



# AGENDA DDA BOARD OF DIRECTORS MEETING Meeting

8:30 AM - Thursday, May 19, 2022  
Virtual

				Page
1.	CALL TO ORDER			
2.	ROLL CALL			
	PATTON DOYLE (C) A	P A	YLONDIA PORTIS	P
	KAYIA HINTON A	P A	BRYAN FOLEY	P
	ANDY FRENCH A	P A	MALISSA GILLETT	P
	DIETER OTTO A	P A	JEN EASTRIDGE	P
	PAUL AJLOUNY A	P A	LOIS ALLEN RICHARDSON	P
	JOSEPH RICHIE	P A		
3.	AGENDA APPROVAL			
4.	APPROVAL OF MINUTES			
	4.1.	<a href="#">4-21-22 DDA Board Minutes</a>		3 - 5
5.	PUBLIC COMMENT (3 MINUTES EACH)			
6.	STAFF REPORT/FINANCIAL REPORT			
	6.1.	<a href="#">May 2022 YDDA Board Financials</a> <a href="#">checkregistryaprmay22</a> <a href="#">Staff Report May 2022</a>		7 - 13
7.	STANDING COMMITTEE REPORT			
	7.1.	Operations and Finance Committee <a href="#">5-16-22 Op Fin Minutes</a>		15 - 17
	7.2.	Ad Hoc Committee for Equitable Investment <a href="#">5-17-21 Ad Hoc Minutes</a>		19 - 23
8.	NEW BUSINESS			
	8.1.	Juneteenth Special Event Sponsorship Amendment		
	8.2.	Special Event Sponsorship Application - 4th of July Parade <a href="#">4th of July Parade DDA Application Redacted</a>		25 - 28
	8.3.	John E Lawrence Afterglow Proposal <a href="#">Line Up and Afterglow for the 2022 John E Lawrence Jazz Festival</a>		29 - 30
	8.4.	Ypsi Jazz Fest Event Sponsorship		31 - 36

[Ypsi Jazz Fest DDA Application](#)

- |      |  |         |
|------|--|---------|
| 8.5. | Emmanuel Jones Cleaning Services Proposal<br><a href="#"><u>Emmanuel Jones Cleaning Services Proposal</u></a>                        | 37 - 43 |
| 8.6. | Downtown Debt Service Schedule<br><a href="#"><u>Downtown Debt Service</u></a>   | 45      |
| 8.7. | Depot Town Clock Repairs<br><a href="#"><u>City of Ypsilanti Clock Parts Proposal</u></a>  | 47 - 48 |
| 8.8. | Letter of Support for 300 W Michigan Revitalization and Placemaking Grant<br><a href="#"><u>Draft outline DDA Support Letter</u></a> | 49 - 50 |
| 9.   | PROPOSED BUSINESS  |         |
| 10.  | AUDIENCE PARTICIPATION   |         |
| 11.  | ADJOURNMENT  |         |



MINUTES  
 DDA BOARD MEETING  
 8:30 AM - Thursday, April 21, 2022  
 Back Office Studio - 13 N. Washington St. / Virtual Hybrid

**1. CALL TO ORDER (8:38am)**

**2. ROLL CALL**

PATTON DOYLE (C)	P	YLONDIA PORTIS	P
KAYIA HINTON	A	ANDY FRENCH	P
DIETER OTTO	P	JEN EASTRIDGE	A
PAUL AJLOUNY	A	LOIS ALLEN RICHARDSON	P (9:06am)
BRANDON DENT	A	BRYAN FOLEY	P
MALISSA GILLETT	P	JOE RITCHIE	P

**3. AGENDA APPROVAL**

Propose to reorder New Business agenda items in the following order - 8.2, 8.3, 8.4, 8.6, 8.7, 8.1, 8.5.

**Andy French motioned to approve the agenda as amended. Dieter Otto supported the motion. Motion passed - unanimous.**

**4. APPROVAL OF MINUTES**

**Andy French motioned to approve the March 17, 2022 Board Meeting minutes and Dieter Otto supported the motion. Motion passed - unanimous.**

**5. PUBLIC COMMENT (3 MINUTES EACH) - none**

**6. STAFF REPORT/FINANCIAL REPORT**

Cafe lights in Depot Town came down with the wind last week. They were newly replaced at the time, but the lighting company came out for repairs. Alley lights behind Bobcat Bonnies also fell. Long term lights will need quarterly checkups.

Staff reported that the DDA did get a DTE grant for \$5,000 but not a Match on Main grant this round.

Patton Doyle has started exploratory conversations with potential partners regarding Washington Street safety. Conversations included staff, SOS, and YDL.

**7. STANDING COMMITTEE REPORT**

**7.1. Operations and Finance Committee**

Patton Doyle provided updates on the committee.

**7.2. Grants Committee**

There was no quorum, but a work session took place for staff guidance. Staff plans to open Facade and Rehab Grants on May 1st, and they will be due May 31st.

**7.3. Ad Hoc Committee for Equitable Investment**

Staff reviewed the recommendations from the committee and recommended that the committee be extended for six months.

Mayor Lois Allen Richardson arrived.

***Motion to extend the Ad Hoc Committee for Equitable investment for six months by Malissa Gillett and supported by Bryan Foley. Motion passed - unanimous.***

## **8. NEW BUSINESS**

### **8.2. YDL Special Event Sponsorship Request**

YDL is requesting that the DDA sponsor by waiving fees for their Story Time in Riverside Park.

***Andy French motioned to sponsor the YDL Storytime in the Park by waiving any City fees associated to renting a portion of the park. Malissa Gillett supported the motion. Motion passed - unanimous.***

### **8.3. Downtown Dumpster Murals**

Staff presented an alternate approach to the dumpster enclosure murals. Op/Fin committee had instructed staff to ask for new quotes including costs specific to priming and finishing.

Two of three artists have resubmitted a quote. One is within the range expected and the other one is higher.

***Ylondia Portis motioned to approve quotes for N. Adams and S. Huron enclosures for up to \$5,000, and N. Huron enclosure for up to \$5,500. Dieter Otto supported the motion. Motion passed - unanimous.***

### **8.4. Juneteenth Special Event Sponsorship**

Trische Duckworth provided a presentation, schedule and a budget.

Patton Doyle suggested that the board keep in mind caps set in place by the board on other events.

Andy French expressed that he is uncomfortable with the cost breakdown given that the Depot Town portion of the event is four hours as opposed to 16 hours Downtown. He said he would support a split of \$3,500 and \$1,500 instead.

Andy French had to leave the meeting at 9:48am.

***Mayor Lois Allen Richardson motioned to approve the event sponsorship for Juneteenth at \$3,500 from Downtown budget, and \$1,500 from the Depot Town budget. Bryan Foley supported the motion. Motion passed - unanimous.***

### **8.6. YDDA Summer Movie Series**

The DDA received a \$5,000 grant for this project.

The board discussed locations. Staff pointed out that events are more popular when the sun goes down sooner for kids movies. Downtown location is not ideal.

The board discussed removing Downtown location.

***Joe Ritchie motioned to support the YDDA Summer Movie Series for \$4,100 from the West Cross budget, and \$4,100 from the Depot Town budget. Malissa Gillett supported the motion. Motion passed - unanimous.***

**8.7. Resolution Authorizing YDDA Chair Patton Doyle to sign documents for sale of Riverside Arts Center**

Patton Doyle asked to amend the Resolution by using the title Chair, instead of President and Secretary.

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 2022, the Board of Directors of Ypsilanti Downtown Development Authority, a Michigan municipal authority (“the Board”), by a satisfactory quorum, passed and approved the sale of the site and building now occupied by Riverside Arts Center, Inc., a Michigan non-profit corporation, together with the parking lot to the North, and an easement for the lot from the building site (See survey and description attached). The Board authorized the Chair, Patton Doyle, to execute any and all documents to effect this transaction. The sale price pursuant to the previously executed option to Riverside Arts Center, Inc., is approved at \$300,000.00. Ypsilanti Downtown Development Authority, a Michigan municipal corporation

***Ylondia Portis motioned to approve the Resolution authorizing YDDA Chair Patton Doyle to sign documents for the sale of the Riverside Arts Center. Dieter Otto supported the motion. Motion passed-unanimous.***

**8.1. TheRide 2045 Long-Range Plan**

No presentation. Slides in packet.

The board discussed the millage. Do we support this plan as a DDA? It is great for the DDA, but it may not be popular for taxpayers.

