

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, July 21, 2011 – 8:00 a.m.  
Spark East 215 W. Michigan Ave, Ypsilanti**

**Minutes**

- I. Call to Order:** Chair Wheeler called the meeting to order at 8:05 a.m.
- II. Roll Call:** Coleman, Daniels, Edmonds, L. French\*, S. French, Greff, Greden, Hill, Maurer, Mayor Schreiber, and Chair Wheeler.  
\*left at 8:45
- Members Absent:** Barnes
- Others Present:** Jake Albers; YDDA Intern  
Leonardo Christian; Ypsi News  
Tim Colbeck; YDDA Executive Director  
Jessica de Blacam; YDDA Staff  
Tammie Tischler; YDDA Attorney  
Pete Murdock; City Council
- III. Approval of Agenda:** S. French motioned to strike section XVI (Closed Meeting to Follow Immediately) from agenda. The Executive Directors performance review will be rescheduled for a closed session immediately following the August 18<sup>th</sup> Board meeting. L. French supported and it passed unanimously. S. French motioned to approve the agenda as amended. A. Edmonds supported and it passed unanimously.
- IV. Approval of Minutes – May 19, 2011:** L. Greden motioned to approve the minutes as amended; S. French supported. J. Coleman, D. Daniels, L. French, S. French, R. Greff, L. Greden, K. Hill, K. Maurer, and Mayor Schreiber voted in favor. A. Edmonds abstained from voting.
- Approval of Minutes – June 16, 2011:** L. Greden motioned to approve minutes; K. Maurer supported. J. Coleman, D. Daniels, L. French, S. French, R. Greff, L. Greden, K. Hill, K. Maurer, and Mayor Schreiber voted in favor. A. Edmonds abstained from voting. Mayor Schreiber requested that Resolutions as passed be included in meeting minutes for future Board Meetings.
- V. Audience Participation:** None
- VI. Staff Report/Financial Report:** T. Colbeck reviewed the reports.
- VII. Standing Committee Reports**
- Design:** D. Daniels provided an update stating that the committee has received three applications for the Façade Improvement Program so far. The applications received came from Fantasy Attic, Tower Inn, and Haabs. D. Daniels reviewed the Maintenance and Utility Billing Agreement that was reached between the YDDA and Corners Health Center. D. Daniels stated that the installation of hanging baskets in medians downtown has begun.

**Economic Restructuring:** K. Maurer provided an update stating that the committee is reviewing the three projects near completion from West Cross Rehabilitation & Façade Grant Rd. I to determine when reimbursements may take place.

K. Maurer provided an update stating that three applications have been received for the West Cross Rehabilitation & Façade Grant Rd. II. All three applications are missing necessary provisions for consideration. Staff has notified all parties regarding any missing application information.

K. Maurer indicated that E.R. Committee has discussed a possible Round III of the West Cross Rehabilitation & Façade Grant.

**Organization:**

**Resolution to Approve the Selection of a Website Redevelopment Consultant:** S. French gave an update on the website redevelopment. The Board engaged in discussion on the selection process and how the training can be spread out over time. S. French motioned to approve the resolution; L. French supported and the Resolution passed unanimously. (resolution attached)

**Resolution to Adopt Changes to Procedures on Entering and Voting on Resolutions:** S. French reviewed proposed list of recommended changes to the YDDA procedures on entering and voting on resolutions. The Board engaged in discussion of the proposals.

R. Greff motioned that the resolution be changed to request the Bylaws require a mandatory minimum of 5 votes to pass any resolution; L. Greden supported. R. Greff, L. Greden, S. French, L. French, K. Maurer, J. Coleman, D. Daniels, A. Edmonds, and Mayor Schreiber voted in favor; K. Hill voted against and the motion passed.

R. Greff motioned to strike Section 5 of the proposed resolution which would add language to the YDDA Bylaws stating that whomever is chairing a meeting shall withhold their vote accept in the case of a tie of the available board members; L. French supported and it passed unanimously.

P. Schreiber motioned to amend section 2 of resolution to state that a 2/3 majority or minimum of 5 votes of board members present is required to enact a resolution that did not go through a committee prior to board meeting; L. Greden supported. P. Schreiber, R. Greff, L. Greden, S. French, J. Coleman, D. Daniels voted in favor. K. Hill, K. Maurer, and A. Edmonds voted against and the motion passed.

S. French motioned to approve the resolution as amended; L. Greden supported. P. Schreiber, R. Greff, L. Greden, S. French, J. Coleman, D. Daniels, K. Maurer, and A. Edmonds voted in favor. K. Hill voted against and the motion passed. (resolution attached)

**Resolution to Approve the Executive Director Attending the Michigan Economic Developers Association Conference:** D. Daniels motioned to approve the resolution as written; A. Edmonds supported and the motion passed unanimously. (resolution attached)

**Resolution to Reserve the Month of February for No YDDA Board or Committee Meetings:** S. French motioned to approve the resolution as written; D. Daniels supported and the motion passed unanimously. (resolution attached)

**Promotions:** T. Colbeck provided an update stating the new brochure is nearing completion and the Convention and Visitors Bureau is paying for half of the cost.

**Resolution to Provide Fall Decorations/Cornstalks to YDDA Businesses in the Fall:** K. Hill offered the resolution for consideration. The board discussed the proposed use of YDDA funds for this proposal. R. Greff questioned whether or not such fall decorations were vital enough to take funds out of YDDA Reserves. J. Coleman expressed concern over where fall decorations/cornstalks would be stored when not in use. K. Hill commented that funding fall decorations/cornstalks would be a good way to highlight the district. K Hill motioned to approve the resolution as written; L. Greden supported. D. Daniels, K. Hill, and J. Coleman voted in favor. S. French, R. Greff, P. Schreiber, L. Greden, A. Edmonds, and K. Maurer voted against and the motion did not pass.

**Resolution to Adopt Criteria for Event Sponsorship/Funding Requests:** K. Hill reviewed the proposed criteria for event sponsorship and funding requests. The board engaged in a discussion.

R. Greff motioned that the term “bodies” in section 2 be amended, and the term “visitors” should be substituted; K. Maurer supported and it passed unanimously.

R. Greff motioned to amend resolution to include a total budget for the event be required for consideration of funding. K. Hill supported and it passed unanimously.

A. Edmonds motioned to amend resolution to include a provision stating that specific criteria will be created and voted upon at a later date. K. Hill supported and it passed unanimously.

P. Schreiber motioned to approve resolution as amended; L. Greden supported and it passed unanimously.

T. Colbeck provided an update stating that Promotions committee is discussing the possibility of a Historic Pub Crawl.

**VIII. Ad Hoc Committee Reports:** None

**IX. Old Business:**

**Board Member Attendance Requirements and Procedures:**

The Board engaged in a discussion regarding member attendance requirements and procedures. The responses from B. Penet and J. Karnopp were disregarded due to the expiration of their terms. J. Coleman motioned to accept the responses R. Greff and D. Daniels as written; R. Greff supported. K. Hill stated that the Board is obligated to address legitimate reasons for absences. Chair Wheeler read responses from R. Greff and D. Daniels to the Board. T. Tischler confirmed that the Board had correctly followed bylaw policies for addressing Board member attendance. No further action was taken.

**X. New Business:** None

**XI. Proposed Business:**

**200 Block W. Michigan Ave. Dumpster Service Extension:**

T. Colbeck reviewed the status of the YDDA discontinuing solid waste service for the south 200 block of W. Michigan Avenue. He restated that the Board approved an extension of services in May which set the new deadline at August 31, 2011. T. Colbeck reported on a meeting with affected business owners in an effort to establish new dumpster process. T. Colbeck concluded that new dumpster agreement will not be reached by deadline and the group is requesting an extension. S. French stated that an extension may be granted; however YDDA should not have

to pay for services during extension period. K. Maurer explained that there are many time consuming factors that have attributed to the delay in reaching an agreement such as considering public health effects. D. Daniels stated that if an extension is to be given; affected parties must show progress toward agreement to Design Committee. J. Coleman stated that YDDA must consider liability of continuing dumpster; i.e. hazardous materials. T. Tischler indicated that whatever course of action is taken by the Board; instructions must be put in writing.

J. Coleman motioned to extend Dumpster Service 30 days to September 30, 2011; whereas after extension period ends all effected entities will assume payments for dumpster service; T. Tischler was directed to provide a legal opinion on the matter and will be draft a response indicating all provisions of the agreement. Chair Wheeler is to review the legal notice. K. Hill supported and the motion passed unanimously.

**XII. Reports From Other Boards and Commissions**

Riverside Arts Center: P. Schreiber stated that the RAC fashion show was very successful; raising \$1,200.00.

RAC had a float in the July 4<sup>th</sup> Parade.

Friends of the Freighthouse: No update was given. S. French motioned that YDDA staff should provide meeting minutes from both RAC and FOF for the YDDA Board. K. Maurer supported and it passed unanimously.

