

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, January 19, 2012 – 8:00 a.m.  
SPARK East 215 W. Michigan Ave, Ypsilanti**

**Minutes**

**I. Call to Order:** Chair Greden called the meeting to order at 8:03 am.

**II. Roll Call**

Robert M. Barnes	P	Leigh Greden (C)	P
John Coleman	P	Rene Greff	A
Darryl Daniels	A	Kevin Hill	P
Amanda Edmonds (VC)	A	Karen Maurer	P
Linda French	P	Paul Schreiber	P
Sandee French	P	Dave Wheeler	A
Dawn Gendich	P		

**Others in Attendance:**

Jake Albers, YDDA Staff  
Leonardo Christian, Ypsi News  
Tim Colbeck, YDDA Staff  
Andrew Hellenga, YDDA Intern  
Ruth Ann Jamnick, YDDA Governance & Finance Committee  
Michael Kestly, Kestly Development/Ypsilanti RCTC

**III. Approval of Agenda:** K. Hill moved to approve the agenda. R. Barnes supported and the motion passed unanimously.

**IV. Approval of December 15, 2011 Minutes:** S. French moved to approve the agenda. D. Gendich supported and the motion passed unanimously.

**V. Audience Participation (3 minutes each)**

Michael Kestly, the Chairperson of the Ypsilanti Regional Career Technical Center (RCTC) addressed the Board. He stated that the RCTC works with Ypsilanti High School students in a variety of technical fields including automotive, construction, and culinary arts. They are always looking to place students as interns with local businesses. He invited the board members to consider providing vocational opportunities for the students.

**VI. Staff Report/Financial Report:** Reports as submitted.

L. Greden announced that the Eastern Leaders Group will be having its annual Spring Summit on Monday April 16, 2012 at the EMU Student Center. T. Colbeck will forward the invitation to all board members when it becomes available.

**VII. Standing Committee Reports**

- Economic Restructuring & Design (Karen Maurer) Report as submitted.
  - **Resolution to Support the Creation of a DDA-Wide Obsolete Property Rehabilitation District**

K. Maurer moved to approve the resolution as presented. R. Barnes supported and the motion passed unanimously.

L. French discussed the possibility of the YDDA Board approving a second round of the YDDA Façade Improvement Program. She stated that in Rd. I which took place in 2011, two applicants were not approved for grants because the property owners were not current with their property taxes. She believes that there is considerable demand to justify a second round of the program and would like to work with the applicants that were rejected in the first round to help them move forward with façade improvements.

The ER/Design committee discussed this possibility at its last meeting and set a preliminary timeline for the possible implementation of Rd. II of Façade Grant Program to be included in their work plan.

T. Colbeck reminded the board that the YDDA committed \$40,000 from the reserves of the three districts (\$20,000 for Downtown and \$10,000 each for Depot Town and W. Cross/Campus Town) in the first round. After round one was awarded there was \$5,000 unused in both the W. Cross and Depot Town districts. The board discussed the possibility of a 50/50 match from E.L.G. to fund a second round of grants. T. Colbeck was requested to prepare a summary of the Round I results and submit it to the committee to review.

- Governance & Finance (Sandee French): Meeting summary as submitted.

T. Colbeck provided an update. The meeting did not obtain a quorum. The committee discussed the R.A.C. and Work Plan.

P. Schreiber inquired about the context of the discussion regarding the RAC. R. Jamnick informed the board that the nature of the discussion centered around the DDA's responsibility in regards to their liabilities and ensure that the building is properly ensured to protect the mutual investment. It is simply a matter of the DDA and RAC being clear on all matters regarding the lease and insurance to establish rightful responsibility.

It was unclear whether or not the City of Ypsilanti has the RAC building included in their blanket property insurance policy. T. Colbeck reported that the RAC lease states that the RAC Foundation is required to provide property insurance on the facility. However he was informed by D. Loppnow the RAC Chair that when the RAC Foundation attempted to purchase a policy they were informed that the City already had a policy on the building. P. Schreiber stated that it was his understanding the City did initially provide the property insurance, but they have since quit providing and it was the YDDA's responsibility. The Board discussed the importance to immediately find out if there is a valid property insurance policy on the RAC and if not to have staff initiate a policy ASAP to protect our asset.

L. French moved a resolution for the YDDA to immediately establish an insurance policy for the RAC if one does not already exist, any cost incurred shall be reimbursed by the RAC foundation per the existing lease. R. Barnes supported and the resolution passed unanimously.

- Promotions (Dawn Gendich): Report as submitted

D. Gendich provided an update regarding a possible DDA/RAC shared fundraising event. She stated that any discussions regarding an event are preliminary at this time.

P. Schreiber commented that it is his belief that the event should be a fundraiser for the RAC Foundation and not a joint event. The YDDA may consider participating to support the RAC.

## **VIII. Ad Hoc Committee Reports**

- Dumpster (Kevin Hill): Report as submitted.

K. Hill provided a brief update on the on the ongoing strategy discussions of the Dumpster Committee. The primary remaining issue is the direction of the YDDA beyond 2013 regarding the servicing the downtown dumpster enclosures.

- Parking (Rene Greff):

J. Albers provided a brief status report on the parking committee. The committee has not held a meeting since our last YDDA Board meeting, however the staff has been working on several items to move the committee forward and communicating with the committee via email to keep all projects on schedule.

**IX. Old Business: None**

**X. Proposed Business**

- Proposed 2011-2012 YDDA Work Plan:

T. Colbeck reviewed the proposed work plan with the Board. He reviewed the methodology and format that staff has used to come up with a recommended work plan for our organization. All of the suggested work items came directly from the input of the Board and each committee based on ongoing work we have done since the last YDDA Board retreat in September 2011 and using best practices in community and economic development. The proposed work plan is designed to take the YDDA through the next 18 months until the end of our next fiscal year in June 2013.

The Board engaged in a discussion of the work plan reviewing the actionable items. J. Coleman moved to approve the 2012-2013 Work Plan as submitted. L. French supported and the motion passed unanimously.

**XI. Announcements/Comments:**

L. Greden announced his excitement for the completed work plans and he stressed the importance of the committee chairs making sure that committee actions are focused on the approved work plan.

P. Schreiber announced that on Friday January 20, 2012 the RAC will be hosting a going away party for outgoing City Manager Ed Koryzno.

**XII. Public Participation:**

Michael Kestley announced that RCTC Board is looking for additional members. The next RCTC Board meeting is to take place January 31, 2012 from 12 pm to 1:30 pm at the New Tech High School @ Ardis. He invited any interested YDDA members to attend and consider joining the RCTC Board.

**XIII. Adjourn:**

K. Hill moved to adjourn the meeting. R. Barnes supported and the motion passed unanimously. Meeting adjourned at 9:29 am.

**XIV. Next Meeting: March 15, 2012, 8:00 a.m., SPARK East**

January 19, 2012  
2012-01

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO SUPPORT THE CREATION OF DDA-WIDE OBSOLETE  
PROPERTY REHABILITATION DISTRICT**

The following preamble and resolution were offered by Member K. Maurer and supported by Member B. Barnes.

WHEREAS, one of the Economic Restructuring & Design Committee's guiding principles is to support initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, part of an inviting atmosphere is vibrant storefronts and revitalized buildings; and

WHEREAS, the YDDA Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, the Obsolete Property Rehabilitation Act (OPRA) program has been used to great success in the YDDA districts to redevelop vacant upper stories of buildings into residential units since 2001; and

WHEREAS, the YDDA has supported the individual applicants for this program since 2001 with the long-term goal of rehabilitating and renovating the historic architecture of the YDDA districts;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. the YDDA supports the City of Ypsilanti's Planning and Development Department proposal to a DDA-wide Obsolete Property Rehabilitation District that would:
  - a. Further market the rehabilitation and redevelopment of upper story uses in buildings within the YDDA districts.
  - b. Improve or speed-up the approval process for individual applicants in the program.
  - c. Save applicants \$200 by eliminating the cost to establish a district.
  - d. Work with the City Assessor to potentially determine "obsolescence" in advance to help market properties as OPRA-ready.
  - e. Potentially combine OPRA's with other redevelopment incentives to assist in the costs of rehabilitations and renovations.

2. The YDDA Economic Restructuring & Design Committee work with the City of Ypsilanti to identify qualifying properties for the established district.
3. That the establishment of a district with pre-identified properties does not eliminate or make ineligible other properties not identified within the YDDA districts to apply for OPRA consideration.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: B. Barnes, J. Coleman, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, and P. Schreiber

NAYS: none

YES: 9      NO: 0      ABSENT: 4      VOTE: passed

January 19, 2012  
2012-02

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO ESTABLISH A PROPERTY INSURANCE POLICY FOR 76 N.  
HURON/RIVERSIDE ARTS CENTER**

The following preamble and resolution were offered by Member L. French and supported by Member B. Barnes.

WHEREAS, the Ypsilanti DDA (YDDA) was established by the Ypsilanti City Council in March of 1976 in compliance with Downtown Development Authority Act 197 of 1975; and

WHEREAS, the YDDA is a Public Body Corporate which may sue and be sued in any court in the State of Michigan; and

WHEREAS, the YDDA is the owner and landlord of 76 N. Huron St.; and

WHEREAS, the YDDA, landlord, and the Riverside Arts Center Foundation, Inc, (RAC), tenant, have agreed to the terms of a 25 year lease valid from April 1996 through March 2021 for the use of 76 N. Huron St.; and

WHEREAS, the lease stipulates that the tenant agrees to keep the premises insured with a responsible insurance company in the name of the landlord covering fire and extended coverage on building, structures, and landlord's improvements in an amount adequate to reconstruct the premises in case of loss; and

WHEREAS, per the RAC they attempted to purchase insurance at the time of the lease but were informed that they could not place a policy on the property because it was already covered under the City of Ypsilanti's property insurance; and

WHEREAS, there is a concern that the City of Ypsilanti may have removed 76 N. Huron St. from its property insurance pool, therefore leaving the property without a current property insurance policy;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The YDDA immediately verify whether 76 N. Huron St. is still covered under the City of Ypsilanti's property insurance policy.
2. If there is no property insurance policy in place for the property, that staff then contact our insurance agent of record to initiate a policy quote.

3. YDDA staff has been authorized to execute a property insurance policy quote if needed as soon as possible.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: B. Barnes, J. Coleman, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, and P. Schreiber

NAYS: none

YES: 9      NO: 0      ABSENT: 4      VOTE: passed

January 19, 2012  
2012-03

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO ADOPT THE PROPOSED 2012-13 YDDA WORK PLAN**

The following preamble and resolution were offered by Member J. Coleman and supported by Member L. French.

WHEREAS, the Ypsilanti DDA (YDDA) recognizes the importance of establishing a consistent yet flexible work plan to keep the organization's mission and goals on track; and

WHEREAS, the YDDA board and committee members along staff had started the process of reviewing the organizations goals for the next fiscal year at the September 2011 Board Retreat; and

WHEREAS, through a several month process taking the board and committee members input and considering current best practices in community and economic development, staff has prepared a proposed work plan to move the organization forward; and

WHEREAS, the proposed work plan will cover the remainder of the 2011-12 FY and the entire 2012-13 FY to create an organizational work plan that is consistent with the YDDA's budget cycle;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The YDDA board and staff officially adopt the proposed work plan as the primary guide to achieving the stated goals of the organization.
2. That preference be given to the stated goals when evaluating new development opportunities as they become available to the YDDA.
3. That while the approved work plan serve as a strong guide to the priorities of the YDDA, it also remain flexible enough to address unforeseen opportunities that may arise in the next 18 months.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: B. Barnes, J. Coleman, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, and P. Schreiber

NAYS: none



YES: 9

NO: 0

ABSENT: 4

VOTE: passed

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, March 15, 2012 – 8:00 a.m.  
205 Welch Hall – EMU, Ypsilanti**

**Minutes**

**I. Call to Order:** Chair Greden called the meeting to order at 8:14 am.

**II. Roll Call**

Robert M. Barnes		A	Leigh Greden (C)	P	
John Coleman**	P*		Rene Greff***		A
Darryl Daniels		A	Kevin Hill	P	
Amanda Edmonds (VC)	P		Karen Maurer	P	
Linda French		A	Paul Schreiber	P	
Sandee French		A	Dave Wheeler		A
Dawn Gendich	P				

\*Arrived at 8:21 am.

\*\*Departed at 9:15 am.

\*\*\* L. Greden announced that R. Greff has officially resigned from DDA Board. P. Schreiber announced that he will be making a recommendation to City Council for her replacement at the next City Council Meeting.

**Others in Attendance:**

Jake Albers, YDDA Staff  
Meghan Britton, EMU Marketing & Communications  
Leonardo Christian, Ypsi News  
Tim Colbeck, YDDA Staff  
Ted Coutilish, EMU Marketing & Communications  
Bob Field, Ypsilanti Resident  
Mike Gelletly, Ypsilanti Resident  
Andrew Hellenga, YDDA Intern  
Debbie Locke-Daniels, YACVB  
Pete Murdock, City Council  
Coy Vaughn, Washtenaw County Parks and Recreation  
Bonnie Wessler, City of Ypsilanti Planning Dept.

**III. Audience Participation (3 minutes each):** None

**IV. Presentation**

- Ypsilanti as a College Town (Ted Coutilish – EMU Office of Marketing & Communications)

T. Coutilish gave a presentation to the board on building an Ypsilanti as a College Town theme with local businesses. He indicated various EMU/Community partnerships available to attract EMU students/faculty/staff/alumni to local businesses throughout Ypsilanti and offered to provide area businesses with materials to build this concept.

**V. Approval of Agenda:** K. Hill moved to approve the agenda. D. Gendich supported and the motion passed unanimously.

**VI. Approval of January 19, 2012 Minutes:** K. Hill moved to approve the minutes. K. Maurer supported and the motion passed unanimously.

**VII. Presentation**

- Water St. Recreation Center Update (Coy Vaughn – Washtenaw County Parks & Recreation Commission)

C. Vaughn provided a presentation for the board giving the progress to date on the proposed Water St. Recreation Center.

**VIII. Staff Report/Financial Report:**

T. Colbeck reviewed the staff and financial reports as submitted.

He highlighted that the DDA has received a \$10,000 repayment from Riverside Arts Center for the YDDA match that was needed for the RAC to receive the grant used for the installation of the elevator at the RAC. These funds came directly from the downtown TIFA reserves; therefore the \$10,000 repayment has been placed back into reserve fund.

T. Colbeck also announced that the projected two year budget will be presented at the April Board Meeting.

**IX. Standing Committee Reports**

- Economic Restructuring & Design (Karen Maurer): Report as submitted

L. Greden announced that more discussion will take place regarding creating a Round II of the Façade Grant at the March ER/Design meeting.

