

1. Council Meeting Agenda

Documents:

[09-11-18 REVISED FINAL AGENDA.PDF](#)

2. Council Meeting Packet

Documents:

[SEPTEMBER 11TH COUNCIL PACKET.PDF](#)



**CITY OF YPSILANTI
CITY COUNCIL REGULAR MEETING
CITY COUNCIL CHAMBERS - ONE SOUTH HURON ST.
YPSILANTI, MI 48197
TUESDAY, SEPTEMBER 11, 2018
7:00 p.m.**

I. CALL TO ORDER –

II. ROLL CALL –

Council Member Bashert	P A	Council Member Robb	P A
Mayor Pro-Tem Brown	P A	Council Member Vogt	P A
Council Member Murdock	P A	Mayor Edmonds	P A
Council Member Richardson	P A		

III. INVOCATION –

IV. PLEDGE OF ALLEGIANCE –

"I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

V. AGENDA APPROVAL –

VI. INTRODUCTIONS

VII. PRESENTATIONS –

1. Resolution No. 2018-228, dedicating Riverside Park Universal Play Structure to Liz Dahl MacGregor.

VIII. AUDIENCE PARTICIPATION –

IX. REMARKS BY THE MAYOR –

X. PUBLIC HEARING –

XI. CONSENT AGENDA –

Resolution No. 2018-229

1. Resolution No. 2018-230, approving appointments to boards and commissions.
2. Resolution No. 2018-230a, approving non-resident appointment to boards and commissions.
3. Resolution No. 2018-231, approving Ordinance No. 1320 to amend Chapter 58, Article IV, Division 1 of the Ypsilanti City Code of Ordinance to require that landlords share certain information with their tenants upon occupancy. **(Second Reading)**

4. Resolution No. 2018-232, approving Ordinance No. 1322, an ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances, City of Ypsilanti to adjust water service rates. ***(Second Reading)***
5. Resolution No. 2018-233, approving Ordinance No. 1323, an ordinance to amend Chapter 106, Article V, Section 106-454(a) of the Code of Ordinances, City of Ypsilanti, to adjust sewage disposal rates. ***(Second Reading)***
6. Resolution No. 2018-234, approving Ordinance No. 1324, an ordinance to repeal Chapter 106, Article V, Section 106-499 of the City of Ypsilanti Code of Ordinances which provides for a restricted debt retirement and capital improvement fund surcharge on water service and sewage disposal bills, because said surcharge is now a part of and fully included in the readiness-to-serve and commodity rates established by the sewer rate ordinance at Chapter 106, Article V, Section 106-454(a) and established by the water rate ordinance at Chapter 106, Article V, Section 106-454(b), each rate ordinance being effective October 11, 2018. ***(Second Reading)***
7. Resolution No. 2018-235, approving agreement with Orchard, Hiltz & McCliment, Inc. for design engineering services for W. Cross St. between Wallace St. to city limits.
8. Resolution No. 2018-229A, appointing Anthony Bostic from the Department of Public Services as employee delegate, and Scott Cooper as alternate to the MERS Annual Meeting.
9. Resolution No. 2018-229B, approving the quote submitted by AI's Asphalt Co., Inc. for Improvements to Prospect and Maus Intersection.

XII. RESOLUTIONS/MOTIONS/DISCUSSIONS –

1. Resolution No. 2018-236, approving Ordinance 1325 to amend Chapter 30 "Community Development" of the Ypsilanti City Code to add a new Article VII, entitled, "Community Benefits". ***(Second Reading)***
2. Resolution No. 2018-237, approving recommendation to authorize a service agreement for Agenda Management and Video Streaming software solution.
3. Resolution No. 2018-238, approving the information that landlords are required to share with their tenants upon occupancy according to Ordinance No. 1320.
4. Resolution No. 2018-224A, approving revised intergovernmental agreement for recycling drop off services with Ypsilanti Charter Township.
5. Resolution No. 2018-239, awarding youth mental health grants to Educate Youth, Mentor2Youth, and the Corner Health.
6. Discussion regarding the creation and adoption of a City of Ypsilanti Racial Equity Policy.

XIII. LIAISON REPORTS –

- A. SEMCOG Update

- B. Washtenaw Area Transportation Study
- C. Urban County
- D. Ypsilanti Downtown Development Authority
- E. Ypsilanti Youth Safety Collaboration
- F. Friends of Rutherford Pool
- G. Housing Equity Leadership Team

XIV. COUNCIL PROPOSED BUSINESS –

XV. COMMUNICATIONS FROM THE MAYOR –

XVI. COMMUNICATIONS FROM THE CITY MANAGER –

XVII. COMMUNICATIONS –

XX. AUDIENCE PARTICIPATION –

XXI. REMARKS FROM THE MAYOR –

XXII. ADJOURNMENT –

Resolution No. 2018-240, adjourning the City Council meeting.



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Resolution to Dedicate Riverside Park Universal Play Structure to
Liz Dahl MacGregor

Whereas, Ypsilanti has stated values of Pride, Diversity and Heritage that are displayed proudly in our city symbol; and

Whereas, In support of our value of Diversity, the city is installing a Universal Play Structure in Riverside Park so that it is accessible to all youth including those experiencing disability; and

Whereas, Liz Dahl MacGregor was among those who initiated the play structure installation and was heavily involved in its planning, and

Whereas, Liz Dahl-Macgregor was a highly-involved community builder who lived her values; and

Whereas, An incomplete list of community efforts Liz Dahl MacGregor was involved in includes Play Riverside, Cooperative Orchard of Ypsilanti, Michigan Flower Growers Coop, Michigan Poverty Law Center, Ypsilanti Food Cooperative Board of Directors and president, Ypsilanti Bike Coop, and Hour Exchange Ypsi, as well as serving as a city Planning Commissioner and City Council candidate, to name just a few; and

Whereas, Liz Dah MacGregor led by example, modeling active positive participation in all aspects of community; and

Whereas, Liz Dahl MacGregor passed away suddenly on June 9, 2018 and is sorely missed by her husband, children, friends, family, and the larger Ypsilanti community.

Therefore Be It Resolved, Consistent with our city value of Heritage that the Universal Play Structure will be named the Liz Dahl Macgregor Play Structure in honor of her contribution to our community; and

Be it Further Resolved that a plaque be placed at the play structure to celebrate her contribution and the naming of the structure in her honor and it shall state the following:

Liz Dahl MacGregor b. January 24, 1975; d. June 9, 2018.

She was a committed community activist, friend to many, and a loving mother and wife. In honor of her lifelong commitment to the city and our community as large, we dedicate this play structure to her memory. May she be an example to us all.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



Resolution No. 2018-229
September 11, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the following items be approved:

1. Resolution No. 2018-230, approving appointments to boards and commissions.
2. Resolution No. 2018-230a, approving non-resident appointment to boards and commissions.
3. Resolution No. 2018-231, approving Ordinance No. 1320 to amend Chapter 58, Article IV, Division 1 of the Ypsilanti City Code of Ordinance to require that landlords share certain information with their tenants upon occupancy. **(Second Reading)**
4. Resolution No. 2018-232, approving Ordinance No. 1322, an ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances, City of Ypsilanti to adjust water service rates. **(Second Reading)**
5. Resolution No. 2018-233, approving Ordinance No. 1323, an ordinance to amend Chapter 106, Article V, Section 106-454(a) of the Code of Ordinances, City of Ypsilanti, to adjust sewage disposal rates. **(Second Reading)**
6. Resolution No. 2018-234, approving Ordinance No. 1324, an ordinance to repeal Chapter 106, Article V, Section 106-499 of the City of Ypsilanti Code of Ordinances which provides for a restricted debt retirement and capital improvement fund surcharge on water service and sewage disposal bills, because said surcharge is now a part of and fully included in the readiness-to-serve and commodity rates established by the sewer rate ordinance at Chapter 106, Article V, Section 106-454(a) and established by the water rate ordinance at Chapter 106, Article V, Section 106-454(b), each rate ordinance being effective October 11, 2018. **(Second Reading)**
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1. Resolution No. 2018-229B, approving the quote submitted by Al's Asphalt Co., Inc. for Improvements to Prospect and Maus Intersection.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Resolution No. 2018 – 230
September 11, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT, the following individuals be appointed to the City of Ypsilanti Boards and Commissions as indicated below:

<u>NAME</u>	<u>BOARD</u>	<u>EXPIRATION</u>
Jesse Miller (replacing Gillian Ream Gainsley) 93 Oakwood Ypsilanti, MI 48197	AAATA	May 1, 2023
Cherisa Allen 450 Burton Court Ypsilanti, MI 48197	Ethics	February 2023

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



Resolution No. 2018 – 230A
September 11, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT, the following individual (non-resident) be appointed to the City of Ypsilanti Boards and Commissions as indicated below:

<u>NAME</u>	<u>BOARD</u>	<u>EXPIRATION</u>
Katherine Greenwald (EMU Seat – Non-Resident) 1150 W Clark Rd Ypsilanti, MI 48198	Sustainability	May 1, 2022

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



Resolution No. 2018-231
September 11, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That Ordinance No. 1320 to amend Chapter 58, Article IV, Division 1 of the Ypsilanti City Code of Ordinance to require that landlords share certain information with their tenants upon occupancy be approved on Second and Final Reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



**CITY OF YPSILANTI
NOTICE OF ADOPTED ORDINANCE
Ordinance No. 1320**

An ordinance to amend Chapter 58, Article IV, Division 1 of the Ypsilanti City Code of Ordinances to require that landlords share certain information with their tenants upon occupancy

- 1. THE CITY OF YPSILANTI HEREBY ORDAINS** that Chapter 58, Article IV, Division 1 of its Code of Ordinances be amended to add a new Section 58-123, to read as follows:

Sec. 58-123. – Information to be provided at occupancy.

At the time occupancy is given to a tenant of a residential premises, the landlord shall provide each tenant with specific information regarding voting and elections, discrimination, and tenants' rights and responsibilities in the City of Ypsilanti. Such specific information shall be approved by resolution of City Council. The City Clerk shall make the information approved by City Council available to local landlords and their agents to pick-up without charge for distribution by landlords to tenants. The City shall make available to landlords sufficient copies of the information to permit landlords to comply with this section. A landlord shall be deemed to have furnished a tenant a copy of the information if the landlord mails it to the tenant or gives a copy of the information to the tenant in person. Tenants and prospective tenants may also pick up a copy of the information at the City Clerk's office without charge.

The failure of a landlord to comply with this section shall not be construed to affect the validity of the lease or the enforcement of any provisions of a lease. A violation of this section shall be deemed a a municipal civil infraction, subject to payment of a civil fine as set forth in section 70-38. Repeat offenses under this article shall be subject to increased fines as set forth in section 70-38. The words, terms, and phrases used in this section shall have the meanings ascribed to them in Division 2, Section 58-136 of this Article, except where the context clearly indicates a different meaning.

Secs. 58-1243 – 58-135. – Reserved.

- 2. Severability.** If any clause, sentence, section, paragraph, or part of this ordinance, or the application thereof to any person, firm, corporation, legal entity, or circumstances, shall be for any reason adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not effect, impair, or invalidate the

remainder of this Ordinance and the application of such provision to other persons, firms, corporations, legal entities, or circumstances by such judgment shall be confined in its operation to the clause, sentence, section, paragraph, or part of this Ordinance thereof directly involved in the case or controversy in which such judgment shall have been rendered and to the person, firm, corporation, legal entity, or circumstances then and there involved. It is hereby declared to be the legislative intent of this body that the Ordinance would have been adopted had such invalid or unconstitutional provisions not have been included in this Ordinance.

3. Repeal. All other Ordinances inconsistent with the provisions of this Ordinance are, to the extent of such inconsistencies, hereby repealed.

4. Savings Clause. The balance of the Code of Ordinances, City of Ypsilanti, Michigan, except as herein or previously amended, shall remain in full force and effect. The repeal provided herein shall not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending fee, assessments, litigation, or prosecution of any right established, occurring prior to the effective date hereof.

5. Copies to be available. Copies of the Ordinance are available at the office of the city clerk for inspection by, and distribution to, the public during normal office hours.

6. Publication and Effective Date. The City Clerk shall cause this Ordinance, or a summary of this Ordinance, to be published according to Section 11.13 of the City Charter. This Ordinance shall become effective after publication at the expiration of 30 days after adoption.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____ DAY OF _____, 2018.

Frances McMullan, City Clerk

Attest

I do hereby confirm that the above Ordinance No. _____ was published according to Section 11.13 of the City Charter on the _____ day of _____, 2018.

Frances McMullan, City Clerk

CERTIFICATE OF ADOPTING

I hereby certify that the foregoing is a true copy of the Ordinance passed at the regular meeting of the City Council held on the _____ day of _____, 2018.

Frances McMullan, City Clerk

Notice Published: _____

First Reading: _____

Second Reading: _____

Published: _____

Effective Date: _____



Resolution No. 2018-232
September 11, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT Ordinance No. 1322, an ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances, City of Ypsilanti to adjust water service rates be approved on Second and Final Reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:

ORDINANCE NO. 2018- 1322

An Ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances, City of Ypsilanti, to adjust water service rates.

BE IT ORDAINED BY THE CITY OF YPSILANTI, that:

Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances shall be amended as follows:

(b) For all billings rendered prior to October 11, 2018, existing water service rates shall prevail. For all billings rendered on or after October 11, 2018, water service rates shall be as follows, for each bi-monthly (two month) period:

(1) Readiness-to-serve rates based upon size of meter:

Meter Size (inch)	Sewage Rate
5/8-3/4	\$ 18.57
1	\$ 46.43
1-1/2	\$ 92.85
2	\$ 148.56
3	\$ 464.25
4	\$ 928.50
6	\$ 1,857.00
8	\$ 3,249.75
10	\$ 5,106.75
12	\$ 6,035.25

(2) Commodity rate: \$5.31 per 100 cubic feet

* * * * *

This Ordinance shall take effect and be in full force upon publication in the _____.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____
DAY OF _____, 2018.

, Mayor

, City Clerk

ATTEST

I do hereby confirm that the above Ordinance No. _____ was published in the _____
on the _____ day of _____, 2018.



Resolution No. 2018-233
September 11, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT Ordinance No. 1323, an ordinance to amend Chapter 106, Article V, Section 106-454(a) of the Code of Ordinances, City of Ypsilanti, to adjust sewage disposal rates be approved on Second and Final Reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:

ORDINANCE NO. 2018- 1323

An Ordinance to amend Chapter 106, Article V, Section 106-454(a) of the Code of Ordinances, City of Ypsilanti, to adjust sewage disposal rates.

BE IT ORDAINED BY THE CITY OF YPSILANTI, that:

Chapter 106, Article V, Section 106-454(a) of the Code of Ordinances shall be amended as follows:

(a) For all billings rendered prior to October 11, 2018, existing sewage disposal rates shall prevail. For all billings rendered on or after October 11, 2018, sewage disposal rates shall be as follows, for each bi-monthly (two month) period:

(1) Readiness-to-serve rates based upon size of meter:

Meter Size (inch)	Sewage Rate
5/8-3/4	\$ 16.41
1	\$ 41.02
1-1/2	\$ 82.03
2	\$ 131.25
3	\$ 410.17
4	\$ 820.33
6	\$ 1,640.67
8	\$ 2,871.17
10	\$ 4,511.83
12	\$ 5,332.17

(2) Commodity rate: \$2.93 per 100 cubic feet

* * * * *

This Ordinance shall take effect and be in full force upon publication in the _____.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____
DAY OF _____, 2018.

, Mayor

, City Clerk

ATTEST

I do hereby confirm that the above Ordinance No. _____ was published in the _____
on the _____ day of _____, 2018.



Resolution No. 2018-234
September 11, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT Ordinance No. 1324, an ordinance to repeal Chapter 106, Article V, Section 106-499 of the City of Ypsilanti Code of Ordinances which provides for a restricted debt retirement and capital improvement fund surcharge on water service and sewage disposal bills, because said surcharge is now a part of and fully included in the readiness-to-serve and commodity rates established by the sewer rate ordinance at Chapter 106, Article V, Section 106-454(a) and established by the water rate ordinance at Chapter 106, Article V, Section 106-454(b), each rate ordinance being effective October 11, 2018 be approved on Second and Final Reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:

ORDINANCE NO. 2018-1324

An Ordinance to repeal Chapter 106, Article V, Section 106-499 of the City of Ypsilanti Code of Ordinances which provides for a restricted debt retirement and capital improvement fund surcharge on water service and sewage disposal bills, because said surcharge is now a part of and fully included in the readiness-to-serve and commodity rates established by the sewer rate ordinance at Chapter 106, Article V, Section 106-454(a) and established by the water rate ordinance at Chapter 106, Article V, Section 106-454(b), each rate ordinance being effective October 11, 2018.

BE IT ORDAINED BY THE CITY OF YPSILANTI, that:

Effective October 11, 2018, Chapter 106, Article V, Section 106-499 of the Code of Ordinances is repealed.

* * * * *

This Ordinance shall take effect and be in full force upon local publication in _____.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____ DAY OF _____, 2018.

, Mayor

, City Clerk

ATTEST

I do hereby confirm that the above Ordinance No. ____ was published in the _____ on the ____ day of _____, 2018.



REQUEST FOR LEGISLATION

From: Stan Kirton, Director of Public Services Date: September 11, 2018

Subject: Agreement with Orchard, Hiltz & McCliment, Inc. for Design Engineering Services for W. Cross between Wallace to city limits

Summary and Background:

The Transportation Committee has identified the segment of W. Cross from Wallace west to the city limits a rehabilitation priority. The City would like to start the design engineering phase in the winter of 2018 to and finish the design engineering in 2019. This will also put the city in position to take advantage of any un-obligated STP-U funding that may be available. Construction is tentatively scheduled for 2020.

The FY 2018-2019 budget account #202-7-9063-975-00 has allocated \$100,000.00 and FY 2019-2020 has allocated \$20,000.00 for the design engineering services needed for this project.

Orchard, Hiltz and McCliment (OHM) has provided an exemplary level of service to the City of Ypsilanti on similar improvement projects, and possesses a depth of experience with the infrastructure in the project area. Therefore, I recommend hiring OHM to provide design engineering services for this project at a lump sum cost of \$120,000.00.

Attachments: OHM Proposal

Recommended Action: Approval

Date Received: September 4, 2018 Agenda Item No.: 2018-235

City Manager Comments: _____

For Agenda of September 11, 2018 Finance Director Approval _____



Resolution No. 2018-235
September 11, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the Transportation Committee has identified the segment of W. Cross Street from Wallace west to the City limits for priority rehabilitation; and

WHEREAS, it is necessary to secure design engineering services to keep this project on schedule for the 2019-2020 construction year;

WHEREAS, Orchard, Hiltz and McCliment has provided an exemplary level of service to the City of Ypsilanti on similar improvement projects, and possesses a depth of experience with the infrastructure in the project area; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council approves the proposal for design engineering services with Orchard, Hiltz & McCliment, Inc., 34000 Plymouth Road, Livonia, MI at a lump sum cost of \$120,000; and

THAT, the cost for the design engineering for this project be expended from account # 202-7-9063-975-00 in the FY2018-2019 and FY2019-2020 Budgets; and

THAT the Mayor and City Clerk are authorized to sign this proposal, subject to review and approval by the City Attorney; and

THAT the City Manager is authorized to sign any change orders that may be needed to maintain the project's schedule, subject to review and approval by the City Attorney.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:

August 24, 2018

City of Ypsilanti

One South Huron Street
Ypsilanti, Michigan 48197



Attention: **Mr. Stan Kirton, Director DPS**

Regarding: **City of Ypsilanti**
West Cross Street Reconstruction – Courtland St to Wallace Blvd
Proposal for Engineering Services

Dear Mr. Kirton:

Orchard, Hiltz & McCliment, Inc. (OHM) is pleased to submit this proposal for engineering services for West Cross Street in the City of Ypsilanti.

PROJECT UNDERSTANDING

We understand that this project will be a total reconstruction of West Cross Street from approximately 100 feet east of Courtland Street to 100 feet west of Wallace Boulevard. The existing asphalt pavement is to be removed and replaced. The existing road width will be maintained.

The section from Owendale to Wallace will include one travel lane in each direction, parallel parking on the south side of the street and a bike lane in each direction. Courtland to Owendale will maintain the current 2 lanes of travel in each direction, and sharrows will be included for bike traffic in the outside lanes.

Existing sidewalk curb ramps will be replaced at Douglas, Mansfield, Owendale, and Anna, and additional ramps added at Marion, Douglas, Anna and Elbridge. Curb bump outs will also be included along the south curb line of West Cross at Owendale and Anna to improve pedestrian safety. The preliminary opinion of the construction cost for paving is \$1,705,000, with \$1,091,000 requested from federal STP Funds.

SCOPE OF SERVICE

Topographic Survey

OHM will prepare a topographic survey plan of the public right-of-way in the project area. The limits of the topographic survey will be the right-of-way of West Cross Street from Courtland Street to Wallace Ave (approximately 2250 linear feet).

We will use the full topography to generate a base map for the design of this project. The topographic survey will consist of the following:

1. Existing features visible without excavation and ground elevations at 50 ft. intervals along the limits of the survey (i.e. driveways, culverts, utility poles, etc.).

2. Underground utilities will be shown based on record drawings.
3. Utility structures within the existing right-of-way will be inventoried. Rim elevation, pipe size, material, and invert elevation will be provided for sanitary and storm structures.
4. Full topography will be provided within the right-of-way and 10 feet beyond the right-of-way lines only at the intersections with proposed ramp improvements.
5. Individual trees over 6" in diameter will be located and shown on the survey.

Engineering Design

OHM will convert the topographic survey information into base drawings. The base drawings will be field checked prior to the commencement of the design process. As part of the design phase, OHM will:

1. Coordinate a soils analysis with a geo-technical sub-consultant. The cost for sub-consultant services is included in the fee below.
2. Prepare preliminary construction plans, showing line and grade of the proposed pavement for City and MDOT review.
3. Prepare detailed construction plans incorporating requested revisions.
4. Prepare technical specifications and method of payment detailing materials, equipment, and labor necessary to perform the work. Specifications will be prepared in a manner appropriate for insertion into the standard MDOT contract book. The City of Ypsilanti will be the responsible party for the construction contract.
5. Provide final copies of detailed construction plans to the City and MDOT for review.
6. Prepare an engineer's opinion of probable construction costs.
7. Prepare a bid sheet detailing all items of work and associated quantities using the MERL format.

Permits and MDOT Coordination

1. Prepare soil erosion permit application as required to secure a permit from Washtenaw County. Permit applications will be completed with the City as the responsible party.
2. Prepare and submit the MDOT Program Application for Local Agency Projects.
3. Submit the Grade Inspection (G.I.) package as required by MDOT to trigger the scheduling of the G.I.; attend the G.I. meeting.
4. Submit final plans, special provisions, and construction cost opinion to MDOT.

FEE SCHEDULE

Services for soils investigation, topographic survey, and engineering design will be performed on a lump sum basis for the following amount.

Soils Investigation, Topographic Survey, and Engineering Design	\$120,000
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FURTHER CLARIFICATIONS AND ASSUMPTIONS

The above fee is based upon the following assumptions:

1. It is not anticipated that easements will be required for this work. In the event it becomes apparent that additional right-of-way will be required to complete the project, OHM will provide a separate proposal for professional services to assist the City in preparing and obtaining easements.

2. The proposed crosswalk configuration is anticipated to be a high-visibility crosswalk treatment with pedestrian crossing signage (i.e. pavement marking pattern such as a ladder or diagonal marking design). OHM will provide a separate proposal for professional services to design crosswalk treatments containing overhead signage or flashing beacons in the event that they are determined to be necessary.
3. Services not included:
 - a. Construction phase services such as, but not limited to, construction management, contract administration, construction observation, construction layout.
 - b. Permit fees.
 - c. Drainage or environmental studies.

DELIVERABLES

OHM will provide the City and MDOT with detailed construction plans and specifications. MDOT will use the plans and specifications to prepare bidding documents. It is understood that the schedule will primarily be dictated by the requirements of MDOT and potential stimulus funding.

BASIS OF PAYMENT

OHM will invoice the City on a monthly basis in accordance with the continuing services agreement between OHM and the City.

We thank you for this opportunity to provide professional engineering services. Should there be any questions, please contact us.

Sincerely,
OHM Advisors

Accepted for City of Ypsilanti



(Signature)

(Printed Name)

(Title)

(Date)



REQUEST FOR LEGISLATION
September 11, 2018

To: Mayor and City Council
From: Darwin McClary, City Manager
Date: September 11, 2018
Subject: MERS 72nd Annual Meeting

SUMMARY/BACKGROUND:

It is requested that the City Council agenda for September 11, 2018 include consideration of a resolution authorizing the attendance of one delegate to attend the Municipal Employees' Retirement System (MERS) Annual Meeting, scheduled for October 4-5, 2018, in Grand Rapids, MI.

MERS requires an election by secret ballot for the employee delegate. The election process was conducted from September 4, 2018 through September 10, 2018. Two employees were nominated; Anthony Bostic from Public Services and Scott Copper from Public Services. The results of the election are Anthony Cooper, Public Services, Delegate and Scott Copper, Public Services, alternate.

The registration fee is \$250 per person. Because the MERS Annual Meeting is being held in Grand Rapids MI, and activities will be held at night, lodging will be necessary at the cost of \$161 per night, plus tax. A one night stay is required. Therefore, the total amount of funds required to attend the meeting will be \$411 plus tax and mileage reimbursement.

RECOMMENDED ACTION:

It is recommended that the City Council approve the selection of Anthony Bostic as delegate and Scott Copper as alternate to attend the MERS Annual Meeting.

ATTACHMENTS: Proposed Resolution

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: 09/11/2018

CITY MANAGER COMMENTS:

FINANCE DIRECTOR APPROVAL: _____



Resolution No. 2018-229A
September 11, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the Municipal Employees' Retirement System of Michigan covers all full-time City employees excluding Fire and Police Pension system Members, and

WHEREAS, the Municipal Employees' Retirement System is holding its annual meeting October 4-5, 2018 in Grand Rapids, MI and

WHEREAS, the Municipal Employees' Retirement System allows an employee delegate be elected by secret ballot to attend the conference, and

WHEREAS, the employees have elected Anthony Bostic from Public Services as delegate and Scott Cooper as alternate,

THEREFORE, BE IT RERESOLVED, that Anthony Bostic be appointed as employee delegate and Scott Copper be appointed as alternate.

OFFERED BY: _____

SUPPORTED BY: _____

YES: 0 NO: 0 ABSENT: VOTE:



REQUEST FOR LEGISLATION
August 11, 2018

From: Stan Kirton, Public Services Director

Subject: Asphalt Contractor for the Prospect/Maus Intersection Improvements Project

SUMMARY & BACKGROUND:

After an unsuccessful bid letting for the Prospect/Maus Intersection Improvements Project, the City of Ypsilanti has chosen to be the prime contractor for this project. The scope of work for this project includes ADA Improvements, HMA resurfacing, pedestrian signal improvements and restoration.

Quotes for the HMA paving portion were solicited from asphalt contractors working in the area this construction season. Three (3) quotes were secured. The original bidder Doan Construction Co., Inc., Ypsilanti, MI, submitted a bid in the amount of \$45,345. without traffic control signs detour or temporary pavement markings; Best Asphalt, Inc., Romulus, MI, submitted a bid in the amount of \$38,850. with traffic control signs for the detour and did not include temporary pavement markings and no tentative start date; Al's Asphalt Paving Co., Taylor, MI submitted a bid in the amount of \$43,110. with temporary pavement markings and a confirmed start date prior to the Labor Day Holiday.

The procurement process for the paving portion of the project was a little unorthodox but, this was an opportunity driven procurement. For a pavement project of this proportion, the small amount of work makes it difficult to secure good pricing as a stand-alone project. During this construction season I have been checking to see what asphalt paving companies were going to be working in this area. I found out that Al's Asphalt had a church parking lot project in the area and would have the equipment needed to pave this intersection available towards the end of August. Al's Asphalt Paving Co. has successfully completed several projects over the past nine years and the familiarity with Al's presented a feeling of confidence with them.

Staff did secure three quotes for the work but did not take it to council due to the council meeting schedule did not line up with this opportunity to get this work in as soon as possible. This project is being funded by the County Road Millage which

stipulates that the funds must be expended during the current year's construction season.

The construction services costs will be expended from account #202-7-9064-975-04.

RECOMMENDED ACTION: Approval

Attachments: Resolution, Bids,

Date Received: August 11, 2018 Agenda Item No.: _____

City Manager Comments: _____

For Agenda of August 11, 2018 Finance Director Approval _____

Council Action Taken: _____



Resolution No.2018 – 229B
August 11, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, County Road Millage Funds have been programmed in the 2018-2019 FY-Budget for Improvements to the Prospect/Maus Intersection; and

WHEREAS, quotes were solicited from asphalt contractors working in the area this construction season to perform the asphalt paving portion of this project; and

WHEREAS, three sealed quotes were received and ranged between \$38,850 to \$45,345 and

WHEREAS, Staff recommends accepting the bid submitted by Al's Asphalt Paving Co., Taylor, MI for the amount of \$43,110; and

WHEREAS, the construction services will be expended from account number 202-7-9064-975-04; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council approves the quote submitted by Al's Asphalt Paving Co., Inc.; and

FURTHER THAT the Mayor and City Clerk is authorized to approve the quote.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



25500 Brest Rd.
Taylor, MI 48180-4065
(734) 946-1880
Fax (734) 946-4502
www.AlsAsphalt.com

INVOICE

Invoice Date	Job No.	Invoice No.
09-06-2018	53687-2018	24644
P.O. No.	Estimator	Terms
	ED	Upon Receipt

City of Ypsilanti
1 S Huron St
Ypsilanti, mi 48197

Job Location: FACTORY AND PROSPECT

DESCRIPTION		AMOUNT
REPAVE INTERSECTION FACTORY AND PROSPECT		43,110.00
1. MILL EXISTING ASPHALT INCLUDING ADDITIONAL MILLINGS FOR DRAINAGE		
2. HAND CHIP AROUND STRUCTURES		
3. POWER CLEAN INTERSECTION		
4. APPLY SS-1H BOND COAT		
5. UPGRADE HMA TO SUPER PAVE / 5E3		
6. ASPHALT BASE AND WEDGE AREAS TO PROPER GRADE		
7. ASPHALT PAVE ENTIRE AREA WITH 2" OF SUPER PAVE AND COMPACT		
8. STRIPE STOP BARS AND CENTER LINE EXTENSION AS NEEDED		
ENTERED SEP 10 2018 CITY OF YPSILANTI PUBLIC SERVICES		
BY: [REDACTED]		
VENDOR		
INVOICE		
DESCRIPTION		
ACCOUNT		
AMOUNT BILLED		\$43,110.00
AMOUNT DUE		\$43,110.00



August 20, 2018

OHM ADVISORS
34000 Plymouth Rd
Livonia, MI 48150

Attention: Jessica Katers

Re: Maus/Prospect Intersection
Asphalt Mill & Pave

I would like to thank you for the opportunity to quote your current construction needs. Please see below for a detailed scope of work and pricing for the above referenced project:

WORKSCOPE: (*Asphalt Paving*)

- **BARRICADING/TRAFFIC CONTROL TBD (\$5,000.00 Allowance Included)**
- Sawcut edges for clean removal
- Mill asphalt up 2" depth
- Clean and sweep existing milled surface
- Apply SS-1H bond coat
- Furnish & install 2" 13A wearing course
- Stripe per plans
- Clean all debris caused by our work

TOTAL BID AMOUNT \$38,850.00

Exclusions:

Above pricing excludes permits, bonds, inspection fees, testing, undercutting, or reflective cracking

Sincerely,
BEST ASPHALT

Phil Nichols
Phil Nichols
Sales Coordinator

Phone: 734-323-3642

Item No.	Description	Estimated Quantity	Unit Price	Amount
1)	Mobilization, Max, 10%	1 LS	\$13,270.00	\$13,270.00
2)	Curb and Gutter, Rem	77 Ft	\$20.00	\$1,540.00
3)	Sidewalk, Rem	154 Syd	\$18.00	\$2,772.00
4)	Pavt, Rem, Modified	18 Syd	\$1.00	\$18.00
5)	Erosion Control, Inlet Protection, Fabric Drop	6 Ea	\$200.00	\$1,200.00
6)	Aggregate Base, 4 inch, Modified	34 Syd	\$25.00	\$850.00
7)	Sanitary Sewer Cover, Adj, Case 1	1 Ea	\$500.00	\$500.00
8)	Utility Structure Cover, Adj, Case 1	4 Ea	\$500.00	\$2,000.00
9)	Cold Milling HMA Surface	1145 Syd	\$11.00	\$12,595.00
10)	Hand Patching	3 Ton	\$330.00	\$990.00
11)	HMA, 13A	133 Ton	\$220.00	\$29,260.00
12)	Conc, Grade P1	9 Cyd	\$1.00	\$9.00
13)	Curb and Gutter, Conc, Modified	154 Ft	\$91.00	\$14,014.00
14)	Sidewalk, Conc, 4 inch	966 Sft	\$12.00	\$11,592.00
15)	Detectable Warning, Mod	45 Ft	\$40.00	\$1,800.00
16)	Sidewalk Ramp, 6 inch, ADA Modified	300 Sft	\$17.50	\$5,250.00
17)				
18)	Sidewalk Retaining Wall, Integral, Less than 6 inch Height	10 Sft	\$50.00	\$500.00
19)	Post, Steel, 3 lb	16 Ft	\$11.00	\$176.00
20)	Sign, Type III, Rem	2 Ea	\$27.50	\$55.00
21)	Sign, Type IIIA	4 Sft	\$27.50	\$110.00
22)	Pavt Mrkg, Polyurea, 4 inch, White	92 Ft	\$6.55	\$602.60
23)	Pavt Mrkg, Polyurea, 4 inch, Yellow	92 Ft	\$6.55	\$602.60
24)	Pavt Mrkg, Polyurea, 12 inch Cross Hatching, White	56 Ft	\$13.75	\$770.00
25)	Pavt Mrkg, Polyurea, 12 inch, Crosswalk	288 Ft	\$2.20	\$633.60
26)	Sign, Type B, Temp, Prismatic, Furn and Oper	82 Ft	\$2.20	\$180.40
27)	Channeling Device, 42 inch, Furn and Oper	232 Sft	\$5.50	\$1,276.00
28)	Lighted Arrow, Type B, Furn and Oper	60 Ea	\$22.00	\$1,320.00
29)	Surface Restoration, Modified	2 Ea	\$605.00	\$1,210.00
30)	Conduit, DB, 1, 1 1/2 inch	243 Syd	\$15.00	\$3,645.00
31)	Hh, Round	30 Ft	\$73.70	\$2,211.00
32)	Wood Pole, Fit Up, TS Cable Pole	1 Ea	\$2,475.00	\$2,475.00
33)	Pedestal, Alum	1 Ea	\$621.50	\$621.50
34)	Pedestal, Fdn	1 Ea	\$1,320.00	\$1,320.00
35)	Pedestal Fdn, Rem	3 Ea	\$1,430.00	\$4,290.00
		1 Ea	\$330.00	\$330.00

total concrete
 37,479
 Total Asphalt
 65,345



**Barr,
Anhut &
Associates, P.C.**
ATTORNEYS AT LAW

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Ypsilanti, MI 48197
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John M. Barr
Karl A. Barr
Daniel J. DuChene

Jesse O'Jack ~ Of Counsel
William F. Anhut ~ Of Counsel – Retired
Jennifer A. Healy ~ Legal Assistant

MEMORANDUM

TO: Mayor Edmonds and Members of City Council

FROM: John M. Barr, Ypsilanti City Attorney

DATE: September 7, 2018

SUBJECT: Community Benefits Ordinance – Questions Posed on First Reading

There were several issues raised during the first reading of the Community Benefits Ordinance on August 29, 2018, and this office was asked to provide an opinion as to these issues. They will be addressed individually below.

Ability of councilmembers to sit on ad-hoc committee with appointed residents

As approved on first reading, the CBO provides that an ad-hoc committee will be established to meet and recommend a proposed Community Benefits Agreement for consideration by City Council. The ordinance provides that one member of the ward in which the project is proposed shall sit on this committee, along with five to eight City residents appointed by the Mayor, subject to the approval of City Council.

Section 9.03 of the City Charter provides that councilmembers may not serve on City boards or commissions unless required by law. However, this provision of the Charter does not apply to sub-committees. It is my opinion that City Council may create sub-committees, which would be strictly advisory and consist of at least one councilmember. Residents may be appointed to such a committee. Sub-committees should not have a quorum (4) of councilmembers. It is my opinion, that the ad-hoc, temporary committee would qualify as such a committee and there is no conflict between the ordinance as approved and the Charter.

Ability of ordinance to limit appointments to ad-hoc committee

This concern also relates to the ad-hoc committee as discussed in the first reading of the CBO and Section 9.03 of the Charter. Particularly, as the approved language provides that at least three of the five to eight resident members of the ad-hoc committee be from a pool of residents recommended by a community group that are present for a "kick-off" meeting

cc: City Manager



held prior to the establishment of the committee. Here, Section 9.03 also provides that members of City boards and commissions be appointed by the Mayor, subject to the approval of City Council.

As stated above, this section of the Charter does not apply to sub-committees of City Council. However, one could argue that this provision of the Code provides for an inherent power of the Mayor to appoint and an inherent power of the City Council to confirm. With that said, there are limitations to the Mayor's appointment power for existing boards and commissions in the City. The ordinances establishing the Sustainability, the Police Advisory, and the Parks and Recreation commissions require that three of the members be appointed from each of the three wards of the City (one from each). There are other examples, but these are generally limitations provided by the City Charter or state law. This proposed restriction to an ad-hoc committee under the CBO may be a more severe restriction to a pool of appointees than the current relevant examples, but because City Council has the authority to establish the representation on its subcommittees, and because the subcommittee serves as an advisory group to City Council, I do not believe there is an issue with the structure of the ad-hoc committee as currently approved.

Whether agreements with friends groups are leases that would be subject to CBO

Regarding the sale or lease of City owned property, the question was raised whether the various agreements with outside organizations for the operation of City-owned facilities would qualify as a lease under the CBO. Examples of such agreements are the Freighthouse, Rutherford Pool, and Recreation Center. I have reviewed the operating agreements and researched relevant law and it is my opinion that these agreements grant such organizations a license, not a lease.

The Michigan Supreme Court has opined that "[a] license is a permission to do some act or series of acts on the land of the licensor without having any permanent interest in it." *McCastle v Scanlon*, 337 Mich 122, 133 (1953). The Court went on to provide that other evidence of a license, rather than a lease, is if the landowner has a right to revoke at any time. The operating agreements with the various organizations do not transfer an interest in the property to these operators and all are subject to termination by either party. Thus, based on my review they are not leaseholds but licenses. They would not be subject to the CBO as currently approved.

