CITY OF YPSILANTI
YPSILANTI DDA OPERATIONS AND FINANCE COMMITTEE
Tuesday, November 17, 2026 @ 8:30 AM
City Hall Council Chambers
1 S. Huron St., Ypsilanti, MI 48197
Launch Meeting - Zoom

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1. CALL TO ORDER

A. DDA Mission and Vision

2. ROLL CALL

A.	Andy French	Paul Ajlouny
	Bryan Foley	Emmy Maurer (C)
	Shawn Cool	Sarah Miller

3. AGENDA APPROVAL

4. APPROVAL OF MINUTES

A. 10-7-26 Minutes

5. PUBLIC COMMENT (3 MINUTES)

6. FINANCIAL REPORT

A. Check Registry and Financial Report

7. NEW BUSINESS

A. Downtown Curb Replacement Budget Amendment - OHM Engineering

B. DDA Bylaw Update

C. Ypsilanti Restaurant Week

D. SHINE Contract Amendment

E. Downtown Median Design and Estimate

F. N. Huron Lot Discussion / Parking Discussion

8. PROPOSED BUSINESS

9. PUBLIC COMMENT (3 MINUTES)

10. ADJOURNMENT

YPSILANTI DDA
Downtown Development Authority

Vision:

Everyone's Downtown -An enjoyable, dynamic, historic and desirable destination filled with a diverse mix of vibrant and locally-minded businesses, residents and consumers that value heritage, community gathering activities and sustainably maintained, clean, safe and accessible public spaces where everyone is welcome to live, work, and play.

Mission:

Ypsilanti Downtown Development Authority fuels development and growth for a vibrant DDA that benefits businesses and residents.

CORE VALUES

- **Safe / clean / cared for**
- **Community engagement / participation / ownership**
- **Historic Preservation**
- **Heritage (priority and access)**
- **Diverse (inclusive of all businesses, stakeholders and population)**
- **Accessible (multi-modal, business entries, and DDA resources)**
- **Unique / eclectic / locally owned (operated and locally-minded)**
- **Positive (messaging, communication, approach)**
- **Sustainability & Vitality**
- **Integrated / partnership / collaborative**
-

**Use these core values to evaluate future needs, goals, deliverables and decision-making.*

DDA Role:

- Improve the quality of life
- Create a sense of place
- Attract and retain residents, businesses and talent
- Spur private reinvestment
- Increase property value in and around the area

MINUTES
OPERATIONS AND FINANCE COMMITTEE MEETING
8:30 AM - Wednesday, October 07, 2026
SPARK East - 215 W Michigan Ave, Ypsilanti, MI 48197

1. CALL TO ORDER (8:34 am)
2. ROLL CALL

ANDY FRENCH (P)
BRYAN FOLEY (A)
SARAH MILLER (P)
EMMY MAURER (P) (CHAIR)
PAUL AJLOUNY (P)
SHAWN COOL (P)

3. AGENDA APPROVAL

Andy French motioned to approve the agenda, Sarah Miller supported the motion. Motion passed unanimously.

4. APPROVAL OF MINUTES

A. 9-10-26 Minutes

Sarah Miller motioned to approve the 9-10-2026 minutes, Andy French supported the motion. Motion passed unanimously

5. PUBLIC COMMENT (3 MINUTES) - No public comment

6. FINANCIAL REPORT

A. Financial Report and Check Registry

Elize went over the check registry on page 8 of the packet. We finally paid out Ballard and Freighthouse lot for fiscal year 25/26.

Andy asked about the check registry for the EOS payment. He mentioned it's a lot of money to pay for one camera. Elize went over the issue with the camera and how it is wired across town with a new camera so that is why the cost is high.

7. NEW BUSINESS

A. SHINE Contract Renewal 2027

Elize went over the SHINE contract renewal. Which is staying the same as the previous year. Elize would like to combine the two contracts that we have into one, and wants to see if the hours we have laid out

for each district. The contract starts on page 18 of the packet. The total is $87,000 a year. Sarah Miller asked if we have gotten feedback, and Elize mentioned they have gotten a lot of good feedback. Elize mentioned they don't think the trash pick up is needed in the winter time for the parks and trails because they are not maintained over the winter. Elize went over the organizational shift that SHINE is going through. The SHINE team has shifted from LAITR to DM19. DM19 was started by Leroy who runs the SHINE crew. DM19 has board members from LAITR staff. Leroy is able to hire more people without a hard 90 day cutoff. Elize mentioned they only got positive feedback from the downtown businesses for snow removal. Elize went over the hours the SHINE crew spends in each district. Elize asked if there were any other locations we should have them focus on, and Andy mentioned once Frog Island Parking lot is open to possibly have them check that. The committee discussed having their hours go down to 4 hours at riverside park. Elize mentioned we do $2,000 a month for snow plowing in the winter. Andy asked if they need the snow plowed on W. Cross. Paul Ajlouny mentioned it would be a good resource to have in that district. Elize mentioned having it go from W. Cross and Perrin St as well. Emmy Maurer asked if it was over the weekends. Elize said they are contracted to go out a few hours after there is 1 inch of snow, including the weekend.

Andy French motioned to approve the contract with the adjustment of hours and including W. Cross to the program for snow services, Sarah Miller supported the motion. Motion passed unanimously.

B. Community Gift Card Holiday BOGO Discussion

Elize went over the community gift card program, and during the holidays there is an uptick of people purchasing. There are programs through the gift card we could utilize like a BOGO deal. Sarah Miller mentioned most deals she has seen for gift cards is a 20% addition. Andy suggested doing an additional $20 for every $100 spent. Sarah Miller said doing a black friday deal or a Small Business Saturday special. Elize mentioned they also have a restaurant week deal program through Yiftee.

Sarah Miller motioned to recommend to the board a $20 dollar for every $100 spent on the YDDA Community Gift Card during Black Friday and Small Business Saturday, Andy French supported the motion. Motion passed unanimously.

C. Rescheduling the November Meeting Due to Holiday

The next meeting for Operations and Finance is on November 11, and that falls on Veterans Day. The committee agreed to move the meeting to November 12 at SPARK East starting at 8:30 am.

8. PROPOSED BUSINESS

Andy French said that 90% of the Frog Island Lot is done, and Andy French is wondering why they have not worked on it in the last couple of days. Elize mentioned that they are probably waiting for it to cure. Andy French would like Elize to communicate that to the businesses. Elize is going to check in with Bonnie on when the EV charger will be up and running by Sweetwaters. Andy French mentioned that

when they restripped the freighthouse lot they did not line up the lines with the meters, and that needs to be fixed.