K. Hill expressed a desire for the committee to research sustainable materials for the Façade rehabs. He will do more research prior to the March ER/Design meeting.

Amanda Edmonds inquired about the timeline for Building Rehabilitation Grant Rd. III.

T. Colbeck reported that the proposed timeline would include the application being made available in April, review of applications in May and approvals/awards in June.

- Governance & Finance (Sandee French): No report given, there was no Governance & Finance meeting since the last YDDA Board meeting.

- Promotions (Dawn Gendich): Report as submitted.

D. Gendich gave a brief update indicating that some of the committee members recently met with Ypsilanti Heritage Festival management to discuss possible YDDA partnership opportunities. She also reported that YDDA staff is currently collecting bids for business cards and letterhead which will display the new YDDA logo.

T. Colbeck informed the board that progress continues on the launch of the new YDDA website. He also provided an update on the spring plantings; he is currently receiving bids per the instructions from Promotions committee.

**X. Ad Hoc Committee Reports**

- Dumpster (Kevin Hill): Report as submitted.

K. Hill commended staff on a job well done regarding the cost/feasibility analysis of various dumpster scenarios.

- Parking (K. Hill): No report was given, there was not a Parking Committee meeting since the last YDDA Board meeting.

J. Albers provided a brief update status report on the committee work progress. Staff has been moving forward with all of required work as spelled out in the work plan.

**XI. Old Business:** None

**XII. Proposed Business:** None

**XIII. Announcements/Comments:**

T. Colbeck announced that the dedicated Downtown police officer has recently resigned. P. Murdock commented that the City is working toward finding a replacement; however during that time Ypsilanti police officers will still be patrolling the DDA districts. K. Hill supported this by indicating that he has seen a police presence in the district despite the lack of a focused officer.

D. Gendich presented the board with fliers for the RAC fashion show fundraiser.

T. Colbeck announced that he has been attending Ypsi Pride Day planning sessions in order to coordinate volunteer efforts.

T. Colbeck announced that the Red Rock Downtown BBQ will be opening for St. Patrick's Day.

T. Colbeck announced that the Pedestrian Trash Removal Contract between the YDDA and City of Ypsilanti is set to expire at the end of June. The decision to extend the contract or bid out the services to another company will be discussed at the next Governance & Finance Committee.

Amanda Edmonds announced that a proposed Kitchen Incubator is in the process of finding a location in Downtown Ypsilanti.

Amanda Edmonds announced that P. Schreiber, Teresa Gillotti, and herself were on the cover of the most recent Michigan Municipal League Review Magazine. They were recognized for their work on stimulating commerce through local foods.

**XIV. Public Participation:** Bob Field indicated that Ypsi Pride Day is scheduled for May 19<sup>th</sup> rather than May 16<sup>th</sup> as previously stated.

**XV. Adjourn:** K. Hill moved to adjourn the meeting. D. Gendich supported and the motion passed unanimously. Meeting adjourned at 9:37 am.

**XVI. Next Meeting:** April 19, 2012, 8:00 a.m., SPARK East

**City of Ypsilanti**  
**Downtown Development Authority**

**Board of Directors Meeting**  
**Thursday, April 19, 2012 – 8:00 a.m.**  
**SPARK East, 215 W. Michigan Ave., Ypsilanti**

**Minutes**

**I. Call to Order:** L. Greden called the meeting to order at 8:05 am.

**II. Roll Call**

Robert M. Barnes	A	Dawn Gendich	P
John Coleman*	A	Leigh Greden (C)	P
Darryl Daniels	A	Kevin Hill	P
Amanda Edmonds (VC)	P	Karen Maurer	P
Linda French	P	Paul Schreiber	P
Sandee French	P	Dave Wheeler	P

\*L. Greden announced that J. Coleman has officially resigned from all YDDA activity.

**Others in Attendance:** Jake Albers, YDDA Staff  
Leonardo Christian, Ypsi News  
Tim Colbeck, YDDA Staff  
Andrew Hellenga, YDDA Intern  
Tammie Tischler, YDDA Attorney  
Michael Gelletly, Ypsilanti Resident

**III. Approval of Agenda:** A. Edmonds moved to approve the agenda as submitted. K. Hill supported and the motion passed unanimously.

**IV. Approval of March 15, 2012 Minutes:** L. French moved to approve the minutes as submitted. K. Hill supported and the motion passed unanimously.

**V. Audience Participation:** None

**VI. Staff Report/Financial Report:** T. Colbeck provided the board with the staff and financial reports. L. Greden noted that on the Revenue and Expense reports that we show a percentage of revenues and expenses remaining for the year however we do not indicate the percentage of actual fiscal year remaining. He requested that revenue/expenses remaining and be compared with the remaining percentage of the Fiscal Year on future financial reports.

**VII. Standing Committee Reports**

- Economic Restructuring & Design (Karen Maurer):

K. Maurer provided the board with an update indicating that many local business/building owners have begun to inquire about the application status for YDDA Building Rehabilitation & Façade Grant Rd. III. T. Colbeck reported that the application will be reviewed at the April Economic Restructuring & Design Committee meeting and should be available to the public immediately following.

L. French discussed the potential YDDA Façade Grant Rd. II. T. Colbeck informed the board that the program is currently being discussed at committee level. It will likely be

instituted after the Building Rehabilitation & Façade Grant Rd. III in the summer to best allocate YDDA resources.

K. Hill informed the board that DTE is instituting a program to perform energy audits for buildings and perhaps requiring an energy audit for potential Façade improvements would be useful.

A. Edmonds asked if the Rehabilitation & Façade Grant Rd. III could provide funding for parking lot improvements. T. Colbeck stated that parking lot improvements could be considered for the Building Rehab grant as part of an overall project.

- Governance & Finance (Santee French): Report as submitted.

- **Resolution to Raise Parking Permit Rates for the Riverside Arts Center Lot**

S. French moved to approve the resolution as written. D. Wheeler supported and the resolution passed unanimously.

- **Resolution to Set a Minimum Fund Reserve Balance**

S. French moved to approve the resolution as written. A. Edmonds supported and the resolution passed unanimously.

- Promotions (Dawn Gendich): Report as submitted.

#### VIII. Ad Hoc Committee Reports

- Dumpster (Kevin Hill):

K. Hill provided an update to the board indicating that the committee has recommended a deadline for a decision on the continued provision of DDA paid solid waste services for the downtown dumpster enclosures of August 2012. Staff and committee continue to explore all possible options relating to solid waste and recycling removal within the Downtown District.

T. Colbeck provided the board with an update regarding the proposed Compost Dumpster provided by Beezy's to be located within the N. Huron dumpster enclosure. T. Tischler provided him with a sample operating agreement stating that Beezy's will be responsible for any costs directly related to this service and holding the YDDA harmless for any liability. The agreement indicates that the YDDA is providing only the space within the enclosure for the compost dumpster.

The Board discussed the proposed use of the N. Huron dumpster to locate an additional compost dumpster within its walls.

L. French moved to suspend our meeting rules in order to add an agenda item to vote for approval of the proposed compost dumpster location. K. Hill supported and the motion passed unanimously.

- **Resolution to Allow the Installation of a Privately Funded Compost Dumpster in a YDDA Controlled Dumpster Enclosure**

L. French moved to approve the resolution as presented. K. Hill supported and the motion passed unanimously.

- Parking (Kevin Hill): Report as submitted.

**IX. YDDA 2012-13 and 2013-14 FY Budget Review**

T. Colbeck gave a detailed presentation of the proposed budget for Fiscal Year 2012-13 and 2013-14.

The board engaged in a discussion on the revenue and expenses for both fiscal years as proposed.

L. Greden discussed how the Eastern Leaders Group has committed an additional \$15,000 for the Building Rehabilitation & Façade Improvement program for our FY 2013-14 and an additional \$7,500 for the YDDA Façade grant program for calendar year 2012/FY 2012-13. The board engaged in a discussion regarding when to allocate the ELG funds.

A. Edmonds moved to amend the FY 2012-13 budget to include the \$7,500 ELG funds for the Façade Grant program under the Miscellaneous Income line item and the \$15,000 ELG funds for the Building Rehab program in the FY 2013-14 budget. She also moved to extend both the Building Rehab and Façade Grant programs for the 2013-14 FY. D. Wheeler supported and the motion passed unanimously.

D. Wheeler moved to approve the FY 2012-13 and 2013-14 budget as amended. S. French supported and the motion passed unanimously.

**X. Old Business: None**

**XI. Proposed Business: None**

**XII. Announcements/Comments**

S. French announced that the Depot Town Association along with the DPS partnered to repair the Depot Town Clock.

A. Edmonds announced that the Farmers Market is scheduled to begin on May 1<sup>st</sup>. In addition, Growing Hope is having a grand opening event for their new headquarters on May 5<sup>th</sup>.

P. Schreiber announced that City Manager interviews will take place April 26-27<sup>th</sup> from 6:00 pm to 9:00 pm.

T. Colbeck announced that EMU has scheduled a volunteer clean-up effort of Frog Island on Earth Day.

T. Colbeck expressed his pleasure with the support for the budget process that the board has given to staff.

**XIII. Public Participation**

M. Gelletly inquired about the beginning of the watering schedule of the median planters. He also asked if the watering schedule included the planters located on River Street. T. Colbeck indicated that the watering will start on Ypsi Pride Day. He stated he would have to review our records regarding the watering of the River St. medians, however, the YDDA did pass a resolution calling for the reimbursement of funds for the flowers on River Street in November.

**XIV. Adjourn: K. Hill moved to adjourn the meeting. D. Wheeler supported and the motion passed unanimously. Meeting adjourned at 10:10 am.**

**XV. Next Meeting: May 17, 2012, 8:00 a.m., SPARK East**



April 19, 2012  
2012-04

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO RAISE PARKING PERMIT RATES FOR THE RIVERSIDE ARTS  
CENTER LOT**

The following preamble and resolution were offered by Member S. French and supported by Member D. Wheeler.

WHEREAS, one of the Governance & Finance Committee's guiding principles is to support the long term financial planning for the YDDA; and

WHEREAS, part of the financial planning includes finding increased revenue opportunities for the YDDA; and

WHEREAS, one of the YDDA's dedicated revenue streams is through the selling of four month parking permits for the Riverside Arts Center (RAC) lot; and

WHEREAS, the current rates for the permits is consistent with the City of Ypsilanti's residential and commercial parking permits of \$75 for four months or \$225 for a full year; and

WHEREAS, the RAC lot is restricted to permit only parking weekdays from 8:00 a.m. to 6:00 p.m. and no overnight parking is permitted; and

WHEREAS, there has been a demonstrated demand for these parking spaces that would indicate that this lot should be considered a premium parking location when compared to the existing municipal lots; and

WHEREAS, the rates for the RAC lot have never been increased since this lot has been made available to the public;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. the YDDA raise the permit rate to \$100 for four months or \$300 per year, an effective rate of \$1.25 per day.
2. The rate change be effective as of the start of the 2012-13 FY allowing for adequate time to share the new rates with the public and give our existing permit holders the option to continue at the new rate or seek alternate arrangements.

3. As part of the rate increase staff be directed to improve enforcement signage at the lot and seek a partnership agreement with an area towing company. Staff will be given the authority to ensure enforcement of all parking restrictions as outlined on the signage.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, P. Schreiber, & D. Wheeler

NAYS: none

YES: 9      NO: 0      ABSENT: 2      VOTE: affirmed

April 19, 2012  
2012-05

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO SET A MINIMUM FUND RESERVE BALANCE**

The following preamble and resolution were offered by Member S. French and supported by Member A. Edmonds.

WHEREAS, one of the Governance & Finance Committee's guiding principles is to support the long term financial planning for the YDDA; and

WHEREAS, this includes ensuring that the YDDA promotes an annual budget that allows for the DDA to continue its ongoing mission through various programs and projects while also promoting financially sound practices that maintain our financial solvency; and

WHEREAS, over the time that the various TIFA's have existed, the YDDA has managed to establish a fund reserve balance for each of the distinct DDA districts; and

WHEREAS, the YDDA recognizes that on occasion our fund expenditures will exceed our revenues, thus requiring that we allocate money to projects and programs from the existing fund balance reserves; and

WHEREAS, these allocations of reserve funds are intended to support important programs and projects that enable the YDDA to achieve its long term development goals and are intended to be one-time expenses;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The YDDA set a minimum percentage of the existing fund balance that will remain restricted from use during the annual budget.
2. That the minimum percentage be set at 3% of the fund balance reserve available at the start of a fiscal year.
3. Each fiscal year budget and all revenue and expense reports clearly indicate the restricted fund balance amount for reporting purposes.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, P. Schreiber, & D. Wheeler

NAYS: none

YES: 9      NO: 0      ABSENT: 2      VOTE: affirmed

April 19, 2012  
2012-06

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO ALLOW FOR THE INSTALLATION OF A PRIVATELY FUNDED  
COMPOST DUMPSTER IN A YDDA CONTROLLED DUMPSTER ENCLOSURE**

The following preamble and resolution were offered by Member L. French and supported by Member K. Hill.

WHEREAS, The 2000 Depot Town Tax Increment Financing and Development Plan and the 2003 Michigan Avenue Tax Increment Financing and Development Plan both identified the provision of community dumpster/solid waste service as long-term goals; and

WHEREAS, The Ypsilanti DDA has provided community dumpster/solid waste services for the Downtown District since 2008 including both dumpsters for bagged solid waste and cardboard recycling; and

WHEREAS, In September 2011 the Ypsilanti DDA formed an Ad Hoc Dumpster Committee to address ongoing operations of the Downtown dumpster enclosures; and

WHEREAS, the YDDA has in the past allowed for private businesses in the Downtown district to locate additional dumpsters/cans in the enclosures for the recycling of cooking oil; and

WHEREAS, The Ypsilanti DDA has received a request from Beezy's Café to allocate space in the N. Huron Lot enclosure for the installation of a special compost dumpster that will be paid for and maintained at no expense to the YDDA;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The YDDA approve the location of a privately funded compost dumpster in the N. Huron Lot dumpster enclosure pending the execution of a formal agreement between the YDDA (Grantor) and Beezy's Café (Grantee).
2. The agreement will be for the period of 60 months and may be renewed with both parties consent.
3. The agreement specifically spell out all of the Grantee's responsibility for Care, Use and Maintenance.