Other impacts that may arise from the CBO

There have been many instances when the City transferred ownership or possession of its land to another and we have reviewed several. First, the property at issue must be at least



a quarter of an acre in size to be considered under the ordinance. Thus, the various agreements that the City has entered into regarding the exclusive use of parking spaces and other rights of way would not be at issue.

Another factor to consider is the purchase price of the land compared to its market value. According to the definition of "Public Support," the price must be at least \$10,000 below market value, as determined by the City Assessor, for the sale of City-owned land to be subject to the provisions of the CBO. It should be noted at the outset that the assessed value of all property owned by the City is currently \$0. So, based on current information, a definite determination as to whether a particular sale would be subject to the CBO cannot be given.

With that said, we can use previous sales to give a spectrum with those that we believe would be subject to the CBO on one end, those that we don't believe would be subject on the other end, and some in the middle that could go either way. For instance, the sale of 1600 Huron River Drive to Ozone House, Inc. for \$230,000 would likely not be subject to the CBO. The same could be said for the sale of the Historical Museum and Archives to the Ypsilanti Historical Society for \$250,000 in 2006. On the opposite end of the spectrum is the 1987 sale of the Gilbert Mansion for \$1. The consideration for the sale was restoration of the historic structure. While such consideration could be taken into account in the negotiation of a CBA, it would not be relevant as to whether the provisions of the CBO applied. Falling somewhere in the middle are the recent sale of 220 N. Park and the sale of the Starkweather House in 2007 for \$7,939. In both of these cases the City advertised, considered bids, and selected the purchaser based on the proposals received. However, consideration other than price were considered in the selection.

Neighborhood Enterprise Zones

City Council created the South of Michigan Avenue Neighborhood Enterprise Zone in order to spur neighborhood reinvestment and increase owner-occupied housing through tax incentives. Under the program, qualifying property owners could be issued a City Council-approved temporary property tax freeze or reduced tax liability if significant home improvements are made or a new home is constructed. In order to qualify the property must be owner-occupied, located in the district, and have a true cash value of less than \$80,000, among other requirements. Staff is recommending that the CBO be amended on second reading to exempt this program from the definition of "Financial Incentive."



Resolution No. 2018-236
September 11, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That an ordinance entitled "An ordinance to amend Chapter 30 'Community Development' of the Ypsilanti City Code to add a new Article VII, entitled 'Community Benefits.'" be approved on Second and Final Reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



**CITY OF YPSILANTI
NOTICE OF ADOPTED ORDINANCE
Ordinance No. 1325**

An ordinance to amend Chapter 30 "Community Development" of the Ypsilanti City Code to add a new Article VII, entitled "Community Benefits."

1. THE CITY OF YPSILANTI HEREBY ORDAINS that Chapter 30 "Community Development" of its Code of Ordinances be amended to add a new Article VII to read as follows:

ARTICLE VII – COMMUNITY BENEFITS

DIVISION 1. – GENERALLY

Sec. 30-500. – Purpose

- (a) It shall be the policy of the City of Ypsilanti to require, wherever feasible, proportional community benefits as a condition of significant public support for development in the form of subsidies, tax abatements, below-market priced land, or other enhanced public resources.
- (b) This Article shall be known as the "City of Ypsilanti Community Benefits Ordinance."

Sec. 30-501. – Definitions

The following words, terms, and phrases when used in this Article shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Community Benefits mean the amenities, benefits, commitments, or promises to the City of Ypsilanti by a Developer, as discussed further in Section 30-515 of this Article.

Community Benefits Agreement means a voluntary contract negotiated and agreed to by the City of Ypsilanti and a Developer to provide Community Benefits in return for the receipt of a Public Support.

Department means the City of Ypsilanti Economic and Community Development Department, or its successor department.

Developer means any person, firm, partnership, limited liability company, corporation, joint venture, proprietorship, or other entity that is the purchaser or lessee in the Sale or Lease of City-Owned Land, the recipient of a Financial Incentive, or any combination thereof, including sub-contractors.

Financial Incentive means cash or near-cash assistance provided on the discretionary basis of the City of Ypsilanti to attract or retain a Project. These benefits principally encompass tax and economic incentives provided by federal, state, or local governmental bodies, as discussed further in Section 30-514 of this Article.

Interested Councilmember means a member of the Ypsilanti City Council representing the ward in which a Project is proposed to be located.

Project means either a Tier 1 Project or Tier 2 Project.

Public Support means a Financial Incentive of \$50,000 or more or the Sale or Lease of City-Owned Land for a price of at least \$10,000 below market value, as determined by the City Assessor.

Quadruple Bottom Line Philosophy means the effect a Project may have on the well-being of the community in terms of cultural vitality, social equity, economic prosperity, and environmental sustainability. This includes the Public Support and Community Benefits agreed to as part of the Project.

Registered Group means any group or organization with at least one member that is a resident of the City of Ypsilanti that files their contact information with the Department to receive notification under this Article. The Department shall keep this information on file. The Registered Group shall be responsible for the accuracy of the information submitted to the Department.

Sale or Lease of City-Owned Land means the conveyance of title of real property from the City or other public entity to a purchaser or a lease of City or other public property to a lessee. The conveyance of City rights-of-way, conveyances under the Property Disposition Policy, and the conveyance or lease of properties less than one-quarter (1/4) of an acre in size are not included in this definition.

Tier 1 Project means any project, development, or redevelopment in which the Developer is requesting Public Support in the form of a Financial Incentive in an amount of \$50,000 or more and less than \$250,000.

Tier 2 Project means any project, development, or redevelopment in which the Developer is requesting Public Support in the form of a Financial Incentive in an amount greater than \$250,000 or in the form of the Sale or Lease of City-Owned Land.

Secs. 30-502 – 30-510. - Reserved.

DIVISION 2. – Community Benefits Agreement Required

Sec. 30-511. A Community Benefits Agreement is required between the City of Ypsilanti and a Developer prior to Ypsilanti City Council's final approval of Public Support. City Council may grant preliminary approval of Public Support subject to the execution of a Community Benefits Agreement.

- (d) Identification of potential sites of cultural, historical, or archeological significance, as well as the protection and preservation of such sites.

Sec. 30-514. The following is a non-exhaustive list of potential programs in which Financial Incentives may derive:

Brownfield Redevelopment Financing Act 381 of 1996 (MCL 125.2651 et seq)

Commercial Redevelopment Act 255 of 1978 (MCL 207.651)

Commercial Rehabilitation Act 210 of 2005 (MCL 207.841 et seq)

Corridor Improvement Authority Act 280 of 1995 (MCL 125.2871 et seq)

Historical Neighborhood Tax Increment Finance Authority Act 530 of 2004 (MCL 125.2841 et seq)

Local Development Financing Act 281 of 1986 (MCL 125.2151 et seq)

Obsolete Property Rehabilitation Act 146 of 2000 (MCL 125.2781 et seq)

Plant Rehabilitation and Industrial Development Districts Act 198 of 1974 (MCL 207.551 et seq)

Principal Shopping Districts and Business Improvement Districts Act 120 of 1961 (MCL 125.981 et seq)

Sec. 30-515. The following is a non-exhaustive list of potential Community Benefits that could be included in a Community Benefits Agreement:

A. Tier 1

1. Providing, either on-site or off-site, additional recreational activities, parks, open space, public service enhancements, or public infrastructure improvements for the City of Ypsilanti and its residents. This includes public transportation services and infrastructure.
2. Incorporation of green or sustainable energy elements into the Project or the promotion of such investments throughout the City of Ypsilanti.
3. Unbundling of construction work into bid sizes that will allow local small businesses level competition, without restricting the project timelines. Assistance with access to bonding, lending, insurance, access to capital, procurement, and other types of capacity-related assistance where necessary and when available.

B. Tier 2

1. Work with Michigan Works, the SBDC, and other similarly situated organizations to help provide training, development, and preparation for

potential contractual and hiring opportunities for local small businesses, minority-owned business enterprises, women-owned business enterprises, and other relevant business organizations and chambers.

2. Providing or supporting educational and/or mentoring activities that provide or enhance employment opportunities for local residents and youth through the Ypsilanti Community Schools, Washtenaw Community College, or other educational programs.
3. Creation or financial support of, either on-site or off-site, mixed or low-income housing units.

Sec. 30-516. Classification of a businesses as local, small, minority-owned business enterprise, or women-owned business enterprise, shall be guided by the provisions of Chapter 2, Article VI, Division 2, Section 2-303 of this Code of Ordinances with regard to local businesses and the U.S. Small Business Administration eligibility criteria for small businesses, minority-owned business enterprises, and women-owned business enterprises. Businesses discussed in this Section may file their contact information with the Department. The Department shall keep this information on file to be shared with Developers for the purposes of engagement as discussed in this Division. Such businesses shall be responsible for the accuracy of the information submitted to the Department. The Department shall also provide Developers with information regarding other organizations and agencies that the Department knows to track and keep information similar to that discussed in this Section.

Sec. 30-517. Community Benefits Agreements for Tier 1 Projects must meet the minimum standards discussed in Section 30-512 of this Article and provide for at least two Community Benefits contained in Section 30-515(A) of this Division or one Community Benefit contained in Section 30-515(B) of this Division. Community Benefits Agreements for Tier 2 Projects must comply with all of the requirements of Tier 1 Projects and provide for at least two Community Benefits contained in Section 30-515(B) of this Division. Projects may provide for direct funding, to the City of Ypsilanti or other relevant stakeholders, for the purposes of meeting Community Benefits requirements.

Sec. 30-518. City Council has the discretion to approve a Community Benefits Agreement that provides for one or more Community Benefit not described in Section 30-515 of this Division in substitution for one or more Community Benefit that is so described. If exercising its discretion under this Section, City Council shall determine under which tier in Section 30-515 the alternative Community Benefit would qualify.

Secs. 30-519 – 30-525. - Reserved.

DIVISION 3. – Procedure

Sec. 30-526. Upon a Developer's request for Public Support, Developer shall meet with the Department to review the request and determine the information needed and the

procedure required for compliance with this Article. This may include the review or request of any plans, investigations, studies, or inspections. Particularly, plans, sketches, drawings, etc.; pro forma or financial statements; environmental, geotechnical, or property surveys or reports; studies, assessments, or reports regarding impacts on public services and infrastructure, traffic and land use, and potential sites of cultural, historical, or archeological significance; or any other information deemed relevant by the Department may be reviewed if such exists or may be requested if the Department deems it appropriate.

Sec. 30-527. The following procedure is required for the development of Community Benefits Agreements for all Projects.

A. The Department shall coordinate with the Developer and Interested Councilmembers to call and hold a community participation meeting, which shall be chaired by an Interested Councilmember. The purpose of this meeting shall be to inform the community about the Project and to allow the community to discuss potential Community Benefits. Particularly, the scope of the request for Public Support, the information discussed in Section 30-526 of this Division, and the provisions and procedures of this Article shall be shared with the Community. There shall be time at this meeting for those present to ask questions, discuss and identify among themselves potential Community Benefits, and recommend resident members for the ad-hoc committee discussed in Section 30-527(B) of this Division. Applications for appointment shall be made available for resident members of the ad-hoc committee discussed in Section 30-527(B) of this Division. The Developer shall be present at this meeting to present information and answer questions. Notice of this meeting shall be provided as required by this Division no less than 30 days in advance. This meeting shall be subject to the Open Meetings Act and its records subject to the Freedom of Information Act. If this meeting is held on a weekday, it shall not begin prior to 6 p.m.

B. Within 15 days of the community participation meeting discussed in Section 30-527(A) of this Division, City Council shall establish an ad-hoc committee consisting of one Interested Councilmember; and five to eight residents of the City of Ypsilanti. City Council shall select the Interested Councilmember among themselves to serve on the committee. The Mayor, subject to the approval of City Council, shall appoint the remaining members of the committee with at least three members being selected from those recommended at the community participation meeting identified above. In making such appointments, the Mayor and City Council should be guided by the relevant community interests with regard to the specific aspects of the Project. Such interests could include, but are not limited to, the geographic location of the Project as well as relevant demographic and socio-economic factors. Residents who have competing affiliations or interests that may result in the perception or the reality of an increased risk of bias or poor judgment in upholding the committee member responsibility to prioritize the interests of community residents should be restricted from serving on the committee. This may include current or past employment affiliated with

the developer. This committee is subject to the Open Meetings Act and its records subject to the Freedom of Information Act.

C. Once established, the City Manager shall designate a staff liaison to the committee described in Section 30-527(B) of this Division. Additionally, the City Attorney's office should be available to advise and assist the committee. The staff liaison will provide ad hoc committee members with all documentation necessary for compliance with this Article, as identified in Section 30-526 of this Division, within 48 hours of their selection. All other documents requested by the ad hoc committee during the process should be provided within 48 hours of such requests.

D. After the committee described in Section 30-527(B) of this Division is established, it shall meet at least twice within 60 days. The purpose of these meetings is to identify Community Benefits mutually agreed upon with the Developer and make a recommendation to City Council. Within these 60 days, the committee shall provide a recommended Community Benefits Agreement for consideration by City Council. The Developer may produce and deliver a response for consideration by City Council within 15 days of the issuance of the recommendation. Upon the request of the committee or the Developer, respectively, City Council may grant an extension to the deadlines described herein. The City Manager, in his or her sole discretion, may direct employees and departments of the City to review and report to the committee concerning specific aspects of a proposed Community Benefits Agreement. Likewise, the City Manager may direct employees and departments of the City to review a recommended Community Benefits Agreement issued by the committee and report to City Council. Notice for meetings of the committee shall be provided as required by this Division no less than seven days in advance.

Sec. 30-528. After the procedures discussed in this Division, City Council shall hold a public hearing regarding the proposed Community Benefits Agreement no less than 15 days prior to its consideration by City Council.

Sec. 30-529. City Council may accept, reject, or amend a proposed Community Benefits Agreement by resolution.

Sec. 30-530. Notice of all meetings discussed in this Division shall be published according to Section 11.13 of the City Charter. In addition, such notice shall be sent by mail or personal delivery to all Registered Groups; the Developer; to all persons to whom real property is assessed within 1,000 feet of the property boundary of where the Project is located; and to the occupants of all structures within 1,000 feet of where the Project is located. If the name of an occupant is not known, the term "occupant" may be used in making notification. Notification need not be given to more than one occupant of a structure, except that if a structure contains more than one dwelling unit or spatial area owned or leased by different individuals, partnerships, businesses, or organizations, one occupant of each unit or special area shall receive notice. Such notice shall include the following:

- (a) Description of the nature of the meeting. This description shall include a brief summary of the Project and the Public Support requested, the relevant requirements and procedures of this Article, and the purpose for which the particular meeting is being held.
- (b) A legal description or address of the property which the Project is located.
- (c) Statement of when and where the meeting will be held.
- (d) Statement of when and where comments will be received.

Sec. 30-531. The procedure provided for in this Division shall comply with the City of Ypsilanti Public Participation Policy when applicable.

Secs. 30-532 – 30-545. - Reserved.

DIVISION 4. – Miscellaneous Provisions

Sec. 30-546. Upon the request of a Developer, City Council may adopt a resolution exempting the Developer from the requirement of entering into a Community Benefits Agreement. Such resolution shall require five affirmative votes by City Council for adoption. In requesting such an exemption, the Developer shall demonstrate that the Project and execution of a Community Benefits Agreement is infeasible or impractical. To request such an exemption, the Developer shall:

- (a) Provide City Council, in writing, the basis of its request.
- (b) State, with particularity, the good-faith efforts the Developer has made to engage in the process of developing and executing a Community Benefits Agreement.
- (c) Document how the Developer will otherwise seek to implement the purpose of this Article.

The Developer's request, including any supporting material, and notice shall be published according to Section 11.13 of the City Charter seven days prior to consideration by City Council.

Sec. 30-547. If a Community Benefits Agreement provides for direct funding, either to the City of Ypsilanti or another relevant stakeholder, the Community Benefits Agreement recommended or approved shall provide for the limitations of spending such funding and the methods for monitoring, reporting, and approving its use. If a Community Benefits Agreement provides for direct funding to an entity other than the City of Ypsilanti, the Community Benefits Agreement recommended or approved shall particularly identify such entity. Additionally, such an entity should be engaged in the process of developing a recommended or approved Community Benefits Agreement and possibly execute the Community Benefits Agreement as a third-party beneficiary.

Sec. 30-548. The provisions of this Article are prescriptive in nature and are set forth as required conditions for the requesting, provisioning, and receiving of Public Support for a Project. Material failure to comply with the provisions of this Article may result in denial, suspension, termination, revocation, or withdrawal of Public Support, but shall not be subject to the penalties, sanctions, or remedies set forth in Section 1-15 of this Code of Ordinances. Except when obtained through substantial and material misrepresentation or fraud, the resolution of City Council approving the Public Support for a Project shall be evidence of compliance with the provisions of this Article. Thereafter, remedies shall be limited to enforcement of the Community Benefits Agreement.

Sec. 30-549. This Article shall be revisited and reviewed by City Council after adoption. If not renewed by City Council, this Article shall terminate three years after adoption and shall not be enforceable.

Secs. 30-550 – 30-575. - Reserved.

2. Severability. If any clause, sentence, section, paragraph, or part of this ordinance, or the application thereof to any person, firm, corporation, legal entity, or circumstances, shall be for any reason adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not effect, impair, or invalidate the remainder of this Ordinance and the application of such provision to other persons, firms, corporations, legal entities, or circumstances by such judgment shall be confined in its operation to the clause, sentence, section, paragraph, or part of this Ordinance thereof directly involved in the case or controversy in which such judgment shall have been rendered and to the person, firm, corporation, legal entity, or circumstances then and there involved. It is hereby declared to be the legislative intent of this body that the Ordinance would have been adopted had such invalid or unconstitutional provisions not have been included in this Ordinance.

3. Repeal. All other Ordinances inconsistent with the provisions of this Ordinance are, to the extent of such inconsistencies, hereby repealed.

4. Savings Clause. The balance of the Code of Ordinances, City of Ypsilanti, Michigan, except as herein or previously amended, shall remain in full force and effect. The repeal provided herein shall not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending fee, assessments, litigation, or prosecution of any right established, occurring prior to the effective date hereof.

5. Copies to be available. Copies of the Ordinance are available at the office of the city clerk for inspection by, and distribution to, the public during normal office hours.

6. Publication and Effective Date. The City Clerk shall cause this Ordinance, or a summary of this Ordinance, to be published according to Section 11.13 of the City Charter. This Ordinance shall become effective after publication at the expiration of 30 days after adoption.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____ DAY OF _____, 2018.

Frances McMullan, City Clerk

Attest

I do hereby confirm that the above Ordinance No. _____ was published according to Section 11.13 of the City Charter on the _____ day of _____, 2018.

Frances McMullan, City Clerk

CERTIFICATE OF ADOPTING

I hereby certify that the foregoing is a true copy of the Ordinance passed at the regular meeting of the City Council held on the _____ day of _____, 2018.

Frances McMullan, City Clerk

Notice Published: August 7, 2018

First Reading: August 29, 2018

Second Reading: September 11, 2018

Published: _____

Effective Date: _____



**CITY OF YPSILANTI
NOTICE OF ADOPTED ORDINANCE
Ordinance No.**

An ordinance to amend Chapter 30 "Community Development" of the Ypsilanti City Code to add a new Article VII, entitled "Community Benefits."

1. THE CITY OF YPSILANTI HEREBY ORDAINS that Chapter 30 "Community Development" of its Code of Ordinances be amended to add a new Article VII to read as follows:

ARTICLE VII – COMMUNITY BENEFITS

DIVISION 1. – GENERALLY

Sec. 30-500. – Purpose

- (a) It shall be the policy of the City of Ypsilanti to require, wherever feasible, proportional community benefits as a condition of significant public support for development in the form of subsidies, tax abatements, below-market priced land, or other enhanced public resources.
- (b) This Article shall be known as the "City of Ypsilanti Community Benefits Ordinance."

Sec. 30-501. – Definitions

The following words, terms, and phrases when used in this Article shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Community Benefits mean the amenities, benefits, commitments, or promises to the City of Ypsilanti by a Developer, as discussed further in Section 30-515 of this Article.

Community Benefits Agreement means a voluntary contract negotiated and agreed to by the City of Ypsilanti and a Developer to provide Community Benefits in return for the receipt of a Public Support.

Department means the City of Ypsilanti Economic and Community Development Department, or its successor department.

Developer means any person, firm, partnership, limited liability company, corporation, joint venture, proprietorship, or other entity that is the purchaser or lessee in the Sale

or Lease of City ~~--or Other Publicly~~ Owned Land, the recipient of a Financial Incentive, or any combination thereof, including sub-contractors.

Financial Incentive means cash or near-cash assistance provided on the discretionary basis of the City of Ypsilanti to attract or retain a Project. These benefits principally encompass tax and economic incentives provided by federal, state, or local governmental bodies, as discussed further in Section 30-514 of this Article.

Interested Councilmember means a member of the Ypsilanti City Council representing the ward in which a Project is proposed to be located.

Project means either a Tier 1 Project or Tier 2 Project.

Public Support means a Financial Incentive of \$50,000 or more or the Sale or Lease of City ~~--or Publicly~~ Owned Land for a price of at least \$10,000 below market value, as determined by the City Assessor.

Quadruple Bottom Line Philosophy means the effect a Project may have on the well-being of the community in terms of cultural vitality, social equity, economic prosperity, and environmental sustainability. This includes the Public Support and Community Benefits agreed to as part of the Project.

Registered Group means any group or organization with at least one member that is a resident of the City of Ypsilanti that files their contact information with the Department to receive notification under this Article. The Department shall keep this information on file. The Registered Group shall be responsible for the accuracy of the information submitted to the Department.

Sale or Lease of City ~~--or Other Publicly~~ Owned Land means the conveyance of title of real property from the City or other public entity to a purchaser or a lease of City or other public property to a lessee. The conveyance of City rights-of-way, conveyances under the Property Disposition Policy, and the conveyance or lease of properties less than one-quarter (1/4) of an acre in size are not included in this definition.

Tier 1 Project means any project, development, or redevelopment in which the Developer is requesting Public Support in the form of a Financial Incentive in an amount of \$50,000 or more and less than \$250,000.

Tier 2 Project means any project, development, or redevelopment in which the Developer is requesting Public Support in the form of a Financial Incentive in an amount greater than \$250,000 or in the form of the Sale or Lease of City ~~--or Other Publicly~~ Owned Land.

Secs. 30-502 – 30-510. - Reserved.

DIVISION 2. – Community Benefits Agreement Required

Sec. 30-511. A Community Benefits Agreement is required between the City of Ypsilanti and a Developer prior to Ypsilanti City Council's final approval of Public Support. City Council may grant preliminary approval of Public Support subject to the execution of a Community Benefits Agreement.

Sec. 30-512. The following minimum standards shall be required of any Community Benefits Agreement:

- (a) Legally enforceable and the result of the procedure specified under Division 3 of this Article.
- (b) The Community Benefits provided reflect the scale of and be in proportion to the Public Support approved.
- (c) Identify specific methods with regard to monitoring and compliance with the provisions of the Community Benefits Agreement.
- (d) Provide for enforcement terms and specific remedies upon the breach or non-compliance of a party. Such remedies may include, without limitation, specific performance, liquidated damages, claw backs, or revocation or withdrawal of Public Support.

(e) The provisions of a Community Benefits Agreement shall be binding upon all parties, including their agents, successors, and assigns. After approval and execution by the parties, Community Benefits Agreements shall be recorded against the property in which a Project is located and run with the land.

(f) Where possible, provide a means to measure, value, and assess the factors discussed in Section 30-513 of this Division.

(g) Inclusion of local small businesses, minority-owned business enterprises, women-owned business enterprises, and other relevant business organizations in pre-bid meetings and conferences with advance notice.

(h) Compliance of Developer with the living wage or prevailing wage requirements, as applicable, provided for in Chapter 2, Article VI of this Code of Ordinances.

(i) No outstanding back taxes, fines, or liens are owed to the City.

(j) Compliance of Developer with the provisions contained in Chapter 58, Article III, Division 1 of this Code of Ordinances, regarding employment discrimination.

(k) Provide for the cleanup of contamination on site, as required by the Michigan Department of Environmental Quality

Sec. 30-513. Guided by a Quadruple Bottom Line Philosophy, the following factors should be considered in the consideration, deliberation, and approval of a Community Benefits Agreement:

- (a) The potential value a Project may bring to the community.
- (b) The potential impact a Project will have on the community.
- (c) The profitability of a Project.
- (d) Identification of potential sites of cultural, historical, or archeological significance, as well as the protection and preservation of such sites.

Sec. 30-514. The following is a non-exhaustive list of potential programs in which Financial Incentives may derive:

Brownfield Redevelopment Financing Act 381 of 1996 (MCL 125.2651 et seq)

Commercial Redevelopment Act 255 of 1978 (MCL 207.651)

Commercial Rehabilitation Act 210 of 2005 (MCL 207.841 et seq)

Corridor Improvement Authority Act 280 of 1995 (MCL 125.2871 et seq)

Historical Neighborhood Tax Increment Finance Authority Act 530 of 2004 (MCL 125.2841 et seq)

Local Development Financing Act 281 of 1986 (MCL 125.2151 et seq)

Obsolete Property Rehabilitation Act 146 of 2000 (MCL 125.2781 et seq)

Plant Rehabilitation and Industrial Development Districts Act 198 of 1974 (MCL 207.551 et seq)

Principal Shopping Districts and Business Improvement Districts Act 120 of 1961 (MCL 125.981 et seq)

Sec. 30-515. The following is a non-exhaustive list of potential Community Benefits that could be included in a Community Benefits Agreement:

A. Tier 1

1. Providing, either on-site or off-site, additional recreational activities, parks, open space, public service enhancements, or public infrastructure improvements for the City of Ypsilanti and its residents. This includes public transportation services and infrastructure.
2. Incorporation of green or sustainable energy elements into the Project or the promotion of such investments throughout the City of Ypsilanti.

3. Unbundling of construction work into bid sizes that will allow local small businesses level competition, without restricting the project timelines. Assistance with access to bonding, lending, insurance, access to capital, procurement, and other types of capacity-related assistance where necessary and when available.

~~4. Provide for the cleanup of contamination on site as required by the Michigan Department of Environmental Quality.~~

B. Tier 2

1. Work with Michigan Works, the SBDC, and other similarly situated organizations to help provide training, development, and preparation for potential contractual and hiring opportunities for local small businesses, minority-owned business enterprises, women-owned business enterprises, and other relevant business organizations and chambers.
2. Providing or supporting educational and/or mentoring activities that provide or enhance employment opportunities for local residents and youth through the Ypsilanti Community Schools, Washtenaw Community College, or other educational programs.
3. Creation or financial support of, either on-site or off-site, mixed or low-income housing units.

Sec. 30-516. Classification of a businesses as local, small, minority-owned business enterprise, or women-owned business enterprise, shall be guided by the provisions of Chapter 2, Article VI, Division 2, Section 2-303 of this Code of Ordinances with regard to local businesses and the U.S. Small Business Administration eligibility criteria for small businesses, minority-owned business enterprises, and women-owned business enterprises. Businesses discussed in this Section may file their contact information with the Department. The Department shall keep this information on file to be shared with Developers for the purposes of engagement as discussed in this Division. Such businesses shall be responsible for the accuracy of the information submitted to the Department. The Department shall also provide Developers with information regarding other organizations and agencies that the Department knows to track and keep information similar to that discussed in this Section.

Sec. 30-517. Community Benefits Agreements for Tier 1 Projects must meet the minimum standards discussed in Section 30-512 of this Article and provide for at least two Community Benefits contained in Section 30-515(A) of this Division or one Community Benefit contained in Section 30-515(B) of this Division. Community Benefits Agreements for Tier 2 Projects must comply with all of the requirements of Tier 1 Projects and provide for at least two Community Benefits contained in Section 30-515(BE) of this Division. Projects may provide for direct funding, to the City of Ypsilanti

or other relevant stakeholders, for the purposes of meeting Community Benefits requirements.

Sec. 30-518. City Council has the discretion to approve a Community Benefits Agreement that provides for one or more Community Benefit not described in Section 30-515 of this Division in substitution for one or more Community Benefit that is so described. If exercising its discretion under this Section, City Council shall determine under which tier in Section 30-515 the alternative Community Benefit would qualify.

Secs. 30-519 – 30-525. - Reserved.

DIVISION 3. – Procedure

Sec. 30-526. Upon a Developer's request for Public Support, Developer shall meet with the Department to review the request and determine the information needed and the procedure required for compliance with this Article. This may include the review or request of any plans, investigations, studies, or inspections. Particularly, plans, sketches, drawings, etc.; pro forma or financial statements; environmental, geotechnical, or property surveys or reports; studies, assessments, or reports regarding impacts on public services and infrastructure, traffic and land use, and potential sites of cultural, historical, or archeological significance; or any other information deemed relevant by the Department may be reviewed if such exists or may be requested if the Department deems it appropriate.

Sec. 30-527. The following procedure is required for the development of Community Benefits Agreements for all Projects.

A. The Department shall coordinate with the Developer and Interested Councilmembers to call and hold a community participation meeting, which shall be chaired by an Interested Councilmember. The purpose of this meeting shall be to inform the community about the Project and to allow the community to discuss potential Community Benefits. Particularly, the scope of the request for Public Support, the information discussed in Section 30-526 of this Division, and the provisions and procedures of this Article shall be shared with the Community. There shall be time at this meeting for those present to ask questions, discuss and identify among themselves potential Community Benefits, and ~~recommend~~nominate resident members for the ad-hoc committee discussed in Section 30-527(B) of this Division. Applications for appointment shall be made available for resident members of the ad-hoc committee discussed in Section 30-527(B) of this Division. The Developer shall be present at this meeting to present information and answer questions. Notice of this meeting shall be provided as required by this Division no less than 30 days in advance. This meeting shall be subject to the Open Meetings Act and its records subject to the Freedom of Information Act. If this meeting is held on a weekday, it shall not begin prior to 6 p.m.

B. Within 15 days of the community participation meeting discussed in Section 30-527(A) of this Division, City Council shall establish an ad-hoc committee consisting of

one Interested Councilmember; ~~and five to eight a representative of the Sustainability Commission; a representative of the Planning Commission; a representative of the Human Relations Commission and five~~ residents of the City of Ypsilanti. City Council shall select the Interested Councilmember among themselves to serve on the committee. ~~Likewise, each board or commission shall select a member among the respective body to serve on the committee.~~ The ~~Mayormayor~~, subject to the approval of City Council, shall appoint the remaining ~~five~~ members of the committee with at least three members being selected from those ~~recommended~~~~nominated~~ at the community participation meeting identified above. In making such appointments, the Mayor and City Council should be guided by the relevant community interests with regard to the specific aspects of the Project. Such interests could include, but are not limited to, the geographic location of the Project as well as relevant demographic and socio-economic factors. Residents who have competing affiliations or interests that may result in the perception or the reality of an increased risk of bias or poor judgment in upholding the committee member responsibility to prioritize the interests of community residents should be restricted from serving on the committee. This may include current or past employment affiliated with the developer. This committee is subject to the Open Meetings Act and its records subject to the Freedom of Information Act.

C. Once established, the City Manager shall designate a staff liaison to the committee described in Section 30-527(B) of this Division. Additionally, the City Attorney's office should be available to advise and assist the committee. The staff liaison will provide ad hoc committee members with all documentation necessary for compliance with this Article, as identified in Section 30-526 of this Division, within 48 hours of their selection. All other documents requested by the ad hoc committee during the process should be provided within 48 hours of such requests.

D. After the committee described in Section 30-527(B) of this Division is established, it shall meet at least twice within 60 days. The purpose of these meetings is to identify Community Benefits mutually agreed upon with the Developer and make a recommendation to City Council. Within these 60 days, the committee shall provide a recommended Community Benefits Agreement for consideration by City Council. The Developer may produce and deliver a response for consideration by City Council within 15 days of the issuance of the recommendation. Upon the request of the committee or the Developer, respectively, City Council may grant an extension to the deadlines described herein. The City Manager, in his or her sole discretion, may direct employees and departments of the City to review and report to the committee concerning specific aspects of a proposed Community Benefits Agreement. Likewise, the City Manager, ~~in his or her sole discretion,~~ may direct employees and departments of the City to review a recommended Community Benefits Agreement issued by the committee and report to City Council. Notice for meetings of the committee shall be provided as required by this Division no less than seven days in advance.

Sec. 30-528. After the procedures discussed in this Division, City Council shall hold a public hearing regarding the proposed Community Benefits Agreement no less than 15 days prior to its consideration by City Council.

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Sec. 30-529. City Council may accept, reject, or amend a proposed Community Benefits Agreement by resolution.

Sec. 30-530.~~Sec. 30-529~~. Notice of all meetings discussed in this Division shall be published according to Section 11.13 of the City Charter. In addition, such notice shall be sent by mail or personal delivery to all Registered Groups; the Developer; to all persons to whom real property is assessed within ~~1,000~~300 feet of the property boundary of where the Project is located; and to the occupants of all structures within ~~1,000~~300 feet of where the Project is located. If the name of an occupant is not known, the term "occupant" may be used in making notification. Notification need not be given to more than one occupant of a structure, except that if a structure contains more than one dwelling unit or spatial area owned or leased by different individuals, partnerships, businesses, or organizations, one occupant of each unit or special area shall receive notice. Such notice shall include the following:

- (a) Description of the nature of the meeting. This description shall include a brief summary of the Project and the Public Support requested, the relevant requirements and procedures of this Article, and the purpose for which the particular meeting is being held.
- (b) A legal description or address of the property which the Project is located.
- (c) Statement of when and where the meeting will be held.
- (d) Statement of when and where comments will be received.

Sec. 30-~~531~~530. The procedure provided for in this Division shall comply with the City of Ypsilanti Public Participation Policy when applicable.

Secs. 30-~~532~~531 – 30-545. - Reserved.

DIVISION 4. – Miscellaneous Provisions

Sec. 30-546. Upon the request of a Developer, City Council may adopt a resolution exempting the Developer from the requirement of entering into a Community Benefits Agreement. Such resolution shall require five affirmative votes by City Council for adoption. In requesting such an exemption, the Developer shall ~~demonstratedemonstrating~~ that the Project and execution of a Community Benefits Agreement is infeasible or impractical. To request such an exemption, the Developer shall:

- (a) Provide City Council, in writing, the basis of its request.

- (b) State, with particularity, the good-faith efforts the Developer has made to engage in the process of developing and executing a Community Benefits Agreement.
- (c) Document how the Developer will otherwise seek to implement the purpose of this Article.

The Developer's request, including any supporting material, and notice shall be published according to Section 11.13 of the City Charter seven days prior to consideration by City Council.

Sec. 30-547. If a Community Benefits Agreement provides for direct funding, either to the City of Ypsilanti or another relevant stakeholder, the Community Benefits Agreement recommended or approved shall provide for the limitations of spending such funding and the methods for monitoring, reporting, and approving its use. If a Community Benefits Agreement provides for direct funding to an entity other than the City of Ypsilanti, the Community Benefits Agreement recommended or approved shall particularly identify such entity. Additionally, such an entity should be engaged in the process of developing a recommended or approved Community Benefits Agreement and possibly execute the Community Benefits Agreement as a third-party beneficiary.

Sec. 30-548. The provisions of this Article are prescriptive in nature and are set forth as required conditions for the requesting, provisioning, and receiving of Public Support for a Project. Material failure to comply with the provisions of this Article may result in denial, suspension, termination, revocation, or withdrawal of Public Support, but shall not be subject to the penalties, sanctions, or remedies set forth in Section 1-15 of this Code of Ordinances. Except when obtained through substantial and material misrepresentation or fraud, the resolution of City Council approving the Public Support for a Project shall be evidence of compliance with the provisions of this Article. Thereafter, remedies shall be limited to enforcement of the Community Benefits Agreement.

Sec. 30-549. This Article shall be revisited and reviewed by City Council after adoption. If not renewed by City Council, this Article shall terminate three years after adoption and shall not be enforceable.

~~Secs. 30-550 – 30-575. - Reserved. Secs. 30-549 – 30-575. – Reserved.~~

2. Severability. If any clause, sentence, section, paragraph, or part of this ordinance, or the application thereof to any person, firm, corporation, legal entity, or circumstances, shall be for any reason adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not effect, impair, or invalidate the remainder of this Ordinance and the application of such provision to other persons, firms, corporations, legal entities, or circumstances by such judgment shall be confined in its operation to the clause, sentence, section, paragraph, or part of this Ordinance thereof directly involved in the case or controversy in which such judgment shall have

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been rendered and to the person, firm, corporation, legal entity, or circumstances then and there involved. It is hereby declared to be the legislative intent of this body that the Ordinance would have been adopted had such invalid or unconstitutional provisions not have been included in this Ordinance.

3. Repeal. All other Ordinances inconsistent with the provisions of this Ordinance are, to the extent of such inconsistencies, hereby repealed.

4. Savings Clause. The balance of the Code of Ordinances, City of Ypsilanti, Michigan, except as herein or previously amended, shall remain in full force and effect. The repeal provided herein shall not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending fee, assessments, litigation, or prosecution of any right established, occurring prior to the effective date hereof.

5. Copies to be available. Copies of the Ordinance are available at the office of the city clerk for inspection by, and distribution to, the public during normal office hours.

6. Publication and Effective Date. The City Clerk shall cause this Ordinance, or a summary of this Ordinance, to be published according to Section 11.13 of the City Charter. This Ordinance shall become effective after publication at the expiration of 30 days after adoption.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____ DAY OF _____, 2018.

Frances McMullan, City Clerk

Attest

I do hereby confirm that the above Ordinance No. _____ was published according to Section 11.13 of the City Charter on the _____ day of _____, 2018.

Frances McMullan, City Clerk

CERTIFICATE OF ADOPTING

I hereby certify that the foregoing is a true copy of the Ordinance passed at the regular meeting of the City Council held on the _____ day of _____, 2018.

Frances McMullan, City Clerk

Notice Published: _____

First Reading: _____

Second Reading: _____

Published: _____

Effective Date: _____



REQUEST FOR LEGISLATION

September 6, 2018

To: Mayor and City Council

From: Frances McMullan, City Clerk

Date: September 6, 2018

Subject: Authorization of a service agreement with iCompass Technologies, Inc. for a cloud-based Agenda and Video-Streaming solution

Introduction

On June 17, 2018, City Council approved an allocation of \$70,000 (Account 414-7-1010-970-00) for the improvement of technology in the Council Chambers and for improvement of the City Council packet process.

This is a request for City Council to authorize a service agreement with iCompass to acquire their Meeting Manager Pro solution. This system will enable staff to automate the internal business processes used to prepare, track, modify, approve/disapprove and monitor the progress of individual agenda items for City Council agenda packets. Key benefits include:

- Easy to use system for staff to create, review, approve agenda items, agenda packets and meeting minutes.
- Provides an integrated solution to track and manage agendas, minutes, and follow-up tasks across the organization.
- Provides an easier way for the City Council and staff to make notes and access the agenda and backup information using the iCompass Agenda Notes application (iPad®, Web and PC versions).
- Improves transparency by providing enhanced online public access to agendas, minutes, audio recordings and backup information using the iCompass Transparency Portal, as well as video live-streaming.