9. PUBLIC COMMENT (3 MINUTES) - none.

10. ADJOURNMENT (9:57 am)

FY 26/27 November Report	Total	West Cross	Depot Town	Downtown	Account	Description
Employee Reimbursement	$ 548.56	$ 137.14	$ 54.86	$ 356.56	**Conferences/ Workshops**	Hotel - Three Rooms, Elize, Danya, Kristine - MDA Conference
Invisible Engines	$ 625.00		$ 625.00		**Printing / Publishing**	Social District Map Template - Graphic Design
Samosa House	$ 308.87	$ 64.86	$ 49.42	$ 194.59	**TIF**	Strategic Planning 2026 - Lunch Catering
Stevens Disposal	$ 2,920.96			$ 2,920.96	**Waste Management**	November Dumpster Service and bulk pickup
Michigan Downtown Association	$ 825.00	$ 82.50	$ 206.25	$ 536.25	**Conferences/ Workshops**	MDA Annual Conference - 3 Attendees
Michigan Downtown Association	$ 55.00			$ 55.00	**Conferences/ Workshops**	DDA Financial Management Workshop
Benchmark Studio	$ 215.00		$ 215.00		**TIF**	Maple Lot Sign Replacement
Frames Pest and Wildlife	$ 75.00			$ 75.00	**Waste Management**	Pest Control - Sept
Frames Pest and Wildlife	$ 75.00			$ 75.00	**Waste Management**	Pest Control - Oct
Quality Mobile Wash	$ 1,717.20			$ 1,717.20	**Waste Management**	Powerwashing - N. Adams Enclosure
YCUA	$ 17.25		$ 17.25		**Utilities**	Depot Town Fountain Meter Read
Employee Reimbursement	$ 600.00	$ 126.00	$ 96.00	$ 378.00	**Marketing**	Maestro CRM Annual Subscription
Yiftee	$ 5,000.00	$ 1,050.00	$ 800.00	$ 3,150.00	**TIF**	DDA Community Card Holiday Match
DJ's	$ 989.32		$ 989.32		**Streetscape Maintenance**	Maple Lot Maintenance - Oct
DJ's	$ 1,655.65		$ 1,655.65		**Streetscape Maintenance**	October Landscaping
DJ's	$ 1,792.92	$ 1,792.92			**Streetscape Maintenance**	October Landscaping
DJs	$ 7,320.69			$ 7,320.69	**Streetscape Maintenance**	October Landscaping
DJs	$ 407.62			$ 407.62	**Streetscape Maintenance**	RAC Plaza - Oct
DM19	$ 6,691.50	$ 2,325.73	$ 888.75	$ 3,477.02	**Streetscape Maintenance**	Sept SHINE Team
DM19	$ 750.00			$ 750.00	**Waste Management**	Sept Dumpster Service
DM19	$ 6,527.16	$ 2,660.22	$ 453.73	$ 3,413.21	**Streetscape Maintenance**	Oct SHINE Team
DM19	$ 750.00			$ 750.00	**Waste Management**	Oct Dumpster Service
Total	$ 39,867.70	$ 8,239.37	$ 6,051.23	$ 25,577.10		

WEST CROSS	ACTUAL 2025-26	ADOPTED BUDGET 2026-27	YEAR TO DATE 2026-27
Revenues			
Operating	$18,117	$16,515	$14,205
TIF	$177,338	$140,330	$1,050
Revenue Subtotal	**$195,454**	**$156,845**	**$15,255**
Expenditures			
Operating	$6,039	$10,200	$1,532
TIF	$307,843	$145,007	$32,159
Expenditure Subtotal	**$313,882**	**$155,207**	**$33,690**
Surplus/(Loss)	**($118,427)**	**$1,638**	**($18,435)**
Memo: General Fund Balances			
Starting Fund Balance	**$263,564**	**$145,137**	**$145,137**
Current Year Surplus/(Loss)	($118,427)	$1,638	($18,435)
Ending Fund Balance	**$145,137**	**$146,775**	**$126,701**
Ending Fund Balance Restricted	$0		$0
Unrestricted Fund Balance	**$145,137**	**$146,775**	**$126,701**

Anticipated Expenses

Total	$0.00

THE CITY OF YPSILANTI
DOWNTOWN DEVELOPMENT AUTHORITY BY-LAWS

APPROVED BY CITY COUNCIL On _____, 2026:

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ARTICLE I. DEFINITIONS

The following words shall herein be defined as follows, unless their context requires a different meaning:

1. "Act 2" shall mean the uniform budgeting and account act, 1968 PA 2, as amended.
2. "Act 43" shall mean the budget hearings of local governments, 1963 PA 43 (2nd Ex. Sess.), as amended.
3. "Act 57" shall mean the Recodified Tax Increment Financing Act, 2018 PA 57, as amended.
4. "Act 247" shall mean the publication of notices in newspapers, 1963 PA 247, as amended.
5. "Act 267" shall mean the Open Meetings Act, 1976 PA 267, as amended.
6. "Const. of 1963" shall means the Michigan Constitution of 1963, as amended.
7. "DDA" shall mean the City of Ypsilanti Downtown Development Authority.
8. "DDA Act" shall mean 2018 PA 57, including all amendments to those public acts.
9. "DDA Board" shall mean the governing body of the DDA.
10. "DDA District" shall mean the area designated by ordinance of the City that sets forth the boundaries of the DDA.
11. "City" shall mean the City of Ypsilanti, Washtenaw County, Michigan.
12. "City Council" shall mean the City of Ypsilanti, Washtenaw County, Michigan governing body.

ARTICLE II. ORGANIZATION AND PRINCIPAL PLACE OF BUSINESS

Section 2.1. **Name.** The name of the organization shall be "City of Ypsilanti Downtown Development Authority".

Section 2.2. **Enabling Legislation.** The DDA was created by the City as a public body corporate pursuant to the DDA Act.

Section 2.3. **Principal Place of Business.** The principal place of business of the DDA shall be 1 S. Huron St. Ypsilanti, MI 48197.

ARTICLE III. DDA BOARD PURPOSE AND DUTIES

Section 3.1. **Purpose of DDA Board.** The DDA shall strive to promote economic growth, halt property value deterioration, eliminate the causes of that deterioration, and properly and reasonably use any of the powers conferred to the DDA pursuant the DDA Act.

Section 3.2. **Analyze DDA District.** The DDA shall analyze the impact of economic changes and growth in the DDA District and develop plans in coordination with the City's Planning Commission, to promote orderly economic growth in the DDA District.

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Section 3.3. **Implementation of Plan.** With the advice and consent of the City Council, the DDA Board shall implement a development plan in the DDA District as necessary to achieve the purposes of the DDA Act, all in accordance with the powers granted by the DDA Act.

Section 3.4. **Other Duties and Powers.** The DDA shall have all other duties and powers that have been granted to it, either expressed or implied, by Const. 1963, any public act, rule, regulation, ordinance, or other official document.

ARTICLE IV. DDA BOARD

Section 4.1. **Number of DDA Board Members.** The DDA Board shall consist of not less than 9 members nor more than 13 members including the Mayor or his/her designee. All DDA Board members will be appointed by the Mayor, subject to the approval of the City Council, with the exception of the Mayor that serves by right pursuant to Section 204 of the DDA Act.

Section 4.2. **DDA Board Membership.** At least a majority of the DDA Board members shall be persons having an interest in property within the DDA District.

Section 4.3. **Volunteer Advisors.** The DDA Board may appoint volunteer advisor(s) ("Advisor"). An Advisor to the DDA Board is an individual that has served on the DDA, is a valuable source of wisdom and institutional memory and volunteers at the sole discretion of the DDA Board. An Advisor serves solely as in an advisory role and does not vote, is not paid, does not have fiduciary responsibilities, is not obligated to attend meetings, does not count towards a quorum, and may be included in or excluded from an executive session by a majority vote of the DDA Board.

Section 4.4. **DDA Board Appointments.** Of the 8 to 12 DDA Board members appointed by the Mayor and approved by the City Council, each DDA Board member shall serve a term of four (4) years, at which time a successor shall be appointed. Each DDA Board member shall hold office until a successor is appointed. The terms of office of the DDA Board members shall commence in the month of July. No individual appointed to the DDA Board shall serve on the DDA Board without first qualifying by taking and subscribing to the constitutional oath of office. A DDA Board member may be removed for cause by the City Council after notice and an opportunity to be heard, which is subject to review by the circuit court.

Section 4.5. **Attendance at DDA Board meetings.** Appointment to the DDA Board confers a requirement that the DDA Board member attend DDA Board meetings. Attendance at DDA Board meetings is a privilege conferred upon a DDA Board member. It carries with it the responsibility to participate in DDA Board activities and represent the business owners, property owners, residents, and visitors of the DDA District. Attendance at DDA Board meetings is critical to fulfilling this responsibility.

Section 4.6. **DDA Board members may be excused from DDA Board Meetings.** The DDA Board may excuse a DDA Board member from any regular or special meeting of the DDA Board if the DDA Board member has provided the DDA Board with prior notice that he or she is unable to attend. Notice requirement shall be waived in case of medical/family emergency at the discretion

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of the board. An excused absences shall not be treated as an unexcused absence, which is set forth in Section 4.7 herein.