4. The Grantee will agree to provide liability insurance covering damage to persons and property incurred during the use of the compost dumpster naming both parties as insured.
5. No hazardous substances will be placed within any of the dumpsters located in the enclosure.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, P. Schreiber, & D. Wheeler

NAYS: none

YES: 9    NO: 0    ABSENT: 2    VOTE: affirmed

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, May 17, 2012 – 8:00 a.m.  
SPARK East, 215 W. Michigan Ave., Ypsilanti**

**Minutes**

**I. Call to Order:** Chair Greden called the meeting to order at 8:18 am.

**II. Roll Call**

Robert M. Barnes	A	Leigh Greden (C)	P
Darryl Daniels	A	Kevin Hill	P
Amanda Edmonds (VC)	A	Karen Maurer	P
Linda French	P	Paul Schreiber	A
Sandee French	P	Dave Wheeler	A
Dawn Gendich	P		

**Others in Attendance:** Jake Albers, YDDA Staff  
Leonardo Christian, Ypsi News  
Tim Colbeck, YDDA Director  
Pete Murdock, City Council  
Jackie Reinhart, Reinhart Realty  
Joel Vergun, Dish Fish

**III. Approval of Agenda:** K. Hill moved to approve the agenda. K. Maurer supported and the motion passed unanimously.

**IV. Approval of April 19, 2012 Minutes:** L. French moved to approve the minutes. D. Gendich supported and the motion passed unanimously.

**V. Audience Participation (3 minutes each)**

1. Joel Vergun, Dish Fish: J. Vergun addressed the Board to inform them of his cooperative currency system called “Dish Fish”.
2. Jackie Reinhart, Reinhart Realty: J. Reinhart provided the Board with information regarding the property listing for 2 West Michigan Avenue (Materials Unlimited).

**VI. Staff Report/Financial Report:** Reports as submitted.

**VII. Standing Committee Reports**

- Economic Restructuring & Design (Karen Maurer): K. Maurer provided a committee update for the Board. The Board engaged in a discussion regarding the process for approving a DDA Redevelopment Liquor License.

Staff was directed to locate any YDDA Resolutions regarding the process by which a Redevelopment Liquor License could be approved. Staff is to verify which resolution is currently binding.

- Governance & Finance (Sandee French): S. French provided a report for the Board.

- Resolution to Extend the Agreement Funding a DDA District-Wide Ypsilanti Police Officer

S. French moved to approve the resolution as presented. K. Hill supported and the motion passed unanimously.

- Promotions (Dawn Gendich): Report as submitted.

**VIII. Ad Hoc Committee Reports**

- Dumpster (Kevin Hill): There was not a committee meeting in May 2012.
- Parking (Kevin Hill): K. Hill provided a report for the Board. The Board engaged in a discussion regarding signage in district parking lots.

**IX. Old Business: None**

**X. Proposed Business: None**

**XI. Announcements/Comments:** T. Colbeck provided the Board with a tutorial of the new YDDA website.

T. Colbeck informed the Board that the RFP has been issued regarding pedestrian trash removal.

**XII. Public Participation:**

1. Joel Vergun, Dish Fish: J. Vergun inquired about the possibility of any of the DDA's standing committees being interested in more information regarding Dish Fish.
2. Jackie Reinhart, Reinhart Realty: J. Reinhart provided the Board with more listing information regarding 2 West Michigan Avenue (Materials Unlimited).

**XIII. Adjourn:** L. French moved to adjourn the meeting. K. Hill supported and the motion passed unanimously. Meeting adjourned at 9:19 am.

**XIV. Next Meeting: June 21, 2012, 8:00 a.m., SPARK East**



May 17, 2012  
2012-07

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO EXTEND THE AGREEMENT FUNDING A DDA DISTRICT-WIDE  
YPSILANTI POLICE OFFICER**

The following preamble and resolution were offered by Member S. French and supported by Member Hill.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) is organized to act in accordance of Act 197 of the Public Acts of 1975 under which the DDA serves the purpose of correcting and preventing deterioration in the downtown districts, encouraging historic preservation, creating and implementing development plans in the districts and promoting the economic growth and vitality of the districts; and

WHEREAS, the YDDA acknowledges that a consistent police presence is vital to promoting safety and security within the DDA districts which thereby enhances economic and community development opportunities; and

WHEREAS, the City of Ypsilanti Police Department (YPD) has given the YDDA an opportunity to split the costs to secure a Ypsilanti Police officer who was exclusively assigned to the DDA districts 40 hours per week for the last two fiscal years; and

WHEREAS, The YDDA is committed to supporting and maintaining collaborative relationships with the City of Ypsilanti in order to meet our mutual goals in the DDA districts; and

WHEREAS, the YDDA's continued financial support of an Ypsilanti Police Officer for the DDA districts will aid the City of Ypsilanti's efforts to enhance a neighborhood policing program.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The YDDA officially request the YPD extend our existing agreement to fund ½ the salary for a DDA wide dedicated police officer for the FY 2012-13 and 2013-14.
2. The YDDA will reserve funding for an Ypsilanti Police officer for the DDA districts in the amount of \$30,150 for the FY 2012-13 and 2013-14 budgets.

3. YDDA staff will continue to coordinate with the YPD Chief to work out an efficient patrol schedule for the DDA districts that is acceptable to the Downtown Development Authority Board of Directors.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer

NAYS: none

YES: 6      NO: 0      ABSENT: 5      VOTE: affirmed

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, June 28, 2012 – 8:00 a.m.  
Ypsilanti Area CVB, 106 W. Michigan Ave.**

**Minutes**

**I. Call to Order:** L. Greden called the meeting to order at 8:09 am.

**II. Roll Call**

Amanda Edmonds (VC)P	Leigh Greden (C)	P	
Linda French	Kevin Hill	P	
Sandee French	Karen Maurer		A
Dawn Gendich	Paul Schreiber	P	

**Others in Attendance:**

Jake Albers, YDDA Staff  
Leonardo Christian, Ypsi News  
Tim Colbeck, YDDA Director  
Debbie Locke-Daniel, YACVB Director  
Pete Murdock, Ypsilanti City Council  
Ed Penet, Mix  
Tammie Tischler, YDDA Legal Council  
Mary Zuccherro, YACVB Director of Sales

**III. Approval of Agenda:** A. Edmonds moved to approve the agenda as submitted. K. Hill supported and the motion passed unanimously.

**IV. Approval of May 17, 2012 Minutes:** S. French moved to approve the minutes as submitted. D. Gendich supported and the motion passed unanimously.

**V. Audience Participation (3 minutes each)**

1. Ed Penet – the Mix: E. Penet informed the Board that he was in attendance representing the Mix and that he would be available to answer any questions regarding their pending Redevelopment Liquor License Application.

**VI. Presentation:**

- **The Color Run – Mary Zuccherro, Ypsilanti Area CVB:** M. Zuccherro gave the Board a presentation on the upcoming Color Run that is to take place on Sunday July 22, 2012. The Board engaged in a discussion regarding the amount of runners and spectators that will be visiting Ypsilanti for the event and the availability and location of parking.

**VII. Staff Report/Financial Report:** T. Colbeck provided the Board with the staff/financial report.

**VIII. Standing Committee Reports**

- Economic Restructuring & Design (Karen Maurer) report as submitted
- Resolution to Recommend Approval of a Redevelopment Liquor License for the Mix on Michigan Avenue

L. French moved to approve the resolution as submitted. S. French supported and the motion passed unanimously.

- Governance & Finance (Sandee French) report as submitted
  - Resolution to Award the Pedestrian Trash Can Service Contract

S. French moved to approve the resolution as submitted. L. French supported and the motion passed unanimously.
  - Resolution to Adopt a YDDA Mission Statement

S. French moved to approve the resolution as submitted. D. Gendich supported and the motion passed unanimously.

The Board entered into a discussion regarding the current number of Board members serving the YDDA and City Council's intent on filling vacant Board positions.

S. French moved to suspend the rules of the meeting in order to add a resolution requesting that City Council restore the Board to 13 members. D. Gendich supported the motion. A. Edmonds, L. French, S. French, D. Gendich, and P. Schrieber voted in favor. L. Greden and K. Hill voted against. The motion passed.

- Resolution to Request the Ypsilanti City Council Approve Filling Current Vacant Ypsilanti DDA Board Positions to the Full and Approved Number Allowed.

A. Edmonds moved to approve the resolution. S. French supported the motion. A. Edmonds, L. French, S. French, D. Gendich, L. Greden, and P. Schrieber voted in favor. K. Hill voted against. The motion passed.

- Promotions (Dawn Gendich)

D. Gendich provided the Board with an update regarding the work the Committee has done toward the production of a coupon book to be dispersed during the Ypsilanti Heritage Festival.

#### **IX. Ad Hoc Committee Reports**

- Dumpster (Kevin Hill) report as submitted
- Parking (Kevin Hill)

K. Hill provided an update regarding the Ad Hoc Parking Committee and their progress toward a final draft of the Parking Study. The Board engaged in a discussion in regard to adding a presentation of the Parking Study to the August Board Meeting Agenda.

#### **X. Old Business: None**

#### **XI. Proposed Business:** P. Schrieber proposed that YDDA staff in conjunction with the Governance & Finance Committee create a solicitation protocol for prospective Board members.

#### **XII. Announcements/Comments**

A. Edmonds announced that the Downtown Farmers Market has seen great success this to date this summer.

A. Edmonds announced that the annual Tour de Fresh event will take place on Saturday, July 21, 2012.

K. Hill announced that the first concert of the Crossroads Music Festival will take place on Friday, July 6, 2012.

L. French announced that an Antique Show will take place in Depot Town during the Ypsilanti Heritage Festival.

P. Schreiber announced that he will take any and all suggestions from current Board members in regard to the appointment of new members.

### **XIII. Public Participation**

Leonardo Christian; Ypsi News: Leonardo Christian announced that he has coordinated a fundraiser for the Make a Wish Foundation that will take place on Saturday, June 30, 2012 at the Mix on Michigan Avenue at 8:00 pm.

Pete Murdock; Ypsilanti City Council: Pete Murdock stated his position in regard to what he feels is an appropriate number of YDDA Board Members.

**XIV. Adjourn:** L. French moved to adjourn. K. Hill supported and the motion passed unanimously. Meeting adjourned at 9:35 am.

**XV. Next Meeting: July 19, 2012, 8:00 a.m., SPARK East**

June 28, 2012  
2012-08

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO RECOMMEND APPROVAL OF A REDEVELOPMENT LIQUOR  
LICENSE REQUEST FOR THE MIX ON MICHIGAN AVENUE**

The following preamble and resolution were offered by Member L. French and supported by Member S. French.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) approved a formal policy to review and recommend approval of applications for Redevelopment Liquor Licenses (RLL) in accordance with Public Act 501 of 2006 in December 2009 and amended the policy in January 2011; and

WHEREAS, the Mix on Michigan Avenue (the Mix) has applied for an RLL through the City of Ypsilanti; and

WHEREAS, consistent with the YDDA's formal policy, the City of Ypsilanti has forwarded the RLL application to the YDDA's Economic Restructuring and Design Committee for a formal recommendation of the request; and

WHEREAS, using the approved process the YDDA's Economic Restructuring and Design Committee has reviewed the application for an RLL for the Mix; and

WHEREAS, it is the belief of the Economic Restructuring and Design Committee that the approval of an RLL for the Mix will meet the following criteria; the proposed license will leverage significant investment at the proposed location and will likely improve the value and marketability of the property; the proposed business will increase the number of jobs available in the DDA; and the proposed use will add to the vibrancy and mix of types of businesses and support existing establishments by increasing the number of visitors to the DDA; and

WHEREAS, the Economic Restructuring and Design Committee has reviewed the application for an RLL and has found that the application to be complete and consistent with the guidelines for approval of the license;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The YDDA formally recommends that the Ypsilanti City Council approve the request for an RLL by the Mix pending all other City of Ypsilanti requirements for approval are met.

2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill and P. Schreiber

NAYS: none

YES: 7      NO: 0      ABSENT: 2      VOTE: affirmed

June 28, 2012  
2012-09

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO REQUEST THE YPSILANTI CITY COUNCIL APPROVE FILLING  
CURRENT VACANT YPSILANTI DDA BOARD POSITIONS TO THE FULL AND  
APPROVED NUMBER ALLOWED**

The following preamble and resolution were offered by Member A. Edmonds and supported by Member S. French.

WHEREAS, pursuant to the Downtown Development Act, Section 125.1624, subsection 4(7), the Ypsilanti City Council created a single Downtown Development Authority board to govern both of Ypsilanti's Downtown Development Authorities, approved by Resolution 2009-119 on June 16, 2009; and

WHEREAS, the above referenced Resolution resolved that such board will consist of twelve members plus the Mayor; and

WHEREAS, under Article II Board of Directors, Section 3 Selection of Board Members it states the Mayor of the City of Ypsilanti with the advice and consent of the City Council shall appoint the members of the Board; and

WHEREAS, under Article II Board of Directors, Section 5 Expiration of Term, Continuation in Office, Reappointment, and Filling Vacancies: it states that Board members whose terms of office have expired shall continue to hold office until a successor has been appointed. If a vacancy is created by the death, resignation, or removal of a Board member, a successor shall be appointed by the Mayor of the City of Ypsilanti within thirty (30) days to hold office for the remainder of the term so vacated.;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The YDDA recommends that the Ypsilanti City Council follow their approved policy regarding the number of YDDA Board Member positions and the timing of appointing members to fill current vacancies.
2. The YDDA requests that the Mayor appoint and City Council approve filling all current YDDA Board Member vacancies to the approved full board member capacity of twelve members plus the Mayor.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.