**XIII. Announcements/Comments:**

S. French inquired about the status of the Depot Town Kiosk.

L. Greden stated that AnnArbor.com had released a positive story regarding residential property growth downtown.

P. Schreiber announced that Dawn Gendich will be joining the YDDA Board as our resident member.

A. Edmonds stated that she attended a seminar in which the benefits of sustainable food growth in local communities. A. Edmonds stated that local growing could greatly impact Ypsilanti's local economy and future efforts for expansion should be discussed.

**XIV. Public Participation: None**

**XV. Adjourn:** L. Greden motioned to adjourn; K. Maurer supported and it passed unanimously.

July 21, 2011  
2011- 19

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE SELECTION OF A WEBSITE REDEVELOPMENT  
CONSULTANT**

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

WHEREAS, the YDDA's Organization Committee has a concentration area of communications and public relations; and

WHEREAS, at the April 2011 Board meeting an RFP for website design services was approved by the YDDA Board; and

WHEREAS, we received sixteen proposals to the RFP that were reviewed by the YDDA staff; and

WHEREAS, of the sixteen total proposals the staff first narrowed the list down to five qualified proposals and that was further narrowed down to two qualified proposals with the input of the Organization Committee; and

WHEREAS, staff was directed to make a final recommendation based on following up with the two remaining submittals to clarify questions regarding website applications, design, and implementation; and

WHEREAS, the staff has made a final recommendation to select the website design proposal submitted by Orange Egg Advertising based on their competitive pricing, content management system, and design proposal;

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

1. That the YDDA Board approve the Orange Egg Advertising proposal for web design and hosting services for the amount of \$4,370.
2. That the funds for this project be allocated from the \$5,000 Website Development line item that was proposed in the 2010-11 FY Budget.
3. That the approval of the Orange Egg Advertising proposal is contingent on their approval to increase the hours of content management system training provided to YDDA staff from two to eight.
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: J. Coleman, D. Daniels, A. Edmonds, L. French, S. French, R. Greff, L. Greden,  
K. Hill, K. Maurer, P. Schreiber

NAYS: none

YES: 10      NO: 0      ABSENT: 1      VOTE: affirmed

July 21, 2011  
2011-20

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO ADOPT CHANGES TO PROCEDURES ON ENTERING AND  
VOTING ON RESOLUTIONS**

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

WHEREAS, the YDDA's Organization Committee has traditionally been responsible for the YDDA's bylaws and various procedural rules; and

WHEREAS, the YDDA has adopted official bylaws in December 2009 that includes specific language on how we are to conduct Board meetings including what a quorum for voting purposes at both the Board and committee level and how an item may be entered into the agenda for Board votes; and

WHEREAS, unless otherwise identified in the bylaws, all of the YDDA Board and committee meetings are to comply with Robert's Rules of parliamentary procedures; and

WHEREAS, at the June 2011 Organization Meeting the committee reviewed the Robert's Rules for parliamentary procedures and requested staff provide a summary of the discussion points for further discussion by the committee at the July meeting; and

WHEREAS, at the July 2011 Organization Meeting the committee reviewed the staff's summary report of the previous month's discussion of board project and resolution procedures – issuing and voting; and

WHEREAS, the Organization Committee upon review of the summary report has indicated that many of the proposed changes are not necessary because they are already addressed through the proper application of Robert's Rules of Parliamentary Procedures and our existing bylaws and committee rules; and

WHEREAS, the Organization Committee upon consideration of the previous month's discussions and the input from the members present at the July meeting, are making the following recommendations for changes to be implemented to the YDDA procedures, rules, and bylaws that are not directly addressed by Robert's Rules or our existing bylaws and committee rules;

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

1. Under the **Agenda** item of our Committee Structure Policy where it states that "all items requiring Board action should first be reviewed by a committee

before being placed on the Board agenda” that the word should be replaced with shall.

2. Under the **Agenda** item of our Committee Structure Policy where it states “however, it is acknowledged that there may be extenuating circumstances that would inhibit its application” be stricken. This language will be replaced with “a 2/3<sup>rd</sup> majority of available board members with a minimum of five members is required to enter a resolution at a Board meeting if it did not go through a committee meeting prior to the Board meeting it is being considered”.
3. That when an individual requests that an item be added to either a Board or Committee agenda, that it be done in writing no later than one week prior to the meeting in question and that the request be included in the appropriate meeting packet. The person requesting the agenda item shall be identified on the agenda.
4. That all YDDA calendars and meeting schedules include the deadline to submit items for consideration for the next scheduled meetings.
5. That the YDDA Bylaws be changed under **Article V – Meetings Section 7 Quorum and Voting** where it states “A majority of the Board members in office shall constitute a quorum for the transaction of business”, we should add “however a minimum majority of five members is required to pass a Board Resolution”.
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: P. Schreiber, R. Greff, L. Greden, S. French, J. Coleman, D, Daniels, K. Maurer, A. Edmonds

NAYS: K. Hill

YES: 8      NO: 1      ABSENT: 2      VOTE: Passed



July 21, 2011  
2011-21

**Downtown Development Authority of the City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE EXECUTIVE DIRECTOR ATTENDING THE  
MICHIGAN ECONOMIC DEVELOPERS ASSOCIATION CONFERENCE**

The following preamble and resolution were offered by Member D. Daniels and supported by Member A. Edmonds.

WHEREAS, the YDDA Organization Committee has a stated goal of ongoing professional development; and

WHEREAS, the YDDA is a participating member of the Michigan Economic Developers Association (MEDA); and

WHEREAS, the MEDA has its annual conference scheduled for August 24-26, 2011; and

WHEREAS, the MEDA conference will provide an excellent opportunity for the YDDA Executive Director to network with other communities and learn about new programs, resources, and best practices in Economic Development;

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

1. The YDDA approve the Executive Director to attend the 2011 MEDA conference.
2. That the costs of attending the conference not exceed \$750 which includes the cost of registration, hotel, transportation, and meals.
3. That the funds to attend the conference be allocated from the \$1,500 budget line item conferences and workshops.
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: J. Coleman, D. Daniels, A. Edmonds, S. French, R. Greff, L. Greden, K. Hill, K. Maurer, P. Schreiber

NAYS: none

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

July 21, 2011  
2011-22

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO RESERVE THE MONTH OF FEBRUARY FOR NO YDDA BOARD  
OR COMMITTEE MEETINGS**

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

WHEREAS, the YDDA's Organization Committee has traditionally been responsible for the YDDA's bylaws and various procedural rules; and

WHEREAS, the YDDA Board and Committees traditionally set the date, time, and location of all of their meetings for the next calendar year at their December meetings; and

WHEREAS, all of the YDDA Board and Committee members serve in a voluntary position; and

WHEREAS, it has been deemed appropriate to commit one month in the calendar year for no regularly scheduled meetings; and

WHEREAS, it has been determined that with proper notification and planning, scheduling no meetings for one month would not negatively impact the operations of the YDDA;

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

1. That no regularly scheduled meetings be held in the month of February.
2. That this become a recurring event for YDDA meeting schedules in the future.
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: J. Coleman, D. Daniels, A. Edmonds, S. French, R. Greff, L. Greden, K. Hill, K. Maurer, P. Schreiber

NAYS: none

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

July 21, 2011  
2011-23

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO ADOPT CRITERIA FOR EVENT SPONSORSHIP/FUNDING  
REQUESTS**

The following preamble and resolution were offered by Member P. Schreiber and supported by Member L. Greden.

WHEREAS, the DDA's Promotions Committee guiding principle is to market Ypsilanti's unique characteristics to residents, visitors, investors and business owners. Promotions are positive, and are achieved through advertising, retail activities, special events and marketing campaigns to encourage commercial activity and investment in the area; and

WHEREAS, the YDDA Board approved an annual budget for the 2011-12 FY that did not allocate specific funds to support events within the DDA districts; and

WHEREAS, upon the approval of the 2011-12 FY budget the Board committed to still consider event sponsorships on a case by case basis with the money to come out of the TIF reserves; and

WHEREAS, to help the Promotions Committee determine the validity of an event sponsorship request it was determined that a list of criteria be created and applied to each request for consideration;

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

1. That the YDDA Board approve the use of standard criteria to help determine impact to the DDA districts on all requests for event sponsorship.
2. That the following questions be used to help determine the value or impact to the DDA of the event requesting funding; How many visitors will the event bring into the DDA districts? How many of the visitors will be first time visitors or returning after a long absence to Ypsilanti? What is the events funding source, a complete budget for the event must be provided for YDDA consideration, can they show a diversity of sources? What exposure or name recognition will the YDDA receive for sponsoring the event?
3. Additional specific criteria will be created and approved by the YDDA Board at a later date.

4. That these criteria be used for all event sponsorship requests and that the parties requesting funds are responsible for providing this information to the best of their abilities.
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: Members J. Coleman, D. Daniels, A. Edmonds, S. French, R. Greff, L. Greden, K. Hill, K. Maurer, P. Schreiber

NAYS: none.