**8.5. Parking Deck Feasibility Study Update**

Bonnie Wessler provided a presentation and update. The board discussed long term maintenance. This update just provides the size and footprint in two potential locations. No decision needs to be made.

**9. PROPOSED BUSINESS**

Bonnie Wessler recommends a joint meeting to be scheduled between the DDA and City Council regarding the Parking Deck Feasibility Study.

**10. AUDIENCE PARTICIPATION** -none

**11. ADJOURNMENT**

***Motion to adjourn at 10:43am by Ylondia Portis, and supported by Malissa Gillett. Motion passed-unanimous.***



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

<b>05/13/2022</b>							
<u>Revenues</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>			
Operating Millage (1.8282)	12,319	9,218	3,101	75%			
TIFA	131,016	119,856	11,160	91%			
<b>Total</b>	<b>143,335</b>	<b>129,074</b>	<b>14,261</b>	<b>90%</b>			
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>			
Operating Costs	7,990	318	7,672	4%			
TIFA Expenses	98,282	24,242	74,040	25%			
<b>Total</b>	<b>106,272</b>	<b>24,560</b>	<b>81,712</b>	<b>23%</b>			
<u>Revenues Over (Under) Expenses</u>	37,063	104,514					
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							

5/18/2022

**Depot Town Revenue Expenses Report**

<b>05/13/2022</b>							
<u>Revenues</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Collected</u>			
Operating Millage (1.8282)	8,644	7,211	1,433	83%			
TIFA	121,574	109,721	11,853	90%			
<b>Total</b>	<b>130,218</b>	<b>116,932</b>	<b>13,286</b>	<b>10%</b>			
<u>Expenses</u>	<u>Budgeted</u>	<u>YTD</u>	<u>Budget Remaining</u>	<u>% Incurred</u>			
Operating Costs	10,146	1,463	8,683	14%			
TIFA Expenses	92,293	18,051	74,242	20%			
<b>Total</b>	<b>102,439</b>	<b>19,514</b>	<b>82,925</b>	<b>19%</b>			
<b>Revenues Over (Under) Expenses</b>	<b>27,779</b>	<b>97,418</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							

5/18/2022

**Downtown Revenue Expenses Report**

<b>05/13/2022</b>						
<u>Revenues</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>
						<u>% Collected</u>
Operating Millage (1.8282)		29,393		39,041		-9,648
TIFA		360,003		590,072		-230,069
<b>Total</b>		<b>389,396</b>		<b>629,113</b>		<b>-239,717</b>
						<b>162%</b>
<u>Expenses</u>		<u>Budgeted</u>		<u>YTD</u>		<u>Budget Remaining</u>
						<u>% Incurred</u>
Operating Costs		23,755		4,038		19,717
TIFA Expenses		277,876		95,285		182,591
<b>Total</b>		<b>301,631</b>		<b>99,323</b>		<b>202,308</b>
						<b>33%</b>
<u>Revenues Over (Under) Expenses</u>		87,765		529,790		
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						

5/18/2022



End of Mar / beginning of Apr 2022 Expenses

	AMOUNT	W. CROSS	DEPOT TOW	DOWNTOWN	LINE ITEM	DESCRIPTION
McGraw Morris PC	\$ 181.50		\$ 181.50		Legal Fees	Parking Structure
Nederveld	\$ 1,800.00			\$ 1,800.00	TIF	Surveyor - RAC
Holiday Light Express	\$ 2,400.00		\$ 2,400.00		TIF	Café lights - Depot Town Alley
Swank	\$ 435.00		\$ 435.00		TIF	Movie Series License - Space Jam
Parkway Services	\$ 1,055.00			\$ 1,055.00	TIF	Porto-potties Downtown during water main work
Back Office Studio	\$ 150.00	\$ 37.50	\$ 36.00	\$ 76.50	TIF	Meeting room rental - May
<b>Total</b>	<b>\$ 6,021.50</b>	<b>\$ 37.50</b>	<b>\$ 3,052.50</b>	<b>\$ 2,931.50</b>		



### **City of Ypsilanti DDA Staff Report April/May 2022**

**Website:** Staff continues to update business directory and available properties. Available property listings are updated weekly.

**Community Outreach and Partnerships:**

**Downtown Dumpster Management:** April- July 2022 cycle is in session. Staff is monitoring and cleaning the dumpsters. Staff is pursuing agreements with large apartment buildings.

**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 continues to write new business highlights for the City Newsletter. Staff shares any relevant grant opportunities with the DDA Mailing List.

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

**Streetscape Maintenance:** 2022 additional services on the agenda. Staff is working on additional beautification projects.

**Grants:** Staff is updating the Façade and Rehab Grant application and hopes to officially opened the application on May 1<sup>st</sup>. One application has been received to date.

**New Businesses:**

**Businesses Closing:**

### **Staff Hours for April/May 2022**

Christopher– Budget and agenda preparation, Board Coordination, business onboarding, dumpster maintenance, contracts, communication and coordination with outside funding sources, DDA attorney meetings.

Elize – graphic design, program design, business outreach and onboarding, daily admin work, board and committee meeting minutes, dumpster program maintenance, billing and communications, payment processing, promotion DDA news and businesses via social media, grant support and outreach, Website updates including property listings.

Joe – DDA guidance

### **Notable Projects**

DDA Drive in Movie Series





MINUTES  
OPERATIONS AND FINANCE COMMITTEE MEETING  
8:30 AM – May 16, 2022  
Back Office Studios - 13 N. Washington St. - Virtual Hybrid

---

**1. CALL TO ORDER (8:36am)**

**2. ROLL CALL**

PATTON DOYLE	A
ANDY FRENCH (C)	P
PAUL AJLOUNY	A
BRYAN FOLEY	P
MALISSA GILLETT	P

**3. AGENDA APPROVAL**

*Malissa Gillett motioned to approve the agenda. Bryan Foley supported the motion. Motion Carried - unanimous.*

**4. APPROVAL OF MINUTES**

*Malissa Gillett motioned to approve the April 13, 2022 meeting minutes and Bryan Foley supported the motion. Motion carried - unanimous.*

**5. PUBLIC COMMENT (3 MINUTES EACH) – No public comment provided**

**6. FINANCIAL REPORT**

Staff reviewed the financial report including information on special event sponsorships, fund balance, and revenue projections. The Committee briefly discussed budget implications from the 15% reduction in the IGA not reflected in the financials.

**7. NEW BUSINESS**

**7.1. Juneteenth Special Event Sponsorship Amendment**

Trische Duckworth explained how plans for the Ypsilanti Freighthouse have changed and there will no longer be a dance performance which will impact our ability to use Depot Town funds to sponsor the event as originally planned.

*Malissa Gillett motioned to amend the FY 2022-2023 Downtown Event Sponsorship Budget Line Item from \$10,000 to \$15,000 and increase the Juneteenth event sponsorship contribution Downtown from \$3,500 to \$5,000 and Bryan Foley supported the motion. Motion carried - unanimous.*

**7.2. Special Event Sponsorship Application - 4th of July Parade**

Angel Vanas gave a presentation of plans for the 4<sup>th</sup> of July Parade and asked the DDA to consider an event sponsorship on West Cross to help pay for the golf carts needed to transport people.

*Malissa Gillett motioned to sponsor the 4<sup>th</sup> of July Parade at \$1000 total, with \$500 from Depot Town and \$500 from West Cross and Bryan Foley supported the motion. Motion carried - unanimous.*

**7.3. John E Lawrence Afterglow Proposal**

John Lawrence gave an overview of the 6 events planned in Depot Town and Downtown following the Jazz Festival at Ford Lake. These after party events are planned at Thompson and Co, Aubrees, Sidetrack, Red Rock, Blackstone and Ziggys. The committee was not able to take action on this agenda item as Chairman French recused himself due to his businesses affiliation with the afterglow proposal.

#### **7.4. Ypsi Jazz Fest**

Taryn Willis spoke to the committee about plans for an Ypsi Jazz Fest at Riverside Park four Saturdays in July. This free event is completely open to the public and the line up is being finalized before memorial day. Taryn presented different sponsorship packages and the committee was receptive. Taryn was asked to fill out a special event sponsorship application for consideration at Thursdays DDA Board Meeting.

