parking Access and Revenue Control System that uses leading edge technology.

The contract will require the installation and maintenance of a gated system to begin monetizing this public surface lot for the first time. This should include all necessary parking and access control equipment, computer hardware, computer software, interconnection of hardware devices, testing programming, training, installation, and warranty of a fully integrated system for controlling revenue and vehicular access for the parking lot. YDDA requires a System that accepts multiple payment options, including cash, credit card (Visa, MasterCard), validations, mobile payments, touchless payments, bar code readers, proxy cards, online reservations, etc., and has the capability to manage special event parking. The System shall have the capability of processing and tracking various parking users including transient, monthly parkers, and special event parking.

II. Scope of Work

The scope of the required project shall include, but is not limited to, the design, development, programming, reliability testing, fabrication, unit testing, system testing, packaging, shipping, installation, start up, maintenance, training of staff and documentation of a Gated Parking Access and Revenue Control System that will provide for multiple credentials for access control and payment services. The new system will provide transient parkers with an automated payment station.

The technical requirements for the project, as provided in Appendix A of this RFP, describe the system concepts, operational and technical requirements and various procedures for the design, development, fabrication, programming, testing, installation and implementation of the various items of access control credentials and fee collection equipment.

The primary objectives are as follows:

- Install leading edge technology that can be scalable into the future
- Improve customer service by reducing system downtime and repair costs
- Improve technology to use data for better parking space utilization
- Improve administration and operations process through enhanced reporting.
- Minimize in-lane Queue time for all parkers

III. Terms and Conditions

The contractor must be able to meet the terms and conditions set forth in the attached Contract Agreement (Appendix C) and shall not change the wording in the attached specifications or conditions. Any explanation or alternative offered shall be set forth in a letter attached to the front cover of the specification. Alternatives which do not substantially comply with the YDDA specification cannot be considered. Conditional proposals cannot be accepted. The Proposer's attention is directed to the attached Contract Agreement (Appendix C) for insurance and other contractual requirements.

Upon award of the contract, the successful Proposer shall furnish a bond to secure the payment of all claims for labor and material in the amount of 100% of the total bid; the successful Proposer shall also furnish a bond for faithful performance in the amount of 100% of the total bid. The faithful performance bond shall cover liquidated damages at \$250/day after mandatory project completion date and shall be valid for a term of twelve (12) months after project completion.

VI. Minimum Qualifications

To be considered for award of a contract, the successful Proposer must meet the following qualifications:

- a. Have a minimum of five (5) years of demonstrable experience installing and maintaining Gated Parking Access and Control Systems including hardware and software as described in the Scope of Work.

VII. Selection Criteria

The YDDA will evaluate each Proposal to determine which provides the most favorable system in the in the most cost-effective manner. The Proposal should be thorough, comprehensive, detailed and specific in regard to the issues involved in the RFP.

- a. Understanding and approach to the project, including a clear understanding of all issues involved with providing Gated Parking Access Control and Revenue System equipment (hardware and software) and the proposed installation and service/support plan.
- b. Quality and fitness of the proposed equipment/software to meet the YDDA's needs, including the ability to meet equipment/hardware and software/firmware that meets technical specifications and ability
- c. Capa YDDA and skill to perform or provide services now and in the future.
- d. Experience in providing similar services
- e. Customer references
- f. Ability to meet contract and insurance requirements
- g. Cost of materials and services

The YDDA Board will use the above criteria to potentially select three or more vendors to participate in an in-person interview. The YDDA reserves the right to change the criteria and to otherwise vary from this procedure as it determines to be in the YDDA's interest.

VIII. Format of RFP

Each Proposal must be identified with the words "RFP 2019 – Maple St Lot". The submittal should be limited to thirteen (13) pages, including brochures. Covers and dividers are included in the page count. In addition, any information that needs to be returned should not be submitted. The proposal should include information in the following order:

a. Cover Letter (2 Pages Maximum):

- i. Name the submitting firm or individual and describe the work in which the Proposer is engaged. Provide the location of the office that will be performing the work and the name of the project manager.
- ii. Confirm the Proposer's ability to meet RFP, Contract & Insurance requirements.
- iii. State why the Proposer should be considered for this project.

b. Firm and Personnel Experience: Submit a brief history of your firm's qualifications and experience, including that of project team members, providing a description of previous relevant projects/contracts, with a reference and contact information for each. Identify all members of the Proposer's project team that will be involved in the installation, maintenance, commissioning and training of the system (5 pages maximum).

c. Describe your understanding of the project and a description of the process/approach to be used, including, but not limited to:

- i. Proposed equipment and software.
- ii. Proposed project schedule
- iii. Customer support
- iv. Proposed warranty language (2 yr. minimum)
- v. Training programs
- vi. Any additional information as may be pertinent to provide the YDDA with adequate information as to the Proposer's ability to furnish the materials and services provided herein.

d. References and History:

- i. Reference related work which best illustrates your qualifications.
- ii. List all contracts/agreements terminated for convenience or default within the past three years, if any.
- iii. List any litigation that now affects or may affect the contractor's future ability to perform the scope of work.

e. Bid Form (Use Appendix B)

IX. Pre-Submittal Inquiries

Any questions regarding this RFP are directed to contact Christopher Jacobs, cjacobs@cityofypsilanti.com

All responses must be made on the Bid Proposal provided in Appendix B and meet the minimum requirements set forth in “Section C. Selection Criteria” to be considered for award. In addition, contractors must possess:

All responses must be made on the Bid Proposal provided in Appendix B and meet the minimum requirements set forth in “Section C. Selection Criteria” to be considered for award. In addition, contractors must have a minimum of three (5) years of experience performing similar work, and demonstrate the necessary qualifications to complete the work described in the Scope of Work.

The selected contractor will enter into an Agreement (Appendix C) prior to commencing work.

X. Proposal Submission

- a. Proposals meeting the above stated requirements are due no later than 4:00 PM on September 16, 2019.
- b. Contractors must submit three (3) copies of their proposal. Proposals must be formatted in accordance with the instructions in this RFP. Promotional materials may be attached, but are not necessary and will not be considered as meeting the requirements of the RFP. Proposals shall be in a sealed envelope or package, clearly marked “RFP 2019 – Maple St Lot”, and shall be delivered to:

YPSILANTI DOWNTOWN
DEVELOPMENT
AUTHORITY

CITY HALL
ATTN:
CHRISTOPHER JACOBS
1 SOUTH HURON
YPSILANTI, MI 48197

- c. Proposers shall complete and include Appendix B
- d. Proposals shall be dated and signed by a representative authorized to enter into contracts for the firm or individual.

Deadline to Submit Questions September 6, 2019

RFP Responses Due September 16, 2019

Selection Committee Interviews Week of October 7-11th

Contractor Selection October 17, 2019

Project Start Date TBD, as weather allows

Time is of the essence with respect to any of the deadlines set forth above. Notwithstanding the foregoing, the YDDA reserves the right, at its sole discretion to adjust this schedule, as it deems necessary. Notification of any adjustment to the timeframe and deadlines will be provided to all

XII. Conclusion

The YDDA reserves the right to accept or reject any or all bids/proposals at its sole discretion, or to alter the selection process in any way, to postpone the selection process for its own convenience at any time, and to waive any defects in the proposal. The YDDA also reserves the right to accept or reject any individual sub-contractor that a Proposer proposes to use.

This RFP process shall in no way be deemed to create a binding contract or agreement of any kind between the YDDA and the Contractor. By submitting a response to this RFP, the successful Contractor agrees to execute an agreement with the YDDA in substantially the form as attached to this RFP as "Attachment C". The YDDA reserves the right to negotiate any and all terms of the agreement, including the Term, Scope of Work and Compensation.

Each Proposer submitting a proposal acknowledges and agrees that the preparation of all materials for submittal to the YDDA and all presentations, related costs and travel expenses are the Proposer's sole expense and the YDDA shall not, under any circumstances, be responsible for any cost or expense incurred by the Proposer. In addition, each Proposer acknowledges and agrees that all documentation and/or materials submitted with the proposal shall remain the property of the YDDA.

All proposals and other materials submitted in response to this RFP procurement process become the property of the YDDA. Selection or rejection of a proposal does not affect this right.

SCOPE OF WORK

PARKING ACCESS AND CONTROL EQUIPMENT

“RFP 2019 – Maple St Lot”

The Project is located at the Maple St parking lot approximately includes, but is not limited to, performing the following work:

The Project is located at the Maple St Parking Lot, adjacent to 1 Maple St with the nearest cross streets being Depot Drive to the South, Oak Street to the North, River St to the East and the Depot Town Train Depot directly West. The project includes but is not limited to design, development, programming, reliability testing, fabrication, unit testing, system testing, packaging, shipping, installation, start up, maintenance, training of staff and documentation that will provide for multiple credentials for access control and payment services.

The YDDA values product innovation aimed at operational flexibility and developing future product and service offerings to meet technological change. The YDDA encourages this proposal to include a discussion of proposed innovative concepts.

The Scope of Work for the Project shall also include:

General

Service, supplies, and equipment to be provided by the contractor include, but are not limited to the following:

- a. Labor
- b. Materials and supplies
- c. Tools and equipment
- d. Transportation vehicles
- e. Administration, management, and maintenance support to perform services as specified
- f. Traffic Control, as necessary
- g. Selective demolition, as necessary
to complete the scope of work
- h. Removal and disposal of all waste
- i. Site control and safety
- j. General cleanup
- k. Software installation
- l. System commissioning
- m. Training of YDDA staff on operation and maintenance of the meters.
- n. On-going customer service

Project / Site Conditions

- a. Contractor must notify the YDDA Executive Director prior to starting work.
- b. Testing and training on the system shall be coordinated with the YDDA Executive Director
- c. Contractor shall specify and dedicate a Parking Manager for the installation of the project as well as for training and service of equipment.
- d. Protect adjacent buildings, site, infrastructure, and/or landscape from damage during the project.
- e. Maintain safe access for employees and the public to existing walkways and building entries during the project.
- f. Contractor is responsible for all materials delivery, storage, and handling.
- g. All materials, equipment and debris shall be completely removed at the end of each shift.
- h. Contractor is responsible for the verification of all existing conditions and dimensions prior to bid.
- i. In the case of an emergency, work must stop immediately and continue only after prior authorization from the YDDA
- j. Payment and Performance Bonds equal to 100% of the construction (materials, equipment and labor to install) amount are required. Performance bonds shall be for a period of 12 months.
- k. A minimum 12 month warranty that includes all service and maintenance, as well as the inclusion of all upgrades of software and hardware for the life of the system, shall be included in the project, with supporting documentation submitted to the YDDA upon completion of the installation.
- m. Must comply with local living wage ordinance to apply for this project.

Contract and Software Requirements

- a. There shall be no upgrade fee for software for the term of the agreement and any contract extensions made at the YDDA option.
- b. Software shall have Microsoft Windows compatibility for versions 7 and subsequent.
- c. All Contractor-provided aspects of the credit card processing subsystem shall be PCI-compliant, such that no Contractor-provided product or solution will prevent the YDDA from achieving PCI compliance in its parking operation
- d. Vendor must provide marketing materials, customer instruction materials, and ideas to the YDDA for a smooth transition for public users at no cost to the YDDA

Appendix A

I. Maple Street Parking Lot Desired Specifications

- a. 1 entry lane, equipped with ticket dispenser, automatic gate, and ACS reader.
- b. 1 exit lanes, equipped with exit verifier, automatic gate, ACS reader, and credit card interface
- c. Any additional APS systems as recommended to ensure smooth and timely compliance.

General Technical Specifications:

The Work of this Section shall include furnishing all material, equipment, labor, and supervision to install in place a fully operating Gated Parking Access and Revenue Control System as specified herein. Included will be the supply, delivery, unloading, setting, anchoring, electrical and control wiring installation, electrical and control wiring termination, start up and testing the system, and all associated equipment. Also included shall be on-site training for YDDA staff as described further in this RFP. All Proposers are strongly advised to inspect the parking facilities to ensure that there are adequate conduit runs and loops for their proposed equipment and system. If additional conduit runs and loops are required, an itemized listing of the additional conduit runs and loops must be included with the proposal along with a fixed price quote for installation.

The PARCS shall have the following requirements and features:

- a. The system shall include all hardware, software, licenses, installation, training and support services shall be provided for surface lot previously discussed. The proposer shall be responsible for identifying existing and needed infrastructure, locating existing and future equipment, design, installation, power and communication cables, connection, termination, commissioning, training and all related elements to provide a fully operational system.
- b. In the proposal response, include a list of equipment and related hardware, software, licenses, infrastructure and all related items for each lane and Pay on Foot Machines.
- c. The PARCS can offer integrated License Plate Recognition (LPR) capture and mobile LPR, data storage and fee calculator. The proposer shall host the system and provide all needed infrastructure, servers, equipment, communication network, and other elements, at proposer's site and at YDDA's parking facilities and parking management office, to provide an operational parking system. The system will not reside on the YDDA's network.
- d. The system shall be remotely managed using a fiber optics, Ethernet, or other communication systems that are acceptable to the YDDA.
- e. The system shall offer a cashier-less fee collection system.
- f. The system shall be able to operate in the following modes:
 - i. Pay at exit – Standard mode
 - ii. Pay on entry – Special event mode
 - iii. Pay on foot – Standard mode
 - iv. Pre-Pay – Standard and special event mode
 - v. Gated environment
- g. The system shall offer leading edge parking solutions for the following users and/or type of parking:
 - i. Transient parkers
 - ii. Monthly parkers
 - iii. Special event parking
- h. The system can offer as many vehicular entry options as possible that are suitable and applicable to the parking users and type of parking. The vehicular entry should offer the following options but not limited to:
 - i. Ticket-less options including:

- a. Using Automatic License Plate Recognition (ALPR) only
 - b. Using LPR and phone number
 - c. Using LPR and driver's license number
 - d. Other ticket-less options
- ii. Pulling a paper ticket
 - iii. Access and self-service transaction processing using Credit Card In & Out (CCIO); Automated Vehicle Identification (AVI) transponders, proximity card readers and bar code/QR code readers, etc.
 - iv. Frequent parker program using Automatic Vehicle Identification (AVI)
 - v. Frequent parker program using smart phone/cellular technology
 - vi. Frequent parker program using geo-fence
- i. Other vehicular entry options offered by the proposers.
 - j. The system shall provide the YDDA to sell weekly, monthly, seasonal, yearly, and special event passes using parkers' license plate numbers. These passes may be sold on a prepayment or post payment basis.
 - k. The system should track and identify vehicles (with or without license plate numbers) that remain in the parking lot longer than 48 hours.
 - l. The system shall provide the YDDA and parking management staff to remotely access (via internet) all functions and data. The YDDA and parking management staff will use desktop computers, laptop computers, tablets, and smart phones to access the system.
 - m. The system shall offer smart phone parking applications that may be used for parking reservations, prepayment, ingress/egress, and payment onsite.
 - n. The system shall integrate with the YDDA's pay by phone provider
 - o. The system shall integrate through API with the YDDA's parking data analytics Provider.
 - p. The system shall eliminate or minimize open paper tickets. Therefore, the system shall track and generate electronic trails of each transaction and vehicular ingress and egress for management and audit purposes.
 - q. The proposer shall provide system security, upgrades, maintenance, and managing access controls. The YDDA Executive Director or designee shall control and manage access control rights. Segregation of duties should be an integral internal control, so that a single individual cannot have access to divert resources.
 - r. The YDDA prefers "open IT architecture" and equipment agnostic approach that allows future scalability and flexibility.

- s. The preferred system shall minimize the number of physical devices to reduce operations and maintenance costs and reliance on hardware.
- t. The preferred system shall have hardware modules that are easily replaceable and/or repaired. The proposer shall provide spare hardware modules to the YDDA.
- u. The hardware shall be vandal resistant and shall be designed and protected to properly function in potentially harsh winter and summer environments. The hardware selection must consider the high number of visitors and Downtown employees (or non-repeat customers) that will be using (and in some cases abusing) this system daily.
- v. All field equipment and components shall be fully protected from the ambient environment. Operation of the equipment shall not be affected in any way by normal weather conditions. At a minimum, operation of the equipment shall not be affected in any way by the conditions listed below:
 - i. Ambient Temperatures: -10°F to 140°F (with addition of solar loading)
 - ii. Humidity: 0% to 98% (non-condensing)
 - iii. Rain: Blowing Rain 120 mph Gusts
 - iv. Dust: Blowing dust and fine particles
- w. software shall be user-friendly and dashboard based. The system shall be designed to provide various standard and custom dashboards for appropriate uses and data manipulations across new as well as existing platforms.
- x. The software shall provide YDDA staff, at various levels of access rights, to generate and format custom reports. Below are the minimum revenue reports required for the new system:

The system must be able to generate/query reports which can be set by the management users. Please include samples and/or screen shots of all reports in Proposals.

- i. Daily Revenue Report including revenue type by location ii.
Transaction Report including revenue type by location
- iii. Revenue Alarm Report
- iv. Outstanding Ticket Report 0-29 days, 30-44 days, 45-89 days, 90-110 days, 111-1095 days, and 1096+ days.
- v. Daily device revenue report including revenue type vi.
Daily lane report
- vii. Active access card holder report by location
- viii. Card transaction report by date
- ix. Credit card report
 - a) By Credit Card type

- b) By Facility c) By Device
- x. Validation report
- xi. Non resettable totals
 - a) Cash report
 - b) Transaction report c) Validation report
- xii. Count statistics report
- xiii. Duration of stay report with ability to breakdown by 30-minute increments
- xiv. Entry/exit report by facility and parker type
- xv. Parking Fee Report xvi.
- General Totals Report
- xvii. Detailed activity reports on sales inventory, and statistical data by parker type
- xviii. Ticket tracking
- xix. Reconciliation
- xx. End of month closing
- xxi. Accounts receivable xxii.
- Revenue
- xxiii. Aging
- xxiv. Daily payments by device
 - a) Number of transactions
 - b) Dollar amount, cash and credit
- xxv. Entries (Ticket, card access, and total vends) by facility, by lane
- xxvi. Exits (Ticket, automated exits, card access and total vends) by facility, by lane
- xxvii. Total Exits by facility, by lane
- xxviii. Card Reader Vends by facility, by lane RFP
- xxix. Total Gate Vends (entry and exit) by facility, by lane
- xxx. Differential Count by facility
- xxxi. Hourly Peak Occupancy reports

- z. The system shall offer ease of programming changes, now and in future, related to parking management, operations, and types of users. All programming shall be performed by the selected proposer.
- aa. The system shall offer dynamic pricing structure that can be changed on an as-needed basis.
- bb. The YDDA and parking management staff shall remotely adjust parking pricing structures.
- cc. The system shall log and track rate changes and major activities so that audit reports can show when and by whom changes were made.
- dd. The system shall add future Off-Street parking facilities (structured parking) and offer all PARCS features and services at the new facilities.
- ee. The payment system must be PCI-DSS, MasterCard, and Visa (EMV) compliant. The payment system shall also stay compliant with future PCI-DSS changes and the proposer shall provide this assurance in writing.
- ff. The YDDA requires that credit card readers be capable of reading mag stripe products; and the YDDA will require integration infrastructure for NFC cards and EMV smart card with chip and pin technology.
- gg. Under no circumstances, except acts of nature, the system shall be down without the ability of allowing parkers to enter and exit and collecting parking revenues. In the event of losing entry/exit and/or revenue collection capabilities, the proposer shall reimburse the YDDA loss of revenue for the days and nights while the system was down. The amount of parking revenues lost will be determined by the YDDA based on the average collected revenue over the past six months for the same days and nights.
- hh. The system shall include a robust alarm management system. Alarms with visual graphics and appropriate messages shall be provided on computer screens, tablets, and smart phones about all system/equipment failures and customer related issues.
- ii. After issues are addressed or fixed, alarms should be remotely reset.
- jj. All equipment shall generate real-time alarms and status reports for maintenance needs, reporting by text messages, and/or e-mails to maintenance staff designated by the YDDA.
- kk. The system shall provide remote management of entry/exit lane equipment including payment devices.
- ll. If ALPR is used, the system shall manage and recognize license plates on “white” and “black” lists. The system shall send an alarm when a license plate from “black” list is recognized.
- mm. The system shall track parking occupancy counts in the various parking areas and display vacancy counts in the back-office software platform.

- nn. The system shall issue, recognize, and track discount coupons that may be offered by the YDDA to frequent parkers, at the parking web site or through smart applications.
- oo. The current On-Street parking citation management system will remain a separate system. At some point in the future, the YDDA may choose to integrate the On-Street and Off-Street systems into one system. The Off-Street PARCS can integrate with the On-Street parking and citation management system as single system operating from the same PARCS.
- pp. Credit card types accepted by the PARCS shall include Visa, MasterCard and preferably all major E-wallet systems including Apple-Pay, Samsung Pay and/or Google Wallet. During the implementation phase, the YDDA will decide if one or both systems shall be installed.
- qq. All parking equipment shall be hardwired or wirelessly networked via cellular network and connected to the PARCS. Two-way communications shall be used to monitor equipment status, payments, and usage while also provide remote diagnostics and change settings remotely (e.g., pricing or out of service notifications). Alternative wireless communication solutions may be considered at the sole discretion of the YDDA.
- rr. If a cellular network is used, the YDDA requires a minimum of two (2) options for cellular communication providers.
- ss. Successful proposer shall have at least two (2) technicians on-site during installation of all equipment.
- tt. The proposer shall provide the complete installation of all hardware and software including site preparation, foundations, communication and power conduits and cables, and hard and soft connections.
- uu. The successful proposer shall test and initiate the system and other implementation measures before the YDDA will start system acceptance tests.
- vv. The acceptance period will consist of a minimum of sixty (60) consecutive calendar days, twentyfour (24) hours per day, and will begin at 8:00 AM on the first workday following “go live” on the new System.
- ww. During the acceptance period, the System must remain fully operational, must operate without failure, must operate in conformance with the YDDA’s functional business requirements, and must operate with response times acceptable to the YDDA.
- xx. If the System fails to meet any of the criteria above, the YDDA shall notify the selected proposer of such failure and the acceptance period starts over at 8:00 AM on the first workday following the correction and completion of testing of the failure.
- yy. The YDDA will notify the Contractor in writing of the acceptance of the System if:
 - i. The performance standard is attained for the duration of the acceptance period

- ii. All training has been completed
- iii. All documentation and other deliverables have been received
- iv. And other items which will be defined in detail during the contract negotiation phase
- zz. Unless approved in advance by the YDDA, primary parking control and revenue control equipment including barrier gates, payment terminals, card readers and lane controllers must be supplied by a single equipment manufacturer to assure quality control, reliability, uniform compatibility and one source service responsibility.
- aaa. Any fiber-optic data or fiber-optic voice communications installation shall be performed by technicians certified for fiber-optic installation.
- bbb. All equipment shall be factory finished with proper priming and powder coat finish to suit the environment in which it is to be installed. Final color will be determined and selected by the YDDA. All equipment enclosures shall be properly gasketed and sealed for weather tight integrity.

AUTOMATED PAY-ON-FOOT EQUIPMENT (POF)

Automated Payment Stations shall provide the following components and capabilities:

- a. POF Stations will meet all ADA-AG Installation and operating requirements.
- b. POF Stations will accept payment by cash (notes), coin, credit card, debit card, QR barcode device, integrated chip & pin reader
- c. Front access door with appropriate 5 point tamper-resistant locking system (each Automated Payment Station to be keyed differently and unique to this installation) and provide alarm contacts upon entry.
- d. POF Cabinet shall be weather resistant to all climates and designed for the specific weather associated with Ypsilanti, MI. It is the Contractor's responsibility to provide all climate and ambient control devices to maintain operating functionality during the worst of weather spectrums provided below:
 - i. Ambient Temperatures: -10°F to 140°F ii.
 - Humidity: 0% to 98% (non-condensing) iii.
 - Rain: Blowing Rain with 120 mph Gusts iv.
 - Dust: Blowing dust and fine particles

POF Station will accept and recycle nickels, dimes, and quarters and dispense as required to the parker. All incoming coins will be first placed in the hoppers then to the coin vault within the station.

POF Station will accept notes and escrow One, Five, Ten and Twenty Dollar denominations in any sequence during the transaction. The note acceptor will reject from escrow all damaged notes and shall store all approved incoming notes into the vault.

POF Station shall dispense change in both coin and notes. An integral Note to Note dispenser will contain separate vaults for note storage and will dispense as change back when required. Each denomination will have separate vaults for reloading and real-time management.

POF Station shall accept validation coupons, chaser tickets, or other credential for partial or full payment of parking fee.

Exit Grace Period shall be programmable. The Exit Grace Periods shall be programmable by entry ticket location, not by one general facility configuration.

Push-button VOIP intercom integrated into the face of the Pay Station.

Utilize visual instructions for parkers to understand the sequence of events to complete a payment transaction.

Issues audio voice annunciation instructions to compliment the visual instructions. Intuitive parker interface monitor/screen with pictographs as necessary to assist the parker through the payment process.

Cancel button that allows a parker to cancel a transaction once a parking ticket has been inserted.

All static text shall be in English or other approved language with universal icons and graphics.

Parker interface capable of displaying two user-selective languages at a minimum, including English and Spanish.

Colors for the pay stations, all text, and graphics shall be configurable and approved by the YDDA prior to manufacturing.

Integrated and on-line within the system utilizing TCP/IP.

Utilizes single-slot technology for ticket and credit card insertion and reading

Inserted credit cards shall be read in all four directions.

Illuminated ticket slot.

Capable of processing parking fee payments using multiple forms of payment, e.g., any combination of credit card payment.

Barcode reader for reading coupons, tickets, and PDA electronic visual display integrated into the face of the Pay Station.

Capable of completing on-line, real-time credit card authorization as well as storing offline credit card transactions for uploaded upon re-establishment of communications.

Permit the YDDA to change the grace time (the number of minutes between the time a ticket is paid and the time a driver exits with vehicle through exit lane).

Log when a cabinet has been opened or closed; password entry required to allow software access; date, time and user recorded in real-time on the Event Log.

Receipt generation - Upon successful payment, print a receipt that includes:

- a. Parking telephone number
 - b. Receipt #/Transaction #
 - c. Time, date and lane in
 - d. Time paid
 - e. Length of stay
 - f. Parking fee
 - g. Total amount
 - h. Validation Amount i.
- Method of payment
- j. Credit card type and last 4 digits of credit card #
 - k. Amount paid n. Change Due
 - l. The YDDA shall have the option to change receipts for all transactions to be auto issue or by request. The configurable timeout function for receipt request shall be initially set for 20 seconds or until the next ticket is inserted.
 - m. Receipt Stock Low alarm generated

As part of their Proposal Response, the Contractor shall submit shop drawings/cut sheets of proposed Automate Payment Stations.

EXIT STATION (CREDIT CARD STATION)

1. Automated Credit Card Exit Station (no cashier) shall be installed and will allow customers to pay by credit card or other forms of electronic payment.
2. Exit Station Cabinet shall be weather resistant to all climates, It is the Contractor's responsibility to provide all and ambient control devices to maintain operating functionality during the worst of weather spectrums provided below:
 - a. Ambient Temperatures: -10°F to 140°F b. Humidity: 0% to 98% (non-condensing) c. Rain: Blowing Rain with 120 mph Gus d. Dust: Blowing dust and fine particles
2. The Exit Station shall be capable and programmed to perform automated processing of credit card exit transactions and pre-paid tickets. Both modes shall be active simultaneously.

3. The Exit Station shall include a two-line visual display capable of being programmed to automatically provide visual prompts at each step in the transaction process and for other likely events, such as insertion of the credit card before insertion of the ticket. Minimum character height for the display shall be 3/8 inch.
4. The Exit Station shall include a programmable/recordable voice annunciation capable of automatically delivering audible message prompts at each step in the transaction process or in response to likely deviations.
5. The Exit Station shall be equipped with a single slot for accepting credit cards.
6. The Exit Station shall be on-line with the central computer and/or credit card server.

BARRIER GATES (GATED ENVIRONMENT)

1. Barrier Gates shall be Underwriters Laboratory (UL)-Approved and labeled on the exterior of the cabinet.

2. Barrier Gate Cabinet color shall be determined by the YDDA.

3. Barrier Gate shall display on the exterior of the cabinet a Model Plate indicating the manufacturers name, address, model number, serial number, main power supply, secondary power supply ratings, and amperage ratings.

4. The Barrier gate shall provide an effective to one-way vehicles in the entrance and exit lanes. The barrier arm shall retract quickly in a vertical plane on a command signal from the Entry Station - ticket dispenser, Exit Station, LPR/RFID Permit reader, card reader, or detector loop depending on location, and return to the lower position upon a signal from a detector ("closing loop") located beyond the gate arm. Electronic sensor switches or variable motor measurement is preferred over mechanical limit switches to control the up and down stopping points of the barrier gate arm.

5. Barrier Gates may be on-line to the central computer and shall be capable of responding to remote "Raise", "Lower", "Open Lane" and "Close Lane" commands through a network device from the central computer. A real-time status condition is required for all barrier gates.

6. Barrier Gates shall transmit status messages to the central computer to indicate "UP" and "DOWN" status and gate malfunction or alarm condition.

7. The Barrier Gate shall be installed and shall incorporate in one housing all necessary components for the functioning of the unit. The assembly shall operate in the environmental conditions of the installed location.

- a. Ambient Temperatures: -10°F to 140°F
- b. Humidity: 0% to 98% (non-condensing)
- c. Rain: Blowing Rain with 120 mph Gusts
- d. Dust: Blowing dust and fine particles

8. The unit shall include a 10' (ft.) arm of reflective aluminum construction. The barrier arm shall be a breakaway design that can be easily be replaced when broken. The height of the gate arm shall be approximately 36 inches from drive level in the DOWN position. Provide and install articulating gate arms where required by low ceiling height.

9. Each Barrier Gate shall be installed with an audible alarm and a visual warning beacon to warn pedestrians of the moving gate arm.

10. The Barrier Gate shall remain in the up position so long as a presence is detected on the closing loop.

11. The Barrier Gate arm shall have a down strike safety feature. This feature provides that should any object be struck by the gate arm during its descent, the arm shall immediately reverse and return to the UP position without damage, and remain up from 2 to 60 seconds, until automatically reset by an internal variable control. The sensory function shall be initiated by sensing the internal mechanical action. The external mounting of tubes, wiring, and electrical devices on the gate arm shall not be acceptable.

12. The Barrier Gate arm shall return to the down position after a programmable period of time if vehicle passage through the gate is not completed and there is no vehicle presence on any detector loops in the lane.

13. If a Barrier Gate remains in the up position when there are no vehicles detected on the lane loops, the gate shall send an alarm signal to the central computer.

14. If an entry Barrier Gate remains in the up position for more than sixty (60) seconds without completing a vehicle entry sequence, the gate shall send an alarm signal to the central computer.

WIRELESS DATA AND MANAGEMENT SYSTEM CAPABILITIES

1. The system shall remotely communicate with all devices in real-time for a general broadcast of information or software update or communicate to a single device to upload information or software. Broadcasting information such as rate changes shall be in real-time to all field devices. The system shall include the functionality to remotely shutdown a field device's operating system, upload updates, and remotely restart the field device.

2. System shall generate alarms for any user selectable event type. Alarm hierarchy shall be configurable so that the YDDA can adjust priority of alarms, audible tones, where the alarms are sent, etc.

3. Management system shall be a web-based system accessible via desktop computer, laptop computer, or handheld wireless devices to authorized personnel. No additional software other than an internet browser shall be required for management to access and fully use the system and its components. The proposer shall provide access to the hardware and software management system by authorized users 24/7 over the web. Proposers shall list and provide all equipment and software necessary for the YDDA to operate software systems including desktops, laptops, handheld devices, and servers which the YDDA would need at the time of installation. Access rights to the system for YDDA staff and others shall be defined during implementation. Proposer shall identify the ongoing and annual costs associated with the system in their proposal.

4. The server mentioned above in item 3 shall be maintained by the proposer. All needed software, anti-virus, anti-malware, anti-adware, security updates, and system

Updates, and patches shall be provided installed, and YDDA staff be trained by the proposer. This server can be connected with YDDA's computer network.

5. All parking facilities, field equipment, office equipment, and access from tablets and smart phones shall operate from the same management software.

6. System shall provide role-based access control using the principle of least privilege for all system functions including system administration and security administration.

7. System shall provide a variety of reports to include financial, technical, and administrative functions via a single web-portal.

8. System shall export all query results to multiple formats including comma-separated value, Microsoft Excel®, Microsoft Access®, Adobe Acrobat (.PDF), etc.

9. The proposer shall install, configure, and maintain all application software and firmware required. All software licenses shall be registered to the proposer and the YDDA will not accept any software license terms and conditions.

10. The system shall automatically detect and report fault conditions through the management system. The system shall perform a self-check on a routine basis and provide notification for fault conditions and equipment failure and maintenance.

11. The system shall monitor and report status of all hardware, software, and communications links.

12. Industry standard software shall be utilized. Each such software shall be identified in the proposer's proposal. The proposer's proposal shall state the purpose of each software, where it will be used, and how it will be used. If one software application is required to interface with another software platform, the interface shall be documented and supported by flowcharts or block diagrams as appropriate. The proposer shall advise the YDDA if the software used in the RFP system will be customized or "off the shelf" software, and shall describe the method of obtaining further software updates/upgrades or modifications.

13. Application software shall be written in a standard, industry-accepted computer language such as Java, C++, Visual Basic, etc. The proposer shall identify the version of software that will be used in their proposed system.

TRAINING

1. By means of instructional classes augmented by individual instruction as necessary, the Contractor shall fully instruct the YDDA's designated staff, including contractual staff, in the operation, adjustment, and maintenance of all products, equipment, and systems. Should implementation be completed in phases, instructing the YDDA personnel shall also be phased to correspond with deployment of the various components

2. Scheduling of instruction classes shall be coordinated by the Contractor and YDDA personnel to avoid conflicts and peak period personnel demands. The Contractor shall submit a proposed instruction schedule at a joint meeting conducted prior to equipment installation. The YDDA shall tentatively approve or suggest changes to the training schedule at that time. Ample time shall be allotted within each session for the Contractor to fully describe and demonstrate all aspects of the Parking Program, and allow YDDA personnel to have hands-on experience with the Parking Program.

3. Provide up to forty (40) hours of on-site instructions to YDDA staff. Specific allocation of training time to be determined by the YDDA.

4. The proposer shall train and certify YDDA and/or parking operator staff on back-office software and operational system. The training and certification shall include identifying and fixing minor hardware maintenance and operational issues. The appropriate duration of training shall be determined by the proposer. All software modifications and maintenance shall be performed by the proposer.

5. The successful proposer shall provide robust training and certification programs for the YDDA and parking management staff to operate their software and hardware systems. The initial system and operational training shall be offered on site at the YDDA's facilities before the system acceptance tests are initiated. Additional training may be offered at proposer's headquarters, at YDDA's facilities, via webinar, videos, and/or on-line training. The type and locations of training may vary based on training level and personnel being trained. The proposers shall identify in their proposals various training programs, types, and locations for various staffing levels.

6. Provide an additional twenty-four (24) hours of on-site training, in any area, at the YDDA's request, during the first twelve (12) months after system start-up.

7. Provide an additional sixteen (16) hours of on-site training, in any area, at the YDDA's request, within twelve (12) months after system acceptance.
8. Refresher courses shall be offered on predefined schedules and/or at YDDA's requests. The refresher courses shall be offered in the YDDA of Ypsilanti. The proposers shall identify the frequency and duration of each refresher course.
9. The proposer shall provide training on an individual basis or in a group setting as approved by YDDA for the operation and maintenance of the hardware and software. The proposer shall provide a training program for technicians and staff responsible for
 - a. Installation, start up, and maintenance/repair of each equipment.
 - b. Programming rates, access controls, etc.; through the software.
 - c. Monitoring the system and equipment, generating reports and internal auditing.
 - d. Other related elements.
10. The proposer shall provide draft training manuals for review by the YDDA of the training content and provide training schedule for both software and hardware within prior to the scheduled training. The schedule shall include periodic refresher training (continual education), included but not limited to, emphasis on particular areas of YDDA's choice and upgrades of software and/or hardware.
11. An instructional notebook or user's manual shall accompany every instruction course. The Contractor shall submit a hardcopy of the user's manual per the submittal guidelines. In addition, all manuals (instruction and maintenance) shall be submitted in electronic format (.PDF) on a CD-ROM, DVD, or thumb drive. Two copies of shall be supplied. The user's manuals shall be written in common English with appropriate photos, diagrams, and schematics to supplement the text. The YDDA reserves the right to prepare additional copies of the course materials as needed.
12. The Contractor shall provide all documentation required for instructing YDDA personnel. Documentation shall be provided for each student in the form of workbooks, lecture notes/overheads, and manuals for student markup. The Contractor-supplied instruction documentation shall be sufficiently detailed so that the user can in most cases resolve issues. The YDDA retains the right to copy training materials as frequently as required for ongoing internal use only.
13. All instruction courses shall consist of classroom instruction and actual hands-on" experience. Classes shall be set up in a room designated by the YDDA. The Contractor shall provide one instructor for the duration of each program. The Contractor shall submit resumes for each proposed instructor. The YDDA reserves the right to request replacement instructors.

14. Class content shall be coordinated and developed with the YDDA so that procedures for all transaction types are included.

15. The class material shall include schematics, as well as an overview and descriptions of the equipment. The YDDA reserves the right to videotape all training sessions for future instruction purposes or Contractor shall supply video demos if available.

16. The YDDA shall have authority to copy and distribute training materials at its discretion. The YDDA requires the written permission from the Contractor or any third party to reproduce, modify, and print all training material, including copyrighted material, thirty (30) calendar days prior to training.

IMPLEMENTATION SPECIFICATIONS

1. The successful proposer shall submit a detailed implementation plan. The Implementation Plan shall be a complete plan for implementation, training and testing. This plan shall be developed in an industry standard project management software and should include but not be limited to the following:

- a. Milestone dates in the form of a Gantt Chart schedule
- b. Training timing as system is activated
- c. Contractor recommendations that benefit the overall project schedule and switchover process.

2. The proposer shall submit details of at least five facilities where similar systems are installed and operational. The YDDA's staff and its representatives may visit these sites to learn and evaluate the capabilities of those systems. These site visits will be organized by the YDDA.

3. The implementation plan shall also include software and hardware testing phase. The schedule shall include fixing any issues or "bugs" that may be identified and retesting the system after the issues are fixed.

4. Provide qualified staff that shall assist, consult, install, train and oversee the system implementation.

5. Upon award of the RFP, signing of the contract and within thirty (30) days of receipt of the executed contract, the successful Contractor shall provide a complete project timeline to the YDDA's Parking Management.

6. Provide integrated implementation process that incorporates on-line tools, on-site and web based technical services and on-site consultation.

7. Assist in the development of reports prior to implementation.

8. Provide an on-site support member during the launch of the new software to help and monitor any issues that may come up.

AS-BUILT DOCUMENTATION

The Contractor shall submit as-built documentation of all systems and components installed as part of this project. As-built documents shall include depiction of the actual installed conditions of all equipment and cabling components. In addition, As-built documentation shall include configuration settings of each system upon the completion of any acceptance test. Contractor shall update the most recent As-built documents submitted as further changes occur in the field or as a result of a patch or upgrade to an installed system.

ONGOING TECHNICAL SUPPORT

1. The proposer shall provide ongoing management service contract for maintenance of all hardware, software, equipment, servers, hard and soft connections, communication network, and other elements. The proposers shall identify the costs of management service contract on a yearly basis.

2. The proposers shall identify life expectancy of each piece of equipment, hardware, software and other elements and when would they be replacing each item/element under normal usage. The items that are not repairable or failing repeatedly shall be replaced after three repairs.

3. The proposer shall provide a point of contact that is able to be reached Monday through Friday during normal operating hours (8 am to 7 pm), EST

4. The proposer shall also provide a point of contact for after hour requests (6PM-8AM), weekends, and holidays.

5. The proposer shall return phone calls within two-hours should the YDDA need assistance. After two calls from the YDDA to the proposer, the YDDA may assess \$500 for every hour until the proposer calls back to the YDDA.

6. Within four hours, the proposer shall address issues that can be fixed through remote internet access.

7. The proposer shall send a technician within 12 hours if a technician needs to be onsite to address the issue, including weekends and holidays. Addressing or fixing issues via internet will be acceptable.

8. Under no circumstances, except acts of nature, the system shall be down without the ability of allowing parkers to enter and exit or collecting parking revenues. In the event of losing entry/exit and/or revenue collection capabilities, the proposer shall reimburse the YDDA loss of revenue for the days and nights while the system was down. The amount of parking revenues loss will be determined by the YDDA based on the average collected revenue over the past three years for the same days and nights.

9. The proposer shall provide to the YDDA, 30 days before system start up, regular and preventive maintenance schedule to ensure optimal system performance

DISASTER RECOVERY PLAN

1. The final documentation shall include a disaster recovery plan. The plan shall provide the step by-step procedures for disaster recovery for each point of failure. These procedures shall be comprehensive.
2. The first steps shall be in diagnostics. The remaining steps shall provide procedure for resolution in order to bring the system back to full operational status.
3. Should disaster occur immediately following, or as a result of, a patch or software update the disaster recovery plan shall return the system to the software version in effect prior to the patch or update being applied.
4. Points of failure shall include each component and sub-components in complex units, such as servers.
5. The disaster recovery plan shall include requirements for and location of spares.

LICENSE PLATE RECOGNITION SPECIFICATIONS (Desired but Optional)

1. System may have License Plate Recognition (LPR) integration. The intent of this system is to:
 - a. Capture a vehicle's license plate/image on the front and/or back of the vehicle as it enters;
 - b. Connect the license plate number to a transient ticket (if taken) or verified against the pre-paid credential that is presented;
 - c. Store the plate/image and transient ticket number (if taken) in a database;
 - d. Have the ability to view the plate/image when exiting;
 - e. Verify the plate matches the image so:
 - i. The transient ticket number is verified and the proper fee is assessed or;
 - ii. The PARC system is notified if the ticket was paid previously at a Pay on Foot machine or a pre-paid credential was used to enter the facility.
 - f. Besides having the ability to view an image/plate, all images/plates shall be time stamped on entry and exit.
2. The Contractor shall ensure that the LPR cameras capture license plate data and interface successfully with the existing Genetech AutoVu and the Municipal Citation Solution's VATS parking enforcement platforms.

4. The Contractor shall ensure that the proposed PARCS LPR solution successfully integrates with the mobile payment provider(s).

