

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, January 17, 2013 – 8:00 a.m.
SPARK East – 215 West Michigan Avenue, Ypsilanti**

Minutes

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

III. Roll Call

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

Others in Attendance:

Tim Colbeck, YDDA Director
Krista Gjestland, Ypsilanti Courier
Andrew Hellenga, YDDA Staff
Pete Murdock, Ypsilanti City Council
Tammie Tischler, YDDA Counsel

III. Approval of Agenda: L. Greden asked that a review and consideration of a resolution of support of the OPRA application for 52-56 E. Cross St. be added under proposed business. K. Maurer moved to approve agenda as amended. R. Parker supported and the motion passed unanimously.

IV. Approval of Minutes – Wednesday, August 22, 2012: K. Hill moved to approve the minutes. L. French supported and the motion passed unanimously.

V. Audience Participation: None

VI. Staff Report/ Financial Report:

T. Colbeck gave a brief update of his ongoing outreach for additional community partners with the Michigan Main Street Program.

L. Greden stated that due to the time sensitivity of certain requirements, the review of a proposed Solid Waste Services RFP will be handled by the Economic Restructuring & Design Committee rather than organizing a new ad hoc committee at this time.

VII. Standing Committee Reports:

- Economic Restructuring & Design – no report/no meeting in December
- Operations & Finance – report as submitted by K. Maurer. K. Maurer stated that the committee has recently started to work on a new TIF/Development Plan for Depot Town and invited all of the board to the next committee meeting.

VIII. Ad Hoc Committee Reports:

- Parking – report as submitted by K. Hill
T Colbeck reported that the committee has begun to review and prioritize the recommendations of the approved parking study. The February meeting will focus on possible changes to enforcement.

IX. Old Business: None

X. Proposed Business:

- OPRA application for 52-56 E. Cross St./Sidetrack – The board reviewed the Obsolete Property Rehabilitation Act (OPRA) application 52-56 E. Cross St.
 - Resolution of Support for an Obsolete Property Rehabilitation Act (OPRA) Certificate for 52-56 E. Cross St.

K. Maurer moved to approve the proposed resolution of support. The motion was supported by R. Parker and passed by a vote of 6 to 0 with L. French abstaining.

XI. Announcements/ Comments:

S. French announced that Aubree's is opening their first franchise in Livingston County.

T. Colbeck announced that the Wurst Bar is celebrating their one year anniversary.

T. Colbeck announced that a new business, Pocket Full O' Tea is now open at 8 W. Michigan Ave.

L Greden reminded that board that all board and committee meetings are scheduled for February. The dates for each meeting are:

- Operations & Finance, February 13
- Ad Hoc Parking, February 20
- Board, February 21
- ER & Design, February 27

XII. Public Participation: None.

XIII. Adjourn: Meeting was adjourned at 8:37am.

XIV. Next Meeting: February 21, 2013, 8:00 a.m., Spark East 215 W. Michigan Ave.

January 17, 2013
2013-1

**DOWNTOWN DEVELOPMENT AUTHORITY
RESOLUTION OF SUPPORT FOR AN OBSOLETE PROPERTY REHABILITATION
ACT (OPRA) CERTIFICATE FOR 52-56 E. CROSS ST.**

The following preamble and resolution were offered by Member K. Maurer and supported by Member R. Parker.

WHEREAS, the City of Ypsilanti legally established an Obsolete Property Rehabilitation District that includes the three DDA districts on June 5, 2012; and

WHEREAS, French Woman, LLC has requested that the City of Ypsilanti approve an OPRA exemption certificate for 52, 54, and 56 E. Cross St. which are located within the approved OPRA District; and

WHEREAS, French Woman, LLC is proposing the rehabilitation of 52, 54, and 56 E. Cross St. that will include the rehabilitation of currently functionally obsolete upper stories into a second story banquet facility, third story apartments, and expanded first floor restaurant space; and

WHEREAS, granting an OPRA to for 52, 54, and 56 E. Cross St. will result in a freeze of taxable value at its 2013 assessed rate for 12 years; and

WHEREAS, the YDDA will realize a loss in Tax Increment Finance Authority revenue from 52, 54, 56 E. Cross Street for 12 years;

NOW, THEREFORE, BE IT RESOLVED THAT

1. The Ypsilanti DDA supports the granting of an Obsolete Property Rehabilitation Act exemption certificate for 52, 54, and 56 E. Cross St. to assist with the complete renovation of the properties and expansion of the existing business.
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. Easley, S. French, L. Greden, K. Hill, K. Maurer, R. Parker

NAYS: none

ABSTAINED: L. French

YES: 6 NO: 0 ABSENT: 3 VOTE: affirmed

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, February 21, 2013- 8:30 a.m.
SPARK East – 215 West Michigan Avenue, Ypsilanti**

Minutes

I. Call to Order: L. Greden called the meeting to order at 8:16 a.m.

II. Roll Call:

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

Others in Attendance: Tim Colbeck, YDDA Director
Michael Gelletly, Resident
Andrew Hellenga, YDDA Staff
Pete Murdock, City Council

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

IV. Approval of Minutes – Thursday, January 17, 2013: S. 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: reports as submitted by T. Colbeck.

T. Colbeck reviewed the staff report with the board. He specifically highlighted staff activity on the following items:

- Staff has spent extra time recently working on Downtown dumpster management. This includes the RFP process for a new service contract as well as cleaning and maintenance of the enclosures.
- T. Colbeck has been working in partnership with the ELG and YACVB on an area wayfinding plan. He has prepared a draft RFP for the YACVB to for consulting services.
- Staff has been identifying possible locations and coordinating with the DIA for a June installation of up to 7 art replicas throughout the DDA districts.

- Staff has continued working with the State of Michigan Main Street program to move the DDA forward with the program. This included attending a webinar and coordinating with the City to sign a formal agreement to stay in the program.
- T. Colbeck has begun the mid-year review of the DDA's annual budget for adjustments.

P. Schreiber inquired about the recent meeting with the HDC in regarding opportunities to partner and help move forward the Main Street program. T. Colbeck reported that the meeting was positive and representatives of the HDC expressed their interest in partnering with the DDA moving forward. The City's attorney is currently reviewing the State of Michigan's Incompatible Offices Act to see if there are any restrictions for an individual to sit on both the HDC and/or the DDA board or committees.

A. Edmonds discussed an opportunity for the E.D. and one board member to attend an upcoming ZingTrain seminar on visioning for your organization. She has been able to secure two free seminar registrations for the YDDA. T. Colbeck will attend and asked that any interested board members let him know ASAP to officially register. T. Colbeck will forward the seminar itinerary to the full board to review.

A. Edmonds asked staff to place on a future agenda a discussion of creating Design Standards for the Water St redevelopment. T. Colbeck stated he will add this to the March ER and Design Committee meeting.

S. French inquired about the status of Cross St. Streetscape Enhancement project. T. Colbeck reported that he and S. Kirton and T. Gillotti are working with MDOT and their contractors to address all remaining punch list items.

VII. Standing Committee Reports:

Economic Restructuring and Design – report as submitted by K. Hill:

- Resolution to Approve Downtown Tree Trimming and Holiday Lighting

K. Hill moved to approve the resolution as submitted. The motion was seconded by K. Maurer and was approved unanimously.

Operations and Finance – report as submitted by S. French:

- Resolution to Designate August as a Recess Month from all YDDA Committee and Board Meetings

S. French moved to approve the resolution as submitted. The motion was seconded by K. Hill and was approved unanimously.

- Resolution to Amend the Budget Line Item Conferences and Workshops of the 2012/13 YDDA Fiscal Year Budget

A. Edmonds moved to approve resolution as submitted. The motion was seconded by K. Maurer and was approved by a 7 to 1 vote. (Ayes: A. Edmonds, A. Easley, S. French, L. Greden, K. Maurer, R. Savvides, and P. Schreiber – Nays: K. Hill)

VIII. Ad Hoc Committee Reports

Ad hoc Parking Committee:

K. Hill reported gave the board a report on the most recent Ad Hoc Parking Committee meeting. He reported that there was a considerable turn out from Downtown businesses and property owners. The committee reviewed current enforcement policies and the Downtown residential permit process. He stated that there was a very productive discussion on possible recommendations to move forward regarding Downtown enforcement hours and days.

T. Colbeck stated that it is his goal for the committee to review the parking study as completed last year and make final recommendations to take to the City Council for implementation. The committee has identified its top priorities and will review over the next several months. Once a final recommendation is made by the committee it will be taken to the full board for approval and then he will give a presentation to City Council of the completed study and our recommendations. He stated that this ideally will take place by this coming summer.

S. French asked that commercial loading zones be looked at by the committee.

K. Maurer asked that the committee also look at access for on-street loading parking be looked at for move-in and move-out where apartments are located.

IX. Old Business: None

X. Proposed Business: None

XI. Announcements/ Comments:

A. Edmonds announced that Growing Hope is almost complete with a MOU to take over the management of the Depot Town's Farmer's Market for 2013. She also stated that Growing Hope is working on an economic evaluation of the value of farmer's markets J. Brown an expert in local food economies from Philadelphia, PA.

T. Colbeck announced that there will be a sealed bid opening today for the Downtown Dumpster Enclosure/Solid Waste contract. He also informed the board of the upcoming community dumpster forum scheduled for next Tuesday, February 26th, 5:30 at SPARK East.

XII. Public Participation: None.

XIII. Adjourn: K. Hill moved to adjourn the meeting. The motion was supported by K. Maurer and passed unanimously. The meeting was adjourned at 9:08 a.m.

XIV. Next Meeting: March 21, 2013, 8:00 am, SPARK East, 215 E. Cross.

February 21, 2013
2013-2

**DOWNTOWN DEVELOPMENT AUTHORITY
RESOLUTION TO APPROVE A CONTRACTOR FOR DOWNTOWN TREE TRIMMING
AND HOLIDAY LIGHTING REMOVAL**

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

WHEREAS, the YDDA Economic Restructuring & Design Committee is charged with supporting initiatives that enhance the DDA district's physical environment by promoting walkability and creating an inviting atmosphere; and

WHEREAS, street trees throughout the YDDA districts are an important part of creating a visually appealing and inviting atmosphere; and

WHEREAS, as part of previous Downtown Streetscape Enhancement Projects, the YDDA has planted a variety of street trees along Michigan Ave., Huron, Washington, and Adams Streets; and

WHEREAS, the YDDA has taken on the responsibility of maintaining the various streetscape enhancements that it has implemented over the years; and

WHEREAS, regular pruning/trimming improves both the look and overall health of street trees, as well as maintains appropriate height and width of branches/tree canopies for improved storefront visibility; and

WHEREAS, the trees along the aforementioned streets have not received any regular trimming/maintenance for the last several years and in addition many currently have old and not functioning holiday lights left in them from previous years; and

WHEREAS, YDDA staff have taken a complete inventory of the trees and found that there are 55 trees, 46 of which have old holiday lights left in them; and

WHEREAS, YDDA staff has solicited quotes from qualified contractors to appropriately trim and remove old lights; and

WHEREASE, the YDDA currently has a remaining balance of unencumbered 2004 Michigan Ave. Bond funds in excess of \$11,000 that can be earmarked for these services;

NOW, THEREFORE, BE IT RESOLVED THAT

1. The YDDA award the contract for Downtown Tree Trimming and Light Removal to McFarland Tree Service, Inc.

2. The contract for services be approved for an amount not exceed \$3,000.
3. That the funds for these services be allocated from the unencumbered balance of 2004 Michigan Ave. Bond.
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, A. Easley, S. French, L. Greden, K. Hill, K. Maurer, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8 NO: 0 ABSENT: 2 VOTE: affirmed

February 21, 2013
2013-3

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO DESIGNATE AUGUST AS A RECESS MONTH FROM ALL YDDA
COMMITTEE AND BOARD MEETINGS**

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

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; and

WHEREAS, in the past the YDDA has designated February as the month to schedule a recess from all Board and Committee meetings; and

WHEREAS, at the December 20, 2012 meeting it was determined that a majority of Board members would prefer a summer month to schedule the recess; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. August will be the month that a recess from all YDDA Board and Committee meetings will be scheduled.
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, A. Easley, S. French, L. Greden, K. Hill, K. Maurer, R. Savvides, & P. Schreiber

NAYS: none

YES: 8 NO: 0 ABSENT: 2 VOTE: affirmed

February 21, 2013
2013-4

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AMMEND THE BUDGET LINE ITEM CONFERENCES AND
WORKSHOPS OF THE 2012/13 YDDA FISCAL YEAR BUDGET**

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

WHEREAS, on April 19, 2012 the YDDA Board approved a two year budget for the 2012/13 Fiscal Year and 2013/14 Fiscal Year; and

WHEREAS, in the 2012/13 and 2013/14 budgets, \$1,000 was allocated to the line item "Conferences and Workshops"; and

WHEREAS, in the 2011/12 Fiscal Year budget this line item was \$2,500; and

WHEREAS, in the last three fiscal years the YDDA Executive Director has kept the expenses to this line item down by not attending any national conferences; and

WHEREAS, the YDDA Operations and Finance Committee stated that attending conferences and workshops are an important part of the professional growth of its staff and the organization; and

WHEREAS, on November 15, 2012 the YDDA Board passed a resolution to remain an "Associate" level member of the Michigan Main Street program with a goal to apply for the "Select" level for 2014; and

WHEREAS, the Michigan Main Street Center encourages all "Associate" level communities attend the annual National Main Street Conference; and

WHEREAS, the Operations and Finance Committee recognize that attending the National Main Street Conference is important to the YDDA's transition from the "Associate" level to "Select" level of the Michigan Main Street Program; and

WHEREAS, the costs associated with the attendance of the Executive Director for this conference would exceed the remaining balance of the "Conferences and Workshops" line item of the 2012/13 Fiscal Year Budget;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board has approved increasing the budget line item Conferences and Workshops from \$1,000 to \$2,500 for the 2012/13 Fiscal Year.

2. That the additional \$1,500 not be allocated from YDDA Reserve Balance funds but be reallocated from the line item Permanent Wages-Salaries where there is an excess of unspent/unencumbered 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, A. Easley, S. French, L. Greden, K. Maurer, R. Savvides, & P. Schreiber

NAYS: K. Hill

YES: 7 NO: 1 ABSENT: 2 VOTE: affirmed

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, March 21, 2013- 8:00 a.m.
SPARK East – 215 West Michigan Avenue, Ypsilanti**

Minutes

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

II. Roll Call:

Amanda Edmonds (VC)	P	Kevin Hill	P
Alex Easley*	P	Karen Maurer	P
Linda French	A	Regan Parker	P
Sandee French	A	Rois Savvides	P
Leigh Greden(C)#	P	Paul Schreiber	P

*Arrived at 8:36am

#Left at 9:00am

Others in Attendance:

Tim Colbeck, YDDA Director
Michael Gelletly, Resident
Krista Gjestland, Ypsilanti Courier
Andrew Hellenga, YDDA Staff
Ruth Ann Jamnick, Operations & Finance
Mary Zuccherro, YACVB

III. Approval of Agenda: T. Colbeck announced that Stewart Beal had requested his presentation be postponed until the April board meeting. L. Greden asked that all action items be moved up on the agenda due to his having to leave the meeting early. A. Edmonds moved to approve agenda as amended. K. Hill supported the motion and it passed unanimously.

IV. Approval of Minutes – Thursday, February 21, 2013: K. Maurer moved to approve the minutes as submitted. K. Hill supported the motion and it passed unanimously.

V. Audience Participation: None

VI. Thompson Block Redevelopment Update – Stewart Beal: Postponed till April Board Meeting.

VII. Color Run Presentation – Mary Zuccherro, Ypsilanti Area Convention and Visitor Bureau:

M. Zucchero gave a presentation on the return of the Color Run Michigan Eastside on Saturday, May 11, 2013. Last year's events had much positive feedback from the community and business owners reported record sales during the event. There are 15,000 registered runners for this year. Ypsilanti is one of the smallest communities holding the run this year but has the second highest registration.

M. Zucchero stated that the Color Run's volunteers come from local non-profits with each of them getting a donation to the organization for providing the volunteers. She also stated that the Color Run Organization reimburses the city for all services provided including police and public services.

A. Edmonds stated that this year's event is scheduled at the same time as the Depot Town Farmer's Market. She reported that Growing Hope and the YACVB are making arrangements to hold the market at a different venue for that day.

VIII. Staff Report/ Financial Report:

T. Colbeck shared the staff and financial reports with the board. He highlighted the great amount of work and time staff has been spending on dumpster management recently. This includes contract management and logistical planning for the changing of providers. Staff is also engaged in soliciting companies to perform repairs on the enclosures as well as investigating options for improved security.