Section 4.7. **DDA Board members unexcused absences from DDA Board Meetings.** In the event that a DDA Board member has more than three unexcused absences from the DDA Board meetings, the DDA Chairperson (defined below in Article V), the DDA Director (defined below in Article XI), or both shall contact the absent DDA Board member for a determination as to whether the individual will be able to commit to future DDA Board meetings. In the event that the individual cannot commit to attend future DDA meetings, the individual shall submit his or her resignation in writing to the DDA Board who shall thereafter submit it to the City Council. In the event that the DDA Board member's unexcused absences continue for more than three additional regular or special meetings of the DDA Board during the DDA Board members current term of appointment, the DDA Board may request the City Council to remove the DDA Board member for cause. There will be a limit of three consecutive "excused absences" or three consecutive "unexcused absences" for any member of the DDA Board. If any member exceeds the above criteria for consecutive absences, the DDA Board Member will be recommended for dismissal unless extenuating circumstances exist. If any DDA Board member is absent, whether excused or not, from any five (5) scheduled monthly DDA Board meetings, whether consecutive or not, during any one year period, the DDA Board Member will be recommended for dismissal unless extenuating circumstances exist. Online/Virtual attendance counts as an absence, but the Secretary shall take note if a member attends virtually and the DDA Board shall note the Board Members virtual participation when considering request for removal.

Section 4.8. **DDA Board Vacancies.** The Mayor, shall appoint individuals to the DDA Board to fill unexpired terms and terms of those caused by death, resignation, removal, or who fail to qualify for any reason.

Section 4.9. **DDA Board Member Compensation.** Members of the DDA shall serve without compensation, but shall be reimbursed for actual and necessary expenses.

ARTICLE V. DDA BOARD OFFICERS

New Section 5.1. **Criteria for all DDA Board Officers.** Priority and preference for DDA Board Officer terms given to residents of the City of Ypsilanti.

Section 5.1. **Chairperson and Vice-Chairperson.** The DDA Board shall elect a chairperson and a vice- chairperson for a term of one (1) year in office and limited to only two (2) successive terms and must not be ~~chairperson~~ officer for one (1) term before being eligible for chairperson again.

Section 5.2. **Duties of Chairperson.** The chairperson shall preside at all DDA meetings, shall bring matters of immediate attention to the DDA Board, shall announce any special meetings to the DDA Board membership, and perform all other duties as set forth in Act 57 or as assigned by the DDA Board. Unless delegated to the DDA Director, the chairperson shall maintain direct communication with the City Council and the City Planning Commission.

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Section 5.3. **Duties of Vice-Chairperson.** The vice-chairperson, in the absence of the chairperson, shall assume the duties of the chairperson. Should the chairperson position become vacant by death or resignation, or should the chairperson become otherwise unable to discharge the duties of the office, the vice-chairperson shall become the chairperson for the unexpired term and shall assume all powers and responsibilities of the office of chairperson. In the event the vice-chairperson assumes the duties of the chairperson, a new vice-chairperson shall be elected by the DDA Board at the next regularly scheduled DDA Board meeting.

Section 5.4. **Secretary and Treasurer.** The DDA Board may elect, appoint, or hire a secretary and a treasurer, who may be a member of the DDA Board, an individual, or an entity. The term of office of the secretary and treasurer shall be for one (1) year.

Section 5.5. **Duties of the Secretary.** The secretary shall attend all meetings of the DDA, unless otherwise excused, and shall see that the books, reports, statements and all other documents and records not required to be maintained by the treasurer are properly kept and filed. The secretary or DDA Director or other designated person, shall sign and keep minutes of the meetings, and maintain these records; shall provide the City Council and City Clerk with a copy of the DDA minutes; shall maintain the by-laws, as amended, or otherwise altered to date; and perform such other duties delegated by the DDA Board.

Section 5.6. **Duties of the Treasurer.** The treasurer shall be responsible for the safe keeping of the financial records of the DDA and who, together with the DDA Director, if one is appointed, shall approve all vouchers for the expenditure of funds of the DDA which will be based on formalized policies. The elected treasurer shall be the chair of the operations and finance committee. The treasurer shall perform such other duties as may be delegated to him, her, or it by the DDA Board.

Section 5.7. **Nomination Process.** Nomination of officers shall be made from the floor at the regular meeting in December each year, and the election shall be immediately thereafter. A candidate receiving a majority vote of the entire DDA Board shall be declared elected and shall serve a term of one year or until their successor shall take the office. Vacancies in office shall be filled immediately by regular election procedures. The officers shall be members of the DDA Board.

ARTICLE VI. COMMITTEES

Section 6.1. **Conformance with Act 267.** Any committee that recommends to the DDA Board a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure is required to conform to Act 267.

Section 6.2. **Chair of Committees.** The Chair of the Committee shall be only members of the Board of Directors.

Section 6.3. **Advisory Committees.** The Board, by resolution adopted by a majority of the board members present at any meeting, may designate and appoint one (1) or more committees to advise the board. Except as otherwise provided in such resolution, the members of such committee

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shall be board members of the Authority. Membership on the committees shall be voluntary unless an inadequate number of volunteers (less than three (3)) step forward at which point the Chairperson shall appoint the members thereof. All board members shall serve on at least one (1) committee and no more than six (6) DDA Board members shall serve on each committee. However, any member may be removed by the Chairperson or persons authorized to remove members of committee(s) whenever in their judgments the best interests of the Authority shall be served by such removal. The quantity and role of the committees shall be formalized through a separate policy. However, the role of the committees, unless specifically noted otherwise, is limited to making recommendations to the DDA Board.

Section 6.2. **Standing Committees.** Standing committees may be formed and disbanded at the discretion of the DDA.

Section 6.3. **Ad Hoc Committee.** The DDA may invite persons to act as committee members to help guide and supply information to assist in decision making. DDA members may recruit potential committee members and the appointment shall be affirmed by a majority vote of the DDA Board at a regular or special meeting of the DDA.

Section 6.4. **Executive Committee.** The Board, by resolution adopted by a majority of the Board members, may designate an executive committee comprised of such persons as the Chairperson of each committee and specified members of the Board of Directors. The executive committee shall be authorized to make decisions between business meetings provided they do not involve significant financial obligations as defined in the funding and purchasing policy or emergent decisions be ratified by the DDA Board at the following meeting.

Article VII. DDA MEETINGS.

Section 7.1. **Conformance with Act 267.** Meetings of the DDA shall be open to the public and a record shall be maintained of all proceedings. All business which the DDA Board may perform shall be conducted in compliance with Act 267.

Section 7.2. **Regular and Special Meetings.** The DDA Board shall determine the date and time of its regular meetings and post a notice of the meetings as required by Section 5 of Act 267. Special meetings may be called by the DDA Chairperson or any three (3) DDA Board members by filing a written request with either the DDA Chairperson or DDA Director. Public notice of the time, date and place of all meetings shall be given in the manner required by Act 267. Regular and special meetings shall be held at the City of Ypsilanti City Hall unless the meetings are cancelled by the DDA Chairperson due to lack of business or quorum or an alternative location is approved by the DDA Board.

Section 7.3 **Annual Meetings.** The DDA Board shall hold an annual strategic planning meeting in October of each calendar year. The election, appointment, or hiring of officers shall occur at the annual organizational meeting in December.

Section 7.4 **Closed Meetings/Sessions.** Closed meetings/sessions shall occur consistent with the notice, purpose, and requirements provision of the Open Meetings Act.

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Section 7.5. **Quorum.** A simple majority of the DDA Board members appointed shall constitute a quorum for the transaction of business.

Article VIII. AGENDA CONTENTS AND NOTICE

Section 8.1. **Agenda.** An agenda shall be prepared for each meeting of the DDA Board.