5. The entry cameras shall become active when the vehicle is present on the arming loop. At this time, a time stamped image will be taken of the plate and stored in the database and the license plate number will be connected to a transient ticket (if taken) or verified against the pre-paid credential that is presented. (Note: The Proposer must describe how the LPR will capture front license plates on vehicles.)

6. The exit cameras shall become active when the vehicle is present on the arming loop. At this time, the image will be time stamped, queried, matched in the database. The system will then verify the plate matches the image so:

a. The transient ticket number is verified and the proper fee is assessed at the exit lane or;

b. The PARC system is notified to vend the gate if the ticket was paid previously at a Pay on Foot machine or a pre-paid credential was used to enter the facility.

7. Before a transient transaction is started, the system will verify the license plate images stored in the database and the ticket match. In the case of a pre-paid credential, the system will verify the license plate images match the record stored in the database.

8. All lanes will be outfitted with cameras (color preferred) and any necessary illumination lights or devices.

9. The database shall have the ability to query license plates, calculate a rate based on the duration of stay, and allow for supervisor interaction/override and verification of matching image/plate if needed.

10. The system will be able to display the entry/exit plate image(s), duration of stay, a calculated fee based on the entry/exit time stamps and allow staff to verify the match.

11. The system shall be able to sort plates alphabetically or numerically.

12. The system shall be able to sort plates by lane.

14. The system shall have the ability to report exception transactions.

15. The system shall have an override feature which will allow interaction from a manager or supervisor.

16. Vendor will describe how the customer will be released in an unattended setting if the LPR system misreads a plate.

17. Entry equipment should be able to use the LPR system to connect a vehicle's license plate to an incoming ticket taken by a transient parker or to an event parking credential so the ticket/credential is only needed at exit if the LPR system does not properly recognize the vehicle's license plate or if the system is requested to collect the ticket by the centralized management computer. Otherwise, the system should vend the gate immediately upon LPR recognizing the license plate if the parking charges have been previously paid or fully validated.

18. Proposal should provide data on capture and accuracy rate for Vendor's fixed LPR installations (from the total number of license plates, how many plates read and how many of those plates read were read correctly).

19. How many megapixels are the cameras?

20. Do they require illumination? If so, are these separate items or built into the cameras?

21. Do the cameras support Internet Protocol version 6 (IPv6)? PARCS

MAINTENANCE CONSIDERATIONS

Proposers shall provide the YDDA with complete system support to comply with the system availability and reliability requirements defined herein.

The service coverage for hardware covered by the maintenance contract is twenty-four (24) hours per day, seven (7) days per week, and three hundred sixty-five (365) days per year. Contractor-certified technicians shall provide total system support.

Access to a Contractor-certified technician includes contact by telephone, e-mail, and online problem reporting tools and on-site as needed to provide the levels of support defined within the Contract.

The Contractor shall furnish all labor, materials, equipment, travel, supplies, parts, supervision, warning signs, other safety devices, and all other things necessary or proper for, or incidental to, such maintenance required to maintain and repair all PARCS hardware installed as part of this project, as well as all PARCS hardware, for the new systems during the term of the maintenance portion of this Contract.

The scope of the maintenance work includes Preventive Maintenance and Remedial Services Maintenance. The maintenance program shall be performed to keep the Parking Access and Revenue Control System (PARCS) operating in a proper, safe, and efficient operating condition. Repairs and/or replacements shall be performed in accordance with the manufacturers written instructions.

The program shall consist of three parts:

- a. Preventative Maintenance of the PARCS, as described below
- b. Remedial Maintenance of the PARCS, which consists of service calls from operations personnel and/or YDDA personnel regarding components of the system not working as in accordance with the Contract regardless of the cause.
- c. Software Maintenance of the PARCS, which consists of maintaining all software furnished, installed and used by the Contractor as described below: The YDDA reserves the right to require the Contractor to utilize specific third party subcontractors where the YDDA believes that the successful completion of work is dependent on the skills provided by such resources.

PREVENTATIVE MAINTENANCE

1. The maintenance services to be provided by the Contractor include maintenance for the PARCS hardware and software components used for the YDDA's parking operations, and the subsystems. The services proposed by the Contractor shall also cover any additional subsystems that are installed by the Contractor as part of this project.

2. The Contractor shall be required to provide technicians during the preventative maintenance periods to maintain the system after the first lane has been accepted and is in revenue use.

3. As part of the response to this RFP, the Contractor will propose a preventative maintenance schedule for the YDDA that does not require resident technicians to report daily to YDDA facilities.

4. As part of the response to this RFP, the Contractor will submit the details of the necessary Preventive Maintenance Tasks for the PARCS. Scheduled preventive maintenance shall include, but not be limited to, inspection, testing, cleaning, lubricating, painting, adjustment, repairs, the replacement of field installable parts, including external cabinets, that are approaching unserviceable status, and all actions necessary to prevent system failures and extend the PARCS useful life. Contractor shall conduct Preventative Maintenance as accepted by the YDDA in this Contract.

The Contractor will be required to conform to the YDDA's on-site reporting procedures at each parking facility regarding technician arrival and departure for normal and off hours work.

REMEDIAL MAINTENANCE

Remedial Maintenance shall consist of service calls from operations personnel and/or YDDA personnel regarding components of the system not working as designed, regardless of the cause.

1. Upon request, the Contractor will be required to perform analysis and diagnosis of problems and other issues with all PARCS software. In the course of discharging this responsibility, the Contractor shall engage the assistance of the manufacturer to resolve issues related to software problems when necessary and where appropriate. On an “as needed” basis, the Contractor will be required to provide the YDDA with technical support and respond to questions with respect to any equipment and software system. Such support will be provided during PPM at no additional charge to the YDDA.

SYSTEM UPDATES

1. System updates shall consist of all actions necessary to incorporate hardware and software updates in the Parking Access and Revenue Control System (PARCS) to ensure performance to original Specifications. Maintaining the System to keep it up to date shall be included in software license costs. Contractor shall provide error correction, updates and third party software only after obtaining the written approval of the YDDA. Vendor supplied documentation of updates to reflect these software changes shall be submitted within fourteen (14) days of completion of said software updates. Contractor shall also make new releases of third party software available to the YDDA at the YDDA’s Option and expense.
2. The Contractor shall provide System Updates services on a basis that ensures that the system software, including all third party software, shall be the manufacturer’s “current” version. The Contractor shall have fourteen (14) calendar days from the time an update or patch is released by the software manufacturer to process updates and patches in accordance with the requirements stated in the Software Maintenance section herein, except security vulnerability patches, which must be processed as soon as possible.
3. Contractor shall test all software upgrades, modifications, and changes in the Contractor provided test system prior to implementation in the production system. The YDDA shall provide approval to migrate to a production environment prior to implementation. Depending on the severity of the upgrade, modification or change, the YDDA may choose to witness testing before approving implementation in the production environment.

4. Contractor shall provide a change control methodology to document system changes and approvals prior to implementation.

5. The Contractor shall support upgrades to its application based on operating system patch and upgrade requirements (For example, if the PARCS runs on a Microsoft operating system, the software shall be patched according to the Microsoft patch and upgrade schedule without breaking any application. If Microsoft decommissions a specific version of an operating system, the Contractor shall release code compatible with next operating system upgrade prior to Microsoft ending support for current operating system, at no cost to the YDDA.)

6. The Contractor shall commit to provide corrective patches and upgrades in the event security vulnerability or system availability issues are found within fifteen (15) business days of said discovery or sooner if approved by the YDDA.

7. Copies of all software (and software updates/upgrades made during and after the warranty period) must be provided to the YDDA at the conclusion of the warranty period

SOFTWARE MAINTENANCE

For all Systems (including their component equipment) covered under this Contract, the Contractor shall provide software maintenance for the operating system, applications software, third party software and third party tools, and database that was furnished and installed by the Contractor. Software maintenance shall include but not be limited to the following:

1. Error Correction In the event that the System does not meet the operational availability or function in accordance with the manufacturer's stated functionality and performance due to errors in software or any modifications thereto, the Contractor shall correct any such error in the System as identified by the YDDA. Errors shall include, but not be limited to, flaws in operations and errors due to flaws in the design and coding of the System. Upon notification of the error by the YDDA or discovery of the error by the Contractor, the Contractor shall dispatch trained Personnel to repair, replace and correct all malfunctions required for the System to perform in accordance with the manufacturer's stated functionality and meet the operational availability within one (1) business day from the date of notification. The Contractor shall provide documentation in machine-readable format, if any, relating to the error correction. The corrected software shall be tested by the Contractor in an off-line test environment. The Contractor shall then prepare a test and demonstrate to the YDDA's satisfaction that the error has been corrected and submit it to the YDDA for review and approval before the corrected software is installed into the production System. Such corrections to the software shall be provided at no additional cost to the YDDA. The Contractor's obligations for the performance and completion of such error correction in order to ensure that the equipment meets the operational availability and functions in accordance with the manufacturer's stated functionality and performance within the time provided for in the above are of the essence of this Contract. The Contractor guarantees that it will

use best efforts to complete the performance of such error correction within the time set forth.

SOFTWARE UPDATES

The Contractor shall notify the YDDA whenever Contractor furnished upgrades and/or enhancements to operating system, the application software, third party software or third party software tools used by the System when they become available. The Contractor shall also provide the YDDA with an analysis of the potential effects of such upgrades/enhancements on the System. This analysis shall include, at a minimum, the following:

1. Compatibility of the application software with the new operating system or third-party software;
2. Compatibility of the upgrade with the system architecture, server and communications infrastructure;
3. Infrastructure improvements required to support the upgrade;
4. Potential increases or decreases in equipment performance;
5. The availability of product support for the current (older) version of the operating system or third party software;
6. The cost of the software upgrade, including testing and any other tasks which may be associated with the upgrade. The YDDA will then determine whether or not to order the upgrade. If the YDDA selects the upgrade, the Contractor shall perform the upgrade on the System, test the system, and update the documentation, all in accordance with the contract terms.

ADAPTIVE CHANGES

In the event changes to the computing or network environment are disruptive to the System or prevent the System from meeting the operational availability or function in accordance with the manufacturer's stated functionality and performance, the Contractor shall implement corrections to the software or System configuration to mitigate those changes to the computing environment. Upon notification of the disruption by the YDDA or discovery by the Contractor that the System is not operating in accordance with the manufacturer's stated functionality and performance, the Contractor shall dispatch trained personnel to correct the disruption and restore System operation. The Contractor guarantees that it will use its best efforts to implement required corrections as soon as practical based on the nature of the disruption and criticality of the lost services. The Contractor shall implement all changes, test the System, and update the documentation.

MONITORING APPLICATION TO MAINTAIN SYSTEM PERFORMANCE

Ypsilanti Downtown Development Authority
Request for Proposal-Parking Access and Revenue Control System
Due September 16, 2019

The Contractor shall be responsible for routine operation of all software and data used by the application, application files, diagnosing and effecting correction of all problems that impact operation of the applications software and its data, including, but not limited to, the tasks listed herein. The Contractor shall employ system monitoring devices and programs, and diagnostic tools to ensure that all aspects of the application software are operating properly and the System is meeting all specified performance criteria. This work shall include, but not be limited to the following:

1. Monitor disk usage to verify adequate empty disk space available for program usage and data files (i.e., temporary files, logs, etc.,)
2. Monitor logs to verify log files are saved to removable media and log files are purged on a regular basis and purge log files that exceed the data retention period
3. Monitor the database to verify database operation and ensure its performance is within acceptable tolerances and implement corrections to maintain acceptable performance,
4. Monitor the application software, to ensure its performance is within acceptable tolerances and meets the operational availability requirements.

MANAGE CYBER SECURITY VULNERABILITIES

The Contractor shall monitor, evaluate, track, log, and immediately report on all cybersecurity vulnerabilities or other vulnerabilities related to the software used in the equipment. The Contractor shall work with the YDDA to address any identified vulnerabilities and mitigate all security/malware/virus alerts.

FIELD TESTING AND QUALITY CONTROL

Prior to implementing any changes on the production system, the Contractor shall test the System in a separate development/test system environment to ensure that the changes are compatible with the application and other installed components. Testing procedures shall test all system functionalities that are described in these General Technical Specifications as well as any other functionalities performed by the system (e.g. standard functionalities) that are not specifically described within these Specifications.

ELECTRONIC SYSTEM MAINTENANCE TRACKING SYSTEM

1. The Contractor shall utilize a Maintenance Tracking System, provided by the Contractor, to monitor and record all scheduled, requested, and performed

maintenance services. Contractor shall propose the Maintenance Tracking System to the YDDA for review and approval prior to the implementation of such system.

2. The Contractor shall fill in all required fields, completely, for all Preventive Maintenance and Remedial Maintenance Services scheduled and performed.
3. The Contractor shall submit Monthly Maintenance Reports in an YDDA-approved format to designated personnel during the Contract period. All reporting requirements shall be determined at the time of Contract start.

AUDIT AND REPORTING

1. The system shall document parking revenue and activity and generate revenue and activity reports. All reports shall be available online and on demand for YDDA staff who have proper password access.
2. The YDDA shall establish its virtual midnight for transaction processing, credit card batch close, and report cutoff times. Establishing virtual midnight shall be a YDDA responsibility that follows applicable instruction and training of YDDA staff by the Contractor.
3. The system shall identify and produce reports that reflect separately public parking and employee parking.
4. Public parking data shall be separated by category, including but not limited to: Monthly/Contract parking, Special Event, and Hourly for reporting purposes.
5. Provide electronic event journal that can be accessed by a supervisor from a workstation during a cashier shift and following shift close to perform cashier closeout.
6. The transactional stream of data shall be compiled in an ODBC compliant database. The YDDA shall prepare custom reports using this data including exporting data to Crystal Reports®, and Microsoft Excel®, at a minimum, via a comma-separated-value file format or as a PDF file.
7. All reports shall query, filter, sort, transactions by date/time, location, ticket id, vehicle license plate number, field device unique identifier, parking fee, transaction type, exception, validation type, or cashier, at a minimum.
8. Capture, record and report separately all exception transactions that could not be processed 100% and automatically by the system (swapped, unreadable, lost, foreign, mutilated, used, disputed fee, cancelled, credit card transactions processed in an off-line mode, etc.)
9. Provide the Contractor's standard reports including report descriptions, selectable data fields, and report layouts for all standard reports. Contractor to submit standard reports for YDDA review and approval.
10. Contractor shall provide a definitions key for every report including a narrative description of what data each column and row represents and calculation formulas that define how all figures are obtained.

11. The system shall support the scheduling of reports to automatically run at a desired time or on a desired schedule. Users shall be able to designate e-mail recipients for these reports. Only users with appropriate privileges shall be able to schedule reports or view scheduled reports. The details of scheduled reports, including e-mail recipient, shall be editable after scheduling.

12. The Contractor shall coordinate with the YDDA as required during the system design to address the specific reporting needs of the YDDA. The system shall allow grouping of reports by category so as to simplify choosing a report from a list. At a minimum, reports provided shall include:

a. Monthly Reports

- i. Monthly ISF summary
- ii. Monthly lost ticket summary
- iii. Monthly lane load factors report
- iv. Monthly exit lane summary
- v. Monthly revenue summary
- vi. Monthly credit card summary
- vii. Monthly cash & credit card transaction summary
- viii. Monthly paid ISF summary
- ix. Monthly peak occupancy report
- x. Monthly average occupancy
- xi. Monthly year to date transaction & revenue summary

b. Daily Reports

- i. Daily Shift Summary of (Date)
- ii. Daily Credit Card Summary of (Date)
- iii. Daily Revenue Summary
- iv. Daily Revenue Summary (Relating to Facility)

c. Credit Card Reports

- i. Detailed Credit Card Report – displays credit card revenue generated by card type and date/time period. The report shall include the total sum and chronological listing of each credit card transaction by card type. Credit card number shall be masked to display only the last four digits.

ii. Credit Card Summary Report – summarizes credit card transaction total for each day by credit card type for the time period selected (usually by month).

iii. A listing of credit card shift summary and occupancy counts by event at which temporary permits are sold directly from handheld devices.

iv. Credit Card Reversal/Refund Report – summarizes credit card reversals and refunds, and includes information to identify GL accounts, clerk, receipts, and override information.

v. A listing of expiring credit card profiles for recurring credit card payments

e. Access Card Reports

i. Active Access Card Listing

ii. Access Cards Blocking Listing

iii. Access Cards Delete Listing

iv. Access Card Expired Listing

v. Daily Access Card Granted Entry Listing - Reports that allow queries over any length of time (hours or days)

f. Occupancy Reports (including the peak occupancy over a given timeframe)

i. Length of stay

ii. Revenue statistics

iii. Summary report turnover – movement

iv. Summary report events

v. Event journal

g. Gate Open Report – For manual gate raises

i. A report noting if a gate (entry or exit) was manually opened and by whom (or who was logged on at the time). Also noting if the gate was opened from a terminal or at the device.

h. Lost Ticket Transactions Tracking Report (available in daily, monthly, and yearly containing the sortable/ filterable columns below)

i. Exit date & time

ii. Transaction #

- iii. Lost Ticket Amount
- iv. Last name (non-case sensitive)
- v. First name (non-case sensitive)
- vi. Middle initial (non-case sensitive)
- vii. Address
- viii. Phone #
- ix. LPN State
- x. LPN
- xi. Cashier (non-case sensitive)
- xii. Supervisor approval (non-case sensitive)
- xiii. Reports (a report showing the accrual amount collected in a set period).
 - 1. Cashier report
 - 2. Pay station report
 - 3. Daily report (0000 – 2359)
 - 4. Monthly report (first day to last)
 - 5. Fiscal Yearly report (July 1 – June 30)
 - 6. Individual access card usage report for at least a 6 month period
 - 7. Maintenance report specific to time & device
- i. Summary Reports
 - ii. Credit Card In & Out
 - 1. By Date
 - 2. With Dollar Amount
 - 3. Day, Month & Year
 - iii. Employee & Company Access Card
 - 1. Company Activity
 - 2. Card Activity
 - 3. Customer Activity
 - 4. Activity By Date/Time
 - 5. Access Card Revenue Detail
 - 6. Access Card Revenue Summary
 - 7. Monthly Activity Detail
 - 8. Monthly Activity Summary
 - iv. Instantaneous (access card) presence check
 - 1. Specific areas in the garage (Nest, Terminal Direct & General
 - v. All transactions for a specific device

QUALITY ASSURANCE

1. All Parking Program components and their installation shall comply with all laws, ordinances, codes, rules, and regulations of public authorities having jurisdiction over this part of the work. It shall be the responsibility of the Contractor to meet these and all other current technical, performance, and safety standards that are applicable to all components and to the entire system, even when not specifically referenced. It shall be the Contractor's responsibility to obtain any and all permits that are required to complete this work.
2. The Parking Program shall be an open-architecture system where all interfaces (hardware and software) conform to national and International Organization for Standardization (ISO) standards.
3. All materials and equipment shall be listed, labeled or certified by a nationally recognized testing laboratory to meet Underwriters Laboratories, Inc. (UL), standards where test standards have been established. Equipment and materials which are not covered by UL Standards will be accepted provided equipment and material is listed, labeled, certified or otherwise determined to meet safety requirements of a nationally recognized testing laboratory. Equipment of a class for which no nationally recognized testing laboratory accepts, certifies, lists, labels, or determines to be safe, will be considered if inspected or tested in accordance with national industry standards, such as NEMA, or ANSI. Evidence of compliance shall include certified test reports and definitive shop drawings.
4. Housings of the components exposed to weather shall meet NEMA 4 standards or better to be moisture-proof and shall provide sufficient protection so that the components continue to function without moisture, dust, heat, or extreme cold related interruption.

DELIVERY AND STORAGE

1. Contractor shall be responsible for insuring all shipped items. Any items damaged during shipping shall be replaced and shipped to the City of Ypsilanti, by expedited means if requested, at no additional cost to the YDDA.

2. Contractor shall provide the staging and storage area for the equipment. The City shall provide the Contractor with a designated storage/staging area for equipment that will be installed within the next week. The Contractor shall propose in the Proposal the square footage of area required, and what is planned to be stored in the area. The City shall determine the exact location after Contract Award. It is the Contractor's responsibility to protect the equipment from theft and damage until final acceptance including installation of fencing, locks, and any other security provisions. Should the stored equipment be stolen or damaged prior to final acceptance, the Contractor shall replace the equipment at no additional cost to the City.

3. After equipment is installed, costs (time and material) for repair or parts replacement, components, etc., damaged or rendered unserviceable due to apparent and provable misuse, abuse, vandalism or negligence by City of Ypsilanti employees or the using public are excluded as a cost incurred by the Contractor. Also excluded from the costs incurred by Contractor are damages due to Acts of God that occur after installation.

SPARE PARTS INVENTORY

1. Proposers shall provide a recommended inventory of spare parts and equipment as part and included in the cost, of the initial installation. The purpose of such inventory is to provide the capability of repairing a device by replacing the entire device or the failing component from the spare parts inventory to avoid any delay in making repairs for shipment of replacement items.

2. The cost of each item in the spare parts inventory shall be itemized except that fully assembled components such as read head assemblies shall be considered and priced as single items.

3. A list of the spare parts inventory shall be provided as part of the proposal submission for supplying the system and the parts shall be the property of the YDDA

4. The YDDA may elect to store the spare parts inventory on City property in a location accessible to personnel designated by the Proposer to perform warranty service.

THIRD PARTY SERVICES

1. List names of any technology companies that your organization is partnered with, the nature of your relationship, and the value that it brings to your proposed solution and ultimately the City of Ypsilanti

2. Describe your overall approach to developing, testing, implementing, and upgrading system interfaces to 3rd party systems.

3. Detail any limitations/issues regarding the willingness or ability to interface/integrate the proposed system with other 3rd party automated systems.

4. Please indicate if your firm offers an interface engine product and/or describe your experience with 3rd party interface engine products and the proposed system.

5. If customization is required, describe how this will affect the cost, timeline for development, and support after implementation of the interface.

6. The YDDA shall negotiate contracts directly with any third part service, when the YDDA is required to sign a contract directly with the third party

Appendix B

PRICING SHEET

1) Equipment Lease-to-Own Estimate

Item Description	Proposed Time Unit	Estimated Price (\$)	Payment Time Unit
Equipment Lease-to-Own*	5-Years	_____	Monthly
Equipment Lease-to-Own	3-Years	_____	Monthly

2) Purchase and Maintenance Pricing

Item Description	Estimated Unit Price (\$)	Per Unit Time
Equipment Purchase**	_____	One Time
Annual Maintenance Agreement	_____	Per 1 year

Additional Information:***

- * Lease-to-Own Price estimate should include installation and lease of all equipment, hardware, and software for all three garages and workstations.
- ** Purchase price should include total price installation and purchase of all equipment, hardware, and software for all three garages and workstations.
- *** Please use this section to provide any additional information or clarification related to your lease and purchase cost estimates.

Appendix C

YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY CONSULTANT SERVICES AGREEMENT

THIS CONSULTANT SERVICES AGREEMENT (“Agreement”) is entered into on _____, 2019, between the Ypsilanti Downtown Development Authority, (“YDDA”), and _____ (“Consultant”).

RECITALS

- A. The YDDA wishes to contract for professional consulting services.
 - B. Consultant has the skill, experience, ability, background, certification and knowledge to provide the services. The YDDA has reviewed and accepted Consultant’s qualifications.
 - C. Consultant wishes to perform such professional services under agreement with the YDDA.
- NOW, THEREFORE, in consideration of the terms in this Agreement, the YDDA and Consultant agree as follows:

AGREEMENT

1. **Services.** Consultant shall provide the professional services described in Exhibit A. The time of performance of the services under this Agreement is important to the YDDA, and the time deadlines identified in Exhibit A shall be strictly construed.
2. **Compensation and Payment.**
 - a. Compensation. As full consideration for the performance of services under this Agreement, YDDA agrees to pay Consultant, and Consultant agrees to accept from YDDA, an amount not to exceed \$_____, including an accounting of time and materials expended for the entire project. Time and materials shall be billed at the rates set forth in Exhibit B.
 - b. Payment. Consultant shall bill YDDA monthly for work completed, and YDDA agrees to pay the invoice within 30 days of receipt.
 - c. Additional Services. Any additional services required beyond those set forth in this Agreement shall be performed only if mutually agreed to in writing by the parties.
3. **Term; Termination.**
 - a. Term. This Agreement shall begin upon execution by both parties and remain in effect until terminated under subsection (b).

b. **Termination.** YDDA may terminate this Agreement without cause at any time and for any reason upon 10 days written notice to the Consultant. Upon receipt of any notice of termination, and if requested to do so by the YDDA, Consultant shall stop work at the stage directed by YDDA and shall deliver all drawings, specifications and documentation developed as of that stage.

Consultant shall accept as full payment for services rendered to the date of termination a pro rata share of the total Agreement payment based on the portion of work actually performed.

4. **Professional Efforts.** Consultant shall perform all services required in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices his profession.

5. **Responsible Personnel.** Consultant represents that it is fully qualified to perform the services under this Agreement. Consultant represents and warrants to the YDDA that Consultant has, and at all times during the performance of this Agreement shall, maintain all licenses, permits, qualifications, and approvals that are required for Consultant to practice Consultant's profession. Consultant shall assign only competent personnel to perform services under this Agreement. If the YDDA, in its sole discretion, at any time, wishes the removal of any person(s) assigned by Consultant to perform services, Consultant shall remove any such person immediately upon receiving notice from the YDDA.

6. **Facilities and Equipment.** Consultant shall, at its sole cost, expense, and liability; furnish all facilities and equipment that may be required for providing services under this Agreement.

7. **Independent Contractor.** Consultant, its agents, employees and independent contractors are and shall at all times remain as to the YDDA wholly independent contractors. Neither the YDDA nor any of its officers or employees shall have any control over the manner by which the Consultant performs this Agreement and shall only dictate the results of the performance. Consultant shall not represent that Consultant or its agents, employees or independent contractors are agents or employees of the YDDA. Consultant is responsible for the payment of all taxes, workers' compensation insurance and unemployment insurance. Consultant shall obtain no rights to retirement benefits or other benefits that accrue to City's employees, and Consultant hereby waives any claim it may have to those rights. Except as the YDDA may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of the YDDA or to bind the YDDA to any obligation.

8. **Interest of Consultant.** Consultant (including principals, associates and professional employees) covenants and represents that it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the geographical areas likely to be covered by this Agreement, or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Consultant's services under this Agreement. Consultant further covenants and represents that, in the performance of its duties; no person having any such interest shall perform any services under this Agreement.

9. **Accounting Records.** The Consultant agrees to maintain all records and other evidence pertaining to costs incurred and work performed, and shall make them available at the Consultant's office during the Agreement period and thereafter for a period of three years from the date of receipt of final payment.

10. **Ownership of Documents and Data.** All data, maps, photographs, and other material collected or prepared under this Agreement, and all documents of any type developed or obtained by Consultant in the performance of this Agreement, shall become the property of the YDDA.

11. **Indemnification.** Consultant shall, to the fullest extent permitted by law, indemnify, defend (with independent counsel approved by the YDDA), and hold harmless the City and YDDA from and against any claims arising out of Consultant's performance or failure to comply with obligations under this Agreement, except to the extent caused by the active negligence or willful misconduct of the YDDA or City..

In this section, "City" means the City, its officials, officers, agents, employees and volunteers; "Consultant" means the Consultant, its employees, agents and subcontractors; "Claims" includes claims, demands, actions, losses, damages, injuries, and liability, direct or indirect (including any and all related costs and expenses in connection therein) and any allegations of these; and "Arising out of" includes "pertaining to" and "relating to".

The provisions of this section survive completion of the services or the termination of this contract, and are not limited by the provisions of Section 12 relating to insurance.

12. **Insurance.** Consultant shall procure and maintain at its sole cost for the duration of this Agreement the following insurance:

- a. Minimum Scope of Insurance. Coverage shall be at least as broad as:
 - (1) Insurance Services Office Commercial General Liability coverage
 - (2) Errors and omissions/Professional liability insurance for all design professionals such as architects, landscape architects or engineers.

- b. Minimum Limits of Insurance. Consultant shall maintain policy limits of no less than:
 - (1) General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General

Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be double the combined single limit, with completed operations coverage.

(2) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage

(3) Worker's Compensation and Employers Liability: Worker's Compensation limits as required by the Labor Code and Employers Liability limits of \$1,000,000 per accident.

(4) Errors and Omissions/Professional Liability: \$1,000,000 per claim and annual aggregate. If Consultant maintains higher limits than the minimum required by this contract, the YDDA requires and shall be entitled to coverage for the higher limits maintained by the Consultant.

c. Deductibles and Self-Insured Retention. Any deductibles or self-insured retention must be declared to and approved by the YDDA. At the option of the YDDA, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the YDDA, its officers, officials, employees and volunteers; or Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

d. Other Insurance Provisions. The policies shall contain, or be endorsed to contain, the following provisions:

(1) General Liability and Automobile Liability Coverage.

(a) The YDDA, its officers, officials, employees, agents and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of Consultant; products and completed operations of Consultant; premises owned, occupied or used by Consultant; or automobiles owned, leased or borrowed by Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents or volunteers.

(b) Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of Consultant's insurance and shall not contribute with it.

(c) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees, agents or volunteers.

(d) Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(2) Worker's Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from work performed by Consultant for the YDDA and City.

(3) Errors and Omissions/Professional Liability Coverage. Consultant's insurance shall include minimum Extended Reporting Period Coverage of three years.

e. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A: VII.

f. Verification of Coverage. Consultant shall furnish the YDDA with certificates of insurance and with original endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the YDDA before work commences. The YDDA reserves the right to require complete certified copies of all required insurance policies, at any time.

13. Miscellaneous Provisions.

a. Notice. Any notice to be given under this Agreement shall be given by enclosing it in a sealed envelope, first-class postage prepaid, and depositing it in the United States mail, addressed to the party at the following address. Notice shall be deemed received three business days after mailing, or upon personal delivery.

CITY: Ypsilanti Downtown Development Authority

Attn: Christopher Jacobs
1 S Huron St
Ypsilanti, Michigan 48197

CONSULTANT: _____

b. Assignment. This Agreement contemplates the personal services of Consultant and its employees and it is understood by both parties that a substantial inducement to YDDA for entering into this Agreement was, and is, the professional reputation and competence of Consultant. Consultant shall not assign, subcontract or otherwise transfer any rights or obligations under this Agreement without the prior written consent of the YDDA

c. Business license. Consultant shall obtain a City business license before beginning work under this Agreement.

d. Prohibited Interests. No officer or employee of the YDDA shall have any direct financial interest in this Agreement. This Agreement is voidable at the YDDA's option if this provision is violated.

e. Incorporation. The Preamble, the Recitals, Exhibits and all defined terms set forth in both are incorporated into this Agreement by this reference. If there is a conflict between the body of this Agreement and an exhibit prepared by Consultant, the body of the Agreement shall control.

f. Severability. Should any part of this Agreement be declared unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect; provided that, the remainder of this Agreement can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.

g. Authority. All parties executing this Agreement represent and warrant that they are authorized to do so.

h. Entire Agreement; Amendments. This Agreement is the entire Agreement between the parties and supersedes all prior negotiations, representations, or agreements, whether written or oral. This Agreement may be amended only by written agreement signed by both parties.

i. Non-waiver. A party's waiver of any term shall not be deemed a continuing waiver or a waiver of any other term.

j. Counterparts. This Agreement may be executed in counterparts.

14. Signatures.

YDDA

CONSULTANT

By: _____ Executive Director	By: _____
Approved as to Form:	Its: _____
By: _____ YDDA Attorney	City business license # _____
Exhibits:	

- A Scope of Services (Agreement Section 1.)
- B Rates for time and materials (Agreement Section 2.a.)

**Exhibit A Scope
of Services**

[to be completed by staff]

Exhibit B
Rates for Time and Materials

[to be completed by staff]



Bike Loop Proposal

Committee recommends:

\$1000 per district

10 Additional Bike Racks in each district

West Cross - Add 7 bike racks at Normal St Parking Lot and 3 on Perrin in public locations,

Depot Town - Add 4 bike rack by caboose in Depot Town Plaza. Add 6 in Frog Island Parking Lot

Downtown - Move the bike racks on Adams at Downtown Library onto MI Avenue per request. All public parking lots besides Washington St lack bicycle provisions. Staff recommends 3 at North Huron, 3 at South Huron, 2 at North Adams, and 2 at Riverside Arts Center.



Cigarette Butt Recycling Program

**Committee Recommends pilot
program of 12**

HOW ARE CIGARETTE BUTTS RECYCLED?

65

If you are a member of the Cigarette Waste Recycling Program, then you've probably asked yourself at one point or another: how in the world do you recycle a cigarette butt? Well, the answer may surprise you! Cigarettes are comprised of multiple components, and require a unique process for recycling.

Collection

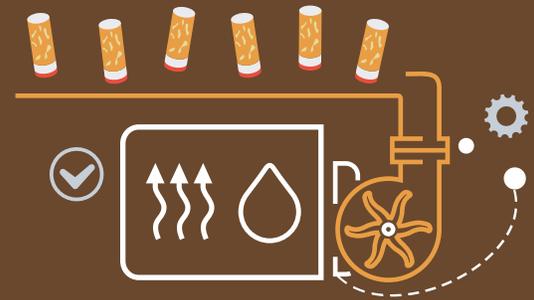
Cigarette butts are collected and shipped to TerraCycle by organizations and individuals like you. The collected butts are aggregated and stored in our local warehouse where they are prepared for processing.



Processing

Cigarettes butts are comprised of residual tobacco, paper, and a filter.

- The residual tobacco and paper are separated out and composted.
- The filter, which is made of a white synthetic fiber called cellulose acetate, is thoroughly cleaned, melted, and pelletized using a method called extrusion.



Conversion

The cellulose acetate pellets are then combined with other plastics, such as polyethylene or polypropylene, and used for new plastic products such as ashtrays, shipping pallets, or plastic lumber.





RECEPTACLE SPECIFICATIONS

RECTANGULAR POLE-MOUNTED RECEPTACLE

Capacity:

~ 700 cigarette butts

Dimensions:

3 1/8" x 3 1/8" x 19" high

Construction:

- Fire-safe aluminum
- 100% rust-resistant

Security:

Lockable

Ash Liner:

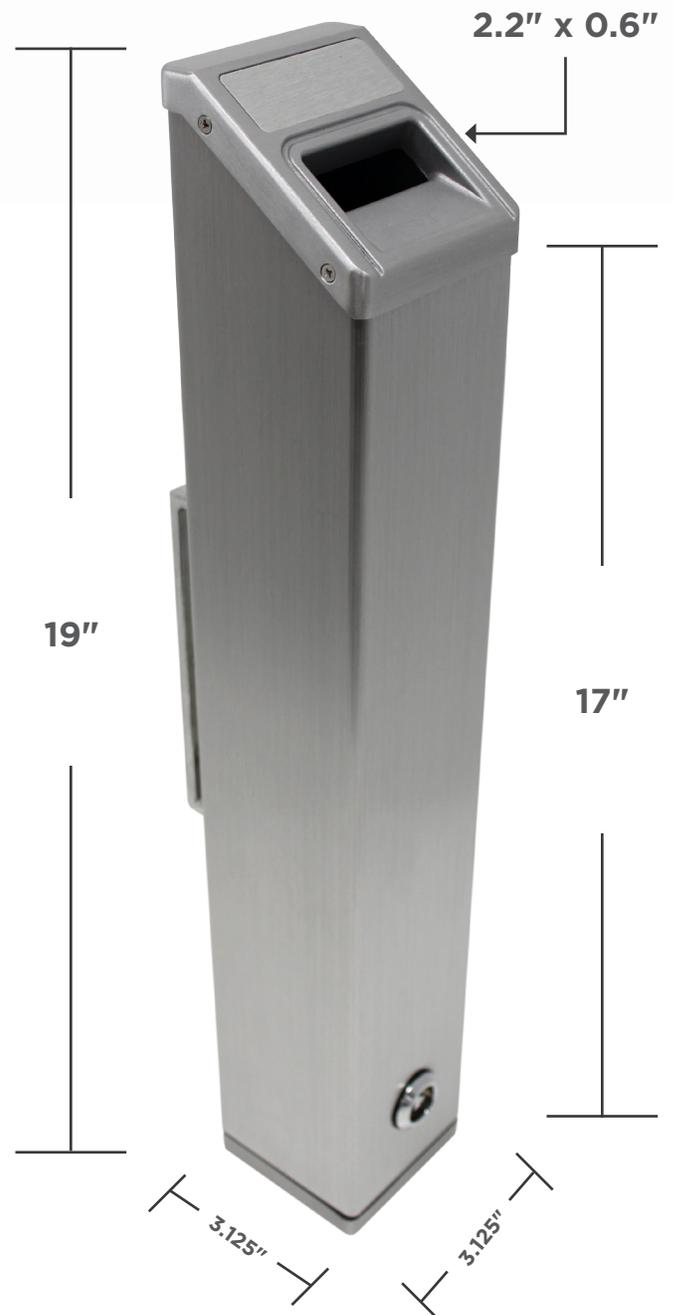
No

Installation:

- Bolted (included)
- Steel-banded
(recommended and instructions included)

Special Features:

- Rain gutter to reduce rain water into the unit
- Easy installation and servicing
- Weather resistant
- Customization available (vinyl stickers)





STEEL-BANDING INSTALLATION

MATERIALS NEEDED:

Purchasable: http://www.uline.com/BL_2905/Stainless-Steel-Strapping

ITEM #	DESCRIPTION	QUANTITY
S-14377	5/8" Stainless steel banding	Varies depending on number of receptacles and width of post
S-14378	5/8" Banding seals	Two seals per receptacle
H-1273	Tensioner to tighten bands around post	Varies on number of individuals installing

INSTALLATION INSTRUCTIONS:

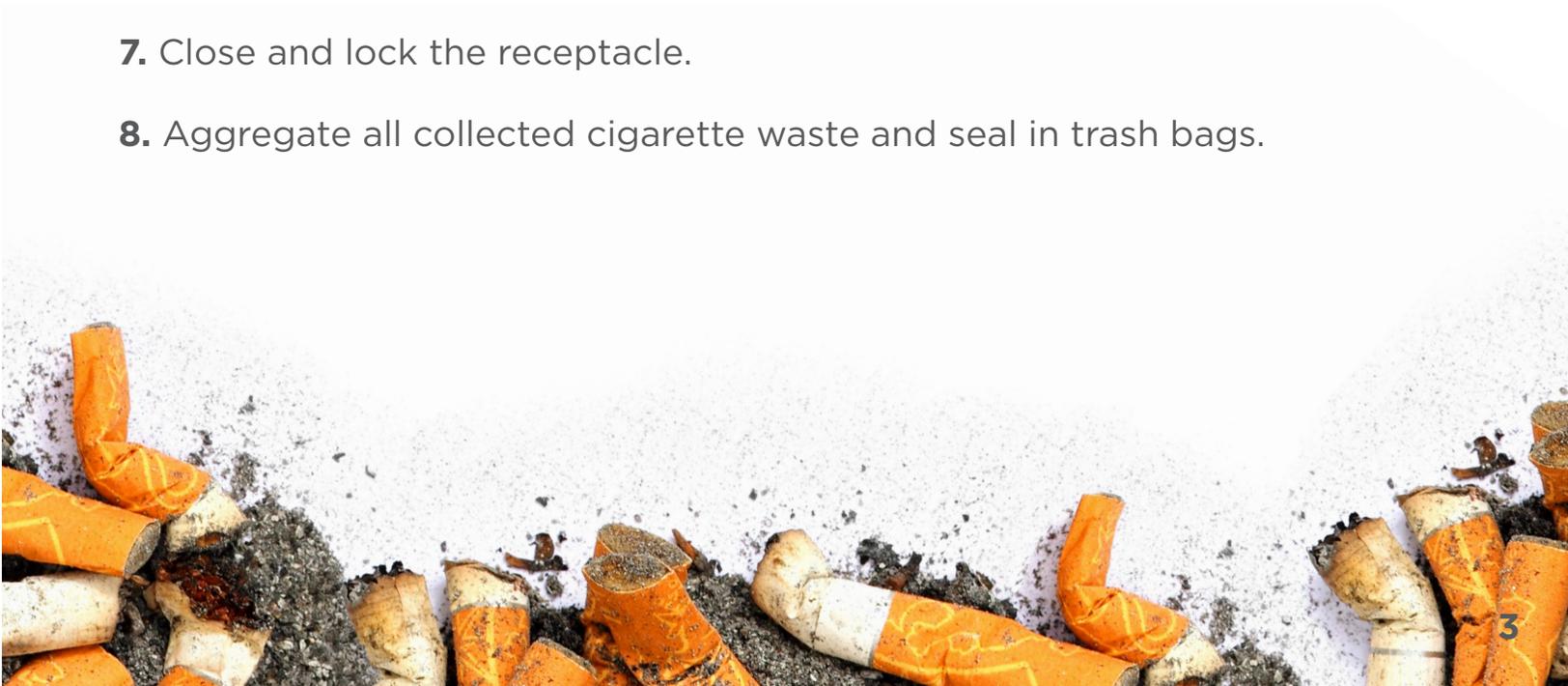
1. Three vinyl stickers should be applied to each receptacle (these stickers are customizable)
2. Check each lamp pole or post against the installation map (varies per location)
3. Measure 40 inches from ground level. The bottom of the receptacle should be 40 inches from ground level when installed
4. Ensure that the receptacle is vertically level and the front faces the sidewalk
5. Measure the stainless steel band on the circumference of the pole
6. Pass the band through the top portion of the mounting bracket
7. Tighten the band
8. Repeat the steps above with the lower band
9. Check that the receptacle is tightly mounted by alternately placing light pressure against the sides of the receptacle
10. Cut off the excess banding



SERVICING INSTRUCTIONS

INSTRUCTIONS:

1. Receptacles must not reach a fill rate of more than 85% (safety precaution).
2. Receptacles must be closed securely after emptying.
3. Place a bag or bucket beneath the receptacle, raising the rear edge at least two inches behind the receptacle between the receptacle and the pole.
4. Hold the bag/bucket with one hand.
5. With the other hand unlock the receptacle door with the receptacle key. Please note that the servicer will be required to keep and safeguard the receptacle keys.
6. Tap the side of the receptacle gently to dislodge any material clogged inside.
7. Close and lock the receptacle.
8. Aggregate all collected cigarette waste and seal in trash bags.





