

**City of Ypsilanti**  
**Downtown Development Authority**  
**Board of Directors Meeting Agenda**  
**Virtual Meeting**  
**Thursday, September 17, 2020- 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**

Patton Doyle	P	A	Ylondia Portis	P	A
Kayia Hinton	P	A	Athena Johnson	P	A
Andy French	P	A	Danielle Milner ( C )	P	A
Dieter Otto	P	A	Jen Eastridge	P	A
Paul Ajlouny	P	A	Alex Merz	P	A
Lois Allen	P	A			
Richardson					

- **Approval of Agenda (X\*)**
- **Approval of Minutes (X\*)**
- **Public Comment (3 minutes each)**
- **Staff Report/Financial Report**
- **Standing Committee Reports**
  - **Operations and Finance Committee**
    - **West Cross Alley Reconstruction Project (X)**
    - **Michigan Main Street Program (X)**
- **New Business:**
  - **Election of Officers**
  - **100 W Michigan Grant Extension (\*)**
  - **Special Event Sponsorship- 734 Brewery (X\*)**
  - **Parking Validation (X)**
  - **Holiday Lighting in the Districts (X\*)**
  - **Maple Street Parking Lot (X\*)**
- **Proposed Business:**
- **Audience Participation:**
- **Adjourn**

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

**City of Ypsilanti Downtown  
Development Authority Board of Directors  
Meeting Minutes Virtual Meeting  
Thursday, August 20, 2020- 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**

Patton Doyle	P	Ylondia Portis	P (8:45a)
Kayia Hinton	P	Athena Johnson	A
Andy French	P	Danielle Milner ( C )	P
Dieter Otto	P	Jen Eastridge	P
Paul Ajlouny	P	Brian Jones Chance	A
Lois Allen Richardson	P		

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

*Andy French motioned to approve the agenda. Jen Eastridge supported the motion. Motion passed- unanimous.*

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

*Patton Doyle motioned to approve the July 16, 2020 Minutes. Dieter Otto supported the motion. Motion passed- unanimous*

**Public Comment (3 minutes each) n/a**

**Staff Report/Financial Report**

Match on Main checks are being distributed, patio payouts for street expansion are being distributed, and alleyway construction is underway.

Staff is preparing for the drive-in movie event. The movie site plan is challenging to set up at Normal Street. There is construction where we were going to set up. We will have a second screen integrated so visibility improves.

Dieter Otto will make sure the lights are out during screen time.

**Standing Committee Reports**

**o Operations and Finance Committee**

**Street Closure Extension Request (X)**

Andy French delivered the committee report. He thanked the mayor and City Council for working with them on the street closures. This is a big help to the restaurants.

Businesses are requesting that the street closure continue through the end of October.

**West Cross Alley Reconstruction Project (X)**

Pictures are in your packet, a lot of work has been done, and the project is still underway.

**College of Business Parking Deck (X)**

There was a consensus on the Operations and Finance Committee. It does not make sense for the DDA to purchase that property.

Andy French expressed concern for downtown to be in a parking deficit, but the price tag is too much and due diligence is too much.

**Downtown Battle of the Blooms Competition (X)**

There are two dozen flower planters in the median that are banged up and dirty. Staff would like to see these painted by artists and sponsored by local businesses.

Jen Eastridge would like to revisit the idea of painting the fencing around dumpster enclosures.

**Downtown Alley Lighting Improvements (X)**

There are four alleys downtown that staff would like to extend cafe lighting into.

A local building owner would like to gate off the alley between the thrift store and Dolores instead of lighting it up.

Lois Richardson pointed out that the thrift shop uses that alleyway for donation drop-offs.

Christopher Jacobs stated that the Thrift Shop may be in support of the gate. Staff will make sure everyone's on board. This alley is currently a problem area for discarded liquor bottles, defecating, and public urination.

Patton Doyle would like to see someone to evaluate the current lights on Washington street as part of the bid process. It might be valuable to have a larger conversation about undesirable activity. A fence may not stop the activities, but just put it behind the fence.

Danielle Milner stated that alleys become a place of placemaking that can create economic activity.

Lois Richardson stated that she works with MML and supports placemaking. She was all for extending the closures, but yesterday, she had her most frustrating experience downtown. She had no way to get W. Michigan without going all the way down to river street and turning around and coming back up. We need signs.

Ylondia Portis suggested that we post on the DDA site, post with EMU and create a visual to put the word out.

**New Business:**

**o Special Event Sponsorship**

**Ypsi Glow (X\*)**

Jennifer Goulet presented Ypsi Glow to the board. She is asking for a sponsorship from the W. Cross and Depot Town districts.

Danielle Milner asked what happens if there is no procession for the event. Ypsi Glow will focus on decorating downtown windows, provide lighting, and an online glow event.

Lois Richardon stated that Washtenaw County has issued an order to limit outdoor events to less than 25 people, however, all pre-planned events are able to stay on.

Danielle Milner stressed that with the bulk of the sponsorship coming out of W. Cross we need to see W. Cross lit up.

*Ylondia Portis motioned for a \$1500 sponsorship from W. Cross and a \$500 sponsorship from Depot Town. Paul Ajlouny supported the motion.*

*Motion passed – unanimous.*

### **Independent Film Festival of Ypsilanti (X\*)**

IFFY is asking for a \$500 sponsorship to help support the drive-in movie night.

*Paul Ajlouny motioned to approve a \$500 event sponsorship from W. Cross to IFFY. Andy French supported the motion. Motion passed – unanimous.*

### **o Ypsi Rewards**

#### **Eagle Rewards App (X)**

This is a scavenger hunt program that staff is exploring in partnership with EMU.

It will be similar to our passport program in the past but it will be persistent on the EMU app that it will be hosted on.

#### **QR Codes (X\*)**

This is an update to our previous Shops Incentive program where staff collected receipts. This will be all digital. Staff is asking for funding to purchase table tents, QR codes, and giftcards for the program.

Jen Eastridge spoke about the success of the program at her business.

*Patton Doyle motioned to approve new funding for the Ypsi Incentive Program at \$1350. Jen Eastridge supported the motion. Motion passed unanimous.*

### **Proposed Business:**

#### **X. Audience Participation:**

Ylondia Portis asked how we can get the conversation about the holiday lights moving. She is getting nervous that we will miss our window to light up the city. Is there a collaboration opportunity with Ypsi Glow?

Danielle Milner thanked the staff. Those dumpsters are full and gross at Normal St, and we have that movie tonight. We need to get those emptied today.