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

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, August 18, 2011 – 8:00 a.m.  
Spark East 215 W. Michigan Ave, Ypsilanti**

**Minutes**

- I. Call to Order:** Chair Wheeler called the meeting to order at 8:03 a.m.
- II. Roll Call:** Barnes, Coleman, Edmonds, L. French, S. French, Gendich, Greff, Greden, Hill, Maurer, Mayor Schreiber, and Chair Wheeler.

**Members Absent:** D. Daniels

**Others Present:** Jake Albers; DDA Intern  
Jazmine Bennett  
Leonardo Christian; Ypsi News  
Tim Colbeck; DDA Executive Director  
Michael Gelletly, Ypsilanti Resident  
Ruth Ann Jamnick; Organization Committee  
Pete Murdock; City Council  
Tammie Tischler; DDA Attorney

- III. Approval of Agenda:** L. Greden motioned to approve the agenda. K. Hill supported at it passed unanimously.
- IV. Approval of Minutes – July 21, 2011:** K. Hill motioned to amend the language regarding the action taken towards the attendance of members R. Greff, and D. Daniels. P. Schreiber suggested the language “no further action was taken” should replace “the board unanimously accepted the explanations.” J. Coleman motioned to accept the minutes as amended. K. Hill supported and it passed unanimously.
- V. Audience Participation:** None
- VI. Staff Report/Financial Report:** T. Colbeck reviewed the reports.
- VII. Standing Committee Reports**

**Design:** T. Colbeck provided an update stating that the committee reviewed all applications submitted for YDDA Façade Improvement Grants. The committee discussed ideas for directional/wayfinding signage. T. Colbeck gave an update on the Depot Town Kiosk restoration. D. Daniels provided the committee with a power point report on streetscape enhancement guidelines. T. Colbeck stated that the committee is researching a new tree trimming proposal. The committee has started work on a prioritized work plan covering the next 3-5 years.

**Special Design Meeting:** T. Colbeck reported that the committee had conducted a special meeting to make final recommendations for façade grant awards. Three applications were recommended awards from the West Cross TIF on the condition that they complete the missing elements from their applications by August 22, 2011. Three applications were recommended from the Depot Town TIF with similar stipulations. Two of which were recommended outright

approval, the third was recommended approval on the condition that they complete the missing elements from their applications by August 22, 2011. Eight of Sixteen applications were recommended awards from the Downtown TIF on the condition that they complete the missing elements from their applications by August 22, 2011. All 16 downtown applications were ranked individually; in the event that one of the top eight applications does not provide the required information by August 22nd, the top reserve application will be awarded the grant.

**Resolution to Approve the Award of YDDA Façade Improvement Grants:** K. Hill motioned to approve the resolution; R. Barnes supported. P. Schreiber suggested that language stating “50% of total project costs” be changed to “50% of agreed upon project costs”. P. Schreiber also suggested that staff address protocol regarding fluctuation in final project costs and what action could be taken to reassess final reimbursement amount in the future. The resolution passed unanimously as amended.

**Economic Restructuring:** R. Barnes provided an update stating that the committee is nearing the reimbursement faze of the West Cross Building Rehabilitation & Façade Grant Program Rd. I. Barnes updated the Board regarding the applications that have been submitted for Rd. II.

**Resolution to Support the Renewal of the Act 88 Economic Development:** K. Maurer motioned to approve the resolution; K. Hill supported. The Board engaged in discussion. P. Schreiber suggested that section 1 of resolution be amended to state that YDDA supports property tax millage up to .050. J. Coleman motioned to amend the resolution; R. Greff supported. The resolution passed unanimously as amended. YDDA staff is to send resolution to the Washtenaw County Commissioners as well as L. Greden.

**Organization:** S. French gave an update on the status of the website development, YDDA Board retreat and staffing. She also reported that the committee has determined that all board and committee materials should no longer be printed for members and they will be responsible for bringing their own materials to all meetings. R. A. Jamnick gave a report on the State of Michigan’s Unified Reporting Format. She reported that this financial reporting format is standard to all Michigan municipalities and will help staff work more efficiently.

**Resolution to Adopt the Uniform Reporting Format for YDDA Financial Reports:** L. French motioned to approve the resolution; R. Greff supported. The resolution passed unanimously.

S. French also announced that the board retreat has been scheduled for September 21, 2011 from 1pm – 5pm.

**Promotions:** L. French gave a report that the new brochures are complete and YDDA staff has been handing out brochures to local businesses. The committee is engaged in discussions to create a Historic Pub Crawl. The committee is working on a prioritized work plan to cover the next 3-5 years. The committee is also working to improve social marketing for the YDDA. Dave Kabat has been appointed to the committee.

**VIII. Ad Hoc Committee Reports:** None

**IX. Old Business:** 200 Block W. Michigan Ave. Dumpster Service.  
Chair Wheeler provided an update by reading a statement submitted by our legal counsel T. Tischler. The statement indicated that the YDDA could not legally discontinue dumpster service for this location at this time because there has been a public commitment to provide the services at least until 2013. She suggested that alternative avenues should be explored. K. Hill suggested that the YDDA seek a dumpster upkeep reimbursement plan; whereas the YDDA aids in building enclosures and future up keeping of dumpsters. P. Schreiber suggested that T. Tischler look into possibility of an easement for between the private property owners and the YDDA for

the dumpster service. P. Schreiber motioned to assign T. Tischler to research the possibility of creating a special use assessment for the property owners for the continue dumpster service and construction of a permanent enclosure. R. Greff supported and the motion passed unanimously.

**X. New Business:**

1. YDDA Annual Meeting: Meeting is to take place immediately following the September 2011 Board Meeting.
2. YDDA Board Retreat: Retreat is to take place September 21, 2011 from 1pm-5pm.

**XI. Proposed Business:** The Board engaged in a discussion about updating the TIF Plans. There was a discussion about the comments made in regard to the planters on the Michigan Ave. median.

**XII. Reports From Other Boards and Commissions**

Riverside Arts Center: P. Schreiber provided an update stating that the RAC is working on a long-range plan. The RAC is seeking an increase in permanent parking spaces. YDDA staff is to contact RAC Chair regarding parking permits.

Friends of the Freight House: P. Murdock provided an update stating that the minutes from their last meeting have been sent to YDDA. The FOF is currently reviewing its plans for future direction.

**XIII. Announcements/Comments:** A. Edmonds stated that she and Teresa Gilotti attended a Michigan Mayors Seminar in which they received helpful insight on how municipalities around the state are working with local agriculture interests. A. Edmonds stated that the Growing Hope Vendor Directory has been completed and will be dispersed shortly. A. Edmonds stated that the new banners have been installed on Michigan Avenue for the Farmers Market. A. Edmonds has also been attending seminars around the state which highlight the economic development opportunities that healthy food can create and would willing to share information with the YDDA Board.

**XIV. Public Participation:** None

**XV. Adjourn:** S. French motioned to conduct a closed meeting following the Board meeting for the Executive Director's annual review; A. Edmonds supported and it passed unanimously. A. Edmonds motioned to adjourn. K. Hill supported and it passed unanimously.

August 18, 2011  
2011 - 24

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO APPROVE THE AWARD OF YDDA FAÇADE IMPROVEMENT  
GRANTS**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Design Committee is charged with supporting initiatives that enhance downtown's physical environment by promoting walkability and creating an inviting atmosphere; and

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

WHEREAS, the YDDA 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 YDDA staff has researched other communities façade programs and received input from the Design Committee to create a template for a façade improvement program that can be implemented in 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 for the Depot Town and W. Cross/Campus Town Districts with the funds to be drawn from the appropriate TIF reserve; and

WHEREAS, that the maximum grant award will be 50% of agreed upon project costs, not to exceed \$2,500; and

WHEREAS, the YDDA Façade Improvement Grant Program outlined an application process and guidelines to be met by each applicant to be considered for funding; and

WHEREAS, the YDDA received 22 total grant requests by the application deadline of August 1, 2011; and



WHEREAS, each application was reviewed by YDDA staff and the Design Committee for a final recommendation for funding to the full YDDA Board;