RECEPTACLE IN-USE EXAMPLES



Pole-mounted receptacle secured with bolts vs. bands



A bottom latch of the receptacle opens using a skeleton key for easy servicing



Pole-banded receptacle installed for the **Vancouver Cigarette Recycling Program** (Customized receptacle sticker)



Pole-banded receptacle installed for the **New Orleans Cigarette Recycling Program** (Customized receptacle sticker)





Legal Services RFQ

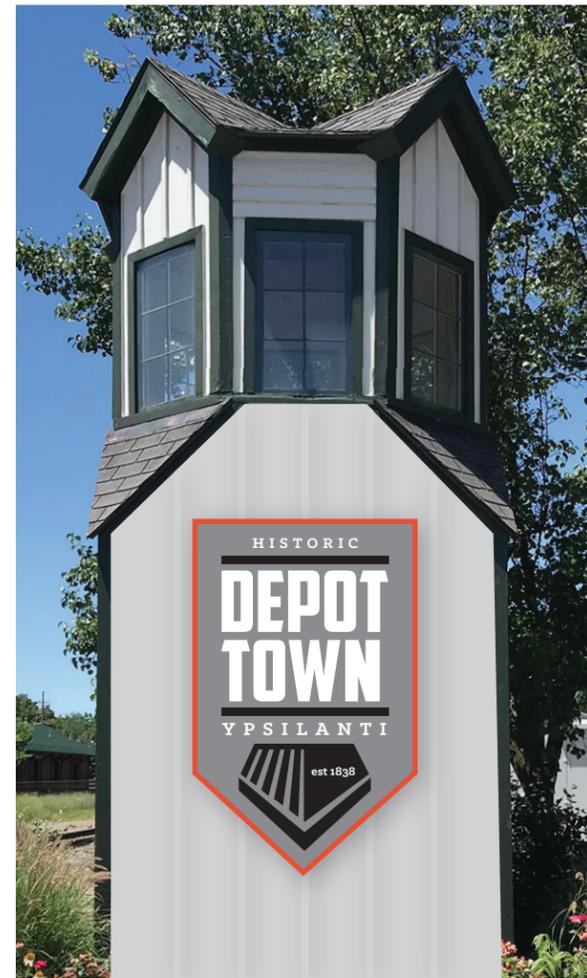
**We received several proposals from qualified law firms regionally to represent the YDDA.
Below is pricing from each of our options:**

**Varnum- \$370 per hour
Monaghan- \$250-\$350 per hour
Nemeth- \$250-\$275 per hour
McGraw Morris- \$150 per hour
Kragt- \$125 per hour**

We are paying \$195 per hour with our current representation.



**Depot Town Signage
Brown or Gray?**





Grant Resolutions for FY 2019-2020

**Most grant agreements have now been signed
but resolutions are needed to finalize.**

8/15/2019

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA BUILDING IMPROVEMENT
GRANT FOR YPSILANTIQUE VINTAGE**

The following preamble and resolution were offered by Milner and supported by Rook.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants 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 Grants 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 Façade Improvement Grant Program set aside \$30,000 for grant awards for the Downtown District with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Ypsilantique Vintage for interior renovations.

WHEREAS, upon review by the Grants 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 Building Rehab grant as recommended by the Grants 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 \$5,200
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:

8/15/2019

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA BUILDING IMPROVEMENT
GRANT FOR MICHIGAN HERITAGE LLC.**

The following preamble and resolution were offered by Milner and supported by Rook.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants 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 Grants 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 Façade Improvement Grant Program set aside \$30,000 for grant awards for the Downtown District with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Michigan Heritage, LLC. for interior renovations.

WHEREAS, upon review by the Grants 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 Building Rehab grant as recommended by the Grants 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 \$8,350
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:

8/15/2019

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA BUILDING IMPROVEMENT
GRANT FOR THISTLE HOLDINGS, LLC.**

The following preamble and resolution were offered by Milner and supported by Rook.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants 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 Grants 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 Façade Improvement Grant Program set aside \$30,000 for grant awards for the Downtown District with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Thistle Holdings, LLC. for interior renovations.

WHEREAS, upon review by the Grants 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 Building Rehab grant as recommended by the Grants 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 \$2,100
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:

8/15/2019

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA BUILDING IMPROVEMENT
GRANT FOR THE THRIFT SHOP ASSOCIATION OF YPSILANTI, INC.**

The following preamble and resolution were offered by Milner and supported by Rook.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants 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 Grants 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 Façade Improvement Grant Program set aside \$30,000 for grant awards for the Downtown District with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from The Thrift Shop Association of Ypsilanti Inc. for interior renovations.

WHEREAS, upon review by the Grants 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 Building Rehab grant as recommended by the Grants 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:

8/15/2019

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA BUILDING IMPROVEMENT
GRANT FOR BONA SERA**

The following preamble and resolution were offered by Milner and supported by Rook.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants 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 Grants 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 Façade Improvement Grant Program set aside \$30,000 for grant awards for the Downtown District with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Bona Sera for interior renovations.

WHEREAS, upon review by the Grants 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 Building Rehab grant as recommended by the Grants 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 \$8,350
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:

8/15/2019

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA BUILDING IMPROVEMENT
GRANT FOR GO ICE CREAM**

The following preamble and resolution were offered by Milner and supported by Rook.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants 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 Grants 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 Façade Improvement Grant Program set aside \$30,000 for grant awards for the Downtown District with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Go Ice Cream for interior renovations.

WHEREAS, upon review by the Grants 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 Building Rehab grant as recommended by the Grants 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 \$3,500
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:

8/15/2019

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA BUILDING IMPROVEMENT
GRANT FOR HYPERION COFFEE CO**

The following preamble and resolution were offered by Milner and supported by Rook.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants 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 Grants 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 Façade Improvement Grant Program set aside \$10,000 for grant awards for the Depot Town District with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Hyperion Coffee Co. for interior renovations.

WHEREAS, upon review by the Grants 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 Building Rehab grant as recommended by the Grants 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 \$5,000
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:

8/15/2019

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA BUILDING IMPROVEMENT
GRANT FOR YPSI AUTOMOTIVE HERITAGE MUSEUM**

The following preamble and resolution were offered by Milner and supported by Rook.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants 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 Grants 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 Façade Improvement Grant Program set aside \$10,000 for grant awards for the Depot Town District with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Ypsi Automotive Heritage Museum for interior renovations.

WHEREAS, upon review by the Grants 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 Building Rehab grant as recommended by the Grants 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 \$5,000
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
Board of Directors Meeting Agenda
SPARK EAST, 215 W Michigan Ave
Thursday, September 19th, 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	Athena Johnson	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 September 19th, 2019 Minutes (X*)**
- **Public Comment (3 minutes each)**
- **Staff Report/Financial Report (X)**
- **Standing Committee Reports**
 - **Operations and Finance Committee**
 - **Halloween Carnival Sponsorship (X*)**
 - **Ypsi Glow Sponsorship (X*)**
 - **West Cross Tree Replanting (X*)**
 - **DDA Walking Tours (X)**
 - **Act 57 Reporting Requirements (X)**
 - **Frog Island Park Movie Event (X*)**
- **Old Business**
 - **EMU Passport (X)**
 - **RAC Negotiations**
 - **Parking Updates (X)**
- **New Business**
 - **209 Pearl Grant Extension (X*)**
- **Staff Updates**
- **Public Comment (3 minutes each)**
- **Announcements/Comments**

Next Meeting: October 17th, 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, August 15, 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	P	Athena Johnson	
Janette Rook	P	Danielle Milner	
Andy French	P	Ben Harrington (C)	P
Dieter Otto	P	Jen Eastridge	P

III. Introductions

Don Loppnow- Riverside Arts Center
Bonnie Wessler- City of Ypsilanti
Todd Curtis- Spark East

IV. Approval of Agenda (X)*

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

V. Approval of June 20, 2019 Minutes (X)*

- Dieter Otto motioned to approve the June 20, 2019 meeting minutes and Andy French supported the motion. Motion carried.

VI. Audience Participation (3 minutes each) n/a

VII. Staff Report/Financial Report (X)

Downtown Ambassadors Program is winding down for the season. Staff is working on an EMU incoming freshman class passport program.

VIII. Standing Committee Reports

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

DDA Officer Refund (X)

Originally, the conversation was going towards a reduction of the TIF percentage collected by the City. The operations and finance committee believed this was too slow of a recompense.

The committee recommended \$25,000 payback over 3 years.

Beth Bashert stated that it had been a priority of hers to make this right by the City. She is excited to see a point of stress be removed.

Andy French motioned for staff to put together a proposal for the City for a \$25,000 payback over 3 years starting FY 2020. Janette Rook supported the motion.

Beth Bashert recused herself from the vote. Roll Call Vote.

Yes- 7, No- 0, Recused- 1 (Bashert), Absent- 2 (Milner, Johnson)

Motion Passed.

Parking Extravaganza Update

Andy French led with the discussion of metering depot town. It was brought to his attention that Hand-me down meters will be used to implement the parking strategy.

Andy French felt that the public is expecting more, and we need to do it right the first time around. Why would we pay someone to install meters with intent to rip them out? Christopher Jacobs responded that the City needs to make smart choices. We need to fix policy, and we need a parking manager. We have a road map to guide us. New vs. old meters have not been decided.

Beth Bashert added that kiosks that work for large parking areas do not work for four space blocks. It is important to be sensible. Royal Oak has coin meters with stickers on it. It is a viable and sensible solution. Most convenient spaces need to be available for turnover.

The idea has been floated that the DDA can front the cost for kiosks to be reimbursed over time.

Beth Bashert responded that we do not know the next steps enough to make that decision. Any decision needs to be logistically manageable and fiscally responsible.

Andy French insists to not kick the can too much longer. How are we branding this parking

change. Hand-me-downs from Ann Arbor is not a good look, it doesn't speak thriving city. City needs to match standards that they expect from business owners.

Ben Harrington agreed with Andy, but pointed out that there are no numbers in front of us.

Beth Bashert suggested that once the city has a proposal, we can call a special meeting with city council.

Bike loops will cost \$1000 for each district as outlined in the operations and finance minutes in the packet.

Dieter Otto motioned for \$1000 to spent on new bike loops in all three districts. Janette Rook supported the motion. Motion passed- unanimous.

Staff presented the Maple Lot RFP. The goal is to have the lot gated, and to start monetizing the lot.

Andy French made the motion to move forward with the Maple Street lot RFP, and Jen Eastridge supported the motion. Motion passed- unanimous.

Cigarette Butt Recycling Program-

Elize Jekabson explained the Cigarette Recycling program, how it works, and who has opted in for the pilot program.

Andy French made a motion to approve \$1200 to be used for ordering receptacles for the cigarette butt recycling program. Dieter Otto supported the motion. Motion Passed- Unanimous.

Legal services RFQ

The Operations and Finance Committee recommended accepting the RFQ from McGraw Morris.

Janette Rookl made a motion to move forward with the Legal Services RFQ from McGraw Morris, and Jen Eastridge supported the motion. Motion passed- unanimous.

IX. Old Business

Depot Town Signage-

Depot town signage has run into yet another hiccup. Almost all of the response from Depot Town Merchants has been positive. However its been pointed out that if we were to keep the theme through other districts, yellow and brown for downtown might not be a favorable color combination.

Staff presents the sign with a gray background.

Andy French motioned to change the Depot Town signs from brown to grey. Jen Eastridge supported the motion. Motion passed- unanimous.

Grant Resolutions-

The resolutions had not been passed at the last meeting. This is just protocol.

Beth Bashert motioned to approve resolutions related to grant distributions as a group as written. Kayia Hinton supported the motion. Motion passed- unanimous.

RAC Negotiation-

Beth Bashert explained that the negotiating team had a good meeting with RAC. Their concern is that they do not have the capacity to raise the money to buy or rent the building. The example of pool and freighthouse is underestimating their potential. The goal is not to put them at risk, and offer ways to pay over time. However, this is not a city that can afford free rent. The next meeting has not been set up yet.

Dieter Otto asked if are we considering what we've paid on it.

Downtown DDA has the least resources and most to gain on the sale of this property.

X. New Business

Camera System at N. Adams Parking Lot

The lot is out of control - staff uses too much time cleaning the mess.

Dieter Otto stated that ordinance was not high on fees, and to have people comply with no dumping ordinances, there needs to be teeth in it.

Beth Bashert asked staff to review ordinance and bring to council.

Conversation about the DDA officer enforcing dumping ensued. DDA businesses have not even seen the DDA cop. The DDA does not have the authority to tell the DDA officer what to do as written in the IGA.

Volunteer Recognition Event

Danielle Milner is not present to speak on this today. She wanted to do something nice for the organizers of First Fridays Ypsi and Ypsi Pride.

Ylondia Portis asked to make sure we're inclusive of other events.

XI. Proposed Business n/a

XII. Staff Updates n/a**XIII. Announcements/Comments**

Beth Bashert states that not having quorum at start time 8:30 is unexceptable. Please be here on time for the next meeting.

XIV. Public Participation:

Don Loppnow is reassured by the continuing interaction with EMU. He is happy to help introduce folks to EMU staff. He complimented the DDA for involvement with RAC.

Thanks to all of the DDA board. Your roles are a lot times thankless.

Next Meeting: September 19, 8:30 a.m., Spark East

I.

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

W. Cross St. Revenue Expenses Report

08/31/2019							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		7,560		3,732		3,828	49%
TIFA		104,197		0		104,197	0%
<u>Total</u>		111,757		3,732		108,025	3%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		9,265		753		8,512	8%
TIFA Expenses		97,654		4,492		93,162	5%
<u>Total</u>		106,919		5,245		101,674	5%
<u>Revenues Over (Under) Expenses</u>		4,838		-1,513			
Fund Balance as of FYE June 2019		120,163					
Projected Appropriation for FYE June 2019		4,838					
Projected Fund Balance June 2020		125,001					
*both TIF and Operating Reserves							

Depot Town Revenue Expenses Report

08/31/2019							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		8,342		263		8,079	3%
TIFA		110,454		0		110,454	0%
<u>Total</u>		118,796		263		118,533	100%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		7,136		580		6,556	8%
TIFA Expenses		100,024		9,706		90,318	10%
<u>Total</u>		107,160		10,286		96,874	10%
<u>Revenues Over (Under) Expenses</u>		11,636		-10,023			
Fund Balance as of FYE June 2019		137,798					
Projected Appropriation for FYE June 2019		11,636					
Projected Fund Balance June 2020		149,434					
*both TIF and Operating Reserves							

Downtown Revenue Expenses Report

08/31/2019							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		35,074		7,546		27,528	22%
TIFA		266,994		6,500		260,494	2%
<u>Total</u>		302,068		14,046		288,022	5%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		23,755		2,484		21,271	10%
TIFA Expenses		278,298		13,183		265,115	5%
<u>Total</u>		302,053		15,667		286,386	5%
<u>Revenues Over (Under) Expenses</u>		15		-1,621			
Fund Balance as of FYE June 2019		95,601					
Projected Appropriation for FYE June 2019		15					
Projected Fund Balance June 2020		95,616					
*both TIF and Operating Reserves							

YDDA Revenue and Expense Report

08/31/2019						
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>
						<u>% Collected</u>
Operating Millage (1.8282)		50,976		11,541		39,435
TIFA		481,645		6,500		475,145
<u>Total</u>		532,621		18,041		514,580
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>
						<u>% Incurred</u>
Operating Costs		40,156		3,817		36,339
TIFA Expenses		475,976		27,381		448,595
<u>Total</u>		516,132		31,198		484,934
<u>Revenues Over (Under) Expenses</u>		16,489		-13,157		
Fund Balance as of FYE June 2019		353,562				
Projected Appropriation for FYE June 2019		16,489				
Projected Fund Balance June 2020		370,051				
*both TIF and Operating Reserves						

August 2019 Expenses

	AMOUNT	W. CROSS	DEPOT TO	DOWNTOWN	LINE ITEM	DESCRIPTION
YCUA	\$ 9.43			\$ 9.43	Irrigation	Sprinkler
Rubberstamps.com	\$ 200.00	\$ 44.00	\$ 46.00	\$ 110.00	TIF Projects	Passport Stamps
Ypsilanti Hardware	\$ 2.39			\$ 2.39	Operating Supplies	duct tape
Waste Management	\$ 380.60			\$ 380.60	Waste Management	9/1-9/30 N. Huron Lc
Waste Management	\$ 450.83			\$ 450.83	Waste Management	9/1-9/30 S. Huron Lc
Waste Management	\$ 562.40			\$ 562.40	Waste Management	9/1-9/30 N. Adams L
Total	\$ 1,605.65	\$ 44.00	\$ 46.00	\$ 1,515.65		

**City of Ypsilanti
Downtown Development Authority
Operations & Finance Committee Meeting
Wednesday September 11, 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	P	Danielle Milner	P
Patton Doyle	P	Jared Walfish	P
Jen Eastridge	A		

III. Approval of Agenda *(X)

Andy French suggested to add an introduction section before audience participation.

Patton Doyle motioned to approve the agenda and Zachary supported the motion. The committee approved the agenda. Motion Carried.

IV. Approval of Minutes*(X)

Patton Doyle motioned to approve the August 7, 2019 meeting notes and Jared Walfish supported the motion. Motion carried.

Introductions: Committee members introduce themselves. Guests include Jennifer Goulet from Ypsi Glow, Scott Slagor - Preservation planner for the city, Hannah Williamson and Krista Jacob from the Ypsilanti Freighthouse, Sim Sethi- owns 911 S. Washington St.

V. Audience Participation: N/A**VI. Old Business:**

· Halloween Carnival Sponsorship Funding Request (*)

The committee asked last month for the applicant to come back with a broader plan for the street closure. The Freighthouse returned with a layout of the event. Krista Jacob explained that they plan to close Cross street from Ninde to Rice to keep traffic flow into the parking lots. They plan to do a luminary craft area, an outdoor movie screening, and 20 cars for trunk or treat. They are planning on roaming entertainment, face painters, and more. They plan to decorate the alley. They also plan on a business scavenger hunt, and would like to provide a scarecrow starter kit for each business to decorate. Krista asked Zachary and Andy if they would like something like this. Andy French states that he thinks business owners would like this.

Discussion ensued about the event, and the rain plan for the event.

Jared Walfish asked why the notes say a larger amount is on last months minutes than what is requested today? The amount requested from the Freighthouse is \$725, and \$500 would be refunded. Staff believes this is a worthwhile event where the sponsorship could be bumped to \$1000 total. That amount could be decided at the board level or here today.

Zachary Schultz is still apprehensive about street closures still, especially in October when sales are pivotal in retail businesses. He stated that it is unfortunate that so many other events that hurt the district make it harder for a new event to come in. A new event might be beneficial to the district, but theres not a huge track record with success.

Hannah Williamson replied that as a 734 Brewery employee, she understands that worry, however other events do not come to them to work together. We are open to many ideas and concerns.

Andy French reported that the Depot Town CDC is interested in the event, but also has apprehension of a street closure, and would like to see options for outdoor activities on Rice Street or up by the freighthouse.

Jared Walfish is worried about the movie screening taking up a lot of space on the street and not being a strong draw.

Discussion of the event being held on the freighthouse lot ensued. This runs into a fire lane.

Motion to recommend sponsorship of at least \$725, with the condition that the organizers give a strong consideration to using the parking lot instead and keeping the \$500 dollar deposit by Patton Doyle. Supported by Andy French. Motion passed- unanimous.

- Ypsi Glow Event Sponsorship Funding Request (*)

Jennifer Goulet presented Ypsi Glow. The DDA sponsored the event last year for \$2500, and they are asking for the same amount this year. The money would be used to pay for artists to activate spaces in the downtown areas.

Zachary Schultz asked about the possibility of rotating the event into Depot Town, as downtown tends to host the more successful events. Jennifer Goulet responded that when they came to town downtown had a relationship with DAY.

Zachary Schultz asked how all three districts will benefit from the event. Jennifer replied that there will be window installations throughout town and glow processions to the event that begin in other districts. Patton Doyle would like staff to look at the amount of activity in each district and break up the the funding in that way instead of using the regular percentage breakdown. Possible \$2,000 can come from the Downtown fund, and \$250 from W. Cross and Depot Town.

Danielle Milner motioned to recommend the \$2500 sponsorship for Ypsi Glow to the DDA board, so long as funds are distributed properly from each district. Patton Doyle

- Parking Extravaganza Update (X)

Elize Jekabson gave an update about parking implementation phases. Council was not warm to the plan the night before, so city staff will be updating their approach over the next few weeks.

Maple Street lot bids are due September 18th, and we have had one bid turned in so far.

Bike racks are ordered for the districts and will be installed shortly.

VII. New Business:

- West Cross Tree Replanting (X*)

There are a handful of dead trees in West Cross. Installation of four locust trees is \$1745, and removal of three trees is \$300. Total 2,045.

Patton Doyle motioned to approve \$2,045 to remove and install trees on West Cross. Danielle Milner supported the motion. Motion passed, unanimous.

- Downtown Tree Replanting (X*)

About half the trees behind the Downtown Welcome sign on S. Huron are dead and need to be replaced. The landscaper can not match the current trees that are still alive, so will need to remove all of them and replant a new type of tree.

Jared Walfish asked if they are replanting the living trees in another location. Staff was unable to answer

that question.

Patton Doyle asks about the possibility to use less trees, or putting something different behind the sign.

Ruth Ann Jamnick stressed that this issue needs to be fixed,

Andy French looking at the streetscape budget was worried about spending half of this FY budget on this project. If we burn half of our budget here, then what are we neglecting?

Patton Doyle motioned for staff to review other options with this project, including just removing the dead trees, planting something less expensive, or different, more affordable designs in the ballpark of 2-3k instead of 6k. Ruth Ann Jamnick supported the motion. Motion passed- unanimous.

- Walking Tours with Scott Slagor (X)

Scott Slagor presented walking tours that are slated for Thursday, October 17, 2019 from 5:30-7pm. This would be a partnership with the historic district and the DDA. There is not as much written about W. Cross, so a W. Cross walking tour would be sometime in the spring due to the amount of research needed beforehand. The text provided is a rough draft. Scott requests stories and photos that he can incorporate into the tour. This project would live online afterwards.

Andy French spoke about the recent history of Depot Town.

Patton Doyle asked about historical marker signs that could be made as a DDA project in the future.

Scott Slagor stated that he would love to see Ypsilanti implement a historical interpretation plan that can incorporate markers.

Danielle Milner recommended charging \$2-5 for the tour. This would ensure that people show up.

- Act 57 Reporting Requirements (X)

Staff updated the committee about the new requirements. A lot of the requirements are about information transparency. Another requirement is for the DDA to hold two informational sessions a year open to the public.

- Frog Island Park Movie Event (X*)

No set date yet, but staff is looking to do a movie screening at frog island park. Staff is requesting \$400 from the City and \$400 from the DDA. This would come from the Depot Town special events line item.

Patton Doyle motioned to recommend approval the \$400 allocation for the Frog Island movie event from the Depot Town budget. Ruth Ann Jamnick supported the motion. Motion passed, unanimous.

IX. Proposed Business: n/a

IX. Announcements/Comments:

Elize Jakobson updated the committee about the DDA/Emu passport. So far, it has been successful.

Patton Doyle thinks the website is very well maintained.

Danielle Milner spoke about the Fall for Art Gala brunch for Riverside Arts Center on September 22nd.

X. Audience Participation:

XI. Adjourn

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



Halloween Carnival Sponsorship Funding Request

Committee recommends \$750 Sponsorship Funding

Freighthouse Halloween Carnival | DDA Sponsorship Proposal Aug. 7, 2019

Event date: Saturday, Oct. 26, 2019 | 4-8pm

About the Ypsilanti Freighthouse: The Ypsilanti Freighthouse is a city-owned structure managed by the Friends of the Ypsilanti Freighthouse (FOYF). The FOYF is an all-volunteer, non-profit organization with the mission of managing, preserving and cultivating the heritage of the Ypsilanti Freighthouse. Our goal is to create a sustainable business structure, while promoting inclusive community participation by providing an environmentally sound gathering place for recreation, celebration, arts, education and local activities.

About the event: We're looking to create a free, inclusive and safe space for all of Ypsilanti to celebrate Halloween. The Freighthouse will host a slew of free Halloween activities (lantern making, face painting, storytime, photo booth) and carnival games (cake walk, pumpkin bowling, lollipop trees, ring toss, etc). Our goal with this event is to create a space where everyone in our community can enjoy Halloween, regardless if their parents work during trick-or-treating, or they live in a neighborhood where trick-or-treating doesn't happen, like apartment complexes and country homes.

In planning, we're looking to include as much of Depot Town as possible and our ultimate dream is to host a trunk or treat contest along Cross Street. Participants would sign up in advance to park their car along Cross Street, trunks facing out and fully decorated for the holiday. The trunks would be judged by vote and prizes given. This would require a Rice Street to River Street closure.

In an effort to engage business owners and community members together, we'd like to incorporate volunteer trick or treating staffed at each business as well. Families would be invited to get a card stamped for visiting each establishment and full cards will be entered into a raffle. The goal is to encourage local families to feel a sense of community involvement and pride in the successful business in Depot Town. We're also working on hiring a community shuttle that picks up and drops off at Parkridge Community Center to help bring kids and families that might not have reliable transportation as well as ease parking in and around Depot Town.

Local organizations & community stakeholders already in support : Janette Rook (The Eyrie); 734 Brewing Company; The Ypsilanti Food Co-Op

What we're asking from the DDA: We're asking for a \$725 sponsorship in order to help facilitate the Cross Street closure as well as cross promotion on the DDA's social media accounts. The \$725 will go strictly toward the street closure and would not be a part of the FOYF's general fund. Of that \$725, \$500 is a refundable damage deposit that would be returned to the DDA after the event's completion.

What the DDA will get in return: First, the DDA will help support a well-curated community focused event that includes everyone in our community. We'll also include the DDA and its logo as a sponsor on all of our printed and digital material about the event.

Estimated Carnival Budget

<i>Item</i>	<i>Cost</i>
Decorations	\$150.00
Staffing	\$567.00
Printed posters	\$100.00
Stamp cards	\$150.00
Promo costs (social media)	\$100.00
Games	\$150.00
Candy*	\$300.00
Street closure*	\$725.00
- \$200 closure fee	
- \$25 application fee	
- \$500 deposit	
Cakewalk prizes*	\$250.00
Trunk or Treat Prizes*	\$250.00
Apple cider*	\$300.00
Community shuttle*	\$450.00
Total cost	\$3,492.00
*Items looking for in-kind donation or sponsorship	\$2,525.00
Cost to Freighthouse	\$1,217.00

Ypsilanti Farmers Market Depot Town

Nelson Amos Studio

Jim MacDonald's Antiques

Decor'd 'spooky' alley

Aubree's Pizzeria & Grill

This, That & the ODDer-things

Trunk or treat cars (5)

Trunk or treat cars (5)

Photo booth

Open seating

Movie Screen

E Cross St

Luminary, mask & costume making

Open traffic access to Aubree's/FH lot & Ninde Street

E Cross St

Trunk or treat cars (5)

Trunk or treat cars (5)

Candy's Closet Envy

City Body, Inc

MAIZ Mexican Cantina

Cream & Crumb



Ypsi Glow Sponsorship Funding Request

Committee recommends \$2,500 Sponsorship Funding



Christopher Jacobs
 Ypsilanti DDA Director
 Elize Jekabson
 Ypsilanti DDA Coordinator
 1 South Huron Street,
 Ypsilanti, MI 48197

Christopher and Elize,

Attached please find WonderFool Productions' official request for an event sponsorship for 2019 ypsiGLOW.

We invite the Ypsilanti Downtown Development Association (DDA) to support the 2019 ypsiGLOW with a \$2,500 event sponsorship that will cover commissioning local visual and performing artists for the event.

The success of ypsiGLOW to surprise and delight downtown patrons depends largely on the magical spectacle of the activated window installations and streetscapes. Prior to and during the event, ypsiGLOW relies heavily on the innovative execution of high-quality art installations to market the event, as well as draw patrons downtown to be surprised and delighted. As a community-supported nonprofit organization that contributes to the creative economy in the communities where we operate, it is an important part of WFP's values that we offer local artists a stipend for their creative work, which averages \$300/artist. Funding will also go toward paying artists for supplies, transportation, logistics planning and other areas associated with production.

Additionally, as ypsiGLOW continues to expand its reach and attendance, funding from grants and event sponsors has remained steady. WFP has been successful in attracting multi-year funding dollars outside the immediate Ypsilanti community from state-wide and county-wide funders, including Michigan Council for Arts & Cultural Affairs (MCACA) and the Ann Arbor Area Community Foundation. A crucial part to securing those funding dollars is our ability to demonstrate local investment from Ypsilanti Community institutions, like the DDA and SPARKEast, as well as local business sponsors.

WFP will recognize local sponsors in all ypsiGLOW marketing materials: announcement emails, press release, our social media platforms with reach of 60,000+, print materials, and event posters. ypsiGLOW sponsors also receive the following marketing placements:

- DDA Featured in ypsiGLOW Thank you Video shared on social media platforms, and Thank you Email to 1,100+ subscribers

- DDA Recognition on a GLOWindow at event
- DDA Recognition on wonderfoolproductions.org and ypsiGLOW.org

Please know we're incredibly grateful for the DDA's continuing sponsorship support, and hope the Ypsilanti DDA will support ypsiGLOW this year. Please don't hesitate to reach out to us with any questions. Thank you.

Respectfully submitted:

A handwritten signature in cursive script, appearing to read "Mary Brown".

WonderFool Productions, Board Treasurer



PO BOX 7616
Ann Arbor, MI 48107

wonderfoolproductions@gmail.com

ypsiGLOW.org

wonderfoolproductions.org

YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY 2019 EVENT SPONSORSHIP PROPOSAL

Applicant Name: [WonderFool Productions](#)

Address: [PO Box 7616, Ann Arbor, MI 48107](#)

Phone Number: 724-223-2836

Email: wonderfoolproductions@gmail.com Website: ypsiglow.org or wonderfoolproductions.org

Event/Program Title: ypsiGLOW 2019

Event Estimated Cost: \$32,380

Requested DDA Sponsorship: \$2,500 to cover cost of artist installations downtown (fees & supplies)

ypsiGLOW PROJECT DESCRIPTION

About ypsiGLOW

For the fourth year, WonderFool Productions (WFP), the producers of FestiFools and FoolMoon, is teaming up with the Ypsilanti community to host a month-long series of art-making and community creative workshops that culminate in [ypsiGLOW](#), a light-filled community celebration in downtown Ypsilanti on Friday evening, October 25, 2019.

WFP collaborates with a range of Ypsilanti community partners—community institutions and organizations, local businesses, and local artists—to engage people of all ages in setting the stage for the community-wide arts celebration, built by the Ypsilanti community for Ypsilanti.

ypsiGLOW brings to life Ypsilanti's downtown streetscape, showcasing the collective creative, artistic, and cultural vibrancy in Ypsilanti, encouraging people from across the region to visit downtown Ypsilanti and support local businesses.

ypsiGLOW leverages the community's innovative creativity to highlight local businesses and unite the Ypsilanti community through shared creative experiences. The ultimate goal for ypsiGLOW is to help expand and promote downtown Ypsilanti's brand, by creating a signature annual event that generates cultural & economic impact for the Ypsilanti community.

Workshops for the Community

WFP partners with key local partners like the Ypsilanti District Library, Riverside Art Center, Engage @ EMU, EMU Bright Futures program, and Ypsilanti Community Schools to host art-making activities and workshops that invite participants to create something out of the ordinary—light-up costumes, luminaries, musical instruments, pop-up performances and more. **We provide the teaching artists and supplies; our community partners provide the space and engage their constituencies.** In addition to hosting weekly free workshops that are open to the public to participate, WFP is intentional in partnering with community programs that are already in place to reach a wide audience and keep ypsiGLOW accessible to all.

All workshop participants are invited to share creations and performances at ypsiGLOW .

In 2018, WFP hosted over 20 workshops, hired 22 local artists, and collaborated with 16 organizational partners. Over 385 community members participated in workshops.

Supporting Local Artists

WFP commissions and hires local artists to participate in ypsiGLOW in three ways:

- Teaching artists are hired to lead creative workshops and art-making activities that educate and empower people of all ages, backgrounds, and abilities—sparking creative curiosity and ingenuity.
- Visual and performing artists are commissioned to create signature pieces and original work for the event, including: giant luminaries, video projections, performance art, live painting, shadow puppets, and more.
- **Artists are commissioned to activate downtown storefronts with highly creative and interactive installations**, showing how vibrant downtown Ypsilanti can be. Several of these windows come to life during the event.

WFP collects proposals and hires artists to build aesthetic and engaging components for the event - a unique model that sets the stage for a collective creative energy that connects art, artists, businesses, and community members. In 2018, 22 artists (including musicians) were compensated a total of \$7,700. Additionally, a number of local arts and school groups with over 200 K-12 students participated.

The month-long art-making activity culminates at sunset on Friday October 25th when downtown Ypsilanti will glow brightly with hundreds of community and artist creations, for a night of dancing, interactive art activities, black-lit stations, street performances, glowing window displays, and more! Three processions starting from Cultivate, EMU, and the Library start the festivities, and end at North Washington between Pearl and Michigan Avenue.

Funding from this DDA grant proposal will support the window installations and commissioned artists. This year, we are seeking to activate a number of windows prior to the event and during the October First Fridays as a means of building buzz for ypsiGLOW and attracting more visitors.

Project Importance and Desired Outcomes

ypsiGLOW connects people of all ages and backgrounds across the Ypsilanti community—from local schools and coffee shops to the downtown library— working together to harness and celebrate the “collective creative power” that is Ypsilanti. ypsiGLOW provides the Ypsilanti community a chance to illuminate all that is positive and unique to Ypsilanti, attracting people throughout the area to downtown Ypsilanti, helps build Ypsilanti’s brand and foster creative investment in the local economy.

In 2016, WFP was invited by the Washtenaw County Convention & Visitors Bureau (WCVB), the Ypsilanti District Library and the Downtown Association of Ypsilanti (DAY) to bring their successful community-arts model to Ypsilanti. ypsiGLOW is supported by cultural economic development grants from the Ann Arbor Area Community Foundation (AAACF), WCVB, Michigan Council for Arts & Cultural Affairs (MCACA) as well as business partnerships and donations. Since the inaugural ypsiGLOW in 2016 (with the help of [58 community partners and creatives](#)) ypsiGLOW has continued to grow and attract a wider audience to dance downtown, and delight and celebrate share creative community experience.

Remarks from a local business owner reflect the continued success of ypsiGLOW in reaching and attracting a wide audience: “I have been to a lot of events, and a lot of first time events and you should be VERY proud of what you were able to accomplish. I also feel like it was the most integrated event I’ve been to in Ypsi (or anywhere really) and that made me happier than anything.”

ypsiGLOW’s desired outcomes are to foster an **inclusive** event that generates artistic + **cultural** + **economic development** for downtown Ypsilanti, and to become a signature event for the region, **built by the Ypsilanti community for the community**.

Project Budget See Attached Addendum

Resource Request

We invite the Ypsilanti Downtown Development Association (DDA) to support the 2019 ypsiGLOW artist initiative with a \$2,500 event sponsorship.

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funding dollars is our ability to demonstrate local investment from Ypsilanti Community institutions, like the DDA and SPARKEast, and local business sponsors.

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- DDA Featured in ypsiGLOW Thank you Video shared on social media platforms, and Thank you Email to 1,100+ subscribers
- DDA Recognition on a GLOWindow at event
- DDA Recognition on wonderfoolproductions.org and ypsiGLOW.org

We're incredibly grateful for the DDA's continued sponsorship support, and hope you will be able to support ypsiGLOW this year. Please don't hesitate to reach us with any questions. Thank you.

Respectfully submitted:

A handwritten signature in cursive script, appearing to read "Mary Brown".

WonderFool Productions, Board Treasurer

2019 ypsiGLOW Budget**Revenue:**

Earned Revenue		0	
Unearned Revenue			
Corporate Support	\$	4,000	13%
Grants			
AAACF		5,000	17%
Destination Ann Arbor		5,000	17%
Ypsilanti DDA		2,500	8%
MCACA		4,000	13%
SPARK EAST		2,500	8%
Individual Contributions		7,000	23%
	\$	30,000.00	100%

Expenses:

Artists: Event Interactive Installations	10	3,000	
Artists: Teaching Artists-Workshops	2	1,200	
Artists: Performing Artists - Event	5	750	
Artists: Music	1	500	5,450
Contractors: Day-of Production Staff	2	500	
Contractors: Photographer/Videographer		500 **	1,000
Hospitality Refreshments		250 **	
Hospitality Transportation		250 **	
Hospitality: Community Outreach		250	750
Insurance		570	
Permits		900	1,470
Marketing: Graphic Design/Social Media		500 **	
Marketing: Merchandise		1,050	
Marketing: Printing		350	1,900
Production and Workshop Coordinators	2	16,700	
Rentals: Equipment/Tents		500	
Rentals: Lighting		500	
Rentals: Sanitation		300	
Rentals: Sound		1,000	
Rentals: Space		In-Kind	
Rentals: Truck		1,670	3,970
Supplies: Workshop & General		1,300 In-Kind	
Other: YpsiGlow		250	
TOTAL Expenses		32,790	
Less In-Kind Support **		2,800	
Net Expenses	\$	29,990	



West Cross Tree Replacement

Committee recommends approving the proposal as submitted

WHCanon

Landscape Company

Landscape Proposal
Job: Ypsilanti DDA

Report date: 9/10/2019

Description	Size	Mea	Qty	Lump Sum Price
Locust Tree Install				
Supply and install Locust trees into designated areas as discussed	2.5" cal.	ea	4	1,745.00
Tree Removal				
Remove three existing trees located on Cross Street			3	300
Total Base Landscape				2,045.00

Upon review and approval, please sign and return as soon as possible to confirm:

Signature

Date

NOTES / QUALIFICATIONS:

- * WH Canon is a Union and WBE certified company.
- *
- *
- *
- *
- *
- *















Walking Tours w/ Scott Slagor



October 17th 5:30-7pm DOWNTOWN WALKING TOUR

Stop 1. Huron River and Michigan Avenue

The nucleus of Ypsilanti is positioned at the crossing of Michigan Avenue/U.S.-12 and the Huron River. [INSERT NATIVE AMERICAN INFORMATION]. Non-native settlement of the area began in the early 1820s and was accelerated in 1825 when the Federal Government laid the Chicago Road, a military road that extended from Detroit to Chicago, along the path of a Native [Sauk] Trail.¹ The road today is known as Michigan Avenue, or US-12. In 1837 the Michigan Central Railroad was completed from Detroit to Ypsilanti.² With ample water to power mills, and reliable transportation for shipment of goods, Ypsilanti evolved from a pioneer outpost an industrial hub. A commercial district developed on the high ground, west of the Huron River, which today forms the city's downtown.

Proceed west to 2 W Michigan.

Stop 2. 2 W Michigan Avenue- Materials Unlimited

Sometime between 1916 and 1927 the livery was replaced by an auto dealership, reflecting the changing modes of transportation in Ypsilanti. As of 1926, no address is listed for 2 W Michigan, however 4-6 W Michigan is listed as the Ypsilanti Chevrolet Sales, Co.³ The 1927 Sanborn Fire Insurance Map shows a large rectangular building at this location, noted as a concrete block garage with the capacity to fit 35 cars.⁴ The current building was likely erected shortly thereafter to house the Staebler Bros. Autos.⁵

The Art Deco-style building was erected ca.1927 to house the Staebler Bros. Autos.⁶ It was designed by the Ann Arbor architectural firm, Cuthbert & Cuthbert to be a multi-faceted automotive facility, including a Dixie Gasoline Station, the Staebler & Sons service station, and an Oakland-Pontiac automobile dealership.⁷ Originally, a balcony extended along the east side of the building to display used

¹ Christensen, NRHP, 8-1

² 8-2.

³ R. L. Polk, *Ypsilanti City Directory*, (Detroit: R. L. Polk, 1926), 920.

⁴ Sanborn Map Company, *Ypsilanti, Michigan*, (New York: Sanborn Map Company., February 1927), 7.

⁵ R. L. Polk, *Ypsilanti City Directory*, (Detroit: R. L. Polk 1927), 272.

⁶ R. L. Polk, *Ypsilanti City Directory*, (Detroit: R. L. Polk 1927), 272.

⁷ Ypsilanti Historical Society Archival Collections. Location Collection Michigan Avenue West, 2, written history. Ypsilanti, Michigan.

cars. Scarring from the former concrete cantilevers can still be seen. New cars were sold within the interior showroom, with a mezzanine office level overlooking the space.

During World War II, Ypsilanti experienced a massive influx of defense workers and military personnel, affiliated with the nearby Willow Run Bomber Plant. The Staebler building became the United Services Organization (USO) hall- providing entertainment for service members. A dance floor and bandstand were installed in the former auto showroom.

After the war, the building briefly returned to housing primarily auto-based businesses before becoming a fraternal lodge for the Loyal Order of the Moose in ca. 1950. The Lodge remained at this in this building until ca. 1980 when it was succeeded by Materials Unlimited, an architectural salvage shop.⁸

Proceed west to corner of N Huron and W Michigan. Turn south to face Ypsilanti City Hall at 1 S Huron.

Stop 3. 1 S Huron- Ypsilanti City Hall

The Romanesque style building was erected in 1887, designed by the Detroit firm, Mason and Rice to house the Ypsilanti Savings Bank, offices, and the Knights of Pythias lodge room.⁹ The large building originally featured a steep slate roof, however it was lost to a fire ca.1947.¹⁰ In 1966-1967, the bank chose to modernize the building with marble cladding on the first story and an aluminum screen on the upper three stories.¹¹ In 1977 the building became City Hall, which has remained to the present day.¹² The exterior was restored in 1994. Solar panels were installed on the rear elevation in 2010.

City Hall houses many of Ypsilanti's major municipal departments, including: the City Clerk; Treasurer; the Building Department, Planning and Economic Development; Assessor, and office of the City Manager. City Council and commissions regularly meet in the Council Chambers. Residents can register to vote and purchase a parking permit at the Clerk's office.

Proceed west to the Convention and Visitor's Bureau building.

Stop 4. 106 W Michigan- Convention and Visitor's Bureau

The Convention and Visitor's Bureau is housed in two separate buildings that have been combined on the interior to form one. The building is comprised of two Italianate-style sections; a three-story ca. 1860 building at 104 W Michigan and a two-story building at ca. 1851 building at 106 W Michigan. The Convention and Visitor's Bureau offers information to visitors and residents on Ypsilanti businesses, amenities, recreation/entertainment opportunities, and general information.

Look west from 106 W Michigan.

100 Block of W Michigan

The 100 Block of W Michigan illustrates the evolution of commercial facades in downtown Ypsilanti. The block is largely comprised of mid to late nineteenth century commercial buildings that have been

⁸ Crump, "Restored," *Ypsilanti Press*, D5.