### **XI. Adjourn**

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

**W. Cross St. Revenue Expenses Report**

<b>09/10/2020</b>							
<u>Revenues</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>			
Operating Millage (1.8282)	12,230	149	12,081	1%			
TIFA	123,658	2,500	121,158	2%			
<u>Total</u>	135,888	2,649	133,239	2%			
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>			
Operating Costs	9,265	16	9,249	0%			
TIFA Expenses	97,786	27,963	69,823	29%			
<u>Total</u>	107,051	27,979	79,072	26%			
<u>Revenues Over (Under) Expenses</u>	28,837	-25,330					
Fund Balance as of FYE June 2020	184,003						
Projected Appropriation for FYE June 2021	28,837						
Projected Fund Balance July 2021	212,840						
*both TIF and Operating Reserves							

### Depot Town Revenue Expenses Report

<b>09/10/2020</b>							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		8,486		6,592		1,894	78%
TIFA		123,658		2,000		121,658	2%
<u>Total</u>		132,144		8,592		123,552	93%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		7,136		19		7,117	0%
TIFA Expenses		110,024		5,188		104,836	5%
<u>Total</u>		117,160		5,207		111,953	4%
<u>Revenues Over (Under) Expenses</u>		14,984		3,385			
Fund Balance as of FYE June 2020		140,317					
Projected Appropriation for FYE June 2021		14,984					
Projected Fund Balance July 2021		155,301					
*both TIF and Operating Reserves							

### Downtown Revenue Expenses Report

<b>09/10/2020</b>							
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Collected</u>
Operating Millage (1.8282)		39,746		7,234		32,512	18%
TIFA		339,148		44,800		294,348	13%
<u>Total</u>		378,894		52,034		326,860	14%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>	<u>% Incurred</u>
Operating Costs		23,755		93		23,662	0%
TIFA Expenses		277,876		83,740		194,136	30%
<u>Total</u>		301,631		83,833		217,798	28%
<u>Revenues Over (Under) Expenses</u>		77,263		-31,799			
Fund Balance as of FYE June 2020		115,181					
Projected Appropriation for FYE June 2021		77,263					
Projected Fund Balance July 2021		192,444					
*both TIF and Operating Reserves							

**YDDA Revenue and Expense Report**

<b>09/10/2020</b>									<b>58% of year completed</b>
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>			<u>% Collected</u>
Operating Millage (1.8282)		60,462		13,975		46,487			23%
TIFA		586,464		49,300		537,164			8%
<u>Total</u>		646,926		63,275		583,651			10%
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>			<u>% Incurred</u>
Operating Costs		40,156		128		40,028			0%
TIFA Expenses		485,686		116,891		368,795			24%
<u>Total</u>		525,842		117,019		408,823			22%
<u>Revenues Over (Under) Expenses</u>		121,084		-53,744					
Fund Balance as of FYE June 2018		439,501							
Projected Appropriation for FYE June 2019		31,054							
Projected Fund Balance June 2019		470,555							
*both TIF and Operating Reserves									

Aug/Sept. 2020 Expenses

	AMOUNT	W. CROSS	DEPOT TOW	DOWNTOWN	LINE ITEM
Carey & Paul Group	\$ 850.00	\$ 850.00			TIF Projects
OHM	9297	9297			TIF Projects
ULINE	2,435		1217.59	1217.6	TIF Projects
Waste Management	1826.27			4826.27	Waste Management
Waste Management	904.22			904.22	Waste Management
Waste Management	\$ 1,072.92			\$ 1,072.92	Waste Management
WHCanon	\$ 4,695.67	\$ 1,033.05	\$ 1,080.00	\$ 2,582.62	Streetscape Maint.
Waste Management	\$ 556.88			\$ 556.88	Waste Management
Waste Management	\$ 514.50			\$ 514.50	Waste Management
Waste Management	\$ 1,213.25			\$ 1,213.25	Waste Management
McGraw Morris P.C.	\$ 555.00			\$ 555.00	Legal Services
Evenstars Chalice	\$ 2,500.00			\$ 2,500.00	Façade and Rehab
Eastridge Enterprises	\$ 3,000.00			\$ 3,000.00	Façade and Rehab
Encuentro Latino Res	\$ 712.02			\$ 712.02	Façade and Rehab
Ypsilanti Food Co/op	\$ 30,000.00		\$ 30,000.00		Façade and Rehab
DJ Jeffries Managem	\$ 4,333.52			\$ 4,333.52	Façade and Rehab
Webstaurant	\$ 171.29	\$ 37.68	\$ 39.40	\$ 94.21	TIF Projects
WHCanon	\$ 2,250.00			\$ 2,250.00	Streetscape Maint.
24th Cheesecake	\$ 2,500.00			\$ 2,500.00	Façade and Rehab
<b>Total</b>	<b>\$ 69,387.73</b>	<b>\$ 11,217.73</b>	<b>\$ 32,336.99</b>	<b>\$ 28,833.01</b>	

## **City of Ypsilanti DDA Staff Report August/September 2020**

**Website:** Staff continues to update business directory and available properties. Staff is continuing to update website as needed.

**Community Outreach and Partnerships:** Staff has been working with businesses on the street closures.

**Downtown Dumpster Management:** August – November 2020 cycle is in session. Staff is monitoring and cleaning the dumpsters.

**Press/Communications:** We have been working to promote businesses and events on the DDA's Facebook Page on a regular basis.

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

**Streetscape Maintenance:** 2020 landscaping contract is ongoing.

**Grants:** Ypsi Food Co/op and Ziggys grants were distributed.

**New Businesses:** This, that and odder things, Thrift Depot

**Businesses Closing:**

### **Staff Hours for August/September 2020**

Christopher– Budget preparation, DDA outreach, dumpster maintenance, landscaping contract, grant program planning, street closure outreach and logistics, W. Cross St. Alleyway

Elize – promote DDA news and businesses via social media, graphic design, billing, business outreach, admin work, meeting minutes, closed captioning, processing payments, dumpsters, incentive program

Scott –Historic research for online walking tours, business outreach

Joe – DDA guidance

### **Notable Projects**

W. Cross alley construction

Street Closure expansion

Incentive Program

**City of Ypsilanti  
Downtown Development Authority  
Operations & Finance Committee Meeting  
Wednesday September 9, 2020 – 8:30AM  
Virtual Meeting**

I. Call to Order:

II. Roll Call

Andrew French	P	Ruth Ann Jamnick	P (8:35a)
Paul Ajlouny	P	Ylondia Portis	A
Patton Doyle	P	Julia Collins	P
Lois Allen Richardson (temp)	P		

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

*Julia Collins motioned to approve the agenda and Patton Doyle supported the motion. The committee approved the agenda. Motion Carried.*

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

*Julia Collins motioned to approve the July 15th, 2020 meeting minutes and Patton Doyle supported the motion. Motion carried.*

**V. Audience Participation:** n/a

**VI. Old Business:**

**West Cross Alley Reconstruction Project (X)**

Photos are in the packet. There is fresh concrete poured and it looks good.

Andy French stated that this is a core function of a DDA and will be a benefit to the district.

**VII. New Business:**

**Holiday Lighting in the Districts (X\*)**

Staff spoke to other municipalities about lighting contracts they use. Staff wants another quote before a decision is made. DPS partnership does not cover Depot Town Tree lighting service.

Staff recommended that the committee approve the Depot Town Tree lighting at this time, and to wait for further quotes for the rest of the lighting services around town.

*Ruth Ann Jamnick motioned to approve \$3328 for the lighting of the Depot Town Tree By Holiday Light Express. Julia Collins supported the motion. Motion passed- unanimous.*

**734 Brewing Event Sponsorship (X\*)**

734 is hosting an event organized by an outside organization. Heather Weilnau of 734 presented.

They are asking for support to pay musical performances, sound engineer, patio canopy, and video equipment.

Andy French would like to see the items purchased by the DDA to lease to different businesses instead of paying for someones rental.

*Patton Doyle motion to recommend approval of \$1050 for the event sponsorship subject to additional details of which equipment the DDA will purchase and how those items will be utilized. Julia Collins supported the motion. Motion passed- unanimous.*

**Maple Street Parking Lot (X\*)**

Christopher Jacobs explained that we bought the Maple Street Lot by a quick claim deed in the 90s. We are looking to do title work and survey work for due diligence. We are required to put a 6 ft chain link fence up. The grantor has willed itself easements. The railroad retained sewer, gas, and water easements. The sidewalks need to be extended  
Survey costs had been anticipated.