Section 8.2. **Agenda Preparation.** The agenda for each meeting of the DDA Board shall be prepared by the DDA Director, subject to approval of the DDA Chairperson. If the DDA Board has not appointed an individual to the position of DDA Director or the position of DDA Director is vacant, the agenda shall then be prepared by the DDA Chairperson.

Section 8.3. **Deadline for Agenda Items.** Information received after the Friday before the board meeting at 4 pm by the DDA Director for the preparation of the agenda shall not be included on the agenda unless approved by the DDA Chairperson.

Section 8.4. **Meeting Material Delivered via Email.** Any DDA Board member that has provided an e-mail address to the DDA Director consents to receiving notice of all meetings and meeting materials via e-mail.

Section 8.5. **Modification of Agenda.** Any DDA Board member shall have the right to add items to the agenda upon concurrence from the DDA Board prior to the approval of the agenda.

ARTICLE IX. RULES OF PROCEDURE

Section 9.1. **Rules of Procedure.** The DDA Board follows Roberts Rules of Order. The DDA Board reserves the right to deviate from Robert's Rules of Order. ~~by the DDA Chairperson ruling on any question of procedure.~~ Decisions of the DDA Chairperson are final on questions of procedure, except that any ruling may be appealed to a vote of the DDA Board.

Section 9.2. **Public Comment.** Public comment is held at the top of the agenda and at the end of the agenda. Public comment shall be limited to three (3) minutes. Everyone shall have the opportunity to speak one (1) time per public comment opportunity. .

Article X. VOTING

Section 10.1. **Voice Voting.** All votes, with the exception of a vote authorizing the spending of money, ~~shall~~ may be cast as voice votes. If the voice vote is not unanimous, a roll call vote ~~shall~~ may then be taken. For a roll call vote the names of the DDA Board members shall be called and the DDA Chairperson votes last.

Section 10.2. **Obligation to Vote.** Election to a deliberative body carries with it the obligation to vote.

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Section 10.3. **Requirement to Vote.** DDA Board members present at a DDA Board meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law.

Section 10.4. **Passing Vote.** A vote of a majority of a quorum of the DDA Board present and voting shall be required for passage of any action.

Section 10.5. **Conflict of Interest.** Conflict of interest, as defined by law, shall be the sole reason for a DDA Board member to abstain from voting.

Section 10.6. **Conflict Determination.** The DDA Board shall determine if a DDA Board member has a conflict. In the event that the DDA Board cannot make a determination, it shall consult with its legal counsel on the issue. The opinion of the attorney of the DDA shall be binding on the DDA Board with respect to the existence of a conflict of interest.

Section 10.7. ~~**Tabling**~~ **Postponing a Vote for Conflict Determination.** A vote on an issue may be tabled, if necessary, to obtain the opinion of the attorney of the DDA as to whether a conflict of interest exists.

Section 10.8. **No Secret Ballots.** All votes must be held and determined in public in strict adherence to the standards of Act 267.

Section 10.9. **Declaration of Vote.** In all cases, the DDA Chairperson shall declare the result of all votes of the DDA Board.

~~Section 10.10. **Motion for Reconsideration.** It shall be in order for any DDA Board member voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the DDA Board. A DDA Board member who is not present at a meeting when a vote was taken, shall be considered as voting in the majority for the sole purpose of a motion for reconsideration. When a motion to reconsider fails, it cannot be renewed.~~

Section 10.10. Once a vote is taken and an issue is decided by vote, the duty of each member of the DDA Board is to accurately represent the position reflected by the outcome of the vote.

ARTICLE XI. DDA DIRECTOR AND OTHER PERSONNEL

Section 11.1. **Appointment of DDA Director.** The DDA Board, with the approval of the City Council, may hire a DDA Director to execute the duties set forth in Act 57, as amended, and any other duties as determined by the DDA Board. The DDA Director shall serve at the pleasure of the DDA Board. A DDA Board member is not eligible to hold the position of DDA Director. No individual appointed as the DDA Director shall serve in that capacity without first qualifying by taking and subscribing to the constitutional oath of office, and furnish a bond, by posting a bond in the penal sum determined in the ordinance establishing the DDA payable to the DDA for use and benefit of the DDA, approved by the DDA Board, and filed with the City Clerk. The premium

on the bond shall be deemed an operating expense of the DDA and shall be payable from funds available to the DDA for expenses of its operations.

Section 11.2. **DDA Director Duties.** The DDA Director shall prepare a proposed budget for consideration by the DDA Board and City Council; supervise and be responsible for, the preparation of plans and the performance of the functions of the DDA in the manner authorized by the DDA Act; attend all meetings of the DDA Board, unless excused; provide the City Council a regular report covering the activities and financial condition of the DDA; the DDA Director shall approve of purchasing and funding according to formalized policies established by the DDA; any other duty required to be performed as set forth in Act 57; and perform any such other duties as may be delegated to him or her by the DDA Board.

Section 11.3. **DDA Director Absence or Disability.** If the DDA Director is absent or disabled, the DDA Board may designate a qualified person as acting director to perform the duties of the office.

Section 11.4. **Personnel and Legal Counsel.** The DDA Board may employ other personnel deemed necessary by the DDA Board and retain legal counsel to advise the DDA Board and DDA Director in the proper performance of their duties.

ARTICLE XII. FISCAL YEAR, BUDGET, REPORTS, AUDITS

Section 12.1. **Fiscal Year.** The fiscal year of the DDA shall be consistent with the fiscal year of the City Council, which is currently from July 1 to June 30.

Section 12.2. **Budget.** The DDA Director with the assistance of the DDA Treasurer or other DDA or City staff shall prepare an annual budget, which shall be prepared in the manner and contain the information required of municipal departments. The budget shall be submitted by the DDA Director to the DDA Board for contingent approval by the DDA Board pending final approval by the City Council and the DDA Board shall thereafter submit it to the of Mayor for submission to the City Treasurer for inclusion in the City budget, which shall conform to Act 2. The DDA budget shall be approved by the City Council pursuant to Act 43.

Section 12.3. **Annual Audit.** The DDA shall be audited annually by the CPA firm with experience in governmental audits and preferably the same firm that audits the City. Copies of the DDA audit shall be filed with the City Council and the State of Michigan.

Section 12.4. **Financial Reports.** All expense items of the DDA shall be available at the DDA meeting and the financial records shall be open to the public. As used in this Section, publicized means published to the DDA's webpage, posted at its principal place of business; or published in a newspaper of general circulation as defined in Act 247.

ARTICLE XIII. CONTRACTS, LIABILITY

No member of the DDA is authorized to make a decision unless so authorized by the DDA Board, these Bylaws, the Const. of 1963, or other law, rule, or procedure. Additionally, no member of

DRAFT

the DDA may bind the DDA to any contract or render it pecuniarily liable for any purpose without the express authorization of DDA Board. Neither the DDA Board nor any member of the DDA is authorized to pledge the full faith and credit or guarantee any vote or authorization by the DDA Board or the City Council.

ARTICLE XIV. BY-LAW AMENDMENTS

These by-laws may be amended by a vote of the DDA Board at any regular or special meeting called for that purpose upon prior notice of the proposed action.

ARTICLE XV. REPEAL

All previous by-laws of the DDA are hereby repealed in their entirety.

DRAFT

Ypsilanti Restaurant Week

Dates: Feb 19th - 26th

- Email to all businesses on target list by Dec 16th
- Restaurants must inform us of participation by Feb 1st
- Participating restaurants must turn in their curated menu by Feb 10th so everything can be posted online

Restaurants create a menu using a template sent out by the YDDA.

- Print menus at City Hall and order 5 by 7 acrylic signs to place on table or order window



Total cost for acrylic sign holders (quick estimate 500 signs needed if all restaurants participate, (20 orders of 25 packs at $30) $700

Menu Options:

$8/person - Coffee (drink and a snack)
$15/person - Lunch (drink and a meal)
$25-50/person - Dinner (app (or drink), meal, dessert (optional))

Marketing: $500

Instagram and Facebook
Newsletter
EMU Sign boards
Flyers
Targeting marketing at Michigan Medicine and EMU

Draft Logos:


YPSILANTI
DDA
Restaurant
Week Feb 19-26
2027


YPSILANTI
DDA
Ypsilanti
Restaurant
Week Feb 19-26
2027


YPSILANTI
DDA
Ypsilanti
Restaurant
Week Feb 19-26
2027

DM19 Collaborative Reentry Services Proposal for Services

Leroy Harris, Team Lead, Executive Director

10/13/2026

Overview

DM19 Collaborative Reentry Services (DM19 CRS) is pleased to submit this modified proposal for services to support YDDA's mission to support growth and economic development for residents and businesses in our community. The goals of the YDDA are in line with our goals for development of employment programming for underserved communities that have difficulty obtaining and maintaining employment independently in typical settings, thus leading to increased poverty and crime in our community. This proposed collaboration directly supports DM19 CRS's mission to increase equitable opportunities for justice-involved individuals (JII) and we are grateful for the opportunity.

The Objective

To continue our partnership with YDDA to meet various needs of the community, environment and residents through a DM19 CRS work program for JII.

Proposal and Recommendations

Recommendation 1: Winter Services Package (4-month contract) December 1, 2026-March 31, 2027

1. Litter Clean Up & Shovel/Salt ADA Intersections: 88 hours monthly flat rate $3,960, hours broken down below (22 hours p/wk total):
    a. DOWNTOWN: 8 hours p/wk
    b. WEST CROSS: 8 hours p/wk
    c. RIVERSIDE PARK: 4 hours p/wk
    d. FROG ISLAND: 2 hours p/wk
2. Routine Dumpster Maintenance x3 Dumpsters: flat rate $750 p/month
    a. Maintaining enclosures at: 25 S Adams, 107 Ferris, and 29 N Huron
        i. Includes notifying YDDA of large bulk items

ii. Includes regular maintenance to clear of debris
iii. Includes managing grease or snow/salt removal

3. Snowblow & Salt for Sidewalks with 1 or more inches of snow: **$4,000 p/month** flat rate (estimated 5-5.5 miles)
    a. Sidewalks:
        i. **MI AVE:**
            1. Towner building N. Huron to Hamilton, both sides
        ii. **ADDITIONAL BLOCKS:** (between Ferris and Pearl)
            1. Huron
            2. Washington
            3. Adams (to Trojan & back)
            4. Hamilton
            5. Pearl
            6. Ferris
        iii. West Cross
    b. On call personnel and administration assistance
    c. *DM19 CRS/SHINE will track number of 'pushes' each month and provide to YDDA in monthly report*

Weather Conditions/Liability

- SHINE reserves the right to delay or postpone snow removal services due to extreme weather conditions (e.g., blizzard, whiteout, severe ice) that pose safety risks to personnel and equipment.
- SHINE shall not be liable for any damages arising from unforeseen circumstances beyond their reasonable control, including property damage due to existing defects or conditions on the Client's property.
- SHINE shall not be liable for any damages arising from unforeseen circumstances beyond their reasonable control, including pedestrian injuries as a result of falls; liability resides with the property owners.
- SHINE will return the key and the two snowblowers to the fire department in good condition at the conclusion of this contract.

Pricing

The following table details the pricing for delivery of the services outlined in this proposal with an estimated cost of services which are subject to change monthly with approval from the YDDA. This pricing is valid for 30 days from the date of this proposal:

Litter/Shovel/Salt 88 hours p/wk: $3,960 p/month Dumpster Maintenance: $750 p/month Snowblowing Sidewalks: $4,000 p/month
Total Estimated p/month: $8,710

Recommendation 2: Spring Services Package (8-month contract) April 1, 2027-November 30, 2027

The SHINE crew will continue litter clean up in the Downtown District, W. Cross District and Riverside and Frog Island Parks as indicated by the YDDA (increase to 36 hours p/wk). Due to the increased traffic during warmer months, a need to increase frequency of litter clean up has proven necessary for maintenance of cleanliness.

DOWNTOWN: 12 hours p/wk
WEST CROSS: 12 hours p/wk
RIVERSIDE PARK: ~7.2 hours p/wk
FROG ISLAND: ~4.8 hours p/wk

Additionally include:

4. Routine Dumpster Maintenance x3 Dumpsters: *flat rate* $750 p/month
    a. Maintaining enclosures at: 25 S Adams, 107 Ferris, and 29 N Huron
        i. Includes notifying YDDA of large bulk items
        ii. Includes regular maintenance to clear of debris
        iii. Includes managing grease removal

Pricing

The following table details the pricing for delivery of the services outlined in this proposal with an estimated cost of services which are subject to change monthly with approval from the YDDA. This pricing is valid for 30 days from the date of this proposal:

Transportation/vehicle/gas, supervision, training, program development + 36 hours p/wk or equivalent to 144 hours p/month: $6,480 Dumpster Maintenance: $750 p/month
Total Estimated p/month: $7,230

Conclusion

We look forward to working further with YDDA and supporting your efforts for community wellness, growth and thoughtful development. We are confident that we can

meet the challenges ahead and stand ready to partner with you in delivering effective services for a cleaner, healthier and safer community. We are grateful to have a governing body that appreciates the value of all community members, including our population of formerly incarcerated individuals.

If you have questions on this proposal, feel free to contact Leroy Harris at your convenience by email at dm19cf@gmail.com or by phone at 734-999-5723.

Thank you for your consideration.

If you agree to the terms of this proposal, please sign and date below to initiate services:

Title: Date:

Leroy Harris, Date:
Executive Director of DM19 CRS



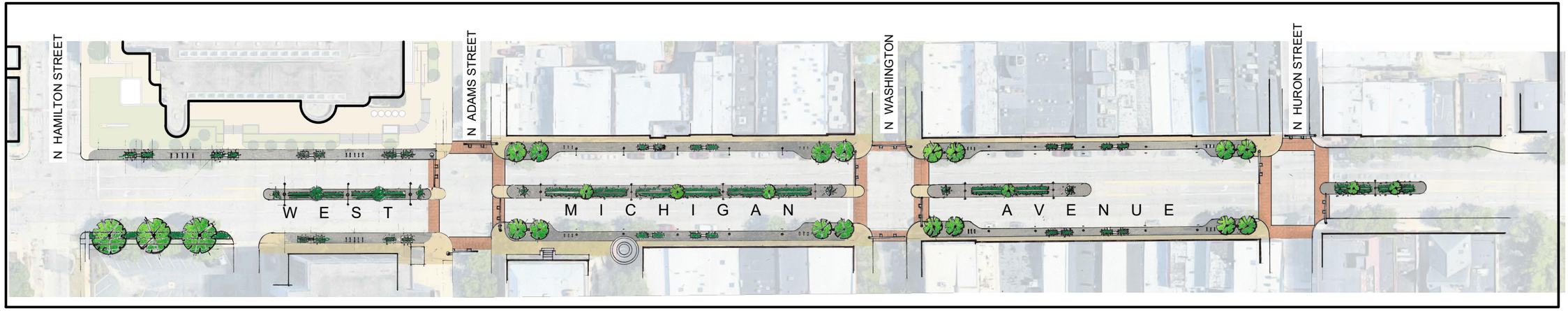
N

1

PROPOSED STREETSCAPE IMPROVEMENT AREA- EXISTING

SCALE 1" - 100'-0"

0 100' 200' 300'



SHEET 2 / 10

SHEET 3 / 10

SHEET 4 / 10

N

1

OVERALL STREETSCAPE CONCEPT SCOPE

SCALE 1" - 100'-0"

0 100' 200' 300'