⁹ RAC Tour 11; *Ypsilanti Gleanings*, "Lost Ypsilanti Speaks," (Ypsilanti, MI: Ypsilanti Historical Society, Fall 2005), 8.

¹⁰ RAC Tour 11.

¹¹ *Ypsilanti Gleanings*, "Lost Ypsilanti Speaks," 13.

¹² RAC Tour 11

“modernized” and “restored” over time to reflect a diverse array of architectural styles and commerce experiences in the downtown. The upper stories reveal the original construction design of many buildings. Typically Italianate in style, these facades include brick cladding with decorative arched window hoods, and a corbeled cornice.

During the second and third quarters of the twentieth century, the facades and storefronts of downtown were “modernized” with metal panels over the upper floors and new storefronts with sweeping vestibules, designed to draw pedestrians in with their elaborate window displays. A fully realized mid-century renovation is found at Terry Bakery, at 119 W Michigan. Notice the metal façade, angled storefront wall with a planter, and distinctive neon-sign; recognized as historic by the City’s Historic District Commission.

Not all mid-century renovations were as architecturally remarkable, and many of them have been reversed to improve the functionality of the buildings and reveal the more historically significant architecture below. For instance, the Unicorn Feed & Supply, a unique unicorn-themed gift shop, at 114 W Michigan, has a nineteenth-century upper floor, but a modernized storefront with a deeply recessed entry vestibule.

Another remarkable renovation occurred at 116-118 W Michigan, which used a façade grant from the Downtown Development Authority (DDA) to reveal the Greek Revival façade (116) and unique Gothic Revival façade (118). A second rehabilitation provided much-needed structural stability to the buildings in 2018-2019.

Continue West on West Michigan to the corner of Washington and Michigan.

Stop 5. 133 W Michigan/200 W Michigan/201 W Michigan Tap Room

Michigan and Washington is the central corner the downtown commercial district. The southeast corner of Washington and Michigan, 133 W Michigan, is another example of a historic façade restored. The ca. 1907 Neoclassical-style building was erected to house the First National Bank of Ypsilanti, which remained in the building in some form until the early 2000s. In 1963 the bank exterior was “modernized” with a marbled first floor and “cheese grater” screened second floor. The original exterior was revealed in 1985, with restoration funds coming from a Downtown Façade Improvement Grant.

Across Washington Street from the **Ypsilanti Savings Bank**, at 201 W Michigan, is a three-story Italianate commercial building erected ca. 1880. For over a century, this building has served as a downtown gathering place for Ypsilantians. Historically, a combination saloon and billiards hall was on the first floor, with a lodge hall for fraternal organizations on the third floor.¹³ The corner unit, with its distinctive streamline Moderne storefront, opened as the Tap Room in 1941.¹⁴ It has remained a mainstay downtown since then. The sign is recognized by the Historic District Commission as historic, and is notable for the neon bubbles flashing in the martini glass.

Across the street, at 200 W Michigan is a large seven-storefront Italianate-style building was erected in 1879, known as the Union Block.¹⁵ The building extends for four storefronts and has held a diverse

¹³ All the Sanborns.

¹⁴ <https://www.taproomypsi.com/about-us/>

¹⁵ NRHP

variety of retail and services throughout its history; with an International Order of the Odd Fellows hall on the second floor. The corner two storefronts served as an anchor for downtown shopping; housing such things as dry goods, grocery stores, shoe, and drug stores, before becoming Kressge's ca. 1921.¹⁶ Kressge's was a staple in downtown shopping. Local Ypsilantians believed that its closure in the mid-1960s led to the decline of downtown. Much of the building was vacant during the late twentieth century before being purchased and rehabilitated by Eric and Karen Maurer in 2002.¹⁷ Today, Bona Sera Restaurant, Frank's Drugs, and Ziggy's bar occupy the ground floor with loft apartments on the upper floors.

Walk west to 214 W Michigan.

Stop 6. 211 W Michigan SPARK East/214-218 W Michigan-Hawkins Building

Across the street at 211-215 W Michigan is a building that has undergone numerous exterior changes downtown. Erected in the mid-nineteenth century as two different buildings (211 and 213-215 W Michigan) that overtime were connected by the same business; historically Mack and Mack furniture, one of the longest-running businesses in Washtenaw County, and now the SPARK innovation center.

Mack and Mack Furniture originated as the business of Scottish cabinet maker, William McAndrew. He and his wife, Dr. Elizabeth McAndrew, Washtenaw County's first female physician, immigrated to southeast Michigan ca. 1850.¹⁸ They moved to Ypsilanti shortly thereafter and McAndrew opened his cabinet-making/furniture business on Michigan Avenue shortly thereafter. He, and his partner William Clarke, retired in 1876 after facing steep competition from machine-made furniture. Their sons, Thomas McAndrew and George McEchleran, continued the business, rebranding as Mack and Mack. Mack and Mack thrived well into the twentieth century. Circa 1940, the facades of the two buildings were remodeled with enameled panels and a neon sign. However, by the 1980s Mack and Mack struggled to compete in the local economy and closed down in 1985. The building was rehabilitated in xxxx. Today it houses the SPARK East Innovation Center...

Continue west to corner of W Michigan and Adams.

Stop 7. 229 W Michigan –Ypsilanti District Library- Downtown Branch

The Neo Classical-style building was erected in 1915 as the downtown post office.¹⁹ In the mid-twentieth century, a new post office was erected on S Adams Street. The building eventually became the headquarters of the Ypsilanti District Library. Today it serves as the downtown branch with the headquarters located in Ypsilanti Township.

Turn around, head east on W Michigan back to N Washington. Turn left (north) on N Washington and stop at 10 N Washington.

Stop 8. 10 N Washington

¹⁶ Mulcathy

¹⁷ YHS file.

¹⁸ German and Robinson.

¹⁹ 2003 Home Tour.

The first block of N Washington has a diverse selection of commercial buildings dating from the 1860s to 1920s, with mid-twentieth century facades. In the 1970s the city received a federal grant to create a “promenade” block; featuring widened sidewalks, lampposts, benches, and planters to make it easier to close off occasionally for downtown festivals and events. The block is closed to vehicular traffic several times a year and the street is outfitted with performance stages and vendor tents for such events as: Ypsi Pride, the Festival of the Honey Bee, and Ypsi Glow. Entertainment and dining can be found year-round with Go Ice Cream, Beezy’s Café, Decode Ypsi, and the DreamWorks Puppet Theater.

Proceed north to corner of N Washington and Pearl.

Stop 9. 33 N Washington, Martha Washington Theater/DeJaVu and 124 Pearl Street, Huron Hotel/Centennial Center

The corner building with the large marquee was erected as the Martha Washington Theater in 1915.²⁰ The Prairie-style exterior features ribbons of windows on the second floor with decorative tilework. The theater sat over 1,000 guests and operated with a single screen until 1971. The theater was later converted to a two-screen movie house, and subsequently to a nightclub.

At the northeast corner of N Washington and Pearl sits an imposing six-story structure, historically known as the Huron Hotel. In the early 1920s, Ypsilanti was lacking in a high-quality modern hotel. The Ypsilanti Board of Commerce set out to erect one that would benefit the whole city. They secured \$200,000 in capital from 650 Ypsilantians, selling them on the investment in civic pride.²¹ The building opened New Year’s Day 1923, featuring hotel rooms, banquet facilities, a coffee shop, and barber shop.²² Stylistically, the building features Period Revival elements such as the Tudor Arch recessed entry, and decorative brick and stonework. The building was originally only four floors, and was expanded to six in 1926.²³ The hotel enjoyed particular success in the years immediately following World War II, with patronage from the passengers and flight crews at Willow Run Airport. As the Detroit Metro Airport developed in the 1950s, the hotel’s popularity waned and it fell into disrepair. It was purchased and revitalized in 1963 by Bill Anhut, who according to the *Ypsilanti Press* “saved the community hotel for the city.”²⁴ The building remained a hotel until 1978 when it was converted to offices and renamed the Centennial Center. Professional offices remain on the upper floors to the present day, with dining and retail on the first floor.

Continue East on Pearl Street

100 Block of Pearl Street

The 100 block of Pearl Street has a diverse array of historic architecture and businesses. One of the most notable features is the contrast between one of downtown’s largest buildings, the six-story Huron Hotel/Centennial Center, next to one of the smallest buildings, a one-story Tudor Revival-style shop at 120 Pearl.

²⁰ <http://cinematreasures.org/theaters/3894>

²¹ James Mann, “The Huron Hotel,” *Ypsilanti Gleanings* (Ypsilanti Historical Society: Fall 2008), 17.

²² RAC Tour

²³ Mann, “The Huron Hotel,” 17.

²⁴ Ibid.

Down the block, at 111 Pearl, is Congdon's Ace Hardware, located in a distinctive 1890s Romanesque-style building. The façade is stone-clad with convex mortar joints and features decorative details such as stone patterns, and a dentilated cornice. The building, along with the adjoining brick neighbor, was constructed to house a large commercial printing facility; known as the Scharf Tag, Label, and Box Company.²⁵ Congdon's Ace Hardware moved into the building in 1959 from a location across the street, where it had been housed since 1913.

Across the street at 110 Pearl, the Grand Army of the Republic (GAR) building. The building was erected ca. 1873 and served as both a residence and business into the early twentieth century.²⁶ By 1914 the building had become the meeting hall for the Grand Army of the Republic organization; a social club for Union Civil War veterans. By 1920 the WRC, Women's Relief Corps were also meeting in the building and the structure had been dubbed the Sherman and Leetch Memorial Hall (later shortened to Sherman Memorial Hall).²⁷ In the 1930s the hall shared space with other fraternal organizations, including the Workingmen's Benevolent Association, Modern Woodmen of America, Daughters of Union Veterans of the Civil War, Fraternal Order of Eagles, and the Queen City Hive Ladies of the Maccabees.²⁸ The Veterans of Foreign Wars began meeting in the building in the 1940s. In the 1950s, organizations included the Royal Neighbors of America, Navy Mothers, Townsend Club, Veterans of World War I Auxiliary, and the United Brethren Church. The last new club to enter the building was the Michigan Practical Nurses Association in 1961.

Of these many organizations, the longest to utilize the space was the GAR, Women's Relief Corps, Maccabees, and Veterans of Foreign Wares- which remained in the building until the late 1970s. Today the building houses professional offices.

Proceed east to corner of N Huron and Pearl.

Stop 10. 64-76 N Huron- RAC

The Riverside Art Center is comprised of two Neoclassical-style historic buildings that are connected by a twenty-first-century glazed hyphen. The southern building, at 64 N Huron, is the former Detroit Edison building, and the northern at 76 N Huron is the former Masonic Temple.

The Detroit Edison building was constructed in 1915 to house the local offices of the Detroit Edison power company. The building had "fire proof" construction, with reinforced concrete floors and roof. By 1927 an electrical substation facility was added to the property.²⁹ Detroit Edison remained in the building as late as the 1990s.³⁰ In 2005 the Riverside Art Center acquired the building, and renamed it "Off Center."

The Masonic Temple was erected in 1909 to serve as the social hall and meeting place for the fraternal Masonic organization. The building served both organizational ceremonies and entertainment, featuring

²⁵ RAC Tour, 1.

²⁶ Ryan Shumaker, "A Profile of Ypsilanti Historic Properties: GAR Building, 110 Pearl Street," (Ypsilanti, Eastern Michigan University Historic Preservation Program, December 7, 2005; on file Ypsilanti City Planning Department), 7.

²⁷ Shumaker, 8.

²⁸ Ibid. 8-9.

²⁹ Sanborn, *Ypsilanti, Michigan* 1927, 3.

³⁰ Polk, 1996, 223.

a bowling alley in the basement.³¹ The building was designed by Grand Rapids architects, Osgood and Osgood, featuring an exterior with decorative brickwork and sandstone features. The Masonic organization remained in the building until 1987.³² Since 1994, the building has housed the Riverside Arts Center, a performing and visual arts facility.

Head south on N Huron to the tour starting point.

10s Block of N Huron

The first block of N Huron has had a diverse development history. The east side of the street once housed the Occidental Hotel and Mineral Baths, a 19th century health resort. Overtime the hotel and its associated buildings were removed and replaced by a series of two-story Colonial Revival commercial blocks that are extant today. The buildings were erected in the 1910s and 1920s and share commonalities but are not identical. Each featuring brick facades, decorative limestone, and a prominent cornice.

³¹ Sanborn, *Ypsilanti, Michigan*, 7th edition, 3.

³² RAC Tour.



October 17th 5:30-7pm

Depot Town Walking Tour

Welcome to the Ypsilanti Depot Town Commercial District. The neighborhood developed in the second quarter of the nineteenth century as the city's nexus of industry and transportation. In 1837 the Michigan Central Railroad completed a line from Detroit to Ypsilanti.¹ The railroad cut diagonally across the east side of Ypsilanti, bisecting East Cross Street near the Huron River. A depot was erected, and a commercial area flourished between it and the mills on the river, known as Depot Town.

Stop 1. 90 Maple Street-Passenger Depot/100 Market Place- Ypsilanti Freighthouse

Naturally, Depot Town's development centered on railroad facilities. The vacant brick building to the south is the Michigan Central Railroad Depot. Erected in 1860, the depot was then the "largest and finest between Detroit and Chicago." Historically the depot was three stories, but was reduced to one by a fire ca. 1900, and further remodeled following a 1939 train wreck.² The linear building is oriented parallel to the railroad tracks, with a main building and smaller baggage building that are connected by an open gable roof canopy. The station was surrounded by elegant flower gardens that welcomed passengers to the city. The City's Master Plan calls for a new rail stop near this location to be erected in the near future. The historic depot is currently vacant, but is well-positioned for rehabilitation.

Across the tracks is the historic freight house, erected 1879. While the depot served as the on-and-off point for passengers, the freight house was the loading and unloading point for various goods entering and leaving Ypsilanti. The building served this purpose for a century, and was an instrumental location for shipping pilots and equipment during World War II. The City of Ypsilanti acquired the Freight House in 1979 for use as a Farmers Market. In 2016... (CITATION)

Head south on N River to northwest corner of N River and E Cross.

Stop 2. 400 N River- Thompson Block

The building known today as the Thompson Block can also tie its construction directly to the railroad. The Michigan Central Railroad expanded its footprint in the neighborhood in 1860, in the direct path of the Western Hotel, owned by Mark Norris. The building was demolished and the bricks were moved to

¹ Christensen.

² Christensen.

the corner of River and Cross to construct a large commercial building, known then as the Norris Block, in honor of its builder.³ It featured six storefronts on the ground level, with residential units on the upper floors. In 1862 the building housed barracks for the Fourteenth Michigan Infantry Regiment, including a basement kitchen and social hall on the upper story.⁴ The regiment left Ypsilanti on April 17, 1862, and the building was used for barracks again the following year for the Twenty-Seventh Infantry Regiment. Reputedly, the building is the only Michigan barracks facility used in 1862 that is still extant.

In 1869, the corner unit of the building became occupied by a paint and wagon shop, owned by Oliver E. Thompson, for whom the building is now named.⁵ Over time the store expanded to half of the building, selling agricultural implements, bicycles, and various home/hardware goods. In the 1910s, Oliver's grandson, Joseph Thompson, opened a Dodge dealership in the north half of the building, operating it a short while before moving it across Cross Street. The Thompson family shifted to small manufacturing and shifted to selling a variety of goods. In 1927 they sold the business to a Detroit firm that retained the family name. O. E. Thompson and sons remained in the building until 1950.⁶

Various businesses occupied the building throughout the second half of the twentieth century, however it slowly fell into disrepair and was determined a case of demolition by neglect in 2002. Repairs were made to the building, but unfortunately it was gutted by a fire in 2009. The exterior walls were preserved and the building was finally rehabilitated in 2019.

Head south on River Street to face southeast corner of N River and E Cross.

Stop 3. 100 E Cross- Ypsilanti Automotive Heritage Museum

The nineteenth century building was converted to a Hudson Sales and Service franchise in 1927, owned by Carl L. Miller. The dealership was renamed Miller Motors after the Hudson/Nash-Kelvinator Corporation merger in 1955 that formed American Motors. The business continued until 1958 when the Hudson line was discontinued. From 1958 until 1995, Miller Motors remained in business, with Carl's son Jack, selling Hudson parts and used cars. The building became the Ypsilanti Automotive Heritage Museum in 1995.

The museum's collection interprets the Ypsilanti area's connection to automotive history. Included are stories of the Chevrolet Corvair, Tucker, Hudson, Kaiser-Frazer, and General Motors Hydra-matic. Visit ypsiautoheritage.org for more information.

Head south on River to 308-312 and 306 N River.

Stop 4. 306-312 N River- Hyperion Coffee/Ypsilanti Food Co-op

This property comprises a historic industrial/commercial complex that are some of the oldest buildings of this type in the city. Fronting on River Street, 308-312 N River currently houses the Ypsilanti Food Co-op. The oldest parts of the building date to 1840, which housed the Ypsilanti Machine Works- owned by H. Shaffer.⁷ In 1956 it was purchased by Philo Ferrier and M. E. Schuttes; the latter eventually bought

³ James Mann "The Thompson Block- Then and Now!" *Ypsilanti Gleanings*, (Winter 2009), 1.

⁴ *Ibid.*, 3.

⁵ *Ibid.*, 3.

⁶ Mann.

⁷ YHS Location Files.

out by Ferrier's son, Charles. Ferrier and Son operated the business until 1884, when it was sold to George W. Walterhouse, changing the name to Ypsilanti Machine Works. The small machine factory became especially known for production of grain milling equipment, and other items for manufacturing and producing agricultural products. Manufacturing continued in the building through the early twentieth century, with Wolverine Forged Drill Company occupying the space from ca. 1922-1939 Streicher Die & Toll 1939-1941, and Ypsi Sheet Metal Roofing from 1943-1945.⁸ From 1948-1973, Forbes Cleaners were housed in the building, and from 1975-1979 it was occupied by Huron Advertising.

The building was purchased in 1988 by a group of five investors who cared about historic preservation in the city; known as the Ypsilanti Mill Works Partnership. The building was renovated to include four upper apartments, four offices, and a large retail space, The retail space has been occupied by the Ypsilanti Food Co-op, since 1984.⁹

An early twentieth century commercial building is south of the Food Co-op at 306 N River. Behind the commercial building is a two-story brick industrial building that dates to ca. 1860. The building currently houses Hyperion Coffee, a local coffee shop that distributes many of its products to area businesses.

Head north on River and west on Cross Street to southwest corner of E Cross and N River.

Stop 5. 52-56 E Cross- Sidetrack block

Depot Town is distinctive for its intimate nineteenth century commercial district, with two and three-story buildings that feature decorative cornices and window hoods. The corner building has houses a saloon since the mid nineteenth century, catering to neighborhood and railroad folk. Today known as Sidetrack, the building formerly had a triangular corner section that housed candy store. It was hit by a derailed train in 126, resulting in its removal. Sidetrack has a patio in its place, but eat at your own risk!

Head west on Cross Street to clock tower.

Stop 6. 17-29 E Cross

Depot Town is unique for its concentration of pre-Civil War commercial properties.

Stop 7. Ypsilanti Farmers' market on Market Place

- History of farmers market and plaza
- Caboose?

⁸ YHS Locations

⁹ <https://www.ypsifoodcoop.org/content/yfc-history>



ACT 57 Reporting Requirements

RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)
Act 57 of 2018

125.4910 Website; requirements.

Sec. 910. (1) Subject to subsection (5), each municipality that has created an authority or that creates an authority shall create a website or utilize the existing website of the municipality that is operated and regularly maintained with access to authority records and documents for the fiscal year beginning on the effective date of this act, including all of the following:

- (a) Minutes of all board meetings.
- (b) Annual budget, including encumbered and unencumbered fund balances.
- (c) Annual audits.
- (d) Currently adopted development plan, if not included in a tax increment financing plan.
- (e) Currently adopted tax increment finance plan, if currently capturing tax increment revenues.
- (f) Current authority staff contact information.
- (g) A listing of current contracts with a description of those contracts and other documents related to management of the authority and services provided to the authority.
- (h) An updated annual synopsis of activities of the authority. An updated synopsis of the activities of the authority includes all of the following, if any:
 - (i) For any tax increment revenues described in the annual audit that are not expended within 5 years of their receipt, a description that provides the following:
 - (A) The reasons for accumulating those funds and the uses for which those funds will be expended.
 - (B) A time frame when the fund will be expended.
 - (C) If any funds have not been expended within 10 years of their receipt, both of the following:
 - (I) The amount of those funds.
 - (II) A written explanation of why those funds have not been expended.
 - (ii) List of authority accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.
 - (iii) List of authority projects and investments, including active and completed projects for the immediately preceding fiscal year.
 - (iv) List of authority events and promotional campaigns for the immediately preceding fiscal year.
- (2) The requirements in subsection (1) are required for records and documents related to fiscal years as follows:
 - (a) For the fiscal year in which this act takes effect, the records and documents for that fiscal year.
 - (b) For the fiscal year 1 year following the effective date of this act, the records and documents for that fiscal year and the immediately preceding fiscal year.
 - (c) For the fiscal year 2 years following the effective date of this act, the records and documents for that fiscal year and the 2 immediately preceding fiscal years.
 - (d) For the fiscal year 3 years following the effective date of this act, the records and documents for the fiscal year and the 3 immediately preceding fiscal years.
 - (e) For the fiscal year 4 years following the effective date of this act and each subsequent fiscal year, the records and documents for the fiscal year and the 4 immediately preceding fiscal years.
- (3) The requirements of this section shall not take effect until 180 days after the end of an authority's current fiscal year as of the effective date of this act.
- (4) Each year, the board of an authority shall hold not fewer than 2 informational meetings. Notice of an informational meeting shall be posted on the municipality's or authority's website not less than 14 days before the date of the informational meeting. Not less than 14 days before the informational meeting, the board of an authority shall mail notice of the informational meeting to the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act. As an alternative to mailing notice of the informational meeting, the board of the authority may notify the clerk of the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act by electronic mail. The informational meetings may be held in conjunction with other public meetings of the authority or municipality.
- (5) If the municipality creating an authority does not have an existing website and chooses not to create a website under subsection (1), the municipality shall maintain the records described in subsection (1) at a physical location within the municipality that is open to the public.

History: 2018, Act 57, Eff. Jan. 1, 2019.



Frog Island Park Movie Event

Committee recommends \$400 Sponsorship Funding

WELCOME TO YPSILANTI!

Here you can discover three unique business districts!

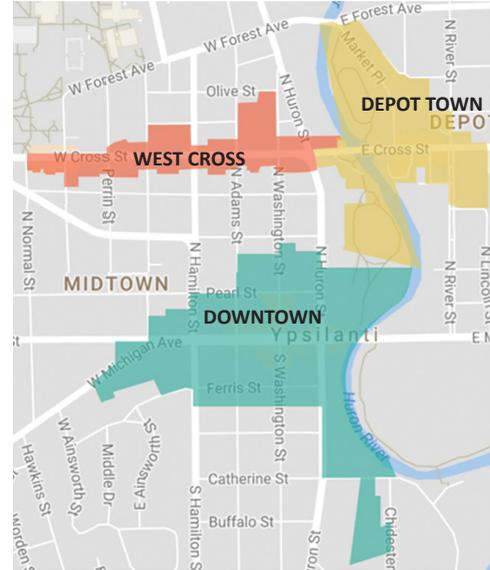
West Cross District, Depot Town District, and The Downtown District

Collect Stamps from the following locations for a chance to win \$500 worth of prizes!

We encourage you to visit shops you don't see on this passport in all three districts!



THREE DISTRICTS. ONE YPSILANTI



*Most locations honor the EMU student ID discount program

Collect 10 of the 23 stamps for one entry for a chance to win \$500 in prizes! Complete the entire passport for FIVE entries. Each location has a different color stamp. All passport stamps will be checked for correct color.

Not to be used for Delivery.

Drop off your passport at _____

by _____

Winner(s) will be notified _____

Name: _____

Email: _____

Where are you from? _____

Favorite Ypsi Discovery: _____

Apple Annie's Vintage
Depot Town District
29 E. Cross St.
Full of lovely vintage finds from clothing to furniture.

Artifact and Whimsy
Depot Town District
25 E. Cross St.
Specializes in antique furniture, vintage decor, and vintage accessories.

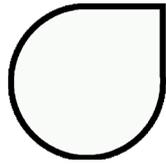
Aubrees Pizzeria and Grill
Depot Town District
39 E. Cross St.
Laid-back pizza joint serving pies & burgers with unique toppings.

Brick and Mortar Modern General Store
Depot Town District
21 E. Cross St.
Home decor, bath/body products, art supplies, some hardware, dry goods and everyday items



EMU STUDENT PASSPORT



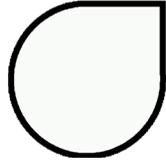


Decode Ypsilanti - Escape Room

Downtown District

16 N. Washington St.

Can you prove your ability and earn your spot among their ranks?

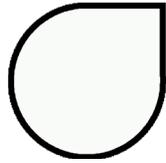


Eagles Market

West Cross District

501 W. Cross St.

Your neighborhood party store!

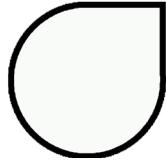


The Enchanted Florist

Depot Town District

46 E. Cross St.

Offering only the finest floral arrangements and gifts.

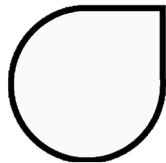


Evenstars Chalice

Downtown District

36 N. Huron St.

Sacred relics, metaphysical and divination tools, altar wares, and more.

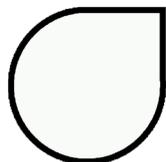


The Eyrie

Depot Town District

50 E. Cross St.

A cultural gift shop featuring over 150 Michigan artisans' work

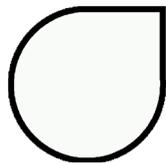


Go! Ice Cream

Downtown District

10 N. Washington St.

Casual, retro ice cream parlor serving up scoops, cones, sundaes, malts & more.

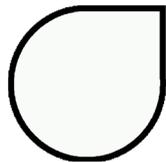


Gold and More Jewelry

Downtown District

120 Pearl St.

Find really cool jewelry and antiques here!

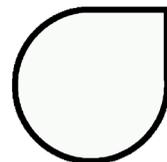


Love at First Try

Downtown District

230 W. Michigan Ave.

Everyday fly and fashionable tops, bottoms, dresses, shoes, bags & accessories!

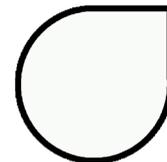


Ma Lous Fried Chicken

Downtown District

15 W. Michigan Ave

Small, low-key counter serve specializing in fried chicken with globally inspired flavors.

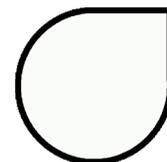


The Rocket

Downtown District

122 W. Michigan Ave.

Fun Novelty shop great for gifts, candy, books, Ypsi Merch and more!

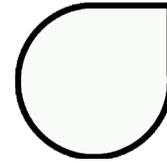


Sidetrack

Depot Town District

56 E. Cross St.

Lively railroad-themed bar that serves handmade burgers and more.

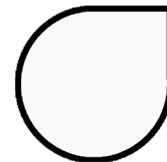


Star Studio

Downtown District

224 W. Michigan Ave.

Meet Angel, the stylist at this cool salon. Want cool hair colors? This is the right place.

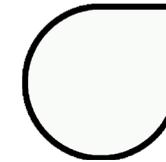


Sweetwaters Ypsi

West Cross District

735 W. Cross St.

Serving coffee, tea & shakes, plus pastries & light eats, in a stylish, relaxed space.

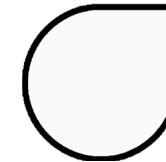


The Thrift Shop of Ypsilanti

Downtown District

14 S. Washington St.

Local gem of a thrift store. Get cool clothes and apartment decor on the cheap!

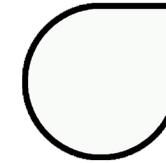


Tower Inn Cafe

West Cross District

701 W. Cross St.

Gourmet Pizza, Pastas and Burgers.

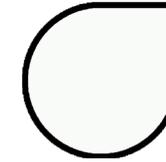


Veg-o-Rama

West Cross District

533 W. Cross St.

fast casual vegetarian Indian street food restaurant.

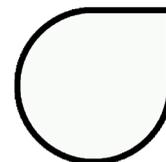


Ypsilanti Farmers Markets

Downtown Tuesdays 3-7p 16 S. Washington St.

Depot Town Saturdays 9a-1p 100 Rice St.

Recieve a market buck when getting stamped. Local farmers, coffee, pastries and more!

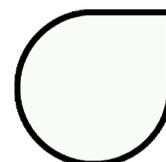


Ypsi Studio

Downtown District

208 W. Michigan Ave.

Students get 20% off regular price! Wellness center with yoga and cycling classes.



Ypsilanti Visitors Center - Ypsi Real

Downtown District

106 W. Michigan Ave.

All the information you need about anything Washtenaw County!





City of Ypsilanti

Phased Parking Implementation Strategy



Phase 1

1- 3 months

On Street Public Parking: Staff recommends on-street parking convenient to adjacent businesses should have a maximum time limit of two hours. Less convenient parking or parking where turnover is not required can have longer periods and serve as alternative permit parking.

Off Street Public Parking: The most convenient off street spaces in various parking lots should have a time restriction of three hours to discourage use by employees while affording customers and visitors with parking with longer time frames than on-street. With this in mind staff recommends that the addition of meters and kiosks take place in three phases.

1. Pay by phone technology in Downtown, Depot Town, and West Cross. The City will work with Passport Inc. to allow this new payment option by app. There are approximately 367 meters that will require these stickers. Work will be performed by DPS.
2. New Kiosk Installation by District, illustrated in attached maps.
 - Depot Town 31 spaces in Freighthouse Lot and 17 spaces on Cross Street.
 - Downtown 45 spaces on Michigan Ave.
3. Residential and Employee Permit Changes Downtown
 - Downtown Employee and Residential Permits will now allow parking at the designated areas illustrated by Attachment A.

- Ferris St converted to permit parking only (39 spaces)
 - Washington St Lot will become permit parking and long term metered (141 spaces)
 - The City will no longer maintain a policy allowing for residential or employee permits to use metered spots without additional payment.
4. Parking System Management - Per the parking strategy recommendations a new position was created to oversee the parking system and comprehensively implement these phased approach. Additionally it is recommended that a parking advisor committee be established with representatives from the City, DDA and citizens to develop the policies for paid parking locations, permit areas, rates, enforcement policies, capital equipment and parking facility upgrades.

Phase 2

3 – 9 Months

In Downtown most remaining public off street parking will be converted to 3 hour paid, eliminating the 1-2 hour free parking in the North and South Huron Parking Lots. This will be accomplished by new kiosks and include new signage to signal all of these various changes with a comprehensive communication strategy and grace period as people adjust. This will convert approximately 148 new paid spaces Downtown.

The Parking Manager will implement a comprehensive lot identification system and signage overhaul during this time frame. This person will also identify additional handicap spaces and enforce landscaping criteria in the public lots as necessary. The Parking Manager will begin to develop an enterprise fund needed for capital improvements and prioritize maintenance needs.

Phase 3

9 months – 15 months

Add Kiosks in North Adams, Washington St, Perrin St, and Normal St Lots. These lots and Ballard St lot once repaired could have times ranging from 2-10 hours to accommodate permit parking for the West Cross District.

Budget Notes

Labor Cost

	Post Installations Needed	Hours Needed	Cost per installation regular time	Over Time	Total Man Hours
Phases 1 and 2					
Depot Town	101	50.5	\$2,020	\$3,030	101
Downtown	193	96.5	\$3,860	\$5,790	193
West Cross	37	18.5	\$740	\$1,110	37
	331	165.5	\$6,620	\$9,930	331

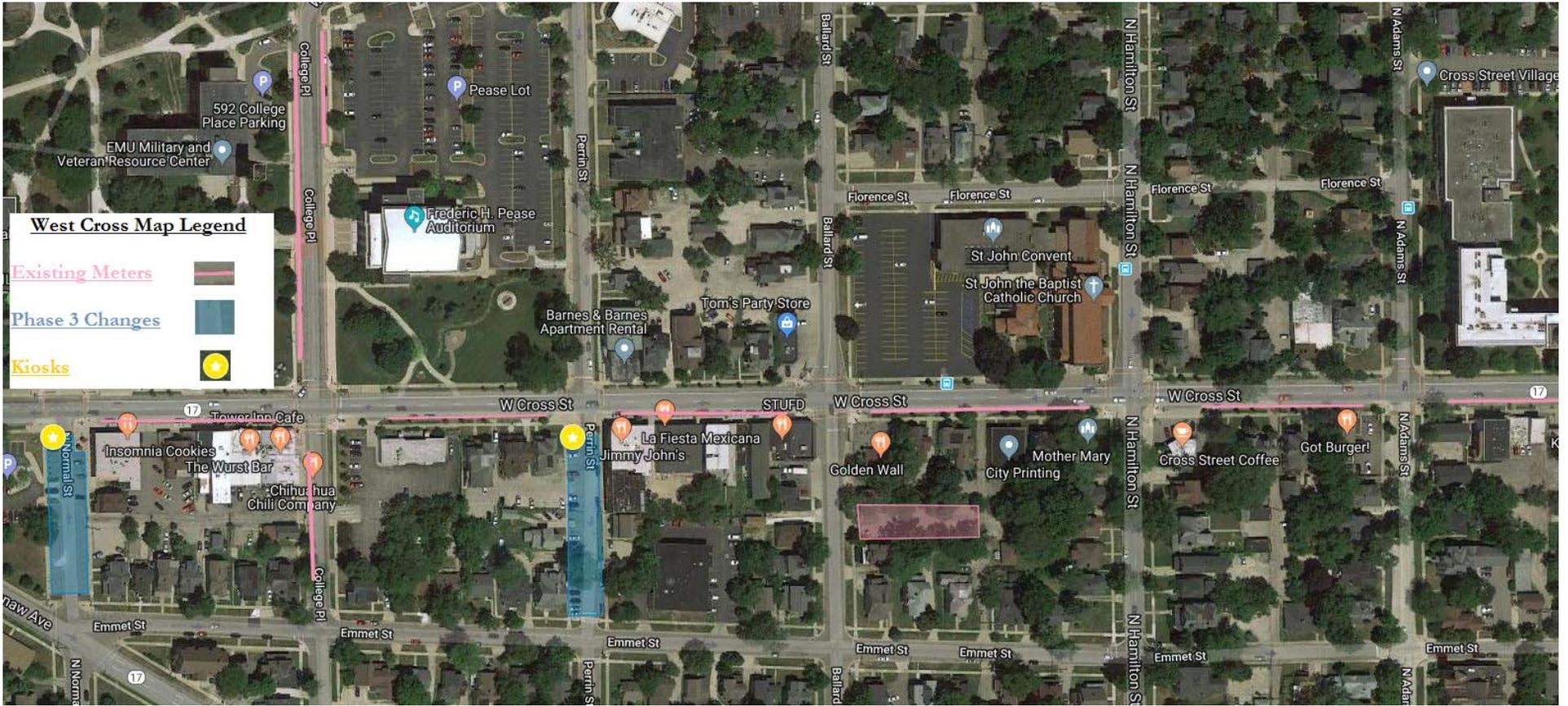
Equipment

	Luke® Cosmo Kiosks	Quantity	Total
Purchase Price	9500	13	\$123,500
Recurring Annual Cost	660	13	\$8,580

Phase 1 and 2 Revenue Projections from New Kiosks and Metered Spaces

Estimated Kiosk and New Meter Revenue	New Spaces	Revenue Per meter	Days Per Week	Weeks Collected	
Depot Town	101	1.75	5	51	\$45,071
Downtown	197	1.75	5	51	\$87,911
West Cross	37	1.75	5	51	\$16,511
Total New Spaces	335				
Total Projected Revenue					\$149,494





Downtown Map Legend

Phase 1 Changes

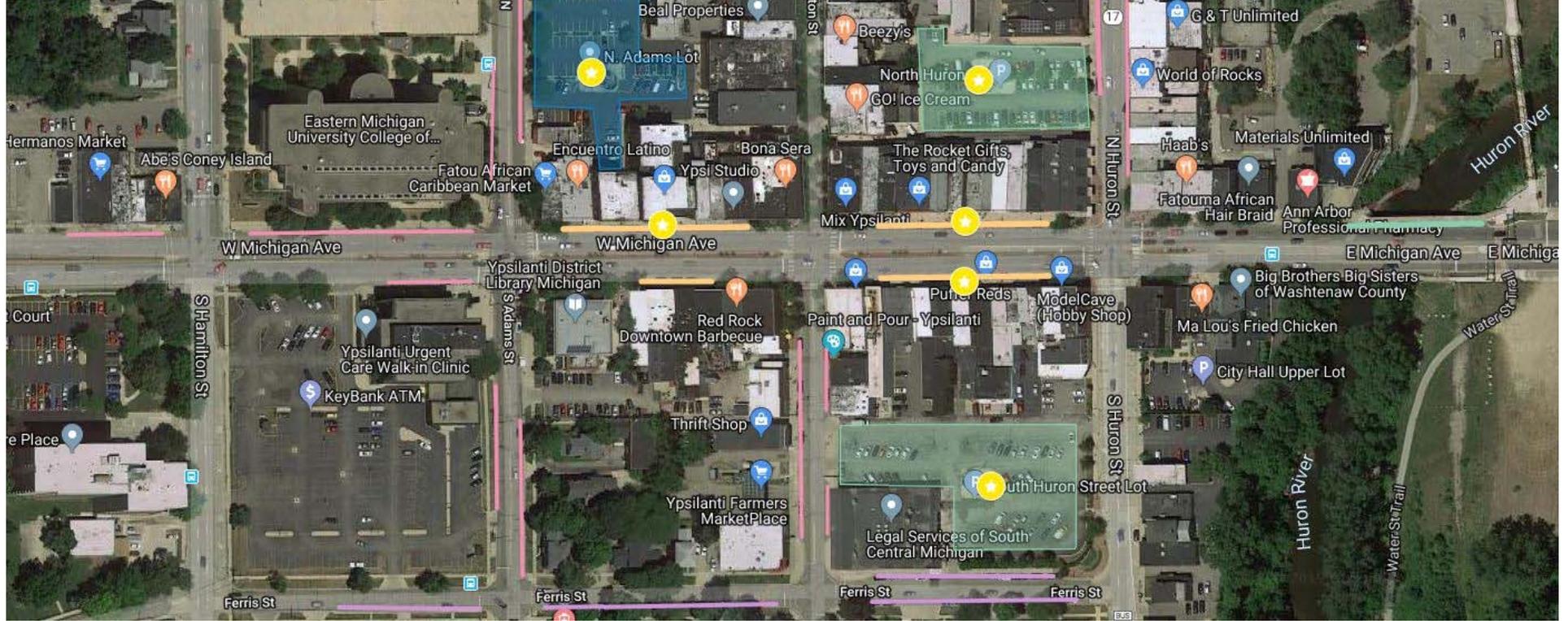
Existing Meters

Phase 2 Changes

Phase 3 Changes

New Permit Parking

Kiosks



YDDA BUILDING IMPROVEMENT PROGRAM AGREEMENT

This Building Rehabilitation & Façade Improvement Agreement (the “Agreement”) is made as of January 18, 2019 between the YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY, a Michigan public authority (the “YDDA”), and Pearl Street Ventures, (the “Developer”).

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 & Façade Improvement 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 Developer’s application to participate in the Program and undertake the Project; and

WHEREAS, the YDDA has further agreed to reimburse the Developer One hundred thousand dollars (\$100,000) 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 YDDA 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 thereafter.

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 property.

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 One hundred thousand dollars (\$100,000) the YDDA shall disburse to the Developer a check in the amount not to exceed fifty percent (50%) of the approved 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 Cooperative in good standing under the laws of the State of Michigan with power under the laws of such state to carry on its business as now being conducted, (ii) is duly qualified to do business in the State of Michigan, and (iii) has the power and the authority to own or lease the Site and the Project.

b. There is no violation or default by the Developer under any indenture, contract, mortgage, lien, agreement, lease, loan agreement, note, order, judgment, decree or other instrument of any kind or character to which it is a party and by which it is bound, or to which it or any of its assets are subject, wherein a default or violation would materially and adversely affect any of the transactions contemplated by, or the validity of, this Agreement. Compliance with the terms, conditions and provisions of this Agreement does not conflict with, and will not result in or constitute a breach of, or default under, any of the foregoing.

Representations and Warranties of the YDDA.

a. The YDDA is a public body corporate, duly existing and validly created pursuant to the Act. The YDDA has taken all actions necessary to authorize the execution and delivery of this Agreement.

b. There is no action, suit, proceeding or investigation before any court, public board or body pending to which the YDDA is a party, or to the best knowledge of the YDDA threatened against the YDDA, contesting the establishment of the YDDA or the validity or binding effect of this Agreement

ARTICLE IV

DEFAULT

Event of Default. An Event of Default shall consist of any misrepresentation or failure to comply with the terms and provisions hereof by either party. In addition, an Event of Default shall include any misrepresentation made in the application by Developer.

Remedies. Upon the happening of an Event of Default, the non-defaulting party shall be entitled to seek all remedies available at law or in equity. In the event of suit, the prevailing party shall be entitled to recover its costs and attorney fees.

ARTICLE V

MISCELLANEOUS

Assignment of this Agreement. No party to this Agreement may transfer, assign or delegate to any other person or entity all or any part of its rights or obligations arising under this Agreement without the prior written consent of all other parties hereto. Consent may be given or withheld in the sole and absolute discretion of the party from whom consent is sought. The obligations of the Developer under this Agreement shall survive any assignment, unless the DDA otherwise specifically and expressly agrees in writing.

Notices. All written notices, certificates or communications required by this Agreement to be given shall be sufficiently given and shall be deemed delivered when personally served or when mailed by registered or certified mail, postage prepaid, return receipt requested, addressed to the respective parties at the last known address of the receiving party.

Amendment. No amendment or modification to or of this Agreement shall be binding upon any party hereto until such amendment or modification is reduced to writing and executed by all parties hereto.

Entire Agreement. This Agreement contains all agreements between the parties. There are no other representations, warranties, promises, agreements or understandings, oral, written or implied, among the parties, except to the extent reference is made thereto in this Agreement.

Binding Effect. This Agreement shall be binding upon the parties hereto and upon their respective successors and assigns.

Severability. If any clause, provision or section of this Agreement shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect the validity of any of the remaining clauses, provisions or sections of this Agreement.

Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.

Captions. The captions and headings in this Agreement are for convenience only and in no way limit, define or describe the scope or intent of any provision of this Agreement.

