



# AGENDA

## DDA BOARD OF DIRECTORS MEETING

### Meeting

8:00 AM - Thursday, November 18, 2021  
Virtual

			Page
1.	CALL TO ORDER		
2.	ROLL CALL		
	PATTON DOYLE (C)	P A	
	YLONDIA PORTIS	P A	
	KAYIA HINTON	P A	
	ANDY FRENCH	P A	
	DIETER OTTO	P A	
	JEN EASTRIDGE	P A	
	PAUL AJLOUNY	P A	
	LOIS ALLEN RICHARDSON	P A	
	ALEX MERZ	P A	
	BRANDON DENT	P A	
	BRYAN FOLEY	P A	
3.	AGENDA APPROVAL		
4.	APPROVAL OF MINUTES		
4.1.	<a href="#">11-9-21 Special DDA board meeting minutes</a>		3 - 5
5.	PUBLIC COMMENT (3 MINUTES EACH)		
6.	STAFF REPORT/FINANCIAL REPORT		
6.1.	<a href="#">November YDDA Financials</a> <a href="#">checkregistryoctnov21</a> <a href="#">Staff Report Nov 2021</a>		7 - 13
7.	STANDING COMMITTEE REPORT		
7.1.	Operations and Finance Committee <a href="#">11-10-21 Op-Fin Minutes</a>		15 - 17
7.2.	Grants Committee <a href="#">11-8-21 Special Grants Committee meeting</a>		19 - 21
8.	NEW BUSINESS		
8.1.	Holiday Storefront Competition <a href="#">YDDA Holiday Storefront Competition</a>		23 - 24
8.2.	Holiday Lighting Plan for the Districts		25 - 29
	1. Water Tower \$4,165		
	2. Holiday Lighting Express Quotes		

- West Cross \$1,000
- Riverside/Frog Island \$9,100
- Depot Town \$500

[Holiday Lighting Express Quote Updated](#)  
[YPSILANTI DDA Holiday Water Tower-27517- 11 4 21](#)

- 8.3. DDA Officer Schedule Memo 31  
[YDDA Officer Memo for YDDA Board](#)
- 8.4. Downtown Snow Removal Plan 33  
[Steffan G Downtown Snow Removal Plan](#)

- 9. PROPOSED BUSINESS
- 10. AUDIENCE PARTICIPATION
- 11. ADJOURNMENT



MINUTES  
DDA BOARD SPECIAL MEETING  
8:30 AM - Thursday, November 9, 2021  
Virtual Meeting

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**1. CALL TO ORDER**

**2. ROLL CALL**

PATTON DOYLE (C)	A
YLONDIA PORTIS	P (City of Ypsilanti, Washtenaw County)
KAYIA HINTON	P (City of Ypsilanti, Washtenaw County)
ANDY FRENCH (VC)	P (Scio Township, Washtenaw County)
DIETER OTTO	P (City of Ypsilanti, Washtenaw County)
JEN EASTRIDGE	P (City of Ypsilanti, Washtenaw County)
PAUL AJLOUNY	P (City of Ann Arbor, Washtenaw County)
LOIS ALLEN RICHARDSON	P (City of Ypsilanti, Washtenaw County, 8:40am)
BRANDON DENT	A
BRYAN FOLEY	P (City of Ypsilanti, Washtenaw County)
ALEX MERZ	P (City of Ypsilanti, Washtenaw County)

DDA Staff Present: Christopher Jacobs, Elize Jekabson, Joe Meyers

**3. AGENDA APPROVAL**

*Dieter Otto motioned to approve the agenda. Kayia Hinton supported the motion. Motion passed - unanimous.*

**4. APPROVAL OF MINUTES**

*Alex Merz motioned to approve the October 21, 2021 minutes and Kayia Hinton supported the motion. Motion passed - unanimous.*

**5. PUBLIC COMMENT (3 MINUTES EACH)**

**6. NEW BUSINESS**

**6.1. Match on Main Grant Applications - Recommended for approval by Grants Committee**

Staff provided an update from yesterday's special grants committee meeting.

Greenlee French LLC, which scored second place with the Grants Committee is ineligible for funding because they do not have a tenant identified.

Dieter Otto stated that the criteria was set by the State of Michigan.