Background

Currently, the agenda packet is created manually from paper and email input, then delivered to the City Council. The City Clerk's office is responsible for all steps in the agenda creation and distribution process, as well as preparation of meeting minutes, scanning and posting documents to the City website.

In an effort to improve the agenda and minutes preparation processes, staff would like to implement an agenda and meeting management solution, in order to automate the manual processes, and provide online access to historical and archived records.

Based on a review of our current agenda preparation, staff has decided that it is desired that the proposed system have the following features:

- *Agenda Key Features*

- An automated workflow to prepare, track, modify and monitor the progress of individual items for a specific agenda date.
- The system would allow for easy assembly of the documents into a single cohesive agenda packet for distribution to Council, staff and the public.
- Provide a dashboard that easily flags items that have not yet been reviewed.
- Allow for notification e-mails at specific milestones in the processing of items.
- Provide an interface for staff to submit and review agenda items.
- Provide the ability for staff to access the Meeting Management Solution from any operating system or browser.
- Support unlimited users, meeting types, and templates; in order to automate Council and other Boards in agenda preparation and management processes.
- Ability to assemble and distribute the agenda packet to all recipients with one click.
- Ability to easily drag and drop last minute items into the agenda packet and republish/distribute to all recipients.
- Ability to easily track agenda items to determine item status in the review process.
- An integrated application with full annotation capabilities, including but not limited to pencil, highlighter, underlying, note and full search capabilities should Council go paperless in the future.
- The application has the ability to alert the end user when a new version or update to an agenda is published via push notification.

- *Public Portal Key Features*

- The public portal adapts depending on what kind of device it is being used on, known as Responsive Design, thereby making it easy to use on mobile phones and tablets.
- Provide the ability for the public to receive email notifications.
- Web-based/HTML content and fully searchable and printable PDF packet
- Transparency on voting and attendance

- Auto updating meeting calendar
- *Records Key Features*
 - Have the ability to provide online public access to historical and archived meeting records, without any additional hardware or software to purchase or manage.
 - Automatically OCR documents as they are uploaded into the system.
 - Easily manage access levels and security options
- *Live Streaming Capability*

Staff evaluated three (3) agenda and meeting management solutions from the following vendors: iCompass, CivicClerk and Granicus. After evaluating each of the systems staff received the following quotes for each system:

<u>Vendor</u>	<u>Solutions</u>	<u>Initial Cost</u>	<u>Annual Recurring Cost</u>
iCompass	Meeting Manager Pro	\$ 12,200 (1 st year included)	\$ 12,200
CivicClerk	CivicClerk	\$ 14,825 (1 st year included)	\$ 12,000 (year 2)
Granicus	PeakAgenda & Meeting Efficiency Suite	\$ 17,082 (1 st year and includes a \$6,750 one-time fee)	\$ 11,055.24 (year 2)

While each of the systems provide similar core functionality, it was determined based on the desired features and extensive review by staff that the agenda and meeting management solutions provided by iCompass would be the best solution for the City of Ypsilanti in terms of overall functionality, flexibility and cost associated with the system. In addition, iCompass is also used by several communities in Michigan; which include: City of Walker, Huron Charter Township, City of Ferndale, Chesterfield Charter Township, City of Harrison, Plainfield Charter Township, City of Holland, Grattan Township, Algoma Township, City of Woodhaven, Township of Cannon, and the City of Tecumseh.

Recommendation

Staff is recommending that City Council authorize a service agreement with iCompass Technologies, Inc. for their cloud-based Meeting Manager Pro which includes a 6-month money back guarantee, and authorize the Mayor and City Clerk to sign the contract, subject to approval by the City Attorney.



Resolution No. 2018 - 237
September 11, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, currently the agendas and packets for meetings of City Council, Boards, and Commissions are created, duplicated, and distributed manually by staff; and

WHEREAS, City Council approved an allocation of \$70,000 for improvement of technology in Council Chambers and for improvement of the City Council packet process; and

WHEREAS, staff has evaluated and reviewed three agenda meeting management solutions from vendors iCompass, CivicClerk, and Granicus; and

WHEREAS, while each of the systems evaluated provide for similar core functionality, the solution provided by iCompass would be in the best interest of the City of Ypsilanti based on overall functionality, flexibility, and cost; and

WHEREAS, iCompass is used by several communities in Michigan, such as the cities of Walker, Ferndale, Harrison, Holland, Woodhaven, and Tecumseh, as well as the townships of Huron, Chesterfield, Plainfield, Grattan, Algoma, and Cannon; and

WHEREAS, iCompass will enable staff to automate the internal process used to prepare, track, modify, approve/disapprove, and monitor the progress of individual agenda items for City Council, Boards, and Commissions; and

WHEREAS, iCompass will also provide enhanced public access to agendas, minutes, audio recordings, and live streaming through an on-line portal; and

WHEREAS, the City of Ypsilanti is interested in purchasing the iCompass Meeting Manager Pro solution for an annual cost of \$12,200, which includes a 6-month money-back guarantee.

NOW, THEREFORE, BE IT RESOLVED THAT the Mayor and City Clerk are authorized to sign and execute an agreement on behalf of the City of Ypsilanti with iCompass for the system described herein, subject to review and approval of the City Attorney.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:



Resolution No. 2018 - 238
September 11, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, Ordinance 1320 was adopted on second reading by City Council on September 11, 2018; and

WHEREAS, this ordinance amends Chapter 58, Article IV, Division 1 of the Code of Ordinances for the City of Ypsilanti to add a new Section 58-123 that requires, in part, that landlords share certain information with their tenants upon occupancy; and

WHEREAS, this newly adopted section of the Code of Ordinances further provides that City Council shall approve such information by resolution; and

WHEREAS, City Council wishes that the following documents, which are attached hereto, be approved as provided in Section 58-123 of the Code of Ordinances:

- Michigan Legislature's Practical Guide for Tenants & Landlords
- The City of Ypsilanti Landlord and Tenant Relations, and its attachments
- The City of Ypsilanti Anti-Discrimination Summary
- The City of Ypsilanti Voting Information, and its attachments

NOW, THEREFORE, BE IT RESOLVED THAT the attached documents, as herein identified, be approved as information required to be distributed to tenants as provided for by Section 58-123 of the Code of Ordinances.

BE IT FURTHER RESOLVED that the City Clerk's Office is directed to make copies of this information available to the public, including landlords, tenants, and potential tenants, without charge.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

CITY OF YPSILANTI – VOTING INFORMATION

Where can I find information about a particular election?

Information for voting and elections can be found on the City's website:
<http://cityofypsilanti.com/188/Voting-Election-Information>. Aside from the information and forms contained herein, sample ballots and election dates can be found there as well.

Voter Registration

To register to vote, you must be all of the following:

- A U.S. citizen
- At least 18 years old by Election Day
- A resident of Michigan
- A resident of the city or township where you are applying to register to vote

Ypsilanti residents can register to vote Monday through Friday at the City Clerk's office between the hours of 8:00 a.m. and 5:00 p.m. The form for registration is attached. You may also register to vote at the Secretary of State. Voters are required to present photo identification or sign the Affidavit of Voter Not in Possession of Picture Identification form when registering to vote, which is attached.

If you want to check to see if you are registered, visit www.Michigan.gov/vote. There you will find information about registering to vote and voting, voting equipment, polling place locations, state and local ballots, the candidates, campaign finance and more.

Polling Locations

The City is divided into three wards and subdivided into 10 precincts. If you have already registered to vote in the City of Ypsilanti, you may determine your precinct and polling location by checking your Voter ID card or by visiting the Michigan Voter Information Center. A map identifying the precincts and polling locations is also attached. Voting Precincts are open for voting from 7 a.m. to 8 p.m. on election day.

Absentee Voters

Qualifications

If you are unable to attend the polls on Election Day due to one of the following factors, you may request an absentee ballot from the City Clerk's office.

You may request an absentee ballot if you:

- Are 60 years of age or older
- Expect to be absent from the community for the entire time the polls are open on Election Day
- Are physically unable to attend the polls without assistance
- Have been appointed as a precinct worker in a precinct other than the one in which you live

- Cannot attend the polls because of the tenets of your religion
- Cannot attend the polls because you are confined to jail awaiting arraignment or trial

How to Request an Absentee Ballot

You may visit the Clerk's office Monday - Friday between 8 a.m. - 5 p.m. to request an absentee ballot, or you may submit a request by mail. A form is attached. Absentee ballot request forms must be submitted to the Ypsilanti City Clerk's office by mail or in person. You may not submit your request by email or fax.

The Clerk's office is open on the Saturday preceding each election from 8 a.m. - 2 p.m. to process absentee ballot requests. Ypsilanti City voters can stop in during these hours to request or drop off an absentee ballot. You may also request an absentee ballot by visiting your Clerk's office before 4 p.m. on the day before the election.

Deadline

After receiving your absentee voter ballot, you have until 8 p.m. on Election Day to complete the ballot and return it to the clerk's office. Your ballot will not be counted unless your signature is on the return envelope and matches your signature on file.

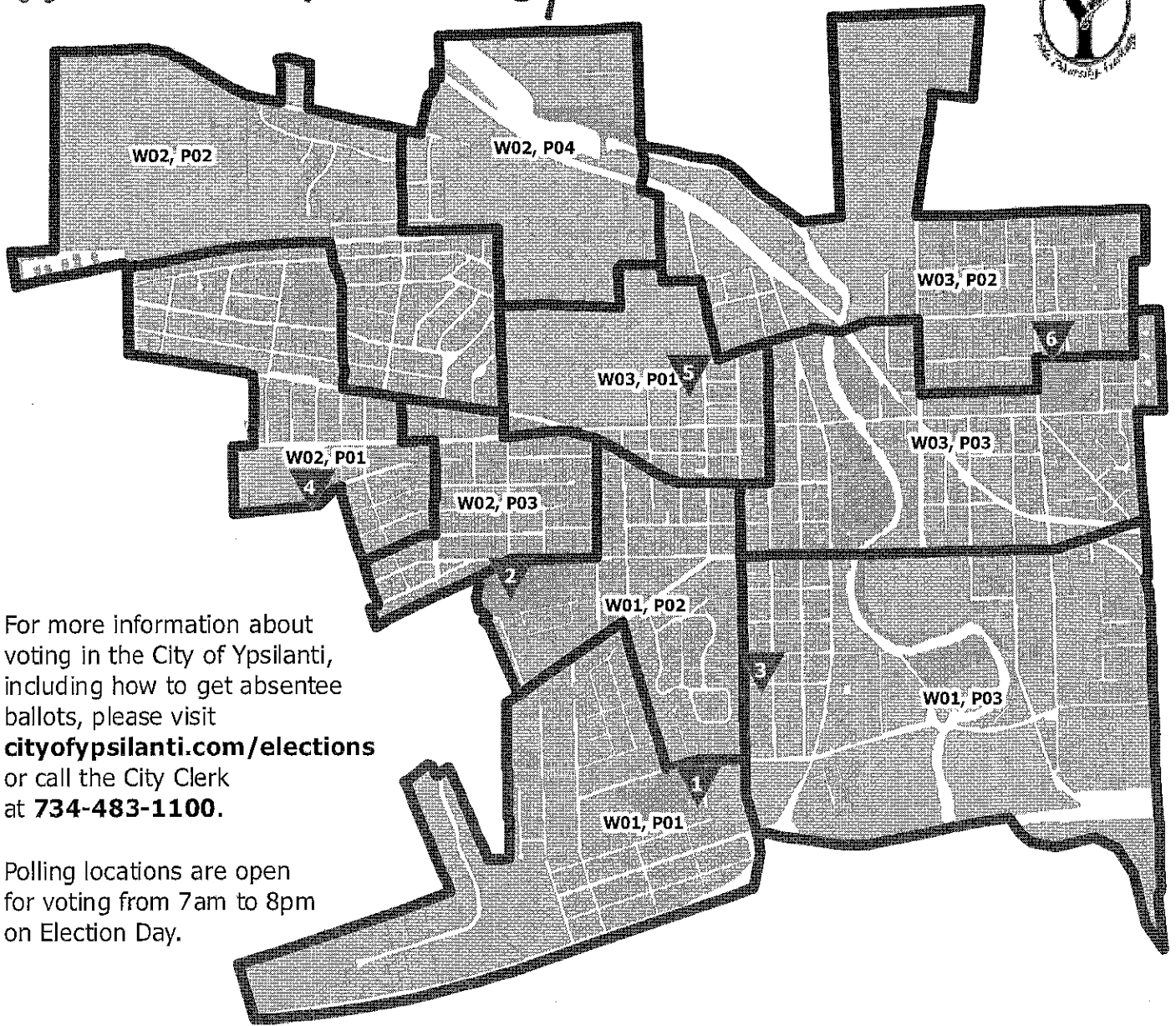
Permanent Absentee Voter List

If you wish to be mailed an absentee ballot application prior to each election you may sign up to be placed on the Permanent Absentee Voter List. Registration is available to every voter regardless of age and regardless of whether you intend to submit the application. In order to receive an Absentee Ballot you must submit an Absent Voter Ballot Application.

If you would like to sign up to be placed on this list, are unsure if you are already on it, or wish to find out more information, please contact the City Clerk's office by calling 734-483-1100 or writing to the Ypsilanti City Clerk's Office.

Ypsilanti City Clerk
City Hall, First Floor
One South Huron Street
Ypsilanti, MI 48197
Phone: 734-483-1100
Fax: 734-487-8742

Where to Vote in Ypsi



For more information about voting in the City of Ypsilanti, including how to get absentee ballots, please visit cityofypsilanti.com/elections or call the City Clerk at **734-483-1100**.

Polling locations are open for voting from 7am to 8pm on Election Day.

1 Ward 1, Precinct 1
Perry Early Learning Center
550 Perry Street

3 Ward 1, Precinct 3
Second Baptist
301 South Hamilton Street

5 Ward 2, Precinct 4
Ward 3, Precinct 1
EMU Honors College
511 W. Forest Avenue

2 Ward 1, Precinct 2
Ypsilanti Senior Center
1015 Congress Street

4 Ward 2, Precinct 1
Ward 2, Precinct 2
Ward 2, Precinct 3
Estabrook Elementary School
1555 W. Cross Street

6 Ward 3, Precinct 2
Ward 3, Precinct 3
Ypsilanti Int'l Elementary
503 Oak Street



0 0.25 0.5 1 Miles

State of Michigan



Voter Registration Application and Michigan Driver License/ Personal Identification Card Address Change Form

1 You can use this form to:

- Register to vote in Michigan.
- Change your name or address on your voter registration.

If you have never voted in Michigan and choose to submit this form by mail, **you must appear in person to vote in the first election in which you wish to participate.** This requirement does not apply if (1) you personally hand deliver this form to your county, city or township clerk's office instead of mailing the form (2) you are 60 years of age or more (3) you are disabled or (4) you are eligible to vote under the Uniformed and Overseas Citizens Absentee Voting Act.

2 To register to vote in Michigan you must be:

- A resident of Michigan and the city or township where you are applying to register to vote.
- A citizen of the United States of America.
- At least 18 years of age (by election day).
- Not serving a sentence in jail or prison.

3 Voter registration and driver license address must be the same

Michigan law states that **the same address must be used for voter registration and driver license purposes.** Therefore, if the residence address you provide on this form differs from the address shown on a driver license or personal identification card issued by the State of Michigan, the Secretary of State will automatically change your driver license or personal identification card address to match the residence address entered on this form. If an address change is made, the Secretary of State will mail you an address update sticker for your driver license or personal identification card.

4 Identifying the city or township where you live

Every person residing in Michigan lives in either a city or a township. If you do not know the name of your city or township, please describe your location in the space provided for *If no house or street address*. Providing cross streets/roads and landmarks will help the clerk correctly identify your city or township.

5 Mailing address option provided

If you would prefer to receive mail related to your voter registration or driver license/personal identification card at an address other than your residential address, provide a mailing address where indicated on the form. If you provide a mailing address, it will not appear on your voter I.D. card or driver license/personal identification card.

6 Mail or hand deliver this form to your city or township clerk

If you live within the city limits of one of the cities listed on the reverse side of this sheet, mail or hand deliver the application directly to the clerk of that city. If you do not live within one of the listed cities but you know or can locate the address of your city or township clerk, mail or hand deliver the application directly to that clerk. Otherwise, mail or hand deliver the application to your county clerk. (The addresses of Michigan's 83 county clerks are also listed on the reverse side of this sheet.) The county clerk will forward it to your city or township clerk. Completed applications must be received or postmarked by the close of registration for an election in order to be effective for that election.

Are you registering to vote in Michigan for the first time?

If you have never voted in Michigan and choose to submit this form by mail, you must meet a new identification requirement provided under federal law. To comply with the identification requirement, you must:

- (1) accurately enter your state issued driver license number or personal ID card number where requested on this form.

or

- (2) send one of the following forms of identification when mailing this form to your county, city or township clerk: a COPY of a current and valid photo identification (such as a driver license or personal ID card) or a COPY of a paycheck stub, utility bill, bank statement or a government document which lists your name and address.

DO NOT SEND ORIGINAL DOCUMENTS BY MAIL.

If you are subject to the identification requirement and do not meet the requirement as explained above, an acceptable form of identification will be requested before you vote in the first election in which you wish to participate.

Note: The identification requirement does **not** apply if (1) you personally hand deliver this form to your county, city or township clerk's office instead of mailing this form (2) you are disabled or (3) you are eligible to vote under the Uniformed and Overseas Citizens Absentee Voting Act.

Contact your city or township clerk if you have any questions

Your application is not valid until accepted by the clerk of the city or township in which you reside. If you do not receive a voter I.D. card within three weeks or have any questions, contact your clerk.

If you know or can locate the correct address,
mail your application directly to your city or township clerk.
Otherwise, mail this form to your county clerk, who will forward it.

Selected City Clerks' Addresses

You must live within the city limits to use a city clerk's address.

Ann Arbor PO Box 8647, Ann Arbor 48107-8647
Battle Creek 10 N. Division St. Room 111, Battle Creek 49014
Bay City 301 Washington Ave., Bay City 48708-5866
Dearborn 13615 Michigan Ave., Dearborn 48126-3586
Detroit 2978 W. Grand Blvd., Detroit 48202-3069
Dearborn Heights 6045 Fenton, Dearborn Heights 48127-3294
East Lansing 410 Abbott Rd., E. Lansing 48823-3388
Farmington Hills 31555 W. Eleven Mile Rd., Farmington Hills 48336-1165
Flint 1101 S. Saginaw, Flint 48502-1416
Grand Rapids 300 Monroe Ave., NW, Grand Rapids 49503-2281
Hamtramck 3401 Evaline St., Hamtramck 48212
Kalamazoo 241 W. South St., Kalamazoo 49007-4796
Lansing 124 W. Michigan, Lansing 48933-1694
Lincoln Park 1355 Southfield Rd., Lincoln Park 48146-2380
Livonia 33000 Civic Center Dr., Livonia 48154-3097
Pontiac 47450 Woodward, Pontiac 48342-2271
Roseville 29777 Gratiot, Roseville 48066-0290
Royal Oak P.O. Box 64, Royal Oak 48068-0064
Saginaw 1315 S. Washington, Saginaw 48601-2599
St. Clair Shores 27600 Jefferson Cr. Dr., St. Clair Shores 48081-2093
Southfield P.O. Box 2055, Southfield 48037-2055
Sterling Heights P.O. Box 8009, Sterling Heights 48311-8009
Taylor 23555 Goddard, Taylor 48180-4117
Troy 500 W. Big Beaver, Troy 48064-5285
Warren One City Square Suite 205, Warren 48093-2393
Westland 36601 Ford Rd., Westland 48185-2298
Wyoming P.O. Box 905, Wyoming 48509-0905

County Clerks' Addresses

Use if you cannot locate your city or township clerk

Alcona P. O. Box 308, Harrisville 48740-0308
Alger 101 Court St., Munising 49862-1196
Allegan 113 Chestnut St., Allegan 49010-1350
Alpena 720 Chisholm St., Alpena 49707-2488
Antrim P.O. Box 520, Bellaire 49615-0520
Arenac P.O. Box 747, Standish 48658-0747
Baraga 16 N. 3rd St., L'Anse 49946-1085
Barry 220 W. State St., Hastings 49058-1462
Bay 515 Center St., Bay City 48708-5994
Benzie 448 Court Place, Beulah 49617-9518
Berrien 811 Port St., St. Joseph 49085-1198
Branch 31 Division St., Coldwater 49036-1990
Calhoun 315 W. Green St., Marshall 49068-1585
Cass P.O. Box 355, Cassopolis 49031-0355
Charlevoix 203 Antrim St., Charlevoix 49720-1397
Cheboygan P.O. Box 70, Cheboygan 49721-0070
Chippewa 319 Court St., Sault Ste Marie 49783-2194
Clare P.O. Box 438, Harrison 48625-0438
Clinton 100 E. State St. Ste 2600, St. Johns 48879
Crawford 200 W. Michigan, Grayling 49738-1798
Delta 310 Ludington St., Escanaba 49829-4057
Dickinson P.O. Box 609, Iron Mountain 49801-0609
Eaton 1045 Independence Blvd., Charlotte 48813-1095

Emmet 200 Division St., Petoskey 49770-2444
Genesee 900 S. Saginaw, Flint 48502-1571
Gladwin 401 W. Cedar Ave., Gladwin 49624-2088
Gogebic 200 N. Moore, Bessemer 49911-1052
Grand Traverse 400 Boardman Ave., Traverse City 49684-2577
Gratiot 214 E. Gratiot, Suite 16, Ithaca 48847-1446
Hillsdale 29 N. Howell St., Hillsdale 49242-1698
Houghton 401 E. Houghton Ave., Houghton 49931-2099
Huron 250 E. Huron Ave., Bad Axe 48413-1386
Ingham P.O. Box 179, Mason 48854-0179
Ionia 100 Main St., Ionia 48846-1697
Iosco P.O. Box 838, Tawas City 48764-0838
Iron 2 S 6th St., Crystal Falls 49920-1495
Isabella 200 N. Main St., Mt Pleasant 48858-2393
Jackson 312 S. Jackson St., Jackson 49201-1315
Kalamazoo 201 W. Kalamazoo Ave., Kalamazoo 49007-3777
Kalkaska 605 N. Birch St., Kalkaska 49646-8414
Kent 300 Monroe NW., Grand Rapids 49503-2288
Keweenaw 5095 4th St., Eagle River 49950-9624
Lake 800 Tenth St. - Suite 200, Baldwin 49304-7971
Lapeer 255 Clay St., Lapeer 48446-2298
Leelanau 8527 E Government Ctr Dr Ste 103, Suttons Bay 49682
Lenawee 425 N. Main St., Adrian 49221-2198
Livingston 200 E. Grand River, Howell 48843-2399
Luce 407 W. Harrie St., Newberry 49868-1299
Mackinac 100 S. Marley St. Room 10, St. Ignace 49781-1491
Macomb 40 N. Main St., Mt Clemens 48043-5661
Manistee 415 3rd St., Manistee 49660-1606
Marquette 234 W. Baraga Ave., Marquette 49855-4782
Mason 304 E. Ludington Ave., Ludington 49431-2121
Mecosta 400 Elm St., Big Rapids 49307-1849
Menominee 839 10th Ave., Menominee 49858-3000
Midland 220 W. Ellsworth St., Midland 48640-5194
Missaukee P.O. Box 800, Lake City 49651-0800
Monroe 106 E. 1st St., Monroe 48161-2185
Montcalm P.O. Box 368, Stanton 48888-0368
Montmorency P.O. Box 789, Atlanta 49709-0789
Muskegon 141 E Apple Ave., 2nd Fl., Muskegon 49442-3378
Newaygo P.O. Box 885, White Cloud 49349-0885
Oakland 1200 N. Telegraph, Pontiac 48341-0413
Oceana 100 State St., Suite 1, Hart 49420
Ogemaw 806 W. Houghton Ave., West Branch 48661-1215
Ontonagon 725 Greenland Rd., Ontonagon 49953-1492
Osceola 301 W. Upton, Reed City 49677-1149
Oscoda P.O. Box 399, Mio 48647-0399
Otsego 225 W. Main St., Gaylord 49735-1393
Ottawa 12220 Fillmore St., Room 130, West Olive 49460-8986
Presque Isle P.O. Box 110, Rogers City 49779-0110
Roscommon 500 Lake St., Roscommon 48653
Saginaw 111 S. Michigan, Saginaw 48602-2086
Sanilac 60 W. Sanilac, Sandusky 48471-1094
Schoolcraft 300 Walnut, Manistique 49854-1487
Shiawassee 208 N. Shiawassee, Corunna 48817-1491
St. Clair 201 McMorran Blvd., Port Huron 48060-4082
St. Joseph P.O. Box 189, Centreville 49032-0189
Tuscola 440 N. State St., Caro 48723-1592
Van Buren 212 Paw Paw, Paw Paw 49079-1496
Washtenaw P.O. Box 8645, Ann Arbor 48107-8645
Wayne 2 Woodward Ave, Room 502, Detroit 48226
Wexford 437 E. Division, Cadillac 49601-1905

State of Michigan Voter Registration Application

and Michigan Driver License/Personal Identification Card Address Change Form

1 answer

Are you a citizen of the United States of America? ☐ Yes ☐ No

Will you be 18 years of age on or before election day? ☐ Yes ☐ No

➤ If you responded No to either of these questions, do NOT complete this form.

2 complete application

Last Name First Name Middle Name

Address where you live — house number and street/road Apt. No./Lot No.

City Zip Code Telephone optional

MI

If you do not have a house or street address, describe location where you live — cross streets or roads, landmarks, etc.

☐ City or ☐ Township where you live County where you live School District if known

Mailing Address if different ☐ For use on Driver License/Personal ID and Voter Registration ☐ For use on Voter Registration only

Date of Birth ☐ Male ☐ Female

ID Number check applicable box and provide appropriate number

☐ I have a state issued driver license or personal ID card # _____ State _____

☐ I do not have a state issued driver license or personal ID card. The last four digits of my Social Security Number are _____

☐ I do not have a state issued driver license, a state issued personal ID card or a Social Security Number.

An ID number will be assigned to you for voter registration purposes.

Are you still registered to vote at your last address? ☐ Yes ☐ No ☐ Don't Know If "Yes" or "Don't Know" enter previous address

Previous Street Address ☐ City or ☐ Township of County

State Zip Code Registered under name of if different than above

3 read, sign and date

I certify that:

- I am a citizen of the United States.
- I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
- I will be at least 18 years of age by election day.
- I authorize cancellation of any previous registration.
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

X

Signature of Applicant

Date

X

Signature of Applicant

Date

Sign and date both spaces provided above.

BEFORE MAILING, REMOVE TAPE AND FOLD IN HALF TO SEAL CLOSED.

VOTER REGISTRATION
AFFIDAVIT OF PERSON NOT IN POSSESSION
OF PICTURE IDENTIFICATION

I, _____, hereby affirm that I reside at
(Print Name)

(Present Street Address)

I further affirm that I am not in possession of a driver's license, a state-issued personal identification card or any other form of picture identification and wish to register to vote.

By signing this affidavit, I swear that the statements made above are true.

SIGNATURE: _____

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Authorized Staff

Sworn and subscribed to before me this _____ day of _____
I certify that the person named above has completed the above affidavit in my presence.

Signature of Authorized Staff

Absent Voter Ballot Application

Application for absent voter ballot for:

- ☐ The primary or special primary election to be held on _____, 20____.
- ☐ The election to be held on _____, 20____.

I, _____, a qualified and registered elector of the _____ precinct of the township of _____ or village of _____ or of the _____ ward of the city of _____, in the county of _____ and state of Michigan, apply for an official ballot, or ballots, to be voted by me at the election or elections as requested in this application.

The statutory grounds on which I base my request are (Check applicable reason):

- ☐ I expect to be absent from the community in which I am registered for the entire time the polls are open on election day.
- ☐ I am physically unable to attend the polls without the assistance of another.
- ☐ I cannot attend the polls because of the tenets of my religion.
- ☐ I have been appointed an election precinct inspector in a precinct other than the precinct where I reside.
- ☐ I am 60 years of age or older.
- ☐ I cannot attend the polls because I am confined to jail awaiting arraignment or trial.

Send absent voter ballot to me at:

My registered address:

Street Address or R.R.

Street Address or R.R.

Post Office City State Zipcode

Post Office City State Zipcode

**Sign
Here:**

I declare that the statements in this absent voter ballot application are true.

Signature

Date

WARNING

A person making a false statement in this absent voter ballot application is guilty of a misdemeanor. It is a violation of Michigan election law for a person other than those listed in the instructions to return, offer to return, agree to return, or solicit to return your absent voter ballot application to the clerk. An assistant authorized by the clerk who receives absent voter ballot applications at a location other than the office of the clerk must have credentials signed by the clerk. Ask to see his or her credentials before entrusting your application with a person claiming to have the clerk's authorization to return your application.

FILL OUT THIS BOTTOM PORTION ONLY IF YOU ARE ASSISTING A VOTER IN FILING THIS APPLICATION

Certificate of Authorized Registered Elector Returning Absent Voter Ballot Application

I certify that my name is _____, my address is _____, and my date of birth is _____; that I am delivering the absent voter ballot application of _____ at his or her request; that I did not solicit or request to return the application; that I have not made any markings on the application; that I have not altered the application in anyway; that I have not influenced the applicant; and that I am aware that a false statement in this certificate is a violation of Michigan election law.

**Sign
Here:**

Signature

Date

INSTRUCTIONS FOR APPLICANTS FOR ABSENT VOTER BALLOTS

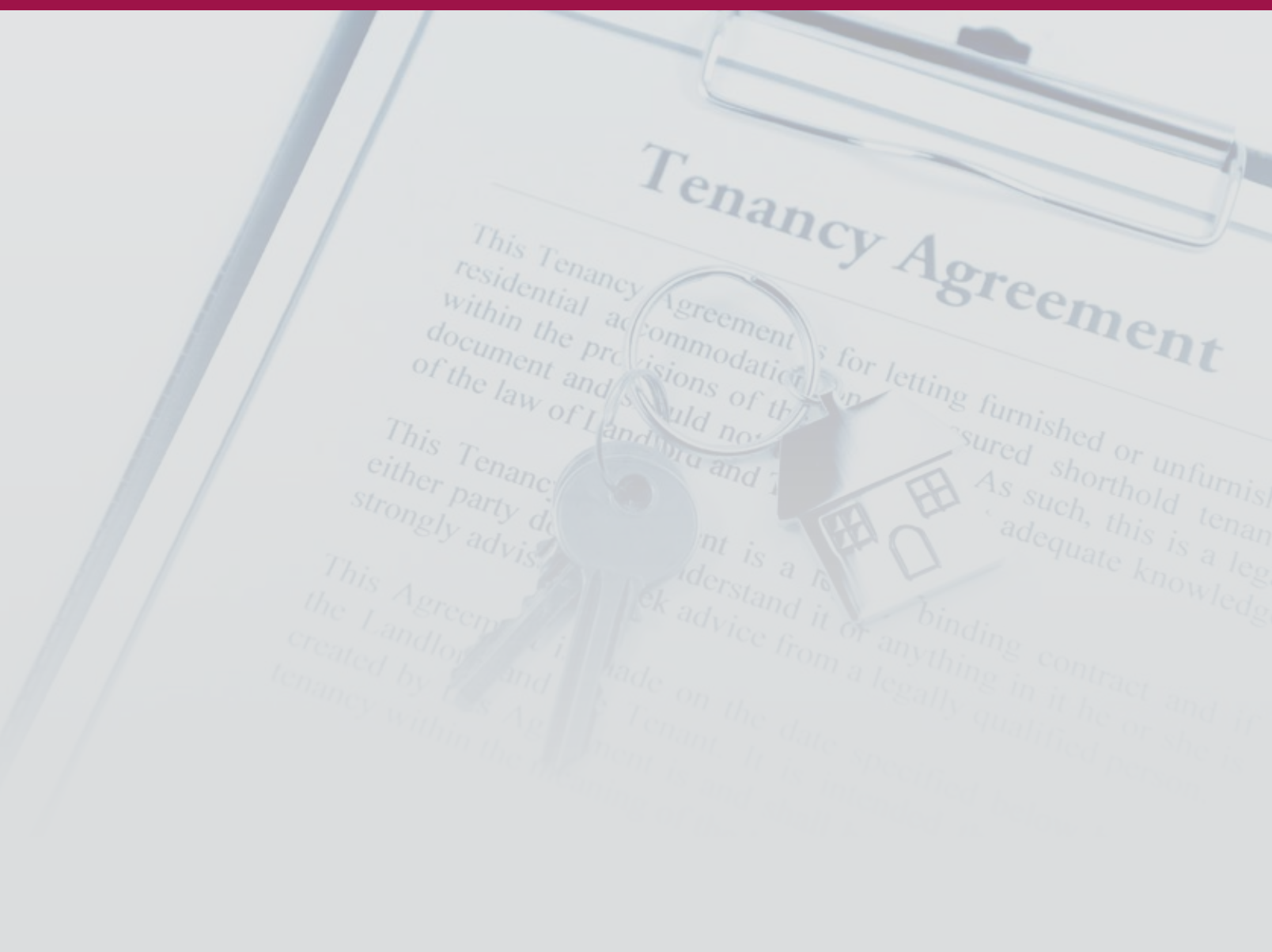
Step 1. After completely filling out the application, sign and date the application in the place designated. Your signature must appear on the application or you will not receive an absent voter ballot.

Step 2. Deliver the application by 1 of the following methods:

- (a) Place the application in an envelope addressed to the appropriate clerk and place the necessary postage upon the return envelope and deposit it in the United States mail or with another public postal service, express mail service, parcel post service, or common carrier.
- (b) Deliver the application personally to the office of the clerk, to the clerk, or to an authorized assistant of the clerk.
- (c) In either (a) or (b), a member of the immediate family of the voter including a father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, or grandchild or a person residing in the voter's household may mail or deliver the application to the clerk for the applicant.
- (d) In the event an applicant cannot return the application in any of the above methods, the applicant may select any registered elector to return the application. The person returning the application must sign and return the certificate at the bottom of the application.

A Practical Guide for

TENANTS & LANDLORDS



Dear Friend:

This booklet is designed to inform tenants and landlords about their rights and responsibilities in rental relationships. It serves as a useful reference—complete with the following:

- › *An in-depth discussion about rental-housing law in an easy-to-read question-and-answer format;*
- › *Important timelines that outline the eviction process and recovering or keeping a security deposit;*
- › *A sample lease, sublease, roommate agreement, lead-based paint disclosure form, and inventory checklist;*
- › *Sample letters about repair and maintenance, termination of occupancy, and notice of forwarding address; and*
- › *Approved court forms.*

Whether you are a tenant or a landlord, when you sign a lease agreement, you sign a contract. You are contractually obligated to perform certain duties and assume certain responsibilities. You are also granted certain rights and protections under the lease agreement.

Rental-housing law is complex. I am grateful to the faculty and students of the MSU College of Law Housing Law Clinic for their detailed work and assistance in compiling the information for this booklet.

Owners of mobile-home parks, owners of mobile homes who rent spaces in the parks, and renters of mobile homes may have additional rights and duties. Also, landlords and renters of subsidized housing may have additional rights and duties.

It is my pleasure to provide this information to you. I hope that you find it useful.

*MSU College of Law Housing Law Clinic
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***This informational booklet is intended only as a guide—
it is not a substitute for the services of an attorney and
is not a substitute for competent legal advice.***

Note: Content accurate at time of printing.

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Creating and Terminating Tenancies and Understanding the Lease

Read the lease. Read the lease. Read the lease. When most people hear the term “lease” they think of the long sheets of paper written in very small type that they sign when they agree to move in and rent an apartment or house. A lease contains a variety of legal terms. It is important to recognize and know the following terms of a lease and to understand the substance of the agreement.

■ **Landlord:** The party agreeing to transfer possession and use of the rental property, usually the owner (but may also include an agent or employee of the owner, or a management company).

■ **Tenant:** The party taking possession and use of the rental property from the landlord under a lease. A tenant’s right to possession and use is called a tenancy or leasehold.

■ **Lease (or Rental Agreement):** The contract between the tenant and landlord, transferring possession and use of the rental property. (See Sample Residential Lease Agreement, page 32.) A lease can be written or oral, but a written lease provides the best protection for both the landlord and the tenant.

■ **Joint and Several Liability.** If more than one person signs the lease as a tenant, the lease may state that their obligations are “joint and several.” This means that each person is responsible not only for his or her individual obligations, but also for the obligations of all other tenants. This includes paying rent and performing all other terms of the lease.

■ **Escrow Account:** A bank account or other account held by a third party, generally established in the name of the tenant, into which whole or partial rent payments are deposited to show that the tenant was ready, willing, and able to pay the rent—but is withholding the rent until a certain problem is fixed that the landlord is legally responsible for fixing. Once the problem is fixed, the escrowed rent amount will be released to the landlord.

■ **Plaintiff:** A person who files a civil action to seek judicial relief for some injury or damage caused in violation of his or her rights.

■ **Defendant:** A person against whom relief or recovery is sought in a civil action.

A. THE TENANCY

Q1 What are the types of tenancies?

While the lease refers to the written (or oral) agreement, the “tenancy” refers to the actual property right a tenant receives under the lease. When the owner conveys to another a lesser interest in the property for a term less than that of the owner’s for valuable consideration (generally rent), thereby granting another use and enjoyment of his or her property during the period stipulated, that creates a tenancy. In Michigan, there are three types of tenancies:

■ **Fixed-Term Tenancy:** This type of tenancy is created when the lease agreement specifies when the tenancy begins and when it ends. It terminates automatically at the end of the period specified. Generally, a written lease provides that if a tenant holds over after the fixed term expires, the tenancy shall be considered a month-to-month tenancy. On the other hand, if the lease does not so provide, and the parties acquiesce—i.e., tenant stays in possession and landlord accepts the rent—the lease is considered renewed for the same fixed term upon the same conditions.

■ **Periodic Tenancy OR Tenancy at Will:** This type of tenancy is indefinite in duration. It is created by actual or implied consent. Usually a month-to-month tenancy, the lease is considered renewed at the end of each rental period (month-to-month or week-to-week, depending how often rent must be paid). Termination procedure is governed by statute and requires notice.

■ **Tenancy at Sufferance OR Holdover Tenancy:** This type of tenancy is created by operation of law only. A tenant holds possession after his or her legal right to

possession has ended (oftentimes based on landlord's failure to act). The person is just short of being considered a trespasser. The elements: (a) the tenant entered into possession lawfully, (b) the tenant's legal right to possession has ended, and (c) the tenant remains without the landlord's consent.

Q2 Are there advantages and disadvantages to the different types of tenancies?