#### **7.5. Downtown Debt Service Schedule**

Staff presented the Downtown Debt Service Schedule with a recommendation to use the proceeds from the sale of Riverside Arts Center to pay off the remaining two years of the Downtown bond. Malissa Gillett asked what cost savings there would be by paying off the debt early. Staff explained there was about \$8,000 that could be saved but the true benefit was removing the burden of debt service payments that significantly constrain the downtown budget.

***Bryan Foley motioned to approve \$170,000 from the Downtown budget to pay off the remaining balance on the Downtown Bond and Malissa Gillett supported the motion. Motion carried - unanimous.***

#### **7.6. Emmanuel Jones Cleaning Services Proposal**

Emmanuel Jones presented a cleaning services proposal aimed at enrolling 50 businesses in the DDA districts for a potentially cost saving program that would improve cleaning protocols among DDA businesses.

#### **7.7. Depot Town Clock Repairs**

Bryan Foley described in detail his experience working on the Depot Town Clock as an electrician for the City and how this proposal would prevent the times on each face from going out of sync each time power was lost. He recommended the repairs offered in the quote and described the difficulty of finding qualified companies to perform these repairs.

***Bryan Foley motioned to approve \$7,000 from Depot Town TIF Capital Improvements budget to carry out the quoted repairs and Malissa Gillett supported the motion. Motion carried - unanimous.***

#### **7.8. Landscaping Addendum**

This item was pushed to June due to time constraints

#### **7.8. 15 Minute Parking Discussion with Project Manager Bonnie Wessler**

This item was pushed to June due to time constraints

**0. PROPOSED BUSINESS** - none.

**1. AUDIENCE PARTICIPATION** - none.

**0. ADJOURNMENT**

*Motion to adjourn at 10:25am by Malissa Gillett and supported by Bryan Foley. Motion passed-unanimous.*





MINUTES  
AD HOC COMMITTEE FOR EQUITABLE INVESTMENT MEETING  
8:30 AM - Tuesday, May 17, 2022  
Back Office Studio -13 N. Washington / Virtual Hybrid

---

**1. CALL TO ORDER (8:37am)**

**2. ROLL CALL**

JEN EASTRIDGE	P
YLONDIA PORTIS (C)	P
BRYAN FOLEY	P
MICHELLE BIRAWER	P

**3. AGENDA APPROVAL**

*Bryan Foley motioned to approve the agenda. Michelle Birawer supported the motion. Motion Carried - unanimous.*

**4. Approval of the minutes:**

*Michelle Birawer motioned to approve the April 19, 2022 minutes and Jen Eastridge supported the motion. Motion passed- unanimous.*

**5. PUBLIC COMMENT (3 MINUTES EACH) -none**

**6. NEW BUSINESS**

**6.1. Reimagining Economic Opportunity in Washtenaw County**

Key Takeaways from Washtenaw County Report

- *Build awareness of programs, funding, and support that is available to entrepreneurs. Part of burning barriers to access is increasing visibility, especially to those who may not be in our direct line of sight.*
- *Continue building the pipeline. Expand access and offerings to more entrepreneurs and companies at various stages of development.*
- *Empower, don't execute. To truly be a hub of entrepreneurship, the County must remain focused on empowering the ecosystem as a whole. Identify gaps, pilot programs, then spin them off to capable, passionate people or organizations that want to run with them. The more you keep in-house, the less room we have for new, strategic ideas.*
- *Don't underestimate black women. Or young people. Or immigrants. Or veterans. To grow the economy, we have to include and reflect all of Washtenaw County. To that end, inclusion and diversity aren't just benchmarks or talking points, they're guiding principles built in to the core of the organization. Not only does this intentionality provide a vital point of view, but it also enables you to better co-create solutions and programs with the populations we seek to serve.*

Bryan Foley added that black men should not be excluded from this conversation. Ylondia Portis described the reason for this language. She suggested that before we change anything about this bullet point, we should take a closer look.

- *Let no one be alone. Entrepreneurship is a lonely game. It takes a village to lift entrepreneurs up, launch their dreams, and keep their concepts alive as they pivot and grow. Together, in spirit and in effort, move toward a shared vision of a more vibrant Washtenaw County with them.*
- *Keep entrepreneurs at the center. Enlist the talents and perspectives of entrepreneurs. Develop learning communities, create programs that serve actual needs, not perceived ones. Share successes and, more importantly, failures. Focus on accountability to the community is essential and what will attract the attention of funders. Focus on generating positive outcomes, instead of assuming results have been achieved.*
- *Build community power through entrepreneurship. Many communities are disproportionately invested into nonprofit efforts. Many millions of charitable dollars go to support vulnerable populations and programs that support those suffering from the symptoms of poverty. Well-planned, targeted and strategic investments in entrepreneurs of color will grow the local economy and expand economic participation by building individual, family and community wealth, and creating independence and agency for our neighbors.*
- *Be a resource for employees, too. One huge, positive outcome of a vibrant entrepreneurial ecosystem is the creation of new, well-paying jobs. An additional goal is improving the way we communicate these available opportunities, and even the types of jobs one can expect, when working with startups.*
- *Increase understanding of the barriers Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs and visionaries face to building flourishing, vibrant enterprises in Washtenaw County;*
- *Strengthen network connectedness among existing Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs to build a community of learning and support as they co-create solutions, together;*
- *Increase understanding of what the County and its partners can do to retain, support and grow Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs and businesses;*
- *Identify specific programs or services needed, who is trusted to deliver them, and/or is something new that might be needed to support Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs and visionaries in Washtenaw County;*
- *Gather insights and information that informs the goals the County should take in a 1, 3, 5-year time frame (recognizing that there may be very specific needs in response to COVID-19 and that this work is intended to catalyze longer term efforts) Smith cautioned that Community Development Investment Funds (CDFI), though intended to offer alternative financing options, are often run by bankers who make the decisions - "and that creates a problem because then they are no different than banks who are often risk averse". She notes that procurement managers who have long-existing relationships with businesses often contribute to the same people getting resources. Other considerations/advice from Smith include:*
  - *Look to investments and grants, not only loans*
  - *Bootstrapping doesn't work and impedes scaling*
  - *Seek capital and contracts that provide enough to maintain and grown W2 employees*
  - *More black/Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs and leaders are needed in design process and community*
  - *More venture capitalists and BIPOC organized groups are needed to catalyze Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs' growth.*

The committee discussed language used in the point above. The committee agreed that there should be changes to the language if the DDA was to adopt the document.

- *Lack of awareness of local programs, grants and financing opportunities;*
- *Weak relationships to technical assistance providers;*
- *Low/no representation of Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color as technical assistance providers;*
- *Language barriers for non-English speaking entrepreneurs;*
- *Concerns over debt impact of loans on businesses and families;*
- *Negative views of certain areas of the community leading to less desire to access businesses in those areas;*
- *Difficulty identifying commercial real estate due to high rents;*
- *A sense that there is a focus on investment in some types of businesses and not others. The Steering Committee members identified additional barriers that may have impacted them personally, or their employees and aspiring entrepreneurs:*
- *Affordable housing and accessible public transportation throughout the community. Both were noted as key challenges for new entrepreneurs who need these stabilities before starting their businesses;*

Michelle Birawer asked to add pedestrian friendly design into any document the DDA produces.