*Lois Richardson motioned to direct staff to solicit survey quotes for the Maple Street lot. Julia Collins supported the motion. Motion passed- unanimous.*

**100 W Michigan Grant Extension (\*)**

100 W. Michigan Ave. needs another grant extension.  
Staff recommends that the DDA provide an extension until March 1 2021.  
Andy French stressed that March 1 needs to be a hard deadline. Patton Doyle agreed.

*Ruth Ann Jamnick motioned to extend 100 W. Michigan facade grant deadline to a hard deadline on March 1, 2021. Julia Collins supported the motion. Motion passed- unanimous.*

**RAC Purchase Agreement (X\*)**

The committee would like to see a protection to ensure collection of property taxes if the RAC board tries to monetize the property with a taxable use.  
One million is probably more appropriate for Section 5  
The committee discussed security deposit, permissible uses, hold over and abandonment.  
Andy French would like to have the ability to claw back cash. Right of first refusal at the original price if needed.

**Michigan Main Street Program (X)**

New rule changes allow all three districts to be a part of the Michigan Main Street Program.  
This opens access to grant funding and resources.

**IX. Proposed Business:**

Andy French suggested staff include a budget that includes anticipated expenditures and an assessment of where each district is financially.

**X. Audience Participation:** n/a

**XI. Adjourn**



## West Cross Alley









17

NO PARKING  
ANYTIME

CAUTION  
WET FLOOR









## Memo

To: Operations and Finance Committee  
From: Christopher Jacobs, Executive Director  
Date: September 9, 2020  
Subject: Michigan Main Street Program

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### Summary and Background:

Michigan Main Street (MMS) began in 2003 and is a Main Street America™ Coordinating Program. As a Main Street America™ coordinating program, MMS is affiliated with the National Main Street Center, which helps to lead a powerful, grassroots network consisting of over 40 coordinating programs and over 2,000 neighborhoods and communities across the country committed to creating high-quality places and to building stronger communities through preservation-based economic development.

The approach leads to tangible outcomes that benefit the entire community through encouraging communities to enact long-term change while also implementing short-term, inexpensive and place-based activities that attract people to the commercial core and create a sense of enthusiasm about the community.

The Main Street Approach is a methodology consisting of three integrated components:

1. The vision provides a foundation for outlining the community's identity, expectations and ideals for future development while being grounded in an understanding of the economic market realities of the district.
2. Transformation strategies identify long-term and short-term actions that provide a clear sense of priorities and direction to help move a community closer to implementing their vision. Work on these strategies should align with the Main Street Four Points of organization, promotion, design and economic vitality.
3. The Main Street organization must show visible results that can only come from implementing action items and completing projects in the short-term and long-term. Main Street must focus on measuring progress and results in order to justify and demonstrate the wise use of scarce resources.

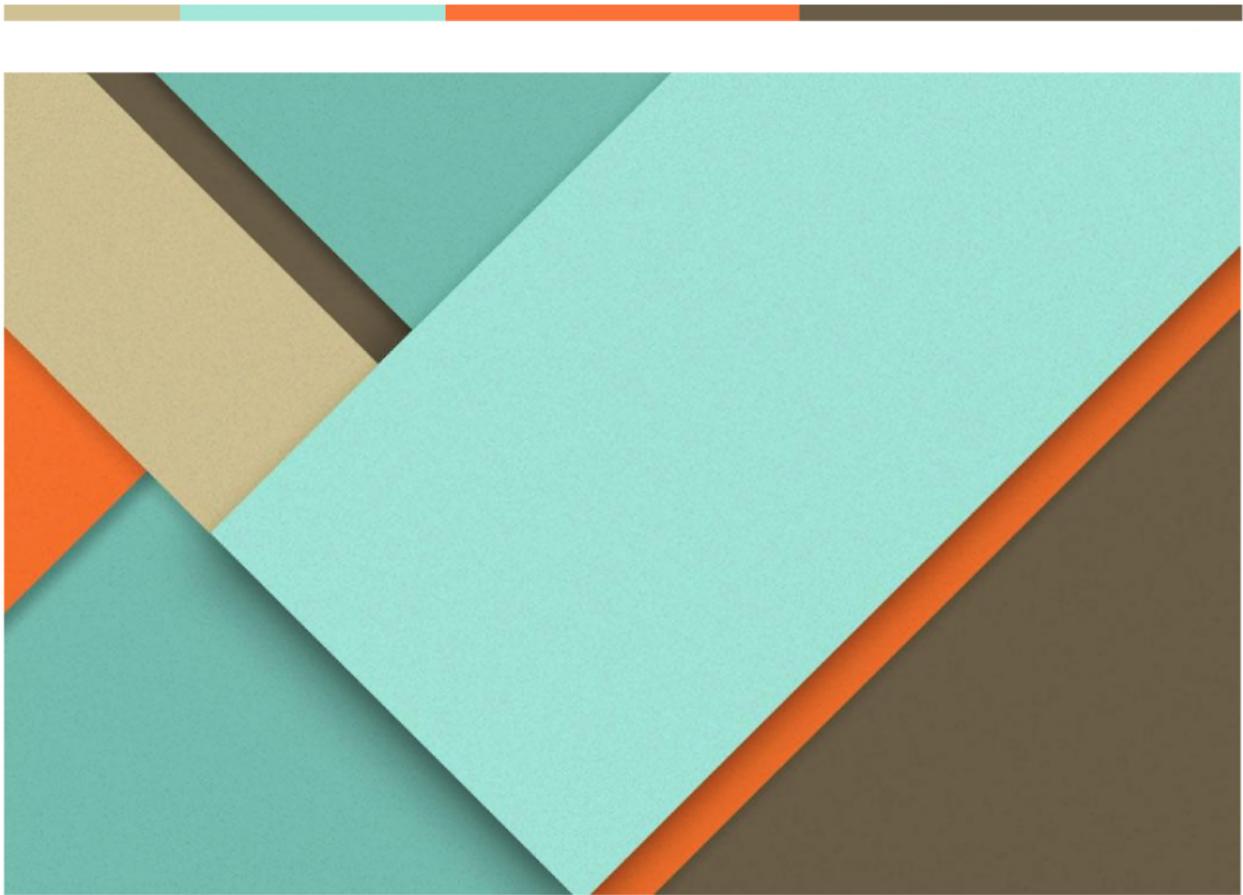
**Key Questions:**

- Does your potential district meet MMS standards for traditional downtown and/or neighborhood commercial districts?
- Is historic preservation important to local citizens and stakeholders?
- Is downtown revitalization a community priority?
- Do you want to leverage human and financial resources in support of downtown?
- Is there a desire to build broad-based community support for downtown revitalization?
- Are public and private stakeholders ready to engage in these efforts?

The Ypsilanti Downtown Development Authority is well positioned to take advantage of the this program that offers technical assistance and resources for economic development initiatives that help attract and retain vibrant locally owned and operated businesses. Our emphasis on historic preservation and leveraging human and financial resources to build broad based community support lines up well with the core values of the Michigan Main Street Program. Our well functioning board could serve the function of the Main Street Board and our professional staff would meet the requirements for participation in the Main Street Program. All three districts would comprise the area known as Main Street in Ypsilanti. I have completed the necessary training to reach the “Engaged” level and we are working on the Main Street Budget and Communications Plan in order to reach the “Select” Level which requires a five year commitment from the City.



## 734 Event Sponsorship



# RESPONSE TIME

Date

09.26.2020

—

**Larenz Banks**

Oasis Records Co.