Applicable Law. This Agreement shall be governed in all respects, whether as to validity, construction, performance and otherwise, by the laws of the State of Michigan.

Mutual Cooperation. Each party to this Agreement shall:

- (a) take all actions required of it by the terms of this Agreement as expeditiously as possible;
- (b) cooperate, to the fullest extent possible, with the other party to this Agreement and with any individual, entity or governmental agency involved in or with jurisdiction over the engineering, design, construction or operation of the Project, or any other improvements which are undertaken in connection with the foregoing, in the granting and obtaining of all easements, rights of way, permits, licenses, approvals and any other permissions necessary for the construction or operation thereof.
- (c) execute and deliver all documents necessary to accomplish the purposes and intent of this Agreement, including, but not limited to, such documents or agreements as may be required by the Developer's lenders with respect to the Project to secure the Developer's financing from such lenders;
- (d) use its best efforts to assist the other party to this Agreement in the discharge of their respective obligations hereunder; and
- (e) use its best efforts and cooperate with the other party to assure that all conditions precedent to the completion of the Project are timely satisfied.

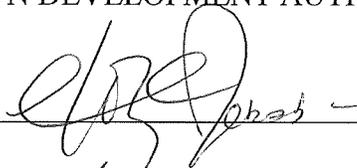
Permits and Approvals. The Developer shall be responsible for obtaining, at its sole cost and expense, all easements, rights-of-way, licenses, permits, approvals and any other permissions necessary for the construction of the Project.

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:  _____
DANIEL KLENGTIC

City of Ypsilanti
Downtown Development Authority
Board of Directors Retreat
Back Office Studio
13 N Washington St
Friday, September 20th, 2019 - 12:00pm -4:00pm

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	Athena Johnson	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

- **Lunch (12:00-12:45)**
- **Introductions (12:45-1:00)**
- **Election of Officers (1:00-1:20)**
- **Goal Setting (1:20-3:00)**
 - **2018 Goal Setting Review**
 - **2019 Project Recap**
 - **3 Year Plan**
- **Act 57 Public Informational Meeting (3:00-4:00)**

Board Retreat October 29, 2018

Participants: Amanda Edmonds, Kayia Robinson, Danielle Milner, Ylondia Portis, Ben Harrington, Andrew O'Neal, Dieter Otto, Joe Meyers, Elize Jekabson

Ground Rules

- Shared Vision - what is important to us?
- Forward thinking economy for the future
- Proactive approach vs. reacting to emerging issues

Needs/Hopes from one another and this meeting:

- Comfortable to speak to one another
- Do things to focus on who we are
- Reference back to visioning to move forward.
- Intentional and strategic decisions
- Not to rehash the past
- Equity - rewards are not as equitable through the DDA
- Be outspoken, share thoughts.

SWOT ANALYSIS

Strengths

- **Board**
 - Diverse Perspectives
 - Passion and involvement
 - Caring
 - Ready to move things forward
 - Supports new ideas
- **Partnerships**
 - Synergies with City Management
- **Community**
 - Supportive environment
 - Pride
 - Unique core/vibe compared to Ann Arbor or Detroit
- **Money**
 - Increase in Budget
 - Strengthening financial resources
- **Staff**
 - Knowledgeable
 - Dedicated
 - Community-Connected
 - Strong
 - Smooth integration with city staff
 - Qualified

Weaknesses:

- **City Relationship**
 - MOU with City not enforced, not equitable
 - Relationship with DPW (does not do their job)
 - Clarity of difference between DDA tasks and City tasks
- **Communication**
 - Low Transparency
 - Limited Engagement on W. Cross
 - Lack of Controlling the Narrative
- **Staff**
 - Number of Staff
 - Lack of staff capacity to move parts of vision forward
 - Lack of technology
 - Staff time spread thin
- **Vision**
 - Need Better Urban planning to create an environment that attracts and sustains traffic
 - Lack of other non governmental community and economic development organizations

Opportunities:

- **Community Development**
 - New Money leads to new programs
 - Grants- local, state, federal
 - Build a more competitive Downtown environment vs. other alternatives
 - Leverage the SE Michigan uptick of residence and business. Direct them towards Ypsilanti
- **Physical Development**
 - Rebuilding Transit Center on Water Street and redeveloping the location on Pearl
 - Train Stop
 - Closing N. Washington and recreating as a pedway.
- **Sustainability**
 - Environmental Practices
 - Walkability
 - Being a driver of multi-modal transit
 - Public Recycling
- **Partnerships**
 - Market the Ypsi area to surrounding communities
 - New Public Works Boss
 - New Blood
 - New Mayor
 - Partnerships with youth- employing youth for cleaning program
 - Fresh board members & prospectives

- New Director

Threats:

- **City Council**
 - I.G.A.
 - Disagreements
 - Overall Relationship
 - Council actions that hurt the DDA
- **Legacy**
 - Dumpster Program
 - Misunderstood business owners
 - Old Guard
 - Failure to get support
 - Loss of confidence from community
- **Economic Condition**
 - Loss of Tax base
- **Equity/inclusion**
 - Inequity
 - Rents rising, forcing businesses out.
- **Society**
 - Norms of behavior (cat-calling, public drunkenness) not enforced by police or community

Overall Goals

*Become an **intentional** leader*

- How we present the district and the cities future
- Choosing issues and pushing them
- Forge Strategic partnerships (FFY, Council)
- Plan to keep YDDA maintained and beautiful
- Have the DDA reflect the residents own view of the city. (e.g. Everyone knows its bursting with creativity, but we don't have much public art or thoughtful design. There's a reputation of environmentalism but we don't have recycling bins.. .ect.)
- Invest in, and provide voice around multi-modal transit.

Establish a shared vision that is fully bought into by key stakeholders & Influencers

- Improve the relationship between DDA & City Council so that we are unified.
- Establish a wide reaching, informative, consistent, multichannel communication process
- Market Ypsi in a way that will effectively communicate a sense of "Coolness" and will attract traffic
- Develop a more highly engaged business community that is invested in the city's goals.

Current State of the YDDA (drawn as a vehicle by the whole group)

- All over the map
- A little dysfunctional - no continuity
- Many Drivers

- Going somewhere, but its rusty, held together with duct tape.
- Community
- Resemblant of a rusted jeep driving on potholes, polution and rain, but it keeps chugging.
- Hopefulness & Challenges to overcome - working together

YDDA Future:

- Same direction; forward motion
- A place to live
- People out and about
- Physical infastructure makes place attractive to live
- Economic development to help fund it
- Expands towards the future- multi- modal
- Intentionally planned
- Inclusivity - wide variety of perspectives
- HAPPIER!

What is Joe doing well?

- He's Knowledgable
- Conveys information easily
- Technical Skills
- Managing skills
- Good outreach
- Influencial
- Work done with developers
- Leadership
- Passionate
- Enthusiastic
- Balancing
- Good Mediator
- Has a good range of emotional intelligence

What does Joe need to stop doing?

- Stop being so accommodating- its okay to push back
- Need to assert opinion
- Being so manual- pull together more digital automation
- Start focus on staff.
- Identify what staff needs are
- What is best use of staffs time.

What do you want to know about Joe?

- Overall purview
- Influence

- What is his vision
- What can DDA do to remove roadblocks
- Best practices
- Do you want to be mayor?

Ideas or Suggestions

- Take on processes
- Incorporate best practices
- Be proactive
- Strategy plan
- Dashboard metrics
- Be the driver to stay on track
- Ground level opportunity for the DDA- how does it benefit the community
- Transparency about decisions
- Concious about the image of the DDA
- Can get the packet out more than 24 hours in advance.

1/24/2019



What does the YDDA do?

The YDDA utilizes tax increment financing (TIF) revenue to support economic development in each of its 3 unique districts. This broad mission can take many forms but typically we have focused on public infrastructure, grants programs, and beautification.

Who are we?

The YDDA is represented by 10 board members of which a majority work or own a business in one of the 3 districts. These districts are Downtown, Depot Town, and West Cross. This board is responsible for making decisions on how best to utilize TIF revenue and directing staff effectively in support of its mission. YDDA staff includes Executive Director, Christopher Jacobs (Christopher@ypsilantidda.org) and YDDA Coordinator Elize Jakobson (Elize@ypsilantidda.org). Additional staff support is provided through the planning and economic development department of the City which includes Joe Meyers (jmeyers@cityofypsilanti.com), Bonnie Wessler (wesslerb@cityofypsilanti.com), and Scott Slagor (sslagor@cityofypsilanti.com).

How do we communicate and engage the public effectively?

The most direct way is by monthly public YDDA board and committee meetings. Here decisions are made and issues can be brought directly for consideration face to face. YDDA staff also spends considerable time engaging business owners and stakeholders where they work and manages a digital presence through our website and Facebook page where we promote, celebrate, and tell our story. These mediums can be effective and time saving ways to reach people and answer questions. Future plans to improve this communication strategy include surveys, newsletters, and growing our digital footprint.

What did the YDDA accomplish in 2018?

YDDA's leadership has evolved substantially over 2018, in fact, over half the board is new including our Mayor, Vice Chair, Treasurer, and Executive Director. Despite all of that change, YDDA was busy as ever with streetscape beautification, façade and building rehabilitation grants, and special events. At least 20 new businesses have opened among the districts in this time and substantial private investment has helped halt property value deterioration and make our downtowns vibrant places to live, work, and play. Six façade and building rehabilitation projects were completed in 2018 and 8 more are planned for 2019, which includes \$300,000 from MEDC, over \$1,000,000 in private investment, and roughly \$120,000 from YDDA. One of the most noteworthy accomplishments was Cross Street being recognized as one of the "Great Streets of America" by the American Planning Association. For a complete report of YDDA's 2018 accomplishments please visit: <https://www.ypsilantidda.org/wp-content/uploads/2019/01/2018-YDDA-ANNUAL-REPORT-FINAL.pdf>

DDA Priorities for the next two Years

1. Partnership with the City to help finance and manage parking solutions in each of the districts, particularly Depot Town where Amtrak and Thompson Block developments provide incredible opportunities and challenges.
 - Maple street lot monetization
 - Frog Island lot resurfacing
2. Streetscape Beautification through seasonal flower beds, hangers, weeding, and holiday decorations.
 - Bid out this contract with specific deliverables and plans to expand Christmas Decorations in each district.
3. Special Events and Incentives that support economic development in the districts.
 - Premier Sponsorship of First Fridays, Ypsi Glow, Get Down in Depot Town.
 - Introduction of new “Ypsi Passport” incentive program
4. Façade and Building Rehabilitation grants to mitigate property value deterioration.
 - Continued investment in each of the districts grants programs to leverage public resources in order to achieve substantial improvements and foster increased private investment.
5. Leveraging our limited financial resources with state and federal incentives to encourage private investment and economic growth.
 - LDFA, MEDC, Opportunity Zones
6. Infrastructure Investments that support the emerging tech market in Downtown Ypsilanti.
 - Work with LDFA, Spark, TinkerTech, and other early innovators to identify needs in order to grow this market and target investment.

7. Engaging the public effectively to identify opportunities and pain points where the DDA could play a proactive role in finding solutions
 - Surveys, newsletters, interpersonal engagement, growing our digital footprint, “Meet and Greet” events, walking tour.

8. Supporting the public arts and creative community
 - Engaging with the City to identify “Art Prize” like opportunities which showcase public arts and offer economic benefit to our vibrant creative community.
 - Support of First Fridays is integral in this way.

9. Supporting public safety in the DDA districts through investment in DDA Officer and engagement with stakeholders to address crime.
 - Regular communication with DDA Officer to understand crime metrics and inform constituents of ongoing support efforts.
 - Encourage business check ins and community policing that builds trust.

10. Improving the dumpster program downtown and deploying smart solutions like Big Belly for public trash and recycling in the districts.
 - Big Belly pilot program with the City
 - Consider security solutions such as cameras
 - Bid out contract for service
 - Upgrade electronic door locking system



FY 2019-2020 TIF Expenses by Project		
Downtown TIF Budget	\$	12,000
Downtown Ambassadors	\$	3,093
Bike Loops	\$	1,000
Shop Local Incentive	\$	1,375
Cigarette Butt Recycling	\$	660
Downtown Tree Replanting	\$	6,150
Total Committed	\$	12,278
Depot Town TIF Budget	\$	23,000
Downtown Ambassadors	\$	1,271
Shop Local Incentive	\$	575
Depot Town Signage	\$	8,000
Cigarette Butt Recycling	\$	276
Bike Loops	\$	1,000
Total Committed	\$	11,122
West Cross	\$	8,000
Downtown Ambassadors	\$	1,216
Shop Local Incentive	\$	550
Cigarette Butt Recycling	\$	264
West Cross Tree Replanting	\$	2,045
Bike Loops	\$	1,000
Total Committed	\$	5,075

<u>Completed Projects</u>	<u>Ongoing Projects</u>	<u>Future Projects</u>
YDDA Annual Report	West Cross Tree Replanting	Public Recycling
Meet and Greet in February	10 New Bike Loops in Each District	Sidewalks
Balanced Budget Passed	Depot Town Signage	Parking Investments
New Waste Contract (50% savings)	Ypsi Shops Local Incentive	West Cross Grants
Leisa Thompson Photography	EMU Passport	Maple Street Lot
Depot Town Plaza Lights	RAC Negotiations	West Cross Bus Shelter
Downtown Ambassadors	FY 19/20 Grants	FY 20/21 Grants
Parking Strategy Adoption	Cigarette Butt Recycling Program	Camera System at N Adams
L DFA Talent Development Initiative	DDA Officer Refund	Volunteer Recognition Event
Landscaping Contract Renewal	Ypsi Glow Sponsorship	IGA Negotiations
Downtown Tree Replanting	Halloween Carnival Sponsorship	
Developer Incentive Brochure	DDA Walking Tours	
New Legal Services Provider	Act 57 Reporting Requirements	
FY 18/19 Grants Completed		
First Fridays Sponsorship		

<u>FY 2019-2020 Event Sponsorship</u>		
Downtown Budget	\$	5,000
First Fridays	\$	4,125
Ypsi Glow	\$	2,500
Depot Town Budget	\$	7,500
First Fridays	\$	1,750
Halloween Carnival	\$	750
Frog Island Movie Event	\$	400
West Cross Budget	\$	5,000
First Fridays	\$	1,650

City of Ypsilanti
Downtown Development Authority
Board of Directors Meeting Agenda
Ypsilanti Firehouse Museum
110 W Cross St
Thursday, October 17th, 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	Athena Johnson	P	A
Janette Rook	P	A	Danielle Milner (C)	P	A
Andy French	P	A	Ben Harrington	P	A
Dieter Otto	P	A	Jen Eastridge	P	A

- **Introductions**
- **Approval of Agenda (X*)**
- **Approval of September 19th, 2019 Minutes (X*)**
- **Public Comment (3 minutes each)**
- **Staff Report/Financial Report (X)**
- **Standing Committee Reports**
 - **Operations and Finance Committee**
 - **Holiday Programming by District ()**
 - **North Adams Lot Security Cameras (X*)**
 - **Thompson Block Redevelopment Liquor License (X*)**
 - **Volunteer Appreciation Event**
- **Old Business**
 - **Frog Island Park Movie Event (*)**
 - **Ypsi Shops Local (X)**
 - **DDA Walking Tours**
 - **RAC Negotiations**
- **New Business**
 - **101 W Michigan Grant Extension (*)**
 - **511 West Cross Grant (X*)**
 - **Goal Setting Strategic Plan (X)**
- **Staff Updates**
- **Public Comment (3 minutes each)**
- **Announcements/Comments**

Next Meeting: November 21st, 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 Minutes
SPARK EAST, 215 W Michigan Ave
Thursday, September 19th, 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	Ylondia Portis	P
Kayia Robinson A		Athena Johnson	A
Janette Rook	A	Danielle Milner	P
Andy French	P	Ben Harrington (C)	P
Dieter Otto	P	Jen Eastridge	P

Introductions

Approval of Agenda (X*)

Andy French motioned to approve the agenda and Jen Eastridge supported the motion. The committee approved the agenda. Motion Carried.

Approval of September 19th, 2019 Minutes(X*)

Ylondia Portis motioned to approve the August 15th, 2019 meeting minutes and Beth Bashert supported the motion. Motion carried.

Public Comment (3 minutes each)

Todd from Spark East mentioned the relaunch of start your own business 2.0. Next workshop October 18th.

Staff Report/Financial Report (X)

Christopher Jacobs updated the board about Act 57, the EMU passport program, and the incentive program.

Standing Committee Reports

- **Operations and Finance Committee**

- **Halloween Carnival Sponsorship (X*)**

Andy French described that the operations and finance committee asked last month for the applicant to come back with a broader plan for the street closure. The Freighthouse returned with a layout of the event. Krista Jacob explained that they plan to close Cross street from Ninde to Rice to keep traffic flow into the parking lots. They plan to do a luminary craft area, an outdoor movie screening, and 20 cars for trunk or treat. They are planning on roaming entertainment, face painters, and more. They plan to decorate the alley. They also plan on a business scavenger hunt, and would like to provide a scarecrow starter kit for each business to decorate. The committee recommended a sponsorship of at least \$725, with the condition that the organizers give a strong consideration to using the parking lot instead and keeping the \$500 dollar deposit.

Andy French showed concern over the scavenger hunt, worried it would impede the servers in his restaurant. Discussion ensued about the scavenger hunt and how it would work.

Beth Bashert want to see the event encourage folks to come out as a family. She stressed that there should be no restrictions on kids attending the event. Kids now are customers later as well.

Beth Bashert motioned to approve the \$725 sponsorship for the Halloween Carnival. Dieter Otto supported the motion. Motion passed, unanimous.

- **Ypsi Glow Sponsorship (X*)**

Ypsi Glow was present to speak about their project. They are asking for a \$2,500 sponsorship from the DDA.

Danielle Milner motioned to approve the \$2,500 sponsorship to Ypsi Glow. Beth Bashert supported the motion. Motion passed- unanimous.

- **West Cross Tree Replanting (X*)**

West Cross needs trees replanted.

Beth Bashert stressed tree diversity, and to have a bigger focus on W. Cross in the next landscaping contract.

Jen Eastridge suggested alternative solutions as weed barriers.

Beth Bashert motioned to approve the West Cross Tree Replanting project on condition that there is tree diversity, and no female ginko trees. Danielle Milner supported the motion. Motion passed, unanimous.

- **DDA Walking Tours (X)**

Staff described the proposed walking tours with the city preservationist, as discussed at the operations and finance committee.

- **Act 57 Reporting Requirements (X)**

Staff explained the Act 57 reporting requirements as discussed in the operations and finance committee.

- **Frog Island Park Movie Event (X*)**

Staff is planning a movie night in frog island park, and is seeking a \$400 in support for the event from the DDA board.

Jen Eastridge motioned to approve \$400 funding to the Frog Island movie night, and Dieter Otto supported the motion. Motion passed, unanimous.

Old Business

- **EMU Passport (X)**

- Staff reported about the EMU passport program. Participants have enjoyed the program so far. Jen Eastridge suggested to bring the passport to the student union homecoming festival.

Ben Harrington suggested getting Student Government involved and the dorms.

- **RAC Negotiations**

- RAC meeting is on Monday.

- **Parking Updates (X)**

- Christopher Jacobs stated that media coverage indicates this is a DDA project. Bonnie Wessler is taking over the new parking manager position with the city. The roll out starts soon once council passes the strategy.
- We received a bid for the Maple lot kiosk. It costs \$112,963 to gate that lot. We need to look at a kiosk system instead..

New Business

- **209 Pearl Grant Extension (X*)**

209 Pearl is here today because they are behind on their DDA grant requirements that was awarded to them in October of 2018. They have missed their 120 day deadline to finish after their 90 day start.

Mark Maynard explained that the project is finally on schedule, and they finally closed their loan with Bank of Ann Arbor, which was the reason for their delay. They started construction two weeks ago. By the end of next week, the concrete will be torn out and repoured. Best case scenario, they will be open in January.

Staff reported that this does not push MEDC timeline.

Andy French motioned to extend the grant finish deadline for 209 Pearl to March 19, 2020. Jen Eastridge supported the motion. Motion passed - unanimous.

Staff Updates : n/a

Public Comment (3 minutes each) n/a

Announcements/Comments:

Beth Bashert stated that the chair should call on comments. Public comments should be held in the beginning or the end.

Danielle Milner let everyone know about the fundraiser for RAC this Sunday.

Beth Bashert is arranging Roberts Rules training for the city.

Next Meeting: October 17th, 8:30 a.m., SPARK I. Key: (*) = items requiring Board action (X) = documents attached in board packet

W. Cross St. Revenue Expenses Report

09/30/2019							
<u>Revenues</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>			
Operating Millage (1.8282)	7,560	5,656	1,904	75%			
TIFA	104,197	0	104,197	0%			
<u>Total</u>	111,757	5,656	106,101	5%			
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>			
Operating Costs	9,265	755	8,510	8%			
TIFA Expenses	97,654	5,707	91,947	6%			
<u>Total</u>	106,919	6,462	100,457	6%			
<u>Revenues Over (Under) Expenses</u>	4,838	-806					
Fund Balance as of FYE June 2019	120,163						
Projected Appropriation for FYE June 2019	4,838						
Projected Fund Balance June 2020	125,001						
*both TIF and Operating Reserves							

Depot Town Revenue Expenses Report

09/30/2019							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		8,342		9,925		-1,583	119%
TIFA		110,454		0		110,454	0%
<u>Total</u>		118,796		9,925		108,871	92%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		7,136		589		6,547	8%
TIFA Expenses		100,024		10,976		89,048	11%
<u>Total</u>		107,160		11,565		95,595	11%
<u>Revenues Over (Under) Expenses</u>		11,636		-1,640			
Fund Balance as of FYE June 2019		137,798					
Projected Appropriation for FYE June 2019		11,636					
Projected Fund Balance June 2020		149,434					
*both TIF and Operating Reserves							

Downtown Revenue Expenses Report

09/30/2019							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		35,074		23,903		11,171	68%
TIFA		266,994		6,500		260,494	2%
<u>Total</u>		302,068		30,403		271,665	10%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		23,755		2,510		21,245	11%
TIFA Expenses		278,298		18,009		260,289	6%
<u>Total</u>		302,053		20,519		281,534	7%
<u>Revenues Over (Under) Expenses</u>		15		9,884			
Fund Balance as of FYE June 2019		95,601					
Projected Appropriation for FYE June 2019		15					
Projected Fund Balance June 2020		95,616					
*both TIF and Operating Reserves							

YDDA Revenue and Expense Report

09/30/2019							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		50,976		39,484		11,492	77%
TIFA		481,645		6,500		475,145	1%
<u>Total</u>		532,621		45,984		486,637	9%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		40,156		3,854		36,302	10%
TIFA Expenses		475,976		34,692		441,284	7%
<u>Total</u>		516,132		38,546		477,586	7%
<u>Revenues Over (Under) Expenses</u>		16,489		7,438			
Fund Balance as of FYE June 2019		353,562					
Projected Appropriation for FYE June 2019		16,489					
Projected Fund Balance June 2020		370,051					
*both TIF and Operating Reserves							

City of Ypsilanti DDA Staff Report September-October 2019

Website: Staff continues to update business directory and available properties. Staff is continuing to update website and add projects.

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.

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

Streetscape Maintenance: WHCanon is fulfilling the streetscape maintenance contract. West cross trees have been planted

Grants: Work is underway for most of the grants awarded in the last two cycles. Staff has processed a new application from 511 W. Cross

New Businesses: Moody Tees

Businesses Closing: Bona Sera Restaurant

Staff Hours for Sept-Oct.

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 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, mapping - 100 Hours

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

Joe – DDA guidance – 10 hours

Notable Projects

DDA/ EMU Passport Program

Depot Town Signage project completed

Shops local program ready to launch

Cigarette Recycling due to begin in the next few weeks.

September

	AMOUNT	W. CROSS	DEPOT TOV	DOWNTOW	LINE ITEM	DESCRIPTION
TinkerTech	\$ 1,500.00	\$ 330.00	\$ 345.00	\$ 825.00	TIF Projects	custom boxes
WHCanon	\$ 500.00			\$ 500.00	Waste Management	Dumpster Cleanout
WHCanon	\$ 3,822.14	\$ 840.87	\$ 879.09	\$ 2,102.17	Streetscape Maintenance	Sept. 2019
Waste Mar	\$ 380.60			\$ 380.60	Waste Management	9/1-9/30 N. Huron Lot
Waste Mar	\$ 450.83			\$ 450.83	Waste Management	9/1-9/30 S. Huron Lot
Waste Mar	\$ 562.40			\$ 562.40	Waste Management	9/1-9/30 N. Adams Lot
WHCanon	\$ 750.00			\$ 750.00	Streetscape Maintenance	Bed Renovation
Total	\$ 7,965.97	\$ 1,170.87	\$ 1,224.09	\$ 5,571.00		

**City of Ypsilanti
Downtown Development Authority
Operations & Finance Committee Meeting
Wednesday October 9, 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	P	Danielle Milner	A
Patton Doyle	P	Jared Walfish	A
Jen Eastridge	P		

III. Approval of Agenda (X*)

Patton Doyle motioned to approve the agenda and Ruth Ann Jamnick supported the motion. The committee approved the agenda. Motion Carried.

IV. Approval of Minutes (X*)

Patton Doyle motioned to approve the September 11, 2019 meeting notes and Jen Eastridge supported the motion. Motion carried.

V. Audience Participation: n/a**VI. Old Business:****EMU Passport Program (X)**

The EMU passport program is going well. There have been five completed passports turned in so far. Staff is working on finding ways to put it in more peoples hands.

Jen Eastridge suggested attending the EMU Homecoming event this Friday to hand out the passports.

Ypsi Shops Local Incentive (X)

Ypsi shops local boxes have been made by TinkerTech and the boxes will be distributed shortly.

Goal Setting Retreat Outcomes (X)

Staff updated the committee about the goal setting retreat.

Andy French stated that an important question to answer is still, "What is our purpose?" Is it events, parking or something else? What do we want to do very well? Times have changed.

VII. New Business:**Redevelopment Liquor License Thompson Block (X*)**

The DDA has first consideration for a redevelopment liquor license for Thompson Block

Ruth Ann Jamnick stated that is would be foolish not to support a RLL at the Thompson Block.

Patton Doyle motioned to recommend approval of the Redevelopment Liquor License to the Thompson Block. Ruth Ann Jamnick supported the motion. Motion passed, unanimous.

Volunteer Appreciation Event

The chair of the board would like to do a volunteer appreciation event that includes catering, mock awards, public recognition, etc. This event might be able to be connected to Depot town.

North Adams Lot Security Camera (X*)

Staff has received three quotes for camera installation.

The camera would need to be mounted on a pole rather than a building in order to get enforceable quality video.

Andy French does not like the idea of spending money when the police won't enforce dumping. Enforcement is the answer.

Another solution is Trash patrol. The DDA would find a person to go out every day for a few hours and clean the dumpster enclosures. There are issues with payroll.

Adopt a dumpster program was considered, but relying on volunteers is not sustainable. This would be a job for a college student.

It was suggested that the DDA give a business the option of exchange of usage for cleaning.

The long term solution is that we need the police to support us.

Ruth Ann Jamnick would like to invite chief to talk to the DDA.

Jen Eastridge suggested public art as a deterrent.

If were not getting police support we should be collecting more information with a cheaper camera, to catch and start a conversation with known dumpster abusers..

Holiday Programming by District

Depot Town Tree lighting to cost \$3200. The event attracted a lot of participants last year.

Jen Eastridge motioned to recommend approval of \$3200 for the Depot Town Tree Lighting event. Ruth Ann Jamnick supported the motion. Motion passed- unanimous.

Downtown will have similar lights up and down Michigan Ave.

Lighting the Water Tower on West Cross was explored, but there is construction on the structure through November and YCUA did not clear it.

Cost Sharing Application Edits (X*)

Staff would like to add cigarette butt recycling containers to the cost share list, and raise the cost of bike racks to \$75 per loop.

Jen Eastridge added that she would like images of the items on the application.

Patton Doyle stated that cigarette butt receptacle rates should be higher for labor of emptying.

Andy French added that the application should have language that suggests that when a cost shared item needs to be replaced, the DDA can make the call. The ownership should stay with the DDA.

IX. Proposed Business: n/a

IX. Announcements/Comments:

Danielle Milner has stepped off the committee because she filled the role of Chair of the DDA.

Her position on the committee needs to be filled. Andy French thinks Athena Johnson would be great. The committee needs W. Cross representation. Bob Barnes might be a good fit.

X. Audience Participation: n/a

XI. Adjourn

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



Holiday Programming by District



North Adams Lot Security Camera

Security Camera System Options

12 N Adams, Ypsilanti, MI 48197

Ranking	Name	Website	Cost	Pros	Cons
	Michigan Camera Systems	https://www.michigancamerasystems.com/		Installation High-res cameras Recording located in Michigan good reviews	Called to get a quote guy said he would have one ready. Never got back to me and whenever I tried to re-contact it brought me to voicemail
	Allstar Alarm LLC	https://www.allstaralarmllc.com		Very good history of clients including Zingermans Deli & Lululemon based out of Whitmore Lake	Found out after calling that they do not support remote systems.
2	Security Designs Inc.	https://www.securitydesigns.com	\$ 6,854.38	They are licensed in security good reviews located in Livonia	Couldn t find reviews outside of Google or their website. he seemed a little lackluster during the quote.
	Northstar Installation LLC	http://northstar-installation.com/		Top Rated on Thumbtack	Was 45 minutes late to the scheduled quote then told me he was not qualified to do this project.
	Video Surveillance	https://www.videosurveillance.com/cities-and-towns.asp			Never responded after several emails and voicemails
1	Advanced Sat	https://www.advancedsat.com	\$ 8,100.00	He is from Ypsilanti and has worked on the last parking lot project. To me seemed like the most experienced and educated out of all the people I quoted with	Previous project didn't go so well while working with Wireless Ypsi
	IdentSys	https://www.identsys.com		Nationwide security company	Guy who does quotes for Michigan is on vacation till next week
	Peek-a-boo Surveillance	http://www.peakaboosurveillance.com/			Never responded
OTHER					

Allstar Alarm LLC



October 4, 2019

City of Ypsilanti
1 Adams
Ypsilanti MI 48197

Dear Craig,

Thank you for the opportunity to quote your Camera system. This proposal includes the following:

CAMERA SYSTEM

- One (1) HIK-Vision 4 Chanel 2TB NVR
- Three (3) HIK-Vision 4MP 4MM High Definition Cameras
- Two (2) Bridges
- One (1) POE Switch
- Three (3) Mounting Boxes for the Cameras
- Wire & Hardware

Install Price: \$3,483.00 (includes tax)

Service Agreement: \$25.00 Trip charge; No-charge on parts or labor on all service calls \$28.00 per month.

50% due upon acceptance; remaining 50% due at completion

NOTES

1. Installation of conduit is not included in this proposal. CCTV system wiring will be installed exposed or above drop-ceilings using electrical code-approved mounting hardware. If conduit is required and/or desired, please contact you preferred electrical contractor for pricing or required conduit could be installed by Allstar Alarm on a time-and-material basis
2. An always-on Internet connection must be provided for over-network and/or remote viewing and connection to customer network will be necessary. Assistance with selection of open port on customer network switch as well as IP address set-up with your network administrator will be required.
3. Internet service and router equipment is the responsibility of the customer and is not included in the Installed Prices listed.
4. Customer (City of Ypsilanti) to install a pole that is at least 15 feet high 6 inches wide and have a 110 outlet in fenced area that they want the Cameras mounted.

Allstar Alarm LLC



Please call me with any questions or let me know to proceed-I look forward to hearing from you soon.

Sincerely,

Dave Csatari

Dave Csatari

Accepted By _____ Date _____

8345 Main St., Whitmore Lk. MI, 48189 | (734-478-1005) dcsatari@allstaralarmllc.com



Thompson Block Redevelopment Liquor License

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: CHRISTOPHER JACOBS
SUBJECT: REDEVELOPMENT LIQUOR LICENSE APPLICATION – 412 N. RIVER ST/THOMPSON BLOCK
DATE: 10/15/2019
CC:

Thompson Block has turned in an application for a Redevelopment Liquor License (RLL) from the State of Michigan.

The review process as approved by the DDA states that when an application for an RLL is turned in to the City Clerk's office, that it be directed to the DDA to review. The DDA will review the application at the appropriate committee level and make a recommendation to the full DDA board. If the recommendation is to approve/support the application, the YDDA board will review and formally vote on. If this is approved by the full board, it will be directed to the City Clerk and appropriate departments to forward to City Council for their consideration when deliberating a request to the Liquor Control Commission (LCC).

Per the approved DDA policy I have reviewed the submitted materials and created a bullet point list of what was provided. The applicant has responded to staff on all inquiries and provided as much information as they could.

1. Evidence that the applicant has the right to possess the premises.
 - The applicant has provided a copy of the signed lease and deed.
2. The applicant must meet all the requirement of PA 501 which include that it is engaged in dining, entertainment, or recreation, is open to the general public not less than 10 hours a day, 5 days per week, and has a seating capacity of not less than 25 persons.
 - The applicant has indicated that they will provide seating for more than 25 persons.
 - We generally know to be true that the business is a restaurant that is open at least 10 hours a day, 5 days per week, but this is not explicitly stated in the application.
3. For a proposed business, the applicant must demonstrate how the issuance of a license would prevent further deterioration in the DDA and promote economic growth.
 - Creating new employment opportunities for dozens of staff.

- Adding tax value through the purchase of new equipment – the law has changed on how personal property tax is generated so it is hard to judge this one.
4. The location is in compliance with the Zoning Ordinance.
 - The building is zoned Center for which a restaurant is a by-right use.
 5. Supply Certificate of Occupancy.
 - The applicant has provided a copy of the C of O from the City of Ypsilanti's Building Department.
 6. Supply evidence that all taxes are current.
 - The applicant has provided proof that the taxes have been paid on the building.
 7. Supply a written statement that the applicant will not violate any laws of the State of Michigan or ordinances of the City of Ypsilanti.
 - This was provided in the application.
 8. Supply a written statement that the applicant understands the City of Ypsilanti ordinance prohibiting public nudity.
 - This was provided in the application.
 9. Supply documentation that there has been an investment of at least \$75,000 for the rehabilitation or restoration of the building. This may include furniture, fixtures, and equipment.
 - The applicant provided estimates of work to be completed making the total project investment well above the \$75,000 threshold.
 10. Supply documentation that neither an on-premise escrowed license or quota license is readily available under a standard of economic feasibility, as applied to the specific circumstances of the applicant.
 - The applicant has provided the necessary documentation in the application.
 11. The applicant must acknowledge that the business will remain at the existing location while possessing the RLL and acknowledge the license is not transferable to another location.
 - This was acknowledged in the application packet.

DDA Liquor License Checklist

PRELIMINARY INFORMATION

- A DDA Liquor License is required for locations that fall within the Downtown Development District. Licenses will be reviewed by the respective District Boards before being recommended to City Council. To verify if your business is located in the DDA, check the [Map](#) available on the DDA webpage.
- City Council approval is required for all Redevelopment Liquor Licenses. Requirements for approval have been mandated in the DDA Policy.
- Some Liquor License applications require [Planning Commission](#) approval before being signed off on by the Planning and Development department. For more information please contact the Planning and Development Department at 734.483.9646.
- Applications should be submitted as early as possible to assure that they are processed fully before the proposed opening date. Timeline:
 - Application will be reviewed by 6 departments within the City of Ypsilanti, this process can take 30-90 days to complete. DDA board only meet once a month so applications may take longer depending on when they are submitted.
 - Once the application has been reviewed by the DDA it must be presented to City Council for approval.
City Council meets two times a month on the first and third Tuesday
 - After approval by City Council the application will be forwarded to the State Liquor License department for processing.

CHECKLIST

- | | |
|--------------------------|---|
| <input type="checkbox"/> | File paperwork with the Washtenaw County Health Department or Michigan Department of Agriculture & Rural Development respectively. |
| <input type="checkbox"/> | Requirements before applying: <ul style="list-style-type: none"> - Be engaged in dining, entertainment or recreation at least 5 days a week. - Be open to the general public at least 10 hours a day, 5 days a week. - Have a seating capacity of at least 25 people. |
| <input type="checkbox"/> | Completed City of Ypsilanti Liquor License application. |
| <input type="checkbox"/> | Non-refundable application fee . |
| <input type="checkbox"/> | Completed State of Michigan Liquor License application. |
| <input type="checkbox"/> | A letter stating the benefits of the business to the DDA District. A business statement may be submitted as evidence of benefits. |
| <input type="checkbox"/> | Supply a written statement that the applicant understands that the City of Ypsilanti has an ordinance prohibiting public nudity, and a violation of the ordinance on the premises where the liquor license is used will be caused for objecting to renewal of the license, or for requesting revocation of the license. |

<input type="checkbox"/>	A notarized affidavit noting all attempts made to acquire an escrowed license and responses, this may include e-mail or telephone documentation. A list of all currently escrowed licenses along with copies of letters sent to each license holder and copies of the certified mail slips, copies of any envelopes returned as undeliverable. If an available license is not economically feasible applicants must provide documentation as to the scope of the operation and why it is not feasible.
<input type="checkbox"/>	Proof that at least \$75,000 has been expended for the rehabilitation or restoration of the building over a period of the preceding five years, or commit capital investment of at least \$75,000 that will be expended for the building before the license is issued. Examples: <ul style="list-style-type: none">- Lease agreement indicating lease hold improvements.- Contract agreement for construction with estimated costs.
<input type="checkbox"/>	Applicants will be contacted by a representative from the DDA board with the time and location of the respective meetings.
<input type="checkbox"/>	Fire Inspection – applicants will be contacted by the fire department after the application has been submitted to schedule a fire inspection.



City of Ypsilanti
Office of the City Clerk

APPLICATION FOR NEW
OR
TRANSFER LIQUOR LICENSE

Full Name: NPBC Ypsilanti, LLC Manager, Jon A. Carlson Date of Birth: [REDACTED]

Home address: [REDACTED] Apt.# _____

City/State/Zip code: Ann Arbor, MI 48105

Home phone: [REDACTED] Business Phone: [REDACTED]

Email address (optional): _____

NAMES OF ALL PARTNERS OF THE APPLICANT, IF ANY:

NPBC, Inc

IF THE APPLICANT IS A CORPORATION: Supply a copy of the Articles of Incorporation, current corporation records disclosing the identity, address of all Directors, Officers, and Shareholders.

Address of place for a Liquor License: 400 River North, Ypsilanti
(Attach legal description of the premises)

Name and Address of Premise Owner: [REDACTED]
[REDACTED]

Address City/State/Zip code

TYPE OF LICENSE APPLIED FOR (Class C, Tavern, B-Hotel, etc.):

Class C

SPECIAL PERMITS APPLIED FOR (Dance, Entertainment, etc.):

Dance, Entertainment, SDM, Add Bar, Sunday Sales Am & PM
Outdoor Service Area

SUPPLY WRITTEN EVIDENCE: That the Applicant has the right to possess the premises from the property owner.

SUPPLY ZONING PERMIT OR CLEARANCE FROM THE ZONING ADMINISTRATOR: That the location is in compliance with the Zoning Ordinance.

SUPPLY CERTIFICATE OF OCCUPANCY OR SIMILAR CLEARANCE FROM THE BUILDING OFFICIAL: That the structure and premises is in compliance with local code provisions.

SUPPLY WRITTEN EVIDENCE FROM THE CITY TREASURER: That all real and personal property taxes and City utility bills associated with the premises are paid and that all real and personal property taxes and City utility bills in the name of the applicant are paid.

SUPPLY A WRITTEN STATEMENT: That the applicant will not violate any laws of the State of Michigan or the ordinances of the City of Ypsilanti in conducting the business where the liquor license will be used and that a violation on the premises may be caused for the City objecting to renewal of the license or requesting revocation of the license.

SUPPLY A WRITTEN STATEMENT: That the applicant understands that the City of Ypsilanti has an ordinance prohibiting public nudity, and a violation of the ordinance on the premises where the liquor license is used will be caused for objecting to renewal of the license, or for requesting revocation of the license.

SUPPLY DOCUMENTATION (REDEVELOPMENT APPLICANTS ONLY): That the applicant has invested at least \$75,000 for the rehabilitation or restoration of the building over a period of the preceding five years, or documentation that the applicant has or will commit a capital investment of at least \$75,000 that will be expended for rehabilitation or restoration of the building before the license is issued.

My signature acknowledges the following:

- I have read the above application and am submitting this completed application for consideration of a new or transfer liquor license in the City of Ypsilanti.
- I have (either in hardcopy or on line) received a copy of ordinance number 926, (as amended and codified in section 6-31 et sec) and have read and understand the City's ability to request revocation of the license upon violation of the ordinance terms, and/or breach of any agreement with the City.
- Council Approval **DOES NOT** take the place of or avoid any permitting process of the City, including, but not limited to Building, Zoning, Fire, ADA, etc. Significant issues with regards to non-conforming uses may arise after applicant properly submits detailed plans for such construction and/or use permits.
- Redevelopment Applicants:
 - I affirm that I have attempted to purchase an available on-premise escrowed license or quota license within the city, and that one was not readily available as defined in the Liquor Control Code (MCL 436.1521a).
 - I affirm that the premises described above will be a dining, entertainment, or recreation business open at least 5 days per week and open to the general public at least 10 hours a day.
 - I affirm that I have invested \$75,000 in the real property within the last 5 years, or I will invest \$75,000 prior to issuance of the license. This provision may be enforced

by the City as a breach of contract. In the event I fail to make the required investment and the City is required to enforce this provision, I agree to pay the City's actual attorney fees arising from the breach of contract.

- o I affirm that at least \$75,000 was invested or will be invested in the property by 1/1/19, and that the liquor license may issue on or after that date.

Signature of Applicant: _____

Signature of Applicant: _____

Signature of Applicant: _____

IF THIS IS A LIQUOR LICENSE TRANSFER REQUEST, THE SIGNATURE OF THE CURRENT LICENSE HOLDER IS REQUIRED.