- *Affordable quality childcare -quality childcare is a prerequisite for those who commit to starting or growing a business. The lack of affordable, quality childcare compounds the challenges women and caregivers face to starting and growing businesses.*

#### **RECOMMENDATIONS**

*These recommendations flow from our Steering Committees' vision, the insights from national research, and the practical lessons we learned from other regions, as well as best practices in anti-racism and a good old dose of common sense. If 2020 taught us nothing else, it's that the status quo cannot persist.*

*Washtenaw County has the potential to live into the bold vision our entrepreneurs cast if we are both courageous and action oriented. This work will not be easy, but it is necessary and essential to ensuring that every citizen has the ability to live and grow their dreams, and to thrive.*

*These recommendations are designed to shape the County's Economic Opportunity Framework as major shifts happening in economic development focus on inclusivity as a primary driver of sustainable and holistic development. One of the most repeated comments we heard was simply to start. What follows are the recommendations from the Consultant, informed by the project Vision to develop a 3-year strategy that includes measurable outcomes such as:*

1. *Build Power through Network Access & Accountability*
  - *Continue the relationship with the Steering Committee. Invest in a long-term and ongoing participatory and inclusive process with them as you develop the Strategic Framework;*
  - *Invest in Entrepreneurial Learning Communities. Consider partnering with the Association of Businesses*

*of Color or other providers led by or explicitly serving Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color;*

- *Identify accountability partners to OCED and the County that can aid in ensuring the work is carried forward and has measurable outcomes; communicate plan progress openly with the community including challenges, opportunities, and results as the plan evolves and is implemented. This should include continuous feedback and adaptation of the plan and approach;*
- *Identify and map current Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color businesses to understand the current landscape;*
- *Leverage map to inform a growth strategy that is tied community needs, types/stages of businesses and geographic gaps;*
- *Visually map the current entrepreneurial ecosystem, including business service providers, to surface gaps and opportunities for culturally relevant, trusted guidance and connections that nurture Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs;*
- *Reject the tenets of Capitalism by encouraging the growth of values-based businesses and unique ownership models, approaches such as those modeled by Bottle & Backpacks, Zingerman’s, Cultivate, Go Ice Cream, Black Stone Bookstore & Cultural Center and Back Office Studios.*

*2. Invest Capital and Identify Funding Sources in Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color Entrepreneurs*

- *Publicly commit to growing the number of Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs with an explicit 2025 goal;*
- *Increase access to capital through federal and local funding sources and partnerships;*
- *Identify and establish a meaningful Fund that brings significant resources to invest in Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs, small businesses and the broader entrepreneurial ecosystem in Washtenaw County;*
- *For short term gains (quick ‘wins’), focus on existing enterprises with a longer-term strategy to grow new and earlier stage entrepreneurs;*
- *OCED and the County should review its own vendor and partner pool to ensure that it is equitably investing with Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color providers;*
- *Proactively aid in preparing Black, Indigenous, Latinx, Asian, Asian Pacific Islander and Other People of Color entrepreneurs and businesses for traditional investment, including leveraging relationships with local banks.*

*3. Strengthen Access to Technical Assistance and Business Resources*

- *Identify and invest in technical assistance providers who have an express commitment to equity and anti-racism, and experience working with diverse communities, preferably providers of color;*
- *Glean insights from other organizations who have successfully supported entrepreneurs of color elsewhere in the state and country to shape County strategy for partnering with providers;*
- *Ensure that technical assistance is accessible in languages other than English;*

- *Encourage and fund technical assistance opportunities and programs that are proximate to underserved neighborhoods and communities in Washtenaw County.*

*4. Provide Wrap-around Services to Less-Resourced Entrepreneurs*

- *Fund and encourage business supports that include wrap-around services to less- resourced entrepreneurs such as financial literacy, personal finance, leadership training, coaching, etc.*
- *Recognize and identify resources that support the whole person, not just their business. Entrepreneurs are not immune to challenges of food and/or housing insecurity, mental/physical health challenges, disabilities, or family challenges. Spark Data for Equity Committee*

Jen Eastridge stated that the DDAs version needs to include LGBTQ+ language as well.

The committee had a conversation about business grants and the parameters and milestones that would need to be in place around those.

The committee discussed intentional contracting through the DDA

**6.2. Approved Recommendations to DDA Board Ad Hoc Committee for Equitable Investment**

To be discussed at the next meeting.

**7. PROPOSED BUSINESS**

Staff plans to take the committee's recommendations, including the ones above to make a 1, 3, and 5 year plan.

Staff will have quotes for equity needs assessment.

Jen Eastridge would like to spend more time on the language conversation.

**8. AUDIENCE PARTICIPATION** - none.

**9. ADJOURNMENT**

***Motion by Michelle Birawer to adjourn at 9:47am. Supported by Bryan Foley. Motion passed, unanimous.***



## **DDA Special Event Sponsorship Funding Process**

The Ypsilanti Downtown Development Authority (YDDA) will follow the process outlined below to review special event sponsorship funding requests. Those who wish to apply must follow these steps to ensure that a complete funding request is submitted for timely review and consideration.

- 1.** When applying for funding, the applicant(s) must complete and submit the **City of Ypsilanti Downtown Development Authority Special Event Sponsorship Application**. \*\*\*Paper copies can be found at ...  
\*\*\*
- 2.** Once an application is submitted, it will be reviewed by the Executive Director and applicants will be notified by email if their application is complete or additional information is required.
- 3.** The application will be reviewed first by the Operations and Finance Committee and a brief presentation will be allowed at this meeting to describe the key details of the event. This presentation must not exceed 10 minutes with additional time allowed only for questions.
- 4.** If recommended for approval, the applicant will be notified and the YDDA Board will consider the application at its next meeting. A yes or no decision must be reached at this meeting and no applicant is allowed to go through this process more than once per fiscal year. The applicant may not provide a presentation to the full board at this time but should be present to answer questions if needed.
- 5.** The applicant will be notified via email of the outcome reached at the YDDA Board Meeting.

## City of Ypsilanti Downtown Development Authority Special Event Sponsorship Application

Contact Information:

Organization Name: <u>Ypsi Parade</u>		
Street Address: <u>224 W Michigan Ave</u>		
City: <u>Ypsilanti</u>	State: <u>MI</u>	Zip Code: <u>48197</u>
Phone: <u>[REDACTED]</u>		
Email: <u>[REDACTED]</u>		
Organization Website: <u>NA</u>		
Organization Agent/Applicant Name: <u>Angel Vanas</u>		
Street Address: <u>230 Creekside Dr</u>		
City: <u>Belleville</u>	State: <u>MI</u>	Zip Code: <u>48111</u>
Phone: <u>[REDACTED]</u>		
Email: <u>[REDACTED]</u>		

### **Event Details**

Event Name: Ypsilanti Fourth of July Parade

Event Date(s): 07/04/2022

Event Time(s): 11 am-1pm

Event Location (Proposed location): W Cross St

Event Type: (Check all that apply):  
 Parade     Concert     Festival  
 Athletic Event (run, walk, etc.)     Other:

Event Category: \_\_\_\_\_

Event Description/Purpose: **(Please be as detailed as possible)**

The Ypsilanti Fourth of July Parade is the longest-running parade in the state.

This year is 93! It is the goal of Ypsi Parade to ensure that our parade is the most inclusive, of parades. We celebrate our history and welcome our future.

We provide a place to celebrate what it is to be an Ypsi American!

Additional Note: we have a new expense this year that we have never had before, and it will continue to be a large expense for the foreseeable future. We have to rent golf carts now.

**\*\*\*COVID-19 & Social Distancing Precautions\*\*\*** — Please describe in detail how this event will implement and enforce current COVID-19 regulations, and social distancing measures.

This is an outdoor event, which is currently deemed safe.

**DDA Funding Details**

Has the applicant and/or organization received DDA funding for this event before? Yes or No No

How will this event benefit the district and local businesses?

Approximately 10,000 people attend the event every year, and they are all packed on West Cross Street. If they choose to be open, they can reach an audience that may not usually frequent Cross St. The parade is also a great place for businesses in other parts of the city to show off as well!

Are there any local business involved? **If yes, please list them below.**

**Additional Event Details**

Total number of participants: Volunteer numbers are usually around 20-25

Parade participants are usually around 100

Will the event require a pavilion and/or gazebo rental?

     Pavilion           Gazebo           Both        ✓   None

Will any food be prepared, distributed, or sold at the event? **All food vendors must receive a permit approved by the Washtenaw County Environmental Health Department and the City of Ypsilanti**    Yes   ✓   No

Will any alcohol be served or sold at the event and by whom?

**Parking**— Where do you anticipate attendees will park?

Do you have a plan for signage to direct attendees where to park?

Will public lots be used?  Yes \_\_\_ No

Will private lots be used?  Yes \_\_\_ No

**Budget Summary**

<b>Total Cost of Event</b>	\$ \$6000	
<b>Total Income Projected</b>	\$ \$0	
<b>DDA Funds Requested</b>	\$ \$1000	
List Names of Additional Funding Sources	<b>Amount</b>	<b>Confirmed? (Yes or No)</b>
Hinton Realty	\$1000	Yes
Oz Cannabis	\$1000	Yes

**City Service & Equipment**

Certification and Signature: I understand and agree on behalf of the sponsoring organization that

- a) All food vendors must receive a permit and be approved by the Washtenaw County Environmental Health Department and City of Ypsilanti
- b) This approval of this event may include additional requirements and/or limitations based of the YDDA's review of the application.

\_\_\_\_\_  
Ap \_\_\_\_\_ e \_\_\_\_\_ 5/12/2022  
Date

Angel Vanas  
\_\_\_\_\_  
Printed Name of Applicant

***Performance Schedule for the 2022 John E.  
Lawrence Summer Jazz Concert Series At  
Ford Lake Park***

**July 1: Randy Scott** The Hottest Smooth Jazz Saxophonist has had Three No.1 Songs in the Nation. *The afterglow meet and greet will be at Thomson & Co.400 N. River St. Ypsilanti, MI 48198 Phone: 734-441-6200*

**July 8: Lin Rountree** The Hottest Smooth Jazz Trumpeter, a three time BILLBOARD #1 Contemporary Jazz Recording Artist. *The afterglow meet and greet will be at Aubree's 39 E. Cross Ypsilanti, MI 48198 Phone: 734-483-8888*

**July 15: Paula Atherton** Female Saxophonist from New York with her new hit single "Keep It Coming" and "Summer Song". She can be heard on Sirius XM Radio *The afterglow meet and greet will be at Sidetrack Bar & Grill 56 E. Cross St. Ypsilanti, MI 48198 Phone: 734-483-1035*

**July 22: John E. Lawrence** The Master Guitarist is back with a new dynamic show as only he can. Songs from his greatest hits CD as well as his new release entitled "Moving Up To The Top" *The afterglow meet and greet will be at Bone Heads BBQ 10256 Willis Rd. Willis, MI 48191 Phone: 734-461-9250*

**July 29: Daryl Beebe** Saxophonist/ Entertainer Extraordinaire is coming with his action packed show! His music is featured on Watercolors on Sirius XM radio *The afterglow meet and greet will be at Red Rock Downtown Barbeque 207 W. Michigan Ave. Ypsilanti, MI 48197 Phone:734-340-2381*

**August 5: Yancy** Saxophonist is a proven entertainer for music enthusiasts of every generation. His styles include jazz, pop, rock, funk and hip hop. His hit single "My Joy" can be heard on Sirius XM Radio *The afterglow meet and greet will be at Ypsi Alehouse 124 Pearl St. Ypsilanti, MI 48197 Phone: 734-340-2381*

**August 12: Alvin Waddles** The Virtuoso Pianist will amaze the audience with ability to perform in an array of musical genres from Jazz to Classical to Gospel *The afterglow meet and greet will be at Black Stone Book Store and Cultural Center 214 W. Michigan Ave. Ypsilanti, MI 48197 Phone 734-961-7376*

**August 19: Demetrius Nabors** Keyboardist Extraordinaire is the Keyboardist for Randy Scott is debuting his new solo project which is gaining National Attention on Watercolors Sirius XM Radio *The afterglow meet and greet will be at Ziggy's Coffee House 206 W. Michigan Ave. Ypsilanti, MI 48197 Phone: 734-221-3961*

**August 26: Dr. Jessie McGuire** The Power Trumpet from Phoenix Arizona is returning to his hometown of Ypsilanti for a rare Command Performance of Jazz, Funk and Gospel. *The afterglow meet and greet will be at Aubree's Pizzeria & Grill Ypsilanti, MI 48197 Phone: 734-483-1525 Located in the Kroger Shopping Center*

**September 2: Jeff Lorber Fusion** Grammy Award Winning Keyboardist /Producer and Composer. The Man that started it all. He helped Invent "Smooth Jazz", will close out the Summer Jazz Series with an All-Star Band featuring: Eric Marinthal (saxophone), Jimmy Haslip (bass) and Steve Hass (drums) Get ready for some Smooth Jazz, Funk and Fusion by the man that helped usher in the Smooth Jazz Genre. *The afterglow meet and greet will be at the Ann Arbor Marriott Ypsilanti At Eagle Crest 1275 S. Huron St. Ypsilanti, MI 48197 Phone: 855-516-1090*

## **DDA Special Event Sponsorship Funding Process**

The Ypsilanti Downtown Development Authority (YDDA) will follow the process outlined below to review special event sponsorship funding requests. Those who wish to apply must follow these steps to ensure that a complete funding request is submitted for timely review and consideration.

- 1.** When applying for funding, the applicant(s) must complete and submit the **City of Ypsilanti Downtown Development Authority Special Event Sponsorship Application**. \*\*\*Paper copies can be found at ...\*\*\*
- 2.** Once an application is submitted, it will be reviewed by the Executive Director and applicants will be notified by email if their application is complete or additional information is required.
- 3.** The application will be reviewed first by the Operations and Finance Committee and a brief presentation will be allowed at this meeting to describe the key details of the event. This presentation must not exceed 10 minutes with additional time allowed only for questions.
- 4.** If recommended for approval, the applicant will be notified and the YDDA Board will consider the application at its next meeting. A yes or no decision must be reached at this meeting and no applicant is allowed to go through this process more than once per fiscal year. The applicant may not provide a presentation to the full board at this time but should be present to answer questions if needed.
- 5.** The applicant will be notified via email of the outcome reached at the YDDA Board Meeting.

## City of Ypsilanti Downtown Development Authority Special Event Sponsorship Application

Contact Information:

Organization Name: Ypsilanti Jazz Festival

Street Address: \_\_\_105 West Michigan Avenue

City: \_\_\_Ypsilanti\_\_\_ State: \_\_\_MI\_\_\_ Zip Code: 48197  
Phone: 734-695-0592\_\_\_\_\_

Email: ypsijazzfest@gmail.com

Organization Website: \_\_\_www.ypsijazzfest.com (under construction) FB: Ypsijazzfest

Organization Agent/Applicant Name: \_\_\_\_\_Taryn Willis

Street Address: \_\_\_105 West Michigan Avenue

City: \_\_\_\_\_Ypsilanti\_\_\_\_\_ State: \_\_\_\_\_MI Zip Code: \_\_\_\_\_48197  
Phone: 734-695-0592

Email: ypsijazzfest@gmail.com

**Event Details**

Event Name: Ypsilanti Jazz Festival

Event Date(s): \_\_\_\_\_July 2, July 9, July 16, July 30\_

Event Time(s): 6-10 p.m.

Event Location (Proposed location): \_\_\_Riverside Park\_

Event Type: (Check all that apply):

\_\_\_ Parade \_\_\_X\_ Concert \_\_\_X\_ Festival

\_\_\_ Athletic Event (run, walk, etc.) \_\_\_ Other:

Event Category: \_\_\_\_\_

**Event Description/Purpose: (Please be as detailed as possible)**

The Ypsilanti Jazz Festival (YJF) Committee is created by Ypsilanti residents who believe in our city's growth and spirit through music and arts. Over the years, we have had some fantastic events in our town, and now the YJF is proud to offer you a type of event with strong community visibility and longevity.

The Ypsilanti Jazz Festival, or Ypsi Jazz Fest for short, will kick off its Ypsilanti appearance on Saturday, July 2, July 9, July 16, and July 30, at Riverside Park in Depot Town from 6 p.m. to 10 p.m.

YJF Committee will work with community businesses and organizations to bring a warm, family-friendly atmosphere and celebrate community, art, and music. Saturday, July 30, will be with a VIP tent and celebration of the first completed series. Tickets will be available for purchase from the general public and available to all sponsors for the VIP only--the entire event is FREE!

Sponsorship Google Form: <https://forms.gle/BidyB5WqCyN8r48j8>

Vendor Google Form: <https://forms.gle/AeoPpnmXhrWmqtiUA>

**\*\*\*COVID-19 & Social Distancing Precautions\*\*\*** — Please describe in detail how this event will implement and enforce current COVID-19 regulations, and social distancing measures.

This is an outdoor event with social distancing capabilities. There will be a tent on July 30th that will still be open with no sides.

**DDA Funding Details**

Has the applicant and/or organization received DDA funding for this event before? Yes or No \_\_\_NO\_\_\_

How will this event benefit the district and local businesses?  
This event will bring weekend/Saturday traffic to downtown Ypsilanti in the hottest time of the summer. The event will be in collaboration with local businesses and residents

Are there any local business involved? **If yes, please list them below.**

Ypsilanti Marketing & Print Company, 734 Brewery, BrushRite, Hinton Group,  
 Neighborhood Roofing, (Discussions with the following Aubree's Depot Town, Fisher  
 Honda, Be Creative)

**Additional Event Details**

Total number of participants: \_\_\_1500 is the goal\_\_\_\_\_

Will the event require a pavilion and/or gazebo rental?