MICHIGAN AVENUE - CITY OF YPSILANTI STREETSCAPE REVITALIZATION

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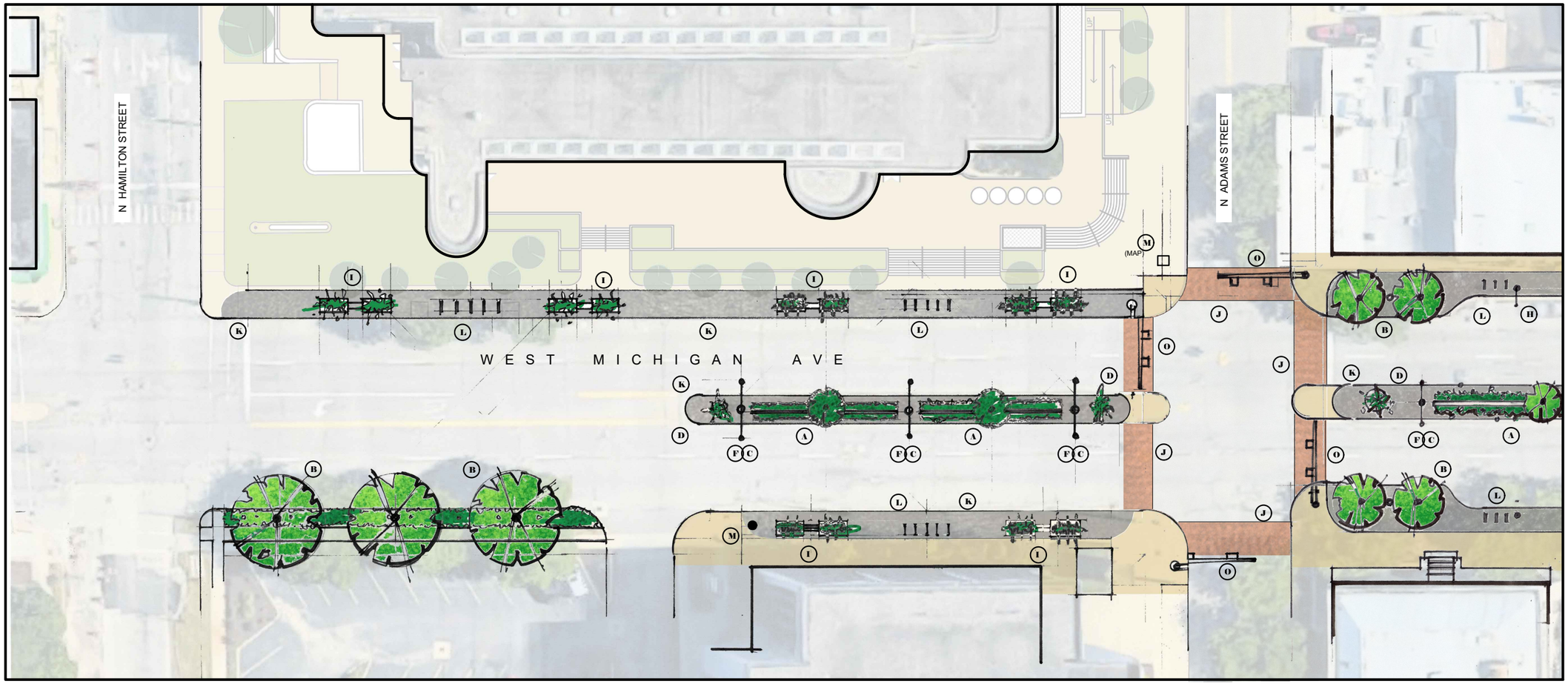
106 S. MAIN STREET
ANN ARBOR, MICHIGAN 48104
www.comusconsulting.com

JUN 30, 2023



N

2

PARTIAL STREETSCAPE CONCEPT

SCALE 1" - 40'-0"

0 40' 80' 120'

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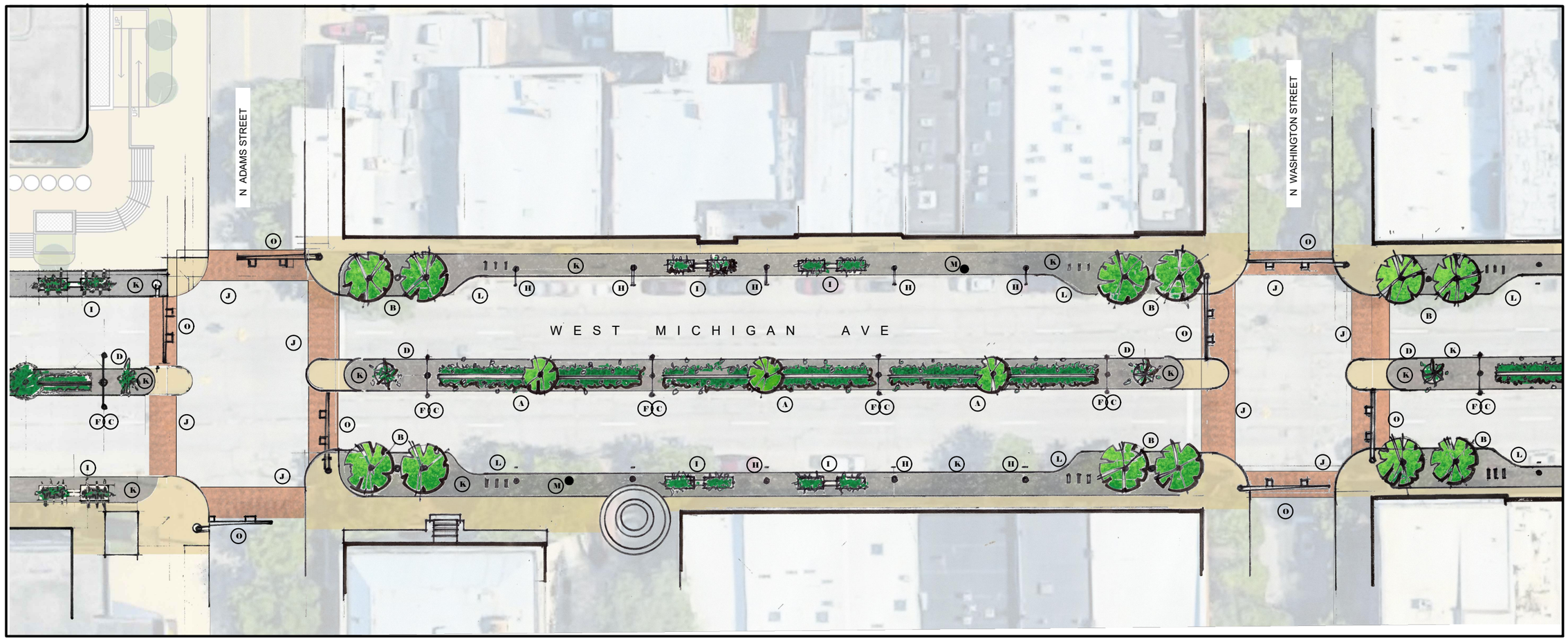

N

3

PARTIAL STREETSCAPE CONCEPT

SCALE 1" - 40'-0"

0 40' 80' 120'

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N

4

PARTIAL STREETSCAPE CONCEPT

SCALE 1" - 40'-0"

0 40' 80' 120'