Mark Maynard of Bellflower spoke about his project.

Sim Sethi, owner of 406 W. Michigan Ave, future location of Earthen Jar spoke about his project.

***Jen Eastridge motioned for staff to submit the applications from Bellflower and Earthen Jar to the MEDC Match on Main program. Alex Merz supported the motion. Motion passed - unanimous.***

**6.2. West Cross Construction Relief Grant Applications**

There are 11 applications.

Michele Birawer spoke about the negative impact of construction on her business, Gentle Vibes. The grants committee was unable to make a recommendation to the board because the Match on Main discussion lasted 2.5 hours.

The board discussed how to disperse the money.

Kayia Hinton pointed out that some requests do not seem to match the impact on the business.

Ylondia Portis stated that there is not enough structure around this grant and wanted it to go back to the grants committee.

Businesses on West Cross do not utilize the facade program because of the 50% match required.

This is why we are seeing a lot of applications interested in facade or interior work.

***Kayia Hinton motioned to review the applications as board immediately. Dieter Otto supported the motion. Motion passed. Yes - 8, No - 1 (Portis).***

Andy French expressed the interest of weighing rent needs heavily.

Ylondia Portis left the meeting at 9:38am.

The board scored the applications as follows.

	Highly Impacted	Money used for relief	Other Sources	Ask	Disbursement
Bon Appetit	Yes	Yes	No	10000	2500
Cross St Coffee	Yes	Yes	Yes	21093	2500
Goras Grill	Yes	yes	yes	18950	2500
Gentle Vibes	Yes	Yes	Yes	4500	2500
The Wurst Bar	Yes	Yes	Yes	2999	2500
Scissors	Yes	Yes	No	1400	1400
Ypsi Fuel Mart	Yes	Yes	yes	5000	2500
Toms Party Store	No	No	Yes	15000	1000

The Mix	No	No	No	1000	1000
Smokerz	No	Yes	No	3500	1000
Tower Inn	yes	no	yes	10000	1000
				63942	20400

The board decided to increase the total pot of money from the previously approved amount of \$10,500.

***Dieter Otto motioned to approve \$20,400 in relief grants to West Cross businesses with disbursement based on the above rubric. Kayia Hinton supported the motion. Paul Ajlouny, a W. Cross business owner, abstained from voting. Motion passed - unanimous.***

**7. PROPOSED BUSINESS n/a**

**8. AUDIENCE PARTICIPATION n/a**

**9. ADJOURNMENT**



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

<b>11/18/2021</b>					
<u>Revenues</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>	
Operating Millage (1.8282)	12,319	34	12,285	0%	
TIFA	131,016	0	131,016	0%	
<b>Total</b>	<b>143,335</b>	<b>34</b>	<b>143,301</b>	<b>0%</b>	
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>	
Operating Costs	7,990	128	7,862	2%	
TIFA Expenses	98,282	6,811	91,471	7%	
<b>Total</b>	<b>106,272</b>	<b>6,939</b>	<b>99,333</b>	<b>7%</b>	
<u>Revenues Over (Under) Expenses</u>	37,063	-6,905			
Fund Balance as of FYE June 2021	103,084				
Projected Appropriation for FYE June 2022	8,623				
Projected Fund Balance July 2022	111,707				
*both TIF and Operating Reserves					

11/12/2021

**Depot Town Revenue Expenses Report**

<b>11/18/2021</b>					
<u>Revenues</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>	
Operating Millage (1.8282)	8,644	6,242	2,402	72%	
TIFA	121,574	0	121,574	0%	
<b>Total</b>	<b>130,218</b>	<b>6,242</b>	<b>123,976</b>	<b>95%</b>	
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>	
Operating Costs	10,146	183	9,963	2%	
TIFA Expenses	92,293	8,210	84,083	9%	
<b>Total</b>	<b>102,439</b>	<b>8,393</b>	<b>94,046</b>	<b>8%</b>	
<b>Revenues Over (Under) Expenses</b>	<b>27,779</b>	<b>-2,151</b>			
Fund Balance as of FYE June 2021	226,697				
Projected Appropriation for FYE June 2022	9,455				
Projected Fund Balance July 2022	236,152				
*both TIF and Operating Reserves					