AYES: A. Edmonds, L. French, S. French, D. Gendich, L. Greden and P. Schreiber

NAYS: K. Hill

YES: 6

NO: 1

ABSENT: 2

VOTE: affirmed

June 28, 2012  
2012-10

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AWARD THE PEDESTRIAN TRASH CAN SERVICE CONTRACT**

The following preamble and resolution were offered by Member S. French and supported by Member L. French.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) posted an RFP for Pedestrian Trash Receptacle Services in the DDA districts on April 27, 2012; and

WHEREAS, two sealed bids were received by the RFP deadline of May 18, 2012 with bids ranging in annual prices from \$20,000 to \$21,858; and

WHEREAS, the City of Ypsilanti Department of Public Services (DPS) currently provides this service three times each week for an annual price \$20,000 dollars; and

WHEREAS, DPS provided a proposal for continuing these services for the next two fiscal years keeping the pricing at its current level of \$20,000 annually which is the lowest qualified bid of the two received;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The YDDA accept the DPS proposal to provide pedestrian trash receptacle services three times a week for the DDA districts at an annual cost of \$20,000 for the 2012-13 and 2013-14 fiscal years.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill and P. Schreiber

NAYS: none

YES: 7      NO: 0      ABSENT: 2      VOTE: affirmed

June 28, 2012  
2012-11

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO ADOPT A YDDA MISSION STATEMENT**

The following preamble and resolution were offered by Member S. French and supported by Member D. Gendich.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) approved an official work plan at the January 2012 Board meeting; and

WHEREAS, one of the tasks identified in that work plan was the creation of a YDDA Mission Statement; and

WHEREAS, the Governance and Finance Committee believes that an official Mission Statement is an important tool to be used when considering future initiatives and projects for the YDDA to implement; and

WHEREAS, building on the input that was gathered during the processes that staff used to create our current work plan and considering the ongoing input of the YDDA Board and Committees, staff has created a statement that represents the overall goals and mission of the YDDA; and

WHEREAS, after review and additional input by the YDDA Governance and Finance Committee a final draft of the YDDA Mission Statement has been submitted approval by the YDDA Board;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The YDDA board and staff officially adopt the proposed Mission Statement (attached) as the primary statement of the YDDA's long term organizational goals.
2. That the Mission Statement be used as a guide when considering new projects and initiatives for the YDDA to implement.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill and P. Schreiber

NAYS: none

YES: 7      NO: 0      ABSENT: 2      VOTE: affirmed

**YDDA Mission Statement:**

“The mission of the Ypsilanti Downtown Development Authority (YDDA) is to undertake district-wide improvements that have the greatest impact in strengthening the downtown areas and attracting new investment. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.”

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, July 19, 2012 – 8:00 a.m.  
SPARK East 215 W. Michigan Ave.**

**Minutes**

**I. Call to Order:** A. Edmonds called the meeting to order at 8:07

**II. Roll Call**

Amanda Edmonds (VC)	P	Kevin Hill	P	
Linda French	P	Karen Maurer	P	
Sandee French	P	Rois Savvides		A
Dawn Gendich	P	Paul Schreiber	P	
Leigh Greden (C)	P*			

\*arrived at 8:15

**Others in Attendance:**

T. Caprarese, Swisher Commercial  
L. Christian, Ypsi News  
T. Colbeck, YDDA Director  
M. Gelletly, Ypsilanti Resident

**III. Approval of Agenda:** L. French moved to approve the Agenda as submitted. K. Hill supported and the motion passed unanimously.

**IV. Approval of June 28, 2012 Minutes:** S. French moved to approve the minutes as submitted. K. Maurer supported and the motion passed unanimously.

**V. Audience Participation: None**

**VI. Staff Report/Financial Report:** T. Colbeck provided the Board with the Staff and Financial Report including a detailed report of his attendance of the Michigan Downtown Association Conference in Muskegon July 12-13. L. Greden requested that he present a final/year end Revenue and Expense Report for the 2011-12 FY at the August Board meeting. Staff will prepare this for next month.

**VII. Standing Committee Reports**

- Economic Restructuring & Design (Karen Maurer)  
no report/no meeting since 6/28/12 Board meeting
- Governance & Finance (Sandee French) (X) report as submitted
  - Resolution to Amend YDDA Board of Directors Nominations & Elections Policy to Increase Term Limits for Board Officers and Committee Chairs to allow them to Serve for up to Two Consecutive Terms.

S. French moved to approve the resolution as submitted. K. Hill supported and the motion passed unanimously.

- Resolution to Amend YDDA Board of Directors Nominations & Elections Policy to Allow Board Officers to Also Serve as Committee Chairs.

S. French moved to amend the resolution as submitted by changing the item “that it is the recommendation of the YDDA Governance & Finance Committee that the current policy regarding Board Officers and Committee Chairs be amended to allow current Board Officers to also serve as Committee Chair” to “current Board Officers excluding the Board Chair”. K. Hill supported and the amendment passed unanimously.

S. French moved to approve the resolution as amended. D. Gendich supported and the motion passed unanimously.

S. French also stated that the committee has requested staff to create an exit interview for resigning and retiring Board members.

- Promotions (Dawn Gendich)  
D. Gendich gave a status report for the YDDA Coupon Book that will be distributed during the Ypsilanti Heritage Festival. The Board engaged in discussion on the value of this project to the DDA.

D. Gendich discussed the need for Board and Committee members to walk in the Ypsilanti Heritage Festival Parade to represent the DDA and help distribute the Coupon Books.

#### **VIII. Ad Hoc Committee Reports**

- Dumpster (Kevin Hill)  
K. Hill reported that staff will present a final report at the August committee meeting. The committee plans on then bringing the report to the August YDDA Board meeting for review and formal recommendation at the August or September Board meetings.
- Parking (Kevin Hill)  
K. Hill gave a brief progress report on the parking study that staff has been working on.

#### **IX. Old Business: None**

#### **X. Proposed Business**

1. Ypsilanti Heritage Festival Parade – this was covered during the Promotions Committee report.

#### **XI. Announcements/Comments**

A. Edmonds stated that the Growing Hope youth project will be providing bicycle powered smoothies at this weekend’s Color Run. They will be available in front of Harvest Kitchen.

S. French announced that Aubree’s will be celebrating its 40<sup>th</sup> anniversary on August 11<sup>th</sup> with a pig roast located in the adjacent parking lot.

P. Schreiber congratulated K. Hill and K. Maurer on their reappointment to the YDDA Board.

L. Greden asked the E.D. to contact R. Savvides and make sure that he has received our meeting notices and make sure that he can attend the August board meeting.

T. Colbeck announced that Bona Sera Café is now open in the Mix Marketplace.

L. French announced that two new businesses have or will be opening soon in Depot Town. One is a new head shop and one will be a specialty jeans retailer.

T. Colbeck also announced that the Subway sub shop is now open in the former Ted's Campus Drugs site.

L. Greden recommended that the E.D. contact AnnArbor.com to write about the new businesses.

**XII. Public Participation**

T. Caprarese of Swisher Commercial addressed the board with concerns of perceived safety issues at Centennial Plaza. He stated that they are currently at 76% occupancy, but recently lost two key tenants who cited their safety concerns. The building owner I. Lazar has stated that he is willing to work with the DDA and area businesses to increase security.

L. Christian responded to the perceived safety issues and his belief that the area is relatively safe.

**XIII. Move to Closed Meeting Session**

T. Colbeck requested that Board move to a closed session to discuss his annual review.

A. Edmonds moved to have the meeting move to a closed session to discuss the E.D.'s annual review. K. Hill supported and a roll call vote was taken.

Ayes: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, and P. Schreiber.

Nays: none

Absent: one

The motion passed.

**XIV. Move to Return to Open Meeting and Adjourn:**

K. Maurer moved to return to an open meeting and adjourn. D. Gendich supported and the motion passed unanimously. The meeting was adjourned at 9:45 am.

**XV. Next Meeting: August 16, 2012, 8:00 a.m., SPARK East**

July 19, 2012  
2012-12

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMEND YDDA BOARD OF DIRECTORS NOMINATIONS &  
ELECTIONS POLICY TO INCREASE TERM LIMITS FOR BOARD OFFICERS AND  
COMMITTEE CHAIRS TO ALLOW THEM TO SERVE FOR UP TO TWO  
CONSECUTIVE TERMS**

The following preamble and resolution were offered by Member S. French and supported by Member K. Hill.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Board of Directors deems it appropriate to adopt a policy that formalizes a procedure for the election of board officers and committee chairs; and

WHEREAS, in an effort to encourage wider board participation and providing all board members with the opportunity to serve in leadership positions, the YDDA Board previously made it policy that the term for all executive officer positions be set for one year and directors may not hold the same executive office for two consecutive terms; and

WHEREAS, a similar requirement was put in place for committee chair positions; and

WHEREAS, these policies were put into effect for the 2011-12 board/committee appointment cycles; and

WHEREAS, since the time that these policies were implemented the YDDA Board has experienced a significant amount of board member resignations and turnover; and

WHEREAS, it is the recommendation of the YDDA Governance & Finance Committee that the current policy regarding Board Officers and Committee Chairs be amended to allow Board Members to serve up to two consecutive terms in existing positions to maintain all current organizational momentum;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Board Nominations & Election Policy of the YDDA, a form of which is attached hereto, is hereby approved.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.



AYES: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer  
and P. Schreiber

NAYS: none

YES: 8      NO: 0      ABSENT: 1      VOTE: affirmed

July 19, 2012  
2012-13

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO AMEND YDDA BOARD OF DIRECTORS NOMINATIONS &  
ELECTIONS POLICY TO ALLOW BOARD OFFICERS TO ALSO SERVE AS  
COMMITTEE CHAIRS**

The following preamble and resolution were offered by Member S. French and supported by Member D. Gendich.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Board of Directors deems it appropriate to adopt a policy that formalizes a procedure for the election of board officers and committee chairs; and

WHEREAS, in an effort to encourage wider board participation and providing all board members with the opportunity to serve in leadership positions, the YDDA Board previously made it policy that no board member should serve in the capacity of both a board officer and a committee chair during the same board/committee appointment cycle; and

WHEREAS, this policy was put into effect for the 2011-12 board/committee appointment cycles; and

WHEREAS, since the time that this policy was implemented the YDDA Board has experienced a significant amount of board member resignations and turnover; and

WHEREAS, it is the recommendation of the YDDA Governance & Finance Committee that the current policy regarding Board Officers and Committee Chairs be amended to allow current Board Officers excluding the Board Chair to also serve as a Committee Chair;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Board Nominations & Election Policy of the YDDA, a form of which is attached hereto, is hereby approved.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer and P. Schreiber

NAYS: none

YES: 8

NO: 0

ABSENT: 1

VOTE: affirmed

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, August 16, 2012 – 8:00 a.m.  
SPARK East 215 W. Michigan Ave.**

**Minutes**

**I. Call to Order:** L. Greden called the meeting to order at 8:07

**II. Roll Call**

Amanda Edmonds (VC)	P	Kevin Hill	P	
Linda French	P	Karen Maurer	P	
Sandee French	P	Rois Savvides		A
Dawn Gendich	P	Paul Schreiber	P	
Leigh Greden (C)	P			

**Others in Attendance:**

L. Christian, Ypsi News  
T. Colbeck, YDDA Director  
K. Ion, Depot Town Merchants  
J. McMillan, Depot Town Merchants

**III. Approval of Agenda:** S. French moved to approve the Agenda as submitted. K. Hill supported and the motion passed unanimously.

**IV. Approval of June 28, 2012 Minutes:** L. French moved to approve the minutes as submitted. D. Gendich supported and the motion passed unanimously.

**V. Audience Participation:** J. McMillan addressed the board regarding the potential of the Depot Town Merchants association having permission to control the Maple St. Parking Lot this coming weekend for the Ypsilanti Heritage Festival. They would like to man the lot during the event and charge \$5 per car. All of the proceeds would go to the Depot Town Merchants and be used for permanent improvements such as the planned tree replacements in Depot Town.

The board engaged in a discussion on whether the DDA has authority to allow the use of the parking lot to raise funds for outside uses. P. Schreiber stated that he does not believe that City Council has any say on the use of the lot, that it would be in the purview of the Ypsilanti Heritage Festival organizers, who would have paid for the right to use municipal parking during the festival.

L. French stated that the agreement between the Ypsilanti Heritage Festival and the City does not include the Maple St. Parking lot and it is her belief that the YDDA has the ability to allow the use as the lots owner.

P. Schreiber suggested that the DDA pass a resolution requesting the City allow the Depot Town Merchants the authority to run the Maple St. lot during the Ypsilanti Heritage Festival. L. Greden stated that the board can consider this under the proposed business portion of the meeting. It was also suggested that the long term use of this lot be assigned to the Ad Hoc Parking Committee for review.

**VI. Staff Report/Financial Report:** T. Colbeck provided the Board with the Staff and Financial Report. He also shared the year end revenue-expense report for the 2011-12 FY.

A. Edmonds requested that some of the specific tasks be outlined in the monthly staff report. T. Colbeck will start calling out highlights in the staff report moving forward.

## **VII. Standing Committee Reports**

- **Economic Restructuring & Design (Karen Maurer)**

K. Maurer shared the committee report with the board. The board engaged in a discussion on the application and review process for the Building Rehabilitation Grant program. A. Edmonds suggested that the committee create a formal matrix that shows how funding decisions were made using the existing criteria considered.

- **Resolution Approving Applicant Awards for the YDDA Building Rehabilitation and Façade Improvement Grant**

D. Gendich moved to approve the resolution as submitted. S. French supported.

L. Greden stated that there are nine projects that the committee has recommended funding for, of which three of them are directly tied to YDDA Board members. He suggested that there be four separate votes taken for the passage of the resolution. One vote would be for the six projects that there is no direct financial interest from any of the board members, and then one each for the three projects that there is a board member interest with the appropriate party abstaining from the vote. P. Schreiber suggested that this can be done by a motion to divide the question. A. Edmonds moved to divide the question as discussed. S. French supported and the motion passed unanimously.

The votes were tallied as follows;

For the projects excluding 228 W. Michigan Ave, 128-130 W. Michigan Ave, and 54-56- E. Cross St -

Ayes: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, and P. Schreiber

Nays: none

The motion passed.

For 228 W. Michigan Ave –

Ayes: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Maurer, and P. Schreiber

Nays: none

Abstain: K. Hill

The motion passed.

For 128-130 W. Michigan Ave –

Ayes: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, and P. Schreiber

Nays: none

Abstain: K. Maurer

The motion passed.

For 54-56 E. Cross St –

Ayes: A. Edmonds, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, and P. Schreiber

Nays: none

Abstain: L. French

The motion passed.

- **Governance & Finance (Santee French)**  
report as submitted

- **Resolution to Approve a One-Time Lump Sum Payment to the YDDA Executive Director**

S. French moved to approve the resolution as submitted. L. French supported and the motion passed unanimously.

- Promotions (Dawn Gendich)

D. Gendich gave an update on the Heritage Festival Coupon Book. She reported that there has been a slight increase in the printing costs from \$2,500 to \$2,700. T. Colbeck stated that per the YDDA Purchasing Guidelines, this increase would still fall within the parameters that were used to approve the initial purchase by the Board Chair, however the new amount would exceed the amount that has been allocated for Printing and Publishing in the 2012-13 budget. L. Greden approved the additional funds to be used and request that the budget line item be increased during the mid-year budget adjustment period.

### **VIII. Ad Hoc Committee Reports**

- Dumpster (Kevin Hill)  
report as submitted

T. Colbeck gave a presentation to the Board with a recommended course of action from the committee. The presentation gave four (4) possible scenarios on how the YDDA should handle solid waste services in the Downtown enclosures after the expiration of the current contract between the YDDA and Waste Management. T. Colbeck discussed the methodology used to come up with the four scenarios and outlined next steps once one of the four options were committed to by the YDDA Board.