Fixed-Term Tenancy

Advantages. The advantage to the tenant is that the rental period is fixed and the rental amount is stable; the landlord may not regain possession or raise the rent, with few exceptions. The advantage to the landlord is that the tenant is committed to pay rent for a specified period of time; the tenant is bound by the lease terms, with few exceptions.

Disadvantages. The disadvantage to the tenant is that he or she is bound by the lease term and may not simply move without remaining liable for the rent, permitting fewer changes in arrangements. The disadvantage to the landlord is that he or she is stuck with the tenant until the lease term ends.

Periodic Tenancy OR Tenancy at Will

Advantages. The advantage to the tenant is that he or she is free from any further obligation once proper notice of termination is given to the landlord—different housing arrangements can be made more quickly. The same advantage is true for the landlord; he or she may decide to no longer rent to the tenant if the same proper notice is given.

Disadvantages. The disadvantage to the tenant is that the landlord, with proper notice, can also raise rent. The disadvantage to the landlord is that he or she is not provided with any certainty as to how long the tenant will remain.

B. THE LEASE

Q1 Are there advantages to a written lease?

Although it is common for tenants to sign some type of written agreement, a lease is not always put in writing. Sometimes it is nothing more than an oral agreement as to the move-in and move-out dates, the address of the rental property itself, and the amount of the rent and

when it must be paid. However, if the lease agreement is for a period of more than one year, an oral lease is not an option—it must be put in writing to comply with the Statute of Frauds (MCL 566.106).

Whether there is a fixed-term tenancy or a periodic tenancy, it is best to have a written record of the rental agreement. A written record is a permanent record that may be used for reference if misunderstandings arise—and they do. In the absence of a written lease, signed by both the landlord and the tenant, it is advisable to keep a personal written record of the agreement.

Q2 What provisions should be included in the lease?

The Michigan Truth in Renting Act (Act 454 of 1978, MCL 554.631 to 554.641) regulates residential leases—requiring the landlord to disclose certain information. Leases differ somewhat in terms, but **a written lease agreement should include:**

- 1) Name and signature of the landlord;
- 2) Name and signature of the tenant;
- 3) Rent amount to be paid, how frequently, and when and where it is to be paid;
- 4) Address of the rental property;
- 5) Starting and ending dates if it is a fixed-term tenancy;
- 6) Landlord's mailing address;
- 7) Amount of the security deposit, if any;
- 8) Name and address of the financial institution holding the security deposit;
- 9) Notice of the tenant's obligation to provide a forwarding address to the landlord within 4 days of terminating the tenancy;
- 10) Who is responsible for paying utilities;
- 11) Repair and maintenance responsibilities;
- 12) Eviction procedures;
- 13) Any other terms and conditions that the landlord and tenant agreed to; and
- 14) This statement *must be provided* in a prominent place in the lease, in at least a 12-point font size:

“NOTICE: Michigan law establishes rights and obligations for parties to rental agreements. This agreement is required to comply with the Truth in Renting Act. If you have a question about the interpretation or legality of a provision of this agreement, you may want to seek assistance from a lawyer or other qualified person.”

Note: Two copies of an inventory checklist must be provided to the tenant when he or she takes possession of the rental property. (See Sample Inventory Checklist, page 41.)

Q3 What provisions are prohibited by law from being included in the lease?

The Michigan Truth in Renting Act regulates residential leases—prohibiting certain clauses or provisions and prescribing penalties. A provision or clause in a lease that violates the Truth in Renting Act is void. In particular, **a written lease shall not include** a provision which under MCL 554.633:

- 1) Waives or alters a remedy available to a party when the rental property is in a condition that violates the covenants of fitness and habitability;
- 2) Waives a right established under the laws that regulate security deposits;
- 3) Unlawfully excludes or discriminates against a person in violation of the laws relating to civil rights. Provides for a confession of judgment and/or warrant of attorney, e.g., requiring a person to give up certain legal rights in advance;
- 4) Relieves the landlord from liability for the landlord's failure to perform a duty or for negligent performance of a duty imposed by law (however, the landlord's duty could be waived to the extent a tenant was able to recover under an insurance policy for loss, damage, or injury caused by fire or other casualty);
- 5) Waives or alters a party's right to demand a jury trial or any other right of notice or procedure required by law;
- 6) Provides that a party is liable for legal cost or attorney fees incurred by the other party in excess of costs or fees specifically permitted by statute;
- 7) Provides for the landlord to take a security interest in any of the tenant's personal property to assure payment of rent or other charges, except as specifically permitted by statute;
- 8) Provides that rental payments may be accelerated if the tenant violates a lease provision, unless that amount is determined by the court;
- 9) Waives or alters a party's right with respect to possession or eviction proceedings;
- 10) Releases a party from the duty to mitigate (or minimize) damages;

- 11) Provides that the landlord may alter a lease provision after the lease begins without the tenant's written consent, **EXCEPT** with 30 days' written notice, the landlord may make the following types of adjustments, as long as there is a clause in the lease allowing for the adjustments, as long as there is a clause allowing for the adjustments:

- › changes required by federal, state, or local law, rule, or regulation;
- › changes in rules relating to the property meant to protect health, safety, and peaceful enjoyment; and
- › changes in the amount of rental payments to cover additional costs incurred by the landlord because of increases in property taxes, increases in utilities, and increases in property insurance premiums.

- 12) Violates the Consumer Protection Act (MCL 445.901 to 445.922) which lists multiple unfair trade practices; or
- 13) Requires the tenant to give the landlord a power of attorney.

Q4 What if the lease contains a provision that is prohibited by law or is missing the required disclosure language?

A provision or clause in a lease that violates the Truth in Renting Act is void. The lease is not void—only the prohibited provision. However, a landlord must fix the prohibited provision or add the required disclosure language within 20 days after the tenant brings the deficiency to the landlord's attention in writing. If the landlord fails to fix it within the time specified, the tenant may bring an action to:

- 1) Void the entire lease agreement;
- 2) Make the landlord remove the prohibited provision from all lease agreements in which it is included; and
- 3) Recover \$250 per action (for prohibited provisions) or \$500 per action (for missing disclosure provisions required by law), or actual damages, whichever is greater.

Q5 What other provisions can be included in the lease?

As long as a provision or clause does not violate federal, state, or local laws, rules, or regulations, the parties can agree to almost anything and include it in the lease. It can be as outlandish as stating, "Only blue cars can

be parked in the driveway.” Some special provisions to be aware of include:

■ **Smoking:** A landlord is free to prohibit smoking in the rental property, as this would not violate any state, federal, or local laws.

■ **Pet Restrictions:** A landlord may prohibit all pets in a rental unit. A landlord may charge a fee for having a pet. An exception here is that a landlord may not prohibit a disabled individual relying on a service animal from housing the animal.

Q6 How can a lease be terminated?

Fixed-Term Tenancy

This type of tenancy is created when the lease agreement specifies when the tenancy begins and when it ends. **It terminates automatically at the end of the period specified.** A fixed-term lease ends on its own without further action. However, many leases include the provision that the lease converts to a month-to-month tenancy at the end of the fixed term. Other leases state a sky-high increase in rent—sometimes double—if the tenant stays beyond the fixed term.

Periodic Tenancy OR Tenancy at Will

This type of tenancy is indefinite in duration. It is created by actual or implied consent. Usually a month-to-month tenancy, the lease is considered renewed at the end of each rental period (month-to-month or week-to-week, depending on how often rent must be paid). **Termination procedure is governed by statute and requires notice.**

Additionally, there are special termination rights for senior citizens or persons incapable of independent living.

Q7 What are the termination rights for senior citizens or persons incapable of independent living?

Lease agreements entered into, renewed, or renegotiated after June 15, 1995, must provide special termination rights for senior citizens and persons incapable of independent living. These leases must allow the tenant who has already occupied a rental unit for more than 13 months to terminate the lease with 60 days written notice if either of the following occurs:

- 1) Tenant becomes eligible to move into a rental unit in senior-citizen housing subsidized by a federal, state, or local government program, OR
- 2) Tenant becomes incapable of living independently, as certified by a physician in a notarized statement. (MCL 554.601a)

Q8 What does “joint and several liability” mean?

If more than one person signs the lease as a tenant, the lease may state that their obligations are “joint and several.” This means that each person is responsible not only for his or her individual obligations, but also for the obligations of all other tenants. This includes paying rent and performing all other terms of the lease.

Q9 Can a landlord raise the rent once the lease has started?

Generally, the landlord may not alter a lease provision after the lease begins without the tenant’s written consent. There are, of course, exceptions to this. With 30 days written notice, the landlord may make the following types of adjustments, as long as there is a clause in the lease allowing for the adjustments:

- 1) changes required by federal, state, or local law, rule, or regulation;
- 2) changes in rules relating to the property meant to protect health, safety, and peaceful enjoyment; and
- 3) changes in the amount of rental payments to cover additional costs incurred by the landlord because of increases in property taxes, increases in utilities, and increases in property insurance premiums.



The Security Deposit

The security deposit is an amount of money paid by the tenant to the landlord other than the first rent payment (for whatever period is established in the lease: weekly rent payment, monthly rent payment, semiannual rent payment, and so on). The security deposit remains the tenant's property, but is held by the landlord for the term of the lease to ensure that the tenant pays the rent due, pays the utility bills, and returns the rented property in proper condition, as required by the lease. It is held as security as the name implies.

Once the lease is terminated, the tenant has the right to have the entire security deposit returned *unless* the landlord can substantiate a claim to it because the tenant:

- 1) Owes unpaid rent;
- 2) Owes unpaid utility bills; OR
- 3) Caused damage to the rented property beyond reasonable wear and tear.

Under Michigan law, both a tenant and a landlord have duties and must perform specific acts regarding the security deposit. Understanding the duties and taking action are crucial. The law requires mandatory notice provisions, written communications, mailings, and strict compliance with time limits. If the duties are not performed precisely, the tenant risks losing the return of his or her security deposit and the landlord risks losing a claim to it. This chapter explains the duties and the necessary actions that must be taken.

A. COLLECTING THE SECURITY DEPOSIT AT THE BEGINNING OF THE TENANCY

Q1 Is there a limit on the amount that a landlord may collect as a security deposit?

Yes. The law states that a security deposit shall not exceed 1.5 times the monthly rent.

Example: If a landlord charges \$500 a month for rental property, the maximum the landlord may collect as a security deposit is \$750 ($\$500 \times 1.5 = \750).

Q2 What exactly is considered a security deposit?

Any prepayment of rent—other than for the first full rental payment period established in the lease—and any refundable fee or deposit are considered by law to be part of the security deposit.

Sometimes the lease requires that both the first and last months' rent be paid before a tenant moves in. If this is the case, the last month's rent would be considered a security deposit. Additional fees or deposits may also be charged to hold the rental property to run credit checks, for pets, for cleaning, for keys, for mailboxes, for storage, and other reasons. While these fees or deposits may not be called "security deposits" in the lease, if they are otherwise refundable, they are still considered by law to be part of the security deposit and subject to the strict rules that Michigan has adopted—including the limit on the total amount that a landlord may collect.

Q3 Is there a difference between a fee and a deposit?

Yes. The law defines the term "security deposit" and limits the amount that may be collected (not to exceed 1.5 times the monthly rent). **Refundable** fees are deemed—by definition—to be security deposits. **Nonrefundable** fees are not; and they can be assessed in any amount for any reason. However, sometimes a court will impose a general concept of "reasonableness" in determining whether a particular fee amount may be charged, such as with late rent fees.

Example: The monthly rent is \$500 and the lease calls for a \$750 security deposit. In addition to the security deposit, the lease calls for a \$100 refundable snow removal fee for "removing snow from any common area" and a nonrefundable \$250 community fee for "costs of landlord-sponsored social events and common-area snow removal." Because the \$100 snow removal fee is refundable, it would be considered part of the security deposit and

violate Michigan law because the amount collected for a security deposit would exceed the 1.5 times monthly rent limit. The nonrefundable \$250 fee violates Michigan law because it covers a matter also covered by a refundable fee. If the lease, instead, required a nonrefundable snow removal fee and a nonrefundable community fee for “cost of landlord-sponsored social events,” it would, absent other contrary or confusing lease terms, be allowed. Nonrefundable fees in any amount may be charged as long as the tenant accepts them by undertaking the tenancy.

Q4 Once collected, what must the landlord do with the security deposit?

The landlord must either:

- 1) Deposit the money with a regulated financial institution (e.g., bank), OR
- 2) Deposit a cash bond or surety bond, to secure the entire deposit, with the Secretary of State. (Note: If the landlord does this, he or she may use the money at any time, for any purpose.) The bond ensures that there is money available to repay the tenant’s security deposit.

Q5 Whose money is it anyway?

The security deposit is considered the lawful property of the tenant, until the landlord establishes a right to it—generally by obtaining a judgment in a court of law.

If the landlord sells the rental property, he or she remains liable with respect to the tenant’s security deposit until any ONE of the following occurs:

- 1) The landlord returns the deposit to the tenant, OR
- 2) The landlord transfers the deposit to the new owner and sends notice—by mail—to the tenant informing him or her of the new owner’s name and address, OR
- 3) The new owner sends written notice of their name and address to the tenant AND the name and address of the financial institution where the deposit is held AND the tenant’s obligation to provide a forwarding address within 4 days of terminating occupancy.

Q6 What rights and responsibilities does the landlord have with regard to the tenant’s security deposit?

The landlord must provide the tenant with certain notices. Within 14 days from the day the tenant moves in, the landlord must provide written notice of the following:

- 1) The landlord’s name and address for receipt of communications regarding the tenancy; AND
- 2) The name and address of the financial institution where the security deposit is held, OR the name and address of the surety company; and who filed the bond with the Secretary of State; AND
- 3) The tenant’s obligation to provide a forwarding address—in writing—within 4 days after the tenant moves out.

Generally these notices are found in the lease itself.

Q7 What is the point of the inventory checklist?

The checklist preserves some proof of the condition of the property when the tenant moved in. The landlord must provide the tenant at move-in with 2 blank copies of an inventory checklist, referencing all items in the rental unit. The landlord must provide written notice on the first page of the checklist that the tenant must properly complete the checklist, noting the condition of the property, and return it to the landlord within **7 days** after moving in. (See sample on page 41)

Note: *The tenant may request a copy of the termination inventory checklist (generally referred to as the itemized list of damages caused by the previous tenant). If requested, the landlord must provide a copy to the tenant.*

Q8 Is it important to properly complete the inventory checklist?

Yes. The checklist preserves some proof of the condition of the property when the tenant moves in. If the tenant fails to properly fill out the checklist, or fails to return it, and a dispute over damages to the property occurs at the end of the lease, it becomes the tenant’s word against the landlord’s word.

Note: Take photos or video recordings of the rental unit, regardless of being a landlord or tenant.

B. RECOVERING THE SECURITY DEPOSIT AT THE END OF THE TENANCY

Q1 What must the TENANT do at the end of the lease?

The tenant **MUST** provide his or her forwarding address—in writing—to the landlord within **4 days** of moving out. **Calling or telling the landlord, or landlord's agent, won't do.** While the landlord must inform a tenant of this at the beginning of the lease, all too often a tenant may forget to do this when he or she moves out. Without a forwarding address, the landlord has no duty to make arrangements for returning the deposit. If the forwarding address is provided within the 4 days, the landlord has 30 days from move-out to respond.

Q2 What must the LANDLORD do at the end of the lease?

If the landlord receives the tenant's forwarding address within 4 days of move-out, the landlord has 30 days from move-out to either:

- 1) Return the entire amount of the deposit by check or money order, OR
- 2) Send—by mail—an itemized list of damages lawfully assessed against the deposit and a check or money order for the remaining balance of the deposit (if any).

The itemized list must also contain the following notice: *"You must respond to this notice by mail within 7 days after receipt of same. Otherwise you will forfeit the amount claimed for damages."* (See example on page 49)

Q3 What must the tenant do when he or she receives the itemized list of damages?

If the tenant disputes any of the items on the itemized list, the tenant **MUST** respond—in detail, by mail—within **7 days** of his or her receipt of that list. "Responding in detail" means giving reasons why the tenant disputes each item of damage and the amount assessed against the security deposit, and why the tenant should not be responsible. *Simply making a blanket statement that the tenant does not agree will not do; the tenant must address*

each item on the list individually. The tenant's detailed response must be sent to the landlord by mail.

Q4 What must the landlord do once he or she receives notice of the tenant's dispute of the itemized list of damages?

If the tenant disputes all or part of the itemized list of damages, the landlord is left with two choices:

- 1) Negotiate or mediate an agreement in writing with the tenant; OR
- 2) Commence an action in court for a money judgment for damages that he or she claimed against the tenant's security deposit, which the tenant disputes.

Remember, the security deposit remains the tenant's property until the landlord perfects a claim to it—either by agreement or by court order. If the landlord and tenant cannot agree and if the landlord goes to court, he or she **MUST** prove that the tenant is actually responsible for the damages.

Q5 Who must file suit—the landlord or the tenant—for the security deposit?

Either the landlord or the tenant can be the plaintiff in a security deposit suit.

The landlord may file suit within 45 days from termination of occupancy. If both the tenant and the landlord have followed the security deposit timeline perfectly and there still remains a dispute on the amount of damages assessed against the tenant's security deposit, the landlord **MUST** file suit to retain the deposit. If the landlord does not file suit, he or she may be liable to the tenant for **double** the amount of the security deposit retained.

The tenant may be required to file suit in certain circumstances. The burden of filing suit shifts to the tenant if:

- 1) The tenant failed to provide his or her forwarding address in writing within 4 days of terminating occupancy; OR
- 2) The tenant failed to respond—by mail—to the itemized list of damages within 7 days of receiving it; OR
- 3) The landlord failed to return the tenant's deposit after receiving the tenant's response disputing the amount assessed against it.

C. Security Deposit Timeline

Security Deposit	Landlord's Duties	Tenant's Duties
Beginning of Lease (generally move-in) MCL 554.602, 554.604, 554.605, 554.608(2)	A security deposit, if required, shall not exceed 1.5 times the monthly rent. Deposit tenant's security deposit in a regulated financial institution OR file a surety bond with the state. Provide tenant: 1. A copy of the lease, and 2. Two blank copies of the inventory checklist.	The security deposit is the lawful property of the tenant. <i>Recommendation:</i> Read the lease (preferably before signing it) and all other information provided to you by the landlord. Request from landlord the inventory checklist and/or itemized list of damage report from previous tenancy.
Within 7 days from move-in (landlord and tenant may agree to a shorter period, but not a longer period) MCL 554.608(3)	<i>Recommendation:</i> Keep tenant's completed checklist.	Return to landlord the completed inventory checklist, noting condition of rental unit (add pages if necessary); be sure to keep a copy yourself.
Within 14 days from move-in MCL 554.603	Provide tenant in writing: 1. Landlord's name and address for receipt of rent and communications; and 2. Where tenant's security deposit will be held (name and address of the financial institution or surety bond company). 3. Include specific statutory notice of tenant's duty to provide forwarding address within 4 days of move-out.	<i>Recommendation:</i> Read the information provided to you by the landlord.
Move-out (not necessarily the end of the lease) MCL 554.608(5)	Complete a termination inventory checklist, noting condition of rental unit.	<i>Recommendation:</i> Remove all personal property, clean the rental unit; turn in keys.
Within 4 day after move-out MCL 554.611	<i>Recommendation:</i> Keep a copy of tenant's forwarding address.	Provide landlord in writing (not orally) your forwarding address.
Within 30 days after move-out MCL 554.609	Mail to tenant an itemized list of damages, with proper statutory notice provision claimed against tenant's security deposit accompanied by a check or money order for the difference. Only unpaid rent, unpaid utility bills, and damages to the rental unit beyond reasonable wear and tear caused by tenant may be claimed against the deposit (not cleaning fees).	<i>Recommendation:</i> Watch for the itemized list of damages in the mail.
Within 7 days of tenant's receipt of landlord's itemized list of damages MCL 554.612	Watch for tenant's response to the itemized list of damages by mail.	Respond in detail, by ordinary mail, indicating agreement or disagreement to the damages charged. Be sure to count the days; the date of mailing is considered the date of response.
Within 45 days—not thereafter—of move-out MCL 554.613	To be entitled to keep the disputed amount of security deposit, file suit against tenant for damages—unless an exception applies.	If suit is filed, appear in court and defend. <i>Note:</i> If suit is not filed, you may file suit for recovery of your security deposit.

Subleasing

Subleasing occurs when a tenant permits another party to lease the rental property that the tenant has leased from the landlord. (*Note:* Usually, the lease or the landlord must allow the original tenant to sublease, and most leases specify that the landlord must approve of the subtenant.) The tenant, then, assumes the position of landlord in relation to his or her subtenant. Subleasing usually occurs because the tenant has signed a fixed-term lease and wants—for whatever reason—to get out of the lease before it expires. Since the original tenant is bound by the terms of the lease, he or she cannot simply leave the property and stop paying rent. To avoid the financial burden of the unexpired portion of the lease, the tenant usually tries to find a subtenant who will assume that burden.

Word of warning: Subleasing is not without its problems—so put it in writing. Under a sublease, the original tenant is still bound by contract to the landlord by the terms of the lease. If the subtenant stops paying rent or causes damage to the rental property, the original tenant—not the subtenant—must answer to the landlord. Of course, the original tenant may have a legal cause of action against the subtenant for a violation of the sublease.

The following are important terms to understand:

■ **Landlord:** The party agreeing to transfer possession and use of the rental property, usually the owner.

■ **Tenant or Sublessor:** The party taking possession and use of the rental property from the landlord under a lease contract.

■ **Subtenant or Sublessee:** A third party who takes possession and use of the rental property from the original tenant, under a sublease contract. The subtenant contracts with the original tenant—not the landlord—but generally with the landlord's permission.

■ **Sublease:** The contract between the original tenant and subtenant, transferring, again, possession and use of the rental property. (See Sample Sublease, page 37.) A written sublease contract provides the best protection. Because a sublease can only transfer what is left of the rights given to the tenant in the original lease, it is important that

the tenant provide the subtenant with a copy of the original lease.

Q1 Does the landlord have to agree to the sublease?

Generally, yes. Most leases specify that subleasing or assigning an interest in the rental property is not allowed without the landlord's consent, OR that subleasing or assigning is not allowed at all. But if the original lease agreement is silent, then the tenant need not seek the landlord's permission before entering into a sublease. However, as a practical matter, the tenant should notify the landlord of the sublease ahead of time. First check the terms of the original lease. Then, if permission is required, check with the landlord.

Q2 If the tenant is to sublease, what exactly can be subleased?

The tenant can only sublease the rights he or she has been given in the original lease—no more. For example, if the tenant has only three months left on a one-year lease, the tenant can only sublease up to three months. The same holds true with any restrictions contained in the original lease—they all apply to the subtenant and cannot be waived by the original tenant. On the other hand, the tenant may decide to sublet less than all of the rights he or she has been given in the original lease (e.g., he or she may decide to return to the rental property).

Q3 What duties does the original tenant have when subleasing?

Generally, when a tenant subleases, he or she assumes the position of landlord in relation to his or her subtenant. Accordingly, all of the laws that apply to landlords apply to a tenant who subleases. These duties are explained in other parts of this book. They include the following:

- 1) Complying with the duties to maintain a habitable rental property and to make reasonable repairs, when necessary;
- 2) Complying with the duties to register or license the rental property under local ordinance (check with the local housing office);
- 3) Complying with duties imposed under the security deposit laws and procedures; and

- 4) Complying with the eviction laws and procedures, in the event the original tenant wants to remove the subtenant from the rental property.

Repair and maintenance still remain the ultimate duty of the original landlord. Because the subtenant, in a sublease, has no relationship with the original landlord, repair requests will usually be made by the original tenant. The original tenant makes a repair request to the landlord. This is not always the case; many times, the landlord, in granting the original tenant permission to sublease, will be aware of the subtenant's presence and will respond to his or her requests.

Q4 What about the security deposit?

Because nothing in the original lease agreement changes when a tenant subleases to a subtenant, the original tenant's security deposit will remain with the landlord. The tenant may decide to collect a security deposit from the subtenant to insure against nonpayment of rent or utility charges or damage to the rental property beyond reasonable wear and tear caused by the subtenant. Remember that the original tenant remains responsible to the landlord under the original lease. The original tenant's security deposit could be at stake.

Collecting a security deposit from the subtenant. If the original tenant decides to collect a security deposit from the subtenant, he or she would simply follow all of the normal steps that any landlord would in collecting a security deposit. These include being timely in providing proper notice, placing the security deposit in a financial institution, providing inventory checklists, and providing the itemized list of damages. (See Security Deposit section, page 7.)

Q5 What if the subtenant stops paying rent?

Two things may be done to help protect against this:

- 1) Require the subtenant to sign a written sublease agreement that includes the same language as the original lease agreement; and
- 2) Require the subtenant to pay a security deposit to the original tenant.

If the original tenant permits the subtenant to pay rent directly to the landlord, the tenant runs the risk of not knowing if the subtenant is continuing to meet the rental obligations.

When the subtenant is required to pay rent directly to the original tenant—and the tenant pays the usual rent to the landlord—there is much less risk.

If the subtenant stops paying the rent, the landlord can hold the original tenant responsible for missed payments. This amount can be withheld from the original tenant's security deposit, as can charges for unpaid utility bills and damages beyond reasonable wear and tear caused by the subtenant. The landlord's recourse is with the tenant under the original lease, not the subtenant. The tenant's recourse is with the subtenant, under the sublease.

For this reason, it is risky to sublease rental property. Therefore, tenants should take all necessary precautions to ensure that they are subleasing to a financially responsible subtenant (e.g., running a credit check, asking for a reference from a previous landlord).

Q6 Can the original tenant be released from the obligations under the lease?

Sometimes, yes. Subleasing can be a complicated procedure, particularly if the tenant is leaving the area for the period of the sublease. There are two ways that a tenant can be released from the obligations under the lease, which differs from a sublease agreement:

- 1) **By mutual agreement.** Though it is rare, a landlord sometimes allows a tenant to terminate the lease early. Therefore, it is a good idea to talk to your landlord before looking for someone to sublease. (*Note:* If the landlord does allow the tenant to break the lease, the tenant should be sure to receive from the landlord a signed document describing the agreement.)
- 2) **By assignment.** Under an assignment, the new tenant is substituted for the original tenant. When this is done, the original tenant is "cut-out" of the entire lease agreement and the new person steps into his or her shoes. Accordingly, the new tenant will be responsible for all obligations under the original lease, including rent, utilities, and damages—the original tenant will be released of all obligations. ***Note:* If the landlord does allow an assignment, the tenant should be sure to receive from the landlord a signed document describing the assignment and the release of obligations.**

Eviction Proceedings

If the landlord wishes to remove a tenant from his or her rental property, the landlord must use the eviction process. The process is called a Summary Proceeding, and it moves quickly to restore rental property to the person lawfully entitled to possession.

The process starts with a notice, usually called a “Notice to Quit” or a “Demand for Possession” but for simplicity, it can be an **eviction notice**. If the landlord is successful in proving his or her case, the eviction notice may be issued and a court officer may remove the tenant and tenant’s personal items from the rental property. It is important to remember, there are many steps in the eviction process before the tenant is physically removed—and most landlords and tenants reach a settlement before the matter moves that far.

The landlord must never forcibly remove the tenant (or occupant) himself or herself.

This includes things like changing locks, turning off utilities, or some other act or omission that interferes with the tenant’s right to possess, use, and enjoy the rental property. This is illegal and punishable by monetary damages.

A. STARTING THE EVICTION PROCESS— BEFORE GOING TO COURT

Q1 What lawful reason(s) must be given to evict a tenant?

There are nine reasons specified by law that would allow the landlord to start eviction proceedings with the notice described above:

- 1) Nonpayment of rent;
- 2) Extensive and continuing physical injury to property;
- 3) Serious and continuing health hazard;
- 4) Illegal drug activity on the premises and a formal police report filed (a lease provision must allow for such termination);
- 5) Violation of a lease provision and the lease allows for termination;
- 6) Forceful entry OR peaceful entry, with forceful stay OR trespass;
- 7) Holding over after natural expiration of lease term;

8) “Just cause” for terminating tenant of mobile home park (“just cause” is defined for this purpose by MCL 600.5775); OR

9) “Just cause” for terminating tenant of government-subsidized housing. (Note: “Just cause” is defined by statute, see MCL 125.694a and 600.5714.)

Q2 If one roommate moves out and stops paying rent, can the other tenant(s) be evicted?

It may seem harsh and unfair but **yes, the other tenant(s) who are still paying rent may be evicted**. The landlord is lawfully entitled to receive the full rent amount. Whoever signs the lease will be bound by its terms and conditions. If a “joint-and-several liability” clause is in the lease, who actually pays what amount is of no concern to the landlord.

Most leases include a provision that holds all tenants “jointly and severally liable” for any and all violations of the lease. **This means that each person is responsible not only for his or her individual obligations, but also for the obligations of all other tenants.** This includes paying rent and performing all other terms of the lease. Therefore, if only one tenant stops paying the rent (or violates any other provision of the lease agreement), the landlord may choose to evict any or all of the tenants. In addition, the landlord may choose to collect the rent or other money for damages incurred from any or all of the tenants.

Q3 What is proper notice of eviction and how important is it?

Proper notice is very important. It is a type of due process, to safeguard and protect individual rights provided by law. If the landlord wishes to remove a tenant from his or her rental property, the landlord must use the eviction process—and it begins with proper notice. Before a court will enter a landlord’s request for an **Order of Eviction**, the tenant must have been given a proper eviction notice (usually a “Notice to Quit” or “Demand for Possession”).

Many times the rental problem can be fixed with nothing more than the eviction notice. For example, if the tenant simply forgot to pay the rent, the notice may simply serve as a reminder—and once he or she pays the rent, the eviction process ends.

The eviction notice may take many forms. It must state that the landlord intends to evict the tenant, within a specified time (either 24 hours or 7 days or 30 days), because of a specified reason or problem—otherwise, court action will be taken. The notice may allow the tenant time to correct the problem (like paying the rent, if nonpayment of rent is the reason for eviction).

The eviction notice **MUST** include certain information or the notice is not proper. While many district courts provide standard eviction forms, a letter can accomplish the same as long as it contains all of the following:

- 1) Tenant's name;
- 2) Address or rental property description;
- 3) Reason for the eviction;
- 4) Time to take remedial action;
- 5) Date; and
- 6) Landlord's signature.

Note: Under MCL 600.5716, the demand for possession or payment must be in writing. This means that an oral demand for possession or rent will not be recognized by the court in Michigan.

Q4 How much notice must be given to the tenant before the landlord may file suit?

Each reason for eviction has a specific amount of time that **MUST** pass before the landlord may commence a lawsuit—either 24 hours or 7 days or 30 days.

A 24-HOUR NOTICE is required for the following reason:

Illegal drug activity on the premises and a formal police report filed (a lease provision must allow for termination).

A 7-DAY NOTICE is required for the following reasons:

- 1) Nonpayment of rent;
- 2) Extensive and continuing physical injury to property; OR
- 3) Serious and continuing health hazard.

A 30-DAY NOTICE is required for the following reasons:

- 1) Violation of a lease provision and the lease allows for termination for that violation;
- 2) Forceful entry OR peaceful entry, with forceful stay OR trespass;
- 3) Holding over after natural expiration of lease term;
- 4) “Just cause” for terminating tenant of mobile home park; OR
- 5) “Just cause” for terminating tenant of government-subsidized housing.

Q5 Once the proper notice is prepared, how must it be delivered to the tenant?

Once the eviction notice is prepared, it must be properly delivered to the tenant. The eviction notice **MUST** be delivered:

- 1) In person to the tenant; OR
- 2) At the rental property, to a member of the tenant's household—of suitable age—requesting that it be delivered to the tenant; OR
- 3) By first-class mail, addressed to the tenant; OR
- 4) By electronic service if the tenant has in writing specifically consented to electronic service and if the consent or confirmation of the consent has been sent to by 1 party and affirmatively replied to, by electronic transmission, by the other party. The electronic address used by the party shall be considered to remain the correct, functioning electronic service address unless that party notifies the other in writing that that party no longer has an electronic address.

If the notice is delivered personally, the time of the notice begins to run the next day. If the notice is mailed, the time begins the next mail delivery day (not a Sunday or holiday).

The eviction notice is not the same as an Order of Eviction. A tenant is not required to move when the eviction notice expires—he or she may have a valid defense to the landlord's reason for eviction. **Expiration of the 24-hour or 7- or 30-day time period only enables the landlord to file a lawsuit.**

Remember: Only a court officer may remove the tenant and tenant's personal items from the rental property—and only under court order.

B. TAKING THE ACTION TO COURT

Q1 What must the landlord do to begin a lawsuit for eviction?

If some agreement or understanding cannot be worked out by the parties, and if the eviction notice has been properly delivered and the 24-hour or 7- or 30-day time period has passed, the landlord may commence a lawsuit—known as a Summary Proceedings action. This section will outline how the landlord may bring an action, and what the tenant can expect when being sued.

The Paperwork. The paperwork necessary to begin a lawsuit includes the following:

- 1) Summons;
- 2) Complaint;
- 3) Copy of the Notice of Eviction (attached to the Complaint); and
- 4) Lease (attached to the Complaint).

Most district courts will provide the landlord with pre-approved court forms, if requested. These forms meet all Michigan statutory and court-rule requirements. However, they must be properly filled out.

The lawsuit for eviction begins like any other lawsuit—the plaintiff (the landlord) files the appropriate paperwork with the court. Jurisdiction over eviction proceedings is granted to the district court and the few remaining municipal courts.

The Complaint tells the court why the landlord seeks to regain possession of his or her rental property—much the same as the original Notice of Eviction. The Complaint **MUST** include:

- 1) A description of the rental property;
- 2) The reason(s) for eviction;
- 3) A demand for a jury trial (if the landlord wants a jury);
- 4) If rent or other money is due, the rental period and rate, the amount due and unpaid when the Complaint was filed, and date(s) the payments became due; and
- 5) Allegations that the landlord has kept the residential rental property fit for the use intended and in reasonable repair during the term of the lease (unless the lease term is a year or more and the parties have modified these obligations by contract).

The following paperwork MUST BE ATTACHED to the Complaint:

- 1) A copy of the Notice of Eviction; and
- 2) The lease (unless the tenancy was created by an oral agreement).

The Summons **MUST** accompany the Complaint, commanding the tenant to appear at the district court for trial. It **MUST** also include information, advising the tenant that:

- 1) The tenant has the right to employ an attorney;

- 2) If the tenant does not have an attorney, but can otherwise afford to retain one, to contact the State Bar of Michigan or a local lawyer referral service;
- 3) If the tenant cannot pay for an attorney, he or she might qualify for legal-aid assistance; and
- 4) The tenant has the right to a jury trial (the fee must be paid when the demand is made in the first response—written or oral).

Proper filing of the paperwork with the court. The paperwork **MUST** be properly filed with the appropriate district court, as only this court has jurisdiction over eviction proceedings. A lawsuit for eviction is filed in the district court in the county where the rental property is located. Sometimes, the district court's jurisdiction borders are the same as the municipal borders, but this is not always the case. Check with the local court to determine the proper district court for your lawsuit.

Proper delivery of the paperwork to the tenant. The paperwork **MUST** be properly delivered to the tenant, notifying him or her that legal action has begun (and proof of how and when they were delivered must be filed with the court). **The Summons and Complaint and a copy of the original Notice of Eviction and Lease MUST be properly delivered to the tenant BY MAIL AND ONE OTHER WAY:**

- 1) Personally; OR
- 2) By first-class mail—certified, return-receipt requested, restricted delivery; OR
- 3) At the rental property, to a member of the tenant's household—of suitable age—requesting that it be delivered to the tenant; OR
- 4) After diligent attempts at personal service, by securely attaching the papers to the main entrance of the rental property unit.

Note: This delivery method differs slightly from delivery of the initial Notice of Eviction. Here, two methods of delivery are required.

LANDLORD'S CHECKLIST FOR COMMENCING AN EVICTION PROCEEDING

- ☐ The **Notice of Eviction** was properly delivered to the tenant and the proper time period, either 24 hours or 7 days or 30 days, has passed.
- ☐ The pre-approved court forms—the **Complaint and Summons**—are properly completed.
- ☐ Copies of the **Notice of Eviction** and **Lease** are attached to the Complaint.
- ☐ All paperwork is filed with the appropriate district or municipal court.
- ☐ All paperwork is properly delivered to the tenant.

Q2 What must the tenant do after receiving the Complaint?

The lawsuit for eviction is like any other lawsuit. Once a Complaint is received, the tenant **MUST APPEAR AND ANSWER** by the date on the Summons. The time period is short—generally 3-10 days. At the hearing the tenant must answer either in person, orally, or by filing a written response addressing each of the allegations in the landlord's Complaint. The tenant's answer generally objects to the landlord's reason(s) for the eviction and explains why the court should not evict the tenant from the rental property. Also at this time, the tenant can state a counterclaim with the answer and request a jury.

Q3 What happens if the tenant fails to appear and answer after receiving the Complaint?

If the tenant does not appear at the district court as commanded in the Summons, a default judgment—giving possession of the rental property back to the landlord—will be entered against the tenant. And 10 days later, at the landlord's request, the court will issue an **Order of Eviction** and a court officer will physically remove the tenant and the tenant's personal items from the rental property.

Additionally, the court may enter a money judgment against the tenant. This would allow the landlord to begin collection proceedings, which may include garnishment of wages, bank accounts, and tax refunds. It may also include execution against the tenant's personal property, like his or her automobile. Further, a money judgment may appear on the tenant's credit report, hindering his or her ability to get a loan or a credit card.

Notice to the tenant: Do not fail to appear and answer!

Q4 Once a lawsuit is started, can the parties still try to negotiate or mediate an agreement?

Up until trial, the parties may reach an agreement and settle the case themselves OR they may decide to resolve their dispute through mediation.

Community Mediation. Parties can choose to mediate before or after a lawsuit is filed. Mediation is an alternative dispute resolution technique that is voluntary, empowering, confidential, convenient, effective, and

provided at little or no cost. (See pages 21-22 for the names, locations, and phone numbers of the Michigan Community Mediation Centers that can be contacted for assistance.)

Q5 If the parties reach an agreement, do they still have to appear in court?

At any time before trial, the landlord and tenant may decide to work out a compromise. In fact, most lawsuits for eviction end in compromise—minutes before trial. The parties may either:

- 1) Sign an agreement called a "Consent Judgment," putting an end to the case by consent and by order of the judge; OR
- 2) Agree to a dismissal subject to some condition (e.g., tenant paying rent by a particular day, tenant voluntarily vacating the rental property by a particular day). Once the condition is satisfied, the judge will order the dismissal.

If a Summons has been issued, the tenant must show up at the court. If an agreement is reached, the court must be notified. Whether the landlord and tenant must appear before the judge to put their agreement on the record is up to the judge.

Q6 What possible defenses to a lawsuit for eviction might a tenant have?