11/12/2021



**Downtown Revenue Expenses Report**

<b>11/18/2021</b>					
<u>Revenues</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>	
Operating Millage (1.8282)	29,393	27,249	2,144	93%	
TIFA	360,003	6,919	353,084	2%	
<b>Total</b>	<b>389,396</b>	<b>34,168</b>	<b>355,228</b>	<b>9%</b>	
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>	
Operating Costs	23,755	705	23,050	3%	
TIFA Expenses	277,876	42,438	235,438	15%	
<b>Total</b>	<b>301,631</b>	<b>43,143</b>	<b>258,488</b>	<b>14%</b>	
<u>Revenues Over (Under) Expenses</u>	87,765	-8,975			
Fund Balance as of FYE June 2021	124,525				
Projected Appropriation for FYE June 2022	87,765				
Projected Fund Balance July 2022	212,290				
*both TIF and Operating Reserves					

11/12/2021

**YDDA Revenue and Expense Report**

<b>11/18/2021</b>					
<u>Revenues</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>	
Operating Millage (1.8282)	50,356	33,525	16,831	67%	
TIFA	612,593	6,919	605,674	1%	
<u>Total</u>	<u>662,949</u>	<u>40,444</u>	<u>622,505</u>	<u>6%</u>	
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>	
Operating Costs	41,891	1,016	40,875	2%	
TIFA Expenses	468,451	57,459	410,992	12%	
<u>Total</u>	<u>510,342</u>	<u>58,475</u>	<u>451,867</u>	<u>11%</u>	
<u>Revenues Over (Under) Expenses</u>	<u>152,607</u>	<u>-18,031</u>			
*both TIF and Operating Reserves					

11/12/2021

End of Oct / beginning of Nov 2021 Expenses

	AMOUNT	W. CROSS	DEPOT TOWI	DOWNTOWN	LINE ITEM	DESCRIPTION
WHCanon	\$ 250.00	\$ -	\$ -	\$ 250.00	Waste Management	Dumpster Cleanout 10/19
Ingrid Ankerson	\$ 3,194.34			\$ 3,194.34	Façade Grant	432 W. Michigan Reimbursement Grant
All Hallows Illuminatic	\$ 700.00		\$ 700.00		Special Events	All Hallows Eve Sponsorship
Wonder Fool Product	\$ 6,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	Special Events	Ypsi Glow Sponsorship
<b>Total</b>	<b>\$ 10,144.34</b>	<b>\$ 2,000.00</b>	<b>\$ 2,700.00</b>	<b>\$ 5,444.34</b>		



### **City of Ypsilanti DDA Staff Report October/ November 2021**

**Website:** Staff continues to update business directory and available properties.

**Community Outreach and Partnerships:** October 24<sup>th</sup> screening of Casper at the Normal Street Lot was most successful film screening. Snacks were provided to guests by EMUCU, and Maiz Mexican Cantina. Stone & Spoon set up a booth at the event.

Staff met with First Fridays to discuss new signage for FFY participants.

**Downtown Dumpster Management:** Sept-Nov 2021 cycle is in session. Staff is monitoring and cleaning the dumpsters. N. Adams dumpster door was heavily vandalized and destroyed earlier in the summer.

Door and dumpster gate have both been repaired and are in full working order.

**Press/Communications:** We have been working to promote businesses and events on the DDA's Facebook Page on a regular basis. Instagram account is steadily gaining followers. Staff is writing new business highlights for the City Newsletter.

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

**Streetscape Maintenance:** 2021 landscaping contract coming to an end.

**Grants:** Pay-out for 432 W. Michigan and 9-11 S. Washington is underway.

**New Businesses:** Conjure Goddess, Lot G, Lucky Haskins – opening shortly.

**Businesses Closing:**

### **Staff Hours for Oct/Nov 2021**

Christopher– Budget preparation, DDA outreach, dumpster maintenance, landscaping contract, grant program planning, street closure outreach and logistics

Elize – promote DDA news and businesses via social media, graphic design, billing, business outreach, admin work, meeting minutes, processing payments, dumpsters, street closure outreach and logistics

Scott –Historic research for online walking tours, business outreach

Joe – DDA guidance

### **Notable Projects**

Match on Main Grant and West Cross Relief Grant were staff's biggest projects this month.