T. Colbeck reported that it is the recommendation of the committee to proceed with a described option that would require private financial participation in the management of the public dumpster enclosures. The goal is to have the YDDA pay for 50% of the related costs to waste management in the Downtown District and have the remainder paid for by the property owners. The scenario recommended would have the private participants pay for use on a sliding scale based on the intensity of their needs for the service, with office uses at the lower end and food service at the higher end.

The Board engaged in discussion of the proposed waste management operations and fees. P. Schreiber suggested that the YDDA request City Council approve a special assessment district to help with a fee collection process. L. Greden suggested that rather than create a special assessment district immediately, that the YDDA attempt to implement a collection method relying on us making the case that individual property owners and businesses would greatly benefit from participating in the system. He stated that after a year YDDA could evaluate the progress and determine at that time whether we have been successful in encouraging private participation. If it is determined to not be working we can hold out the possibility of then creating a Special Assessment District for the collection of funds or possibly discontinue paying for dumpster/solid waste service entirely.

L. French stated that the YDDA should have a goal of eventual phasing out of any YDDA financial participation and turn over all of the expenses to the private users.

A. Edmonds would like to see us implement more options for recycling and composting to reduce the overall costs of the solid waste services.

L. Greden stated that any billing/collection system implemented needs to be prepared so that if necessary it can be transferred to the City to handle through a special assessment district. He also stated that based on the input from business owners on the Board, the costs per property owner and business is very inexpensive and he would like to see a 20% increase in the per consumer costs to cover the expenses of those that use the system without supporting.

P. Schreiber requested that staff contact the YDDA's attorney to answer a few questions including; Can a Special Assessment District charge different rates per user based the intensity of the use or would it have to be a flat rate for all users? Can an implementation model be created that would be handled by the YDDA but can be transferred to the City if necessary?

- Resolution to Approve Implementing a Private Participation System for the Continued Provision of Solid Waste Services in the Downtown District

K. Hill moved to approve the resolution as outlined. L. French supported and the motion passed unanimously.

- Parking (Kevin Hill)  
report as submitted

**IX. Old Business: none**

**X. Proposed Business**

1. Washington St. Electrical Board Installation – K. Hill asked that a request for financial support/grant for the DAY's installation of a new electrical board on Washington St. to support public events be added to next month's agenda.
2. Resolution Urging the Washtenaw County Commission to Renew the Act 88 Economic Development Millage – L. French moved to suspend the rules of the meeting so that the board could vote on this resolution. D. Gendich supported and the motion passed unanimously.

S. French moved to approve the resolution as submitted. K. Hill supported and the motion passed unanimously.

3. Resolution Requesting the City of Ypsilanti Allow the Depot Town Merchants Organization to Use the Maple Street Parking Lot for Fundraising During the Ypsilanti Heritage Festival

L. French moved to approve the resolution as presented. D. Gendich supported and the motion passed unanimously.

**XI. Announcements/Comments**

A. Edmonds stated that the Growing Hope is working with Washtenaw County's Economic Development Department to bring Michael Schuman, an expert on economic and small business development to come to Ypsilanti for a one day workshop.

A. Edmonds shared information with the Board on the upcoming Chefs in the Garden fundraisers for Growing Hope.

L. French shared information with the Board on Friday night's jazz and beer fundraiser for the Freighthouse.

L. French announced that Sidetracks has purchased the building next to them that used to house Bird Brain. She stated that they have not determined a final use for the building yet.

P. Schreiber stated that he is still soliciting recommendations for new YDDA Board members that he will recommend to City Council for approval.

**XII. Public Participation - none**

**XIII. Adjourn:**

K. Hill moved to adjourn the meeting. A. Edmonds supported and the motion passed unanimously. The meeting was adjourned at 10:20 am.

**XIV. Next Meeting: September 20, 2012, 8:00 a.m., SPARK East**



August 16, 2012  
2012-14A

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION APPROVING APPLICANT AWARDS FOR THE YDDA BUILDING  
REHABILITATION AND FAÇADE IMPROVEMENT GRANT**

The following preamble and resolution were offered by Member D. Gendich and supported by Member S. French.

WHEREAS, a guiding principle of the Ypsilanti Downtown Development Authority (YDDA) is to strengthen the community's existing economic assets while expanding and diversifying its economic base and creating a welcoming business environment; and

WHEREAS, the Washtenaw County Eastern Leaders Group (ELG) has continued a partnership with the YDDA by providing \$30,000 for expanding the Building Rehabilitation and Façade Grant Program to include all of the YDDA's districts; and

WHEREAS, the YDDA has allocated a matching \$15,000 for the Building Rehabilitation and Façade Grant Program in the FY 2012-2013 budget; and

WHEREAS, the YDDA has an unallocated amount of money totaling \$6,002.50 available from the 2011-2012 FY budget from the W. Cross St. Building Rehabilitation and Façade Improvement Program; and

WHEREAS, the money rolled over from the last fiscal year must be allocated within the W. Cross St. TIF district; and

WHEREAS, the YDDA Building Rehabilitation and Façade Grant Program may provide financial incentives totaling up to \$45,000 to building owners and businesses to renovate properties thus increasing employment opportunities, building values, and the vitality of all the YDDA districts and an additional \$6,002.50 to be allocated within the W. Cross St. TIF district; and

WHEREAS, the YDDA's continued financial support of the Building Rehabilitation and Façade Improvement Program will aid in our efforts to enhance all of the DDA districts; and

WHEREAS, the YDDA Economic Restructuring and Design Committee has reviewed a number of applicants for funding through the program and has made a recommendation that nine finalists each be funded.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. the YDDA approves the following grant applicant funding:
  - 12 W. Michigan Ave. be provided a 50% match not to exceed \$3,000 for window replacement on the second and third floor.
  - 105 Pearl St. be provided a 50% match not to exceed \$3,000 for the installation of new fire barriers, emergency egress lighting, upgrading interior wiring, additional fire suppression system installation, and replacement door knobs with increased ADA accessibility standards.
  - 120 E. Cross St. be provided a 50% match not to exceed \$3,000 for the installation of energy efficient windows.
  - 308-312 N. River St. be provided a 50% match not to exceed \$5,000 for the replacement of entry doors for 310-312 N. River St.
  - 501 W. Cross St. be provided a 50% match not to exceed \$3,000 for a flat roof replacement.
  - 515-519 W. Cross St. be provided with a 50% match not to exceed \$11,002.50 (\$5,000 from the 2012-2013 FY funds and \$6,002.50 from remaining 2011-2012 FY funds) for the addition of a rooftop deck over 515 W. Cross St.
2. That a total amount of \$51,002.50 in grant funding be awarded with the funds coming from the \$30,000 ELG grant and \$15,000 from 2012-2013 FY YDDA TIF revenue and \$6,002.50 from a rollover of allocated funds from the 2011-2012 FY.
3. That the YDDA portion of the grants awarded will be allocated from the appropriate TIF revenue of the district that the project is located in.
4. That each grant awardee will be given an award letter explicitly spelling out what are eligible uses of the funds and will only be paid for work that meets these specific guidelines.
5. That grant funds will be paid to the applicants only upon the completion of their proposed projects as a reimbursement. All applicants will be required to provide proof that all contractors have been paid in full and that the City of Ypsilanti has inspected and approved all of the work.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, and P. Schreiber

NAYS: none

Abstained: none

YES: 8      NO: 0      ABSENT: 1      VOTE: affirmed

August 16, 2012  
2012-14B

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION APPROVING APPLICANT AWARDS FOR THE YDDA BUILDING  
REHABILITATION AND FAÇADE IMPROVEMENT GRANT**

The following preamble and resolution were offered by Member D. Gendich and supported by Member S. French.

WHEREAS, a guiding principle of the Ypsilanti Downtown Development Authority (YDDA) is to strengthen the community's existing economic assets while expanding and diversifying its economic base and creating a welcoming business environment; and

WHEREAS, the Washtenaw County Eastern Leaders Group (ELG) has continued a partnership with the YDDA by providing \$30,000 for expanding the Building Rehabilitation and Façade Grant Program to include all of the YDDA's districts; and

WHEREAS, the YDDA has allocated a matching \$15,000 for the Building Rehabilitation and Façade Grant Program in the FY 2012-2013 budget; and

WHEREAS, the YDDA has an unallocated amount of money totaling \$6,002.50 available from the 2011-2012 FY budget from the W. Cross St. Building Rehabilitation and Façade Improvement Program; and

WHEREAS, the money rolled over from the last fiscal year must be allocated within the W. Cross St. TIF district; and

WHEREAS, the YDDA Building Rehabilitation and Façade Grant Program may provide financial incentives totaling up to \$45,000 to building owners and businesses to renovate properties thus increasing employment opportunities, building values, and the vitality of all the YDDA districts and an additional \$6,002.50 to be allocated within the W. Cross St. TIF district; and

WHEREAS, the YDDA's continued financial support of the Building Rehabilitation and Façade Improvement Program will aid in our efforts to enhance all of the DDA districts; and

WHEREAS, the YDDA Economic Restructuring and Design Committee has reviewed a number of applicants for funding through the program and has made a recommendation that nine finalists each be funded.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. the YDDA approves the following grant applicant funding:
  - 228 W. Michigan Ave. be provided a 50% match not to exceed \$3,000 for the replacement of heating and cooling system with a new high efficiency system.
2. That a total amount of \$51,002.50 in grant funding be awarded with the funds coming from the \$30,000 ELG grant and \$15,000 from 2012-2013 FY YDDA TIF revenue and \$6,002.50 from a rollover of allocated funds from the 2011-2012 FY.
3. That the YDDA portion of the grants awarded will be allocated from the appropriate TIF revenue of the district that the project is located in.
4. That each grant awardee will be given an award letter explicitly spelling out what are eligible uses of the funds and will only be paid for work that meets these specific guidelines.
5. That grant funds will be paid to the applicants only upon the completion of their proposed projects as a reimbursement. All applicants will be required to provide proof that all contractors have been paid in full and that the City of Ypsilanti has inspected and approved all of the work.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Maurer, and P. Schreiber

NAYS: none

Abstained: K. Hill

YES: 7      NO: 0      ABSENT: 1      VOTE: affirmed

August 16, 2012  
2012-14C

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION APPROVING APPLICANT AWARDS FOR THE YDDA BUILDING  
REHABILITATION AND FAÇADE IMPROVEMENT GRANT**

The following preamble and resolution were offered by Member D. Gendich and supported by Member S. French.

WHEREAS, a guiding principle of the Ypsilanti Downtown Development Authority (YDDA) is to strengthen the community's existing economic assets while expanding and diversifying its economic base and creating a welcoming business environment; and

WHEREAS, the Washtenaw County Eastern Leaders Group (ELG) has continued a partnership with the YDDA by providing \$30,000 for expanding the Building Rehabilitation and Façade Grant Program to include all of the YDDA's districts; and

WHEREAS, the YDDA has allocated a matching \$15,000 for the Building Rehabilitation and Façade Grant Program in the FY 2012-2013 budget; and

WHEREAS, the YDDA has an unallocated amount of money totaling \$6,002.50 available from the 2011-2012 FY budget from the W. Cross St. Building Rehabilitation and Façade Improvement Program; and

WHEREAS, the money rolled over from the last fiscal year must be allocated within the W. Cross St. TIF district; and

WHEREAS, the YDDA Building Rehabilitation and Façade Grant Program may provide financial incentives totaling up to \$45,000 to building owners and businesses to renovate properties thus increasing employment opportunities, building values, and the vitality of all the YDDA districts and an additional \$6,002.50 to be allocated within the W. Cross St. TIF district; and

WHEREAS, the YDDA's continued financial support of the Building Rehabilitation and Façade Improvement Program will aid in our efforts to enhance all of the DDA districts; and

WHEREAS, the YDDA Economic Restructuring and Design Committee has reviewed a number of applicants for funding through the program and has made a recommendation that nine finalists each be funded.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. the YDDA approves the following grant applicant funding:
  - 128-130 W. Michigan Ave. be provided a 50% match not to exceed \$5,000 for the installation of a new front exterior door and new second story windows.
2. That a total amount of \$51,002.50 in grant funding be awarded with the funds coming from the \$30,000 ELG grant and \$15,000 from 2012-2013 FY YDDA TIF revenue and \$6,002.50 from a rollover of allocated funds from the 2011-2012 FY.
3. That the YDDA portion of the grants awarded will be allocated from the appropriate TIF revenue of the district that the project is located in.
4. That each grant awardee will be given an award letter explicitly spelling out what are eligible uses of the funds and will only be paid for work that meets these specific guidelines.
5. That grant funds will be paid to the applicants only upon the completion of their proposed projects as a reimbursement. All applicants will be required to provide proof that all contractors have been paid in full and that the City of Ypsilanti has inspected and approved all of the work.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, and P. Schreiber

NAYS: none

Abstained: K. Maurer

YES: 7      NO: 0      ABSENT: 1      VOTE: affirmed

August 16, 2012  
2012-14D

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION APPROVING APPLICANT AWARDS FOR THE YDDA BUILDING  
REHABILITATION AND FAÇADE IMPROVEMENT GRANT**

The following preamble and resolution were offered by Member D. Gendich and supported by Member S. French.

WHEREAS, a guiding principle of the Ypsilanti Downtown Development Authority (YDDA) is to strengthen the community's existing economic assets while expanding and diversifying its economic base and creating a welcoming business environment; and

WHEREAS, the Washtenaw County Eastern Leaders Group (ELG) has continued a partnership with the YDDA by providing \$30,000 for expanding the Building Rehabilitation and Façade Grant Program to include all of the YDDA's districts; and

WHEREAS, the YDDA has allocated a matching \$15,000 for the Building Rehabilitation and Façade Grant Program in the FY 2012-2013 budget; and

WHEREAS, the YDDA has an unallocated amount of money totaling \$6,002.50 available from the 2011-2012 FY budget from the W. Cross St. Building Rehabilitation and Façade Improvement Program; and

WHEREAS, the money rolled over from the last fiscal year must be allocated within the W. Cross St. TIF district; and

WHEREAS, the YDDA Building Rehabilitation and Façade Grant Program may provide financial incentives totaling up to \$45,000 to building owners and businesses to renovate properties thus increasing employment opportunities, building values, and the vitality of all the YDDA districts and an additional \$6,002.50 to be allocated within the W. Cross St. TIF district; and

WHEREAS, the YDDA's continued financial support of the Building Rehabilitation and Façade Improvement Program will aid in our efforts to enhance all of the DDA districts; and

WHEREAS, the YDDA Economic Restructuring and Design Committee has reviewed a number of applicants for funding through the program and has made a recommendation that nine finalists each be funded.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. the YDDA approves the following grant applicant funding:
  - 54-56 E. Cross St. be provided a 50% match not to exceed \$15,000 for tuck point repairs and the replacement of second and third story windows.
2. That a total amount of \$51,002.50 in grant funding be awarded with the funds coming from the \$30,000 ELG grant and \$15,000 from 2012-2013 FY YDDA TIF revenue and \$6,002.50 from a rollover of allocated funds from the 2011-2012 FY.
3. That the YDDA portion of the grants awarded will be allocated from the appropriate TIF revenue of the district that the project is located in.
4. That each grant awardee will be given an award letter explicitly spelling out what are eligible uses of the funds and will only be paid for work that meets these specific guidelines.
5. That grant funds will be paid to the applicants only upon the completion of their proposed projects as a reimbursement. All applicants will be required to provide proof that all contractors have been paid in full and that the City of Ypsilanti has inspected and approved all of the work.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, and P. Schreiber

NAYS: none

Abstained: L. French

YES: 7      NO: 0      ABSENT: 1      VOTE: affirmed



August 16, 2012  
2012-15

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE A ONE-TIME LUMP SUM PAYMENT TO THE YDDA  
EXECUTIVE DIRECTOR**

The following preamble and resolution were offered by Member S. French and supported by Member L. French.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Board of Directors deems it important to perform an annual performance review for the YDDA's Executive Director; and

WHEREAS, the current Executive Director Tim Colbeck has served in that capacity since June 2010; and

WHEREAS, in the last two years as the Executive Director, the YDDA Board has identified areas where his leadership has led to better internal processes for the organization, successful program implementation, and increased awareness of the YDDA and its mission; and

WHEREAS, during his 2012 performance evaluation the Executive Director was consistently ranked above average in all categories measured by the YDDA Board; and

WHEREAS, since his initial hiring, the Executive Director has not received a pay raise or any other financial incentive acknowledging his high level of performance; and

WHEREAS, it is the recommendation of the YDDA Board of Directors that the performance of the YDDA Executive Director over the last year be acknowledged and rewarded;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. YDDA Board has approved a one-time lump sum payment of \$2,500 to be paid to the Executive Director.
2. The lump sum payment will be earmarked from the Permanent Wages – Salaries line item of the FY 2012-13 Budget where there is a current availability of additional funds.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, P. Schreiber

NAYS: none

YES: 8      NO: 0      ABSENT: 1      VOTE: affirmed

August 16, 2012  
2012-16

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE IMPLEMENTING A PRIVATE PARTICIPATION  
SYSTEM FOR THE CONTINUED PROVISION OF SOLID WASTE SERVICES IN THE  
DOWNTOWN DISTRICT**

The following preamble and resolution were offered by Member K. Hill and supported by Member L. French.

WHEREAS, The 2003 Michigan Avenue Tax Increment Financing and Development Plan identified the provision of community dumpster/solid waste service as a long-term goal for the Ypsilanti Downtown Development Authority (YDDA) ; and

WHEREAS, The YDDA has provided the Downtown community dumpster/solid waste services since 2008; and

WHEREAS, The YDDA's Downtown Tax Increment Finance (TIF) revenue has seen a steady decline over the last several years while the costs of providing dumpster/solid waste service for the Downtown has remained steady or increased; and

WHEREAS, the YDDA's contract for solid waste removal services with Waste Management Inc. is set to expire at the end of March 2013; and

WHEREAS, At its September 21, 2011 Board Retreat, the YDDA Board approved the formation of an Ad Hoc Dumpster Committee to review current practices and long-term goals regarding the provision of solid waste management for all of the DDA districts; and

WHEREAS, the Ad Hoc Dumpster Committee has come up with four (4) possible scenarios in regards to the continuation of providing Downtown dumpster/solid waste services after March 31, 2013; and

WHEREAS, the Ad Hoc Dumpster Committee has recommended that the YDDA Board approve implementing a dumpster management scenario that would require private participation in the ongoing expenses/annual costs of providing dumpster/solid waste management for the three YDDA dumpster enclosures located on public property, with each property owner/business being assessed a yearly fee based on the intensity of their use of the system; and

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. Effective April 1, 2013 the YDDA implement a dumpster/waste management system for the DDA owned dumpster enclosures that requires private participants to pay a yearly user fee to participate in the continued provision of services.
2. The fees will be assessed based on a sliding scale based on the intensity of the need/use of the property/business, with office use being the low end and food service being the high end.
3. YDDA staff move forward with next steps for the implementation of the new policy as has been identified by the Ad-Hoc Dumpster Committee including;
  - Validate Business and Residential Inventory
  - Validate Use Categories
  - Establish Contribution Schedule
  - Determine Mechanism for Enforcement
  - Inform Stakeholders of Changes
  - Disperse new Dumpster Policy to Stakeholders
  - Promote Public Forum
4. While it has been determined that the YDDA can implement a sliding assessment scale for dumpster/waste management services, staff shall verify if such a scale could be used in creating a Special Assessment District if the management and collection were to be turned over to the City of Ypsilanti.
5. Staff will concurrently research opportunities to reduce the waste management service costs through increased recycling and composting, including partnering with Washtenaw County to provide Waste Reduction Audits with Downtown property owners and businesses.
6. The YDDA will provide dumpster/solid waste management and billing services on a trial basis for one year, after which we will evaluate the success of the program and private participation levels and determine if it is necessary to adjust the policy including the possibility of turning over the collection of fees to the City by Special Assessment District or the discontinuation of the provision of dumpster/waste management services entirely.
7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution and the same hereby are rescinded.

AYES: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, and P. Schreiber

NAYS: none

YES: 8      NO: 0      ABSENT: 1      VOTE: affirmed

August 16, 2012  
2012-17

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION URGING THE WASHTENAW COUNTY COMMISSION TO RENEW  
THE ACT 88 ECONOMIC DEVELOPMENT MILLAGE**

The following preamble and resolution were offered by Economic Restructuring Member S. French and supported by Member K. Hill.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) is organized to act in accordance of Act 197 of the Public Acts of 1975 under which the DDA serves the purpose of correcting and preventing deterioration in the downtown districts, encouraging historic preservation, creating and implementing development plans in the districts and promoting the economic growth and vitality of the districts; and

WHEREAS, one of the YDDA's guiding principle is to strengthen the community's existing economic assets while expanding and diversifying its economic base and creating a welcoming business environment. The YDDA and its partners help sharpen the competitiveness of existing business owners and recruits compatible new businesses and new economic uses to build a commercial district that responds to today's consumers' needs; and

WHEREAS, Washtenaw County levies a property tax millage of 0.043 mills pursuant to MCL 46.161 (Act 88) to support economic development activities in Washtenaw County; and

WHEREAS, the Act 88 millage in Washtenaw County generates funds that have been leveraged by the Ypsilanti Downtown Development Authority, City of Ypsilanti, and other groups to support various activities that benefit the Downtown, Depot Town, and the W. Cross Street districts, including SPARK East and the Eastern Leaders Group (ELG); and

WHEREAS, using Act 88 millage funds, the ELG has directly partnered with the YDDA to create the YDDA's Building Rehabilitation and Façade Improvement Grant Program; and

WHEREAS, the Act 88 millage funding provided by the ELG over three rounds of the grant program has been in the amounts of \$15,000 for Round I, \$15,000 for Round II, and \$30,000 for Round III, and has leveraged matching funds provided by the YDDA for total grant fund amounts of \$30,000 in Rounds I and II and \$45,000 in Round III; and

WHEREAS, the these grants have in turn leveraged additional private funds invested in improving properties located in the YDDA in turn providing new jobs, increased tax revenue and improved appearance of the YDDA districts; and

WHEREAS, the following list is a summary of the investments made using Act 88 millage funds and what each has or is projected to leverage for the Ypsilanti DDA districts:

1. YDDA Building Rehabilitation and Façade Improvement Program Rd. I
  - Grants Dollars Awarded - \$30,000
  - Total Projects - 3
  - Project Budgets - \$655,000
  - Jobs created – 19 temporary and 20 permanent
  - Projected SEV Increase - \$11,274
  
2. YDDA Building Rehabilitation and Façade Improvement Program Rd. II
  - Grants Dollars Awarded - \$23,997.5
  - Total Projects - 2
  - Project Budgets - \$68,875
  - Jobs created – 8 temporary and 6 permanent
  - Projected SEV Increase - \$9,000
  
3. YDDA Building Rehabilitation and Façade Improvement Program Rd. III (proposed)
  - Grants Dollars Awarded - \$51,002.50
  - Total Projects - 9
  - Project Budgets - \$229,982
  - Jobs created – 51 temporary and 48 permanent
  - Projected SEV Increase - \$64,400

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The YDDA acknowledges that the funding to it through Act 88 millage is vital to our continued mission to improve the Downtown Ypsilanti Community.
2. The Ypsilanti Downtown Development Authority urges the Washtenaw County Commission to vote to renew the Act 88 property tax millage at its current rate.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, and P. Schreiber

NAYS: none

YES: 8      NO: 0      ABSENT: 1      VOTE: affirmed



August 16, 2012  
2012-18

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION REQUESTING THE CITY OF YPSILANTI ALLOW THE DEPOT TOWN  
MERCHANTS ORGANIZATION TO USE THE MAPLE STREET PARKING LOT FOR  
FUNDRAISING DURING THE YPSILANTI HERITAGE FESTIVAL**

The following preamble and resolution were offered by Member L. French and supported by Member D. Gendich.

WHEREAS, the 2012 Ypsilanti Heritage Festival will be taking place from Friday, August 17<sup>th</sup> through Sunday August 19<sup>th</sup>; and

WHEREAS, the Ypsilanti Heritage Festival annually brings thousands of visitors to the DDA districts; and

WHEREAS, the City of Ypsilanti has granted permission for the Ypsilanti Heritage Festival organizers to use the Depot Town and Frog Island public parking for their visitors during the festival; and

WHEREAS, the Maple Street parking lot is not included in the parking agreement between the Ypsilanti Heritage Festival and the City of Ypsilanti; and

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has an interest in the use of the Maple Street parking lot through its bonded indebtedness for the construction and maintenance of the lot; and

WHEREAS, the Depot Town Merchants are a non-profit organization dedicated to supporting the Depot Town district and its businesses; and

WHEREAS, the Depot Town Merchants have requested permission to charge admission to and monitor the Maple Street parking lot the weekend of the Ypsilanti Heritage Festival to raise funds to support permanent infrastructure improvements in Depot Town;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The YDDA supports the use of the Maple Street lot by the Depot Town Merchants organization during the weekend of the Ypsilanti Heritage Festival for fundraising purposes.



2. The YDDA requests that the City of Ypsilanti recognize the right of the Depot Town Merchants to manage and collect parking fees for the Maple Street lot during the Ypsilanti Heritage Festival.
3. Any funds generated by collecting parking fees during the Ypsilanti Heritage Festival by the Depot Town Merchants be dedicated to permanent infrastructure improvement projects of the Depot Town district.
4. Any agreement for the Depot Town Merchants to manage and use the Maple Street lot only be valid the weekend of the Ypsilanti Heritage Festival, Friday August 17, 2012 through Sunday August 19, 2012.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution and the same hereby are rescinded.

AYES: A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, and P. Schreiber

NAYS: none

YES: 8      NO: 0      ABSENT: 1      VOTE: affirmed

**City of Ypsilanti**  
**Downtown Development Authority**

**Board of Directors Meeting**  
**Thursday, September 20, 2012 – 8:00 a.m.**  
**Ypsilanti Area Convention & Visitors Bureau**  
**106 W. Michigan Ave.**

**Minutes**

**I. Call to Order:** Chair Greden called the meeting to order at 8:08 am.

**II. Roll Call**

Amanda Edmonds (VC)P		Kevin Hill	P
Linda French	A	Karen Maurer	P
Sandee French	A	Rois Savvides	P
Leigh Greden (C)	P	Paul Schreiber	P

**Others in Attendance:**

Jake Albers, YDDA Staff  
Tim Colbeck, YDDA Director  
Ralph Lange, Ypsilanti City Manager  
Pete Murdock, Ypsilanti City Council  
Regan Parker, Ypsilanti Resident

**III. Approval of Agenda:** A. Edmonds moved to approve the agenda. K. Maurer supported and the motion passed unanimously.

**IV. Approval of August 16, 2012 Minutes:** K. Hill moved to approve the minutes as amended. K. Maurer supported and the motion passed unanimously.

**V. Audience Participation:** None

**VI. Staff Report/Financial Report:** T. Colbeck provided the Board with the staff/financial report.

**VII. Standing Committee Reports**

- Economic Restructuring & Design:  
No report/no meeting in August/September
- Governance & Finance: report as submitted by A. Edmonds.  
The Board engaged in a discussion regarding the potential Depot Town TIF Renewal.
- Promotions: report as submitted by J. Albers.  
The Board briefly discussed Holiday Lighting and Decoration Installation.

**VIII. Ad Hoc Committee Reports**

- Dumpster:  
No report/no meeting in August/September
- Parking: report as submitted by K. Hill.

**IX. Introduction to New City Manager Ralph Lange**

R. Lange, Ypsilanti City Manager introduced himself to the Board. The Board engaged in a discussion with Lange regarding the long-term vision for the City.

**X. Old Business:** None

**XI. Proposed Business**

1. Washington St. Electrical Board Installation:

K. Hill provided the Board with the DAY's request for reimbursement for the Electrical Board Installation. A. Edmonds moved to amend the reimbursement amount from \$300 to \$499. K. Maurer supported and the motion to amend and it passed unanimously with K. Hill abstaining.

A. Edmonds moved to approve the reimbursement request as amended. K. Maurer supported and the motion passed unanimously with K. Hill abstaining.

**XII. Announcements/Comments:**

J. Albers announced that he will be leaving the YDDA to become the new SPARK East Facilities Manager effective October 1, 2012.

A. Edmonds announced that she is attending a Conference on Place Making in Cleveland.

P. Schreiber suggested that the YDDA have two resident appointments for the Board.

**XIII. Public Participation:**

Pete Murdock announced that on Thursday, September 27, 2012 at 4 pm and 7 pm; representatives from Washtenaw County will be available for questions regarding the proposed Water Street Recreation Center at SPARK East.

**XIV. Adjourn Regular Board Meeting and Annual Board Meeting to Follow Immediately:**

K. Hill moved to adjourn the board meeting and begin the YDDA Annual Meeting immediately following. K. Maurer supported and the motion passed unanimously. Meeting adjourned at 9:19 am.