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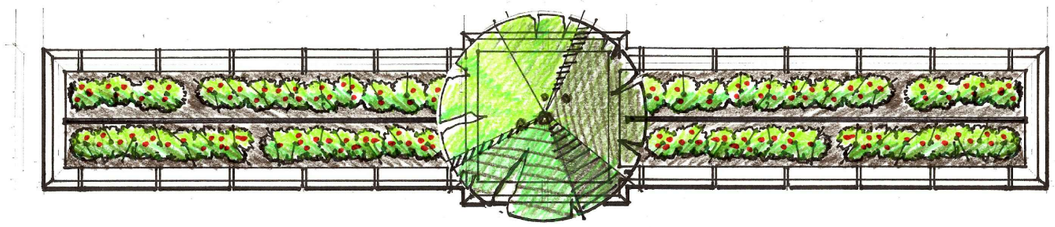
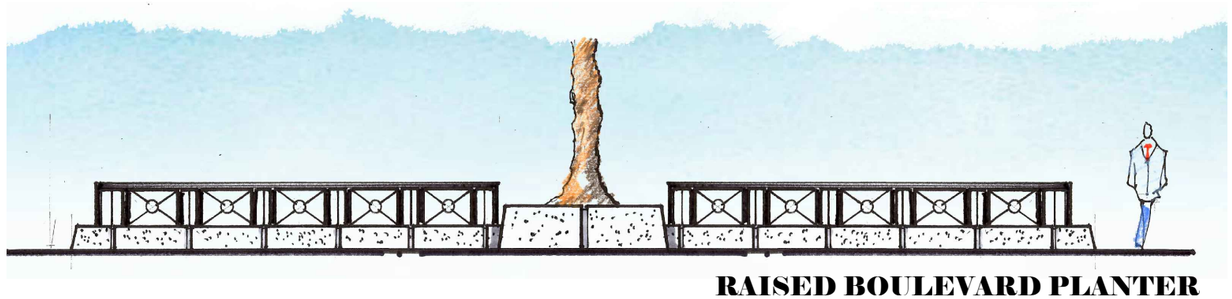
BOULEVARD
PLANTERS



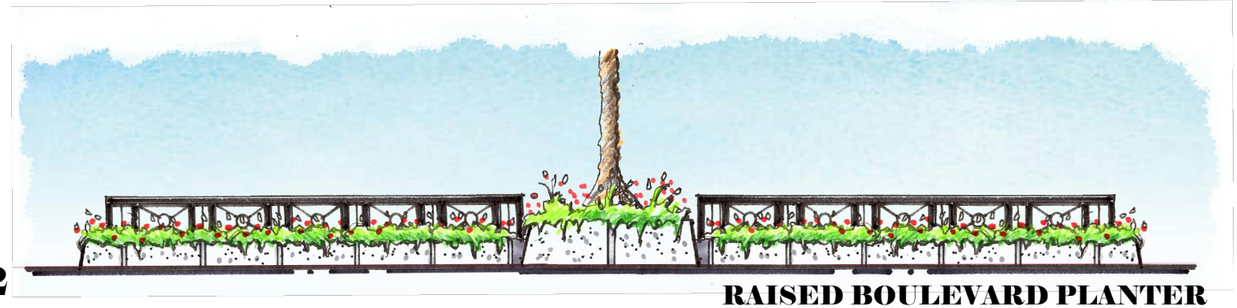
A

RAISED BOULEVARD PLANTER PLAN



A1

RAISED BOULEVARD PLANTER ELEVATION W/O FOLIAGE



A2

RAISED BOULEVARD PLANTER ELEVATION W PERENNIALS



B

EXAMPLE TREES



B

EXAMPLE TREES

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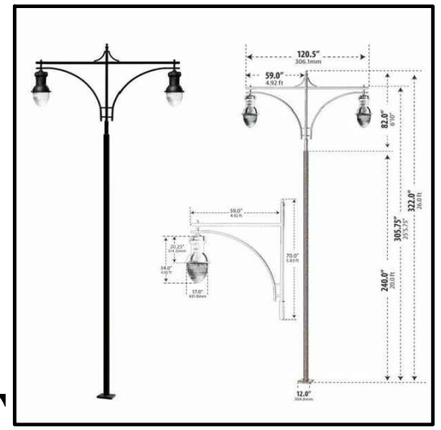
BOULEVARD
FEATURES