Staff sat down with and welcomed the business owners of Lot G, and the Conjure Goddess.

Staff has met twice with consultant, Patricia Berry in preparation for the DDA Board Retreat.

DDA sponsored Warming Center is underway as of November 8<sup>th</sup>.

Staff has met with other City employees to discuss a communication plan about the upcoming construction in Downtown Ypsilanti.

Staff has been in conversations with DAY about a Snow Buddy Program.





MINUTES  
OPERATIONS AND FINANCE COMMITTEE MEETING  
8:30 AM - Wednesday, November 10, 2021  
Virtual Meeting

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**1. CALL TO ORDER**

**2. ROLL CALL**

PATTON DOYLE	P (St. Petersburg, California)
ANDY FRENCH (C)	P (Scio Township, Washtenaw Cty.)
ALEX MERZ	P (City of Ypsilanti, Washtenaw Cty.)
PAUL AJLOUNY	P (Lima Township, Washtenaw Cty.)
RUTH ANN JAMNICK	P (Ypsilanti Township, Washtenaw Cty.)
BRIAN FOLEY	P (City of Ypsilanti, Washtenaw Cty.)

**3. AGENDA APPROVAL**

*Patton Doyle motioned to approve the agenda, adding DDA Officer schedule proposal, and DAY Snow Buddy as agenda items. Alex Merz supported the motion. The committee approved the agenda. Motion Carried - unanimous.*

**4. APPROVAL OF MINUTES**

*Patton Doyle motioned to approve the October 13th, 2021 meeting minutes and Ruth Ann Jamnick supported the motion. Motion carried - unanimous.*

**5. PUBLIC COMMENT (3 MINUTES EACH) n/a**

**6. FINANCIAL REPORT**

Staff reviewed the financial report in the packet.

**7. NEW BUSINESS**

**7.1. Holiday Storefront Competition**

Staff presented the scope of the holiday storefront competition.

The committee talked about narrowing down the categories for the first year, and if the competition is successful, to expand in 2022.

Patton Doyle suggested extending voting into January.

*Alex Merz motioned to recommend approval of \$2500 for the Holiday Storefront Competition. Ruth Ann Jamnick supported the motion. Motion passed - unanimous.*

**7.2. Holiday Lighting Plan for the Districts -**

**1. Water Tower \$4,165**

Robert Glowacki from TLS Productions spoke about plans for lighting the water tower, and spoke about how the DDA has lit it in the last few years. He spoke about the option to purchase permanent equipment in the future.

The DDA has \$5,000 in holiday lighting for West Cross.

Paul Ajlouny, West Cross business owner, is fully supportive of lighting the water tower.

***Patton Doyle motioned to recommend approval of the Water Tower lighting quote from TLS Productions for \$4,165. Ruth Ann Jamnick supported the motion. Motion passed - unanimous.***

## **2. Holiday Lighting Express Quotes - -**

**West Cross \$1,000 -**

**Riverside/Frog Island \$9,100 -**

**Depot Town \$500**

Alex Grougan from Holiday Lighting Express was present to answer any questions.

Andy French suggested that trees in depot town be lit up. Alex Grougan estimated that it would be about \$3000 up front to light those trees. The raised the question, would Depot Town rather light up the trees on East Cross or use the money to light the park and the tridge?

DTE has a \$5,000 grant for the park.

## **3. Depot Town Tree Lighting Ceremony November 28th - \$1,000**

***Ruth Ann Jamnick motioned to recommend approval of \$3,000 to support the Depot Town Lighting ceremony and to light on-street trees on East Cross in Depot Town. Alex Merz supported the motion. Motion passed - Yes - 5, Absent - 1 (Foley)***

Holiday lighting downtown will remain the same, staff recommends allocating extra \$1,000 to light extra poles downtown.

***Patton Doyle motioned to recommend the board allocate \$1000 to light extra poles Downtown. Ruthann Jamnick supported the motion. Motion passed - unanimous.***

## **7.3 DAY Snow Buddy (added agenda item)**

Angel Vanas reviewed the snow buddy proposal from the past. Her goal is to create a self sustaining program.

DAY would bill all Downtown businesses and would contract snow removal service for the entire Downtown.