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

1. YDDA Board approve the award of façade grants as recommended by the Design Committee.
2. That the following Façade Improvement Projects be awarded the following grants:
  - 308-12 N. River/Ypsi Food Coop - \$2,500
  - 24 E. Cross St./Olde Towne Coin and Gold - \$1,885.50
  - 18 W. Michigan Ave./Haabs - \$2,500
3. That the following Façade Improvement Projects be awarded the following grants contingent on each applicant providing the necessary information to complete their applications no later than August 22, 2011:
  - 19 E. Cross St./Fantasy Attic - \$2,500
  - 500 W. Cross St./Tom's Party Store - \$2,450
  - 515-19 W. Cross St./Crossroads Bar - \$2,500
  - 701 W. Cross St./Tower Inn - \$2,500
  - 126 W. Michigan Ave. - \$2,500
  - 119 W. Michigan Ave./Terry Bakery - \$2,500
  - 228 W. Michigan Ave./Wolverine - \$2,500
  - 232-4 W. Michigan Ave. - \$2,500
  - 207-9 W. Michigan Ave./Red Rock Barbecue - \$2,500
  - 230 W. Michigan Ave. - \$2,500
  - 201 W. Michigan Ave./Tap Room - \$2,500
4. That the following Downtown Façade Improvement Projects be awarded grants in order of their total ranking given by the Design Committee if one of the above recommended grants cannot comply with the program guidelines and contingent on their providing any missing required information by the August 22, 2011 deadline:
  - 103 W. Michigan Ave./Model Cave
  - 32-42 N. Huron St.
  - 5-7 S. Washington St.
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: Members B. Barnes, J. Coleman, A. Edmonds, L. French, S. French, D. Gendich, R. Greff, L. Greden, K. Hill, K. Maurer, P. Schreiber

NAYS: none

YES: 11      NO: 0      ABSENT: 1      VOTE: passes

August 18, 2011  
2011- 25

**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 K. Maurer 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, the Economic Restructuring Committee'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 Economic Restructuring Committee and partners help sharpen the competitiveness of existing business owners and recruits compatible new businesses and new economic uses to build 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, the Eastern Leaders Group, and the Cross Street building improvements program; and

WHEREAS, continuing the Act 88 millage is vital to the Ypsilanti Downtown Development Authority's mission to improve the downtown Ypsilanti community;

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

1. The Ypsilanti Downtown Development Authority urges the Washtenaw County Commission to vote to renew the Act 88 property tax millage at a rate up to 0.050.
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: B. Barnes, J. Coleman, A. Edmonds, L. French, S. French, D. Gendich, R. Greff, L. Greden, K. Hill, K. Maurer, P. Schreiber

NAYS: none

YES: 11      NO: 0      ABSENT: 1      VOTE: passes

August 18, 2011  
2011-26

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO ADOPT THE UNIFORM REPORTING FORMAT FOR YDDA  
FINANCIAL REPORTS**

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

WHEREAS, the YDDA Organization Committee deems it appropriate to regularly review the processes and reports that are issued at YDDA Board meetings; and

WHEREAS, the Uniform Budgeting and Accounting Act of 1968 was adopted by the State of Michigan to establish uniform charts of accounts and reports in local units of government; and

WHEREAS, the City of Ypsilanti uses the Uniform Reporting Format for all of its Income and Expense Reports; and

WHEREAS, the YDDA currently uses different reports for both its annual budget process and monthly finance reports which do not comply with the Uniform Reporting Format; and

WHEREAS, the YDDA staff has to prepare two separate reports for the annual budgeting process, one for the YDDA Board and one for the City of Ypsilanti; and

WHEREAS, YDDA staff has access to the shared software of the City of Ypsilanti that would allow them to produce regular reports that are in compliance with the Uniform Reporting Format and consistent with the City of Ypsilanti's financial reports; and

WHEREAS, the YDDA staff and Organization Committee member R.A. Jamnick recently coordinated with the City of Ypsilanti's Fiscal Services Department to create an updated chart of accounts that allows for staff to produce a more complete income and expense report for all three of the YDDA TIF's;

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

1. The YDDA Board officially adopts the Uniform Reporting Format for its annual budget and monthly income and expense reports.
2. That a monthly income and expense report using the Uniform Reporting Format be used at Board meetings to replace monthly check register currently used for financial reports.

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: Members B. Barnes, J. Coleman, A. Edmonds, L. French, S. French, D. Gendich, R. Greff, L. Greden, K. Hill, K. Maurer, P. Schreiber

NAYS: none

YES: 11      NO: 0      ABSENT: 1      VOTE: passes

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, September 15, 2011 – 8:00 a.m.  
Spark East 215 W. Michigan Ave, Ypsilanti**

**Minutes**

- I. Call to Order:** Vice-Chair Coleman called the meeting to order at 8:05 a.m.
- II. Roll Call:** Barnes, Coleman, Daniels\*, Edmonds, L. French, S. French, Gendich, Greden, Greff, Hill, Maurer, and Mayor Schreiber\*\*
- \*Arrived at 8:08am, \*\*Arrived at 8:09am
- Members Absent:** Chair Wheeler
- Others Present:** Jake Albers; DDA Intern  
Jazmine Bennett  
Leonardo Christian; Ypsi News  
Tim Colbeck; DDA Executive Director
- III. Approval of Agenda:** R. Greff motioned to approve the agenda as amended. K. Hill supported and it passed unanimously.
- IV. Approval of Minutes – August 18, 2011:** R. Greff motioned to approve the minutes. L. Greden supported and it passed unanimously.
- V. Audience Participation:** Jazmine Bennett addressed the Board indicating that she is an applicant for the available staff position at the YDDA. She is currently an intern at the Romulus DDA. Jazmine distributed fliers promoting the Romulus Pumpkin Festival.
- VI. Staff Report/Financial Report:** T. Colbeck reviewed the reports.
- VII. Standing Committee Reports**

**Design:** No Report; Committee could not reach a quorum.

**Economic Restructuring:** R. Barnes provided an update on W. Cross St. Building Rehabilitation & Façade Improvement Grant – Rd. I; indicating that reimbursement has been submitted to 701 W. Cross/Tower Inn.

R. Barnes provided an update on W. Cross St. Building Rehabilitation & Façade Grant Rd. II. The Committee is seeking Board approval for applicant awards. L. Greden provided an update indicating provisions for Rd. III of W. Cross St. Building Rehabilitation & Façade Grant.

**Resolution Approving Applicant Awards for the West Cross Commercial Building Rehabilitation and Façade Grant:** R. Barnes motioned to approve the resolution. L. Greden supported and the resolution passed unanimously.

**Organization:** S. French provided an update on the YDDA website redevelopment. The agenda and timeline of the Annual Board Retreat was discussed as well as the progress of the staff

opening. S. French indicated that DDA staff is to renew Associate Level status with Michigan Main Street Program.

**Resolution to Merge the Organization and Promotions Committee and Create a New Operations and Finances Committee:** S. French motioned to approve the resolution; R. Greff supported. The Board engaged in discussion. A. Edmonds motioned to amend the resolution; changing the proposed name of the new committee from "Operations and Finances" to "Governance and Finance." R. Greff supported and it passed unanimously.

R. Greff motioned to merge the Design and Economic Restructuring Committee as well as Organization and Promotion within the amendment. L. French supported and it passed unanimously. S. French motioned to approve the resolution as amended; R. Greff supported. R. Barnes, J. Coleman, D. Daniels, A. Edmonds, L. French, S. French, D. Gendich, L. Greden, R. Greff, K. Maurer, and P. Schreiber voted in favor. K. Hill voted against and the resolution passed as amended.

S. French indicated that the Committee and DDA staff will examine future meeting schedule in an effort to eliminate committee meetings that fall within the same week as board meetings. S. French indicated a desire to institute a policy in which committee chairs are to be notified in the event of member absences; which will result in the ability of the chair to find replacement members in order to obtain a quorum.

R. Greff stressed the importance of the homework which is to be given to each board member prior to the retreat. Understanding of the work will aid in the process of the retreat. DDA staff is to send out homework as well as two reminder emails to each board member.

**Promotions:** L. French provided an update stating that the committee is continuing its promotion of the YDDA through social networking avenues such as Facebook and Twitter. The committee continues to put together a Historic Pub Crawl. They are partnering with the Historic Museum. L. French informed the Board that the committee will be working to produce a video highlighting the district that can be seen at local businesses.

**VIII. Ad Hoc Committee Reports:** None

**IX. Old Business: Board Retreat Agenda:** T. Colbeck provided the agenda to the board. The board engaged in a discussion regarding the importance of the Retreat.

**200 Block W. Michigan Dumpster Service:** T. Colbeck provided an update regarding the progress being made on 200 Block dumpster service. A meeting took place between all stakeholders in order to discuss solutions.

**Depot Town Kiosk:** T. Colbeck has been in contact with Bill Labetzki. Due to health problems he has not made any progress on repairing the Kiosk. T. Colbeck is to notify Labetzki that the deadline for completion of project has been set for October 1, 2011. If Kiosk is not complete by said date; all previous payments made to Labetzki must be returned to YDDA.

**X. New Business: The Impact of Healthy Food Options on Economic Development:** A. Edmonds provided a case statement which investigated the economic impact that healthy food options has had and could have in the future in Ypsilanti. A. Edmonds indicated that the YDDA should increase awareness in regard to healthy food opportunities that could enrich the business community in the district.

**XI. Proposed Business:** None



**XII. Reports From Other Boards and Commissions**

***Riverside Arts Center:*** L. French provided an update stating that perhaps the YDDA should explore alternatives to permit parking in RAC parking lot.