Signature of Current License Holder: _____ Date _____



For the City Clerk's Office Staff only:

Date application submitted: _____ Staff's Initials: _____

Routed for approval by the following departments: _____ Date: _____

For Department Approval:			
_____ Building	_____ Zoning	_____ Fire Dept.	_____ Police Dept.
_____ Assessor	_____ Treasurer	_____ City Attorney	_____ DDA/DTDDA
<p>Departments: Please conduct the appropriate review to ensure that the applicant does not have any outstanding issues within your department area. When you have completed your review, please report your findings to the City Clerk's Office, and initial on the line provided for your department.</p>			

10/17/2019

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE
REDEVELOPMENT LIQUOR LICENSE FOR 400 N River**

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

WHEREAS, Jon Carlson, owner of NPBC Ypsilanti LLC, has applied to the Ypsilanti Downtown Development Authority, City of Ypsilanti and Michigan Liquor Control Commission requesting the following:

Approval of a New Class C license with a Dance/Entertainment permit, A New Class C license, as defined by MCL 436.1521(a)(1)(b), is a place licensed to sell, at retail, beer, wine, mixed spirit drink, and spirits for consumption on the premises, at 400 North River St, Ypsilanti, MI 48198, Washtenaw County; and

WHEREAS, a public hearing to consider the application to New Class C for NPBC Ypsilanti LLC will duly noticed and held on November 5th, 2019

NOW, THEREFORE, BE IT RESOLVED THAT the request of Jon Carlson owner of NPBC Ypsilanti LLC for the property located at 400 North River be approved contingent upon approval by the Washtenaw County Health Department.

AYES:

NAYS:

ABSTAINED:

YES: NO:



YDDA Walking Tours



Ypsi Shops Local Incentive
Ypsi Shops Local



YDDA Incentive Program

Leave your receipts with your
contact information written on
the back in the box for
a chance to win!

More info at ypsilantidda.org/tokens



**City of Ypsilanti
Downtown Development Authority
Grants Committee Meeting Minutes
Wednesday, September 25, 2019 – 8:30 a.m.
215 W. Michigan Ave – SPARK East**

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

Janette Rook	P	Dieter Otto (C)	P
Jen Eastridge	P	Kory Scheiber	P
Richard Murphy	A		

III. Introductions: N/A**IV. Approval of Agenda (X*)**

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

V. Approval June 11, 2019 Minutes (X*)

Kory Scheiber motioned to approve the June 11, 2019 meeting notes and Jen Eastridge supported the motion. Motion carried.

VI. Audience Participation: N/A**VII. Old Business:****2018-2019 Grant Projects Outstanding**

- o **101 W Michigan** is well underway and scheduled to be finished on time.
- o **100 W Michigan** has found out that the brick under the metal cladding is no good. Will likely need to file for a grant extension.
- o **209 Pearl** has received an extension from the DDA board and is under construction.
- o **Ypsilanti Food Cooperative** has also received an extension from the board and will be starting shortly.

2019-2020 Grant Agreements

The only grant agreement not signed is from the Ypsilanti Auto Museum. They informed staff that it takes about a year to order the historical marker and have it delivered. They would not be able to meet the grant deadlines because of this.

Jen Eastridge motioned to recommend extending the start date of the grant for the Ypsilanti Auto Museum to one year from today. Supported by Kory Schreiber. Motion passed-unanimous.

VIII. New Business**West Cross Grant Application (X*)**

511 W. Cross is applying for \$30,000 to help completely restore their building. The owner is new. The total cost for the proposed project is \$100,560. Eligible proposed improvements include: New trim and seal for exterior windows. Stucco repair and paint, grade correction for water

drainage, 350 linear feet of downspout drainage, replace two exterior doors, build an awning, removal of wood structure from the front of the building, replacement of drywall, interior paint, seal leaks in the plumbing system. Ineligible items on the proposal are remediating mold and installing mold control systems, and structural plans permit costs.

Because the work was not itemized completely, staff was only able to identify \$52,660 as eligible expenses, which would bring the grant from the DDA to up to \$26,330.

The committee expressed concerns over whether the work included ADA compliance, and needs clarity of eligible expenses from the applicant.

Janette Rook motioned to recommend approval of the Facade and Rehab grant to 511 W. Cross, pending itemized details on eligible expenses, and Jen Eastridge supported the motion. Motion passed-unanimous.

New Grants Committee Membership

Staff asked committee to come up with good candidates.

VIII. Proposed Business:

Staff expressed concern with grant agreement signing gaps. It has been taken advantage of in the past.

Kory Scheiber motioned to change the policy that an awardee must sign the grant agreement within 30 days of the board awarding the grant, or the grant must be returned. Supported by Janette Rook. Motion passed - unanimous.

IX. Announcements/Comments: N/A

X. Public Participation: N/A

XI. Next Meeting: TBD

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

**YPSILANTI DDA
BUILDING REHABILITATION AND FAÇADE PROGRAM**

Application Form

Ypsilanti DDA
1 S. Huron
Ypsilanti, MI 48197
734.4829762

1. Applicant Information

Name: VLAD TARALUNGA

Business Name: KV 511 W CROSS LLC

Business Address: 3399 DALEVIEW DR, ANN ARBOR, MI 48105

Home Address: 3399 DALEVIEW DR, ANN ARBOR, MI 48105

Business Phone: [REDACTED] Home Phone: _____

Email: [REDACTED]

2. Project Information

Building Location: 511 W CROSS ST, YPSILANTI, MI 48197

Business(es) Located in the Building: NONE AT THE MOMENT

Building Age/Date Built: 85 years / 1934

Current Zoning: SPLIT Building SEV: \$97,900

Owner of Record: KV 511 W CROSS LLC

If Leased: Years Left on Lease: _____ Renewal Term: _____

3. Project Description

Describe in detail the proposed scope of work including design firm selected if applicable. In describing the project, be sure to differentiate between interior renovations vs. exterior façade improvements to be undertaken. Use separate sheet in necessary.

SEAL EXTERIOR TO PREVENT WATER FROM COMING INSIDE,
REMOVE INTERIOR MOLD, RENOVATE INTERIOR AND PREP FOR
BUSINESS USE, RENOVATE AND MODERNIZE BUILDING FAÇADE.

Anticipated Construction

State Date: 8/6/2019 Completion Date: 1/14/2020 Total Project Cost: \$100,560.00

Total funds requested from YDDA: \$30,000.00

4. Building Information

Will the project result in a change of use for the building? Yes _____ No X

What will the uses of the building be after the project in completed?

1st Floor: COMMERCIAL SPACE

2nd Floor: RESIDENTIAL APARTMENTS

3rd + Floor(s): _____

5. 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. Copies of Lease
- e. Project budget
- f. Two (2)-contractor quotes/construction bids for total project
- g. Photographs of proposed project site
- h. Rendering of completed project (for façade only)

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 2ND day of SEPTEMBER, 20 19

By: VLAD TARALUNGA, MEMBER
KV 511 W CROSS LLC



ATTACHMENT TWO

General Design Guidelines

1. 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 Grants 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 (if applicable).

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

 Applicant

9/2/2013
 Date

ATTACHMENT FIVE

Cooperation Agreement for Building Rehabilitation and Facade 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

[Redacted Signature] / Applicant

9/2/2018
Date

ATTACHMENT THREE

Economic Impact

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

1. Project Start Date: 8/6/2019 Completion Date: 1/14/2020
2. How will the applicant ensure the project happens in the time projected?
THE COMPLETION DATE IS FAIRLY CONSERVATIVE.
PHASES I AND II OF THE PROJECT (4 PHASES TOTAL) COMPLETED AS OF
3. Will the project increase property and personal taxes? 3/2/2019
NOT SURE
4. Will the project create jobs?

If so, number of temporary?	Number of permanent?
-----------------------------	----------------------
5. Does the project activate a vacant store front?
YES
6. Is the project helping an existing business expand?
POTENTIALLY
7. Will the award of this grant help a new business start in the DDA?
POTENTIALLY
8. What percentage of the project is the applicant requesting funds for?
30%
9. How will the project benefit the DDA district?
ACTIVATE VACANT STORE FRONT
RENOVATED AND MODERNIZED BUILDING FAÇADE
10. What special factors should the DDA should consider when reviewing this application?

Applicant

Date

_____ 3/2/2019

ATTACHMENT FOUR (for Façade Grants Only)

Please submit the following information in Exhibit B:

- 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.

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.
- Removal of after-installed facades along with restoration of vintage elements.

Project Description:

DESCRIBED IN DETAIL IN PHASE IV OF THE GENERAL
CONTRACTOR CONTRACT
WILL PROVIDE ARCHITECTURAL DOCUMENTS AS WELL

Applicant

_____  _____

Date

_____ 3/2/2019 _____

PYRAMID CONSTRUCTION INC

2311 Merrill Ave Ypsilanti MI
48197

Project:

511 W Cross st Ypsilanti

Proposal 9513

Item description	Price
PHASE ONE	
Waterproofing the building:	
1. Roof waterproofing	
- Install correctly the new two flashings for plumbing vents	350.00
- Install counter flashing at the chimney (8 linear feet of counter flashing)	300.00
- Install 13"X13" chimney cap	200.00
2. New window seals and exterior trims for six windows	1,650.00
3. Fix the cracks in the stucco and paint the west part of the building and the back part of the building – 2500 square feet of exterior wall.	4,500.00
4. Provide and install 10 new downspouts – 350 linear feet of down spout drainage	1550.00
5. Correct the grade on west/south and east side of the building for water drainage. Also we will provide a 4" drainage pipe for the first three downspouts from the west side of the building.	4,650.00
6. Install power vent for the crawl space area for ventilation and humidity control in the basement.	1,200.00
Reconstruct the stringers for the stairs for the basement.	2,500.00
Subtotal phase one	16,900.00

PHASE TWO	
<p>We will remove all the damaged floors and dispose of it. 2,200 square feet of glued laminate floor.</p> <p>We will remove all damaged drywall from the commercial space.</p> <p>We will install 6 mil vapor barrier and we will insulate the exterior walls in the crawl space.</p> <p>Wash all the building components with diluted chloride to remove all the mold in the basement and crawl space area</p>	19,500.00
<p>Remove and destroy mold and mold spores with Concrobium Mold Control substance,</p> <p>Vaporize Concrobium to treat and control mold for the entire first floor and crawl space</p>	8,700.00
Subtotal phase two	28,200.00
PHASE THREE	
<p>Wash the entire basement area with diluted chloride, including floor beams, walls, and floor.</p> <p>Vaporize concrobbium for the entire basement area.</p> <p>We will remove all the cement debris from the crawl space (2X20 yards dumpsters)</p> <p>Remove the damaged layer of subfloor (½" OSB) and replace it. (850 square feet)</p> <p>Remove the ¾ OSB only where the floor was damaged by water. (220 square feet)</p> <p>Open all floor drains for proper drainage of floor water to the sump pump.</p>	17,500.00
<p>Replace and fix the drywall in the water affected area</p> <p>Provide oil base primer for the entire first floor 5,200 square feet of wall and ceiling</p> <p>Provide paint for the entire floor 5,200 square feet of wall and ceiling</p>	9,000.00
<p>Fix the leaks in the plumbing system and seal with new paint the entire visible fire suppression system.</p>	4,500.00
Subtotal phase three	31,000.00
PHASE FOUR	
<p>Replace two exterior doors that are damaged, replace the locks.</p> <p>Materials allowance</p> <p>Labor</p> <p>Build an awning for the front of the store to match the store located on</p> <ul style="list-style-type: none"> - Wood structure built according to the design - Install metal roof on the awning. - Install wood siding on the sides and the ceiling of the awning. - Materials - Labor 	<p>350.00</p> <p>600.00</p> <p>1,800.00</p> <p>3,200.00</p>

Store front remodeling		
- Structural plans and permits		2,200.00
- Structural modifications		
We will remove and dispose of the old windows and the front door. We will remove the wood structure from the front of the building and the hard stucco installed on it. We will make the opening according to the architectural drawings.		9,500.00
- Stucco repairs and painting		3,500.00
We will install new stucco on the front of the commercial space. We will provide matching paint on the new stucco to match the four sides of the building.		1,000.00
- Windows and commercial door provided by Henderson Glass.		5,260.00
- Materials		3,000.00
- Labor	25,410 VT	
Subtotal phase four	deduct \$5,000 deposit from 30,410.00	25,410.00
Total		100,560.00

RS
20410
VT

This agreement is made this 02 day of AUGUST 2019 by and between VUAN TAVAKUMEA herein called the owner and PYRAMID CONSTRUCTION Inc herein called the Contractor for a project at 511 W Cross st in Ypsilanti Mi, 48197. The Contractor and the Owner agree as follows:

**ARTICLE I
CONTRACT DOCUMENTS**

1.1. **Contract Documents.** The Contract Documents consists of this Agreement, Plans, Specification, Allowance Schedule, & New Home Owner Warranty Act and addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications and Change Orders issued after the execution of this Agreement; these form the Contract and are incorporated herein by reference. The terms of this Agreement shall prevail over any conflicting provisions in the documents incorporated by reference. If a conflict exists between the Plans and the Specifications, the Specifications shall govern.

1.2. **Change Orders.** Without invalidating this contract, the Owner may request changes in the work and at the contractor's discretion the contractor may perform the work. Changes or overages to the home should be in writing and agreed upon by the owner and the contractor.

Overages, if any, will be due at the time of authorization of the change. In the event that the owner makes changes without knowledge or agreement of the cost of the change or without the Contractor's knowledge of the change or the amount of the change, the owner will be responsible for the change.

If the change reduces the cost, the Owner will receive a credit, but the Contractor's supervision and overhead expenses and profit will not be reduced. Any additional cost shall be paid for prior to installation, and the construction loan account may not be used to pay for changes. The Owner agrees to make requests concerning any changes, additions, or alterations in the work to the Contractor, and the Owner agrees not to issue any instructions to or otherwise negotiate for additional work with, the Contractor's subcontractors or employees. Any Owner may sign the change order on his or her behalf and on behalf of the other, and the signature shall be binding on all Owners.

ARTICLE II SCOPE OF THE WORK

- 2.1 The Work and Construction Standards.** The Home to be built pursuant to this Agreement will be built according to the Plans and Specifications provided by the Owner and will comply with the building code that is in affect at the time this agreement is signed. Any changes to the Contract Documents required as a result of any changes in applicable codes shall be the responsibility of the Owner.
- 2.2 Owner's Work.** Owner agrees not to perform any work at the Home until after contractors' completion and final payment.
- 2.3 Changes by Government Order.** Any changes in plans or specification required by any government or inspector which increases the cost of construction will be an additional cost and will be paid for by the Owner. Any Order of any government prohibiting or stopping construction will excuse the obligation of contractor to compete the work. If the entry of the government order was not the fault of Contractor, Owner will pay to Contractor the actual costs plus profit and overhead for any work contracted or performed by the Contractor at the time of the government order.

ARTICLE III CONTRACT PRICE AND PAYMENTS

- 3.1 Contract Price.** The Owner agrees to pay the total Contract Price for all labor and materials furnished and work performed by the Contractor Price: (100,560.00) subject to additions and deletions by Change Order.

3.2 **Allowances.** The allowances include both materials delivery, installation, and sales tax unless expressly noted otherwise. The parties agree that the allowances are not to be construed as bids by the Contractor and that the allowances may vary from the actual cost based on the Owner's selections. If the cost of the Owner-selected materials exceeds the material allowance, the amount of the excess will be due upon selection. If the amount is less than the allowance amount, the amount will be subtracted from the final payment. See allowance sheet (Attachment I) and Specification sheet (Attachment II).

3.3 **Payments.** The contract price will be paid as follows:

Deposit: Owner to provide \$5,000.00 before any construction will begin. Deposit will be credited against cost of house.

At the completion of each phase the payment shall be made promptly.

Percentage of Completion: Owner may elect to make draw payments on percentage of completion which is acceptable vs above draw schedule.

3.3.1 The Owner agrees to make the progress payments within 4 business days of request by contractor. Payments due and unpaid shall bear interest (at the maximum legal rate) payable to the Contractor from the date the payment is due. If the Owner fails to pay the Contractor within 5 business days of the date the payment is due, the Contractor may stop the work. The Contractor may keep the job idle until such time as payments that are due to the Contractor are paid in full.

3.4 **Acceptance, Final Payment, and Occupancy.** Upon Substantial Completion owner agrees to execute a certificate of substantial completion. Owner agrees not to occupy the Home until the contractor is paid in full.

3.5 **Partial Payment.** In the event Contractor has substantially performed the work necessary to make a particular stage draw, but one or more items have not been completed, then the contractor shall be entitled to a partial draw in the amount equal to the percentage of such stage completed by contractor.

3.6 **Escrow Agreement.** If the Owner is not financing the construction cost of the Home, the Owner and Builder agree to escrow the price of this Contract with any town bank (hereinafter the "Bank"). Bank will place the funds in an interest-bearing account and will pay the Builder from that account as called for by this Contract. The escrow agreement will be signed when the Owner deposits the price of this Contract with Bank. Builder is not obligated to commence work until the deposit is made and the escrow agreement is signed.

ARTICLE IV TIME AND COMPLETION

4.1 **Commencement.** The Contractor will commence work after execution of this agreement, after owner satisfies documentation of loan commitment and deposit as required by contractor when applicable. Substantially completion to be **within approximately 167 calendar days**, which will start on August 6 2019 and finish on January 14 2020.

Project will be completed on or before January 14 2020. If the project is completed before this date contractor will collect a \$1000,00 bonus beyond this contract.

If the project is delayed (because of the contractor) the contractor will lose \$1000/week from this contract.

Changed orders will add time to the deadline of this contract.

4.2 **Substantial Completion.** Substantial completion occurs when all work is complete and the owner and property manager had the chance to inspect the property.

4.3 **Delays.** In the event that there is a delay in work due to a government agency, weather conditions, labor shortages, material shortages, change orders, Owner delays, acts of war, acts of terrorism or acts of God, the date of completion shall be extended accordingly.

4.4 **Punch List.** Owners are to give a punch list to Contractor **within 5 working days** after substantial completion, or upon notification by the Contractor. Contractor will have 10 working days to complete this punch list. Thereafter, Owners and Contractor shall agree on a final punch list within 10 **working days of Owners Occupancy**. Any and all items not listed on the final punch list will be deemed accepted and thereafter are only subject to the New Home Warranty Act. Paint touch ups will not be accepted on the punch list after owners move into the residence.

4.5 **Occupancy.** Occupancy of the Home by the Owner shall be deemed to be unconditional acceptance of the Home by Owner and shall release the Contractor from any further obligations pursuant to this agreement EXCEPT 1) completion of Punch List items which could not be completed within the time allowed, and, 2) warranty obligations.

ARTICLE V WARRANTY

5.1 **Limited Warranty.** The contractor provides 18 months warranty for all the work we are doing. Materials warranties are provided thru the manufactories.

5.2 The Owner waives any claim against Contractor for any loss or damage caused by soil conditions or soil movement, including but not limited to cracks in concrete, mortar, bricks or tile, and/ or damage to plumbing.

5.3 **Exclusion for Damage by Fungus or Spores.** In addition to the warranty exclusions set forth in the Act, the Contractor's warranty shall exclude any loss or damage to a home caused by:

(a) Any "fungus (es)" or "spore(s)", or

- (b) Any substance, vapor or gas produced by or arising out of any "fungus(es)" or "spore(s)", or
- (c) Any material, product, building component, building or structure that contains, harbors, nurtures or acts as a medium for any "fungus(es)" or "spore(s)"

"Fungus(es)" includes, but is not limited to, any form or type of mold, mushroom or mildew. "Spore(s)" means any reproductive body produced by or arising out of any "fungus(es)".

5.4 No implied Warranties. The Owner acknowledges that the Contractor has made no guarantees, warranties, understanding, nor representations (nor have any been made by any representatives of the Contractor) that are not included in the contract documents.

VT / _____ (Owner's initials)

5.5 No Liability for Work Constructed According to Plans. In no event shall the Contractor be liable for destruction or deterioration of or defects in any work constructed, or under construction, by him if he constructed, or is constructing, the work according to plans or specifications furnished to him which he did not make or cause to be made and if the destruction, deterioration, or defect was due to any fault or insufficiency of the plans or specifications.

ARTICLE VI MISCELLANEOUS PROVISIONS

6.1 Selections. (see Attachment I, Selection Guide) Owner agrees to make selection in accordance with the attached Selection Guide. If the Owner does not make selections within the allotted time frames, the contractor at his option may make the selection for the owner or hold the job idle until selections are made. Owner agrees if contractor holds job idle, Owner will pay contractor the percentage complete of the current draw and will pay contractor any cost associated with the delay.

6.2 Permits, Fees, and Tests. The Contractor shall secure and pay for building permits, licenses and other similar approvals necessary for the proper execution and completion of the work. If necessary, the Owner agrees to assist the Contractor in obtaining any such permits and licenses by completing all necessary applications and forms. However, if a covenant or an architectural review committee requires the approval of plans and specification, the Owner shall be responsible for obtaining these approvals and paying for any fees connected with them.

6.3 Insurance. The Contractor shall keep in effect commercial general liability coverage. The Owner may elect to purchase and maintain his own liability insurance, including Builders risk, flood, fire and casualty insurance upon the residence, to the full insurable value.

6.4 Owner's Obligations. The Owner shall (a) furnish all surveys describing the physical characteristics, and utility

locations for the residence and (b) secure and pay for easements necessary for the completion of the work. The

Owner shall furnish information and services under their control to the Contractor promptly to avoid delay.

The Owner warrants that the property upon which the residence is to be built conforms to all zoning, planning,

environmental, and other building and soil requirements. The Owner warrants that all utilities necessary for the

completion of construction are to the property line.

6.5 Concealed Conditions. The Contractor is not responsible for subsurface or latent physical conditions at the site or in an existing structure that differ from those (a) indicated or referred to in the contract documents or (b) ordinarily encountered and generally recognized as inherent in the work of the character provided for in this contract.

After receiving notice of the conditions, the Owner shall investigate the condition within five (5) working days. If the parties agree that the condition will increase (a) the Contractor's cost of performance of any part of the work under this contract or (b) the time required for that work, the parties may sign a change order agreement incorporating the necessary revisions, or the Owner may terminate the contract.

If the Owner terminates the contract, the Contractor will be entitled to recover from the Owner payment for all work performed, including normal overhead, and a reasonable profit.

6.6 Disputes. The parties shall endeavor to resolve their claims by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other party to this Contract and the American Arbitration Association. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforced as settlement agreements in any court having jurisdiction thereof.

6.7 Signage. Until the Owner makes the final payment and takes possession, the Owner agrees that the Contractor shall have the right to place signs on or about the property and to show the residence to other prospective clients and customers.

6.8 Governing Law and Assignment. This Agreement will be construed, interpreted, and applied according to the law of the State of Louisiana. This Agreement shall not be assigned without the written consent of all parties.

6.9 Effective Date and Signature. This Agreement shall become effective on the day it is signed by both parties.

6.10 Ambiguous. Any ambiguous terms or contents of this agreement shall not be construed against the Contractor.

6.11 **Attorney's fees.** If either party to this contract defaults, the defaulting or non prevailing party shall be liable to the other party for all cost, including reasonable attorneys fees, incurred in enforcing or defending any rights or obligations created by this agreement.

6.12 **Heirs, Assigns and Successors.** All agreements and stipulations herein contended, and all obligations herein assumed, shall inure to the benefit of and be binding upon the Heirs, Assigns and Successors of the respective parties hereto.

6.13 **Indemnity.** Purchaser agrees to indemnify and hold harmless contractor in event any claim, demand, suit, right of action is brought, by any person, firm or corporation arising out of this contract. Such indemnification and hold harmless shall include any and all costs, including attorney's fees and court cost, related to the defense of such action.

We the undersigned, have read, understand, and agree to each of the provision of this Agreement and hereby acknowledge receipt of a copy of this contract.

By _____ Date: 8/2/2019
Owners: 1

By _____ Date: 8/2/2019
Pyramid Construction Inc

10/17/2019

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA BUILDING IMPROVEMENT
GRANT FOR 511 W Cross.**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Grants 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 Grants 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 Façade Improvement Grant Program set aside \$30,000 for grant awards for the West Cross District with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the YDDA has received a grant request from Vlad Taralunga for interior renovations.

WHEREAS, upon review by the Grants 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 Building Rehab grant as recommended by the Grants 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 \$30,000
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:



YDDA Goal Setting Retreat Outcomes

Problem Statement: 2019 Strategic Priority

	Idea 1	Idea 2	Idea 3
1	<p>Updated <u>Down town</u> Signage installed to <u>encourage</u> curiosity & infrastructure</p>	<p>Monthly / Quarterly Biz Tours for ALL - taking people into businesses</p>	<p>Create safe safe pedestrian walking / crossing w/ slowly traffic, friendly, more visible crosswalks.</p>
2	<p>Yes! Signs that match the ones being currently updated in Depot Town</p>	<p>Maybe in partnership with First Fridays?</p>	<p>Obviously <u>RAINBOW</u> crosswalks <u>traffic</u> & slower on N. & S. Main</p>
3	<p>Consistency in signage. Helps in apps navigation throughout city.</p>	<p>Monthly w/ first Fridays or business to business tours so as to meet + build relationships w/ other neighbors</p>	<p>Repaint <u>edges</u> of sidewalks for <u>visibility</u></p>
4	<p>Keep the continuity of flowers/plants along Washington all the way to <u>pear</u> street</p>	<p>fix the bathroom situation @ the park</p>	<p>Better communication between business owners & contact w/ police for safety on Washington / Hix the</p>
5			
6			

Problem Statement: 2019 Strategic Priority

	Idea 1	Idea 2	Idea 3
1	Setup recycle can/station on specific street to start Public recycling	Review sidewalk condition. Create priority list. Start repairs based on location & condition	Publish successful Grant to encourage other business get Grants
2	Public Parks would be great too! I think theres a chance to recycle glass & cut down on dumping at the enclosures this way too w/ price	Support as a contractor We need to find a cost effective way for City to repair for greater accessibility	Broaden announcements of grant availability beyond email
3	UPS M commercial areas	We need to find a cost effective way to repair where the City/DDA/d property owner all contribute to solve the unsafe & dilapidated sidewalks	Agreed, we need to continue to bolster our directory & networks to consistently get our messaging & opportunities out
4	Recycling education has to be a key element of public recycling. Signs, pics...	Lowest keeps City from having effective City DDA take leadership in Districts?	Also - public conference grant projects w/ general public. Include biz + public for participation + education.
5	Communicate softness and roll out in advance of plan in place to empty	City must enforce policies already in place to improve sidewalks.	Create a communication plan, there to develop better ways to pass along information
6		Unclear on DDA role in sidewalk maintenance.	Many success stories to build community. Need to build community. Need to own our message or others will...

Problem Statement: 2019 Strategic Priority

	Idea 1	Idea 2	Idea 3
1	<p>Monitor Parkers Meters in middle st, reduce cost</p>	<p>expand beautification More planters, weed control</p>	<p>EMU Collaboration double down on passport, collab</p>
2	<p>Update the parking meters or change them kiosks</p>	<p>review all beautification locations to set standard and expand in the ODA</p>	<p>Activity work on keep the passport project goes to create loyalty</p>
3	<p>Raise the priority of creating a Transit STATION</p>	<p>Ask Business owners in underrepresented areas what they want to see improved. Leverage Clean up day to fill gaps in Landscaping Contract.</p>	<p>Expand passport project to Transpops, to encourage more people to visit the city</p>
4	<p>Establish Reserve model in Depot Town for parking to fix Rice St lot. This can be done by extending enforcement hours of putting detourkiosks. DDA to</p>		<p>Consistency year over year to help build and grow the programs. They won't be widely adopted every year if this is so important to a project like this.</p>
5	<p>Raise stripe kiosks, cost strike extend hours to 8 pm. Fays to to pave, light + maintenance</p>	<p>Paint from area also includes clean; needs. Litter. that is emergency job.</p>	<p>Raise this at every BIA event. Remind, publicize winners; rinse + repeat</p>
6	<p>These need to be done but we should not give BIA \$ to city owned lots</p>	<p>Research best practices. Should BIA pay for someone to clean up litter</p>	<p>Agreed. Look for ways to engage w/ local institutions and city's.</p>

Problem Statement: 2019 Strategic Priority

	Idea 1	Idea 2	Idea 3
1	Collaborate w/ city to improve conditions of parking lots	Create a Knowledge Lender - Provides business best practices, templates, data, outside business resources.	Renegotiate IGA Agreement to free up funds to be reinvested in our districts.
2	Create CAPER Roadmap Identifying Schedule of Improvements and Source of Funding Communicate to Public!	Partner w/ SPARK and SBDC to consolidate and communicate programs + resources.	Yes! Examine what additional services city could provide.
3	Put recycling centers in the new parking Areas	Get more information out the public to help Grant operation	Get the City + DDN to develop an sidewalk program
4	Make mixer to introduce and build relationships between business owners and police officer	Bring more locations into the tent as resource centers. Example: Partridge	Consume Space is shared for accessibility !!
5	Establish Committee w/ DDN members, City, staff, & other stakeholders to fine tune Parking details, capital improvement & maintenance schedule etc.	Find ways to collaborate w/ RAC for this. Communicate more effectively using these networks & organic connections	Work session w/ City & DDN to talk about this before any proposals & how details are finalized or requested
6	Parking should have a dedicated fund for upkeep + maintenance + improve	Good project for BOS of grant + initiative supported by DDN	IGA should reflect real cost of services + time.

Problem Statement: 2019 Strategic Priority

	Idea 1	Idea 2	Idea 3
1	Sidewalk litter + weeds need biz daily attention	clearly marked public recycling containers prominent	Street parking clearly striped + revenue generated
2	Review # of trash cans, if needed add more.	Yes.	Yes. Collaborate w/ city to improve city owned lots Monetize BDA lot on Maple St.
3	Expand beautification score + area.	Agreed. Need to make sure they (and trash) are emptied efficiently.	Create IMPROVEMENTS Road map and share w/ public.
4	Create Standards for landscaping + Sidewalks	Create recycling stations in key areas	Clean up parking lots and re strip and update signage
5	Identify ways to share cost w/ business owners for beautification projects	Sharing an updated map and service schedule w/ public. Perhaps provide directory maps downtown w/ this & other useful information.	
6	Trash Patrol - People we employ only to pick up litter & manage dumpster problems 10 hours a week		

Problem Statement: 2019 Strategic Priority

	Idea 1	Idea 2	Idea 3
1	<p>Commit OK to Public Recycling in DDA d Park System in Partner ship w/city</p>	<p>Lease or Sell RAC in order to finance infrastructure projects like brick Pavement trees</p>	<p>Build a vibrant d Creative bus shelter using the skills of local artists</p>
2	<p>Recycling containers visible clearly marked + well used</p>	<p>Down town DDA poorest district + needs the \$</p>	<p>Pair w/ bus program to subsidize take mass transit more often</p>
3	<p>Create a Knowledge Center. gives businesses best practices, data, resources</p>	<p>Look for a way that allows rent or sale while keeping RAC in place</p>	<p>Collaborate w/ city to improve d city owned lots - Monroe Mapple St.</p>
4	<p>Ensure recycling containers will be emptied sufficiently - Evaluate combining w/ Improvement/ replacement of cans</p>	<p>Support + expand RAC Programs Post transaction.</p>	<p>Mural on bus shelter? Leverage mass transit to alleviate parking problems</p>
5	<p>make sure recycling containers are emptied</p>	<p>Sell RAC</p>	<p>Bus shelter should have solar lighting</p>
6			

artists
Crafts
Persons

Problem Statement: 2019 Strategic Priority

	Idea 1	Idea 2	Idea 3
1	add additional flower flower pots to reach both ends of washington so the look is complete.	fix the bathrooms & parks, also dispose bins for pet owners who walk dogs @ park.	better communication system between business owners. for safety and or general information.
2	Cultivate further beautification in parking lots to encourage public to be mindful	Cultivate a city that encourages pets w/ disposal bins, water bowls @ businesses	provide downtown biz owners w/maps of resources we can provide to customers, etc. (warming centers, drop-in meal centers, medical help.)
3	example on dumpsters with "DON'T BE A PIG!" & a cute 101999 painting More flowers like Washington	This is perfect! More sheep!	A big welcome poster with all this stuff
4	During winter months cover flower pots w/ colored cement tops with murals of ypsi staples	well lit Bathroom areas w/ signage that it's being monitored + signage for pet owners	Every business should have same pamphlet available + displayed. Guest will appreciate consistency
5			
6			

Problem Statement: 2019 Strategic Priority

	Idea 1	Idea 2	Idea 3
1	Fix the dumpster issue ENFORCE Penalties to dumpsters Get a camera system	Take charge of sidewalk Repairs, particularly Rice Street and beautify it all!	Take 2 bigger role in event support like other cities do
2	Extra lighting near dumpsters w/ access codes + camera system	Spray paint problematic sidewalk issues of wearing + report to city council	email events to DDA so as to potentially attend events if interested.
3	Better security / comm. w/ business owners & police force downtown/ Downtown	add additional flowers/ flower pots to the end of the Washington toward park street	fix pothole issues Q parks by fixing existing potholes.
4	Beautify dumpster areas to counter illegal dumping (make "dumpsters" uncomfortable ENCOURAGE PUBLIC MISC. ON WOOD ENCLOSURES?	Find creative ways to make "flaws" beautiful - Japanese practice of Kintsugi (fill sidewalk cracks w/ "gold") Flowers, epoxy, succulents, etc) until it can be "fixed".	create / support events that become more widely publicized (like FORTH, Pride)
5			Ex. - event being developed is "Enchanted Ypsi" that can bring new commerce/people into Ypsi
6			

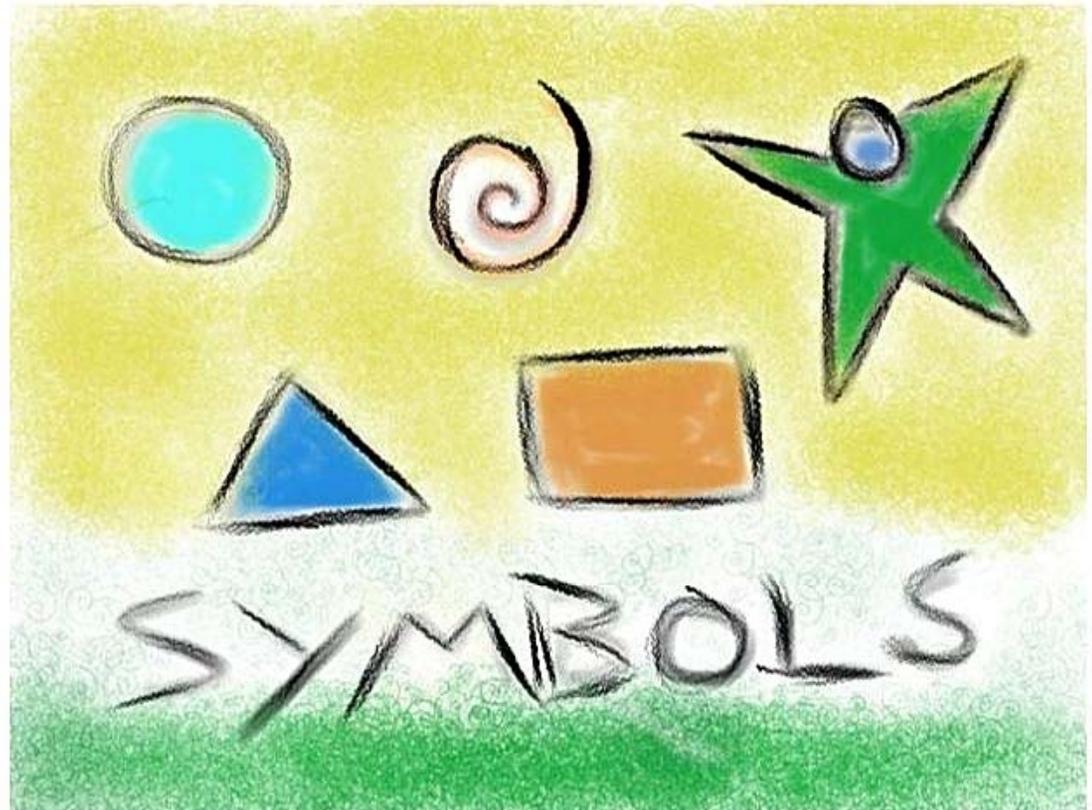
Problem Statement: 2019 Strategic Priority

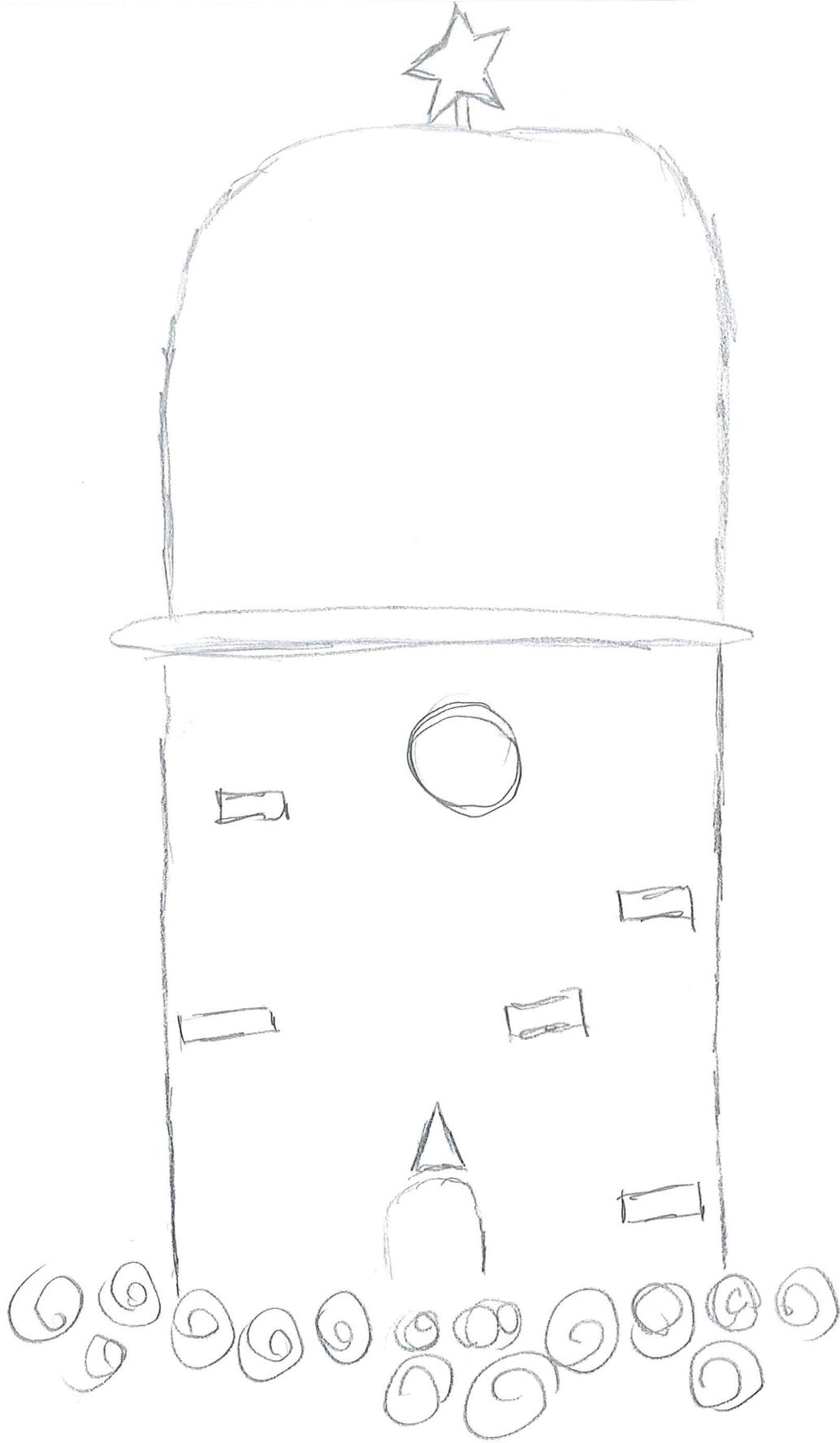
	Idea 1	Idea 2	Idea 3
1	<p><i>Extra</i></p> <p>Security on Pearl Street between hours of 2:30 - 5:30 (@ transit)</p>	<p>Public parking pay station at Michigan Ave Hamilton to Riverside st.</p>	<p>Painted curbs in median on Michigan Ave at intersections for crossings</p>
2	<p>Demands also a system of communication between business owners & such security for added safety</p>	<p>Electronic pay station for bikes w/ no don't carry cash/ change on hand?</p>	<p>continue to make all parts of town beautiful & putting</p>
3	<p>More lighting that is both beautiful (string lights, trees, etc) but also serves for safety</p>	<p>STATIONS SHOULD BE EASY!</p> <p>STATIONS SHOULD BE EASY!</p>	<p>Make the crosswalks beautiful, painted w/ a creative touch (color, design, etc)</p>
4	<p>Beautification across the street from AATA</p>	<p>Also - CLEAN, which encourages interactivity. Agree. Throughout the lots too</p>	<p>RAINBOUS! ... Bring ART BACK INTO PLACEMAKING THROUGH ART</p>
5			
6			

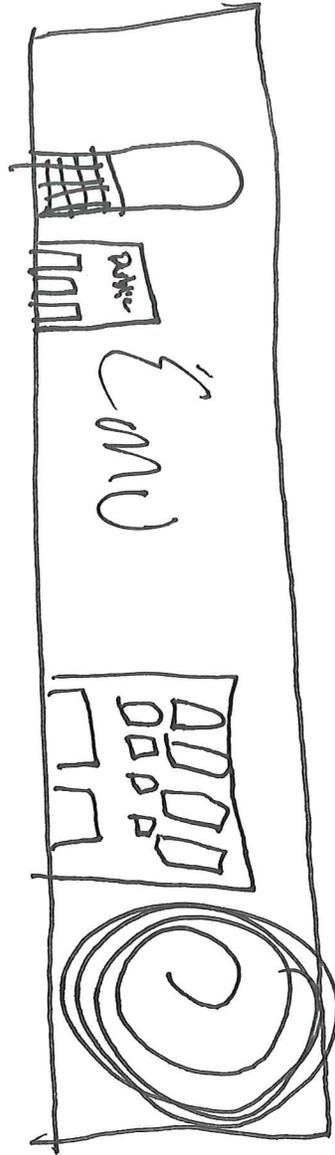
On your card: Draw an image representing your understanding of YDDA's Mission

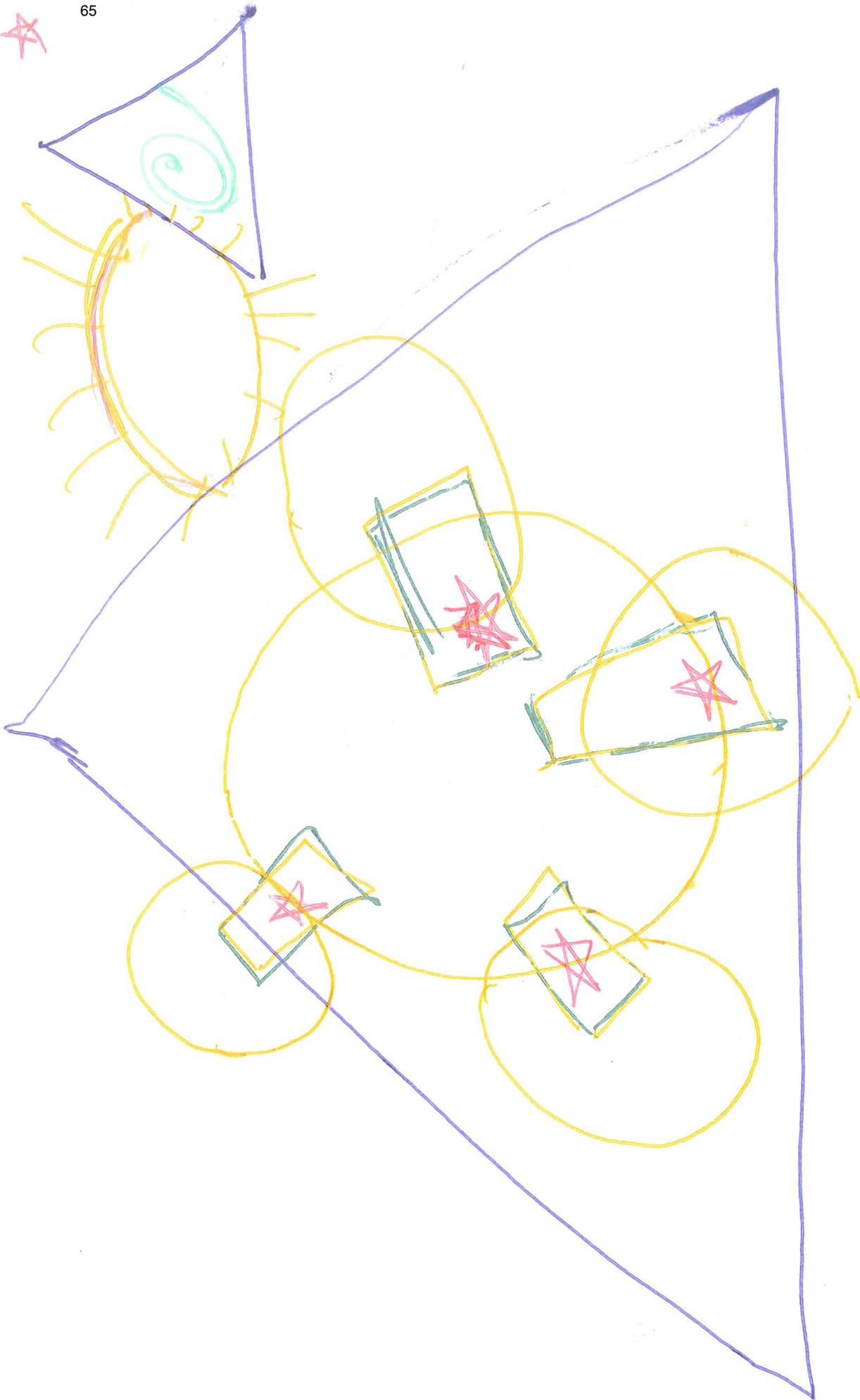
Symbol Meanings

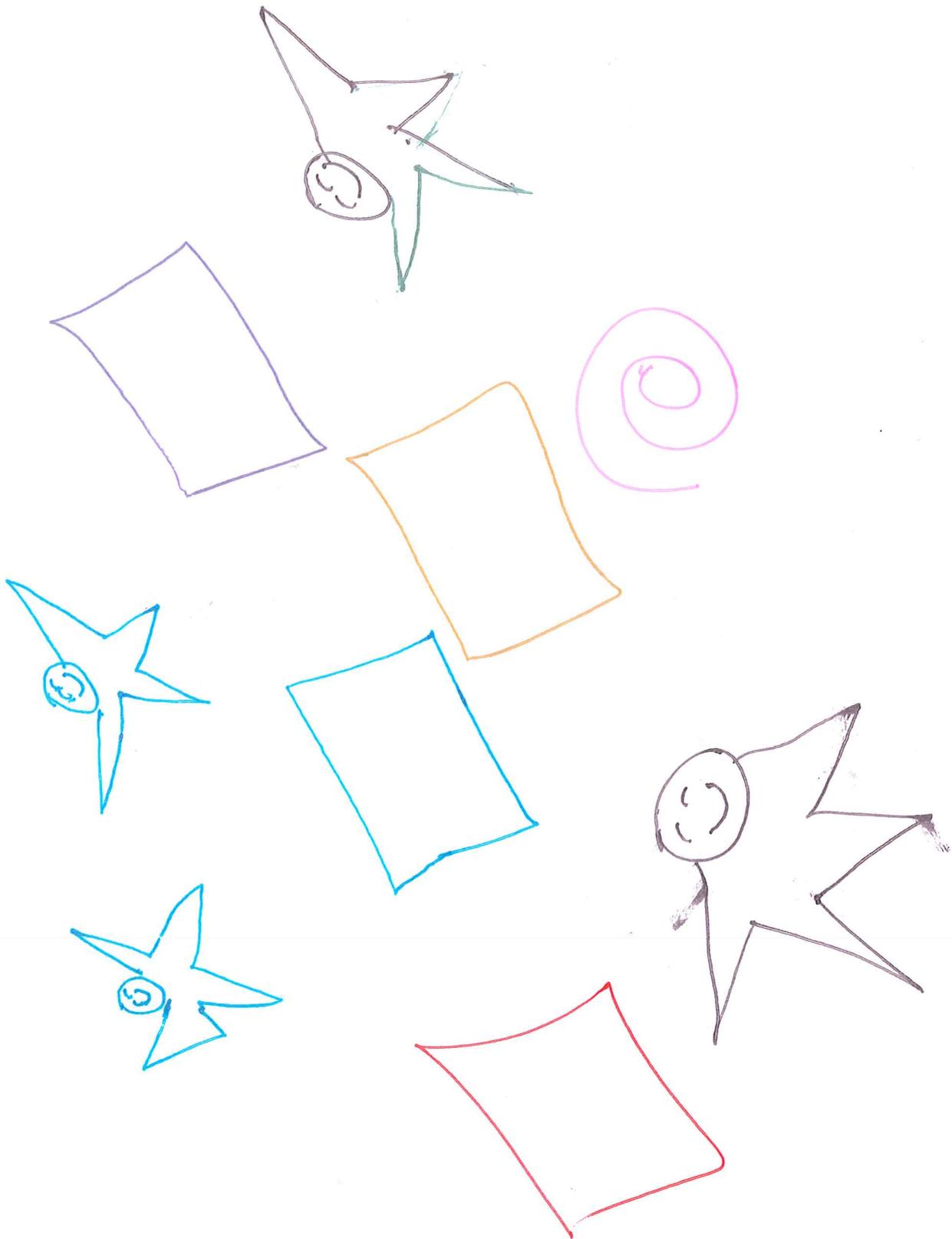
- Circle = Wholeness
- Rectangle = Support
- Triangle = Goal
- Spiral = Change
- Star person = Relationship

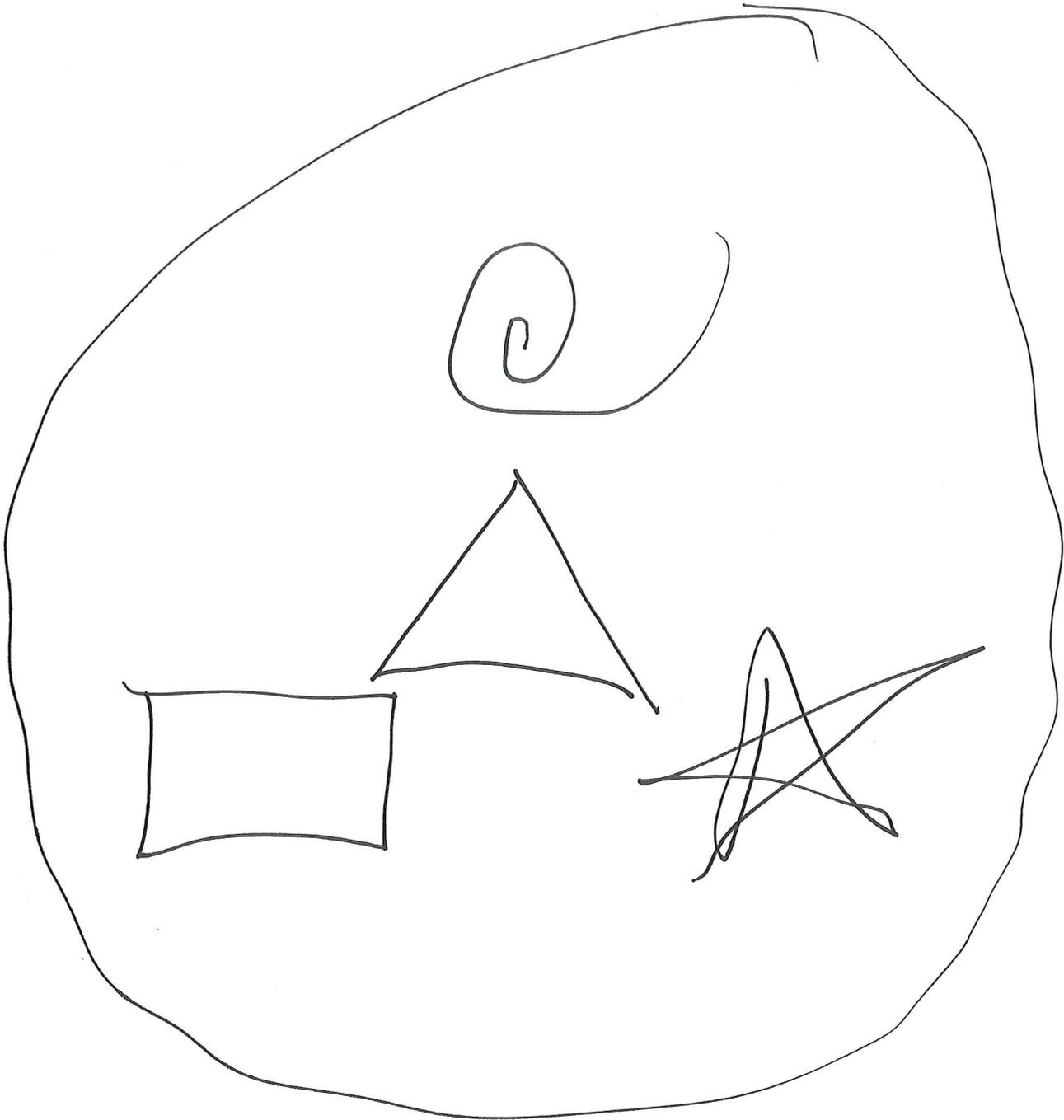












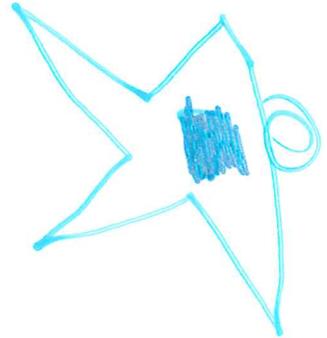
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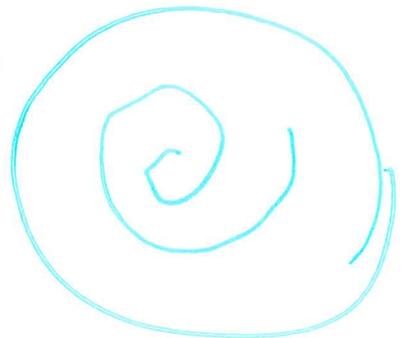
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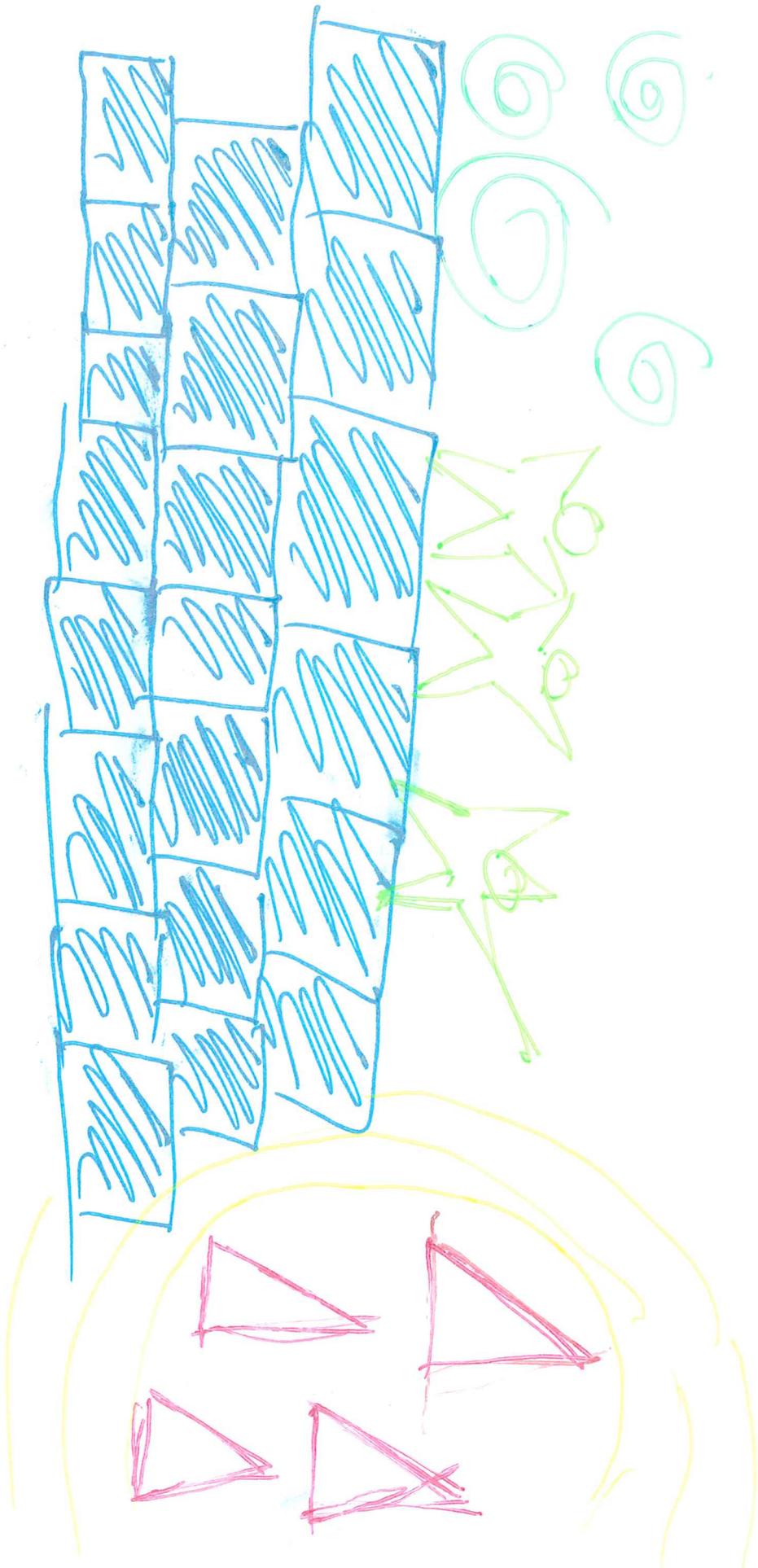
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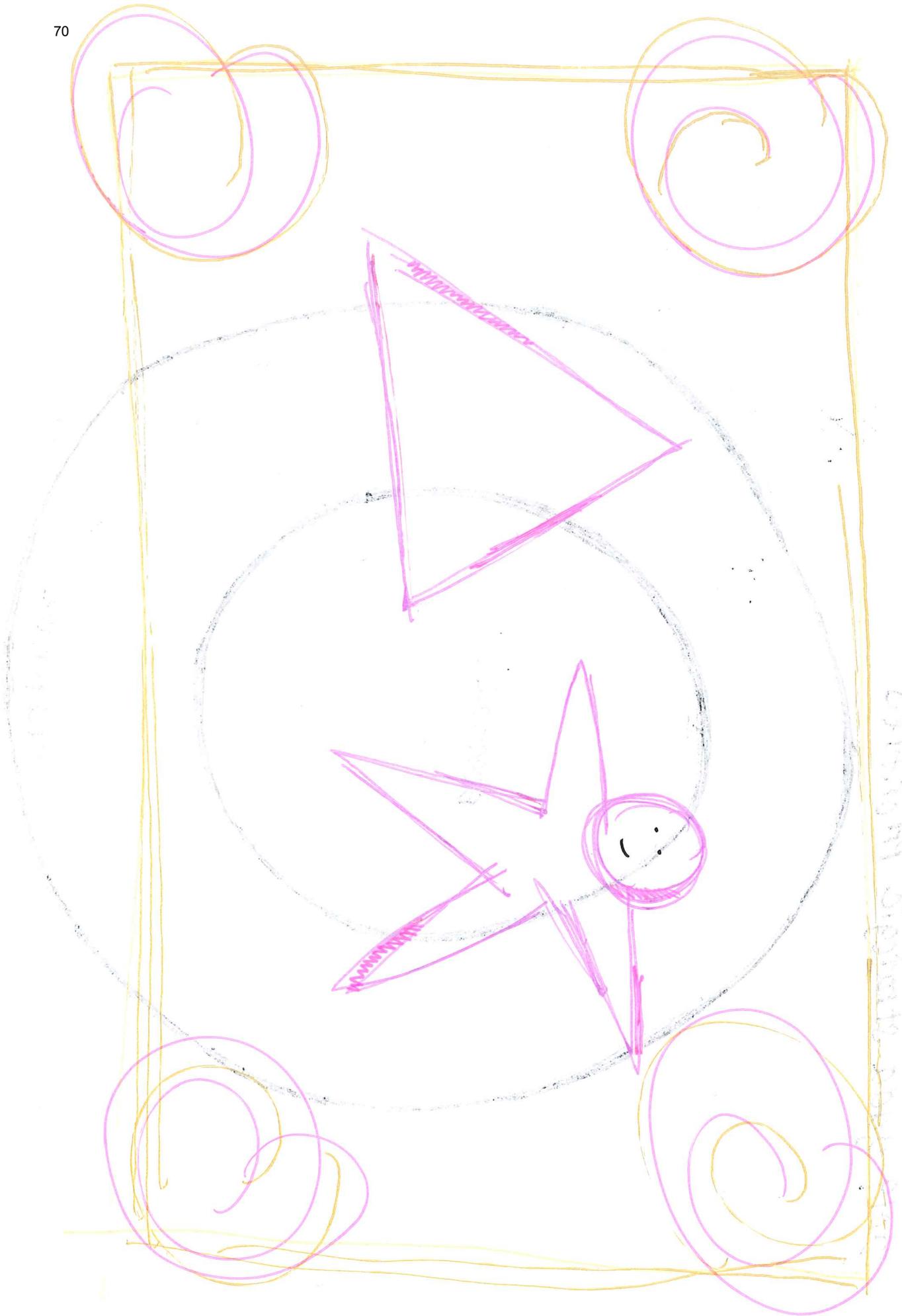


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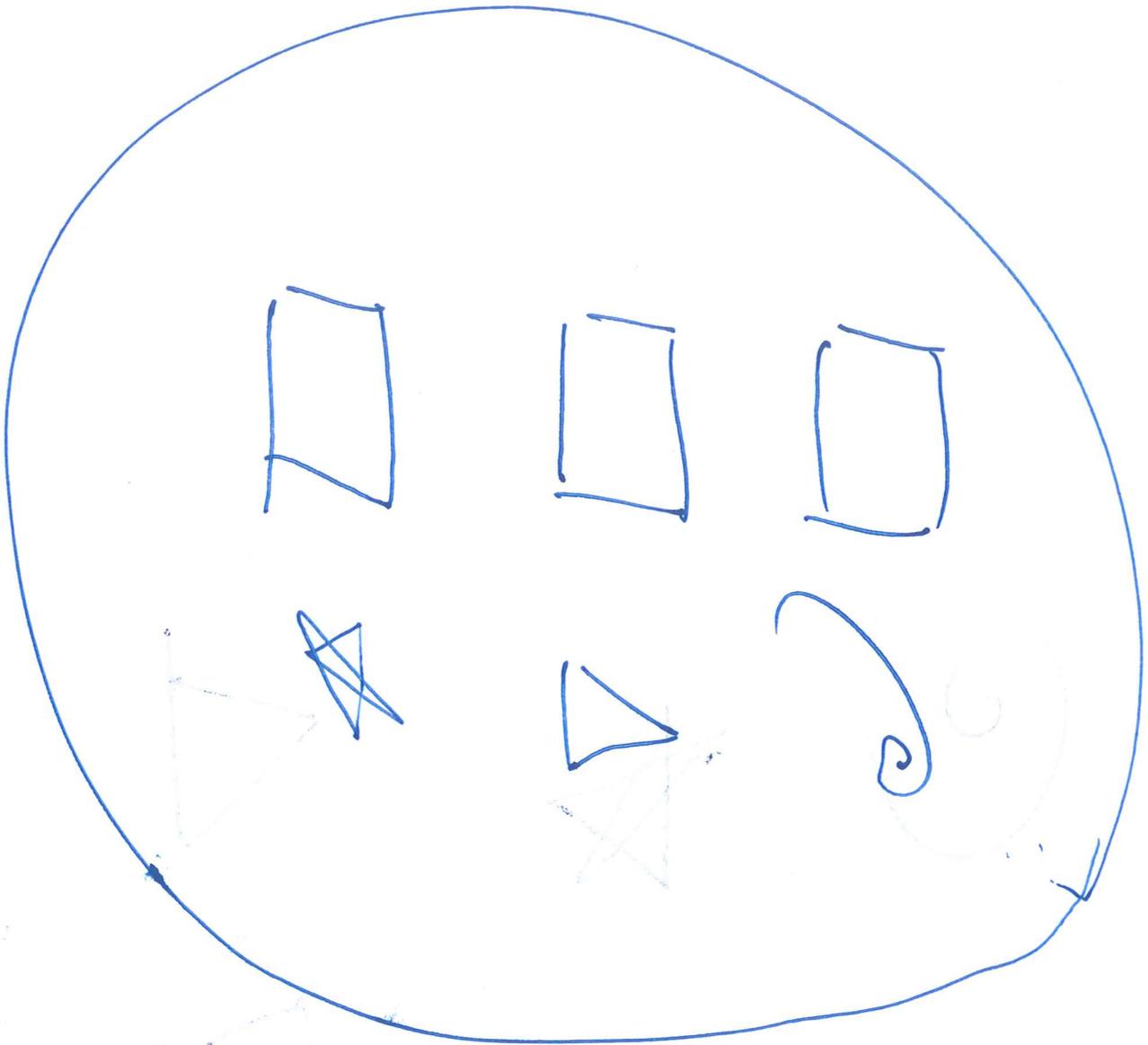


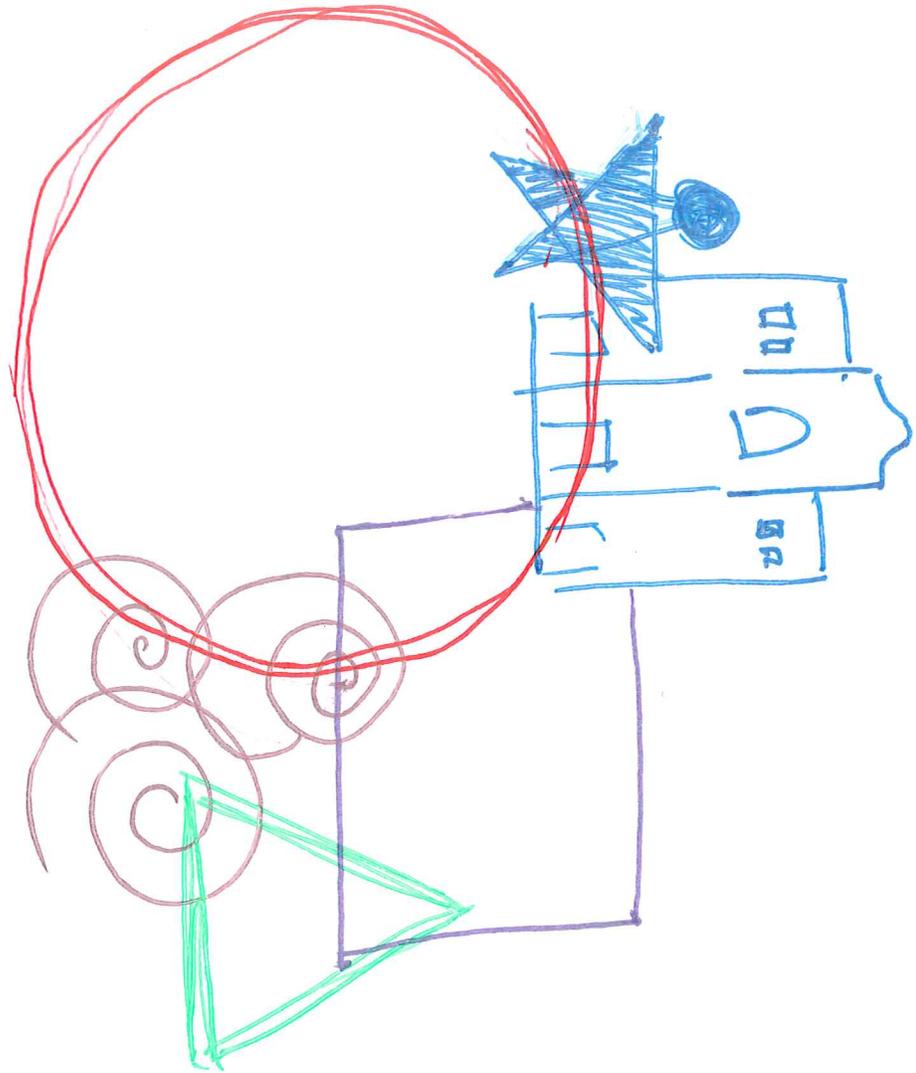
YDDA Mission

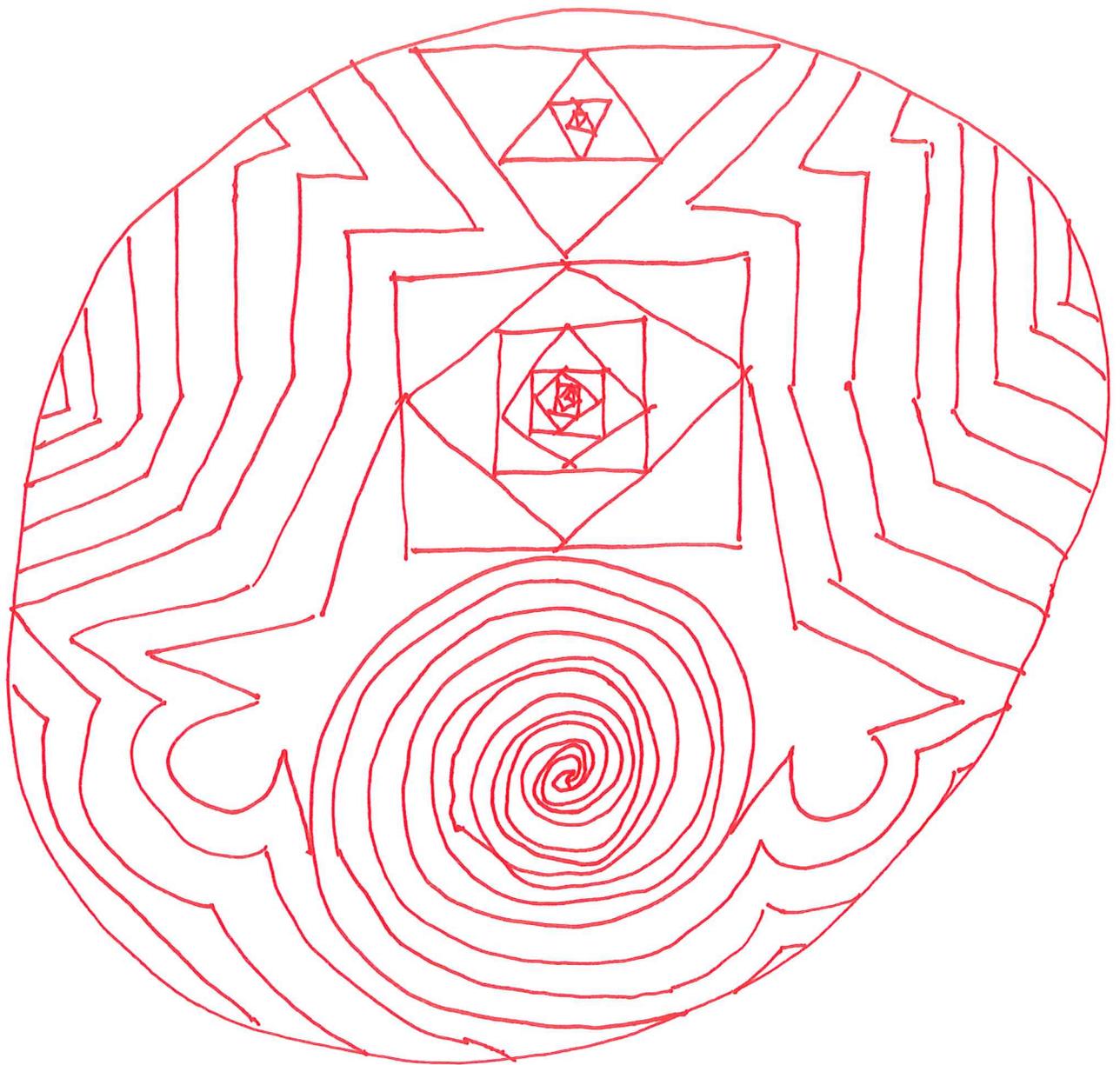


Creating a digital world

2022-2023







City of Ypsilanti
Downtown Development Authority
Board of Directors Meeting Agenda
SPARK EAST - 215 W Michigan Ave
Thursday, November 21st, 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	Athena Johnson	P	A
Janette Rook	P	A	Danielle Milner (C)	P	A
Andy French	P	A	Ben Harrington	P	A
Dieter Otto	P	A	Jen Eastridge	P	A

- **Introductions**
- **Approval of Agenda (X*)**
- **Approval of October 17th, 2019 Minutes (X*)**
- **Public Comment (3 minutes each)**
- **Staff Report/Financial Report (X)**
- **Standing Committee Reports**
 - **Operations and Finance Committee**
 - **Draft Strategic Plan (X*)**
- **Old Business**
 - **Depot Town Signage Complete(X)**
 - **Ypsi Shops Local(X)**
 - **Bike Loops**
 - **Cigarette Butt Recycling**
 - **DDA Walking Tours**
 - **Frog Island Movie**
 - **Officer Refund**
- **New Business**
 - **RAC Board Member**
 - **RAC Presentation**
 - **Black Friday Parking Holiday**
- **Staff Updates**
- **Public Comment (3 minutes each)**
- **Announcements/Comments**

Next Meeting: December 19th, 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 Agenda
Ypsilanti Firehouse Museum, 110 W. Cross St.
Thursday, October 17th, 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	Ylondia Portis	P (8:47a)
Kayia Robinson	P (9:20a)	Athena Johnson	P
Janette Rook	P	Danielle Milner (C)	P
Andy French	P	Ben Harrington	A
Dieter Otto	P	Jen Eastridge	P

Introductions

Frances McMullan- City Manager

Approval of Agenda (X*)

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

Approval of September 19th, 2019 Minutes(X*)

- *Beth Bashert motioned to approve the September 19, 2019 meeting minutes and Jen Eastridge supported the motion. Motion carried.*

Public Comment (3 minutes each): n/a

Staff Report/Financial Report (X)

Christopher Jacobs updated the board about current projects. Staff is aggressively promoting the EMU passport program.

Standing Committee Reports

Operations and Finance Committee

Holiday Programming by District (X*)

- Depot town tree lighting: Depot Town cost to light the tree is \$3200.

Andy French Motioned to support the Depot Town Tree lighting with \$3200. Dieter Otto supported the motion. Motion passed - unanimous.

- Downtown Holiday lighting: \$1500 will be used from the DDA budget to help support the Downtown Holiday event and decorations.
- W. Cross Holiday Lighting: \$3000 is in the budget for holiday Decorations. There is a possibility to light the Water Tower, but there is construction on the structure through the beginning of November.

North Adams Lot Security Cameras (X*)

Camera systems range from \$3500 to \$8100. The dumping at the N. Adams dumpster enclosure is out of control.

Andy French stated that if the city would help us enforce, it would be money well spent, however we do not have a guarantee of support from the city.

Jen Eastridge mentioned that the committee spoke about obtaining a less sophisticated camera solution for learning, and finding out who the players are. There are also opportunities for beautification of the dumpster corrals.

Beth Bashert pointed out the bad design that allows space around the dumpsters.

Ylondia Portis asked if there are business owners not paying. (Yes) Is there recourse? (not defined) How do we fine them? (with support from the police with enforcement).

Staff indicated that the Chief has told us that the enforcement of dumping is a low priority and they will not enforce it.

Officer Tait offered to speak to business owners or residents that are dumping.

Andy French suggested that staff go back to chief and find a better solution. We will table the conversation until then, and bring it back to operations and finance.

Ylondia Portis suggested putting up new signs, and to notify businesses that we are watching.

Beth Bashert offered to write about the problem in her newsletter.

Thompson Block Redevelopment Liquor License (X*)

Thompson block is looking for approval from the DDA for a Redevelopment Liquor License.

Janette Rook motioned for the Ypsilanti DDA to approve the Redevelopment liquor license for the Thompson Block Building. Dieter Otto supported the motion. Motion passed- unanimous.

Volunteer Appreciation Event

.The DDA would like to honor local leaders with an event. Aiming for something planned for spring 2020.

Old Business

DDA Officer Check-In:

DDA Officer Tait reported on cracking down on people drinking out front of Deja Vu, and handling issues at the Beer Cooler

Andy French asked about the shooting on W. Cross a few weeks back. Officer Tait replied that it is still an open investigation and he doesn't have any details to share.

Ylondia Portis spoke about the DAY meeting last night. Businesses are concerned about the aggressive panhandling, and asked Ofc. Tait about what they can do if a business owner has an aggressive panhandler.

Officer Tait responded that that panhandling is not illegal, but if the person is aggressive, the business owner would need to provide a detailed description of the person, and under some circumstances, the officers could trespass the person off the property.

Christopher Jacobs spoke about the DAY meeting. It was heated, and inappropriate. It was a firing squad.

Jen Eastridge said that we want a safe welcoming area for all our customers. We would love to see the officer downtown more often.

Frog Island Park Movie Event •

The rights for the movie Hocus Pocus is higher than anticipated. Staff asked the board to approve \$435 to purchase the right to play the film.

Jen Eastridge motioned to approve \$435 to pay for the film rights for the Frog Island Park Movie event. Dieter Otto supported the motion. Motion passed- unanimous.

Ypsi Shops Local (X)

Boxes for the incentive program were distributed to 25 locations around the DDA.

DDA Walking Tours

Walking tour has been pushed back a week to October 24th.

RAC Negotiations

No new news on this item. The team is still between negotiations.

New Business

100 W Michigan Grant Extension •

Applicant stated that the delay is the result of several issues with the foundation. The whole foundation needs to be stabilized. The North/East walls have settled 5-6 inches.

The applicant has applied for demolition of the cladding with the Historic Commission. The worst case scenario is that the walls might need to be rebuilt. Worst case scenario would be finished in April 2020. Applicant asked for an extension to complete the project by May 1, 2020.

Beth Bashert motioned to extend the grant deadline for 100 W. Michigan Ave. to May 1, 2020. Jen Eastridge supported the motion. Motion passed- unanimous.

511 W. Cross Grant Application •

The Grants committee recommended that a \$30,000 grant be awarded to 511 W. Cross so long as applicant provides an itemized list of eligible expenses and address concerns about ADA accessibility.

The applicant responded that the front of the building is not ADA, but it is nearly impossible to make it so because of the landscape of the street. There is an ADA door on the side of the building and an ADA bathroom inside of the building.

Beth Bashert stressed to make the side entrance welcoming.

Beth Bashert motioned to approve the facade and rehab grant for 511 W. Cross for \$30,000. Janette Rook supported the motion. Motion passed- unanimous.

Goal Setting Strategic Plan

Executive committee has been asked to come up with an approach to bring back to the board. Joe Meyers stated that the DDA should submit a draft budget to the city in January.

Staff Updates : n/a

Public Comment (3 minutes each)

Beth Bashert announced Parliamentary training open to DDA board members on Nov. 14 from 6-9pm.

Announcements/Comments Next Meeting: November 21st, 8:30 a.m., SPARK I. Key: (*) = items requiring Board action (X) = documents attached in board packet

W. Cross St. Revenue Expenses Report

11/05/2019							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		7,560		11,564		-4,004	153%
TIFA		104,197		0		104,197	0%
<u>Total</u>		111,757		11,564		100,193	10%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		9,265		900		8,365	10%
TIFA Expenses		97,654		14,123		83,531	14%
<u>Total</u>		106,919		15,023		91,896	14%
<u>Revenues Over (Under) Expenses</u>		4,838		-3,459			
Fund Balance as of FYE June 2019		120,163					
Projected Appropriation for FYE June 2019		4,838					
Projected Fund Balance June 2020		125,001					
*both TIF and Operating Reserves							

Depot Town Revenue Expenses Report

11/05/2019							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		8,342		11,151		-2,809	134%
TIFA		110,454		0		110,454	0%
<u>Total</u>		118,796		11,151		107,645	91%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		7,136		785		6,351	11%
TIFA Expenses		100,024		16,968		83,056	17%
<u>Total</u>		107,160		17,753		89,407	17%
<u>Revenues Over (Under) Expenses</u>		11,636		-6,602			
Fund Balance as of FYE June 2019		137,798					
Projected Appropriation for FYE June 2019		11,636					
Projected Fund Balance June 2020		149,434					
*both TIF and Operating Reserves							

Downtown Revenue Expenses Report

11/05/2019							
<u>Revenues</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>			
Operating Millage (1.8282)	35,074	44,974	-9,900	128%			
TIFA	266,994	8,550	258,444	3%			
<u>Total</u>	302,068	53,524	248,544	18%			
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>			
Operating Costs	23,755	3,069	20,686	13%			
TIFA Expenses	278,298	26,845	251,453	10%			
<u>Total</u>	302,053	29,914	272,139	10%			
<u>Revenues Over (Under) Expenses</u>	15	23,610					
Fund Balance as of FYE June 2019	95,601						
Projected Appropriation for FYE June 2019	15						
Projected Fund Balance June 2020	95,616						
*both TIF and Operating Reserves							

YDDA Revenue and Expense Report

11/05/19							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		50,976		67,689		-16,713	133%
TIFA		481,645		8,550		473,095	2%
<u>Total</u>		532,621		76,239		456,382	14%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		40,156		4,754		35,402	12%
TIFA Expenses		475,976		57,936		418,040	12%
<u>Total</u>		516,132		62,690		453,442	12%
<u>Revenues Over (Under) Expenses</u>		16,489		13,549			
Fund Balance as of FYE June 2019		353,562					
Projected Appropriation for FYE June 2019		16,489					
Projected Fund Balance June 2020		370,051					
*both TIF and Operating Reserves							

City of Ypsilanti DDA Staff Report October-November 2019

Website: Staff continues to update business directory and available properties. Staff is continuing to update website and add projects.

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.

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

Streetscape Maintenance: WHCanon is fulfilling the streetscape maintenance contract.

Grants: Work is underway for most of the grants awarded in the last two cycles. Reimbursement has been issued to Go Icecream.

New Businesses: Bobcat Bonnies

Businesses Closing:

Staff Hours for Oct-Nov.

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 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, mapping - 100 Hours

Scott –Historic research and tours – 12 Hours

Joe – DDA guidance – 10 hours

Notable Projects

Shops local program- first drawing was held on Nov. 1st. 450 participants. Gift cards were purchased at World of Rocks, Twisted Things, Bobcat Bonnies, and Massage Mechanics.

Cigarette Recycling ready to install

Movie night in Frog Island park- 150 attendants

Walking tours with Scott Slagor- 40 attendants

Oct. 2019 Expenses

	AMOUNT	W. CROSS	DEPOT TOV	DOWNTOWI	LINE ITEM DESCRIPTION
Grainger	\$ 497.28			\$ 497.28	TIF Project custom boxes
Wonderfoo	\$ 2,500.00	\$ 550.00	\$ 575.00	\$ 1,375.00	Special Evε YpsiGlow 2019
WHCanon	\$ 3,822.16	\$ 840.87	\$ 879.09	\$ 2,102.17	Streetscapε Oct. 2019
Waste Man	\$ 390.12			\$ 390.12	Waste Man 10/1-10/31 N. Huron Lot
Waste Man	\$ 370.53			\$ 370.53	Waste Man 10/1-10/31 S. Huron Lot
Waste Man	\$ 1,057.07			\$ 1,057.07	Waste Man 10/1-10/31 N. Adams Lot
Terracycle	\$ 967.35	\$ 212.82	\$ 222.49	\$ 532.04	TIF Project Cigarette Recycling
OPG	\$ 700.00		\$ 700.00		Special Evε Frog Island Movie night equipment
Dero	\$ 3,317.00	\$ 719.91	\$ 752.63	\$ 1,799.77	TIF Project Bike Hoops
Total	\$ 13,621.51	\$ 2,323.60	\$ 3,129.21	\$ 8,123.98	

**City of Ypsilanti
Downtown Development Authority
Operations & Finance Committee Meeting
Wednesday November 13, 2019 – 8:30AM
SPARK East 215 W Michigan Ave**

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

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

III. Approval of Agenda (X*)

Patton Doyle motioned to approve the agenda and Jared Walfish supported the motion. The committee approved the agenda. Motion Carried.

IV. Approval of Minutes (X*)

Patton Doyle motioned to approve the October 16, 2019 meeting notes and Jared Walfish supported the motion. Motion carried.

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

Staff presented page nine of the financial printout. Personal property tax reimbursement was not expected, but the DDA collected \$5,200 for W. Cross, and about \$17,500 for Downtown.

- **Projects Update**

- **Depot Town Plaza Lights**

- Electrician Brian Foley is contracted for the project, but he is not meeting any timelines for any of our projects. There will be hard deadlines set, and if they are not met, staff will be looking for a new electrician.

- **Depot Town Signage**

- The committee was asked if they would like to see the sides of the Orange Depot town signs “toned down” with grey edges.

- A lot of people like the signs and we will never make every person satisfied on such a subjective matter. The committee would like to leave the signs as designed.

- **Bike Loops**

- Chris Jacobs indicated that there needs to be a supplemental agreement created with DPS, as they are not contracted for all our installation work, and therefore it is not prioritized. The IGA does not spell out the services from DPS. It was asked if the DDA can just contract out all the work. Staff stated that there could

be union issues and a relationship strain if we just contract out all the work. Andy French stressed that we need to be good stewards of our money, and put the districts first.

Patton Doyle suggested creating a contract that gives DPS a first right of first refusal for all projects.

Danielle Milner asked staff to review IGA services provided by DPS and to compare those to external contractors.

- **Cigarette Butt Recycling**

Receptacles are ready to be installed and waiting on DPS.

- **Incentive Programs**

EMU has stalled out on the passport program. They are not getting them into the right hands.

The receipt incentive program had 450 submissions in just the two weeks since we went live. Five winners were announced on Nov. 1.

- **Officer Refund**

The officer refund has been introduced to City Council they will be budgeting \$25,000 for the next three years for reimbursement.

- **Walking Tours**

40 people came to the first walking tour with Scott Slagor. Scott will receive a stipend from the DDA to create monthly historic walking tours.

- **Frog Island Movie**

150 people came to watch Hocus Pocus in Frog Island Park. We received a lot of good feedback.

- **YDL Christmas Sponsorship**

Money that has already been budgeted for the holidays in downtown will help pay for the annual YDL tree lighting event.

VII. New Business:

- **3 Year Strategic Plan (X)**

The committee reviewed the 3 year strategic plan as written and did not add any changes.

Andy French stated that the goals and strategies are right on.

Christopher Jacobs would like to set timelines to the strategic plan.

- **Downtown Dumpsters**

The DDA is paying three times the amount for the Adams Street lot dumpster than the other dumpsters.

Staff is planning to take down incorrect signs and work on consistent signage. The phone number on the signs don't work.

The DDA officer offered enforcement support.

Staff is considering the addition single stream recycling to the "well-behaved" dumpsters with recycling events that can build legal usership.

Elize Jakobson suggested partnering with Zero Waste, Washtenaw County for the events.

IX. Proposed Business:

X. Audience Participation:

Danielle Milner suggested the committee members come to the next board meeting to get insight on the RAC negotiations.

XI. Adjourn

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



Ypsilanti DDA Community added a 3D photo.



Published by Elīze Jēkabsonē [?] · November 1 at 12:59 PM · 🌐

We've got our first winners! Congratulations Grant Czuj, Red Acheson, Daniel Ghastin, Ed Churchill, and Karla Yurgaites! They each won a \$50 gift card at a DDA business of their choice! We had 400 submissions, and the winning receipts came from World of Rocks, Betty Green Organic Beauty, Twisted Things, and The Rocket! All other submissions will be put back into the pot. We will be pulling new winners every month! Want to win? Visit as many DDA businesses as you can and drop your proof of purchase with your contact info into one of these boxes conveniently placed all around town! Duplicates at a single business do not count. For more info visit Ypsilantidda.org/tokens for more details.



City of Ypsilanti
Downtown Development Authority
Board of Directors Meeting Agenda
SPARK EAST - 215 W Michigan Ave
Thursday, December 21st, 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	Athena Johnson	P	A
Janette Rook	P	A	Danielle Milner (C)	P	A
Andy French	P	A	Ben Harrington	P	A
Dieter Otto	P	A	Jen Eastridge	P	A
Paul Aljouny	P	A			

- **Introductions**
- **Approval of Agenda (X*)**
- **Approval of November 21st, 2019 Minutes (X*)**
- **Public Comment (3 minutes each)**
- **Staff Report/Financial Report (X)**
- **Standing Committee Reports**
 - **Operations and Finance Committee**
 - **FY 20/21 Budget**
 - **Maple St Lot**
- **New Business**
 - **Redevelopment Liquor License – 17 N Washington**
 - **2020 Meeting Schedules**
 - **Water Tower Lighting**
- **Staff Updates**
- **Public Comment (3 minutes each)**
- **Announcements/Comments**

Next Meeting: January 16th, 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 Minutes
SPARK EAST - 215 W Michigan Ave
Thursday, November 21st, 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

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Beth Bashert	A	Ylondia Portis	P
Kayia Robinson	P	Athena Johnson	P
Janette Rook	A	Danielle Milner (C)	P
Andy French	P	Ben Harrington	P
Dieter Otto	A	Jen Eastridge	P

Staff Present: Christopher Jacobs, Elize Jekabson, Joe Meyers, Bonnie Wessler

Introductions n/a

Approval of Agenda (X*)

Ben Harrington motioned to approve the agenda and Andy French supported the motion. The committee approved the agenda. Motion Carried.

Approval of October 17th, 2019 Minutes(X*)

Andy French motioned to approve the October 17, 2019 meeting minutes and Jen Eastridge supported the motion. Motion carried.

Public Comment (3 minutes each) n/a

Staff Report/Financial Report (X)

Christopher Jacobs gave a brief overview of the staff report in the packet. Updates on the shops Incentive program include 450 participants before the first prize drawing.

Andy French asked about the MEDC grant deadlines for the big projects. Christopher replied that he is confident that the projects will be finished in time. The Food Co/op has weather related delays, but are expected to be on time as well.

One thing to note on the financial report is that there is unexpected revenue from personal property tax reimbursements. There is about \$17,000 Downtown, and about \$8,000 for West Cross.

Standing Committee Reports

Operations and Finance Committee

Draft Strategic Plan (X*)

The Operations and Finance committee is asking for a motion to approve the strategic plan proposed as our guide for the next three years.

Jen Eastridge motioned to approve the Three Year Strategic Plan as proposed. Ben Harrington supported the motion. Motion passed- unanimous.

Old Business

Depot Town Signage Complete(X)

Depot town signage is complete. Staff, with the guidance of the executive committee has decided to not paint the sides of the signs gray to tone them down. Design choices are subjective and many business owners and residents like the way they are now. The Great Streets America plaques were hung this week.

Ypsi Shops Local(X)

As mentioned before, the program has had a successful start and will continue for the next nine months.

Bike Loops

30 bike loops have arrived and are waiting on installation by DPS.

Cigarette Butt Recycling

Containers have arrived, we are waiting on DPS to install nine cigarette receptacles. The county is interested in this project and are working with staff to propose a similar pilot on their end.

DDA Walking Tours

40-50 people participated in the historic walking tours led by Preservation Planner, Scott Slagor. He will be working on monthly tours.

Frog Island Movie

About 100 people came out on the chilly evening to watch Hocus pocus in Frog Island Park. DDA staff would like to make a monthly summer movie event.

Officer Refund

The City has committed in goal setting process on taking step forward honoring the commitment.

\$25,000 will be paid back to the DDA per year for three years.

Joe Meyers stated that the city budget is likely to be approved in April or May

It was requested that DDA staff add this item on the agenda for the April and May meetings.

Jen Eastridge mentioned that her shop has seen Officer Taite quite a bit lately. Nice to see him out in the DDA.

Jen asked "What do we tell our fellow business owners about the construction obstacles?"

Joe Meyers stated that the Police Chief committed to provide reports on officer Taites time, which is something we do not currently receive. SeeClickfix is your best friend. If you see an issue, such as a sidewalk being blocked, report it there. Joe is looking into creating detour walking path maps when a building is under construction.

Jen Eastridge commented that the allies behind her business are bad after the snow storm..

Delivery people can not get in, and residents cannot get in. Jen fell on the ice herself.

Andy French would like to throw out the possibility of hiring an outside contractor to plow the lots.

Joe Meyers stated that creating snow emergencies would be key to success.

Danielle Milner stated that the DDA is not able to open IGA anytime soon. She has asked staff to document services we're using with DPS and compare to outside contractors. She requested that this be brought up on next agenda.

Andy French requested that this be a standing agenda item for the Operations and Finance Committee.

New Business

RAC Board Member

The DDA board asked members to consider joining the RAC board.

RAC Presentation

RAC board chair Akosua Dow spoke about Riverside Arts Center and its impact. The lease is going to be up shortly.

New Executive Director Elisa Guyton introduced herself.

Don Lopenow spoke about RAC's economic impact. He proposed developing a concept digital arts space on the third floor. He invited the DDA to future board meetings or for individual tours. They stopped charging for a lot of things to bring in more of the community.

Daneille Milner excused herself at 9:27 due to prior commitments. Vice-Chair Andy French took over the meeting.

Black Friday Parking Holiday

There will be a free parking day on Black Friday this year.

Staff Updates

Regarding the Washington street light project, the lights have been hung and the project is complete.

The City has hired New city planner, Andy Aamodt

Public Comment (3 minutes each)

Jennifer Goulet thanked the DDA for Ypsi Glow support.

Elize Jakobson spoke about the last First Fridays of the season, December 6th. They are looking for input for the 2020 season.

Steve Pierce from the Ypsi Performance Space said his space is on time and on budget. He invited the DDA to DAY meetings. He is excited about the N Washington lights. Talked about the Turkey giveaway this Saturday Downtown.

Announcements/Comments

Next Meeting: December 19th, 8:30 a.m., SPARK I. Key: (*) = items requiring Board action (X) = documents attached in board packet

W. Cross St. Revenue Expenses Report

11/05/2019							
<u>Revenues</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>			
Operating Millage (1.8282)	7,560	12,141	-4,581	161%			
TIFA	104,197	0	104,197	0%			
<u>Total</u>	111,757	12,141	99,616	11%			
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>			
Operating Costs	9,265	932	8,333	10%			
TIFA Expenses	97,654	14,336	83,318	15%			
<u>Total</u>	106,919	15,268	91,651	14%			
<u>Revenues Over (Under) Expenses</u>	4,838	-3,127					
Fund Balance as of FYE June 2019	120,163						
Projected Appropriation for FYE June 2019	4,838						
Projected Fund Balance June 2020	125,001						
*both TIF and Operating Reserves							

Depot Town Revenue Expenses Report

11/05/2019							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		8,342		11,151		-2,809	134%
TIFA		110,454		0		110,454	0%
<u>Total</u>		118,796		11,151		107,645	91%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		7,136		847		6,289	12%
TIFA Expenses		100,024		19,259		80,765	19%
<u>Total</u>		107,160		20,106		87,054	19%
<u>Revenues Over (Under) Expenses</u>		11,636		-8,955			
Fund Balance as of FYE June 2019		137,798					
Projected Appropriation for FYE June 2019		11,636					
Projected Fund Balance June 2020		149,434					
*both TIF and Operating Reserves							

Downtown Revenue Expenses Report

11/05/2019							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		35,074		45,397		-10,323	129%
TIFA		266,994		10,850		256,144	4%
<u>Total</u>		302,068		56,247		245,821	19%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		23,755		3,218		20,537	14%
TIFA Expenses		278,298		41,128		237,170	15%
<u>Total</u>		302,053		44,346		257,707	15%
<u>Revenues Over (Under) Expenses</u>		15		11,901			
Fund Balance as of FYE June 2019		95,601					
Projected Appropriation for FYE June 2019		15					
Projected Fund Balance June 2020		95,616					
*both TIF and Operating Reserves							

YDDA Revenue and Expense Report

11/05/19							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		50,976		68,689		-17,713	135%
TIFA		481,645		10,850		470,795	2%
<u>Total</u>		532,621		79,539		453,082	15%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		40,156		4,997		35,159	12%
TIFA Expenses		475,976		74,723		401,253	16%
<u>Total</u>		516,132		79,720		436,412	15%
<u>Revenues Over (Under) Expenses</u>		16,489		-181			
Fund Balance as of FYE June 2019		353,562					
Projected Appropriation for FYE June 2019		16,489					
Projected Fund Balance June 2020		370,051					
*both TIF and Operating Reserves							

City of Ypsilanti DDA Staff Report November-December 2019

Website: Staff continues to update business directory and available properties. Staff is continuing to update website as needed.

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. Billing cycle for Dec 2019- March 2020 has been issued.

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.

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

Streetscape Maintenance: Landscaping season is complete.

Grants: Work is underway for most of the grants awarded in the last two cycles.

New Businesses:

Businesses Closing: MOODY TEEZ

Staff Hours for Nov-Dec.

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 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, mapping - 100 Hours

Scott –Historic research and tours – 12 Hours

Joe – DDA guidance – 10 hours

Notable Projects

Shops local program- Second drawing was held on Dec. 2nd. 750 total participants. Gift cards were purchased at Evenstars Chalice, Twisted Things, Sidetrack, Apple Annies, and The Ypsi Food Co/op. Cigarette Recycling bins have been moved to DPS for install.

Water Tower lighting project is moving forward.

Nov. 2019 Expenses

	AMOUNT	W. CROSS	DEPOT TOV	DOWNTOW	LINE ITEM DESCRIPTION
Landscapeforms	\$ 1,010.85		\$ 1,010.85	\$ 497.28	TIF Project Bench Cost Share, Ma
Dero	\$ 132.00		\$ 132.00		TIF Project Bike Loop Cost Share
10 N. Washington LLC	\$ 2,223.26			\$ 2,223.26	Façade/R€ Go Ice Cream Floors
Waste Management	\$ 443.40			\$ 443.40	Waste Mar 11/1-11/30 N. Huron Lc
Waste Management	\$ 379.79			\$ 379.79	Waste Mar 11/1-11/30 S. Huron Lc
Waste Management	\$ 1,897.70			\$ 1,897.70	Waste Mar 11/1-11/30 N. Adams L
Delights Christmas	\$ 200.00		\$ 200.00		Holiday Lig
Benchmark	\$ 6,400.00		\$ 6,400.00		TIF Signage
Total	\$ 12,687.00	\$ -	\$ 7,742.85	\$ 5,441.43	

**City of Ypsilanti
Downtown Development Authority
Operations & Finance Committee Meeting
Wednesday December 11, 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	P	Jared Walfish	A
Patton Doyle	P		

III. Approval of Agenda (X*)

Patton Doyle motioned to approve the agenda and Ruth Ann Jamnick supported the motion. The committee approved the agenda. Motion Carried.

IV. Approval of Minutes (X*)

Ruth Ann Jamnick motioned to approve the November 13th, 2019 meeting minutes and Patton Doyle supported the motion. Motion carried.

V. Audience Participation:

Julia Collins was there because she was interested in serving on the committee.

Andy French appointed Julia Collins to the committee.

VI. Old Business:

Maple St Lot

Parking Manager for the City, Bonnie Wessler presented options for the Maple St. lot. Currently the lot does not have a policy. That is a bad policy because we don't have a plan to maintain and replace it when it is necessary.

- The future train platform would take away a row of spaces in the future.
- It currently is not ADA. There is no ADA spaces or an accessible sidewalk to Depot Town. The DDA should focus on these improvements before anything else.
- It is not wise to spend on metering. Metering would be close to \$15,000 alone.
- Thompson block slated to open in April 2020.
- Recommends permit parking as it has lower startup cost.

Andy French said that this lot is meant to serve DDA customers, not residents.

The grant for the train platform has been submitted. The City should know the result by January or February. Construction would take place 2021.

Location of the platform was discussed.

Andy French mentioned that because of train ridership, the DDA would lose its stock of parking.

He doesn't support train at the expense of the district. Why are we doing a project that doesn't have the correct infrastructure? He would rather find ways to generate revenue for the district.

Bonnie Wessler stated that service fees would be collected by the city for maintenance and plowing. She recommends building the ADA sidewalk first, and to take a look at a parcel of land in the adjacent lot.

Andy French motioned to allocate \$30,000 for parking kiosk equipment and sidewalk improvements.

This includes a commitment to work with the City of Ypsilanti for enforcement conditional on agreeable terms with the city. Patton Doyle supported the motion.

Roll call vote. Motion passed, unanimous.

Zachary Schultz stated that sales are drastically down in Depot Town retail.

Andy French said that there is a narrative that Depot Town is doing great but it is not.

Patton Doyle said that there need to be pedestrian access from maple lot to Depot Town.

Andy French said that someone measured the distance from the maple lot to the Depot Town clock and its the same distance as the clock is to Washington Street.

Discussion about the train ensued.

VII. New Business:

FY 20/21 Budget Work Session

Conversation about operating expenditures vs TIF ensued.

Patton Doyle asked about the bond. It's a few years out, is there a way we can pay that off sooner?

Staff answered that it may not be able to be paid off from reserves, but possibly with the sale of Riverside Arts Center.

Staff updated the committee about the RAC negotiation.

Staff spoke about DAY's request for exterior security cameras. There is a proposal to open up grants program to change to a program for exterior security cameras.

Staff does not support facial recognition technologies for this use because it disproportionately affects minorities.

Patton Doyle said that there are other ways to use these resources that are not cameras. He suggested sidewalk repair and brick paver grants.

The committee agreed on continuing the conversation for the grants to go in the direction of sidewalk repair.

Andy French spoke about the Freighthouse. There has been a proposal from the council and the mayor to take control of the Freighthouse in Depot Town. He proposed that the DDA have flexibility with the budget for the Freighthouse. He would like to see \$20,000 a year to offset the cost for the person who runs it. \$10000 from facade and \$10000 from the reserves.

Zachary Schultz thinks there should be a hybrid agreement between the city and the Freighthouse. He would not want to see the city take over and not have events.

Ruth Ann Jamnick suggested to slow down and get more information. She wants more context. If she is going to be a part of this committee, she needs more information before supporting something like this.

Andy French stated that the DDA needs to show city council that we have budgeted money to move forward and to have a seat at the table.

Andy French reiterated that all he is looking for is flexibility within the budgeting process for when the city makes a decision about the Freighthouse.

Ruth Ann said that she is not saying no to Andy, but would like to have more open conversation. She suggested meeting with Depot Town merchants

Patton Doyle asked for a proposal to present at the next meeting.

Andy French wants to zero out the Facade line item, and add it to Capital Improvements regardless

IX. Proposed Business: n/a

X. Audience Participation: n/a

XI. Adjourn



FY 2019-2020 TIF Expenses by Project		
Downtown TIF Budget	\$	12,000
Downtown Ambassadors	\$	3,093
Bike Loops	\$	1,000
Shop Local Incentive	\$	1,375
Cigarette Butt Recycling	\$	660
Downtown Tree Replanting	\$	6,150
Total Committed	\$	12,278
Depot Town TIF Budget	\$	23,000
Downtown Ambassadors	\$	1,271
Shop Local Incentive	\$	575
Depot Town Signage	\$	8,000
Cigarette Butt Recycling	\$	276
Bike Loops	\$	1,000
Total Committed	\$	11,122
West Cross	\$	8,000
Downtown Ambassadors	\$	1,216
Shop Local Incentive	\$	550
Cigarette Butt Recycling	\$	264
West Cross Tree Replanting	\$	2,045
Bike Loops	\$	1,000
Total Committed	\$	5,075

Completed Projects	Ongoing Projects	Future Projects
YDDA Annual Report	West Cross Tree Replanting	Public Recycling
Meet and Greet in February	10 New Bike Loops in Each District	Sidewalks
Balanced Budget Passed	Depot Town Signage	Parking Investments
New Waste Contract (50% savings)	Ypsi Shops Local Incentive	West Cross Grants
Leisa Thompson Photography	EMU Passport	Maple Street Lot
Depot Town Plaza Lights	RAC Negotiations	West Cross Bus Shelter
Downtown Ambassadors	FY 19/20 Grants	FY 20/21 Grants
Parking Strategy Adoption	Cigarette Butt Recycling Program	Camera System at N Adams
L DFA Talent Development Initiative	DDA Officer Refund	Volunteer Recognition Event
Landscaping Contract Renewal	Ypsi Glow Sponsorship	IGA Negotiations
Downtown Tree Replanting	Halloween Carnival Sponsorship	
Developer Incentive Brochure	DDA Walking Tours	
New Legal Services Provider	Act 57 Reporting Requirements	
FY 18/19 Grants Completed		
First Fridays Sponsorship		

<u>FY 2019-2020 Event Sponsorship</u>		
Downtown Budget	\$	5,000
First Fridays	\$	4,125
Ypsi Glow	\$	2,500
Depot Town Budget	\$	7,500
First Fridays	\$	1,750
Halloween Carnival	\$	750
Frog Island Movie Event	\$	400
West Cross Budget	\$	5,000
First Fridays	\$	1,650

DOWNTOWN	REQUESTED
Fiscal Year	19/20
Revenues	
Operating	\$ 35,074
TIF	266,994
Revenue Subtotal	<u>\$ 302,068</u>
Expenditures	
Operating	\$ 23,755
TIF	\$ 278,298
Expenditure Subtotal	<u>\$ 302,053</u>
Surplus/(Loss)	<u>\$ 15</u>

Memo: General Fund Balances	
Starting Fund Balance	\$ 95,601
Current Year Surplus/(Loss)	15
Ending Fund Balance	<u>\$ 95,616</u>

DOWNTOWN REVENUE	REQUESTED
FISCAL YEAR	19/20
TOTAL REVENUE	\$ 302,068
OPERATING REVENUE (1.8282 mils)	
CURRENT PROPERTY TAXES	27,719
DELINQUENT PROPERTY	100
INTEREST ON CURRENT TAXES	50
INTEREST ON DELINQUENT TAXES	5
INTEREST EARNINGS	1,000
MISCELLANEOUS REVENUE	6,200
TRANSFER FROM DEPOT TOWN	-
	\$ 35,074
TIF REVENUE	
TIFA REIMB PA 86 S17	4,000
CURRENT TIFA TAXES	231,794
DOWNTOWN PARKING PERMITS	7,200
DOWNTOWN GARBAGE COLLECTION	24,000
	\$ 266,994

DOWNTOWN EXPENDITURES		REQUESTED	Staff Recommended	Benefit
FISCAL YEAR		19/20		
TOTAL EXPENDITURES		\$ 294,538	\$ 302,053	
OPERATING EXPENDITURES				
OFFICE SUPPLIES	660		660	
POSTAGE	110		500	More postage for publications
OPERATING SUPPLIES	275		275	
AUDIT FEES	1,395		1,395	
CONTRACTUAL SERVICES	10,794		10,794	
GENERAL LIABILITY	2,899		2,899	
LEGAL SERVICES	1,375		1,375	
TELEPHONE	543		543	
CONFERENCES AND WORKSHOPS	561		561	
PRINTING AND PUBLISHING	1,375		2,000	More publications like newsletters, physical surveys, pamphlets for grant programs
RENT	2,120		2,120	
BOOK MAGAZINES AND PERIODICAL	83		83	
MEMBERSHIPS AND DUES	550		550	
	\$ 22,740		\$ 23,755	
TIF EXPENDITURES				
IGA 35%	81,128		81,128	
ADMIN CONTRACT	31,900		31,900	
TIF/CAPITAL IMPROV	10,000		12,000	More "fun projects" like bike loops, benches, improved signage, meet and greets, walking tours, incentive program, movies in the park, public art, Big Belly Trash Recycling
IRRIGATION SYSTEM	120		120	
STREETSCAPE MAINTENANCE	15,000		15,000	
WASTE MANAGEMENT	24,000		24,000	
SEASONAL PLANTING	2,500		2,500	
DTE ELECTRIC BILL	150		150	
HOLIDAY LIGHTING & MAINTENANCE	1,000		1,500	Upgrades to existing lights and decorations or additions
SPECIAL EVENT CONTRIBUTION	1,000		5,000	Increased sponsorship of First Fridays and other key events
FAÇADE GRANT	10,000		10,000	
BUILDING REHABILITATION GRANT	10,000		10,000	
BOND PAYMENT	85,000		85,000	
	\$ 271,798		\$ 278,298	
Surplus or Deficit	\$ 7,530		\$ 15,000	

DEPOT TOWN	REQUESTED
Fiscal Year	19/20
Revenues	
Operating	\$ 8,342
TIF	110,454
Revenue Subtotal	<u>\$ 118,796</u>
Expenditures	
Operating	\$ 7,136
TIF	\$ 100,024
Expenditure Subtotal	<u>\$ 107,160</u>
Surplus/(Loss)	\$ 11,636

Memo: General Fund Balances	
Starting Fund Balance	\$ 137,798
Current Year Surplus/(Loss)	11,636
Ending Fund Balance	<u>\$ 149,434</u>

DEPOT TOWN REVENUE	REQUESTED
FISCAL YEAR	19/20
TOTAL REVENUE	\$ 118,796
OPERATING REVENUE (1.8282 mils)	
CURRENT PROPERTY TAXES	7,574
INTEREST ON CURRENT TAXES	20
INTEREST EARNINGS	748
	\$ 8,342
TIF REVENUE	
TIFA REIMB PA86 S17	3,500
CURRENT TIFA TAXES	106,954
	\$ 110,454

DEPOT TOWN EXPENDITURES		REQUESTED
FISCAL YEAR		19/20
TOTAL EXPENDITURES		\$ 99,445.12
OPERATING EXPENDITURES		
OFFICE SUPPLIES	192	
POSTAGE	32	
OPERATING SUPPLIES	80	
AUDIT FEES	432	
CONTRACTUAL SERVICES	3,140	
GENERAL LIABILITY	640	
LEGAL SERVICES	400	
TELEPHONE	112	
CONFERENCES AND WORKSHOPS	163	
PRINTING AND PUBLISHING	400	
RENT	594	
BOOK MAGAZINES AND PERIODICAL	23	
MEMBERSHIPS AND DUES	160	
	\$ 6,368	
TIF EXPENDITURES		
IGA 35%	37,434	
ADMIN CONTRACT	13,340	
STREETSCAPE MAINTENANCE	4,378	
SEASONAL PLANTING	425	
HOLIDAY LIGHTING & MAINTENANCE	1,500	
SPECIAL EVENT CONTRIBUTION	1,000	
FAÇADE GRANT	15,000	
BUILDING REHABILITATION GRANT	15,000	
TIF/CAPITAL IMPROV	5,000	
	\$ 93,077	
Surplus or Deficit	\$ 19,350	

Staff Recommended**Benefit**

\$ 107,160

192

200

80

432

3,140

640

400

112

163

1,000

594

23

160

\$ 7,136

37,434

13,340

5,000

750

3,000

7,500

5,000

5,000

23,000

\$ 100,024

\$ 11,636

More postage for publications

More publications like newsletters, physical surveys, pamphlets for grant programs

Weed control, more hanging baskets or planters, battle of the blooms.
 More flowers and other decorative beautification elements
 Upgrades to existing lights and decorations or additions
 Increased sponsorship of First Fridays and other key events
 Reduced grant program in support of capital improvements
 Reduced grant program in support of capital improvements

More "fun projects" like bike loops, benches, meet and greets, walking tours, movies in the park, treasure hunts, public art programs, Depot Town Signage Project, 10K for parking lot capital improvements, Big Belly Recycling

WEST CROSS	REQUESTED
Fiscal Year	19/20
Revenues	
Operating	\$ 7,560
TIF	104,197
Revenue Subtotal	<u>\$ 111,757</u>
Expenditures	
Operating	\$ 9,265
TIF	\$ 97,654
Expenditure Subtotal	<u>\$ 106,919</u>
Surplus/(Loss)	\$ 4,838

Memo: General Fund Balances	
Starting Fund Balance	\$ 120,163
Current Year Surplus/(Loss)	4,838
Ending Fund Balance	<u>\$ 125,001</u>

WEST CROSS REVENUE	REQUESTED
FISCAL YEAR	19/20
TOTAL REVENUE	\$ 111,757
OPERATING REVENUE (1.8282 mils)	
CURRENT PROPERTY TAXES	7,115
DELINQUENT PROPERTY TAXES	20
INTEREST ON CURRENT TAXES	20
INTEREST ON DELINQUENT TAXES	-
INTEREST EARNINGS	405
	\$ 7,560
TIF REVENUE	
TIFA REIMB PA 86 S17	4,500
CURRENT TIFA TAXES	99,697
	\$ 104,197

WEST CROSS EXPENDITURES		
FISCAL YEAR		REQUESTED 19/20
TOTAL EXPENDITURES		\$ 96,941
OPERATING EXPENDITURES		
OFFICE SUPPLIES	252	
POSTAGE	42	
OPERATING SUPPLIES	105	
AUDIT FEES	533	
CONTRACTUAL SERVICES	4,121	
GENERAL LIABILITY	1,106	
LEGAL SERVICES	525	
TELEPHONE	207	
CONFERENCES AND WORKSHOPS	214	
PRINTING AND PUBLISHING	525	
RENT	810	
BOOK MAGAZINES AND PERIODICALS	32	
MEMBERSHIPS AND DUES	210	
		\$ 8,682
TIF EXPENDITURES		
IGA 35%	34,894	
ADMIN CONTRACT	12,760	
STREETScape MAINTENANCE	3,255	
SEASONAL PLANTING	350	
HOLIDAY LIGHTING & MAINTENANCE	1,000	
SPECIAL EVENT CONTRIBUTION	1,000	
FAÇADE GRANT	15,000	
BUILDING REHABILITATION GRANT	15,000	
TIF/CAPITAL IMPROV	5,000	
		\$ 88,259
Surplus or Deficit		\$ 14,816

Staff Recommended

Benefit

\$ 106,919

252

150

105

533

4,121

1,106

525

207

214

1000

810

32

210

\$ 9,265

34,894

12,760

3,500

500

3,000

5,000

15,000

15,000

8,000

\$ 97,654

\$ 4,838

More postage for publications

More publications like newsletters, physical surveys, pamphlets for grant programs

Weed control, more hanging baskets or planters, battle of the
More flowers and other decorative beautification elements
Upgrades to existing lights and decorations or additions.
Lighting the water tower.
Increased sponsorship of First Fridays and other key events

More "fun projects" like bike loops, benches, improved signage, meet and greets, walking tours, incentive program, public art programs, Big Belly Recycling

DDA	REQUESTED
Fiscal Year	19/20
Revenues	
Operating	\$ 50,976
TIF	481,645
Revenue Subtotal	<u>\$ 532,621</u>
Expenditures	
Operating	40,156
TIF	475,976
Expenditure Subtotal	<u>\$ 516,132</u>
Surplus/(Loss)	\$ 16,489
--- Memo: General Fund Balances	
Starting Fund Balance	\$ 400,468
Current Year Surplus/(Loss)	16,489
Ending Fund Balance	<u>\$ 416,957</u>

DDA Revenue	REQUESTED
FISCAL YEAR	19/20
TOTAL REVENUE	\$ 532,621
OPERATING REVENUE (1.8282 mils)	
CURRENT PROPERTY TAXES	42,408
DELINQUENT PROPERTY	120
INTEREST ON CURRENT TAXES	90
INTEREST ON DELINQUENT TAXES	5
INTEREST EARNINGS	2,153
MISCELLANEOUS REVENUE	6,200
TRANSFER FROM DEPOT TOWN	-
	\$ 50,976
TIF REVENUE	
TIFA REIMB PA 86 S17	12,000
CURRENT TIFA TAXES	438,445
DOWNTOWN PARKING PERMITS	7,200
DOWNTOWN GARBAGE COLLECTION	24,000
	\$ 481,645

DDA EXPENDITURES		REQUESTED
FISCAL YEAR		19/20
TOTAL EXPENDITURES		\$ 516,132
OPERATING EXPENDITURES		
OFFICE SUPPLIES		1,104
POSTAGE		850
OPERATING SUPPLIES		460
AUDIT FEES		2,360
CONTRACTUAL SERVICES		18,055
GENERAL LIABILITY		4,645
LEGAL SERVICES		2,300
TELEPHONE		862
CONFERENCES AND WORKSHOPS		938
PRINTING AND PUBLISHING		4,000
RENT		3,524
BOOK MAGAZINES AND PERIODICAL		138
MEMBERSHIPS AND DUES		920
		\$ 40,156
TIF EXPENDITURES		
IGA 35%		153,456
ADMIN CONTRACT		58,000
TIF/CAPITAL IMPROV		43,000
IRRIGATION SYSTEM		120
STREETSCAPE MAINTENANCE		23,500
WASTE MANAGEMENT		24,000
SEASONAL PLANTING		3,750
DTE ELECTRIC BILL		150
HOLIDAY LIGHTING & MAINTENANCE		7,500
SPECIAL EVENT CONTRIBUTION		17,500
FAÇADE GRANT		30,000
BUILDING REHABILITATION GRANT		30,000
BOND PAYMENT		85,000
		\$ 475,976



17 N Washington Redevelopment Liquor License

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: CHRISTOPHER JACOBS
SUBJECT: REDEVELOPMENT LIQUOR LICENSE APPLICATION – 17 N. WASHINGTON
DATE: 12/19/2019
CC:

D n Z Hospitality LLC has turned in an application for a Redevelopment Liquor License (RLL) from the State of Michigan.

The review process as approved by the DDA states that when an application for an RLL is turned in to the City Clerk's office, that it be directed to the DDA to review. The DDA will review the application and make a recommendation to the full DDA board. If the recommendation is to approve/support the application, the YDDA board will review and formally vote on. If this is approved by the full board, it will be directed to the City Clerk and appropriate departments to forward to City Council for their consideration when deliberating a request to the Liquor Control Commission (LCC).

Per the approved DDA policy I have reviewed the submitted materials and created a bullet point list of what was provided. The applicant has responded to staff on all inquiries and provided as much information as they could.

1. Evidence that the applicant has the right to possess the premises.
 - The applicant has provided a copy of the signed lease and deed.
2. The applicant must meet all the requirement of PA 501 which include that it is engaged in dining, entertainment, or recreation, is open to the general public not less than 10 hours a day, 5 days per week, and has a seating capacity of not less than 25 persons.
 - The applicant has indicated that they will provide seating for more than 25 persons.
 - We generally know to be true that the business is a restaurant that is open at least 10 hours a day, 5 days per week, but this is not explicitly stated in the application.
3. For a proposed business, the applicant must demonstrate how the issuance of a license would prevent further deterioration in the DDA and promote economic growth.
 - Creating new employment opportunities for dozens of staff.

- Adding tax value through the purchase of new equipment – the law has changed on how personal property tax is generated so it is hard to judge this one.
4. The location is in compliance with the Zoning Ordinance.
 - The building is zoned Center for which a restaurant is a by-right use.
 5. Supply Certificate of Occupancy.
 - The applicant will provide a copy of the C of O from the City of Ypsilanti's Building Department once available.
 6. Supply evidence that all taxes are current.
 - The applicant has provided proof that the taxes have been paid on the building.
 7. Supply a written statement that the applicant will not violate any laws of the State of Michigan or ordinances of the City of Ypsilanti.
 - This was provided in the application.
 8. Supply a written statement that the applicant understands the City of Ypsilanti ordinance prohibiting public nudity.
 - This was provided in the application.
 9. Supply documentation that there has been an investment of at least \$75,000 for the rehabilitation or restoration of the building. This may include furniture, fixtures, and equipment.
 - The applicant provided estimates of work to be completed making the total project investment well above the \$75,000 threshold.
 10. Supply documentation that neither an on-premise escrowed license or quota license is readily available under a standard of economic feasibility, as applied to the specific circumstances of the applicant.
 - The applicant has provided the necessary documentation in the application.
 11. The applicant must acknowledge that the business will remain at the existing location while possessing the RLL and acknowledge the license is not transferable to another location.
 - This was acknowledged in the application packet.

DDA Liquor License Checklist

PRELIMINARY INFORMATION

- A DDA Liquor License is required for locations that fall within the Downtown Development District. Licenses will be reviewed by the respective District Boards before being recommended to City Council. To verify if your business is located in the DDA, check the [Map](#) available on the DDA webpage.
- City Council approval is required for all Redevelopment Liquor Licenses. Requirements for approval have been mandated in the DDA Policy.
- Some Liquor License applications require [Planning Commission](#) approval before being signed off on by the Planning and Development department. For more information please contact the Planning and Development Department at 734.483.9646.
- Applications should be submitted as early as possible to assure that they are processed fully before the proposed opening date. Timeline:
 - Application will be reviewed by 6 departments within the City of Ypsilanti, this process can take 30-90 days to complete. DDA board only meet once a month so applications may take longer depending on when they are submitted.
 - Once the application has been reviewed by the DDA it must be presented to City Council for approval.
City Council meets two times a month on the first and third Tuesday
 - After approval by City Council the application will be forwarded to the State Liquor License department for processing.

CHECKLIST

<input type="checkbox"/>	File paperwork with the Washtenaw County Health Department or Michigan Department of Agriculture & Rural Development respectively.
<input type="checkbox"/>	Requirements before applying: <ul style="list-style-type: none"> - Be engaged in dining, entertainment or recreation at least 5 days a week. - Be open to the general public at least 10 hours a day, 5 days a week. - Have a seating capacity of at least 25 people.
<input type="checkbox"/>	Completed City of Ypsilanti Liquor License application.
<input type="checkbox"/>	Non-refundable application fee .
<input type="checkbox"/>	Completed State of Michigan Liquor License application.
<input type="checkbox"/>	A letter stating the benefits of the business to the DDA District. A business statement may be submitted as evidence of benefits.
<input type="checkbox"/>	Supply a written statement that the applicant understands that the City of Ypsilanti has an ordinance prohibiting public nudity, and a violation of the ordinance on the premises where the liquor license is used will be caused for objecting to renewal of the license, or for requesting revocation of the license.

<input type="checkbox"/>	A notarized affidavit noting all attempts made to acquire an escrowed license and responses, this may include e-mail or telephone documentation. A list of all currently escrowed licenses along with copies of letters sent to each license holder and copies of the certified mail slips, copies of any envelopes returned as undeliverable. If an available license is not economically feasible applicants must provide documentation as to the scope of the operation and why it is not feasible.
<input type="checkbox"/>	Proof that at least \$75,000 has been expended for the rehabilitation or restoration of the building over a period of the preceding five years, or commit capital investment of at least \$75,000 that will be expended for the building before the license is issued. Examples: <ul style="list-style-type: none">- Lease agreement indicating lease hold improvements.- Contract agreement for construction with estimated costs.
<input type="checkbox"/>	Applicants will be contacted by a representative from the DDA board with the time and location of the respective meetings.
<input type="checkbox"/>	Fire Inspection – applicants will be contacted by the fire department after the application has been submitted to schedule a fire inspection.



City of Ypsilanti
Office of the City Clerk

APPLICATION FOR NEW
OR
TRANSFER LIQUOR LICENSE

Full Name: Douglas Hanchett Date of Birth: [REDACTED]

Home address: [REDACTED] Apt.#

City/State/Zip code: Ypsilanti MI 48198

Home phone: [REDACTED] Business Phone: ()

Email address (optional): [REDACTED]

NAMES OF ALL PARTNERS OF THE APPLICANT, IF ANY:

Douglas Hanchett

Thomas Zarcowski

IF THE APPLICANT IS A CORPORATION: Supply a copy of the Articles of Incorporation, current corporation records disclosing the identity, address of all Directors, Officers, and Shareholders.

Address of place for a Liquor License: 17 N Washington St
(Attach legal description of the premises)

Ypsilanti MI 48198

Name and Address of Premise Owner: Beal Corporation

19 N Washington St Ypsilanti MI 48198
Address City/State/Zip code

SUPPLY WRITTEN EVIDENCE: That the Applicant has the right to possess the premises from the property owner.

SUPPLY ZONING PERMIT OR CLEARANCE FROM THE ZONING ADMINISTRATOR: That the location is in compliance with the Zoning Ordinance.

SUPPLY CERTIFICATE OF OCCUPANCY OR SIMILAR CLEARANCE FROM THE BUILDING OFFICIAL: That the structure and premises is in compliance with local code provisions.

- o I affirm that at least \$75,000 was invested or will be invested in the property by _____, and that the liquor license may issue on or after that date.

Signature of Applicant: _____

Signature of Applicant: _____

Signature of Applicant: _____

IF THIS IS A LIQUOR LICENSE TRANSFER REQUEST, THE SIGNATURE OF THE CURRENT LICENSE HOLDER IS REQUIRED.

Signature of Current License Holder: _____ Date _____

For the City Clerk's Office Staff only:

Date application submitted: _____ Staff's Initials: _____

Routed for approval by the following departments: _____ Date: _____

For Department Approval:

_____ Building _____ Zoning _____ Fire Dept. _____ Police Dept.
 _____ Assessor _____ Treasurer _____ City Attorney _____ DDA/DTDDA

Departments: Please conduct the appropriate review to ensure that the applicant does not have any outstanding issues within your department area. When you have completed your review, please report your findings to the City Clerk's Office, and initial on the line provided for your department.

12/19/2019

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE
REDEVELOPMENT LIQUOR LICENSE FOR 400 N RIVER**

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

WHEREAS, Doug Hanchett, owner of D n Z Hospitality LLC, has applied to the Ypsilanti Downtown Development Authority, City of Ypsilanti and Michigan Liquor Control Commission requesting the following:

Approval of a New Class C license with a Dance/Entertainment permit, A New Class C license, as defined by MCL 436.1521(a)(1)(b), is a place licensed to sell, at retail, beer, wine, mixed spirit drink, and spirits for consumption on the premises, at 17 N Washington, Ypsilanti, MI 48198, Washtenaw County; and

WHEREAS, a public hearing to consider the application to New Class C for D n Z Hospitality will be duly noticed and held on February 18th, 2020

NOW, THEREFORE, BE IT RESOLVED THAT the request of Doug Hanchett owner of D n Z Hospitality for the property located at 17 North Washington be approved contingent upon approval by the Washtenaw County Health Department.

AYES:

NAYS:

ABSTAINED:

YES: NO:



2020 DDA Grants Committee

Ypsilanti DDA Grants Committee meetings are open to the public. Join us Wednesday the week following a DDA Board Meeting, 8:30 am. All meetings at SPARK EAST 215 W. Michigan Ave., unless otherwise noted.

April 22, 2020

June 24, 2020

September 23, 2020



2020 Operations and Finance Committee

Ypsilanti DDA Operations and Finance Committee meetings are open to the public. Join us on the Wednesday prior to DDA Board Meetings, 8:30 am. All meetings at SPARK EAST 215 W. Michigan Ave., unless otherwise noted.

January 8, 2020

February 12, 2020

March 11, 2020

April 8, 2020

May 13, 2020

June 10, 2020

August 12, 2020

September 9, 2020

October 7, 2020

November 11, 2020

December 19, 2020



2020 DDA Board Meeting Schedule

Ypsilanti DDA Meetings are open to the public. Join us on the 3rd Thursday of each month, 8:30 am. All meetings at SPARK EAST 215 W. Michigan Ave., unless otherwise noted.

January 16, 2020

February 20, 2020

March 19, 2020

April 16, 2020

May 21, 2020

June 18, 2020

August 20, 2020

September 17, 2020

October 15, 2020

November 19, 2020

December 17, 2020