DAY has a quote from Ernest, a snow remover that has serviced the area over the years.

The DDA would require 3 competitive quotes with insured contractors.

DAY is interested in insuring Ernest.

The total expected cost for this season is \$24,000 and the businesses are to be billed monthly.



Andy French asked how would they get businesses to pay in? DDA has struggled over the years to have businesses participate in joint waste management. Angel is confident with her report with business owners.

DAY is looking for 10k for the program as a headstart and surplus.

Patton Doyle suggested a match program as further incentive to have businesses buy in.

Patton Doyle also stressed that the City should be holding building owners accountable for their buildings dumping ice onto the sidewalk.

Angel Vanas stated that salting is not included in the quote.

Businesses will be charged equitably, not equally.

**7.4 DDA Officer Schedule (added agenda item)**

Officer Taite has left DDA officer position.

6-2 schedule meets DDA's needs.

Patton Doyle would like to give the committee the opportunity to have a conversation about an alternative way to use the officer funds.

Every time the officer leaves the district, we are spending money outside the district.

Staff stated that reporting is key, and the DDA should use the reports to assess the value of the service. Before opening the IGA, giving the police dept the right to resolve the issues the DDA is unhappy about.

**8. PROPOSED BUSINESS n/a**

**9. AUDIENCE PARTICIPATION n/a**

**10. ADJOURNMENT 9:54am**





MINUTES  
SPECIAL GRANTS COMMITTEE MEETING  
8:30 AM - Wednesday, November 8, 2021  
Virtual Meeting

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**1. CALL TO ORDER**

**2. ROLL CALL**

<b>YLONDIA PORTIS</b>	<b>P (City of Ypsilanti, Washtenaw County)</b>
<b>KAYIA HINTON</b>	<b>P (Ypsilanti Township, Washtenaw County)</b>
<b>DIETER OTTO (C)</b>	<b>P (City of Ypsilanti, Washtenaw County)</b>
<b>KORY SCHEIBER</b>	<b>P (City of Livonia, Wayne County)</b>
<b>JEN EASTRIDGE</b>	<b>P (City of Ypsilanti, Washtenaw County)</b>

**3. AGENDA APPROVAL**

*Kory Scheiber motioned to approve the agenda and Ylondia Portis supported the motion. The committee approved the agenda. Motion Carried.*

**4. PUBLIC COMMENT (3 MINUTES EACH) n/a**

**5. NEW BUSINESS**

**5.1. Match on Main Grant Applications**

Staff described the criteria and the scoring matrix to the committee.

**Back Office Studio**

Bos - renovation of office space for private office space adding two new offices on the second floor. Eligible.

Kristin Danko spoke

**Bellflower**

Mark maynard

Expansion of the restaurant into neighboring space. Additional seating, Arts space and pop ups , private functions

Complete application, eligible.

**Earthen Jar**

Staff review needs additional 3rd party quotes by tomorrow. It is eligible but the match percentage goes down from 300% to 33%.

**Tower Inn**

Missing 3rd party cost estimates. Incomplete application.

**734 Brewing Company**

10% match.

Ylondia recused from scoring

**Love at First Try**

Complete application, staff states that some quotes are difficult because they are per hour vs. full scope of work.

Kory Schrieber recused himself from scoring.

**Ypsilanti Food Cooperative**

Corrine Sikorski spoke about their application for the Ypsi Food Co/op.

**Greenlee French LLC**

Jessica French spoke about their application for the old Enchanted Florist space.

**One DNA**

Incomplete application.

Kory Scheiber left the meeting.

	<b>Impact and alignment with strategic goals</b>	<b>Private investment leveraged</b>	<b>Activation of a vacant or underutilized space</b>	<b>Score</b>
<b>Back Office Studio</b>	7	7	3.8	17.8
<b>Bell Flower</b>	9.2	10	10	29.2
<b>Earthen Jar</b>	7.2	5.9	9.8	22.9
<b>Tower Inn</b>				0
<b>734 Brewery</b>	8.375	4.125	3	15.5
<b>Love at First Try</b>	7.625	5.5	7.875	21
<b>Ypsi Food Coop</b>	8.1	4.3	3.5	15.9
<b>Greenlee French</b>	8.4	8.4	9.2	26
<b>One DNA</b>				0

*Ylondia Portis motioned to accept Bellflower, Greenlee French LLC, Earthen Jar, and Love at First Try as top four choices to recommend to the DDA board for the Match on Main grant. Kayia Hinton supported the motion. Motion passed - unanimous.*

**5.2. West Cross Construction Relief Grant Applications**

Ylondia Portis left the meeting.