***Friends of the Freight House:*** No Report was presented.

**XIII. Announcements/Comments:** P. Schreiber commented on the stakeholders meeting regarding the 200 Block of W. Michigan Dumpster Service. P. Schreiber indicated that the situation on W. Michigan should be compared to dumpster service in Depot Town in an effort to come up with a viable solution. P. Schreiber announced that City Council Budgeting Session II will take place September 27, 2011 at 6pm. J. Coleman announced that his Look In The Attic expansion in Romulus is officially open and running.

**XIV. Public Participation:** None

**XV. Adjourn Regular Board Meeting and YDDA Annual Meeting to Follow Immediately:** K. Hill motioned to adjourn. S. French supported and the motions passed unanimously at 10:01am.

September 15, 2011  
2011-27

**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 S. French and supported by Member R. Greff.

WHEREAS, the YDDA's Organization Committee has traditionally been responsible for the YDDA's bylaws and various procedural rules; and

WHEREAS, in 2008 the YDDA applied the National Main Street Model for its committee structure, which includes four standing committees, Design, Economic Restructuring, Promotions, and Organization; and

WHEREAS, as an Associate Level committee it is recognized that a participating community may not always fit perfectly in the recommended subcommittee structure; and

WHEREAS, while it is the stated long term goal of the YDDA to implement the National Main Street model as its operating model, as an Associate Level committee it is recognized that a community may not fit perfectly under the recommended committee structure ; 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 resources;

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

1. The YDDA Board approves combining the Organization and Promotions Committees into one committee, the Design and Economic Restructuring Committees into one committee and creating a new Governance and Finances Committee.
2. The new Promotions Committee will continue to have the same areas of concentration as in the past but will now add all external communications and outreach projects that would have been a part of the Organization work plan in the past.
3. The new Governance and Finances Committee will be responsible for administering YDDA by-laws and guidelines, human resources, and budgeting.

4. The new Design and Economic Restructuring Committee will be responsible for the same items as the individual committees worked on in the past including improvements to the built environment and business support.
5. The YDDA Committee Guidelines be amended from its current version originally adopted 12-17-09 and amended 12-16-10 to reflect the new proposed committees.
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: R. Barnes, J. Coleman, D. Daniels, A. Edmonds, L. French, S. French, D. Gendich, L. Greden, R. Greff, K. Maurer, and P. Schreiber

NAYS: K. Hill

YES: 11      NO: 1      ABSENT: 1      VOTE: passes

September 15, 2011  
2011-28

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION APPROVING APPLICANT AWARDS FOR THE WEST CROSS  
COMMERRCAIL BUILDING REHABILITATION AND FAÇADE GRANT  
PROGRAM RD. II**

The following preamble and resolution were offered by Member R. Barnes and supported by Member L. Greden.

WHEREAS, the Economic Restructuring Committee'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 Ypsilanti DDA Economic Restructuring Committee and partners help sharpen the competitiveness of existing business owners and recruits compatible new businesses and new economic uses to build commercial district that responds to today's consumers' needs; and

WHEREAS, the Washtenaw County Eastern Leaders Group has given the Economic Restructuring Committee a partnership opportunity to match \$15,000 for the W. Cross St. Commercial Building Rehabilitation and Façade Grant Program Rd. II; and

WHEREAS, the Downtown Development Authority allocated a matching \$15,000 for the W. Cross St. Commercial Building Rehabilitation and Façade Grant Program Rd. II at the February 17, 2011 Board meeting from the FY 2011-2012 West Cross budget appropriations; and

WHEREAS, the W. Cross St. Commercial Building Rehabilitation and Façade Grant Program Rd. II may provide financial incentives totaling up to \$30,000 to commercial building owners to renovate and lease space increasing jobs and the vitality of the West Cross district; and

WHEREAS, the DDA's financial support of the W. Cross St. Commercial Building Rehabilitation Program Rd. II will aid in DDAs efforts of enhancing the West Cross District; and

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

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

1. the Ypsilanti Downtown Development Authority approves the following grant applicant funding:
  - 501 W. Cross be provided a 50% match, not to exceed \$10,000 for its proposed façade improvements and a 50% match, not to exceed \$5,000 for the addition of high quality exterior lighting. The funding for the exterior lighting plan is contingent on the applicant providing technical specifications and quotes for the installation of appropriate lighting.
  - 511 W. Cross be provided with a 50% match not to exceed \$8,997.50 for the installation of a fire suppression system.
2. That all grant funds 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.
3. All of the funds awarded to the above awardees will be provided from the W. Cross TIF source.
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: R. Barnes, J. Coleman, D. Daniels, A. Edmonds, L. French, S. French, D. Gendich, L. Greden, R. Greff, K. Hill, K. Maurer and P. Schreiber

NAYS: none

YES: 12      NO: 0      ABSENT: 1      VOTE: passed

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, October 20, 2011 - 8:00 a.m.  
Spark East 215 W. Michigan Ave, Ypsilanti**

**Minutes**

- I. Call to Order:** Chair Greden called the meeting to order at 8:05 a.m.
- II. Roll Call:** Barnes, Coleman, Daniels, Edmonds, L. French, S. French, Gendich, Chair Greden, Greff, Hill, Maurer, and Mayor Schreiber
- Members Absent:** Rene Greff\*
- \*Communicated Via Skype
- Others Present:** Jake Albers; DDA Staff  
Leonardo Christian; Ypsi News  
Tim Colbeck; DDA Executive Director  
Michael Gelletly, Ypsilanti Resident  
Ed Korizno; City Manager  
Dave Kowall; Assistant City Manager  
Pete Murdock; City Council  
Tammie Tischler; Attorney
- III. Approval of Agenda:** D. Wheeler motioned to approve the agenda. K. Hill supported and it passed unanimously.
- IV. City of Ypsilanti Budget Update (Ed Korizno; Dave Kowall)**  
D. Kowall and E. Korizno provided an update to the board regarding the City of Ypsilanti Budget.
- V. Approval of Minutes - September 15, 2011 Board Meeting  
September 15, 2011 Annual Meeting  
September 21, 2011 Board Retreat**
- D. Wheeler motioned to approve all minutes. D. Daniels supported and the motion passed unanimously.
- VI. Audience Participation:** P. Murdock commented on the subject of regional consolidation for governmental matters.
- VII. Staff Report/Financial Report:** T. Colbeck reviewed the reports. T. Colbeck will provide a detailed budget presentation at the December Board meeting.
- VIII. Standing Committee Reports**

***E.R./Design:***

**Resolution Approving YDDA Provide a \$10,000 Match to Washtenaw County's ELG \$20,000 for the Commercial Building Rehabilitation Program Round III**

L. Greden notified the Board that the success of Round I and II has prompted ELG to increase their investment to \$30,000 if the DDA is willing to increase their match to \$15,000.

R. Barnes discussed that the Board should ensure that the increase in matching funds is correctly budgeted for and comes from the correct TIF fund. The Board recommended that \$15,000 be reserved from each TIF source to ensure that each potential project be paid from the correct TIF. Any unused funds will be rolled back to the appropriate reserves. T. Colbeck is to make certain that the increase allocation is sufficiently accounted for in the FY 2012 Budget.

P. Schreiber motioned to approve the amendment. K. Hill supported and the motion passed unanimously.

K. Maurer motioned to approve the resolution as amended. D. Gendich supported and the motion passed unanimously.

### **Resolution Approving the Cross Street Enhancement Maintenance Agreement**

The Board engaged in a discussion regarding the Maintenance Agreement. K. Maurer motioned to approve the resolution. D. Daniels supported and the resolution passed unanimously.

### **Resolution Approving the River Street median Flower Bed Proposal**

Decision on Resolution was postponed until the November 17, 2011 Board meeting. More information is to be gathered regarding any increase in cost for watering additional flower beds.

#### ***Governance & Finance:***

#### **Resolution for the YDDA to Adopt the City of Ypsilanti's Non-Union Employee Handbook**

S. French motioned to approve the resolution. D. Daniels supported and the resolution passed unanimously.

#### ***Promotions:***

#### **Resolution to Offer Match Grant Funds for Holiday Lighting/Decorations to Each of the DDA Districts**

The Board engaged in a discussion regarding Holiday Lighting. D. Gendich motioned to add language within resolution that strictly identifies the Promotions Committee as the approving agency regarding placement and consistency of holiday lighting/decorations. K. Hill supported and the amendment passed unanimously.

D. Gendich motioned to approve the resolution as amended. K. Hill supported and the resolution passed unanimously.

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

***Dumpster:*** Report as submitted

***Parking:*** Report as submitted

### **X. Old Business:**

***Board Retreat Review:*** S. French informed the committees that they are to review the philosophical questions that were developed at the retreat and create a work plan that best attempts to answer the philosophical questions.

***Future Meeting Schedule:*** T. Colbeck provided the Board with a meeting schedule through December 2012.

### **XI. Proposed Business: None**

**XII. Reports From Other Boards and Commissions**

**Riverside Arts Center:** P. Schreiber reported that the RAC is interested in a parking system that is more beneficial to RAC patrons.