VIV. Standing Committee Reports:

Economic Restructuring and Design – report as submitted by K. Hill:

K. Hill briefly discussed ongoing review of the Downtown Dumpster Enclosures procedures and policies. He would like to see the policies referred to as beautification and security instead of just dumpster management.

- Resolution to Approve the Award of the YDDA Façade Improvement Grant for 23, 25, & 29 E. Cross St.

K. Hill presented a resolution to approve awarding a façade grant for proposed new awnings at the addresses listed. P. Schreiber requested that future resolutions for façade grants should include photos of the properties and indicate who the applicant is. T. Colbeck stated that the applicants are Carolyn and Gary McKeever. He will make sure that all future resolutions include a photo of the property, description of the proposed project and name of the applicant.

K. Hill moved to approve resolution as submitted. The motion was supported by K. Maurer and it passed unanimously.

- Resolution to Approve the Award of an YDDA Façade Improvement Grant for 701 W. Cross St.

K. Hill presented a resolution to approve awarding a façade grant for a new ADA compliant entrance at the address listed. He addressed some procedural issues that came up during the committee meeting regarding this application and reminded the board that the application is for Tower Inn which is owned by one of the YDDA Board members, R. Savvides. He stated that the application was reviewed and was found to be consistent with the program guidelines and intent.

K. Hill moved to approve the resolution as submitted. The motion was supported by A. Edmonds and it passed unanimously with R. Savvides abstaining.

- Resolution to Award the Downtown Solid Waste Collection and Disposal Contract.

K. Hill presented a resolution to approve awarding the Downtown Solid Waste Collection and Disposal Contract. L. Greden asked staff if the contract is specific in what is expected of the awarded company. Staff said that the contract is specific in what duties are to be performed as well as the contract sunset clause. The contract will be for one year with two additional one year options.

P. Schreiber inquired if staff has consulted with City staff on the proposed services contract to check for possible areas of cooperation or coordination can be done to when the City bids out its waste services contract. T. Colbeck stated there has not been any significant coordination between the YDDA and the DPS. He also stated that the terms of this contract are very small when compared to the larger City's service contract and coordination opportunities may be limited due this being a commercial/business service compared to the City's primarily residential service contract.

P. Schreiber inquired on the status of the contract language and expressed concern that the YDDA Board has not been presented a final contract to review and approve. T. Colbeck stated that the original contract language was reviewed at the committee level and by the YDDA's legal counsel, however it has not been finalized with the proposed contractor yet. P. Schreiber requested that any future resolutions that require a contract with the YDDA to be executed must have a full board review and approval of all contract language prior to final approval.

K. Hill moved to approve the resolution as submitted. The resolution was supported by K. Maurer and it passed unanimously.

T. Colbeck reported that the application is now available for the Building Rehabilitation Grant Rd. IV. Funding will be available at the beginning of the next FY.

R. Savvides asked if would be possible to have targeted properties pre-qualified for the grant. After board discussion it was decided to bring it to the committee for further analysis.

P. Schreiber inquired about the letter of support for the Solar Ypsilanti Coalition that was referenced in the committee report. The committee had directed T. Colbeck to sign an electronic letter of support. P. Schreiber stated that any formal support that comes from the YDDA should be approved by the full board. He requested that a resolution of support for the Solar Ypsilanti Coalition be entered by the YDDA board.

P. Schreiber moved to submit a resolution of support for the Solar Ypsilanti Coalition. The motion was seconded by K. Hill and it passed unanimously.

Operations and Finance – report as submitted by K. Maurer:

- Resolution to Amend and Adjust the YDDA 2012-2013 Fiscal Year Budget.

K. Maurer presented a resolution to make appropriate mid-year budget adjustments to the YDDA budget and shared a memo from staff outlining the proposed amendments. T. Colbeck reviewed all of the budget line items that needed to be amended to ensure that there are enough funds available to cover appropriate expenses. The combined total of amendments/additions to the budget is \$10,460.

The board engaged in discussion on how to adjust the budget and plan for future years. R. A. Jammick was asked to share her opinion on the proposed budget amendment resolution. She stated that it is her preference to not draw funds from reserves if there could be adjustments made to line items that are projected to be under budget. T. Colbeck reported that this is an option moving forward because the current fiscal year budget currently is showing a potential surplus of \$37,280 in wages because of the vacant Downtown Police Officer position as well as the several months when the YDDA had only one staff person. He also reminded the board that all unspent or unencumbered budget funds and surplus will be returned to the reserve balance at the end of the fiscal year.

K. Maurer moved to approve the resolution as submitted. The resolution was supported by K. Hill and it passed unanimously.

T. Colbeck briefly reminded the board of the upcoming Main Street training seminar in Howell on April 4.

T. Colbeck also replied to some ongoing questions regarding the Michigan Main Street program requirements and the boundary of the Ypsilanti Main Street. He reminded the board that the YDDA board originally applied for the Michigan Main Street program prior to the merger of the two boards. He stated that our Main Street portion of the DDA is currently only the historic downtown. He also shared with the board a list of specific boundary criteria set out by the Michigan Main Street program to qualify as a Main Street. He stated that with the current DDA district boundaries, we would not be able to incorporate Depot Town and W. Cross St. formally to the program because there is not a contiguous commercial area between the districts.

He reminded the board that even if the other districts are not registered by the state in the Main Street program, it does not mean that the program can't be applied to the whole DDA. The only thing that the other districts would not currently be eligible for are some specific services such as design assistance or market studies that can be provided by the State to full program members. He also stated that potentially Depot Town could initiate its own Main Street Program or the boundaries of the districts could be amended to include Huron St. between Downtown and Depot Town to create the necessary continuity.

X. Ad Hoc Committee Reports

Ad hoc Parking Committee – no report:

The last meeting was postponed until March 28, 2013.

XI Old Business: None

XII. Proposed Business:

P. Schreiber informed the board R. Parker has resigned her board position with the Riverside Arts Center (RAC). The RAC board has two seats reserved for YDDA board members. He solicited the other board members for interest in filling the vacancy. He stated that the RAC potentially can either fill that position or shrink their board and only include one seat for DDA board members. He asked if this position could be considered as a replacement for a YDDA board member sitting on one of the standing committees? This item will be added to the March Operations and Finance Committee agenda for discussion.

T. Colbeck and R. A. Jamnick gave the board a summary of the ZingTrain seminar they attended on Creating a Vision of Greatness for your organization. Both of them shared what they learned of the visioning process and encouraged the board to take this up as a process for the YDDA. A. Edmonds stated that she would help facilitate the process and it will be added to the April Operations and Finance Committee agenda.

XIII. Announcements/ Comments:

P. Schreiber gave the board a report on the City's Master Plan updating. He stated that the City and their consultants had a series of public meetings and presentations last week and will be bringing their findings back to the community on April 16-20.

A. Edmonds shared a report on the economic impact of the Downtown Farmers Market on our Downtown. She also reported that the Depot Town Farmer's Market will be run by Growing Hope on Saturday's starting this spring. She encouraged the board to support both.

XII. Public Participation:

M. Gelletly expressed appreciation for all the work that YDDA has put in to the community and all of our accomplishments.

XIII. Adjourn: A. Edmonds moved to adjourn the meeting, supported by K. Hill. Meeting adjourned at 10:05am.

XIV. Next Meeting: April 18, 2013, 8:00 am

March 21, 2013
2013-5

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF AN YDDA FAÇADE IMPROVEMENT
GRANT FOR 23, 25, & 29 E. CROSS ST.**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & 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 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 October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

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

WHEREAS, the YDDA has matched the ELG grant with \$32,500 in TIF funds made available from the appropriate TIF sources; 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, the YDDA has received a grant request for the above mentioned addresses for the replacement of existing awnings; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. The grant be awarded upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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, A. Easley, L. Greden, K. Hill, K. Maurer, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8 NO: 0 ABSENT: 2 VOTE: affirmed

March 21, 2013
2013-6

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF AN YDDA FAÇADE IMPROVEMENT
GRANT FOR 701 W. CROSS ST.**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & 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 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 October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

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

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

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

WHEREAS, the YDDA has received a grant request for the above mentioned addresses for the replacement of existing awnings; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. The grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. The grant be awarded upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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, A. Easley, L. Greden, K. Hill, K. Maurer, R. Parker, & P. Schreiber

NAYS: none

ABSTAINED: R. Savvides

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

March 21, 2013
2013-7

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AWARD THE DOWNTOWN SOLID WASTE COLLECTION AND
DISPOSAL CONTRACT**

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

WHEREAS, the 2003 Michigan Avenue Tax Increment Financing and Development Plan identified the provision of community dumpster/solid waste service as long-term goal; and

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, the current contract for Downtown Solid Waste Collection and Disposal is set to expire on March 31, 2013; and

WHEREAS, on January 31, 2013 the YDDA posted a Request for Proposals (RFP) for Downtown Solid Waste Collection and Disposal Services; and

WHEREAS, two sealed bids were received by the RFP deadline of February 21, 2013 with bids ranging in annual prices from \$10,501.92 to \$15,996.00; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA accept the Republic Services bid proposal to provide Downtown Solid Waste Collection and Disposal Services for the 2013-14 Fiscal Year with two additional option years (2014-15 and 2015-16) with all work to be provided as specified in the RFP.
2. the base contract costs for services be \$10,501.92 for the first year and \$10,837.37 and \$11,162.50 for each successive year.
3. the base costs are subject to change based on potential fluctuations in required services based on volume of waste produced in the Downtown and potential at a carte costs of bulk item removal and dumpster clean outs.

4. the contract is for one year with two optional years with guaranteed pricing at the YDDA's discretion.
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, A. Easley, L. Greden, K. Hill, K. Maurer, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAIN: none

YES: 8 NO: 0 ABSENT: 2 VOTE: affirmed

March 21, 2013
2013-8

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION OF SUPPORT FOR THE SOLAR YPSILANTI COALITION**

The following preamble and resolution were offered by Economic Restructuring Member P. Schreiber 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 Solar Ypsilanti Coalition has been formed to create awareness of the benefit of solar energy opportunities for the City of Ypsilanti by lowering energy costs, creating solar energy industry jobs, and reducing the City's dependence on fossil fuels; and

WHEREAS, SolarYpsi has successfully installed solar energy kits at the Ypsilanti Food Coop, Riverstreet Bakery, and Ypsilanti City Hall and building on these successes the Solar Ypsilanti Coalition has set goals of seeing 1,000 solar roofs installed in Ypsilanti by 2020 and 2,000 by 2030;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The YDDA supports the Solar Ypsilanti Coalition's goals for the installation of solar roofs in the City of Ypsilanti.
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, A. Easley, K. Hill, K. Maurer, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 7 NO: 0 ABSENT: 3 VOTE: affirmed

March 21, 2013
2013-9

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AMEND AND ADJUST THE YDDA 2012-13 FISCAL YEAR
BUDGET**

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

WHEREAS, one of the Operations & 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, as part of the overall City of Ypsilanti's fiscal policies, each city department including the YDDA is asked to perform a mid-year review of its annual budget and make appropriate adjustments to line items as needed for accounting purposes; and

WHEREAS, these proposed budget adjustments reflect the current state of all revenues and expenses as reported to the YDDA board each month; and

WHEREAS, each budget line item adjustment is requested to ensure that adequate funding is in place to cover expected expenses for the remainder of the current fiscal year;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA approve the required budget adjustments as proposed (see attached memo).
2. that staff make sure that all budget adjustments are appropriately entered into the City of Ypsilanti's accounting system as required.
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, A. Easley, K. Hill, K. Maurer, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 7

NO: 0

ABSENT: 3

VOTE: affirmed

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, April 18, 2013- 8:30 a.m.
Ypsilanti Area Convention and Visitors Bureau
106 West Michigan Avenue, Ypsilanti**

Minutes

I. Call to Order: L. Greden called the meeting to order at 8:06 am.

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 Savvidas	P
Leigh Greden(C)	P	Paul Schreiber	P

*Arrived at 8:37am

Others in Attendance: Stewart Beal, Thompson Block LLC/Beal Properties
Tim Colbeck, YDDA Director
Mike Gelletly, Ypsilanti Resident
Andrew Hellenga, YDDA Staff
Pete Murdock, City Council
Nathan Phillips, Ypsilanti Resident
Katrease Stafford, AnnArbor.com
Tyler Weston, Howard Hanna

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

IV. Approval of Minutes – Thursday, March 21, 2013: K. Maurer moved to approve the minutes as submitted. K. Hill supported and the motion passed unanimously.

V. Audience Participation: None

VI. Thompson Block Redevelopment Update – Stewart Beal: Stewart Beal, of Beal Properties, and Tyler Weston, of Howard Hanna Realty, gave a presentation regarding the redevelopment of the Thompson Block properties in Depot Town.

- The Redevelopment Project includes 16 2nd and 3rd floor luxury lofts, 14,000 sq ft of commercial space, and 30 parking spaces. Thompson Block LLC has purchased the property behind 400 N. River and will request an alley vacation from the city and eventually a lot combination of the two properties.
- S. Beal has a consent agreement with the city on the property with 11 items benchmarked for his compliance, of which 10 of the 11 requirements have been met. The final stipulation requires construction of a roof by September of this year. Beal stated that the last requirement cannot be met until there has been considerable other work done in excess of a million dollars, all of which are contingent on meeting certain financing and sales goals.
- The YDDA Board members engaged S. Beal and T. Weston in questions regarding the intended uses for the properties, financing plans, and status of previously awarded tax credits.
- S. Beal stated that this project will include four sources of financing; traditional loans, bridge loans, tax credits, and equity investors.
- He is hoping to receive a one year extension on the consent agreement to move the project forward. He stated that this meeting is the first meeting to take his vision to the public and build support in the community for his plans.
- S. Beal stated that he will formally ask the YDDA to provide the Thompson Block LLC with a letter of support to City Council requesting the extension of the consent agreement. He also stated that he will likely request consideration for YDDA Façade and Building Rehabilitation Grants as well as consideration of a possible redevelopment liquor licenses application.
- L. Greden suggested that S. Beal make a formal request for support to the ER and Design Committee. P. Schreiber suggested that the committee consider requesting a resolution for the YDDA board rather than a letter of support.

VII. Staff Report/ Financial Report:

- T. Colbeck provided a brief update on the National Main Streets Conference in New Orleans. He reported that Rochester, MI won the Great American Main Street Award this year along with a highly urban neighborhood program in H Street, Washington DC, and a smaller resort town of Ocean Springs, MS. He stated that this shows how the program can work in a variety of settings. He will provide a full summary of the conference for next month's Operations and Finance Committee meeting.
- A. Edmonds discussed that there has been interest by individuals to open a French Restaurant / cooking school in the Downtown District, referencing that the former Angel Food Catering as a possible venue.

- P. Schreiber inquired about the changing in dumpster management contracts. A. Easley reported concern about dumpster cleanliness. Staff reported that it is beginning to smooth out initial glitches and there will be fewer problems as time progresses.
- K. Hill suggested that signage indicating cardboard be clearer. Staff stated that it will add indicators to each side of the dumpsters.

VIII. Standing Committee Reports:

- Economic Restructuring and Design report as submitted by K. Hill
 - K. Hill stated that committee is researching possible improvements to the dumpster enclosures including security enhancements such as cameras.
- Operations and Finance report as submitted by T. Colbeck and A. Edmonds
 - A. Edmonds discussed the draft RFP for the Depot Town TIF renewal. Edmonds was pleased with the detail of the RFP and how staff will use the bids of consulting firms in order to determine what tasks staff could complete in house.
 - T. Colbeck stated that the RFP will include language requesting that the consultant provide a detailed summary of the possible expansion of the district to increase the connectivity of the Downtown and Depot Town districts. This would potentially address concerns of whether the two districts can join one Main Street program.
 - L. French discussed some concerns regarding the increase of the TIF district affecting funds that should go to the city. Staff reported that an increase in the DDA borders does not necessarily mean an increase in the TIFA district.
 - K. Hill stated that this process is not an attempt by the DDA to increase its funds rather an attempt to further create connectivity between the districts. Hill's comments were supported by S. French.
 - T. Colbeck requested that the board members review the RFP language and provide their input ASAP. L. Greden requested that any board input be shared with staff no later than Monday, April 22nd for review. The committee will make final edits as needed and resubmit for the full board in May.
 - A. Edmonds discussed the committee's request to review the detailed YDDA budget more closely with the assistance of staff. This is in order to make more sound recommendations to the board regarding budget issues.

- L. Greden inquired when the next budget approval needs to take place. T. Colbeck informed him that we are currently in the adjustment period, but that the YDDA approved a two year budget last year, so we have a formal budget through the 2013-14 fiscal year.

IX. Ad Hoc Committee Reports

- Ad hoc Parking Committee – report as submitted by K. Hill:
 - K. Hill presented that committee has been developing their final recommendations to give to city council with a goal of presenting them by July or August. Hill discussed that committee wants to provide recommendations that will address long term needs; L. French and P. Schreiber were both in support of this goal.