Michelle Birawer spoke about the negative impact on her business because of the construction on West Cross. She wants to help revitalize it to make it a place to hang out.

There are 11 applications asking for about \$94,000 in funding.

**6. PROPOSED BUSINESS**

**7. AUDIENCE PARTICIPATION** n/a

**8. ADJOURNMENT**

*Motion to adjourn at 10:53am by Jen Eastridge, supported by Kayia Hinton. Motion passed - unanimous.*





To: Operations and Finance Committee  
From: Christopher Jacobs, Executive Director  
Date: November 10, 2021  
Subject: DDA Holiday Storefront Competition 2021

DDA Staff is excited to bring a new, fun, and creative holiday tradition to the Downtown, Depot Town, and West Cross districts. The concept is simple, businesses are encouraged to decorate their windows and storefronts for the holiday season and many already choose to do so. We can capitalize on this positive holiday energy by holding a public vote, marketing the competition, and providing a small reward to the most popular storefronts. Best overall display will \$1000 dollars' worth of \$20 gift cards purchased by the DDA, raffled to people who participated in voting.

The public will also vote on the following categories and each category winner will be win \$500 dollars' worth of gift cards distributed the same way to those who participated in the voting process.

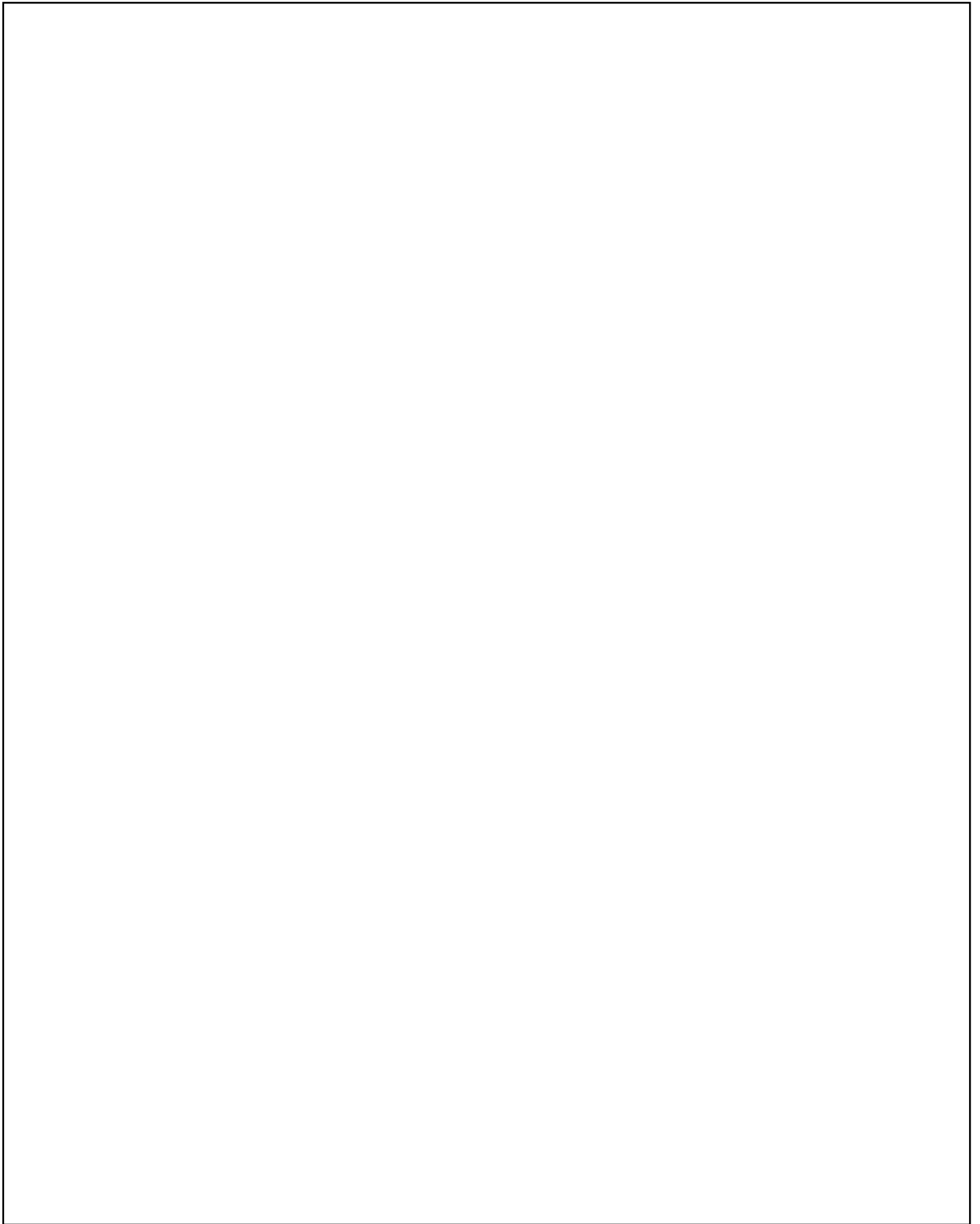
- Best Lighting Display
- Most Unique Display
- Best Traditional Display
- Most "Ypsi" Display
- Best Overall Display