**XV. Next Meeting: October 18, 2012, 8:00 a.m., 205 Welch Hall, EMU**

September 20, 2012  
2012-19

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO CONTRIBUTE \$499 TOWARD THE INSTALLATION OF A  
ELECTRICAL BOX ON WASHINGTON STREET FOR PUBLIC EVENTS**

The following preamble and resolution were offered by Member A. Edmonds and supported by Member K. Maurer.

WHEREAS, in December 2009 the Ypsilanti Downtown Development Authority (YDDA) adopted a formal policy to review and approve requests for funding or contributions to events and organizations within the DDA districts; and

WHEREAS, in July 2011 the YDDA approved the use of standard criteria for event sponsorship/funding requests; and

WHEREAS, the 2012-13 Ypsilanti Downtown Development Authority (YDDA) work plan identified a goal to investigate infrastructure needs for district improvements and a policy that states support for infrastructure improvements shall enable multiple events rather than subsidize a specific event; and

WHEREAS, the Downtown Association of Ypsilanti (DAY) recently had an electrical box installed on Washington Street to support their annual Crossroads Music Festival at the approximate cost of \$750; and

WHEREAS, the DAY assumes all costs in perpetuity for electrical bills for the newly installed electrical box and will allow all community groups to utilize it for other public events;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The YDDA provide \$499 to the DAY to support the costs of the installation of the new electrical box.
2. The YDDA request DAY acknowledgement of the YDDA as a sponsor for the 2014 Crossroads Music Festival.
3. The \$499 funding be earmarked as a TIF Project budget line item and be provided from available funds in the Downtown TIF Reserve Fund.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution and the same hereby are rescinded.

AYES: A. Edmonds, L. Greden, K. Maurer, R. Savvides and P. Schreiber

NAYS: none

ABSTAIN: K. Hill

YES: 5      NO: 0      ABSENT: 2      VOTE: affirmed

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Annual Meeting  
Thursday, September 20, 2012 – 10:00 a.m.  
Ypsilanti Area Convention & Visitors Bureau  
106 W. Michigan Ave, Ypsilanti**

**Minutes**

**I. Call to Order:** Chair Greden called the meeting to order at 9:19 am.

**II. Roll Call**

Amanda Edmonds (VC)P		Kevin Hill	P
Linda French	A	Karen Maurer	P
Sandee French	A	Rois Savvides	P
Leigh Greden (C)	P	Paul Schreiber	P

**Others in Attendance:**

Jake Albers, YDDA Staff  
Tim Colbeck, YDDA Director  
Regan Parker, Ypsilanti Resident

**III. Approval of Agenda:** A. Edmonds moved to approve the agenda. K. Hill supported and the motion passed unanimously.

**IV. Audience Participation:** None

**V. Old Business:** None

**VI. New Business**

1. Board Officer Elections

**Board Chair:** K. Hill nominated L. Greden for Board Chair. L. Greden accepted the nomination. The nomination was unanimously approved.

**Board Vice-Chair:** K. Maurer nominated A. Edmonds for Board Vice-Chair. A. Edmonds accepted the nomination. The nomination was unanimously approved.

**Board Treasurer:** A. Edmonds nominated K. Maurer for Board Treasurer. K. Maurer accepted the nomination. The nomination was unanimously approved.

**VII. Proposed Business:** L. Greden recommended that Board members begin to think about what committee they would like to sit on prior to the October 3, 2012 Board Retreat.

**VIII. Announcements/Comments:** None

**IX. Public Participation:** None

**X. Adjourn:** A. Edmonds moved to adjourn. K. Hill supported and the motion passed unanimously. Meeting adjourned at 9:37 am.

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Retreat  
Wednesday, October 3, 2012 – 1:00 p.m.  
SPARK East  
215 W. Michigan Ave.**

**Minutes**

**I. Call to Order:** Chair Greden called the meeting to order at 1:10 pm.

**II. Roll Call**

Amanda Edmonds (VC)	P	Dave Kabat	P	
Linda French	P*	Karen Maurer	P	
Sandee French	P**	Rois Savvides		A
Leigh Greden (C)	P	Paul Schreiber	P	
Kevin Hill	P			

\*arrived at 2:35

\*\*departed at 4:40

**Others in Attendance:**

Jake Albers, SPARK East Manager  
Tim Colbeck, YDDA Director  
Teresa Gillotti, Ypsilanti Planning Dept.  
Ralph Lange, Ypsilanti City Manager  
Betsy Potter, YDDA Intern  
Katrease Stafford, AnnArbor.com  
Mark Swanson, Terry Bakery

**III. Approval of Agenda:** P. Schreiber moved to approve the agenda. K. Hill supported and the motion passed unanimously.

**IV. Discussion Topics**

1. YDDA Parking Study:

J. Albers presented the 2011-2012 Parking Study findings and recommendations for the DDA districts. The board engaged in discussion on a variety of items covered in the study including Hertz On Demand car rentals, parking enforcement schedules, and technology upgrades/park mobile system.

The board complimented J. Albers on his work to produce the parking study and all of the findings and recommendations. It was determined that the parking study recommendations should be addressed incrementally over time to make sure that each is fully vetted and supported. The Ad-Hoc Parking Committee is to continue meeting to refine the recommendations schedule by district.

2. Board Composition Analysis/Status on New Board Appointees:

T. Colbeck presented an overview of State Legislation and YDDA Bylaws as they pertain to Board Member Requirements. The board discussed City Council's determination to have the YDDA at 10 board members plus the mayor.

T. Colbeck presented to the board the results from the board composition survey taken by the board members several months ago. The board engaged in discussion regarding the need of a larger diversity among board members. T. Colbeck also shared the Board Member Job Description. The board discussed the requirements/expectations for being a board member.

3. YDDA Committee Structure/Participation in Michigan Main Street Program:

T. Colbeck presented an overview of the Main Street Four Point Program and guiding principles. The board engaged in a discussion on whether they should continue to focus on the Main Street Program or if a modified more streamline process would be more efficient for the YDDA. It was recommended that this be brought back to the Governance & Finance Committee for a recommendation on whether or not to continue participating in the Michigan Main Street program for the October YDDA Board meeting.

T. Colbeck reviewed several other DDA's in Michigan and how their committees are structured. He recommended that the YDDA Board reorganize the three existing standing committees to two committees: Governance & Communications and Economic Restructuring & Design. L. Greden suggested that this also be returned to Governance & Finance for a formal recommendation at the October Board meeting.

T. Colbeck also discussed the ability of the board to delegate Ad Hoc Committees to address specific projects and/or interest. He pointed out that the YDDA successfully used this structure last year on both Parking and Dumpsters. The board discussed some potential continued or new Ad Hoc Committees moving forward.

**V. Announcements/Comments:** None

**VI. Adjourn:** K. Hill moved to adjourn the retreat. L. Greden supported and the motion passed unanimously. Meeting adjourned at 4:55 pm.



**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, October 18, 2012 - 8:00 a.m.  
Eastern Michigan University  
205 Welch Hall**

**Minutes**

**I. Call to Order:** L Greden called the meeting to order at 8:09 am.

**II. Roll Call**

Amanda Edmonds (VC)	P	Karen Maurer	P
Linda French	P	Regan Parker	P
Sandee French	A	Rois Savvides	P
Leigh Greden (C)	P	Paul Schreiber	P
K. Hill	P		

**Others in Attendance:**

Tim Colbeck, YDDA Director  
Alex Easley, Morgan Clothing  
Krista Gjestland, Ypsilanti Courier  
Ralph Lange, Ypsilanti City Manager  
Pete Murdock, Ypsilanti City Council  
Tammie Tischler, YDDA Counsel

P. Schreiber gave a brief update on the status of new YDDA Board members. D. Kabat was not approved for the YDDA Board due to specific voting requirements required to approve a non-resident to City boards and commissions, however R. Parker was approved by City Council at their October 16, 2012 meeting.

At that same meeting City Council voted to approve a resolution setting the YDDA Board member number not to exceed 10 members plus the mayor. We currently have two board vacancies that can be filled.

**III. Approval of Agenda:** L. Greden requested that Committee Assignments be added under Proposed Business. L. French moved to approve the agenda as amended. K. Hill supported and the motion passed unanimously.

**IV. Approval of Minutes for September 20, 2012 Board Meeting, September 20, 2012 Annual Meeting, and October 3, 2012 Board Retreat:** K. Maurer moved to approve all of the minutes as presented. K. Hill supported and the motion passed unanimously.

**V. Audience Participation:**

R. Lange briefly discussed ongoing discussions for the YDDA and City to partner on the repair of the damaged brick pavers/crosswalk in front of City Hall on Michigan Ave.

He also mentioned the recent meeting between officials from the City, Friends of the Ypsilanti Freight House (FOYF) and the YDDA Executive Director to discuss next steps on finishing the Freight House project.

**VI. Staff Report/Financial Report:** T. Colbeck provided the Board with the staff/financial report.

T. Colbeck reported that there had been an adjustment in the reported fiscal year ending June 2012 fund balance. The adjusted fund balance indicates that the YDDA has more available fund balance than what had been previously reported by just over \$200,000 for all three TIF funds. He shared the detailed amount for each TIF with the Board.

P. Schreiber asked T. Colbeck to work with the City's Fiscal Services Department to prepare a detailed report on where the discrepancy was in these balances and provide for the Board. He requested that staff prepare a detailed report showing how the funds were allocated for the 2011-12 fiscal year and what was actually encumbered at the close of the year. T. Colbeck will contact Fiscal Services to prepare this report for the next board meeting.

L. French inquired about the remaining bond obligations that exist for the Depot Town TIF and asked if this could be paid down early with the fund balance reserve to save on interest payments. T. Colbeck will inquire if these can be paid down early with Fiscal Services.

T. Colbeck also discussed a remaining fund balance of over \$11,000 that are restricted funds left over from the 2004 Michigan Ave. bond issue. These funds are not included in our standard budget because they can only be used for items associated with the Michigan Ave. streetscape enhancements. He stated that these funds could be used to partner with the City on the repairs of the brick pavers and crosswalk in front of City Hall as discussed earlier by City Manager R. Lange. There was also a brief discussion of other possible uses for these remaining funds including the addition of a left hand turn on the 400 block of W. Michigan Ave. This will be referred to the Economic Restructuring & Design Committee for further discussion. R. Lange also stated that he will re-start discussions for this proposed project with City Council.

T. Colbeck highlighted a couple of key items in the monthly staff report including the recent meeting with City officials and the FOYF to discuss plans to move the restoration of the freight house forward. He stated that it is very likely that the FOYF will be coming to the YDDA for financial support in the near future. He stated per his review of the Depot Town TIF/Development plan, \$10,000 in funds have been allocated for the renovation of the Market Plaza and Freight House signage. He also reported that there is a \$100,000 line item in the plan calling for the repair and maintenance of public facilities that could be used to assist the freight house.

## **VII. Standing Committee Reports**

- Economic Restructuring & Design: report as submitted by K. Maurer  
A discussion was had on the proposed second round of the YDDA Façade Improvement Grant Program. A. Edmonds moved to approve the resolution authorizing round II of the grant program as submitted. K. Hill supported and the motion passed unanimously.
- Governance & Finance: report as submitted by A. Edmonds.  
A discussion was had on the proposed resolution to reorganize the YDDA standing committees. K. Hill moved to approve the resolution to reorganize the YDDA standing committees as submitted. L. French supported and the motion passed by a vote of 7-1. (Ayes: L. French, L. Greden, K. Hill, K. Maurer, R. Savvides, P. Schreiber, and R. Parker. Nays: A. Edmonds)

A brief discussion was had regarding T. Colbeck moving forward with a plan to fill the vacant Community Development Coordinator position with the YDDA. He was directed to move forward with filling the position making sure that he indicates the position is currently funded for the remainder of the 2012-13 fiscal year. The Operation and Finance Committee will review all workloads and budgeting for this position for the next fiscal year prior to June 30, 2013.

A discussion was had on the intent to renew the YDDA's Associate Level membership for the Michigan Main Street (MMS) program. The YDDA must submit a resolution to MMS no later than December 7, 2012 if it intends on staying in the program. A. Edmonds requested that staff have a representative from MMS give a presentation to the YDDA Board and some key area stake holders at our November board meeting. The YDDA Board will then be able to make a decision on whether or not to continue participating in the program in time to submit a resolution of intent in December if appropriate.

- Promotions: report as submitted by T. Colbeck.  
T. Colbeck gave a brief update on the Holiday Lighting/Decorations planning.

#### **VIII. Ad Hoc Committee Reports**

- Dumpster: no report/no meeting in September/October  
T. Colbeck did state that he will be visiting all of the businesses affected by the new management system in the next several weeks.
- Parking: no report/no meeting in September/October

#### **IX. Old Business: None**

#### **X. Proposed Business**

##### **1. Committee Assignments:**

L. Greden shared the new board committee assignments with the board. He requested that each committee break out for several minutes to coordinate when their next meeting will be scheduled. Each committee will select a chair and vice chair for the next cycle and set their standing meeting dates at their next meeting.

The next Economic Restructuring & Design Committee has been scheduled for Wednesday, October 24, 9:00 am at 52 E. Cross St.

The next Operations & Finance Committee meeting is scheduled for Wednesday, November 14, 8:30 am at SPARK East, 215 W. Michigan Ave.

The Board also briefly discussed when it would be appropriate to assign Ad Hoc Committees to address large issues and projects with deliverable goals.

#### **XI. Announcements/Comments:**

A. Edmonds announced that she is working on a proposal to partner with Michael Schuman, an expert on local economics to look at local food production and the potential effects for the Ypsilanti economy and job creation.

K. Hill announced that DAY will be sponsoring its annual Downtown Halloween Festival on Friday, October 26, from 5:00 to 6:30 pm.

L. French announced that the Depot Town Merchants will be holding a Depot Town Harvest Festival on Saturday, October 27 and Sunday, October 28 from 10:00 am to 5:00 pm.

#### **XII. Public Participation: none**

#### **XIII. Adjourn:**

Meeting was adjourned at 10:15 am.

**XIV. Next Meeting: November 15, 2012, 8:00 a.m., SPARK East, 215 W. Michigan Ave.**

October 18, 2012  
2012-20

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE ROUND II OF THE YDDA FAÇADE IMPROVEMENT  
GRANT PROGRAM**

The following preamble and resolution were offered by Member A. Edmonds and supported by Member K. Hill.