C



BANNERS

F



TYPICAL LIGHT POSTS

D



URN PLANTER EXAMPLE



D - BOULEVARD URN PLANTER ELEVATION



D

URN PLANTER FOLIAGE EXAMPLE

E



EXAMPLE FOLIAGE

K



BRICK PAVER EXAMPLE



G

EXAMPLE FOLIAGE

SIDEWALK
FEATURES



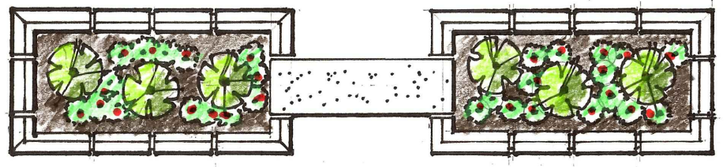
H

SIDEWALK LAMP POST



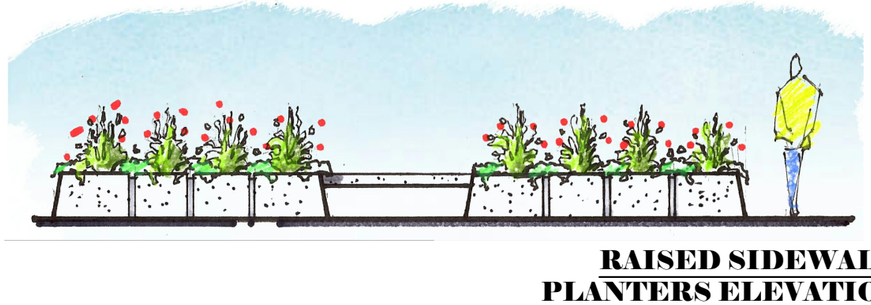
HANGING FLOWER BASKET

I1



RAISED SIDEWALK PLANTERS PLAN

I2



RAISED SIDEWALK PLANTERS ELEVATION

O



TRAFFIC LIGHT

N



WASTE RECEPTACLE



J

ACCENT CROSSWALK

E



EXAMPLE FOLIAGE

K



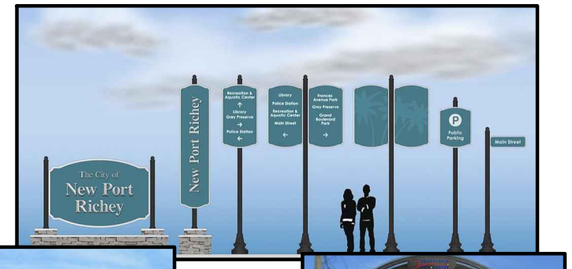
BRICK PAVER EXAMPLE

L



M





EXAMPLE SIGNAGE/ BIKE RACKS



BEFORE

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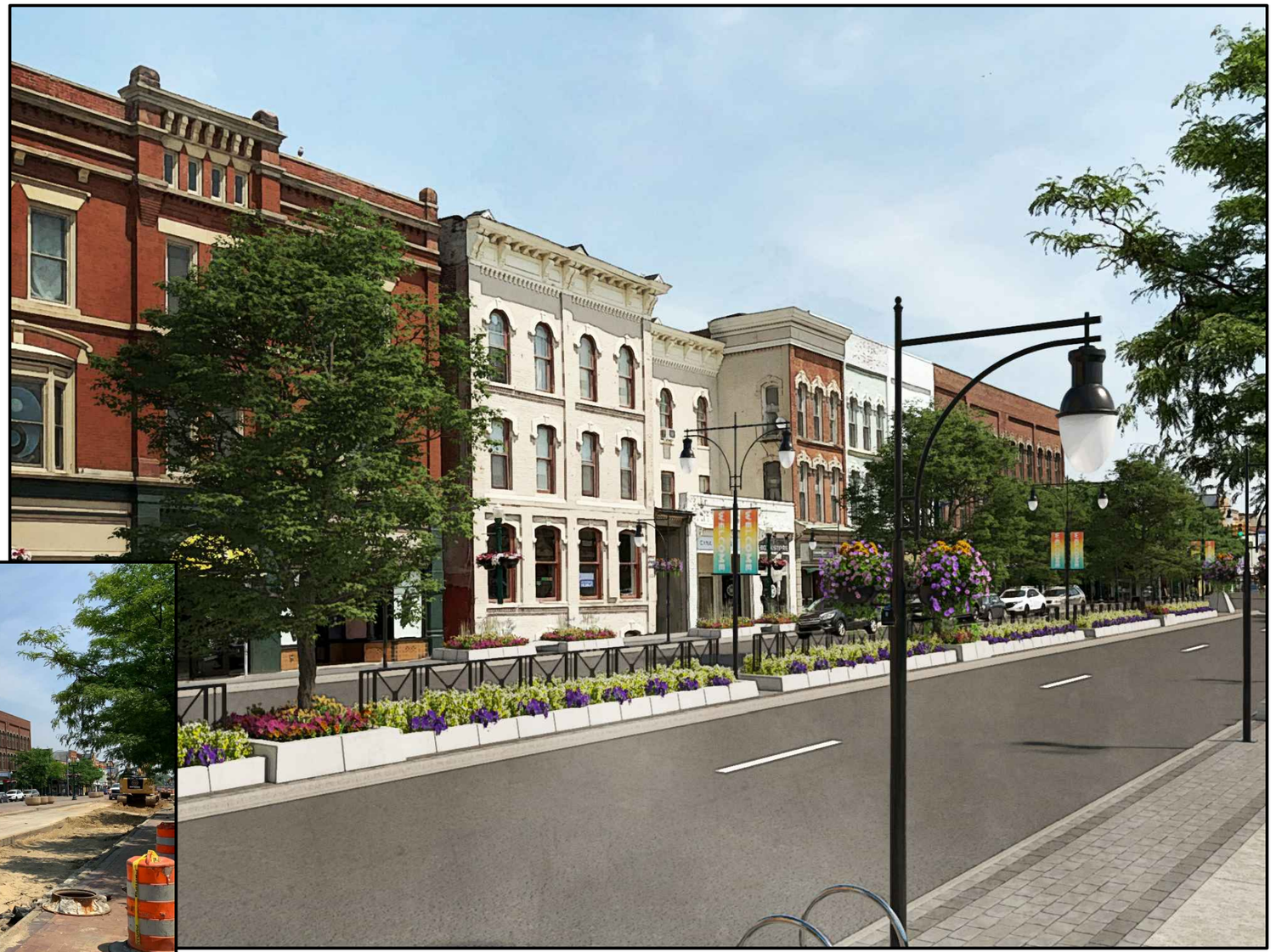

AFTER

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AFTER



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JUN 30, 2023

THE ALAN GROUP

Project: Ypsilanti Streetscape
Budget / Proposal: Budget
Document: Concept
Date: 10/30/2026

Estimator: James Ratliff
Duration (weeks): 6
Document Date: 6/30/2026
Square Footage: N/A

CSI DIV	Trade Activity	Total
01-450	Testing & Inspection Services	By Owner
01-710	Staking & Layout	$ 7,040
03-310	Concrete Foundations	$ 129,389
03-400	Precast Concrete	$ 208,358
07-100	Waterproofing & Joint Sealants	$ 67,238
26-000	Building & Site Electrical	ETR
31-200	Earthwork	$ 92,508
32-120	Asphalt Paving	N/A
32-130	Concrete Paving	N/A
32-310	Fencing	$ 95,550
32-330	Site furnishings	N/A
32-800	Irrigation System	N/A
32-900	Landscaping & Pavers	$ 150,872
33-000	Underground Utilities	N/A
CSI DIV	**Project Staffing**	
01-100	Preconstruction / Staff	Included
01-120	Construction & Operations Staff	$ 55,872
CSI DIV	**General Conditions**	
01-130	Vehicle / Parking Expences	$ 3,858
01-300	Administrative & Document Management	$ 1,468
01-510	Temporary Utilities & Cellular Fees	$ 2,946
01-520	Temporary Facilities	$ 1,460
01-530	Temporary Construction	$ 550
01-540	Construction Aids & Hoisting	$ 275
01-550	Temporary Access Requirements	$ 30,000
01-560	Temporary Barriers & Enclosures	N/A
01-580	Project Identification & Temporary Signage	$ 941
01-710	Examination and Preparation	$ 1,900
01-740	Cleaning and Waste Management	$ 8,680
01-760	Protecting Installed Construction	N/A
	Sub Total I:	**$ 858,905**
	Budget Contingency 10%	$ 85,891
	Construction Contingency 5%	$ 42,945
	Permit Fees Allowance	By Owner
	Insurance (G.L., Workers Comp., Auto, Umbrella, Agg.) 0.7%	$ 6,012
	Builders Risk Insurance	By Owner
	P&P Bond	$ 12,628
	Sub Total II:	**$ 1,006,381**
	Management Fee 10.0%	**$ 100,638**
	Total Budget:	**$ 1,107,019**

OPINION OF PROBABLE CONSTRUCTION COST

ORCHARD, HILTZ & McCLIMENT, INC.
34000 Plymouth Road, Livonia, Michigan, 48150 Telephone: (734) 522-6711 FAX: (734) 466-4557

PROJECT: North Huron Parking Lot Reconstruction
LOCATION: Ypsilanti, MI
WORK: Parking Lot Reconstruction (4-inches HMA, 8 inch agg)
Curb repair and storm structure adjusts

DATE: May 28, 2026
PROJECT #: DDA
ESTIMATOR:
CHECKED BY: AK
CURRENT ENR: RJ

ITEM	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
1	Mobilization, Max 10%	LSUM	1		$ -
2	Restoration	LSUM	1	$ 3,000.00	$ 3,000.00
3	Curb and Gutter, Rem	Ft	250	$ 15.00	$ 3,750.00
4	Pavt, Rem	Syd	2500	$ 15.00	$ 37,500.00
5	Erosion Control	LSUM	1	$ 1,500.00	$ 1,500.00
6	Aggregate Base, 8 inch 21AA Limestone	Syd	2500	$ 20.00	$ 50,000.00
7	Drainge Structure Adjusts & Repairs	Ea	3	$ 2,000.00	$ 6,000.00
8	Hand Patching	Ton	20	$ 400.00	$ 8,000.00
9	HMA, 5EML, 2 inch	Ton	600	$ 140.00	$ 84,000.00
10	HMA, 4EML, 2 inch	Ton	600	$ 120.00	$ 72,000.00
11	Curb and Gutter, Conc	Ft	250	$ 40.00	$ 10,000.00
12	Signs, Remove, Salvage, & Reinstall	LSUM	1	$ 5,000.00	$ 5,000.00
13	Pavt Mrkg, Waterborne, 4 inch, Blue	Ft	190	$ 1.50	$ 285.00
14	Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	720	$ 1.50	$ 1,080.00
15	Pavt Mrkg, Ovly Cold Plastic, Handicap Sym	Ea	5	$ 800.00	$ 4,000.00
16	Traffic Control	LSUM	1	$ 3,000.00	$ 3,000.00

TOTAL	$289,115.00
CONTINGENCY (20%)	$ 57,823.00
Design and Construction Engineering Fees:	$ 86,734.50
TOTAL OPINION OF PROBABLE CONSTRUCTION COSTS =	**$ 346,938.00**
Total Project Cost:	**$ 433,672.50**

ASSUMPTIONS/CLARIFICATIONS

1. Assume no sidewalk, ADA ramps, or driveway aprons are needed.
2. No main-line storm sewer work is incluced. Only drainage structure chimney/frame repairs.
3. HMA is estimated at 4-inches on 8-inches of aggregate 21AA per the pavement report.
4. Curb and gutter included for minor curb repairs. Assume to keep the existing curb and gutters.
5. No reconfiguration to existing parking lot geometry is included. The City has requested we include some additional ADA spaces that require additional signs to be installed.
6. Construction costs are estimated for 2027.