This relatively low cost and easy to administer program could be very helpful publicity for many shops gearing up for the holiday shopping season and we want to help support this effort. The DDA will place QR codes on each window display that the public can scan to vote. Voting will begin on Thursday, December 9th and close on Sunday, December 19th. Winner will be announced on Monday, December 20th

Eligibility Requirements:

Must be located within the DDA Districts

Must have physical Gift cards or certificates available for the DDA to purchase by Monday December 20th.





## ESTIMATE

### Holiday Light Exresss

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

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

Estimate #	1192
Estimate Date	09/10/2021
<b>Total Amount</b>	<b>\$15,190.00</b>

Item	Quantity	Price	Tax1	Tax2	Line Total
Lamp poles	40.0	\$50.00			\$2,000.00
Blue and white lights in Park	150.0	\$24.00			\$3,600.00
Depot town tree maintance	1.0	\$500.00			\$500.00
wrapping hand rail on tridge, Colors TBD	100.0	\$45.00			\$4,500.00
Depot town street trees 6	102.0	\$45.00			\$4,590.00

Subtotal:	\$15,190.00
Tax:	\$0.00
Past Due Amount:	\$0.00
<b>Total Amount:</b>	<b>\$15,190.00</b>

#### Notes

View Online: [https://www.yardbook.com/76891/pay\\_now](https://www.yardbook.com/76891/pay_now)



**TLS Productions, Inc.**  
 78 Jackson Plaza  
 Ann Arbor, MI 48103  
 810-220-8577



**JOB CONTRACT**

Invoice to:		Delivery Address:	Job # 27517
Ypsilanti Downtown Development Authority 1 S. Huron St Ypsilanti, Michigan, 48197		YPSILANTI WATER TOWER 303 N. SUMMIT STREET, YPSILANTI, Michigan 48197	<b>Order Status:</b> Quote Only <b>Sales Person:</b> Bobby Glowacki
<b>Contact:</b> Christopher Jacobs <b>Phone:</b> <b>Email:</b>		<b>Room:</b> <b>On-Site Contact:</b> CHRISTOPHER JACOBS <b>Phone:</b>	<b>Customer #</b> 47769 <b>Terms:</b> 0 <b>PO #</b>

<b>Order Date:</b> 11/04/2021	<b>Ship</b>	<b>Return</b>
<b>Event Date/Time:</b> 1/2/2022,	12/20/2021,	1/3/2022,

**Event Name: Ypsilanti Holiday Water Tower**

Quantity	Description
<b>LIGHTING</b>	
4	LGT SIX PAR 100
<i>Note: Max number of units that can be power linked is 12 units @110V and 25 units @240V.</i>	
12	SixPar 300 IP
<b>CONTROL</b>	
1	SLESA UE7 CONTROLLER
<b>RIGGING</b>	
16	RIG CHEESEBORO FIXED
<i>Note: IN PLACE FROM YPSIGLOW</i>	
<b>CABLE</b>	
16	CABLE PER FIXTURE (W/ DMX)
<b>PIPES</b>	
8	PIP L-PIPE 5' X 3'-6"
<i>Note: IN PLACE FROM YPSIGLOW</i>	