\_\_\_ Pavilion \_\_\_ Gazebo \_\_\_ Both \_\_\_X\_ None

Will any food be prepared, distributed, or sold at the event? **All food vendors must receive a permit approved by the Washtenaw County Environmental Health Department and the City of Ypsilanti** \_\_\_X\_ Yes \_\_\_ No

Will any alcohol be served or sold at the event and by whom?

**Parking**— Where do you anticipate attendees will park?

Do you have a plan for signage to direct attendees where to park?

Will public lots be used? \_\_\_X\_ Yes \_\_\_ No

Will private lots be used? \_\_\_X\_ Yes \_\_\_ No

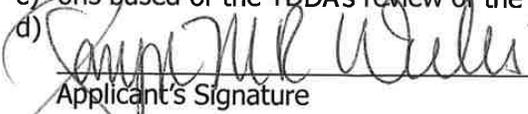
**Budget Summary**

<b>Total Cost of Event</b>	\$32,000	
<b>Total Income Projected</b>	\$35,00	
<b>DDA Funds Requested</b>	\$2,000	
List Names of Additional Funding Sources	<b>Amount</b>	<b>Confirmed? (Yes or No)</b>
Sponsorship Dollars	(current commitment-\$7,000)	Yes
Donations	0	

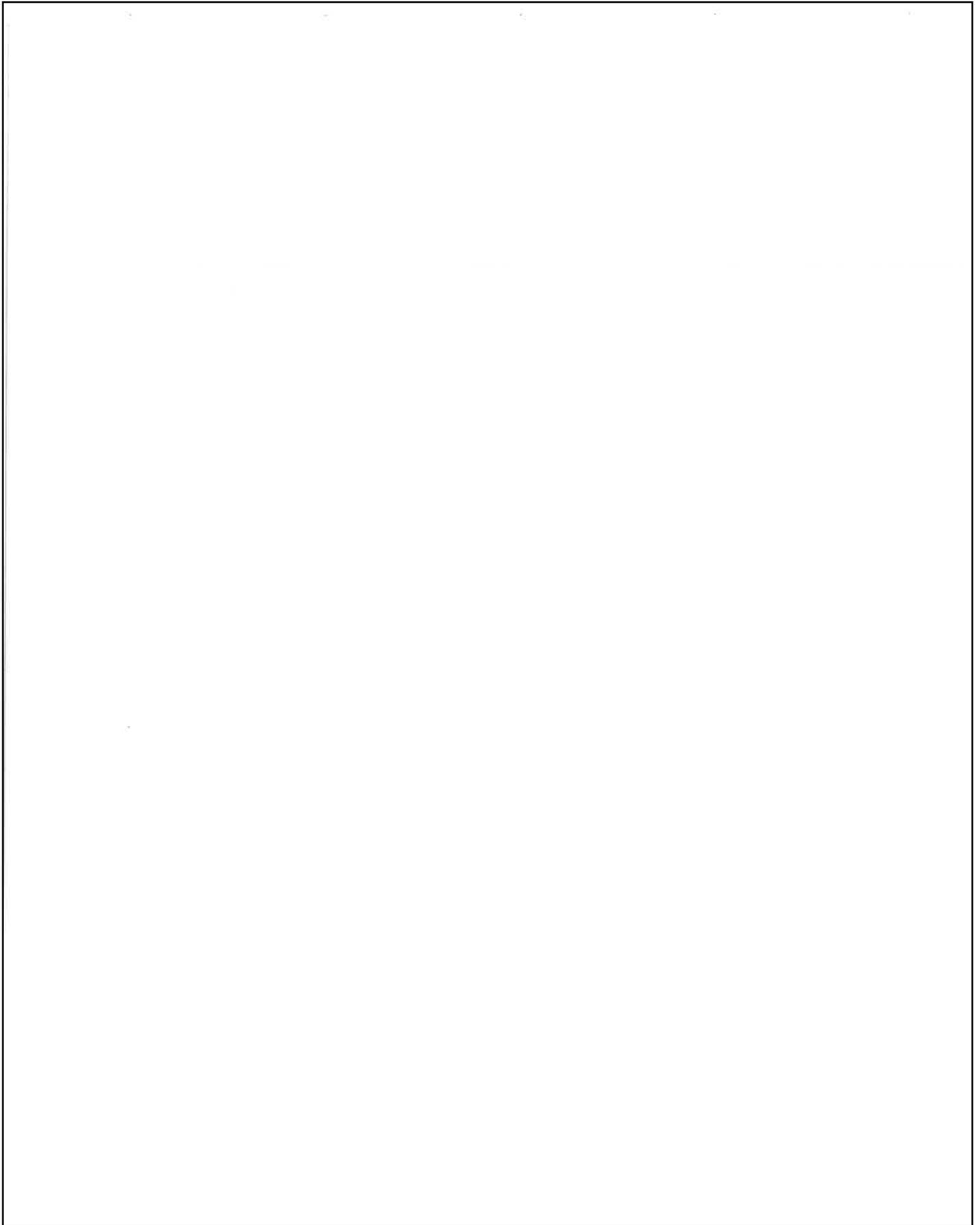
**City Service & Equipment**

Certification and Signature: I understand and agree on behalf of the sponsoring organization that

- a) All food vendors must receive a permit and be approved by the Washtenaw County Environmental Health Department and City of Ypsilanti
- b) This approval of this event may include additional requirements and/or limitations based on the YDDA's review of the application.
- c) ons based of the YDDA's review of the application.
- d)

 \_\_\_\_\_ 5/18/2022 \_\_\_\_\_  
Applicant's Signature Date

Taryn Willis \_\_\_\_\_  
Printed Name of Applicant





# COVID-19 Proposal

City of Ypsilanti

Jones Cleaning Group  
[ejones@cleanitgood.com](mailto:ejones@cleanitgood.com)  
734-999-0550



May 6, 2022

Dear Ypsilanti DDA,

We would like to thank you for the opportunity to offer our support with janitorial services to Ypsi DDA Members. There is nothing more important than ensuring that your facilities maintain a safe and clean environment where your clients and employees gather daily. This is where Jones Cleaning Services can partner alongside the business district to achieve these goals. We understand your business operations are unique from others therefore we will take a customized approach catering towards your facility needs being flexible enough to adapt to the changing environment of your day-to-day operations amidst the uncertainty of the COVID-19 pandemic.

As a fast growing company, the reason we have yet to lose a single client since our establishment in 2016 is that we treat all our employees and clients like family. We take a personal approach while implementing a unique system ensuring that facilities are properly maintained exceeding your expectations while maintaining our high standard of quality and consistency. With experienced and qualified staff hired locally, Jones Cleaning Services offers a unique value to Ypsi DDA Members that can be difficult to find in this industry on a long-term basis.

This proposal outlines some of the highlights that we feel aligns with the needs and request of Ypsi DDA Members at this time. We look forward to working with you and are open to an interview (virtual or in person) to discuss details outlined in the proposal. If you should have any questions, please feel free to contact me directly by phone or email.

Warm regards,

**Emmanuel Jones**

CEO

**Jones Cleaning Services**

*Office:* (734) 999-0550

*Email:* [ejones@cleanitgood.com](mailto:ejones@cleanitgood.com)

P.O. Box 2488, Belleville MI, 48112



## Our Company

### Overview

Jones Cleaning is a minority-owned and operated company based in Belleville. Since 2016, we have offered our commercial cleaning services among other services recently expanding to encompass Southeastern Michigan and surrounding cities. We invest within the communities we work through partnering with local minority-owned vendors and contractors, hiring individuals from vulnerable populations (low-income, returning citizens, veterans) and giving our time and resource to support local charities.

### Mission

Become an economic drive in SEMI providing upward mobility to low-income residents offering career opportunities. By doing this we will have a highly motivated workforce of professionals who will maintain a safe and clean working environment where are clients work, learn and play.

### Our Values

A commitment to treating and serving our employees, clients and community like we would our own family; with care, honesty, integrity.

#### CUSTOMER SUCCESS

We prioritize the success of our customers providing cost-saving solutions, removing the hassle of managing several contractors.

#### QUALITY

Reliability. Consistency. Integrity. Embedded in the foundation of our training, cleaning systems and quality assurance program.

#### FAMILY

We treat our employees like family. Our care for our team goes beyond the work environment. They are people FIRST, employees SECOND.