31001 Floralview Dr. South

Farmington Hills, MI 48331

## Overview

This project was started by Paris Horgrow, also known as Diont'e Visible under his musical alias as well as lead of the band Speak Mahogany, and Oasis Records which was founded by two young musicians (Larenz Banks and Joshua Patton) that desired a change in the modern music industry. With principles rooted in education and culture, Oasis Records is seeking a partnership event with 734 Brewing Company. This event would provide to the community that we both serve. This event would provide the ability to give back to the greater community and allow everyone a chance to relax.

## Goals

1. An event where local businesses can share their experiences throughout the pandemic.
2. Allocate donations to businesses struggling to stay afloat.
3. Give a voice to those businesses that are seeking help.
4. Raise awareness of an audit program in development that will assist in massive police reform.
5. Create an environment free from stress and fear to enjoy good music.

## Specifications

### Elements

The established elements of this event are; A small business panel or speech followed by a warm up set. After the warmup set of music, the rest of the event will be only music. The host will continue to highlight the purpose of the event and how to assist/donate as well.

### Social Distancing

To enforce social distancing and ensure the safety of our guests, there will be a designated sanitation station for the audience as well as mandatory masks for all attendees and personnel. Microphones and other equipment will be sanitized after each use. For bands, each member will be spaced an equal distance apart. The image below

details the staging zones for the performances and the audience. The green area is for audience members. The yellow area is reserved for camera operators, sound equipment and performers/speakers. The interior of 734 will be reserved for staff and serving beer.



## Equipment

Area to perform/Stage

Live Sound Equipment from Fundamental Sound co.

Live Video Equipment provided by Oasis Records co.

PPE i.e. Masks, Gloves

## Preliminary Schedule

The event will be 3-4 hours long with predetermined sets for each artist. The event will start at 4pm and end at 8pm. The order of artists is subject to change;

1. Awareness and Assistance Talk - 30mins
2. Music Warmup
3. Syncir
4. Spayd L7
5. Ana Gomulka

6. Yukci
7. Breez
8. Diont'e Visible
9. Speak Mahogany

## Assumptions

The grant money will help secure sound equipment, video equipment, compensation for performances and PPE for the audience.

The event will be livestreamed for those wishing to stay home and enjoy the event.

## Cost Estimate

### Other funding sources

Cost	Item	Provider
\$100	Sound Equipment	Fundamental Sound Co.
\$100	PPE Equipment	734 Brewing Co.
\$100	Staffing and management	734 Brewing Co.
\$100	Advertising	734 Brewing Co. Oasis Record Co.
\$350	Livestream Equipment	Oasis Record Co.

### Funding from the DDA

Cost	Item	Provider	Purpose
\$200	Sound Engineer	Fundamental Sound Co.	Audio for event and livestream setup



\$100	Canopy	Home Depot	Protection for Performers and Speakers
\$150	Additional Video Equipment	B&H Photo and Video	Additional equipment for livestream setup
\$600	Musical performances	Oasis Record co.	

# Merchant Validation



## Passport Parking User Guide

# PASSPORT PARKING

With the launch of Passport Parking, customers will now be able to pay for parking from their mobile phones.

Parking customers can register and pay for parking through either of these easy methods:



**Mobile App**  
Passport Parking



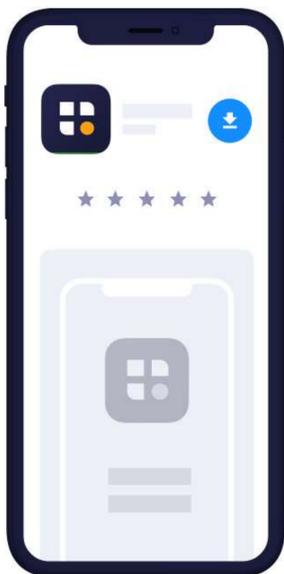
**Mobile Website**  
PassportParking.com



Passport Parking is free to download and easy to use by following these simple steps:

1

Download the Passport Parking app



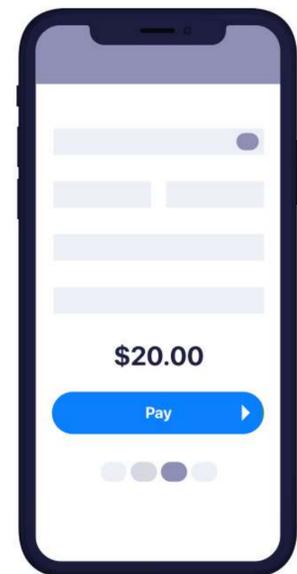
2

Find a sign for Passport Parking



3

Pay from your phone



## MERCHANT VALIDATION

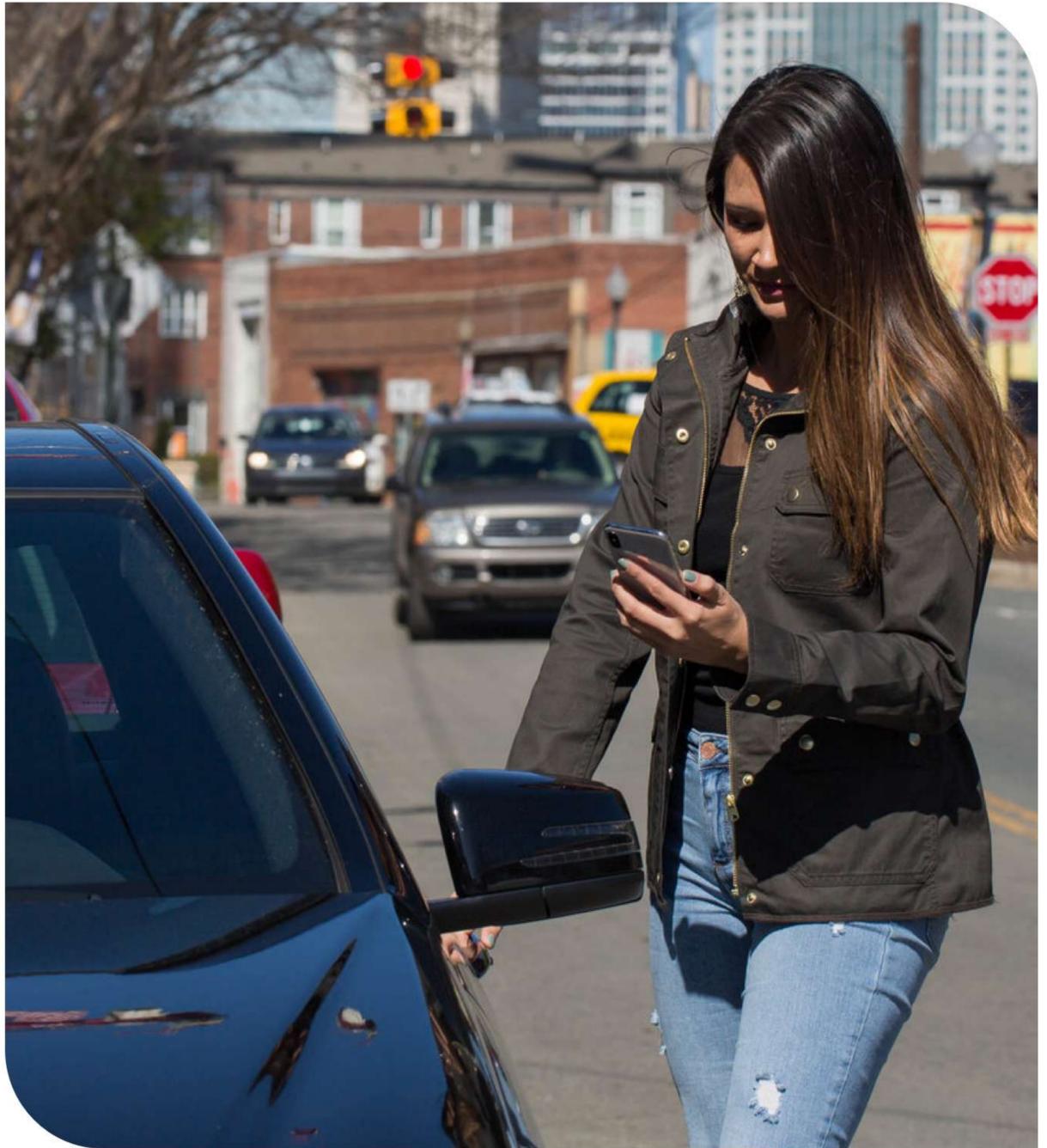
Merchants have the opportunity to subsidize paid parking through Passport's validation system. This promotes awareness of mobile pay for parking.

### Merchants can:

- Load a balance onto the validation system
- Set automatic balance recharges
- Create validation types by name and dollar amount
- Get real-time reporting of validation activity

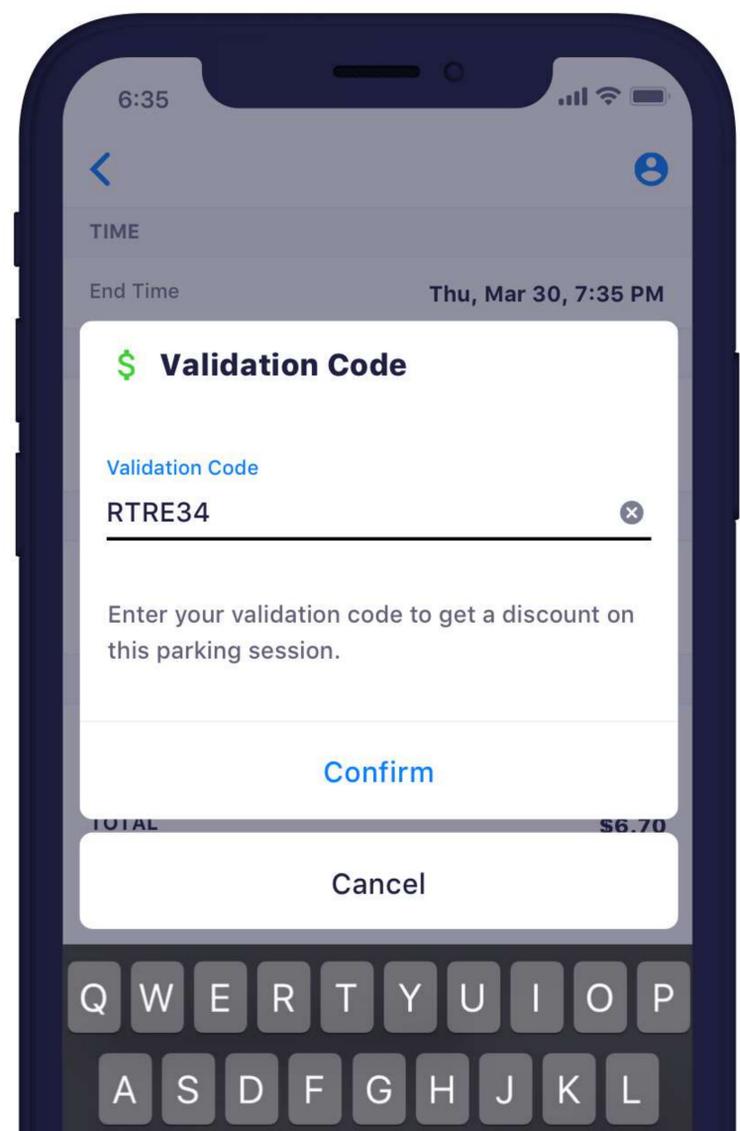
Merchants can sign up and manage their accounts at:

[passportinc.com/validation](https://passportinc.com/validation)



## HOW IT WORKS

1. Merchants load a balance on the validation account management site
2. Merchants create codes for a predetermined amount to allow customers to discount their parking session
3. Customer enters the code to receive discount on their parking session
4. Validation amount is then deducted from the merchant balance and transferred to the parking provider

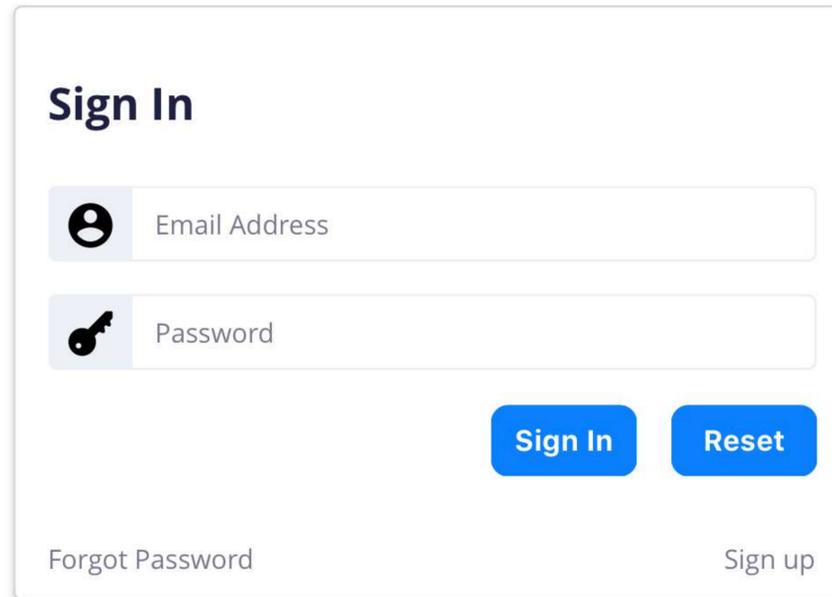


# GETTING STARTED

Setting up your merchant validation account is quick and easy!

## 1. ACCOUNT SET UP

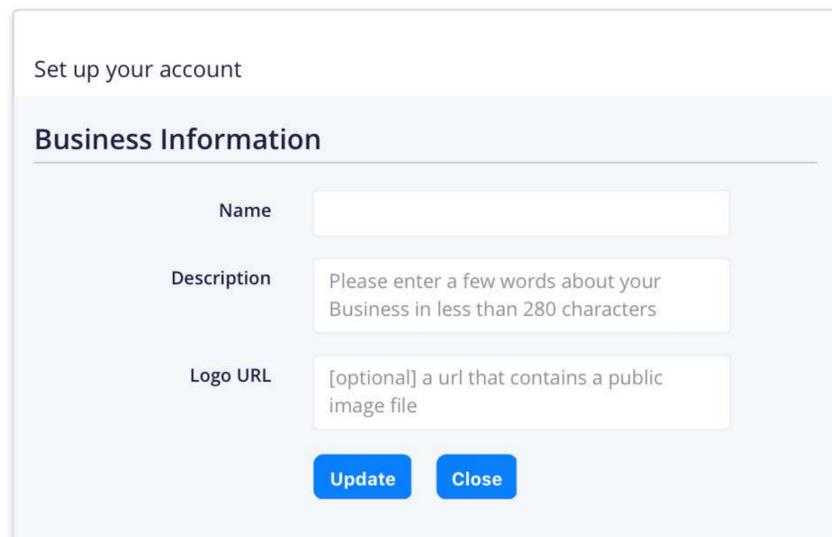
- Go to: **passportinc.com/validation**
- Click **Sign Up**
- Enter merchant information



The screenshot shows a 'Sign In' form with two input fields: 'Email Address' and 'Password'. Below the fields are two blue buttons: 'Sign In' and 'Reset'. At the bottom left, there is a link for 'Forgot Password', and at the bottom right, there is a link for 'Sign up'.