WHEREAS, the Ypsilanti Downtown Development Authority's (YDDA) Economic Restructuring & Design Committee is charged with supporting initiatives that enhance downtown's built environment and encourage private investment in the DDA district's building stock; and

WHEREAS, the Economic Restructuring & Design Committee has expressed a commitment to provide financial incentives to spur the redevelopment and revitalization of buildings throughout the DDA districts; and

WHEREAS, at the May 2011 YDDA Board meeting the board approved the creation of a YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

WHEREAS, the YDDA Façade Improvement Grant Program set aside \$20,000 for grant awards for the Downtown District and \$10,000 each from the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, the maximum grant award was set at 50% of agreed upon project costs, not to exceed \$2,500; and

WHEREAS, in the 2011/12 FY the YDDA awarded a total of \$21,145 in façade grants and nine building façades were improved; and

WHEREAS, the Eastern Leaders Group/Washtenaw County Economic Development Department has agreed to provide the YDDA with a \$7,500 match for a second round of the grant program; and

WHEREAS, the YDDA will match the ELG grant with \$32,500 in TIF funds made available from the appropriate TIF sources; and

WHEREAS, in an effort to continually improve the Façade Improvement program, the Economic Restructuring & Design Committee has reviewed last year's program application and made appropriate changes;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. YDDA Board approves the creation of a second round of the YDDA Façade Improvement Grant Program.
2. That funding for façade improvements be divided as followed; \$20,000 for the Downtown District (\$2,500 from ELG grant and \$17,500 from TIF funds) and \$10,000 each for both the Depot Town and W. Cross/Campus Town Districts (\$2,500 from ELG grant and \$7,500 from TIF funds).
3. That grant applications be accepted throughout the remainder of the 2012/13 FY and be rewarded on a first-come first-serve basis.
4. That all grant applications will be reviewed by the Economic Restructuring & Design Committee and all recommendations approved by the YDDA Board before any awards can be committed.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, L. Greden, K. Hill, K. Maurer, R. Savvides, P. Schreiber, and R. Parker

NAYS: none

YES: 8      NO: 0      ABSENT: 1      VOTE: affirmed

October 18, 2012  
2012-21

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO REORGANIZE THE YDDA STANDING COMMITTEES**

The following preamble and resolution were offered by Member K. Hill and supported by Member L. French.

WHEREAS, the YDDA's Governance & Finance Committee is responsible for the YDDA's bylaws and various procedural rules; and

WHEREAS, at the October 3, 2012 YDDA Board Retreat the Executive Director made a recommendation to streamline and reorganize the current standing committees (Governance & Finance, Economic Restructuring & Design, and Promotion) from three to two (Operations & Finance and Economic Restructuring & Design); and

WHEREAS, based on the discussion of this recommendation at the board retreat and following Governance & Finance committee meeting it has been determined that this reorganization/restructuring of the standing committees will allow both the YDDA board and staff to productively use their time while not losing any of the functionality of the YDDA; and

WHEREAS; the YDDA Board feels that at this time a merger or restructuring of the existing committees will allow the YDDA to best leverage its board and staff resources;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The YDDA Board approves combining the Governance & Finance and Promotion Committees into one committee called Operations & Finance.
2. The Operations & Finance Committee will oversee the following responsibilities for the YDDA; long-term planning and finances, board effectiveness, staffing and operations, YDDA communications to the public, promotion of area businesses and events, community partnerships as well as other areas as deemed appropriate by the YDDA board and/or Operations & Finance Committee.
3. The Economic Restructuring & Design Committee will continue to exist as a regular standing committee.
4. The Economic Restructuring & Design Committee will oversee the following responsibilities for the YDDA; infrastructure improvements and maintenance, real estate development, business support, building improvement support and

guidelines, as well as other areas deemed appropriate by the YDDA board and/or Economic Restructuring & Design Committee.

5. That Ad Hoc Committees may be created as needed by direction of the YDDA board to handle specific projects or goals for the YDDA.
6. That each YDDA board member serve on at least one of the standing advisory committees and no more than six sit on any one committee.
7. That up to three voting citizen-at-large members sit on each standing committee and any number of non-voting members be invited to participate as determined to be necessary and functional by the appropriate committee chair.
8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: L. French, L. Greden, K. Hill, K. Maurer, R. Savvides, P. Schreiber, and R. Parker

NAYS: A. Edmonds

YES: 7      NO: 1      ABSENT: 1      VOTE: affirmed



**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, November 15, 2012 – 8:00 a.m.  
SPARK East  
215 W. Michigan Ave.**

**Minutes**

**I. Call to Order:** L Greden called the meeting to order at 8:12 a.m.

**II. Roll Call**

Amanda Edmonds (VC)	P	Karen Maurer	P	
Linda French	P	Regan Parker		A
Sandee French	P	Rois Savvides	P	
Leigh Greden (C)	P	Paul Schreiber	P	
K. Hill	P			

**Others in Attendance:**

Tim Colbeck, YDDA Director  
Krista Gjestland, Ypsilanti Courier  
Brittney Hoszkiw, Michigan Main Street  
Ralph Lange, Ypsilanti City Manager

**III. Approval of Agenda:** L. French moved to approve the agenda. K. Maurer supported and the motion passed unanimously.

**IV. Approval of October 18, 2012 Minutes:** A. Edmonds moved to approve the minutes as presented. K. Maurer supported and the motion passed unanimously.

**V. Audience Participation:** none

**VI. Michigan Main Street Presentation:** B. Hoszkiw, Organization Specialist for the Michigan Mains Street Program gave a presentation to the Board on the requirements and benefits of being a member. She discussed the value of the program to the DDA and how to build buy in from other community partners.

K. Hill moved to suspend meeting rules to allow for consideration of a non-agenda item to consider renewing the YDDA's Associate Level membership with the Michigan Main Street Program. A. Edmonds supported and the motion passed unanimously.

A. Edmonds moved to approve a resolution for the YDDA to continue as an Associate Level member of the Michigan Main Street Program and to actively engage community partners and stakeholders to formulate an action plan to implement the program in the next calendar year. K. Hill supported and the motion passed unanimously.

**VII. Staff Report/Financial Report:** T. Colbeck provided the Board with the staff/financial report.

**VIII. Standing Committee Reports**

- Economic Restructuring & Design: report as submitted by K. Hill.
- Operations & Finance: report as submitted by K. Maurer.

**IX. Ad Hoc Committee Reports**

- Dumpster: no report/no meeting in October/November  
T. Colbeck did give a brief status report on his taking the new proposed plan for private participation to support the Downtown Dumpster Enclosures to affected businesses. K. Hill added that T. Colbeck did attend a DAY meeting to share this information and it was very productive. Staff will continue to work with the public to move the plan forward for implementation in April 2013.

A brief discussion was had on the intent of the YDDA to spend TIF funds on one time infrastructure costs versus ongoing operations. P. Schreiber asked T. Colbeck to review the Downtown TIF Plan to see what operations and maintenance expenses were specifically addressed.

- Parking: no report/no meeting in October/November.

**X. Old Business: None**

**XI. Proposed Business**

**XII. Announcements/Comments:**

P. Schreiber discussed the recent decision by the Ann Arbor City Council to pull out of the county wide transit authority. He stated that at a recent meeting he and officials from Ypsilanti Township discussed the potential of establishing a 196 Taxing Authority to create a permanent funding source to maintain AATA service to Ypsilanti City and Township.

L. French announced that the Depot Town Merchants will be hosting the annual Depot Town Tree Lighting Ceremony on November 24<sup>th</sup>.

L. French announced that the Ypsilanti Freight House has voted to assign the management of the Depot Town Farmers Market to Growing Hope.

L. French discussed that some of her employees inquired about purchasing AATA Go Passes and she realized that they would have to purchase from the Ann Arbor DDA. T. Colbeck will contact S. Pollay the AADDA director to find out exactly what the procedure is and if this something the YDDA could also make available.

K. Hill announced that DAY will be sponsoring the annual Downtown Tree Lighting on November 30.

K. Maurer announced that she will be hosting the annual Ypsilanti Heritage Foundation Dinner at her home on December 15<sup>th</sup>.

**XIII. Public Participation: none**

**XIV. Adjourn:**

Meeting was adjourned at 10:30 am.

**XV. Next Meeting: December 20, 2012, 8:00 a.m., SPARK East, 215 W. Michigan Ave.**

November 15, 2012  
2012-22

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan**

**RESOLUTION FOR THE YPSILANTI DDA TO CONTINUE AS AN ASSOCIATE  
LEVEL MEMBER OF THE MICHIGAN MAIN STREET PROGRAM IN 2013 AND TO  
ACTIVELY ENGAGE COMMUNITY PARTNERS AND STAKEHOLDERS TO CREATE  
AN ACTION PLAN TO MOVE TO APPLY AS A SELECT LEVEL MEMBER IN 2014**

The following preamble and resolution were offered by Member A. Edmonds and supported by Member K. Hill.

WHEREAS, the Ypsilanti DDA (YDDA) has been a Michigan Main Street Associate level community since 2008; and

WHEREAS, in the time since the YDDA has become an Associate level Main Street Community there has been a significant turnover in our board members with many of the newer members having no previous training or exposure to the Michigan Main Street Program; and

WHEREAS, the current YDDA Board had expressed an interest in receiving a new presentation on the Michigan Main Street Program and what it offers our Downtown Districts; and

WHEREAS, upon receiving a presentation from the Michigan Main Street Program, the YDDA Board has expressed its commitment to the principles of the National Main Street Model for economic revitalization of our downtown districts; and

WHEREAS, the YDDA Board is officially stating its interest to remain in the Michigan Main Street Program as an Associate Level Community as of November 15, 2012;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The YDDA will remain in the Michigan Main Street program for 2013 as an Associate Level Community.
2. The YDDA Operations & Finance Committee will reach out to area stakeholders including, but not limited to, merchant groups (Downtown Association of Ypsilanti and Depot Town Merchants), local historic preservation organizations, Riverside Arts Center, Friends of the Ypsilanti Freight House, Ypsilanti Area Convention and Visitors Bureau, Eastern Michigan University, City of Ypsilanti, and all other interested and involved parties to solicit input on the Main Street Program, build community partnerships, and create a base to draw volunteers from.

3. The YDDA Operations & Finance Committee with the help of the Michigan Main Street Program staff will develop a plan with the intent to lead to the YDDA's application for Select Level membership for 2014.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: A. Edmonds, L. French, S. French, L. Greden, K. Hill, K. Maurer, R. Savvides, and P. Schreiber

NAYS: none

YES: 8      NO: 0      ABSENT: 1      VOTE: affirmed

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, December 20, 2012 - 8:00 a.m.  
SPARK East  
215 W. Michigan Ave.**

**Minutes**

**I. Call to Order:** L Greden called the meeting to order at 8:09 a.m.

**II. Roll Call**

Amanda Edmonds (VC)	P	Kevin Hill	P
Alex Easley	P	Karen Maurer	P
Linda French	P	Regan Parker	P
Sandee French	P	Rois Savvides	P
L. Greden (C)	P	Paul Schreiber	P

**Others in Attendance:**

Gayle Castle, Transformation Station  
Tim Colbeck, YDDA Director  
Teresa Gillotti, Ypsilanti Planning & Development  
Krista Gjestland, Ypsilanti Courier  
Noella Hobson, Transformation Station

**III. Approval of Agenda:** S. French moved to approve the agenda. K. Hill supported and the motion passed unanimously.

**IV. Approval of November 15, 2012 Minutes:** P. Schreiber moved to approve the minutes as presented. A. Edmonds supported and the motion passed unanimously.

**V. Audience Participation:** none

**VI. Staff Report/Financial Report:** T. Colbeck provided the Board with the staff/financial report.

**VII. City of Ypsilanti Planning & Development Update:** T. Gillotti gave a power point presentation to the board outlining ongoing developments, programs, and goals of the Planning Department for 2013. Some key areas that were discussed included the status of the Water Street redevelopment and the master plan and zoning ordinance updates.

**VIII. Proposed Business**

- **OPRA Application – 54-56 E. Cross St./Sidetrack**

T. Colbeck requested that the Proposed Business be moved up on the agenda to accommodate T. Gillotti.

T. Gillotti and T. Colbeck discussed the current application for OPRA designation for 54-56 E. Cross St. This application was originally intended to go to City Council for consideration in December but has been moved to January. L. Greden suggested that this item be brought back to the board in January for consideration to make sure that the board has any updated information on the application. The January meeting will allow the board to pass a resolution of support in time for the application review by City Council.

**IX. Standing Committee Reports**

- Economic Restructuring & Design: report as submitted by K. Hill.
- Operations & Finance: report as submitted by K. Maurer.
  - Resolution Approving the Amended Committee Structure Policy for the Ypsilanti Downtown Development Authority

K. Maurer reviewed the proposed resolution to amend YDDA Committee Policy to remove any limits to how many Citizens-at-Large can sit on a committee.

K. Maurer moved to approve the resolution as it was submitted. A. Edmonds supported the motion and it passed unanimously.

**X. Ad Hoc Committee Reports**

- Dumpster: no report/no meeting in October/November  
T. Colbeck stated that a committee meeting will be scheduled for January.
- Parking: no report/no meeting in October/November.  
T. Colbeck stated that a committee meeting will be scheduled for January.

**XI. Old Business: None**

**XII. Proposed Business:**

L. Greden brought up the current YDDA Board and Committee meeting schedule to discuss a possible change of the fact that no meetings are scheduled for February and to potentially change that to another month during 2013 and moving forward.

A. Edmonds moved to suspend the rules of our meeting to introduce a resolution that was not on the agenda. K. Hill supported the motion and it passed unanimously.

K. Hill moved to support a resolution to change the YDDA meeting recess month from February to a month to be determined at a later date. Because of the short notice of the planned changes and reflecting that some of the board members already have plans to travel out of the state during February any absences in that month will be excused. R. Parker supported the motion and it passed unanimously.

**XIII. Announcements/Comments:**

T. Gillotti gave a brief update on the Reimagine Washtenaw Plan.

P. Schreiber gave an update on the potential establishment of a 196 Taxing Authority to create a permanent funding source for transit along the Washtenaw Ave. Corridor.

A. Edmonds announced that negotiations for Growing Hope to run the Depot Town Farmers Market in 2013 are ongoing.

A. Edmonds stated that Growing Hope is working with Washtenaw County to provide an economic analysis of the financial benefits to Ypsilanti for the development of more local based food businesses.

K. Hill announced the installation of new Winter banners in the Downtown.

L. Greden circulated a handout prepared by the City's lobbyist outlining the potential impact of the State Legislatures decision to phase out most Personal Property Taxes.

**XIV. Public Participation:**

G. Castle stated that she is very excited about the proposed plans for the Water Street redevelopment regarding improved recreation and the potential health benefits.

**XV. Adjourn:**

Meeting was adjourned at 10:12 am.

**XVI. Next Meeting: January 17, 2013, 8:00 a.m., SPARK East, 215 W. Michigan Ave.**