If the tenant has exhibited certain lawful behavior, Michigan law provides the tenant with a number of defenses—even if the landlord can prove any of the nine reasons for a lawful eviction. The most common defenses are:

- 1) **A claim of retaliatory eviction.** Under MCL 600.5720 there exists a presumption of retaliation if the landlord started the eviction proceedings within 90 days of the tenant trying to enforce his or her rights under law (e.g., reporting health and safety code violations, exercising rights under the lease, filing a complaint against the landlord for violation of the law, or joining in membership in a tenants' organization). If the official action has not resulted in dismissal or denial of the attempt or complaint, a presumption in favor of the defense of retaliatory termination arises, unless the plaintiff establishes by a preponderance of the evidence that the termination of tenancy was not in retaliation for the acts.
- 2) **Full payment of the rent due.** After a lawsuit for nonpayment of rent was filed, the tenant may have actually paid the total amount of rent due.

3) **Landlord's breach of the warranty of habitability and duty to repair.** The landlord must have been provided with notice of the problem, generally in writing, and must have been given a reasonable amount of time to fix the problem. If a portion of the rent was withheld for the purpose of addressing the maintenance or repair issue(s), it must have been deposited into an escrow account. (That portion of rent must reasonably relate to the cost of repair or to the damage that the tenant incurred because of the problem.) **The tenant must show that "but for the repair and maintenance required, he or she was ready, willing, and able to pay the rent."**

Having a defense and being able to prove it are two different things. If the tenant is successful in offering his or her proofs, the tenant is generally allowed to remain in possession of the rental property. The Court may not order eviction if the Court believes that the tenant complied with the law and acted only to protect his or her rights, even though the landlord may have had a lawful reason to evict.

Q7 What can the parties expect to see happen at trial?

If the parties to a lawsuit for eviction cannot otherwise reach an agreement, they will have to go to court to have things decided for them. Judges generally encourage the parties to reach a settlement; the attorneys who are there on behalf of the parties also encourage their clients to do so. If they cannot, the parties then proceed to trial where the judge (or jury) will decide the outcome.

At trial, both parties will be given an opportunity to tell their side to the judge (or jury). They will be allowed to offer testimony and show documentation that may persuade the judge (or jury), by a preponderance of the evidence (51 percent), to rule in their favor.

In the courtroom, there is an order to things. The **landlord** must first prove that a lawful reason for eviction exists and that he or she is entitled to regain possession as owner of the rental property. The **tenant** may next offer evidence that even though there is a lawful reason, a legal defense exists that protects him or her from being removed. (See Landlord's list of lawful reasons and tenant's list of defenses, pages 13 and 16, respectively.)

After both parties have had an opportunity to offer their proofs to the judge (or jury), a decision will be made either for the landlord

(to regain possession) or for the tenant (to remain in possession).

Q8 If the landlord wins the lawsuit for eviction, how soon can the tenant and his/her personal property be removed?

Even if the landlord wins the lawsuit for eviction, **the court cannot issue an Order of Eviction for at least 10 days.** This allows time for the tenant to cure by paying the rent owed, if that was the reason for eviction. It also allows time to work out an agreement or file an appeal and pay appeal fees.

Only after waiting 10 days can the prevailing landlord request that the judge issue an Order of Eviction. However—even then—Michigan law does not allow the landlord to forcibly remove the tenant or the tenant's property. Only an officer of the court, by a judge's order, can remove the tenant and tenant's property from the rental property; and that officer is generally the sheriff or someone from the sheriff's office. **This is called executing the Order of Eviction.**

Q9 Can the tenant be evicted and still forced to pay money damages to the landlord?

Yes. In addition to regaining possession of the rental property, the judge (or jury) may award the landlord a money judgment for such items as unpaid rent, unpaid utilities, damages to the rental property beyond reasonable wear and tear caused by the tenant and any other damages incurred because of the tenant's violation of the lease agreement.

Avoiding a money judgment is always a good idea. If the option to pay is still available, the losing party (if financially able) should remit what is owed. Once a money judgment is awarded the prevailing party through a lawful collection process can garnish wages, garnish bank accounts, and garnish tax refunds. The prevailing party may also be entitled to another remedy—executing the money judgment against personal property (a car, fine jewelry, collectibles, and the like).

Remember that a lease agreement—whether written or oral—is a contract, enforceable by law. Both parties have rights and obligations under the lease. Simply having the tenant removed from the rental property may not provide the landlord with all that he or she is entitled to receive under the lease. (See Eviction Timeline, pages 18-19.)

C. Eviction Timeline

Eviction Timeline	Some incident gives rise for eviction. MCL 600.5714 24-HOUR NOTICE is required for the following reason: Illegal drug activity and formal police report filed (a lease provision must allow for termination). 7-DAY NOTICE is required for the following reasons: 1) Nonpayment of rent; 2) Extensive and continuing physical injury to property; 3) Serious and continuing health hazard. 30-DAY NOTICE is required for the following reasons: 1) Violation of a lease provision and the lease allows for termination; 2) Forceful entry OR peaceful entry, but forceful stay OR trespass; 3) Holding over after natural expiration of lease term; 4) Just cause for terminating tenant of mobile home park; 5) Just cause for terminating tenant of government-subsidized housing.	BEGIN THE LAWSUIT: After the time period in the notice has expired—either 7 days or 30 days—if things cannot be worked out: File with the district court and serve on the tenant a Summons and Complaint. MCL 600.5735
Landlord's Duties	Provide proper notice of intent to evict. MCL 600.5716, 600.5718 Forms DC 100a, DC 100c (from the court) The notice MUST: 1) Be in writing; 2) Be addressed to the tenant; 3) Describe the rental property (address is sufficient); 4) Give reason for eviction; 5) State the time for tenant to take remedial action; 6) Include landlord's signature; and 7) Include date. The notice MUST be delivered: 1) In person to the tenant, OR 2) At the rental property, to a member of tenant's household—of suitable age—requesting that it be delivered to the tenant, OR 3) By sending it through first-class mail addressed to the tenant.	The Summons. The Summons commands the tenant to appear at the court for trial. Michigan Court Rule 4.201(C) Form DC 104 (from the court) The Complaint. The Complaint gives further notice of the cause of action, or grounds, for the eviction. Landlord MUST attach the following: 1) A copy of the Lease; AND 2) A copy of the notice to quit or demand for possession—stating when and how it was delivered. Michigan Court Rule 4.201(B) Forms DC 102a, DC 102c (from the court) The Summons and Complaint MUST be delivered (and proof of how and when they were delivered must be filed with the court) to the tenant BY MAIL AND ONE OTHER WAY: 1) Personally, OR 2) Sent by mail—certified, return-receipt, restricted delivery, OR 3) At the rental property, to a member of tenant's household—of suitable age—requesting that it be delivered to the tenant, OR 4) After diligent attempts at personal service, by securely attaching the papers to the main entrance of the rental property unit. Michigan Court Rule 4.201(D)
Tenant's Duties	Read the notice. Certain reasons for eviction CAN be cured (e.g., nonpayment of rent can be cured by paying the rent). Certain reasons CANNOT be cured and tenant must move out (e.g., breach of lease, illegal drug activity), otherwise, you may be sued. <i>Recommendation:</i> Contact the landlord to peacefully discuss his or her reasons for eviction. Try to reach an agreement to remain in the rental property.	The Summons will have a date and time ordering the tenant to appear in court. As the Summons commands, you MUST APPEAR at the court for this hearing. You MUST APPEAR and ANSWER the Complaint by the date on the Summons. You can do this either in writing OR orally at the hearing. <i>NOTE:</i> If you are unfamiliar with this process and need assistance, please seek competent legal advice and/or attorney services.

C. Eviction Timeline (continued)

Eviction Timeline	TRIAL: Within 10 days there will be a trial/hearing. Michigan Court Rule 4.201(F) If either party appears without an attorney, but requests to retain one, the judge will generally adjourn the trial/hearing for 7 days.	JUDGMENT: After trial, the judge will render a decision either in favor of the: 1) Landlord (evicting the tenant), OR 2) Tenant (allowing him or her to remain in possession). A money award may also be entered for damages incurred by either party. Michigan Court Rule 4.201(K)	APPEAL: Within 10 days after judgment, either party may appeal the judge's decision. The party appealing the judge's decision must pay an appeal bond, filing fees, and transcript fees to preserve the appeal and stop the Writ of Eviction from being issued. Michigan Court Rule 4.201(N)	EVICTIION: After 10 days—a Writ of Eviction may be requested, issued, and executed. MCL 600.5744(4); Michigan Court Rule 4.201(L) Issuance: Issuance must occur within 56 days after judgment is entered and must be executed no later than 56 days after the writ is issued. Important: Certain situations may allow issuance of a Writ of Eviction Immediately. MCL 600.5744(2)
Landlord's Duties	You have a right to an attorney; you may ask for time to retain one. Generally, the judge will adjourn for 7 days. You have a right to a jury trial; however, you must demand it in the Complaint and pay the jury fee. (The fee starts at \$40 and goes up depending on the amount in controversy.) Provide testimony, documents, and other evidence to show that you are lawfully entitled to recover possession of your rental property.	If judgment is for you, the landlord, it may include an award for any money due and for costs. You may begin collections on the money judgment if tenant does not otherwise pay or appeal. You will have to wait to regain possession by requesting a Writ of Eviction. MCL 600.5741 If judgment is for the tenant, he or she may remain in possession of your rental property.	Decide whether to appeal in the allotted time frame.	Once the Sheriff executes the Writ, you regain possession of your rental property.
Tenant's Duties	You must appear and answer the Complaint. You have a right to an attorney; you may ask for time to retain one. Generally, the judge will adjourn for 7 days. You have a right to a jury trial; however, you must demand it in your first response—written or oral—and pay the jury fee. (The fee starts at \$40 and goes up depending on the amount in controversy.) Defending landlord's claim may require you to testify and provide documents and other evidence of why you should be entitled to remain in possession of the rental property.	If judgment is for you, the tenant, you may remain in possession of the rental property. MCL 600.5747 If judgment is for the landlord, you must either: 1) Make full payment (if the eviction can be cured by payment), OR 2) Settle the dispute, OR 3) Move out, OR 4) Appeal the judge's decision.	Decide whether to appeal in the allotted time frame.	If the reason for the eviction was nonpayment of rent, full payment of the rent, plus fees and costs awarded, may stop the issuance of the Writ of Eviction. Partial payment will not stop the issuance of the Writ. WARNING: Other reasons for eviction may NOT be cured by payment and you must move out before the Sheriff executes the Writ and moves your items out.
FROM START TO FINISH— IT CAN TAKE AS FEW AS 21 DAYS OR AS MANY AS 57 DAYS TO EVICT A TENANT				

Mediation

Parties in a dispute can choose to mediate before or after a lawsuit is filed. Mediation is an alternative dispute resolution technique that is voluntary, empowering, confidential, convenient, effective, and provided at little or no cost. There are mediation centers throughout Michigan that can be called for assistance.

Mediation is:

- A process that helps people to resolve disputes. Trained mediators facilitate a communication process that assists people in reaching mutually satisfactory agreements.
- An alternative to destructive confrontation, ineffective avoidance, costly litigation, and violence.
- An opportunity for people in conflict to use their own problem-solving skills, to take responsibility, and to find solutions that best meet their needs.
- Designed to preserve individual interests while strengthening relationships between individuals and groups.
- An opportunity to learn a successful method for resolving conflicts that can serve as a model for constructively resolving future conflicts.

THE MEDIATION PROCESS

- 1) Any person or organization may initiate mediation.
- 2) A trained professional will talk with you to determine if your situation is appropriate for mediation. If it is, you will be asked for basic information about yourself and the other person(s) involved.
- 3) With your permission, the mediation center will contact the other person(s) involved to encourage them to participate in a mediation session.
- 4) If both parties agree, the mediation center will schedule a mediation session at a time and place convenient for all.
- 5) At the mediation session, trained mediators will listen to all sides of the dispute. Each party will get a chance to explain, uninterrupted, their point of view. The mediator will encourage communication from all sides to uncover facts, identify issues, and explore possible solutions.
- 6) When the parties reach a solution, their agreement will be put in writing by the mediator. It is then a legally enforceable document.



MICHIGAN'S COMMUNITY DISPUTE RESOLUTION PROGRAM

Mediation centers provide conciliation, mediation, and other forms of dispute resolution under Michigan's Community Dispute Resolution Act. For more information, visit courts.mi.gov, call 1-800-8-RESOLVE (1-800-873-7658) or contact your county district or circuit court.

**BERRIEN, Branch, Cass, St. Joseph,
Van Buren**

Citizens Mediation Service, Inc.
811 Ship Street, Suite 302
St. Joseph, MI 49085
Phone: (269) 982-7898
Fax: (269) 982-7899
Website: www.citizensmediation.org

**GRAND TRAVERSE, Antrim, Benzie, Leelanau,
Missaukee, Wexford**

Conflict Resolution Services, Inc.
521 S. Union Street
Traverse City, MI 49684
Phone: (231) 941-5835
Fax: (231) 941-4530
Website: www.CRSmediationTC.org

CHARLEVOIX, Emmet

Citizen Dispute Resolution Service, Inc.
Northern Community Mediation
415 State Street
Petoskey, MI 49770
Phone: (231) 487-1771
Fax: (231) 487-1770
Website: www.northernmediation.org

**INGHAM, Clinton, Eaton, Gratiot, Isabella,
Shiawassee**

Resolution Services Center of Central Michigan
516 South Creyts Road, Suite A
Lansing, MI 48917
Phone: (517) 485-2274
Fax: (517) 485-1183
Website: www.rscem.org

CHIPPEWA, Luce, Mackinac

Eastern UP Dispute Resolution Center, Inc.
P.O. Box 505
Sault Sainte Marie, MI 49783
Phone: (906) 253-9841
Fax: (888) 664-6402
Website: www.eupmediate.com

JACKSON, Hillsdale, Lenawee, Monroe

Southeastern Dispute Resolution Services
211 W. Ganson Street, Suite 105
Jackson, MI 49204
Phone: (517) 990-0279
Website: www.co.jackson.mi.us

**DELTA, Baraga, Dickinson, Gogebic, Houghton,
Iron, Keweenaw, Menominee, Ontonagon,
Schoolcraft**

Resolution Services Program
UPCAP Services, Inc.
P.O. Box 606
Escanaba, MI 49829
Phone: (906) 789-9580
Fax: (906) 786-5853
Website: www.upcap.org

KALAMAZOO, Barry, Calhoun

Dispute Resolution Services
Gryphon Place
3245 South 8th Street
Kalamazoo, MI 49008
Phone: (269) 381-1510
Crisis Line: (269) 381-HELP (4357)
Website: www.gryphon.org

**GENESEE, Arenac, Bay, Clare, Gladwin,
Midland, Ogemaw, Roscommon, Saginaw**

Community Resolution Center
315 East Court Street, Suite 200
Flint, MI 48502
Phone: (810) 249-2619
Fax: (810) 239-9545
Website: www.mediation-crc.org

**KENT, Ionia, Lake, Mecosta, Montcalm,
Newaygo, Osceola**

Dispute Resolution Center of West Michigan
678 Front Avenue, NW, Suite 250
Grand Rapids, MI 49504-5368
Toll-Free: (800) 873-7658
Phone: (616) 774-0121
Fax: (616) 774-0323
Website: www.drcwm.org

**MACOMB, Huron, Lapeer, Sanilac, St. Clair,
Tuscola**

The Resolution Center
176 South Main Street, Suite 2
Mt. Clemens, MI 48043
Phone: (586) 469-4714
Website: www.theresolutioncenter.com

MARQUETTE, Alger

Marquette-Alger Resolution Service
715 West Washington Street, Suite A
Marquette, MI 49855
Toll-Free: (800) 873-7658
Phone: (906) 226-8600
Website: www.marsmediation.org

MUSKEGON, Manistee, Mason, Oceana

Mediation & Restorative Services
27 East Clay Avenue
Muskegon, MI 49442
Phone: (231) 727-6001
Fax: (231) 727-6011
Website: www.mediatewestmichigan.com

OAKLAND

Oakland Mediation Center, Inc.
550 Hulet Drive, Suite 102
Bloomfield Hills, MI 48302
Phone: (248) 338-4280
Fax: (248) 338-0480
Website: www.mediation-omc.org

**OTSEGO, Alcona, Alpena, Cheboygan,
Crawford, Iosco, Kalkaska, Montmorency,
Oscoda, Presque Isle**

Community Mediation Services
114 East Main Street, Suite 1
Gaylord, MI 49735
Phone: (989) 732-1576
Fax: (989) 705-1337
Website: www.mimmediation.com

OTTAWA, Allegan

Mediation Services
Center for Dispute Resolution
Courthouse Square
68 West 8th Street, Suite 220
Holland, MI 49423
Phone: (616) 399-1600
Fax: (616) 399-1090
Website: www.mediationservices.works

WASHTENAW, Livingston

Dispute Resolution Centers of Michigan, Inc.
The Dispute Resolution Center
4101 Washtenaw Avenue, Suite B125
Ann Arbor, MI 48108
Phone: (734) 794-2125
(517) 546-6007
Fax: (734) 794-2126
E-Mail: thedrc@ewashtenaw.org
Website: www.thedisputeresolutioncenter.org

WAYNE

Wayne Mediation Center
Garrison Place
19855 West Outer Drive, Suite 206 - East Building
Dearborn, MI 48124
Phone: (313) 561-3500
Website: www.mediation-wayne.org

Please Note: Organizations listed on pages 21 and 22 are gathered from several court and government authority lists and may not represent all community dispute resolution programs available in your area. These organizations may charge fees for their services.

Small Claims Court

If you feel an individual or a business has treated you unfairly and you believe they owe you money, there is something you can do about it. If your community has a mediation program, you and the person with whom you are having a dispute can try to work the problem out with the help of a neutral mediator. If you cannot resolve your problem informally through mediation, you may be able to file a lawsuit in small claims court.

Note: This court has a limited claim dollar amount.

Q1 What is a small claims lawsuit?

In the small claims division of the district court, you can bring a lawsuit against anyone who owes you money. Small claims courts are designed to operate informally and without attorneys present. **If you feel you need an attorney to represent you, the matter must be filed in district court.** In small claims court you represent yourself, speaking directly to the judge or attorney magistrate. You also provide your own evidence and present witnesses you wish to speak on your behalf. Simply tell the judge why you feel owed money. The person or business you are suing will also have the opportunity to tell their side of the case. After hearing both sides, the judge will decide whether money is owed to either party and if so, how much.

When deciding whether to file a claim, consider whether the person you are suing has any income. Even if the judge grants you a judgment, if the person you sued has no income, it will be difficult for you to collect any money. You might want to check this out before you invest your time and money in filing a claim.

Q2 Why not try mediation before starting a lawsuit?

Filing a lawsuit in court should be used as a last resort. Make sure you have discussed your problem with the person or business you are thinking about suing. In many cases, people and businesses do not know that someone has a dispute with them until they receive court papers. If talking the problem over does not work, consider using mediation instead of going to court.

Mediation is a process in which two or more people involved in a dispute meet in a private, confidential setting and, with the help of a trained neutral person, work out a solution to their problem. Mediation is fast, either free or low cost, and effective in resolving many disputes including landlord/tenant, consumer/merchant, and neighborhood disputes. In most cases, a mediation meeting can be set up within 10 days, and 90 percent of all cases that agree to use a mediation service, result in agreements acceptable to all sides. **If you can work out your dispute in mediation, you may not need to go to court.**

Q3 How does a small claims lawsuit begin?

If you cannot resolve your dispute through mediation, you can file a claim against the person or business in the small claims division of district court. To start the case, you (the plaintiff) must file an Affidavit and Claim form in the city or county where the transaction in dispute took place, or where the person or business you are suing is located. If you are suing more than one person or business, the suit may be filed in the district court in which any of the persons live or where any of the businesses operate.

At court, tell the clerk you want to file a small claims case. You will be given an Affidavit and Claim form to fill out. Some forms may be available online to fill out, print off and bring to court to file. On the form, list the name of the person or business you are suing, list reasons why you are suing and the amount for which you are suing.

There is a cost for filing a small claim, which may include postage and service fees; you will need to contact the court for this information. Be sure to bring this amount with you when you file your claim. The amount can be made a part of the judgment if the judge decides in your favor.

After you have filed your affidavit and claim, the court will notify the other party that you have filed a claim against them and the date they are to be in court. The defendant may respond before the hearing.

The defendant may offer to settle out of court after learning you have filed a suit. If you settle the matter out of court, you can either voluntarily dismiss your lawsuit or obtain a judgment. If you want an enforceable judgment, the terms of your agreement must be spelled out in writing and signed by both you and the defendant. A copy of the agreement must be filed with the court.

Q4 What happens when you are sued in Small Claims Court?

If you are served with court papers from the small claims division court of the district court, you are called the defendant. You have several ways to respond to the affidavit and claim.

If you want to deny the claim, you must either answer the complaint before the hearing date or appear in court on the hearing date, bringing with you any evidence you have to support your denial. If you want an attorney to represent you, tell the court before the hearing; the case will be transferred from small claims court to the regular district court.

If you have a claim against the person who is suing you, you can also file a counterclaim. Your written counterclaim should be filed with the court and served by first-class mail to the person suing you.

If you fail to appear for the hearing, the court may enter a default judgment against you. This means the judge may grant a judgment for the plaintiff without hearing your response to the complaint.

The entry of a judgment may appear on your credit report.

Q5 How do I prepare for the hearing?

On the hearing date, any of the following may happen:

- 1) If both the person filing the lawsuit and the defendant appear, the judge may recommend that the parties go to mediation and the case may be adjourned. If either party does not want to attempt mediation, the hearing will proceed.
- 2) If the plaintiff does **not** appear, and the defendant does appear, the case may be dismissed.
- 3) If the defendant does **not** appear, the plaintiff may ask for a “default” judgment. This means that, if the judge decides the plaintiff has a good claim, the plaintiff can obtain a judgment without a hearing because the defendant did not appear to challenge the claim.

When you go to court for a hearing, take with you all the evidence you believe proves your claim. This might include a sales receipt, guarantee, lease, contract, or accident report. If a damaged article is too big to bring with you, photographs can be presented as evidence. Any witnesses you would like to speak on your behalf should appear in court as well.

Remember, a judge or attorney magistrate will hear a small claims case; you have no right to a jury trial, and the hearing will not be recorded.

Either party has the right to ask that the case be heard in the general civil division of the district court. If you want to have the case moved to the general civil division of the district court, you can complete the **Demand for Removal** (form DC 86). Bring the form to the court before or on the day of the hearing. **You must file the form with the court clerk.** The court will notify the person filing the lawsuit, if the defendant makes such a request. In the general civil division of the district court, both the plaintiff and the defendant have the right to be represented by an attorney. Whoever loses the case may be ordered to pay court costs and attorney fees.

Q6 What happens at the Small Claims Court hearing?

The hearing will usually take place at the court where you filed your claim. It is important to be there on time; if you filed the lawsuit and are not in court when your case is called, the case may be dismissed. If you are the defendant and are not in court when your case is called, a default judgment may be entered against you. Bring all of your relevant papers or other evidence and make sure your witnesses will be on time.

The court clerk will call your case and both parties will appear before the judge or magistrate. The judge or attorney magistrate will ask the plaintiff to state his or her claim. When the plaintiff has finished, the defendant will have an opportunity to explain his or her side of the case. Each party should listen carefully. If either party thinks someone is leaving something out or misstating facts, they should be sure to tell the judge or attorney magistrate. Both parties should take their time and tell what happened in their own words and why they think the order should be ruled in their favor. The plaintiff will be seeking the relief requested in the claim, while the defendant may ask the court to grant the relief requested, grant some other form of relief, or dismiss the claim altogether. Each party may present evidence to support his or her argument. Witnesses will be allowed to tell the court about facts they know that support the evidence.

A judge's decision in the small claims division is final. Neither party can appeal to a higher court once the judge has made a decision in the small claims division; although, on petition by either party, the same judge may reopen the case. **If the case is heard by an attorney magistrate, either party may appeal the decision.** The case would be rescheduled before a District judge and both parties would explain their case again. The court prepares a Small Claims Judgment after the hearing. The court will also give or send the judgement to both parties.

Q7 If I win, how do I collect my money?

If you obtain a judgment against the defendant, the court will provide instructions regarding post-judgment collections. The defendant may pay the judgment plus court costs immediately after the hearing, but if he or she does not have the money to pay right away, the judge may allow a reasonable time to pay and may set up a payment schedule. If the defendant fails to pay the judgment when ordered, you must go back to the court and file additional papers to collect on the judgment by having their wages or bank account garnished or property seized. This cannot occur until 21 days after the judgment is entered. As part of the judgment, the defendant must provide information to the court that can be used in post-judgment collection efforts.



Repair and Maintenance

Repair and maintenance problems range from things that are merely annoying to things that pose an immediate threat to health and safety.

Note: Both the landlord and the tenant have some responsibility for maintenance.

There are three types of maintenance problems:

- 1) **Emergencies** require action within 24 hours and pose an immediate threat to the health and safety of the occupant(s)—gas leak, flooding, defective furnace, major roof damage;
- 2) **Major problems** affect the quality of the residential environment, but not to the degree that the life of the occupant(s) is immediately endangered—defective water heater, clogged drain, heating problem in part of a house; and
- 3) **Minor problems** fall into the nuisance category—defective lighting, locks; dripping faucets; household pests; peeling paint and wallpaper.

A. RESPONSIBILITIES ARE SHARED WHEN MAINTAINING A RENTAL PROPERTY

Q1 What are the landlord's responsibilities?

Under Michigan statute, the landlord has a duty to keep the rental property and all common areas:

- 1) Fit for the use intended by the parties;
- 2) In *reasonable repair* during the term of the lease; and
- 3) In compliance with the health and safety laws (MCL 554.139).

Whether the landlord is required to repair a problem depends on two factors: the nature of the problem itself and whether the landlord's duty to repair has been modified—either by the tenant's conduct or by mutual agreement.

Unfortunately, the term “reasonable repair” is not defined by law—it is a question of fact and if litigated, would be decided by the judge (or jury). While it would certainly be reasonable for a landlord to fix a clogged drain or defective water heater, it may not be reasonable to require the landlord to repair a minor chip in a countertop or peeling wallpaper.

The landlord is relieved of the duty to repair and comply, if the tenant's willful or irresponsible conduct or lack of conduct has caused the disrepair or violation of health or safety laws.

The landlord and the tenant may—by mutual agreement—modify these duties and make the tenant responsible for repairs, but only if the lease agreement has a current term of at least one year. In other words, if the lease term is less than one year, the landlord's duty cannot be modified.



Additionally, almost all courts recognize that implied in a residential lease agreement is the understanding that the rental property must be fit for habitation by humans. This means that the rental property must meet some minimum level of standard so as not to expose the occupants to unreasonable health risks. This implied duty cannot be modified or waived.

In addition to state law requirements, counties and municipalities are free to enact ordinances that require landlords to maintain rental property above minimum habitability standards and additional requirements. Most municipalities have a housing code protecting the health, safety, and welfare of their citizens. Some require that the rental property be inspected on a regular basis. Some even require licensing before a tenant can move in. Check with the local city or county government code enforcement office for additional standards imposed on landlords in maintaining their rental property.

Q2 What are the tenant's responsibilities?

Although responsibilities can be modified in certain instances—by mutual agreement between the landlord and tenant—a tenant is **generally expected** to:

- 1) Pay rent on time;
- 2) Keep the rental property in a safe and sanitary condition;
- 3) Promptly notify the landlord of maintenance problems;
- 4) Exterminate insects that appear if they were not there when the tenant moved in; and
- 5) Leave the rental property in good condition—reasonable wear and tear excepted.

B. IMPORTANT STEPS TO TAKE IN SOLVING THE PROBLEM(S)

Depending on the problem, requesting that a repair be made could be as simple as a quick phone call or as complicated as filing a lawsuit. Outlined next are the recommended steps to take to solve a repair and maintenance problem:

STEP 1: Notify the landlord and provide reasonable time for repair.

Keep it simple. The tenant must notify the landlord and explain the situation, the

importance of the repair, and when he or she would like it done. A phone call usually works. However, the phone call should be followed up with a letter to ensure that documentation exists. Sometimes, however, the landlord requires that a specific form or repair order be filled out before proceeding. Read the lease and talk to whoever is in charge and figure out the best course to take. Keep copies of communications and keep notes of discussions. Municipalities have enacted housing codes—establishing minimum standards—to protect the rights of both the landlord and the tenant. Contact the local city hall for information.

STEP 2: Contact the building inspector and schedule an inspection.

In some municipalities, if the rental property is up to municipal code standards, the tenant will be responsible for paying the inspector's fee. If it is not up to code, the landlord pays the fee (and may also have to pay a re-inspection fee once the repair is made). Call the local inspector's office to find out how much the fee will be.

Note: The landlord must be given reasonable time to make repairs.

STEP 3: If the landlord has failed to make necessary repairs, either withhold the rent and deposit it into an escrow account OR pay for the repair and deduct the cost from the rent.

Note: The landlord must have been provided with notice of the problem first and must have been given a reasonable amount of time to fix the problem.

■ **What's An Escrow Account:** A bank account or other account held by a third party, generally established in the name of the tenant, into which whole or partial rent payments are deposited to show that the tenant was ready, willing, and able to pay the rent, but is withholding the rent until a certain problem is fixed that the landlord is legally responsible for fixing. Once the problem is taken care of, the escrowed rent amount will be released to the landlord.

➤ **If the rent, or a portion of it, will be withheld** for the purpose of addressing the maintenance or repair issue(s), the tenant should send a letter—certified mail, return

receipt requested—stating why the rent will be withheld, where it will be deposited (name of financial institution), and that payment will be released when the maintenance or repair problem(s) have been corrected.

- › **If the repair cost will be deducted from the rent**, call for three repair estimates. If it is a do-it-yourself job, shop and compare the cost of parts. Most reputable repair companies will provide a free written estimate. Send copies of the estimates to the landlord and state that the problem will be fixed (unless the landlord agrees to do it by a certain date) and that the cost of repair will be paid from the rent withheld. Keep all receipts and note the dates of repair; send copies to the landlord, along with the remaining portion of the rent.

Note: The repair-and-deduct method may work well for small repairs. It may **NOT** work for large repairs.

Q1 How much rent should be withheld?

The amount of rent withheld must reasonably relate to the cost of fixing the problem or to the amount of damage the tenant has incurred because of the landlord's failure to fix the problem. Withhold less for a clogged drain. Withhold more for an unusable toilet or shower. **Only the most catastrophic problems will warrant withholding ALL of the rent.** In any event, the amount withheld must be deposited into an escrow account.

Q2 What if the tenant lawfully withholds rent and the landlord starts the eviction process?

If the landlord has a run-in with the municipal code enforcement office OR if the landlord does not receive the rent, he or she may well decide to start the process for evicting the tenant. Nevertheless, Michigan law provides the tenant—who was acting lawfully—with certain defenses. The tenant, however, must be able to prove the facts giving rise to the defense:

- 1) **A claim of retaliatory eviction.** Under MCL 600.5720, there exists a presumption of retaliation if the landlord started the eviction proceedings within 90 days of the

tenant trying to enforce his or her rights under law (e.g., reporting health and safety code violations, exercising rights under the lease, filing a complaint against the landlord for a violation of the law or joining in membership in a tenant's organization). If the official action has not resulted in dismissal or denial of the attempt or complaint, a presumption in favor of the defense of retaliatory termination arises, **unless the plaintiff establishes by a preponderance of the evidence that the termination of tenancy was not in retaliation for the acts.**

- 2) **The landlord's breach of the warranty of habitability and duty to repair.** The tenant must show that the landlord was provided with notice of the problem and given a reasonable amount of time to fix the problem. **The tenant must show that the landlord failed to make the necessary repairs.**
- 3) **Rent was properly withheld and escrowed.** The tenant must be able to show that **"but for the repair and maintenance required, he or she was ready, willing, and able to pay the rent."**

The eviction process takes time—from start to finish, it takes as few as 21 days or as many as 57 days to evict a tenant. In the meantime, the landlord has mortgages, taxes, and bills to pay. Financial pressure may cause the landlord to negotiate. If the landlord will not negotiate, and if the tenant has carefully documented all communications about the needed repair and maintenance, the tenant may well succeed in the lawsuit for eviction.

Both the landlord and the tenant should remember, in many disputes, the basic issues become obscured by personal disagreements that develop and continue to grow and fester. If an agreement cannot be reached, **try mediation—either before a lawsuit is filed or after.** Mediation might help to empower the parties to use their own problem-solving skills, to take responsibility, and to find solutions that best meet their needs, while strengthening the landlord-tenant relationship.

Additional Considerations

Civil Rights

The Federal Fair Housing Act and the Michigan Elliott-Larsen Civil Rights Act prohibit discrimination in housing throughout the State of Michigan on the basis of race, color, religion, national origin, sex, familial status (presence of children under the age of 18 or pregnancy), disability, marital status, and age. In some communities, local fair housing ordinances protect against housing discrimination on additional basis such as source of income, sexual orientation, gender identity, educational association, and/or political orientation. For further information regarding the classes of persons protected by federal, state or local fair housing laws or to register a complaint of unlawful housing discrimination, contact your local Fair Housing Center, the Michigan Department of Civil Rights or the U.S. Department of Housing and Urban Development.

Housing Codes, Smoke Detectors

Some communities have adopted housing codes or other specific requirements that may affect the condition or equipment requirements of residential rental property. These include the requirement that smoke detectors be installed in housing or that residents comply with recycling ordinances. Be sure to check with the local unit of government to see if the rental property is affected.

Pet Restrictions

Landlords can include a provision in the lease that restricts tenants from maintaining pets in a rental unit or impose a pet fee. A landlord cannot discriminate against a person who maintains a guide, hearing, service and/or companion animals. Additionally, service and companion animals are not considered to be pets, and should not be subject to pet fees or overly restrictive animal policies.

The courts have permitted the eviction of tenants who violate a lease provision prohibiting tenants from maintaining pets in a rental unit.

Smoking

A landlord can restrict tenants who smoke to certain apartments or buildings or can refuse to rent to smokers. In Michigan Attorney General Opinion No. 6719, released May 4, 1992, the Attorney General stated “neither state nor federal law prohibits a privately-owned apartment complex from renting only to non-smokers or, in the alternative, restricting smokers to certain buildings within an apartment complex.” Very recently, a more comprehensive smoking ban has been passed in Michigan and interpretation of this new legislation, as applied to rental properties remains to be seen.

Lead-Based Paint

Since the latter part of 1996, landlords must provide tenants who are renting units built before 1978 with certain information concerning lead-based paints. This information includes a federal government **pamphlet** entitled:

■ ***Protect Your Family From Lead in Your Home***

and a **form** entitled:

■ ***Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards (Rentals)***

There are exceptions to this federal requirement, including commercial rentals, zero-bedroom efficiency apartments, and rental units certified as lead-free by a qualified lead abatement inspector.

A ***Renovate Right*** pamphlet is required when renovation activities or activities that disturb painted surfaces containing lead are conducted within rental properties (745.84, EPA and R 325.99409, *Michigan Lead Hazard Control Rules*). The renovator is required to comply with the regulations. It is important to contact lead inspectors/risk assessors in your area in order to determine whether landlords are required to undertake ongoing lead testing.

For information, contact the National Lead Information Center Clearinghouse at 1-800-424-LEAD[5323] or at www2.epa.gov/lead/forms.

Note: In Detroit, ongoing lead risk assessments are required every 2-3 years for landlords to maintain their eligibility to rent homes to tenants. Additional information can be found at the Michigan Department of Health and Human Services, www.michigan.gov/mdhhs.

Medical Marijuana

Tenants that have legally obtained a medical license for marijuana are encourage to notify their landlord if they intend to smoke marijuana in or on their rental property. Additionally, tenants should consult with their prospective landlords if they intend to grow marijuana for medical use. Landlords do have the right to request that the tenant not smoke marijuana or grow marijuana on the landlord's premises, even if the tenant has a valid medical license.

Bed Bugs

While current state law does not address bed bugs directly, there are a number of tools available to tenants with bed bug concerns. A landowner has a statutory obligation under MCL 554.139 to repair defects about which he or she knows or should have known, but does not have a duty to regularly inspect the premises to search for defects. As such, a tenant who believes that bed bugs are present must notify the landlord that they believe a problem exists.

Legally Terminating Lease Early

There are some exceptions to the rule that a tenant who breaks a lease early is obligated to pay the full amount of rent owing. Michigan State law (MCL 554.601b) provides for early termination for tenants or their child who are victims of domestic violence, sexual assault or stalking. Other specific conditions must also be met. Additionally, under Michigan State law (MCL 554.601a), tenants who have occupied their rental property for more than 13 months may terminate their lease by a 60-day written notice if the tenant has become eligible for subsidized senior citizen housing or because the tenant is incapable of living independently due to age or infirmity. Additionally, under Federal law if you enter active military service after signing a lease, you have a right to break the lease. Moreover, if your living environment becomes uninhabitable and your landlord fails to provide suitable housing under state or local law, a court might determine that the landlord has "constructively evicted" you by providing unlivable housing. In such a case you, the tenant may have no further responsibility to pay rent.

Note: For additional assistance on landlord/tenant special circumstances and considerations, please seek attorney services and/or competent legal advice.

Appendices

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Additional information is available from

MSU College of Law Housing Law Clinic

(517) 336-8088, Option 2 housing@law.msu.edu www.law.msu.edu/clinics/rhc

Michigan State Court Administrative Office

courts.mi.gov/scao

RESIDENTIAL-LEASE AGREEMENT

NOTICE:

Michigan law establishes rights and obligations for parties to rental agreements. This agreement is required to comply with the Truth in Renting Act. If you have a question about the interpretation or legality of a provision of this agreement, you may want to seek assistance from an attorney or other qualified person.

We Agree That

(Landlord's Name(s))

Leases To

- (1) _____
(Tenant's Name)
- (2) _____
(Tenant's Name)
- (3) _____
(Tenant's Name)
- (4) _____
(Tenant's Name)

The Following Premises To Be Used For Private Residential Purposes Only

(Street Address, City, State, and Zip Code)

For A Term

Beginning _____, 20____, and
Ending _____, 20____.

Month-To-Month

Beginning _____, 20____.

- (a) **JOINT AND SEVERAL TENANCY:** If more than one person signs this lease as a Tenant, their obligations are joint and several. **This means that each person is responsible not only for his or her individual obligations, but also for the obligations of all other Tenants.** This includes paying rent and performing all other terms of this lease. A judgment entered against one or more Tenant(s) does not bar an action against the others. Each Tenant must initial this paragraph: (1) _____, (2) _____, (3) _____, (4) _____.
- (b) **RENT:** Tenant must pay Landlord, as rent for the entire term, a total of \$ _____, being \$ _____ each month, beginning _____, 20____, and the same amount on or before the 1st business day of each succeeding month. Rent must be paid to the Landlord at the following address:

(Street Address, Apartment, City, State, and Zip Code)

(1) _____ (2) _____ (3) _____ (4) _____ (Each tenant must initial.)