## 2. BUSINESS INFORMATION

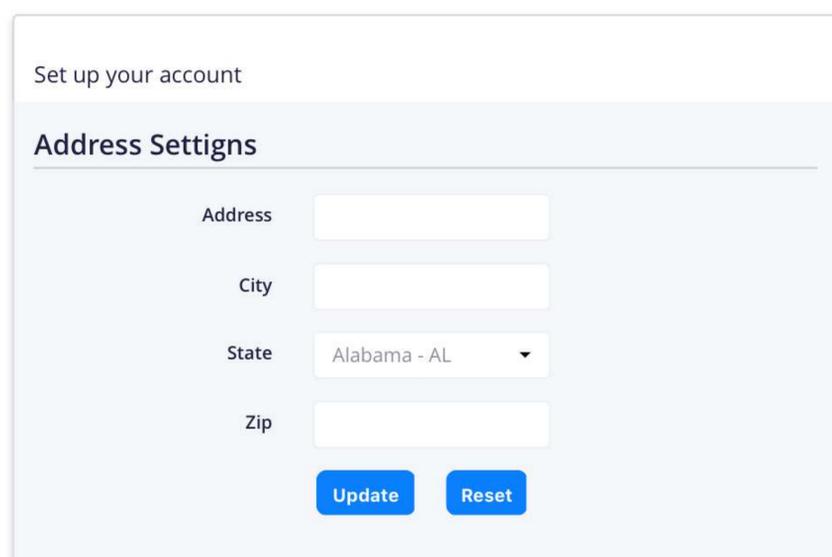
- Enter name and description of the business



The screenshot shows a 'Set up your account' page with a 'Business Information' section. It contains three input fields: 'Name', 'Description' (with a note: 'Please enter a few words about your Business in less than 280 characters'), and 'Logo URL' (with a note: '[optional] a url that contains a public image file'). At the bottom are two blue buttons: 'Update' and 'Close'.

## 3. ADDRESS SETTINGS

- Enter the address of the business



The screenshot shows a 'Set up your account' page with an 'Address Settings' section. It contains four input fields: 'Address', 'City', 'State' (a dropdown menu currently showing 'Alabama - AL'), and 'Zip'. At the bottom are two blue buttons: 'Update' and 'Reset'.

## 4. PAYMENT CARD SET UP

- Enter credit/debit card that will fund the validations

**i** E.g. \$2 validation code applied to a \$1.65 parking session will only debit the merchant's account \$1.65 rather than the full \$2.

## 5. FUND ACCOUNT

- Pre-fund the account  
*Minimum of \$50 required*
- Set auto re-charge  
*When balance falls below a specified limit the card is charged a specified amount*

## 6. CREATE VALIDATION TYPE

- From the launch page select **Manage Validations**
- Click **New Validation**

## 7. VALIDATION SET UP

- Type validation name
- Indicate discount amount
- Click **Create**  
*Merchants can customize the amount and expiration dates for each validation type that they create*

**i** Validations should not be labeled as a specified period of time if the merchant is not aware of local parking rates

## 8. VALIDATION QUANTITY

- The drop-down menu next to **Select Quantity** allows the merchant to choose the number of validations they would like to generate

Validation Summary

- Generate Validation Codes
- Manage Validations
- Reports
- User Administration
- Account Settings

Code Generator

Select Validation: Please Select Validation

Number of Validations: 0

[Generate Validation Code](#)

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## 9. GENERATE VALIDATION CODE

- After clicking **Generate Validation Code** merchants will see a list of the violation codes that have been generated.
- Selecting **Download as PDF** exports codes onto the Merchants computer (cut to distribute to customers)

**i** Funds are not exclusively tied to each validation code. So if a customer loses their validation code, that amount isn't lost. The funds go from merchant to operator at time of use.

Validation Summary

- Generate Validation Codes
- Manage Validations
- Reports
- User Administration
- Account Settings

Code Generator

Select Validation: Passport Parking Lot

Number of Validations: 10

[Generate Validation Code](#)

[Download as PDF](#)

S. No	Validation Code
1	LAEISVR
2	CG87ZEL
3	6CKF279
4	FM32S76
5	M2SUHU9
6	MSN9ESX
7	G5D1XHF
8	LCILGNF
9	RHSGN68
10	51HRG4Z

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**Discount Code**

Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay

**6CKF279**

Expires: Never

Courtesy of Acme Parking

**Discount Code**

Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay

**FM32S76**

Expires: Never

Courtesy of Acme Parking

**Discount Code**

Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay

**LAEISVR**

Expires: Never

Courtesy of Acme Parking

**Discount Code**

Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay

**CG87ZEL**

Expires: Never

Courtesy of Acme Parking

**Discount Code**

Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay

**51HRG4Z**

Expires: Never

Courtesy of Acme Parking

**Discount Code**

Enter the following code in your Passport Parking App to receive up to \$1 Off your parking stay

**M2SUHU9**

Expires: Never

Courtesy of Acme Parking

## REPORT MONITORING

- The **Reports** tab on the left side of the screen allows merchants to monitor validation use
- Once **Generate Report** is selected a spreadsheet of the specified credentials will be generated

Validation Summary  
Generate Validation Codes  
Manage Validations  
**Reports**  
User Administration  
Account Settings

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Validation Summary  
Generate Validation Codes  
Manage Validations  
**Reports**  
User Administration  
Account Settings

S. No	Validation Name	Validation Name	Created On	Expires On	Value (\$)	Issued By	Used On	Used at Zone #	Discount (\$)	Cost to Business (\$)
1	Passport Parking Lot	SHWYC1B	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
2	Passport Parking Lot	NIZ8ZRF	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
3	Passport Parking Lot	VSTP937	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
4	Passport Parking Lot	GUVG44H	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
5	Passport Parking Lot	Z88ZARL	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
6	Passport Parking Lot	W2H4L4V	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
7	Passport Parking Lot	EKKEELI	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
8	Passport Parking Lot	FKEG23	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
9	Passport Parking Lot	UHFH75Q	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00
10	Passport Parking Lot	8QC23RY	Sep 15 2019 01:30 PM	Never	1.00	Steve Jobs	Sep 16	0000	1.00	1.00

Download CSV

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## VALIDATION SUMMARY

- Merchants can keep track of recharge account deposits under the **Recent Payments** tab
- Merchants can keep track of used validation codes under the **Transactions Claimed** tab

Validation Summary  
Generate Validation Codes  
Manage Validations  
**Reports**  
User Administration  
Account Settings

Validation Site Summary

Card Details \*\*\*\*\*0000 [Edit](#)

Auto recharge OFF [Edit](#)

Claimed Transactions [View](#)

Recent Payments

No payments!

[Close](#)

Balance left in your account \$50.00 [Recharge](#)

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Validation Summary  
Generate Validation Codes  
Manage Validations  
**Reports**  
User Administration  
Account Settings

Validation Site Summary

Card Details \*\*\*\*\*0000 [Edit](#)

Auto recharge OFF [Edit](#)

Transactions Claimed

No transactions!