**Friends of the Freight House:** A discussion was held on the need to receive a regular report from the FOYF and their meeting minutes. It was stated that the DDA does not require the FOYF to provide meeting minutes to us, but we can ask for these in consideration of our long-term support of their organization.

L. French motioned that all organizations that are financially linked to the DDA be required to submit their meeting minutes to the DDA. K. Hill supported. L. French voted in favor. R. Barnes, J. Coleman, D. Daniels, A. Edmonds, S. French, D. Gendich, K. Hill, K. Maurer, P. Schreiber, and D. Wheeler voted against. The motion was denied.

**XIII. Announcements/Comments:** P. Schreiber announced that City Council and the Washtenaw County Rec. Center Developers are going over options for lot size, setback, and density. A. Edmonds stated that it is important that the DDA hear a presentation regarding the Water Street Proposal. Such a presentation is tentatively scheduled for November 17, 2011.

A. Edmonds announced that annarbor.com released a story regarding a possible Kitchen Incubator moving into the City of Ypsilanti.

P. Schreiber reminded that Ad Hoc Dumpster committee that the Dumpster situation in Depot Town.

J. Coleman announced that his company, Look in the Attic, has signed a contract with Universal Studios to produce set materials.

T. Colbeck introduced Jake Albers as the YDDA Community Development Coordinator; starting date to be Wednesday October 26, 2011.

S. French announced that annarbor.com has nominated Aubrees for Deal of the Year.

**XIV. Public Participation:** P. Murdock informed the Board that the FOYF are awaiting approval on a minimal plan to reopen the Freighthouse.

**XV. Adjourn Regular Board Meeting:** K. Hill moved to adjourn. K. Maurer supported and the motion passed unanimously at 10:04 a.m.

Next Meeting: Thursday, November 17, 2011, SPARK East, 8:00 a.m.



October 20, 2011  
2011-32

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION APPROVING YDDA PROVIDE A \$15,000 MATCH TO WASHTENAW  
COUNTY'S ELG \$30,000 FOR THE COMMERCIAL BUILDING REHABILITATION  
PROGRAM ROUND III**

The following preamble and resolution were offered by Member K. Maurer and supported by Member D. Gendich.

WHEREAS, one of the Economic Restructuring & Design Committee's guiding principles 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 twice partnered with the YDDA on opportunity to match a \$15,000 grant for the W. Cross St. Commercial Building Rehabilitation and Façade Grant Program; and

WHEREAS, the ELG has considered this program successful and our partnership a productive use of funds to leverage the redevelopment of commercial properties in the W. Cross TIF District; and

WHEREAS, the ELG has expressed its interest in continuing our partnership; and

WHEREAS, in the first two rounds of the program the ELG offered the YDDA a one-to-one match of \$15,000 from the ELG and \$15,000 from the YDDA to fund the program and required that the funds be allocated in only a portion of the W. Cross TIF District; and

WHEREAS, the ELG has expressed their willingness to increase their match to a two-to-one match with the ELG providing \$30,000 and the YDDA matching \$15,000; and

WHEREAS, the ELG has also expressed their willingness for the program boundaries to be extended throughout all of the YDDA districts; and

WHEREAS, the ELG require that their funds be awarded to the YDDA before the end of the calendar year, December 2011, however, they will not require the expenditure of YDDA funds for the program be made available until the start of our next fiscal year, July 1, 2012.

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

1. the YDDA approves to match the \$30,000 grant from the ELG with \$15,000 of YDDA TIF funds to create a third round of the Commercial Building Rehabilitation Grant Program.
2. The Commercial Building Rehabilitation Grant Program will follow the same basic guidelines and procedures as the previous two rounds of the program with adjustments to the program as needed to improve the program.
3. The third round of the grant program boundaries will be expanded to all of the YDDA districts.
4. The YDDA portion of any grant funded will be paid from the appropriate TIF district fund reserves.
5. The 2012-13 FY budget set aside \$15,000 from each of the three DDA TIF reserves (Downtown, Depot Town, and W. Cross St.) with the understanding that any unused portion of these funds will be rolled back into the appropriate reserves.
6. Any funds remaining from the previous round of the grant program will be earmarked for projects only in the W. Cross TIF district.
7. All YDDA funds for the program may be made payable after the start of the 2012-2013 fiscal year.
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: R. Barnes, J. Coleman, D. Daniels, A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, P. Schreiber, D. Wheeler

NAYS: none

YES: 12      NO: 0      ABSENT: 1      VOTE: passed

October 20, 2011  
2011-33

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION APPROVING THE CROSS STREET ENHANCEMENT MAINTENANCE  
AGREEMENT**

The following preamble and resolution were offered by Member K. Maurer and supported by Member D. Daniels.

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, the YDDA, City of Ypsilanti, and MDOT have partnered on the Cross St. Streetscape Enhancement Project with the YDDA agreeing to provide \$87,500, the City providing \$170,000, and MDOT providing \$770,000; and

WHEREAS, the YDDA and the City of Ypsilanti will be responsible for the ongoing maintenance of the enhancements and the improvement area; and

WHEREAS, the City of Ypsilanti has prepared a maintenance agreement between the City and the YDDA that outlines which parties will be responsible for which ongoing maintenance items; and

WHEREAS, the draft agreement is missing a legal description of the service area; and

WHEREAS, the draft indicates that the YDDA will be responsible to monitor and supervise all dumpsters in the area to be served.

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

1. the YDDA approves the maintenance agreement pending an accurate legal description of the service area and the removal of any language obligating the YDDA to monitor and supervise all dumpsters in the described service area.
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: R. Barnes, J. Coleman, D. Daniels, A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, P. Schreiber, D. Wheeler

NAYS: none

YES: 12

NO: 0

ABSENT: 1

VOTE: passed

October 20, 2011  
2011-34

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO ADOPT THE CITY OF YPSILANTI'S NON-UNION EMPLOYEE  
POLICIES**

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

WHEREAS, the YDDA Governance and Finance Committee is responsible for human resources policies for the YDDA; and

WHEREAS, the YDDA Executive Director is in the process of hiring a new Community Development Coordinator; and

WHEREAS, the Governance and Finance Committee believe that it is important that there are fair and consistent policies in place for the review of all staff; and

WHEREAS, the City of Ypsilanti has an existing handbook with all guidelines and policies for the employment and management of Non-Union Employees that was last updated and approved on July 1, 2011;

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

1. The YDDA Board officially adopts the City of Ypsilanti's Non-Union Handbook as the official policy for all YDDA employees.
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: B. Barnes, J. Coleman, D. Daniels, A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, P. Schreiber, D. Wheeler

NAYS: none

YES: 12      NO: 0      ABSENT: 1      VOTE: passes

October 20, 2011  
2011-35

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO OFFER MATCHING GRANT FUNDS FOR HOLIDAY  
LIGHTING/DECORATIONS IN EACH OF THE YDDA DISTRICTS**

The following preamble and resolution were offered by Member D. Gendich and supported by Member K. Hill.

WHEREAS, the YDDA Promotions Committee guiding principle is to market Ypsilanti's unique characteristics to residents, visitors, investors and business owners. Promotions are positive, and are achieved through advertising, retail activities, special events and marketing campaigns to encourage commercial activity and investment in the area; and

WHEREAS, the YDDA Promotions Committee has identified a desire to promote local businesses through commercial/retail events such as the annual Starlight Spree; and

WHEREAS, the YDDA Promotions Committee has recognized a need to create an opportunity to help the YDDA districts promote themselves using a unified decorations/themes for the holiday season; and

WHEREAS, the YDDA Promotions Committee believes it can best provide holiday decorations throughout the DDA by partnering with the various organizations in each district and leveraging the additional funds and resources that each offers.

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

1. the YDDA Board approve creating a matching grant program for holiday decorations.
2. That the grant program provide up to 50% of the costs for holiday lighting and decorations in an amount not to exceed \$500 for each separate district or \$1,500 in total grant awards.
3. That all applicants must provide proof of expenses and will be paid as a reimbursement for their costs.
4. That the grant funds be allocated through the appropriate TIF district fund balance for each district.
5. That the grant funds be used exclusively for the purchase of lights and/or decorations and our partners in the program will have full ownership and be responsible for the installation and maintenance of materials.

6. All grant applications will be reviewed by the YDDA Promotions Committee and funding decisions will be at that committee's discretion with emphasis being the creation of unified themes/decorations within each individual district.
7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: R. Barnes, J. Coleman, D. Daniels, A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, P. Schreiber, D. Wheeler

NAYS: none

YES: 12      NO: 0      ABSENT: 1      VOTE: passes

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

**Board of Directors Meeting**  
**Thursday, November 17, 2011 – 8:00 a.m.**  
**Spark East 215 W. Michigan Ave, Ypsilanti**

**Minutes**

**I. Call to Order:** Chair Greden called the meeting to order at 8:00 a.m.

**II. Roll Call**

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

\*Arrived at 8:15 am

\*\*Departed at 9 am

**Others Present:** Jake Albers; YDDA  
Leonardo Christian; Ypsi News  
Tim Colbeck; YDDA  
Tammie Tischler; Attorney

**III. Approval of Agenda:** D. Daniels motioned to approve the agenda. S. French supported and the motion passed unanimously.