\*\*\*\*\*

### BY THE NUMBERS

**72** Happy Clients

**0** Clients Lost

**5425** Office Cleans

**158** Events Cleaned

**610** Homes cleaned

Serving **13** Cities

**13** Employees

**10** years experience

\*\*\*\*\*



## Project Scope

### Overview

Due to the pandemic, local small businesses and restaurants are being impacted greatly in the Ypsilanti area. Due to CDC guidelines, many have adjusted with outdoor seating arrangements with some providing seating inside while following CDC social distancing guidelines. In speaking with local business owners, customer traffic is roughly decreased to 40-60% of the capacity it was at pre-pandemic in spite of Washtenaw County being a “green zone” at the moment. Challenges are still present for many local businesses in DDA district that did not receive loans and/or other sources of COVID-19 relief funding.

There are also many consumers whom yet feel comfortable in returning to public spaces such as restaurants, cafes, etc. due to uncertainty of knowing whether their safety and health is a top priority to all the businesses they frequent in the area. In order to reassure consumers of their health and safety by educating them on how local businesses are implementing effective practices for properly sanitizing to prevent potential spread of COVID-19, there must be a blanket process that all businesses follow.

How do we know any business we walk into is following the same guidelines as another across the street? This is why a uniform COVID-19 Prevention and Cleaning Plan for all active businesses is needed. This in turn would ensure that all businesses are abiding by the same cleaning process. This would ensure the safety and health of all employees and consumers is prioritized while also supporting business owners with simple strategies to follow CDC regulations without drastically increasing staff workload and/or expenses.

### Our Cleaning Process

Our solution would be to provide our Conscious Cleaning® Sanitization method. Information for this is provided in “Attachment A” but can also be found at [www.cleanitgood.com/covid-19](http://www.cleanitgood.com/covid-19). This is a 4-step process to ensure all touchpoint and contact surfaces are effectively cleaned to fight against SARS-CoV-2, the virus that causes COVID-19. All products utilized during the disinfecting and sanitation process are EPA approved for this purpose. Working with DDA management and board, we will devise a sanitizing plan that is adaptable to the changing circumstances of DDA business members throughout the next 12-18 months.

### Expertise in COVID-19 Prevention

Jones Cleaning Services has received certifications and training/education through 360 Training, CDC and WHO in order to provide COVID-19 consultation, guidance and education around social distancing



guidelines, infection control and mapping, employee safety, facility layout, developing cleaning/disinfecting plans, operation planning, and other practices to ensure consistent measures and protocols are implemented across the company.

## Proposed Plan

Jones Cleaning Services proposing providing two services to all business designated within the Ypsi DDA in addition to DDA functions (i.e. First Fridays):

1. Weekly, Bi-Weekly or Monthly COVID-19 Cleaning of member facilities
2. Consultation around mapping out COVID-19 Prevention & Operating Plan for facilities and events

### Weekly COVID-19 Cleaning of Facilities

Jones Cleaning Services would offer weekly sanitizing services utilizing electrostatic sprayers to all members presently open. We would offer a scaled pricing model for business listed as follows:

- 1,500 sq. ft. or less: \$300/mo.
- 3,000 sq. ft. or less: \$450/mo.
- 5,000 sq. ft. or less: \$600/mo.
- 5,000 sq. ft. or more: Varies

**NOTE: This pricing model is based on at least 50 businesses participating in this program. The less that participate, these prices will gradually increase. If more than 50 businesses participate, prices will gradually decrease saving businesses money.**

For outdoor events with seating put on by the DDA, we can provide sanitizing services during and post-event. Pricing would be quoted on a per-event basis.

Through hiring locally, Jones Cleaning Services would provide the proper staffing to set up routine cleaning schedules for all participating businesses.

### COVID-19 Consultation

Jones Cleaning Services will offer consultation and guidance to all business owners whom are currently in operation and/or working towards reopening this fall in developing an operating plan that ensures safety protocols, cleaning procedures, social distancing guidelines, PPE and cleaning supply recommendations and communication procedures are implemented. While there being different types of businesses within the Ypsi DDA, our COVID-19 Prevention and Operation Plan would provide similar



protocols and practices for businesses helping to enact uniform practices for all participating businesses. Through our local network of partners, we have the ability and capacity to offer uniform PPE gear and disinfectant supplies to all participating members. This would make communicating changes and/or updates on new COVID-19 guidelines more effective while also information the Ypsi DDA how their members are ensuring measures are taken to maintain a safe and clean environment for employees and consumers. We estimate this consultation process taking 30-45 days to implement for each participating business.

### Role of DDA

Our request of the DDA is based on the assumption the DDA has existing relationships with all business members in the district and there is a consistent level of communication between Ypsi DDA and its membership. We identify the DDA assisting us in implementing this project in the following ways:

1. Promoting our services to all members within the district, in turn recruiting members to participate in the program
2. Promoting the partnership between the City of Ypsilanti, Jones Cleaning Services in launching a city wide COVID-19 prevention plan. A list of those participating in the program would be shared that way consumers know which businesses are safe to visit/shop/eat
3. Assist with identifying funding/grant opportunities to support business members with implementing changes to their business operations to adhere to COVID-19 guidelines and consultation.

### Payment

Depending on the set-up and structure of Ypsi DDA, we would seek two potential options for securing payment of services from DDA members:

1. DDA sets up process for business members paying DDA directly on a monthly basis and Jones Cleaning Services invoices DDA for the total amount. DDA keeps a percentage (donation) allowing for funds to be reinvested back into DDA for various improvement projects
2. Jones Cleaning Services works directly with the membership on monthly invoicing. We will offer a monthly donation (5-10% from monthly revenue gained from DDA membership) to Downtown Association of Ypsilanti (DAY) to support with reinvesting funds back into the city specifically for businesses that need the financial support during this pandemic.

### Potential Benefits

Our COVID-19 Prevention and Cleaning Plan provides a potential opportunity in a few ways the City of Ypsilanti can capitalize on:



1. There is an opportunity to showcase innovation and forward thinking in supporting the business district on a macroscale that other neighboring cities in Washtenaw County are not doing. Being the “first” in implementing a plan such as this provides opportunities for advertising, branding and promotion to 1) consumers of local businesses who have been deterred from venturing to downtown Ypsi due to safety and health reasons 2) Business owners whom are vetting potential spaces to open a newly storefront office, retail shop, restaurant, etc.
2. Such a broad scale plan will need the labor in order to effectively implement the plan. In a time where unemployment has skyrocketed in Michigan, 5-20 local residents will become gainfully employed.
3. Continue to build goodwill amongst the business district in the City of Ypsilanti.

### Additional Services

Aside from our focus of COVID-19 Cleaning, we have experience providing window cleaning, carpet cleaning (shampooing and spot treatment), stripping/waxing, bio-hazard cleanup, general janitorial, and paper inventory management services to meet the current cleaning and facility requirements. With our technology and network of Ypsi-based partners, we have the ability, infrastructure and qualified staff to support DDA members in a variety of meaningful ways. These services would be offered separately and individually to any DDA member at a discounted rate.

### Conclusion

We are committed to supporting the City of Ypsilanti in bouncing back from the challenges that have presented itself due to COVID-19. Please do not hesitate to contact us directly at 734-999-0550 or [ejones@cleanitgood.com](mailto:ejones@cleanitgood.com)