X. Old Business: None

XI. Proposed Business:

- L. Greden informed the board that he, A. Edmonds, and P. Schreiber had recently met with the Riverside Arts Center (RAC) Board to discuss their long term plans for the organization and the Art Center. During this meeting the RAC expressed concern about acquiring further grant funding without a long term lease in place. L. Greden directed that the Operations and Finance Committee to discuss the possibility of extending the RAC lease and present it to Board.
- P. Schreiber stated that the RAC has also proposed that it gain control over the RAC parking lot. K. Hill suggested that rather than lose DDA revenue from the sale of RAC lot parking passes the DDA look toward more parking flexibility and examine further examine the times and days that the Art Center needs extra parking.

XIII. Announcements/ Comments:

- S. French expressed concern for several issues occurring in Depot Town (i.e. the sitting wall, rain garden, and vandalism). P. Murdock stated that the city has begun to address these issues.
- A. Edmonds informed The Board that a new Michigan themed gift shop is going to be opening in Depot Town.
- A. Edmonds stated that the Depot Town Farmer’s Market will open in two weeks.
- P. Schreiber thanked T. Colbeck for his Blog in “Concentrate”.
- P. Schreiber urged members of the board to take place in the “Shape Ypsi” planning sessions that are going on and discussed that the process was geared toward building form.

XII. Public Participation:

- Nathan Phillips an Ypsilanti resident discussed his desire to open a coffee shop in Ypsilanti in order to help support the non-profit 'Native Youth Alliance'. He asked The Board for any assistance that we could provide in this process.
- Mike Gelletly stated his general support for the Thompson Block Redevelopment project. However, he expressed concern of what effect it may have on the neighboring residential district and asked that the YDDA consider the neighborhood as we evaluate our support for the project.

XIII. Adjourn: L. French moved to adjourn the meeting supported by K. Hill. Meeting adjourned at 9:55am.

XIV. Next Meeting: May 16, 2013, 8:00 am. Spark East 215 W. Michigan Ave.

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, May 16, 2013- 8:00 a.m.
SPARK East
215 W. Michigan Ave.**

Minutes

I. Call to Order: L. Greden called the meeting to order at 8:06 am.

II. Roll Call:

Amanda Edmonds (VC)	P	Kevin Hill	P	
Alex Easley*	P	Karen Maurer	P	
Linda French#	P	Regan Parker		A
Sandee French	P	Rois Savvides		A
Leigh Greden(C)	P	Paul Schreiber	P	

*Arrived at 8:40am

#Left at 8:55am

Others in Attendance:

Tim Colbeck, YDDA Director
Krystal Elliot, Ypsilanti Courier
Travis Gonyou, Rep. John Dingell's Office
Dave Heikkinen, DAY
Andrew Hellenga, YDDA Staff
Pete Murdock, City Council
Tammy Tischler, YDDA Counsel

III. Approval of Agenda: L. Greden requested that the agenda be amended to move the budget discussion including the City Council's Resolution regarding public transit millage to the top of the staff report. S. French moved to approve the agenda as amended. The motion was supported by L. French and the agenda was approved unanimously.

IV. Approval of Minutes - Thursday, April 18, 2013: K. Maurer moved to approve the minutes as submitted. K. Hill supported and the motion passed unanimously.

V. Audience Participation:

1. Dave Heikkinen -

- Raised his concerns with the current state of the Downtown Dumpster Enclosures. Improved signage was the central issue and will be brought to ER and Design Committee for action.

- Addressed concerns with the underuse of the Riverside Arts Center facilities and the lack of responsiveness to requests to use the center by the Riverside Arts Center board.
- Stated that he feels that the YDDA should purchase more bike racks for the Downtown.

VI. Staff Report/ Financial Report

- 2013-2014 Budget Update

T. Colbeck reviewed the City Council Resolution that was passed on May 14th requesting the YDDA forego tax increment financing funds (TIF) captured from the public transit millage and transfer \$20,000 to that Ann Arbor Transportation Authority (AATA).

P. Murdock, the author of the resolution stated that the funds requested from City Council come from a voter approved transportation millage and that the DDA should forgo that TIF revenue so that it can be directed to the AATA as the voters intended.

L. Greden stated that the YDDA’s legal counsel has reviewed the request and provided a legal opinion on the matter. If there is to be a discussion of the attorney’s findings, it should be done in a closed session. He cited that is necessary to protect the YDDA’s attorney-client privilege.

P. Murdock stated that the City’s Attorney advised Council that they can amend the DDA TIF Plan by ordinance to require the DDA forego the transit millage funds.

S. French moved to go to a closed meeting for the purpose of attorney-client privilege. K. Hill seconded the motion. L. Greden directed T. Colbeck to take a roll call vote:

- | | |
|------------------|--------------------|
| A. Edmonds – Yes | K. Hill - Yes |
| L. French – Yes | K. Maurer - Yes |
| S. French – Yes | P. Schreiber - Yes |
| L. Greden – Yes | |

The motion passed unanimously

The YDDA Board entered Closed Session at 8:25 am.

The YDDA Board re-opened the meeting at 8:42 am.

L. Greden proposed that the YDDA make a onetime gift of \$20,000 to AATA for infrastructure improvements to the Ypsilanti Transit Center.

S. French moved to propose a resolution for the YDDA to make a one time gift of \$20,000 to the AATA for the purpose of supporting infrastructure improvements to the Ypsilanti Transit Center. The funding will be divided among the three TIF sources using the YDDA's standard division. L. French supported the motion. The resolution passed unanimously.

T. Colbeck reviewed a memo with the board outlining additional proposed budget amendments for the 2012-13 and 2013-14 fiscal years. The board reviewed each item individually for consideration.

S. French moved to amend the 2013-14 FY budget, adding \$20,000 for potential consultant fees for the Depot Town TIF/Development Plan Renewal. This line item will be paid entirely from the Depot Town TIF. K. Hill supported the motion.

**A. Easley left meeting 9:05

The resolution passed unanimously.

A. Edmonds moved to amend the 2012-13 FY budget adding \$12,500 for one half of the DDA's promised match for the City's Michigan Ave. Pedestrian Bridge project. This line item will be paid entirely from the Downtown TIF. K. Hill supported the motion and it passed unanimously.

A. Edmonds moved to amend the 2013-2014 FY budget adding \$12,500 for the second half of the DDA's match for the Michigan Ave. Pedestrian Bridge project. This line item will be paid entirely from the Downtown TIF. K. Hill supported the motion and it passed unanimously.

K. Hill moved to amend the 2013-2014 FY budget by increasing the Waste Management line item by \$2,000. This line item will be paid entirely from the Downtown TIF. S. French supported the motion and it passed unanimously.

A. Edmonds moved to amend the 2013-2014 FY budget by adding \$2,700 dollars to be used for the purchase of bike racks throughout the DDA districts. This line item will be divided by district based on the actual purchase/installation. K. Hill supported the motion and it passed unanimously.

P. Schreiber suggested that in the future staff present estimated five year budget projections to help the board with long term budget decisions.

VII. Standing Committee Reports:

- Operations and Finance – report as submitted by K. Maurer.

Staff briefly reported on the Depot Town TIF/Development Plan Renewal RFP. They stated that the release of the RFP should coincide with the completion of the City's Master Plan process to properly coordinate and make use of the final Master Plan's work and findings. The RFP should go live by late summer/early fall.

L. Greden informed the Board that the City has provided proposals for the YDDA to rent office space at City Hall. The initial proposals would provide a significant reduction in rent. L. Greden asked K. Maurer to help in the negotiation process. This issue will be placed on the agenda of the next Operations and Finance Meeting.

A. Edmonds briefly discussed the importance of the YDDA employing a visioning process to help set the organization's goals and agenda in the future. She stated that a template has been set out to the board to begin the process.

**A. Easley returned to meeting 9:30am

- Economic Restructuring and Design - report as submitted by K. Hill.

K. Hill reviewed a façade application for 5 S. Washington and read the Resolution to Approve the Award of an YDDA Façade Improvement Grant for 5 S. Washington.

K. Hill moved to approve the grant request. K. Maurer supported the motion and it passed unanimously.

K. Hill reviewed a façade application for 7 S. Washington Resolution and read the Resolution to Approve the Award of a YDDA Façade Improvement Grant for 7 S. Washington

K. Hill moved to approve the grant request. K. Maurer supported the motion and it passed unanimously.

VIII. Ad Hoc Committee Reports:

- Ad hoc Parking Committee – report as submitted by K. Hill.

K. Hill reviewed the status of the committee making a final recommendation to City Council based on the 2012 parking study. He informed the Board that parking recommendations should be finalized and ready to submit to City Council by no later than August. K. Hill requested for staff to submit a stand alone list of current recommendations to the board for review.

IX. Old Business: None

X. Proposed Business:

K. Hill discussed the potential request by the Riverside Arts Center Board to assume control of the RAC parking lot and the revenue generated by the sale of parking permits. It was determined that this will go to the Operations and Finance Committee for review when a formal request is received.

XI. Announcements Comments:

T. Colbeck announced that Saturday, May 18 is Ypsilanti PRIDE Day. The YDDA will once again be coordinating our Spring Plantings with the help of volunteers from the Corner Health and from SPARK East.

A. Edmonds reminded the Board that the Downtown and Depot Town Farmer's Markets are now going on weekly on Tuesday (Downtown) and Saturday (Depot Town).

S. French stated her ongoing concern for the current state of the sitting wall outside of Aubree's. She stated that the City did do a repair of the wall recently but that it was not a particularly well done fix. She expressed her feeling that the DDA should take charge and repair the wall. L. Greden asked that this issue be considered at the next ER and Design meeting.

XII. Public Participation:

P. Murdock thanked the board for their action regarding the AATA resolution. However, he expressed concern on earmarking the funds for infrastructure improvements to the Ypsilanti Transit Center as opposed to general operation support.

XIII. Adjourn: K. Hill moved to adjourn supported by K. Maurer. Meeting adjourned at 9:55am.

XIV. Next Meeting: June 20, 2013, 8:00 am. Spark East 215 W. Michigan Ave.

May 16, 2013
2013-10

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO PROVIDE GRANT FUNDING TO THE ANN ARBOR TRANSIT
AUTHORITY TO SUPPORT PLANNED IMPROVEMENTS TO THE YPSILANTI
TRANSIT CENTER**

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

WHEREAS, the Ypsilanti DDA (YDDA) acknowledges the importance of affordable and reliable public transit to a successful DDA; and

WHEREAS, the YDDA recognizes the value and importance that the Ann Arbor Transit Authority (AATA) brings to the DDA districts and Ypsilanti in general through the provision of public transit services; and

WHEREAS, the AATA has increased its investment in both services and infrastructure to the DDA districts in recent years and will continue to do so through significant improvements to the Ypsilanti Transit Center (YTC) located in the Downtown District of Ypsilanti; and

WHEREAS, the YDDA is committed to supporting the continued participation of the City of Ypsilanti as a partner to the AATA; and

WHEREAS, the YDDA Board believes that it is important to demonstrate the YDDA's commitment to the AATA and public transit servicing all of the DDA districts by investing DDA funds to help maintain and encourage the continued AATA/City of Ypsilanti partnership;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA approve giving a one-time grant in the amount of \$20,000 to the AATA to be applied towards planned improvements to the YTC in the YDDA's 2013-14 fiscal year.
2. since there is an important economic impact to all of the DDA districts by the ongoing partnership with the AATA, that these funds be made available from the appropriate fund balance reserves of the Downtown, Depot Town, and W. Cross St. districts using the YDDA's standard breakdown of 70% Downtown, 16% Depot Town, and 14% W. Cross St. districts.

3. this commitment from each district equals \$14,000 from the Downtown, \$3,200 from Depot Town, and \$2,800 from W. Cross St.
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, A. Easley, L. French, S. French, L. Greden, K. Hill, K. Maurer, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8 NO: 0 ABSENT: 2 VOTE: affirmed

May 16, 2013
2013-11

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR
BUDGET**

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

WHEREAS, one of the Ypsilanti DDA Board's guiding principles and primary responsibilities is to support the long term financial planning for the YDDA; and

WHEREAS, this includes ensuring that the YDDA submits 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, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the next fiscal year's budget and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, the YDDA Board has reviewed the 2013-14 fiscal year budget and request the following amendment;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA add \$20,000 to the budget line item TIF Projects to cover potential expenses of consultant fees for the Depot Town TIF/Development Plan Renewal.
2. these funds be earmarked exclusively from Depot Town TIF revenue sources.
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, S. French, L. Greden, K. Hill, K. Maurer, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 6

NO: 0

ABSENT: 4

VOTE: affirmed

May 16, 2013
2013-12

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AMEND AND ADJUST THE YDDA 2012-13 FISCAL YEAR
BUDGET**

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

WHEREAS, one of the Ypsilanti DDA Board's guiding principles and primary responsibilities is to support the long term financial planning for the YDDA; and

WHEREAS, this includes ensuring that the YDDA submits 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, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the current and next fiscal year's budgets and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, the YDDA Board approved a resolution allocating \$25,000 in funding over two years (\$12,500 in FY 2011-12 and \$12,500 in FY 2012-13) for the Huron River/Michigan Ave. Pedestrian Bridge on March 17, 2011 to be used as a required match for the City of Ypsilanti's Michigan Natural Resource Trust Fund Grant application to support this project; and

WHEREAS, the project had been delayed until the 2013-14 fiscal year by the City of Ypsilanti; and

WHEREAS, the YDDA Board has reviewed the 2012-13 fiscal year budget and request the following amendment;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA add \$12,500 to the budget line item TIF Projects of the 2012-13 fiscal year budget for one half of the required City match funding for the Huron River/Michigan Ave. Pedestrian Crossing Project.
2. these funds be earmarked exclusively from Downtown TIF revenue sources.

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, S. French, L. Greden, K. Hill, K. Maurer, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 6 NO: 0 ABSENT: 4 VOTE: affirmed

May 16, 2013
2013-13

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR
BUDGET**

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

WHEREAS, one of the Ypsilanti DDA Board's guiding principles and primary responsibilities is to support the long term financial planning for the YDDA; and

WHEREAS, this includes ensuring that the YDDA submits 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, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the current and next fiscal year's budgets and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, the YDDA Board approved a resolution allocating \$25,000 in funding over two years (\$12,500 in FY 2011-12 and \$12,500 in FY 2012-13) for the Huron River/Michigan Ave. Pedestrian Bridge on March 17, 2011 to be used as a required match for the City of Ypsilanti's Michigan Natural Resource Trust Fund Grant application to support this project; and

WHEREAS, the project had been delayed until the 2013-14 fiscal year by the City of Ypsilanti; and

WHEREAS, the YDDA Board has reviewed the 2013-14 fiscal year budget and request the following amendment;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA add \$12,500 to the budget line item TIF Projects of the 2013-14 fiscal year budget for one half of the required City match funding for the Huron River/Michigan Ave. Pedestrian Crossing Project.
2. these funds be earmarked exclusively from Downtown TIF revenue sources.

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, S. French, L. Greden, K. Hill, K. Maurer, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 6 NO: 0 ABSENT: 4 VOTE: affirmed

May 16, 2013
2013-14

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR
BUDGET**

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

WHEREAS, one of the Ypsilanti DDA Board's guiding principles and primary responsibilities is to support the long term financial planning for the YDDA; and

WHEREAS, this includes ensuring that the YDDA submits 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, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the next fiscal year's budget and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, the YDDA Board has reviewed the 2013-14 fiscal year budget and request the following amendment;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA add \$2,000 to the budget line item Waste Management to cover potential expenses for repairs and improvements to the Downtown Dumpster Enclosures.
2. these funds be earmarked exclusively from Downtown TIF revenue sources.
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, S. French, L. Greden, K. Hill, K. Maurer, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 6

NO: 0

ABSENT: 4

VOTE: affirmed

May 16, 2013
2013-15

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR
BUDGET**

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

WHEREAS, one of the Ypsilanti DDA Board's guiding principles and primary responsibilities is to support the long term financial planning for the YDDA; and

WHEREAS, this includes ensuring that the YDDA submits 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, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the next fiscal year's budget and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, the YDDA Board has reviewed the 2013-14 fiscal year budget and request the following amendment;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA add \$2,700 to the budget line item TIF Projects to cover potential expenses for the purchase and installation of additional bike racks throughout the DDA districts.
2. these funds be earmarked the Downtown, Depot Town, and W. Cross TIF revenue sources as appropriate.
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, S. French, L. Greden, K. Hill, K. Maurer, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 6

NO: 0

ABSENT: 4

VOTE: affirmed

**May 16, 2013
2013-16**

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT
GRANT FOR 5 S. WASHINGTON ST.**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & 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 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 October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

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

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

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

WHEREAS, the YDDA has received a grant request for the above mentioned addresses for tuck point repairs, replacement of damaged bricks, and the installation of new awnings; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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, A. Easley, S. French, L. Greden, K. Hill, K. Maurer, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 7 NO: 0 ABSENT: 3 VOTE: affirmed

May 16, 2013
2013-17

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT
GRANT FOR 7 S. WASHINGTON ST.**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & 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 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 October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

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

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

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

WHEREAS, the YDDA has received a grant request for the above mentioned addresses for tuck point repairs, replacement of damaged bricks, and the installation of new awnings; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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, A. Easley, S. French, L. Greden, K. Hill, K. Maurer, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 7 NO: 0 ABSENT: 3 VOTE: affirmed

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, June 20, 2013- 8:30 a.m.
Ypsilanti Area Convention and Visitors Bureau
106 West Michigan Avenue, Ypsilanti**

Minutes

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

II. Roll Call:

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

Others in Attendance:

Tim Colbeck, YDDA Director
Michael Gelletly, Ypsilanti Resident
Teresa Gillotti, Ypsilanti Planning Dept.
Andrew Hellenga, YDDA Staff
Ralph Lange, Ypsilanti City Manager
Nino Monea, EMU Student Govt.
Pete Murdock, Ypsilanti City Council

III. Approval of Agenda: L Greden requested the agenda be amended to move the resolution regarding the YDDA offices relocating to city hall before the visioning work session. A. Edmonds moved to approve agenda as amended. The motion was supported by R. Parker and the agenda was approved unanimously.