**LABOR**

Date	Start	End	QTY	Personnel/Task
<b>Dec 20 21</b>			2	Local Hand/Install
<b>Jan 3 22</b>			2	Local Hand/Dismantle

**Delivery/Misc**

Quantity	Description
1	TRUCKING
1	EXPENDABLES

Notes:  
COST SAVINGS IN RIGGING GEAR AND LABOR DUE TO PIPES BEING  
INSTALLED FROM YPSIGLOW.

Product Total: \$2,940.00  
Service Charge: \$0.00  
Damage Waiver: \$0.00  
Labor: \$800.00  
Delivery/Misc: \$425.00  
Tax: \$0.00

**Job Total: \$4,165.00**

**DISCLAIMER:**

By returning a copy of this quote with my signature below I hereby contract the above services and products from TLS Productions, Inc. I understand all labor and venue related charges are estimates only and agree to pay the final totals as reflected on my final invoice within the terms listed above. The attached Terms and Conditions are incorporated into this contract by reference.

Signed: \_\_\_\_\_







To: Ypsilanti Downtown Development Authority Board

From: Christopher Jacobs, Executive Director

Date: November 18, 2021

Subject: YDDA Officer Schedule, Reporting Requirements, and Communications

Background:

Following a meeting with the City Manager and Police Chief we have been able to establish several commitments regarding the DDA Officer that will hopefully better serve the public safety needs in our district. Those new expectations concern the DDA Officer schedule, reporting requirements, and communications. We have received complaints from residents and businesses over the last year about seldomly seeing the DDA Officer patrolling the district and one of the core reasons is the time that serve has historically been provided.

For the first time, the DDA Officer will be on a new schedule aimed at providing the service to the district during evening and weekend hours when they are most needed. This scheduling change has prompted Officer Taite to return to road duty and the Police Chief has one interested officer considering the opportunity. This new schedule is a six-days-on, two-days-off rotating schedule from 12:30pm-8:30pm. That means the officer will be available into the early evening and most weekends. There is still an issue with the officer being pulled away from the district on emergency calls, and we hope that improved reporting will tell us how often that happens.

The DDA cannot legally subsidize general police support to the city rather than direct full-time support to the district as provided in the IGA. We need a complete accounting of the officer's time to ensure that we are complying with the law governing DDAs, not just the anecdotal reports inconsistently provided over the last year. We need metrics on the number of business check ins, and numbers on the types of interactions the officer is having with the public. Ultimately, we need the officer in the district exclusively committed to the needs of the residents and businesses in this area and better reporting will let us know if this is happening so we can meet the expectations of our stakeholders.

Lastly, we discussed communication to our stakeholders and agreed that there should be a unified response to complaints received by the DDA staff and board members. I was encouraged by the willingness of the City Manager and Police Chief to directly respond to these issues and participate with the DDA in crafting a response to the perennial challenges we are all familiar with. I am hopeful this combination of changes will help set expectations that amount to tangible improvements and we will be updating the board as the position is backfilled and reporting begins.





Snow removal proposal for Downtown District Authority of Ypsilanti

Footage

N Huron (west)	468'
N Huron (east)	425'
Washington (east)	583'
Washington (west)	798'
Adams (east)	233'
Pearl (north)	372'
Pearl (south)	732'
Mi. Ave (north)	1,043'
Mi Ave (south)	870'

Footage Total; 5,524'

Cost per foot \$0.19

**TOTAL \$1,050 per event**

**Subtotal \$18,900 per season**

**Insurance \$ 1,250**

**Total Cost; \$20,150 per season**

\*additional cost of \$1050 per event if exceeding 18 events to be billed at the end of the season

Snowfall average x18 per year

Source;

<https://www.currentresults.com/Weather/Michigan/Places/ann-arbor-snowfall-totals-snow-accumulation-averages.php>

If you have any questions feel free to reach me at (734) 717-2774.

Thank you,  
Steffen Gelletly  
Shovel & Blade

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