**IV. Approval of October 20, 2011 Minutes:** L. French motioned to approve the minutes. D. Wheeler supported and the motion passed unanimously.

**V. Audience Participation:** None

**VI. Staff Report/Financial Report:** T. Colbeck provided an update on the 2011 Holiday lighting. We received two proposals for holiday lighting grants, one in Depot Town and one Downtown. Both were approved by the Promotions Committee. T. Colbeck reported that he approached D. Locke-Daniels from the Convention and Visitors Bureau for an opportunity to partner with the YDDA and arrange for the installation of YDDA owned holiday decorations that were in storage at DPS. D. Locke-Daniels agreed and contacted DPS to make arrangements for the CVB to pay for the installation of decorations.

It was also indicated that R. Barnes has installed holiday lighting at all of his properties along W. Cross St.

The board engaged in a discussion regarding the recognition of the parties responsible for funding and installing the holiday lighting/decorations. D. Daniels motioned to draft a resolution thanking the parties responsible for providing the holiday lighting. K. Hill supported and the motion passed unanimously.



K. Hill recommended that YDDA staff inventory the number of available outlets for holiday lights downtown. K. Hill asked that YDDA staff coordinate with DPS on a time table for holiday decoration removal; so as to avoid any mix up of city and privately owned decorations.

A Edmonds inquired about the status of the website development. T. Colbeck indicated that the website work may be completed by the end of December.

T. Colbeck offered to conduct budget presentation to board at present meeting rather than waiting until December meeting. The board reached a consensus on the matter and established that the presentation would take place at the announcement portion of the agenda.

## **VII. Standing Committee Reports**

***E.R/Design:*** Report as submitted.

### **Resolution Approving the River Street Median Flower Bed Proposal**

K. Maurer motioned to approve the resolution as written. L. French supported and the motion passed unanimously.

K. Maurer stated that T. Gillotti will be giving a presentation on streamlining the OPRA process at the next ER/Design meeting and invited any interested board members.

A Edmonds announced that the owners of the Beer Cooler are potentially expanding their operations to include a grocer.

A. Edmonds also announced that a new retailer has moved into the space located at 113 Pearl.

***Governance & Finance:*** Report as submitted.

### **Resolution in Support of the Ypsilanti Downtown Development Authority Remaining in the Main Street Program as an Associate Level Program**

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

### **Resolution to Adopt Community Development Coordinator Evaluation Standards and Format**

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

***Promotions:*** Report as submitted.

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

***Dumpster:*** Report as submitted

***Parking:*** Report as submitted

**IX. Old Business:** None

**X. Proposed Business:** None

## **XI. Reports From Other Boards and Commissions**

***Riverside Arts Center:*** L.Greden inquired about the need for a monthly report from RAC since we receive their monthly board minutes. The board determined that a regular report at the board meeting should not be required.

P. Schreiber informed the board that L. French is resigning as a DDA representative for the RAC board. D. Gendich volunteered to replace L. French. D. Daniels motioned to accept D. Gendich as new DDA representative on RAC board. K. Hill supported and the motion passed unanimously.

***Friends of the Freight House:*** None

**XII. Announcements/Comments:**

***Financial Report Presentation:*** T. Colbeck conducted a presentation/review of the financial report to the Board illustrating the format in which the budget is presented, expenses, revenue, and individual TIF accounts. The board engaged in a discussion regarding the budget presentation.

R. Barnes asked if the reserves were indicated in the budget. T. Colbeck informed R. Barnes that the reserves are not included in the budget.

L. Greden inquired about producing a dash board system to provide vital budget information to both the board and the public. D. Daniels is to coordinate with staff to create budget dash board.

L. French inquired about which TIF fund the Library and SPARK contribution came from. T. Colbeck indicated that the contributions come from the Downtown TIF; this is the last year that these commitments are obligated.

The board engaged in a discussion regarding a process to gauge DDA success in economic development. K. Hill commented on the importance of having information on vacancies and obsolete properties to establish goals for attraction.

The board engaged in a discussion regarding water meters that the DDA is paying for throughout the district.

P. Schreiber provided an update regarding the search for an interim City Manager. Two candidates are to be interviewed shortly. Interim period for position will range from 6 to 12 months from the beginning of the permanent City Manager search. The City has contracted the Michigan Municipal League to conduct a City Manager search.

T. Colbeck provided the board with his status for December. He will be taking at least one personal week off following the birth of his son. He also stated that the YDDA offices will be closed the week between Christmas and New Years.

**XIII. Public Participation:** L. Christian wished everyone in attendance a Happy Thanksgiving. He also thanked EMU for their funding assistance for the Christmas Meals program.

**XIV. Adjourn Regular Board Meeting:** R. Barnes motioned to adjourn the meeting. K. Hill supported and the motion passed unanimously. Meeting adjourned at 9:20 am.

Next Meeting: Thursday, December 15, 2011, SPARK East, 8:00 am

November 17, 2011  
2011-36

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION APPROVING THE RIVER STREET MEDIAN FLOWER BED  
PROPOSAL**

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

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, seasonal landscaping throughout the YDDA districts is an important part of creating a visually appealing and inviting atmosphere; and

WHEREAS, many of the medians along River Street are a part of the Depot Town district; and

WHEREAS, the Ypsilanti Mill Works Partnership is requesting the YDDA provide them \$400 to purchase flowers and plant materials to be installed in the River St. Medians and add these medians to the regular plant watering schedule next spring; and

WHEREAS, the YDDA staff has conferred with W. H. Canon on the potential costs of adding four additional flower beds to the regular watering schedule and they stated that added costs may range from zero dollars if there is a realignment of existing watering services provided based on next year's planting to potentially \$1,300 for the year if we add watering three times a week, for 26 weeks, at \$50 each week; and

WHEREAS, the Ypsilanti Mill Works Partnership will provide all labor and ongoing maintenance except the watering of the materials;

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

1. the YDDA approves providing the Ypsilanti Mill Works Partnership an amount not to exceed \$400 as a reimbursement for the purchase of flowers and plant materials upon provision of receipts for the purchase of the materials.
2. The funding for this request will come from the Depot Town TIF reserve funds.

3. The River Street medians be added to the regular watering schedule of our streetscape maintenance contract in spring 2012.
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: R. Barnes, J. Coleman, D. Daniels, A. Edmonds, L. French, S. French, D. Gendich, L. Greden, R. Greff, K. Hill, K. Maurer, P. Schreiber, D. Wheeler

NAYS: none

YES: 13      NO: 0      ABSENT: 0      VOTE: passed

November 17, 2011  
2011-37

**RESOLUTION IN SUPPORT OF THE YPSILANTI DOWNTOWN DEVELOPMENT  
AUTHORITY REMAINING IN THE MICHIGAN MAIN STREET PROGRAM AS AN  
ASSOCIATE LEVEL COMMUNITY**

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

WHEREAS, the Ypsilanti DDA has been a Michigan Main Street Associate level Community since 2008; and

WHEREAS, the Ypsilanti DDA Board has expressed a commitment to the principles and model of the National Main Street Model for economic revitalization of our downtown districts; and

WHEREAS, the Ypsilanti DDA has submitted a letter of interest to the Michigan Main Street Center to remain in the Michigan Main Street Program as an Associate Level Community on October 6, 2011;

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

1. The City of Ypsilanti Downtown Development Authority will remain in the Michigan Main Street program for 2012 as an Associate Level Community.
2. With the direction of the Executive Director, the Ypsilanti DDA and its standing committees continue to work towards the goal of fully adopting the National Main Street model.
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: Members R. Barnes, J. Coleman, D. Daniels, A. Edmonds, L. French, S. French, D. Gendich, L. Greden, R. Greff, K. Hill, K. Maurer, P. Schreiber, D. Wheeler

NAYS: none

YES: 13 NO: 0 ABSENT: 0 VOTE: passes

November 17, 2011  
2011-38

**Downtown Development Authority of the  
City of Ypsilanti  
County of Washtenaw, State of Michigan  
RESOLUTION TO ADOPT COMMUNITY DEVELOPMENT COORDINATOR  
EVALUATION STANDARDS AND FORMAT**

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

WHEREAS, the YDDA Governance and Finance Committee is responsible for human resources policies for the YDDA; and

WHEREAS, the YDDA has recently hired a new Community Development Coordinator; and

WHEREAS, the Governance and Finance Committee believe that it is important that there are fair and consistent policies in place for the review of all staff; and

WHEREAS, the Ypsilanti DDA has officially adopted the City of Ypsilanti's Non-Union Handbook as a standard manual for all of its employees;

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

1. The position be considered "probationary" for 180 days, after which it will be considered "regular full-time".
2. The position will be eligible for healthcare, sick pay, and retirement participation effective on the first of the month following the date of hire and vacation time will be available upon the completion of the probationary period.
3. The Executive Director will provide a 90 day review, to be scheduled no later than the end of January 2012.
4. The evaluation will use the same basic form as the Executive Director's evaluation and will be based on the job performance as outlined in the Community Development Coordinator's job description.
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: Members R. Barnes, J. Coleman, D. Daniels, A. Edmonds, L. French, S. French, D. Gendich, L. Greden, R. Greff, K. Hill, K. Maurer, P. Schreiber, D. Wheeler

NAYS: none

YES: 13

NO: 0

ABSENT: 0

VOTE: passes

November 17, 2011  
2011-39

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

**RESOLUTION OF APRECIATION TO THE YPSILANTI AREA CONVENTION AND  
VISITORS BUREAU AND YPSILANTI DEPARTMENT OF PUBLIC SERVICES FOR  
THEIR PARTNERSHIP IN INSTALLING HOLIDAY LIGHTING AND DECORATIONS**

The following preamble and resolution were offered by Member D. Daniels and supported by Member K. Hill.