IV. Approval of Minutes - Thursday, May 16, 2013: L. French moved to approve the minutes as presented. K. Hill supported the motion and it was approved unanimously.

V. Audience Participation:

Ralph Lange – City Manager

- Stated his appreciation for the growing partnership between the YDDA and the City, citing the DDA's support for a Downtown police officer and the potential relocation of DDA offices to City Hall.

VI. Staff Report/ Financial Report

- T. Colbeck presented the Staff and Financial Reports as submitted.
- 2013-2014 Budget Update
 - T. Colbeck reviewed the amended 2013-14 fiscal year budget with the board. He reported that several changes were implemented to better reflect how the DDA is allocating resources and make our budget easier to read and understand for the board and the general public.
 - T. Colbeck noted that he still prepares an unaudited revenue-expense report each month to review the YDDA budget, but it is not included in the monthly board packet.
 - He will make the unaudited revenue and expense reports available upon request and offered to meet with any board members to walk through these reports. He also stated that he would be willing to meet with any member of the public that would also like to review the unaudited reports.
 - A. Edmonds requested that each line items account code be listed in the budget. It was also recommended that charts would be helpful to understand the budget. T. Colbeck stated he will make appropriate changes for the July board meeting.
- T. Colbeck reported that the DIA Inside/Out program is coming to Ypsilanti. He stated that he has coordinated the installation of seven replicas to be installed throughout the DDA districts. The DIA will be installing the art work on Friday, June 28th. He also informed the board that as a participant in the program, the DIA will be having a special Ypsilanti weekend at the DIA when residents will be given free admission and discounts to the café and gift shop. The Ypsilanti weekend will be July 27-28.

VII. Standing Committee Reports:

- ER and Design: Report as submitted by K. Hill.
 - K. Hill gave an update on recent applications for the YDDA Façade Grant Program.
 - K. Hill also updated the board on Building Rehabilitation Grant Program and a recent application for the Thompson Block property.
 - Resolution to Approve the Award of an YDDA Façade Grant for 9 E. Cross St.
 - K. Hill moved to approve the grant request. L. French supported and the motion was approved unanimously.
- Operations and Finance: Report as submitted by A. Edmonds.
 - Resolution to Amend and adjust the YDDA 2013/2014 FY Budget.
 - The board engaged in discussion of the requested budget amendment to cover additional costs for the DDA's

- commitment to pay ½ of the salary for a full time police officer dedicated to the DDA districts.
 - A. Edmonds moved to approve the budget amendment. S. French supported the motion and it was approved unanimously.
- Resolution to Authorize the YDDA Staff to Proceed with the Proposed Relocation of YDDA Offices to City Hall.
 - The board discussed all of the parameters of the potential move having been provided a detailed cost/benefit analysis.
 - L. French mentioned that previous YDDA boards specifically did not want the offices to be in City Hall. The board engaged in a discussion on the pros and cons of the DDA sharing office space with the City.
 - R. Lange, the City Manager, discussed how the connectivity of both the City and the YDDA will help to assist in providing a greater synergy in coordinated efforts.
 - R. Parker moved to approve the resolution as provided for the relocation of YDDA Offices to City Hall. K. Hill supported the motion and it passed unanimously.
- YDDA Visioning Process – Working Session
 - A. Edmonds reviewed the visioning process with the board members.
 - The board members read from their vision statements.
 - A. Edmonds gave the next steps for the visioning process with the board. She requested each member provide an updated vision statement to her by Friday, June 28th. She will create a summary report for the July YDDA Board meeting.

VIII. Ad Hoc Committee Reports:

Ad hoc Parking Committee: Report as submitted by K. Hill:

- K. Hill informed the Board that parking recommendations are very close to completion. The committee agreed to hold a public/community forum to review the draft recommendations and ensure that all voices have been heard. After the forum the committee will hold one final meeting in July to finalize their recommendations to go to city council.
- The community forum is tentatively scheduled for July 10, 2013 at 6:30pm at the Freight House.

IX. Old Business: None

X. Proposed Business: A. Edmonds restated that she will bring in the compiled responses of the board for the visioning process at the next YDDA

Board meeting. She requested that the board members begin thinking about how the DDA can move forward with stage one of the process.

XI. Announcements Comments:

- K. Hill announced the upcoming DAY summer concert schedule. He stated that all information can be obtained by going to DAY's new website at www.DAYpsi.com.
- K. Hill also announced that DAY voted to provide the DDA with \$1,500 to be split between the installation of security cameras at the downtown dumpster enclosures and to subsidize the individual business rate for the dumpster use fees.
- L. French announced that all of the Ypsilanti museums are creating a plan to collaborate on promotions to support better marketing for upcoming events.
- L. French announced that the Depot Town Merchants Association has recently made necessary repairs to the Depot Town drinking fountain.
- A. Edmonds announced a new partnership between Growing Hope and the Ypsilanti Library System.
- R. Savvides brought up some concerns about changes to the EMU "Ypsi Bucks" program.
- P. Schreiber stated that the AATA will be voting to adopt an amendment to add two seats to their board. One seat will be appointed by him and approved by city council. The name of the organization will be changed to AAATA, Ann Arbor Area Transit Authority.
- T. Gillotti announced that the "Shape Ypsi" draft will be released in July. She also reported that there will be a next round of community meetings coming soon.

XII. Public Participation:

- P. Murdock provided a brief history of how the DDA and the City had interacted when the DDA was first formed.
- N. Monea, the EMU Student Government President, expressed his interest in publicizing the events that happen in the city to the EMU student body. He also stated his desire to form a stronger relationship between the University and the City.

XIII. Adjourn: L. French moved to adjourn the meeting, supported by K. Hill. The meeting adjourned at 9:41am.

XIV. Next Meeting: July 18, 2013 8:00 am. Spark East 215 W. Michigan Ave.

June 20, 2013
2013-18

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT
GRANT FOR 9 E. CROSS ST.**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & 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 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 October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

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

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

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

WHEREAS, the YDDA has received a grant request from Jannette Rook/the Eyrie LLC., the owner of the above mentioned addresses for the installation of a new sign; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$568.49.
3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8 NO: 0 ABSENT: 2 VOTE: affirmed

June 20, 2013
2013-19

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR
BUDGET**

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

WHEREAS, one of the Ypsilanti DDA Board's guiding principles and primary responsibilities is to support the long term financial planning for the YDDA; and

WHEREAS, this includes ensuring that the YDDA submits 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, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the next fiscal year's budget and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, in June 2010 the YDDA Board agreed to provide ½ of the costs to secure an Ypsilanti Police officer who will be exclusively assigned to the DDA districts 40 hours per week for the FY 2010-2011 and 2011 -2012 budget in the amount of \$30,150; and

WHEREAS, in May 2012 the YDDA Board agreed to extend this agreement with the same terms and dollar amount for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, in June 2013 DDA staff was notified that the Ypsilanti City Council amended the City's 2013-14 fiscal year budget to include ½ of the costs of the Downtown police officer to allow the hiring of an additional police officer; and

WHEREAS, the cost for ½ of the salary and benefits for the Downtown police officer has increased from \$30,150 to \$41,086; and

WHEREAS, the YDDA Operations and Finance Committee has reviewed documentation from the City outlining the increased costs for ½ of the salary and benefits of the Downtown police officer and request the YDDA Board amend the 2013-14 fiscal year budget to make up the difference;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA add \$10,936 to the appropriate budget line items of the YDDA's budget to fully cover ½ of the salary and wages for the proposed Downtown police officer.
2. these funds be earmarked from the Downtown, Depot Town, and W. Cross TIF revenue sources using the standard percentage breakdown among each.
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, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8 NO: 0 ABSENT: 2 VOTE: affirmed

June 20, 2013
2013-20

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AUTHROIZE THE YDDA STAFF TO PROCEED WITH THE
PROPOSED RELOCATION OF YDDA OFFICES TO CITY HALL**

The following preamble and resolution were offered by Member R. Parker and supported by Member K. Hill.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Operations and Finance Committee are responsible for reviewing all of the YDDA's organizational operations; and

WHEREAS, part of the YDDA's yearly operations are maintaining a regular office for all regular business; and

WHEREAS, the YDDA staff have recently received and reviewed two proposals for potential new office space for the YDDA located in City Hall; and

WHEREAS, upon review of each proposal YDDA staff has made a recommendation to move forward with an option to move the DDA offices to space on the third floor of City Hall; and

WHEREAS, in conjunction with a proposed office relocation the Executive Director request that some of the potential costs savings in the first year be redirected into IT service, and office equipment and furniture upgrades; and

WHEREAS, YDDA staff has recommended the YDDA Board authorize the Executive Director the authority to proceed with negotiations with the City to facilitate a move to City Hall;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board authorizes the Executive Director to proceed with all due diligence to facilitate a relocation of the YDDA offices to City Hall.
2. the YDDA select the first option provided from the City for office space located on the third floor of City Hall in the amount of \$300 per month or \$3,600 annually.
3. the YDDA offices be fully integrated into the City's IT service contract with Washtenaw County to improve operating systems and consistency with the City.

4. That before a final determination can be made on any proposed office relocation all outstanding questions regarding additional costs for meeting space, telephone system, and IT support be clarified.
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, S. French, L. Greden, K. Hill, R. Parker, R. Savvides 7
P. Schreiber

NAYS: none

ABSTAINED: none

YES: 8 NO: 0 ABSENT: 2 VOTE: affirmed

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, July 18, 2013- 8:30 a.m.
SPARK East
215 W. Michigan Avenue, Ypsilanti**

Approved Minutes

I. Call to Order: L. Greden called the meeting to order at 8:13am.

II. Roll Call:

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

Others in Attendance:

Tim Colbeck, YDDA Director
Andrew Hellenga, YDDA Staff
Nino Monea, EMU Student Government
Pete Murdock, City Council

III. Approval of Agenda: K. Hill moved to approve the agenda as submitted. L. French moved to amend the agenda to add a Resolution to allow the Depot Town Merchants Association to manage the Maple St. Parking Lot during the Michigan Brewers Guild Festival under Section VII Standing Committee Reports – Operations & Finance. K. Hill supported the motion to amend and the agenda and it was approved unanimously. L. French moved to approve the agenda as amended. The motion was supported by K. Hill and the agenda was approved unanimously.

IV. Approval of Minutes – Thursday, June 20, 2013: K. Hill requested that the minutes under section XI – Announcements/Comments be amended. The second bullet point should state that the DAY voted to provide the DDA with \$1,500 towards the dumpster management for 2013-14 with some of the funds to be earmarked for the installation of cameras and some to be applied to subsidizing the annual bill for participating businesses. K. Hill moved to approve the minutes as amended. L. French supported and the motion passed unanimously.

V. Audience Participation: None

VI. Staff Report/ Financial Report – report as submitted

- T. Colbeck reported that he is working with the City’s Fiscal Services Department and should be able to provide an audited 2012-13 year end revenue and expense report at the September board meeting.

VII. Standing Committee Reports:

- ER and Design report as submitted by K. Hill.
 - Resolution to Approve the Award of a YDDA Façade Improvement Grant for 119 W. Michigan Ave.

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

- Resolution to Approve the Purchase and Installation of Bike Corrals.
 - Board engaged in a discussion of the process of the installation such as; schedule, city input, installation formation, and maintenance.
 - Board discussed what strategy the DDA would follow if a business owner asked to have existing bike racks relocated.

A. Edmonds moved to approve the resolution as submitted. The motion was supported by L. French and it passed unanimously.

- Resolution to Approve the Creation of a Bike Rack Cost Sharing Program.

A. Edmonds moved to approve the resolution as submitted. The motion was supported by L. French and the resolution passed unanimously.

- Operations and Finance report as submitted by A. Edmonds.
 - Resolution to Reserve a Designated Amount of Parking Spaces in the Maple St Lot for the Ypsilanti Farmers Market during the Ypsilanti Heritage and Michigan Brewers Guild Festivals.

S. French moved to approve the resolution as submitted. The motion was supported by K. Hill and it passed unanimously with A. Edmonds abstaining.

- Resolution to allow the Depot Town Merchants Association to manage the Maple St Parking Lot during the Michigan Brewers Guild Festival.
 - The board discussed the current policy of the City to allow event organizers to manage the Aubree’s and Frog Island Parking Lots for a fee during festivals.

- The board discussed the resolution as discussed to allow the Depot Town Merchants Association the use of the Maple St. Lot during the Michigan Brewers Guild Festival and how it can be coordinated with the previous resolution to preserve a set number of spaces in the lot for the vendors and patrons of the Depot Town Farmers Market.

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

The board briefly discussed the planned community/annual meeting planned for August. The board committed to having the meeting on Tuesday, August 20, 5:30 pm at SPARK East.

VIII. Ad Hoc Committee Reports:

Ad hoc Parking Committee – as submitted by K. Hill:

The committee has scheduled a Public Forum to for July 31, 6:30 pm at the Freight House. Staff will review the parking study and the committee's recommendations with the public and allow for stakeholder input.

IX. Old Business:

- Visioning Work Session

A. Edmonds distributed a compilation of the board and staff's vision statements as prepared. The meeting attendees broke into small workgroups to review the visions as submitted and discussed common elements, core values, and who else we should hear from in the community.

A. Edmonds reviewed the next steps and will continue to work with staff to identify key stakeholders and community members to participate in the process. She will bring back for the September board meeting.

X. Proposed Business: None

XI. Announcements Comments:

- A. Edmonds provided a brief synopsis for the recent Michigan Main Street training she attended in Portland and will be providing the Operations and Finance Committee with a full summary.
- K. Hill informed the Board that tagging/graffiti has recently become an issue Downtown that hopefully will be diminished by the addition of security cameras.

XII. Public Participation:

- Nino Monea offered to help take the visioning process to the student body of EMU. He will coordinate with staff.