[Close](#)

Recent Payments [View](#)

Balance left in your account \$50.00 [Recharge](#)

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## REFUND POLICY

If merchants decide to no longer offer validation codes, email [help@passportinc.com](mailto:help@passportinc.com) with an excel file that includes the validation codes as well as the fee associated with them and request a refund from the account



[passportinc.com](http://passportinc.com)



## Holiday Lighting

**ESTIMATE****Holiday Light Expresss**

7548 Garrison Rd.  
 Durand, MI 48429  
 (248) 756-8915

To:  
 City of Ypsilanti  
 1 S Huron St  
 Ypsilanti, MI 48197

Estimate #	1132
Estimate Date	09/01/2020
<b>Total Amount</b>	<b>\$42,668.00</b>

Item	Quantity	Price	Tax1	Tax2	Line Total
Michigan Ave Trees "24 trees" canape	480.0	\$32.00 / per string			\$15,360.00
Huron Street 25 trees branch wrap	450.0	\$32.00 / per string			\$14,400.00
Depot Town trees	265.0	\$32.00 / per string			\$8,480.00
Depot town tree lighting tree	104.0	\$32.00 / per string			\$3,328.00
Lamp poles in park	20.0	\$55.00			\$1,100.00

Subtotal:	\$42,668.00
Tax:	\$0.00
Past Due Amount:	\$0.00
<b>Total Amount:</b>	<b>\$42,668.00</b>

Price Includes, lights, installation and maintenance throughout the season. Lights are to remain in the trees throughout the year.

It is recommended to replace the lights every 5 years. I would suggest a replacement program starting year 4. Year 4 replace Michigan ave, year 5 replace Huron street, and year 6 replace depot town.

Non replacement year annual maintenance will run on average \$1500-\$3000 per year.

**Notes**



September 6th, 2020  
 Jada Tillison-Love  
 Community Development Fellow  
 City of Ypsilanti,

Zoro's Christmas Lights is pleased to submit the following 2020 Christmas Lights Proposal for Community Development Fellow:

**Cross Street to Sweetwaters**

(105) 9ft Pre-lit for 35 light poles no power was found. Garland will not be lit. **\$13,600.00 Next Year's price \$7000.00**

(300) 50ct L.E.D lights to be used to light up 20 trees. **\$15,400.00 Next year's price \$8500.00**  
 (81) 9ft Pre-lit for 35 light poles. **\$11,400.00 Next Year's price \$6000.00**

**Depot town**

(54) 9ft Pre-lit garland to be used on poles. **\$7350.00 Next Year's price \$3500.00**  
 (80) 50ct L.E.D lights to be used on Evergreen tree. **This year's price 4600.00 Next Year's price \$2800.00**

**Pearl St**

(690) 50ct L.E.D Lights to be used to wrap up 23 trunks up to 20 ft high. **This years price \$55,200 Next Years price \$24,500.00**  
**Option for next year take Edison lights from top of building on one side and across street to another side of building. Building to building. Spring Job. (\$7000.00)**

**Huron St**

(27) 9ft Pre-lit Garland to be used to light up poles. **This Years price is 3710.00 Next year's price is \$1500.00**  
 (120) 50ct L.E.D lights to light up 8 trees. **\$9600.00 Next year's price \$5400.00**

**Welcome sign**

(55) 50ct L.E.D lights to be used on 11 mini evergreen trees  
 (2) 5 ft pre lit trees to light up bonfire area. **\$3950.00 Next year's price \$1850.00**

**Riverside park trees**

(180) 50ct L.E.D lights to be used on 7 trees from bridge to pavilion and path. **\$14,700.00 Next Year's price \$7700.00**

**The Tridge**

(150) 50ct L.E.D lights to be used to wrap up railing of Tridge. \$9250.00 Next year's price \$4300.00

We will come out within 24 hours if there is a problem.

All cords and timers is included with job.

Storage is additional \$2000.00 which is not included in the price.

Total price for everything include in quote is 148,760.00 Next Year's price \$73,050.00

In reference to the above quotations, Zoro's Christmas Lights submits the following bid clarification items:

1. Removal of lighting decorations is included at no additional cost.
2. All lighting equipment will remain as property of Community Development Fellow
3. A 3 year guarantee on all material as long your with us for your business all 3 years.
4. A 4% fee if paid with credit card.
5. Storage and maintenance of lighting equipment is included.
6. The above quoted price is intended for work to be performed by lighting technicians employed through Zoro's Christmas Lights during scheduled designated time frame.
7. There is a 40% deposit required to secure designated resources and personnel for lighting date, which is applied to the balance of the total price.
8. Total payment due after completion of work.
9. If annual business relationship is established, Community Development Fellow will only be charged for labor and removal fee each additional year the following return year.

Thank you for the opportunity to provide this bid. If you have any questions or require further information, please do not hesitate to contact me.

**Zoro's Christmas Lights**

[www.zoroslights.com](http://www.zoroslights.com)

[Zoroslights@gmail.com](mailto:Zoroslights@gmail.com)  
\*\* All Major Credit Cards Accepted\*\*

34734 Navin Ave  
Livonia, MI 48152  
Phone: (248) 408-6393

Sincerely,

**Martin Zoro**  
**Zoro's Christmas Lights**  
(248) 408-6393



## Memo

Operations and Finance Committee

From: Christopher Jacobs, Executive Director

Date: September 9, 2020

Subject: Maple Street Lot Sidewalk

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### Summary and Background:

In 1997 the Depot Town DDA purchased the Maple Street parking lot for \$7,500 by quit claim deed from the Railroad Company (Consolidated Rail Corporation). That quit claim deed is attached and has been reviewed by our legal counsel. A Warranty Deed guarantees that the Grantee is receiving the property free and clear if a claim later arises, however a Quit Claim deed means that the Grantor only conveyed whatever its interest is in the property to the Grantee. Title insurance is used to resolve the conflict should one arise however title work and a survey of the property never took place when the property was conveyed. Our attorney would really like to see title work that shows the Grantor has owned the property via warranty deed for a period of 30 years or more so we have authorized a title search for \$250 to complete this step.

The Quit Claim Deed states that the Grantee is to erect a 6 foot chain link fence to secure the property. Currently there is a fence on site that does not meet this height requirement and has a gap on the northern boundary between the parking lot and the railroad tracks. The Railroad has not contacted us about replacing the fence to meet the six foot height requirement but it is something worth noting should that arise later.

The Quit Claim Deed also indicated that the Grantor has reserved to itself the easements located on the property. Not knowing where these easements are located, it would be necessary to obtain a survey. The Railroad also retained accepted and reserving rights to sewer, gas, water, and all other appertunences on site, a survey is required to identify where all of this stuff potentially is located as well.

So in order of priority, we are trying confirm that the property conveyed in the Quit Claim Deed is what the Grantee believes it was receiving at the time and there are no other claims of title against it. A title search should help us with that and should be completed by next weeks board meeting.

After that, a survey would be necessary to determine what part of the property would be best for the sidewalk. Pursuant to this goal I have provided some quotes for consideration and photos of the site for committee discussion. We may end up having to relocate it once you construct a sidewalk- where it is now, the pedestrians are potentially in the lane of travel. Enforcement in Depot Town is also set to begin over the next several weeks. Here is the proposed timeline for City enforcement:

Starting warnings on time limits, 9/15

Starting tickets for timelimits, 9/28

Starting enforcing payment at meters, no sooner than Oct 12 but once the whole coin thing is resolved





THIS METER IS FOR YOUR ACTIVE SERVICE. PLEASE DO NOT REMOVE OR TAMPER WITH THE METER.









**Christopher Jacobs**

---

**From:** Ken Coleman <ken@colemanlandsurveying.com>  
**Sent:** Monday, August 31, 2020 11:56 AM  
**To:** Christopher Jacobs  
**Subject:** 75 Maple St.

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Christopher,

I have reviewed a prior survey I did adjacent to 75 Maple St.

Much of the work I did on that survey is applicable to the survey of 75 Maple St. therefore I can submit a lower survey cost for 75 Maple St.