MSU LAW © Page 1 of 5 Pages

Sample Residential Lease Agreement (page 2 of 5)

- (c) **DISCOUNTED RENT:** If Landlord receives the rent on time, Tenant will be granted a \$_____ discount. The discount is meant to encourage prompt payment of rent. Late rent may subject the Tenant to eviction proceedings and liability for damages.
- (d) **SECURITY DEPOSIT:** Tenant must pay Landlord \$_____ on _____, 20____, which Landlord holds as a security deposit for Tenant's performance of all the terms of this lease. The security deposit must be deposited at the following financial institution and may be mingled with the security deposits of Landlord's other tenants:

(Name of Financial Institution, Street Address, City, State, and Zip Code)

NOTICE:

You must notify your landlord in writing within 4 days after you move of a forwarding address where you can be reached and where you will receive mail; otherwise your landlord shall be relieved of sending you an itemized list of damages and the penalties adherent to that failure.

- (e) **NONREFUNDABLE CLEANING FEE:** Tenant must pay a nonrefundable cleaning fee of \$_____ at the beginning of the lease term.
- (f) **OCCUPANCY:** Only the persons who sign this lease may reside at the premises. If more than _____ persons occupy the premises, the Landlord may terminate this tenancy or assess additional rent of \$_____ each month for each additional person. **Occupancy must not exceed the number mandated by local ordinance. This premises is licensed for _____ persons.** Tenant may accommodate guests for reasonable periods (up to 2 weeks); other arrangements require Landlord's consent.

Note: If the premises is located in the city of East Lansing, the occupancy limit must be displayed on the license and posted in the premises. The city may fine violators \$500 a day for over-occupancy.

- (g) **SLEEPING ROOMS:** Basements, attics, and other rooms must not be used as sleeping rooms if they do not comply with the local ordinance for windows, minimum square footage, exits, and ventilation. This is meant to protect Tenant's health and safety. **The following areas may not be used as sleeping rooms:**

_____, _____, _____, _____.
Note: The city of East Lansing may fine violators \$500 or they may be sentenced up to 90 days in jail.

- (h) **KEYS/LOCKS:** Tenant will receive _____ keys from the Landlord. On or before the termination of this lease, Tenant must return all keys or Tenant will be charged \$_____ for changing the locks. If Tenant loses the keys or gets locked out of the premises, Landlord will provide an extra key to Tenant and may charge Tenant \$_____. Tenant must never gain entrance to the premises by force through a window or door, or otherwise without a key. Tenant must not change or add locks without Landlord's written consent.
- (i) **UNAUTHORIZED USE OF MAILING ADDRESS:** Only a Tenant may use the mailing address of the premises. Allowing someone else to use the mailing address will increase the monthly rent \$_____.
- (j) **CONDITION OF PREMISES AT THE BEGINNING OF TENANT'S OCCUPANCY:** Tenant acknowledges receipt of two blank copies of an inventory checklist. **Tenant must complete both checklists and return one to the Landlord within 7 days after Tenant takes possession** of the premises. Except for those items specifically noted by the Tenant in detail on the inventory checklist, Tenant accepts the premises, and the appliances and furnishings, in good condition. The inventory checklist is used only to assess damages and is not a warranty or promise by Landlord that any item listed on the checklist, but not present on the premises, will be provided.
- (k) **APPLIANCES AND OTHER FURNISHINGS PROVIDED:** Tenant must not remove or loan any item provided with the premises. Landlord will provide the following checked items:

☐ Stove ☐ _____ ☐ _____

(1) _____ (2) _____ (3) _____ (4) _____ (Each tenant must initial.)

MSU LAW © Page 2 of 5 Pages

Sample Residential Lease Agreement (page 3 of 5)

☐ Refrigerator	☐ _____	☐ _____
☐ Dishwasher	☐ _____	☐ _____
☐ Washer and Dryer	☐ _____	☐ _____

- (l) **SMOKE DETECTORS:** Landlord must install smoke-detection devices as required by law. The premises contain _____ smoke-detection devices, all working satisfactorily. Once the tenancy begins, Tenant must regularly test the detectors to ensure that they are working. Tenant must never remove the battery from the smoke-detection device except when necessary to replace it. Tenant must inform the Landlord immediately, in writing, of any defect or malfunction in its operation.
- (m) **ALTERATIONS:** Tenant must not alter the premises without the Landlord's written consent (e.g., painting, wallpapering, installing locks). Landlord will discuss with Tenant a preferred method of hanging pictures and posters. Tenant is responsible for damage to the walls beyond reasonable wear and tear.
- (n) **REPAIRS AND MAINTENANCE:** Landlord must provide and maintain the premises in a safe, habitable, and fit condition. **Tenant must notify Landlord IMMEDIATELY, BY PHONE at _____ of any gas leaks, electrical problems, water damage, broken appliances, or serious structural damage.** Tenant must notify Landlord, in writing, of all other problems needing repair. Landlord must make all repairs to the premises that, in Landlord's sole judgment, are required by law. Landlord must make every effort to do so within a reasonable time. Whenever repairs are delayed for reasons beyond the Landlord's control, the Tenant's obligations are not affected, nor does any claim accrue to Tenant against the Landlord. Landlord must maintain those things requiring periodic maintenance (e.g., heating, air conditioning, cracked windows).
- (o) **PIPE-FREEZE PREVENTION:** If Tenant plans to be away from the premises for any length of time, **the heat must be left on during the cold season and the windows closed** to avoid broken pipes and water damage.
- (p) **REPAIRS DUE TO TENANT'S NEGLIGENCE:** Damage to the premises caused by Tenant's negligence, or their guest's or invitee's negligence, whether by act or omission, will be repaired by Landlord and charged to the Tenant. Whenever repairs are delayed for reasons beyond Landlord's control, Tenant's obligations are not affected, nor does any claim accrue to the Tenant against Landlord. Tenant must immediately pay the repair costs as additional rent. If Tenant fails to do so, Landlord may take legal action to recover any unpaid rent.
- (q) **LANDLORD'S RIGHT OF ENTRY:** Landlord, or Landlord's agent, may enter the premises at reasonable times, with _____-hours notice to the Tenant, to examine, protect, make repairs or alterations, or show prospective renters and purchasers. In emergency situations, Landlord is not required to give Tenant notice. If emergency entry occurs, Landlord must, within 2 days, notify Tenant of the date, time, and reason for the entry.
- (r) **USE OF THE PREMISES:** Tenant must use the premises for private residential purposes only. Tenant must not do any of the following, or allow someone else to do any of the following:
- ✓ Harass, annoy, or endanger any other tenant or neighbor, or their guests, or create any excessive noise or public nuisance,
 - ✓ Do anything to the structure or its surroundings that may be hazardous or that will cause Landlord's insurance to be cancelled or premiums to increase,
 - ✓ Keep any flammable or explosive materials or any dangerous, hazardous, or toxic substance in or around the premises,
 - ✓ Deface or damage, or allow another to deface or damage, any part of the premises,
 - ✓ Change the locks or install any additional locks or bolts without Landlord's written consent,
 - ✓ Place a waterbed or other heavy article on the premises without Landlord's written consent,
 - ✓ Pour any commercial anti-clogging agent into the sink or drain that may harm the water pipes, or
 - ✓ Install any antenna or satellite without Landlord's written consent.
- (s) **ILLEGAL DRUG USE:** Tenant must not violate, or knowingly allow another to violate, federal, state, or local laws regarding the use of controlled substances or the use of alcohol by minors in or around the premises. When aware of a violation of this provision, Landlord will file a formal police report. Landlord may recover possession of the premises by summary proceedings when Tenant holds over the premises for 24 hours after service of a written demand for possession for termination of this Lease under this provision.

(1) _____ (2) _____ (3) _____ (4) _____ (Each tenant must initial.)

MSU LAW © Page 3 of 5 Pages

Sample Residential Lease Agreement (page 4 of 5)

- (t) **PETS:** Dogs, cats, or other pets are not allowed on the premises without Landlord's written consent. If Landlord's written consent is given, Tenant agrees to pay a nonrefundable pet fee of \$_____.
- (u) **PARKING:** Landlord will provide parking for Tenant's automobiles. Tenant must keep the parking area free of all debris. Automobiles must be parked only in assigned areas as follows:
- CAR #1 _____ (year, make, model, and plate number),
belonging to _____ must be parked _____.
- CAR #2 _____ (year, make, model, and plate number),
belonging to _____ must be parked _____.
- CAR #3 _____ (year, make, model, and plate number),
belonging to _____ must be parked _____.
- CAR #4 _____ (year, make, model, and plate number),
belonging to _____ must be parked _____.
- (v) **MISCELLANEOUS COSTS AND OBLIGATIONS:** Check the appropriate boxes below:
- | | | | |
|---------------------------------|-----------------------------------|---|---|
| ☐ Tenant | ☐ Landlord | ☐ Not Applicable | pays for electricity . |
| ☐ Tenant | ☐ Landlord | ☐ Not Applicable | pays for gas or fuel oil . |
| ☐ Tenant | ☐ Landlord | ☐ Not Applicable | pays for water and sewage . |
| ☐ Tenant | ☐ Landlord | ☐ Not Applicable | pays for trash removal . |
| ☐ Tenant | ☐ Landlord | ☐ Not Applicable | must dispose of all trash by placing in a designated container . |
| ☐ Tenant | ☐ Landlord | ☐ Not Applicable | must mow the lawn . |
| ☐ Tenant | ☐ Landlord | ☐ Not Applicable | must water the lawn . |
| ☐ Tenant | ☐ Landlord | ☐ Not Applicable | must rake the leaves . |
| ☐ Tenant | ☐ Landlord | ☐ Not Applicable | must remove snow and ice from the driveway, parking area, walkway, and steps . |
| ☐ Tenant | ☐ Landlord | ☐ Not Applicable | must change the screens and storm doors as weather dictates . |
| ☐ Tenant | ☐ Landlord | ☐ Not Applicable | must _____. |
| ☐ Tenant | ☐ Landlord | ☐ Not Applicable | must _____. |
| ☐ Tenant | ☐ Landlord | ☐ Not Applicable | must _____. |
| ☐ Tenant | ☐ Landlord | ☐ Not Applicable | must _____. |
- (w) **PEACEFUL AND QUIET USE OF PREMISES:** In exchange for Tenant's timely payment of rent and performance of all the terms of this lease, Landlord must provide peaceful and quiet use of the premises throughout the tenancy.
- (x) **SUBLET AND ASSIGNMENT:** Tenant must not sublet the premises or assign any interest in this lease without Landlord's written consent (not to be unreasonably withheld). If Landlord gives written consent, Landlord must also provide Tenant with an appropriate sublease form.
- (y) **RENTER'S INSURANCE:** Tenant is strongly advised to carry renter's insurance on his or her personal property (e.g., clothing, furniture, household items). Landlord is not responsible for damage to Tenant's personal property, unless Landlord's negligence or intentional act or omission causes the damage.
- (z) **LEASE ADDENDUM, RULES, AND REGULATIONS:** If the premises is located in the City of East Lansing, the *East Lansing Lease Addendum* must be attached. Additional pages or rules and regulations, **signed by all parties**, are incorporated as part of this Lease, and Landlord must provide copies to the Tenant.

(1) _____ (2) _____ (3) _____ (4) _____ (Each tenant must initial.)

MSU LAW © Page 4 of 5 Pages

Sample Residential Lease Agreement (page 5 of 5)

- (aa) **BREACH OF LEASE AND RIGHT TO RE-ENTER AND REGAIN POSSESSION:** If Tenant fails to pay rent or violates any other term of this lease, Landlord may terminate the tenancy, re-enter the premises, and regain possession in accordance with the law. If Landlord violates any term of this lease, Tenant may terminate the tenancy.
- (bb) **CONDITION OF THE PREMISES AT THE END OF TENANT'S OCCUPANCY:** At the end of Tenant's occupancy, Landlord must complete a termination inventory checklist to assess damages that Landlord claims were caused by the Tenant. This includes unpaid rent, unpaid utilities, and damages beyond reasonable wear and tear. Tenant may ask to be present when the termination inventory checklist is to be completed. Landlord must mail to the Tenant, within 30 days of Tenant's termination of occupancy, an itemized list of damages claimed for which the security deposit may be used—provided, of course, that the Tenant has given a forwarding address.
- (cc) **END OF LEASE TERM:** When the lease term ends, Tenant must promptly **vacate the premises, remove all personal property, and return all keys**. Tenant must **dispose of all trash** and leave the premises clean.
- (dd) **CHANGES TO THIS LEASE:** This lease, and any additional pages or rules and regulations incorporated, contains the entire agreement between Landlord and Tenant; no oral agreement is valid. Changes to the terms of this Lease **must be in writing, signed by all parties**.
- (ee) **ENFORCEMENT OF LEASE PROVISIONS:** Failure to strictly enforce any provision of this lease, by either the Landlord or the Tenant, does not constitute acceptance of a change in its terms. Landlord and Tenant are still obligated to perform as indicated in this lease.
- (ff) **ADDITIONAL PROVISIONS:** _____

_____.

This RESIDENTIAL-LEASE AGREEMENT is signed on _____, 20____.

**Each person who signs it
acknowledges, by their signature, that
they have read it, understand it, and voluntarily agree to it.
Further, each person is mentally competent and 18 years or older.**

Landlord's Signature(s): _____

Tenant's Signature(s): _____

This document was drafted as a community-service project
by student residents
under the supervision of clinical faculty at the

MSU COLLEGE OF LAW RENTAL HOUSING CLINIC
541 E. Grand River Avenue, P.O. Box 310
East Lansing, MI 48826
Phone (517) 336-8088, Fax (517) 336-8089

(1) _____ (2) _____ (3) _____ (4) _____ (Each tenant must initial.)

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RESIDENTIAL SUBLEASE AGREEMENT

!!!NOTICE!!!

Michigan law establishes rights and obligations for parties to rental agreements. This agreement is required to comply with the Truth in Renting Act. If you have a question about the interpretation or legality of a provision of this agreement, you may want to seek assistance from an attorney or other qualified person.

This Sublease Agreement is made between _____, the "Sublessor," and _____, the "Sublessee," together referred to as the "Parties."

The Parties agree that the Sublessee will lease from the Sublessor a portion of the Sublessor's interest in the premises located at _____, Michigan on the following terms:

1. **Lease Term.** The lease term is for a period of _____, beginning on _____ and ending on _____.
2. **Rent.** Sublessee will pay a total monthly rent of \$_____. Rent shall be payable on the first day of each month directly to the Sublessor at the following address _____.
3. **Master Lease.** In addition to the terms and conditions of this Sublease Agreement, the Sublessee agrees to be bound by all the terms and conditions of the Master Lease between Sublessor and the Landlord, _____. A copy of the Master Lease is attached and incorporated into this Sublease Agreement by reference. Other representations, not included here or in the Master Lease, are not binding on the Parties.
4. **Security Deposit.** Sublessee will pay \$_____ to Sublessor as a security deposit. At the end of the lease term, only amounts allowed by law may be retained from the security deposit, and the remainder, if any, shall be returned to Sublessee in accordance with Michigan law. The security deposit may not be used as the last month's rent.
5. **Inventory Checklist.** At the time Sublessee takes possession of the premises, the Sublessor will provide him or her with an inventory checklist. Sublessee will complete and return the checklist to the Sublessor within 7 days.
6. **Utility, Internet and Telephone Service Charges.** The Sublessee will pay _____% of all utility charges (water, gas, electric, and cable). Sublessor has taken any telephone service and internet service out of his/her name. Sublessee will be responsible for any telephone or internet service in sublessee's name.
7. **Condition of the Apartment.** Sublessee acknowledges that he or she has examined the premises and that it is in satisfactory condition. Upon the termination of this Sublease Agreement for any cause whatsoever, Sublessee will restore the premises to their original satisfactory condition, except for reasonable wear and tear. Sublessee is responsible for the repair of any damage resulting from his or her act or neglect of that of their guests.
8. **Holdover.** Sublessee will promptly vacate the premises at the end of the lease term. Holding over is not allowed.
9. **Subleasing and Assignment.** Sublessee may not sublease or assign their interest in the premises to another without Sublessor's written consent.
10. **Parental Consent and Guarantee.** If the Sublessee is under eighteen (18) years of age, his or her legal guardian or parent, by their signature, guarantees and agrees to perform all the terms and conditions of this Sublease Agreement.
11. **This Agreement is Complete and Binding.** All preliminary negotiations between the Parties are merged into, and superseded by, the terms of this Sublease Agreement. This Sublease Agreement becomes enforceable when signed by both Parties. Any modification to this Sublease Agreement must be in writing, signed by both Parties.
12. **Other Terms and Conditions** _____

13. **Landlord's Consent.** This Sublease Agreement is not binding on either Party unless the Landlord gives consent by signing below. The Master Lease requires this approval.
14. **Mediation Agreement.** If a dispute arises out of or relates to this contract, or its breach, and if the dispute cannot be settled through negotiation, the Parties agree first to try in good faith to settle the dispute by mediation under the Mediation Rules of the American Arbitration Association before resorting to some other dispute resolution procedure.

The Parties having read, having understood, and having agreed to the above terms, sign their names as follows:

_____ Sublessor	_____ Date	_____ Sublessee	_____ Date	_____ Landlord	_____ Date
--------------------	---------------	--------------------	---------------	-------------------	---------------

*This document was drafted as a community-service project by student residents under the supervision of clinical faculty at the
MICHIGAN STATE UNIVERSITY COLLEGE OF LAW RENTAL HOUSING CLINIC
541 E. Grand River Avenue, P.O. Box 310, East Lansing, MI 48826, Phone (517) 336-8088, Fax (517) 336-8089*

Sample Roommate Agreement (page 1 of 2)

Attach copy of lease or rental agreement and landlord's house rules.

Roommate Agreement

(Each roommate should receive a copy of this agreement)

We have signed a lease/rental agreement for _____ (address) on _____ (date). We hope to make certain that responsibilities of renting will be shared equally by all roommates. It is for this reason that we are signing this agreement.

ROOMMATES

The roommates of the above address are:

_____	_____
_____	_____
_____	_____

TERMS

This agreement shall remain in effect from _____ to _____.

Under a month-to-month tenancy, each roommate must give the other roommate(s) and landlord thirty days ☐ written and/or ☐ oral notice in advance, if the roommate will be moving out before date shown above. The roommate may leave if a substitute roommate is found and is acceptable to the remaining roommate(s) and the landlord. Each roommate will be primarily responsible for finding his/her own replacement tenant.

Under a lease agreement, the departing roommate will be responsible for upholding the lease agreement until, and possibly after, a replacement or sublessee is found.

The landlord should be notified of any pending roommate switch, so that proper arrangements can be made. The departing roommate will be responsible for his/her original portion of the rent, unless other arrangements are made in a written agreement with the roommate(s) and landlord.

DEPOSIT

The roommate(s) have paid a security deposit of _____. List amount each roommate has paid:

Each roommate is responsible for charges associated with the damages he/she or his/her guest(s) cause. If the cause cannot be determined, then the roommates will split the cost of damages equally.

RENT

Each roommate shall pay the following amount of rent: _____.

Amounts may not be equal. The rent shall be paid on the _____ day of each month. Rent will be paid in the following manner (list all rental rates) _____.

PETS

If pets are permitted under the lease, each pet owner shall be responsible for all damages caused by his/her pet. This includes damage to furniture, carpeting, blinds, doors, lawn, and garden.

HOUSEHOLD SUPPLIES

A single ledger will be kept of all supplies purchased by each roommate. The supplies include such things as paper towels, toilet paper, cleaning fluids, dish detergent, foil, plastic trash bags, scrub brushes, and any other goods needed for the home which will be shared by all roommates.

KITCHEN USE AND CLEAN-UP

☐ Food expenses shall be shared by all roommates. Preparation of meals shall be determined by an attached schedule which can be flexible.

OR

☐ Food is to be bought by each roommate. There is to be no borrowing of food without prior approval. A separate space will be provided for each person's groceries. Shared meal preparation and clean-up is optional.

This form was prepared by the Housing Information Office, University Housing, University of Michigan, 1011 Student Activities Building, 734-763-3205. Website: www.housing.umich.edu

© University of Michigan

Rev. 6/02

Sample Roommate Agreement (page 2 of 2)

PERSONAL PROPERTY

All roommates agree to refrain from borrowing roommates' personal items without prior approval. Exceptions to this should be clearly stated, with the roommates reserving the right to change their minds about the sharing of their items. Property that is borrowed will be used respectfully and returned in the same condition. If damage is done to personal property, the roommate responsible for damage will be held liable.

CLEANING AND YARDWORK

All roommates agree to share the responsibilities of cleaning and maintenance of the premises. This includes dusting, vacuuming, emptying trash, mopping/waxing floors, cleaning bathrooms, and yardwork.

☐ The roommates have decided to develop a schedule which is attached. It states when each roommate will complete the cleaning and maintenance jobs.

OR

☐ The roommates will work together at a designated time to complete the above jobs.

MEDIATION

Roommates agree to discuss unresolved roommate problems with an advisor at the University Housing Information Office. Any roommate may initiate this process, which includes consultation and mediation. All roommates agree to make a good faith effort to discuss /obtain a resolution prior to taking any action.

ADDITIONAL TERMS OF AGREEMENTS

In addition to the items mentioned above, the following items have been known to cause conflict between roommates. If you foresee any of these as a problem, write out any needed additional agreements and attach. Space is provided at right for adding other issues needing specific agreements.

___ Smoking/alcohol/drugs	___ Parking	___ Overnight guests	_____
___ Cleanup after parties/guests	___ Use of sound system	___ Behavior of guests	_____
___ Food/groceries/household supplies	___ Phone messages	___ Keys	_____
___ Quiet hours for studying and sleeping	___ Compliance with landlord's rules	___ Shared areas (bathroom)	_____

Each roommate agrees to do his/her own dishes as needed. A schedule of kitchen cleanup may be attached. It will include cleaning the refrigerator and oven, mopping the floors, and emptying the trash.

UTILITIES

The following services have been arranged and paid for as follows:

Item	Account in Name of	Amount of Deposit	Deposit Paid By	How Bill Shared	Name Roommate Responsible for Payment
Gas					
Water					
Electricity					
Newspaper					
Garbage					
Cable TV					
Phone					

*Charges for unclaimed telephone calls shall be allocated equally among the roommates.

☐ Each roommate has been assigned the responsibility for payment of a specific bill. This includes determining the amount owed by each roommate, collecting that amount, and seeing that payment is made before the due date.

OR

☐ The attached schedule has been developed to assign each roommate the month in which he/she will be responsible for the collecting and payment of all bills.

SIGNATURES OF ROOMMATES

_____	_____
_____	_____
_____	_____

Sample Lead-Based Paint Disclosure Form

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Every tenant of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The landlord of any interest in residential rental property is required to provide the tenant with any information on lead-based paint hazards from risk assessments or inspections in the landlord's possession and notify the tenant of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended before taking occupancy. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.

Landlord's Disclosure (Landlord must initial here: _____)

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) _____ Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the Landlord (check (i) or (ii) below):

(i) _____ Landlord has provided the tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Landlord has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Tenant's Acknowledgment (Tenant must initial here: _____)

(c) Tenant has received copies of all information listed above.

(d) Tenant has received the pamphlet *Protect Your Family from Lead in Your Home*.

(e) Tenant has (check all that apply):

(i) _____ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards;

(ii) _____ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Agent's Acknowledgment (Agent must initial here: _____)

(f) Agent has informed the landlord of the landlord's obligations under federal law and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate. Penalties and violations could occur for failure to comply with the Federal Lead-Based Paint Disclosure Laws.

_____ Landlord	_____ Date	_____ Tenant	_____ Date
_____ Agent	_____ Date	_____ Tenant	_____ Date
_____ Tenant	_____ Date	_____ Tenant	_____ Date

INVENTORY CHECKLIST*

COMMENCEMENT AND TERMINATION INVENTORY CHECKLIST FORM

“YOU MUST COMPLETE THIS CHECKLIST NOTING THE CONDITION OF THE RENTAL PROPERTY AND RETURN IT TO THE LANDLORD WITHIN 7 DAYS AFTER OBTAINING POSSESSION OF THE RENTAL UNIT. YOU ARE ALSO ENTITLED TO REQUEST AND RECEIVE A COPY OF THE LAST TERMINATION INVENTORY CHECKLIST WHICH SHOWS WHAT CLAIMS WERE CHARGEABLE TO THE LAST PRIOR TENANTS.”

	BEGINNING CONDITION	ENDING CONDITION
LIVING ROOM		
DOOR (INCLUDING LOCKS):		
WINDOWS:		
CARPET OR FLOOR:		
WALLS:		
CEILING:		
LIGHTS & SWITCHES:		
OTHER:		
DINING ROOM		
WINDOWS:		
CARPET OR FLOOR:		
WALLS:		
CEILING:		
LIGHTS & SWITCHES:		
OTHER:		
HALLWAY		
FLOOR:		
WALLS:		
CEILING:		
OTHER:		
KITCHEN		
WINDOWS:		
FLOOR:		
WALLS:		
CEILING:		
LIGHTS & SWITCHES:		
STOVE:		
REFRIGERATOR:		
SINK:		
CABINETS & COUNTER:		
OTHER:		

* Remember! Be specific. Describe any conditions in detailed terms rather than saying “fine” or “acceptable.”

BEGINNING CONDITION

ENDING CONDITION

BEDROOM

DOOR:		
WINDOWS:		
CARPET OR FLOOR:		
WALLS:		
CEILING:		
LIGHTS & SWITCHES:		
CLOSET:		
OTHER:		

BATHROOM

DOOR:		
WINDOW:		
FLOOR:		
WALLS:		
CEILING:		
SINK:		
TUB AND/OR SHOWER:		
TOILET:		
CABINET, SHELVES, CLOSET:		
TOWEL BARS:		
LIGHTS & SWITCHES:		
OTHER:		

BASEMENT

--	--

GARAGE

--	--

FURNITURE INVENTORY

Use this if rental unit is furnished;
check **condition** of items and **number** present.

KITCHEN CHAIRS:		
TABLES:		
END TABLES:		
LOUNGE CHAIRS:		
SOFAS:		
LAMPS:		
DESKS:		
DESK CHAIRS:		
BOOKCASES:		
MATTRESSES:		
DRESSERS:		

SIGNATURE OF TENANT(S)		
------------------------	--	--

ADDRESS OF UNIT		
-----------------	--	--

SIGNATURE OF LANDLORD		
-----------------------	--	--

LANDLORD'S ADDRESS		
--------------------	--	--

PHONE NUMBER (LANDLORD)		
-------------------------	--	--

DATE		
------	--	--

The following are sample letters which may be used in dealing with various landlord-tenant issues. It should be noted that most issues are handled amicably and effectively in conversations or correspondence between landlords and tenants. When this is not the case, and no agreement can be reached, it is best that subsequent communications between the two parties be in writing, with copies being kept as the record. The following sample letters serve as a guide; however, these do not cover every type of landlord-tenant problem which may arise.

Samples of Tenant's Letters to Landlord

Tenant's Request for Repair(s)

TO: _____

FROM: _____

Please make, within a reasonable time, the following NECESSARY REPAIRS to the rental property I am occupying. I have tried my best to explain precisely what is wrong.

1. _____

2. _____

3. _____

4. _____

Please notify me when the repairperson will be at the rental property to make the necessary repairs so that I can be there. My phone number is _____ and my work phone number is _____.
For now, it is easiest to reach me at _____.
(time of day)

Thank you for your prompt attention to this matter.

Sincerely,

Tenant

Date

Samples of Tenant's Letters to Landlord

Notice of Tenant's Intent to Repair and Deduct

TO: _____

FROM: _____

I requested that repairs be made to my rental property in a letter dated _____. It has been ____ days since I wrote the letter, and the needed repairs have not yet been made.

I have contacted three service providers to make the repairs. Enclosed are copies of three estimates for the repairs listed in my previous letter. If I do not hear from you within ____ day(s), I will be hiring the lowest bidder to perform the repairs.

☐ I will pay the company myself from rent previously withheld.

OR

☐ I will pay the company myself and deduct the amount from my next rent payment.

Copies of the receipts for the repairs, once they are made, will be forwarded to you.

Please take note of the relevant Michigan case law:

Where the landlord has covenanted to make repairs and fails to do so, the tenant, after giving reasonable notice to the landlord, may make the repairs and recover the cost of such repairs from the landlord or he [or she] may deduct the cost from the rent. . . . Unless the landlord's duty to repair is expressly made conditional upon receipt of notice from the tenant, such duty may arise from the landlord's actual knowledge of the need for repair. . . . The landlord's duty to maintain in good repair . . . extends to reimbursing the tenant for monies expended . . . [Anchor Inn v Knopman, 71 Mich App 64, 67 (1976).]

Sincerely,

Tenant

Date

Notice of Tenant's Implementation to Repair and Deduct

TO: _____

FROM: _____

As stated in my previous letter, dated _____, I have taken action to perform necessary repairs that you have failed to correct. I had the repairs made and paid for them myself, as I said I would do.

You are required by Michigan law to keep the premises and all common areas fit for the use intended, and to keep the premises in reasonable repair during the term of the lease, and to comply with the applicable health and safety laws of the state and local governments.

I spoke to you about the problems and the need for repair. I wrote you letter(s) dated _____ about the need for corrective action. You failed to act within a reasonable amount of time. Therefore, I found it necessary to take action myself.

Enclosed are the receipts for all expenditures I have made:

☐ I paid for the repair from previously withheld and escrowed rent.

OR

☐ I will deduct the amount from next month's rent.

Sincerely,

Tenant

Date

Samples of Tenant's Letters to Landlord

Notice of Tenant's Intent to Withhold Rent Due to Needed Repair

TO: _____

FROM: _____

I previously informed you, in a letter dated _____, of several problems and the need for repairs at the rental property I am occupying. Since you have not taken any steps to correct the problems, it is necessary for me to take further action.

I have opened an escrow account at the following financial institution:

Name: _____
Address: _____
City, State, and Zip Code: _____

I have deposited \$_____ from my rent into the escrow account. This shows that I was ready, willing, and able to pay the rent on time—but for certain problems that you, the landlord, are legally responsible for fixing. Once the problems are taken care of, the escrowed rent amount will be released.

If you wish to discuss this matter further, contact me at _____.

Sincerely,

Tenant

Date

Termination of Occupancy Before End of Lease

TO: _____

FROM: _____

It has been _____ months since we first brought to your attention the need for several repairs on our apartment. Since you have not responded to our letters or phone calls, and have not begun to work to repair the problems at our apartment, we feel that you have broken our lease. You have also violated the "statutory covenant to repair" provided for by Michigan law. Since you have broken our contract, and show no sign of accepting your legal responsibility to maintain the premises, we intend to terminate the occupancy of our apartment on or before _____.

We understand your responsibility to inspect the apartment and inform us of any damages—and return the undisputed portion of our security deposit to us—within 30 days of the end of our occupancy of the apartment. We also understand that if you do not submit the above information to us within that time period—or go to court to retain our deposit (should we dispute your claim) within 45 days of the end of our occupancy—we may legally file suit for twice the amount of our security deposit. Since YOU are responsible for breaking the lease, we will not accept a list of damages which includes charges for rent lost for the remainder of our lease.

If you wish to discuss this matter further, contact us at _____.

Sincerely,

Tenant

Date

Samples of Tenant's Letters to Landlord

Notice of Tenant's Intent to Vacate and Forwarding Address

TO: _____

FROM: _____

In accordance with the terms of my lease requiring a ____-day written notice, you are hereby advised of my intent to vacate the rental property located at _____ on or before _____.

I will turn in my keys to you on _____.

Please send my security deposit to me at my FORWARDING ADDRESS:

If you have any questions, please contact me at _____.

Sincerely,

Tenant

Date

Tenant Defense Against Eviction Attempt

TO: _____

FROM: _____

I received your letter demanding that I be out of my apartment within _____ days. Discussion of this with my lawyer reveals that you cannot carry out an eviction without due process of law, which means taking me to court.

My defense against eviction will be that I have been withholding rent due to your nonperformance of repairs. I would like to point out to you that I have copies of several letters sent to inform you of the need for repairs, and of the steps I took to obtain repairs. I also have return receipts which prove that you received these letters. In addition, I have proof that I have been maintaining an escrow account into which the full amount of rent money due, or a portion of it, was deposited each month. Also, I have receipts for all repair work and all bills which were paid out of my escrow account.

During my tenancy, you have neglected to fulfill your statutory covenant to repair. I do not feel that you have adequate cause to demand my eviction.

Please contact my lawyer if you wish to discuss this matter. His or her name is _____.

Sincerely,

Tenant

Date

Samples of Tenant's Letters to Landlord

Tenant's Response to Damages Assessed Against Security Deposit

TO: _____

FROM: _____

In reponse to the list of damages you sent dated _____, which I didn't receive until this date, _____, I am writing to dispute the following charges against my security deposit.

As required by Michigan law, I am responding to you by ordinary mail, within 7 days of when I received the list, indicating in detail my disagreement relative to the charges listed.

[illegible]

A total of all disputed charges amounts to \$_____. Please refund this amount of my security deposit promptly: \$_____.

Please note that under Michigan law, “the security deposit is considered the lawful property of the tenant until the landlord establishes a right to the deposit or portions thereof...” MCL 554.605. “Within 45 days after termination of occupancy and not thereafter the landlord may commence an action in a court of competent jurisdiction for a money judgment for damages which he [or she] has claimed or in lieu thereof return the balance of the security deposit held by him [or her] to the tenant or any amount mutually agreed upon in writing by the parties.” MCL 554.613.

If you wish to discuss this matter with me, please contact me at _____

Sincerely,

Tenant

Date _____

Sample of Landlord's Letters to Tenant

(Commencement of Tenancy) Security Deposit Notice to Tenant

TO: _____

FROM: _____

YOU ARE HEREBY NOTIFIED THAT:

The security deposit required of you will be deposited in the following regulated financial institution:

SURETY BOND _____
(If the landlord has deposited a surety bond to secure deposits, complete the following):

The surety on the bond deposited with the Secretary of State is:

Show name and address of surety company, NOT the insurance agent who signs bond for surety company.

"YOU MUST NOTIFY YOUR LANDLORD IN WRITING WITHIN FOUR (4) DAYS AFTER YOU MOVE OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL; OTHERWISE YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND THE PENALTIES ADHERENT TO THAT FAILURE."

Sincerely,

Landlord

Date

Landlord's Response to Tenant's Request for Repair(s)

TO: _____

FROM: _____

In response to your letter dated _____ requesting repair of the rental property you are occupying, please be advised that I have contacted a service representative, _____, who should be calling you within the next few days to set up an appointment to accomplish the following repairs:

1. _____

2. _____

3. _____

If you do not hear from the service representative within one week, please let me know so that I can make other arrangements.

If you have any questions, please contact me at _____.

Sincerely,

Landlord

Date

Samples of Landlord's Letters to Tenant

Insufficient Notice Letter

TO: _____

FROM: _____

We acknowledge with regret your letter dated _____ advising us of your intent to vacate the rental property located at _____ on or before _____.

Your lease agreement requires a _____-day written notice.

Under the circumstances, we will hold you responsible for the payment of rent through _____, or until such time in the interim when another acceptable tenant leases the property. If you have any questions, please contact me at _____.

Sincerely,

Landlord

Date

(Termination of Tenancy) Landlord's Notice to Tenant of Damages Assessed Against Security Deposit

TO: _____

FROM: _____

**YOU MUST RESPOND TO THIS NOTICE BY MAIL WITHIN 7 DAYS AFTER RECEIPT OF SAME,
OTHERWISE YOU WILL FORFEIT THE AMOUNT CLAIMED FOR DAMAGES.**

On this date, _____, your occupancy of the rental property located at _____ terminated. As required under Michigan law, this notice is provided to you to advise you of charges against your security deposit:

Description of Damage or Other Obligation Charged Against Security Deposit	Estimated Cost of Repair(s)	Amount Charged Against Security Deposit	Reason for Charge Against Security Deposit

Under Michigan law, a security deposit may be used only for the following purposes: (1) actual damages to the rental unit that are a direct result of conduct not reasonably expected in the normal course of habitation of a dwelling; (2) all rent in arrearage under the lease agreement and rent due for premature termination of the lease agreement; and (3) unpaid utility bills. None of these charges were claimed on a previous termination inventory checklist. After totaling all charges lawfully assessed against your security deposit, a deduction of \$_____, a balance remains in the amount of \$_____. A check or money order for the remaining balance is enclosed.

Sincerely,

Landlord

Date

Approved Court Forms

The forms on pages 51-64 are prepared and approved by the Michigan State Court Administrative Office. They are also available (fees may apply) from local district courts and various landlord or tenant associations. For additional forms and information visit the Michigan State Court Administrative Office on the web at courts.mi.gov/scao.

AFFIDAVIT AND CLAIM, Small Claims

Form DC 84 51-52

NOTICE TO QUIT TO RECOVER POSSESSION OF PROPERTY, Landlord-Tenant

Form DC 100c 53-54

COMPLAINT TO RECOVER POSSESSION OF PROPERTY

Form DC 102c 55

DEMAND FOR POSSESSION, NONPAYMENT OF RENT, Landlord-Tenant

Form DC 100a 56-57

COMPLAINT, NONPAYMENT OF RENT, Landlord-Tenant

Form DC 102a 58

SUMMONS, LANDLORD-TENANT / LAND CONTRACT

Form DC 104 59-61

JUDGMENT, LANDLORD-TENANT

Form DC 105 62

APPLICATION AND ORDER OF EVICTION, Landlord-Tenant / Land Contract

Form DC 107 63-64

**STATE OF MICHIGAN
JUDICIAL DISTRICT****AFFIDAVIT AND CLAIM
Small Claims****CASE NO.**

Court address

Court telephone no.

See additional notice and instructions on the back of plaintiff and defendant copies.

1. Plaintiff _____
 Address _____
 City, state, zip _____ Telephone no. _____

2. Defendant _____
 Address _____
 City, state, zip _____ Telephone no. _____

NOTICE OF HEARING**For Court Use Only**

The plaintiff and the defendant must be in court on

Day _____ Date _____

at _____ at ☐ the court address above.☐ _____
Location

Process server's name _____ Fee paid: \$ _____

☐ 3. A civil action between these parties or other parties arising out of the transaction or occurrence alleged in this complaint has been previously filed in _____ Court. The case number, if known, is _____.
 The action ☐ remains ☐ is no longer pending.

4. I have knowledge or belief about all the facts stated in this affidavit and I am
☐ the plaintiff or his/her guardian, conservator, or next friend. ☐ a partner. ☐ a full-time employee of the plaintiff.

5. The plaintiff is ☐ an individual. ☐ a partnership. ☐ a corporation. ☐ a sole proprietor. ☐ Other _____

6. The defendant is ☐ an individual. ☐ a partnership. ☐ a corporation. ☐ a sole proprietor. ☐ Other _____

7. The date(s) the claim arose is/are _____
 Attach separate sheets if necessary

8. Amount of money claimed is \$ _____. (NOTE: Plaintiff's costs are determined by the court and awarded as appropriate. They are not part of the amount claimed.)