XIII. Adjourn: L. French moved to adjourn supported by K. Hill. Meeting adjourned at 9:47am.

XIV. Next Meeting: September 19, 2013 8:00 am. Spark East 215 W. Michigan Ave.

July 18, 2013
2013-21

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT
GRANT FOR 119 W. MICHIGAN AVE./TERRY BAKERY.**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & 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 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 October 2012 YDDA Board meeting the board approved a second round of the YDDA Façade Improvement Grant Program to be marketed to each of the YDDA districts; and

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

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

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

WHEREAS, the YDDA has received a grant request from Batter's Up LLC., the owner of the above mentioned addresses for the restoration of the existing historic signage; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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, R. Savvides, and P. Schreiber

NAYS: none

ABSTAINED: none

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

July 18, 2013
2013-22

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE PURCHASE AND INSTALLATION OF BIKE
CORRALS**

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

WHEREAS, the Ypsilanti DDA (YDDA) acknowledges the importance of supporting alternative modes of transportation throughout the DDA districts; and

WHEREAS, the YDDA through the process of creating a detailed parking study for all of the DDA districts and in its continued partnership with the City of Ypsilanti's Non-Motorized Advisory Committee (NMAC) has determined that there is a need to provide additional bike storage options in each of the DDA districts; and

WHEREAS, the YDDA working with the NMAC has identified several preferred locations for the installation of multi-bike corrals in the DDA districts; and

WHEREAS, on May 16, 2013 the YDDA Board approved adding \$2,700 to the YDDA's 2013/14 Fiscal Year budget earmarked for the purchase and installation of bike racks throughout the DDA districts;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA approve the purchase and installation of up to three (3) standard multi-bike corrals at or near the locations identified by the NMAC and recommended by the Economic Restructuring & Design Committee (see attached memo).
2. the costs of each corral be paid from the appropriate TIF revenue source as being installed in.
3. the installation of multi-bike corrals be part of an overall strategy to support increased non-motorized opportunities in the DDA 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: A. Edmonds, L. French, S. French, L. Greden, K. Hill, R. Savvides, and P. Schreiber

NAYS: none

ABSTAINED: none

YES: 7

NO: 0

ABSENT: 2

VOTE: affirmed

July 18, 2013
2013-23

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE CREATION OF A BIKE RACK COST SHARING
PROGRAM**

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

WHEREAS, the Ypsilanti DDA (YDDA) acknowledges the importance of supporting alternative modes of transportation throughout the DDA districts; and

WHEREAS, the YDDA through the process of creating a detailed parking study for all of the DDA districts and in its continued partnership with the City of Ypsilanti's Non-Motorized Advisory Committee (NMAC) has determined that there is a need to provide additional bike storage options in each of the DDA districts; and

WHEREAS, periodically the YDDA has received requests to install additional single loop bike racks by area businesses and property owners; and

WHEREAS, on May 16, 2013 the YDDA Board approved adding \$2,700 to the YDDA's 2013/14 Fiscal Year budget earmarked for the purchase and installation of bike racks throughout the DDA districts;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA approve the creation of a cost sharing program where businesses and property owners can request the purchase and installation of single loop bike racks (see attached memo and application form).
2. the applicant pay a flat fee of \$25 for the purchase and installation of a single loop bike rack and the YDDA will cover all additional expenses.
3. the costs of each corral be paid from the appropriate TIF revenue source as being installed in.
4. this program be part of an overall strategy to support increased non-motorized opportunities in the DDA districts.
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, S. French, L. Greden, K. Hill, R. Savvides, and P. Schreiber

NAYS: none

ABSTAINED: none

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

July 18, 2013
2013-24

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO RESERVE A DESIGNATED AMOUNT OF PARKING SPACES IN
THE MAPLE STREET LOT FOR THE YPSILANTI FARMERS MARKET DURING THE
YPSILANTI HERITAGE AND BREWERS GUILD FESTIVALS**

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

WHEREAS, the Depot Town Farmers Market takes place every Saturday morning at the Freighthouse Plaza from May through October; and

WHEREAS, the 2013 Michigan Brewers Guild Festival will be taking place from Friday, July 26th through Saturday July 27th and the Ypsilanti Heritage Festival will be taking place from Friday, August 16th through Sunday, August 18th; and

WHEREAS, each of these events annually brings thousands of visitors to the DDA districts; and

WHEREAS, the City of Ypsilanti grants permission for the Michigan Brewers Guild and 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 YDDA recognizes the importance of ensuring that the vendors and patrons of the weekly Depot Town Farmers Market have access to the farmers market during the time some of the larger events are taking place; and

WHEREAS, the Ypsilanti Farmers Market have requested the use of a designated amount of parking spaces in the Maple Street Lot be reserved for the vendors and patrons of the Depot Town Farmers Market during the scheduled times of the market on the weekends of both the Michigan Brewers Guild and Ypsilanti Heritage Festivals;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA reserves a yet to be determined amount of parking spaces for the use of the Depot Town Farmers Market vendors and patrons in the Maple Street Lot during the hours of the market's operation on the weekends of both the Michigan Brewers Guild and Ypsilanti Heritage Festivals.
2. these parking spaces will be reserved at no cost to the Ypsilanti Farmers Market during the approved dates and times.
3. the Ypsilanti Farmers Market will not charge its vendors and patrons any fees to use the approved parking spaces.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution and the same hereby are rescinded.

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

NAYS: none

ABSTAINED: A. Edmonds

YES: 6 NO: 0 ABSENT: 2 VOTE: affirmed

July 18, 2013
2013-25

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO ALLOW THE DEPOT TOWN MERCHANTS ASSOCIATION TO
MANAGE THE MAPLE STREET PARKING LOT DURING THE MICHIGAN
BREWERS GUILD FESTIVAL**

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

WHEREAS, the 2013 Michigan Brewers Guild Festival will be taking place from Friday, July 26th through Saturday July 27th; and

WHEREAS, this event annually brings thousands of visitors to the DDA districts; and

WHEREAS, the City of Ypsilanti has granted permission the event's organizers to control the use of the Depot Town and Frog Island public parking lots for their visitors during the festival; and

WHEREAS, the Maple Street parking lot is not included in this parking agreement between the Michigan Brewers Guild 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 festival organizers have delegated the authority to monitor and control parking during the event to the Depot Town Merchants Association; and

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

WHEREAS, the Depot Town Merchants have requested the YDDA to grant permission to monitor and control the parking in the Maple Street parking lot the weekend of the Michigan Brewers Guild Festival with the intent to raise funds to support permanent infrastructure improvements in Depot Town; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA approves the Depot Town Merchants use of the Maple Street lot during the weekend of the Michigan Brewers Guild Festival for fundraising purposes.

2. the Depot Town Merchants Association reserve a yet to be determined amount of parking in the Maple Street Lot for the use of the Depot Town Farmers Market vendors and patrons on Saturday, July 27th during the farmers market hours of operation.
3. the Depot Town Merchants Association will coordinate the use of the lot with the Ypsilanti Farmers Market to ensure the appropriate amount of spaces are reserved and no charges be made to the Farmers Market vendors and Patrons during the Farmers Market hours of operation.
4. any funds generated by collecting parking fees during the Michigan Brewers Guild Festival by the Depot Town Merchants Association be dedicated to permanent infrastructure improvement projects of the Depot Town district.
5. Any agreement for the Depot Town Merchants to manage and use the Maple Street lot only be valid the weekend of the Michigan Brewers Guild Festival, Friday July 26, 2013 through Saturday July 27, 2013.
6. 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, L. Greden, K. Hill, R. Savvides and P. Schreiber

NAYS: none

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

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, September 19, 2013- 8:30 a.m.
SPARK East
215 West Michigan Avenue, Ypsilanti**

Approved Meeting Notes

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

II. Roll Call:

Amanda Edmonds (VC)	P	Kevin Hill	P
Linda French		Regan Parker	P
Sandee French	P	Rois Savvides	P
Leigh Greden (C)	P	Paul Schreiber	P

Others in Attendance:

Gail Castle, Transformation Station LLC
Tim Colbeck, YDDA Director
Zach Fosler, YHC Director
Michael Gelletly, Resident
Teresa Gillotti, Ypsilanti P&DD
Amy Grettum, Resident
Andrew Hellenga, YDDA Staff
Chris Mason, Parrish House Inn
Jesse Tack, Resident

III. Audience Participation: None

IV. Shape Ypsi Master Plan Update (Teresa Gillotti):

T. Gillotti gave a presentation of the Shape Ypsi/Ypsilanti Master Plan. The presentation primarily focused on items specific to the DDA districts. She discussed the process in which the plan was developed and issues/opportunities that were accented throughout the planning process.

The presentation was broken down into the following categories;

- **Demographics:** These were reviewed and discussed to strategize business development based off of the skills of the population stock. She also addressed creating more business diversity to ensure economic stability.
- **Economy:** Ypsilanti still possesses a manufacturing presence however it is smaller than it once was. Educational and Medical institutions (Eds and Meds) are the two largest categories of employment. Ypsilanti needs to concentrate on

diversifying its economy to help sustain the student population as they graduate.

- Housing: The plan accented the “own vs. rent” ratio, stating that singly family units, within the neighborhoods, were largely individually owned. Still the student population of the city is a large factor and should be looked at as an advantage.
- Guiding Values: Safety, diversity, and sustainability have surfaced as the most important core values as the plan developed.
- Discussion of possible projects within the DDA Districts
 - One way roads converted to two way roads
 - Providing festival streets in the Downtown and Depot Town Districts
 - Water Street Plans

T. Gillotti stated the city will begin the process of the final review and approval process for the Master Plan starting October 7th and that any and all input would be greatly appreciated.

V. Staff Report/Financial Report.

T. Colbeck provided the staff and financial reports for review.

He also gave a detailed presentation for the final FY 2012-13 revenue-expense report and current projections for FY 2013-14.

VI. Standing Committee Reports:

- ER and Design:
 - Report as submitted by K. Hill
 - K. Hill informed Committee that staff had completed a draft policy for the installation and monitoring of cameras for the dumpster enclosures based off of policy recommendations from the ACLU and other organizations.
 - Hill suggested that a single area be used as a test site for the surveillance system.
 - Hill stated that new information regarding bike rack preferred practices changed the perspective on desired facilities. Staff has addressed this matter and will move forward after the ER and Design Committee Meeting later this month.
- Operations and Finance:
 - No report, there has been no committee meeting since the last YDDA board meeting.

VII. Ad Hoc Committee Reports:

- Ad Hoc Parking Committee:
 - No report, there has been no committee meeting since the last YDDA board meeting.

- K. Hill did state the committee will be finalizing parking recommendations at their October meeting and will submit them for Board approval.

VIII. Old Business:

- Visioning Update
 - A. Edmonds briefly discussed the status of the visioning process, pointing to the synergy between the DDA visioning and that of the Master Plan development.

X. Proposed Business:

- Board Retreat
 - The retreat has been postponed until early November in order to accommodate the expected appointment of new YDDA Board members. Staff has been directed to provide the board with possible dates for the retreat.
- Act 88 – Agriculture and Economic Development Millage Renewal
 - The annual review for renewal of this county millage will take place at the Washtenaw County Commission Ways and Means Committee meeting scheduled for October 2nd.
 - There was discussion of the importance of this millage for a number of local economic development initiatives including the funding of the YDDA’s Building Rehabilitation and Façade Improvement Grant programs. Interested parties including those that have received benefit from these grants were encouraged to attend this meeting to show support for the millage and show evidence of the Act 88’s success.
- The Board discussed the possible need for the DDA to provide interpreters at our meetings to encourage participation by members of the community that have limited English proficiency (LEP). It was stated that the DDA follows the policy of the City of Ypsilanti and will continue to do so in regards to any requirements to provide equal access for all community members at all of our meetings.

XI. Announcements Comments:

- P. Schreiber informed the Board that Adam Gainsly, a member of Bike Ypsi and Ypsilanti resident, has been nominated for the YDDA Board and is awaiting Council approval. P. Schreiber also stated that he is currently in the process of selecting at least two other Board members.
- The Board accepted Sandee French’s resignation and thanked her for her many years of services.

XII. Public Participation: None

XIII. Adjourn: Meeting adjourned at 10:03am

XIV. Next Meeting: October 17, 2013 8:00 am. Spark East 215 W. Michigan Ave.

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, October 17, 2013– 8:30 a.m.
SPARK East
215 West Michigan Avenue, Ypsilanti**

Meeting Minutes

I. Call to Order: L. Greden called the meeting to order at 8:06am.

II. Roll Call:

Amanda Edmonds (VC)	P	Kevin Hill	P
Linda French	P	Regan Parker	P
Adam Gainsley	P	Rois Savvides	P
Leigh Greden (C)	P	Paul Schreiber	P

Others in Attendance:

Stewart Beal, Beal Properties
Tim Colbeck, YDDA Director
James Dauphine, Divine Interventions
Andrew Hellenga, YDDA Staff
Ralph Lange, City Manager
Nino Monea, EMU Student Govt.
Pete Murdock, City Council
Tyler Weston, Howard Hanna Real Estate

III. Approval of Agenda: K. Hill requested that the Resolution to Approve the Final Recommendations from the Ad Hoc Parking Committee for the YDDA Parking Study be added to the agenda under Section VIII Ad Hoc Committee Reports. A. Edmonds moved to approve agenda as amended. The motion was supported by L. French and approved unanimously.

IV. Approval of July 18, 2013 Minutes: R. Parker moved to approve minutes as submitted. The motion was supported by K. Hill and it passed unanimously.

Approval of September 19, 2013 Notes: L. French moved to approve the notes as submitted. The motion was supported by K. Hill and was approved unanimously.

V. Audience Participation:

1. R. Lange expressed his desire to continue the positive partnership between the City and YDDA citing the recent DDA office move to City Hall.
2. S. Beal, Beal gave a brief update of the Thompson Block Project. He answered questions from the board regarding the status of the project. He requested the YDDA provide two letters of support, one letter supporting

the project's historic PUD and site plan approval, and one to support his application for an OPRA designation.

The Board discussed his request and how to address.

R. Parker moved to amend the agenda adding to Section VII – Standing Committee Reports a Resolution of Support for the Thompson Block Site Plan/Historic PUD and OPRA Designation Approval by City Council. The motion supported by K. Hill and it passed unanimously.

VI. Staff Report: Reports as submitted by T. Colbeck. A. Edmonds suggested that he add a record of the number of new business inquiries and other request for support that staff receive in a month to the Staff Report.

VII. Standing Committee Reports:

1. Economic Restructuring and Design report as submitted by K. Hill
 - a. Resolution to Approve the Award of an YDDA Façade Improvement Grant for 310-12 N. River.

T. Colbeck briefly discussed that the applicant was previously approved for an YDDA Building rehabilitation Grant but the project has yet to be completed. The applicant has been granted an extension for the Building Rehab grant. He stated that per the recommendation of the Economic Restructuring and Design Committee that this application for a Façade Grant be awarded contingent on the applicant providing a detailed timeline for completion of the previously awarded grant. He stated he is currently working with the applicant on this requirement.

K. Hill moved to approve the Façade Grant application for 310-12 N. River. R. Parker supported the motion and it was approved unanimously.

- b. Resolution to Approve the Installation of a surveillance system for the S. Huron Dumpster enclosure.

K. Hill gave a report on the reasoning behind choosing a test area for the installation of a surveillance system.

L. French moved to approve the installation of a surveillance system at the S. Huron Dumpster Enclosure. R. Parker supported the motion and it was approved unanimously.

- c. Resolution to Approve the Billing Rates for Participation in the Downtown Dumpster Partnership Program.

A. Hellenga reviewed the proposed sliding scale for the billing rates for the private users of the dumpster enclosures. He answered questions on how these were calculated.

The Board directed staff to provide a cover letter when distributing invoices to the private partners. The letter should include a summary of the costs incurred by the YDDA for the provision of dumpster services in the Downtown as well as an explanation of how each business category is coded.

K. Hill informed the Board that DAY will be contributing \$1,500 to be split evenly among both the surveillance system installation and cost of operations for dumpster service.

K. Hill moved to approve the Billing Rates for participation in the Downtown Dumpster Partnership Program. The motion was supported by R. Parker and was approved unanimously.

d. Resolution Requesting the City of Ypsilanti Increase Illegal Dumping Fees.

The Board discussed how the current fee structure does little to discourage illegal dumping and that the new proposed fee structure is consistent with the State of Michigan's which is used by neighboring communities and EMU.

P. Murdock informed the Board that this would require an ordinance change. He stated that the City Attorney is currently working on a resolution for City Council's approval and should go before council shortly.

A. Edmonds moved to formally request City Council change the ordinance regarding the illegal dumping fee structure. The motion was supported by R. Parker and it was approved unanimously.

e. Resolution to Approve the YDDA Pilot Camera Surveillance Policy.

The Board discussed the importance of creating a policy to address the institution of a public surveillance program. There was discussion on how to approve the policy prior to their being a public meeting to gain perspective from the public as addressed in the proposed policy.

It was determined that the resolution approve the creation of a "pilot" YDDA surveillance policy that will be amended and

approved after a public input opportunity has been given. The Board requested staff make several changes to the resolution as submitted.

K. Hill motioned to approve the Resolution to Approve the YDDA Pilot Surveillance Policy as amended. The motion supported by R. Parker and was approved unanimously.

- f. Resolution to Amend and adjust the 2013/14 Fiscal year Budget (Bike Racks).

Staff discussed the large amount of public interest that has been generated from the Bike Rack Cost-Sharing Program. Due to large number of interested partners, we may require a second round in the spring.

A. Edmonds moved to amend the 2013/14 budget to increase the line item for bike facilities. The motioned was supported by A. Gainsley and it was approved unanimously.

- g. Resolution to Amend and Adjust the 2013/14 Fiscal Year Budget (YACVB/Wayfinding Plan of Support).

T. Colbeck provided the Board with an update regarding the Wayfinding program.

K. Hill moved to amend the 2013/14 to account for support to the YACVB for the Wayfinding Program. L. French supported motion and it was approved unanimously.

- h. Resolution to encourage City Council to approve the Site Plan including a Historic PUD regarding the Thompson Block.

The Board engaged in discussion on how to best support this project moving forward. L. French stated that the Depot Town Merchants Association has already expressed its support for the project and recognizes the importance of it to the Depot Town District.

L. French moved to approve the Resolution of Support. K. Hill supported the motion and it was approved unanimously.

2. Operations and Finance report as submitted by A. Edmonds.

- a. Resolution for the Ypsilanti DDA to Continue as an Associate Level Member of the Michigan Main Street Program for 2014.

Staff provided the Board with information regarding the benefits of staying an Associate Level Member. Information regarding benefits of graduating to the Select Level was also provided.

A. Edmonds moved to renew the YDDA current membership as an Associate Level Member in the Michigan Main Street program. L. French supported the motion and it was approved unanimously.

b. Resolution to Authorize Staff to Proceed with a Request for Proposals for the Depot Town TIF Plan Renewal.

The Board engaged in discussion regarding the RFP process that has been worked through committee. T. Colbeck also stressed the importance of moving forward at this time with the RFP to get ahead of potential legislation that could have a negative affect on DDA's ability to collect TIF revenue.

A. Edmonds moved to allow staff to move forward with the RFP for the Depot Town TIF Renewal Plan. The motion was supported by K. Hill and the Board approved unanimously.

VIII. Ad Hoc Committee Report:

1. Ad Hoc Parking report as submitted by K. Hill.
 - a. Resolution to approve parking recommendations developed by the 2012 YDDA Parking Study.

The Board has a brief discussion of the process that has gone into the parking study and next steps.

K. Hill moved to approve parking recommendations as submitted. The motion was supported R. Parker and was approved unanimously.

IX. Old Business:

1. Board Retreat Schedule – Meeting set for Thursday, November 7th from 8am to 12pm.
2. Visioning Update – This will be the primary work item at the Board Retreat.

X. Proposed Business:

SPARK East Request for Support (Jake Albers)

J. Albers provided brief description of SPARK's mission and how it supports all of eastern Washtenaw County.

The Board engaged in discussion of the request for funding support. Staff was directed to investigate the amount of money that would be captured by the Ypsilanti portion of the Local Development Financing Authority (LDFA) if it were not already captured by the YDDA.

The Board agreed to postpone a vote until more information has been provided.

XI. Announcements/ Comments:

1. K. Hill announced DAY is sponsoring its annual Halloween Event on Friday October 25th from 5pm-6:30pm on Washington St.
2. L. French announced that the Depot Town Harvest Festival is scheduled for Saturday October 26th on E. Cross.
3. A. Edmonds stated that Growing Hope has Halloween Costumes available for rent.
4. P. Schreiber state that there is still opportunities to offer suggestions on the new zoning ordinances. Input can be made on the Shape Ypsi site or by contacting the Ypsilanti Planning Department.
5. K. Hill mentioned that DAY is accepting donations of Halloween candy for the event on the 25th.
6. P. Schreiber commented on the value of having our own local CVB.

XII. Public Participation:

1. P. Murdock reminded the Board that the City has directed over \$2 million in improvements to Depot Town in the last several years.
2. J. Dauphine expressed his interest in becoming more involved in the community and participating in local government.

XIV. Adjourn Regular Board Meeting: A. Edmonds moved to adjourn meeting and immediately move to the YDDA Annual Meeting. The Motion was supported by L. French and it passed unanimously. Meeting adjourned 9:54am.

October 17, 2013
2013-26

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT
GRANT FOR 310-12 N. RIVER ST./YPSILANTI FOOD COOP**

The following preamble and resolution were offered by Member K. Hill and supported by Member R. Parker.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & 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 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 YDDA's 2013-14 Fiscal Year Budget earmarked a total of \$40,000 to be made available for another round of the 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, the YDDA has received a grant request from Ypsilanti Food Coop for the installation of new awnings and signage at the above referenced address; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application was complete and the request would be an appropriate use of the grant program; and

WHEREAS, during the review of application by the Economic Restructuring & Design Committee it was noted that the applicant had previously been awarded a \$5,000 Building Rehabilitation Grant for the replacement of doors and other façade improvements in August 2012; and

WHEREAS, the work committed to from the Building Rehabilitation Grant application has not yet been completed;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the award of the grant be contingent on the applicant providing a detailed project schedule/timeline for the previously committed improvements to ensure the project is completed in its entirety.
3. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
4. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

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

October 17, 2013
2013-27

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE INSTALLATION OF A SURVEILLANCE SYSTEM
FOR THE S. HURON DUMPSTER ENCLOSURE**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services located in permanent dumpster enclosures at three locations (N. Huron, S. Huron, and N. Adams parking lots) since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, illegal dumping and misuse of the existing enclosures has been identified as a continuing problem with the operation of the YDDA enclosures and the burden of keeping them clean and safe had cost the YDDA an additional \$5,250 to have bulk items removed and the enclosures cleaned in the 2012-13 fiscal year; and

WHEREASE, the YDDA's Economic Restructuring & Design Committee has been working on ways to improve the operation of the enclosures to ensure that they are clean and safe while also containing the Waste Management line item of the YDDA's annual budget to an acceptable level of expense; and

WHEREAS, the YDDA's Economic Restructuring & Design Committee has determined that the installation of a surveillance system for the enclosures would likely decrease the amount of illegal dumping and misuse of the enclosures while also improving the overall security of the downtown's public parking lots; and

WHEREAS, the YDDA staff has done significant research on the cost and effectiveness of public surveillance systems and solicited a number of quotes for the installation of a system; and

WHEREAS, upon review of the provided quotes the Economic Restructuring & Design Committee determined that the quote from ADT offered the services needed at the best overall costs; and

WHEREAS, the Economic Restructuring & Design Committee has recommended that the S. Huron enclosure be used as a test area for the installation of a surveillance

system to help determine the overall effectiveness in preventing illegal dumping and improving public safety in the downtown.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board approves the installation of a security/surveillance system for the S. Huron dumpster enclosure by ADT.
2. the cost of the purchase and installation of the surveillance system for the test area shall not exceed \$2,500 including a one year insurance/maintenance agreement.
3. The funds necessary for the installation of a surveillance system for the test area will be earmarked from the Waste Management line item of the 2013-14 fiscal year budget and will be entirely paid from the Downtown TIF revenue.
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, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

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

October 17, 2013
2013-28

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE BILLING RATES FOR PARTICIPATION IN THE
DOWNTOWN DUMPSTER PARTNERSHIP PROGRAM**

The following preamble and resolution were offered by Member K. Hill and supported by Member R. Parker.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services located in permanent dumpster enclosures at three locations (N. Huron, S. Huron, and N. Adams parking lots) since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, at the August 16, 2012 YDDA Board meeting the Board approved a resolution implementing a private participation system for the continued provision of solid waste services in the downtown district; and

WHEREASE, the YDDA's Economic Restructuring & Design Committee has been working on developing and equitable fee scale for the users of the downtown enclosures to share in the ongoing costs of providing a high level of service for solid waste removal to the downtown district.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board approves the proposed sliding fee scale for private partners to continue to participate in the YDDA downtown dumpster enclosure system.
2. the approved fees will be assessed once yearly based on the type of business/user of the system and will be reevaluated on an annual basis to determine appropriate costs in maintaining a high level of service to the public.
3. all funds generated by the yearly assessment will be earmarked entirely towards the YDDA's expenses in running and maintaining the downtown dumpster enclosure system for public use.

4. participation in the public partnership will be strictly voluntary during the first year and will be reviewed on an annual basis to ensure adequate support is provided for the continued provision of services.
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, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

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

October 17, 2013
2013-29

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION REQUESTING THE CITY OF YPSILANTI INCREASE ILLEGAL
DUMPING FEES**

The following preamble and resolution were offered by Member A. Edmonds and supported by Member R. Parker.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services located in permanent dumpster enclosures at three locations (N. Huron, S. Huron, and N. Adams parking lots) since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, illegal dumping and misuse of the existing enclosures has been identified as a continuing problem with the operation of the YDDA enclosures and the burden of keeping them clean and safe had cost the YDDA an additional \$5,250 to have bulk items removed and the enclosures cleaned in the 2012-13 fiscal year; and

WHEREASE, the YDDA's Economic Restructuring & Design Committee has been working on ways to improve the operation of the enclosures to ensure that they are clean and safe while also containing the Waste Management line item of the YDDA's annual budget to an acceptable level of expense; and

WHEREAS, one of the improvements that the Economic Restructuring & Design Committee would like to see implemented is increased enforcement of the dumping/littering ordinance of the City of Ypsilanti; and

WHEREAS, in Section 71-72 (Specific Violations) of the city code section dealing with dumping/littering. The fee schedule associated with dumping/littering is as follows:

- \$50 first violation
- \$150 second violation
- \$225 third violation

WHEREAS, the YDDA's Economic Restructuring & Design Committee has determined that increasing the fees for illegal dumping in the City of Ypsilanti is necessary to discourage individuals from abusing the current system with continued illegal dumping and misuse of the dumpster enclosures; and

WHEREAS, the YDDA staff has researched nearby public entities policies fees including Ypsilanti Township and Eastern Michigan University and found that they apply the State of Michigan's standards for dumping/littering. The State applies a fee schedule based on cubic feet as follows

- Less than one cubic foot in volume: fine of not more than \$800.00.
- One cubic foot or more but less than three cubic feet in volume: fine of not more than \$1,500.00.
- Three cubic feet or more in volume: fine of not more than \$2,500.00.
- Repeat offenders: fine of not more than \$5,000.00.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board approves the resolution requesting that the City of Ypsilanti adjust the dumping/littering ordinance to be consistent with the State of Michigan standards.
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, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

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

October 17, 2013
2013-30

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE PILOT YDDA CAMERA SURVEILLANCE POLICY**

The following preamble and resolution were offered by Member K. Hill and supported by Member R. Parker.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) has provided community dumpster/solid waste services located in permanent dumpster enclosures at three locations (N. Huron, S. Huron, and N. Adams parking lots) since 2008; and

WHEREAS, the YDDA Board expressed their commitment in August 2012 to continue providing community dumpster/solid waste service at the three YDDA owned and maintained Downtown dumpster enclosures for at least the 2013-14 Fiscal Year and upon yearly assessment each following year; and

WHEREAS, illegal dumping and misuse of the existing enclosures has been identified as a continuing problem with the operation of the YDDA enclosures and the burden of keeping them clean and safe had cost the YDDA an additional \$5,250 to have bulk items removed and the enclosures cleaned in the 2012-13 fiscal year; and

WHEREASE, the YDDA's Economic Restructuring & Design Committee has been working on ways to improve the operation of the enclosures to ensure that they are clean and safe while also containing the Waste Management line item of the YDDA's annual budget to an acceptable level of expense; and

WHEREAS, the YDDA's Economic Restructuring & Design Committee has determined that the installation of a surveillance system for the enclosures would likely decrease the amount of illegal dumping and misuse of the enclosures while also improving the overall security of the downtown's public parking lots; and

WHEREAS, the YDDA staff has done significant research on the potential impact to civil liberties with the installation of a surveillance system through the ACLU, the Constitution Project and the Department of Homeland Security; and

WHEREAS, based upon the findings of this research the Economic Restructuring & Design Committee has recommended the approval of policy guidelines created by staff designed to ensure the proper use and management of any proposed surveillance system; and

WHEREAS, at an appropriate time after the initial test area surveillance system has been installed and there has been adequate time to test its efficacy, YDDA staff will

conduct a community forum/public meeting to allow community stakeholders in the viewer shed area to have input on the continued operation of a surveillance system;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board approves the Pilot Surveillance Policy as submitted to ensure the proper use of any potential DDA surveillance installations in all of the DDA districts.
2. the YDDA will solicit public input from community stakeholders before adopting a final camera surveillance policy.
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, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

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

October 17, 2013
2013-31

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR
BUDGET (BIKE RACKS)**

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

WHEREAS, one of the Ypsilanti DDA Board's guiding principles and primary responsibilities is to support the long term financial planning for the YDDA; and

WHEREAS, this includes ensuring that the YDDA submits 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, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the next fiscal year's budget and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, on May 16, 2013 the YDDA Board approved amending the 2013-14 fiscal year budget by \$2,700 to the budget line item TIF Projects to cover expenses related to the purchase and installation of bike racks throughout the DDA districts; and

WHEREAS, on July 18, 2013 the YDDA Board approved creating a bike rack cost sharing program and the installation of several bike rack corrals in the DDA districts; and

WHEREAS, due to an overwhelming response from interested partners in the bike rack cost sharing program there is a likely need to increase the budgeted amount to accommodate all of the bike rack purchases and installation;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA add \$1,000 to the budget line item TIF Projects, a total of \$3,700, to cover potential expenses for the purchase and installation of additional bike racks throughout the DDA districts.

2. these funds be earmarked the Downtown, Depot Town, and W. Cross TIF revenue sources as appropriate.
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, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

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

October 17, 2013
2013-32

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR
BUDGET (WAYFINDING SUPPORT)**

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

WHEREAS, one of the Ypsilanti DDA Board's guiding principles and primary responsibilities is to support the long term financial planning for the YDDA; and

WHEREAS, this includes ensuring that the YDDA submits 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, at the April 19, 2012 YDDA Board meeting the Board approved a two-year budget for the 2012-13 and 2013-14 fiscal years; and

WHEREAS, the YDDA Board and staff perform an annual budget review of the current and next fiscal year's budgets and amend as necessary to address expected expenses for projects and programming; and

WHEREAS, the YDDA staff have been working with the Ypsilanti Area Convention and Visitors Bureau (YACVB) on creating a Wayfinding Program for the greater Ypsilanti area; and

WHEREAS, as part of the wayfinding program, the YACVB has issued a request for proposals (RFP) for consultants and formed a steering committee that includes the YDDA, City of Ypsilanti, Ypsilanti Township and the Eastern Leaders Group to move the process forward; and

WHEREAS, a considerable amount of community partners have committed funds to ensure the wayfinding plan moves forward, including the YACVB, City, Township, ELG, and A2Y Chamber of Commerce; and

WHEREAS, the current proposed wayfinding program represents an opportunity to create a strong partnership among the various entities at the table and achieve an important goal for the greater community;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA add \$2,500 to the budget line item TIF Projects of the 2013-14 fiscal year budget for our support of the YACVB's Wayfinding Program.
2. these funds be earmarked from Downtown, Depot Town, and W. Cross TIF revenue sources as appropriate.
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, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

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

October 17, 2013
2013-33

**DOWNTOWN DEVELOPMENT AUTHORITY
RESOLUTION OF SUPPORT FOR A PLANNED UNIT DEVELOPMENT (PUD) AND
SITE PLAN APPROVAL AND OBSOLETE PROPERTY REHABILITATION ACT
(OPRA) CERTIFICATE FOR 400 N. RIVER ST. (THOMPSON BLOCK)**

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

WHEREAS, 400 N. River/Thompson Block is one of the key redevelopment pieces located in the Depot Town District of the Ypsilanti DDA; and

WHEREAS, Thompson Block Partners LLC has been formed with the mission of redeveloping the vacant Thompson Block properties; and

WHEREAS, the Thompson Block Partners LLC has applied to the City for approval of its Historic PUD and site plan at 400 N. River; and

WHEREAS, the PUD and site plan have been reviewed by the City of Ypsilanti's Planning Commission and they have recommended their approval to City Council; and

WHEREAS, Thompson Block Properties LLC has requested that the City of Ypsilanti approve an OPRA exemption certificate for 400 N. River St. which is located within the pre-approved OPRA District; and

WHEREAS, granting an OPRA to 400 N. River St. will result in a freeze of taxable value at its 2014 assessed rate for 12 years; and

WHEREAS, the YDDA has previously supported the OPRA designation for this property and accepts the potential loss of TIF revenue with the freeze of taxable value; and

WHEREAS, Thompson Block Partners LLC is proposing the complete rehabilitation of 400 N. River St. that will include the restoration of the historic property into a mixed-use development; and

WHEREAS, the YDDA believes that the proposed redevelopment of this property is a long term goal of the DDA and that the Thompson Block Partners LLC plan represents a great opportunity to achieve this goal; and

WHEREAS, another key community stakeholder, the Depot Town Merchants has expressed similar support;

NOW, THEREFORE, BE IT RESOLVED THAT

1. the Ypsilanti DDA supports the approval of the PUD and site plan for 400 N. River St. as submitted to assist with the complete restoration of these historic properties and return to active use.
2. the Ypsilanti DDA supports the granting of an Obsolete Property Rehabilitation Act (OPRA) exemption certificate for 400 N. River St. to also assist with the complete restoration of these historic properties and return to active use.
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, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

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

October 17, 2013
2013-34

**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 2014**

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

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, YDDA staff has done considerable outreach to gauge the interest of the greater DDA community and stakeholders of the YDDA applying for a Select Level membership in Michigan Main Street; and

WHEREAS, currently the YDDA and the greater community have not yet reached a level of participation necessary to move to the Select Level; and

WHEREAS, the YDDA's Operations & Finance Committee has determined that the YDDA should stay at the Associate Level for 2014;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA will remain in the Michigan Main Street program for 2014 as an Associate Level Community.
2. the YDDA Operations & Finance Committee will continue to evaluate the organizations commitment and preparedness to eventually move to a Select Level membership of the MMS Program.
3. the YDDA Operations & Finance Committee will continue to promote the benefits of maintaining our Associate Level membership.
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, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

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

October 17, 2013
2013-35

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AUTHORIZE STAFF TO PROCEED WITH A REQUEST FOR
PROPOSALS FOR THE DEPOT TOWN TIF PLAN RENEWAL**

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

WHEREAS, the Depot Town DDA was established in 1984 and the district was expanded in 1992; and

WHEREAS, the current Depot Town TIF and Development Plan was implemented in 2000 and has an expiration date of December 2015; and

WHEREAS, a TIF and Development Plan is required to authorize a DDA to capture tax increment financing revenues to support their goals and ongoing operations; and

WHEREAS, a TIF and Development Plan outlines the expected tax increment finance revenue over a set period of time and dictates the projects and programs that can be funded through this revenue; and

WHEREAS, if the YDDA allows the Depot Town TIF and Development Plan to expire in December 2015, the YDDA will no longer be able to collect tax increment financing funds for the Depot Town district; and

WHEREAS, one of the Ypsilanti DDA Board's guiding principles and primary responsibilities is to support the long term financial planning for the YDDA; and

WHEREAS, on May 16, 2013 the YDDA board approved setting aside \$20,000 in the 2013-14 fiscal year budget under the TIF Projects line item with the funds exclusively coming from the Depot Town TIF revenue; and

WHEREAS, staff has worked with the Operations & Finance Committee over the last six months to refine the proposed RFP for consulting services to ensure that the scope of services specifically address the YDDA's needs and take into account all of the previous and/or ongoing studies and plans to make sure the revised TIF and Development Plan is consistent with the needs and plans of the greater community; and

WHEREAS, staff has monitored potential legislative changes from the State of Michigan that could have a long term negative impact on DDA's statewide and their ability to collect tax increment finance revenue; and

WHEREAS, the Operations & Finance Committee have determined that due to the lengthy time required to revise a TIF and Development Plan and the legislative requirements for review and approval that it is in the DDA's best interest to move this process forward in a timely matter;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA authorize staff to issue the RFP as approved for professional services to assist us in preparing a TIF and Development Renewal Plan
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, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

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

October 17, 2013
2013-36

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE FINAL RECOMMENDATIONS FROM THE AD
HOC PARKING COMMITTEE FOR THE YDDA PARKING STUDY**

The following preamble and resolution were offered by Member K. Hill and supported by Member R. Parker.

WHEREAS, at the September 21, 2011 YDDA Board Meeting the creation of an Ad Hoc Parking Committee was formed to focus on the implementation of a YDDA Parking Study; and

WHEREAS, in the summer/fall of 2012 YDDA staff conducted a thorough and detailed study of parking practices and conditions throughout each of the DDA districts; and

WHEREAS, in September 2012 a first draft was done of the YDDA Parking Study and presented to the YDDA Board; and

WHEREAS, in January 2013 the Ad Hoc Committee reconvened to revise the recommendation study of the draft YDDA Parking Study; and

WHEREAS, between January-August 2013 YDDA staff and Ad Hoc Committee members reviewed the recommendations and met with members of the public to solicit additional input; and

WHEREAS, a final review of the recommendations has been conducted by the Ad Hoc Parking Committee and has been recommended for YDDA Board approval;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board approves the final draft of the YDDA Parking Study including all recommendations that come from it.
2. YDDA staff will present the final study and recommendations to the City Council and all appropriate departments and continue working towards the implementation of the final recommendations.
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, A. Gainsley, L. Greden, K. Hill, R. Parker, R. Savvides, & P. Schreiber

NAYS: none

ABSTAINED: none

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

**City of Ypsilanti
Downtown Development Authority**

**Annual Meeting
Thursday, October 17, 2013- 10:00 a.m.
SPARK East
215 West Michigan Avenue, Ypsilanti**

Meeting Minutes

I. Call to Order: L. Greden called the meeting to order at 9:55am.

II. Roll Call:

Amanda Edmonds (VC)	P		Kevin Hill	P
Linda French		A	Regan Parking	P
Adam Gainsley	P		Rois Savvides	P
Leigh Greden (C)	P		Paul Schreiber	P

Others in Attendance:

Tim Colbeck, YDDA Director
Andrew Hellenga, YDDA Staff
Pete Murdock, City Council

III. Audience Participation: None

IV. Board Officers Elections:

1. Chairperson –
R. Parker nominated A. Edmonds.
A. Edmonds accepted the nomination. The Board voted unanimously to approve.
2. Vice-Chair –
R. Parker nominated K. Hill. K. Hill declined the nomination.
A. Edmonds nominated L. Greden. L. Greden accepted the nomination.
The Board voted unanimously to approve.
3. Treasurer –
L. Greden nominated K. Hill. K. Hill accepted the nomination. The Board voted unanimously to approve.

V. L. Greden moved to adjourn the meeting. K. Hill supported and the meeting adjourned at 10:02am.

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Retreat
Thursday, November 7, 2013– 8 a.m.
SPARK East
215 West Michigan Avenue, Ypsilanti**

Meeting Minutes

I. Call to Order: A. Edmonds called the meeting to order at 8:10am.

II. Roll Call:

Amanda Edmonds (C)	P	Kevin Hill	P
Linda French	P	Regan Parker	P
Adam Gainsley	P	Rois Savvides	P
Leigh Greden (VC)	P	Paul Schreiber	A

Others in Attendance:

Tim Colbeck, YDDA Director
James Dauphine, Divine Intervention
Tasha Heintzelman, EMU Student
Andrew Hellenga, YDDA Staff
Ruth Ann Jamnick, Operations & Finance
Committee
Richard Smith, VIP Beauty Supplies

III. Approval of Agenda: L. Greden moved to amend Section X of the agenda to expand the discussion to all districts regarding holiday decorations, not just Depot Town. The motion supported by L. French and it was approved unanimously.

V. Audience Participation: None

VI. Vision Statement and Values:

- Review Statements: The board members and other participants divided into small groups to review and refine a list of eight core values of the YDDA. The groups shared their lists with all the participants. The commonalities of each list were discussed and refined into a single list.
 - Core Values
 - Safe, Clean, Cared For
 - Community Engagement/Ownership/Participation
 - Historic Preservation
 - Diverse/Accessible
 - Unique, Eclectic, Locally Owned
 - Positive (Imaging, Communication, Approach)

- Sustainability
- Integrated/Partnership/Collaborative

VII. Vision Statement: The participants read aloud a consolidated draft version of the community vision statement. The attendees separated into small groups again to discuss the vision, focusing on what they think is missing from the vision, what aspects should be strengthened, and what aspects could be weakened.

VIII. Vision to Action: The participants separated into three groups. Each group was provided a framework (Experience, Economy, and Environment) to discuss and state what possible end goals are for each. The groups then began to list identifiers of a positive framework and were asked to list an action/task that could help to achieve each identifier. The groups reconvened to share their findings.

IX. Old Business: None

X. Proposed Business:

- Budget increase for holiday decorations in the DDA districts.

Board members discussed the current funding levels for the installation of holiday decorations. T. Colbeck gave a brief overview of the current situation and the DDA's potential options available. He stated that he approached the City Manager Ralph Lange for assistance in helping to pay for the DDA's existing decorations to be installed this year. Mr. Lange working with the Dept. of Public Services agreed to an in-kind donation of \$1,500 to help ensure the holiday decorations are installed this year. Mr. Lange also approached the DAY and Depot Town Merchants for additional financial assistance with each initially agreeing to provide \$500 each towards the holiday decorations which would achieve raising the amount required to install all of the existing decorations throughout the DDA.

T. Colbeck stated that there has been an additional request made from the Depot Town Merchants to also fund the tree lighting in Depot Town. K. Hill stated that the DAY would also like to have additional decorations installed at the Library Plaza and would request the DDA's support.

T. Colbeck suggested that rather than providing \$500 apiece from DAY and Depot Town Merchants that they treat their donations as in-kind also and handle the additional decorations they were looking for DDA assistances with. This would however still leave the DDA with a \$1,000 shortfall to install the holiday decorations as they have been the last several years.

K. Hill moved to amend the YDDA's 2013-14 FY budget and increase the line item Holiday Lighting by \$1,000 to cover the shortfall. The motion was supported by R. Parker and it was approved unanimously.

XI. Announcements Comments: None

XII. Public Participation: None

XII. Meeting adjourned: K. Hill moved to adjourn meeting at 12:00 pm. The motion was supported by A. Gainsley and it was approved unanimously. **Next Meeting: November 21, 2013 8:00 am. Spark East 215 W. Michigan Ave.**

November 7, 2013
2013-37

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO AMEND AND ADJUST THE YDDA 2013-14 FISCAL YEAR
BUDGET (HOLIDAY LIGHTING & MAINTENANCE)**

The following preamble and resolution were offered by Member K. Hill and supported by Member R. Parker.

WHEREAS, one of the Ypsilanti DDA Board's guiding principles is to market Ypsilanti's unique characteristics to residents, visitors, investors and business owners. An important part of marketing the DDA districts is ensuring that the DDA districts look welcoming and inviting throughout the year; and

WHEREAS, an important piece of this positive marketing is the provision of seasonal decorations includes installing Holiday Lighting and Décor in each of the DDA districts; and

WHEREAS, for the last two fiscal years the Ypsilanti Area Convention and Visitors Bureau (YACVB) has provided financial support to ensure that Holiday Decorations were installed throughout the DDA by paying the City of Ypsilanti's Department of Public Services (DPS) approximately \$4,000 each year for this service; and

WHEREAS, the YACVB is no longer able to provide this financial assistance; and

WHEREAS, the City of Ypsilanti has offered to provide an in-kind donation of \$1,500 to help with the installation of Holiday Decorations; and

WHEREAS, the YDDA currently has \$1,500 earmarked for Holiday Lighting and Maintenance in the current fiscal year budget; and

WHEREAS, there is a deficit of \$1,000 in the current budget to cover the full costs of Holiday Decoration installation;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA add \$1,000 to the budget line item Holiday Lighting and Decorations of the 2013-14 fiscal year budget to cover the shortfall costs of installing Holiday Decorations throughout the DDA districts.
2. these funds be earmarked from Downtown, Depot Town, and W. Cross TIF revenue sources as appropriate.

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, A. Gainsley, K. Hill, R. Parker, & R. Savvides

NAYS: none

ABSTAINED: none

YES: 6 NO: 0 ABSENT: 2 VOTE: affirmed

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, November 21, 2013- 8 a.m.
SPARK East
215 West Michigan Avenue, Ypsilanti**

Minutes

I. Call to Order: A. Edmonds called the meeting to order at 8:13 am.

II. Roll Call:

Amanda Edmonds (C)	P	Kevin Hill	P
Linda French	P	Regan Parker	P
Adam Gainsley	A	Rois Savvides	P
Leigh Greden (VC)	P	Paul Schreiber	A

Others in Attendance: Jake Albers, Manager SPARK East
Angela Barbash, Reconsider
Stuart Beal, Beal Properties
Tim Colbeck, DDA Director
James Dauphine, Divine Interventions
Andrew Hellenga, DDA Staff
Meg Maurer, University of Kentucky
Nino Monea, EMU Student Government
Pete Murdock, City Council
Diana Neering, Shelter Association of
Washtenaw County
Ellen Schulmeister, Shelter Association of
Washtenaw County
Corrine Sikorski, Chair FOYF
Lauren Thompson, VC FOYF
Tyler Weston, Howard Hannah Realty

III. Approval of Agenda: T. Colbeck requested that the agenda item SPARK East Request for Support be moved up on the schedule to accommodate J. Albers schedule. The item was moved to follow Section VII Staff Report/Financial Report. K. Hill moved to approve agenda as amended. R. Parker supported the motion and it was approved unanimously.

IV. Approval of October 17, 2013 Minutes: L. Greden moved to approve minutes as submitted. The motion was supported by K. Hill and passed unanimously.
Approval of October 17, 2013 Annual Meeting Minutes: L. Greden moved to approve minutes as submitted. The motion was supported by K. Hill and passed unanimously.

Approval of November 7, 2013: L. Greden moved to approve minutes as submitted. The motion was supported by K. Hill and passed unanimously.

V. Audience Participation:

- Corrine Sikorski Chair of the Friends of the Ypsilanti Freighthouse (FOYF) distributed information to the board outlining the current status and plans for the Ypsilanti Freighthouse. She stated that the FOYF is working with the City Planner T. Gillotti on a State Historic Preservation Office (SHPO) grant application to pay for the installation of a fire suppression system at the freighthouse. The grant requires a 40%/ 60% match to be eligible. The grant request will ask for \$60,000 from SHPO and therefore will require a \$40,000 match. The FOYF are asking the YDDA to provide this match. A. Edmonds requested that this be added to the agenda under Proposed Business.

VI. Presentation – Ellen Schulmeister, Shelter Association of Washtenaw County:

E. Shulmeister gave a presentation on her organization, the services they provide, and the ongoing issue of homelessness in eastern Washtenaw County. She stated she hopes to build relationships between the Shelter Association and the organizations and businesses in Ypsilanti so that they know what resources are available for the homeless in Ypsilanti and how we can share and promote this.

VII. SPARK East Request for Support: The board continued their discussion of the request for a financial support commitment from SPARK East that started at last month's board meeting. J. Albers answered questions specific to SPARK's request. The board engaged in discussion on the merits of the request and many positives that SPARK brings to the community.

K. Hill moved to approve a contribution of \$2,500 for two years to SPARK. L. Greden supported the motion and it was approved unanimously.

VIII. Staff Report/ Financial Report: Reports as submitted by T. Colbeck. The board and T. Colbeck briefly discussed the status of Bona Sera's application for a Redevelopment Liquor License.

IX. Standing Committee Report:

- Economic Restructuring and Design report as submitted by Kevin Hill.
 - Resolution to Approve the Award of an YDDA Façade Improvement Grant for 27 E. Cross St.

K. Hill moved to approve the award of the Façade Grant for 27 E. Cross St. The motion was supported by L. Greden and it was approved unanimously.

- Resolution to Approve the Award of an YDDA Façade Improvement Grant for 400 N. River St. / Thompson Block

K. Hill moved to approve the award of a Façade Grant for 400 N. River St./ Thompson Block. The motion was supported by R. Parker and it was approved unanimously.

- Resolution to Approve the Award of an YDDA Building Rehabilitation Grant for 400 N. River St. / Thompson Block

K. Hill moved to approve the award of a Building Rehab Grant for 400 N. River St. / Thompson Block. The motion was supported by L. French and it was approved unanimously.

- Operation and Finance as submitted by T. Colbeck.
 - Staffing and Evaluation Policy Review

T. Colbeck gave a brief update on the ongoing discussions by the committee regarding when it is appropriate to provide staff reviews and consideration for pay increases.

A. Edmonds stated that the process for the board to evaluate the Executive Director will be underway shortly and noted that the evaluation form was included in the meeting packet.

IX. Old Business:

- Committee Assignments: A. Edmonds requested that board members consider what committee they would like to sit on for the coming year. She asked that this item be brought back at the January board meeting.
- Visioning Work Session: A. Edmonds reviewed the latest draft of the YDDA Vision Statement with the board. L. French moved to adopt the YDDA Vision Draft as submitted. The motion was supported by R. Savvides and the Vision Statement was approved unanimously.

Staff will continue to work with A. Edmonds on next steps moving forward.

X. Proposed Business:

- Friends of the Ypsilanti Freighthouse (FOYF) Request for Support: C. Sikorski shared some historical information on the Freighthouse and the ongoing process to rehabilitate the building. She reported that they have an opportunity to receive a \$60,000 grant from SHPO that can be used to install the needed fire suppression system however they need to raise a \$40,000 match to qualify.

She requested the YDDA provide the \$40,000 to FOYF to move the application forward. The deadline for the application is December 19th which is also the date of the next YDDA board meeting.

The board asked for the FOYF to prepare a formal request to the YDDA and submit for review at the next Economic Restructuring & Design Committee meeting, scheduled for December 4th. After the request has been reviewed by the committee, if approved at committee level, the YDDA board will schedule a special meeting the week of December 9-13 to give them enough time to submit the application.

XI. Announcements Comments:

- K. Hill announced a series of upcoming Downtown events:
 - December 6th Downtown Tree Lighting.
 - December 9-14th there will be a series of events including an appearance by Santa Downtown and a fundraiser for Meals on Wheels.
 - December 19th there will be an annual fundraiser dinner held at Korey's Krispy Krunchy Chicken.

- L. French announced that the annual Depot Town Christmas Tree Lighting will be held on Saturday, December 7th.

- Both K. Hill and L. French will provide a detailed list of events to T. Colbeck so that he can promote.

- A. Edmonds state that this coming Saturday, November 30th, is Small Business Day. Growing Hope will be holding a pop-up event at the Eyrie in Depot Town.

XII. Public Participation:

- N. Monea informed the board that EMU Student Government is willing to coordinate and help with volunteer opportunities in the city.
- P. Murdock gave a brief update of current City items:
 - The City is in the process of hiring a new police chief and will be having a public forum with the final candidates in the near future.
 - The City has recently hired three new police officers and will be looking to fill more positions.
 - The proposed changes to the City Dumping Ordinance are still under review.
 - City Council is reviewing proposed changes to the Snow Removal Ordinance that will compress the time for property owners to clear snow from ROW's from 48 to 24 hours.

XIII. R. Savvides moved to adjourn meeting, supported by K. Hill. The motion was supported unanimously. The meeting adjourned at 10:29 am.

XIV. Next Meeting: December 19, 2013 8:00 am. Spark East 215 W. Michigan Ave.

November 21, 2013
2013-38

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO PROVIDE GRANT FUNDING TO SPARK ANN ARBOR TO
SUPPORT THE ONGOING OPERATIONS OF THE SPARK EAST BUSINESS
INCUBATOR**

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

WHEREAS, the Ypsilanti DDA (YDDA) recognizes the importance of business and entrepreneurial development to the DDA and the greater Ypsilanti Community; and

WHEREAS, the SPARK East business incubator provides an important piece of the future economic development of the community through its ongoing operations that create opportunities for start-up businesses to grow in the DDA districts; and

WHEREAS, to date SPARK East has helped create 50 companies and 125 jobs, and held over 325 networking and educational events and meetings in the last several years bringing in many new people to Downtown Ypsilanti; and

WHEREAS, the YDDA has in previous years supported the ongoing operations of SPARK East with a three year commitment of \$5,000 per year in the 2009-10, 2010-11, and 2011-12 Fiscal Years; and

WHEREAS, the YDDA recognizes the importance for us and other key community stakeholders to show our support and investment in SPARK East towards their long term sustainability and ability to leverage important State of Michigan funding;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA approve a two year financial commitment to SPARK Ann Arbor of \$2,500 each of the two years.
2. this commitment is for the YDDA's 2013-14 and 2014-15 Fiscal Years.
3. all funding made available to SPARK Ann Arbor be specifically earmarked to support the ongoing operations of SPARK East.
4. this commitment will be allocated from the appropriate TIF district revenue as represented.

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, R. Parker, R. Savvides

NAYS: none

ABSTAINED: none

YES: 6 NO: 0 ABSENT: 2 VOTE: affirmed

November 21, 2013
2013-39

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT
GRANT FOR 27 E. CROSS ST.**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & 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 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 YDDA's 2013-14 Fiscal Year Budget earmarked a total of \$40,000 to be made available for another round of the 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, the YDDA has received a grant request from Edwin & Bon Rose Fine for the repainting of the façade and rear deck supports, repair of brick work and trim, and reglazing of front windows at the above referenced address; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the request would be an appropriate use of the grant program; and

WHEREAS, the proposed improvements would need the formal approval by the Ypsilanti Historic District Commission (HDC) to be eligible for a grant award;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$802.50.
3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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, L. Greden, K. Hill, R. Parker, and R. Savvides

NAYS: none

ABSTAINED: none

YES: 6 NO: 0 ABSENT: 2 VOTE: affirmed

November 21, 2013
2013-40

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT
GRANT FOR 400 N. RIVER ST./THOMPSON BLOCK**

The following preamble and resolution were offered by Member K. Hill and supported by Member R. Parker.

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & 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 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 YDDA's 2013-14 Fiscal Year Budget earmarked a total of \$40,000 to be made available for another round of the 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, the YDDA has received a grant request from the Thompson Block Partners for the demolition and removal of the existing storefronts and entrances, furnishing and installation of new wood, glass, and aluminum storefront and entries, restoration and replacement of historic windows, masonry restoration, recreation and reinstallation of the original cornice detail, and repairs to entry sidewalks and stairs at the above referenced address; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application is complete and the request would be an appropriate use of the grant program; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,500.
3. the award of the grant is contingent on the applicant providing a detailed list of project financing as soon as it is available.
4. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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, R. Parker and R. Savvides

NAYS: none

ABSTAINED: none

YES: 6 NO: 0 ABSENT: 2 VOTE: affirmed

November 21, 2013
2013-41

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA BUILDING
REHABILITATION GRANT FOR 400 N. RIVER ST./THOMPSON BLOCK**

The following preamble and resolution were offered by Member K. Hill and supported by Member L. 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 \$15,000 for the YDDA's Building Rehabilitation Grant Program for the 2013-14 fiscal year; and

WHEREAS, the YDDA has allocated a matching \$15,000 for the Building Rehabilitation and Façade Grant Program in the FY 2013-14 budget; and

WHEREAS, the YDDA has received a grant request from the Thompson Block Partners for the extensive rehabilitation of the above referenced address that would include: core, shell, and infrastructure improvements, apartment build-out of the buildings 2nd and 3rd floors, and renovation of the 1st floor into a "white box" level ready commercial spaces; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the application is complete and the request would be an appropriate use of the grant program; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board approves the award of a building rehabilitation grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$15,000 and be specifically earmarked for the construction of an addition to the property that will house an elevator and stairwell.
3. the award of the grant is contingent on the applicant providing a detailed list of project financing as soon as it is available.

4. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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, R. Parke and R. Savvides

NAYS: none

Abstained: none

YES: 6 NO: 0 ABSENT: 2 VOTE: affirmed

November 21, 2013
2013-42

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

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) believes that having a strong vision and core values identified is important to developing ongoing initiatives and programs to help us achieve our goals; and

WHEREAS, the YDDA Board, Staff and other Stakeholders have participated in a comprehensive visioning process to create a truly representative vision statement of our organization; and

WHEREAS, building on the input that was gathered during this process the YDDA has created a statement that represents the overall vision of what we would like the DDA districts and greater community to look like in the future;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The YDDA board and staff officially adopt the YDDA Vision Statement (attached) as the primary statement of the YDDA's long term aspirations and driving values.
2. That the Vision 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, L. Greden, K. Hill, R. Parker and R. Savvides

NAYS: none

ABSTAINED: none

YES: 6 NO: 0 ABSENT: 2 VOTE: affirmed

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Special Meeting
Monday, December 9, 2013- 4 p.m.
SPARK East
215 West Michigan Avenue, Ypsilanti**

Minutes

I. Call to Order: L. Greden called the meeting to order at 4:06pm.

II. Roll Call:

Amanda Edmonds (C)		A	Regan Parker	A
Linda French	P		Rois Savvides	P
Adam Gainsley	P		Paul Schreiber	P
Leigh Greden (VC)	P		Richard Smith	P
K. Hill	P			

Others in Attendance:

Tim Colbeck, DDA Director
Andrew Hellenga, DDA Staff
Pete Murdock, City Council
Corinne Sikorski, FOYF Chair
Katrease Stafford, Mlive
Lauren Thomson, FOYF Vice-Chair

III. Approval of Agenda: L. French moved to approve the agenda as submitted. The motion was supported by K. Hill and approved unanimously.

IV. Audience Participation:

1. Corrine Sikorski, FOYF spoke on behalf of the FOYF regarding their request for support from the YDDA. She restated the current fundraising results for the required match for the SHPO grant. She stated that the FOYF is asking the YDDA to provide \$25,000 of the required \$40,000 match which will leverage an additional \$60,000 from SHPO. This money will be used to install the required fire suppression system in the Freighthouse.

V. Old Business:

1. Friends of the Ypsilanti Freighthouse (FOYF) Request for Support: T. Colbeck gave a brief recap of the request from the FOYF. L. French provided the Board with the history of the Freighthouse and its importance to the Depot Town District.

L. French moved to award \$25,000 split in even portions in the 2013-14 and 2014-15 fiscal years for the Ypsilanti Freighthouse for the required match of the

SHPO grant and earmarked for the installation of a fire suppression system. The motion was supported by A. Gainsley.

The Board voted:

Ayes: L. French; A. Gainsley; L. Greden; R. Savvides; P. Schreiber; and R. Smith

Nays: K. Hill

The motion passed by a 6-1 vote.

VI. Proposed Business: None

VII. Announcements Comments:

1. K. Hill reminded the board members that the Executive Director Evaluations are due December 15.
2. R. Savvides stated that the second EMU Honors College community panel discussion is scheduled for Saturday, December 14, 9:45 am. Both he and T. Colbeck participated on December 7th. The Honors College is looking for 1-2 additional participants for the December 14th panel.

VIII. Public Participation: None

IX. Meeting adjourned: K. Hill moved to adjourn meeting at 4:36 pm. The motion was supported by L. French and approved unanimously. **Next Meeting: December 19, 2013 8:00 am. Spark East 215 W. Michigan Ave.**

December 9, 2013
2013-43

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO PROVIDE GRANT FUNDING TO THE FRIENDS OF THE
YPSILANTI FREIGHTHOUSE TO SUPPORT THE REQUIRED MATCH FOR A STATE
HISTORIC PRESERVATION OFFICE GRANT**

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

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, since 2004 the Friends of the Ypsilanti Freighthouse (FOYF) has been raising funds for the restoration of the Ypsilanti Freighthouse; and

WHEREAS, in that time the FOYF has raised over \$900,000 towards this goal and has completed a significant amount of structural repairs to the facility; and

WHEREAS, the FOYF estimates that there is still over \$400,000 in work left to complete the rehabilitation of the facility and open it back up to the public; and

WHEREAS, the City of Ypsilanti has identified a State Historic Preservation Office (SHPO) Grant that is available for \$60,000; and

WHEREAS, the SHPO grant would be earmarked for the installation of a required fire suppression system at the facility; and

WHEREAS, the SHPO grant requires that the FOYF and the City of Ypsilanti provide a match of \$40,000 to be eligible; and

WHEREAS, the FOYF have received other commitments of support totaling \$15,000 towards the required match; and

WHEREAS, the YDDA supports the rehabilitation of the Freighthouse and recognizes the importance of a completely rehabilitated facility for Depot Town and the greater DDA community;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. the YDDA approve a granting the FOYF \$25,000 for the remainder of their required match to be eligible for the SHPO grant.

2. this commitment will be made available in installments of \$12,500 from the YDDA's 2013-14 and 2014-15 Fiscal Years.
3. all funding is contingent on the FOYF/City of Ypsilanti being approved for the SHPO grant for the amount of \$60,000.
4. this commitment will be allocated from the Depot Town TIF district reserve funds.
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: L. French, A. Gainsley, L. Greden, R. Savvides, P. Schreiber, and R. Smith

NAYS: K. Hill

ABSTAINED: none

YES: 6 NO: 1 ABSENT: 2 VOTE: affirmed

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, December 19, 2013- 8 a.m.
SPARK East
215 West Michigan Avenue, Ypsilanti**

Minutes

I. Call to Order: A. Edmonds called the meeting to order at 8:12am.

II. Roll Call:

James Dauphine*	P	Regan Parker	A
Amanda Edmonds (C)	P	Rois Savvides	A
Linda French	P	Paul Schreiber	P
Adam Gainsley	P	Richard Smith#	P
Leigh Greden (VC)	A	Mark Teachout	P
Kevin Hill	P		
*8:27 am			
#8:38 am			

Others in Attendance: Tim Colbeck, YDDA Director
Andrew Hellenga, YDDA Staff
Nino Monea, EMU Student Government
Pete Murdock, City Council

III. Approval of Agenda: A. Gainsley moved to approve the agenda as submitted. The motion was supported by K. Hill and approved unanimously.

IV. Approval of November 21, 2013 Minutes:
Approval of December 9, 2013 Minutes: L. French moved to approve both minutes as submitted. The motion was supported by K. Hill and approved unanimously.

V. Audience Participation:

- Nino Monea introduced himself to the newest board members.

VI. Staff and Financial Reports:

- Staff report as submitted. A. Edmonds asked for clarification of T. Colbeck's role during the City Council goal setting meetings. T. Colbeck provided a brief explanation of how he participated during these meetings.

P. Schreiber asked for a summary of how the Holiday Lighting arrangements were handled this year. T. Colbeck gave a brief report.

P. Schreiber asked if a plan is in place for next year to which T. Colbeck indicated there currently is not. It was determined that this should be a priority for the next fiscal year's budget and will be discussed during the appropriate budget planning sessions.

- T. Colbeck reviewed his detailed budget projections memo with the board. He outlined specific items that have been added to the 2013-2014 budget and discussed budget revenue and expense projections through the 2017-2018 fiscal year. He stated that these projections were made using revenue projections provided by the City of Ypsilanti's Fiscal Services Department. He also stated that the expenses are assuming no major additional projects are taken on.

The staff prepared a series of graphs detailing the revenue versus expenses for YDDA from the 2010-2011 through the 2017-2018 fiscal years and the surplus/deficit and projected fund balance from 2013-2014 through 2017-2018 fiscal years.

T. Colbeck walked the board through each graph. The board shared input on how they would like to see the information displayed as well as additional items that they would like to see represented.

A. Edmonds asked where the Water St. TIF revenue and expenses would appear. T. Colbeck clarified that the DDA will see no revenue from the Water St. TIF until the City's debt obligation has been repaid after the property is sold and development occurs. This will be at a date yet to be determined.

The board directed staff to provide the schedules for all of the approved OPRA's for consideration of how each will positively impact our revenue after they expire.

VII. Standing Committee Reports:

- Economic Restructuring and Design report as submitted by K. Hill
 - Resolution to Approve the Award of an YDDA Façade Improvement Grant for 133 W. Michigan Ave. / Michigan Heritage Building.

L. French moved to approve the award of a Façade Grant for 133 W. Michigan Ave. The motion was supported by K Hill and approved unanimously.

- Operations and Finance – No report, there was not a meeting of the committee between the November and December Board meetings.

A. Edmonds did remind the board that the Executive Director evaluations are due by no later than Monday, December 23rd.

VIII. Old Business:

- **Visioning Update**

A. Edmonds stated that next steps of the Visioning process will begin in January. She stated the board will begin reviewing its proposed projects and work plans to see how they fit into the vision and core values.

It was suggested that a copy of the vision statement be displayed at each board meeting for quick reference and that the YDDA Mission Statement be added to the agenda of each board meeting.

IX. Proposed Business: None

X. Announcements Comments:

- K. Hill announced that today is the annual community meal provided by Korey's Krispy Krunchy Chicken. The meal will serve approximately 500 individuals today between 12:00 and 6:00. He stated that they are always looking for volunteers to help with this very worthy event.
- L. French announced that the Eyrie has signed a lease and will be relocating to next to Sidetrack's in March 2014 in the space currently occupied by Rejoice Clothing. Rejoice Clothing will be relocating to Michigan Ave also.

XI. Public Participation:

- Nino Monea shared that the annual rate of inflation is made available by the Federal Government and can be found online.

XII. Meeting adjourned: L. French moved to adjourn the meeting at 9:25 am. The motion was supported by A. Gainsley and was approved unanimously. **Next Meeting: January 16, 2013 8:00 am. Spark East 215 W. Michigan Ave.**

December 19, 2013
2013-44

**Downtown Development Authority of the
City of Ypsilanti
County of Washtenaw, State of Michigan
RESOLUTION TO APPROVE THE AWARD OF A YDDA FAÇADE IMPROVEMENT
GRANT FOR 133 W. MICHIGAN AVE./MICHIGAN HERITAGE BUILDING**

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

WHEREAS, the Ypsilanti Downtown Development Authority (YDDA) Economic Restructuring & 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 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 YDDA's 2013-14 Fiscal Year Budget earmarked a total of \$40,000 to be made available for another round of the 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, the YDDA has received a grant request from Michigan Heritage LLC for the replacement of exterior doors on the Washington St. façade for the above referenced address; and

WHEREAS, upon review by the Economic Restructuring & Design Committee it has been determined that the request would be an appropriate use of the grant program; and

WHEREAS, the proposed improvements would need the formal approval by the Ypsilanti Historic District Commission (HDC) to be eligible for a grant award;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. YDDA Board approves the award of a façade grant as recommended by the Economic Restructuring & Design Committee.
2. the grant cover up to 50% of the applicable project costs as defined in the program application packet, not to exceed \$2,187.50.
3. the grant be awarded as a reimbursement to the applicant upon completion of the proposed project and that all applicable program requirements are met, including the receipt of all appropriate required approvals and permits.
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. Dauphine, A. Edmonds, L. French, A. Gainsley, K. Hill, P. Schreiber, R. Smith and M. Teachout

NAYS: none

ABSTAINED: none

YES: 8 NO: 0 ABSENT: 3 VOTE: affirmed