,



Fund #	ACCOUNT DETAIL	Description	Fund Activity	Type	Interest Rate	GASB 34 ACCOUNT	FY	Date of Transact ion	Beginning Balance	Principal Payment	Interest Payment	Paying Agent Fee	Annual Required	Ending Balance	CY	YEND	ANNUAL PAYMENT
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds		3.40 - 4.60	998-300-00	14-15	11/1/2014	670,000.00	-	(14,473.75)	-	(14,473.75)		0		14,473.75
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	14-15	5/1/2015	-	(55,000.00)	(14,473.75)	-	(69,473.75)	615,000.00	0		69,473.75
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	15-16	11/1/2015	615,000.00	-	(13,428.75)	-	(13,428.75)	-	0		13,428.75
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	15-16	5/1/2016	-	(55,000.00)	(13,428.75)	-	(68,428.75)	560,000.00	643872		68,428.75
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	16-17	11/1/2016	560,000.00	-	(12,342.50)	-	(12,342.50)	-	643872		12,342.50
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	16-17	5/1/2017	-	(60,000.00)	(12,342.50)	-	(72,342.50)	500,000.00	19061		72,342.50
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	17-18	11/1/2017	500,000.00	-	(11,127.50)	-	(11,127.50)	-	19061		11,127.50
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	17-18	5/1/2018	-	(60,000.00)	(11,127.50)	-	(71,127.50)	440,000.00	649811		71,127.50
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	18-19	11/1/2018	440,000.00	-	(9,882.50)	-	(9,882.50)	-	649811		9,882.50
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	18-19	5/1/2019	-	(65,000.00)	(9,882.50)	-	(74,882.50)	375,000.00	14934		74,882.50
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	19-20	11/1/2019	375,000.00	-	(8,485.00)	-	(8,485.00)	-	14934		8,485.00
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	19-20	5/1/2020	-	(70,000.00)	(8,485.00)	-	(78,485.00)	305,000.00	660684		78,485.00
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	20-21	11/1/2020	305,000.00	-	(6,962.50)	-	(6,962.50)	-	660684		6,962.50
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	20-21	5/1/2021	-	(70,000.00)	(6,962.50)	-	(76,962.50)	235,000.00	10709		76,962.50
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	21-22	11/1/2021	235,000.00	-	(5,405.00)	-	(5,405.00)	-	10709		5,405.00
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	21-22	5/1/2022	-	(75,000.00)	(5,405.00)	-	(80,405.00)	160,000.00	826459		80,405.00
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	22-23	11/1/2022	160,000.00	-	(3,680.00)	-	(3,680.00)	-	826459		3,680.00
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	22-23	5/1/2023	-	(80,000.00)	(3,680.00)	-	(83,680.00)	80,000.00	5371		83,680.00
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	23-24	11/1/2023	80,000.00	-	(1,840.00)	-	(1,840.00)	-	5371		1,840.00
473	9000	2004-A Downtown Development Limited	Componenty Unit: General Obligation Bonds			998-300-00	23-24	5/1/2024	-	(80,000.00)	(1,840.00)	-	(81,840.00)	-	826121		81,840.00





**PROPOSAL**

4/1/22

Sally Richie  
City of Ypsilanti  
[slr106@att.net](mailto:slr106@att.net)

Clock parts and/or service for existing 4-face post clock, includes:

- 4 - NU-90t impulse-drive clock movements
- 4 - Sets of hands to replicate original (bushings are different)
- 1 - HN-61 fully automatic clock controller mounted in a NEMA 4X box for installation in the base
- 20' of 18-8 low-voltage cable for connections
- 1 - Special Service Tool SPA-1 pin spanner wrench

Complete parts kit	\$ 2,908.00
UPS Ground packing and shipping	\$ 45.00

**Options:**

4 LED illumination panels, 3200k warm white, mounted inside with power supply located in the base for ease of service, control by clock controller on/off dusk/dawn	\$ 1,350.00
---	-------------

**Installation:**

Preliminary site visit for accurate measurements	
Installation of all parts, 2 men, 1 full day with scaffolding and travel	\$ 2,380.00

**Notes:**

The automatic clock controller will reset the clocks automatically after DST changes and power interruptions  
The optional LED lighting panels have a 100,000 hour rating - about 20 years

**Terms and delivery:**

City issued P.O., balance due at time of project completion. Allow 6 weeks for project turn-around. Quote valid for 90 days. Price excludes sales tax if applicable.

**Warranty:**

3 years on all parts and workmanship, excluding labor. Complete warranty details furnished with Order Confirmation.

Many thanks for this opportunity to provide you with this quote. Ian Macartney

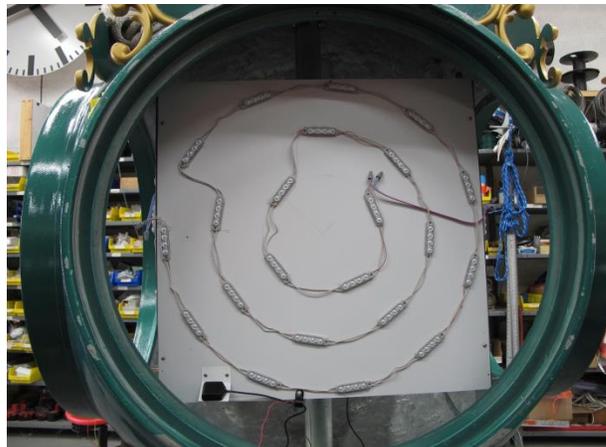
2215 29<sup>th</sup> St. SE Suite B4  
Grand Rapids, MI 49508  
USA

[www.Lumichron.com](http://www.Lumichron.com)  
[ian@Lumichron.com](mailto:ian@Lumichron.com)

Ph: 616-245-8888  
Fax: 616-245-1966



Above, example of a parts kit for a 4-face post clock, below LED illumination panels



2215 29<sup>th</sup> St. SE Suite B4  
Grand Rapids, MI 49508  
USA

[www.Lumichron.com](http://www.Lumichron.com)  
[ian@Lumichron.com](mailto:ian@Lumichron.com)

Ph: 616-245-8888  
Fax: 616-245-1966



May 18, 2022

Revitalization and Placemaking Program Review Committee  
Michigan Economic Development Corporation  
300 N. Washington Square  
Lansing, Michigan 48913

RE: Redevelopment of 300 West Michigan

Dear RAP Reviewer,

The Ypsilanti Downtown Development Authority supports and encourages redevelopment of existing buildings in the Downtown TIF District with a variety of programs from building rehabilitation and façade restoration to placemaking and event sponsorships. We seek to attract and retain small businesses of all kinds and the opportunity at 300 West Michigan with the proposed reuse of the former College of Business site is particularly exciting and transformational. The DDA will be soliciting the developer at 300 West Michigan to submit a building façade and rehabilitation grant of \$10,000 or more to help support reactivating this vacant and historically underutilized space. The proposed concept would truly integrate this block of our core downtown district in a way we have not seen since the building was initially conceived and the project has strong and enthusiastic local support. Additionally, Innovate Ypsi funding up to \$100,000 will be applied to the project to boost the local match and meet this important RAP requirement.

The COVID-19 pandemic remains a major threat to the viability of our shops and restaurants and while we have seen many recover as restrictions were lifted, the daytime support for lunch remains incredibly fragile as many professionals continue to work from home. We continue to see lower daily traffic numbers at local restaurants without the same level of activity at Eastern Michigan University, both among the student and faculty populations. This problem has led to many restaurants choosing to forgo lunch business altogether and focus their time and resources on dinner and weekends by necessity. This is unhealthy for our districts as a whole and leads to lower traffic at the adjacent retail shops, which further perpetuates the problems caused by the lasting impact of the COVID-19 pandemic on our local economy. More than 80% of the sixty businesses surveyed in the DDA district in July 2020 say they did not receive PPP, EIDL, or any other forms of economic assistance. The 48197-zip code where 300 W Michigan is located was particularly hard hit and disproportionately impacted by the COVID-19 pandemic. In fact, as of October 2020 more than half of all Washtenaw County cases were from the 48197 and 48198 zip codes that represent City of Ypsilanti.

Local approval of a special use and site plan is due for May/June 2022 and the project is located in a federally qualified census tract located in the core of Downtown Ypsilanti and will provide substantial economic benefit to the City of Ypsilanti by putting this vacant property on the tax rolls for the first time ever. This new tax revenue is rarely discovered in the City of Ypsilanti due to the fact we have very little vacant remaining land for development and nearly a third of land in the City is tax exempt. It represents a critically important revenue stream that will help the City overcome budget crises, retain current residents, and enhance downtown vitality. The project will create the environment necessary to attract new jobs to the City of Ypsilanti and help the city maintain vital public services amide declines in revenue. We are in the process of finalizing an economic impact estimate. Right now, we are using 250 jobs (based on sq. ft of building) and average salaries of \$70,4000 on the low end (average salary for the county) of \$103,055, the average salary for scientific and research salaries. This investment at 300 W Michigan could additionally serve as a catalyst for clusters of professional service and health science development. Typically, when health and science businesses are near one another there is a high degree of collaboration and referrals between companies, which serves to help support investments that create the environment necessary to attract and retain talent, add new housing options, and enable business creation and attraction. The multiplier effect of a project of this scale for the City of Ypsilanti is tremendous and the benefits are broad reaching. The Ypsilanti Downtown Development Authority is thrilled to provide this letter of support for the Revitalization and Placemaking Grant at 300 W Michigan.

Sincerely,

Christopher Jacobs

Executive Director