WHEREAS, the YDDA has traditionally purchased and paid for the installation of holiday lighting and decorations throughout the DDA districts; and

WHEREAS, due to decreased revenue, in April 2011 the YDDA board approved a budget that eliminated most of the dedicated funding for the 2011 DDA Holiday Lighting; and

WHEREAS, the YDDA has an inventory of holiday decorations that we own; and

WHEREAS, the Ypsilanti Area Convention and Visitors Bureau (CVB) has expressed a willingness in the past to assist with the associated costs of holiday lighting and decorations within the DDA districts, and

WHEREAS, in November 2011 Deb Locke-Daniels, the Executive Director of the CVB was approached and agreed to contact the Ypsilanti Department of Public Service (DPS) to request the installation of YDDA owned holiday décor at the expense of the CVB; and

WHEREAS, in the third week of November 2011, DPS has installed the existing holiday décor in the Downtown and Depot Town Districts;

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

1. The YDDA wishes to express its gratitude to the CVB for partnering with us on the installation of holiday lighting and decorations in the YDDA districts, there support was integral in the installation of holiday décor for the 2011 Holiday Season.
2. The YDDA also recognizes and wishes to acknowledge the effort by the DPS to install the lights and decorations in a timely manner ensuring that all of the décor was installed prior to the Thanksgiving Holiday.



3. That YDDA also wishes to acknowledge and thank all of the various community members including merchants and property owners that have or will be installing additional holiday décor throughout all of the YDDA districts.
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: Members R. Barnes, J. Coleman, D. Daniels, A. Edmonds, L. French, S. French, D. Gendich, L. Greden, R. Greff, K. Hill, K. Maurer, P. Schreiber, D. Wheeler

NAYS: none

YES: 13      NO: 0      ABSENT: 0      VOTE: passes

**City of Ypsilanti  
Downtown Development Authority**

**Board of Directors Meeting  
Thursday, December 15, 2011 – 8:00 a.m.  
Spark East 215 W. Michigan Ave, Ypsilanti**

**Minutes**

**I. Call to Order:** Chair Greden called the meeting to order at 8:05 a.m.

**II. Roll Call**

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

\*Arrived at 8:08 am

\*\*Arrived at 8:12 am

\*\*\*Departed at 9:18 am

**Others Present:** Jake Albers; YDDA  
Leonardo Christian; Ypsi News  
Tim Colbeck; YDDA  
Michael Gelletly

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

**IV. Approval of November 17, 2011 Minutes:** L. French moved to approve the minutes. D. Wheeler supported and the motion passed unanimously.

**V. Audience Participation:** None

**VI. Staff Report/Financial Report:** T. Colbeck provided a staff and financial report. The board engaged in a discussion regarding the most efficient manner in which to present the financial report.

**VII. Standing Committee Reports**

**E.R/Design:** L. Greden provided an update to the board. The board engaged in a discussion regarding the deadline for completion of the façade improvement on 515 W. Cross. It was noted that the committee set a deadline for completion of March 1, 2012.

**Governance & Finance:** S. French provided the board with an update. P. Schreiber requested that board members in attendance be recorded within the standing and ad hoc committee reports.

The board engaged in a discussion regarding the specifics of the Governance & Finance committee's role with the Riverside Arts Center. In particular, the discussion centered on the goal of conducting a RAC inspection. Several considerations must be addressed in order to

move forward such as, determining the priorities of an inspection, review of insurance and liability for DDA and RAC, and coordination between RAC and DDA for inspection.

**Promotions:** D. Gendich and K. Hill provided the board with an update. The board engaged in discussion regarding the holiday lighting. K. Hill noticed throughout Downtown that several GFI's were not functioning. The board discussed the ongoing issue of the light pole electrical outlets not functioning properly due to an incorrect outlet cover being used. D. Wheeler stated that this needs to be corrected moving forward and suggested that the staff contact AF Smith Electric which is a local company that has done work for the DDA in the past. K. Hill volunteered to identify specifically the outlets that are not currently working.

R. Barnes moved to assign staff to contract repair of GFI's in Downtown at a cost not to exceed \$1,500. Funds for repair are to come out of Downtown Reserves. Staff is directed to contact A.F. Smith Contractors for quote. D. Wheeler supported and the motion passed unanimously.

**VIII. Ad Hoc Committee Reports:**

**Dumpster:** Report as submitted

**Parking:** Report as submitted

**IX. Old Business:** None

**X. Proposed Business**

**Philosophical Questions and YDDA Mission**

The board engaged in a discussion regarding the philosophical questions. Staff collected answers from committee's for submission. Staff was directed to take the input that was given from the various committees and make suggestions on goals, objectives and policies based on current best practices at the next board meeting. The eventual goal is to create an actionable work plan for the DDA.

**OPRA Exemption for 16 N. Washington**

T. Colbeck reviewed the application for an OPRA certificate for 16 N. Washington St. He stated that T. Gillotti asked for our support for the OPRA request that will be going before City Council in the next week. The board discussed the OPRA request and agreed to support the application and also stated that the DDA would not request that the DDA be reimbursed for lost TIFA revenue during the 12 year OPRA period for the property.

D. Daniels moved to approve staff drafting a resolution of support for the OPRA request. K. Hill supported and the motion passed unanimously.

**XI. Announcements/Comments**

P. Schreiber announced that City Council is developing a 5-year plan to balance the general fund. The board briefly discussed the City's plan and the additional Water Street Debt Retirement Millage and City Income Tax proposals.

A. Edmonds announced that the Washtenaw County Community Needs Assessment that was done for the area of Ypsilanti south of Michigan Avenue is available on the City of Ypsilanti website.

**XII. Public Participation:** None

**XIII. Adjourn Regular Board Meeting:** K. Hill moved to adjourn the meeting at 10:00 am. D. Daniels supported and the motion passed unanimously.

Next Meeting: Thursday, January 19, 2012, SPARK East, 8:00 am

December 15, 2011  
2011-40

**RESOLUTION TO CONTRACT THE REPAIR/REPLACEMENT OF DEFECTIVE GFCI RECEPTACLES AND COVERS**

The following preamble and resolution were offered by Member B. Barnes and supported by Member D. Wheeler.

WHEREAS, the YDDA Promotions Committee guiding principle is to market Ypsilanti's unique characteristics to residents, visitors, investors and business owners. Promotions are positive, and are achieved through advertising, retail activities, special events and marketing campaigns to encourage commercial activity and investment in the area; and

WHEREAS, the YDDA at its October 20, 2011 Board Meeting approved creating a grant program to partner with community members to install holiday lighting in the distinct DDA districts; and

WHEREAS, in partnering with community members by having holiday lighting installed on light poles within the DDA districts it was identified that a significant number of the GFCI receptacles and covers were not in working order in the Downtown district, thus creating inconsistent holiday lighting; and

WHEREAS, the YDDA Board recommends that repairs to the identified GFCI receptacles be commissioned to maintain consistent use for the Downtown district; and

WHEREAS, the YDDA Board identified A.F. Smith Electric Inc. as a qualified local company to perform the identified repairs;

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

1. Ypsilanti Downtown Development Authority Board of Directors approves staff to request a proposal for repairs to the GFCI receptacles from A.F. Smith Electric.
2. Staff is authorized to proceed with any proposed repairs in an amount not to exceed \$1,500.
3. That these expenses will be deducted specifically from the Downtown TIF reserves.
4. Staff will provide A.F. Smith Electric a list of the specific locations that need to be repaired at this time and coordinate the work in a timely fashion.
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: Members B. Barnes, D. Daniels, A. Edmonds, L. French, S. French, D. Gendich, L. Greden, K. Hill, K. Maurer, P. Schreiber, and D. Wheeler.

NAYS: Members none.

YES: 11      NO: 0      ABSENT: 2      VOTE: passed