Coleman Land Survey can survey 75 Maple St., Ypsilanti, MI for a fixed fee cost of \$2,500 in October.

The survey would include:

- finding and verifying, or setting, the property corners
- locating the observable improvements on the property
- show on the survey drawing the location of utilities as shown on record drawings provided through The Miss Dig Design Ticket program

I will need a copy of the deed because I could not find one online at the Register of Deeds web site.

Thanks, Ken Coleman

**Kenneth R. Coleman, P.S.**  
**Coleman Land Surveying, PLC**  
**4301 Saline Waterworks Road**  
**Saline, MI 48176**  
**Cell: 734-904-2743**  
**Office: 734-944-3266**  
**ken@colemanlandsurveying.com**



## Project Authorization Form

<b>Client:</b>	City of Ypsilanti	<b>Date:</b>	2-Sep-20
<b>Address:</b>	One South Huron Street Ypsilanti, MI 48197	<b>Project Number:</b>	TBD
		<b>Project Task:</b>	TBD

<b>Contact:</b>	Chris Jacobs	<b>Title:</b>	Community Development Manager
<b>Phone:</b>	734-482-9762	<b>Fax:</b>	
		<b>Email:</b>	<a href="mailto:cjacobs@cityofypsilanti.com">cjacobs@cityofypsilanti.com</a>

<b>Project Name:</b> City of Ypsilanti - 75 Maple St.			
<b>Project Location:</b>	<b>County:</b>	Washtenaw	<b>City/Twp.:</b>
		T 3S	R 7E
			<b>Section:</b> 4

**Description of Services and Fee:**  
Midwestern Consulting is pleased to present this proposal in response to your request for our Professional Surveying Services.

Scope of Services and Fee:

**Certified Boundary Survey and Utility Map Survey** of 75 Maple Street, Ypsilanti, MI. Survey will be based on title work provided by client, and include title review and as needed surveying of 501 N. River Street. We will find or set all property corners for 75 Maple Street. Utility Map Survey will be based on a combination of Utility Map records and field observations. Pipe invert elevations will be provided, but all other topographic information will be excluded.

**T&M Estimate: \$5000**

<b>Fee Arrangement:</b>	T&M Estimate - as described above
-------------------------	-----------------------------------

<b>Conditions:</b>	MCLLC Standard Terms and Conditions as attached.
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<b>Project Manager:</b>		Mark Vander Veen, P.S.
	Signature	Printed

*Client attests that he/she is authorized to sign this agreement which includes the terms and conditions below or*

<b>Client Acceptance / Authorization:</b>	
	Legal Name of Client / Business Entity
	Signature <span style="float: right;">Date</span>
	Printed Name



## TERMS & CONDITIONS:



### GENERAL CONDITIONS FOR PROFESSIONAL SERVICES

#### **Payment**

The Client shall pay Midwestern Consulting LLC (MC) for services performed in accordance with the rates and charges set forth in the Agreement. Invoices shall be submitted monthly and are due within thirty (30) calendar days of invoice date. If the Client objects to any portion of an invoice, the Client shall notify MC, in writing, within fourteen (14) calendar days of invoice receipt, identify the cause of disagreement, and pay when due any portion of the invoice not in dispute. Failure to provide notification shall constitute acceptance of the invoice as submitted.

The Client recognizes that it has the obligation to pay for all services performed and shall make no deductions or adjustments, or impose penalties for the Client's inability to obtain financing or any governmental approvals.

The Client shall pay an additional charge of one-and-one-half (1.5) percent of the invoiced amount per month for any undisputed portion of invoices that are unpaid for more than thirty (30) calendar days.

If Client fails to pay undisputed invoiced amounts within the thirty (30) calendar days of the invoice date, MC may at any time, without waiving any other claim against the Client (including lien rights) and without thereby incurring any liability to the Client, suspend or terminate this Agreement.

#### **Indemnification**

MC agrees, to the fullest extent permitted by law, to indemnify and hold the Client harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by MC's negligent acts, errors or omissions in the performance of professional services under this Agreement and those of his or her subconsultants or anyone for whom MC is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold MC harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the Client's negligent acts, errors or omissions and those of his or her contractors, subcontractors or consultants or anyone for whom the Client is legally liable, and arising from the project that is the subject of this Agreement.

MC is not obligated to indemnify the Client in any manner whatsoever for the Client's own negligence.

#### **Limitation of Liability**

In recognition of the relative risks, rewards and benefits of the project to both the Client and MC, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, MC's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this Agreement from any cause or causes, shall not exceed \$50,000 or the total amount of compensation received by MC, whichever is greater.

#### **Termination**

The Client may terminate this Agreement at any time with or without cause upon giving MC seven (7) calendar days prior written notice. MC may terminate this Agreement upon giving the Client written notice for any of the following reasons:

1. Breach by the Client of any material term of this Agreement, including but not limited to Payment Terms.
2. Transfer of ownership of the project by the Client to any other persons or entities not a party to this Agreement without the prior written agreement of MC.
3. Material changes in the conditions under which this Agreement was entered into, coupled with the failure of the parties hereto to reach accord on the fees and charges for any Additional Services required because of such changes.

#### **Professional Standards**

Services provided by MC under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

#### **Assignment**

Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including, but not limited to, monies that are due or monies that may be due) without the prior written consent of the other party.

#### **Insurance**

MC shall secure and maintain such insurance as will protect it from claims under the Worker's Compensation Act and from claims for bodily injury, death or property damage which may arise from the performance of its services. MC shall, upon request, furnish current certificates of insurance coverage to the Client covering Worker's Compensation, General Liability, Automobile Liability, and Professional Liability.

#### **Construction Costs and Schedules**

Statements of probable construction costs and/or schedules prepared by MC represent our professional judgment. MC has no control over the methods of determining bid prices and schedules. Accordingly MC does not warrant that bids, proposal, schedules or actual project costs will not vary from the projections.

#### **Ownership of Records and Documents**

All documents produced by MC under this Agreement shall remain the property of MC and may not be used by the Client for any other endeavor without the written consent of MC.

#### **Job Site Safety**

MC shall not at any time supervise, direct, or have control over any contractor's work, nor shall MC have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

#### **Information Provided by Client**

The Client shall provide information relating to the Project that is available, and MC shall be entitled to rely upon the accuracy and completeness of such information. Accordingly, the Client agrees, to the fullest extent permitted by law, to indemnify and hold MC harmless from any claim, liability, or cost for injury or loss arising from errors, omissions or inaccuracies in documents or other information provided by the Client.

#### **Right of Entry**

The Client shall provide for MC's right to enter the property owned by the Client and/or others in order for MC to fulfill the Scope of Services included hereunder. The Client understands that use of testing or other equipment may unavoidably cause some damage, the correction of which is not part of this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold MC and his or her subconsultants harmless from any claim, liability or cost (including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from procedures associated with testing or investigative activities or discovery of hazardous materials or suspected hazardous materials on said property.

#### **Electronic Media Disclaimer**

The Client agrees that all forms of electronic media data are instruments of service of MC who shall retain all rights. Any electronic files submitted to the Client are subject to a 30-day acceptance period, after which MC will not be held liable for the completeness or correctness of the data. MC attests to the accuracy of the hardcopy (mylar, sepia or print), which accompanies the electronic media, and any drawings produced from the electronic media must be checked against the hardcopy by the Client. The Client further agrees to waive all claims against MC resulting from unauthorized changes, or reuse in any way, of the electronic media.

#### **Applicable Laws**

Unless otherwise specified, the laws of the State of Michigan shall govern this Agreement.

END OF GENERAL CONDITIONS