9. The reasons for the claim are: _____

10. The plaintiff understands and accepts that the claim is limited to \$5,500 by law and that the plaintiff gives up the rights to (a) recover more than this limit, (b) an attorney, (c) a jury trial, and (d) appeal the judge's decision.

11. I believe the defendant ☐ is ☐ is not mentally competent. I believe the defendant ☐ is ☐ is not 18 years or older.

12. ☐ I do not know whether the defendant is in the military service. ☐ The defendant is not in the military service.
☐ The defendant is in the military service.

Signature _____

Subscribed and sworn to before me on _____, _____ County, Michigan.

My commission expires: _____ Date _____ Signature: _____
 Deputy clerk/Notary public

Notary public, State of Michigan, County of _____

The defendant(s) must be served by _____
 Expiration date

PROOF OF SERVICE**AFFIDAVIT AND CLAIM
Small Claims**

Case No. _____

TO PROCESS SERVER: You are to serve this affidavit and claim no later than 7 days before the hearing date. You must make and file your return with the court clerk. If you are unable to complete service, you must return this original and all copies to the court clerk.

CERTIFICATE / AFFIDAVIT OF SERVICE / NONSERVICE☐ **OFFICER CERTIFICATE****OR**☐ **AFFIDAVIT OF PROCESS SERVER**

I certify that I am a sheriff, deputy sheriff, bailiff, or appointed court officer (MCR 2.104[A][2]), and that: (notarization not required)

Being first duly sworn, I state that I am a legally competent adult who is not a party or an officer of a corporate party, and that: (notarization required)

☐ I served personally a copy of the affidavit and claim,

☐ I served by registered or certified mail (copy of return receipt attached) a copy of the affidavit and claim,

☐ together with _____, on the defendant(s):
Attachment

Defendant name	Complete address of service	Day, date, time
Defendant name	Complete address of service	Day, date, time
Defendant name	Complete address of service	Day, date, time

☐ I have personally attempted to serve the affidavit and claim, together with any attachments on the following defendant(s) and have been unable to complete service.

Defendant name	Complete address of service	Day, date, time
Defendant name	Complete address of service	Day, date, time
Defendant name	Complete address of service	Day, date, time

I declare that that statements above are true to the best of my information, knowledge, and belief.

Service fee	Miles traveled	Fee	
\$		\$	
Incorrect address fee	Miles traveled	Fee	TOTAL FEE
\$		\$	\$

Signature _____

Name (type or print) _____

Title _____

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Signature: _____
Date Deputy court clerk/Notary public

Notary public, State of Michigan, County of _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of the affidavit and claim, together with _____
Attachment

_____ on _____
Day, date, time

_____ on behalf of _____
Signature

MCR 2.105

STATE OF MICHIGAN	NOTICE TO QUIT TO RECOVER POSSESSION OF PROPERTY Landlord-Tenant	
--------------------------	---	--

TO:

1. Your landlord/landlady, _____, is seeking to recover possession of property pursuant to
Name (type or print)

☐ MCL 554.134(1) or (3) (see other side) ☐ other: _____ and wants to evict you from:

Address or description of premises rented (if different from mailing address):

2. You must move by _____ or your landlord/landlady may take you to court to evict you.
Date (*see note)

3. If your landlord/landlady takes you to court to evict you, you will have the opportunity to present reasons why you believe you should not be evicted.

4. If you believe you have a good reason why you should not be evicted, you may have a lawyer advise you. Call him or her soon.

Date

Signature of owner of premises or agent

Address

City, state, zip

Telephone no.

*NOTE: Unless otherwise allowed by law, the landlord/landlady must give notice equal in time to at least one rental period.

CERTIFICATE OF SERVICE

I certify that on _____ I served this notice on _____
Date Name

by ☐ delivering it personally to the person in possession.
☐ delivering it on the premises to a member of his/her family or household or an employee of suitable age and discretion with a request that it be delivered to the person in possession.
☐ first-class mail addressed to the person in possession.

Signature

Court copy (to be copied, if necessary, to attach to the complaint)

STATE OF MICHIGAN	NOTICE TO QUIT TO RECOVER POSSESSION OF PROPERTY Landlord-Tenant	
--------------------------	---	--

TO: _____

1. Your landlord/landlady, _____, is seeking to recover possession of property pursuant to
Name (type or print)

☐ MCL 554.134(1) or (3) (see other side) ☐ other: _____ and wants to evict you from:

Address or description of premises rented (if different from mailing address):

2. You must move by _____ or your landlord/landlady may take you to court to evict you.
Date (*see note)

3. If your landlord/landlady takes you to court to evict you, you will have the opportunity to present reasons why you believe you should not be evicted.

4. If you believe you have a good reason why you should not be evicted, you may have a lawyer advise you. Call him or her soon.

Date

Signature of owner of premises or agent

Address

City, state, zip Telephone no.

*NOTE: Unless otherwise allowed by law, the landlord/landlady must give notice equal in time to at least one rental period.

HOW TO GET LEGAL HELP

1. Call your own lawyer.
2. If you do not have an attorney but have money to retain one, you may locate an attorney through the State Bar of Michigan Lawyer Referral Service at 1-800-968-0738 or through a local lawyer referral service. Lawyer referral services should be listed in the yellow pages of your telephone directory or you can find a local lawyer referral service at www.michbar.org.
3. If you do not have an attorney and cannot pay for legal help, you may qualify for assistance through a local legal aid office. Legal aid offices should be listed in the yellow pages of your telephone directory or you can find a local legal aid office at www.michiganlegalhelp.org. If you do not have Internet access at home, you can access the Internet at your local library.

Tenant's copy

STATE OF MICHIGAN JUDICIAL DISTRICT	COMPLAINT TO RECOVER POSSESSION OF PROPERTY	CASE NO.
Court address		Court telephone no.

Plaintiff name(s), address(es), and telephone no(s).

Defendant name(s), and address(es)

v

Plaintiff's attorney, bar no., address, and telephone no.

The plaintiff states:

1. ☐ There is no other pending or resolved civil action arising out of the same transaction or occurrence alleged in this complaint.
☐ A civil action between these parties or other parties arising out of the transaction or occurrence alleged in this complaint has been previously filed in _____ Court. The docket number and assigned judge are _____.

The action ☐ remains ☐ is no longer pending.

2. Attached to this complaint is a copy of the lease or occupancy agreement, if any, under which possession is claimed, and a copy of the notice to quit or demand for possession, if any, showing when and how it was served.

3. The person entitled to possession of the property described

☐ in the attached notice/demand ☐ as follows: _____is _____
Name (type or print)

4. The defendant is in possession of the following portion of the property: _____

5. The plaintiff has a right to possession of the property because:

- ☐ a. lease expired on _____. ☐ b. tenancy was terminated by notice to quit.
☐ c. lease terminated per provision in lease (para. no. ____). ☐ d. defendant is a trespasser. Explain in space beneath item f.
☐ e. forcible entry was made or possession was held by force after a peaceful entry.
☐ f. other: _____

Describe in detail how the trespass occurred on how the premises are being illegally held. State that no lawful tenancy existed between the parties in the time that has passed since the trespasser took possession. Use a separate sheet of paper if needed.

- ☐ 6. The tenancy involves regulated housing operated by or under rules of a governmental unit. The rule or law under which the tenancy is ended is _____.
- ☐ 7. The plaintiff declares that this residential property was kept fit for the use intended and has been kept in reasonable repair during the term of the lease.
- ☐ 8. The defendant remains in possession of the property.
9. **The plaintiff requests** a judgment of possession and costs.
- ☐ 10. **The plaintiff demands** a jury trial.

SUPPLEMENTAL COMPLAINT

- ☐ 11. Complaint is made and judgment is sought for money damages against the defendant as follows: Use a separate sheet of paper if needed.

Date

Plaintiff/Attorney signature

STATE OF MICHIGAN	DEMAND FOR POSSESSION NONPAYMENT OF RENT Landlord-Tenant	
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TO:

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**Notice to mobile home owners who rent
land in a mobile home park:**

If you have been late on payments on three or more occasions during any 12-month period and the park owner has given you a written demand for possession for nonpayment of rent on each occasion, the park owner may have just cause to evict you.

1. Your landlord/landlady, _____, says that you owe \$ _____ rent:
Name (type or print)

Address or description of premises rented (if different from mailing address)

2. If you owe this rent, you must do one of the following within 7 days from the date this notice was served.
a. Pay the rent owed. **or** b. Move out or vacate the premises.
If you do not do one of the above, your landlord/landlady may take you to court to evict you. If you move out or vacate, you may still owe rent.
3. If your landlord-landlady takes you to court to evict you and if you have paid the rent, or if you believe there is a good reason why you do not owe the rent, you will have the opportunity to present the reasons why you believe you should not be evicted.
4. If you believe there is a good reason why you do not owe the rent claimed by your landlord/landlady, you can have a lawyer advise you. Call him or her soon.

Date

Signature of owner of premises or agent

Address

City, state, zip

Telephone no.

CERTIFICATE OF SERVICE

I certify that on _____ I served this notice on _____
Date Name

- by ☐ delivering it personally to the person in possession.
☐ delivering it on the premises to a member of his/her family or household or an employee of suitable age and discretion with a request that it be delivered to the person in possession.
☐ first-class mail addressed to the person in possession.

Signature

Court copy (to be copied, if necessary, to attach to the complaint)

DC 100a (3/16) DEMAND FOR POSSESSION, NONPAYMENT OF RENT, Landlord-Tenant

MCL 600.5714(1)(a), MCL 600.5716,
MCL 600.5718, MCL 600.5775(2)(f)

STATE OF MICHIGAN	DEMAND FOR POSSESSION NONPAYMENT OF RENT Landlord-Tenant	
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TO:

**Notice to mobile home owners who rent
land in a mobile home park:**

If you have been late on payments on three or more occasions during any 12-month period and the park owner has given you a written demand for possession for nonpayment of rent on each occasion, the park owner may have just cause to evict you.

1. Your landlord/landlady, _____, says that you owe \$ _____ rent:
Name (type or print)

Address or description of premises rented (if different from mailing address)

2. If you owe this rent, you must do one of the following within 7 days from the date this notice was served.
 - a. Pay the rent owed. **or** b. Move out or vacate the premises.

If you do not do one of the above, your landlord/landlady may take you to court to evict you. If you move out or vacate, you may still owe rent.
3. If your landlord-landlady takes you to court to evict you and if you have paid the rent, or if you believe there is a good reason why you do not owe the rent, you will have the opportunity to present the reasons why you believe you should not be evicted.
4. If you believe there is a good reason why you do not owe the rent claimed by your landlord/landlady, you can have a lawyer advise you. Call him or her soon.

Date

Signature of owner of premises or agent

Address

City, state, zip

Telephone no.

HOW TO GET LEGAL HELP

1. Call your own lawyer.
2. If you do not have an attorney but have money to retain one, you may locate an attorney through the State Bar of Michigan Lawyer Referral Service at 1-800-968-0738 or through a local lawyer referral service. Lawyer referral services should be listed in the yellow pages of your telephone directory or you can find a local lawyer referral service at www.michbar.org.
3. If you do not have an attorney and cannot pay for legal help, you may qualify for assistance through a local legal aid office. Legal aid offices should be listed in the yellow pages of your telephone directory or you can find a local legal aid office at www.michiganlegalhelp.org. If you do not have Internet access at home, you can access the Internet at your local library.

Tenant's copy

STATE OF MICHIGAN JUDICIAL DISTRICT	COMPLAINT NONPAYMENT OF RENT Landlord - Tenant	CASE NO.
Court address		Court telephone no.

Plaintiff name(s), address(es), and telephone no(s).
Plaintiff's attorney, bar no., address, and telephone no.

v

Defendant name(s), and address(es)

The plaintiff states:

- ☐ There is no other pending or resolved civil action arising out of the same transaction or occurrence alleged in this complaint.
☐ A civil action between these parties or other parties arising out of the transaction or occurrence alleged in this complaint has been previously filed in _____ Court. The docket number and assigned judge are _____.
The action ☐ remains ☐ is no longer pending.
- Attached to this complaint is a copy of the lease or occupancy agreement, if any, under which possession is claimed, and a copy of the demand for possession showing when and how it was served.

- The person entitled to possession of the property described in the attached demand for possession is

Name (type or print) _____

- The defendant is in possession of the following portion of the property: _____

- The plaintiff has a right to possession of the property for nonpayment of rent:

a. Rental rate: \$ _____ per _____ b. Payable on: _____

c. Rent is paid through _____ d. Total rent due now is \$ _____

e. Other money is due: \$ _____ for _____ and due by _____.

- ☐ The tenancy involves regulated housing operated by or under rules of a governmental unit. The rule or law under which the tenancy is ended is _____.
- ☐ (Must be checked unless modified by lease.) The plaintiff declares that this residential property was kept fit for the use intended and has been kept in reasonable repair during the term of the lease.
- The defendant has not complied with the demands made.
- The plaintiff requests** a judgment of possession and costs.
- ☐ **The plaintiff demands** a jury trial.

SUPPLEMENTAL COMPLAINT

- ☐ Complaint is made and judgment is sought for money damages against the defendant as follows:

☐ Rent owing as set out in paragraph 5 above, plus additional rent at the rate of \$ _____ per _____ until judgment, plus costs.☐ Damages claimed:

Date _____

Plaintiff/Attorney signature _____

STATE OF MICHIGAN JUDICIAL DISTRICT	SUMMONS Landlord-Tenant/Land Contract	CASE NO.
Court address		Court telephone no.

Plaintiff's name, address, and telephone no.

Plaintiff's attorney, bar no., address, and telephone no.

v

Defendant's name, address, and telephone no.

If you require special accommodations to use the court because of a disability or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

☐ Rental unit eviction☐ Land contract forfeiture**NOTICE TO THE DEFENDANT:** In the name of the people of the State of Michigan you are notified:

1. The plaintiff has filed a complaint against you and wants

- ☐ to recover possession, after land contract forfeiture, of
☐ a money judgment for
☐ to evict you from

Address or description of premises

2. You are summoned to be in the district court on _____ at _____
Day and date Time

☐ at the address above, ☐ at _____, courtroom _____.
Location

3. You have the right to a jury trial. If you do not demand a jury trial and pay the required jury fee in your first defense response, you will lose this right.

4. If you are in district court on time, you will have an opportunity to give the reasons why you feel you should not be evicted. Bring witnesses, receipts, and other necessary papers with you.

5. If you are not in district court on time, you may be evicted without a trial and a money judgment may be entered against you.

Date Issued

Court clerk

***The certificate of mailing applies to landlord-tenant cases only.**

This document must be sealed by the seal of the court.

CERTIFICATE OF MAILING BY COURT*

I certify that on this date I served a copy of this summons and the complaint and required attachments on the defendant(s) by first-class mail addressed to their last-known addresses as defined in MCR 2.107(C)(3).

Date

Court clerk/officer

CERTIFICATE OF MAILING BY PLAINTIFF*

I certify that on this date I served a copy of this summons and the complaint and required attachments on the defendant(s) by first-class mail addressed to their last-known addresses as defined in MCR 2.107(C)(3). I have attached a receipt of mailing from the post office.

Date

Plaintiff signature

STATE OF MICHIGAN JUDICIAL DISTRICT	SUMMONS Landlord-Tenant/Land Contract	CASE NO.
Court address		Court telephone no.

Plaintiff's name, address, and telephone no.

Plaintiff's attorney, bar no., address, and telephone no.

v

Defendant's name, address, and telephone no.

☐ Rental unit eviction☐ Land contract forfeiture**NOTICE TO THE DEFENDANT:** In the name of the people of the State of Michigan you are notified:

1. The plaintiff has filed a complaint against you and wants

- ☐ to recover possession, after land contract forfeiture, of
☐ a money judgment for
☐ to evict you from

Address or description of premises

2. You are summoned to be in the district court on _____ at _____
Day and date Time☐ at the address above, ☐ at _____, courtroom _____.
Location

3. You have the right to a jury trial. If you do not demand a jury trial and pay the required jury fee in your first defense response, you will lose this right.

4. If you are in district court on time, you will have an opportunity to give the reasons why you feel you should not be evicted. Bring witnesses, receipts, and other necessary papers with you.

5. If you are not in district court on time, you may be evicted without a trial and a money judgment may be entered against you.

Date Issued _____

Court clerk _____

This document must be sealed by the seal of the court.

HOW TO GET HELP

You have received an important legal document from a court. Your landlord is trying to evict you. This means you could lose your housing and you could owe your landlord money. It is important to respond to this quickly.

You may hire an attorney to help you answer the complaint and prepare defenses. If you cannot afford an attorney, you can get help at MichiganLegalHelp.org or you might qualify for assistance through a local legal aid office. If you do not have Internet access at home, you can access the Internet at your local library.

If you do not have an attorney, but have money to hire one, you can find an attorney through the State Bar of Michigan Lawyer Referral Service at 1-800-968-0738 or a local lawyer referral service at michbar.org.

If you require special accommodations to use the court because of a disability or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

Tenant's Copy

DC 104 (6/17) **SUMMONS, LANDLORD-TENANT/LAND CONTRACT**MCL 600.5735,
MCR 2.102, MCR 4.201(C), MCR 4.202(E)

SUMMONS
Landlord-Tenant/Land Contract
Case No. _____

PROOF OF SERVICE

TO PROCESS SERVER: You are to serve the summons, complaint, and attachment(s) as instructed. You must make and file your proof of service with the court clerk. If you are unable to complete service, you must return this original and all copies to the court clerk.

CERTIFICATE / AFFIDAVIT OF SERVICE / NONSERVICE

☐ OFFICER CERTIFICATE I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party (MCR 2.104[A][2]), and that: (notarization not required)	OR	☐ AFFIDAVIT OF PROCESS SERVER Being first duly sworn, I state that I am a legally competent adult who is not a party or an officer of a corporate party, and that: (notarization required)
--	----	---

☐ **PERSONAL SERVICE** I have personally served a copy of the summons, complaint, and attachments on the defendant(s):

Defendant's name	Complete address of service	Day, date, time
Defendant's name	Complete address of service	Day, date, time

☐ **SUBSTITUTED SERVICE** (As to residential premises only.) Not being able to find the following named defendant(s),

Name(s) _____,

on _____ at _____ at _____

Date Time Place of service

_____, I left the summons, complaint, and attachments at the current residence of defendant(s) with

_____, the _____ of defendant(s), who is of

Name State relationship

suitable age. I explained the contents and requested delivery of the pleadings to the defendant(s).

☐ **NONSERVICE RETURN** After diligent search and inquiry, I have been unable to find and serve the defendant(s). I have made the following efforts at personal/substituted service: _____

☐ **SERVICE BY ATTACHMENT** (Landlord-Tenant cases only.) I attached the pleadings on _____

Date

to the main entrance of the tenant's dwelling unit in a secure manner.

I declare that the statements above are true to the best of my information, knowledge, and belief.

Service fee	Miles traveled	Fee	
\$ _____	_____	\$ _____	
Incorrect address fee	Miles traveled	Fee	TOTAL FEE
\$ _____	_____	\$ _____	\$ _____

Signature _____

Name (type or print) _____

Title _____

Subscribed and sworn to before me on _____, _____ County, Michigan.

Date

My commission expires: _____ Signature: _____

Date Deputy clerk/Notary public

Notary public, State of Michigan, County of _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of the summons, complaint, and attachment(s) on _____.

Date

Signature: _____ On behalf of: _____

**STATE OF MICHIGAN
JUDICIAL DISTRICT****JUDGMENT
LANDLORD-TENANT****CASE NO.**

Court address

Court telephone no.

Plaintiff

v

Defendant

Plaintiff/Attorney

☐ Personal service

Defendant/Attorney

☐ Personal service**THE COURT FINDS:**by ☐ hearing ☐ default* ☐ consent**

*For a defendant on active military duty, default judgment shall not be entered except as provided by the Servicemembers Civil Relief Act.

POSSESSION JUDGMENT

- ☐ 1. The plaintiff has a right to recover possession of the property.
- ☐ 2. There is now due to the plaintiff for nonpayment of rent and other money due under the lease:
- a. Rent to retain possession \$ _____
- b. Other money due..... \$ _____
- c. Costs..... \$ _____
- d. Total \$ _____
- ☐ 3. The defendant has a right to retain possession.

IT IS ORDERED:

- ☐ 4. ☐ a. The plaintiff can apply for an order evicting the defendant if the defendant does not pay the plaintiff or the court the amount due in item 2d above or does not move out on or before _____ Date .
- ☐ b. The plaintiff can apply for an order evicting the defendant if the defendant does not move out on or before _____ Date .
- ☐ c. An immediate order of eviction shall be entered pursuant to MCL 600.5744(2).
- ☐ 5. The defendant may be liable for money damages after moving if additional rent is owed or if there is damage to the property.
- ☐ 6. Acceptance of partial payment of the total amount due in item 2d above ☐ will ☐ will not prevent the court from issuing an order evicting the defendant.
- ☐ 7. No money judgment is entered at this time.

MONEY JUDGMENT

- ☐ 8. A possession judgment was previously entered.
- ☐ 9. A money judgment, which will earn interest at statutory rates, is entered as follows:
- | | | |
|---------|----|--|
| Damages | \$ | |
| Costs | \$ | |
| Total | \$ | |

10. THE COURT FURTHER ORDERS: _____

Date _____

Judge _____

Bar no. _____

YOU ARE ADVISED that you may file a motion for a new trial, a motion to set aside a default judgment, or an appeal and appeal bond, which must comply with all court rules and must be filed in court by _____ Date . You may want legal help.

☐ MCR 4.201(l) was explained to the parties.

CERTIFICATE OF MAILING: I certify that on this date I served a copy of this judgment on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined in MCR 2.107(C)(3).

Date _____ Deputy clerk _____

****Approved:**

Date _____ Plaintiff/Attorney _____

Date _____ Defendant/Attorney _____

Approved, SCAO

Original - Officer return
1st copy - Court

2nd copy - Defendant
3rd copy - Plaintiff

**STATE OF MICHIGAN
JUDICIAL DISTRICT**

**APPLICATION AND ORDER OF EVICTION
Landlord-Tenant / Land Contract**

CASE NO.

Court address

Court telephone no.

Plaintiff's name, address, and telephone no.

Defendant's name(s) and address(es)

v

Plaintiff's attorney, bar no., address, and telephone no.

NOTE: An application may be required even though a request for an order of eviction is granted in the judgment.

APPLICATION

1. On _____ judgment was entered against the defendant(s) and the plaintiff was awarded
Date

possession of the following described property: _____

2. No payment has been made on the judgment or no rent has been received since the date of judgment, except the sum of

\$ _____ received under the following conditions: _____

3. The plaintiff has complied with the terms of the judgment.

4. The time stated in the judgment before an order of eviction can be issued has elapsed.

I declare that the statements above are true to the best of my information, knowledge, and belief.

Date

Plaintiff/Attorney signature

ORDER OF EVICTION

IN THE NAME OF THE PEOPLE OF THE STATE OF MICHIGAN:

To the Court Officer: You are ordered to restore the plaintiff to, and put the plaintiff in, full possession of the premises.

Date issued

Judge

Bar no.

NOTE: In tenancy cases, this order must be executed within 56 days of the issuance date.

DC 107 (3/16) APPLICATION AND ORDER OF EVICTION, Landlord-Tenant / Land Contract

MCL 600.5744, MCR 4.201(L),
MCR 4.202(K)

**APPLICATION AND ORDER
OF EVICTION**

CASE NO. _____

RETURN

I certify and return that on _____ I executed the order of eviction on the other side of this form
Date

by evicting _____
Name(s)

from the property, and I have restored the plaintiff to peaceful possession as ordered.

Date

(Deputy) sheriff/Court officer/Bailiff

Service fee	Miles traveled	Fee	
\$		\$	
Incorrect address fee	Miles traveled	Fee	TOTAL FEE
\$		\$	\$

*The information in this publication is available,
upon request, in an alternative, accessible format.*



For more information regarding the Michigan Legislature,
scan this QR code with your smartphone.

CITY OF YPSILANTI – ANTI-DISCRIMINATION ORDINANCE

This information is intended for informational purposes only. It is not to be considered legal advice. Those with particular legal questions or situations should consult with an attorney.

What is discrimination under the ordinance?

Unfair treatment or denial of normal privileges to a person based on one or more of that person's following traits:

- Race, color, national origin, or immigration status;
- Sex, sexual orientation, gender identity, or gender expression;
- Religion;
- Marital or familial status;
- Disability status;
- Educational association;
- Source of income;
- Age;
- Height; or
- Weight.

If a person is being discriminated against because of one or more of these traits, it does not matter if that person's trait is an actual trait or merely perceived by the person that is committing the act of discrimination. For example, if a person is denied employment because the employer believes the applicant is of a particular race, that is generally an act of discrimination, whether or not the applicant is actually a member of that race.

What does the ordinance prohibit?

Discriminatory housing, employment, and public accommodation practices are the types of conduct generally prohibited by the ordinance. The adoption and enforcement of such discriminatory policies is also prohibited under the ordinance, as well as the advertising of the same. Assisting, coercing, or requesting another to discriminate as defined under the ordinance is prohibited, as well as retaliation for making a complaint or requesting an investigation.

What are discriminatory housing practices?

Treating someone differently in the leasing, selling, or making housing facilities available based on one or more of the characteristics stated above. This includes the terms and conditions included in agreements as well as providing maintenance and repair. In promoting a sale or lease of housing, it is unlawful under the ordinance to suggest that changes relative to any of the characteristics stated above are happening or will happen. It is also unlawful to place a sign on property that indicates a property is for sale or has recently been sold when this is untrue. Finally, it is unlawful under the ordinance to refuse to lend money for the purchase or repair of property based solely on the location of such property in the City.

What are discriminatory employment practices?

Treating someone differently in the hiring, compensation, promotion, demotion, termination, or general employment of someone based on one or more of the characteristics stated above. This includes conditions or terms in an employment agreement. With regard to labor unions and apprenticeship programs, it is also unlawful under the ordinance to limit membership, terminate membership, or place different conditions of membership based on one or more of the characteristics stated above.

What are discriminatory public accommodation practices?

Treating someone differently in the offering of goods, services, activities, or privileges otherwise sold or made available to the public based on one or more of the characteristics stated above. This includes governmental, educational, health, day care, financial, transportation, and recreational institutions or businesses or any facility of any kind whose goods, services, activities, or privileges are extended, offered, sold, or made available to the public.

What should I do if I believe I have been a victim of discrimination within the City of Ypsilanti?

Complaints of discrimination under the ordinance should be made in writing to the Ypsilanti City Attorney. The City Attorney is John M. Barr and his office is located at:

105 Pearl Street
Ypsilanti, MI 48197
Phone: 734-481-1234
Fax: 734-483-3871
Email: jbarr@barrlawfirm.com
Website: www.barrlawfirm.com

Complaints must state the details of the allegation as well as the name and address of the person or entity alleged to have committed the discrimination. Complaints may be made by the individual alleging discrimination or through their attorney. Within 10 days of filing, the person who made the complaint or their attorney must mail a copy to the person or entity alleged to have committed the discrimination by certified mail.

In addition to filing the complaint with the City, the person alleging discrimination may make separate complaints to the Michigan Department of Civil Rights, the U.S. Equal Employment Opportunity Commission, or the U.S. Department of Justice. You may also wish to consult with an attorney with regard to a civil action. Please keep in mind that there are time restrictions in making claims and complaints under all of your reporting options. Complaints under the City's ordinance must be brought within one year from the date of the alleged act of discrimination. You should consult with the individual agencies or your attorney regarding other time limitations.

MDCR

www.michigan.gov/mdcr
Phone: 313-456-3700
Toll-Free: 800-428-3604
TTY: 887-878-8646
Email:
MDCRServiceCenter@michigan.gov

EEOC

www.eeoc.gov
Detroit Field Office
477 Michigan Avenue
Room 865
Detroit, MI 48226
Phone: 800-669-4000
TTY: 800-663-6820

USDOJ Civil Rights Division

www.justice.gov/crt
950 Pennsylvania Avenue, NW
Office of the Assistant Attorney
General, Main
Washington, DC 20530
Phone: 202-514-4609
TTY: 202-514-0716

What happens after I file a complaint to the City Attorney?

The City Attorney investigates complaints to determine if probable cause exists to believe that the ordinance has been violated and issues a report to the Human Relations Commission. If probable cause does exist, the Human Relations Commission will notify the complainant and respondent of mediation. Separately, the City Attorney may authorize a civil infraction against the respondent. Violations of the ordinance are punishable by a fine of not more than \$500 plus all costs of the action as well as possible injunctive relief.

What should I do if my complaint is against either the
City Attorney or a Human Relations Commissioner?

If you believe you have been discriminated against under the ordinance by the City Attorney, an assistant city attorney, or a human relations commissioner and you wish to file a complaint with the City, complaints should be filed with the City Manager, who will similarly investigate the matter and report findings to the Human Relations Commission. If the complaint is against a human relations commissioner, that commissioner will not serve on the commission until there has been a determination of the complaint. The City Manager can be reached at:

Ypsilanti City Manager
City Hall, Fourth Floor
One South Huron Street
Ypsilanti, MI 48197
Phone: 734-483-1810
Fax: 734-483-7260

CITY OF YPSILANTI – LANDLORD AND TENANT RELATIONS

This information is intended for informational purposes only. It is not to be considered legal advice. Those with particular legal questions or situations should consult with an attorney.

Maintenance and Repair

Chapter 58, Article IV, of the Code of Ordinances for the City of Ypsilanti concerns landlord and tenant relations for the City of Ypsilanti. Section 58-122(a) of this Article provides that landlords keep all leased premises in the City must fit for use (habitation) and kept in reasonable repair, including compliance with all applicable health and safety laws and regulations of the State of Michigan and the City, during the term of the lease. Tenants and landlords may modify this requirement if the term of the lease is at least one year. However, Section 58-121(a) of the Article requires that a lease agreement specify the responsibilities of the tenant and landlord for maintenance of the premises, including the exterior.

Chapter 18, Article VI, Division 3 of the Code of Ordinances requires that most apartments in the City of Ypsilanti obtain a certificate of compliance from the City to ensure it is free of any violations, safe, and fit for occupancy. The City of Ypsilanti conducts regular inspections of these rental properties as part of this procedure. If a tenant discovers that maintenance or repair of their apartment is required, they should notify their landlord in writing to remedy the issue. If 10 days have passed since this notification has been made and the issue has not been corrected, tenants may file a complaint with the Ypsilanti Building Department. A form is attached, but may also be obtained from the City's website: <http://cityofypsilanti.com/168/Rental-Inspections>. Also attached, for reference, are the City of Ypsilanti Rental Inspection Guidelines. This can also be obtained from the same website.

Tenant's Rights to Privacy

Chapter 58, Article IV, Division 2 of the Code of Ordinances for the City of Ypsilanti relates to "tenant's rights to privacy" in the City. These rights include the following:

- Right to exclusive use and occupancy of the dwelling unit.
- Right to no entries by landlord or agent without notice and tenant's permission except in case of an extreme condition.
- Right to respect for their personal possessions when the landlord or the agent has legally entered the unit.
- Right to be free from sexual harassment by the landlord or his agent.
- Right to require identification of any person seeking to enter the unit.
- Right to install additional locks.

Regulation of Entry

Unless the building is for sale or the lease is within the last three months of expiring, advance notice in writing of at least 72 hours is required before a landlord may enter a leased dwelling without permission. However, a tenant may not unreasonably withhold permission. If a building is being for sale or a lease term is going to expire within three months, this advance notice requirement is 24 hours. The notice issued to a tenant must provide the reason for entry, the person making the entry, the approximate time of entry, and a notice of the tenant's right to privacy.

While making entry, neither the landlord nor the landlord's agent may look through a tenant's personal possessions. The person requesting entry is required to provide proof of identification at the time of entry. If this person fails to do so and is not known to the tenant, denying permission to enter is presumed reasonable. Upon leaving, a notice indicating when entry was made, the person making entry, and the actions taken must be left in the unit. Abuse of a landlord's right of access or its use to harass a tenant is a violation of the Code of Ordinances.

In an extreme condition, such as the risk of life or limb and when the property is in imminent danger, a landlord may enter an apartment if the tenant is not present, but must provide subsequent notice to the tenant as required after entry within 24 hours.

Additional Rights

A tenant has the right to install additional locks at any time, so long as the installation is made by a licensed locksmith, does not damage the structure, and is in compliance with all city codes. Prior notice of such installation is required to be given to the landlord, who must approve the placement and style of the locks. Landlords are required to rekey locks between tenants.

A tenant's right to privacy also includes the right to be free from sexual harassment. This includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature. It is considered a violation of the Code of Ordinances if a landlord or landlord's agent requests or demands that a tenant perform or permit sexual activities. In addition to other available remedies, a tenant may terminate the lease upon violation of this provision of the Code of Ordinances.

Violations

Upon written notice to the landlord of a violation of the provisions of the Code of Ordinances discussed herein, the tenant may either deduct one month's rent and place it in escrow or bring a civil action for damages and actual attorney's fees. The amount of such damages is one month's rent, \$500, or actual damages, whichever is greater. Upon written notice of a second violation, the tenant may terminate the lease and/or bring an action for damages. In such an instance, damages are increased to the greater of three times one month's rent, \$1,500, or actual damages, whichever is greater.

If a tenant decides to withhold rent, the landlord may bring suit against the tenant for non-payment of rent. However, the tenant may defend such a suit by citing the violation(s) of the Code of Ordinances. The rights of tenants discussed herein are in addition to other rights available by applicable local, state, or federal law, including actions for injunctive relief. Tenants should consult with an attorney with regard to their rights and obligations.

Inspection scheduled for: _____ Date _____ Time _____ Inspector: _____

**CITY OF YPSILANTI BUILDING DEPARTMENT
RENTAL PROPERTY GUIDELINES/CHECK LIST**

ALL WORK TO BE DONE IN A WORKMANLIKE MANNER

ALL EQUIPMENT, SYSTEMS, DEVICES AND SAFEGUARDS REQUIRED BY THIS CODE OR A PREVIOUS STATUTE OR CODE SHALL BE MAINTAINED IN GOOD WORKING ORDER. THIS LIST IS NOT INTENDED TO BE ALL INCLUSIVE.

EXTERIOR

Address Number Posted – At least 3" high, 1/2" stroke & readable from the right of way; room #'s, unit #'s & mailbox #'s installed/affixed.

Porch/Deck/Balcony – Handrail – 4 risers or more – 34"– 38", Guardrail – 36", balusters, maximum 4" opening between each. Decking, columns, skirting, stair stringers, riser & treads in sound condition & good repair.

Sidewalks – No more than 3 cracks, spalling or 3/8" difference in rise (trip hazard).

Potholes – No trip hazards or standing water.

Chimney/Cap – Brick/mortar must be solid, not crumbling/flaking. Cap in place, flashing and flue in sound condition and good repair. Tuckpoint where necessary.

Foundation – Solid without deterioration. Tuckpoint where necessary.

Roofs – Shingles, sheathing, drip edge, fascia, soffits & roof vents in sound condition & good repair; vegetation (trees) hanging on roof to be removed. Maintain proper drainage on flat roofs to allow for water runoff.

Gutters/Downspouts – Free and clear from vegetation, attached properly, pitched to downspout and not discharge to adjacent property or right-of-way.

Lights/Globes – Must be in place, in sound condition and good repair.

Siding – Must be reasonably clean, free from holes, loose/rotting materials & maintained weatherproof. Scaling, peeling & flaking painted areas scraped and repainted.

Fire Escape – Three or more floors must have fire escape; exterior stairwell, floor sprinkled or constructed 5/8 drywall throughout (min. type 5A building).

Windows/Sills – Free from cracks, window glazing putty in good condition surrounding all glass & have locking device. All windows, except fixed ones, to be easily openable & capable of being held in position by window hardware (not with a prop). All double-hung windows must be equipped with sash locks securely attached to the inner window frame by screws a minimum of three-fourths of an inch in length. Operable windows and sliding doors located in whole or in part within 6 feet above ground level or a walking surface below that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a secondary locking device. (a) Double-hung windows shall be equipped with pin locks or other secondary locks approved by the department. The pins for such locks shall be secured to the window frame. The pins shall be able to be inserted into holes that allow the window to be secured in the closed position and in a position to allow for ventilation yet prohibit entry. The holes shall be drilled at a slight downward angle through the inner frame and halfway into the outer frame. The pins shall not require the use of any key or tool for removal. (b) Sliding windows and doors shall be equipped with a rod at least 3/4 inch in diameter and of such length as to prevent the door or window from being opened when laid in the bottom track. All in sound condition, good repair and weather tight.

Doors (to dwelling units) – Shall be equipped with locking devices & fit tightly secure. All swinging doors which are accessible from the exterior of the unit shall be equipped with deadbolt locks (min. 1" throw). A lock must be capable of being deadlocked, (not spring-loaded), from the interior and by an exterior key. Every entrance door which does not contain a window shall be equipped with a wide-angle peephole door viewer. Sliding windows and doors at ground level or otherwise accessible from the exterior must be equipped with a rod at least 3/4" in width or diameter and of such length as to prevent the window/door from being opened when the rod is laid loosely in the lower track. Facing and trim must be in place and secure. Door & hardware must be maintained in good condition.

Doors (to common areas) – In multiple dwellings which are offered for rent or lease and where access to individual dwellings or rooming units are obtained by means of common hallways and exterior doors, such exterior doors and any windows shall be equipped as follows:

1. All doors shall be self closing and self latching and shall not be equipped with any type of hold open device.
2. All doors shall be equipped with a lock requiring a key or code for entry from the exterior. The lock shall operate without any key, code, tool or other special knowledge or effort from the interior and be of a type that remains locked from the exterior at all times. Electric releases are permitted, and if so equipped, the releases shall be operable at all times. Strike plates shall have protective guards on the exterior side to prevent the lock from being pried open.
3. If a common hallway has operable windows located in whole or in part within 6 feet (1828 mm) above ground level or a walking surface. The windows shall be equipped with locks as per section 309.1.1 and 309.1.2. The windows shall be equipped with insect screens per section 304.14.4. Common tenant areas such as laundry rooms, storage areas, etc., which are accessed from a common hallway shall have entry doors meeting the requirements of this section.

Screens – Every door, window & outside opening utilized or required for ventilations purposes shall be supplied with approved tightly fitting screens, free from holes/defects in place from 04/01-12/01.

Electrical Meter/cable – Meter box must be secure & cable secured every 24". All other cables to be secured in a workmanlike manner.

Accessory Structures, fences & retaining walls – maintained structurally sound and in good repair, secure from rodents, vagrants and weather.

Trash receptacles – Landlord must provide trash containers. Must have leak proof, covered outside container(s).

KITCHEN

Fire Extinguisher – Minimum #1A-10:BC (ABC type) – mounted visibly & easily accessible in kitchen area.

Outlets – 3 required - two readily accessible GFCI or GFCI protected – 20 amp grounded. In existing structures with three or more units, GFCI's not required in kitchen unless outlet(s) has been or needs to be changed.

Garbage disposal – If installed must have cord clamp, no leaks; splash guard in good condition.

Faucets/plumbing – Should not be loose or drip, must have correct drain/trap functions & stopper.

Caulking – Around backsplash, sink, windows.

Floor/walls – In good condition/appearance.

BATHROOM

Receptacles – All receptacles shall be GFCI protected.

Exhaust – Must have a window with screen or mechanical ventilation (bath fan).

Caulking – Around tub, tub surround seams & vanity backsplash; clean, neat & well adhered.

Faucets/plumbing – Should not be loose or drip, must have correct drain/trap functions & stopper.

Floor/walls – In good condition, no damaged or missing floor tiles and free from mold/mildew.

BEDROOMS / LIVINGROOMS

Windows, doors, flooring, walls & outlets – As mentioned above and below. Windows required for egress shall not be blocked by furniture or portable air conditioning units.

BASEMENT / MECHANICAL ROOMS / LAUNDRY AREAS

Furnace – Must have sufficient service clearance, access door panel, filter and 30" clearance at all times.

Water Heater – Must have access covers in place, flue connections correct (bonnet secure, water drip leg, correct gas/relief valve and 30" required clearance at all times).

Boiler – If building is 6 units or more, must have valid certification from the State Boiler Division.

HVAC Certification Requirement – All gas fired heating equipment shall be serviced & inspected by a licensed mechanical contractor. The mech. contractor shall provide certification of inspection minimally every 4 years. The certification shall be on a form approved by the Building Official. Inspectors may require cleaning & service more frequently based on observations made during the inspections.

Dryer – Must have clean approved vent (rigid duct) connected and approved connector, if gas.

Fire Extinguisher – All common tenant areas in the structure containing laundry equipment for tenant use shall be equipped with a fire extinguisher with a minimum rating of 10ABC and meeting the requirements of the Fire Prevention Code of the City of Ypsilanti.

Smoke Detector – Required in basement. Normally found at bottom of stairs ceiling (not in joist cavity).

Electrical Panel – MUST be labeled with respective circuits and units, and all cover plates in place. Empty knock-out openings must be covered.

Combustibles – No combustible storage in mechanical rooms or under stairs.

Exterior Hatchways – Must be maintained to prevent the entrance of rodents, rain & water.

MISCELLANEOUS

Group Homes – Must provide State certificate and Fire Equipment report.

Drywall/plaster repairs – Must be correctly finished and painted.

Stair handrails/guards – In place, secure and in good condition.

Flexible gas lines – Range & dryer cannot exceed 6 ft. Water heater and furnace cannot exceed 3 ft. More than that requires rigid or ANSI approved pipe; permit required for installation of more than 10 feet or 6 connections.

Smoke detectors – A minimum of one smoke detector required in the immediate area of all sleeping quarters & each floor.

Beginning March 14, 2007, must comply with new code minimums which state a smoke alarm (unless hard-wired), powered by a non-rechargeable battery (able to power the detector under normal conditions for 5 years), be installed in each sleeping room or directly outside each sleeping room, & one on each floor level, including the basement; & shall be listed, installed & maintained in accordance with the manufacturer's installation requirements, the provisions of the Code, and the provisions of NFPA 72. *This information has been abbreviated & paraphrased.*

Overstuffed furniture – Not allowed outside/on porch unless porch enclosed or intended for exterior use.

Floors/coverings – In good shape, clean, no trip hazards. Carpets stretched properly.

Deadbolts – required on all exit doors or each unit – min. 1" throw.

Fluepipes – Correct pitch, joints and support.

Egress/Hallway lighting – must be operable and maintained.

Exit/emergency signage/battery backup/fire protection systems service/alarm systems – All must be working, serviced and maintained as required by the Fire Code.

Outlets/switches – Secure and in working condition, not to be painted over, type as appropriate.

Globes for lights – Must be in place and in sound condition.

Closet doors – Secure, in place & operable. Clothes closet lights shall have a globe.

Utilities – (water, gas, electricity) all on and working properly.

Permits/inspections – Must have permits and final approvals for all permitted work since last inspection.

Mowing – Grass and weeds to be kept mowed/trimmed, no higher than 10".

Vehicles – Currently licensed, operable, parked correctly in legal location.

Property Registration – Must have completed/current form on file with the Building Department.



REQUEST FOR LEGISLATION

September 11, 2018

To: Honorable Mayor and Ypsilanti City Council

From: Darwin D. P. McClary, City Manager

Subject: **FUNDING AWARDS – YOUTH MENTAL HEALTH MINI-GRANTS**

SUMMARY & BACKGROUND:

During the fiscal year 2018-19 budget preparation process, the city council allocated \$25,000 from the county public safety millage for youth mental health services. Mayor Edmonds prepared a grant application form and established an ad hoc review committee comprising the Mayor, City Manager, a council member, and the Economic Development Director to review and make recommendations to council on mini-grant awards.

The committee has reviewed the first round of funding for applications received from the following four organizations:

- Educate Youth – Ypsilanti, MI - \$5,000
- Mentor2Youth – Ypsilanti, MI - \$5,000
- Shelter Association of Washtenaw County – Ann Arbor, MI - \$3,000
- The Corner Health Center – Ypsilanti, MI - \$5,000

As a result of its review, the committee recommends awarding funding for Educate Youth, Mentor2Youth, and The Corner Health Center. The committee is concerned that the Shelter Association of Washtenaw County did not provide sufficient information regarding the specific benefits its proposal would have for the Ypsilanti community and would like the Shelter to resubmit its application with additional supporting information for further consideration.

PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

If approved, the city will award funding in the total amount of \$15,000 to three (3) organizations for youth mental health services. The FY 2018-19 budget includes an appropriation of \$25,000, therefore \$10,000 will still be available for additional mini-grant funding awards.

RECOMMENDED ACTION:

Award funding for three (3) Youth Mental Health Services mini-grants in the amount of \$5,000 each to Educate Youth, Mentor2Youth, and The Corner Health Center.

ATTACHMENTS:

City of Ypsilanti Youth Mental Health Mini-Grant Applications for Educate Youth, Mentor2Youth, Shelter Association of Washtenaw County, and The Corner Health Center

CITY MANAGER APPROVAL: DDPM

COUNCIL AGENDA DATE: 09/11/18

CITY MANAGER COMMENTS: Award the Youth Mental Health Services mini-grants as recommended

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2018 - 239
September 11, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, during the FY 2018-19 budget preparation process, the Ypsilanti City Council appropriated \$25,000 for youth mental health services; and

WHEREAS, the city has received sufficient applications for funding to provide youth mental health services for the community from the following organizations:

- Educate Youth, Ypsilanti, MI, in the requested amount of \$5,000
- Mentor2Yout, Ypsilanti, MI, in the requested amount of \$5,000
- The Corner Health Center, Ypsilanti, MI, in the requested amount of \$5,000; and

WHEREAS, the city council finds that the services being proposed by each of these organizations in their funding applications address pressing youth mental health services of our community; and

WHEREAS, the city council desires to award funding to these organizations to provide the youth mental health services outlined in their funding applications;

NOW THEREFORE BE IT RESOLVED BY THE CITY OF YPSILANTI that the city council does hereby award \$5,000 to Educate Youth of Ypsilanti, Michigan, for its Academic Program providing, among other activities, programs to mitigate violence and drama affecting the mental health of young people in accordance with its funding application dated August 1, 2018, attached hereto; and

BE IT FURTHER RESOLVED that the city council does hereby award \$5,000 to Mentor2Youth of Ypsilanti, Michigan, for its Emotional Empowerment Program to increase and build youth self-esteem, self-worth and self-worth and to provide a pathway to forging identity in accordance with its funding application dated August 7, 2018, attached hereto; and

BE IT FURTHER RESOLVED that the city council does hereby award \$5,000 to The Corner Health Center of Ypsilanti, Michigan, for its youth training to develop theatre skills, increase health knowledge around many topics (including adolescent depression), strengthen peer education sills, and create and rehearse short plays in accordance with its funding application dated August 20, 2018, attached hereto.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:

City of Ypsilanti - Youth Mental Health Mini-Grant

Timestamp	8/1/2018 20:58:34
Organization name	Educate Youth 501c3
Organization address	104 S. Huron St. Ypsilanti, MI 48197
Contact name	Gail Wolkoff
Contact email and phone	gailwolkoff@gmail.com 734-218-2953
Please describe the services and/or programs you provide to City of Ypsilanti youth, and how long you have been providing these services.	Educate Youth 501 c3 supports and nurtures students as whole people. It will make a positive difference in teens who live in an urban environment and have experienced trauma or stressful events. They receive academic support, comprehensive sex education, SAT Preparation and they participate in teen-run activity planning. We support students who need consistent positive mental health interactions and role models. Our goal is to support their academic career and restore their excitement in learning. 100% of the students graduate high school with a two year post high school plan. We have been in operation in various forms since 2011.
Do you know how many City of Ypsilanti youth you currently serve? If so, please share. If not, please describe what you do know that leads you to understand that you serve City of Ypsilanti youth (for instance, among youth from Ypsilanti and Superior Township as well).	We have served 170 youth in Ypsilanti and Superior Twp since 2011. Each year we serve approximately 35-40 youth. <i>(From follow up email response for clarification:)</i> These are the numbers of the City of Ypsilanti youth served? 2015-16 6 students 2016-17 9 students 2017-18 10 students The 2018-19 academic year will begin September 4.
What challenges do youth in the City of Ypsilanti face in terms of mental health? How do you know? Any data is particularly helpful here. (From your organization's direct experience, from research or other data, etc)	Gang affiliation. Juvenile Justice Placement. Youth involved in the court system. Siblings incarcerated for murder. Drugs. Incarcerated parents. Insecure living situations. Transgender issues in youth. Lack of food, proper rest, appropriate clothing, shoes and hygiene. Unsupportive school system that does not have the capacity for working with youth in trauma. Guns. I am aware of these issues through daily interactions with the youth. We spend time each day dialoguing about issues in their lives and they are comfortable discussing all of these issues with me and each other.
What program, service, or initiative are you proposing, and how will it benefit the mental health of City of Ypsilanti youth? Please describe as fully as needed so that we can understand what you propose to do, including activities, timeline, number of youth reached, any other relevant demographic information.	This year's summer program (Mon-Fri from 1 to 6pm) was encouraged by the community due to a lack of summer activities supporting positive mental health for youth in Ypsilanti. It began on Monday July 16th and has been operating on a shoestring since that time, with a small amount of funding through a goFundme account. The summer program will end August 17 but the regular academic program starts with the start of the school year on September 4. Many of the 11 summer students will continue in the academic program where we expect to see 15-20 students each day of the week. Programs are designed for students living in Ypsilanti. The Academic program goal is successful learning, earning good grades and having high school credits match the appropriate grade level. In the summer program, we work one on one to create social activities as well as reading and math readiness and we strive to mitigate the violence and

City of Ypsilanti - Youth Mental Health Mini-Grant

	drama affecting the mental health of these young people. The budget covers one meal a day, academic materials, field trips and a small weekly stipend for the youth, dependent on fulfilling the requirements of the program. There will be a diversity of backgrounds, yet they all have one thing in common~ they live in Ypsilanti. Many are dealing with violence in some way. Summer Vacation 2018 is a curriculum that helps teens develop new ways of thinking and addressing challenges.
Is this a new, ongoing, or expansion of an existing program or service?	Ongoing
As a result of your proposed work, what impact will we see? If we were writing a newspaper article at the conclusion of a very successful program, what would it say changed in our community and among our youth?	When young people are regular, active participants in the Educate Youth program we have data showing that arrests for any crime decreases, as does suspension from school. We can demonstrate a definite improvement in grades and attitude towards learning and improved interactions with teachers. We have had 100% of our students graduate from high school with a two year post high school plan. We have graduates from our program currently at EMU, WCC, Wayne State, Ferris U. and MSU, some with impressive scholarships.
How much are you applying for?	\$5,000.00
How will you use these funds?	BUDGET The overall budget for the five weeks is \$9950.00 Salary: • Salary for Executive Director \$25(25/hr/week) for weeks= \$3125 • Two Youth Advocates \$12/25hr/week) for six weeks= \$1500(2) Food is \$375= \$75/week for five weeks Entrance Fees for 10 teens and three adults for the outings and field trips: Approx. \$1,200 Stipend for each child is \$50.00 per week (a total of \$250.00 per child if they finish the Summer program.) to date the Executive Director has worked each day with the youth and has not taken any salary.
Total annual organizational budget	\$40,000.00
Please email your 501c3 determination letter to mayor@cityofypsilanti.com. Did you do this?	Not yet
Are your 990s on Guidestar? If so please provide a link. If not, please email along with your 501c3 determination letter.	We have not yet received our 990s from the accountant. Our accountant will provide a letter stating that these are in proces.
Please paste your organization's non-discrimination policy here.	"We at Dedicated to Make a Change, L3C and Educate Youth 501c3 know that people learn and grow best when they feel safe to be their authentic selves. For this reason all people who come to the Clubhouse agree to show respect for each other, no matter their personal identities. Youth of all backgrounds are welcome to develop their skills, forge relationships and

City of Ypsilanti - Youth Mental Health Mini-Grant

	connections, and get their voices heard at the Clubhouse. As a community-minded organization, we promote the ideals of equity, fairness, and inclusivity. Educate Youth is a place where future leaders will develop skills for making a stronger, safer world. Both Dedicated to Make a Change, L3C and Educate Youth 501c3 are housed at the Clubhouse at 104 South Huron in the City of Ypsilanti. The Clubhouse is committed to equality. We will not ask citizenship, ethnic background or religious beliefs to create a means of division. We are committed to learning respectful ways to interact. Aside from what one may assume or prefer, we are all created equal. We should continue treating others as if we are all one. No piece of paper, shade of color, practice of religion, orientation, or gender identity and expression shall put a wall between us. We support what is right, NOT segregation. We ask that you join us in celebrating the diversity of our community and fighting against those who want to pit us against one another."
Timestamp	8/7/2018 20:42:20
Organization name	Mentor2Youth
Organization address	317 Ecorse Rd.
Contact name	Emmanuel Jones
Contact email and phone	ejones@mentor2youth.com 734-905-7955
Please describe the services and/or programs you provide to City of Ypsilanti youth, and how long you have been providing these services.	Mentor2Youth provides school-to-career pathway programs through emotional empowerment, academic achievement and college/career exploration programs. This is conducted through daily afterschool programs working with at-risk youth in Ypsilanti. We have been operating programs in Ypsilanti for almost eight years.
Do you know how many City of Ypsilanti youth you currently serve? If so, please share. If not, please describe what you do know that leads you to understand that you serve City of Ypsilanti youth (for instance, among youth from Ypsilanti and Superior Township as well).	As of last school year and this summer period, we have worked with 65 youth residing in the city of Ypsilanti primarily from the Southside, downtown Ypsilanti. Other youth reside in Ypsilanti or superior township (west willow, sugarbrook, sycamore meadows).
What challenges do youth in the City of Ypsilanti face in terms of mental health? How do you know? Any data is particularly helpful here. (From your organization's direct experience, from research or other data, etc)	They face traumatic experiences on a regular basis, whether it is various forms of neglect in the household, victimization and exposure to bullying and violence in their community, incarceration and loss of family members, hunger and homelessness and many other situations that occur specifically for youth coming from low-income and single-parent households. We know because we are at the grass roots level and speak to the youth and parents directly. We survey the families to gather our own data and compare to what the local and county government reports out about the conditions of specific communities in Ypsilanti. Washtenaw Alliance for Children and Youth (WACY) reported in 2017 that 25% of middle and high school students reported dealing with depression. That number doubles for youth with a poor academic standing.
What program, service, or initiative are you proposing, and how will it benefit the mental health of City of Ypsilanti youth? Please describe as fully as needed	We will operate our emotional empowerment program for 125 youth across Ypsilanti ranging from ages 6-18. Many youth to be served will be low-income youth coming from single-parent households, first generation college students in addition to many struggling academically in school and/or having multiple absences from school. The focus of this program will be on increasing and building up their self-esteem, self-worth and providing them a pathway to forge their identity. Through intimate small group workshops that are

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so that we can understand what you propose to do, including activities, timeline, number of youth reached, any other relevant demographic information.	interactive and engaging, occurring on a daily and weekly basis at different locations, we will provide a consistent presence and support system for the youth. Through weekend fieldtrips and youth-led events, will provide youth the opportunity to become exposed to new experiences but, also building a sense of community. These programs will begin Oct. 1st and run for a 32-week period during the school year and a 8-week period during the summer.
Is this a new, ongoing, or expansion of an existing program or service?	Expansion or Variation
As a result of your proposed work, what impact will we see? If we were writing a newspaper article at the conclusion of a very successful program, what would it say changed in our community and among our youth?	The impact that we will be able to see is an extensive amount of youth who are on a school-to-career track. They have hope for their future and are college bound or ready to become a leader in the workforce. Mentor2Youth is building the future leaders of the Ypsilanti Community.
How much are you applying for?	\$5,000
How will you use these funds?	\$1000 will go towards providing youth stipends for teens to assist with our programs. \$4000 will go towards necessary supplies (laptops, academic reference books, workshop supplies, healthy snacks and other materials/equipment relevant towards the facilitation of the programs)
Total annual organizational budget	
Please email your 501c3 determination letter to mayor@cityofypsilanti.com . Did you do this?	Yes
Are your 990s on Guidestar? If so please provide a link. If not, please email along with your 501c3 determination letter.	https://www.guidestar.org/profile/38-3855138
Please paste your organization's non-discrimination policy here.	Mentor2Youth (M2Y) is a 501(c)(3) nonprofit organization. M2Y is committed to providing an environment that is free from discrimination in employment and opportunity because of race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, or age. The Executive Director has issued the following policy stating the M2Y's views in this matter: It is the policy of M2Y to: • Strictly follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, creed, national origin, gender, sexual orientation, age, ancestry, marital status, disability, veteran or draft status; • Make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense. • Achieve understanding and acceptance of M2Y's policy on Equal Employment

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	Opportunity by all employees and by the communities in which the company operates; • Thoroughly investigate instances of alleged discrimination and take corrective action if warranted; • Be continually alert to identify and correct any practices by individuals that are at variance with the intent of the Equal Employment Opportunity Policy. At this time, M2Y would like to reaffirm this policy and call upon all personnel to effectively pursue the policy as stated.
Timestamp	8/13/2018 12:22:50
Organization name	Shelter Association of Washtenaw County
Organization address	312 W Huron St, Ann Arbor, MI 48103
Contact name	Kate Dalessio
Contact email and phone	dalessiok@washtenaw.org 734-662-2829 ext 227
Please describe the services and/or programs you provide to City of Ypsilanti youth, and how long you have been providing these services.	The Shelter Association of Washtenaw County has been providing shelter and basic need services to single adults who are experiencing homelessness since 2001. Our shelter is the single point of entry for adults experiencing homelessness in Washtenaw County. SAWC programs are aimed to end homelessness by addressing client's barriers to finding and sustaining housing. With the mission to end homelessness, SAWC offers temporary shelter through the year-round Residential program and the seasonal emergency shelter Warming Center program during the winter months. In addition the Shelter Diversion program is designed for the case manager to divert individual to immediate, alternative arrangements for the client to stay in a temporary, safe place until client can obtain stable, affordable housing. The case manager will brainstorm with the client and attempt to resolve any conflict with family/friends that may be a barrier to the client's temporary stay. The Shelter Diversion program was created in 2012 in response to shelter capacity being full. Currently, in 2018 at any given time a person has to wait 3 to 5 weeks before a residential shelter bed is available as 40 to 60 are on the SAWC waiting list. In addition to our programs, the SAWC provides onsite supportive services to improve health and well-being, including: - on-site psychiatric and medical care clinic operated by Packard Health - showers, laundry, storage for belongings - daily meals prepared by Food Gatherers - GED preparation classes - Sit down attorney legal consultation - MI Works job search assistance and resume building - Art Outbreak art creation workshops In specificity for the mental health services, the Shelter Association completes a Gaines screening, a tool used for a brief mental health assessment that results in a negative or positive result, determining if the individual is needing assistance for mental health treatment. From there, a positive result leads to a detailed mental health assessment with the SAWC Mental Health Case Manager, a referral to Projects for Assistance in Transition from Homelessness (PATH) will be organized with an appointment to meet with PATH supports, and an appointment in our onsite Packard Health clinic for behavioral health counseling and/or psychiatric treatment. The PATH team also strives to connect individual to Washtenaw Community Mental Health (CMH) for ongoing supportive services to continue once the person is in housing.
Do you know how many City of Ypsilanti youth you currently serve? If so, please share. If not, please	Each year SAWC serves on average 50 persons in the age ranges of 18 to 22 years and over 45% of the youth served reported a last permanent residence in the 48197 and 48198 zip codes in 2017. Predominantly, the SAWC serves ages 18-22 in the Warming Center with over 80% of youth served seeking this emergency shelter program in the winter months. SAWC

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describe what you do know that leads you to understand that you serve City of Ypsilanti youth (for instance, among youth from Ypsilanti and Superior Township as well).	plans to provide case management to these young individuals to to resolve any family/roommate conflict and/or link to resources for mental health services when applicable, access to regular income, and stable housing. In addition, SAWC seeks to aid youth in receiving services that leads to the wellbeing and quality of life. During the intake assessment to receive SAWC services and program enrollment, SAWC assesses all barriers to housing including mental health challenges and links the individual to PATH and CMH for the coordination of care.
What challenges do youth in the City of Ypsilanti face in terms of mental health? How do you know? Any data is particularly helpful here. (From your organization's direct experience, from research or other data, etc)	Housing is one of the social determinants of health and as the youth in the City of Ypsilanti continue to experience housing insecurity, the well-being and health of this population also decreases at a much faster rate than the general population. According to the National Health Care for Homeless Council, studies have indicated the rates for major psychiatric disorders, depression, anxiety, posttraumatic stress disorder (PTSD), and substance use disorders are higher among homeless youth compared to housed peers. Additionally, a 2014 Chicago study of 66 homeless youth, aged 18-24, are 4 times more likely to have at least one psychiatric disorder than youth of the same age group. The Shelter Association's Human Management & Information Systems (HMIS) data speaks to similar outcomes. The HMIS is a federally and state mandated collection tool and uses the Housing and Urban Development (HUD) definition of disability (42 U.S.C. 423). Disability is determined as the following: - physical, emotional, or mental impairment that has a long- continued and indefinite duration and - substantially impedes his/her ability to live independently - but is of nature where improved housing conditions could lead to the ability to live independently. From HMIS data collection efforts, it is revealed that nearly 55% of SAWC youth served have a disability and a large percentage of 44% report having a mental health challenge in the 17-18 fiscal year. This attributes to homeless youth being one of the most vulnerable populations in Washtenaw County. The remaining 10% who reported other disabilities included developmental, medical, and substance use disorder. When working with populations with higher needs and level of care, such as the youth, the SAWC aims to link all persons experiencing homelessness with the individualized resources, treatments, services, and housing plans that best address each person's barriers to locating and sustaining housing.
What program, service, or initiative are you proposing, and how will it benefit the mental health of City of Ypsilanti youth? Please describe as fully as needed so that we can understand what you propose to do, including activities, timeline, number of youth reached, any other relevant demographic information.	With continued efforts, the SAWC plans to offer supportive services to the youth through reunification efforts to support networks and locate more sustainable, secure housing units for these vulnerable individuals. The SAWC will continue to seek out other supportive resources for youth in the community in addition to strengthening a local partnership with Ozone house who offers services, shelter, and support groups to homeless youth. The SAWC also will offer comprehensive supportive services through the Critical Time Intervention (CTI) program that assists the most vulnerable housed clients to increase quality of life, reduce recidivism, strengthen ties to ongoing supportive services, friends/family, and advocates during a person's most critical transition from homelessness to housing. In addition, the SAWC will ascertain more engagement and comprehensive support services to the youth, including intensive case management to ensure that the youth are receiving all services and resources to overcome his/her barriers to housing. With these services, the Shelter Association can make an action plan to engage regularly with youth especially for the drop in, emergency shelter Warming center program, where 80% of the SAWC youth is commonly served. Case managers will make efforts starting November 2018 to seek out youth from the winter programs and offer immediate, comprehensive support services to

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	reunite with support networks, divert from shelter stays, refer to Projects for Assistance in Transition from Homelessness (PATH) for mental health services, and locate safe, sustainable housing. SAWC's goal is to serve every individual experiencing homelessness in Washtenaw County and would expect to serve as many youth that is experiencing housing insecurity. Due to previous data, SAWC anticipates to serve between 30 to 40 persons aged 18 to 22 from the City of Ypsilanti in the 18-19 fiscal year.
Is this a new, ongoing, or expansion of an existing program or service?	Ongoing
As a result of your proposed work, what impact will we see? If we were writing a newspaper article at the conclusion of a very successful program, what would it say changed in our community and among our youth?	The most most direct impact from providing support for the SAWC to continue to assist homeless youth is ending his/her homelessness and linking all youth reporting mental health challenges to the Projects for Assistance in Transition from Homelessness (PATH) and/or the Washtenaw Community Mental Health (CMH) for continuous behavioral health services. With continued supportive services to the homeless youth, the SAWC aims to reduce youth's return to homelessness once housed and can increase efforts in the Critical Time Intervention program to assist with transition into housing. SAWC recognizes that for youth experiencing mental health challenges, mental health services and treatment will support the longevity, stability of housing, and the quality of life for the individual.
How much are you applying for?	3,000
How will you use these funds?	Upon detailed budgetary analysis, it costs \$91 a night to provide emergency shelter to one single adult in the 18-19 fiscal year. While SAWC attempts to reduce the amount of this cost through conservation efforts, the Shelter Association also recognizes the immediate need to provide shelter to the most vulnerable persons in our community. In the breakdown of the nightly costs of \$91 for each person in shelter, funds of \$3,000 will support the shelter stay, basic need services, and provide case management for 30 persons aged 18 to 22.
Total annual organizational budget	2,225,000
Please email your 501c3 determination letter to mayor@cityofypsilanti.com. Did you do this?	Yes
Are your 990s on Guidestar? If so please provide a link. If not, please email along with your 501c3 determination letter.	https://www.guidestar.org/profile/38-2533030
Please paste your organization's non-discrimination policy here.	The Shelter Association of Washtenaw County (SAWC) is committed to not discriminating in provision of services. No applicant for services will be denied services based on their race, color, national origin, religion, age (if compliant with the fact that the SAWC is an adult only shelter), sex, sexual preference, marital status, familial status or disability. In the provision of services to the disabled, SAWC will make reasonable accommodations as required and requested, provided that the individual is otherwise qualified to perform safely the essential functions connected with the activity and provided further that any accommodations made would not result in undue hardship on SAWC. Persons raising concerns regarding discrimination will not be retaliated against. Concerns regarding discrimination will be addressed through the SAWC Grievance Procedure.
Timestamp	8/20/18 17:31

City of Ypsilanti - Youth Mental Health Mini-Grant

Organization name	The Corner Health Center
Organization address	47 North Huron Street Ypsilanti, MI 48197
Contact name	Paula Brown
Contact email and phone	pbrown@cornerhealth.org 734-714-2251
Please describe the services and/or programs you provide to City of Ypsilanti youth, and how long you have been providing these services.	Theatre-based peer health education is the longest standing outreach program at the Corner Health Center, launched in September of 1982. In Theatre Troupe, young people get to use their artistic talents to educate on important health issues. Troupe members get the chance to write and perform shows on topics such as substance abuse, HIV/STI prevention, depression, bullying, dating violence, LGBTQ+ issues, and teen-parent communication. The Corner Health Center's Theatre Troupe Program integrates three effective strategies: interactive performances, skill-building workshops, and peer education. Troupe members are trained on adolescent depression and develop, rehearse, and perform plays to youth at area high schools. The plays are performed for area health classes and include both an in-character (the actors stay in character) Q&A to advance and deepen the story and an out-of-character Q&A to provide personal stories and peer education. In addition, follow-up workshops include role-play activities that allow the audience to practice engaging in the difficult conversations around depression, along with activities that de-stigmatize depression and seeking help for any sort of mental illness. Linkages to care are provided, along with a trained teacher or social worker present at each performance and workshop to talk with any youth who have mental health issues or want to refer a friend.
Do you know how many City of Ypsilanti youth you currently serve? If so, please share. If not, please describe what you do know that leads you to understand that you serve City of Ypsilanti youth (for instance, among youth from Ypsilanti and Superior Township as well).	Between October 2017 and May 2018, Ypsilanti youth made up 38% of the total youth participants at Theatre Troupe performances and workshops. The Corner Theatre Troupe provided depression education specifically to 20 Ypsilanti youth at WAVE and 24 at Ypsilanti Community High School. In addition, the Troupe provided depression and transgender bullying education to 354 adults that serve Ypsilanti youth, including social work students at the University of Michigan, nursing students at Washtenaw Community College, educators at Ypsilanti Community Schools, and attendees at the Conference on Adolescent Health hosted in Ypsilanti.
What challenges do youth in the City of Ypsilanti face in terms of mental health? How do you know? Any data is particularly helpful here. (From your organization's direct experience, from research or other data, etc)	The 2015 Health Improvement Plan for Washtenaw stated that 9.2% of children ages 10-17 had been diagnosed with depression. However, the Washtenaw Alliance for Children and Youth from that same year reported that 27.1% of high school aged youth feel depressed and 14.6% have seriously considered suicide. Among Corner Health Center patients screened for depression so far this fiscal year, 46.2% report feeling sad or hopeless for more than two weeks at a time and 18.8% report feeling seriously considering suicide in the past year. The significant gap in between the percentage of area youth actually diagnosed with depression and those who self-report as depressed or experiencing suicidal thoughts indicates a need for improved education about depression, a reduction in the stigma associated with mental illness, and education around connection to treatment.
What program, service, or initiative are you proposing, and how will it benefit the mental health of City of Ypsilanti youth? Please describe as fully as needed so that we can understand what you propose to do, including activities, timeline, number of youth reached,	Training: The Corner Health Center provides weekly training to Troupe members at the Corner Health Center. Approximately 10 youth will be provided training during the grant period. The training will include developing theatre skills, increasing health knowledge around many topics (including adolescent depression), strengthening peer education skills, and creating and rehearsing short plays. One of these plays will focus on adolescent depression. The training will include at least one specialized workshop on adolescent depression facilitated by a mental health professional. Stipends and transportation will be provided for every session and performance. Theatre Performances: 300 total youth will view a performance throughout the school year.

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any other relevant demographic information.	All Theatre Troupe performances are interactive and in three parts: first, a short play, the conclusion of which is left open-ended; second, an "in-character" discussion addressing audience questions about the situation, the characters' motives, feelings, and behavior; and finally, a peer education "question and answer" session in which Troupe members, now out of their role, facilitate a discussion with the audience. During this last segment the Troupe members as peer educators will address the stigma associated with mental health and depression, talk about the prevalence of depression in adolescents as well as the symptoms of depression, and provide information about the availability of resources. Many Troupe members also choose to share their own personal stories about dealing with depression, and these stories have a powerful effect on the audience. Linkages to mental health care, both in the school and in the community, will be provided. Skill-building Workshops: 200 total youth will participate in a workshop. This workshop includes activities and roleplaying exercises in which participants discuss, observe, model, and practice appropriate communication skills around depression. Corner staff will facilitate the workshop with a peer educator from the Theatre Troupe. A pre-and post-test will be used to measure the impact of the program. This will include questions to assess positive shifts in awareness, stigma, knowledge, and skills related to teen depression. The pre-test will provide baseline data on audience and troupe members' awareness, knowledge and communication skills related to depression. Audience members will take the pre-test prior to seeing the theatre performance. The post-test will be administered after the follow-up workshop. Each individual's pre- and post-test will be matched. Names will not be used and students will be assured of complete confidentiality. After the final workshop an external evaluator will compile and analyze the results and give reports on change and recommendations.
Is this a new, ongoing, or expansion of an existing program or service?	Ongoing
As a result of your proposed work, what impact will we see? If we were writing a newspaper article at the conclusion of a very successful program, what would it say changed in our community and among our youth?	We know that greater awareness of depression, a decrease in stigma around having and seeking help for depression, and knowledge about places in the community that help with depression can all reduce the number of people negatively affected by depression each year. The 2017 evaluation of the Theatre Troupe's depression programming indicated a statistically significant degree of change for every question on the survey. Notably, 69.4% demonstrated increased knowledge about depression and 73.3% reported increased ability to communicate about depression. In addition to the demonstrated community impact on the audience and participants of the programming, the Theatre Troupe members themselves are changed by the training that they receive, the opportunity to perform and teach, and the safe and supportive environment. At the end of the season, Troupe members are asked to reflect on the impact from their involvement. "When I first moved to Ypsilanti, I had to leave my friends behind and some of the splits were very painful. I've been struggling with depression and PTSD for about a year now, so I sought out help in the form of therapy. My therapist suggested I join Troupe to be more social. Having a group of friendly people that I could see on a weekly basis is really helping in my recovery."
How much are you applying for?	\$5,000
How will you use these funds?	The City of Ypsilanti request of \$5,000 will support 7 hours of training for 20 teens, 3 performances and 3 follow-up workshops for about 65 youth. The request of \$5,000 represents approximately 5% of our total Troupe budget and approximately 5% of the programming provided.

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Total annual organizational budget	\$2,184,125
Please email your 501c3 determination letter to mayor@cityofypsilanti.com . Did you do this?	Not yet
Are your 990s on Guidestar? If so please provide a link. If not, please email along with your 501c3 determination letter.	https://www.guidestar.org/profile/38-2329742
Please paste your organization's non-discrimination policy here.	The Corner Health Center values diversity in its workforce and is committed to hiring and retaining a workforce that reflects the racial, ethnic and gender identity distribution of its clientele. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Corner will be based on merit, qualifications, and abilities. The Corner does not discriminate in employment opportunities or practices on the basis of race, color, marital or parental status, sexual orientation, religion, sex, gender identity, gender expression, national origin, age, disability, Board membership, or any other characteristic protected by federal, state or local law. The Corner Health Center will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship for the Corner. This Equal Employment Opportunity policy governs all aspects of employment, including selection, job assignments, compensation, discipline, termination, and access to benefits and training. Any employees with questions, concerns or complaints about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Executive Director. If the alleged discriminator is the Executive Director, the employee(s) should bring it to the attention of the Board President. Employees may raise concerns and make reports without fear of reprisal. The Corner Health Center regards failure to observe this policy as extremely serious. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including, termination of employment.



Legislation Details (With Text)

File #: 18-1174 **Version:** 1 **Name:** 07/16/18 - One Community Leadership
Type: Resolution **Status:** Passed
File created: 7/16/2018 **In control:** City Council
On agenda: 7/16/2018 **Final action:** 7/16/2018
Enactment date: 7/16/2018 **Enactment #:** R-18-291
Title: Resolution to Support One Community Initiative and Ongoing Equity Work
Sponsors: Chuck Warpehoski, Christopher Taylor, Kirk Westphal

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
7/16/2018	1	City Council	Approved	Pass

Resolution to Support One Community Initiative and Ongoing Equity Work

Whereas, The City of Ann Arbor is committed to equitably providing a high quality of life to all of its residents;

Whereas, The City of Ann Arbor Non-Discrimination Ordinance (Title IX, Chapter 112), states “It is the intent of the city that no individual be denied equal protection of the laws; nor shall any individual be denied the enjoyment of his or her civil or political rights or be discriminated against because of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight;”

Whereas, Despite its commitment to equity, many members of our community continue to see disparities in employment, housing, education, contact with law enforcement, health, and other outcomes on the basis of race, gender, identity, and disability;

Whereas, Policies, procedures, and actions that are intended to be race-neutral may have racially and other disparate outcomes that particularly disadvantage people of color;

Whereas, In 2018 the City joined with its partners in Washtenaw County to develop the “One Community: Advancing Racial Equity in Ann Arbor and Washtenaw County” initiative to accomplish the following goals:

- Build organizational commitment and infrastructure across functions of Washtenaw County and the City of Ann Arbor, including clear action steps for implementation.
- Understand that advancing racial equity is the leading edge of addressing forms of disparate

treatment for all at-risk and marginalized members of our community.

- Develop skills at operationalizing racial and other forms of equity, including using Equity Tools, development of an Equity Action Plan, inclusive outreach and public engagement, workforce equity, and communicating about race, gender, identity, and disability.
- Develop, propose, and secure passage of equity ordinances for Washtenaw County and the City of Ann Arbor.

Whereas, The City of Ann Arbor partnered with Washtenaw County to engage the Government Alliance on Race & Equity (GARE) in 2017 and 2018.

Whereas, City leadership and additional staff from Ann Arbor attended seven GARE training sessions providing training on introduction to racial equity, development of equity toolkits, leading for equity, workforce progress, and community engagement in 2018; and

Whereas, City staff have begun developing equity plans and performance measures, identifying training opportunities, and expanding data collection;

RESOLVED, That the City Council reaffirms its commitment to dismantling institutional inequities and biases to ensure that race, sex, sexual orientation, national origin, gender identity, or disability does not determine someone's chances in life;

RESOLVED, That the City Council affirms its leadership of the One Community initiative and supports the City Administrator in advancing programs in the following areas:

- Offering equity-focused training for all staff, Council, and boards and commissions beginning in the fall of 2018 and to be completed by the end of FY2020, including integration into orientation for new-employees, Council Members, and board and commission members.
- Identifying opportunities to gather ethnically-disaggregated data when possible, including in the 2018 National Citizen Survey.
- Creating a vision statement and an Equity Plan that includes goals, measurable outcomes and strategies, and the resources necessary to effectively, openly, and responsibly address equity in the City enterprise by the adoption of the FY2020 budget, including actions taken in the areas of administration, personnel, operations, and outreach.
- Administering a staff assessment similar to GARE's Racial Equity Employee Survey to assess employee understanding of and commitment to advancing all aspects of equity.
- Coordinating with Washtenaw County and other local units of local government as part of the One Community initiative to support interagency work to address the impacts of inequity on minority and marginalized members of the community.
- Including legislative measures that promote and advance equity initiatives in the City's Policy

Agenda for action at the state and federal levels.

- Developing and sustaining long-term partnerships with communities of color and other previously marginalized communities to develop, implement, and assess equity plans.
- Providing leadership to and the exemplifying the standards of participation in the One Community initiative.

RESOLVED, That the City Council directs the City Administrator to provide quarterly status updates to Council on relevant measures and outcomes concerning community equity initiatives and issues.

Sponsored by Mayor Taylor and Councilmembers Warpehoski and Westphal



Resolution No. 2018-240
September 11, 2018

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the City Council Meeting be adjourned, on call, by the Mayor or two (2) members of Council.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE: